**DEPARTMENT OF THE NAVY**
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 3120.1C
7/PRODEV
OCT 24 2008

USNA INSTRUCTION 3120.1C

From: Superintendent, United States Naval Academy

Subj: NAVAL ACADEMY YARD PATROL (YP) CRAFT

Ref: (a) Craftmaster Qualification JQR YP-001A
(b) YP Craft Engineer Qualification JQR YP-4300
(c) DIVPRODEVINST 3511.1G
(d) OPNAVINST 4780.6E
(e) MILPERSMAN Articles 1200-040 and 1220-320
(f) U.S. Navy Regulations, 1990, Article 1162
(g) USNAINST 3172.1

Encl: (1) YP Usage Request
(2) Yard Patrol Liability

1. Purpose. To centralize and issue regulations governing the use of and responsibilities for United States Naval Academy (USNA) Yard Patrol craft per references (a) through (g).

2. Cancellation. USNAINST 3120.1B and COMDTMIDINST 10123.1C

3. Discussion. The primary mission of USNA YPs is to supplement midshipmen professional training courses with practical interactive training afloat. Such training is designed to develop midshipmen leadership skills by handling the responsibilities of an Officer of the Deck (OOD), Commanding Officer (CO), or Craftmaster; developing a proficiency in navigation and a working knowledge of afloat operations and achieving the self-confidence born of the experiences of handling a ship. YPs conduct training on the Chesapeake Bay during the academic year and deploy on training cruises offshore along the East Coast of the United States as part of the USNA Summer Training Program. As circumstances permit, and on a not-to-interfere basis with midshipmen training and scheduled maintenance, YPs are also used to support USNA extracurricular, public affairs, and recreational activities, and bridge watch training for surface/subsurface units.

4. Responsibilities

a. The Director, Division of Professional Development (PRODEV) has overall responsibility for the operation, maintenance, and employment of the YPs, and is the final qualification authority for Craftmasters, Safety Officers, and Midshipmen Commanding Officers.

b. The Director, Waterfront Readiness, is responsible for the custody, material condition, operational readiness, and safe operation of all YPs. Material inspections per reference (d) shall be scheduled on five craft per year to determine if craft are safe and fit for further service. In addition, personnel and material readiness inspections shall be conducted annually on all craft that participate in midshipmen summer training programs. Director, Waterfront Readiness will make recommendations to the Director, PRODEV concerning enlisted Craftmaster qualifications after completion of an underway practical and oral board. The Director, Waterfront Readiness is the final qualification authority for all craft engineers. The guiding principles for Craftmaster and YP engineer qualifications are covered under references (a) and (b) respectively.

c. The Chairman, Department of Seamanship and Navigation (SEANAV), as principal user, is responsible for the operation of the YPs when they are being employed in support of midshipmen

professional training programs. The Chairman, SEANAV, is also responsible for the training and qualification of officer instructors as Safety Officers and midshipmen as YP COs, who are qualified per reference (c).

d. The SEANAV YP Scheduling Officer is responsible for submitting schedule requests to YP Operations for all USNA/midshipmen training per paragraph 7 and for distributing the weekly YP schedule to all concerned.

e. The YP Operations Officer is responsible to the Director, Waterfront Readiness, for meeting all operational requirements involving the use of YPs, as well as the training and proficiency of all YP Operations Department personnel. The YP Operations Officer will schedule and coordinate annual readiness inspections of all craft participating in summer training programs and will ensure that personnel are adequately trained and equipped prior to deployment. Additionally, he/she will be the primary point of contact for all YP scheduling requests.

5. YP Training and Qualifications

a. The qualifications of Safety Officer, Assistant Safety Officer, YP CO, and instructor will be prescribed and authorized by the Director, PRODEV. The Chairman, SEANAV is the executive agent for these qualifications. Midshipmen may be designated as YP CO under procedures and criteria established by the Director, PRODEV. The qualification process of Craftmasters will be administered by the Director, Waterfront Readiness forwarded to Director, PRODEV.

b. The Craftmaster insignia is authorized for enlisted personnel per reference (f). USNA has the authority to recognize those officers and midshipmen who have successfully completed the Safety Officer/YP CO qualification program by awarding the Craftmaster insignia.

c. In implementing the provisions of paragraph 5a, the Director, PRODEV shall:

(1) Monitor and maintain the qualification standards, ensuring that the midshipmen qualification standards are similar to the officer qualification standards.

(2) Recognize each Naval Officer, Chief Petty Officer, Petty Officer or midshipman who successfully completes the qualification program by authorizing the wearing of the Craftmaster insignia for the remainder of their tour at the USNA.

