From: Commander, Navy Reserve Forces Command

Subj: NAVY RESERVE MARITIME PRE-POSITIONING FORCE UTILITY BOAT OPERATIONS MANUAL

Encl: (1) Revised page 2-1  
      (2) Revised enclosure (2)

1. Purpose. To transmit revised page 2-1, and enclosure (2). Changes include rewording of paragraph 2.1b and changing enclosure (2) into a letter template.

2. Action

   a. Remove page 2-1 of enclosure (1) of the basic instruction and replace with page 2-1 of enclosure (1) of this change transmittal.

   b. Remove enclosure (2) of the basic instruction and replace with enclosure (2) of this change transmittal.

Distribution: Electronic copy via COMNAVRESFOR Website https://www.navyreserve.navy.mil
Underway Request Template

From: Commanding Officer, Appropriate Navy Operational Support Center
To: Commander, Navy Reserve Forces Command
Via: Commander, Appropriate Navy Region Reserve Component Command

Subj: MARITIME PRE-POSITIONING FORCE UTILITY BOAT VISITOR UNDERWAY REQUEST

Ref: (a) COMNAVRESFORCOMFORINST 3120.1C CH-1
     (b) OPNAVINST 5100.19E

1. In accordance with references (a), the following request to conduct underway operations (outside the established operation areas or with civilian personnel as participants) is submitted:

a. Date of Event: DD Month YYYY

b. Visiting Organization: Name of Organization

c. Number of Personnel: Number of participants

d. Planned Evolution: This training evolution supports [Insert text here.]

e. Value of This Evolution: [Insert comments here.]

f. Risk Mitigation: All voyage planning and trip planning have been completed, full navigation briefs to be conducted and communications plan enacted. [Insert any additional comments here.]

All required pre-underway checks will be completed NLT [Insert additional text here].

g. NAVOPSPTCEN XXX expects to utilize MPFUBs XX and YY for these underway evolutions. [Add amplifying details here.]

h. Commanding Officer Comments: [Insert CO’s comments here.]

Enclosure (2)
COMNAVRESFORCOM INSTRUCTION 3120.1C

From: Commander, Navy Reserve Forces Command

Subj: NAVY RESERVE MARITIME PRE-POSITIONING FORCE UTILITY BOAT OPERATIONS MANUAL

Ref: (a) U.S. Navy Regulations
(b) NAVSEAINST 4790.8C, Ships Maintenance and Material Management (3M) Manual
(c) NWP 1-03.1, Operational Reports
(d) OPNAVINST P3100.6J CH-2, Special Incident Reporting Procedures
(e) OPNAVINST 5102.1B Navy and Marine Corps Mishap and Safety Investigation, Reporting and Record Keeping Manual
(f) NAVSUP P-485, Afloat Supply
(g) OPNAVINST 3140.24F, Adverse and Severe Weather Warning and Conditions of Readiness
(h) NSTM CHAPTER 541, Ship Fuel and Fuel Systems
(i) COMFLTFORCOMINST 4790.3C, Joint Fleet Maintenance Manual
(j) COMNAVSURFPAC/COMNAVSURFLANTINST 3502.3, Surface Force Readiness Manual
(k) COMNAVSURFORINST 3540.3A, Engineering Department Organization and Regulations Manual
(l) COMNAVSURFORINST 3541.1A, Standard Repair Party Manual for Naval Surface Force
(m) COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1G, Surface Force Maintenance and Material Management
(n) OPNAVINST 3120.32D, Standard Organization Regulations of the U. S. Navy
(o) OPNAVINST 5090.1D, Environmental Readiness Program
(p) OPNAVINST 5100.19E, Naval Safety and Occupational Health (SOH) Program Manual for Forces Afloat
(r) OPNAVINST 4780.6F, Policy for Administering Service Craft and Boats in the U. S. Navy
(s) NTTP 3-20.31, Surface Ship Survivability
(t) SP400-AD-URM-101/TUM Rev 7, Tagout User’s Manual
(u) S6430-AE-TED-010 Volume 1
(v) S9086-HB-STM-010 Chapter 233, NSTM 074, Volume 3, Gas Free Engineer
(w) MILPERSMAN Article 1200-030, Small Craft Insignia
(x) NAVSUP MPFUB Allowance Equipage List 2-99CES1938 of 3 Feb 12
SECTION 1

