



# **OPERATIONAL PLAN**

**CAPE GIBSON/CAPE GIRARDEAU  
DTMA -8C-00027**

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## INTRODUCTION

### Phase "O" Operations:

This plan involves and encompasses the operation of a vessel for either a MARAD or Navy mission, shakedown voyage, seatrial or otherwise prescribed ocean borne activity. The Ship Manager is responsible for all aspects of this phase, commonly referred to as "O" phase, and is expected to manage and operate the vessel in good commercial practice. At the completion of Phase "O" Operation, the RRF vessel's OPCON will be redelivered to MARAD, and the vessel subsequently laid up by the Ship Manager.

Contractual control of the Ship Manager's contract remains with MARAD at all times. Funding and reimbursement of expenses will need MARAD's approval at all times. If there is a question regarding any directive from MSC during Operations; then a request to MARAD to guarantee reimbursement must be received and documented.

## **A. SHORESIDE PROCEDURES**

### **1. AGENT LIST**

PCS has developed an agency network throughout much of the world. As Ship Manager, PCS has given local agents the responsibility to make arrangements for local customs brokers, tugs, pilots, berthing/shore services, terminal services, and launch services for any Ready Reserve Fleet vessel's arrival and subsequent departure. These local agents have a better handle on the workings of "local" customs and can deal with these problems more efficiently. The list of domestic and foreign agents to be contracted with the Ship Manager is attached as Appendix "A".

#### **Item #1 - Local Agent during Operations in the San Francisco Bay Area:**

General Steamship

Ph: 510-652-9900

### **2. CUSTOMS BROKERS**

The Ship Manager's local agent will arrange for a Customs Broker to handle all necessary documentation to expedite the RRF vessels' arrival and departure in domestic and international ports of call.

#### **Item #2 - Local broker during Operations in the San Francisco Bay Area:**

Same as agent.

### **3. TUGS**

The Ship Manager's local agent will arrange for a sufficient number of adequately powered tugs to assist the ship in berthing to a pier, mooring to a buoy, or any other evolution requiring tug assistance; such as the escort of ships in restricted waters. The local agent will order as many tugs as the Master and Pilot require for an efficient maneuvering.

#### **Item #3 - Local towing companies during Operations in the San Francisco Bay Area:**

Bay and Delta Towing Company

(415) 781-3577

## **A. SHORESIDE PROCEDURES**

### **4. PILOTS**

The Ship Manager's local agent will normally arrange for qualified pilots who are knowledgeable of the local area and conditions. Whenever possible, government or government contract pilots will be used. The agent or the government will not accept "double billing" from State Pilot Associations for "non-service".

#### **Item #4 - Local pilot services during Operations in the San Francisco Bay Area:**

San Francisco Bar Pilots Association

(415) 362-5436

### **5. BERTHING AND SHORE SERVICES**

The Ship Manager's local agent will arrange for berthing and shore services. Shore services will include; potable water, feed water, trash and garbage removal, oily waste removal, sewage removal, and line handlers. Agency services to also include the use of a cellular phone and the transportation of crew members. On special occasions, shoreside electric power and/or shoreside steam would be a requirement.

### **6. TERMINAL SERVICES**

The Ship Manager's local agent will arrange for any shoreside equipment or services necessary to load or discharge material beyond the designated capacity of the ship's equipment, or the crew's ability, and/or the ship's mission. Normally, such services laid on by MSC/Army/customer.

## **A. SHORESIDE PROCEDURES**

### **7. LAUNCH SERVICES**

The Ship Manager's local agent will arrange for a scheduled seaworthy launch which conforms to USCG regulations or comparable foreign standard for the carriage of passengers in the event the vessel is at anchor. Launch services will be provided whenever possible to accommodate vessel's crew contract obligations. Such arrangements are subject to local conditions.

#### **Items #5 through #7 - Local Agent during Operations in the San Francisco Bay Area:**

General Steamship

Ph: 510-652-9900

### **8. STEVEDORE SERVICES**

The Ship Manager normally does not arrange for stevedoring services for the loading and discharging of the RRF ships. Military services will usually be utilized for loading or discharging cargo during Phase "O" under MSC control. In the event, no stevedoring services are available, then shipboard crew will be paid overtime to conduct cargo operations or the Ship Manager will make necessary arrangements.

All cargo handling operations are normally arranged for and conducted through local MSC representatives. In the usual or "normal" sense, the Ready Reserve Force vessels are reserved for Military cargoes only. Special service missions are possible at the whim of presidential order.

### **9. BUNKERING**

MSC will provide bunker fuel if it is to their advantage. If not, then MSC will direct the Ship Manager through MARAD to procure necessary bunkers from commercial sources based on the lowest cost to the government. Bunkering in specific ports will be directed by MSC OPCON to the Ship Manager. MSC has some bunker fuel contracts around the world that may or may not be utilized depending on market conditions and Navy logistical situations. The Ship's Master will follow necessary requests for bunkering through government channels and be so directed.

#### **Items #8 and #9 - Ship Manager Representatives will administer these duties**

## A. SHORESIDE PROCEDURES

### 10. READY RESERVE FLEET - SHIP MANAGER

As Ship Manager, Patriot Contract Services, LLC.(PCS) controls all phases, functions, and activities for the RRF vessels it has been assigned. The Ship Manager will be solely responsible for the efficient management of its RRF fleet. The following staff comprises the Management Team with the responsibility of effectively managing and operating the contracted vessels.

Note: Above assumes MARAD funding of RRF program remains intact.

#### SHIP MANAGER

Patriot Contract Services, LLC.  
2175 North California Blvd #1000  
Walnut Creek, CA 94596

#### Personnel:

Grant Stewart -	PCS RRF Program Manager	925-296-1909
Jay Mayse -	RRF Port Engineer	510-864-6014
Bobbi Wolff -	PCS Staff Manager	925-296-1906

The Ship Manager will participate in maintenance briefings, post-activation, operation, and lay-up debriefings as requested by MARAD's regional ACO. Personnel required for these meetings may include both shoreside and shipboard employees.

The Ship Manager will participate in any government exercises, as requested. These exercises may include MARAD, MSC, and/or DOD governing bodies to test the readiness of the RRF vessels under the command of this Ship Manager. A member of the Ship Manager's staff may be required by the government on-site, in Washington DC, or other designated location, during these exercises.

**A. SHORESIDE PROCEDURES****10. READY RESERVE FLEET - SHIP MANAGER****Ship Manager's local information:**

**Cape Gibson 510-864-6009**  
**Cape Girardeau 510-864-6043**

Mr. Jay Mayse has been assigned Port Engineer for the Cape Gibson and Cape Girardeau. Mr. Mayse will be the Ship Manager's local contact during Operations. (In Case of Emergency, Mr. Mayse's local Home phone (415) 382-8141.)

The Ship Manager's personnel located in Oakland, with assistance from the local agent, will "husband" the RRF vessel(s); **Cape Girardeau** and **Cape Gibson**, during Phase "O" Operations in the San Francisco Bay Area.

**Local Agent during Operations in the San Francisco Bay Area:**

(General Steamship)

(Ph: 510-652-9900)

## A. SHORESIDE PROCEDURES

### 11. REIMBURSABLE PROCUREMENT:

RRF Port Engineer(s)	SMALL PURCHASE	(<\$2,500)
RRF Central Procurement	FORMAL "SUBCONTRACTS" >\$100,000	

The assigned Port Engineer(s) and the Central Procurement Department have the primary responsibility for processing small and large procurement. The Ship Manager's procurement staff will comply with government requirements assuring that no purchasing will be initiated prior to proper funding documents (i.e. W.O.s "949s"), are in the Ship Manager's hands, on file, and solvent. The entire Ship Manager's procurement staff also understands MARAD's requirements in requisitioning and procurement of spare parts, consumables, and industrial assistance while following Federal Acquisition Regulations (FAR's) and Transportation Acquisition Regulations (TAR's)

When emergency purchases are needed, a "Justification for other than Full and Open Competition" will be placed in the contract file.

SMALL PURCHASES: Less than \$2,500 (Based on FAR, Chapter 13)

P.O.'s would be processed for both consumable and non-consumable Steward Stores, Deck Stores, Engine Stores and Bunkers. P.O.s would also be issued to vendors for services rendered; Pilots, Tugs, Port Services, Maintenance and Repair of Equipment and/or procurement of new equipment.

If the purchase is a **Firm Fixed Price** or **Not to Exceed**, then the following applies:

1. A Detailed Description of the Procurement.
2. Selection process - Set Criteria:
  - Full Competition:**
    - a. Lowest of two or three quotes.
    - b. Personal knowledge (Only if less than \$2500)
    - c. Historical - From past experience (Recent Past).
    - d. Published List of Item Pricing.
    - e. other; Rational of Ship Manager personnel documented.
  - Non-Competition**
    - a. Sole Source.

Note: Historical, Estimated Price, Sole Source and Ship Manager Rational require a Justification.

