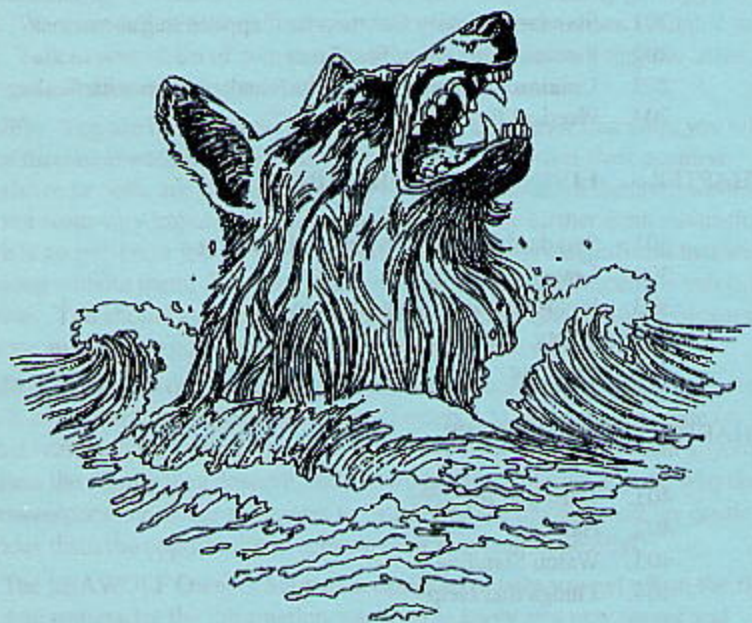


USS SEAWOLF (SSN 21)



OWNERS MANUAL

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Congratulations on your selection as a crew member and owner of the USS SEAWOLF. Your assignment to her crew makes you part of a fifty year tradition, stretching from the SEAWOLF of World War II (SS 197), the Navy's second nuclear powered submarine (SSN 575), to the most technically advanced warship in the world today (SSN 21). Even though it may sound unusual, we, your shipmates, want you to consider yourself as SEAWOLF's owner. As an owner of a car, you assume certain responsibilities that go along with the privilege of ownership. The responsibility to change the oil, check the tires, and most importantly to operate your vehicle within established laws. As a SEAWOLF owner, you also have responsibilities:

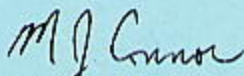
Participate: We need your inputs, questions and ideas. As a new owner, you bring a fresh view and a different perspective that will help us achieve our goal of continual improvement.

Communicate: Problems seldom solve themselves and usually get bigger over time. We want to get involved early, and there are many avenues available to get help. Talk to your chain of command, let them know what is going on. Also, ask questions. Information in the "rumor mill" is seldom correct.

Qualify: You are here because we need you. If this is your first ship, you will notice that some watchstanders and individuals, due to either their position, experience or both, are critical to the day to day operations of the ship, while others may not seem very important to you. Nothing could be further from the truth. There is no person or job on board SEAWOLF that is so insignificant that we can get along without them. We need you and the skills and qualifications you bring to the ship. You should aspire to gain the knowledge and qualifications necessary to advance and assume positions of greater authority. We will help you.

Quality: As fellow owners and shipmates, we are committed to give you our best. This is not a part time responsibility, and it extends to everyone we come into contact with both on and off the ship. We do not have the time to treat anyone with less than the dignity they deserve, nor are we going to tolerate anyone who does. We are responsible to our shipmates to insure that the environment we create provides them the opportunity to achieve their maximum potential.

The SEAWOLF Owners Manual is designed to help you get off on the right foot, and summarize the information you need to know as a new owner and shipmate. If I was going to tell you what the most important points in the manual are, they are the four ideals discussed above. Since the ship first came together as a crew, we made a commitment to the idea that "SEAWOLF is not business as usual". You are now part of the best, Welcome Aboard!



