

RECRUIT TRAINING COMMAND STANDARD OPERATING PROCEDURES 1414.1B

Subj: WATER SURVIVAL DIVISION ORGANIZATION, STANDARD OPERATING PROCEDURES
(SOP) AND MISHAP PLAN MANUAL

Ref: (a) MILPERSMAN (Articles 1414-10, 1500-020)
(b) CNETINST 1500.20D
(c) RTCINST 1513.3D
(d) RTCINST 1616.3L
(e) RTCINST 1710.5M
(f) RTCINST 3140.1M
(g) RTCINST 3141.2F
(h) RTCINST 5400.1
(i) COMNAVCRUITCOMINST 1130.8
(j) BUMEDNOTE 6230
(k) Curriculum Guide for U. S. Navy Recruit Training (A-950-0001)
(APR 03)
(l) Lesson Topic Guide 5.14, Survival-at-Sea
(m) Manual of Naval Preventive Medicine (NAVMED P-5010-4 (2002))
(n) U.S. Navy Water Survival Instructor's Manual (NETC P1552/16 (2-03))
(o) American Red Cross Life Guard Training Manual (2001)
(p) Navy Remedial Swim Training Course CIN 29-E0010

Encl: (1) NASC, Pensacola FL ltr 1513, Code 08 of 15 Apr 01

1. Purpose. To promulgate the Recruit Training Command (RTC), Water Survival (WS) Division Organization, Standard Operating Procedures (SOP) and Mishap Plan. For the purpose of this instruction, the term "trainee" applies to anyone in a training status at Combat Swimming Pools (RTC) including but not limited to recruits, U. S. Naval Sea Cadets, Midshipmen, Naval Veterans (NAVETS), Other Service Veterans (OSVETS), etc. For the purpose of this instruction, the term "instructor" applies to any (only) qualified military and civilian water survival staff members.

2. Cancellation. RTCINST 1414.1A

3. Scope

a. This manual is the organizational and operational directive of RTC's WS Division. The functional guides included in the chapter on administrative organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate personnel in the command.

b. Nothing in this manual shall be construed as contravening or superseding other directives of the Navy Department.

4. Objectives

a. To provide a comprehensive and clearly defined presentation of the WS Division's organizational structure.

b. To set forth the duties, responsibilities, limits of authority and the organizational relationships of personnel within the WS Division.

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5. Compliance. All personnel assigned to the WS Division shall be thoroughly familiar with the information contained in reference (a) and this manual.

6. Responsibilities

a. The Technical Training Officer (TTO) shall:

(1) Have overall responsibilities for the promulgation and supervision of provisions contained herein and as required by reference (a).

(2) Be responsible for the annual review/update as required, commencing from date of this instruction.

(3) Submit changes/updates to the Commanding Officer via chain of command for approval.

b. The WS Division Officer shall be responsible for the organization, administration, and operation of the WS Division as outlined in reference (a).

c. All WS Division staff personnel shall be responsible to carry out all aspect of WS Division Organization, Standard Operating Procedures and Mishap Plan Manual.

/s/
J. E. KNAPP
By direction

Copy to:
NSTC Great Lakes

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Record of Changes. Changes to the WS Division Organizational Standard Operating Procedures and Mishap Plan Manual shall be issued as follows:

1. Brief changes, such as single word substitutions, shall be entered by pen and ink change transmittal.
2. Page changes will be inserted as directed by the change transmittal.
3. Changes or corrections to this instruction shall be recorded in the space provided below.

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE ENTERED BY

Section 1. Water Survival Division Organization, Standard Operating Procedures and Mishap Plan

101. Divisional Organization Structure. The organization structure is set up to promote cooperation and effective exercise of executive leadership. Each person will give his/her best and will cooperate more effectively with others only when he/she understands his/her responsibilities and relationships to other members of the organization.

102. Division Officer

a. Basic Function. Administer swimming qualification tests, provide trainees with instruction in swimming, water safety and water survival training in accordance with the standards provided in [reference \(a\)](#).

b. Duties, Responsibilities and Authority. The WS Division Officer shall:

- (1) Administer and supervise the Water Survival Division.
- (2) Operate and supervise the use of swimming survival tanks, Buildings 1425 and 1405.
- (3) Ensure qualified safety observers are present to assure, the safety and welfare of all personnel who enter the Combat Swimming Pool, Buildings 1425 and 1405.
- (4) Administer and supervise a program for teaching basic swimming skills to those personnel classified as non-swimmers.
- (5) Monitor all aspects of WS testing, including preparation and submission of all master lesson plans, reports and testing forms.
- (6) Maintain all records, files, reports and correspondence as directed.
- (7) Ensure compliance with current directives and keep the TTO advised.
- (8) Establish and monitor a rigid safety program to anticipate possible mishaps.
- (9) Ensure WS staff receives periodic training covering the Pre-Mishap Plan, [Appendix B](#) on a quarterly basis.
- (10) Allow only approved instructions, lesson topic guides and Standard Operating Procedures for WS to be used for the instruction and testing of trainees.
- (11) Supervise a continuing program of instructor training and evaluation to ensure that correct teaching methods are effectively presented to trainees.
- (12) Ensure all instructors are CPR qualified in accordance with [Appendix C](#).

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(13) Ensure that all Water Survival staff members uphold RTC Standards of Conduct at all times.

(14) Perform such additional duties as required by the Technical Training Officer (TTO).

c. Organizational Relationship. The Water Survival Division Officer reports:

(1) Directly to the TTO; and to the Safety Officer via the TTO for all matters relating to safety.

103. Division Leading Chief Petty Officer (LCPO)

a. Basic Function. Serves as assistant to the Division Officer; executes the WS Division daily routine. Manages and supervises the operation and administration of the WS Division.

b. Duties, Responsibilities and Authority. The Water Survival Division LCPO shall:

(1) Be responsible for the daily safe operation and administration of the division as well as the performance and training of the WS staff.

(2) Manage and supervise all assigned personnel to maintain the highest standards of quality, performance and discipline to include ensuring all staff qualifications and eligibility requirements are current.

(3) Monitor and ensure compliance with all applicable safety instructions to ensure the safety of all personnel at the WS facility.

(4) Assume the responsibilities of the Division Officer in his/her absence (leave, TAD, sickness, etc.) to include Senior Safety Observer.

(5) Ensure timely preparation and submission of all reports and evaluations.

(6) Ensure adequate supplies are on hand and equipment is maintained at a high state of readiness to accomplish all training objectives.

(7) Perform additional duties as required by the WS Division Officer.

c. Organizational Relationship

(1) The LCPO reports to the Division Officer.

(2) All division personnel report directly to the LCPO, via Shift CPO and LPO.

104. Division Leading Petty Officer (LPO)

a. Basic Function. Serves as assistant to the Leading Chief Petty Officer, ensuring daily orders are carried out in a safe and timely manner. Manages and supervises the daily activities of WS personnel.

b. Duties, Responsibilities and Authority. The WS Division LPO shall:

(1) Be responsible for the daily accountability of the WS division personnel. Submit an accurate muster report to the departmental yeoman and report any discrepancies.

(2) Hold divisional quarters on a daily basis at the time appointed by the LCPO. Dispense information as required to division personnel.

(3) Maintain readiness on pool deck, including qualified instructors and training tools.

(4) Assume overall responsibility and authority for the WS facility and staff during the absence of the Division Officer, LCPO and Ops Chief and/or Shift CPO.

(5) Counsel Division Personnel and Trainees concerning personal and professional development.

(6) Perform additional duties as required by Division LCPO.

c. Organizational Relationship. The LPO reports directly to the LCPO.

105. Operations Chief

a. Basic Function. To ensure the safety of trainees and staff in and around the training tanks.

b. Duties, Responsibilities and Authority. The WS Operations Chief shall:

(1) Serve as Technical Training Safety Officer (TTSO) ensuring the safety of trainees and staff in and around the training tanks.

(2) Assume overall responsibility and authority for the WS facility and staff during the absence of the Division Officer and LCPO.

(3) Ensure required safety equipment (**Section 205**) and adequate supplies are on hand and equipment is maintained at a high state of readiness to accomplish all training objectives.

(4) Be responsible for the operation and maintenance of the training tanks.

(5) Monitor and ensure compliance with all applicable safety instructions to ensure the safety of all personnel at the WS facility.

(6) Ensure timely preparation and submission of all reports and evaluations.

c. Organizational Relationship. The Operations Chief reports directly to the WS LCPO.

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106. Civilian Supervisor (GS-9)

a. Basic Function. To supervise civilian employees in the performance of duties relating to water survival training.

b. Duties, Responsibilities and Authority. The Civilian Supervisor shall:

- (1) Supervise civilian employees in the performance of their duties.
- (2) Plan, schedule, and control workload.
- (3) Maintain all employees' timecards and time sheets.
- (4) Approve annual and sick leave requests via WSD LCPO or DIVO.
- (5) Recommend selection of employees for merit promotion certificates.

(6) Issue oral reprimands, letters of caution, letters of reprimand and recommend additional disciplinary action, if needed.

(7) Issue performance evaluations and participate in development of performance standards.

(8) Maintain effective working relationships with all levels of management.

(9) Qualify Water Survival Instructor (Section 6).

(10) Perform lifeguard duties, including deep-water rescues.

(11) Perform COD duties.

c. Organizational Relationship. The civilian supervisor reports directly to the Operations Chief.

107. Shift Supervisor (Chief)

a. Basic Function. To supervise all military and civilian employees assigned to the shift.

b. Duties, Responsibilities and Authority. The shift chief shall:

(1) Supervise all military and civilian employees assigned to the shift.

(2) Assume overall responsibility and authority for the WS facility and staff during the absence of the Division Officer, LCPO, and Operations Chief.

(3) Issue performance evaluations and counseling for shift military personnel.

(4) Serve as mentor for junior personnel providing guidance on physical training and performance issues.

(5) Assist the Operations Chief with operational tasking.

c. Organizational Relationship. The Shift Supervisor (chief) reports directly to the Division LCPO.

108. Chief on Deck

a. Basic Function. Maintains overall responsibility for all aspects and reports of training conducted at the swimming pool(s). Serves as the on-scene safety observer for all WS training evolutions.

b. Duties, Responsibilities and Authority. The Chief on Deck shall:

(1) Qualify Chief on Deck, and Water Survival Instructor IAW (Section 6).

Note: All E-5/GS-7 personnel are required to complete MTS prior to becoming Chief on Deck. A probationary period (TBD) will be assigned by the LCPO for each E-5/GS-7 prior to final qualification as Chief on Deck.

(2) Assumes overall responsibility and authority for the WS facility and staff during the absence of the Division Officer, LCPO, Operations Chief, Shift Chief and LPO.

(3) Direct and maintain control of all training evolutions (Third Class Swim Test, Remedial Swim Test, Remedial Swim Instruction (RSI), Second Class Swim Test and Battle Stations) in the swimming pool, being especially watchful for safety hazards, injured personnel and/or personnel experiencing serious discomfort, illness or difficulty during the training.

(4) Maintain presence on deck whenever trainees are in the pool and ensure that instructor to trainee ratios are maintained in accordance with RTCINST 1414.1B.

(5) Conduct Chief on Deck Brief (Appendix E) upon completion of Duty Instructor (I-2) Pool Deck Brief and prior to commencing training.

(6) In the event of an emergency situation, ensure that Emergency Medical Services (EMS) are notified immediately. He/she will verify this by personally making the call or getting a report back from the person sent to make the call. He/she will also ensure that the appropriate response to the situation is executed in accordance with the Pre-Mishap Plan (Appendix B). No one may countermand a request for medical assistance; there are no exceptions. Once the mishap plan is activated, no deviations are authorized unless completing the mishap plan will place the member in an unsafe or hazardous situation.

(7) Verify pool chemical readings every two hours. If readings are unacceptable, permit no training to take place until the problem has been corrected.

(8) Ensure all trainees have exited the pool deck prior to leaving the deck.

(9) Secure the building at the end of the day, ensuring all personnel have departed the building.

(10) Determine positions for Mid-Pool (MP) and Pole/Pool-Side (PI) Instructors.

(11) Perform additional duties as directed by LCPO.

c. Organizational Relationship. The Chief on Deck reports directly to the Shift Chief. In absence of the Shift Chief, report to the LPO.

109. Instructor

a. Basic Function. To provide instruction to trainees during the testing process, being especially watchful for safety hazards, injured personnel and/or personnel experiencing serious discomfort, illness or difficulty during training.

b. Duties, Responsibilities and Authority

(1) Duty Instructor (I-2). The Duty Instructor shall:

(a) Have minimum qualifications of American Red Cross Lifeguard, CPR for the Professional Rescuer, First Aid, and Oxygen Administrator Certifications.

(b) Be responsible for managing and documenting hard cards, divisional rosters (Section 504), INC and NQS rosters (Section 505), ambulance reports and other rosters as necessary.

(c) In the event of an emergency situation, immediately notify the Chief on Deck and execute the appropriate actions per the Pre-Mishap Plan (Appendix B) until EMS arrives on the scene.

(d) Ensure status of all poolside equipment (rescue buoys, poles, horns, whistles, oxygen, first aid, etc).

(e) Take chemical readings of the pool(s) every two hours and report the results to the Chief on Deck.

(f) Muster all trainees (Prone and NQS) assigned to the pool.

(g) Perform additional duties as directed by the Chief on Deck.

(2) Mid-Pool Instructor (MP). The Mid-Pool Instructor shall:

(a) Qualify Water Survival Instructor (Section 6).

(b) Assist the Chief on Deck in the administration of trainee swimming qualifications.

(c) Serve as primary rescuer during in-water training/testing.

(d) Ensure trainees safely re-surface after stepping from the tower (or side of the pool), clear the landing zone and transit to the shallow end of the pool.

(e) Closely monitor trainees during the testing process, being especially watchful for safety hazards, injured personnel and/or personnel experiencing discomfort, illness or difficulty during the training.

(f) In the event of an emergency situation, immediately notify the Chief on Deck and execute the appropriate actions of the Pre-Mishap Plan (Appendix B) until EMS arrives on the scene.

(g) Perform additional duties as directed by the Chief on Deck.

(3) Pole/Pool-Side Instructor (PI). The Pole Instructor Shall:

(a) Qualify Water Survival Instructor, Section 6.

(b) Assist the Chief on Deck in the administration of trainee swimming qualifications.

(c) Serve as secondary rescuer during in-water training/testing.

(d) Closely monitor trainees during the testing process, being especially watchful for safety hazards, injured personnel and/or personnel experiencing discomfort, illness or difficulty during the training.

(e) In the event of an emergency situation, immediately notify the Chief on Deck and execute the appropriate actions of the Pre-Mishap Plan (Appendix B) until EMS arrives on the scene.

(f) Perform additional duties as directed by the Chief on Deck.

(4) Remedial Swim Instructors. Remedial Swim Instructor Shall:

(a) Have minimum qualifications of American Red Cross Lifeguard, CPR for the Professional Rescuer, First Aid, Oxygen Administrator, Navy Swim Tester, Basic Water Survival Instructor (BSWIC) and or Water Safety Instructor (civilians) Certifications.

(b) Serve as primary shallow water rescuer during remedial swim instruction.

(c) Administer Instruction for teaching basic swimming skills to trainees classified as non-swimmers, Section 4.

(d) Ensure only approved procedures are utilized while instructing trainees on swimming techniques.

(e) Conduct Remedial Swim Designation Brief to all non-qualified swimmers (NQS) on the remedial swim program designation and the consequences of not qualifying as a Third Class Swimmer.

(f) Closely monitor trainees during the testing process, being especially watchful for safety hazards, injured personnel and/or personnel experiencing discomfort, illness or difficulty during the training.

(g) In the event of an emergency situation, immediately notify the Chief on Deck and execute the appropriate actions of the Pre-Mishap Plan (Appendix B) until EMS arrives on the scene.

(h) Remain informed of changes to instructions, procedures and/or policies concerning swimming training.

(i) Perform additional duties as required by the Chief on Deck.

Note: Civilian instructors hired after implementation of this instruction will be required to complete all Water Survival Instructor JQR, in accordance with GS-7 position description.

c. Organizational Relationship. The instructors report directly to the Chief on Deck.

Section 2. Water Survival Safety Procedures and Regulations

201. Purpose. To promulgate safety standards for trainee swim testing and training.

202. Discussion. Due to the moderate risk training environment of trainee swim testing, it is imperative that safety procedures be established and adhered to by all personnel.

203. Action. All instructors shall read and strictly comply with all directives and safety procedures in accordance with references (a) through (o) and Appendixes A through F. Specifically, all trainees shall be briefed on the training time-out policy in accordance with Appendix E and on each safety procedure prior to all demonstrations or swimming evolutions.

204. Safety Procedures and Policies

a. No running, yelling, skylarking or diving is permitted at any time in the pool area.

b. Bleacher seats and pool ladders (tank 3, Bldg. 1405) are slippery when wet. Standing on bleacher seats and the use of ladders by trainees are prohibited.

c. Trainees shall remove contact lenses, rings, watches, religious medallions, identification tags, hard hair fasteners, and removable dental items prior to entering the pool. Eyeglasses must be properly stowed in swimsuit prior to entering the pool.

d. When stepping trainees from the tower, and until their ability to swim has been demonstrated, the ratio of instructors to trainees will be no less than two to one, (one pole and one mid-pool instructor per trainee). Once a trainee has entered the water, surfaced and swims to a designated area without assistance, the ability to swim has been demonstrated.

e. During the third class swim testing, the trainees have demonstrated the ability to swim; the ratio of instructors to trainees will be no less than one to five.

f. The second-class swim test will be conducted with an instructor to trainee ratio of no less than one to ten.

g. Prone float will be conducted with an instructor to trainee ratio of no less than one to five.

h. Rescue at Sea Laboratory will be conducted with an instructor to trainee ratio of no less than one to five.

i. Remedial Swimming Instruction (RSI), Prone and Rescue at Sea remediation will be conducted with an instructor to trainee ratio of no less than the following for each designated area:

(1) RSI, training tank 1, shallow end 1:5.

(2) RSI, training tank 2, 1:20.

(3) Prone/Rescue-at-Sea remediation, training tank 1, shallow end 1:10.

(4) Prone/Rescue-at-Sea remediation, training tank 1, deep end 1:5.

j. Battle Stations (rescue at sea scenario) will be conducted with an instructor to trainee ratio of no less than one to ten.

k. Trainees shall not be prevented from grabbing the side of the pool or quitting in-water training.

205. Emergency Equipment and Devices

a. Backboard - a backboard is required prior to any in-water training.

b. Cervical Collar - a minimum of three collars, one of each size, or one adjustable, are required prior to any in-water training.

c. Emergency Evacuation Horn - a portable horn/whistle will be utilized by the COD and/or Duty Instructor (I-2) to signal emergency evacuation of the training tanks (1 long blast).

d. First Aid Locker - a first aid kit will be located on the pool deck, verified by the COD using Appendix D.

e. AED - Located next to first aid locker on North wall.

f. Microphone System - a wireless microphone integrated into the pool sound system will be utilized for the Duty Instructor (I-2) Brief, COD Brief and training time-outs/emergency situations.

g. Poolside Oxygen - a poolside oxygen system, complete with a bag-valve-mask outfit, will be present prior to any in-water training. The minimum oxygen cylinder pressure will be no less than 1500 pounds per square inch (psi).

h. Reach Pole - A minimum of one reach pole per pole/pool-side instructor is required prior to any in-water training.

i. Rescue Tube - tube buoys, complete with a six-foot polyurethane towline and web shoulder strap, will be distributed around the training tank in designated positions. A minimum of one rescue tube per mid-pool instructor is required prior to any in-water training.

j. Ring Buoy - ring buoys, complete with a towline that will reach across the training tank, will be distributed around the training tank in designated positions.

k. Whistle - will be utilized by the COD to signal emergency evacuation of the training tanks (1 long blast).

l. Supervisor's Report of Injury/Illness (Ambulance Report) - located at the I-2 Desk, utilized to report all injuries/illness of student and staff members.

206. Emergency Drills. The LCPO will ensure lifesaving and CPR drills are conducted in accordance with **reference (b)**.

207. Activation of Mishap Plan. All emergency procedures will be exercised in accordance with **Appendix B**.

Section 3. Daily Standard Operating Procedures

301. Purpose. To define a daily schedule for swim training and testing.

302. Discussion. Swim qualification of trainees is performed in accordance with **Sections 4 and 7** of this instruction.

303. Action. Swim tests/instruction shall be conducted in accordance with the Master Training Schedule. All other special in-water testing/training will be conducted without interfering with the Master Training Schedule.

Section 4. Trainee Swim Testing and Qualification/Remedial Swim Instruction

401. Purpose. To promulgate standards for qualification of trainees in the basic swimming and **Rescue-at-Sea** techniques.

402. Discussion. The following sections **404 through 408** set forth procedures for conducting swim testing, including Third class (initial) swim test, second class swim test, remedial swim instruction (RSI), and Rescue-at-Sea Laboratory.

403. Action. All instructors shall read and strictly comply with all directives, safety procedures and Water Survival Standard Operating Procedures (SOP). Specifically, all trainees shall be briefed on the training time-out policy in accordance with **reference (b) (located in Appendix E)** and on each safety procedure prior to all demonstrations or swimming evolutions.

404. Procedures for 3rd Class Swim Test, Tank 1 (Bldg. 1425)

404. 1 3rd Class Swim Test.

a. Divisions report at 1130 and all trainees will be given the locker room brief (located in Appendix E).

b. After dressing out, trainees will be positioned on the bleachers and mustered for accuracy.

c. The Pool Deck Brief, the Chief on Deck Brief (located in [Appendix E](#)) and a demonstration of the Third class swim test will be given prior to commencing training.

d. Upon completion of the COD brief and in-water demonstrations trainees will be given an opportunity to volunteer for remedial swim instruction.

e. At the COD's instruction trainees will line up in two rows on the east side of the tower.

f. Trainees will be called onto the tower, up to 20 at a time, alternating from each row. Trainees will line up on the tower as directed by the COD. Once on the tower, trainees will cross their arms, grasping their biceps or triceps and hold their nose using their inside hand.

g. On the command "edge" one trainee from each row will step to the edge of the tower placing all ten toes over the edge of the tower. When the landing zone is clear the command "step" will be given. Trainees will step off the tower simultaneously, taking one 30-inch marching pace and crossing their ankles. If a trainee attempts to squat or kneel instead of taking one 30-inch pace, the COD will assist the trainee safely away from the tower to prevent injury. The COD will have the trainee removed from the water, instruct them on their performance, and require them to correctly step from the tower.

h. Once in the water, trainees will immediately surface and swim 50 meters along the west side of the pool staying between the buoys and the pool gutter. Trainees may utilize any one or a combination of the four strokes (front crawl, sidestroke, breaststroke, or elementary backstroke) in accordance with the standards provided in [reference \(n\)](#).

i. Upon completion of the swim portion of the test, trainees will exit the pool and proceed back to the bleachers.

j. Trainees will then be separated into groups of 20 maintaining appropriate instructor to trainee ratio (1:5) for the prone float portion of the third class swim test.

k. After demonstration of the prone float by a mid-pool instructor, trainees will sit on the edge of the pool and slide in, keeping one hand on the wall.

l. At the command, "Off the wall", trainees will move away from the pool wall and begin to prone float for a period of five minutes.

m. At the end of five minutes, trainees will be instructed to exit the pool. Trainees will don a set of coveralls with the collar tucked in and the collar button buttoned. An in-water instructor will demonstrate coverall inflation.

n. After the coverall inflation demonstration, trainees will sit on the edge of the pool and slide in, keeping one hand on the wall.

o. At the command, "Off the wall", trainees will move away from the pool wall and inflate their coveralls using the methods as demonstrated.

p. Upon successful inflation, either a mid-pool instructor or a poolside instructor will have the trainees exit the pool and remove their coveralls. Trainees will then proceed to the locker room to get dressed out in the uniform-of-the-day.

q. Any trainee unable to complete the swim test, prone float or **Rescue-At-Sea**, or is pulled from the water for lack of ability, will check-in with the Duty Instructor (I-2). These trainees will be given remedial swim instruction and retested if warranted.

r. Any trainee who volunteered for swim instruction and has graduated beyond the remedial swim tank (Tank 2) will be classified as a Level 2 swimmer.

s. Level 2 or 3 swimmers will be tested in the same manner as all other trainees.

t. Any trainee that volunteered for swim instruction and has not graduated beyond remedial swimming will be classified as a Non-Qualified Swimmer(NQS) at the end of the swim session and given the Remedial Swim Designation Brief (located in **Appendix E**).

u. If a trainee refuses to step from the tower or participate in remedial instruction, refer to **Section 506**, Failure to Train.

404.2 Procedures for 3rd Class Swim Test, Tank 3 (Bldg. 1405)

a. After the dive motivator brief, trainees will be given the locker room brief (Located in Appendix E).

b. After dressing out, trainees will be positioned on the bleachers and mustered for accuracy.

c. The Pool Deck Brief, the Chief on Deck Brief (located in **Appendix E**) and a demonstration of the third class swim test will be given prior to commencing training.

d. Upon completion of the COD brief trainees will be given an opportunity to volunteer for remedial swim instruction.

e. At the COD's instruction, trainees will line up in two rows on the south side of the tower.

f. Trainees will be called onto the tower, up to 20 at a time, alternating from each row. Trainees will line up on the tower as directed by the COD. Once on the tower, trainees will cross their arms, grasping their biceps/triceps and hold their nose with the inside hand.

g. On the command "edge" one trainee from each row will step to the edge of the tower placing all ten toes over the edge of the tower. When the landing zone is clear the command "step" will be given. Trainees will step off the tower simultaneously, taking one 30-inch marching pace and cross their ankles. If a trainee attempts to squat or kneel instead of taking one 30-inch pace, the COD will assist the trainee safely away from the tower to prevent injury. The COD will have the trainee removed from the water, instruct him on his performance, and be required to correctly step from the tower.

h. Once in the water, trainees will immediately surface and swim clockwise along the outer edges of the swimming area between the buoys and the pool gutter. Trainees will exit in the northeast corner of the pool.

i. Upon completion of the swim portion of the test, trainees will proceed back to their assigned bleacher.

j. Trainees will then be separated into groups maintaining appropriate instructor to trainee ratio (1:5) for the prone float portion of the third class swim test.

k. After demonstration of the prone float by a mid-pool instructor, trainees will sit on the edge of the pool and slide in, keeping one hand on the wall.

l. At the command, "Off the wall", trainees will move away from the pool wall and begin to prone float for a period of five minutes.

m. At the end of five minutes, trainees will be instructed to exit the pool and proceed to the **Rescue**-at-Sea (RAS/coverall inflation) station of the pool.

n. Trainees will don a pair of coveralls with the collar tucked in and the collar button buttoned. An in-water instructor will demonstrate coverall inflation.

o. After the coverall inflation demonstration trainees will sit on the edge of the pool and slide in, keeping one hand on the wall.

p. At the command, "Off the wall", trainees will move away from the pool wall and inflate their coveralls using the methods as demonstrated.

q. Upon successful inflation, either a mid-pool instructor or a poolside instructor will have the trainees exit the pool and remove their coveralls. Trainees will then proceed to the locker room to get dressed out in the uniform-of-the-day.

r. Any trainee unable to complete the swim test, prone float or **Rescue**-At-Sea, or is pulled from the water for lack of ability, will check-in with the Duty Instructor (I-2). These trainees will be given remedial swim instruction and retested if warranted.

s. Any trainee who volunteered for swim instruction and has graduated

beyond remedial swimming in the shallow end of swimming tank 3 will be classified as a Level 2 swimmer.

t. Level 2 swimmers will be tested to verify their abilities prior to being classified as a Level 3 swimmer and Level 3 swimmers will be tested to verify their abilities prior to taking the third class swim test in the same manner as all other trainees.

u. Any trainee that volunteered for swim instruction and has not graduated beyond remedial swimming will be classified as a Non-Qualified Swimmer (NQS) at the end of the swim session and given the Remedial Swim Designation Brief (located in Appendix E).

v. If a trainee refuses to step from the tower or participate in remedial instruction, refer to Section 506, Failure to Train.

405. Staff Positioning for 3rd Class Swim Test, Tanks 1 & 3

a. Chief on Deck (COD): Maintains overall responsibility for all aspects of training conducted on the pool deck. The COD will be stationed on the tower during tower evolutions so that he/she may view all training conducted in the pool. The COD will step trainees from the tower when the landing area is clear. The COD will notify all training staff of training time-outs by blowing a whistle one long blast announcing "training time-out" upon which all trainees will be evacuated from the pool(s). Three short blasts will designate "training time-out" if a head neck or back injury is suspected. Upon completion of the "TTO" the COD will call all pool staff together to debrief event. The COD will designate an instructor to re-brief "TTO" and then blow a single whistle and announce, "continue training".

b. Mid-Pool Instructor (MP): All MP instructors are in-water instructors serving as primary rescuers during training. MP instructors are responsible for ensuring trainees safely re-surface after stepping from the tower, clear the landing zone and transit to the designated area. The COD will determine MP positions as follows:

(1) During initial step of trainees not requiring remedial swim instruction, there will be two MP's stationed in the deep end of the pool approximately eight feet from the edge of the tower, 2 MP's in the deep end along the trainees transit route, and one MP in the shallow end of the pool (Appendix B).

(2) During initial step of trainees that have successfully graduated from remedial swim instruction (level 2 or 3) MP's will be positioned as listed above (Appendix B). Extra attention will be paid to these trainees until they have demonstrated the ability to swim.

(3) Upon completion of the step portion of each group the MP's will split and two MP's will provide coverage for prone and two will provide coverage for RAS.

c. Pole/Pool-side Instructors (PI): All PI instructors are poolside instructors serving as secondary rescuers during training. The COD will determine PI stationing as follows:

(1) During initial step of trainees not requiring remedial swim

instruction, there will be five PI's stationed from the deep end to shallow end of the pool (Appendix B).

(2) During initial step of trainees that have successfully graduated from remedial swim instruction (level 2 or 3), PI's will be positioned the same as listed above in (Appendix B). Extra attention will be paid to these trainees until they have demonstrated the ability to swim.

(3) Upon completion of the step portion of each group the PI's will split and two PI's will provide coverage for prone and two will provide coverage for RAS.

d. Duty Instructor (I-2): Duty Instructor (I-2) will provide administrative support to the COD. Duty instructors will be responsible for managing and documenting hard cards, divisional rosters, INC and NQS rosters and ambulance reports (located in Appendixes B and F).

406. Procedures for 2nd Class Swim Test

a. Contracted and volunteer Air Crew/Rescue Swimmers will attempt the 2nd Class Swim Test upon completion of the 3rd Class Swim Test. Any trainee that desires to attempt the 2nd Class Swim Test will have one opportunity to attempt the test.

b. 2nd Class Swim Coordinator will conduct the testing.

c. Upon completion of the 3rd Class Swim Test, the trainees will line up across the north end of tank 1. An instructor will demonstrate the swim strokes.

d. The trainees will be called up to the tower. The trainees will demonstrate a proper step from the tower in accordance with ref n. The trainee will swim directly to the surface and demonstrate a proper breaststroke to the west wall of the tank. Those demonstrating a proper breaststroke will stay in the water. If the stroke is incorrect, the trainee will be removed from the water. Air Crew/Rescue Swimmer trainees will be directed to stand against the west wall, all others will be directed to go get dressed.

e. The trainees in the water will attempt the 2nd Class Swim Test. The test consists of swimming 25 yards of each stroke: Front crawl, Breaststroke, Sidestroke, Elementary Backstroke and a 5 minute prone float. The strokes will be graded IAW ref n.

f. Successful trainees will be given a page 13 in their hardcard.

g. Air Crew/Rescue Swimmer that failed the 2nd Class Swim will be issued page 13 stating that they attempted the test. The swim failures will be briefed on when they can return for Stroke Development.

h. Air Crew/Rescue Swimmer that passed will be briefed on returning for Physical Training with the Special Programs.