## A. SHORESIDE PROCEDURES

### 11. REIMBURSABLE PROCUREMENT:

SMALL PURCHASES: Less than \$2,500 (Based on FAR, Chapter 13) - Continued

If the purchase is to be **Time and Materials**, then the following will apply:

1. A Detailed Description of the Procurement.
2. Competition labor rates, subcontract and materials mark-up.
3. Vendor will supply adequate supporting documentation (i.e. labor rates, hours, material breakdown)

LARGE PURCHASES -(CONTRACTS) -: Greater than \$2,500 Based on FAR, Chapter 14

Ship Manager will solicit an Invitation for Bid (IFB), as per FAR and the Master Lump Sum Repair Agreement (MLSRA).

1. The Ship Manager will prepare a detailed Specification for the FORMAL procurement. A government estimate of the work and services will be prepared and submitted to MARAD by the Ship Manager. Full and Open Competition will be solicited to produce the lowest overall cost for the government.
2. After a pre-determined time, the competition will close with the solicited contractors submitting sealed bids. The sealed bids will be opened and the lowest bidder announced. The MARAD ACO will be given a list of the bidders, their bids, and the winning bid. MARAD will then confirm the winning bidder.
3. Actual awards of such bids are subject to MARAD approvals of financial, contractual and certain other requirements dictated by MLSRA and FAR.

## A. SHORESIDE PROCEDURES

### 12. PROCESSING OF CLAIMS:

It is the Ship Manager's goal to follow all procedures as outlined in MARAD's "Insurance Instructions for Processing Claims". The Ship Manager has provided each vessel's Master with a Safety Book and a card entitled: "Seaman's Personal Injury Incident Reporting Procedures". The Master will also comply with USCG regulations and keep a Medical log for each voyage.

The Ship Manager agrees with all parties that ample information and documentation about the injury or illness are critical to minimizing a claim. The Ship Manager depends upon the Master's best judgment to have accumulated sufficient reports pertaining to the illness/injury. Witnesses and current documentation are key to processing these claims. Blank government forms (USCG & MARAD) are provided to each Master to ensure documentation of accidents, mechanical failure, injuries, and vessel damage remains thorough, concise, and uniform. Copies of Injury/Illness reports will be kept in the Medical log, Mechanical failure reports will be kept in the Engine Log, and Vessel Damage reports kept in the Deck Log. A draft of the USCG form 2692 will be faxed immediately to the Ship Manager by the Master for review by the Ship Manager's legal staff. A final version will be submitted to the Coast Guard by the Master at the completion of the voyage. A shipboard investigation will be conducted by the Master with witnesses and/or the machinery pertaining to the injury/illness and its cause. The government forms will be filed with the Claims Department and they will determine the severity of investigation, if any further. It is the goal of the Ship Manager to keep claims to a minimum. The Ship Manager continuously monitors Safety Meetings and Emergency Plans thus trying to prepare for all the contingencies including fortuitous events.

The Ship Manager has a list of recommended Medical facilities (clinics/doctors/hospitals) located throughout the world offering the best medical attention from previous experience.

#### KEY MEDICAL FACILITIES - WEST COAST:

The Ship Manager's agents have a medical listing for their respective territories. If a crew member needs medical attention, the Master will notify the Ship Manager and the local agent. When medical treatment is administered it will be billed to the agent, and then-in-turn billed to the Ship Manager. The Master will receive documentation from the Medical facility pertaining to the injury/illness. This shoreside medical information will be included in the Medical log and a copy forwarded to the shoreside Ship Manager personnel. The Ship Manager's claim department, upon notification, will create a file to monitor the proceedings.

## A. SHORESIDE PROCEDURES

### 13. VESSEL CREWING:

The following is the list of "Shipboard" support personnel. This manning scale has been established for the C5-S-75a Class vessels: **Cape Girardeau** and **Cape Gibson** for "Point-to-Point" cargo Operations.

Total manning for these vessels is 33, including the Master.

<u>Job Description</u>	<u>Responsibilities</u>
1 - Master	Total Control of Vessel: Navigation, Operations, Maintenance & Repairs, Safety, Procurement, and Security.
1 - Chief Engineer	Total Control of Vessel's Mechanical Operations Maintenance & Repairs, Safety for Engine Department
1 - Chief Mate	Department Head - Deck Navigation/Cargo Operations
1 - First Asst. Engineer	Department Head - Engine Maintenance & Repairs/Operations
1 - Second Mate (watch)	Navigation/Operations
1 - Second Asst. Engineer (watch)	Operation, Maintenance & Repairs
2 - Third Mates (watch)	Navigation
2 - Third Asst. Engineers (watch)	Operation, Maintenance & Repairs
1 - Radio Officer	Communications/Maintenance & Repairs
2 - Electricians	At the Direction of the Engine Department
1 - Bosun	At the Direction of the Deck Department
1 - Steward/Baker	Provisions/Maintenance
2 - Cook s	At the Direction of the Steward Department
3 - Steward Asst.	At the Direction of the Steward Department
6 - Able Seamen (watch)	At the Direction of the Deck Department
3 - Ordinary Seamen (watch)	At the Direction of the Deck Department
3 - W/JR/Engrs (WJR)	At the Direction of the Engine Department
1 - Wiper	At the Direction of the Engine Department
2 - Cadets	Upon Assignment

## B. SHIPBOARD OPERATIONS

### 1. CREW MANNING

All crew members are subject to an Marine Index Bureau (MIB) investigation. This index gives a listing of all past employment terminations:(Fired for: fighting/stealing/...., Medical and/or physical alignments, etc). This index is compiled by numerous shipping companies thus helping the Ship Manager find the best qualified personnel.

At the completion of a voyage, Activation, Operations, and/or De-Activation; the key Shipboard personnel may request a relief. Key shipboard personnel may include the Master, Chief Mate, Chief Engineer, First Asst. Engineer, Radio Officer and/or Chief Steward. With the Cape Girardeau and Cape Gibson stationed in San Francisco, CA, local union halls will be notified of any changes to crew manning.

The Master and Chief Mate will clear through the MMP (Master, Mates, and Pilots) Union. The Chief Engineer and the First Assistant Engineer will clear through the MEBA (Marine Engineers) Union. The Radio Officer will clear through the ROU (Radio Officers Union). Finally, the Chief Steward (Stwd/Baker) will clear through the SIU (Seafarer's International Union). Of these key personnel, The Captain, the Chief Engineer, and the First Asst. Engineer are hand selected by the Ship Manager, while the others are employed through their local union halls. The selected personnel should be experienced in handling the strenuous requirements of fast RRF turn-arounds.

Normal procedures have the RRF Labor Relations/Contracts specialist handling these personnel assignment shifts and changes. Manning (ie exact numbers of crew) is apt to be flexible depending on special requirements set by MSC's mission style.

M.M.P. UNION	SAN FRANCISCO	(415) 777-5074
R.O. UNION	SAN FRANCISCO	(415) 626-4928
S.U.P. UNION	SAN FRANCISCO	(415) 777-3400
M.E.B.A. UNION	SAN FRANCISCO	(415) 421-9620
M.F.U.	SAN FRANCISCO	(415) 362-7593
S.I.U.	SAN FRANCISCO	(415) 543-5855

No key shipboard positions will be left unfilled, as required by all governing bodies of the US Government (i.e. US Coast Guard, MARAD, etc) See Appendix "D"

## **B. SHIPBOARD OPERATIONS**

### **2. NAVIGATION:**

The RRF vessels; Cape Gibson and Cape Girardeau will operate at all times in complete compliance with applicable Rules of the Road. It will be the responsibility of the Master to see that the vessel is safely navigated at all times by exercising his common sense, sound judgment, and prudent seamanship. During Phase "O" the Master could be directed by a variety of governing departments but nothing or no one will relieve the Master from their responsibility for safe navigation, ship handling, and the safety of his crew and cargo.

### **3. OPERATIONS:**

During Phase "O" the Master will operate the vessel under orders from either MARAD's COTR or MSC's COMSC as directed by the Ship Manager. The majority of the RRF dry cargo ships are employed in point-to-point cargo service under the operational control (OPCON) of MSC Area Commanders. When the vessel is in OPCON, then the Master will utilize and comply with MSC's Standard Operating Manual (SOM). Under authority from MSC, the Master will be given voyage sailing orders (SAILORDs) to direct movement of the ship. If the RRF vessel is unable to comply with immediate sailing orders because the Master determines it is not feasible or it jeopardizes the safety of the ship, (s)he must advise MSC and the Ship Manager accordingly.

During OPCON, the Master will ensure the vessel is safely navigated by a qualified crew with current weather reports, maintained navigation equipment, proper bridge logs and reports, ship maneuvering characteristics, Daily readiness checks of all bridge, navigation, and mooring equipment, and weekly checks shall be performed on all lifesaving, fire and emergency equipment.

During OPCON and Phase "O", The Ship Manager will direct the Master and the Radio Officer to include MARAD headquarters Washington DC with MSC "MOVREP's". This communication procedure during Operations will keep MARAD up-to-date on its RRF vessel's movement activities.

