

PROTECTED A (UNCLASSIFIED LESS ANNEX A)

Sea Training Group  
PO Box 99000 Station Forces  
Halifax NS B3K 5X5

STG: XXX-3485-1 (ST(A) OPSO/RDIMS#)

Oct 2021

Distribution List

ADMINISTRATIVE INSTRUCTIONS - HER  
MAJESTY'S CANADIAN SHIP XXXXXXXXX

References: A. MARLANT FLTSCHED FY 2X/2X  
B. Readiness Training Guide  
C. CFCD 102 (O)  
D. SSOs AL 11  
E. NFR – Operational Readiness website, <http://armor.halifax.mil.ca/Home.aspx>  
F. RDIMS 1108357 - CANFLTPAC and CANFLTLANT Operations Order: COVID 19 – HMCS Ship's Crew Pre-Sail Protocol 20-01, 26 November 2020

INTRODUCTION

1. In accordance with reference A, HMCS XXXXXX (XXX) will conduct Basic Single Ship Readiness Training (BSSRT) from XXXX-XXXX with Sea Training (Atlantic) (ST(A)) staff embarked in-order-to achieve Normal Readiness. This training will encompass an operations focused approach with the objective of providing XXX the capability to effectively carry out follow-on missions as directed at reference A. The program will be tailored for XXX's unique TRP and the scenario will be provided by ST(A).

2. The BSSRT program will be designed and executed using extant references and will therefore include, but not be limited to, training and validation in the following areas:

- a. Safe-at-Sea, which will ensure XXX is able to effectively deal with any shipboard emergencies once underway;
- b. alongside and underway Force Protection capabilities;
- c. damage control capabilities;
- d. basic warfare operator skill sets with particular focus on RMP/RAP coordination and management; and
- e. peacetime emergencies (MOB, HAZMAT, ISOCAS, Fuel Spill, etc).

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3. XXX will conduct BSSRT en route to the deployment theatre. IAW forthcoming TASKORD, CST(A) is designated as OTC and will have TACON of XXX throughout the program.

PREPARATION

4. In preparing for BSSRT, it is critical that the ship's company demonstrate a positive attitude, sense of personal commitment, and high level of cooperation and teamwork. Historically, it has been proven that time spent preparing for aspects relating to individual training, divisional administration, organizational, and technical readiness, provides the greatest return on your efforts.

5. The Operational Readiness site hosted by Naval Force Readiness (Reference E) advertises Fleet readiness across a broad spectrum of metrics. These include, but are not limited to, inspections, Combat Readiness Requirements (CRRs), Operational Deficiencies (OPDEFs), and trials. XXX is to ensure their particular fields are up-to-date NLT 30 days prior to departure so as to account for unforeseen deficiencies. Any deficiencies deemed noteworthy by XXX shall be noted in the Readiness to Train Letter.

6. Pre-embarkation training focused towards strengthening the established internal organizations and integrating the new members of the crew IOT ensure they know their places and roles in every evolution; perfecting the work of each of these organizations will continue as part of the program. With this philosophy, it is recognized that errors will be made during the early stages of training: these should be viewed as teaching devices/tools. Annex D is not an exhaustive list, but if the suggested preparations are complete, XXX should successfully increase their fighting and organizational capabilities. Sea Training Group (STG) maintains a comprehensive and current list of observations from most recent STG initiated exercises which may be found on the STG website. Additionally, ensure your team opens lines of communication with STG staff as soon as possible to help coordinate your preparations for this training.

COORDINATING INSTRUCTIONS & DELIVERABLES

7. During your preparations, ST(A) must be promptly informed of any anticipated administration/training/equipment deficiencies. CANSEATRANLANT is to be added as an information addressee on all appropriate message traffic and other correspondence upon receipt of this instruction until the end of the program. The information required in Annex B, along with a CD copy of unit's CSOs and Battle Orders, must be submitted no later than two weeks prior to BSSRT. Please ensure unclassified information is placed on a separate CD from classified information. In an effort to provide ST(A) a more fulsome and context based synopsis, I ask units to prepare an embarkation report NLT one week prior to BSSRT based on the example in Annex E. Again, senior ship's staff is encouraged to contact their counterparts early in the preparation phase to discuss the programs and associated expectations.

