

VIRGINIA V Advancement and Training Procedures-Deck

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Introduction

This document is intended as a guide for all deck crew members on the VIRGINIA V. It illustrates the procedures the Steamer Virginia V Foundation (the Foundation) uses when advancing deck crew members from one position to the next.

The advancement and training process is managed by the Steamer Virginia V Foundation Port Captain. Please feel free to reach out to this individual with any questions, comments,

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or concerns.

Current Foundation Port Captain:

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Vessel Management

The VIRGINIA V is owned and operated by the Steamer Virginia V Foundation, a 501(c)(3) non-profit.

The deck crew and engineering crew are managed by the Port Captain and the Director of Engineering respectively. These positions report to the Executive Director.

All deck and engineering crew onboard the vessel are volunteers except for the Chief Engineer and the Master/Captain. These United States Coast Guard (USCG) licensed positions are paid an hourly rate for their services.

All volunteers are subject to the policies described in the Steamer Virginia V Foundation volunteer handbook. The VIRGINIA V Volunteer Handbook can be found online at www.virginiav.org/volunteer, and copies are available on board the VIRGINIA V.

VIRGINIA V Deck Crew Positions

During underway operations of the VIRGINIA V, the Foundation requires the following deck crew positions:

- Captain (or Master)
- Mate
- 3 Deck Hands (Deck 1-3)

Foundation **prefers** to operate with the following deck crew positions:

- Captain (or Master)
- Mate
- Bosun
- 3 Deck Hands (Deck 1-3)

The deck crew hierarchy is as follows (ranked in order of authority):

1. Captain (or Master)
2. Mate
3. Bosun (when present)
4. Deck 1
5. Deck 2
6. Deck 3
7. Deck 4 (observer)

Deck 4 is the position with the least authority, Captain is the position with the most

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authority. The term officers are used to describe the Captain and Mate. Bosun is leader of the deck crew; in the absence of Bosun, Deck 1 shall lead the deck crew.

During operations, the VIRGINIA V Captain has the exclusive right to determine an individual's suitability to volunteer on the vessel. As such, a deck crew volunteer may be assigned a different position or, if not performing up to the Captains standards, can be asked to vacate their post.

Scheduling

The Port Captain manages all scheduling, training, and advancement procedures for VIRGINIA V deck crew. In the absence of the Port Captain, the Executive Director shall appoint a staff person or volunteer with knowledge of deck volunteers for scheduling of the deck crew.

Scheduling Process:

1. Port Captain sends out schedule via email
2. Crew reviews schedule, and requests eligible positions
3. Port Captain confirms requests, and updates schedule

Note: the schedule is typically filled on a first come/first serve basis, but the Port Captain has the discretion to make decisions based upon training needs, individual skill sets, and other factors.

Scheduling Key:

(T)- Training. Designates training for a position

(C)- Check cruise. Designates a crew member getting their final certification

(I)- Instructor. Designates crew member as an instructor for a cruise (not position specific)

(O)- Observer. Designates someone observing a position. Hands off role.

Scheduling Eligibility Rules:

1. Crew members are eligible to fill a position they've been certified for.
2. Crew members are eligible to fill any observer position with the Port Captain's approval.

Example: Crew member Jane Doe, certified Deck 2, wants to observe Mate for an upcoming appropriate cruise. That request would most likely be accommodated.

3. Crew members are eligible to train for any position one level above their current certification with the Port Captains approval.

Example: Crew member Jack Doe, certified Deck 3, wants to train for Deck 2. Jack emails the Port Captain and the Port Captain determines if Jack is ready to train for Deck 2. If the answer is yes, the Port Captain will schedule Jack for Deck 2 (T).

Scheduling Notes:

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- The Port Captain may approach crew member(s) and suggest advancement or observing.
- The Port Captain has discretion to schedule crew members outside of these parameters in response to a need or to facilitate training.
- The total number of Capt/Mate training, observing, or instructing individuals shall not exceed 2; exception for Training Cruises with Captain of Records approval.

