



COMDTINST M5000.7A
SEPTEMBER 2 2009

COMMANDANT INSTRUCTION M5000.7A

Subj: **SHIPBOARD REGULATIONS MANUAL**

1. **PURPOSE.** This Manual promulgates a standard Shipboard Regulations Manual for all United States Coast Guard cutters equal to or greater than 65 feet in length.
2. **ACTION.** Area, FORCECOM, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, deputy/assistant commandants for directorates, Judge Advocate General, and special staff offices at headquarters shall ensure that the provisions of this manual are followed. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** Shipboard Regulations Manual, COMDTINST M5000.7 is hereby cancelled.
4. **DISCUSSION.**
 - a. A thorough knowledge and understanding of this manual by all hands is essential to the proper execution of their assigned duties. Commanding Officers or Officers-in-Charge shall ensure that all cutter personnel receive a thorough indoctrination into the appropriate sections of the Cutter Organization Manual. References must be obtained or created and stored locally.
 - b. Each Commanding Officer or Officer-in-Charge has the authority to issue additional regulations as necessary. Those regulations must be consistent with regulations in this manual.
5. **MAJOR CHANGES.**
 - a. Alcoholic Beverages, Narcotics, and other Controlled Substances section changed.
 - b. Updated references and wording.

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- c. Format changed to be in alignment with the current version of The Coast Guard Directives System, COMDTINST M5215.6E.
6. **CHANGES.** All personnel are encouraged to submit recommended changes to Commandant (CG-751) via the chain of command. Unit specific amendments will be issued as necessary by the CO/OIC as a separate cutter instruction, e.g., USCGC SEMPARNST 5400.XX.
7. **AMENDMENTS.**
None
8. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this manual and have been incorporated where applicable.
9. **FORMS/REPORTS.** Forms called for in this Manual are available in USCG Electronic Forms, on the Standard Workstation or on the Internet: <http://www.uscg.mil/>, CG Central at <http://cgcentral.uscg.mil/>, and Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>.

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1 CHAPTER 1 - INTRODUCTION TO SHIPBOARD REGULATIONS

1-1 A. AUTHORITY OF THE COMMANDANT TO ISSUE REGULATIONS

1-1-1 The Commandant may issue rules, orders, and instructions, consistent with law, that relate to the organization, internal administration, and personnel of the Coast Guard (14 U.S.C. 632). The Commandant can also issue lawful general regulations (punitive regulations) according to paragraph 16.c(1)(a) of Part IV of the Manual for Courts-Martial (2005).

1-2 B. PERSONS SUBJECT TO THESE REGULATIONS

1-2-1 All persons subject to the Uniform Code of Military Justice embarking on or serving aboard the cutters of the Coast Guard shall be subject to these regulations. Cutters include every type of Coast Guard vessel that has an assigned personnel allowance and installed habitability features for the extended support of the crew. These regulations constitute general regulations of a punitive nature within the meaning of 10 U.S.C. 892(1) (Article 92 (1), UCMJ). Violators of the provisions of this publication are subject to prosecution under Article 92, UCMJ.

1-3 C. GENERAL

1-3-1 The use of the term "proper authority" in these regulations shall mean the Commanding Officer or a person a proper authority designates. This designation to exercise that authority can be made verbally or in writing. The provisions of these regulations relating to Commanding Officers apply to officers-in-charge except when the authority of the OIC is specifically limited.

1-3-2 Regulations stating that two or more persons have certain authority or "where appropriate" or "when assigned," with that authority, are to be specifically designated by the CO/OIC.

2 CHAPTER 2 - GENERAL REGULATIONS

2-1 ADDRESSES OF PERSONNEL

2-1-1 All personnel shall keep the Commanding Officer/Officer-in-Charge informed of their current local address and telephone number ashore for recall purposes.

2-2 ALARMS, BELLS, AND GENERAL ANNOUNCING SYSTEM

2-2-1 No crewmember shall:

2-2-1.1 Tamper with, operate, or disturb any contact maker used to sound the general alarm without proper authority or reason.

2-2-1.2 Use the General Announcing System (IMC) without the permission of the Officer of the Deck or Command Duty Officer except in emergencies. The IMC use shall be for matters of general importance.

2-2-1.3 Strike the ship's bell or gong without permission of the Officer of the Deck or Command Duty Officer. Its use is to indicate the time, a fire alarm, a low visibility signal, or as part of a ceremony.

2-3 ALCOHOLIC BEVERAGES, NARCOTICS, AND OTHER CONTROLLED SUBSTANCES

2-3-1 Consumption of alcoholic beverages by personnel attached to or embarked on board U.S. Coast Guard Cutters is prohibited while underway, or "ALPHA" readiness status, except as authorized by U.S. Coast Guard Regulations, COMDTINST M5000.3 (series) and Personnel Manual, COMDTINST M1000.6 (series). This prohibition includes any morale functions underway, at anchor, or hove to, such as "ice liberty."

2-3-2 Consumption of alcoholic beverages by personnel attached to or embarked on board Coast Guard Cutters is prohibited while in a high readiness status, "BRAVO 6 or higher" except as authorized by U.S. Coast Guard Regulations, COMDTINST M5000.3 (series) and Personnel Manual, COMDTINST M1000.6 (series).

2-3-3 Personnel attached to or embarked on board a Coast Guard Cutter which is in a status other than Alpha or High Readiness shall not consume alcohol less than 6 hours prior to a previously scheduled underway time or prior to assuming watch or duty. For inport periods, duty is assumed when a member assumes responsibility as a member of the inport watch section or at the expiration of liberty during a normal workday. For underway periods, since all crewmembers play an active role in the WQSB when underway, duty is

considered to start when liberty expires prior to getting underway. Watch is the assumption of a specific duty assigned onboard in accordance with the WQSB or watch schedule. Failure to meet individual responsibilities for readiness required to perform duties should be dealt with through appropriate administrative or disciplinary action in accordance with standards outlined in the Personnel Manual M1000.6 (series) or Uniform Code of Military Justice, UCMJ.

- 2-3-4 All alcoholic beverages, narcotics, and other controlled substances shall be in the Executive Officer's custody. Alcoholic beverages transiting as cargo shall be in the Supply Officer's custody. These officers shall personally supervise all receipts and issues of alcoholic beverages, narcotics and other controlled substances. The officers shall keep records of all transactions.
- 2-3-5 No person may prescribe, administer, issue, or take any narcotic, or controlled substance on board, unless the CO/OIC authorizes. Aiding the injured during action or emergencies is an exception.
- 2-3-6 The Executive or Supply Officer shall store bulk alcohol, alcoholic beverages, narcotics, and controlled substances in a container with a combination lock. The Executive or Supply Officer shall also receipt and account for these items in writing. Monthly accounting of alcohol, alcoholic beverages, narcotics and controlled substances is the responsibility of the Controlled Substance and Material Inventory Board.

2-4 ARMED FORCES CENSORSHIP

- 2-4-1 Whenever Armed Forces censorship is established, crewmembers shall observe the following:
 - 2-4-1.1 All personal communications between members of the Armed Forces or persons accompanying or serving with the Armed Forces of the United States shall be subject to censorship. This applies in established censorship areas or units.
 - 2-4-1.2 Transmissions of personal cables, radiograms, telegrams, e-mails, cell phone calls, or telephone calls shall be through facilities approved by higher authority. This applies when the transmissions transit the borders of a censorship area.
 - 2-4-1.3 Hand carrying, shipping as baggage in personal effects, or otherwise sending tangible personal communications is permitted. However, submitting these communications to the censorship board before transmission is mandatory.

2-5 ARMED FORCES IDENTIFICATION CARDS

- 2-5-1 No personnel, without proper authority, may:

- 2-5-1.1 Have more than one Armed Forces Identification Card (CAC card).
 - 2-5-1.2 Leave the cutter without their Armed Forces Identification Card.
 - 2-5-1.3 Alter, damage, lend, counterfeit, or use this card in an unauthorized manner.
- 2-5-2 Members returning to the cutter without their Armed Forces Identification Card shall report to and inform the Officer of the Deck of the loss. The member will promptly complete a report about the loss, on Application for Uniformed Services Identification Card DD Form 1172, to the CO/OIC. DD Form 1172 can be obtained from your nearest military ID issuing location.

2-6 ARREST BY CIVIL AUTHORITIES

- 2-6-1 As detailed in Chapter 8 of the Personnel Manual, COMDTINST M1000.6 (series) notification of civil arrest shall be made using Personnel Action Security Request (CG-5588) as required by the Personnel Security Program, COMDTINST M5520.12 (series). Letters of civil arrest are no longer authorized. When it is anticipated that final action by civil authorities will occur within a few days of the arrest, the Personnel Security and Suitability Program, COMDTINST M5520.12 (series) authorizes submission of a single report covering the arrest and subsequent action. When final action by the civil authorities will be delayed, an arrest report will be made promptly and followed by a final action report. In prolonged cases, interim reports should be submitted at 30-day intervals as required by Coast Guard Military Personnel Security and Suitability Program, COMDTINST M5520.12 (series). Members shall promptly report to the Officer of the Deck the facts concerning their civil arrest or detention. The Officer of the Deck shall relay the report to the CO/OIC as soon as possible. The CO/OIC may designate the Executive Officer to receive these reports. Report all cases of civil arrest and action, except minor traffic violations, by letter to Commandant (CG-0944). Personnel Manual, COMDTINST M1000.6 (series) describes how to report the incident and defines minor traffic violations.

2-7 ARREST, RESTRAINT, AND DETENTION

- 2-7-1 Only the CO/OIC has authority to order the pretrial restraint of an officer attached to the cutter. This authority cannot be delegated. All CO/OICs have the authority to order the pretrial restraint of an enlisted person. Only the CO/OIC may delegate authority to order an enlisted person into pretrial restraint. Such authority can be delegated to any commissioner officer, warrant officer, or petty officer.
- 2-7-2 Pretrial restraint is a moral or physical restraint of a person's liberty. It is imposed before or during the disposition of offenses. Pretrial restraint includes conditions on liberty,

restriction, arrest, or confinement. No person may be ordered into restraint before trial without probable cause. Probable cause to order pretrial restraint exists when there is a reasonable belief that an offense triable by courts-martial has been committed, that the person to be restrained committed it, and that the restraint ordered is required under the totality of the circumstances. In each case, the restraint imposed shall be the minimum required to ensure the presence of the person restrained or to prevent foreseeable serious criminal misconduct. Whenever immediate circumstances dictate a need for pretrial confinement, the CO/OIC shall report the circumstances and request guidance from the cognizant FORCECOM or district legal officer. Whenever practicable, CO/OICs should also notify the FORCECOM or district legal officer of the imposition of any form of pretrial restraint as soon thereafter as possible.

2-7-3 The Master-At-Arms (MAA) shall where possible oversee the restraining and confinement of personnel.

