

Appendix C

TYPICAL SCHEDULE FOR GETTING UNDER WAY

Date: _____

EVENT

RESPONSIBILITY

72 HOURS PRIOR

- | | | |
|--|---------|-------|
| 1. Prepare charts for restricted waters transit. | NAV/CIC | _____ |
| 2. Senior QM and senior OS review charts. | NAV/CIC | _____ |
| 3. Prepare and submit OTSR request
(if applicable). | NAV | _____ |
| 4. Prepare communications plan IAW
OPTASK COMMS. | COMMO | _____ |
| 5. Submit port services request to Port OPS. | OPS | _____ |

48 HOURS PRIOR

- | | | |
|--|-----|-------|
| 1. XO reviews / CO approves charts
and navigation brief. | NAV | _____ |
| 2. Post getting underway checklist
on the quarterdeck. | NAV | _____ |
| 3. Pass the word: "The check-off list for
getting under way is available for
review on the quarterdeck." | OOD | _____ |
| 4. Make the following entry in the deck log:
"Start getting underway checklist." | OOD | _____ |
| 5. Post S & A watch bill signed by CO. | SWO | _____ |

24 HOURS PRIOR

- | | | |
|---|-------|-------|
| 1. Prepare and submit MOVREP. | NAV | _____ |
| 2. Confirm gyros are on line and alarms tested. | CSOOW | _____ |
| 3. Commence pre-underway checks for combat systems equipment. | CSOOW | _____ |
| 4. Verify tugs/pilot/line handlers. | OPS | _____ |
| 5. Verify shore service disconnection schedule. | OPS | _____ |
| 6. Conduct PMS check on anchor windlass. | AUXO | _____ |
| 7. Post approved COMMS plan in the pilothouse and in CIC. | COMMO | _____ |
| 8. Ascertain number of guests, ETA, and prepare berthing arrangements. | CMAA | _____ |
| 9. Power up and test the SCC. Test EOT only after confirming all engines are secured. | EDO | _____ |
| 10. Test steering IAW EOSS EOP.
Log in the deck log: "pre-underway steering checks complete IAW EOSS." | EDO | _____ |
| 11. Engineering underway checks complete. | EDO | _____ |
| 12. Conduct test of alarms and navigation lights. | NAV | _____ |
| 13. Conduct navigation brief. | NAV | _____ |
| 14. All departments secure for sea. | CDO | _____ |
| 15. Inventory/update all pilothouse publications. | NAV | _____ |

12 HOURS PRIOR

- | | | |
|--|-----|-------|
| 1. CDO review status of getting underway checklist. | CDO | _____ |
| 2. Compute gyro error. Compare repeaters against master gyro. Log error in deck log. | NAV | _____ |

6 HOURS PRIOR

- | | | |
|--|-------|-------|
| 1. Energize and check all CIC equipment. | OPS | _____ |
| 2. Conduct radio checks. | COMMO | _____ |

2 HOURS PRIOR

1. Bring in command parking signs.

1ST LT

2. Begin faking lines out on deck. Remove frapping and rat guards.

1ST LT

3. Ascertain from the XO the uniform and time for setting the Sea and Anchor Detail.
Pass the word: “All hands shift into the uniform for getting under way. The uniform for getting under way is _____.
The ship will station the Sea and Anchor Detail at time XXXX.”

OOD

4. Obtain outgoing mail instructions.

SUPPO

5. After obtaining permission from the XO, hoist in all boats as required. Rig in unnecessary rigs and ladders and secure the decks for sea.

