LETTER OF PROMULGATION


2. The regulations and orders contained in the Cruise Manual are effective through the entire Summer Sea Term and will be complied with, in the same manner as the Rules and Regulations for the Regiment of Cadets. These Rules and Regulations and the Cruise Manual apply to any embarked student/Cadet whether from SUNY Maritime or another institution.

3. The Summer Sea Term is a vital part of the maritime training and education. It is an essential requirement in the 1980 FMETA for the Merchant Marine License.

4. Federal laws apply to ALL HANDS on board, in addition to New York State laws and these regulations. Serious violations could result in failure of and/or dismissal from Summer Sea Term.

5. In addition to FMETA policies and procedures, Summer Sea Term appointees, as well as regular SUNY Maritime College employees assigned to Summer Sea Term duties aboard the TRAINING SHIP EMPIRE STATE VI, are governed by New York State, State University of New York and SUNY Maritime College policies and procedures in the performance of their duties and responsibilities. Included, for example, are policies that address such issues as harassment, sexual harassment, workplace violence and smoking. The requirement that appointees to Summer Sea Term adhere to all policies and procedures governing employment at SUNY Maritime College exists for the duration of your employment/deployment whether at the dock at SUNY Maritime, at sea or visiting a US or foreign ports.

Submitted:  
Captain Cable Hanft  
Deputy Commandant of Cadets

Approved:  
Captain Richard S. Smith  
Commandant of Cadets  
Master, TSES VI
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Training Ship EMPIRE STATE

CRUISE MANUAL

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SECTION I - MISSION AND GOVERNING POLICIES

A. MISSION & OBJECTIVES

1. The MISSION of the Cadet cruise on board the *TS EMPIRE STATE* is to:
   a. Train, mentor and educate qualified Cadets to become licensed officers in the US Merchant Marine.
   b. Provide practical nautical education to prepare Cadets for successful careers in the maritime industry, afloat and ashore.
   c. Develop Cadets in the basic principles of leadership and instill in them an abiding sense of honor, responsibility, and mature citizenship.
   d. Develop professional pride and a determination to uphold the finest traditions of the maritime industry and to be outstanding representatives of the College and the Merchant Marine.
   e. Provide Cadets with a practical working knowledge of the *TS EMPIRE STATE* and an understanding of the US Merchant Marine.

2. The OBJECTIVES of the training cruise are designed to provide Cadets with the facilities and opportunities for at sea training and for visiting various ports, in order for them to:
   a. Develop a sense of attachment to, and pride in, ships and the seafaring profession.
   b. Develop the professional and practical skills required of today’s licensed mariner.
   c. Learn the duties and privileges of the people who sail in the US Merchant Marine.
   d. Observe the employment of the US Merchant Marine and that of other nation’s merchant marine communities.
   e. Apply and reinforce at-sea knowledge acquired in academic studies.

B. TRAINING

1. Deck and Engineering Cadets are embarked together. They are an integrated unit working for the good of the ship as a whole. There is no differentiation between them, whatsoever, except in specific areas pertaining to the deck and engine training. Cadets should seek to develop an understanding and appreciation of each discipline and so be more well-rounded and effective in crew operations.

2. The objectives of the training period can best be accomplished by on the job training and instruction which emphasizes seeing and doing.

3. It is intended that each Cadet be given, commensurate with their training and experience, as much responsibility in their assigned duties as is practicable.

4. Training will be conducted in accordance with the provisions of the Summer Sea Training Programs promulgated by the Department of Marine Transportation and the Department of Engineering in the Deck and Engine training plans respectively.

5. General training will be conducted in the following manner:
   a. **Watch Standing** – The details of watch standing procedures are contained in the respective Deck and Engine Training Plans.
   b. **Maintenance** – Deck Cadets will perform maintenance as directed by the Chief Mate. Engineering Cadets will perform maintenance as directed by the Chief Engineer. All Cadets will be graded on their maintenance performance as specified by Maintenance Assignment Lists.
   c. **Lecture** – The details of classroom instruction conducted by the Marine Transportation and the Engineering Departments are contained in their respective Summer Sea Term Programs.
All Cadets will be graded on their classroom instruction performance as specified by Classroom Instruction Schedules. This information is provided in the Deck and Engine Cruise Training Plans respectively.

6. Cadets learn the concept of “On the Job” training through actual experience during the watch standing and maintenance phases of their training.

7. Training, watch, maintenance and other details relative to the training are promulgated on the Deck and Engineering Training Bulletin Boards located outside their respective offices on main deck.

C. PROFESSIONAL DEVELOPMENT BOARDS

The Professional Development Board is comprised of the Master, TS EMPIRE STATE, the Chief Engineer, Chief Mate, Senior Deck Training Officer, Senior Engineering Training Officer, and Deputy Commandant/Senior Regimental Affairs Officer. This board shall meet as necessary to review the overall performance of Cadets aboard the ship that are encountering issues including, but not limited to, academic, regimental performance and watch standing, integrity violations, or substance abuse. The purpose of this board is to review the progress of Cadets on board the ship that warrants such review for the duration of Summer Sea Term.

D. ALCOHOL/DRUGS

1. While the professionalism and commitment to a drug and alcohol abuse-free marine environment in the vast majority of Cadets is not disputed, the United States Coast Guard has determined that drug and alcohol use is a significant problem in the maritime industry. Personnel who use, transfer, and possess drugs and/or alcohol do not only pose a danger to themselves and shipmates, they are in a position to cause, or contribute to, vessel causalities that may take human life, destroy property, and/or seriously harm the environment.

2. The problem in the marine industry is increased by the fact that personnel often live on board their vessel for long periods of time. What in another context might be considered “recreational” or off-duty drug or alcohol use could have a detrimental effect upon safety, because the vessel is also where the individual lives. Intoxicated personnel cannot serve their vessel in an emergency and pose a hazard both to themselves and to their shipmates, if they attempt to perform any necessary safety related functions.

3. Therefore, while on SST, the Master of the TS EMPIRE STATE will engage in a drug and alcohol testing program mandated by both the United States Coast Guard and the Maritime Administration (MARAD), the owner of the vessel. All Cadets will be subject to drug and alcohol testing in the following circumstances: (1) upon reasonable cause, (2) if the Cadet is directly involved in a serious marine incident, and (3) randomly (unannounced and without cause). Testing will be accomplished by breathalyzer administered in Sick Bay (for alcohol) or by the use of a urinalysis test for drugs. See Appendix A for the policy.

4. Cadets will also be subject to alcohol testing where he/she is directly involved in a serious marine incident or violates ship directives. Cadets who test positive (indicating potential drug or alcohol use), will be removed from duties which directly affect the safety of the vessel’s navigation or operations immediately and shall be subject to suspension and revocation proceedings (conducted by United States Coast Guard), against his or her license, certificate of registry or merchant mariner’s document. Cadets, under these circumstances, may be repatriated as per the ship’s policy.
5. The TS EMPIRE STATE adheres to all USCG and MARAD regulations regarding alcohol and drugs. Per these regulations, the legal alcohol limit for personnel onboard is 0.04. Any BAC in excess of this will be an Alcohol; Intoxication offense. However, as the New York State limit is .08, any Cadet whose BAC is between .04 and .08 will be found guilty of an alcohol offense, but it will not be considered a ‘strike’.

6. The Maritime Administration and SUNY Maritime College policy prohibits consuming alcoholic beverages (including powdered alcohol) on board. The only exceptions are official functions in port or as specifically directed by the Master. Additionally, Cadets CANNOT store alcoholic beverages (including powdered alcohol) aboard the TS EMPIRE STATE.

7. Violation of the above drug and alcohol policies, if particularly egregious, can result in dismissal and repatriation to the United States at the Cadets’ expense as outlined in Section II paragraph Q.

8. Underage drinking violations while in U.S. ports will be charged as a Class I offense (and count as a strike) regardless of the QED/breathalyzer limits.

E. SMOKING

1. Smoking is only authorized in designated areas of the vessel or designated areas of the pier when in-port and during pre and post-cruise. A Cadet is only permitted to smoke on the extreme aft end of the fantail. Butts and other debris should be disposed of properly or the smoking lamp will be secured.

2. Smoking is secured during fueling operations, field day and by order of the Master of the vessel. Smoking is NOT permitted ANYWHERE in the interior of the vessel.

3. When smoking on deck, DO NOT THROW CIGARETTE BUTTS OVER THE SIDE! As every professional mariner knows, the ship’s motion may blow the butt back onto the deck and may start a fire. This is also a pollution violation. Extinguish your cigarette thoroughly and dispose of it properly. Any person found improperly disposing of butts on deck will be charged with a Class One violation of Ships Standing Orders.

4. Failure to adhere to this policy can result in disciplinary measures.

F. OFFICER/CREW/CADET RELATIONSHIPS

1. The following requirements concerning relationships between officers, crew and Cadets are established for the Training Cruise.
   a. Cadets are not allowed in Officer/crew rooms, living areas or lounges except on official business.
   b. Cadets are not permitted to use the interior ladderwells above the main deck that lead to Officer/crew berthing/living areas.
   c. Officers/crew are not authorized in Cadets rooms or living areas except on official business.
   d. Officers/crew will not fraternize with Cadets onboard ship or while on liberty from the ship. Trip Advisors are the exception.
   e. Cadets are not authorized in the rooms and berthing areas of Cadets of the opposite sex unless on official business. Official business is interpreted to be emergency response, medical treatment, inspections, room repairs, notifying personnel and/or probable cause.

2. Cadets of one gender will not normally do watch relief wake-ups in the Cadet berthing areas of the opposite gender. In those cases when a Cadet is making a wake-up call of a member of the opposite sex who is in a stateroom, he/she will do so by knocking on the door of the room, until acknowledged. The Cadet doing the wake-up call will not enter the room.
3. During formal personnel and berthing/room inspections, all Cadets (unless physically on watch), are to be out of their racks, in the inspection uniform and standing by for the inspection.

4. For daily room/berthing and sanitation inspections, members of the off-watch (00-04/12-16 & 04-08/16-20), who are asleep will note this on their door. In these cases the room will be inspected by an officer of the same sex as that of the room occupants.

5. **NOTE:** Wake-up calls are only a courtesy, not a requirement. All personnel are responsible for their own wake-ups.

6. See Appendix B for further policy guidance on Interpersonal Relationships and Fraternization.

G. **HAZING**

1. In accordance with New York State law and SUNY policy, hazing of any student is prohibited. Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health of a student, enrolled in a public institution. Accordingly, no person or organization shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a student. Any person associated with the TS EMPIRE STATE who violates this policy shall be subject to disciplinary action that may include expulsion or other sanctions. Any organization that violates this policy shall lose all right to conduct activities on TS EMPIRE STATE or to receive any benefits/support from the college, including any right to claim an affiliation with it. Any person who violates this policy will be removed from and thereafter banned from the TS EMPIRE STATE as well as any Campus property or function. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal process and penalties.

2. Hazing will not be tolerated onboard the TS EMPIRE STATE. A copy of the State law may be found in the Ship’s Regimental Office.

3. SUNY Maritime College previously established that any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Maritime College, is strictly prohibited. (NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur).

4. Anyone who engages in hazing subjects themselves to disciplinary action up to and including termination/dismissal from the training cruise and/or the College.

5. All complaints of hazing shall be brought to the attention of the Master TS EMPIRE STATE/Commandant of Cadets, or in his absence, the Deputy Commandant/Senior Regimental Affairs Officer.

6. See Appendix B for further policy guidance on Hazing.

H. **HARASSMENT**

1. Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that are made with the intention of causing fear, intimidation or damage to property and that do result in fear, intimidation or damage to property constitute
harassment. This may be an overt action or covert act such as obscene or offensive, coarse graffiti written where the victim(s) will view it. This also includes cyber bullying.

a. Harassment by cell phone/computer: Using a cell phone/computer or allowing a cell phone/computer to be used to make offensive, coarse, obscene or otherwise harassing statements to a person(s) (see Harassment above; or repeatedly calling and hanging up or messaging, texting, or emailing with intent to harass).

b. Discriminatory Harassment: Defined as any behavior/action or written/verbal statements(s) that meets three criteria:
   i. That it targets a protected class (gender, race, religion, sexual orientation, etc.)
   ii. That it is unwelcome and repetitive (persistent)
   iii. That it results in the deprivation of a person’s access, opportunities, right or peaceful enjoyment.