(3) Further recognize those officers qualified as Safety Officer/Assistant Safety Officer and who have participated in a summer offshore training cruise by authorizing them to wear the Craftmaster insignia as a permanent part of the uniform. Midshipmen qualified as YP CO, and who have participated in a summer offshore training cruise, may be qualified as Safety Officer and authorized to wear the Craftmaster insignia as a permanent part of the uniform upon graduation.

(4) The Craftmaster insignia is authorized for enlisted personnel who serve as YP Officer in Charge for a minimum of 6 months and have completed reference (a).

d. The Craftmaster insignia, when authorized, is to be worn on the active side (right breast) only when the officer/midshipman is performing duties as Officer in Tactical Command, Safety Officer, or YP CO in the workup and underway phases of any training cruise (Atlantic Professional Afloat Training of Midshipmen, YP Squadron, etc.).

6. Responsibility and Authority of Officers and Senior Enlisted

a. The responsibilities and authority of officers and senior enlisted are determined by the level of qualification attained.

b. The YP Safety Officer will possess Safety Officer status of a vessel in the service of the United States Navy as defined in reference (g). Specifically, the Safety Officer is responsible for the safety of the

YP and personnel embarked. A qualified Assistant Safety Officer may act as a Safety Officer within the local operations area only.

c. When two or more officers are embarked, the most senior officer, qualified as Safety Officer, will assume responsibility for the vessel as the Safety Officer. Officers embarked in YPs who are not qualified as a Safety Officer, shall have no authority over a Safety Officer or Craftmaster. The single exception to this provision is flag officers eligible for command at sea.

d. The Craftmaster is responsible for the operation and safety of the YP and embarked personnel in the absence of a Safety Officer. Only a flag officer eligible for command at sea or an officer qualified as Safety Officer/Assistant Safety Officer may fully relieve the Craftmaster of his duties and responsibilities. If a Craftmaster is relieved of their responsibilities they are required to make an entry into the craft's deck log.

e. The responsibilities of a qualified midshipman YP CO are identical to those of a Safety Officer, as stated in paragraph 6b. In the absence of a designated Safety Officer, Craftmasters have the authority to assume responsibility of a YP from a midshipman when, in the Craftmaster's opinion, safety of the YP and/or the personnel onboard are jeopardized. A qualified midshipman YP CO may act as a Safety Officer when supervised by a qualified officer acting as Squadron Safety Officer.

f. Officers are to formally acknowledge YP responsibility when assuming Safety Officer responsibility by making an entry in the deck log. A deck-log entry is not required for midshipmen since midshipmen do not fully assume responsibility for the craft.

7. YP Scheduling

a. All requirements for USNA/midshipmen training YP services are to be submitted via the SEANAV YP Scheduling Officer, with the exception of services in support of Waterfront Readiness training, support of fleet units, or ancillary type activities that notionally fall under the requirements of paragraph 4e. The YP Scheduling Officer shall forward requirements to the YP Operations Officer by 1600 on Wednesday of the week prior to the requirement. The YP Operations Officer shall ensure all requirements are met and inform the YP Scheduling officer if they are unable to support a requirement.

b. The priorities for YP use (Monday-Saturday noon) are as follows:

(1) Midshipmen academic training.
(2) Midshipmen YP Squadron.
(3) Safety Officer/YP Craftmaster training.
(4) USNA Public Affairs activities (i.e., visiting educators, VIP tours).

8. Embarkation of Civilians on YPs

a. Approval for embarkation of civilians on YPs is as directed in reference (g) with specific guidelines as follows:

(1) Specific occasions as directed by the Commandant of Midshipmen (Parents' Weekend, Alumni Weekend, Commissioning Week).

(2) Guests of a qualified Safety Officer or Craftmaster with the advance notification of the Director, Waterfront Readiness.

(3) All ancillary activities which have shared community awareness, potential recruiting or Navy educational importance, or that may have other intrinsic value are to be coordinated through the YP Operations Officer. Enclosure (1) will be forwarded to the Director, PRODEV via the Waterfront

Readiness chain of command. Enclosure (2) will be submitted to the YP Operations Officer, and he/she will make approval recommendations, coordinate, and track these events.

b. All civilian personnel are required to sign enclosure (2) prior to embarking onboard YPs. Children will not be embarked on YPs unless they are at least 8 years of age and are accompanied by an adult who is responsible for them.

c. All underway operations specifically to support embarkation of civilians shall be briefed to the Director, PRODEV on a weekly basis.

9. Use of YPs In Support of Other Commands. Requests for use of YPs to support other commands shall be made by formal message and will be approved by the Superintendent upon recommendation of the Director, PRODEV and the Commandant of Midshipmen.