Advancement

Advancement procedures are managed by the Port Captain. In the absence of a Port Captain, the Executive Director of the Foundation will either fill in for this role or appoint someone else to fill this role. Advancement may vary by position. For example, Deck 4 through Bosun are considered non-officer positions and follow a slightly different process than for the officer positions (Mate and Captain).

Position skill set checklists for each position can be found online at <https://www.virginiav.org/volunteer/> or upon request to the Port Captain.

All previous positions are considered requirements for the next position. For example, you must be certified Deck 2 before you can train for Deck 1, and so forth.

New Volunteers/Deck 4

All new volunteers are considered Deck 4 and may sign up for any available Deck 4 shifts. Once a drug screening has been completed, new volunteers are eligible to start training for Deck 3.

Deck 3 to Bosun Advancement

There are three requirements to advance from any of these positions to the next. They are:

1. Correct amount of sea time on the VIRGINIA V
2. Completion of the skill set evaluation checklist and approval by the appropriate person as noted in checklist.
3. Approval by the Port Captain

Deck 3 to Bosun Requirement 1: Sea time. Details:

Each position has a requisite number of days on board the ship in certain positions. These requirements are detailed in each position's skills checklist. A summary can be found in this document.

Deck 3 to Bosun Requirement 2: Skills Checklist. Details:

A skills checklist for each of these positions has been created. They can be found on the website here: <https://www.virginiav.org/volunteer> or upon the request of the Port Captain.

Completing the skill set checklist requires an underway check cruise (see scheduling key) where the crew member demonstrates checklist tasks under the supervision of an appropriate crew member (most likely Bosun). Several positions have tasks which may be performed while dockside. Scheduling a check cruise must be coordinated through the Port

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Captain.

It is necessary that each candidate review the skill checklist for the position they would like to advance to and familiarize themselves with those requirements.

Deck 3 to Bosun Requirement 3: Port Captain Approval. Details:

Once a checklist has been completed during a check cruise, the Port Captain will review the documentation and confirm certification for the new position via email.

If a candidate is determined to be not suitable to advance, the Port Captain will put that decision in writing and share it with the candidate. If the candidate would like to appeal this decision, they may do so to the Executive Director of the Foundation who will determine next steps.

Mate Advancement

There are five requirements to advance from Bosun to Mate. They are:

1. Approval to train for Mate by Port Captain
2. Correct amount of sea time on the VIRGINIA V
3. An interim evaluation process with the Port Captain
4. Completion of the skill set evaluation checklist and endorsements by VIRGINIA V officers (Captain, Mate, or Port Captain)
5. Approval for advancement by the Port Captain

Mate Requirement 1: Approval to train. Details:

To begin the training process, a candidate must first discuss the process with the Port Captain. The Port Captain will determine the candidate's suitability and readiness to train as a Mate after obtaining a consensus of approval from incumbent Captains. The Captains and Port Captain will use the [Captain and Mate Evaluation Guidelines](#) to guide this conversation. The Port Captain may not override a consensus of disapproval on the part of the incumbent Captains.

If a candidate is determined to be not suitable to train for Mate, the Port Captain will put that decision in writing and share it with the candidate. If the candidate would like to appeal this decision, they may do so to the Executive Director of the Foundation who will determine next steps.

Mate Requirement 2: Sea time. Details:

Correct sea time is detailed in the Mate Skills Checklist document and includes recency on the vessel.

Mate Requirement 3: Interim evaluation. Details:

Towards the middle of the process, the Port Captain and the Mate-in-training will sit down to discuss the progress of the individual training for Mate. The Port Captain will also check in with existing VIRGINIA V Captain's on the individuals progress and provide that feedback to the Mate-in-training.

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Mate Requirement 4: Checklist and Endorsements. Details:

Unlike the Deck 3 to Bosun checklists, the Mate checklist cannot be completed in one cruise. The checklist will consist of sections that require endorsements from specific positions. For example, only a VIRGINIA V Captain will be able to sign off (endorse) on certain sections of the checklist, while a Mate or Port Captain would be able to endorse others. The checklist will illustrate these specific requirements.

