

TRAINING COURSE CONTROL DOCUMENT
FOR
FIRST CLASS SWIMMER/SWIM TESTER BUILDUP COURSE

A-012-0015

PREPARED BY
NAVAL AVIATION SCHOOLS COMMAND
181 CHAMBERS AVE SUITE C
PENSACOLA, FL 32508-5221

PREPARED FOR
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PENSACOLA, FL 32508-5221

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TABLE OF CONTENTS

Front Matter	Page
Cover	i
Foreword	iv
Course Data	v
Student Data	vii
 CURRICULUM OUTLINE OF INSTRUCTION	
UNIT 1.0: Course Overview and Lifeguard Training Course.....	1
Lesson Topic 1.1: Prerequisite Verification, Physical Health Screen and Course Overview	2
Lesson Topic 1.2: Lifeguard Training Course	3
UNIT 2.0: Instruction of First Class Swimmer/Swim Tester Buildup Course	4
Lesson Topic 2.1: Prerequisite Verification, Physical Health Screen and Course Overview for unit two	5
Lesson Topic 2.2: Survival Strokes	6
Lesson Topic 2.3: Underwater Swimming	7
Lesson Topic 2.4: Burning Oil Maneuver	8
Lesson Topic 2.5: Skills Test9
UNIT 3.0: Instruction of First Class Swimmer Course.....	10
Lesson Topic 3.1: Navy Swim Tester Course11
Annex A Equipment Requirements List.....	A-1
Annex B Training Materials List.....	B-1
Annex C Skills Profile.....	C-1
Annex D Master Course Schedule.....	D-1
Annex E Instructional Management Plan.....	E-1
Annex F Stretching and Warm-up.....	F-1
Annex G Instructor Trainee and Job Qualification Requirements.....	G-1

FOREWORD

This document was prepared for submission to higher authority for approval. The curriculum outline lists course lesson topics and associated learning objectives, both terminal and enabling, in their sequential order. Unless otherwise stated, the standard for achieving each of these objectives is 100%.

COURSE DATA

1. Course Title: First Class Swimmer/Swim Tester Buildup Course
2. Course Identification Number (CIN): A-012-0015
3. Course Data Processing Code (CDP) by Site:
 5736 Naval Aviation Schools Command, Pensacola, FL
 5737 HC-3 Search and Rescue Swim School, San Diego

4. CDP Codes: 5736, 5737

5. Course Status: Revision

6. Course Mission Statement: This course develops swim skills required to meet the standards of a First Class Swimmer, and build them to become a "Swim Tester". Customers are students unable to pass the First Class Swimmer requirements. Additionally it is used to qualify students which require the First Class Swimmer qualification in order to enter programs which requires a First Class Swimmer qualification. Graduates will receive certification as Third and Second Class Swim Tester, American Red Cross Lifeguarding, Standard First Aid, and CPR for the Professional Rescuer unless currently qualified or in possession of qualification from a nationally recognized equivalent.

7. Occupational Classification: None

8. Prerequisites: Second Class Swimmer

9. Planned Course Length: 7 days

10. Current Course Length: 7 days

11. Training Sites:

a. Naval Aviation Schools Command
 181 Chambers Ave Suite C
 Pensacola Fl 32508-5221

a. HC-3 Search and Rescue Swim School
 Naval Air Station, North Island
 PO Box 357122
 San Diego, CA 92135-7122

12. Site Unique Training Consideration: None

<u>Number of Convenings by Site:</u>	<u>Current</u>	<u>Planned</u>
Naval Aviation Schools Command Pensacola, FL	5	5
HC-3 Search and Rescue Swim School North Island, CA	3	3

