



***DEPARTMENT OF SHIPBOARD  
TRAINING  
SEA YEAR GUIDE***

**"THE WORLD IS OUR CAMPUS"**

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>2 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

## **Contents**

Welcome to Sea Year .....	11
Sea Year Guide/Lectures Feedback Request .....	12
Amendments.....	13
<i>Initial</i> .....	13
<i>Revision 1</i> .....	13
<i>Revision 2</i> .....	13
<i>Revision 3</i> .....	13
<i>Revision 4</i> .....	14
<i>Revision 5</i> .....	14
<i>Revision 6</i> .....	14
<i>Revision 7</i> .....	15
<i>Revision 8</i> .....	15
<i>Revision 9</i> .....	16
<i>Revision 10</i> .....	16
Introduction .....	17
<b>USMMA Mission</b> .....	17
<b>PDCS Mission</b> .....	17
<b>Purpose of the Sea Year Program</b> .....	17
<b>Objectives</b> .....	17
<b>Midshipman Sea Year Guide</b> .....	18
<b>Sea Year Information</b> .....	18
<b>Sea Year Goals for Midshipmen</b> .....	18
<b>Title at Sea - Cadet or Midshipman</b> .....	19
Sea Year Program Policy .....	21
Administration of the Sea Year Program .....	21
<b>Purpose of Shipboard Training</b> .....	21

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>3 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

<b>Sea Service Requirements</b> .....	22
<b>Additional Endorsements – Tankerman</b> .....	23
<b>Drug and Alcohol Abuse Policy</b> .....	24
<b>Holdover Policy</b> .....	25
<b>Athletic Holdovers:</b> .....	25
<b>Holdovers: Regimental / Academic / Medical / Special</b> .....	26
<b>Academy Training Vessel Assignments</b> .....	26
<b>ATR – Instructions &amp; Policy</b> .....	27
<b>Merchant Mariner’s Credential, (MMC also known as “MMD” or “Z-Card”)</b> .....	27
<b>Leave &amp; Liberty Policy</b> .....	28
<b>Uniform and Clothing Standards</b> .....	29
<b>Grooming</b> .....	30
<b>Travel Policy</b> .....	30
<b>Safety</b> .....	30
<b>Safety Concerns</b> .....	30
<b>Safety Responsibility</b> .....	30
<b>General Safety Procedures</b> .....	31
<b>Health</b> .....	32
<b>Cargo Operations</b> .....	32
<b>Vessel Security</b> .....	33
<b>Standards of Training Certification and Watchkeeping, 1995 (STCW)</b> .....	33
<b>International Safety Management Code (ISM)</b> .....	34
<b>Piracy</b> .....	34
<b>Organizational Policies on Discrimination and Harassment</b> .....	35
<b>Harassment Definitions:</b> .....	35
<b>Communications</b> .....	38
<b>Emergency Communications</b> .....	38

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>4 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Professional Development & Career Services - Addresses and Phone Numbers .....	38
<b>Written Communications</b> .....	39
<b>Email Communications</b> .....	39
<b>Midshipmen Communication with Companies</b> .....	43
<b>Types of Written Communication</b> .....	43
<b>General Writing Standards</b> .....	45
Academy Training Representatives .....	46
General Policy .....	46
<b>Policy and Procedure</b> .....	47
<b>Telephone Procedures</b> .....	47
<b>Personal Reports to the ATR</b> .....	47
<b>Emergency Procedures</b> .....	48
<b>ATR Presentations</b> .....	48
<b>Midshipman Assignment Reports and Forms</b> .....	48
Preparing for Sea .....	49
Sea Year Clearance: .....	49
Special Problems or Requests .....	49
ATR Changes .....	49
Sea Year Lectures .....	50
Sea Project .....	50
Shipping Documents .....	50
Packing for Sea .....	51
Bag Carrying Techniques .....	51
<b>Sea Year Check List</b> .....	51
Sea Project Supplies from the Nex .....	55
Naval Assignment Packing List .....	56
Shipboard Operations .....	58

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>5 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Ship Assignment Policy ..... 58

Sea Year Leave ..... 59

Assignment Orders ..... 59

Briefing Package ..... 59

Departing the Academy ..... 59

Reporting to the Shipping Company ..... 59

Reporting to the Ship ..... 60

First Ship Assignments ..... 60

Courtesy Call on Captain or Chief Engineer ..... 60

Contraband Search ..... 60

Ship’s Officers Have NO OBLIGATION, WHATSOEVER, to Train Midshipmen ..... 61

Authority to Assign Work ..... 61

Shipboard Working Policy and Procedures ..... 61

Abuse of Midshipmen ..... 62

Learning Policy ..... 62

Punctuality ..... 62

Absence from Duty Station ..... 62

Vessel Familiarization ..... 62

Cost Consciousness ..... 63

Berthing and Subsistence ..... 63

Chartroom ..... 63

Ship's Itinerary ..... 64

Money ..... 66

Discharges ..... 66

Personal Relations ..... 67

Relations ..... 67

Relations with Non-Crewmembers ..... 67

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>6 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

<b>Visits by Academy Personnel:</b> .....	68
Midshipmen, when visited by Academy personnel aboard ship shall:.....	68
<b>Missing the Ship</b> .....	68
<b>Midshipman Transfer within Company</b> .....	68
<b>Detachment from Vessel</b> .....	68
<b>Midshipman Ship Assignment Reports and Forms</b> .....	69
<b>Ship's Officers' Review of Midshipman Performance – (Evaluations</b> .....	69
Midshipman’s Assignment Report.....	70
Sea Projects.....	70
Purpose of the Sea Project Program .....	70
Sea Project Work Aids.....	70
Sea Project Writing and Completion.....	71
Sea Project Security .....	73
Submission of the Sea Project.....	73
Procedures for Submission .....	73
Procedures for Sea Project Submission Returning Late from Sea .....	74
Sea Project Frustration and Resignation.....	74
Midshipman Access to Sea Project .....	75
Sea Project Academic Policy .....	75
Plagiarism .....	76
Sea Year Stationery Supplies.....	76
Sea Project Remediation.....	77
Shipboard Conflict Procedures – Harassment .....	78
Shipboard Conflict Procedures .....	78
Travel .....	79
Official Sea Year Travel Policy .....	79
Definitions.....	79

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>7 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Travel Procedures .....	80
Reimbursable Travel Expenses.....	80
Non-reimbursable Travel Expenses .....	81
Company Provided Travel Subsistence & Allowances .....	82
Helpful Hints for Security while Traveling.....	82
Returning to the Academy as a Sea Year Transient .....	82
Internship Program .....	83
Purpose/Objective: .....	84
Background: .....	84
Business Organization .....	84
Decision-Making Procedures .....	84
Operating Procedures: .....	84
Management Work Ethic: .....	85
General information: .....	85
Researching an Internship Opportunity.....	85
Obtaining approval of an Internship .....	85
Initial Contact with Organizations:.....	85
Length of Assignment .....	85
Administration of this Policy:.....	85
Pay or Compensation:.....	85
Medical Coverage: .....	86
Control of sensitive / Proprietary Information/.....	86
Internship Tasks of Midshipman .....	86
Collecting Assignment Information .....	88
Special Ship Assignments .....	90
Definition of Special Ship Assignments.....	90
General Requirements for Special Ship Assignments .....	90

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>8 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Specific Requirements for Special Ship Assignments .....	91
Operation Deep Freeze .....	91
Assignments to Naval, USCG, NOAA, Army Watercraft, Vessels: .....	91
Assignment to a Great Lakes Vessel .....	92
Assignments to International Flag Vessels.....	92
Discipline .....	92
Academy Regulations.....	92
Midshipman Professional Review Board .....	93
Substance Abuse .....	94
Academy Disciplinary Procedures.....	94
Administrative Discipline .....	94
Criminal Charges .....	94
Procedures if in Custody .....	94
Sea Year Program and Internship Program Violations.....	95
Standard of Midshipmen Conduct .....	95
ATR Disciplinary Procedures .....	97
Aptitude Deficiency or Unsuitability .....	97
Medical Policy .....	98
Sea Year Health Procedures.....	98
Computer Procedures at Sea .....	99
Administrative Rights.....	99
Backups .....	99
Loaner Laptops.....	100
Passwords .....	100
Computer Procedures Returning from Sea.....	100
Awards .....	101
Eligibility for Shipboard Training Awards.....	101



**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>9 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Sea Year Academic Ribbons .....	101
Marine Society of the City of New York Award .....	102
Merchant Mariner’s Expeditionary Award .....	102
Secretary of Defense Medal - Global War on Terrorism .....	102
Appendix 1 – Academy Phone Directory .....	105
Appendix 2 - Terminal Locations.....	105
Appendix 3 - Tankerman PIC.....	105
Appendix 4 – Deferred Graduates – SI 6335.1(2011-06).....	113
Appendix 5 – Sea Project FAQ.....	113
Engine Questions .....	113
Deck Questions .....	116
Appendix 6 – Listing of Sea Projects .....	120
Sea Project Deck.....	120
Sea Project Engine.....	121
Appendix 7 – Physical Fitness at Sea.....	122
Appendix 8 – Internship Forms.....	122
Appendix 9 – Sexual Assault Prevention during Sea Year.....	122
Appendix 10 – Facebook.....	124
Appendix 11 – Knots .....	125
Appendix 12 – MIDN Regulations .....	125
Appendix 13 – SOCP Pubs .....	125
Appendix 14 – 46CFR310 .....	125
Appendix 15 – SUPINST 2016-04 (Sea Year Conduct Policy) .....	125
Appendix 16 – Zika Virus.....	125
Appendix 17 – Piracy MSC Circ .....	125
Index.....	126

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>10 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	11 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Welcome to Sea Year

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

The ATRs and I are dedicated to making your sea year experience both professionally rewarding and personally enriching. We have all had our own fair share of both Sea Year successes and disappointments and while we have learned some tough lessons, we have also learned what it takes to succeed “out there.” We have seen friends stumble or unnecessarily short-circuit their careers in ways which were preventable; in ways that were sometimes new, sometimes old, sometimes quite unique. This Guide is our attempt to help you navigate safely through the “rocks and shoals” of Sea Year and to save you the frustration that we, and all other Kings Pointers before you, have sometimes experienced as Cadets during Sea Year.

The mission of this Department is to develop you as a professional mariner during your Sea Year, which includes both professional and personal growth. We measure success by providing the required number of sea days on a variety of vessels in diverse markets around the world in order to provide a wide range of experiences that will enable you to complete your Sea Project, prepare you to take and pass your USCG license exam AND be gainfully employable. We can only accomplish this as a team, which includes you, the Cadet. How well we succeed depends on how well we work together. Unfortunately, sometimes the fluidity of commercial shipping forces decisions that may be disappointing to you. We, the Shipboard Training Staff, will try our best to accommodate your interests and special requests, however, maximizing the use of all floating assets as and when they are available must be satisfied first.

#### YOUR MISSION FOR SEA YEAR:

- Complete 100% of Sea Projects (ZERO Non-Submits/ ZERO Partial Submits)
- A MINIMUM of 120 Sea Days First Sailing Period
- A MINIMUM of 300 Engine/ 330 Deck Sea Days by end of Second Sailing Period but no later than the start of First Class Year
- Complete an Internship and submit a report.

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

Fair Winds! CAPT Eugene Albert

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>12 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

## **Sea Year Guide/Lectures Feedback Request**

In the interest of making the Sea Year Guide and Lectures more useful to the Sea Year experience, I am soliciting information from you to help improve the process. Use this form to provide your feedback. I want to hear from YOU, so please take a few minutes to help the Cadets that will follow in your wake. (Your name is not required, unless you want me to get back to you on a specific issue.)

Thank you,

CAPT Eugene Albert

---

List below any corrections or suggested revisions regarding the SEA YEAR GUIDE and forward to:

**CAPT Eugene Albert**  
**Department of Professional Development & Career Services**  
**Furuseth Hall, 2<sup>nd</sup> Deck**  
**U.S. Merchant Marine Academy**  
**Kings Point, New York 11024-1699**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	13 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Amendments

#### *Initial*

Issued - 31 January 2012

#### *Revision 1*

Effective 1 June 2012

Appendix 6 updated to include credits per sea days. Eyeglasses (2 pair) must be carried page 42.

SARC, p. 14, p. 24, p. 28, p. 31, p. 38, p. 63, p. 73, p. 81, Appendix 9 on Sexual Assault Prevention on p. 105.

Facebook p. 54, Appendix 10

Sea Year Ribbons p. 85

#### *Revision 2*

MIDN – 14

Internships- page 17, 68, and 69

Packing for Sea – page 42 – Lathe stock, machine shop project, pocket knife

Appendix 11- Required Knot Knowledge

Password, 86

#### *Revision 3*

Appendix 2 – Renamed for Terminal Location and includes West Coast Terminals

Appendix 12 – Added – MIDN Regulations

Sea Projects – page 58 additional information

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	14 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Sea Project Remediation – page 64

Sea year ribbons- page 89 update

Sea Projects Frustration and Resignation – page 62 updated

Arrested insert word page 41, 83

Remove – page 31 Veronica Barry from PDCS

Update CDO phone number page 31

### *Revision 4*

Page 17 Remove Major –Ship’s Officer

Introduction – Add USMMA mission and PDCS mission statements

Sea Service Requirements REVISED

Passport – page 44 must not expire within six months of end of sea year.

Internship – Revised

Objective – page 14 updated

### *Revision 5*

Update SARC contact information page 34

Navy Assignments – What NOT to put in your Journal page 80

### *Revision 6*

Update page 10 - Welcome to sea Year

Update Page 19-20 Sea Service Requirements

Update page 45 Sea Year Lectures

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	15 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Update page 51 Sea Year Leave

Update page 57 Cadet Quarters

Update page 58 Discharges

Update page 62 manuals

Update page 74 Internships

### *Revision 7*

Update Header

Update page 80, selection of special assignments

Update page 20, sea service requirements

Update page 35, Tamara Jell contact information, Update AATR

Update page 50, Update sea year gear check list

Update page 59, Update Shipboard Conflict

Update page 23, Holdovers

Update Appendix 9, Stalking

Update page 86 Duty pertaining alcohol use.

Update page 49 **Sheaf knives are never permitted aboard**

Add STEP **S**mart **T**raveler **E**nrollment **P**rogram

Update Appendix 12 - MIDN Regulations

### *Revision 8*

Update page 46 Sea Year Clearance

Update page 22 Holdover Policy

Update page 24 Academy Training Vessel Assignments

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	16 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Add Appendix 15 SUPINST 2016-04 (Sea Year Conduct Policy)

Page 26 – Update Leave and Liberty policy in accord with SUPINST 2016-04 (Sea Year Conduct Policy)

Page 25 Academy Training Vessel Assignments update

Page 21 Sea Service updates

Page 30 Zika virus

Page 55 update on Officers teaching

Page 63 Evaluations must be signed by Master

Page 93 update Awards

### *Revision 9*

Page 94 Computer Procedures returning from sea

Page 23 – Revise Tanker PIC requirements

Page 30 and Appendix 16 Zika Update

Page 114 Update Appendix 6 Sea Projects

Page 36 Additional Definitions under Harassment

Appendix 9 - Remove email contact and include SUPINST 2016-02 (Sexual Assault, Dating Violence, Domestic Violence, Stalking, Prevention Education, and Response Policy)

### *Revision 10*

Page 66 revise - replacement sea service discharge procedure.



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	17 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Introduction

### USMMA Mission

To educate and graduate licensed merchant mariners and leaders of exemplary character who will serve America's merchant transportation and defense needs in peace and war.

### PDCS Mission

The Department of Professional Development & Career Services supports the overall mission of the Academy by 1) providing a Sea Year experience that meets the criteria to become certificated Merchant Marine Officers 2) monitoring the progress of cadets through preparation and supervision, 3) assisting cadets in fulfilling their maritime career aspirations, and 4) monitoring their compliance with their Maritime Service Obligation.

### Purpose of the Sea Year Program

The Sea Year Program and the Internship Program are 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 purpose 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.

### Objectives

The goal is to provide each midshipman with close supervision and guidance during the Sea Year (Ship Operations) and during Internship (Maritime Management) training. Sea Year training provides the basic shipboard training requirements needed to qualify as a Third Mate or Third Assistant Engineer licensed by the United States Coast Guard. Internship training introduces the Midshipman to the business organization, structure, decision-making processes, operating procedures and work ethic found in the shoreside establishment of the maritime and transportation industries.

The mission of this Department is to prepare midshipmen for Sea Year and to help develop them in to professional mariners during their Sea Year, which includes both professional and personal growth. We measure success by providing the required number of sea days on a variety of vessels in diverse markets around the world in order to provide a wide range of experiences that will enable them to complete their Sea Projects, prepare them to take and pass the USCG license exam AND be gainfully employable. We can only accomplish this as a team, which includes you, the Cadet. How well we succeed depends on how well we work together. Unfortunately, sometimes the fluidity of commercial shipping forces decisions that may be disappointing to you. We, the Shipboard Training Staff, will try our best to

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	18 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

accommodate your interests and special requests, however, maximizing the use of all floating assets as and when they are available must be satisfied first.

### Midshipman Sea Year Guide

This Sea Year Guide (“Guide”) is to be retained throughout both sailing periods of the Sea Year. Each midshipman is responsible for being familiar with all the information and forms contained therein and is required to have this Guide (or the electronic Blackboard version) with them while at sea, during their Internship, and when in residence at the Academy.

The Head, Department of Professional Development & Career Services (“PD&CS”) and each Academy Training Representative (“ATR”) may issue supplemental instructions to midshipmen.

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

### Sea Year Information

Each midshipman should be aware of other sources of information regarding Sea Year. Besides the Sea Year Guide, the Sea Project manuals contain a treasure trove of information regarding safety, deck and engine knowledge and other miscellaneous publications. Memoranda and Directives from the ATRs and other Academy Departments also address questions about Sea Year. It is important that each Midshipman read these sources. **Many problems can be wholly avoided if this material is read and questions are asked.** If a situation arises that is not addressed in any source, the **Midshipman’s ATR should be notified of it directly and immediately.** Should the midshipman at sea be unable to send any form of communication to their ATR, whatsoever, **common sense and rational thinking** should dictate the midshipman’s actions until their ATR can be contacted for final resolution.

### Sea Year Goals for Midshipmen

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	19 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Academic Goal:** Complete all Sea Project draft work by two thirds of the time through the sea period. By completing all drafts by this time, there will be adequate time to edit the Project and/or make up for lost or wasted time, which is bound to occur.

**Professional Self-Study:** Budget time aboard ship making it a point to read as much of the technical material aboard the vessel as possible. (**Great care should be taken to ensure that the midshipman's use of shipboard technical materials does not hinder use of those materials by the Ship's crew.**) Both Engine and Deck Cadets should also read the Safety Management Manual (SMM), directives and other company-generated instructions concerning cargo handling/care, operations and management. Every Midshipman should read the various trade journals and union papers found shipboard since they provide up-to-date information about the profession.

**Participate in Learning Activities:** Be present whenever an activity provides an opportunity to learn (i.e. port arrival, departure, special operations or repairs.) Be alert to what is happening and how and why ship's personnel perform various activities as they do.

**Learn from Mistakes:** Each midshipman must understand that because of his or her inexperience, mistakes WILL be made. Making a mistake because of limited training and experience is acceptable, BUT repeating a mistake is not. Whenever a Midshipman makes a mistake, he or she should fully and honestly answer two questions: (1) why did I make that mistake? And (2) what must I do in order to avoid making that mistake again?

**Avoid Injury:** **SAFETY IS PARAMOUNT TO ALL!!!** Midshipmen should ALWAYS be safety conscious and situational awareness of any safety threats. The risks of injury can be reduced, if not wholly avoided, if midshipmen are prudent and alert of their surroundings.

**Use Self-discipline:** Exercise self-discipline during Sea Year. Avoid those activities or situations which could cause you to lose command of your faculties, your judgment or your good health

Know the Academy's Sea Year Goals and set personal goals. Periodically review performance to determine if established goals or standards are being met and whether or not YOU must take appropriate corrective action to attain and maintain them.

### **Title at Sea - Cadet or Midshipman**

The terms "Midshipman" and "Cadet" will be used interchangeably at sea. They both have approximately the same meaning. Historically, "Midshipman" was a term given to an apprentice officer aboard US Naval ships who was required to sleep "amidships" (in the "house" in the middle of the ship where the officers lived and the ship was navigated). The term "Cadet" originally came from France.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	20 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

The word means "little Chief". This was later associated with noblemen's sons who were junior officers. Finally, the term applied to young men and women who were learning to become Officers.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	21 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Sea Year Program Policy

#### Administration of the Sea Year Program

The Department of Professional Development and Career Services (“PD&CS”) consists of the Office of Shipboard Training and the Office of Career Services.