2. Sexual harassment is a form of sexual discrimination in violations of Title VII of the Civil Rights Act. Such conduct is inappropriate and will not be condoned at SUNY Maritime College or aboard the ship. Anyone who engages in sexual harassment subjects themselves to disciplinary action up to and including termination/dismissal from the training cruise and/or the College.

3. All complaints of harassment shall be brought to the attention of the Master TS EMPIRE STATE/ the Commandant of Cadets, or in his absence the Deputy Commandant/Senior Regimental Affairs Officer.

4. See Appendix B for further guidance on Harassment.

I. CONDUCT AND DISCIPLINE

1. Ships are unique in that they are self-supporting entities at sea, dependent on the personnel on board. There are no readily available replacements for the sick, lame, or lazy. Each person must be capable of accomplishing his/her assigned tasks and must be willing to assist others. Offenders against the law of the sea have punishments meted out to them in accordance with the severity of the act. Such punishments are meted out by the Master of the vessel at Mast, who acts as the judge and jury. For federal offenses, 46 CFR section 701 details the punishment.

2. In line with this, the Master of the TS EMPIRE STATE has deemed stealing and cheating to be particularly egregious offenses on his vessel and will punish violators to the fullest extent of his authority.

3. While it is recognized that some Cadets may in fact be involved in romantic relationships with others, sexual activity on the ship is prohibited as this should be conducted in private versus public spaces. The ship is considered a public space, and an educational and work environment with little or no “private” space therefore, being observed engaging in sexual activity on the ship could result in a Class I offense for Conduct to the Prejudice to the Good Order and Discipline.

4. The Master of the TSES is the final authority on all matters pertaining to the conduct of the personnel onboard. The Master may remove any person from the ship for cause at any time.
   a. MAST
      i. The Chief Cadet Officer and Cadet Chief Engineer (or designee from Top 3 Deck/Engine) will hold mast for underclassmen for Class II offenses weekly. Responsibility for conducting this mast will not be delegated to subordinates.
      ii. The Deputy Commandant of Cadets/ Senior Regimental Affairs Officer will hold mast on all First Class Cadets for Class II Offenses weekly.
iii. The Master of the vessel/Commandant of Cadets or an appointed designee, will hold mast for Class I offenses. The mast will be at the overseeing officer’s convenience.
iv. The uniform for the Class II mast will be uniform of the day, the uniform for Class I mast will be Salt and Peppers or as directed.
v. Demerits awarded will become effective at 0630 the following day unless otherwise specified.

b. MAST REPORTS
   i. Mast report slips are obtained from the Regimental Office. Such reports must be complete, listing the charge. Second and Third class Cadets must have any mast slip they originate countersigned by an officer.
   ii. All completed Class II mast report slips must be turned in to the Regimental Office. The Class II mast list will be posted on their respective deck/engine bulletin boards. The mast list will be posted prior to 1700 daily for the next day.

c. OFFENSES, CLASSIFIED
   i. CLASS I: Offenses which, by their nature and without regard to other circumstances, can subject the offender to strict disciplinary measure and/or a recommendation for the disenrollment from the Maritime College.
   ii. CLASS II: Offenses which involve comparatively minor infractions of discipline. However, repeated violations of this nature indicate culpable lack of sense of responsibility and/or contempt for authority. Any Cadet who, as a result of such violations, exceeds his/her class quota of demerits will be considered unsatisfactory for a life at sea and his/her case will be handled in accordance with college regulations.

d. OFFENSES/PUNISHMENTS
   i. For Class I offenses, the penalty awarded will be based on the facts and circumstances revealed during the investigation of the charges. This could include being dismissed from SST.
   ii. For Class II offenses, demerits will be awarded for the specific charge.
   iii. Whenever a Cadet is notified of a Class I charge, that Cadet will consider his/herself restricted to the ship pending disposition of the charge. Restriction will only be applied and only count toward days the ship is in port. Restriction is continued until enough port days have been served to meet the terms of the restriction.
   iv. The list of Class I and Class II charges are included in Appendix C.
   v. Demerits awarded for Class I and II offenses are worked off by performing Extra Duty. The SST ‘15 Extra Duty policies are further explained in Appendix D.
   vi. Cadets who appealed to participate in SST and are approved with limitations, will be held accountable to the limitations outlined in the letter they received and signed for. Failure to adhere to the limitations outlined in the letter may result in repatriation.

e. SUITABILITY AND/OR DISCIPLINARY HEARING BOARDS
   i. Suitability/Disciplinary Hearing Boards are convened by written order of the Master of the TSES to consider/adjudge cases of Cadets who may, because of deficiencies in conduct or other performance aspects, be:
      1. unsuitable for continuation on Sumer Sea Term,
      2. unsuitable as Merchant Marine Officers, or
      3. charged with Class I offense or offenses warranting formal procedures for which removal from SST could result.
ii. Suitability Boards for those removed/repatriated from SST may convene back at the College.

iii. Any Cadet dismissed from Summer Sea Term due to conduct or disciplinary issues will result in the failure of Summer Sea Term. All monies and fees associated with Summer Sea Term will be forfeited. Any Cadet repatriated from Summer Sea Term will be charged a minimum fee of $2000 for administrative and related expenses regardless of where the repatriation occurs.
SECTION II - GENERAL PROCEDURES

A. TSES EMERGENCY PROCEDURES

1. STATION BILL - The Station Bill for all Cadets is located in the athwart ships passage, Main Deck, Starboard side as well as in the classroom passageway (5 hold). Watch assignments will be posted on the respective deck and engineering bulletin boards off the Quarterdeck.

2. FIRE OR EMERGENCY - The signal for a fire and emergency, other than a man overboard, intruder or abandon ship, is a continuous blast of the ship’s whistle for a period of not less than ten seconds supplemented by the continuous ringing of the general alarm for not less than ten seconds. When the signal is sounded, all Cadets will carry out assigned duties as per the station bill or as directed by the Master.

3. ABANDON SHIP - The signal for abandon ship is a succession of more than six (6) short blasts on the ship’s whistle followed by one (1) long blast on the ship’s whistle, supplemented with a comparable signal on the ship’s general alarm. When this signal is sounded, all Cadets will proceed to their assigned disembarking stations and carry out their duties as assigned on the station bill. All Cadets must wear their life jacket, appropriate clothing, and proper cover.

4. MAN OVERBOARD - The signal for a man overboard is three (3) long blasts of the ship’s whistle, followed by passing the word “Man Overboard, (Port/Starboard) Side” on the ship’s public address system. When this signal is sounded, emergency boat crews will man their boats and all Cadets not on watch will carry out assigned duties as per the station bill or as directed by the Master.

5. SECURITY - The signal for intruder and/or unauthorized access to the ship (X-RAY) will be one long blast, followed by two short blasts, followed by one long blast of the ship’s whistle. When the signal is sounded, all Cadets will carry out assigned duties as per the station bill or as directed by the Master.

6. MOVEMENT ABOUT THE SHIP - The ship’s compliment will participate in fire, boat, security 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.

B. PORT SECURITY

1. Background: This security plan is promulgated to increase the in port and at sea security of the vessel.

2. Responsibility: The Chief Mate is responsible for all implementation and execution of the security plan. All departments shall cooperate with him fully to insure that this occurs.

3. Precautions:
   a. While in port all deck lights, lifeboat lights, and cargo flood lights will be turned on from sunset to sunrise.
   b. All interior overhead lights will be on at all times and be in good working order.
   c. While in port gangway lights will be rigged and turned on from sunset to sunrise.
   d. While in port no side ports are to be opened and left unattended without notification and permission of the Chief Mate.
   e. While in port there will be no visitors allowed without the expressed approval of the Master of the training ship. This authority is not delegated to any other officer.
f. Approved visitors must have an escort at all times, including vendors and workmen. They will be logged in and out in the visitor log maintained on the quarterdeck. Visitor badges will be utilized as required by the security plan.

g. All packages, parcels and containers boarding the ship via the quarterdeck will be inspected by the quarterdeck watch before being brought aboard the vessel. Stores replenishment and other items received through side ports, etc., will be inspected by the responsible officer.

h. Buckle plates shall be secured in place.

i. No Jacob’s ladders, storage lines, etc., will be left hanging over the side.

j. While in port a Cadet security watch will be posted at the foot of the gangway at all times as well as the entrance to the ship’s assigned berth as required.

k. The Deck Watch Officer and quarterdeck watch shall maintain radio communications with each other at all times.

l. Police, Fire and Security Force telephone numbers shall be available at the quarterdeck, in the ship’s office, and on the bridge.

m. All watch personnel shall be schooled and drilled on ship security procedures at the 2000 in-port fire party muster and drill.

n. Watch personnel will make continuous rounds of all interior passages and weather decks and shall be highly visible in doing so.

o. All Masters Instructions regarding Port Officials and Police shall be strictly adhered to.

4. Actions to be taken in the event of an emergency.

a. In the event Police, Port or other Officials attempt to board the vessel and/or remove ships personnel.
   i. Inform the Master or his/her representative immediately.
   ii. Refuse admission to the ship.
   iii. Do not allow removal of any ship’s personnel.

b. Unauthorized visitors will be politely refused access to the vessel. Should they become insistent, notify local police, port police or dock security personnel and the Master of the ship.

c. In the event unauthorized personnel should attempt to gain access to the vessel seeking asylum or refuge, contact the Master or his/her representative immediately and follow published ship’s instructions.

d. In the event unauthorized personnel are found aboard the vessel:
   i. Notify the Master of the TSES and port authorities immediately.
   ii. Attempt to detain them if possible (if unarmed).

e. In the event a crowd or mob approaches the vessel:
   i. All ship’s personnel are to board the vessel immediately.
   ii. Call Port Security and notify the ship’s Master immediately.
   iii. The gangway will be raised as soon as possible.
   iv. Secure and bolt all external doors. Note: Waterside approach/entry could be simultaneous with creating a ‘diversion’ tact for distraction.
   v. Muster at station determined by the Station Bill.
C. **RESTRICTED SPACES**

1. Onboard this ship, only personnel with specific business may enter and only after complying with specified criteria as indicated below.
   a. **Master’s Cabin:** (Limited Area) with the permission of the Master.
   b. **Radio Room:** (Exclusion Area) with the permission of the Master.
   c. **Bridge:** (Limited Area) with the permission of the Master, Chief Officer or Watch Officer.
   d. **Chart Area:** (Controlled Area) with the permission of the Master, Chief Officer or Watch Officer.
   e. **All Engineering Spaces:** (Controlled Area) with the permission of the Master or Chief Engineer.
   f. **Chief Officer’s Office:** (Limited Area) with the permission of the Master, Chief Officer or Watch Officer.
   g. **Officer Country:** (Limited Area) Officer berthing areas located on the Upper, Boat and Cabin Decks and only for maintenance or watch-related duties.

D. **BRIDGE AREA**

   Only watch standers, and those persons engaged in the ship’s business, are permitted on the navigation bridge. All other personnel must have prior approval from the Deck Watch Officer to enter the bridge, to include the chart room and bridge wings.

E. **PIPES - SHIP’S PUBLIC ADDRESS SYSTEM**

1. Word to be passed over the public address system must be approved by the Deck Watch Officer prior to its passing.

2. Except for emergencies, the public address system will not be used during church services, meal hours or after 2000 hours.

3. **Piping is to be kept to a minimum.** *Only information necessary for the functioning of the ship, the safety of ship’s personnel and special action items approved by the Master/Commandant of Cadets, Deputy Commandant, Regimental Affairs Officers, or Deck Watch Officer are authorized for piping.* In the event of an emergency, these procedures are waived. NO Pipes are to be made after 2000 unless an emergency situation.

4. **Plan of the Day (POD) items and non-vital messages are not to be piped.** Messengers on watch are to be utilized for these purposes. Piping is not authorized to announce routine evolutions and/or locating personnel (unless all means to locate the person have been exhausted).

