



Welcome aboard the US Coast Guard Cutter HEALY, the most technologically advanced polar research vessel and icebreaker in the U.S. fleet. The officers, chiefs, and crew of HEALY are dedicated to serving the national interest by helping you meet your scientific research goals. Safety, Mission, and People are our watchwords.

Whether you are a first time sailor, or HEALY veteran, please review the enclosed materials, some items have changed. This package provides information that will help you adapt to the daily routine of life onboard the ship. We want you to feel welcome aboard HEALY.

Please pay particular attention to the shipboard safety section of this packet and all safety briefings. The inherent hazards of life at sea require that we all understand and follow the basic safety practices which are described. The consequences of an injury or accident in the Polar Regions can be especially unforgiving, and a serious injury to any one of us could require the ship to return to port at the cost of the mission.

Again, welcome aboard. Our mission success is directly related to your mission success. I look forward to working with you and meeting each of you.

A handwritten signature in blue ink, appearing to read "John D. Reeves".

John D. Reeves
Captain, US Coast Guard
Commanding Officer, USCGC HEALY (WAGB-20)

SAFETY – MISSION - PEOPLE
HEALY Welcome Aboard Packet

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General Shipboard Safety

Safety is one of the most important things onboard HEALY. We stress the importance of having “one hand for you, one hand for the ship”, especially when using the ladder-wells (stairs). Use handrails if available.

Traffic Patterns

In order to avoid delay and traffic jams in some of the tighter passageways and ladder wells, we maintain a traffic pattern onboard:

Starboard – Move forward and up ladders.

Port – Move aft and down ladders.

Doors

Many doors on the ship are large, heavy, and very dangerous if allowed to swing freely or slam shut. Always keep a handhold on a door that is not dogged (latched) so that the door cannot swing. Also, whenever you open a door to pass through, close and latch it behind you. We keep a log of which watertight doors are open around the ship, so if your work requires you to latch a door open, please call the Engineering Control Center (or ECC) at ext. 220. The watch-standers can then log the door open for you. Let them know when you are done and the door can be logged shut again. This is vital for maintaining watertight and firetight integrity because in the event of an emergency, all watertight doors must be closed to contain damage.

Running

While onboard, running is not allowed. However, exercising by running on the weatherdecks is an exception, but please use good judgment. We recommend that you do not run when weather and sea conditions are rough. Be wary of the various science equipment and other obstacles on the decks. Be mindful of the ice on the deck, as well.

Shoes

Open-toed footwear is not authorized outside of staterooms. When touring engineering spaces, proper footwear is required.

Working on Deck

Safety while working on deck is extremely important and cannot be stressed enough. If working on the fantail, be sure to check with the Marine Science Technicians (MSTs) regarding the required safety equipment needed during your science operations. In general, if you see people wearing safety gear (hard hats, etc.) you should either avoid that area or put on the proper protection. Be aware of secured areas (weather decks, forecastle, etc.) during inclement weather.

Securing for Sea

You must keep your personal gear and equipment properly stowed at all times so that it does not move about and break or injure someone when the ship moves. HEALY will roll and pitch in rough seas, and will vibrate quite a bit when breaking ice.

If you have any questions regarding proper stowage procedures, consult with one of the MSTs.

Restricted Spaces

In general, scientists should limit travel to the science and living areas. Engineering spaces are hazardous and off limits unless you are escorted by a member of the ship's crew. As a rule of thumb, if you are passing through a deck hatch or scuttle, or the compartment is very loud and hearing danger signs are posted, it is an engineering space.

Tours of the engineering spaces will be offered at various times during the cruise. Please contact the Chief Scientist to request a tour.

Reporting Anything Abnormal

It is important to remember that we all rely on one another to maintain a safe and functional ship. Safety of people and equipment is the responsibility of every person on the ship because if a major casualty were to occur, it would very quickly affect everyone on-board. If you see anything that is clearly out of the ordinary, such as water or fuel spraying or leaking from a pipe or valve, or if you smell smoke or see flames anywhere, tell someone immediately. The compartment you are in can be reported by checking the "bulls-eye" (yellow square with black identification numbers on the bulkhead) or describing the equipment or furnishings in the space. Contact: 220 for engineering, 131 for the bridge.

