

EODMUSEVENTEENINST 3120.3C
N7
5 Nov 02

EODMU SEVENTEEN INSTRUCTION 3120.3C

Subj: OPERATION OF SMALL BOATS

Ref: (a) OPNAVINST 3500.34, Personnel Qualification Standards
(PQS) Program
(b) COMEODGRUONE/COMEODGRUTWOINST 3502.3, Job
Qualification Requirements
(c) EODMUSEVENTEENINST 3120.4 Series, Standard Operations
for Diving Operations

Encl: (1) Sample Letter of Designation
(2) Pre-Underway Check Off List of Required Boat Equipment
(3) EODMU SEVEVTEEN Boat Request

1. Purpose. To set forth policy and procedures to promote the safe, professional operation and management of EODMU SEVENTEEN small boats.

2. Background. Reference (a) states the requirement for a mandatory qualification system for officers and enlisted personnel at every command on specific systems and equipment. Reference (b) contains the Job Qualification Requirements (JQR) for EODGRU ONE Small Boat Coxswains, which satisfies the requirements of reference (a). Reference (c) is the Standard Operating Procedures for EODMU SEVENTEEN Diving Operations.

3. Cancellation. EODMUSEVENTEENINST 3120.3B

4. Scope. The policy and procedures provide specific guidance on training and qualification standards required to use and operate EODMU SEVENTEEN small boats. The specific safety equipment requirements apply aboard EODMU SEVENTEEN boats.

5. Discussion. The unique mission of EODMU SEVENTEEN requires extensive use of small boats. Some of the boats used have high performance characteristics and must be operated with extreme care. It is imperative that all personnel involved in small boat operations be keenly aware of the requirements and guidelines for small boat usage.

6. General Policy

a. Authorized Use. All EOD small boat activities, including operations and exercises, boat handling training/practice, engine break-in, and personnel transport, shall be conducted only in support of authorized official activities. There must be no

confusion or possible perception that military small craft are being used for recreational purposes or personal gain. All small craft operations must be conducted professionally, demonstrating good seamanship and courtesy for others on the water and ashore.

b. Environmental Concerns:

(1) EOD small craft shall be operated in strict compliance with federal, state, and local environmental regulations. Deliberate discharge of trash, oil, or fuel is a violation with major consequences. Inadvertent or accidental discharge, however, is a violation that may incur both financial penalties and loss of public goodwill. It is important to note that under the Clean Water Act, failure to report a spill, regardless of size, carries the most severe penalties. Personnel operating small craft should be knowledgeable of local environmental policies and directives related to spills and discharges.

(2) There are many areas designated as restricted areas of wildlife preserves in our area of operations. Many areas restrict speed, wake, or noise. Harassment of wildlife and/or disregard for any similar public resource is never justified. Prior to conducting small boat operations, personnel must become familiar with all local restrictions pertaining to wildlife.

7. Action. All EODMU SEVENTEEN personnel involved in small boat operations shall strictly adhere to command small boat policy and guidelines.

a. Personnel who are found to be in violation of small boat policies will be decertified in writing by the Commanding Officer.

b. Small boat handling letters of qualification from previous commands are not valid at this command.

8. Responsibility

a. Maintenance Officer. The Maintenance Officer is responsible for the safe operation and maintenance of small boats assigned to EODMU SEVENTEEN, and shall establish programs that incorporate the above general policies and ensure:

(1) All boat coxswains have been properly trained and are designated using enclosure (1) for the specific type of craft they operate.

(2) All coxswains and boat crew members are qualified as second class swimmers as a minimum.

(3) Preventive and corrective maintenance is being assigned and performed by qualified personnel.

(4) Required safety equipment is in the boat in sufficient quantities and in good working order to support all embarked personnel.

(5) Communication and navigation equipment is properly installed and in good working order.

(6) All personnel are properly briefed for all operations and exercises before boat operations are conducted.

(7) Pre-underway/launch check off list is completed per enclosure (2).

(8) A minimum crew of two personnel are embarked during normal boat operations.

(9) U.S. Coast Guard approved Personal Flotation Devices (PFDs) shall be available for all personnel onboard.

