



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 3120.1E CH-1  
N7  
30 Sep 2021

COMNAVRESFORCOM INSTRUCTION 3120.1E CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Forces Command

Subj: NAVY RESERVE MARITIME PRE-POSITIONING FORCE UTILITY BOAT  
PROGRAM

Encl: (1) COMNAVRESFORCOMINST 3120.1E update 1 Aug 2021

1. Purpose. This change is issued to update the requirements set forth in Section 4, page 4-5 of COMNAVRESFORCOMINST 3120.1E. Paragraph 4.9.d is updated to request a minimum of five members, including the ITT leader, and requesting qualifications for the position assigned to observe. Paragraphs 4.9.e through 4.9.h are hereby removed.

2. Action. Remove pages 4 and 5 and replace it with enclosure (1) of the change transmittal.

J. A. SCHOMMER

Releasability and distribution:

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COMNAVRESFORCOMINST 3120.1E  
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# Navy Reserve Maritime Pre-positioning Force Utility Boat Program



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Ref: (a) Navy Regulations, 1990  
(b) NAVSEAINST 4790.8C of 30 November 2015  
(c) NWP 1-03.1  
(d) OPNAVINST 5102.1D of 7 January 2005  
(e) NAVSUP P-485 of October 1997  
(f) Naval Ships' Technical Manual, 1 September 1999  
(g) COMUSFLTFORCOMINST 4790.3C  
(h) OPNAVINST 5100.19E  
(i) COMNAVRESFORCOMINST 4790.1  
(j) OPNAVINST 5726.8B  
(k) OPNAVINST 5760.5D8  
(l) DODI 1322.28  
(m) MILPERSMAN 1200-030  
(n) OPNAVINST 4780.6F

Encl: (1) Navy Reserve Maritime Pre-Positioning Force Utility Boat Program

1. Purpose. To revise guidance for the administration, safe operation, maintenance, training, and security of Navy Reserve Maritime Pre-positioning Force Utility Boats (MPFUB). The primary purpose of MPFUBs at Navy Operational Support Centers (NAVOPSPTCEN) is to train and qualify reserve Assault Craft Unit (ACU) Sailors in the operation and maintenance of MPFUBs.

2. Cancellation. COMNAVRESFORCOMINST 3120.1D.

3. Scope and Applicability. This instruction outlines Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) direction to Navy Region Reserve Component Commands (RCC), NAVOPSPTCENs, and Navy Reserve (NR) ACU detachments. RCCs, NAVOPSPTCENs, and NR ACU detachments must comply with this instruction and their supported command's MPFUB standard operating procedures.

4. Administrative and Maintenance. Recommendations concerning changes to this instruction are encouraged and can be submitted to COMNAVRESFORCOM Training and education (N7).

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5. Action. RCCs with assigned MPFUBs must comply with specified actions in this instruction. RCCs may issue additional guidance to accommodate local conditions and must forward copies of any additional guidance to COMNAVRESFORCOM N7. Any local procedures not covered by this instruction may be approved by the applicable NAVOPSPTCEN commanding officer (CO).
6. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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## CHAPTER 1

