



USMMA Sea Year Handbook
Revision 18

The World Is Our Campus



UNITED STATES MERCHANT MARINE ACADEMY
OFFICE OF THE PROVOST
300 STEAMBOAT ROAD
KINGS POINT, NY 11024

May 3, 2026

Dear Midshipmen,

Since my arrival on campus last December, conversations with faculty, staff, midshipmen, parents, and alumni have underscored for me how central our Sea Year program is to the Kings Point experience. It is one way you will truly live out our motto *Acta Non Verba*, putting into practice through your actions what you have learned here on campus.

As you prepare for your journey, I ask you to keep three things in mind:

- **Embrace the experiences you have and learn from them.** While you can and should prepare for your time at sea, each cadet shipping experience is unique. The ports you visit, the tasks you are assigned, the vessel(s) on which you sail, and your fellow crew members all contribute to your personal experience. Your openness to learning and overcoming unexpected challenges will be key to making the most of your time underway.
- **Take your Sea Projects seriously.** Sea Projects are academic, graded, credit-bearing courses that are required for graduation. Unfortunately, after each sailing period, there are midshipmen who return with incomplete or poor-quality projects. Failing grades on your projects can result in setback, deferred graduation, or even disenrollment from the Academy. Opportunities for remediation are not guaranteed. If you are having challenges completing your projects, reach out to our departmental Sea Project Coordinators or your Academy Training Representative; do not wait until you arrive back to campus, as the longer you delay in seeking assistance, the fewer options there will be to get back on track.
- **Provide constructive feedback regarding your Sea Year experience.** Please be assured that we use and learn from the responses we receive to surveys as well as the qualitative feedback provided to our staff. Your input helps ensure that our program makes the necessary adjustments to improve the experience of those who follow you. We are, for example, currently working on revisions to our Sea Projects, a direct result of comments from our midshipmen.

You are in good hands with CAPT Jones and his expert team of ATRs. I look forward to welcoming you back to campus and hearing about what you have learned and seen during your cadet time.

Fair winds and following seas,

Johnathan Gajdos, Ph.D.
Provost



Executive Summary

This handbook is intended to help you stay safe while maximizing the benefits of your sea year experience. It is not an all-inclusive resource but does contain most of the commonly needed information to support your Sea Year learning.

Some overarching tenets:

Academy Training Representatives (ATR) are here to support your learning. Reach out and ask any questions and seek advice whenever you are uncertain. Each company has a Designated Person Ashore who is also a very useful resource.

The maritime work environment is challenging. Always take care to avoid activities or situations that could cause you harm. Report any unsafe conditions, as well as any situation that negatively impacts you, your sea partner, or any other mariner.

Sea Year has professional objectives as well as academic requirements; time management and prioritization of effort are key to determining the best path to accomplish both.

The preferred method of all USMMA correspondence while at sea is via email, but do not hesitate to use whatever means is available to reach out for advice or support.

When in doubt, call your ATR!

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Welcome to Sea Year!

This handbook is provided 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 prepare to adapt yourself to the unique culture of the Merchant Marine at sea. The U.S. Merchant Marine Academy (USMMA) Department of Professional Development and Career Services is dedicated to making your Sea Year experience professionally rewarding and personally enriching while also ensuring that you are prepared to go to sea.

As with any experiential learning activity, your Sea Year will likely include both successes and challenges. This handbook is our attempt to help you navigate safely through the “rocks and shoals” of Sea Year, to save you some of the frustration that many other Kings Pointers before you have sometimes experienced as Cadets, to ensure your safety, and to help you maximize your learning. We also help by ensuring you gain 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 Year Courses, and prepare you to pass your Coast Guard license exam.

We can only accomplish this as a team, which must include you. How well we succeed depends on how well we work together. Sometimes the fluidity of commercial shipping forces decisions that may be disappointing to you. We will try our best to accommodate your interests and special requests; however, we may be constrained by the availability of shipping options. Safety will always come first.

Our goals for Sea Year:

- Ensure safety and learning in a respectful, supportive, and professional environment.
- Complete 100% of Sea Year Courses.
- Obtain 120 Sea Days during the First Sailing Period.
- Obtain 300 Engine/330 Deck Sea Days by end of Second Sailing Period.

This handbook outlines the procedures that help us ensure a safe and productive environment during Sea Year. Please use what you have been taught and communicate frequently with your ATR. We promise you that the ATRs and I will communicate with you promptly and provide the support you need.

Fair winds,

Ian Jones
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 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.

The Sea Year experience 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.

Each Midshipman is responsible for being familiar with all the information and forms contained herein and is required to have this handbook (or the electronic version) with them while at sea, during their Internship, and when in residence at the Academy. This handbook contains pertinent information, policies, and procedures pertaining to the Sea Year Program.

Each Midshipman should be aware of other sources of information regarding Sea Year. Superintendent Instruction 2021-10, *Sea Year Safety and Security*, is the primary resource for such information. In addition, the Sea Year Course manuals, which are on Blackboard, contain a treasure trove of information regarding safety, deck and engine knowledge, and other miscellaneous publications.

It is important that each Midshipman read these references, as well as other relevant Superintendent Instructions, including the Midshipman Regulations, the Honor Manual, and policies and procedures pertaining to sexual assault, sexual or sex-based harassment, relationship violence, stalking, and retaliation. If a situation arises that is not addressed in any source, the Midshipman's ATR should be notified immediately. When advice is not immediately available, a Midshipman should always 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 Year Course 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 work and assess the global environment as well as your own goals for Sea Year.
- Professional Self-Study: Allocate time aboard your ship to read as much of the technical material aboard the vessel as possible. (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.

- Safety is Paramount at all times while onboard: The risks of injury can be reduced, if not completely avoided, if Midshipmen are prudent and alert to their surroundings. Midshipmen must remain constantly safety-conscious and maintain strong situational awareness, immediately stopping any work being conducted in an unsafe environment. Any unsafe condition must be reported, as soon as possible, to your supervisor or anyone in the chain of leadership, including the Master, Designated Person Ashore (DPA), ATR, or any person in the position of Authority.
- 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: Understand that mistakes will happen; however, repeating mistakes is preventable. Whenever a Midshipman makes a mistake, they should fully and honestly answer two questions: (1) Why did that mistake occur, and (2) What should be changed in order to avoid making that mistake again?

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.

Chapter One: Sea Year Program Overview

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 Department Head of Professional Development and Career Services (DH, PDCS) is responsible for the administrative control of the Sea Year Program with the help of their staff. Operational control is the responsibility of the Academy Training Representatives (ATR). The ATRs, under the supervision of the DH, PDCS, make all Sea Year assignments. 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, including:

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

Value of Sea Year. Midshipmen should learn and 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 U.S. Coast Guard licensing requirements for Merchant Marine Officers and the opportunities to demonstrate the entire range of competencies that are required of maritime professionals.

Organization of Sea Year. At the start of each Sea Year, the oversight of the Midshipmen cleared for sea duty is shifted from the Commandant to the DH, PDCS. 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 to sit for the Merchant Marine Officer License exam, at the conclusion of 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 NAUT460 Bridge Resource Management. ROS days can be obtained by standing KP Bridge Watch.
- **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 greater 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. In addition, 60 days of 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 Endorsement. Tankerman PIC; see Appendix 2

Sea Year Handbook. This document is issued prior to every Midshipman's first sailing period in hard copy format and posted on Blackboard™.