We recommend going over the skill checklist with the Port Captain to make sure the skills are fully understood and to schedule time to train for these skills.

Mate Requirement 5: Approval. Details:

After requirements 1-4 are complete, the Port Captain will review the Mate-in-trainings skill checklist and endorsements, sea time requirements, interim evaluation, and feedback from VIRGINIA V officers to make a final determination on advancement to Mate. The Captains and Port Captain will use the [Captain and Mate Evaluation Guidelines](#) to help this process. A consensus of approval from incumbent Captains is required for advancement. The Port Captain may not override a consensus of disapproval on the part of the incumbent Captains.

The Port Captain will share that final decision in writing and in person with the candidate. If the candidate for Mate is not approved for advancement, the candidate may appeal the decision to the Executive Director of the Foundation.

Captain Advancement

The Captain position on the VIRGINIA V is no longer a volunteer role. Captains are compensated with an hourly wage for their efforts and are considered employees of the Foundation.

To advance from VIRGINIA V Mate to Captain a candidate must meet the following requirements:

1. Approval to train for VIRGINIA V Captain by Port Captain
2. Current USCG 100 ton Masters License and all other required credentials
3. Correct amount of sea time on the VIRGINIA V
4. An interim evaluation process with the Port Captain
5. Completion of the skill set evaluation checklist and endorsements by VIRGINIA V officers (Captain, and Port Captain)
6. Approval for advancement by the Port Captain

Captain Requirement 1: Approval to train. Details:

To begin the training process, a candidate must first discuss the process with the Port Captain. The Port Captain will determine the candidate's suitability and readiness to train as a Captain after obtaining a consensus of approval from incumbent Captains. The Captains and Port Captain will use the [Captain and Mate Evaluation Guidelines](#) to guide this conversation. The Port Captain may not override a consensus of disapproval on the part of the incumbent Captains.

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If a candidate is determined to be not suitable to train for Captain, the Port Captain will put that decision in writing and share it with the candidate. If the candidate would like to appeal this decision, they may do so to the Executive Director of the Foundation who will determine next steps.

Captain Requirement 2: USCG and other licenses. Details:

A USCG 100-ton master's license is required for advancement to VIRGINIA V Captain. A candidate in the process of getting a license will be considered for Captain-in-training.

A FCC Marine Radio Operator Permit (MP) is required.

Captain Requirement 3: Sea time. Details:

Correct sea time is detailed in the Captain Skills Checklist document and includes recency on the vessel.

Captain Requirement 4: Interim evaluation. Details:

Towards the middle of the process, the Port Captain and the Captain-in-training will sit down to discuss the progress of the individual training for Captain. The Port Captain will also check in with existing VIRGINIA V Captain's on the individuals progress and provide that feedback to the Captain-in-training.

Captain Requirement 5: Checklist and endorsements. Details:

Unlike the Deck 3 to Bosun checklists, the Captain checklist cannot be completed in one cruise. The checklist will consist of sections that require endorsements from specific positions. For example, only a VIRGINIA V Captain will be able to sign off (endorse) on certain sections of the checklist, while the Port Captain would be able to endorse others. The checklist will illustrate these specific requirements.

We recommend going over the skill checklist with the Port Captain to make sure the skills are fully understood and to schedule time to train for these skills.

Captain Requirement 6: Approval. Details:

After requirements 1-5 are complete, the Port Captain will review the Captain-in-trainings skill checklist and endorsements, sea time requirements, interim evaluation, and feedback from VIRGINIA V officers to make a final determination on advancement to Captain. A consensus of approval from incumbent Captains is required for advancement. The Captains and Port Captain will use the [Captain and Mate Evaluation Guidelines](#) to guide this conversation. The Port Captain may not override a consensus of disapproval on the part of the incumbent Captains.

The Port Captain will share that final decision in writing and in person with the candidate. If the candidate for Captain is not approved for advancement, the candidate may appeal the decision to the Executive Director of the Foundation.