14.	<u>Class Capacity by Site:</u>	<u>Current</u>	<u>Planned</u>
	Pensacola, FL		
	a. Normal	15	15
	b. Maximum	20	20
	c. Minimum	4	4
	San Diego, CA		
	a. Normal	15	15
	b. Maximum	20	20
	c. Minimum	4	4
15.	<u>Planned Average on Board by Site:</u>	<u>Current</u>	<u>Planned</u>
	NASC, Pensacola, FL	15	15
	HC-3, San Diego, CA	15	15
16.	<u>Instructor/Support Manning:</u>		
	a. Basic Swimming and Water Survival Instructor 9510 NEC or Officer equivalent(certified by the Model Manager to conduct this course)		
	b. Qualified lifeguard as specified in BUPERSINST 1710.11		

STUDENT DATA

1. Personnel Physical Requirements: As specified in Chapter 15 of the Manual of the Medical Department. All students must meet physical requirements listed in OPNAVINST 6110.1.
2. Security Clearance: None
3. Obligated Service: None
4. NOBC/NEC Earned: None

CURRICULUM OUTLINE OF INSTRUCTION

UNIT 1.0: Course Overview and Lifeguard Training Course

Contact Periods: 19.0 Classroom, 16.5 Laboratory

Media: Lecture/Video

Security Classification: Unclassified

Terminal Objective:

Completely supported by this unit:

1.0 Upon completion of this unit of instruction, the student will complete certification requirements for the American Red Cross Lifeguarding Course without injury to personnel or damage to equipment.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 1.1: Prerequisite Verification, Physical Health Screen and Course Overview for Unit One

Contact Periods: 1.0 Classroom

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

1.0 Upon completion of this unit of instruction, the student will complete certification requirements for the American Red Cross Lifeguarding Course without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

1.1 State Unit One TTO/DOR policy.

1.2 Identify Unit One pool rules and safety precautions

1.3 State Unit One procedures for recognizing and reporting mishaps and hazardous/unsafe conditions.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 1.2: Lifeguard Training Course

Contact Periods: 18.0 Classroom 16.5 Laboratory

Media: Lecture/Video

Terminal Objective:

Partially supported by this lesson topic:

1.0 Upon completion of this unit of instruction, the student will complete certification requirements for the American Red Cross Lifeguarding Course without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

1.4 Perform skills, knowledge, and written requirements of the American Red Cross Lifeguard Training Course.

CURRICULUM OUTLINE OF INSTRUCTION

UNIT 2.0: Instruction of First Class Swimmer/Swim Tester Buildup Course

Contact Periods: 0.5 Classroom, 9.5 Laboratory

Media: Lecture

Security Classification: Unclassified

Terminal Objective:

Completely supported by this unit:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming, and water survival techniques without injury to personnel or damage to equipment.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 2.1: Prerequisite Verification, Physical Health Screen and Course Overview for Unit Two

Contact Periods: .5 Classroom

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming, and water survival techniques without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

2.1 State Unit Two TTO/DOR policy.

2.2 Identify Unit Two pool rules and safety precautions.

2.3 State Unit Two procedures for recognizing and reporting mishaps and hazardous/unsafe conditions.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 2.2: Survival Strokes

Contact Periods: 3.0 Laboratory

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming and water survival techniques without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

2.4 Perform Survival Strokes.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 2.3: Underwater Swimming

Contact Periods: 2.0 Laboratory

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming and water survival techniques without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

2.5 Perform underwater swimming.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 2.4: Burning Oil Maneuver

Contact Periods: 2.5 Laboratory

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming and water survival techniques without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

2.6 Perform burning oil maneuver.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 2.5: Skills Test

Contact Periods: 2.0 Laboratory

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

2.0 Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming and water survival techniques without injury to personnel or damage to equipment.

Enabling Objectives:

Completely supported by this lesson topic:

2.7 Perform First Class Swimming Test.

CURRICULUM OUTLINE OF INSTRUCTION

UNIT 3.0: Instruction of First Class Swimmer Course

Contact Periods: 4.5 Classroom, 3.0 Laboratory

Media: Lecture

Terminal Objective:

Completely supported by this unit:

3.0 Upon completion of this unit of instruction, the student will display knowledge of water survival techniques, safety requirements, testing standards and administrative procedures required to administer the Second and Third Class Swim tests.