Sea Year Course Manuals. These manuals prescribe the specific courses to be completed aboard a 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 Survey and Assignment Report. The survey and assignment report allow Midshipmen the opportunity to express views and feedback of the Sea Year Program in a professional manner that can be used by the PDCS to improve the Sea Year program. Midshipmen are required to complete the report.

Working with Academy Training Representatives

General. ATRs are here to support and guide you through Sea Year. This relationship is based on mutual respect, courtesy, professionalism, and effective communication. Our objective is to provide you with assistance in accomplishing both your personal and professional goals. Requests for special assignments or other considerations will be considered if they are within the policies of the Academy and are in line with training requirements and will be considered on a case-by-case basis.

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. While assigned to a vessel or organization, you are responsible to the organization as well as the Academy, and will be required to comply with all instructions, directives, and orders of the host organization. Midshipmen will not change an arrangement without prior approval of either the organization or the ATR except in emergencies. If such a circumstance arises, advise the organization and ATR as soon as possible. The key is to keep your ATR well-informed.

Assigning ATRs: Midshipmen are assigned an administrative ATR at the discretion of the DH and PDCS, based on staffing availability, ship availability, and the operational needs of the Academy.

ATR Changes. In rare cases, and for good cause, a Midshipman may request reassignment to a different administrative ATR. Such requests should be submitted to the DH or PDCS.

Functions of the ATR:

Administrative ATR: You will be assigned to an administrative ATR prior to sailing. That ATR and their assistant will manage and track your administrative paperwork required for your Coast License exam and graduation. If you are unsure who your ATR is, the administrative ATR is listed in the corner of your Shipboard Training orders, or you may ask.

Operational ATR: Each ATR supports different companies. During Sea Year, Midshipmen will likely be assigned to 4 or more vessels- each with different companies potentially. So as Midshipman are assigned to different ships/companies, their operational ATR will shift as well. The operational ATR will be the Midshipman's main POC at USMMA for the duration of that assignment. The operational ATR will take care of all logistical matters for that assignment.

Teaming Procedure. ATRs will meet with each Midshipman prior to each sailing period for a briefing on Sea Year issues and to answer any questions. Midshipmen should bring to their ATR's attention any specific requirements or pursuits in which they are interested. Do not hesitate to talk to your ATR; the goal is for you to have the best experience possible while at sea.

Special Problems or Requests. When a Midshipman encounters special problems or has special requests concerning their Sea Year, they must notify their ATR. ATRs can only help if they are aware of an issue. Examples:

- **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 (or by Email).

Telephone Procedures. Each Midshipman should either direct dial their ATR office number or government cell phone. When calling after normal working hours (0800-1630) (Eastern Time), over weekends or holidays, leave a message on the ATR's **voicemail**. Your message should be clear, concise, and brief and include your name, date, time of the call, subject of call, and a call back number. Each Midshipman shall receive emergency contact information prior to Sea Year.

Each Midshipman must contact their ATR as follows:

- Upon joining or departing a vessel.
- Whenever sick/injured while between assignments.
- Whenever a Midshipman needs counseling, or is harassed or unjustly treated (except when the treatment involves Sexual Assault and Sexual Harassment (SASH), in which case a Midshipman should contact the Sexual Assault Prevention and Response Office (SAPR Office));
- When returning to the CONUS; and
- When and as specifically directed by ATR.

Emergency Procedures. If 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 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 (MAR) submitted to the ATR upon detachment from the assignment.

Code Word. USMMA has established a procedure for cadets to use a designated code word, or SOS button (on SAT Phone), to return from Sea Year assignment. A cadet may use the code word, whenever they feel unsafe, such as if they experience any of the following: interpersonal violence or threats; sexual assault, sexual or sex-based harassment, relationship violence, stalking, mental or physical health issue(s); a safety hazard on board that poses a significant risk

of harm; a breach of shipping company policy; or family emergency (i.e., a death within immediate family).

Using the code word in any manner, whether via email, text, or phone to an ATR, will result in the removal of the cadet and their sea partner(s) from the ship at the next opportunity. Once back at the Academy, the cadet will be referred to the Sea Year Liaison for an interview. Code word will be revealed in Sea Year Lecture and email prior to departing for Sea Year.

Chapter Two: Safety at Sea and 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, all cadets should remember that sexual assault and sexual harassment can happen—and have happened—to cadets aboard ships at sea. **USMMA HAS A ZERO-TOLERANCE POLICY FOR SEXUAL ASSAULT AND SEXUAL HARASSMENT, AS WELL AS ZERO-TOLERANCE FOR RETALIATION AGAINST ANYONE WHO REPORTS IT.**

Sea Year Lecture introduce 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 do not 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 contact ashore via Sat-device, the Sea Year Liaison, or any other official reporting channel. There is a list of resources at the end of this chapter. Victim advocates in the USMMA Sexual Assault Prevention and Response Office (SAPR Office) should be a primary resource to help assess a tricky situation, **but when in doubt, reach out to someone if you are at all uncomfortable. The Academy's 24/7 Hotline for all incidents of sexual assault, sexual harassment, relationship violence, or stalking is 516-462-3207.**

EMBARC. The Maritime Administration (MARAD) and USMMA introduced the Every Mariner Builds a Respectful Culture (EMBARC) program in December 2021. EMBARC enumerates more than 30 safety measures intended to help prevent sexual assault and sexual harassment against cadets—and indeed all mariners—on vessels; hold perpetrators accountable; and provide support to survivors of sexual assault and sexual harassment. Commercial carriers MUST be enrolled in the EMBARC program before they can carry USMMA cadets. Cadets are required to be familiar with the EMBARC standards, as these set forth numerous procedures that cadets should encounter while they are on board a commercial vessel.

MARAD conducts regular assessments of commercial vessels that are enrolled in EMBARC to assess their continuing compliance with EMBARC standards. If you are on board a vessel when a MARAD assessment team conducts an assessment, the assessment team will speak with you about your experiences on the vessel.

Sea Partners and Safety. You and your sea partner are both onboard for a safe, harassment-free learning experience. Sea Partners can help ensure that both cadets 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 Year Course.

- **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 committed to helping you, including members of the SAPR Office at USMMA. The SAPR Contacts are listed on page 20
 - Refer to the restricted/unrestricted reporting section later in this chapter for more information on reporting.
 - **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. A trusted member of the crew can be someone approachable, dependable, and in a position to help, such as a senior unlicensed mariner, an officer, or anyone known to act responsibly. You may also reach out to staff and faculty, such as your ATR and SAPRO office, back at the Academy for guidance.
- **Remember that predators seek to use tactics such as 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 whenever you leave the room.
 - If you need more information on identifying or controlling grooming behavior, reach out to the SAPR Office for assistance in mitigating the situation.

Remember, it’s okay to excuse yourself to go study or work on your Sea Year Course 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 standard before being assigned cadets. You should check your company’s sexual assault and sexual harassment policies before you ship out.

