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SPI 1090 Rev 002
SBM Recreational
Boating Operations

Standard Practice Instruction (SPI) 1090 Rev 002

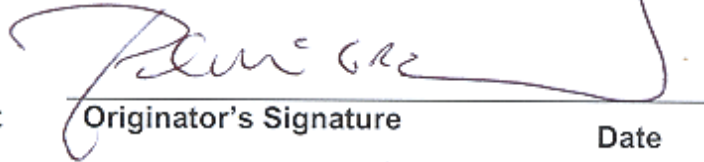
Small Boat Marina Recreational Boating Operation

Brief Summary and Purpose

This SPI establishes procedures for the control of recreational boating at United States Army Kwajalein Atoll/Reagan Test Site (USAKA/RTS) to include licensing, rental operations, equipment, fuel sales, mooring, and pier management. This SPI does not have a process map attached, as it does not describe a specific process. This SPI addresses a wide variety of marine usage rules and guidelines.

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Originator's Signature 10/30/09
Date


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Date



SPI 1090		Rev 002	
Description Small Boat Marina Recreational Boating Operations			
Originating Department Small Boat Marina, Community Services		Date 30 Oct 2009	
Summary of changes Day Sailor licensing procedures were defined, a section was added on anchoring, tender/dinghy use of Marina pier was clarified under docking section, Kwajalein Kayak rental information was included, as they are now part of Kwajalein Small Boat Marina (KSBM) fleet, surf/body board use on marina boats was updated, and SCUBA diving rules from government-owned boats was included.			

I. SCOPE AND APPLICABILITY

This SPI establishes procedures for the control of recreational boating at United States Army Kwajalein Atoll/Reagan Test Site (USAKA/RTS) to include licensing, rental operations, equipment, fuel sales, mooring, and pier management.

II. GENERAL

- A.** The conduct of recreational water sports at USAKA is a privilege extended to USAKA/RTS residents and temporary duty (TDY) visitors by the Commander, USAKA/RTS. It is conditional upon adherence to the requirements of USAKA Regulation 385-9, "Recreational Water Safety", and any applicable KRS procedures, and Republic of the Marshall Islands (RMI) laws and regulations. Violations may result in denial or suspension of privileges and adverse administrative action.
- B.** Recreational boating areas for size and class of boat are authorized in accordance with USAKA Regulation 385-9, "Recreational Water Safety". In some cases, such as kayaks, SBM may further restrict boating areas for government-owned boats. Maps depicting these areas can be found in this document, Telephone and Island Directory, and the Recreational Activities Boating Orientation Course License Information Guide.
- C.** The Small Boat Marina (SBM) "Boating Orientation Course License Information Guide" is an extensive document that contains detailed information covering recreational boating and the SBM operations at USAKA/RTS. This document is to be used in conjunction with this SPI, SBM Recreational Boating document and USAKA Regulation 385-9, "Recreational Water Safety". The Recreation Activities Boating Orientation Course License Information Guide is intended to be a "living document" that is revised when regulatory changes are promulgated or better clarity for specific issues is requested or needed.
- D.** Watercraft operators are expected to be "designated drivers" which means they are NOT to be under the influence of alcohol during the operation of a watercraft.
- E.** Recreational boating privileges consist of but are not limited to:
 - 1. Reserving, operating, and being a passenger on a SBM or private vessel.
 - 2. Filing a private boat float plan with the SBM.



3. Utilizing equipment that belongs to the SBM.
 4. Purchasing fuel, oil, ice, and other items from the SBM.
 5. Docking on SBM piers.
- F.** A valid SBM license with the proper endorsement is required for all boating activities in government-owned or privately owned vessels. Licenses include:
1. Powerboat – required for all motorized vessels.
 2. Sailboat – required for sailboats over 12’ long (See Day Sailor section below for exceptions).
 3. Ski – required for any vessel that tows skiers, wake boarders or water toys.
- G.** Kayaks, kite boards, and windsurfers are NOT considered sailboats and do not require a license to operate.
- H.** Recreational boat operators must follow established checkout procedures prior to departing on any trip outside the harbor area.
- I.** A Kwajalein Police Department “RMI Special Trip Request” (SLEC E/E Form 004-1) is required for each vessel and all persons in said vessel, who enter any RMI islands, except Kwajalein and Roi-Namur.
- J.** Government-owned recreational boats are not authorized to operate during the hours of darkness.
- K.** Government-owned recreational boats are not authorized for overnight trips. Sailboat waivers may be considered for approved Yacht Club excursions in accordance with USAKA Regulation 385-9, “Recreational Water Safety”.
- L.** Government-owned recreational boats may not be used for towing skiers/boarders (or other water sport devices) unless designated as a ski boat.
- M.** SBM personnel exercise care to protect all boats moored or docked at the SBM, however, KRS and USAKA accept NO liability or responsibility for the safety and security of privately owned boats using SBM docks, moorings, launch ramps, boat lots, or dry dock areas.
- N.** Government-owned recreational boats may be used for work purposes. Reserved boats may be canceled to accommodate urgent work-related requirements. These situations are handled case by case by the SBM Supervisor and in accordance with SPI 1187 “Utilizing Recreational Boats for Work Activities”.

