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

COMNAVRESFORCOMINST 3530.1A
N7
28 Jun 2023

COMNAVRESFORCOM INSTRUCTION 3530.1A

From: Commander, Navy Reserve Forces Command

Subj: MARITIME PRE-POSITIONING FORCE UTILITY BOAT NAVIGATION PROGRAM

Ref: (a) COMNAVSURFPAC 3530.4F
(b) COMNAVSURFLANTINST 3530.4F
(c) COMNAVAIRLANT 3530.4F
(d) COMNAVAIRPAC 3530.4F

Encl: (1) Standard Navigation Responsibilities, Requirements, and Procedures
(2) Navigation Brief
(3) Special Evolution Checklists

1. Purpose. To establish minimum navigation policies, procedures, and organizational standards for Maritime Pre-positioning Force Utility Boat (MPFUB) underway operations.

2. Cancellation. COMNAVRESFORCOMINST 3530.1.

3. Background. Reference (a) requires all Commanding Officers (CO) of afloat units to tailor a navigation bill specific to their unit. As the type commander for Reserve Forces MPFUBs, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) has directed that enclosures (1) through (3) meet the spirit of reference (a) for Reserve Forces and serve as a base navigation bill for all Navy Reserve Centers (NAVRESCEN) with assigned MPFUBs. COs of units with assigned MPFUBs will tailor enclosures (1) through (3) in order to adapt them into the unit's navigation bill.

4. Responsibilities. In accordance with reference (a), personnel assigned to navigation duties must read and demonstrate knowledge of the contents of their unit's navigation bill before assuming their duties. With regard to navigation, the roles and responsibilities of each level of the chain of command are outlined below:

a. NAVRESCEN CO. The NAVRESCEN CO is responsible for safe navigation of assigned MPFUBs. The NAVRESCEN CO shall direct the use of all available means of fixing the craft's position.

b. Assault Craft Unit Detachment CO (ACU DET CO). The ACU DET CO, when present for operations, will participate in the planning of all restricted water transits and must not normally be assigned to a specific watch station so that he or she is free to supervise all aspects of any transit during which he or she is embarked. The ACU DET CO will review the navigation brief, charts, and route plans for completeness.

c. Operator. The operator is responsible for the safe navigation of the craft to which they are assigned. The operator will be designated in writing and receive all orders relating to navigational duties from the NAVRESCEN CO. Enclosures (1) through (3) provide detailed procedural guidelines and must be reviewed in their entirety.

d. Command Navigator. The NAVRESCEN CO must designate, in writing, the command navigator. The command navigator will provide training in proper navigation procedures to all assigned operators. The command navigator will supervise conduct of navigation training and drills during craft training as a member of the Integrated Training Team. The command navigator will maintain current library of charts, publications, Notice to Mariners, and hazards to navigation to support every craft assigned. The command navigator will procure, update, and issue charts and publications per the CO's Ready Chart List. The command navigator will inventory all charts quarterly and assist with corrections, if needed, prior to using for navigational brief and underway. Command navigator will provide operators with information, publications, and technical assistance to correct charts as required. Command navigators will review mission briefs, charts, and route plans completeness.

5. Qualifications. All assigned crewmembers must be qualified to operate MPFUBs. Re-qualification for a watch station, in accordance with the Personnel Qualification Standard Manager's Guide, NAVEDTRA 43100-1 Series, will be required when changes in procedures, equipment, or watch stander performance demand re-qualification in the judgment of the NAVRESCEN CO.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

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.

M. J. STEFFEN

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Commander, Navy Reserve Force Website, https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/

STANDARD NAVIGATION
RESPONSIBILITIES, REQUIREMENTS, AND PROCEDURES

OVERVIEW

The navigation plot maintained on the Global Positioning System (GPS) in the pilothouse is designated as the primary navigation plot. The accuracy of navigation depends on a knowledgeable assessment of all position data. GPS will always be the primary method of establishing the craft's position (obtaining a "fix").