The Head of Department of Professional Development and Career Services (DH, PD&CS) is responsible for the administrative control of the Sea Year Program. Operational control is the responsibility of the Academy Training Representatives (ATRs). The ATRs under the supervision of the Department Head for PD&CS make all Sea Year assignments. The offices of the ATRs are located on the Second Deck of Furusetth Hall. Midshipmen will be assigned, at the sole discretion of the Head of PD&CS, to any ATR 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:

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

#### Purpose of Shipboard Training

The Academy assigns midshipmen to both American flag and International Flag merchant vessels for on-the-job training for several reasons. Midshipmen will acquire the competencies and professional attitudes required of licensed ship's officers. This type of 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 USCG licensing requirements for Merchant Marine Officers and the opportunities to demonstrate the entire range of competencies which are required of maritime professionals.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	22 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Organization of the Sea Year

At the start of each Sea Year, the control and responsibility of the midshipmen cleared for sea duty is shifted from the Commandant to the Head of Professional Development & Career Services.

The Sea Year will be organized into 4 seagoing periods. Those Midshipmen of the “B” split will accomplish their sea service training during the first and third sea periods. Those Midshipmen of the “A” split will accomplish their sea service training during the second and fourth sea periods.

The sea periods generally begin and end as follows:

#### Sea Period 1 for Midshipmen in the B-Split (First Sailing Period approx. 130 days):

Commences: The day after graduation (late June)

Completes: 1200 on the last Sunday of Fall Break (late October)

#### Sea Period 2 for Midshipmen in the A-Split (First Sailing Period approx. 135 days):

Commences: After Midshipman’s last final exam of Fall Term in Third Class Year (early November)

Completes: 1200 on the last Sunday of Spring Break (early March)

#### Sea Period 3 for the Midshipmen in the B-Split (Second Sailing Period approx. 240 days):

Commences: After Midshipman’s last final exam of Winter Term in Third Class Year (early March)

Completes: 1200 on the last Sunday of Fall Break in the Second Class Year (late October)

#### Sea Period 4 for the Midshipmen in the A-Split (Second Sailing Period approx. 245 days):

Commences: After Midshipman’s last final exam of Fall Term in Second Class Year (early November)

Completes: 1200 on the first Sunday of the First Class Year (late June)

### Sea Service Requirements

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

#### Deck:

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	23 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**360 days** as Deck Cadet of which a **minimum of 330 days** must be aboard **commercial** or government owned vessels that meet the tonnage standards established within the regulations for obtaining an unlimited tonnage endorsement. See 46 CFR §11.402 (minimum of 180 days aboard vessel greater than 10,000 GRT, 120 days aboard vessels greater than 100 GRT or Academy Vessels underway of at least 75 GRT); a maximum of 30 days aboard Vessels in ROS Status or Port Watchkeeping and 30 days credited as simulator time for completion of DN460 Bridge Watch Standing.

### Engine:

**360 days** as Engine Cadet aboard **commercial** or government owned vessels that meet the horsepower standards established within the regulations for obtaining an unlimited horsepower endorsement. See 46CFR §11.503 (minimum of 180 days aboard vessels great than 10,000 HP, 120 days aboard vessels greater than 1,000HP) Engineering majors may request Sea Service credit to a maximum of 120 days for completing a complex six-week Shipyard Internship. 60 days credit are granted for workshop skills training at USMMA.

### Additional Endorsements – Tankerman

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

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

The Office of Shipboard Training **strongly recommends** that every Midshipman complete some sea service aboard tankships and complete the required in-residence courses to qualify for the **Tankerman-**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	24 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**PIC DL or LG** (Person in Charge Dangerous Liquids or Liquefied Gas) and/or the **Tankerman-Engineer** endorsements. Employers who own or operate tank vessels require these endorsements and many who operate mixed fleets seek them to provide themselves with greater crewing flexibility.

The Tankerman-PIC endorsement may be obtained by any midshipman employed as deck or engine cadet. Endorsement as Tankerman-Engineer is open to Engineering majors only. (See Appendix 3)

### **Drug and Alcohol Abuse Policy**

Use and/or possession of non-prescription drugs are violations of federal law. Moreover, many countries impose extremely harsh penalties, including death, long-term imprisonment and/or corporal punishment for violations of their anti-drug laws.

In order to eliminate the problem of drug abuse aboard vessels registered in the United States, federal laws mandate that companies perform both pre-employment and random drug testing of their crews. **No midshipman will be cleared for sea period training without a drug free certificate (DFC).** Cadets are considered to be crewmembers and are subject to random tests for dangerous drugs.

Federal law further mandates testing crewmembers for the use of dangerous drugs and/or alcohol for “reasonable cause” and following a “serious marine incident”. The term “reasonable cause” refers to the employer’s suspicion that a crewmember has used dangerous drugs or alcohol. A “serious marine incident” is one that involves injuries, death, damage to property, or discharge of oil or hazardous substances.

If a midshipman fails a test for dangerous drugs, their employer **must** report the result to the nearest Coast Guard Officer in Charge, Marine Inspection. **There is no option; the result SHALL be reported.** The midshipman will be discharged from the vessel, the Coast Guard will begin suspension and revocation proceedings against the individual’s **Merchant Mariner’s Credential (MMC)** As the MMC is required for graduation from the Academy, **graduation following the failure of a test for dangerous drugs is impossible:** the Midshipman will be disenrolled from the Academy and billed by the Federal government for the reasonable value of all education and training given to them to that date.

Refusal to submit to a chemical test for drugs or alcohol shall be logged in the ship’s official logbook and recorded with the US Coast Guard( USCG) Such a record of refusal shall be used as evidence in MMC revocation proceedings.

**Federal law prohibits the possession of alcoholic beverages aboard a vessel registered in the United States.** Under the law, a person aboard ship is deemed intoxicated when the concentration of alcohol in the blood (BAC) exceeds **0.04** percent by weight.



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	25 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Any midshipman who is found to be in violation of drug or alcohol laws or policies of a shipping company or host organization shall be charged with a Class I violation, as outlined in Midshipmen Regulations, which may result in disenrollment.**

### **Holdover Policy**

Midshipmen entering their Sea Year period, who are not cleared for sea duty, for any reason (athletics, academics, regimental, administrative, etc.) and are held at the Academy, are re termed “Holdovers”. The policy and administration of midshipmen holdovers will be in accordance with the current Superintendent’s Instruction and the following guidance.

### **Athletic Holdovers:**

Athletic holdovers remaining on campus after completion of an in-residence period will be assigned berthing by the Commandant’s Department at the start of the holdover period.

Early return from sea holdovers shall check in as follows:

Check- in During Duty Hours:

All athletic holdover midshipmen returning from sea shall immediately report to the Department of Shipboard Training and check in with their ATR. After meeting with their ATR, briefing their ATR on any unusual or notable events and submitting their Shipboard Training Orders (original, endorsed by ship’s Master), USCG Certificate of Discharge a/k/a USCG form CG-718-A (copy) , Request for Reimbursement (original), Ship’s Officer Review of Midshipman Performance (original)Evaluations and Midshipman Assignment Report (original) , they will be directed to report to the Commandant’s Department or designated Holdover Company Officer . They will also check in with the Midshipman Holdover Company Commander, if assigned. Those midshipmen requiring access to the regimental baggage locker will need to arrange a time at which they can obtain their personal effects.

After Duty Hours:

Upon arrival at the Academy, the returning athletic holdovers shall immediately report to the MOD and then to the Command Duty Officer (CDO) and/or the MCDO. After doing so, they will be given either a permanent or a temporary holdover berthing assignment within the barracks. Linens can be obtained from the CDO. The following morning, midshipmen shall report to the Department of Shipboard Training (2<sup>nd</sup> deck, Furuseth Hall) at 0715, wearing uniform of the day (UOD) or Academy boiler suit with nametag. In either case, hair will be in accordance with Midshipmen Regulations; all male midshipmen shall be clean shaven. EACH midshipman shall sign the whiteboard, individually, to evidence their presence and they shall check in with their ATR. **ALL Holdover Midshipmen are required to check-in**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	26 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

daily with RSBTLO AND report to SBT, IN PERSON, EACH BUSINESS day at 0715, in the uniform of the day (or Academy boilersuit with nametag) and will sign in on the whiteboard.

### **Holdovers: Regimental / Academic / Medical / Special**

Check- In During Duty Hours:

Upon arrival at the Academy, the returning Midshipmen shall immediately report BOTH to the Command Duty Officer and/or the MCDO. After doing so, they will be given either a permanent or a temporary holdover berthing assignment within the barracks. (Linens should be obtained from the CDO at this time.) Medical/Unfit for sea duty holdovers will be directed to check in with Medical Services in Patten. Regimental and special holdovers will receive further instructions from MPO. **All Holdover Midshipmen are required to check-in daily with RSBTLO and report, IN PERSON, EACH BUSINESS day at 0715, in the uniform of the day (or Academy boilersuit with nametag) and shall sign in on the whiteboard.**

After Duty Hours:

Upon arrival at the Academy, the above-referenced midshipmen shall immediately report **first** to the CDO and/or the MCDO. After doing so, they will be given either a permanent or a temporary berthing assignment within the barracks. (At this time linens can be obtained from the CDO.) The following morning, ALL Holdover midshipmen shall report to Shipboard Training, 2<sup>nd</sup> deck, in Furuseth Hall at 0715, **IN PERSON, EACH BUSINESS day, in the uniform of the day (or Academy boilersuit with nametag) and will sign in on the whiteboard.**

Medical/Unfit for sea duty Holdovers will be directed to check in with Medical Services in Patten. Regimental and Special Holdovers will receive further instructions from Midshipmen Personnel Officer (MPO) **All midshipmen are required to check-in daily with RSBTLO and report to SBT, 2<sup>nd</sup> deck, Furuseth Hall, EACH BUSINESS DAY at 0715, in the uniform of the day and sign in on whiteboard.**

### **Academy Training Vessel Assignments**

Assignment to the T/V Kings Pointer is limited to in-residence Midshipmen and Holdovers including Sea Year Transients (midshipmen assigned to the vessel by the ATR for creditable sea service).

Deck Majors are permitted a maximum of 30 days (ROS); Engineering Majors may exceed 30 days of ROS. To meet Sea Service requirements a Midshipman assigned to the vessel may be required to forego leave or other liberty periods in order to achieve the required days of sea service.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	27 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

While assigned to Academy vessels, the midshipman is to work full time, and work on and demonstrate progress on his or her sea projects.

The midshipman will participate in all arrivals and departures unless involved in scheduled competition in accordance with published Team Movements. Sea Service credit will be based upon the completion of a full work day aboard the vessel.

### **ATR – Instructions & Policy**

Instructions and policies from the Academy Training Representatives are located in the ATR chapter of this Guide and on the “Blackboard” electronic version of this Guide.

### **Merchant Mariner's Credential, (MMC also known as “MMD” or “Z-Card”)**

It is federal law that no seaman may be employed aboard a U.S. vessel without a valid Merchant Mariners Credential, **in hand**, unless the U.S. Coast Guard issues the seaman a waiver. Whenever a midshipman loses his or her Merchant Mariners Credential (MMC) for WHATEVER reason, it is his or her personal responsibility to obtain a duplicate. (This typically entails an appearance at a USCG Regional Examination Center.)

Below is the procedure to be followed when a midshipman assigned to sea duty loses his or her, Merchant Mariner's Credential (MMC aka “MMD” or “Z-card”). Any midshipman who loses their MMC is required to report the loss **immediately** to ship's Master AND to the assigning ATR. Midshipmen will then be provided with supporting direction from the ATR and may be directed to contact the Assistant Dean for Academics (ADA), to coordinate replacement with the USCG.

### **PROCEDURE FOR APPLYING FOR DUPLICATE MMC:**

Required documents and fees:

- Two (2) full-face matte finish passport photographs.
- Fee of \$45.00 required for duplicate Merchant Mariner's Credential (MMD).
- Identification and Proof of Social Security Number.
- USCG form CG-719B - available at USCG Marine Inspection Office and on the Blackboard; Submit to Regional Examination Center. Be sure to include information of the previously issued MMC.

#### PROCEDURE FOR SIGNING ON WITHOUT A MERCHANT MARINER'S Credential

- REQUIRED DOCUMENTS:
- Confirmation letter from the Shipping Company (Illustration 2.5).
- Copy of completed CG-719B.
- Full-face photograph

Where to make application:

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	28 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Academy Training Representative arranges for Confirmation letter from Shipping Company and the Midshipman obtains it. Midshipman completes and signs affidavit (CCDG3-1066) (with required documents attached) at USCG Marine Inspection Office (preferably at port of embarkation). **Upon proper completion and endorsement, this affidavit becomes the temporary Merchant Mariner's Document.**

Limits of temporary authority to sign on:

The USCG waiver is valid only aboard the indicated vessel and only for a period of thirty (30) days or one (1) voyage. This procedure must be repeated for each assignment until the duplicate Merchant Mariner's Credential is received by the midshipman and is generally not accepted by most shipping companies.

### Leave & Liberty Policy

Leave and Liberty shall always be in accord with SUPINST 2016-04 (Sea Year Conduct Policy – Appendix 14). When assigned to a vessel, midshipmen will have the same leave and liberty privileges extended to them as are extended to licensed officers. However, ANY leave or liberty from a vessel is granted at the **sole discretion of the Master**. Leave or liberty is a privilege, not a right. **While on liberty, cadets are not to leave the port area or be absent from the vessel for greater than 48 hours without requesting permission from their ATR.** (A strict interpretation of what constitutes the port area will be determined by the assigning ATR). For example Tijuana is not in the port area of San Diego. Masters are discouraged from granting midshipmen leave from a vessel between ports except in an emergency. In this case, the Academy Training Representative is to be notified by the midshipman or Master **prior** to the cadet's departure.

**Absence from Ship:** A midshipman SHALL not leave the ship during working hours without the permission of his or her supervisor. During off duty hours (as a courtesy) the midshipman should inform their supervisor when he or she is going ashore and of his or her planned time of return to the ship.

**Authority of the Academy Training Representative:** The Academy Training Representative, under the following conditions, and in his sole discretion, may grant:

**Medical Leave:** When Midshipmen are declared unfit for duty (due to illness or injury) by a competent medical officer.

**Compassionate Leave:** Compassionate leave may be granted in cases involving illness, injury, or personal/family hardship.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	29 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Annual Leave:** When Midshipmen are awaiting reassignment to the Academy for academic training, leave may be granted at the discretion of the ATR and normally only if a Midshipman has verifiable sea service of at least:

120 days in the first sea period;

300 days, (total of both periods) in the second sea period for Engine Majors.

330 days, (total of both periods) in the second sea period for Deck Midshipmen.

To grant leave in excess of forty-eight (48) hours, the cadet must obtain permission from the Master and Academy Training Representative, except in cases of an emergency. When such authorized leave is granted and a midshipman is absent from the port area in which the vessel is berthed, the Midshipman will request permission from the assigning Academy Training Representative, and provide details points of contact prior to their departure. The Master should not grant leave from the ship to places outside the port area or between ports during the progress of the voyage without informing the midshipman's Academy Training Representative.

The Master is authorized to grant leave for the following emergencies only:

Sickness or injury of the midshipman.

Serious illness, injury or death of midshipman's parent or guardian.

### **Uniform and Clothing Standards**

Each midshipman shall, **at all times** when reporting to the Department of Professional Development & Career Services, be in the uniform of the day, academy boiler suit with academy cover and name tag, tropical whites or service dress blues **only**.

Midshipmen are provided with and are required to wear such uniforms as are prescribed in the Midshipman Uniform Regulations.

**Aboard Ship:** Midshipmen shall wear clean khakis while off watch and at meals. (Example: "Dickies" or "Carhart" Brand, 100% cotton highly **recommended**) Officers aboard ship normally wear khakis.

Midshipmen must **never wear a Certified Navy Twill (CNT) Khaki uniform aboard ship. The 100% polyester content of the CNT fabric is not fire retardant and as such should not be worn for work aboard the ship.** (The newer worsted fabric is flame retardant.) CNT khakis **ONLY** prescribed for travel during Sea Year.

A boiler suit, Academy or Company issued or 100% cotton, during working hours not on the bridge. This clothing should be changed before meals and washed every other day

**Any midshipman who receives a "fair" or "unsatisfactory" evaluation for personal appearance on the Ship's Officers' Review of Midshipman Performance may be placed on report by their ATR.**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	30 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Master's Authority to Prescribe Uniforms:** The Master of the vessel will determine whether midshipmen are to wear uniforms ashore or are permitted to wear appropriate civilian clothing on liberty. Midshipmen will wear only civilian clothing that will make a favorable impression on the supervisor. Eccentricities in dress are prohibited at all times.

**Uniform on Official Business and for Travel:** Midshipmen will be in proper uniform when reporting to a ship, or to a company office for duty, or when performing other official duties, such as when meeting with their ATR. Summer whites and Service Dress Blues will be required aboard passenger vessels and aboard US Navy vessels. While conducting business at the Academy, midshipmen will wear the prescribed Uniform of the Day.

### Grooming

Each midshipman SHALL shower daily and keep his or her hair neatly trimmed. **Male midshipmen SHALL shave daily. Beards and mustaches, of any style, are prohibited as they prevent a solid seal with any fresh air breathing apparatus (a HUGE live-saving factor in case of shipboard fire.)**

### Travel Policy

All travel arrangements are made through the Travel Office via the Office of Shipboard Training. Information on travel is located in the TRAVEL chapter of this guide. **Only the ATR or AATR may make travel arrangements, unless they specifically authorize the Midshipman to do so.**

## Safety

### Safety Concerns:

**Safety is the number one concern among ship's crewmembers and officers.** Responsibility for personal safety, fire prevention, accurate navigation, and commonsense all contribute to the profitable operation of the vessel. Recently, the world maritime community recognized the part which human factors play in the prevention of accidents. The **International Maritime Organization (IMO)** has codified acceptable levels of seamen competencies and effective management systems. This chapter will discuss personal safety and the IMO's **Standards of Training Certification and Watchkeeping (STCW)** and the **International Safety Management Code (ISM)**.

**Note: A good officer is conscious of his crews' and his own safety at all times!**

### Safety Responsibility

**Personal Safety: All hands are responsible for their own safety.** There is an old saying among seafarers: "One hand for the ship and one hand for yourself". Midshipmen will remember this whenever they are aboard a vessel. The ship is a constantly moving environment. Midshipmen should always

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	31 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

ensure that they have a firm grip on ladders, particularly steep ones leading to the engine room and below-deck spaces.

### Personal Safety – Sexual Assault Prevention

**Midshipmen should always use situational awareness** whether on the ship or off. Sea Year provides a priceless hands-on, real-world experience for cadets. The very nature of worldwide travel requires a heightened sense of situational awareness. We suggest using the time honored cadet buddy system when going ashore. **Be alert at all times** even if the environment seems friendly or non-threatening. Maintain a “low profile”. Do not draw attention to yourself by outlandish dress (compared to that of the environment you are in), appearance, noise or actions. Be aware of alcohol facilitated sexual assault. If in a situation where an incident may happen, step in and intervene, if this can be done safely, otherwise immediately report it to authorities. All incidents should be reported.

**Gear adrift presents a SAFETY HAZARD and a nuisance.** Drums and/or equipment that have not been lashed properly are difficult to control when the vessel rolls. Furniture breaking loose in the night keeps resting hands awake. Midshipmen should endeavor to ensure that doors are properly hooked back or lashed so that they will not swing and slam on someone.

Major accidents are made up of minor things. Spilled coffee or leaking fluids on decks and ladders are slipping hazards. Deck fittings such as pad eyes and cleats are tripping hazards. Each midshipman shall familiarize themselves with these hazards in working areas, around lifesaving craft, on deck, and in the engine spaces. Every crewmember is provided with a survival suit and a lifejacket. Every midshipman should inspect these items for wear, missing accessories, and damage. **Each midshipman is reminded that it is imperative that he or she knows or learns his or her Fire and Emergency stations and duties as soon as he or she reports aboard.**

**Fire Prevention:** Fire aboard ship, even a small one, is a **SEVERE THREAT:** there is little safe space to which to retreat Prevention of fire is the responsibility of ALL hands.

**Note: A Midshipman should never smoke in a bunk!**

**General Safety Procedures:** As soon as possible when reporting aboard, a Midshipman should make themselves aware of:

- Electrical equipment that is worn and/or overheating
- Hazards around welding jobs
- Vapors in enclosed spaces
- Fire prevention measures when transferring fuel or cargo
- The sounds of fire alarms and the displays of smoke indicators
- The location of fire extinguishers and other firefighting gear in the passageway.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	32 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Special Safety Duties: Aboard many vessels, the Cadet is elected to don firefighting gear during drills and demonstrations. Every midshipman shall use these occasions to become proficient in the use of firefighting gear and instruct others.

### Health

The health of crewmembers is also the responsibility of all hands.