## B. SHIPBOARD OPERATIONS

### 3. OPERATIONS: CONTINUED

At the completion of OPGON, the Master will supply the following reports to MSC:

#### MSC Recurring Reports during Phase "O"

1. All required USCG Log Books.
2. Movement Reports (MOVREPs)
3. Daily Optimum Track Ship Routing.
4. Weather Observation Reports
5. Ship Sighting Reports
6. Pre arrival Reports (PREREPs)
7. Communications Guard (COMGUARD) Shift Reports
8. AMVER Reports (MARAD Required Report)
9. Crew List and Sailing List of Non-Crew Members (MARAD Required Report)
10. Accounting and Fuel Reports (MARAD Required Report)

#### MSC Special Occurrence Reports

1. Accident in Panama Canal Report
2. Assistance-At-Sea Report
3. Asylum and Temporary Refuge Report
4. Bomb Threat Report
5. Casualty Reports,
  - Initial Casualty Report (CASREP)
  - Casualty Situation Report (SITCASREP)
  - Casualty Corrected Report (CASCOR)

The Ship Manager will keep MSC advised at all times during the Operations phase through communications between shoreside support staff, shipboard personnel, and the government..

## **B. SHIPBOARD OPERATIONS**

### **4. ENGINEERING MAINTENANCE & REPAIRS**

It is the Ship's Manager's understanding that MARAD reserves the right to use Government and/or contract personnel to accomplish maintenance and repair work on Ready Reserve vessels during any RRF program phase. Before any such work, MARAD must notify the Ship Manager as to the composition of the work group and the work to be performed.

During Phase "O" Operations the Ship Manager and the assigned Chief Engineer are responsible for the safe and proper operation of all shipboard machinery, main auxiliary, and emergency systems, both in-port and at-sea as required to provide main propulsion, maneuvering, deck operations, and ship hotel services. Maintenance and repairs to all machinery will be performed as needed to comply with ABS Class, USCG Certification, and other regulatory requirements for the safety of the vessel. A record of all repairs and accomplished maintenance will be retained and entered into the MARTS system.

RRF-MARTS was developed to provide consistent, precise and timely information on the scope and nature of deferred maintenance and repairs of the RRF vessel to MARAD headquarters. The primary function of RRF-MARTS is to provide a means for tracking, by both the Ship Manager and MARAD, the maintenance and repair deficiencies, actions and requirements for RRF vessels during Phase IV and Phase O.

Ship Manager's personnel will perform scheduled and unscheduled maintenance and repairs, as necessary at sea and in-port on a 24-hour a day basis. The vessel's Chief Engineer will supervise a preventive maintenance program consisting of tests, inspections, and maintenance actions based on each ship's Engineering Operating Manual, equipment manufacturers technical manuals, and good marine practice.

The Chief Engineer will ensure proper maintenance of operating logs for shipboard systems and equipment. The following logs and records will be maintained.

- a. Engine Room log
- b. Engine room bell book
- c. Night order book/standing orders
- d. Refrigeration temperatures/pressures
- e. Impressed current Cathodic protection
- f. Chief Engineer's Noon report
- g. Fuel documentation
- h. Oil Record book
- i. Relative Humidity charts

## **B. SHIPBOARD OPERATIONS**

### **4. ENGINEERING MAINTENANCE & REPAIRS - CONT.**

During cargo operations, the Chief Engineer will ensure there is sufficient power to operate all the ship's cargo gear simultaneously. Cargo gear to include but not limited to; booms, winches, cranes, ramps, pallet jacks and fork trucks. If a breakdown occurs, the Chief Engineer's staff will immediately provide qualified shipboard personnel to make repairs. If extensive emergency repairs are required, then shoreside assistance will be utilized. The emergency repairs and/or serious deficiency reports will be contracted with industrial assistance after the Ship Manager has obtained necessary approvals from the MARAD region COTR/ACO.

Voyage Repairs requiring industrial assistance beyond the capability of the ship's personnel will be accomplished during scheduled in-port periods. Voyage repairs will be submitted by the vessel's Chief Engineer to the Ship Manager for scheduling and approval from MARAD COTR/ACO. As a minimum, voyage repair requests will include the following:

1. Equipment identification and characteristics.
2. Details of the nature of the problem (complete description of the problem will help determine exactly what type of service is necessary).
3. Anticipated requirements for spares and special materials (or indication if sufficient spares are onboard to complete the repair.).
4. Descriptions of all material, type and quantity required to perform the repairs. Examples - length of pipe and size (type of material, if possible); number of valves (type and size); size and type of plate.
5. Any other useful information that will assist in making the necessary arrangements, such as: availability of equipment technical manual; estimated time to complete repairs; whether the plant must be shut down to accomplish repairs; if a manufacturer's representative is recommended; if special cleaning or gas freeing is required; if burning or welding is required.

In absolutely all cases involving foreign and domestic repairs (voyage and emergency), the Ship Manager will be contacted prior to arranging any services or technicians for the vessel. No maintenance or repair work will be performed in a foreign port by foreign labor except for emergency repairs. The Exceptions and/or clearances will be obtained by MARAD region COTR/ACO before any repairs start. Emergency work is limited to repairs that ensure a safe and seaworthy condition for the RRF vessel.

## **B. SHIPBOARD OPERATIONS**

### **5. SHIPBOARD SAFETY**

MARAD, The Ship Manager and the RRF vessel's Master are dedicated to maintaining and operating its ship in a safe and efficient manner. The safety of personnel is given primary consideration in every instance. Each person on board an RRF ship is responsible for their own personal safety as well as that of their shipmates. RRF ship crew members are aware of their surroundings and will utilize protective devices to assure safe working conditions. All officers (supervisors) are responsible for the safety of those who are working under their direction.

The Ship Manager has directed the Master to conduct weekly Safety meetings and a Safety program in compliance with USCG regulations. Key shipboard personnel attend these meetings to discuss safety as it relates to their specific department; Deck, Engine, Steward, and the ship in general. The Master's responsibilities include:

1. conducting safety inspections of the ship and its equipment and operations.
2. providing for training and supervision of ship's personnel in mishap prevention.
3. assuring safe utilization of men, tools, and equipment (including all necessary safety precautions, devices, and protective equipment).
4. organizing the ship's safety committee and initiating prompt action on committee recommendations.

The Ship Manager will provide to the RRF vessel during Phase "O" Operations a Medical advice person (physician) available 24-hours a day, 7 days a week. This Medical consultant will advise via radio/telephone on recommended treatment of sick or injured crew members, passengers and any other shipboard personnel with the procedures to be undertaken by persons aboard who will be responsible for such medical treatment. The licensed physician will have emergency medical experience and some experience with conditions on ships at sea, the means of communication with the ships, and access to crew records. Medical service used by PCS is MAS- Medical Advisory Services.

All accidents will be reported to the Ship Manager's Loss Prevention/Risk Management personnel. All claims for maintenance, cure, and lost wages will be filed and investigated.

## **B. SHIPBOARD OPERATIONS**

### **6. SECURITY**

The Ship Manager has instructed the Master of the RRF vessel in Phase "O" operation to meet the minimum physical security standards depending on the present security status; CONDITION WHITE or CONDITION RED.

The Master is not normally equipped with small arms and ammunition for shipboard physical security. At MSC's direction, additional arms and ammunition may be provided to RRF vessels. The associated training of crew members is the sole responsibility of MSC, as is the original determination to issue small arms, quantity and ammo outfitting. The Ship Manager will provide MARAD with the names and rating of crew members who have had small arms training. If MSC issues additional small arms to the vessel, the Ship Manager will notify the MARAD COTR about these arms and any additional training required. At the completion of Phase "O" Operations, the small arms will be returned to the governing agencies.

It is the Ship Manager's ultimate responsibility for the safety of their ship, crew, and cargo. If desired, the Ship Manager and/or RRF vessel's Master may elect to assign additional personnel to increase security. This additional personnel could be either shipboard personnel or outside guard services. Additional assistance maybe requested from MSC area commanders.

## C. SHIP MANAGER OPERATIONAL ORDERS

### 1. MSC OPERATIONAL ORDERS

The Ship Manager will be the liaison between the shipboard personnel, MARAD personnel, and MSC personnel during Phase "O" Operations. Once the vessel is tendered to MSC, shipboard personnel; Masters, Radio Officers, and other key officers will be briefed regarding MSC-unique operational, communications, and administrative requirements. Throughout operations, Ship Managers and their Masters will respond to all directives and instructions received from MSC. Ship Managers conduct direct liaison with Navy OPCODE authorities for planning repairs or unusual "husbanding" requirements as these may impact in-port cargo operations or ship schedules. As outlined in the TE-1 "Operation Manual", it is the Ship Managers responsibility to assure that the Port Captains, Port Engineers, Masters and Chief Engineers manage their tasks efficiently. Communication is essential to a smooth and successful Operation phase.

The Ship Manager's primary responsibility, as per the MSC Operations Manual, will be to guarantee compliance with Phases IV through VI and assist on Phases I through III, if required. During Phase "O" Operations an overview of the Ship Manager's responsibilities are:

- \* Crews, operates, maintains, stores, and repairs ships.
- \* Ensures that ships comply with MSC requirements with regard to recurring and special occurrence reports, physical security, and communications procedures.
- \* Ensures ships comply with MSC requests to support in-port cargo operations and at-sea UNREP operations.
- \* Ensures ships maintain required records including operating logs, books, and reports.
- \* Maintains ship in ABS class and USCG certified and arranges for required USCG inspections and ABS surveys.
- \* Coordinates with MSC to extent repairs, regulatory survey and inspection, and unusual husbanding requirements would impact in-port cargo operations or a ship's schedule.
- \* Responds directly to MSC regarding all inquires on ship material readiness, compliance with regulatory requirements, and plans to correct casualties, keeping MARAD advised of all such inquires and responses.
- \* Provides daily ship status reports to MARAD.
- \* Husbands ships, including arranging for necessary port agent, tugs, pilots, berthing, launch, and shore services.
- \* Arranges for necessary ship medical consultative services.
- \* Orders spare/repair parts to maintain allowance levels following RRF Supply Management Program Manual guidelines.