1ST LT

6. Adjust and tune the pilothouse radar repeaters as necessary.

CE

7. Reboot navigation systems as required.

CSOOW

8. Test BTB radio.

NAV

9. Verify NVGs, wood chips, and chem lights are on station.

NAV

10. Test communications circuits in the pilothouse.

CSOOW

11. CDO and underway OOD walk main decks and note condition of shore services and securing for sea efforts.

CSO/OOD

1 HOUR PRIOR

1. Send mail ashore.

SUPPO

2. Pass the word: “All visitors are requested to leave the ship.”

OOD

3. Pass the word: "Check the setting of material condition modified ZEBRA. Make modified ZEBRA reports to CCS." OOD _____

30 MINUTES PRIOR

1. Pass the word: "Station the Sea and Anchor Detail. Station the Sea and Anchor Detail. The ship expects to get Underway for Sea at XXXX." OOD _____
2. Shift the watch from the quarterdeck to the pilothouse. OOD _____
3. Submit Draft Report to the pilothouse. OOD _____
 Log in deck log: "Received the getting underway draft report. Draft FWD _____
 Draft AFT _____ Mean Draft _____
 Displacement _____"
4. Test anchor windlass. 1ST LT _____
5. Make the anchor ready for letting go. 1ST LT _____
6. Pass the word: "All departments make readiness reports for getting under way to the Officer of the deck in the pilothouse." OOD _____
 Executive _____
 Combat Systems _____
 Operations _____
 Weapons _____
 Engineering _____
 Supply _____
7. Receive manned and ready reports: OOD _____
 Ship Control (NAV, Pilothouse AFT Steering) _____
 Command and Control (CIC/CSMC) _____
 Communications Control _____
 Deck Stations (Forecastle, Fantail, Amidships, Anchor Windlass, Boat Deck) CCS _____

8. Start main engines (with CO's permission).	OOD	_____
9. Contact degaussing range.	ELO/EMC	_____
10. Test BTB radio.	OOD	_____
11. Clear unnecessary personnel from the pilothouse.	BMOW	_____
12. Ensure all force protection equipment is returned.	GUNNO	_____
13. Test the ship's whistle. (CO's permission required.)	OOD	_____
14. Disconnect pier services and check that sides are clear.	OOD	_____
15. Take in spare breast lines.	1ST LT	_____
16. Disconnect telephone lines. (XO's permission required.)	OOD	_____
17. Ensure all visitors have departed the ship.	CMAA	_____
18. Ensure that CODE HOTEL is closed up when pilot embarks.	OOD	_____
19. Conduct time check from the pilothouse.	QMOW	_____
20. Test emergency alarms from the pilothouse.	BMOW	_____
21. Test fathometer.	NAV	_____

15 MINUTES PRIOR

1. Shift throttle control to the bridge IAW EOSS.	OOD	_____
2. Remove/Rig in brow. (XO's permission required.)	OOD	_____
3. Ensure pilothouse has positive steering control.	OOD	_____
4. Report to the XO: "Sir (or Ma'am), the ship is manned and ready to get under way." XO will report the same to the CO to obtain permission to get under way.	OOD	_____
5. Secure ventilation to pilothouse (noise reduction).	EOOW	_____

10 MINUTES PRIOR

- | | | |
|---|-----|-------|
| 1. Make up tugs. | OOD | _____ |
| 2. Single up all lines.
(CO's permission required.) | OOD | _____ |
| 3. Place Restricted Maneuvering Doctrine
in effect. (CO's permission required.)
Ensure EOOW is notified. Every fifteen
minutes, pass the word: "The Restricted
Maneuvering Doctrine is in effect. Make
no changes to equipment configuration." | OOD | _____ |

UNDER WAY

- | | | |
|--|-----|-------|
| 1. When last eye is lifted off a pier fitting,
pass the word: "Under way." If after 0800
and prior to sunset, pass the word:
"Under way, shift colors." | OOD | _____ |
| 2. Close up international call sign. | OOD | _____ |

SITUATIONAL

- | | | |
|---|-----|-------|
| 1. Secure anchor for sea.
(CO's permission required.) | OOD | _____ |
| 2. Secure from the Restricted Maneuvering
Doctrine. (CO's permission required.) | OOD | _____ |
| 3. Inform CCS when 3 NM from land. | OOD | _____ |
| 4. Secure Special Sea and Anchor Detail.
(XO's permission required.) | OOD | _____ |
| 5. Strike the jackstaff and remove ship's
awards from the bridge wings (as applicable). | OOD | _____ |
| 6. Conduct Sea and Anchor Debrief.
The following personnel are required to attend:
CO
XO
CONN | | |

OOD/JOOD

NAV

CCS

OPS

CIC

Helm Safety Officer

Master Helmsman

Lee Helmsman

Amidships Safety

Forecastle Safety

Fantail Safety

Upon completion of this checklist, return to the QMOW for archive. Make deck log entry: “Getting under way checklist complete. No discrepancies.” (If discrepancies found, note them.) Retain a copy on board for six months.

