

07 May 2004

From: Master, T. S. EMPIRE STATE

To: All Deck and Engine Cadets

Subj: **Cadet Handbook for Summer Sea Term 2004**

Encl: Cadet Handbook

1. The purpose of this letter is to welcome you aboard the Training Ship EMPIRE STATE for Summer Sea Term 2004. Enclosed is a copy of the **SST 2004 Handbook**.

2. The Cadet Handbook outlines policies and procedures as embodied in the 1980 **Federal Maritime Education and Training Act** relative to shipboard operations and administration of the Summer Sea Term. It is a guide for the conduct of Ship's Crew. Read it carefully. Your attention is particularly directed to the sections on Jurisdiction, Discipline, Rank, Uniforms, Dress, Grooming, and Alcoholic Beverages. Full compliance with these policies is not only college regulation, but mandated by federal policy. Any questions should be communicated to the Regimental Duty Office or myself as required.

Richard S. Smith
Master
T. S. EMPIRE STATE

CADET HANDBOOK

GENERAL

T.S. EMPIRE STATE is not a passenger ship, not a cargo ship, and not a Navy ship. It is a ship geared to the training of cadets for a maritime oriented career. This training is part of a four-year program to achieve that goal. On board not all or even most of the skills needed are taught or introduced; the ship, however, is where all the lessons of the classroom are applied in practical training.

ORGANIZATION

The ship's organization is based on training experience. It embraces the Navy model since this system has proven to be the most efficient organization tool with which to conduct maritime training on a mass scale. It has been modified to present the professional customs and traditions of the American Merchant Marine, which is no less strict or concise in terms of delegation of authority and responsibility and no less demanding in terms of discipline and professionalism. See Annex A for ship's organizational chart.

JURISDICTION

The ship is owned by the Maritime Administration, a branch of the Department of Transportation. Since it is federally owned, it is a public vessel and enjoys all of the rights and privileges of such a designation. Accordingly, the ship and all persons on board fall under the jurisdiction of federal laws and regulations. The ship is operated by the S.U.N.Y. Maritime College and, as such, it also falls under the laws, rules, regulation, and guidelines of the State of New York and the State University. Further, Title 46 CFR, subchapter R, requires that training ships come under the inspection rules and regulations of the U.S. Coast; therefore, the Captain, Chief Engineer, and all Watch Officers on board T.S. EMPIRE STATE are required to be licensed by that organization. By law, the Captain is the final authority on board. He has the ultimate responsibility for the safety and well being of the ship and every person on board. He also is tasked with carrying out the training plan for the Summer Sea Term.

DISCIPLINE

Discipline is the willingness to follow organization rules and enforce them without regard to personal interest and prejudice. Self-discipline and proper conduct are expected of the ship's entire compliment; they have a major effect on morale throughout the ship. Unseemly behavior, including boisterous conduct, insobriety, and failure to obey orders will no be tolerated, and will result in appropriate action.

Consideration of your shipmates, be it on deck, in the classroom, or in the berthing areas, is expected at all times. Inconsiderate behavior is not acceptable anywhere but especially in the confines of the ship.

CADET HANDBOOK

UNIFORM POLICY

Full Khaki

- 1 Khaki shirt
- 2 Plain white, crew neck T-shirt
- 3 Khaki pants (no cargo, carpenter, etc.)
- 4 Khaki Belt
- 5 Black socks
- 6 Black shoes (no patent leather shoes allowed – a.k.a. coraframs)

Modified Khakis (w/Commandant's & Master's approval)

- 1 Khaki shirt
- 2 Plain white, crew neck T-shirt
- 3 Khaki pants or shorts with 3" inseam or more (no cargo, carpenter, etc.)
- 4 Khaki belt
- 5 Black socks
- 6 Black shoes (no patent leather shoes allowed – a.k.a. coraframs)

Leisure Uniform (allowed after work day ends)

- 1 Plain white, crew neck T-shirt
- 2 Khaki pants or shorts with 3" inseam or more (no cargo, carpenter, etc.)
- 3 Khaki belt
- 4 Deck shoes/sneakers (open-toe shoes are NOT ALLOWED on deck – e.g. sandals, shower shoes, flip-flops, slippers, clogs, etc. These are allowed in cadet holds/rooms and ashore in port.
- 5 White socks (optional)

Authorized additions:

- 1 Grey, uniform issued "Maritime" sweatshirt (Physical Training Uniform)
- 2 Blue, uniform issued "Maritime" windbreaker
- 3 Black uniform issued windbreaker
- 4 Black, Navy issued windbreaker (Ship's Officers and 1st class cadets ONLY)
- 5 Plain white turtleneck/mock-neck long sleeved shirt (for cooler weather)
- 6 As indicated on the Plan of the Day or announced at formations

General Information:

- 1 Dilapidated gear (cut off sleeves, hoods, etc.) is NOT ALLOWED
- 2 Any other type of "Maritime" logo or print **clothing and caps** not issued as part of the Uniform sea bag can be worn only on SUNDAYS (at sea) and IN-PORT DAYS.
- 3 Uniform for the Navigation Deck of the TSES is Full Khakis. (Modified khakis if authorized and Boiler Suits if on M & R, ED, work detail, etc.)
- 4 See Plan of the Day for the authorized Uniform-of-the-Day.

CADET HANDBOOK

DRESS

When on board ship and outside berthing areas (except when going on/returning from liberty), all cadets will be in the uniform prescribed in the Plan of the Day with appropriate insignia displayed. Proper civilian attire is to be worn when going ashore. This will include pants (dress/skirts optional for women), shirt and shoes. Bathing suits, tee shirts, tank tops or extreme styles of dress will not be worn when departing from/returning to the ship. For official receptions and other social functions the prescribed uniform, as specified in the Plan of the Day, will be worn. A relaxed "leisure uniform" will be acceptable after 1700.

