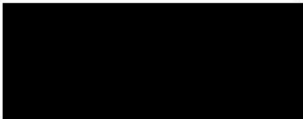


**NAVY-MARINE CORPS TRIAL JUDICIARY
SOUTHWEST JUDICIAL CIRCUIT
GENERAL COURT-MARTIAL**

UNITED STATES v RYAN SAWYER MAYS SR/E-1 USN	GOVERNMENT REQUEST FOR JUDICIAL NOTICE 12 September 2022
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The Government respectfully request that the Court provide judicial notice to the members of the following:

1. The accused is currently on active duty in the U.S. Navy.
2. The accused was continuously on active duty throughout the period of the charged offense.
3. That pursuant to MILPERSMAN 1220-300 and NSWBTCINST 1500.1C, an individual who drops on request from Basic Underwater Demolition/SEAL (BUDS) training may not apply to return to BUDS for two years. Further, NSWBTCINST 1500.1C requires that a member who drops on request acknowledges this policy in writing prior to being released from the program.


C. J. NYARADI
LCDR, JAGC, USN
Trial Counsel

I certify that I have served a true copy via e-mail of the above on the Court and Defense Counsel on 12 September 2022.


C. J. NYARADI
LCDR, JAGC, USN.
Trial Counsel

AE LXXIII (73)



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL SPECIAL WARFARE BASIC TRAINING COMMAND
2446 TRIDENT WAY
SAN DIEGO, CALIFORNIA 92155-5494

NSWBTCINST 1500.1C
N3

MAY 10 2021

NSWBASICTRACOM INSTRUCTION 1500.1C

From: Commanding Officer, Naval Special Warfare Basic Training Command

Subj: NAVAL SPECIAL WARFARE BASIC TRAINING COMMAND HIGH-RISK
TRAINING SAFETY PROGRAM

Ref: (a) OPNAVINST 1500.75D
(b) OPNAVINST 3500.39D
(c) OPNAVINST 5100.27B
(d) OPNAVINST 5102.1D w/CH-2
(e) OPNAVINST 5100.23H
(f) NETCINST 5100.1
(g) COMNAVSPECWARCOMINST 3500.2
(h) COMNAVSPECWARCOMINST 1500.1
(i) COMNAVSPECWARCENINST 3500.3
(j) COMNAVSPECWARCENINST 1540.4
(k) COMNAVSPECWARCENINST 1500.3
(l) COMNAVSPECWARCENINST 1500.6
(m) NSWBTCINST 1500.6A
(n) COMNAVSPECWARCENINST 1510.1G
(o) COMNAVSPECWARCENINST 3150.1B Diving Instruction
(p) COMNAVSPECWARCOMINST 3591.1D RSO Instruction
(q) COMNSWCENINST 3550.1
(r) COMNSWCENINST 11102.1

Encl: (1) Drop on Request Procedures
(2) Training Time Out Procedures
(3) NSWBTC Reporting Procedures Flow Chart
(4) Safety Supervision Requirements
(5) High-risk Candidate Tracking Procedures

1. Purpose. To promulgate safety program, policy, and establish procedures to reduce training-related mishaps and injuries in the conduct of the SEAL and SWCC basic pipeline courses of instruction. This instruction amplifies and focuses the guidance per references (a) through (r) and is to be read in its entirety.

2. Cancellation. NSWBTCINST 1500.1B.

3. Scope. This instruction applies to Naval Special Warfare Basic Training Command (NSWBTC) and detachments responsible for the management, administration, oversight, and the conduct of High-risk formal and non-traditional training. This instruction also establishes policy

on measures to mitigate incidents prior to training evolutions, actions to take on-scene during the execution of evolutions, and actions to take in response to a mishap.

4. Policy. The NSWBTC mission requires an aggressive and demanding training program to prepare personnel to meet the challenges of Naval Special Warfare Operations. Many training evolutions can seem relatively benign, but given the appropriate conditions, they can become extremely hazardous. While our goal is to provide well-trained operators, we cannot sacrifice safety in this pursuit. All leaders must recognize that risk cannot be mitigated merely through written policy. Safety oversight and risk management demands constant vigilance and good judgment through proper Operational Risk Management (ORM) completion. This instruction is derived per references (a) through (r) and is designed to give guidance in the conduct of NSWBTC training. This is a local command instruction and does not supersede higher directives.

5. Program Elements. The Training Safety Program is a continuous process of internal controls, self and external reviews, and inspections. Program elements are comprised of:

- (a) ORM and Planning Considerations
- (b) Core Unique Instructor Training and Job Qualification Requirements
- (c) Maintenance and Certification of Equipment, Facilities, and Training Areas
- (d) Monthly Division Training Safety Observations
- (e) Quarterly Emergency Action Plan (EAP) Reviews
- (f) Annual Safety Reviews
- (g) Annual EAP Drills
- (h) Mishap Reporting and Statistical Analysis
- (i) Training Safety Inspections: Scheduled/Unscheduled

6. Organization, Responsibilities and Chain of Command. Responsibility for training safety starts with every instructor working within the command. Department and division leadership are the front line who will enforce this training safety policy. Each phase/training division will assign an Assistant High-risk Training Safety Officer (AHRTSO) whose duties and responsibilities support the Command Training Safety Program. Commander, Naval Special Warfare Center (COMNAVSPECWARCEN) High-risk Training Safety Officer (HRTSO) will work with the Training Officer (TO) and Operation Department for all training safety practices. The TO reports information directly to the Commanding Officer, and will work via the Operations Officer and Executive Officer. Mishap reports will be submitted to the COMNAVSPECWARCEN Safety Department when required.

a. Commanding Officer. Commands and directs all oversight, management, implementation, and execution of a vigorous program of training safety and Operational Risk Management (ORM) per references (a), (g), (h), and (i).

- (1) Ultimately responsible for the overall safe conduct of training.

(2) Only approval authority for any training evolution deemed “high” after implementing ORM control measures.

b. Executive Officer. Manages NSWBTC High-risk Training Safety and ORM Program.

(1) Coordinates staffing of resources, requirements, and facilities to support the safe execution of training.

(2) Per references (g) and (i), acts as ORM Program Manager and ensures qualified and quality staffing of AHRTSOs throughout all Training Divisions.

(3) Provides directives to the command with guidance for employment of contracted civilians nominated for High-risk training instructor duties and/or provided services in government owned facilities that directly support High-risk training.

c. Operations Officer. Oversees the effective implementation HRTS/ORM through the timely resourcing of training equipment and personal safety gear needed for High-risk training safety.

(1) Responsible for the administration and oversight of the phases/training divisions.

(2) Regularly reviews and inspects training mishaps and weekly training reports for safety and efficiency gaps or shortfalls.

(3) Reports and corrects real-time training safety deficiencies through emergent equipment procurement, scheduling management and resourcing of personnel.

d. Training Office. NSWBTC Training Officer and Deputy Training Officer shall manage and coordinate the implementation of all High-risk Training Program requirements with NSWBTC Training Divisions.

(1) Training Officer and Deputy Training Officer are designated by the Commanding Officer as the Command ORM Assistants.

(2) Manages and monitors the execution of the Annual Training Safety Review.

(3) Coordinates NSWBTC Training Safety Program with NSWCEN HRTSO and acts as the liaison between the COMNAVSPECWARCEN HRTSO and AHRTSOs.

(4) Validates that the training practices written into the training curriculum are safe and can meet training objectives.

(5) Monitors and inspects the safety of all government and/or contractor owned/operated training areas, facilities, platforms, and equipment utilized for High-risk training.

(6) Evaluates training evolutions during routine or no-notice spot checks and provides reports to the Training Division Leadership. Report will be kept on file for three years.

(7) Provides recommendations to the Commanding Officer for the maintenance of a comprehensive training safety program in accordance with references (a) through (r).

(8) In coordination with COMNAVSPECWARCEN HRTSO, promulgates and executes annual schedule to conduct on-site training safety assessment of clamancy and/or contractor owned/operated operations, training sites, facilities, platforms, and equipment utilized for High-risk training.

(9) Reviews and archive all Class A mishaps, all Class B and C explosive mishaps, and all ordnance impacting off-range and all live-fire mishaps resulting in an injury per reference (b) through (g).

(10) Establishes and maintains a training safety reference library. Ensures immediate dissemination and maintenance of current training safety guidance.

(11) Monitor and inspect training safety self-assessment procedures used by the command. Manages a process that assures complete review and analysis of new training evolutions/courses and modification to training platforms and/or elements that introduce additional risks to current High-risk training.

e. Training Division Officer

(1) Ensure you are familiar with and understand the policies set forth in this instruction. Oversee the execution of this training safety policy to subordinate units while conducting training operations.