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8. ST(A) will provide a MACRO flex for BSSRT a minimum of one month prior to the start of the program. All lecture references are located on the Sea Training Group website, and are the only ones authorized for use. It is the responsibility of the OPI to become familiar with the lecture and contact their ST(A) counterpart if any questions arise. Any proposed changes to lecture composition or slide layout must first be discussed with and approved by the OPI's ST(A) counterpart.

9. Any further requirements will be listed in Annex C, or can be found at reference B.

CONDUCT

10. The BSSRT will take place from from XXXX-XXXX. You can expect a fast paced SRT with the goal of achieving Level 6 Battle Problem by the end of the training window. XXX will need, at times, to depart from daily routines, prescribed in reference D, to support the FLEX, ensuring cleaning and habitability are maintained at a high state, as well as providing meals and stand-easy. XXX's OROs are to liaise with the ST(A) OpsO to insert the necessary enablers into the FLEX to achieve these objectives. XXX Ship's Staff are to liaise with STS in order to identify lectures requiring STS oversight and FLEX them accordingly throughout BSSRT.

CONCLUSION

11. As always, a positive attitude, particularly within the leadership at all ranks, preparedness, cooperation, personal commitment, and teamwork are the keys to success. XXX must also take ownership of the program early and manage the execution of the FLEX. Your program is designed to enhance your readiness level to execute tasks expected of a ship at Normal Readiness. To maximize the training benefit you will need to take, understand, and employ lessons learned that are identified in the comprehensive critiques provided after each serial. These lessons will help improve both the ship's response to future serials, and ultimately, will help you achieve success during your BSSRT

12. XXX is about to embark on the road to Single Ship International Deployment (SSID). As such, I cannot overemphasize the importance of maintaining Operational Focus. Although safety during any SRT is undoubtedly important, being operationally focused is paramount to the success of BSSRT and ultimately to achieving Normal Readiness. I expect the senior leadership of any ship under STS assessment to drive their teams towards excellence whilst teaching the most junior sailors about what operational focus means and helping them to maintain such focus to enable them to perform at their best.

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13. CST(A) and staff look forward to working with you during your upcoming training. Should you have any questions, please do not hesitate to contact the ST(A) Operations Officer, LCdr XXXXXXXX, at 902-427-3453 or [xxxxx@forces.gc.ca](mailto:xxxxx@forces.gc.ca).

X.X. XXXXXXXXX

Captain(N)  
Commander

Annexes (Next Page)

Annexes

Annex A: ST(A) Staff Requirements  
Annex B: List of Submissions  
Annex C: Occasions to Call CST(A)  
Annex D: Preparations for BSSRT  
Annex E: STG Readiness to Train Letter (Example)

Distribution List

Action

HMCS XXXXXXXXX

Information (Less Annexes)

CANSEATRINLANT  
COMCANFLTANT  
MARLANTHQ HALIFAX/MCC HALIFAX/NFR

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### ST(A) STAFF REQUIREMENTS

1. Administratively, there are a number of ST(A) staff requirements that need to be supported by XXX prior to their embarkation for BSSRT.
2. Accommodation for ST(A) should be organized with the following details provided for clarification:
  - a. Officer's Cabins: Lockers, desks and drawers are to be cleared and cleaned prior to embarkation, with fresh linen on each bunk as well as life belts and SAS suits. Basic office stationery including temporary docket folders, three hole punch, stapler, etc. are to be provided. Cabins are to be cleaned/vacuumed daily or on the same schedule as the other cabins however, it is to be brought to the attention of the ship's company that the cabins **remain out of bounds at all times including Sea Training initiated exercises**; and
  - b. Mess Decks: Mess accommodation and lockers are to be clean with decks scrubbed/vacuumed prior to ST(A) embarkation. Fresh linen shall be available on all bunks as well as life belts and SAS suits. As with all of the spaces allocated for ST(A) use, it is to be brought to the attention of the ship's company that these messes will also **remain out of bounds at all times including Sea Training initiated exercises**.
3. The following are the specific ST(A) bunking and IT requirements:
  - a. The Senior Officer's Cabin is to be fitted with a ShipLAN workstation, a CSNI workstation and a VOIP;
  - b. Cabins are to be assigned and setup as follows:
    - (1) ST(A) XO to be accommodated in Cabin 4 with 2 x ShipLAN, 1 x VoIP phone;
    - (2) ST(A) OPSO/WPNSO to be accommodated in Cabin 3 with 2 x ShipLAN, 1 CSNI (if fitted for) and 1 VoIP phone; and
    - (3) ST(A) AirO/CSEO to be accommodated in Cabin 10 with 1 x ShipLAN;
    - (4) STA(A) MSEO/CSUP to be accommodated in Cabin 12 with 1 x ShipLAN