2-8 BERTHING

2-8-1 Crewmembers may not:

2-8-1.1 Sleep in any space or use any berth other than the one assigned, unless proper authority permits it.

2-8-1.2 Remove a mattress from a berth or areas of stowage, except as duty performance may require.

2-8-1.3 Create a disturbance or turn on any white light, except berthing and standing lights, in any berthing area between taps and reveille; except as duty performance may require.

2-8-1.4 Fail to turn out of their berth when directed by proper authority.

2-8-1.5 Have late berthing privileges unless proper authority grants it.

2-8-1.6 Sleep or lie on any berth while wearing shoes or soiled clothing.

2-9 BULLETIN BOARDS

2-9-1 Department Heads shall maintain a bulletin board in a prominent location and post applicable directives and orders affecting personnel on it.

2-9-2 All Hands shall read the orders, directives, and the plan of the day posted on the bulletin board.

2-10 CIVILIAN CLOTHING

2-10-1 Personnel departing on or returning from liberty may wear civilian clothing. Area commanders, district commanders and senior officers present may suspend this privilege to meet local conditions, advising Commandant (CG-5) when such action is taken. Commanding officers and officers-in-charge may also independently suspend this privilege, advising their respective immediate superior in command.

2-10-2 When wearing civilian clothing, members shall ensure that their dress and personal appearance do not discredit the Coast Guard or the United States.

2-10-3 Members may have civilian clothing on board the cutter. The CO/OIC may limit the amount of civilian clothing allowed on board the cutter.

2-10-4 The CO/OIC may authorize certain areas of the cutter for wearing civilian clothing on board while in a liberty status.

2-11 CONDUCT AND GROOMING

2-11-1 The wearing of the Coast Guard uniform must be a matter of personal pride to all members. Each member is a representative of the United States Government. Their dress and conduct shall be such as to reflect credit upon themselves, the Coast Guard, and the country.

2-11-2 Grooming standards are based on neatness, cleanliness, safety, military image and the appearance in uniform. All members shall follow current uniform and grooming regulations.

2-12 CREW'S HEADS AND WASHROOMS

2-12-1 The Master-At-Arms shall establish the daily cleaning schedule and set a time for closure of the crew's heads for cleaning.

2-12-2 No crewmember shall:

2-12-2.1 Hang clothes or loiter in the crew's head.

2-12-2.2 Throw rubbish or other soiled matter into sinks, urinals, or showers.

2-12-2.3 Throw or dispose of anything in toilet bowls other than that for which it was designed.

2-13 CREW'S RECREATION SPACE

2-13-1 No crewmember may enter the crew's recreation space during working hours, unless performing duty or permitted by proper authority.

2-14 CUSTOMS

2-14-1 The CO/OIC shall:

- 2-14-1.1 Upon arriving in United States territory after visiting a foreign port, report the cutter available for inspection. This report shall be made to the collector of customs of the port.
- 2-14-1.2 Not permit members to bring aboard any articles or animals into the United States or its territories that are forbidden or restricted under current law.
- 2-14-1.3 Require that articles obtained in a foreign port be reported to the collector of customs as required by customs regulations.

2-15 DISRESPECTFUL OR PROFANE LANGUAGE

2-15-1 No person may be contemptuous, disrespectful, or use insolent language or gestures toward any crewmember.

2-16 DIVINE SERVICES

2-16-1 The CO/OIC shall provide accessible and appropriate space for divine services. Crewmembers shall not exhibit conduct that would interfere with properly authorized divine services.

2-16-2 The Officer of the Deck shall not use the 1MC during divine services except during emergencies or when operations require a general announcement.

2-17 EMERGENCY EQUIPMENT

2-17-1 No crewmember shall use emergency equipment for any purpose other than drills, training, and emergencies. This equipment includes such items as battle lanterns, emergency first aid boxes, shoring, wrenches, life rings, equipment in life rafts and boats, pumps, fire hoses, fuel for emergency machinery and bolt cutters.

2-18 FALSE STATEMENTS

2-18-1 No crewmember shall:

- 2-18-1.1 Knowingly make a false or fraudulent statement.
- 2-18-1.2 Knowingly respond to a question with a false or fraudulent answer (Articles 107 and 132 UCMJ).

2-19 GAMBLING, RECREATIONAL ACTIVITIES AND TELEVISION VIEWING

2-19-1 No crewmember shall:

2-19-1.1 Engage in gambling activity on board the cutter unless it is a command authorized morale sponsored event.

2-19-1.2 Watch recreational television or participate in other recreational activities during watch hours, unless permitted by proper authority.

2-19-2 The Officer of the Deck may stop recreational television viewing or any recreational activity at any time.

2-20 GOVERNMENT PROPERTY

2-20-1 No person may:

2-20-1.1 Conceal or fail to report the loss, removal, destruction, or damage of government property in one's custody.

2-20-1.2 Remove any article of government property without authority. This includes such items as stores, foodstuffs, hull and damage control markings, fittings, first aid equipment, lifesaving, and emergency equipment.

2-20-1.3 Have any article of government property, unless that property is necessary for the performance of duty or as proper authority may permit.

2-21 GRATUITIES

2-21-1 No crewmember shall:

2-21-1.1 Accept money or other payment from another on board for services that are part of one's duties.

2-21-1.2 Give or offer money or other payment to another on board for services rendered in the line of duty.

2-21-1.3 Take or receive, directly or indirectly, a payment, gift or gratuity from a contractor or other persons who provide official services or supplies.

2-21-1.4 Act as an agent or attorney for a contractor or other persons who provide official services or supplies.

2-21-1.5 Accept money, gifts, payments or other compensation from any vessel Master or crew or a foreign government, in the conduct of official duties.

2-22 HAZING

2-22-1 Hazing typically occurs in connection with unprepared and unsupervised "initiations". The result is a mistaken perception that the event gives a license to subject an individual to personal abuse. The Coast Guard will not tolerate the practice of hazing. Hazing constitutes military misconduct and preventing it is an All Hands responsibility. Victims and casual observers shall report violations to the appropriate authority within the chain of command. Hazing Awareness Training, COMDTINST 1610.1 (series), contains the Coast Guard Hazing Policy Statement. This statement defines what does/does not constitute hazing. The instruction also includes training requirements.

2-23 HEALTH AND SANITATION

2-23-1 All crewmembers shall:

2-23-1.1 Report the existence or suspicion of a communicable disease promptly to competent authority. This applies to diseases in the member or in persons whom the member physically contacts.

2-23-1.2 Report for medical treatment if they have any discharge, inflammation, or sores in their genital areas or other places.

2-23-1.3 Accept the treatment of a competent medical authority.

2-23-2 The Executive Officer shall not assign a person suffering from an infection or a contagious disease to food handling/scullery duties or working parties handling provisions. Food handlers shall keep their hands, as well as utensils and equipment for food preparation, scrupulously clean. Boils, skin rashes, or discharges on a food handler shall be cause for immediate removal from such duties.

2-23-3 No crewmember shall use privately owned cooking utensils or food containers, except those authorized by the Executive Officer.

2-23-4 The Master-at-Arms shall ensure:

2-23-4.1 The thorough cleaning after each meal of the galley, mess deck, and all cooking and eating utensils.

2-23-4.2 The cleaning each day with hot water, soap, and disinfectant of all scuttlebutts, washbowls, urinals, toilets, and toilet seats.

2-23-5 Personnel shall wear proper clothing and protective lotions for climate and weather conditions to prevent sunburn or exposure to cold and dampness.

2-24 HUMAN RELATIONS

2-24-1 The CO/OIC shall take prompt and positive action to eliminate discrimination within the command. This includes being alert for any reprisals in the aftermath of discrimination complaints.

2-24-2 The Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series) prescribes policies and gives guidance to the Coast Guard Military Civil Rights and Equal Opportunity Program.

2-25 INDEBTEDNESS

2-25-1 The Coast Guard expects all members to settle their financial obligations. If the command receives a complaint alleging indebtedness on the part of a member, the CO/OIC shall acknowledge the complaint promptly and counsel the person concerning his/her obligations. Members can be prosecuted for dishonorable failure to pay just debts under Article 134 of the U.C.M.J., paragraph 71 to Part IV of the Manual for Courts-Martial (2005). Personnel Manual, COMDTINST M1000.6 (series) provides further guidance.

2-26 INSPECTION OF PROPERTY

2-26-1 Crewmembers shall not refuse to present for inspection any item in their possession or on their person to the Officer of the Deck or an officially designated representative of the Officer of the Deck. Crewmembers shall not conceal in any container or on their person any article with intent to deceive or evade the lawful inspection of such articles.

2-27 INTOXICATED PERSONS

2-27-1 Alcohol abuse by crewmembers undermines morale, mission performance, safety, and health. The Coast Guard will not tolerate such abuse. Personnel Manual, COMDTINST M1000.6 (series) provides administrative procedures for handling alcohol abuse.

2-27-2 The Officer of the Deck shall promptly examine all persons returning aboard or found aboard intoxicated. A medical officer or health services technician, when available, will examine such personnel.

2-27-3 Any crewmember intoxicated enough to create a disturbance or endanger their or another's safety or that of the cutter shall be placed under protective restraint by the Officer of the Deck. The Officer of the Deck, medical officer, or health services

technician may admit such persons to sickbay, under guard if necessary, in a misconduct status.

2-28 LEAVE AND LIBERTY

2-28-1 No crewmember shall:

2-28-1.1 Leave the cutter while in a restraint status without permission of the Commanding Officer, the Executive Officer, or, in emergencies, the Officer of the Deck.

2-28-1.2 Leave the cutter without permission of proper authority.

2-28-1.3 Fail to report their departure or return to the Officer of the Deck (i.e. Status board at quarterdeck would be acceptable). Personnel on leave shall keep their CO/OIC advised of their leave address.

2-28-1.4 Fail to notify their division officer or if not available the Officer of the Deck, if for avoidable reasons they are unable to return prior to the expiration of leave or liberty.

2-28-2 Personnel Manual, COMDTINST M1000.6 (series) provides further guidance on leave and liberty.

2-29 LIGHTS

2-29-1 No crewmember shall turn on any white lights, other than bunk lights or standing lights, between taps and reveille. This applies to any living space, passageway, office, mess deck, lounge, recreation area, control room, shop, machinery space, or other space, unless such light is incident to the performance of duty or if permitted by proper authority.

2-29-2 During periods of darkened ship, crewmembers shall use only flashlights or hand lanterns producing a dim, red light on weather decks or spaces visible from outside. The use of such lights shall be limited to the performance of duty.

2-30 LOCKED SPACES

2-30-1 No crewmember shall:

2-30-1.1 Have keys to any spaces other than the ones assigned, unless such keys are required in the performance of duty.

2-30-1.2 Lock any space from the inside unless permitted by proper authority.