5. Accepted procedures for piping:
   a. At sea the CWO (Cadet Watch Officer) and in-port the JCWO will proof read all messages to ensure completeness and accuracy.
   b. “Now hear this, now hear this” shall PRECEDE ALL PIPES.
   c. Read the message to be piped clearly and distinctly into the P.A. system (two times).
   d. The Master shall be piped upon his departure from the Ship. At that time, pipe, “EMPIRE STATE, DEPARTING.” Upon returning to the Ship, the Master shall be piped aboard as, “EMPIRE STATE, ARRIVING.” The same procedures shall be complied with when the College President is on board, using “SUNY MARITIME”. There will be no piping after 2000 unless an emergency.
   e. When summoning an officer or member of the crew, use title, name, where to report, and the repetition of the name. Example: “Chief Mate Smith, your presence is requested on the bridge, Chief Mate Smith.” It is proper protocol that any officer or member of the crew that
is summoned to a location that “their presence is requested” should be used. If a Cadet is summoned to a location then “they are to report to” should be used.

f. Follow posted procedures for P.A. system.

6. The Training Ship’s public address system is part of ship’s emergency system. The use of the ship’s public address system is outlined in the Ship’s Standing Orders and tampering or misuse is a Class I offense as described in Appendix C and may result in removal from the Summer Sea Term.

F. CADET FORMATIONS

1. Deck Cadets will muster by divisions on the Upper Deck in the vicinity of 2 Hatch. Engineering Cadets will muster by divisions on the Sun Deck. During inclement weather, musters will be held in 2 hold main deck for Deck Cadets and in 6 hold 2nd deck for Engineering Cadets unless otherwise directed by the Deputy Commandant/Senior Regimental Affairs Officer.

2. Daily Muster, inspection and instruction will be accomplished by Cadet Officers with oversight by Regimental Affairs Officers. All absentees will be reported to the Deputy Commandant/Senior Regimental Affairs Officer as soon after muster is taken as is practicable.

3. Formation is not to be dismissed until all hands have been accounted for.

4. All Cadets are required to be at every formation unless they are physically on watch. Formations are every morning at 0800 and every afternoon at 1300. There will be no sleep-in for formations without the express permission of the Master.

5. Every evening while in port a “Fire Party Muster” will be held at 2000 on the bow by #2 hatch. Every Cadet in the watch section not physically on watch must attend. Required uniform is the boiler suit or the uniform of the day.

6. All musters, regardless of the reason for the muster, will be made by an actual sighting of each individual with reports being promptly made via the administrative chain of command. For scheduled musters Cadets will be in place and ready PRIOR to the listed time. For all other circumstances, such as “Man Overboard” Cadets will promptly report to their assigned muster locations.

H. UNIFORMS AND GROOMING

1. Cadets will have in their possession, upon reporting on board, the uniforms required for cruise. Required uniforms are outlined in Appendix E. The daily prescribed uniform will be directed in the Plan of the Day and shall be worn at all times when onboard the ship in a strictly military manner. Uniforms should be scrupulously clean and shall be worn according to the following guidelines:

2. Uniform of the day:
   a. During morning formation
   b. During the academic day
   c. When on the Mess deck

3. Salt & Peppers will be worn for all formal events, entering and leaving port, and as directed in the Plan of the Day.

4. PT gear is authorized traveling to/from exercise areas or during Sunday at sea (when announced).
5. Appropriate civilian clothes are authorized while in port or when departing from/returning to the ship. Cadets are encouraged to present a professional appearance and to consider local customs/culture. Do not draw attention to yourself or make it obvious you are a U.S. citizen. Travel in groups is recommended.

6. Uniforms may be required ashore.

7. Grooming standards shall be maintained at all times. Cadets will present a neat and smart appearance at all times.

8. Refer to Appendix E for further guidance on specific uniform requirements and details of proper grooming standards.

I. STANDARD DAILY ROUTINE AT SEA

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td>Reveille</td>
</tr>
<tr>
<td>0615</td>
<td>Report to Cleaning Station (Muster on Sun Deck)</td>
</tr>
<tr>
<td>0615-0645</td>
<td>Cleaning Stations (Maintenance Section)</td>
</tr>
<tr>
<td>0645-0700</td>
<td>Cleaning Station Inspections</td>
</tr>
<tr>
<td>0615-0800</td>
<td>Breakfast</td>
</tr>
<tr>
<td>0800</td>
<td>Cadet Formation</td>
</tr>
<tr>
<td>0830-1200</td>
<td>Class/M&amp;R</td>
</tr>
<tr>
<td>1100-1300</td>
<td>Lunch 1/C</td>
</tr>
<tr>
<td>1130-1300</td>
<td>Lunch 2/C</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch 3/C</td>
</tr>
<tr>
<td>1700-1900</td>
<td>Dinner 1/C</td>
</tr>
<tr>
<td>1730-1900</td>
<td>Dinner 2/C</td>
</tr>
<tr>
<td>1800-1900</td>
<td>Dinner 3/C</td>
</tr>
<tr>
<td>1900-2100</td>
<td>Mess Deck Closed for Cleaning</td>
</tr>
<tr>
<td>1900</td>
<td>Cadet berthing inspections</td>
</tr>
<tr>
<td>1945</td>
<td>Movie</td>
</tr>
<tr>
<td>2000</td>
<td>ED Commences</td>
</tr>
<tr>
<td>2200</td>
<td>ED Complete</td>
</tr>
<tr>
<td>2100-2300</td>
<td>Cadet Snack Bar</td>
</tr>
<tr>
<td>2300</td>
<td>All quiet about the ship</td>
</tr>
</tbody>
</table>

J. STANDARD DAILY ROUTINE IN PORT

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td>Reveille</td>
</tr>
<tr>
<td>0615</td>
<td>Report to Cleaning Station (Muster on Sun Deck)</td>
</tr>
<tr>
<td>0615-0645</td>
<td>Cleaning Stations</td>
</tr>
<tr>
<td>0645-0700</td>
<td>Cleaning Station Inspection</td>
</tr>
<tr>
<td>0800</td>
<td>Cadet Formation</td>
</tr>
<tr>
<td>0900</td>
<td>Berthing Area Inspection</td>
</tr>
<tr>
<td>1100-1250</td>
<td>Lunch 1/C, 2/C, 3/C</td>
</tr>
<tr>
<td>1700-1850</td>
<td>Dinner 1/C, 2/C, 3/C</td>
</tr>
<tr>
<td>1900-2100</td>
<td>Mess Deck Closed</td>
</tr>
<tr>
<td>2000</td>
<td>In Port Fire Party Muster (#2 Hatch)</td>
</tr>
<tr>
<td>2300</td>
<td>All quiet about the ship</td>
</tr>
<tr>
<td>2300-0045</td>
<td>Snack Bar 3/C</td>
</tr>
<tr>
<td>0100-0200</td>
<td>Snack Bar 1/C &amp; 2/C</td>
</tr>
</tbody>
</table>

K. STANDARD HOLIDAY ROUTINE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td>Reveille</td>
</tr>
<tr>
<td>0615</td>
<td>Report to Cleaning Stations (Muster on Sun Deck)</td>
</tr>
<tr>
<td>0600-0645</td>
<td>Cleaning Stations (Maintenance Section)</td>
</tr>
<tr>
<td>0615-0800</td>
<td>Breakfast</td>
</tr>
<tr>
<td>0800</td>
<td>Cadet Formation</td>
</tr>
<tr>
<td>0815</td>
<td>Field Day (All cadets not in the watch section)</td>
</tr>
<tr>
<td>1000-1100</td>
<td>Berthing Hold Inspections</td>
</tr>
<tr>
<td>1100-1300</td>
<td>Lunch 1/C</td>
</tr>
<tr>
<td>1130-1300</td>
<td>Lunch 2/C</td>
</tr>
<tr>
<td>1200-1300</td>
<td>Lunch 3/C</td>
</tr>
<tr>
<td>1300</td>
<td>Cadet Formation</td>
</tr>
<tr>
<td>1700-1900</td>
<td>Dinner 1/C</td>
</tr>
<tr>
<td>1730-1900</td>
<td>Dinner 2/C</td>
</tr>
<tr>
<td>1800-1900</td>
<td>Dinner 3/C</td>
</tr>
<tr>
<td>1900-2100</td>
<td>Mess Deck Closed</td>
</tr>
<tr>
<td>1900</td>
<td>ED: Location: 6 Hatch</td>
</tr>
<tr>
<td>1945</td>
<td>Movie</td>
</tr>
<tr>
<td>2100-2300</td>
<td>Cadet Snack Bar</td>
</tr>
<tr>
<td>2300</td>
<td>All quiet about the ship</td>
</tr>
</tbody>
</table>
L. SANITATION INSPECTIONS

Every day at approximately 1000, while underway, all Cadet berthing will be inspected by the Regimental Affairs Office, accompanied by the MAA and the assigned Utility watchstander. This inspection will focus on general cleanliness, safety, and sanitary condition of the spaces. At all times Cadet berthing spaces must be in a neat and orderly condition with racks made. This inspection team will also be checking for serviceability and sanitary conditions of all sinks, heads and showers. Any standing water will be addressed; all maintenance issues will be reported appropriately for repair. Lastly, there will be no gear adrift and will be subject to removal if found during the inspection. Gear adrift in adverse weather/sea conditions could be tossed around and cause injury. All Cadets will have name, division, and watch section posted in the name card holders on their respective bunk and locker. Lower deck inspection, to include all spaces other than the Mess and berthing spaces, will be conducted on Sundays or as scheduled in the Plan of the Day.

M. FIELD DAY PROCEDURES/CLEANING STATIONS

1. Field day will be scheduled by the Deputy Commandant of Cadets/Senior Regimental Affairs Officer with consultation of the Chief Mate when needed. All Cadets not on watch will be assigned to their respective areas, and under the direction of the assigned area supervisor, will clean. They will not be dismissed until inspected by a Regimental Officer or their appointee. The responsibility includes not only cleanliness, but maintenance and preservation as well. Cadets will be assigned to departments by the Regimental Affairs Office and/or Division Officer.

2. Cleaning Stations are performed daily while at sea. Cadets assigned to that day’s M&R section are responsible for Cleaning Stations and will muster on the Sun Deck at 0615. After muster, the Cadets will proceed to clean their assigned station. Each cleaning station will be dismissed after inspection by a Regimental Officer or the Cadet Regimental Affairs Officer. Appendix F details the cleaning station locations and the responsible department.

N. CADET BERTHING

1. Cadet berthing areas must be maintained in a clean and sanitary condition at all times. Occupants are responsible for the cleanliness of their spaces, which will be the subject of daily inspections at a time set forth in the Plan of the Day. Spaces are to be kept secure for sea at all times.

2. Every evening at 1900 while at sea, underclass cadet berthing will be inspected. Cadets in the designated lecture section will stand by their rack in the uniform of the day as their hold is inspected. The hold can only be dismissed by a member of the Regimental Staff. Failure of berthing hold inspections may result in demerits or loss of liberty hours.

3. 1/C rooms will be inspected by a member of the Regimental Staff in the morning (see paragraph L. Sanitation Inspections). Those 1/C rooms/berthing areas that fail morning inspection will be held accountable and reinspected at 1900.

4. Each Division should elect a ‘Hold Captain’ responsible for the nightly inspections. Hold Captains will develop a ‘watchbill’ detailing a work party (approximately 8 members) from the day’s lecture section responsible for ensuring that the berthing spaces are cleaned and ready for inspection. The Hold Captain will report the space ready for inspection when the Regimental Officer and cadet leadership team inspects the hold; he/she will accompany the Regimental Officer and fix any issue that may be uncovered. Holds will be inspected from top to bottom. All vents, ducts, lights, and all flat surfaces should be dust free, the deck should be swept and
swabbed, sinks should be cleaned and wiped dry, all mirrors will be cleaned, all racks should be made, all heads will be cleaned and all rust/lime build-up removed, and showers will be cleaned and wiped down with curtains folded over the curtain rods for inspection. All hold members should be clear of all facilities and out of the berthing space unless standing the inspection or in the rack if on watch rotation. All cadets standing the inspection will be in the Uniform of the Day and standing by their rack.

5. Cadets are highly encouraged to lock all valuables and personal items in their lockers (with a secure lock) when they are not in the immediate vicinity of their rack or berthing area. All instances of theft must be reported immediately to the Regimental Office. Cadets are further highly encouraged not to share their lock key or combination lock code with any other Cadets onboard.

