



USMMA SEA YEAR GUIDE

Revision 16

THE WORLD IS OUR CAMPUS

Intentionally Blank

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Welcome to Sea Year!

This Guide is provided to you as a ready reference; it also serves as your “textbook” for the Sea Year Lecture Series. It is intended to ease some of the stress you will face as you adapt yourself to the unique culture of the Merchant Mariner.

The U.S. Merchant Marine Academy (USMMA) Department of Professional Development and Career Services is dedicated to making your sea year experience both professionally rewarding and personally enriching while ensuring that you are supported at sea.

We have all had our own fair share of both Sea Year successes and disappointments. This Guide is our attempt to help you navigate safely through the “rocks and shoals” of Sea Year and to save you the frustration that we, and many other Kings Pointers before you, have sometimes experienced as Cadets.

The mission of this Department is to help you develop as a mariner during your Sea Year, which includes supporting your professional and personal growth. We measure success by supporting your safety. We also measure success by providing the required number of sea days on a variety of vessels in diverse markets around the world in order to provide a wide range of experiences that will enable you to complete your Sea Projects, and prepare you to take and pass your Coast Guard license exam.

We can only accomplish this as a team, which includes you, the Cadet. How well we succeed depends on how well we work together. Unfortunately, sometimes the fluidity of commercial shipping forces decisions that may be disappointing to you. We, the Shipboard Training Staff, will try our best to accommodate your interests and special requests; however, we must also maximize the use of all floating assets as and when they are available.

YOUR MISSION FOR SEA YEAR:

- Be safe, and learn in a respectful, supportive, and accountable environment.
- Complete 100% of Sea Projects (ZERO Non-Submits/ZERO Partial Submits).
- Obtain a minimum of 120 Sea Days First Sailing Period.
- Obtain a minimum of 300 Engine/330 Deck Sea Days by end of Second Sailing Period but no later than the start of First Class Year.
- Complete an Internship and submit a report.

This Guide outlines the procedures which we, Shipboard Training and Cadets alike, are required to follow to ensure a safe and productive environment during Sea Year. If you do your part by using this Guide and communicating frequently with your ATR, I promise you that the ATRs and I will communicate with you promptly and support you in equal measure.

Fair Winds!
CAPT Ian Jones

Introduction

USMMA's mission is to educate and graduate leaders of exemplary character who are inspired to serve the national security, maritime transportation, and economic needs of the United States as licensed Merchant Marine Officers and commissioned officers in the Armed Forces.

The Department of Professional Development & Career Services (also known as Shipboard Training) supports the overall mission of the Academy by: 1) providing a Sea Year experience that meets the criteria to become certificated Merchant Marine Officers; 2) supporting the safe progress of cadets through the provision of appropriate resources, preparation, and supervision; and 3) assisting cadets in fulfilling their maritime career aspirations. Critically, Shipboard Training is always available whenever a cadet has an issue or question, or needs any type of assistance. If something is ever wrong, please report it immediately so that we can help.

The Sea Year Program and the Internship Program are both designed to develop a midshipman's understanding of the technical, practical, and social characteristics required of a highly-trained professional in the maritime industry. This is achieved by placing each midshipman in an actual on-the-job marine environment (both aboard ship and ashore) under normal work conditions and guided by stringent practical and academic requirements.

Sea Year training provides the basic shipboard training requirements needed to qualify as a Third Mate or Third Assistant Engineer licensed by the United States Coast Guard. Internship training introduces the midshipman to the business organization, structure, decision-making processes, operating procedures, and work ethic found in the shoreside establishment of the maritime and transportation industries.

The mission of this Department is to prepare midshipmen for Sea Year and to help develop them into professional mariners during their Sea Year, which includes supporting professional and personal growth. We measure success by helping cadets experience a positive, respectful, and safe learning environment at sea. We also measure success by providing the required number of sea days on a variety of vessels in diverse markets around the world in order to provide a wide range of experiences that will enable them to complete their Sea Projects and prepare them to take and pass the Coast Guard license exam.

This Sea Year Guide (Guide) is to be retained throughout both sailing periods of the Sea Year. Each midshipman is responsible for being familiar with all the information and forms contained herein and is required to have this Guide (or the electronic Blackboard version) with them while at sea, during their Internship, and when in residence at the Academy. The Head, Department of Professional Development & Career Services (PDCS), and each Academy Training Representative (ATR) may issue supplemental instructions to midshipmen.

This Guide contains pertinent information, policies, and procedures pertaining to the Sea Year Program. The Department Head for Professional Development & Career Services issues the Sea Year Guide. Copies of the Guide have been given wide distribution and should be in the files of both the Deck and Engine Departments aboard each of the vessels used for Sea Year training. Midshipmen should notify their ATR if their ship has not been provided with this Guide or if

the Guide on the ship is not the current version.

Each midshipman should be aware of other sources of information regarding Sea Year. This Guide and Superintendent Instruction 2021-10, *Sea Year Safety and Security*, are the primary resources for such information. In addition, the Sea Project manuals contain a treasure trove of information regarding safety, deck and engine knowledge, and other miscellaneous publications. Memoranda and Directives from the ATRs and other Academy Departments also address questions about Sea Year. It is important that each midshipman read these references, as well as other pertinent Superintendent Instructions, including those pertaining to the Midshipman Regulations, the Honor Manual, sexual assault and sexual harassment, and retaliation. If a situation arises that is not addressed in any source, the midshipman's ATR should be notified of it directly and immediately. When advice is not immediately available, a midshipman should act in a manner that best protects their physical safety and the safety of others on board the vessel.

Every midshipman should set personal goals so that they can learn as much as possible about ships and the business of shipping. It is strongly suggested that midshipmen set the following goals:

- **Academic Goal:** Complete all Sea Project draft work by two thirds of the time through the sea period. By completing all drafts by this time, there will be adequate time to edit the Project and/or make up for lost or wasted time.
- **Professional Self-Study:** Budget time aboard ship to read as much of the technical material aboard the vessel as possible. (Great care should be taken to ensure that the midshipman's use of shipboard technical materials does not hinder use of those materials by the Ship's crew.) Both Engine and Deck Cadets should also read the Safety Management Manual (SMM), directives, and other company-generated instructions concerning cargo handling/care, operations and management. Every midshipman should read the various trade journals and union papers found shipboard because they provide up-to-date information about the profession.
- **Participate in Learning Activities:** Be present whenever an activity provides an opportunity to learn (i.e. port arrival, departure, special operations or repairs.) Be alert to what is happening and how and why ship's personnel perform various activities as they do.
- **Learn from Mistakes:** Each midshipman must understand that because of their inexperience, they WILL make mistakes. Making a mistake because of limited training and experience is acceptable, BUT repeating a mistake is not. Whenever a midshipman makes a mistake, they should fully and honestly answer two questions: (1) why did I make that mistake? And (2) what must I do in order to avoid making that mistake again?
- **Avoid Injury:** Safety is paramount to all. Midshipmen should ALWAYS be safety conscious and maintain situational awareness of any safety threats. The risks of injury can be reduced, if not wholly avoided, if midshipmen are prudent and alert of their

surroundings. Always take care to avoid activities or situations which could cause you harm; notify authorities whenever unsafe situations are observed impacting both you and your sea partner.

Know the Academy's Sea Year Goals and set personal goals. Periodically review performance to determine if you are meeting your established goals or standards and whether you must take appropriate corrective action to attain and maintain them.

Of note: The terms "Midshipman" and "Cadet" will be used interchangeably at sea. They both have approximately the same meaning. Historically, "Midshipman" was a term given to an apprentice officer aboard U.S. Naval ships who was required to sleep "amidships" (in the "house" in the middle of the ship where the officers lived and the ship was navigated). The term "Cadet" originally came from France and was applied to young men and women who were learning to become officers.¹

¹ Following the reorganization of the Naval Reserve in 1938, "Cadet" was used by State and Federal Maritime Academies. In 1942, all Cadets were appointed as "Midshipmen" in the Naval Reserve. The Armed Forces Act of 1952 abolished the various classifications of the previous Naval Reserve Acts and established the Naval Reserve as the reserve component of the Navy. Because students at the State and Federal Maritime Academies were not included in the reorganized Naval Reserve, the name reverted to Cadet. In 1964, a Memorandum of Agreement (MOA) between the U.S. Merchant Marine Academy and the Navy re-instituted the Naval Reserve affiliation and the Academy again changed the name to "Midshipman." The Maritime Education and Training Act of 1980 tasked the Secretary of the Navy to maintain Departments of Naval Science at designated State and Federal Maritime Academies. Accordingly, Chief of Naval Operations Instruction (OPNAV 1534.1 Series) now includes the Midshipmen at the State and Federal Maritime Academies as part of the Merchant Marine Reserve (MMR) Program - recognizing the Navy's role in training young men and women to become both Merchant Marine Officers and Naval Reserve Officers. It is to be noted that the MMR Eagle, worn on the chest of each Midshipman, is a replica of the Eagle adorning the stern of USS Constitution, still the oldest commissioned vessel in the U.S. Navy's fleet.

Sea Year Program Policy

Administration of the Sea Year Program. The Department of Professional Development and Career Services (PDCS) consists of the Office of Shipboard Training and the Office of Career Services. The Head of Department of Professional Development and Career Services (DH, PDCS) is responsible for the administrative control of the Sea Year Program. Operational control is the responsibility of the Academy Training Representatives (ATRs). The ATRs under the supervision of the Department Head for PDCS make all Sea Year assignments. The offices of the ATRs are located on the Second Deck of Furuseth Hall. Midshipmen will be assigned to ATRs according to availability of staffing, availability of vessels, and the organizational needs of the Academy. The supporting administration consists of other departments that assist in the Sea Year Program:

- Office of the Academic Dean and Provost
- Commandant's Department
- Department of Health Services
- Department of Marine Engineering
- Department of Marine Transportation
- Travel Office
- Sexual Assault Prevention and Response Office

Value of Sea Year. Midshipmen should understand the competencies and professionalism required of licensed ship's officers prior to graduation. Sea Year training allows midshipmen to understand the importance of both classroom study and practical ship operations and develop an appreciation of the dynamics of time, costs, safety and efficiency. Midshipmen learn, by first-hand experience, of the demands and benefits of a maritime career. Sea Year constantly forges, tests, and shapes each individual midshipman's professional and personal character, in a real-life environment not generally available to the average college student. Shipboard Training provides the sea service necessary to meet Coast Guard licensing requirements for Merchant Marine Officers and the opportunities to demonstrate the entire range of competencies which are required of maritime professionals.

Organization of Sea Year. At the start of each Sea Year, the management of the midshipmen cleared for sea duty is shifted from the Commandant to the Head of Professional Development & Career Services. The USMMA academic program includes twelve trimesters. Sea Year is organized into nine seagoing periods. The midshipmen of the "B" split will accomplish their sea service training during the fourth, sixth, and seventh trimesters. The midshipmen of the "A" split will accomplish their sea service training during the fifth, eighth, and ninth trimesters. The midshipmen of the "C" split will accomplish their sea service training during the sixth, ninth and tenth trimesters.

Sea Service Requirements. Academy policy and Federal law both require deck and engine majors to complete creditable sea service in order to be eligible for the Merchant Marine Officer License exam during First Class Year. Sea service requirements by major are:

- **Deck: 360 days of service** as Deck Cadet of which a **minimum of 330 days** must be aboard commercial or government owned vessels that meet the tonnage standards

established within the regulations for obtaining an unlimited tonnage endorsement. See 46 CFR §11.402 (minimum of 180 days aboard vessel greater than 10,000 GRT, 120 days aboard vessels greater than 100 GRT or Academy Vessels underway of at least 75 GRT); a maximum of 30 days aboard Vessels in ROS Status or Port Watchkeeping and 30 days credited as simulator time for completion of DN460 Bridge Watch Standing.

- **Engine: 360 days of service** as Engine Cadet with a **minimum of 300 days** aboard commercial or government-owned vessels that meet the horsepower standards established within the regulations for obtaining an unlimited horsepower endorsement. See 46 CFR §11.503 (minimum of 180 days aboard vessels great than 10,000 HP*, 120 days aboard vessels greater than 1,000HP) Engineering majors may request Sea Service credit to a maximum of 120 days for completing a complex six-week Shipyard Internship. 60-days credit are granted for workshop skills training at USMMA. (*1 HP = 0.7457kW. This means that a 10,000 HP vessel would be equivalent to 7457kW, which could be rounded to about 7500kW)

Additional Endorsements – Tankerman PIC - There are *multiple* national endorsements and *multiple* STCW endorsements. The national endorsements are VALID for all US ports.

1. National Endorsements –
 - To obtain Tankerman-Assistant (DL) – cadet needs the basic course (NAUT 220).
 - To obtain Tankerman-PIC (DL) – cadet needs the basic course (NAUT 220), sea time and loads and discharges.
 - To obtain Tankerman-PIC (Barge) (DL) – cadet needs the basic course (NAUT 220), sea time and loads and discharges on *Non-Self Propelled Vessels*.
 - To obtain Tankerman-Assistant (LG) – cadet needs the Advanced Liquefied Gas Course (NAUT 610).
2. STCW in Basic Training for Oil and Chemical Tanker Cargo Operations – cadet needs the basic Course (NAUT 220).
3. STCW in Basic Training for Liquefied Gas Tanker Cargo Operations – cadet needs the basic course (NAUT 220).
4. STCW in Advanced Training for Oil and Chemical Tanker Cargo Operations - cadet needs the basic course, sea time and loads and discharges and the Advanced Oil and Chemical Liquid Cargo Course (NAUT 612). NOTE: Tankerman-PIC (Barge)(DL) endorsement shall still be *Limited to Non- Self Propelled Vessels*.
5. STCW in Advanced Training for Oil and Chemical Tanker Cargo Operations is only required at the Chief Mate/Master level

Contact Information for Campus Support: Addresses and Phone Numbers:

Professional Development & Career Services
U.S. Merchant Marine Academy
300 Steamboat Road – Furuseth Hall
Department of Professional Development & Career Services
Kings Point, NY 11024-1699
516-726-6031 / 516-726-5829

USMMA Security Guard: 516-726-5847/5309
USMMA Public Safety: 516-726-5845/46/48
Command Duty Officer (CDO / Comdt. Staff-Duty Officer) 516-322-3071/516-726-6138
Midshipman Command Duty Officer (MCDO) - 516-322-3077
Midshipman Officer of the Day (MOD) (Vickery Gate) - 516-773-5282
Emergency Medical - 516-726-5858

Sea Year Guide: This Guide contains standard guidelines, information, policies and procedures, and is issued by the DH, PDCS. The Sea Year Guide is issued prior to every midshipman's first sailing period in hard copy format and posted on Blackboard™. (The Guide is to be kept for all sailing periods.)

Sea Project Manuals: Prescribe the specific courses to be completed aboard ship during a sea period.

Midshipman Reports and Forms: Each midshipman is required to submit various reports and forms to:

- Assist in the proper administration of the Sea Year Program;
- Develop midshipmen's ability to pay attention to detail; and
- Enable midshipmen to improve their professional writing

Sea Year Training Period Report: This report allows midshipmen the opportunity to express views and criticisms of the Sea Year Program in a professional manner that can be used by the PDCS for the evaluation of the Sea Year program. The midshipman is not required to complete the report, but is encouraged to do so.

Sea Project and Sea Year Criticism: The Departments of Marine Transportation, Engineering, Humanities, and Professional Development and Career Services welcome constructive criticism about the Sea Project courses and the Sea Year. Midshipmen are encouraged to submit, under separate cover, comments concerning any aspect of their Sea Year experience addressed to the DH, PDCS. The more thoughtful, clear, and fact-based this is, the more helpful it will be.

Communications

General Writing Standards: All memoranda, letters and reports should be clear, concise and accessible.

- **Conciseness:** The communication should be as brief as accuracy allows. It should be restricted to the subject and be confined to essential details only.
- **Clarity:** Midshipmen should write to avoid misunderstandings. Whenever practical, midshipmen should use the first person (I, we), second person (you) or a proper noun (the midshipman) rather than third-person nouns (the organization, they). Third person, especially when used with the passive voice, lends itself to clumsiness. "We know" is a far clearer, more accurate and a stronger statement than "It is known."

- **Paragraphs:** Ideally, each document should address one central theme. This is usually difficult. It is imperative that each paragraph expresses only one thought. The first sentence should express that thought and subsequent sentences in the paragraph should define, substantiate, and refine that thought.
- **Organization:** Writing should be organized in paragraph outline form with alternating numbers and letters. Use Paragraphs and subparagraphs, etc., as necessary to organize your subject or provide lists of related material. Numbering and lettering paragraphs can be helpful to organize your subject and to provide a reference aid. Titles may be used for any level but should be consistently used throughout the memorandum. For example:

1. Title Main Paragraph
 - a. First Subparagraph
 - (1) Sub-subparagraph
 - (2) Sub-paragraph
 - b. Second Subparagraph
 - (1) Subdivision
 - (a) Subtext*
 - (b) Subtext
 - 1 Sub-subtext
 - 2 Sub-subtext
 - (2) Subdivision
 - c. Third Subparagraph
 - (1) Sub-paragraph
 - (2) Sub-paragraph
2. Title Main Paragraph

Written communication must always be presented in an objective, conservative and restrained tone. Sarcastic, ironic or other flippant language will not be accepted. Libelous statements must never be included in a report.

Convenience to the Reader: The writer should always make a conscious effort to arrange and write the communication to make it easily accessible and comprehensible. Using idioms, jargon, colloquialisms and other terms or abbreviations that may be unfamiliar to the reader should be avoided unless they are clearly defined in the text of the report.

Voice Communications. The maritime industry requires effective voice communications. A midshipman's voicemail greeting should reflect a professional tone and identify to whom the voicemail belongs. (Lack of identity limits what information may be passed.) When making a call, think through what you are going to say before you place the call. When many hear the beep, they often freeze up and forget what they wanted to say. Exhibit competence; don't spoil your image by filling your messages with vague phrases – state your main rationale for calling clearly and professionally. If it is a really important call, consider writing out what you want to say beforehand. If the person picks up, you will have notes to remember what you wanted to talk about. If they

don't answer, you can leave a clear and concise message.

- State your name first.
- State your number right after your name. Many people wait until the very end of the message to state their number, which can delay the response if the recording ends too soon.
- Repeat your phone number twice. Aside from your name, your phone number is THE most important part of your message. People seem to forget that the receiver of their message has to write the number as you say it. Don't rush through it. Even when you say it slowly, it's hard to get down the first time, so repeat it.
- State the purpose of your call. In as few words as possible, state why you're calling. Is it in regards to an interview appointment? Are you following up on a previous meeting?
- Be brief. People are busy. Listening to 5-minute phone messages is not on the top of their priorities and wastes their time.
- Leave a specific request. What do you want your listener to do? Sure, you want them to call you back, but why? To answer a question? To set up an appointment? People will appreciate it if you give them specific actions for their call back.
- Consider leaving your e-mail in addition to your phone number. Some people like to have conversations on the phone, while others prefer communicating through e-mail.

Midshipmen Communication with Companies. Midshipmen shall NOT contact shipping companies in search of shipping assignments. This type of communication will be through the ATR. Occasionally, midshipmen have to correspond with a ship operating organization on routine matters such as payroll errors, mail handling requests, thank you notes, confirmation of leave requests, etc. The preferred method of all correspondence is via email. A cc: of the email of all correspondence shall be forwarded to the ATR for placement in the midshipman's official file. A copy of any email to vessel operating organizations on routine matters such as payroll errors, mail handling requests, thank-you notes, confirmation of leave requests, etc. shall also be sent to the assigning ATR.

Written Communications. Any successful organization values effective written communications, and the Sea Year Program is no exception. For this reason, PDCS encourages written communication concerning the effectiveness of the Sea Year Program; the preferred method of correspondence is via email.

Email Communications. The following email etiquette is recommended:

- Font: Use a common font such as Arial or Times New Roman. Font Size should be 10-12. Do not include background color in the email.
- Privacy: Once you hit the send button, the email is gone; assume it will live forever. There is no privacy in email.
- Capitalization: Sending an email in all caps generally is interpreted as shouting.
- Addresses: The "To" line is generally to the assigning ATR and cc: to the assigned ATR.
- Subject Line: Use this line to help the receiver gain quick information on email content.
- Body of Email: Write in an active voice. Avoid using passive voice and negative words. Try to keep the message length to one screen.

