



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

USNAINST 3172.1A
7/PRODEV
2 DEC 2013

USNA INSTRUCTION 3172.1A

From: Superintendent

Subj: EMBARKATION IN SERVICE CRAFT

Ref: (a) OPNAVINST 5720.2M
(b) JAG Manual, Chapter XI
(c) USNAINST 1500.4A
(d) DIVPRODEVINST 3120.2A

Encl: (1) Marine Event Liability Form
(2) Waterfront Readiness Service Craft Usage Request

1. Purpose. To establish policy regarding the embarkation of visitors and guests in service craft under the operational control of the Superintendent, United States Naval Academy (USNA), utilizing references (a) through (c).

2. Cancellation. USNAINST 3172.1 and USNAINST 3120.1C

3. Definitions

a. Power service craft include all power vessels assigned to the operational control of the Superintendent, USNA.

b. Marine craft include all vessels, both power and sail, assigned to the operational control of the Superintendent, USNA.

c. Youth organizations include, but are not limited to, Boy/Girl Scouts, Sea Cadets, NJROTC, Explorers, and Sea Scouts.

4. Discussion. The primary mission of USNA marine craft is to supplement Midshipmen professional training courses with practical interactive training afloat. As circumstances permit, and on a not-to-interfere basis with Midshipmen training and scheduled maintenance, marine service craft are also used to support USNA extracurricular and public affairs activities and requests from the Office of Special Events. The use and regulations regarding embarkation of sail training craft is detailed in reference (c). All other marine service craft are covered by this instruction. Types of service craft include, but are not limited to, the following:

- a. Yard Patrol (YP) Craft
- b. Utility Boat (UB)
- c. Barges
- d. Edge Waters

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- e. Zodiacs
- f. Boston Whalers

5. Action

a. Per reference (a), the Chief of Naval Operations has delegated authority to the Superintendent, USNA to authorize certain civilian and military visitors and guests to embark in service craft under his operational control.

b. The Superintendent has delegated this authority as follows:

(1) The Director, Waterfront Readiness and Director, Naval Academy Sailing are delegated approval authority to embark guests in service craft under their respective control for local, routine operations in support of Midshipmen training and/or maintenance.

(2) The Director, Division of Professional Development (PRODEV) is delegated approval authority to embark guests in service craft for all other operations, excluding overnight periods.

(3) The Commandant of Midshipmen is delegated approval authority to embark guests in service craft for all other operations, including overnight periods.

c. Guests who embark onboard any USNA service craft must complete and submit a liability form per enclosure (1).

d. All organizations requesting embarkation in or use of Yard Patrol craft, under the cognizance of Director, Department of Waterfront Readiness, must complete and submit enclosure (2).

6. Responsibilities. The safety and control of visitors and guests embarked in service craft is delineated in references (c) and (d).

7. Service Craft Usage Priority. The relative priority for use of USNA service craft is as follows:

- a. Midshipmen academic and competitive training
- b. Midshipmen YP Squadron
- c. Officer-in-Charge/YP Craftmaster training
- d. Public Affairs activities (i.e., visiting educators, VIP tours)
- e. Recreational, as applicable

8. Additional Occasions for Embarkation

a. In addition to the above frequent uses for USNA service craft, the following situations may permit civilian embarkation on a not to interfere basis with Midshipmen training.

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

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

(3) All ancillary activities which have shared community awareness, potential recruiting or Navy educational importance, or may have other intrinsic value are to be coordinated through the director of the applicable department.

9. Procedures

a. Requests for use of YP craft to support other commands shall be made by formal message and require approval by the Superintendent upon recommendation by PRODEV.

b. All underway operations in support of embarkation of civilians shall be briefed to PRODEV prior to execution.

c. Children under eight will not embark powered service craft unless they are accompanied by an adult who is responsible for them.

d. For use of sail training craft in support of other commands, refer to reference (c) for direct procedures for sail training craft residing at the Robert Crown Sailing Center.

10. Injuries. If guests suffer injuries in the course of embarkation or during passage in marine craft, an immediate report shall be made to PRODEV or his designated representative. The procedures outlined in reference (b) shall be scrupulously followed, including conducting an investigation, as appropriate.