RESPONSIBILITIES

1. The craft operator responsibilities include, but are not limited to, the following:

a. The operator will be informed of the position of the craft and all other particulars that may be used to keep the craft out of danger. The operator will employ all means available for detecting and avoiding danger.

b. Maintain an accurate plot of the craft's position utilizing GPS, visual, and other approved means. As it is not practical to maintain a plot on paper chart via visual navigational fixes, operators must be thoroughly familiar with the charts they are operating on, including aids to navigation and obstructions. When the uncertainty of a GPS reported position is considered excessive, the operator will investigate and resolve the problem using available aids to navigation to keep the craft in safe waters.

c. Notify the Boat House as soon as practical when the determination is made that the craft is standing into danger. Ensure this report is acknowledged and make course and speed corrections to prevent the craft from entering dangerous waters. Dangerous water is defined as less than six feet of water for MPFUBs, unless breaching a beach. Actions taken to remove the craft from extremis situations will be recorded in the craft's deck log.

d. Give careful attention to the craft's course, speed, and available depth of water when approaching land or shoal water.

e. Ensure records of corrections affecting charts and paper or electronic publications used for navigating the craft are up-to-date prior to getting underway. Such records should have a correction tree on any corrected paper chart or publication.

f. Ensure corrections to charts (paper) and publications are made prior to use.

g. Prior to anchoring, ensure the appropriate chart and/or electronic display showing the craft's anchorage position and all navigation aids to be used are identified. Upon anchoring, note the craft's position in the deck log.

h. Ensure proper operation, care, and maintenance of navigational equipment, to include:

(1) Ensure navigation equipment installed on the craft is maintained and properly adjusted in accordance with Preventive Maintenance System (PMS). Any degradation to navigation equipment will be reported to the NAVRESCEN CO.

(2) Advise the NAVRESCEN CO and crewmembers of expected effects on the craft's maneuvering characteristics caused by casualties to the main propulsion or steering systems. The Engineer is responsible for keeping the operator informed as to the capabilities and/or limitations of such systems.

(3) Ensure the proper preparation, accurate entries, and timely submission of the deck log. The operator will inspect the deck log and take such corrective actions as may be necessary and within his or her authority upon returning from an underway evolution.

(4) Ensure the checklists in enclosure (3) are completed as required (i.e., underway/entering port, low visibility, etc.) and log the commencement and completion of all checklists in the deck log.

(5) When underway and in a training environment, the commencement, and completion with drills and exercises conducted shall be logged in the deck log.

(6) Ensure required navigational training is conducted for all watch standers.

(7) Note when a change in weather or visibility decreases to a low visibility condition (<1000 yards visibility) or unsafe weather condition (lightning, wind speed >25kts, seas>3ft). This must be based on operator discretion and local area small craft advisories. Ensure appropriate log entries are made and commence checklist as required, notify the Boat House and prepare to return. The operator or NAVRESCEN CO can make a no-go or return-to-base call for unsafe weather conditions at any point.

(8) Note any malfunctions to all electronic navigation systems, including speed and heading inputs. Inform the senior member embarked, Boat House, and/or the Coast Guard of any changes in the status of such equipment. Ensure the time and nature of the malfunction are logged in the craft's deck log.

REQUIREMENTS

1. The operator must satisfy the following requirements while the craft is underway:

a. Use available resources to establish a fix. Evaluation of inputs from GPS, Radio Detection and Ranging (RADAR), and visual provides the basis for knowledgeable evaluation of the craft's position. Each source of a fix has accuracy limitations.

The operator must understand the amount of position error each fix source is subject to and apply that knowledge, combining multiple sources to obtain the best position.

b. Ensure charts are certified safe for navigation and corrected/updated using all available information (i.e., notice to mariners, Local Notice to Mariners (LNM), broadcast notice to mariners, navigational areas, hydrographic notice-Pacific, hydrographic warning-Atlantic Ocean) and all area charts are compared to ensure that hazards to navigation are properly displayed and highlighted on all charts in use.

c. Operators must verify the geodetic system on which the chart is based and ensure adjustments are made to the GPS equipment to match the chart datum. The operator must also determine the scale, units of measurement, and other pertinent characteristics of the chart prior to use and take appropriate action to ensure the chart is properly used.

d. Ensure a correction "tree" consisting of the number and year of each notice to mariners from which corrections have been made, the date correction was applied, and the initials of the individual making corrections are entered in ink outside the margin of paper charts. If the correction is from a LNM, it should be annotated as such. Temporary changes will be annotated in pencil. This correction tree is a vital part of the verification of chart corrections.

e. Ensure all required navigation equipment is onboard, maintained in accordance with PMS requirements, and operating properly. The status of equipment pertaining to safe navigation and operation of the craft will be reviewed. Maintenance personnel will provide the NAVRESCEN CO an estimated time of repair whenever navigation related repairs will exceed one drill weekend or if repair parts are not on-hand.

f. Ensure any navigation pre-underway or entering port checks are completed according to the craft's standard operating procedures, navigation checklists, and individual equipment operating procedures.