- Attachments: When you are sending attachments, include in the email: (1) the filename; (2) the format of the file; and (3) the version of program. For example: Attached “Smith-APL Report.doc”; This file is in MS Word 2007. Consider sending files in rich text format (rtf) or portable document format (PDF) to ensure compatibility. Many servers have size limits in email, do not sent huge attachments.
- Signatures: do not include quotes, sayings, or other remarks. Do include information such as preferred email return address and phone contact information.
- Spelling and Grammar: Use spell-check before sending the email. Re-read the email before sending, check for clarity of information supplied.
- The Signature Line should read:

Very Respectfully,

M/N Your NAME
 202XA/B/C (Deck or Engine)
 Name of Vessel
 # Sea Days to date
 Cell phone #
 Email Address

An example email:

To: wongd@usmma.edu
 CC: jonesi@usmma.edu

Subject Line: Smith/Jones – MV Horizon Reliance – ETA Long Beach July 24

LT Wong,

Request detachment instructions from MV Horizon Reliance, ETA Long Beach, APM Terminal is 24 July 2012, 0730 at berth. My sea partner is MIDN Joe Jones 2014B-Engine, his ATR is CAPT Treacy and he requests to remain aboard for next voyage.

Very Respectfully,

MIDN John Smith 2020A-Deck
 MV Horizon Reliance
 118 Sea Days to date
 Cell phone 516-555-1212
 John.smith.2013@usmma.edu or jsmith23@yahoo.com

Types of Written Communication.

Memorandum: A memorandum will be in the basic “in-house-letter” format used in communications between individuals. For example:

MEMORANDUM	[DATE]
SUBJ: [KEY WORDS OF THE SUBJECT OF THE MEMO]	
FROM: [NAME AND TITLE OF SENDER]	
TO: [NAME AND TITLE OF ADDRESSEE]	
VIA: [NAME AND TITLE OF ROUTE, if applicable]	
REF: [LIST OF DOCUMENTS OR PUBLICATIONS REFERRED TO, if applicable]	
ENCL: [LIST OF ENCLOSED DOCUMENTS OR PUBLICATIONS, if applicable]	
1. [Paragraph to state the purpose of the memo]	
2. [Paragraph to provide supporting facts.]	
3. [Paragraph to identify action requested, if needed] [Extra paragraphs are used when appropriate.]	
[SIGNATURE BLOCK]	
DIST: [LIST OF PERSONS OR ORGANIZATIONS RECEIVING MEMO]	

Academy Training Representatives

General Policy. Operations in the offices of the ATRs are conducted in a business-like manner; they are premised on respect, courtesy, professionalism, and common sense. Requests for special assignments or other consideration will be considered if the requests do not violate any Academy policy, do not impose a hardship on any other midshipman, and do not interfere with any midshipman’s training requirements.

When assigned to a vessel or organization, every midshipman will consider themselves to be responsible to that organization, as well as to the Academy, and will comply with all instructions, directives and orders of their host organization. They will not change any arrangements (travel, discharge, etc.) made by the organization or the Academy without previous authority of the organization or the ATR, except in emergencies. In such circumstances, the midshipman will advise the organization and/or their ATR as soon as possible.

Maintaining awareness of Midshipman activities during Sea Year is important to the Academy so that achievements can be recognized and issues can be addressed in a timely manner. Any time a Midshipman sees any official communication in which they are included and listed as a representative of the U.S. Merchant Marine Academy, the Midshipman should inform their ATR.

WHEN IN DOUBT CALL YOUR ATR!

Policy and Procedure. Each midshipman will meet with their ATR before each sailing period. At

that time, the midshipman will be briefed by the ATR. Midshipmen must complete and submit their Sea Year Personal Data Sheets and Internship Preference Requests to PDCS prior to this meeting. Midshipmen should bring to their ATR's attention any special requirements or pursuits in which they are interested.

Telephone Procedures. Each midshipman should either direct dial their ATR or the Department telephone number 516-726-6031 when calling their ATR. When calling after normal working hours (0800-1630), over weekends or holidays, leave a message on the ATRs' answering machines. Your message should be clear, concise and brief. It should also indicate the name of the caller, date, time of the call, subject of call and a call back number. The ATR will contact the midshipman as is appropriate. Each midshipman shall receive emergency contact information prior to sea year.

Required Telephone Reports to the ATR. Each midshipman must contact their ATR as follows:

- During leave periods, as directed;
- Whenever sick/injured while between assignments;
- Whenever a midshipman is in need of counseling;
- If a midshipman is harassed or unjustly treated (except when the treatment is Sexual Assault and Sexual Harassment (SASH)-related, in which case a midshipman should contact SAPRO);
- When returning to the U.S.; and
- When and as specifically directed by ATR.

Personal Reports to the ATR. When directed to report in person, a midshipman will report to the office of their ATR by 0715 hours on the day required, unless otherwise instructed. Each midshipman shall report in UOD, properly groomed (hair properly cut, clean shaven, shoes shined). The midshipman shall also have paperwork ready, as appropriate, from previous ship assignments, Merchant Mariner's Document, International Vaccination Card, and a pen.

CODE WORD. USMMA has established a Procedure for Cadets Using a Designated Code Word, or SOS Button, to Return from Sea Year Assignment. PDCS shall provide the new Code Word to the cadets, and instruction on how to use it, prior to the start of each Sea Year. Each November, the Code Word shall be changed.

- a) A cadet may use the Code Word, or the SOS button on the Satellite Texting Device, whenever they feel unsafe, such as if they experience:
 - (1) interpersonal violence or threats;
 - (2) mental or physical health issue;
 - (3) a safety hazard on board that poses a significant risk of harm;
 - (4) a breach of shipping company policy;
 - (5) sexual assault, sexual or gender-based harassment, relationship violence, or stalking; or
 - (6) family emergency.
- b) Using the Code Word in any manner (via email, text, or phone to an Academy Training Representative (ATR)), or using the SOS button, will result in the removal of the cadet and their sea partner(s) from the ship.

- c) After using the Code Word, or the SOS button, the cadets will return to the Academy, where the reporting cadet will be referred to the Sea Year Liaison for interview.

Emergency Procedures. In emergency situations, a midshipman will seek the advice of their ATR, their shipboard or internship supervisor, the Master of the vessel, or the host organization's point of contact. **When advice is not immediately available, a midshipman should act in a manner that best protects their physical safety and the safety of others on board the vessel.**

When a midshipman is involved in any non-SASH emergency situation concerning their Sea Year Training, they should contact their ATR immediately by telephone if in the continental U.S., or by either Sat-Device, email, letter, or fax if outside the continental U.S. In every emergency (except for SASH-related incidents), the midshipman will record all the details of the emergency incident in the ITEMS OF INTEREST section of the MIDSHIPMAN ASSIGNMENT REPORT submitted to the ATR upon detachment from the assignment.

Examples of emergency situations are:

- The midshipman is declared NOT FIT FOR DUTY because of illness or injury at any time during Sea Year.
- The midshipman is being physically threatened, harassed or abused by ship's or Internship organization's personnel. Use of the CODE WORD may be necessary.
- The midshipman misses their assigned ship or internship for any reason.
- The midshipman is taken into custody or charged or arrested as a result of administrative or criminal action that is connected to sea year training in any way whatsoever.
- There is illness, injury, or death of a member of the midshipman's immediate family, (i.e., living in the same household,) that requires the midshipman to interrupt sea year training for compassionate leave.

Special Requests. All the ATRs participate in the Sea Year lecture series and will brief midshipmen on general sea year issues and answer specific questions. In addition, each midshipman going to sea shall make an appointment for an interview with their respective ATR. During this interview, the midshipman should raise any concerns or special requests to their ATR. The focus of this period is to identify the needs of the midshipman, to coordinate special assignments, and to make assignments as necessary.

Midshipman Assignment Reports (MAR). Each midshipman will submit a comprehensive report concerning their activities and performance during their assignment to a vessel. The submission of written reports introduces the midshipman to the responsibilities and methods required for accurate, incisive, neat and orderly reporting and record keeping. The MAR gives midshipmen experience writing summary reports and also provides the Academy with valuable feedback about both Sea Year and the ship.

Midshipmen shall submit, either in person or by mail, to their ATR, within ten (10) working days after their discharge from a ship:

1. **Shipboard Training Orders**, endorsed by Master (copy);

2. **Certificate of Discharge** (USCG form CG-718A) from the ship (copy). It is the MIDSHIPMAN's RESPONSIBILITY to ensure that this accurately states ACTUAL join & detach dates AND annotates extra day if International Dateline was crossed;
3. **Request for Reimbursement** for this assignment;
4. **Midshipman Assignment Report**; and
5. **Shipboard Performance Evaluation** (if not mailed in by ship's officers).

Preparing for Sea

Sea Year Clearance. Every midshipman going to sea is required to clear with their Company Officer using procedures established by the Commandant. Additionally, each midshipman will complete a Sea Year Clearance Check Sheet for each Sailing Period.

Special Problems or Requests. When a midshipman encounters special problems or has special requests concerning their Sea Year, they must notify their ATR.

- **Academic Action:** A course failure or other deficiency may detain a midshipman from sailing. This would include midshipmen who have an academic rating such as Academic Probation (AP), Referred for Evaluation (RFE), or Referred for Disenrollment (RFD).
- **Disciplinary Action:** A Class I or II disciplinary action or Honor Board can detain a midshipman from sailing. The midshipman will be assigned to the Commandant's Office, pending action and until released for assignment to sea.
- **Travel/Lodging:** If a midshipman is unable to return home for any reason at any time during sea periods, they must notify their ATR as soon as possible. This will allow the ATR to arrange for an early ship assignment. This request can be made on the Data Sheet or during the interview with the ATR.

ATR Changes. Midshipmen are assigned to their respective ATRs at the discretion of the DH, PDCS, according to the availability of staffing, of ships, and the organizational needs of the Academy. In rare circumstances, and with good cause shown, a midshipman can request to be reassigned to another ATR.

Vessel Operator SASH Contact. Midshipmen shall have a virtual or in-person one-on-one session with their Vessel Operating Company's Sexual Assault/Sexual Harassment Contact prior to joining the vessel. However, if there was inadequate time for such contact to occur prior to the cadet's embarkation, the contact should occur within 48 hours of embarkation.

If the cadet had an in-person or virtual meeting with the designated SASH contact for the shipping company, the designated SASH contact for the company should initiate contact with the cadet within 7 days of the cadet's embarkation.

Once the cadet has made positive contact with the SASH contact (spoken to them in person), the cadet will call their ATR and report that positive contact with the DPA has been made.

Cadets will use the satellite phone to contact the SASH contact as needed.

Whenever a cadet is aboard a vessel for more than 30 days, the SASH Contact shall initiate contact, via email, with the cadet at least every 14 days.

Cadets will use the satellite phone to report to their ATR after they have detached from the ship and before departing the ship's port of arrival.

Sea Year Lectures. The DH, PDCS or their designated representative will facilitate a series of Sea Year Lectures during the trimester prior to the start of each Sea Year. All Second and Third class midshipmen are required to attend. The lectures are each one period long. **Midshipmen are to email DH with explanation *prior* to the lecture if they cannot attend;** they must email DH (even if the reason for absence is Team Movement, physician's appointment, etc.) **prior to 0745 on the day of the lecture. Without an email, it will be an unexcused absence and will be referred to the Commandant as a Class II offense: demerits may be earned for failure to follow orders.**

Sea Year lectures cover the contents of the Sea Year Guide plus other vital information. Specific questions regarding the Sea Year should be asked at the lectures. Each midshipman is responsible for the information given in the lectures and stated in this Guide.

During these lectures, a Personal Data Sheet and an Internship Preference Sheet will be handed out. On these sheets, midshipmen will fill out pertinent information regarding previous ships sailed, internship requests, contact information, etc. Any special requests should be made on the Personal Data Sheet form. Internship instructions should guide the completion of the Internship Preference Request form. When completed, return these to DH, PDCS.

Sea Projects. Every midshipman should read the Sea Project **before departing the Academy for sea;** this will expedite and facilitate replacement of any defective USB Drive, procurement of all materials, and resolution of all questions regarding what is expected to complete the project. More information can be found in the Sea Project chapter.

Shipping Documents. Every midshipman should ensure that they have the following documents in their possession before leaving the Academy for Sea Duty:

- Sea Year Guide;
- TWIC;
- Benzene Letter;
- Merchant Mariner Credential (MMC aka MMD, Z card) and STCW '95 Training and Instruction Letter;
- Valid Passport (Passport must not expire prior to SIX months AFTER the end of sailing period);
- International Certificates of Vaccination (Shot Card);
- Medical History and Physical (Fit for Duty);
- Drug Free Certificate (DFC);
- USCG Med Cert – Valid for 2 Years only; and
- Sea Year SASH Pocket Guide.

A midshipman MUST pick up their Shot Card, Fit for Duty and DFC at PDCS BEFORE DEPARTING ACADEMY for sea.

Packing for Sea. No midshipman will be reimbursed for the expense of carrying overweight

baggage; however they will be reimbursed for two checked bags as long as they do not exceed weight limits. Therefore, each midshipman must give careful consideration to what and how to pack. It is best to limit the number of bags to two large bags for gear and supplies, and one carry-on bag for important papers including Sea Projects and valuables. **NOTE: Lathe project stock and completed machine shop project must be placed in checked luggage as it will not be allowed in carry-on luggage as determined by the TSA.** Your pocket knife, too, must be in checked luggage.

Only those bags that can be stowed in overhead compartments or under the seats will be allowed in the airplane's cabin. Oversized bags will be taken and checked for carriage in the baggage compartment.

It is best to carry some toiletries and a change of clothes in the carry-on bag in case checked baggage is lost or otherwise not with the jet on arrival. When packing a sea bag, heavy books should always be placed at the bottom. Boiler suits and boots are placed on top of the books. All underwear, socks, tee shirts etc. are placed on the sides to fill the empty spaces. The categorized bags are placed on top.

Sea Year Check List:

Documents: Passport, Merchant Mariner's Credential (MMC aka "Z card or MMD") and STCW '95 Training Letter, Medical Records including Shot Card, DFC, TWIC, Benzene Letter, Sea Projects, Sea Year Guide and Flash Drive, Assignment Orders (if they were not sent to the ship) Military ID, ATR Contact Information, Travel Instructions; Tickets or GTR Confirmation Number; and SASH pocket card.

Packing List:

Sea Khakis (Khaki Pants and Khaki Shirt, not the same as khaki uniform).

Eyeglasses – MUST HAVE TWO PAIRS – If you wear contacts, must have at least one pair of glasses in addition to contacts.

Sextant (Deck Majors) – 2nd Sailing

Machine Shop Project Metal & Lathe Tool (Engine Majors – 1st Sailing)

Graphing and Drawing Kit (Engine Majors)

Vernier Calipers (Engine Majors – Machine Shop Project – 1st Sailing)

Safety goggles: every midshipman

Sea Bag

Money (\$500) for local travel to ship (taxi, car service, etc.)

Credit/DEBIT card suitable to cover 3 days food and lodging

Pens and pocket sized notebook (handy - for instructions and directions)

Boiler suits or work pants (Cotton, Carhartt or Dickies brand, 1-2) – YOUR PREFERENCE

Work gloves (1-2)

Work boots/shoes: THICK SOLED, STEEL-TOED (1 pair)

Khaki uniforms (1-2), and accessories

Jeans/shorts (2 pair ea.)

Shirts/casual tees (2-3 ea.) Sneakers + Two Pairs of Socks

Dress clothes - pants/skirt and shirt/blouse (1 set)

Underwear & T-shirts (5-7 pair ea.)

Socks (2 black, 5 white)
 Swimsuit
 Rain gear
 Jacket (light and heavy)
 Thermal Underwear Watch
 Voided Checks or Deposit Slips (For ship's payroll)
 Cell Phone + Charger
 Books

Miscellaneous:

Toiletries (replacements may be available on ship), Feminine supplies
 Alarm Clock (battery powered)
 Knife (Folding Blade, less than 6 in.) **Sheath knives are never permitted aboard**
 Flashlight (1-2 with extra batteries; **“intrinsically safe”**)
 USB Flash drive and/or external hard drive
 Earphones
 Laptop + Charger
 Internet Cable
 Laundry bag
 Q-Tips
 Comb/Hair Brush
 Toothbrush & Toothpaste (3 month supply)
 Deodorant (3 month supply)
 Shaving Kit
 Powerstrip + Surge protector
 Gym Shorts
 Sea Project Cover Pages (1 per project; 2 extra)
 Manila Sea project envelopes (1 per project; 2 extra)
 Engineering Tracing Paper (2-3 packs)
 Sketch Pads (2-3)
 Folders (2-3) Backpack
 Camera + Charger
 Pencils (Mechanical recommended) Dramamine
 Allergy Medication

Must Take	Want to Take
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<p> Passport MMD Military ID TWIC Driver's License Orders SASH Card Medical Papers and Vaccination Card Sea Project Sat-device ATR Contact Info Sea Year Guide Sea Khakis Eye Glasses (if necessary; TWO PAIRS) Voided Checks/Deposit Slips 2 Work Pants (Carhart or Dickies brand) 1 Work Coat 2 Long Work Shirts 2 Work T-shirts 5 Work Socks 1 Work Boots Work Gloves (they have disposable cotton ones out at sea) Thermal Underwear (tops and bottoms) 5 Underwear Running Shoes Casual/Walking Shoes 3 Casual Clothes (wear on ship) 1-2 dressy/professional outfits 1 pair of jeans (seriously you won't need more) 1 pair shorts 1 Sweater 1 Pullover (for work) </p>	<p> Electrical Book Taylor Engineering Book Ship's Construction Book Ship's Knowledge Book Tools and Their Uses Book Swimsuit Hat Earphones Crescent Wrench 3-4 Pleasure Books Gym Shorts </p> <p style="text-align: center;">ENGINE CADET GEAR:</p> <p> One pocket: Flashlight Bahco wrench Other pocket: pocket knife, notebook & pencil </p>
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<p>1 Work belt (don't forget for sea khakis) Knife/Sharpener (cadet gear, spiderco and gerber are examples) <u>Sheath knives are never permitted aboard</u> Hunt 1 & 2 Machinist Handbook or Welding book Contact Info/email list Drafting Materials Caliper/Micrometer (try to get a digital one) 1 Pocket Notepad & 5 pencils (cadet gear) 4 Manila Envelopes (for engine cadets) 4 Sea Year Report Covers (for engine cadets) 1 2" 3 ring binder (to put sketches in) 4 folders (one per sea project) 4 Drawing Pads (more than enough) 4 Rough Draft Pads Clipboard Drafting Tape Computers Chargers for Computers iPod & music External HD Flash Drive Cell Phone Charger for Phone Phone Card Credit/Debit Card Camera Camera Charger SD Cards for Camera Cash (enough for a hotel if they don't accept credit)</p>	
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<p> Movies/Shows on Hard Drive Head phones/ ear buds Wireless Mouse IPod Connection cables Connection cables for Camera Contact Lenses Eyeglasses & Cleaner/Repair Tooth Brushes 2 or 3 Toothpaste 3 or 4 tubes Retainers 2 Floss Shaving Crème/balm Razor & blades Nail Clippers Band-Aids Clairton-D Pepto Bismol Neosporin Tylenol/Advil Ace Bandage Vitamins 2 roller suitcases Backpack/Day Pack (use as a carry-on) Laundry sack </p>	

Navy Assignment Packing List:

- 4 or more navy blue t-shirts (under coveralls and NWUs), (can be purchased on ship)
- Black socks
- 2 white t-shirts (under khakis/whites/SDBs)
- One set of khakis
- One set of seasonal dress uniform
- One set of school PT gear (shorts and t-shirt) (anything can be worn to workout normally, however, matching PT gear is needed in case of command PT)
- Khaki belt, 3rd class insignia, sweater name tag (for coveralls and NWUs)
- NWUs (worn in port) with khaki belt and 3rd class insignia
- Coveralls (worn at sea) with khaki belt, 3rd class insignia, sweater name tag
- Coveralls are issued (Navy is very specific about brands)
- Merchant Marine cover (the ship will give you a cover, but it may not be for a few days)
- 2 locks (under your rack & locker)
- Toiletries (can be purchased on ship)
- Laundry detergent (can be purchased on ship)
- Laundry bag
- towel
- One sextant per group of midshipman (i.e. only one sextant is needed per group of deckies due to lack of space for storage)
- Water bottle
- Sea bag or something collapsible (not a stiff suitcase)
- In port, appropriate clothing for going ashore (closed toe shoe for the gangway and ship, no short shorts or tank tops)

What to expect aboard a Navy ship:

- Breakfast: 0600-0700
- Departmental Khaki Call: 0715-0730 (with Running Mate)
- Quarters: 0730-0745 (With Running Mate)
- 0800-1130: follow your running mate around or go find something interesting to learn about or watch based on the POD (such as gun shoots or other exercises)
- 1115-1230: Lunch
- 1200-1700: follow your running mate (stand watch or go to different briefings or exercises)
- 1645-1730: Dinner
- Recommendations:
 - After dinner, if the wardroom is open, that is a good time to do projects. Most of the new ensigns will be in there studying for the OOD board or SWO board. If the wardroom is open during the day and nothing else is going on, also take advantage of that time to do projects. The wardroom is basically the only place with enough space to do projects.

