

U.S. Department of  
Homeland Security

United States  
Coast Guard



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# Shipboard Regulations Manual



**COMDTINST M5000.7B**  
**27 April 2017**





Commandant  
United States Coast Guard

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COMDTINST M5000.7B  
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COMMANDANT INSTRUCTION M5000.7B

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, Commanding Officers of headquarters units, Deputy/Assistant Commandants for directorates, Judge Advocate General, and special staff offices at headquarters must ensure that the provisions of this Manual are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. Shipboard Regulations Manual, COMDTINST M5000.7A is hereby cancelled.
4. DISCUSSION.
  - a. The work environment aboard Coast Guard cutters is unique and challenging. In order to ensure the safety and well-being of all members while executing assigned duties, all hands must have a thorough knowledge and understanding of this Manual.
  - b. Each Commanding Officer or Officer-in-Charge has the authority to issue additional regulations as necessary. Those regulations must be consistent with United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and regulations in this Manual.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

DISTRIBUTION – SDL No.166

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NON-STANDARD DISTRIBUTION:

6. MAJOR CHANGES.

- a. This entire manual is no longer classified as a lawful general order under Article 92 of the Uniform Code of Military Justice (UCMJ). **Despite this change, all members remain under the same duty to comply with the provisions of this manual.** Although a violation of this manual cannot be punished under the UCMJ as a violation of Article 92(1), a lawful *general* order/regulation, such violations may still be punishable as separate violations under the UCMJ, such as Article 92(3), dereliction of duty; Article 133, conduct unbecoming an officer; Article 134 the general article; another applicable article; or a separate but related lawful general order. When contemplating disciplinary action, Commanding Officers and Officers in Charge shall evaluate each violation on a case-by-case basis; be familiar with the Discipline and Conduct Manual, COMDTINST 1600.2(series), and the Military Justice Manual, COMDTINST M5810.1(series); and when appropriate or desired, consult their servicing legal office. Furthermore, all members assigned to afloat units shall be familiar with these regulations and commands are encouraged to ensure compliance.
- b. Updated Alcoholic Beverages, Narcotics, and other Controlled Substances section.
- c. Updated smoking section to include all tobacco products.
- d. Added sections to provide information regarding use of personal portable electronic devices onboard cutters, use of social media sites, and sexual assault prevention and response.
- e. Updated text to include additional references and align with current directives.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. § 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>. Department of Defense (DoD) forms can be found at: <http://www.dtic.mil/whs/directives/forms/index.htm>.
11. REQUEST FOR CHANGES. Commandant (CG-751) will coordinate changes to this Manual. This Manual is under continual review and will be updated as necessary. Time-sensitive amendments will be promulgated via Commandant Change Notice. All users are urged to provide recommendations for improvement to this Manual via the chain of command.

John P. Nadeau /s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Capability









## Table of Contents

<u>CHAPTER 1 - INTRODUCTION TO SHIPBOARD REGULATIONS</u> .....	1-1
<u>PERSONS SUBJECT TO THESE REGULATIONS</u> .....	1-1
<u>GENERAL</u> .....	1-1
<u>CHAPTER 2 - GENERAL REGULATIONS</u> .....	2-1
<u>ADDRESSES OF PERSONNEL</u> .....	2-1
<u>ALARMS, BELLS, AND GENERAL ANNOUNCING SYSTEM</u> .....	2-1
<u>ALCOHOLIC BEVERAGES, NARCOTICS, AND OTHER CONTROLLED SUBSTANCES</u> .....	2-1
<u>ARMED FORCES IDENTIFICATION CARDS</u> .....	2-3
<u>ARREST BY CIVIL AUTHORITIES</u> .....	2-3
<u>ARREST, RESTRAINT, AND DETENTION</u> .....	2-3
<u>BERTHING</u> .....	2-4
<u>BULLETIN BOARDS AND UNIT WEBSITES</u> .....	2-4
<u>CIVILIAN CLOTHING</u> .....	2-4
<u>CONDUCT AND GROOMING</u> .....	2-5
<u>CREW'S HEADS AND WASHROOMS</u> .....	2-5
<u>CUSTOMS</u> .....	2-5
<u>DIVINE SERVICES</u> .....	2-6
<u>EMERGENCY EQUIPMENT</u> .....	2-6
<u>GAMBLING, RECREATIONAL ACTIVITIES AND TELEVISION VIEWING</u> .....	2-6
<u>GOVERNMENT PROPERTY</u> .....	2-6
<u>GRATUITIES</u> .....	2-7
<u>HAZING</u> .....	2-7
<u>HEALTH AND SANITATION</u> .....	2-9
<u>HUMAN RELATIONS</u> .....	2-9
<u>INDEBTEDNESS</u> .....	2-10
<u>INSPECTION OF PROPERTY</u> .....	2-10
<u>INTOXICATED PERSONS</u> .....	2-10
<u>LEAVE AND LIBERTY</u> .....	2-10
<u>LIGHTS</u> .....	2-11
<u>LOCKED SPACES</u> .....	2-11
<u>MAIL AND POST MATTERS</u> .....	2-11
<u>MESS GEAR</u> .....	2-12
<u>MOTION PICTURES</u> .....	2-12
<u>MOTOR VEHICLES</u> .....	2-12
<u>OFF-DUTY EMPLOYMENT</u> .....	2-12
<u>OUTFITS, UNIFORMS, AND CLOTHING</u> .....	2-13
<u>PAINTING</u> .....	2-14
<u>PERMISSION TO LEAVE THE CUTTER OR LIMITS OF THE COMMAND DURING DUTY HOURS</u> .....	2-14
<u>PERSONAL EFFECTS</u> .....	2-14
<u>PERSONAL PORTABLE ELECTRONIC DEVICES (PEDs)</u> .....	2-15
<u>PERSONAL RELATIONSHIPS</u> .....	2-15
<u>PERSONALLY OWNED TOOLS AND MATERIAL</u> .....	2-15
<u>PETS</u> .....	2-16
<u>PHOTOGRAPHS</u> .....	2-16

<a href="#"><u>PLAN OF THE DAY/PLAN OF THE WEEK</u></a> .....	2-17
<a href="#"><u>POTABLE AND RAW WATER</u></a> .....	2-17
<a href="#"><u>QUARTERS AND MUSTER</u></a> .....	2-18
<a href="#"><u>SEARCH, SEIZURE AND ADMINISTRATIVE INSPECTIONS</u></a> .....	2-18
<a href="#"><u>SECURITY CONTAINER COMBINATION</u></a> .....	2-19
<a href="#"><u>SECURITY OF CLASSIFIED MATERIAL</u></a> .....	2-20
<a href="#"><u>SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)</u></a> .....	2-20
<a href="#"><u>SEXUAL HARASSMENT PREVENTION</u></a> .....	2-21
<a href="#"><u>SHIPBOARD TRAFFIC ROUTES</u></a> .....	2-21
<a href="#"><u>SHIP'S KEYS CUSTODY AND ADMINISTRATION</u></a> .....	2-21
<a href="#"><u>SMALL ARMS</u></a> .....	2-22
<a href="#"><u>SOCIAL MEDIA</u></a> .....	2-23
<a href="#"><u>SOLICITORS, TRADESMEN, AND AGENTS</u></a> .....	2-23
<a href="#"><u>SPECIAL REQUESTS AND REQUEST MAST</u></a> .....	2-23
<a href="#"><u>SUPPORT OF DEPENDENTS</u></a> .....	2-24
<a href="#"><u>SWIMMING</u></a> .....	2-24
<a href="#"><u>TAMPERING</u></a> .....	2-25
<a href="#"><u>UNAUTHORIZED ALTERATIONS</u></a> .....	2-25
<a href="#"><u>UNAUTHORIZED ARTICLES</u></a> .....	2-25
<a href="#"><u>UNAUTHORIZED ENTRY</u></a> .....	2-26
<a href="#"><u>WATCHES, PATROLS, AND SENTRIES</u></a> .....	2-26
<a href="#"><u>WATER POLLUTION/REFUSE DISPOSAL</u></a> .....	2-26
<a href="#"><u>CHAPTER 3 - SAFETY REGULATIONS</u></a> .....	3-1
<a href="#"><u>GENERAL</u></a> .....	3-1
<a href="#"><u>ACCESSES AND OBSTRUCTIONS</u></a> .....	3-1
<a href="#"><u>AMMUNITION HANDLING</u></a> .....	3-1
<a href="#"><u>BATTERIES</u></a> .....	3-1
<a href="#"><u>BOATS</u></a> .....	3-2
<a href="#"><u>CONFINED SPACES</u></a> .....	3-3
<a href="#"><u>COMPRESSED GASES</u></a> .....	3-4
<a href="#"><u>DANGEROUS WEAPONS</u></a> .....	3-4
<a href="#"><u>DIVERS</u></a> .....	3-4
<a href="#"><u>ELECTRICAL AND ELECTRONIC EQUIPMENT</u></a> .....	3-5
<a href="#"><u>EQUIPMENT TAG-OUT</u></a> .....	3-6
<a href="#"><u>FIRE AND EXPLOSION PREVENTION</u></a> .....	3-7
<a href="#"><u>FIRE WATCHES</u></a> .....	3-7
<a href="#"><u>FLAMMABLES</u></a> .....	3-8
<a href="#"><u>HAZARDOUS MATERIALS</u></a> .....	3-8
<a href="#"><u>HEARING CONSERVATION</u></a> .....	3-8
<a href="#"><u>HEAT STRESS</u></a> .....	3-9
<a href="#"><u>HEAVY WEATHER</u></a> .....	3-9
<a href="#"><u>HYDRAULIC MACHINERY AND FLUIDS</u></a> .....	3-10
<a href="#"><u>HYPOTHERMIA PROTECTIVE CLOTHING</u></a> .....	3-10
<a href="#"><u>INTEGRITY OF SEA WATER SYSTEMS</u></a> .....	3-10
<a href="#"><u>LIFELINES, SAFETY NETS AND SAFETY HARNESSSES</u></a> .....	3-11
<a href="#"><u>LINEHANDLING</u></a> .....	3-12
<a href="#"><u>OPERATION OF MACHINERY</u></a> .....	3-12
<a href="#"><u>PERSONAL FLOTATION DEVICES AND LIFE RINGS</u></a> .....	3-13

