Welcome to the Surface Warfare Officers School, Basic Division Officer Course (BDOC). We hope you enjoy the learning experience as you strengthen your Surface Warfare knowledge base across the broad spectrum of Navy missions. To provide you with helpful information before your arrival at BDOC and make your stay as beneficial as possible, we are providing this “pre-arrival guide.” Welcome to San Diego!

BDOC consists of 30 hours of instruction in Division Officer Fundamentals; 12 hours of instruction in Rules of the Road; 40 hours of instruction in Navigation, Seamanship, and Ship handling (NSS); 30 hours of training in Conning Officer Virtual Environment (COVE); 40 hours of instruction in Maritime Warfare; 24 hours in Maintenance University; 20 hours in Engineering; 15 hours in Damage Control; and 16 hours in Leadership over the 9-week course.

Pre-Arrival Requirements:
- Contact the Navy Gateway on Naval Base San Diego, (619) 556-8672, as early as possible to arrange lodging accommodations.
- If the Navy Gateway has no availability, contact the Navy Lodge on Naval Base San Diego, (619) 234-6142.
- If the Navy Lodge is also unavailable, obtain a Certificate of Non-Availability (CNA) from the Navy Lodge to seek accommodations in town at the government rate.
- Ensure that orders, travel advances, and arrangements are made before leaving your parent command.
- Verify that Overseas Screening or Sea Duty Screenings are complete and signed by the commanding officer of your detaching parent command.
- Review material as directed in the “Course Preparation” section below.
- Students attending BDOC are on PCS orders that may include an intermediate stop at another school or command (before and/or after BDOC). Only under specific circumstances should you attend BDOC under TAD orders. All others shall attend BDOC while executing PCS orders.
- If you arrive to San Diego prior to the start of class bring your orders to check in at Training Support Center, building 3280.

Pay and Entitlements:
- If a rental vehicle is authorized, the rental car authorization must be included in your orders. We recommend using SATO Travel to book your rental car, (855) 744-4660.
- Enterprise rentals are also available from Naval Base San Diego wet side.
- Leave is not normally authorized while in a student status. Special circumstances will be considered by the chain of command. Emergency leave is handled on a case by case basis.
- Officers not stationed in San Diego will be authorized per diem for the Navy Gateway, Navy Lodge, or off-site CNA.
- Officers stationed in San Diego who have off-site housing will be required to provide a copy of their lease upon arriving to BDOC to carry over BAH entitlelements.

General Course Information:
- Report to Bldg 3292 on Naval Base San Diego Dry Side, 2nd Deck no later than 0630 on the class convening date. Please take into consideration gate traffic as well as time to find parking.
- The BDOC Instructor Bay can be contacted at (619) 556-9844.
Required items on the first day of class:

- Note taking material (for unclassified course material)
- Copy of original orders
- Completed Overseas Screening (NAVPERS 1300/16) or Sea Duty Screening forms (NAVPERS 1070/613)
- Common Access Card (CAC) (your military ID) for computer access.

- The uniform of the day is Navy Working Uniform (Type IIIs required until Oct 2019) during normal working hours (0715-1630). Appropriate civilian attire may be worn after working hours and on weekends. Students assigned to mandatory study hours will remain in uniform until the end of the study hour period. Luggage occasionally gets lost during air travel. We STRONGLY recommend that you hand carry your orders and one set of uniforms.

- The uniform for graduation will be Service Dress Blues or Summer Whites (season dependent) with ribbons.

- Successful completion of the BDOC validates 100/200 PQS line items listed in the COMNAVSURFPAC 1412.1 Surface Warfare Officer Qualification and Designation Instruction.

- A course completion letter will be generated and mailed to your commanding officer after graduation.

- Interim mailing address while attending SWOS is:

  SWOS BDOC
  ATTN: (Student’s Name)
  3975 Norman Scott Rd
  BLDG 3292, RM 200
  San Diego, CA 92136

Course Exam Requirements:

- The following assessments will be administered while at SWOS BDOC:
  - Rules of the Road Exam (passing grade 90%)
  - Division Officer Fundamentals Exam (passing grade 75%)
  - Navigation, Seamanship, and Shiphandling Exam (passing grade 75%)
  - Maneuvering Boards Exam (passing grade 75%)
  - Engineering Exam (passing grade 75%)
  - Damage Control Exam (passing grade 75%)
  - Maritime Warfare Exam (passing grade 75%)
  - 10 COVE Assessment (pass/fail)
  - Fire Fighting and Wet Trainer course
  - Final/Exiting Rules of the Road Exam (passing grade 90%)
  - Cumulative Final Exam (passing grade 75%)

  Students who do not meet the minimum standard on any test will attend an Academic Review Board, receive remediation, assigned mandatory study hours, and be retested.

Course Preparation:

- Prior to the first day of class, students are advised to go to Pass & ID to have e-mail certificates loaded onto their CACs. There are a number of Pass & ID locations to choose from. The closest to Naval Base San Diego is located at 3101 East Harbor Drive, San Diego, CA 92113, (619) 556-9248. Students will need to provide an e-mail address to have the certificates loaded. You can use the training e-mail: FirstInitialLastname0001@training.tranet.navy.mil
• Read and study Rules of the Road.
  o Take online practice tests before arriving at BDOC at www.raynorshyn.com/navrules/default.asp* or http://www.uscgq.com/question/deck/1.
  *This link is being provided for training purposes. No endorsement intended or implied.
  o Recommend students obtain a personal copy of the U.S. Coast Guard Navigation Rules and Regulations handbook and begin studying the Rules of the Road. Having a personal copy of the book for notetaking while at BDOC has increased material retention.
  o The Navigation Rules of the Road Handbook is available electronically at http://www.navcen.uscg.gov or can be purchased online at your own expense.

• Practice MOBOARDs for wind, stationing, and closest point of approach solutions.
• Download the eDivo Application.
• Review ship handling Standard Commands.
• Read the responsibilities of a division officer from the Standard Organization and Regulations Manual (SORM).

Transportation:
• Officers are recommended to arrive in San Diego at a reasonable time the night before the first day of the course convening so that they can get an adequate night’s sleep. If the officer is flying, the parent command and the officer should take all appropriate steps to work with SATO and arrange a flight accordingly.
• Prior to graduation, students will arrange flights and travel to their next intermediate stop or parent command, per their original orders, through Training Support Center, San Diego.