### GENERAL

1. Command and Control. RCCs have operational and administrative control of, and responsibility for, MPFUBs assigned to subordinate NAVOPSPTCENs. The NAVOPSPTCEN CO is responsible for the administration, crew training, maintenance, repair, upkeep, safe operation, and security of assigned MPFUBs in compliance with references (a) through (l). If the MPFUB is not in an Inactive Equipment Maintenance status, the NAVOPSPTCEN must provide adequate security, continuous control and daily inspections. Daily inspections must be performed by qualified watchstanders and documented on a daily boat report.
2. Operational Support. Active Duty and Full Time Support (FTS) Sailors are assigned to the NAVOPSPTCEN specifically to support the MPFUBs and subordinate NR ACU detachments. Personnel assigned will attain pertinent Personnel Qualification Standards (PQS) for their billet. NAVOPSPTCENs and NR ACU detachments will follow supported command, RCC, local guidance, and this instruction while operating MPFUBs. Active Duty and FTS Sailors, with the assistance of drilling NR ACU Sailors, are responsible for performing planned maintenance, security watch, and daily boat reports.
3. Safety
  - a. The NAVOPSPTCEN CO will ensure MPFUB crews conduct a thorough Operational Risk Management (ORM) assessment and navigation brief prior to getting underway, anchoring, mooring, beaching, performing Integrated Training Team (ITT) casualty control drills, and any time necessary for the safety of the crew and passengers.
  - b. The NAVOPSPTCEN CO is responsible for the safe operation of the MPFUB and must ensure the command safety program addresses MPFUB equipment, operations, personnel, and complies with safety regulations in references (f) and (h). The NR ACU detachment CO must submit reports via Enterprise Safety Applications Management System and maintain safety records per references (c), (d), and (h).
4. Security. NAVOPSPTCENs must ensure procedures are established and published to safeguard assigned MPFUBs. The NAVOPSPTCENs must develop, publish, and institute a NAVOPSPTCEN MPFUB instruction that includes Standard Operating Procedures, security checklists, and daily boat report as enclosures. At a minimum, the NAVOPSPTCEN MPFUB instruction must contain the following items:
  - a. Security of all topside hatches, doors, and scuttles.
  - b. Heavy Weather Bill.
  - c. Cold Weather Bill (NAVOPSPTCEN Buffalo and Great Lakes only).

- d. Hazardous Material (HAZMAT) Bill, including a HAZMAT Spill Contingency Plan.
- e. Fuel Oil Bill, including a Fuel Oil Spill Contingency Plan.
- f. Navigation Bill.
- g. Daily boat reports to NAVOPSPTCEN CO.

5. Inspections. COMNAVRESFORCOM N7 staff must conduct inspections to evaluate subordinate commands' compliance with this instruction and references in order to ensure MPFUBs are properly maintained and safely operated.

- a. COMNAVRESFORCOM N7 must:

(1) Evaluate unit management of assigned MPFUBs. The readiness cycle for MPFUB units includes a 12-month certification inspection, with assist visits available upon request. Units receiving an inspection assessment of ineffective will be placed in a restricted operations status. While operating in a restricted operations status, units will be required to embark COMNAVRESFORCOM or RCC designated observers during underway operations. COMNAVRESFORCOM N7 visits will conclude with an out-brief to the NAVOPSPTCEN CO and a written report listing discrepancies requiring command attention to successfully complete certification. Diesel engine inspections will be conducted periodically between 12 and 24 months per reference (g).

(2) Observe and review operating procedures, level of crew knowledge, training practices, and effective MPFUB usage by evaluating compliance with:

- (a) Underway preparations, operational training, and underway demonstrations.
- (b) Crew professionalism, knowledge, and performance.
- (c) PQS accomplishment, including all prerequisites.
- (d) Training effectiveness.
- (e) Engineering Operational Sequencing System (EOSS) and Engineering Operational Casualty Control.
- (f) Craft material condition and gear inventory.
- (g) Material Maintenance Management (3M) and spot check program.
- (h) Equipment tag out program.

- (i) HAZMAT/environmental compliance.
- (j) ORM.
- (k) Fuel and lube oil quality management program.
- (l) Jacket Water program.
- (m) Navigation program, deck logs, and navigation rules and regulations knowledge.
- (n) Fixed and portable firefighting equipment.

b. RCCs must:

- (1) Ensure NAVOPSPTCENs follow the provisions and references of this instruction to maintain and safely operate assigned MPFUBs.
- (2) Evaluate budget input, requisition procedures, proper expenditure, custody control, billet management, and logistic support of MPFUBs assigned to subordinate NAVOPSPTCENs.
- (3) Provide a representative during COMNAVRESFORCOM inspection in-briefs, out-briefs, and throughout the MPFUB inspection as desired by the RCC.

c. NAVOPSPTCENs must:

- (1) Ensure at least one assigned FTS or Active Duty Sailor and three Selected Reserve Sailors (SELRES) per unit have completed Operator course (CIN: K-062-2121) to maintain three qualified crews and support the ITT requirement.
- (2) Ensure at least one assigned FTS or Active Duty Sailor and three SELRES per unit have completed the MPFUB Engineer course (CIN: K-062-0036) to maintain three qualified crews and support the Integrated ITT requirement.
- (3) Provide a detailed budget as required by RCCs.
- (4) Conduct quarterly self-assessments using program check sheets and administer level of knowledge exams for Active and SELRES. These products are available on the COMNAVRESFORCOM N7 SharePoint site under N72 Surface Programs. Completed self-assessments must be maintained on file for one year.



d. NR ACU detachment COs must ensure MPFUB crews become familiar and comply with this instruction and applicable appendices and references.

