

U.S. NAVAL SEA CADET CORPS
SEAMANSHIP TRAINING
LAKE MEAD NATIONAL RECREATION AREA
NEVADA/ARIZONA

SNTRALMINST 5000.1B

25 Nov 2009

SEAMANSHIP TRAINING LAKE MEAD INSTRUCTION 5000.1B

From: Commanding Officer, Seamanship Training Lake Mead

Subj: STANDARD OPERATING PROCEDURES

Ref: (a) NSCC Regulations
(b) NSCC/NLCC Training & Advancement Manual
(c) NSCC Escort Officer Guide

Encl: (1) Seamanship Training Lake Mead Standard Operating Procedures Manual
(2) Navigation Brief
(3) Underway Check-off List
(4) Sea Bag List
(5) Communications Plan
(6) Engineering Status Report
(7) Conning Officer/Helmsman Relief Worksheet
(8) Quartermaster of the Watch Relief Worksheet
(9) Boatswain's Mate of the Watch Relief Worksheet
(10) Navigation (Bearing) Log (OPNAV 3530/2)
(11) Log – Remarks Sheet (CG-4380A)
(12) Log – Weather Observation and Operational Summary Sheet (CG-4380B)
(13) Log – Navigation Data Sheet (CG-4380B)
(14) Sample Log Remarks
(15) QMOW Fix Pass-down Worksheet
(16) Daily Galley Inspection Report

1. Purpose. To promulgate the procedures, policy, and standing orders for the operation of Seamanship Training.
2. Applicability. This instruction applies to officers and cadets attached to Seamanship Training Lake Mead. Violation of standing orders promulgated in this instruction may result in administrative action and dismissal from training at your own expense.
3. Discussion. This training places special trust in both its staff officers and cadets. Conduct and safety are of paramount concern. The policy and orders set forth in this instruction are to ensure that all members participating are on the same page when it comes to the operations of this training.
4. Cancellation. SNTRALMINST 5000.1A is cancelled.

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5. Action. All members of the training are responsible for being thoroughly familiar with the contents of this instruction and shall read it in its entirety prior to arriving to training. The executive officer shall ensure that directives pertaining to cadet safety, welfare, and conduct are enforced.



A. S. MUNOZ

SEAMANSHIP TRAINING LAKE MEAD STANDARD OPERATING PROCEDURES (SOP)

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1. **MISSION**. To foster personal excellence through providing the highest quality training in a safe, constructive, and challenging learning environment.

2. **UNIT ORGANIZATION**

Ref: (a) NSCC Regulations
(b) NSCC/NLCC Training & Advancement Manual
(c) NSCC Escort Officer Guide

a. **Escort Officer Billets.**

(1) **Commanding Officer (CO)**. The duties of the commanding officer of the training contingent are described in references (a) and (c). The commanding officer is responsible to the Executive Director for all things pertaining to the proper and safe operation of the training.

(2) **Executive Officer (XO)**. The executive officer is responsible to the commanding officer for all administrative functions of the training. The executive officer is second in command and shall assume command in the absence or incapacitation of the commanding officer. The executive officer shall also act as safety officer ensuring the safe execution of all training evolutions, where he is otherwise occupied with other duties; he shall ensure there is a designated alternate safety officer for each operational evolution as required by the commanding officer.

(3) **Training Officer (TO)**. The training officer is responsible to the commanding officer for maintenance and execution of the training schedule. The training officer shall ensure that all training objectives promulgated in this instruction are satisfied by trainees. It shall only be with the recommendation of the training officer that a trainee may receive full credit for this training. In the absence of a training officer billet, the executive officer shall assume the duties of the training officer.

b. Cadet Billets

(1) Operations Officer (OPS).

(a) The operations officer is responsible to the executive officer for the general supervision of cadets as the senior cadet in charge and to the commanding officer for matters relating to the operational readiness. The operations officer shall keep the executive officer apprised of all information relayed to the commanding officer.

(b) The operations officer shall:

1. Serve as cadet in charge at formations.
2. Maintain accountability of cadets at all times. Make reports of accountability to the executive officer at 0800, 1200, 2000.
3. Prepare underway schedule for approval by the commanding officer.
4. Supervise the preparation of charts and routes.
5. Prepare and file daily float plan and evening position report.
6. Ensure all equipment with the exception of engines and engineering equipment is ready for operations.
7. Ensure the boat's log is maintained in a professional manner and all necessary entries are made by watch-standers.
8. Manage the conning officer and command duty officer watch schedule.

(2) Navigator (NAVO).

(a) The navigator is the assistant to the operations officer and is responsible to the operations officer for proper maintenance of charts and navigation equipment and to the commanding officer for the safe navigation of the boat.

(b) The navigator shall:

1. Select waypoints and prepare charts and routes for each day's voyage for the approval of the commanding officer.
2. Ensure and accurate plot of the boat's position is maintained by electronic, visual or other appropriate means.
3. Ensure an accurate log of the boat's position and courses is maintained.

4. Advise the commanding officer and officer of the deck of navigational hazards and safe course to be steered.

5. Manage the quartermaster of the watch schedule.

(3) Assistant Navigator (ANAV).

(a) The assistant navigator is responsible to the navigation officer for assisting him in the performance of his duties.

(4) Supply Officer (SUPPO)/Food Service Officer (FSO).

(a) The supply officer is responsible to the executive officer for the proper accounting of unit expenditures and supplies and as the food services officer to the operations officer for the effective operations and efficient administration of the galley

(b) The Supply Officer shall:

1. Manage the command meal budget.

2. Make all purchases of all supplies and provisions for the command except for fuel and oil.

3. Maintain an accurate ledger of unit finances, keep meticulous records of expenditures, and file all receipts for audit purposes.

4. At the conclusion of the training prepare for the Commanding Officer the Training Audit Report for his approval.

5. Prepare the command menu for approval by the Commanding Officer.

6. Supervise the preparation of meals in accordance with the approved menu.

7. Ensure provisions are stored in a clean and sanitary manner.

8. Make daily inspection of food storage and preparation areas to ensure their cleanliness.

(5) Galley Supervisor.

(a) The Galley Supervisor is the assistant to the Food Service Officer responsible for the preparation of meals in accordance with the approved menu.

(b) The Galley Supervisor shall:

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1. Ensure provisions are broken out for meals.
2. Supervise mess cooks and manage the mess cook schedule.
3. Ensure meals are prepared in a clean and sanitary environment.
4. Ensure the galley and food preparation surfaces are sanitized prior and after each meal.
5. Keep the Food Service Officer apprised of food supplies.

(6) Engineer Officer (EO).

(a) The engineer officer is responsible to the commanding officer for the regular monitoring of engines, marine sanitation devices, potable water and fuel. The engineer officer shall keep the executive officer apprised of all information relayed to the commanding officer.

(b) The engineer officer shall:

1. Monitor potable water consumption ensuring tank levels do not fall below 25%.
2. Monitor fuel tank levels ensuring levels do not fall below 25%.
3. Manage command fuel budget and make all purchases of fuel.
4. Manage fuel consumption to ensure expenditure remains within budgeted amount.
5. Monitor main holding tank levels. Arrange for pumping of main holding tank at shore facility as necessary.
6. Operate boat service generator.
7. Coordinate with operations officer to ensure engineering equipment is ready and that planned operations are within fuel budget limits.
8. Report any abnormalities to the commanding officer.

(7) Assistant Engineer Officer (AEO).

(a) The assistant engineer officer is responsible to the engineer officer for assisting him in the performance of his duties and shall act as in his capacity while he is on watch.

(8) First Lieutenant (1LT).

(a) The first lieutenant is responsible to the commanding officer for all matters relating to deck seamanship and to the executive officer for the material readiness of the boat. The first lieutenant shall assist the operations officer in his duties as senior cadet in charge and act as such in his absence. The first lieutenant shall keep the executive officer apprised of all information relayed to the commanding officer.

(b) The first lieutenant shall:

1. Supervise all work parties including all on load and off load evolutions.
2. Manage the boatswain mate of the watch schedule.
3. Ensure the cleanliness of all exterior surfaces and interior spaces not assigned to another officer.
4. Ensure the anchor and all mooring lines are maintained in working order and are ready for deployment.
5. Ensure all boat safety gear is accounted for and ready for deployment.
6. Assign crewmembers sweepers cleaning stations.

(9) Administrative Officer (AO).

(a) The administrative officer is responsible to the executive officer for the all administrative matters.

