

Quarterdeck Manual



Quarterdeck Conduct

The following instructions are for all members of the Ship's Company while on the quarter deck and brow.

- All Personnel will wear their Head dress.
- The side will be piped for when the CO, LCdr & above come aboard.
- Commissioned Officers are to be saluted as they come across the Quarterdeck.
- The area is to be kept clean & clear of un-necessary personnel & equipment at all times.
- Food will not be consumed on the brow.
- Uniform protocol will be parade standard. (i.e. no earphones, texting, slouching, etc.)

Coming Aboard

MS & Below:

- Will line up single file outside in front of the starboard hatch and wait for the Cpl of the Gangway to signal them to come aboard.
- Once through the Hatch they will come to attention, salute (1,2 3,1) & then say "Rank & Last name Request permission to come aboard," If they do not have a white top or are in civilian attire they must still come to attention.
- The Cpl of the Gangway will do a quick inspection of the uniform looking for things that can be corrected, if there are issues that can be corrected the cadet will be sent to the back of the line to fix them then get inspected again.

Chiefs & POs:

- Do not stand in line,
- Once through the hatch make an effort not to get in the way of the Cpl of the gangway's inspections come to attention & salute.
- Ensure the Cpl of the Gangway marks their attendance (without interrupting) and clear the area.

Officers/NCMs/CIs & CVs

- Do not stand in line
- Once through the hatch make an effort not to get in the way of the Cpl of the gangway's inspections, come to attention and salute.
- Go over to the brow and sign the Ship's Log and clear the area.

Going Ashore

All Members of the Ship's Company will come to attention and salute, if they do not have a head dress or are in civilian attire they come to attention.

In Case of Foul weather or cold temperatures

- Cadets will come across the brow come to attention and salute.
- They will then line up along the bulkhead across from the Quartermasters desk where the Cpl of the gangway will inspect their uniform and take their attendance using the procedure above.

Routine Pipes

Use the **general call** when making the following pipes.
 Speak slowly and clear, taking appropriate pauses between each word.

Time	Pipe
1825	“Ship’s Company, Muster, Parade Deck,”
1930	“Out Pipes,”
2000	“Out Pipes,”
2020	“Secure from stand easy, Hands to third period classes,”
2055	“Secure classes, Ship’s Company, Muster, Parade Deck,”

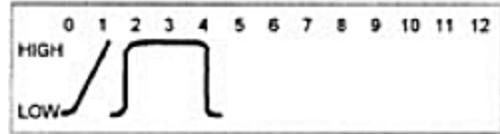
PIPING PERSONNEL

Who	Pipe
OFFICERS	“Acting Sub-Lieutenant Black, is <i>requested</i> , at the training office,”
OOD	“Officer of the Day, is <i>requested</i> , at the brow,” <small>You may also make the OOD pipe (see types of pipes).</small>
Chiefs & POs	“Petty Officer Whalen, is <u>required</u> , at the Administration office,”
POOD	“Petty Officer of the Day, is <u>required</u> , at Classroom 3,”
MS & Below	“Leading Seaman Rafuse, Supply,”

TYPES OF PIPES

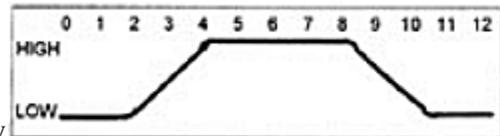
General Call

The general call precedes any broadcast order; it draws attention to the order. The general call is used when passing out-of-routine orders or information of general interest.



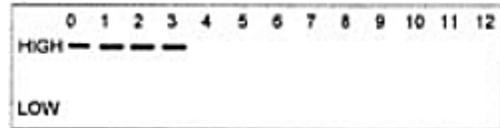
Pipe the Side

When a Commanding Officer of an HMC Ship arrives onboard he/she is entitled to this pipe. To be done properly it should be 12 seconds long with very smooth transitions. To accomplish this, the sailor must take a very long deep breath prior to beginning; failure to do so will cause the pipe to be abruptly cut short. The side is also piped for Royalty, the Accused when entering a Court Martial and for the Officer of the Guard (When the Guard is formed up).



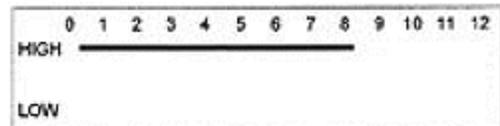
Officer of the Day Call

The Officer of the Day call is used to attract the attention of the Officer of the Day to contact the gangway. The pipe is an order in itself and does not require verbal addition. The pipe consists of 4 high "pips".



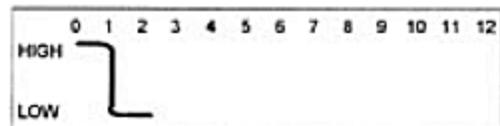
The Still

The still is used to call all hands to attention as a mark of respect, or to order silence on any occasion. The still is also used to announce the arrival onboard of a senior Officer. The pipe is an order in itself and does not require any verbal addition. The still is a high note held for 8 seconds. If done properly, it should end very abruptly.



Carry On

The carry on is used to negate the still. The pipe is an order in itself and does not require any verbal addition.



Bell's

Time	Number of Bells	Pattern
1800	1	•
1830	2	• •
1900	3	• • •
1930	4	• • • •
2000	5	• • • • •
2030	6	• • • • • •
2100	7	• • • • • • •
2130	8	• • • • • • • •

It should be noted that this has been adapted from the original routine to fit the Corps Routine.

Log Book

Proper Log Entries

1. All log entries are done in **pencil**. They must be brief yet hold all the important information and facts.
 - A. Times are to be exact
 - B. If the log book is going to be longer than one page make a note on the last line that the log continues to the next page.
 - C. If you make an error **DO NOT ERASE**, place a line through it and make the proper entry.
2. In each of the sections certain information belongs there and certain people fill it out.
 - a. **Date Box:** This is the spot where you put the When, Who & Where information.
 - b. **Duty Personnel:** This Section list the names of Officer's and Cadets detailed for duty in the positions listed.
 - c. **Officer's On Board:** Officer's are to sign the Ship's Log in the order of their arrival on board.
 - d. **Visitors:** Official Visitors to the Ship are to be politely approached to sign this section of the Log. Parents and members of the general public do not need to sign unless indicated by a Officer or C&PO.
 - e. **Routine:** In this section all occurrences and the time at which they occurred is to be documented.
 - f. **Attendance:** Data Concerning the attendance of all members of the Ship's Company is to be collected here and is to be 100% accurate. No block is to be left empty numbers are to be entered where applicable.

- g. Rounds:** The OOD is to place an “X” opposite those items that are to be found correct. If anything is found to be unusual the OOD will then enter it in to the Occurrence block. The extra lines below are for anything else the CO may want inspected.

- h. Log Approved:** The OOD signs the log upon completion of the rounds. The CO signs when he reviews the log, the ACO or their representative signs the log upon completion of their periodic review.