

U. S. NAVAL ADMINISTRATION UNIT  
SAIPAN DISTRICT  
SAIPAN, MARIANAS ISLANDS

21 February 1953

NAVADMIN SAIPAN INSTRUCTION 5400.1

From: Commanding Officer  
To: All military and non-indigenous personnel

Subj: Organization, Naval Administration Unit, Saipan District,  
Saipan, Marianas Islands

1. Introduction. The President by Executive Order 10408 of 10 November 1952 directed that the administration of Saipan and Tinian in the Trust Territory of the Pacific Islands be transferred from the Secretary of Interior to the Secretary of the Navy on 1 January 1953.

2. Establishment. OPNAV NOTICE 5450 of 10 December 1952 established the Naval Administration, U. S. Naval Administration Unit, Saipan District, Saipan, Marianas Islands. This activity is under the command of the Commander Naval Forces, Marianas.

3. Financial responsibility. Financial responsibility for the U. S. Naval Administration Unit, Saipan District is assigned to the Chief of Naval Operations.

4. Mission. It is the mission of this activity to administer Civil Government in that part of the Trust Territory which includes the islands of Saipan and Tinian and to discharge the obligations of the United States under the trusteeship agreement in accordance with directives promulgated by the Navy Department, Commander in Chief, U. S. Pacific Fleet, Commander Naval Forces, Marianas, or other competent authority, by promoting the economic, governmental, health and educational advancement of the native population, and to protect their civil and property rights.

5. Responsibility. The responsibility for the accomplishment of the above mission rests with the Naval Administrator.

6. Personnel.

a. The authorized officer allowance of this activity is:

- (1) CDR 1100 - Naval Administrator and Commanding Officer of Naval Personnel.
- (2) LCDR 1100 - Assistant Naval Administrator and Executive Officer.
- (3) LT 1100 - Internal Affairs Officer.
- (4) LT 1100 - Economics and Educational Officer.
- (5) LCDR 2100 - Medical Officer.
- (6) LT 2100 - Assistant Medical Officer.
- (7) LT 2100 - Assistant Medical Officer.
- (8) LTJG 2300 - Medical Administration Officer.
- (9) LT 3100 - Supply Officer
- (10) LT 5100 - Public Works Officer.

ADDENDA "G"

b. The authorized civilian allowance for this activity is:

- (1) GS-11 Educational Administrator.
- (2) GS-11 Economic and Internal Affairs.
- (3) GS-11 Land and Claims Administrator.
- (4) GS-11 Attorney General.
- (5) GS-9 Education and Training Specialist.
- (6) GS-9 Education and Training Specialist.
- (7) GS-9 Education and Training Specialist.
- (8) GS-7 Teacher, General.
- (9) GS-7 Teacher, General.
- (10) GS-7 Teacher, General.

c. The authorized enlisted personnel allowance for this activity is:

- (1) 92 enlisted.

## 7. Departments.

a. For functional purposes the unit is divided into departments as follows:

- (1) Administration.
- (2) Public Works.
- (3) Public Health.
- (4) Communications.
- (5) Native Affairs.
- (6) Land and Claims.
- (7) Legal.
- (8) Education.
- (9) Operations.
- (10) Fiscal and Supply.

b. Each department will be under the direct supervision of a commissioned officer or a civilian, whose duty it is to carry out functions of his department as enumerated below. Heads of Departments are responsible, through the Assistant Naval Administrator, to the Naval Administrator.

c. The Assistant Naval Administrator is also the Executive Officer of this activity. He shall be guided in his duties by Articles 0801-0805, U. S. Navy Regulations, 1948.