## D. COMMUNICATIONS

### 1. SHIP MANAGER COMMUNICATIONS

The Ship Manager and the Master of the RRF vessel during Phase "O" Operation will ensure that the communications department is in compliance with rules and regulations of the FCC, the USCG, 33CFR, 46CFR, and SOLAS, unless waived by the Government. While under MSC jurisdiction, the Master and Radio Officer will comply with MSC SOM guidelines pertaining to the following topics: Communications Instructions for Ships controlled by the Military Sealift Command, Use of Department of Defense Telephone, Secure Telephone Unit (STU) and Special Signals for use between United States and Soviet ships.

All radio traffic during operations dealing with the Navy will be handled via Navy communications systems with all traffic listed as UNCLASSIFIED. Radio traffic between the Ship Manager and the vessel will be via commercial services. Crew communications for personal matters are permitted unless directed by the Operational commander of MSC. All crew communications are for the seaman's account and will be broadcast via commercial services.

The RRF vessel's Radio Officer(s) will operate all communications equipment onboard. The Master will ensure a standard communications watch is maintained. The Radio Officer(s) will maintain radio watches in accordance with USCG regulations as modified by the MSC-USCG Memorandum of Understanding. Occasionally the Navy may require 24 hour manning; however, the Navy must notify MARAD during activation to increase the number of Radio officers, should such a requirement be deemed necessary.

INMARSAT equipment will be operating at all times. The Ship Manager, the Master, and the Radio Officer(s) will be familiar with this communication equipment. The Ship Manager will select an individual other than one Radio Officer from the crew who will familiarize themselves with the INMARSAT equipment to the extent that he or she is able to operate the INMARSAT voice equipment, at-sea or in-port, in the event the Radio Officer is incapacitated. The Master is directed not to leave port without having at least two persons able to operate the INMARSAT equipment.

In special circumstances when warranted by DOD mission requirements, the military (MSC) may deploy military communications personnel on an RRF vessel to accommodate special mission requirements. MARAD/MSC reserve the right at anytime to assign such personnel.

## **D. COMMUNICATIONS**

### **1. SHIP MANAGER COMMUNICATIONS**

The Ship Manager and RRF Master will comply with the following Communication reports that must be submitted by the vessel:

1. Communications Reports of Interference or Other Problems.
2. Communications Guard and Equipment Status
3. Master's Message Log.

The Ship Manager and vessel's Master will make arrangements with the local agent for mail service. MSC may direct Ready Reserve vessels to be entered into the Military Postal Service. The Ship Manager will notify the vessel accordingly. Fleet Post Offices (FPO) route for vessel's mail is considered a last resort method. Normal routing will be by way of the Ship Manager's local elected agency.

During Operations, the Ship Manager Director will monitor all activities. All shipboard operations will filter through the Master and the Chief Engineer back to the Ship Manager department heads then to the Ship Manager Director. After the decision making process, Information flows back through the respective department head and then to the RRF vessel.

American President Lines, as Ship manager for the Cape Gibson and Cape Girardeau has numerous communications channels. Telephone, Facsimile machines, computers, and E-Mail tie all managers together to keep communication channels available.

There is no standard message format, except when it comes to specific RRF requirements.

**D. COMMUNICATIONS**

**2. COMMUNICATIONS TO KEY TECHNICAL PERSONNEL**

The following is a list of "Key" Ship Manager Personnel and "Key" Shoreside Support/Surge Personnel.

**Ship Manager Personnel:**

<u>Hours</u>		<u>Business Hours</u>	<u>After</u>
(1. Grant Stewart -)	(PCS RRF Program Mgr)	(925-296-1909)	(800-761-5826)
(2. Jay Mayse -)	(PCS Port Engineer)	(510-864-6014)	(800-805-6915)
(3. Bobbi Wolff -)	(PCS Staff Mgr)	(925-296-1906)	(800-761-8526)
(Ship Manager Cellular:	(As Required)		
(Ship Manager Pager:		(800) 761-5826	

## **E. RECORDS AND REPORTS**

### **1. RECORDS MAINTENANCE PROCEDURES**

As per government directives, the Ship Manager has developed a filing system that sorts documentation into the following categories:

- G:** General Shipboard correspondence (Medical, Radio & Security reports & logs)
- D:** Deck Department correspondence (Bridge logs, Cargo Operations, etc.)
- E:** Engine Department correspondence (Engineering logs, Maint. & Repairs)
- S:** Steward Department correspondence (Procurement, Meals, etc.)

Deck, Engine, Radio, Steward, Medical, and Security logs, reports, and correspondence will be sorted and filed by both shoreside and shipboard personnel.

In addition to the standard records (G, D, E, & S) the Ship Manger will supply a Cost Estimate to the government.

Any deficiencies not noted for voyage repairs but discovered by a survey or inspection by a MARAD employee to assure quality condition will be reported on a Deficiency notice through the MARAD Region ACO. In the case of any emergency, a verbal acceptance will be allowed followed by a written authorization. Any corrections of deficiencies will be in accordance with the applicable contract. If repairs are required out of the scope of the contract, a work order (MARAD form 949) will be issued to the Ship Manager to reimburse for repair expenses.

The Ship manager has a good working knowledge from years of experience gained dealing with the government when it comes to requisition and procurement for spare parts, consumables, and industrial assistance.

All logistic support for the Ready Reserve system is handled per TE-5 guidelines as found in the RRF Logistics Management Manual, Parts 1 and 2.

**E. RECORDS AND REPORTS**

**2. SIGNATURE CONTROL**

The Ship Manager has enacted a signature control for all controlled equipment and high value items as listed in the MARAD Logistics Management Manual - Appendix "G". The beginning inventory of controlled equipage and high value items will be recorded in the RRF Equipment Configuration and Spare Parts Management Information System (RRF-ECSMIS) and will be reconciled annually by MARAD. Any shortages or overages will require adequate justification for their accounting. MARAD has determined that Consumables, Expendables, and Non-expendables will not be as closely monitored and thus not require signature control.

The Master will have the ultimate control and responsibility for the controlled equipage during Phase "O" Operations and the Port Engineer will take control as the vessel changes from Operations to Lay-up phase. Any discrepancies should be noted immediately by the Master or Port Engineer to the Ship Manager's shoreside personnel and MARAD.

The Signature control form outlines the date of record, the item with a brief description, the shipboard personnel's article number or job code and their signature. If the item is to be checked out for longer than one day, then this should be noted on the following line (see below)..

**Signature Control Form**  
**CONTROLLED EQUIPAGE/HIGH VALUE ITEMS**

<u>DATE</u>	<u>ITEM</u>	<u>ART #</u>	<u>SIGNATURE</u>	<u>RETURN</u>
10/06/93	(1) Gas Mask	007		
10/07/93	(1) Facsimile Machine	027		

**E. RECORDS AND REPORTS**

**2. SIGNATURE CONTROL**

The Master and Port Engineer will keep a Seal Log, utilizing two types of seals, to document secured areas on the ship: The two seals will be classified as:

- a. High security seals (HS)
- b. Pilferage seals (P)

Ship: CAPE GIBSON/CAPE GIRARDEAU

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**SEAL LOG**

Box/Space	Type	Current Seal Number				
----- --		----- -	----- -	----- -	----- -	----- -
GENROOM	HS	00001	00020	00021		
EM 231	P	00002				
EM 232	P	00003				

etc.

## **E. RECORDS AND REPORTS**

### **3. OPERATIONAL TESTING**

Documenting of voyage repairs and outstanding regulatory requirements.

## **F. CONTROLS**

### **1. EMERGENCY PLANS:**

#### **a. FIRE:**

In the event of a fire aboard a Ready Reserve vessel - standard United States Coast Guard procedures would be followed. During Activation and Operations, weekly fire drills will be conducted to prepare the crew's readiness. Assigned fire stations and fire-fighting duties are given to every crew member and officer.

This Emergency Fire plan addresses two areas - Prevention and Action.

Each crew member will be taught or have refresher training. Training will include lectures, training books and equipment demonstrations; including warnings on ways to prevent fires (good housekeeping, smoking, etc.) and identifying fire hazards from common shipboard supplies (paints, cooking oils, lubricants, etc). Also, first aid techniques for possible burns, broken bones, cardiopulmonary resuscitation, etc, will be taught.