CURRICULUM OUTLINE OF INSTRUCTION

Lesson Topic 3.1: Navy Swim Tester Course

Contact Periods: 4.5 Classroom
3.0 Laboratory

Media: Lecture

Terminal Objective:

Partially supported by this lesson topic:

3.0 Upon completion of this unit of instruction, the student will display knowledge of water survival techniques, safety requirements, testing standards and administrative procedures required to administer the Second and Third Class Swim tests.

Enabling Objectives:

Completely supported by this lesson topic:

3.1 Successfully complete "Swim Tester Course" skills and knowledge requirements.

NAVEDTRA 130A, VOLUME II

COURSE TRAINING TASK LIST (CTTL)

FIRST CLASS SWIMMER/SWIM TESTER BUILDUP COURSE

A-012-0015

Course Mission Statement

This course develops swim skills required to meet the standards of a First Class Swimmer, and build them to become a "Swim Tester". Customers are students unable to pass the First class swimmer requirements. Additionally it used to qualify students which require the First Class Swimmer qualification in order to enter programs which requires a First Class Swimmer qualification. Graduates will receive certification as Third and Second Class Swim Tester, American Red Cross Lifeguarding, Standard First Aid, and CPR for the Professional Rescuer unless currently qualified or in possession of qualification from a nationally recognized equivalent.

<u>No</u>	<u>Source</u>	<u>Duty/Task</u>	<u>Level</u>
1.	Navy Swimming and Water Survival Instructor's Manual NETC P1552/16	FILL out medical screening form.	K
		READ and sign Training Time Out and Drop On Request forms.	K
		ATTEND safety procedures lecture.	K
		DEMONSTRATE American Red Cross lifeguard proficiency.	S
		DEMONSTRATE survival strokes.	S
		DEMONSTRATE underwater swimming.	S
		DEMONSTRATE burning oil maneuver.	S
		DEMONSTRATE the First Class swimming test.	S
<u>No</u>	<u>Source</u>	<u>Duty/Task</u>	<u>Level</u>

NAVEDTRA 130A, VOLUME II

DEMONSTRATE swim tester course S
skills.

ANNEX A

EQUIPMENT REQUIREMENT LIST

<u>NOMENCLATURE</u>	<u>TYPE DESIGNATOR OR DEVICE NUMBER/NSN</u>	<u>QTY</u>	<u>PER ITEM COST</u>
<u>Academics:</u>			
AUDIOVISUAL EQUIPMENT			
Video Cassette Player 1/2 inch	GSA contract	1	250.00
Color Monitor, 25"	Open purchase	1	500.00
LIFE SUPPORT EQUIPMENT			
Life Preserver Assy	4220-00-200-0538	20	139.00
MEDICAL EQUIPMENT			
Oxygen, System Portable	1660-00-650-1711	2	1,330.00
Pocket Mask with O2 Inlet Valve	Open purchase	25	19.00
Backboard	Open purchase	2	153.00
First Aid Kit	6545-00-922-1200	3	65.00
Ear Drops (Swimmers Ear)	Obtain from local hospital	2	
Bandage, cotton elastic	6510-00-935-5822	50	7.28
Bandage, gauze elastic	6510-00-582-7992	50	9.23
Gauze	6510-00-935-6592	50	8.42
Triangle bandages	6510-00-201-1755	50	2.16
Splint-arm	6515-01-010-8762	5	8.42
Splint-leg	6515-00-935-6593	5	9.69
CPR/FIRST AID EQUIPMENT			
Adult Mannequin	Open purchase	6	775.00
Child Mannequin	Open purchase	6	345.00
Infant Mannequin	Open purchase	6	89.95
Blankets	7210-00-935-6666	20	7.04
Bag Valve Mask	Open purchase	10	194.00
POOL SAFETY EQUIPMENT			
Rescue Tube	Open purchase	3	46.00
Ring Buoy, Lifesaving	Open purchase	3	44.00
Whistle	8465-00-254-8803	10	1.00
Bamboo Poles	Open purchase	1	12.95
Head Immobilizer	Open purchase	2	11.88
Diving Brick (10 LB)	Open purchase	2	34.82