407. Remedial Swim Instruction (RSI)

a. Remedial Swim instruction is offered to trainees who feel they do not have the skills required to pass the 3rd Class Swim Test. Also, any trainee who is pulled from the pool for lack of ability will be placed in RSI.

b. RSI will be conducted in training Tank 2, and can also be taught in the shallow ends of tank 1 and tank 3.

c. Instructor to trainee ratios for remedial swim instruction will be no less than:

(1) Tanks 1 shallow end 1:5 off the wall. 1:10 on the wall.

(2) Tank 2 1:20 at all times.

(3) Tank 3 shallow end 1:20.

d. RSI will concentrate on water acclimation and instruction in the three levels of swim instruction as defined in [Appendix E](#).

e. Once RSI instructors feel trainees are capable of passing the 3rd Class Swim Test, the trainees will be tested in accordance with [section 404](#) of this instruction.

Section 5. Administration Guidelines

501. Purpose. To promulgate standards for documentation of swim training and qualification.

502. Discussion. The following sections 504 through 505 set forth procedures for documentation of swim training/qualification and trainee refusal to train. Section 507 sets forth procedures for documentation of Page-13's. Section 508 sets forth procedures for heat and wind chill conditions.

503. Action. All instructors shall read and comply with these directives to ensure consistency in documentation of swim training/qualification and refusal to train.

504. Division Hard cards and Rosters

Note: Example Hard card and Rosters markings are in Appendix F.

a. Duty Instructor will receive all division hard cards and a copy of the division roster from the division yeoman while the division attends the special programs brief.

b. Review hard cards to ensure all trainees participating are fit for full duty (FFD), with appropriate signatures, and do not have a condition that would preclude their participation (Light Limited Duty (LLD), severe asthma, ear or eye infections, open wounds, bleeding or infected wounds, stitches from a recent surgery, or not cleared by audiology). **Sample entries are in Appendix F.**

c. Prior to commencing training muster each division, match each trainee with a hard card, and question all trainees participating whether they are fit for full duty.

d. While training is conducted, document hard cards as follows:

(1) Trainees that did not participate in swim qualifications:

(a) On roster, highlight the trainee's full name and social security number in yellow.

(b) Stamp swim qualification block on front of hard card "INC" and set hard card aside.

(c) If trainees arrive prior to the Pool Deck and COD briefs, is fit for full duty, and has already been highlighted yellow, highlight the last name in green. Return hard card to divisional pile.

(2) Trainees requiring/volunteering for RSI:

(a) On roster, place a dot, in red ink, to the left of the trainee's name. Place a hash mark (/), in red ink, in the appropriate column for failure reason. If the trainee volunteered for lessons no hash mark is needed.

(b) Pull the hard card and set aside.

(3) Trainees that remediate and pass any previously failed portion(s) of the 3rd Class Swim Test. Highlight red hash mark for failure reason green. Do not blacken in red dot until trainee has completely passed all portions of the 3rd Class Swim Test.

(4) Trainees that required/volunteered for remedial swim instruction and did not pass by the end of the training session:

(a) On roster, highlight the trainee's entire name and social security number in blue. If the trainee arrived late and has their last name highlighted green, highlight the red dot in blue.

(b) Stamp the swim qualification block on the front of the hard card with "NQS" stamp.

(c) Inside the hard card stamp the date, black "NQS Page 13" stamp and initial.

(5) Trainees that required/volunteered for remedial swim instruction and passed the Third Class Swim Qualification:

(a) On roster, change red dot next to trainees name to a completely filled in black dot.

(b) Stamp the swim qualification block on the front of hard

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card with the black Third Class Qualification stamp, which depicts the WSD swimmer symbol.

(c) Stamp inside the hard card with the date and the black "Third Class Swimmer-WSD" stamp and initial.

(6) Trainees who successfully complete the 3rd Class Swim Qualification:

(a) Stamp the swim qualification block on the front of hard card with the black Third Class Qualification stamp, which depicts the WSD swimmer symbol.

(b) Stamp inside the hard card with the date and the black "Third Class Swimmer-WSD" stamp and initial.

(c) No documentation is required on the roster.

(7) Trainees who have successfully completed the 3rd Class Swim Qualification in a previous training session as follows:

(a) On roster, highlight trainee's entire name and social security number in green.

(b) Third Class Swim Qualification stamps should already be on and in the hard card as mentioned above in (5).

e. At completion of training, stamp bottom of roster with Division Totals stamp and sign.

(1) Count the number of incomplete swimmers (those highlighted in yellow on roster) and write number in "INC" space.

(2) Count the number of non-qualified swimmers (those highlighted in blue on roster), verify against number of hard cards in NQS pile and write number in "NQS" space.

(3) If there were trainees that were already qualified (those completely highlighted in green), write the number to the left of the INC on the stamp and circle.

(4) Calculate the number of trainees tested. This is the number of trainees that participated in swim testing, those previously qualified and INC's are not included in this number.

(5) Calculate the number that passed the Third Class Swim Qualification. Take the total number tested and subtract the number of NQS's.

505. Straggler INC/NQS Hard cards and Rosters

a. Receive hard cards from trainees.

b. Review hard cards to ensure all trainees participating are fit for full duty (FFD), (examples located in [Appendix F](#)), do not have a condition that would preclude their participation (Light Limited Duty (LLD), severe

asthma, ear or eye infections, open wounds, bleeding or infected wounds, stitches from a recent surgery, or not cleared by audiology) and that they have eaten all meals up to that point of the day.

c. Conduct the Pool Deck Brief (Appendix E, pg E-2).

d. The A.M. shift will highlight trainee's name in yellow on NQS rosters. The P.M. shift will highlight SSN in blue on NQS rosters.

e. While training is being conducted, document roster/hard cards as follows:

(1) Incomplete "INC" Swim Stragglers that pass the Third Class Swim Test:

(a) On roster, highlight entire name and social security number in green.

(b) Stamp the swim qualification block on the front of hard card with the black Third Class Qualification stamp, which depicts the WSD swimmer symbol.

(c) Stamp inside the hard card with the date and the black "Third Class Swimmer-WSD" stamp and initial.

(2) Incomplete "INC" Swim Stragglers that do not pass the Third Class Swim Test:

(a) On roster, leave entire name and social security number highlighted in yellow. Enter a red "P" for prone failures and a red "S" for swim failures.

(b) Stamp Swim Qualification block on front of hard card with "NQS" stamp.

(3) Non-Qualified "NQS" Swim Stragglers that do not pass the Third Class Swim Qualification:

(a) On roster, leave entire name and social security number highlighted in yellow.

(4) Non-Qualified Swim Stragglers that pass the Third Class Swim Qualification:

(a) On roster, highlight entire line of personal data in green.

(b) Stamp the swim qualification block on the front of hard card with the black Third Class Qualification stamp, which depicts the WSD swimmer symbol.

(c) Stamp inside the hard card with the date and "Third Class Swimmer-WSD" stamp and initial.

506. Failure to Train

a. Trainees who refuse to train (step from the tower or participate in

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remedial swim instruction) will be dealt with in the following manner:

(1) Referred to Recruit Division Commander for counseling (If available). If the trainee has not been water acclimated, conduct one-on-one shallow water acclimation training.

(2) Counseled by COD, and allowed an additional attempt to participate in training.

(3) If the trainee continues to refuse to train, document hard card and recommend Ship's LCPO Inquiry.

(4) Upon return from Ship's LCPO Inquiry, conduct one-on-one shallow water acclimation training.

(5) Have the trainee attempt to step from tower/swim.

(6) If the trainee continues to refuse to step/swim, document hard card and recommend evaluation by the Recruit Evaluation Unit (REU).

(7) Upon return from REU, have the trainee attempt to step from the tower/swim.

(8) If the trainee continues to refuse to step/swim, document hard card and recommend Ship's Officer Inquiry.

(9) Upon return from Ship's Officer Inquiry, have the trainee attempt to step from the tower/swim.

(10) If the trainee continues to refuse to step/swim, document hard card and recommend Recruit Aptitude Board (RAB)

(11) Failure to train by trainees "other than recruits", will be counseled at the discretion of the Chief on deck (i.e., OSVETS, NRAC, Sea Cadets, ROTC)

507. Page 13's (Appendix F, pg F-1 to F-5)

a. Third Class Swim Test

(1) A Page 13 will be issued to trainees that are unable to qualify to the NETC standard and only qualify to the NETC waiver.

(2) A Page 13, will be issued for those Naval personnel (OSVET, reservist, ROTC, etc.) needing documentation for their service record to prove that they have completed the requirements for designation as a Third Class Swimmer.

b. Second Class Swim Test

(1) Trainees that fail the requirements for the Second Class Swim Test will be issued a Page 13.

(a) One copy will be placed in the trainee's hard card and the Division LPO will retain one copy for tracking purposes.

(b) All Second Class swim failures contracted or volunteer, will be tracked/recorded with the number of attempts in STASS.

(2) Once the trainee has passed the requirements for the Second Class Swim Test the original Page 13 failure attached to the hard card will be destroyed and the inside of the hard card will be stamped with the 2nd Class Swimmer stamp.

(3) Naval personnel (OSVET, reservist, ROTC, etc.) requiring documentation for their service record to prove that they have completed the requirements or attempted but failed the requirements for designation as a Second Class Swimmer will be issued a Page 13.

508. Weather Conditions

a. Heat Conditions

(1) Heat Condition One. Shall be set when the Wet Bulb-Globe Temperature (WBGT) Index is between 78°-81.9°F. A white flag with number one shall be flown to indicate this condition. Trainee fluid intake must be at least one canteen every 1-2 hours.

(2) Heat Condition Two. Shall be set when the WBGT is between 82.0°-84.9°F. A yellow flag with number two shall be flown to indicate this condition. Trainee outdoor activity and military drill shall be limited to 35 minutes duration, with at least one 25-minute period of reduced activity between drill periods. The removal of utility shirts in drill halls and classrooms may be permitted. Fluid intake must be at least one canteen every 1-2 hours.

(1) Heat Condition Three. Shall be set when the WBGT is between 85°-87.9°F. A blue flag with number three shall be flown to indicate this condition. Heat Condition Two actions shall be implemented. Divisions prior to 2-5 Day of Training (DOT) shall secure all physical fitness training, athletic events, and military drill **with the exception of swim and military drill in drill halls**. Lab Training and Gas Chamber evaluations will be secured. Fire Fighting Training Unit personnel shall monitor safe stay times at the Lab Trainer and secure operations as needed. Fluid intake must be at least one canteen per hour.

(2) Heat Condition Four. Shall be set when the WBGT is between 88.0°-89.9°F. A red flag with number four shall be flown to indicate this condition. Heat Condition Three actions shall be implemented. All indoor and outdoor physical fitness and athletic events shall be secured. All performing unit practices except choirs and church ushers shall be secured. Divisions prior to 2-5 DOT shall secure all drill, and other divisions will secure outdoor drill. **The initial Third Class Swimmers Test, Non-Qualified Swimmers class, and water survival classes will not be secured.** Recruit Division Commanders (RDC) must ensure trainee's fluid intake is at least one canteen per hour.

(3) Heat Condition Five. Shall be set when the WBGT equals or exceeds 90.0°F. A black flag with number five shall be flown to indicate this condition. Heat Condition four actions shall be implemented. All strenuous

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activity will be secured and at-ease march will be in effect. All military drill, physical training, athletic events, fire fighting training unit, and gas chamber evaluations will be secured. RDC's must ensure trainee fluid intake is at least one canteen per hour.

(6) Activities permitted under all flag conditions

(a) Administrative processing and work.

(b) Indoor classes (periods of instruction or testing).

(c) Religious services and instructions.

b. Cold Conditions

(1) Chill Condition I (white flag with number one) - Comfortable with adequate clothing. Lowest equivalent temperature is approximately 10°F. Set when chill conditions are below 50°F. All double time is prohibited for trainees (i.e. snow, icy pavement, fog, heavy rain, and after hours of darkness).

(2) Chill Condition II (yellow flag with number two) - Cold, heavy clothing required. Frostbite of exposed skin is possible. Equivalent temperatures between 10° and -20°F. When Chill Condition II is set, restrictions imposed for Chill Condition I apply along with the following additional limits on physical activity:

(a) Outdoor drill practice is prohibited.

(b) All outdoor activities requiring accelerated breathing is secured.

(c) Trainees will not stand for any length of time exposed to cold weather. Trainees awaiting meals, haircuts, or banking facilities will stage in nearby buildings.

(d) Use of "Flying" road guards is required to shorten trainee exposure time.

(e) Issue cold weather clothing to outdoor roving patrol watches and sentries.

(3) Chill Condition III (blue flag with number three) - Extremely cold, exposure allowed only when necessary. Frostbite to exposed skin is likely. Equivalent temperatures between -20° and -40°F. In Chill Condition III or colder physical activity restrictions for Condition II apply along with the following additions:

(a) Outdoor roving patrol watches and sentries will enter buildings to warm up at least every ten minutes. This time period may be shortened, if deemed appropriate by the Squadron Duty Officer (SDO) or higher authority.

(b) All indoor physical activities (including **swimming**, Physical Training, Motivational Training Unit, and Intensive Training) will allow for at least a 20-minute "cool-down" period prior to outside exposure of any personnel involved.

(b) One RDC is required on the street with their division at all times between reveille and taps, regardless of the day of training (PR through 8-5).

(3) Chill Condition IV (red flag with number four) - Increasing danger to exposed flesh. Exposure must be held to an absolute minimum. Equivalent temperatures between -40° and -60°F. In Chill Condition IV, physical activity restrictions specified for Condition III apply with the following additions:

(a) Outdoor activities are suspended as directed by the Command Duty Officer (CDO) or competent authority.

(b) Independent and individual movement not absolutely necessary is prohibited. Required movement will take place inside the building wherever possible.

(c) **No swimming**, Intensive Training (IT), Motivational Training Unit (MTU), Physical Training, or Fire Fighting Application training is permitted.

(d) Trainee liberty is secured unless modified by the Commanding Officer.

(e) Trainees will eat in the closest available galley.

(f) Foot traffic between Camp Porter and Camp Moffet is prohibited.

(5) Chill Condition V (black flag with number five) - Exposed flesh will freeze in less than one minute. Survival techniques are necessary. Equivalent to temperature below -60°F. All restrictions imposed for Condition IV remain in force.

Section 6. Instructor Training and Qualification

601. Purpose. To promulgate standards for qualification of Water Survival Instructors and Chief on Decks.

602. Discussion. The following sections 604 thru 606 set forth requirements for qualifying as a Water Survival Instructor and Chief on Deck. Section 607 sets forth requirements for maintaining qualifications.

603. Action. The Recruit Training Command (RTC) Lifeguard Proficiency Job Qualification Requirement (JQR) is designed to expose each instructor candidate to the daily routine of the RTC lifeguard.

604. Prerequisite Instructor Qualifications: Personnel must be E-5 or above with a basic instructor NEC 9502 and preferably have one or more of the following NEC's:

a. Instructor (9502), this is the minimum required NEC for all active duty personnel assigned to the Water Survival Division.

b. SAR (0170), active duty personnel who are qualified as Search and

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Rescue (Surface) Swimmers.

c. NAWSTPI (9504), active duty personnel who are qualified as Naval Aviator Water Survival Training Program Instructors.

d. **ARS (7815), active duty personnel who are qualified as Air Rescue Swimmers.**

e. **ARS (8215), active duty personnel who are qualified as Air Rescue Swimmers (Utility).**

f. BSWIC (9510), this NEC is received after completion of the Basic Water Survival Instructor Course. All personnel assigned to the Water Survival Division receive this NEC.

g. NAVEDTRA 14300 (Navy Instructional Theory), this is a non-resident training course for civilian employees and reservists. This is equivalent to the 9502 NEC.

605. **Water Survival Instructor JQR.** The JQR is designed to familiarize Water Survival Division personnel with all aspects of becoming a Water Survival Instructor. The JQR is comprised of:

a. General Requirements, include successful completion of the following:

(1) Technical Training Department (TTD) Statement of Understanding RTCINST 1513.3B, Encl. 3 & RTCINST 1600.3H

(2) LCPO brief

(3) Division Recall Card

(4) Moderate Risk Instructor Screening (RTCINST 1513.3)

(5) American Red Cross for the Professional Rescuer CPR

(6) American Red Cross Lifeguard Training and Community First Aid.

(7) American Red Cross swimming and diving video

(8) American Red Cross teaching aquatic skills video

(9) Pool-Side Supplemental Oxygen Administration

(10) Blood Borne Pathogens video and statement of understanding.

(11) Shallow Water Blackout statement of understanding

(12) Recommend Hepatitis B Virus (HBV) Vaccine Series

(13) Instructor training rules sheet

b. **Required Readings**, these include the following:

(1) CNETINST 1500.20 (series) Safety Procedures for Conducting Training

- (2) RTCSOP 1414.1 (series)
- Training
- (3) RTCINST 1513.3 (series) Safety Policies/Procedures for High Risk
- (4) MILPERSMAN Article 1414-010, Swimmer Training Requirements
- (5) MILPERSMAN Article 1500-020, Survival Training Requirements
- (6) NSTM 0901-331-001, Life Preservers
- (7) NAVSEA 0982-020-4010, MK-6 Inflatable Lifeboat
- (8) Material Safety Data Sheets (MSDS)
- Manual
- (9) NETC P1552/16, Navy Swimming and Water Survival Instructor's
- (10) Navy Remedial Swim Course CIN-29-E0010

c. **Watch Stations;** include the following:

- (1) Classroom Instructor
- (2) Duty Instructor (I-2)
- (3) Remedial Swim Instructor
- (4) Pole/Pool-Side Instructor
- (5) Mid Pool Instructor

d. Performance Tests include the following:

- (1) ARC Lifeguard and Swimming Certification
- (2) Navy Swim Tester (A-012-0013)
- (3) Basic Water Survival Instructor Course BSWIC (A-012-0014), (NEC 9510)
- (4) Oral examination board

606. **Water Survival Chief on Deck JQR.** The JQR for Chief on Deck is designed to familiarize Water Survival Division personnel with all aspects of becoming a Chief on Deck. The JQR is comprised of:

- a. General Requirements, these include completion of the following:
- (1) Complete Water Survival Instructor JQR.
- b. Watch Stations for Chief on Deck: Stand three under instruction Chief on Decks with a qualified Chief on Deck.

c. Performance tests for Chief on Deck:

- (1) Complete two satisfactory evaluated drill scenarios.
- (2) Oral Examination Board.

607. **Requirements for maintaining Water Survival Instructor Qualifications**

a. To maintain Water Survival Instructor Qualifications while on Temporary Assigned Duty (TAD) or extended leave, instructors will be required to serve as a mid-pool instructor at least once every 45 days.

b. Instructors that have been out of the division more than 60 days without standing the required mid-pool position will be required to demonstrate all rescue techniques and be evaluated by a qualified Chief on Deck. This is to assess the physical and instructional ability of the instructor.

c. Instructors that are SIQ, LLD, PLD, or not FFD to perform assigned duties (civilian or military) will be removed from any in-water instructor duties until reclassified by competent authority (medical doctor and/or LCPO) as Fit for Full Duty. All instructors receiving medical care will provide the Division Officer and LCPO with a written disposition from a competent medical authority. Additionally, Supervisors Report of Injury/Illness located at the I-2 desk (Appendix B, pg B-14) will be filled out as required.

Section 7. Battle Stations (BS) Evaluation Procedures

701. Purpose. To promulgate standards for Water Survival Division's involvement in the Battle Stations scenario.

702. Discussion. The following sections 704 through 706 set forth procedures for conducting the abandon ship scenario for Battle Stations and the Rescue-at-Sea classroom lecture.

703. Action. All instructors shall read and strictly comply with all directives, safety procedures and Water Survival Standard Operating Procedures (SOP). Specifically, all trainees shall be briefed on the training time-out policy in accordance with reference (b) (Appendix E, pg E-9) and on each safety procedure prior to all demonstrations or swimming evolutions.

704. Staffing

a. Chief on Deck (COD): Maintains overall responsibility for all reports and aspects of training conducted on the pool deck. The COD will step trainees from the tower (Appendix B). The COD will remain on the pool deck until training is completed and will ensure instructor to trainee ratios of not less than 1 to 10 are maintained in accordance with reference (n). COD will conduct Battle Stations Procedures Brief (Appendix E).

Note: Trainees wearing personal floatation devices (Stearns Life Jackets) will not be used in determining Instructor to trainee ratios (1 to 10).

b. Mid-Pool Instructor (MP): All MP instructors are in-water instructors serving as primary rescuers of trainees during training. MP will be stationed to ensure trainees safely re-surface after stepping from the tower (Appendix B), clear the landing zone, transit to and entry/exit of the life rafts.

c. Pole/Pool-Side Instructors (PI): All PI Instructors serve as secondary rescuers of trainees during training. PI's will be stationed to ensure trainees safely transit safely from the landing zone to the designated area (Appendix B).

705. Procedures

a. Battle Stations Division will verify all trainees are fit for full duty and Third Class Swimmer qualified prior to arriving at the pool.

b. A training session will consist of two trainee teams, each with a team leader. Trainee teams will consist of approximately 20 trainees, not to exceed raft capacity of 25.

c. Upon arrival at the pool, Battle Stations Facilitators (BSF) will direct the trainee teams to dress-out, shower, don a pair of coveralls and boots and then muster in the briefing area. Team leaders will stand in front to be identified. Chief on Deck will have the sound system activated, conduct a safety brief, TTO brief, scenario brief, and then direct trainees to don (Stearn's) lifejackets, and prepare to abandon ship.

d. COD will direct the pool staff to activate the water cannon, fog machine and strobe lights. The trainee teams will then proceed to tower ladders. COD will direct trainee teams up the ladders and prepare for the abandon ship order.

e. The COD will be stationed on the tower and direct trainees to step from the tower. Trainees will step in pairs, one trainee from each team simultaneously. After surfacing, trainees will proceed to the "float area" of the team's designated raft.

f. Once the trainee teams are in their respective float areas the MP/BSF will monitor teams as they remove their boots, tie the laces together and place them over one of their shoulders. Trainees will then demonstrate the Rescue-at-Sea procedures as discussed in the Rescue-at-Sea classroom lecture.

g. When the MP/BSF is satisfied with trainee teams demonstration of Rescue-at-Sea procedures, he/she will inform the trainee team leader that the life raft has surfaced and is inflated.

h. Trainees will then enter the raft as discussed in the Rescue-at-Sea classroom lecture.

i. MP/BSF will continue to monitor teams in the life raft for correct entry procedures.

j. When the MP/BSF has completed the in-raft Rescue-at-Sea briefing,

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he/she will notify the COD. COD will direct MP's to conduct the raft exit demonstration with the trainee teams.

k. Trainee teams will exit rafts as directed by MP's, stow gear, dress-out and muster in the passageway.

706. **Rescue-at-Sea Lecture**. In a classroom setting trainees will learn the following in preparation for Battle Stations:

- a. Procedures for using personal floatation devices
- b. Procedures for abandoning ship
- c. Lifeboat survival procedures
- d. Relationship between teamwork and **rescue**-at-sea.
- e. Relationship between Navy Core Values and **rescue**-at-sea

Section 8. Water Quality Standards

801. **Purpose**. To promulgate sanitary standards in the safe operation of the Water Survival training tanks.

802. **Background**. The Chief, Bureau of Medicine and Surgery (BUMED) has developed and promulgated health standards to protect the health and well-being of Navy and Marine Corps personnel.

803. **Action**. All instructors shall read and strictly comply with all standards listed.

804. **Water Quality Standards**

a. **Clarity: pool water must be free of suspended matter. The main drain(s) should be visible at all times.**

b. **Chlorine: 1.0-3.0**

(1) **To raise the chlorine level add calcium hypochlorite.**

(2) **To lower the chlorine level add sodium thiosulfate.**

c. **pH range: 7.2-7.8**

(1) **To raise pH level, add sodium bicarbonate.**

(2) **To lower pH level, add sodium bisulfate.**

d. Chlorine and PH levels are controlled by automatic controls and must be tested every 2 hours by WSD staff. PWC is responsible for adding the chemicals to the automatic feeders.

(1) If the chemical readings are out of specification, notify the COD and civilian supervisor.

- e. Alkalinity: 80-120 ppm. **Tested by PWC.**

Section 9. Water Survival Training Contingency Plan

901. Purpose. To assign responsibilities and establish procedures for a Water Survival Training Contingency Plan in the event that Recruit Training Command's Training Tanks are secured for major maintenance.

902. Background. Water Survival Division is responsible for conducting all in-water training for trainees including: 3rd and 2nd Class Swim Qualification, Remedial Swim Instruction, Special Programs Screening, and the Battle Stations **Rescue**-at-Sea scenario.

903. Responsibilities/Actions

a. The Water Survival Division Officer, under the supervision of the Technical Training Officer, is responsible for initiating the Water Survival Training Contingency Plan. He/she will liaison with Naval Training Center's Assistant Chief of Staff for Training, MWR Athletics Director, and MWR Aquatics Program Manager for the temporary use of MWR swimming pool facilities.

b. The Water Survival Division Leading Chief Petty Officer is responsible for contacting the Public Works Center Transportation Department to schedule buses as required to transport trainees.

c. The Senior Enlisted Watchbill Coordinator is responsible for assigning Bus Drivers to support transportation requirements.

d. The Scheduling Officer is responsible for coordinating division training schedules to support the Water Survival Training Contingency Plan.

904. Primary Contingency Plan

a. In the event that Recruit Training Command's Training Tank is secured for major maintenance, Bldg. 80H Swimming Pool (Naval Hospital Compound) would be utilized for 3rd and 2nd Class Swim Qualifications, Remedial Swim Instruction, and Special Programs Screening. The Battle Stations **Rescue**-at-Sea scenario would be canceled due the transportation logistics and the lack of life raft availability at Bldg. 80H Swimming Pool.

b. This option would require minor scheduling changes to the Master Training Schedule. Water Survival Training would be scheduled as not to have an impact on MWR aquatics programs. Remedial Swim Instruction would need to be shifted to 2000-2130 in order to not conflict with scheduled MWR aquatics programs.

- c. Initial Swim Qualification Procedures.

(1) Divisions will muster in DH 7220 at 1100 on the scheduled day of training.

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(2) Divisions will be transported via bus at 1130 to Bldg. 80H.

(3) Upon arrival at Bldg. 80H, trainees will proceed to locker rooms and change into swimsuits/trunks.

(4) Trainees will muster in Building 80H Gymnasium NLT 1200 for safety brief and as a training staging area.

(5) Trainees will report to the Bldg. 80H Swimming Pool as directed for Initial Swim qualifications. The initial step portion of the Initial Swim Qualification will be accomplished utilizing a temporary platform.

(6) Upon completion of the Initial Swim Qualification trainees will proceed to the locker rooms and shift into the Uniform of the Day and return to the Bldg. 80H Gymnasium.

(7) Upon the completion of training (NLT 1600) divisions will be transported by bus to DH 7220.

d. Remedial Swim Instruction Procedures

(1) Trainees will muster in DH 7220 NLT 1900 for Remedial Swim Instruction.

(2) Trainees will be transported via bus to Bldg. 80H.

(3) Upon arrival, trainees will proceed to locker rooms and change into swimsuits/trunks.

(4) Trainees will muster in Gymnasium NLT 1930 for safety brief.

(5) Trainees will report to the Swimming Pool as directed for Remedial Swim Instruction. The initial step portion of the Remedial Swim Instruction will be accomplished utilizing a temporary platform.

(6) Upon completion of Remedial Swim Instruction trainees will proceed to the locker rooms and shift in the Uniform of the Day and return to the Gymnasium.

(7) Upon the completion of training (NLT 2130) trainees will be transported by bus to DH 7220.

e. Special Programs Screening Procedures

(1) Trainees will muster in DH 7220 NLT 0815 for Special Programs screening.

(2) Trainees will be transported via bus to Bldg. 80H.

(3) Upon arrival, trainees will proceed to locker rooms and change into swimsuits/trunks.

(4) Trainees will muster at the Swimming Pool NLT 0900 for a Special Programs screening brief.

(5) Trainees will complete the swim, push-ups, sit-ups, and pull-ups at Bldg. 80H Swimming Pool and Gymnasium.

(6) Upon the completion of these portions of the screening tests trainees will be transported by bus to **Freedom Hall** to complete the 1.5 mile run.

905. Secondary Contingency Plan

a. In the event that Recruit Training Command's Training Tank is secured for major maintenance and Bldg. 80H Swimming Pool is unavailable, the Bldg. 440 Swimming Pool would be utilized for Initial Swim Qualifications, Remedial Swim Instruction, and Special Programs Screening. The Battle Stations **Rescue**-at-Sea scenario would be canceled due the transportation logistics and the lack of life raft availability at Bldg. 440 Swimming Pool.

b. This option would require major scheduling changes to the Master Training Schedule. Water Survival Training would have to be scheduled as not to have an impact on MWR aquatics programs. MWR has a full schedule of aquatics programs from 0600-2100 daily.

(1) Initial Swim Qualifications would be shifted to 2100-0100.

(2) Special Programs screening would be shifted to 0400-0600.

(3) Remedial Swim Instruction would be shifted to 0400-0600.

c. Initial Swim Qualification Procedures

(1) Divisions will muster in DH 7220 at 2000 on the scheduled day of training.

(2) Divisions will be transported via bus at 2030 to Bldg. 440.

(3) Upon arrival, trainees will proceed to locker rooms and change into swimsuits/trunks.

(4) Trainees will muster in the Gymnasium NLT 2100 for safety brief and as a training staging area.

(5) Trainees will report to the Swimming Pool as directed for Initial Swim qualifications. The initial step portion of the Initial Swim Qualification will be accomplished utilizing a temporary platform.

(6) Upon completion of the Initial Swim Qualification trainees will proceed to the locker rooms and shift into the Uniform of the Day and return to the Gymnasium.

(7) Upon the completion of training, divisions will be transported by bus to DH 7220.

d. Remedial Swim Instruction Procedures

(1) Trainees will muster in DH 7220 NLT 0315 for Remedial Swim instruction.

(2) Trainees will be transported via bus to Bldg. 440.

(3) Upon arrival, trainees will proceed to locker rooms and change

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into swimsuits/trunks.

(4) Trainees will muster in the Gymnasium NLT 0400 for safety brief.

(5) Trainees will report to the Swimming Pool as directed for Remedial Swim Instruction. The initial step portion of the Remedial Swim Instruction will be accomplished utilizing a temporary platform.

(6) Upon completion of Remedial Swim Instruction trainees will proceed to the locker rooms and shift in the Uniform of the Day and return to the Gymnasium.

(7) Upon the completion of training NLT 0600 trainees will be transported by bus to DH 7220.

Appendix A. Water Survival Terminology and Definitions

Backboard. Plastic or wood board approximately 7' by 2.5' used during spinal or neck injuries to provide in-line stabilization.

Cervical Collar. A plastic collar (size specific or adjustable) used to maintain in-line stabilization of the neck in cases of possible spinal cord or neck injuries. A minimum of three collars (one of each size) or one adjustable is required prior to any in-water training.

Emergency Evacuation Horn. A portable air horn utilizing compressed air will be utilized by the Chief on Deck and/or Duty Instructor (I-2) to signal emergency evacuation of training tanks.

First Aid Locker. A supply of basic first aid supplies located on the pool deck, verified by the Chief on Deck using Appendix E.

Hopefuls. Trainees that have graduated from Level III remedial swim instruction.

Incomplete Swimmer (INC). Trainees that have not attempted the third class swim test.

Life raft. US Navy MK-5 raft used during Battle Stations Survival-at-Sea scenario. Designed to hold 25 personnel, complete with survival gear, orange in color.

Non-Qualified Swimmer (NQS). Trainees who fail to complete all requirements for third class swim test.