Officers and crew members will be instructed to a variety of emergency fire control systems. Key shipboard personnel will know the location and operation of shut-downs for ventilation fans, fuel and lubricants, the manual fire alarm boxes and the ship's fire-fighting equipment; fire doors and ventilation dampers. All shipboard personnel will have instruction and drills on extinguishing fires including: attacking a small fire, combating dangerous fires (electrical, toxic gases, etc), the dangers from fire-fighting; loss of oxygen/carbon dioxide poisoning and the use of fire-fighting equipment (breathing apparatus, fireman's outfits, harnesses, nozzles, high pressure hoses, etc). As mentioned earlier, assigned fire stations and fire-fighting duties are given to every crew member and officer and are posted on the watch, quarter and station bill.

#### **b. HURRICANE/TYPHOON/STORM SYSTEM**

The vessel will be under the direction of the Master and it is the Master's decision for navigating the RRF vessel around, through, and or remain stationed. Logs will be kept, as per USCG regulations and any necessary reports (green water over the bow, etc) will be filed depending on the severity of the hurricane force.

## **F. CONTROLS**

### **1. EMERGENCY PLANS:**

#### **c. FLOODING:**

Any flooding of engine room and cargo spaces will be managed by the Chief Engineer with the Master in full communication. In the event flooding is uncontrollable, communications from the Chief Engineer to the Master preparing for the cognizant entities such as USCG (AMVER) for rescue at sea or abandoning ship. The abandoning of the vessel would be by standard Boat drills that are maintained during operations on a weekly basis. As in the Emergency Fire plan, each officer and crew member has an assigned duty and position on the vessel and lifeboat duties.

#### **d. OIL/HAZARDOUS MATERIALS:**

During Phase "O" the following emergency plan will be instituted if the vessel has NOT been turned over to MSC. If the RRF vessel becomes under the direction of the Commander, Military Sealift Command, then the COMSC instructions are applicable.

The Ship Manager has directed the Cape Gibson's and/or Cape Girardeau's Master to act as the Local Action Coordinator (LAC) during any Oil/Hazardous spill. The Ship Manager's local representative will assist the Master, when needed.

This Emergency plan pertaining to Oil/Hazardous spills will be updated annually with key local notification names reviewed by the Director and kept current. See the attached list for the current key notification names (Ship Manager, MARAD, Coast Guard, etc). In addition, a listing of federal, state, and local environment agencies (EPA) will be maintained in this plan.

In the event there is a oil or hazardous spill, the Ship Manager's LAC, with shoreside assistance, will initiate a timely and effective cleanup - creating minimal damage to the environment. Communication channels will be opened with all government regulatory bodies notifying them of the spill. The MARAD regional Ship Operations Officer will assist the LAC and notify the appropriate federal, state, and local agencies. The USCG has the responsibility of ensuring that the cleanup is done safely and adequately and provides an On-Scene Coordinator (OSC) to monitor the efforts of the responsible party and offer guidance or direction as necessary. If the responsible party is unable to conduct a cleanup, the USCG will federalize the spill, assuming control and hire a cleanup contractor.

## **F. CONTROLS**

### **1. EMERGENCY PLANS:**

#### **d. OIL/HAZARDOUS MATERIALS: Continued**

Control and Containment are the primary measures to be taken immediately. These are defensive actions that are to be enacted as quickly as possible after the discovery of an oil or hazardous material spill. Such action calls for

- a. Securing the source of the spill
- b. placement of booms and skimmers to halt or slow the spread.
- c. public health and welfare protection.
- d. wildlife protection.
- e. the establishment of an operations base for spill control.
- f. assessment of available resources.

After Control and Containment, specific reports must be filed by the LAC. The National Response Center (NRC) and United States Coast Guard (USCG) requires these reports, as does the MARAD Regional Ship Operations Officer..

## F. CONTROLS

### 1. EMERGENCY PLANS

#### e. SOLID WASTE:

During Phase "O" Operation, the RRF vessel's Master will appoint a Waste Management Coordinator (WMC). This officer's duties would include enforcing, training, and managing the waste generated by the vessel. The solid waste created will be sorted by characteristics; Plastic, paper, food (domestic & foreign), medical, etc.

In cases where the RRF vessel can not utilize shoreside dumpsters, the disposing of trash will be regulated by USCG standard operating practices. While at sea, no plastic waste will leave the vessel but certain trash that will sink; food (victual) waste, paper, cardboard, metal, glass, rags, crockery, and other similar types of garbage, will be allowed discharged at sea, as long as the RRF vessel is outside special coastline limits. If the vessel is inside these dumping limits, then sorting dumpsters will be placed aboard the vessel and used.

In cases where the victual waste is of a foreign matter (non-domestic), then a United States Department of Agriculture representative will need to determine the disposal of this waste. The WMC will instruct the crew that the foreign waste will need to be separated from the domestic waste.

Medical wastes will be separated into two categories and then sorted by characteristic for disposal:

1. Potentially infectious waste:
  - a. Isolated wastes - Protection from communicable diseases.
  - b. Human blood - Waste blood, serum, plasma and blood products.
  - c. Sharps - Needles, syringes, scalpels, etc.
  - d. Surgical wastes - Soiled dressings, sponges, drapes, tubes, etc.
2. Other medical waste
  - a. disposable medical equipment/materials (packing, containers, etc.)

The Potentially infectious medical waste will be transferred from the RRF vessel to qualified personnel upon arrival

The Ship Manager's local agent will make arrangements to dispose of the foreign and/or medical waste by contacting the necessary regulatory bodies...The WMC will supervise the "special" waste transfer from the vessel and keep a log documenting all special handling requirements.

## **F. CONTROLS**

### **1. EMERGENCY PLANS**

#### **f. TOWING:**

It is the Towing Company's responsibility to control the vessel while in tow. The Towing Company will make all arrangements for the safety of the vessel, draft and submit an Emergency Plan in the case the vessel is detached from the tow.

#### **g. GROUNDING:**

It is the Master's responsibility to navigate the vessel. If the RRF vessel is grounded, the Master will assess the damage and determine the best possible way to free the vessel as not to jeopardize the safety of his crew and cargo. The Deck Department will follow the orders of the Master. The Engine Department headed by the Chief Engineer will stand ready to assist the Master in operations, maintenance and repairs necessary to the safety of the vessel. It is usually prudent and well advised to sound all tanks and void spaces, including cargo holds in the event of a grounding.

Depending on the gravity nature of any grounding, other than "touch and go", the proper notification of USCG and ABS should be made. A seaworthy certificate will be secured if the situation warrants.

#### **h. TERRORISM & BOMB THREATS:**

The Master has been given the responsibility for the safety and security of his crew and cargo. The Master plays a key role in determining what actions are necessary to enforce safety and security from hostile forces. RRF Masters will be assisted in carrying out their responsibilities for safeguarding their ships by MSC, other Navy commands, DOD, and the host nation's authorities during Phase "O" operations.

## **F. CONTROLS**

### **1. EMERGENCY PLANS**

#### **i. TERRORISM:**

Ship Managers and their Masters will provide security against terrorism, hostage situations, demonstrations, sabotage, piracy, and hostile acts at all times. Security will be increased especially in areas where incidents are likely to occur (i.e. Straits of Malacca, Bab el Mandeb, and Hormuz). Increased physical security; including involvement of small arms, will be determined by the Master.

In the unlikely event the vessel is terrorized, the Master will decide the course of action and communicate with the necessary parties to repel this act of violence.

#### **i. BOMB THREATS:**

If a Bomb threat is made to the vessel, the Master will use his or her best judgment to prepare the crew members to proceed to protect themselves and their vessel. After the bomb threat is known and all precautions have been made to complete the COMSC Instruction "Bomb Threat Check-Off List" to guarantee the crew's and vessel's safety, then the bomb threat will be lifted and business will return to normal.

Reports will be filed with the MSC Area Commander and MARAD detailing the complete threat and action taken.

MARAD advisories will normally be available to prewarn of pending threats of bombs or terrorism.

## **G. LAY-UP PREPARATION**

### **1. LAY UP PREPARATION:**

The vessel is transferred from Phase "O" Operations to Phase "V" Lay-up at the point in time when MSC no longer needs the vessel for continued cargo operations and MARAD accepts it for lay-up. The Ship Manager's primary task, once the information is communicated from MARAD to end Phase "O", is to determine MARAD's desires regarding the vessel's disposition. This information is critical to the Ship Manager's personnel as they prepare Lay-Up Specifications. The decision to change from Phase "O" to Phase "V" will be transmitted by the Ship Manager to the Master and Chief Engineer. Prior to the end-of-voyage, the vessel and her crew will be preparing for lay-up as follow:

#### **CREW:**

Upon the vessel's arrival, most of the crew will be terminated. Key shipboard personnel will be kept to prepare the vessel for final lay-up. A skeleton crew of the Master, Chief Mate, Chief Engineer, Asst Engineers, and Steward may be employed to manage the repairing, cleaning, stowing, and securing of vessel equipment. The Chief Engineer would probably be the last crew member because of his current knowledge of necessary repairs, as the vessel prepares for deactivation and lay-up.