Commanding Officer
USS SEAWOLF (SSN 21)

Core Values of the United States Navy

HONOR; "I will bear true faith and allegiance..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and to accept those of junior personnel; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way; Abide by an uncompromising code of integrity, taking responsibility in our public and personal lives at all times. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

COMMITMENT; "I will obey the orders..." Accordingly, we will: Demand respect up and down the chain of command; Care for the professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; and Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

COURAGE; "I will support and defend..." Accordingly, we will: Have courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; make decisions in the best interest of the Navy and the nation, without regard to personal consequences; Have courage to foster and try new ideas; Have courage to deliver the bad news and courage to see that honor and commitment will support us in our endeavors. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

CHAPTER 1. WELCOME ABOARD

101. INDOCTRINATION DIVISION.

Your first two weeks on board will be in I Division. The purpose of this division is to indoctrinate you into the normal routine of the ship, both inport and at sea.

The first person you will meet upon arriving will be the Personnel Officer. He will issue your check-in sheet, and ask you some very important questions to get you integrated into the ship's personnel accountability system. You will be mustering with the ship's Personnel Officer while in I-Div, normally for one week or until check-in is completed. The Personnel Officer will designate a specific time and place for you to muster at the beginning of each work day.

The Chief of the Boat is the senior enlisted advisor to the Commanding Officer. He will issue you certain items such as submarine coveralls or "poopy-suits", topsiders, linen and a foul weather jacket as necessary. He will assign you a rack, 2 sheets, a pillow case, and a CPO spread. Inport, this rack will be required to be made up during the day with clothes and blanket folded neatly. At sea, you will be required to keep you rack free of clutter and gear adrift. The COB also maintains the "Lucky Bag" of gear that is not claimed or is found adrift. If you have lost an item of clothing or personal gear, you may check the lucky bag kept in the Torpedo Room.

Another person that you will meet is the Ship's Qualification Officer. He will explain to you how the ship's Qualification Program works and how to get started. During indoctrination you will be expected to complete Phase I and II of your qualification card.

During the indoctrination process, it is strongly recommended that you resolve any personal issues that may have come up during your transfer (i.e., pay service record, travel voucher or relocation of dependent problems).

Within one month of your arrival, your pay should settle. It is mandatory that you use the Direct Deposit System. This may mean that you have to open a local checking or savings account. This will help to minimize pay problems in the long run. Other mandatory items include updating the ship's recall list and providing your wife's name and telephone number to the Ship's Ombudsman if you are married. The Ombudsman is a volunteer wife who acts as the liason between the Command and the crew's families. She is an important resource for your wife and parents on the ship's activities and Navy Programs.

102. SHIP'S OFFICE POLICY. The Ship's Office is the center of all official correspondence on board SEAWOLF. It engages in everything from the handling of personal service records to notarizing official documents. The official office hours are posted outside the Ship's Office. Emergencies will be handled any time of the day or night.

a. **Admin/Pay Problems.** The Ship's Office has a ready supply of Leave Chits, Special Request Chits and other forms. Pay problems must go through your LPO using the pay problem sheet outside the Ship's Office. The Leading Yeoman will conduct all business with the Personnel Support Detachment (PSD).

b. **Directives/Publications.** The Ship's Office retains SEAWOLF's Master Instructions and Publications. If you require a publication, you can check it out from the Ship's Office. You must return all instructions and publications promptly at the end of the work day.

c. **Temporary Additional Duty (TAD) Travel.** NO ORDERS WILL BE ISSUED WITHOUT A TAD ORDER REQUEST from the schools coordinator. Three weeks advance notification is required for out-of-area schools requiring advance per diem, airline tickets or advance travel pay. You must turn in your TLD prior to departure on TAD orders.

d. **Service Records.** Service Records are the property of the United States Navy -- not the service member. They can only be picked up from PSD by the Yeoman. If you check it out from the Ship's Office, return it by the end of the work day.

e. **1306's.** 1306's are much like a special request chit with the exception that they are used for assignment to special programs or transfer. Prior to submission of a 1306 for a special program, ask your LPO and the Command Career Counselor for assistance. The Commanding Officer will write the endorsement.