6. Tours and Public Visiting

a. Per references (j), (k), and (n), educating the American public about the capability, importance, and value of today's Navy and Navy Reserve is an essential responsibility of those who serve. COMNAVRESFORCOM is assigned as a primary stakeholder in community outreach. Per reference (n), one of the ways COMNAVRESFORCOM can achieve the goal of Navy outreach programs is through coordinated and focused demonstration of equipment capabilities and one-on-one engagement of media and civilian influencers in non-fleet concentration areas.

b. In order to meet the Navy outreach program mission, RCC COs and NAVOPSPTCEN COs are encouraged to take advantage of the unique MPFUB assets assigned to their units. NAVOPSPTCEN personnel are authorized to use MPFUBs to provide tours, photographs, or underway demonstrations to a diverse selection of community influencers such as local media, Junior Reserve Officer Training Corps, United States Naval Sea Cadet Corps, Navy League of the United States, U.S. and foreign visitors, etc.

c. NAVOPSPTCEN COs must request written permission from respective RCC no later than 15 working days prior to any visit or mission involving underway operations with any non-essential or unassigned personnel embarked.

d. The MPFUB crew must conduct a thorough ORM brief prior to the evolution and must provide a detailed safety brief to each group of visitors prior to boarding the MPFUB. Visitors must wear appropriate Personal Protective Equipment (PPE), including personal flotation devices, at all times while onboard the craft.

CHAPTER 2  
RESERVE MARITIME PRE-POSITIONING FORCE UTILITY BOAT PROGRAM

1. Operations. RCCs, NAVOPSPTCENs, and NR ACU detachment COs must provide supplemental guidance to address local conditions, including foul weather contingency plans. NAVOPSPTCEN COs must arrange safe berthing and security for assigned MPFUBs. COMNAVRESFORCOM N7 must approve all operating areas and NAVOPSPTCENs must operate within approved operating areas. The NAVOPSPTCEN CO may approve exceptions, such as operating inside protected areas that mitigate the effects of weather conditions, such as harbors or areas sheltered by breakwaters and jetties. MPFUBs may conduct landing operations in approved areas at the discretion of NAVOPSPTCEN CO after required clearances have been obtained from appropriate authorities. NAVOPSPTCENs must work with their NR ACU detachments to:

a. Identify local operating areas suitable for underway MPFUB training in accordance with reference (l). When training on public property for beaching or mooring, or when operating in public inland waters, NAVOPSPTCEN COs and NR ACU COs will ensure units minimize disruption to the civilian community and all policy and procedures set forth in reference (l) are followed. When conducting training on private property, appropriate land use agreements will be executed in coordination with the cognizant Naval Facilities Engineering Command activity. The agreements must address liability and conditions of usage of property as set forth in reference (l).

b. NAVOPSPTCENs must maintain corrected charts clearly indicating operating area boundaries, beach landing areas with Environmental Protection Agency compliance, shipping and boating channels, navigation hazards, restricted areas, and other limitations.

c. Request written permission from RCC prior to operating outside the approved operating area. Requests must be submitted to RCC and must include intended route, estimated times of arrival and departure, transit time, and total underway time. NAVOPSPTCENs must forward this request to RCC no later than 15 working days prior to the intended underway to allow adequate time for review and approval.

d. Establish a MPFUB crew and maintenance training program to qualify crew members, maintain proficiency, and complete maintenance of assigned MPFUBs.

e. Establish a flexible drill schedule that supports underway MPFUB training periods, preferably on multiple drill weekends.

f. Provide supervision and support necessary to ensure safe operation of MPFUBs, including the following:

(1) Maintain two-way communications between operating MPFUBs, ITT members, and NAVOPSPTCENs.

(2) Assign and publish call signs, recall conditions, signals, and procedures.

(3) Provide a means to obtain current weather, sea state, and small craft warning information.

(4) Establish and maintain updated and approved charts of the operating area.

(5) Maintain equipment to meet underway operations and safety requirements.

