



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1710.13A
OPS
15 Aug 13

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.13A

Subj: USNA SCUBA CLUB STANDARD OPERATING PROCEDURES

Ref: (a) USNA SCUBA Club Constitution
(b) COMDTMIDNINST 7041.1H
(c) COMDTMINDINST 4653.1M
(d) COMDTMIDNINST 5400.6P
(e) Professional Association of Diving Instructors (PADI) Diving Procedure Manuals
(f) National Association of Underwater Instructors (NAUI) Diving Procedure Manuals
(g) National Association of Scuba Diving Schools (NASDS) Diving Procedure Manuals
(h) Scuba Schools International (SSI) Diving Procedure Manuals
(i) Young Men's Christian Association (YMCA) Diving Procedure Manuals
(j) COMDTMIDNINST 1710.14H CH-1

Encl: (1) Individual Staff Responsibilities
(2) Standard Operating Procedures
(3) Safety Standdown Procedures
(4) USNA SCUBA Club Equipment Check-Out Procedures and Policy

1. Purpose. To promulgate instructions on responsibilities, safety, and standard procedures for all SCUBA Diving activities of the USNA SCUBA Club.

2. Cancellation. COMDTMIDNINST 1710.13

3. Objective. To provide the highest degree of professional training to Midshipmen at the United States Naval Academy in recreational SCUBA Diving and exposure to diving-related communities in the Navy. This instruction will establish safety policy, standardize procedures, and delineate operational responsibilities for the USNA SCUBA Club. This instruction will also provide a guideline for Midshipmen to further their diving education following basic certification through advanced training, club-sponsored dives, individual diving, or diving-related activities. All Club operations are intended to better prepare Midshipmen morally, mentally and physically for a career in the Naval service, regardless of their service assignment.

4. Action. Midshipmen and officers belonging to or supporting USNA SCUBA Club activities will conduct diving operations in accordance with references (a) through (j). Midshipmen conducting diving on their own are also required to follow these procedures in accordance with Operational Risk Management (ORM) procedures.

A handwritten signature in black ink that reads "W.D. Byrne, Jr.".

W. D. BYRNE, JR.

Distribution:
Non-Mids (Electronically)

INDIVIDUAL STAFF RESPONSIBILITIES

1. The specific tasks and responsibilities assigned to each position may be modified as required in accordance with the Officer Representative and/or Midshipman Officer in Charge. One person may hold more than one of these positions simultaneously but only if an insufficient quantity or quality of personnel are available. The following positions (with the exception of the O-Rep and E-Rep) will be elected by the previous year's staff, assuming proper qualifications and current certifications are in place per position requirements. Diving certifications may be from any authorized SCUBA organization.

a. Officer Representative (O-Rep). Will be a commissioned officer in the Naval service appointed by the Commandant of Midshipmen to oversee the operation of the USNA SCUBA Club. He or she will also ensure that all rules, regulations, and instructions pertaining to the Club are being adhered to. He or she will be a certified SCUBA diver either through the Navy or in civilian diving, and should be familiar with dive equipment and operations. If approved by the O-Rep, there may be an Assistant O-Rep (AO-Rep) of equal or lesser rank who will fulfill the O-Rep's duties when he or she is not available.

b. Enlisted Representative (E-Rep). Will be a senior enlisted leader in the Naval service assigned to the Naval Academy, and appointed by the O-Rep to oversee the operation of the USNA SCUBA Club. He or she will apply fleet experience by focusing on fleet alignment in all Club operations via Midshipman leadership and core mission competencies. He or she will be a certified SCUBA diver either through the Navy (preferable) or in civilian diving, and should be familiar with dive equipment and operations. If approved by the O-Rep, there may be an Assistant E-Rep (AE-Rep) of equal or lesser rank than the E-Rep who will fulfill the E-Rep's duties when he or she is not available.

c. Midshipman Officer in Charge (OIC), USNA SCUBA Club. Will be a First Class Midshipman elected as President according to the by-laws of the USNA SCUBA Club Constitution for his or her First Class year and will assume overall responsibility for the safe and efficient operation of the SCUBA Club. He or she should be certified as a Divemaster by any authorized certifying agency of recreational SCUBA diving. In addition to this overall responsibility, the OIC's duties will include:

(1) Function as the head of the USNA SCUBA Club and be responsible to the Extra Curricular Activities Officer (ECAO) and the Commandant of Midshipmen for procurement, custody, issue, repair, preventive maintenance, training, and proper use of all diving equipment. He or she will have thorough knowledge of each department, to include but not limited to Operations, Training, Treasury, Supply and Administration duties, and have responsibility over the Club Department Heads and all staff officers and members.