Smoking

The smoking area onboard is on the port side of the 01 deck. There is a butt can located amidships on the port 01 deck for your use. Never smoke on the fantail or on the starboard side. Our ventilation system draws its intake from the starboard side, and we don't want smoke entering the ship.

Ship's Routine

The Plan of the Day

The Plan of the Day (POD) is published daily and posted throughout the ship each evening. The POD lists the upcoming day's events and provides general shipboard information. Copies can be found around the ship; in the main lab, on the messdeck, on the bridge, in the Science Conference Lounge, on the Wardroom door, and in the Crew's Lounge.

Accountability

Accountability is *extremely* important on a ship. If anyone from HEALY were to go missing, we would need to know quickly (especially in Arctic waters.) Routine accountability checks will be conducted in the morning by 0800 and in the evening by 1800 daily; the Chief Scientist and Department Heads will report to the Executive Officer that all personnel have been accounted for.

Crew only: As a new permanent party crew member, you must report to a specified member in your division before 0800 and before 1800 every day.

Expectations for Sweepers/Field Day Cleanups

Maintaining the overall sanitary living and working conditions of HEALY is one of the first lines of defense against sickness onboard. The POD indicates when weekly Sweepers and Field Days will occur. Sweepers and Field Days generally occur on Tuesday/Thursday and Saturday, respectively. It is expected that the assigned areas and workspaces are cleaned in accordance with the cleaning schedule and checklists posted in the common space areas. It is everyone's responsibility to maintain cleanliness in the spaces they use, this includes personal living areas. Please be cognizant of the fact that other people will be using your spaces long after you depart HEALY.

Friday Emergency Drills/ Emergencies/All-hands Evolutions

The crew will conduct weekly emergency drills every Friday which you will be able to distinguish from a real emergency by the pipe "Now, HEALY is entering the training environment..." If you are participating in these drills, please be upbeat and positive and give us 15 minutes of excitement! We are a minimally manned crew and everyone, including the Commanding Officer, participates.

Science party only: You do not need to muster for Friday Emergency drills, but you DO need to call the Science Conference Lounge (x230) to check in for accountability. The most important take-away is to stay out of the way as much as possible during these drills, since it is training. When alarms are sounded for a real emergency, get to the Science Conference Lounge quickly and safely and remain there until the evolution is over. Please avoid the gym during and shortly after the drill or casualty. Repair Locker 2 is located in the gym, and there will be crew members actively responding from that location. If the drill is an Abandon Ship drill, go to your lifeboat raft, which will be assigned on the day you come aboard, so accountability can be taken. Life rafts 2-8 are located on the flight deck.

Whenever an announcement is made "all hands lay to..." we need everyone to participate. One of the main all-hands evolutions is the trash off-loads. Everyone needs to be involved in this evolution because the more people we have to help, the faster it gets done. All-hands evolutions mean ALL HANDS.

Flight Quarters

During flight quarters, the crew will muster to their designated billets. Pay close attention to the pipe. If you want to observe flight operations, make sure to contact the Officer of the Deck prior to the event and he or she will direct you to a safe viewing area. **The port ladder next to the flight deck and any open areas aft of the hangar are off limits.**

Working on Ice

The Commanding Officer will make the decision regarding which ice is safe to work on. Before offloading equipment, participating crew and science party will dress in the appropriate cold weather gear and a bear-watch will be set. Before stepping onto the ice, they must be able to recognize the recall signal in case of an emergency. Specific additional details will be passed during the safety brief for every such evolution.

Small Boat Operations

Small boat ops are conducted routinely. A boat brief will precede every evolution. If you are involved, please attend the appropriate brief for your evolution.

Chain of Command

Science party: In order for HEALY to work efficiently, we try to work as much as possible within our Chain of Command, though we hope that the structure will be largely transparent to you. The first person you ask may not have the tools or authority to fix what is broken. That person will, however, pass the word up his or her chain of command until it gets to the right person. If in doubt as to whom you should relay problems, starting with the Marine Science Division or the Chief Scientist is never a bad plan.