- Food kept in rooms or left out in the dining rooms encourages infestation by cockroaches and flies. Many ports require rat guards to be put out (usually the job of the deck cadet).
- Shower stalls must be kept clean. Scuppers, inside, on deck, and in hatches must be kept clear. An often over looked health hazard aboard ship are filters in air conditioners and vents. These should be cleaned and/or changed periodically.
- Good personal hygiene promotes good health aboard ship. **Each midshipman SHALL shower regularly and maintain good habits at meals.**
- **Every midshipman SHALL clean their quarters regularly to maintain a healthful environment** and set a good example. (Midshipmen who fail to do so face a Class I offense.)
- **Physical Fitness is an important element of Safety at sea.** See Appendix 7
- **Note: It is the responsibility of all hands to report unsafe conditions. If unsure about the appearance of anything, a Midshipman should bring it to the attention of his or her supervisor.**
- **Zika Virus. DON'T LET MOSQUITOES RUIN YOUR TRIP.** For more information, visit [www.cdc.gov/travel](http://www.cdc.gov/travel). Anyone can sign up to receive Zika updates for a given destination with CDC's new text messaging service. Simply text PLAN to 855-255-5606 to subscribe. Try it yourself. You will see it is very self-explanatory and easy to use. It will ask you what country you are traveling to or returning from. Text the name of the country. You will receive links and enrollment data to keep you updated. You can also download the app "TravWell" created by the CDC from the Apple Store. You can download the app "TravWell" from the Apple Store. Test them both out and let me know what you think. See Appendix 16

### Cargo Operations

Cargo operations present a number of hazards. Drafts of cargo may swing or break loose. Midshipmen should **NEVER stand below a draft suspended or transferred in the air overhead.**

Cargo operations may go on into the night. Proper lighting can be a problem aboard some vessels. Each Midshipman **SHALL ALWAYS CARRY A FLASHLIGHT** during night watches or when entering spaces without natural lighting.

**All flashlights aboard vessels should be marked as "intrinsically safe".**

Tankship cargo transfers are particularly hazardous for obvious reasons. Each Midshipman will observe established procedures and rules.

While the ship is alongside, she will have a gangway down. Generally, a Watchman from ashore or an Able Seaman will be assigned to stand-by the gangway. The gangway must be maintained in the proper position, i.e. away from moving cranes, dock fittings, and free to roll as the vessel moves. Hand rails and



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	33 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

safety nets must be in good order. There should be no grease on the gangway steps. The proper maintenance of the gangway is the responsibility of all hands.

### Vessel Security

Security aboard ship is always a chief concern. Many people will visit the vessel while she is alongside. Longshoremen load and discharge the vessel. Technicians are employed to maintain certain equipment. Local officials will board to inspect the vessel's documents. It is a difficult job for the crew to keep track of them all and in some ports stowaways are a constant problem.

In ports that are known points of embarkation for stowaways, the Master will probably have a system in place to prevent the problem. There may be a gangway log. Visitors to the vessel may be required to surrender identification to a watchman. The crew may search the entire vessel prior to departure. Every midshipman should know his or her responsibilities in connection with vessel security. **When searching spaces below decks, carry a flashlight and search in the company of another crewmember or security person.**

### Standards of Training Certification and Watchkeeping, 1995 (STCW)

The STCW code is an international agreement that defines standards for:

- Seafarers' competence
- Medical qualifications
- Quality of training programs
- Special training for certain types of vessels.
- STCW entered into force on 1 February 1997. A major provision that effects safety is company responsibilities.
- Familiarization Training: STCW mandates that companies provide familiarization training for every crewmember that joins a vessel. The training could involve verbal instruction, written materials (checklists, instructions), or videos. Whatever form the familiarization training takes, it must cover the following areas:
  - Visits to spaces where primary duties will be performed.
  - Location of muster stations, alarms, life-saving appliances, and emergency escape routes, as well as any firefighting equipment and pollution response equipment of which the crewmember concerned should be aware.
  - Meetings with supervisors or other persons who will be assigning duties.
  - Location of equipment and systems necessary to perform duties and learn the controls, displays, and alarms for that equipment and those systems (and their critical components).
  - Observation of equipment and systems in use by someone whose duties already require their use, when the opportunity can be arranged.
  - Activate the equipment, and perform functions using controls on the equipment, when conditions permit; locate operational manuals or other documents that may be needed for performing duties.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	34 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Location of any personal-protection gear that may be necessary when performing duties, as well as first aid and medical kits available at the work site.
- Understanding relevant standing orders, safety and environmental-protection procedures, and company policies clarifying any unclear or confusing material.

If assigned to a watch, get acquainted with the watch schedule and identify a personal work schedule that will comply with work hour limits and rest-period requirements.

**If a midshipman does not receive this training, he or she is to inform his or her ATR at the earliest opportunity.**

### **International Safety Management Code (ISM)**

ISM provides international standards for the safe management and operation of ships for pollution prevention. Compliance with the code means the company has in place a Safety Management System specific to each vessel under its management and those systems are integrated with shoreside systems. The code is general in scope to accommodate differences in management styles among companies. Possible implications for noncompliance with the provisions for ISM are detention of vessels, banishment from trading in ports of the EU, loss of insurance coverage, and loss of cargo revenues. Companies that operate tankers, bulk carriers, passenger vessels on foreign voyages, or high-speed freight vessels of 500 gross tons or more engaged on foreign voyages have complied with ISM since 1 July 1998. Other freight vessels and self-propelled Mobile Offshore Drilling Units (MODU's) of 500GT or more engaged on foreign voyages must comply by 1 July 2002.

Companies that comply with the code receive a Document of Compliance (DOC) for the office and Safety Management Certificates (SMC) for each vessel. Safety management systems include documented policies and procedures covering the following:

Safety and environmental protection

Responsibilities and authorities

Person(s) to monitor the safety management system (Designated Person Ashore, DPA)

Written statements that define the Master's responsibilities and authority

Written statements that the Master has overriding responsibility and authority to make vessel decisions

Personnel procedures and resources available ashore and aboard

Vessel safety and pollution prevention plans and instructions for key shipboard operations (critical operations)

Emergency preparedness procedures

Reporting procedures and required actions

Vessel maintenance procedures

Data maintenance

Internal audits

Each Midshipman will familiarize himself or herself with the documents that are available aboard ship in order to know his or her responsibilities under the vessel's Safety Management System.

### **Piracy**

IMO Guidance circular – See Appendix 17

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	35 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Organizational Policies on Discrimination and Harassment

Federal laws, regulations and court decisions clearly provide that sexual harassment and discrimination in the work place is illegal. The Maritime Administration and most companies have a zero tolerance policy for such actions and have established written procedures providing: for education on what constitutes harassment and discrimination, for reporting incidents so that a fair and prompt investigation may be conducted, and for disciplining harassers and discriminators. Definitions may contain slight variations, the chain-of-reporting supervisors will be different, and the final disciplinary disposition may be processed in differing ways based upon the organization of the agency or company, but essentials will be found in the written procedures of each. Become familiar with these and learn about the differences within organizations.

Although the initial bias appears to be directed towards male relations with women, men may encounter sexual harassment from females as well. Indeed women and men may experience harassment from their own gender. Be alert and mindful of maintaining professional relationships based upon mutual respect.

#### Harassment Definitions:

**Harassment** - Harassment is the verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, skin color, religion, gender, national origin, age, or disability. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates.

**Sexual Harassment** - For the purposes of this Instruction, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or unwelcome verbal or physical conduct of a sexual nature that occurs in the workplace or on campus, where:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's career or Regimental duties; or,

Submission to or rejection of such conduct by a person is used as a basis for career or Regimental decisions affecting that person; or,

Such conduct has the purpose or effect of unreasonably interfering with an individual's work and academic performance; or,

Such conduct creates an intimidating, hostile or offensive working and duty environment.

**Quid pro quo harassment.** *Quid pro quo* is a Latin phrase meaning "something for something." With *quid pro quo* sexual harassment, a midshipman or employee must submit to some form of unwelcome sexual conduct in exchange for receiving favorable treatment, such as a promotion, waiver of penalties, privileges, or some other form of benefit or relief.

**Hostile environment** harassment is unwelcome sexual conduct in the regimental, barracks, or workplace environment that unreasonably interferes with conditions or creates an intimidating, hostile or offensive setting. For Midshipman, the workplace includes any place where the Midshipman is participating in an

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	36 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

academy sponsored event (e.g. at athletic contests, club events, team movements, official travel, and during sea year training.) For such an environment to be a hostile environment under sexual harassment law, however, the conduct must be continuous or pervasive.

**Discrimination** is defined as unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class because of race, sex, color, religion, national origin, age, physical/mental handicap, or sexual orientation.

**Conduct of a Sexual Nature:** Many different kinds of conduct—verbal, visual or physical—that is of a sexual nature may be sexual harassment, if the behavior is unwelcome and if it is severe or pervasive. Here are some more examples:

**Verbal or written harassment:** Comments about clothing, personal behavior, or a person’s body; sexual or sex-based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person’s personal or sexual life; threatening a person

**Physical:** Assault; impeding or blocking movement; inappropriate touching of a person or a person’s clothing; kissing, hugging, patting, stroking

**Nonverbal:** Looking up and down a person’s body; derogatory gestures or facial expressions of a sexual nature; following a person

**Visual:** Posters, drawings, pictures, screensavers or emails of a sexual nature

\*\* Non-sexual conduct may also be sexual harassment if you are harassed because you are female, rather than male, or because you are male, rather than female. For example, it may be sexual harassment if you are a woman working as a carpenter on an all-male job, and you are the only one whose tools are frequently hidden by your male co-workers.

### **Sexual Assault Definition**

Sexual assault is a crime of violence, and is defined as intentional touching of a sexual nature against the will (by use of force, physical threat, or abuse of authority), or without the consent of the victim. The victim of sexual assault may be male or female and the perpetrator of the assault may be of the same or opposite sex. Sexual assault includes, but is not limited to the following:

Unwanted kissing, groping, fondling or other more aggressive physical acts, such as rape, nonconsensual sodomy (oral or anal sex), or attempts to commit these acts:

Sexual contact with someone whom you reasonably should have known was impaired due to the use of alcohol or drugs (including prescription medications);

Sexual contact with someone who is “passed out”, sleeping or otherwise incapacitated;

Sexual contact with someone who is unable to say “no” and/or change their mind due to the presence of coercion or intimidation; and

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	37 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Sexual contact with someone who is under the age of consent in the jurisdiction in which the sexual assault occurs.

**Dating violence**, also known as relationship violence, is defined as controlling, abusive, behavior in a romantic and/or dating relationship. It can happen in straight or Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) relationships. It can include verbal, emotional, physical, or sexual abuse, or any combination thereof.

**Domestic violence** is defined as controlling, abusive behavior, which involves violence and/or other abuse by one person against another in a domestic setting, such as in marriage or cohabitation. Domestic violence can take place in heterosexual or same-sex relationships, and sometimes involves violence against the children in the family. Domestic violence can take a number of forms including physical, verbal, emotional, economic and sexual abuse, or any combination thereof.

**Stalking** is a form of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can occur in a dating relationship, friendship, or past relationship, or can be perpetrated by a stranger.

**Consent** is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. 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. Assent shall not constitute consent if it is given by a person who is unable to lawfully give his or her consent because of youth, disability, intoxication or other condition, or coercion or intimidation

Note: Sexual harassment, if not stopped, may lead to a sexual assault incident. Report all incidents of sexual harassment or sexual assault to the Master and/ or designated person ashore, and ATR or SARC. .

**Designated Person Ashore.** Any crewmember that is unable to follow the chain of command to report a situation of significant safety violation or harassment must be aware of who is the Company DP and report accordingly. All cadets shall report these infractions through the proper company procedures and their ATR.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	38 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Communications

### Emergency Communications

In the event of an emergency at sea contact your ATR or Department Head. If you feel your communications are being monitored use the CODE WORD. The CODE WORD changes each November and is issued during the Sea Year Lecture series.

### Professional Development & Career Services - Addresses and Phone Numbers

US Merchant Marine Academy  
300 Steamboat Road – Furusetth Hall  
Department of Professional Development & Career Services  
Kings Point, NY 11024-1699

Toll Free: 877-572-8732

#### Department Head

##### **CAPT Eugene Albert, USMS**

(516) 726-5821, Email: [albertg@usmma.edu](mailto:albertg@usmma.edu), Skype: atr.ne

Academy Training Representative, **Northeast Region**

##### **LCDR Ian Jones, USMS**

(516) 726-5826, Email: [jonesi@usmma.edu](mailto:jonesi@usmma.edu), Skype: atr.ne83

Academy Training Representative, **West Region**

##### **CAPT Donald Farmer, USMS**

(516) 726-5827, Email: [farmerd@usmma.edu](mailto:farmerd@usmma.edu), Skype: atr.wc

Academy Training Representative, **Southeast Region**

##### **CAPT Stephen Treacy, USMS**

(516) 726-5828, Email: [treacys@usmma.edu](mailto:treacys@usmma.edu), Skype: atr-treacy

Career Services Program Officer

TBD

Academy Training Representative Assistant, Southeast Region

##### **Ms. Laura Antlick**

(516) 726-5822, Email: [antlickl@usmma.edu](mailto:antlickl@usmma.edu)

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	39 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Academy Training Representative Assistant, Northeast Region

**Ms. Charise Burt**

(516) 726-5823, Email: [burtc@usmma.edu](mailto:burtc@usmma.edu)

Academy Training Representative Assistant, West Coast Region

**Ms. Maria Hernandez**

(516) 726-5824, Email: [hernandezm@usmma.edu](mailto:hernandezm@usmma.edu)

**Assistant to Department Head**

**Ms. Carol Finegan**

(516) 726-5829, Email: [fineganc@usmma.edu](mailto:fineganc@usmma.edu)

**Sexual Assault Response Coordinator**

**Ms. Tamara Jell**

(516) 726-6153, Hotline 516-462-3207, Email: [jellt@usmma.edu](mailto:jellt@usmma.edu) 24/7 access

Security Guard at Booth, Vickery Gate 516-773-5309 or 516-773-5329

Public Safety Desk In Furuseth 516-726-5845 or 516-726-5667

(CDO) Command Duty Officer (Comdt. Staff-Duty Officer) 516-322-3071/516-726-6138

(MCDO) Midshipman Command Duty Officer - 516-322-3077

(MOD) Midshipman Officer Of The Day (Vickery Gate) 516-773-5282

**Emergency Medical- 516-726-5858**

**Written Communications**

Any successful organization requires effective written communication in order to be properly managed. The Sea Year Program is no exception. For this reason, all internal written communication concerning the Sea Year Program will be by email, directive, in the Sea Year Guide or Sea Project Manuals. The preferred method of all correspondence is via email.

**Email Communications**

Email Etiquette. We interact each day more and more with the written word. With large, lectures, distances between vessel/ company/ Academy. It becomes harder to discuss questions or problems, issues with professors, supervisors, colleagues. Without immediate feedback from the reader, it's easy to be misunderstood.

The Basics-

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	40 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Font: Use a common font such as Arial, Times New Roman. Font Size should be 10-12. Do not include background color in the email.

Privacy – Once you hit the send button, the email is gone; you must assume it will live forever. There is no privacy in email.

CAPTIALIZATION: The use of sending an email in all caps generally is interpreted as SHOUTING.

Addresses: The “To” line is generally to the assigning ATR and CC to the assigned ATR.

**Subject Line: Use this line to help the receiver gain quick information on email content.**

Body of Email – Write in a positive tone. Avoid using negative words such as “un, non, or ex or end with less”. Do not use smiles, or other graphical symbols. Try to keep the message length to one screen.

When you are sending attachments, include in the email the filename, what format the file is in and the version of program. Attached; “Smith-APL Report.doc” This file is in MS Word 2007. Consider sending files in rich text format (rtf) or portable document format (PDF) to ensure compatibility. Many servers have size limits in email, do not sent huge attachments.

Signatures: Generally do not include quotes, sayings or other remarks. Many can be offended by your selection. Do include information such as preferred email return address and phone contact information.

Spelling and Grammar: Use spell-check before sending the email. Re-read the email before sending, check for clarity of information supplied.



**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	41 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Example:

To: [farmerd@usmma.edu](mailto:farmerd@usmma.edu)

CC: [jonesi@usmma.edu](mailto:jonesi@usmma.edu)

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

CAPT Farmer

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

Respectfully,

MIDN John Smith 2013A-Deck

[John.smith.2013@usmma.edu](mailto:John.smith.2013@usmma.edu) or [jsmith23@yahoo.com](mailto:jsmith23@yahoo.com)

Cell: 516-555-1212

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	42 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Voice Communications

The maritime industry requires effective voice communications. All MIDN are strongly encouraged to maintain private cell phones with voicemail capability. A midshipman's voicemail greeting must reflect a professional tone and MUST identify to whom the voicemail belongs. (Lack of identity limits what information may be passed.) When making a call think through what you are going to say before you place the call. When many hear the beep, they often freeze up and forget what they wanted to say. If you want to be the "go-to guy" at work, then you have to exhibit competence on all levels. Don't spoil your confident image by hemming and hawing and filling your messages with "uhhhhs," and "ummmms." If it's a really important call, consider writing out what you want to say beforehand. If the person picks up, great, you now have some notes to remember what you wanted to talk about. If they don't answer, you can leave a clear and concise message.

State your name first. You would think this would be so basic that it shouldn't even be mentioned. However, I can't count the number of times I've gotten voicemails where people go on and on and I don't even know who's talking to me until the very end.

State your number right after your name. Many people wait until the very end of the message to state their number. This will irritate the receiver of your message because if he doesn't get it down, he then has to sit through the whole damn message again to hear it repeated.

Repeat your phone number twice: aside from your name, it is THE most important part of your message. People seem to forget that the receiver of their message has to write the number as you say it. Don't rush through it. Even when you say it slowly, it's hard to get down the first time. So repeat it again, so they can check to be sure they got it down right.

State the purpose of your call. In as few words as possible, state why you're calling. Is it in regards to an interview appointment? Are you following up on a previous meeting?

Be brief. Don't make your listener resent you for leaving a 5 minute long message. People are busy. Listening to 5 minute phone messages is not on the top of their priorities and wastes their time. Many callers seem to think they are the only person in the world leaving a voicemail for a particular person. Yet a dozen other people feel the same way and a man ends up holding the phone to his ear for an hour.

Leave a specific request. What do you want your listener to do? Sure, you want them to call you back, but why? To answer a question? To set up an appointment? People will appreciate it if you give them specific actions for their call back. That way they'll know they won't be wasting a lot of time on the call back trying to figure out what you want.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	43 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Consider leaving your e-mail in addition to your phone number. People like choices. Some people like to have conversations on the phone, while others prefer communicating through e-mail. You don't know what kind of person your listener will be, so leave the option on the table. For many, e-mail correspondence is less threatening and might actually encourage them to reach out to you.

Be Brief. Did I mention be brief?

### Midshipmen Communication with Companies

**Midshipmen shall NOT contact shipping companies in search of shipping assignments.** This type of communication will be through the ATR.

Occasionally, midshipmen have to correspond with a ship operating organizations on routine matters such as payroll errors, mail handling requests, thank-you notes, confirmation of leave requests, etc. The **preferred method of all correspondence is via email.** A cc of the email of all correspondence shall be forwarded to the Academy Training Representative for placement in the Midshipman's official file. A copy of any email to vessel operating organizations on routine matters such as payroll errors, mail handling requests, thank-you notes, confirmation of leave requests, etc. shall also be sent to the assigning ATR.

**Non-routine correspondence such as, complaints regarding shipboard conditions or involving the crew or a ship will be presented to the Academy Training Representative for approval before transmittal to the company.**

### Types of Written Communication

Memorandum: A memorandum will be in the basic "in-house-letter" format used in communications between individuals. Example

MEMORANDUM [DATE]

SUBJ: [KEY WORDS OF THE SUBJECT OF THE MEMO]

FROM: [NAME AND TITLE OF SENDER]

TO: [NAME AND TITLE OF ADDRESSEE]

VIA: [NAME AND TITLE OF ROUTE, if applicable]

REF: [LIST OF DOCUMENTS OR PUBLICATIONS REFERRED TO, if applicable]

ENCL: [LIST OF ENCLOSED DOCUMENTS OR PUBLICATIONS, if applicable]

1. [Paragraph to state the purpose of the memo]
2. [Paragraph to provide supporting facts.]

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	44 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

3. [Paragraph to identify action requested, if needed]  
[Extra paragraphs are used when appropriate.]

[SIGNATURE BLOCK]

DIST: [LIST OF PERSONS OR ORGANIZATIONS RECEIVING MEMO]

Sea Year Guide: This Guide contains standard guidelines, information, policy and procedure and is issued by the Head, Department of Professional Development & Career Services. The Sea Year Guide is issued prior to every Midshipman's first sailing period in hard copy format and posted on Blackboard™. (The Guide is to be kept for all sailing periods.)