CHAPTER 2. MILITARY COURTESIES/CUSTOMS AND PERSONAL APPEARANCE

201. STANDARD MILITARY COURTESY AS IT APPLIES TO SUBMARINES.

Standard military courtesy is a way of life at any naval command. As a result of its cramped quarters, standard military courtesy aboard a submarine must be meticulous, aggressive, and routinely exercised by all hands, at all times.

a. **Quarterdeck.** The ship's quarterdeck is the area in the immediate vicinity of the Petty Officer of the Deck (POOD). The POOD is the direct representative of the Commanding Officer.

b. **Wardroom.** The wardroom and the wardroom passageway are executive spaces. This means that you may enter these spaces only for official business, or for the performance of your duties. You must knock and enter when invited. Enter these spaces uncovered, leaving coffee cups, tools, etc., behind. In the event urgent business requires an officer's attention during meal hours or when a conference is in progress, a Mess Management Specialist should be requested to call the officer outside. Enlisted men may not use the telephone in the wardroom unless expressly permitted by the Ship's Duty Officer and that permission should only be granted in highly unusual circumstances.

In the confines of a submarine it is impossible to execute all standard military courtesies; when in doubt, execute the courtesy and then ask questions. Common sense and common courtesy dictate that self control be exercised when traveling in and around the CO/XO staterooms, the wardroom, and wardroom passageway.

c. **CPO Quarters.** Military courtesies are not only extended to commissioned officers but to chief petty officers as well. To enter the chief's quarters you must first knock, uncover, and enter in a standard military fashion. Once again, you are authorized to be in the CPO Quarters only if a chief petty officer is present, or if you are the Below Decks Watchstander making a tour. It is considered inappropriate for you to be in the CPO berthing area at any other time.

d. **Crew's Mess.** All hands will uncover while in crew's mess. Except in unusual circumstances, supervisors should avoid conducting business in the crew's mess during meal hours. If some urgent matter must be discussed with a subordinate he should be asked to step outside. Crew members shall wear a clean complete uniform in the crew's mess during normal working hours and shall assist the food service attendant to maintain the mess decks clean, neat, and orderly condition.

The mess decks entertainment system exists to provide a relaxing atmosphere on the mess decks. Never play music on the entertainment system above normal conversation levels. Playing loud music on the mess decks interferes with shipmates who are studying or reading.

When scheduled training is being held on the mess decks, personnel not participating in the training will stand clear.

The following are a few important rules which we live by to maintain a high state of cleanliness in the crew's mess:

- 1) Every crew member must leave the mess decks one-half hour prior to the meal. This allows the food service attendants to eat and prepare the mess decks for the meal. After the meal, the mess decks will be secured for one-half hour for cleanup. This can be expedited by your participation in the cleanup.
- 2) Clean up after yourself at all times. Remember, someone will probably be sitting down at the space you vacated as soon as you get up.

202. PERSONAL GROOMING STANDARDS.

Personal grooming standards are no different on board SEAWOLF than any other command in the United States Navy. Haircut standards are consistent with those contained in the U.S. Navy Uniform Regulations Manual. Some common discrepancies that occur are discussed below for clarification:

- a. **Mustaches.** Personnel E-3 and below who desire to grow a mustache must submit a special request chit through their proper chain of command. Mustaches are not allowed while serving as a Food Service Attendant.
- b. **Work Shoes.** Normal everyday work shoes are the black leather shoes and must be fully blackened with black soles. Shoes will be worn with black socks. CORFRAMS are **NOT** authorized on board a submarine.
- c. **Dungarees.** Clean dungarees are the working uniform of the day in port. Dungarees must have appropriate stenciling and be in good repair. Poopy-suits are required underway, once the maneuvering watch has secured. Poopy-suits should have name tags with white letter stenciling - do not hand write your name.
- d. **Ball Caps.** All crew members are encouraged to purchase SEAWOLF ball caps as they are authorized as part of the dungaree uniform. Torn, painted, or mutilated ball caps are not authorized, they are neither salty nor impressive with your uniform.

