

## **GUIDANCE FOR SURFACE PATROL TIME ACCOUNTING**

**23 April 2012**

### **Definitions for time accounting under authorized surface operations patrol orders:**

**“Patrol”:** Starts when the member departs home in route to facility launch site and ends when the member returns home. Travel to and from is the most direct route.

**“Underway”:** Starts when pre-underway check-off or briefings commence (whichever if first) and ends when the post-mission briefing ends. The time that the facility is moored or anchored for short periods as part of crew training exercises is included as underway time.

**“Stand-by Status”:** All time moored or anchored after getting underway (including, but not inclusive of, stand-by status, embarking/disembarking personnel, crew rest, meals, fueling). Mission Type 23A is entered on the 7030 for these times.

**“Mission”:** The activities listed on Form 7030 conducted when the facility is underway or in stand-by status.

**“Engine Hours”:** Defined in Operations Policy Manual 4.C.3 as clarified by SNC OTO Memo March 2010 as “basically propel the facility on the mission”. Engine hours do not include:

- a. Time spent moored at a dock, or anchored unless anchoring or mooring as part of a crew training exercise;
- b. Time moored for refueling;
- c. Pre and post-mission briefing and preparation time.

**“Fatigue Time”:** As defined in the Operations Policy Manual. The terms “Crew underway” and “underway” should not be construed to have the same meaning. “Crew underway” is used only in the context of fatigue time calculation only.

**“Facility Preparation”:** All activities necessary to get the facility ready for the pre-underway check-off including stowing required equipment and supplies; displaying U.S. ensign, patrol flag, and patrol signs, and other activities needed launch the facility.

### **Form 5132 (Patrol Order) Time entries:**

#### **For a Trailered Facility:**

**“Departed From Home”:** The time of day a trailered facility departs its’ parked location.

#### **“Arrived Launch Site”:**

- If all facility preparations and briefings are conducted dock side after the facility is launched, enter the time of day the facility was moored to the dock.
- If all facility preparations and briefings are conducted ashore at the launch site prior to launching the facility in order to avoid delaying others using the ramp, enter the time of day that the facility preparations are completed.

#### **“Facility In Use”:**

- The time of day the pre-underway check-off or briefings commence (whichever if first). This is after all facility preparations are complete.

**Note:** If the facility is fully prepared and does not immediately cast off from the dock within 15 minutes, the Mission Type 23A should be entered on the Form 7030 in the “Change 1” block.

**“Facility Use Ended”:** The time of day the post-mission briefing ends. The briefing occurs just after the facility is moored and the patrol is terminated with the radio guard.

**“Departed Launch Site”:** The time of day that the trailer is moved to recover the facility.

**For a Facility that is NOT Trailered:**

**“Departed From Home”:** No entry; the crew should include this time on their Form 7029 (99B).

**“Arrived Launch Site”:** No entry; the crew should include this time on their Form 7029 (99B).

**“Facility In Use”:** The time of day the pre-underway check-off or briefings commence (whichever if first). This is after all other dock side facility preparations are complete and just prior to casting off lines.

**“Facility Use Ended”:** The time of day the post-mission briefing ends. The briefing occurs just after the facility is moored and the patrol is terminated with the radio guard.

**“Departed Launch Site”:** No entry; the crew should include this time on their Form 7029 (99B).

**“Returned Home/Office”:** No entry; the crew should include this time on their Form 7029 (99B).

**Form 7030 Time entries for trailered facilities:**

Note on the 7030 the name(s) of members actually engaged in trailering the facility.

**Form 7029 Time entries:**

The duration of all patrol related time not accounted for on Form 5132 or Form 7030 shall be entered by each crew member on their Form 7029 in the 99B column. These times include, but not limited to, the time for preparing for a patrol at home, travel time to and from the facility if the member is not involved with trailering the facility, pre-underway and post underway preparations, PPE equipment cleaning and storing at home.