(b) The administrative officer shall:

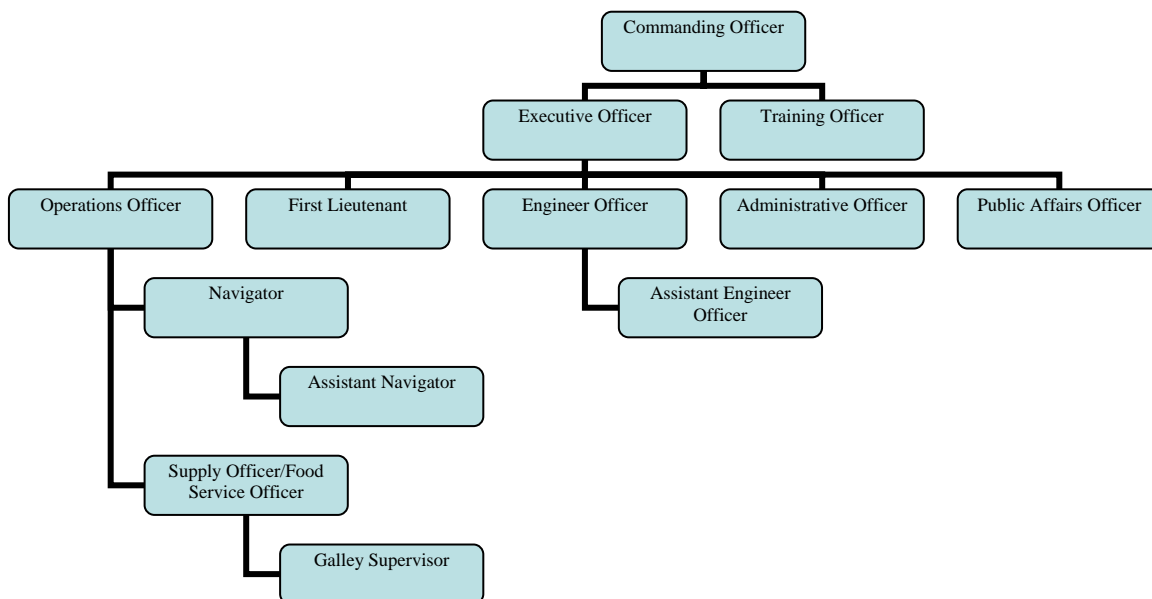
1. Make appropriate entries in services records documenting member accomplishments at training.
2. Preparing necessary awards and certificates certifying course completion.
3. Collect the information for and prepare the plan of the day for review and approval by the executive officer.
4. Any other administrative duties the executive officer shall direct.

(10) Public Affairs Officer (PAO).

(a) The public affairs officer is responsible to the executive officer for maintaining the command web site and creating the command cruise book.

(b) The public affairs officer shall:

1. Be the command photographer/videographer recording the events of the training.
2. Be the command webmaster and update the command weblog with photos, captions, and summary of each day.
3. Develop a cruise book for members of the crew.



3. WATCH ORGANIZATION.

a. Officer of the Deck (OOD). The officer of the deck is the direct representative of the commanding officer and is responsible to the commanding officer for ensuring the execution of the plan of the day, safe navigation, general safety of the boat and crew and overall supervision of the watch organization. The OOD watch is stood by an escort officer. With the permission of the commanding officer, cadets may assume the OOD and Conn under the instruction of an escort officer.

b. Conning Officer/Helmsman (Conn). The Conn is responsible to the OOD primarily for the safe piloting of the vessel and collision avoidance through adherence to the rules of the road. The conning officer shall maintain situational awareness and a sharp lookout for vessel traffic, navigation hazards, and other water borne obstructions. An escort officer may relieve the Conn at anytime he feels the safety of the boat and crew is in danger.

c. Command Duty Officer (CDO). The CDO shall assume the responsibilities of the OOD while in port. The CDO is a 24 hour watch commencing with relief taking place at 0900 each day. He shall supervise the BMOW and assist the operations officer in ensuring all preparations for getting underway are completed on time.

d. Quartermaster of the Watch (QMOW). The QMOW is responsible to the OOD for maintaining an accurate plot of the boat's position, making regular reports to the conning officer of the boat's position, maintaining unit logs, keeping the conning officer informed of hazards to navigation, upcoming course changes and estimated time to course change, and recommending course changes to maintain the approved tracklines within allowed course deviation.

e. Boatswain's Mate of the Watch (BMOW). The BMOW is the only watch that shall be manned 24 hours a day on a 4 hour watch rotation.

(1) Underway. The BMOW is responsible to the OOD for the following:

(a) Make regular rounds of the boat to ensure the material readiness and watertight integrity of the boat is maintained

(b) Make regular accounting of personnel aboard.

(c) Serve as lookout.

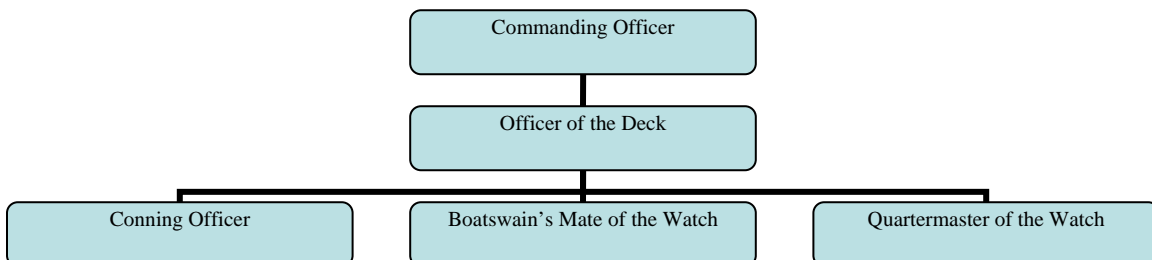
(d) Supervise the watch ensuring standards of military bearing and professionalism is maintained.

(e) Ensure the next watch is notified, reports for watch relief on time, and carries out the watch relief in a military manner.

(f) Perform other duties as the OOD may direct.

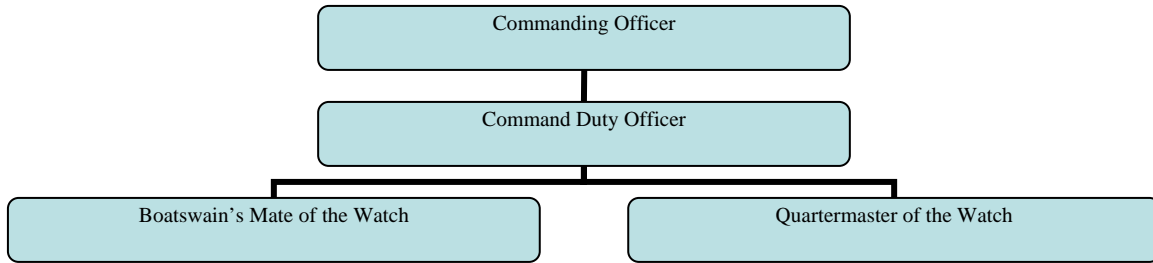
(2) In port. The BMOW is responsible to the CDO for making regular rounds of the boat and landing party ashore to ensure the safety and accounting of command personnel. He shall also assume responsibility of maintaining unit logs from the QMOW and maintain the radio guard on VHF channel 16.

Underway Watch Organization



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In Port Watch Organization



4. UNIT TRAINING.

- Ref:
- (a) American Practical Navigator – Bowditch, NGIA Publication No. 9
 - (b) State of Nevada Safe Boating Course
 - (c) Basic Military Requirements, NAVEDTRA 14325
 - (d) Military Requirements for Seaman, NAVEDTRA 14067
 - (e) USN Operational Risk Management, OPNAVINST 3500.39
 - (f) USCG Operational Risk Management, COMDTINST 3500.3
 - (g) Dutton's Navigation and Plotting
 - (h) USCG Radiotelephone Handbook, COMDTINST 2300.7
 - (d) Quartermaster, NAVEDTRA 14338

a. Purpose. To provide instruction in small boat handling, navigation and piloting, boat crew operations, and recreational boating safety.

b. Training Requirements. In order to receive full credit for training, cadets must satisfy the training objectives contained in this section as determined by the training officer.

(1) Basic Seamanship.

(a) Identify the 4 classes of recreational vessels.

(b) Define/identify the following boating nomenclature and terminology:

1. Port (bow/quarter)
2. Starboard (bow/quarter)
3. Bow
4. Stern
5. Amidships
6. Inboard engine
7. Outboard engine
8. Compartment
9. Marine sanitation device (MSD)
10. Bulkhead
11. Personal flotation device (PFD)
12. Flame arrester

- 13. Bilge
- 14. Bilge pump
- 15. Bilge fan
- 16. Overhead
- 17. Deck
- 18. Door
- 19. Hatch
- 20. Aids to navigation (ATON)

- (c) Demonstrate an eye splice using three strand synthetic line.
- (d) Participate in a man overboard drill.
- (e) Demonstrate proper radio telephone procedures.
- (f) Maintain a proper radio guard on VHF channel 16.

(2) Navigation.

- (a) Discuss the purpose and duties of a quartermaster of the watch (QMOW).
- (b) Discuss the principals of speed, time, and distance.
- (c) Define earth coordinates, latitude and longitude, deviation, variation, true course, magnetic course.
- (d) Plot a GPS fix and demonstrate dead reckoning on a paper chart.
- (e) Discuss draft, navigational draft, and navigational zones as it relates to your vessel.
- (f) Successfully plan a voyage on both paper chart and electronic navigation equipment, demonstrate the ability to determine waypoints and track-lines, and provide ETA's to waypoints based on planned speed.
- (g) Satisfactorily stand two (2) QMOW watches.

