



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
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GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 11410.1L  
N6  
AUG 31 1999

NTC GREAT LAKES (COMPLEX<sup>2</sup>) INSTRUCTION 11410.1L

From: Commander, Naval Training Center, Great Lakes

Subj: HARBOR ADMINISTRATION

Ref: (a) BUPERSINST 1710.18  
(b) NTCGLAKESINST 1710.5B  
(c) NTCGLAKESNOTE 1710 (Fees and Charges)

Encl: (1) Harbor Regulations

1. Purpose. To set forth the regulations governing the Great Lakes Harbor.

2. Cancellation. NTCGLAKESINST 11410.1K This instruction has been substantially revised and should be reviewed in its entirety.

3. Responsibility

a. Commander, Naval Training Center (CNTC) is responsible for the Great Lakes Harbor and the enforcement of regulations contained in reference (a).

b. The Assistant Chief of Staff, Quality of Life, (ACOS, QOL) through the Harbormaster is responsible for:

(1) The operational and administrative control of the boathouse, marina, harbor area and associated activities.

(2) The upkeep, coordination and maintenance of assigned government boats, which includes providing qualified operators and crews.

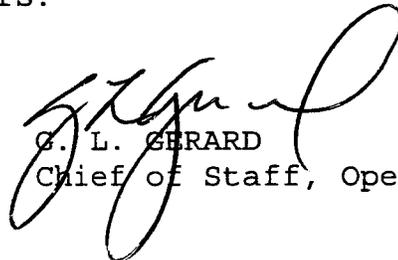
(3) Enforcing all harbor and U.S. Coast Guard boating and navigational rules and regulations within the harbor and beach areas.

(4) Providing and maintaining necessary small craft

berths, slips and mooring buoys and assuming plant account responsibility thereof.

(5) Ensuring adherence to all guidelines/requirements of the Navy Recreation Sailing Program.

c. Personnel utilizing the harbor facilities will be governed by the provisions of reference (b) and will be held responsible for their actions as well as any damage to government property or property of others.



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Chief of Staff, Operations

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## HARBOR REGULATIONS

1. Patrons and Rescue Boats. A qualified boat crew will be available during normal business hours throughout the boating season (normally May through October). The boat crew will have a qualified coxswain who is knowledgeable of the harbor. Duties of the boat crew are:

a. Assist any MWR rental craft that may be experiencing difficulty.

b. Maintain security of the area inside the outer breakwater and Nunn Beach area.

2. Special Harbor Instructions. The following special instructions concerning the harbor and harbor front activities will be strictly adhered to:

a. Harbormaster will:

(1) Be aware of weather conditions at all times.

(2) Ensure that an official weather forecast is obtained and disseminated each day.

(3) Ensure that appropriate foul weather visual flag hoists are displayed on the yardarm (located to the east of Building 13).

b. The maximum speed of any craft in the outer harbor is six knots. The maximum speed of any craft in the inner harbor will be that speed sufficient to maintain steerage way.

c. All craft, not permanently assigned a berth, will report to the Ship's Store Office, Building 13, upon entering the harbor. The Harbormaster will keep a record of all visiting vessels entering or leaving the harbor.

d. The Harbormaster has the final authority on all decisions affecting the operation of any recreational vessels in the harbor.

Enclosure (1)

3. Navigation. When it is expected that winds in the southeast quadrants will exceed 20 knots, the Harbormaster will notify any boats in the harbor of the adverse weather forecast.

a. When a boat, watercraft, raft or any other floating object interferes with navigation or otherwise unnecessarily obstructs the Great Lakes Harbor and approaches, the Harbormaster will immediately effect the clearing of the harbor and/or its approaches of this obstruction, using his best judgement to prevent any unnecessary damage to such craft.

b. Any vessel, ship, small craft or boat entering the Great Lakes Harbor is subject to movement orders and directions of the Harbormaster and/or his/her designee.

c. The navigational lights located at the outer breakwater entrance are established, operated, inspected and repaired by the U. S. Coast Guard. If their operation becomes erratic, or they cease to operate, the Harbormaster or the NTC Command Duty Officer (CDO) will be notified, and he or she will notify the U.S. Coast Guard in Milwaukee, WI, telephone number (414) 224-3165.

d. In the event damage is done to any berth or breakwater, the master of the damaged craft will submit a report of damage, in writing, to the Harbormaster who will forward the report to COS via the ACOS, QOL. All reports must include: the name of ship, small craft or boat; person causing damage; date and hour of accident; name and address of any person or persons witnessing an accident; and an estimate of damage repairs. The ACOS, QOL will verbally report to the COS, Operations as soon as practicable, any major damage, sinking, collisions or incidents requiring emergency services to harbor boats/personnel or assistance provided to nearby boats/personnel.

