



DEPARTMENT OF THE NAVY

NAVAL AIR STATION  
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:

NASJAXINST 3120.2E  
N32

**JUL 11 2012**

NAS JACKSONVILLE INSTRUCTION 3120.2E

Subj: PORT OPERATIONS (PORT OPS)/WATER OPERATIONS  
AIRCRAFT/SEARCH AND RESCUE (SAR) JUMP SCHEDULING,  
PROCEDURES AND LIMITATIONS

Ref: (a) OPNAVINST 3120.32B  
(b) COMNAVAIRLANTINST 1542.1F  
(c) Naval Ships' Technical Manual (NSTM) 583, Boats  
and Small Craft

Encl: (1) NAS JACKSONVILLE PORT OPS SAR OPERATION REQUEST

1. Purpose. To promulgate the policy for Naval Air Station Jacksonville (NAS JAX) PORT OPS small craft operation and coordination with water operations aircraft for SAR jump operations.

2. Cancellation. NASJAXINST 3120.2D.

3. Background. Safe operation of small craft is dependent on many factors including wind, visibility, sea state and experience of personnel. Significant and sometimes rapid changes in weather conditions demand prudent action by the coxswain to ensure safety of the craft and personnel.

4. Action. Personnel operating small craft in support of water operations aircraft/SAR jump operations will be governed by those applicable regulations in references (a) and (b) and the following:

a. NAS JAX PORT OPS will provide the safety boats for SAR operations. Prior to SAR operations the boat crew and SAR swimmers shall conduct a safety brief before getting underway from the PORT OPS Boathouse. Operations during Thunderstorm Watch (T2) will be at the discretion of the senior on-scene coxswain. For emergencies or weather changes, watch personnel at the Boathouse can be contacted via marine radio or VHF radio channel 68.

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b. Operations will be suspended if any of the following conditions arise:

- (1) Thunderstorm Warning (T1) or lightning within five miles.
- (2) Sea State of 3 feet or higher.
- (3) Small craft warning (15-33 knots) for 24 foot utility boats, gale warning (34-47) knots for 40 foot utility boats.
- (4) Wind chill factor of 20 degrees Fahrenheit or less.
- (5) Visibility of less than 1/2 mile.
- (6) Excessive crab traps in the operation area.

c. The senior on-scene coxswain will be responsible for the following when observing or being informed that any of the above conditions exist:

- (1) Inform the senior instructor that operations are suspended.
- (2) Inform the PORT OPS Supervisor via VHF marine radio.
- (3) Secure all equipment and personnel that may be in the water.
- (4) Return to the Boathouse and properly secure the craft.

d. Area of operations and restrictions:

- (1) PORT OPS will determine the operating area.
- (2) NAS JAX Air Operations only authorizes one aircraft within the operation area.

e. Boat crews and safety personnel shall be in appropriate uniform of the day.

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f. SAR operations are to be scheduled with the PORT OPS Coordinator/Scheduler at least two weeks in advance of requested date. Units are required to re-confirm SAR operations 48 hours prior to the scheduled event.

(1) Fax a completed PORT OPS SAR Operation Request (enclosure 1) to the PORT OPS Coordinator/Scheduler at 542-3767. Scheduling is based on a first come first served basis. An event will not be considered hard scheduled until PORT OPS has received the request form and has confirmed the date and time via email or phone with the requesting unit.

(2) For operation confirmation or questions regarding scheduling and training operations, contact the PORT OPS Coordinator/Scheduler at 542-2151 between the hours of 0730-1530.

(3) Standard operating times are between 1700-2200. Exceptions will be made for SAR evaluations or special events.

(4) Cancellation of SAR operations shall be sent via fax to the PORT OPS Coordinator in the form of the original request with the word "Cancel" written across the page. The requesting POC will confirm receipt of the fax via the phone.

  
R. W. SANDERS

Distribution:

Special:

COMHSMWINGLANT, MAYPORT  
HS ELEVEN  
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**NAS JACKSONVILLE PORT OPS SAR OPERATION REQUEST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\* NO. OF HELICOPTERS: \_\_\_\_\_ \*NO. OF HM'S: \_\_\_\_\_

\* NAME OF HM: \_\_\_\_\_

\* NO. OF SAFETY OBSERVERS: \_\_\_\_\_

\* SAFETY OBSERVERS: \_\_\_\_\_

SQUADRON/ SAR SCHOOL REQUESTING OPERATION: \_\_\_\_\_

POC FOR REQUESTING UNIT: \_\_\_\_\_

PHONE NUMBER FOR POC: \_\_\_\_\_

Names of Personnel	Last 4 SSN

- \* PORT OPS PHONE NUMBERS: 542-2151/3044 FAX: 542-3767
- \* ONLY PERSONNEL LISTED WILL BE AUTHORIZED TO PARTICIPATE IN SAR OPS
- \* SAR OPS WILL REQUIRE ONE HELO AND ONE SAFETY OBSERVER PER BOAT AND AT LEAST ONE QUALIFIED EMERGENCY MEDICAL TECHNICIAN (EMT).
- \* SQUADRON/SAR SCHOOL POC WILL NOTIFY THE PORT OPS BOAT HOUSE SCHEDULING COORDINATOR OF ALL CANCELLATIONS AT LEAST 24 HOURS PRIOR TO THE SCHEDULED SAR OPS.
- \* SQUADRON MUST NOTIFY BOATHOUSE VIA TELEPHONE OF THE HELO LAUNCH.
- \* DATE FAX SENT: \_\_\_\_\_