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Ship Knowledge  
Capt. Colbury

11-16-43.

A ship holds 7000 to 8000 tons of cargo. In comparison, a freight car holds only about 35 tons. There are two types of ships - freight carriers and tankers.

Parts of a ship are: forward, aft, midships, bow, stern, upper-deck, and belowdeck.

A headline is used to hold a ship to the dock - from the bow to the dock. A sternline holds the ship from the stern to the dock.

Balloards hold fast the rope on the dock. Lines pass through chocks

The hatches are used to store cargo and are numbered from forward to aft. They are covered by tarpaulins which are fastened by means



of wedges.

Ventilators should be covered with canvas.

When on a ship, always back down ladders and keep one hand free for protection.

A tanker's smokestack and engines are located aft. On a freighter they are located midships. Holds are separated by steel, watertight bulkheads.

A tanker is a ship used to carry oil in bulk. The first thing a tanker does is hook up a ground wire. Also a sign must be placed on the gangway reading "No smoking, no visitors, no open lights". All fire protection units must be laid out for use.

All vessels must be equipped with steam smothering system.

The most vital parts of a ship are the propeller and rudder. (Capt. Colbary greatly stressed the importance of a ship's rudder.)

Long ago, the men's quarters were located forward, then shifted aft. In the new Liberty ships, they are located midships.



Discipline - Courtesy

11-16-43.

Lts. Pearson & Crawford

Discipline is the basis of all military organizations.

A battalion is less than 1000 men and is commanded by a Lieutenant. A regiment consists of over 1000 men and is commanded by a Lieutenant Commander. The Executive Officer is second in command.

Fingernails and teeth must be kept clean at all times, and hair should be neat. Hats must be placed squarely on the head, not at an angle.

A junior officer always walks on the left of his senior officer.

Lt. Commander and above

are addressed by their title. Below  
a Lt. Commander are addressed as  
Mr.

Three rules of discipline are:

1. To obey orders carefully and willingly.
2. To obey last order from any senior officer.
3. To show respect to a senior officer at all times.

A command directs you to perform a certain act in a certain way.

An order directs you to perform a certain act not in one particular way but the way you think best.



# Organization

11-18-43.

Commandant - Russell Waesche

Director of Personnel - Rear Admiral Robert  
Dohohue

Capt. - A. C. Marts

There are 15 Naval districts, ours  
being the Eighth Naval District.

District Coast Guard Officer - Commander  
J. F. Farley

Port Security Officer - Commander Whitfield

Captain of the Port - Lt. Seaman

Battalion Commander - Lt. Pearson

Executive Officer - Lt. Vaughan

Staff Officers:

Personnel - Lt. Crawford

Port Security - Lt. jg Beular

Patrol - Ensign Seaman

2 Warrant Officers - (not designated)

Headquarters Officer - (not designated)

Training Officer - Lt. jg Gates



Asst. Training Officer - Mrs. Barnhouse

Drill Officer - Ensign Pruett

Small Arms Officer - (not designated)

Public Relations - Mrs. Prouse

Finance Supply - Ensign Everts

Assistant - Bosin Follmer

Senior Woman Officer -

Operations Officer (Chief Yeoman)

Personnel (Chief Yeoman)

There will eventually be 20 commissioned, 19 warrant, and 50 chief petty officers with quite a number of lower petty officers.

A platoon consists of six squads. A squad consists of: one Chief Petty Officer, one Bosin mate, one Bosin mate first class, and six seaman first class.

A ladies' squad will consist of one Chief Yeoman, one yeoman i/c,



six yeoman 3/c.

There are deck ratings such as seaman 1/c and coxswain; yeoman ratings such as yeoman 3/c; and storekeeper ratings.

An ensign is in full command of a platoon.

An apprentice seaman wears one stripe on his wrist. A seaman 2/c wears two stripes; a seaman 1/c wears three stripes.

A white tape worn around the right shoulder signifies the deck branch. A red tape around the left shoulder indicates the fireman's branch, on the staff, or a specialist.

A coxswain is a 3/c petty officer wearing one red chevron above the elbow (sargeant).

Bosin 2/c - 2 red chevrons (staff sgt.).

Bosin mate 1/c - 3 red " (tech. sgt.).

Chief Bosin mate - 3" " circled at top  
(M/Sgt.)

Ladies ratings:

Yeoman 3/c, yeoman 2/c, yeoman  
1/c, chief yeoman.