## 8. Duties of Department Heads.

a. The Administrative Officer will exercise supervision over all matters pertaining to:

- (1) Planning.
- (2) Office Management.
- (3) Personnel.
- (4) Records and reports.

b. The Public Works Officer will exercise supervision over all matters pertaining to:

- (1) Government buildings.
- (2) Utilities.
- (3) Transportation.
- (4) Maintenance.
- (5) Construction.
- (6) Development planning.
- (7) Salvage and appraisal

c. The Medical Officer will exercise supervision over all matters pertaining to:

- (1) Medical and Dental care.
- (2) Sanitation.
- (3) Leprosarium.
- (4) Asylums.
- (5) Dispensaries.
- (6) Hospitals.
- (7) Health and Nurses Aides Training.
- (8) Health Quarantine.
- (9) Preventive medicine.
- (10) Insects and Rodent Control.
- (11) Cemeteries.
- (12) Vital statistics.

d. The Communication Officer will exercise supervision over all matters pertaining to:

- (1) Communications.
- (2) Post Office.
- (3) Custodian of Registered Publications.
- (4) Intelligence.

e. The Native Affairs Officer will exercise supervision over all matters pertaining to:

- (1) Political and native affairs.
- (2) Legislative affairs.
- (3) Agriculture.
- (4) Cattle.
- (5) Fishing.
- (6) Commerce.
- (7) Industry.
- (8) Labor.
- (9) Mining.
- (10) Plant and animal quarantine.
- (11) Natural resources.
- (12) Scientific projects.
- (13) Licenses and inspections.
- (14) Immigration, passports, and identifications.
- (15) Sale of salvage to natives.

f. The Land and Claims Officer will exercise supervision over all matters pertaining to:

- (1) Land settlement.
- (2) Land survey.
- (3) Property custodian.
- (4) Land tenure.
- (5) Land transfer.
- (6) Adjudication of claims.

g. The Legal Officer will exercise supervision over all matters pertaining to:

- (1) Legal affairs.
- (2) Public prosecution - District Attorney
- (3) Public safety.
- (4) Fire marshall civilian
- (5) Head Insular Constabulary.

h. The Educational Officer will exercise supervision over all matters pertaining to:

- (1) Schools - Maintenance and Supervision.
- (2) Teacher training.
- (3) Curricula - Establishment and Supervision.
- (4) Preservation of Native Arts, Crafts, Cultures and Languages.
- (5) Adult Education.
- (6) Vocational Training.
- (7) Parent - Teacher Associations.

i. The Operations Officer will exercise supervision over all matters pertaining to:

- (1) Aircraft operations.
- (2) Port Director.
- (3) Inter-Island transportation.
- (4) Checking passports and identifications.
- (5) Supervisor scrap and junk contracts, including inspections.
- (6) Security.
- (7) Fire Marshall - Navy.

j. The Fiscal and Supply Officer will exercise supervision over all matters pertaining to:

- (1) Navy supply.
- (2) Accounting.
- (3) Supervisory auditor.
- (4) Expenditure planning and budgets.
- (5) Supervisor Galley and Commissary Store.
- (6) Tax collector.
- (7) Disbursing for Indigenous personnel.
- (8) Collector rents and other revenues.

9. Divisions. Due to the small number of personnel assigned to this activity, personnel are assigned to Heads of Departments who will perform duties normally assigned to a Division Officer.

10. Watches.

a. All officers, other than navy doctors, will be available to stand the day's duty as Staff Duty Officer. The day's duty will extend from 0600 one day until 0800 the following day.

b. The officer having the day's duty shall be guided in his duties by Chapter 10, Section 1, U. S. Navy Regulations and such other instructions as may be issued by the Commanding Officer. He will remain on the station unless it becomes necessary in line of duty for him to absent himself, in which case he will so notify the Executive Officer, after regular working hours and on holidays he will be on call and will keep the Officer of the watch informed as to his whereabouts.

c. Chief Petty Officers other than medical will stand duty watches in the Administration Building as Officer of the Watch in accordance with instructions issued by the Commanding Officer.

d. Medical personnel will stand duty in the Hospital in accordance with instructions issued by the Senior Medical Officer.

11. Working hours. Working hours of this command will be in accordance with current directives.

R. D. Law, Jr.  
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