4. Moorings. Vessels berthing at any pier, buoy or breakwater will be governed by instructions received from the Harbormaster and regulations included in reference (b).

5. Utilities. Fresh water pipelines will be secured during periods of freezing weather.

6. Handling of Hazardous Material. During the handling of hazardous or explosive material, no smoking will be permitted within 50 feet of a vessel or delivery vehicle. All other HAZMAT (R) operation will be in accordance with NTCGLAKESINST 4110.1.

7. Station Boats. Station boats are waterborne and available from April to October.

8. Small Craft. Individual small craft or yachts may visit the harbor for periods of not more than seven days with the permission of the Harbormaster. All visiting craft must check in with the Marina Ship's Store.

9. Assignment of Berthing Facilities. The number and location of berthing/storage facilities will be determined by the following considerations in the order listed:

a. Requirements for berthing/storage and operating space for Naval vessels and official boats serving official needs.

b. Requirements for berthing/storage and maneuvering room to support the MWR Recreational Programs.

c. Allocation of harbor space in excess of the immediate requirements of the above two categories will be made in accordance with reference (b).

d. Reservations for transient mooring space can be made with the Harbormaster and will be made on a first come/first served basis.

10. User Charges/Applications. Private boat owners who have been assigned a space in the harbor will be subject to user charges as indicated in the current schedule of fees and charges (reference (c)) and will be required to complete a Great Lakes Boat Mooring/Storage Agreement. The owner will obtain liability insurance in an amount not less than \$200,000.00. This policy is

to remain in effect for the entire term of this agreement. Evidence of insurance, proof of ownership and identification will be provided to the MWR Administrative Office (Bldg. 160) prior to launching the boat in Great Lakes Marina. The owner hereby agrees that the Boat Mooring Storage Agreement is, and will be, valid only for the specific boat herein above described. If a boat owner sells his/her boat to another customer, a new mooring agreement must be initiated through MWR Administrative Office. However, the mooring fee does not have to be repaid.

a. Mooring fees will be paid to the MWR Fund. Fifty percent of the fee is due in mid-January along with a completed Mooring Information Sheet and the balance is due by the opening date of the marina. Deposits hold spots; failure to make a deposit or paying the balance on time could result in losing your spot (early May). Moorings not paid in full at that time will incur a \$50.00 late fee. (R)

b. Refund requests received prior to 15 February will be for the full amount paid less administrative fees. Requests received from 16 February until the opening day of the marina will be for 75% of the amount paid. Requests received from opening day to the Friday before Memorial Day weekend will be for 50% of amount paid. No other refunds will be granted! The only exception to this refund policy is for active duty military who receive PCS orders. (R)

c. Boats moored in the harbor, not having a permanently assigned berth or mooring, will be subject to current transient fees in reference (c).

d. Boats with permanent berthing assignments may moor to the main pier for short periods of time only. Boats remaining at the pier overnight will be charged the current user fee as outlined in reference (c).

e. Additional charges may be incurred depending on the requirements to move the boat from storage to the water.

11. Summer Berthing Season. For the purposes of mooring in the NTC Great Lakes Harbor, the official boating season is May through October. (R)

12. Winter Storage Assignments. Indoor/Outdoor/In-Water winter boat storage will be available. The MWR Administrative Office will control and issue all storage agreements. Agreements will be prenumbered and appropriately logged and filed. Each agreement will be signed by the patron and the ACOS, QOL or a designated MWR Administrative Representative. The original will be retained by the MWR Administrative Office with a copy furnished to the Harbormaster and the patron. The winter storage season is normally from October through April; the storage agreement will be for the entire period at the fixed established fee. There will be no partial periods, months, etc.; no prorated fees or refunds. All agreements will be completed at the MWR Administrative Office, Building 160 at which time the patron will provide identification, proof of insurance and proof of boat ownership (title and registration). Application and assignment will be made as follows:

a. Storage Assignment. Assignment will be made by the Harbormaster who will place boats according to size and space available. There will be additional charges if a boat has to be moved after it has been stored.

b. Inside storage spaces are available first, to patrons who have stored their boats inside the prior year. If space becomes available names will be taken off a waiting list, controlled by the Harbormaster. Military will have preference for any open spaces.

c. Agreements may not be altered without ACOS, QOL approval.