A Warrant Officer wears a  
1/4 inch stripe of gold braid with  
broken patches of blue on his sleeve.

Chief Warrant Officer - 1/2 inch gold  
braid with patches of blue.

Ensign - 1/2 inch gold stripe on sleeves,  
one gold bar on collar (2nd Lt.)

Lt. jg - 1/2 & 1/4 inch gold stripes, one  
silver bar (1st Lt.)

Lt. sg - 2-1/2 inch stripes, 2 silver bars (Captain)

Lt. Com. - 2-1/2 & 1-1/4 inch stripes, gold  
oak leaf (Major)

Commander - 3-1/2 inch stripes (Lt. Colonel)



Captain - 4  $\frac{1}{2}$  inch stripes, eagle (Colonel)  
Commodore - one 2 inch stripe, silver star  
(Brig. General)

Rear Admiral - one 2 inch & one  $\frac{1}{2}$  inch  
gold stripes, 2 silver stars (Major Gen)

Commandant - Vice Admiral - one 2 inch  
& 2  $\frac{1}{2}$  inch gold stripes, 3 silver stars  
(Lt. General)

## Dock Knowledge

11-19-43.

A dock is used for loading or unloading a vessel.

A wharf structure is built of wooden piling or reinforced concrete. The floor area is on solid land.

There are four types of wharves, the first being the most desirable.

1. Reinforced concrete or fire resistant.
2. Incombustible construction.
3. Brick walls with wooden roof.
4. Wooden frame structure.

A wharf must have large storage area. Railroad sidings are on the backside and sometimes on the wharf apron.

Petroleum products are the



leading item of cargo with cotton second. Dry cargo is other than liquids and petroleum.

The modern wharf is two-story in height, the upper floor being used for storage of cotton and the lower floor being used for cargo. A good wharf structure has good fire protection, fire extinguishers, and first aid. It is well fenced with Cyclone fences.

There are portable cranes and one stationary crane used to help load and unload ships. There is also a forked machine which is a tractor with a hydraulic lifting device on front end of the machine.

Traps and slings are used to get cargo from dock to ship - from ship to dock.

An electric conveyor system is used primarily for cotton.

An oil line runs under the wharf, the entire length with outlets at various intervals along the dock where connections to ships can be made for getting fuel. The ship's drinking water is put on board in a similar way through a fresh water line.

The apron is the part of a dock extending from the building to the ship's side.



Ship Cargoes

11-19-43.

The Interstate Commerce Commission requires that different commodities bear a label.

The three primary labels are red, yellow, and white. Most hazardous cargo bears a red label which indicates inflammable liquids, flammable gases, and explosives. Yellow labels indicate flammable solids and oxidizing materials. The white label indicates acid or corrosive liquid.

There are two other labels - green, which indicates non-flammable gases. And the red on white label indicating poison, poison gas, or tear gas.

Some examples of the different labels are: red, alcohol; yellow,

photograph film; white, battery acid and medical drugs; green, compressed air in tanks and carbon dioxide; red on white, cyanide, mustard gas, and arsenic acid.

Vegetable oil, particularly linseed, makes a spontaneous condition when in vicinity of fibrous materials.

When a fire is discovered, the very first thing to do is turn in a fire alarm with all possible speed. Never try to put out a fire all alone.



11-23-43.

It is very bad form to sign rank after name.

Letters:

Port Security Force

Houston Battalion

File No.

(3 spaces)

Subj.:

(2 spaces)

1. (Indent 8 spaces) Paragraph

2. ( " " " ) "

~~Enclosures~~ Inclosures very important. They must be listed.

In writing the date, the day comes before the month.

Type name in capital letters.

Fire Prevention

11-26-43.

Chief Clooney

Causes of fire: faulty wiring and smoke, sparks from cigarette, etc.

Oil on cloth may cause spontaneous combustion.

Rubbish also cause of fire. Never throw rag with oil of any type on it underneath anything.

Three elements to make a fire: heat, oxygen, and fuel. Try to control heat because without one of these elements it is impossible to have a fire.

Kerosene feels cold, oily - gasoline feels cool, and has a drying out feeling.

Everything is combustible except steel and concrete.

Liquid phosphorus is highly



explosive. It ignites when exposed to air. Water will only spread the fire. Pour dry sand on it and then carry it out.

If the liquid phosphorus gets on a person, wash it off with soap and water. Wash until the odor is no longer detectable.

Oil bomb used in harbor and shipping installations. Combat oil flames with foam.