

07 May 2003

From: Master, T. S. EMPIRE STATE

To: All Officers

Subj: **Officers' Handbook for Summer Sea Term 2003**

Encl: Officers' Handbook

1. The purpose of this letter is to welcome you aboard the Training Ship EMPIRE STATE for Summer Sea Term 2003. Enclosed is a copy of the **SST 2003 Officers' Handbook**. For further information, I suggest that you check out a copy of the Maritime College Catalog from the ship's library.

2. The Officers' 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 Officers. Read it carefully. Your attention is particularly directed to the sections on Jurisdiction, Discipline, Rank, Uniforms, Dress, Grooming, and Alcoholic Beverages. Any questions should be communicated to your Department Head.

Richard S. Smith, Master
T. S. EMPIRE STATE

OFFICERS' 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, but this is where 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. The enforcement of discipline on board T.S. EMPIRE STATE is the proper concern of **all officers** and other supervisory personnel. **Officers are expected to admonish or correct cadets who may be in minor violation of the rules and regulations.** No cadet should show up to watch, class or work late, unshaven, improperly groomed or out of uniform. Serious or willful infractions on the part of any member of the ship's crew are to be reported to the Master, or in his absence, to the Deck Watch Officer.

CONDUCT

Virtually all of the crew of T.S. EMPIRE STATE are cadets who are in varying stages of training. The reaction of these cadets in terms of their conduct will reflect the example set by you, their seniors. **It cannot be overemphasized that the conduct of all officers will have a major effect on morale and discipline throughout the ship.** Unseemly behavior, being out of uniform, improperly groomed and including boisterous conduct, will not be tolerated.

PROFESSIONALISM

Professionalism allows a ship to achieve its goal with maximum safety and efficiency. To this end, the continuing efforts of all officers must be directed to foster standardization of operating and administrative procedures in the interest of safety, the well-being of all persons embarked, and the efficiency of ship operations. The degree of professionalism exhibited by all officers will be directly reflected in the manner in which the cadets perform during the training cruise.

COORDINATION

The need for coordination among individual officers and between departments cannot be stressed enough. An immediate course of action to meet an emergency need of the ship is expected and fully encouraged. However, an uncoordinated action to initiate changes to established plans or procedures will only disrupt order and efficiency. The ship's organization can only function as an effective entity through coordination.

CONSTRUCTIVE CRITICISM

Constructive criticism from qualified sources often results in progressive change. Such practice is encouraged on board T.S. EMPIRE STATE, just as it is in industry, education, and government. However, unfounded and improperly directed criticism – the result of personal whim or displeasure – is disruptive and tantamount to undermining the entire training effort.

RANK

The rank structure that follows applies to all officers on board T.S. EMPIRE STATE. It takes precedence over any rank, title, position, etc. otherwise held.

Captain – 4 Stripes; Eagle
Master
Chief Engineer

Commander – 3 Stripes; Silver Oak Leaf
Chief Officer
1st Assistant Engineer
Deputy Commandant of Cadets
Senior Deck Training Officer
Senior Engine Training Officer

Chaplain
Medical Officer (Doctor)

Lieutenant Commander – 2&1/2 Stripes; Gold Oak Leaf

Second Mate
Second / Navigator
Second / Deck
G.M.D.S.S. Operator
Second Assistant Engineer
Assistant Engine Training Officer
Assistant Deck Training Officer
Regimental Affairs Officer
Food Service Officer (Department Head)

Lieutenant – 2 Stripes or 2 Silver Bars

Deck Watch Officer/Deck Instructor
Engine Watch Officer/Engine Instructor
Science Training Officer/National Weather Service
Third Assistant Engineer
Third Mate
Nurse

Lieutenant, Junior Grade – 1 &1/2 Stripes; 1 Silver Bar

Junior Engine Watch Officer
Librarian
Deck Technical Specialist
Engine Technical Specialist
Science Technical Specialist

UNIFORMS

All officers must have in their possession at least the following minimum uniform requirements:

Maritime Blue Windbreaker or Officer Blue/Khaki Windbreaker (Note 1)
Khaki short sleeve shirts (2 each)
Khaki pants (2 pairs)
White short sleeve shirt w/loops for shoulder boards (1 ea.)
Black pants (1 pair)
Black dress shoes (Note 2)
Black socks
Combination cap (Note 3)
Khaki cap (Note 4)
Collar insignia (Notes 5 & 6)
Shoulder boards (Note 6)
Black web belt
Khaki belt
Buckle
Ball cap (**approved OFFICIAL CAP ONLY**)
Sweater/Sweatshirt (Note 7)