O. ARRIVAL/DEPARTURE

1. The uniform for entering or leaving port will be as prescribed in the Plan of the Day/announced via the ships public address system. Cadets, whose duties preclude getting into the prescribed uniform, will remain below decks, unless assigned to a work detail.

2. Additionally, Cadets who are not involved in ship’s operations shall not congregate where critical shipboard operations are taking place. Likewise, the use of cell phones cannot occur in the vicinity of operations, as use of these items takes away from situational awareness.

P. HONORS AND PASSING

1. Passing honors may be rendered by or to the Training Ship. If they are, the ship must be prepared to return them properly. The following procedures may apply:
   a. When the word for honors is passed over the public address system; “Attention to Starboard/Port”, all Cadets on that side of the ship will stop what they are doing and come to the position of attention.
   b. When the word, “Hand Salute”, is passed over the public address system, the senior Cadet in each division, and in formation, will salute. Cadets not in formation will salute individually.
   c. When the word, “Ready To”, is passed over the public address system, the saluting arm will be brought down.
   d. When the word, “Carry On”, is passed, Division Officers will release their personnel back to their assigned tasks.

Q. LIBERTY

1. Liberty is a privilege, not an entitlement. Cadet Officers will control liberty for their respective units with the advice and consent of the Deputy Commandant of Cadets or the Senior Regimental Affairs Officer Afloat. Specific liberty hours will be posted on the Quarterdeck as directed by the Master of the Training Vessel with input from the Deputy Commandant/Senior Regimental Affairs Officer Afloat. Changes to these hours will be announced over the ship’s public address system, posted on the liberty board and in the Plan of the Day.

2. Special liberty will be handled on a case-by-case basis. Generally, special liberty will not be approved for any Cadet without prior arrangements being made before the commencement of the Summer Sea Term with the approval of the Master of the Training Vessel. **There is no overnight liberty.**
3. Liberty commences when each berthing area passes daily inspection as determined by the Regimental Affairs Office. The M&R section will turn to the day’s work following morning formation and their liberty commences at the discretion of the Chief Engineer or Chief Mate and the Regimental Affairs Office.

4. No Cadet may disembark the ship if assigned to that day’s watch section - regardless if assigned a watch. They are required to remain onboard as members of the fire party and will muster at 2000 or as directed in the Plan of the Day.

5. Liberty expires for all Cadets in the next day’s designated watch/work section at 2400. Regulations require crew to be well-rested prior to engaging in watch/work.

   a. Cadets coming on SST that have unserved restriction from shore (awarded during the academic semesters) will continue restriction per the terms outlined in Section 1, paragraph I d iii until enough days have been served to meet the terms of the awarded restriction.

7. The Senior Regimental Affairs Officer may grant ‘sanity’ liberty to cadets on restriction based on performance during the ‘at sea’ periods.

8. Liberty shall be denied for Cadets with 5 or more ED owed. The final ED calculation will be confirmed at the close of business on the last full day prior to entering port. Once that number drops below 5, liberty will be restored.

R. REPATRIATION FROM SUMMER SEA TERM

1. A Cadet may be removed from the Summer Sea Term for reasons beyond the control of the Cadet such as medical or family emergencies. However, in certain cases the adverse behavior of the Cadet may be such to warrant his/her removal and suspension from the Summer Sea Term. Suspension and removal of a Cadet from the Summer Sea Term may result from a serious Class I offense, positive drug test (including the adulteration of a drug sample), violation of local laws and/or 46 CFR, Section 7 and other Federal Laws. The authority to suspend a Cadet from the Summer Sea Term and return him/her to the college resides with the Master of the TS EMPIRE STATE/Commandant of Cadets. The following provisions apply to those Cadets leaving the Ship prior to completion of the Summer Sea Training Period:
   a. For departure due to family emergency:
      i. Ship’s personnel will assist in arranging for repatriation of the Cadet at a cost of the “repatriation fee” (see Section 1, I. 4.e.iii) in accordance with SUNY Maritime College policies (to be paid by the Cadet) regardless of where repatriation occurs.
      ii. Assignment of grades or determination of sea time credit will be determined by the Senior Training Officer, in consultation with the Master.
   
   b. For departure for medical reasons (beyond the control of the individual):
      i. SUNY Maritime College will provide transportation to a medical facility or appropriate destination.
      ii. If determined that the Cadet must be repatriated, the Ship’s personnel will assist in arranging for repatriation of the Cadet at a cost of the “repatriation fee” in accordance with SUNY Maritime College policies. As determined by the Master of the TS Empire State/Commandant of Cadets, this full fee may not apply.
      iii. Assignment of grades or determination of sea time credit will be determined by the Senior Training Officer, in consultation with the Master.
c. For departure for disciplinary/ reasons:
   i. Ship’s personnel will assist in arranging repatriation of the Cadet to the point of origin and the “repatriation fee” will be paid by the Cadet in accordance with SUNY Maritime College policies (to be paid by the Cadet) regardless of where repatriation occurs.
   ii. The Cadet will receive no academic credit for the Summer Sea Term.
   iii. Referral of cases which violate federal and/or state statutes may be made to the cognizant authority.
   iv. Forfeit the cost of the cruise.

S. MEDICAL DEPARTMENT/SICKCALL

1. Sick call is an assembly of sick and injured, held each day at a designated time and place. The purpose of the Medical Department is to provide treatment for the sick and injured as well as responding to emergency situations.

2. The Medical Department on the ship consists of a treatment room, waiting room, and a female/male inpatient ward.

3. The Medical team is comprised of a Navy Doctor or PA, 2-3 Navy Corpsman, and several Cadet Corpsman.

4. Hours of Operation are as follows:
   a. Sick call: 0700 -0800 / 1700 – 1800
   b. Emergencies are treated at any time.

5. Upon arriving on board the ship, any Cadet that has prescribed medication, is required to bring the medication to the Medical Department for recording. The medical officer will determine if the medication will be dispensed through the Medical Department or if the Cadet may self-medicate. NO MEDICATIONS ARE ALLOWED OUTSIDE MEDICAL SPACES, OR TO BE SHARED BY OTHER CADETS.

6. Sick Call procedures are as follows:
   a. Upon arriving, the Cadet will check in with the Duty Corpsman and give his / her complaint.
   b. Cadet will have vital signs taken. (B/P, pulse, temp)
   c. Cadet will then be placed in the treatment room, where the doctor/PA/Navy Corpsman will treat the patient.
   d. If the Cadet is sent back to his/her rack, the Cadet will be given a SIQ (sick in quarters) chit by the Doctor/PA/Navy Corpsman to report to his/her rack. This means you go to bed and get rest, NOT to the gym or to congregate on the mess deck. It is the Cadet’s responsibility to present the chit to the Regimental Office for notification of Medical’s recommendation and regimental approval. Remember it is not guaranteed that it will be approved, Medical is only a recommendation, and can be overruled by the Regimental Office at any time.
   e. If a cadet is placed on SIQ within 24 hours of arrival into port or while in port, liberty will not be granted without medical clearance and the approval of the Senior Regimental Affairs Officer.
   f. There will always be a duty Cadet Corpsman and a Navy Corpsman on call 24/7 for emergencies. Do not hesitate to use them after hours. In the event of an emergency, and the Cadet is unable to ambulate to medical, then the quarterdeck will be notified and a medical team will respond.
g. In the event that a Cadet should be admitted to sickbay, the regimental office will be notified as well as the Master of the ship. All attempts will be made for the Cadet to stay caught up with his/her classes.

T. ACCIDENTS AND INJURIES

1. In the event any person aboard the Ship becomes ill or is injured and requires a stay in Sickbay, the Deck Watch Officer and the Regimental Office shall be notified immediately. The Deck Watch Officer will notify the Master as soon as is practical. If the injury/illness is of a nature requiring the removal of the patient from the Ship, the Master (or, in his absence, the Chief Mate), on the advice of the Ship’s Medical Officer, will proceed to make all necessary transportation arrangements. If the illness or injury was caused by a dangerous condition on board, the condition must be corrected immediately. Finally, a complete and accurate incident report will be prepared. A copy of the incident report will be given to the Regimental Office for filing.

2. In case of an injury, statements from the patient, if possible, and any witnesses, shall be taken. These statements will be signed by the person making the statement, by the person taking the statement, and by a witness. If possible, pictures shall be taken of the scene and will be dated, time-noted, and signed by the photographer as well as by a witness. The Chief Mate will cause appropriate entries to be made in the Deck Log Book. A copy will be kept on file in the Master’s Office.

3. If the casualty occurs within the Engineering spaces, the Watch Engineer or Duty Engineer Officer shall immediately notify the Chief Engineer and cause appropriate entries to be made in the Engine Room Log Book. The Chief Mate shall also be informed.

4. A daily Sickbay report will be provided by the Ship’s Medical Officer to the Master and Ship’s Regimental Office. Copies of the daily sickbay report are sent to the Commandant/Ship’s Master and Deputy Commandant. Daily updates will be promulgated at the daily operational meetings.

5. The original copy of all medical reports will be retained on file in the Medical Department until completion of the cruise. At that time, they will be forwarded to the Ship’s Master for inclusion in the Voyage Report.

6. If the injured party and/or the parties contributing to the injury are suspected of being under the influence of alcohol and/or drugs, they will be subject to both a urinalysis and breathalyzer test. The results of these tests will be included in the report.
   a. Blank accident and injury report forms may be obtained from Sickbay.
   b. Injury or illness forms will be completed by the Medical Staff for all occurrences.
   c. Persons transported ashore will have insurance information sent along.
   d. All persons will be required to have with them when going ashore for medical attention their medical insurance card/information and SUNY Maritime ID card.
   e. Individual insurance coverage will be used as the first payment for an injury unless said injury was incurred while in a work capacity.
   f. The cost of any work related injuries will be covered by the Ship.
   g. All persons should check with their private health insurance provider prior to cruise to ensure they will be covered in foreign ports during this training period at sea. Cadets covered by the SUNY Maritime College student health insurance plan may find plan coverage information at: http://www.sunymaritime.edu/documents/2012/8/2/SUNY%20Maritime%201213%20Brochure_w%20Summ_final_07232012.pdf or contact the provider directly.
h. All students participating in the 2014 summer sea term are required to have health insurance that includes overseas/international travel benefits. Please have your health insurance information with you for the Summer Sea term. It is also advised that you check your policy to know your international benefits.

U. WORKING IN SHIP’S MESS
1. Messmen will be assigned duty as per the daily Utility Watch Bill
3. Messmen will report to the 1/C Mess Deck Supervisor on the utility watchbill at the start of each shift.

V. SHIPBOARD LAUNDRY
2. All laundry facilities are secured while in port and there are NO exceptions. Please plan accordingly and have all laundry done prior to each port visit. Bleach is NEVER to be used in the ships laundry. Ship’s Laundry Service will be provided for all Cadets to clean boiler suits. They should be dropped off in the designated area inside the Cadet Laundry each morning and will be made available that evening.
3. To all Cadets using laundry machines:
   a. For best results when doing laundry independently sort whites, khakis and colors.
   b. Bring your own laundry detergent, laundry bags, pins and hangars if needed.
   c. Do not overload machines!
   d. Do not leave clothes unattended. Neither the ship nor the College will be responsible for damaged or lost laundry items.
   e. All clothes should be marked with the Cadet’s name using either a laundry pen or stenciling kit.
   f. Report any out of order machines to the Regimental Office.

W. POSTAL REGULATIONS
1. Incoming mail will be picked up from the Regimental Office during mail call hours. Mail call hours will normally be held in port and will be announced in the Plan of the Day.
2. Lists will be posted outside the Regimental Office of Cadets who have mail to be picked up.
3. Outgoing mail should be sent while ashore. No US or foreign stamps will be available for purchase on the Training Ship. US postage stamps cannot be used when mailing letters in foreign ports.
4. NOTE: Do not have packages sent to you while on Summer Sea Term, agents in ports will not accept them for security reasons.
SECTION III - GENERAL INFORMATION FOR ALL CADETS

A. **Bicycles** - Bicycles will be stored in the designated areas (#1 hold main deck). No bicycles will be stored in the Cadet berthing areas.

B. **In Port Receptions Onboard TSES** - All Cadets assigned to special details will report to the Regimental Office at the time specified for inspection and briefing. At any event onboard ship NO Cadets are allowed to consume, or be in possession of, any alcoholic beverage (unless prior approval is granted by the Master of the Ship). All Cadets are reminded to be respectful, courteous, and on their best behavior at all events as they are representing the Ship, Maritime College, and The United States of America.