Appendix D

TYPICAL SCHEDULE FOR ENTERING PORT

Date: _____

EVENT

RESPONSIBILITY

72 HOURS PRIOR

- | | | |
|--|---------|-------|
| 1. Prepare charts for restricted waters transit. | NAV/CIC | _____ |
| 2. Senior QM and senior OS review charts. | NAV/CIC | _____ |

48 HOURS PRIOR

- | | | |
|--|-----|-------|
| 1. XO reviews/CO approves charts and navigation brief. | NAV | _____ |
| 2. Post getting underway checklist in pilothouse. | NAV | _____ |
| 3. Pass the word: "The entering port/restricted waters checklist is available for review in the pilothouse." | OOD | _____ |
| 4. Make the following entry in the deck log: "Commenced entering port/restricted waters checklist." | OOD | _____ |
| 5. Post approved S & A watch bill. | SWO | _____ |
| 6. Conduct port/liberty brief for foreign port. | CMC | _____ |

24 HOURS PRIOR

- | | | |
|--|-------|-------|
| 1. Prepare and submit MOVREP. | NAV | _____ |
| 2. Confirm gyros are on line and alarms tested. | CSOOW | _____ |
| 3. Commence pre-underway checks for combat systems equipment. | CSOOW | _____ |
| 4. Compute gyro error. Compare repeaters against master gyro. Log error in deck log. | NAV | _____ |
| 5. Conduct navigation brief. | NAV | _____ |
| 6. Contact port operations. Confirm pilot and time of UW. Find out anticipated harbor movements. | OPS | _____ |

12 HOURS PRIOR

- | | | |
|--|------|-------|
| 1. OOD review status of getting underway checklist. | OOD | _____ |
| 2. Compute gyro error. Compare repeaters against master gyro. Log error in deck log. | NAV | _____ |
| 3. Pump bilges prior to 50 NM limit. | EOOW | _____ |

2 HOURS PRIOR

- | | | |
|---|--------|-------|
| 1. Begin faking lines out on deck. | 1ST LT | _____ |
| 2. Ascertain from the XO the uniform and time for setting the Sea and Anchor Detail. Pass the word: "All hands shift into the uniform for entering port. The uniform for entering port is _____. The ship will set the Sea and Anchor Detail at time XXXX." | OOD | _____ |
| 3. Walk topside spaces ensuring the ship has a smart appearance. | 1ST LT | _____ |
| 4. Test BTB radio. | OOD | _____ |
| 5. Test communications circuits in the pilothouse. | CSOOW | _____ |
| 6. Confirm pilot pickup time for sea and anchor over BTB with harbor control/port ops. | OPS | _____ |

1 HOUR PRIOR

1. Pass the word: "Check the setting of material modified ZEBRA. Make modified ZEBRA reports to CCS." OOD _____
2. If necessary, rig accommodation ladder. 1ST LT _____

30 MINUTES PRIOR

1. Pass the word: "Go to your stations all the Special Sea and Anchor Detail. Go to your stations all the Special Sea and Anchor Detail." (Time will depend on situation.) OOD _____
2. Place Restricted Maneuvering Doctrine in effect. (CO's permission required.) OOD _____
 Notify EOOW. Every fifteen minutes, pass the word: "The Restricted Maneuvering Doctrine is in effect. Make no changes to equipment configuration. Conduct no maintenance without the permission of the Officer of the Deck."
 Notify EOOW. Every fifteen minutes, pass the word: "The Restricted Maneuvering Doctrine is in effect. Make no changes to equipment configuration. Conduct no maintenance without the permission of the Officer of the Deck."
3. Submit Draft Report to the pilothouse. OOD _____
 Log in the deck log: "Received entering restricted waters draft report. Draft FWD_____, Draft AFT_____, Mean Draft_____, Displacement_____."
4. Test anchor windlass. 1ST LT _____
5. Make the anchor ready for letting go. 1ST LT _____
 (With CO's permission.)
6. Pass the word: "All departments make readiness reports for entering port to the Officer of the Deck in the pilothouse." OOD _____
 Executive _____
 Combat Systems _____
 Operations _____