Notes

- (1) Not mandatory, but recommended for cool mornings/nights.
- (2) Solid black, plain rounded toe, without ornamentation. **Black** work shoes may be substituted when appropriate.
- (3) Combination cap insignia will be merchant marine crest for licensed officers and state crest for all others.
- (4) Khaki cap insignia will consist of rank on right side and merchant marine/state crest on left side, as appropriate.
- (5) Collar insignia will consist of rank on right collar and distinctive insignia (i.e. deck, engine, etc.) on left collar. *Note: You may find ship / school permanent staff or military personnel wearing no distinctive insignia, only two rank designations.*
- (6) Distinctive insignia on left collar and on shoulder boards will be:

Anchor – Officers holding USCG Deck license

Propeller – Officers holding USCG Engine license

Sparks – Radio Officer

Cross – Chaplain

Caduceus – Medical Officer

NY Crest – All other officers

- (7) Plain Grey or Maritime College sweatshirt.

Collar and cap devices and shoulder boards will be provided on a supply-permitting basis. The officer, however, is personally responsible for obtaining the proper insignia. They may be obtained in the ship's office on the Main Deck.

LICENSES

ALL OFFICERS, deck and engine, must turn-in their licenses and STCW certifications to the Chief Mate upon reporting aboard. All officer's licenses, whether watch -standing or not, will be put in the rack for display.

DRESS

When on board ship and outside staterooms (except when going on/returning from liberty), all officers 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. In the instance whereby an officer does not have the appropriate dress uniform, a suit or jacket/tie will be worn instead. **It must be fully understood by all officers that the cadets will use you as a role model.** Athletic gear may be worn coming and going to the ship's gymnasium. A relaxed uniform of khaki pants (short or long) and white tee shirt will be acceptable after 1700, and on Sundays. Also acceptable would be approved Maritime College / Ship's Store tee shirts.

GROOMING

Proper grooming, consistent with accepted Maritime College standards, will be maintained at all times. ***Since all officers are expected and required to enforce these same rules on the cadets, they must lead by example.*** Neatly trimmed beards and/or mustaches are allowed providing they are in good taste. Extreme jewelry, such as earrings on male officers, is not acceptable. The ship's barber, located on the 2nd deck athwartships passage, is available to all officers and crew members for a nominal fee. Hours are posted on the barbershop door and in the Plan of the Day.

SMOKING

Smoking on the vessel is permitted 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.
- Be considerate of the non-smokers onboard and go smoke out on the stern.

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.

OFFICER'S MESS

The Officer's Mess is open **only** to ship's officers. With **special permission only**, invited guests may be allowed in the Mess after hours. Cadets, however, are **never** allowed in the Mess except to pass a message to an Officer or part of a work party. Stewards serve meals to officers and your courtesy is expected. During meal hours, the uniform will be as follows:

BREAKFAST:	Issued "Empire State" boiler suit or Uniform of the Day (Khaki / Dress)
LUNCH:	Issued "Empire State" boiler suit or Uniform of the Day (Khaki / Dress)
DINNER:	Uniform of the Day ONLY, except for Engineering Watch Officers actually on watch.

All tables are open to officers with the exception of the centerline round table, which belongs to the MASTER, and his senior staff.

When the ship is IN PORT, officers will have only a continental breakfast served in the Officers Mess. LUNCH AND DINNER will be served in the CREW MESS, starboard side 2nd Deck. While the ship is actually IN PORT, it is acceptable for officers to dine in civilian attire.

The OFFICER'S MESS is available to all officers during off-hours as a lounge for socializing, cards, snacking. The beverage machines are kept on 24 hours, as is the ice-

cream freezer. Usually some dessert snack is available. "Night lunch", consisting of cold sandwiches, is provided nightly and can be found in the refrigerator in the pantry.

Officers are NOT to give any of this food to CADETS.

OFFICERS LOUNGE & OFFICERS TV ROOM

There are two public lounges available to ships officers for relaxation during off-hours. The OFFICER'S LOUNGE is located on the after end of the Cabin Deck and is generally used for quiet relaxation. Next to the Officers Mess on the starboard side is the OFFICER'S TV ROOM. Here officers can watch the two daily piped-in movies shown through the ships internal cable system. Seating is limited so make room for latecomers as they arrive. The day's movies are listed in the Plan of the Day.