2-31 MAIL AND POST MATTERS

- 2-31-1 Mail clerks, upon proper appointment, shall receive, collect, and deliver incoming and outgoing U.S. Postal Service (USPS) and/or guard mail in accordance with the U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series).
- 2-31-2 Entry/access to spaces used for mail and official mail meters/penalty stamps shall be limited to appointed mail clerks, Postal Officer, Official Mail Manager, and personnel in an official capacity conducting audits and inspections.
- 2-31-3 Only matter relating exclusively to the business of the U.S. government shall be sent as penalty mail. All mailings shall be sent at the lowest postage cost to meet delivery date, security, and accountability requirements.

2-32 MESS GEAR

- 2-32-1 No crewmember shall remove mess gear from the galley, wardroom, or mess deck without the CO/OIC's approval. Return any mess gear so removed to the galley at or before the end of each watch.

2-33 MOTION PICTURES

- 2-33-1 CO/OICs shall ensure compliance with the following instructions:
- 2-33-1.1 Coast Guard Participation in Coast Guard Morale, Well-being, and Recreation Manual, COMDTINST M1710.13 (series) which prescribes policy for participation in the Navy Motion Picture Service video media program.
- 2-33-1.2 Coast Guard Morale, Well-being, and Recreation Manual, COMDTINST M1710.13 (series) which prohibits the acquiring or displaying of motion picture productions containing certain types of subject matter.

2-34 MOTOR VEHICLES

- 2-34-1 No crewmember shall operate a government-owned motor vehicle assigned to the cutter without specific command authorization. Vehicle use is for official business only. Vehicle users shall be responsible for the safe operation and care of the vehicle assigned to them.
- 2-34-2 No crewmember shall operate a government-owned motor vehicle without having a valid state driver's license and a U.S. Armed Forces Identification Card.
- 2-34-3 Crewmembers using government-owned motor vehicles shall have the permission of the Officer of the Deck. Upon their return, the senior member shall notify the Officer of the Deck.

2-34-4 The proper use of safety belts is mandatory in all government-owned and personal motor vehicles by all occupants.

2-34-5 Smoking is prohibited in government-owned motor vehicles.

2-35 OFF-DUTY EMPLOYMENT

2-35-1 All persons attached to the cutter are in 24-hour duty status. Military duties shall at all times take precedence on their time, talents, and attention. Accordingly, the CO/OIC, if in the interest of good order and discipline of the command, may require crewmembers to provide information regarding off-duty activities and obligations. Personnel Manual, COMDTINST M1000.6 (series) describes procedure for restricting civilian employment. The manual also lists prohibited employment for active duty members.

2-36 OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE

2-36-1 No person shall:

2-36-1.1 Sell, barter, or trade official correspondence, records, or forms for monetary gain or other considerations.

2-36-1.2 Deliver or reveal to an unauthorized person the contents of official correspondence, records, investigations, or forms in a member's possession, custody, or control.

2-36-1.3 Remove official records, investigations, forms, or correspondence from their proper files.

2-36-1.4 Control of releasing official record information concerning individuals under the Privacy Act will follow the policies and procedures in the Coast Guard Freedom of Information (FOIA) and Privacy Acts Manual, COMDTINST M5260.3 (series).

2-36-2 All personnel shall:

2-36-2.1 Create and maintain official records in accordance with the Information and Lifecycle Management Manual, COMDTINST M5212.12 (series).

2-36-2.2 Store, archive, or delete e-mail and electronic information meeting the official definition of federal records in accordance with the Information and Lifecycle Management Manual, COMDTINST M5212.12 (series).

2-37 OUTFITS, UNIFORMS, AND CLOTHING

2-37-1 In accordance with Uniform Regulations, COMDTINST M1020.6 (series), no crewmember shall:

- 2-37-1.1 Wear frayed, torn, dirty, or otherwise mutilated clothing unless authorized for special work details.
 - 2-37-1.2 Wear clothing not part of the uniform of the day without permission of proper authority.
 - 2-37-1.3 Wear any article of the uniform in a manner that would bring discredit to the Service.
 - 2-37-1.4 Wear any uniform other than the regulation uniform or insignia of a member's grade or rate.
 - 2-37-1.5 Sell, barter, exchange, or give away clothing, arms, military outfits, or equipment the government furnishes.
- 2-37-2 Issued foul weather jackets shall have USCG stenciled on the front and a number stenciled on the back of the jacket. Marking government furnished effects other than as above is prohibited, except as prescribed by the CO/OIC.
- 2-37-3 The responsibility of caring for foul weather gear rests with the person to whom the gear is issued.
- 2-37-4 Members may carry pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, or similar items in the pockets of the uniform. Such items will not be visible nor detract from the proper appearance of the uniform. Members will not wear exposed necklaces, crosses, pendants, etc. when in uniform. No eccentricities or faddishness of dress, jewelry, or grooming are authorized. Male personnel shall not wear earrings in uniform or aboard any military installation when wearing civilian clothing.

2-38 PAINTING

- 2-38-1 The Coatings and Color Manual, COMDTINST M10360.3 (series) is the technical manual that provides complete and uniform information for the painting of cutters. Painting will conform to these instructions.
- 2-38-2 Do not paint Marinite joiner panel bulkheads, compartment labels, damage control markings, nameplates, or instruction plates.
- 2-38-3 Stow paint in designated flammable liquid storerooms or paint lockers.
- 2-38-4 The First Lieutenant is responsible for the supervision of the paint locker and the control and issue of paint, paint pots, and brushes. Return paint, paint pots, and brushes to the paint locker at the end of working hours.

2-38-5 Dog the airtight paint locker door at the end of the working day unless the First Lieutenant or Officer of the Deck directs otherwise.

2-39 PERMISSION TO LEAVE THE CUTTER OR LIMITS OF THE COMMAND DURING DUTY HOURS

2-39-1 The Executive Officer grants permission to leave the cutter during duty hours to junior personnel when directed by the CO/OIC. Department heads may grant permission when authorized by the CO/OIC.

2-39-2 Personnel senior in rank to the Executive Officer desiring to leave the cutter during duty hours shall obtain permission from the CO/OIC. In the absence of the CO/OIC, those officers shall obtain permission from the Executive Officer. The Officer of the Deck shall only grant permission in the absence of both the CO/OIC and Executive Officer.

2-39-3 All persons shall report their departures and return to the Officer of the Deck. The Officer of the Deck shall inform the Executive Officer of the departure and return of persons senior to the Executive Officer.

2-39-4 When a work party leaves and returns to the cutter, the Officer/Petty Officer in charge shall inform the Officer of the Deck (OOD) and provide the OOD a list of members in the work party.

2-40 PERSONAL EFFECTS

2-40-1 No crewmember shall keep personal items or other articles in any locker, closet, or space other than the one assigned, unless permitted by proper authority.

2-40-2 Members are responsible for obtaining a lock and keeping their personal locker secured. Report immediately any evidence of tampering or unauthorized entry into a personal locker to the master-at-arms and the officer of the deck.

2-40-3 Members may stow high value personal effects or large amounts of money in a department/division officer's or ship's safe. The CO/OIC will issue instructions for such use. Use of security containers for such stowage is prohibited.

2-40-4 Collect, inventory, and seal the personal effects of a person declared a deserter as required by Personnel Manual, COMDTINST M1000.6 (series). This also applies if a member becomes mentally or physically incapacitated and can no longer care for such items.

2-40-5 No person shall handle or disturb the personal effects of another person, unless conducted under the specific direction of proper authority.

2-41 PERSONAL RELATIONSHIPS

2-41-1 Personal relationships between senior and junior members which cause, or appear to cause, the following are prohibited:

2-41-1.1 Partiality or unfairness.

2-41-1.2 Involve the improper use of rank or position for personal gain.

2-41-1.3 Have a demonstrated impact on discipline, authority, or morale.

2-41-2 CO/OICs are responsible for ensuring that all members of their commands are familiar with Personnel Manual, COMDTINST M1000.6 (series). Crewmembers must remain aware of the impact fraternization and other inappropriate personal relationships have on crew morale and the unit's good order and discipline.

2-41-3 Crewmembers shall not engage in sexually intimate behavior aboard cutters.

2-42 PERSONALLY OWNED TOOLS AND MATERIAL

2-42-1 No crewmember shall take ashore any government tools, materials, or equipment property, without a property pass.

2-42-2 Personnel desiring to bring aboard personally owned tools, materials, or equipment for use or repair shall first get permission from the Executive Officer.

2-43 PETS

2-43-1 No crewmember may bring a live animal aboard the cutter for any purpose without permission of the CO/OIC.

2-44 PHOTOGRAPHS

2-44-1 No person shall photograph classified equipment or material on or as viewed from the cutter without specific approval of the CO/OIC.

2-44-2 The CO/OIC may screen photographs taken by Coast Guard personnel with personal cameras aboard the cutter. This applies during times of emergencies, disasters, law enforcement or combat action for official interest, including public information. Process and handle photographs considered to be of official value in the same manner as official U.S. Coast Guard photographs. Return unclassified negatives to the individual after processing and distribution.

2-44-3 Persons having cameras shall conform to local port or shipyard regulations as to the introduction or use of cameras within that jurisdiction.

2-45 PLAN OF THE DAY/PLAN OF THE WEEK

2-45-1 The Plan of the Day or week will be published by the Executive Officer or a designated representative on a schedule determined by the Executive Officer. The Plan of the Day is a medium for the promulgation of such orders and directives as the Executive Officer may issue. The Officer of the Deck will issue the plan of the day when the Executive Officer is absent. The Plan of the Day will be posted on all physical and electronic bulletin boards and the Executive Officer will maintain a master file. All persons shall read the Plan of the Day and are responsible for its contents.

2-46 POTABLE AND RAW WATER

2-46-1 No member may use seawater for cleaning purposes in food service spaces. Sea water/non-potable water connections are not permitted in food service spaces.

2-46-2 Obtaining, transferring, and treating of water (potable and raw) will follow the Coast Guard Water Supply and Wastewater Disposal Manual, COMDTINST M6240.5 (series), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Area/MLC SOP, and applicable District directives.

2-46-3 Every person must practice prudence and economy using potable water. The demands placed upon the cutter's potable water supply for washing, cooking, and drinking make this necessary. The galley, sickbay, and laundry are to use only that amount of potable water consistent with cleanliness and sanitation. Use of potable water for general cleaning purposes is permitted only as the CO/OIC directs.

2-46-4 Cross connections between potable and non-potable water systems are never authorized. For further guidance, see the Water Supply and Waste Water Disposal Manual, COMDTINST M6240.5 (series).

2-46-5 Willfully wasting or causing the loss of fresh water is prohibited.

2-47 QUARTERS AND MUSTER

2-47-1 No crewmember shall:

2-47-1.1 Be absent from quarters, muster, or other such place set by proper authority without authorization.

2-47-1.2 Conceal or fail to report the absence of any crewmember to the appropriate department head.

2-47-1.3 Falsify or alter a muster report after signature.

2-48 REPORT OF OFFENSES

2-48-1 Reporting offenses that come under a member's observation is mandatory. Report violations against the cutter's regulations/directives and other lawful orders and directives according to Coast Guard Regulations, COMDTINST M5000.3 (series) and current policies.