Weapons		_____
Engineering		_____
Supply		_____
7. Receive manned and ready reports:	OOD	_____
Ship Control (NAV, Pilothouse AFT Steering)		
Command and Control (CIC/CSMC)		
Communications Control		
Deck Stations (Forecastle, Fantail,		
Amidships, Anchor Windlass, Boat Deck) CCS		
8. Test BTB radio.	OOD	_____
9. Verify NVGs and wood chips	OOD	_____
are on station.		
10. Clear unnecessary personnel from	BMOW	_____
the pilothouse.		
11. Test emergency alarms from pilothouse.	BMOW	_____
12. Conduct a time check from the pilothouse.	QMOW	_____
13. Test fathometer.	NAV	_____
14. Ensure all force protection equipment	GUNNO	_____
is ready.		
15. Test the ship's whistle.	OOD	_____
(CO's permission required.)		
16. Report to the XO: "Sir (or Ma'am),	OOD	_____
the ship is manned and ready to enter port."		
XO will report the same to the CO.		
17. Ensure that CODE HOTEL is closed	QMOW	_____
up when pilot embarks.		
18. Close up international call sign.	OOD	_____
19. Make up tugs.	OOD	_____

MOORED

1. When first eye is lifted on to a pier	OOD	_____
fitting pass the word: "Moored." If after		
0800 and prior to sunset pass the word:		
"Moored, shift colors."		

- | | | |
|--|-----|-------|
| 2. Secure the Restricted Maneuvering Doctrine. (CO's permission required.) | OOD | _____ |
| 3. Secure anchor for sea/underfoot. (CO's permission required.) | OOD | _____ |
| 4. Secure main engines. (With CO's permission.) | OOD | _____ |
| 5. Secure Special Sea and Anchor Detail. (XO's permission.) | OOD | _____ |
| 6. Place ship's awards on the bridge wings. | OOD | _____ |
| 7. Conduct Sea and Anchor Debrief. | | |

The following personnel are required to attend:

CO

XO

CONN

OOD/JOOD

NAV

CCS

OPS

CIC

Helm Safety Officer

Master Helmsman

Lee Helmsman

Amidships Safety

Forecastle Safety

Fantail Safety	OOD	_____
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Upon completion of this checklist, return to the QMOW for archive. Make deck log entry: "Entering port checklist complete. No discrepancies." (If discrepancies found, note them.) Retain a copy on board for six months.

Appendix E

SAMPLE LOW-VISIBILITY PROCEDURES

When it first becomes apparent that there will be a low visibility situation, the following steps shall be taken:

- _____ Notify the Commanding Officer, TAO, and CICWO that the possibility of entering a low-visibility area exists.
- _____ Establish radar contact plot on the bridge.
- _____ Open bridge wing doors and station the Junior Officer of the Deck, or other bridge watchstander, on the bridge wing closest to the nearest known contact.
- _____ If at trail shaft, shift to split plant.
- _____ Ensure throttle control and steering control is at the Ship Control Console. Consider assigning a separate helmsman and lee helmsman.
- _____ Notify EOOW of low visibility situation.
- _____ Test the ship's whistle and check navigation lights.
- _____ Announce "Station the Low Visibility Detail" on the 1MC.
- _____ If between taps and reveille send messenger to verify personnel assigned to Low Visibility Detail are awake and en route.
- _____ QMOW makes appropriate deck log entries.
- _____ Augment the regular watch:
- _____ Qualified lookouts posted:
- _____ FORECASTLE FOG LOOKOUT _____
- _____ FORECASTLE PHONE TALKER _____

FANTAIL LOOKOUT _____

FANTAIL PHONE TALKER _____

PORT AND STBD LOOKOUTS _____

_____ CIC manned and ready.

_____ Commence fog signals.

_____ Secure topside speakers.

_____ With the Commanding Officer's permission, set material condition ZEBRA on the main deck and below and make deck log entry when set.