REQUIREMENTS PRIOR TO ENTERING RESTRICTED WATERS

1. The operator is charged with preparing a navigation brief (enclosure 2) as a plan for safe and prudent passage, including piloting. The operator will brief all crewmembers before getting underway. This brief shall be conducted no more than 24 hours prior to the planned evolution.

2. This plan will be reviewed and approved by the NAVRESCEN CO. Any changes from the printed brief or watch bill must be initialed by the NAVRESCEN CO (or designated authority) and included with the file copy. The signed muster sheet will be included as part of the signed navigation brief. The original signed navigation brief will be kept on file no less than 12 months. In preparing this plan, consider the following in addition to the information identified in this enclosure:

a. Consult the navigation publications identified in Appendix E of reference (a) and other resources as appropriate. All references must be current editions and corrected to date.

b. Tides and currents will be determined for each reference station passed. Sub-stations along the track should be used where tides and currents are available. For operations on Lake Erie, tide and current predictions must be taken from the predictions provided by the National Oceanic and Atmospheric Administration (NOAA) Lake Erie Operational Forecast System.

c. The only other electronic tide/current programs authorized for use are the NOAA Tides/Currents or NOAA Tides/Current Online for United States waters, which can be found at: https://tidesonline.noaa.gov/ and the use of Total Tide for all other areas of the world to compute tides and currents. If real time tide and current data (U.S. ports equipped with the Physical Oceanographic Real-Time System) is available, it should be reviewed and used if it is the only means available at: http://coops.nos.noaa.gov/d_ports.html. A copy of graphs or printouts produced by the program must be maintained for 12 months as part of the signed navigation brief.

d. Weather data must be pulled from the National Weather Service (www.weather.gov). Operators and crews must periodically check the weather, especially prior to executing mission.

e. Charts will be reviewed, signed, and dated prior to use. All subsequent changes will be addressed in the navigation brief. At a minimum, the date, prepared by, submitted by, and approved by NAVRESCEN CO signatures must appear at the bottom of every paper chart displaying restricted water track.

PREPARED BY: _____
REVIEWED BY: _____
SUBMITTED BY: _____
APPROVED BY: _____

REQUIREMENTS WHILE IN RESTRICTED WATERS

1. The operator should adhere as much as possible to the fundamental piloting principle stating that an optimum balance between accuracy and speed must be achieved while piloting.

2. When operating in close proximity to shoals or hazards, accurate present position information is required. In addition, such information must be updated as necessary to provide timely warning if the craft is standing into danger. This is particularly true when in restricted waters.

3. The operator will ensure the craft's position is verified by GPS at an interval that ensures safe navigation. This interval should be a function of water depth, current, bottom contour, draft, track, assessed position accuracy, width of channels, and other factors.

4. Visual, RADAR, and composite fixes (when in use) are obtained from fixed aids to navigation and charted structures rather than buoys, whenever possible. When buoy positions are verified, bearings to buoys may be used to help clarify the navigation picture when no other objects are available.

5. If the GPS appears to be inaccurate, slow down, turn away from danger, or stop the craft until an accurate fix is obtained and ensure all actions are recorded in the deck log.

6. Records and logs can be used when evaluating the performance of the crew, assessing the cause(s) of navigation incidents and training.

7. Checklists in routine navigation (i.e. low visibility, pre/post-underway, etc.) are kept for 12 months after completion of the evolution

RICHMOND MAP FACILITY ACCOUNT MAINTENANCE

1. Commands requiring chart products from Richmond Map Facilities are required to maintain current charts on file in order to receive products. This form must be validated annually or when changes occur, whichever term is shorter. Failure to maintain a valid chart on file will result in account suspension and could impede the shipment of charts to a command. In order to establish and maintain an account, commands must fill out and submit the RMF 1832 form at: https://dadms.dscr.dla.mil/html/dadms/rmf_form_1832.html. Once the account is established, the account may be validated online by resubmitting Form 1832.

INCIDENT PROCEDURES

1. After an incident (unintentional grounding, collision, allision, etc.) the NAVRESCEN CO or Investigating Officer, will take custody of navigational charts and any logs in use at the time of the incident. If the chart is required for a period of time to safely complete the craft's movement, the chart must be immediately signed on its margin by the senior member onboard or the operator in a distinct and noticeable manner. This must be logged in the deck log and the chart collected as soon as it is no longer required for navigation. Watch bills, evolution briefs, checklists, and any pertinent documentation will also be collected.