Should you have any questions about sexual assault or sexual harassment, the definitions or reporting process detailed below, or anything else detailed in this chapter while you are sailing, reach out to the SAPR Office.

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).

Sex-Based Harassment includes harassment based on sex, sexual orientation, sex identity, or sex 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 sex-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 sex 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 sex 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 right to choose whether or not to report. You can decide to report to the shipping company operating the vessel on which you are embarked, to the Academy, or directly to the 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, or the carrier's 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. 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 SASH contact and Designated person ashore (DPA) will be posted on posters around the ship. The contact will 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 SAPR 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 sex-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), or a Victim Advocate/Prevention Educator (VA/PE). Although neither the Chaplain nor Academy Health Care Professionals (HCPs) can accept a restricted report, they are available as confidential and privileged resources to survivors, and they will not disclose information received by them to anyone, including the SAPR Office, without the survivor's consent.

2. Unrestricted reporting

An unrestricted report is the mechanism through which a survivor can report sexual assault, sexual or sex-based harassment, relationship violence, or stalking; receive access to medical and counseling services; initiate an administrative investigation; and, potentially, initiate a separate 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 (Phone numbers provided on page 19). 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 to do so by the survivor. A confidential source may recommend that you report to the SAPR Office so that you can receive services.

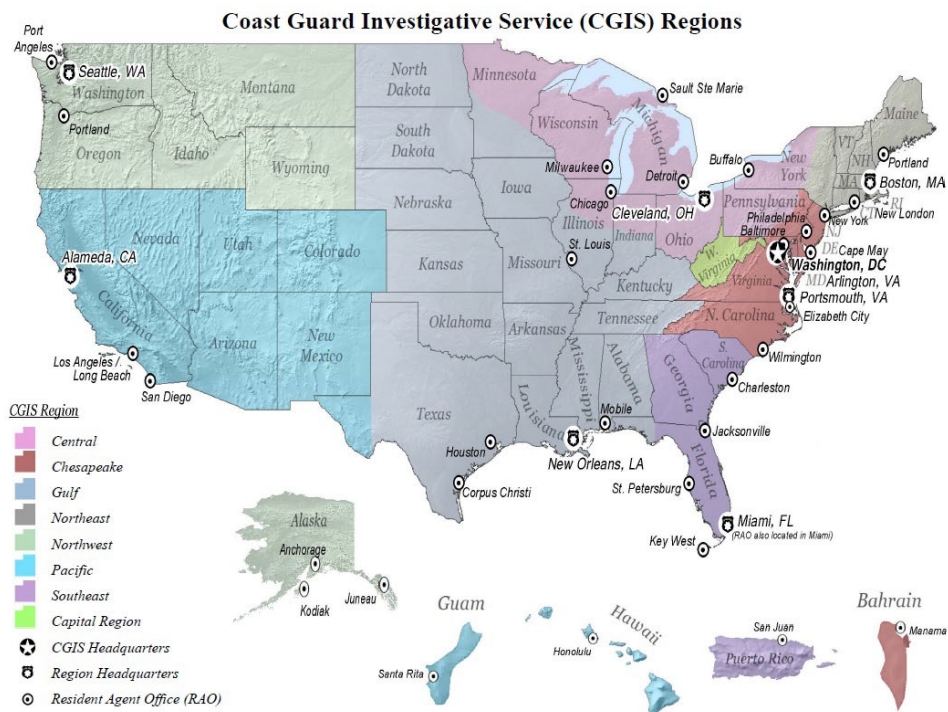
Another confidential service is the Rape, Abuse, and Incest National Network (RAINN). Their number is 800-565-4673 (24/7).

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 incidents of sexual assault or harassment, relationship violence, stalking, battery, homicide, aggravated, assault, larceny, drug trafficking, environmental crimes, terrorism, search and rescues hoaxes, procurement fraud, suspicious activity, etc. You can use the QR code to quickly access CGIS Tips Application using your smart device. For more information about CGIS, visit their website at: <https://www.uscg.mil/cgis>



Depending on where you are located, refer to the following photos for contact. If overseas, contact any regional office and they will direct you.



CGIS Regional Contact Numbers:

CGIS Region	CG District/Unit	Duty Agent Telephone
Northeast Region	D1	(617) 557-9091
Capital Region	Immediate Washington, DC area, Base NCR, West Virginia, and Major Procurement Fraud Division	571-228-5414
Chesapeake Region	D5	757-398-6268
Headquarters	Washington, DC	202-372-3000
Southeast Region	D7	786-236-0793
Central Region	D9	216-902-6137 or 216-902-6139
Gulf Region	D8	504-589-4929
Pacific Region	D11	510-828-1050
	D14	808-306-3543
Northwest Region	D13	206-220-7170
	D17	907-463-2117

The Academy's Amnesty Policy. Survivors who report sexual assault, sexual or sex-based harassment, relationship violence, or stalking (collectively called wrongdoing), as well as bystanders intervening to prevent such wrongdoing and witnesses to such wrongdoing, are covered under the Academy's amnesty policy. **This means a Midshipman reporting wrongdoing against themselves, and witnesses and bystanders, will not be subject to discipline under the Midshipman Regulations for misconduct occurring at or near the time of the commission of the sexual assault, sexual or sex-based harassment, relationship violence, or stalking, whether such wrongdoing occurred on campus, at sea, or off campus.** 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. If you have additional questions, contact the SAPR Office.

Resources

Restricted* Reporting Sources

- **24/7 Academy Hotline: 516-462-3207**
- LT Breanna Linsley – SAPR Sea Year Liaison: 516-287-2462, LinsleyB@usmma.edu
- Julie Hodge, Sexual Assault Response Coordinator (SARC): 516-726-5645, hodgej@usmma.edu
- Maydel Sanchez, SAPR Office Victim Advocate: 516-726-5720, sanchezm@usmma.edu

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

Confidential* Counseling Sources

- LCDR Jonathan Jones, Academy Chaplain: 516-726-5709 (office), 516-497-1852 (cell), jonesj@usmma.edu
- Any Patten Hall Health Care Professional: 516-726-5858
- Rape, Abuse, and Incest National Network (RAINN): 800-565-4673

*Confidential sources are under no obligation to officially report your sexual assault and will not make a report to an Academy official unless expressly asked to do so by the survivor.

Unrestricted* Reporting Sources

- SARC, SAPR Office Victim Advocate/Prevention Educators, and faculty and staff credentialed victim advocates.

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

Chapter Three: Preparing for Sea and Reporting for Duty

Sea Year Clearance. Every Midshipman going to sea is required to clear with their Company Officer using procedures established by the Commandant.

Vessel Operator SASH Contact. Consistent with the EMBARC program, 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.

Sea Year Courses. Every Midshipman should read the Sea Year Courses **before departing the Academy for sea**; procurement of all materials, and resolution of all questions regarding what is expected to complete the Sea Year Courses.