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- c. ST(A) PA, INTO and NCOs are to be collectively accommodated in Mess Decks 9 and 11;
  - d. ST(A) staff will require the exclusive use of the After Sonar Instrument Space (After SIS) for use as a staff office. This staff office is to be fitted with minimum 4 x ShipLAN workstations including an associated networked laser printer. As well, a Protected B shredder is to be provided if available. This space will **remain out of bounds at all times including Sea Training initiated exercises**; and
  - e. 1 x MFW (Stbd Aft with CSNI functionality), 1 x VIPER phone and 1 x ShipLAN workstation, including printing capability, shall be available in the Ops Room for ST(A).
4. CCR access. An updated CCR Access list is to be posted in the CCR, however, all members of ST(A) may require access in the performance of their duties and are to be authorized access IAW the ship's security policy.
5. Communication guard and message handling:
- a. Details of the communication guard responsibilities will be promulgated by message prior to Sea Training arrival; and
  - b. The CCR is to provide a copy of all messages received in accordance with the communication guard responsibility. High precedence messages shall be immediately brought to the attention of the ST(A) ISSO or Chief Nav Comm.
6. The following is a list of ST(A) personnel who will be embarking in XXX for BSSRT:

Rank	Name	MOSID	Posn
Cdr		00207 NWO	CO
CPO1		00381 CPO1	COXN
LCdr		00207 NWO	XO
LCdr		00207 NWO	OPSO
LCdr		00207 NWO	WPNSO
LCdr		00345 MS ENG	MSEO
LCdr		00344 NCS ENG	CSEO
Capt		00374 PA	PA
LCdr		00328 LOG	LOGO
Maj		00183 PILOT	AIRO
Lt(N)		00213 INT SEA	INTO
CPO2		00115 NESOP	OPSC
CPO2		00324 SONAR OP	CSONAR
CPO2		00168 MAT MANAGER	CSUP
CPO2		00366 WENGTECH	CSEC

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CPO2		00366 WENGTECH	CSEC
CPO2		00379 MAR TECH	CSTRUCTURES
CPO2		00379 MAR TECH	CMECH
CPO2		00144 NCIOP	C NCIOP
CPO2		00299 NAV COMM	C NAV COMM
CPO2		00105 BOSN	CBM
CPO2		00379 MAR TECH	CELEC
MWO		00363 AM SUP	AIRC
PO1		00115 NESOP	CNESOP
PO1		00114 NCIOP	STA SAAC
PO1		00299 NAV COMM	ISSO
PO1		00379 MAR TECH	FSM

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SUMMARY OF SUBMISSIONS

BSSRT Start Date: XXXXXXXX

DATE	TYPE OF SUBMISSION	TO
10 Jan 22	Soft copy of completed Secondary Duty List, SOPs, CSOs, EOTIs, CSEOTIs, KYS books and TMs. (To be sent directly to Sea Training POC)	ST POC
	Battle Orders	ST(A) WpnsO
	Draft transit PIM message to ST(A) for review (Route File to be emailed)	ST(A) WpnsO
	NAVOPDEF summary via message	ST(A) CSEO
	All Watch and Station Bill (Use Excel Spreadsheet from ST website) and Special Parties Bill. BDCS team management populated IAW Ref E.	ST(A) Cox'n
	Completed MICRO for BSSRT	ST(A) WpnsO
	Soft copy of any revised SOPs, CSOs, EOTIs, CSEOTIs and TMs	ST(A) Cox'n
	Readiness to Train Letter (example contained in Annex E)	ST(A) Cox'n (1 hard copy and 1 soft copy)



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Annex C to  
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OCCASIONS FOR CALLING CST(A)

