

MILPERSMAN 1000-170

SAILING DIARY

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Reference	(a) COMSUBLANT/COMSUBPACTINST 1306.1
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1. **Policy.** Upon sailing, all ships, deployable units, squadrons, and staff getting underway must submit a **sailing diary** each time when leaving port (any port), regardless of the amount of time in port. Each member of the ship's company who will not be on board at the time of sailing must be reported as "absent on sailing." Upon arriving at a port, a **sailing termination diary** must be submitted to delete the previous absent on sailing. The term "ships company" refers to all personnel who are attached to an activity in a permanent or temporary duty (TDY) status.

2. **Purpose.** In the unfortunate event that a unit may experience some form of disaster onboard, it is absolutely imperative that personnel accounting systems provide Navy leaders with the unit's most up-to-date personnel status information and data possible. The sailing diary provides this capability.

3. **Responsibilities**

a. The ships personnel officer must prepare sailing and termination diaries for all ships company using Navy Standard Integrated Personnel System (NSIPS). Each ship must account for all personnel permanently and temporarily assigned to the ship, including those assigned to other units embarked in the ship.

b. **Submarine** sailing lists will be generated per procedures outlined in reference (a).

4. **General Requirements for Sailing Diary Submission.** Strict adherence to sailing diary submission requirements enables Commander, Navy Personnel Command to provide the status of an activity and assigned personnel in the event of a disaster at sea. Personnel managers (type commander, immediate superior in command, Navy Casualty Assistance Office, etc.) use NSIPS to quickly determine passengers and survivors embarked, personnel on board (including TDY), and personnel absent when the ship or mobile unit gets underway.

a. **Prior to getting underway,** the ship's personnel officer must create a diary in NSIPS.

b. **Upon sailing,** the ship's personnel officer must release the sailing diary in NSIPS for all ship's company and embarked personnel.

c. **While underway:**

(1) **Personnel Arrivals.** If personnel arrive while underway, determine the reason they are reporting and complete the appropriate transaction per the table below:

PERSONNEL ARRIVALS			
IF:	TRANSACTION:	SUBMITTED BY:	METHOD:
Reporting for duty	Gain	Personnel support detachment (PSD) will submit gain transactions for all attached ships	NSIPS
		Ships not attached to PSD afloat will submit their own gain transactions	NSIPS
Reporting for TDY to augment normal manning or embarking as passengers or survivors	Embarked Passenger	All Ships	NSIPS
Armed landing party or visit, board, search, and seizure, (VBSS) team return	Armed Landing Party	All Ships	NSIPS

(2) **Personnel Departures.** If personnel depart while underway, determine the reason they are departing and complete transaction per table below:

PERSONNEL DEPARTURES			
IF:	TRANSACTION:	SUBMITTED BY:	METHOD:
Permanently assigned member being transferred to a new duty station	Loss	PSD will submit loss transactions for all attached ships	NSIPS
		Ships not attached to PSD afloat will submit their own loss transactions	NSIPS
Member assigned TDY to augment normal manning and is now departing	Debarked Passenger	All Ships	NSIPS
Permanently assigned member departing on leave or TDY	Debarked Passenger	All Ships	NSIPS
An embarked unit, squadron, or staff debarks while underway	Unit/Staff Debark	All Ships	NSIPS
Armed landing party or VBSS team departure	Armed Landing Party	All Ships	NSIPS

5. **NSIPS Navigation**. The following information is intended to help users navigate through the NSIPS diary application panels and become familiar with the panels' uses.

a. From the NSIPS home screen click **Diary > Sailing Admin > "Use" > Sailing Admin - Create**.

b. **Sailing Admin - Create** panel will appear. At the bottom of the screen the UIC and the name of the ship under the **Department Description** will be reflected.

c. Click on the **Ship** and a panel with four tabs across the top of the screen will appear. Note the purpose of each tab: **Sailing Info, Absent on Sailing, Embark/Debark Passengers,** and **Armed Landing Party**.

(1) **Sailing Info** tab - Used for information such as sailing beginning and ending dates; sailed from and return to port; and to report when a unit, squadron, or staff has embarked in or debarked from the ship.

(2) **Absent on Sailing** tab - Used to add or delete personnel absent on sailing or permanently assigned personnel who depart or return after getting underway.

(3) **Embark/Debark Passengers** tab - Used to add or delete embarked or debarked U.S. military officer and enlisted passengers, foreign military passengers, and civilian passengers.

(4) **Armed Landing Party** tab - Used to add or delete an armed landing party or personnel when a VBSS team is landed in a foreign territory or vessel for purposes other than training, shore patrol, or parades.