

APPENDIX K

MIDSHIPMEN FIRST CLASS SURFACE WARFARE CRUISE GUIDE

This booklet provides general guidelines for Midshipmen First Class Surface Warfare Cruises. Due to the wide variety of ships to which midshipmen will be assigned, these guidelines are not platform specific.

The topics delineated in this booklet should be considered as a starting point through which you can become familiar with the role of junior officers aboard a surface ship. The effort you exert to learn about the duties and responsibilities of junior officers will be directly reflected in how instructive and rewarding your summer cruise will be.

You are encouraged to learn as much as possible about the qualification process required of all Surface Warfare Officers (SWO). If you want to qualify at a particular watchstation, see the Senior Watch Officer for watch assignment. Recognize that final watchstation qualifications are difficult during a 30-day cruise (with the possible exception of OOD In port) and that the total SWO qualification process can take up to two years to complete. You are encouraged to use and work on watchstation PQS while standing watches as a means to focus and enhance your learning about each area of the ship.

Above all, talk to the junior officers aboard your ship about their experiences. They are in the position in which you will be shortly after graduation. Any information you obtain now will pay dividends when you are commissioned as a junior officer!

The following items should be accomplished as ship's schedule allows. Discuss those items not actually performed with a qualified Surface Warfare Officer.

It is recommended that you concentrate on SWO PQS Watchstation Requirements whenever the ship is underway, and work on systems and theory when in port.

ADMINISTRATION

1. Review an Enlisted Personnel Record.
 - a. Become familiar with the standard numbered pages.
 - b. Note the difference between left/right side of the record.
2. Participate daily in Morning Quarters.
3. Conduct a formal/informal Personnel Inspection.
4. Attend Department Head/Division Officer Meetings.
5. Review PMS/PQS schedules.

- a. Become familiar with the cycle, quarterly and weekly schedules, the master PMS deck, and how they are maintained/annotated.
 - b. Conduct a PMS spot check.
 - c. Report the results to departmental 3M coordinator and the division officer in accordance with the ship's instructions.
6. Prepare and route a naval message.
 - a. Learn the meaning of header, text, classification, etc.
 - b. Understand the drafter's responsibility and proof a copy prior to transmission.
 7. Observe XO's Investigation/CPO Disciplinary Review Board.
 8. Observe Captain's Mast.
 - a. Understand an individual's rights under Article 31 of the UCMJ.
 - b. Become familiar with the limitation on the CO's NJP award authority (i.e. maximum/minimum punishments allowed).
 9. Accompany the Executive Officer during a daily messing and berthing inspection.
 10. Participate in evening colors.
 11. Attend 8 o'clock reports (in port).
 12. Conduct a formal/informal Zone Inspection of your division's spaces.
 13. Sample meals in the Enlisted Dining Facility.

WATCHSTANDING

1. Stand Junior Officer of the Deck In port (Under Instruction).
2. Stand Junior Officer of the Watch (Underway) (Under Instruction).
3. Become familiar with JOOW responsibilities regarding:
 - a. The CO's standing orders/night orders.
 - b. The SORM (especially ship's bills).

- c. The Deck Log (in port & underway).
 - d. The ship's List of Effective Notices and Instructions.
 - e. Normal steaming.
 - f. Sea and Anchor detail.
 - g. Underway replenishment.
 - h. Vertical replenishment.
 - i. Helicopter operations.
4. Conn the ship during a Man Overboard Drill.
 5. Stand CIC Watch Officer (Under Instruction).
 - a. Become familiar with shipboard sensors.
 - b. Observe how CIC collects, processes, displays, evaluates, disseminates (and/or assists or controls) the information received from the ship's sensors.