Interpersonal Relationships

Science party and Crew: As a U.S. Coast Guard vessel, all personnel aboard HEALY are expected to comply with the Interpersonal Relationships Policy as stated in 8.H.2 of the Coast Guard Personnel Manual. **Coast Guard policy prohibits engaging in sexually intimate relationships, behavior or conduct, regardless of rank, grade, or position of the persons involved aboard any Coast Guard vessel, or in any Coast Guard-controlled work place.** Additionally, all personnel are required to maintain a professional work environment and shall take no action that gives the appearance of jeopardizing a person's impartiality, undermining the respect or authority inherent in a person's position, resulting in the improper use of a personal relationship for favor or gain, or (**Crew Only**) violates any punitive articles of the UCMJ.

For clarification on any issue addressed in this section refer to Appendix 5 of this package. Members of the Science party requiring clarification please contact the Berthing Coordinator.

Accommodations

Staterooms

During your time onboard, you will be sharing a room with one to two other members. You and your roommates will be responsible for keeping your stateroom and the head (bathroom) clean. When you depart at the end of your stay, please ensure that the room and head are clean, all surfaces are wiped down, the carpet is vacuumed, and linens are washed. A check-out will be conducted by the Chief Master at Arms, Berthing Coordinator, or the OOD.

Linen

Sheets, blankets, and pillows will be provided on each bed. Additional linens are available in the large brown cabinet in the copier room outside the Science Conference Lounge. If you require more than the provided linens, let the Marine Science Officer or Berthing Coordinator know. **Before you leave the ship, you must wash your sheets and place them in a folded stack on your rack, or you may donate \$5.00 to the Morale Fund of the ship and leave your linens in a bundle on your rack.**

Housekeeping

It is everyone's responsibility to clean up after themselves and keep the ship clean. Extra cleaning supplies can be found in the laundry room as well as the cleaning gear lockers located throughout the ship. It is your responsibility to tidy your workspace and any other common spaces, such as the messdeck. Tuesday/Thursday afternoons are cleaning days for common areas, and there are weekly inspections held every Saturday morning to check on the cleanliness of the ship. If you are on a schedule such that you sleep during the day, please post a sign on your door so you will not be disturbed while you are asleep.

Sewage

The sewage system onboard ship is very different from a shore system. **Flush only human waste and marine toilet paper down the toilets.** No exceptions, **EVER!** The system is remarkably sensitive to any other materials, and you will do two things if you disregard this rule: You will deprive at least ½ of the ship of sewage service for an extended period, and you will force our hard-working damage control team to take on the ugly job of disassembling the system to find the clog. Also, if you must get rid of water from a mop bucket or other container, please do so in a deep sink, not a toilet. If you do accidentally flush something other than the supplied toilet paper, immediately inform the Engineering Control Center (ECC) at ext. 220. If an announcement is made that the sewage system is down, do not use it until the announcement is made that it is back in operation

Repairs

If there is something wrong in your stateroom, please notify us. If it is related to plumbing/sink/shower/toilet, contact Main Control at ext. 220. If light bulbs go out, replacements can be found in the GSK, which is open every morning from 0800-0845. It is located on 2nd deck forward of the gym. Be sure to dispose of your old light bulbs in the trash van during operating hours.

General Shipboard Services

Medical

Sickbay is located on the port side of the 02-Deck. Sick call is from 0800-0900 every day. Urgent treatment is available at any time; page any member of the medical staff or contact the Bridge (ext. 131) to arrange treatment. Seasickness pills and basic over-the-counter pharmacy items are available as needed.

Pager System

HEALY is equipped with a paging system, and everyone is issued a pager immediately after reporting aboard. It is vital to keep your pager on you at all times. This system is an effective means for locating people and nearly eliminates the need for general announcements ("pipes"). Telephone/pager lists are available in most spaces on the ship. If you need an updated pager list in your room, please contact the Berthing Coordinator.