(2) Assign an AHRTSO per Division/Phase Senior Enlisted Advisor's (SEA) selection, to assist the NSWCCN HRTSO and NSWBTC Training Officer to perform duties as per reference (k).

(3) It is your responsibility to stop, modify, and/or eliminate bad training practices that place candidates or instructors in unsafe positions.

f. Training Division Deputy Officer-in-Charge

(1) Identify resources, requirements, and facilities required to conduct safe training to the chain of command.

(2) Coordinate through Training Division SEA to develop Planned Maintenance System (PMS) plans and upkeep of all safety equipment required for the execution of training. Notify the chain of command immediately of any discrepancies to equipment, facilities, or manning that negatively impacts training safety.

(3) Inspect, correct, and report any discrepancy through proper chain of command and program management.

g. Training Division Assistant High-risk Training Safety Officer (AHRTSO)

(1) Assigned to be the division/phase subject matter expert on all matters concerning training safety as outlined in this instruction.

(2) Coordinates directly with the Division Deputy Training Officer and Command Training Officer for the implementation of the Training Safety Program as outlined in this instruction.

(3) When conducting reviews and walkthroughs use forms, checklists, and JQRs found in reference (k).

7. Mitigation Actions Prior to a Training Evolution

NOTE: The following actions are the minimum required prior to starting a training evolution: Allow adequate preparation before any training evolution to review curriculum objectives, analyze environmental conditions, plan instructor staff responsibilities, coordinate supporting assets, confirm communication plans, and review Emergency Action Plans (EAP) in reference (j). Once all of these factors are taken into account, apply and document appropriate Operational Risk Management (ORM) mitigation, conduct a safety brief, conduct pre-evolution gear inspections, and then execute training.

a. Analyze Environmental Conditions

(1) Instructor staff must take environmental factors into account when planning a training evolution. High-risk training is inherently dangerous; therefore, do not expose candidates to unneeded risk. At any time any instructor can make the call to stop training if conditions arise that make training unsafe. Accomplishment of training objectives does not take precedence over training safely.

(2) Reference (m) gives guidance on conducting training where water immersion and exposure to the elements are risk factors.

(3) Evaluate environmental conditions that can impact candidates or instructor safety:

(a) Cold or hot conditions

(b) Illumination

(c) Sea state

(d) Wind, rain, or dust

(e) Visibility

(f) Traffic-ability of routes, seas, or air

(g) Environmentally induced communication failures

(h) Accessibility to emergency medical services

(4) Evaluate training-induced conditions that can negatively impact safety:

(a) Balance the complexity of training objectives with skill level of the candidate

(b) Increase instructor-to-candidate ratio when higher risk evolutions are necessary

(c) Ensure training objectives are briefed and clear to all candidates, instructors and support staff

(d) Evaluate the physical and mental status of candidates and staff

1. Instructor and/or candidate fatigue can make mishaps more likely to occur

2. Instructors should work in shifts if necessary, to mitigate fatigue

3. Instructors will get no less than eight hours of off-duty rest in a 24-hour period

4. If candidates are fatigued as a part of the training curriculum, then instructors need to be well rested and alert. Consider increasing instructor/candidate ratios. However, efforts should be made to mitigate candidate fatigue as often as possible.

b. Develop and Review Emergency Action Plans

(1) Every High-risk training evolution shall have an Emergency Action Plan (EAP) for immediate implementation upon the advent of a mishap to aid involved personnel and to control and/or safeguard the scene. EAPs shall be developed for each geographical training location and briefed to instructors and candidates prior to conducting the evolution. Each EAP must be reviewed and drilled at frequencies sufficient to ensure accuracy and proficiency of instructors and support staff that would be relied upon in an actual emergency.

(2) Minimum Frequencies

(a) Review - Monthly Reviews of the EAP will be conducted by the Division AHRTSOs for accuracy of information, and validate EAP procedures.

(b) Walk-Through Procedure - Conduct a quarterly walk-through of each EAP to ensure accuracy of information; verify operability, availability, applicability of emergency equipment, and to validate EAP procedures. Results of walk-through procedure shall be

documented using the enclosure outlined in reference (k) and maintained for three consecutive years.

(c) Annual Drill - Fully exercise each EAP at least once a year. Every effort shall be made to include participation by appropriate emergency responders to ensure supporting activity is aware of training locations, entry routes, type of hazards, and support required. Simulated response with emergency responders shall be kept to an absolute minimum. Results of EAP drill shall be documented using the enclosure outlined in reference (k) and maintained for three consecutive years.

(3) Approval - Commanding Officer shall approve EAPs tri-annually in conjunction with the annual safety inspection.

(4) EAPs shall be reviewed quarterly by Division/Phase AHRTSOs to ensure evacuation methods and medical facilities identified within each geographical location provide the most direct access to the appropriate trauma level center.

c. Follow Proper EAP Format. The following minimum information will be included:

(1) Telephone numbers, radio frequencies/channels, and call signs for medical, fire, police/security, Coast Guard, and other emergency response teams and personnel.

(2) Primary and secondary (non-landline) communications e.g. cellular telephone/VHF radio.

(3) Location of emergency equipment such as first-aid kits, emergency oxygen, fire extinguishers, communications (primary, secondary), etc.

(4) Primary, secondary, and tertiary means of evacuation determined by training location/environment (i.e. transportation rendezvous with ground Emergency Medical Services (EMS)); Life flight; or a combination of ground and life flight.

(5) Maps and/or written procedures to emergency rendezvous points, EMS locations, and muster sites.

(6) Latitude/longitude, military grid reference system and/or crossroads of pre-determined rendezvous locations with medical responders as applicable.

(7) Chain of command telephone numbers.

(8) Muster sites and methods to maintain control of non-affected personnel and the scene.

(9) See an example EAP per reference (k).

d. Conduct Deliberate Operational Risk Management (ORM)

(1) References (g) and (i) outline the guidance on conducting ORM. ORM sheets will be completed before every command evolution.

(2) The following five steps of ORM (see reference (g)) should be utilized:

- (a) Identify hazards
- (b) Assess hazards
- (c) Make risk decisions
- (d) Implement controls
- (e) Supervise

(3) ORM will be reviewed, printed, and signed prior to each training evolution by the Person in Charge (PIC)/Safety Observer (SO) of the evolution using the signature page per reference (h).

(4) On-scene ORM will be conducted throughout the evolution and mitigation measures will be applied as needed to maintain a safe training environment.

(5) Completed ORMs will be kept on file for 30 days prior to destruction.

e. Conduct Safety Briefs

(1) A safety brief for all instructors and candidates will be conducted prior to every training evolution.

(2) Safety duties and responsibilities will be tasked to individuals and briefed prior to each training evolution.

f. Brief Drop on Request (DOR)/Training Time Out (TTO) Procedures

(1) Not all trainees have the physical or mental stamina to complete NSWBTC courses of instruction. It must be clear to all candidates that they may disenroll voluntarily from training at any time. At no time will a candidate be forced to continue training against their will. TTO procedures are usable by both candidates and staff and will be incorporated into all evolutions to halt training when safety is at risk. The instructor staff must ensure TTO procedures are included in all instructor guides, lesson plans, and evolution sheets. TTO procedures must be briefed prior to each evolution or laboratory. For multi-day or all day evolutions, TTO will be briefed prior to the start of training and following major breaks.

(2) Before every training evolution, instructors will brief candidates thoroughly on the procedures to DOR or to stop training (TTO) if an unsafe situation exists. DOR/TTO policies are explained in enclosures (1) and (2).

g. Conduct Safety Inspections. Gear and/or training platform inspections will be conducted by the instructor staff prior to every training evolution on all candidate and staff equipment required for the safe execution of the training. Gear deficiencies will be brought to the attention of the Safety Observer. If gear deficiencies may result in an unsafe situation or could impede reaction to an emergency, training will be postponed until the deficiency is remedied.

h. Ensure Proper Manning for Training Evolutions. Each evolution requires the following:

(1) Clearly identify and brief prior to every training evolution.

(2) Person In Charge (PIC):

(a) The senior, on-scene, instructor in charge of the training evolution. See enclosure (4) for minimum rank requirements per evolution.

(b) Only participates in evolution if absolutely necessary.

(c) Ensures a complete pre-training brief and post-training debrief are conducted.

(d) Ensures all safety inspections are complete prior to commencement of training.

(e) Ensures emergency medical assets are staged and Personal Protective Equipment (PPE) worn as necessary.

(f) Ensures primary and backup communication systems are functional.

(g) Ensures emergency medical services are staged and ready.

(h) Maintains communications with next higher level of command on commencement and completion of training evolution.

(i) Conducts ORM as required.