(6) Establish and publish MPFUB and crew limitations, and casualty reporting procedures.

(7) Obtain or develop checklists for MPFUB operations.

(8) Publish a sailing list prior to any underway period with legible name, rank, and blood type of all crew members and passengers along with the MPFUB operator's signature and post the list on the NAVOPSPTCEN quarterdeck or appropriate command location.

2. Procedures. NAVOPSPTCENs and NR ACU detachments will use MPFUB checklists for underway preparation and fueling evolutions in conjunction with EOSS.

a. Briefings Before Underway Operation. Prior to the MPFUB underway, the crew will conduct navigation and mission briefings addressing all pre-underway checklist items. All crewmembers assigned to the underway evolution will attend. The briefer will carefully detail plans for intended movement (including tracks to be used by the MPFUB) to and from a clearly defined area of operation as well as ORM considerations, operating instructions, training to be accomplished, communication procedures, expected time of underway and return.

b. Underway Checklists. MPFUB operators will ensure they use current underway and maintenance requirement checklists prior to each underway period. The MPFUB operator must lead the event from commencement to completion. The assigned crew must conduct the underway checks.

Note: The NAVOPSPTCEN and NR ACU detachment CO will add any checklist items deemed necessary to ensure the safe operation of assigned MPFUBs. Work Center Supervisors (WCS) will schedule applicable 3M checks and ensure completion, accountability, and administrative recording of all maintenance checks. Qualified MPFUB operators and engineers will complete all pre-underway checklist items before getting underway and make entries in applicable logs, including the Engineering Operating Procedure Master Light Off Checklist (EOP MLOC); qualified maintenance personnel may assist.

The NAVOPSPTCEN CO must sign completed checklists before granting permission to get underway. The checklists will be retained for one year. During an underway period, the MPFUB operator must notify the NAVOPSPTCEN of any casualties or significant events, or unplanned departures from the briefed plan.

c. Communications. MPFUBs will not get underway without reliable two-way voice communications or an appropriate substitute capable of communicating on U.S. Coast Guard and harbor control channels and with the NAVOPSPTCEN. While underway all units will monitor appropriate channels 12, 13, 16, and/or locally-designated working channel(s). Positive two-way voice communications will be maintained between the parent NAVOPSPTCEN and operating MPFUB during each underway period. MPFUBs that lose communications will return to base if they cannot regain communications within 30 minutes. ITT members must operate independently from MPFUB crewmembers on two-way headsets compatible with hearing protection.

d. Weather and Sea State. The NAVOPSPTCEN or NR ACU detachment will communicate weather and sea state updates to operating MPFUBs as significant changes occur. MPFUBs will not operate when predicted visibility is less than one mile, or in weather conditions that exceed Beaufort Sea State Four, as defined by the National Weather Service, or when small craft warnings are in effect in the operating area. MPFUBs can operate, with NAVOPSPTCEN CO approval, inside protected areas such as break walls that mitigate the effects of weather conditions or sea state restrictions that would normally require the MPFUB to return to base. MPFUBs will return to base if weather conditions deteriorate or when recalled by NAVOPSPTCEN CO or NR ACU detachment CO. If weather or other conditions prevent an MPFUB from returning to its assigned berthing, the MPFUB operator will communicate all intended actions to the NAVOPSPTCEN CO and NR ACU detachment CO, who will assist the MPFUB operator in determining the best course of action, notifying their RCC, and requesting Coast Guard assistance as required.

e. Operational Reporting. In the event of personnel injuries, MPFUB damage, major equipment casualties, events of an unusual or serious nature that affect embarked personnel, or situations that seriously disrupt or delay planned operations, the MPFUB operator must ensure the NAVOPSPTCEN CO is notified as soon as possible.