The pager system can be accessed from any telephone by dialing 277. At the first voice prompt, enter the pager number you are calling. At the second prompt, enter the extension you would like that person to contact, followed by the # sign. Hang up the phone, and the person you are paging should call you back within a few moments. You can try this with your own pager number at any time to practice using the system, and to check that your pager is operating properly.

Pagers can be recharged in each room. If your pager no longer charges, or your room does not have a pager charger, please contact the Berthing Coordinator.

Laundry

The Laundry Room is located on the 2nd Deck, one level below the Mess Deck. It is open 24 hours a day. To conserve water, please wait until you have a full load of clothes (or combine loads to create a full load) before you do your laundry. Empty all pockets. There is a sink in the laundry room if you need to do any pre-washing. Please keep water usage to a minimum and do not use the extra rinse option on the washing machines. Detergent is provided by the ship at no cost to you, and located in the Laundry Room. The front-loading machines are low-water usage, and so require very little detergent. Use no more than ¼ cup or the suds will spill all over the deck. Lint traps below the dryers must be cleaned after *EVERY* load to prevent a fire. A small foxtail broom and dustpan are provided in the Laundry Room for this purpose.

Ship's Store

The Java Hut is located on the port side of the ship aft of the mess deck. The store offers coffee drinks, HEALY merchandise, snacks, and a limited variety of toiletry items. The Java Hut takes US cash and US checks, and you can run a tab for the entire cruise (\$200 limit.) The hours are posted on the door and correspond with meal hours.

Phones

If you are onboard HEALY while the ship is in port and need to place an outgoing phone call, please follow these steps:

1. Pick up any phone on the ship and listen for a dial tone.
2. Dial "9" and listen for a dial tone. This will connect you to a land line.
3. Dial the rest of the number as you normally would, make sure to include the appropriate area code.

Members of the Science Party needing to make personal phone calls while underway should work through the Chief Scientist and the Marine Science Officer. Personal long-distance calls are not allowed without permission.

Food Service

Meal Schedule

There are four meals served each day:

<i>Regular Workday (Monday-Saturday)</i>		<i>Sundays and Holidays (underway)</i>	
Breakfast	0700-0745	Breakfast	0700-0800
Lunch	1100-1200	Brunch	1000-1200
Dinner	1700-1800	Dinner	1700-1800
Mid-rats	2300-2345	Mid-rats	2300-2345

Menus are posted in various locations throughout the ship, including the Messdeck, the Bridge, Channel 30, and the Science Data Network.

Anyone with specific culinary needs regarding health issues, contact the Cook's Office at ext. 321 so accommodations can be made.

Missed/Holding Meals

Call ext. 399 to have meals saved if you are working, on watch, or involved in an evolution that does not allow you to attend the scheduled meal. Please note that if you are working out in the gym during a mealtime, the food service staff cannot save you a plate. Please include the names of those for whom meals are being saved to ensure we do not duplicate efforts, or miss someone.

Messdeck Rules

Appropriate clothing is required on the Mess Deck at all times. The following are specifically not allowed: coveralls, open-toed shoes, sleeveless t-shirts, dirty work or gym clothes, hats, or tank tops.

Please separate your trash into the bins provided. Trash that is put into Red Goat Garbage Disposal goes overboard. If you drop anything other than food into the Red Goat, notify a Coast Guard member immediately. **DO NOT ATTEMPT TO REACH IN AND REMOVE ANYTHING!** The Red Goat is extremely powerful and will cause serious injury if you are not careful.

Please do not remove food or dishes from the Messdeck.

Payment

All non-military or non-science party personnel will receive a monthly mess bill for each day spent onboard (allowed \$10.00 per day.) Certain non-NSF science parties may also have their meals paid by their organization; check with your Chief Scientist for details. Meal bills are **payable by check only** and should be made out to "United States Coast Guard", and must be paid within 5 days of receipt of the bill (either monthly or at the end of the trip).

Emergency Procedures

For actual emergencies, you must be prompt in getting to your muster location; otherwise, valuable resources will be taken from the actual emergency to assist in locating you. Primary muster station is in the science conference lounge, secondary muster station is the flight deck.

If you see an emergent situation such as fire, flooding or smoke, call either the bridge (ext 131) or ECC (220).