(j) Has the authority to cancel or postpone training for safety concerns.

(3) Safety Observer (SO):

(a) Shall NOT participate in the evolution.

(b) Must be qualified in the evolution being observed.

(c) Ensures safe training/operating practices are briefed to staff and candidates.

(d) Observes training for unsafe practices or conditions.

(e) Has primary and secondary communications with the PIC.

(f) Conducts ORM as required.

(g) Makes recommendations regarding safety to the PIC to continue, postpone, or cancel training.

(h) Has the authority to question the on-scene PIC and if necessary to make recommendations to cancel or postpone training for safety concerns. The SO will always make decisions that err on the side of safety for the candidates and staff.

NOTE: When NSWBTC conducts High-risk Training, special consideration must be placed on the level of training/experience that candidates have. Due to the minimal/no experience of new candidates, NSWBTC's manning and High-risk Training safety requirements will differ from Operational Commands. It is important to stress that the position of SO is specific to NSWBTC. The individual designated as the SO will not participate in the physical training of the evolution but will maintain the "holistic" approach of safety of candidates and staff on the evolution. The SO should have the most situational awareness out of any position on the evolution and has overall safety of the evolution. Due to the similarities and scope of responsibilities, the position of SO can be merged with any ONE of following duties ROIC, Dive Sup, Dive OIC.

Example One: During an NSWBTC Dive evolution, if the Dive Supervisor is also the SO, that person must also meet the SO rank requirement on the evolution, will not participate in the physical training of the evolution, and will not count as ratio of the evolution.

Example Two: During an NSWBTC Range event, if the ROIC is also the SO, that person must also meet the SO rank requirement on the evolution, will not participate in the physical training of the evolution, and will not count as ratio of the evolution.

(4) Senior Corpsman:

(a) Will not participate in the evolution.

(b) Has all medical assets staged and all medical equipment inspected prior to commencement of training.

(c) Wears PPE as required to support the evolution.

(d) Ensures primary and backup communication systems are functional.

(e) Has a thorough understanding of EAP procedures pertaining to training evolution and location. Maintains a copy of EAP or knows exact location of EAP during evolution. Conducts a medical EAP brief to all staff and candidates, and tasks emergency assistants as required.

(f) Has the authority to make recommendations to the PIC/SO to continue, postpone, or cancel training due to safety or medical concerns.

8. Safety actions to be taken during the execution of training

a. Appropriately use PPE to mitigate injuries or mishaps.

(1) The TO will validate PPE requirements for each training evolution conducted at the command.

(2) A list of appropriate PPE for candidates and staff will be reviewed prior to each training evolution.

(3) All staff and candidates will be briefed on the hazards associated with an evolution and the proper use of PPE.

(4) The instructor staff will instruct the candidates on the use, care and maintenance of PPE before training is conducted.

(5) All PPE needed for an evolution will be accounted for and inspected prior to the commencement of training.

(6) Any discrepancies will be reported to the chain of command. Training will not be conducted until the necessary PPE is acquired and issued to all participating personnel.

(7) Each Training Division/Phase will maintain a list of PPE requirements needed for candidates and staff and keep an updated copy with the Supply Officer.

(8) Training Division/Phase leadership is responsible to ensure all candidate and staff PPE is maintained, inspected, and PMS regularly.

b. Conduct On-Scene (Informal) ORM assessment.

(1) Training conditions can change from planned expectations. Be prepared to re-evaluate ORM at any time during training to protect the candidates and staff from unneeded risk.

(2) The PIC/SO will use the five step ORM process throughout the evolution and reassess as necessary. If in doubt, take a TIO and weigh the risk against the accomplishment of the training objective and the training value attainable with the given conditions.

Remember: Accomplishment of training objectives does not take precedence over training safety!

9. Procedures if an Incident Occurs

a. If a safety mishap or near-miss happens during training, immediately take a TIO and assess the situation. The PIC/SO will determine whether it is feasible or safe to continue training. A safety mishap and near miss is defined as:

(1) Mishap. Any unplanned or unexpected events causing death, injury, occupational illness or damage; including days away from work, job transfer, or restriction; or causing materiel or assets to be lost or damaged, where if some or all causal factors that might have been corrected and were corrected, the event or series of events would have been unlikely to occur.

(2) Examples of a mishap include but are not limited to: a live fire evolution where a blank barrel was used instead of a live fire barrel causing the round to blow out the end of the sealed barrel, a candidate that is diagnosed with an AGE from a diving evolution; or a candidate who is diagnosed with hyperthermia from a physical evolution. Further examples of a Mishap can be found in reference (a).

(3) Near miss identifies a chance mishap event avoidance. An act or event that may have resulted in a Mishap where the death, injury, illness, or loss of asset was avoided merely by chance. Near misses constitute the greatest number of incidents Navy wide. When the event is recognized as a near-miss it may be debriefed as a near-hit to emphasize the severity of the event. Analyzing the near-miss patterns will likely lead to areas where improved risk mitigation controls are needed. Under-reporting is prevalent throughout the Navy; therefore, everyone must be encouraged to report near-misses or near-hits and leaders must investigate and analyze the circumstances surrounding the near-incident to determine if additional mitigation is necessary.

(4) Examples of a near miss include but are not limited to: a candidate passing out from a 50m underwater swim; a candidate falling off the obstacle course high slide for life. Further examples of a near miss can be found in reference (a).

b. If the decision to continue training is made, then ORM will be applied to mitigate further injuries.

c. If the incident results in a non-life-threatening injury, the decision to continue training resides solely with the Training Division/Phase OIC.

d. Any injury sustained by a candidate or staff in conduct of training will be immediately reported to the Commanding Officer via the chain of command.

e. Any mishap or near miss will be reported to NSWBTC Operations Department.

(1) Make all initial mishap reports to the Operations Department in the 5 W's format. In accordance with enclosure (3), submit to NSWBTC chain of command via e-mail.

(a) Who was involved and what is their medical status?

(b) What is the incident?

(c) When did it occur?

(d) When/what time?

(e) Why did it occur or how?

(2) When training outside of normal working hours, weekends, or holidays, training elements will report to the Command Duty Officer by calling the COMNAVSPECWARCEN Quarterdeck (619-437-2351).

NOTE: Initial notification of a Mishap or Near Miss must reach Operations Department as soon as possible through whatever communication means available. Regardless of who the information is passed to, it is the responsibility of the PIC to make sure that Operations Department is ultimately notified as soon as possible.

(3) Per reference (e), an injury resulting in hospitalization will require a Navy SITREP. NSWBTC Operations Department is responsible to draft and submit SITREP.

(4) The Operations Department will report any training incidents resulting in injury/Near mishap to the Training Officer and COMNAVSPECWARCEN Safety Department as soon as feasible.

(5) The Training Division/Phase with whom the incident occurred is responsible for any Mishap reports as directed.

10. Revision and Effective Date. Per OPNAVINST 5215.17A, NSWBTC Operations Department will review this instruction annually around the anniversary of its issuance 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 be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV manual 5215.1 of May 2016.

11. Records Management. Records created as result of this instruction, regardless of media or format, must be managed in accordance with NAVSPECWARCENINST 5210.1.

12. Form. OPNAV 5215/40 Review of Instruction is available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>.


B. D. GEARY

Releasability and distribution:

This is cleared for public release and is available electronically on the NSWBTC Portal located at <https://sof.nsw.socom.mil/sites/nswcen/nswbtc/n1/Shared%20Documents/Instructions>.

DROP ON REQUEST (DOR) PROCEDURES

1. **Purpose.** To provide candidate and staff personnel with guidelines for actions to be taken in the initiation and disposition of a voluntary DOR.

2. **Discussion**

(a). In a course of instruction where DOR is applicable, a candidate must be advised of his right to terminate training during the indoctrination phase of the course. DOR procedures do not have to be reiterated before each subsequent High-risk evolution.

(b). DOR is a verbal or written request by a candidate to voluntarily terminate training. At no time shall a candidate be coerced into continuing training or terminating it against his will.

(c). Certain training evolutions do not readily lend themselves to verbal communications and thereby make initiating a DOR all but impossible; the candidate's only recourse under such circumstances may be to "freeze", or in some other manner fail to execute the training task. An instructor must use his best judgment in interpreting a situation where a candidate refuses to proceed with an assigned training task in an environment where verbal communication is not possible.