2-49 SABOTAGE OR WILLFUL DAMAGE

2-49-1 Any person who believes the cutter is in danger of sabotage or deliberate damage will immediately inform the Officer of the Deck.

2-50 SEARCH AND SEIZURE

2-50-1 The CO/OIC has the authority to order searches of persons and property under command control by responsible persons of the command. Order searches only when sufficient reliable information is presented. This information must support a reasonable belief that an offense was committed by the individual whose person or property is searched. The CO/OIC must believe the search of that person or property will yield an instrumentality, fruit, or other evidence of that offense. When a search is authorized, the search authorization will specify the person or property that may be searched, and the items that may be seized if found because of the search. No other person may authorize searches as part of an investigation into a suspected or known offense except that:

2-50-1.1 A search of an individual's person, the clothing the crewmember is wearing, and the property in the crewmember's immediate possession or control may be conducted. This is done at the time of apprehension as a search incident to the lawful apprehension of a crewmember. If possible, use persons of the same sex when conducting searches of one's person and clothing.

2-50-1.2 A search to prevent the removal or disposal of property believed on reasonable grounds to be criminal goods may be conducted.

2-50-1.3 A search with the consent of the owner in possession of the property may be conducted at any time.

2-50-1.4 A search according to the authority of a lawful search authorization may be conducted.

2-50-2 These restrictions do not reduce the authority of the CO/OIC to conduct an administrative inspection at any time to ensure:

2-50-2.1 Safety and security.

2-50-2.2 Operational readiness.

2-50-2.3 Health and welfare.

2-51 SECURITY CONTAINER COMBINATION

2-51-1 The Communications Officer, Classified Material Control Officer, or CO/OIC will maintain a current record of combinations for all onboard security containers in accordance with Classified Information Management Program, COMDTINST M5510.23 (series).

2-51-2 Any person setting or changing the combination on any security container will place the combination in a sealed, opaque envelope (Standard Form 700) found in the Classified Information Management Program, COMDTINST M5510.23 (series). Write the exact location and number of the security container on the envelope and deliver the envelope to the designated officer.

2-51-3 Assign a security classification to the combination equal to the highest category of classified material within the container. Store the combination in a separate, appropriate container.

2-52 SECURITY OF CLASSIFIED MATERIAL

2-52-1 No person may remove any classified material from its proper place or stowage without permission of proper authority. Remove such material only as necessary in the performance of assigned duties. Refer to Classified Information Management Program, COMDTINST M5510.23 (series) for further information and guidance.

2-52-2 No person may, having possession, custody, or control of classified material, knowingly deliver that material or divulge its contents to any person not authorized to receive the material or to have knowledge of its contents. Failing to take adequate measures, as prescribed by the CO/OIC or higher authority, for safeguarding classified information is prohibited.

2-52-3 No person may copy or record any portion of classified material without permission of proper authority. If such material is copied, failing to handle and safeguard such copies as classified material is prohibited.

2-52-4 No crewmember shall possess any classified material not necessary to perform one's duties. No person finding classified material adrift or unattended shall fail to turn in such material to the Classified Material Control Officer.

2-52-5 No person may remove any classified material from the cutter without the specific permission of the CO/OIC or his/her designated representative.

2-53 SEXUAL HARASSMENT PREVENTION

2-53-1 Sexual harassment is a form of gender discrimination. It involves unwelcome sexual advances, solicitation of sexual favors, or other sexually oriented verbal or physical conduct. Sexual harassment is unacceptable conduct and shall not be condoned or tolerated regardless of gender or level of seniority by crewmembers. This includes not only refraining from practicing prohibited behavior, but also actively countering and promptly reporting such action. The Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series) sets forth the Commandant's policy on sexual harassment.

2-54 SHIPBOARD TRAFFIC ROUTES

2-54-1 All persons shall use the following routes when proceeding to their general quarters or emergency stations: forward and up on the starboard side, aft and down on the port side.

2-55 SHIP'S KEYS CUSTODY AND ADMINISTRATION

2-55-1 Responsible persons shall handle magazine and armory keys according to United States Coast Guard Regulations 1992, COMDTIST M5000.3 (series). The Engineer Officer will keep the keys for the reduction gear casings and handle them according to current instructions. Keys for other spaces will be kept in the custody of designated officers or petty officers. Custodians shall give special attention to the security of keys to spaces containing flammables and gasoline.

2-55-2 Each department head shall maintain a key locker containing spare keys to the department areas when directed by the CO/OIC. The Officer of the Deck shall have access to the key locker keys for use in emergencies. Duplicate keys only with specific authorization of the CO/OIC. Delegating this authority to the Executive Officer is permissible.

2-56 SMALL ARMS

2-56-1 Small arms are all rifles, pistols, revolvers, line-throwing guns, pyrotechnic pistols, grenade launchers, machine guns and other hand or shoulder-fired firearms .50 Cal. and below.

COMDTINST M5000.7A

2-56-2 Unaccompanied access to and authorization to issue weapons from the armory shall be granted only after an individual has received a final confidential security clearance. The CO/OIC must designate, in writing, individuals authorized unaccompanied access.

2-56-3 CO/OICs may permit storage of privately owned small arms in the cutter's armory if space and adequate security are available. No person may bring aboard or remove from the cutter privately owned small arms without prior permission of the CO/OIC. Privately owned small arms receive the same security and accountability as government owned small arms.

2-56-4 To carry, use, or operate a weapon, a member shall fulfill the requirements in the Ordnance Manual, COMDTINST M8000.2 (series).

2-56-5 A current copy of the CO Authorization to Carry Letter containing member's name, weapons qualifications expiration dates, judgmental qualifications lapse dates, shall be posted in the immediate vicinity where weapons will be issued, e.g.:

Name:	Rank	JPC	.40 cal	M16	Shot Gun	M240	TacCoxswain
Doe, John	BM3	4Apr08	7May08				
Smith, Jane	BM2				4May08		

Note: Qualifications are good through the dates listed.

2-56-6 Arm personnel as necessary to carry out their duties. Use only standard, Service-issue weapons.

2-56-7 Small arms maintenance is the command's responsibility. Responsible persons shall maintain their weapons per the Planned Maintenance System (PMS), applicable technical publications, and Ordnance Manual, COMDTINST M8000.2 (series).

2-57 SOLICITORS, TRADESMEN, AND AGENTS

2-57-1 No person shall furnish the names of any members of the crew to a solicitor, tradesman, or agent without permission of the CO/OIC.

2-57-2 The CO/OIC will authorize only such agents, solicitors and tradesmen access to the cutter or crew as appropriate. CO/OICs must comply with United States Coast Guard Regulations, COMDTINST M5000.3 (series).

2-58 SPECIAL REQUESTS AND REQUEST MAST

- 2-58-1 Denying or restricting the right of crewmembers to make special requests of their seniors in the chain of command is prohibited. A member may communicate with the CO/OIC through a request mast.
- 2-58-2 Responsible persons shall forward any request promptly through the chain of command to the proper level for decision. State the reason for denying or not recommending a request.
- 2-58-3 Failure to act upon or forward promptly any request or appeal that is one's duty to forward or act upon is prohibited.

2-59 SUPPORT OF DEPENDENTS

- 2-59-1 In accordance with the U.S. Coast Guard Personnel Manual COMDTINST M1000.6A., the command expects all members to conduct their personal affairs lawfully and honorably. This obligation includes the responsibility for providing adequate and continuous support for all lawful dependents. This obligation includes compliance with the terms of support clauses in separation agreements or divorce decrees. When complaints alleging inadequate support of dependents are received, the CO/OIC will promptly acknowledge the complaint. The member will be counseled to determine the validity of the complaint, then effect compliance with current policy, as necessary. The obligation to support dependents is binding on all members under the penalty of administrative action, disciplinary action, or both.

2-60 SWIMMING

- 2-60-1 Swimming over the side is prohibited without approval of the CO/OIC.
- 2-60-2 Swimming over the side is expressly prohibited:
- 2-60-2.1 When in harbor or other fleet concentrations without approval of the Senior Officer Present Afloat (SOPA).
- 2-60-2.2 When in waters with known or suspected contamination.
- 2-60-3 The Officer of the Deck shall ensure the following measures whenever swimming parties are authorized:
- 2-60-3.1 Post the cutter swimmer, qualified according to the current cutter swimmer program, as lifeguard.
- 2-60-3.2 Have one boat and crew in the water near the swimming area armed with a rifle to prevent shark attack.

- 2-60-3.3 Have all swimmers remain within the set boundaries of the swimming area.
- 2-60-3.4 Secure and tag out active SONAR emitters and sewage/turbid/bilge water overboard discharge valves. Discharge nothing over the side with the exception of raw water discharge from vital machinery.
- 2-60-3.5 Take no suction from sea chests within the swimming boundary.
- 2-60-3.6 Do not turn the propellers or move the rudders.

2-61 TAMPERING

- 2-61-1 Tampering with, operating, repairing, or adjusting equipment that is not a member's duty to do so is prohibited. This includes such items as hull fittings and equipment, damage control fittings and equipment, valves, electrical equipment and controls, machinery, ventilation controls and thermostats, or any other equipment.
- 2-61-2 Tampering with the oily water separator (OWS) is prohibited unless authorized to do so for maintenance and repair purposes. The OWS must be operated and maintained per The Vessel Environmental Manual COMDTINST M16455.1 (series) and The Naval Engineering Manual COMDTINST M9000.6 (series).

2-62 UNAUTHORIZED ALTERATIONS

- 2-62-1 No member shall alter any system or component without the approval of the CO/OIC.
- 2-62-2 The Engineer Officer shall enter all changes, regardless of scope, in prints, instruction books, and material histories.
- 2-62-3 The intention of this part is not to waive the requirement for approval of ship's alterations by the Commandant.

2-63 UNAUTHORIZED ARTICLES

- 2-63-1 No crewmember shall:
 - 2-63-1.1 Have property of another person on board without permission.
 - 2-63-1.2 Purchase any dangerous weapons, including knives, firearms, explosives, fireworks, or pyrotechnics, in any port outside the U.S. Explosives, fireworks and pyrotechnics are also prohibited for purchase and introduction on cutters in U.S. ports. Knives and firearms may be brought aboard only in U.S. ports, and only if proper storage space is available. They must be logged and secured in accordance with existing CG policy.

2-63-1.3 Sell, display, or distribute lewd or obscene movies, videos (i.e., no video or movie rated X may be shown), writings, photographs, or drawings.

2-63-1.4 Possess a controlled medicine or drug without authorization from a Medical Officer, or the prescription of a civilian doctor.

2-64 UNAUTHORIZED ENTRY

2-64-1 No member shall:

2-64-1.1 Enter a space marked EXCLUSION, LIMITED, CONTROLLED, OR RESTRICTED AREA or known to be a restricted area, unless duty performance requires access.