III. RESPONSIBILITIES

A. Community Services Manager is responsible for:

The overall implementation of the SBM operations at USAKA/RTS in accordance with this SPI.

B. SBM Supervisor/Community Activities Superintendent:

1. Managing the day-to-day operations at their respective facilities.
2. Developing and maintain an annual business plan.
3. Managing government-owned assets, monetary funds, safety, and environmental issues in accordance with applicable SPIs.
4. Providing water craft licensing program to include disciplinary action for license violations.
5. Ensuring appropriate rental vessels and equipments are available and safe.
6. Managing private boats in accordance with this SPI, SBM Recreational Boating Operations.
7. Providing fuel sales with controls and documentation.
8. Performing maintenance on government-owned recreation vessels.



9. Performing maintenance for external organizations and customers on a reimbursable and non-interference basis.
- C. SBM Lead (Kwajalein and Roi-Namur) are responsible for:**
Cash handling, boat lot management, administrative, operations and supervisory functions.
- D. SBM Supervisor/Maintenance Lead (Kwajalein and Roi-Namur) are responsible for:**
Maintaining hulls, engines, and associated boating equipment.
- E. Recreational Boat Operators are responsible for:**
Complying with this SPI, USAKA Regulation 385-9, "Recreational Water Safety," and Recreation Activities Boating Orientation Course License Information Guide.
- F. Marine Operations Harbor Control Tower is responsible for:**
 1. Posting appropriate weather signals from the roof of Harbor Control based on forecasts and conditions provided by the USAKA/RTS weather station.
 2. Coordinating all vessel-to-shore and shore-to-vessel communications for recreation boats operating outside of the SBM purview, as defined in the Conduct of Operation, SBM Recreation of Boating.
 3. Coordinating emergency communications between recreational vessels and shore-based fire, police, and medical services once alerted by SBM, vessel, or other means.
 4. Informing the SBM Supervisors when the recompression chamber is unavailable.
- G. KRS Range Support is responsible for:**
Informing both the Kwajalein and Roi-Namur Small Boat Marinas of Mission Operations and designated hazard operations that impact the recreational boating community.
- H. SBM is responsible for:**
Maintaining and updating the maps in the Recreation Activities Boating Orientation Course License Information Guide.

IV. RECREATIONAL BOATING AREAS

- A. SBM Supervisor (Kwajalein/Roi-Namur):**
 1. May restrict the boundary in which various types or classes of recreational boats may operate within the atoll for their respective marinas.
 2. Will base decisions for restricting boat boundaries on existing or anticipated weather conditions, the size of the craft, the equipment thereon, and the skill and experience of the operator.
- B. KRS Range Support:**
Informs the SBM of mission operations and designated hazard operations that impact the recreational boating community.
- C. Boat Captain:**
Must abide by area restrictions defined by class of boat in Definitions section below.
- D. Kwajalein Police Department (KPD):**
Informs the SBM and Harbor Control when the Pistol Range is open and fly a red flag at the range to show that the range is open.



V. BOAT LICENSING

A. Boat License Applicants:

1. Must be resident of USAKA/RTS or TDY visitor and be sixteen years of age or older.
2. Must obtain parental consent if under eighteen years old. A parent must accompany the child when completing required license documents. Parents are responsible and liable for any and all damage that may result from their named dependant.
3. Must attend Boating Orientation Class offered by the SBM.
4. Must pass written Basic Boating Exam.
5. Must fulfill additional requirements for specific license or endorsement as outlined below.

B. Power Boat License Applicant:

1. Must pass written powerboat exam.
2. Must complete an orientation cruise with a licensed boat operator. Orientation cruise form must be completely satisfied for acceptance.
3. Must pass practical boat handling test for respective boat (sail or power), including demonstration of knowledge of appropriate radio procedures.

C. Ski Boat License Applicant:

1. Must possess Powerboat License prior to practicing for a water-skiing endorsement.
2. Must practice driving with a licensed ski boat operator in the boat at all times.
3. Must complete two ski boat trips with a licensed operator prior to testing.
4. Must take ski boat practical test with SBM tester. Applicant must provide a test skier/wake boarder.

D. Day Sailor License Applicant (boats under 16 ft.):

Must have a Day Sailor License if sailing outside of zone 2, which is obtained by completing all of the below:

1. Must attend the boating orientation class.
2. Must pass the written sailboat test.
3. Must complete an orientation cruise on a b-boat.
4. Must pass the practical sail test with SBM staff or an approved “tester” from the Kwajalein Yacht Club.
5. Must abide by Day Sailor regulations outlined in USAKA Regulation, 385-9, “Recreational Water Safety”. The below table is reproduced for quick reference.