LOW-VISIBILITY CHECKLIST AT ANCHOR

When it first becomes apparent that there will be a low visibility situation the following steps shall be taken:

_____ Notify CDO that the possibility of a low visibility situation exists.

_____ Have bridge watch report estimated visibility based on radar and charted position. Report all radar contacts and visibility at least every fifteen minutes.

_____ Test ship's whistle (CDO must authorize).

_____ Notify the CDO.

_____ POOW will make appropriate deck log entries.

_____ Augment the regular watch.

Qualified fog lookouts posted:

FORECASTLE LOOKOUT (CAN BE ANCHORWATCH) _____

FORECASTLE PHONE TALKER _____

FANTAIL LOOKOUT _____

FANTAIL PHONE TALKER _____

QUARTERDECK PHONE TALKER _____

_____ Bell manned.

_____ Gong manned.

_____ Commence bell and gong signals.

_____ Set material condition ZEBRA on the main deck and below and make deck log entry when set.

_____ If necessary, notify bridge watch to stand by ship's whistle, to warn approaching vessels.

Appendix F

SAMPLE TOW OR BE TOWED PROCEDURES

EVENT	RESPONSIBILITY
24 TO 6 HOURS PRIOR	
1. Verify steering checks complete and logged in the deck log.	ENG _____
2. Conduct a safety brief for ALCON. Discuss type of approach, safety precautions, and sounds signals.	1ST LT _____
3. Determine from OPS:	OOD
a. Rendezvous position	_____
b. Rendezvous time	_____
c. Condition of tow	_____
4. Lay out necessary equipment.	1ST LT _____
5. Break anchor chain at least four hours prior to event if being towed. Log in the deck log.	1ST LT _____
6 TO 2 HOURS PRIOR	
1. Ensure all sound-powered phones/circuits tested and status reported to OOD.	OOD _____
2. Prepare all tactical signals for towing operations.	OOD/TAO _____

- | | | |
|--|------|-------|
| 3. Determine gyro error, log results in the deck log and magnetic compass log. | QMOW | _____ |
| 4. Check gyro repeaters and master gyro for error. | QMOW | _____ |
| AFT Steering | | _____ |
| PORT Bridge Wing | | _____ |
| STBD Bridge Wing | | _____ |
| SCC | | _____ |
| 5. Post gyro error on ALL gyro repeaters. | QMOW | _____ |

1 HOUR PRIOR

- | | | |
|--|------|-------|
| 1. Review all sound signals for towing with Helm Safety Officer. | OOD | _____ |
| 2. Assume tactical command, if towing (with CO's permission). | TAO | _____ |
| 3. Verify propulsion and electrical plant line up as per CO's Standing Orders. | ENG | _____ |
| 4. Test the ship's whistle (with CO's permission). | OOD | _____ |
| 5. Test all navigation and towing lights (if towing at night). | QMOW | _____ |
| 6. Pass time check. | QMOW | _____ |
| 7. Place bullhorn convenient to CONN and check battery. | QMOW | _____ |
| 8. Ensure two laser range finders are on the bridge. | QMOW | _____ |
| 9. Test emergency alarms from the pilothouse. | BMOW | _____ |

45 MINUTES PRIOR

- | | | |
|---|-----|-------|
| 1. Pass the word via the 1MC:
"Go to your stations all the Towing Detail." | OOD | _____ |
|---|-----|-------|

30 MINUTES PRIOR

- | | | |
|---|-------|-------|
| 1. Conduct radio checks on the required circuits. | CICWS | _____ |
|---|-------|-------|