1. Occasions for Calling CST(A). During the course of BSSRT, I rely on the Ship's Commanding Officer to keep me abreast of his concerns and the state of the ship and her consorts. I also keep abreast of issues through informal meetings with staff members throughout the day and night. However, on any occasion where work has been authorized or is being contemplated where execution of the program or any non-scheduled emergency exercise or battle problem could endanger the ship or personnel, I expect the OOW to call me directly. The OOW is therefore to call me directly on the following occasions:

- a. If the visibility reduces to below 1 NM, or on any significant change to the weather;
- b. At any time when in doubt as to the safety of the execution of the BSSRT program;
- c. In accordance with my Night Orders, when issued; and
- d. Furthermore, on any occasion where work has been authorized or is being contemplated where execution of the program or any non-scheduled emergency exercise or battle problem could endanger the ship or personnel (man aloft, moving heavy equipment, working near a shaft line, etc), one of my Operations Room Officers is to be contacted. If unable to find him/her, then I am to be contacted.

2. The above occasions to call do not in any way relieve the ship's OOW to call the ship's CO IAW his promulgated direction. When calling me at night, or at any time I may be asleep, the OOW must satisfy himself/herself that I have comprehended the full significance of the report.

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PREPARATIONS FOR BSSRT

1. Contact Sea Training Staff. Prior to the commencement of any program, the XO, Coxswain and other senior personnel should meet with their STS counterparts to discuss readiness training in general and to review the program. Continuous liaison with your STS counterpart is imperative throughout this process.
2. Training. Ensure all individual, refresher and team training is completed in accordance with refs B & C. It is particularly important that sufficient numbers of divers/rescue swimmers and Boat Coxswains (not only Boatswains) are trained. Non-MSE/Air Dept personnel belonging to Section Base Teams (SBTs) must be identified well in advance of training to permit inclusion of these personnel in SBT training. In order to minimize the time taken to advance team training, many of the most basic individual training serials will no longer be conducted. If difficulty is anticipated, my staff must be alerted as soon as possible. Reference B should be used as guidance for basic serials that the ship can progress without STS assistance. STS should be consulted if there is any confusion concerning these expectations. They are available to assist with any pre-program walkthroughs or demonstrations.
3. Technical Readiness. Ships are expected to be, in all respects, ready for sea. If difficulty is anticipated in this regard, CST(A) and their staff are to be informed at the earliest opportunity in order to assist in whatever capacity necessary. CANSEATRANLANT is to be included as a message addressee on all NAVOPDEFs prior to the commencement of the program until the completion of BSSRT. All maintenance work is to be completed outside the scheduled period of the SRT. If it is absolutely necessary to conduct shore assisted engineering work during this time, CST(A) is to be advised through the Sea Training MSEO/CSEO, and a list of personnel (military and civilian) to be embarked on any given day provided to the Sea Training Coxswain. Similarly, the ship must strive to identify those individuals who are critical to the progress of maintenance and will not be attending lectures and events. This must be kept to an absolute minimum and any deviation from the agreed upon number may result in cessation of the scheduled training.
4. Personnel Status. Ships are expected to sail for BSSRT with a complement necessary to achieve follow-on missions as detailed in ref A. If shortages exist, Sea Training is to be informed at the earliest opportunity in order to assist in whatever capacity possible.
5. Lectures. Certain members of the ship's company will be required to give lectures and demonstrations IAW the references. Personnel presenting lectures must ensure that the venue for the lecture is suitable. As well, lecturers must make themselves audible by using an appropriate PA system (e.g. flight deck broadcast, loud hailer, jury-rigged PA system, etc.). All personnel are to be seated five minutes before the commencement of any lecture. Examples of all lectures are located on the Sea Training Group website, and lecturers are to be extremely familiar with the lecture content, **if errors or outdated content is observed in these example briefs**, ship staff is to work

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with STS to update accordingly prior to commencement of BSSRT. Additionally, the example briefs should be tailored specifically towards how XXX will execute operations and administration.

6. You and Your Ship. Every member of the ship's company must have a detailed knowledge of his/her department. It is equally important that each sailor have a thorough knowledge of the ship as a whole as well as the damage control systems. "Know Your Ship" booklets must be completed prior to the start of BSSRT.

7. RTG/CFCD 102. These documents must be used for serial preparation and must be available to designated individuals. In particular, chapter 1 of ref B should have been read several months before the commencement of the training program. Visit the STG sharepoint for the latest version of the RTG - all previous editions should be destroyed to avoid confusion.

