CNIC INSTRUCTION 5530.5

From: Commander, Navy Installation Command

Subj: CNIC HARBOR PATROL UNIT OPERATING PROCEDURES

Encl: (1) CNIC Harbor Patrol Unit Operating Procedures

1. Purpose

   a. To establish Commander, Navy Installations Command (CNIC) policy and provide standard procedures and guidance for the staffing, training, and operations of Harbor Patrol Units (HPUs) and Harbor Security Boats (HSBs).

   b. These policies and procedures (enclosure (1)) are applicable to all Navy Regions, their Installations, and all personnel assigned to their respective HPU.

2. Background. The establishment of HPU Unit Identification Codes (UICs) was directed in order to ensure dedicated organization, leadership, and training to HPUs. Waterborne patrols employ HSBs and watch standers from the Installation or Region security departments to detect, deter and defend against waterborne terrorist attacks. Waterborne patrols fall under the tactical control of the Installation security watch commander, security supervisor, or as delineated in the Installation Antiterrorism (AT) Plan. The harbor patrol mission operates within the geographic area prescribed by the Region Commander (REGCOM) or Installation Commanding Officer (CO) and is dependent upon the requirements of the geographic combatant commander and subject to the limitations of host nation, local law enforcement and other support agency agreements. The typical U.S. Navy operational area is defined by the landward Navy Installation property to the outer boundaries of the designated waterfront restricted area.
3. **Policy**

   a. HPUs will be assigned leadership personnel (as validated in the Mission Profile Validation - Protection (MPV-P)) who are designated by the Commanding Officer to supervise HPU operations. HPU leadership pay grade distribution shall be representative of the pay grade distribution in the Installation Navy Security Force (NSF). HPUs shall report to the Region/Installation security chain of command.

   b. Each HPU shall have at a minimum one Harbor Security Boat Training Supervisor (HSB TRASUP). Additional HSB TRASUPs shall be manned to accommodate a standard 50:1 training ratio.

   c. Regions/Installations who are validated (via the MPV-P model) to have HPUs shall transfer harbor security military billets to the HPU UIC.

     (1) For those HPUs that are manned by DON civilian personnel, Regions/Installations must ensure that HPU composition reflects similar leadership and training functions under their current UIC.

     (2) For those HPUs that are manned by contractors, Regions/Installations must ensure that future contracts reflect similar leadership and training functions.

   d. Personnel who are assigned to a Region or Installation HPU UIC shall remain with the HPU throughout their tour. Harbor Patrol is an advanced post assignment, and where possible, personnel shall only be assigned to the security detachment’s HPU after completing basic landward security watch standing Job Qualification Requirements (JQR) and Personal Qualification Standards (PQS). Due to extensive Level II coxswain training requirements, and to establish proficiency and consistency, a normal tour assignment to HPU is two years and the minimum tour length should be no less than one year.

4. **Responsibilities**

   a. REGCOMs are responsible for the implementation of this instruction throughout subordinate installations with assigned HPUs.

   b. COs with assigned HPU are responsible for the implementation of this instruction within their installation
NSF. COs will ensure appropriate oversight of operating procedures provided in this instruction.

c. NSF personnel assigned to installation NSF and HPU are responsible for the execution of the procedures in this instruction.

d. As necessary, Regions or Installations shall develop a local HPU Operating Procedures Supplement. Supplements will clarify operating policy and account for geographic, local operating, and host nation constraints.

5. Action

a. CNIC Port Operations (N31A) shall:

(1) Be the HSB custodian of record.

(2) Provides all routine, preventive, and emergent maintenance for harbor security, anti-small craft barrier handling, and high value unit escort boats.

b. CNIC Force Protection (N3AT) shall:

(1) Establish metrics for HPU organization and include these metrics into the Mission Profile Validation – Protection (MPV-P) model.

(2) Coordinate with Naval Warfare Development Command (NWDC) to incorporate the Tactics, Techniques and Procedures (TTP) associated in enclosure (1) into doctrine.

(3) Oversee HSB coxswain training and funding, in coordination with CNIC (N7).

(4) Articulate HSB training requirements.

c. CNIC Training (N7) shall:

(1) Function as a facilitator between CNIC N3AT and the Center for Security Forces, and provide training solutions.

(2) Maintain an up-to-date record of all qualified HSB coxswains and HSB TRASUPs.

(3) Monitor, evaluate, and assess the training effectiveness of the provided solution.
(4) Ensure all HSB TRASUP training material is current and updated as required.

(5) Monitor, evaluate, assess, and align HSB TRASUP effectiveness during annual training exercises and report findings/observations and trends to CNIC (N3AT).

d. REGCOMs shall ensure installations under their cognizance develop a local HPU Operating Procedure Supplement where HPUs are present.

e. Installation COs shall:

(1) Develop supplements to clarify this instruction to account for geographic, local operating, and host nation constraints.

(2) Ensure HPUs are integrated within the security detachments and capitalize on the leadership from across the department.

(3) Assume tactical control of waterborne patrols via the installation watch commander, security supervisor, or as delineated in the Installation Antiterrorism (AT) Plan.

(4) Inspect the HSBs annually and submit inspection results to the REGCOMs.

M. C. VITALE
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(b) CJCSI 3121.01A, Standing Rules of Engagement
(c) OPNAVINST 3591.1F, Small Arms Training and Qualification
(d) USFF OPORD 3300-09(c)
(e) OPNAVINST 5530.14 (series), Navy Physical Security and Law Enforcement Program
(f) OPNAVINST 3100.6J, Navy Special Incident Reporting
(g) OPNAVINST 5102.1D, Mishap and Safety Investigation, Reporting, and Record Keeping Manual
(h) CNICINST 3000.1, Shore Response Training Plan (SRTP)
(i) MILPERSMAN 1200-030, Small Craft Insignia
(j) NETC P1552/16 (07-07) Navy Swimming and Water Survival Instructor’s Manual
(k) OPNAVINST 3500.39B, Operational Risk Management (ORM)
(l) Marine Mammal Protection Act (MMPA) of 1972
(m) COMDTINST M16672.2D U.S. Department of Transportation USCG Navigation Rules
(n) OPNAVINST 3140.24F, Adverse and Severe Weather Warnings and Conditions of Readiness
(o) OPNAVINST 3710.7 series, NATOPS General Flight and Operating Instructions
(p) APP-7(D) NATO Joint Brevity Words Publication
(q) NTTP 3-07.2.1, Navy Antiterrorism / Force Protection
(r) NTTP 3-20.6.29M, Tactical Boat Operations
(s) NWP 3-07-2, Navy Doctrine for Antiterrorism / Force Protection
(t) NTRP 3-07.2.2, Force Protection Weapons Handling Standard Procedures and Guidelines
(u) NTTP 3-07.2.3, Law Enforcement and Physical Security For Navy Installations
(v) NTTP 3-10.1, Navy Coastal Warfare Operations
(w) Naval Ships Technical Manual Chapter 583, Volume 1,
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(x) OPNAVINST 4780.6E, Administering Service Crafts and Boats
(y) USFF INST 4790.3, Joint Fleet Maintenance Manual
(z) NAVSEAINST 4790.8B, Ships Maintenance and Material Management (3M) Manual
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CHAPTER 1 ORGANIZATION AND ADMINISTRATION

1000. General. Appendix A contains definitions and acronyms used in this instruction. As necessary, Regions or Installations shall develop a local HPU Operating Procedures Supplement (appendix B provides guidance). Supplements will clarify operating policy and account for geographic, local operating, and host nation constraints.

1010. Region and Installation Alignment. The HPU is aligned either under the Installations Security Department or under the Region as a region asset. Region staff has oversight and responsibility for training and resourcing. The REGCOM or CO (based on region guidelines) has tactical control and responsibility for the safety and security of the unit through the Installation Security Officer (ISO) and has a security organization structure based on Region or Installation alignment.

1020. Harbor Patrol Unit. The HPU is an organized, consolidated, waterborne security division.

1021. Installation Security Organization. Example of an Installation Security Chain of command:

   a. Security Officer (ISO) (Installation or Region).

   b. Assistant Security Officer (ASO) (Installation or Region).

   c. Antiterrorism Officer (ATO) (Installation or Region).

   d. Departmental Training Officer.

   e. Watch Commander.

   f. Chief of the Guard (where assigned) (COG).

   g. Contact Sentry (where assigned).

1022. Harbor Patrol Unit Organization. The MPV-P manpower model applied during post validations determines the necessary crew and leadership Manning to meet operational requirements for each HPU. All functions listed below should be assigned to the available personnel within the HPU organization as either
primary or collateral duties, based on the HPU's size. Chain of command:

a. Division Officer

b. Leading Chief Petty Officer (LCPO)

c. Leading Petty Officer (LPO)

d. Divisional Training Officer

e. HSB Maintenance Readiness Coordinator (HMRC)

f. Section Leader

g. Field Training Officer (FTO)

h. HSB Training Supervisor (HSB TRASUP)

i. Safety Petty Officer

j. Coxswain

k. Crew Member/Gunner

1023. Organization Chart. The organization chart below depicts baseline unit organization and alignment (Figure 1-1). Each Installation or Region should modify in order to best meet the standing security needs.
1030. **Assignments.** Assignments and responsibilities are provided below for a typical security department and HPU and can be applied regardless of the organizational alignment (Region or Installation).

1031. **Security Department**

   a. **Security Officer.** Responsible for the management of the security detachment or department. Supervises the patrol and security function of an Installation Force Protection Program including antiterrorism, law enforcement, physical security and harbor security.
b. Assistant Security Officer. Responsible to the Security Officer for the department’s day to day operation.

c. Antiterrorism Officer. Responsible to the CO or REGCOM for developing and managing the AT program. The ATO is the lead member on the Installation Antiterrorism Training Team, and manages AT resources.

d. Department Training Officer. Manages the departmental security and AT training programs. Manages the FTO, PQS, and drill programs for crew training.

e. Watch Commander. Responsible for supervising all security department watch section responsibilities to include: harbor patrol, base patrol, sentries, emergency dispatcher (if not regionally assigned), and the armory. During major incidents the Watch Commander may be assigned as the Incident Commander or Assistant Incident Commander until properly relieved by higher authority.

f. Chief of the Guard. The COG is the senior Navy Security Force (NSF) member of an assigned area, usually a pier, and performs the duties of the patrol supervisor of the assigned area. The COG is responsible to the Watch Commander/ Antiterrorism Tactical Watch Officer (ATTWO) for the proper operation of assigned posts to include pier access and vehicle check points.

g. Sentry. An assigned sentry’s primary duties involve manning stationary/static guard positions at the pier, a walking post, or security patrols.

1032. Harbor Patrol Unit. The functional positions within the HPU have the following responsibilities:

a. Division Officer. Reports to the Security Officer concerning all matters pertaining to the HPU, unless otherwise directed by local guidance. Depending on local Installation alignment the HPU Division Officer may report directly to the Region or to the ISO. Responsibilities include:

(1) Overall responsibility for all HPU facilities, personnel, operations and administration.
(2) Ensure that all reporting information requirements are provided to the appropriate command department or division to meet Office of the Chief of Naval Operations (OPNAV) and CNIC report timelines.

(3) Coordinate with the HSB Maintenance Readiness Coordinator (HMRC) and Port Operations Officer to facilitate effective and efficient HSB maintenance.

(4) Inspect all assigned HSBs weekly.

b. Leading Chief Petty Officer (LCPO). Responsible to the HPU Division Officer for all security operations, personnel management, watch bill authorization, and response to crisis contingencies until relieved by higher authority. Responsibilities include:

(1) Ensure proper force protection measures are maintained and that all personnel are wearing proper Individual Protection Equipment (IPE).

(2) Ensure watch bills are reviewed and submitted to the division officer for approval.

(3) Ensure incidents requiring reports are promptly completed and submitted for review.

(4) Ensure all HSBs are inspected at the beginning of each shift and upon return from underway, and accurately record and submit all findings on the HSB Pre/Post-Underway Checklist, appendix C.

(5) Ensure all non-mission related harbor security boat movements are in continuous communication with Port Operations.

(6) The LCPO will be assigned as the Program Manager of the HSB Petty Officer (HSBPO) program. The Program Manager responsibilities include:

(a) Assign one person to each HSB as the HSBPO.

(b) Conduct training for the HSBPO.

(c) Monitor the HSBPO program ensuring all duties are performed and HSBPOs understand their responsibilities.
c. **Leading Petty Officer.** Reports to the HPU Chief concerning all operational and administrative matters. Acts as the Chief in his/her absence. Responsible for:

(1) Supervising the patrol section and daily operational and training evolutions.

(2) Administrative functions and ensures all logs and forms are up to date and accurate.

(3) Processes all HPU administrative requirements.

(4) Assigned as the HPU Watch Bill Coordinator.

d. **Division Training Officer.** Directly responsible to the Security Department Training Officer and HPU LCPO for all HPU requirements including safety issues, inspections, and self-assessments in accordance with reference (a). Responsibilities include:

(1) Plan, schedule and implement training programs and requirements.

(2) Schedule and submit the annual training plan to the LCPO for approval.

(3) Schedule and submit monthly and weekly training plans.

(4) Submit short and long term training plans and reports to the Department Training Officer.

(5) Schedule and de-conflict the Guard Mount and monthly training plans.

(6) Review and revise training materials, tests and practical training as necessary.

(7) Develop evaluation methods to ensure objective attainment.

(8) Ensure all personal weapons qualifications are current and coordinate required weapons qualifications.

(9) Schedule and conduct drill scenarios.
(10) Receive and verify all training muster sheets. File and record appropriate qualification information in individual training records.

(11) Coordinate HPU school assignments with the Security Training Division.

(12) Maintain and update all training files and instructions.

e. HSB Maintenance Readiness Coordinator (HMRC). Region/Installation Port Operations organizations are typically responsible for maintenance of HSBs. This requires close coordination between the HRMC and the Region/Installation Maintenance Manager. The HMRC is directly responsible to the HPU Division Officer for coordinating with Port Ops the scheduling, tracking and emergent maintenance on all HSB hull and engineering components, as well as trailers and associated systems. The HMRC will:

(1) Ensure routine and emergent maintenance is completed for all engineering and hull equipment to include outboard and diesel engines, outdrives, water-jets, generator sets, fendering systems, potable water systems, marine heads and holding tanks, electronics to include VHS radios, radars, global positioning systems, lights, and sirens/hailing devices of all patrol craft assigned to the HPU.

(2) Ensure repairs and maintenance on HSBs are completed.

(3) Report daily HSB mission readiness status to the CO or region security officer via the chain of command by using the HSB Status Checklist (appendix D) to complete the daily HSB Status Report (appendix E).

(4) Function as a direct liaison between HPU and Port Operations Maintenance Organization (Port Ops), or contract maintenance organization.

