



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 3120.42C
N95
29 MAY 2012

OPNAV INSTRUCTION 3120.42C

From: Chief of Naval Operations

Subj: SAFE ENGINEERING AND OPERATIONS PROGRAM FOR LANDING
CRAFT, AIR CUSHION

Ref: (a) Safe Engineering and Operations (SEAOPS) Manual for
Service Life Extension Program (SLEP) Landing Craft,
Air Cushion (LCAC), Volume I
(b) SEAOPS Manual for LCAC (Legacy), Volume I
(c) SEAOPS Manual for LCAC (Navigation Upgrade),
Volume I
(d) SEAOPS Manual for LCAC, Volume II, Standards,
Training and Administration
(e) SEAOPS Manual for LCAC, Volume III, Well Deck
Operations
(f) SEAOPS Manual for LCAC, Volume IV Part 1, Cargo
Loading Manual
(g) SEAOPS Manual for LCAC, Volume IV Part 2, Vehicle
Loading Pocket Handbook
(h) SEAOPS Manual for LCAC, Volume VII, Mission Planning
(i) SEAOPS Manual for SLEP LCAC, Operation and Casualty
Procedures (OCP) Handbook
(j) through (o) - see Enclosure (1)

Encl: (1) References Continued
(2) Safe Engineering and Operations Program Scope
(3) Safe Engineering and Operations Manual
Feedback System
(4) Safe Engineering and Operations Review
Conference Procedures

1. Purpose

a. To revise and reissue the Safe Engineering and
Operations (SEAOPS) Program in order to standardize and enhance
landing craft, air cushion (LCAC) crew training, qualification
and operations, operations planning and support.

b. To assign the position of SEAOPS model manager to the assault craft units (ACU) and delineate the responsibilities of that position.

c. To assign the position of SEAOPS program coordinator to the naval beach groups and delineate the responsibilities of that position.

d. To apply the SEAOPS Program to Commander, Strike Force Training Atlantic (COMSTRKFORTRALANT) and Commander, Strike Force Training Pacific (COMSTRKFORTRAPAC) for compliance during all LCAC training.

2. Cancellation. OPNAVINST 3120.42B.

3. Background. The SEAOPS Program provides a system to standardize operational procedures, training and training scheduling for LCAC. The SEAOPS Manual shall be kept current through periodic review as laid out in this instruction to document equipment upgrades, technical or administrative changes to procedural steps that may require SEAOPS Manual updates and revision of associated training curriculum. Authority for issuance of the SEAOPS manuals and changes thereto is retained by the Office of the Chief of Naval Operations Director, Expeditionary Warfare Division, (OPNAV (N95)).

4. Action

a. The SEAOPS Manual is comprised of a series of configuration and circumstance tailored volumes and handbooks that provide for safe and effective LCAC operations and training by establishing common standards, safety practices, planning, training and operating procedures. Should conflict with an existing fleet directive exist, the procedures set forth in this instruction and the applicable volume of the SEAOPS Manual enumerated below shall take precedence. All personnel involved with the operation, training, mission planning or support of LCAC are required to adhere to the procedures set forth in the SEAOPS Manual and this instruction. The individual components of the SEAOPS Manual are as follows:

(1) Reference (a) is tailored to LCAC Service Life Extension Program (SLEP) craft and governs major system

components, safety requirements, operating modes, basic maneuvers, tactical evolutions, well deck operations and multi-wave and multi-craft formations.

(2) Reference (b) provides the information described above tailored to legacy LCAC, craft that have not received service life extension.

(3) Reference (c) serves the same purpose as references (a) and (b), tailored to specific craft with the LCAC navigation upgrade.

(4) Reference (d) governs training and administrative standards applicable to all LCAC configurations.

(5) Reference (e) governs LCAC operations in U.S. well deck shipping for all configurations, and references (f) and (g) govern cargo handling and vehicle loading respectively for all LCAC.

(6) Reference (h) provides mission planning tools and procedures applicable to all LCAC configurations and addresses variables affecting craft performance and calculations required prior to conducting an LCAC mission.

(7) Reference (i) provides operational checklists and procedures and casualty control procedures specific to LCAC SLEP.

(8) Reference (j) serves the same function for legacy LCAC, and reference (k) provides operational checklists, procedures and casualty control procedures specific to navigation upgrade craft.