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

Midshipman Reports and Forms: Each Midshipman is required to submit various reports and forms for several reasons:

- The information assists in the proper administration of the Sea Year Program,
- Submissions develop Midshipmen's ability to pay attention to detail.
- Midshipmen's business writing ability is improved.

Sea Year Training Period Report: This report allows Midshipmen the opportunity to express views and criticisms of the Sea Year Program in a professional manner and in a way that can be used by the Department of Professional Development & Career Services for the evaluation of the Sea Year program. The Midshipman is not required to complete the report, but is encouraged to do so. Any Midshipman who elects to submit the report needs to submit a typewritten memorandum to the Academy Training Representative.

Sea Project and Sea Year Criticism: The Departments of Marine Transportation, Engineering, Humanities, and Professional Development and Career Services welcome constructive criticism about the Sea Project courses and the Sea Year. Midshipmen are encouraged to submit, under separate cover, and addressed to the Head, Department of Professional Development and Career Services comments concerning any aspect of their Sea Year experience. In order to be of value to the program, observations must be based on facts, thoughtful opinion and clearly presented.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	45 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### General Writing Standards

Effective written communications must meet generally accepted writing standards. Therefore, any memorandum, letter or report should be clear, concise and convenient for the reader.

**Conciseness:** The communication should be as brief as accuracy allows. It should be restricted to the subject and be confined to essential details only. Irrelevant ideas, excessive detail and unnecessary words waste everyone's time.

**Clarity:** The communication must be written and arranged to avoid any misunderstandings. Whenever practical and consistent with smooth writing, the use of the first person (I, we), second person (you) or a proper noun (the Midshipman) is preferable to the less specific third person nouns (the organization, they). Third person, especially when used with the passive voice, lends itself to clumsiness. "We know" is a far clearer, more accurate and a stronger statement than "It is known". Lengthy and complicated sentences should be avoided (more than thirty words is too long). Modifiers should always be placed next to the words they modify.

**Paragraphs:** Ideally, each document should address one central theme. This is usually difficult. **It is thus imperative that each paragraph expresses only one thought.** The beginning sentence expresses that thought and subsequent sentences in the paragraph should define, substantiate and refine that thought.

**Organization:** Writing should be organized in paragraph outline form with alternating numbers and letters. Use Paragraphs and subparagraphs, etc., as necessary to organize your subject or provide lists of related material. Numbering and lettering paragraphs can be helpful to organize your subject and to provide a reference aid. Titles may be used for any level but should be consistently used throughout the memorandum. For example:

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	46 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### c. Third Subparagraph

(1) Sub-subparagraph

(2) Sub-subparagraph

### 2. Title Main Paragraph

\* When citing a subparagraph, type it without spaces; for example, subparagraph 1b (1)(a) references the asterisked text above. Numbering and titling allows reference to specific paragraphs and sentences in future discussions about the written material, facilitating accurate communication. When a paragraph is subdivided it must have at least two subdivisions.

A line (Header) at the top of each page following the first page should be used to identify the document. Each page following the first page of all documents should be numbered at the bottom.

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

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

## Academy Training Representatives

### General Policy

Operations in the offices of the Academy Training Representatives are conducted in a business-like manner. They are premised on respect, courtesy, professionalism and common sense.

Requests for special assignments or other consideration will be considered if the requests: do not violate any Academy policy, do not impose a hardship on any other midshipman, and do not interfere with any midshipman's training requirements.

When assigned to a vessel or organization, every midshipman will consider themselves to be responsible to that organization, as well as to the Academy, and will comply with all instructions, directives and orders of their host organization. **He or she will not change any arrangements (travel, discharge, etc.) made by the organization or the Academy without previous authority of the organization or the Academy Training Representative, except in emergencies when the midshipman will advise the organization and/or their Academy Training Representative immediately afterward.**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	47 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Every midshipman shall advise their Academy Training Representative of any official communication in which they appear to be a representatives of the U.S. Merchant Marine Academy.

### **WHEN IN DOUBT CALL YOUR ATR!!!!**

#### **Policy and Procedure**

Each midshipman will meet with his or her ATR before each sailing period. At that time, the midshipman will be briefed and counseled by the ATR. Midshipmen must complete their Sea Year Personal Data Sheets and Internship Preference Requests and have submitted these to PD&CS prior to this meeting. Midshipmen should bring to his/her ATR's attention any special requirements or pursuits in which he or she is interested.

#### **Telephone Procedures**

Each midshipman should use the toll free telephone number **877-572-8732** when calling their ATR. When calling after normal working hours (0800-1630), over weekends or holidays, the ATRs' answering machines will be used to leave messages for them. Each message should be clear, concise and brief. It should also indicate the name of the caller, date, time of the call, subject of call and CALL BACK NUMBER. The ATR will contact the midshipman as is appropriate in the circumstances.

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

- During leave periods, as directed;
- Whenever sick/injured while between assignments;
- Whenever a midshipman is in need of counseling;
- If a Midshipman is harassed or unjustly treated.
- If a Midshipman becomes a victim of sexual assault during the Sea Year; alternatively, the Midshipman can contact the Academy's SARC or Victim Advocate on duty at the 24/7 Hotline (516) 462-3207 if the Midshipman wants to make a restricted report;
- When returning to the US;
- When & as specifically directed by ATR.

#### **Personal Reports to the ATR**

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	48 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Emergency Procedures

In emergency situations, a midshipman will seek the advice of their ATR, their shipboard or internship supervisor, the Master of the vessel, or the host organization's point of contact person. **When advice is not available, a midshipman should act in a manner that can be justified as to be in the best interest of their physical safety;** their host employer; the U.S. Government; and the Academy.

**When a midshipman is involved in any emergency situation concerning their Sea Year Training, they should contact their ATR immediately by telephone if in the continental U.S. or by either letter, fax, or email, etc. if outside the continental U.S.** In every emergency, the Midshipman will record all the details of the emergency incident in the ITEMS OF INTEREST section of the MIDSHIPMAN ASSIGNMENT REPORT submitted to the ATR upon detachment from the assignment.

Examples of emergency situations are:

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

### ATR Presentations

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

### Midshipman Assignment Reports and Forms

Each midshipman SHALL submit accurate and comprehensive information concerning ALL activities and performance during their assignment to a vessel. This provides the Academy with performance data about both the midshipman and the ship. The submission of written reports also introduces the midshipman to the responsibilities and methods required for accurate, incisive, neat and orderly reporting and record keeping.



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	49 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

### Preparing for Sea

#### Sea Year Clearance:

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

#### Special Problems or Requests

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

**Academic Action:** A course failure or other deficiency may detain a midshipman from sailing. This would include midshipmen who have an academic rating such as Academic Probation (AP), Referred for Evaluation (RFE) or Referred for Disenrollment (RFD).

**Disciplinary Action:** A Class I or II disciplinary action or Honor Board can detain a midshipman from sailing. The midshipman will be assigned to the Commandant's Office, pending action and until released for assignment to sea.

**Travel/Lodging:** If a midshipman is unable to return home for any reason at any time during sea periods, they must notify their ATR as soon as possible. This will allow the ATR to arrange for an early ship assignment. This request can be made on the Data Sheet or during the interview with the ATR.

#### ATR Changes

Midshipmen are assigned to their respective ATRs at the absolute discretion of the Head, Department of Professional Development and Career Services, according to the availability of staffing, of ships and the organizational needs of the Academy.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	50 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Sea Year Lectures

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

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

During these lectures, a Personal Data Sheet and an Internship Preference Sheet will be handed out. On these sheets, midshipmen will fill out pertinent information regarding previous ships sailed, internship requests, contact information etc. Any special requests should be made on the Personal Data Sheet form. Internship instructions should guide the completion of the Internship Preference Request form. These forms when completed will be returned to Head, PD&CS.

### Sea Project

Every midshipman should read the Sea Project **before departing the Academy for sea:** this will expedite & facilitate replacement of any defective CD, procurement of all materials and resolution of all questions as to what the Project seeks. More information can be found in the Sea Project chapter.

### Shipping Documents

Every midshipman SHALL ensure that they have the following documents in their possession before leaving the Academy for Sea Duty

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	51 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Packing for Sea

No midshipman will be reimbursed for the expense of carrying overweight baggage; however they will be reimbursed for 2 checked bags as long as they do not exceed weight limits. Therefore, each midshipman must give careful consideration to what and how to pack. It is best to limit the number of bags to two large bags for gear and supplies, and one carry-on bag for important papers including Sea Projects and valuables. **NOTE: Lathe project stock and completed machine shop project must be placed in checked luggage as it will not be allowed in carryon luggage as determined by the TSA.** Your pocket knife, too, must be in checked luggage. The airlines are very strict concerning the size of carry-on bags.

Only those bags that can be stowed in overhead compartments or under the seats will be allowed in the airplane's cabin. Oversized bags will be taken and checked for carriage in the baggage compartment. It is best to carry some toiletries and a change of clothes in the carry-on bag in case checked baggage is lost or otherwise not with the jet on arrival. When packing a sea bag, heavy books should always be placed at the bottom. Boiler suits and boots are placed on top of the books. All underwear, socks, tee shirts; are placed on the sides to fill the empty spaces. The categorized bags are placed on top.

### Bag Carrying Techniques

Carrying sea bags can be very difficult or easy, depending on how one approaches the task. The best way to carry the heavy sea bag is to place it on a luggage trolley. A big bag with wheels built onto the bottom of the bag is also very effective. The carry-on bag can be carried over the shoulder, or it can be placed on the luggage trolley.

### Sea Year Check List

Documents:

Passport

Merchant Mariner's Credential (MMC aka "Z card or MMD") and STCW '95 Training Letter

Medical Records including Shot Card, DFC, TWIC, Benzine Letter

Sea Projects

Sea Year Guide and Flash Drive

Assignment Orders (if they were not sent to the ship)

Military ID

ATR Contact Information

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

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

Sextant (Deck Majors)

Machine Shop Project Metal & Lathe Tool (Engine Majors – 1<sup>st</sup> Sailing)

Graphing and Drawing Kit (Engine Majors)

Vernier Calipers (Engine Majors – Machine Shop Project - 1<sup>st</sup> Sailing)

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	52 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### SAFETY GOGGLES: EVERY MIDSHIPMAN

Travel Instructions; Tickets or GTR Confirmation Number

Sea Bag

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

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

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

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

Work gloves (1-2)

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

Khaki uniforms (1-2), and accessories (“Bling!”)

Jeans/shorts (2 pair ea.)

Shirts/casual tees (2-3 ea.)

Sneakers + Two Pairs of Socks

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

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

Socks (2 blk., 5 wht.)

Swimsuit

Rain gear

Jacket (light and heavy)

Thermal Underwear

Watch

Voided Checks or Deposit Slips (For ship’s payroll)

Cell Phone + Charger

Books

### Miscellaneous:

Toiletries (replacements may be available on ship), Feminine supplies

Alarm Clock (battery powered)

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

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

USB Flashdrive and/or external hardrive

Earphones

Laptop + Charger

Internet Cable

Laundry bag

Q-Tips

Comb/Hair Brush

Toothbrush & Toothpaste (3 months worth)

Deodorant (3 months worth)

Shaving Kit

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	53 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Powerstrip + Surge protector
- Gym Shorts
- Sea Project Cover Pages (1 per project; 2 extra)
- Manila Sea project envelopes (1 per project; 2 extra)
- Engineering Tracing Paper (2-3 packs)
- Sketch Pads (2-3)
- Folders (2-3)
- Backpack
- Camera + Charger
- Pencils (Mechanical recommended)
- Dramamine
- Allergy Medication

<b>Must Take</b>	<b>Want to Take</b>						
Passport MMD Mil ID TWIC Driver's License Orders Medical Papers Sea Project ATR Contact Info Sea Year Guide Sea Khakis Eye Glasses (if necessary; TWO PAIRS) Voided Checks/Deposit Slips  2 Work Pants(Carhart or Dickies brand) 1 Work Coat 2 Long Work Shirts 2 Work T-shirts 5 Work Socks 1 Work Boots Work Gloves(they have disposable cotton ones out at sea) Thermal Underwear(tops and bottoms) 5 Underwear Running Shoes	Electrical Book Taylor Engineering Book Ship's Construction Book Ship's Knowledge Book Tools and Their Uses Book Swimsuit Hat Earphones Crescent Wrench 3-4 Pleasure Books Gym Shorts  <b>ENGINE CADET GEAR:</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">One pocket:</td> <td style="width: 50%;">Other pocket:</td> </tr> <tr> <td>Flashlight</td> <td>pocket knife</td> </tr> <tr> <td>Bahco wrench</td> <td>notebook&amp; pencil</td> </tr> </table>	One pocket:	Other pocket:	Flashlight	pocket knife	Bahco wrench	notebook& pencil
One pocket:	Other pocket:						
Flashlight	pocket knife						
Bahco wrench	notebook& pencil						

USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	54 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

<p>Casual/Walking Shoes          3 Casual Clothes(wear on ship)          1-2 dressy/professional outfits          1 pair of jeans(seriously you won't need more)          1 pair shorts          1 Sweater          1 Pullovers(for work)          1 Work belt(don't forget for sea khakis)          Knife/Sharpener(cadet gear, spiderco and gerber are some ex) <b><u>Sheaf knives are never permitted aboard</u></b></p> <p>Hunt 1 &amp; 2          Machinist Handbook or Welding book          Contact Info/email list          Drafting Materials          Caliper/Micrometer(try to get a digital one)          1 Pocket Notepad &amp; 5 pencils(cadet gear)          4 Manila Envelopes(for engine cadets)          4 Sea Year Report Covers(for engine cadets)          1 2" 3 ring binder(to put sketches in)          4 folders(one per sea project)          4 Drawing Pads(more than enough)          4 Rough Draft Pads          Clipboard          Drafting Tape          Computers          Chargers for Computers          IPod &amp; music          External HD          Flash Drive          Cell Phone          Charger for Phone          Phone Card          Credit/Debit Card          Camera          Camera Charger          SD Cards for Camera          Cash(enough for a hotel if they don't accept credit)</p>	
--	--

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>55 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Movies/Shows on Hard Drive Head phones/ ear buds Wireless Mouse Connection cables for iPod Connection cables for Camera Contact Lenses Eyeglasses & Cleaner/Repair Tooth Brushes 2 or 3 Toothpaste 3 or 4 tubes Retainers 2 Floss Shaving Crème/balm Razor & blades Nail Clippers Band-Aids Clairton-D Pepto Bismol Neosporin Tylenol/Advil Ace Bandage Vitamins 2 roller suitcases Backpack/Day Pack(use as a carry-on) Laundry sack		

**Sea Project Supplies from the Nex**

Information needed in order to get missing sea year supplies from USMMA NEX.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	56 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

### Naval Assignment Packing List

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

What to expect:

- Breakfast: 0600-0700
- Departmental Khaki Call: 0715-0730 (with Running Mate)
- Quarters: 0730-0745 (With Running Mate)
- 0800-1130: follow your running mate around or go find something interesting to learn about or watch based on the POD (such as gun shoots or other exercises)



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	57 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- 1115-1230: Lunch
- 1200-1700: follow your running mate (stand watch or go to different briefings or exercises)
- 1645-1730: Dinner
- There was no real accountability over the midshipmen. Most of the time we would go through the morning routine of meetings, then go to the bridge or CIC to watch the different exercises of the day ( Photo exercise, ASW exercise, or Gun exercises) then after lunch, stand the 12x17 watch on the bridge. After dinner, if the wardroom is open, that is a good time to do projects. Most of the new ensigns will be in there studying for the OOD board or SWO board. If the wardroom is open during the day and nothing else is going on, also take advantage of that time to do projects. The wardroom is basically the only place with enough space to do projects.
- During the day there will also be different ceremonies such as Re-enlistments or something as special as a pinning (SWO, ESWS, Chief). Go to these. They are very neat to experience and there is generally cake.
- You do not do much manual labor or cleaning. However, clean up after yourself and the crew will like you. In addition, your bed must be made daily and geared stowed under your rack or in your locker.
- Go in there with an open mind. Even if you have no desire to go into the Navy and only sail commercially, this will at least give you a general idea of what may be happening on the Navy ship. You will be able to see that there is a purpose to their strange maneuvers.
- Explore the combat information center and the weapon system. Almost everyone on the ship is very friendly and will happy to teach you about their specific system. The Navy almost solely does on the job training so these people are used to teaching others about their job. In addition, the average age on most ships is about 21.
- Eating in the wardroom is an experience. When you first enter the wardroom for a meal, you must ask the highest ranking officer if you can join him or her. Everyone does this as a courtesy no matter what their rank it. You then fill out a menu card and hand it to the cook. Someone will then bring you out 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 our trash. Clean up where you sat as someone else will sit there next. NEVER WEAR YOUR COVER IN THE WARDROOM.
- In port you salute all officers. Some enlisted will salute you, salute them back. No one salutes at sea. Wear your cover in port all of the time on deck. At sea, you only need to wear your cover when you are standing inside the bridge unless the ship is in flight operations.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	58 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Shipboard Operations

### Ship Assignment Policy

It shall be the policy of the Office of Shipboard Training that during each sailing period the Office will try to place each midshipman in vessel assignments as follows:

**Assignments:** Each midshipman will generally be assigned to more than one vessel during the first sailing period and to three or more vessels during the second sailing period. The assignments will be on vessels in active commerce, including those engaged in logistical support of the armed forces, and will provide the greatest number and variety of seagoing experiences practical. The assignment of a midshipman to any vessel is based on the individual training needs and vessel availability. The requirements 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 will choose, for the short sailing period, to go to sea in their first or second academic term as Third Classmen. They will then be assigned the corresponding odd or even sailing period for the longer two academic term period. All sailing period assignments shall be at the discretion of the Academic Dean. The **first sailing period** will be, depending on the year, **approximately 130-to-150 days** long. The **second sea term** will be **approximately 245-to-270 days** long.

**Sea Partner Assignments:** Generally, two midshipmen assigned to a vessel will be in different departments, i.e., deck and engine. Provided the vessel has appropriate accommodations, when feasible midshipmen of the same sex will be assigned together. In addition, all midshipmen will be assigned a sea partner for their sailing periods. A Deck midshipman is usually assigned with an engine midshipman. (Seven decades of experience have shown that ships prefer this, as do cadets.)

**Sea Partner Changes:** ATRs, in their absolute discretion, may assign or change sea partners of the cadets under their supervision, at any time during the course of the Sea Year, for any reason.

**Foreign National Cadets:** Foreign national cadets (non-US citizens) may be assigned to vessels documented under laws of countries other than the United States. This can only be accomplished provided that the vessel's Officers are fluent in English and the cadet is fluent in the designated common language of the vessel; that the operating company assumes responsibility for the midshipman's full medical insurance, special travel requirements, and any immigration or other formalities required due to assignment to that particular ship. Work assignments, working hours and pay shall be in accordance with 46 CFR 310.60 and guidelines promulgated by the Academy.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	59 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Sea Year Leave

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

### Assignment Orders

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

### Briefing Package

**Each midshipman shall pick up a Briefing Package at Shipboard Training before departing the Academy for sea.** (Generally, this accompanies Shipboard Training Orders.)

The Briefing Package usually contains:

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

**Reporting to a ship without picking up Briefing Package will result in a CLASS II, "Failure to comply"**

### Departing the Academy

Before leaving the Academy, each Midshipman should:

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

### Reporting to the Shipping Company

Reporting to Shipping Company Routine:

Each Midshipman will, unless directly ordered otherwise by the ATR:

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	60 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

### Reporting to the Ship

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

**Know where the ship's berth is located BEFORE you depart USMMA. If you do not know terminal location ask the ATR when you receive your orders.**

**Be on time when reporting to ship, generally this is whenever the ship berths but no later than 0800.**

**Reporting to Ship Routine:** Each midshipman is required to:

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

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

**Courtesy Call on Captain or Chief Engineer:** When reporting aboard, each midshipman will make a very brief call on the Captain and/or Chief Engineer as a courtesy. These officers are exceptionally busy or may be resting in port during a fast turn-around and have little time for unnecessary conversation.

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

**Sign-On:** Upon reporting aboard, every Midshipman will always:

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	61 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

### **Ship's Officers Have NO OBLIGATION, WHATSOEVER, to Train Midshipmen**

Ship's officers are employed to operate vessels; they are NOT OBLIGATED, WHATSOEVER, neither by law or tradition, to teach midshipmen anything. Therefore, each midshipman must earn the confidence and respect of the ship's officers and crew. **This can ONLY be achieved by a midshipman displaying an attitude of cooperation, interest and willingness to lend a hand in the operation of the vessel. EVERY midshipman should constantly strive to display a sincere interest in the profession and a willingness to make the sacrifices necessary to learn & develop the skills required of a competent professional. EACH midshipman must know that EXPERIENCE IS GAINED BY DOING, NOT BY WATCHING.**

### **Authority to Assign Work**

The Master will make all work and/or watch assignments for the Midshipman, or officer(s) designated by the Master.