(5) Ensure HPU assets are delivered to and received from Port Ops in timely manner.
(6) Provide training to all HPU Coxswains to ensure complete and accurate HSB discrepancy reporting, and support effective trouble-shooting of deficient equipment.

(7) Maintain vessels and dock spaces at a high degree of cleanliness and smart appearance.

(8) Ensure HPU assets are properly equipped for safe navigation.

(9) Where HPUs are responsible for maintenance and not overseen by Port Ops, ensure factory service schedules and certified technicians are utilized to prevent voiding engines and equipage warranties. Coordinate outside technical assistance as required.

(10) Maintain ready stock of all safety equipment.

(11) Review all submitted HSB pre/post underway check lists and discrepancies for completeness and accuracy and forward to Port Operations. Maintain a copy and forward the original documents to Port Operations or the designated maintenance organization for inclusion in the HSB Maintenance Data Book (BMDB).

(12) Develop and implement foul weather plans to secure or stow HSBs based on sea state, inclement weather conditions.

(13) Research, write and submit recommendations to Port Operations for Liaison Action Requests (LARs) and Boat Alterations as required.

f. **Section Leader.** Reports to the Security Department Watch Commander concerning all HPU patrol matters. Reports to the HPU LPO concerning all administrative matters. Responsible for:

(1) Conducting Guard Mount. A formal shift turnover will be held daily.

(2) Maintaining accurate logs and reports.

(3) Proper preparation and operation of his/her watch section, including HSB sounding and security checks as required.
(4) Proper training and readiness of the section.

(5) Military bearing/appearance of the watch section.

(6) Maintaining section watch bills.

(7) Inspecting work spaces for cleanliness.

(8) Conducting equipment inventory.

(9) Performing on the job training for newly assigned personnel.

g. Field Training Officer (FTO). The watch section FTO is directly responsible to the Section Leader for ensuring required training is accomplished and documented. Responsibilities include:

(1) Coordinate short and long term training plan requirements with the Division Training Officer.

(2) Conduct sectional Guard Mount training. Approximately 5 to 10 minutes training session.

(3) Monitor the JQR/PQS qualification process of newly reported personnel.

(4) Assist the Division Training Officer with training record maintenance.

(5) Perform on the job training for personnel assigned to his/her section.

(6) Conduct and monitor sectional drills.

(7) Follow monthly training schedules and ensure training is complete, conducted safely and in accordance with published orders and instructions.

(8) Focus on patrol/law enforcement duties, sustainment training and mission requirements and duties.

h. HSB Training Supervisor (HSB TRASUP). The HSB TRASUP reports to the HPU Division Training Officer and has the following responsibilities:
(1) Provide Shore Installation Management Basic Coxswain Course Level 1 Coxswain PQS training.

(2) Provide training and oversight of Level I PQS completion and documentation.

(3) Facilitate coxswain refresher training as required.

(4) Provide training and oversight of Level II certification completion and documentation.

(5) Provide second class swimmer qualification test to assigned personnel.

(6) Complete all HSB TRASUP qualification requirements.

(7) The HSB TRASUP reports training results to the HPU Training Officer.

i. Division Safety Petty Officer. The Division Safety Petty Officer works directly for the HPU Division Officer. This is normally a collateral duty assigned to a senior petty officer. The Division Safety Petty Officer should be mature, highly motivated and exhibit exceptional capabilities and professionalism. Responsibilities include:

(1) Be thoroughly familiar with all safety directives and precautions concerning the HPU, conduct assigned mishap prevention training, and maintain appropriate records.

(2) Ensure Hazardous conditions are identified and implement practices to limit and mitigate hazardous situations.

(3) Maintain HPU safety bulletin board. Distribute safety information to HPU personnel.

(4) Conduct safety training at Guard Mount.

(5) Conduct safety inspections.

(6) Document and report unsafe practices and substandard conditions in accordance with section 1042 of this document. Provide recommended corrective actions.

j. Coxswain. The Coxswain is in charge of the security boat and the HSB mission execution. Coxswains shall be
certified in accordance with current orders and instructions. The coxswain has the authority to direct all boat and crew activities during assigned missions and to modify as required to provide for the safety of the boat and the crew. The coxswain’s authority is independent of rank and seniority in relation to all other personnel on board the HSB. Responsibilities include:

(1) The safe, orderly, efficient, and effective performance of the boat, crew and passengers during patrol.

(2) Thorough understanding of: United States Coast Guard (USCG) Rules of the Road, Standing Rules for the Use of Force (SRUF), Standing Rules of Engagement (SROE) (in accordance with reference (b)), use of Deadly Force, Escalation of Force (EOF), and weapons release authority.

(3) Ensure all equipment in accordance with the Table of Allowance (TOA), Allowance Equipage List (AEL), IPE, and daily inspection sheet are onboard, inspected and in working order.

(4) Ensure crew members are properly wearing IPE.

(5) Boat condition and cleanliness.

(6) Ensure all crew members are qualified for the watch in accordance with training records, watch bill and guard mount.

(7) Remain on the patrol craft and on station until properly relieved or directed by the Section Leader. Exercise use of slow and drift speed to maximize on station time, while considering impact of long term idling on engine performance. Periodic high speed runs should be planned during the patrol for training, random antiterrorism measures, or as best determined for engine types (diesel, 4-stroke or 2-stroke gas outboards).

(8) Remain vigilant for threats such as swimmers, watercraft and mines and make appropriate voice reports.

(9) Maintain positive control of the boat and crew. Non-qualified personnel or guests are not allowed onboard an HSB, unless specifically authorized by the HPU Division Officer.

(10) Conduct a safety brief concerning abandon ship and man-overboard procedures, weather forecast, IPE inspection, and life jacket storage locations, and SRUF/ROE to all personnel and approved guests authorized on board any HSB.
(11) Possess a thorough knowledge of the area of operations (including water-bound restricted areas), including Electronic Harbor Surveillance System (EHSS) coverage, known shoal waters, hazards, buoy locations, preferred channels, restrictions, watch stations, and changes that occur during periods of low or high tide and low visibility. All crew will be familiar with current Notices and Warnings to Mariners.

(12) Be familiar with local vessels that frequently operate in and around the operational area. Coxswains will be aware of all vessels authorized to enter the operational area.

(13) Conduct a pre/post-underway and boat status inspection utilizing the appropriate inspection check sheets in appendices E and F. All findings/discrepancies will be recorded and reported to the Section Leader.

(14) Prior to getting underway, review the HSB Daily Boat Status Report, recent Pre/Post Underway Check Lists, and Deck Log for the HSB. If additional information or research is required concerning the status of the HSB, confer with the HMRC and/or review the BMDB, if available.

(15) Observe the safe speed rule at all times with regard to visibility, sea state, weather, traffic, water depth, boat load, coxswain ability, water hazards, HSB handling characteristics, or any other limiting factor.

(16) Require the boat crew and all personnel embarked to comply with regulations concerning safety and conduct. All personnel will comply with the coxswains lawful orders (see appendix F) concerning the safe operation of the boat and/or the safety of passengers.

(17) Obtain a detailed mission briefing from the Section Leader at guard mount.

(18) Obtain permission from the Section Leader prior to departing for each mission.

(19) Patrol at a safe speed in the presence of moored/anchored ships and boats.
(20) Periodically check motor and/or generator overboard discharge, and accessible bilges and engine compartments while motor(s) is/are running.

(21) Ensure fixed and portable communication equipment is properly working and conduct radio checks prior to departing.

(22) Ensure CSW function checks are complete, weapons readiness is maintained in accordance with references (b) and (c), and that the weapon is in the correct weapons condition in accordance with the AT Plan.

(23) Maintain an accurate Deck Log, see paragraph 5063, appendix G.

k. Crew Member/Gunner. An HSB crewmember/gunner may be assigned to positions where the primary duties include working as a member of a security boat team, or manning a crew-served weapon to provide protective fire during HSB operations. Responsibilities include:

(1) Conduct functional check and operate small arms and crew-served weapons in accordance with references (b) and (c) (including required weapon mounts). As directed by the Installation AT Plan, maintain accountability and stowage of issued ordnance.

(2) Identify and track waterborne and subsurface threats.

(3) Maintain situational awareness of the threat, warning, and assessment security zones (for additional discussion see section 4010c).

(4) Be qualified in accordance with PQS/JQR.

(5) If the Coxswain becomes incapacitated, the crewmember will assume the responsibility as Coxswain. If situation permits (HSB is not in imminent threat or danger) crewman will render first aid to coxswain and make report to higher authority that he or she assumes duties as coxswain. If HSB is in imminent threat, or danger, crewman will make all efforts to neutralize threat or maneuver HSB out of harm’s way so that he or she can render first aid to Coxswain and make report to higher authority.
(6) Man the crew serve weapon in the event of an imminent threat/attack.

(7) Be responsible for mooring lines and boat cleanliness.

(8) Act as lookout.

1. HSB Petty Officer (HSBPO). Reports to the LCPO (HSBPO Program Manager) concerning all matters pertaining to the HSB program and the HSB assigned to him/her. The HSBPO program is intended to enhance marlinspike seamanship, instill pride and ownership and maintain a smart HSB appearance. This does not abrogate the responsibility for watch turnover cleanliness requirements. The HSBPO program is applicable to all HPUs. Due to the high degree of responsibility attached to this assignment, care must be exercised in selecting HSBPO candidates; ensure they possess sufficient ability, aptitude, personal integrity and motivation. Responsibilities include:

   (1) Be familiar with the particular type of HSB and its systems.

   (2) Perform daily and watch turnover inspections.

   (3) Cleanliness and field day duties.

   (4) Coordinate with the HMRC and maintain awareness of all scheduling requirements for routine and emergent maintenance, and HSB operational availability status.

   (5) Present assigned HSB during chain of command inspections.

1040. Required Reporting. Reporting will be accomplished through HPU respective command organizations. All personnel should be aware of the incident/mishap (including Judge Advocate General and Admiralty criteria), hazard, and training and readiness reporting requirements to meet OPNAV, United States Fleet Forces (USFF) Operations Order (OPORD) (reference (d)) and CNIC policies. The HPU Division Officer is responsible for ensuring that reporting information requirements are provided to the appropriate command department or division to meet established reporting timelines. Table 1-1, at the end of this section, provides an example of reporting requirements that the Installation (not the HPU) is responsible for completing.
Note: All reporting shall include distribution to the cognizant Navy Component Commander (NCC), USFF, CNIC, and cognizant REGCOM.

1041. Incident Reports (IR)

   a. Reference (e) directs that IRs shall be completed for all suspicious activity in and around U.S. assets, restricted areas, pursuit or intercept of personnel or watercraft, eviction of civilian watercraft or swimmers from Naval Protective Zones or from restricted military property, and other security related incidents. In addition to immediate voice reports to protected vessels and the NSF dispatch, IRs shall be submitted as soon as possible to the Section Leader. IRs consist of raw information on a validated or non-validated event, possibly - but not always - related to an actual threat. Initial and follow-on IRs are intended to support development of incident situational awareness (SA) and may be comprised of fragmented or incomplete information. If warranted, all required information will also be submitted in Incident Complaint Report (ICR) format to NCIS via the Consolidated Law Enforcement Operations Center (CLEOC) website.

   b. IRs document and disseminate potential threat information to appropriate military commands and government agencies. Security boat crews are capable of initial detection and assessment, and provide amplifying information for critical contacts of interest (CCOI) in the area of responsibility (AOR). Reporting contact information provides the controlling authority with data for tactical decision making and provides input to the intelligence picture for area surveillance and traffic pattern analysis.

   c. Vessel and surveillance operations require standard contact reporting procedures. Boat coxswains and surveillance assets shall report contacts using the following SALUTE format:

   (1) Size (number of, and size of craft)

   (2) Activity (what is the contact doing)

   (3) Location (include estimated course and speed)

   (4) Unit (name if visible, nationality, type of craft, uniform, make and number of personnel, decal registration
number, hull marking and identification number)

(5) Time (when last seen if a delayed report)

(6) Equipment (type of equipment, sensors and weapons)

d. When reporting location information, use geographic landmarks when communicating with other HSBs, as they may not have true bearing and chart plotting capabilities. Where installed, Electronic Harbor Surveillance Systems (EHSS) may provide additional contact location information.

1042. HSB Safety Reporting. The CNIC single system of record for documentation of operational incidents required by all subordinate command activities is the Enterprise Safety Application Management System (ESAMS).

a. ESAMS is linked to the Naval Safety Center’s Web-Enabled Safety System (WESS) for mishap reporting, Navy Training Master Plan System (NTMPS) for training (includes Navy Knowledge Online (NKO) and Total Workforce Management System (TWMS) data), National Fire Incident Reporting System (NFIRS) for fire and emergency services reporting, and Defense Civilian Personnel Data System (DCPDS) for personnel data tracking (includes supervisory and organizational data).

b. HSB Safety Reports will utilize CNIC’s ESAMS program to collect safety and hazard related information. At the deck plate, safety workplace inspections, self-assessments, industrial hygiene surveys, shipboard surveys, and appropriate afloat checklists will be completed in accordance with reference (a) and data will be input into ESAMS.

c. ESAMS collects and exchanges safety-related information including: demographics, individual training, mishap and near-miss incidents, unsafe or unhealthful situations, inspection results, medical surveillance tracking and monitoring, and IPE.

d. The following are examples of the kind of HPU incidents or hazards that should initiate an ESAMS submission. The list is not exhaustive and HPU and Port Ops leadership should articulate their reporting expectations:

(1) Identified short-falls in coxswain or gunner training continuum, capacity, or training access.
(2) Repetitive equipment or component failures that impact mission readiness or crew safety.

(3) Human factors impacting ability to execute mission such as fatigue, spatial disorientation, night vision, seasickness, heat stress, or cold weather exposure.

(4) Material condition and maintenance issues: high failure rate components, inadequate maintenance funding, design shortfalls, access to parts or repair/technician expertise.

(5) Operational incident that fall below mishap report thresholds: collision, soft or hard grounding, man-overboard, near-collision incident with non-Navy vessels.