<u>NOMENCLATURE</u>	<u>TYPE DESIGNATOR OR DEVICE NUMBER/NSN</u>	<u>QTY</u>	<u>PER ITEM COST</u>
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Visual Information:

a. COMMUNITY FIRST AID	STOCK # 652035	1	65.00
b. LIFEGUARDING TODAY VIDEO 1	STOCK # 654114	1	130.00
c. PROFESSIONAL RESCUER	STOCK # 652051	1	90.00

Administrative Equipment:

Computer/Printer Software		1	
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ANNEX B

TRAINING MATERIALS LIST

<u>MIL PUBS</u>	<u>TITLE</u>	<u>QTY</u>
NETC P1552/16	U.S. Navy Water Survival Instructor's Manual	15
652012	CPR for the Professional Rescuer	15
803165	Survival Swimming	15
654114	ARC Lifeguarding Today	15
652006	ARC Community First Aid	15
INSTRUCTOR MANUAL		
329453	ARC Lifeguarding	2

ANNEX C

SKILLS PROFILE

FIRST CLASS SWIMMER/SWIM TESTER BUILDUP COURSE

CIN: A-012-0015

CDP: 5736, 5737

<u>NO</u>	<u>OBJ</u>	<u>WT</u>	<u>SKILL OR KNOWLEDGE ITEM</u>
1.	1.0	.600	Upon completion of this unit of instruction, the student will complete certification requirements for the American Red Cross Lifeguarding Course without injury to personnel or damage to equipment.
2.	2.0	.200	Upon completion of this unit of instruction, the student will demonstrate First Class Swimmer knowledge and proficiency in aquatic skills, swimming, and water survival techniques without injury to personnel or damage to equipment.
3.	3.0	.200	Upon completion of this unit of instruction, the student will demonstrate knowledge of subject matter, curricula, policies and procedures necessary of a Navy Basic Swimming And Water Survival Instructor without injury to personnel or damage to equipment.

ANNEX D

MASTER COURSE SCHEDULE

This annex contains the Master Course Schedules for the First Class Swimmer Course, which is the basic guideline for training of First Class Swimmers and Navy Swim Testers. The model manager may rearrange the order of topics presented to best use available assets; however, schedule changes must ensure that a logical progression of learning is maintained.

This annex contains an ideal Master Course Schedule. With the realization that swimming facilities are heavily booked throughout the Navy, the following information is given to allow scheduling flexibility.

1. Unit one must be taught prior to units two and three.
2. Lesson Topics 2.1-2.6 must be taught in the order written.
3. The Course Curricula Model Manager must approve additional scheduling changes.

Course Title: First Class Swimmer Course.

Operational Hours: 0730-1600
Length of Period: 50.0 minutes

<u>Week One</u>					<u>Bottle</u>
<u>Topic No.</u>	<u>Type</u>	<u>Period</u>	<u>(Hours)</u>	<u>Topic</u>	<u>Neck</u>
<u>First Day</u>					<u>Ratio</u>
1.1	Class	01	1.0	Prerequisite Verification, Physical Health Screen and Class Overview for unit one	20:1
1.2	Class	02	4.0	ARC Lifeguard Training	20:1
	Lab	03	3.0	ARC Lifeguard Training	10:1
<u>Second Day</u>					
1.2	Class	04	4.0	ARC Lifeguard Training	20:1
	Lab	05	4.0	ARC Lifeguard Training	10:1
<u>Third Day</u>					
1.2	Class	06	4.0	ARC Lifeguard Training	20:1
	Lab	07	4.0	ARC Lifeguard Training	10:1
<u>Fourth Day</u>					
1.2	Class	08	4.0	ARC Lifeguard Training	20:1
	Lab	09	4.0	ARC Lifeguard Training	10:1
<u>Fifth Day</u>					
1.2	Class	10	2.0	ARC Lifeguard Training	20:1
	Lab	11	1.5	ARC Lifeguard Training	10:1
2.1	Class	12	0.5	Prerequisite verification, physical health screen and course overview for unit two	20:1
2.2	Lab	14	3.0	Survival Strokes	10:1