(3) Safe Boating Course.

- (a) Complete a safe boating course certified by the National Association of State Boating Law Administrators with a passing grade.

(4) Boat Handling.

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(a) Explain the navigation rules of the road and your responsibilities in collision avoidance.

(b) State the Federal, State and Local safety equipment carriage requirements for a recreational vessel.

(c) Discuss weather and its affect on boating.

(d) Maintain a given course while steering by magnetic or gyro compass.

(e) Discuss the basics of stability and the importance of not exceeding a vessels maximum load limit.

(f) Safely pilot a small boat for a minimum of 2 hours.

(g) Discuss duties and fundamentals of being an effective lookout.

(h) Satisfactorily stand two (2) BMOW watches.

(5) Safety.

(a) Explain the following as they apply to operational risk management (ORM).

1. Defining mission/task.
2. Identify hazards.
3. Assessing risks.
4. Identifying options.
5. Evaluating risk versus gain.
6. Executing a decision.
7. Monitoring a situation.

(b) Discuss how you can apply the principals of ORM to everyday life.

(c) Demonstrate use of operational risk management through use of the Green-Amber-Red (GAR) model in evaluating risk for a specific evolution.

5. UNIT OPERATIONS.

- Ref:
- (a) USCG Navigation Standards Manual, COMDTINST M3530.2B (NOTAL)
 - (b) USCG Operational Risk Management, COMDTINST 3500.3
 - (c) USCG Food Service Sanitation Manual, COMDTINST M6240.4A
 - (d) Quartermaster, NAVEDTRA 14338

a. Navigation Standards.

(1) Responsibility. As the commanding officer, I have ultimate authority and responsibility for the safe navigation of the vessel. Watchstanders should never hesitate to ask for clarification or guidance when it comes to the safety of the crew and boat.

(2) Properly Relieving the Watch.

(a) Officer of the Deck & Conning Officer,

1. The OOD and conning officer shall report for relief 15 minutes prior to the beginning of the watch.

2. The conning officer shall take one fix to ascertain the boat's current position by manual plot and correlate the paper fix with the electronic chart system (ECS). The OOD shall supervise and check the fix as necessary.

3. On relief the following information shall be passed:

- a. Orders from the Commanding Officer.
- b. Course and speed.
- c. Status of boat equipment.
- d. Any other pertinent information dealing with the operation, navigation, and safety of the boat.

4. If the commanding officer is on the bridge, the OOD and conning officer shall not relieve the watch until permission to do so has been granted by the commanding officer.

(b) Quartermaster of the Watch.

1. The QMOW shall report 30 minutes prior to the beginning of the watch.

2. The oncoming QMOW shall take fix to ascertain the boat's current position by manual plot and correlate the paper fix with the electronic chart system (ECS).

3. Review the previous watch's logs.

4. On relief the following information shall be passed:

- a. Orders from the Commanding Officer
- b. Course and speed.
- c. Range to nearest shoal water.
- d. Status of boat equipment.
- e. Current weather conditions.
- f. Current radio frequencies being monitored.
- g. Any other pertinent information dealing with the operation, navigation, and safety of the boat.

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5. The oncoming QMOW shall request permission from the OOD to assume the watch. He shall recite to the OOD the information in the above paragraph.

(c) Boatswains Mate of the Watch.

1. The BMOW shall report 45 minutes prior to the beginning of the watch. He shall make a round of the boat ensuring all members are accounted for and the boat is secure for sea.

2. The BMOW shall take a full 360 degree sweep of the water surrounding the boat and make note of all contacts.

3. On relief the following information shall be passed:

- a. Orders from the Commanding Officer
- b. Material condition of the boat (all secure, if not report discrepancies.)
- c. Accounting of personnel.
- d. Number of surface contacts, their range and characteristics.
- e. Range to nearest land.

4. The oncoming BMOW shall request permission from the OOD to assume the watch. He shall recite to the OOD the information in the above paragraph.

(3) Standard Helm Commands. The Conning Officer normally directly controls the rudders. However, to prepare for the rare occasions when a dedicated helmsman may be necessary, all crewmembers will demonstrate their ability to understand and perform the following commands. The helmsman shall repeat each command word-for-word and shall report when the ordered action is complete. The helmsman will repeat the report until the OOD/Conning Officer acknowledges it.

STANDARD HELM COMMANDS	
<i>Command</i>	<i>Action</i>
RIGHT (LEFT) STANDARD (FULL) RUDDER	Apply the ordered amount of rudder. Standard rudder is 20 degrees; Full rudder is 30 degrees.
RIGHT (LEFT) ## DEGREES RUDDER	Apply the ordered rudder. This order may be followed by a new course to steer or another rudder command. If no course s specified, the helmsman shall call out the heading at 10 degree increments, such as "Passing 150....passing 160" until a new course is ordered.
INCREASE YOUR RUDDER	Increase the rudder angle to the amount specified in order to cause the ship to turn more rapidly. This order may be followed

TO RIGHT (LEFT) ## DEGREES	by a new course to steer or another rudder command. If no course s specified, the helmsman shall call out the heading at 10-degree increments until a new course is ordered.
EASE YOUR RUDDER/ EASE YOUR RUDDER TO RIGHT (LEFT) ## DEGREES	Decrease the rudder angle by <u>one half</u> of the current angle, or by the amount ordered. This order may be followed by a new course to steer or another rudder command. If no course s specified, the helmsman shall call out the heading at 10-degree increments until a new course is ordered.
RUDDER AMIDSHIPS	Place the rudder at zero degrees.
HARD RIGHT (LEFT) RUDDER	Move the helm as far as it will go in the direction ordered. This is an <u>emergency</u> order – hard rudder shall not be used unless specifically ordered.
MEET HER	Use the rudder as necessary to slow, but not stop, the swing of the ship.
MARK YOUR HEAD	Respond “Mark, ###”. A command to the helmsman to state the heading of the ship at the moment the command was given.
STEADY/ STEADY AS SHE GOES/ STEADY ON COURSE ###	Steer the course on which the ship is currently headed or on the ordered course. If the ship is turning and the command STEADY or STEADY AS SHE GOES is given, the helmsman notes the heading and brings the ship back to that heading. The helmsman replies “STEADY, COURSE ###” when given the command, then reports when the ship is on that course.
KEEP HER SO	Follows “Mark Your Head”. Steer the course the ship was on when “Mark Your Head” was given. Helmsman answers with “Steer course ###, aye!”
SHIFT YOUR RUDDER	Move the rudder to the same angle in the opposite direction from where it is currently ordered. This order may be given only when a specific rudder angle has been ordered.
NOTHING TO THE LEFT (RIGHT) OF ###	Steer the ship exactly, not straying to the right (or left) of the course ordered.
HOW’S YOUR RUDDER?	This is a question from the conning officer to the helmsman to ascertain the current rudder placement. The helmsman answers “My rudder is Right (Left) ## degrees.”
MIND YOUR HELM	Pay attention to your duties; steer more exactly.
COMMAND	The helmsman’s response to the conning officer if he/she did not

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	hear a command, misunderstood a command or believes a command is improper.
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(4) Standard Line Commands.

STANDARD LINE COMMANDS	
<i>Command</i>	<i>Action</i>
PUT OVER (LINE #)	Pass the specified line to the pier/ship and provide enough slack for the line handlers to place the eye over bitt, cleat or bollard.
TAKE IN (LINE #)	Allow the pier line handler enough slack to take the line off the fitting and bring the line aboard.
CAST OFF (LINE #)	Used when moored with another ship's lines. Cast off the end of their lines.
TAKE THE SLACK OUT OF (LINE #)	Take all slack out of the line but do not take a strain.
SURGE (LINE #)	Hold moderate tension on the line but allow it to slip to permit movement of the ship.
CHECK (LINE #)	Hold heavy tension on the line, but allow it to slip to prevent parting.
HOLD (LINE #)	Do not let any more line out, even though the risk of parting may exist.
EASE (LINE #)	Let line out until it is under less tension, but not slacked.
SLACK (LINE #)	Take all tension off a line and let it hang slack.
SHIFT (LINE #)	Slack the line to allow the line handler to move the eye to the specified location.
HEAVE AROUND ON (LINE #)	Take a strain on the line.
AVAST or AVAST HEAVING	Stop taking a strain on the line.
TAKE (LINE #) TO POWER	Take the specified line to the capstan.

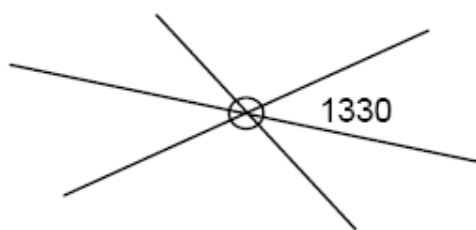
(5) Navigational Zones.

- (a) Shoal water. Shoal water is waters less than 10 feet.
- (b) Restricted waters. Restricted waters are 100 yards from shoal water.
- (c) Open water. Open water is greater than 100 yards from shoal water.

