



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5530.12
N3AT

3 JAN 2019

NAVSUPPACT NAPLES INSTRUCTION 5530.12

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: HARBOR SECURITY SMALL CRAFT INSIGNIA REQUIREMENTS

Ref: (a) MILPERSMAN 1200-030
(b) NAVPERS 15665I
(c) NTTP 3-20.6.29M
(d) CNICINST 5530.5 (Series)
(e) CNICINST 3500.1 (Series)
(f) CNIC M-3502.2
(g) NAVEDTRA 43606
(h) NAVEDTRA 43467-1
(i) NAVEDTRA 43466-D
(j) S9086-TX-STM-010
(k) N3AT-HPU-001
(l) CNIC N3AT HPD

Encl: (1) Small Craft Insignia Qualification Recommendation Letter Example
(2) Certificate Example

1. **Purpose.** Establish and issue a policy for the implementation and awarding of the U.S. Navy (USN) Small Craft Insignia (SCI) at Naval Support Activity, Naples Detachment (NSAND) Gaeta per references (a) through (l).

2. **Discussion.** To qualify for the USN SCI, a Sailor must have achieved a high level of excellence and proficiency in small boat operations. The SCI signifies that the wearer is fully competent in the areas of navigation, communication, engineering, weapons, and tactical operations. Harbor Security Boat (HSB) Coxswains stationed at NSAND Gaeta may qualify for the SCI only through the formal qualification program set forth in this instruction.

3. **Eligibility**

a. Reference (a) authorizes those personnel who have served as Officer in Charge (OIC) or Petty Officer in Charge of a Harbor Defense Craft for a minimum of six months and have completed the Personnel Qualification Standards (PQS) in references (g), (h) and (i) to wear the SCI.

b. In accordance with reference (j), NSAND Gaeta employs HSBs as set forth in reference (a) as eligible platforms or units.

c. Personnel attached to NSAND Gaeta may qualify for the SCI under this instruction. Personnel not attached to NSAND Gaeta must complete 400 hours of watch, consisting of both day and night operations along with waterborne patrols.

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d. Candidates must be Shore Installation Management Basic Boat Coxswain (Level I) and Harbor Security Boat Coxswain (Level II) qualified. Candidates must also be a graduate of the Level II Coxswain Operations and Tactics Course CIN A-062-0050.

e. Candidates must possess and maintain a Second Class Swimmer qualification.

f. Candidates must demonstrate effective leadership and directing ability as made evident by a performance mark of 3.0 or higher in all traits and a minimum promotion recommendation of "Promotable". Candidates cannot have any convictions of Non-Judicial Punishment (NJP) within the last 24 months, passed the most recent Physical Fitness Assessment (PFA) and be within PFA/Body Composition Assessment standards.

4. Responsibilities

a. The Commanding Officer (CO) of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy holds final qualification authority, authorizes qualified candidates to wear the SCI as illustrated in enclosure (1), and will:

(1) Approve command directives and instructions as applicable.

(2) Appoint a command SCI Qualification Program Manager.

(3) Ensure the appropriate recognition and presentation in the awarding the SCI qualification for those candidates who complete all requirements.

b. The OIC NSAND Gaeta shall:

(1) Serve as the SCI Qualification Program Manager and exercise over-all program management.

(2) Ensure consistent application of qualification standards.

(3) Ensure PQS qualifiers follow the spirit and intent of this instruction by monitoring and evaluating qualifiers and the qualification process.

(4) Recommend qualified candidates for the authority to wear the SCI using enclosure (1).

(5) Ensure the command SCI Qualification Program is reviewed annually.

c. The HSB Training Supervisor (TRASUP) shall:

(1) Serve as Chairman for the SCI oral qualification board which is composed of at least two Small Craft qualified individuals as well as the SCI Program Manager.

(2) Recommend only fully qualified personnel for the final authorization to wear the SCI.