(2) Ensure that all diving equipment is maintained in a high state of readiness and that maintenance records are accurately kept.

(3) Ensure that all Club personnel are knowledgeable and current in certifications and qualifications, and that periodic refresher lectures are given in the medical and physiological aspects of diving, use of equipment, diving tables and computer usage, and practical water refresher training to maintain competency in confined and open water spaces and maintain operational readiness.

(4) Ensure that all members are familiar with the general diving procedures and applicable instructions.

(5) Ensure that an adequate number of personnel are qualified as diving supervisors for each event.

(6) Formulate and submit budgetary requirements for the maintenance and operation of the SCUBA Club with the Treasurer, and approve expenditures of funds allocated in accordance with reference (b).

d. Executive Officer (XO). Will be a First or Second Class Midshipman elected as Vice President according to the by-laws of the USNA SCUBA Club Constitution and will assist the OIC in the safe and efficient operation of the SCUBA Club, and substitute in the OIC's absence. He or she should hold, at the least, a Rescue Diver certification while also in the process of certifying as a Divemaster. In addition, his or her duties will include the following:

(1) Serve in a capacity equivalent to that of an Executive Officer, so that he or she has overall responsibility of the safe and efficient operation and communication of the Club's Department Heads and other staff members.

(2) Oversee accountability of all Club staff and members, to include but not limited to correct certification levels, recent activity, dues, rentals, and operations.

e. Operations Officer (OPS). Will be a First or Second Class Midshipman elected according to the by-laws of the USNA SCUBA Club Constitution and will assume responsibility for the safe and efficient operation of the SCUBA Club with regard to all activities that do not specifically and exclusively involve certification courses. He or she will report to the XO for all matters relating to the Operations Department. He or she should be certified at least a Rescue Diver or in the process of becoming a Rescue Diver. In addition, his or her duties will include the following:

(1) Plan, report research for, and execute Movement Orders (MO), Open Water (OW) dive trips, boat dive trips, shore dive trips, promotional dive trips, and quarry trips that are not specifically for training. MOs are to be entered by the OIC, but boat manifests and trip rosters, itinerary, safety plans (in coordination with the Safety Officer), and logistics (in coordination with the Logistics Officer) will be completed and submitted to the XO/OIC via OPS.

(2) Plan, report research for, and execute at least one Spring Break dive trip, preferably two- CONUS and/or OCONUS- and lead in the execution of such trip(s). In addition, there should be at least one excursion each

semester to a dive site other than a local quarry, i.e., North Carolina, North Florida, New Jersey, Great Lakes, or Ocean City, MD, which can occur during Thanksgiving, other long weekends, summer blocks, or winter break.

f. Training Officer (Train-0). Will be a First or Second Class Midshipman elected according to the by-laws of the USNA SCUBA Club Constitution and will assume responsibility for the safe and efficient operation of the SCUBA Club with regard to all activities involving certification courses. He or she will report to the XO for all matters relating to the Training Department. He or she should be at least a Rescue Diver and in the process of becoming a Divemaster. In addition, his or her duties will include the following:

(1) Receive interest from club members about all types of applicable diving courses available in coordination with courses the contracted dive shop is able to support.

(2) Safely plan and execute all certification courses, to include, but not limited to, Discover SCUBA, Open Water (OW), Advanced Open Water (AOW), Rescue, Divemaster, and available specialty courses.

(3) Promote certain courses to improve operational readiness of members and staff.

(4) Assign a dive supervisor and assistant dive supervisor (if necessary) for each course that requires pool, confined water, or open water dives. A course coordinator may be assigned for classroom courses.

(5) Provide a mechanism for Company Training Officers to plan and execute a Discover SCUBA Saturday Morning Training (SMT) evolution for Third and Fourth Class Midshipmen.