	Under 12' Day Sailor		12' – 15' Sailor	
	2+ Persons Aboard	Single Handed	2+ Persons Aboard	Single Handed
Zone 1	• Day Sailor License	• Day Sailor License • Safety Mechanism*	• Day Sailor License	• Day Sailor License • Safety Mechanism*
	• No License Needed	• Day Sailor License • Safety Mechanism*	• Day Sailor License	• Day Sailor License • Safety Mechanism*
	• Not Allowed	• Not Allowed	• Full Sail Endorsement • Water Proof VHF Radio • Safety Kit	• Full Sail Endorsement • Water Proof VHF Radio • Safety Kit



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	Under 12' Day Sailor		12' – 15' Sailor	
	2+ Persons Aboard	Single Handed	2+ Persons Aboard	Single Handed
				<ul style="list-style-type: none"> ● On the Water Buddy
	<ul style="list-style-type: none"> ● Not Allowed 	<ul style="list-style-type: none"> ● Not Allowed 	<ul style="list-style-type: none"> ● Full Sail Endorsement ● Water Proof VHF Radio ● Safety Kit 	<ul style="list-style-type: none"> ● Full Sail Endorsement ● Water Proof VHF Radio ● Safety Kit ● On the Water Buddy

* **Safety Mechanism** – must have one of the following: 1. On-the-water buddy that stays within hailing distance. 2. Designated shore watch that is present and has equipment to perform a rescue and/or a telephone/marine radio to call for assistance.

E. Sailboat License Applicant (boats 16 feet and over):

1. Must pass a written sailboat test.
2. Must attend the boating orientation class.
3. Must complete an introduction to orientation cruise with a licensed boat operator. Orientation cruise form must be completely satisfied for acceptance.
4. Must pass written sailboat test and/or boat license endorsement as defined in Boating Orientation Handbook for each class of sailboat.
5. Must pass practical sailboat test with SBM Supervisor or an approved “tester” from the Kwajalein Yacht Club.

F. SBM Staff:

1. Upon completion of license requirements, will issue a unique boating license number.
2. Will maintain a hard copy of the Boat License Spreadsheet at the dispatch window in the Boat License Book. The SBM uses the Boat License Spreadsheet to verify that boat captains have the appropriate license at the time of reservation and/or when filing a float plan.
3. Will track boat licenses recently issued on a separate page to be incorporated with the Boat License spreadsheet when the SBM staff updates the spreadsheet.
4. Will not allow an individual to captain a vessel that he/she does not have the appropriate license for. He/she will be subject to administrative action.
5. Will inactivate the license of boaters that have had a Permanent Change of Station (PCS) from USAKA.

G. Boat Licensee:

Must abide by the below guidelines for boat license reinstatement after a PCS from USAKA/RTS.

1. 1-24 month absence: No requirements for re-instatement of license. Operator must notify SBM staff that they are back on island and have their file activated again.
2. 25-48 month absence: If the operator returns during this time, he/she can “re-activate” respective licenses by paying boat orientation fees and passing applicable written and practical tests. Failure to pass the written tests (1 try only) require individual to attend the boating orientation class.
3. 49 months or longer absence: File is no longer kept and individual must follow all steps required for initial licensing process.

VI. LICENSE VIOLATIONS

A. SBM Staff:

Temporarily or permanently suspend boating privileges because of misuse or abuse of government-owned property, or for violations of this SPI or referenced documents, or other just cause.

B. SBM Supervisor:

1. May suspend a boat license up to 90 days for misuse of watercraft or for infractions of rules.
2. Will examine the circumstances surrounding the reported violation to determine administrative action, which could include documented verbal warning, written warning, temporary suspension based on infraction severity, or permanent suspension of boat license (includes loss of SBM privileges).
3. Will administer increased disciplinary action for repeat offenders.
4. Will suspend a violator's license and lose all SBM privileges as stated in this SPI during investigation period.

C. Boat Captains:

1. May write an appeal regarding their suspension. Appeal may not be made later than 5 days after notification of the suspension.
2. May, after one year of serving a permanent suspension, petition to have privileges reinstated but not his/ her license reinstated.

D. Community Services Manager:

1. Will hear a suspended licensee's appeal of suspension.
2. Will review and approve recommendations for license revocation or suspensions for over 90 days. Review will include incident or accident reports as investigated and documented by the SBM or outside agency, if appropriate (police, fire, safety, environmental).
3. Will give 90 day or longer suspensions for more serious violations, such as endangering the lives of passengers or other boaters, or causing damage to property through negligence, carelessness, or misuse.

VII. BOAT RESERVATION PROCESS

A. Boat Captains:

1. Must follow procedures as stated in the boating orientation handbook.
2. Must possess a SBM boat license with appropriate endorsement.
3. Are not permitted to make a reservation for another person, including spouses and dependents.
4. May only have one reservation at a time for each class of boat (B-boat, sailboat, C-boat, Pontoon boat, and pier reservation).
5. May not make a new reservation until the existing reservation is completed.