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

- Sea Year Handbook and on Blackboard
- Sea Year SASH Pocket Guide;
- Merchant Mariner Credential (MMC);
- TWIC;
- Valid passport (Passport must not expire prior to SIX months AFTER the end of sailing period);
- Military ID;
- Benzene Letter;
- STCW '95 Training and Instruction letter;
- Shot Card;
- USCG physical on form CG-719K/Fit for Duty;
- USCG Medical Certificate;
- ATR contact information;
- Travel instructions; and
- Company forms/Immigration documentation

Packing for Sea. Midshipmen will be reimbursed for two checked bags as long as they do not exceed the weight limits. If baggage incurs overweight costs, a Midshipman will not be reimbursed; therefore, give careful consideration when packing. 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, Sea Year Courses, and valuables.

NOTE: Lathe project stock and completed machine shop project must be placed in checked luggage as they will not be allowed in carry-on luggage as determined by the TSA. Your pocketknife, too, must be in checked luggage.

It is best to carry some toiletries and a change of clothes in the carry-on bag in case checked baggage is delayed or lost. For a detailed packing list, please see Appendix 1.

Sea Year Storage Locker. Midshipmen Sea Year storage locker location is on Zero Deck. There are multiple signs labeled “Sea Year Storage” outside of the lockers. The schedule is posted. Outside of posted schedule, contact the CDO.

All Midshipmen will share a sea year locker with your ****current**** roommate. Locker numbers will be assigned once you arrive and log it. 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. Excess gear unable to fit in the authorized stowage criteria needs to be shipped home.

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 one vessel during the first sailing period and to two 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 first and foremost on timing and individual training needs. 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.” They may request either A, B, or C Split.

Split	1 st Sailing Period	2 nd Sailing Period
A Split	2 nd Tri 3/C Year	2 nd & 3 rd Tri 2/C Year
B Split	1 st Tri 3/C Year	1 st & 2 nd Tri 2/C Year
C Split	3 rd Tri 3/C Year	3 rd Tri 2/C Year & 1 st Tri 1/C Year

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.** All Midshipmen will be assigned a sea partner for their sailing periods. Generally, both a deck and an engine cadet will be assigned to a vessel. Provided the vessel has appropriate accommodations, Midshipmen of the same sex will be assigned together whenever possible.
- **Sea Partner Changes.** Cadets have the opportunity to select their sea partners. ATRs have discretion to assign or change sea partners under their supervision at any time during the course of the Sea Year, with input from cadets. Upon good cause shown, a cadet can object to a sea partner assignment or change.
- **Sea Year Awaiting Assignment Status.** When a Midshipman is not aboard a vessel nor on campus, they will be considered to be on a “leave without pay” status. 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.

Ship Assignment Orders. Assignment orders may be emailed, faxed, or mailed to Midshipman, company office, or vessel. These orders are official documents directing the Midshipman to a ship, shipping company, or internship organization.

Departing the Academy. Before leaving the Academy, each Midshipman should complete the following tasks:

- Take inventory of what gear to pack and what gear to leave in the Sea Year storage locker;
- Pack according to the packing list in Appendix 1;
- Make sure you have everything needed for your upcoming voyages; and
- Know where the ship’s berth is located. If you do not know the terminal location, ask the ATR when you receive your orders.

Midshipmen will not change any arrangements, including travel, that have been made by the company without prior approval of the ATR or the company except in the case of an emergency. Midshipmen must notify the ATR and company immediately of any non-SASH emergency situation. For notification of SASH emergencies, available reporting procedures are provided in Chapter Two of this guide.

Reporting to Ship Routine. Report to shipping companies and internship host organizations in the appropriate work attire or uniform and conduct yourself in a business-like manner.

- Obtain the following information:
 - A telephone number of the company to be used in cases of emergency;
 - Ship's berthing location and agent information;
 - Vessel ETA via vessel agent or online schedule.
 - The time and place to report to the ship (the date of sign-on); and
 - Ship's itinerary and mailing addresses for various ports.
- While signing-on, each Midshipman is required to:
 - Report in appropriate attire;
 - Be ready to go directly to work;
 - Report directly to Master, Chief Mate, and/or Chief Engineer as gangway watch may direct; the vessel Master will introduce you to the ship's company employees as soon as practicable to foster an open, welcoming environment and help ensure you are familiarized with the ship in accordance with the Safety Management System;
 - Have the endorsement section of Shipboard Training Orders signed;
 - Report to the specified area at the appropriate time to sign shipping articles before the Master (foreign voyage only);
 - Ensure that your MMC and all other shipping documents are readily available;
 - If it is your first ship assignment, advise your supervisor of the fact to aid them in giving appropriate work assignments;
 - Carefully search stateroom for any contraband or drugs; if suspicious item(s) are found, immediately report to the Master and act as directed;
 - If making a monthly allotment either to next of kin or to a personal savings account, advise the Master during sign on.

Chapter Four: Official Sea Year Travel Information

Travel reimbursement is authorized for travel from the Academy directly to the first ship, any authorized inter-port 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 inter-port travel may be authorized by 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 Travel 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 the U.S. General Services Administration (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: [Home \(gsa.gov\)](http://www.gsa.gov).

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

Inter-port or Intra-port travel. Travel between ships.

Per Diem. Per diem is a fixed amount paid to cover the cost of food and lodging for official travel. The amount varies by location. Per Diem may only be authorized by the ATR or Travel Officer.

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 operational ATR or the Travel Officer.

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.

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

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 administrative ATR Assistant:

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

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

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 operational 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 administrative ATR Assistant no later than 10 days after a Midshipman returns to the Academy for in-residence training. The administrative ATR Assistant will then forward the reimbursement form to the appropriate operational ATR that assigned that Midshipman to that vessel. The operational ATR will evaluate the reimbursement request form, sign it, and the ATR Assistant will forward it to the Travel Office for additional processing. 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 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-sex sea partners. However, it is important that Midshipmen pay only for their share of a 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.
- **Commercial Transportation.** Each Midshipman will be reimbursed for the cost for commercial transportation between authorized points in accordance with the Academy travel regulations.

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.

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 operational 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 each) 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 as the result of 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, the company will provide a Midshipman with the same allowances for transportation, quarters, and subsistence as it provides to 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. 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.
- Do not carry more cash than is necessary for the day's activities. (excess amount of cash may not be cleared by customs). Always ensure that you review the amount of cash that can be carried in any country at any time.
- Never carry anything of value in a hip pocket or depend on a button to secure a pocket.
- Walk as far away from the curb as practical. Carry handbags on the side away from the street.
- Keep an eye on belongings at all times. If someone tries to get your attention, remain vigilant for others.
- Always use the chain and lock on a hotel room door and don't admit anyone you do not know.
- Always use the "buddy system" under all circumstances.
- Maintain a "low profile." Do not draw attention to yourself by dressing or acting/behaving in a manner that does not blend well in the environment in which you are as this 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). There are two types of transients; those that are being assigned to the T/V Kings Pointer and those staying in the barracks for a night or two while they wait for an assignment.

Assignments to the T/V Kings Pointer: This type of transient will treat this as any other assignment. Midshipman will need orders and approval to be assigned to the T/V Kings Pointer.

- In the event the Training Vessel is unavailable or in dry dock, berthing accommodations will be provided in the barracks. Barracks accommodations will be organized by the RO, and 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.