(d). Refusal to Train (RTT): In the event a candidate refuses to participate in training or freezes during an evolution and they did not initiate a TTO or DOR, then they are refusing to train. A candidate's refusal to training is not an immediate DOR. An instructor must initiate a TTO, remove the candidate from the evolution, counsel the candidate to determine the problem, explain to the candidate that they can be dropped from training as a consequence of their action/inaction, then provide remediation and give the candidate an opportunity to complete the evolution. If the candidate continues to refuse to train after remediation, then they will be immediately pulled from training and referred to a Phase Board. The instructor who administered the TTO and removed the candidate from training will participate in the Phase Board. The Phase Officer's decision will be forwarded to a Candidate Review Board and the chain of command for an RTT Drop.

(1) "Refusal" is an outright action or lack thereof, validated during the TTO, and confirming that there are no medical issues interfering with the candidate's ability to perform. Examples of refusal to train include: a candidate will not get in the pool or leave the side of the pool; a candidate will not exit the aircraft; a candidate will not get under the boat.

(2) A candidate ducking boat is not an example of RTT; that classifies as a performance or safety issue. If the candidate showing effort, his actions will be classified as performance and not RTT.

3. **Policy.** When a candidate requests to DOR, appropriate follow-up procedure will be initiated including removal from training; referral of the candidate to medical, counseling, or other remedial agency as appropriate, and review of the training environment, including techniques. The scope and depth of these actions shall be determined by the nature of the complaint and the risk involved in the training being conducted. A written summary of action taken shall be made

a

DROP ON REQUEST PROCEDURES

permanent entry to the candidate's training record, per reference (o), and the Continuum Leadership Development program. In no case shall coercion or threats be implied or extended to induce a candidate to return to training following a request to DOR. Reinstatement in training following a DOR can only be authorized by the Commanding Officer.

4. Procedures. After removal from voluntary training, the candidate will submit a written statement outlining the reasons for the DOR. The request will be submitted directly to the training or division officer and shall become a part of the candidate's training record.

5. Division Leadership Interview. It is incumbent upon the interviewer, using no overt or implied coercion, to make a reasonable effort to determine the following:

a. What is the real motivation for the DOR request? Are there extenuating circumstances behind the desire to DOR?

b. Did severe personal issues lead the candidate to DOR? If candidate retention is warranted, are there other actions that could be initiated (counseling by the Chaplain, Legal Officer, medical professional, etc.) which might alleviate the difficulties and thus eliminate the perceived need to DOR? Are such actions justified in view of the impact upon the overall training program and upon other candidates? Division leadership may refer the candidate to an interview with a medical professional, Chaplain, or other competent counselor when such action is warranted.

c. Does the candidate exhibit a desire to re-enter the program?

6. Administrative Procedure. The administrative procedures for disposition of a DOR attrite are the same as those for a disenrollment. However, a formal Candidate Review Board is not required since the interview is sufficient action.

DROP ON REQUEST PROCEDURES

Ref: (a) MILPERSMAN 1220-300

1. I (First Name, M.I., Last Name) _____

desire to be removed from BUD/S or SWCC training for the following reason(s):

2. IAW reference (a), I understand that I must wait two years before I can apply for another voluntary duty training program.

CANDIDATE SIGNATURE: _____ DATE: _____

DIVISION LEADERSHIP EXIT INTERVIEW(a) Yes: ☐, No: ☐

IS REASON FOR DOR LISTED ABOVE TRUE?

(b) Yes: ☐, No: ☐

IS DOR RELATED TO A FAULTY TRAINING FACTOR?

(c) Yes: ☐, No: ☐

DOES CANDIDATE DESIRE TO RE-ENTER PROGRAM?

(d) Yes: ☐, No: ☐SHOULD CANDIDATE BE REFERRED TO MEDICAL FOR
PSYCHOLOGICAL SCREENING?

DATE OF DROP: _____ Week: _____ Day: _____ Hell Week Shift: _____

CURRENT HEAD COUNT: _____

2NM Swim		Drown Proofing		O-Course		Surf Passage Night	
4-Mile Run		Grinder PT		Personnel Insp.		Swimmer Surf Pass	
50M U/W		Knot Tying		Ruck March		Breakfast	
Barracks Insp		Land Portage		Stealth Conceal		Lunch	
Combat Swim		Life Saving		Surf Immersion		Dinner	
Conditioning Run		Log PT		Surf Passage Day		Other:	

INTERVIEW CONDUCTED BY: _____

COMMENTS: _____

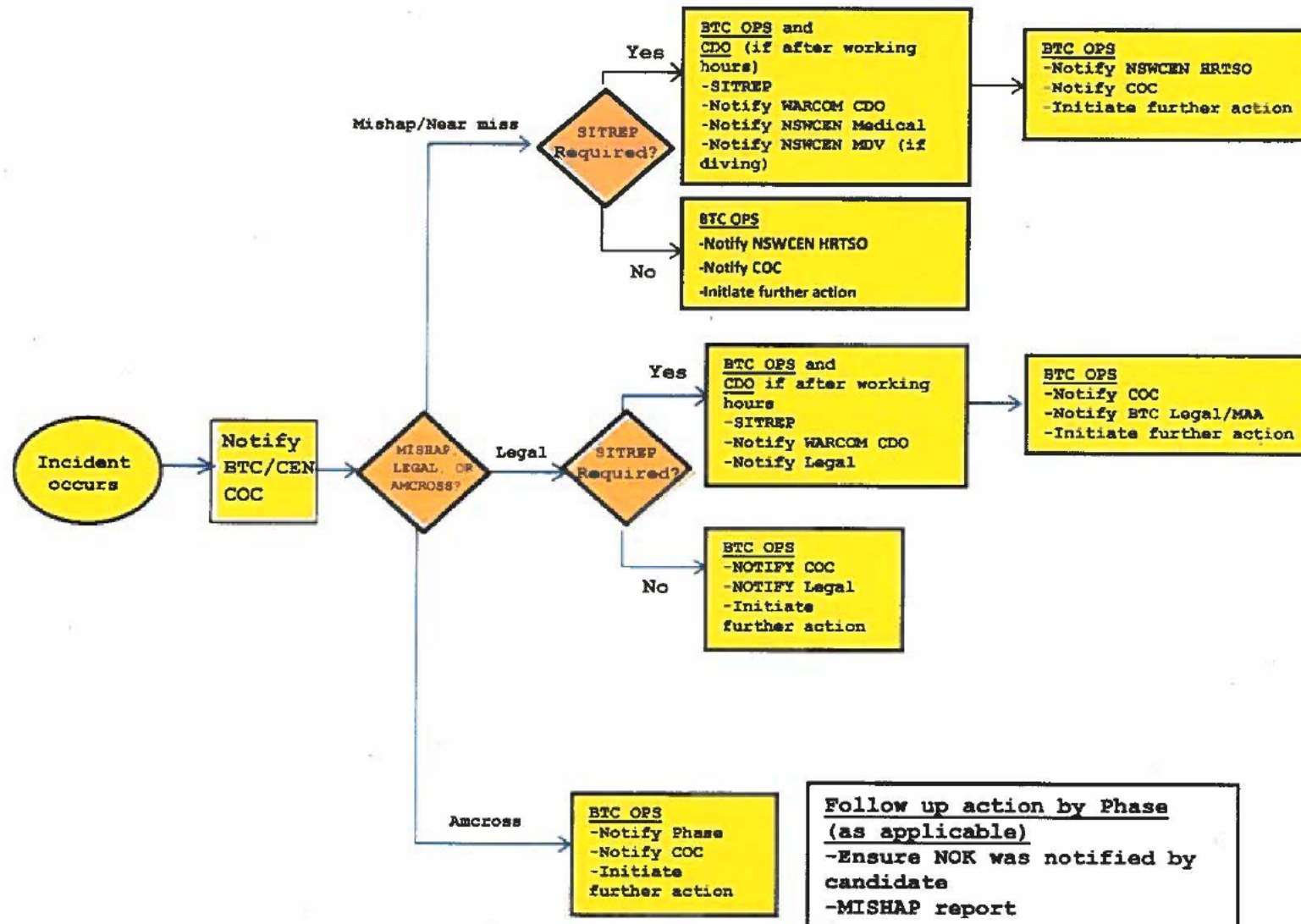
DIVISION OIC/DEP/SEA SIGNATURE: _____ DATE: _____

ADDITIONAL COMMENTS:

TRAINING TIME OUT PROCEDURES

1. **Purpose.** To provide instructor staff with guidelines for a Training Time Out (TTO).
 2. **Discussion.** TTOs may be initiated by any candidate or instructor at any time during training. Staff and candidates will be thoroughly briefed on TTO procedures before each moderate or High-risk evolution. These TTO procedures will allow staff and candidates to stop training whenever a question of safety arises or if a clear understanding of an evolution's procedures or requirements is in doubt. For multi-day or all day evolutions, TTO shall be briefed prior to the start of training and following major breaks. Evolution specific TTO procedures should be added where needed.
 3. **Procedures.** The following is a list (not all inclusive) of signals commonly used to recall candidates, stop training, or summon instructors:
 - a. **Stop Training:** One long blow on whistle, Bullhorn, verbal command, Flares, One long blow on horn.
 - b. **Candidates Recall to Source of Signal:** Flares, flashing vehicle headlights/siren initiation (recall of boats from sea), -DRS-100 detonation (sub-surface).
 - c. **Candidates Call for Instructor (or TTO):** One hand waving over head (with chem-lite at night), two hands waving over head (emergency), Flare, Whistle (any duration), dive buoy waved over head.
- (1). Candidates initiating a TTO excessively to avoid completing events will be considered for a Phase Review Board.