- | | | |
|--|-----|-------|
| 2. Check BTB radio. | OOD | _____ |
| 3. Towing stations manned and ready. | OOD | _____ |
| a. Ship Control | | |
| (1) BMOW | | _____ |
| (2) JOOD | | _____ |
| (3) Helmsman | | _____ |
| (4) Lee Helmsman | | _____ |
| (5) Phone Talker | | _____ |
| (6) Messenger | | _____ |
| (7) QMOW | | _____ |
| (8) Course/Speed Recorder | | _____ |
| (9) Helm Safety Officer | | _____ |
| (10) Lookouts | | _____ |
| (11) AFT Steering | | _____ |
| b. CCS (Inform EOOW of course and speed.) | | _____ |
| c. CIC | | _____ |
| d. FWD IC | | _____ |
| e. Radio | | _____ |
| f. Ready lifeboat | | _____ |
| g. Deck Detail | | _____ |
| 4. Set Restricted Maneuvering Doctrine | OOD | _____ |
| (with CO's permission). Log in the deck log. | | |
| 5. If being towed, take all way off the ship | OOD | _____ |
| and pass the word: "Standby for shot lines | | |
| forward from USS _____." | | |
| 6. Once tow is made up, ensure a towing | OOD | _____ |
| watch is posted to observe the towline at all times. | | |
| SAFETY NOTE: Ensure fantail is clear | | |
| of all personnel when towing. | | |

INFO NEEDED FOR EMERGENCY TOWING OPERATIONS

It is the OOD's responsibility to provide (if being towed) or receive (if towing) the following information prior to undertaking the towing evolution:

1. Engineering plant status, including whether shafts are locked or unlocked, and if power is available to the anchor windlass.
2. Hull condition, including any weakened bulkheads or holes in the skin of the ship.
3. Condition of the steering gear (operable or inoperable).
4. Condition of deck machinery, including capstans, windlasses, and winches (operable or inoperable).
5. Available towing equipment on other vessel.
6. Tow ship readiness regarding rigging for a tow and breaking out the necessary equipment.
7. Will the crew remain aboard the towed vessel?
8. Establish a means of communications between ships when making up the tow and during the tow.
9. General trim of the tow.
10. Record drafts after the towed ship is in proper trim. (FWD _____ AFT _____)
11. Are all sea valves closed and wired shut?
12. Are all bilges free of oil and water?
13. Is the hull damage and/or flooding under control?
14. The rudder(s) should be centered and locked.
15. Are amber colored flooding alarm lights installed on the towed ship? (This is desirable if the towed ship is unmanned and flooding is a possibility.)
16. Are navigation lights installed and working on the towed ship?
17. If towing pads exist, bitts and cleats can be used but should be checked for handling the strain of towing.

NOTE: Return this checklist to the QMOW and log in the deck log completion of checklist.

Appendix G

SAMPLE DDG FLIGHT OPERATIONS PROCEDURES

1. Obtain the time of flight quarters OOD _____
from CIC. Pass the word and ensure the crew
is informed of changes to the published
flight quarters schedule.
2. Determine helo mission (VERTREP, OOD _____
HIFR, DLQ, PAX, MEDEVAC).
Ensure the CO, XO, and CIC are
aware of mission.
3. Determine best course for flight quarters. OOD _____
Take into account winds and seas and review
polar plot risk areas for intended course and speed.
 - a. True wind: _____ Deg T at _____ Kts
 - b. Relative wind: _____ Deg T at _____ Kts
 - c. Barometer: _____
 - d. Foxtrot Corpen: _____ Deg T at _____ Kts
 - e. Pitch: _____
 - f. Roll: _____
 - d. PAX (number, names, etc.): _____
4. Pass the word: "Flight quarters, flight OOD _____
quarters. All hands man your flight quarters
stations. The smoking lamp is out on all
weather decks. Covers shall not be worn
topside. The dumping of trash is secured.

All personnel not involved stand clear.

Reason for flight quarters ____.”

Repeat the word. Log in deck log.