B. SBM Staff:

Will cancel the latter of the reservations if multiple reservations are found in the reservation book.

VIII. CHECK IN/OUT PROCEDURES

A. Boat Captains:

1. May only sign up for and operate a craft that he/she is appropriately licensed.

2. Must write legible, accurate, and complete float plans prior to departure. Float plans for boats used for diving require the boat captain and all passengers to personally initial the float plan.
3. Must file a float plan with the SBM prior to departure on government-owned recreational boats.
4. For private boats, must file a private boat float plan directly with Marine Operations Harbor Control Tower at Kwajalein or the Roi-Namur Police Department at Roi-Namur, under the following circumstances:
 - a. The SBM is closed at the time of departure.
 - b. The SBM is closed at original time of arrival.
 - c. A Small Craft Advisory is in effect.
 - d. An overnight trip is planned.
5. For private boats, must file a private boat float plan with the SBM if the departure and return times are within the SBM hours of operation and no Small Craft Advisory in effect.
6. All float plans, government-owned and private, must be “closed out” by the captain at the conclusion of the trip. The captain must contact the agency holding their float plan to close it out.

B. SBM Staff:

Will hand carry private boat float plans filed with the SBM to Marine Operations Harbor Control Tower if, while at sea, original estimated time of return is adjusted to a time after the SBM closes. Abuse of this service is dealt with administratively.

C. Boat Captains:

1. Must inspect boats for damages or faults prior to departure from boat storage area, ex. dock, mooring, Camp Hamilton (kayaks & Lasers). Any discrepancies or damages found upon return will be attributed to the current operator.
2. Must establish radio contact with the SBM or Harbor Control Tower prior to departure. The Harbor Control Tower monitors radio traffic for recreational boats when the SBM is closed.
3. Must ensure required safety and emergency equipment is on board for B/C boats (see glossary of terms) and keelboats, to include but not restricted to the following:
 - a. One first-aid/safety kit to include chart of authorized boating area.
 - b. Working radio.
 - c. Ladder – required if going in water.
 - d. Dive flag (if diving or snorkeling).
 - e. Global Positioning System (GPS) –B-boats only – can be requested for other boats.
 - f. Two paddles B/C boats only.
 - g. Anchor(s):
 - 1) Two anchors and anchor line B/C Boat.
 - 2) Keelboats and ski boat have one anchor.
 - h. One fire extinguisher required for boats with an auxiliary engine.
 - i. A Coast Guard approved, Type I, non-inflatable flotation device for each person aboard.
4. Must pay all expenses incurred the day of the rental. Any damage to government-owned boats and equipment will be billed through the Finance Department.

5. Must return all checked-out equipment, clean the boat of all debris, secure the boat, close out the float plan and complete any other required forms.

IX. OPERATIONAL INFORMATION WHILE UNDERWAY

A. Boat Captains:

1. Must abide by the approved docking areas.
 - a. Kwajalein Marina.
 - b. Kwajalein Ski Dock.
 - c. Roi-Namur Marina.
 - d. Scuba Shack at Roi-Namur.
 - e. Day Sailors, Hobie Cats, and Personal Watercraft (PWC) may be temporarily beached or anchored at Coral Sands Beach or Camp Hamilton in conjunction with an organized activity.
 - f. Launching or beaching of any craft at Emon Beach is not authorized.
2. Must take caution when making lagoon/ocean pass crossings, whether transiting or traversing due to changing conditions, strong currents, counter currents, waves and other natural hazards.
3. Must leave the VHF radio on with volume loud enough for the SBM to make radio contact at any given time.
4. GPS are required in the B-range, which must stay on at all times. Waypoints may not be entered or deleted off the GPS.

X. ANCHORING REQUIREMENTS OF GOVERNMENT-OWNED BOATS

A. SBM Staff:

1. Will post anchorage closures as part of the operational notice at the beginning of the day.
2. Will inform all Boat Captains of anchorage closures by radio should seas conditions change while boaters are on the water.

B. Boat Captains:

1. Must find the safest anchorage by observing anchorage area prior to dropping anchor. Take into consideration elements like location of other vessels, tide, current, wind, swell, and sea life/coral heads.
2. Must use 2 anchors to secure B/C boats and make sure that each anchor has proper scope. See Boating Orientation Handbook for detailed explanation of scope and how to anchor.
3. Must dive down to check and if necessary, set anchors, to make sure they are secure. This is especially important when anchoring oceanside and/or in locations with large swell. Do not leave the boat without checking your anchors.
4. Must monitor boat and anchorage whenever possible and if necessary, move boat or reset anchors if anchorage is uncertain.
5. Must abide by anchorage area restrictions set by Marina staff. Restrictions will be made based on sea and weather conditions.
6. If tying off to a mooring ball other than SBM moorings, boats must have 2 secure tie-offs. The mooring ball is considered one. Boaters may either throw an anchor line or in the case of diving on a ship wreck, bring an extra long rope tie off to the wreck.
7. See Boating Orientation Course Guide for further details on how to anchor properly.