NSWBTC REPORTING PROCEDURES FLOW CHART



SAFETY SUPERVISION REQUIREMENTS

***Upon CO's approval, deviation from the following requirements may be authorized.**

1. First Phase:

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. Hell Week	Officer/E9/GS-12	MO available and HM on-scene
b. Ruck March	E7/GS-11 or above	HM on-scene
c. IBS Rock Portage	OIC/SEA/GS-12	MO on-scene and HM on-scene
d. Drown Proofing Test	OIC/SEA/GS-12	HM on-scene
e. Drown Proofing Practice	E7/GS-11 or above	HM on-scene
f. Underwater Swim	OIC/SEA/GS-12	MO/IDC on-scene and HM on-scene
g. Knot Tying	OIC/SEA/GS-12	MO/IDC on-scene and HM on-scene
h. Lifesaving	E7/GS-11 or above	HM on-scene
i. IBS Surf Passage	E7/GS-11 or above	HM on-scene
j. Stealth and Concealment	E6/GS-11 or above	HM on-scene
k. Swimmer Scouts	E6/GS-11 or above	HM on-scene
l. Combat Swimmer Orientation	OIC/SEA/GS-12	MO/IDC on-scene and HM on-scene
m. Log PT	E7/GS-11 or above	HM on-scene
n. Surf Immersion	E7/GS-11 or above	HM on-scene
o. Runs (Timed/Conditioning)	E6/GS-11 or above	HM on-scene
p. Swims (Pool/Open Water)	E7/GS-11 or above	HM on-scene
q. O-Course	E7/GS-11 or above	HM on-scene
r. PT/Rope Climb	E6/GS-11 or above	HM on-scene

During Hell Week, a Medical Officer is required on the following evolutions:

- Breakout
- Rock Portage
- Sick Call/Hygiene Inspection

2. Second Phase:

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE (NON-PARTICIPANT)</u>
a. Open Circuit Dives	CO letter of Desig. Diving Officer	DMO available and DMT on-scene
b. Pool Competency	OIC/SEA/GS-12	DMO on-scene and DMT on-scene
c. Closed Circuit Dives	CO Letter of Desig. Diving Officer	DMO on-call and DMT on-scene
d. Runs (Timed/Conditioning)	E6/GS-11 or above	HM on-scene
e. Swims (Pool/Open Water)	E6/GS-11 or above	HM on-scene
f. O-Course	E6/GS-11 or above	HM on-scene
g. PT/Rope Climb	E5/GS-11 or above	HM on-scene

3. Third Phase:

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE (NON-PARTICIPANT)</u>
a. ADs	E7/GS-11 or above	HM on-scene
b. Demolition	E7/GS-11 or above	HM on-scene
c. Grenades/Pyro	E7/GS-11 or above	HM on-scene
d. Weapons Firing	E7/GS-11 or above	HM on-scene
e. Combat Conditioning Course	E7/GS-11 or above	HM on-scene
f. Land Navigation Practical	E7/GS-11 or above	HM on-scene
g. Patrolling	E6/GS-11 or above	HM on-scene
h. Runs (Timed/Conditioning)	E6/GS-11 or above	HM on-scene
i. Swims (Pool/Open Water)	E6/GS-11 or above	HM on-scene
j. O-Course (Strand)	E6/GS-11 or above	HM on-scene
k. O-Course (SCI)	E6/GS-11 or above	HM on-scene
l. PT/Rope Climb	E5/GS-11 or above	HM on-scene

4. NSWOPTRR:

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. Aquatic Skills	E7/GS-11 or above	HM on-scene
b. IBS Surf Passage	E7/GS-11 or above	HM on-scene
c. Land Portage	E7/GS-11 or above	HM on-scene
d. Lifesaving Practice	E7/GS-11 or above	HM on-scene
e. Log/Hawer PT	E7/GS-11 or above	HM on-scene
f. Monster Mash	E7/GS-11 or above	HM on-scene
g. O-Course	E7/GS-11 or above	HM on-scene
h. O-Course, Modified	E6/GS-11 or above	HM on-scene
(No high obstacles; cargo net 1/2 the height, slide for life low rope)		
i. PT/Rope Climb	E6/GS-11 or above	HM on-scene
j. Runs (Timed/Conditioning)	E6/GS-11 or above	HM on-scene
k. Swimmer Surf Passage	E7/GS-11 or above	HM on-scene
l. Swims (Pool/Open Water)	E7/GS-11 or above	HM on-scene
m. Surf Immersion	E7/GS-11 or above	HM on-scene
n. Underwater Swim	E7/GS-11 or above	HM on-scene

5. Basic Crewman Selection (BCS):

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. Candidate Fitness Test	E6/GS-11 or above	HM on-scene
b. Timed Conditioning Runs	E6/GS-11 or above	HM on-scene
c. Core PT	E6/GS-11 or above	HM on-scene
d. O-course	E7/GS-11 or above	HM on-scene
e. All Swims	E7/GS-11 or above	HM on-scene
f. Water Safety	E7/GS-11 or above	HM on-scene
g. Underwater Work	E7/GS-11 or above	HM on-scene
h. IBS Surf Passage	E7/GS-11 or above	HM on-range
i. Combatives	E6/GS-11 or above	HM on-scene
j. Swimmer Surf Passage	E7/GS-11 or above	HM on-scene
k. Basic Water Survival (CTT)	E7/GS-11 or above	HM on-scene
l. Life Saving (CTT)	E7/GS-11 or above	HM on-scene
m. Underway Training (Bay)	E7/GS-11 or above	HM on-scene
n. Underway Training (Ocean)	E7/GS-11 or above	HM on-scene
o. SWCC TOUR	E7/GS-11 or above	HM on-scene
p. Team Building Lab (DemoPit)	E7/GS-11 or above	HM on-scene
q. Ruck March	E6/GS-11 or above	HM on-scene
r. Hawser PT	E7/GS-11 or above	HM on-scene
s. PPDS	E6/GS-11 or above	HM on-scene

6. Basic Crewman Training (BCT):

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. Screening Test	E7/GS-11 or above	HM on-scene
b. Timed Conditioning Runs	E6/GS-11 or above	HM on-scene
c. PT/Pull Ups/Dips	E6/GS-11 or above	HM on-scene
d. O-course	E6/GS-11 or above	HM on-scene
e. All Swims	E7/GS-11 or above	HM on-scene
f. Heavy/Small Arms Weapons (Camp Pendleton)(SSTC Indoor range)	E7/GS-11 or above	HM on-range
g. Weapons Live Firing	E7/GS-11 or above	HM on-scene
h. Engineering/Trailing	E7/GS-11 or above	HM (BLDG 17)
i. Hawser PT	E7/GS-11 or above	HM on-scene
j. PRT	E6/GS-11 or above	HM on-scene
k. BCS Patrolling	E6/GS-11 or above	HM on-range
l. IADs	E7/GS-11 or above	HM on-range
m. Small Arms Marksmanship	E7/GS-11 or above	HM on-range
n. Combatives	E6/GS-11 or above	HM on-range

7. Crewman Qualification Training (CQT):

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. Underway Training (Bay)	E7/GS-11 or above	HM (BLDG 17)
b. Underway Training (Ocean)	E7/GS-11 or above	HM on-scene
c. Conditioning Runs	E6/GS-11 or above	HM on-scene
d. Physical Training (Land)	E6/GS-11 or above	HM on-scene
e. O-course	E6/GS-11 or above	HM on-scene
f. All Swims	E7/GS-11 or above	HM on-scene
g. Heavy Weapons (Live Fire)	E7/GS-11 or above	HM on-scene
h. Heavy Weapons (Blank Fire)	E7/GS-11 or above	HM on-scene
i. PRT	E6/GS-11 or above	HM on-scene
j. Combatives	E6/GS-11 or above	HM on-scene
k. Graduation PT	E7/GS-11 or above	HM on-scene