ENGINEERING

1. Stand Engineering Officer of the Watch (Under Instruction) during:
 - a. Normal steaming.
 - b. Basic Engineering Casualty Control Exercises (BECCEs).
 - c. Sea and Anchor detail.
2. Accompany the Engineering Watch Supervisor during:
 - a. Normal steaming.
 - b. BECCEs.
 - c. Sea and Anchor detail.
3. Become familiar with the Ship Information Book and the DC Closure Log.
4. If on a steam or nuclear powered ship, become familiar with the reasons for the routine evolutions of:

- a. Surface blowing a boiler.
- b. Blowing tubes on a steaming boiler.
- c. Chemically treating a steaming boiler.
- d. Putting a boiler into a wet (or dry) layup.

WEAPONS/DECK

1. Be familiar with the Fire Control Smooth Logs (for guns and missiles).
2. Observe and become familiar with weapons stations manned during Condition III and GQ.

SPECIAL EVOLUTIONS (As ship's operations permit)

1. Act as Boat Officer (Under Instruction) during:
 - a. A Man Overboard drill.
 - b. In port boat operations.
2. Act as an Underway Replenishment Station Safety Officer (Under Instruction).
3. Act as a Safety Officer (Under Instruction) during vertical replenishment.
4. Assist the First Lieutenant on the Forecastle during Sea and Anchor detail.
5. Observe the Tactical Communications Officer during a communications drill.
6. Observe the Ship's Weapons Controller during drills/operations in CIC.
7. Assist the ASW Officer in an ASW drill.
8. Observe an In port Fire or Flooding Drill with the Command Duty Officer.
9. Observe an In port Security Drill with the Command Duty Officer.
10. Don an OBA.
11. Don an EEBD.
12. Demonstrate use of a SEED.
13. Don a MK-V gas mask.

14. Don a Kapok life jacket.
15. Attend a meeting of the Planning Board for Training.
16. Route a Supply Form (DD1250/1348).
17. Tour ship's weapons spaces.

OPS

Become familiar with the following publications:

1. FXP series
2. NWP series
3. Formatted reports and purpose
 - a. CASREP SYS
 - b. MOVREP SYS
 - c. OPREP SYS
 - d. Rainform/JINTACCS
 - e. The Master Training Plan (MTP) - particularly how SELEX's and TRX's affect the ship's C-rating.

GENERAL SHIPBOARD SAFETY NOTES

GENERAL. The Department of the Navy Safety Program requires all commands to conduct an aggressive, continuing accident prevention program. Safety rests on each individual's shoulders. It is mandatory that each midshipman read the following safety precautions, understand and comply with them, and review them often during cruise.

ELECTRICAL SAFETY PRECAUTIONS

1. Portable electrical equipment includes any electrical or electronic equipment that can possibly be plugged into an electrical outlet.

a. Ashore, and especially at home, lighting and power are frequently not treated with the respect deserved. This has led to the mistaken impression that 115 volt circuits are not lethal; this is not true. More Navy personnel have been killed by 115 volts than circuits of all other voltages combined. Shipboard conditions are especially conducive to increasing the severity of a shock because the person affected is usually in contact with the ship's metal structure and because the dampness that is often present in the user's clothes lowers electrical resistance.

b. The typical current path is from the metal case of an ungrounded appliance through the body of the user to ground (sea water) via the steel structure of the ship. In contrast to the home environment, this path is always present on board ship. Hence, the use of ungrounded appliances on board ship is prohibited.

c. Electrical safety can be attained only through the cooperation of all hands. For this reason it is essential that all personnel understand the lethal nature of the hazard and be made familiar with electrical safety precautions.

2. The following rules shall be rigidly adhered to:

a. No privately-owned electrical or electronic equipment shall be used or kept aboard the ship without the specific permission of the Executive Officer and only then, after it has been inspected and approved for use by the Engineering Officer or his designated representative. This restriction includes portable radios, CD players, etc. that can be plugged into electrical outlets. Electrical razor cases must be plastic.

b. No portable electric/electronic equipment will be operated unless it is properly grounded by means of a three-prong plug, and has been inspected and tested by the Engineering Department.

c. No person shall operate an electrically powered hand tool unless specifically authorized by his/her division officer or other supervisor.

ELECTRONIC SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all equipment you operate.