- During the day there will also be different ceremonies such as re-enlistments or something as special as a pinning (SWO, ESWS, Chief). Go to these. They are valuable experiences.
- Clean up after yourself and the crew will like you. In addition, your bed must be made daily and gear stowed under your rack or in your locker.
- Go with an open mind. Even if you have no desire to go into the Navy and only sail commercially, this will at least give you a general idea of what may be happening on the Navy ship.
- Explore the combat information center and the weapon systems. Almost everyone on the ship is very friendly and happy to teach you about their specific system. The Navy does almost solely on-the-job training so these people are used to teaching others about their jobs. In addition, the average age on most ships is about 21.
- Eating in the wardroom is an experience. When you first enter the wardroom for a meal, you must ask the highest ranking officer if you can join him or her. Everyone does this as a courtesy no matter their rank. You then fill out a menu card and hand it to the cook. Someone will then bring you your food. Once you are finished eating, you ask the highest ranking officer to be excused. Again, this is a courtesy and everyone does it. Take your plate to the counter and throw away your trash. Clean up where you sat as someone else will sit there next. **NEVER WEAR YOUR COVER IN THE WARDROOM.**
- In port, you salute all officers. Some enlisted will salute you; salute them back. No one salutes at sea. Wear your cover in port all of the time on deck. At sea, you only need to wear your cover when you are standing inside the bridge unless the ship is in flight operations.

Sea Project Supplies from the NEX. Information needed to get missing sea year supplies from USMMA NEX:

- Contact your ATR or the NEX at: 516-726-6177/6178, or Fax: 516-466-8528 and include the following information:
 - Address on where to ship it
 - What you need. (i.e., Sketch pads, Sea Year Project Envelopes, etc.)
 - How many of them you need
 - Name as it appears on your credit card
 - Credit card number and type
 - Expiration date of card

The NEX is unable to ship internationally. Shipping CONUS will normally run between \$7.50-\$10.00. At least 48 hours' notice, not including the weekend, is needed.

Shipboard Operations

Ship Assignment Policy. It is the policy of the Office of Shipboard Training that during each sailing period the Office will try to place each midshipman in vessel assignments as follows:

- **Assignments:** Each midshipman will generally be assigned to more than one vessel during the first sailing period and to three or more vessels during the second sailing period. The assignments will be on vessels in active commerce, including those engaged in logistical support of the armed forces, and will provide the greatest number and variety of seagoing experiences practicable. The assignment of a midshipman to any vessel is based on the individual training needs and vessel availability. The constraints of the Academy's Sea Year Program require that every midshipman be assigned when and where vessels are available. The particular assignment will be at the discretion of the ATR.
- **Sailing Period Lengths:** Midshipmen will request, in their Fourth Class year, their sailing periods, known as a "Split." For the short sailing period, they will choose to go to sea in their first or second academic term as Third Classmen. They will then be assigned the corresponding odd or even sailing period for the longer two academic term period. All sailing period assignments shall be at the discretion of the Academic Dean. The **first sailing period** will be, depending on the year, **approximately 130-to-150 days** long. The **second sea term** will be **approximately 245-to-270 days** long.
- **Sea Partner Assignments:** Generally, the two midshipmen assigned to a vessel will be in different departments, i.e., deck and engine. Provided the vessel has appropriate accommodations, preference will be for midshipmen of the same sex to be assigned together. In addition, all midshipmen will be assigned a sea partner for their sailing periods.
- **Sea Partner Changes:** Cadets have the opportunity to select their sea partners. ATRs have discretion to assign or change sea partners of the cadets under their supervision at any time during the course of the Sea Year, with input from cadets. In rare circumstances, and upon good cause shown, a cadet can object to a sea partner assignment or change.

Sea Year Leave. During the course of the Sea Year, usually after about 120 days aboard ship, the ATR may authorize Sea Year Leave from the Academy. When placed on Sea Year Leave, the midshipman will be authorized to travel from their current ship to the Academy and from the Academy to their next ship. Midshipmen may elect to proceed on private travel to their home of record and receive reimbursement up to the applicable government travel allowance from the port of disembarkation to the Academy and to the next ship assignment.

- **Assignment Orders.** Assignment Orders may be e-mailed, faxed, or mailed to a midshipman, company office, or vessel. These orders are official documents directing the midshipman to a ship, shipping company or internship organization.

Briefing Package. Each midshipman shall pick up a Briefing Package at Shipboard Training

before departing the Academy for sea. (Generally, this accompanies Shipboard Training Orders.)
The Briefing Package usually contains:

- Ship's Officer Review of Midshipman Performance (Shipboard Evaluation).
- Midshipman Assignment Report (MAR).
- Other documents such as Directives, guides, maps, etc.
- Medical, Shot Card, Benzene Letter, Drug Free Cert (DFC).
- STCW Letter.

Reporting to a ship without picking up the Briefing Package will result in a referral to the Commandant's Office for a CLASS II offense, "Failure to comply."

Departing the Academy. Before leaving the Academy, each midshipman should:

- Take inventory of what gear to pack for upcoming voyages;
- Arrange to leave remaining gear in the Regimental Baggage Locker;
- Pack safety equipment, uniforms, sea project, books, stationery supplies and documents;
- Review the Sea Year Checklist, (Illustration 5.1) in the "Preparing for Sea" chapter; and
- Midshipmen should use caution when traveling, be alert, use common sense, think things out and follow instructions carefully.

Reporting to the Shipping Company

Upon Arrival to Shipping Company. Each midshipman will, unless directly ordered otherwise by the ATR:

- Report to shipping companies and internship host organizations in the appropriate seasonal travel uniform and conduct himself or herself in a business-like manner.
- Obtain the following information:
 - A telephone number of the company to be used in cases of emergency;
 - The time and place to report to the ship (the date of sign-on); and
 - Ship's itinerary and mailing addresses for various ports;
- A midshipman will NEVER change any arrangements, such as travel, that have been made by the company except when ordered otherwise by the ATR, the company or because of an emergency situation. **MIDSHIPMAN MUST NOTIFY THE ATR AND THE COMPANY IMMEDIATELY OF ANY NON-SASH EMERGENCY SITUATION.**

Reporting to the Ship. Verify vessel ETA via vessel agent or online schedule. (If applicable, obtain AGENT information from ATR.)

- Know where the ship's berth is located BEFORE you depart USMMA. If you do not know terminal location, ask the ATR when you receive your orders.
- Be on time when reporting to ship; generally this is whenever the ship berths but no later than 0800.

Reporting to Ship Routine: Each midshipman is required to:

- Report in proper uniform. Be ready to go directly to work.
- Report directly to Master, Chief Mate or Chief Engineer, as gangway watch may direct.
- Have the ENDORSEMENT section of SHIPBOARD TRAINING ORDERS signed.
- Verify that the senior ship's officers have copies of the Sea Year Guide. **(IF NOT, notify ATR IMMEDIATELY of the need to supply copies.)**

First Ship Assignments: When going aboard their first assignment, each midshipman shall advise their supervisor that this is their first ship. (This aids supervisor in giving appropriate assignments.)

Courtesy Call on Captain or Chief Engineer: When reporting aboard, each midshipman will make a very brief call on the Captain and/or Chief Engineer as a courtesy. The vessel Master will introduce you to the ship's company employees as soon as practicable after boarding to foster an open, welcoming environment and will help ensure you are familiarized with the ship in accordance with the Safety Management System.

Contraband Search: Immediately upon reporting aboard, a midshipman shall carefully search their stateroom for any contraband or drugs. If any suspicious item is found, the midshipman SHALL IMMEDIATELY REPORT IT TO THE MASTER and act as directed.

Sign-On: Upon reporting aboard, every midshipman will always check to see that Merchant Mariners Document, vaccination cards, and drug free certificate are readily available. Report to the specified area at the appropriate time to sign shipping articles before the Master (foreign voyage only). If making a monthly allotment either to next of kin or to a personal savings account, advise the Master during sign-on. Do not be late or absent. The Master will typically prepare and have Articles signed one time only.

Vessel Operator SASH Contact: Midshipmen shall have a virtual or in-person one-on-one session with their Vessel Operating Company's Sexual Assault/Sexual Harassment Contact prior to joining the vessel. However, if there was inadequate time for such contact to occur prior to the cadet's embarkation, the contact should occur within 48 hours of embarkation.

If the cadet had an in-person or virtual meeting with the designated SASH contact for the shipping company, the designated SASH contact for the company should initiate contact with the cadet within 7 days of the cadet's embarkation.

Once the cadet has made contact with the SASH contact (spoken to them in person), the cadet will call their ATR and report that positive contact with the DPA has been made.

Cadets will use the satellite phone to contact the SASH contact as needed.

Whenever a cadet is aboard a vessel for more than 30 days, the SASH Contact shall initiate contact, via email, with the cadet at least every 14 days.

Cadets will use the satellite phone to report to their ATR after they have detached from the ship

and before departing the ship's port of arrival

Professionalism. A ship's officer is there to do a job: operate the vessel. Likewise, Sea Year is a job and professionalism is expected by all parties. Accordingly, midshipmen are encouraged to act professionally and earn the trust and confidence of the ship's officers and crew. A ship's officer is not obligated to teach midshipmen but will be more inclined to do so when a midshipman displays an attitude of cooperation, professionalism, interest in learning, and willingness to lend a hand in the operation of the vessel.

Authority to Assign Work. The Master will make all work and/or watch assignments for the midshipman, or officer(s) designated by the Master.

Shipboard Working Policy and Procedures

General Routine: Although the daily ship routine is generally standardized, ships and companies do vary. Therefore, each midshipman must be flexible and learn the specific routines of each ship. Each midshipman is obligated to work 8 hours per day, seven days a week in the service of the vessel. A midshipman is expected to spend at least 3 hours of their own time each day to study. (See, 46 CFR § 310.60 (b))

Extraordinary Routines: In addition to the above, every midshipman shall attend all dockings, undockings, maneuverings, machinery changeovers and other activities that require repeated exposure in order to develop competence. It is the policy of the Academy that a midshipman should get involved whenever there is something to learn or if the ship has a particular need for assistance.

Academy Shipboard Work Policy: The Academy's philosophy of training is "**DOING IS LEARNING.**" The following work schedules are typical for Cadets. (There will be variations of these depending on company or ship.)

- *DAY WORK 0800-1700: Monday through Friday and 16 hours per weekend standing various watches.*
- *WATCH: Two four-hour watches per day, Monday through Sunday (watches may be rotated periodically).*
- *COMBINED WATCH/DAY WORK: Four hours per day on deck or in the engine room off watch, and four per day on rotating watches Monday through Friday and 16 hours of watch each weekend.*

Absence from Duty Station: Under no circumstances will the midshipman be absent from work or from the ship during working hours, except when expressly authorized by their supervisor.

Overtime work: Midshipmen are **not** entitled to receive overtime pay.

Sea Project Work: In addition to their ship's duties, each midshipman is expected to work on their Sea Project courses three (3) hours a day, 7 days per week.

Improper On-the-Job Treatment of Midshipmen. Midshipmen may not:

- Work longer hours than that the supervisor or other ship's officers;
- Be denied the same rest periods allowed other ship's officers;
- Perform work in order to avoid payment of overtime to other crew members; or
- Be placed in any situation that endangers them or their sea partner.

If a midshipman has been sexually assaulted, or subjected to sexual or gender-based harassment, relationship violence, or stalking, the midshipmen should follow the procedures for making a restricted or unrestricted report. If a midshipman has been subjected to another form of harassment, discrimination, assault, or other egregious misconduct, the midshipman should report it to their ATR as soon as possible.

Punctuality. Tardiness is not tolerated aboard ship. Ship's officers are EXPECTED to report for duty AT LEAST TEN MINUTES EARLY (especially for watch). Midshipmen are expected to report for duty at least as early as their senior watchstander.

Absence from Duty Station. Under no circumstances shall any midshipman absent themselves from their workstation or from their ship during duty hours except when authorization is received from their supervisors OR in the performance of duty required by emergency conditions.

Cost Consciousness. Every midshipman should be conscious of the various costs of running a ship. They should endeavor to find the daily operating costs of the ship including: fuel, oil, repairs, the cost of delays, and payroll expenses.

Berthing and Subsistence. Every midshipman, while assigned to ships, will be furnished quarters and subsistence by the company. A midshipman should never be present in the stateroom of any other crew member, nor should others crew members enter a cadet's private stateroom for any reason other than official maintenance or housekeeping duties during appropriate working hours and with adequate notice. All cadet staterooms should have functioning door locks. While aboard ship a midshipman will mess with the licensed officers.

Shipboard Life

In all cases, including when outside the United States, midshipmen should be mindful of their responsibilities and reputation as Academy midshipmen, their representations as Americans, and the image they project when associating with others. A midshipman is a visitor and should respect the host country's culture, religious beliefs, laws, customs, etc. and conduct themselves accordingly.

Email: The use of any vessel or organization's email system is a **privilege** that may be withdrawn at any time. No vessel electronic communication should ever be construed as private. Midshipmen are advised that they should have no expectation of privacy in utilizing vessel electronic communication systems. Midshipmen should be considerate in the use of vessel email and adhere to the organizations' electronic communications policies.

Binoculars: All ships supply binoculars for watchstanders. They are an expensive item and should be treated with care. Before using a pair of binoculars, every midshipman will make certain that they receive permission to do so from the Officer-of-the-Watch in order to prevent

changing of the eye settings on the binoculars of that watch officer. **Under no circumstances will a midshipman use the Master's binoculars.**

Chartroom: When a midshipman is working in a ship's chart room, they must be cautious not to monopolize the charts or navigational instruments when Ship's Officers are navigating. This is particularly true when the Master is on the bridge.

Coffee Time: Coffee break is usually held at **1000** and **1500** hours (many ships have the midshipmen make coffee) and is a good opportunity to learn about ships and shipping. Therefore, midshipmen should **make every effort to be present and listen and engage respectfully.**

Docking/Undocking Stations: A MIDSHIPMAN WILL REPORT TO ALL DOCKING AND UNDOCKING ACTIVITIES WHETHER ORDERED TO DO SO OR NOT. This is the time for much of the shipboard action and much can be learned. These activities often occur outside the routine working day and supervisors are reluctant to call out the midshipman. **Midshipman should report on their own.**

Grooming: Every midshipman shall shower regularly and keep their hair neatly trimmed and combed. Male cadets shall shave daily. Female cadets are to wear their hair in an appropriate and tight bun at times while working.

Lifejackets: Every midshipman must know the location of their lifejacket and keep it in good condition. You will need it for drills and emergencies. (Some wedge them under their mattress in rough seas.)

Mailing Letters in Foreign Ports: To ensure safe delivery of mail, midshipmen should: (1) request permission from the Master to include personal mail in the ship's mail; (2) give it to a ship's officer for mailing; (3) take it to the post office themselves; or (4) give it to the company agent or representative. **DO NOT** ask longshoremen, gangway guards, etc. to mail letters.

Meal Procedures: A midshipman is usually assigned a seat in the officer's Saloon Mess in which they are to sit for meals. Every midshipman shall wear clean clothes when attending meals. Night lunches are for the benefit of the watch; midshipmen should be considerate of this fact. Proper etiquette and decorum are MANDATORY during meals. Meal hours are standard on most ships. Every midshipman is to be on time for all meals and is to make it a point to be in the Mess Hall no later than one half hour before the meal terminates unless otherwise directed by their supervisor:

A sample Meal Schedule is:

MEAL	AT SEA	IN PORT
Breakfast	0730-0830	0730-0830
Lunch	1130-1230	1130-1230
Dinner	1700-1800	1630-1730

Nuisance and Noise: BE ADVISED that there are crewmembers off-watch and sleeping AT ALL TIMES. Noise, particularly music volume, should not be heard outside a midshipman's cabin. No midshipman should ever slam the doors to their room or passageway.

Sailing Board: All vessels have a sailing board indicating time of ship's departure. Every midshipman SHALL be aboard one hour BEFORE the time indicated on the sailing board. The ship will NOT wait for late crewmembers. In a foreign port, being left behind is a very traumatic experience and causes much difficulty. If a midshipman misses a ship, they should contact ship's port agent AND ATR immediately. (Should a midshipman miss their ship abroad, generally the Master will have delivered the midshipman's passport to ship's port agent. All costs attendant to getting the midshipman to next port or back to U.S. (flight, hotel, meals, incidentals, etc.) shall be paid BY MIDSHIPMAN; they are NOT REIMBURSABLE.

Ship's Itinerary: A midshipman may ask the Chief Officer for the vessel's itinerary and send it to relatives and friends in order to keep up correspondence during voyages.

Sextant: If the midshipman desires to borrow a ship's sextant, they must first get permission. Personal sextants should be hand carried when traveling. They are delicate and expensive and should not be stowed in luggage or shipped as baggage when traveling.

Slop Chest: The slop chest is a store-like facility that is located on board the ship. It contains items such as toiletries, work clothes and accessories, sodas, candy, and cigarettes. These goods are "held in bond" meaning that tax is not placed on these goods. The slop chest is available on ships that run outside the Continental U.S. to foreign ports. When the ship arrives in an American port, the slop chest is sealed and locked.

Smoking: There shall be NO SMOKING in restricted areas of the ship. Smoke only in designated areas and keep that area clean.

Carrying out Orders: A midshipman must take the time to understand each order given to them. If an order is not heard or understood, a midshipman should not be afraid to speak up immediately. Silence will be taken as your acknowledgement of the order; failing to act as ordered will be deemed insolence and insubordination. A midshipman shall carry out all legal orders given by proper authority. NOTE: Taking and carrying out orders is to be accomplished on a **professional basis only**. Orders of a personal nature or of unprofessional character are to be courteously declined. Every midshipman has the right to work in a respectful culture in which all crew members are treated with respect.

Time Changes: Every midshipman should have a good, dependable timepiece with them at all times and a battery powered alarm clock in the cabin. Vessels traveling east and west change clocks as they enter new time zones. A midshipman needs to keep the proper time so that they will be on time for watch, meals, and ship evolutions.

Bridge Routine: When on the Bridge, every midshipman shall observe the Academy motto of ACTA NON VERBA.

- Do not converse with the helmsman or other seamen on duty. If asked a question, give a polite short answer.

- Do not stand idly at the window blocking the view of watchstanders.
- Do not block the path of the Master, Pilot, or Mate on watch while ship is maneuvering.
- If a midshipman wants to ask a Pilot a question (for Sea Project) be careful to pick the right time in order to avoid distracting the Pilot at a critical maneuvering moment.

Cadet Quarters: EACH MIDSHIPMAN SHALL MAINTAIN THEIR OWN STATEROOM IN CLEAN, ORDERLY & INSPECTION READY CONDITION. The midshipman shall:

- Upon arrival, inspect room for contraband, confirm location of life jacket and survival suit.
- Make bunks daily.
- Clean head and shower at least weekly.
- Maintain a clean deck.
- Wash down bulkheads, furniture, and change linen prior to departure from the vessel.
- Repair all damaged or inoperative equipment or report damage, if unable to personally make repairs, to the midshipman's supervisor (Chief Mate or First Assistant).

Money Matters. Every crewmember receives a pay voucher at "pay off." Pay off is the process of receiving payment for services rendered as a crewmember. The payment can either be given in cash, check, money order, or deposited directly. The voucher is a statement of earnings and deductions for the individual. Every midshipman is advised to calculate their earnings and deductions as a check against the voucher. The following items will be on the voucher:

- Earnings: The rate of pay will be expressed in terms of dollars/month. A month is assumed to be 30 days. A fraction of a month will be used to calculate wages for some number of days less than 30. Earnings are the dollar amount of earned wages for a given number of days.
- Deductions: Deductions fall into three categories: advances, allotments, and mandatory deductions.
- Advances (Draws) Advances or "draws" are sums the crewmember received during the voyage.
 - The amount a crewmember may draw is determined by the amount of accrued wages at the time the draw is given.
- Allotments: Allotments are sums of money the crewmember had transferred to an individual or bank account ashore. Allotments may be monthly or bimonthly.
- Mandatory Deductions: Mandatory deductions are for income tax withholding, social security, and Medicare taxes.
- Dangerous Cargo Pay: There is no provision that cadets will be paid any Dangerous Cargo pay.

Discharges. A midshipman will also receive at pay off a USCG Certificate of Discharge (Discharge) (Form 718A) or Letter of Sea Service. **This document is extremely important! It is the ONLY accepted proof of sea service.** Every midshipman is to ensure that their discharge

states “Deck Cadet” or “Engine Cadet.” Merely “Cadet” is NOT SATISFACTORY.

Note: Every midshipman is advised to check the dates of shipment and discharge for accuracy.

Sea time credit for license will not be given by PDCS without a copy of the discharges (which add up to the USCG-required number of sea days required). If a cadet loses the discharge, go to https://www.uscg.mil/nmc/records_request/pdfs/correspondence_request.pdf and complete request. Advise your ATR of lost discharge (Form 718A).

Human Relations

Personal Relations. When shipboard, a midshipman is a member of a very small society that is made up of people from many walks of life, diverse personalities, and specialized skills.