- | | | |
|--|------|-------|
| 5. Place HOTEL (FQ) or HOTEL ONE (VERTREP) at the dip. | OOD | _____ |
| 6. Notify LSE and HCO of all course and speed changes while at flight quarters. | QMOW | _____ |
| 7. Close up Ball-Diamond-Ball or energize Red-White-Red. | QMOW | _____ |
| 8. If at night energize blue stern light and secure white stern light. | QMOW | _____ |
| 9. Confirm helo control circuit. Ensure the circuit is monitored in the pilothouse and the bridge wings. | OOD | _____ |
10. Establish comms and receive manned and ready reports from:
- | | COMMS | MANNED | READY |
|--------------------|-------|--------|-------|
| LSO | _____ | _____ | _____ |
| TOWER | _____ | _____ | _____ |
| CIC | _____ | _____ | _____ |
| Crash & Smash Team | _____ | _____ | _____ |
| CCS | _____ | _____ | _____ |
| Boat Deck | _____ | _____ | _____ |
11. Test flight deck crash alarm.
- | | | |
|--|-----|-------|
| | OOD | _____ |
|--|-----|-------|
- Pass the word: “The following is a test of the flight deck crash alarm from the helo control tower and the pilothouse. Disregard.”
- | | | |
|--|-----|-------|
| 12. Ensure flight deck nets are lowered. | HCO | _____ |
| 13. Ensure FOD walkdown is complete. | HCO | _____ |
| 14. Pass numbers to the HCO. | HCO | _____ |
| 15. Turn to F CORPEN for winds. | OOD | _____ |
| 16. As soon as manned and ready, and checklist completed through step 15, request permission from CO to set Green Deck. Log in deck log. | OOD | _____ |

- | | | |
|--|-----|-------|
| 17. Close up HOTEL or HOTEL ONE
for Green Deck. | OOD | _____ |
| 18. While at flight quarters, pass the following
word every fifteen minutes: "The smoking
lamp is out on all weather decks. Covers shall
not be worn topside. The dumping of trash
is secured. All personnel stand clear." | OOD | _____ |
| 19. HCO report aircraft ready recovery. | OOD | _____ |
| 20. Recover helo. Set Red Deck when helo
has landed and is secured on deck.
Log in deck log. | OOD | _____ |
| 21. Set Green Deck when helo is ready for
launch (CO's permission required).
Log in deck log. | OOD | _____ |
| 22. Receive "Ops normal" report from
aircraft via HCO. Set Red Deck. Secure
Flight Quarters. Haul down HOTEL and
day shapes. Adjust lighting appropriately
for night steaming. Log in deck log. | OOD | _____ |

NOTE: Upon completion of this checklist, return to QMOW.

Appendix H

SAMPLE UNDERWAY REPLENISHMENT PROCEDURES

EVENT	RESPONSIBILITY
72 HOURS PRIOR	
1. Send replenishment request to UNREP ship.	1ST LT _____
2. Post approved UNREP watch bill.	SWO _____
24 TO 6 HOURS PRIOR	
1. Verify steering checks complete and logged in deck log.	ENG _____
2. Determine from OPS:	OOD
a. Rendezvous position	_____
b. Rendezvous time	_____
c. Replenishment course	_____
d. Order alongside	_____
3. Determine from 1ST LT:	OOD
a. Station to be used	_____
b. Type of rig	_____
4. Determine from MPA amount of fuel requested.	MPA _____
5. OPS/1ST LT conduct safety brief for ALCON.	1ST LT _____
6. Verify time distance to rendezvous position.	OOD/CIC _____

- | | | |
|---|-----|-------|
| 7. Determine from SUPPO if movies/
mail/other items to be transferred. | OOD | _____ |
| 8. Determine from SUPPO/OPS the
number of pallets to be received. | OOD | _____ |

6 TO 2 HOURS PRIOR

- | | | |
|---|--------|-------|
| 1. Fueling stations checked. | ENG | _____ |
| 2. Lay out necessary equipment. | 1ST LT | _____ |
| 3. Determine gyro error, log results in
deck log and magnetic compass log. | QMOW | _____ |
| 4. Check gyro repeaters and master
gyro for error. | QMOW | _____ |
| AFT Steering | | _____ |
| PORT Bridge Wing | | _____ |
| STBD Bridge Wing | | _____ |
| SCC | | _____ |
| 5. Post gyro error on ALL gyro repeaters. | QMOW | _____ |
| 6. Set up stadimeter IAW UNREP GUIDE
and test laser range finder for JOOD. | QMOW | _____ |

