

NAME: _____ BERTHING ASSIGNMENT: _____ LIFE RAFT: _____



USNS COMFORT

PRE-DEPLOYMENT HANDBOOK

WELCOME ABOARD PACKAGE

CONTINUING PROMISE 2011

Version II
10 February 2011



CONTINUING PROMISE 2011 MISSION COMMANDER

On behalf of Rear Admiral Guillory, Commander, United States Naval Forces, Southern Command, I would like to personally welcome you aboard USNS COMFORT (T-AH 20) and thank you for joining the Continuing Promise 2011 team. This deployment represents a unique, and for many of us, a once in a lifetime opportunity to serve aboard one of our nation's two hospital ships. The level of expertise and personal commitment being assembled in support of this mission is incredible. You will be working alongside some of our country's finest Soldiers, Sailors, and Airmen, as well as a diverse and impressive group of professionals representing many disciplines, organizations, and Partner Nations. The sacrifice each of you will make to join our team is greatly appreciated.

As part of Continuing Promise 2011, we will be visiting a variety of countries in the Caribbean basin, Central America, and the northern portion of South America. Each visit will be tailored to meet the specific needs of that Partner Nation. We will provide medical, dental, and veterinary care. There will also be time for community relations projects and Subject Matter Expert Exchanges. You can expect your days to be busy and at times frustrating, but more importantly, I believe you will find them extremely fulfilling and memorable. Every country visit is an opportunity to serve others; each encounter is an opportunity to touch someone's life.

Missions such as Continuing Promise are somewhat unique in that in addition to serving as an excellent source of health care for our Partner Nations, these missions also enable us to practice and prepare for periods of crises. The relationships and networks that you establish throughout the course of this deployment may some day be called upon in response to a natural disaster or humanitarian crisis.

I consider it an honor and a privilege to be able to serve alongside each of you in the execution of this year's Continuing Promise mission and I look forward to meeting you when you arrive aboard COMFORT. As we approach our deployment date, please do not hesitate to contact me or any member of my staff with any questions or concerns that you may have.

Sincerely,

Brian C. Nickerson
Captain, United States Navy
Commander, Destroyer Squadron FOUR ZERO
Mission Commander, Continuing Promise 2011



COMMANDING OFFICER MILITARY TREATMENT FACILITY (MTF) COMFORT

Welcome aboard USNS COMFORT (T-AH 20) and the CONTINUING PROMISE 2011 (CP11) mission. Congratulations on having been selected as a crewmember aboard "America's most prestigious Ship." You are now part of our ship's proud heritage.

This Pre-Deployment and Welcome Aboard Handbook will assist you as you prepare for and transition to life at sea. Its focus is to provide crewmembers who are new to hospital ship operations, with general information regarding policies and administrative procedures to be followed throughout the course of the mission. Please know that at all times, your safety is our highest priority. This handbook is also available at the following internet link <http://www.med.navy.mil/sites/usnscomfort/Pages/default.aspx> and will be available once embark the ship on our intranet site.

As members of the COMFORT crew, we have been granted a great opportunity to serve people in need. You have volunteered to serve in a medical capacity but please remember, that you will be serving in a diplomatic capacity as well. You may be the only representative of our country that a foreign patient or family member encounters in their lifetime. You will leave a lasting impression and you have an innate responsibility to ensure that impression is favorable.

Life aboard a Hospital Ship is different than what many of us are used to. The exterior of the ship can be mistaken for a ship of leisure. The interior cannot. Onboard COMFORT there are twelve full sized operating rooms, a state-of-the-art CT Scanner, over 900 inpatient and staff beds, and a large engine bay all in a hull as narrow as two basketball courts. The tight spaces, the constant movement of your surroundings, the inability to "go home" at the end of the work day, and the presence of new terms, customs, and traditions, will provide unique hardships and may be disconcerting at times. Berthing varies between a very small number of 8-person rooms to 126-person open bay rooms. While this environment can be challenging, it can also be the backdrop for one of the most rewarding experiences of your life.