Pole. A 12' fiberglass pole, yellow, used to reach/rescue trainees.

Pool-side Oxygen. A portable oxygen system, complete with a bag-valve mask. The minimum cylinder pressure will be no less than 1500 pounds per square inch (psi).

Ratios. Instructor to trainee ratios will be as follows:

Initial Step	2:1
Third Class Swim Test	1:5
Hopefuls	1:5
Second Class Swim Test	1:10
Battle Stations	1:10
Remedial Swim Instruction	
Training tank (shallow end)	1:10
Training tank 2	1:20
Rescue-at-Sea	1:5
Prone Float	1:5

Rescue Tube. A 40-50" vinyl coated foam tube, red, with a 4-6' polypropylene tow strap.

Ring Buoy. Circular floatation device thrown to trainees during a rescue.

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Second Class Swim Test. Qualification Test that consists of swimming 25 yards of each of the following strokes in the order of: front crawl, sidestroke, breaststroke, and elementary backstroke. Participants must also complete a 5 minute prone float and transition to a 30 second back float.

Stragglers. Trainees that did not complete swim qualifications with their divisions/groups. They will return at times designated by the LCPO to complete their swim qualifications or attend remedial swim instruction.

Tank 1. Fifty meter swimming pool with depths from 5-12 feet, located in Bldg. 1425.

Tank 2. Twenty-five yard swimming pool with depth of 3 feet located in Bldg. 1425.

Tank 3. Thirty yard swimming pool with depth from 3.5-12 feet, located in Bldg. 1405.

Third Class Swim Test. Qualification test that consists of a 50 meter swim, 5 minute prone float and completion of **Rescue**-at-Sea Laboratory in accordance with reference (n).

Tower. Concrete platform located at the deep end of Tank 1 and Tank 3 with a height of approximately 10 feet.

Whistle. Used by the Chief on Deck to signal emergency evacuation of training tanks.

Acronyms

COD - Chief on Deck; in charge of all evolutions in water or on pool deck.

MP - Mid-pool; In-water Instructors/Safety Observers.

Pole - On deck Instructors/Safety Observers.

I-2 - Takes care of Hardcard verification, stamping of hardcards.

BSC - Battle Stations Chief; runs Battle Stations abandon ship scenario.

BSF - Battle Stations Facilitator; ensures Battle Station abandon ship scenarios are being conducted correctly.

RDC - Recruit Division Commander

RSI - Remedial Swim Instruction; extra swim instruction for recruits.

BMS - Building Maintenance Supervisor; in charge of maintaining Water Survival facilities and grounds.

FB - Fish Bowl; location where RDC's and Non-Water Survival Instructors may observe water survival evolutions.

BS - Battle Stations; Final test all recruits must pass prior to departing RTC.

RTC - Recruit Training Command; Navy Boot Camp

Facilitator - an Instructor

PDTB - Pool Deck Training Brief; covers emergency procedures and items not allowed on pool deck.

TTO - Training Time Out; used whenever a student or instructor is under duress.

DOT - Day of Training; designates what day of training a student is on in boot camp.

Off the Wall - used by COD to tell students to push off wall and begin prone float portion of swim test.

Edge - used by COD to tell students to move to the edge of the tower prior to stepping off tower into water.

Step - 30" marching pace used by COD to have trainees step off of tower and enter water.

Pre-Lockerroom/Lockerroom Brief - used by Water Survival Instructors to explain procedures for dressing out for swim qualifications.

1 and 3 - Pre-testing of hopefuls begins, Prone float and RAS hopefuls are placed on bleacher 1, swim hopefuls are placed on bleacher 3.

Quitters - those who have attempted to take the swim test and were unable to complete the test for whatever reason.

RAS - **Rescue**-at-Sea; instruction on how to inflate coveralls to stay afloat.

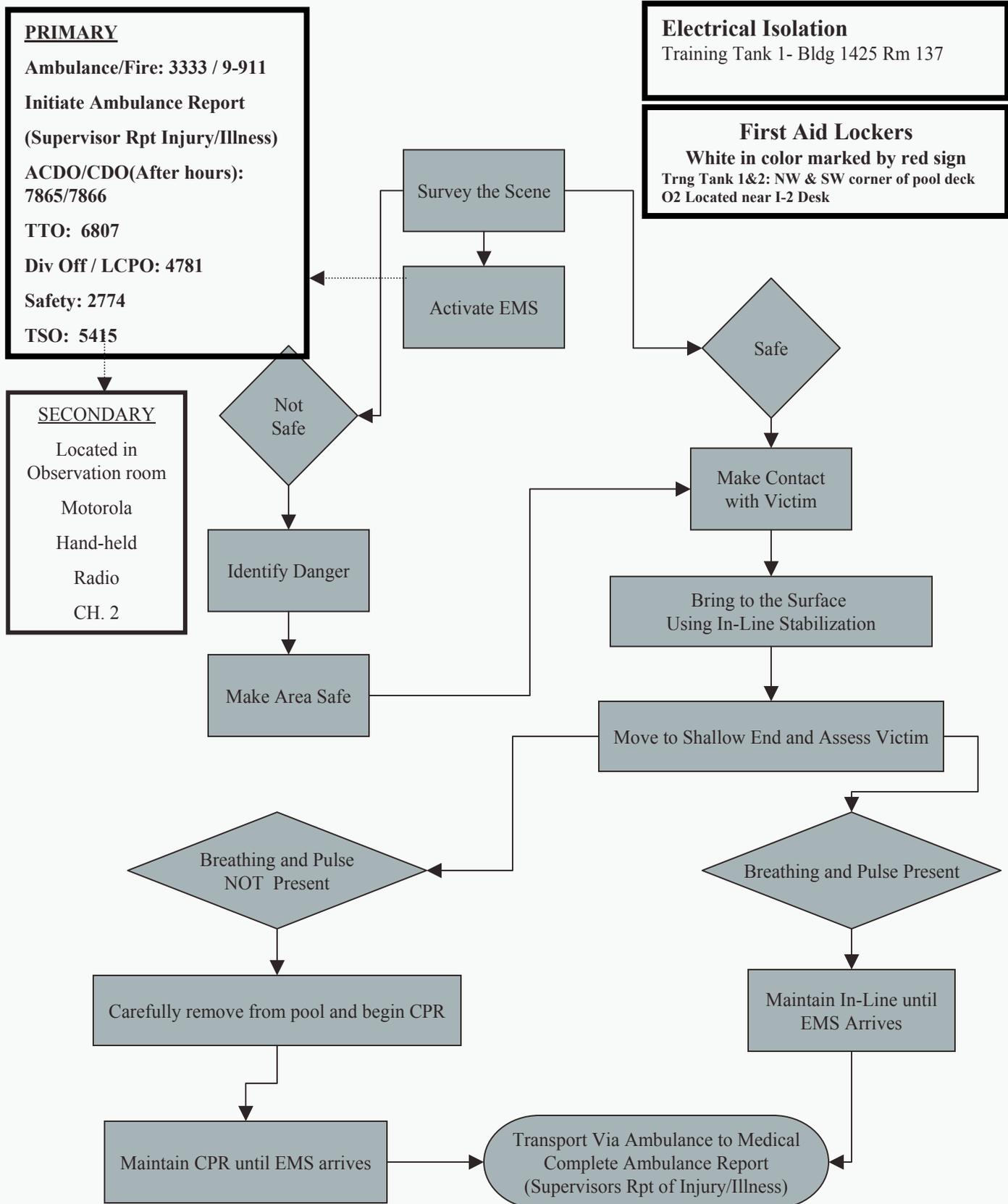
Red Dots - used next to students name on roster when students check in with I-2 to get swim lessons.

NQS - **Non-Qualified swimmer**

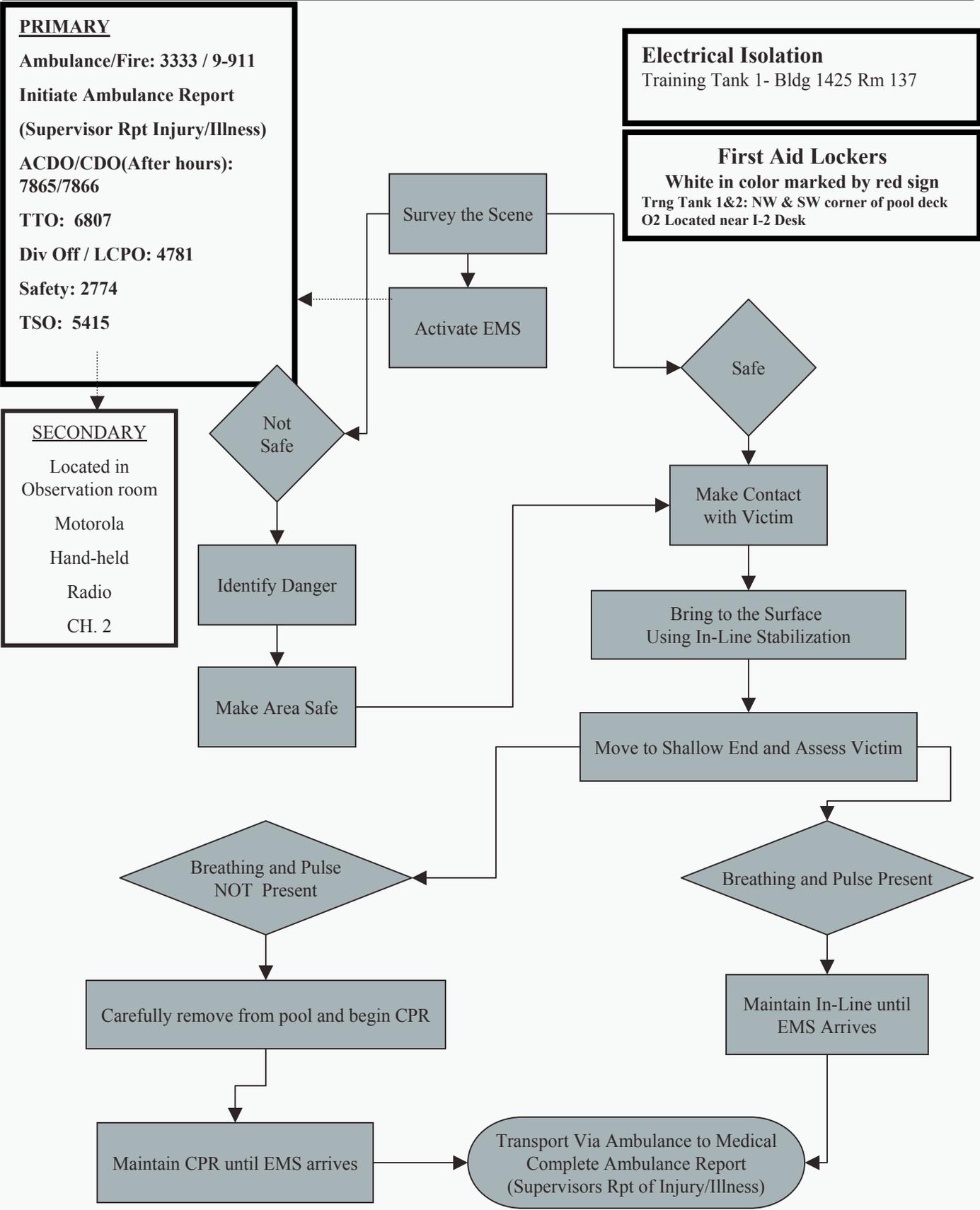
NQI - Non-Qualified Instructor

IT - Instructor in Training

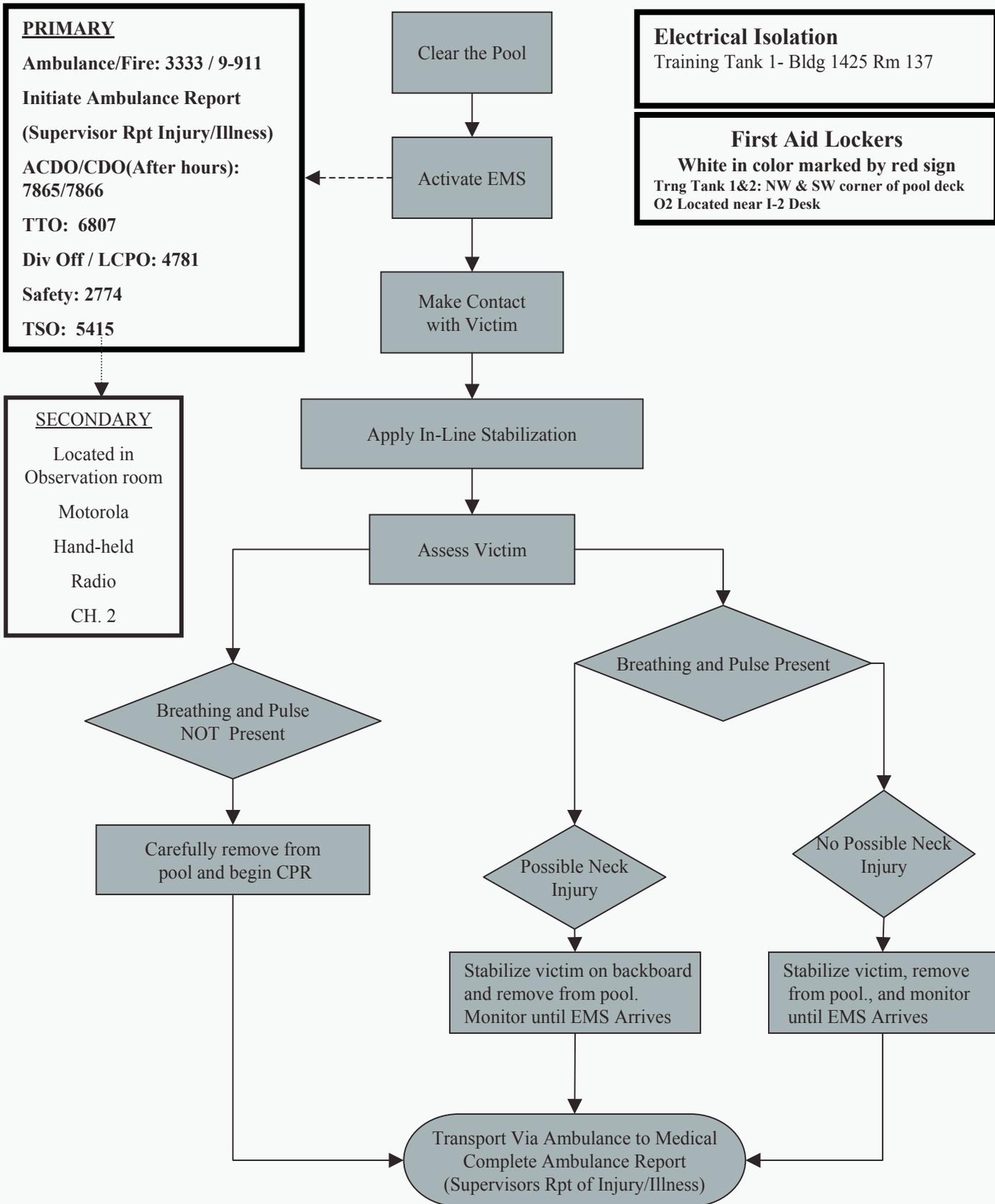
RECRUIT ON BOTTOM (Single Rescuer) Bldg. 1425



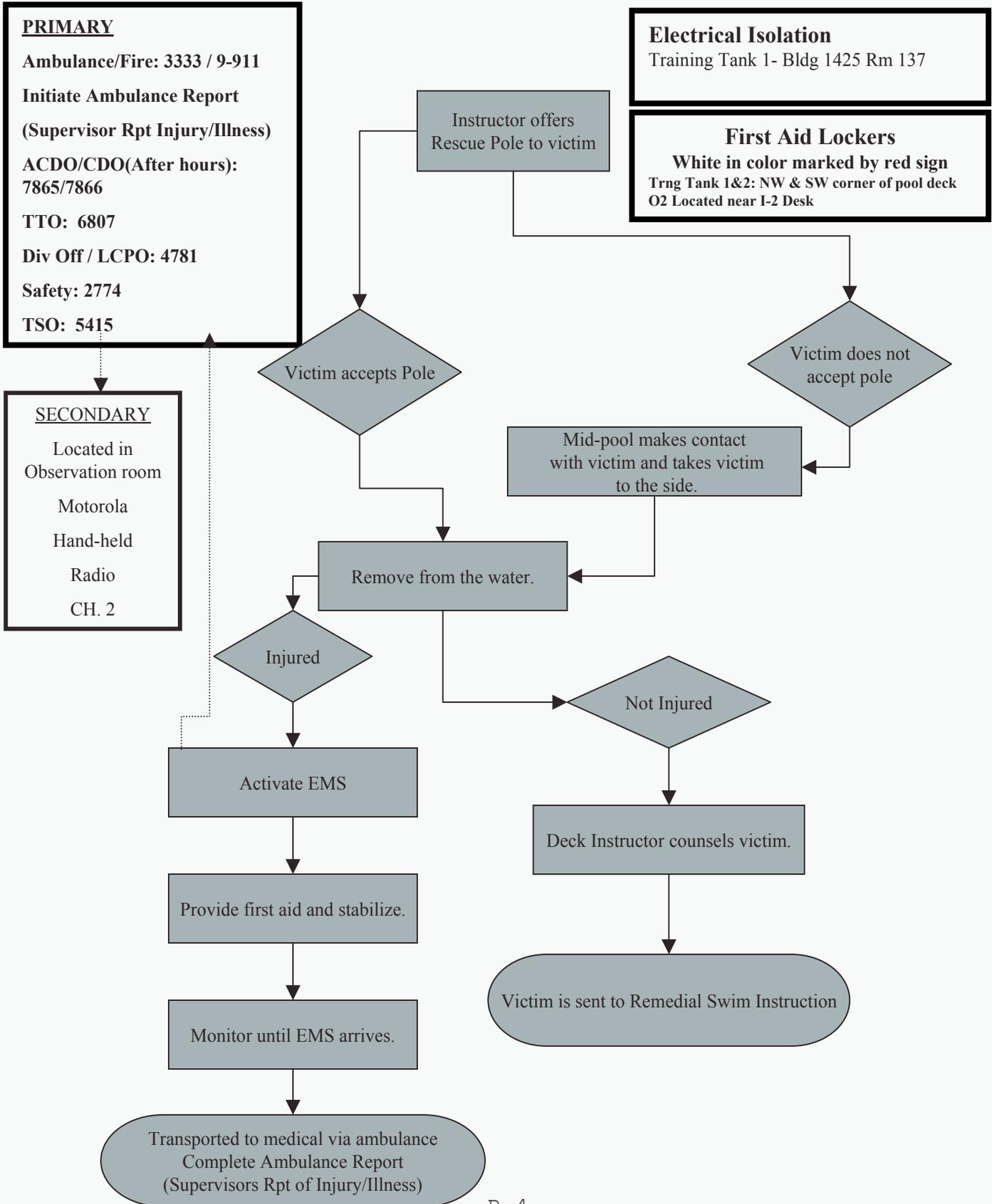
RECRUIT ON BOTTOM (Multiple Rescuers) Bldg. 1425



RECRUIT INJURED OFF THE TOWER Bldg. 1425



RECRUIT PANICS IN POOL Bldg. 1425



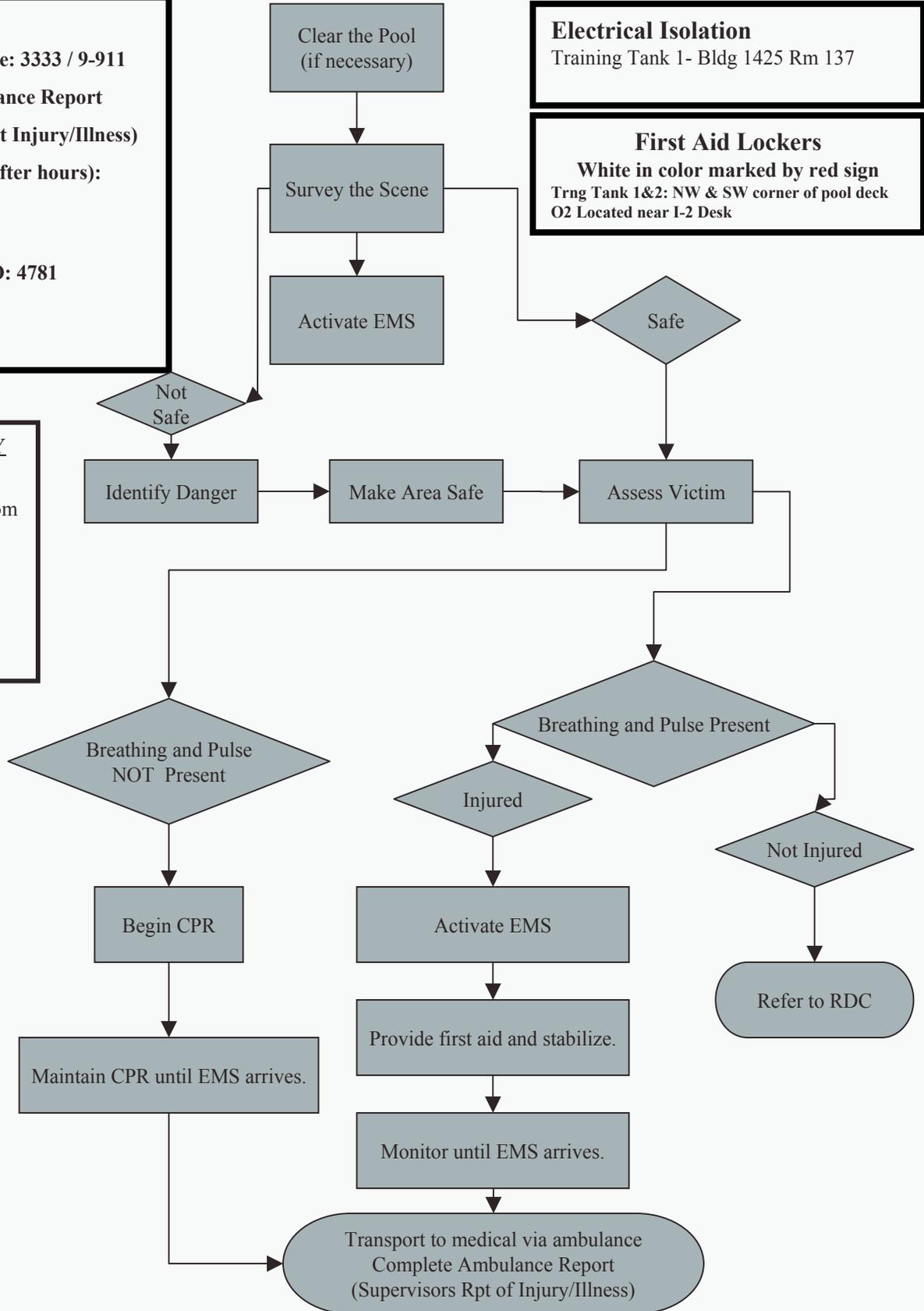
RECRUIT DOWN (Not in Pool) Bldg. 1425

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2

Electrical Isolation
Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers
White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk



BOMB THREAT Bldg. 1425

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report

(Supervisor Rpt Injury/Illness)

**ACDO/CDO(After hours):
7865/7866**

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

TSO: 5415

Obtain as much information as possible and fill out bomb threat report sheet

Report Call Immediately to Great Lakes Police (3333 / 9-911)

Inform MCPON HALL (7865) Quarterdeck 1405 (3337)

Assess weather conditions Drill Hall 1400 (3732)

Cold Weather

Warm Weather

Evacuate to Fire Fighting Training Unit

Evacuate to Parking Lot

Muster all hands and remain at muster point until cleared by proper authority.

Electrical Isolation

Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers

White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk

SECONDARY

Located in Observation room

Motorola

Hand-held

Radio

CH. 2

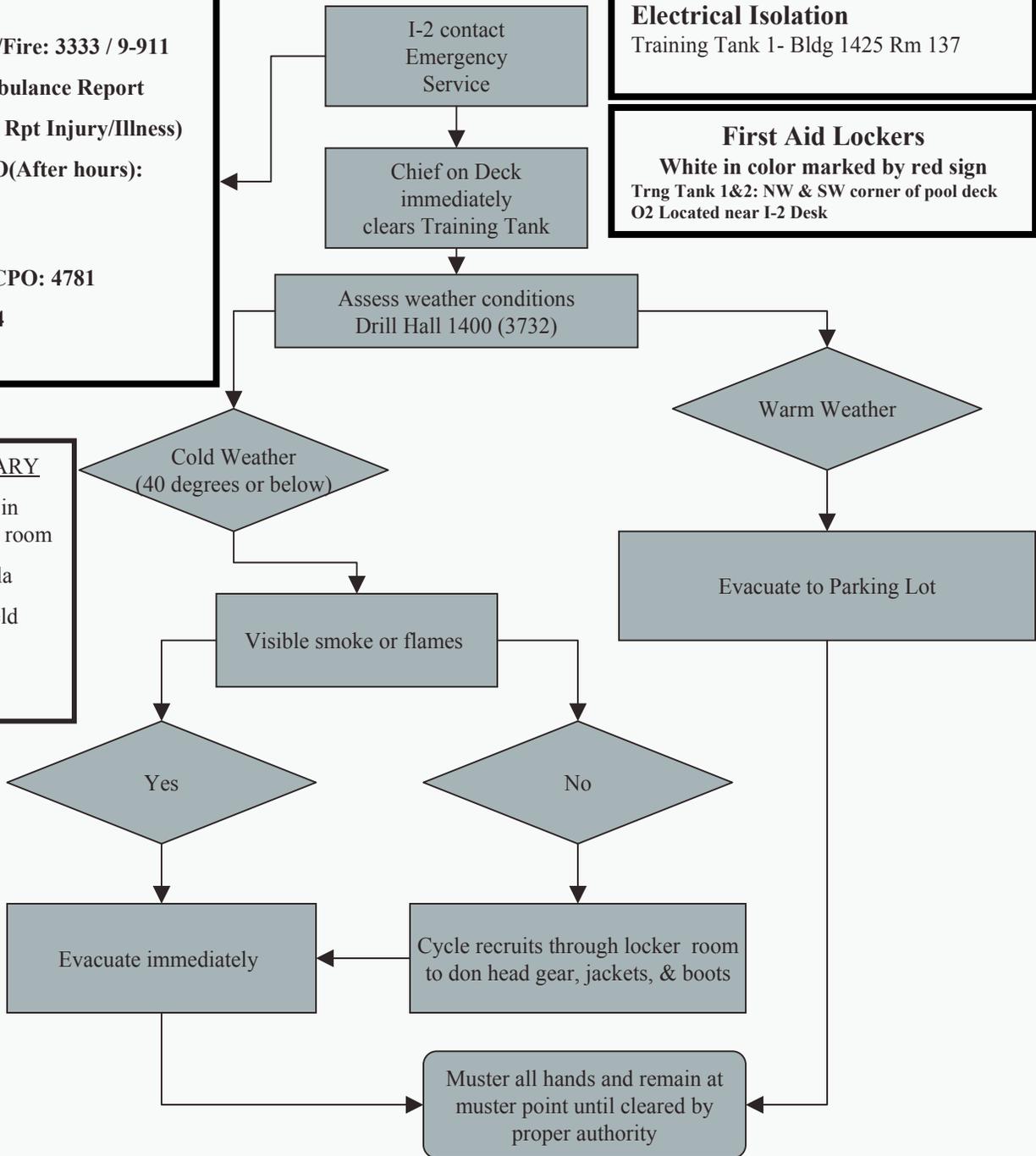
FIRE Bldg. 1425

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

Electrical Isolation
Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers
White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2



DESTRUCTIVE WEATHER (I.E. Tornado/Gale) Bldg. 1425

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report

(Supervisor Rpt Injury/Illness)

**ACDO/CDO(After hours):
7865/7866**

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

TSO: 5415

SECONDARY

Located in
Observation room

Motorola

Hand-held

Radio

CH. 2

Electrical Isolation

Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers

White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk

Clear the pool

Evacuate personnel to
interior passageway of
Bldg. 1405 and have
them lay face down
on the deck

Follow tornado warning instruction
RTCGLAKESINST 3340.16 if necessary

Communications
if required

COLD WEATHER WIND CHILL Bldg. 1425

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2

Chief on Deck will contact
Drill Hall prior to training for
wind chill condition (Ext. 4468)

Electrical Isolation
Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers
White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk

Chill condition IV or colder



Check wind chill condition throughout training to
monitor for change

Training is secured

Review RTCGLAKESINST 3141.2 for
cool down period required prior to allowing
recruits from exiting Bldg. 1425.