1043. OPREP Mishap Reporting. The HPU’s command is responsible for special incident reporting in accordance with reference (f). The HPU Division Officer is responsible for understanding the reporting requirements and informing the command as necessary.
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Criteria</th>
<th>Method</th>
<th>Ref.</th>
<th>Examples of Reportable Event</th>
</tr>
</thead>
</table>
| Mishap Reporting      | Mishaps are unplanned events or a series of events, which interfere with or interrupt a process or procedure and may result in a fatality, injury, or occupational illness to personnel or damage to property. May meet Judge Advocate General reporting criteria (including Admiralty Reports). | Class A >$1M - fatality  
Class B >$200K, injury, disability  
Class C >$20K, injury, loss of work day,  
Damage to civilian property or injury | Voice and Electronic Report through ESAMS | OPNAV 5102.1D Ref. (g) | Event with ANY property damage, death or injury meeting criteria:  
- Grounding  
- Fire  
- Collision/Allisions  
- Loss of boat|
| Safety Reports        | All other identified events or hazards that do not meet Mishap thresholds where information is valuable if shared with community of interest or all Navy.                                                                 | All safety related events not covered by Mishap reporting listed above.                           | Voice and Electronic Report through ESAMS | OPNAV 5102.1D Ref. (g) | Electrical shock (no injury)  
Man-overboard (no injury) |
| OPREP Reporting       | The first indication to senior authority that an incident has occurred which will, or may, generate national level interest. National level interest is presumed where it is conceivable that the highest levels of Government will desire timely knowledge. | Significant security incident involving discharge of firearms | Voice and Electronic Report through ESAMS | OPNAV 3100.6J Ref. (f) | Event that may generate national interest:  
- Weapons discharge  
- Security related incident |
| UNIT SITREP           | Report to higher authority any incident that affects unit’s mission, but does not warrant an OPREP-3 report                                                                                                  | Unable to meet mission requirements                                                             | Report through ESAMS                 | OPNAV 3100.6J Ref. (f) | Any event that impacts ability to meet mission:  
- Lack of boat readiness  
- Training issues  
- Man overboard |
| Incident Reports      | Report, document and disseminate security incidents and potential threat information to appropriate military commands and government agencies.                                                          | Suspicious activity in and around U.S. assets.                                                   | Voice and Electronic report through Consolidated Law Enforcement Operations Center (CLEOC) | OPNAV 5530.14E Ref. (e) | Pursuit, Intercept, eviction of personnel, watercraft or suspicious activity |

Table 1-1
CHAPTER 2 TRAINING AND QUALIFICATIONS

2010. Crew Training Requirements Overview. Before operating a tactical boat in an operational capacity, crewmembers shall receive appropriate formal individual, unit-level, and practical training to master and sustain skills necessary to safely and effectively maneuver the boat and engage threats. Crewmembers shall attain basic qualifications and complete intermediate and advanced training as required in accordance with reference (h). Each security department will have an established and active training officer and FTO program.

2020. Crew Qualification Standards. HPU coxswains and crew/gunners will complete basic and advanced level training as stipulated in the following sections, and reference (h). Senior personnel in the chain of command, LPO and above, will complete advanced level training. Only qualified coxswains and crewmembers are authorized to operate HSBs during a patrol mission. Personnel under instruction are required to be under the direct guidance of a qualified Coxswain. At no time will a person under instruction be assigned to a watch requiring qualification. All personnel operating HSBs conducting security operation missions shall be qualified in the advanced tactical skills necessary to conduct waterborne security missions in accordance with reference (h).

2030. Curriculum Overview. The training curriculum for Coxswains and crew follow CNIC (N7) policy and include the formal courses listed below and corresponding PQS in accordance with reference (h). Afloat safety and occupational health training shall be provided in accordance with their duties and responsibilities. HPU Training officers will ensure that all training candidates meet required pre-requisites and complete CANTRAC and curriculum pre-screening certifications, appendix H. Additionally, the HPU Division Officer will ensure that all candidates are properly screened and meet all requirements.

2031. Level 1/Basic Boat Coxswain. To be qualified as a Basic Boat Coxswain or Level I Coxswain, personnel must complete one of three training pathways identified below and shown in Figure 2-1:

a. Attend Commander Surface Combat Systems (CSCS) 7M RHIB Coxswain course of instruction (K-062-0625) and complete the CSCS Small Boat Operations PQS (NAVEDTRA 43152 Series). Course location and dates can be found in the CANTRAC.
b. Complete the CSCS 7M RHIB courseware (K-062-0625) and CSCS Small Boat Operations PQS (NAVEDTRA 43152 Series) under the instruction of an Installation HSB TRASUP, or PQS qualifier. The PQS qualifier must be designated in writing by the CO.

c. Complete the Shore Installation Management Basic Boat Coxswain courseware (SIMBBC) (NAVEDTRA 43153) under the instruction of an Installation HSB TRASUP, or PQS qualifier. The PQS qualifier must be designated in writing by the CO. Completion of the SIMBBC course is highly recommended.

2032. Level II/HSB Coxswain. To be qualified as an HSB Coxswain, personnel must complete one of two training pathways identified below and shown in Figure 2-2.

   a. Attend Level II Coxswain Operations and Tactics COI (A-062-0050) and complete the HSB Operations PQS (43467 Series) under the instruction of the HSB TRASUP.

   b. Perform under the instruction of a qualified HSB TRASUP and complete the HSB Operations PQS (NAVEDTRA 43467 Series). This method is an interim option used to expedite reaching necessary manning goals and will expire on January 1, 2013. After January 1, 2013, all personnel who operate an HSB to conduct security operations must complete level II Coxswain Operations and Tactics COI (A-062-0050) and complete PQS under the instruction of the HSB TRASUP.

2033. Harbor Security Boat Training Supervisor (HSB TRASUP). The HSB Training Supervisor (TRASUP) Course of Instruction (COI) (A-062-0049) has been developed for CNIC personnel. The HSB TRASUP is an integral part of the CNIC effort to increase readiness for the HPU. The HSB TRASUP is designed to provide the level of knowledge, skills, and abilities required for planning, managing, and assessing daily HSB training for Navy Security Force personnel that are tasked to provide waterside protection for U.S. Naval Installations, U.S. Warships, and other designated High Value Assets (HVAs).

   a. NLT September 1, 2011, all HPU Installations shall have at least one HSB TRASUP onboard and qualified (in accordance with this guidance).

   b. To be qualified as an HSB TRASUP, personnel must complete the requirements below and shown in Figure 2-3.
(1) Completion of the HSB Coxswain requirements.

(2) A minimum of 100 documented underway hours of experience as a HSB Coxswain.

(3) Completion of the Center for Security Forces (CSF) HSB TRASUP COI (A-062-0049) and PQS in accordance with reference (h).

(4) Complete Navy E-Learning course CNL-IDCAP-1, Instructional Delivery Continuum (IDC) Apprentice, and the IDC journeyman certification (Figure 2-3). Both courses are located on NKO.

(5) The HSB TRASUP is responsible for all Coxswain training and reports qualification attainment to the HPU Training Officer.

2034. Training Guidance

a. Tactical experience hours are defined as actual hours underway and on patrols conducting tactical operations or conducting drills which employ tactics in accordance with Standard Operating Procedures (SOPs), Pre-Planned Responses (PPRs) and Navy Tactics, Techniques, and Procedures (NTTPs).

b. Personnel who operate HSBs and conduct security operations will also be qualified in advanced coxswain skills. Qualification as an HSB coxswain is shown in Para 2032 above and Figure 2-2.

c. Basic Boat Coxswain (Level I) qualification serves as the foundation for installation HSB training. Personnel qualified as basic coxswain upon receipt of this guidance will not be required to re-qualify. Final qualification must consist of a written examination and oral board. Regions and installations will qualify basic boat coxswains utilizing one of the three methods shown in paragraph 2031 above and in Figure 2-1.

d. After January 1, 2011, use of NAVEDTRA 43152 Series PQS will be discontinued. After January 1, 2011, only the SIMBBC PQS (NAVEDTRA 43153) will be used as the PQS qualifier for basic boat coxswains.
e. In accordance with reference (h), installation and region formal school training requirements for Level I, Level II, and HSB TRASUP have been assigned to Installation HSB detachments in Fleet Training and Management Planning System (FLTMPS). Requirements are subject to change and will be required to be monitored utilizing a FLTMPS account.

f. Regions and installations should have reached 33% of January 1, 2013 manning requirements by December 1, 2010.

g. Regions and Installations have until December 1, 2011 to reach and maintain 66% of January 1, 2013 manning requirements.

h. Regions and Installations have until December 1, 2012 to reach and maintain 100% of January 1, 2013 manning requirements.

i. Installations are required to report manning and training accomplishments via the Monthly Installation Training Report (MITR) and Regions will report to CNIC HQ via Monthly Region Training Summary (MRTS).

j. The above are minimum requirements. Installation COs may direct additional qualifications.

2035. HSB Training Continuum Management

a. Regions and Installations shall establish and maintain an HSB coxswain training program consistent with this instruction. They shall provide oversight, guidance and self-assessment in the implementation and sustainment of the HSB program that will create a greater number of trained and qualified HSB coxswains enterprise wide.

b. HSB training program and the HSB TRASUP will be assessed during Reliant and Citadel series exercises by ITT/RTT in order to ensure standardization, synchronization and alignment of HSB coxswain training.

c. Pre-requisites for all courses are listed in the Catalog of Navy Training Courses (CANTRAC) or FLTMPS. Region/Installation leadership and HSB TRASUPs are required to review and ensure compliance with pre-requisites for all HSB TRASUP and level II candidates.

d. TRASUP COI (A-062-0049) will convene twice a year with 12 seats per CLCVN.
e. Regions/Installations will provide funding for student travel/per-diem from Region/Installation CT program dollars.

f. Installations may request waivers and will be considered on case by case basis. Waivers shall be submitted by Installations, endorsed by Regions and approved/disapproved by the Center for Security Forces (CENSECFOR) Director of Training.

g. To ensure the best qualified candidates are in the advanced coxswain course, Installations must download applicable pre-screening information sheet in accordance with appendix H and ensure the student bring the original completed/signed copy to the first day of class attached to his or her orders.

2036. HSB Training Continuum CNIC (N3AT/N73) and Region Responsibilities. CNIC (N3AT) is responsible for the overall cognizance of HSB coxswain training. CNIC (N73) functions as an integrator between CNIC (N3AT) and the CENSECFOR, and provides training solutions.

a. CNIC (N3AT) shall:

(1) Identify HSB, and TRASUP training requirements.

(2) Ensure Commands maintain a sufficient number of qualified HSB coxswains and TRASUPS.

(3) Fund HSB TRASUP training.

b. CNIC (N73) shall:

(1) Maintain an up to date record of all qualified HSB coxswains and TRASUPS.

(2) Monitor, evaluate and assess the training effectiveness of the provided solution.

(3) Ensure all TRASUP training material is current and updated as required.

(4) Monitor, evaluate, assess and align TRASUP effectiveness during annual training exercises and report findings/observations and trends to CNIC (N3AT).
c. Regions shall:

   (1) Solicit Installation nominees for HSB coxswain and TRASUP training and verify that individuals meet the minimum established requirements.

   (2) Request school seats via CANTRAC.

   (3) Enter the names of all nominees in CANTRAC at least 14 days prior to the convening date of the scheduled class.

   (4) Manage the number of qualified HSB coxswains and TRASUPs.

   (5) Report the number of qualified HSB coxswains and TRASUPs in the Monthly Region Training Summary (MRTS).

   d. Commands are responsible for scheduling individuals to attend the necessary training and for ensuring nominations are submitted in a timely manner. COs are responsible for ensuring all nominations meet the minimum requirements. If the HPU is a region asset, the N3AT is responsible for ensuring all nominations meet the minimum requirements. Nominations that arrive for training without having met the minimum requirements will be returned to their command.
REGIONS AND INSTALLATIONS WILL QUALIFY BASIC BOAT COXSWAINS UTILIZING ONE OF THE FOLLOWING THREE METHODS:

   AND
2. Complete PQS IAW Navedtra 43152 F. Course location and dates can be found in CANTRAC.

OR

1. Perform under the instruction of the Installation HSB TRASUP or PQS qualifier using CSCS 7M RHIB Courseware (K-062-0625).
   AND
2. Complete PQS IAW Navedtra 43152-F PQS qualifier must be designated in writing by the Commanding Officer.

QUALIFICATION AS HSB COXSWAIN CAN BE ATTAINED UTILIZING ONE OF THE FOLLOWING TWO METHODS:

   AND
2. Complete PQS IAW Navedtra 43467 Series

OR

1. Perform under the instruction of a qualified HSB TRASUP.
   AND
2. Complete PQS IAW Navedtra 43467 Series
   (This method is an interim option that will be used to expedite reaching necessary manning goals and will expire on January 1, 2013)

Note: After January 1, 2013, all personnel who operate an HSB to conduct security operations must attend Level II Coxswain Operations and Tactics COI (A-062-0050) and complete the PQS IAW Navedtra 43467-1 under the instruction of the HSB TRASUP.

Figure 2-1
Basic Boat Coxswain Qualification

Figure 2-2
HSB Coxswains Qualification
2037. **Job Qualification Requirements (JQR)**

   a. JQRs provide commands the flexibility to satisfy a specific qualification requirement where PQS does not exist. When a qualification requirement shortfall exists, JQRs may be developed to fulfill immediate qualification requirements.

   b. CNIC has the Type Commander responsibility for reviewing JQRs. Regions and installations will forward all JQRs currently in use via the chain of command to CNIC (N73).

   c. CNIC will determine if the JQR is applicable within similar HPUs. CNIC will coordinate with CENSECFOR in determining force-wide or multi-unit applicability and PQS development or inclusion.

2038. **Crew-Serve Weapons (CSW) Qualifications.** All personnel assigned to the HSB as a Gunner will be CSW qualified for the weapon assigned as per the command’s antiterrorism plan, and in accordance with reference (c).

2039. **Navy Small Craft Insignia.** All assigned personnel are encouraged to attain Navy Small Craft qualification. This program provides crew members with relevant professional
expertise that enhances mission performance and career progression.

a. In accordance with reference (i), the CO is authorized to award the Small Craft Insignia to junior officers and petty officers who complete all qualification requirements.

b. At a minimum, the following requirements must be completed prior to awarding the Small Craft Insignia:

(1) Level I Coxswain and PQS

(2) Level II Coxswain course and PQS

(3) Minimum 6 months in a billet serving as an HSB coxswain

(4) Completion of Small Craft Designation Board

(5) Installation HPU JQRs

(6) Oral Board (membership designated by the CO)

2040. Other HPU Crew Qualifications. In addition to HPU mission specific qualifications, assigned personnel are required to meet all other rating and sustainment training requirements as per guidelines provided by the Security Department Training Officer. Personnel assigned to an HPU are required to be Second Class Swimmer qualified and to re-qualify as second class swimmer every five years. Practical swimmer training should be considered when developing sustainment training and short term/long term training requirements. The HPU should have a sufficient number of personnel qualified to administer the Second Class swimmer test, in accordance with reference (j).

2050. Other HPU Crew Training. Personnel attend all annual, sustainment, General Military Training (GMT) and qualification training during sectional training sessions. All training requirements are coordinated and scheduled by the FTO according to the monthly and long term training plans.

2060. Operating Area Rules and Familiarization. At a minimum, all crew members will undergo annual operating area
familiarization refresher training to maintain awareness to changes in the waterfront operating environment, including standing Installation and Region AT plans and the established security posture of all forces in the harbor. Daily operational changes (e.g., changes of Force Protection Condition (FPCON), AT plan, ship movement, etc.), will be part of pre-mission briefing and debriefings.