(6) Input MOs into the Midshipmen Information Data System (MIDS) in accordance with reference (c).

g. Supply Officer (Sup-0). Will be a First, Second, or Third Class Midshipman elected according to the by-laws of the USNA SCUBA Club Constitution and will assume responsibility for the safe and efficient operation of the SCUBA Club with regard to all diving, diving-related, and safety equipment and material items. He or she will report to the XO for all matters relating to the Supply Department. He or she should be at least an Advanced Open Water Diver and should complete the Equipment Specialist Course. In addition, his or her duties will include the following:

(1) Take inventory monthly under the supervision of the OIC and O-Rep with the utmost level of attention to detail.

(2) Oversee maintenance records of all equipment and necessary maintenance. If maintenance is necessary for any piece of equipment, it is the Sup-0's responsibility to bring it to the attention of the OIC so that gear is maintained for operational readiness and safe use.

(3) Coordinate, monitor, and execute gear rental to include ensuring liability forms are signed by members at each rental- staff members annually- and that all forms and logs are kept organized and current.

h. Administrative Officer (Admin). Will be a First, Second, or Third Class Midshipman and will report to the XO as head of the Admin Department. He or she is responsible for:

(1) The proper maintenance of liability, Operational Risk Management (in coordination with the Safety Officer), and equipment records (in coordination with the Sup-0).

(2) Rosters (in coordination with Ops and Train-0).

(3) Publication permission forms for releasing photographs and videos on the website.

(4) Facilitating members' chits and OUTCONUS forms for dive trips.

i. Public Affairs Officer (PAO). Will be a First, Second, or Third Class Midshipman and will report to the XO as head of the Public Affairs Department. He or she is responsible for the image of the Club within the Naval Academy, in the town of Annapolis, and abroad during MOs. The PAO will:

(1) Design and make a promotional poster, in coordination with the Midshipmen Graphics Center either to post on 3-0 or for other promotional opportunities.

(2) Research and invite guest speakers that are applicable to Midshipmen in the SCUBA Club, such as officers and enlisted that have experience diving as SEALs, Explosive Ordnance Disposal, Civil Engineering Corps (Underwater Construction Teams), Engineering Duty Officers (Diving and Salvage), Fleet Divers, and civilian research and commercial divers.

(3) Work with the Treasurer to raise money through events such as T-shirt sales.

(4) Serve as a liaison to other Clubs, Teams, and organizations on and off the yard to serve the Brigade, fleet, and community.

j. Treasurer. Will be a First, Second, or Third Class Midshipman elected according to the by-laws of USNA SCUBA Club Constitution and will assume responsibility for the efficient operation of the SCUBA Club with regard to the following as an Open Water diver (at minimum):

(1) Provide a mechanism for club members to rent dive equipment and coordinate with the Supply Officer to administer such a system as required.

(2) Maintain records for students who have paid, and informing the President of outstanding cases of rental fees, course fees, and membership dues.

(3) Deposit funds with Midshipmen Welfare Fund (MWF) for dues, rental income, and course income, and work with MWF to pay bills as necessary.

2. The following positions of responsibility will be appointed by the respective Department Head and approved by the OIC. These support positions will report to their respective Department Heads except in cases of urgent cases, in which they may go to the XO or OIC, while keeping the Department Head informed.

a. Midshipman Information Systems Liaison Officer (MISLO). Will be a First, Second, Third, or Fourth Class Midshipman as appointed by the PAO. The MISLO will report to the PAO for website and IT related issues, and other respective staff officers for the public affairs relating to that particular department. The MISLO should be an Open Water Diver and working on Advanced Open Water. His or her duties include, but are not limited to, the following:

(1) Maintain the club website in coordination with Ward Hall and ITSD protocol and reference (d).