XI. OPENING AND CLOSING PROCEDURES

A. SBM Staff:

1. Upon opening, the SBM personnel will post weather conditions, safety/operational notices, and open the SBM radio network, channel 68. Informational notices include but are not limited to:
 - a. Wave and wind conditions.
 - b. East reef status (open or closed).
 - c. Recompression chamber status.
 - d. Mission and hazard area notifications.
 - e. Small craft advisory.
 - f. Anchorage area closures.
2. The SBM radio network is staffed at all times when the SBM is open. The network is not open when a Small Craft Advisory is in effect unless government-owned recreational boats are still at sea.
3. Must close the SBM radio network by announcing that SBM Channel 68 is closed and all communications must go through Harbor Control, Channel 12.
4. Must secure all government-owned vessels, equipment, funds, and fuel pumps upon closing.
5. Will hand-carry open private-boat float plans to the Harbor Control Tower.

XII. SBM SMALL CRAFT PROCEDURES

A. Marine Harbor Control:

Will fly the small craft advisory flag from the mast above the Marine Harbor Control at Kwajalein and the Yokohama Pier at Roi-Namur during foul weather.

B. SBM Staff:

1. Will not allow government-owned crafts out of the harbor, with the exception of the ski boat or kayaks, should their designated usage areas be calm.
2. Will contact all craft with radios and advise them of impending bad weather.
3. Will recall all government-owned recreational vessels should a small craft be raised while boats are out.

C. Boat Captains:

Must return to their respective marinas when recalled by the SBM. If skipper feels it is safer to stay at anchor, he/she may ask SBM staff permission to remain at anchorage.

XIII. ACCIDENT REPORTING PROCEDURES

A. SBM personnel:

1. Will help facilitate any immediate medical concerns by contacting the appropriate agency for assistance if there is an accident involving injury to an individual.
2. Will work with boat captain to accurately fill out, "Reporting Damage to Government Property (Form 3075) and SBM Accident/Incident/Late Report for accidents involving damage to government-owned property. Also insure compliance with KRS Property Manual pertaining to Lost, Damaged, or Destroyed Equipment.
3. May bill licensed operator through KRS Finance Department for damage or destruction to government-owned recreational boats and/or equipment.

B. Boat Captain or designated passenger if captain is incapacitated:

1. Must fill out an "Accident/Incident/Late Report" for accidents involving injury to an individual and fax form to KRS Safety. Original is kept on file at SBM.
2. Must comply with the "KRS Property Manual" pertaining to Lost, Damaged, or Destroyed equipment.

C. Licensed Operator:

1. Must accurately report all incidents, accidents or damage to personnel or government-owned equipment immediately upon return to the Small Boat Marina.
2. May be billed by the SBM through the KRS Finance Department for damage or destruction to government-owned recreational boats and/or equipment.

D. KRS Safety:

If deemed necessary, may further investigate the accident in accordance with SPI 1394, Accident/Incident Investigation and Reporting.

XIV. PRIVATE BOAT DOCKING AT PIERS

A. SBM Staff:

1. Will utilize the SBM docking facility, including North Pier, Middle Pier and Col. Gary K. McMillen Pier (pier furthest south), and on Roi-Namur, the single pier with 4 finger piers as permanent berthing for government-owned recreational boats.
2. Will manage reservations for temporary berthing and/or boat maintenance use for the Col. Gary K. McMillen Pier through a sign-up sheet at the SBM office. Reservations are at the discretion of the Marina Supervisor.
3. May approve pier reservations to begin at 1700 hours on the day boat captains signed for the docking space. The docking space is valid for 24 hours.
4. May allow private boaters to use a pier space before the 1700 hours reservation time if the space is available.
5. Will limit pier reservation docking space to a maximum of two days.
6. On days the SBM is closed, will post a copy of the pier reservation sheet outside of the SBM front window. This is the only instance that a boat owner can sign-up for a pier slot without SBM approval.
7. Will give administrative censure to boat captains that have their boats docked on the pier without a reservation. Censure could include possible loss of SBM privileges.
8. May request private boat owners to remove their boats from Col. Gary K. McMillen Pier in an expedient manner, regardless of reservation in extenuating circumstances, such as emergencies, North and/or Middle pier failure, or weather problems.

B. Kwajalein and Roi-Namur Marina Supervisors:

May grant exceptions for pier stays over 2 days for boats that are too large to pull with a trailer (ex. sailboats), that need to undergo repairs, or that must deal with mooring maintenance. Amount of dock time granted will be determined by the SBM Supervisor.

C. Private Boat Owners:

1. Must make pier reservations in person for their own boat, and reservation must be approved by SBM staff.
2. Must abide by the reservation rules for pier space as stated above.