8. Watch and Station Bills/Special Parties Board/RAS Board. All departmental Watch and Station Bills, as well as the Special parties and RAS Board must be checked to ensure:

- a. a balance between watches;
- b. the absence of tasking conflicts, e.g. Boarding Party vs SSD, divers during Rescue Stations, etc;
- d. that all personnel requirements in accordance with ref D have been met; and,
- e. the ship remains capable of conducting its assigned mission and defending itself.

9. Organizational Check. The following organizations should be reviewed for balance, experience, qualifications and conflicts:

- a. Section Bases;
- b. Rescue Stations;
- c. Diving;
- d. First Aid / Casualty Clearing Teams;
- e. Boarding Party / Boarding Stations;
- f. Bomb Threat;
- g. Ship's Recall Organization;
- h. Demolition Team;

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- i. RAS Teams;
- j. Force Protection planning organization; and
- k. Emergency Response Team.

10. Common Practices. The following should be scrutinized to ensure that regulations and routines are IAW SSOs and NAVORDs and are being adhered to:

- a. divisional system and documents (in accordance with the Guide to the Divisional System);
- b. training organization - Officers and NCMs;
- c. security and keys;
- d. sports and recreation;
- e. library and DVDs;
- f. small arms control;
- g. ship's company recall;
- h. darken ship;
- i. safety committees;
- j. escape routes;
- k. cleaning stations;
- l. NOK organization;
- m. leave accounting;
- n. ration accounting;
- o. routine orders;
- p. control of duty free and customs clearance procedures;
- q. accommodations;
- r. NETP program;

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- s. correspondence handling;
  - t. reading of SSOs by the entire ship's company;
  - u. smoking policy; and
  - v. environmental policies.
11. Temporary Memoranda. Ensure Captain's Standing Orders and Temporary Memoranda are current and signed as required.
12. NPF Procedures. The following NPF procedures should be reviewed:
- a. mess constitution and rules;
  - b. bar operation, organization and consumption reports;
  - c. canteen operations;
  - d. laundry operation;
  - e. money handling; and
  - f. ship's and mess committee meetings.
13. Harbour Duty System. The harbour duty system should be reviewed with particular attention paid to the following:
- a. directives to the brow staff;
  - b. equipment at the brow; and
  - c. OOD/duty coxswain packs.
14. Stowage of Compartments/Secure for Sea. Prior to the commencement of BSSRT, a concerted effort must be made to ensure that the ship is properly prepared and secured for sea. A thorough set of secure for sea rounds should be conducted by ship's staff prior to departure.
15. Program Changes. When the BSSRT program is finalized, any conflicts must be identified to the Sea Training OpsO or WpnsO via e-mail.
16. Notice Boards. A large notice board is to be established to ensure dissemination of BSSRT information such as the program, Crits and Jazzograms.

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17. Rules of the Road and Bridge Watch Keeper Exams. ST(A) OpsO will conduct a Rules of the Road and Bridge Watch Keeper Exam. All non-command part II qualified NWOs should study the COLREGs and general bridge skills well in advance of the exams. A spreadsheet of monthly rules of the road exam results by non-Command part II officers is to be provided to Sea Training OpsO upon arrival, this is to include a training plan for any failures.
18. Cleanliness. It is most important that the ship is clean and in a good state of habitability prior to the commencement of BSSRT. Once XXX has proceeded to sea, a special effort will be required to maintain cleanliness. Part of cleanliness and habitability is the management of smokers in the ship. Appropriate and formalized smoking areas are to be designated and used. Butt cans, cleaning schedules and periods of "no smoking" (SSD, rescue stations, during fuelling, etc.) will be in place.
19. MSE/CSE Training. For identified MSE/CSE training windows, the ship's MSEO and CSEO shall ensure each serial is clearly inputted in to the ship's flex (to include CRR number and personnel required, and **if they are delaying or non-delaying**). Also, for any flexed drill periods a list of drills shall be provided to the Sea Training MSEO, CSEO and WpnsO NLT 12 hrs prior to serial start.
20. Blackout Drills. If any blackout drills are scheduled or required, they shall be scheduled with the concurrence of the Sea Training MSEO and OpsO.
21. Watch on Deck Training. The ship's OpsO is to take advantage of all watch on deck serials to progress CRRs. WOD training windows in the flex should clearly outline which CRRs are being conducted, and who the attendees are. STS will attend these lectures as the authority to declare the CRR complete. WOD training is also a prime opportunity to work on deficiencies identified during STS initiated events and as such should be used to help the team overcome such deficiencies.
22. Heat Stress. Dehydration and heat exhaustion of personnel are serious issues during SRT scenarios. Sufficient quantities of bottled water are to be readily available to all personnel during training scenarios. Otherwise personnel shall have their own water bottle. Ship's bottled water is reserved for training or real world emergencies only.
23. Fitness. IAW CDS and CRCN direction, STS take physical fitness very seriously. Ship's staff must ensure that suitable amount of fitness equipment is embarked and in good operational condition in advance of BSSRT. Fitness routines are to be maintained IAW the 1:4A watch rotation prescribed in SSOs.

