



GRIESSERINST 3121.3A
22 Nov 2021

USCGC WINSLOW GRIESSER (WPC 1116) INSTRUCTION 3121.3A

Subj: USCGC WINSLOW GRIESSER STANDING ORDERS TO THE OFFICER OF
THE DECK

- Ref:
- (a) United States Coast Guard Regulations, COMDTINST M5000.3 (series)
 - (b) Coast Guard Navigation Standards, COMDTINST 3530.2 (series)
 - (c) Shipboard Regulations Manual, COMDINST 5000.7 (series)
 - (d) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
 - (e) Cutter Organization Manual, COMDTINST M54000.16 (series)
 - (f) Telecommunications Manual, COMDTINST M2000.3 (series)
 - (g) Navigation Rules, International-Inland, COMDTINST M16672.2 (series)
 - (h) Fast Response Cutter Tactical Data, NSWCCD-80-TR-2013/028
 - (i) Navigation Standards, GRIESSERINST 3530.1 (series)
 - (j) Machinery Space Fire Doctrine, GRIESSERINST 9551.1 (series)
 - (k) Casualty Control Manual, GRIESSERINST 3541.1 (series)
 - (l) Restricted Maneuvering Doctrine, GRIESSERINST 9000.1 (series)

1. PURPOSE. To promulgate general and specific duties and responsibilities of the Inport and Underway Officer of the Deck. These orders may be supplemented by the Commanding Officer's Night Orders while underway and the Executive Officer's Morning Orders while inport.
2. ACTION. All qualified and break-in Bridge watchstanders shall read, understand, and comply with these Standards. The Operations Officer (OPS) shall ensure each watchstander reads them and signs the signature page certifying understanding before their first underway watch, after any update, and reviews them semi-annually thereafter.
3. DIRECTIVES AFFECTED. GRIESSERINST 3121.3 is hereby cancelled.
4. DISCUSSION. None.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to, nor does it, impose legally binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and all other environmental mandates.
7. DISTRIBUTION. A paper copy of this instruction will be maintained on the bridge. An electronic copy will be located in the unit's shared folders.
8. RECORD MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements
9. FORMS AND REPORTS. None.
10. REQUEST FOR CHANGES. Individuals may submit recommended changes to the CO via the chain of command and through the Executive Officer (XO). Promulgated updates shall include a basic summary of the change within the Record of Changes table.

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Lieutenant, U.S. Coast Guard
Commanding Officer

Enclosure: (1) Standing Orders to the Officer of the Deck

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STANDING ORDER 1 - GENERAL GUIDANCE FOR THE OOD

1. **Overview:** This Order clarifies general responsibilities and expectations for Inport and Underway OOD's.
2. **Authority:** The OOD is my direct representative in all matters except as limited by applicable policy. All members of the crew and other embarked personnel except the Executive Officer are subordinate to the OOD in matters pertaining to the discharge of his/her duties, operations, navigation, and the daily routine.
3. **General Responsibilities**
 - a. *Safety of the ship, cutter boat, crew, and any embarked visitors.* Your primary responsibility is taking any action that is required to ensure the safety of the ship, cutter boat, crew, and any embarked visitors.
 - b. *Carrying out the ship's routine and plan of the day.* Ensure you request permission and make notifications as appropriate, but do not wait to initiate evolutions that are listed on the Plan of the Day, Night Orders, or Morning Orders. Strike eight bells at noon each day and test the ship's alarms and whistle, except when doing so would be confusing to nearby vessel traffic or otherwise disruptive.
 - c. *Appearance and cleanliness of the ship.* Ensure pennants, ensigns, and flags are flying properly. Whistles and bells should be sounded on time, in a professional manner, and honors rendered as appropriate. The decks should be clean, lines made up, and lights configured properly.
 - d. *Training the Watch Section.* Provide training to any break-in watch standers. Competent break-in watch standers should carry out the watch routine under qualified supervision. When there are no break-in watch-standers, periodically review emergency procedures and other applicable directives to avoid complacency.
4. **Relieving the Watch**
 - a. At a minimum, the OOD shall ascertain the following information prior to relieving the watch:
 - i. ADCON, OPCON, and TACON
 - ii. Senior Officer Present Afloat (in port) or Surface Action Group Commander (SAG-C, if applicable)
 - iii. Ship's recall status (in port) or readiness level (underway)
 - iv. Current materiel condition
 - v. FPCON level
 - vi. HURCON level
 - vii. HPCON and/or applicable pandemic mitigations in place
 - viii. Current weather forecast and any predicted impacts

