



RCEINST M1601.1B  
19 May 97

**USCGC RED CEDAR INSTRUCTION M1601.1B**

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**Subject**                    **STANDING ORDERS TO THE OFFICER OF THE DECK (OOD)**

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- Reference**
- a. COMDTINST M5000.3(series), USCG Regulations, Chapter 6, Part 11
  - b. COMDTINST M16672.2(series), Navigational Rules International/Inland
  - c. RED CEDAR INST 3530.1(series), Navigation Standards
  - d. D5 Standard Operating Procedures
  - e. RED CEDAR Shipboard Organization and Regulations Manual
  - f. RED CEDAR INST 16500(series), AtoN Procedures
  - g. RED CEDAR INST 9000.1(series), EO's Standing Orders
  - h. *The Watch Officer's Guide*, Naval Institute Press
  - i. *Knight's Modern Seamanship*
  - j. COMDTINST CG-4380E, Instruction for Keeping Unit Log
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**Purpose**                    Create vision and guidelines to operate RED CEDAR underway, at anchor, and inport in a safe, efficient and professional manner.

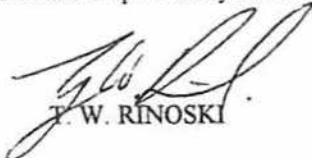
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**Discussion**            I have not attempted to delineate how the OOD should act in every possible situation. I have provided *guidance* for common evolutions and *principles* to help you carry out my specific requirements as well as how to proceed in the absence of specific direction. Designed to develop and maximize your own trained initiative, watchstanding skill and leadership.

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- Action**
- 1. All OODs and Quartermasters of the Watch (QMOW) shall review these Standing Orders every day they have watch (underway) or duty (inport).
  - 2. A copy of these Standing Orders will be:

| placed in or given to... | and maintained by the... |
|--------------------------|--------------------------|
| Night Orders Book        | Operations Officer.      |
| Morning Orders Book      | Executive Officer.       |
| Each OOD                 | individual.              |
  - 3. RCEINST 1601.1A and all previously issued standing orders are canceled.

  
T. W. RINOSKI

**Enclosure**            (1): Standing Orders to the OOD

# STANDING ORDERS TO THE OFFICER OF THE DECK (OOD)

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## Introduction

This instruction is designed to make it easy to read, find and use the knowledge to do your job well. Further detailed discussion can be found in the references. "Special Circumstances" are listed alphabetically.

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## Overview

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## Special Circumstances

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## CONCEPT DEFINITIONS

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### Introduction

These concepts are defined as they shall be used in interpreting and applying these standing orders.

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### CONTACT

Another vessel on radar or visually sighted

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### FOLLOW

To take early, substantial, positive action in keeping with the letter and spirit of a given reference.

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### MILE

A nautical mile

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### REVIEW

To read, understand and comply

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### THE RULES

Reference (b), COMDTINST M16672.2(series), Navigational Rules International/Inland

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### SIGNIFICANT

Anything unusual, unanticipated or rapidly occurring

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### VERIFY

To ensure proper operation, performance or function

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# OOD GUIDING PRINCIPLES AND PRACTICES

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These principles shall be used to perform your duties as OOD:

**General  
Rules for all  
Watches**

|   |
|---|
| <b>If you are thinking about calling me, you should have already called.</b>                        |
| <b>Asking for help is a sign of your maturity and competence, not a reflection of your ability.</b> |
| <b>You are my eyes and ears, you are to help me make decisions.</b>                                 |
| <b>You are in charge. Everyone, except the XO, is junior to and working for you.</b>                |
| <b>Let me know first; however, don't be too afraid to ACT FIRST and CALL LATER.</b>                 |
| <b>The safety of the ship and crew will not be sacrificed for a moment of convenience.</b>          |
| <b>Close enough, Isn't.</b>   |
| <b>Good enough, isn't either.</b>   |
| <b>Yes, we can be way over there.</b>   |
| <b>Maintain a shipshape vessel appearance.</b>  |

# OOD GUIDING PRINCIPLES AND PRACTICES (CONTINUED)

These principles shall be used to perform your duties as OOD:

**Underway  
Watches**

|   |
|---|
| <b>Seamanship is the skill to keep yourself out of a situation that requires it.</b>  |
| <b>When you have a contact you shall initially do three things:</b> <ul style="list-style-type: none"><li>• Shoot visual bearings,</li><li>• shoot visual bearings and</li><li>• shoot more visual bearings</li></ul> |
| <b>Progressive flooding sinks ships.</b>  |
| <b>Don't buoy hop, navigate.</b>  |
| <b>Don't eyeball it, actively conn the ship.</b>  |
| <b>Correct unresolved discrepancies</b>   |
| <b>Use Standard Commands</b>  |
| <b>Review Charts and check accuracy of all tracklines, danger bearings, and similar navigation data on chart</b>  |
| <b>Verify as many Aton as possible.</b>   |