2. Any logs collected will be copied and the operator will ensure a copy is given to the NAVRESCEN CO as soon as possible.

NAVIGATION BRIEF

1. Required Attendance (signed muster required).

    a. Commanding Officer (or designated representative).

    b. Executive Officer (optional).

    c. ACU DET CO (When present).

    d. Command Navigator.

    e. Controlling Station (i.e Officer in Charge, Offload Control Officer, etc.).

    f. Craft Operator.

    g. Engineer.

    h. Crew members.

    i. Other personnel as directed (i.e., linehandling, etc.).

Note: Contents of brief (items will be briefed by the operator, as well as, in any order).

2. Arrival/Departure Time.

    a. Tides (in all operating areas).

    b. Currents (in all operating areas).

    c. Speed Restrictions.

    d. Operational Imperatives (timing of arrival, etc).

3. Operational Requirements.

    a. Purpose of Underway.

    b. Conditions of Readiness.

    c. Tactical Situation.

    d. Internal and External Communications Plan.

4. Tides and Currents.

a. Weather.

(1) Tides graphed using the quarter/tenth method, or printed from an approved electronic program.

(2) Currents graphed using the quarter/tenth method, or printed from an approved electronic program, for the complete day.

(3) Currents graphed using the straight-line method, or printed from an approved electronic program, for the complete day for each leg.

(4) Ebb/Flood velocity and directions at maximum velocity noted on graph. Tables don't have to be physically posted.

b. Astronomical data. Sunrise, sunset, moonrise, and moonset, lunar illumination, background illumination, expected radar ranges, visibility restrictions and cloud cover including go/no-go criteria.

5. Charts.

a. Latest editions with corrections verified (paper and/or digital nautical chart).

b. Corrections/changes since last brief.

c. Type of buoyage system.

d. GPS datum to be used with each chart.

e. Chart numbers and chart name to be used.

6. Track.

a. Courses, distance, speeds, and safe speeds.

b. Shallow water effects (if applicable).

c. Line of demarcation.

d. Anticipated traffic.

e. Description of anchorage or mooring.

f. Type of bottom (anchorage).

g. Entering/exiting precautionary areas.

h. Chart numbers and chart name to be used.

7. Operational Considerations.

a. Planned entering/departing vessel movements (military or civilian).

b. Harbor special events.

c. Communications.

8. Status of Navigation Equipment.

a. Degraded/Out-Of-Calibration equipment, impact, and Estimated Time of Repair.

b. Backup systems.

c. Navigation/Surface radars.

9. Special Considerations and Events.

a. Honors.

b. Visitors.

c. Harbor exercises.

d. Debrief.

e. Uniform.

f. Watch Bill including approval authority required for substitutions and relief plan (as required for meals and crew endurance).

10. Emergencies – Operator (This list is not all-inclusive and is only the minimum required).

a. Steering/Engineering casualties.

b. Man overboard.

c. Reduced visibility and safe speed.

d. Emergency anchorage locations and go/no-go criteria.

e. Pre-planned responses and go/no-go criteria.

f. Communication plan, timing, and positioning of service craft and service positions.

11. Risk Assessment

a. Operators will include Individual Risk Management (IRM) as part of Operational Risk Management (ORM) in both routine operations and special evolutions. IRM is a process that describes the proficiency, currency, and fatigue levels of key watch standers. Figure B-1 is an example tool to assess IRM.

(1) Operator.

(2) Engineer.

(3) Line Handlers.

(4) Other applicable watch stations.

b. ORM (This list is not all-inclusive and is only the minimum required).

(1) Collision.

(2) Grounding.

(3) Navigation equipment malfunction.

(4) Man overboard.

(5) Weather.

(6) Breakdown in Bridge Resource Management.

(7) Steering/Propulsion casualty.

(8) Lessons Learned and Discussion Point.

(9) Go/No-go criteria and Decision Point.

12. Review and Retention.

a. At the completion of the navigation brief, the operator will sign the record copy.

b. The ACU DET CO when present will review and sign the record copy. The NAVRESCEN CO will approve and grant permission for underway operations.

c. The command navigator will maintain a record copy of brief, signed muster sheet, tides and currents, and watch bill for no less than twelve months. Copies may be electronic, but must have required signatures and not be editable documents.