GROOMING

Proper grooming, consistent with accepted Maritime College standards, is to be maintained at all times. Extreme jewelry, such as earrings/ body piercings are not acceptable at any time.

COURTESIES

Cadets are required to salute officers under conditions set forth in the Cruise Manual. It is a mark of mutual respect to return a salute at all times when in uniform and wearing a hat or cap. Cadets are not to address officers on a first name basis.

FRATERNIZING

In their relations with cadets, officers are required at all times to maintain their status as elders and leaders. Cadets are not permitted in officer spaces, or in areas designated as "Officer's Country" except on official business.

BERTHING

Cadet berthing areas must be maintained in a clean, sanitary condition. Occupants are responsible for the cleanliness of their spaces, which will be the subject of daily inspections.

HOURS OF OPERATION

Meal hours, canteen hours, safekeeping hours, barber shop hours, and ship store hours will be posted. Check posted notices and abide by the times published. You will be required to pay particular attention to meal hours in the Officers' Mess.

RELIGIOUS SERVICES

Religious Services are held whenever possible. Announcements will be made in the Plan of the Day.

CADET HANDBOOK

ENTERING / LEAVING PORT

Training ships of all nations enjoy a quasi-military status; therefore, when entering or leaving port certain courtesies are exchanged with military/naval authorities in keeping with tradition and the special status of a training ship. As such, it is often necessary to follow naval procedures in exchanging these courtesies. All cadets are expected to cooperate in these observances. Only cadets involved or assigned line detail are to be on deck while mooring.

FOREIGN PORTS

One of the special experiences during the summer sea term derives from social contact with people of differing cultures and languages. Seagoing professionals have always served the cause of international understanding. The behavior and appearance of everyone attached to the training ship must at all time represent the proper image of a citizen of the United States. Remember that we are foreigners outside of the United States. Have your Seaman's Documents and Maritime College ID card with you at all times when ashore in a foreign port. As a representative of the EMPIRE STATE, your responsibilities do not end at the foot of the gangway. Improper conduct ashore is not acceptable at any time and will be dealt with accordingly.

WATER USAGE

T.S. EMPIRE STATE has a limited capacity to generate potable water based upon the number of people it carries. Also, storage is limited. Accordingly, water usage discipline is necessary.

Do not take long showers or run showers continuously – wet, soap, and rinse. Do not wash a few articles of clothing at a time. Do not let water run. Report all leaks in faucets, showers, etc. Do not waste water. If water is not conserved, it will be necessary to ration it.

STATION BILL

The ship's compliment will participate in fire, boat, and other emergency drills. Consult the station bill for your assigned stations. For all drills, traffic will move on the double, quietly, forward and up on the starboard side, and down and aft on the port side. The emergency signals are:

- | | |
|----------------------------|--|
| Fire and Emergency: | 10 second ringing of the general alarm and 10 second blast on ship's whistle. |
| Abandon Ship: | 7 or more short rings on general alarm and 7 or more short blasts on ship's whistle followed by a long ring on general alarm and a long blast on ship's whistle. |
| Man Overboard: | 3 prolonged blasts (4 to 6 seconds) on ship's whistle and 3 prolonged blasts on general |

alarm plus announcement on P.A. system.

CADET HANDBOOK

ROOM MAINTENANCE/DAMAGE

Every effort has been made to maintain your room in the best possible condition. Any damage to your berthing areas should be reported to the Chief Mate when you report aboard. There will be no painting or permanent attachments or removals allowed in the room.

SAFETY

Always hold hand railings when going up and down ladders. Beware of wet decks – slipping and falling is one of the most common causes of accidents on ship. Wear proper shoes; ladies should not wear high heels, sandals, or shoes with wooden soles or heels. Use a flashlight in areas of the ship that are not well lighted. Keep all loose gear secured; the ship may roll and pitch unexpectedly. Windows and portholes facing the foredeck must be shaded at night to avoid interference with navigation of the vessel. There will be no jogging or running on the ship. Headsets/Walkman type radios are not to be used on deck, in the engine room or at any time while on duty.

ALCOHOLIC BEVERAGES

Maritime Administration and New York Maritime College policy prohibit consuming alcoholic beverages on board. The only exceptions are official functions in port or as specifically directed by the Master.

Use or possession of alcohol or any illegal substance (drugs) will result in severe disciplinary action and/or immediate repatriation (at own expense).

SMOKING

Smoking on the vessel is permitted **ONLY** on the main deck, aft of #6 hatch (on the fantail).

- Smoking is NOT permitted in the interior of the vessel:
- Smoking is NOT permitted in the Cadet Mess.
- Smoking is NOT allowed in your berthing areas, or in any of the Cadet Lounges.

When smoking on deck, DO NOT THROW CIGARETTE BUTTS OVER THE SIDE!! As every professional mariner knows, the ship's motion will just blow the butt back onto the deck and possibly start a fire somewhere. Extinguish your cigarette thoroughly and dispose of it properly. Any crewmember found disposing of butts on deck will be disciplined. Cadets are responsible for keeping the decks clean, so do not be rude and litter where cadets will have to clean up after you.

CADET HANDBOOK

SUNBATHING

Specific Sunbathing areas have been designated for all cadets as follows:

First Class Cadets:

Sun Deck, Bow and Stern areas of the vessel are open to 1/c cadets.

Second and Third Class Cadets:

Bow and Stern areas of the vessel only.

Sunbathing on top of dog house is **not** authorized. **No exceptions!** Open-toe shoes and sandals are NEVER allowed on Deck since it is a Safety concern. You may bring a battery operated radio/cassette/CD player on deck keeping the volume LOW.

Captain R.S. Smith

T. S. EMPIRE STATE