(9) References (l) and (m) provide mission planning checklists tailored to the SLEP and legacy LCAC respectively.

(10) Reference (n) provides specific ship class information to allow U.S. Navy LCAC operations with France, and reference (o) serves the same purpose for operations with Japan.

(11) Enclosures (2) through (4) provide a more detailed description of the SEAOPS Program scope, the feedback system and review conference procedures respectively.

b. OPNAV (N95) is the SEAOPS Program sponsor, and will oversee the entire SEAOPS Program and formulate and issue specific Chief of Naval Operations (CNO) policy.

c. Commander, Naval Surface Forces, as type commander (TYCOM), is responsible for compliance with and successful execution of the SEAOPS Program, coordinated between Commander, Naval Surface Force U.S. Atlantic Fleet (COMNAVSURFLANT) and Commander, Naval Surface Force U.S. Pacific Fleet (COMNAVSURFPAC) including:

(1) Requiring standardized crew training, crew qualification and re-qualification prescribed by reference (d) and indoctrination of embarked personnel in LCAC deck safety procedures per references (e), (f), and (g).

(2) Ensure that all LCAC instructors, as craft operators, are qualified per SEAOPS and chapter 8 of U.S. Naval Regulations.

(3) Train crews responsible for embarked Marine equipment per the applicable configuration specific SEAOPS Manual volume I, references (a), (b) or (c), reference (d), and applicable SEAOPS Operation and Casualty Procedures (OCP) Handbook, references (i) or (j); and ensure that all embarked personnel are indoctrinated in LCAC deck safety procedures.

(4) Appoint a SEAOPS coordinator to act as the central SEAOPS evaluation authority to evaluate ACU, expeditionary warfare training groups (EWTG), crew member and host ship compliance with SEAOPS.

(5) Submit proposed changes to the SEAOPS Program and program documentation.

(6) Participate in SEAOPS review conferences as described in enclosure (4).

(7) Appoint an LCAC ACU to the SEAOPS model manager billet.

(8) Provide LCAC from the local ACU to the EWTGs to support required LCAC underway training periods.

d. Program Executive Office (PEO) Ships (PMS-377). PMS-377 is assigned as the SEAOPS Program administrator. The following responsibilities are assigned:

(1) Maintain the SEAOPS manuals following the guidelines provided in enclosures (3) and (4).

(2) Perform all administrative tasks associated with publication of the SEAOPS manuals and their revisions.

(3) Participate in SEAOPS review conferences as described in enclosure (4).

(4) Provide certification for all new vehicles that can be adequately restrained and safely carried aboard LCAC in a static or in preloaded condition for ship transport. Liaise with other program office representatives to determine necessary testing procedures for carriage certification of their respective vehicles on LCAC and inclusion in SEAOPS volume IV, (references (f) and (g)).

e. COMSTRKFORTRALANT and COMSTRKFORTRAPAC. The respective commander will require EWTG compliance with current SEAOPS revisions during all formal LCAC training, including:

(1) Require that all training conducted by the EWTGs is based on and in compliance with SEAOPS.

(2) Require that all EWTG LCAC instructors, as craft operators, are qualified per reference (d) and chapter 8 of U.S. Naval Regulations.

(3) Participate in SEAOPS review conferences as described in enclosure (4).

(4) Require that EWTGs undergo an annual SEAOPS compliance evaluation by the SEAOPS coordinator.

f. SEAOPS Model Manager. ACUs FOUR and FIVE, are assigned SEAOPS model manager on a biennial, rotating basis. The model manager, as executive agent for the program sponsor (OPNAV (N95)), is assigned the following responsibilities:

(1) SEAOPS Program decision authority through the SEAOPS review committee.

(2) Standardization of SEAOPS operations and training publications ensuring correctness and compliance with the latest approved operating procedures.

(3) Chairmanship of the periodic SEAOPS review conference.

(4) Review authority for all proposed changes to the SEAOPS Manual and advance change notices (ACNs) and the coordinator of any technical and operational reviews.