Individual Risk Management Tool

Watch station	Watch / Rest	Experience	Weather	Equipment	IRM
OOD: LT RED	2	4	3	2	11
CONN: ENS BLUE	3	2	3	2	10
HELM: BM3 GREEN	2	1	3	2	8
LEE HELM: EN3 ORANGE	3	4	3	2	12
NAV EVALUATOR: LTJG WHITE	3	1	3	2	9
OVERALL	13	12	15	10	**AVG 10**

Watch to Rest Ratio:
4 – No watch leading into event, 7 hrs sleep in last 24 hrs
3 - Stood a full watch before event, 7 hrs sleep in last 24 hrs
2 – Between 5 and 7 hrs sleep in last 24 hrs
1 – Less than 5 hrs sleep in last 24 hrs

Experience:
4 – 11 or more details in last 3 mos
3 – 5-10 details in last 3 mos
2 – Less than 5 details in last 3 mos or U/I
1 – First time as qualified watchstander

Weather:
4 – Good
3 – Moderate
2 – Significant
1 – Heavy

Equipment:
4 – All Equipment operational
3 – Moderately degraded Equip
2 – Severely degraded Equip
1 – Primary / backup Equip OOC

IRM Code:
<8: Critical
8-10: Serious
11-12: Moderate
13-14: Minor
15-16: Negligible

Figure B-1 Sample Individual Risk Management

SPECIAL EVOLUTION CHECKLISTS

1. Checklists. MPFUB checklists must be used for applicable situations and filed with the navigation brief when completed. The retention period for all checklists is 12 months.

Date:		**MPFUB #**
PRE/POST-UNDERWAY CHECKLIST		
Within 24 hours prior to getting underway:		**INITIAL**
1	Start Deck/Engineering Log	
2	Conduct Navigation Brief and log in the Deck Log	
3	Verify the schedule for MLOCs and underway time, passengers, and events	
4	Clean Pilot house windows	
5	Fuel Oil (8hrs) signed by LCPO	
6	Lube Oil signed by DH	
7	Tool kit and Tech manuals onboard	
Getting Underway:		
8	Complete MLOCs in accordance with EOSS and COMNAVRESFORINST 3121.1A	
9	Shift from shore power to craft power	
10	Adjust RADAR and GPS for optimal display	
11	Ensure appropriate charts are loaded into GPS, and paper charts are onboard and updated	
12	Conduct Bridge-to-Bridge radio check	
13	Test Navigational Lights	
14	Muster the crew (including Jet Dock operators if applicable)	
15	Lower jet dock/Adjust mooring lines	
16	Lower craft into water and test helm and engine responsiveness (when on Jet Dock)	
17	Conduct radio check to verify communication with Boat House	

18	Check craft for trip/fire hazards and secure for sea	
19	Secure access to the craft with all personnel onboard and conduct safety brief	
20	Request permission to get underway from the Boat House	
21	Test Craft Whistle	
22	Make SECURITE call	
23	Sound one prolonged blast for getting underway and three short for astern propulsion	
Returning to Port:		
1	Secure forward and aft mooring lines once craft is on the jet dock	
2	Commence five minute cool down on the main engines IAW MEDA and generator IAW SSDS	
3	Stop and secure main engines IAW MEDA and stop and secure generator IAW SSDS	
4	Ensure seawater valves are secure, raise jet dock, and adjust mooring lines	
5	Ensure all charts, portable GPS, radio, and binoculars return to the boat shop	
6	Ensure all gear adrift is removed from the craft	
7	Endure the craft is washed down with fresh water	
8	Conduct debrief	
9	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:	**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM	
(B) OPNAVINST 3100.7 (SERIES)	
MAN OVERBOARD CHECKLIST	

		INITIAL
1	Identify the side of which the man overboard happened	
2	Operator sound five or more short blasts, push the MOB button located on the NAVNET, and inform crew to stand by for pivot turn (port or starboard must be specified)	
3	Engineer hold crew and passenger muster and identify the person that went overboard	
4	Operator inform controlling authority of the casualty, number of person in reference to the sailing list, and location of man overboard	
5	Operator ensure the bow is to the wind (adjust for wind and current for the best approach; the craft approach should exceed no more than five knots)	
6	Have crewman standby with boat hook (for direct pick-up) or heaving line/life ring (for indirect pick-up)	
7	Operator make approach and crewman determine whether the man overboard is conscious or unconscious	
8	If conscious, have crewmember open starboard side access door. Once in position, rig dive ladder and have man overboard climb up into the craft	
9	If unconscious, have crewman open starboard side access door, remove man overboard from the water, and place on stretcher (place on flat surface of the deck and stabilize man overboard if stretcher is not available)	
10	Check for injuries and vitals	
11	Inform controlling authority of the man overboard status and request medical attention if needed	
12	Log completion of checklist in the deck log	