(2) Forward SMT, gear rental, trip registration, and training course requests from the website to the appropriate Club Officer to ensure that the diving needs of the Brigade are met.

b. Operations Sergeant (Ops Sgt). Will be a First, Second, or Third Class Midshipman as appointed by OPS. He or she will report to OPS for all matters relating to the Operations Department, and will serve as OPS in his or her absence. The Ops Sgt should be at least an AOW Diver. In addition, his or her duties will include the following:

(1) Assist in the planning, research for, and execution of MOs, OW dive trips, boat dive trips, shore dive trips, promotional dive trips, and quarry trips that are not specifically for training. He or she will ensure information is accurate and complete on boat manifests and trip rosters, itinerary, safety plans (in coordination with the Safety Officer), and logistics (in coordination with the Logistics Officer) which will be completed and submitted to the XO/OIC via OPS.

(2) If there are two Spring Break Dive trips, the Ops Sgt will plan one of them and execute the MO as the Dive Supervisor (if Rescue Certified or above), despite the senior CoC member present. In addition, the Ops Sgt should lead at least one excursion each year to a dive site other than a local quarry, i.e., North Carolina, North Florida, New Jersey, which can occur during Thanksgiving, other long weekends, Zero-Block training, or winter break.

c. Logistics Officer (Log-0). Will be a First, Second, or Third Class Midshipman as appointed by OPS and work in coordination with the Operations, Supply, and Training Departments to ensure MOs and other diving functions or operations are well equipped to promote operational readiness.

(1) Information for MIDS Module MOs or Excusals will be promulgated by the Log-0 and forwarded to the OIC for entry, via the Train-0 for course-related activities and via OPS for non-training activities.

(2) Transportation, box lunches, and other mobilization/de-mobilization aspects will be handled by the Log-0 under direction of the Diving Supervisor for the event.

d. Training Sergeant (Training Sgt). Will be a First, Second, or Third Class Midshipman as appointed by the Train-0. The Training Sgt will effectively execute all training evolutions as dictated by the OIC via the XO and Train-0. He or she will report to the Train-0 for all matters relating to the Training Department. He or she should be at least a Rescue Diver and in the process of becoming a Divemaster. In addition, his or her duties will include the following:

(1) Receive interest from club members about all types of applicable diving courses available in coordination with courses the contracted dive shop is able to support.

(2) Safely plan and execute all certification courses, to include but not limited to Discover SCUBA, OW, AOW, Rescue, Divemaster, and available specialty courses.

(3) Promote certain courses to improve operational readiness of members and staff.

(4) Assign a dive supervisor and assistant dive supervisor (if necessary) for each course that requires pool, confined water, or OW dives.

e. Dive Supervisor. As appointed by the Operations and/or Training Officer for a particular event, with the approval of the OIC or XO, shall be any member of the SCUBA Club - Midshipman or contracted civilian (civilians need approval from Officer Representative) - that is Divemaster qualified and proficient and current with all certifications applicable (i.e., Wreck Diver qualification for a Wreck Trip). As a member of the Training Department and/or Operations Department, the Dive Supervisor is responsible to the Train-0 or OPS based on the type of dive trip. The Dive Supervisor will:

(1) Be thoroughly familiar with relevant diving equipment, conditions, safety precautions, and difficulties inherent in diving operations.

(2) Remain on scene while divers are in the water pursuant to the guidelines for a Divemaster as discussed in references (e) through (i).

(3) Be the person in charge of the actual diving operation and no diving operations will be conducted without his or her direct supervision.

(4) Coordinate and plan all aspects of the diving operation and ensure proper clearance is obtained from higher authority. If the dive operation involves instruction, the Dive Supervisor will work closely with the on-site certified Instructor.

(5) Conduct a proper dive briefing as delineated in references (e) through (i).

(6) Check the general and specific safety precautions pertaining to the dive operation and act in accordance with the Club's ORM procedures.

(7) Supervise the set-up and preparation of all diving equipment and ensure Midshipmen use proper pre-post dive procedures.

(8) Be the single point of contact during any diving emergency between the O-Rep and the divers. This avoids any confusion of conflicting orders and ensures consistent safety requirements and procedures.

(9) Supervise post-dive cleaning and storage.

(10) Know the location and operational condition of the nearest decompression chamber and ensure that arrangements have been made for expeditious transportation of any diving casualties and for contacting a Diving Medical Officer (DMO).

(11) Ensure that all of his or her own (and supervised divers') qualifications remain current.

