

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
N.S.C., OAKLAND, CALIFORNIA 94625

MSTSPAC 3541.1

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MSTSPAC INSTRUCTION 3541.1

From: Commander, Military Sea Transportation Service, Pacific
To: Distribution List

Subj: Phase I and Phase II on-voyage training; procedures for

Ref: (a) CMPI 410.2-2f., Subj: Damage Control Instructors (DCIs)
(b) COMSTSINST P3120.2C, Subj: Administrative and operating
procedures for MSTS commissioned ships (USS) and civil-
service-manned ships (USNS)
(c) COMSTSINST 3541.5B, Subj: Damage Control Manual for MSTS
ships in service (USNS) (civil-service-manned)

Encl: (1) Phase I Training Procedures

1. Purpose. The purpose of this Instruction is to inform Masters as to the manner in which Damage Control Instructors will assist in organizing, initiating and maintaining the shipboard Safety-at-Sea and Damage Control Program, Phase II.

2. Training Procedures

a. Reference (a) indicates that Damage Control Instructors (DCIs) will, when designated, assist Masters in organizing, initiating, if necessary, and maintaining shipboard Safety-at-Sea and Damage Control Programs. They will make voyages to conduct refresher damage control and related training for the designated ship's officers and crew, including the military department personnel (Phase I) and instruct ship's officers in the use of training materials and methods in order that the latter may carry out the continuing on board programs (Phase II). When assigned on board ship for this purpose the Damage Control Instructor will be under the administrative supervision of the Master. He will report directly to the Master and will furnish guidance and assistance to the First Officer (the Damage Control Officer) and will coordinate the training for the voyage with him. A Damage Control Instructor has no line authority to issue orders to the ship's crew; however, masters will fully utilize his specialized skills and support the Safety-at-Sea and Damage Control Program.

b. Article 2-7-18 of reference (b) delineates the procedures to be followed by ship's officers in the conduct of the ship's continuous damage control training program, Phase II.

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c. Reference (c) standardizes damage control organization, procedures, and training material in MSTSPAC ships in service.

3. Action. In order to insure effective implementation of the procedures outlined in the foregoing paragraph, Masters shall insure that actions prescribed in enclosure (1) are taken whenever a Damage Control Instructor is embarked for Phase I on-voyage training.

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ENCLOSURE (1)
PHASE I TRAINING PROCEDURES

1. Master

- a. At the earliest practicable moment consistent with the ship's routine and the requirements of safe navigation, the Master shall schedule a voyage training conference. The Chief Engineer, First Officer, First Assistant Engineer, Chief Steward, Damage Control Instructor (and COMILDEPT in transports) shall participate and shall formulate the general plan for the conduct of the Phase I on-voyage training.
- b. At the conclusion of the Phase I training voyage the Master shall schedule an exit conference with the Damage Control Instructor. The presence of key officers at this conference is desirable. The Master shall obtain from the Damage Control Instructor a verbal summary report of the training conducted together with recommendations for the conduct of the continuing Phase II training program.

2. First Officer. As directed by the Master the First Officer shall:

- a. Coordinate with the embarked Damage Control Instructor regarding the day by day implementation of the planned Phase I on-voyage training instruction.
- b. Carry out the routine drills and exercises prescribed by higher authority and obtain an evaluation of these exercises from the Damage Control Instructor.
- c. Implement the approved recommendations of the Damage Control Instructor for the conduct of the ship's continued Phase II training program.

3. Damage Control Instructor (DCI). The embarked Damage Control Instructor shall assist the ship's master in the conduct of Phase I on-voyage training and in the organization, initiation and maintenance of Phase II training. To ensure effective implementation of these tasks the Damage Control Instructor shall:

- a. Participate in the Master's initial training conference. Ensure that the conferees understand the primary objective of the Phase I on-voyage training program, i.e., the ship's officers have the capacity to and do in fact carry out an effective Phase II training program.

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- b. Provide instruction in the essential elements of Instructor Training with the objective of developing in the ship's officers a motivation for and a capacity to carry on effective instruction of subordinates.
- c. Provide instruction to ship's personnel in the use of Safety-at-Sea equipment. Measure the progress of such training by evaluation of the conduct of routinely scheduled ship's drills.
- d. Review the ship's training organization and the ship's training program with the purpose of bringing about needed improvement through the provision of advice and assistance.
- e. Review the ship's file of Training and Drill Reports (MSTS Form and Report 12410-5). Emphasize the necessity to identify all instruction with the appropriate lesson plan or reference material and enter its full description in the Training and Drill Report. Illustrate the usefulness of completely informative report files in planning training programs.
- f. Extract data from office records of Phase IV training and verify by comparison with each officer's ship card.
- g. Indoctrinate ship's officers participating in the Phase II training organization and program to:
 - (1) Critically observe the performance of ship's drills and evolutions.
 - (2) Note both deficiencies in personnel performance and the condition of equipment.
 - (3) Report deficiencies noted to the ship's Damage Control Officer.
 - (4) Assist the ship's Damage Control Officer in the planning of instruction required to improve personnel performance and overcome noted deficiencies.
 - (5) Prepare for assigned instructional duties and furnish instruction to subordinates in accordance with the procedures laid down in the MSTS Damage Control Manual, COMSTSINST 3541.5B, the Lifeboat Training Guide, COMSTSINST P12410.1A, and other pertinent instructions.
 - (6) Log all completed instruction, and describe its content adequately by identifying the lesson plan or other reference material.
- h. Conduct radar plotting and maneuvering board instruction. Damage Control Instructors who hold an engineering license will obtain the assistance of the Master in the conduct of this instruction.

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- i. Conduct engineering casualty control instruction. Damage Control Instructors holding deck licenses will obtain the assistance of the Chief Engineer in the conduct of this instruction.
- j. Make an oral summary report of the training visit to the Master and key officers upon conclusion of the Phase I instruction. Follow-up the oral report with a carefully considered written report. In both the oral and written reports comment on the specific on-voyage training provided, the deficiencies in performance noted; the condition of the ship's training organization, and the status of the ship's continuing training program. Make recommendations for improvement in required areas. Direct the original copy of the written report to the Master for follow-up action with a copy to COMSTSPAC (P-24).

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