(10) EODMU SEVENTEEN personnel are qualified per reference (b).

(11) The command has a comprehensive small boat training plan that will ensure an adequate supply of Boat Coxswains and Boat Engineers.

b. Coxswains. Coxswains are responsible for the safe operation of the boat and conduct of the assigned crew. They must be designated in writing as qualified for the boat they are operating and ensure:

(1) Appropriate pre-underway/launch checks and maintenance are completed per enclosure (2).

(2) Load Limits and operating precautions for the assigned boat are strictly observed.

(3) U.S. Coast Guard approved personal flotation devices (PFDs) are available for all personnel on board and worn at all times.

(4) Engine safety kill (Dead Man) switches are functional and lanyards are securely attached to the Coxswain while underway (if applicable).

(5) Boat is secure for sea.

(6) The sailing list, contained in reference (c), is properly filled out and posted on the Quarterdeck.

(7) They are familiar with wildlife preserve restricted areas in area of operation.

c. Qualification. EODMU SEVENTEEN personnel will be qualified per reference (b).

9. Life Preservers. Personnel will wear life preservers at all times. A life preserver will be available for each crewmember and passenger embarked. Divers and swimmers may wear inflatable floatation devices in lieu of an inherently buoyant life preserver when on station as a diver/swimmer or standby diver/swimmer.

10. Boat Operations. A minimum of two personnel are required to be onboard for all boat operations with a minimum of one person qualified as a Coxswain for the type of boat being operated. Boat operators shall ensure that the following is performed prior to, during, and upon securing from boat operations:

a. Pre-launch checks:

(1) Inspect hull, drain plugs, engine mounts, engine restraining straps, propellers, steering, shifting and throttle response, running lights, battery, horn, and radio. A thorough inspection of outboard engines is mandatory to ensure they are properly and securely mounted. Engine restraining straps are required to be in place and secure prior to starting engines on tiller controlled boats (all MK-V inflatable boats).

(2) Ensure that all safety and other required equipment, listed in enclosure (2), is aboard and operational.

(3) Check out boat and equipment per enclosure (2).

(4) Verify that adequate fuel is aboard prior to getting underway.

(5) Establish radio/cellular communication and provide sailing list to EODMU SEVENTEEN Quarterdeck prior to getting underway.

b. Launch checks:

(1) Hard hull and RHIB boats:

(a) A minimum of three qualified personnel are required to launch and recover the boat.

(b) Will be towed with a minimum off a 2½ ton vehicle.

(c) Back trailored boat into water to give outboard engines sufficient room to operate safely. Test operate and warm engines at idle speed.

(d) Ensure engines respond to shifting and throttles.

(e) Ensure boat is not unhooked from trailer until pre-launched and launch checks are complete.

(f) Raise mast/antennas.

(2) MK-V Inflatable:

(a) A minimum of two qualified personnel are required to launch and recover MK-V inflatable boats.

(b) Ensure outboard engines are warmed up.

c. Boat operations:

(1) Attach emergency ignition cut-off lanyard to the Coxswain at all times while underway. Secure all equipment for underway.

(2) Small boat speed is based on visibility, traffic density, maneuverability, current, wind, and navigational hazards. Safety for all personnel and equipment is paramount. The Boat Officer or Small Boat Operator assigned has the ultimate responsibility to ensure safe speed is applied in all situations.

(3) Under "small craft warning" conditions, small boat operations will be restricted to sheltered areas of Oak Harbor. Under "small craft warning" conditions, operations within this area must be approved by the EODMU SEVENTEEN Operations Officer.

(4) Prior to the onset of heavy weather conditions, all EODMU SEVENTEEN small boats will be removed from the water and properly secured.

(5) All personnel onboard are considered lookouts. Personnel are to provide visual surveillance and to warn the Coxswain of any approaching craft, obstacles or situations which may present a hazard to the boat or its crew.

(6) All EODMU SEVENTEEN small boats will display the proper lights on all night operations and day shapes for daytime operation.

d. Securing from Small Boat Operations:

(1) Notify EODMU SEVENTEEN Quarterdeck that small boat operations have secured.

(2) Remove small boat from water (Three man rule for hard hulls and RHIB boats and two man rule for MK-V inflatable boat.)