GENERAL

1.1. Command and Control. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) has operational control and responsibility for the safety of Maritime Pre-positioning Force Utility Boat (MPFUB) commands and assets.

   a. Reserve Component Commands (RCCs) have administrative control of subordinate Navy Operational Support Centers (NAVOPSPTCENs) assigned MPFUBs.

   b. The NAVOPSPTCEN Commanding Officer (CO) is responsible for the maintenance, upkeep, operation and security of assigned MPFUBs in compliance with references (a) through (ac). If the MPFUB is not in a maintenance lay-up status, the NAVOPSPTCEN shall provide adequate security including continuous control and daily inspections. Daily inspections shall be performed by qualified watchstanders and documented on a daily boat report. Qualified watchstanders shall notify the chain of command and take immediate steps to correct any discrepancies identified.

1.2. Operational Support. Active Duty/Full Time Support (FTS) personnel are assigned to the NAVOPSPTCEN specifically to support the MPFUBs and subordinate Reserve Assault Craft Unit (ACU) detachments. Personnel assigned to the operations department will attain pertinent Personnel Qualification Standards (PQS) for their billet. NAVOPSPTCENs and Reserve ACU detachments will follow supported command, RCC and local guidance in addition to this instruction while operating MPFUBs. Active Duty/FTS Sailors, with the assistance of drilling Reserve ACU Sailors, are responsible for performing planned maintenance, security watch and daily boat reports.

1.3. Safety

   a. COMNAVRESFORCOM will serve as the Immediate Superior in Command (ISIC) for all safety matters.

   b. The NAVOPSPTCEN CO will ensure MPFUB crews conduct a thorough Operational Risk Management (ORM) assessment and navigation brief prior to getting underway, anchoring, mooring, beaching, performing Integrated Training Team (ITT) casualty control drills, or any time deemed essential to the safety of the crew and passengers.
COMNAVRESFORCOMINST 3120.1C
11 May 15

a. COMNAVRESFORCOM (N7) shall:

(1) Evaluate reserve unit management of assigned MPFUBs. The readiness cycle for MPFUB units includes a 12 month certification inspection, with assist visits available at the NAVOPSPTCEN request. Units receiving an inspection grade of "unsatisfactory" will be placed in "restricted operations" status. While operating in a restricted operations status, units will be required to embark CNRFC-designated observers during underway operations. All COMNAVRESFORCOM (N7) visits will conclude with an out-brief to the NAVOPSPTCEN CO and written report enumerating discrepancies requiring command attention to successfully complete certification. Diesel inspections will be conducted every 18 months per reference (i).

(2) Observe and review operating procedures, level of crew knowledge, training practices and effective MPFUB usage by evaluating the NAVOPSPTCENs compliance with:

   (a) Underway preparations, operational training and underway demonstrations

   (b) Crew professionalism, knowledge and performance

   (c) PQS accomplishment, including all prerequisites

   (d) Training effectiveness

   (e) Engineering administrative programs (including MPFUB legal records and logs)

   (f) MPFUB material condition

   (g) 3M and spot check program

   (h) Equipment tagout program

   (i) HAZMAT/environmental compliance

   (j) Hearing conservation

   (k) Operational risk management (ORM)

   (l) Fuel/lube oil quality management program

   (m) Jacket Water program

1-3 Enclosure (1)
1.6. Tours and Public Visiting

a. Public visiting may take place as either open public visits or pre-arranged, controlled group tours and may include various groups of personnel (VIP, JROTC, etc.) getting underway onboard MPFUBs.