An important segment of the midshipman’s training is learning to co-exist with people under unique and confined conditions for long periods of time. Respect and understanding are best established through professionalism and maturity. Sexual relationships and displays of affection aboard ship are prohibited.

Relations with Officers: Every midshipman shall be businesslike and professional at all times. Midshipmen should never assume anything in their relationships with ship’s officers. Unless directed otherwise by individual officers, a midshipman shall call all officers “Mr.” or “Ms.” followed by the surname (e.g., “Mr. Jones”), not by first names or slang titles. The Master shall always be addressed as “Captain” followed by the surname (e.g., “Captain Jones”). Midshipmen should never enter the stateroom of any other crew member, nor should crew members enter cadets’ private staterooms for any reason other than official maintenance or housekeeping duties during appropriate working hours and with adequate notice. All cadet staterooms should have functional door locks. Midshipmen should refuse if invited to officer cabins and they may explain that they are prohibited from doing so by Academy policy.

Relations with Non-Crewmembers: Longshoremen, visitors and passengers are to be treated professionally and courteously. Midshipman should seek to avoid any controversy or conflicts with others throughout Sea Year. Should problems occur, the appropriate ship’s officer should be called to deal with the issue. Should you encounter situations involving harassment or discrimination, try not to panic. Follow the situational-specific (SASH or non-SASH) procedures under Academy policy to report.

Personal Safety – Sexual Assault Prevention

Sexual Assault and Sexual Harassment (SASH): Responding to Misconduct at Sea. Sea Year provides cadets with necessary training and can be a wonderful life experience. At the same time, both men and women should remember that sexual assault and sexual harassment can – and has – happened to cadets aboard ships at sea. **USMMA HAS A ZERO-TOLERANCE POLICY FOR SASH AS WELL AS ZERO-TOLERANCE FOR RETALIATION AGAINST ANYONE WHO REPORTS SASH.** Your Sea Year training introduces you to some of the scenarios that you may encounter at sea and provides you with options for dealing with situations, including bullying, harassment, and assault. If you find yourself in any uncomfortable situation and don’t know what to do, protect yourself, and seek support; support can be from your sea partner, a

trusted member of the crew, the Vessel Operator's SASH Contact Ashore via Sat-device, the Sea Year Liaison or any other official reporting channel. This Sea Year Guide provides you with a list of resources you can call, particularly Victim Advocates who can help you to assess and increase your level of safety. **Do not hesitate to reach out to someone if you've been in a situation in which you've felt uncomfortable.**

Sea Partners and Safety. You and your sea partner are both onboard for a safe, harassment-free learning experience and can be allies in ensuring that you both have a great Sea Year. Here are some ways that you and your sea partner can actively support each other:

- Develop a strong working relationship built on a foundation of trust and agree that you will watch out for each other.
- Remember the Rape, Abuse, and Incest National Network (RAINN) acronym, CARE: **Create** a distraction, **Ask** directly, **Refer** to an authority, **Enlist** others.
 - **Create a distraction** to interrupt or de-escalate an uncomfortable situation. Start a separate conversation with your sea partner or ask your sea partner to help you with your sea project.
 - **Ask Directly:** If your sea partner seems uncomfortable or upset, be direct. "You seem uncomfortable, what can I do to help?" or "Would you like to get out of here and go see the bridge/engine room?"
 - **Refer to an authority:** Some situations may require contact with an authority figure that has the power to create change. You have both restricted and unrestricted resources who are committed to helping you, including members of the SAPR Office at USMMA.
 - **Enlist Others:** It can be safer to approach a situation with others. You can approach another cadet (if embarked) or a trusted member of the crew, so that both of you can intervene to help a person at risk.
- **Remember that predators seek to use tactics such as isolation, invasion of space, and intoxication to groom victims.** They also use minimization, intimidation, and deflection to groom bystanders. You and your sea partner can be vigilant in observing such behavior.
- If you are feeling uncomfortable, talk to someone you trust and get help with ways to increase your safety.
- Be secure. Lock your stateroom door at night and when you leave the room.

Remember, it's okay to excuse yourself to go study or work on your sea project if a situation makes you feel uncomfortable. Good self-care may include telling someone that you don't feel well so you can retreat to a safe space.

Definitions. Shipping companies may have definitions of sexual assault and sexual harassment broader than the definitions below, however under MARAD's EMBARC certification program, they have agreed to the Academy's definitions as a minimum before being assigned cadets. You should check your company's sexual assault and sexual harassment policies before you ship out. Here are the Academy's definitions:

Sexual assault is a crime of violence defined as intentional touching of a sexual nature against the will (by use of force, physical threat, coercive conduct, or abuse of authority) or without the

consent of another person, or where that person is incapacitated (e.g., “passed out,” sleeping, or impaired due to the use of alcohol or drugs, including prescription medications) or otherwise incapable of giving consent. The other person can be male or female and the perpetrator of the sexual assault can be of the same or opposite sex. Sexual assault includes, but is not limited to, the following:

1. Sexual intercourse, including anal, oral or, vaginal penetration, however slight, with a body part (e.g., penis, finger, hand or tongue) or an object;
2. Kissing, touching, groping, fondling, or other intentional contact with the breasts, buttocks, groin, or genitals (over or under an individual’s clothing) for purposes of sexual gratification or when such private body parts are otherwise touched in a sexual manner;
3. Sexual contact with someone who is unable to say “no” and/or change their mind due to the presence of coercion or intimidation; or
4. Sexual contact with someone who is under the age of consent in the jurisdiction in which the sexual assault occurs.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, non-verbal, graphic or physical conduct of a sexual nature, including, but not limited to the following:

1. Submission to or rejection of such conduct is either an explicit or implicit term or condition of an individual’s employment or advancement in employment, evaluation of academic work or advancement in an academic program, or basis for participation in any aspect of an Academy program or activity, including Regimental duties (quid pro quo);
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual (quid pro quo); or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s learning, working, or living environment; in other words, it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, or offensive learning, working, or living environment under both an objective – a reasonable person’s view – and subjective – the Complainant’s view – standard (hostile environment).

Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. Examples of sexual or gender-based harassment include, but are not limited to, the following:

1. Unwanted flirtation, advances or propositions of a sexual nature;
2. Verbal conduct, including lewd or sexually suggestive comments, jokes, or innuendos, or unwelcome comments about an individual's sexual orientation or gender identity;
3. Written conduct, including letters, notes, or electronic communications containing comments, words, jokes, or images that are lewd or sexually suggestive, or relate in an unwelcome manner to an individual's sexual orientation or gender identity.

Relationship violence, refers to controlling, abusive behavior, including any act of violence or threatened act of violence, against a person who is, or has been involved, in a sexual, dating, domestic, cohabiting or married relationship with that person. Relationship violence can take place in heterosexual or same-sex relationships, and sometimes also involves violence against the children in the family. Relationship violence can take a number of forms including physical, verbal, emotional, economic and sexual abuse, or any combination thereof.

Domestic violence: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the applicable jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the applicable jurisdiction.

Dating violence: The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Such conduct includes, but is not limited to, unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. It includes cyber-stalking, in which electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. Stalking can occur in a dating relationship, friendship, or past relationship, or can be perpetrated by a stranger.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or for the advantage or benefit of anyone else. Examples of sexual exploitation include but are not limited to the following:

- (1) Voyeurism (such as watching or taking pictures, videos, or audio recordings of another person engaging in a sexual act, in a state of undress, or in a place

and time where such person has the reasonable expectation of privacy, such as a changing room, toilet, bathroom, or shower, each without the affirmative consent of all parties);

- (2) Disseminating, streaming, or posting pictures or video of another in a state of undress or of a sexual nature without the person's affirmative consent;
- (3) Exposing one's genitals to another person without affirmative consent; or
- (4) Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual's knowledge.

Failure to obtain consent, where consent is defined as an affirmative decision given by clear words or actions to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity or lack of resistance alone. Consent to one form of sexual activity does not imply consent to other forms of sexual activity, and the existence of a current or previous dating or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent may be initially given but can be withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness, being asleep, being involuntarily restrained, or being coerced or intimidated. Depending on the degree of intoxication, an individual who is under the influence of alcohol, drugs, or other intoxicants, may be incapacitated and, therefore, unable to consent.

No matter what the definition, if you feel uncomfortable, report it or ask for help. Everyone deserves to feel safe in their workplace!

Sexual Assault and Sexual Harassment Reporting While You are at Sea. If you have been sexually assaulted or sexually harassed at sea or on liberty, consider options that will increase your physical and emotional safety. The Academy encourages you to report an incident of sexual assault or sexual harassment, but it is ultimately your decision to make. You can decide to report to the shipping company operating the vessel on which you are embarked, to the Academy, or directly to Coast Guard Investigative Service (CGIS). The Academy has a number of reporting options which allow you to exercise control over how and when you engage with resources.

Reporting a Sexual Assault or Sexual Harassment to the Shipping Company. Reports of sexual assault or sexual harassment can be made to the Master of the ship, the Designated Sexual Assault/Sexual Harassment (SASH) Contact. If the alleged offender is the Master, a report can be made to the Chief Mate or the Chief Engineer. **Any report made to a shipping company representative will be an unrestricted report, as restricted reporting is not an option with the shipping company.** An unrestricted report will allow you to receive medical treatment, legal advice, and counseling, and the shipping company will initiate its own investigation.

Each shipping company is different and may have its own procedures. You should check your company's policy documents through your ATR before you ship out. In general, any report made to shipboard personnel will be transmitted to the Vessel Operator's SASH Contact. The Contact notify the shipping company's Human Resources Office and the ship will most likely be diverted to the safest port of call. The shipping company will process the alleged offender according to its Human Resources Office procedures. Depending on the circumstances, the shipping company may contact CGIS to commence criminal investigatory proceedings against the alleged perpetrator(s).

Services, while limited, are available while a survivor is on a ship. Upon your return to the Academy, aftercare services are also available from the Sexual Assault Prevention and Response Office, and the Academy Office of Health Services.

Reporting a Sexual Assault or Sexual Harassment to the Academy. If you are considering making a report to the Academy, you have two options:

1. Restricted reporting

A restricted report is the mechanism through which a survivor can, on a confidential basis, report sexual assault, sexual or gender-based harassment, relationship violence, or stalking to specifically-identified individuals, and receive access to non-clinical safety assessment, safety planning, and medical and counseling services without triggering an administrative or criminal investigation. A restricted report made during Sea Year Training, can only be made to the Sexual Assault Response Coordinator (SARC), Sea Year Liaison (SY Liaison), a Victim Advocate/Prevention Educator (VA/PE) or a Volunteer Victim Advocate (VVA). Midshipmen Victim Advocates will not take reports by survivors who are currently assigned to Sea Year. Although neither the Chaplain nor Academy Health Care Professionals (HCPs) can accept a restricted report, they are available as a confidential and privileged resource to survivors, and they will not disclose information received by them to anyone, including the SAPRO, without the survivor's consent.

2. Unrestricted reporting

An unrestricted report is the mechanism through which a survivor can report sexual assault, sexual or gender-based harassment, relationship violence, or stalking; receive access to non-clinical safety assessment, safety planning, medical and counseling services; and initiate an administrative investigation and, possibly, a criminal investigation.

Under either restricted or unrestricted reporting, your removal from the ship is not automatic. It will be your choice whether you want to remain or not. If you feel comfortable staying onboard the ship, you may continue to do so. In the event you do debark the ship, the Academy commits to finding you the necessary sea days to enable you to sit for your Coast Guard license.

If you are uncomfortable reporting a sexual assault to the shipping company or Academy

officials, you can still get help. Both Patten Health Clinic and the Academy Chaplain are confidential sources who can provide you with counseling. Confidential sources are under no obligation to officially report your sexual assault or to notify you of available resources, and will not report unless expressly asked by the survivor. A confidential source may recommend that you report to the SARC so that you can receive services.

Another confidential service is the Rape, Abuse, and Incest National Network (RAINN). RAINN's phone number is available in the Resources section.

Coast Guard Investigative Service (CGIS) CGIS relies on you to provide tips on suspected crime and threats. That's why CGIS has launched CGIS Tips, a web-based and mobile means to submit tips **anonymously** to CGIS criminal investigators.

What kinds of tips should I report: Any SASH violations to include: sexual assault and/or abuse, rape, battery, homicide, aggravated assault, larceny, drug trafficking, environmental crimes, terrorism, search and rescue hoaxes, procurement fraud, suspicious activity, etc. You can also use this QR code to quickly access CGIS Tips using your smart device. For more information about CGIS, visit their website at: <https://www.uscg.mil/cgis>.



The Academy's Amnesty Policy. Survivors of sexual assault and sexual harassment as well as bystanders and witnesses who report sexual assault and sexual harassment are covered under the Academy's amnesty policy. **This means if you were engaged in behavior that may be in violation of academy policies (such as underage drinking) at the time of the incident, you will not be disciplined for the policy violation by reporting sexual assault and sexual harassment.** The most important thing is the survivor getting the help that is needed. Similarly, if you intervened to prevent such wrongdoing, or were a witness to such wrongdoing, you also will not be disciplined for the policy violation. Contact the SAPR Office for more information.

Resources

Restricted* Reporting Sources

Academy Hotline: 516-462-3207

LT Elizabeth Noonan, Sea Year Liaison: 516-497-0979, NoonanE@usmma.edu

Julie Hodge, Victim Advocate: 516-726-5645, HodgeJ@usmma.edu

CDR Carolyn Hunter, Victim Advocate: 516-726-5627, HunterC@usmma.edu

Ms. Lisa Jerry, Victim Advocate: 516-726-5796, JerryL@usmma.edu

CDR Matt Bonvento, Victim Advocate: 516-726-5854, BonventoM@usmma.edu

*No investigation; allows you to receive medical/mental health treatment, legal guidance and advocacy services

Confidential* Counseling Sources

LCDR Mark Beaudet, Academy Chaplain: 516-726-5709 (Office), 516-497-1852, beaudetm@usmma.edu

Patten Hall Health Care Professional: 516-726-5858

Rape, Abuse, and Incest National Network (RAINN): 844-356-7137

*Confidential sources are under no obligation to officially report your sexual assault or to notify you of available resources, and will not report unless expressly asked by the survivor

Unrestricted* Reporting Sources

SAPRO, faculty, and staff Credentialed Victim Advocates

*Company investigation automatically triggered; criminal investigation upon request of survivor; shipping company may contact USCG; allows you to receive medical/mental health treatment, legal guidance and advocacy services

Ship Events

Missing the Ship. Except in the performance of duty, a midshipman shall not leave the ship during work hours without the authority of their supervisor. It is a midshipman's duty to use prudent and reasonable care in making plans and arrangements to return to their ship after leave or liberty **at least one hour before the vessel is scheduled to sail.** A midshipman should provide their supervisor with a telephone number at which they can be reached while ashore.

Midshipman Missing Ship Procedures: If a midshipman misses a ship because of the negligence or oversight of anyone other than themselves, it is the responsibility of the midshipman to obtain appropriate written proof of those facts. Under no circumstances will the ATR authorize the government's payment of any travel expenses resulting from the midshipman's failure to join ship. All incidents of missing a ship will be reported to their ATR IMMEDIATELY and in the MIDSHIPMAN ASSIGNMENT REPORT.

Midshipman Transfer within Company. Shipping companies are authorized to transfer any midshipman from one vessel to another within their fleets, after approval by the ATR and after the ATR notifies the midshipman.

Detachment from Vessel. The following procedures apply during detachment.

- **Authority:** No midshipman shall detach from their assigned ship unless so directed by their ATR or the Shipping Company.
- **Uniform:** Upon detachment, each midshipman **SHALL make all farewells and depart in the proper travel uniform (summer khaki or Service Dress Blue).**
- **Final Duties and Routine:** Prior to detachment, each midshipman shall:
 - Return all ship's property to its appropriate custodian. Midshipmen shall not depart with any ship's property. Failure to return borrowed property may result in disciplinary action against the midshipman.
 - **Submit required forms** (including SHIPBOARD PERFORMANCE EVALUATION) to supervisor NO LATER THAN three (3) days prior to vessel's arrival in port of detachment;
 - Prepare reports for submission to the ATR;
 - **Clean and search cabin:** EVERY midshipman shall leave their cabin as they would like to find it;
 - **Brief Relief:** When a midshipman is relieved aboard ship by another midshipman, **THEY SHALL TAKE THE TIME TO ORIENT THE NEW midshipman** to the Cadet Cabin, the decorum and rules expected of cadets aboard the ship, the Dining Room location, dress, etiquette and seating arrangement, the midshipman's FIRE AND BOAT STATION duties, and General information about the ship's officers.
 - **Follow Customs procedures:** DO NOT violate Customs regulations: DECLARE EVERYTHING.
 - Have the ENDORSEMENT section of the SHIPBOARD TRAINING ORDERS filled out.
 - Make certain the Certificate of Discharge, Shot Card; Merchant Mariners Document and Pay Voucher are in hand when departing the vessel.

Arrival ATR Contacting Procedures: Every midshipman SHALL contact their ATR upon arrival at a port of detachment (and BEFORE detaching ship). When arrival is outside work hours, the midshipman is to call the next working day. (In any emergency, the ATR can ALWAYS be called immediately.)

Midshipman Ship Assignment Reports and Forms. Every midshipman is required to submit accurate and comprehensive information concerning activities and performance during their assignment to a ship in order to provide the Academy with performance data about both the midshipman and the ship. The submission of written reports also introduces the midshipman to the responsibilities and methods required for accurate, incisive, neat and orderly reporting and record keeping. All assignment forms and reports shall be submitted to their ATR no later than ten (10) calendar days after the date of discharge.

Ship's Officers' Review of Midshipman Performance – (Evaluations): Each midshipman will complete (preferably typewritten) the heading of the SHIP'S OFFICERS' REVIEW OF MIDSHIPMAN PERFORMANCE form and submit it to their supervisor for completion in accordance with the cover sheet of instructions provided with the form. Midshipmen should submit an evaluation form to their supervisor every 45 days aboard, when detaching from vessel or when the supervisor is relieved from vessel.

Should the report be returned to the midshipman, the midshipman will submit it, with other reports and forms pertaining to the assignment, to the ATR within 10 working days of their detachment from the vessel or within ten (10) working days of their return to the Continental U.S., upon detachment from a vessel outside the Continental U.S. All copies of the report (except ship's copy) will be returned to the ATR for comment and distribution.

Ship's Officers' Review of Midshipman Performance submissions are summed and divided by 9 to arrive at an average for the evaluation. Scores over 3.50 are considered "Outstanding." Those below 2.0 are adverse and require a written explanation by the midshipman. **Evaluations not signed by the Master for Deck Cadets will not be counted for Sea Year Ribbons. Evaluations not signed by either the Master or Chief Engineer for Engine Cadets will not be counted for Sea Year Ribbons.**

Midshipman's Assignment Report: Every midshipman will prepare the MIDSHIPMAN'S ASSIGNMENT REPORT (MAR) for every vessel to which they are assigned for a period of more than 21 days. The report will be submitted to the ATR within ten (10) working days of their detachment from the vessel or return to the Continental U.S. if detached outside the Continental U.S.

Sea Projects

Purpose of the Sea Project Program. The Sea Project consists of several independent study courses that guide each midshipman through their study of the construction, operation, and administration of a commercial vessel. The courses introduce the midshipman to the business of shipping in general. The Sea Project is designed to make the midshipman:

- Investigate the construction and the machinery of the vessel;

- Learn proper operating procedures;
- Develop the skills a Third Mate or a Third Assistant Engineer requires; and
- Learn where and how to locate professional and technical information.
- Each midshipman is bound to conform to the Honor Code while compiling and writing the Sea Project courses.

Sea Project Work Aids

Manuals: Prior to each Sea Period, the DH, PDCS will issue a Sea Project to each midshipman. Every midshipman is required to follow the instructions in the Sea Project. Questions relative to a particular course should be presented to the appropriate department head via the ATR. See Appendix 5 – Sea Project FAQ. A midshipman will contact their ATR if they are experiencing any difficulty with any Sea Project course.

Basic Preparations: Each midshipman must read their Sea Project Manual thoroughly before reporting to their first ship assignment and should continually keep all of the assignments in mind while aboard the vessel. This is absolutely essential since certain required information may only be available at certain times or on certain ships during the sea period. For this reason, every midshipman is strongly advised to review all of the Sea Project assignments on a regular basis in order take every opportunity to gather information. It is also advised that each midshipman work on Sea Project courses in a logically planned manner and is strongly urged to avoid working on only one course at a time.

Budgeting Time: Each midshipman should remember that when the ship is in port, shipboard duties and time ashore leave little time for Sea Project work. Therefore, a midshipman should work regularly on the Sea Project while the ship is at sea. Three (3) hours per day will be required to properly complete all the courses.