#### **SHIP'S STORES:**

The Ship Manager will provide the labor to remove and secure all stores. Medical stores and Consumable Steward stores, such as fresh and frozen meats, produce, vegetables and foodstuffs will be off loaded in accordance with MARAD directives. If the vessel purchased stores overseas, these stores as well as any stores they came in contact with, will be quarantined and inspected by the FDA and/or USDA to determine their disposal or consumption onboard the vessel only. Controlled equipage will be physically inventoried, verified intact, and locked away. When necessary, a MARAD seal will be applied. Trash, garbage, plastics, Hazardous Materials and other controlled materials will be handled per applicable regulations.

#### **MAINTENANCE & REPAIRS:**

A Pre Lay-up sea trial and detailed material condition survey to assess the ship's condition may be conducted by an embarked MARAD Trials Team in conjunction with the appointed Ship Manager personnel. A survey report detailing the material condition of the ship after Phase "O" and any deficiencies noted by MARAD personnel during the sea trial will be prepared by the Chief Engineer.

## **G. LAY-UP PREPARATION**

### **1. LAY UP PREPARATION:**

MARAD's Standard Lay-Up Procedures:

- Boiler Inspections
- Boilers, Main Steam Systems, Condensate, feed and drain systems as well as Turbines and Condensers
- Ship's Service Turbo-Generators (SSTGs)
- Distillers and Evaporators
- Steam Vessel Control Systems
- Turbine Steam Admission Valves
- Steam Vessel Lube Oil Systems
- Steam Vessel Fuel Oil Systems
- Piping Systems
- Medium Speed Propulsion Diesels
- Cargo Winches and Hydraulics
- Electronic Gear
- Safety Equipment
- RRF Deactivation Procedures, Revised March 1991

From the Chief Engineer's survey, the Ship Manager will prepare a Repair Specification List. This list will either be compiled into a Repair solicitation specification or issued as purchase orders to repair vendors ..

## H. CONCLUSION

During Phase "O", The MARAD RRF vessel is released from the Department of Transportation's MARAD direction to the Department of the Defense and the Military Sealift Command (MSC). MSC then directs the disposition of the vessel. The Ship Manager directs daily activities and is the responsible party to make sure the vessel is operated correctly and safely by the Master. The vessel's Master is in charge of the ship at sea and is solely responsible for the day to day operation. Aboard the vessel are key personnel supporting the Master in his/her duties. The Chief Engineer is solely responsible for the operating, maintenance and repairs of all machinery and directs the Engine Department through the First Assistant Engineer. The Chief Officer (Chief Mate) is responsible for the deck department and its duties during Navigation, cargo operations, and deck maintenance. The Chief Steward manages food preparation, sanitation, and procurement of ship's stores. All these department heads (Deck, Engine, and Steward) report directly to the Master. For ALL ON-BOARD operations, the Master is in charge.

Just as the Master is in charge of the RRF vessel, The Ship Manager's Director of Operations oversees the shoreside activities of the Ready Reserve Fleet. His management team reports and consults directly to him. He is the final word to MARAD and/or MSC.

The success of any Phase "O" operation rests on the personnel assigned to staff the exercise. PCS, as Ship Manager, has the qualified personnel to support the rigorous tasks the United States government wishes to perform. The Ship Manager stands ready to Activate, Operate and De-Activate either Ready Reserve vessel (Cape Gibson, Cape Girardeau or both) at a moments notice.

## Appendix Index

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## Appendix "A"

**RRF AGENCY LIST****INTERNATIONAL****AQABAH-JORDAN****Telstar Maritime Agencies****US Embassy Appointee**

Telephone: (313-679)  
 FAX: (312-679)  
 Telex: (62243)

**Aminkawar & Son****(WORMS)**

P. O. Box 222  
 Amman, Jordan

Telephone: (22-324)  
 FAX:  
 Telex: (21212)

**BAHRAIN****Fakhro-Shipping Agency Ltd.**

Al-Moosa Bldg.-Ground Floor  
 Diplomatic Area  
 Manama-State of Bahrain

Telephone: (0973-53-0874/0883/0884)  
 Fax: (0973-53-0063)

**BREMEN****D. Oltmann GMBH & Co.**

Martinistrasse 21  
 P. O. Box 10 27 27  
 2800 BREMEN 1

Telephone: (49-421-36060)  
 FAX: (49-421-3606333)  
 Telex: (244662 vlabr d)

Bank Acct: No. 100-6958-008  
 (BLZ 290-500-00)  
 with Bremer Landesbank, Bremen

**Contacts:** (Capt. K. Kohler, Operations Manager (H) 49-421-351255)  
 (B. W. Blaum, General Manager (H) 49-421-78302)

**BREMERHAVEN****D. Oltmann GMBH & Co.**

Container Terminal 2  
 Gatehouse IV  
 P. O. Box 12 04 45  
 2850 BREMERHAVEN 12

Telephone: (49-471-46021)  
 FAX: (49-471-411629)  
 Telex: (238715 oltm d)

Bank Account: (See above)

**Contacts:** (K. P. Noetzel, Manager Port Ops (H) 49-471-62634)  
 (H. G. Biller, Asst. Manager Port Ops (H) 49-4743-1494)  
 (Peter Reef (Accounting))

**RRF AGENCY LIST****BUSAN KOREA****PECT - TERMINAL**

P.O. Box 378

Busan (-)600(-)603 Korea

Telephone: 51-628-236415

FAX: 51-628-3807

Telex: K-53820

**Contacts:** K.H. Kim (H) 51-624-4354

K.H. Hong (H) 51-622-1940

**DAMMAM****Saudi-Arabian Industrial and Trading Est. (SAITE)**

P. O. Box 2097

Sheik Issa Bldg. - Ground Floor

Dammam, Saudi Arabia

Telephone: 966-3-833-1696

966-3-832-9102

966-3-834-4250

FAX: 966-3-834-9661

**Contacts:** Martin Mitchell, Ship Manager (H) 966-3-895-4455

Abdul-Bari, Operations Manager (H) 966-3-833-7628

**EMAIL /DMNOPS/** (M. MITCHELL/)**DHAHRAN****Gulf Agency Co. Saudi Arabia**

P. O. Box 86

Airport Post Office

Dhahran 31932 Saudi Arabia

Telephone: 966-3-832-8762

FAX: 966-3-832-3035

966-3-832-8077

**DUBAI****Modern Frieght Co. (PCS)**

Al Jahra Bldg.

Khalid Bin Al Wald St.

P.O. Box 5727

Dubai U.A.E.

Telephone: 9714-521625/52125

FAX: 9714-520612

**Contacts:** Tony Braganza 520432**EEMSHAVEN****Wijne & Barends Agency**

Oudeschans 6

9930 AC Delfzijl, Netherlands

Telephone: 31-5960-37500/57777

FAX: 31-5960-30104

Telex 53432

**Contacts:** Mr. De Vries (H) 31-5960-37705

Mr. VandeBeek (H) 31-5960-37702

Mr. Bos (H) 31-5969-2290

**RRF AGENCY LIST****(FUJAIRAH)****(Fujairah National Shipping Agency)**

(P. O. Box 234)

(Fujairah, United Arab Emirates)

(Telephone: (971-9-228-151)

(FAX: (971-9-228-640)

(Telex: (89081 fnsaem)

(Any spare parts for ship have to be flown to Dubai)

**(GENOA)****(All Italian Ports Contact)****(Fratelli - Cosulich)**

(41. Via Venti Settembre)

(1 6121 Genoa, Italy)

(Telephone: (39-10-53951)

(FAX: (39-10-532805)

(Telex: (270086 (cos ge 1)

(Contact: (P.U. Cosulich (10). 360165)

**(GIBRALTAR)****(Barwil - Senas Ltd.)**

(Suite 9-5)

(International Commercial Centre)

(2-A Main St.)

(Gibraltar)

(Telephone: ((350) 70541/70666/70816)

(FAX: ((350) 70927)

(Telex: (2344 - barwil)

(Contact: (Peter Salmon (H) 350-77740)

**(HAMBURG)****(D. Oltmann GMBH & Co.)**

("Skandinavia-Haus")

(KI. Johannisstr. 10)

(P. O. Box 11 02 02)

(2000 HAMBURG 11)

(Telephone: (49-40-361360)

(FAX: (49-40-36136208)

(Telex: (212295 vl d)

(Bank Account: (See above)

(Contacts: (C. Reinecke, Pier Superintendent (H) 49-40-861219)  
 (H. Koehn, Operations Manager (H) 49-40-495265)  
 (C. Reimers, Department Manager (H) 49-40-461-303)  
 (W. Heeckt, General Manager (H) 49-4185-2236)