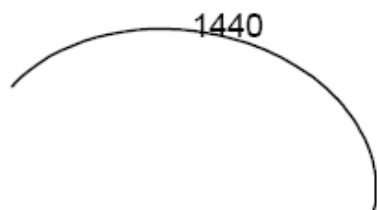
(6) Navigation Plotting Symbols.



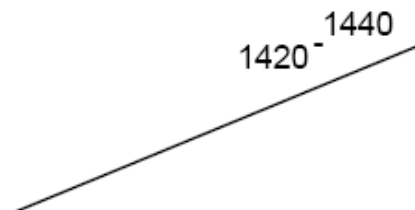
Single line of position
(Same for visual and electronic LOP)



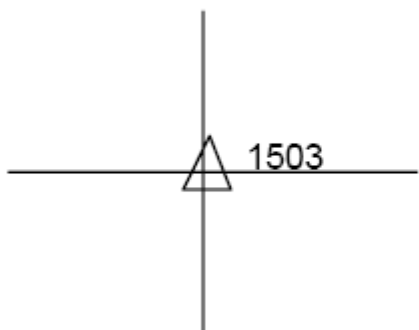
Visual fix



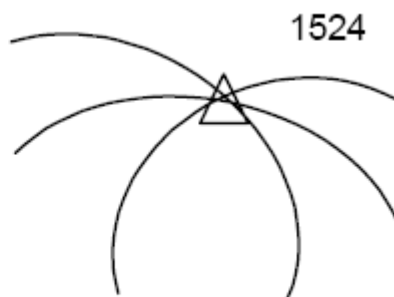
Distance arc or range



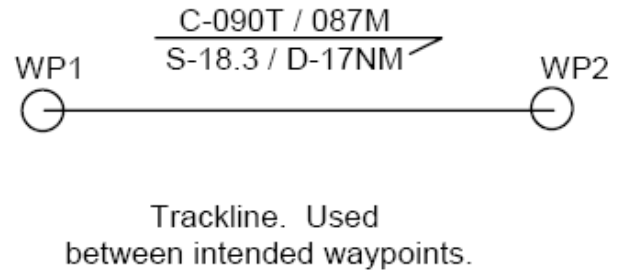
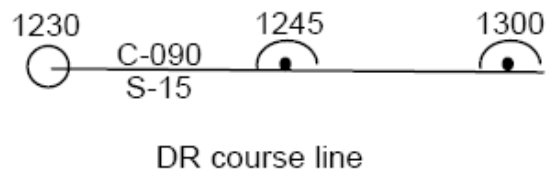
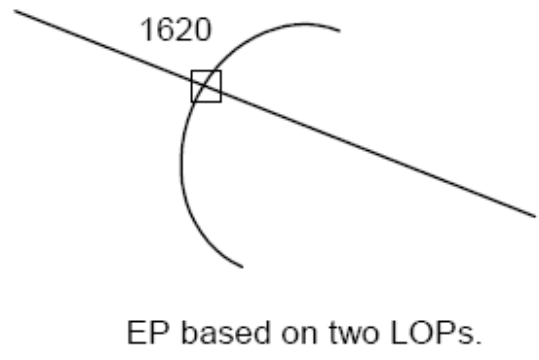
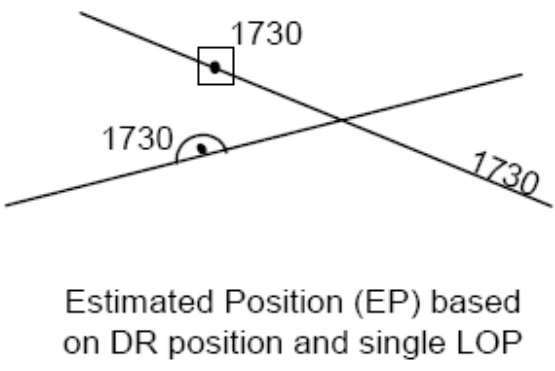
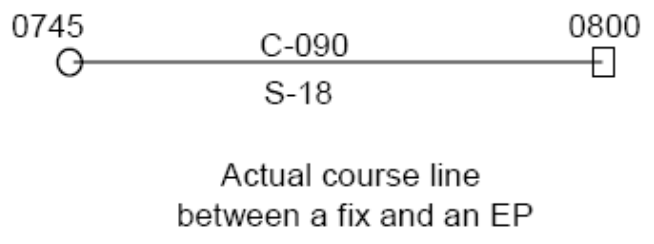
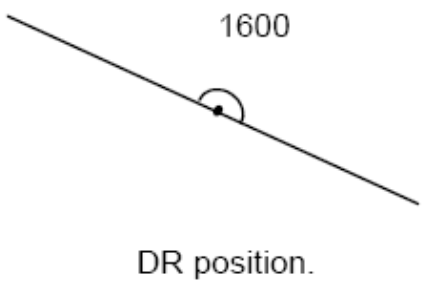
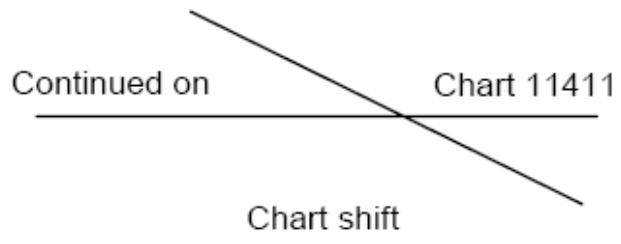
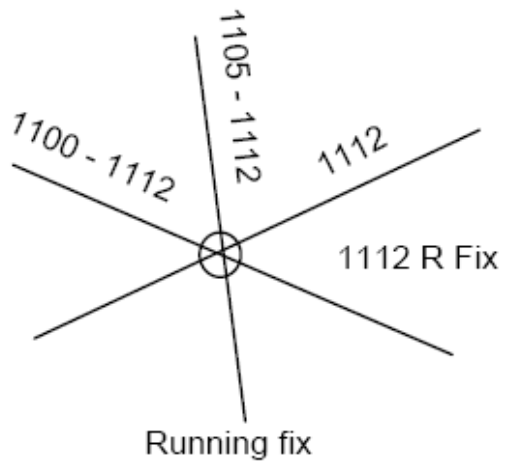
Advanced LOP
Original time and time LOP advanced to

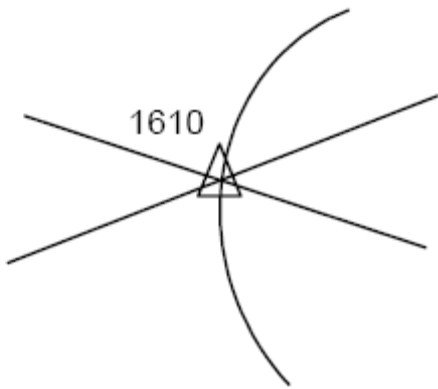


Electronic fix

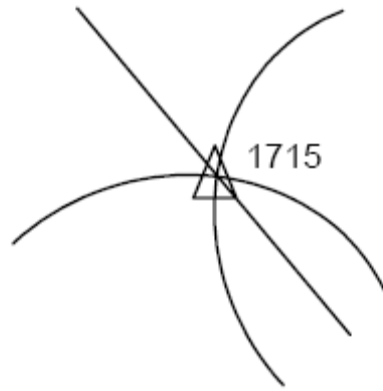


Electronic fix
using radar ranges

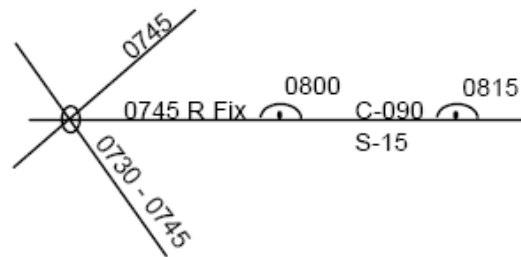
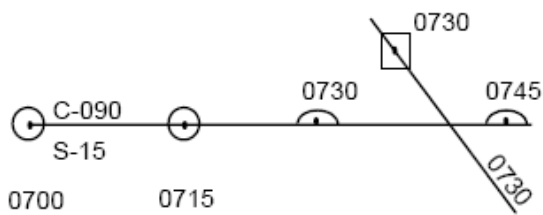




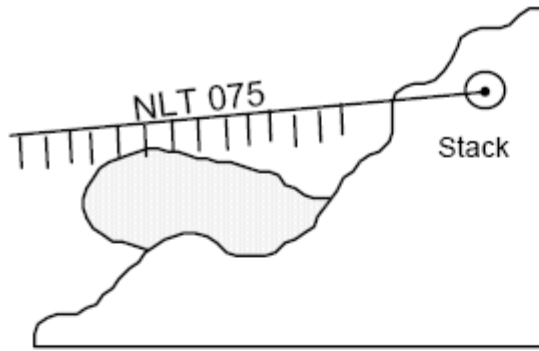
Two visual bearings
and one radar range



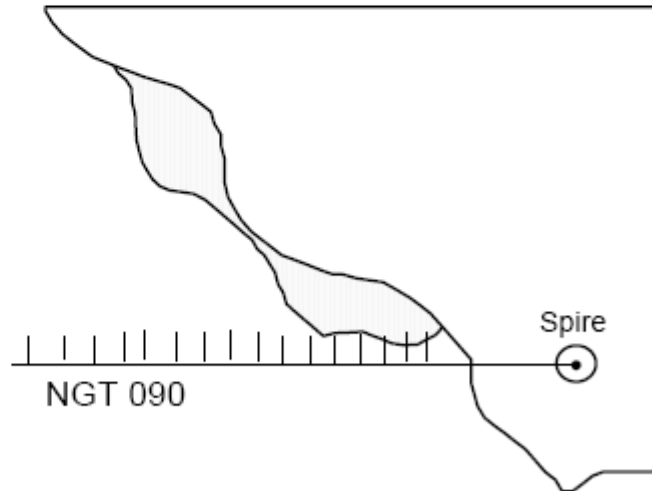
Two radar ranges
and one visual bearing.