2-64-1.2 Enter any officer space or shop without authorization.

2-64-2 Entering or passing through the wardrooms, the wardroom galley, officers' staterooms, passageways near officers' staterooms, or any space marked OFFICERS' COUNTRY, by an enlisted member is prohibited, unless duty performance requires access.

2-65 WATCHES, PATROLS, AND SENTRIES

2-65-1 While assigned to patrol or sentry duty, crewmembers shall not:

2-65-1.1 Fail to report a violation of the cutter's regulations, directives, or other breach of good order and discipline, or;

2-65-1.2 Fail to exert themselves to stop such violations.

2-65-1.3 Fail to report violations of established safety procedures, precautions and regulations, or;

2-65-1.4 Fail to exert themselves to prevent such violations.

2-65-2 IAW the provisions of the Geneva Conventions of 1949 and IAW the Medical Manual, COMDTINST M1000.6 (series), medical personnel are limited to only duties involving medical care or medical administration and shall not be used for duties that require bearing arms.

2-66 WATER POLLUTION/REFUSE DISPOSAL

2-66-1 Except disposal necessary for the safety of the cutter and persons at sea, or as caused by damage to the cutter or its equipment, limit the disposal of potential pollutants.

2-66-1.1 No crewmember shall:

2-66-1.1.1 Throw anything overboard without permission of the CO/OIC or Officer of the Deck.

2-66-1.1.2 Dispose of garbage or other potential pollutants by means other than those specified by this part or as directed by the CO/OIC.

2-66-1.1.3 Dispose of refuse in any place other than designated trash lighters, or receptacles on the pier when in port.

2-66-1.1.4 Throw any trash, chewing gum, rags, garbage or other waste material in water closets, on the deck, or in any place other than designated trash receptacles.

2-66-1.2 No person may discharge oil of any sort, including sludge from the bilges, fuel tanks, waste oil or oily rags. The discharge from oily water separators shall be limited to no greater than 15 parts per million (PPM). Where local regulations are more restrictive than those listed here, the cutter shall comply with local regulations. The requirements for oily water discharge (Model Shipping Pollution Act- March 2000) is 15 PPM for areas outside 12 nautical miles and in a depth of water of not less than 25 meters for vessels over 400 gross tons. All cutters capable of meeting these requirements shall do so.

2-66-1.3 Make the disposal into the sea of sewage, greywater, or garbage as far as practical from the nearest land. In any case disposal is prohibited IAW The Vessel Environmental Manual COMDTINST M16455.1 (series) if the nearest land is less than:

2-66-1.3.1 Three nautical miles for sewage and gray water where state law prohibits its discharge.

2-66-1.3.2 Twelve nautical miles for solid food wastes and all other garbage. This includes paper products, rags, glass, metal, bottles, crockery and similar refuse.

2-66-1.3.3 Twenty-five nautical miles for dunnage, lining, and packing materials that will float.

- 2-66-1.4 Disposal of garbage into the sea as specified in paragraph 2-66-1.3.3 of this part may be permitted after passing it through a comminuter or grinder. Such comminuted or ground garbage shall be capable of passing through a screen opening no greater than 25 millimeters (one inch) if the nearest land is between 3 and 12 nautical miles from the cutter.
- 2-66-1.5 The most severe restrictions shall apply when mixing garbage with other discharges having different disposal or discharge requirements.
- 2-66-1.6 Disposal of any garbage into the sea within three nautical miles of the United States coastline is prohibited.
- 2-66-1.7 Disposal into the water of any plastics is prohibited. This includes but is not limited to: food wrappings, products for personal hygiene, packaging (vapor proof barriers, bottles, containers and liners), ship construction (fiberglass and laminated structures, siding, piping insulation, flooring, carpets, fabrics, adhesives, electrical and electrical components), disposable eating utensils and cups (including styrene products), bags, sheeting, floats, synthetic fishing nets, monofilament fishing line, strapping bands, hardhats, and synthetic ropes and lines.
- 2-66-1.8 The local U.S. Department of Agriculture Plant Protection and Quarantine representative directs garbage disposal after arriving from any foreign country except Canada or offshore United States (Coast Guard Food Service Manual, COMDTINST M4061.5 (series)).
- 2-66-1.9 Manage hazardous materials generated on board according to the Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
- 2-66-1.10 Pump sewage ("black water") to shore collection facilities when in port.
- 2-66-1.11 Vessels equipped with Type III (collect, hold and transfer) Marine Sanitation Devices (MSD) shall normally collect only sewage while transiting navigable waters unless there is a need to store gray water for later disposal. The collection of gray water accelerates the filling of holding tanks and could result in the unnecessary overboard discharge of sewage before reaching pier facilities. Refer to the Vessel Environmental Manual COMDTINST M16455.1 for specifics of discharging sewage and greywater.
- 2-66-2 The CO/OIC shall take necessary steps to minimize water pollution resulting from damage to the cutter or its equipment.

3 CHAPTER 3 - SAFETY REGULATIONS

3-1 GENERAL

- 3-1-1 The CO/OIC is responsible for providing all personnel a safe and healthful environment. The CO/OIC must ensure that the cutter and operations comply with all applicable Federal laws, regulations, Coast Guard instructions, and standards pertaining to the health and safety of personnel. The Safety and Environmental Health Manual, COMDTINST M5100.47 (series) contains responsibilities and procedures.
- 3-1-2 The regulations in this section are not safety precautions. The regulations constitute the Commandant's guidance prohibiting certain procedures that would endanger the safety of the cutter or crew. These regulations are meant to be used as a guideline and are not all-inclusive.

3-2 ACCESSES AND OBSTRUCTIONS

- 3-2-1 Crewmembers shall:
- 3-2-1.1 Keep all passageways, ladders, doors, and hatches clear of unnecessary hoses, lines, and other obstructions.
 - 3-2-1.2 Keep ladders securely bolted in place.
 - 3-2-1.3 Never dismantle or remove any inclined or vertical ladder without permission of the CO/OIC. Secure such areas with temporary lifelines and post warning signs.
 - 3-2-1.4 Use access hatch guardrails.
 - 3-2-1.5 Clean up oil or grease spills in passageways or on ladders immediately.
 - 3-2-1.6 Not place their head or arms out of portholes.

3-3 AMMUNITION HANDLING

- 3-3-1 Department Heads shall use Personnel Qualification Standards (PQS) to qualify and certify ammunition handling personnel in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series), Conventional Weapons Explosive Handling and Stowage NAVEDTRA 43202 (series) and the Ordnance Manual, COMDTINST M8000.2 (series).

3-4 BATTERIES

COMDTINST M5000.7A

3-4-1 Supervisors shall ensure:

3-4-1.1 Batteries are stored in an adequately ventilated, cool, fireproof areas.

3-4-1.2 Open flames, sparks, or electrical arcs in battery storage or charging areas are prevented.

3-4-1.3 Compartments containing wet-cell storage batteries are ventilated prior to:

3-4-1.3.1 Entry.

3-4-1.3.2 Turning on any lights.

3-4-1.3.3 Starting engines or equipment.

3-4-1.3.4 Making or breaking an electrical connection.

3-4-1.3.5 Doing any work in the compartment.

3-4-1.4 All pockets and compartments on navigational and oceanographic buoys containing batteries are ventilated and gas freed before commencing any hot work.

3-5 BOATS

3-5-1 The Coxswain (Boat Officer when the CO/OIC assigns one) is in charge of the boat and crew during a mission. The Coxswain shall be responsible, in order of precedence, for:

3-5-1.1 The safe operation and navigation of the boat.

3-5-1.2 The safety and conduct of passengers and crew.

3-5-1.3 The completion of the mission within Coast Guard policy or regulations.

3-5-2 The Coxswain is the direct representative of the CO/OIC. The Coxswain's authority and responsibility are independent of rank or seniority in relation to other personnel embarked. This authority and responsibility exist when the boat is on a specific mission.

3-5-3 The only persons in a boat who may relieve the coxswain of assigned responsibilities are:

3-5-3.1 The Coxswain's Boat Officer, CO/OIC or Executive Officer.

3-5-3.2 A senior officer at the scene of a distress, emergency, or other abnormal situation who exercises authority under the provisions of United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). When loading small boats, the load in pounds, including personnel and stores, should not exceed the maximum

allowable cargo load. Only the CO/OIC may authorize an exception to exceed the designated cargo capacity of the boat in the case of life threatening situations.

- 3-5-4 Smoking in a ship's boat while fueling, handling ammunition, or alongside another boat or vessel is prohibited. Smoking at other times is permitted only with the CO/OIC's authorization.
- 3-5-5 Only persons the Engineer Officer designates shall:
 - 3-5-5.1 Operate or attempt to operate a boat engine.
 - 3-5-5.2 Test, remove, or charge a boat's battery.
 - 3-5-5.3 Tamper in any way with the boat's electrical system.
 - 3-5-5.4 Fuel a cutter's boat.
- 3-5-6 The CO/OIC shall qualify and certify boat crewmen, engineers and coxswains according to the Boat Operations and Training Manuals, Volumes I & II, COMDTINST M16114.32 (series) and M16114.33 (series) respectively. Boat Forces Personnel Qualification Standards, COMDTINST M16114.30 (series), provides PQS qualification requirements.
- 3-5-7 Personal floatation devices shall be worn in boats at all times unless the CO/OIC authorizes their removal.
- 3-5-8 Personnel riding in the boat during launching or retrieving shall hold on to the approved handholds.
- 3-5-9 No boat shall be launched or proceed unless released by the Officer of the Deck. The Officer of the Deck must determine that weather and sea conditions are suitable for small boat operations.

3-6 CONFINED SPACES

- 3-6-1 Confined space is any space with limited and restricted openings for entry or exit. The spaces lack of natural ventilation could contain or produce hazardous contaminant or oxygen deficiencies or enrichment. In general, if a cover or access plate needs to be unbolted to enter, it is probably a confined space.
- 3-6-2 Personnel shall consider all confined spaces hazardous. The cutter's personnel shall not enter or work in a confined space until the cutter's Gas Free Engineer inspects and tests the space, and certifies it gas free for crewmembers.
- 3-6-3 Supervisors shall ensure:

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- 3-6-3.1 All spaces entered are continuously ventilated.
 - 3-6-3.2 A person is at the entrance to account for persons in the space and maintain communications.
 - 3-6-3.3 Suitable fire extinguishing equipment is at the entrance.
 - 3-6-3.4 Non-sparking tools are used, except as otherwise authorized.
 - 3-6-3.5 Persons entering the space do not carry matches, lighters or wear articles of clothing that could cause a spark.
- 3-6-4 Entry into any space suspected of, or determined to be, Immediately Dangerous to Life and Health (IDLH) is **STRICTLY PROHIBITED** unless using SCBA and carrying an Emergency Escape Breathing Device (EEBD). The CO/OIC may authorize entry if personnel or the cutter are in immediate peril. The Naval Engineering Manual, Naval Engineering Manual, COMDTINST M9000.6 (series) and NSTM Chapter 074, Vol.3 contains further restrictions.