[PERSONAL PROTECTION](#)..... 3-13

[REFRIGERATED STORAGE](#)..... 3-16

[RESPIRATORY PROTECTION](#)..... 3-16

[SAFETY DEVICES](#)..... 3-16

[SHOES](#)..... 3-16

[SHORE POWER](#)..... 3-17

[TOBACCO AND NICOTINE PRODUCTS](#)..... 3-17

[TOOLS](#)..... 3-18

[WELDING, CUTTING, BRAZING AND HEAVY GRINDING](#)..... 3-19

[WORKING ALOFT](#)..... 3-19

[WORKING OVER THE SIDE](#)..... 3-20



# 1 CHAPTER 1 - INTRODUCTION TO SHIPBOARD REGULATIONS

## 1-1 PERSONS SUBJECT TO THESE REGULATIONS

- 1-1-1 All persons subject to the Uniform Code of Military Justice serving aboard the cutters of the Coast Guard are subject to these regulations and shall be familiar with this manual's contents.
- 1-1-2 Cutters include all types of Coast Guard vessels greater than 65 feet in length with assigned personnel and installed habitability features for extended crew support. Commands are expected to ensure knowledge of these regulations among their crews.

## 1-2 GENERAL

- 1-2-1 **All members serving aboard the cutters of the Coast Guard have a duty to comply with the provisions of this manual.** Although a violation of this manual cannot be punished under the UCMJ as a violation of Article 92(1), a lawful *general* order/regulation, such violations may be punishable as separate violations under the UCMJ, such as Article 92(3) dereliction of duty; Article 133, conduct unbecoming an officer; Article 134, the general article; another applicable article; or a separate but related lawful general order. When contemplating disciplinary action, Commanding Officers shall evaluate each violation on a case-by-case basis; be familiar with the Discipline and Conduct Manual, COMDTINST 1600.2(series), and the Military Justice Manual, COMDTINST M5810.1(series); and when appropriate or desired, consult their servicing legal office.
- 1-2-2 This Manual primarily combines information from other relevant directives and publications. This guidance helps cutter commands and crews address situations and events, and ensure safety, well-being, and good order and discipline
- 1-2-3 The term "proper authority" means the Commanding Officer (CO), Officer-In-Charge (OIC) or any other person designated verbally or in writing. The provisions of these regulations relating to COs apply to OICs except when the authority of the OIC is specifically limited.



## **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 Personnel shall not:

2-2-1.1 Tamper with, operate, or disturb any contact maker or other device 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 (OOD) or Command Duty Officer (CDO) except in emergencies. The IMC is for matters of general importance only.

2-2-1.3 Strike the ship's bell or gong without permission of the OOD or CDO. Its use is to indicate the time, a toxic gas alarm, a low visibility signal, or as part of a ceremony.

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

2-3-1 Personnel under age 21 shall not consume alcoholic beverages. Per the Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series), the only exception is when members are in an authorized leave status, during which time they shall comply with the minimum legal drinking age for the jurisdiction in which they are present.

2-3-2 Personnel attached to or embarked on Coast Guard cutters shall not consume alcoholic beverages while underway or in ALPHA readiness status unless permitted in the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and the Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series). This prohibition includes any morale functions underway, at anchor, or hove to, such as "ice liberty."

2-3-3 Personnel attached to or embarked on Coast Guard cutters shall not consume alcoholic beverages while in a high readiness status (BRAVO 6 or higher) unless permitted in the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and the Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series).

2-3-4 Personnel attached to or embarked on Coast Guard cutters in a status other than ALPHA or high readiness shall not consume alcoholic beverages less than 12 hours before

assuming watch or regularly scheduled underway time unless permitted in the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and the Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series). Personnel who fail to meet readiness requirements for duty are subject to administrative or disciplinary action per the standards in Discipline and Conduct, COMDTINST M1600.2 (series), Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), and the Uniform Code of Military Justice.

- 2-3-5 Other than the lawful use of tobacco products or alcohol, personnel shall not inhale, inject, consume, or introduce to the body any unauthorized, intoxicating, or mood or function-altering substances. The Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series) provides additional guidance. These substances include, but are not limited to:
  - 2-3-5.1 Controlled substances as defined in the Uniform Code of Military Justice, Article 112a (10 U.S.C. § 912a);
  - 2-3-5.2 Controlled substance analogues (e.g., bath salt, super coke, peeve);
  - 2-3-5.3 Products that contain synthetic cannabinoid compounds (e.g., spice, spice gold, black mamba); and,
  - 2-3-5.4 Other non-controlled substances (e.g., chemicals used as inhalants)
- 2-3-6 The Executive Officer (XO)/Executive Petty Officer (XPO) shall maintain custody of all alcoholic beverages, narcotics, and other controlled substances. The Supply Officer shall maintain custody of alcoholic beverages in transit as bulk cargo or stores. These officers shall personally supervise and record all receipts and issues of alcoholic beverages, narcotics, and other controlled substances.
- 2-3-7 Only the CO/OIC is permitted to authorize prescription, administration, or issue of narcotic/controlled substances from unit inventory. The CO/OIC can delegate this authority to the XO/XPO if he or she is the designated Medical Officer.
- 2-3-8 Crewmembers shall not possess a controlled medicine or drug without authorization from a CO/OIC, Medical Officer, or the prescription of a civilian doctor.
- 2-3-9 The XO/XPO or Supply Officer shall store bulk alcohol and alcoholic beverages in a container with a combination lock. Narcotics and controlled substances shall be stored in accordance with the Coast Guard Medical Manual, COMDTINST M6000.1 (series). The XO/XPO 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 Audit Board per the Coast Guard Medical Manual, COMDTINST M6000.1 (series).

#### **2-4 ARMED FORCES IDENTIFICATION CARDS**

2-4-1 Per Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals, DoDI 1000.13 (series), personnel without proper authority shall not:

2-4-1.1 Have more than one Armed Forces Identification Card (CAC card).

2-4-1.2 Leave the cutter without their Armed Forces Identification Card.

2-4-1.3 Alter, damage, lend, counterfeit, or use this card in an unauthorized manner.

2-4-2 Members returning to the cutter without their Armed Forces Identification Card shall report to and inform the OOD of the loss. The member shall promptly complete a report about the loss, on Application for Uniformed Services Identification Card/DEERS Enrolment, DD Form 1172-2, to the CO/OIC.

#### **2-5 ARREST BY CIVIL AUTHORITIES**

2-5-1 The OOD shall relay reports of civil arrest or detention to the CO/OIC as soon as possible. The CO/OIC has authority to designate the XO/XPO to receive these reports.

2-5-2 Per Discipline and Conduct, COMDTINST M1600.2 (series), commands shall use the Personnel Action Security Request, Form CG-5588, for all notifications of civil arrest required by the Personnel Security and Suitability Program, COMDTINST M5520.12 (series). If final civil authority action is to occur within a few days of arrest, the Personnel Security and Suitability Program, COMDTINST M5520.12 (series) authorizes units to submit a single report covering the arrest and subsequent action. Delays in final civil action require prompt submission of an arrest report followed by a final action report. In prolonged cases, submit interim reports at 30-day intervals per the Personnel Security and Suitability Program, COMDTINST M5520.12 (series).

#### **2-6 ARREST, RESTRAINT, AND DETENTION**

2-6-1 Only the CO has authority to order the pretrial restraint of an officer attached to the cutter. This authority cannot be delegated. Military Justice Manual, COMDTINST M5810.1 (series) and the Manual for Courts-Martial, United States (current edition) provide additional information on arrest, restraint, and detention matters.

- 2-6-2 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 commissioned officer, warrant officer, or petty officer.
- 2-6-3 Whenever immediate circumstances dictate a need for pretrial confinement, the CO/OIC shall report the circumstances and request guidance from their servicing legal office.

## **2-7 BERTHING**

- 2-7-1 Personnel shall not:
  - 2-7-1.1 Sleep in any space or use any berth other than the one assigned, unless proper authority permits it.
  - 2-7-1.2 Use personal bedding (e.g., blankets, pillows, sleeping bags) aboard cutters without CO/OIC approval (per Shipboard Fire Prevention and Fire Marshal Instruction, COMDTINST 9091.1 (series)).
  - 2-7-1.3 Remove a mattress from a berth or areas of stowage, except as duty performance may require.
  - 2-7-1.4 Create a disturbance or turn on any white light, except bunk and standing lights, in any berthing area between taps and reveille; except as duty performance may require.
  - 2-7-1.5 Fail to turn out of their berth when directed by proper authority.
  - 2-7-1.6 Have late berthing privileges unless proper authority grants it.
  - 2-7-1.7 Sleep or lie on any berth while wearing shoes or soiled clothing.

