



ADMINISTRATION

A well-ordered ship, like a healthy body, is organized to function for the good of the entire system. In the SAIPAN we look to Administration as the central organization where the action of the day begins. In Administration all officer and enlisted personnel accounting is done and every service record is carefully maintained in an up-to-date status.

The Captain's Office is the pivotal point in the system. All incoming official mail — and a great amount of paperwork is inevitable with the running of a modern ship — pours into this office and after being carefully logged is rerouted to its proper destination. Likewise, outgoing official mail funnels through this office.

The plan-of-the-day, recommendations for advancement in rating, requests for schools, and those all important recommendations for leave or liberty, originate or receive attention in the Executive Officer's Office.

Included within the activities of Administration are the Legal Section, a specialized staff responsible for court procedure, investigations, and other judicial functions, and a completely equipped Printing Office.