RETURN TO BINDER FOR FILING

OPERATOR _____ OIC _____ COMMANDING OFFICER _____

Date:		**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM		
(B) OPNAVINST 3100.7 (SERIES)		
ANCHORING CHECKLIST		
		INITIAL
1	Conduct anchoring brief	
2	If stowed, retrieve anchor and rode from forward void, stage at port bow or starboard stern of craft	
3	Report conditions to crew: wind, current, water depth, and type of bottom	
4	Crewman pre-rig the rode to twice the depth of the water	
5	Operator give command to deploy the anchor	
6	Operator or engineer, take fix when anchor is deployed to track if anchor is set	
7	Crewmember pay out or take in rode to the proper length for anchorage and weather conditions. Scope must be adequate for holding, but swing circle must be considered in relation to other craft	
8	Crewman evaluate if anchor is set/holding by:	
	a) Select two objects on the beam that form a natural range and watch for any change in their relationship; if none occurs, anchor is set	
	b) Set anchor and monitor the NAVNET	
9	Check for bouncing or slack in rode; could be indication that anchor is not set	
10	If anchor is set, pass the word "anchor appears to be holding" and set anchor watch	
12	If desired, secure engines	
13	If in low visibility, energize anchor light	
14	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:		**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM		
(B) OPNAVINST 3100.7 (SERIES)		
LOW VISIBILITY CHECKLIST		
		INITIAL
1	Operator order crew to set low visibility detail	
2	Operator will slow to safe speed to minimize risk of collision and will ensure NAVNET has established craft's position	
3	Energize navigation lights	
4	Sound fog signals in accordance with the USCG Navigation Rules of the Road:	
	a) Underway making way-one prolong blast not to exceed two minutes between blast	
	b) Underway not making way-two prolong blasts not to exceed two minutes between set of blasts	
5	Remove anchor from stowage and install bell	
6	All crew members will serve as lookouts	
7	Inform controlling authority of reduced visibility	
8	Adjust NAVNET to compensate for low visibility and utilize to navigate to safety	
9	Utilize charts to ensure position on GPS	
10	If conditions worsen or are unsafe, find assigned anchorage area, anchor, and call controlling authority for assistance. Display proper lights for anchoring and sound appropriate signals	
11	Log completion of the checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:		**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM		
(B) OPNAVINST 3100.7 (SERIES)		
TOWING CHECKLIST		
		INITIAL
	STERN TOWING:	
1	Conduct safety brief	
2	Tow craft fake out tow line fore and aft on stern deck, bend heaving line to both bridle legs, attach bitter end of towing hawser to towing pad eye	
3	Tow craft rig bridle end of towing hawser outboard of all deck appendages along gunnel of craft	
4	Tow craft maneuver to and pass bridle legs to disabled craft	
5	Craft being towed attach tow bridle legs to forward cleats	
6	Craft being towed avoid letting bridle legs snag on push knees	
7	Both crafts verify rig is connected and coordinate paying out of tow line as tow craft maneuvers away slowly until tow hawser takes a strain	
8	Set tow watch	
9	Tow craft proceed at speeds appropriate for conditions MAX SPEED 15KTS	
	ALONGSIDE (HIP) TOWING:	
1	Tow craft come alongside craft to be towed, adjacent to mooring cleat placement	
2	Tow craft assumes responsibility for the tow	
3	Ensure adequate fendering is in place prior to going alongside and once alongside	
4	Towing lines should be made up of breast line, forward spring line, and after spring line (to control the tow and prevent undesired movement)	
5	Watch for "crabbing" and readjust lines, if needed	
6	Tow craft proceed at minimum speed 3KTS MAX SPEED 15KTS	
7	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:		**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM		
(B) OPNAVINST 3100.7 (SERIES)		
BREAKING TOW CHECKLIST		
		INITIAL
	BREAKING STERN TOW:	
1	Tow craft gradually slow to idle ensuring that the craft being towed does not drift into the tow craft and minimize excess slack in the tow line	
2	Tow craft disengage transmission	
3	Craft being towed cast off tow bridle legs when tow line is slack (break tow)	
4	Tow craft retrieve towing hawser	
	BREAKING ALONGSIDE (HIP) TOW:	
1	Tow craft gradually slow until both vessels stop	
2	Break tow by casting off lines	
3	Ensure each vessel has appropriate mooring lines	
4	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:		**MPFUB #**
(A) COMNAVSURFORINST/COMNAVAIRFORINST 3530.4 G NAVDORM		
(B) OPNAVINST 3100.7 (SERIES)		
RETRACTING CHECKLIST		
		INITIAL
1	Engineer ensures bow ramp is raised and dogged IAW RAMP and ensures the bow ramp chains are not being fouled, as the ramp is being raised.	
2	Deckhands take the slack out of the bow ramp. Lower the bow ramp extension and secure it.	
3	Engineer ensures the strainers are shifted and clean IAW EOSS	
4	Deck hand fake out towline and hook up heavy lines.	
5	Remove all mooring lines, boat hook and life rings.	
6	Close windows and doors.	
7	When directed by the operator set the towline on the starboard side of the craft being pulled, tie a bowling knot, and set the towline in the tow pad eye.	
8	Operator contact the retracting craft via VHF radio trough selected channel and get ready for pulling the beaching craft from the beach.	
9	Operator directs the crewmember to tie heaving line to the towline then throw heaving line to the other craft.	
10	Awaits the retracting craft to attach the towline to their tow pad eye in the aft part of the craft.	
11	Operator ensures the beaching craft is ready for tow and direct the forward and aft look out to make sure there is no obstruction in the way. Operator contact the other craft for pulling the beaching craft from the beach.	
12	Retracting crafts pulls the beaching craft from the beach. Once free from the beach and away from the surf zone. Operator contact retracting through VHF radio to remove the towline.	
13	Operator directs forward and aft look out to flake the towline safely in the forward deck.	
14	Operator directs engineer to ensure main engines are ready to start IAW MEDA and low suction seawater valves are open.	
15	Operator starts main engines IAW MEDA and resumes normal operation.	
16	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		