Egress from your Room and Workspace

Soon after joining the ship, a crewmember will assist you in learning the emergency/egress routes from your room and workplace. You should be able to find the shortest route to the outdoors, even in total darkness.

It is possible that during egress, you will need breathing protection if a fire fills the passageway with smoke. We have Emergency Escape Breathing Devices (EEBDs) throughout the ship. There are always EEBDs located beside your rack and in your workplace (Fig. 1) and are the orange Ocenco EEBDs.

To don an EEBD:

1. Open the plastic container.
2. Remove the device.
OCENCO EEBDs: removal will activate the flow of oxygen automatically.
3. Listen for a hissing noise.
4. **OCENCO EEBDs:** insert the mouthpiece and begin breathing and attach the nose clips. The bag for eye protection is optional.



Fig 1.

If the device does not hiss, it is not making oxygen and you must grab another EEBD. EEBDs are to be used for escape only. Upon donning one, do not attempt to fight a fire or do anything other than exit the hazardous environment. Once outside, remove the plastic bag. Your hair will be highly oxygenated and therefore highly flammable. Fluff your hair to disperse the high concentration of pure oxygen, and do not smoke or approach an open flame for at least 15 minutes. The EEBDs will function for 10 minutes after being activated.

Medical Emergencies

In case of a medical emergency, be sure to get to a phone as quickly as possible and contact the bridge (ext. 131). Be sure to let them know your location and type of casualty, and ask for the CORPSMAN to lay to the scene. Do what you can that to help the victim, and if you are unsure, wait until the Duty Corpsman arrives on scene.

Eco-Friendly

Waste Management

Maximizing recycling and eliminating refuse discharged overboard are key tenets of HEALY's waste management program. It is critical for all hands to participate in this effort. Please follow the specific guidelines that are posted around the ship and in Appendix 2.

Water Conservation

HEALY uses saltwater distilling machines to produce fresh water. This water, available in limited quantities, is used for showers, sinks, washing dishes and clothes. When showering, adopt the practice of "sea showers." Use enough water to wet down, turn the water off while you lather, and turn it on to rinse off. Please employ this concept when brushing teeth, washing hands, and any other water-intensive applications.

Recreation

Fitness Center

The ship's gyms are located on the 2nd Deck directly below the Mess Deck and the Helicopter Workshop in the helicopter hanger. There are several weight machines, lifecycles, stair climbers, treadmills, and other typical weight room items. You are welcome to use any of the equipment. Please use the wipes available in the gym to clean the equipment after each use, and stow everything for sea when you are finished.

Ship's Entertainment System

The ship's entertainment system has a schedule of events on channel 29. This channel includes upcoming events, the meals for the day, and the movies being played on each channel. The ship offers the AFN (Armed Forces Network) and news channels, and 3 channels (34, 35, 36) that play movies over the ship's system. Movies are shown at the times indicated on the Plan of the Day.

Morale Activities

Operations permitting, on many Saturday evenings, there will be a morale event (bingo, etc.) followed by a movie shown on the big screen in the helicopter hangar. Board games and playing cards are available by contacting the Morale Officer. Other events are planned and conducted by the morale committee; the more people who volunteer, the more and better the events will be.

Library

The library is located on the 01 deck, which is also the crew computer lab. There are hundreds of books available, just be sure to give back the books after completion and tidy up the bookshelves if they look disheveled. There are also several cabinets of books located in the Science Conference Lounge.

Line Crossing Ceremony

Should HEALY cross one of the traditionally significant lines during your time on board, you will have an opportunity to participate in the Line Crossing Ceremony. You may request a line crossing Certificate from the Morale Officer. Certificates cost around \$10.

Appendices

- 1 –Stateroom Check-in / Check-out
- 2 - HEALY Trash & Recycling Program
- 3 - Shipboard Glossary of Terms
- 4 - Schematic of Ship
- 5 – Getting Started on the Science Network
- 6- Coast Guard Interpersonal Relationship Policy

Appendix 1: Stateroom Check-in / Check-out

Room #: _____

Check-in Date:
Name:
Discrepancies Requiring Work Request:

Occupant's Signature: _____

“Your signature indicates that you completed a **check-in** inspection (checklist on back) and that any discrepancies were noted. You also agree that you will make proper arrangements for a **checkout** inspection upon vacating your assigned stateroom.”