8. SEAL Qualification Training (SQT):

<u>EVOLUTION</u>	<u>SAFETY OBSERVER</u>	<u>MEDICAL COVERAGE</u> (NON-PARTICIPANT)
a. PRT	E6/GS-11 or above	HM on-scene
b. Diving Evolutions	CO Ltr of Desig. Diving Officer	DMO on-call and DMT on-scene
c. Small Arms Marksmanship	E6/GS-11 or above	HM on-scene
d. Over the Beach	E6/GS-11 or above	HM on-scene

e. Maritime Navigation	E6/GS-11 or above	HM on-scene
f. CRRC Operation	E6/GS-11 or above	HM on-scene
g. Demolition	E6/GS-11 or above	HM on-range
h. Standoff & Heavy Weapons	E6/GS-11 or above	HM on-range
i. Tactics/Patrolling	E6/GS-11 or above	HM on-range
j. IADs	E6/GS-11 or above	HM on-range
k. Target Assaults	E6/GS-11 or above	HM on-range
l. 12 Mile Ruck	E6/GS-11 or above	HM on-range

HIGH-RISK CANDIDATE TRACKING PROCEDURES

1. **Objective.** This enclosure establishes procedures for identifying, monitoring, and tracking candidates who may be at higher risk of a training injury/mishap due to special conditions. Such special conditions include:

a. **Allergies to Prescribed Drugs.** Examples include penicillin and other antibiotics, nitroglycerin (used as a heart stimulant during emergency situations), and painkillers.

b. **Pre-existing Medical Conditions.** Examples include such hereditary traits as Sickle Cell (an abnormality in red blood cells of which there are varying degrees), asthma, and such other disorders that may be hereditary and have lingering effects.

c. **Training-Related Medical Conditions.** Examples include such injuries as lingering shoulder or knee problems, tendonitis, etc. Conditions that result in a medical rollback must be monitored during the PTRR/Brown Shirt Roll Back Phase and when a candidate returns to training.

d. **Mishaps and Accidents.** Examples include hypoxia, hypothermia, hyperthermia, and hypoglycemia. Such accidents must be tracked to determine if there is a pattern of incidence. Repeat incidents (patterns) require a re-evaluation of the candidate's physical attributes, abilities, and suitability for training. Patterns may also lead to the development of new procedures for training or additional safety precautions for an evolution under scrutiny.

2. **Duties and Responsibilities**

a. **Medical Department.** Identify High-risk candidate personnel and document their condition and status in easily understandable terms. Enter precautions, restrictions, and suspense dates as appropriate.

b. **Candidate Control.** Ensure the candidate Emergency Data Card is provided to each candidate.

c. **Division AHRTSO.** Review all safety related documentation and ensure policies are enforced. Periodically inspect candidate records of candidates undergoing respective training. Forward a copy of any written tracking log documentation of hypoxia or other loss-of-consciousness events to the Diving Medical Officer (DMO). Document all incidents that may place a candidate in a high-risk category.

d. **Proctors.** Ensure event OICs/PICs receive daily condition updates on High-risk category candidates and maintain up-to-date candidate training records.

e. A medical chit will be entered in the candidate's training record when the candidate incurs an injury or mishap that may result in such placement following a thorough evaluation. This evaluation may be accomplished by medical staff or phase personnel. This chit will be retained in the candidate's training record.

MILPERSMAN 1220-300

SPECIAL WARFARE OPERATOR (SO) RATING

Responsible Office	BUPERS-324	Phone:	DSN COMM	882-2858/3552 (901) 874-2858/3552
MyNavy Career Center		Phone: Toll Free		1-833-330-MNCC (6622)
		E-mail:		askmncc@navy.mil
		MyNavy Portal:		https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8K, Navy Recruiting Manual - Enlisted (b) NAVPERS 15665J, U.S. Navy Uniform Regulations (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (d) NAVMED P-117, Manual of the Medical Department (e) NAVSEA SS521-AG-PRO-010, U.S. Navy Diving Manual (f) OPNAVINST 1160.8B (g) OPNAVINST 5350.4D (h) SECNAVINST 5300.28F (i) BUPERSINST 1430.16G (j) OPNAVINST 1414.9C
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1. **Purpose.** This article discusses personnel aspects of the special warfare operator (SO) rating (sea-air-land (SEAL) operator). The following topics are covered:

Topic	See Paragraph
Rating Description	2
Suitability For Assignment	3
Rating Designation and Authority to Wear the Insignia	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Navy Veterans (NAVET), and Other Service Veterans (OSVET) Accessions	6

Topic	See Paragraph
Rating Conversion Entry Requirements	7
Applying For Rating Conversion	8
Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
Transfer to SO "A" School	11
Disenrollment from SO "A" School	12
NEC Revocation/Forced-Conversion	13
Supervisory Status	14
Periodic Requalification	15
Report of SO Rating Conversion Screening	Exhibit 1

2. Rating Description

a. SOs, otherwise known as SEALs, are trained, organized, and equipped to execute special operations missions. All SEALs attend Basic Underwater Demolition (BUD/S)/SEAL training at the Naval Special Warfare (NSW) Center. Upon completion of BUD/S, all SEALs undergo SEAL Qualification Training (SQT). Those who graduate SQT are awarded the trident insignia, which signifies a qualified SEAL, and are designated as Navy SOs.

b. After graduation, select members continue advanced training to become special operations forces (SOF) medics. All other SQT graduates report to a SEAL or SEAL delivery vehicle (SDV) team for their first operational tour. SEAL operators assigned to an SDV team must also complete SDV School, generally en route to or arrival at their new command.

c. Training and education is continued throughout a SEAL's career through a combination of formal and informal processes including on-the-job skills training, attendance at various service or SOF training courses, and civilian courses of instruction. Once qualified, enlisted SEALs can expect to spend the remainder of their careers in the Special Operations Community.

3. Suitability for Assignment

a. Accession Prerequisites. The distinct purpose and nature of duties involved in the SO rating require adherence to eligibility criteria, procedures, and policy for conversion and assignment to the rating.

b. Professional Performance. While the highest standards of personal conduct, reliability, and judgment are required of all Service members, it is especially important that Service members assigned to duty involving the performance and supervision of SO operations exemplify unquestioned personal conduct, reliability, judgment, and observance of military regulations.

c. Obligated Service (OBLISERV). Recruit candidates enlisting in the Navy with the intent to begin the SO training pipeline must satisfy OBLISERV requirements as directed by reference (a).

d. Waiver Considerations. If not specifically stated, all waiver requests will be submitted via the Bureau of Naval Personnel (BUPERS) Naval Special Warfare (NSW) Enlisted Community Manager (ECM) (BUPERS-324) to the Office of the Chief of Naval Operations (OPNAV) NSW Program Manager (OPNAV N137) for consideration.

4. Rating Designation and Authority to Wear the Insignia

a. Upon completion of the SO "A" School training pipeline, enlisted personnel are awarded Navy enlisted classification (NEC) code O26A and designated as an SO (SEAL). Recruits and fleet conversions are authorized accelerated advancement to E-4 (SO3) per MILPERSMAN 1510-030.

b. Achievement of the SO designation and NEC O26A entitles the member to wear the special warfare insignia per reference (b) and use the SEAL designation. The Special Warfare designation acronym "SEAL" is placed in parentheses immediately after the member's rating abbreviation, e.g., SO2 (SEAL).

(1) Members whose SO rating NEC(s) is/are removed by administrative action as set forth in this article are no longer authorized to wear the insignia.

(2) Members whose SO rating NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if such action is recommended by members' commanding officers (CO), submitted to BUPERS-324 for review, and approved by OPNAV N137.

5. **NEC Codes.** Enlisted SO personnel are designated by NEC codes per their qualifications. Reference (c) further describes each of the NEC codes:

NEC	Designation
026A	Sea-Air-Land (SEAL)
023A	SEAL Delivery Vehicle Pilot/Navigator/Dry Deck Shelter Operator
091A/092A	Naval Special Warfare Medic

6. **Navy Veteran (NAVET) and Other Service Veteran (OSVET) Accessions.** The SO rating is designated as an advanced technical field program. Reference (a) provides entry requirements and policy for recruit, NAVET, and OSVET accessions. All applicants must adhere to all requirements within this article.