# RELIEVING THE WATCH

**How to relieve the watch inport, underway or at anchor.**

How to prepare to relieve the OOD:

**Preparing to Relieve**

| STEP | ACTION  |                                  |
|------|---|----------------------------------|
| 1    | Be on the bridge or on board 20 minutes before your watch.      |                                  |
| 2    | Make a complete round of the ship.                              |                                  |
|      | <b>If...</b>  | <b>then inspect...</b>           |
|      | Inport or at anchor   | every space.                     |
|      | Underway  | topside.                         |
| 3    | Verify the presence and ability of your watch/duty section.     |                                  |
| 4    | Talk to the EOW, QMOW and Lookout.                              |                                  |
| 5    | Review all logs, Night Orders, OPORDERS, and or Morning Orders. |                                  |
| 6    | <i>Personally</i> fix the ship's position.                      |                                  |
| 7    | Talk to your relief about what is going on.                     |                                  |
| 8    | <b>If...</b>  | <b>then...</b>                   |
|      | ready to relieve  | Go to Carrying out the Relief.   |
|      | else  | Take corrective action; Go To 7. |

**Carrying out the Relief**

- To relieve the watch, firmly state: **"I relieve you, sir (or ma'am.)"**  
Note: You are now responsible for the ship and crew, there is no grace period from the last watch.
- The relieved officer states: **"I stand relieved."**
- Should you ever feel uncomfortable relieving the watch or do not relieve the watch, contact me immediately.

The watch/duty section must know who the OOD is..

**Announcing the Relief**

| If...  | then on the... | Announce/pass the word                               |
|--|----------------|--|
| underway   | bridge         | "This is Mr. SoandSo, I have the deck and the conn." |
| <b>Note:</b> All watchstanders shall acknowledge by saying, "Aye," except the Helmsman, who says, "Steering course XXX." |                |  |
| inport   | 1MC            | "Mr. SOandSO is the inport OOD."                     |

**CARRYING OUT THE WATCH**

Frequent, random rounds are the foundation of cutter safety.

**Conduct  
Safety and  
Security Rounds  
of the Entire  
Ship**

| <b>If...</b>          | <b>then the...</b> | <b>makes a round...</b>   |
|-----------------------|--------------------|---|
| inport                | OOD                | once an hour from 30 minutes before reveille until taps during liberty hours. |
| underway or at anchor | BMOW & FNOW        | alternating every 30 minutes.   |

The elements of sound watchstanding are:

**Elements of a  
Taut Watch**

|                           |   |
|---------------------------|---|
| <b>ETERNALLY VIGILANT</b> | <ul style="list-style-type: none"> <li>• Follow the references to these Standing Orders.</li> </ul>   |
| <b>FOREHANDED</b>         | <ul style="list-style-type: none"> <li>• Always have a rehearsed plan and safe way out.<br/>At a minimum: man overboard, vsl or light suddenly close aboard, steering/eng casualty, unexpected maneuvering by nearby ship.</li> </ul> |

## RULES FOR CALLING THE CO

### The OOD shall call the me when:

#### All Watches

- In doubt or unsure of a course of action.
  - Significant events or observations noted.
  - Significant equipment status changed.
  - A deviation from any SOP, order, or plan of action needed.
  - Immediate or higher message traffic received.  
Note: Except non-significant weather.
  - Any personnel injured, arrested or other significant event occurred.
  - Significant weather observed or forecasted.
  - Any discrepant AtoN observed or reported.
  - Distress calls heard or vessel observed.
- 

## RULES FOR CALLING THE CO - CONTINUED

### The OOD shall call the me when:

#### Underway Watches

- The OOD needs assistance or an extra OOD on the bridge.
- A contact has a CPA less than two miles, unless during the day for a vsl <20m. Call me when a vsl <20m during the day has a CPA less than on mile. Specifically:
  1. Time (only if I've retired for the evening)
  2. Type of contact
  3. Relative bearing and range
  4. Aspect & Bearing drift
  5. CPA (bearing, range, & time)
  6. Rules situation
  7. Recommendations
- A course more than five degrees from intended track is required to regain track.
- The navigator and OOD disagree on any course of action.
- Ordered speed changed.
- Unable to fix the ship's position IAW RED CEDAR Nav Standards or in doubt as to our position with one of three recommendations:

|        |       |            |                   |
|--------|-------|------------|-------------------|
| Course | Speed | Assistance | Navigation Method |
|--------|-------|------------|-------------------|



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**The OOD shall call me *BEFORE* taking the following actions:**

**Before**

- Cutter status changed.
  - Small boats used, AFTER "Ready on deck" is reported.
  - Approaching an AtoN to work AFTER ensuring it plots on station.
  - 15 minutes prior to entering restricted waters, port or mooring AFTER the checklist is completed.
- 