CMAA/Berthing Officer Signature: _____

Check-out Date:
Discrepancies Requiring Work Request:

Occupant's Signature: _____

CMAA/Berthing Officer Signature: _____

Item	Check-in	Check-out
Cleanliness, Room		
Cleanliness, Head		
Linens: Sheets (2) _____ Blanket _____ Bed Spread _____ Pillow/case _____/_____		
Linens Laundered*	N/A	
Lighting, Overhead		
Lighting, Rack		
Lighting, Night		
Locker		
Rack		
Rack Curtains		
Fold Out Couch		
Phone		
Pager Recharger		
Chairs		
Desks		
Drawers		
Ventilation		
Plumbing		
Towel Racks		
Door Hooks/Locks		
Cleaning Supplies/Hand Soap		
Trash Can/Liners		
Information Binder		
Pay Galley Mess Bill	N/A	
Pay Ship's Store Bill	N/A	

Notes:

* Linen laundry responsibility: Occupant / Morale (\$5)

Appendix 2: HEALY Trash & Recycling Program

Where to Put It & Why You Should Put It There

HEALY recycles. Please cooperate and separate your trash to make the program work. All trash should be brought to the Incinerator Room (across from the Ships Store) on the port side.

- 1- **Paper Trash/ Plastic trash.** This is anything that doesn't get recycled. It's just plain old trash.
- 2- **Glass/Numbered Plastic.** If the plastic has a number on the bottom, it goes in here. All of this is recycled. If the container is contaminated with food, dispose of it as garbage. This would be for items such as yogurt containers. Bottles should be rinsed.
- 3- **White Office Paper, not wrappers.** Only paper that came from a printer or copying machine. There are dedicated bins throughout the ship. Staples and tape are fine but no sticky notes, cardboard, shredded paper, etc.
- 4- **Corrugated Cardboard.** All corrugated cardboard should be placed in the incinerator room for baling. DO NOT bring corrugated cardboard to the recycling van.
- 5- **Wet Trash.** Food waste, coffee grounds, etc. should be disposed of in the red goat on the messdeck. Return the empty plastic bag to a waste bin. DO NOT hide coffee grounds, apple cores, etc. in other containers.
- 6- **Batteries.** There are buckets for used batteries in the science conference lounge, main lab and the trash handling room forward of the incinerator room. These are hazardous waste; do not dispose of them with other trash.
- 7- **Feminine products.** Wrap in paper and dispose of as garbage. Do not flush in toilets.
- 8- **Large items.** If you have packing material, crates etc., please return the empty container to its original storage area until we reach land.
- 9- **Metal.** We accept aluminum, stainless steel, wire and brass/copper/bronze for recycling. We also accept and crush steel and aluminum cans. We do not accept mild steel for recycling.
- 10- **Fluorescent Bulbs.** Bring them to the Incinerator Room for disposal.

While underway, the Incinerator Room is manned on **Tuesday and Thursday from 1530-1600** & on **Saturday morning from 0900-1100**. All trash will be sorted into bins in the Incinerator Room and then taken to the Trash Van by the Junior Officer and/or 1st Class. The Trash Van is left locked with only MAA, YNC and 1st Classes having access. If you have any questions; contact YNC Cleverdon, pager: 612 or SKC Gatewood, pager: 699.

Appendix 3: Helpful Shipboard Glossary of Terms

Bulkhead- Wall

Deck- Floor

Drills- Practice of emergency procedures and actions.

EOW- Engineer of the Watch. The direct representative of the Engineer Officer who stands watch to run the plant and respond to any engineering casualties. He/she is in charge of running not only the ship's engines, but all other machinery and systems throughout the ship.

General Emergency- An emergency situation, such as fire or flooding, that requires all hands to respond.