Reporting procedures to the T/V Kings Pointer: To process your orders and provide adequate berthing, it is imperative that transient Midshipmen contact their respective operational ATR as to their expected date and time of arrival at Kings Point. The operational ATR shall coordinate all assignments with the Master and crew of the T/V Kings Pointer and provide orders to the Midshipman. Upon arrival to campus, the Midshipman shall report directly to the training vessel Master or Ship's Officer to document reporting and receive appropriate berthing accommodations onboard. **If reporting after hours**, the Midshipman shall report to the Kings Pointer Bridge Watchstander to document reporting. The Bridge Watchstander will reach out to the Waterfront Duty Officer to receive berthing accommodations on board. The Midshipman shall report the Master or other ship's officer at the earliest opportunity.

Staying in the barracks while awaiting an assignment: This will occur when local hotels are not authorized. Usually, this type of transient Midshipman will only be in the barracks for one or two nights while awaiting an assignment.

Reporting procedures to the barracks: The ATR shall notify the Regimental Officer (RO) or Command Duty Officer (CDO) in advance of the expected arrival of any Sea Year Transient. Once the estimated time of arrival is identified, the Midshipman shall notify the CDO of their ETA. Upon arrival to campus, the transient Midshipman staying in the barracks shall immediately report to the Command Duty Officer (CDO) to receive appropriate berthing accommodations. **If reporting after hours**, the Transient Midshipman will report to the Midshipman on Duty (MOD) if the CDO has retired for the evening to receive appropriate berthing accommodations.

Midshipmen requiring access to the regimental baggage locker will need to arrange a time with their Company Officer during which they can obtain their personal effects.

Sea Year Transient Uniform. At USMMA, the sea year transient uniform is the uniform of the day. The uniform of the day onboard the Training Vessel is USMMA Boiler Suits, white tee shirt, USMMA issued ball cap, and steel-toed boots.

Sea Year Grooming Standards. Grooming standards for all Midshipmen at the Academy or onboard the Training Vessel are as per the Midshipmen Regulations.

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 Ship's Master and Officers, and are subject to inspection while onboard.

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/>.

Chapter Five: Shipboard Operations

Vessel Operator SASH Contact. If cadet had an in-person or virtual meeting with shipping company's designated SASH contact prior to joining the vessel, the designated company SASH CONTACT should initiate the next cadet contact within 7 days of embarkation.

Cadets will use the satellite phone or other device to contact the SASH Contact as needed. If a cadet is aboard a vessel for more than 30 days, the SASH Contact shall initiate email contact with the cadet at least every 14 days.

Cadet Check-Ins: Cadets will also notify their operational ATR within two hours after reporting to the vessel that they are safely onboard. Cadets will also notify their operational ATR when they have detached from the ship.

Academy Shipboard Work Policy and Professionalism. The Academy's philosophy on training is "***Doing is learning.***" A ship's officer has a job to do: operate the vessel. Likewise, Sea Year is a job and professionalism is expected by all parties. Accordingly, Midshipmen are encouraged to act competently and to earn the trust and confidence of the ship's officers and crew. A ship's officer's primary duties are not to teach Midshipmen but they 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.

Additionally, 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. When visiting foreign ports, Midshipmen should respect the host country's culture, religious beliefs, laws, customs, etc. and conduct themselves accordingly.

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

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 eight hours per day, seven days a week, in the service of the vessel. A Midshipman is expected to spend at least three hours of their own time each day to study as per 46 CFR § 310.60 (b): "***Working hours.*** In order to permit Midshipmen to complete their academic assignments, vessel employers shall not require Midshipmen to work more than 8 hours per day. Midshipman shall devote at least three hours of their own time each day to study."

The following is a typical work schedule; however, there may be variations based upon the company and/or vessel:

- *Day Work 0800-1700:* Monday through Friday and 16 hours per weekend standing various watches.

- *Watch:* Two 4-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 hours per day on rotating watches Monday through Friday and 16 hours of watch each weekend.

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.

Improper On-the-Job Treatment of Midshipmen. If Midshipmen experience any of the following, they should contact the ATR immediately so that they can intervene on your behalf:

- Work longer hours than the supervisor or other ship's officers;
- Denial of the same rest periods allowed other ship's officers;
- Instructions to perform work in order so that overtime does not have to be paid to other crew members; or
- Being placed in any situation that endangers them or their sea partner.

If a Midshipman has been sexually assaulted, or subject to sexual or sex-based harassment, relationship violence, or stalking while assigned to a vessel, the Midshipman should follow the procedures for making a restricted or unrestricted report set forth in Chapter Two. If a Midshipman has been subjected to another form of harassment, discrimination, assault, or other egregious misconduct, the Midshipman should report it to their operational 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 be absent 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.

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 the ship after leave **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.

- **Missing Ship Procedures:** All incidents of missing a ship will be reported to the operational ATR immediately and should be in the Midshipman Assignment Report. If a Midshipman misses a ship because of the negligence or oversight of someone other than themselves, the Midshipman should obtain appropriate written proof of those facts.

Under no circumstances will the operational ATR authorize the government's payment of any travel expenses resulting from the Midshipman's failure to join the ship.

Berthing and Subsistence. Every Midshipman assigned to a ship will be furnished quarters and subsistence by the company. *A Midshipman should never be in the stateroom of another crew member, nor should others 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 and rooms should remain locked at all times. Midshipmen should contact the Master if the door lock is not working.

Cadet Quarters. Each Midshipman shall maintain their own stateroom in clean, orderly, and inspection-ready condition. The Midshipman shall:

- Upon arrival, inspect room for contraband; if any suspicious item is found, immediately report to the Master and act as directed;
- Confirm location of life jacket and survival suit;
- Make bunk daily;
- Clean head and shower at least weekly;
- Maintain a clean deck; and
- Repair, if possible, or report inoperative equipment or damage to the Midshipman's supervisor.

Meal Procedures. Midshipmen shall identify any seating arrangements in the Mess. Proper etiquette and decorum are MANDATORY during meals and Midshipman shall wear clean clothes when attending meals. Night lunches are for the benefit of the watch; Midshipmen should be considerate of this fact. 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 no later than 30 minutes before the meal terminates unless otherwise directed by their supervisor.

Binoculars. All ships supply binoculars for watch standers. 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.**

Bridge Routine. When on the Bridge, every Midshipman shall observe the Academy motto of *Acta Non Verba*.

- The helmsman and other seamen on duty have very important jobs; be helpful and not distracting.
- While the ship is maneuvering, be mindful of the Master, Pilot, and Mates on watch so as to not be in the way.
- If one wants to ask a question, use care in the timing of the question to avoid distractions during critical maneuvering moments.

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 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.*

Chartroom. When a Midshipman is working in a ship's chart room, do not 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 breaks are usually held at 1000 and 1500 and are good opportunities to learn about ships and the shipping industry. Midshipmen should make every effort to be present and listen and engage respectfully. Be advised that some ships have the Midshipmen make the coffee and doing so is part of being a good shipmate.

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.

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.

Grooming. Every Midshipman shall shower regularly and keep their hair neatly trimmed and combed. All cadets shall remain in grooming standards as per the Midshipmen Regulations.

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 in order to prevent one from rolling out of a rack.)

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.

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.
- **Hazard Pay:** There is no provision that cadets will be paid any hazard pay.