**RRF AGENCY LIST****IRAKLION****Tsainis Kyriakos Shipping Agency**P. O. Box 1116  
711 10 Iraklion, CreteTelephone: (081-244712)  
FAX: (081-226260)**Contact:** (Kyriakos J. Tsainis, Managing Director)**JEDDAH****Binzagr Barwil****Binzagr Saudi Shipping Co. Ltd.**6th Floor  
Pearl of Jeddah Bldg.  
Hail St., P.O. Box 208  
21411 Jeddah, Saudi ArabiaTelephone: (966-2-6519132-6/6512292)  
FAX: (966-2-6510-788)  
Telex: (6018181 606419)  
**Contact:** (Port Capt OmarBajaber (H)966-2-682-4608)**Saudi -Arabian Industrial and Trading Est. (SAITE)**P.O. Box 812  
Jeddah 21421 - Saudi ArabiaTelephone: (966-2-6670913)  
(966-2-669-4473)  
FAX: (966-2-667-3212)  
Telex: (606220 ESAITSJ)**JUBAIL****Use Dammam****(OR)****Yusuf Bin Ahmed Kanoo**P.O. Box - 122  
Kanoo Building  
Jubail 31951 Saudi ArabiaTelephone: (3-361-1341)  
FAX: (3-361-1923)  
**Contact:** (Mr. P. Summers)**KAOHSIUNG****Taiwan American Agencies Ltd. (This agent is PCS)**Berth 69 Terminal #3  
No. 10 Ya Tai Road  
Kaohsiung, Taiwan R.O.C.Telephone: (886-7-823-9193)  
FAX: (886-7-811-1714)  
Telex: (723461 PCSptk)**Contact:** (Kandy Huang)

**RRF AGENCY LIST****LIVORNO/LEGHORN****Fratelli-Cosulich**

Piazza Attias. 13

57125 Leghorn

Telephone: 39-586-403295

FAX: 39-586-889748

Telex: 590382 (cos li 1)

**Contact:** A. Pacelli (H) 39-586-580362**MADRID****Travima S.A.**

Paseo de Recoletos 31

28004 MADRID Spain

Telephone: 34-1-410-0910

FAX:

Telex:

**Contact:** V. Merelo**MASAN****Jung Ang Shipping Co.**

60 Weolpo-Dong, 2-Ka

Masan, Korea

Telephone: 551-22-3200

FAX: 551-22-3202

**Contact:** M. S. Kim**OKINAWA (NAHA)****Ryukyu Central Warehouse Ltd.**

17-2-2 Chome Minato-Machi

Naha 900 Japan

Telephone: 81-988-63-2201

FAX: 81-988-63-0664

Telex: 79854 rcwoki

**Contact:** S. Kakazu**PANAMA****Boyd Steamship Corp.**

P.O. Box 805

Panama 1

Panama City

Republic of Panama

Telephone: 507-636311

FAX: 507-696638

Telex: 8810, 8868, 8501, 9216

**Contact:** Poul Bastrup (H) 507-607686

**RRF AGENCY LIST****(PORT SAID)****(WORMS United Shipping Agency (WUSA))**

(Commercial Center)

(Port Said Hilton (-) Unit 1 - Second Floor)

(P. O. Box 475)

(Port Said, Egypt 42511)

(Telephone: (927-2066-32-58-37)

(927-2066-33-89-47)

(FAX: (927-2066-32-58-70)

(Telex: (63170 wusa un)

(63507 wousa un)

(Contact: (Mr. Aguiba Gail, Manager 2066-32-60-66)

(Mr. Gaffer, Assistant Manager 2066-32-32-32)

**(ROTA)****(Transbull Cadiz S.A. (a WORMS Co.))**

(Ave. Ramon de Carranza 26)

(11006 Cadiz Spain)

(Telephone: (34-56-280715)

(FAX: (34-56-258659)

(Telex: (76184)

(76209)

(Contact: (Mr. Juan Bernal)

**(ROTTERDAM)****(Cornelder's Scheepvaart Maatschappij B.V.)**

(Van Weerden Poelmanweg 14)

(3088 E.B. Rotterdam Netherlands)

(Telephone: (31-10-428-9911)

(FAX: (31-10-429-8157)

(Telex: (62250)

(Contact: (Leo Hermse (H) 1858-15327)

**(SINGAPORE)****(Eagle Express Carriers (EEC) (This is an PCS subsidiary))**

(19 Keppel Road)

(02-01 Jit Poh Building)

(Singapore 0208)

(Telephone: (65-225-9966)

(FAX: (65-2214-922)

(Telex: (257981 PCSec)

(Contact: (Albert Tay (H) 65-280-6155 (O) 65-321-9582)

**(SOUTHAMPTON)****(Escombe Lambert Ltd.)**

(204/206 Berth)

(Prince Charles Container Port)

(Southampton S094TD England)

(Telephone: (703-789-122)

(FAX: (703-701-064)

(Telex: (477314)

(Contact: (M. R. Axford) (703-268-475)

**RRF AGENCY LIST**

(SALALAH-OMAN)

(**Barwil-W.J. Towell N. Co LLC**)

(Salalah Branch)

(P.O.)Box 18538

(Salalah)

(Telephone:

(968-294517/291927/295610)

(FAX:

(968-295610)

(**Contact:**

(Ivor D. Souza (h) 9-68-290771)

(TALAMONE-ITALY)

(**Agenzia Marittima**)

(Franciulli-Franco E. Co-Sas)

(VIA-Della Marina -12)

(58010, Talamone)

(Telephone:

(39-564-887094)

(FAX:

(39-564-887-370)

**RRF AGENCY LIST****UNITED STATES****BATON ROUGE****See New Orleans****BALTIMORE****Southern Steamship Agency**

1629 Thames Street, Suite 301

Baltimore, MD 21231

Telephone: 301-276-2300

FAX: 301-327-1793

Contact: Rex Wheeler 301-327-1793

Chuck Carmichael

**BEAUMONT****Barwil Agencies**

85-IH-10 North, Suite 116

Beaumont, TX 77707

Telephone: 409-832-6700

FAX: 409-832-2031

Telex: 168-864

Contact: David Phillips (H) 409-892-6424

**CHARLESTON****Carolina Shipping Co.**

1180 Sam Rittenburg Blvd., Suite 101

Charleston, SC 29407-0988

Mailing: P. O. Box 70988

Charleston, SC 29415-0988

Telephone: 803-769-5531

FAX: 803-556-8470

Contact: Bill Pitts

Will

**FORT LAUDERDALE****Strachan Shipping Co.**

P. O. Box 13131

Port Everglades Station

Fort Lauderdale, FL 33316

Telephone: 305-523-6563

FAX: 305-523-7851

Telex: 159-523

**RRF AGENCY LIST****(GUAM)****(Patriot Contract Services, LLC.)**

(1026 Cabras Highway, Suite 115)

(Piti, Guam 96925)

**(Telephone:)** (671-477-5961/64)**(FAX:)** (671-477-5965)**(EMAIL:)** (GUMADM)**(Contact:)** (Danny Yoon)

-----OR-----

**(Ambyth Shipping & Trading Co.)**

(1026 Cabras Hwy -Ste# 205)

(Petti, Guam 96925)

**(Telephone:)** (671-477-1418/7250/8200)**(FAX:)** (671-472-1264)**(Telex:)** (721-6405 A/B Ambyth GM)**(Contact:)** (Tom Chamberlain (H) 671-565-9287)**(GALVESTON/  
HOUSTON)****(Barwil Agencies Texas Inc.)**

(1235 N. Loop West, Suite 1000)

(P. O. Box 7370)

(Houston, TX 77248)

**(Telephone:)** (713-862-5575)**(FAX:)** (713-862-8199 or 2495)**(Telex:)** (168-708)**(Contact:)** (Mark Potter 713-683-7016)

(Carlos Chavez 475-8836)

(Chris Landy 686-8447)

(Mike Rodriguez (Accounting) 713-863-2116)

**(HONOLULU)****(Theo Davies Marine Agency (in PCS book))**

(608 Fort Street, Pier 10)

(P. O. Box 3020)

(Honolulu, HI 96802)

**(Telephone:)** (808-544-0447)**(FAX:)** (808-531-0858)**(Telex (ITT):)** (743-0018)**(Telex (RCA):)** (723-8305)**(Contact:)** (David Burrows)

(Skip Howard (Accounting))

**RRF AGENCY LIST**

**JACKSONVILLE:**

**Strachan Shipping Co.**  
 4080 Woodcock Drive, Suite 120  
 Jacksonville, FL 32207

Telephone: 904-398-1100  
 FAX: 904-396-7251  
 Telex: 159-766

**Contact:** Joe Rodriguez (725-3329)  
 Cellular 631-0678, 631-3509  
 24hr. 396-3668  
 Shane 278-1971  
 Richard 641-5616

**LONGBEACH/  
 PORT HUENEME**

**Williams -Dimond & Co.**  
 100 W. Broadway, Suite 200  
 Long Beach, CA 90802

Mailing: P. O. Box 1910, 90801-1910

Telephone: 310-432-8880  
 FAX: 310-432-8625  
 Telex: 650-419  
 215-202 or 215-419

**Contact:** D R Warren or Dennis  
 Mike Sullivan 714-846-5935  
 Ken Megill (Accounting)

**MOBILE**

**Biehl & Co. Inc.**  
 2112 First National Bank Building  
 P.O. Box 1246  
 Mobile, AL 36633

Telephone: 205-432-1605  
 FAX: 205-432-1608  
 Telex: 205-461-1807

**Contact:** Larry McInnis (H) 205-649-5728  
 Gordon Salata (H) 205-479-2217

**MOREHEAD CITY**

**Morehead City Shipping Co.**  
 Suite 106 - Maritime Building  
 P. O. Box 869  
 Morehead City, NC 28577-0869

Telephone: 919-726-6151  
 FAX: 919-726-8642  
 Telex: 579-393

**Contact:** Tom Lewis 919-223-4924  
 Paul Jenkins (MGR) 919-223-5705

**RRF AGENCY LIST****NEW ORLEANS****Barwil Agencies (Louisiana) Inc.**

307 Tchoupitoulas Street  
New Orleans, LA 70130-2449

Telephone: 504-529-3900  
FAX: 504-529-3982  
Telex: 460-220

Contact: Kevin Wise  
Karl Mueller

**NEW YORK****Worms Agency Inc.**

50 Broadway  
New York, NY 10004

Telephone: 212-269-2550  
FAX: 212-422-0064

Contact: Bob Ryke  
Lisa Perniciaro (Accounting)

