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## YN

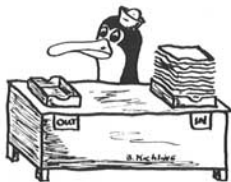
The Ship's Office is much like that of any personnel office of a large company. Manned by personnel in the yeoman rating, commonly referred to as "YOYOs" and other not too complimentary misnomers, the ship's office force is responsible for most of the paper work for the "Wind of the West."

Ship's Office personnel although assigned to Operations Division for organizational control, are a basic part of the Executive Staff and as such come directly under the Executive Officer's control. In addition, it is the responsibility of this force to provide a yeoman for the Commanding Officer's correspondence and other related clerical assignments.

The amount of paper work required for administering to the needs of two hundred and seventeen persons is an enormous task and requires many a full day's work for the yeoman. From the yeoman the crew seeks advice on advancement, schooling, transfer, and many other wide and varied subjects. Considered the person in the "know" the yeoman performs two tasks which are highly valued by the crew; the preparation of leave papers and liberty lists.



Price explains use of a form to striker Klebe.



Chief Reynolds and Jarman look up information in personnel files.