Ladder- Stairs

OOD- Officer of the Deck. This is the person on the Bridge who is driving the ship. He/she is the direct representative of the Captain and is tasked with the safety of the ship and all personnel embarked.

Overhead- Ceiling

Pipes- Announcements over the loudspeaker.

1MC- The ship's loudspeaker, or announcement system.

Quarters- A gathering or meeting of all crewmembers for the purpose of accountability and to pass information to the crew. Passengers do not participate. Generally takes place on the Flight Deck or Messdeck.

Port- the left side of the ship

Starboard- the right side of the ship

Fore- the front end of the ship

Aft- the back end of the ship

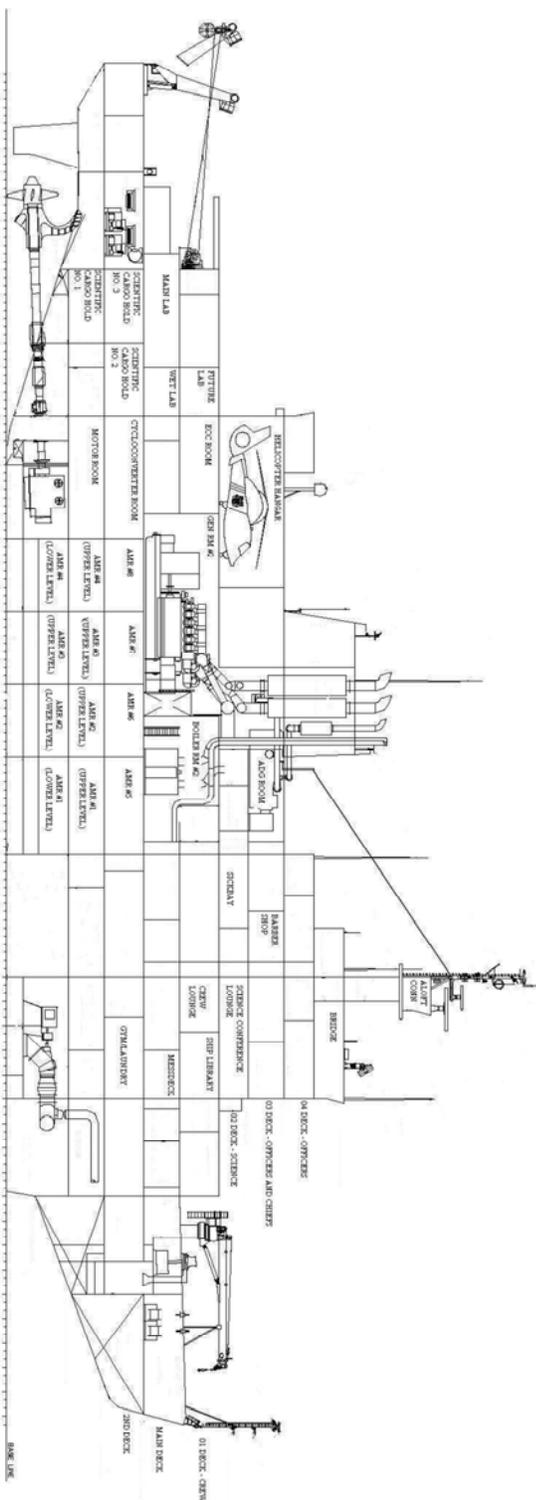
Fantail- the back of the ship where the science deck operations occur

Forecastle- the bow of the ship, where the anchor is located

Weatherdecks- the decks outside that surround the ship, with non-skid material.

ECC- Engineering Control Center, where all of the ships systems and engineering spaces are monitored, located on the 01 deck.

USCGC HEALY



Appendix 5: Coast Guard Interpersonal Relationship Policy

2.A.2.a. Professional Work Environment

Coast Guard policy is to sustain a professional work environment which fosters mutual respect among all personnel, and in which decisions affecting personnel, in appearance and actuality, are based on sound leadership principles. Commanding Officers, officers-in-charge, and supervisors are expected to provide an environment which enhances positive interaction among all personnel through education, human relations training, and adherence to core values.

