

FROM	DRAFTER OR RELEASE TIME	PRECEDENCE ACT INFO	IMP	CLASS	FOR	FOR	FOR	FOR	FOR	FOR	FOR	FOR
DL 03		RR RR		UUUU		0068					011929Z	JUN 72
BOOK	MESSAGE HANDLING INSTRUCTIONS											
	ZEO ZOC ZFP											

FROM: CNO {Z-112}  
TO: NAVOP

UNCLAS //NO1300// BASEGRAM  
COLLATERAL DUTIES

*09BH*

A. CNO 270004Z AUG 70 {Z-14}

1. REF A WAS ISSUED TO REDUCE ADMINISTRATION AND PAPERWORK BY ABSORBING SEPARATELY DESIGNATED COLLATERAL DUTIES INTO THE EXISTING COMMAND ORGANIZATIONAL STRUCTURE WHEREVER POSSIBLE AND TO DISCOURAGE THE ASSIGNMENT OF THOSE REMAINING COLLATERAL DUTIES SOLELY TO JUNIOR OFFICERS. INPUTS FROM FLEET COMMANDERS HAVE INDICATED THAT REF A HAS ACCOMPLISHED THIS PURPOSE.

2. BASED ON RECOMMENDATIONS FROM THE FLEET COMMANDERS, ADDITIONAL DUTIES HAVE BEEN NOMINATED AND APPROVED FOR CANCELLATION AS SEPARATE DUTIES. IN MOST INSTANCES THE DUTIES SHOWN HEREIN CAN BE ABSORBED WITHIN THE EXISTING COMMAND STRUCTURE. SUGGESTED PLACES IN THE ORGANIZATIONAL STRUCTURE ARE SHOWN FOR GUIDANCE ONLY:

DELETE	REASON
MORALE OFFICER	INHERENT IN CO, XO, DIV. OFF. RESPONSIBILITIES

DISTR:  
DRAFTER: OP-102D1  
DIST: STANDARD NAVOP DIST.

THIS MESSAGE MEETS NAVY *43 10-4-71*  
CRITERIA FOR ELECTRICAL  
TRANSMISSION AS A GENERAL  
MESSAGE

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE	SPECIAL INSTRUCTIONS
LCDR MACDONALD, OP-102D1, 77525/3/24/72	CHOP: <i>01</i>
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE	941R <i>C</i>
ADM E. R. ZUMWALT, JR., OO, 56007	941B1 <i>10 R</i>
SIGNATURE	<i>00F</i>
	SECURITY CLASSIFICATION
	UNCLAS 011929Z JUN 72

*Command  
Library* →

JOINT MESSAGEFORM

UNCLAS

PAGE 02 03	CLASSIFICATION		UUUU	00158	DATE		
	ACT	INFO			MONTH	YE	

LANDING PARTY OFFICER - DUTY SECTION ASSIGNMENT  
 NBC WARFARE OFFICER - INHERENT IN DCA RESPONSIBILITIES  
 GAS FREE ENGINEER - INHERENT IN DCA RESPONSIBILITIES  
 3. ADDITIONALLY RESEARCH HAS SHOWN THAT THE COLLATERAL DUTIES LISTED BELOW ARE NOT REQUIRED BY ANY NAVY-WIDE DIRECTIVE OR INSTRUCTION. THERE IS NO NEED FOR THESE DUTIES TO EXIST AND THEY SHOULD BE ABOLISHED:

DELETE	REASON
CAREER APPRAISAL OFFICER	NO REQUIREMENT
VENDING MACHINE OFFICER	NO REQUIREMENT
ELECTRICAL SAFETY OFFICER	NO REQUIREMENT
RADIOACTIVE MATTER CUSTODIAN	NO REQUIREMENT
SENTRY TRAINING OFFICER	NO REQUIREMENT
BERTHING OFFICER	NO REQUIREMENT
LOOKOUT AND RECOGNITION OFF	NO REQUIREMENT
RETENTION OFFICER	NO REQUIREMENT

4. THERE ARE AND WILL CONTINUE TO BE INSTANCES WHERE A SPECIFIC TASK OR FUNCTION CAN BEST BE ACCOMPLISHED BY A SINGLE DESIGNATED

DISTR:

SENDER (TYPE, NAME, TITLE, OFFICE SYMBOL AND PHONE)	SPECIAL RESTRICTIONS
TYPIST (NAME, TITLE, OFFICE SYMBOL AND PHONE)	
SIGNATURE	
011929Z JUN 72 2-102	
UNCLAS	

BETTER PRO  
 COMMAND HIS  
 PERSON RATHER  
 END

DD FORM 173 (OCR)  
 1 JUL 68

UNCLAS

PRECEDENCE	INFO	CLASS	CC	FOR MESSAGE CENTER COMMUNICATIONS CENTER ONLY
ACI	INFO			
RR	RR	UUUU		0068
DATE - TIME				MONTH - YR

PERSON RATHER THAN WITHIN THE ORGANIZATIONAL MAKEUP OF THE UNIT. COMMAND HISTORIAN IS A CASE IN POINT; ONE PERSON MAY PRODUCE A BETTER PRODUCT THAN SEVERAL PERSONS WORKING INDEPENDENTLY TO THE SAME END. HOWEVER, THIS FUNCTION COULD EASILY BE INCLUDED IN THE NORMAL COMMAND ORGANIZATION. COMMANDING OFFICERS SHALL RETAIN THE PREROGATIVE OF ASSIGNING SPECIFIC FUNCTIONS AS COLLATERAL DUTIES WHERE THEY FEEL SUCH ACTION WILL ASSIST IN THE ADMINISTRATION OF THEIR COMMAND IN THE MOST EFFICIENT MANNER. THERE NEED BE, HOWEVER, NO FORMAL LETTER APPOINTMENTS IN ASSIGNING SUCH TASKS, NOR SHOULD INSPECTION LISTS REQUIRE SUCH LETTERS. IF FUNCTIONS ARE ASSIGNED AS COLLATERAL DUTIES THOSE DUTIES SHOULD BE ASSIGNED UTILIZING TOTAL COMMAND ASSETS, RATHER THAN JUNIOR OFFICERS ONLY.

5. ALL ECHELONS OF COMMAND ARE ENJOINED TO CONTINUE SUPPORT OF THIS PROGRAM TO REDUCE ADMINISTRATION AND PAPERWORK. E.R. ZUMWALT, JR., ADMIRAL, U. S. NAVY, CHIEF OF NAVAL OPERATIONS.

DISTR:

SENDER TYPE, NAME, TITLE, OFFICE SYMBOL AND PHONE	SPECIAL INSTRUCTIONS
RECEIVER TYPE, NAME, TITLE, OFFICE SYMBOL AND PHONE	011929Z JUN 72 Z-112
SECURITY CLASSIFICATION	
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