The Commodore, the Ship's Master, and I make the commitment to you that your hard work will be balanced by professional and personal opportunities to grow in a safe and welcoming environment. Our expectation is that each member of this crew will contribute to that positive environment. A variety of services are provided to add comfort to your daily routine. These services include multiple hot and cold meal options, berthing services, laundry facilities, barber shops, a ship's store and the company of new colleagues and friends. Limited internet services are also available.

In addition, my command policies on Equal Opportunity, Fraternization, Sexual Harassment, Zero tolerance for Drug and Alcohol abuse, Prohibited Conduct, and Hazing are available electronically on the Command intranet. I take these policies very seriously and will not hesitate to remove those members of our crew who do not choose to comply. I believe this is my responsibility to you to ensure you have a professional environment in which to work. I expect all crewmembers to take a moment to familiarize themselves with these policies once you arrive aboard.

The Commodore, the Ship's Master, and I are excited to have you as our shipmate. It is with great pleasure that we welcome you aboard!

David K. Weiss
Captain, Medical Corps, United States Navy
Commanding Officer
Medical Treatment Facility
USNS COMFORT (T-AH 20)

"Far and away the best prize that life has to offer is the chance to work hard at work worth doing."

– Theodore Roosevelt



SHIP'S MASTER USNS COMFORT (T-AH 20)

Welcome aboard *USNS COMFORT T-AH 20*. It is a great pleasure to work with this fine group of civil service and military professionals. It is an honor and privilege to sail *COMFORT* on any mission and it is particularly rewarding to participate in a humanitarian mission. As a ship and a trauma treatment facility, we have some unique challenges and expectations that, when met, will ensure a safe and successful CP11 deployment. First and foremost, *COMFORT* moves. She rocks, rolls, pitches, yawls and surges. Please be sure that your living and working areas are secured for sea. Please read the posted Station Bills that provide emergency duties and life boat assignments. See your supervisor if you have difficulty locating a Station Bill.

The General Alarm is sounded at noon each day, for testing, and when emergency conditions warrant the attention of those aboard. The "one-MC", our public announcing system, will provide general and specific emergency information. In addition to knowing where you work, sleep and eat, you need to know where to proceed in cases of emergency. As a ship at sea, emergency services and facilities management are the responsibility of all. Do not modify *COMFORT* by hindering the General Alarm from ringing, removing the bells, damaging or disconnecting speakers. Your life may depend upon the information provided by these systems. To report an emergency, please call the bridge 7222 or engine room 7178 or gangway 7111.

Please bear with me while I cover a few housekeeping issues:

- The potable water resources and sanitation facilities are of our collective interest. The potable water is not unlimited. Showers should be long enough to get clean and short enough to conserve water. "Hollywood" showers should be reserved for home.
- Please limit the things you deposit into the heads (toilets) to the three P's, and one T. The only things that should go into the head are pee, poop, puke and TP.
- For leaky utilities and general trouble calls, notify the engine room at 7178.
- Smoking may only occur in approved areas outside the skin of the ship and smokers are expected to police the smoking area themselves. No smoking is allowed inside the ship.
- Internet access is severely limited aboard ship and may be restricted further to ensure ship's business is not compromised. Sending and receiving large files such as photographs and accessing Web sites such as Facebook will slow and then clog our LAN. No doubt more information will be provided by your supervisor.

Additionally, The generation of trash aboard ship presents certain challenges to the ship operator. No longer can ship generated waste be discharged into the sea. Special procedures have been created to deal with trash. The most important measure is segregation. You will be expected to separate burnable waste from non-burnable waste. There will be special containers to hold batteries, aerosol cans, plastic bottles, metal cans, plastic and paper items. Some material will be incinerated, but most will be held until it can be properly disposed of ashore. Garbage management is an "all hands" evolution. Everyone wants to be a good steward of the environment. Please do your part.