Nuisance and Noise. There are crewmembers off-watch and sleeping **at all times**. Noise, particularly music volume, should not be heard outside a Midshipman’s cabin. Midshipmen should ensure their doors are securely shut when leaving to prevent doors from slamming as the ship moves. Midshipmen should also ensure their doors are locked at all times.

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

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 the ship’s port agent and operational ATR immediately. Should a Midshipman miss their ship abroad, generally, the Master will have delivered the Midshipman’s passport to the ship’s port agent. All costs attendant to getting the Midshipman to the next port or back to U.S. (flight, hotel, meals, incidentals, etc.) shall be paid by the 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.

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. Smoke only in designated areas and keep that area clean. Smoking is prohibited in all other areas of the ship.

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.

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

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 cooperate 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. 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. Midshipmen 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. A subsequent notice should also be given to the Midshipman's operational ATR.

Chapter Six: Sea Year Courses

Purpose of the Sea Year Courses. Sea Year courses include 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. These courses are designed to help Midshipmen:

- Learn where and how to locate professional and technical information;
- Investigate the construction and the machinery of the vessel;
- Learn proper operating procedures; and
- Develop the skills required of a Third Mate or a Third Assistant Engineer.

Manuals. Prior to each sea period, the DH, PDCS will issue Sea Year Courses to each Midshipman. Every Midshipman must read their Sea Year Course manual thoroughly before reporting to their ship and follow the instructions in the Sea Year Course syllabi. 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 Year Course assignments on a regular basis in order to maximize every opportunity to gather required information. It is also advised that each Midshipman work on Sea Year Courses in a logically planned manner and avoid working on only one course at a time. Questions relative to a particular course should be presented to the appropriate Sea Project Coordinator. A Midshipman will contact their operational ATR if they are experiencing any difficulties with any Sea Year Courses.

Budgeting Time. Three (3) hours per day will be required to properly complete all the courses.

Gathering Information. Sea Year Course information should be gathered whenever the opportunity occurs. Each Midshipman should always bring a notepad to work and take notes. The notetaking should in no way effect the Midshipman's work performance. Most of the Midshipman's information gathering will be done on their own time before or after working hours. Sources of information include:

- **Sea Year Courses and Ships.** The ship on which a Midshipman is assigned will provide answers to Sea Year Course problems and questions pursuant to a Midshipman's observation of the ship's construction, markings, machinery, blueprints mounted on bulkheads, etc.).
- **Technical Manuals.** Technical manuals are generally available aboard most ships. Blueprints show actual construction or system layout.
- **Equipment Manuals.** These manuals show construction, operation and repair of particular pieces of equipment.
- **Ship's Operating Manuals.** These 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 on board that outline responsibilities, safety and environmental policies, available resources, operational plans, etc.

The Midshipman is advised to be considerate of ship's officers' time and should utilize all available resources prior to asking them thoughtful, intelligent questions. If approached properly, ship's personnel are willing to answer questions.

Sea Year Course Writing and Completion. Sea Year Courses, in the final form, must comply with all the instructions in the Sea Year Course manual.

- Look through the list of reference material you will need within the Sea Year Course. Make sure to bring ALL of these texts in at least .pdf format.
- Make sure to cite your source when using direct quotes from the text or from ship's manuals.
- Cite your engineers/mates, which adds further verification against plagiarism.
- Rough notes are the easiest part of the Sea Year Course—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. When a crew member helps you out, make sure to thank them and offer your assistance in the future.
- Purchase a light board 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.
- Make sure you fully understand the entirety of each question you are answering. Sea Year Courses are designed to prepare you to eventually take control of the ship as a 3rd Assistant Engineer or 3rd Mate. You will see these questions again in class, in your second sailing projects, and on license exams.

Sea Year Course Security. Every Midshipman should guard their Sea Year Course work at all times. When traveling between assignments, it is strongly recommended that Sea Year Courses be in a carry-on bag, rather than checked baggage. Any Midshipman who loses their Sea Year Course, or portions thereof, will be required to repeat, or remediate the lost course(s).

Submission of the Sea Year Courses. The Assistant Dean for Academic Affairs is the only one authorized to grant an extension for the submission of the Sea Year Course. Any Midshipman wishing to request an extension must submit a petition to the Assistant Academic Dean *on or before* the day that the Sea Year Course work is due. Anyone who makes a SASH report while at sea may request a reasonable accommodation. These requests should be made through the SAPR Office as soon as feasible and will be granted on a case-by-case basis.

All Sea Year 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 Year 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 (including rough notes if nothing else is available) they have at the date and time the courses are due.

Procedures for Submission. Academic Department Sea Year Course Coordinators will issue instructions for the electronic and print form submission of Sea Year Courses generally on the first day of the academic term following the end of the sea period. Each Sea Year 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. Each Midshipman will bring their own Sea Year Course work to the collection site. At the collection site, each Midshipman will receive a signed receipt for each course collected. This receipt shall be retained for your records.

Procedures for Sea Year Course Submission Returning Late from Sea. If the cadet is detaching from vessel after the normal Sea Year Course due date, the following procedure will be in effect: After detaching from the vessel, a Midshipman must submit the Sea Year Courses to PDCS **physically within 24hrs after returning to campus and within 46hr electronically after returning to campus**. The operational ATR will provide specific deadlines prior to detaching the vessel.

Example 1.

Cadet Smith detaches in Dubai on Thursday 5 November, and their plane arrives in New York on Friday 6 November. Sea Year Courses are to be submitted to PDCS at 0715 Monday, 9 November.

Example 2.

Cadet Jones detaches in Jax on Thursday 5 November, and their plane arrives in New York Thursday, 5 November. Sea Year Courses are to be submitted to PDCS on Friday 6 November by end of business day.

Sea Year 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 Year Courses. This grading period is not included in the calculation of credit hours accrued and will 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 sea training will receive the grade “W” (Withdraw) for all Sea Year 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 Sea Year Courses are scheduled to be submitted will constitute resignation for the purpose of this policy.

Midshipman Access to Sea Year Courses. A Midshipman may pick up their Engineering Sea Year Courses after returning from sea. Navigation Law and Electronic Navigation will not be returned, while the remaining courses of the Deck Sea Year Courses will be returned after completion of the written or oral examination. Departments will arrange for the Midshipman to review their Sea Year 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 license examination and to satisfy graduation requirements.

Sea Year Academic Deficiencies. The Academic Dean and Provost will process Sea Year Courses academic deficiencies. Based upon an evaluation of each individual’s record and degree of deficiency, the Academic Dean and Provost 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 Year Course deficiencies.

Chapter Seven: Internships and Special Ship Assignments

General Information for Internships:

Except for Shipyard Management Major, all internships are ELECTIVE. INSP100 will continue to be available for midshipmen to complete for elective credit and will offered on a Pass/Fail basis. PDCS will be responsible for grading internship reports and submitting course completion records to the Registrar.

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 Furuseth 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. If interested in military internships, you may utilize the liasons on campus as a resource. You may also network with military units.

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 (IPR) form. Present the completed form to your administrative ATR for approval.

Initial Contact with Organizations. After receiving approval for a proposed internship, contact each of the approved organizations on the Internship Preference Request form and apply for an internship with the organization. This process is similar to following up a lead for 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. Internship reports are to be submitted via Blackboard to Administrative ATR.