Examples of a DR course line with an EP and a DR course line with a running fix



anger bearing No Less Than 075 Deg T



Danger bearing No Greater Than 090 Deg T

(7) Special Sea Detail. Special sea detail shall be set when operating in shoal waters to provide for the maximum navigational safety. The following billets shall be manned during special sea detail:

Officer of the Deck
Conning Officer
Safety
QMOW/Navigation Evaluator
Plotter
Logs
BMOW
Forward Lookout
Aft Lookout
Mooring Lines

(8) Modified Navigation Detail. The modified navigation detail shall be maintained while operating in restricted waters unless operating in a clearly marked dredged channel. The modified navigation detail shall be set and manned prior to entering restricted waters.

Officer of the Deck
Conning Officer
QMOW/Navigation Evaluator
Plotter
BMOW/Lookout

(9) Navigation Procedures. A plot of the ship's position shall be maintained using both electronic chart system (ECS) and paper charts. If the position of the boat is ever in doubt, stop the boat and notify the commanding officer immediately.

(a) Fix Interval.

Navigation Zone	Fix Interval
Open Water	15 Minutes
Restricted Waters	2-3 Minutes

(b) Dead Reckoning (DR). For each fix, there shall be two (2) DRs for the given fix interval.

(c) Labeling. Fixes shall be labeled in accordance with the examples of paragraph (5).

(10) Float Plan/Evening Position Report. The operations officer shall prepare the daily float plan and evening position report for review by the commanding officer. Upon approval he shall provide the plan to the public affairs officer for posting to the unit web site.

(11) Navigation Brief. It is the responsibility of the Conning Officer and QMOW under the supervision of the Navigator to complete the navigation brief. The navigation brief will be delivered by the conning officer within 12 hours of the scheduled underway time. All hands are required to attend the navigation brief.

(12) Underway Check List. The operations officer with the assistance of the CDO shall ensure the underway check list is completed prior to getting underway.

b. Safety.

(1) Personal Protective Equipment (PPE).

(a) General. PPE is for the safety and of crewmembers. Use of PPE is not optional.

(b) Shoes. Members shall wear some type of foot covering at all times while in the water or ashore. Low water levels in Lake Mead have exposed areas that may be littered with debris such as broken glass bottles. Closed toe shoes shall be worn while participating in a mooring evolution or working in the galley.

(2) Container Labeling. All containers shall be used for their intended purpose. Cleaning products must be clearly labeled.

(3) Mooring Evolutions. The 1LT shall ensure a safety brief is given prior to each mooring evolution. He shall ensure that all watches, rings, gloves and bracelets are removed and that everyone is wearing closed toe shoes.

(4) Green Amber Red (GAR) Risk Assessment. Reference (a) outlines the proper use of the GAR model contained in the navigation brief.

(5) Responsibilities. It is the responsibly of every crewmember to be safety conscious. All members have a duty to report unsafe conditions.

(6) Training Time Out. In the event that any member of the crew places himself or another member in danger a training time out may be called by any crewmember by stating loud and clear "TRAINING TIME OUT." When a training time out is sounded crewmembers should immediately stop what they are doing, unless doing so would present an even greater danger. When the unsafe situation is mitigated or remedied, the commanding officer will authorized training to proceed.

c. Mess Operations.

(1) General. As practical, food preparation, storage, and sanitary guidelines contained in reference (c) shall be used for mess operations.

(2) Food Preparation Uniform. Food preparers shall wear their PT shirt, pants, ball cap, and closed toe shoes.

(3) Meal Planning. Galley menu shall be prepared by the Food Services Officer, reviewed by the operations officer, executive officer and approved by the Commanding Officer. Meals shall be wholesome, balanced according to the FDA food pyramid and provide for approximately 2500-3000 calories per person per day.

d. Engineering Operations.

(1) Electrical Generator. The electrical generator shall be operated to power mission essential equipment only. Personal electronic devices may only be attached to the boat electrical system with the permission of the engineer officer. The engineer officer shall manage the operation of the electrical general in a manner that maximizes fuel efficiency. The engineer officer shall obtain the permission of the commanding officer prior to engaging or securing the electrical generator.

(2) Marine Sanitation Device (MSD).

(a) Supervision. Pumping of the main holding tank shall be supervised by an escort officer.

(b) Personal Protection Equipment (PPE). Members engaged in pumping of the main holding tank shall wear protective gloves and wash their hands after concluding pumping operations.

(3) Fueling Operations.

(a) Supervision. Fueling shall be conducted by the engineer officer under the supervision of an escort officer.

(b) Spill Prevention. Oil absorbent pads shall be placed around the fuel port during and an absorbent bib placed on the fuel nozzle. Fuel tanks shall not be topped off.

(c) Safety. Boat engines and generator shall be secured during fueling operations. The boat's bilge exhaust fan shall be engaged for a minimum of 5 minutes prior to energizing boat engines and generator.

(4) Fuel Consumption/Conservation. The engineer officer shall monitor fuel consumption and keep the commanding officer apprised of fuel status and make appropriate recommendations to maximize fuel efficiency.

(5) Engineering Status Report. The engineer officer shall complete the engineering status report each evening for review by the executive officer and commanding officer at evening reports.

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e. Communications.

(1) Radio Guard. A 24-hour radio guard shall be maintained on VHF channel 16. Underway the OOD will be responsible for monitoring radio traffic. In port, the BMOW under the supervision of the CDO is responsible for monitoring radio traffic.

(2) Distress “May-Day” Calls. Upon hearing a distress call, immediately notify the commanding officer. Members hearing a distress call over the radio shall make every effort to record any information passed by the caller in distress. DO NOT ANSWER A DISTRESS CALL WITHOUT THE PERMISSION OF THE CO.

(3) Communications Plan. The communications plan shall contain all pertinent contacts for the area of operations include contact phone numbers and marine radio frequencies for emergency response resources and law enforcement authorities.

f. Training Schedule. The training schedule shall be maintained by the training officer. He shall keep the commanding officer and executive officer apprised of any conflicts between the command’s operational schedule and training schedule.

g. Watch Schedules. Watch schedules will be devised to provide trainees with as equal an experience standing watch as possible. The following watch schedules will be prepared for review and approval by the commanding officer: Officer of the Deck (OOD) Conning Officer/Helmsman (Conn), Quartermaster of the Watch (QMOW), Boatswain’s Mate of the Watch (BMOW), Command Duty Officer (CDO), Mess Cook.

h. Watch, Quarter, Station Bill (WQSB).

(1) General. The watch, quarter, station bill will include all of the following information:

- (a) Member Name
- (b) Duty Section Assignment
- (c) Assigned rack space
- (d) Cleaning stations
- (e) Emergency stations/responsibilities for collision, fire, and man overboard.

(2) Responsibility. The first lieutenant shall maintain the WQSB.

i. Unit Logs.

(1) General. Unit logs are the official record of the training. They must be kept in the most professional manner that reflects credit upon the command.

(2) Responsibilities.

- (a) The navigator is responsible for reviewing all logs for completeness and accuracy.

(b) The OOD/Conning Officer shall review and sign their logs for their watch prior to being relieved.

(3) Log Remarks (CG-4380A). The log shall record all significant events affecting the movement of the vessel and welfare of personnel not otherwise provided for in other log sheets. Significant events include but are not limited to: (see Enclosure (10))

1. Accountability of personnel.
2. Reports of vessels in distress.
3. Personnel injury or significant illness.
4. Captain's Mast.
5. Crewmember dismissal from training.

(4) Log – Weather Observation and Operational Summary Sheet (CG-4380B). Weather observations shall be recorded every hour on the half-hour. Other routine events such as celestial data, drills, and training shall be recorded on this log sheet. (see Enclosure (11))

(5) Log – Navigation Data Sheet (CG-4380C). Record the course and speed after each course or speed change and every 30 minutes at the top and bottom of each hour. When the conning officer is in control of the helm, he shall ensure that he reports his course and speed changes to the QMOW. (see Enclosure (12))

(6) Navigation (Bearing) Log (OPNAV 3530/2). Any time a fix is plotted on a paper chart, the information will be recorded in the navigation log. Time of the fix, data used to plot the fix (D/GPS, bearings, etc) depth and initials of the crewmember making the entry will be noted. The following information will be noted across the top of each page of the navigation log, with changes noted across the columns as they occur: chart number and edition in use, date and time zone, gyro and radar range error. (see Enclosure (9))

6. UNIT ADMINISTRATION.

- Ref: (a) NSCC Regulations
(b) NSCC/NLCC Training & Advancement Manual
(c) NSCC/NLCC Administrative Manual

a. Plan of the Day. The plan of the day (POD) is a compilation of the day's orders and schedules that will be published daily by the executive officer and will at minimum include the uniform of the day, daily routine, training schedule, and watch schedule. The next day's POD shall be posted no later than 2000 each evening. All members of the command are required to read the POD and comply with all orders and schedules promulgated in it.

b. Daily Routine. The following is the normal daily routine. The daily routine may be modified by the executive officer to accommodate the boat's operating schedule.