## **2-8 BULLETIN BOARDS AND UNIT WEBSITES**

- 2-8-1 CO/OICs shall ensure that current directives and orders are available to personnel on a unit bulletin board, website, shared hard drive, or other easily accessible format.
- 2-8-2 All hands are responsible for reading and familiarizing themselves with the posted orders, directives, and the plan of the day.

## **2-9 CIVILIAN CLOTHING**

- 2-9-1 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. CO/OIC may also independently suspend this privilege, advising their respective chain of command.

2-9-2 Civilian clothing and personal appearance shall not discredit the Coast Guard or the United States. Personnel shall not wear clothing depicting profanity, vulgarity, or obscene gestures. While in a foreign country, personnel shall not wear clothing considered profane or culturally inappropriate. See the Uniform Regulations, COMDTINST M1020.6 (series), for additional guidance.

2-9-3 The CO/OIC has the authority to designate certain areas of the cutter for wearing civilian clothing onboard while in a liberty status, during holiday routine, during physical fitness activities, or at other appropriate times.

## **2-10 CONDUCT AND GROOMING**

2-10-1 Per the Uniform Regulations, COMDTINST M1020.6 (series), all Coast Guard personnel represent the United States and shall wear the Coast Guard uniform with personal pride. Personal conduct shall credit the member, the Coast Guard, and the nation.

2-10-2 All personnel shall follow the uniform and grooming standards in the Uniform Regulations, COMDTINST M1020.6 (series), which call for neatness, cleanliness, safety, and military image and appearance in uniform.

## **2-11 CREW'S HEADS AND WASHROOMS**

2-11-1 The Master-at-Arms (MAA) shall establish the daily cleaning schedule and closure time for the crew's heads.

2-11-2 Personnel shall not:

2-11-2.1 Hang clothes or loiter in the crew's heads.

2-11-2.2 Throw rubbish or other soiled matter into sinks, urinals, or showers.

2-11-2.3 Throw or dispose of anything in toilet bowls other than that for which it was designed.

## **2-12 CUSTOMS**

2-12-1 Upon arriving in U.S. territory after visiting a foreign port, the CO/OIC shall:

2-12-1.1 Report the cutter available for inspection to the port's customs inspector.

2-12-1.2 Not permit personnel to bring forbidden or restricted articles or animals into the U.S. or its territories.

2-12-1.3 Require all personnel to report articles obtained in foreign ports to the customs inspector.

### **2-13 DIVINE SERVICES**

2-13-1 Per Religious Ministries within the Coast Guard, COMDTINST 1730.4 (series), the CO/OIC shall provide an acceptable and appropriate space for divine services.

2-13-2 Personnel shall not interfere with properly authorized divine services.

2-13-3 The OOD shall not use the IMC during divine services unless emergencies or operations require.

### **2-14 EMERGENCY EQUIPMENT**

2-14-1 Personnel shall not 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.

### **2-15 GAMBLING, RECREATIONAL ACTIVITIES, AND TELEVISION VIEWING**

2-15-1 Personnel shall not:

2-15-1.1 Gamble while aboard the cutter unless during a command-authorized morale event (see the Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series) for additional information on command-authorized gambling activities).

2-15-1.2 Watch recreational television or participate in other recreational activities during work hours, unless a proper authority permits.

2-15-2 The OOD has authority to stop recreational television viewing or any recreational activity at any time.

### **2-16 GOVERNMENT PROPERTY**

2-16-1 Personnel shall not:

2-16-1.1 Conceal or fail to report the loss, removal, destruction, or damage of government property in one's custody. The U.S. Coast Guard Personal Property Management

Manual, COMDTINST M4500.5 (series) provides additional information concerning the report of lost or damaged property.

- 2-16-1.2 Remove any article of government property without authority. This includes such items as stores, foodstuffs, tools, hull and damage control markings, fittings, first aid equipment, lifesaving, and emergency equipment.

## **2-17 GRATUITIES**

2-17-1 Personnel shall not:

- 2-17-1.1 Accept money or other payment from another onboard for services that are part of one's duties. This includes payment for changing watchstanding schedules.
- 2-17-1.2 Give or offer money or other payment to another onboard for services rendered in the line of duty.
- 2-17-1.3 Take or receive, directly or indirectly, a payment, gift or gratuity from a contractor or other persons who provide official services or supplies. Standards of Ethical Conduct, COMDTINST M5370.8 (series) provides additional information.
- 2-17-1.4 Act as an agent or attorney for a contractor or other persons who provide official services or supplies.
- 2-17-1.5 Accept money, gifts, payments or other compensation from any vessel master or crew or a foreign government, in the conduct of official duties.

## **2-18 HAZING**

- 2-18-1 Per Discipline and Conduct, COMDTINST M1600.2 (series), every member shall ensure hazing does not occur at any level. Hazing is any conduct in which a military member, without proper authority, causes another military member(s) to suffer or be exposed to any cruel, abusive, humiliating, oppressive, demeaning, or harmful activity, regardless of the perpetrator's and recipient's service or rank. Soliciting or coercing another to conduct such activity also constitutes hazing. Hazing need not involve physical contact among or between members; it can be verbal or psychological in nature. Activities meeting these criteria constitute impermissible hazing even if there is actual or implied consent to the acts.
- 2-18-2 Hazing typically occurs in connection with unofficial, impromptu, and unsupervised "initiations," in which subjecting an individual to personal abuse appears acceptable. The personnel involved often view these activities as an amusing way to "let off steam," enhance unit morale, or bond with their peers; they profess no intent to cause harm.

However, these ceremonies are often demeaning or abusive and can result in physical injury to the participants.

2-18-3 Personnel shall report hazing to their chain of command. Hazing can include, among other things, the following activities:

- 2-18-3.1 Playing abusive or mean-spirited tricks intended to ridicule, humiliate, or ostracize,
- 2-18-3.2 Throwing personnel over the side from a ship or pier,
- 2-18-3.3 Tacking on crows or other devices by forcibly applying them to a member's clothes or body,
- 2-18-3.4 Forcing or encouraging the consumption of substances not normally prepared or suitable for consumption,
- 2-18-3.5 Group wrestling matches targeting a particular member,
- 2-18-3.6 Encouraging a member to consume excessive amounts of alcohol or requiring the consumption of alcohol in any amount,
- 2-18-3.7 Forcibly cutting or shaving hair,
- 2-18-3.8 Branding, tattooing, or painting another,
- 2-18-3.9 Coercing or encouraging another member to fully or partially disrobe,
- 2-18-3.10 Taping, tying, or otherwise restraining a member's arms, legs, or mouth,
- 2-18-3.11 Handcuffing or otherwise securing a member to a fixed object or another member(s),
- 2-18-3.12 Using law enforcement restraints or techniques on another member in other than an official capacity or a bona fide training session,
- 2-18-3.13 Placing or pouring foreign substances or liquids on another member,
- 2-18-3.14 Touching in an offensive manner,
- 2-18-3.15 Striking, or slapping another member, or
- 2-18-3.16 Threatening or offering violence or bodily harm to another.

2-18-4 All members shall complete annual training per Discipline and Conduct, COMDTINST M1600.2 (series) and Hazing Awareness Training, COMDTINST 1610.1 (series).

**2-19 HEALTH AND SANITATION**

2-19-1 All personnel shall:

2-19-1.1 Promptly report the existence or suspicion of a communicable disease, in either themselves or others, to the unit Health Services Technician or Medical Officer. The Coast Guard Medical Manual, COMDTINST M6000.1 (series) provides additional information, including a list of communicable diseases and reporting mechanisms.

2-19-1.2 Adhere to general personal hygiene and sanitation practices for the health and safety of themselves and the crew.

2-19-1.3 Per United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), submit to necessary and proper medical or dental treatment to remain fit for duty. Personnel shall never refuse to submit to a necessary and proper operation that does not endanger their life.

2-19-2 The XO/XPO shall never assign personnel with infections or contagious diseases to food handling/scullery duty or working parties handling provisions. Boils, skin rashes, or discharges on a food handler are cause for immediate removal from such duties.

2-19-3 Food handlers shall keep their hands, as well as utensils and equipment for food preparation, scrupulously clean.

2-19-4 Personnel shall never use privately owned cooking utensils or food containers, except as the XO/XPO authorizes.

2-19-5 In accordance with the Cutter Organization Manual, COMDTINST M5400.16 (series), the MAA shall ensure:

2-19-5.1 The cleanliness of the galley, mess deck, and all cooking and eating utensils after each meal.

2-19-5.2 The daily cleaning and inspection of crew living spaces and heads.

2-19-6 Personnel shall wear proper clothing and protective lotions for climate and weather conditions to prevent sunburn or exposure to cold and dampness.

**2-20 HUMAN RELATIONS**

2-20-1 The CO/OIC shall take prompt, positive action to eliminate discrimination within the command, including any reprisals from discrimination reports.

2-20-2 All members shall follow the policies and guidance in the Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series).

**2-21 INDEBTEDNESS**

2-21-1 The CO/OIC shall ensure all personnel under their command are aware of their responsibilities to meet financial obligations. Failure to pay debts or repeatedly incurring debts is evidence of irresponsibility and grounds for disciplinary action or administrative discharge per Discipline and Conduct, COMDTINST M1600.2 (series).