HOT WEATHER Bldg. 1425

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report

(Supervisor Rpt Injury/Illness)

ACDO/CDO(After hours):
7865/7866

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

TSO: 5415

Electrical Isolation

Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers

White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk

Chief on Deck will refer to RTCINST 3140.1
when heat conditions are established

Third class swimmer, remedial swim instruction
and Battle Stations will not be secured

Communications
when required

SECONDARY

Located in
Observation room

Motorola

Hand-held

Radio

CH. 2

POOL CONTAMINATED BY ORGANIC MATTER Bldg. 1425

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)

ACDO/CDO(After hours): 7865/7866

TTO: 6807

Div Off/ LCPO: 4781

Safety: 2774

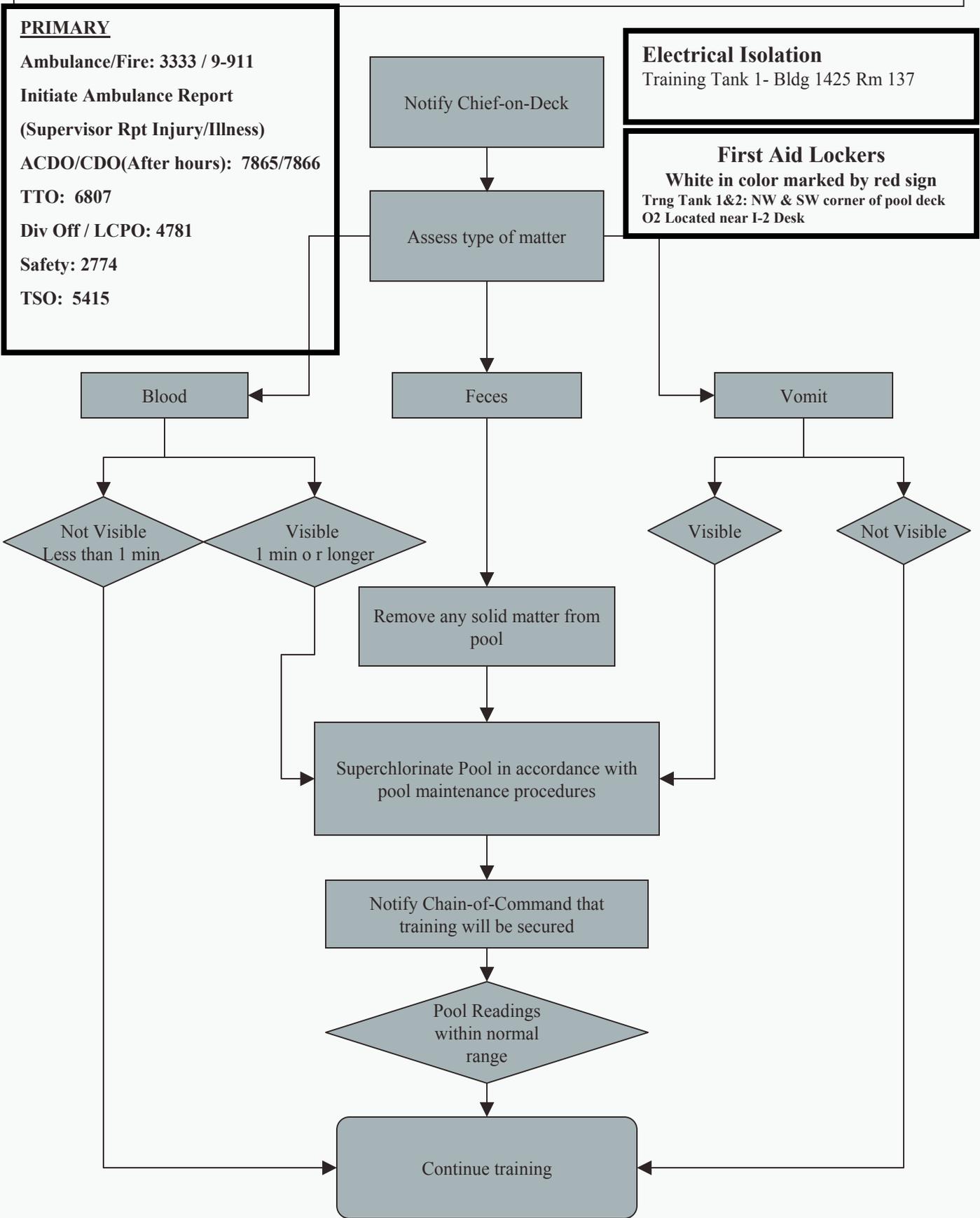
TSO: 5415

Electrical Isolation

Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers

White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk



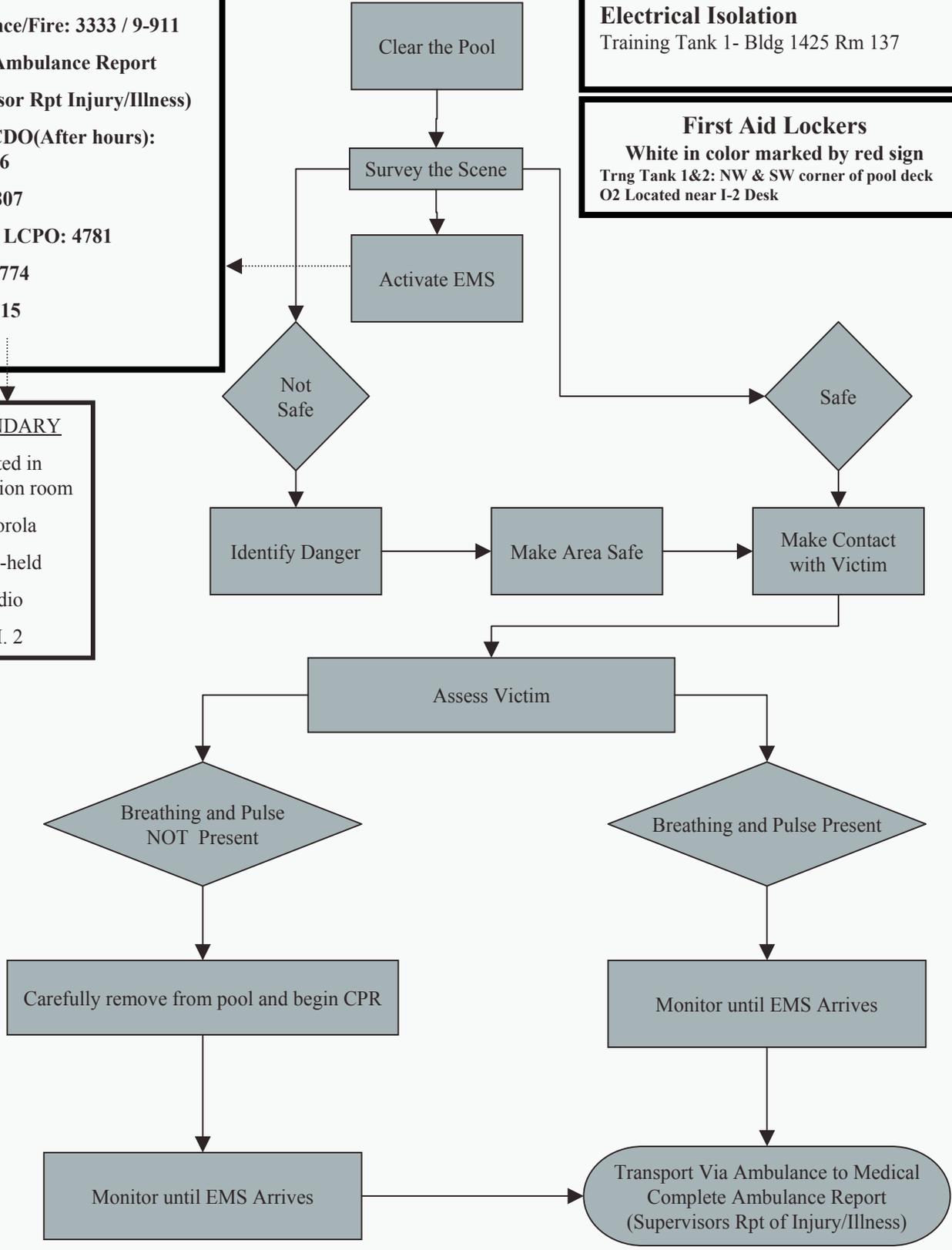
SHALLOW WATER BLACKOUT VICTIM Bldg. 1425

PRIMARY
 Ambulance/Fire: 3333 / 9-911
 Initiate Ambulance Report
 (Supervisor Rpt Injury/Illness)
 ACDO/CDO(After hours):
 7865/7866
 TTO: 6807
 Div Off / LCPO: 4781
 Safety: 2774
 TSO: 5415

Electrical Isolation
 Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers
 White in color marked by red sign
 Trng Tank 1&2: NW & SW corner of pool deck
 O2 Located near I-2 Desk

SECONDARY
 Located in
 Observation room
 Motorola
 Hand-held
 Radio
 CH. 2



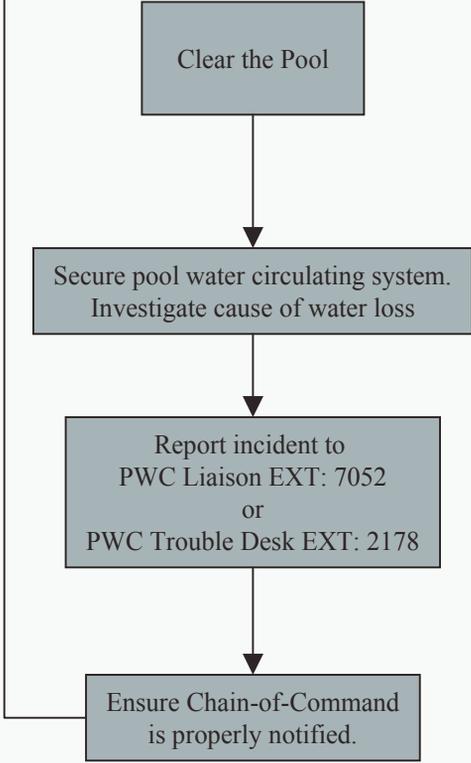
RAPID WATER LOSS FROM TRAINING TANK Bldg. 1425

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2

Electrical Isolation
Training Tank 1- Bldg 1425 Rm 137

First Aid Lockers
White in color marked by red sign
Trng Tank 1&2: NW & SW corner of pool deck
O2 Located near I-2 Desk



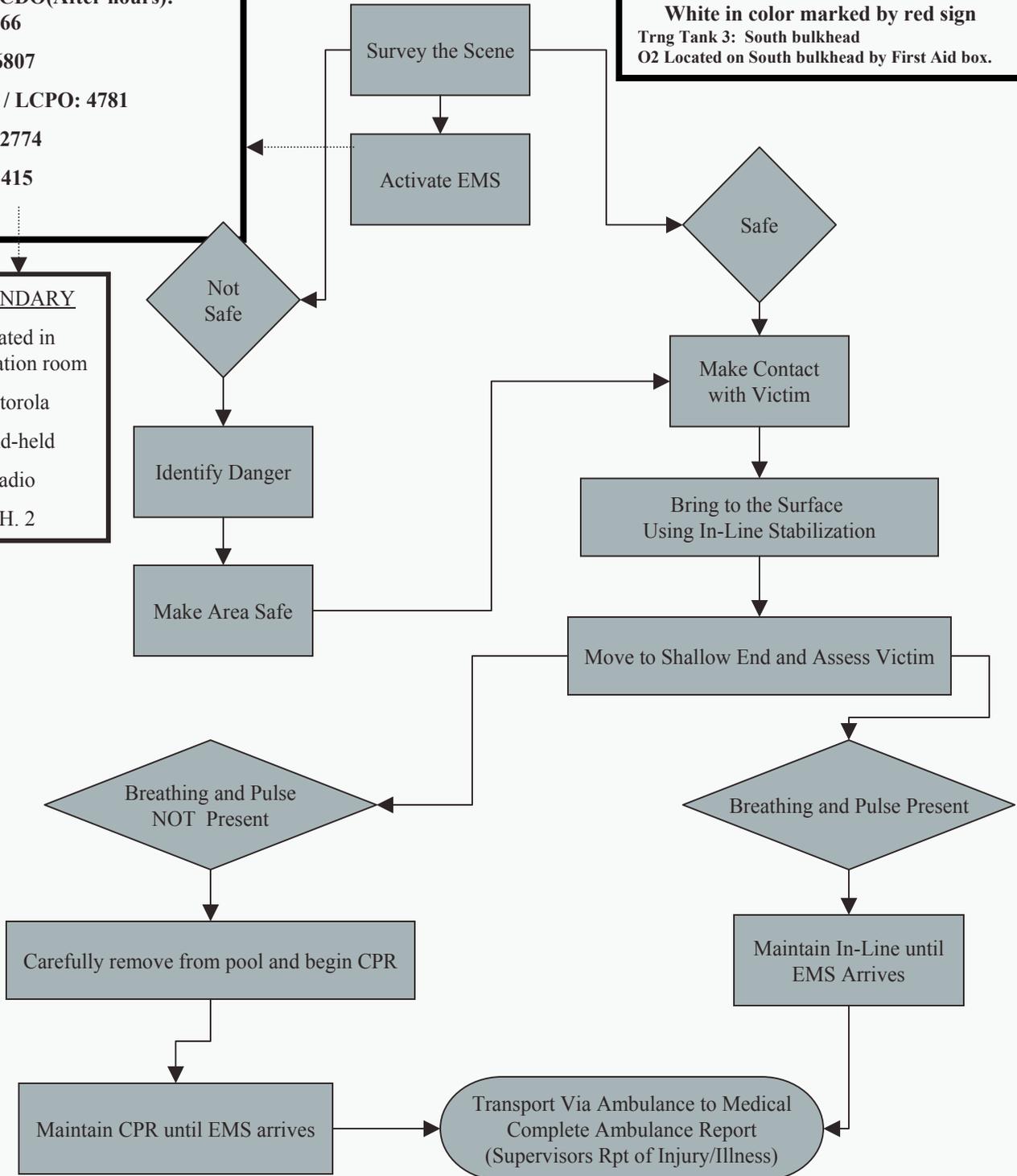
RECRUIT ON BOTTOM (Single Rescuer) 1405

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

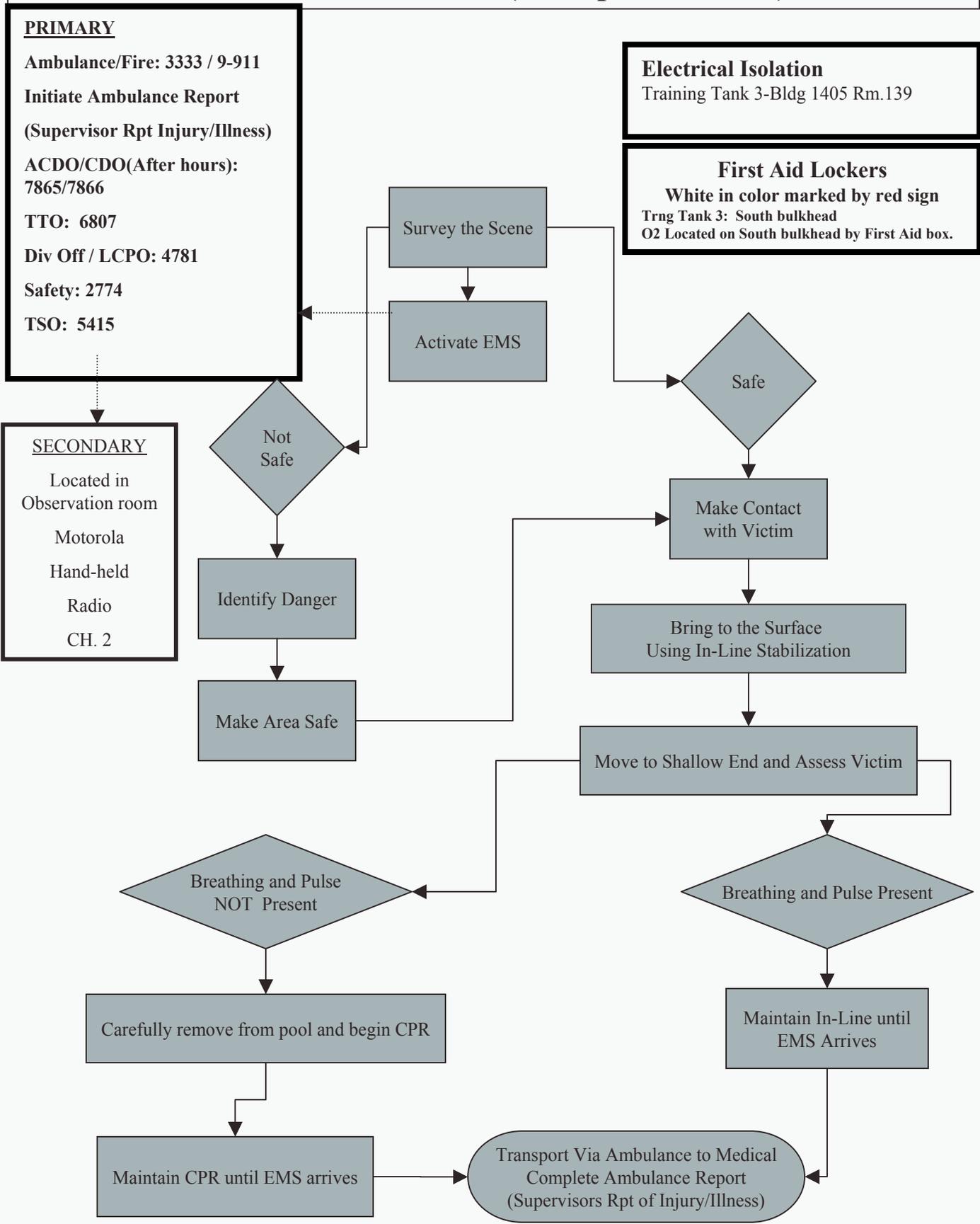
Electrical Isolation
Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers
White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2



RECRUIT ON BOTTOM (Multiple Rescuers) 1405



RECRUIT INJURED OFF THE TOWER Bldg. 1405

PRIMARY

Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

Electrical Isolation

Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers

White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

Clear the Pool

Activate EMS

Make Contact
with Victim

Apply In-Line Stabilization

Assess Victim

Breathing and Pulse
NOT Present

Carefully remove from
pool and begin CPR

Maintain CPR until EMS arrives

Breathing and Pulse Present

Possible Neck
Injury

Stabilize victim on backboard
and remove from pool.
Monitor until EMS Arrives

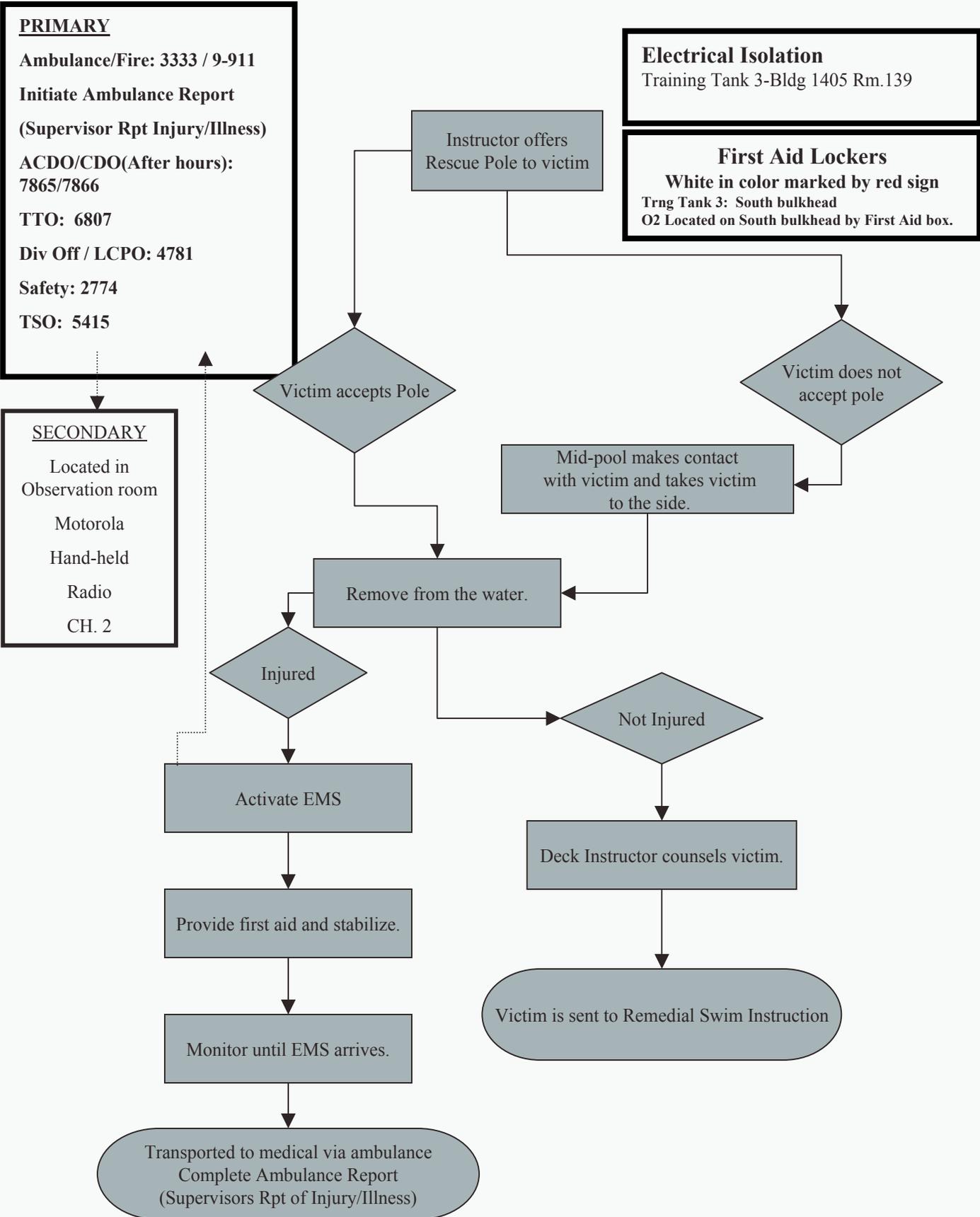
No Possible Neck
Injury

Stabilize victim, remove
from pool., and monitor
until EMS Arrives

Transport Via Ambulance to Medical
Complete Ambulance Report
(Supervisors Rpt of Injury/Illness)

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2

RECRUIT PANICS IN POOL Bldg. 1405



RECRUIT DOWN (Not in Pool) Bldg. 1405

PRIMARY

Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

Electrical Isolation

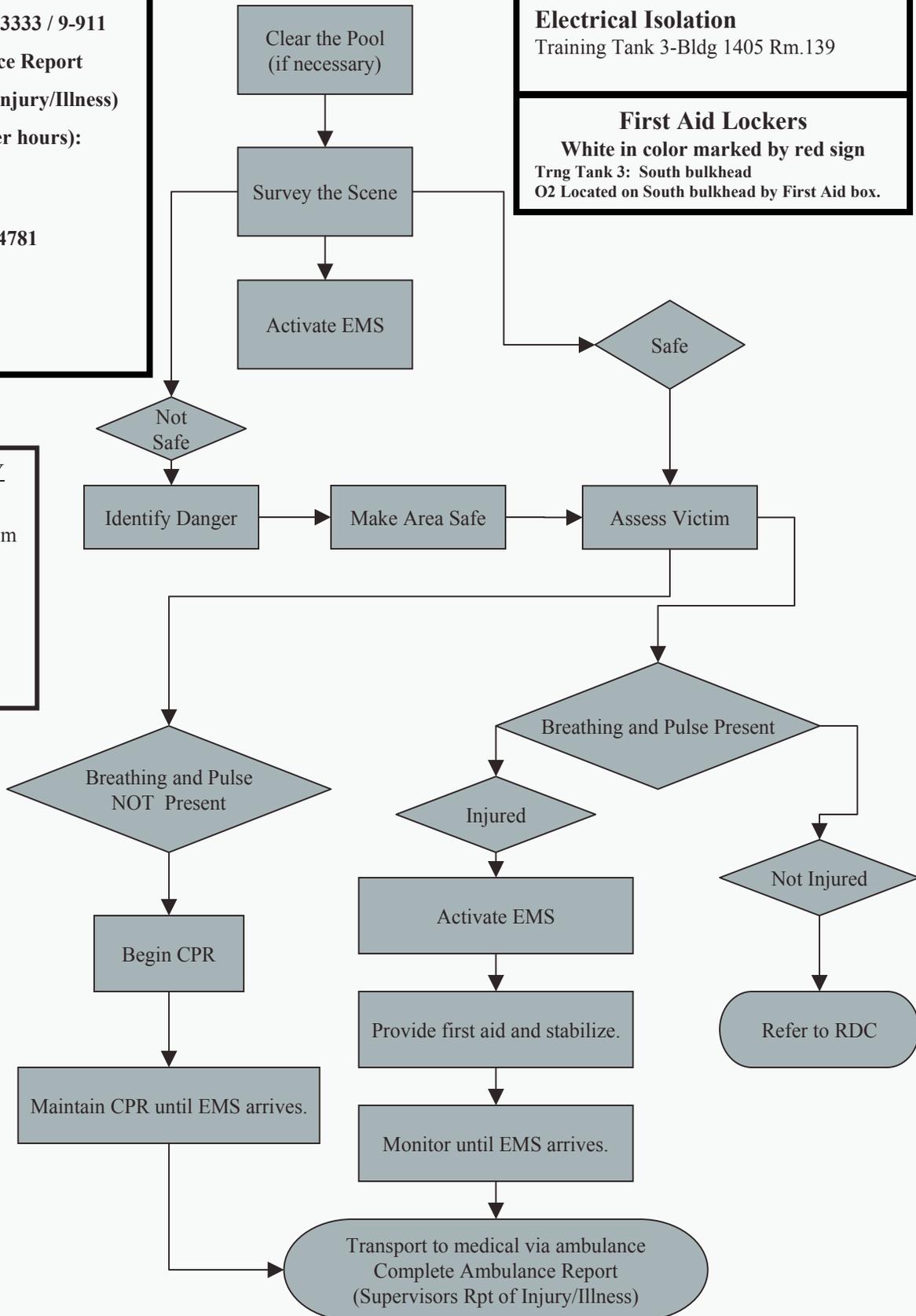
Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers

White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

SECONDARY

Located in
Observation room
Motorola
Hand-held
Radio
CH. 2



BOMB THREAT Bldg. 1405

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

Obtain as much information as possible and fill out bomb threat report sheet

Electrical Isolation
Training Tank 3-Bldg 1405 Rm.139

Report Call Immediately to Great Lakes Police (3333 / 9-911)

First Aid Lockers
White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

Inform MCPON HALL (7865)
Quarterdeck 1405 (3337)

Assess weather conditions
Drill Hall 1400 (3732)

SECONDARY
Located in Observation room
Motorola Hand-held Radio
CH. 2



Evacuate to Fire Fighting Training Unit

Evacuate to Parking Lot

Muster all hands and remain at muster point until cleared by proper authority.

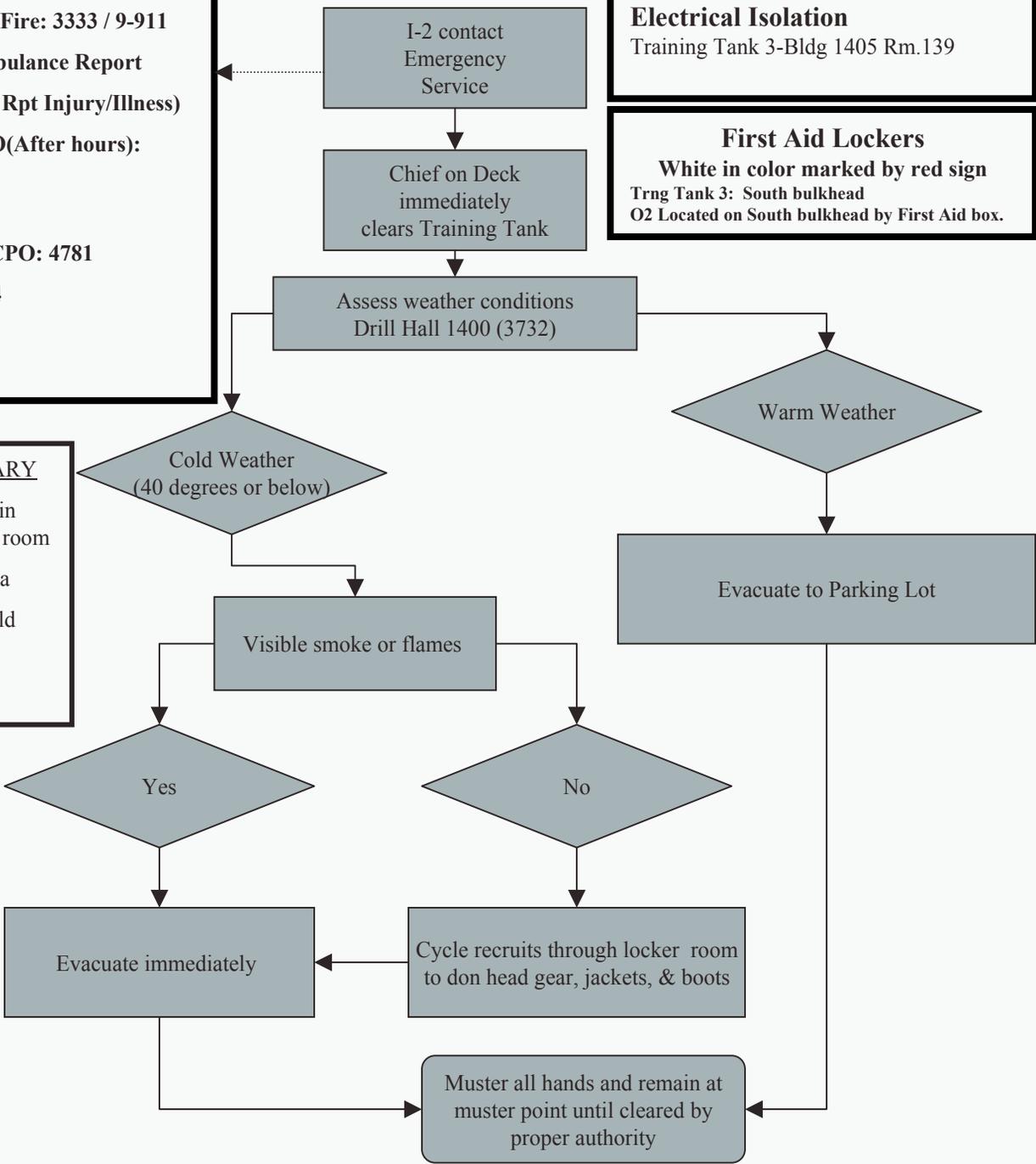
FIRE Bldg. 1405

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

Electrical Isolation
Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers
White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2



DESTRUCTIVE WEATHER (I.E. Tornado/Gale) Bldg. 1405

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)

ACDO/CDO(After hours):
7865/7866

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

TSO: 5415

Clear the pool

Evacuate personnel to
interior passageway of
Bldg. 1405 and have
them lay face down
on the deck

Follow tornado warning instruction
RTCGLAKESINST 3340.16 if necessary

Communications
if required

Electrical Isolation

Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers

White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.

SECONDARY

Located in
Observation room

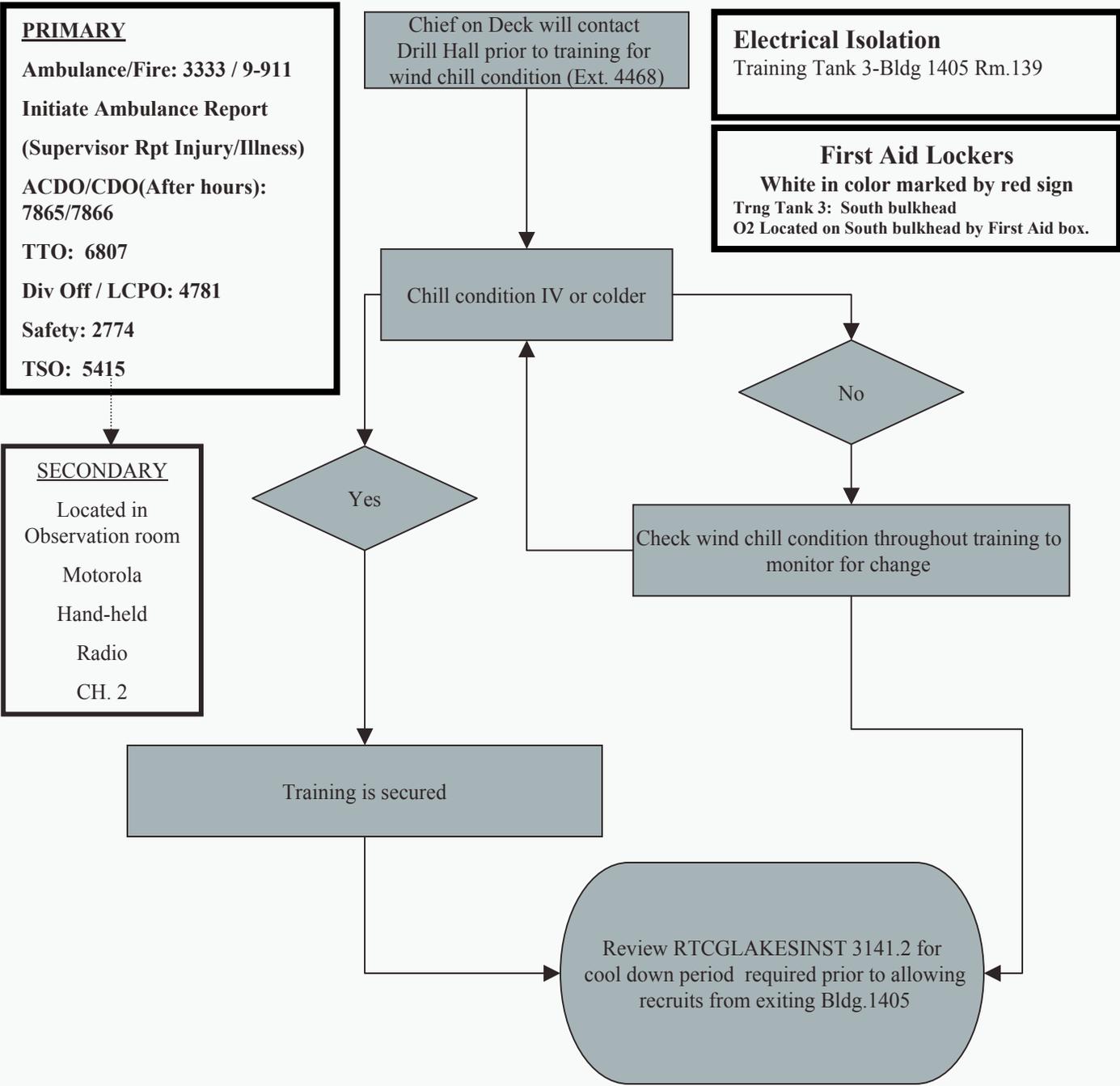
Motorola

Hand-held

Radio

CH. 2

COLD WEATHER WIND CHILL Bldg. 1405



HOT WEATHER Bldg. 1405

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report

(Supervisor Rpt Injury/Illness)

ACDO/CDO(After hours):
7865/7866

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

TSO: 5415

Electrical Isolation

Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers

White in color marked by red sign

Trng Tank 3: South bulkhead

O2 Located on South bulkhead by First Aid box.