(5) SEAOPS Program change coordinator, through the SEAOPS administrator (PMS-377), ensuring that all changes of a technical nature, such as craft operating limitations, safety equipment limitations and associated technical data are issued.

g. SEAOPS Coordinator. Commander, Naval Beach Group One and Commander, Naval Beach Group Two, under the supervision of Commander, Expeditionary Strike Group Two and Commander, Expeditionary Strike Group Three, respectively, are assigned as the TYCOM SEAOPS coordinators. The LCAC SEAOPS coordinator ensures compliance with, and successful execution of, the SEAOPS Program. Specific responsibilities include:

(1) Develop and continually update SEAOPS evaluation criteria to reflect current training and operating procedures and evaluate knowledge of and compliance with LCAC SEAOPS by ACU and EWTG crew members and instructors.

(2) Perform annual SEAOPS compliance evaluation of the subordinate ACU and associated EWTG.

(3) Participate in SEAOPS review conferences as described in enclosure (4).

h. Commanding Officer, Expeditionary Warfare Training Groups (EWTGLANT and EWTGPAC). The commanding officer of each EWTG will ensure compliance with the SEAOPS Program during all formal LCAC training, including:

(1) Ensure that all training conducted by the EWTGs is in compliance with current SEAOPS revisions.

(2) Request use of LCAC from the local ACU for underway training periods.

(3) Ensure that all EWTG LCAC instructors, as craft operators, are qualified per reference (d) and chapter 8 of U.S. Naval Regulations.

(4) Submit proposed changes to the SEAOPS Program and program documentation.

(5) Participate in SEAOPS review conferences as described in enclosure (4).

(6) Undergo an annual SEAOPS compliance evaluation by the SEAOPS coordinator.

i. SEAOPS Review Committee. The SEAOPS review committee is composed of designated representatives of the CNO (OPNAV (N95)); PMS-377; COMNAVSURFLANT; COMNAVSURFPAC; COMSTRIKEFORTRALANT; COMSTRKFORTRAPAC; Headquarters, U.S. Marine Corps (HQMC), Deputy Commandant for Plans, Policies, and Operations (DC PP&O); HQMC, Deputy Commandant for Combat Development and Integration (DC CD&I); Commander, U.S. Marine Corps Forces Command, Commander, U.S. Marine Corps Forces, Pacific; Commanding Officer, Naval Surface Warfare Center, Panama City Division (NAVSURFWARCEN PCD); Commander, Naval Safety Center (COMNAVSAFECEN); and the SEAOPS model manager. The SEAOPS review committee will conduct periodic review conferences per enclosure (4) to recommend changes to the SEAOPS program. Changes or revisions to the SEAOPS manuals recommended by the committee will be approved by the SEAOPS model manager.

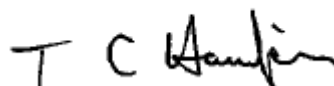
5. Change Procedures. Corrections or proposed revisions to the LCAC SEAOPS manuals are to be submitted following the guidance in enclosure (3) and shall be reviewed and processed per enclosures (3) and (4).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

7. Forms and Reports Control

a. NAVSEA 4160/1 NAVSEA/SPAWAR Technical Manual Deficiency/Evaluation Report (TMDER), is available for download from Naval Forms OnLine at <https://navalforms.daps.dla.mil/web/public/home>.

b. Reporting requirements contained within this instruction are exempt for reports control per SECNAV Manual 5214.1 of December 2005.



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Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.daps.dla.mil/>

REFERENCES CONTINUED

- (j) SEAOPS Manual for LCAC (Legacy), OCP
- (k) SEAOPS Manual for LCAC (Navigation Upgrade), OCP
- (l) SEAOPS Manual for LCAC (SLEP), Mission Preparation Checklists (MPC).
- (m) SEAOPS Manual for LCAC (Legacy), MPC.
- (n) SEAOPS Manual for LCAC, Volume III, Non-US Navy LCAC Capable Well Deck Operations (France), BPC Mistral and Tonnerre
- (o) SEAOPS Manual for LCAC, Volume III, Non-US Navy TACC Capable Well Deck Operations (Japan).