**2-22 INSPECTION OF PROPERTY**

2-22-1 All personnel shall present items in their possession to the OOD (or his or her officially designated representative) upon request during inspections conducted in accordance with Part III of the Manual for Courts-Martial, United States (current edition).

2-22-2 Personnel shall not conceal articles in containers or on their person to deceive or evade inspections.

**2-23 INTOXICATED PERSONS**

2-23-1 Upon the OOD's request, the medical officer or health services technician shall examine personnel who appear intoxicated aboard the cutter. Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series) provides administrative procedures for handling alcohol abuse.

2-23-2 Any crewmember intoxicated enough to create a disturbance, or endanger their own safety or the safety of another, shall be placed under protective supervision by the OOD. The OOD, medical officer, or health services technician may admit such persons to sickbay, under guard if necessary, for further examination.

**2-24 LEAVE AND LIBERTY**

2-24-1 Personnel shall not:

2-24-1.1 Leave the cutter while in a restricted status without permission of the CO/OIC, the XO/XPO, or, in emergencies, the OOD.

2-24-1.2 Leave the cutter without permission of proper authority.

2-24-1.3 Fail to report their departure or return to the OOD (updating the status board at the quarterdeck is acceptable).



2-24-1.4 Fail to notify their division officer or if not available the OOD if they are unable to return prior to the expiration of leave or liberty.

2-24-2 Personnel on leave shall keep their CO/OIC advised of their leave address. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) provides further guidance.

## **2-25 LIGHTS**

2-25-1 Personnel shall not 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.

2-25-2 During darkened ship, personnel shall only use dim red or blue lights on weather decks or other outside spaces, and shall only use these lights as needed to perform duties. Surface Ship Survivability, CGTTP 3-20.31 (series) provides additional information.

## **2-26 LOCKED SPACES**

2-26-1 Personnel shall not:

2-26-1.1 Have keys to any spaces other than the ones assigned, unless such keys are required in the performance of duty.

2-26-1.2 Lock any space from the inside unless permitted by proper authority.

## **2-27 MAIL AND POST MATTERS**

2-27-1 Appointed mail clerks receive, collect, and deliver incoming and outgoing U.S. Postal Service (USPS) and/or guard mail per the U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series).

2-27-2 Only appointed mail clerks, postal officers, official mail managers, and personnel in an official capacity are authorized entry/access to mail spaces and/or official mail meters/penalty stamps.

2-27-3 Penalty mail is for U.S. government business only. Personnel shall send penalty mail by the lowest postage cost to meet delivery date, security, and accountability requirements.

**2-28 MESS GEAR**

2-28-1 Removing mess gear (cups, bowls, utensils, etc.) from the galley, wardroom, or mess deck requires CO/OIC approval. Personnel shall return any mess gear so removed to the galley at or before the end of each watch.

**2-29 MOTION PICTURES**

2-29-1 Per the Coast Guard Morale, Well-being, and Recreation Manual, COMDTINST M1710.13 (series), if participating, the CO/OIC shall ensure compliance with the Navy Motion Picture Service program.

2-29-2 Coast Guard Morale, Well-being, and Recreation Manual, COMDTINST M1710.13 (series) prohibits the acquiring or displaying of motion picture productions containing certain types of subject matter.

**2-30 MOTOR VEHICLES**

2-30-1 Per the Motor Vehicle Manual, COMDTINST M11240.9 (series), government owned motor vehicles are for official use only, and vehicle users shall safely use, operate, and care for vehicles assigned to them.

2-30-2 Personnel shall not use government owned motor vehicles assigned to the cutter without command authorization. The senior vehicle user shall notify the OOD upon return.

2-30-3 Personnel operating a government owned vehicle shall have a valid state driver's license and a U.S. Armed Forces Identification Card.

2-30-4 All occupants in government owned and personal vehicles shall wear seat belts.

2-30-5 Personnel shall not use any tobacco or nicotine delivery products (smoking, vaping, and smokeless) in government owned or rented vehicles during official business.

2-30-6 Drivers of government owned or rented vehicles shall not use cellular telephones or texting devices unless parked.

**2-31 OFF-DUTY EMPLOYMENT**

2-31-1 All cutter personnel are in 24-hour duty status, and all military duties take precedence over personal time, talents, and attention. Per Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), personnel shall notify their CO/OIC in writing of any off-duty employment activities and obligations, including a brief description of responsibilities and amount of time required per week.

2-31-2 If a CO/OIC feels a member's off-duty employment does not comply with the policies set forth in Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), the CO/OIC shall make a request for determination to Commandant (CG-1221) through the chain of command. Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), provides specific procedures and further information.

## **2-32 OUTFITS, UNIFORMS, AND CLOTHING**

2-32-1 Per Uniform Regulations, COMDTINST M1020.6 (series), personnel shall not:

2-32-1.1 Wear frayed, torn, dirty, or otherwise mutilated clothing unless authorized for special work details.

2-32-1.2 Wear clothing not part of the uniform of the day without permission of proper authority.

2-32-1.3 Wear any uniform article in a manner that discredits the Service.

2-32-1.4 Wear any uniform other than the regulation uniform or insignia of a member's grade or rate.

2-32-1.5 Sell, barter, exchange, or give away clothing, arms, military outfits, or equipment the government furnishes.

2-32-2 All issued personal floatation devices, anti-exposure coveralls, and float coats shall be marked per the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).

2-32-3 All personnel are responsible for caring for their issued foul weather gear.

2-32-4 Personnel are authorized to carry small items (e.g., writing utensils, watches, keys, jewelry, wallets, phones or electronic devices needed for military duties) in the pockets of the uniform provided these items are not visible and do not detract from proper uniform appearance. See Uniform Regulations, COMDTINST M1020.6 (series), for further information.

**2-33 PAINTING**

- 2-33-1 The Coatings and Color Manual, COMDTINST M10360.3 (series) gives complete and uniform instruction for all painting aboard cutters. All painting aboard cutters shall conform to these instructions.
- 2-33-2 The First Lieutenant shall supervise the paint locker and the control and issue of paint, paint pots, and brushes.
- 2-33-3 Personnel shall not paint marinite joiner panel bulkheads, compartment labels, damage control markings, nameplates, or instruction plates.
- 2-33-4 Personnel shall stow paint in designated flammable liquid storerooms or paint lockers.
- 2-33-5 Personnel shall return paint, paint pots, and brushes to the paint locker at the end of working hours.

**2-34 PERMISSION TO LEAVE THE CUTTER OR LIMITS OF THE COMMAND DURING DUTY HOURS**

- 2-34-1 With CO/OIC authorization, the XO/Executive Petty Officer (XPO), and department heads can permit junior personnel to leave the cutter during duty hours.
- 2-34-2 All personnel shall report their departure and return to the OOD. The OOD shall inform the XO/XPO when personnel senior to the XO/XPO depart and return.
- 2-34-3 When a work party leaves and returns to the cutter, the officer/petty officer in charge shall inform the OOD and provide the OOD a list of members in the work party.

**2-35 PERSONAL EFFECTS**

- 2-35-1 Personnel shall have command permission to keep personal items or other articles in any locker, closet, or space not assigned to them.
- 2-35-2 All personnel are responsible for obtaining and using a personal lock to secure their lockers. Personnel shall immediately report evidence of tampering or unauthorized entry into a personal locker to the MAA and/or the OOD.
- 2-35-3 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 shall promulgate instructions for such use. Use of security containers for such stowage is prohibited.
- 2-35-4 The XO/XPO shall collect, inventory, and seal the personal effects of a person declared a deserter as required by Discipline and Conduct, COMDTINST M1600.2 (series). This

also applies if a member becomes mentally or physically incapacitated and can no longer care for such items.

2-35-5 Personnel shall not handle or disturb the personal effects of another person, unless conducted under the specific direction of proper authority.

## **2-36 PERSONAL PORTABLE ELECTRONIC DEVICES (PEDs)**

2-36-1 The use of personal PEDs (e.g., smart phones, smart watches, tablets, Wi-Fi hotspots, laptops, MP3 players, iPods, cameras, eReaders, satellite communication devices, and micro GPS trackers) onboard shall be in accordance with unit portable electronic device policy and Emission Control (EMCON) procedures. U.S. Coast Guard Security and Information Assurance (SAI) Manual, COMDTINST M5500.13 (series) (FOUO) provides further guidance. Units under U.S. Navy tactical control shall comply with the U.S. Navy Fleet Forces Command Wireless Device Radio Frequency Emissions Afloat policy.

2-36-2 PEDs can create an operational security vulnerability to cutters conducting certain law enforcement, national security, and national defense missions. Expanded use of personal and government procured PED devices that emit radio frequency signals pose an increased risk of detection and enable possible location detection, monitoring of critical information, network compromise, and data infiltration by adversaries and criminals. The Coast Guard Operations Security (OPSEC) Program and Critical Information List (CIL) set forth in COMDTINST 5510.24 (series) facilitate the identification and protection of critical information from adversarial exploitation.

2-36-3 Personal PEDs shall not be carried or used at any watch station (e.g., bridge, engine room etc.) unless authorized by the CO/OIC or unit instruction/policy.

2-36-4 All personal PEDs are prohibited from entering a classified working space in accordance with U.S. Coast Guard Security and Information Assurance (SAI) Manual, COMDTINST M5500.13 (series) (FOUO).