(12) Delegate and use one or more assistant diving supervisors to properly supervise all aspects of the dive when a large number of divers or more than one entry location prevents the diving supervisor from adequately fulfilling his or her duties.

(13) Ensure that under no circumstances will a diver be allowed to enter the water without all required equipment, with equipment worn improperly, without a dive buddy, or if the diving supervisor feels the diver is not sufficiently qualified to safely conduct the dive.

(14) Assume full responsibility for diving safety. Due to the critical nature of safety, his or her word shall be final. The Dive Supervisor is usually the most experienced diver, not necessarily highest ranking or highest certified diver.

f. Assistant Dive Supervisor. Appointed by the Dive Supervisor when needed for a particular dive operation, with the approval of the Training Officer when on Training MOs or the Operations Officer on non-Training MOs. When used, he or she will have the following qualifications, duties, and responsibilities:

(1) Be a qualified Divemaster, or hold a Rescue Diver certification and be in the process of earning Divemaster certification.

(2) Perform the functions of a diving supervisor for pre-dive, post-dive, and during dive operations as directed by the diving supervisor, in accordance with references (e) through (i).

g. Team Leader. If no course of instruction is being conducted with a Dive Instructor, a Team Leader should be used. The Team Leader is an AOW diver or higher that is the lead diver, usually most experienced, in the water for a particular dive. The Team Leader will be appointed by the Dive Supervisor and fulfill the following duties:

(1) Maintain visual contact with all divers part of his or her team and accountability of buddy teams while on a particular dive.

(2) Indirectly supervise air pressure of all divers and be responsible for safety stops and/or decompression stops in case of an emergency.

(3) Be the first on-site responder of any necessary rescues in the water per the Team Leader's qualifications.

(4) Assist basic field difficulties with the team's members and equipment as appropriate per the Team Leader's qualifications.

h. Diver. Will be an individual qualified for the type of diving to be conducted. The Diver may be a Midshipman, officer, or enlisted associated with the Naval Academy. Basic qualifications and other requirements are delineated in references (e) through (i). The specific duties of divers are as follows:

(1) Be physically and mentally prepared for each dive.

(2) Have personal equipment ready for the dive.

(3) Properly set up SCUBA equipment requesting assistance when in doubt concerning procedure and utilizing appropriate pre- and post-diving procedures of references (e) through (i).

(4) Promptly obey all diving signals and instructions received from the (Assistant) Dive Supervisor and Team Leader.

(5) Attend the entire dive brief asking questions if necessary in order to clarify or more fully understand the material presented.

(6) Report malfunction of or damage to the equipment to the Dive Supervisor immediately.

(7) Observe the dive buddy system as outlined in references (e) through (i).

(8) Observe safety precautions at all times. Everyone is a Safety Officer.

STANDARD OPERATING PROCEDURES

1. Midshipmen and associated personnel are expected to uphold the highest standard of moral, mental, and physical performance during dive operations. Staff members are expected to be extremely knowledgeable in diving material, strictly adhere to this instruction, references (a) and (d), and other relevant documents and associated regulations. Lack of professionalism from a staff member is strictly prohibited and will result in the removal from the club with potential conduct action, depending on the incident and circumstances.

a. All members, especially Midshipmen Staff Officers, are expected to exhibit mental aptitude of diving concepts such as physics, physiology, safety, medicine, standards, procedures, navigation, search and recovery, rescue, and dive skills equal to their training received.

b. Members will also remain physically capable and develop their physical ability to dive safely through fitness activities and maintain their bodies at exceptional fitness levels. Midshipmen will not use tobacco products or alcohol prior to, during, or after diving operations.

c. Midshipmen will remain morally upright, to include adherence to the Brigade Honor Concept, through all evolutions. Midshipmen will not steal equipment or funds, lie about specifics regarding diving evolutions, or cheat in any capacity.