D. Dinghy/Tender Owners:

1. Dinghy space is limited to one boat length on the private pier.
2. Must maintain their dinghy in good working order (inflated and usable).
3. Must move their dinghy if they do not use it in 10 days time.
4. Must leave the engine in the down position and not tilted up.

E. Roi-Namur SBM Staff:

1. Manage the Roi-Namur SBM pier that has four fingers.
2. May, with advance notice, allow boat captains to temporarily dock a private boat on the pier.

XV. FUEL SALES

A. Kwajalein SBM Staff:

Will ensure that sale of fuel and oil at Kwajalein is restricted to USAKA/RTS residents and TDY visitors for use with their USAKA/RTS registered private and/or government-owned vessels.

B. Roi-Namur SBM Staff:

1. Will make fuel and oil sales at Roi-Namur available for USAKA/RTS registered residents and their vessels and for 3rd Island residents on designated days.
2. Will release fuel sales to the purchaser only. The customer may have others assist with product removal.

C. Kwajalein/Roi-Namur SBM Fuel Customers:

1. Must pay for fuel sales at the time service/product is provided.
2. Must provide your own containers for the transport of fuel. Containers must be approved for the storage and transport of fuel.

D. Kwajalein and Roi-Namur Marina Customers:

Must notify the Marina staff immediately if there is a spill or release of fuel or oil on the water or ground.

E. SBM Staff:

Will follow guidelines provided in SPI 1530 R2, "Reporting and Responding to Spill Events" for spill or release of fuel or oil on the water or ground.

XVI. SKI BOAT AND RELATED ACTIVITIES

A. SBM Staff:

Will not allow swimming, snorkeling, and diving within the ski areas during SBM hours of operation unless the area is not reserved or there is a "no show." If not reserved or "no show," swimmers, snorkelers, and divers may utilize the area for the remainder of the immediate time slot only. This is done by calling the SBM and getting approval from the supervisor on duty.

B. Marine Department Harbor Control Tower:

Will coordinate use of the ski area on days and times when the SBM is closed.

C. SBM Supervisor or designee:

1. May allow the ski area to remain open and available to skiers during Small Craft Advisory provided the water conditions are acceptable.
2. Will insure that only one ski boat is allowed in a ski area at a time

D. Boat Captains:

1. Must follow the water skiing rules and procedures in USAKA Regulation, 385-9, "Recreational Water Safety" and the Recreation Activities Boating Orientation Course License Information Guide.

2. Must utilize the ski boat for pulling water-skiers, wake boarders, and other specifically designed water toys. For brevity, all aforementioned activities will be referred to as skiing and skiers.
3. Will tow only one person behind a government-owned ski boat at a time, unless using a specific water toy such as the Banana, which is designed for more than one person.
4. Will immediately stop use of the ski boat and radio the SBM for assistance under the following circumstances:
 - a. If swimmers, snorkelers, fishermen, or divers in the ski area, refuse to leave the area after you have requested it.
 - b. Work craft are at or in a close vicinity of the barges adjacent to the ski area.
 - c. Work craft are moving in the area of Foxtrot Pier.
 - d. Heavy rain obscures vision.
5. Must follow entry/exit routes for the ski area and survey the ski area prior to commencing towing activities.
6. Must have one observer in the ski boat at all times, in addition to the operator. Only the boat operator and observer are allowed in the boat while towing. See the boating orientation book for ski boat towing capacities.
7. Will operate the ski boat with a minimum water depth of 5 feet.
8. Will insure all starts are made in the water, not from the dock.
9. Will not beach the ski boat at Roi-Namur.

XVII. KAYAKS

A. Kayakers:

Kayakers must abide by the kayak guidelines as established in USAKA Regulation 385-9, "Recreational Water Safety".

B. Government-owned Kayakers:

1. Must file a float plan for each rental kayak at the Small Boat Marina.
2. Must abide by age restrictions:
 - a. Minimum age of 6 years.
 - b. 6-10 year olds must ride on a double kayak with a parent or adult.
 - c. 11-16 year olds can go out on a single kayak, provided a parent or adult accompanies them as their on-the-water buddy.
 - d. 16-18 year olds require a Parental Consent Form. A parent or legal guardian must fill out the form in person at the SBM and the form is kept on file at the SBM.
3. Must wear a non-inflatable, Type III, United States Coast (USCG) approved life jacket at all times when on the water. Failure to wear a personal flotation device (PFD) is cause for immediate termination of rental. Renter must pay cost of time kayak is used.
4. Must safely transport all checked out gear supplied by the marina to and from the SBM to kayak launch site. Checked out gear includes but is not limited to paddle, paddle leash, and life vest.
5. Must tether paddle to kayak with paddle leash.
6. Must have basic paddling skills prior to paddling into deep water including getting in and out of kayak without touching the bottom and without assistance, paddling in a straight line, steering the kayak, and turning 180 degrees without flipping.