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 are strongly encouraged to perform it over consecutive weeks. The maximum length of assignment is six weeks.

Administration of this Policy. The completed Internship Preference Request (IPR) is submitted to the administrative ATR assistant and should indicate the order of preference for the internship choices. Final internships arrangements will be made under the direction of the ATR. 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.

Any military internships will also require orders from Department Naval Science (DNS).

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 ATR 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.

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 Assignment

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; and
- Assignments that are so unique that they warrant special selection of a limited number of Midshipmen.

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 Year Courses;
- Submission of all reports and forms required by the ATR; and
- Demonstrated satisfactory shipboard progress (shipboard performance evaluations) as determined by ship's officers and the ATR.

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

In every case, a Midshipman must submit a written request 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 can be accommodated, the Office of Shipboard Training will make selections 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 Year Course 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. 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 Year Courses 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 second sailing A split or B 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 assists in assignments to U.S. Naval Vessels.
- The USCG Liaison Officer, upon written approval of the DH, PDCS, 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 these special assignment vessels 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.
- Additional Information can be found on Blackboard™(www.blackboard.usmma.edu).

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 Year Course supplemental material as provided by the Marine Transpiration Department Sea Year Course Coordinator.

Chapter Eight: Returning from Sea

Detachment from Vessel. The following procedures apply during detachment.

- **Authority.** No Midshipman shall detach from their assigned ship unless so directed by their operational ATR or the shipping company.
- **Final Duties and Routine.** Prior to detachment, each Midshipman shall:
 - Contact the operational ATR after detaching the vessel. Submit required forms (including Shipboard Performance Evaluation) to supervisor **no later than three (3) days** prior to vessel's arrival in port of detachment.
 - 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.
 - 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 Officer's Mess 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 all shipping documents are in hand when departing the vessel.
 - Prepare reports for submission to the ATR.
 - Uniform: Upon detachment, each Midshipman shall make all farewells and depart in the appropriate travel attire.

Discharge/Letter of Sea Service. 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. It is the Midshipmen's responsibility to ensure all information is accurate.

Note: Every Midshipman is advised to check the sea service letter/discharge to ensure the accuracy of the dates of shipment and discharge and for signature. TankPIC endorsement letters should be checked to verify that the Master or Chief Mate has signed off on the transfers.

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 the request. Advise your ATR of lost discharge (Form 718A).

Midshipmen shall submit, either in person or electronically, to their administrative 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 and detach dates AND annotates extra day if International Dateline was crossed;
3. **Request for Reimbursement** for this assignment;
4. **Midshipman Assignment Report:**
 - a. This is an accurate and comprehensive report on every vessel to which a Midshipman has been assigned for more than 21 days concerning activities and performance during their assignment in order to provide the Academy with performance data about both the Midshipman and the ship. The submission of written reports also introduces 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 the ATR no later than ten (10) calendar days after the date of discharge.
5. **Shipboard Performance Evaluation** (if not mailed in by ship's officers):
 - a. 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 instructions provided with the form. Midshipmen should submit an evaluation form to their supervisor every 45 days aboard, when detaching from a vessel, or when the supervisor is relieved from the vessel.
 - b. 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.
 - c. 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.
 - d. Evaluations must be signed by the Master for Deck Cadets to be counted for Sea Year Ribbons.
 - e. Evaluations must be signed by either the Master or Chief Engineer for Engine Cadets to be counted for Sea Year Ribbons.

Chapter Nine: Shipboard Training Awards

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

NOTE: All scholastic honor ribbons for both first and second sailing periods require that shipboard performance evaluations for all ships must be entered into the PDCS Shipboard Database at the time of initial posting of Sea Year Course grades. Evaluations must be signed by the Master for Deck cadets and by the Master or Chief Engineer for Engine cadets in order to be counted toward Sea Year Ribbons. Adverse marks or reports on evaluations will preclude a Midshipman from being considered for a Sea Year Ribbon.

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.
- **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.

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.
- **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.
- **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.
- **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.

Authorized Midshipmen shall wear the awarded Sea Year Courses 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 and is based on Sea Year evaluations. 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.

Chapter Ten: Personal and Professional Conduct

General. Every Midshipman detached from the Academy for Sea Year, including internships, 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 Midshipman's operational ATR for an infraction of the Midshipman Regulations, the Midshipman may be ordered to report to the Academy for disciplinary proceedings.

Administrative Discipline. The U.S. Coast Guard, Customs and Border Protection, and other federal agencies have prescribed administrative processes for violations 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 Policy. A Midshipman charged with a criminal offense cannot be assisted by the Academy in any way. The Academy sanctions no criminal activity and cannot intervene to control or influence law enforcement authorities. The Academy will offer maximum cooperation to such authorities. If a Midshipman gets detained, they shall inform their operational ATR as soon as soon as reasonably possible.

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

Academy Administrative Action. The Academy may initiate administrative proceedings either concurrently with, or subsequently to, criminal proceedings, disciplinary or otherwise, regarding a 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. 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 they are 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.

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.

Aptitude Deficiency or Unsuitability

Deficient in Aptitude for Sea. 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. The Midshipman will then be referred to the Office of the Commandant for resolution.

Sea Year Health Procedures/Medical Policy

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 experiencing a medical event that is interfering with their ability to fully perform all their on-board duties, they must inform their supervisor immediately. Medical events can be any physical condition or an emotional, psychological, and social well-being matter that is preventing the Midshipman from performing their assigned duties.

If such a medical event renders a Midshipman incapable of performing their duty, then the Midshipman must inform the operational ATR immediately. The operational ATR will notify the Health Services Director and CMO who can evaluate the situation and determine fitness for duty, up to and including placing the Midshipman on Medical Hold. Medical Holds are issued when it is in the best interest for the safety of the Midshipman and the crew with which they are serving. A Midshipman placed on Medical Hold will work with their operational ATR to disembark and return either to USMMA or their HOR.

Health Procedures. This process applies to Midshipmen who experience a medical event either on board ship, in between ship assignments, during an internship assignment, or while traveling under official travel orders. Upon assurances that a Midshipman's medical situation has been stabilized and any immediately needed medical care has been rendered, a Midshipman shall notify their ATR as soon as possible regarding their incapacitation. The ATR will notify the Health Services Director and CMO, who can evaluate the situation and determine fitness for duty, up to and including placing the Midshipman on Medical Hold. Every consideration shall be

given for the potential to clear the Midshipman medically for the continuation of their respective assignment. Each Midshipman must report all healthcare-related treatment received to the Office of Health Services (OHS). Failing to report healthcare information may jeopardize financial reimbursement for health care claims and create unnecessary delays in being cleared from Medical Hold status. The goal of this process is to minimize impacts on Sea Year as much as possible while ensuring the safety of the Midshipman and crew.

Midshipman must maintain a detailed “health incident log” that they will provide to the Office of Health Services and includes the following information:

- Details of the circumstances of the medical event they experienced;
- Witnesses;
- Names of health care provider(s); and
- Where treatment was provided.