2.A.2.b. Positive Social Interaction

Coast Guard policy on interpersonal relationships has been crafted to be as gender-neutral as possible. However, this approach may obscure one important issue: the fundamental principle that interpersonal activities which are appropriate among men or among women are likewise appropriate among men and women. Positive social interaction among men has proved beneficial to the individuals and the organization in the past, and women should be afforded equal opportunity to participate in these activities. Women must not be insulated or isolated from proper professional and social activities if the Coast Guard is to benefit from the full measure of their contributions.

2.A.2.c. Acceptable Personal Relationships

As people work together, different types of relationships arise. Professional relationships sometimes develop into personal relationships. Service custom recognizes that personal relationships are acceptable provided they do not, either in actuality or in appearance:

- (1) Jeopardize the members' impartiality,
- (2) Undermine the respect for authority inherent in a member's rank or position,
- (3) Result in members improperly using the relationship for personal gain or favor, or
- (4) Violate a punitive Article of reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801– 946 (as amended).

2.A.2.d. Assessing the Propriety

The great variety of interpersonal relationships precludes listing every specific situation that members and commands may encounter. While some situations are clearly discernible and appropriate action is easily identified, others are more complex and do not lend themselves to simple solutions. Evaluating interpersonal relationships requires sound judgment by all personnel. Factors to consider in assessing the propriety of a relationship include:

- (1) The organizational relationship between the individuals: whether one member can influence another's personnel or disciplinary actions, assignments, benefits or privileges;

- (2) The relative rank and status of the individuals: peers, officer and enlisted, CPO and junior enlisted, supervisor and subordinate, military and civilian, instructor and student; and
- (3) The character of the relationship; e.g., personal, romantic, marital.
 - (a) Personal relationship: Non-intimate, non-romantic association between two or more people such as occasional attendance at recreational or entertainment events (movies, ball games, concerts, etc.) or meals. (Does not involve conduct which violates reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended)).
 - (b) Romantic relationship: Sexual or amorous relationship. (Does not involve conduct which violates reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended)).
 - (c) Unacceptable relationship: Inappropriate and not allowed under Service policy. Resolution normally administrative. Relationship must be terminated or otherwise resolved once recognized.
 - (d) Prohibited relationship: Violates reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended). Resolution may be either administrative, punitive, or both as circumstances warrant.

Note: Exhibit 2.A.1 contains a matrix depicting common interpersonal relationships.

2.A.2.e. Violation of Service Policy

A relationship, including marriage, does not violate Service policy unless the relationship or the members' conduct fails to meet the standards set by this section, standards of conduct set by reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended), or other regulations.

2.A.2.f. Unacceptable Romantic Relationships

Romantic relationships between members are unacceptable when:

- (1) Members have a supervisor and subordinate relationship (including periodic supervision of duty section or watchstanding personnel), or
- (2) Members are assigned to the same small shore unit (less than 60 members), or
- (3) Members are assigned to the same cutter (see note below), or
- (4) The relationship is between chief petty officers (E-7/8/9) and junior enlisted personnel (E-4 and below), or
- (5) The relationship is manifested in the work environment in a way which disrupts the effective conduct of daily business.

Note: The nature of operations and personnel interactions on cutters and small shore units makes romantic relationships between members assigned to such units the equivalent of relationships in the chain of command and, therefore, unacceptable. This policy applies regardless of rank, grade, or position. This policy applies to Reservists in an active status, whether or not on duty.

2.A.2.g. Prohibited Relationships

- (1) Policy. Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:
 - (a) Engaging in sexually intimate behavior aboard any Coast Guard vessel, or in any Coast Guard-controlled work place,
 - (b) Romantic relationships outside of marriage between commissioned officers and enlisted personnel. For the purposes of this paragraph, Coast Guard Academy cadets and officer candidates (both OCS and ROCI) are considered officers.
 - (c) Personal and romantic relationships between instructors at training commands and students.
- (2) Punitive Application. This provision is a punitive general regulation, applicable to all personnel subject to reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended) without further implementation. A violation of this provision is punishable in accordance with reference (a), Uniform Code of Military Justice, 10 U.S.C. § 801 – 946 (as amended).