Gathering Information: Sea Project information should be gathered whenever the opportunity occurs. Each midshipman should always bring a note pad to work and take notes. The notetaking should in no way effect the midshipman’s work performance. Most of the midshipman’s information gathering, though, will be done on their own time before or after working hours. Sources of information include:

- **Sea Projects and the ship:** The ship itself will provide answers to Sea Project problems and questions through observation of the ship's construction, markings, machinery, blueprints mounted on bulkheads, etc.).
- **Technical Manuals:** Technical Manuals are of three types. They are generally available aboard most ships.
- **Blueprints** show actual construction or system layout.
- **Equipment Manuals** show construction, operation and repair of particular pieces of equipment. **Ship's Operating Manuals** give brief descriptions of systems and equipment along with operating parameters and schematic diagrams. The Chief

Engineer and the First Assistant Engineer usually have a complete set of manuals and blueprints. The Chief Mate will have information on the trim and stability of the vessel and may have equipment manuals pertaining to deck machinery.

Note 1: Technical manuals are essential documents. Under no circumstances should the midshipman use them without first securing permission from the officer in charge of their care and maintenance. Company Directives provide information and policy on standard operating and management procedures to be followed by all ships of the company. In addition, these manuals shall NOT be kept in Cadet's cabin. The Chief Mate or Master should be approached for this information.

Note 2: Companies and vessels that comply with the International Safety Management Code (ISM) will have detailed documents that outline responsibilities, safety and environmental policies, available resources, operational plans, etc. See the Safety chapter for more information.

Ship's officers should be approached only after all other sources have been investigated. The midshipman is advised to be considerate of Ship's Officers. Ask thoughtful, intelligent questions at appropriate times. If approached properly, ship's personnel are willing to answer questions.

Sea Project Writing and Completion. Most of the information required for sea project courses can only be found aboard ship. Therefore, each midshipman must complete the Sea Project while aboard ship. It is recommended that each midshipman write the sea project courses by hand first. This will provide a hand-written copy in case work is lost, damaged, or the midshipman is unable to print their work by the due date.

Each Sea Project course in its final form must comply with all instructions in the Sea Project Manuals. These instructions include placement of assignment sheets and pertinent data sheets, proper page format, submittal of rough drafts and certification sheet, etc. Noncompliance with these items will affect the Sea Project grade.

- Look through the list of reference material you will need within the project. Make sure to bring ALL of these texts.
- Make sure to cite your source when using direct quotes from the text or from ship's manuals.
- It never hurts to cite your engineers/mates, which adds further verification against plagiarism.
- If you have time before your first assignment, start reading the references and familiarize yourself with the questions.
- Before turning in your project, scan all of your drawings so that you have them as a reference for second sailing.
- Rough notes are the easiest part of the project, just make photocopies of the ship's manuals as you use them throughout your projects.

- Engineers – Do not use the lathe during rough seas. Finishing cuts should be done in calm waters or in port if possible. Use fine emery cloth or lapping compound to finish. A super-shiny clamp always makes a good first impression.
- C/M on drawing paper is where YOUR name goes.
- Never be afraid to ask questions, but do your research first. There ARE such things as stupid questions, so try to avoid asking them of licensed officers. When a crew member helps you out, make sure to thank them and offer your assistance in the future. Be sociable at coffee time. This is a great time to ask project questions, but the crew would rather talk about topics that get their mind off work. Many officers judge cadets based on their ability to keep a conversation going.
- Purchase a light box in advance for complex drawings. You will use this more second sailing but it is also good to have for first sailing.
- If your ship has an interesting system, or a unique piece of equipment that is not specifically asked for in the project, try to fit it in anyway. As long as you answer a question in its entirety, you cannot be marked down for adding something above and beyond, as long as it is related.
- Being able to relax for the final two weeks of your sailing time is a great feeling. Cramming together half-finished work that you really don't understand is not. Work on the project for a couple of hours each day and you will have no problem finishing early.
- Make sure you fully understand the entirety of each question you are answering. Sea projects are designed to prepare you to eventually take control of the ship as a 3rd Assistant or 3rd Mate. You will see these questions again in class, in your second sailing projects, and on license tests. Learn them thoroughly the first time and your next three years at KP will be much more enjoyable.

Sea Project Security. Every midshipman should guard their Sea Project work at all times. When traveling between assignments, it is strongly recommended that they carry the Sea Projects on their person in a carry-on bag, attaché case, etc., rather than in luggage forwarded or checked separately. Any midshipman who loses their Sea Project, or portions thereof, will be required to repeat, or remediate the lost courses.

Submission of the Sea Projects. All Sea Project courses are due on the first day of the academic term following the sea period and will be submitted at a place and time specified by the applicable academic Department Sea Project Coordinator.

Note: A Sea Project course that is not submitted by the due date and time will be considered a non-submission and will receive a grade of "F." Each midshipman is strongly advised to turn in whatever work, rough notes if nothing else is available, they have at the date and time the courses are due. The exceptions to the above are the Navigation Law courses of the Deck, which are submitted in accordance with Sea Project instructions.

Procedures for Submission: Each Sea Project course is to be enclosed in an individual manila envelope (available at the NEX). Every envelope will be clearly marked in the UPPER LEFT HAND CORNER with the course name and course number, the midshipman's full name, year,

split, and date of submission. The academic department Sea Project Coordinators will issue instructions for the submission of Sea Projects generally on the first day of the academic term following the end of the sea period. Each midshipman will bring their own Sea Project work to the collection site. At the collection site the collectors will sign the midshipman's receipt for each course received, which shall be retained for your records.

Sea Project courses are due at the time and place described above. The Assistant Academic Dean may only grant an extension in which to complete all or a portion of the sea project. Any midshipman wishing to request an extension must submit a petition to the Assistant Academic Dean on or before the day that the sea project is due. Petition forms are available from the Office of the Academic Dean.

Procedures for Sea Project Submission Returning Late from Sea: If the cadet is detaching from vessel after the normal sea project date this procedure is to be followed. After detaching from the vessel each midshipman must submit their projects to PDCS the NEXT BUSINESS DAY. If the vessel is not local, the projects are due the next business day starting when the plane lands in NY.

Example 1.

Cadet Smith detaches in Dubai on Thursday 5 November, plane arrives NY on Friday 6 November. Projects are to be submitted to PDCS at 0715 Monday 9 November

Example 2.

Cadet Jones detaches in Jax on Thursday 5 November, plane arrives NY Thursday 5 November. Projects are to be submitted to PDCS Friday 6 November by end of business day.

The Assistant Academic Dean may only grant an extension in which to complete all or a portion of the sea project. Anyone who makes a report of SASH while at sea may request a reasonable accommodation. These requests should be made through their victim advocate as soon as feasible and will be granted on a case by case basis. Any midshipman wishing to request an extension must submit a petition to the Assistant Academic Dean on or before the day that the sea project is due. Petition forms are available from the Office of the Academic Dean.

Sea Project Frustration and Resignation. A midshipman who considers resigning from the Academy during one of their sea periods is strongly advised to continue working on the Sea Project. If the midshipman changes their mind, the work will be ready to submit on time. If the midshipman follows through and resigns, the experience of carrying the assignments through will provide some value.

Sea Project Academic Policy

Academic Policy – Resignation While on Sea Duty:

- A midshipman who resigns while assigned to sea training or on authorized leave during the normal period of sea training will receive the grade of "W" (Withdraw) for all Sea

Project Courses. This grading period is not included in the calculation of credit hours accrued, and will therefore not affect QPA and CQPA calculations.

- A midshipman who resigns within one week of reporting back to the Academy for the start of the first residential term following completion of a period of sea training will receive the grade "NG" (No Grade) for all Sea Project courses. A midshipman who resigns subsequently will receive the grades earned as a result of departmental grading of the work submitted. Completion of a Preliminary Resignation form on the day that projects are scheduled to be submitted will constitute resignation for the purpose of this policy.

Midshipman Access to Sea Project. The return of submitted Sea Project courses to the midshipman varies with Department policy. A midshipman may pick up their Engineering Sea Project courses after returning from sea. Navigation Law and Electronic Navigation will not be returned, while the remaining courses of the Deck Sea Project will be returned after completion of the written or oral examination. Departments concerned will arrange for the midshipman to review their Sea Project courses, and to discuss them with the appropriate instructor upon request.

Academic Proficiency: Every midshipman must pass all Sea Project Courses in order to be eligible to take the U.S. Coast Guard examination and to satisfy graduation requirements.

Grading System: A letter grading system with corresponding quality points is used. The scholastic significance of the grade is as follows: A-Outstanding, B-Above Average, C-Average, D-Minimum Passing Grade and F-Unsatisfactory or Failing. Quality point values per credit hour will be assigned in accordance with the following table:

Letter Scale	Quality
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Grading Procedures and Academic Credit: Upon receipt of Sea Project courses, instructors will evaluate the work submitted and record the grades on the academic group work sheet. The work sheet will be the prime source document for recording submissions or non-submissions and grades. All Sea Project Course grades will be submitted to the Registrar one-week after receipt of the call for grades. The Registrar will compute the Sea Period grade for each midshipman, and record that grade, along with course grades, on the midshipman's transcript. A Sea Period grade report will be prepared in the same manner as trimester grade reports. The illustrations at the end of this chapter list the Sea Project Courses for each major and the credits assigned to each course.

The Sea Period grade will be calculated based upon the letter grades and credits assigned each course. The grade will be incorporated into each midshipman's GPA at the end of the first in-residence term following the sea period.

Sea Period Academic Deficiencies: The Academic Dean will process Sea Year academic deficiencies. Based upon an evaluation of each individual's record and degree of deficiency, the Academic Dean may recommend: Academic Warning; Academic Probation; Withholding certification to take the U.S. Coast Guard license examination; A Special Program involving setback or deferred graduation; Disenrollment; Additional sea service; or other conditions designed to assure proper remediation of Sea Period deficiencies. A list of Sea Projects can be found in Appendix 6.

Plagiarism. Plagiarism is the act of taking ideas and writings from another and passing them off as one's own without crediting the source. It is a violation of the Academy's Honor Code and the Academy's requirements for Academic Honesty (see paragraph 17, Academic Policies Handbook). Every midshipman may seek the assistance of ship's officers and crews but collaboration with any other midshipman is prohibited. No midshipman will copy any portion of the Sea Project from another midshipman, or allow their work to be copied by another midshipman. No gundecking* of projects or submissions.

**Gundecking - In the modern Navy, falsifying reports, records and the like is often referred to as "gundecking." The origin of the term is somewhat obscure, but at the risk of gundecking, here are two plausible explanations for its modern usage. The first relates to ship construction. The deck below the upper deck on British sailing ships-of-war was called the gundeck although it carried no guns. This false deck may have been constructed to deceive enemies as to the amount of armament carried, thus the gundeck was a falsification. A more plausible explanation may stem from shortcuts taken by early midshipmen when doing their navigation lessons. Each midshipman was supposed to take sun lines at noon and star sights at night and then go below to the gundeck, work out their calculations and show them to the Navigator. Certain of these young men, however, had a special formula for getting the correct answers. They would note the noon or last position on the quarter-deck traverse board and determine the approximate current position by dead reckoning plotting. Armed with this information, they proceeded to the gundeck to "gundeck" their navigation homework by simply working backwards from the dead reckoning position. Physical gundecks no longer exist in modern ships, but the concept of falsifying reports continues alive and well with the humans.*

Sea Year Stationery Supplies. The following supplies should be obtained before leaving the Academy for Shipboard Assignment:

Engine (First Sailing Period)

- 6 packages notebook paper (8 1/2" x 11")
- 1 three-ring binder (1 1/2" or 2")
- 8 manila envelopes
- 8 manila folders

- 4 drawing pads (120 sheets)
- 1 box split pins

Engine (Second Sailing Period)

- 6 packages notebook paper (8 1/2" x 11")
- 1 three-ring binder (1 1/2" or 2")
- 10 manila envelopes
- 12 manila folders
- 4 drawing pads (120 sheets)

Deck, Ship's Officer (First Sailing Period)

- 3 packages notebook paper (8 1/2" x 11")
- 3 ring binder (1 1/2" or 2")
- 10 manila envelopes
- 10 manila folders
- Drawing pads:
- Deck (2 pads - 60 sheets each)
- 1 pad daily log forms (Bridge) (15 sheets)
- 1 pad plotting sheets for Navigation (25 sheets)
- 2 Navigation Workbooks

Deck (Second Sailing Period)

- 3 bound journal notebooks (8-1/2" x 11")
- 3 packages notebook paper (8-1/2" x 11")
- 3 ring binder (1-1/2" or 2")
- 12 manila envelopes
- 12 manila folders
- Drawing pads:
- Deck (3 pads 60 sheets each)
- 1 pad daily log forms Bridge) (15 sheets)
- 2 pad of plotting sheets for Navigation (25 sheets)
- 2 Navigation Workbooks
- 1 small memo pad

Engineers (Second Sailing Period)

- No additional books
- Should use first sail books plus Marine Engineering from course EM200

Sea Project Remediation. Typically, First Sailing Sea Project Failures are redone during the Second Sailing Period. Any midshipman failing a second sailing sea project are NOT allowed to start ANY part of the special sailing process until we are in receipt of a letter/ email from the sea project coordinator outlining the specific sea project failure remediation recommendation.

Travel

Official Sea Year Travel Policy. Travel reimbursement is authorized for travel from the Academy directly to the first ship, any authorized interport travel between ships, and from the last ship directly back to the Academy. Travel to or from intermediate locations other than the Academy (i.e., HOR) during interport travel may be authorized by the Office of Professional Development and Career Services (PDCS). However, the Academy will reimburse the least cost to the government of the direct travel or the intermediate travel. Midshipmen may elect or be directed to take leave prior to the first ship assignment or from the last ship prior to returning to the Academy and will not be eligible for travel expense or Per Diem reimbursement for that leave period.

Key Terms:

Allowance/Rate: An allowance is the amount of money allotted by the Government to get from one destination to another. These rates are based on contracts between GSA and commercial airlines. A midshipman will be reimbursed at the lesser of the government rate or the value of their ticket whichever is cheaper. The government air fares costs can be found at http://www.gsa.gov/portal/content/100021?utm_source=FAS&utm_medium=printradio&utm_term=citypairsearch&utm_campaign=shortcuts

Frequent Flier Miles: A ticket obtained by a midshipman through the use of frequent flier miles is NOT reimbursable.

Prepaid/Electronic Ticket: A prepaid ticket is one that has been purchased for a midshipman, in advance, and must be picked up at the airport. To pick up these tickets, a midshipman will go to the designated airline ticket agent at the airport, and give the agent the midshipman's name and booking number. If the midshipman encounters any delay in picking up their ticket, they will contact their ATR or the Travel Officer.

Travel Orders: Government orders that authorize a midshipman's travel during Sea Year training. These orders are kept in the Travel Office.

Travel Voucher: A form used upon completion of travel for reimbursement of expenses. No later than 10 days following their return to the Academy for in-residence training, the midshipman will submit to the appropriate ATR:

- A chronological list of actual travel expenses;
- Copies of receipts that support the expenses listed.

Midshipmen will be notified by email when to report to the Travel Office to complete their voucher.

Receipts: Each midshipman must obtain receipts for all transportation costs (i.e. taxis, buses, trains, tolls, planes, excess baggage) and hotel bills. Receipts shall be retained by the midshipmen for review by the travel office.

Per Diem: Per diem is a fixed amount paid to cover the cost of food and lodging for official

travel. The amount varies according to the location. Per Diem may only be authorized by the ATR or Travel Officer.

Interport or Intraport travel: Travel between ships.

Travel Guide: Guide for taxis and hotels in various ports.

Travel Procedures

Obtaining a Ticket: Prior to the sea period, a midshipman may be offered a ticket from Kings Point directly to their first vessel. Payment of travel expenses to an internship assignment or other destination is not authorized. All tickets issued through the Travel Office will be at the government rate. If a midshipman joins their first vessel from home and purchases their own ticket, they will be reimbursed for the lesser of the actual cost of the ticket or the government rate. A list of Government airfare rates is always available in the Travel Guide. A midshipman may request tickets for official travel anytime during Sea Year through the ATR or when authorized the Travel Officer.

Reimbursement of Travel Expenses: Each midshipman must keep receipts for all travel and lodging expenses for the entire sea period. The reimbursement request form must be forwarded to the ATR no later than 10 days after a midshipman returns to the Academy for in-residence training. The ATR will evaluate the reimbursement request form and forward it to the Travel Office for inclusion in the midshipman's travel file. Upon return to the Academy, each midshipman will report to the Travel Office as directed by the Travel Officer to complete their Travel Voucher. Once the Travel Voucher is processed and the expenses are approved, the Department of Budget and Accounts will issue a reimbursement check to the midshipman. Midshipmen while traveling will be reimbursed airline baggage charges for one carry-on (laptop or small bag) and two bags weighing less than 50 pounds each. Receipts must be presented for all airline baggage charges.

Reimbursable Travel Expenses: A midshipman will be reimbursed for official government travel only. Official government travel includes travel authorized in orders issued by the ATR. Generally, authorized travel will be over the most economical direct route. Reimbursable travel expenses are expenses incurred when:

- **Travel to First Ship Assignment:** Traveling from the Academy directly to the midshipman's initial vessel assignment.
- **Travel from Last Ship Assignment:** Traveling from the final vessel assignment at the end of each sea period directly to the Academy.
- **Traveling Between Vessel Assignments:** Travel between vessel assignments or expenses incurred while waiting for a vessel (lodging and subsistence) are reimbursable, and they are subject to the approval of the ATR or Travel Officer. Midshipmen will have sufficient personal funds to obtain subsistence and quarters for at least three days.

- *Note: Hotel rooms should be shared with same gender sea partner. However, it is important that midshipmen pay only for their share of room. Midshipmen must check-out of the hotel when departing and keep the original hotel receipt for travel reimbursement. Company or Academy reimbursable hotel rooms are not to be used for non-academy personnel or for entertainment purposes.*
- **Special Assignments:** Any special assignment to the Academy for medical, regimental, academic, or other reasons identified by appropriate Academy authorities.

NOTE: If the ATR or Academy Travel Officer is not available at the time a midshipman is discharged from their last vessel, the midshipman may make their own travel arrangements. The midshipman must make every effort to contact the ATR and Travel Officer prior to taking action.

Each midshipman will be reimbursed for the cost for commercial transportation between authorized points in accordance with the Academy travel regulations. Each midshipman will make all travel arrangements directly through the airlines or a government-approved travel agency.

Non-reimbursable Travel Expenses: A midshipman will not be reimbursed for the following:

- Expenses paid by shipping companies or other employers. It is the midshipman's responsibility to report these to his or her ATR.
- Expenses incurred while in a leave status. A midshipman who is on leave while awaiting assignment or re-assignment is not entitled to reimbursement.
- Expenses incurred for excess baggage over the Academy prescribed limit of two bags (under 50 pounds) and one carry on piece.
- Expenses incurred through joining and/or detaching from ships at ports convenient to the midshipman.
- Expenses incurred through deviation from the route authorized by the ATR.
- Expenses incurred thorough delays for the midshipman's convenience.
- Expenses incurred through a midshipman's failure to arrive on time for the scheduled departure of buses, trains, flights, or other transportation.
- Expenses for personal travel such as visits home, personal visits or tours, etc.
- Expenses for transportation over and above the lowest available fare.

Company Provided Travel Subsistence & Allowances. While traveling under the orders of a shipping company, or when quarters and meals are not furnished aboard ship, a midshipman will receive from the company the same allowances for transportation, quarters and subsistence as the licensed officers.

Helpful Hints for Security while Traveling. There are several precautions a midshipman should take to enhance their personal security while traveling.

- Keep valuables in carry-on bags or brief cases. Do not place valuables in luggage that will be checked.
- Keep some extra money in a separate area in case a purse or wallet is lost.
- Do not take out more money than necessary to cover a transaction.
- Never carry anything of value in a hip pocket, or depend on a button to secure any pocket.
- When traveling, never carry any more cash than is absolutely necessary for the day's activities.
- All other funds should be in traveler's checks, which can be quickly replaced if lost or stolen.
- Traveler's checks and credit cards should always be in the inside left pocket of a jacket, with an air ticket and a passport going in the right pocket. The top of the pocket should then be secured with a safety pin. This will make it impossible for the pickpocket to dip a pocket.
- Walk as far away from the curb as practical. Carry handbags on the side away from the street.
- Handbags hanging from shoulder straps are easily grabbed. Always carry the handbag under the arm with the flap toward the body.
- Keep an eye on belongings at all times. If someone tries to get attention, make a 180-degree turn. The last thing a thief wants while trying to get a bag from a person's blind side is to face the person.
- Always use the chain on a hotel room door and don't admit anyone to the room while you are in the bathroom.
- Always use the "buddy system" no matter what the circumstances.
- Use common sense.
- Maintain a "low profile." Do not draw attention to yourself by dressing in a manner that does not blend well with the environment of which you are in. Dressing, acting or behaving in a fashion that does not mirror the environment of which you are in, may draw potentially unwanted attention and increase the risk of danger.