## **2-37 PERSONAL RELATIONSHIPS**

2-37-1 As people work together, different types of relationships arise. Professional relationships sometimes develop into personal relationships. As described in Discipline and Conduct, COMDTINST M1600.2 (series) service custom recognizes that personal relationships are acceptable provided they do not, either in actuality or in appearance:

2-37-1.1 Jeopardize the members' impartiality.

2-37-1.2 Undermine the respect for authority inherent in a member's rank or position.

- 2-37-1.3 Result in members improperly using the relationship for personal gain or favor.
- 2-37-1.4 Violate a punitive Article of the Uniform Code of Military Justice, 10 U.S.C. § 801-946.
- 2-37-2 The nature of operations and personnel interactions on cutters makes romantic relationships between members assigned to such units the equivalent of relationships in the chain of command and, therefore, prohibited. This policy applies regardless of rank, grade, or position.
- 2-37-3 CO/OICs are responsible for ensuring that all members of their commands are familiar with Discipline and Conduct, COMDTINST M1600.2 (series).

**2-38 PERSONALLY OWNED TOOLS AND MATERIAL**

- 2-38-1 Personnel desiring to bring aboard personally owned tools, materials, or equipment for use or repair shall first get permission from the XO/XPO.

**2-39 PETS**

- 2-39-1 Personnel shall not bring a live animal aboard the cutter for any purpose without permission of the CO/OIC.

**2-40 PHOTOGRAPHS**

- 2-40-1 CO/OICs are responsible for the control of both unofficial and official photography by personnel under their command. CO/OICs shall establish appropriate directives and guidelines to prevent unauthorized photography. U.S. Coast Guard Security and Information Assurance (SAI) Manual, COMDTINST M5500.13 (series) (FOUO), Classified Information Management Program, COMDTINST M5510.23 (series) (FOUO), Maritime Law Enforcement Manual, COMDTINST M16247.1 (series) (FOUO), and Public Affairs Manual, COMDTINST M5728.2 (series), provide specific guidance.
- 2-40-2 Personnel shall not photograph classified equipment or material on or as viewed from the cutter except in accordance with U.S. Coast Guard Security and Information Assurance (SAI) Manual, COMDTINST M5500.13 (series) (FOUO) and Classified Information Management Program, COMDTINST M5510.23 (series) (FOUO).
- 2-40-3 Personnel shall not take photographs or video with personal cameras or photo-capable PEDs for personal use during law enforcement or other sensitive operations. Only CO/OIC-authorized personnel are permitted to take official photographs and video during such operations. Personnel should use government equipment to take these photographs or video. Any personal photography or video equipment (including PEDs) used to take

photographs or video during these operations shall be handled as evidence. The Maritime Law Enforcement Manual, COMDTINST M16247.1 (series) (FOUO) provides further information.

2-40-4 When in port, personnel with cameras or photo-capable PEDs shall conform to local port or shipyard photography regulations.

#### **2-41 PLAN OF THE DAY/PLAN OF THE WEEK**

2-41-1 The XO/XPO or a designated representative, on a schedule determined by the XO/XPO, shall publish the Plan of the Day/Plan of the Week. The Plan of the Day/Plan of the Week is a medium for the promulgation of such orders and directives as the CO/OIC or XO/XPO may issue. The OOD shall issue the Plan of the Day/Plan of the Week when the XO/XPO is absent.

2-41-2 The Plan of the Day/Plan of the Week shall be posted on all physical and electronic bulletin boards.

2-41-3 All personnel shall read the Plan of the Day/Plan of the Week and are responsible for its contents.

#### **2-42 POTABLE AND RAW WATER**

2-42-1 Personnel shall not use seawater for cleaning purposes in food service spaces. Sea water/non-potable water connections are not permitted in food service spaces.

2-42-2 Personnel obtaining, transferring, and treating of water (potable and raw) shall follow the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Area Commander Standard Operating Procedures (SOP), and applicable District directives.

2-42-3 Every person shall 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.

2-42-4 Cross connections between potable and non-potable water systems are never authorized. For further guidance, see the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

2-42-5 Willfully wasting or causing the loss of fresh water is prohibited.

**2-43 QUARTERS AND MUSTER**

2-43-1 Personnel shall not:

2-43-1.1 Be absent from quarters, muster, or other such place set by proper authority without authorization. Cutter Organization Manual, COMDTINST M5400.16 (series) provides additional information.

2-43-1.2 Conceal or fail to report the absence of any crewmember to the appropriate department head.

2-43-1.3 Falsify or alter a muster report.

**2-44 SEARCH, SEIZURE AND ADMINISTRATIVE INSPECTIONS**

2-44-1 As described in Part III of the Manual for Courts-Martial, United States (current edition), the CO/OIC has the authority to order searches of persons and property under command control by responsible persons of the command. This authority cannot be delegated unless the person has been designated as the "Acting CO/OIC." The CO/OIC shall order searches only when sufficient reliable information is presented that establishes a reasonable belief that:

2-44-1.1 An offense was committed by the individual whose person or property is searched; and

2-44-1.2 The search of that person or property will yield an instrumentality, fruit, or other evidence of that offense.

2-44-2 The above restrictions do not reduce the authority of the CO/OIC to conduct an administrative inspection at any time to ensure:

2-44-2.1 Safety and security.

2-44-2.2 Operational readiness.

2-44-2.3 Health and welfare.

2-44-3 Whenever practical, the search authorization for a search described above should be set forth in writing. When a search is authorized, the search authorization shall specify the person or property that may be searched, and the items that may be seized if found because of the search.

2-44-4 Any commissioned officer, warrant officer, petty officer, or law enforcement personnel may conduct a search pursuant to a proper search authorization issued by the CO/OIC or



military judge, or where a search is based on probable cause and exigent circumstances exist.

2-44-5 Property discovered during a lawful search is subject to seizure when there is a reasonable belief that the property or evidence is contraband, an illegal weapon, evidence of a crime, or can be used to resist apprehension or to escape.

2-44-5.1 Commissioned officers, warrant officers, petty officers, and law enforcement personnel have the power to seize property or evidence pursuant to a valid search authorization.

2-44-5.2 Property or evidence not named in a search authorization may still be seized where the person has probable cause to seize the property or evidence and exigent circumstances exist. Government property, abandoned property, and property where seizure consent is obtained from the owner are subject to seizure without probable cause.

2-44-5.3 Prior to inspecting the content of electronic devices seized without consent of the owner, contact your servicing legal office.

**NOTE:** *Whenever practicable, it is imperative that the CO/OIC contact the servicing legal office before authorizing a search, executing a consent search, or seizing evidence pursuant to probable cause.*

## **2-45 SECURITY CONTAINER COMBINATION**

2-45-1 The Communications Officer, Classified Material Control Officer, or CO/OIC shall maintain a current record of combinations for all onboard security containers in accordance with Classified Information Management Program, COMDTINST M5510.23 (series).

2-45-2 Any person setting or changing the combination on any security container shall:

2-45-2.1 Place the combination in a sealed, opaque envelope Security Container Information, Standard Form 700 found in the Classified Information Management Program, COMDTINST M5510.23 (series).

2-45-2.2 Assign a security classification to the combination equal to the highest category of classified material within the container.

2-45-2.3 Write the exact location and number of the security container on the envelope and store it in a separate GSA approved security container authorized to store the same level of classification.

**2-46 SECURITY OF CLASSIFIED MATERIAL**

2-46-1 Personnel shall not remove any classified material from its proper place of stowage without permission of proper authority. Refer to Classified Information Management Program, COMDTINST M5510.23 (series) for further information and guidance.

2-46-2 Personnel having possession, custody, or control of classified material shall not knowingly deliver that material or divulge its contents to any person not authorized to receive the material or to have knowledge of its contents.

2-46-3 Personnel shall not copy or record any portion of classified material without permission of proper authority. Any member copying classified material shall use an approved, classified copier equal to or higher than the original document.

2-46-4 Personnel shall not possess classified material unless it is necessary to perform one's duties.

2-46-5 Any crewmember finding classified material adrift or unattended shall post a guard and immediately contact the Classified Material Control Officer (CMCO). To the extent feasible, such information should be protected from further compromise but should not be moved unless directed by the CMCO.

2-46-6 Personnel shall not remove classified material from the cutter without the specific permission of the CO/OIC or his/her designated representative.

**2-47 SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)**

2-47-1 All members shall take actions to eliminate sexual assault. Per Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), sexual assault is defined as intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent.

2-47-2 CO/OICs shall establish and manage unit SAPR program in accordance with the Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

2-47-3 CO/OICs shall ensure that all unit personnel receive annual SAPR Training.

2-47-4 CO/OICs shall respond to and make appropriate notifications, in accordance with the Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), when a report of sexual assault is received.

2-47-5 Depending on number of members assigned to unit, the CO/OIC shall either designate command Victim Advocate(s) (VA) or have a plan to access VA services in accordance

with the Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

## **2-48 SEXUAL HARASSMENT PREVENTION**

2-48-1 CO/OIC and supervisory personnel shall not tolerate sexual harassment at their units and are required to take immediate corrective action when it occurs. The Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), sets forth the Commandant's policy on sexual harassment.

2-48-2 Every member of the Coast Guard shall take prompt and decisive action to prevent and eliminate sexual harassment.

2-48-3 Per the Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series), sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2-48-3.1 Submission to such conduct is made either implicitly or explicitly a term or condition of employment.

2-48-3.2 Submission to or rejection of such conduct is used as a basis for employment decisions.