7. **Rating Conversion Entry Requirements.** Conversion to the SO rating requires successful completion of SO "A" School. Approval to attend SO "A" School will be based on the needs of the NSW Community as determined by BUPERS-324. Due to the cost of permanent change of station orders, high risk training, high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for conversion must strictly adhere to the policy and requirements specified in this article.

a. **Duty.** Must be in the Active Duty Component.

b. **Schools.** Service members who are (voluntarily or involuntarily) disenrolled from previous attendance of Air Rescue, Explosive Ordnance Disposal (EOD), Navy Diver (ND), Special Warfare Boat Operator (SB), or SO "A" Schools will require a minimum of 2 years prior to reapplying for SO "A" School. Personnel who previously (voluntarily or involuntarily) disenrolled from SO or SB "A" School and request to return to SO "A" School must include a NAVPERS 1070/613 Administrative Remarks statement in their application from the CO of the respective SO or SB "A" School course of instruction from which they were disenrolled, providing the recommendation to return to training.

c. **Age.** Must be less than 29 years of age as of the date that BUPERS-324 receives the member's application.

d. **Rate.** Must be in pay grades E-1 through E-5.

e. Time in Service. Must have 6 years or less of active duty service as of the date that BUPERS-324 receives the member's application.

f. Armed Services Vocational Aptitude Battery (ASVAB). Service members must meet ASVAB standards as specified in MILPERSMAN 1306-618.

g. Medical Requirements. Service members must meet medical standards as specified in reference (d), articles 15-102 and 15-105. If required, an approved medical waiver must be included with applicant's rating conversion application package. Medical waivers must be submitted by the Service member's CO per reference (d).

h. Hyperbaric Pressure Test. A hyperbaric pressure test will be administered per reference (e). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

i. OBLISERV. The OBLISERV requirement for SO "A" School is 51 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by the Chief of Naval Personnel. COs must ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1160-040, MILPERSMAN 1306-604, and reference (f).

j. Performance Standards. Service members must have evaluation trait marks of 3.0 or above in each of the evaluation reports covering the previous 3 years ("not observed" evaluations are to be included, but are not used in the calculation of the evaluation average). For Service members with less than 3 years of service, submit all evaluations.

k. Misconduct. Service members must not have any non-judicial punishment, court-martial, or civil court conviction during the previous 12 months prior to the application.

l. Drug or Other Substance Abuse. Service members identified as having abused drugs, as defined in reference (g), or who wrongfully used a substance in violation of reference (h) may not apply for conversion to SO.

m. Security Clearance. SO "A" School requires eligibility for a secret clearance, on a tier 3 investigation.

n. Physical Fitness. Must pass the physical screening test (PST) as specified in MILPERSMAN 1220-410.

o. CO's Recommendation. Be recommended for initial training by the Service member's current CO.

8. **Applying for Rating Conversion**. Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Visit the NSW Assessment Command (NSWAC) Web site to schedule an interview and PST. Web site: www.sealswcc.com
2	Assemble rating conversion package per this MILPERSMAN article. Visit the NSW ECM Web page on the MyNavyHR Web site for specific submission dates and supplemental information.
3	Submit complete package via encrypted e-mail to the conversion application inbox: SEALSWCCECM@navy.mil . All packages must be encrypted.

9. **Rating Conversion Screening Requirements**. Applicants will be screened by approved personnel. Screening will normally be conducted by the NSWAC. If NSWAC personnel are not available, screening can be conducted:

a. By a qualified SEAL or SWCC, E-6 and above, or an NSW officer;

b. If a SEAL or SWCC is unavailable, by a qualified EOD or ND, E-6 and above; or

c. If other than the above, the screener must be approved by the NSWAC.

10. **Rating Conversion Screening Process**. Personnel conducting screening will ensure the following actions are taken:

a. Interview the Applicant. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing SO "A" School and subsequent SO career assignments. The interviewer will:

(1) Discuss the nature of the SO rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion effect on professional development, potential for successfully completing SO "A" School, and to identify traits that could be beneficial to the community.

(3) Review entry requirements with the applicant.

(4) Complete exhibit 1, Report of SO Rating Conversion Screening. Completion of exhibit 1 must be coordinated through and signed by the NSWAC.

(a) A negative response to any of the questions or traits identified in the applicant's ESR could indicate unsuitability for the program and should be annotated in exhibit 1.

(b) Provide a positive or negative endorsement stating the applicant's suitability to attend SO "A" School in exhibit 1.

b. Conduct a Medical Examination. Applicants must meet physical examination and standards per reference (d), articles 15-102 and 15-105.

(1) Medical Reports. Results of the medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History

(b) DD 2808 Report of Medical Examination

(c) NAVPERS 1200/6 United States Military Diving Medical Screening Questionnaire. This form is used to report any interval changes to health history or physical examination since last valid periodic dive medical examination. Must be completed no later than 1 month prior to actual transfer to training and must be placed in Service member's medical record.

(2) Validity. The initial medical examination will be valid for the time period stated in reference (d), articles 15-102 and 15-105. Candidates who have not reported to SO "A"

School within the specified time period must re-submit an updated DD 2807-1 and DD 2808 to BUPERS-324.

c. Conduct the PST. The PST is designed to assess the applicant's physical ability to undergo initial and advanced training. Administer the PST per MILPERSMAN 1220-410. The PST will be valid for 6 months.

d. Conduct a Hyperbaric Pressure Test. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (e).

e. Submit a Rating Conversion Package. Upon satisfactory completion of the screening process, applicants will forward their completed application package to BUPERS-324 through an approved Department of Defense (DoD) encrypted method. Required enclosures for package:

Enclosure 1	NAVPERS 1306/7 Enlisted Personnel Action Request requesting conversion with current CO's signature
Enclosure 2	NAVPERS 1070/613 Administrative Remarks recommendation to return to training from the CO of the respective "A" School from which the Service member was disenrolled (if applicable).
Enclosure 3	Personal statement addressing why applicant wants to be an SO. If previously disenrolled from "A" School, statement must also include background and reasons for disenrollment and what actions have been taken to correct the deficiencies (limited to one page).
Enclosure 4	MILPERSMAN 1220-300, exhibit 1, Report of SO Rating Conversion Screening, signed by the NSWAC
Enclosure 5	ASVAB scores as documented on Enlisted Qualifications History or Enlisted Training Education and Qualification History
Enclosure 6	NAVPERS 1616/26 Evaluation Report and Counseling Record for previous 3 years (include all reports for Service members with less than 3 years of service), including any special or transfer evaluations. OSVETs must include respective Service performance evaluation equivalents.

Enclosure 7	Member Data Summary form printed from the Navy Standard Integrated Personnel System (NSIPS) showing proof of qualifications, language proficiency, college transcripts, and any professional accreditations, etc
Enclosure 8	NSIPS Award Record, Navy Department Awards Web Service, official printed form or awards citations
Enclosure 9	Letters of recommendation pertinent to determining performance, professionalism, and potential
Enclosure 10	DD 2807-1 Report of Medical History
Enclosure 11	DD 2808 Report of Medical Examination
Enclosure 12	Hyperbaric pressure test results (provide memorandum stating waiver justification if not completed)

f. NAVPERS 1306/7 Enlisted Personnel Action Request will reference MILPERSMAN 1220-300, be signed by the applicant's current CO, and include the following statement:

Per MILPERSMAN 1220-300, I volunteer for SO duty and agree to remain on active duty for a minimum of 51 months from SO "A" School graduation. If I fail to graduate, I agree to fulfill OBLISERV as required by MILPERSMAN articles 1306-604 and 1160-040.

11. Transfer to SO "A" School

a. Physical Condition Verification. The Service member's physical condition must be verified by performing the PST approximately 30 days prior to transfer to SO "A" School per MILPERSMAN 1220-410. The PST will be coordinated through the NSWAC. Personnel who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If the Service member fails again, Navy Personnel Command (NAVPERSCOM) SEABEE/SEAL/SWCC/EOD/Diver Distribution Branch (PERS-401) will be notified by e-mail within 24 hours of the failure and the Service member's orders will be held in abeyance.

b. Authorization. Per reference (d), all applicants must have a NAVPERS 1200/6 completed and signed by an undersea medical officer not later than 1 month prior to actual transfer to training. NAVPERS 1200/6 should be added to the Service member's medical record.

c. Participation in Advancement Exams. Conversion to the SO rating requires successful completion of SO "A" School per reference (i).

(1) Personnel under instruction for conversion on the scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to SO "A" School for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for advancement to E-6 prior to class convening may lose eligibility to attend SO "A" School.

d. Disqualification Condition. Personnel having received orders to attend SO "A" School who develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7 above, to include physical conditioning, medical standards, advancement to E-6, performance standards, non-judicial punishment, court conviction, or lack of security clearance eligibility, are required to notify BUPERS-324.

12. Disenrollment From SO "A" School

a. Reassignment and Suitability. Service members who voluntarily or involuntarily disenroll from SO "A" School initial training will:

(1) Be made available for reassignment based on the needs of the Navy as determined by BUPERS Enlisted Community Management Division (BUPERS-32) or the Naval Education and Training Command Supply Chain Operations Department (N3).