2. Recreational diving utilizing SCUBA, under the auspices of the USNA SCUBA Club, is authorized only for NAUI, YMCA, PADI, NASDS, OR SSI qualified divers attached to USNA and on a USNA SCUBA Club movement order. All other dives will not be considered an official function of the USNA SCUBA Club, but organizers are encouraged to follow these procedures. Equipment will be checked out for sport diving evolutions, either for club sanctioned or other Midshipmen dives, through the USNA SCUBA Club Supply Officer. Each Midshipman involved will sign for all equipment issued to him or her and be responsible and liable for its care and proper use, and ensure that the following procedures and safety precautions are adhered to:

a. A Certified Dive Trainer with a certification level of Divemaster or above will act as a diving supervisor for all diving operations or any other operation where diving is anticipated.

b. Every dive will be preceded by a dive brief to be attended by all personnel involved in the dive as a diver or in a support role. The brief will be conducted by a Certified Dive Trainer.

c. All divers must be capable of properly setting up their own dive equipment.

d. It is mandatory that each diver follow the pre/post dive procedures of references (e) through (i) for setting up his or her SCUBA equipment.

e. Required and recommended equipment lists may be found in references (e) through (i).

f. The use of good diving procedures, including the "buddy" system, is mandatory.

g. When either buddy in a dive team has less than 500 psi of air remaining in his or her tank, that team should surface safely and return directly to the dive staging area.

h. All divers should use proper safety equipment for the dive they are conducting and shall maintain a dive log.

i. Recreational diving, as well as Club sponsored dives, should be planned and organized meticulously. Refresher dives are required before Club dives if the persons involved have not dived within two months.

j. To cope with any diving emergency that may occur, the following emergency equipment and information should be available:

(1) Fully charged standby SCUBA tank

(2) First aid kit with oxygen resuscitator and other equipment recommended by the Certified Dive Trainer

(3) Training in first aid and lifesaving procedures

(4) Awareness of local emergency radio channels and telephone numbers and the location of this information

(5) Awareness of any special conditions of divers meriting attention or precaution

(6) Knowledge of the telephone number of the nearest recompression chamber

(7) Prepared emergency procedures information sheet

k. It is highly desirable to have a safety boat in the vicinity of the divers, if feasible.

l. The Certified Dive Trainer (or senior diver if no Certified Dive Trainer is present) will be responsible for all divers.

m. In the event of a diving accident involving Midshipmen, a Midshipman on the dive will notify the USNA Duty Officer immediately.

3. Planning and Execution of Diving Courses

a. At the beginning of each semester, the Train-O will execute an introductory interest meeting, with the OIC, XO, O-Rep and E-Rep present, and it will be advertised to the Brigade. The Log-O may reserve the auditorium and offer pizza and a diving-related film afterwards if appropriate.

b. At the meeting, the Train-O and representative from the local dive shop discuss opportunities to become OW certified in SCUBA Diving and to continue their diving education through advanced training courses.

c. Initial interest is gauged by collecting names and alpha codes of interested Midshipmen for each class the dive shop administers.

d. A tentative schedule is released, planned by the Train-0 and Dive Shop Owner, and approved by the OIC, XO, and O-Rep.

e. Midshipmen signed up for each class are notified of their status of registration for their respective course, and are placed on Excusal during the time of instruction. Midshipmen must be MO or excusal eligible in accordance with reference (j).

f. If a Midshipman cannot attend the class, they must inform the Train-0 as soon as possible. If the Midshipman has already paid for the course, they may coordinate with the Dive Shop to take the course at a later date but the Midshipman must keep the Train-0 informed of the agreement.

g. There will be an Orientation Meeting for each class approximately 10-14 days prior to the first course meeting. This meeting serves to introduce the Certified Dive Trainers, distribute critical information and course materials, assign independent study obligations, and allow Midshipmen to order mask, fins, snorkel, booties, and wetsuits as needed.

h. For each meeting day of the course, a member of the USNA SCUBA Club Staff will help with instruction or in-water skills or at the very least make an appearance to ensure accurate attendance is taken. Any conflicts should be handled through the Train-0.

i. If a Midshipman does not attend a class and they are on excusal, conduct action may be taken by the OIC, XO, O-Rep or E-Rep. Once registered and placed on excusal, all classes and Movement Orders are military obligations.