Week Two					Bottle
Topic No.	Type	Period (Hours)	Topic	Ratio	Neck
<u>First Day</u>					Ratio
2.3	Lab	15	2.0	Underwater Swimming	10:1
2.4	Lab	16	2.5	Burning Oil Maneuver	10:1
2.5	Lab	17	2.0	Skills Test	10:1
<u>Second Day</u>					
3.1	Class	18	4.5	Navy Swim Tester Course	10:1
3.1	Lab	19	3.0	Navy Swim Tester Course	10:1

TRAINING HOUR SUMMARY

1. Scheduled Training Time (hours)

<u>Subject</u>	<u>Class</u>	<u>Lab</u>	<u>Exam</u>	<u>Total</u>
a. Course Overview and Lifeguard Training	19.0	16.5	1.0	36.5
b. Instruction of First Class Swimmer Course	0.5	9.5		10.0
c. Navy Swim Tester Course	4.5	3.0		7.5

2. Scheduled administration time

0

3. Total Training Time

54.0

a. Weeks	1
b. Days	7
c. Hours	54.0

ANNEX E

INSTRUCTIONAL MANAGEMENT PLAN

Course Management Data

1. Staff Requirements:

BILLET	DESIG	GRADE	BRANCH	REQUIREMENTS
Instructor	9510	E-5	USN	1
Lifeguard	NA	E-5	USN	1

Note: Personnel to conduct this course are onboard. Billets will be shared with other courses.

Lesson Topic 1.2 (Lifeguarding) may be taught by any qualified Red Cross Instructor (civilian or military).

2. Manning/Staffing Lectures and Labs:

a. A qualified Basic Swimming and Water Survival Instructor or an Instructor Under Training under observation by a qualified instructor must conduct lectures (except lesson plan 1.2 as mentioned in #1 above.)

b. A qualified Basic Swimming and Water Survival Instructor and a qualified lifeguard must be on the pool deck during all labs.

3. Facilities Requirements:

a. Classrooms must have temperature controls, adequate lighting for note taking, and seating capability for 20 students.

b. Training Pool Requirements:

(1) Markings: swimming pools shall be marked in accordance with Section 4-8, Chapter 4, of the Manual Of Naval Preventive Medicine.

(2) Pool water: Pool water shall be maintained in accordance with Sections 4-9 and 4-11, Chapter 4, of the Manual of Naval Preventive Medicine. Pool temperature will be maintained between temperatures of 78-88 degrees Fahrenheit. A variance of 2 degrees Fahrenheit above this does not require termination of training, but should not stay at that temperature for more than two days.

(3) Shower and Restrooms: Shower and restrooms areas will be maintained in accordance with Section 4-8, Chapter 4, of the Manual of Naval Preventive Medicine

(4) A well-ventilated space must be provided to store and dry wet training gear.

4. Equipment Requirements:

In addition to the prescribed equipment identified in Annex B the following equipment conditions are required.

a. Pools must have a fixed or portable audible alarm to signal pool evacuation. A whistle or air horn is sufficient. Students shall be briefed on the signal and what action to take.

b. A portable emergency medical oxygen system, capable of delivering a continuous flow of oxygen shall be poolside ready for immediate use and shall be inspected prior to each training session. Commanding officers of training activities will ensure that oxygen system and Poolside Supplemental Oxygen Training Program is in compliance with the CNET Instruction 1500.20.

c. The following equipment shall be pool side, ready for immediate use, and shall be inspected prior to each training session:

(1) U.S. Coast Guard approved ring buoys with manila or polypropylene retrieving lines. Retrieving lines shall be 1/4" diameter or greater and approximately 50 feet in length.

