



The Relieving Process

Unit 2.14



ENABLING OBJECTIVES



- DISCUSS the need for, format of, and content of a relieving letter.
- LIST the five major areas of concern for the prospective DCA.
- LIST and DISCUSS the factors applicable to each of the five major areas of concern during turnover.



References



- OPNAVINST 3120.32C
 - Standard Organization and Regulations of the U.S. Navy (SORM)



Need for turnover letter



- Accountability
- Opportunity to address shortfalls with DC readiness to Chain of Command
- INFORMS you of areas that require immediate improvement
- INFORMS relieving officer of any emergent equipment problems or shortfalls that need to be ordered/repared





26 Aug 04



From: LT I.M. Salty

To: Commanding Officer, USS SHIP (DD 21)

Via: (1) ENS U. R. Newguy
(2) Chief Engineer, USS SHIP (DD 21)
(3) Executive Officer, USS SHIP (DD 21)

Subj: RELIEF OF DUTIES AS DCA

1. I hereby report my relief as Damage Control Assistant.
2. I have thoroughly briefed ENS Newguy...

I. M. SALTY





From: ENS U. R. Newguy
To: Commanding Officer, USS SHIP (DD 21)
Via: (1) LT I.M. Salty
(2) Chief Engineer, USS SHIP (DD 21)
(3) Executive Officer, USS SHIP (DD 21)
Subj: ASSUMPTION OF DUTIES AS DCA

1. I have assumed the duties of Damage Control Assistant.
2. I have received a thorough brief on all operations, material and personnel matters pertaining to my duties. I have found the division to be well organized, but shipboard damage control training is not up to standards....



Finalizing the Turnover



- Relieving Letter
 - Don't re-invent the wheel on this one
 - Note "ANY" Discrepancies
 - Significant shortage of Personnel, Equipment
 - Missing controlled equipage
 - Major program discrepancies



Let the Process Begin...



- Contact DCA
 - When leaving?
 - Will the billet be Gapped?
 - How much time for turnover?
 - Ship's schedule?
 - Where is the ship in the IDTC?



Getting Started



- Dictate what YOU want to see from the DCA***
- Meet with Chain of Command
 - CO
 - XO
 - CHENG
 - Chief
- Other people to meet:
 - ATG POC
 - Schools (FF/BC)
 - Other DCAs
 - SIMA
 - Supship
 - Port Engineer



Areas of Concern



- Personnel
- Programs and administration
- Material
- Training
- Command Policies



Personnel



- **Repair Lockers**
 - **Crash and Smash Team**
 - **IETs**
 - **DCTT**
 - **PQS (Divisional and shipboard)**
 - **Repair Division**
 - **Equipment issues**
 - **Upcoming inspections**
 - **Drills**
 - **DCPOs**
- *Inquire about departing personnel, DC training program in the division and onboard the ship, emergent DC equipment problems, PQS dinks, periodicity of required drills and the nlast time they were completed.**



Programs & Administration



- Records

- PMS
- PQS
- Training
- DC Closure Log
- Draft Report
- Fire Marshall reports
- Damage Control Readiness Advisories-DCA required to keep up-to-date libraries of all DCRA's

- Bills and Instructions

- Toxic Gas
 - Jettison
 - Darken Ship
 - CBR-D
- Repair Party Manual – Personalize it!
 - ENSURE ALL REFERENCES ARE UP TO DATE!



DCA's Pubs and References



- Repair Party Manual
- SURFORTRAMAN
- NTTP 3-20.31
- NSTM 555
- NSTM 079 V2
- JFMM V5
- Repair Locker AELs
- NSTM 074



Material (DC Equipment)



- What Condition is it in?
- (How well) Are the DCPO's doing PMS???
- What is the caliber of the DCPOs onboard the ship?
- Are the Lockers fully outfitted?
- Controlled equipage
- \$\$\$\$



Wait... There's More!



- CSMP & Trouble Call log
 - CASREPS?
- DCA Library up do date?
- What spaces do you own?
- Common evolutions
 - DCPO meetings/training
 - CHT
 - Rigging
 - Clogs
 - PMS, PQS & Training Reports
- Zone inspections??



Training



- Training Plans
- Ship-wide
 - IDOC?
 - Duty Section
 - PQS Tracking
 - Requirements
- Group
 - DCTT
 - Repair Lockers
 - Divisional
- How is PQS routed & tracked?



Command Policies



- DC Qualifications
- DCPO
- GFE
- Hot Work
- DC Drills
- Parts / \$\$\$
- DC "Attitude"



Summary



- It is imperative that the oncoming DCA know of shortcomings, and address them to the chain of command
- Ensure a thorough turnover is conducted in terms of PQS, locker manning, DC equipment, personnel problems, etc.
- Inquire about upcoming inspections, visits, and future schedule
- Address any shortfalls in a turnover letter!



REVIEW



- What are five primary areas of concern when turning over with the current DCA?

Personnel, Programs and Admin, Material, Training, Command Policies

- What resources are available to you as DCA both on and off ship?

On ship - CO, XO, CHENG, DCC

Off Ship - ATG, School house, Other DCA's, RMC





Questions? Good Luck!