1 HOUR PRIOR

- | | | |
|--|-----|-------|
| 1. Ensure all sound-powered phones/
circuits tested and status reported to OOD. | OOD | _____ |
| 2. Review emergency breakaway procedures. | OOD | _____ |
| 3. Post call sign. | TAO | _____ |
| 4. Prepare all tactical signals for
replenishment operations. | OOD | _____ |
| 5. Assume tactical command if OCE
(with CO's permission). | OOD | _____ |
| 6. If OCE, assign ships to designated
stations. If not, take station as assigned. | OOD | _____ |
| 7. Verify propulsion and electrical plant
line up per CO's Standing Orders. | ENG | _____ |

- | | | |
|---|------|-------|
| 8. Test the ship's whistle
(with CO's permission). | OOD | _____ |
| 9. Test running, task, and wake lights
if night UNREP. | QMOW | _____ |
| 10. Conduct time check. | QMOW | _____ |
| 11. Place bullhorn convenient to CONN
and check battery. | QMOW | _____ |

30 MINUTES PRIOR

- | | | |
|--|-----------|-------|
| 1. Pass the word via the 1MC: "Station the
Underway Replenishment Detail, Station
the Underway Replenishment Detail,
Station _____ (and ____)." | OOD | _____ |
| 2. Pass the word via the 1MC: "The smoking
lamp is out throughout the ship." | OOD | _____ |
| 3. Pass the word, via the 1MC:
"The fantail is secured. Hold all
trash and garbage on station." | OOD | _____ |
| 4. Conduct radio checks on the
required circuits. | OOD/CICWS | _____ |
| 5. Check BTB Radio, if EMCON
conditions permit. | OOD | _____ |
| 6. UNREP stations manned and ready. | OOD | |
| a. AFT Steering—inform AFT Steering
helmsman and Safety Officer of course. In the
event of a casualty, steer nothing right/left of _____. | | _____ |
| b. Pilothouse | | |
| (1) BMOW | | _____ |
| (2) JOOD | | _____ |
| (3) Helmsman | | _____ |
| (4) Lee Helmsman | | _____ |
| (5) Phone Talker | | _____ |
| (6) Messenger | | _____ |

- (7) QMOW

(8) Course/Speed Recorder

(9) Helm Safety Officer

(10) Lookouts

(11) QMOW [ROMEO ready to break at the dip/BRAVO ready (closed up)/day shapes]

c. CCS (Inform EOOW of course and speed.)

d. CIC

e. Radio

f. Ready Lifeboat

g. UNREP Stations

Station__Station__Station__

h. All station personnel in ranks.

7. Receive draft report. Log in deck log.

OOD

8. Mail/movies/other at designated station.

SUPPO

9. Set Restricted Maneuvering Doctrine (with CO's permission).

OOD

10. All department heads make readiness reports for alongside replenishment.

OOD

a. COMBAT SYSTEMS

b. OPERATIONS

c. SUPPLY

d. ENGINEERING

e. WEAPONS

11. If conducting simultaneous air operations at night, use blue stern light vice white.

OOD

READY TO COMMENCE APPROACH

1. Break ROMEO at the dip when manned and ready and ready to commence approach.

OOD

2. Close up ROMEO and special day shapes/task lights on commencement of approach (three hundred yards).

OOD

3. When CONN takes speed off, pass the word via the 1MC: "Standby for shot lines fore and aft from USS/USNS ____." OOD _____

FIRST LINE OVER

1. Haul down ROMEO when first messenger across. OOD _____
2. Break BRAVO if receiving fuel or ammunition. OOD _____

BREAKAWAY

1. Place PREP at the dip fifteen minutes prior to breakaway. OOD _____
2. Obtain recommended course and speed from NAV with CIC concurrence. Check surface picture. OOD _____
3. Inform UNREP ship of breakaway intentions. OOD _____
4. Haul down BRAVO when pumping ceases or ammunition is struck below. OOD _____
5. Close up PREP when breaking last rig. OOD _____
6. Ensure all stations' personnel in ranks for breakaway. OOD _____
7. Haul down PREP when all lines clear. OOD _____
8. Secure Restricted Maneuvering Doctrine. OOD _____

NOTE: Return this checklist to the QMOW and log in the deck log completion of checklist.