Eligibility for Health Care Coverage. Every year during Academy open enrollment for Midshipmen health insurance, Midshipmen are required to enroll in the Academy’s Student Health Insurance Plan (SHIP). They may waive enrollment in SHIP by providing proof of coverage under a private health insurance plan that meets Academy requirements. All Midshipmen are required by law to have health insurance coverage in order to attend USMMA. This health insurance is critical for sea duty. While each Midshipman receives limited medical coverage required for matriculation through OHS at no cost, all healthcare beyond the scope of what is offered at OHS becomes a healthcare insurance billable event. On a case-by-case basis, medical care may potentially be covered by any one of the following as well:

- 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; or
- Federal Employees’ Compensation Act (FECA) coverage.

Appendix 1 – Sea Year Check List

This list is in no way definitive, but it should serve as a starting point or inspiration for what you should bring with you to sea.

Documents. SASH Pocket Guide, Merchant Mariner Credential (MMC), Passport (must not expire prior to six months after end of sailing period), TWIC, Military ID, STCW '95 Training Letter, medical records, USCG physical on form CG-719K/Fit for Duty, USCG Medical Certificate, Shot Card, Benzene letter, company forms/Immigration documentation, Sea Year Handbook and Flash Drive, Sea Year Orders, ATR Contact Information, and Travel Instructions.

Packing List.

Laundry bag

Sea bag

Boiler suits or work pants (Cotton, Carhartt or Dickies brand, 1-2) – *your preference*

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

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

Gym shorts

Hat

Jacket (light and heavy)

Jeans/shorts (2 pair ea.)

Khaki uniforms, 1-2, and accessories for MSC and Military assignments

Polo Shirts for watch

Rain Gear Safety goggles

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

Shirts/casual tees (2-3 ea.)

Sneakers and two pairs of socks

Socks (2 black, 5 white)

Sweater

Swimsuit

Thermal underwear

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

Watch

Work belt

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

Work gloves (1-2)

Work pullover

Miscellaneous:

Alarm clock (battery powered as a backup)

Backpack

Books

Flashlight (1-2 with extra batteries; **“intrinsically safe”**)

Knife (Folding Blade, less than 6 in.) **Sheath knives are never permitted aboard**

Electronics:

Camera and charger
Cell phone and charger, phone card
Headphones / ear buds
Internet cable
Laptop and extra chargers. Make sure you do not put this in checked luggage.
Power strip including surge protector
Additional USC flash drive and/or external hard drive
Wireless mouse

Financial:

Credit/Debit card suitable to cover 3 days food and lodging
Money (\$500) for local travel to ship (taxi, car service, etc.)
Voided checks or deposit slips (for ship's payroll)

Toiletries (replacements may be available on ship):

Ace Bandages
Allergy medication
Clippers
Comb/hair brush
Deodorant (3-month supply)
Dramamine
Feminine supplies
Neosporin
Pepto Bismol
Q-Tips
Razor and blades
Shaving kit
Toothbrush & toothpaste (3-month supply)
Tums
Tylenol/Advil, am and pm versions
Vitamins

8-month supply of prescription medication.

Sea Year Course (Stationery) Supplies. The following supplies should be obtained from the NEX before leaving the Academy for Shipboard Assignment:

- **ALL**
 - Sea Course Cover Pages (1 per course, 2 extra)
 - Clipboard
 - Contact information with emails
 - 2-3 Sketch pads
 - Pencils (mechanical recommended)
 - Pens
 - Pocket-sized notebook
 - TI-30 Calculator
- **Engine (First Sailing Period)**

- Machine Shop Project Metal & Lathe Tool
- Graphing and Drawing Kit
- 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
- 2-3 packs engineering tracing paper
- Vernier Calipers
- Crescent wrench
- Bahco wrench
- **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")
- **Deck, Ship's Officer (Second Sailing Period)**
 - Sextant
- 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

If you need to order Sea Year Course stationery supplies from the NEX while sailing, contact your ATR or the NEX at 516-726-6177-6178 or fax 516-466-8528 and include the following information:

- List of supplies including quantity of each
- Payment information including:
 - Name on card
 - Type of card and card number
 - Expiration date
- Address to ship supplies

The NEX is unable to ship internationally and there is a cost associated with shipping. Please allow for at least 48 hours, excluding weekends.

Appendix 2: 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.

- 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;
- The master or chief mate of the vessel must sign documentation of transfers; and
- Successful completion of an approved cargo course in DL or LG.
- Turn in your PIC paperwork to Mrs. Stroud once you return to campus so it can be added to your MMC. All loads and discharges must be documented and properly signed off.

Appendix 3: 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, Midshipmen will be unable to use a flash drive for back up procedures.
- **Why backups are important.** Files can be lost from your computer in any number of ways including through accidental deletion, a virus attack, or a complete hard drive failure. Ensure that you scan and save important documents to safe locations.
- Data represents the core of your business. Make sure you have the ability to back up your files while at sea. Failure to submit your Sea Year Courses due to the loss of your files/not performing adequate backups will not be accepted.
- **Loaner Laptops.** USMMA has expanded the loaner laptop program to Midshipmen at sea visiting foreign ports of call. This program provides every Midshipman at sea an improved opportunity for success in the completion of their Sea Year course 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 (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 DoIT in collaboration with the ATRs.

Special Note: Midshipmen should ensure no adult-themed materials are on their laptop hard drive 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. If you fail to renew your password in a timely manner, contact your 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 Year Courses, 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). Once the re-imaging is finished, DoIT will ask you to log into your computer so they can be sure you are on the network correctly and have all the necessary software you may need for your classes. Ensure that you back up and scan all projects.

Appendix 4: What to expect aboard a Navy ship.

- 0600-0700: Breakfast
- 0715-0730: Departmental Khaki Call (with Running Mate)
- 0730-0745: Quarters (With Running Mate)
- 0800-1130: work with your running mate as assigned (and seek other unique educational opportunities 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

Journal information aboard a naval vessel. Information that may not be included:

- Anything that will compromise operational security (OPSEC)
- Left Page: Date, location, ETA. (If you are arriving or departing a port include that information but no future information)
- 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)

Information that may be included:

- 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, and 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.

Navy assignment recommendations:

- After dinner, if the wardroom is open, that is a good time to work on Sea Year Courses. 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 Sea Year Courses. The wardroom is basically the only place with enough space to do Sea Year Courses.
- 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; 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, this assignment will 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 mostly on-the-job training so these people are used to teaching others about their jobs.
- 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 your area for the next person. Do not wear your cover in the wardroom.
- In port, salute all officers. Some enlisted will salute you; salute them back. No one salutes at sea. Wear your cover in port, always on deck and at sea, when you are standing inside the bridge unless the ship is in flight operations.

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, class insignia, sweater name tag (for coveralls and NWUs)
- NWUs (worn in port) with khaki belt and class insignia
- Coveralls (worn at sea) with khaki belt, 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)
- Feminine products
- Laundry detergent (can be purchased on ship)
- Laundry bag
- Towel
- One sextant per group of Midshipmen (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)

Appendix 5: 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/>

Appendix 6: Sea Year Conduct Policy as set forth in Superintendent Instruction 2018-07, *Midshipman Regulations*

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 their own professionalism, the Academy, and the Regiment of Midshipmen.

1. 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.