C. **Lounges** - Designated lounges are available to all Cadets. In any lounge, Cadets will be in the authorized uniform of the day. Civilian attire, maintenance uniforms and /or PT gear is NOT authorized.

D. **Ship’s Services Hours of Operation**

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber Shop</td>
<td>1100-1400 &amp; 1830-2230</td>
</tr>
<tr>
<td>Laundry</td>
<td>1/C – All Day, 2/C 1700–2400, 3/C 2000-0600</td>
</tr>
<tr>
<td>Messman</td>
<td>0545-0900, 1030-1400, 1600-2000, 2200-0000(2), 0000-04:00 (2)</td>
</tr>
<tr>
<td>Sick Call</td>
<td>0700-0800, 1700-1800</td>
</tr>
<tr>
<td>Library</td>
<td>1830-2300, 1630-2000</td>
</tr>
</tbody>
</table>

E. **Cadet Mess Deck**

1. The Cadet Mess is the main dining facility for all Cadets on SST. It is imperative that this area been kept clean and orderly.

2. The meal hours are as follows at sea and in port:
   - Breakfast: 0615-0800
   - Lunch: 1100-1300
   - Dinner: 1700-1900
   - Snack bar: 2100-2300 (while underway); 2300-0200 (in port)

3. The Mess must be cleared of all non-essential personnel after every meal period to permit the required cleaning and set –up for the next meal period.

4. No 2/C or 3/C are permitted to travel across the Mess Deck to get into line for meal hours. They must travel through the classroom area to get in line. Only 1/C may travel across the Mess Deck to get into line.

5. Only cadets coming off the 0000-0400 watch are authorized to eat MIDRATs. Any unauthorized cadets eating MIDRATs will be held accountable for orders disregard.

6. **No food, silverware or cups are permitted off the Mess Deck.**

F. **Movies** - While at sea, one movie per night will be shown in the Cadet lounge. If cleanliness is not maintained, movies will be secured.
G. **ELECTRICAL APPLIANCES** - No unauthorized electrical equipment shall be brought on board the vessel. Unauthorized equipment includes, but is not limited to, fans, hot plates, refrigerators, curling irons, televisions, stereos and personal equipment. Personal computers are not authorized for underclass Cadets and may be authorized for First Class Cadets as directed by the Regimental Affairs Office. Low power items such as electric razors are authorized.

H. **REGIMENTAL AFFAIRS OFFICE** - The Regimental Affairs Office is located on the Main Deck directly aft of the Quarter Deck. This office is responsible for the daily routine, operation, and safety of the ship. Any questions pertaining to these areas should be brought to the office. Issues regarding academic areas should be brought to the appropriate academic training department office.

I. **SUN BATHING**

1. Sun bathing is at the Master of the vessel’s discretion. Over exposure to sun and related effects that remove individuals from duty capabilities will result in punitive action. Cadets are reminded that sun bathing will be done in the approved leisure uniform/bathing suits (See Appendix E for approved sun bathing attire). Attire should be in good taste.

2. Specific sun bathing areas have been designated for all Cadets as follows:
   a. 1/C Cadets: Sun Deck, Bow and Stern areas as designated by the Chief Mate in the POD.
   b. 2/C and 3/C Cadets: Bow and Stern areas of the vessel only as designated by the Chief Mate in the POD.

3. Sun bathing on top of the dog houses is not authorized. **No exceptions!** Open-toed shoes and sandals are **NEVER** allowed on deck since it is a safety concern.

J. **TIME CHANGES**

Clocks will be updated by the ship’s Master at Arms as outlined per the ship’s Plan of the Day. All Cadets are responsible for adjusting their own clock.

K. **VEHICLES** - The renting and use of any motorized vehicle by Cadets while in port (both foreign and domestic) is prohibited. This includes, but is not limited to, automobiles, mopeds, motorcycles and scooters.

L. **CONDUCT IN FOREIGN PORTS**

1. Cadets visiting any foreign country are in the position of invited guest. As such, and as representatives of the United States, they are expected to conduct themselves as exemplary US citizens. No detail of manner, dress, conduct or observance of the customs of the host country will escape notice. Standards, social customs and ways of doing things will usually differ from country to country and quite frequently are of reverent significance. Controversial religious and/or political discussions MUST be avoided at all costs. There is no substitute for courtesy and good manners.

2. Conduct that brings discredit on the individual, the college and/or the United States will be charged with the Class I offense of Conduct to the Prejudice of Good Order and Discipline. Cases judged as severe may result in suspension from the Summer Sea Term and repatriation to the United States.
M. **EMERGENCY EQUIPMENT** - The use of or tampering with emergency equipment, except for drill or an actual emergency, is a violation of US Coast Guard Regulation and is prohibited. Any such action will also be treated as a violation of Ships Standing Orders, which will result in a Class I offense. Emergency equipment includes, but is not limited to fire hoses, lifeboats and watertight hatches.

N. **FRESH WATER**

1. The ship’s ability to make fresh water has limits and has costs in terms of fuel. Everyone aboard needs to practice water conservation to avoid water rationing later. **DO NOT WASTE WATER.** Please wash only full loads of laundry. Shave out of a partially filled sink rather than running faucets. Sea-showers also reduce consumption.

2. When taking a shower:
   a. Wet Down – turn off water
   b. Soap Up – turn on water
   c. Rinse Off – turn off water

4. Report all leaking faucets by work orders obtained from the MAA’s office. Report larger leaks, immediately, to the Cadet Boatswain on the quarterdeck.

5. Failure to conserve water, in addition to action resulting in water hours, will be treated as Refusal to Obey Orders. Wasting of water that leads to the need to make unusually large amounts, may result in periods when water use is secured.

O. **GENERAL ADMINISTRATION** - Cadets will be administered in accordance with the Cruise Manual, directives issued by the Master of the *TS EMPIRE STATE*, and college regulations. In as much as this manual cannot cover all possible situations, Cadets are expected to use foresight and initiative in the performance of their duties.

P. **EMAIL** - Cadets have the ability to obtain an email address through the ship’s email system. Details about registration for email will be handed out during each pre-cruise period. Under no circumstances should emails contain pictures or attachments. The bandwidth available at sea is significantly reduced and cannot support attachments. Emails should be no longer than two paragraphs. Any questions please contact the Regimental Office. If the email policy is not adhered to the Master of the *TS EMPIRE STATE* reserves the right to disconnect individual email accounts.

Q. **DISSEMINATION OF INFORMATION**

1. On board ship, it is mandatory that information be disseminated via the chain of command. The normal procedure is for all orders and information to be passed to the Cadet Chief Officer and Cadet Chief Engineer who will further relay these orders and information to their respective Cadet Division Officers. The Division Officers, in turn, will pass the word down the line. It is mandatory that each Cadet know to whom they are responsible, both for and to, so that the information will be passed throughout the Regiment as a whole. Cadets will refrain from asking for such information at the Regimental Affairs Office. Such information will be passed down the chain of command.

2. Cadets will be held responsible and accountable for the following sources of information. Ignorance of this information is no excuse.
   a. Rules and Regulations for the Regiment of Cadets
   b. Cruise Manual
c. Deck & Engineering Training Plans  
d. Plan of the Day  
e. Information posted on any bulletin board  
f. Word passed over the ships announcing system  
g. Information disseminated at quarters  
h. Ships standing orders and night orders

R. **ID CARDS/PASSPORTS** - Each Cadet participating in Summer Sea Term is required to have a SUNY Maritime ID Card, TWIC Card, and passport prior to their departure. Passports are to be turned in and will be kept by the ship’s security office.

S. **ROOM DAMAGE** - Each Cadet assigned to a berthing area aboard *TS EMPIRE STATE* will be held responsible for any damage to this area; including furniture, fixtures, and equipment. The Cadet will be liable for the full extent of the damage including the cost of repairs and manpower.

U. **PRE AND POST CRUISE** - Only the training specifically approved by the Master of the *TS EMPIRE STATE* in the pre-cruise training plan will be conducted during the pre-cruise period in order to ensure that the ship will be properly prepared and secured for sea. The post cruise period will be utilized exclusively to prepare the ship for the layup period.
APPENDIX A – ALCOHOL/DRUG TEST POLICY

A. ALCOHOL

1. TS EMPIRE STATE is part of a federally mandated drug and alcohol policy as put forth by 33 CFR Part 95 and 46 CFR Part 4. In addition, those individuals who are a part of SUNY Maritime College, whether faculty, staff (including cruise hires), or Cadets (to include students from other Maritime Academies) are governed by their specific contracts or the Regimental Manual/Student Handbook. As such, ALL PERSONS, are subject to random testing. This section covers the drug and alcohol policies in effect for the TS EMPIRE STATE during cruise.

2. Drug and alcohol policies apply to intoxicating or mind altering substances which include alcohol (including powdered alcohol), illegal drugs, legal drugs that have known side effects, and prescription drugs taken as prescribed or not as prescribed.

3. The TS EMPIRE STATE is an inspected vessel subject to Chapter 33 of Title 46 United States Code. Therefore, all personnel aboard, whether crew members, staff, faculty, and students:
   a. Shall not perform or attempt to perform any scheduled duties within eight hours of consuming any alcohol (including powdered alcohol);
   b. Shall not consume any intoxicant while on watch or duty;
   c. May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated and that the attending doctor and/or nurse are aware that the individual is in possession of the drug;
   d. Shall not be intoxicated at any time. An individual is considered intoxicated or under the influence of alcohol or a dangerous drug when:
      i. The individual has a BAC level of .04 percent or more in their body.
      ii. The individual effects of the intoxicant(s) consumed are displayed by the manner of his/her disposition, speech, muscular movement, general appearance or behavior as apparent by observation.

4. Alcoholic beverages (including powdered alcohol) are strictly prohibited on board the TS EMPIRE STATE except when associated with special ship and College functions as approved by the Ship’s Master. This prohibition includes the private consumption, storage, transportation or other involvement with powdered alcohol, liquor, beer or wine. This includes bringing alcohol containers onboard as souvenirs (i.e., bottles or cans that contained an alcoholic substance).

5. ALL PERSONS on board are subject to Breathalyzer testing if suspected of being intoxicated or have an accident which causes injury to themselves or others while on liberty to include random testing. Though other conditions may produce similar signs and/or symptoms, any assigned person who displays one or more of the following indications may be considered through reasonable cause by the crew, staff member, or watch officer present to be under the influence of an intoxicating or mind altering substance:

   Impaired Motor Function          Slurred or Incoherent Speech
   Unsteady Gait                   Decreased Level of Consciousness
   Abnormal Behavior (Belligerent or Unruly)   Nausea/Vomiting, etc.
   Pinpointed or Dilated Pupils    Excessive Nervousness/Paranoia
   Excessive Sweating or Shaking  Lethargy
   Presence or odor(s) suggesting chemical use Glassy or Bloodshot eyes

   a. This list is not to be considered as an all-inclusive reference. It is provided for the assistance and guidance of the staff and watch officers aboard the TS EMPIRE STATE in promoting
seaworthiness, safe navigation and operation as well as compliance with the applicable laws and regulations of the United States.

b. The following actions are authorized in the case of any individual signed onto the *TS EMPIRE STATE* who is considered by competent authority to be under the influence of an intoxicating or mind altering substance:

i. The individual displaying signs of intoxication will be subject to a breathalyzer test. This will assist staff and watch officers in determining the extent of intoxication and level of care required. All of the particulars of the incident and actions taken will be entered in the Medical Log Book.

ii. If an individual refuses, or is unable to be administered a breathalyzer test due to their intoxicated state, they will be considered guilty of exceeding the limits as stated in 3 above, resulting in the appropriate disciplinary action.

iii. Appropriate medical treatment will be rendered as needed. If the individual is violent or presenting a danger to him/herself or to others, he/she may be confined to Sickbay with appropriate supervision assigned.