**HOW TO PRESENT INFORMATION WHEN CALLING THE CO**

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How to call me:

INFORMATION  
PRESENTATION  
PLAN

| STEP | ACTION    | INFORMATION                 |
|------|-----------|-----------------------------|
| 1    | STATE     | the time                    |
|      |           | who it is                   |
| 2    | DESCRIBE  | the situation.              |
| 3    | RECOMMEND | a plan of action.           |
| 4    | ESTABLISH | follow up and future plans. |

**Note:** (1) Make sure I understand what you are reporting to me, be forthright if you think I don't understand.

(2) If you can not contact me while underway, and it is not an emergency pipe "Captain, it is requested you contact the bridge." If it is an emergency, pipe "Captain to the bridge."

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## SPECIAL CIRCUMSTANCES

Note: Underlined column titles require calling me.

### At Anchor

- Take 15 minute fixes.
- OOD or QMOW on the bridge.
- MDE in two hour stand by.
- Ground tackle status may be:

| <u>Anchor ready for</u> | <u>Brake</u> | <u>Wildcat</u> | <u>Pawl</u> |
|-------------------------|--------------|----------------|-------------|
| Sea                     | Set          | Disengaged     | Down        |
| Letting go              | Set          | Disengaged     | Up          |
| Veering                 | Set          | Engaged        | Down        |
| "Standby"               | Free         | Disengaged     | Up          |

### Anchor Dragging

- If the anchor appears to be dragging, the OOD shall:
  1. Light off the plant.
  2. Send the BMOW to the forecandle. Veer chain or drop second anchor as necessary.
  3. Set the Special Sea Detail.

### AtoN Discrepancy

| STEP | ACTION   |  |
|------|--|--|
| 1.   | Verify primary and secondary response units on all AtoN discrepancies. |  |
| 2.   | <b>If RED CEDAR is....</b>   | <b>then...</b>                                   |
|      | primary unit   | Consult 1st LT, OPS, and or XO and Go To Step 3. |
|      | secondary unit   | Verify that primary unit will respond.           |
|      | secondary unit and primary unit unable to respond                      | Go to 2 and act as primary unit.                 |
|      | not primary or secondary   | Note on message traffic and file.                |
| 3.   | Create plan to have aid corrected quickly and efficiently.             |  |
| 4.   | Draft message traffic then brief me on plan.                           |  |
| 5.   | Release message traffic.   |  |

### Boat Operations

- Obtain my permission to use any boat.
- Follow reference (e), RED CEDAR SORM.

### saluties

1. Take initial corrective action.
2. MINIMIZE DAMAGE, MAXIMIZE SAFETY.
3. Work closely with Engineering.

Continued on the next page.

## SPECIAL CIRCUMSTANCES - CONTINUED

Note: Underlined column titles require calling me.

### Civil Arrest

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The OOD shall:

- Cooperate with local law enforcement officials.
  - Not allow assigned personnel to be removed from the ship without my permission.
  - Take custody of assigned personnel delivered by shore patrol or local law enforcement officials.
  - Notify the XO in all cases.
- 

### Comms Standards

#### External

Transceivers shall be:

- properly tuned,
- set on low power and
- monitoring frequencies required by D5 SOP and or any applicable OORDER.

Internal Note: The IMC shall not be used as a personnel locator.

| REASON TO CONTACT CO: | PREFERRED METHOD             |
|-----------------------|------------------------------|
| Approach of Noon      | Personal Report              |
| Wake Up               | Personal Report              |
| Position Report       | Personal Report              |
| Emergency             | IMC, "Captain to the Bridge" |
| All other reports     | Ship's Service phone         |

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### Deck Log

- Accurately and concisely maintain the legal history of the cutter.
  - Follow references (h) and (j), *Watch Officer's Guide* and CG-4380E..
  - You shall read and sign all logs BEFORE LAYING BELOW.
  - It is better to log the superfluous, than not the essential.
  - A log entry that is neat and complete, is acceptable.
- 

### Drills

- Drill every watch in:
    - \* Steering Casualty,
    - \* Loss of Gyro,
    - \* Loss of Pilothouse control,
    - \* Man Overboard, and

Note: DESTROYER TURN is the preferred recovery for man overboard.

  - \* General Emergencies.
- Simulate as little as possible. Whenever possible conduct the actual drill. At a minimum discuss the evolution with the watch and rehearse a plan of action.
  - Work closely with Engineering.
- 

Continued on the next page.

## SPECIAL CIRCUMSTANCES - CONTINUED

Note: Underlined column titles require calling me.