- ix. Engineering plant status and any limiting/disabling casualties
 - x. Any planned evolutions or maintenance activities
- b. Conduct a thorough round of the ship. In particular, check for gear adrift, abnormal noises/smells/alarms, bilge levels, hotel service status (in port), and the status of the cutter boat.
5. **Fatigue:** Do not relieve the OOD if you are not mentally fit to stand watch. Fatigue is a substantial factor in many maritime disasters – *do not underestimate the effects of fatigue on your decision making abilities*. If another relief is not available and you cannot safely stand the watch – call me.
6. **Sovereign Immunity:** As a United States Warship, this cutter is entitled to Sovereign Immunity. The OOD shall ensure that no foreign government entity, including foreign law enforcement and military personnel, are allowed access to the ship without my explicit extent. When underway, foreign entities are not entitled to access or board our vessel without my explicit approval, even if we are within their territorial seas.
7. **Batteries Release Authority:** As the OOD, you are responsible for taking action in response to demonstrated hostile acts from other vessels or persons. Typically, these actions should be defensive, such as through maneuvers when underway or striking the brow when in port. When necessary and appropriate, you may order batteries released from any mount or via small arms fire in response to a demonstrated hostile act in my absence. Notify me as soon as possible thereafter.

STANDING ORDER 2 – GUIDANCE FOR THE UNDERWAY OOD

1. **Overview:** This order provides expectations and responsibilities for the OOD and all other bridge watch standers when the cutter is not in port. Additional guidance is provided in STANDING ORDER 4 when at anchor or on a mooring ball.
2. **Responsibilities**
 - a. *Safe navigation of the ship.* Safe navigation is the OOD's top priority, and shall be done in accordance with the Command Navigation Standards, the Navigation Rules, and other applicable doctrine. Maximize use of available sensors to scan for navigation hazards, other vessels, and potential targets of interest.
 - b. *Maintain the Surface Picture.* Detect and classify all vessels within sensor range. Take action as appropriate for potential targets of interest. Correlate targets from the common operating picture (COP). Maneuver in accordance with the Navigation Rules.
 - c. *Execute operational tasking.* At all times, maintain awareness of the tactical commander (TACON), other surface and air units in the vicinity, and the current operational tasking.
 - d. *Manage Communications.* Monitor circuits and configure radios in accordance with the appropriate communications plan. Make and respond to radio calls in a professional manner, using the correct call signs and frequencies. Avoid identifying the cutter on unencrypted circuits when possible to prevent counter-detection.
 - e. *Maintain the Ship's Logs.* Maintain and update the ship's log in accordance with the Command Navigation Standards. In addition to standard entries, log any unusual or significant events such as strange weather phenomenon or contradictory/unclear orders from TACON. Ensure appropriate Navigation logs are initiated in the event of an ECDIS failure and a Bell Log for engine orders answered from local control.
3. **Collision Avoidance:**
 - a. Maneuver the ship in a seamanlike manner. Remember that a substantial alteration of course, significant enough for another vessel to observe aspect change, is typically the best method of communicating intentions.
 - b. If a contact's bearing drift is difficult to ascertain visually or via radar, leverage the compass-equipped binoculars on the bridge to take discreet readings (*in accordance with District 7 directive*).
 - c. Our ship is not in compliance with the rules of the road when running with extinguished or dimmed navigation lights or with AIS in secured transmit mode. OOD's should therefore be aware that some vessels may not maneuver to avoid us even when obliged under the Navigation Rules. In addition to navigating with caution, the following rules are in effect:

- i. With navigation lights dimmed or extinguished at night – maintain a 3nm CPA from all vessels
- ii. With AIS in secure transmit – do not assume that vessels will maneuver to avoid as the give-way vessel.

4. Guidance to Conning Officers

- a. When I am on the bridge, tell me your intended scheme of maneuver. Address me directly – do not assume I hear your conversations with the OOD or other bridge team members.
- b. Execute your intended scheme of maneuver using affirmative helm and engine commands. FRC's are incredibly maneuverable when you correctly apply power – do not let the environment “drive” the ship when you are conning.
- c. Always be mindful of the effect wind and seas may have on operations. Favor a stable up- or down-swell course when conducting deck evolutions. Notify personnel on deck when executing maneuvers that impact the stability of the vessel.
- d. Use all the tools at your disposal. When precise, close-aboard maneuvering is required do not hesitate to bring up an engine, turn on the bow thruster, and shift control to the Pendant.