Chief on Deck will refer to RTCINST 3140.1
when heat conditions are established

Third class swimmer, remedial swim instruction
and Battle Stations will not be secured

Communications
when required

SECONDARY

Located in
Observation room

Motorola

Hand-held

Radio

CH. 2

POOL CONTAMINATED BY ORGANIC MATTER Bldg. 1405

PRIMARY

Ambulance/Fire: 3333 / 9-911

Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)

ACDO/CDO(After hours):
7865/7866

TTO: 6807

Div Off / LCPO: 4781

Safety: 2774

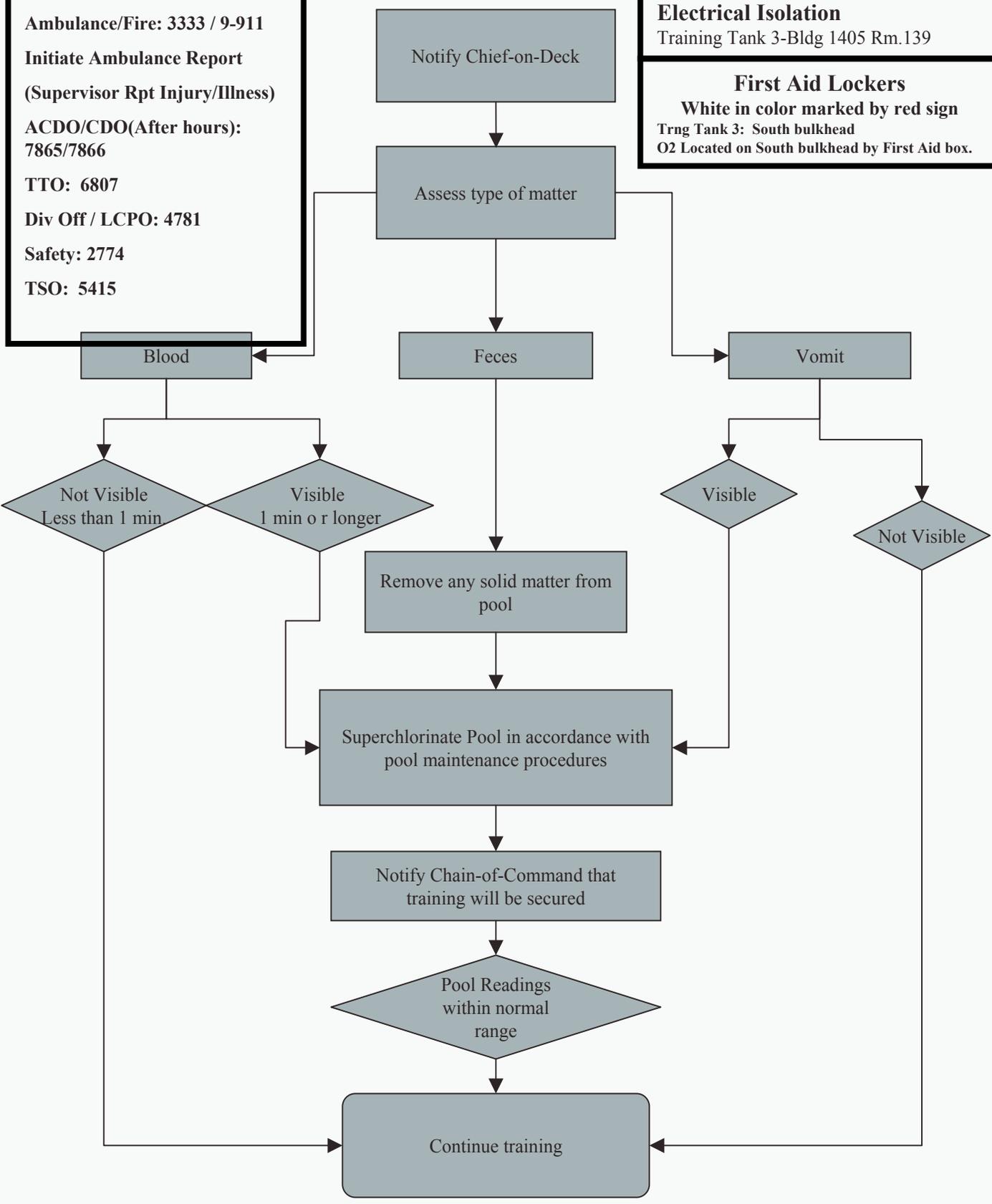
TSO: 5415

Electrical Isolation

Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers

White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.



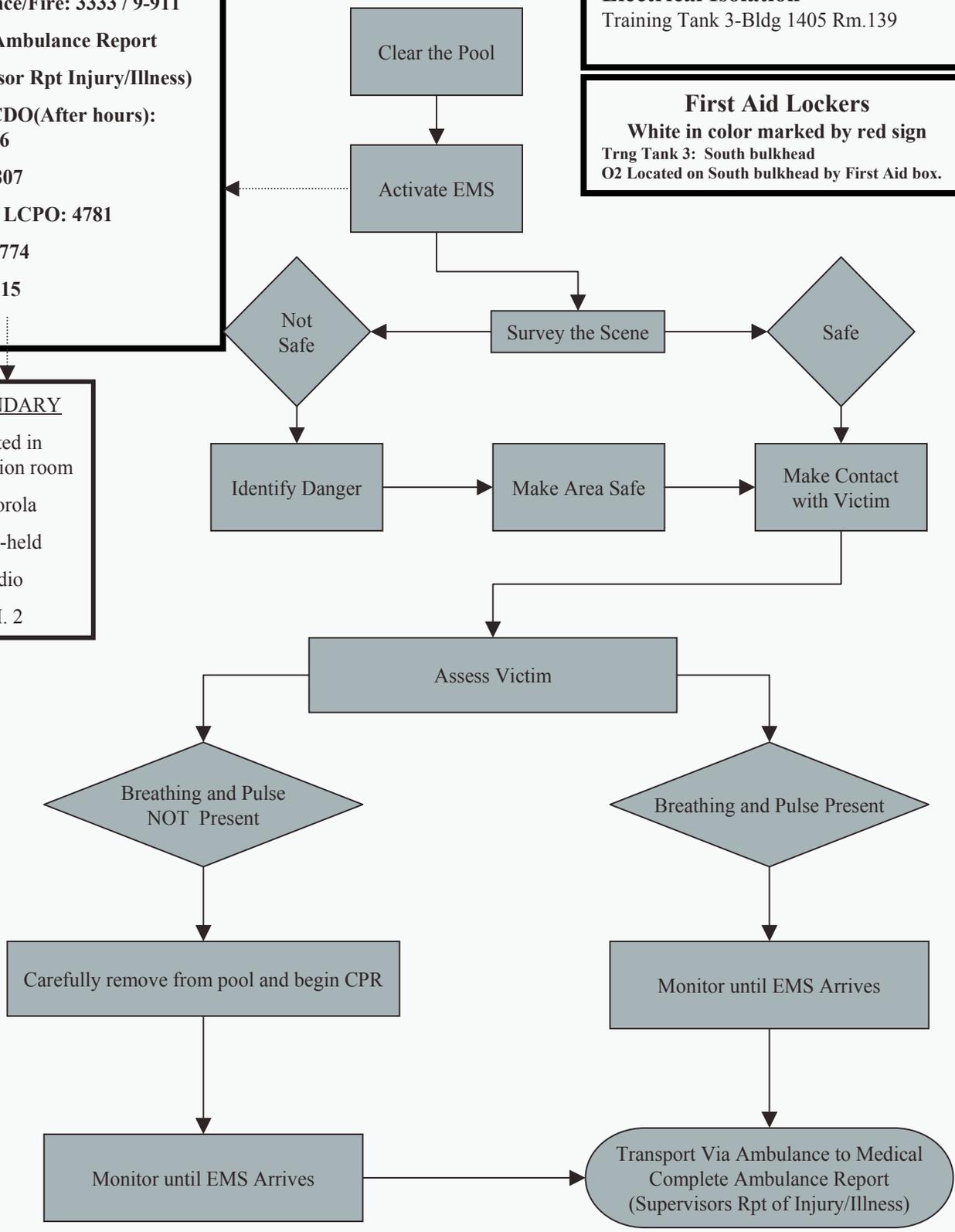
SHALLOW WATER BLACKOUT VICTIM Bldg. 1405

PRIMARY
 Ambulance/Fire: 3333 / 9-911
 Initiate Ambulance Report
 (Supervisor Rpt Injury/Illness)
 ACDO/CDO(After hours):
 7865/7866
 TTO: 6807
 Div Off / LCPO: 4781
 Safety: 2774
 TSO: 5415

Electrical Isolation
 Training Tank 3-Bldg 1405 Rm.139

First Aid Lockers
 White in color marked by red sign
 Trng Tank 3: South bulkhead
 O2 Located on South bulkhead by First Aid box.

SECONDARY
 Located in
 Observation room
 Motorola
 Hand-held
 Radio
 CH. 2



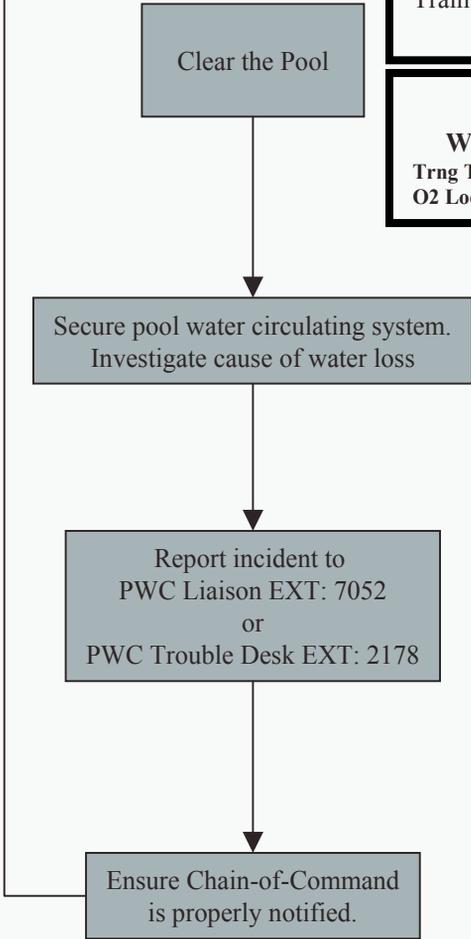
RAPID WATER LOSS FROM TRAINING TANK Bldg. 1405

PRIMARY
Ambulance/Fire: 3333 / 9-911
Initiate Ambulance Report
(Supervisor Rpt Injury/Illness)
ACDO/CDO(After hours):
7865/7866
TTO: 6807
Div Off / LCPO: 4781
Safety: 2774
TSO: 5415

SECONDARY
Located in
Observation room
Motorola
Hand-held
Radio
CH. 2

Electrical Isolation
Training Tank 3-Bldg 1405 Rm.139

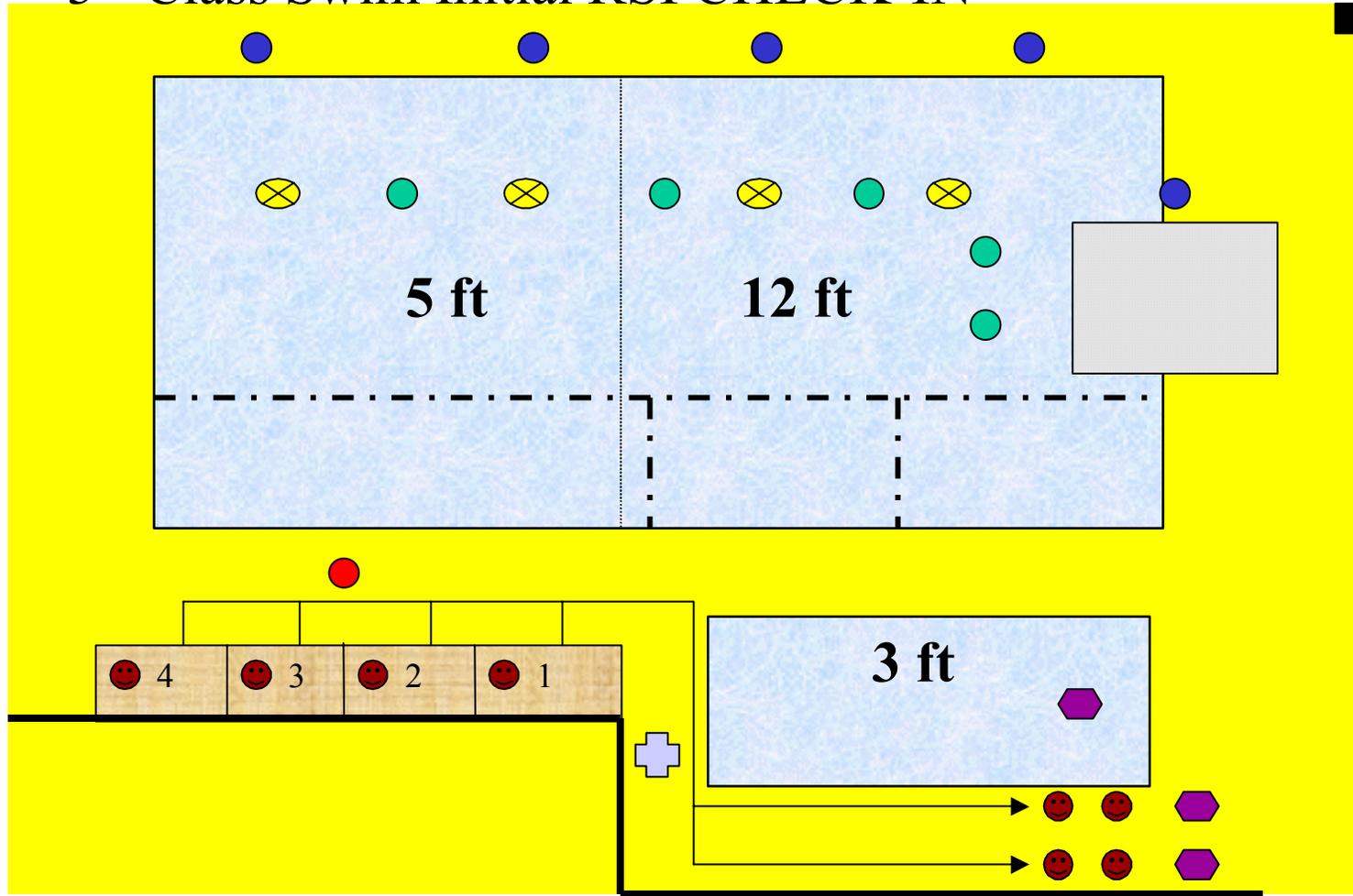
First Aid Lockers
White in color marked by red sign
Trng Tank 3: South bulkhead
O2 Located on South bulkhead by First Aid box.



RTC SAFETY SEP 2000	THIS FORM WILL BE SUBMITTED IAW OPNAVINST 5100.23E CH14				
<i>SUPERVISOR'S REPORT OF INJURY OR ILLNESS</i>					
<i>Data on Injured or Ill Person</i>				Safety Office Use Only	
				File Number:	
1. Name	2. Rank/Rate	3. Sex	4. Age	5. SSN	
6. Occupation	7. Phone	8. Command/Division/Ship		9. Bldg	
10. Date/Time of Injury/Illness	11. Type of Injury/Illness			12. Body Part	
<i>AMBULANCE DATA (Complete Blks 13 thru 21 when an ambulance is called)</i>					
13. Time Ambulance called	14. Arrived	15. Departed	16. Destination	17. Ambulance #	18. Driver Name
19. Action Taken By Ambulance Crew:			20. Time Notified Admin/CDO		
21. OOD: Disposition of Member					
<i>Mishap Data</i>					
22. Cycle Work Schedule S M T W TH F S		23. Drug/Alcohol Related? (Y / N)		24. Experience Performing Task? (Yrs / Mos)	
25. Location (Be specific, e.g. street, BLDG, room number ect...)			26. Evolution at Time of Mishap:		
27. Cause of Mishap:				28. PPE Used ? (Y / N)	29. PPE Required ? (Y / N)
30. Narrative (Chain of events leading up to and through and subsequent to mishap):					
31. Was there an awareness of the unsafe conditions or equipment? (Y / N) What Type?					
32. Corrective action to prevent recurrence : (Should be clear and realistic recommendation)					
<i>Witnesses (Attach Sheet if Needed)</i>					
34. Name:	35. Phone:	36. Name:	37. Phone:	38. Name:	39. Phone:
<i>Supervisory Data (Mandatory Entry)</i>					
40. Immediate Supervisor :		41. Division Officer :		42. Department Head :	
43. Supervisor at time of Injury/ Illness		44. Command:		45. Bldg Number:	46. Phone:
47. Division Officer / LCPO Signature:					48. Date
Copy to : RTC Safety Office File					
Originator					

3rd Class Swim Initial RSI CHECK-IN

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Life Rafts
-  Recruits Checking In for Swim Lessons

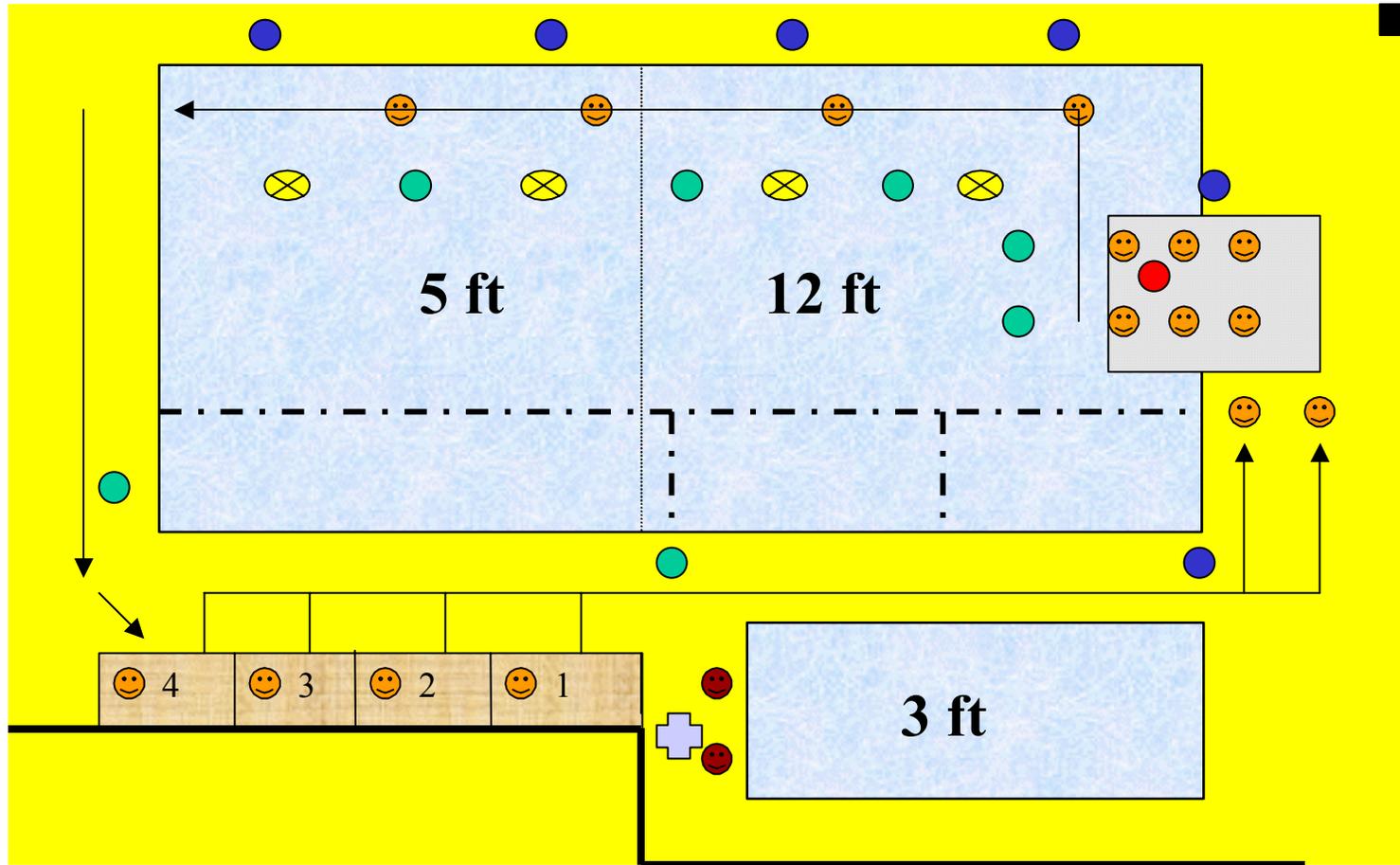


1. Recruits needing **SWIM** lessons after demonstration will be directed to wall along side Small Pool.
2. RSI Instructors will check in recruits needing swim lessons and **RED DOT** names on rosters, then return rosters to I-2.
3. At end of day, all recruits that did not pass **SWIM**, will be listed as **NQS SWIM** on roster.

Diagram 2

3rd Class Initial Step Swim

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Life Rafts
-  Recruits
-  Recruits that Failed

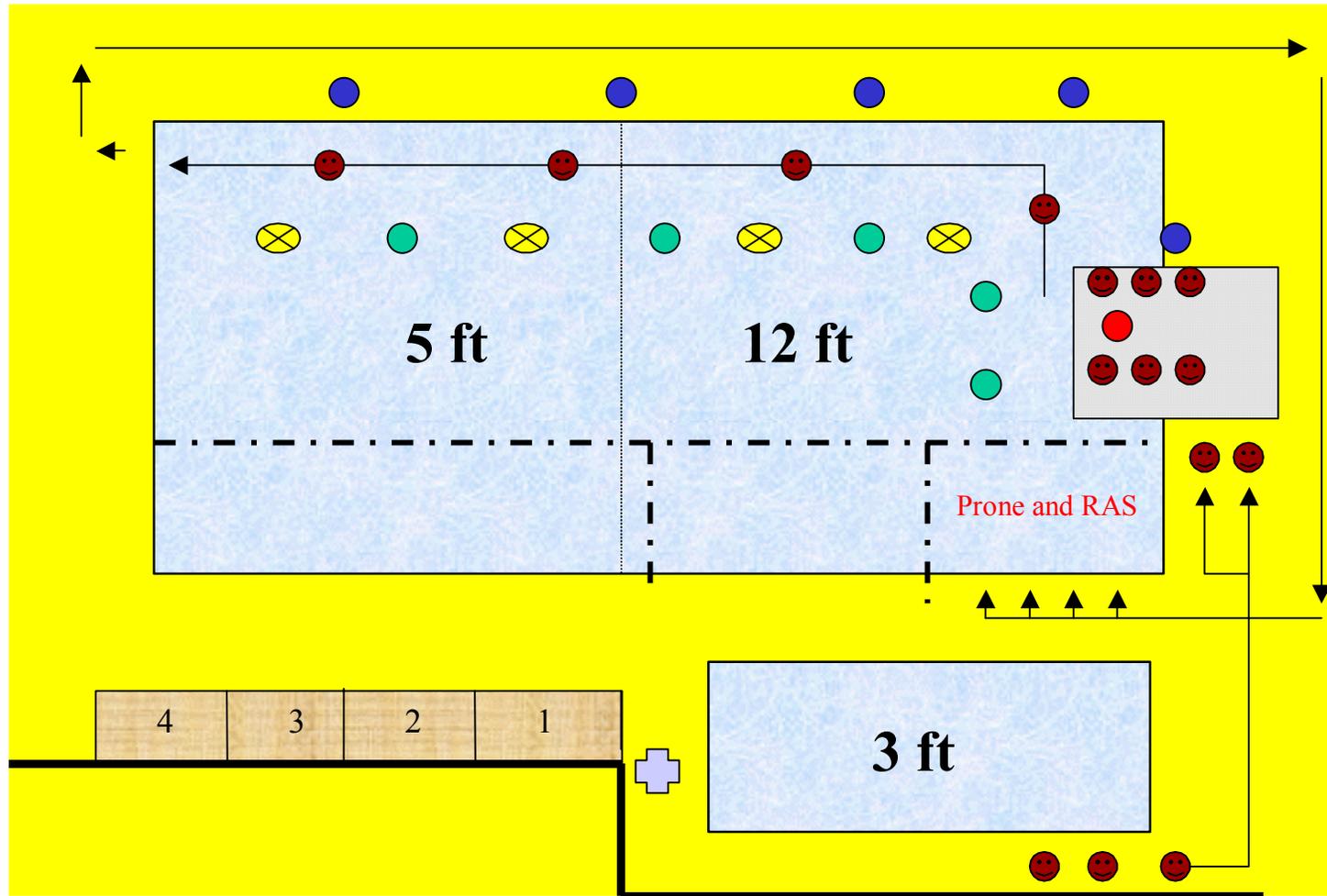


1. Recruits volunteering for Diver/EOD/SWCC/Seal go first.
2. Recruits will form Two (2) lines on East side of pool deck.
3. After completing swim recruits will go back to bleachers (fill in 1-4).
4. Recruits that **FAIL SWIM**, will receive an I chip from Pole and check in at I-2, then they will go sit under flag.
5. At end of day, all recruits that did not pass the **SWIM** will be listed as **NQS SWIM** on roster.

Diagram 3

3rd Class Initial Step Swim Hopefuls

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Life Rafts
-  Hopefuls

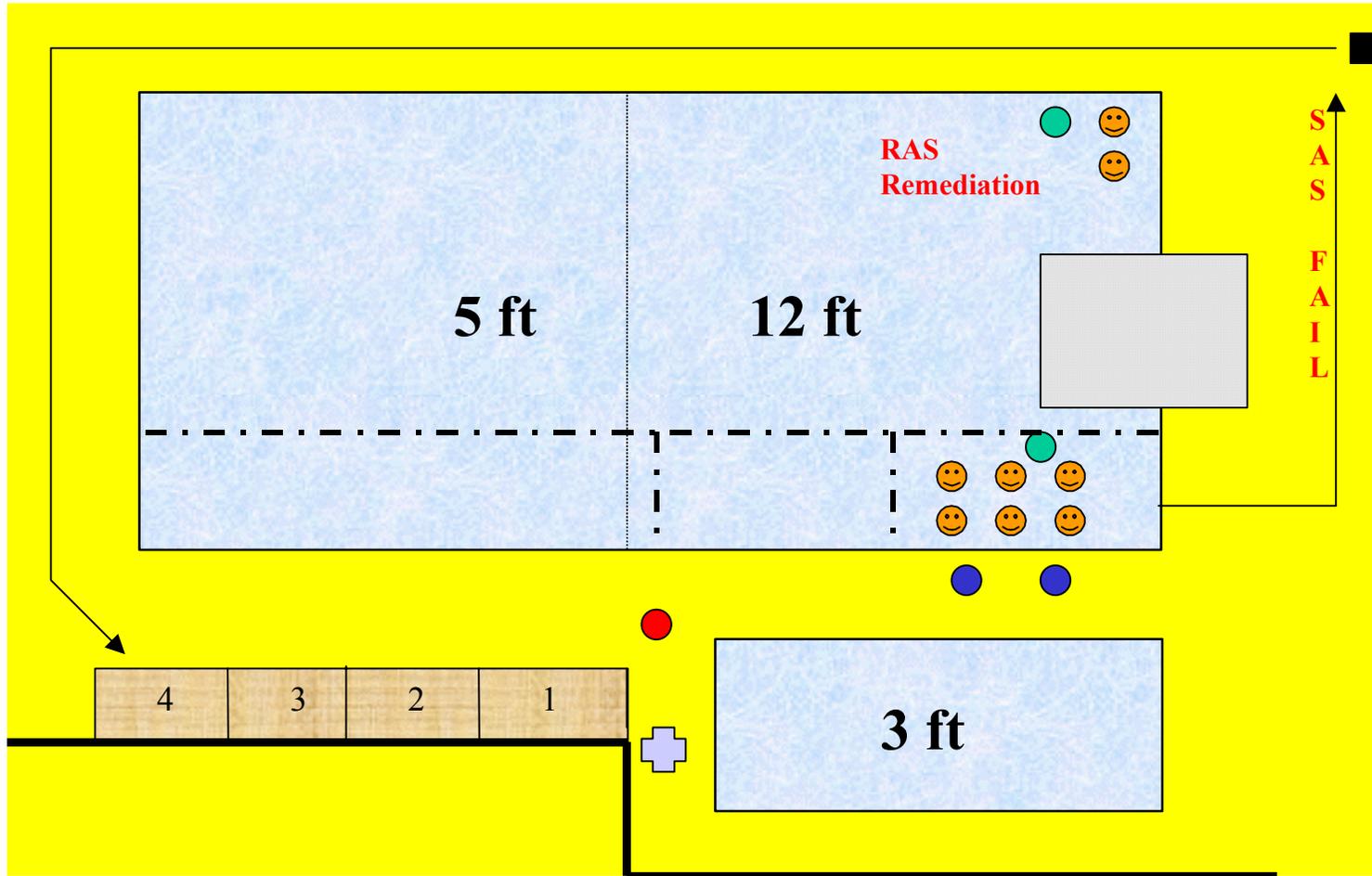


1. Recruits who are Hopefuls will form Two (2) lines on East side of Tower.
2. If **Hopefuls PASS**, they will check in with I-2, then go to the bleachers (fill in 1-4).
3. Hopefuls that **FAIL HOPEFUL SWIM**, will get I chip, check in at I-2, then go back to Small Pool for further remediation.
4. At end of day, all recruits that are **RED DOTTED** on roster will be listed as **NQS SWIM** on roster.

Diagram 4

3rd Class SAS

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Life Rafts
-  Recruits



1. Recruits volunteering for Diver/EOD/SWCC/Seal go first. If **Pass**, they report to Dive Motivators.
2. After completing SAS, the rest of the recruits will go to Locker rooms and change out then assist in clean up.
3. Recruits that **FAIL SAS**, will get a **S** chip, they will check in with I-2, then go to west side of Tower to receive remediation.
4. If a recruit receives remediation and is going to be retested for SAS, they will stay on west side of Tower.
5. If at the end of the day a recruit is not able to pass SAS they will be listed as **NQS SAS** on roster.