b. NAVOPSPTCENs shall coordinate with local civilian authorities as required by local regulations for visitor control.

c. NAVOPSPTCEN COs shall request permission from COMNAVRESFORCOM (N7) via their RCC utilizing enclosure (2) no later than 10 working days prior to any visit or mission involving the transport of any non-essential or unassigned personnel.

d. The MPFUB crew shall conduct a thorough ORM brief prior to the evolution and shall provide a detailed safety brief to each group of visitors prior to boarding the MPFUB. Visitors shall wear appropriate Personnel Protective Equipment (PPE) including personal flotation devices at all times while onboard the craft.
(1) Maintain two-way communications between operating MPFUBs, ITT Members and NAVOPSPTCENs.

(2) Assign and publish call signs, recall conditions, signals and procedures.

(3) Provide a means to obtain current weather, sea state and small craft warning information.

(4) Provide updated and approved charts of the operating area.

(5) Provide equipment to meet underway operations and safety requirements.

(6) Establish and publish MPFUB and crew limitations, as well as casualty reporting procedures.

(7) Obtain or develop checklists for MPFUB operations and custody transfer.

(8) Publish a sailing list prior to any underway period, with legible name, rank and blood type of all crew members and passengers along with the MPFUB operator’s signature and post the list on the NAVOPSPTCEN quarter deck or appropriate command location.

2.2 Procedures. NAVOPSPTCENs and Reserve ACU detachments will use MPFUB checklists for underway preparation and fueling evolutions in conjunction with EOSS.

a. Briefings Before Underway Operation. Prior to the MPFUB underway, the crew will conduct navigation/mission briefings that address all pre-underway checklist items. Only qualified individuals will conduct the briefings and all crewmembers assigned to the underway period will attend. The briefer will carefully detail plans for intended MPFUB movement (including tracks to be used by the MPFUB) to and from a clearly defined area of operation as well as ORM considerations, operating instructions, training to be accomplished, communication procedures and expected time of underway and return.

b. Underway Checklists. MPFUB operators will ensure they utilize current underway and maintenance requirement checklists prior to each underway period. The MPFUB operator shall lead
NAVOPSPTCEN CO. MPFUB underway will return to base if weather conditions deteriorate or when recalled by NAVOPSPTCEN CO or Reserve ACU detachment OIC.

If weather or other conditions prevent an MPFUB from returning to its assigned berthing, the MPFUB operator will communicate intended actions to the NAVOPSPTCEN CO and Reserve ACU detachment OIC, who will assist the MPFUB operator in determining the best course of action, notifying COMNAVRESFORCOM (N7), their RCC and requesting Coast Guard assistance as required.

e. Operational Reporting. When notified of personnel injuries, MPFUB damage, equipment casualties or events of an unusual or serious nature that affect embarked personnel or MPFUB operations, the NAVOPSPTCEN CO shall ensure COMNAVRESFORCOM (N7) and the respective RCC Commander are notified via the appropriate communication medium (phone call, Standard Message, OPREP, Unit SITREP, etc.) in accordance with references (c), (d), and (e).

2.3. Planning Considerations for Beach Landing Operations. Beach landing operations must be approved in advance by NAVOPSPTCEN CO. NAVOPSPTCENs shall obtain required clearances and arrange for beach support equipment, if required. The Reserve ACU detachment OIC will generate a letter of instruction (LOI) to conduct beach landing operations. LOIs for beach landing operations involving extended transits or multiple units must be submitted to the NAVOPSPTCEN CO for approval 30 days prior. The minimum information required on a beach landing LOI includes:

a. Description of the operation and beach landing area

b. Units assigned to the operation

c. Dates and times of the planned operation

d. Designation of the operational OTC/OCE for the exercise/event at the landing site