(2) Have NAVPERS 1070/613 entry made in their ESR stating the reason for disenrollment.

b. OBLISERV. OBLISERV requirements will be met per MILPERSMAN 1306-604 and MILPERSMAN 1160-040.

13. NEC Revocation and Forced-Conversion. Forced-conversion is BUPERS directed. Involuntary change of rating is based on Service members' loss of eligibility or suitability to further serve in their present rating as defined in MILPERSMAN 1440-011. Forced-conversions will be conducted per MILPERSMAN 1440-011 and as described in this article.

a. Submission of Recommendation for Forced-Conversion and NEC Revocation. COs may recommend forced-conversion/revocation of the SO rating NEC by submitting NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to BUPERS-324. Commands must inform their immediate superior in command of recommended NEC removals in order to ensure awareness and tracking of NSW community issues and trends.

b. Basis for Revocation. Revocation of the SO rating NEC must not be used as a punitive measure, but based on the CO's determination that the Service member is no longer suitable for assignment in the SO rating. COs should substantiate that determination by providing sufficient background and reasonable justification for removal of a Service member's NEC by submitting supporting documentation along with the NAVPERS 1221/6.

c. Supporting Documentation. If supporting documentation will be submitted along with NAVPERS 1221/6, it should be referenced in the block, "Amplifying Remarks," at the bottom of the form.

d. Ineligibility for NEC Reapplication. Once a Sailor's SO rating NEC has been revoked, the Sailor may not reapply for that NEC.

e. Required Statements for NEC Revocation Recommendations. Recommendations to revoke an NEC must include one or more of the following statements:

"I have lost faith and confidence in the Service member's ability to perform the duties associated with or required by the member's current rating."

and

"The Service member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The Service member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action. If retained in the Navy, the Service member may not reapply for reinstatement for NEC O26A."

or

"The Service member is unsuitable for duty in Diver/EOD/SEAL/SWCC/UCT commands. The Service member may not reapply for reinstatement for NEC 026A."

The CO's statement should also articulate any other pertinent duty or NEC restrictions deemed applicable by the Service member's performance (e.g., SOF medic, joint terminal attack controller, special operations parachute rigger, etc.). Primary reasons for forced-conversion or revocation of NEC include, but are not limited to the following:

(1) Duties. Failure or unwillingness to perform duties required of the rating.

(2) Failure to maintain rating eligibility

(a) Permanent revocation by Department of Defense Consolidated Adjudications Facility of the Service member's security clearance, and or

(b) Permanent physical disability

(3) Performance

(a) Willful dereliction of duty,

(b) Breaches in ammunition, arms and explosives, parachute, ordnance, diving, or other mission-critical safety procedures or regulations, and or

(c) Loss of CO's faith and confidence in the Service member's ability to exercise sound judgment, reliability, and personal conduct.

(4) SEAL Qualification. Failure to maintain SEAL qualification as specified in this article and reference (j).

(5) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended from duty by their COs from duty pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (g). At any time during or upon completion of those proceedings, COs have the following options:

(a) If **future alcohol abuse is considered likely** or the Service member **fails rehabilitation treatment**, the CO must certify that the Service member has no potential for further useful service and must initiate separation procedures as appropriate. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NECs.

(b) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State or Federal law, Uniform Code of Military Justice) **or substandard service** and are found in need of treatment, will not be force-converted. Service members will retain NEC and all associated specialty pays, but will be disqualified to supervise any operations until successful completion of treatment.

(6) Drug Abuse. Service members identified as having abused drugs, as defined in reference (g), are not eligible for future reinstatement. Service members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NEC.

(7) Other Substance Abuse. Service members who wrongfully used a substance in violation of reference (h) will be processed for administrative separation as specified in MILPERSMAN 1910-142. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NEC.

f. Timeline to Request Conversion to Undermanned Rating. Service members whose SO rating NEC have been revoked and who have been assigned NEC 0000 have 10 working days to request conversion to an undermanned rating per MILPERSMAN 1440-011 and the command must remove advancement recommendation until Service members successfully convert to a new rating.

Note: Forced-conversion from the SO rating must not be used as a substitute for required disciplinary and or administrative action. Particular consideration must be exercised to ensure that forced-conversion is not used to transfer Service members to other duty when they clearly do not meet the established high standards for continued naval service.

14. Supervisory Status. There are a few situations in which personnel are unable to meet the physical standards for special operations and diving duties, through no fault or lack of

diligence on the their part. In these few cases, personnel whose significant SO experience is of continued value to NSW may apply for "Supervisory Status" designation and remain in the SO rating.

a. Eligibility. Personnel must be designated as an SO (SEAL).

b. Request Designation. Requests for "Supervisory Status" designation should be included in the physical standards waiver request as outlined in reference (d).

c. Designation. BUPERS-32 will designate personnel in either "Supervisory Status, Special Operations Duty" or "Supervisory Status, Diving duty," based on the following considerations:

(1) Favorable endorsement of the Service member's request by the CO,

(2) Bureau of Medicine and Surgery recommendation concerning waiver of physical standards, and

(3) Number of personnel presently assigned in a "Supervisory Status, Diving Duty" or "Supervisory Status, Special Operations Duty" at the Service member's activity. Personnel designated "Supervisory Status, Diving Duty" or "Supervisory Status, Special Operations Duty" will be limited to a maximum of 5 percent of an activity's onboard NEC-related billet allowance or less if the number may be detrimental to operational capability.

d. Disapproval. If disapproved, the Service member will be forced-converted to another rating per MILPERSMAN 1440-011.

e. Tenure. Designation of personnel for "Supervisory Status, Diving Duty" or "Supervisory Status, Special Operations Duty" will coincide with periodic diving duty and special operations duty physical examination tenure. Re-designation must be requested in conjunction with required periodic physical examinations. Personnel designated "Supervisory Status, Diving or Special Operations Duty" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of duty physical examination.

f. Assignments. Personnel designated "Supervisory Status, Diving Duty" or "Supervisory Status, Special Operations Duty" are assignable to sea duty, eligible for pay per their current NEC, and limited to performing non-operational supervisory duties only.

g. Sea Duty and Diving. Personnel designated "Supervisory Status, Diving Duty" are assignable to sea duty, eligible for diving pay per MILPERSMAN 7220-114, and limited to performing supervisory, and inspection and re-qualification dives only per MILPERSMAN 7220-090. Personnel assigned in a "Supervisory Status, Diving Duty" must not dive.

15. Periodic Requalification. Periodic requalification of SO personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualifications without lapse. For policy on specific requalification refer to MILPERSMAN 7220-114.

Exhibit 1
Report of SO Rating Conversion Screening
(Use proper letter format)

1440
Ser XX/
Date

From: Commander, Naval Special Warfare Assessment Command
To: Chief of Naval Personnel (BUPERS-324)

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE OPERATOR
RATING**

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual
(MILPERSMAN)

1. (Rate First MI last name), currently attached to (Service member's present command), was screened for application for assignment to sea-air-land (SEAL) training following the procedures specified in reference (a), MILPERSMAN 1220-300.

2. The Service member completed the screening as indicated below:

a. Interview conducted by: (name, rank/rate, position, command, date). (Interviewer should include any significant findings pertinent to selection or non-selection of Service member for requested training)

(1) Does the applicant totally understand the mission and scope of the program? () Yes () No

Comments:

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of him or her? () Yes () No

Comments:

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE OPERATOR
RATING**

(3) Does the applicant fully understand the historical chances of success in the desired training as well as OBLISERV requirements per MILPERSMAN if unsuccessful? () Yes () No

Comments:

(4) Is the applicant's motivation for entry into the rating a sincere desire for personal growth, achievement, and not solely for the money or as a method to escape his or her present circumstances, etc.? () Yes () No

Comments:

(5) Does the applicant have the ability to adapt to the requirements of the desired community? () Yes () No

Comments:

(6) Is the applicant mentally prepared for the arduous training? () Yes () No

Comments:

(7) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? () Yes () No

Comments:

b. Physical screening test (PST) conducted by: (name, rank, position, command, date)

(1) Swim Time: _____ min _____ sec

(2) Run Time: _____ min _____ sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Pressure test: Results to be included in application package enclosure (12). Include conducted by: (name, rank, position, command/facility, date) or waiver justification.

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE OPERATOR
RATING**

d. A secret clearance investigation has been initiated or
successfully completed: () Yes () No

Comments:

3. Based on this screening, Service member () is () is not
qualified to apply for special warfare operator (SO) training.

Comments:

4. Based on subjective assessments, Service member () is ()
is not recommended for SO training. (Provide comments
explaining positive or negative recommendation)

Comments:

5. The applicant is responsible for including this document as
enclosure (4) when applying for SO training.

(Signature)

Copy to:

Service member's present command