0600	Reveille
0630	Breakfast

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0700	Morning Muster
0715	Turn to boat's work/ Morning Clean-ups
1000	Reveille for late sleepers (BMOW's who stand the 0000-0400 and 0400-0800 watch.)
1200	Lunch for Watch Reliefs
1215	Lunch
1300	Turn to boat's work
1530	Sweepers
1600	Secure from boat's work
1800	Dinner
2000	Evening reports
2155	Tattoo
2200	Taps

c. Conduct and Discipline.

(1) Conduct. Members will conduct themselves in accordance with NSCC regulations. Members will comply with all lawful orders of those appointed over them. Military customs and courtesies will be observed at all times. Members are expected to seek out opportunities to positively contribute to the training. The success of this training depends heavily on the cooperation and teamwork of crewmembers.

(2) Fraternization. Fraternalization is an unduly familiar relationship between a subordinate and supervisor. Relationships between members beyond that of a personal friendship are prohibited. Members who compromise their responsibility to remain fair and objective in the performance of their duties due to an interpersonal relationship are guilty of fraternization. Sexual contact between members of any type is prohibited. Members guilty of fraternization or sexual contact will be dismissed from training.

(3) Sexual Harassment. Sexual harassment is making of unwanted and offensive sexual advances or sexually offensive remarks or acts, especially by one in a superior or supervisory position or when acquiescence to such behavior is a condition of continued employment, promotion, or satisfactory evaluation. Instances of sexual harassment are to be reported directly to the commanding officer. Violation of this paragraph will result in dismissal from training. Members guilty of sexual harassment will be dismissed from training.

(4) Hazing. Hazing is to persecute or harass with meaningless, difficult, or humiliating tasks, actions or words. Hazing is detrimental to the training environment and will not be tolerated. Innocuous practical jokes or teasing is not normally considered hazing, however if the subject member is not receptive and asks not to participate, or the teasing or jokes are construed by the command as persecution or maliciously humiliating then such conduct is hazing. Members guilty of hazing will be dismissed from training.

(5) Tobacco Use/Alcohol Consumption. Use of tobacco products and consumption of alcohol is strictly forbidden for both escort officers and cadets while attached to Seamanship Training. Violation of this paragraph will result in dismissal from training.

(6) Duty to Report. Members have a duty to report instances of fraternization, sexual contact, sexual harassment, hazing, and conduct that is inconsistent with NSCC regulations and Navy core values. Failure to report is an offence that may result in dismissal from training.

d. Commanding Officer's Mast. The commanding officer is the final authority for determining a member's status at training. Members may request a commanding officer's mast. The commanding officer may convene a mast to hear members accused of violating policy or regulations. Should a mast be convened members will have the opportunity to speak on their own behalf as well as present any mitigating or extenuating factors.

e. Termination from Training. Members may be terminated from training for illness or conduct inconsistent with NSCC policy, regulations and core values. Members terminated from training for cause will be immediately segregated from all other members of the training, removed from the boat at the earliest convenience.

f. Service Record Administration. Service records shall be maintained by the administrative officers under the supervision of the executive officer in accordance with references (a)-(c).

7. UNIFORM REGULATIONS.

a. General. Wearing of the standard NSCC uniform is impractical for the operating environment of this training. Also limited space aboard the boat is prohibitive of carrying a full sea bag aboard. Therefore the standard NSCC uniform will not be worn at this training. Though uniforms for this training are civilian in nature, members are still expected to maintain a smart professional appearance.

b. Reporting. Cadets will report in appropriate civilian attire.

c. Watch Uniform (Short). The watch uniform (short) is the prescribed uniform during the work day, while in a duty status on watch, and during formal instruction.

Uniform Components	Comment
(1) Shirt, Short Sleeve Navy Blue Golf/Polo	Without breast pocket, worn tucked in or out.
(2) Shorts, Khaki Cargo	
(3) Socks, White	Ankle socks permitted.
(4) Shoes, Athletic	Running, cross-training, or skater style. Must have laces.
(5) Sandals/Water shoes	Optional in lieu of athletic shoes and socks.
(6) Belt	Optional. Standard black utility uniform belt with silver buckle and tip

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(7) Blue	Sweatshirt, Navy	Optional outer gear
(8)	Jacket, Navy Utility	Optional outer gear
(9)	Head Gear	NSCC Ball Cap or black watch cap.

d. Watch Uniform (Long). The watch uniform (long) may be prescribed for wear in all cases the watch uniform short is prescribed and during times when the watch uniform (short) is impractical.

Uniform Components	Comment
(1) Shirt, Short Sleeve Navy Blue Golf/Polo	Without breast pocket, worn tucked in or out.
(2) Trousers, Khaki	
(3) Socks, White	
(4) Shoes, Athletic	Running, cross-training, or skater style. Must have laces
(5) Belt	Optional. Standard black work uniform belt with silver buckle and tip
(6) Blue	Sweatshirt, Navy Optional outer gear
(7)	Jacket, Navy Utility Optional outer gear
(8)	Head Gear NSCC Ball Cap or black watch cap.

e. Study Uniform. The study uniform may be prescribed for wear during off-duty hours.

Uniform Components	Comment
(1) T-Shirt, White (Blue ringer style)	Without breast pocket, worn out or tucked in (all members of the command must look the same however.)
(2) Shorts	Khaki cargo shorts or Navy blue PT shorts.
(3) Socks, White	
(4) Shoes, Athletic	Running, cross-training, or skater style
(5) Sandals/Water shoes	Optional in lieu of athletic shoes and socks.
(6) Blue	Sweatpants, Navy Optional in lieu of shorts.
(7) Blue	Sweatshirt, Navy Optional outer gear
(8)	Jacket, Navy Utility Optional outer gear
(9)	Head Gear NSCC Ball Cap or black watch cap.

f. Liberty Uniform. The watch uniform is the prescribed liberty uniform. Changes to the liberty uniform must be authorized by the commanding officer.

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8. **PUBLIC AFFAIRS.**

a. Purpose. To document the training evolution for parents, trainees, and to inform the public about NSCC training.

b. Cruise Book. The cruise book, similar to a year book, will document the different aspects of training through photographs and text for training members. The cruise book is primarily for audiences internal to the NSCC. The book, whether electronic or printed, shall be prepared and ready for distribution to training participants upon detachment from the command.

c. Weblog. The weblog will be a daily online journal maintained by the public affairs officer primarily for external audiences. The public affairs officer shall ensure the weblog is updated daily with a summary of the day's events with accompanying photos.

d. Press Release. The public affairs officer shall prepare a press release for each cadet to take back to their unit tailored for release to local media outlets and cadet's school newspaper. Press releases shall be formatted following current AP writing standards.

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Navigation Brief

For: Outbound/Inbound _____

Date: _____

REVIEWED: Navigator: _____

Operations Officer: _____

APPROVED: Commanding Officer: _____

Personnel Assignments

Command	
Officer of the Deck	
Conning Officer	
Safety	
Quartermaster of the Watch/Evaluator	
Plotter	
Logs	
Boatswain Mate of the Watch	
Forward Lookout	
Aft Lookout	
Mooring Lines	

Charts

- Chart 18687, Lake Mead

Weather/Celestial Information

High Temp	
Low Temp	
Winds	
Water Temp	
Sunrise	
Sunset	

Tides/Currents

(Not Applicable)

Equipment Status

Generator		Electronic Navigation	
Port Outboard Engine		VHF Radio	
Stbd Outboard Engine			

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Track Lines

Leg	Course	Distance	Speed	ATON	Max Deviation

Navigation Notes

Expected Traffic	
Local Hazards	
Local Restrictions	
Other	

Operational Risk Management – GAR Model

To compute the total level of risk for each hazard identified below, assign a risk code of 0 (For No Risk) through 10 (For Maximum Risk) to each of the six elements. This is your personal estimate of the risk. Add the risk scores to come up with a Total Risk Score for each hazard.

SUPERVISION

Supervisory Control considers how qualified the supervisor is and whether effective supervision is taking place. Even if a person is qualified to perform a task, supervision acts as a control to minimize risk. This may simply be someone checking what is being done to ensure it is being done correctly. The higher the risk, the more the supervisor needs to be focused on observing and checking. A supervisor who is actively involved in a task (doing something) is easily distracted and should not be considered an effective safety observer in moderate to high-risk conditions.