(2) American Red Cross approved rescue tubes, for safety swimmer use. (Torpedo buoys may be substituted).

(3) A fully equipped backboard with head immobilizer and a minimum of three straps for the victim's chest, hips, and thighs.

(4) A first aid kit

(5) A telephone shall be immediately accessible with emergency numbers posted nearby.

(6) Ear wash (to prevent ear infection) shall be available. An acceptable solution is 2% acetic acid, 3% distilled water and 95% isopropyl alcohol

d. Required Personal safety equipment:

(1) Instructor: Ring buoy and whistle

(2) Lifeguard (in the water): Mask, fins, and rescue tube or torpedo buoy

(3) Lifeguard (on deck): Ring buoy and whistle

5. Alternate Training Plan

Students must complete all course objectives in order to graduate. Students must receive all lesson plan presentation. If a laboratory application must be cancelled (due to inclement weather, equipment malfunctions, etc.), students must complete the Alternate Training Plan as specified in the lesson plan. The Model Manager may waive certain events if factors (e.g. weather, medical) preclude the students from participating, the course objectives have been met, there is no Alternate Training Plan, and every effort has been made to complete the evolution. Missed training elements shall be annotated as incomplete in individual training jackets.

6. Waivers and Special Training Situations:

Students must complete all course objectives and participate in all lesson plans in order to graduate. Approval to omit, delete or modify course materials must be approved by the Course Curriculum Model Manager.

7. Safety:

a. General

(1) Safety Management shall be per CNET Instruction 1500.20.

(2) The primary instructor is responsible for ensuring that all necessary precautions are taken before all evolutions commence. All participating staff shall be briefed on the conduct of the evolution, roles to be filled, and responsibilities in the event of a mishap. Prior to pool evolutions, the Primary Instructor shall ensure that lifesaving equipment is available and operable, and that supplemental oxygen is provided per CNET Instruction 1500.20.

(3) Staff will strictly adhere to safety requirements located in the lesson plans.

(4) In all cases possible, students shall be prevented from pushing themselves to the extreme by lending assistance before a rescue is required. Instructional staff shall call a training time out, instruct students to grab a ring buoy etc. before a rescue is required.

(5) Once proper techniques are mastered, timed events can be achieved without extreme physical exertion. Staff shall terminate student participation in timed events and tests if the student's safety is in question, the student needs additional coaching, or he/she is expending too much energy to perform the skill.

(6) Anytime a student shows signs of panic, fear, extreme fatigue or lack of confidence, the instructor shall stop training, identify the problem and make a determination whether or not to continue training. Instructors shall be alert for any unusual behavior which indicates a student is experiencing difficulty and shall act immediately to ensure the student's safety.

(7) Hazing, improper or degrading rituals, or stress producing activities not specified in the lesson plans are strictly prohibited.

(8) A qualified instructor and a lifeguard must be on the pool at all times during lab training

8. Special Safety Precautions

a. Hyperventilation.

(1) Students participating in underwater activities shall be instructed that hyperventilation (repetitive deep breathing) to achieve underwater swimming endurance can result in shallow water blackout and drowning. Competitive breath holding skills/drills and intentional hyperventilation are prohibited.

(2) All underwater swimming evolutions (testing and training) shall be limited to a maximum distance of 15 yards.