Positional Skill Set Checklists

Position skill set checklists for each position can be found online at

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<https://www.virginiav.org/volunteer/> , upon request of the Port Captain, or in the [appendix](#) in this document.

Sea Time Requirements

To be eligible to advance to any deck position, the Foundation requires a minimum amount of sea time at specific positions. These are detailed in the chart below.

The chart is to be read from left to right. For example, the minimum amount of sea time required to advance from Deck 2 to Deck 1 would be 10 days as a Deck 2 and 5 days as a Deck 1 Trainee within 2 seasons.

Position	Minimum Days of Service Required for Advancement			Recency
	Captain in Training	Mate	Engineering Trainee	
Captain	20	40	2	within 3 seasons
Mate	Mate in Training	Bosun	Engineering Trainee	within 3 seasons
	25	25	1	
Bosun	Bosun Trainee	Deck 1		within 3 seasons
	5	20		
Deck 1	Deck 1 Trainee	Deck 2		within 2 seasons
	5	10		
Deck 2	Deck 2 Trainee	Deck 3		within 1 season
	5	3		
Deck 3	Deck 3 Trainee or Deck 4			within 1 season
	2			

Additionally, please note the following:

- SS VIRGINIA V operates approximately 50 days a year
- 1 day = 4 or more hours of service in a 24-hour period
- Hours of service begin upon arrival to vessel and end when vessel is secure, or an individual departs, whichever is sooner
- If an individual serves at a deck position they are not certified for, they can count that sea time for the position of record served during that cruise.

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Ex: I am certified Deck 2, but because Deck 1 does not show up for a cruise, I serve as Deck 1 during that cruise. I can count that shift towards a Deck 1 service requirement.

- 1 Season = April to December

Captain and Mate Evaluation Guidelines

To structure the discussion around approval for Mates and Captains (to train and final), the Port Captain and Captains will use the following evaluation guidelines. The Port Captain and Captain may use other criteria when discussing an individual.

Criteria	Definition
Leadership and training	Great communicator, leads by example. Positive reinforcement of crew. Can provide constructive criticism of crew. Cognitively and proactively assesses surrounding environment. Ability to correct emerging needs while ensuring safety of the vessel.
Presentation, interaction, and professionalism	Professional attire fitting of event/cruise. Excellent passenger interaction & presentation. Excellent PA announcements.
Operations	Excellent understanding of ship handling, navigation, course plotting, etc.
Emergency management	Ability to respond to incidents, emergencies, and unforeseen circumstances
Skills Checklist	Progress on skills checklist

Sea Time Logging

This can be done individually, but it is preferred that you use the VIRGINIA V system to log your hours.

This system can be found on the website here: <https://www.virginiav.org/volunteer-hours/>

If you need assistance navigating this system, please contact the Port Captain.

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Training Opportunities

Throughout the year, the Foundation conducts events and cruises specifically designed to help crew train and advance on the VIRGINIA V. Please see your schedule to sign up for these opportunities.

In addition, the Port Captain will periodically create dockside scenario sessions for both Mate and Captains candidates that educate and test the candidates decision making and knowledge as needed.

Shakedown Cruise

Description: Our annual shake out the cobwebs and clean the ship cruise. Members and donors invited.

Frequency: Annually every April

Underway Training Cruises

Description: Cruises specifically designed to train crew. Will include drills, multiple landings, and other activities.

Frequency: Every April, June, and November

Intro to Deckhanding

Description: Short dockside class for new deck crew to establish and practice basic deckhand skills such as knot tying, radio protocol, etc.