7. Must stay in designated rental areas:
 - a. Kwajalein:
 - 1) Zone 2 – Camp Hamilton.
 - b. Roi-Namur:
 - 1) North Area – Areas 1, 2, 3 & 13. Only available on a non-interference basis with ski boats (Attachment D, Roi-Namur Rental Kayak Area).
 - 2) South Area – Areas 5 & 6, extending to Ennugarret (First Island) on the East Reef (Attachment D, Roi-Namur Rental Kayak Area).
 8. At Camp Hamilton, must avoid shallow coral heads in front of beach and moored sailboats.
 9. Must stay with the kayak at all times. Kayaks are not equipped with anchors.
 10. If on the water, must stay in your kayak in case of emergency.
 11. Must have one of the three below “**Buddy Systems**” in place at all times while kayaking:
 - a. **An on-the-water buddy** (see definitions section below).
 - b. **A designated shore watch** with the equipment to perform a rescue and or access to a telephone or marine radio to call for assistance.
 - c. **A functional, waterproof marine radio. SBM does not supply radios to kayakers.** However, kayakers may supply their own marine radio. Radio must be shown to Marina staff prior to kayak checkout and a radio check must be completed. Radio must be securely attached to kayaker at all times when on the water.
 12. Must initiate emergency procedures for a buddy that is in distress to include contacting the SBM for assistance.
 - a. By telephone – Camp Hamilton and Coral Sands have working telephones for emergency calls.
 - b. By getting the attention of somebody on shore or a nearby vessel to alert the SBM.
 - c. By radioing the SBM.
 13. Must contact the SBM prior to float plan check-in time to extend your kayak rental return time.
 14. Must pay the late fee if returning after designated return time on the Float Plan.
 15. Must pay for repair or replacement costs for any lost or damaged items.
 16. Must pay for rescue fees.
- C. SBM Staff:**
For government-owned kayaks, will immediately dispatch staff or vessel to go to Camp Hamilton to look for and assist the kayaker that is more than 15 minutes late from designated return time on rental agreement.

XVIII. SURF/BODY BOARDS ON GOVERNMENT-OWNED VESSELS

A. Kwajalein Surfing Organization (KSO) Board Members:

1. Will insure that KSO members know and abide by surf regulations established in USAKA Regulation 385-9, “Recreational Water Safety” and will go over anchorage requirements as established in this SPI.
2. Will provides a list of members in good standing to the SBM for verification purposes.

B. Captains of Government-owned Recreational Boat:

1. Will insure that only those passengers that are members (in good standing) of the KSO use the surf/body boards on the boat.
2. Passengers, who are in the process of being checked out to become a member of the KSO, may use surf/body boards providing the trip is part of an official KSO membership checkout trip.
3. Boards must be safely secured between the consul and the gunnels.
4. A max of six surfboards/body boards and six passengers are allowed on a B boat.
5. Will not take boats carrying surf/body boards to closed areas, including anchorage areas deemed unsafe by SBM Staff.

C. SBM Staff:

Will sanction, through administrative action, individuals engaging in unsafe behavior.

XIX. DIVING OFF OF GOVERNMENT-OWNED BOATS

A. Kwajalein Scuba Club (KSC) Board Members:

1. Will insure that KSC members know and abide by USAKA Regulation 385-9, "Recreational Water Safety" regulations for diving at USAKA and for diving off boats and will also go over anchorage requirements as established in this SPI. See Recreational Water Safety.
2. All divers on SBM boats will initial their float plan to recognize the dive limits set on Kwajalein.
 - a. 60' for the certified Open Water Diver
 - b. 130' for the certified Advanced Diver
 - c. 50' for all divers if the Dive Chamber is down

XX. PWC PROCEDURES

A. PWC Operators:

1. Must abide by the rules governing vessels stipulated in this SPI, SBM Recreation of Boating guidelines and reference documents. USAKA Regulation 385-9, "Recreational Water Safety".
2. Must have a powerboat license and file a float plan for each trip.
3. Must utilize stand-up PWC in Area A at both Kwajalein and Roi-Namur.
4. Must utilize sit-down PWC in Area C at Kwajalein and Roi-Namur.
5. Must never operate PWC outside of the lagoon.
6. Must stay at least 100 yards away from dive flags, snorkelers, windsurfers, watercraft, structures, and the shoreline. At Roi-Namur PWC must stay 200 yards away from the shoreline. PWC operating within 100 yards for transit purposes must operate at a "no wake" speed.
7. Must wear and insure their passengers wear a non-inflatable, Coast Guard approved PFD.
8. Must utilize the buddy system:
 - a. Two people on one vessel
 - b. Two vessels with one person each that go out together and remain within reasonable hailing distance of each other.

9. Must launch PWC from the boat launch ramps at Kwajalein and Roi-Namur or from the Camp Hamilton Beach area on Kwajalein.