### **Shipboard Working Policy and Procedures**

**General Routine:** Although the daily ship routine is generally standardized, ships and companies do vary. Therefore, each midshipman must be flexible and learn the specific routines of each ship. **Each midshipman is obligated to work 8 hours per day, seven days a week in the service of the vessel. A midshipman is expected to spend at least 3 hours of their own time each day to study. (See, 46CFR310.60 (b))**

**Extra-ordinary 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 turn-to whenever there is something to learn or if the ship has a particular need for assistance.

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

**DAY WORK 0800-1700:** *Monday through Friday and 16 hours per weekend standing various watches. WATCH: Two four-hour watches per day, Monday through Sunday (watches may be rotated periodically).*

**COMBINED WATCH/DAY WORK:** *Four hours per day on deck or in the engine room off watch, and four per day on rotating watches Monday through Friday and 16 hours of watch each weekend.*

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	62 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

**Over Time work:** Midshipmen are **not** entitled to receive overtime pay; however, there may be times when their work is required or when an activity of training value may require them to work in excess of 8 hours in one day. (No experience is ever wasted!)

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

### Abuse of Midshipmen

A Midshipman may be abused if:

- Their supervisor has them working longer hours than that supervisor or other ship's officers;
- Their supervisor does not allow midshipman the same rest periods allowed other ship's officers;
- Their supervisor has midshipman perform work in order to avoid payment of overtime to other crew members.
- **Note: If a midshipman believes that they are being abused in any way, by anyone, it is the midshipman's responsibility to report the abuse to their ATR at the earliest opportunity!**

### Learning Policy

Every midshipman is expected to ask intelligent questions at appropriate times and to seek information on their own time. Sea Project work should be diligently kept up-to-date. (However, there is more to learning the business of shipping than what may be found in the Sea Project!)

### Punctuality

TARDINESS IS NOT TOLERATED ABOARD SHIP. Ship's officers are EXPECTED to report for duty AT LEAST TEN MINUTES EARLY (especially for watch!) Midshipmen are expected to report for duty at least as early as their senior watchstander.

### Absence from Duty Station:

Under no circumstances shall any midshipman absent themselves from their workstation or from their ship during duty hours except when:

Authorization is received from their supervisors OR in the performance of duty

Required by emergency conditions.

### Vessel Familiarization

(See SAFETY and the discussion of STCW.)

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	63 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### 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. The business of shipping is capital intensive and extremely competitive.

### Berthing and Subsistence

Every midshipman, while assigned to ships, will be furnished quarters and subsistence by the company. While aboard ship a Midshipman will mess with the licensed officers.

### SHIPBOARD LIFE

**The American Image:** Every midshipman must be ever mindful of their duties as an American citizen, their responsibilities to their Country and the image which they project when associating with others in foreign lands. A midshipman is a visitor and should respect the host country's culture, religious beliefs, laws, customs, etc. and conduct themselves accordingly.

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

**Binoculars:** All ships supply binoculars for watchstanders. They are an expensive item and should be treated with care. Before using a pair of binoculars, every midshipman will make certain that he or she receives permission to do so from the Officer-of-the-Watch in order to prevent changing of the eye settings on the binoculars of that watch officer. **Under no circumstances will a Midshipman use the Master's binoculars.**

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

**Coffee Time:** Coffee break is usually held at **1000** and **1500** hours (many ships have the Cadets make coffee). Each midshipman should **make every effort to be present**. Much can be learned about ships and the business of shipping. He or she should not engage in controversial discussions or take sides in arguments. Each midshipman should listen and learn.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	64 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Grooming:** For hygienic purposes, as well as to favorably impress their supervisors, every midshipman SHALL shower regularly and keep his or her hair neatly trimmed and combed. Men shall shave daily.

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

**Mailing Letters in Foreign Ports:** To ensure safe delivery of mail, midshipman should:

Request permission from the Master to include personal mail in the ship's mail;

Give it to a ship's officer for mailing; take it to the post office themself; or

Give it to the company agent or representative.

**DO NOT** ask longshoremen, gangway guards, etc. to mail letters.

**Meal Procedures:** A midshipman is usually assigned a seat in the officer's Saloon Mess in which he or she is to sit for all meals attended.

**Every midshipman shall wear clean clothes when attending meals.**

Night lunches are for the benefit of the watch; midshipmen should be considerate of this fact.

**Proper etiquette and decorum are MANDATORY during meals.**

Meal hours are standard on most ships. Every midshipman is to be on time for all meals and is to make it a point to be in the Mess Hall no later than one half hour before the meal terminates unless otherwise directed by their supervisor:

A sample Meal Schedule is

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

**Nuisance and Noise:** **BE ADVISED that there are crewmembers off-watch and sleeping AT ALL TIMES.**

**Noise, particularly music volume, should not be heard outside a Midshipman's cabin.** No midshipman should ever slam the doors to their room or passageway!

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

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



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	65 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Sextant:** If the Midshipman desires to borrow a ship's sextant, they must first get permission.

Personal sextants should be hand carried when traveling. It is delicate and expensive and should not be stowed in luggage or shipped as baggage when traveling.

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

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

**Carrying out Orders:** A midshipman must take the time to understand each order given to them. If an order is NOT HEARD or NOT UNDERSTOOD, a midshipman should SAY SO IMMEDIATELY. Silence will be taken as your receipt & understanding 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.

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

**Bridge Routine:** When on the Bridge, every midshipman SHALL:

Observe the Academy motto of ACTA NON VERBA.

Not converse with the helmsman or other seamen on duty.

If asked a question, give a polite short answer.

Not stand idly at the window blocking the view of watchstanders.

Not block the path of the Master, Pilot, or Mate on watch while ship is maneuvering.

If wishing to ask a Pilot a question (for Sea Project) be careful to pick the right time in order to avoid distracting the Pilot at a critical maneuvering moment.

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

- Upon arrival, inspect room for contraband, confirm location of life jacket and survival suit

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	66 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Make bunks daily.
- Clean head and shower at least weekly.
- Maintain a clean deck.
- Wash down bulkheads, furniture, and change linen prior to departure from the vessel.
- Repair all damaged or inoperative equipment or report damage, if unable to personally make repairs, to the Midshipman's supervisor.(Chief Mate or First Assistant)

### Money Matters

Every crewmember receives a pay voucher at "pay off". Payoff 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.

### Discharges

A midshipman will also receive at pay off a **USCG Certificate of Discharge (Discharge) (Form 718A) or Letter of Sea Service**. This document is extremely important! It is the only accepted proof of sea service. Every midshipman is to ensure that their discharge states "**Deck Cadet**" or "**Engine Cadet**". **Merely "Cadet" is NOT SATISFACTORY.**

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	67 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### 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. Privacy on board is limited and personal matters soon become public knowledge.

In order to retain some sense of Privacy it is strongly encouraged to protect your Facebook account with privacy controls. **Do not post items on Facebook that you do not want the WORLD to see.** See Appendix 10.

An important segment of the Midshipman's training is learning to co-exist with people under unique and confined conditions for long periods of time. Respect and understanding are best established through professionalism and maturity.

Sexual relationships and displays of affection severely diminish professionalism and are to be discouraged. Any unwarranted situation of this nature will be reported in the SHIP'S OFFICERS' REVIEW OF MIDSHIPMAN PERFORMANCE (Illustration 7.1) and may result in actions taken against the midshipman upon their return to the Academy.

**Relations with Officers:** Every midshipman shall be businesslike and professional at all times. Midshipmen should never assume anything in their relationships with ship's officers.

Unless directed otherwise by individual officers, a midshipman shall call all officers "Mr." or Ms." followed by the surname (e.g., "Mr. Jones"), not by first names or slang titles. The Master shall always be addressed as "Captain" followed by the surname (e.g., "Captain Jones"). Respectful treatment of the midshipmen is always based on the respect given to ship's officers by the midshipmen.

**Relations with Unlicensed Crew:** Ship's crewmembers are knowledgeable and qualified in their specialties and much can be learned from working with them. A midshipman should:

- learn from their expertise but not attempt to give orders unless expressly authorized to do so by their supervisor;
- address crewmembers with respect, using their surnames only;
- NOT become personally involved with crew members onboard, and
- NEVER visit their cabins nor invite them to visit MN cabin.

**Relations with Non-Crewmembers:** Longshoremen, visitors and passengers are to be treated in a courteous, but firm business-like manner. Each midshipman is to use common sense and avoid any controversy or conflicts with these people. Should problems occur, the appropriate officer should be called to deal with the issue. **Should you encounter situations involving harassment or discrimination, do not panic or act irrationally as this will only encourage your harasser. Contact your ATR and**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	68 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**shipboard supervisor immediately.** Concurrently, try to develop the tools and methods that you will use following in the Shipboard Conflict Procedures.

### Visits by Academy Personnel:

Midshipmen, when visited by Academy personnel aboard ship shall:

Brief the visitor on the trip and ship in general;

Have administrative paper work ready for inspection;

Introduce visitor to the Supervisor then take leave to one's cabin while Supervisor is interviewed;

Be prepared to answer questions about ship operations.

### Missing the Ship

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

**Midshipman Missing Ship Procedures:** If a Midshipman misses a ship because of the negligence or oversight of anyone other than himself or herself, it is the responsibility of the Midshipman to obtain appropriate written proof of those facts.

**UNDER NO CIRCUMSTANCES WILL THE ATR AUTHORIZE THE GOVERNMENT'S PAYMENT OF ANY TRAVEL EXPENSES RESULTING FROM THE MIDSHIPMAN'S FAILURE TO JOIN SHIP.**

All incidents of missing ship will be reported to their ATR IMMEDIATELY and in the MIDSHIPMAN ASSIGNMENT REPORT (Illustration 7.3).

### Midshipman Transfer within Company

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

### Detachment from Vessel

**Authority:** No Midshipman shall detach from their assigned ship unless so directed by their ATR or the Shipping Company.

**Uniform:** Upon detachment, each midshipman **SHALL make all farewells and depart in the proper travel uniform (summer khaki or Service Dress Blue).**

**Final Duties and Routine:** Prior to detachment, each Midshipman shall :

-return all ship's property to its appropriate custodian. Midshipmen shall not depart with any ship's property. **FAILURE TO RETURN BORROWED PROPERTY SHALL BE CAUSE FOR SEVERE DISCIPLINARY ACTION AGAINST THE MIDSHIPMAN.**

-**Submit required forms** (including SHIPBOARD PERFORMANCE EVALUATION) to supervisor NO LATER THAN three (3) days prior to vessel's arrival in port of detachment;

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	69 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Prepare reports for submission to the ATR;
- Clean and search cabin:** EVERY midshipmen shall leave their cabin as they would like to find it;
- Brief Relief:** When a midshipman is relieved aboard ship by another midshipman, THEY **SHALL TAKE THE TIME TO ORIENT THE NEW Midshipman** to: the Cadet Cabin, the decorum and rules expected of cadets aboard the ship, the Dining Room location, dress, etiquette and seating arrangement, the Midshipman's FIRE AND BOAT STATION duties, and General information about the ship's officers.
- Follow Customs procedures:** DO NOT violate Customs regulations: DECLARE EVERYTHING.
- Have the ENDORSEMENT section of the SHIPBOARD TRAINING ORDERS filled out.
- Make certain the Certificate of Discharge, Shot Card; Merchant Mariners Document and Pay Voucher are in hand when departing the vessel.

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

### Midshipman Ship Assignment Reports and Forms

Every Midshipman is required to submit accurate and comprehensive information concerning activities and performance during their assignment to a ship in order to provide the Academy with performance data about both the midshipman and the ship. The submission of written reports also introduces the Midshipman to the responsibilities and methods required for accurate, incisive, neat and orderly reporting and record keeping. **ALL ASSIGNMENT FORMS AND REPORTS SHALL BE SUBMITTED TO THEIR ATR NO LATER THAN TEN (10) CALENDAR DAYS AFTER THE DATE OF DISCHARGE.**

**Ship's Officers' Review of Midshipman Performance – (Evaluations):** Each Midshipman will complete (preferably typewritten) the heading of the SHIP'S OFFICERS' REVIEW OF MIDSHIPMAN PERFORMANCE form and submit it to his or her supervisor for completion in accordance with the cover sheet of instructions provided with the form. MIDN should submit evaluation form to their supervisor every 45 days aboard, when detaching from vessel or when the supervisor is relieved from vessel. Should the report be returned to the Midshipman, the Midshipman will submit it, with other reports and forms pertaining to the assignment, to the ATR within 10 working days of his or her detachment from the vessel or within ten (10) working days of his or her 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.**

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	70 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Midshipman's Assignment Report:** Every Midshipman will prepare the MIDSHIPMAN'S ASSIGNMENT REPORT (MAR) (Illustration 7.3) for every vessel to which he or she is assigned for a period of more than 21 days. The report will be submitted to the ATR within ten (10) working days of his or her detachment from the vessel or return to the Continental U.S. if detached outside the Continental U.S.

## Sea Projects

### Purpose of the Sea Project Program

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

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

### Sea Project Work Aids

**Manuals:** Prior to each Sea Period, the Head, Department of Professional Development & Career Services will issue a Sea Project to each Midshipman. Every Midshipman is required to follow the instructions in the Sea Project. Questions relative to a particular course should be presented to the appropriate department head via the ATR.

See Appendix 5 – Sea Project FAQ

A Midshipman will contact his or her ATR if he or she is experiencing any difficulty with any Sea Project course.

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

**Budgeting Time:** Each Midshipman should remember that when the ship is in port, shipboard duties and time ashore leave little time for Sea Project work. Therefore, a Midshipman should work regularly

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	71 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

on the Sea Project while the ship is at sea. Three (3) hours per day will be required to properly complete all the courses.

**Gathering Information:** Sea Project information should be gathered whenever the opportunity occurs. Each Midshipman should always bring a note pad to work and take notes. The note taking should in no way effect the Midshipman's work performance. Most of the Midshipman's information gathering, though, will be done on his or her own time before or after working hours.

Sources of information include:

**The ship:** The ship itself will provide answers to Sea Project problems and questions through observation of the ship's construction, markings, machinery, blueprints mounted on bulkheads, etc..).

**Technical Manuals:** Technical Manuals are of three types. They are generally available aboard most ships. **Blueprints** show actual construction or system layout.

**Equipment Manuals** show construction, operation and repair of particular pieces of equipment.

**Ship's Operating Manuals** give brief descriptions of systems and equipment along with operating parameters and schematic diagrams. The Chief Engineer and the First Assistant Engineer usually have a complete set of manuals and blueprints. The Chief Mate will have information on the trim and stability of the vessel and may have equipment manuals pertaining to deck machinery.

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

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

### Sea Project Writing and Completion

Most of the information required for sea project courses can only be found aboard ship. Therefore, each Midshipman must complete the Sea Project while aboard ship.

It is recommended that each Midshipman write the sea project courses by hand first. This will provide a hand-written copy in case work is lost, damaged, or the Midshipman is unable to print his or her work by the due date.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	72 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Look through the list of reference material you will need within the project. Make sure to bring ALL of these texts.
- Make sure to cite your source when using direct quotes from the text or from ship's manuals.
- It never hurts to cite your engineers/mates, which adds further verification against plagiarism.
- If you have time before your first assignment, start reading the references and familiarize yourself with the questions.
- Before turning in your project, scan all of your drawings so that you have them as a reference for second sailing.
- Rough notes are the easiest part of the project, just make photocopies of the ship's manuals as you use them throughout your projects.
- Engineers – Do not use the lathe during rough seas. Finishing cuts should be done in calm waters or in port if possible. Use fine emery cloth or lapping compound to finish. A super-shiny clamp always makes a good first impression.
- C/M on drawing paper is where YOUR name goes. I found a pony on one of my ships where the author had put the name of his Chief Mate in this block for every drawing.
- Never be afraid to ask questions, but do your research first. There ARE such things as stupid questions, so try to avoid asking them of licensed officers. When a crew member helps you out, make sure to thank them and offer your assistance in the future.
- Be sociable at coffee time. This is a great time to ask project questions, but the crew would rather talk about topics that get their mind off work. Many officers judge cadets based on their ability to keep a conversation going.
- Purchase a light box in advance for complex drawings. You will use this more second sailing but it is also good to have for first sailing.
- If your ship has an interesting system, or a unique piece of equipment that is not specifically asked for in the project, try to fit it in anyway. As long as you answer a question in its entirety, you cannot be marked down for adding something above and beyond, as long as it is related.
- Being able to relax for the final two weeks of your sailing time is a great feeling. Cramming together half-finished work that you really don't understand is not. Work on the project for a couple of hours each day and you will have no problem finishing early.
- Make sure you fully understand the entirety of each question you are answering. Sea projects are designed to prepare you to eventually take control of the ship as a 3<sup>rd</sup> Assistant or 3<sup>rd</sup> Mate. You will see these questions again in class, in your second sailing projects, and on license tests. Learn them thoroughly the first time and your next three years at KP will be much more enjoyable.

Question:



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	73 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

You enter your stateroom for the first time and look through the drawers. You find an entire sea project for the ship you are on done by a 2010 KP graduate. Which of the following are acceptable?

- Never look at the project.
- Read the entire project once to get an understanding of the general format and an overview of your ship, and then never look at it again.
- Have the project open at your desk and use it as a reference as you work through your own questions.

### Sea Project Security

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

### Submission of the Sea Project

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

Note: A Sea Project course that is not submitted by the due date and time will be considered a non-submission and will receive a grade of "F". Each Midshipman is strongly advised to turn in whatever work, rough notes if nothing else is available, he or she has at the date and time the courses are due. The exceptions to the above are the Navigation Law courses of the Deck, Dual, and Ship's Officer Projects. These are submitted in accordance with Sea Project instructions.

### Procedures for Submission:

Each Sea Project course is to be enclosed in an individual manila envelope (available at the Ship's Service Store). Every envelope will be clearly marked in the UPPER LEFT HAND CORNER with the course name and course number, the Midshipman's full name, year, split, and date of submission.

The academic department Sea Project Coordinators will issue instructions for the submission of Sea Projects generally on the first day of the academic term following the end of the sea period.

Each Midshipman will bring his own or her own Sea Project work to the collection site.

At the collection site the collectors will sign the Midshipman's receipt for each course received. The receipt will be maintained at the office of the applicable academic department Sea Project Coordinator. Midshipmen may get copies of the receipts upon request.

Sea Project courses are due at the time and place described above. The Assistant Academic Dean may only grant an extension in which to complete all or a portion of the sea project. Any Midshipman

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	74 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

wishing to request an extension must submit a petition to the Assistant Academic Dean on or before the day that the sea project is due. Petition forms are available from the Office of the Academic Dean.

### Procedures for Sea Project Submission Returning Late from Sea:

If the Cadet is detaching from vessel after the normal sea project date this procedure is to be followed. After detaching from the vessel each MIDN must submit their projects to PDCS the NEXT BUSINESS DAY. If the vessel is not local, the projects are due the next business day starting when the plane lands in NY.

#### Example 1.

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

#### Example 2.

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

The Assistant Academic Dean may only grant an extension in which to complete all or a portion of the sea project. Any Midshipman wishing to request an extension must submit a petition to the Assistant Academic Dean on or before the day that the sea project is due. Petition forms are available from the Office of the Academic Dean.

### Sea Project Frustration and Resignation

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

Academic Policy – Resignation While on Sea Duty:

A Midshipman who resigns while assigned to sea training or on authorized leave during the normal period of sea training will receive the grade of "W" (Withdraw) for all Sea Project Courses. This grading period is not included in the calculation of credit hours accrued, and will therefore not affect QPA and CQPA calculations.

A Midshipman who resigns within one week of reporting back to the Academy for the start of the first residential term following completion of a period of sea training will receive the grade "NG" (No Grade) for all Sea Project courses. A Midshipman who resigns subsequently will receive the grades earned as a result of departmental grading of the work submitted. Completion of a Preliminary Resignation form on

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	75 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

the day that projects are scheduled to be submitted will constitute resignation for the purpose of this policy.

### Midshipman Access to Sea Project

The return of submitted Sea Project courses to the Midshipman varies with Department policy. A Midshipman may pick up his or her Engineering Sea Project courses after returning from sea. Navigation Law and Electronic Navigation will not be returned, while the remaining courses of the Deck Sea Project will be returned after completion of the written or oral examination.

Departments concerned will arrange for the Midshipman to review his or her Sea Project courses, and to discuss them with the appropriate instructor upon request.

### Sea Project Academic Policy

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

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	76 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

**Sea Period Academic Deficiencies:** The Academic Dean will process Sea Year academic deficiencies.

Based upon an evaluation of each individual's record and degree of deficiency, the Academic Dean may recommend:

Academic Warning;

Academic Probation;

Withholding certification to take the U.S. Coast Guard license examination;

A Special Program involving setback or deferred graduation;

Disenrollment;

Additional sea service; or other conditions designed to assure proper remediation of Sea Period deficiencies.