13. Entitlement. Authorized private boat owners will be entitled to berthing space assignments and services as follows:

a. Right to use assigned berthing with the reasonable use of the ramps or piers for launching and recovery of boat on a Storage for Mooring contract. (R

b. Boat owners will also be required to register their vehicles with the MWR Administrative Office, Building 160, and obtain a decal that will enable them to reach the harbor and to

park in designated parking areas at the waterfront. To obtain a vehicle decal for the boating season, boat owners must have a copy of their mooring agreement, vehicle registration, insurance documentation, and a valid driver's license.

c. For storage of small tenders and dinghies, boat owners must register with the Harbormaster or marina staff and have the name of the boat stenciled on the stern. Use of the open storage racks near the ramp will be at the owner's own risk. All tenders and/or dinghies must be securely locked to the rack.

14. Regulation and Control. All boat owners will abide by the following regulations:

a. Boat owners are authorized to have guests onboard NTC provided they are in the boat owner's immediate company. Boat owners are responsible for their guests actions.

b. Boats may not anchor in the harbor or raft off another vessel without prior approval of the Harbormaster.

c. All halyards and standing rigging will be secured to prevent disturbance of others. If deemed necessary, marina personnel will secure rigging at owners expense.

d. The Harbormaster or marina staff are available to aid and assist boaters, fisherman and patrons of Great Lakes marina. Problems encountered with duty personnel or marina facilities should be brought to the attention of the Harbormaster or marina staff as soon as possible.

e. The Harbormaster is charged with the responsibility of determining the minimum requirements for mooring to a buoy or slip. Boats moored to piers will have 5 lines equipped with chafing gear. All mooring tackle for boats will be 2 lines of equal length (size of lines based upon boats displacement and sea conditions) and must be inspected and installed by marina crew.

f. The extent of boat repairs and maintenance permitted at dockside is at the discretion of the Harbormaster. Generally, major repairs are not allowed. No outside contractors, service organizations or individuals will be permitted to undertake any

work on boats in the marina without approval of the Harbormaster.

g. Swimming and diving is not permitted in the marina. Fishing is not permitted off dock facilities, in navigational channels or wherever it would interfere with navigation in the marina. Fishing is not allowed from any boat in the harbor.

h. Any break-in or attempted break-in of a boat will be reported immediately to the Harbormaster at extension 688-5417 and the Great Lakes Security Department, phone 688-3430.

i. A Marina Retail Shop (Ship's Store) will be open year round for patron use. (Hours of operation are limited during off season (Dec-Feb))

j. Boats leaving the harbor for extended periods of time are asked to file a float plan with the Ship's Store.

k. Speed limits will be strictly enforced in the harbor. Movement of boats within the marina must be on a "no wake" basis.

l. Vehicles may not be left overnight at the marina without prior approval of the Harbormaster.

m. Fires are permitted only in designated picnic areas and camping areas.

n. All children under 12 must be accompanied by an adult.

o. Advertising or soliciting will not be permitted in any part of the marina.

p. While at Great Lakes Marina, all vessels must be maintained in a neat, attractive and seaworthy condition, capable of operating under their own power.

q. Laundry will not be hung on boats, docks, or stardock piers at the marina.

r. Littering or discarding of any refuse is strictly prohibited. Use of trash containers (provided by the Harbormaster) is required.

s. Noise will be kept at a minimum at all times. Patrons will use discretion in operating engine generators, radios and televisions so as not to create a nuisance or disturb other persons using the docks.

t. Pets are prohibited on marina facilities. Exceptions may be made for boaters on a limited time basis provided the pet is leashed at all times.

u. Fish cleaning is only permitted in the designated fish cleaning station.

v. Running, cycling or use of wheeled vehicles is prohibited on all docks.

w. Prior to mooring boats at NTC facilities, all boat owners must have state registration numbers on their boats.

x. All boat owners must comply with all other base regulations. Failure to comply may result in loss of harbor privileges.

15. Whistles and Sirens. Boats in the harbor, when anchored or moored, will not test or use whistles or sirens between 2000 and 0800 except in an emergency. All craft with security alarms will inform the Harbormaster of the emergency shutoff switch.

16. The North Breakwater. For safety concerns, personnel are not permitted to venture out on the north breakwater. Violators will be reported to the Great Lakes Security Department who will clear personnel from this breakwater.

17. All Marina patrons will strictly adhere to the following rules and regulations:

a. Fishing. Fishing on board the NTC is under the operational jurisdiction of the Harbormaster and will be in

accordance with Illinois State Fishing laws.

b. Weather Pennants. The Harbormaster or designee will continually keep abreast of the weather situation by monitoring the Chicago Harbor weather forecast and will ensure that the following pennants are appropriately displayed on the flag hoist.