7. **ALL CADETS JUDGED TO BE INTOXICATED WILL BE SUBJECT TO THE FOLLOWING SANCTIONS:**

a. Be relieved of all duties until he/she is determined by the Ship’s Medical Officer to be fit for duty; fit for duty is defined as having a BAC of <.04.

b. Face Regimental disciplinary action as determined appropriate. This will result in Captain’s Mast and the possible award of demerits, restriction, and/or failure of the Summer Sea Term leading to the individual being repatriated at the earliest convenience to the vessel and the College.

c. At a minimum, any cadet found in violation of this policy will be restricted to the ship for a certain period of time. Cadets will be declared a Liberty Risk at the time they are charged with an alcohol offense.

d. All alcohol violations will result in a Class I disciplinary action. Those found responsible will be charged with an alcohol offense in accordance with the Cruise Manual. Any alcohol offense occurring during the Summer Sea Term will count towards the College’s strike policy that could result in a student’s dismissal from the College. However, if the BAC is between .04 and .08, this violation will not be considered a strike, unless you are under the age of 21 in a U.S. port. Any cadet found to be drinking while underage in U.S. ports will be charged with an alcohol offense and a strike regardless of QED/BAC limits.

e. As in any Class I offense, sanctions may include dismissal or suspension from the Training Ship and/or College.

f. Additionally, any violation federally recorded may preclude the individual ever traveling to Canada as per the new Canadian Regulations.

8. During annual cruises the following policy will be in effect:

**Procedures – Random and Probable Alcohol Testing**

a. On port days during the training cruise, the Deputy Commandant of Cadets/Senior Regimental Affairs Officer (or a designee) will utilize a randomized program to select names for random alcohol testing from the liberty “pool” database.

b. The Breathalyzer will be calibrated prior to the first alcohol test of each cruise and only as needed thereafter.

c. One (1) copy of the list will be given to the Regimental Duty Officer for that day (during cruise).

d. Responsibility for notification of designated personnel is as follows:
i. The Regimental Duty Officer (RDO) will notify Cadets upon their return to the ship normally at the expiration of their liberty. Cadets returning from liberty prior to the RDO assuming the Quarterdeck duty will be located and tested.

ii. Cadets that are tested and then want to go back out on liberty may be subject to another test upon their return.

e. Testing

i. All Cadets selected on the designated port day must upon notification from the RDO report directly to Sickbay and remain there until the test is complete. Once the individual is notified, they will be either escorted by the RDO or a member of the quarterdeck watch to Sickbay. At no time will the individual be left unattended.

ii. A qualified person (trained Corpsman) will perform the test.

iii. This test will be administered in compliance with this instruction and the most current cruise alcohol policy.

iv. The initial test(s) will be administered by QED. The first test will be administered 15 minutes after arrival in Sick Bay. If the first test indicates a result in excess of .04, a second test will be administered after another 15 minutes has elapsed. Water may be given if the Cadet is experiencing dry/cotton mouth.

v. If after two initial QED tests the results of the BAC are between .04 and .08, the Deputy Commandant of Cadets/Senior Regimental Duty Officer will be called to administer a Breathalyzer test. The results of the Breathalyzer will be the final test results.

vi. If the second QED result is <.04, the Cadet will be released from Sick Bay without consequence.

f. Results

i. Circumstances under which a Cadet is considered to have failed their alcohol test are as follows:

1) The Cadet refuses to be tested.

2) The Cadet fails to immediately report as directed to be tested or leaves the testing area before being tested.

3) The Cadet has a positive test, which means they have exceeded the .04 BAC limit. This determination is made by the qualified tester after reviewing the outcome of the test.

4) The Cadet consumes any substance(s) that would alter the outcome of the test.

5) A Cadet attempting to alter his/her test will result in severe disciplinary action to include dismissal from the cruise and/or College.

ii. In the case of a Cadet who fails their alcohol test:

1) The RDO will notify the Master and in his/her absence or if unavailable, notification will be given to the Deputy Commandant and/or Chief Mate.

2) Medical Personnel will record the test results in the Medical Log Book.

3) The RDO will also charge the Cadet with a Class I offense for violating the cruise alcohol policy and will ensure that safe guards have been put in place necessary to ensure that the Cadet will not participate in those activities or perform those duties that will affect the safety of personnel or safe operation of the ship, or machinery. The Cadet’s respective Division Officer will have the Cadet sign his/her Class I the morning after the incident. Further, the Cadet is restricted to the ship until his/her Class I hearing has been adjudicated. Additional restrictions may be imposed on his/her liberty from the sanctions imposed from the Class I hearing. This positive test may result in other disciplinary action. Any alcohol
offense with Cadets will be used in conjunction with the College’s Alcohol policy and will be an alcohol strike in accordance with the College’s policy.

4) When a Cadet has been dismissed due to an alcohol offense on cruise or being his/her second strike, all sanctions from the Rules and Regulations and Student Handbook will apply.

5) If a Cadet is repatriated from cruise due to an egregious alcohol offense, or in the case of a subsequent alcohol strike, he/she is responsible for the repatriation fees outlined in this manual. Additionally, if the Cadet repeats cruise over again they are responsible for any costs incurred (which in most cases will mean that they will need to pay another cruise fee) as outlined in Section II paragraph Q. The Master will send a letter to the following personnel on campus shall be notified within 24 hours of repatriation:

Student Accounts
Office of Student Life
Internal Control
Vice President for Finance and Administration

Controller
Regiment
Human Resources

B. NARCOTICS/ILLEGAL DRUGS

1. Students, faculty, staff, administrators and guests are expected to adhere to Federal Regulations, state laws, and laws of foreign countries, as well as the College regulations regarding the use of alcohol and drugs while in a cruise/deployment status.

2. All personnel on board the TS EMPIRE STATE are subject to comply with SUNY Maritime’s Drug Testing Policy and Procedure as outlined in the Rules and Regulations and the Student Handbook while on SST and in compliance with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing as well as the Training Cruise Policy.

3. The introduction of, possession or use of narcotic/illegal drugs on board is prohibited except as issued by prescription from a qualified doctor/Medical Officer. Any illegal use of prescription drugs is also a violation of this policy. Note: Any person(s) taking prescription drugs are required to notify the Medical Department of said prescription(s). Over the counter drugs need to be taken in accordance with the directions on the container.

4. The possible consequences of narcotic/illegal drug violations by any person onboard during the cruise may be predicted with a reasonable degree of accuracy in these two situations:
   a. Aboard Ship
      i. The Rules and Regulations for the Regiment of Cadets cite narcotic/illegal drug violations as Class I Offenses of the most serious nature, which will result in immediate removal from the training ship and either suspension or dismissal from the College.
      ii. Federal law provides that any person who is convicted of a violation of the narcotic/illegal drug laws of the United States may be denied a seaman’s document or, if this document has previously been issued, the seaman’s document may be revoked (taken away permanently). In the case of a Cadet who is convicted of a narcotic/illegal drug violation, this means that he/she may be ineligible to sit for an original license and any seaman’s document previously issued may be revoked.
      iii. Any person on board involved in a vessel casualty, injury or suspected by reasonable doubt of drug abuse, shall be subjected to testing at the Master’s or his/her designee’s direction.
b. In the territory of a foreign country:
   i. Each foreign country has sovereignty over all persons with certain exceptions for U.S. diplomatic personnel who are on the soil of that country. This means that foreign nationals (any person from the TS EMPIRE STATE who goes ashore is in this category) are subject to the laws of the foreign country and to the penalties for violation of those laws. The penalties in some instances are much harsher than in the United States.
   ii. For example, an American citizen found trading in marijuana in certain countries may be punished by several months or years of imprisonment in that country with no recourse to pardon or appeal.
APPENDIX B – INTERPERSONAL RELATIONSHIPS

GENERAL

1. In any organization personal relationships develop between individuals that aid in the development of the individual and promote the mission of the organization. Under certain circumstances personal relationships can become inappropriate. Inappropriate interpersonal relationships are those interactions that take place between individuals that can be harmful to those involved and adversely affect the performance of the group. Interpersonal relationships are an important factor for any leader to handle and often present the most difficult challenges that he or she will face. In each of the areas to be discussed in the following articles a number of issues are present. They include: the individual rights may come into conflict; perception has enormous impact of the action on the group; the hierarchical nature of our military style organization places enormous power in the hands of Cadets that can be misused; and, the role of cultural background on what the individual believes to be an acceptable interaction. They all combine to make the subject of interpersonal relationships extremely complex.

2. As an institution devoted to learning, professional and personal growth, the College’s character as a community is measured in part by the human relationships we build and sustain within this small, but complex place. Accordingly, it is vitally important that we resist discrimination in all of its forms. The College must not, and will not, tolerate discrimination of any kind. Nor will we permit harassment or abuse in any form.

3. Cadets are reminded that when using social media they should be mindful of the implications associated with posting remarks, pictures, or other information related to your ‘Maritime career’. When posting on social media there may be unintended operational security concerns as well as second and third order effects of posting such information.

4. SEXUAL HARRASSMENT

1. It is the policy of the Maritime College that sexual harassment of Cadets will not be permitted or tolerated. Sexual discrimination is against the law, violates the equal opportunity policies of the State University of New York, and state and federal statutes. Sexual harassment is inconsistent with the traditions of personal integrity and professionalism that are the foundation of the Maritime College.

2. The Equal Employment Opportunity Commission has issued guidelines on discrimination because of sex, in order to clarify the issue of sexual harassment, and unlawful employment practice. The guidelines define sexual harassment as:
   a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
   b. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
   c. When such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

5. Though the guidelines are based on federal statute and apply only to sexual harassment in the workplace, consistent with the State University of New York’s policy to ensure fair treatment to all individuals, protection for Cadets is to be provided by these same guidelines.
6. Cadets alleging sexual harassment are strongly encouraged to submit a grievance to the Commandant of Cadets within forty-five (45) calendar days following the alleged discriminatory act or forty-five (45) calendar days after a final grade is received, if that date is later. Sexual Harassment is a Class I offense. The Cadet alleging Sexual Harassment may use the Grievance and Mediation procedure found in Article 3500. Serious allegations may be referred to the appropriate legal authorities.

HAZING

1. The College prohibits hazing. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a Cadet for the purpose of initiation or admission into or affiliation with any organization operating under sanction of the college. Hazing is contrary to the goals of retention; leadership development; good order and discipline; and against the Maritime College’s regulations.

2. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics (outside of that approved for the Indoctrination and Regimental Training programs), exposure to elements, forced consumption of food, liquor or drug, or other substance, or any other forced physical activity that could adversely affect the physical health or safety of the Cadet. Hazing also shall include any activity that could subject the Cadet to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that adversely affects the mental health or dignity of the Cadet.

3. The very nature of the Regimental System and the Summer Sea Term places physical and mental demands on a Cadet. Stress is a natural part of being a sea going officer and therefore, a natural part of the Summer Sea Term; its presence is an appropriate part of the training program and is not hazing. However, the application of conditions that result in extreme mental stress is hazing and all involved in these programs should be alert to the impact that an activity has on an individual Cadet. Similarly, physical conditioning and calisthenics are appropriate training tools when used to improve the physical condition and endurance of the Cadet in order to cope with the rigorous demands of the program and to meet the physical standards required of a Merchant Marine Officer. While it is appropriate to place rigorous physical demands on the Cadets, it is hazing to extend any physical conditioning to the point of endangering the Cadet. Examples include: physical conditioning in extreme heat and humidity or cold, continuing an activity knowing that the Cadet has a medical problem that limits his or her ability to perform, or continuing an activity beyond the point where it has any positive value. If it becomes apparent that a Cadet cannot handle the mental stress or physical fitness requirements to participate in the Regiment, on the Summer Sea Term or as a Merchant Marine Officer, the appropriate action is to refer to a Suitability Board for action and not to take action to increase the stress level or physical activity to drive the Cadet out of the college.

4. Hazing is a Class I offense and repeated minor instances (after counseling) or egregious cases will result in disenrollment. Legal action may be appropriate in severe cases.

FRATERNIZATION

1. Fraternization is a difficult and complex issue. It is generally defined as an inappropriate, overly friendly relationship, often of a sexual nature, between a senior member of an organization and a junior member of the organization that results in, or gives the appearance of, preferential treatment. The impact of fraternization varies, but ranges from inequitable treatment toward an individual resulting in reduced performance of the work group, to serious incidences of hazing,
discrimination and sexual harassment. The difficulty of implementing any fraternization policy or regulation lies in determining those actions which constitute fraternization and are outside the appropriate interaction among individuals in the academic or regimental setting. Because it becomes a complex issue, fraternization guidelines have been established which will help to preclude negative effects on the organization which might result from inappropriate relationships.