e. Procedures to establish a beach party with an observer

f. Training objectives and schedule of events

g. Communications plan including call signs, circuits and frequencies
SECTION 3

TRAINING AND QUALIFICATIONS

3.1. Qualifications for MPFUB Crew Members. The NAVOPSPTCEN CO shall designate in writing all personnel who are qualified and permitted to operate assigned MPFUBs. All MPFUB operators, engineers and crew members will complete all prerequisites and pertinent MPFUB Operator and/or Engineer courses, as well as successfully complete an oral board prior to completing qualifications. In addition to the oral board, prospective MPFUB operators shall be a minimum of E-5 in pay grade and shall successfully complete a practical underway evaluation period with the respective NAVOPSPTCEN CO as the senior member. Waivers may be granted by the respective NAVOPSPTCEN CO for Sailors in the pay grade of E-4 who demonstrate maturity, competence and initiative.

At a minimum, one FTS/Active Duty Sailor shall attend the MPFUB Engineer course (CIN: K-0620-0036) and one FTS/Active Duty Sailor shall attend the MPFUB Operator course (CIN: K-062-2121). These graduates shall be two separate personnel to maintain one qualified boat crew made up of FTS/Active Duty personnel. Local NAVOPSPTCEN qualification procedures must incorporate MPFUB qualification from supported Active Component (AC) ACUs, as well as practical and written tests administered by the NAVOPSPTCEN operations department. NAVOPSPTCEN CO will review PQS qualification of newly reporting Sailors for validity and currency and record this review in the member’s training folder. The NAVOPSPTCEN operations department will conduct re-qualifications for all reporting Sailors holding a 3M 301 and Basic DC 301 to 306 and develop a re-qualification instruction to be included in the Command PQS instruction. NAVOPSPTCEN COs will designate PQS qualifiers in writing in the Command’s collateral duty listing.

3.2. Required Training. NAVOPSPTCENs and supported units shall maintain short and long range training plans in accordance with reference (i).

3.3. Explosive Ordnance Disposal/Mobile Diving Salvage Unit (EOD/MDSU) Training Support. The NAVOPSPTCEN CO and Reserve ACU detachment OIC may incorporate diver availability into their training plans. MPFUBs may be used to support Navy Reserve EOD/MDSU unit training and certification.

3.4. Small Craft Insignia. The Chief of Naval Operations (CNO) (N861) determined that MPFUB operations meet the spirit and
4.1. Support and Material Readiness. MPFUBs are training assets assigned to NAVOPSPTCENs and are supported through the COMNAVRESFORCOM Chain of Command.

   a. COMNAVRESFORCOM (N7) will provide guidance, funding and assistance necessary to support MPFUBs.

   b. NAVOPSPTCEN COs are the primary custodian for MPFUBs, associated equipment, parts, tools, HAZMAT and support materials required to maintain assigned MPFUBs. NAVOPSPTCEN COs are responsible for the material management and local supply support of MPFUBs assigned to the NAVOPSPTCEN. NAVOPSPTCENs will ensure proper support and material readiness of assigned MPFUBs through the following actions:

      (1) Submit MPFUB status reports to COMNAVRESFORCOM (N7) via email monthly (by the end of the second Wednesday of the month) or when there is a major change to material or readiness status of the MPFUBs.

      (2) Manage the 3M program in accordance with references (b) and (m).

      (3) Report MPFUB casualties in accordance with references (c), (d) and (e).

      (4) Process requisitions.

      (5) Maintain inventories of Training Allowance (TA) and Coordinated Ships Allowance List (COSAL) supplies.

      (6) Issue and ensure chain of custody for tools, support equipment, parts and supplies to ensure required materials are available at the user level.

      (7) Develop timetables and establish internal procedures for budget input and supply requisitions.
The AO shall maintain all DOD Fleet Card receipts for three years and process all expenditures within 30 days. The AO shall review all purchases (type, date, quantity, price, etc.) to ensure they are valid and authorized. Motor gasoline/diesel fuel, marine (MOGAS/DFM), emergency repairs and emergency towing assistance are the only authorized expenditures. Card holders will make all fuel purchases with the DOD Fleet Card. Each craft shall have its own card specifically designated for use with or in support of that craft only. The card will be stored under lock and key when not in use. The AO shall run the DOD Fleet Card Program in accordance with references (z) through (ac).