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



S. S. VAHSEN
Chief of Staff

Distribution:
All Non-Mids (electronically)

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MARINE EVENT LIABILITY FORM

EVENT: _____

DATE OF EVENT: _____

In consideration of my participation in recreational sailing, sail racing, touring, or embarking a Naval Academy marine craft, I, the undersigned, intending to be legally bound hereby waive for 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; the Naval Academy Sailing Foundation; plus, United States Sailing Association, all participating supporters and their entities; all individuals associated with planning or conducting marine events; any medical support personnel provided; and these entities' representatives, successors and assigns, arising out of my participation in this event, including any and all injuries or 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, likeness and scores for any purpose whatsoever.

I understand that I am responsible for the cleanliness of any marine craft that I may have been assigned, and for my conduct. 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 United States Naval Academy.

For sail training craft and small power craft, I also understand that I and all other personnel involved will wear a USCG approved Type III Personal Floatation Device (PFD) when aboard these above mentioned Navy craft when at the pier and when sailing.

For all other Navy powered vessels, I understand that if I cannot swim, it is in my best interest to wear a USCG approved Type III Personal Floatation Device (PFD) at all times while onboard Navy powered vessels.

Additionally, I fully accept financial responsibility for any damages incurred while operating a Naval Academy marine craft due to my negligence or improper action(s).

If under age 18: I, the undersigned 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 terms of the above mentioned provisions. I understand that my child must be at least 8 years of age and must have a certified Type III U.S. Coast Guard approved Personal Flotation Device on the day of the sailing event which must be worn at all times while involved with this event, including pier side. Furthermore, I understand that for sail training craft no more than four children will be permitted on a boat at one time unless supervised by members of a Naval Academy sailing team or Robert Crown Center staff.

Name	Signature (or parental signature if under 18)	Date

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WATERFRONT READINESS SERVICE CRAFT USAGE REQUEST
FOR OFFICIAL USE ONLY

From: Organization Requesting Support
To: Director, Division of Professional Development (PRODEV)
Via: Chain of Command

Subj: SERVICE CRAFT USAGE REQUEST FOR _____
(TYPE OF CRAFT REQUESTED)

PURPOSE OF USAGE

- High School/NJROTC/Sea Cadets/Boy & Girl Scouts
- Coastal Patrol/Ship Support
- Training
- Retirement
- Local/Public Affairs Office Events
- Equipment Testing
- Other (specify): _____

DATE/TIME INFORMATION (Note 1)

Arrival Date/Time:
Departure Date/Time:
Requested Underway Date/Time:

GROUP INFORMATION (Note 2, 3, and 4)

POC Name:
POC Email Address:
POC Phone Number:
Number of Riders:
Berthing Requested: Yes No

ADDITIONAL REMARKS FOR CONSIDERATION

- YP Operations Yes No
REMARKS:
- Deputy Director, Waterfront Readiness Yes No
REMARKS:
- Waterfront Readiness Yes No
REMARKS:
- PRODEV Yes No
REMARKS:

Note 1: Naval Academy YP craft are located on the northern side of the Severn River, opposite of the Naval Academy. Groups traveling to USNA, advised to enter 66 Halligan Road, Annapolis, MD 21402 into GPS to find directions to the YP basin. Once you are on Naval Support Activity, Annapolis, follow the signs that lead you to YP Operations/Small Craft Repair Department (SCRD) building. A Command representative will meet you in the parking lot to escort you. If you are not greeted by an escort, please call the YP Operations Officer at (410) 320-9284.

Note 2: Any issues should be immediately brought to the attention of the YP Operations Officer at (410) 320-9284. Additionally, when you first check-in, a command representative will escort you, provide a safety brief, and answer any questions you may have.

Note 3: We are not responsible for coordinating access on and off our base. The THREATCON onboard is always changing and a guarantee for access cannot be guaranteed. Ensure you attach a Contractor Access Data Sheet along with the YP Usage Request.

Note 4: The Naval Academy cannot guarantee the underway portion because the schedule has not been published and will not until the last day of the week preceding your visit. If we are able to get you underway, it will be a one-way trip from either Naval Support Activity, Annapolis to the Naval Academy or vice versa. We can only do underway demonstrations for NJROTC/Boy Scouts before or after a Midshipmen event. If there are no Midshipmen events scheduled that day, we cannot get underway.

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