2. Never energize equipment unless you are sure that you know what it is and for what purpose you are energizing it.

3. Never attempt to work on energized equipment - ensure it is off. Ensure tags are placed at remote positions where it is possible to energize the equipment.

4. When servicing energized equipment, do so only in accordance with specifically delineated maintenance procedures. Use the buddy system and have someone standing by.
5. Never make unauthorized changes to equipment.
6. Never bring or allow anyone to bring steel wool into electronic spaces.
7. Never tamper with safety devices or interlocks.
8. Never spray water on or around electronic equipment.
9. Never energize tagged equipment.
10. Keep your hands off knobs on equipment unless you are authorized.
11. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

ENGINEERING SAFETY PRECAUTIONS

1. Read and practice all posted safety precautions and operating instructions of all machinery.
2. Never open or close any valve, unless you are sure that you know what it is and for what purpose you are opening or closing it. Never energize any tagged equipment.
3. Never bring or allow anyone to bring steel wool into engineering spaces.
4. Never use water around the electrical end of the turbo generator.
5. Never take your shirt off or roll up your sleeves while in the engine room, so that you may avoid steam burns and hot water dripping from leaking flanges. Military clothing is designed to help protect against the heat of a fire. Always wear the proper uniform aboard ship.
6. Never wear loose or sloppy clothing that might easily become caught in machinery.
7. Do not wear corfam shoes or 100 percent polyester clothing in engineering spaces.
8. Never run when you hear a main steam leak (a loud hissing and/or whistling screech).
 - a. You don't know where it is.
 - b. You might run into it.
 - c. Never try to find a steam leak with your hand; use a broom or some chart paper.

- d. If in doubt, stand still and call for help.
 - e. Don't attempt to leave the engine room unless directed to do so. The bilges may be the safest places.
9. Never spray water on or around electrical junction boxes or switchboards.
 10. Never store anything behind switchboards. (Only the Commanding Officer can grant an exception.)
 11. Never go behind switchboards.
 12. Keep your hands off knobs on switchboards unless you are authorized to do so.
 13. If you are ever in doubt, ask your Leading Petty Officer, Chief Petty Officer, or Junior Officer.

WEAPONS SAFETY PRECAUTIONS

1. Ammunition safety precautions.
 - a. Personnel in charge of working details shall require their personnel to stop dangerous practices instantly, regardless of any difference of opinion or interpretation of safety rules.
 - b. Supervising personnel are responsible that all personnel in their charge have been instructed in the precautions pertaining to the operation on hand, whether the personnel are from their own divisions or temporarily assigned duty under them.
 - c. Care shall be taken not to obliterate or deface markings, label, or tags on containers of ammunition or explosives.
 - d. Any ammunition container or explosive container found to be in a damaged condition, will be tagged and returned to the ammunition depot as soon as possible.
 - e. Ammunition and explosive containers shall not be rolled, dragged, thrown, dropped, or mishandled in any way, at anytime.
 - f. Naked lights, matches, steel tools, shoes with nailed soles or metal cleats, or other flame or spark producing material must never be taken into magazines or other spaces that are used as magazines while these spaces contain explosives.
 - g. When a fused projectile or a cartridge case, whether in a container or not, is dropped from a height exceeding four (4) feet, it must be set aside and the weapons officer called immediately. Such ammunition must be handled with the greatest care.
 - h. Smokeless powder which has been wet must be regarded as dangerous for dry storage.

- i. Boiler tubes shall not be blown at anytime during ammunition handling evolutions.
 - j. All radio and radar transmitters shall be secured during ammunition handling operations.
 - k. Any supervisor or other person witnessing or being aware of a dangerous condition or emergency which exists or is developing, will immediately call out in a loud voice the command "SILENCE." Upon the command "SILENCE," all operations involving ammunition and explosives will stop immediately and all personnel in the vicinity hearing the command will freeze in their tracks and remain so without noise or confusion until further orders are given.
 - l. The emphasis on safety precautions and proper handling procedures is not intended to create fear in place of caution, but rather to make personnel SAFETY CONSCIOUS.
 - m. In event of mishap, standard gunnery terminology shall be used to restore order to the scene.
- 2. Read the applicable Gun Mount Safety Precautions for your ship.
 - 3. Read the applicable Gun and Loader Safety Precautions for your ship. SAFETY PRECAUTIONS MUST BE FOLLOWED 100% OF THE TIME BY 100% OF THE CREW. ALL HANDS BE ALERT AT ALL TIMES.