203. UNIFORM REQUIREMENTS AND THE STANDARD SUBMARINE SEABAG.

As you continue through the qualification process, you will eventually be required to stand topside watches (except for nuclear trained personnel). The uniform for the topside watch is the uniform of the day or as prescribed by the area coordinator. The uniform for all SEAWOLF maneuvering watches is clean working khakis for E-7 and above and clean dungarees for E-6 and below.

Personal hygiene is an absolute must in the close environment of a submarine. The crew's health and welfare depends on each person taking responsibility for his own cleanliness.

All E-6 and below are required to maintain a full seabag in accordance with BUPERSNOTE 1020. A copy of this note can be obtained from the Chief of the Boat. When the ship gets underway, there are some items that are required for an underway seabag:

1 WHITE HAT (DIXIE CUP)	8 UNDERSHIRTS (ROUND NECK)
2 SETS OF DUNGAREES	5 PAIRS OF SOCKS (WHITE AUTH AT SEA)
2 POOPY-SUITS	5 PAIRS OF BLACK SOCKS
8 PAIRS DRAWERS/BRIEFS	1 PAIR BLACK LEATHER SHOES
1 SHAVING KIT	2 BATH TOWELS
1 PAIR SHOWER SHOES	

(Shaving Kit must contain non-aerosol shaving cream, soap, shampoo, tooth brush and tooth paste, razor and blades. Electric razors are authorized only if they are checked for electrical safety.)

Uniform requirements for extended underway periods will be posted by the Chief of the Boat.

The Executive Officer will prescribe the uniform for underway periods. Comfortable, closed toe, shoes may be authorized, by the Executive Officer, for underway periods. These shoes will not be authorized until securing the maneuvering watch upon getting underway and will be removed prior to stationing the maneuvering watch upon return to port. Other deviations from the prescribed uniform will not be accepted. Insignia other than the ship's seal and appropriate rating/divisional badge will not be worn on command issued clothing.

A laundry schedule will be posted in the Ship's laundry by the Chief of the Boat.

204. PHYSICAL FITNESS.

Your performance under stressful conditions, such as major damage control efforts, is directly affected by your physical conditioning. The Navy's weight control and physical conditioning policy will be followed without exception. Sensible eating habits and a routine aerobic exercise program, at least three times per week will enable you to meet the requirements. While assistance is available in various forms to meet the Navy's physical conditioning requirements, it is the individual's responsibility to take appropriate action.

CHAPTER 3. LIVING ON A SUBMARINE.

301. STANDARD ROUTINE (IN PORT AND AT SEA).

The ship's Plan of the Day (POD) is a lawful written order from the Executive Officer. It is required reading for all hands and any deviation requires specific permission of the Executive Officer. The standard POD is a schedule of the ship's daily routine and contains specific events that will occur for that day such as training, interviews, and specific evolutions. The POD is posted in the CPO quarters, wardroom passageway, control, maneuvering, and various other places throughout the ship. Examples of the daily routines are as follows:

<u>AT SEA</u>		<u>IN PORT</u>	
0000-0600	EVOLUTIONS	0530	REVEILLE
0100	MOVIE	0600	DUTY SECTION CLEANUP
0500-0600	BREAKFAST	0530-0615	BREAKFAST
0530	RELIEVE THE WATCH	0655	DUTY SECTION TURNOVER
1100-1200	LUNCH	0715	OFFICER CALL (WARDROOM)
1130	RELIEVE THE WATCH	0715	CPO/LPO CALL (C/MESS)
1700-1800	DINNER	0730	LIBERTY EXPIRES
1730	RELIEVE THE WATCH	1100-1200	LUNCH
1900	OPS BRIEF	1700-1800	DINNER
2000-2230	EVOLUTIONS	1800-1900	DUTY SECTION CLEANUP
2000	MOVIE	1800-2000	DELINQUENT STUDY
2300-2400	MIDRATS	1900-2000	DUTY SECTION TRAINING
2330	RELIEVE THE WATCH	2000	MOVIE

Movie call is held on the mess decks and is a privilege that is controlled by the Chief of the Watch at sea and the Duty Chief Petty Officer in port. Permission must be obtained from them before starting the movie. The person in charge of maintaining order and discipline throughout the movie is the SENIOR man present. He will take charge of the clean-up after the movie and report to the COW, or DCPO, when it is complete. Personnel delinquent in any qualifications are not authorized to participate in movie call. Movie call at sea is 2000 and 0100, Monday through Saturday; 1300 and 2000 on Sunday. In port movie call is 2000 Monday through Sunday.