3-7 COMPRESSED GASES

- 3-7-1 Personnel shall:
- 3-7-1.1 Take precautions when working on compressed gas systems to prevent opening lines not completely isolated and bled down.
 - 3-7-1.2 Keep gas and air cylinders away from high temperature areas.
 - 3-7-1.3 Not handle roughly or drop gas cylinders, or handle and transport cylinders without valve caps in place.
 - 3-7-1.4 Avoid cylinder contact with grease and lubricants when handling or storing oxygen cylinders.
 - 3-7-1.5 Not use oxygen as a substitute for compressed air.
 - 3-7-1.6 Protect compressed gas hoses that pass through access closures from damage. This is to be done in such a way that the hose cannot be pinched if the fitting is inadvertently closed.

3-8 DANGEROUS WEAPONS

3-8-1 No person shall:

3-8-1.1 Have on board a fixed, semi-fixed, folding, or spring-loaded knife with a blade over 5 inches. The Executive Officer may make exceptions for duties involving marlinspike seamanship.

3-8-1.2 Have any device or apparatus that could be used as a deadly or dangerous weapon (e.g., skin-diving spear gun, martial arts items, tire chains, etc.) except as needed to perform a particular task.

3-8-2 Members shall turn dangerous weapons into the Weapons Officer/First Lieutenant for custody in the armory or disposal.

3-9 DIVERS

3-9-1 All diving in support of Coast Guard missions shall be conducted according to Coast Guard Diving Policy and Procedures Manual, COMDTINST M3150.1 (series) and U.S. Navy Diving Manual, OPNAVINST 3150.27 (series).

3-10 ELECTRICAL AND ELECTRONIC EQUIPMENT

3-10-1 For these regulations, electrical and electronic equipment includes generators; electrically powered machinery and mechanisms; power cables; controllers; transformers; and associated equipment; radars; radios; power amplifiers; antennas; computers and associated controls.

3-10-1.1 No crewmember shall:

3-10-1.1.1 Operate any personal electrical or electronic equipment without authorization of the Executive Officer or Engineer Officer.

3-10-1.1.2 Operate, repair, adjust, or otherwise tamper with any of the cutter's electrical or electronic equipment unless qualified and assigned to do so.

3-10-1.1.3 Be assigned to operate, repair, adjust, or otherwise tamper with any of the cutter's electric or electronic equipment without showing, to the division officer, a practical knowledge of the equipment's operation, repair, and safety procedures. A crewmember gains the knowledge, skills, and abilities through Personnel Qualification Standards (PQS), formal schools, and on the job training.

3-10-1.1.4 Remove, paint over, or destroy markings, nameplates, cable tags, or other identification on the cutter's electrical or electronic equipment.

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- 3-10-1.1.5 Hang anything on, or secure anything to, a power cable, antenna, waveguide, or other electrical or electronic equipment.
- 3-10-1.1.6 Service or repair the cutter's electrical and electronic equipment prior to de-energizing it. If possible, check with a voltmeter. Lock, or place in the off position, circuit breakers and switches of de-energized circuits and tag out.
- 3-10-1.1.7 Work on live circuits, unless the CO/OIC's express permission is received. Crewmembers repairing or servicing live equipment shall make every effort to insulate themselves. Use all safety measures. A second person shall stand by to de-energize the circuit and render first aid if necessary.
- 3-10-1.1.8 Install bare lamps or fixtures with exposed lamps in machinery spaces. Install only authorized enclosed fixtures.
- 3-10-1.1.9 Go aloft near an energized antenna, unless no danger exists. If danger exists from rotating antennas, induced voltages in rigging and superstructure, or from high-power radiation, the equipment shall be secured. Tag out procedures shall be according to current directives.
- 3-10-1.1.10 Fail to keep protective electrical enclosures shut or keep fuse boxes, junction boxes, lever-type boxes, and wiring accessories closed except during maintenance.
- 3-10-1.1.11 Fail to maintain permanent electrical grounds to the cutter's hull from all metal enclosures for electrical and electronic equipment.

3-10-2 Department heads shall:

- 3-10-2.1 Post electrical and electronic safety procedures.
- 3-10-2.2 Conduct regular instruction and drills in safety procedures.
- 3-10-2.3 Ensure the qualification of those who are assigned to work on the cutter's electrical and electronic equipment.
- 3-10-2.4 Ensure those assigned to work on the cutter's electrical and electronic systems are qualified to render first aid treatment for electrical shock and emergency resuscitation procedures.
- 3-10-2.5 Post emergency resuscitation procedures in spaces containing electrical and electronic equipment.

3-11 EQUIPMENT TAG-OUT

3-11-1 The complexity of modern cutters, the cost, delays, and hazards to personnel possible from improper equipment operation require a tag-out procedure. Using Equipment Tag-Out Procedures, COMDTINST 9077.1 (series) for guidance, all crewmembers will comply with the following requirements:

3-11-1.1 Post DANGER tags, CAUTION tags, and instrument OUT-OF-COMMISSION or OUT-OF-CALIBRATION tags to prevent improper or inadvertent equipment operation.

3-11-1.2 Maintain a tag-out log.

3-11-1.3 Post or remove tags and labels only with the approval of the authorizing officer.

3-12 FIRE AND EXPLOSION PREVENTION

3-12-1 Reducing fire and explosion hazards is the responsibility of every person. The seriousness of these hazards increases aboard cutters due to:

3-12-1.1 The configuration of machinery spaces.

3-12-1.2 The presence of fuel and heat.

3-12-1.3 The probable loss of systems that may contribute to the cutter's firefighting capability.

3-12-2 All personnel are responsible for:

3-12-2.1 Eliminating all potential fire and explosion hazards, including nonessential combustibles.

3-12-2.2 Replacing, when possible, flammable materials with less flammable ones.

3-12-2.3 Limiting the amount of combustibles.

3-12-2.4 Stowing and protecting all essential combustibles so as to reduce the probability of causing or contributing to a fire.

3-12-2.5 Avoiding accumulations of oil or other flammable materials in bilges and inaccessible areas. Remove such accumulations at the first opportunity in accordance with the Vessel Environmental Manual, COMDTINST M16455.1 (series).

3-12-2.6 Stowing oily rags in airtight metal containers.

- 3-12-2.7 Stowing paint, paint brushes, rags, paint thinner, and solvents in proper locations.
- 3-12-2.8 Not using compressed air to accelerate the flow of liquid from containers of any type.
- 3-12-2.9 Making frequent inspections for fire hazards.
- 3-12-2.10 Training personnel in fire prevention and fire fighting.
- 3-12-2.11 Enforcing fire prevention policies.
- 3-12-2.12 Maintaining damage control equipment.
- 3-12-3 Devices causing an open flame below decks (candles), or devices covering up possible scents of dangerous situations (fires) are prohibited.

3-13 FIRE WATCHES

- 3-13-1 No personnel shall start welding, cutting, heavy grinding, or any other hot work operations without a fire watch. If working on bulkheads, decks, or overheads where significant heating of the opposite, accessible side can occur, supervisors shall set a fire watch on both sides.
- 3-13-2 The supervisor shall ensure fire watches are posted while the work is in progress and until all materials are cool to the touch, or at least thirty minutes after the work is completed, whichever is longer. Fire watches must be PQS qualified and certified according to the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and Basic Damage Control NAVADTRA 43119-I (series).
- 3-13-3 Damage control and machine shop areas are not exempt from the requirement to maintain a fire watch.

3-14 FLAMMABLES

- 3-14-1 All flammable liquids, including service fuels, cleaning agents and paint shall be stored in approved flammable storage spaces/containers. The Naval Engineering Manual, COMDTINST M9000.6 (series) and the Coatings and Color Manual, COMDTINST M10360.3 (series) describe the storage requirements.

3-14-2 Supervisors shall ensure:

- 3-14-2.1 Never carry aboard more flammable liquids than necessary.
- 3-14-2.2 Return flammable material to the storage spaces at the end of the working day.
- 3-14-2.3 Lock flammable storage spaces when not in use.
- 3-14-2.4 Always operate ventilation systems, unless the CO/OIC directs the securing of ventilation systems for damage control purposes.

3-15 HAZARDOUS MATERIALS

- 3-15-1 All personnel should be aware of what constitutes a hazardous material, which hazardous materials are present in their workplace, and what methods are being taken, or can be taken to protect personnel from possible exposure. Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series) sets standards for a hazard communication program all CO/OICs shall follow.
- 3-15-2 Personnel must determine what safety precautions and personal protection equipment to use when handling hazardous materials. To accomplish this, consult the applicable Material Safety Data Sheets (MSDS) required in the hazard communication program. Hazard Communication for Workplace Materials, COMDTINST 6260.21 (series) explains how to obtain MSDS and that they must be available to crewmembers. MSDS explain:
 - 3-15-2.1 The type of hazard a material presents.
 - 3-15-2.2 Handling instructions.
 - 3-15-2.3 Safety precautions.
 - 3-15-2.4 Information on how to contact the manufacturer.
 - 3-15-2.5 In case of emergency, information can be obtained from ChemTrec, an industry safety group at 1-800-262-8200.
- 3-15-3 The Hazardous Waste Management Manual, COMDTINST M16478.1 (series) covers the generation, transportation, treatment, storage, and disposal of hazardous material.

3-16 HEARING CONSERVATION

3-16-1 The Coast Guard working and living environments contain many high intensity noise sources. Exposure of personnel to high intensity noise, especially long-term exposure, can damage their hearing, causing a major health and economic impact. To reduce this impact, the Coast Guard has implemented a hearing conservation program. Requirements are contained in the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

3-16-2 Providing a safe and healthy environment to all personnel aboard is the ultimate responsibility of the CO/OIC.

3-16-3 The following exposures require hearing protection:

3-16-3.1 Continuous noise levels above 84 dBA.

3-16-3.2 Impact noise levels above 140 dBA.

3-16-3.3 Continuous noise levels above 105 dBA require double hearing protection (e.g., earplugs and earmuffs).

3-17 HEAT STRESS

3-17-1 Conditions of excessive heat and humidity exist on cutters primarily in engine rooms. However, they can also be found in laundries, galleys, sculleries, and auxiliary machinery spaces. Experiencing various levels of heat stress is therefore very possible in these spaces. The Coast Guard Cutter Heat Stress Program, COMDTINST M6260.17 (series) outlines the requirements for a heat stress program.

3-18 HEAVY WEATHER

3-18-1 During heavy weather, the Officer of the Deck (OOD) may restrict movement of personnel about the weather decks. Those who must transit weather decks during heavy weather will require permission from the OOD.