3. Planning Considerations for Beach Landing Operations. Beach Landing Operations must be approved in advance by NAVOPSPTCEN CO. NAVOPSPTCENs must obtain required clearances and arrange for beach support equipment, if required. The NR ACU detachment CO will generate a letter of instruction (LOI) to conduct Beach Landing Operations. LOIs for beach landing operations involving extended transits or multiple units must be submitted to the

NAVOPSPTCEN CO for approval 30 days prior to the planned event. The minimum information required on a beach landing LOI includes:

- a. Description of the operation and beach landing area.
- b. Units assigned to the operation.
- c. Dates and times of the planned operation.
- d. Designation of the Operational Test Coordinator or Officer Conducting Exercise for the exercise or event at the landing site.
- e. Procedures to establish a beach party with an observer.
- f. Training objectives and schedule of events.
- g. Communications plan including call signs, circuits, and frequencies.
- h. Loading plan if equipment or personnel are to be embarked or disembarked.
- i. Movement plan indicating tracks to be used and transiting procedures.
- j. Logistics requirements and planned support.
- k. Up-to-date charts of the approach lanes and beach landing area with markers and navigational aids indicated.
- l. Weather conditions (Beach surf conditions and tides).
- m. HAZMAT and pollution abatement procedures.

### CHAPTER 3 TRAINING AND QUALIFICATIONS

1. Qualifications for MPFUB Crew Members. The NAVOPSPTCEN CO must designate in writing all personnel who are qualified and permitted to operate assigned MPFUBs. All MPFUB operators, engineers and crew members will complete all prerequisites and pertinent MPFUB Operator courses, Engineer courses, and successfully complete an oral board prior to completing qualifications. In addition to the oral board, prospective MPFUB operators must be a minimum of E-5 in pay grade and must successfully complete a practical underway evaluation period with the respective NAVOPSPTCEN CO as the senior member. A rank waiver may be granted by the respective NAVOPSPTCEN CO for Sailors in the pay grade of E-4 who demonstrate exceptional maturity, competence, and initiative.

Note: A minimum of one FTS/Active Duty Sailor must attend the MPFUB Engineer course (CIN: K-062-0036) and one FTS/Active Duty Sailor must attend the MPFUB Operator course (CIN: K-062-2121). These graduates must be two separate personnel to maintain one qualified boat crew made up of FTS/Active Duty Sailor. Local NAVOPSPTCEN qualification procedures must incorporate MPFUB qualification from supported Active Component (AC) ACUs, as well as practical and written tests administered by the NAVOPSPTCEN operations department. NAVOPSPTCEN COs will review PQS qualification of newly reporting Sailors for validity and currency. The NAVOPSPTCEN will conduct re-qualifications for all reporting Sailors holding a 3M 301 and Basic Damage Control 301 to 306 and develop a re-qualification procedure defined in the command PQS instruction. NAVOPSPTCEN COs will designate PQS qualifiers in writing by designation letter, or included in a command instruction or notice.

2. Required Training. NAVOPSPTCENs and supported units must maintain short and long range training plans.

3. Explosive Ordnance Disposal/Mobile Diving Salvage Unit Training Support. The NAVOPSPTCEN CO and NR ACU detachment CO may incorporate diver availability into their training plans. MPFUBs may be used to support Navy Reserve Explosive Ordnance Disposal/Mobile Diving Salvage Unit, U.S. Coast Guard, or other U.S. Government or law enforcement unit training or certification exercises. In accordance with reference (l), where possible, Department of Defense units will support mutually beneficial "dual-effect" training and will consider law enforcement needs in the planning and execution of military training.

4. Small Craft Insignia. The Chief of Naval Operations Surface Warfare Strategy and Alignment Branch (N861) determined that MPFUB operations meet the spirit and intent of reference (m) and authorized COMNAVRESFORCOM N7 to qualify and designate assigned personnel to wear the Small Craft Insignia. The Small Craft Insignia is authorized for leadership personnel attached to units with assigned MPFUBs. NAVOPSPTCEN COs and NR ACU COs

are encouraged to implement training and qualification programs that facilitate maximum participation and eligibility for the small craft insignia. Personnel must meet the criteria in reference (m), pass an oral board, and be designated by their NAVOPSPTCEN CO, or NR ACU detachment CO, in order to wear the Small Craft Insignia. NAVOPSPTCEN COs and NR ACU detachment COs may be designated by their immediate superior in command following six months of leadership at the unit.