(3) Remove drain plug.

(4) Remove all non-required equipment, clean and secure small boat.

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(5) Complete a fresh water wash down to include engine flush.

(6) Park and chock boat and trailer.

(7) Report any boat problems to Boat Shop Supervisor.

11. Boat Requests. Enclosure (3) will be utilized to request boats be made ready for use. Boat requests should be forwarded to the Boat Maintenance Shop at least 24 hours in advance.

D. J. WATKINS

Distribution: (EODMUSEVENTEENINST 5216.1E)
List I (Case I)
II (Case I)

SAMPLE LETTER OF DESIGNATION

From: Commanding Officer, Explosive Ordnance Disposal Mobile
Unit SEVENTEEN
To: EN2 John J. Sailor, USNR(TAR), 123-45-6789
Subj: DESIGNATION AS SMALL BOAT OPERATOR
Ref: (a) COMEODGRUONE/COMEODGRUTWOINST 3502.3
(b) EODMUSEVENTEENINST 3120.3C

1. Per reference (a), EN2 Sailor has successfully completed all the requirements and is hereby designated as a small boat operator qualified to operate:

- a. Hard hulled boats up to _____ feet.
- b. Rigid Hull Inflatable (RHIB) boats up to _____ meters.
- c. MK-V Inflatable boat.

2. You are directed to remain thoroughly familiar, and conduct all operations in strict compliance with the policies and procedures contained in references (a), (b), and other maritime regulations as applicable.

3. This designation remains in effect until revoked or until your transfer from this command.

D. J. WATKINS

Copy to:
Service Member
Training Record
Service Record

Enclosure (1)

Date: _____

PRE-UNDERWAY/LAUNCH CHECK OFF LIST

Boat#_____	SAT	UNSAT
1. Navigation lights operational (if applicable)	_____	_____
2. Life jackets (1 per person)	_____	_____
3. Fuel Tanks at least ¾ full	_____	_____
4. VRO oil tanks at least ¾ full	_____	_____
5. Boat fenders (3) (Hard hull boats only)	_____	_____
6. First aid/Medical kit(1)	_____	_____
7. Mooring Lines (3)	_____	_____
8. Compass	_____	_____
9. Charts of the area of operation	_____	_____
10. Test operation of horn (air horn)	_____	_____
11. 1 Anchor with 130' of anchor line	_____	_____
12. Test operation of Radar (if applicable)	_____	_____
13. Hand held flares (3)	_____	_____
14. Inspect Hull for Damage (check for bilge plugs)	_____	_____
15. 2lb Fire Extinguisher (excluding MK-V and F470)	_____	_____
16. Life ring (1) (excluding MK-V and F470)	_____	_____
17. Boat hook (excluding MK-V and F470)	_____	_____
18. Test/Operate engines. Inspect propeller(s), shifting and throttle response, engine mounts and restraining straps (if applicable).	_____	_____

Enclosure (2)

19. Drain water out of primary fuel filter (if applicable).	_____	_____
20. Radio (obtain SABER radio from	_____	_____

COMMS Department if needed).

- 21. Dead man switch (must be attached to the coxswain during engine operations when the boat is in the water). _____
- 22. Paddles (2)(MK-V and F470 only) _____
- 23. Trailer - check tire pressure, ensure trailer lights work properly, check safety chains and ensure the wheel bearings are greased. (Milspec 24508). _____
- 24. Cellular Phone _____
- 25. Sailing List (EODMUSEVENTEENINST 3120.4 series) _____

Completed By _____ Date _____

Remarks _____

Date:

MEMORANDUM

From:
To: Boat Shop LCPO, LPO
Subj: BOAT REQUEST

1. The below listed Boat(s) is/are requested to support operations at (location).
2. Dates and times requested: (Date/Time) through (Date/Time).
3. Point of contact: (Rate, Name, Phone).
4. The following boats are requested: (27 FT Whaler with/without coxswain).

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Date:

MEMORANDUM

From: Boat Shop
To:
Subj: BOAT REQUEST

1. Available for use Not available for use
2. Coxswains name:
3. Remarks:

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Enclosure (3)