Returning to the Academy as a Sea Year Transient

Sea Year Transients (going to or returning from assignments): In order to process your orders and provide adequate berthing, it is imperative that transient midshipmen contact Shipboard Training and their respective Academy Training Representatives as to their expected date and time of arrival at Kings Point. The ATR shall notify the Command Duty Officer (CDO) in advance of the expected arrival of any Sea Year Transient. All Sea Year Transients shall immediately report to the CDO. All midshipmen will then report to the Office of Shipboard Training and check-in with their respective ATR. The ATR will provide the midshipmen with orders (if not already issued) and appropriate berthing accommodations, either on campus or onboard the Academy Training Vessel. If directed to on-campus berthing, the ATR will direct the midshipman to contact the CDO for billeting accommodations. Midshipmen requiring access to the regimental baggage locker will need to arrange a time to which they can obtain their personal effects.

After Duty Hours:

- All Sea Year Transients will check-in with the MOD and then contact the CDO. If needed, the transient midshipman will then obtain their orders from the MOD. After checking in with the MOD and CDO, midshipman reporting with orders assigning them to the Academy training vessel shall present themselves immediately to the Master or in his absence, the onboard Duty Officer. The midshipman will be then be assigned to a temporary berth designated by the Master of the *Kingspointer*.
- All Sea Year Transient midshipmen not assigned to the Academy Training Vessel will be given either a permanent or a temporary berthing assignment within the barracks as directed by the CDO. Linens will be obtained from the CDO. The following morning, all midshipmen shall report to the Department of Shipboard Training and check in with their ATR. Midshipmen requiring access to the regimental baggage locker will need to arrange a time to which they can obtain their personal effects.

Sea Year Storage Locker. Midshipmen Sea Year storage locker location is on Zero Deck at the 90 degree turn between the ATM machine and the new barber shop. There are multiple signs labeled “Sea Year Storage” outside of the locker. The posted schedule is as follows: Monday: 1100-1200; 1600-1730; and 2000-2100. Tuesday: 1100-1200; 1600-1730; and 2000-2100. Wednesday: 1100-1200; 1600-1730; and 2000-2100. Thursday: 1100-1200; 1600-1730 Friday: Stragglers need to contact the CDO

All of you will share a sea year locker with your ****current**** roommate. We will assign you a locker number once you arrive and log it. All lockers will be labeled 1, 2, 3, etc. Authorized sea year baggage locker items are as follows:

- (2) Academy issued bins each
- (2) Duffle bags each
- (2) Garment bags each
- Bring your own lock. The external door will remain locked at all times unless the CDO or other member of the Commandant’s Staff is inside.

NOTE: No remaining personal gear can be stowed in your company baggage lockers. Those are only for in-residence midshipmen. Gear not fitting into the authorized stowage criteria above needs to be shipped home soonest.

Sea Year Transient Uniform. At USMMA the sea year transient uniform is the uniform of the day.

Sea Year Transient Berthing. Midshipmen in Sea Year transient status assigned berthing at the Academy are expected to maintain their assigned berth to the standards set forth by the Commandant. The Regimental Shipboard Training Liaison Officer (RSBTLO) will conduct frequent inspections of transient berthing and take appropriate action if standards are not being maintained. The Academy Training Representatives will also conduct periodic walk-throughs of transient berthing.

Smart Traveler Enrollment Program. The Smart Traveler Enrollment Program (STEP) is a

free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. All midshipmen are encouraged to participate in this program at <https://step.state.gov/step/> .

The Internship Program

Graduation Academic Requirement: Successful completion of an internship, including an Internship Report, is a graduation requirement. Internships are to be performed during the second sailing period. PDCS will assign cadets to a local internship at a time convenient to the department. Cadets will be berthed at USMMA and be provided local public transportation to the internship site or they may elect to have the option of selecting their own internship at an organization approved by PDCS. Cadets must fully understand that the Academy will not bear expenses related to this option. Only with the permission of the Department Head of PDCS may a student request to perform an internship prior to 2nd sailing period. Internships carry 1 credit hour for a two-week internship and 3 credit hours for a six-week internship. Deficiencies in Internships are treated in the same way as deficiencies in resident academic courses and are considered in the assignment of any academic deficiency status.

Purpose/Objective: The program strives to place midshipmen into a Maritime or Transportation Industry management environment. The goal of the program is to increase the midshipman's understanding of management's role in any organization. To meet this goal, the midshipman is required to investigate and demonstrate, in a written report, an understanding of the organizations:

Background: The midshipman should learn the function and history of the organization. The midshipman should understand and be able to articulate: the type of business ownership (corporation, partnership, proprietary, government, etc.); the business that the organization performs; the organization's size (number of employees and amount of annual budget or revenues); the needs that the organization was created to meet; how the organization identifies changing needs; and what strategic indicators are used by management to plan for the organization's future.

Business Organization: The midshipman should observe the operational and administrative management structures used to achieve the organization's goals. They should understand the general functions and authorities, special duties, and organizational relationships (who reports to whom) of executive, mid-level, and first level managers in the organization.

Decision-Making Procedures: The midshipman should observe how managers make decisions affecting short and long term planning. The midshipman should be able to demonstrate an understanding of the specific tools and/or standards that managers use when making either short or long term decisions concerning operational, technical, personnel or financial matters.

Operating Procedures: The midshipman should observe how management communicates its decisions to the general work force and, if needed, the organization's customers and/or the general public. They should be able to demonstrate an understanding of how management uses written (directives, memoranda, business letters, orders, etc.), verbal (meetings, counseling, etc.), and electronic ("E" Mail, telephone, Fax, radio, etc.) media to insure the smooth

execution of day to day and/or special routines of the organization.

Management Work Ethic: The midshipman should observe the professional and social characteristics that contribute to the organization's management effectiveness. They should be able to demonstrate an understanding of the manager's obligation to the organizations: policies (Management Loyalty), Employees (Employee Morale), Customers (Customer Good Will), and Community (Public Trust in the organization and its industry).

General information for Internships

Researching an Internship Opportunity: This may be your first experience in marketing yourself in an area related to your choice of a professional career. The process of finding an internship opportunity is consistent with the process of finding employment. Resources available to you include printed materials in the Office of Career Services, 2nd Deck of Furusetth Hall. Another resource is the Career Services- Alumni Association online database of Internships at <http://www.usmmaaf.com>. In addition, there are Internship opportunities known to your academic advisors.

Obtaining approval of an Internship: After researching and identifying at least three (3) Internship opportunities, record your three (3) preferences on the INTERNSHIP PREFERENCE REQUEST form. (See, Appendix 8.) Present the completed form to your ATR for approval.

Initial Contact with Organizations: After receiving approval for the internship, contact each of the approved organizations on the INTERNSHIP PREFERENCE REQUEST (Appendix 8) and apply for an internship with the organization. This process is similar to following-up a lead of an employment opportunity. Be prepared to discuss the opportunity you researched, your background and experience relevant to the position, and the time period in which you would like to complete the internship. You should also discuss benefits available such as an allowance for accommodations, meals, or compensation. Be prepared to respond to a request for a resume or to submit an employment application. Resume preparation assistance, telephones and fax machines are available to midshipmen in the Office of Career Services.

Length of Assignment: Minimum assignments are for at least two calendar weeks or ten business days. The assignment does not have to be performed in consecutive weeks, but you're strongly encouraged to do so. The maximum length of assignment is six weeks.

Administration of this Policy: The completed INTERNSHIP PREFERENCE REQUEST is submitted to the Academy Training Representative and should indicate the order of preference for the internship choices. Final internships arrangements will be made under the direction of the Academy Training Representative. For a midshipman to proceed on an internship, that midshipman MUST have written orders from PDCS. Submission of orders endorsed by hosting company is required.

Pay or Compensation: Pay or compensation to the midshipman for internship assignment is neither required nor prohibited. The objective is to ensure that the midshipman gains maximum benefit from the opportunities available. The Academy will not reimburse midshipmen for these

expenses.

Control of Sensitive / Proprietary Information/ Materials: Cooperating organizations may reserve the right to require the midshipman to submit the final draft of their Internship Assignment Report for editing and approval before it is submitted to their Training Representative for grading. Midshipmen shall NOT make unauthorized copies and or download corporate information without written approval. Each midshipman must be aware of the need for controlling sensitive material while on internship assignment. If an organization's review and approval of a midshipman's internship report causes delay in its submission to the ATR, it is the midshipman's responsibility to prepare a note for signature by the organization's coordinator. The note is to be submitted with the internship report.

Internship Tasks of Midshipman

Investigation: The midshipman will fully investigate the operation and management functions of the cooperating organization. A particular effort will be made to understand how the objective elements listed in Paragraph 1 above apply to the host organization.

Report: Based on the investigation, the midshipman will prepare a midshipman's Internship Assignment Report. The Internship Assignment Report will be submitted at www.turnitin.com . Note: the turnitin.com course number is located on your internship orders. The submission to www.turnitin.com is due on the same date as all sea projects or shortly thereafter. Failure to submit will result in a grade of "F." If a student elects not to use www.turnitin.com and does not submit the required form Appendix 8 during the sea year lecture series, the report is due 10 business days after completion of the Internship. All non-submissions will receive a grade of "F".

Mandate of Report. The report shall include the following:

Observations: The midshipman will show an understanding of the objectives listed in paragraph 1 above as applied to the cooperating organization. The body of the report will include information and discussion on:

- Organization background and history
- Business organization
- Decision making process and procedures
- Operating and communicating procedures
- Management work ethic

Schedule of Activities: The midshipman will list, in chronological order, all interviews, projects and events in which they participated during the assignment. A daily chronological summary is strongly recommended.

Conclusions: The midshipman will describe how their experience with the cooperating organization has contributed to their maritime education and ability to perform better as a ship's officer.

Internship Assignment Report Writing Rules. The midshipman's Internship Assignment Report shall be grammatically and semantically correct and written at college level. Reports are to be typewritten and have a minimum of 2000 words (2500 words for 4-week and 3000 words for 6-week internship periods) exclusive of the Schedule of Activities, (2) above. Work shall be done on one side of the paper only.

Submission of the Internship Report

Courtesies to the Cooperating Organization. The midshipman will send a *thank you note* and, if requested by host company, a copy of the *Internship Training Report* to the cooperating organization's midshipman coordinator. The report and thank you letter will be sent within ten (10) working days of the last day of internship assignment.

Exemptions from Internship Requirements: In special cases, the Head, Department of Professional Development & Career Services may recommend to the Academic Dean that a midshipman be exempt from their internship requirement.

Four or Six Week Assignment Stipend: For six-week internships, organizations are urged to provide midshipmen with compensation for room, board and local travel if necessary. The Academy will not reimburse midshipmen for these expenses.

Security Clearances: Upon their admission to the Academy, a National Agency Check was initiated for a "Secret" Clearance on each midshipman. The clearance is on file with the Chief or Naval Personnel and is available to any participating organization upon request to the midshipman's ATR.

Participating Organizations: Many organizations that have participated in the USMMA Internship Program in the past are listed in the Internship Directory (INTDIR) located in the Career Services Center. If an organization is listed in the INTDIR, a midshipman should contact the organization to collect the assignment information from the organization.

New or Unlisted Organizations: If a midshipman fails to find an organization of interest among the listings of cooperating organizations at Career Services, a midshipman may arrange an internship on their own. In this case, the midshipman must make the initial contact with the organization of their choice by using the sample letter (Illustration 12.2) located at the end of this chapter as a guide. In addition to the letter, a midshipman will enclose a copy of this chapter of the Sea Year Guide. If the company contacted expresses an interest in our program, a midshipman will collect the assignment information from the organization.

Collecting Assignment Information. When a midshipman identifies an organization that they would like to be assigned to, they should contact the organization to obtain the following information:

- Will the organization participate in the internship program?
- The organization's full name.
- The full address of the organization. (If the mailing address is in a P.O. Box, a street address is required for Express Mail.)
- The main telephone and FAX numbers of the organization.

- The organization's internship coordinators full name.
- The full title of the coordinator.
- The telephone and FAX numbers of the coordinator.
- Any other requirements set by the organization.

Six Week Assignment Requests: If a midshipman wishes to have a six-week assignment, they must get a written commitment from the organization that it will subsidize the midshipman's living expenses for the duration of the assignment.

Requesting an Internship Assignment. When a midshipman has identified an organization (and at least one alternate organization) at which they wish to be assigned to, they will:

- **Prepare a Resume:** Help in preparing a resume for internship may be obtained at the Career Services Center.
- **Prepare a Letter Requesting a Six Week Assignment:** Each midshipman who wishes to be assigned to a six-week assignment must submit a letter to the Head, Department of Professional Development & Career Services requesting assignment to a six-week internship. The letter must state the number of days aboard ship the midshipman has obtained and what, if any, sea project failures they must remediate.
- **Submit Internship Preference Form (with attachments):** When directed by the Head, Department of Professional Development & Career Services, but before departing for sea service, every midshipman must submit two copies of the INTERNSHIP PREFERENCE REQUEST form Illustration 12.1) to the Head, Department of Professional Development & Career Services listing three organizations where they would prefer assignment.

Internship Assignment Routine (Midshipman)

Standards of Performance and Conduct: When on an internship assignment, a midshipman will comply with the rules and regulations of the organization and coordinator and other organization supervisors. A midshipman will seek the advice and assistance in all cases where the organization's policies or procedures are in question.

Contact with ATR: During their internship assignment, each midshipman will contact their ATR by telephone each Friday and on the last day of the assignment (if other than a Friday), or at any time an emergency situation arises as provided in the Academy Training Representatives section, paragraph 5.

Uniform and Dress: Each midshipman will initially report to the cooperating organization in Service Dress Blue Uniform (Summer Khaki may be substituted during authorized seasons) unless specifically ordered otherwise by the organization's coordinator. Attire to be worn on subsequent days will be as directed by the organization's coordinator. When civilian attire is authorized or required, appropriate executive type attire meeting the standards of management/supervisory personnel in the organization will be worn. This will normally be a blazer and slacks or business suit.

Note: Each midshipman is to have a boiler suit and work shoes with them if they

are interning with an organization that will likely put them in hands-on situations.

Special Ship Assignments

Definition of Special Ship Assignments. In general, Special Ship Assignments are defined as:

- Assignments to ships or organizations that usually do not normally carry Cadets or do not participate in the Sea Year Program;
- Assignments that require special scheduling such as; changes in the usual dates of beginning or ending sailing periods, requiring particular dates or periods within a sailing period, and similar time limitations;
- Assignments that are so unique that they warrant special selection of a limited number of midshipmen.

Note: Special ship assignments will not be accepted as an excuse for non-submission or late submission of Sea Project courses.

General Requirements for Special Ship Assignments. Only midshipmen who have successfully completed their first sailing period will be considered for special ship assignments. Successful completion of the first sea period means:

- Minimum of 110 days of sea service for Deck, Majors, 100 days for Engine Majors,
- No failing grades on any part of the first period Sea Projects,
- Submission of all reports and forms required by the ATR,
- Demonstrated satisfactory shipboard progress (shipboard performance evaluations) as
- determined by ship's officers and the ATR.

In every case, the midshipman must submit a written request (refer to sample internal memo as found in ATR chapter) for consideration to the DH, PDCS. The request must describe the specific ship or program and must contain a brief statement justifying the request. When more midshipmen apply than are required, the Office of Shipboard Training will make selection based on the general requirements for special ship assignments and those of the particular ship. When there are no clearly superior candidates (using the forgoing criteria) for a particular special ship assignment, the DH, PDCS will make selections for such assignments by lottery. Superior candidates will be defined by DH, PDCS and will take into consideration at least sea year evaluations, sea project grades and sea time. The request should be submitted as soon as possible (promptness will be considered in selections) but in no case later than 60 days before the requested date of assignment or date of the beginning of the second sea period (whichever is earlier). U.S. Coast Guard and/or Academy requirements for minimum shipboard assignment time must be met (see minimum Sea Service, including special requirements for Deck and Ships Officers, at page 7.). No request for special ship assignment will be considered unless there is reasonable probability of the midshipman completing the prerequisite sea time for licensing and academic work on sea projects to complete the curriculum.

Specific Requirements for Special Ship Assignments. All candidates for special ship assignments must meet the general requirements listed above and also the following specific requirements:

- **Operation Deep Freeze:** a voyage to Antarctica generally in a tanker chartered to or operated for Military Sealift Command (MSC). The voyage usually begins during the second week of December and terminates in late February. Scheduling by MSC often causes the voyage to run considerably longer and the cadets must be prepared for a long assignment. This assignment requires that the midshipman be in the 2/4 split. The vessel may take only one deck and one engine cadet.
- Assignments to Naval, USCG, NOAA, Army Watercraft, Vessels: a 30-day training cruise. The assignment is, whenever possible, arranged to take place at the beginning or end of sailing periods and is on a vessel that allows the midshipman to join and discharge in continental U.S. ports.
- The Department of Naval Science upon written approval of the Head, PD&CS arranges assignments to U.S. Naval Vessels.
- The USCG Academy Liaison Officer upon written approval of the Head, PD&CS arranges assignments to USCG Vessels. The NOAA Liaison Officer upon written approval of the ATR arranges the assignments to NOAA vessels.
- The Army Liaison Officer upon written approval of the ATR arranges the assignments to Army vessels. There are no wages paid for these assignments.
- A midshipman who is tentatively assigned to this special assignment vessel is particularly obligated to complete the assignment unless they notify the appropriate Naval Science, USCG, NOAA, or Army Liaison Officer and their ATR of their decision to withdraw their request more than 60 days prior to their proposed assignment date. A midshipman who withdraws their request less than 60 days before their date of assignment or who fails to report to the assigned vessel without proper authority may be financially liable for any expenses incurred by the government.

Particular requirements of this type of ship assignment are:

- All requests for assignment to Naval or Coast Guard vessels must be submitted to the Head, PDCS and must be in a memorandum format available from PDCS.
- Any midshipman who wishes to withdraw from consideration for an assignment to a naval vessel must notify their ATR in writing and copy the, OIC, Department of Naval Science or USCG Academy Liaison Officer. A withdrawal email or memorandum must be submitted more than 60 days before the scheduled date of assignment. Additional Information can be found on Blackboard (www.blackboard.usmma.edu) in the Navy MIDN Handbook.

While aboard a Naval vessel the following info should NEVER be put into the journal:

- Anything that will compromise operational security (OPSEC)
- Left Page: Date, location, ETA. (If you are arriving or departing a port include that info but no future info)
- Right page: Operation names
- Passengers other than the crew
- Destinations of boats or aircraft launched or recovered as part of an operation
- ASSUMPTIONS of what you think is going on. (e.g., the purpose of different passengers, why the ship is traveling to different areas)

The following may be included in journal entries:

- Normal daily activities,
- Maintenance on the following: UNREP stations, fire stations, the well deck, flight deck, cargo gear,
- Fire and boat drills, ship specific drills, Cargo ops, flight quarters, UNREPS, loading and discharging of cargo, stores, equipment, use of the well deck.

If you have any doubts about the classification of what you want to write about please talk to the Master or Security officer. They should give you guidance on what you can and can't put into a journal entry.

Assignment to a Great Lakes Vessel: If authorized and approved, an assignment to a vessel that is dedicated to operations on the Great Lakes may occur. Sailing on these vessels is considerably different from deep-sea assignments for the following reasons:

- The operating season for Great Lakes vessels is typically from April until December.
- Nomenclatures used on vessels and Great Lakes navigation are unique.
- Wages for these assignments may be different than those paid Cadets aboard other vessels.
- Particular requirements of this type of ship assignment are:
- Assignments are for 60 to 90 days;
- A midshipman assigned, as a Deck Cadet will be required to complete and submit a Great Lakes Supplemental Sea Project.

Assignments to International Flag Vessels: If authorized and approved, the Maritime Administration may make an assignment to foreign flag vessels for cadet training. The Coast Guard will accept sea service aboard a foreign flag vessel. Particular requirements for this ship assignment are:

- Officers aboard the foreign flag vessel must be fluent in English or the cadet is fluent in the common language as designated by that shipping organization's ISM Code.
- The vessel and/or the Seaman Navigation Laws of the host country must ensure satisfactory arrangements for medical treatment. The Academy's Chief Medical Officer will make any determination as to the type of medical treatment available.

Discipline/Academy Regulations

General: Every midshipman detached from the Academy for sea training, including internship, remains subject to the Midshipman Regulations at all times.

Academy Disciplinary Procedures. Upon receipt of a complaint or charge by a Ship's Officer, Internship Coordinator or the ATR of the midshipman's infraction of the Midshipman Regulations, the midshipman may be ordered to report to the Academy for disciplinary proceedings. Such orders to report may be issued for all Class I and Class II charges.

Administrative Discipline. The U.S. Coast Guard, the U.S. Customs Service and other Federal agencies have prescribed administrative processes for violation of their regulations and Federal statutes. Any midshipman who engages in such violations is subject to the same process as other

shipboard personnel. These matters are beyond the control of the Academy.