STANDING ORDER 3 – GUIDANCE FOR THE IN PORT OOD

1. **Overview:** This order provides expectations and responsibilities in addition to STANDING ORDER 1 for the OOD when in port, either at home or a foreign port.
2. **Responsibilities**
 - a. *Conduct Rounds of the Ship.* Every 4 hours between 0600 and 2200, conduct a round of the ship checking for any equipment casualties, fire, flooding, unauthorized access, or other abnormal conditions. Additionally, at least one OOD shall be awake and immediately available during these hours.
 - b. *Meet Visitors and Guests.* Except for routine visitors supporting operational or repair activities, personally meet any visitor and ensure they sign the visitor's log on the bridge. If I am on board, ensure that I also have the opportunity to meet any visitors.
 - c. *Secure Classified Materials and Restricted Areas.* At the end of each day prior to 2200, conduct guard checks on all classified material safes, pyro lockers, magazines, and the C4 door. Immediately notify me and the CSO if any discrepancies are found, and post a guard until otherwise instructed.
3. **Casualty Actions**
 - a. *The OOD is in charge of directing and carrying out casualty response while in port* in accordance with the Engineer Petty Officer's Standing Orders and the Casualty Control Manual. Generally these actions consist of initial response, setting boundaries, and calling for assistance.
 - b. When moored at Base San Juan, the San Juan Fire Department is obliged to provide assistance under a Memorandum of Understanding. OOD's should also leverage watch sections on other cutters, as well as the base watch standers to assist with casualty control. Regardless of which entities are assisting with casualty response, the OOD retains responsibility for directing all casualty response efforts.
 - c. When moored away from home port, OOD's should ascertain local resources for casualty response. If no resources (or limited resources) are available, the OOD shall work with the watch-section coordinator and the EPO to scale the watch section accordingly.

STANDING ORDER 4 – ANCHORAGE OR MOORING BALL

1. **Overview:** This order provides guidance in addition to STANDING ORDERS 1 and 2 for the OOD while at anchor or riding a mooring ball. For simplicity, the term “at anchor” also encompasses mooring balls (but not drifting freely).
2. **Requirements**
 - a. *Watch Standers on the Bridge.* While at anchor, only one watch stander is required on the bridge – either the OOD or QMOW. The off-bridge watch stander must be awake and immediately available via handheld radio. The OOD or QMOW shall conduct an hourly round of the deck gear and log anchor line direction and strain.
 - b. *Engineering Plant.* At least one MDE must be in immediate standby and in pilothouse control.
 - c. *Collision Avoidance.* Unless precluded by local regulations, at least one radar shall be rotating and radiating while at anchor. Attempt to contact any vessel with a CPA consistently less than 1000yds unless the vessel is clearly transiting in a nearby marked channel or traffic separation scheme. Energize additional lights and sound the appropriate signal if needed. In extremis, it may be appropriate to light off an engine and maneuver even with the anchor set; however, you must be careful not to foul the running gear with the anchor line.
 - d. *Dragging Anchor.* Due to the nature of anchoring with a light-weight anchor and line, some movement of the anchor is to be expected, particularly during changing tides and winds. In the event that the anchor is no longer holding, the cutter is drifting towards shoal or danger, or if otherwise deemed necessary the OOD shall set the anchoring detail and take appropriate action. If needed, do not hesitate to light off engines, weigh anchor, and head to safe water.