2070. Crew Training and Readiness Reporting. Installation and Region training readiness requirements are in accordance with reference (h) for Coxswain and HSB TRASUP training and qualification. Installations and Regions will develop training plans and execute crew training to meet the required Level I, II, and HSB TRASUP qualification requirements. Training reports will be provided in accordance with the CNIC Shore Readiness Training Plan.

2080. Annual Training. Training plans must be coordinated as early as possible to eliminate conflicts between training and operational requirements.

a. References (h) and (j) provide annual sustainment training requirements. Additional guidance and training material that support reference (j) requirements are provided on NKO.

b. The annual training plan, January 1 – December 31, will be developed by the HPU Training Officer, approved by the HPU Division Officer and forwarded to the Security Department Training Office prior to commencement.

c. The HPU Training Officer will participate in the Security Department’s Planning Board for Training to coordinate all training and exercises. Drill scenarios will be developed to simulate expected threat scenarios and train HSB crews to meet AT plan pre-planned response requirements.

d. The training plan will include as a minimum:

(1) Guard Mount training
(2) Monthly training
(3) Sustainment training
(4) General Military Training
(5) Rating common core training

(6) Firearms qualifications

(7) Monthly, quarterly and annual exercises

2100. **Safety.** Instructors will minimize risks and hazards by adhering to all applicable ORM and safety standards while conducting classes/training. Instructors will identify potential hazards and take appropriate action to mitigate or correct the problem. Identifying the hazards and risks prior to the commencement of exercises will ensure the safe completion of the activity free of any unwanted incidents. Safety training includes information provided in the Afloat Safety Officer Course (A-4J-0020), Safety Program Afloat Course (A-493-2099), Submarine Safety Officer Course (F-4J-0020), and/or Hazardous Material Control and Management Technician (HMC&C) Course (A-322-2600 or A-3232-2601).
CHAPTER 3 GENERAL OPERATING PROCEDURES

3010. **General.** In accordance with reference (e), HSB requirements are driven by the criticality of the operational asset to be protected. Installation and Region HPU requirements are in accordance with the Installation AT-Plan, Component Commander operational orders (OPORD) and OPNAVINST 5530.14 series guidance.

3020. **Watch Bills, Crew Qualification, Currency, and Proficiency.** Watch bill scheduling shall consider mission requirements, crew qualifications, currency and proficiency, and environmental conditions.

3030. **Crew Composition**

   a. In accordance with reference (e), each HSB will be validated for a minimum of at least two personnel. Additional crew manning may be validated based on additional Component Commander OPORD requirements. Patrol boats will be validated based on the assets to be protected and the waterfront area to be patrolled. Additional manning requirements may be directed by the REGCOM or CO, based on mission requirements.

   b. For watches or missions where multiple HSBs are underway, a Mission Commander will be designated. The Mission Commander is an assigned mission specific authority. The Mission Commander is the tactical on-scene commander for HSB security assets and will coordinate their response until relieved by higher authority.

   c. The Coxswain is in charge of the HSB and crew during all underway operations.

   d. For HSB missions that require extended single boat operations, consider providing a boat engineer as supplemental crew.

3040. **Operations Schedule**

   a. Harbors with home-ported priority A, B, or C assets present shall have a minimum of two boats in the water and available 24-hours per day, 7-days per week.

   b. Waterborne patrols are required 24 hours per day, 7 days per week.
(1) For Installations with priority A assets, at least one patrol will be continuous.

(2) For Installations with priority B and C assets, patrols may be random during FPCONs Normal and Alpha. Security patrol craft must be in the water (crew nearby) and ready to get underway immediately. COs will determine the frequency of the random patrols at FPCON levels below Bravo.

(3) FPCONs Bravo and higher require continuous patrols whenever priority A through C assets are present. Installations hosting priority A or B assets shall berth assets within barrier system (where installed, and as directed by applicable AT plans) and have an HSB dedicated to those piers/areas berthing the high-value unit(s). The establishment of security zones will take into account the number of high value assets, geographical layout, barrier availability, and the response capability of HSB assets. Where high-value units are not contiguous, each area must have a dedicated HSB. For harbors without home-ported ships, specifically Naval Weapons Stations, waterborne patrols may be validated dependent on the number of days combatant ships are pier-side.

c. The Section Leader is responsible to provide formally qualified crew on mission capable HSBs to meet AT plan security requirements. Mission Go/No-go criteria should be limited to issues that pertain to crew safety/weather or boat readiness.

d. Establishment of Go/No-go criteria for HSB operations is dependent upon a number of factors: coxswain skill/ experience, environmental/weather conditions (sea and wind state) and the specific boat performance capabilities. All factors have a significant impact on ORM/safety. In general, HSBs are able to safely operate in Sea State 3 and survive Sea State 4 conditions. Maximum, safe, or optimum speed for any particular boat is dependent on a combination of factors, including mission, passengers, loading, environmental conditions, visibility, boat condition, hull-form and propulsion system power. COs should consider weather impacts to mission effectiveness when making Go/No-go decisions.

e. Although not included in the MPV-P process – and only if assets are available – in addition to reference (e) requirements, a mission-ready standby HSB should be considered to meet daily operating, emergent, and FPCON escalation requirements.
3050. Crew OPTEMPO/Crew Rest. Crew scheduling should take into account boat size, environmental, and physiological factors. HPU boats are classified as Force Protection (FP) Small, Medium, and Large. Excessive underway times increase the potential for a loss of situational awareness/attentiveness and results in reduced mission readiness. Mental/physical fatigue is the leading factor in small vessel mishaps.

a. The following underway standards are established:

<table>
<thead>
<tr>
<th>Boat Size</th>
<th>Maximum Underway Hours for Sea States</th>
<th>Rest Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seas &lt; 4 ft.</td>
<td>Seas &gt; 4 ft.</td>
</tr>
<tr>
<td>40' and Above</td>
<td>10 hrs.</td>
<td>8 hrs.</td>
</tr>
<tr>
<td>FP Medium and FP Large - 30’-39’</td>
<td>8 hrs.</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>FP Small - Less than 30’</td>
<td>8 hrs.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Table 3-1

Notes:

(1) Maximum hours within a 24-hour period.

(2) Heavy weather is defined as seas and swell conditions combining to exceed 8 feet and/or winds exceeding 30 knots.

(3) Time spent at a sheltered anchorage can reduce the maximum underway hours for crew on watch by 50 percent. Time at a sheltered anchorage need not be counted for crew not on watch.

(4) A minimum of 10 continuous hours of crew rest (unscheduled) is required in every 24-hour duty period.

b. Alcohol use impairs physical reaction time and coordination, causes drowsiness, or results in an overconfident attitude. Crewmembers that knowingly get underway while under the influence of alcohol put themselves and others at risk. Alcoholic beverages will not be consumed within eight hours prior to assuming duties or watches. Prior to assuming duties/watches all crewmembers will be free from the debilitating effects of alcohol.
3055. **Day/Night Scheduling Requirements.** Personnel that have not stood the night Coxswain watch for 30 days or more will be required to undergo familiarization training as follows:

   a. Crew members’ first watch assignment following a 30-day period in a non-watch (TAD, Leave, sickness or off-water training) status will not be scheduled on the night watch bill as an HSB Coxswain. In order to be re-assigned as a Coxswain, they will be scheduled as a crew member, or Coxswain under instruction for one watch, day or night, for watch currency/re-familiarization training.

   b. Personnel in excess of 60 days in a non-watch status must undergo one watch as a Coxswain under instruction prior to being assigned to the watch bill as a qualified Coxswain.

3060. **Watchbill**

   a. The watch bill is written by the HPU Watch bill Coordinator who is normally the HPU LPO, and is approved and signed by the HPU Division Officer, or designated representative. The watch bill:

   (1) Is written on a monthly basis.

   (2) Will designate each person by name, rank and the specific watch assigned.

   (3) Will be based on mission requirements, personnel availability, and completed qualifications. Qualification completion date will be annotated on the watch bill for each individual assigned.

   (4) Will list special mission, evolution assignments.

   (5) Will consider environment and OPTEMPO issues.

   (6) Will delineate Coxswain and Mission Commander assignments.

   (7) Will indicate the qualification status of persons assigned to the watch bill and projected rotation date (PRD); Q-qualified, U-under instruction. The Watch bill Coordinator will routinely verify the qualification status of assigned personnel.
b. **Changes.** Watch bill changes must be approved by the Division Officer, Division Chief, or designated representative.

c. **Under Instruction Watches.** Personnel may be assigned to the watch bill as an “Under-Instruction” watch. At no time can a person in an under-instruction status be assigned to a qualified security watch billet. Under-instruction watches are assigned in addition to validated watches. Night time under-instruction Coxswain watch scheduling should take into account currency, proficiency and qualification progress.

3070. **Individual Protective Equipment (IPE).** All embarked personnel will wear the following safety equipment:

a. **Personal Floatation Device (PFD).** A USCG approved Type I, II, or III PFD will be worn at all times (including inside the cabin) by personnel while underway. PFDs should provide sufficient buoyancy to off-set tactical gear, including body armor (if not buoyancy-neutral).

b. **Distress Marker.** All crewmembers and embarked personnel will carry a distress marker (Chemical Light, Infra-Red Strobe) on his/her person while underway.

c. **Flashlight.** A waterproof flashlight will be carried by each crewmember during night shifts.

d. **Whistle.** A whistle will be attached to each crewmember’s lifejacket.

e. All personnel assigned to a boat for security force duties or as members of the boat crew will have available to them the proper safety equipment, including body armor, helmets, PFD and CBR equipment (MOPP gear, in accordance with AT/EM Plans), as issued.

f. **The Coxswain will attach the ignition kill switch to himself/herself.**

g. **Extreme cold weather gear (anti-exposure or dry suit) shall be onboard the HSB for each crew member prior to getting underway with water temperatures below 50 degrees Fahrenheit. Cold weather gear shall be properly fitted for each crew member. Refer to chapter (3) paragraph (3105a) for further guidance.**
3080. Guard Mount. Guard mount standardizes the watch turnover between oncoming and outgoing personnel. A thorough guard mount is the foundation for establishing the proper mindset in watch standers. The Section Leader must be completely familiar with all matters directly related to the watch and ensure all personnel are briefed and fully prepared to assume duties. Appendix I provides guard mount procedural guidance.

3090. Operational Risk Management (ORM). COs and Security Officers will establish an ORM program by implementing a risk management process, using reference (k).

   a. ORM will be an integral part of the overall decision making process. The ORM program will identify hazards, assess risks, and implement controls to reduce the risk associate with any operation. In assessing risk, HPU operations must consider boat operations, weapons handling, environment (including oil spill and marine mammal awareness (in accordance with reference (l)), and mission. The risk management process shall be embedded into unit organization, operations, systems, culture, and individual behaviors.

   b. Risk management efforts shall be identified in all AT plans. Risk assessment codes (RAC) developed from the risk matrix (see Table 3-2 below) will be used to consistently assess hazards, and quantify and prioritize risks.

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>PROBABILITY</th>
<th>A Likely, frequently</th>
<th>B Probable, Several times</th>
<th>C May occur, sometimes</th>
<th>D Unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Death, Loss, Damage</td>
<td>1=Critical Risk</td>
<td>1</td>
<td>2=Serious Risk</td>
<td>3=Moderate Risk</td>
<td>4=Minor Risk</td>
</tr>
<tr>
<td>II Severe Injury, Damage</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4=Minor Risk</td>
<td></td>
</tr>
<tr>
<td>III Minor Injury, Damage</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5=Negligible Risk</td>
<td></td>
</tr>
<tr>
<td>IV Minimal threat</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Table 3-2
3100. Inclement Weather Criteria

a. The Coxswain is responsible for the safe operation of the HSB, and the safety of all embarked crewmembers.

(1) Weather forecast shall be checked prior to getting underway, and periodically checked during the watch.

(2) While on patrol, the coxswain shall determine if heavy seas or inclement weather present a danger to HPU assets and/or personnel.

(3) If the weather conditions are dangerous, the Coxswain shall notify the security chain of command (Section Leader, Watch Commander, ATTWO) of the conditions and request permission to return to HPU.

(4) During inclement weather, if the HSB is returned to the HPU, the ATTWO will notify all local ships of the change in the security posture.

(5) When weather improves, the Coxswain will notify the chain of command and resume patrols immediately. The HPU will notify all local ships that the HSBs have returned to their assigned patrol zone.

(6) Weather conditions will be briefed at guard mount.

b. Weather extremes affect mission capabilities and crew endurance. Normal on-station time may be reduced by weather extremes. Weather conditions which impact operational capabilities may require COs to alter warning zones, hours of coverage, on station assignment or the number of boats and crews assigned to waterborne FP.

c. Small Craft Advisories are warnings issued by the National Weather Service for coastal areas where wind states have reached, or are expected to reach within 12 hours, a speed marginally less than gale force (25-38 mph, forces 6 or 7 on the Beaufort scale). Though not prohibited, operations during Small Craft Advisories must closely monitor weather conditions and apply ORM and common sense to preclude dangerous situations.

(1) The threat of capsizing an HSB posed by high wind is most easily diminished by observing the Safe Speed Rule. If wind speed increases the Coxswain will lower their operating speed,
notify the Watch Commander and request further operational guidance.

(2) When notified that a hurricane/typhoon is imminent, either 24-hours before the hurricane or as soon as directed, the Harbor Security Boat will be removed from the water, put on a trailer, and relocated to a designated shelter.

3101. Low Visibility. Fog, haze, sandstorms, and heavy rain are considered low visibility situations. The Coxswain must obey the following safety rules:

a. In accordance with reference (m), Rule 6, Safe Speed Rules, will be observed (see section 3190). Lower visibility requires slower operating speeds. Recommend use of a “DO NOT EXCEED XXXX RPMS DURING NIGHT TIME AND LOW VISIBILITY OPERATIONS” placard at vessel helm.

b. If traveling out of a protected harbor, to the maximum extent possible, vessels should be equipped with operational radar for navigational use.

c. In accordance with reference (m), Rule 5, Steering and Sailing Rules, post crewmembers as lookouts.

d. The use of spotlights at night is authorized and encouraged. Care should be taken to avoid shining the light directly on ship’s watch standers, pier sentries, or other HSBs. In the event of fog and sometimes rain, the use of a spotlight may cause the light to shine back on observers, possibly hindering safe lookout efforts.

3102. Lightning/Electrical/Thunder Storms. If at any time an HSB crew observe lightning or hear thunder, they must immediately notify the chain of command. Reference (n) contains the following listing of DoD and National Weather Service warning terminology and criteria.

a. Thunderstorm Condition II (TC-II): Severe thunderstorms are within 25 NM, or expected within 6 hours; associated lightning is within 10 NM. When TC-II is set: identify post securing procedures; identify Thunderstorm Condition I (TC-I) HSB safe-haven/shelter location and appropriate compensatory measures to offset the waterborne watches; actively monitor weather conditions.
b. Thunderstorm Condition I: Severe thunderstorms are within 10 NM, or expected within 1 hour; associated lightning is within 5 NM. When TC-I is set: consider executing post securing procedures in accordance with local policy; dispatch HSBs to the identified shelter location and set compensatory measures.

c. To ensure the safety of all HPU personnel, when determining post securing and compensatory measures, COs shall use all available weather information, sound judgment and review local precautionary measures to maintain a sufficient force protection posture.