Diagram 6

3rd Class Swim
 Test BLDG 1405
 Instructor
 Positions

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys

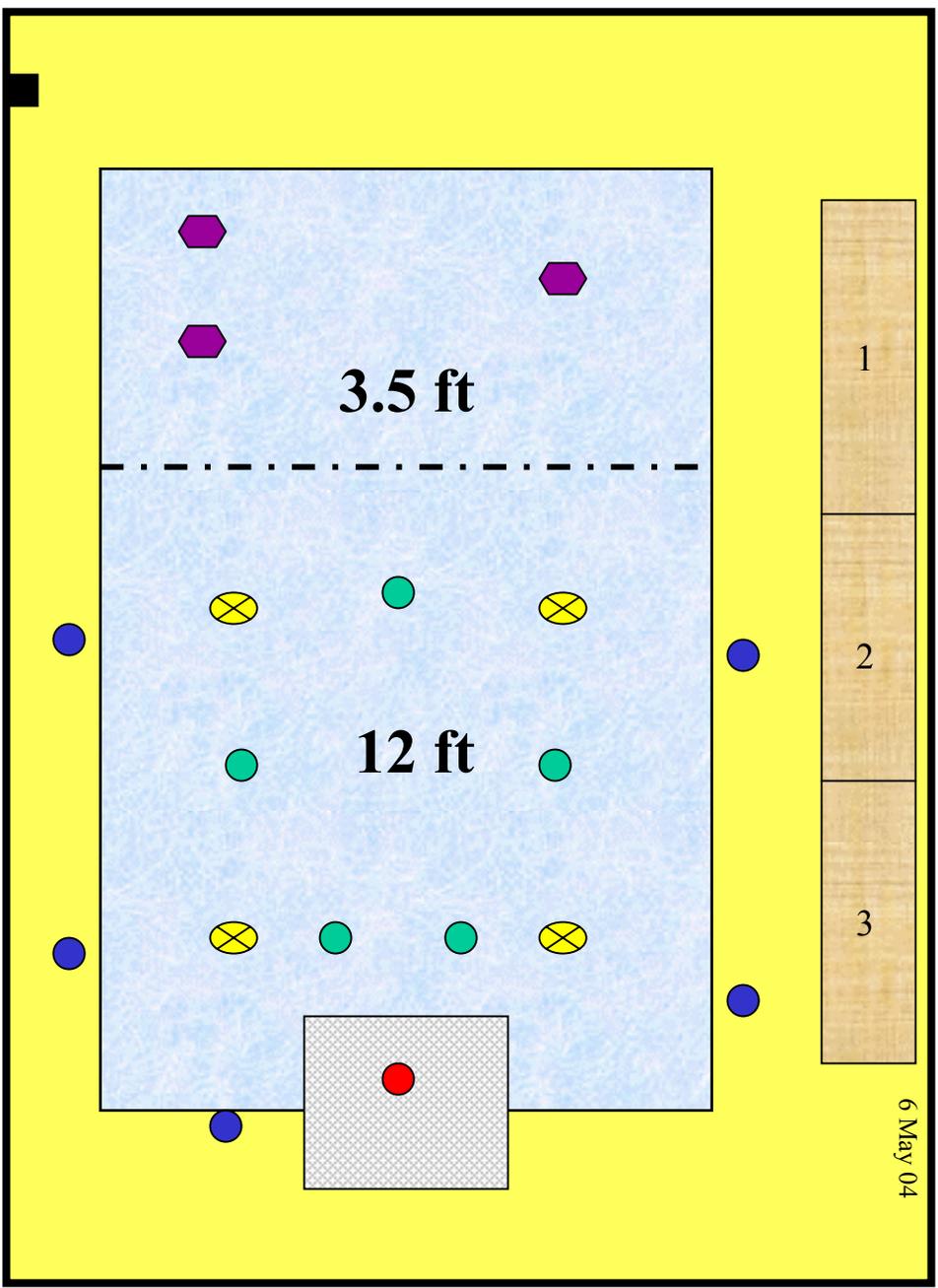
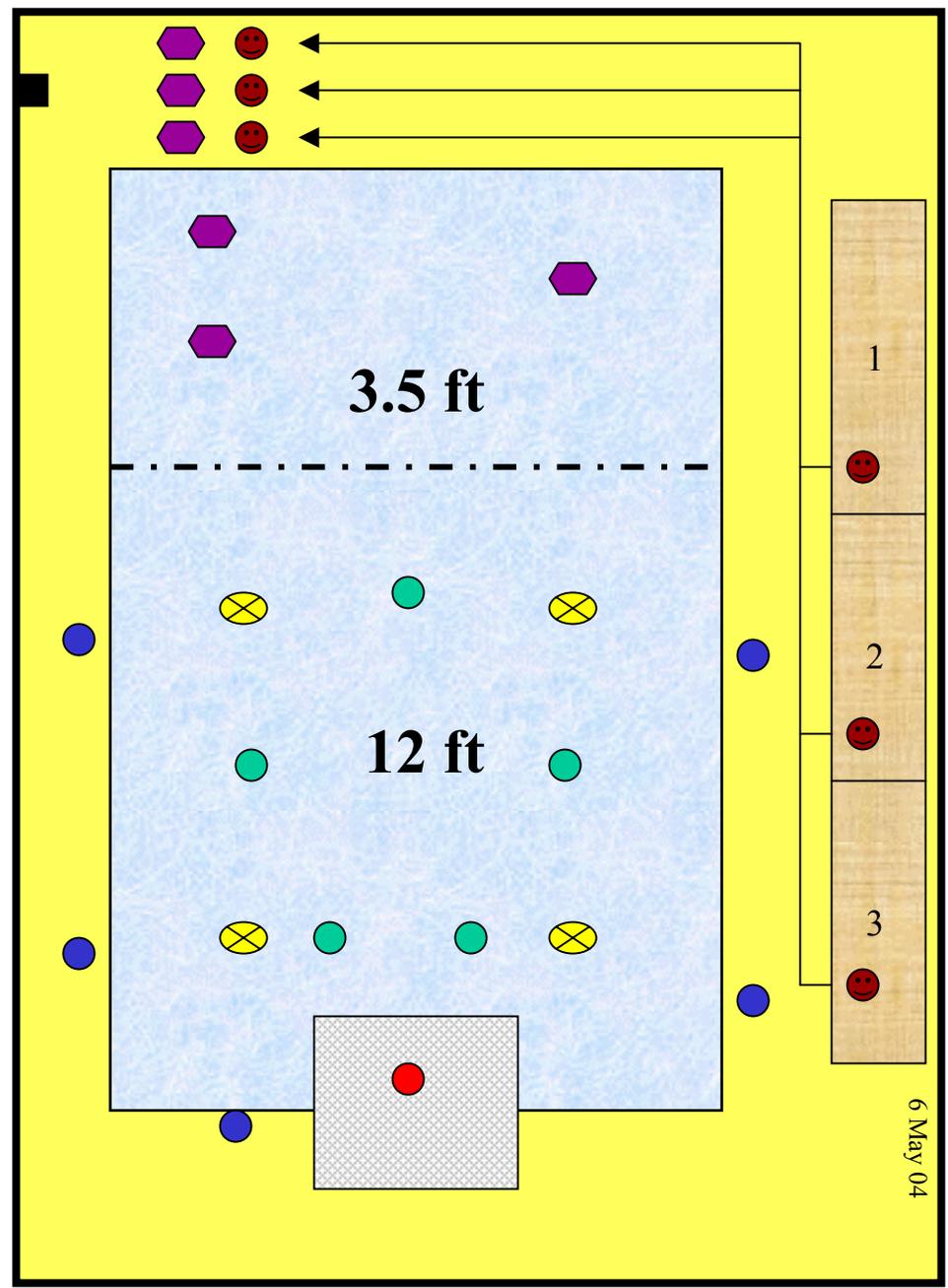


Diagram 7

3rd Class Swim
 Test BLDG 1405
 Recruits
 needing Swim
 Lesson Check-
 In.

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Recruits Checking In for Swim Lessons

1. Recruits needing **SWIM** lessons after demonstration will be directed to wall along South End of Pool.
2. RSI Instructors will check in recruits needing swim lessons and **RED DOT** names on rosters, then return rosters to I-2.
3. At end of day, all recruits that did not pass **SWIM**, will be listed as **NQS SWIM** on roster.



6 May 04

RTCSOP 1414.1B

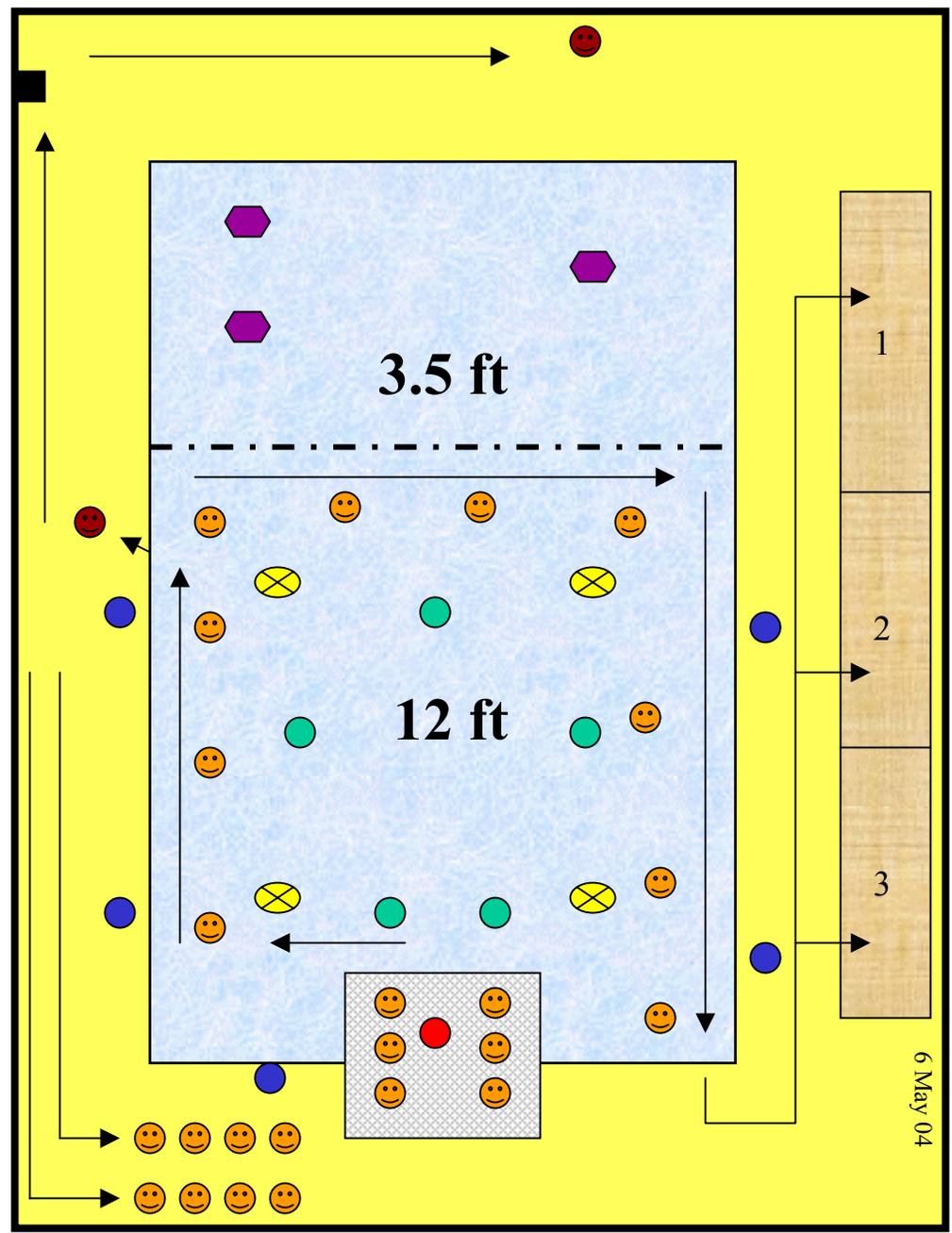
Diagram 8

APPENDIX B-35

3rd Class Swim
 Test BLDG 1405
 Initial Step.

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Recruits
-  Recruits that Failed

1. Recruits volunteering for Diver/EOD/SWCC/Seal go first.
2. Recruits will form Two (2) lines on East side of pool deck.
3. After completing swim recruits will go back to bleachers (fill in 1-3).
4. Recruits that **FAIL SWIM**, will receive an I chip from Pole and check in at I-2, then they will go sit on pool deck at South End.
5. At end of day, all recruits that did not pass the **SWIM** will be listed as **NQS SWIM** on roster.



6 May 04

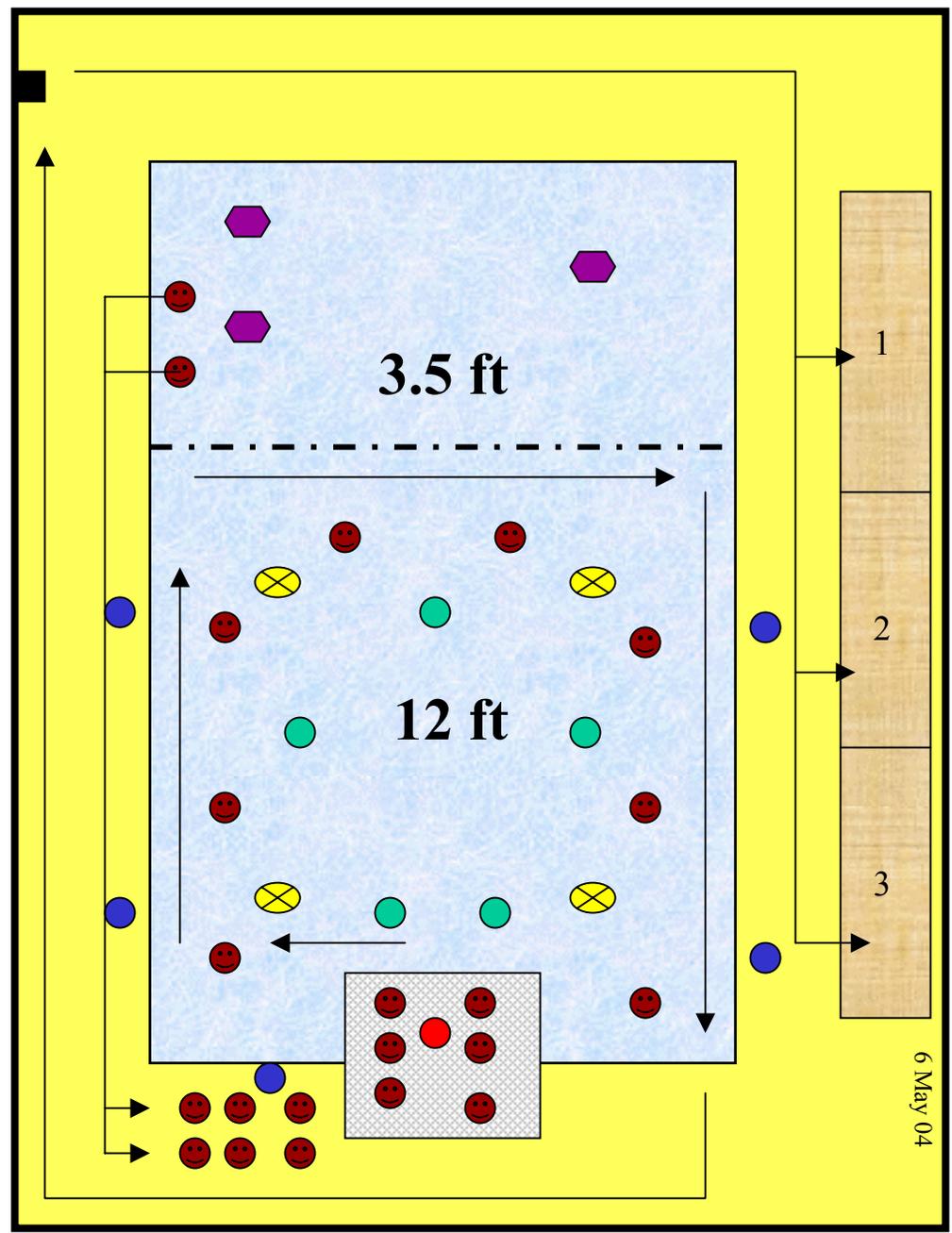
RTCSOP 1414.1B

Diagram 9

3rd Class Swim
 Test BLDG 1405
 Initial Step
 Hopefuls.

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Recruits
-  Hopefuls

1. Recruits who are Hopefuls will form Two (2) line on East side of Tower.
2. If **Hopefuls PASS**, they will check in with I-2, then go to the bleachers (fill in 1-3).
3. Hopefuls that **FAIL HOPEFUL SWIM**, will get I chip, check in at I-2, then go back to Shallow End for further remediation.
4. At end of day, all recruits that are **RED DOTTED** on roster will be listed as **NQS SWIM** on roster.



6 May 04

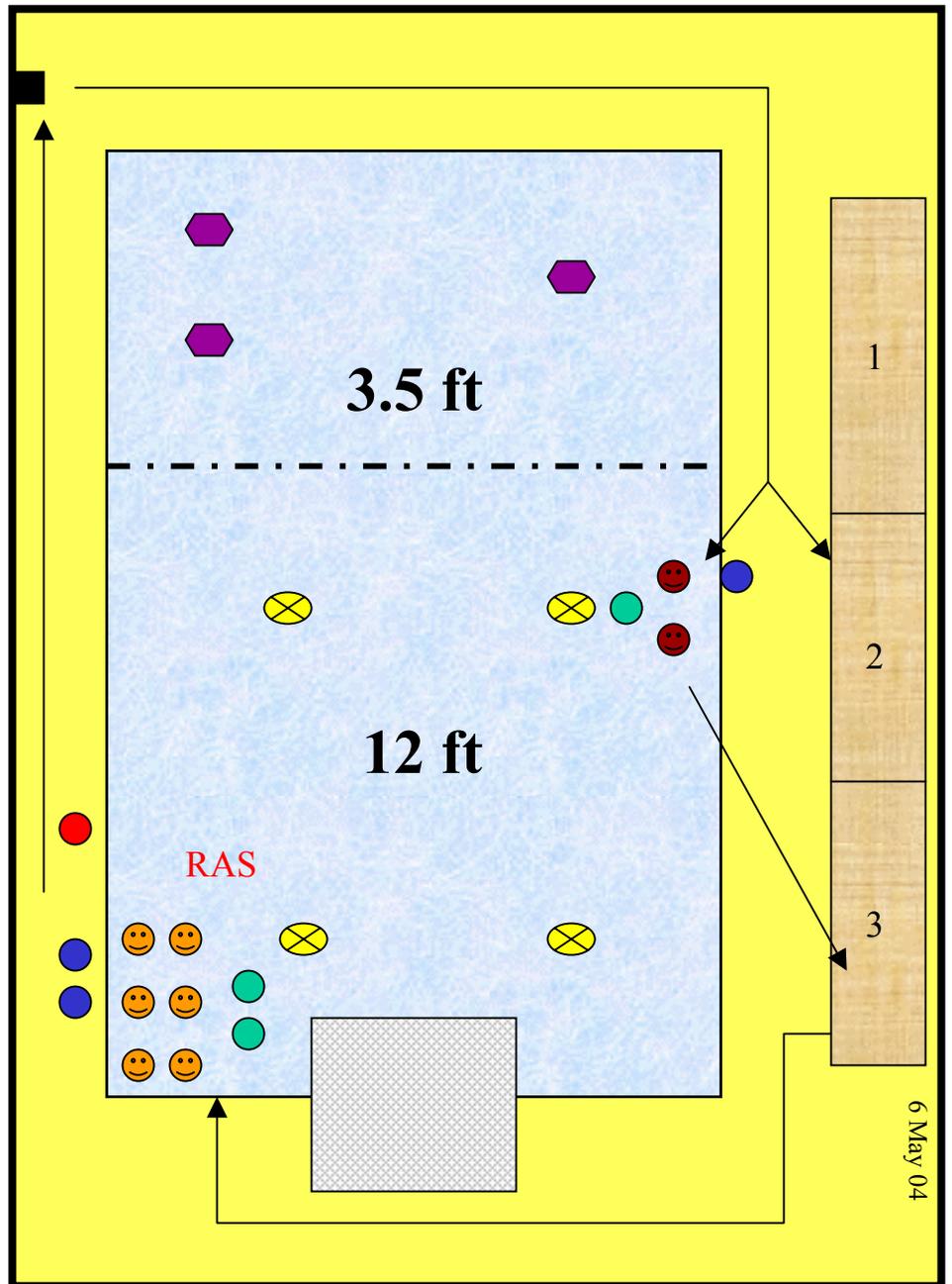
RTCSOP 1414.1B

Diagram 10

3rd Class Swim Test BLDG 1405 SAS.

-  COD
-  I-2
-  Mid-Pools
-  Poles
-  RSI Instructors
-  Buoys
-  Recruits
-  Recruits needing SAS Lessons

1. Recruits volunteering for Diver/EOD/SWCC/Seal go first.
2. After completing Prone recruits will go to SAS.
3. Recruits that **FAIL SAS**, will get a **S** chip, they will go to I-2 and check in, then go to bleacher 2 to receive remediation.
4. If a recruit receives remediation and is going to be retested for **SAS**, they will go to bleacher 3.
5. If at the end of the day a recruit is not able to pass **SAS**, they will get listed as **NQS SAS** on roster.



6 May 04

RTCSOP 1414.1B

Diagram 12

Emergency Equipment

-  First Aid Box
-  Portable Oxygen
-  Fire Extinguisher
-  Exit

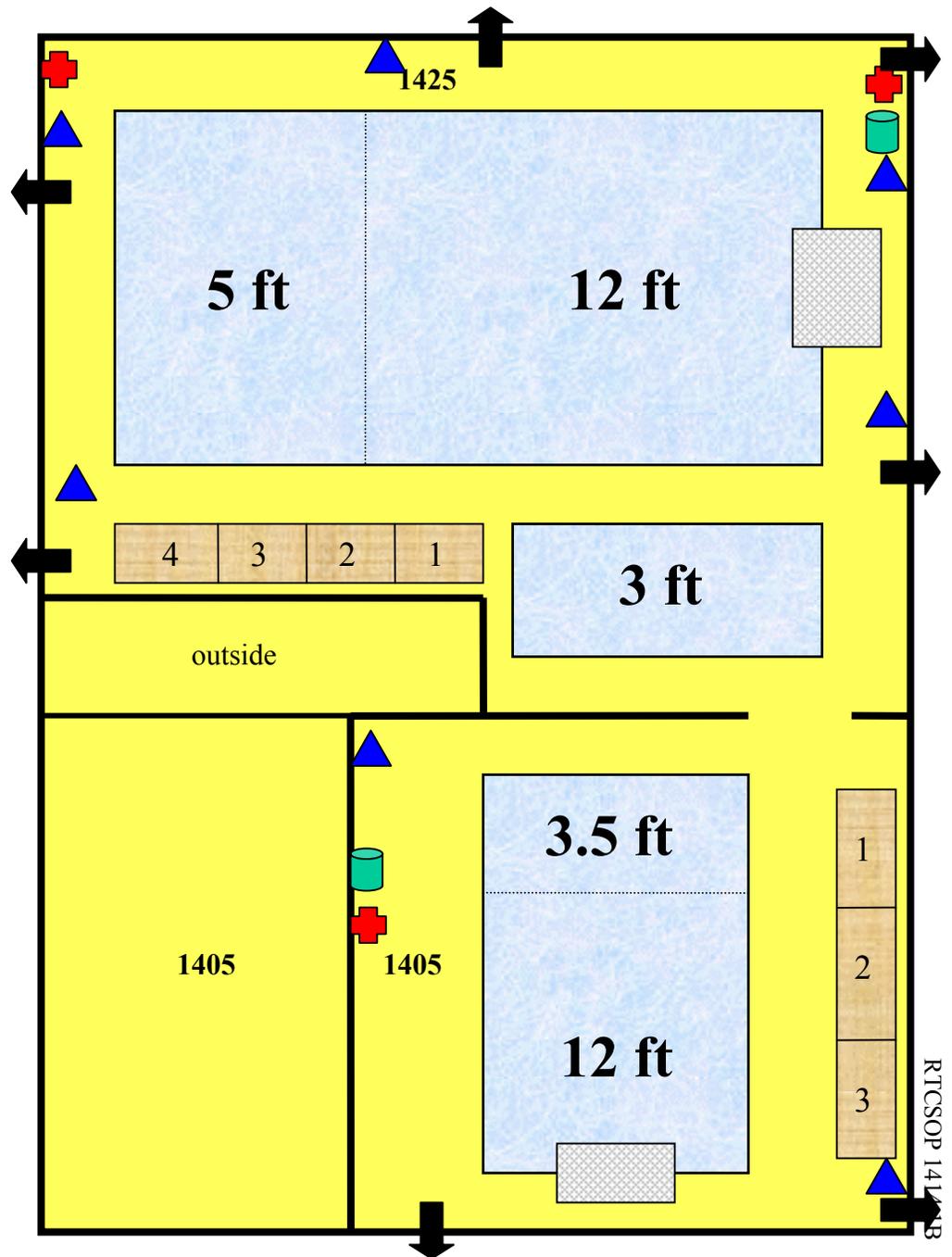


Diagram 13

Staff Positions

Battle Stations

-  Chief on Deck
-  Mid-Pool Instructor
-  Pool Side Instructor (Pole)
-  Life raft

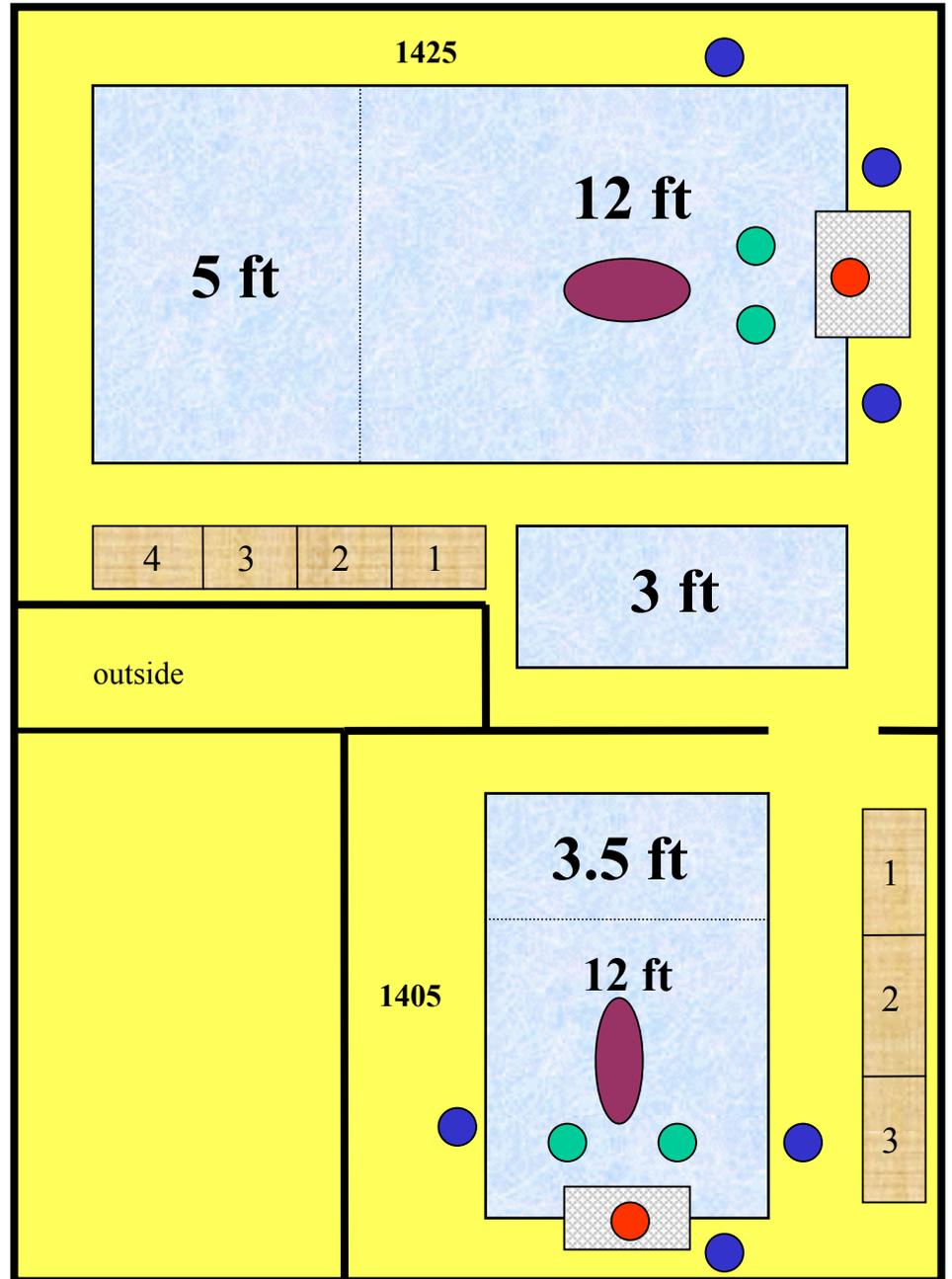


Diagram 14

Staff Positions

Captain's Cup

- Chief on Deck
- Pool Side Instructor (Pole)

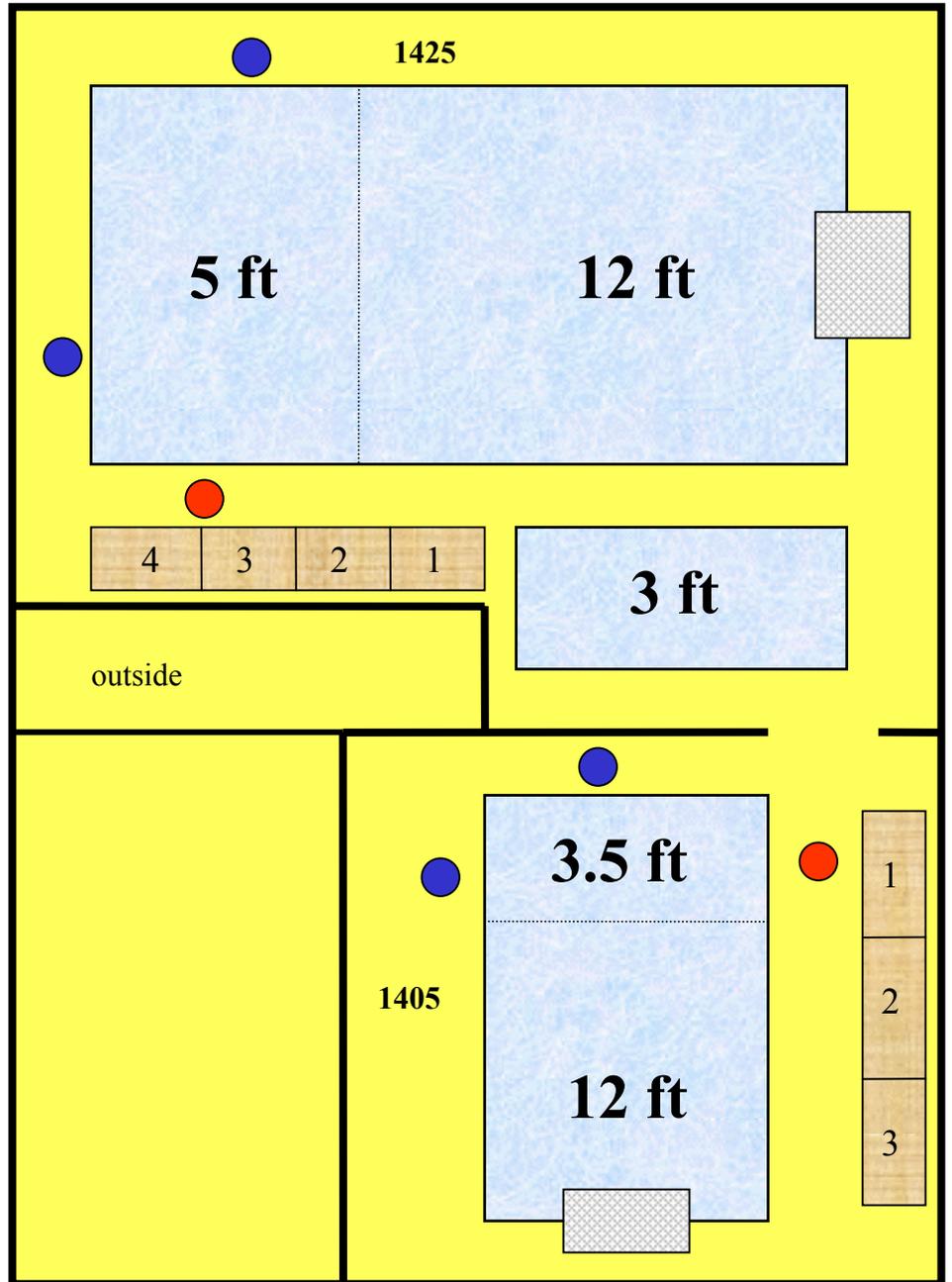


Diagram 15

Appendix C. Water Survival Division Chief on Deck Qualification Requirements

From: Water Survival Division Officer
To: Technical Training Officer

Subj: WATER SURVIVAL CHIEF ON DECK QUALIFICATION ICO _____
(RATE, NAME, SSN)

Encl: (1) Water Survival Division Unique Instructor / Job Qualifications Requirements

1. Request that the subject members be designated a qualified Water Survival Chief on Deck. The member fully aware of the professional requirements to conduct training in this moderate risk area and has completed all qualifications as documented in enclosure (1).