SHIP'S SNACK BAR

The ship's snack bar, located in the underclass cadet lounge, aft in 5-hold tank top, is open to all ship's personnel. Since, however, it is located in a cadet area, officers and crew are to make a purchase and exit in a reasonable period of time. No officers or crew are to socialize or watch movies in the cadet lounges at any time

SHIP'S STORE

The Ship's Store is located in the Cadet Mess, starboard side, and is available to **all** of ship's staff. Hours are posted outside the store and in the Plan of the Day. A good variety of sundry and Maritime College Logo items are available as well as some uniform replacement parts. All payment is in U.S. cash only. Since, however, it is located in a cadet area, officers and crew are to make a purchase and exit in a reasonable period of time.

LIBRARY

The at-sea branch of the Stephen B. Luce Library at Maritime College is located near the cadet lounges, 5-hold Tank Top. The Library is open to all personnel onboard and books are available for check out. Hours are posted on the door and in the Plan of the Day. The library also provides information on the next port-of-call, including some guidebooks and general information.

CADET MESS and CLASSROOMS, AFTER HOURS

Cadets frequently use the Cadet Mess and the Cadet Classrooms after hours for study and homework projects. Officers who would like to offer study assistance and extra help to Cadets are encouraged to use these areas. Officers who are teaching should make an occasional round during off-hours to check on the progress of their students. As stated previously, the officer must be appropriately dressed and groomed and enforce the same in his/her students.

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, except on official business. Under no circumstances will a cadet be in an officer's stateroom, or vice-versa, with the door closed. Officer must enforce the "Officers Country" rules with cadets.

BERTHING

Officers living quarters will be maintained in a clean, sanitary condition. Occupants, with the assistance of room stewards, are responsible for the cleanliness of their rooms, which will be the subject of periodic sanitary inspections. Rooms will be assigned according to rank, watchstanding requirements, custom of the sea, etc. The ship will supply regular linen, towels, etc.

LAUNDRY

The ship has limited laundry and no cleaning facilities. In officers country there are several automatic washers and dryers, no coins required. You can bring your own detergent or purchase it in the ship's store. Wash and wear fabrics are recommended.

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.

ON YOUR TIME OFF....

Remember that the TS Empire State is NOT a cruise ship....

Sunbathing or lounging is permitted for officers on the "Sun Deck" (aft end of Boat Deck), Cabin Deck, and the after end of the Flying Bridge provided it does not interfere with the ship's normal routine. The "Sun Deck" is open to 1/c cadets also. The Boat, Cabin and Flying Bridge Decks are NOT. Be watchful of the working cadets who are not allowed to lounge during the day. Wear appropriate clothing and be conscious that during the day, you will be under the sometimes-peering eyes of the cadets. Always, always be aware of your status as a role model. Open-toe shoes and sandals are NEVER allowed since it is too dangerous. You may bring a battery operated radio/cassette/CD player on deck keeping the volume LOW.

Do not lounge on the foredeck or stern areas, this is a designated area for cadet sunbathing only.

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 officers are expected to cooperate in these observances.

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 Maritime College ID card with you at all times when ashore in a foreign port. As an officer of the EMPIRE STATE, your responsibilities with regard to the cadets and crew do not end at the foot of the gangway. Improper conduct ashore, in the presence of a ship's officer, must be addressed.

RESTRICTED AREAS

Only watch standers and persons directly engaged in ship's business requiring their present on the bridge, in the engine room, or in the ship's office are permitted in those areas. All other persons – cadets, officers, crew, or otherwise – are not allowed in the engine room, in the ship's offices or on the bridge, including both the wheelhouse and in the wings. Provisions may be made for tours of the bridge and/or engine room at selected times by permission of the Master in the case of the bridge, and Chief Engineer in the case of the engine room. If permission is granted for such tours, the times will be coordinated with the watchstanding officer on duty to insure that the operating and instructional requirements are not adversely affected by such tours.

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. and admonish cadets to do the same. Do not waste water. If water is not conserved, it will be necessary to ration it.

STATION BILL

All officers 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.

ROOM MAINTENANCE/DAMAGE

Every effort has been made to maintain your room in the best possible condition. Any damage to your room 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. Alcoholic beverages may be purchased when the ship is outside of the United States waters and brought on board, if immediately placed in the custody of the Deputy Commandant for delivery to the purchaser upon arrival in New York. In no cases will they be stored in any other area of the ship.

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

PASSPORTS

It is required that all officers have in their possession a valid U.S. passport.

Richard S. Smith, Master
T. S. EMPIRE STATE