

Newport News, Va.,
21 September, 1942.

R-E-S-T-R-I-C-T-E-D

PROSPECTIVE EXECUTIVE OFFICER'S MEMORANDUM NO. 12-42

Subject: Details of Commissioning Ceremony -U.S.S. SUWANNEE.

1. The instructions set forth herein, governing the commissioning ceremony for the SUWANNEE, on Thursday, 24 September, 1942, are issued for the information and guidance of "all hands".

2. GENERAL

In addition to the officers and crew of the SUWANNEE, there will be present at the commissioning ceremony, the Supervisor of Shipbuilding and staff, representatives of the Newport News Shipbuilding and Drydock Co., the Chaplin from the Naval Operating Base; approximately fifteen visiting officers and members of their immediate families, and members of the immediate families of SUWANNEE officers.

3. PARADE

The ceremony will be held on the Flight Deck at the forward elevator. The crew will fall-in in accordance with Flight Deck Fairweather Parade No. 1. When "general muster" is sounded, division officers of divisions paraded aft, will march their respective divisions forward in such a manner as to form a compact "Mass Formation" just abaft the forward elevator.

In the event of inclement weather, the ceremony will be conducted on the Hangar Deck and Foulweather Parade No. 1 is prescribed.

Officials will take stations at the forward edge of the elevator, facing aft; visiting officers will take station on the port side of the elevator, facing to starboard; guests will take stations forward of the elevator.

4. SMOKING REGULATIONS

Smoking will be prohibited until after the ship has been commissioned; thereafter smoking will be regulated in accordance with the applicable section in the "Ship's Organization and Regulations".

5. UNIFORM

The uniform for the commissioning ceremony will be that shown under column "A" below, unless otherwise directed by the Prospective Commanding Officer:

A	:	B
Officers	:	Service Dress Blue "B"
Chief Petty Officers	:	Dress Blue "B"
Enlisted Men	:	" " " "
- Service Dress White	:	
- Dress White	:	
- Undress White "A",	:	
with neckerchief	:	

The uniform shown under column "B" may be prescribed if indicated and appropriate.

6. PUBLIC ADDRESS SYSTEM

The Shipyard will provide and test the public address system fitted with two microphones - one at the forward edge of the elevator for use by the Official Party and the other at the after edge of the elevator for use by the Executive Officer. The Communication Officer will test this equipment for satisfactory operation.

7. ESCORTS

Supervisor and staff	-	Captain Clark Lieut. Comdr. Aker.
Representatives of the Shipbuilding Company	-	Comdr. Evans Lieut. Legendre
Flag and Commanding Officers	-	Lieut. Comdr. Arnold Lieut. Comdr. Delaney
Guests	-	Lieut. Comdr. Jonson Lieut. Newbegin Lieut.(j.g.) Hargreaves Lieut.(j.g.) Smith Lieut.(j.g.) Pierson Lieut.(j.g.) Hamaker Lieut(j.g.) Glick Ensign Wendt Ensign McCune Ensign Whiting
Official Photographer (Mr. Griffiths)	-	Lieut. Brock

All officials and guests will be escorted to the vicinity of the Captain's Cabin upon arrival on board, and to their stations for the ceremony when notified that all is in readiness; when guests have arrived at their stations for the ceremony, officer escorts will take station with ship's officers, falling-in in double rank with the senior on the right, according to rank.

After the ceremony, officers and guests will proceed aft along the port side of the flight deck to the after elevator and thence to the hangar and wardroom.

8. THE WATCH

The Navigator will organize and instruct the deck watch, which will be set when ordered by the Captain. The members of this watch will not fall-in with their divisions, but instead will fall-in just outboard of the starboard edge of the forward elevator.

The following personnel shall constitute this watch:

Officer-of-the-Deck
Junior Officer-of-the-Deck
Quartermaster of the watch
Boatswain's Mate
O.O.D. Messengers (2)
Sideboys (6)
Bugler

9. COLORS

The Assistant Navigator will make preliminary preparations and supervise the hoisting of the Colors, Commission Pennant and Admiral's Flag.

10. PROGRAM

1530 - Officers Call. Pass word "All Hands to Quarters - Flight Deck Parade No. 1".

Station the following regular details in addition to the regular watch:

With Captain - Captain's Orderly.

With Executive Officer - Exec's. Orderly and Bugler and Boatswain's Mate.

With Navigator - Deck Watch to be set upon commissioning.

With Assistant Navigator - Quartermasters in colors detail.

1535 - "Assembly".

1600 - "General Muster". Take Mass Formation as prescribed in "Ship's Organization and Regulations" modified to provide that the 1st Division move aft to station # 145.

1615 - Ship's Officers take stations for Mass Formation. Boatswain's Mate and Bugler take station near Executive Officers microphone. "Colors Detail" take station at Island Structure and stand-by Colors, Admiral's Flag and Commission Pennant. (Ensign Premo in charge).

1620 - Executive Officer notify Captain when in all respects ready. Escorts accompany officials and guests to

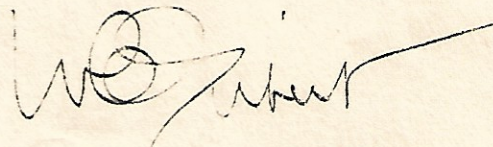
designated stations.

- 1630 - Executive Officer order "Attention" on bugle.
- Executive Officer report to Captain, "All Hands on Deck, Sir".
 - Captain report to Supervisor, "Sir we are ready to proceed with the commissioning".
 - Supervisor accepts ship from Contractor.
 - Supervisor directs "Chaplain proceed with the invocation".
 - Executive Officer orders "Parade Rest".
 - Invocation.
 - Executive Officer orders "Attention".
 - Supervisor reads commissioning directive and directs "In accordance with instructions from the Navy Department, I direct that the U.S.S. SUWANNEE be commissioned".
 - Captain directs Executive Officer "Conduct the Ceremony".
 - Executive Officer orders ship's company "Divisions face the Island Structure".
 - Executive Officer orders bugler sound "Morning Colors". Colors and Commission Pennant are hoisted simultaneously. Officers and men not in ranks render hand salute.
 - Executive Officer orders "Divisions face forward".
 - Executive Officer reports to Captain "Sir, the U.S.S. SUWANNEE has been placed in commission".
 - The Captain reads his orders and reports to the Supervisor, "Sir, I accept command of the U.S.S. SUWANNEE".
 - The Supervisor's personal flag is broken, then the Commission Pennant is lowered.
 - Captain orders the Executive Officer, "Set the Watch".
 - Executive Officer orders "Set Battle Condition III, Starboard Watch One". Boatswain pipes and passes word, Boatswain's Mates repeat. Watch falls out on the double and take stations.

- Executive Officer reports to the Captain "Sir, the Watch has been set".
- Captain orders "Pipe Down".
- Boatswain pipes and passes word which is repeated by Boatswain's Mates.
- Officials, guests, and escorts move aft along the port side of the Flight Deck to after elevator, thence to Wardroom via Hangar.
- When official party is clear, Executive Officer orders "Retreat" on bugle.

11. DEPARTURE of SUPERVISOR of SHIPBUILDING

Side honors will be rendered on the occasion of the departure of the Supervisor, at which time his personal flag shall be hauled-down.



W. C. GILBERT,
Commander, U. S. Navy.