Listing of Sea Projects can be found in Appendix 6

### Plagiarism

Plagiarism is the act of taking ideas and writings from another and passing them off as one's own without crediting the source. It is a violation of the Academy's Honor Code and the Academy's requirements for Academic Honesty (see paragraph 17, Academic Policies Handbook).

Every Midshipman may seek the assistance of ship's officers and crews but collaboration with any other Midshipman is prohibited. No Midshipman will copy any portion of the Sea Project from another Midshipman, or allow his or her work to be copied by another Midshipman.

### Sea Year Stationery Supplies

The following supplies should be obtained before leaving the Academy for Shipboard Assignment:

#### Engine (First Sailing Period)

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

#### Engine (Second Sailing Period)

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

#### Deck, Ship's Officer (First Sailing Period)

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	77 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- 3 bound journal notebooks (8 1/2" x 11")
- 6 packages notebook paper (8 1/2" x 11")
- 3 ring binder (1 1/2" or 2")
- 8 manilla envelopes
- 8 manila folders
- Drawing pads:
- Dual (3 pads - 90 sheets each)
- Deck (2 pads - 60 sheets each)
- 1 pad daily log forms (Bridge) (15 sheets)
- 1 box split pins
- 1 pad plotting sheets for Navigation (25 sheets)
- 2 Navigation Workbooks

### Deck, Ship's Officer (Second Sailing Period)

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

### Second Sail for Deck, Shopper and Logistics

- Universal plotting pad (50 sheets)
- Sea Year daily journal (Two each)
- Navigation workbook (Two each)

### Second Sail for all Engineers

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

## Sea Project Remediation

All First Sailing Sea Project Failures are redone during the Second Sailing Period.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	78 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Any MIDN failing a second sailing sea project are NOT allowed to start ANY part of the special sailing process until we are in receipt of a letter/ email from the sea project coordinator outlining the specific sea project failure remediation recommendation.

## Shipboard Conflict Procedures – Harassment

### Shipboard Conflict Procedures

When the Midshipman feels that he or she is being threatened or abused by ship's personnel he or she should:

Try to handle the situation as a learning experience and develop methods of handling such problems. Advise someone in the administrative chain-of-command of your predicament and seek their advice. Informal options for ending inappropriate behavior may result in an apology, awareness training for the offender, planned intervention or confrontation of the harasser. Involvement of someone in the administrative chain-of-command will facilitate reaching a resolution.

If the Midshipman perceives a physical threat, he or she should advise his or her supervisor (if the supervisor is not the one who is harassing), or the Captain (if necessary). If that does not correct the situation, he or she should maintain a log showing dates, times and persons involved in harassing incidents. He or she should attempt to use the organization's Harassment and Discrimination instructions. The Midshipman should contact his or her ATR and report the incident as soon as possible. If the ATR has reason to believe that a Midshipman is being physically abused or threatened, the ATR will immediately contact the shipping company and demand protection and removal of the Midshipman from the vessel at the first appropriate port.

It is critical that Midshipmen address incidents of sexual harassment at the soonest opportunity. If harassment continues, it may escalate to a sexual assault. If a Midshipman feels that a situation is getting dangerous and out of hand, they should seek help from their supervisor, master or designated person ashore or ATR for resolution. Sexual assault is a crime, if not reported the behavior may continue unabated. Where the Midshipman is unable to handle the situation and there is no perception of a physical threat, the Midshipman should choose to follow the policies and procedures of the Company or organization. The formal option generally requires a specific complaint to a supervisor (Chief Mate or First Assistant) or manager (Captain). This will initiate an investigation process that insures due process for the accused and protection of the complainant by maintenance of confidentiality and prevention of retaliation. The formal process can result in disciplinary action including verbal or written agreements, warnings, suspension, probation, or termination.

EVERY MIDSHIPMAN MUST BE ABLE TO SUPPORT CLAIMS OF ABUSE OR HARASSMENT IN WRITING. Any report written to the ATR or to the Head, Department of Professional Development & Career Services may be forwarded to the shipping company to support claims made by the ATR. Copies of logs of abuse or harassment will be included in the Midshipman's Assignment Report for the vessel. The ATR will also

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	79 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

provide a copy of such written report to the Commandant to complete such action as may be his responsibility.

ANY MIDSHIPMAN WHO MAKES FALSE STATEMENTS OF PHYSICAL ABUSE OR HARASSMENT MAY BE SUBJECT TO SEVERE ADMINISTRATIVE PENALTIES BY THE ACADEMY AND TO LEGAL ACTION BY DAMAGED PARTIES.

## Travel

### Official Sea Year Travel Policy

Travel reimbursements for Sea Year expenses paid by the Government.

### Definitions

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

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

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

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

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

A chronological list of actual travel expenses;

Copies of receipts that support the expenses listed.

Midshipmen will be notified by email when to report to the Travel Office to complete his or her voucher.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	80 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

Interport or Intraport travel: Travel between ships.

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

### Travel Procedures

Obtaining a Ticket: Prior to the sea period, a Midshipman may be offered a ticket from Kings Point directly to his or her 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 his or her first vessel from home and purchases his or her own ticket, they will be reimbursed for the lesser of the actual cost of the ticket or the government rate. A list of Government airfare rates is always available in the Travel Guide. A Midshipman may request tickets for official travel anytime during Sea Year through the ATR or when authorized the Travel Officer.

#### Reimbursement of Travel Expenses:

Each Midshipman must keep receipts for all travel and lodging expenses for the entire sea period.

The reimbursement request form must be forwarded to the ATR no later than 10 days after a Midshipman returns to the Academy for in-residence training.

The ATR will evaluate the reimbursement request form and forward it to the Travel Office for inclusion in the Midshipman's travel file.

Upon return to the Academy, each Midshipman will report to the Travel Office as directed by the Travel Officer to complete his or her Travel Voucher.

Once the Travel Voucher is processed and the expenses are approved, the Department of Budget and Accounts will issue a reimbursement check to the Midshipman.

Midshipmen while traveling will be reimbursed airline baggage charges for one carry-on (laptop or small bag) and two bags weighing less than 50 pounds each. Receipts must be presented for all airline baggage charges.

#### Reimbursable Travel Expenses:

A Midshipman will be reimbursed for official government travel only. Official government travel includes travel authorized in orders issued by the ATR. Generally, authorized travel will be over the most economical direct route.

Reimbursable travel expenses are expenses incurred when:

Travel to First Ship Assignment: Traveling from the Academy directly to the Midshipman's initial vessel assignment.



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	81 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Travel from Last Ship Assignment: Traveling from the final vessel assignment at the end of each sea period directly to the Academy.

Traveling Between Vessel Assignments: Travel between vessel assignments or expenses incurred while waiting for a vessel (lodging and subsistence) are reimbursable, and they are subject to the approval of the ATR or Travel Officer. Midshipmen will have sufficient personal funds to obtain subsistence and quarters for at least three days.

Note: Hotel rooms should be shared with same gender sea partner. However, it is important that Midshipmen pay only for their share of room. Midshipmen must check-out of the hotel when departing and keep the original hotel receipt for travel reimbursement. Company or Academy reimbursable hotel rooms are not to be used for non-academy personnel or for entertainment purposes.

Special Assignments: Any special assignment to the Academy for medical, regimental, academic, or other reasons identified by appropriate Academy authorities.

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

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	82 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Company Provided Travel Subsistence & Allowances

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

### Helpful Hints for Security while Traveling

There are several precautions a Midshipman should take to enhance his or her personal security while traveling.

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

### Returning to the Academy as a Sea Year Transient

Sea Year Transients:

In order to process your orders and provide adequate berthing, it is imperative that transient midshipmen contact Shipboard Training and their respective Academy Training Representatives as to their expected date and time of arrival at Kings Point. The Academy Training Representative shall notify the Holdover Officer and/or CDO in advance of the expected arrival of any Sea Year Transient.

All Sea Year Transients (going to or returning from assignments) shall immediately report to the MCDO/CDO all midshipmen will report to the Office of Shipboard Training and check-in with their respective ATR. The ATR will provide the midshipmen with orders (if not already issued) and appropriate berthing accommodations, either on campus or onboard the Academy Training Vessel. If

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	83 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

directed to on-campus berthing, the ATR will direct the MIDN to contact the CDO for billeting accommodations. If the CDO is not available, contact the MCDO. Midshipmen requiring access to the regimental baggage locker will need to arrange with the RSMO a time to which they can obtain their personal effects.

### *After Duty Hours:*

All Sea Year Transients will check-in with the MOD and then contact the CDO. If needed, the transient midshipman will then obtain their orders from the MOD. After checking in with the MOD and CDO, midshipman reporting with orders assigning them to the Academy Training Vessel shall present themselves immediately to the Master or in his absence, the onboard Duty Officer. The midshipman will be then be assigned to a temporary berth designated by the Master.

All Sea Year Transient midshipmen not assigned to the Academy Training Vessel will be given either a permanent or a temporary berthing assignment within the barracks as directed by the CDO. Linens will be obtained from the CDO. The following morning, all midshipmen shall report to the Department of Shipboard Training and check in with their ATR. Midshipmen requiring access to the regimental baggage locker will need to arrange with the RSMO a time to which they can obtain their personal effects.

### Sea Year Transient Uniform

At USMMA the sea year transient uniform is the uniform of the day.

### Sea Year Transient Berthing

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

### STEP 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/>.

## Internship Program

**Graduation Academic Requirement:** Successful completion of an internship is a graduation requirement. Internships are to be performed during the second sailing period. **PDCS will assign cadets**

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	84 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

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

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	85 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

### General information:

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

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

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

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

**Administration of this Policy:** The completed INTERNSHIP PREFERENCE REQUEST is submitted to the Academy Training Representative and should indicate the order of preference for the Internship choices. Final Internships arrangements will be made under the direction of the Academy Training Representative.

**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.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	86 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

**Medical Coverage:** While assigned to an organization for the purpose of completing an internship, the midshipman is on Official Duty for Training and is covered for work related illness or injury by the Federal Employees Compensation Act.

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

### Internship Tasks of Midshipman:

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

**REPORT:** Based on the investigation, the midshipman will prepare a midshipman's Internship Assignment Report. The Internship Assignment Report will be submitted at [www.turnitin.com](http://www.turnitin.com) . Note: the turnitin.com course number is located on your internship orders.. The submission to [www.turnitin.com](http://www.turnitin.com) is due on the same date as all sea projects or shortly thereafter. Failure to submit will result in a grade of "F". If a student elects not to use [www.turnitin.com](http://www.turnitin.com) and does not submit the required form Appendix 8 during the sea year lecture series, the report is due 10 business days after completion of the Internship. **ALL NON-SUBMISSIONS WILL RECEIVE A GRADE OF "F".**

#### *Mandate of Report*

The report shall include the following:

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	87 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

### *Writing Rules*

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

### *Submission of Report*

#### *Courtesies to the Cooperating Organization*

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

### **Exemptions from Internship Requirements:**

**Special Cases:** In special cases, the Head, Department of Professional Development & Career Services may recommend to the Academic Dean that a Midshipman be exempt from his or her internship requirement.

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	88 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

### Collecting Assignment Information

When a Midshipman identifies an organization that he or she would like to be assigned to, he or she should contact the organization to obtain the following information:

- Will the organization participate in the internship program?
- The organization's full name.
- The full address of the organization. (If the mailing address is in a P.O. Box, a street address is required for Express Mail.)
- The Main telephone and FAX numbers of the organization.
- The organization's internship coordinators full name.
- The full title of the coordinator.
- The telephone and FAX numbers of the coordinator.
- Any other requirements set by the organization.

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

### REQUESTING AN INTERNSHIP ASSIGNMENT

When a Midshipman has identified an organization (and at least one alternate organization) at which he or she wishes to be assigned to, he or she will:

**Prepare a Resume:** Help in preparing a resume for internship may be obtained at the Career Services Center.

**Prepare a Letter Requesting a Six Week Assignment:** Each Midshipman who wishes to be assigned to a six week assignment must submit a letter to the Head, Department of Professional Development & Career Services requesting assignment to a six week internship. The letter must state the number of days aboard ship the Midshipman has obtained and what, if any, sea project failures he or she must remediate.

**Submit Internship Preference Form (with attachments):** When directed by the Head, Department of Professional Development & Career Services, but before departing for sea service, every Midshipman must submit two copies of the INTERNSHIP PREFERENCE REQUEST form (Illustration 12.1) to the Head,



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	89 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Department of Professional Development & Career Services listing three organizations where he or she would prefer assignment.

### INTERNSHIP ASSIGNMENT ROUTINE (MIDSHIPMAN)

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

Federal laws, regulations and court decisions clearly provide that sexual harassment and discrimination in the work place is illegal. Additionally, sexual assault anywhere is a serious crime regardless of where the incident happens. The Maritime Administration and most companies have a zero tolerance policy for such actions and have established written procedures providing: for education on what constitutes harassment and discrimination, for reporting incidents so that a fair and prompt investigation may be conducted, and for disciplining harassers and discriminators. During your internship you may be considered an employee of the Maritime Administration or of the organization where you are completing your internship assignment. As an employee of the Maritime Administration you should be guided by Maritime Administrative Order 770-713-2 of April 18, 2002, copy on Blackboard. As an employee of the organization become familiar with these and learn about the differences within organizations. If in doubt follow the guidance in the Shipboard Operations section, paragraph 24, of this guide.

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

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

**Note:** Each Midshipman is to have a boiler suit and work shoes with him or her if he or she is interning with an organization that will likely put him or her in hands-on situations.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	90 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Special Ship Assignments

### Definition of Special Ship Assignments

In general, Special Ship Assignments are defined as:

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

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

### General Requirements for Special Ship Assignments

Only Midshipmen who have successfully completed their first sailing period will be considered for special ship assignments. Successful completion of the first sea period means:

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

In every case, the Midshipman must submit a written request (refer to sample internal memo as found in ATR chapter) for consideration to the Head, PD&CS. The request must describe the specific ship or program and must contain a brief statement justifying the request. When more Midshipmen apply than are required, the Office of Shipboard Training will make selection based on the general requirements for special ship assignments and those of the particular ship. When there are no clearly superior candidates (using the forgoing criteria) for a particular special ship assignment, the Head, PD&CS will make selections for such assignments by lottery. Superior candidates will be defined by DH PDCS and will take into consideration sea year evaluations, sea project grades and sea time but not limited to.

The request should be submitted as soon as possible (promptness will be considered in selections) but in no case later than 60 days before the requested date of assignment or date of the beginning of the second sea period (whichever is earlier).

U.S. Coast Guard and/or Academy requirements for minimum shipboard assignment time must be met (see minimum Sea Service, including special requirements for Deck and Ships Officers, at page 7.). NO REQUEST FOR SPECIAL SHIP ASSIGNMENT WILL BE CONSIDERED UNLESS THERE IS REASONABLE PROBABILITY OF THE MIDSHIPMAN COMPLETING THE PREREQUISITE SEA TIME FOR LICENSING AND ACADEMIC WORK ON SEA PROJECTS TO COMPLETE THE CURRICULUM.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	91 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Specific Requirements for Special Ship Assignments

All candidates for special ship assignments must meet the general requirements listed above and also the following specific requirements:

**Operation Deep Freeze:** a voyage to Antarctica generally in a tanker chartered to or operated for Military Sealift Command (MSC). The voyage usually begins during the second week of December and terminates in late February. Scheduling by MSC often causes the voyage to run considerably longer and the cadets must be prepared for a long assignment.

This assignment requires that the Midshipman be in the 2/4 split.

The vessel may take only one deck and one engine cadet.

**Assignments to Naval, USCG, NOAA, Army Watercraft, Vessels:** a 30-day training cruise. The assignment is, whenever possible, arranged to take place at the beginning or end of sailing periods and is on a vessel that allows the Midshipman to join and discharge in continental U.S. ports.

The Department of Naval Science upon written approval of the Head, PD&CS arranges assignments to U.S. Naval Vessels. The USCG Academy Liaison Officer upon written approval of the Head, PD&CS arranges assignments to USCG Vessels. The NOAA Liaison Officer upon written approval of the ATR arranges the assignments to NOAA vessels. The Army Liaison Officer upon written approval of the ATR arranges the assignments to Army vessels. There are no wages paid for these assignments.

A Midshipman who is tentatively assigned to this special assignment vessel is particularly obligated to complete the assignment unless he or she notifies 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 his or her request less than 60 days before his or her date of assignment or who fails to report to the assigned vessel without proper authority may be financially liable for any expenses incurred by the government.

Particular requirements of this ship assignment are:

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

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

- Anything that will compromise operational security (OPSEC)
- Left Page:
- Date, location, ETA. (If you are arriving or departing a port include that info but no future info)
- Right page:
- Operation names
- Passengers other than the crew
- Destinations of boats or aircraft launched or recovered as part of an operation

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	92 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- ASSUMPTIONS of what you think is going on. (IE. The purpose of different passengers, why the ship to traveling
- to different areas)

The following MAY BE WRITTEN about:

- Normal daily activities,
- maintenance on the following:
- UNREP stations, fire stations, the well deck, flight deck, cargo gear,
- fire and boat drills, ship specific drills,
- Cargo ops, flight quarters, UNREPS, loading and discharging of cargo, stores, equipment, use of the well deck.
- If you have any doubts about the classification of what you want to write about please talk to the Master or Security officer. They should give you guidance on what you can and can't put into a journal entry.

**Assignment to a Great Lakes Vessel:** an assignment to a vessel that is dedicated to operations on the Great Lakes. Sailing on these vessels is considerably different from deep-sea assignments for the following reasons.

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

**Assignments to International Flag Vessels:** The Maritime Administration has authorized assignment to foreign flag vessels for cadet training. The Coast Guard will accept sea service aboard a foreign flag vessel.

Particular requirements for this ship assignment are:

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

## Discipline

### Academy Regulations

General: The combined sea training periods make up the fifth conduct period. The in-residence periods make up the other four.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	93 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Every Midshipman detached from the Academy for sea training, including internship, remains subject to the Midshipmen Regulations at all times. Specifically, there is information in the Midshipmen Regulations regarding Sea Year in the following sections:

- 245. Sea Year Regulations
- 521. Storage Locker
- 705. Conduct Period
- 708. Conduct Actions
- 804. Midshipmen Professional Review Board
- 1008. Executive Board Procedures
- 1105. Substance Abuse

Ship's Officers and Internship Coordinators are authorized to initiate disciplinary proceedings.

Sea Year Regulations: The Sea Year Regulations and Instructions referred to in section 245 of Midshipmen Regulations are contained throughout this guide. Section 245 reminds the Midshipman that orders and instructions issued by the ATR's supplement the regulations.

Storage Locker: Section 521 of Midshipmen Regulations contains instructions for stowing gear that will not be needed for sea training.

Only the Regimental Baggage Locker is to be used for the stowage of gear belonging to a Midshipman who has been assigned to the Office of Shipboard Training.

Every Midshipman must clearly mark gear stowed in the Regimental Baggage Locker with his or her name, class, and company.

Conduct Period: The Sea Year conduct period begins at the time a Midshipman is detached from the Academy and assigned to the Office of Shipboard Training for sea duty and ends at the time a Midshipman is directed to return to the Academy to resume in-residence academic training.

Conduct Actions: Section 708 of Midshipmen Regulations describes the administrative actions associated with the number of demerits a Midshipman accumulates. The following applies to the Sea Year conduct period:

Official Warning: 100 demerits

Conduct Probation: 125 demerits

The limit for the Sea Year conduct period is 150 demerits.

### Midshipman Professional Review Board

Every Midshipman's Sea Year performance is subject to review by his or her ATR and the Head, Department of Professional Development and Career Services. A record of poor performance aboard ship, as evidenced by poor shipboard evaluations, may cause the Head of the Department of Professional Development to recommend to the Academic Dean to convene a Professional Review Board.

The recommendation to convene a Performance Review Board does not take into account the Midshipman's past disciplinary or academic performance.

Section 804 of Midshipmen Regulations describes the Midshipman Performance Review Board. Section 907 outlines the procedures followed by the board.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	94 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

### Substance Abuse

Section 1105 of Midshipmen Regulations addresses the issue of Substance Abuse by a Midshipman. A discussion of federal law as well as Academy policy is contained in the Sea Year Program Policy section of this guide.

### Academy Disciplinary Procedures

Upon receipt of a complaint or charge by a Ship's Officer, Internship Coordinator or the ATR of the Midshipman's infraction of the Midshipmen Regulation, the Midshipman may be ordered to report to the Academy for disciplinary proceedings. Such orders to report may be issued for all Class I and Class II charges. Class III charges may be resolved by the Commandant of Midshipmen on the recommendation of the ATR.