3103. High Sea State. No other factor affects the operation and maneuverability of HSBs more than high sea state. Sea State table is provided in Section 3050. The following rules will be observed:

a. As a Coxswain encounters increasing sea state, they must update the Watch Commander. Chain of command will notify Port Operations, as necessary.

b. As sea state increases, Coxswains will observe the Safe Speed Rule. All attempts should be made to prevent the HSB from becoming airborne.

c. If the Coxswain deems necessary, request permission from the Watch Commander or designated representative to move the gunner from the bow and have them seated to avoid injury. Permission is required due to the change in the security posture.

d. Secure loose equipment. If the HSB is not en route to or maintaining a watch station, it is up to the Coxswain’s discretion to stow ammunition canisters to prevent loss or injury.

3104. Rain. Heavy rain threatens to reduce visibility and may cause an HSB to take on water. If during periods of heavy rain an HSB’s bilge pumps are either not working or pumping at insufficient rates, the Coxswain will execute flooding procedures listed in chapter 6, paragraph 6100, notify the Watch Commander, and request a relief boat on station. If a relief boat is unavailable or cannot be expedited, the Coxswain will maneuver the HSB so not to become a hazard to navigation. To continue operations during the rain, ensure cabin windows are
closed, don rain gear, cover weapons, and consider moving the Gunner into the cabin.

3105. Extreme Temperature Operations. Both severe heat and cold conditions must be taken into account when scheduling crew operational tempo. Additional IPE may be required to ensure mission readiness and mitigate operational risks (camel backs, cool collars, cold weather gear, etc.). Persons involved with extreme temperature operations shall be informed of the appropriate safety hazard and control measures to prevent cold or heat stress during Guard Mount.

   a. Cold. Crewmembers must be aware of the signs and symptoms of cold exposure and the dangers of prolonged exposure to extreme cold temperatures, which include hypothermia, frostbite, and dehydration. Consistent with reference (o) and USCG policy, anti-exposure gear will be used by HSB crewmembers during extreme cold weather when a significant risk of water entry exists. Average winter month water temperatures range from 37 to 73 degrees in the Northern coastal waters. In 37 degree water the average survival time with anti-exposure gear is 30 to 60 minutes. COs must consider all factors when establishing the type of Anti-exposure suit (i.e., “Mustang” suit/commercial equivalent, dry-suit or as delineated by TOA) required for their operational environment: location, local sea surface water temperature, patrol zones proximity to shore line or piers, over the horizon mission requirements, and single boat patrol missions. The following policy reflects general HPU requirements:

   (1) Anti-exposure suits and thermal liners will be worn when the surface water temperature is 50 degrees F or below.

   (2) Anti-exposure suits and thermal liners will be worn if the outside air temperature is 32 degrees F or below (wind chill factor corrected).

   (3) Use of anti-exposure gear with surface water temperatures between 51 and 60 degrees F is at the discretion of the CO or DIVO if delegated.

   (4) During operations with water temperature below 60 degrees F, all HSB crews should have onboard and available, quick donning anti-exposure suits.
(5) Adequate hydration (may require up to 0.5 liters per hour) depending on the work activity at frequent intervals.

b. Heat. Crewmembers must be aware of the signs and symptoms of exposure and the dangers of prolonged exposure to extreme heat and sun including sunburn, dehydration, heat cramps, heat exhaustion, and heat stroke. Preventive measures include:

(1) Limited exposure to direct sunlight, use of sun screen lotion with high SPF, use of protective clothing (hats, long sleeves, sun glasses).

(2) Adequate hydration (may require up to 0.5 liters per hour) depending on the work activity at frequent intervals.

(3) Crew rotation between interior and exterior posts.

(4) Providing adequate hydration and shelter for those crewmembers experiencing signs and symptoms of heat stress.

3120. Communications. A simple, understandable communications plan is essential to effectively execute any mission.

a. The communication plan is normally included in a Navy Component Commander (NCC) or numbered fleet Communication OPTASK plan.

b. If not defined by a Communication OPTASK, the Communication plan should be based on the operations and administrative plans that it supports and describe how units will communicate internally and with other security personnel and commands. It provides details on the use of radio circuits, channels, and frequencies and the overall operation of the communications network in the operating area.

3130. Command and Control

a. It is imperative that clear communications guidance is part of the Installation integrated AT plan at fleet concentration areas where there is a multitude of ships, command and operational chains of command. Patrols must be intimately familiar with all details of the AT plan and post orders, and comprehend their roles, responsibilities and authorities. A key element in mission execution is clear and concise command and control.
b. Figure 3-1 depicts the command and control (C2) for a notional CONUS fleet concentration area. OCONUS units and Installations are governed by standing operational orders and may differ. C2 emphasis is placed on unity of command and effort to maximize protection of critical operational assets.

Figure 3-1

Security personnel operating within the security zones must understand who else is supporting the mission, and what, how, and when they should communicate. HSBs will most frequently communicate mission status to the Watch Commander and/or ATTWO as directed in accordance with Installation and Region AT plans.

3131. CO. The CO has the inherent right of self defense and is responsible for the protection of all assets residing within the confines of their Installation, including ships pier-side. The Installation’s AT plan integrates all available assets in coordinated pre-planned responses.
3132. Antiterrorism Tactical Watch Officer (ATTWO). The ATTWO provides a watch properly positioned, manned, equipped and trained to direct the actions of the various AT forces and assets. The specific authority and advantages associated with the ATTWO position are:

a. Reports directly to the CO for all operational matters relating to AT.

b. Base-wide authority and tactical control of waterfront AT with 24/7 authority regardless if incident is waterfront or landward.

c. Responsible for the operational environment (pier enclave) from outer boundary of the waterside restricted area to the landward perimeter of the pier enclave. All units/elements within this operational environment are responsible to the ATTWO. This includes HSBs, Picket Boats (when necessary), and Afloat units within the RA.

d. Dedicated to mission of maintaining situational awareness (SA) over all security assets.

e. Develops SA and coordinates pre-planned responses to suspicious events and other hazards in accordance with post orders and the Installation AT plan.

f. Operating from the EOC or other operation centers designated by the CO, the ATTWO employs systems, sensors and people to gain visibility of multiple pier areas, HSB assets, and all key areas throughout the Installation. This capability enables a clear understanding of the response asset status and location, and includes the capability to communicate in order to reposition critical defensive assets. Additional duties and responsibilities include:

(1) Coordinates execution of the Installation security plan and ship security plans.

(2) Coordinates random antiterrorism measures (RAM), FPCON changes and verification with the Installation security officer.

(3) Responds to any water side threat.
(4) Fulfills centralized C2 requirement role per USFF OPORD 3300-09 (reference (d)).

3133. Chief of the Guard (COG). The COG functions as the primary tactical C2 node at the waterfront for a designated pier or multi-pier area of responsibility to include:

   a. All waterfront AT stations, including ships and HSBs, report to/through the COG when located within his designated area of responsibility.

   b. Requires more robust incident command/coordination training.

   c. Should be an experienced decision-maker.

3134. Watch Commander

   a. Acts as Initial On-Scene Commander if incident is landward.

   b. Provides support to the ATTWO at the waterfront when needed.

3135. Dispatcher (Regional or Installation level). The dispatcher directs the movement and assignment of land-based mobile patrol and emergency management assets. For AT related incidents, priority will be given to responding to the threat. COs will either empower their On-Scene Commander to provide direction to the Dispatcher to bring additional land-based response assets to bear and coordinate/integrate them into defending against the threat or ensure the Installation AT plan clearly explains the position and processes that will be utilized to coordinate/integrate and deconflict the use of these assets.

3136. Emergency Operations Center (EOC). Installations will activate the EOC as a result of any emergency situation or in accordance with the AT plan. A combination of clearly developed pre-planned responses (PPR) and well trained and exercised security forces will provide initial response in accordance with the CO’s orders.
3140. Communication Practices and Equipment

a. Communications systems used in tactical boat operations must meet DoD tactical communications requirements and Federal regulations that govern vessel communications.

b. Tactical Communications. Tactical radios are those used to communicate with higher headquarters, other military vessels, and military land and air assets. Encrypted communication capability requirements are specified by cognizant OPORDs.

c. Marine Communications. Marine radio sets, often called “bridge-to-bridge” radiotelephones, are designed for Rules of the Road deconfliction, vessel control, and communications with civilian boats and ships. Marine radio sets also provide civilian and Coast Guard emergency information.

3141. Radio Communications and Reports

a. HPU personnel will maintain and utilize radio communication capabilities. HPU personnel will continuously monitor all marine band radio channels and applicable NSF channels in accordance with the AT plan C2 guidance. Communication checks will be conducted with the Dispatcher at the beginning of the watch and every 30 minutes or as directed by local guidance.

b. Where secure communications are not used or cannot be established, COMSEC/OPSEC procedures must be in place as part of the COMM plan as directed by the Region or Installation. Examples include:

   (1) Daily changing of call signs

   (2) Authentication procedures

   (3) Execution matrices/checklists

   (4) COMM brevity, pro-words, and code words in accordance with reference (p)

3142. Call Signs. Radio call signs for HPU personnel will be assigned in accordance with security Installation AT Plan guidelines.
3143. **Hailing and Warning Procedures.** Proper hailing is the first step in assessing intent. Examples of initial, secondary, and final hails are shown below:

a. The initial hail is made on marine band radio when a CCOI is on a course that will take it in, or close aboard, the intercept zone. The initial hail should be on channel 16. If the CCOI answers, ask the CCOI to shift and answer on a working channel. If nothing is suspected, the hail is an informative friendly advisory containing four key points.

   (1) Who the CCOI is: 25-foot gray hulled fishing vessel on a course of 225 in the vicinity of pier 9.

   (2) Who the tactical boat is: This is U.S. Navy patrol boat Bravo One on your bow.

   (3) What the CCOI is doing wrong: Sir, just an advisory that on your present course, you will be entering a restricted area that extends 500 yards in all directions from pier 9.

   (4) What the tactical boat wants the CCOI to do: Request you alter your course to stay outside the area. Avoid giving rudder orders. This initial hail should leave no ambiguity that the CCOI is approaching a restricted area.

b. The secondary hail should be more forceful if the CCOI ignores the first hail, enters the intercept zone, or shows any sign of aggression: *Sir, you are steering your vessel into danger, alter your course away from this area immediately.* Secondary hail can be given on the radio or hailer.

c. The final hail should be given if the CCOI is entering the reaction zone or has displayed hostile intent (time permitting): *Stop your vessel now or you will be fired on.* Hails should be used in conjunction with levels of force and weapons commands. At all times, the operational commander must be kept informed of the present level of force, as discussed in the next section.

d. In the event of failed radio hailing attempts or for threats without radios (swimmers, divers, jet skis, etc.) crews can use alternative measures. Boat siren, flashing lights, hailer and high powered spot lights can attain CCOI attention. An Acoustic Hailing Device provides long range intelligible voice communication, the ability to shape CCOI behavior, and
determines intent while preserving tactical decision time and space.

3150. Pre/Post-Underway Checks/Checklist. To ensure that HSBs are fully capable of meeting mission requirements, and to maintain accurate boat status information, appropriate checklists and reports will be completed prior to getting underway, and at mission completion. The checklist will be submitted to the section Watch Commander. The Pre/Post-Underway checks for diesel and outboard vessels are provided in appendix C.

3160. Navigation

   a. The Coxswain will be familiar with navigational charts and the rules of waterways within their area of responsibility.

   b. The coxswain is responsible for the safe navigation of the HSB as well as the safety of the crew and is responsible for knowing the position of the HSB at all times. The coxswain must ensure that the current authorized allowance of nautical charts/e-charts/publications is correct and up-to-date. Paper charts should be corrected with the most recent USCG Local Notice to Mariners (NTM), updates are weekly and can be found at http://www.navcen.uscg.gov. Corrected charts should be reviewed and initialed by the HPU Division Officer.

   c. Personnel operating tactical HSBs shall comply with inland and international navigational rules. During combat or specific missions, coxswains may be directed and/or need to depart from navigational rules to execute the mission. Compliance with and departure from navigational rules shall be addressed during mission briefs prior to getting underway. Tactical HSB coxswains are not relieved of their responsibilities under the navigation rules when performing tactical HSB operations and must weigh the inherent risks.

3170. Fuel Requirements. Fuel levels must be maintained at a minimum of 50 percent to the maximum extent possible. Watch bill and mission scheduling should plan to support fueling operations based on local constraints including covering operational requirements with additional boats as necessary. All fueling operations will include required IPE, grounding wire, and fire extinguisher/suppression systems. Adequate precautions including a safety observer shall be implemented during any refueling operation and/or any hot work performed
onboard nearby a fuel storage area. Smoking is prohibited during fueling operations.

3180. **Turn-Over.** Upon completion of Guard Mount, the oncoming Section Leader will ensure a proper watch turnover is executed to include a thorough pass-down of watch events and prescribed special orders for the upcoming watch. If the off going Section Leader is not properly prepared to turn over the watch in accordance with this paragraph, the oncoming Section Leader will not accept the watch.

a. Coxswains are responsible for ensuring HSBs are returned ready to meet follow-on mission requirements (including fueling, collection, holding and transfer (CHT) pump-out, boat cleanliness, and writing HSB discrepancies). As OPTEMPO permits, the off going crew should conduct a fresh water spray down of the HSB. Post-underway checks will be completed and reported to the Watch Commander and the HMRC for required maintenance or servicing requirements. The post-underway check form will be submitted to Port Ops and a copy will be retained by the HPU. HSB discrepancies must be accurately and thoroughly described in order to provide maintenance personnel with adequate information to quickly troubleshoot and affect service or repairs.

b. On-water turn-over will be reported by radio to the Watch Commander. HSBs will report on-station, HSB status ("A"=FMC, "B"=PMC, "C"=NMC), and their return to base intentions (e.g., via fuel pier, CHT pump out, or wash down station).

3181. **On Station**

a. Boats must maintain a continuous security presence and minimize vulnerabilities that arise during watch relief, maintenance, and refueling. To ensure that a station is not left unprotected, additional time and boats must be allotted to permit crew turnover. This increases the time required for crews to be on watch, well beyond the boat’s on-station time.

b. To limit vulnerability and predictability, the crew relief should be staggered, and an additional boat should be used to keep the required number of boats on station.
3182. **Pier-side**

   a. HSBs improperly secured pier-side can lead to significant damage that requires high-cost repairs and/or replacement. Factors that account for damage to boats pier-side include the following:

      (1) Improperly secured to pier - including inadequate number of lines for heavy weather conditions and/or failure to account for tide range and surge potential.