3-18-2 During heavy weather, the OOD shall ensure additional inboard life lines are rigged on the weather decks. Members working in the weather during heavy seas shall wear a standard safety harness. The harness shall be attached to the lifeline by the "D" rings on the belt. An inherently buoyant life jacket shall also be worn over the safety harness. At least two personnel shall be assigned to a weather deck detail, and, where possible, the OOD shall assign a topside observer.

3-18-3 While in port during heavy weather, the OOD shall be responsible for::

- 3-18-3.1 Closing all unnecessary topside openings.
- 3-18-3.2 Checking all mooring lines and removing the slack to reduce the movement of the cutter.
- 3-18-3.3 Ensuring lines tending the same direction take the strain simultaneously.
- 3-18-3.4 Putting out additional lines and wires if necessary.
- 3-18-3.5 Placing fenders along the hull at frame locations.

3-19 HYDRAULIC MACHINERY AND FLUIDS

- 3-19-1 No crewmember shall operate hydraulic equipment until all personnel are clear of moving parts.
- 3-19-2 Because of the danger of auto-ignition explosions in systems where high pressures, air, and petroleum fluids are in proximity, crewmembers shall observe the following regulations:
 - 3-19-2.1 Follow all hydraulic system operating instructions.
 - 3-19-2.2 When operating any manual valve in a hydraulic system, open the valve slowly to equalize the pressure on both sides of the valve.
 - 3-19-2.3 Upon suspecting or detecting a hydraulic fluid leak, immediately secure/tag-out the machinery and inspect all equipment.

3-20 HYPOTHERMIA PROTECTIVE CLOTHING

- 3-20-1 The following are examples of hypothermia protective clothing:
 - 3-20-1.1 Anti-exposure coveralls
 - 3-20-1.2 Survival suit
 - 3-20-1.3 Wet suit/dry suit
- 3-20-2 Members shall wear a personal flotation device over a wet suit or dry suit.
- 3-20-3 Members shall not use wet suits as a deck work garment. The anti-exposure coveralls provide the durability for this purpose.

3-20-4 The survival suit provides the best protection from hypothermia in the water. However, the suit is extremely bulky and awkward to work in. This limits the suit's use to crews operation in cold water when abandoning ship. The CO/OIC shall be responsible for providing a survival suit to each member aboard on the ocean or Great Lakes on routes north or south of 32 degrees latitude. The Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) provides further guidance.

3-21 INTEGRITY OF SEA WATER SYSTEMS

3-21-1 To lessen the possibility of flooding in case of failure of sea water systems, supervisors shall ensure the following operating principles are observed:

3-21-1.1 That systems not in use are secured and proper log and status board entries are made.

3-21-1.2 That watch personnel are aware of open sea valves.

3-21-1.3 That reach rods on sea valves in bilges are kept in proper mechanical condition to permit operation from the platform deck.

3-21-2 No crewmember shall break into a sea water system without the Engineer Officer's authorization. The Engineer Officer shall ensure:

3-21-2.1 That the Officer of the Deck is informed and measures are taken to prevent flooding the cutter.

3-21-2.2 That a hydrostatic test is completed upon re-assembly.

3-21-2.3 That such additional testing is completed as specified by the Naval Ships Technical Manual before restoring the system to operation.

3-22 LIFELINES, SAFETY NETS AND SAFETY HARNESES

3-22-1 Crewmembers shall:

3-22-1.1 Not lean, sit, stand, or climb on or over, any lifeline with the exception of personnel working over the side in port. Personnel shall wear a personal flotation device and a tended safety line when doing so.

3-22-1.2 Not dismantle or remove any lifeline without specific permission from the First Lieutenant. Before dismantling, temporary lifelines shall be rigged.

3-22-1.3 Not hang or secure any weight or line to any lifeline unless authorized by the First Lieutenant.

3-22-1.4 Not enter any flight deck safety net or cargo net unless authorized by proper authority.

3-22-2 All crewmembers shall:

3-22-2.1 Keep clear of lifelines when maneuvering alongside a pier or during drills.

3-22-2.2 Always keep lifelines or rails rigged along all boundaries, keep permanent lifelines in good repair, and report any unsafe conditions to the appropriate supervisor for immediate correction.

3-22-2.3 Rig temporary lifelines around openings when cargo hold hatch covers are removed and loading/unloading operations are not in progress.

3-22-3 All personnel shall wear a safety harness while working aloft, over the side or as a rescue swimmer for man overboard. Use the following items, as appropriate, to provide maximum protection:

3-22-3.1 Safety line with Dyna Brake or similar shock absorber.

3-22-3.2 Nylon working line (wire when performing hot work).

3-22-3.3 Tending line attached to the "D" ring on the safety harness (the rescue swimmer also requires hypothermia protective clothing when the water temperature is below 60 degrees Fahrenheit).

3-23 LINEHANDLING

3-23-1 Crewmembers shall:

3-23-1.1 Not stand in the bight of a line or on a taut boat fall.

3-23-1.2 Not try to check a line that is running out rapidly by stepping on it.

3-23-1.3 When handling lines, coil or fake down the standing part to prevent fouling.

3-23-2 Nylon, Dacron, and other synthetic fiber lines have high elasticity and low friction. Personnel shall:

3-23-2.1 Take an extra turn when securing synthetic fiber line to bitts, cleats, capstans, and other holding devices.

3-23-2.2 Take extreme care when easing out synthetic fiber lines from bitts, cleats, or other holding devices, because of the lines' high elasticity, rapid recovery, and low friction.

3-23-2.3 Not stand in the direct line of pull when applying loads to synthetic fiber lines lines.

3-23-3 The OOD shall not use "dock jumpers" when mooring unless dockside line handlers are not available. Deliver line handlers to the dock by small boat if possible. The First Lieutenant shall indoctrinate "dock jumpers" to ensure that they understand their duties and safety precautions. Under no circumstances are "dock jumpers" to risk having any part of their body come between the cutter and the dock.

3-24 OPERATION OF MACHINERY

3-24-1 The safe operation of main propulsion and auxiliary machinery comes from knowledge of one's equipment and following appropriate and applicable operating procedures. For these regulations, machinery shall include all engines, motors, generators, hydraulic systems, or other apparatus supplying power or motive force.

3-24-1.1 Only qualified operators shall operate the cutter's machinery and equipment. Operators under instruction may operate machinery in the presence of a qualified supervisor.

3-24-1.2 Qualified personnel shall de-energize and/or release pressure on equipment before performing repairs or preventive maintenance, ensuring tag out procedures are followed before starting work.

3-25 PERSONAL FLOTATION DEVICES AND LIFE RINGS

3-25-1 All personnel shall wear personal flotation devices when:

3-25-1.1 A possibility of slipping, falling, or being carried into the water exists.

3-25-1.2 Working over the side on stages, boatswain's chairs, in boats, or punts. Over the side means any part of the cutter outside of the lifelines or bulwarks.

3-25-1.3 On weather decks during heavy weather, or as directed by proper authority.

3-25-1.4 When handling lines or other deck equipment during such evolutions as transfers between ships, fueling underway, towing, locking, mooring, anchoring, and ATON.

3-25-1.5 Embarked in a boat away from the cutter or cradled onboard.

3-25-1.6 Acting as a rescue swimmer.

3-25-2 The First Lieutenant shall ensure life rings are:

3-25-2.1 In excellent condition.

3-25-2.2 Equipped with a float light.

3-25-2.3 Painted with the cutter's name.

3-25-2.4 Readily accessible, and available for immediate use. Life rings will be placed at each quarter, on the outboard sides of the bridge, and wherever else a need or requirement exists.

3-25-3 Coast Guard approved anti-exposure coveralls and survival suits may be substituted for personal flotation devices.

3-26 PERSONAL PROTECTION

3-26-1 Personal protective devices do not eliminate hazards, but rather protect the wearer from hazards by establishing a "last line of defense." Personal protective equipment breakdown, failure, or misuse therefore potentially exposes the wearer to the hazard. Many protective devices, through misapplication or improper maintenance, can become ineffective without the wearer's knowledge. For this reason, proper equipment selection and maintenance, personnel training, and enforcement of protective equipment maintenance, configuration and use are key elements to an effective personal protective effort.

3-26-2 The CO/OIC shall ensure there is a sufficient number of personal protective equipment aboard to meet the needs of the command. Adequate funding shall be provided to obtain or replace missing or worn out personal protective equipment.

3-26-3 The Safety Officer shall monitor the use of personal protective equipment during required work. The Safety Officer must ensure the personnel protection equipment is worn in a correct and effective manner.

3-26-4 Division officers or department heads shall stock personal protective equipment and provide it to personnel as needed. They shall ensure the equipment is properly maintained, and that personnel are properly trained on the type and use of personal protective equipment required at their workstations. Division officers or department heads shall enforce the proper use and wear of protective equipment.

- 3-26-5 All hands shall ensure proper wear of the correct personal protective equipment required to perform the assigned work. If the equipment is not available, or if a member needs instruction on the proper wearing or use of the equipment, the appropriate supervisor shall be immediately notified.
- 3-26-6 All crewmembers shall observe the following precautions using personal protective equipment:
- 3-26-6.1 When working on or near machinery, avoid wearing jewelry or clothing with loose ends or loops that might catch in moving equipment. In accordance with Uniform Regulations, COMDTINST 1020.6 (series), rings may be worn with the uniform. Rings other than wedding rings are not authorized for wear in engineering spaces.
 - 3-26-6.2 Wear suitable leather, or other heat protective gloves, when working on steam valves or other hot equipment or units.
 - 3-26-6.3 When working near steam equipment, keep the body well covered to reduce the danger of steam burns (e.g., shirt buttoned, sleeves rolled down, etc.).
 - 3-26-6.4 Wear protective goggles or helmet and a leather welding jacket when brazing, welding, or cutting with oxygen acetylene systems. Wear safety glasses beneath arc welder's helmets. Fire watches shall wear safety glasses or goggles with a shade #2 lens. This eyewear will protect the fire watch's eyes from stray slag and reflected ultraviolet light. The eyewear will also allow sufficient vision to monitor the space to prevent the spread of fire. Fire watches shall not directly observe the actual hot work arc or flame.
 - 3-26-6.5 Approved hardhats, safety shoes/boots, and personal floatation devices are minimum safety gear requirements for all deck evolutions. Approved safety glasses shall be worn when the possibility of an eye injury exists such as during anchoring and weight handling evolutions.
 - 3-26-6.6 Wear chemical goggles whenever working with substances corrosive to the eyes, such as acid, alkali, monoethanolamine, refrigerant under pressure and vinyl paint. Wear chemical goggles beneath face shields when working with substances that present a skin contact hazard.
 - 3-26-6.7 CO/OICs shall ensure eyewash stations are available. The stations shall be capable of delivering 0.4 gallons of water per minute of flushing water for 15 continuous minutes at a rate not injurious to the eyes. They must be located within 10 seconds or 100 unobstructed feet of the eye hazard or eye hazardous operation. Plastic

squeeze bottles of water are only acceptable when the hazardous work is necessary and no eyewash station or other viable alternative is available.