SAFE ENGINEERING AND OPERATIONS PROGRAM SCOPE

1. SEAOPS Program Scope. The SEAOPS Program includes the SEAOPS Manual comprised of five volumes and three pocket handbooks with additional configuration specific sub-sets where necessary to address LCAC (Legacy), LCAC (SLEP) and LCAC (Navigation Upgrade) variations across the inventory: Volume I - Operations, Volume II - Training and Administration, Volume III - Well Deck Operations, Volume IV Cargo Loading, Volume VII - LCAC Mission Planning, The Operation and Casualty Procedures (OCP) Handbook, Mission Preparation Checklists (MPC) and Vehicle Loading Handbook. Together, the SEAOPS Manual describes all aspects of LCAC operations and crew member training to provide and maintain an operationally ready LCAC fleet, including three pocket handbooks providing LCAC crews with a ready reference for safe underway operations.

a. Volume I - Operations. Volume I contains information on all craft systems, operating procedures, and selected performance data required for safe and effective craft operations. The OCP Handbook is an abridged version of Volume I. It contains only the operational and casualty control checklists used by LCAC crew members in actual craft operations.

b. Volume II - Training and Administration. Volume II includes crew selection criteria, standardized crew training requirements, qualification, training administration, and requalification standards, proficiency requirements, individual crew member responsibilities, medical standards, and criteria and procedures for evaluation of both unit and individual aspects of LCAC SEAOPS training.

c. Volume III - Well Deck Operations. Volume III includes sections on LCAC loading in well deck shipping, launch, recovery, and stowage; it defines command relationships between the host ship and the embarked LCAC detachment; it also includes sections which address non-U.S. Navy LCAC capable well deck operations and foreign ship interface specific to France and Japan, foreign object damage, LCAC firefighting and fueling. It also identifies required host ship support equipment, services and maintenance spaces as well as the host command's responsibility for indoctrination of personnel.

d. Volume IV - Cargo Loading. Volume IV (part 1) consists of a general manual containing LCAC cargo loading guidance and personnel transport operations. This manual provides the information necessary for mission planners and LCAC loadmasters to determine the overall load, center of gravity, and lashing requirements for all equipment loaded in any configuration. Volume IV (part 2) is the Vehicle Loading Pocket Handbook. This handbook contains reference material for vehicle loading and securing.

e. Volume VII - LCAC Mission Planning. Volume VII provides information to LCAC mission planners on LCAC performance data, environmental factors, casualty mode operational limitations and additional information required for safe and accurate mission planning. The manual is used by staff planners to pre-plan specific missions using nominal data and assumed environmental conditions. The manual is also used by the individual LCAC operators using mission planning software or a personal digital assistant to verify the craft's ability to accomplish the given mission based on known data for the specific LCAC as well as the actual environmental conditions present on the day of the planned mission.

f. OCP Handbook. The OCP Handbook is a combined and abridged version of volume I and volume VII. It contains operational, casualty control, and mission planning factors used by LCAC crew members in actual LCAC operations.

g. MPC Handbook. The MPC Handbook contains the checklists used for conducting pre-, post-, and through-mission inspections required to prepare the LCAC for operation.

SAFE ENGINEERING AND OPERATIONS MANUAL FEEDBACK SYSTEM

1. The Feedback System

a. The purpose of recommended changes shall be to increase the LCAC'S operational effectiveness and combat readiness, or to improve operational safety. Feedback should be submitted to recommend revisions to procedures in the SEAOPS manuals or to correct document errors.

b. Feedback identifying discrepancies or conflicts between training and operational procedures noted in the SEAOPS manuals and other documentation should be submitted only when SEAOPS is suspected to be in error. Feedback on other documentation should be submitted via the appropriate feedback system.

2. Urgent Feedback

a. Technical Discrepancy Reporting. An urgent feedback identifies and corrects a technical discrepancy or operational procedure that could lead to damage to equipment or injury to personnel. This category is established to provide rapid resolution of suspected SEAOPS discrepancies.

b. Urgent Feedback Preparation. Urgent feedback shall be submitted by priority message, using addressee indicator group (AIG) 13860, to the model manager. Information addressees shall include CNO, PEO Ships (PMS-377), COMNAVSURFLANT, COMNAVSURFPAC, COMNAVSAFECEN, NAVSURFWARCEN PCD, NAVSURFWARCEN, Carderock Division-Ship Systems Engineering Station, EWTGLANT and EWTGPAC. Feedback shall contain the following information:

(1) A feedback number consisting of the year and a two digit sequential number based upon the number of urgent feedbacks submitted that year by the originating activity.

(2) The SEAOPS volume, page, paragraph table and figure number.