STANDING ORDER 5 – REQUIRED REPORTS AND PERMISSIONS

1. **Overview:** This order details the circumstances under which OOD's must provide notification to the Commanding Officer. The OOD is encouraged to make other reports not detailed here when deemed appropriate.
2. **Method of Notification**
 - a. When underway, routine notifications should be made using sound powered phone or IVCS (KITE).
 - b. When my attention is required for an urgent matter, do not hesitate to pipe "Now, Captain to the Bridge" via 1MC.
 - c. In port, routine notifications may be made through the Executive Officer or cognizant department head. Routine notifications for my visibility may be made via text message when appropriate. For urgent matters, call me directly.
3. **Reports Both Underway and In Port (or at Anchor)**
 - a. *Whenever in doubt.* If you do not have the information or resources to ensure the safety of the cutter, boat, crew, and visitors **or** carry out assigned tasking – call me.
 - b. *Injuries to the crew anywhere, or any personnel on board.* Render first aid and take initial actions, then call me as soon as possible thereafter.
 - c. *Equipment Casualties.* Any casualty or prolonged maintenance activity that renders mission-critical equipment out-of-commission - particularly important during hurricane season. This also includes fire or flooding of any magnitude.
 - d. *COMSEC or Physical Security.* Any time a known or suspected security incident has occurred. This includes discrepancies found during guard checks, classified material in an unauthorized location, or any other violation of CMS/Physical security policy.
 - e. *Change in operational tasking.* Any time a higher authority directs a change in operational tasking or command/control. Any direction from OPCON/TACON or CTU/SAG-C. When in port, this includes a change in recall status or the initiation of a recall. Additionally, notify me if there is an increase in FPCON.
 - f. *Weather Impacts.* When prevailing or forecast weather will impact operations or safety. Examples include: when environmental conditions preclude launching the boat, mooring/unmooring, etc. When in port, if extra mooring lines/fenders are needed, if shore ties need to be disconnected, etc.
4. **Reports Underway**
 - a. *Collision Avoidance.* For large merchant ships, any CPA inside 1nm. For smaller recreational traffic, any CPA inside 1000yds. When running with dimmed or extinguished navigation lights, any CPA inside 3nm. When providing a contact report, use relative bearings, provide your assessment of which Navigation Rules apply, and provide a recommendation that includes any impact to other close-by contacts. Ensure that you have verified your recommended maneuver keeps the ship in good water.

Note: 1nm is not always a sufficient CPA when crossing ahead of large merchant vessels. Err on the side of caution when crossing ahead of any vessel and open CPA if prudent.

- b. *Restricted Visibility.* Any time visibility is restricted to less than 2nm **or** if the OOD determines that visibility is restricted in such a way as to impact navigation. Recommend appropriate risk mitigation steps, such as reducing speed, energizing navigation lights, AIS class “A”, sound signals, posting additional lookouts, etc.
- c. *Navigation.* When you cannot get a fix or are otherwise uncertain of the cutters position. Also, in the event of an ECDIS casualty that requires shifting to manual plot. This bullet includes notification of any AToN that is off station or not watching properly.
- d. *Distress.* When in receipt of a known or suspected distress call. Do not respond until contacting me, but ensure you log any information passed. This extends to Digital Selective Call distress messages.
- e. *Warships.* Any time a foreign warship is sighted, except foreign warships known to be under US or Allied TACON.

5. Reports In Port

- a. *Hotel Services.* Loss of shore power, or hotel services impacting the habitability of the ship.
- b. *Unexpected Visit.* Any unanticipated visit from a senior officer, dignitary, or government official.

6. Reports at Anchor

- a. *Dragging Anchor.* When dragging anchor, except that small movements are acceptable provided the cutter remains inside the originally plotted swing circle.
- b. *Collision Avoidance.* When another vessel will pass within 1000yds or risk of collision is otherwise deemed to exist. A report is not necessary for vessels transiting within 1000yds, but within a defined channel or traffic separation scheme.

7. Evolutions Requiring Commanding Officer Permission

- a. *Boat Operations.* Request my permission before conducting boat operations. Once given, the OOD may grant all other permissions required (i.e., actuating the stern gate and launch/retrieval).
- b. *Navigation.* Permission is required before entering restricted waters, moor, or get the ship underway. My explicit permission is also required to stand the ship into shoal waters – if granted, this permission shall be logged.
- c. *Environmental.* Before discharging oily waste, garbage, or food waste in violation of USCG or other policies. Routine discharges in accordance with policy and in approved locations does not require permission. Furthermore, oily waste discharge required for immediate damage control purposes does not require my permission.
- d. *Special Maneuvers.* Before initiating close-quarters maneuvers, including but not limited to: towing approaches, refueling at sea approach/break-away, rafting at sea, and commencing fleet tactics. This requirement is waived for emergency maneuvers such as emergency break-away.

- e. *Training*. Prior to initiating drills or re-commencing drills after a safety time-out.
- f. *Casualty Actions*. Flooding the main magazine (delegated to the OOD if I am not onboard), securing from General Quarters or General Emergency. My permission is *not* required to activate FM-200, but the OOD must ensure mechanical isolation is set prior to activation.