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Annex E to

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Oct 2021

HMCS XXXXXXXX  
P.O. Box 99000 Stn Forces  
Halifax, NS B3K 5X5

*Your ship's  
badge here*

NCSM XXXXXXXX  
C.P. 99000, Succursale Forces  
Halifax, Nouvelle-Écosse B3K 5X5

XXX: 4800-0 (Commanding Officer)

January 2022

Distribution List

READINESS TO TRAIN – BASIC SINGLE SHIP READINESS TRAINING XXXX 202X

References: A. MARLANT FLTSCHED FY 2X/2X Change X.XX

B. ST(A) BSSRT Instructions HMCS XXXXXXXX dated XX October 2021

1. In accordance with reference A, and defined in reference B, HMCS XXXXX (XXX) will conduct Basic Single Ship Readiness Training from XXXX-XXXXX with Sea Training (Atlantic) (ST(A)) staff embarked.

2. The following are the priorities for XXX as identified for this quarter:

- a. xxx
- b. xxx; and
- c. xxx

TOPICS OF INTEREST (*State of the Ship: A Command Level Assessment with Context*)

PREPARATION FOR BSSRT (*to include outcome of other training such as DCOT, OTT, CCOT*)

3.

TECHNICAL

4.

PERSONNEL

5.

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XXXXXXX BY DEPARTMENT *(HoD and CHoD address readiness of department)*

XXXXXXX PERSONNEL SUMMARY

6. Total Personnel Embarked:  
Total Attach Posted Out/Course//UFS/MATA PATA/Etc:  
Total Attach Posted In:  
Total/Percentage of Ship Coy Posted in since last APS:  
Total/Percentage of Ship Coy that completed last *(HRT/BSSRT/IMSRT)*:

#### EXECUTIVE

7. *Each department to address, in free text, such items as: % of change from Last SRT (as applicable); key shortages and applicable action plans for rectification or mitigation; future movements affecting post SRT (if applicable) training; individual training levels; experience levels at key positions; material and equipment status; strengths and weaknesses; and any other pertinent discussion.*

#### OPERATIONS

- 8.

#### MARINE SYSTEMS

- 9.

#### COMBAT SYSTEMS

- 10.

#### AIR

- 11.

#### LOGISTICS

- 12.

#### DECK

- 13.

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14. PERCEIVED CHALLENGES *(relating to training objectives outlined in Reference B, and any training not completed IAW STG with explanation)*

Yours,

I.M. Boss  
Commander  
Commanding Officer

Annexes

Annex A	Consolidated OPDEF Report and MSE/CSE Readiness Slides <i>(updated upon embarkation)</i>
Annex B	Secondary Duty List for Officers and NCMs
Annex C	Wardroom Cabin Allocation List <i>(updated upon embarkation)</i>
Annex D	Key Personnel List and COS Dates
Annex E	Most Recent ORR Message
Annex F	Departmental Organization Charts (identification of ATP and Trade Qual)
Annex G	Ship's Departmental Watch and Station Bills <i>(2 weeks prior)</i>
Annex H	Training Statistics
Annex I	Training Progress Report
Annex J	Summary of CRRs
Annex K	List of Inspections
Annex L	Risk Assessment
Annex M	Most Recent PM and CM Statistics

Distribution List

Action

Commander Sea Training (Atlantic)

Info

Commander Sea Training Group (less enclosures)

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