10. Review Responsibility. The Director, PRODEV is responsible for the annual review and update of this instruction.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)

**YP USAGE REQUEST**
FOR OFFICIAL USE ONLY

**FROM:** Organization Requesting Support
**TO:** Director, Division of Professional Development (or) COMMANDANT
**VIA:** CHAIN OF COMMAND

**SUBJ:**

**PURPOSE OF USAGE**
Recreational ☐
High School/JROTC/Sea Cadets/Boy Scouts ☐
PC/Ship Support ☐
Training ☐
Retirement ☐
Local/PAO Events ☐
Equipment Testing ☐
Other ☐

**DATE/TIME INFORMATION** *(Note 1)*
Arrival Date/Time:
Departure Date/Time:
Requested Underway Date/Time:

**GROUP INFORMATION** *(Note 2)*
POC Name:
POC Email Address:
POC Phone Number:
Number of Riders:
Berthing Requested: ☐ Yes ☐ No

**ADDITIONAL REMARKS FOR CONSIDERATION**

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YP Operations Yes ☐ NO ☐
REMARKS:

Deputy Director, WR Yes ☐ NO ☐
REMARKS:

Waterfront Readiness Yes ☐ NO ☐
REMARKS:

PRODEV Yes ☐ NO ☐
REMARKS:

Commandant Yes ☐ NO ☐
REMARKS:

Note 1: Naval Academy Yard Patrol craft are located on the northern side of the Severn River, opposite of the Naval Academy. Groups traveling to USNA requesting berthing or support from YP Operations Department are advised to enter 66 Halligan Road, Annapolis, MD 21402 into GPS or Mapquest to find directions to the YP basin. Once you are on Naval Support Activity, Annapolis, follow the signs that lead you to YP Operations Building/Small Craft Repair Building. The building will have two blue awnings with the words SCRD and OPS written on them. Check-in with the Communications Watch on the second floor after entering the OPS door. If you get lost, call the Communications Watch at (410) 293-9164.

Note 2: Groups staying onboard the YPs are advised to bring their own sleeping gear (sleeping bag & pillows). The boats heads and showers are off limits while groups are staying onboard. The OPS/SCRD building has two heads with showers in both the male/female bathrooms. Groups are directed to use these facilities instead of the YP. There are only 29 racks available for berthing aboard each YP. There are four berthings broken up as follows: 12-man, 6-man, 6-man, and 5-man. Groups are not allowed to use the crafts' galley to prepare/ cook food. Groups can make meal arrangements with the Blue Jacket Café approximately one-quarter of a mile from the YP basin. Arrangements can be made by calling (410) 293-9120.

Note 3: Any issues should be immediately brought to the attention of the Waterfront Readiness Duty Officer at (410) 320-9716. Additionally, when you first check-in, the Communications Watch should contact the Waterfront Readiness Duty Officer to take you to your craft, provide a safety brief, and answer any questions you may have.

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Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

SAMPLE

**YARD PATROL LIABILITY**

EVENT: _____ DATE OF EVENT: _____

In consideration of my request to tour/embark a Yard Patrol craft or other Naval Academy vessel, I, the undersigned, intending to be legally bound hereby waive myself, parents, guardians, heirs, executors, assigns, and administrators any and all rights and claims for damages, demands, and other actions whatsoever, including that which I may have against any of the following entities: the U.S. Naval Academy, Annapolis, Maryland; the Department of the Navy; the Department of Defense; the United States Government; all U.S. Naval Academy military and civilian personnel; plus, all participating supporters and personnel provided; and these entities' representatives, successors, and assigns, arising out of my participation in this event, including any and all injuries of illnesses suffered by me as a result of my participation in this event or use of any U.S. Naval Academy or government facilities, equipment, or vessel in conjunction with my participation. I further verify that I have full knowledge of the risks involved in participation in events of this nature where marine craft are used. By participating in this event, I hereby permit the above-mentioned entities to utilize my name, or likeness, for any purpose whatsoever.

I also understand that I am responsible for my conduct while aboard the naval vessel to which I am assigned. I am further aware that no alcoholic beverages of any type are allowed aboard any Navy marine craft, and that any misuse of equipment or its facilities will result in revocation of my privileges to participate in this or any future marine event at the U.S. Naval Academy.

Additionally, I understand that if I cannot swim, it is in my best interest to wear a Type III U.S. Coast Guard approved Personal Flotation Device (PFD) at all times while onboard Navy vessels.

If Under Age 18: I, the understood parent or lawful guardian of the below-named person, do hereby grant my permission and consent for my child to participate in the above-described event. I have read and agree to be bound by the above-mentioned terms. I understand that my child must be at least 8 years of age and must have a Type III U.S. Coast Guard PFD on the day of the event.

NAME: _____

SIGNATURE (or parent/guardian signature if under 18):

_____ DATE: _____

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