2. Within the Regimental System at the Maritime College significant responsibility and authority is given to the First Class in general over the administration and management of the Regiment. In addition, the Second Class has similar power over the Fourth Class. While the Third Class has much less authority, there exists a large potential for the exploitation of the Fourth Class. The Fourth Class, by their position in the Regiment and their organizational inexperience, are most vulnerable to being exploited and being drawn into an inappropriate relationship. Misuse of authority can have an extremely damaging impact on the individual Cadet and the college, especially in those cases that evolve into hazing, sexual harassment and discrimination.

3. Upper classmen (First, Second and Third Class) SHALL NOT fraternize with entering Cadets during their “MUG” year at the college. The “MUG” begins with the arrival of the Fourth Class Cadet at the college for Indoctrination through the completion of their first Summer Sea Term. REPEAT: The MUG year ends with the successful completion of SST. It is the responsibility of the upper class Cadets to prevent fraternization from occurring through their own actions, counseling when appropriate, or through disciplinary action when required. Violation of this regulation is a Class I offense.

4. Fraternizing, by Cadets, with officers and/or crew, both on board the Training Ship and ashore is prohibited. Cadets will not frequent officer or crew living spaces, mess decks or lounges, except when authorized by the Master, and will not invite crew members to their living spaces. Official business will be conducted in offices, classrooms and/or other public spaces.

5. In order to clarify what relationships are inappropriate, several examples are presented in this article. These examples provide an overview only and are not a definitive list of those types of relationships and circumstances that are inappropriate. These examples provide a basis for which a relationship may be tested.
   a. Dating is a clear example of fraternization when it occurs between a MUG and any upper class Cadet. It does not make any difference if it occurs on campus or off. The result is the same. Preferential treatment is likely to occur. It is often the seed for many sexual harassment complaints.
   b. Continued socializing with an individual or small group of MUGs by individuals or small groups of upper class Cadets. This often gives rise to protection or “cover” for a select group of Mugs and is an example of preferential treatment.
   c. An upper classman frequently sheltering a MUG from demerits, assigning light extra duty compared to others committing the same offense, or ensuring preferential treatment in work assignments is an inappropriate relationship.
   d. Singling out another upper class Cadet for retribution for placing a MUG on mast report, awarding demerits or taking other appropriate corrective action is an example of an inappropriate relationship.
   e. Any relationship that by its nature confers a special, privileged status on a MUG through a relationship with an upper class Cadet is fraternization.

6. There are relationships that exist at the college that require close contact between MUGs and members of the upper classes that are normal and appropriate. The prohibition of fraternization does not mean that an upper classman cannot talk to a MUG. It is important the communication
between the MUGs and upper class Cadets take place in order for the MUG Cadets to grow and develop. The following are examples of those relationships that are appropriate.

a. Those that result from the duties and responsibilities of the upper class Cadets and the faculty are appropriate.

b. Sanctioned extracurricular activities and sports teams (both intercollegiate and intramural) often bring Cadets into close working relationships that are appropriate. For example, a party for a sports team is not an inappropriate relationship unless one of the examples cited in Article 4304.5 results.

c. An Upper Classman eating a meal at a table with MUGs is not an inappropriate relationship.

d. An upper classman counseling a MUG for conduct or performance is not an inappropriate relationship.

f. Casual or chance encounters such as sharing a ride home or being at the same location for entertainment is not an inappropriate relationship.

g. Family relationships do not constitute fraternization.

Fourth Class are prohibited from upper class rooms at any time except when on official business. Studying may be conducted in a common study lounge or area.

**PERSONAL SERVITUDE**

Personal servitude, in any form, is forbidden at all levels at the College. Only such work or service deemed to be in the line of duty or in connection with instruction or group activities will be required of any Cadet. All phases of upkeep, maintenance, and operation of the training ship and other training vessels is required of all Cadets, as well as all areas of the college grounds and buildings used by, or related to, services to the Regiment of Cadets. Violation of this regulation is a Class I offense.

**DISCRIMINATION**

1. Harassment and abuse, directed toward individuals or groups, may include at least the following forms: use of threat of physical violence, coercion, intimidation and verbal harassment and abuse. Harassment and abuse may be discriminatory, or may be non-discriminatory. Although all forms of harassment and abuse - both discriminatory and non-discriminatory - are equally prohibited, the college’s commitment to non-discrimination means that discriminatory harassment may be punished more severely than non-discriminatory forms of harassment.

2. Discrimination based on race, religion, ethnicity, age, national origin, disability, gender and sexual orientation is not only prohibited at the college but may also be a violation of federal, state and local laws. The circumstances surrounding any allegation of discrimination may be addressed through the Grievance and Mediation process found in Article 3500; through federal, state or local legal systems; or, as a Class I offense for cruelty, hazing, oppression, personal servitude or maltreatment of any person.
APPENDIX C – LIST OF CLASS I AND CLASS II OFFENSES

CLASS I OFFENSES

NOTE: Class I offenses are normally awarded 25 demerits + 1 month restriction/per offense

Absence; Unauthorized
  – from limits of the ship
  – over liberty during Summer Sea Term over one hour
Alcohol; Intoxication
Alcohol; Unauthorized use and/or possession of
  – Serving/Providing to an Individual /Consuming Under the Legal Drinking Age
Assault/Personal Combat
Authority; flagrant unwarranted assumption of
Breach of Restriction
Cheating
Conduct to the Prejudice of Good Order and Discipline
Cruelty, hazing, oppression, personal servitude or maltreatment of any person
Deceit, falsehood
Disrespect to superiors; in manner, language, or tone
Drugs; possession of, use of, sale of, or possession of paraphernalia
Duty; improper performance of; through neglect; causing endangerment; so as to be disruptive in nature
Endangering or hazarding Health, Life or Property
False Entry
False Official Statement; Making
Fire Alarms; setting off or tampering with
Fraternization
Fraud
Gambling for money
Harassment/Stalking
Insultation
Mail; tampering with, or misuse of
Missing Ship’s Movement
Moral Turpitude; Indecent Acts; Indecent exposure (of oneself or forwarding of images of another person)
Orders, Regulations; Refusal to obey
Property;
Endangering or hazarding
Willful destruction of public, or another’s
Records, Logs, and other Official documents; losing, altering, destroying, or unauthorized possession of
Safety devices or precautions; Tampering with, or violation of order regarding
Harassment; Sexual
Ship’s Standing Orders; Disregard
Smoking in an unauthorized space or at unauthorized time
Smuggling; Violation of customs laws of any country, including USA
Stealing/Misappropriation of another’s property
Vehicles; unauthorized use and/or renting of during Summer Sea Term
Violation of federal and/or state criminal statues; U.S. Customs regulations; and/or U.S. Agriculture regulations

Watch;
- Absence from watch or duty
- Sleeping or malingering on

Weapons, or Ammunition, or Explosive devices, or Fireworks; (Unauthorized use and/or possession of)

**CLASS II OFFENSES**

Absence; Unauthorized:
- From class, quarters/formation/muster 15
- From inspection 15
- From morning rate meeting 15
- From watch section 15
- From ship 15
- Over Leave or Liberty during Summer Sea Term
  - up to 15 minutes 15
  - up to 30 minutes 25
  - up to one hour 40

Accident or damages; Failure to report 05

Animals; Introducing onto the ship without permission 10

Authority; Unwarranted assumption of 10

Bearing; Unmilitary 10

Berthing; Violation of regulations regarding 10

Class rates; Infractions of 05

Conduct:
- Improper or disorderly 15
- Unbecoming a Cadet 15
- Unbecoming a Cadet; spitting 10
- Creating a disturbance 15

Duty:
- Improper performance of 15
- Failure to perform 15

Electrical equipment; unauthorized use and/or possession of 25

False muster (first offense only) 25

Grooming Standards; Violation of 10

Identification card/liberty card:
- Failure to have on person or report loss of 05
- Mutilation of or unauthorized change to 25
- Failure to produce to authorized personnel 25
APPENDIX C – LIST OF CLASS I AND CLASS II OFFENSES

Inspection; Failed
- Captain’s 25
- Personnel 15
- Room 10
- Bed; Unmade 05

Late:
- To formation, class, muster or scheduled activity 05
- For posting or relieving watch 10

Littering 05

Loitering in unauthorized spaces 05

Orders, Regulations; Disregard of 15

Persons; Unauthorized, Introducing into:
- Cadet berthing 25
- Restricted areas 25
- Ship 25

Personal Combat 25

Property:
- Books or equipment issued on loan; failure to return on time 05
- Unauthorized appropriation of 25
- Wasting, losing, or endangering 25
- Damaging, defacing, destroying 25

Ranks; Falling in/out of without permission 05

Report; Failure to:
- Report to sickbay when returning from sickness or Hospital 10
- Report loss or damage of public property 05
- Sickbay; Failure to conform to regulations of 10

Uniform Regulations: Violation of 10

Unsanitary condition; causing; throwing or deliberately spilling foods or liquids 10

Watch or duty; buying or selling 15
APPENDIX D – SST ED POLICIES

1. While underway, any Cadets in the M&R (work) section must attend ED at 2000 on 6 Hatch (2 Hold Main Deck in case of inclement conditions) if they owe any ED.

2. Failure to attend mandatory ED will result in being assigned an additional ED by the Regimental Affairs Officer in charge of the ED Program.

3. Cadets on watch, mess man duties or otherwise unable to attend due to official duties or action will be excused on a case by case basis by one of the Regimental Affairs Officers.

4. While in port, any Cadet with five or more ED will be denied liberty that day. As ED sessions do not normally occur while in port, current ED counts for that port stay will be finalized at the close of business the last full day at sea prior to arrival in port.

5. The ED list for in port and at sea will be posted during the a.m. hours. Once it is posted it will not be changed.

6. Any Cadet who misses 5 or more mandatory ED sessions will be written up for a Class I by the Regimental Affairs Officer in charge of ED.

7. Cadets attending ED are required to be in the correct uniform of the day with all rates.

9. Any Cadet may attend ED on their non-work section days if they so choose.

10. While on SST, ED credit is awarded at a rate of 1 ED credit = 1 hour of approved labor. Specific projects may receive more based on the nature of the work at the discretion of the Regimental Affairs Officer in charge of ED.

11. Any Cadet found shirking or malingering while on ED will not receive credit and will be awarded 15 demerits.
APPENDIX E – UNIFORM & GROOMING STANDARDS

REQUIRED UNIFORMS FOR CRUISE

1. Boiler Suits (2)
   a. To be worn for M&R for both Deck and Engine Cadets. Worn for appropriate watches (engineering, Bos’n, Messman) and ED as designated.
   b. This uniform consists of the following items:
      1. Blue Bump Cover/Blue Maritime ball cap
      2. Boiler Suit
      3. Plain White Undershirt
      4. Black Steel Toe Boots (FOR ALL CLASSES)
   c. Optional items authorized for wear with the Boiler Suit include:
      1. Black Zip-Up Work Jacket
      2. Black Wool Watch Cap
      3. Gray Maritime sweatshirt (worn UNDER the boiler suit ONLY, not over)

2. “Salt and Peppers”
   a. Typically the dress uniform authorized for wear during Summer Sea Term and must be neatly pressed.
   b. This uniform consists of the following items:
      1. Combination Cover/Garrison cover
      2. CNT Short-Sleeve White Shirt
      3. Service Dress Blue Pants
      4. Black Poly-Wool Belt
      5. Brass Belt Buckle
      6. Plain White Undershirt
      7. Black Dress Socks
      8. Black LEATHER Shoes (NOT CORFAMS®)
      9. Black Shirt-Stays (optional)
     10. Shoulder Boards
     11. All appropriate rating insignia and ribbons
   c. Optional items authorized for wear with Salt and Peppers include:
      1. Black “Relaxed Fit” Jacket (Eisenhower jacket)/new jacket

3. Poly-Cotton Khakis
   a. To be worn for Lecture (or as designated for Engineering Cadets), Watches (as designated for Deck Cadets), and for dinner on the Mess Deck (unless otherwise specified).
   b. The Poly-Cotton Khaki uniform is the working uniform authorized for wear during Summer Sea Term and is similar to the Poly-Wool Khaki uniform and should be neatly pressed. Do not confuse them. Poly-Wool uniforms are NOT authorized on cruise.
   c. This uniform consists of the following items:
      1. Poly-Cotton Short-Sleeve Khaki Shirt
      2. Poly-Cotton Khaki Dress Pants
      3. Blue Maritime Ball Cap
      4. Nylon Khaki Belt
      5. Brass Belt Buckle
      6. Plain White Undershirt
      7. Black Dress Socks
      8. Black Leather Shoes
d. Optional items authorized for wear with the Poly-Cotton Khakis include:
   1. Black “Relaxed Fit” Jacket/new jacket

4. Bathing Suits onboard the TSES
   a. The only authorized bathing suits for male Cadets will be bathing trunks/board shorts.
   b. The only authorized bathing suits for female Cadets will be one-piece bathing suits.
   c. Open-toed shoes and sandals are NEVER allowed on deck since it is a safety concern. This includes while transiting the ship to depart on liberty.