4. Planning and Execution of SCUBA SMTs

a. At the beginning of each semester, the Train-0 notifies the Brigade Training chain of command of the Club's website, <http://www.usna.edu/ScubaClub/>, and provides directions for Company Training Officers to reserve a SMT.

b. Upon the completion of the online forms by the Company Training Officers, the Club Training Sergeant receives e-mail notifications for each submission. The Training Sergeant then coordinates with applicable members and Staff to lead each SMT. This must be completed at least one week in advance.

c. The Training Staff member for a particular weekend, as dictated by the Training Sergeant, will contact the Company Training staff with more specific directions.

d. The Training Staff member will notify Club members assisting and set up gear needed the Friday night prior to the SMT. Any equipment needed to be transported from the Dive Locker will be placed on the cart the evening prior to the SMT and moved to the lifeguard lockers. Any issues will be worked via the Sup-0.

e. The Training Staff member will meet with assistants and brief those involved with the SMT at 0645 on Saturday in the dive locker.

f. The company will begin their SMT at 0800 with the lecture portion of the Discover SCUBA Diving (DSD) program with PADI in the MacDonough lobby, as reserved by the Log-0.

g. The company will begin the practical application of the SMT at 0745 in the MacDonough Instructional Pool, as reserved by the Log-0.

h. The company will exit the pool, change into PE gear, and return to the lobby at 1100 for a Navy Diving lecture.

i. The company will depart upon the conclusion of the Navy Diving lecture. Staff members will clean up, debrief, and rinse gear in the dive locker. The training staff member will notify the XO and OIC of the quality of the SMT's execution.

5. Planning and Execution of Movement Orders

a. The Train-0 receives input from club members for interest in certain classes. A schedule of MOs will be generated at the beginning of the year based on these interests and conduct signups throughout the year and up to two weeks before the start date of the MO.

b. The Train-0 informs the Log-0, Sup-0, XO, and OIC of any material or personnel necessities for the safe and efficient execution of the MO.

c. The Train-0 adds members to the MO and communicates with the Dive Shop on those attending so that gear, instructors, and other needs are met that the USNA SCUBA Club cannot meet.

d. In accordance with reference (j), the USNA SCUBA Club qualifies for the approval of MOs. Each year, the club must request that Midshipmen may miss SMTs to attend the MOs. The "unique nature and value to the Brigade" the club serves with the MOs is that Midshipmen receive valuable training in a skill transferrable to the Brigade and Fleet. Water competency is a core skill taught in three different semesters of the Physical Education curriculum and Plebe Summer. These concepts and skills are tested in SEAL and EOD Screeners as well. Moreover, Midshipmen lead diving operations for a weekend-long event. Members, especially Staff Officers, dedicate their free time for the benefit of others through hard work and fulfill leadership positions in an applicable and practical environment. "Special consideration will be given for requests to participate in movement orders and excusals that require the missing of class and mandatory events," as per reference (c), but this must be requested by the club to the Commandant Operations staff. First and Second Class Midshipmen Staff should initiate an MO through the Club's Log-0 or Train-0 to commence Friday evening so that they may set up the dive site for the next day.

e. OPS, in coordination with the Sup-0, accumulates needed gear for the MO. Gear will be rented out to Midshipmen the week prior to the MO.

f. The Log-O will use MIDS to reserve transportation for the MO. The Log-O will also submit a purchase authorization form in accordance with MWF policies. This will allow the club to collect the per diem owed to each Midshipman on the MO, money which will be used to purchase food for use on the MO. This must be followed up after the MO with the submission of a roster of all present MIDS to the MWF office.

g. Upon departing for the MO, the Diving Supervisor or other Club staff member will call the O-Rep and Main Office to notify personnel of the MO's commencement. The same will be done for the arrival to USNA to notify personnel of the MO's completion.

h. Transportation will be arranged for all Midshipmen on the MO in accordance with the MO listed in MIDS. Duty vans will be used when available, and POVs will be used when duty vans are not available for use.

i. Once at the destination of the MO, the Certified Dive Trainers will carry out the courses of instruction planned for the MO. All divers MUST abide by safe diving procedures.

j. Lodging for Midshipmen will vary based on the MO destination. Midshipmen will be briefed before departing on what they will need to bring (for example, sleeping bags for camping).

k. Upon completion of the courses of instruction planned for the MO, and if time remains at the MO destination, Midshipmen will be free to dive at their leisure so long as all safety procedures are followed (e.g., buddy system, proper safety equipment, etc.).

l. Staff members on the MO will stay at the MO destination until all equipment used is cleaned and packed up, according to the guidance of the Certified Dive Trainer.