2-48-3.3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2-48-3.4 This definition also encompasses unwelcome display or communication of sexually offensive materials.

## **2-49 SHIPBOARD TRAFFIC ROUTES**

2-49-1 All persons shall use the following routes when proceeding to their general quarters or emergency stations as long as it is a safe route: forward and up on the starboard side, aft and down on the port side.

## **2-50 SHIP'S KEYS CUSTODY AND ADMINISTRATION**

2-50-1 Responsible persons shall handle magazine and armory keys according to United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series).

2-50-2 The Engineer Officer shall keep the keys for the reduction gear casings and handle them according to current instructions.

COMDTINST M5000.7B

2-50-3 Keys for other spaces shall be kept in the custody of XO/XPO designated custodians.

2-50-4 Custodians shall give special attention to the security of keys to spaces containing flammables and gasoline.

2-50-5 Each department head shall maintain a key locker containing spare keys to the department areas. The OOD shall have access to the key locker keys for use in emergencies.

2-50-6 Crewmembers shall only duplicate keys with specific authorization of the CO/OIC. Delegating this authority to the XO is permissible.

**2-51 SMALL ARMS**

2-51-1 Personnel granted unaccompanied access to Arms, Ammunition & Explosive (AA&E) spaces or authorization to issue firearms shall have a favorable National Agency Check with a Local Records Check (NACLC) per Personnel Security and Suitability Program, COMDTINST M5520.12 (series).

2-51-2 CO/OICs may permit storage of privately owned small arms in the cutter's armory if space and adequate security are available. Personnel shall not 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.

2-51-3 To carry, use, or operate a weapon, a member shall fulfill the requirements in the Ordnance Manual, COMDTINST M8000.2 (series) (FOUO).

2-51-4 A current copy of the CO Authorization to Carry Letter (containing member's name, weapons qualifications expiration dates, and 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	4Apr15	7May15				
Smith, Jane	BM2				4May15		

Note: Qualifications are good through the dates listed

2-51-5 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) (FOUO).

**2-52 SOCIAL MEDIA**

- 2-52-1 CO/OICs shall ensure that official unit social media sites comply with requirements listed in Coast Guard External Affairs Manual, COMDTINST M5700.13 (series) and Use and Management of Coast Guard Internet and Intranet Web Sites, Content and Access, COMDTINST 5230.62 (series).
- 2-52-2 CO/OICs shall develop a unit social media policy in accordance with Coast Guard External Affairs Manual, COMDTINST M5700.13 (series).
- 2-52-3 All members who self-publish on social media sites are personally accountable for all content posted and shall comply with guidance and requirements listed in unit social media policy and Coast Guard External Affairs Manual, COMDTINST M5700.13 (series).

**2-53 SOLICITORS, TRADESMEN, AND AGENTS**

- 2-53-1 Personnel shall not furnish the names of any members of the crew to a solicitor, tradesman, or agent without permission of the CO/OIC. The Federal Privacy Act of 1974, U.S.C. § 553a provides additional guidance for protecting crewmembers' personal information.
- 2-53-2 The CO/OIC shall only authorize such agents, solicitors, and tradesmen access to the cutter or crew as appropriate.

**2-54 SPECIAL REQUESTS AND REQUEST MAST**

- 2-54-1 Denying or restricting the right of crewmembers to make special requests of their seniors in the chain of command is prohibited.
- 2-54-2 As described in the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) a member may make any request, report, or statement to the CO/OIC.
- 2-54-3 Responsible persons shall forward any request promptly through the chain of command to the proper level for decision, and shall state the reason for denying or not recommending a request.
- 2-54-4 Failure to act upon or forward promptly any request or appeal that is one's duty to forward or act upon is prohibited.

**2-55 SUPPORT OF DEPENDENTS**

2-55-1 In accordance with Military Civil and Dependent Affairs, COMDTINST M1700.1 (series), all members shall 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.

2-55-2 CO/OICs shall promptly acknowledge complaints alleging inadequate support of dependents.

2-55-2.1 The member shall be counseled to determine the validity of the complaint, then effect compliance with current policy, as necessary.

2-55-2.2 The obligation to support dependents is binding on all members under the penalty of administrative action, disciplinary action, or both.

**2-56 SWIMMING**

2-56-1 Swimming over the side is prohibited without approval of the CO/OIC.

2-56-2 Swimming over the side is expressly prohibited:

2-56-2.1 In harbor or other fleet concentrations without approval of the Senior Officer Present Afloat (SOPA).

2-56-2.2 In waters with known or suspected contamination.

2-56-3 The OOD shall ensure the following measures whenever swimming parties are authorized:

2-56-3.1 Post the Cutter Surface Swimmer (CSS), qualified according to the Cutter Surface Swimmer Program, COMDTINST 16134.2 (series).

2-56-3.2 Have one boat and crew in the water near the swimming area armed with a rifle to prevent shark attack.

2-56-3.3 Set the boundaries of the swimming area.

2-56-3.4 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.

2-56-3.5 Take no suction from sea chests within the swimming boundary.

2-56-3.6 Do not turn the propellers or move the rudders.

2-56-4 Swimmers shall remain within the set boundaries of the swimming area.

## **2-57 TAMPERING**

2-57-1 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.

2-57-2 Tampering with the oily water separator (OWS) is prohibited unless authorized to do so for maintenance and repair purposes. The OWS shall be operated and maintained per The Vessel Environmental Manual COMDTINST M16455.1 (series) and The Naval Engineering Manual COMDTINST M9000.6 (series).

## **2-58 UNAUTHORIZED ALTERATIONS**

2-58-1 As described in U.S. Coast Guard Configuration Management Manual, COMDTINST M4130.6 (series), personnel shall not make changes to the configuration of the cutter unless the approved by the governing Configuration Control Board (CCB).

2-58-2 The Engineer Officer shall document all changes, regardless of scope, in prints, instruction books, and material histories to maintain the accuracy of the cutter configuration.

## **2-59 UNAUTHORIZED ARTICLES**

2-59-1 Personnel shall not:

2-59-1.1 Have property of another person onboard without permission.

2-59-1.2 Bring privately owned weapons aboard cutters without specific approval of the CO/OIC in accordance with the Ordnance Manual, COMDTINST M8000.2 (series) (FOUO), and Ammunition and Explosives Safety Afloat, NAVSEA OP 4 (series).

2-59-1.3 Bring privately owned ammunition or explosives aboard cutters in accordance with the Ordnance Manual, COMDTINST M8000.2 (series) (FOUO), and Ammunition and Explosives Safety Afloat, NAVSEA OP 4 (series).

2-59-1.4 Sell, display, or distribute lewd or obscene movies, videos (i.e., no video or movie rated X may be shown), writings, photographs, or drawings.

**2-60 UNAUTHORIZED ENTRY**

2-60-1 Personnel shall not:

- 2-60-1.1 Enter a space marked EXCLUSION, LIMITED, CONTROLLED, OR RESTRICTED AREA or known to be a restricted area, unless duty performance requires access. The Physical Security and Force Protection Program, COMDTINST M5530.1 (series) provides additional information.
- 2-60-1.2 Enter any berthing area not assigned to them without authorization, unless in the performance of assigned duties.

2-60-2 Enlisted personnel shall not enter or pass through the wardroom or wardroom galley unless duty performance requires access.

**2-61 WATCHES, PATROLS, AND SENTRIES**

2-61-1 While assigned to patrol or sentry duty, personnel shall:

- 2-61-1.1 Report violations of the cutter's regulations, directives, or other breach of good order and discipline, and exert themselves to prevent such violations.
- 2-61-1.2 Report violations of established safety procedures, precautions and regulations, and exert themselves to prevent such violations.

2-61-2 Health Services Technicians (HSs) shall not bear arms, even ceremonial arms, unless to protect themselves or the sick and wounded in their charge. See the Coast Guard Medical Manual, COMDTINST M6000.1 (series) and the Geneva Convention for exceptions.

**2-62 WATER POLLUTION/REFUSE DISPOSAL**

2-62-1 CO/OICs of cutters 87 feet or more in length shall develop and maintain a garbage management plan in accordance with the Vessel Environmental Manual, COMDTINST M16455.1 (series).

2-62-2 Personnel shall ensure that disposal at sea of any sewage, greywater, or garbage is in accordance with the cutter's garbage management plan, and as far as practical from the nearest land. The Vessel Environmental Manual, COMDTINST M16455.1 (series), provides additional information.

2-62-3 Personnel shall not:

- 2-62-3.1 Throw anything overboard without permission of the CO/OIC or OOD.



- 2-62-3.2 Dispose of potential pollutants unless caused by damage to the cutter and its equipment or necessary for the safety of the cutter and persons at sea.
- 2-62-3.3 Dispose of garbage or other potential pollutants by means other than those specified by the Vessel Environmental Manual, COMDTINST M16455.1 (series), and cutter garbage management plan.
- 2-62-3.4 Dispose of refuse in any place other than designated shipboard receptacles, incinerators, or, when in port, receptacles on the pier.
- 2-62-3.5 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.
- 2-62-4 All garbage disposal after arriving from foreign countries (except Canada and offshore the U.S.) shall be per the Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and as directed by local U.S. Department of Agriculture Plant Protection and Quarantine representatives.
- 2-62-5 Supervisors shall ensure disposal of hazardous materials is in accordance with the Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
- 2-62-6 The CO/OIC shall take appropriate 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 regulations in this chapter 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.
- 3-1-2 The CO/OIC is responsible for providing all personnel a safe and healthful environment. The CO/OIC shall 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.