Frequency: Every March, May, September, and November

Appendix:

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Captain Skills Checklist

Skill	Repeated	Approval Authority	Notes
Demonstrate radio proficiency and protocol		Captain	
Demonstrate understanding of applicable CFRs		Port Captain	How to look up
Demonstrate understanding of USCG and Virginia V reporting		Port Captain	When and where to report
Demonstrate working knowledge of ship electronics		Port Captain	Port Captain has list of equipment and procedures
Explain proper command and response protocol		Port Captain	
Explain wheel house etiquette		Port Captain	
Perform Fire Drill procedures as Captain		Captain	
Perform Medical Emergency Procedures as Captain		Captain	
Perform MOB drill procedures as Captain		Captain	
Perform skills checklist with a Mate trainee		Port Captain	
Perform Flooding/grounding Emergency procedures as Captain		Captain	
Recite COI ship capacity and limits		Port Captain	
Show locations for fire stations and fire extinguishers		Port Captain	
Successful departure of vessel as Captain	3	Captain	Must be at least 2 separate captains
Successful landing at Lake Union Park dock as Captain	3	Captain	Must be at least 2 separate captains
Successfully perform Captain duties during cruise-Ballard Locks		Captain	
Successfully perform Captain duties during cruise-day		Captain	include plotting course, mgmt of all navigation equipment
Successfully perform Captain duties during cruise-night		Captain	include plotting course, mgmt of all navigation equipment

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Mate Skills Checklist

Skill	Repeated	Approval Authority	Notes
Demonstrate radio proficiency and protocol		Captain	
Demonstrate understanding of applicable CFRs		Port Captain	How to look up
Demonstrate understanding of USCG and Virginia V reporting		Port Captain	When and where to report
Demonstrate working knowledge of ship electronics		Port Captain	Port Captain has list of equipment and procedures
Explain proper command and response protocol		Port Captain	
Explain wheel house etiquette		Port Captain	
Perform Fire Drill procedures as Mate		Captain	
Perform Flooding/grounding Emergency procedures as Mate		Captain	
Perform Medical Emergency Procedures as Mate		Captain	
Perform MOB drill procedures as Mate		Captain	
Perform skills checklist with a bosun trainee		Port Captain	
Recite COI ship capacity and limits		Port Captain	
Show locations for fire stations and fire extinguishers		Port Captain	
Successful departure of vessel as Mate	3	Captain	Must be at least 2 separate captains
Successful landing at Lake Union Park dock as Mate	3	Captain	Must be at least 2 separate captains
Successfully perform Mate duties during cruise-Ballard Locks		Captain	
Successfully perform Mate duties during cruise-day		Captain	include plotting course, mgmt of all navigation equipment
Successfully perform Mate duties during cruise-night		Captain	include plotting course, mgmt of all navigation equipment

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Bosun Skills Checklist

Skill	Approval Authority	Notes
Conduct a skill set check off of a Deck 1-3	Mate or Captain	
Describe responsibilities of each deck position	Mate or Captain	
Describe singling up process	Mate or Captain	
Explain crew roles and responsibilities during fire emergency	Mate or Captain	
Explain crew roles and responsibilities during grounding/abandon ship	Mate or Captain	
Explain crew roles and responsibilities during medical emergency	Mate or Captain	
Explain crew roles and responsibilities during MOB emergency	Mate or Captain	
Explain proper command and response protocol	Mate or Captain	
Explain wheel house etiquette	Mate or Captain	
Name all non-standard deck lines-locks and foreign docks	Mate or Captain	
Name all standard deck lines	Mate or Captain	
Properly document crew training	Mate or Captain	
Properly document cruise information	Mate or Captain	
Show locations for fire stations and fire extinguishers	Mate or Captain	