Criminal Charges

Criminal Charges Policy: The midshipman charged with a criminal offense cannot be assisted by the Academy in any way. The Academy sanctions no criminal activity and cannot and will not intervene to control or influence law enforcement authorities. The Academy will offer maximum cooperation to such authorities.

Legal Counsel: The midshipman under criminal charges or investigation may obtain private legal counsel. The cost of legal counsel must be borne by the midshipman.

Academy Action: The Academy concurrent with or subsequent to criminal proceedings may initiate Academy proceedings, disciplinary or otherwise, regarding the midshipman.

Procedures if in Custody of Authorities. It is strongly recommended that each midshipman seek the advice of the ship's officers concerning police activity in the various ports the ship may visit. They are also warned to take particular care to avoid any conflict with local authorities. It has been the experience of the Office of Shipboard Training that the U.S. State Department considers any U. S. citizen in custody of foreign authorities to be on their own regarding defense of their case. The State Department considers it the duty of an American citizen to diligently follow the laws of their host country. Any midshipman who misses a ship because of being in official custody will be considered to have negligently FAILED TO JOIN SHIP unless they present written documentation to the contrary. Under no circumstances will the ATR authorize the government's payment of any travel expenses resulting from the midshipman's failure to join ship because of being held in official custody.

The midshipman is advised that it is the official policy of the Maritime Administration and the Academy to offer maximum cooperation to local agencies in the prosecution of administrative or criminal actions against a midshipman. Any midshipman in custody or under the investigation of regulatory agencies may obtain private legal counsel at their personal expense. In any case, a midshipman in custody or under investigation is reminded of their rights against self- incrimination in the United States. In all inquiries by regulatory or enforcement agencies, a midshipman should answer all questions truthfully and as accurately as possible if they choose to respond. Every midshipman is cautioned against presenting opinion as fact and should answer with a simple "yes" or "no" whenever those responses are appropriate. All incidents of a midshipman being in the custody or arrested of local authorities will be reported in the Midshipman Assignment Report.

Sea Year Program and Internship Program Violations

Non-Academy Complaints: A complaint or charge filed by a Ship's Officer or Internship Coordinator will be received by the ATR following the complaint or charge message. The ATR through the DH, PDCS will forward the complaint or charge and the report of the investigation to the Commandant of Midshipmen for appropriate action.

Academy Staff Complaints: A complaint or charge filed by the ATR or other USMMA staff

members will be forwarded through the DH, PDCS to the Commandant of Midshipmen for appropriate action.

Standard of Midshipmen Conduct. While in the Sea Year Program and Internship Program, midshipmen will comply with SI 2018-07.

Aptitude Deficiency or Unsuitability

Policy: Any midshipman reported by a ship's Master or ATR to be deficient in aptitude for a sea career may be ordered to report to the Academy for consideration for appropriate action.

Procedure: Immediately upon arrival at the Academy, the midshipman will report directly to their ATR and then to the DH, PDCS. After counseling, the midshipman will be referred to the Office of the Commandant for resolution.

Medical Policy/Sea Year Health Procedures

Sea Year Medically Fit for Duty Policy: Midshipmen cannot be considered "Fit for Sea Duty" unless they are declared so by the Academy's Chief Medical Officer (CMO). If a midshipman is injured or taken ill aboard ship, they must report the injury or illness to their supervisor immediately.

If such injury or illness renders a midshipman incapable of performing their duty, "Not Fit for Duty," then the midshipman must inform the ATR immediately. The ATR will initiate processing through the CMO (Chief Medical Officer USMMA) to declare the midshipman "Unfit for Sea Duty."

A midshipman who suffers an injury or illness between ship assignments, during an internship assignment, or while traveling under official travel orders must notify their ATR immediately. The ATR shall notify the Head, Department of Health Services who will determine the midshipman's eligibility for treatment. Unless there are extenuating circumstances, health care coverage shall be provided under a single or a combination of health insurance/compensation methods.

Eligibility for Health Care Coverage: Each midshipman is eligible for health care coverage while assigned to a training vessel or to a cooperating organization offering an internship, or while traveling under orders. Health care coverage includes: medical, surgical, emergency dental care, and hospitalization. Health care coverage is provided under one or a combination of the following methods:

- Health facility of a vessel operating company or cooperating organization;
- A vessel operating organization's Protection and Indemnity Insurance (P&I) plan while serving as a crew member;
- Federal Employees' Compensation Act (FECA) coverage;
- U.S. Department of Labor, Office of Worker's Compensation Programs;

- Family or personal health insurance coverage;
- Academy's excess medical insurance plan.

MEDICAL ATR INSTRUCTIONS

Health Procedures: Each midshipman must report all medical/dental treatment received during Sea Year to the ATR. As directed by the ATR, a midshipman must relay this information to the CMO. Any midshipman who fails to report any illness or injury may jeopardize any financial reimbursement for health care claims.

A sick or injured midshipman must maintain a detailed “health incident log” that includes the following information:

- details of the circumstances of the injury/illness;
- witnesses;
- names of health care provider(s);
- the place where treatment was received (hospitals).

Whenever a midshipman receives health care while assigned to a training vessel/internship, they will obtain copies of all health/accident reports for inclusion in their personal health record at the Academy. Midshipmen shall attach copies of all health incident logs and medical documentation to the MIDSHIPMAN ASSIGNMENT REPORT and forward this document to the ATR. Procedures for authorizing treatment and assurance of payment for services rendered are complex and complete cooperation by the midshipman is critical.

- Elective surgery – If a midshipman elects to have PRK or Lasik surgery, Patten Health Services must be advised. Sea Duty clearance cannot be obtained until a minimum of 90 days after PRK/ Lasik.

Computer Procedures at Sea

Administrative Rights. Before departing the Academy, **all** midshipmen must report to Department of information Technology (DoIT) to obtain administrative rights to their laptop. Without these rights the midshipmen will be unable to use a Flash drive for back up procedures.

Backups / Why backups are important. The cost of not backing up is potentially one year and \$80,000 in lost income. Files can be lost from your computer in any number of ways—you might accidentally delete a file, or a virus might wipe one out. You can also have a complete hard drive failure. When a hard drive dies an untimely death, it's kind of like having your house burn down. Thankfully it's a really simple process these days to back up your content to a second, separate location. By doing so, your files can be protected against viruses or complete computer failure. This makes it easy to retrieve and place them on a new hard drive and get going again. Today, there are many options for backing up your content. You don't need any sophisticated equipment—you can use CDs, DVDs, external hard drives, or flash drives. Viewed from a strategic perspective, your data represent the core of your business. You have invested a lot of

TIME, MONEY and EFFORT in your sea projects and even digital photos taken in important events, etc., make up the bulk of your invaluable business assets, which you cannot afford to lose.

Also backup your drawings, make a photo copy, use a copier B&W or color if possible. As an alternative send a picture of the drawing to email account or smart phone photo storage. Failure to submit your sea projects due to not performing adequate backups is **NOT AN EXCUSE**.

Loaner Laptops. USMMA has expanded the loaner laptop program to midshipmen at sea visiting foreign ports of call. Adding foreign ports allows the Academy to provide a loaner laptop to midshipmen in a timelier manner. While the expanded program is more costly to operate, it provides every midshipman at sea an improved opportunity for success in the completion of their Sea Project assignments.

Under this program, the midshipmen ship their laptop to the Academy for repair. Once repaired and tested, the laptop is shipped to the midshipman at the next available port (Meaning a port at the discretion of the specific Shipping Company, for example DOIT will not ship a laptop to Matadi, Republic of the Congo) who returns the loaner laptop to the Academy. All shipping costs are paid by the Academy. This program is operated by the Department of Information Technology in collaboration with the Academy Training Representatives in the Office of Professional Development and Career Services.

Special Note: Midshipmen are cautioned to remove all adult themed materials from the hard drives of their laptops, while at sea. In some countries, customs officials inspect incoming personal computers. Laptops with file/document content inconsistent with a country's cultural norms may have their laptops confiscated. The Academy is not responsible for the return of a confiscated laptop, or providing a replacement laptop, when midshipmen demonstrate a lack of cultural sensitivity befitting officers-in-training for future service to the U.S. Government.

Passwords. At USMMA all network passwords expire every sixty days. Passwords for sea year will last the entire sailing period. In order to reset your password if you fail to renew in a timely manner, the midshipman will need to contact their ATR and request a password reset. The reset password will be provided by your ATR.

Computer Procedures Returning from Sea. Before you can gain network access you must bring your computer and power supply to the Help Desk. In order for DOIT to configure your computer properly, your machine will need to be formatted and re-imaged. This process may take a couple of hours so you will have to leave your computer with DOIT. Before bringing your computer to DoIT you **MUST** back up any important files you need (i.e. sea project, photos, documents, music, etc.). Please have your computer labeled legibly with your full name, class year and company in black magic marker. Be sure these labels are securely adhered to your computer and will not fall off (Masking tape is usually best). Please be sure to check for a cd in your cd rom drive and remove it, and don't bring down any unnecessary equipment (i.e. printers, external drives etc.). Once the re-imaging is finished, DOIT will ask you to log into your computer so we can be sure you are on the network correctly and have all the necessary software you may need for your classes.

Awards

Eligibility for Shipboard Training Awards. All midshipmen have the opportunity to receive a variety of awards offered during and after their sea year.

Sea Year Academic Ribbons

First Sailing Period: A midshipman shall be awarded a **Scholastic Honor Ribbon** for outstanding performance in the First Sea Period if the following conditions are fully met:

- **Honor Ribbon:** A QPA of at least 3.25 up to and including 3.49 for the first sea year, no failing grades, and above average (3.0) on Shipboard Performance Evaluations, which have been entered in to PDCS Shipboard Data Base at the time of the initial posting of Sea Project grades.
- **Honor Ribbon with Bronze Star:** A QPA of at least 3.50 for the first sea year, no failing grades, and above average (3.0) Shipboard Performance Evaluations, which have been entered in to PDCS Shipboard Data Base at the time of the initial posting of Sea Project grades.

NOTE respecting ALL Scholastic Honor Ribbons for Both First & Second Sailing Periods. The absence of any Shipboard Performance Evaluations for any one ship shall preclude a midshipman from receiving the award, as will any adverse marks or any adverse reports; any Shipboard Performance Evaluation which has not been entered in to PD&CS Shipboard Data Base at the time of initial posting of Sea Project grades shall not be used in calculating the average performance level. Evaluations not signed by the Master for Deck Cadets will not be counted for Sea Year Ribbons. Evaluations not signed by either the Master or Chief Engineer for Engine Cadets will not be counted for Sea Year Ribbons.

Second Sailing Period: A midshipman shall be awarded a Scholastic Honor Ribbon for outstanding performance in the Second Sea Period as the following conditions are fully met:

- **Honor Ribbon:** A QPA of at least 3.25 up to and including 3.49 for the first time, during the second sea year, no failing grades, and above average (3.0) on Shipboard Performance Evaluations, all of which have been entered in to PDCS Shipboard Data Base at the time of the initial posting of Sea Project grades.
- **Honor Ribbon with Bronze Star:** A QPA of at least 3.50 for the second sea year, no failing grades, and above average (3.0) on Shipboard Performance Evaluations, all of which have been entered in to PDCS Shipboard Data Base at the time of the initial posting of Sea Project grades.
- **Honor Ribbon with Silver Star:** A QPA of at least 3.25 for the second sea year period, no failing grades, and above average (3.0 or better) on Shipboard Performance Evaluations, all of which Evaluations have been entered in to PDCS

Shipboard Data Base at the time of the initial posting of Sea Project grades, and earned any Honor Ribbon during first sea period.

- **Honor Ribbon with Gold Star:** A QPA of at least 3.50 for the second sea year period, no failing grades, and above average (3.0 or better) on Shipboard Performance Evaluations, all of which Evaluations have been entered in to PDCS Shipboard Data Base at the time of the initial posting of Sea Project grades, and earned Honor Ribbon with Bronze Star during first sea period.

Authorized midshipmen shall wear the supplied Sea Project Ribbon on all uniforms except the boiler suit and athletic uniforms in accordance with Superintendent Instruction 2021-01, *USMMA Midshipman Awards Program*

Marine Society of the City of New York Award. This award is sponsored by the Marine Society of the City of New York. A pair of binoculars is given to the midshipman in each graduating class who has demonstrated outstanding interest, aptitude and professional proficiency in seagoing activities at the Academy.

Merchant Mariner's Expeditionary Award. Awarded to American merchant seamen who serve on U.S.-flag ships in support of operations involving American and allied military force. It was first authorized for service in Operations Desert Shield and Desert Storm. This medal is also authorized to mariners who served in Operation Iraqi Freedom. Design: The anchor, symbolizing naval prowess, is flanked and supported by two seahorses, suggesting maritime service in support of the United States Armed Forces.

Secretary of Defense Medal - Global War on Terrorism.

Background: This medal, commonly known as the GWOT Medal, was approved on August 9, 2007 and unveiled by the Department of Defense (DoD) on February 26, 2008. The GWOT Medal was created to recognize and honor the contributions of DoD civilians in direct support of our military members engaged in operations to combat terrorism.

Eligibility: Eligibility criteria for the medal are aligned as closely as practicable with that of the GWOT Expeditionary Medal (GWOTEM) awarded to members of the Armed Forces. The medal is awarded to civilian employees, who on or after September 11, 2001, to a date to be determined, participate abroad in direct support of a US military GWOT operation in a location designated as an area of eligibility for that operation. Employees must be engaged in direct support for 30 consecutive days in an area of eligibility in a military operation (or the full period when the operation is of less than 30-days duration), for 60 non- consecutive days in an area of eligibility provided this support involves the employee entering the area of eligibility, or regardless of time, involves the employee being killed or medically evacuated from the area of eligibility while providing direct support in the designated operation. Personnel in the United States do not meet the eligibility criteria; the employee must have actually been deployed to the area of eligibility to qualify for the medal. Area(s) of Eligibility. The area(s) of eligibility are the same as designated for approved GWOTEM military operations or other similar operation for which a separate military campaign medal was awarded to military personnel, i.e., The foreign territory on which military troops have actually landed or are present and specifically deployed for operation;

Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and the air space above and adjacent to the area in which operations are being conducted.

Qualifying Operations. Significant U.S. military activities for which military personnel are awarded the GWOTEM or other similar significant U.S. activities for which a separate military campaign medal was awarded to military personnel.

Appendix 1 – Tankerman PIC

The Tankerman-PIC (DL or LG) endorsement authorizes the holder to act as a person in charge of the transfer of fuel oil, liquid cargo in bulk, or cargo tank cleaning on any tank vessel. The designations DL (Dangerous Liquid) and LG (Liquefied Gas) denote the class of tankship to which the endorsement applies. Requirements, in addition to the regular in-residence curricula, for the Tankerman PIC endorsement are listed below. The full section from the CFR is at the end of this section.

- 90 days of licensed, unlicensed, or Cadet service aboard one or more tankships or self-propelled tank vessels; and
- Participation, under the supervision of a Tankerman-PIC, in at least 10 transfers of liquid cargo in bulk, including at least:
 - Five loadings and discharges;
 - Two commencements and completions of loading;
 - Two commencements and completions of discharge;
 - Evidence of the required service must be in the form of a letter on company letterhead from the owner, operator, or master of the vessel.
- Successful completion of an approved cargo course in DL or LG. Tankerman-Engineer

A person holding a Tankerman-Engineer endorsement may perform maintenance on both the cargo systems and equipment for transfer of liquids in bulk and the bunkering systems and equipment. Requirements, in addition to the regular in-residence curricula, for the Tankerman-Engineer endorsement are:

- 90 days of licensed, unlicensed, or Cadet service aboard one or more tankships or self-propelled tank vessels;
- Evidence of the required service must be in the form of a letter on company letterhead from the owner, operator, or master of the vessel, and
- Successful completion of an approved cargo course in DL or LG, or in the absence of the completion of an approved course, an Engineering Cadet may apply for a Tankerman Assistant Endorsement provided they have: Participation, under the supervision of a Tankerman-PIC, in at least 10 transfers of liquid cargo in bulk, as set forth above.

A sample of an approved letter to document your transfers and time aboard is provided at the end of this section. Failure to include all the information required by the USCG may result in delay or denial of a Tankerman PIC endorsement.

USCG Tankerman PIC Requirements—Detailed Description. In order to obtain the Tankerman PIC endorsement, the following information applies. In accordance with 46 CFR Part 13.201, each applicant must:

- Be 18 years old

- Apply on a USCG application (available at the USCG Licensing facility)
- Present evidence of a physical examination on a USCG form
- Present evidence of service on tankships (Sea Service Letter).
- Present certificate from Fire Fighting School
- Present certificate from Tankerman School
- Be capable of speaking and understanding, in English, all instructions needed to commence, conduct, and complete a transfer of cargo, and be capable of reading the English found in the Declaration of Inspection, vessel response plans, and Cargo Information Cards.

In accordance with 46 CFR Part 13.203, each applicant must:

- At least 90 days of service as a licensed deck officer or licensed engineering officer on one or more tankships
- At least 90 days of unlicensed or cadet service on deck or in the engine department on one or more tankships or a combination of (a) and (b)
- Each applicant shall present evidence of participation, under the supervision, under the supervision of a “Tankerman-PIC”, in at least 10 transfers of liquid cargo in bulk including at least:
 - Five loadings and five discharges
 - Two commencements of loading and two completions of loading
 - Two commencements of discharge and two completions of discharge

Finally, and in summary, 46 CFR Part 13.127 states the following:

- A service letter must be signed by the owner, operator, master, or chief engineer of the vessel and must specify:
 - The classification of cargo (DL for Dangerous Liquid) handled while the applicant accumulated the service
 - The dates, the number and kinds of transfers the applicant has participated in, and the number of transfers that involved commencement or completion
 - That the applicant has demonstrated to the satisfaction of the signer that he or she is fully capable of supervising transfers of liquid cargo, including
 - Pre-transfer inspection
 - Pre-transfer conference and execution of the Declaration of Inspection
 - Connection of cargo hoses or loading-arms
 - Line-up of the cargo system for loading and discharge
 - Start of liquid flow during loading
 - Start of cargo pump and increase of pressure to normal discharge pressure
 - Calculation of loading-rates
 - Monitoring
 - Topping-off of cargo tanks during loading
 - Stripping of cargo tanks

- Ballasting and deballasting, if appropriate
- Disconnection of the cargo hoses or loading-arms
- Securing of cargo systems
- Tanker Person in Charge Letter is required. **This letter must be endorsed by the master.** Just having the CE or CM signature is no longer sufficient.

In determining the numbers and kinds of transfers that the applicant has participated in, the following rules apply:

- A transfer must involve the loading or discharge from at least one of the vessel's cargo tanks to or from a shore facility or another vessel. A shift of cargo from one tank to another is not a transfer for this purpose.
- Regardless of how long the transfer lasts beyond four hours, it counts only as one transfer
- A transfer must include both a commencement and a completion
- Regardless of how many tanks or products are being loaded or discharged at a time, a person may receive credit for only one transfer, one loading and one discharge a watch.
- Credit for a transfer during a watch of less than four hours accrues only if the watch includes either the connection and the commencement of transfer or the completion of transfer and the disconnection.
- Credit for a commencement of loading accrues only if the applicant participates in the pre-transfer inspection, the pre-transfer conference including execution of the Declaration of Inspection, the connection of cargo hoses or loading-arms, the lineup of the cargo system for the loading, the start of liquid flow, and the calculation of lading rates, where applicable.
- Credit for a commencement of discharge accrues only if the applicant participates in the pre-transfer inspection, the pre-transfer conference including execution of the Declaration of Inspection, the connection of cargo hoses or loading-arms, the lineup of the cargo system for the discharge, the start of the cargo pump or pumps and increase of pressure to normal pressure for discharge, and the monitoring of discharge rates.
- Credit for a completion of transfer, whether loading or discharge, accrues only if the applicant participates in the topping-off at the loading port, or in the stripping of cargo tanks and the commencement of ballasting, if required by the vessel's transfer procedures, at the discharge port.
- Personnel desiring credit for transfers during off-duty hours may satisfy requirements of competence through incremental training periods that include segments of transfers. The cumulative number of transfers must equal the minimum specified in Sec. 13.203 (b) (above).

[C O M P A N Y L E T T E R H E A D]

[DATE]

United States Coast Guard
Officer in Charge
Marine Inspection
Office

RE: Cadet [CADETS NAME] MMC [MMC #]

Gentlemen,

Cadet [CADET'S NAME] sailed onboard the vessel [VESSEL'S NAME] from [MONTH, DAY, AND YEAR] through [MONTH, DAY, AND YEAR] for a total of [NUMBER OF DAYS] days. Cadet [CADET'S LAST NAME] participated in all aspects of loading and off-loading of cargo.

During [HIS / HER] service onboard, [HE /SHE] assisted in the handling of dangerous liquids (DL) including [CARGO OR CARGOES HANDLED]. [HE / SHE] demonstrated to the satisfaction of Captain [VESSEL'S MASTER], in accordance with 46 CFR 13.127 (a) (3) (i) through (xiii), that [HE OR SHE] is fully capable of supervising transfers of liquid cargos.