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(3) Ensure all required documentation is properly completed (i.e., page 13s, page 4s, letters, etc.

d. The NSAND Gaeta Training Department shall:

(1) Provide or arrange training for PQS qualifiers to ensure they are adequately prepared and qualified to conduct training.

(2) Ensure there are sufficient PQS Qualifiers to administer the program.

(3) Distribute information about the SCI qualification program to all eligible personnel.

e. PQS qualifiers shall:

(1) Only sign off PQS line items that have been explained, demonstrated, or taught, and for which the candidate has demonstrated adequate knowledge and skills.

(2) Enforce and ensure candidates adhere to all safety standards while conducting skills training.

(3) Ensure Command's SCI Program integrity is maintained.

f. Candidates for SCI shall:

(1) Complete all PQS requirements for NAVEDTRA 43467-1 and NAVEDTRA 43606 Watch Stations 301 and 302 in accordance with reference (f).

(2) Successfully demonstrate specific knowledge pertaining to watercraft Rules of the Road, navigation, charts and plotting, communication, engineering, emergency/casualty control procedures and force protection action responses.

(3) Pass a written examination with a minimum grade of 80%.

(4) Pass an oral examination.

(5) Pass an underway evaluation with a HSB TRASUP.

g. Personnel previously authorized to wear the SCI at a different command shall:

(1) Pass a "Rules of the Road" test with a minimum score of 85% within 60 days of reporting onboard.

(2) Have completed all PQS requirements for NAVEDTRA 43467-1 and NAVEDTRA 43606 Watch Stations 301 and 302 in accordance with reference (f).

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(3) Complete an underway evaluations with a HSB TRASUP.

(4) Be designated as a HSB Coxswain by the CO.

5. Disqualification

a. The CO or designated representative shall disqualify candidates if any of the following conditions exist:

(1) Candidate refuses to accept or perform his/her duties.

(2) Candidate fails to maintain a performance mark of 3.0 or higher in all traits and a minimum promotion recommendation of "Promotable".

(3) Candidate displays negligence or lack of moral integrity.

(4) The CO loses confidence in the candidate's ability to perform as a harbor Security Boat Coxswain.

b. The OIC shall formally notify candidates of their disqualification via a Page 13 with administrative remarks citing specific rationale for disqualification. The OIC shall submit a scanned copy of the Page 13 administrative remarks to the candidate's electronic service record.

6. Review. This instruction shall be reviewed annually.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

SMALL CRAFT INSIGNIA QUALIFICATION RECOMMENDATION LETTER EXAMPLE

1200
N01
Date

From: Commanding Officer, Naval Support Activity Naples, Italy

To: MA2 Joe A. Sailor, USN, XXXX-XX-1234

Subj: DESIGNATION AS SMALL CRAFT PETTY OFFICER IN CHARGE

Ref: (a) MILPERSMAN 1200-030
(b) NAVPERS 15665I
(c) NTTP 3-20.6.29M
(d) CNICINST 5530.5 (Series)
(e) CNICINST 3500.1 (Series)
(f) CNIC M-3502.2
(g) N3AT-HPU-001
(h) CNIC N3AT HPD

1. In accordance with reference (a) through (h), you are hereby designated as a Small Craft Petty Officer in Charge at Naval Support Activity Naples Detachment Gaeta and are authorized to wear the Small Craft Insignia device.
2. You will perform your duties per references (a) through (h), pertaining to the performances of your duties.
3. This designation will remain in effect until your detachment from this command or otherwise superseded in writing.

T. A. ABRAHAMSON

Copy to:
Service Record
Training Record
Admin Office

CERTIFICATE EXAMPLE

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Know all ye by these presents that

MA2 JOE SAILOR

having successfully completed the established personnel qualification standards and having demonstrated the requisite professional skills and competence while serving in

U. S. Naval Support Activity, Naples, Italy
has qualified as **Small Craft Petty Officer in Charge**
and is authorized to wear the **Small Craft Insignia**.

In witness whereof this certificate has been signed on 01 May 2018

T. A. ABRAMSON

Commanding Officer, U.S. Naval Support Activity, Naples, Italy