302. LEAVE/SPECIAL LIBERTY.

You are authorized 30 days leave per year and are encouraged to use it. In order to be fair to all and maintain readiness, leave will normally be 7-14 days. Requests greater than 14 days will be reviewed on a case by case basis. Terminal leave will normally be no more than 30 days. Leave for unique situations will be reviewed and approved provided the command can support it.

The concept of liberty is unique to the military. Other than at the end of a normal work day, the authority to grant someone special liberty is both a significant privilege and responsibility. It is compensation for the time at sea, the inport duty cycle, and long hours. The following principles apply to liberty and special liberty:

- a. The Commanding Officer will approve those occasions on which extended liberty will be granted in excess of 3 days.
- b. The Executive Officer will coordinate the overall ship's liberty policy in accordance with the SSORM, including the granting of special liberty. Special liberty will not be granted for duty days.
- c. Leading Petty Officers will grant liberty within guidelines set forth by their seniors, and after obtaining proper approval in the case of special liberty.
- d. When the ship is in overseas ports additional liberty policies will apply. These policies, including the use of "Liberty Cards" will be explained when applicable.

303. FIELD DAYS AND CLEANUP SHIP.

Field days are a part of every sailor's naval career. We field day to maintain cleanliness and preservation of SEAWOLF as well as for the welfare, health, and safety of the crew. It is a vital maintenance action as well. Dirt is the #1 enemy of machinery and electronics. Field days are held weekly at sea and inport.

304. SAFETY.

We live in and operate a highly sophisticated, technically complex machine. It is incumbent upon each individual to obey safety precautions.

The first item of concern for anyone checking on board a submarine is to learn what safety and damage control equipment is available and how to use it. Emergency Air Breathing (EAB) apparatus and Oxygen Breathing Apparatus (OBA's) are used in the event of fire or other casualties that may contaminate the atmosphere in the submarine's closed air environment. Ensure that your sponsor demonstrates the proper operation of this equipment during your check-in.

Throughout the ship you will see red and yellow tags hanging from various valves or on electrical switches. These are red "Danger" tags and yellow "Caution" tags. "Danger" tags indicate that the associated piece of equipment is down for repairs or is inoperable, **DO NOT** attempt to start or operate this equipment! **Defeating a Danger Tag can seriously injure or kill a shipmate or destroy equipment, and is considered to be one of the worst violations of submarine safety.** "Caution" tags indicate that certain requirements must be met prior to operating the associated equipment. Do not attempt to operate any equipment that is tagged with either a "Danger" or "Caution" tag, or any equipment you are not qualified to operate.

During your submarine qualifications, you will become familiar with the rig for dive. This rig is a carefully controlled line up of valves and switches which enable the ship to submerge safely. DO NOT operate any equipment or valves which you have not been qualified to operate. Defeating the rig for dive is considered another of the worst submarine safety violations.

In the event of a casualty, you are to report directly to the crew's mess to muster with the forward DC party unless specifically assigned elsewhere by the Watch Quarter and Station Bill. You will be directed from there to combat the casualty.

To maintain proficiency in combatting casualties the ship will run "drills" each week. Drill monitors will be stationed throughout the ship to monitor our casualty response and ensure the safety of personnel and equipment. They wear red hats, and should be considered "invisible". Do not ask a drill monitor for guidance or simulation clarification.

305. BERTHING.

Berthing is probably the only area on board the entire submarine where you will find any privacy. Because there is normally always someone sleeping, the berthing spaces are maintained dark at sea. Maintain quiet whenever you are in or around the berthing areas.

Occasionally, one part of living on a fast attack submarine is "Hot Bunking". This practice consists of three men being assigned to two bunks. The COB will ensure the watch rotation is set so that only two of the men will be off watch at any given time. When you are off watch and have the opportunity to sleep you will use the bunk that is not occupied.