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Deck 1 Skills Checklist

Skill	Approval Authority	Notes
Demonstrate proper VHF operation and protocol	Bosun or Mate	
Demonstrate bowline	Bosun or Mate	
Demonstrate clove hitch	Bosun or Mate	
Demonstrate how to haul and make lines fast	Bosun or Mate	
Demonstrate how to set up stern lines for arrival	Bosun or Mate	
Demonstrate proper departure procedures as Deck 1	Bosun or Mate	
Demonstrate proper landing procedures as Deck 1	Bosun or Mate	
Demonstrate robbers hitch	Bosun or Mate	
Demonstrate sheet bend	Bosun or Mate	
Demonstrate successful monkey fist operations	Bosun or Mate	
Describe procedure: single up	Bosun or Mate	
Describe procedure: departure	Bosun or Mate	
Describe procedure: landing	Bosun or Mate	
Describe procedure: remove off-shore	Bosun or Mate	
Describe procedure: secure for sailing	Bosun or Mate	
Describe procedure: securing ship	Bosun or Mate	
Explain Deck 1 roles and responsibilities during fire emergency	Bosun or Mate	
Explain Deck 1 roles and responsibilities during grounding/abandon ship emergency	Bosun or Mate	
Explain Deck 1 roles and responsibilities during medical emergency	Bosun or Mate	
Explain Deck 1 roles and responsibilities during MOB	Bosun or Mate	
Explain proper command and response protocol	Bosun or Mate	
Explain wheel house etiquette	Bosun or Mate	
Name all deck lines and their functions	Bosun or Mate	
Setup lines for each direction approaching the Locks	Bosun or Mate	
Set-up wheel watch rotations with officers and crew	Bosun or Mate	
Show locations for fire stations and fire extinguishers	Bosun or Mate	
Stand wheel-watch	Bosun or Mate	handle all commands, track position by radar, chart plotter, and landmarks.

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Deck 2 Skills Checklist

Skill	Approval Authority	Notes
Demonstrate proper VHF operation and protocol	Bosun or Mate	
Demonstrate proper VHF operation and protocol	Bosun or Mate	
Demonstrate bowline	Bosun or Mate	
Demonstrate how to haul and make lines fast	Bosun or Mate	
Demonstrate proper departure procedures as Deck 2	Bosun or Mate	
Demonstrate proper landing procedures as Deck 2	Bosun or Mate	
Demonstrate robbers hitch	Bosun or Mate	
Demonstrate successful monkey fist operations	Bosun or Mate	
Describe procedure: single up	Bosun or Mate	
Describe procedure: departure	Bosun or Mate	
Describe procedure: landing	Bosun or Mate	
Describe procedure: remove off-shore	Bosun or Mate	
Describe procedure: secure for sailing	Bosun or Mate	
Describe procedure: securing ship	Bosun or Mate	
Explain Deck 2 roles and responsibilities during fire emergency	Bosun or Mate	
Explain Deck 2 roles and responsibilities during grounding/abandon ship emergency	Bosun or Mate	
Explain Deck 2 roles and responsibilities during medical emergency	Bosun or Mate	
Explain Deck 2 roles and responsibilities during MOB	Bosun or Mate	
Explain proper command and response protocol	Bosun or Mate	
Explain wheel house etiquette	Bosun or Mate	
Name all deck lines and their functions	Bosun or Mate	
Show locations for fire stations and fire extinguishers	Bosun or Mate	
Stand wheel-watch	Bosun or Mate	perform EOT, read depth, change courses per Officers direction.

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Deck 3 Skills Checklist

Skill	Approval Authority	Notes
Demonstrate proper VHF operation and protocol	Bosun or Mate	
Demonstrate how to haul and make lines fast	Bosun or Mate	
Demonstrate how to log hours	Bosun or Mate	
Demonstrate how to remove and install hawse plugs	Bosun or Mate	
Demonstrate proper fender handling and storage	Bosun or Mate	
Demonstrate proper use of all crowd control lines	Bosun or Mate	
Explain Deck 3 role and responsibilities during MOB	Bosun or Mate	
Explain Deck 3 roles and responsibilities during fire emergency	Bosun or Mate	
Explain Deck 3 roles and responsibilities during grounding/abandon ship emergency	Bosun or Mate	
Explain Deck 3 roles and responsibilities during medical emergency	Bosun or Mate	
Explain proper command and response protocol	Bosun or Mate	
Explain wheel house etiquette	Bosun or Mate	
Name all deck lines	Bosun or Mate	
Show locations for fire stations and fire extinguishers	Bosun or Mate	
Stand wheel watch	Bosun or Mate	read a compass, pilot by bearing and landmark, perform EOT.