      (2) Inadequate number and size of fenders.

      (3) Boat leaks/inoperable bilge pumps and lack of security watches to monitor bilge conditions.

      (4) Pilferage of electronics and other high value equipment due to unsecured cabins and poor oversight of controlled equipage.

      (5) Failure to move HSBs to safe anchorage in the event of extreme weather conditions.

   b. HSBs pier-side will be monitored 24/7 to ensure mooring line and fender integrity during changing tides and weather. Leadership oversight is the key to protecting valuable security assets.

   c. At a minimum, HSBs pier-side will be secured with a bow and stern line and two fenders. Spring lines will be utilized as necessary. Mooring lines will comply with NSTM or Boat Information Book requirements – where not indicated, boats will use a minimum of ½-inch diameter nylon line. Adding or doubling lines should be considered based on wind and current conditions.

   d. If watch-standers are unavailable to monitor a minor/slow leaking HSB (regardless of the presence of an operable bilge pump), the HPU Section Leader/Watch Commander will notify Port Operations and determine whether or not to remove the boat from the water. Any HSB with a significant leak should be removed from the water and repaired immediately.

   e. HSBs should only anchor in areas designated by the Port Operations Officer.
3190. **Night Operations.** A majority of the mishaps involving HSBs have occurred at night. Crewmembers should take into consideration the reduction in visual acuity and depth perception to ensure safe operations. As in day operations, all crew members are responsible to maintain vigilant lookout discipline.

   a. HSB crewmembers should provide a minimum of 30 minutes with low light conditions to allow for physiological vision adaptation for night operations. crews should utilize the lowest possible cabin light settings to maximize and maintain their night vision capability. crews should limit the use of bright white lights as much as possible.

   b. Reference (m), Rule 6, Safe Speed Rule, applies at all times: All HSBs “shall at all times proceed at safe speed so that she can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions.”

   c. A “half the speed, twice the caution” mindset should be observed until all crewmembers are fully acclimated.

   d. HPUs are recommended to specify operating guidance using a “DO NOT EXCEED XXXX RPMs DURING NIGHT TIME AND LOW VISIBILITY OPERATIONS” placard posted above the throttles. Rate of Speed should include weather conditions, visibility, traffic density, and environment backlighting conditions.

   e. Night vision devices can significantly enhance HSB crew situational awareness during night operations. Coxswains are not authorized to wear head or helmet mounted devices. If provided, crewmembers are authorized to utilize handheld night vision systems during HSB operations.

3200. **Light Procedures**

   a. HSB navigation lighting procedures will comply with reference (m), Lights and Shapes, underway lighting regulations. Lighting systems should be operationally checked prior to getting underway and without lighting, a HSB should be considered inoperable for any missions at night or where potential low visibility weather is forecast.
b. Lights will be exhibited from sunset to sunrise, and during such times no other lights will be exhibited that might be mistaken for navigation lights.

c. Lights will be exhibited from sunrise to sunset in restricted visibility and in all other circumstances when deemed necessary.
CHAPTER 4 HARBOR SECURITY OPERATIONS

4010. Harbor Patrol Unit. The primary mission of waterborne security forces and Harbor Patrol Units is to defend High Value Units (HVU) and other critical afloat assets. The mission requires maintaining situational awareness, detecting contacts of interest, assess/determine hostile intent as far from the protected assets as possible, and warn/deter or engage hostile entities. The HPU will monitor, patrol and restrict threat access by water to U.S. Navy assets moored or at anchor within designated Installation restricted areas.

a. The HPU will provide an overt visible patrol as a deterrent, with the capability to quickly and aggressively respond to, and engage emerging threat activity. The HSB will take appropriate actions to prevent attacks, damage or theft of U.S. Navy property. As a measure in the protection of critical assets, all HSBs are required to respond, challenge and investigate all potential threats and incidents within their assigned/jurisdictional patrol zone.

b. Employing a layered defense concept in accordance with standing AT plan guidance, security boats can determine hostile intent early due to their ability to interdict contacts at a tactically significant stand-off distance. HSBs will conduct random patrols of their assigned security zones in the inner and outer harbor areas as defined in Installation or Region AT plans. HSBs will vary patrol patterns to reduce predictability and position themselves to maintain situational awareness and minimize response time.

c. Waterborne defense in depth around afloat assets is established by developing engagement zones in accordance with references (q) and (r). U.S. Navy NTTP employs defense in depth through the use of assessment, warning, and threat zones. Installations shall coordinate response efforts with the USCG or host nation security forces. During such times the HSB crew should be aware of USCG or host nation defense zone nomenclature and how it corresponds to Navy defense in depth zones. Reference (r) describes USCG security zone nomenclature; assessment, intercept (warning) and react (threat) zones. COs should incorporate referenced guidance in AT plans to create zones large enough to determine hostile intent and, if necessary, engage a threat as far away as possible from protected afloat assets.
(1) Zones that provide greater than 500 meters of standoff allow for effective small boat engagement and prevention of standoff attacks from RPGs. Most Installations do not have restricted areas with this degree of standoff.

(2) Zone size is also dependent upon the capability, number of HSBs, the type and speed of potential threats. For example: with four boats on patrol, interdiction times will decrease, and designated zones for individual boats can be smaller.

(3) It will not always be practical to establish large defensive layers because of channel width, port size, traffic patterns, nearby friendly shore facilities, host nation (HN) restrictions and other considerations. For example, a HN may restrict U.S. security boat patrol zones to 200 meters around the anchored/pier-side ship so as not to interfere with commercial vessel traffic lanes; or a navigation channel in close proximity to a pier-side vessel may encounter operating limitations.

4020. Navy Tactics, Techniques and Procedures (NTTP). Security mission guidance is provided in publications residing in the library of NTTP. HPUs should include all relevant NWP, NTTP, and instructions as part of their tactical publications library for use as training references for assigned personnel.

a. NWP 3-07-2. Navy Doctrine for Antiterrorism/Force Protection. Reference (s) provides guidance to establish and maintain AT/FP programs to deter, detect, defend against, and mitigate terrorist attacks against U.S. Navy Forces.

b. NTTP 3-07.2.1. Navy Antiterrorism/Force Protection. Reference (q) provides TTP to deter, detect, defend against, and mitigate terrorist attacks against U.S. Navy Forces.

c. NTRP 3-07.2.2. Force Protection Weapons Handling Standard Procedures and Guidelines. Reference (t) provides afloat and ashore Navy AT forces with weapons handling procedures for all individual and crew-served weapons authorized for use.

d. NTTP 3-07.2.3. Law Enforcement and Physical Security for Navy Installations. Reference (u) is used by REGCOM, region security officers, COs, installation security officers, administrative staffs and naval security force personnel.
Provides TTP governing the conduct of physical security and law enforcement at Navy Installations. Outlines Navy policies and objectives including tools to organize, plan, train for, and implement effective and efficient physical security and law enforcement programs.

   e.  NTTP 3-10.1.  Naval Coastal Warfare Operations. Reference (v) defines standard naval TTP employed in vicinity of harbors and ports by Naval Coastal Warfare resources (NECC).

   f.  NTTP 3-20.6.29M.  Tactical Boat Operations. Reference (r) is used by tactical boat unit commanders, planners, and operators regarding baseline TTP to operate tactical boats. Provides detailed guidance on mission planning, tactical boat handling, patrol operations, asset protection, contact prosecution and communications.

4030.  Installation and Region AT Plans.  HSB PPRs must follow Installation or Region AT plans. The AT plan provides a comprehensive and coordinated response from all security assets to best protect critical operational assets within the operational environment. HPUs must be fully versed on required PPRs to meet Installation AT plans. AT plans should shape pre-mission briefing and include an overview of the security assets within the operating environment, command and control, and a review of PPRs.

4040.  Security Capability Requirements

   a.  Electronic Harbor Security Systems (EHSS).  U.S. Navy ports are supported by a robust security and surveillance system. The Installation and/or Region security leadership utilize these important tools to develop and maintain a common operating picture and develop situational awareness for all ashore, afloat and waterborne security personnel.

   b.  Harbor Security Boats.  U.S. Navy HSBs are the primary, and often the first, line of defense for the protection of critical operational afloat assets at U.S. Navy piers. HSBs are an important tool across the AT mission execution spectrum to detect, assess, warn/deter, and defend against waterfront threats. HSBs are provided to defend the critical operational assets moored within the waterfront restricted area of a U.S. Navy Installation.
(1) **Jurisdiction.**

(a) In CONUS or U.S. territories, HSBs have no law enforcement authority outside of the Installation’s designated waterfront restricted area.

(b) OCONUS, HSB jurisdictional authority is prescribed by Host Nation agreements.

(c) HSB operations outside of waterfront restricted areas or away from high value asset they are assigned to protect should not be part of normal operations. HSBs may respond to incidents outside of their jurisdiction, only in those cases where there are clearly established U.S. Government interest (preliminary response to incidents includes efforts to prevent loss of life, mitigate property damage and to contain or isolate any threat to safety).

(d) If HSBs depart the assigned patrol area, notification must be provided throughout the security chain of command to ensure necessary compensatory measures have been put in place to provide for the protection of critical operational assets. Emergent responses outside HSB jurisdiction require notification and close coordination with USCG, Port Authority, and local law enforcement marine patrols.

(2) **HSB Positioning.** HSB positioning within security zones should consider: FPCON, threat information, number of HSBs, barrier placement/type/ material condition/status, jurisdictional patrol zones, visibility, communications, response capability, HSB maneuvering room, evaluation of tactical environment, and PPR requirements in accordance with the Installation AT plan. HSBs are the primary defense capability for high value assets within the Installation port. For single HSB operations, careful consideration of the above listed factors should be made in deciding whether to place the HSB inside or outside the barriers.

(3) HSBs are provided to patrol assigned/designated Waterfront Restricted Areas and the critical assets within those areas. HSBs are not provided to Installations for patrolling the Installation waterfront perimeter away from the Waterfront Restricted Area(s). That portion of the Installation perimeter should be patrolled and defended with land-side security forces. Patrol of non-restricted area Installation waterside perimeters
with HSBs shall never be assigned as an additional mission to an HSB on patrol in a Waterfront Restricted Area.

c. Anti-Small Craft Barrier Systems (ASCB). Barrier systems provide a physical barrier on the waterfront, an unambiguous indication of intent, and are a persistent and capable deterrence and defense against waterborne threats. Barriers will normally be closed except to support ship’s movement, maintenance, or other approved waterborne traffic. HSB crews must maintain awareness to the status, position and condition of the waterfront small craft barrier systems. Crews should be cognizant of scheduled opening and closing in support of operations, and position HSBs to observe and secure the open channel to maximize afloat asset protection during the duration of barrier opening.

d. Command and Control Systems (C2). Security personnel must be equipped with communication capabilities that support execution of the AT plan and security mission. This is imperative in major waterfront fleet concentration areas that integrate afloat and ashore assets in the protection of critical operational assets. At a minimum, C2 systems should support the ability for all security assets to utilize common tactical network communication. Systems should leverage existing platform capabilities to develop and maintain a common operational picture and situational awareness.

e. Weapons Systems. The type of weaponry deployed on an HSB is dictated by the NCC OPORD. Specific guidance is directed by the REGCOM/CO AT plans based on: current FPCON, threat type, geographical and physical limitations, effectiveness, etc.

f. Non-Lethal Capabilities. Non-lethal capabilities provide an expanded response option in a security personnel’s escalation of force continuum. Most provide tactical value in supporting contact of interest intent determination and non-kinetic deterrence at increased range. Security personnel should be aware of the available non-lethal options at their disposal (acoustic hailing devices, 12 gauge unambiguous munitions, high intensity lights/strobes, percussion grenades, flares and others), their strengths and limitations, and employment concepts, tactics, techniques, and procedures.
4041. **Barrier, HSB Positioning, and Waterfront Restricted Area Coordination**

   a. Barriers are most effective when they are closed/intact. Installation security and port operations plans and procedures shall ensure that barrier systems are only opened to support the movement/transit of protected assets. Barriers should be opened immediately prior to individual ship movements and closed promptly afterwards. Openings more than 15 minutes prior to, or after, an individual ship movement is excessive and should be avoided.

   b. When open, the barrier system and the protected assets within the Installation Waterfront Restricted Area are vulnerable. Installation security plans shall address this vulnerability by ensuring all barrier openings are covered by observation and fire. This can be achieved several ways:

      (1) Positioning an HSB at the barrier opening.

      (2) Designating an afloat asset to cover the opening with a crew served weapon.

      (3) Posting an Installation fighting position with a crew served weapon to cover the opening.

   c. Coordination within the Waterfront Restricted Area is critical to maintaining situational awareness and to ensure that HSBs are aware of friendly forces operating in their battlespace at all times. Installations shall develop reporting and coordination procedures that ensure that all “legitimate” waterborne craft (port operations boats, work boats, oil recovery boats, dive boats, barges, tugs, etc.) with permission to operate within the Waterfront Restricted Area are in communications with the C2 node managing the Installation waterfront as well as with the HSBs assigned to patrol the Waterfront Restricted Area.

   d. The control node for the waterfront restricted area shall have access to whatever installed Electronic Harbor Security Systems (EHSS) or other waterfront surveillance systems that may be installed. The control node shall be responsible for oversight of the HSBs positioning and providing them with necessary information to perform their mission.
e. Barrier systems are generally positioned along the boundary of the Waterfront Restricted Area such that operating outside the barrier system, places the HSB outside the Waterfront Restricted area. Conversely, to operate inside the barrier system, the HSB is operating inside the Waterfront Restricted Area.

f. HSB positioning: HSBs will normally conduct their patrols inside the Waterfront Restricted Area, as this is the area that positions the HSB closest to the asset(s) they are assigned/provided to protect and is also the area within which the HSB has the most authorities to perform their assigned mission. There are operational, tactical or navigation considerations that may require the HSB to be positioned outside the barrier system:

(1) The barrier system may be installed so close to the protected asset(s) or Installation piers so as to provide no maneuvering room between the barrier and the protected asset(s). In this case the HSB should patrol outside the barrier system.

(2) There may be other crucial vulnerabilities or gaps in the Installation waterfront security posture that require the HSB to be employed as a surveillance or interdiction platform, farther away from the protected asset(s) as opposed to the “defend/engage” mission normally the primary task for the HSB.

(3) In heightened FPCONs, or other times when the Installation employs more than one HSB in a Waterfront Restricted Area, positioning secondary or additional boats outside the barrier provides additional situational awareness and surveillance capability and increases the visible deterrence inherent in the Installation’s posture.

g. Inherent in the CO’s decision for placement of the HSBs in the defense of the protected asset(s) is the tactical evaluation of the enemy’s most likely and most dangerous COAs balanced against his ability to position and posture his forces against that threat. The HSB’s task of first importance is always the ability to defend with fire the critical asset(s). Any tactical placement decision that decreases the HSB’s ability to perform that task must be a deliberate decision by the CO being fully mindful of the risk inherent in that alternate employment.
4050. **HSB Crew Composition**

4051. **Coxswain.** The coxswain has ultimate responsibility for the safety and proper employment of the craft and crewmembers.