SAFETY STANDDOWN PROCEDURES

1. The purpose of a safety standdown is three-fold:
 - a. To ensure training procedures are conducted in a safe manner and in accordance with the present certifying standard of an agency (such as PADI).
 - b. To ensure that dive procedures are conducted in a safe manner.
 - c. To ensure that the Club's equipment and spaces are operable and safe for Midshipmen use.
2. The safety standdown is the responsibility of the Club's Safety Officer, which may be a collateral duty held by another staff officer as dictated by the OIC and approved by the O-Rep. Other staff officers may assist the Safety Officer but must be approved by the OIC.
3. At least one month prior to the safety standdown, the Safety Officer will alert the O-Rep, E-Rep, OIC, XO, and Dive Shop Owner in writing or electronic communication of the upcoming safety standdown. The safety standdown shall be conducted at least once a year, or more if deemed necessary by the Safety Officer, XO, OIC, O-Rep, or E-Rep. The safety standdown shall be completed at least one month prior to the date of submission for the End-of-Year Report to the Commandant.
4. With the assistance of the Training Officer, training procedures will be in adherence to the certifying agency standards. Any procedure not within these standards will be noted and corrected as necessary. Records of certified divers will be spot-checked to assure they are correct, complete, and up-to-date.
5. With the assistance of the Sup-O, the Club's equipment will be inspected to ensure that it is all in proper working order. Equipment records will be reviewed to check that all equipment has been inspected and maintained properly. Any inspections that need to be conducted by a professional technician will be submitted to the dive shop in advance. Club spaces will also be inspected to assure they are neat, orderly, and safe. Any equipment, records, or spaces not up to standards will be noted and corrected as necessary with the assistance of the XO.
6. With the assistance of the Operations Officer, recreational dive procedures will be reviewed to ensure: all divers' certifications are current before the dive, a pre-dive safety lecture is given, and that methods used are within prescribed standards. Problem areas will be noted and corrected as necessary.
7. The Safety Officer may conduct other safety reviews and inspections at his discretion.
8. Upon completion of the safety standdown, the Safety Officer will prepare an after action report for the O-Rep, E-Rep, OIC, XO, and the Commandant's Operations Officer.

USNA SCUBA CLUB EQUIPMENT CHECK-OUT PROCEDURES AND POLICY

1. The check-out policy consists of three major parts:

a. The Check-out Form. The Check-out Form will be a half-page. The form must be signed by the client and the staff officer. The form will be kept by the Supply Officer filed chronologically.

b. The Check-out Log. The Check-out Log will consist of a binder indexing the renter's name, company, alpha code, date issued, and due date for return of equipment. A brief description of items rented should be annotated as well.

c. Equipment. All gear and materials will be available club-owned gear that, upon visual inspection, is determined to be in a safe condition by the Sup-0.

2. Check-out Procedures. Check-out will be granted on a first-come, first-served basis.

a. Staff officers will verify that borrowers are certified and in a condition to dive safely.

b. One set of gear will be checked out to each person. THERE WILL BE NO MORE THAN ONE (1) OF EACH PIECE OF EQUIPMENT PER FORM.

c. The officer checking out gear will visually inspect each piece of gear to ensure its safe use in operation.

d. If gear is returned damaged, or is lost, an estimate of the cost of repair or replacement will be obtained from a certified repair facility and the cost will be paid by the borrower.

e. If the borrower does not return gear within five days of the due date, appropriate action will be taken to re-obtain the gear.

f. All damaged or lost gear will be reported to the Club Sup-0.

g. The check-out time will normally be on Fridays after lunch, but shall be coordinated through the Sup-0, or delegated to the Log-0.

h. The length of the lending period will be at the discretion of the Sup-0, in coordination with Ops-0 and Train-0.

i. The Sup-0 is ultimately responsible for check-out procedures.

j. Any staff officer may check gear out when so designated by the Sup-0. It is up to that officer to follow correct procedures delineated within this instruction.