Date:	**MPFUB #**	
(A) NRAINST 3120.7		
(B) NAVRESCEN Local Instruction		
BEACHING CHECKLIST		
		INITIAL
1	Ensure all personnel have life jackets on and conduct safety brief	
2	Establish communications with UB (XX-XX)	
3	Clear the stern sheet	
4	Engineer shift suction to high side suction and close low side suction IAW MEADA and shift strainers IAW EOSS. Engineer stops and secures the generator IAW SSDS.	
5	Operator directs forward and aft look out to make sure there no debris or obstruction while the craft is making way to the beach.	
6	Once permission has given to stab the beach, make way to the beach. Make sure not to exceed 7 knots so as not to lose suction.	
7	Operator before entering the surf zone, line up the craft with the spot where you intend to beach. Operator should not change course inside the breaker line.	
8	Operator estimates the rate at which the waves are rolling in; adjust your speed to ride in just behind the crest of a breaker or comber.	
9	Keep the craft perpendicular to the surf no the beach.	
10	Operator ensures the craft not to exceed 7 knots.	
11	If you should ground before arriving at the beach, do not assume the water is shallow the rest of the way in and lower the bow ramp, Chances are the craft is on a sandbar, and the water from the bar to the beach maybe several feet deep.	
12	Keep pushing ahead slowly until a wave lifts the boat, and then increase RPM's. If this does not get the craft over, idle down, wait for the boats to be lifted again, and once more increase RPMs.	
13	Repeat this procedure until the boat is over the sand bar and then proceed to the beach.	
14	The craft should heat the beach at a good speed. Once on the beach maintain a forward thrust until no forward progress is being made to ensure proper setting on the beach.	
15	Operator and Engineer stop and secure main engines IAW MEDA.	
16	Engineer visually checks under the bow ramp for obstructions before lowering the ramp.	
17	Lower bow ramp IAW RAMP.	
18	Adjust the bow ramp chains so that the weight of the bow ramp is on the chains and not on the wire.	
19	Once bow ramp is in position, commence with operations.	
20	Log completion of checklist in the deck log	
RETURN TO BINDER FOR FILING		
OPERATOR _____ OIC _____ COMMANDING OFFICER _____		