(1) Red Pennant (Alone) - to indicate small craft warnings; winds up to 33 knots can be expected.

(2) Two Red Pennants - to indicate gale warnings are in effect and winds are expected from 34 to 47 knots.

(3) Red Flag with a Black Center - to indicate storm warnings are in effect.

c. Recreation Activities. Rules and regulations concerning recreational uses of the harbor are contained in reference (b). For additional information concerning the marina operations please call 688-5417 or the MWR Administrative Office at 688-2110.

d. Rental Boat

(1) Patrons will be in full charge of such boats and all persons embarked, from time completion of predeparture inspection until completion of post return inspection. The skipper will sail at his/her own risk and will have command, custody and responsibility for the safety of the boat and its crew.

(2) The skipper will log full names of all persons embarked (their status; rank/name, crew or passenger; in the event of family members, so specify son/daughter of the sponsor) prior to departure.

18. Crew and Passengers. All persons to be embarked in boats must be logged in as specified above for each class of small boats and will not exceed the number that may be embarked for safety purposes as specified by the Harbormaster. The

Harbormaster will determine the minimum and maximum number for each class of boats as determined by boat manufacturer.

19. Weather, Time and Area Limitations

a. The Harbormaster or designee will determine the suitability of weather and other operational conditions as they relate to the boating program. In the event of light winds and smooth water with small craft warnings, the Harbormaster or his/her designee, may modify the sailing limits, (e.g., an outer harbor only, one mile limit, catalinas but no daysailors). The Harbormaster or his/her designee will be responsible for terminating sailing in a timely manner upon the approach of adverse conditions.

b. Sailing and Signals. The Harbormaster will ensure that proper sailing signals are displayed to govern sailing MWR Fund boats (other than auxiliary craft). A Red Pennant indicates no sailing is permitted. All craft must return to moorings.

c. Except for special arrangements applying to auxiliary yachts only, boats sailing in the afternoon will be returned to their moorings not later than one-half hour prior to sunset.

d. Sunfish may only be sailed in the outer harbor unless otherwise specified by the Harbormaster. Daysailors will not be sailed beyond three miles of the breakwater entrance.

e. Daysailors are not authorized to make any landings on a pier, breakwater, float or other craft, (except in an emergency) without special permission from the Harbormaster.

f. Normal sailing hours during the season will be from 0800 until one-half hour before sunset. Sailing after normal operations hours is permitted if qualifications are met.

20. Procedures for Use of Boats

a. Qualifications, credentials, and identification must be shown prior to checking out a boat.

b. Getting Underway. Before setting sail, the following procedures will be carried out by the boat user:

- (1) Log departure with sail issue room attendant.
- (2) Report crews and qualifications of skippers to the sail issue room attendant.
- (3) Ensure that one life jacket is provided for each person embarked on the boat and is worn at all times on boats without auxiliary power. On the auxiliary boats, the wearing of life jackets is at the skipper's discretion.
- (4) Ensure that all required safety equipment is provided for each boat and that a complete inspection is conducted prior to sailing.

c. Return to Mooring. Upon return to mooring, the following procedures will be carried out:

- (1) Ensure the boat is properly moored.
- (2) Bail out the boat, if required.
- (3) Remove the trash/refuse and tidy-up boat for the next user.
- (4) Return battens, life jackets, sails, etc., to the sail issue room.
- (5) Log returned equipment in with the sail issue room attendant and report any discrepancies. (Note: The boat rental attendant will conduct a complete inspection of the boat for loss of equipment or damage to the vessel, upon return).
- (6) Pay appropriate rental fees.
- (7) Personnel renting boats/equipment will be held accountable to the terms of their rental contract for any loss of government property.

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d. Food, alcohol and non alcoholic beverages are permitted on auxiliary Yachts.

e. Senior or racing skippers with boats in races that require overnight stops at yacht clubs of the Lake Michigan Yachting Association will caution their crews on excessive use of alcohol. MWR boats represent the U.S. Navy and the impression given to local yachtsmen must be considered before entering any port.

21. Emergency Numbers: Base police, fire and ambulance, ext. 3333, U.S. Coast Guard, Wilmette, (847) 251-0185, Marina Office (847) 688-5417, fax (847) 688-5421. U.S.C.G Chicago (312) 657-2329 and NTC Security, Building 130, ext. 3840.

22. Additional Points of Contact are: MWR Administrative Office, Bldg. 160, (847) 688-2110, ext. 117, MWR Recreation Director, (847) 688-2110, ext. 120 and the NTC Great Lakes Command Duty Officer (CDO) (847) 688-3300.