PLANNING

Planning and preparation should consider how much information you have, how clear it is, and how much time you have to plan the evolution or evaluate the situation.

TEAM SELECTION

Team selection should consider the qualifications and experience level of the individuals used for the specific event/evolution. Individuals may need to be replaced during the vent/evolution and the experience level of the new team members should be assessed.

TEAM FITNESS

Team fitness should consider the physical and mental state of the crew. This is a function of the amount and quality of rest a crewmember has had. Quality of rest should consider how the ship rides, its habitability, potential sleep length, and any interruptions. Fatigue normally becomes a factor after 18 hours without rest; however, lack of quality sleep builds a deficit that worsens the effects of fatigue.

ENVIRONMENT

Environment should consider factors affecting personnel performance as well as the performance of the asset or resource. This includes, but is not limited to, time of day, temperature, humidity, precipitation, wind and sea conditions, proximity of aerial/navigational hazards and other exposures (e.g., oxygen deficiency, toxic chemicals, and/or injury from falls and sharp objects).

EVENT or EVOLUTION COMPLEXITY

Event/Evolution complexity should consider both the required time and the situation. Generally, the longer one is exposed to a hazard, the greater are the risks. However, each circumstance is unique. For example, more iterations of an evolution can increase the opportunity for a loss to occur, but may have the positive effect of improving the proficiency of the team, thus possibly decreasing the chance of error. This would depend upon the experience level of the team. The situation includes considering how long the environmental conditions will remain stable and the complexity of the work. **Assign a risk code of 0 (For No Risk) through 10 (For Maximum Risk) to each of the six elements below.**

Supervision _____

Planning _____

Team Selection _____

Team Fitness _____

Environment _____

Event/Evolution Complexity _____

Total Risk Score _____

The mission risk can be visualized using the colors of a traffic light. If the total risk value falls in the GREEN ZONE (1-23), risk is rated as low. If the total risk value falls in the AMBER ZONE (24-44), risk is moderate and you should consider adopting procedures to minimize the risk. If the total value falls in the RED ZONE (45-60), you should implement measures to reduce the risk prior to starting the event or evolution.

GAR Evaluation Scale
Color Coding the Level Of Risk

0	23	44	60
10 20 GREEN (Low Risk)	30 40 AMBER (Caution)	50 RED (High Risk)	

The ability to assign numerical values or “color codes” to hazards using the GAR Model is not the most important part of risk assessment. What is critical to this step is team discussions leading to an understanding of the risks and how they will be managed.

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UNDERWAY CHECK-OFF LIST

Date: _____ Underway Time: _____

Officer of the Deck: _____

Conning Officer: _____

30 Minutes Prior

_____ Energize Generator

_____ Energize ECS, load waypoints and route.

_____ Paper charts prepared

_____ Check Fuel and Potable Water Levels

Fuel: _____ Water: _____

_____ Secure For Sea

15 Minutes Prior

_____ All-hands aboard and accounted for.

_____ Hold navigation brief.

10 Minutes Prior

_____ Set Special Sea Detail (Navigation Detail & Mooring Stations)

5 Minutes Prior

_____ Turn on Engines

_____ All stations manned and ready

Check List Reviewed:

Operations Officer: _____

Executive Officer: _____

Approved Commanding Officer: _____

Officer of the Deck request permission to assume the deck, conning officer request permission to assume the Conn. Conning officer request permission to get underway from the commanding officer.

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**SEAMANSHIP TRAINING LAKE MEAD
SEABAG LIST**

REQUIRED ITEMS		
<i>Quantity</i>	<i>Items</i>	<i>Notes</i>
2	Khaki Cargo Shorts	Must be able to wear your uniform belt with them.
1	Khaki Pants	Dockers or cargo style
1	Black Belt/Silver Buckle	
7 (minimum)	Undergarments (underwear, socks, etc)	Ankle socks permitted
2	Swim trunks or board shorts	No restrictions on color. May not depict any inappropriate material.
1	Navy Blue Sweatshirt	May either be blank, NSCC, Navy or Coast Guard related.
1	Navy Blue Sweatpants	May either be blank, NSCC, Navy or Coast Guard related.
2 pair	Navy Blue Shorts	Basketball mesh style
1 pair	Water shoes/Sandals	Will be required wear when in the water or on the beach. Low water levels have exposed areas that may have a lot of debris.
1 pair	Shower shoes	
1 pair	Athletic shoes	Running, cross-trainer, skater styles acceptable
1	Utility Jacket	Navy blue windbreaker is authorized if a utility jacket is not available.
3	Towels	Bring at least one beach towel.
1	Shaving/Toiletry Kit (including shaving cream, razors, toothbrush, toothpaste, deodorant, shampoo**, soap**, soap dish, lotion, Chap-stick, Sunscreen	** Soap must be biodegradable.
1	Pocket Knife/Multi-Tool	Leatherman or Gerber are suggested brands. The basic version of either brand will suffice.
1	Flashlight	Bring at least one set of replacement batteries
1	“Nalgene” Style plastic water bottle 32 oz	
1	Sleeping Bag	Average evening temp is 50-55°F

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OPTIONAL ITEMS		
	Appropriate training/personal reading material	
	Still Camera/Video Camera	
	Camping Sleeping Mat	
	Cell Phone	Cell phone use will not be permitted during training.
	Fishing Gear (Limited to one pole and small tackle box)	Must possess a valid Nevada Department of Wildlife fishing license. You may obtain one from: http://www.ndow.org
	Personal music player	Bring your own batteries
	Personal Snacks/Sundry Items	Limit to a reasonable amount one person can consume in one week. Suggested snacks: gum, beef jerky, trail mix, nuts, energy bars.
	Sleep attire	
	Snorkel/Goggles	
	Spending Money	
	Sunglasses	
	Watch cap	

1. General. Space is limited on the boat. Limit your luggage to the essentials. You will have the opportunity to wash your clothes mid-week. **If you don't think something would be appropriate to bring, don't bring it.** Use good judgment. Items deemed contraband by the commanding officer will be confiscated.

2. Valuables. Cadets are responsible for safeguarding their valuables. Lockers will not be available. Cadets should bring a lock to secure their valuables in their Seabag/luggage.

3. Personal electronics. Personal electronics beyond those listed above such as video games, PDAs, DVD Players, and laptops are not permitted. Cell phones will be maintained in the custody of the training staff during the training evolution (bring your charger so that you can charge your battery prior to departing training).

4. MAA Badges. MAA Badges are no longer authorized in the Naval Sea Cadet Corps. Cadets found with badges will have them confiscated and not returned.

5. Issued Gear. You will be issued an NSCC ball cap, 3 navy blue golf shirts, 4 blue/white ringer t-shirts.

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COMMUNICATIONS PLAN

<i>Agency/Name</i>	<i>Location</i>	<i>Emergency Frequency/Phone</i>	<i>Working Frequency/Phone</i>
National Park Service	Lake Mead Dispatch	VHF 16 1-800-680-5851	VHF 22A (702) 293-8998
	Overton Beach		N/A
	Echo Bay		(702) 394-4060
	Callville Bay		(702) 565-9612
	Las Vegas Bay		(702) 565-8368
	Boulder Beach		(702) 293-8904
	Temple Bar		(928) 767-3401
	South Cove		(928) 564-2220
	Willow Beach Cottonwood Cove		(928) 767-4000 (702) 297-1229
Nevada Department of Wildlife Enforcement		VHF 16 911	N/A
Boulder City Police	Nevada	911	(702) 293-9224
Boulder City Hospital			(702) 293-4111
National Weather Service			WX 1 (702) 736-3854
Las Vegas Boat Harbor			(702)-293-1191
Callville Bay Marina			(702) 565-8958
Temple Bar Marina			(928) 767-3211
Echo Bay Marina			(702) 394-4000
Commanding Officer Seamanship Training			VHF 16 (626) 372-5088 cell
NSCC NHQ			(703) 243-6910

Enclosure (5) to SNTRALMINST 5000.1B
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DAILY ENGINEERING STATUS REPORT

Date: _____

POTABLE WATER LEVEL: _____

Generator

Propulsion

FUEL LEVEL: _____

Stove

Refrigerators

PROPANE LEVEL: _____

Port

Starboard

LUBE OIL: _____

MAIN HOLDING TANK LEVEL: _____

EQUIPMENT STATUS:

FMC=Full Mission Capable OOC=Out of commission

	<i>Circle One</i>		<i>Notes</i>
Port Engine:	FMC	OOO	_____
Stbd Engine:	FMC	OOO	_____
Generator:	FMC	OOO	_____
Refrigerator 1:	FMC	OOO	_____
Refrigerator 2:	FMC	OOO	_____
Air Conditioner 1	FMC	OOO	_____
Air Conditioner 2	FMC	OOO	_____
Air Conditioner 3	FMC	OOO	_____

Comments:

Engineer Officer: _____ Date: _____

Executive Officer: _____ Date: _____

Commanding Officer: _____ Date: _____

Enclosure (7) to SNTRALMINST 5000.1B
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CONNING OFFICER/HELMSMAN RELIEF WORKSHEET

INSTRUCTIONS: Prior to relieving the Helm/Conn you must know the following information and request permission from the OOD to relieve the Helm/Conn.