4052. **Crew Member / Gunner.** An HSB crewmember/gunner may be assigned to positions where the primary duties include working as a member of a security boat team, or manning a crew-served weapon to provide protective fire during HSB operations.

4060. **Table of Allowance (TOA)**

   a. A CNIC enterprise-wide TOA is currently in development. Once approved, the TOA will list only approved security equipment and materiel authorized as allowance for NSF at CNIC installations. The NSF TOA will list approved materiel, equipment, and supplies that are identified by the mission statement and support NSF operational requirements. The installation’s TOA will include HPU and HSB equipment and materiel requirements.

   b. RSO and ISO will ensure that NSF personnel assigned or transferring to their Installation are properly outfitted in accordance with applicable TOA listing.

   c. ISOs will maintain an accurate TOA inventory of all equipment and materiel.

4070. **Harbor Security Pre-Planned Responses (PPR).** Harbor patrol unit crews must be fully prepared to support the HSB portions of Installation or Region AT plan PPRs.

   a. In accordance with AT plans, developed PPRs must accomplish immediate response actions, required communications, describe other elements reactions and expected support throughout HSB engagement execution.

   b. Units should tailor training scenarios in order to support integrated AT plan execution, clearly understand roles, responsibilities, and authorities and in accordance with references (d), (q) and (r), at a minimum, prepare responses to the following threats:

      (1) Restricted Area Incursion.

      (2) Barrier Breach.
(3) Small Boat Attack/IED.
(4) Swarming Boat Attack.
(5) Swimmer Attack.
(6) Stand-off Attack.
(7) Surveillance.
(8) Swimmer Delivery Vehicle
(9) Semi-submersible

c. In addition to understanding their roles, responsibilities and authorities in support of Installation and Region AT plans, HSB crew must be prepared to act as supporting assets to other afloat and landward security elements. Tactical training discussions should cover potential scenarios where incidents occur adjacent to the waterfront operational environment. Example scenarios include: landward ECP security breach, Installation bomb-scare, waterfront enclave or ECP security breach.

4080. Other Mission Operations

a. Other mission operations is any additional mission not typically part of the HPU daily operational mission patrol. Where other missions are directed, operations will be executed per the Region/Installation plan.

b. When directed, the HPU will execute other missions assigned if properly manned, trained and equipped to execute.

c. Other assigned missions will be verified by the off-going and oncoming Section Leaders to verify scheduled times and locations.

d. Section Leaders will ensure that the HSB boat crews are briefed on mission specific details.
CHAPTER 5 HARBOR SECURITY BOAT MAINTENANCE AND SUSTAINMENT

5000. Harbor Security Boat Administration. HSB maintenance and sustainment policy and guidance is provided through sources including OPNAV and NAVSEA technical manuals, CNIC maintenance instructions, and original equipment manufacturer documentation. All are tools for HPU personnel to better understand boat systems and maintenance requirements, and through close coordination with port operations maintenance professionals, improve HSB readiness. Additional information on maintenance administration is provided in appendix J.

5010. Boat Capacity, Operating Instructions and Safety Precautions. Every boat in the naval service should be fitted with a label plate which provides data concerning its design, manufacture, and maximum capacity. The designated maximum capacity includes the boat crew and assumes that all passengers are seated in the cockpit. A Boat Alteration (BOATALT) label-plate, if applicable, will be provided in accordance with reference (w). Boat Information Books (BIB) are provided for all procured U.S. Navy boats and provides general configuration, operation, and proper maintenance for each specific HSB to ensure safe operation. NSTM 583 contains additional safety precautions and operational guidance for small craft and should be thoroughly reviewed.

5020. Harbor Patrol Unit (HPU) Maintenance. HSB maintenance requires a consolidated team effort from both port operations and the security department. Boat discrepancies must be captured and reported in a timely and accurate manner to support maintenance and repair efforts as well as maintain and report boat readiness.

5021. HPU Maintenance Responsibility. As the HSB custodian of record, CNIC Port Operations (N31) provides all routine, preventive and emergent maintenance on Harbor Security, Anti-Small Craft Barrier Handling, and High Value Unit Escort boats.

5022. HPU Maintenance Readiness Coordinator (HMRC). HMRCs serve as an important Liaison between Security and Port Operations. Duties and responsibilities are listed in paragraph 1032(e).

5030. HPU Sustainment. The force protection mission of HPU assets requires they be maintained to a high state of material readiness. The 24/7 mission requirement complicates the ability to keep them operating at an acceptable level of readiness due
to an extremely high operational tempo. Key contributors to maintaining boats at the required level of readiness include:

- a. Active leadership fully engaged in maintaining high standards in this dynamic environment.
- b. Proper boat selected for mission.
- c. Adequate maintenance and operations funding.
- d. Skilled and certified maintenance technicians.
- e. Adequate logistical support and infrastructure.
- f. Keen understanding of the shore-based procurement process.
- g. Proper boat and equipment documentation such as BIB, APL, AEL, TOA, technical manuals, etc.
- h. Full understanding of the maintenance directives and requirements.
- i. Clear understanding of maintenance and operating schedule constraints in scheduling recurring sustainment maintenance.

5040. Pre/Post Underway Inspection. Coxswains are responsible for completing pre- and post-underway boat inspections to capture required servicing or maintenance and ensure HSBs are maintained to the highest state of readiness, as per appendix C. Inspection results should be provided to the Section Leader, Watch Commander, HMRC, and relieving crew (for mission crew swaps). The original inspection check list will be submitted to Port Ops for any maintenance issues.

5050. HSB Readiness Requirements. The allowance of equipment required to operate and maintain HSBs is provided in the AEL and APL. For boat classes or specific boats, AELs and APLs are requested from the PMS 325 designated In-Service Engineering Agent (ISEA). Boat Equipment is defined as systems, equipment or components either permanently installed, or intended to permanently accompany the boat. For Boat Status Reporting, HSBs will be tracked by their mission capable status as defined below:
a. Vessel has no disabling or restrictive systems discrepancies that adversely affect the ability to meet security mission (checklist provided in appendix D).

b. Partially Mission Capable (PMC). HSB is capable of meeting assigned missions/requirements with some degradation. Vessel has no materiel discrepancy that prevents safe operation or security mission requirements. Vessel may have one or more restrictive systems discrepancies that may degrade overall vessel capability to meet mission tasks (checklist provided in appendix D).

c. Non-Mission Capable (NMC). HSB is unable to meet assigned mission/requirements (checklist provided in appendix D).

d. Determination of HPU Readiness / Mission Capability Status. The HPU Division Officer has final authority (based on CO or Region guidance) for HSB FMC, PMC and NMC status determination. PMC vessels utilized for security missions must be approved by the CO or Division Officer (if delegated), and the crews fully aware of capability restrictions due to systems discrepancies. Operational tasking and environment may play a role in determining PMC vs. NMC boat status. Coxswains must understand the impact of degraded systems and equipment on meeting mission requirements and clearly articulate boat status during turnovers.

5051. Discrepancies that result in NMC status:

a. Engineering Systems:

- Engine Lube Oil Pressure (Loss/Low/High Pressure)
- Engine Cooling (High engine temperature/overheating)
- Inoperable visual or audible systems warning/alarms
- Metallic noise/engine knocks
- Excessive engine vibrations
- Fuel or lube system leaks
- Engine wiring insulation damage/chafed/exposed conductor
- Engine surging > 50 rpm
- Engine over-speed (based on parameters)
- Loss of engine control
• Failure of charging system
• Repeat circuit breaker tripping/fuse failures
• Inoperative steering system
• Loose or missing engine mount hardware
• Loose or missing propeller coupling nut
• Loose or disconnected engine control hardware
• Loose or disconnected steering actuator hardware

b. Electronics/Navigation Systems:

• No means of electronically signaling distress (radio/EBIRB etc.)
• 12VDC system will not energize or charge
• No operational radio

c. Safety:

• Electrical arcing and sparking
• Insulation overheating odor
• No portable fire extinguisher (unserviceable)
• No spare engine kill switch
• Radar pod securing hardware loose/missing
• Lack of mandatory USCG safety equipment
• Lack of engine/generator space blower

d. General Materiel:

• Crack in transom plate perimeter weld

5052. Discrepancies that result in PMC or NMC status:

a. Engineering Systems:

• Engine performance issues, alarms, fault codes
• Engine lube or coolant leaks
• Steering actuator leaks
• Inoperable tilt/trim system
• Inoperable fuel gauge
• Vessel has not met periodic maintenance requirements (may lead to PMC or NMC)
b. Electronics and Navigation:

- Navigation lights inoperative or displaying improper characteristics
- Inoperative depth sounder
- GPS/Navigation inoperative
- Radar inoperative
- Spot-light inoperative
- Magnetic compass – no deviation table, deviation >5 degrees
- Acoustic hailing device or horn inoperative

c. General Material and Safety:

- Watertight integrity
- Lack of anchor light
- Missing non-skid
- Missing personnel protective equipment

5053. Discrepancies that may result in FMC, or PMC status:

a. Engineering Systems:

- Loose/missing fittings, nuts, bolts, brackets etc.
- Loose/missing hardware on the engines used for accessory mounting
- Corroded battery terminals
- Loose engine control cables
- Fluid levels below minimums
- Chafed or damaged wiring insulation, exposed conductor.
- Damaged, inoperative doors, windows, and locks
- Inoperable engine cover hatch/latch
- Any inoperable boat machinery

b. Boat Outfit:

- Missing seat belts, trailer screens, mooring lines, fenders, boat hook, hand bilge pump, fire extinguisher out of date
c. Electronics and Navigation:

- Compass light inoperative
- Expired deviation table
- Inoperative boat electronics

5060. HSB Boat Status / Discrepancy Reporting. Crews are required to perform daily systems checks on all boats. The Coxswain is responsible to report to the Watch Commander the boat status (FMC, PMC, and NMC) upon HSB arrival (beginning of the watch) and departure (end of watch) of assigned patrol zone. Discrepancies from the Pre/Post-Underway Checklist, appendix C should be scrubbed against the Boat Status Checklist for FMC, PMC, and NMC determination. The Watch Commander will report all maintenance issues to the HMRC and HPU chain of command. The original Pre/Post-Underway Checklists will be forwarded to Port Operations, or designated maintenance organization for inclusion into the BMDB. A copy will be maintained by the HMRC.

5061. HSB Status Report. Boat status will be tracked at all times. The Boat Status Report, appendix E, captures daily, weekly and monthly boat status data. The Installation and Region reports can be utilized to analyze boat and component failures to develop predictive maintenance and logistics support metrics. The BSRs provide senior leadership with current and past readiness information. The HMRC will work with Port Operations in using the Boat Status Reports to ensure relevant maintenance data is captured.

5062. HSB Maintenance Data Book (BMDB). Material history is a key ingredient in determining HSB operational lifecycles, component limitations and supporting planned maintenance based on operational tempo. It is also a source reference for troubleshooting equipment faults and performing trend analysis. The BMDB is an accurate readiness status of the outstanding discrepancies, planned maintenance and repairs for each HSB. The BMDB will contain, at a minimum, a copy of pre/post underway inspection forms, updated daily material discrepancies status, and the history of performed maintenance and repairs. The BMDB records will be maintained in accordance with CNIC Port Operations Maintenance Manual guidance.

5063. Deck Log. The Deck Log is maintained by the Coxswain and captures required chronological boat information during the watch. Examples of information recorded: engine/equipment
status, evolution times, events, exercises, accidents, incidents, communication transmission, controlled equipage, weather status, passenger and crew status, SOPA, etc. An example of a Deck Log is provided in appendix G.

5064. **HSB Maintenance Action Forms.** A maintenance action form that provides the required corrective action, parts requirements, repair time estimates and expected time to repair (ETR) will be generated for all captured discrepancies. Discrepancies that have not been corrected will remain in the Boat Maintenance Data Book.

5065. **HSB Overhaul Schedule.** HSB Maintenance Coordinators should be aware of boat overhaul schedule forecasts, operational tempo, and maintenance availability in support of maintenance plans. Overhaul schedules may be based on engine hours, operational hours or negotiated contract specifications.

5066. **HSB Allowance Equipage List (AEL).** Identifies the allowance of equipage required for safe operation of a given boat. Individual AELs are developed for each boat class (harbor security) and include outfit items (ropes, boat hooks, starting and other batteries, anchors, personnel protective equipment and basic first aid kit). Based on mission factors, HPUs should embark with an appropriate individual first aid kit (IFAK) and basic repair tool kit (recommended components provided in appendix K).

5067. **HSB Allowance Parts List (APL).** Boat groups or identical boats under procurement develop boat specific APLs. This document supports configuration management and logistics support by identifying allowances for repair-by-replacement parts and identifies accessory items. Hull registry specific APLs provide data for engine, marine gear, and outdrive by APL number.

5068. **Monthly Maintenance Planning.** The HMRC will work closely with Port Operations in coordinating a coherent Monthly Maintenance Plan that balances operational requirements and the maintenance budget.

5070. **HSB Trailer Procedures.** See appendix L for Trailer Procedures.
CHAPTER 6 EMERGENCY OPERATIONS

6010. General

a. Crew response to equipment failures and emergencies should be second nature. The ability for the assigned crew to work as a team to take required immediate actions is the key to preventing the deterioration of a hazardous situation. Initial actions should focus on ensuring the safety of all crew members, communicating the nature of equipment failure or casualty, and analyzing the indications provided to evaluate the best course of action.

b. Crews should ensure safe operation of their boats, navigate, and communicate with other HSBs on station that may be required to lend assistance, and with the command. The Coxswain will make the determination of whether the HSB can continue the mission, or will return to base based on the following:

   (1) Safety of crew, physical condition of crew and vessel.

   (2) Ability to execute mission based on equipment failure(s).

   (3) Current and forecast weather and sea state.

   (4) Mission urgency.

c. The emergency procedures provided in the following sections are generalized immediate action items based on emergent scenarios. Each HSB platform type and model may have variations of these procedures based on propulsion systems, electronics, and ancillary equipment. Crews should refer to the boat information book, original equipment manufacturer guidance, and the Naval Ships’ Technical Manual, Chapter 583, Volume (1) (reference (w)).

d. HSB crews shall conduct operations in such a manner as to avoid all unacceptable risks as determined by the ORM process. Crews must exercise prudent judgment and take proper action including modifying procedures when dictated by emergencies that endanger life and property. It is the responsibility of the Coxswain and crew to maintain positive control of the boat, navigate and communicate during all aspects of both routine and emergent circumstances. In the event of any
casualty that precludes full control of the HSB Coxswains should make all efforts to clear the patrol boat from navigational waterways and channels.