**NORFOLK****T. Parker Host Inc.**

P. O. Box 3729  
Custom House Station  
Norfolk, VA 23514

Telephone: 804-627-6286  
FAX: 804-627-3948  
Telex: 823-499

Contact: Tom Host  
Charles Taylor

**PORT ARTHUR****See Houston****PORTLAND****Williams -Dimond & Co.**

200 S. W. Market Street, Suite 1480  
Portland, OR 97201

Telephone: 503-226-3093  
FAX: 503-223-9121  
Telex: WUD 360-343

Contact: Randy Ford

**RRF AGENCY LIST****(SAN DIEGO)****(C. L. Hutchins Co. Inc.)**

(632 Switzer Street)

(San Diego, CA 92101)

(Mail: P. O. Box 2568, 92112)

**(FAX:)** (619-232-6447)**(Contact:)** (J. Eduardo Mendoza)  
(Teagan Hand (Accounting))**(SAN FRANCISCO)****(Williams -Dimond & Co.)**

(50 California Street, Suite 645)

(San Francisco, CA 94111)

**(Telephone:)** (415-982-8350 or 8355)**(FAX:)** (415-788-0133 or 781-0230)**(Contact:)** (Ian Meadows 415-658-2411)**(SAVANNAH)****(Carolina Shipping Co.)**

(232 W. Saint Julian Street)

(Savannah, GA 31402)

(Mail Address: P. O. Box 7)

**(Telephone:)** (912-234-7221)**(FAX:)** (912-233-9867)**(Contact:)** (Tom Abernathy 912-897-0071 (h))**(SEATTLE/****TACOMA)****(Williams -Dimond & Co.)**

(4555 Columbia Circle)

(701 Fifth Avenue)

(Seattle, WA 98104-7098)

**(Telephone:)** (206-622-8568)**(FAX:)** (206-622-1864)**(Telex:)** (WUD 320-373)**(Contact:)** (Dennis Marshall 206-367-5818)**(TAMPA)****(Fillette-Green & Co. of Tampa)**

(315 E. Madison Street, Suite 810)

(Tampa, FL 33602)

**(Telephone:)** (813-223-1481)**(FAX:)** (813-229-6812)**(Telex:)** (159779)**(Contact:)** (Mark Parker)

**RRF AGENCY LIST**

WILMINGTON  
(SUNNY PT)

**Wilmington Shipping**  
330 Shipyard Boulevard  
Wilmington, NC 28403-6336

Telephone: 919-392-8200  
FAX: 919-392-8247

**Contact:** Griffith Graig (24hr)  
Gene Creech (763-9820)

**RRF AGENCY LIST**

**O'SEAS (MSC & NAVY)**

(LONDON)	(Lt Cdm. Tom Frederick)	(44-81-868-9583)	(Repair)
	(Lt. John McMahon)	(44-81-868-1939)	(FAX)
	(Lt. Ken McFarlane)	(44-81-868-9583)	(Bunkers)
(NPCSES)	(Mr. Appling/Lt Cdm Bond)	(39-81-762-3710)	(Bunkers)
(COMSCMED NPCSES)	(Lt. Cdm Close)	(39-81-762-4045)	(FAX)
(ROTA SPAIN)	(SM/1 Merrill)	(34-56-82-2232)	
		(34-56-82-2504)	(FAX)
(BAHRAIN)	(Lt. Roushdy)	(973-728-877x1179)	
	(Hal Lawes (MARAD))	(973-729-598)	(FAX)
(ROTTERDAM)	(F.A. Zweere)	(31-10-459-2247)	
		(31-10-459-2246)	(FAX)
(YOKO)		(81-45-441-1179)	
		(81-45-451-1646)	(FAX)
(PEARL HARBOR)		(808-471-0064)	

**M.S.C. STATESIDE**

(BAYONNE)	(Dave Allen)	(201-823-5301)	(Repairs)
		(201-823-7543)	(FAX)
(BEAUMONT)	(Lyndon Flynn)	(409-835-7662)	
(CHARLESTON)	(Capt Gambino)	(803-743-5317/8)	
	(Jerry Zyski)	(")	
	(Hal McCullough)	(743-4693)	
		(803-743-2606)	(FAX)
(JACKSONVILLE)	(Rich Bolduc)	(904-751-5226)	
	(Capt. Fugerty)	(")	
	(FAX)	(904-751-5414)	
(NORFOLK)	(Herschal Queen)	(804-763-2953)	
(WILMINGTON NC)	(Lt. Edward)	(919-763-2953)	
	(Bill Saltwater)	(7559)	
(SEATTLE)		(206-764-6570)	

# **APPENDIX "B"**

## **Ship Manager Procurement Order**

**P.O.**

# APPENDIX "C"

## EMERGENCY PLAN Key Personnel

# **EMERGENCY PLAN**

## **Key Personnel**

### **A. LAC TELEPHONE CONTACTS: "SUISUN BAY FLEET"**

#### **1. PRIMARY CONTACT:**

**(FLEET SUPERINTENDENT:)**

**(JOE PECORARO)**

**(707) 745-0487**

#### **2. ALTERNATE CONTACT:**

**(ASST. FLEET SUPERINTENDENTS:)**

**(TOM PUCKETT)**

**(ENGINE)**

**(707) 745-0487**

**(EARL JOHNSON)**

**(DECK)**

**(707) 745-0487**

**(FLEET CELLULAR PHONE (707) 486-6947)**

### **B. N.R.C.**

**(NATIONAL RESPONSE CENTER)**

**(800) 424-8802**

**(ALTERNATE)**

**(202) 267-2675**

### **C. UNITED STATES COAST GUARD:**

**(MARINE ENVIRONMENTAL OFFICER)**

**(USCG PORT CAPTAIN)**

**(415) 437-3073**

### **D. COMMERCIAL SPILL SERVICES**

**(ENVIRONMENTAL PROTECTION AGENCY)**

**(415) 744-2000**

**(ECOLOGY'S ENVIRONMENTAL)**

**(415) 521-5420**

**(CLEAN BAY)**

**(415) 685-2800**

**(CROWLEY ENVIRONMENTAL)**

**(415) 521-5420**

**(H & H SHIP)**

**(415) 543-4835**

**(RIEDEL ENVIRONMENTAL SERVICES)**

**(800) 334-0004**

**(IT CORP)**

**(415) 372-9100**

CHEMPRO

(415) 524-9372

# EMERGENCY PLAN

## Key Personnel

### E. MARAD TELEPHONE CONTACTS

#### 1. PRIMARY CONTACTS:

<u>SHIP OPERATIONS OFFICER -</u>		
<u>WESTERN REGION:</u>		
<u>(HANK RYAN)</u>	<u>(415) 744-2577</u>	<u>HM(415) 841-7588</u>
<u>(CHUCK JOHNSTON)</u>	<u>(415) 744-2579</u>	<u>HM(415) 521-4775</u>

#### 2. ALTERNATE CONTACTS:

##### WESTERN REGION:

STAFF SHIPPING REPRESENTATIVES: (COTRS) "SURVEYORS"  
(Leonard LaGrappe)                      (415 744-2565)

WESTERN REGION DIRECTOR:  
(FRANCIS X. JOHNSTON)                      (415) 744-2580

##### HEADQUARTERS:

DEPUTY DIRECTOR, OFFICE OF SHIP OPERATIONS:  
(JOHN DAVIS)                      (202) 366-1875                      HM(301) 249-1772

CHIEF, DIVISION OF RESERVE FLEET  
(GEORGE CLARKE)                      (202) 366-5752                      HM(703) 780-5268

### F. EPA & LOCAL CONTACTS

<u>EPA OPERATIONS OFFICE</u>	<u>(415) 974-8131</u>
<u>WATER PROGRAM SECTION (MGMT DIVISION)</u>	<u>(415) 974-8345</u>
<u>OFFICE OF EMERGENCY SERVICES</u>	<u>(800) 852-7550</u>
<u>TOXIC/WASTE MANAGEMENT</u>	<u>(415) 974-7461</u>
<u>OIL/CHEMICAL SPILLS</u>	<u>(800) 452-0311</u>
<u>CHEMTREC (HAZARDOUS CHEMICAL INFORMATION)</u>	<u>(800) 424-9300</u>
<u>HAZARDOUS INFORMATION - MS. VICKI FRANK</u>	<u>(415) 744-2562</u>
<u>PORT OF SANFRANCISCO</u>	<u>(415) 274-0400</u>
<u>WATER QUALITY BOARD</u>	<u>(415) 464-3822</u>

# **APPENDIX "D"**

## **Certificate of Inspection**