2. An oral Board was held on _____. Results of the board were as follows: (PASS / FAIL)

Board Members were:	RATE	NAME	QUALIFICATION
(Senior Member)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Member was found (Qualified / Unqualified)

3. Qualifications:

Recommend for certification as a Water Survival Division Chief on Deck.

(Water Survival LCPO) (Date)

(Water Survival Division Officer) (Date)

4. _____ is certified as a Water Survival Division Chief on Deck.

(Technical Training Officer) (Date)

Copy to:
Service Record
Training Record



Welcome to Water Survival Division. The following is a list of people and places to help ease your check-in process.

*DO NOT TURNOVER YOUR SERVICE RECORD TO ADMIN
UNTIL DIVISION CHECKIN IS COMPLETE.*

_____ Division LPO

- Division Recall
- Division Officer Folder

_____ Training Coordinator

- Moderate Risk Screening package
- Water Survival JQR
- 9502 or equiv.
- Training Jacket

_____ Water Survival Division

- Record of Psychological Suitability
- Verification of LTC Requirement
- Designation as High/Moderate Risk Instructor
(Service Record Required)

_____ Division LCPO

_____ Division Officer

- TTD Statement of Understanding

_____ USS TRANQUILITY (Medical)

- Moderate Risk Medical Screening
- HepB Vaccination
(Medical Record Required)

_____ WS Instructor Trainers

_____ Shift Chief

MEMORANDUM

From: Leading Petty Officer, Water Survival Division
To: New Division Check-in

Subj: Required Documentation/Recall

During check in procedure, WSD requires copies of the following for your Division Officer record.

1. Last 3 performance evaluations
2. All personnel awards (last 5 years)
3. 2 Copies of your page 4's
4. Copy of BIT Certificate

LPO
WATER SURVIVAL DIVISION

RECALL INFORMATION

NAME: _____

RATE: _____ EAOS/PRD: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____

ALTERNATE PHONE: _____

Date: _____

MEMORANDUM

From: _____
To: Water Survival Division, Leading Chief Petty Officer
Via: Water Survival Division Training Coordinator

Subj: HEPATITUS-B VACCINATION

Ref. OPNAVINST 5200.23E (para. 2802)
29CFR1910.1030 (para (f) (1) & (g) (2))

1. I _____ acknowledge that I received the required training on blood borne pathogens, and have viewed the video, Safety Sense: Bloodborne Pathogens In the Workplace for First Responders.

2. I acknowledge that the Hepatitis-B vaccination is offered and recommended to all Water Survival Personnel at the Branch Clinic NTC building 237 Monday thru Friday from 0700 to 1500.

Signature and Date

6 May 04

SHALLOW WATER BLACKOUT**Background:**

1. Shallow Water Blackout (SWB) is caused by running out of oxygen. This causes unconsciousness and, if this occurs while underwater, the results are fairly obvious. While this sounds simple enough, the main problem with SWB is the fact that you don't realize you are running out of oxygen and, as a result, make no attempt to surface.
2. Everyone reading this will recognize the culprit by name. It's something we all have done. It's called hyperventilation. (Hyperventilation coupled with breath-holding to be exact.) We would take several quick, deep breaths, hold our breath, and under we would go. We knew that this procedure would allow us to hold our breath for a longer period of time than normal. What we did not realize was the effect of hyperventilation on our physiology and the subsequent dangers.
3. Hyperventilation decreases the level of carbon dioxide (CO²) in blood. CO² levels are the "triggering mechanism" for breathing. Under normal circumstances, CO² builds up in the blood and, when it reaches a certain level, signals the body that it is time to breathe. When the level of CO² is reduced by a self induced method (such as hyperventilation) the very real possibility exists that it may be lowered enough that, by the time the body runs out of oxygen and needs to breathe, the CO² levels are still low enough that no signal for breathing is sent. As a result, the person passes out, **without warning**, from a lack of oxygen. The amount of time required for this to occur will vary from individual to individual. However, if someone is doing any type of exercise underwater (swimming, etc.) this will shorten the amount of time necessary as exercise increases oxygen consumption.
4. The hyperventilation/breath-holding technique is so dangerous that the Navy diving manual prohibits it, professional aquatics organizations caution against it, and the Naval Safety Center has sent out two hazard alert messages pertaining to it. Finally, it is not required, there is no test given for it, and it is not approved or condoned by the Navy or Marine Corps.

Directives:

1. Prohibit the use of hyperventilation/breath-holding techniques.
2. Periodically indoctrinate all personnel on the hazards of hyperventilation/breath-holding.
3. Have supervisory personnel strictly enforce the ban on the use of these techniques.
(Particularly Life Guards, Safety Observers, and Swim Instructors)
4. Post the prohibition conspicuously at all pools (recreational and training).
5. Training Commands should ensure that the SOPs and POIs reflect the restriction and the hazards involved with the use of these techniques.

Print name_____
Rate_____
Signature_____
Date

Water Survival Instructor Training

Purpose: *To provide prospective instructors with a progressive physical fitness routine that will enable them to pass a structured Lifeguard Proficiency Test and ultimately qualify as a Water Survival Instructor. Throughout the course of training, the trainee will obtain many qualifications/certifications unique to Water Survival Division.*

Prerequisites: *The following must be successfully completed prior to participating in training;*

1. Pass the Navy Third Class Swim Test.
2. Pass the Navy Second Class Swim Test.
3. Recover a 10 lb. diving brick from 12 feet of water.
4. Complete Moderate Risk Screening.

During Training:

1. Complete JQR prior to the third week of training. (Enclosure 1)
*(This includes ARC CPR, Lifeguard, BSWIC, Navy Swim Tester and O₂ Administration).

Safety: *Safety of the trainee is paramount.*

1. Prior to participating in moderate risk instructor training, the trainee must be able to explain the procedures for the pinch rule, and explain the importance of Shallow water blackout.
2. Injuries or medical concerns shall be reported to the Instructor Trainer. Trainees will be required to go to medical for treatment. Personnel on Light Limited Duty, (LLD) will not be allowed to train in the water. Trainees will be allowed to train on deck, within the guidelines described on the medical chit.

INSTRUCTOR TRAINING: *Prospective instructors will be held to a higher standard. Due to the moderate risk environment, standards will not be wavered.*

1. Take the Navy Third Class Swim Test IAW CNET P1552/16.
 - a) PASS: Proceed to Second Class Swim Test.
 - b) FAIL: Follow on stroke development (one week, or as needed)
2. Take the Navy Second Class Swim Test IAW CNET P1552/16.
 - a) PASS: Start Moderate Risk Screening process.
 - b) FAIL: Follow on stroke development (two week or as needed)
3. Complete Moderate Risk Screening: Contact Division Training Coordinator for appointment.
4. Complete Water Survival JQR: JQR must be complete prior the third week of training.
5. Final qualification will be awarded upon successful completion of performance tests.

ORM Introduction for RTC Combat Training Pool

I. ORM OVERVIEW

- a. Overview
 - i. Identify Hazards
 - ii. Hazard Assessment
 - iii. Make Risk Decisions
 - iv. Implement Controls
 - v. Supervise
- b. ORM Terms
 - i. **HAZARD:** A condition with the potential to cause personal injury or death, property damage or mission degradation.
 - ii. **RISK:** An expression of possible loss in terms of severity and probability.
- c. Three ORM Levels
 - i. Time Critical
 - ii. Deliberate
 - iii. In-Depth
- d. Four ORM Principals
 - i. Accept risks with benefits outweigh costs.
 - ii. Accept no unnecessary risk.
 - iii. Anticipate and manage risk by planning
 - iv. Make decisions at the right level.

Risk Assessment Code Matrix						
1 = Critical 2 = Serious 3 = Moderate 4 = Minor 5 = Negligible			Probability of Occurrence			
			Mishap Probability			
			Likely	Probably	May	Unlikely
			A	B	C	D
Hazard Severity	Critical	CAT I	1	1	2	3
	Serious	CAT II	1	2	3	4
	Moderate	CAT III	2	3	4	5
	Minor	CAT IV	3	4	5	5
Risk Levels						

- e. Severity Categories
 - i. **CATEGORY I-**The hazard may cause death, loss of facility/assets or results in grave damage to national interests.
 - ii. **CATEGORY II-** The hazard may cause severe injury illness, property damage to nation or service interests or degradation to efficient use of assets.
 - iii. **CATEGORY III-** The hazard may cause minor injury, illness, property damage, damage to national, services or command interests or degradation to efficient use of assets.
 - iv. **CATEGORY IV-** The hazard presents a minimal threat to personnel safety or health, property, services or command interests or efficient use of assets.
- f. Probability Categories
 - i. **SUB-CATEGORY A-** likely to occur immediately or within a short period of time. expected to occur frequently to an individual item or person or continuously to a fleet, inventory or group.
 - ii. **SUB-CATEGORY B-** Probably will occur in time. Expected to occur several times to an individual item or person or frequently to a fleet, inventory or group.
 - iii. **SUB-CATEGORY C-** May occur in time. Can reasonably be expected to occur some time to an individual item or person or frequently to a fleet, inventory or group
 - iv. **SUB-CATEGORY D-** Unlikely to occur.
- g. **ACCEPT THE RISK WHEN BENEFITS OUTWEIGH THE COSTS.**
- h. **REJECT THE RISK WHEN COSTS OUTWEIGH THE BENEFITS.**

Service Member: _____

Division Officer: _____

SSN: _____

Instructor: _____

TECHNICAL TRAINING DEPARTMENT STATEMENT OF UNDERSTANDING

Divisional Statement

I have been briefed by the WATER SURVIVAL Division Officer on the Standard Operating Procedures of this division. I acknowledge that:

- a. I will maintain full knowledge of these procedures.
- b. I am fully accountable for my actions if I do not follow the procedures for conducting High/Moderate-Risk Training.
- c. If I have any questions concerning these procedures, I will discuss them with my Division Officer prior to initiating any action of my part.
- d. Should I transfer to another division in the Technical Training Department. I will become fully knowledgeable with the Standard Operating Procedures of my newly assigned division.

(Signature of Member)

(Signature of Division Officer)

Department Statement

1. This is to certify that I, _____, assigned to the WATER SURVIVAL Division of the Technical Training Department, do fully understand the and will comply with all departmental regulations and policies concerning the following:

a. Cycling of recruits. At no time while assigned to the Technical Training Department will I cycle recruits or allow them to be cycled. I will provide counseling, constructive criticism, and employ any and all forms of leadership by example.

b. Foul and abusive language. I will not use or allow any other staff members to use foul and abusive language toward recruits or fellow staff members while assigned to Technical Training. I understand that this policy will be strictly enforced.

2. I further understand that the failure to comply with the above policies and regulations will result in administrative and/or punitive action.

(Signature of Member)

(Signature of Division Officer)

6 May 04

NAVCRUITRACOMGLAKESINST 1600.3K

(DATE)

From:

(Rank/Rate) (FIRST, MIDDLE, LAST NAME) (SSN)

To: Commanding Officer, Recruit Training Command, Great Lakes

Subj: **ACKNOWLEDGEMENT OF STANDARDS OF CONDUCT IN DEALING WITH TRAINEES**

Ref: (a) NAVCRUITRACOMGLAKESINST 1600.3 (Series)

1. I certify that I have read and fully understand the contents of reference (a).

2. In particular, I understand the avocations of cheating within the recruit and apprentice training competitive systems, maltreatment, assault, abusive language, financial dealings, illicit drug dealings, and fraternization will not be condoned in this command and that such conduct will result in administrative action, non-judicial punishment, or court-martial as the case may warrant.

(Signature)

WITNESSING OFFICER:

RANK (FIRST MIDDLE LAST NAME)

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (Rev. 1-76)

E-32

S/N 0106-LF-010-6990

SEE BUPERSMAN 5030420

SHIP OR STATION RECRUIT TRAINING COMMAND, GREAT LAKES, IL 60088

(DATE)

I CERTIFY, BY MY SIGNATURE BELOW THAT I HAVE BEEN BRIEFED ON THE CONTENTS OF THE FOLLOWING INSTRUCTIONS AND POLICIES.

IN PARTICULAR, I UNDERSTAND THAT ADVOCATION OF CHEATING WITHIN THE RECRUIT AND APPRENTICE TRAINING COMPETITIVE SYSTEMS, MALTREATMENT, ASSALT, ABUSIVE LANGUAGE, FINANCIAL DEALINGS, ILLICIT DRUG DEALINGS, AND FRATERNIZATION WILL NOT BE CONDONED IN THIS COMMAND AND THAT SUCH CONDUCT WILL RESULT IN ADMINISTRATIVE ACTION, NON-JUDICIAL PUNISHMENT, OR COURT MARTIAL AS THE CASE MAY WARRANT.

I ACKNOWLEDGE HAVING RECEIVED ANNUAL REFRESHER TRAINING IN NAVY RIGHTS AND RESPONSIBILITIES AND THAT I HAVE ATTENDED 1 HOUR OF HIV/AIDS TRAINING IN ACCORDANCE WITH NAVY-WIDE POLICY.

RTCINST 1020.6E	UNIFORM OF THE DAY REGULATIONS
RTCINST 1050.5D	LEAVE AND LIBERTY POLICY FOR APPRENTICE TRAINEES
RTCINST 1050.3L	OFF DUTY CIVILIAN EMPLOYMENT, EDUCATION, AND ORGANIZED
	SPORTS PARTICIPATION BY STAFF PERSONNEL
RTCINST 1600.3L	STANDARDS OF CONDUCT IN DEALING WITH TRAINEES
RTCINST 1616.4E	CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONNEL ASSIGNED TO RTC
	STANDARDIZATION OF MOTIVATIONAL TRAINING
RTCINST 1620.1E	RTC HOT WEATHER PROGRAM
RTCINST 3140.1G	COLD WEATHER/WIND CHILL CONDITIONS
RTCINST 3141.2C	USE OF TOBACCO PRODUCTS ON BOARD RTC
RTCINST 5100.6G	U.S. MAIL HANDLING PROCEDURES FOR RECRUITS
RTCINST 5112.2C	SEARCH, SEIZURE, STORAGE, AND DISPOSITION OF PROPERTY
RTCINST 5820.1H	STAFF HEALTH AND PHYSICAL READINESS PROGRAM
RTCINST 6100.6H	FRATERNIZATION BETWEEN STAFF AND STUDENTS
NTCGLAKESINST 5370.3A	STANDARDS OF CONDUCT FOR RECRUIT TRAINING PERSONNEL
CNTECHTRAINST 1600.2E	AND ADDITIONAL TRAINING FOR RECRUITS
	SPECIAL PROCEDURES FOR REPORTING GRIEVANCES AND ALLEGED INCIDENTS OF DISCRIMINATION IN RTC
CNTECHTRAINST 5350.9B	EQUAL EMPLOYMENT OPPORTUNITY
	SEXUAL HARASSMENT POLICY
CNETINST 12713.8B	EQUAL EMPLOYMENT OPPORTUNITY POLICY
RTCNOTE 5300	COMMANDER, NTC, POLICY STATEMENT ON SEXUAL HARASSMENT
RTCNOTE 5350	FRAUDULENT USE OF MCI TELECOMMUNICATIONS ACCESS
NTCGLAKESNOTE 5300	CODES
CNTECHTRAMEMO 5800	SUICIDE IDEATIONS, GESTURES, OR ATTEMPTS STANDARD
CO, RTC, GLAKES SOP	OPERATING PROCEDURES

(SIGNATURE)

WITNESSED BY:

NAME (LAST, FIRST, MI)

SSN

BRANCH AND CLASS

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- G. Blood Borne Pathogens Memo
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NOTE: File moderate risk data with highest qualification achieved on the top.

III. COMMAND TRAINING

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Appendix C.
Water Survival Division Unique Instructor Job Qualification
Requirements

NAME: _____ RATE: _____ SSN: _____
(Last, First, MI.)

101 **GENERAL REQUIREMENTS:** Personnel assigned to Water Survival Division will have 10 working days to become fully qualified in the following areas:

101.1 Technical Training Department Statement of Understanding
RTCINST 1513.3B, Encl. 3 & RTCINST 1600.3H

Date Completed: _____ **Qualifier Signature** _____

101.2 LCPO Brief

Date Completed: _____ **Qualifier Signature** _____

101.3 Divisional Recall Card

Date Completed: _____ **Qualifier Signature** _____

101.4 Moderate Risk Instructor Screening (RTCINST 1513.3)

Date Completed: _____ **Qualifier Signature** _____

101.5 American Red Cross CPR for the Professional Rescuer

Date Completed: _____ **Qualifier Signature** _____

101.6 American Red Cross Lifeguard Training and Community First Aid

Date Completed: _____ **Qualifier Signature** _____

101.7 American Red Cross swimming and diving video

Date Completed: _____ **Qualifier Signature** _____

101.8 American Red Cross teaching aquatic skills video

Date Completed: _____ **Qualifier Signature** _____

101 GENERAL REQUIREMENTS: (cont.)

101.9 Pool-Side Supplemental Oxygen Administration

Date Completed: _____ **Qualifier Signature** _____

101.10 American Red Cross Lifeguard Certification.

Date Completed: _____ **Qualifier Signature** _____

101.11 Blood Borne Pathogens, video and statement of understanding

Date Completed: _____ **Qualifier Signature** _____

101.12 Shallow Water Blackout statement of understanding

Date Completed: _____ **Qualifier Signature** _____

102 REQUIRED READING:

102.1 CNETINST 1500.20 (series) Safety Procedures For Conducting Training

Date Completed: _____ **Qualifier Signature** _____

102.2 RTCSOP 1414.1 (series)

Date Completed: _____ **Qualifier Signature** _____

102.3 RTCINST 1513.3 (series) Safety Policies / Procedures for High Risk Training

Date Completed: _____ **Qualifier Signature** _____

102.4 MILPERSMAN Article 1414-010, Swimmer Training and Qualifications

Date Completed: _____ **Qualifier Signature** _____

102.5 MILPERSMAN Article 1500-020, Survival Training Requirements

Date Completed: _____ **Qualifier Signature** _____

103 REQUIRED READING: (Cont.)

103.1 NSTM 0901-331-001, Life Preservers

Date Completed: _____ **Qualifier Signature** _____

103.2 NAVSEA 0982-020-4010, Mk-6 Inflatable Lifeboat

Date Completed: _____ **Qualifier Signature** _____

103.3 Material Safety Data Sheets

Date Completed: _____ **Qualifier Signature** _____

103.4 CNET P1552/16, Navy Swimming and Water Survival
Instructor's Manual

Date Completed: _____ **Qualifier Signature** _____

200. **TASKS**

300. **WATCHSTATIONS**

301. **CLASSROOM INSTRUCTOR**

301.1 Complete JQR 100, 200 series.

Date Completed: _____ **Qualifier Signature** _____

301.2 Observe three *Rescue at Sea* classroom training evolutions.

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

301.3 Teach three *Rescue at Sea* classroom evolutions under the instruction of a qualified Water Survival Instructor in accordance with RTCSOP 1414.1B Section 407.

NOTE: These do not include the 3 initial instructor evaluations required for Instructor certification.

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

301.4 Submit a combination of three satisfactory classroom/laboratory initial instructor evaluations to the IQA office. (Bldg. 1127, ext. 7027)

NOTE: Do not send Instructor Evaluations required for JQR 303.3, as they are JQR unique evaluations.

Date Submitted: _____ **Instructor Eval PO** _____

302 DUTY INSTRUCTOR (DI):

302.1 Complete JQR 100 series.

Date Completed: _____ **Qualifier Signature** _____

302.2 Explain the procedures for as a DI for Mishaps, Accidents, and Weather Conditions as outlined in RTCSOP 1414.1, Appendix F.

Date Completed: _____ **Qualifier Signature** _____

302.3 Explain documentation procedures for recruit/student qualification.

Date Completed: _____ **Qualifier Signature** _____

302.4 Demonstrate the procedures for taking pool readings.

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

302.5 Demonstrate the procedures for operating the pool vacuum.

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

302.6 Explain recruit/student check-in procedures.

Date Completed: _____ **Qualifier Signature** _____

302.7 Explain STASS documentation procedures.

Date Completed: _____ **Qualifier Signature** _____

302.8 Explain the procedures for conducting training in bldg. 1405.

Date Completed: _____ **Qualifier Signature** _____

302 DUTY INSTRUCTOR (DI): (cont.)

302.9 Stand Five complete Water Survival Duty Instructor under instruction of a qualified Water Survival DI.

Date Completed: _____ Qualifier Signature _____

302.10 Present Locker Brief to recruits/students.

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

302.11 Present Pool Deck Brief to recruits/students.

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

302.12 Muster recruits/students on bleacher.

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

302.13 Complete and describe the process for submitting an Accident /Injury Report.

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

Date Completed: _____ Qualifier Signature _____

303 POLE / POOL SIDE INSTRUCTOR (PI):

303.1 Complete JQR 100 series and JQR 302.

Date Completed: _____ **Qualifier Signature** _____

303.2 Explain the procedures as a PI for Mishaps, Accidents, and Weather Conditions as outlined in RTCSOP 1414.1, Appendix F.

Date Completed: _____ **Qualifier Signature** _____

303.3 Explain zone responsibilities for each PI position.

Date Completed: _____ **Qualifier Signature** _____

303.4 As a Poolside Instructor, explain the procedures for conducting training in bldg. 1405.

Date Completed: _____ **Qualifier Signature** _____

303.5 Stand two complete Water Survival Pole / Poolside Instructor Positions under instruction of a qualified Water Survival Pole / Pool Side Instructor for each of the following:

303.5a Pole Position #1

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

303.5b Pole Position #2

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

303.5c Pole Position #3

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

303.5d Pole Position (non-swimmers)

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

304 MID-POOL INSTRUCTOR (MP):

304.1 Complete JQR 100 series and JQR 302 and 303)

Date Completed: _____ **Qualifier Signature** _____

304.2 Explain the procedures as a MP for Mishaps, Accidents, and Weather Conditions as outlined in RTCSOP 1414.1, Appendix F.

Date Completed: _____ **Qualifier Signature** _____

304.3 Explain instructor / recruit ratio (s).

Date Completed: _____ **Qualifier Signature** _____

304.4 Explain training responsibilities of each MP position.

Date Completed: _____ **Qualifier Signature** _____

304.5 Explain zone responsibilities for each MP position.

Date Completed: _____ **Qualifier Signature** _____

304.6 As a Mid-Pool Instructor, explain the procedures for conducting training in bldg. 1405.

Date Completed: _____ **Qualifier Signature** _____

304.7 Stand two complete Water Survival Mid-Pool Positions under instruction of a qualified Water Survival Mid-Pool Instructor in the following:

304.7a Mid-pool Position #1

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

304.7b Mid-pool Position #2

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

304.7c Mid-pool Safety Position

Date Completed: _____ **Qualifier Signature** _____

Date Completed: _____ **Qualifier Signature** _____

305 **REMEDIAL SWIM INSTRUCTOR:**

305.1 Complete JQR 100 series

Date Completed: _____ **Qualifier Signature**_____

305.2 Explain the procedures as a RSI for Mishaps, Accidents, and Weather Conditions as outlined in RTCSOP 1414.1, Appendix F.

Date Completed: _____ **Qualifier Signature**_____

305.3 Explain instructor / recruit ratio (s).

Date Completed: _____ **Qualifier Signature**_____

305.4 Qualify as a Second Class Swimmer.

Date Completed: _____ **Qualifier Signature**_____

305.5 Explain the training responsibilities of a Remedial Swim Instructor.

Date Completed: _____ **Qualifier Signature**_____

305.6 Stand six complete Remedial Swim Instructor Positions under instruction for each Remedial level.

LEVEL #1

Date Completed: _____ **Qualifier Signature**_____

Date Completed: _____ **Qualifier Signature**_____

LEVEL #2

Date Completed: _____ **Qualifier Signature**_____

Date Completed: _____ **Qualifier Signature**_____

LEVEL #3

Date Completed: _____ **Qualifier Signature**_____

Date Completed: _____ **Qualifier Signature**_____

306 **Rescue at Sea (SAS) Instructor:** (Clothing Inflation)

306.1 Teach three complete SAS familiarization classes under instruction of a qualified Remedial Swim Instructor.

Date Completed: _____ **Qualifier Signature**_____

Date Completed: _____ **Qualifier Signature**_____

Date Completed: _____ **Qualifier Signature**_____

PERFORMANCE TESTS

COMPLETE 100 SERIES JQR PRIOR TO TAKING PERFORMANCE TESTS.

1. Complete the Basic Water Survival Instructor Course (BWSIC)

Date Completed: _____ **Qualifier Signature** _____

2. Complete American Red Cross Lifeguard Test

Date Completed: _____ **Qualifying COD** _____

3. Pass Oral Examination Board (Water Survival Instructor)

Date Completed: _____ **Board Chairman** _____

4. Recommended by Water Survival LCPO

Date Completed: _____ **LCPO Signature** _____

(Date)

From: Water Survival Division Officer
To: Technical Training Officer

Subj: WATER SURVIVAL INSTRUCTOR QUALIFICATION ICO _____
(RATE, NAME, SSN)

Encl: (1) Water Survival Division Unique Instructor/Job Qualifications Requirements

1. Request that the subject member be designated a qualified Water Survival Instructor. The member is fully aware of the professional requirements to conduct training in this moderate risk area and has completed all qualifications as documented in enclosure (1).

2. An oral Board was held on _____. Results of the board were as follows: (PASS / FAIL)

Board Members were:	RATE	NAME	QUALIFICATION
(Senior Member)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Member was found (Qualified / Unqualified)

3. Qualifications: Recommend for certification as a Water Survival Division Instructor.

(Water Survival LCPO) (Date)

(Water Survival Division Officer) (Date)

4. _____ is certified as a Water Survival Division Instructor.

(Technical Training Officer) (Date)

Copy to:
Service Record
Training Record

Appendix D. First Aid Locker Inventory

BOX #1	FIRST AID SUPPLIES	BOX #2
1	BOX (100) LATEX GLOVES LARGE	1
1	BOX (100) FINGERTIP BANDAGES	1
1	BOX (100) KNUCKLE BANDAGES	1
1	BOX (50) 2in X 4 1/2in BANDAIDS	1
1	BOX (100) 1in X 3in BANDAIDS	2
1	BOX (100) 3/4in X 3in BANDAIDS	2
1	BOX (6) ADVANCED HEALING BANDAIDS	
2	BOX (100) 2in X 3in GAUZE PADS	2
1	BOX (100) 3in X 4in GAUZE PADS	1
	1in X 4.1yd GAUZE BANAGE	1
2	1in X 10yd GAUZE BANAGE	4
1	2in X 10yd GAUZE BANAGE	1
3	3in X 10yd GAUZE BANAGE	1
2	LARGE ROLL 4 1/2in DRESSING	
1	BLOOD STOPPER TRAMA DRESSING	
7	TRIANGULAR BANDAGES	
2	CLEAR TAPE	
2	WHITE TAPE	1
	GAUZE TAPE	1
1	BOX (200) ALCOHOL PREP PADS	
8	3 PACK IODINE SWABSTICKS	6
2	500ml BOTTLE STERILE WATER	1
2	4oz BOTTLE EYE WASH	2
1	BOTTLE 70% ISOPROBAL ALCOHOL	1
2	SAM SPLINTS	
3	FINGER SPLINTS	3
	INSTANT COLD PACKS	2
1	15g TUBE ORAL GLUCOSE GEL (1 DOSE)	
12	POCKET MASK	1
1	NEOSPORIN	1
1	BOTTLE HYDROGEN PEROXIDE	1
1	BOX (???) 4in X 4in GAUZE PADS	1
4	4in ACE WRAP	4

BOX #1 - LOCATED IN NORTH-EAST CORNER OF BLDG 1425
 BOX #2 - LOCATED IN SOUTH-EAST CORNER OF BLDG 1425
 BOX #3 - LOCATED ON SOUTH WALL OF BLDG 1405

Appendix D. Chief on Deck Safety Checklist for Training Tank 1425

COD: _____

DATE: _____

EQUIPMENT

Life Rings (4)	
Rescue Tubes (5)	
Rescue Throw Bags (2)	
Rescue Poles (5)	
Pocket Masks (4)	
Miller Spine Board (1)	
Cervical Collars (1 Each Size) or (1 Fit All)	
Pre-Mishap Checklist Binder (1)	
Material Safety Data Sheets (Binder(1))	
Chlorine/ Machinery Room Key (1)	

Verify Other Conditions

Oxygen Bottle (min 1500 PSI) PSI: _____

Full Bottles on Hand: _____

Air Temp: _____ Water Temp: _____

PH Level: _____ Chlorine Level: _____

CHILL CONDITION/HEAT CONDITION
LEVEL:

Appendix D. Chief on Deck Safety Checklist for Training Tank 1405

COD: _____

DATE: _____

EQUIPMENT

Life Rings (4)	
Rescue Tubes (5)	
Rescue Throw Bags (2)	
Rescue Poles (5)	
Pocket Masks (2)	
Miller Spine Board (1)	
Cervical Collars (1 Each Size) or (1 Fit All)	
Pre-Mishap Checklist Binder (1)	
Material Safety Data Sheets (Binder(1))	
Chlorine/ Machinery Room Key (1)	

Verify Other Conditions

Oxygen Bottle (min 1500 PSI) PSI: _____

Full Bottles on Hand: _____

Air Temp: _____ Water Temp: _____

PH Level: _____ Chlorine Level: _____

CHILL CONDITION/HEAT CONDITION
LEVEL:

Appendix E. Locker Room Brief

Greeting: "Good afternoon/morning, my name is _____".

Clothing Storage/arrangement

a. Get dressed out into swimsuit and place all you gear into one locker. The following three items will be put in last and in this order: **Boots, Raincoat, Utilities, and then Towel (with name showing)**. These items are required for emergency evacuation. The only two items on your body should be your swimsuit and eyeglasses.

Males

- a. No undershorts
- b. Check back pocket for trash and tighten then tie your drawstring, then tuck your drawstring into your shorts.

Females

- a. No hard hair fasteners or barrettes
- b. Menstruating females use tampons only, no sanitary napkins allowed
- c. No Large Wedding Rings Allowed.

(1) Take Showers, ensure that you wash your body from head to toe.

RCPO and MAA duties and responsibilities:

- a. RCPO should be the first one into the locker room and the first one on the pool deck.
- b. On the pool deck, your position is in front of your assigned bleacher.
- c. Fill in the bleacher with the division from the top left to the bottom right. **Do Not Fill in Top Row. Do not step on the bleacher seats, they become slippery when wet.**
- d. Maintain the division's military bearing and order.
- e. Direct non-swimmers to the front row. Direct special programs (SEAL, EOD, ARS, AC) to the second row.
- f. MAA will be the last person into the locker room and the last one out on the pool deck.
- g. Maintain the division's military bearing and order in the locker room.
- h. Ensure the locker room is neat and orderly before your division departs Water Survival.
- i. **Any Questions?**

Appendix E. Duty Instructor (I-2) Pool Deck Brief

Greeting - "Good afternoon/morning, my name is _____."

Emergency Procedures

a. Fire Evacuation

1) If there is a fire on the north side of the building, exit through the doors on the south side of the building and muster up in the parking lot.