NOTE: For the first part of training the OOD will retain both the OOD and Conn. During the second part of training, cadets will be given the opportunity to assume the Conn as well as helm. At this point if the commanding officer is present on the bridge, you must first request permission from him prior to requesting permission from the OOD to relieve both the Conn and Helm.

Sir, we are currently turning for

_____ RPM's on a course of

_____ Degrees True

PORT ENGINE IS: Online / Offline / OOC

STBD ENGINE IS: Online / Offline / OOC

Sir, I request permission to relieve the Helm/Conn.

Enclosure (8) to SNTRALMINST 5000.1B
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QUARtermaster OF THE WATCH RELIEF WORKSHEET

INSTRUCTIONS: Prior to relieving the QMOW you must know the following information and request permission from the OOD to relieve QMOW.

Sir, we are currently turning for

_____ RPM's on a course of

_____ Degrees True

The current temperature is _____

The barometer reads _____ millibars / inches

And is rising / steady / dropping

PORT ENGINE IS: Online / Offline / OOC

STBD ENGINE IS: Online / Offline / OOC

Talking fixes GPS fixes at _____ minute intervals

Monitoring VHF Channel 16

Sir, I request permission to relieve the Quartermaster of the Watch.

Enclosure (9) to SNTRALMINST 5000.1B
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BOATSWAINS MATE OF THE WATCH RELIEF WORKSHEET

INSTRUCTIONS: Prior to relieving the BMOW you must know the following information and request permission from the OOD to relieve BMOW. After hours inport you may conduct the relief on your own.

Sir, I have made a round of the boat. All decks are secure (or report discrepancies)

all personnel is present / accounted for / or report unaccounted for members.

FOR INPORT: The lines are secure and with light / medium / heavy strain.

Sir, I request permission to relieve the Boatswains Mate of the Watch.

Enclosure (10) to SNTRALMINST 5000.1B
25 Nov 2009

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4380B (Rev. 6-04)				LOG-WEATHER OBSERVATION AND OPERATIONAL SUMMARY SHEET																	
VESSEL								DAY				DATE(DDMMYY)				ZONE DESCRIPTION					
1. WEATHER OBSERVATIONS																					
TIME	DISTANCE TRAVELED		WINDS IF ESTIMATED		VISIBILITY (MILES)	Help WEATHER (SYMBOLS)	BAROMETER (INCHES) SEA LEVEL	TEMPERATURE		CLOUDS		SEA WATER TEMP (Degrees)	ICE CONDITION			SEA WAVES		SWELL WAVES			
	MILES	TENTHS	DIRECTION (TRUE)	FORCE (KNOTS)				DRY BULB	WET BULB	AMOUNT (Tenths)	TYPE		AMOUNT (Tenths)	TYPE	ICE THICKNESS (Feet)	DIRECTION (True)	HEIGHT (Feet)	DIRECTION (True)	HEIGHT (Feet)		
01																					
02																					
03																					
04																					
05																					
06																					
07																					
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18																					
19																					
20																					
21																					
22																					
23																					
24																					
TOTAL	0.0																				
II. OPERATIONAL SUMMARY																					
STATUS AT 0001								CHECK LIST				TIME		INITIALS							
MATERIAL CONDITION								1. Held quarters													
READINESS CONDITION								2. Chronometer(s) wound													
OPERATIONAL STATUS								3. Held evening reports													
MISSION								4. Magazines inspected													
								4a. Maximum temperature:						4b. Minimum temperature:							
								DRILLS AND TRAINING													
MACHINERY CONDITION AND DISCREPANCIES								Began		Ended		Type									
ELECTRONIC/COMMUNICATION CONDITION AND DISCREPANCIES																					
SUNRISE				SUNSET				Personnel		Authorized		Attached		Leave		TAD		Other		On Board	
								Officers													
DRAFT: FWD				AFT				Enlisted													
EXAMINED								APPROVED													
USCG								NAVIGATOR/XO				USCG				COMMANDING OFFICER					

25 Nov 2009

SAMPLE STANDARD LOG ENTRIES

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4380A (Rev. 6-04)		LOG-REMARKS SHEET			
VESSEL SEAMANSHIP TRAINING LAKE MEAD		ZONE DESCRIPTION +7 TANGO	DAY OF WEEK MONDAY	DATE(DDMMYY) 17MAY07	
PASSAGE FROM ECHO BAY		PASSAGE TO BOULDER BAY			
POSITION	METHOD	POSITION	METHOD	POSITION	METHOD
0800		1200		2000	
L 36-06.82 N	D/GPS	L 34-10.97 N	D/GPS	L 36-07 N	MOORED
114-19.92 W		114-24.48 W		114-37 W	
Show Auto Entry		REMARKS			
0000-0800					
0000 SEAMANSHIP TRAINING IS MOORED IN POSITION 36-07N, 114-37W; CANYON POINT COVE, LAKE MEAD, NV. LTJG A. MUNOZ IS THE CDO. ALL MEMBERS PRESENT. ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 0100 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 0200 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 0300 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 0400 ALL SECURE ABOUT THE DECK, LINES SECURE WITH LIGHT STRAIN. 0500 ALL SECURE ABOUT THE DECK, LINES SECURE WITH LIGHT STRAIN. 0552 OBSERVED SUNRISE, SECURED ALL DECK AND MOORING. 0700 MORNING MUSTER HELD. ALL MEMBERS PRESENT OR ACCOUNTED FOR.					
//S//					
A. S. MUNOZ, LTJG					
0800-1200					
0800 ALL SECURE ABOUT THE DECK, LINES SECURE WITH LIGHT STRAIN. 0900 NAVIGATION BRIEF HELD, GAR=27. 0911 SET SPECIAL SEA DETAIL. 0912 LTJG M. LANDRY ASSUMED THE DECK AND CONN. 0916 UNDERWAY CHECK LIST COMPLETE. 0919 UNDERWAY FROM CANYON COVE. 0930 SECURE FROM SPECIAL SEA DETAIL.					
//S//					
M. P. LANDRY, LTJG					
1200-1600					
1252 SET SPECIAL SEA DETAIL. 1255 ENTERING BOULDER NARROWS. 1447 EXIT BOULDER NARROWS, SECURE FROM SPECIAL SEA DETAIL. 1515 SET SPECIAL SEA DETAIL. 1530 MOORED STARBOARD SIDE TO BOULDER BAY MARINA FUEL PIER. TOOK ON 14.43 GALLONS OF FUEL. 1545 LCDR S. ORAM ASSUMED THE DECK AND THE CONN.					
//S//					
M. P. LANDRY, LTJG					
1600-2000					
1600 UNDERWAY FROM FUEL PIER. 1615 SECURE FROM SPECIAL SEA DETAIL. 1720 SET SPECIAL SEA DETAIL/LANDING DETAIL. 1725 LANDING DETAIL SAFETY BRIEF					
EXAMINED		APPROVED			
USCG NAVIGATOR/XO		USCG COMMANDING OFFICER			

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DATE: 17MAY07

Show Auto Entry	REMARKS (continued)
1600-2000 (CONT'D)	
HELD. 1817 MOORED IN POSITION 36-08N, 114-39N. PORT AND STBD ENGINES SECURED. 1830 PO2 SMITH ASSUMED THE CDO.	
//S//	
S. D. ORAM, LCDR	
1600-2000 (CONT'D)	
1945 OBSERVED SUNSET, ENERGIZED ALL STANDARD MOORING AND DECK LIGHTS.	
//S//	
D. L. SMITH, PO2	
2000-2400	
2000 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 2100 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 2200 ALL SECURE ABOUT THE DECK, LINES SECURE WITH MEDIUM STRAIN. 2300 ALL SECURE ABOUT THE DECK, LINES SECURE WITH LIGHT STRAIN.	
//S//	
D. L. SMITH, PO2	

QUARTERMASTER OF THE WATCH FIX PASSDOWN

CONN – PLOT

Fix minute _____ has you

on track / _____ yds left / right of track

Recommend you maintain your current course / come right / left to a new

course of _____ Degrees True.

Your nearest hazard to navigation is _____

Approximately _____ yds/NM off your _____.

You next aid to navigation is a _____

off your _____.

You have approximately _____ yds / NM left in this leg.

Your next course is _____ Degrees True.

Time to turn is in approximately _____ at minute _____

DAILY GALLEY INSPECTION REPORT

Date: _____

MORNING

_____ All preparation surfaces sanitized.

Food Service Officer or Galley Supervisor

Date/Time

AFTER EVENING MEAL INSPECTION.

Galley staff may not be secured until the FSO completes the evening inspection.

_____ All preparation surfaces sanitized

_____ Utensils and cookery sanitized and stowed.

_____ All food and condiments properly stowed.

_____ All refrigerated food stored in closed containers.

_____ All leftovers from previous day disposed of.

_____ Galley secured.

Food Service Officer

Date/Time

TO BE POSTED ON REFRIDGERATOR