STANDING ORDER 6 – OPERATIONS AND SPECIAL CIRCUMSTANCES

1. **Overview:** This section provides general guidance for operations and special circumstances that may be encountered.
2. **Covert Operations**
 - a. Normal operations typically require operating covertly to avoid counter-detection. This will mean extinguishing navigation lights at night, setting AIS to secure transmit, and limiting use of any unencrypted radio circuits when possible.
 - b. When operating covertly, the cutter does not comply with the Navigation Rules and is the “give-way vessel” in all circumstances. Maintain 3nm from all surface contacts as much as practical, and be extremely cautious of conflicting actions (i.e., a contact maneuvering towards our ship unwittingly).
 - c. For vessels that detect our presence by radar when operating covertly, it is acceptable and preferred **not** to respond to hails via unencrypted marine VHF. When the cutter is hailed under these circumstances, consider opening CPA with the hailing vessel. If opening CPA does not resolve the situation, or if deemed necessary for the safety of either vessel, respond to VHF hails in ample time for a seaman-like maneuver.
3. **Sighting of a Go Fast Vessel**
 - a. In the Caribbean AOR, Go Fast Vessels are typically faster than the cutter and “leap-frog” into foreign country territorial seas to avoid interdiction. Therefore, fast and decisive action is required by OOD’s.
 - b. If a potential Go Fast Vessel is sighted, and current operational tasking doesn’t conflict, the OOD shall bring up both MDE’s if available, increase speed to the maximum available, and set the Go Fast Bill. Drive the ship directly at the suspect vessel until an intercept course can be calculated unless doing so creates an immediate close-quarters situation. **Always verify the ship is in safe water and not encroaching on foreign country territorial seas.**
 - c. Leverage the “local track” function within ECDIS to assist in intercept course calculations and vectoring the small boat and/or other assets.

STANDING ORDER 7 – COMMUNICATIONS

1. **Overview:** This instruction provides general guidance that supplements applicable policy on tactical communications. Sound communications practices are a cornerstone of operational success.
2. **General Guidance**
 - a. *Line-of-Sight(LOS):* Line-of-Sight communications circuits are the most often-used, particularly for communications with the OTH, close-by aircraft, and Sector. The range of these is limited to approximately 15nm.
 - b. *Beyond-Line-of-Sight (BLOS):* Long range communications are required when the cutter is operating outside VHF/UHF range from Puerto Rico, when the OTH is operating at the limits of its operational range from the cutter, or when communicating with other surface units at extended ranges. The cutter is equipped with several BLOS voice communications capabilities, primarily UHF-MILSATCOM and HF-ALE.
 - c. *OPSEC:* For Type-1 encrypted communications (such as MILSATCOM, ANDVT, or UHF-LOS), any information including classified SECRET material may be discussed. For Type-3 encrypted communications (CG working channels, DVP-200) any information up to UNCLAS but sensitive may be discussed. The cutter call sign should typically be “SHARK-16” when using these circuits. For any unclassified communications (Marine VHF, etc), avoid discussing any sensitive information including the ship’s location. If utilizing unencrypted communications in an operational context, the cutter call-sign will change daily and be assigned via classified message traffic.
 - d. *Rescue 21:* Some marine band VHF frequencies and CG encrypted working channels are on a Rescue 21 relay, meaning that the local Sector can transmit and listen on these channels within VHF or UHF LOS range of the Rescue 21 towers. Although this is a valuable tool for communications with Sector, it is not always desirable for the Sector to hear all unit communications. Be mindful of communications passed on Rescue 21 relay channels, and shift communications to a non-relay frequency when appropriate.
 - e. *Tactical Chat:* OOD’s should frequently check monitored chat rooms for any communications pertaining to the cutter, and respond when needed. Use open chat rather than whisper for all communications unless the message subject matter is not operational in nature (i.e., logistics, brief or casual conversations, etc.). Chat messages should always be formatted appropriately using standard abbreviations and they should be free of any emotionally charged language. Notify me before responding to messages containing changes in tasking.

NOTE: All chat messages are visible to higher level commands and are logged on the server. Do not pass inappropriate, disrespectful, embarrassing, or false information.
3. **Communications Plans**
 - a. *OPTASK COMMS:* Authorized communications circuits are promulgated in the applicable OPTASK COMMS message. In general, the cutter communications equipment should be configured to enable maximum redundancy in accordance with this OPTASK comms.

- b. *Equipment Configuration*: Communications plan should be developed to ensure reliable LOS and BLOS communications with every asset requiring coordination. This generally should include at a minimum of two circuits for each asset, such as the OTH, MPA, TACON, SAG-C, etc. In particular, the OTH may be able to operate well outside the nominal 30nm range restriction when HF communications are established.