- Connecting the cargo hoses
- Lining up of the cargo system for loading and discharge
- The start of the liquid flow during loading and discharge of cargo
- Start of the cargo pump and bringing it up to normal discharge pressure
- Calculation of loading rates
- Monitoring of the transfer
- The topping off of the tanks during loading
- Stripping of the cargo tanks
- Ballasting and deballasting
- The disconnecting of the cargo hoses
- The security of the cargo systems

This experience was gained during the following cargo evolutions. I certify that all loadings and discharges noted and credited above were conducted in accordance with 46 CFR 13.127 (b) (1) through (9):

Five loadings				
Date	Product / Amount	Received From	Tankerman PIC	Signature

Page Two – Tankerman PIC Service Letter for [CADETS NAME]

Five Discharges				
Date	Product / Amount	Transferred to	Tankerman PIC	Signature

Commencement / Completions - Cargo Operations					
Date	Commence	Complete	Load / Discharge	Tankerman PIC	Signature

Should you require any additional information, please feel free to contact the under signed.

Very truly yours,

[Printed Name] Master [VESSEL]

Appendix 2 – Sea Project FAQ

Engine Questions

Q. I am currently aboard the M/V Alaskan Explorer, an Alaskan Tanker Company ship in Alaska right now. I was wondering if you could give me some guidance for my Main propulsion 3 Project. The ship I am on is Diesel Electric. Should I just treat it as a regular diesel ship just using electricity as a sort of reduction gearing? or will I have to get on a diesel ship after this one?

A. YES!

Q. I hate to bother you again but I want clarification before I dive into my sea projects. According to the Engine Sea Project 2011, if my first and second ships are diesel then I am to do Main diesel EC261 and Aux. Steam EC260. Is this true- even if I did a propulsion project for Main Steam System last year? I am still supposed to do Auxiliary Steam and not auxiliary diesel this year.

A. This is a direct quote from the sea project book. "If your first ship is a diesel ship and your second ship is also a diesel ship, you are to do Main Propulsion Diesel (EC261) on your first ship and Auxiliary Steam (EC260) on your second ship." This is also pictured graphically in Figure 1.

Q. I have a question regarding my sea project. For question #12 of the EC 265 Refrigeration project, is the question asking for a schematic of the 1- chilled water or direct expansion arrangement for cooling and hot water; and

A. The steam system or the electrical resistance heater for heating? If this is correct, a minimum of two drawings must be done for this particular question? If I am wrong, can the question be explained differently?

A. The heating and cooling systems for shipboard ventilation work together. Cooling is accomplished using either chilled water or direct expansion arrangements; and heating is done using hot water, steam or electrical resistance heaters. The heating and cooling coils (heat exchangers) are installed together in series. Refer to Hunt, MMEM, Vol II starting on page 19-7.

Q. Is it acceptable to do my steam project on two different ships? I am currently doing an internship on a steam ship in drydock and am able to spend some time on sea projects, but as I am not living on the ship, I do not believe I will have enough time to complete the sea project. Will I be able to start my steam project on this ship and finish it on another? Thank you for your time and guidance.

A. A very important aspect of this EC260 sea project is the STCW Supplement and sign offs for practical demonstrations by the ships Engineering Officers. In addition to the STCW Supplement, I recommend MIDN XXX concentrate on specific systems that can be completed on this ship e.g. Sections I (STEAM PLANT SYSTEMS) and II (STEAM PLANT OPERATIONS). Sections III and IV may be completed using the engineering

reference books (Hunt and Harrington) if he does not complete the project and is not assigned to a second steam ship.

Q. The general sea project instructions indicate that there is a pertinent data sheet for the EC262 (Shipboard Systems II) Project. However, the EC262 project itself does not include such a sheet, nor do the EC262 instructions mention a sheet. Additionally, the EC262 grading sheet does not include a check mark for the pertinent data sheet. Am I correct in assuming that there is NOT a pertinent data sheet for the EC262 sea project?

A. You are correct.

Q. For sea project sign off sheets, is it ok to photo copy the page from the sea project and have the engineers sign the photo copied sheet? The binding on the original project makes it difficult to re-3-hole punch the original sheet. I felt that between the plastic binding on the project and the 3-hole punch already done that it would be best to photo copy the page, 3 hole punch the copy, and have the engineers sign the copied sheet.

A. Photocopying the original form is fine. You should also have the WORD document, which contains the form.

Q. On our final drawings (systems or machinery drawings), do we have to use the block format/lettering guide for words written inside the sketch? For example, if I draw a valve and am labeling the valve stem should 'VALVE STEM' be lettered with the same precision as the title block lettering?

A. You should use the uppercase, "mechanical lettering" font that you learned in the drafting course. Your work should be neat and professional. If you get short on time, you can handwrite descriptions, but I am confident that doing so will affect your grade.

Q. Does that mean I don't have to do sea project EC-121 until my second time out? Because this project is described in detail in my red MOT first sailing sea project manual, from pages MOT-1 (in the back of the manual) until page MOT-15. The page that has the instructions about the diesel ship is page MOT-3.

A. During the first sailing, the MT and Logistics MIDN complete EC120 and the Shoppers complete the EC121 sea project. During the second sailing period, the Shoppers complete EC257. The MT and Logistics MIDN do not have an Engineering sea project during the second sailing period. Please inform MIDN that he must complete the EC121 sea project. He must be assigned to a main propulsion Diesel ship for at least 30 days.

Q. I had a question about the sea project for my current ship, USNS Alan Shepard. This ship has no steam systems at all, so how you advise that we deal with this part of our sea project?

A. You must obtain a written statement from the Chief Engineer stating that the vessel does not have any Auxiliary Steam systems onboard. This statement should be placed in the front of your

sea project so that the faculty grader is aware of the situation. For all equipment and systems that are not installed on your vessel, you should answer the questions using your Hunt and Harrington reference books. You should also provide a finished sketch based on a generic system as described in your reference books. Since the systems do not exist on your ship, you do not have to provide “rough” sketches (done in the engine room while tracing the systems).

Q. While making the right jaw of my shop project I did not drill all the way through the jaw. However, I did not use the proper size drill. I used the 8.5mm drill and went through the left jaw and 6mm into the right jaw. What do you suggest I do?

A. Your options are (1) obtain new material from the ship and redo the jaw or (2) complete the hole with the proper size drill and tap the hole, resulting in limited threads in the jaw, but it should still function.

Q. On our final drawings (systems or machinery drawings), do we have to use the block format/lettering guide for words written inside the sketch? For example, if I draw a valve and am labeling the valve stem should 'VALVE STEM' be lettered with the same precision as the title block lettering?

A. You should use the uppercase, "mechanical lettering" font that you learned in the drafting course. Your work should be neat and professional. If you get short on time, you can handwrite descriptions, but I am confident that doing so will affect your grade. On the EC265 refrigeration project part 6 page 173 the project talks about controllers A through F. However, on the grading sheet on page 175, on part 6 there is A through G one too many. I want to know if there is a typo or if something is missing so that I do not get penalized when submitting this project. Please thank MIDN XXX for identifying this discrepancy to us.

Q. The question is about the fuel oil service system, which is part of EC111 marine propulsion 1 question 1, part c. I was wondering if I have to put the tracing for the fuel oil service system for both the generators and the main engine on the same sheet of paper or can I make two separate tracings one for the main engine and one for the generators? The reason I ask is because the generator FO system is rather elaborate due to having three generators, and putting both ME and GE FO systems on one paper would be rather tight.

A. Since this is a main propulsion sea project, you only have to provide information for the main engine fuel oil service system. If they begin as a common system, just identify where it branches off to the Diesel generators, and continue with the details for the main engine.

Q. Sir I don't know if I should ask you or who else. Because I'm not on a steam ship I know I am to complete the auxiliary steam project. On that project it asks specific information on the boiler on the ship. Should I just pick a common boiler and answer the question also stating that I do not have a boiler on the ship. And for my electrical project it asks for previous test results on insulation testing and other tests, this ship does not carry any documents of the testing and does not perform any of the testing. Those are the only two big project problems I have run into. What should I do?

A. Regarding the auxiliary boiler, state that there is none onboard his ship, and answer the questions based on a generic boiler using the Hunt and Harrington references. Keep in mind that at some time during your first or second sailing period, you must compete the STCW Main Propulsion STEAM Supplement onboard a STEAM SHIP. Failure to obtain a steam ship and complete the STCW Supplement sometime during your sea year will result in your having to complete the project at a later time or after graduation to obtain your USCG license and USMMA diploma. Since MIDN XXX will not be transferred to another ship during his second sailing period, he should complete the EC260 Auxiliary Steam portion of the sea project as I described below. The Marine engineering department will work with him to complete the STCW Qualifications when he returns to the academy after this sailing.

Deck Questions

Q. I wasn't quite sure who to email, but I heard from many B split midshipmen that you do oral grading, so I wanted to ask if I need to do a Ro/Ro, Break-Bulk, and Container cargo project for the prepositioning ship that I am on.

A. Which portions of the Cargo Ops Required Submissions and Study Guide you work on depends on what cargo your ship carries and how it loads and discharges it. Most Prepositioning ship are mostly Ro/Ro type vessels and you should work on that portion of NPRJ310. However, if your ship also carries containerized cargo, and has cranes to discharge them, these should ALSO be sketched and addressed in the Study Guide. Remember that you want to bring to the Oral Exam as much information as possible. If your ship has Ro/Ro cargo, vehicle ramps, containerized cargo, container or cargo handling cranes, or even a cargo fuel system for the vehicles, I assure you that your oral examiners will ask about these. Prepositioning ships seldom work cargo, so when your ship does, you need to be there to observe it. If a system (for example, Gemini cargo cranes) is never rigged during your time aboard that ship, your examiners can still ask you how it was accomplished. Thus you must ask your officers about all your cargo systems. The NPRJ312B. Study Guide questions will be your guide.

Q. I am on the SS Coast Range as you know. The run is between Garyville, LA and Tampa, FL. As such, the ship spends a lot of its time transiting the Mississippi River, which obviously is a very long pilotage and may easily be the only thing that the ship has done by the time I get off watch and do my journal entry. Thus, I am not sure exactly what to put for my journal entries during those times. Since the ship is neither "at sea" nor "in port" during pilotage, what should I put for my journal entry during such times?

A. When ship is underway (consuming MDO, IFO, auxiliary fuel, adjusting ballast, etc.) is definitely not "in port". Your second mate's suggestion about indicating "Pilotage on the Mississippi" at the top of the "At Sea" section of the daily page is a useful one. Since there will be little opportunity to get your celestial navigation completed on this ship, I trust you have completed most of it already, or have plans to complete it on a subsequent ship assignment. Be sure to enter complete entries in your journal for every day assigned to a vessel.

Q. For each project, do I need to type up the assignment questions before each answer? This is something I did not do last year, does it make a difference?

A. No. Typing the questions is not required. Up until 2010 the Deck Sea Project was distributed in MS Word file format, but it now is distributed in PDF format, making it difficult to cut and past the questions into your Study Guide. If you can determine a method to cut paste from PDF or simply retyped the questions, you may do so, but it is not necessary

Q. My question is what should I do about the Tides and Current portion of the Navigation Sea Project. This is all that I have left to do so that I can complete my Navigation Sea Project.

A. Complete your required tide and current problems with the BA Pubs on your ship. If memory serves me correctly, BA Tide pubs use a graphic interpolator to determine height of tide and current velocity at any time. Photocopy these interpolators and submit and show your solution on the copies. You will receive credit on the sea project for this. As for re-learning the use of Table 3 in the NOAA, and NGA tide/current pubs, there are practice problems (with answers) in the NAV appendix of the sea project. After you return from sea, solve these as practice in order to prepare yourself for the problems on the exam which use the NOAA pubs. You can confer with the MT Navigation tutor if you encounter difficulties in arriving at the answer provided.

Q. For the passage plan with the Navigation project: On the part where you need to get the plan for departure to arrival at next port, since my ship does not have set plans in-between berths am I able to make a passage plan for the transit of the Straits of Hormuz since that is an intricate navigation.

A. The Straits of Hormuz would provide an excellent place to complete your chart plotting project. However, the passage plan for the segment of the voyage that takes place from when you disembark the pilot (departure) until the ship embarks a pilot for the next port (arrival) is usually more involved than a three or four-hour stretch of piloting along the coast. Of the three passage plans required, this one is the easiest to assemble: it consists of courses to and distances between successive waypoints, with navigational advice to the watch standers. On most ships, the 2nd Officer would be the architect and keeper of such plans. If they are not already written out, they can be constructed from charts used for the voyage. The 2nd mate would have to add up the mileage between the various waypoints in order for the master to prepare updated daily ETAs to the home officer and the port agent.

Appendix 3 – List of Sea Projects

Sea Project Deck

First Sail Deck

<input type="checkbox"/> NPRJ230 Navigation 1	
<input type="checkbox"/> NPRJ235 Navigation Law 1	
<input type="checkbox"/> NPRJ215 Int Nav Systems 1	
<input type="checkbox"/> NPRJ210 Cargo Operations 1	
<input type="checkbox"/> NPRJ220 Seamanship 1	
<input type="checkbox"/> NPRJ225 Ship Structure/ Stability	
<input type="checkbox"/> EPRJ245 Marine Engineering for Deck	

Second Sail Deck

<input type="checkbox"/> NPRJ330 Navigation 2	
<input type="checkbox"/> NPRJ335 Navigation Law 2	
<input type="checkbox"/> NPRJ315 Int Nav Systems 2	
<input type="checkbox"/> NPRJ310 Cargo Operations 2	
<input type="checkbox"/> NPRJ320 Seamanship 2	
<input type="checkbox"/> NPRJ325 Structure & Stability	
<input type="checkbox"/> NPRJ345 Mar Comms	
<input type="checkbox"/> NPRJ340 Maritime Business	
<input type="checkbox"/> PRJ 300 Humanities Sea Project	

Sea Project Engine

First Sail Engine

<input type="checkbox"/> EPRJ 210 Machine Shop Sea Project	
<input type="checkbox"/> EPRJ 230 Main Propulsion 1 Sea	
<input type="checkbox"/> EPRJ 240 Shipboard Systems 1 Sea	
<input type="checkbox"/> NPRJ 245 Deck Operations	

Second Sail Engine

<input type="checkbox"/> STCW Verification Book	
<input type="checkbox"/> EPRJ 345 Electrical Engineering	
<input type="checkbox"/> EPRJ 310 Maintenance Management	
<input type="checkbox"/> EPRJ 330 Marine Propulsion Steam	
<input type="checkbox"/> EPRJ 350 Marine Propulsion Diesel	
<input type="checkbox"/> EPRJ 340 Shipboard Systems 2	
<input type="checkbox"/> EPRJ 320 Naval Architecture	
<input type="checkbox"/> EPRJ 335 Marine Refrigeration	
<input type="checkbox"/> EPJR 360 LNG Cargo Systems & Ops	
<input type="checkbox"/> NPRJ 340 Maritime Business	
<input type="checkbox"/> EPRJ 400 MESM Shipyard Internship	
<input type="checkbox"/> HPRJ 300 Humanities Sea Project	

Appendix 4 – Internship Preference Request Forms

INTERNSHIP PREFERENCE REQUEST			
ALL INTERNSHIPS REQUIRE SHIPBOARD TRAINING (SBT) ORDERS. MILITARY INTERNSHIPS/ASSIGNMENTS REQUIRE NAVY & SBT ORDERS			
PRINT OR TYPE ALL INFORMATION. BE COMPLETE. BE ACCURATE.			
M/N LAST NAME	M/N FIRST NAME	M/N MIDDLE INITIALS	ATR
M/N CLASS/SPLIT	M/N MAJOR (DK, DT, EN, EM, ES)	P.O. BOX NO.	M/N CELL
INTERNSHIP OPTIONS (MIDN must select one option and put their INITIALS on the line)			
<input type="checkbox"/> PDCS will assign me a local internship at a time convenient to the department. I understand that I will be berthed at USMMA and provided local public transportation to the internship site.			
<input type="checkbox"/> I elect to have the option of selecting my internship at an organization approved by PDCS. I fully understand that the Academy will not bear expenses related to this option.			
1. I am interested in an internship with a company in the field of:			
2. FIRST CHOICE INFORMATION			
Organization's Full Name: _____			
Organization's Full Address: _____			
Full Name of Contact: _____		Contact Tel: _____	
Contact's Title _____		Comp Tel: _____	
Contact's Email: _____		Fax No.: _____	
Did you contact the organization? YES _____ NO _____		Is your contact a KP Alum? YES _____ (Year _____) NO _____	
For All Engine Majors Engine Dept Approval:		Date: _____	
Shipboard Training Approval:		Date: _____	
3. SECOND CHOICE INFORMATION			
Organization's Full Name: _____			
Organization's Full Address: _____			
Full Name of Contact: _____		Contact Tel: _____	
Contact's Title _____		Comp Tel: _____	
Contact's Email: _____		Fax No.: _____	
Did you contact the organization? YES _____ NO _____		Is your contact a KP Alum? YES _____ (Year _____) NO _____	
For All Engine Majors Engine Dept Approval:		Date: _____	
Shipboard Training Approval:		Date: _____	
4. THIRD CHOICE INFORMATION			
Organization's Full Name: _____			
Organization's Full Address: _____			
Full Name of Contact: _____		Contact Tel: _____	
Contact's Title _____		Comp Tel: _____	
Contact's Email: _____		Fax No.: _____	
Did you contact the organization? YES _____ NO _____		Is your contact a KP Alum? YES _____ (Year _____) NO _____	
For All Engine Majors Engine Dept Approval:		Date: _____	
Shipboard Training Approval:		Date: _____	
5. I request that my Internship Assignment be completed [state requested time frame]: _____			
(M/N Signature) _____			(Date) _____
ALL INTERNSHIPS REQUIRE SHIPBOARD TRAINING (SBT) ORDERS. MILITARY INTERNSHIPS/ASSIGNMENTS REQUIRE NAVY & SBT ORDERS			

(REV 1-14-21)

Appendix 5 SUPINST 2018-04 (Sexual Assault, Sexual or Gender-Based Harassment, Relationship Violence, Stalking, and Retaliation Policy) *(refer to online version)*

Appendix 6 – Social Media Standards *(refer to online version)*

Appendix 7 – Knots *(refer to online version)*

Appendix 8 – MIDN Regulations *(refer to online version)*

Appendix 9 – Sea Year Conduct Policy as set forth in Superintendent Instruction 2018-07, *Midshipman Regulations*

Chapter 3.13 SEA YEAR CONDUCT POLICY

Sailing aboard commercial and military vessels as a cadet is a privilege that should not be taken for granted. At all times, on duty or off, midshipmen represent the Academy and the Regiment, and are expected to act as leaders of exemplary character. Midshipmen will be respectful of all crew members and others working on and with the vessel and with anyone with whom they interact on liberty. In all matters, a midshipman's conduct is a reflection of the Academy, and the Regiment of Midshipmen.

I. PROCEDURES

Liberty is granted at the discretion of the ship's master. While on Liberty, midshipmen must carry identification, conduct themselves in an exemplary manner, and be accompanied by a liberty buddy. A liberty buddy may be a fellow midshipman or a crewmate. Liberty buddy relationships must be in compliance with fraternization policies.

2. PROHIBITED CONDUCT

- a. Midshipmen under age 21 may not consume alcohol even if local laws permit it.
- b. Midshipmen will not engage with prostitutes or other sex workers, even if local laws permit it, and will not encourage others to do so.
- c. Midshipmen will not become involved in or promote human trafficking in any way.
- d. Midshipmen will not engage in sexual assault, harassment of any form, including sexual harassment, bullying, hazing or coercion of others to engage in inappropriate behavior.
- e. Midshipmen will not retaliate against any person for reporting misconduct or refusing to submit to coercion to engage in inappropriate behavior.
- f. Midshipmen will not date, have sexual relations, or engage in romantic or other unduly familiar associations with any member of the crew, including other midshipmen assigned to the vessel. If two midshipmen with a romantic or dating relationship at the Academy are assigned to the same vessel, both must immediately notify their Academy Training Representative (ATR) so they can be assigned to different ships.

3. OBLIGATION TO REPORT: Midshipmen who have witnessed any type of misconduct or inappropriate behavior have an ethical obligation to report it.

4. SHIP REGULATIONS: If the regulations of the ship or shipping company to which a midshipman is assigned are more restrictive than the policies outlined in these Regulations,

midshipmen must follow the more restrictive policy. For example, if a company has a policy that alcohol is never to be consumed while assigned to one of their ships, midshipmen must comply with that policy.

Appendix 10 – Mentorship Programs

The following organizations offer excellent mentorship support programs for sailors:

- Women Offshore <https://womenoffshore.org/>
- Sea Sisters <https://www.seasisters.org/>
- American Professional Mariners Association <https://www.americanmariners.org/>