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### Engine Status

The Engineering plant may be placed in one of three Standby Statuses:

- Immediate,
  - 30 Minute OR
  - 2 Hour
- 

### Injury to Personnel

1. Provide 1st aid.
  2. Transport to professional medical facility.
  3. Use the smooth deck log to record the incident including:
    - \* Full Identification.
    - \* All action taken.
    - \* Believed cause.
  4. Notify XO and CO.
- 

### Inport

- Disturbances      **DO NOT** tolerate any breeches of discipline. Handle with personnel from duty section of equal pay grade and at the lowest possible level.
  - Visitors            \* May not go below the main deck without XO's permission.  
                              \* All visitors ashore by 2000.
- 

### Inspection and Searches

1. The OOD may inspect packages and containers coming on or leaving the ship.
  2. The OOD shall seize and safeguard contraband anytime detected.  
Note: Notify the XO.
  3. Only the CO or military judge can authorize a legal search on board a ship. If you have probable; cause contact the XO, who will in turn contact me.
- 

### Law Enforcement

1. Contact LE officer on any vessels of interest.
  2. Set the boarding bill at my direction.
- 

### My Particulars

- I will take the conn, by saying, "I have the conn."
- The XO can relieve when the XO deems it necessary.
- No one else has the authority to relieve the OOD except the watch relief in the course of following the watch schedule or WQSB.
- If I am on the bridge:

|   |                                 |
|---|---------------------------------|
| Before relieving the OOD                                    | Ask my permission to relieve.   |
| After being relieved of OOD                                 | Ask my permission to lay below. |
| Before taking action that would normally require calling me | Ask permission to take action.  |

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Continued on the next page

## SPECIAL CIRCUMSTANCES - CONTINUED

Note: Underlined column titles require calling me.

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### Navigation

- Follow reference (c), RED CEDAR Navigation Standards.
  - Alternate fixes with the QMOW, personally take at least one fix an hour.
- 

### Public Affairs

General rule: Honor all reasonable requests to tour the ship during daylight hours.

For each topic of inquiry, use this policy to decide whether to answer the question.

### How to handle Press Inquiries

| Do you have personal knowledge? | Is it in your area of responsibility? | then you...             |
|---------------------------------|---------------------------------------|-------------------------|
| yes                             | yes                                   | may answer the inquiry. |
| yes                             | no                                    | refer to the command.   |
| no                              | yes                                   | refer to the command.   |
| no                              | no                                    | refer to the command.   |

Note: Never say, "No comment." If you must refer the question to the command, explain the command policy, take the name and number of the person and tell them I will call them back. Notify XO and myself immediately.

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### Reduced Visibility

| If visibility appears to be less than: | Then:                             |
|--|-----------------------------------|
| two miles in any direction             | Apply Rule 19 of The Rules.       |
| one mile forward of the beam           | Post an extra lookout on the bow. |

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### SAR

1. Monitor any SAR calls received or overheard.
  2. Record any information.
  3. Use the checklists in the bridge binder.
  4. With my permission, offer help through the SAR Mission Coordinator via CG working frequencies.
- 

### Towing/ Being Towed

- Safety first
  - Keep the tow in step
  - Don't be in a hurry
  - Check the tow/towline every 30 minutes
  - Talk to the vessel being towed/towing every hour
- 

### Working AtoN

- Safety to personnel above all else.
  - Know what we are doing and what we are doing next.
  - Plot the aid to verify its position prior to asking my permission to approach.
  - Use natural ranges or floating markers.
  - Follow reference (f), RED CEDAR AtoN Procedures.
- 

Continued on the next page

## SPECIAL CIRCUMSTANCES - CONTINUED

Note: Underlined column titles require calling me.

### Vessel Traffic

- Use twelve mile scale and scan all other range settings.
- Manual speed input to RAYPATH is for our ordered, DR speed.
- Use one radar for shipping information and one for navigation.
- Do not assume no risk of collision if a contact has bearing drift.

Minimum action by OOD to prosecute contacts:

### How to prosecute Contacts

| STEP | ACTION  |  |
|------|---|--|
| 1    | Determine Bearing Drift.  |  |
| 2    | Grease plot the "RM" line.  |  |
| 3    | Determine CPA.  |  |
| 4    | IF...   | THEN...  |
|      | CPA less than two miles at night or vsl <20m during the day, CPA less than one mile during the day for vsl >20m | Acquire with the RAYPATH,<br><br><u>Call me and</u><br>Go to Step 5. |
|      | Else  | Go to Step 5.  |
| 5    | Follow The Rules.   |  |
| 6    | Monitor until past and clear.   |  |

### Avoid extremis in a Crossing Situation

|          |  |
|----------|--|
| Vsl size | <b>We shall take avoiding action if it is apparent the giveaway vsl is not taking appropriate action</b> |
| <50m     | Sound 5 short blasts and take avoiding action when giveaway vsl reaches 500 yards                        |
| >50m     | Sound 5 short blasts and take avoiding action when giveaway vsl reaches 1000 yards                       |