CHAPTER 4. SHIPMATES

401. TRUST AND INTEGRITY.

Trust is an attitude of confidence growing from understanding and respect. It is a quality of personal relationships we should develop and nourish continually. However, trust must not become an impediment to follow-up and follow-through. A man shows his trust when he assigns a job to a certain individual. But, he is meeting his own responsibility when he keeps himself informed of the task and takes whatever action he judges necessary to ensure correct results. Each individual in this command must understand that trust and discharging responsibility by follow-up and follow-through are not incompatible. Both are necessary.

In the same vein, personal integrity is absolutely essential if we are to deserve trust. If a mistake is made, it must be brought to the attention of the responsible supervisor. Most honest mistakes can be readily corrected and frequently teach us something. When an attempt is made to cover up a mistake, it will invariably result in a much larger problem and tarnish reputations.

Your word or your signature should be guarded jealously. Once damaged, trust is restored only with great difficulty.

402. HAZING.

Hazing in any form will not be tolerated. There are no gray areas concerning hazing. Do not get involved in any act of hazing. Examples of hazing include, but are not limited to greasing, taping, tacking on of insignias, verbal harassment, removing items of personal or ship's belongings, ethnic innuendoes, etc.

HAZING WILL NOT BE TOLERATED

403. WATCH STANDING.

Watch standing principles throughout the Navy are basically the same at every command.

a. Stand your watch in an alert, military, and professional manner. This includes making proper reports to supervisors, proper military courtesy and formal communications.

b. Pay close attention to your watch station at all times. Know the normal operating parameters of your equipment and be alert to changes.

c. Be responsible for your actions. Sleeping and inattentiveness will not be tolerated. Reading will be limited to the study of ship's procedures, and directives and shall not interfere with the dynamics of the watch.

d. Finally, all roving watch standers should carry a flashlight at all times. This will limit the confusion in the event of an emergency.

404. THINGS THAT HELP.

The following items will help you to understand the workings of a submarine:

SUBMARINERS DO

- ✓ Clean up after themselves
- ✓ Wipe down showers and sinks
- ✓ Obey all posted warnings and instructions
- ✓ Pride themselves in high standards
- ✓ Have pride in all that they do
- ✓ Eat chow after the oncoming section
- ✓ Respect their shipmate's privacy
- ✓ Maintain quiet in and around berthing
- ✓ Use posted bills and procedures
- ✓ Make safety their #1 priority
- ✓ Empty all pockets before washing their clothes
- ✓ Clean laundry vent filters when done
- ✓ Report all abnormal conditions
- ✓ Keep bunks made up when not in them
- ✓ Lock their bunk pans before they leave
- ✓ Change and wash their linen weekly
- ✓ Help clean the mess decks before meals and after the movie

SUBMARINERS DON'T

- ✗ Cause noise transients or sound shorts
- ✗ Violate Caution/Danger tags
- ✗ Leave coffee pots empty after use
- ✗ Operate equipment unless qualified
- ✗ Allow DC gear discrepancies to go unreported
- ✗ Waste water
- ✗ Leave laundry equipment unattended
- ✗ Tamper with the dryer thermostat
- ✗ Become complacent or take things for granted
- ✗ Violate rig for dive

CHAPTER 5. PROFESSIONAL GROWTH

501. QUALIFICATIONS.

Qualification is the most important thing that you will do on board SEAWOLF. The qualification process is how we as submariners learn about our ship and how she operates. The submarine that we live in and work on is a very complex and potentially dangerous machine. The only way that we can go to sea and operate safely is through the knowledge and the abilities of every crew member from the Commanding Officer down to the newest seaman. That knowledge is gained by qualifications.

Qualification in submarines is one of the greatest achievements that a sailor can make and is integral part of ship's safety. In doing so, they join a long and illustrious line of submariners. Your dolphins signify not only that you have gained sufficient knowledge and understanding of your submarine but also that you have demonstrated high standards of integrity and reliability under pressure.