6020. Loss of Radio Communications - NORDO Procedures

   a. Equipment malfunction or atmospheric conditions could cause an underway boat or the ashore C2 element to lose the ability to transmit/receive communications. HPU will comply with commander’s guidance for lost communications procedures, which specify actions to be taken if communications are lost between underway boats or the ashore C2 element. The procedures may specify that underway operations are allowed to continue as long as some form of communication is maintained with the boat that lost communications capability. For example, a boat that lost the ability to communicate with the ashore C2 element but can maintain handheld communications with a nearby boat on the same mission could be authorized to continue the mission. Lost communications procedures should contain actions to be taken to notify other boats and the ashore C2 element of the situation, such as sounding the boat’s siren for a specified time. Radio communications can fail in a number of ways and each has a unique solution.

   b. If the marine band radio is malfunctioning or other stations cannot be hailed, the Coxswain will attempt to use hand-held radios or government-issued mobile phones as secondary methods of communication.

   c. If primary (marine band radio) and secondary/tertiary (PRCs, secure COMMs, SAT COMMs, etc.) methods of communications fail, the coxswain should attempt to come alongside the nearest station as soon as feasible to relay the message of loss of communications, and await permission from the Watch Commander to return to HPU compound, or await a secondary method of communication to be brought out to their HSB.

6030. Loss of Electrical Power

   a. Loss of electrical power may impact the HSB’s ability to communicate and navigate. Indications may include loss of all radio, navigation, radar and other electrical components. Failures may include generators, alternators, batteries, circuit breakers, wiring and ground straps. For any electrical or equipment failure:
(1) Check equipment switches.

(2) Check circuit breakers.

(3) Verify alternator output of each engine.

b. Troubleshooting electrical failures can be frustrating and difficult. Once battery power draws down, the HSB may encounter complete loss of propulsion. If able, return to base.

6040. Loss of Steering. If loss of steering is suspected at any time, the coxswain will:

a. Throttle down.

b. In the case of outboards and overdrives, secure engine(s), raise and check props for fouling.

c. If props are fouled, clear fouling.

d. Lower outboards/overdrives, conduct steering checks. If steering is not restored, continue to next step.

e. Check steering pump belt, rams, steering fluid levels, and helm fluid level.

f. Make repairs and/or replenish fluids if possible.

g. Restore equipment and conduct steering checks.

h. In the case of jet drives, check for water flow out of jets.

i. If there is no water flowing out of the jet drive it is an indication of fouled jet drive intake. Attempt to flush jet drive to clear and recheck for flow and steering. If steering is not restored, continue with next step.

j. Check steering pump belt, steering fluid levels, helm fluid level (if applicable) steering rams and linkages.

k. Make repairs and/or replenish fluids if possible.

l. Restore equipment and conduct steering checks.
m. Turn the helm and observe whether the engines (nozzles in the case of jet drives) or steering linkages move. For outboard engines and outdrives, raise and check props for fouling.

n. If the engines/nozzles or steering linkages move, then most likely it is a Loss of Propulsion to one engine. Notify the Watch Commander and initiate Loss of Propulsion procedure for a single engine. If operating a single engine craft and propulsion is lost, make all effort to anchor outside of navigational waterways and await assistance from another HSB.

o. If the engines/nozzles or steering linkages do not move then most likely it is a Loss of Steering. Notify the Watch Commander and initiate emergency steering to return to HPU compound or wait for a relief boat. If unable to restore steering but have propulsion, attempt to lock engines, outdrives, jets at centerline and steer by throttle or reverse ducts (buckets) for jet drives. Once relieved, return to HPU.

6050. Loss of Navigational Lights

a. An HSB with malfunctioning navigation lights will not be allowed to get underway during low visibility/night. If an HSB’s navigation lights are malfunctioning while underway during low visibility, the Coxswain will notify the Watch Commander immediately. For any electrical failure:

(1) Check equipment switches.

(2) Check circuit breakers.

(3) Verify alternator output of each engine.

b. If necessary, the HSB will continue mission while awaiting a relief HSB. As soon as possible, the coxswain will return to base and inform the HMRC and Section LPO of the disabled equipment.

6060. Loss of Propulsion - Dead in Water

a. Loss of propulsion can occur to either a single engine or both engines. There are numerous failures that can result in power loss:

(1) Loss of electrical power
(2) Fuel pump failure

(3) Engine seizure

(4) Spun propeller

(5) Entangled propeller

b. Crew members must work as a team to analyze indications and respond accordingly to troubleshoot failures. In the event of failure of one engine, the coxswain will notify the Watch Commander immediately and await a relief boat’s arrival prior to returning to base.

c. If both engines fail, the coxswain will notify the Watch Commander immediately and communicate with other HSBs for assistance. Immediate actions will be dictated by each scenario and may require deploying the anchor to prevent vessel damage. As required, a boat will be dispatched to provide relief, and/or tow.

6070. Engine Overheat/High Water Temperature. Failure of engine cooling may lead to engine overheat, high water temperature or loss of power. Most HSBs have audible alarms, but coxswains routine engine instrument scans may catch failures prior to alarms or catastrophic failures. Lack of response to increase in throttle movement may indicate impending engine failure.

a. Coxswain bring affected engine(s) to idle.

b. Immediately check sea water discharge (cooling water) for flow.

c. If there is no discharge secure affected engine.

d. For diesel engines, check sea water strainers and engine coolant. If strainers are foul, clear fouling, restore strainer and start engine. If water flows from sea water discharge, monitor engine temperature.

e. If coolant level is low, replenish to proper level and restart engine and monitor engine temperature.
f. For outboard engine, raise affected engine and check seawater intakes for fouling.

g. If the intakes are foul, clear fouling, lower the engine and restart.

h. If the engine temperature does not lower then secure the engine and make a report to the section leader.

6080. **Loss of Lube Oil Pressure**

a. Loss of engine oil pressure will result in engine overheat and potential seizure. Most HSBs have audible alarms, but coxswains routine engine instrument scans may catch failures prior to alarms or catastrophic failures. Lack of response to increase in throttle movement may indicate impending engine failure.

(1) Coxswain secure affected engine.

(2) Investigate casualty.

(3) Check for evidence of oil leak, oil level.

(4) Check integrity of oil filler cap and oil filter.

(5) Verify oil level with dipstick.

(6) Check oil drain fitting for security.

b. Every consideration should be made to return to base immediately to prevent further engine damage.

6090. **Towing Procedures**. Towing a disabled vessel puts both the towing and towed vessel at risk. The crew must clearly understand the hazards involved with rigging, towing lines, angular momentum, changing course and slowing the vessels. Towing evolutions and hazards should be thoroughly briefed with all crew members. A HSB will normally be towed either astern, or alongside.

a. Towing astern is the preferred method for coastal open area towing and RPMs should normally not exceed 2,000 with outboard engines and 1,500 with inboard engines. The boat to be towed will attach the towing line to the best available attachment post on the bow (tow-bitt). The towing boat will
position the tow line over the crash bar, if equipped, and secure to the tow-bitt. The Coxswain will slowly take tension on the tow line and gradually increase speed to desired towing speed.

**CAUTION NOTE:** When astern towing, crews must understand that the towed vessels cannot stop and a crash may occur if the towing vessel stops.

b. Alongside towing is the preferred method for non-coastal, closed-in area towing and RPMs will not exceed 2,000 with outboard engines and 1,500 with inboard engines. The tow lines will be attached in a “Z” type pattern leaving the tow vessel slightly astern of the vessel under tow to optimize maneuverability.

c. Tow-lines and fenders should be rigged to prevent vessel damage.

6100. Major Leak/Flooding. If HSB’s bilge pumps are either not working or pumping at insufficient rates, the Coxswain will execute the following flooding procedures:

a. The coxswain will notify the Watch Commander.

b. Turn on all bilge pumps.

c. Move the HSB to shallow water (if possible).

d. Locate the source of the flooding.
   
   (1) If in the bow, come up on plane.
   
   (2) If in the stern, slow down.
   
   (3) If in the hull, attempt to plug it.
   
   (4) If a faulty hose or pipe, secure the system.
   
   (5) Employ portable bilge pump as required.

e. Order crewmember to stow ammunition canisters.

f. Await relief boat. Never abandon a partially floating boat. Never secure a flooding vessel to another HSB. If a relief boat is unavailable or cannot be expedited, the Coxswain
will maneuver the HSB so as not to become a hazard to navigation.

g. Unless there is an uncontrollable fire onboard and/or the possibility of explosion, remain with the boat. Calm and common sense should prevail and every effort should be made to lighten the boat by jettisoning as much weight as possible, e.g., weapons, ammunition, any loose gear, etc. A partially submerged boat presents a better target for search and rescue personnel than an individual floating in open water. For boats equipped with secure communications, the crew should exercise sound OPSEC procedures by zeroing out radios.

h. If all dewatering efforts fail, HSB sinking is imminent, and time permits, coxswain will beach or run the HSB aground at closest beach, boat ramp or shallow water (to prevent deep water sinking causing a navigation hazard). Coxswain will report status and intentions to section leader and give the order to abandon boat once HSB is beached or run aground. If time does not permit, Coxswain will order abandon boat and execute. Section Leader will provide response to assist and cover patrol.

6110. Damage Control. As in emergencies, appropriate crew response to vessel damage should be second nature. Crews must work as a team to assess and address vessel damage in order to ensure their safety and mitigate the potential for further damage. Initial actions should focus on ensuring the safety of all crew members, communicating the nature of vessel damage, and use of basic damage control (DC) techniques to prevent catastrophic vessel loss.

6120. Fire. If a fire is discovered aboard a HSB the following procedure will be followed:

a. Secure engines and electrical power.

b. Attempt to extinguish the fire using a fire extinguisher, fire suppression system, or seawater as a last resort.

c. Move ammunition away from the fire. Isolate fuel sources.

d. If the fire becomes out of control and the crew must abandon the HSB, the ammo will be thrown overboard and the crew will swim away from the burning HSB.
e. If the fire is contained, the coxswain will assess any injuries and damage. If the HSB is unable to get underway safely, a tow will be requested.

f. The coxswain will notify the Watch Commander as the situation permits.

6130. First Aid and Injuries. If at any time while underway the Coxswain or crewmembers experience a medical emergency, the Coxswain will determine if the medical emergency requires immediate attention and, if so, will request from the Watch Commander to break from station and return to HPU. If the HSB is not on station or underway on a mission, the coxswain will render first aid and inform the Watch Commander of intention to return to HPU. To meet first responder standards, all HSBs are equipped with a standard basic first aid kit as listed on the HSB AEL and equipped, where applicable, with an IFAK as directed by the TOA. The IFAK provides sentries the ability to perform self-aid for life threatening arterial bleeding and common non-life threatening injuries. First aid kit NSN Numbers are:

a. First Aid Kit: 6545-00-168-6893

b. IFAK: 6545-01-539-2732

6140. Man Overboard (MOB)

a. Coxswains must take extreme caution in the recovery of MOB. Care must be taken to not cause further injury to the MOB or to crewmembers. The Coxswain should remain calm and follow the following procedure:

(1) Throttle down immediately. If equipped, the Coxswain should press the MOB button on the radar display.

(2) Turn in the direction of the man overboard.

(3) Throw life ring to man.

(4) Turn on blue lights.

(5) Sound 6 shorts blasts to warn surrounding vessels.

(6) Notify the Watch Commander of position and status. Request assistance such as medical or additional HSB if needed.
(7) Choose your approach. While leeward is preferred, approaches from the windward direction are acceptable if leeward approaches are not feasible.

(8) Choose a recovery method. If the MOB is unconscious or in any way incapacitated use a direct approach (arms-length away). All other times attempt to utilize an indirect approach (15-20 yards from MOB) to minimize the risk to the MOB.

(9) Once the MOB is safely on-board check their airway, breathing, and circulation. Perform any first aid as required.

b. A common-sense approach to MOBs is necessary. In life or death situations the Coxswain may have to rely on his discretion on whether to recover the MOB or merely assist the MOB. The Coxswain must be cognizant of the inherent risks in allowing unidentified individuals aboard HSBs and the potential for diversionary tactics.

6150. **Collision.** In the event of a boat collision involving a HSB the following procedure will be followed:

a. Inform crewmembers to brace for shock.

b. After collision, if the coxswain is incapacitated, an available coxswain or crewmember will take charge.

c. Inform the Watch Commander of boat collision.

d. Assess injuries and apply first aid to the injured.

e. Assess damage and initiate damage control.

f. Render aid to the other craft as necessary.

g. If possible, continue with mission. If boat is disabled, request a relief boat to take over the mission. Inform the Watch Commander of all injuries and damage.

6160. **Grounding.** In the event that a HSB runs aground the Coxswain will do the following:

a. Assess injuries and damage. Apply first aid and damage control.
b. Notify the Watch Commander.

c. For outboards and outdrives, raise and/or trim drives to clear props from bottom.

d. For jet drives conduct flush of drives to clear intakes, check overboard discharge and seawater intake strainers, clear if required. Monitor engine temperature and overboard discharge.

e. Attempt to make sternway if it will not cause further damage to HSB.

f. If sternway cannot be made, the Coxswain will await assistance to be pulled out of shallow waters via a stern-to stern tow. If the tow cannot be conducted the coxswain will wait for high tide or further assistance.

6170. Capsized

a. In the course of executing their security mission, HSBs and their crew can find themselves in scenarios that may lead to capsizing. The most likely scenarios include:

   (1) High speed maneuvering.

   (2) High speed turns with improper trim configuration.

   (3) Towing – towing line becomes perpendicular to tow vessel leading to tripping.

   (4) Following impact from shouldering.

b. Crews should be trained and briefed on capsized vessel egress of cabined HSBs. This includes familiarity of the vessel, grab points to anchor, best path for egress and location of all survival equipment.

c. If a HSB capsizes, the following procedure will be followed:

   (1) Immediately after capsizing, locate all crew members and ensure no one is unconscious or trapped below the HSB.

   (2) If the coxswain is incapacitated, an available coxswain or crewmember will take charge.
(3) Attempt to contact the Watch Commander via marine-band radio, submersible hand-held radio, government issued mobile phone, or by relaying messages to other HSBs in the vicinity. If time permits and available, activate bridge to bridge communication distress signal. Use signal flares overhead, spot light, flashing lights, or sirens to attract attention and alert other craft of your location and distress.

(4) Assess injuries and treat with first aid.

(5) If in deep water, stay with capsized HSB, unless the HSB is leaking fuel, floating in a high-traffic area, or posing a danger to the crew. In that case attempt to swim to any other structure, such as a buoy. If in shallow water and HSB is posing a danger to crew, attempt to swim to shore or shoal waters.

(6) If the Section Leader or other HSBs cannot be contacted, attempt to hail any vessel by international distress signals.