(3) All staff will be alert for and rescue students who appear to be under water longer than is safe during practice or testing of any underwater swimming activity.

b. Screen tests

During the initial screen tests, watch students carefully. Swimmers often over-estimate their abilities in desperate attempts to stay with the class. Keep staff alert to watch the deep end carefully.

c. Mishap Plan

A local Mishap Plan shall be developed and implemented per CNET Instruction 1500.20 and OPNAV 1500.75.

d. Student illness/injury. Anytime a student becomes ill or injured, instructors shall stop the training, and notify the school department head. Instructors shall complete the Personal Injury Notification form NAVAVSCOLSCOM 6310/1.

e. Drop on Request (DOR) and Training Time Out (TTO)

Policies and procedures shall be conducted per CNET Instruction 1500.20.

f. Professional conduct.

All students and instructors will conduct themselves in a highly professional manner. Hazing through the use of improper or degrading rituals ("smurfing," "sharks and daisies," "ringing out," etc.) is strictly prohibited. Staff or student personnel involved in such activities shall be disciplined under the articles of the UCMJ.

g. Emergency Drills

Drills shall be conducted per CNET Instruction 1500.20.

h. Safety Standdown policy.

(1) Annual Safety Standdowns shall be conducted per CNET Instruction 1500.20.

(2) Site commanding officers are encouraged to conduct additional Standdowns and course reviews, particularly when courses have been revised, or when a "near miss" incident has occurred.

9. Records Keeping:

a. Class rosters, showing training received, and grades achieved shall be retained for a period of four years.

b. Water Survival Student Screening Forms shall be maintained for 72 hours after completion of training.

c. Injury logs, reports and records shall be attached to a copy of the class roster and retained for five years at the site.

d. Student Critiques shall be routed through the immediate chain of command and retained from site evaluation to site evaluation.

Student Flow Management Data:

10. Graduation

Students must complete all course objectives, lesson plans and laboratories to graduate. Completion will be documented in class rosters.

b. Academic Progress

Students who fail an exam will be:

(1) Debriefed by the Division Officer.

(2) Given academic counseling.

(3) Assigned additional study.

(4) Retested as soon as possible. Students who fail a retest shall be referred to a Progress Review Board (PRB).

c. Pool Progress

Students failing to meet minimum swim performance in the training tank shall be referred to the Division Officer for a review of the problem. The Division Officer can:

(1) Assign remedial additional instruction or

(2) Recommend the student be referred to a PRB

11. Remediation

Training activities shall conduct remedial training for academic and swim failures. This remediation must occur outside the eight hour training day. Appropriate lesson plans from this curricula shall be used to assist students. Remedial training, up to two hours additional instruction daily, may be assigned; however, a minimum of ten hours shall elapse between the additional instruction and the next scheduled event. Students failing to meet minimum levels of performance shall:

(1) First occurrence - be assigned individual additional instruction as determined and documented by the Division Officer.

(2) Second or subsequent occurrences - appear before a PRB to determine if further training is warranted.

NOTE: For remedial swim additional instruction, all safety precautions shall be observed per this annex

12. Setback to Another Class

Students experiencing a setback in training for emergency, medical, PRB, or other reasons will be returned to training in the first available follow-on class. Course instructors who receive a "rollback" student shall be made aware of the reasons for the rollback.

13. Dropped from Training for Academic or Suitability Reasons. If PRB determines no further training is warranted, student will be removed from training and immediately be made available for orders.

Instructor Certification Program:

14. The Instructor screening and certification programs shall be per NAVEDTRA 135A, CNETINST 1500.20 Moderate risk directives, and the Instructor Trainee Program.

Required qualifications and training of staff members shall be documented in individual training records.

15. Record Keeping:

a. Class rosters, showing training received, grade achieved, shall be retained for a period of four years.

b. Medical record screening DOR/TTO statement forms shall be maintained for 72 hours after completion of training.

c. Injury logs, reports and records shall be attached to a copy of the class roster and retained for five years at the site.

d. Student Critiques shall be routed through the immediate chain of command and retained from site evaluation to site evaluation.

ANNEX F

WARM-UP AND STRETCHES

- A. Have students swim 3-4 warm-up laps (50 yards each) of any survival stroke of their choice prior to all in water evolutions.