2) If there is a fire on the south side of the building, exit through the doors on the north side of the building and muster up in the grass.

b. Cold Weather Pool Evacuation

1) All hands will go to the locker room in an orderly fashion

2) Don boots and outer garments

3) Immediately fall in on the pool deck, as directed by the COD.

4) Proceed as follows to the designated building when directed by the COD.

5) Once at the designated area/building, a muster will be taken and further instructions will then be issued.

Unauthorized Gear on the Pool Deck

a. The following items are not allowed on the pool deck:

1) If you have any of these items, please go to the Duty Instructor (I-2) table immediately and wait there until a pool staff member assists you:

a) Watches, large engagement rings, dog tags and key chains

b) Removable dental work

c) Band-Aids

Male Recruits

a. No under shorts. Check back pocket for trash and tighten drawstring on swimsuits.

Female Recruits

a. No hard hair fasteners or barrettes

1) Menstruating females use tampons only, no sanitary napkins.

- b. If you have any of these items, please go to the Duty Instructor (I-2) table and a pool staff member will assist you.

Medical Conditions

- a. We need to identify those recruits with the following Medical Conditions.
 - 1) If you have any of these conditions, please go to the Duty Instructor (I-2) table and wait there until a pool staff member can assist you with your medical condition.
 - a) Light Limited Duty (LLD)
 - b) Severe asthma
 - c) Ear or eye infections
 - d) Open wounds, bleeding or infected wounds
 - e) Stitches from a recent surgery, including oral surgery.
 - 2) Again, if you have any of these conditions, please go to the Duty Instructor (I-2) table and a pool staff member will assist you.

Past Shoulder Injuries

- a. If you have ever suffered from a shoulder injury, when you step from the tower or from the side of the pool you will:
- b. Keep your arms crossed next to your body until you are under water
- c. To bring yourself to the surface, bring your arms to shoulder height only, and then sweep down
 - 1) These actions will reduce your chances of re-injuring you shoulder(s).

Pool Rules

- a. While on the pool deck or in the locker room:
 - 1) Absolutely no talking unless spoken to by your RCPO, pool staff or RDC.
 - 2) No running on pool deck.
 - 3) Keep feet off bleacher seats when sitting, climbing up or down.
 - 4) No horseplay or skylarking.
 - 5) No jumping off the sides of the bleacher, you are to climb down from the top.
 - 6) No diving from the tower or from the sides of the pool

- 7) No swimming underwater.
- 8) No exchange of bodily fluids in the pool including: spitting, blowing your nose, urinating, and defecating.
- 9) No re-circulating water in and out of your mouth.
- 10) False qualification: **EACH OF YOU MUST QUALIFY TO SWIM ON YOUR OWN. YOUR IMPERSONATION OF ANOTHER RECRUIT MAY RESULT IN HIS/HER DEATH.**

Training Time-Out (TTO) Policy

- a. "All in-water training is inherently dangerous, safety is the first concern in all training evolutions. Ensure you follow directions as given. At any time in the process of preparing for the swim qualification test you can call a TTO. This is to give you an opportunity to ask any questions you may have concerning safety, procedures, physical or medical problems. If you have any questions at any time about any facet of this water training evolution, raise your right hand/or state **"TRAINING TIME-OUT"**.
- b. "A TTO may be called in any training situation whenever a student or instructor expresses concern for his or her own personal safety or that of another person, or a need for clarification of procedures or requirements exists. TTO is also an appropriate means for a student or instructor to obtain relief if he/she is experiencing any pain, heat stress or other physical discomfort.
- c. "THE PURPOSE OF A TTO IS TO ENSURE THE SAFEST POSSIBLE TRAINING ENVIRONMENT FOR ALL PERSONNEL. The best time to ask questions for clarification is before you enter the water, however, do not hesitate to ask questions at any time you are not sure."
 - 1) "Does everyone understand the TTO policy?"
 - a) "Are there any questions?"
- d. Demonstrate TTO.
- e. Any Questions?

Turn over to Chief of Deck (COD)

- a. "At this time, I would like to turn the brief over to today's COD: Chief/Petty Officer _____."

Appendix E. Chief On Deck Brief

Greeting - "Good afternoon/morning, My Name is _____."

Tower Alignment/Arrangement

- a. There are four instructors down by the tower. On rows 2 & 3 on the right side of the tower, each instructor represents 1 row of recruits.
- b. RCPO, before you send anyone down to the tower, there are two rows of pouches. Males and females with civilian glasses may place their glasses in a numbered pouch before they proceed to the tower. Remember the number and get them before you leave the building.
- c. I will line up 2 rows of recruits on the tower. As 2 recruits step 2 recruits one from both lines will proceed onto the tower until all recruits have stepped. When the last recruit steps onto the tower he/she will sound off last recruit.
- d. Males with military glasses, you will take your glasses with the lenses facing the skin, fold one leg in and place them in your trunks with one leg over the waistband. Females will place glasses under your arm with the lenses facing the skin, and one leg outside swimsuit.
- e. Upon reaching the tower platform all recruits will cross your arms at the biceps, plug your nose and support the chin with your inside hand.
 - 1) There are two commands on the tower, the first command is "edge", when you hear the command edge step up and place all 10 toes over the edge of the tower.
 - 2) Your next command will be "to step". At this point you will enter the water. This is not a jump or a leap. Do not crouch down or bend your knees. Take a 30-inch marching pace and cross your ankles. There are two instructors in the water, do not land on them.
- f. When you enter the water swim directly to the surface, swim on top of the water and swim the length of the pool staying in between the buoys and the gutter. It is going to look like this, "**look straight ahead, take a deep breath and step**".
- g. If you land on an instructor or swim underwater, I guarantee an unpleasant experience.
 - 1) Swim the length of the pool between the buoys and the gutter. Do not swim over your shipmate. Do not assist anyone in swimming. This is your test and your test only. Do not swim underwater. You can use any of the demonstrated strokes or any combination of the strokes. When you get to the shallow end do not touch the bottom or you will fail.
 - 2) When you reach the end of the pool, get out promptly and proceed to the bleacher you were seated in before you swam, for Survival-at-Sea instruction.

3) Observe demonstration of all strokes in front of divisions by MP Instructor #5.

4) After all recruits are back on the bleachers the COD will pull 40 recruits at a time to prone float.

5) Prone float: is not a swim but a 5 minute face down float if you need to breath skull your arms and lift or turn your head to take a breath.

6) After the recruits have done the prone float the recruits will demonstrate the coverall inflation.

(7) Coverall inflation: Recruits will be instructed to put coveralls on, button the top button and leave the zipper down. Then they will be given a demonstration. Grasp zipper with the left or right hand and hold open, go into the prone float and with the free hand raise above the surface of the water and splash down to the middle of the stomach. Once there is a sufficient amount of air, grasp the collar and lift head.

1. This is the end of the 3rd class swim portion of the test. If you have any doubts about your ability to complete this part of the test then you are a prime candidate for swim lessons. Stand up in front of your bleacher and form a single line, and proceed to the shallow end of training tank 2 where you will be accounted for and begin to receive "Free" Swimming lessons.

Note: Depending on time constraints and/or daily routine as prescribed by WS Division Officer, 2cd Class Swim, Seal Swim and or Aircrew/SAR swimming tests standards may be covered at this time TBA.

m. RCPO, lets get two lines of recruits lined up under the tower.

Appendix E. Battle Stations Brief

Greeting - "Good morning/evening, my name is _____."

Emergency Procedures

a. Fire Evacuation

- 1) If there is a fire on the north side of the building, exit through the doors on the south side of the building and muster up in the parking lot.
- 2) If there is a fire on the south side of the building, exit through the doors on the north side of the building and muster up in the grass.

b. Cold Weather Pool Evacuation

- 1) All hands will go to the locker room in an orderly fashion
- 2) Don boots and outer garments
- 3) Immediately fall in on the pool deck, as directed by the COD.
- 4) Proceed as follows to the designated building when directed by the COD.
- 5) Once at the designated are/building, a muster will be taken and further instructions will then be issued.

Unauthorized Gear on Pool Deck

a. The following items are not allowed on the pool deck. If you have any of these items, please go to the Duty Instructor (I-2) table immediately and wait there until a pool staff member assists you:

- 1) Watches, large engagement rings, dog tags and key chains
- 2) Removable dental work
- 3) Band-Aids

Male Recruits

a. No under shorts. Check back pocket for trash and tighten drawstring on swimsuits.

Female Recruits

- a. No hard hair fasteners or barrettes
- b. Menstruating females use tampons only, no sanitary napkins allowed.
- c. If you have any of these items, please go to the Duty Instructor (I-2) table and a pool staff member will assist you.

Medical Conditions:

- a. If you have any of these conditions let me know:
 - 1) Light Limited Duty (LLD)
 - 2) Severe asthma
 - 3) Ear or eye infections
 - 4) Open wounds, bleeding or infected wounds
 - 5) Stitches from a recent surgery, which includes oral surgery.
- b. **Again**, if you have any of these conditions let me know.

Past Shoulder Injuries

- a. If you have ever suffered from a shoulder injury, when you step from the tower or from the side of the pool you will:
- b. Keep your arms crossed next to your body until you are under water
- c. To bring yourself to the surface, bring your arms to shoulder height only, and then sweep down
- d. These actions will reduce your chances of re-injuring you shoulder(s).

Pool Rules

- a. While on the pool deck or in the locker room absolutely no talking unless spoken to by your RCPO, pool staff or RDC.
- b. No running on pool deck.
- c. Feet stay off bleacher seats when sitting and climbing up or down.
- d. No horseplay or skylarking.
- e. No jumping off the sides of the bleacher, climb down from the top.
- f. No diving from the tower or from the sides of the pool
- g. No swimming underwater.
- h. No exchange of bodily fluids in the pool including; spitting, blowing your nose, urinating, and defecating.
- i. No re-circulating water in and out of your mouth.
- j. Exit rafts feet first, one recruit at a time.

Training Time-Out (TTO) Policy

- a. "All in-water training is inherently dangerous, safety is the first concern in all training evolutions. Ensure you follow directions as given. At any time in the process of preparing for the swim qualification test you can call a TTO. This is to give you an opportunity to ask any questions you may have concerning safety, procedures, physical or medical problems. If you have any questions at any time about any facet of this water training evolution, raise your right hand/or state "**TRAINING TIME-OUT**".
- b. "A TTO may be called in any training situation whenever a student or instructor expresses concern for his or her own personal safety or that of another person, or a need for clarification of procedures or requirements exists. TTO is also an appropriate means for a student or instructor to obtain relief if he/she is experiencing any pain, heat stress or other physical discomfort.
- c. "THE PURPOSE OF A TTO IS TO ENSURE THE SAFEST POSSIBLE TRAINING ENVIRONMENT FOR ALL PERSONNEL. The best time to ask questions for clarification is before you enter the water, however, do not hesitate to ask questions at any time you are not sure."
- d. "Does everyone understand the TTO policy?"
- e. "Are there any questions?"
- f. **Demonstrate TTO.**
- g. **Any Questions?**

Additional Recruit Tasking

- a. Brief recruits that recruit-to-recruit contact is authorized during the training evolution for the purpose of locking arms and the team leader assist those recruits with life vests only. If an actual emergency is called, pool staff will respond.
- b. Recruit teams - A/B, C/D, etc. form up (single file lines) on opposing sides beneath the tower (left and right of tower).
- c. Two water mannequins - (OSCARS) on opposing sides of the pool near life raft at designated muster areas.
- d. Life raft secured in center of pool.

Action

- a. When recruits enter building 1425, they are immediately directed to the locker rooms to change into their swim gear. NOTE: The average time for donning swim gear is 15-20 minutes.
- b. When the recruits enter the building, the smoke machine will be activated to allow adequate time to produce sufficient smoke to facilitate the evolution.
- c. Upon dressing out in swim gear, the recruits muster on the pool deck and don coveralls, boots, and life vests. Once they are fully dressed, they will form ranks with their respective teams and await instruction from the Chief o Deck.
- d. The Chief on Deck will then conduct the safety/evolution brief with the recruits.
- e. Upon completion of the safety brief, the Chief on Deck will direct the Water Survival Instructors to activate the water blaster, audio system, and strobe lights.
- f. The Chief On Deck will direct the recruits to the 10" tower where they will form two lines under the tower on opposing sides. The Chief on Deck will organize the recruits safely on the tower. The recruits will be instructed to step from the tower and proceed to designated muster areas for further instruction. Three Water Survival Instructors (mid-pool position) will be assigned to the landing area.
- g. Recruits will be directed to muster by circling up and interlocking arms.
- h. Recruits will be directed to remove and secure boots by tying them together and placing them over their shoulder.
- i. Recruits will then demonstrate the ability to float and swim as a group while arms are interlocked.
- j. One instructor will be assigned to each team and the third will act as a safety observer throughout the evolution.
- k. The Chief on Deck and two additional instructors (pole position) on the pool deck will also observe the safety of the recruits.
- l. The mid pool instructors will direct the recruits to enter and exit the life raft in accordance with the procedures taught in Rescue At Sea class.
- m. The recruits will then exit the pool and re-stow all gear.
- n. The smoke machine, audio system, water blaster, and strobe lights will be deactivated until the ensuing group(s) arrive to prevent damage/degradation to the equipment.

Appendix E. Captain's Cup Brief

Hard Card Verification/Validation

- a. Are all recruits **Fit for Full Duty**?
 - 1) **IF NO: Recruit does not swim.**
- b. Anyone **G6PD or Sickle Cell Positive**?
 - 1) **IF YES: Issue a black wrist strap.**

Training Time Out Policy

- a. Refer to Appendix E12.

Pool Rules

- a. No Running on the pool deck.
- b. No Diving in the water. You will step up to the edge of the pool, sit down and slide in.
- c. Everyone enters and exits the water on their own. **NO ONE HELPS A RECRUIT OUT OF THE WATER. IF A RECRUIT REQUIRES ASSISTANCE AN INSTRUCTOR WILL PROVIDE IT.**
- d. All starts are from the shallow end of the pool from in the water.
- e. **No Flip Turns**, touch the pool deck with one hand then turn to head back.
- f. Demonstrate donning a Stearns Life Preserver (waist clip and chest buckle strap only).
- g. Line teams up behind their respective lanes and begin competition.

Appendix E. Training Time-Out (TTO) Policy

a. "All in-water training is inherently dangerous, safety is the first concern in all training evolutions. Ensure you follow directions as given. At any time in the process of preparing for the swim qualification test you can call a TTO. This is to give you an opportunity to ask any questions you may have concerning safety, procedures, physical or medical problems. If you have any questions at any time about any facet of this water training evolution, raise your right hand/or state **"TRAINING TIME-OUT"**.

b. "A TTO may be called in any training situation whenever a student or instructor expresses concern for his or her own personal safety or that of another person, or a need for clarification of procedures or requirements exists. TTO is also an appropriate means for a student or instructor to obtain relief if he/she is experiencing any pain, heat stress or other physical discomfort.

c. "THE PURPOSE OF A TTO IS TO ENSURE THE SAFEST POSSIBLE TRAINING ENVIRONMENT FOR ALL PERSONNEL. The best time to ask questions for clarification is before you enter the water, however, do not hesitate to ask questions at any time you are not sure."

1) "Does everyone understand the TTO policy?"

a) "Are there any questions?"

d. Demonstrate TTO.

e. Any Questions?

Appendix E. Initial Step (3rd Class Swim Test)

a. The Chief on Deck is the RDC's primary point of contact for the Initial Step (3rd Class Swim Test) evolution. The Chief on Deck will identify himself to the RDC's and present a copy of this information prior to testing.

b. When the Chief on Deck is on the tower, any questions or issues that need to be rectified can be discussed with one of the individuals wearing a collared shirt.

c. **Do not leave the pool with questions that were not answered to your satisfaction.** If an individual wearing a collared shirt cannot answer your question, then proceed to the pool's office and discuss any issues with the LCPO.

d. Swim Instruction Times:

<u>Muster Time</u>	<u>Swim Instruction</u>	<u>Training Time</u>
0745	NQS/PRONE Swimmers	0800-1000
1145	INC Swimmers	1200-1630
1145/Zero day	NQS/PRONE Swimmers	1200-1400
1645	NQS Swimmers	1700-1900

***during off surge periods Monday-Thursday**

e. Policies:

1) Only qualified and current Water Survival Instructors are permitted in the pool during training evolutions.

2) All non-Water Survival personnel, not associated with an official tour group, are asked to check-in at the I-2 desk and invited to watch operation from the observation window (fish-bowl).

3) 1-3 DOT: Divisional Yeoman shall have hardcards and 2 unmarked rosters to the I-2 Desk before the Special Programs Brief in the classroom. The hardcards should be alphabetized. All recruits not participating (LD, SIQ, non-FFD) in training should be in a separate stack.

Second Class swim volunteers

b. **VOLUNTEERS**

1) Candidates must be 3rd Class Swim qualified prior to taking the 2nd Class Swim Test.

Appendix E. Training Time-Out (TTO) Policy

a. "All in-water training is inherently dangerous, safety is the first concern in all training evolutions. Ensure you follow directions as given. At any time in the process of preparing for the swim qualification test you can call a TTO. This is to give you an opportunity to ask any questions you may have concerning safety, procedures, physical or medical problems. If you have any questions at any time about any facet of this water training evolution, raise your right hand/or state **"TRAINING TIME-OUT"**.

b. "A TTO may be called in any training situation whenever a student or instructor expresses concern for his or her own personal safety or that of another person, or a need for clarification of procedures or requirements exists. TTO is also an appropriate means for a student or instructor to obtain relief if he/she is experiencing any pain, heat stress or other physical discomfort.

c. "THE PURPOSE OF A TTO IS TO ENSURE THE SAFEST POSSIBLE TRAINING ENVIRONMENT FOR ALL PERSONNEL. The best time to ask questions for clarification is before you enter the water, however, do not hesitate to ask questions at any time you are not sure."

1) "Does everyone understand the TTO policy?"

a) "Are there any questions?"

d. Demonstrate TTO.

e. Any Questions?

WATER SURVIVAL OPERATIONS BRIEF

Phone: 7622, 4781

RTCSOP 1414.1A

6 May 04

3rd Class Swim Test "Initial Step" (1-3 D.O.T.):

Do not leave the pool with questions that were not answered to your satisfaction. The Chief on Deck is the RDC's primary point of contact for any questions that you may have while at the pool. When Chief on Deck is on the tower, questions or issues that need to be rectified can be discussed with the **INSTRUCTOR DESK**. If the instructor at the I-2 desk cannot answer your question, proceed to the pool's office and discuss concerns with the LPO or CPO. Divisional Yeoman will have Hardcards and 1 unmarked roster to the I-2 Desk before the start of the Dive Motivator Brief in the classroom. The Hardcards should be alphabetized, and all recruits not participating in training (**LLD, SIQ**, etc.) should be in a separate stack. RDC's will check in with the I-2 Desk prior to departing for chow to correct any Hardcard discrepancies.

Remedial Swim Instruction (RSI) Times

Mandatory DOT (2-5,3-1,3-2,3-3) Non-Qualified Swimmers (NQS)

	MUSTER TIME	NLT TIME	TRAINING TIME
MORNING RSI	0730 M-F	0745	0800-1000
1400 SWIM	1330 M-F	1345	1400-1600
EVENING RSI	1645 M-F	1700	1715-1900
INC SWIM	1130 M-F	1200	1200-1600

****M-Fri. 1400 Swim is for recruits on 8-5 Hold Only****

-All recruits that show up late will be turned away. All recruits must be **FFD** to participate. All recruits must eat before they come to the pool (Galley will feed NQS swimmers at 1600 "Early Chow" with towel in hand). RDC's please provide a muster report for all NQS recruits on the Mandatory DOT listed above.

Special Programs, Naval Aircrew and Aviation Rescue

Swimmer Recruit Candidates

(SEAL, SWCC, EOD, DIVER, 4TH MAN)

Mandatory DOT (1-4, 1-5, 2-1, 2-3, 2-5, 3-2, 3-3, 4-3, 4-5, 5-1, 5-2)

(Aircrew, Aviation Rescue Swimmer)

Mandatory DOT (1-4, 2-1, 2-5, 3-1, 3-3, 4-3, 5-1, 5-3, 5-5, 7-2, 8-3)

ALL recruits applying for a Special Program must **pass** the screening test by their 6-1 DOT. Contracted personnel who have **NOT** passed by **6-1 DOT** will lose their contracts and must immediately see the Dive Motivators before reclassifying. Recruit candidates must be sent as many times possible to identify any deficiencies, to allow sufficient time for remediation and to build-up for the rigorous follow-on Special Program training.

<i>All interested applicants</i>	MUSTER TIME	TRAINING TIME
	0630 M-F	0640-0800

***Late** recruits will be turned away. All recruits must be **FFD** to participate. All recruits will eat chow AFTER training*

- All Aircrew & Air Rescue Candidates **MUST** pass 2nd Class swim test by 3-5 DOT.
 - . Any AC/ARS Recruit wishing to "Drop on Request" **MUST** do so before their 3-5 DOT
- All Special Program Candidates **MUST** be sent to USS Tranquility immediately after passing the screening test.
 - Contracted candidates **MUST** be given 3 attempts to pass the screening test before their 6-1 DOT
 - All rates are now eligible to apply for any of the Special Programs

For any questions regarding Special Programs applicants contact the Dive Motivators at 7487/ 4643.

Safety Policies:

Only qualified and current Water Survival Instructors (WSI) are permitted in the pool or on the pool deck during training evolutions. All non-Water Survival personnel not associated with an official tour group are asked to check in at the I-2 Desk and to watch pool operations from the observation window in the ("Fish Bowl") Room 137 Bldg 1425.

Appendix F. Sample Page 13

Example 1

RTCSOP 1414.1B
6 May 04

APPENDIX F

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

RECRUIT TRAINING COMMAND GREAT LAKES IL

_____ : Qualified this date as a First Class Swimmer per
MILPERSMAN 6610120 at Recruit Training Command, Great Lakes, IL.

WATER SURVIVAL DIVISION OFFICER
By Direction

NAME (LAST, FIRST, MIDDLE)	SSN	RANCH/CLASS
----------------------------	-----	-------------

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
E-32
S/N 0106-LF-010-6991



SHIP OR STATION

RECRUIT TRAINING COMMAND, GREAT LAKES, ILLINOIS

date ____: ATTEMPTED THIS DATE AS A SWIMMER, SECOND CLASS, AND PASSED IAW (MILPERSMAN 1220-010/NETC P1552/16,) AT RECRUIT TRAINING COMMAND, GREAT LAKES, ILLINOIS.

WATER SURVIVAL DIV. LPO

NAME (<i>Last First Middle</i>) CLASS 123-45-6789

SSN SAILOR, JOE E.

BRANCH AND USN/AD

26280 (4-88) GL

RECRUIT PERSONNEL DATA RECORD

NAME <i>EXAMPLE</i>		SSN	DIV	BLT	AGE	BIRTH DATE	EDC	MG	REL	DATE RECD		
RATE OCC	ADSD	AFES	HT	WT	HAIR	EYES	YR ED					
ARMED SERVICES VOCATIONAL APTITUDE BATTERY						TEST ID	ADDT L EXAMS		CLASS	ID CARD		
WR	AM	MC	AD	NO	SI	LI	MR	GS	GI	SP	AI	
						AIQT	NEQ	CSAB	RADIO			
TESTING												
READING	MATH	ACADEMIC TESTS				PT TESTS				INC	FFTU	
		1	2	3	FINAL	1	2	3	4			
P.O.B. PAY AND SHOT RECORD												
PAY ATM	CHECKS	ID TAGS					SHOTS				FIN MED	
1	2	3					1	2	3	4	5	6
INSPECTIONS												
INSPECTION TYPE CODE: P - PERSONNEL, BR - BARRACKS, L - LOCKER, B - BUNK, I - INFANTRY												
DOT	INSP TYPE	GRADE	DOT	INSP TYPE	GRADE	DOT	INSP TYPE	GRADE				
	CART			TSTA-1			TSTA-3					
	PT			PI			PI					
	DMI			DMI			ZONE					
	STATIC			STATIC			BATTLE					
				TSTA-2								
				PI								
				STATIC			AT					
							TRAUHQ					
DIVISION OFFICER VERIFICATION												
DOT	DIV OFF SIGNATURE	DOT	DIV OFF SIGNATURE	DOT	DIV OFF SIGNATURE							
3-5		5-5		7-5								
PREVIOUS MILITARY EXPERIENCE	PREVIOUS OCCUPATIONS											
REASON FOR JOINING NAVY	HOBBIES											

PERFORMANCE REMARKS					
AWARDS • DISCREPANCIES • DEMERITS • EXTRA INSTRUCTION • COUNSELING • ETC					
DATE	DOT	REMARKS	AWARDS/ DEMERITS	ASSIGNED BY	RECRUIT INITIALS
	P-1	I HAVE RECEIVED A LECTURE OF GRIEVANCE AND COMPLAINTS PROCEDURES AND FULLY UNDERSTAND THEM.	INFO		
	P-1	WATCHSTANDING REGULATIONS.	INFO		
	P-1	RTC REGULATIONS AND INSTRUCTIONS.	INFO		
	P-1	PERSONAL HYGIENE.	INFO		
	P-1	SECURITY OF VALUABLES.	INFO		
	P-1	TRAINING TIME OUT.	INFO		
	P-1	RECRUIT TO RECRUIT STANDARDS OF CONDUCT.	INFO		
	P-1	HAZARDOUS MATERIALS.	INFO		
	P-3	GOAL CARD REVIEW.	INFO		
		SALUTING AND GREETING PROCEDURES.	INFO		
		EMERGENCY PROCEDURES (AMERICAN RED CROSS).	INFO		
		SICK CALL PROCEDURES AND HOURS.	INFO		
		QUARTERDECK PROCEDURES.	INFO		
		GOOD ORDER AND DISCIPLINE.	INFO		
		MEALS AND MESS LINE PROCEDURES.	INFO		
		LEAVE AND LIBERTY POLICIES.	INFO		
		DESTRUCTION AND DEFAACEMENT OF GOVERNMENT PROPERTY.	INFO		
		UNAUTHORIZED ARTICLES.	INFO		
		ROAD GUARDS.	INFO		
		BUNK MAKE-UP.	INFO		
		WATCH INDOCTRINATION.	INFO		
		PROCEDURES FOR SOUNDING OFF AND ENTERING AN OFFICE.	INFO		
		UNAUTHORIZED ABSENTEES.	INFO		
		MAIL PROCEDURES AND CORRECT MAILING ADDRESS.	INFO		
		DAILY ROUTINE.	INFO		
		NIGHT ROUTINE.	INFO		
		COMPARTMENT ARRANGEMENT.	INFO		
		DEMERIT CHIT ORIENTATION.	INFO		
PLACE FIT FOR FULL DUTY STAMP HERE					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="color: red; margin: 0;">USS RED ROVER FIT FOR FULL DUTY MEDICAL CLINIC</p> <p style="font-size: small; margin: 0;">PHD - Waring, Labrunth -ms</p> </div>			<p>INFO</p>	<p> <small> AUDIOLOGY APPOINTMENT REQUIRED. SCHEDULED ON 220010 AT BMC 1523 AUDIOLOGY. NO SWIMMING UNTIL CLEARED BY AUDIOLOGY. </small> </p>	
32901 (Rev. 8-99) GI.					

PERFORMANCE REMARKS

AWARDS • DISCREPANCIES • DEMERITS • EXTRA INSTRUCTION • COUNSELING • ETC

DATE	DOT	REMARKS	AWARDS/ DEMERITS	ASSIGNED BY	RECRUIT INITIALS
		WATER SURVIVAL STAMPS			
		 * ON FRONT OF CARD			
NOV 19 2001	1-3	Swimmer 3rd Class Water Safety Division		GORDON ASKER NAWSTPI PRI(AW)	UAM
NOV 19 2001	1-4	Swimmer 2nd Class Water Safety Division		GORDON ASKER NAWSTPI PRI(AW)	UAM
		NQS * ON FRONT OF CARD INC * ON FRONT OF CARD			
		NOT ALLOWED TO PARTICIPATE IN RSI BECAUSE NOT FFD LATE NO CHOW FULL NOT SIGNED UP FOR 2ND CLASS		GORDON ASKER NAWSTPI PRI(AW)	UAM
NOV 19 2001	2-1	NQS PAGE 13 ISSUE FOR NON SWIM REMEDIAL SWIM CLASS DATE HOURS INT NOV 19 2001 0800 PEI 2. NOV 19 2001 1200 PEI 3. NOV 19 2001 1600 PEI 4. _____		GORDON ASKER NAWSTPI PRI(AW)	UAM
		2 ND CLASS SWIM TEST			
NOV 19 2001	2-3	# ATTEMPTS/DATE 1 PEI NOV 19 2001 2 _____ 3 _____ 4 _____		GORDON ASKER NAWSTPI PRI(AW)	UAM
		INC _____ NQS _____ TESTED _____ 3RD _____ 2ND _____ USED ON DIVISION ROSTER		GORDON ASKER NAWSTPI PRI(AW)	UAM

NQS

A.M.

P.M.

PASS
SWIM

403-27-2493	NQN	20-SEP-03	0	R	2003	416	I	01	03-5	SWIM		
155-02-1987	NQN	24-SEP-03	0	R	2003	424	I	06	03-2	SWIM		
633-60-0643	NQN	06-OCT-03	0	R	2003	428	I	12	01-5	SWIM		
052-54-1989	NQN	16-SEP-03	0	R	2003	432	I	06	04-3	SWIM		
ALDRIDGE, DALE N		451-73-1763	NQN	05-SEP-03	0	R	2003	436	I	01-5	SWIM	
ALDRIDGE, DALE K		428-19-4157	NQN	05-SEP-03	0	R	2003	440	I	01-5	SWIM	
ALEXANDER, JARROD P		553-93-1286	NQN	05-SEP-03	0	R	2004	000	M	01-2	SWIM	
ALEXANDER, SHARLA A		078-84-2810	NQN	23-SEP-03	0	R	2003	444	I	03-4	SWIM	
ALLI, DANIEL H		093-82-7500	NQN	30-SEP-03	0	R	2003	448	I	06-1	SWIM	
ALSTEEN, JASON R		543-19-0910	NQN	02-OCT-03	1	R	2003	452	I	02-3	SWIM	
ALVARADO, EMILY S		344-74-0316	NQN	24-SEP-03	0	R	2003	423	I	06	03-2	SWIM
AMONES, TROY A		314-02-3211	NQN	18-AUG-03	1	F	2003	944	I	14	08-5	SWIM
AMOROSO, JAMES S		444-15-5547	NQN	06-OCT-03	0	R	2003	441	M	06	01-5	SWIM
ANCHETA, MARK C		615-09-5144	NQN	07-OCT-03	0	R	2004	003	M	06	01-3	PRONE FLOAT
ANDERSON, ARAM A		073-68-5690	NQN	10-SEP-03	0	R	2003	414	M	13	04-1	SWIM

PASS EVERYTHING

NQS

PASS EVERYTHING

DIVISION

COATING, CHRISTOPHE L	4287 592-26- 6526	
DANTELO, JOSHUA D	257-39- 6090	
DANIELS, TERRIN D	114-64- 9488	
DITTO, NICHOLAS S	545-83- 1346	
DUBO, BRADLEY J	548-85- 9401	
EDGETT, CODY J	070-72- 3439	
FAIRCLOTH, THOMAS E	590-46- 2011	
FINLEY, JORDAN C	522-69- 7317	
FINMAN, STEPHEN S	390-94- 1599	
FIUMANO, JOSEPH P	089-72- 0133	
VLADMARK, LARS E	399-96- 0000	
FORBES, GODFREY D	255-57- 7365	

DID NOT PASS SWIM

PASS REMEDIAL PRONE

INCOMPLET

DIVISION