(3) A detailed description of the problem, justification for the proposed change and any reference documentation.

(4) The recommended revised text.

c. Urgent Feedback Processing. Urgent feedback will be processed as follows:

(1) Message non-concurrence shall be provided to the model manager within 3 working days. Lack of response within 3 working days will be construed as concurrence.

(2) Pending model manager approval, PEO Ships (PMS-377) will issue ACNs to the SEAOPS Manual by message for incorporation and implementation.

(3) The next SEAOPS review conference will incorporate the ACNs into the manual revision. The SEAOPS Manual is reissued annually via compact disc (CD) incorporating all corrections, both urgent and routine, approved at the SEAOPS review conference. All holders of the SEAOPS Manual should receive an annual revision to the manuals by CD within 90 days of the conclusion of the SEAOPS review conference.

3. Routine Feedback

a. Non-Urgent Feedback. A routine feedback describes change recommendations that do not meet the definition of "urgent." The model manager may elect to upgrade the classification to urgent and process the recommendation as outlined in paragraph 2b of this enclosure.

b. Routine Feedback Preparation. Routine feedback will be submitted to the model manager via the submitting activity's chain of command using NAVSEA 4160/1 NAVSEA/SPAWAR Technical Manual Deficiency/Evaluation Report (TMDER). Each revision requested requires a separate form. Rearranging several steps in a document due to a single technical change is considered a single revision. Feedback must be as clear as possible and, at minimum, should provide the following:

(1) The SEAOPS volume, page, paragraph, table, and figure number.

(2) A detailed description of the problem, justification for the proposed change and any reference documentation.

(3) The recommended revised text, solution.

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c. Routine Feedback Processing. All routine feedback shall be retained by the model manager and presented as agenda items at the next SEAOPS review conference.

4. Incorporation of Changes. Revisions and changes are incorporated for distribution to all holders of the manuals via annual CD issuance.

SAFE ENGINEERING AND OPERATIONS REVIEW CONFERENCE PROCEDURES

1. Purpose. SEAOPS will be used to train all LCAC crew members on LCAC systems, operating procedures, safety and emergency procedures. As the standard for LCAC safety, it is imperative that the SEAOPS manuals contain the most up-to-date information. The purpose of the LCAC SEAOPS review conference is to review, approve, modify or disapprove proposed changes to the SEAOPS manuals and to incorporate the advance changes that have been made since the previous conference.
2. Responsibility. The SEAOPS model manager should schedule and convene each SEAOPS review conference and function as its chair.
3. Location. The conferences will be held at ACU FOUR, Naval Amphibious Base, Little Creek, VA; ACU FIVE, Marine Corps Base, Camp Pendleton, CA; or other location agreed upon by both ACUs and approved by PEO Ships (PMS-377).
4. Convening Announcement. The model manager should originate a convening announcement to confirm the date and location of the review conference at least 50 days in advance of the conference. The convening announcement will be distributed to the members of the SEAOPS review committee, the commanding officer of the host activity and other conference participants. The convening announcement will include the following information: dates and location of the conference; request for the names, grades, billeting requirements, and security clearances for the attendees; and deadline date for submission of agenda items to the originator.
5. Pre-conference Agenda. The following is a schedule to be accomplished prior to the SEAOPS review conference:

<u>Days Prior to Conference</u>	<u>Agenda Item</u>
50	Dissemination of convening announcement
40	Conference agenda items received by model manager
30	Model manager distributes the conference agenda to the attendees

6. Decision Procedures. If the members of the review committee cannot reach a consensus on a particular issue, the decision on that issue will either be deferred for additional investigation or referred to OPNAV (N95).

7. Conference Procedures. In order to conduct the SEAOPS review conference in an efficient manner, the conference host shall ensure that the following items have been accomplished:

a. Sufficient space has been provided for joint sessions and committee meetings as required.

b. Reference material and extra copies of the SEAOPS manuals have been provided.

c. Clerical assistance has been made available.

8. Conference Record. A record of each SEAOPS review conference shall be maintained by the SEAOPS model manager and shall include:

a. A typed copy of all proposed changes on which a consensus was reached.

b. A typed copy of all proposed changes on which a consensus could not be reached.

c. A marked up copy of the SEAOPS Manual, if necessary.

d. Any additional backup material that the review committee deems relevant and helpful.