XXI. REFERENCE DOCUMENTS

- A. Performance Work Statement (PWS) USAKA/RTS 03-01
- B. USAKA Regulation 385-9, "Recreational Water Safety", dated 13 Sep 2003
- C. Recreation Activities Boating Orientation Course License Information Guide
- D. DI SEA 0001 Marine Operations Manual
- E. SPI 1091 Control and Maintenance of Private Boat Storage Lots, Kwajalein and Roi-Namur
- F. SPI 1394 Accident/Incident Investigation and Reporting
- G. SPI 1530 Reporting and Responding to Spill Events
- H. KRS Property Manual
- I. Kwajalein Police Department RMI Special Trip Request
- J. Maloney, Elbert S. Chapman: Piloting, Seamanship, and Small Boat Handling, 56th Edition.
- K. Hearst Marine Book, New York 1983

XXII. GLOSSARY OF TERMS

A. B Boats

Powerboat with two engines (dual source of power). Marina B boats are authorized to operate in Areas A, B, and C. Private "B boats" can exceed rental B boat boundaries.

B. Boat, Craft, Vessel

These terms are used interchangeably within this document.

C. Bigej Pass

Bigej Pass is located on the east reef between the islands of Ninni and Bigej.

D. Buddy System

The requirement for buddy teams is two or more persons each qualified for and participating in the same water sport, to remain within sight and communicating distance of each other at all times while participating in the sport. Each person is alert for the safety of the other and is able to readily assist the other if necessary.

E. C boats

A vessel with a single source of power; can be a powerboat or sailboat (16' or larger). Marina C boats are authorized in Areas A and C. C boats and Personal Water Craft may go to the north end of Bigej Island located within Area B provided they stay within ½ mile lagoon side of the East Reef and are accompanied by a buddy with boat power; example: a sailboat 16' or larger or another PWC.

F. Day Sailor

Sailing vessel less than 16' in length; Examples: Laser, Sunfish, Hobie Cat sailboats

G. Dinghy/Tender

Small vessel used in transiting to/from moorings, docks, or larger vessels.

H. Formal Rescue

SBM initiates the process to solicit external assistance to a boat that is greater than 15 minutes past their schedule float plan return time or a private boat that has radioed the SBM for assistance.

I. Gea Pass

Gea Pass is located on the west reef between the islands of Gea and Ninni

J. GPS

Global Positioning Satellite

K. Hazardous Seas

Seas deemed too rough to be safe. This determination is at the discretion of the SBM Supervisor.

L. Informal Rescue

Assistance provided by the SBM for government-owned boats, ex. towing a kayaker back to shore after kayaker has lost paddle to rental kayak.

M. Kayak

Non-motorized; single-hull, paddle-propelled vessel

N. KSC

Kwajalein SCUBA Club

O. KSO

Kwajalein Surfing Organization

P. Mooring

A semi-permanent anchorage installation, using a single point mooring system, consisting of a heavy anchor (usually of the mushroom type), chain, a mooring buoy, and a pennant of nylon (See DI 2015, SBM Mooring Procedure for further details with mooring in USAKA waters).

Q. North Pass

North pass is located at the Roi-Namur boating area. The pass is between the island of Ennibing and Mellu overall responsibility for the implementation SBM operations at USAKA/RTS in accordance with this SPI.

R. On-the-water Buddy

An example would be two or more kayakers on the water remaining in visual contact with each other.

S. Pennant

The line by which a boat is made fast to a mooring buoy is called a pennant (sometimes pendant).

T. Personal Water Craft (PWC)

Jet ski; includes stand-up and sit-down variety. PWC are considered a boat and operators must fulfill licensing requirements and abide by rules governing vessels stipulated in reference documents.

U. Sailboat

Government-owned sailboats 16' and over, without auxiliary engine on board, are allowed to operate in "Area C" as defined in the boating orientation course book. Government-owned sailboats 16' and over with an auxiliary engine on board and a working radio are allowed to operate in "Area B" as defined in the Boating Orientation Course Book.

V. SAR Pass

SAR is located on the west reef, closest to the southwest tip of Kwajalein. This is a very narrow pass that can only accommodate one boat at a time. Radio contact with the SBM or Harbor Control (depending on which agency has the float plan) is required prior to and at the completion of pass transit.

W. Shore Watch

An onshore version of the buddy system described above.

X. Ski boat



Power boat used to tow a skier or wake boarder. Marina ski boat is authorized to operate in the ski area as defined in USAKA Regulation 385-9, "Recreational Water Safety" and in the Recreation Activities Boating Orientation Course License Information orientation course book.

Y. SBM

Refers to Gary K. McMillen SBM at Kwajalein and the SBM at Roi-Namur

Z. Small Craft Advisory (SCA)

A weather warning issued for winds ranging from 20-33 knots (23-38mph). Harbor Control Tower posts associated visual signals which are: Daylight = One Red Pennant; Nighttime = One Red Light over One White Light

AA. South Pass

Located on the west reef between the islands of Carlson and Carlos

BB. West Wind Warning

A weather warning issued for west winds that cause rough seas in Kwajalein harbor and lagoon. Harbor Control Tower posts associated visual signal; a whiskey flag that is white with a blue square in the middle.