CHAPTER 4  
RECORDS, MATERIAL MANAGEMENT, AND FINANCIAL SUPPORT

1. Support and Material Readiness. MPFUBs are training assets assigned to NAVOPSPTCENs and are supported through the COMNAVRESFORCOM chain of command.

a. COMNAVRESFORCOM N7 will provide policy guidance, oversight, funding, and assistance necessary to support MPFUBs.

b. NAVOPSPTCEN COs are the primary custodian for MPFUBs, associated equipment, parts, tools, HAZMAT, and support materials required to maintain assigned MPFUBs. NAVOPSPTCEN COs are responsible for the material management and local supply support of MPFUBs assigned to the NAVOPSPTCEN. NAVOPSPTCENs will ensure proper support and material readiness of assigned MPFUBs through the following actions:

(1) Submit MPFUB status reports to COMNAVRESFORCOM N7, via the RCC, when there is a major change to material or readiness status of the MPFUBs.

(2) Manage the 3M program per references (b), (f), and (i).

(3) Report MPFUB casualties per references (b) and (f).

(4) Process requisitions.

(5) Maintain inventory of training and maintenance allowance supplies.

(6) Issue and ensure chain of custody for tools, support equipment, parts, and supplies to ensure required materials are available and accounted for at the user level.

(7) Develop timetables and establish internal procedures for budget input and supply requisitions.

c. NR ACU are the primary users of MPFUBs. The NR ACU detachment CO must ensure that MPFUBs are properly equipped and safely operated by qualified boat crews under the provisions of this instruction. Local NR ACUs must assist their NAVOPSPTCEN in completing preventive and corrective maintenance. NAVOPSPTCEN FTS/Active Duty Sailors are primarily responsible for execution of the 3M program and are accountable to the NAVOPSPTCEN CO for proper MPFUB maintenance. NAVOPSPTCEN COs will incorporate MPFUB maintenance into future training plans and ensure proper management of Planned Maintenance System (PMS).

2. Maintenance, Repairs, and Upkeep. Administration, disposition, and support for MPFUBs will be conducted per references (f) and (h). NAVOPSPTCENs will execute the 3M program, ensure PMS requirements are completed and equip, maintain, and preserve assigned



MPFUBs per the applicable references. Per reference (f) chapter 583, Volume 1, Boats, and Small Craft NAVOPSPTCENs will conduct a 7.5-year mid-life overhaul of the craft and associated equipment. RCCs will fund MPFUB maintenance through regular periodic budgets and may request additional funds from their RCC and COMNAVRESFORCOM N7 when needed to maintain operational MPFUBs.

3. Fuel and Petroleum Product Management. NAVOPSPTCENs will manage procurement of fuel. In the event the only available commercial grade fuel does not meet the requirements set forth in reference (e), NAVOPSPTCENs must submit a waiver request via the RCC to COMNAVRESFORCOM N7. Waiver requests must outline the circumstances for deviation and require approval prior to fueling.

Note: NAVOPSPTCENs will maintain records of fueling, completed tests, and contractor-supplied specifications for 2 years. Tag out sheets must be maintained for a minimum of 13 weeks to coincide with the rolling 13 week files retained in support of PMS. Lube Oil Quality and Fuel Oil Quality logs will be maintained to reflect local tests, routine checks, sampling, and testing conducted. The NAVOPSPTCEN must ensure that all fuel, hazardous materials, and disposal methods comply with local and federal environmental regulations.

4. Damage Control. Effective damage control is the product of damage control education, equipment, and realistic training. Damage control training and drills will be conducted per reference (h) chapter 223, Diesel Engines.

5. Department of Defense (DoD) Sea Card. The NAVOPSPTCEN CO will designate the command DoD Sea Card Authorizing Official (AO) in writing via DD form 577 (11-14) to ensure proper oversight, accountability, training, and tracking of government funding. The AO and all card holders must complete computer based training and be familiar with authorized transactions as well as the consequences of card misuse. The AO must maintain all DoD Sea Card receipts for 3 years and process all expenditures within 30 days. The AO must review all purchases (type, date, quantity, price, etc.) to ensure they are valid and authorized. Motor gasoline/diesel fuel, marine, emergency repairs, and emergency towing assistance are the only authorized expenditures. Card holders will make all fuel purchases with the DoD Sea Card. Each craft must have its own card specifically designated for use with or in support of that craft only. The card will be kept secure when not in use.

6. ACU Maintenance Funding Procedures. The NAVOPSPTCEN CO must authorize ACU maintenance fund expenditures for support equipment, necessary facilities, and the associated costs specifically identified for NR ACUs. Associated costs may include fuel, consumable supplies (example; tools, cold weather gear, PPE, etc.), and equipment necessary for administrative support of MPFUB operations.