### Administrative Discipline

The U.S. Coast Guard, the U.S. Customs Service and other Federal agencies have prescribed administrative processes for violation of their regulations and Federal statutes. Any Midshipman who engages in such violations is subject to the same process as other shipboard personnel. These matters are beyond the control of the Academy.

### Criminal Charges

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

**Legal Counsel:** The Midshipman under criminal charges or investigation is advised to obtain private legal counsel promptly. The cost of legal counsel must be borne by the Midshipman.

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

### Procedures if in Custody of Authorities

It is strongly recommended that each Midshipman seek the advice of the ship's officers concerning police activity in the various ports the ship may visit. He or she is 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 his or her own regarding defense of his or her case. The State Department considers it the duty of an American citizen to diligently follow the laws of his or her host country.

Any Midshipman who misses a ship because of being in official custody will be considered to have negligently FAILED TO JOIN SHIP unless he or she presents written documentation to the contrary.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	95 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Under no circumstances will the ATR authorize the government's payment of any travel expenses resulting from the midshipman's failure to join ship because of being held in official custody. The Midshipman is advised that it is the official policy of the Maritime Administration and the Academy to offer maximum cooperation to local agencies in the prosecution of administrative or criminal actions against a Midshipman. Any Midshipman in custody or under the investigation of regulatory agencies is strongly advised to obtain private legal counsel immediately at his or her personal expense. In any case, a Midshipman in custody or under investigation is reminded of his or her rights against self-incrimination in the United States. In all inquiries by regulatory or enforcement agencies, a Midshipman should answer all questions truthfully and as accurately as possible. Every Midshipman is cautioned against presenting opinion as fact and should answer with a simple "yes" or "no" whenever those responses are appropriate.

All incidents of a Midshipman being in the custody or arrested of local authorities will be reported in the MIDSHIPMAN ASSIGNMENT REPORT.

### Sea Year Program and Internship Program Violations

**Non-Academy Complaints:** A complaint or charge filed by a Ship's Officer or Internship Coordinator will be investigated by the ATR following the complaint or charge message. The ATR through the Head, Department of Professional Development 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 Head, Department of Professional Development to the Commandant of Midshipmen for appropriate action.

### Standard of Midshipmen Conduct

While in the Sea Year Program and Internship Program, Midshipmen WILL NOT:

#### Class I:

- Willfully disobey any reasonable order given in the execution of the duties of office by a master or Internship Coordinator or his or her authorized representative, including the Midshipman's supervisor
- Engage in any conduct prohibited by law.
- Violate any regulations having the force of law, e.g. U.S. Customs and U.S. Coast Guard regulations.
- Assault or batter any person.
- Attempt or commit sexual assault. See sexual assault definition at Appendix 9.
- Be under the influence of any alcoholic beverage or controlled substance while on duty\*.
  - Duty - As all cadets are part of the Station Bill while aboard the vessel, duty shall mean all hours aboard the vessel including the act of actively joining or detaching from the vessel. This includes transiting all port terminals.

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	96 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Use, possess, or distribute any alcoholic beverage or controlled substance aboard ship or on the premises of internship training, except when use and possession is authorized by a physician's legal prescription.
- Use, possess, or distribute any controlled substance at any other time or place, except when personal use and possession is authorized by a physician's legal prescription.
- Possess a firearm or other dangerous weapon aboard ship or on the premises of internship training.
- Give or cause false alarms aboard ship or on the premises of internship training.
- Assume the authority of any licensed or unlicensed member of the crew aboard ship or any official or employee of the host organization without specific orders of the Midshipman's supervisor.
- Be absent from any watch or work assignment unless properly relieved by the replacement or unless authorized to do so by the Midshipman's supervisor.
- Fail to join ship or quit a ship at any time during a voyage, or fail to report to or quit from internship training without just cause (including the M/V Kings Pointer).
- Be absent without leave from the ship at voyage commencement or in any way port during a voyage, or from the premises of internship training during working hours.
- Cut, mar, deface, take, consume in personal use, or dispose of without the supervisor's authorization, the fittings or belongings of the ship, the internship training premises, the shipping company, or the host organization.
- Enter any storeroom, refrigerator, pantry or storage area or broach any cargo or supplies aboard ship or on the premises of internship training without his or her supervisor's authorization.
- Fail to carry out all lawful orders promptly and to the best of the Midshipman's ability
- Note: If an order cannot be carried out, the Midshipman will report and explain this to his or her supervisor immediately.
- Engage in or contribute to sexual harassment at any time aboard ship or on the premises of internship training.
- Insult, threaten, provoke, slander, defame or reproach any other person. Gesture toward or offer violence to any other person.
- Be disrespectful in manner or expression to any person in authority.
- Detach his or herself from a vessel without the express permission of the ATR.
- Commit any act that will cause his or her dismissal by a ship, shipping company, or internship host organization.
- Alter Shipping Documents, including MMC and Ships Discharge records.
- Fail a test for dangerous drugs or refuse to submit to a test for dangerous drugs.
- Any offense aboard ship that causes the Midshipman to be logged by the Master in the vessel's Official Logbook.

### Class II:

- Engage in improper conduct.



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	97 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Note: The Midshipman's conduct under every condition will be characterized by propriety befitting professional officers, ladies and gentlemen.
- Fail to have all required documents, uniforms, clothing, supplies, stationery and equipment when reporting aboard ship or to the premises of internship training.
- Fail to comply with instructions published in this Sea Year Guide.

### Class III:

- Fail to maintain prescribed Sea Year Report forms and logs for inspection by the ATR.
- Fail to be in proper uniform when reporting to the ATR, ship, shipping company or internship host organization.
- Fail to be in proper uniform or in authorized civilian clothing when permitted, when performing duties or when off duty.
- Fail to adhere to personal grooming standards including all head and facial hair standards.
- Fail to report to the ATR at prescribed times and in the proper manner.
- Late for Duty, Returning from Shore Leave or To Appointments.

### **ATR Disciplinary Procedures**

The ATR will follow the general disciplinary procedures outlined in this "DISCIPLINE" chapter of the *Midshipman Sea Year Guide* and *Midshipmen Regulations*. Every Midshipman will comply with the following general Standards of Personal Conduct.

ATR Investigation of Charges: The ATR will investigate each incident brought to his or her attention and take one of the following corrective actions as the case merits:

Counsel the Midshipman when the action of the Midshipman is the result of acceptable ignorance or inexperience. The matter will not be recorded unless the action is repeated.

Reprimand (verbal or written, as appropriate) if the action is minor but such that the Midshipman could reasonably be expected to know better.

Place the Midshipman on Report in accordance with *Midshipmen Regulations*. In particular, the Midshipman will be placed on report when he or she:

Repeatedly makes the same mistake or fails to respond to counseling by and/or reprimands from the ATR;

Commits a grossly careless or negligent act, (i.e. one that causes extra work by the Academy, ship, or internship host personnel or that exposes personnel or equipment to unnecessary danger or risk); or  
Commits an act specifically prohibited by Academy or host organization regulations or directives. (In every case where the ATR determines that there is reasonable evidence of deliberate activity, he or she will strongly recommend Class I Disciplinary Action by the Commandant of Midshipmen.)

### **Aptitude Deficiency or Unsuitability**

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

Immediately upon arrival at the Academy, the Midshipman will report directly to his or her ATR and then to the Head, Department of Professional Development and Career Services. After counseling, including

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	98 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

a review of the Midshipman's record, the Head, Department of Professional Development and Career Services may submit a report to the Superintendent, through the Academic Dean. The Midshipman will be furnished a copy of the report at the time of submission. In addition the Head, Department of Professional Development and Career Services may recommend the Midshipmen for review by the STCW Council for a Professional Review Board

Stand-By-Pending-Action: Until the Superintendent's decision is issued, the Midshipman will remain at the Academy on a stand-by status, and will not be assigned to another vessel until released by appropriate authority.

## Medical Policy

### Sea Year Health Procedures

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

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

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

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

Health care coverage is provided under one or a combination of the following methods:

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

## MEDICAL-ATR INSTRUCTIONS

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	99 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

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

Whenever a Midshipman receives health care while assigned to a training vessel/internship, they will obtain copies of all health/accident reports for inclusion in their personal health record at the Academy. Midshipmen shall attach copies of all health incident logs and medical documentation to the MIDSHIPMAN ASSIGNMENT REPORT and forward this document to the ATR.

Procedures for authorizing treatment and assurance of payment for services rendered are complex and complete cooperation by the Midshipman is critical.

## Computer Procedures at Sea

### Administrative Rights

Before departing the Academy, **all** Midshipmen must report to DoIT to obtain administrative rights to their laptop. Without these rights the Midshipmen will be unable to use a Flash drive for back up procedures.

### Backups

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	100 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Failure to submit your sea projects due to not performing adequate backups is **NOT AN EXCUSE**.

### Loaner Laptops.

USMMA has expanded the loaner laptop program to midshipmen at sea visiting foreign ports of call. Previously, loaner laptops were only shipped to domestic ports. Adding foreign ports allows the Academy to provide a loaner laptop to midshipmen in a timelier manner. While the expanded program is more costly to operate, but provides every midshipman at sea an improved opportunity for success in the completion of his or her Sea Project assignments.

Under this program, the midshipmen ship their laptop to the Academy for repair. Once repaired and tested, the laptop is shipped to the midshipman at the next available port (Meaning a port at the discretion of the specific Shipping Company, for example we will not ship a laptop to Matadi, Republic of the Congo) who returns the loaner laptop to the Academy. All shipping costs are paid by the Academy.

This program is operated by the Department of Information Technology in collaboration with the Academy Training Representatives in the Office of Professional Development and Career Services.

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

### Passwords

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

### Computer Procedures Returning from Sea

Before you can gain network access you must bring your computer and power supply to the Help Desk located in room S227 (2nd deck Samuels Hall) on Monday March.14th starting at 0730 . In order for us 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 us. Before bringing your computer to room S227 you MUST back up any important files you need (i.e. sea project, photos, documents, music, etc.). Please have your computer labeled legibly with your full name, class year and company in black magic marker. Be sure these labels are securely adhered to your computer and will not

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	101 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

fall off (Masking tape is usually best). Please be sure to check for a cd in your cd rom drive and remove it, and don't bring down any unnecessary equipment (i.e. printers, external drives etc.). Once the re-imaging is finished, we will ask you to log into your computer so we can be sure you are on the network correctly and have all the necessary software you may need for your classes.

## Awards

### Eligibility for Shipboard Training Awards

All Midshipmen have the opportunity to receive a variety of awards offered during and after his or her sea year.

### Sea Year Academic Ribbons

**First Sailing Period:** A Midshipman shall be awarded a **Scholastic Honor Ribbon** for outstanding performance in the First Sea Period 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 sea year, no failing grades, and above average (3.0) on Shipboard Performance Evaluations, which have been entered in to PD&CS Shipboard Data Base at the time of the initial posting of Sea Project grades.
- **Honor Ribbon with Bronze Star:** A QPA of at least 3.50 for the first sea year, no failing grades, and above average (3.0) Shipboard Performance Evaluations, which have been entered in to PD&CS Shipboard Data Base at the time of the initial posting of Sea Project grades.

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	102 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

• **Honor Ribbon with Bronze Star:** A QPA of at least 3.50 for the second sea year, no failing grades, and above average (3.0) on Shipboard Performance Evaluations, all of which have been entered in to PD&CS Shipboard Data Base at the time of the initial posting of Sea Project grades.

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

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

**Authorized Midshipmen shall wear the supplied Sea Project Ribbon on all uniforms except the Boiler-suit and Athletic uniforms. When Worn it shall be located on the left side of the last row of ribbons, or, if no other ribbons are worn, it shall be centered with the lower edge ¼” above the left pocket. Ribbon shall be worn with the blue field inboard, and the point of the star upwards (if star applicable).**

### Marine Society of the City of New York Award

This award is sponsored by the Marine Society of the City of New York. A pair of binoculars is given to the Midshipman in each graduating class who has demonstrated outstanding interest, aptitude and professional proficiency in seagoing activities at the Academy. The Head, Department of Professional Development & Career Services selects the recipient based upon the recommendations of the ATRs.

### Merchant Mariner’s Expeditionary Award

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

### Secretary of Defense Medal - Global War on Terrorism

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

#### **Description:**

##### **Medal**

**OBVERSE:** The statue of freedom represents the ultimate goal of operations in support of the Global War on Terrorism. The laurel branches symbolize honor and achievement. The five stars allude to the

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	103 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

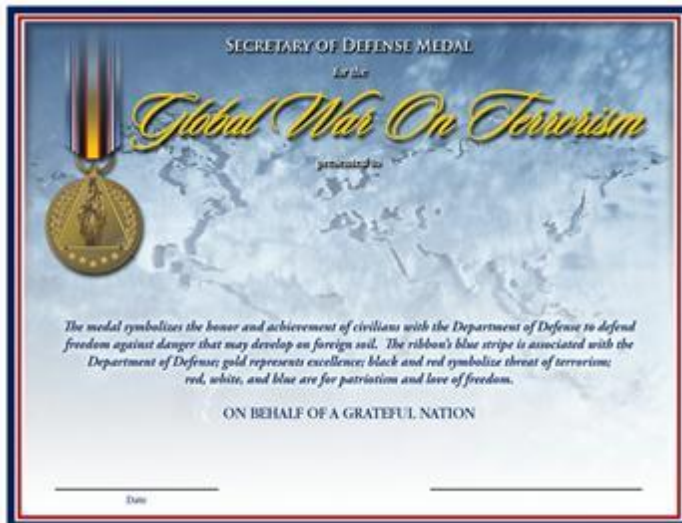
military branches, and the triangle, which is the traditional symbol of civilian service, denotes support. The spears enclose and defend "Freedom" and allude to support for military service.

**REVERSE:** The disc represents a globe, with arrowheads suggesting that danger and terrorism may develop anywhere. The polestar is an ancient symbol of navigation denoting direction, preparation and planning.

### Ribbon

Medium blue is the color associated with DoD. Gold represents excellence and achievement. Black and red symbolize the threat and danger of terrorism. Red, white and blue, our National colors, are for patriotism and the love of freedom.

**Certificate:** DA Form 7647 [Click for larger view](#)



### Eligibility:

**General** - Eligibility criteria for the medal are aligned as closely as practicable with that of the GWOT Expeditionary Medal (GWOTEM) awarded to members of the Armed Forces. The medal is awarded to Department of the Army (DA) civilian employees, who on or after September 11, 2001, to a date to be determined, participate abroad in direct support of a US military GWOT operation in a location designated as an area of eligibility for that operation.

**Specific** - Employees must be engaged in direct support for 30 consecutive days in an area of eligibility in a military operation (or the full period when the operation is of less than 30 days duration), for 60 non-consecutive days in an area of eligibility provided this support involves the employee entering the area of eligibility, or regardless of time, involves the employee being killed or medically evacuated from the area of eligibility while providing direct support in the designated operation. Personnel in the United States do not meet the eligibility criteria; the employee must have actually been deployed to the area of eligibility to qualify for the medal.

Area(s) of Eligibility. The area(s) of eligibility are the same as designated for approved GWOTEM military operations or other similar operation for which a separate military campaign medal was awarded to military personnel, i.e.,

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	104 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

The foreign territory on which military troops have actually landed or are present and specifically deployed for operation;

Adjacent water areas in which ships are operating, patrolling, or providing direct support of the operation, and

The air space above and adjacent to the area in which operations are being conducted.

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

**Guidelines:** The GWOT Medal is a "theater" award and is authorized for all DA civilian employees who meet the eligibility requirements. A record of GWOT Medal recipients must be maintained. Commands and Army activities are required to retain this information for reporting purposes.

**Definitions:**

Direct support - services provided to participating military activities or armed forces in a military operation awarded the GWOTEM or in other similar operation for which a separate military campaign medal was awarded to military personnel, only if the employee actually enters the designated area of eligibility.

Civilian employee - individual meeting the definition of "employee" under 5 USC 2105, and who would be eligible for awards under DoD 1400.25-M, Subchapter 451, "Awards."

**Limitations on Awarding Medals:** The GWOT Medal may be awarded only to civilian employees of the Department of Defense and only for operations awarded the GWOTEM or similar operations for which a separate military campaign medal is awarded to military personnel. The medal may not be awarded to contractor personnel. The medal may be awarded only once to a civilian employee for service to a GWOT military operation. As such, any individual who accepts the medal confirms that they have not previously been awarded the GWOT Medal. An employee may not be awarded both the GWOT Medal and the Armed Forces Civilian Service Medal for the same operation. A contribution to or support of a GWOT military operation by employees assigned to remotely located activities, e.g., outside the areas of eligibility, is not justification for award of the GWOT Medal. Such performance or contribution, if merited, may be acknowledged by other appropriate recognition.

**Posthumous Awards:** The medal may be awarded posthumously and, when so awarded, may be presented to a representative of the deceased employee's family.

**Responsibilities and Approval:** Approval authority for the GWOT Medal is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army.

**Verification of Eligibility (as needed):** Eligible DA civilians can receive the medal if any of the following documentation is provided showing dates of direct support of an eligible operation performed in an area of eligibility:

TDY/travel orders

Notice of Personnel Action (SF-50)

Award citation indicating dates and area



## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	105 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Supervisor's signed statement that the individual was in-country, with the dates served and area of direct support

Signed statement from command to which the employee was attached while in-country, with the dates served and area of direct support

Any other documentation providing evidence of direct support of an eligible operation during the established timeframes and in an area of eligibility.

**Separated Employees:** The medal may be awarded to eligible individuals who are no longer employed by the Department of Defense, as long as they meet the eligibility criteria described above. Former DA civilian employees (and those hired under the Coalition Provisional Authority) that have been separated from DoD civilian employment may contact their former organization, former Civilian Personnel Advisory Center, or the nearest Army installation, to submit their eligibility documentation for the GWOT Medal.

### Appendix 1 – Academy Phone Directory

### Appendix 2 - Terminal Locations

### Appendix 3 - Tankerman PIC

Tankerman-PIC (DL or LG)

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	106 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

- Successful completion of an approved cargo course in DL or LG.

### Tankerman-Engineer

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

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

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

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

- Be 18 years old
- Apply on a USCG application (available at the USCG Licensing facility)
- Present evidence of a physical examination on a USCG form
- Present evidence of service on tankships (Sea Service Letter).
- Present certificate from Fire Fighting School
- Present certificate from Tankerman School
- Be capable of speaking and understanding, in English, all instructions needed to commence, conduct, and complete a transfer of cargo, and be capable of reading the English found in the Declaration of Inspection, vessel response plans, and Cargo Information Cards.

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	107 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	108 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

TITLE 46--SHIPPING

CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY

PART 13\_CERTIFICATION OF TANKERMEN--Table of Contents

Subpart B\_Requirements for ``Tankerman-PIC'' Endorsement

Sec. 13.203 Eligibility: Experience.

Each applicant for a ``Tankerman-PIC'' endorsement for DL or LG

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	109 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

shall meet the requirements of either paragraphs (a) and (b) or paragraph (c) of this section.

(a) Each applicant shall present evidence of--

(1) At least 90 days of service as a deck officer or an engineering officer on one or more tankships or self-propelled tank vessels certified to carry DL or LG appropriate to the endorsement applied for;

(2) At least 90 days of rating or cadet service on deck or in the engine department on one or more tankships or self-propelled tank vessels certified to carry DL or LG appropriate to the endorsement applied for; or

(3) A combination of the service in paragraphs (a) (1) and (2) of this section.

(b) Each applicant shall present evidence of participation, under the supervision of a ``Tankerman-PIC,' ' in at least 10 transfers of liquid cargo in bulk of the classification desired on tankships or self-propelled tank vessels, including at least--

(1) Five loadings and five discharges;

(2) Two commencements of loading and two completions of loading; and

[[Page 222]]

(3) Two commencements of discharge and two completions of discharge.

(c) Each applicant already holding an MMD or MMC endorsed ``Tankerman-PIC' ' for DL and seeking an endorsement for LG, or the converse, shall--

(1) Provide evidence of at least half the service required by paragraph (a) of this section; and

(2) Comply with paragraph (b) of this section, except that he or she need provide evidence of only three loadings and three discharges along with evidence of compliance with paragraphs (b) (2) and (3) of this section.

USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	110 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

[DATE]

United States Coast Guard  
Officer in Charge  
Marine Inspection Office

RE: Cadet [CADETS NAME]

MMC [MMC #]

Gentlemen,

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

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

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

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

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>111 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

<b>Five loadings</b>				
<b>Date</b>	<b>Product / Amount</b>	<b>Received From</b>	<b>Tankerman PIC</b>	<b>Signature</b>

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

<b>Five Discharges</b>				
<b>Date</b>	<b>Product / Amount</b>	<b>Transferred to</b>	<b>Tankerman PIC</b>	<b>Signature</b>

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

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>112 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

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

Very truly yours,

\_\_\_\_\_

[Printed Name]

Master [VESSEL]



Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	113 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Appendix 4 – Deferred Graduates – SI 6335.1(2011-06)

## Appendix 5 – Sea Project FAQ

### Engine Questions

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

A. YES!

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

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

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

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	114 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

*A. Very important aspect of this EC260 sea project is the STCW Supplement and sign offs for practical demonstrations by the ships Engineering Officers.*

*In addition to the STCW Supplement, I recommend MIDN XXX concentrate on specific systems that can be completed on this ship e.g. Sections I (STEAM PLANT SYSTEMS) and II (STEAM PLANT OPERATIONS). Sections III and IV may be completed using the engineering reference books (Hunt and Harrington) if he does not complete the project and is not assigned to a second steam ship.*

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

*A. You are correct.*

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

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

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

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

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

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	115 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

*A .During the first sailing, the MT and Logistics MIDN complete EC120 and the Shoppers complete the EC121 sea project. During the second sailing period, the Shoppers complete EC257. The MT and Logistics MIDN do not have an Engineering sea project during the second sailing period.*

*Please inform MIDN that he must complete the EC121 sea project. He must be assigned to a main propulsion Diesel ship for at least 30 days.*

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

*A. You must obtain a written statement from the Chief Engineer stating that the vessel does not have any Auxiliary Steam systems onboard. This statement should be placed in the front of your sea project so that the faculty grader is aware of the situation. For all equipment and systems that are not installed on your vessel, you should answer the questions using your Hunt and Harrington reference books. You should also provide a finished sketch based on a generic system as described in your reference books. Since the systems do not exist on your ship, you do not have to provide "rough" sketches (done in the engine room while tracing the systems).*

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

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

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

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

Q- The question is about the fuel oil service system, which is part of EC111 marine propulsion 1 question 1 part c. I was wondering if I have to put the tracing for the fuel oil service system for both the generators and the main engine on the same sheet of paper or can I make two separate tracings one for

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	116 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

the main engine and one for the generators? The reason I ask is because the generator FO system is rather elaborate due to having three generators, and putting both ME and GE FO systems on one paper would be rather tight.

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

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

*The answer to MIDN electrical question is below. Regarding the auxiliary boiler, state that there is none onboard his ship, and answer the questions based on a generic boiler using the Hunt and Harrington references.*

*Keep in mind that at some time during your first or second sailing period, you must complete the STCW Main Propulsion STEAM Supplement onboard a STEAM SHIP. Failure to obtain a steam ship and complete the STCW Supplement sometime during your sea year will result in your having to complete the project at a later time or after graduation to obtain your USCG license and USMMA diploma. Since MIDN XXX will not be transferred to another ship during his second sailing period, he should complete the EC260 Auxiliary Steam portion of the sea project as I described below. The Marine engineering department will work with him to complete the STCW Qualifications when he returns to the academy after this sailing.*

### Deck Questions

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

*A. Which portions of the Cargo Ops Required Submissions and Study Guide you work on depends on what cargo your ship carries and how it loads and discharges it. Most Prepositioning ship are mostly Ro/Ro type vessels and you should work on that portion of DS330. However, if your ship also carries containerized cargo, and has cranes to discharge them, these should ALSO be sketched and addressed in the Study Guide. Remember that you want to bring to the Oral Exam as much information as possible. If your ship has Ro/Ro cargo, vehicle ramps, containerized cargo, container or cargo handling cranes, or even a cargo fuel system for the vehicles, I assure you that your oral examiners will ask about*

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	117 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

*these. Prepositioning ships seldom work cargo, so when your ship does, you need to be there to observe it. If a system (for example, Gemini cargo cranes) is never rigged during your time aboard that ship, your examiners can still ask you how it was accomplished. Thus you must ask your officers about all your cargo systems. The DS330 Study Guide questions will be your guide.*

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

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

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

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

Q- Because I'm shopper, I need to tell you that according to my sea project manual I have to contact you if I am assigned to a steam ship, so that I can transfer to a diesel ship for at least 30 days to complete my engine project. I looked up the USNS Kiska, and it appears to be a steam-powered vessel, so I thought I should email you right away.

*A. 1st Sailing Period is all Deck...you only need to worry about it for 2<sup>nd</sup> time Sailing Period.*

Q. My ship (M/V Liberty Promise) only uses British Admiralty. This includes tide and current and the problem is that the method they use to calculate tides and current are different from what I was trained during Terrestrial Navigation. I am unaware of this process and if I should do it through the British Admiralty, then during the exam of my navigation sea project, I will be in a disadvantage since I would not be able to use my sea project during the exam since the exam I wouldn't have British Admiralty (taking into consideration I learn how to do it through British Admiralty).

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	118 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

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

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

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

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

Q- I am an MOT major and am trying to find out if i have to do the vessel particulars and sketches for the deck notebook even though i am assigned as an engine cadet on this vessel.

*A. Good question and I believe that I mentioned it in the Sea Project lecture, but perhaps I did not get to it. While you are assigned to the Engine Room as a second Sailor MOT, you do not have to maintain your daily Journal, nor submit vessel particulars. However, you need to note on the cover of your Daily Journals dates spent as an engine cadet, so your examiners can account for the apparent gap in days in your journals. I hasten to add that if you later shift from the Engine Department to the Deck Department on the same ship, you would then be responsible for the all the VP and sketches for that ship. Note that in the case of being assigned to a ship as deck cadet for less than 28 days, you not have to complete or submit the Ship Structure Sketches.*

Q- I cannot complete Cargo Operation I Sections 2-5 because I have spent the entire first sailing on a sea going tug USNS Apache.

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>119 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

*A. While MIDN no doubt had some unique learning experiences in the realm of seamanship, he is in no position to submit a cargo project nor take the DS230 cargo exam upon his return to USMMA. The Academic Dean may have to authorize a long term grade of Incomplete for MIDN XXXX for DS220 Cargo Ops 1. Note that the Academic Policy Handbook states that a grade of Incomplete must normally be resolved in the first 6 weeks of the following term. Thus an exception this rule must be requested in this case.*

USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	120 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Appendix 6 – Listing of Sea Projects

### Sea Project Deck

#### First Sail Deck

<input type="checkbox"/> NPRJ230 Navigation 1	
<input type="checkbox"/> NPRJ235 Navigation Law 1	
<input type="checkbox"/> NPRJ215 Int Nav Systems 1	
<input type="checkbox"/> NPRJ210 Cargo Operations 1	
<input type="checkbox"/> NPRJ220 Seamanship 1	
<input type="checkbox"/> NPRJ225 Ship Structure/ Stability	
<input type="checkbox"/> NPRJ245 Marine Engineering for Deck	

#### Second Sail Deck

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



USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	121 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Sea Project Engine

First Sail Engine

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

Second Sail Engine

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

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	122 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## **Appendix 7 – Physical Fitness at Sea**

## **Appendix 8 – Internship Forms**

## **Appendix 9 – Sexual Assault Prevention during Sea Year**

Also see Appendix 09 - SUPINST 2016-02 (Sexual Assault, Dating Violence, Domestic Violence, Stalking, Prevention Education, and Response Policy) on e-version of SY Guide

Sexual assault is a crime of violence, defined as intentional touching of a sexual nature against the will (by use of force, physical threat, or abuse of authority), or without the consent of the victim. The victim of sexual assault may be male or female and the perpetrator of the sexual assault may be of the same or opposite sex. Sexual assault includes, but is not limited to the following:

Unwanted kissing, groping, fondling or other more aggressive physical acts, such as rape, nonconsensual sodomy (oral or anal sex), or attempts to commit these acts;

Sexual contact with someone whom you reasonably should have known was impaired due to the use of alcohol or drugs (including prescription medications);

Sexual contact with someone who is “passed out”, sleeping or otherwise incapacitated;

Sexual contact with someone who is unable to say “no” and/or change their mind due to the presence of coercion or intimidation; and

Sexual contact with someone who is under the age of consent in the jurisdiction in which the sexual assault occurs.

Victims of sexual assault are strongly encouraged to report such assaults as soon as possible, whether the assault took place on or off the ship. A victim of sexual assault has the option to make either a restricted or unrestricted report.

Restricted reporting. Allows a Midshipman who is a sexual assault victim, on a confidential basis, to disclose the details of their assault to specifically identified individuals and receive medical treatment and counseling at a location of the victim’s choice, without triggering the official investigative process. Midshipmen who are sexually assaulted and desire restricted reporting should report the assault to the Sexual Assault Response Coordinator (SARC), or to a Victim Advocate, or an Academy Healthcare

## USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	123 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Provider, each of whom must immediately forward the report to the SARC. Midshipmen may also report the assault to the Academy's chaplain. Restricted reporting is in addition to the current protections afforded privileged communications with a chaplain and does not alter those protections. Restricted reports cannot be made to anyone other than those identified above. Midshipmen who initially elect to make a restricted report can at any time of their initial confidentiality report of the assault, elect to pursue unrestricted reporting, which will result in the initiation of criminal and administrative investigatory proceedings. Sexual Assault Forensic Exam evidence kits collected from victims on restricted reports can only be used within 12 months of their initial confidentiality report of the sexual assault.

Unrestricted reporting. Allows a Midshipman who is sexually assaulted and desires medical treatment, counseling, and an official investigation of their allegation to report to the SARC, law enforcement, or through their chain of command (Sea Year). A report of sexual assault made to anyone other than the SARC must immediately be forwarded to the SARC, who will have primary responsibility for handling the report and handling all required services for the victim. Note: all coordination should go through the Captain of the ship as immediate concerns can be quickly addressed such as law enforcement, medical needs, etc.

General precautions during Sea Year:

Be Prepared:

Use situational awareness wherever you are to ensure that your safety is not at risk.

Always use the buddy system when going off the ship.

Stay in control, if you drink, drink responsibly. Alcohol is involved in 90% of sexual assault incidents.

Be Alert:

Watch for signs of trouble and take immediate action to protect yourself or others in danger of sexual assault.

Trust your instincts; they are normally your first line of defense when something does not look right.

Be alert for instances where someone you know is trying to get you to do something that you don't want to do. Most of the perpetrators of sexual assault are people that are known to the victim.

USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	124 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

Be Assertive: Let your concerns be known, sexual harassment when unabated sometimes lead to sexual assault. Use a confident voice and body posture to show your confidence.

If you have questions or concerns, you can always reach the SARC at:

Phone: 516-726-6153, Blackberry: 516-462-3207 (24/7),

Your safety is our uppermost concern!!

### ARE YOU BEING STALKED?

Stalking is a series of actions that make you feel afraid or in danger. Stalking is serious, often violent, and can escalate over time.

**Stalking is a crime.**

A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

**Some things stalkers do:**

- Repeatedly call you, including hang-ups.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

**You are not to blame for a stalker's behavior.**

### THINGS YOU CAN DO

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

If you are in **immediate danger**, call 911.

Trust your **instincts**. Don't downplay the danger. If you feel you are unsafe, you probably are.

Take **threats** seriously. Danger generally is higher when the stalker talks about suicide or murder, or when a victim tries to leave or end the relationship.

Contact a crisis hotline, **victim services agency**, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order.

Develop a **safety plan**, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.

6.6 million people are stalked each year in the United States.

**Don't communicate** with the stalker or respond to attempts to contact you.

Keep **evidence** of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.

Contact the **police**. Every state has stalking laws. The stalker may also have broken other laws by doing things like assaulting you or stealing or destroying your property.

Consider getting a **court order** that tells the stalker to stay away from you.

Tell **family, friends, roommates, and co-workers** about the stalking and seek their support. Tell security staff at your job or school. Ask them to help watch out for your safety.

SARC  
24/7: 516-462-3207

**Appendix 10 – Facebook**

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>125 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

**Appendix 11 – Knots**

**Appendix 12 – MIDN Regulations**

**Appendix 13 – SOCP Pubs**

**Appendix 14 – 46CFR310**

**Appendix 15 – SUPINST 2016-04 (Sea Year Conduct Policy)**

**Appendix 16 – Zika Virus**

**Appendix 17 – Piracy MSC Circ**

USMMA - Office of Professional Development & Career Services aka Shipboard Training

Standard Operating Procedure – Sea Year Guide			SOP-PDCS-SYG
Page	126 of 128	Revision #10	
SOP Owner	DH - PDCS	Implementation Date	1/31/12
SES Approver	Academic Dean	Last Reviewed/Update Date	3/20/17

## Index

**718A**, 66  
**Absence from Ship**, 28  
**ABUSE**, 62  
 Academy Phone Directory, 105  
 Academy Training Representatives, 21, 27, 46  
 Administrative Rights, 99  
 adult themed materials, 100  
*After Duty Hours*:, 83  
**Albert**, 38  
**ALCOHOL ABUSE**, 24  
 Allowance/Rate, 79  
 Allowance/Rate:, 79  
 Annual Leave, 29  
**Antlick**, 38  
 Army, 91  
 arrested, 48, 95  
 ASSIGNMENT ORDERS, 59  
 Assignment Report, 70  
**ASSIGNMENT REPORTS AND FORMS**, 69  
**Athletic Holdovers**, 25  
 ATR CHANGES, 49  
 ATR DISCIPLINARY PROCEDURES, 97  
 Authority of the Academy Training  
     Representative, 28  
 Backups, 99  
 baggage, 25, 51, 65, 79, 80, 81, 83  
**BERTHING**, 63  
 boiler suit, 29  
**Burt**, 39  
**CALL YOUR ATR!!!!**, 47  
 CDC, 32  
 CDO, 39  
 cell phones, 42  
 CHECK LIST, 51  
 CLAIMS OF ABUSE, 78  
**CLOTHING**, 29  
 CODE WORD, 38, 48  
 Coffee Time, 63  
 Commandant, 21, 22, 25  
 Communications, 38  
 COMMUNICATIONS, 39  
**Compassionate Leave**, 28  
 Computer Procedures at Sea, 99  
 Computer Procedures Returning from Sea, 100  
 Conduct, 93  
 CONDUCT, 95  
 CONFLICT PROCEDURES, 78, 79  
**Consent**, 37  
 CONTROL OF SENSITIVE MATERIAL, 86  
 criminal, 48, 94, 95, 123  
 CRIMINAL CHARGES, 94  
 Criticism, 44  
 Custody, 94  
 CUSTODY OF AUTHORITIES, 94  
 Deep Freeze, 91  
**Designated Person Ashore.**, 37  
 DETACHMENT FROM VESSEL, 68  
 DISCHARGES, 66  
 DISCIPLINARY PROCEDURES, 94  
**Discrimination**, 35, 36, 78  
**Discrimination and Harassment**, 35  
**Domestic violence**, 37  
**DRUG and ALCOHOL ABUSE**, 24  
**DUPLICATE MMD**, 27  
**Email**, 39, 63  
**Emergency Communications**, 38  
**EMERGENCY PROCEDURES**, 48  
 ENDORSEMENTS, 23  
 Evaluations, 25, 69, 101, 102  
 Facebook, 13, 67, 124  
**Farmer**, 38  
**Finegan**, 39  
**flashlight**, 32  
**Foreign Flag Vessels**, 92

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>127 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

forms, 77  
 Frequent Flier Miles, 79  
**Gear adrift**, 31  
**GOALS FOR MIDSHIPMEN**, 18  
**Grading**, 75  
 Great Lakes Vessel, 92  
**GROOMING**, 30  
**Harassment**, 35, 78  
 HEALTH, 32  
 HEALTH PROCEDURES, 98  
**Hernandez**, 39  
**Holdovers**:, 26  
**Hostile environment**, 35  
 International Flag Vessels  
     Foreign Flag Vessels, 92  
 Investigation of Charges, 97  
**ISM**, 34  
 Knots, 125  
 Late from Sea, 74  
**Lathe project stock**, 51  
 leave, 26, 28, 29, 42, 43, 47, 48, 59, 68, 69, 70  
 LEAVE, 15, 59  
**LEAVE & LIBERTY POLICY**, 28  
 LECTURES, 50  
**Liberty**, 28  
 Loaner Laptops., 100  
 Longshoremen, 67  
 MCDO, 39  
 Meal Procedures, 64  
 Meal Schedule, 64  
 Medical, 98  
 Medical Coverage:, 86  
**Medical Leave**, 28  
 Memorandum, 43  
**MERCHANT MARINER'S DOCUMENT**, 27  
**MIDN contacting shipping companies**  
     **Unauthorized Ship Assignment**, 43  
 MIDN Regulations, 125  
 Midshipman Assignment Reports and Forms  
     MAR, 48  
 MIDSHIPMAN CONDUCT, 95  
**Missing the Ship**, 68  
**MISSING THE SHIP**, 68  
**MMC-Duplicate**, 27  
 MOD, 39  
 Money, 52, 66  
 MOSQUITOES, 32  
 Naval, 91  
 Naval Assignment, 56  
 Naval vessel the following info should NEVER be  
     put into the journal, 91  
 NEX, 55  
 NOAA, 91  
 Non-reimbursable Travel Expenses, 81  
**Nuisance And Noise**, 64  
**Operation Deep Freeze**, 91  
 ORDERS, 59  
 PACKING, 51  
 Passport, 50, 51  
 Passwords, 100  
**pen**, 47  
**Performance**, 69  
 PERFORMANCE REVIEW BOARD, 93  
**Physical Fitness**, 32  
 Physical Fitness at Sea, 122, 125  
**Piracy**, 34  
 PLAGIARISM, 76  
 pocket knife, 51  
 Prepaid/Electronic Ticket, 79  
 Privacy, 40, 67  
**PROCEDURE FOR APPLYING FOR DUPLICATE**  
     **MMC**, 27  
 Professional Review Board, 98  
 Proprietary Information/, 86  
**Quid pro quo**, 35  
**Relations**, 67  
**Relations with Officers**, 67  
 Relations with Unlicensed Crew, 67  
**Reports to the ATR**, 47  
**Review of Midshipman Performance**, 69

**USMMA - Office of Professional Development & Career Services aka Shipboard Training**

<b>Standard Operating Procedure – Sea Year Guide</b>			<b>SOP-PDCS-SYG</b>
<b>Page</b>	<b>128 of 128</b>	<b>Revision #10</b>	
<b>SOP Owner</b>	<b>DH - PDCS</b>	<b>Implementation Date</b>	<b>1/31/12</b>
<b>SES Approver</b>	<b>Academic Dean</b>	<b>Last Reviewed/Update Date</b>	<b>3/20/17</b>

Ribbons, 101  
 Sailing Board, 64  
 SARC, 13, 37, 47, 122, 123, 124  
**Sea Partner**, 58  
 SEA PROJECT, 50, 70  
 Sea Project Remediation, 77  
 Sea Project Submission Late from Sea, 74  
 SEA SERVICE REQUIREMENTS, 15, 22  
 Sea Year Academic Ribbons, 101  
 SEA YEAR CLEARANCE, 49  
 SEA YEAR LECTURES, 50  
 Sea Year Regulations, 93  
 Sea Year Transient Uniform, 83  
 SECURITY, 33  
 SECURITY WHILE TRAVELING, 82  
**Sextant**, 65  
 Sexual Assault, 13, 21, 31, 36, 39, 122  
 sexual harassment, 35, 36  
**Sexual Harassment**, 35  
**Sheaf knives**, 52, 53  
**SHIPBOARD LIFE**, 63  
**SHIPBOARD TRAINING**, 38  
 SHIPPING DOCUMENTS, 50  
 Sickness, 29  
 Sketch pads, 55  
**Special Ship Assignments**, 91  
**SPECIAL SHIP ASSIGNMENTS**, 90  
**Split**, 22  
**Stalking**, 37  
**STCW**, 33  
 STEP **S**mart **T**raveler **E**nrollment **P**rogram, 83  
 SUBMISSION OF THE SEA PROJECT, 73  
 SUBSTANCE ABUSE, 94  
 Supplies, 55  
 SUPPLIES, 76  
 T/V Kings Pointer, 26  
**Tankerman**, 23, 24, 105, 106, 107, 108, 109, 111  
 Tankerman PIC, 105  
 Tankerman PIC requirements and sample letter, 106  
 Tankerman-Engineer, 106  
**Technical Manuals**, 71  
 TELEPHONE PROCEDURES, 47  
**TRAINING VESSEL**, 26  
 TRANSFER WITHIN COMPANY, 68  
 TRANSIENT, 82  
 Transient Uniform, 83  
 TRAVEL, 79  
 Travel Expenses, 80  
 Travel Orders, 79  
**TRAVEL POLICY**, 30  
 TravWell, 32  
**Treacy**, 38  
 turnitin.com, 86  
 Uniform, 29, 30, 68, 83, 89  
 USCG, 24, 27, 28, 66, 91, 106  
 Vickery Gate 516-773-5309, 39  
**VISITS BY ACADEMY PERSONNEL**, 68  
**Voice Communications**  
     Voicemail, 42  
     voice mail, 42  
**Work Day**, 61  
**WORKING POLICY**, 61  
**WRITING STANDARDS**, 45  
**Zika Virus**, 32