4.6. ACU Maintenance Funding Procedures. The NAVOPSPTCEN CO shall authorize ACU maintenance fund expenditures for support equipment, necessary facilities and the associated costs specifically identified for Reserve ACUs in accordance with references (z) thru (ac). Associated costs may include fuel, consumable supplies (e.g. tools, cold weather gear, PPE, etc.) and equipment necessary for administrative support of MPFUB operations.

4.7. MPFUB Program Funding Requests. The NAVOPSPTCEN CO will coordinate with the ACU CO to create an annual phased spend plan for required fuel, maintenance, equipment, repair parts and consumables. The NAVOPSPTCEN CO shall transmit the phased spend plan for ACU maintenance funds to COMNAVRESFORCOM (N7) via their RCC. Funding requests shall originate at the NAVOPSPTCEN or Reserve ACU detachment to COMNAVRESFORCOM (N7) via the RCC Comptroller. The NAVOPSPTCEN shall obligate and execute available ACU maintenance funding and request additional funding if necessary via their RCC comptrollers. RCC comptrollers will pass those requests for additional ACU maintenance funds to the COMNAVRESFORCOM (N7) Resource Manager and info COMNAVRESFORCOM (N8). COMNAVRESFORCOM (N7) will validate the request and work with COMNAVRESFORCOM (N8) to distribute additional funding to the RCC comptroller.

4.8. Signature Authority for MPFUB Sub-Program Logs

a. The NAVOPSPTCEN CO shall review and approve the following:

(1) Daily boat report
(2) Navigation charts (prior to navigation brief)
(3) Navigation brief (prior to underway)
d. Work center supervisor (WCS) shall review and/or sign the following:

(1) 3M 13 week accountability log (weekly)
(2) 3M quarterly report (quarterly)
(3) Tagout sheets for 13 week accountability log (weekly)

e. Operators, engineers and watchstanders shall maintain all required logs and make initial entries of fuel and lube oil samples and testing results in the following reports and logs:

(1) Daily boat report
(2) Daily fuel oil quality management log (daily and when engines are operated)
(3) Refueling log (daily and when refueled)
(4) Monthly lube oil quality management logs (daily and when engines run and/or oil drained/added)

4.9. Required Letters of Designation. The NAVOPSPTCEN CO shall designate in writing (either by individual letters of designation or by current command collateral duty list) the following individuals:

a. Chief Engineer (CHENG)
b. Oil King
c. Work center supervisor (WCS)
d. ITT leader
e. ITT member (engineer)
f. ITT member (operator)
g. ITT member (safety observer)
h. ITT member (damage control)
i. BOSS manager
VISITOR UNDERWAY REQUEST TEMPLATE

DATE OF VISIT/UNDERWAY:

VISITING ORGANIZATION:

NUMBER OF VISITORS:

PRIMARY POC:

PLANNED EVOLUTION: Local area familiarization ride

RISK MITIGATION: All visitors will sign a liability waiver prior to boarding the MPFUB. NOSC Operations Department personnel shall ensure signature of this waiver.

All required pre-underway checks will be complete NLT HHHH, DD MMM YYYY, and the navigation brief will be conducted NLT HHHH.

Once the visitors arrive in their assigned group(s), the Operational Risk Management (ORM) and Safety Brief will be provided by the MPFUB operator. The brief consists of a step by step instruction on donning life jackets, onload/offload procedures, and expected behavior. This same brief will be given to all visitor groups as they arrive, and prior to any underway evolution. All passengers shall wear the orange KAPOK-type personal flotation devices, and the crew will utilize MK 1 Life Preservers.

[Insert description of underway here.]

COMMANDING OFFICER COMMENTS: [Insert CO’s comments here.]

Enclosure (2)