#### **3-2 ACCESSES AND OBSTRUCTIONS**

- 3-2-1 Personnel 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.

#### **3-3 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), Personnel Qualification Standard Ordnance Operations NAVEDTRA 43202 (series) and the Ordnance Manual, COMDTINST M8000.2 (series) (FOUO).

#### **3-4 BATTERIES**

- 3-4-1 Supervisors shall ensure:
- 3-4-1.1 Batteries are stored in adequately ventilated, cool, fireproof areas.

## COMDTINST M5000.7B

- 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 is in charge of the boat and crew during operations. The Coxswain is responsible, in order of precedence, for:
  - 3-5-1.1 Safety and conduct of passengers and crew.
  - 3-5-1.2 Safe operation and navigation of the boat.
  - 3-5-1.3 Completion of the mission assigned pursuant to 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 CO/OIC or XO/XPO.
  - 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).
- 3-5-4 When loading small boats, the load in pounds, including personnel and stores, shall 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.

- 3-5-5 Smoking in a cutter's boat is prohibited.
- 3-5-6 The CO/OIC shall qualify and certify the boat crew, engineers and coxswains according to the U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series) and U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series). Boat Force Operations Personnel Qualification Standards (PQS), 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 to the extent practicable.
- 3-5-9 Boats shall not be launched or proceed unless released by the OOD with the CO/OIC's approval. The OOD shall determine that weather and sea conditions are suitable for small boat operations.

### **3-6 CONFINED SPACES**

- 3-6-1 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. Personnel shall consider all confined spaces hazardous.
- 3-6-2 Supervisors shall ensure:
  - 3-6-2.1 All spaces entered are continuously ventilated.
  - 3-6-2.2 A person is at the entrance to account for persons in the space and maintain communications.
  - 3-6-2.3 Suitable fire extinguishing equipment is at the entrance.
  - 3-6-2.4 Non-sparking tools are used, except as otherwise authorized.
  - 3-6-2.5 Persons entering the space do not carry matches, lighters, personal electronic devices or wear articles of clothing that could cause a spark.
- 3-6-3 Entry into any space suspected of, or determined to be, Immediately Dangerous to Life and Health (IDLH) is **STRICTLY PROHIBITED** unless using Self Contained Breathing Apparatus (SCBA), carrying an Emergency Escape Breathing Device (EEBD) if needed for personnel rescue, and authorized by the CO/OIC. The Naval Engineering Manual,

COMDTINST M9000.6 (series) and NSTM Chapter 074, Volume 3 – Gas Free Engineering contains further guidance.

### **3-7 COMPRESSED GASES**

3-7-1 Personnel shall:

- 3-7-1.1 Prevent opening lines not completely isolated and bled down when working on compressed gas systems.
- 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 Personnel shall not:

- 3-8-1.1 Have onboard a fixed, semi-fixed, folding, or spring-loaded knife with a blade over 5 inches. The XO may make exceptions for duties involving marlinspike seamanship or food preparation.
  - 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 in to 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 Policies and Procedures Manual, Volume 1, COMDTINST M3150.1 (series) and Navy Diving Program, OPNAVINST 3150.27 (series).

3-9-2 Recreational diving from the cutter is STRICTLY PROHIBITED.

### **3-10 ELECTRICAL AND ELECTRONIC EQUIPMENT**

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

3-10-1.1 Personnel shall not:

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

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

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.

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 and tagging out the equipment. If possible, check with a voltmeter.

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 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. In accordance with cutter SOPs and Equipment Tag-Out Procedures, COMDTINST 9077.1 (series) all personnel shall 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 a CO/OIC designated authorizing officer. See Equipment Tag-Out Procedures, COMDTINST 9077.1 (series), for information on authorizing officer duties and a sample designation letter.



**3-12 FIRE AND EXPLOSION PREVENTION**

3-12-1 All personnel are responsible for:

- 3-12-1.1 Eliminating all potential fire and explosion hazards, including nonessential combustibles.
  - 3-12-1.2 Replacing, when possible, flammable materials with less flammable ones.
  - 3-12-1.3 Limiting the amount of combustibles.
  - 3-12-1.4 Stowing and protecting all essential combustibles to reduce the probability of causing or contributing to a fire.
  - 3-12-1.5 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).
  - 3-12-1.6 Stowing oily rags in airtight metal containers.
  - 3-12-1.7 Stowing paint, paintbrushes, rags, paint thinner, and solvents in proper locations.
  - 3-12-1.8 Making frequent inspections for fire hazards.
  - 3-12-1.9 Enforcing fire prevention policies.
  - 3-12-1.10 Maintaining damage control equipment.
- 3-12-2 The Damage Control Assistant is responsible for training personnel in fire prevention and firefighting.
- 3-12-3 All members are prohibited from using devices with an open flame (e.g., candles), or devices covering up possible scents of dangerous situations (e.g., fires).

**3-13 FIRE WATCHES**

- 3-13-1 Personnel shall not start welding, cutting, heavy grinding, or any other hot work operations without a fire watch.
- 3-13-2 Supervisors shall set a fire watch on both sides if working on bulkheads, decks, or overheads present significant heating of the opposite, accessible side.

3-13-3 Supervisors shall post fire watches during the work and until materials are cool to the touch (or for 30 minutes after completion, whichever is longer).

3-13-4 Supervisors shall ensure fire watches are WQS qualified and certified according to the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and Coast Guard Damage Control Watchstation Qualification Standards (DC WQS) (series).

### **3-14 FLAMMABLES**

3-14-1 All members shall ensure flammable liquids, including service fuels; cleaning agents and paint are 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) provide additional guidance.

3-14-2 Supervisors shall ensure the cutter does not carry aboard more flammable liquids than necessary.

3-14-3 Personnel shall:

3-14-3.1 Return flammable material to the storage spaces at the end of the working day.

3-14-3.2 Lock flammable storage spaces when not in use.

3-14-3.3 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 shall know 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.

3-15-2 CO/OIC shall establish and manage a hazard communication program in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

3-15-3 Personnel shall follow safety precautions and wear personal protection equipment when handling hazardous materials.

### **3-16 HEARING CONSERVATION**

3-16-1 CO/OIC shall establish and manage a hearing conservation program in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

3-16-2 All members shall wear hearing protection if:

3-16-2.1 Continuous noise levels exceed 84 dBA or

3-16-2.2 Impact noise levels exceed 140 dBA

3-16-3 Members shall wear double hearing protection (e.g., earplugs and earmuffs) if continuous noise levels exceed 105 dBA.

### **3-17 HEAT STRESS**

3-17-1 CO/OIC shall establish and manage a heat stress program in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

### **3-18 HEAVY WEATHER**

3-18-1 During heavy weather, the OOD shall restrict movement of personnel about the weather decks.

3-18-2 All members who must transit weather decks during heavy weather shall obtain permission from the OOD.

3-18-3 The OOD shall ensure additional inboard life lines are rigged on the weather decks during heavy weather.

3-18-4 The OOD shall ensure members working topside during heavy seas wear a standard safety harness if necessary to ensure crew safety. 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.

3-18-5 At least two personnel shall be assigned to a weather deck detail, and, where possible, the OOD shall assign a topside observer.

3-18-6 While in port during heavy weather, the OOD is responsible for:

3-18-6.1 Closing all unnecessary topside openings.

3-18-6.2 Checking all mooring lines and removing the slack to reduce the movement of the cutter.

3-18-6.3 Ensuring lines tending the same direction take the strain simultaneously.

3-18-6.4 Putting out additional lines and wires if necessary.

3-18-6.5 Placing fenders along the hull at frame locations.

- 3-18-6.6 Monitoring and adjusting shore ties as necessary.
- 3-18-6.7 Properly securing the quarterdeck shack and/or shifting the quarterdeck watch if necessary for crew safety.

### **3-19 HYDRAULIC MACHINERY AND FLUIDS**

- 3-19-1 Personnel shall not 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:
  - 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 Members shall wear a personal flotation device over a wet suit or dry suit.
- 3-20-2 Members shall not use wet suits as a deck work garment. The anti-exposure coveralls provide the durability for this purpose.
- 3-20-3 The CO/OIC is 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 Systems, not in use, are secured with proper log and status board entries made.
  - 3-21-1.2 Watch personnel are aware of open sea valves.
  - 3-21-1.3 Reach rods on sea valves in bilges are kept in proper mechanical condition to permit operation from the platform deck.

3-21-2 Personnel shall not realign or perform maintenance upon a sea water system without the Engineer Officer's authorization.

3-21-3 If it is necessary to break into a seawater system, the Engineer Officer shall ensure:

3-21-3.1 The OOD is informed and measures are taken to prevent flooding.

3-21-3.2 A hydrostatic test is completed upon re-assembly.

3-21-3.3 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 Personnel shall not:

3-22-1.1 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 Dismantle or remove any lifeline without specific permission from the First Lieutenant or proper authority and rigging temporary lifelines.

3-22-1.3 Hang or secure any weight or line to any lifeline unless authorized by the First Lieutenant or proper authority.

3-22-1.4 Enter any flight deck safety net or cargo net unless authorized by proper authority.

3-22-2 Personnel 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 Personnel shall wear a safety harness while working aloft, over the side or as a cutter surface 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 properly attached to the safety harness, (the Cutter Surface Swimmer (CSS) also requires hypothermia protective clothing when the water temperature is below 60 degrees Fahrenheit).