Stretching Exercises

- B. Lead students through the following stretching exercises prior to all in water evolutions.

1. Preparation

- a. Stretch within your limits without straining.
- b. Do not hold your breath while stretching and do not bounce.
- c. There is a difference between the feeling of stretch and pain. When you stretch you should stretch to a point where you are feeling an easy stretch then hold and relax. As you relax and the feeling of the stretch changes to a milder stretch, then stretch a little further until you get the feeling of a good stretch again.
- d. Hold stretches for a minimum of 20 seconds.

2. Types of stretches to perform

- a. **Side to side stretch:**
Arm straight up and grasp the left wrist with the right hand. Slowly lean to the right without bending forward at the waist. Repeat in the opposite direction.
- b. **Triceps stretch:**
Touch the left shoulder blade with the left hand and press down on the left elbow with the right hand. Repeat for right arm.
- c. **Posterior shoulder stretch:**
Stand with feet shoulder width apart. Bring the arm that is to be stretched across the chest. Use the opposite arm to pull the arm being stretched towards the chest until the stretch is felt in the posterior shoulder. Repeat for opposite arm.
- d. **Quadriceps stretch:**
Standing with left arm on bulkhead for support with right hand reach back and grab right ankle. Then pull ankle up towards buttocks keeping knees together. Repeat for left leg.
- e. **Groin stretch:**
While sitting with the soles of the feet together and back straight, grasp both feet and pull them as close to the body as possible. Gently pull toes upward, relaxing the musculature of the inner thigh, allowing the weight of the knees to stretch the muscles.

f. **Calf stretch:**

- (1) Stand facing the wall approximately four feet away. Lean against the wall, bring the right leg forward while keeping the left leg extended and left heel flat on the deck.
- (2) After calf stretch, bend the left knee and shift weight forward to stretch achilles tendon.
- (3) Repeat (1) and (2) for the right leg.
- (4) Now stretch with both legs extended, heels flat on the deck.

Cool down

- C. Have students swim 2-3 slow laps (50 yards each) of any survival stroke of their choice after all in water evolutions.

ANNEX G
INSTRUCTOR TRAINEE AND JOB QUALIFICATION REQUIREMENTS
FOR
FIRST CLASS SWIMMER/SWIM TESTER BUILDUP COURSE
A-012-0015

This annex contains the minimum instructor trainee and job qualification requirements to become certified as a First Class Swimmer/Swim Tester. These requirements may be increased to tailor to a specific site. These requirements will not be decreased in any manner without prior approval from the curricula model manager.

Name: _____

RATE/RANK: _____

A-012-0015 FIRST CLASS SWIMMER/SWIM TESTER BUILDUP COURSE: INSTRUCTOR TRAINER

- | | Verification Signature/Date |
|--|-----------------------------|
| 1. Model Manager Approval | _____ |
| 2. American Red Cross Lifeguard | _____ |
| 3. Instructor (9502) | _____ |
| 4. 1 st Class Swimmer Qualification | _____ |
| 5. Completion of Agency and local Instructor Certification program | _____ |
| 6. Completion of Agency and local Moderate Risk Instructor Screening | _____ |
| 7. Brief Qualifier on Site Emergency Action Plan | _____ |

TEACH THE FOLLOWING LESSON PLANS TO A QUALIFIED A-012-0015 SECOND CLASS SWIMMER.

- | | | |
|-----|--|-------|
| 1-1 | Health Screen and Course Overview Unit one | _____ |
| 1-2 | Lifeguard Training Course | _____ |
| 2-1 | Health Screen and Course Overview Unit Two | _____ |
| 2-2 | Survival Strokes | _____ |
| 2-3 | Underwater Swimming | _____ |
| 2-4 | Burning Oil Maneuver | _____ |
| 2-5 | Skills Test | _____ |
| 3-1 | Navy Swim Tester Course | _____ |

Officer in Charge/Date