7. MPFUB Program Funding Requests. The NAVOPSPTCEN CO will coordinate with the NR ACU detachment CO to create an annual phased spending plan for required fuel, maintenance, equipment, repair parts, and consumables.

The NAVOPSPTCEN must obligate and execute available ACU maintenance funding and request additional funding, if necessary, via their RCC comptrollers. RCC comptrollers will pass those requests for additional ACU maintenance funds to the COMNAVRESFORCOM N7 resource manager and info Commander, Navy Reserve Force Financial Resources (COMNAVRESFOR N8). COMNAVRESFORCOM N7 will validate the request and work with COMNAVRESFOR N8 to distribute additional funding to the RCC comptroller.

8. Signature Authority for MPFUB Sub-Program Logs

- a. The NAVOPSPTCEN CO must review and approve the following:
  - (1) Daily boat report (to the executive officer if applicable).
  - (2) Navigation charts (prior to navigation brief).
  - (3) Navigation brief (prior to underway).
  - (4) Pre-underway checks (prior to underway).
  - (5) Refueling checklist (prior to fueling).
  - (6) Deck log (monthly, after underway).
  - (7) Jacket water package (monthly).
- b. The chief engineer (CHENG) and/or MPFUB leading chief petty officer must review and sign the following:
  - (1) Fuel oil quality management log (monthly).
  - (2) Material history logs (after each entry).
  - (3) Two main engine logs (after each operation).
  - (4) One generator log (after each operation).
  - (5) One craft log (after each operation).
  - (6) Engine hour logs (monthly).
  - (7) Jacket water package (monthly).
  - (8) Lube oil quality management logs (monthly).

- (9) 3M 13-week accountability log (weekly).
  - (10) 3M quarterly report (quarterly).
  - c. The MPFUB leading petty officer must review and sign the following:
    - (1) Daily fuel oil quality management log (daily and when engines are operated).
    - (2) Refueling log (daily and when refueled).
    - (3) Operating log (daily and when engines run).
    - (4) Monthly lube oil logs (daily and when engines run and/or oil drained/added).
  - d. The WCS must review and sign the following:
    - (1) 3M 13-week accountability log (weekly).
    - (2) 3M quarterly report (quarterly).
    - (3) Tag out sheets for 13-week accountability log (weekly).
  - e. Operators, engineers, and watchstanders must maintain all required logs and make initial entries of fuel and lube oil samples and testing results in the following reports and logs:
    - (1) Daily boat report.
    - (2) Daily fuel oil quality management log (daily and when engines are operated).
    - (3) Refueling log (daily and when refueled).
    - (4) Monthly lube oil quality management logs (daily and when engines run and/or oil drained/added).
9. Required Letters of Designation. The NAVOPSPTCEN CO must designate the following individuals in writing via individual letter or command instruction or notice:
- a. CHENG.
  - b. Oil King.
  - c. WCS.
  - d. ITT leader.

d. ITT members (minimum of 5 to include ITT leader. All ITT members must be qualified in the position assigned to observe).

- e. EOSS manager.
- f. Tag out manager.
- g. PQS coordinator.
- h. HAZMAT/hazardous waste manager.
- i. HAZMAT control officer.
- j. MPFUB crew member.
- k. MPFUB engineer.
- l. MPFUB operator.

APPENDIX A  
CHARTS AND OPERATING AREAS

1. NAVOPSPTCENs shall operate on the following charts. Additional charts may be added temporarily for unique operations upon approval by the cognizant RCC:

a. NAVOPSPTCEN Baltimore:

- (1) 12270
- (2) 12278
- (3) 12281

b. NAVOPSPTCEN Buffalo:

- (1) 14822
- (2) 14832
- (3) 14833
- (4) 14844

c. NAVOPSPTCEN Great Lakes:

- (1) 14901
- (2) 14905
- (3) 14928

d. NAVOPSPTCEN Pensacola:

- (1) 11378
- (2) 11382
- (3) 11383

e. NAVOPSPTCEN Tampa:

- (1) 11416

2. All charts must be prepared in accordance with reference (a), reviewed, and signed by the NAVOPSPTCEN CO prior to underway operations.