### **3-23 LINEHANDLING**

3-23-1 Personnel 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.

3-23-3 The cutter shall not use "dock jumpers" when mooring unless dockside line handlers are not available and transport for line handlers to the dock by cutter boat is not possible.

3-23-4 If "dock jumpers" are necessary and authorized by the CO/OIC, 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 To ensure safe operation of main propulsion and auxiliary machinery all supervisors shall ensure:

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

3-24-1.2 Qualified personnel 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 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 Cutter Surface Swimmer (CSS).

3-25-2 Coast Guard approved anti-exposure coveralls and survival suits may be substituted for personal flotation devices.

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

3-25-3.1 In serviceable condition.

3-25-3.2 Equipped with a float light.

3-25-3.3 Affixed with the cutter's name.

3-25-3.4 Readily accessible, and available for immediate use.

3-25-3.5 Placed at each quarter, on the outboard sides of the bridge, and wherever else a need or requirement exists.

### **3-26 PERSONAL PROTECTION**

3-26-1 The CO/OIC shall ensure sufficient personal protective equipment (PPE) is aboard to meet command needs, and shall also ensure the command has adequate funding to obtain or replace missing or worn out PPE.

- 3-26-2 The Safety Officer shall monitor the use of personal protective equipment during required work. The Safety Officer shall ensure the personnel protection equipment is worn in a correct and effective manner.
- 3-26-3 Division officers or department heads shall enforce the proper use and wear of protective equipment.
- 3-26-4 Division officers or department heads shall stock personal protective equipment and provide it to personnel as needed. They shall also ensure the equipment is properly maintained, and personnel are properly trained on the type and use of personal protective equipment required at their workstations.
- 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 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. Eyewash stations shall 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.
- 3-26-7 Personnel shall observe the following precautions using personal protective equipment:
- 3-26-7.1 When working on or near machinery or handling lines, avoid wearing jewelry or clothing with loose ends or loops that might catch in moving equipment, lines, or mooring fittings. Rings other than wedding rings are not authorized for wear in engineering spaces.
- 3-26-7.2 Wear suitable leather, or other heat protective gloves, when working on steam valves or other hot equipment or units.
- 3-26-7.3 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.).
- 3-26-7.4 When brazing, welding, or cutting with oxygen acetylene systems the following precautions shall be taken:
- 3-26-7.4.1 Wear protective goggles or helmet and a leather-welding jacket. Wear safety glasses beneath arc welder's helmets.



- 3-26-7.4.2 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.
- 3-26-7.4.3 Fire watches shall not directly observe the actual hot work arc or flame.
- 3-26-7.5 Approved hardhats with chinstraps, safety shoes/boots, and personal floatation devices are minimum safety gear requirements for all deck evolutions (including, but not limited to, boat launch and recovery, anchoring, mooring, ATON operations, towing operations, astern refueling, underway fueling from oiler/combatant, and underway provisioning).
- 3-26-7.6 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.
- 3-26-7.7 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.
- 3-26-7.8 When using oxygen-breathing apparatuses (e.g., SCBA), two persons shall normally work together.
- 3-26-7.9 When using a line, attached to the person using an OBA or SCBA, it shall be insulated and only used to signal others or enable others to locate the user. It shall not be used to pull or lead another person.
- 3-26-7.10 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 Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
- 3-26-7.11 When conducting work that may generate asbestos dust, personnel shall comply with the requirements of 29 CFR Part 1926 and the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

**3-27 REFRIGERATED STORAGE**

3-27-1 Personnel shall not enter any refrigerated storage space/area unless assigned to do so. Personnel shall not 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 CO/OIC shall establish and manage an effective respiratory protection program in accordance with the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

**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. Additional inspections shall also be conducted as unusual circumstances or conditions warrant. When practical, such inspections shall include operation of the safety device while the equipment or unit is in operation.

3-29-2 Crewmembers shall not operate machinery or equipment if they have knowledge that safety devices are not in working condition.

3-29-3 Crewmembers shall not test a safety device or interlock by intentionally operating the equipment improperly.

3-29-4 Personnel shall not 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. Personnel shall not wear plastic or synthetic shoes except immediately upon arrival or departure, or with CO/OIC authorization.

3-30-2 The CO/OIC may authorize boat crews to wear “deck” shoes when appropriate.

3-30-3 All crewmembers shall wear safety shoes when working on deck or in engineering spaces.

3-30-4 Crewmembers shall not wear shoes with taps, cleats, or any other metal device on the heels or soles onboard 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 test the resistance of the insulation (megger) of shore power cables. Spliced portable cables are dangerous, and shall not be used except when authorized by the CO/OIC, XO/XPO, or OOD.
- 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 or walk on shore power cables.
- 3-31-1.7 Barricade or position shore power cables to protect them from vehicle traffic.

**3-32 TOBACCO AND NICOTINE PRODUCTS**

3-32-1 Tobacco and nicotine products including electronic or e-cigarettes (e.g., personal vaporizer [PV], eGo, vape pipe, hookah pen, e-hookah), smoking (e.g., cigarette, cigar, pipe), smokeless tobacco products (e.g., spit, lug, leaf, dip, snuff, snoot, etc.) and all other nicotine delivery systems and products are prohibited throughout the ship except in designated areas on the weather decks. Nicotine Replacement Therapy (NRT) products containing nicotine and approved for use by the Food and Drug Administration (FDA) are not considered "tobacco products." When possible, CO/OICs shall ensure that designated tobacco use areas are at least 15 ft away from intake ventilation and entrances to the interior of the cutter.

3-32-2 Use of tobacco and nicotine products is prohibited throughout the ship during general quarters, drills, other emergencies, and inspections, except when authorized by the CO/OIC.

3-32-3 Smoking is prohibited throughout the ship during the following evolutions:

- 3-32-3.1 Ammunition handling.

3-32-3.2 Receiving or transferring aviation fuel, diesel oil, gasoline, or other volatile fuel.

3-32-3.3 Helicopter operations.

3-32-3.4 When the “smoking lamp is extinguished.”

### **3-33 TOOLS**

3-33-1 The use of portable power tools requires approval by the cognizant department head.

3-33-2 Supervisors shall ensure that personnel know the safety precautions of tools they use.

3-33-3 Crewmembers shall demonstrate knowledge of a tool’s operation and safety precautions prior to issue and use. This includes, when applicable, Personal Qualification Standard (PQS), Watch Qualification System (WQS) or Job Qualification Requirement (JQR) completion.

3-33-4 Supervisors shall ensure:

3-33-4.1 Personnel use proper personal protective equipment.

3-33-4.2 Personnel follow appropriate tool safety precautions.

3-33-4.3 Automatic securing devices (dead man switches) are tested prior to use.

3-33-4.4 No member uses a portable power tool for any purpose other than that authorized by the department head.

3-33-4.5 Portable electric tools or lights are not used unless they are grounded or marked as double insulated Underwriter’s Laboratory (UL) approved. Grounded 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 are not authorized.

3-33-4.6 Personnel with wet hands, wearing wet clothing or standing in water do not use electrical equipment.

3-33-4.7 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.

3-33-4.8 Extension cords are of the outdoor type and have a three-prong grounded plug.

3-33-4.9 Extension cords are for temporary service and shall not be used in lieu of permanent wiring.

- 3-33-4.10 A/C adapters for cordless tools are UL approved and unplugged when not in use.
- 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 the nature of the malfunction and, if appropriate, tag out the equipment.
- 3-33-6 Crewmembers shall not attempt to change, alter or repair any electric tools or equipment unless authorized.

### **3-34 WELDING, CUTTING, BRAZING AND HEAVY GRINDING**

- 3-34-1 Welding, cutting, brazing, or heavy grinding requires CO/OIC or Engineer Officer approval.
- 3-34-2 Personnel shall not undertake a job involving hot work until the Gas Free Engineer inspects the work area. The crew shall follow applicable safety regulations.
- 3-34-3 Supervisors shall post fire watches during the work and until materials are cool to the touch (or for 30 minutes after completion, whichever is longer).
- 3-34-4 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:
- 3-34-4.1 Chip or scrape all coatings clear of the work area, whenever possible.
- 3-34-4.2 Provide local exhaust ventilation in the work area.
- 3-34-4.3 When all coatings cannot be removed, wear appropriate respiratory protection according to the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
- 3-34-4.4 Airline respirators shall be worn when cutting galvanized material. Ventilate the area to avoid illness caused by toxic fumes.
- 3-34-5 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 shall only go aloft to perform necessary work or duty. Department heads shall ensure that all personnel are properly instructed in all applicable safety precautions.

3-35-2 Permission for personnel to go aloft can only be granted by the OOD, who shall ensure the following safety precautions are taken:

- 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 personnel going aloft properly use safety belts/safety lines and crewmembers are supervised.
  - 3-35-2.5 Notify the Engineer of the Watch (EOW). The EOW shall 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 Personnel shall secure loose items with a lanyard when working aloft or in areas that overhang where personnel may be present.

### **3-36 WORKING OVER THE SIDE**

- 3-36-1 Department heads shall ensure personnel are properly instructed in all applicable safety procedures before permitting members to work over the side.
- 3-36-2 Department heads shall ensure a qualified supervisor 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 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 are wearing 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 Personnel shall not work over the side while underway without permission of the CO/OIC.