DECK SAFETY PRECAUTIONS

- 1. UNREP safety precautions.
 - a. All personnel must wear international orange kapok life jackets at all times.
 - b. Personnel exposed to overhead loads must wear color-coded safety helmets:
 - (1) Officers and safety observers - white
 - (2) PO-In-Charge - yellow
 - (3) Signalman - green
 - (4) Gunner's mate - red
 - (5) Riggers - blue
 - (6) Cargo handlers - orange
 - (7) Corpsman - white with red cross
 - c. Life lines should be in use.

- d. Heaving in and paying out of lines must be done hand over hand.
- e. Phone talkers shall not secure neck straps of phones in case the phone lines are fouled.
- f. Personnel shall stay clear of all loads and remain inboard and clear of all lines.
- g. Personnel transferred in regions of low water temperature should wear immersion suits, and must wear safety belts at all times during transfer.
- h. If there is no lifeguard ship, the ship's boat shall be manned and ready for use.
- i. Line tenders shall stay at least six feet from blocks.
- j. All excess lines shall be faked clear for easy running.
- k. When standing by the receive bolo or shot line, all hands must take cover.
- l. All hands must be familiar with appropriate whistle signals (e.g. the Officer-In-Charge of the firing ship signals one whistle blast when ready to send over shot line, and Officer-In-Charge on receiving ship replies with two blasts when all is ready).
- m. If at night, all personnel shall wear marker lights on their lift jackets.
- n. Excess noise and confusion must be avoided.

2. General Safety Precautions:

- a. Personnel working over the side of the ship both in port and at sea shall wear kapok life jackets and life lines tended by personnel on deck. The term "over the side" means any part of the ship outside the life lines or bulwarks.
- b. Personnel in boats raised or lowered, entering boats from a boom or Jacob's ladder, in boats underway, and in rough water or low visibility, shall wear kapok life jackets. Ring buoys with a line and light attached must be available for use when a sea ladder or Jacob's ladder is being used.
- c. Personnel on weather decks during heavy weather, even when exposed only for a short time while going from one station to another, shall wear kapok life jackets.
- d. Handling of lines and rigging requires that personnel take care to avoid getting hands, feet, or clothing caught in bights and blocks.
- e. Lines not in use should be carefully made up and stowed clear of walkways and passages.

f. Lines must never be made fast to capstans or gypsy heads, but only to fittings provided for that purpose, such as cleats or bitts.

g. Steadying or frapping lines should be used on boat falls and large lifts to prevent uncontrolled swinging or twisting.

h. Weather decks subject to the seas should be kept clear of all personnel except uncontrolled swinging or twisting.

i. Life lines shall be kept in good repair and personnel are not permitted to sit or lean on life lines at any time.

j. Personnel wishing to go aloft shall obtain permission from the Officer of the Deck. The Officer of the Deck is responsible for seeing that the following safety precautions are observed before granting permission:

(1) Power is secured on all radio transmitting antennas and radar antennas and power switches are tagged.

(2) The engineering officer has been instructed to lift no safety valves and, if personnel are to work in the vicinity, to secure steam to the whistle.

(3) Personnel assigned to work in the vicinity of stack gases wear OBAs and remain there for only a brief time.

(4) All personnel going aloft should use a short safety line secured around their waists and attached to the ship's structure at the same level.

k. When in port at night, weather decks shall be well lighted. All accommodation ladders, gangways, and brows shall also be well lighted.

l. Silence during evolutions. Confusion and misunderstandings are minimized when silence is imposed during evolutions. Also, silence gives to the evolution a degree of smartness not achieved in the midst of noise.