- 3-26-6.8 When using oxygen breathing apparatuses or self-contained breathing apparatuses (SCBA), two persons shall normally work together. An insulated line may be attached to the person using the OBA or SCBA. The line shall only be used to signal with or to enable others to locate the user. It shall not be used to pull or lead another person.
- 3-26-6.9 Wear suitable eye protection (shield, goggles, or safety glasses) when work involves buffing, grinding, anchoring, or other such operations which present eye hazards. Whenever face shields are required, supplement them with safety glasses or goggles of the appropriate type.
- 3-26-6.10 Vapors and particles from burning Teflon are extremely dangerous; therefore, personnel shall not smoke near work that may produce Teflon chips or dust. Personnel shall also wear the appropriate respiratory protection specified in Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).
- 3-26-6.11 All work that may generate asbestos dust must comply with the requirements of 29 CFR Part 1926 and the Asbestos Exposure Control Manual, COMDTINST M6260.16 (series).

3-27 REFRIGERATED STORAGE

- 3-27-1 No person shall enter any refrigerated storage space/area unless assigned to do so. No person shall enter, or cause another to enter, any refrigerated storage space/area unless familiar with all emergency releases, safety latches, phosphorus markings, and other safety devices and precautions to the satisfaction of the supply officer.

3-28 RESPIRATORY PROTECTION

- 3-28-1 Proper selection, use, and care of respiratory protective devices used in hazardous environments are essential to protecting the health of crewmembers. Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series) provides the information necessary to maintain an effective respiratory protection program.

3-29 SAFETY DEVICES

- 3-29-1 The Engineer Officer shall ensure mechanical, electrical and electronic safety devices are inspected at intervals specified by the Preventive Maintenance System (PMS) or other applicable instructions. Additionally, inspections will be conducted as unusual

circumstances or conditions warrant. When practical, inspection shall include operation of the safety device while the equipment or unit is in operation. Machinery or equipment shall not be operated if personnel have knowledge that safety devices are not in working condition. Do not test a safety device or interlock by intentional improper operation of equipment.

3-29-2 No person shall tamper with any safety device, interlock, ground strap, or similar device intended to protect the operator or the equipment without specific approval of the CO/OIC.

3-30 SHOES

3-30-1 All crewmembers shall wear leather shoes aboard the cutter. The wearing of plastic or synthetic shoes is prohibited, except immediately upon arrival or departure, or when authorized by the CO/OIC.

3-30-2 The CO/OIC may authorize boat crews to wear "deck" shoes when in the cutter's boats.

3-30-3 Safety shoes must be worn when working on deck or in engineering spaces.

3-30-4 Shoes with taps, cleats, or any other metal device on the heels or soles may not be worn on board or in the cutter's boats.

3-31 SHORE POWER

3-31-1 As a minimum, supervisors shall take the following precautions before accepting shore power:

3-31-1.1 Check onboard shore power equipment to ensure safe condition.

3-31-1.2 Check shore power for proper phase rotation.

3-31-1.3 Inspect and megger shore power cables. Spliced portable cables are dangerous, and are not to be used except when authorized by the CO/OIC, Executive Officer, or Officer Of The Deck.

3-31-1.4 Use enough cable length to allow for fluctuations in water level. Avoid lengths that would allow the cable to dip into the water or wedge between the cutter and the mooring.

3-31-1.5 Do not permit the cable to rest on sharp or ragged edges, such as the ship's gunwales.

3-31-1.6 Caution personnel not to step on walk on shore power cables.

3-31-1.7 Barricade or position shore power cables to protect them from vehicle traffic.

3-32 SMOKING

3-32-1 Smoking is prohibited in all spaces except on weather decks.

3-32-2 Smoking is prohibited on weather decks:

3-32-2.1 In non-designated areas.

3-32-2.2 Where ammunition is being handled.

3-32-2.3 When receiving or transferring aviation fuel, diesel oil, gasoline, or other volatile fuel.

3-32-2.4 During general quarters, drills, inspections, other emergencies except when authorized by the CO/OIC.

3-32-2.5 In the proximity of helicopters (flight deck).

3-32-2.6 At or near divine services.

3-32-2.7 When "the smoking lamp is out."

3-33 TOOLS

3-33-1 The CO/OIC must ensure that personnel know the safety precautions of tools they use.

3-33-2 Danger from electric shock and the risk of injury from flying particles accompany the use of portable power tools. The rigorous use that electrically powered tools receive, and the metal construction of the cutter, increase the chances of shorts and grounds. This presents a constant hazard to the safety of personnel using such tools. Using gasoline-powered tools in confined spaces presents the danger of carbon monoxide poisoning, as well as the danger of explosion and fire.

3-33-3 Department heads shall authorize the use of portable power tools. Crewmembers must demonstrate knowledge of a tool's operation and safety precautions prior to issue and use.

3-33-4 Supervisors shall ensure:

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- 3-33-4.1 Rated grinding wheel speeds are not less than the rated speeds of the machine or tool to which the wheel is attached.
- 3-33-4.2 Grinders are not operated without wheel guards.
- 3-33-4.3 When personnel are grinding, chipping, or scaling, the proper use of safety goggles or safety glasses, hearing protection, and the appropriate respiratory protection is enforced.
- 3-33-4.4 Automatic securing devices (dead man switches) are tested prior to use.
- 3-33-4.5 That no person uses a portable power tool for any purpose other than that authorized by the department head.
- 3-33-4.6 Portable electric tools or lights are not used unless they are grounded or marked as Underwriter's Laboratory (UL) approved double insulated. Ground tools that are not double insulated to the cutter's metal structure through a ground receptacle and plug or by direct connection to the hull shall not be authorized.
- 3-33-4.7 Electrical equipment is not used by personnel with wet hands, wearing wet clothing or standing in water.
- 3-33-4.8 Extension cords do not exceed 25 feet in length, with the exception of repair locker equipment. Two extension cords may be used in tandem, where a 25-foot length is insufficient. Extension cords shall be of the outdoor type and have a three-prong grounded plug. Extension cords are for temporary service and are not to be used in lieu of permanent wiring.
- 3-33-4.9 A/C adapters for cordless tools shall be UL approved and unplugged when not in use.
- 3-33-4.10 Crewmembers using chain saws shall observe the following procedures:
 - 3-33-4.10.1 Examine the saw before use to ensure all handles and guards are in place and tight, that all controls function properly, and the muffler is operative. Cover saw blade when not in use.
 - 3-33-4.10.2 Fuel the saw only in areas safe from fire, smokers, and heat.
 - 3-33-4.10.3 Do not start the saw closer than ten feet from the fueling point.
 - 3-33-4.10.4 Start the saw only when it is resting on the ground or otherwise firmly supported.

- 3-33-4.10.5 Hold the saw with both hands when operating. Do not use the saw to cut directly overhead.
 - 3-33-4.10.6 Maintain sure footing and a two-hand grip on the saw in order to guard against "kickback."
 - 3-33-4.10.7 Before starting, clear away brush that might interfere with saw operation.
 - 3-33-4.10.8 Shut off the saw when carrying or not using it.
 - 3-33-4.10.9 Always wear eye protection, hearing protection, chaps and respiratory protection.
- 3-33-5 If there is a problem or malfunction with any electric tool or equipment during use or operation, members shall return the tools or equipment to the Electrical Shop and report and/or tagout the nature or the malfunction. Crewmembers shall not attempt to change, alter or repair any electric tools or equipment.

3-34 WELDING, CUTTING, BRAZING AND HEAVY GRINDING

- 3-34-1 The CO/OIC shall authorize welding, cutting, brazing, or heavy grinding.
- 3-34-2 No crewmember shall undertake a job involving hot work until the gas free engineer inspects the work area. Applicable safety regulations shall be followed so that the crew can work in the area without being poisoned or suffocated. The gas free engineer shall ensure there is no danger of fire or explosion. The supervisor shall ensure fire watches are posted while the work is in progress and until all materials are cool to the touch, or at least thirty minutes after the work is completed, whichever is longer.
- 3-34-3 Various synthetic materials yield toxic gases when burned or heated. Modern paints, coatings, and preservatives often contain these materials. Whenever burning or welding is necessary, supervisors shall ensure the following safety precautions are followed:
- 3-34-3.1 Chip or scrape all coatings clear of the work area, whenever possible.
 - 3-34-3.2 Provide local exhaust ventilation in the work area.
 - 3-34-3.3 When all coatings cannot be removed before starting hot work, wear appropriate respiratory protection according to the Technical Guide to Respiratory Protection, COMDTINST M6260.2 (series).
 - 3-34-3.4 When cutting galvanized material, airline respirators shall be worn. Ventilate the area to avoid illness caused by toxic fumes.

3-34-4 The ship's force shall not normally weld on the hull. If such welding is necessary, the Engineer Officer shall take proper precautions to meet any special requirements and accomplish hull integrity tests (radiography; magnetic particle, etc.) at the first opportunity.

3-35 WORKING ALOFT

3-35-1 Personnel may go aloft only to perform necessary work or duty. Department heads shall ensure that all personnel are properly instructed in all applicable safety precautions.

3-35-2 The OOD shall grant permission for personnel to go aloft. The OOD is responsible for the observance of the following safety precautions:

3-35-2.1 Secure the power on radar and radio antennae near the work area.

3-35-2.2 Tag the antennae controls "SECURED, PERSONNEL ALOFT."

3-35-2.3 Determine that wind and sea conditions are safe for working aloft.

3-35-2.4 Ensure that personnel going aloft properly use safety belts/safety lines and that crewmembers are supervised.

3-35-2.5 Notify the Engineer of the Watch (EOW). The EOW will ensure that all intake or exhaust fittings in the area of work are clear before energizing any machinery.

3-35-2.6 Ensure that personnel assigned to work near stack gases wear protective breathing masks and remain only a short time.

3-35-2.7 Use the 1MC to make announcements periodically concerning the operation aloft.

3-35-2.8 Coordinate with the OODs of adjacent ships to ensure these ships do not energize high-powered radio and radar equipment or other equipment that may present a danger to personnel working aloft.

3-35-3 Secure loose items with a lanyard when working aloft or areas that overhang where personnel may be present.

3-36 WORKING OVER THE SIDE

3-36-1 Department heads shall ensure that personnel are properly instructed in all applicable safety procedures before permitting members to work over the side.

3-36-2 Department heads shall make sure a petty officer supervises personnel working over the side and assigns personnel to tend safety lines.

3-36-3 Personnel preparing to work over the side shall obtain permission from the OOD. The OOD shall ensure the following safety precautions:

3-36-3.1 Notify the Engineer Officer who shall then ensure that the propeller is not turned over and overboard discharges are secured near the working parties.

3-36-3.2 Crewmembers working over the side shall wear personal floatation devices and have safety harnesses and safety lines tended from above.

3-36-4 Secure tools by lanyard while working over the side.

3-36-5 No personnel shall work over the side while underway without permission of the CO/OIC.