**ADDITIONAL UNIFORM STANDARDS**

1. **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.**

2. Athletic gear may be worn coming and going to the ship’s gymnasium. MP3 players, CD, cassette players, or other devices with headphones, may only be worn when in the gym or cardio areas of the ship or in your berthing area. Cadets may not transit the vessel or work on deck while wearing any type of headphone or earphone, except for authorized hearing protection.

3. All Deck and Engineering Cadets have been issued working boiler suits. In order to establish uniformity, as with any shipping company, Cadets are expected to wear these issued boiler suits as required. For the evening meal, in the Cadet Mess, unless on duty, Cadets are expected to be in the approved uniform of the day as listed above, which will normally be full khakis.

**GUIDANCE FOR LEISURE GEAR / CIVILIAN ATTIRE**

1. Cadets will ensure that their dress and personal appearance are conservative and commensurate with the high standards traditionally associated with SUNY Maritime.

2. Revealing clothing (i.e. clothing that exposes midriff, the buttocks, excessive amounts of chest/cleavage) or items designed to be worn as undergarments (and worn exposed) are not authorized for civilian attire. T-shirts with “messages” or advertisements or lettering that could be offensive or controversial are not permitted.

3. When wearing trousers with civilian attire. Trousers will be worn at the waist. Undergarments, when worn, will not be visible, except as when the undershirt is exposed in a manner similar to the khaki uniform.

4. No eccentricities of dress will be permitted.

5. The wear of clothing articles not specifically designed to be normally worn as headgear (e.g. Bandannas, doo rags) is prohibited.

6. No part of a prescribed uniform, except those items not exclusively military in character, will be worn with civilian clothing.

**INAPPROPRIATE CIVILIAN ATTIRE**

1. Examples of inappropriate civilian attire:
   a. Beach or swim wear (unless worn underneath civilian clothing)
   b. Gym gear
   c. Tank tops
   d. Ripped or torn clothing
   e. Garments designed as underwear
f. Clothing with designs of an obscene or suggestive nature

g. Shower shoes/flip-flops/open-toed shoes

h. T-shirts with messages, advertisements or lettering that could be offensive or controversial are not permitted.

2 For official receptions and other social functions the prescribed uniform, as specified in the Plan of the Day, will be worn.

MANNER OF WEAR FOR UNIFORMS

1. Under no conditions may uniform shirt sleeves be rolled up (unless otherwise designated). Shirt sleeves will be rolled down during formations, and safety and security drills.

2. All Cadets will wear white T-shirts under their boiler suits at all times, including engineering Cadets.

3. Nothing shall be protruding from shirt pockets; all pens and pencils should be stowed completely within.

4. Pants pockets are for stowing necessary items only; they should never be overstuffed.

5. The only time a Cadet should put their hands in their pockets is to retrieve an item; if your hands are cold, wear gloves.

6. Covers shall be worn squarely on the head with absolutely no backward tilt. Sweatshirt hoods are not considered a uniform cover.

7. Articles of clothing shall be legibly marked with the owner’s last name, first initial, and class year. Black permanent marker shall be used for light colored clothing and white ink for dark colored clothing.

8. Markings shall be applied neatly with small capital print, preferably on the lower seam of shirts (inside or out) and in the waistband of trousers.

9. If not embroidered, boiler suits are to be stenciled with the issued kit ONLY. Freehand labeling of these items looks sloppy and is not uniform and therefore not permitted.

10. Dilapidated gear (cut off sleeves, graffitti’d boiler suits, etc.) is NOT ALLOWED. Cadets are responsible for replacing uniforms that are no longer serviceable at your own expense. This applies all the way through the SST. Uniforms should not be defaced because ‘it is the end of cruise’.

11. Uniform for the Navigation Deck of the ship is khakis. This includes on the Flying Bridge. (Boiler suits if on M&R, ED, work detail, cleaning stations, study rooms, etc.). Khakis worn on the bridge will be clean and free of dirt or paint at all times. Only Regimental Officers can approve revisions of these standards.

12. Brown or tan boots/sneakers are not authorized with any uniform at any time for any Cadet. Shoe laces on all foot gear will be tied securely at all times. Paint deliberately applied to shoes or boots is not permitted.

13. Bandanas and do rags are not authorized with the uniform. Engineers wearing bandanas/do rags in the Engine room must remove them when not in the Engine room.

14. An approved knife and flashlight will be carried at all times. Blade length on the knife will not exceed six inches.
15. All boiler suits must be stenciled or embroidered with the Cadet’s name. Boiler suits will be legibly marked, using an approved stencil, on the back six inches below the collar. There will be no other markings on the boiler suit.

16. Company insignia will NOT be worn on the uniform during Summer Sea Term.

**GROOMING STANDARDS**

1. **Males**
   a. When in uniform, Cadets must be clean shaven of facial hair at all times. Sideburns must not go down past the middle of the ear and must be neatly trimmed. Male Cadets must have their hair cut to the standard of less than 4 inches in length, 2 inches in bulk, not touching the ears and tapered on the back of the neck.
   b. Males are not authorized earrings at any time while in uniform.

2. **Females**
   a. When in uniform, the hair may touch, but not fall below the lower edge of the back of the collar. Long hair, including braids, which falls below the lower edge of the collar, shall be neatly and inconspicuously fastened, pinned or secured to the head. On board ship this is very important as a safety issue. A maximum of two small barrettes/combs/Clips, or bobby pins and rubber bands, all similar to hair color, may be used in the hair. Fabric elastics and colored rubber bands/pins are not authorized. Likewise, decorative hair ornaments, headbands and doo rags are not permitted. Ponytails, pigtails, or hanging locks of hair are not authorized.
   b. One earring per ear (centered on the lobe) may be worn while in uniform. They shall be 4-6 mm (1/8 to ¼ inch) plain gold balls (shiny or matte finish), screw-on with posts. Pearl earrings are only authorized with formal dress uniforms (does not include Salt& Peppers or service dress uniforms). Diamond earrings are NOT authorized at any time while in uniform.
   c. Fingernails shall not exceed ¼ inch measured from the fingertip. Nail polish colors should be conservative and complement the skin tone. Acceptable colors include pale pink, light pearlized or clear nail polish. (No red, black, blue, green, orange, purple or bright pink).

3. **General**
   a. Hairstyles shall not be faddish to include dying your hair, shaving parts of the head, designs cut into the hair/head, or asymmetrical cuts. No decorative items should be woven in to hair.
   b. Watches/Bracelets – While in uniform, only one of each may be worn. Watches should be conservative and if cloth or plastic, black, dark blue, tan, brown, or Army green colored only. Ankle bracelets are not authorized in uniform. No braided or plastic bracelets are authorized.
   c. Sunglasses should be polarized and be only black or brown. Bands, such as ‘CROAKIES’, to prevent them falling off, should be black or brown.
   d. Necklaces – While in uniform, only one may be worn and it shall not be visible.
   e. Body piercings – Exposed, pierced body parts (other than one earring per ear for females) is prohibited while in uniform. Any tongue implements used to keep tongue piercings ‘open’ are prohibited in any uniform and aboard the *TS EMPIRE STATE* at all times. Failure to adhere to this policy will be considered out of uniform.
   f. Mustaches for males are a 1/C rate only. Likewise, french-braids as a hairstyle is a 1/C female rate only.
## APPENDIX F – CLEANING STATIONS

<table>
<thead>
<tr>
<th>Station</th>
<th>Cleaning Station Location Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station # 01</td>
<td>DECK Officer’s ladderwell at Frame #126 from Navigation Deck to Second Deck [Sideport]. Use Cleaning Gear Locker # 1.</td>
</tr>
<tr>
<td>Station # 02</td>
<td>DECK 1/c Rooms’ passageway. From Frame #62 to Frame #115 to include athwartship passageways forward and aft [Quarterdeck]. Use Cleaning Gear Locker # 2.</td>
</tr>
<tr>
<td>Station # 03</td>
<td>DECK Offices, Sickbay, and Crew Quarters passageway. From Frame #115 to Frame #172, to include all athwartship passageways aft of the Quarterdeck and aft ladderwell from Main Deck to Cadet Mess. Use Cleaning Gear Locker # 3.</td>
</tr>
<tr>
<td>Station # 04</td>
<td>DECK Forward Cadet Hold Ladderwell at Frame #65 from Upper Deck to Tank Top [#3 Hold]. Use Cleaning Gear Locker #4.</td>
</tr>
<tr>
<td>Station # 05</td>
<td>ENGINE Reefers Lockers passageway, Sideport passageway, and Crew Mess passageway [to include Crew Mess ladderwell from Main Deck to Second Deck.] Frame #119 to Frame #148. Use Cleaning Gear Locker #5.</td>
</tr>
<tr>
<td>Station # 06</td>
<td>ENGINE M &amp; R Lab Classrooms in 6th Hold to include both ladderwells from Main Deck leading to the M &amp; R Lab Classrooms. From Frame #170 to Frame #202. Use Cleaning Gear Locker #6.</td>
</tr>
<tr>
<td>Station # 07</td>
<td>DECK Starboard side ladderwell at Frame #85 from Upper Deck to Tank Top, to include passageway on second deck. Use Cleaning Gear Locker #7.</td>
</tr>
<tr>
<td>Station # 08</td>
<td>ENGINE Ladderwells both Port and Starboard at Frame #107 from Upper Deck to Tank Tops; to include Dry Stores Passageways on Second Deck, forward of the Sideport. Use Cleaning Gear Locker #8.</td>
</tr>
<tr>
<td>Station # 09</td>
<td>ENGINE All classrooms, instruction boards and trays. Passageway outside classrooms from Frame #141 to Frame #171. Both ladderwells from Cadet Mess to Classrooms. Use Cleaning Gear Locker #9.</td>
</tr>
<tr>
<td>Station # 10</td>
<td>ENGINE All U/C and 1/c Cadet Lounges, area outside Ship’s Library, and both ladderwells from Classrooms to Cadet Lounges. Empty trash from the Ship’s Library [Wastebasket should be outside the Library.] Frame #147 to Frame #170. Use Cleaning Gear Locker #10.</td>
</tr>
</tbody>
</table>
Station # 11  DECK  Cadet Laundry Room, Exercise Room and Passageways from Frame #65 to Frame #92. Use Cleaning Gear Locker #11.

Station # 12  ENGINE  Stern of ship from forward of # 6 hatch to fantail. Pick up all debris, sweep entire deck.

Station # 13  DECK  Bridge deck including wheel house, officers chartroom, Cadet chartroom, and connecting passageway.
SUMMER SEA TERM 2015

Cruise Manual

TS EMPIRE STATE

Cadet ________________________________ Division_____________ Section ____________
Printed Name

______________________________  MaritimelD#_______________
Cadet Signature

My signature above means that I have read and understand the information contained in this manual and constitutes my agreement to abide by the standards of conduct outlined in this document. I understand failure to adhere to these standards will result in appropriate disciplinary action up to or including being dismissed from Summer Sea Term 2014, which would result in a grade of “F” for the related cruise academic course(s). I understand that any Cadet dismissed from Summer Sea Term due to conduct or disciplinary issues will result in the failure of Summer Sea Term. All monies and fees associated with Summer Sea Term will be forfeited. Any Cadet repatriated from Summer Sea Term will be charged a repatriation fee IAW SUNY Maritime College policies for administrative and related expenses regardless of where the repatriation occurs.