Qualification in submarines is not the only qualification that you will work towards. Depending on your rate, there are also divisional, departmental, and watch station qualifications. These qualifications are just as important as submarine qualification. Once you are qualified to be on the watchbill you are supporting your ship and shipmates. Your watchstanding allows crew members to attend schools, minimizes hot racking and permits a liberal leave policy. Additionally while qualifying for a watch you will be gaining more knowledge about SEAWOLF, thus helping you along on your submarine qualifications.

Your Leading Petty Officer or your chief will give you all of your qualification cards. He will also give you your qualification goals. Goals are simply the dates that you need to be qualified by, in order to support the ship's operational schedule or mandated requirements. For many qualifications there are also qualification guides that will help you figure out what you need to study. Never be afraid to ask a question. Your shipmates are willing to help you. We have all been in the same position that you are in now. Many people have helped us to get where we are and now it is our turn to help you.

During the qualification process if you are falling behind, you will be considered delinquent. Delinquency is a very serious matter. Let your LPO know you are falling behind before you go delinquent. He can help you catch up.

The key ingredient to a successful qualification program is to get ahead and stay ahead.

502. TRAINING.

Training is our number one peacetime priority. In order for us to prepare ourselves for combat we must continually and effectively accomplish operational, practical and classroom training.

Training is just one of the ways in which we gain and maintain our level of knowledge in order to operate SEAWOLF safely. Training comes in many various forms: divisional, departmental, GMT, and school of the boat just to name a few. Training will normally be scheduled on the Plan of the Week and the time and place listed in the Plan of the Day. If you are required to be there, be on time and bring something to take notes. If you have any doubt whether or not you need to attend a particular training secession ask your LPO, your chief, or one of your shipmates.

The ultimate reflection of our training effectiveness is how well we know our ship and how well we accomplish SEAWOLF's peace time and war time missions.

503. SCHOOLS.

Schools are just another way in which we gain knowledge. Some schools are required and others are optional. Attending schools is beneficial to both you and SEAWOLF. If you are assigned to attend a school ensure you know it's location, when it starts, and what the proper uniform is. As with anything else be on time and alert. You should also look your best, as you will be a representative of the command, and therefore you should promote a positive image of SEAWOLF. Schools are normally requested by your LPO or chief. If there is a school that you are interested in attending make sure the he knows. Remember that scheduling schools can be a very complicated task. There are many things to consider. If you are not chosen to attend a school that you have asked for, keep in mind that a decision was made that took into account many items. Furthermore, it was based on the needs and the best interest of SEAWOLF as well as yourself. If your school is out of the area talk with your LPO and the ship's office well in advance to make plans and arrangements for your trip.

504. ADVANCEMENT.

It is every sailor's duty to advance. Your advancement is beneficial to SEAWOLF but more importantly it is beneficial to you. We are here to help you advance. Just as with qualifications, we have all been in this same position. Complete all of your prerequisites for advancement by the first time you are eligible to take the next rating exam based on time in rate. Your LPO, chief, and the Educational Services Officer (ESO), can help you to get the professional course books you need and give you the necessary guidance to point you in the right direction. However, do not expect anyone to work harder on your life than you. Shipmates are there to help, not do it for you.

Life on board a submarine can be very hectic and fast paced, but you cannot forget that you need to develop in your rate. Advancement exams are given on board and the dates for them will be published in the plan of the day. Be ready! Also do not forget that advancement can also come in the form of a commission. The ship's Command Career Counselor has that information and can make it available to you. You will receive the Commanding Officer's recommendation for advancement provided you have demonstrated the maturity, professional skill, initiative and leadership potential for the next higher paygrade. It is the Captain's desire that everyone on SEAWOLF advances to the next higher pay grade at the first opportunity every time.

505. EVALUATIONS.

Evaluations are a periodic (normally annually) review of your performance and achievements. Evaluations are a very important tool that is used for basis of advancement, reenlistment, honorable discharge, eligibility for special programs and Good Conduct Awards. Your evaluation inputs are very important. Remember that the evaluation is your chain of command's assessment of you.