

ADMINISTRATIVE ORGANIZATION

2-1 COMPLEMENT:-

The complement of the LSM is composed of such numbers, ranks, and ratings of officers and men as are necessary to the efficient performance of the ship's functions in time of war.

A complete listing of the ship's complement is given in TABLES 3-1 and 3-2, Chapter 3 - "ALLOCATION OF PERSONNEL."

2-2 DEPARTMENTS:-

For administrative purposes, the activities of the ship are organized into the following departments:-

- (a) Commanding Officer
- (b) Executive
- (c) Navigation
- (d) Gunnery
- (e) Engineering
- (f) Damage Control
- (g) Construction
- (h) Communications
- (i) Commissary and Stores

2-3 DEPARTMENT HEADS:-

Ship's officers will be assigned as heads of the various departments in accordance with TABLE 2-1 below. Due to the limited number of officers on an LSM it is necessary that each officer head one or more departments as indicated.

TABLE 2-1

OFFICER	ADMINISTRATION	ADDITIONAL
Commanding Officer	Commanding. Supervision over entire ship's organization	Morale, Army Liaison, Tacti- cal officer

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TABLE 2-1 (cont'd.)

2-3

OFFICER	ADMINISTRATION	ADDITIONAL
<p><u>Executive Officer</u> Acts also as:- Navigator, First-Lieutenant Damage Control</p>	<p><u>Executive Department</u> (a) General Administration (b) Personnel.</p> <p><u>Navigation Department</u> (a) Navigating. (b) Deck watch supervision. (c) Lookouts. (d) Education. (e) Officer training. (f) Steering gear and all navigational equipment. (g) Care and upkeep of compartments within the limits of SC - Division. (h) Training of personnel.</p> <p><u>Construction Department</u> (a) Hull maintenance and upkeep. (b) Gas defense. (c) Cleanliness and sanitation. (d) Care, maintenance and operation of machinery other than that pertaining to Engineering Department. (e) Messing and berthing. (f) Loading and unloading cargo. (g) Issuing and maintenance of cold and foul weather clothing (h) Training of personnel.</p>	<p>Watch Officer, Hull Board, Coding Board, Survey Board, Chief Censor, Welfare.</p>

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TABLE 2-1 (cont'd.)

2-3

OFFICER	ADMINISTRATION	ADDITIONAL
	<p><u>Damage Control</u> (a) As Damage Control Officer, directs all activities in connection with Damage Control and Stability. (b) Holds frequent drills to promote Damage Control efficiency.</p>	
<p><u>Gunnery Officer</u> Acts also as:- Communications Officer Commissary and Stores Officer</p>	<p><u>Gunnery Department</u> (a) Armament operation and maintenance. (b) Drills and exercises to promote efficiency of armament. (c) Upkeep, care, and stowage of all ordnance equipment, stores and ammunition (d) Training of personnel.</p> <p><u>Communications Department</u> (a) Operation and maintenance of radio, radar, sound and visual signal apparatus. (b) Procurement, correction, custody, distribution and reports of all confidential publications. (c) Intelligence. (d) Censorship, (e) All communications. (f) Mail.</p>	<p>Watch Officer, Hull Board, Coding Board, Censor.</p>

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TABLE 2-1 (cont'd.)

2-5

OFFICER	ADMINISTRATION	ADDITIONAL
	<p><u>Communications Department (cont'd.)</u></p> <p>(g) Cleanliness and maintenance of compartments within limits of Communications Department.</p> <p>(h) Training of personnel.</p> <p><u>Commissary and Stores</u></p> <p>(a) Procurement of stores and provisions.</p> <p>(b) Issuing and maintenance of equipment, and provisions.</p> <p>(c) Accounting and Pay Records.</p> <p>(d) Administration of General Mess.</p> <p>(e) Cleanliness and upkeep of compartments within the limits of Commissary and Stores Department.</p> <p>(f) Training of personnel.</p>	
<p><u>Engineering Officer</u></p>	<p><u>Engineering Department</u></p> <p>(a) Operation and maintenance of machinery and electrical installations.</p> <p>(b) Training and instruction of engineering force.</p>	<p>Watch Officer, Hull Board, Coding Board, Ship's Service.</p>

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TABLE 2-1 (cont'd.)

2-3 OFFICER	ADMINISTRATION	ADDITIONAL
	<p>Engineering Department (cont'd.) (c) Cleanliness and maintenance of compartments within limits of Engineering Department.</p> <p><u>Damage Control</u> Assists in Damage Control.</p>	

2-4 DUTIES:-

The duties of Department Heads are set forth in Navy Regulations, General Orders, Bureau Manuals, Fleet and Force Regulations and as given herein.

Nothing contained herein, however, shall be construed as relieving those required by regulations, orders, or established customs from making reports to and carrying out the orders of the Commanding Officer.

2-5 DIVISIONS:-

To better coordinate the department activities with the personnel administration, the crew is divided into four divisions as shown in TABLE 2-2 below:-

TABLE 2-2

DIVISION ORGANIZATION

DIVISION	COMPOSITION	DIVISION OFFICER
Deck - "D" 14 men	Seaman Branch	Executive Officer
Engineering - "E" 17 men	Motor Machinist Mates Electrician Mates Firemen	Engineering Officer

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TABLE 2-2 (cont'd.)

DIVISION ORGANIZATION

2-5

DIVISION	COMPOSITION	DIVISION OFFICER
Ship's - Control - "SC" 10 men	Quartermasters Signalmen Radiomen Radarmen	Gunnery Officer
Commissary & Stores - "S" 7 men	Yeomen Storekeepers Pharmacist Mates Ship's Cooks Steward Mates	Gunnery Officer

2-6 DUTIES:-

The Division Officer is the direct representative of the Executive-Officer for all matters concerning the conduct, health, comfort, pay, small stores, uniforms and inspections of all personnel in his division.

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LSM Class