While you explore *COMFORT*, and become more familiar with your surroundings, please ask questions and enjoy your experience. To help ensure your safety please do not wander into the engine room, the steering gear room, service areas, bridge or a berthing area other than your own without appropriate permission.

Again, welcome aboard.

**Captain R. H. Rockwood, Master
USNS COMFORT T-AH 20**

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PRE-DEPLOYMENT REQUIREMENTS

This guidebook is not meant to be all inclusive nor applicable in its entirety due to the diverse composition of our crew. The purpose is to supplement existing command or organizational pre-deployment requirements for deploying members as well as other Individual Augmentation guidance, as found in Navy Knowledge online (NKO) at <https://wwwa.nko.navy.mil>. This information and the requirements in this guidebook are specifically tailored for the USNS COMFORT (T-AH 20) and CONTINUING PROMISE MISSION.

Proper planning is perhaps the most important element of a successful mission. The time and energy you spend preparing for deployment will ensure a smooth transition to the ship and significantly minimize potential problems encountered during deployment, including pay and personnel issues, family readiness and professional development.

Ensure you review and complete your command's pre-deployment requirements prior to checking out for embarkation. For additional information on Individual Augmentation, visit Navy Knowledge online.

REQUIREMENTS CHECKLISTS

The following pages contain checklists and data sheets that will assist you in your preparations. **It is imperative to complete these checklists and data sheets prior to reporting aboard.** Failure to do so will significantly delay your in-processing time and may negatively affect your pay, family, career progression and potentially limit your participation in the mission. The below matrix is a summary of requirements.

| REQUIREMENT | US MILITARY | USPHS | PN MILITARY | CIVILIANS |
|--|-------------|-------|-------------|-----------|
| Embarkation Form | R | R | R | R |
| Pre-Deployment Immunizations (page 16) | R | R | | R |
| Valid Military ID Card | R | R | R | O |
| Isolated Personnel Report (ISOPREP) Form | R | R | | |
| DoD Information Awareness Version 9 | R | R | | |
| Antiterrorism (AT) Certificate | R | R | | |
| Trafficking in Persons Training Certificate | R | R | | |
| SERE 100 Code of Conduct/Level B Training Certificates | R | R | | |
| Alcohol Awareness Training (GMT) | R | | | |
| Tuberculosis Training | R | R | | R |
| Human Rights Training | R | R | | R |
| Government Travel Card (Activated) | R | R | | |
| Defense Travel Systems (DTS) Account | R | R | | |
| Medical and Dental Record | R | R | | |
| Medical Screening Form | | | | R |
| Page 2 (1070/602) | R | | | |
| SGLI | R | | | |
| Will | R | | | |
| Power of Attorney | R | | | |
| Birth Certificate (copy) | R | | | |
| Passport (official or tourist) | R | | R | R |
| Family Care Plan | R | R | | |
| Shell Back Certificate/Page 13 | O | O | | |
| *Provider Records/Credentials | R | R | R | R |
| *Curriculum Vitae | R | R | R | R |
| *Medical Diploma (copy) | R | R | R | R |
| *Abbreviated Credentials File (ICTB's) | R | | | |
| *Residency Training Certificate (copy) | R | | | |
| *Current Medical License (copy) | R | R | R | R |
| *Current Specialty Certification (copy) | R | R | R | R |
| *Qualifying Degree (copy) | R | R | R | R |
| SAMS Data Disk (Navy) | R | | | |

R – Required

O – Optional

* Clinical Staff Only

U.S. MILITARY/USPH REQUIREMENTS

U.S. Military/USPHS:

- ☐ Valid Military/USPHS Identification Card
- ☐ CP11 U.S. Military/USPHS Embarkation Form
- ☐ Isolated Personnel Report (ISOPREP) submitted to Personnel Recovery Mission Software System prior to embarking
- ☐ DoD Information Assurance Awareness Version 8, Antiterrorism (AT), Trafficking In Persons Training (TIP), Survival, Evasion, Resistance, and Escape (SERE) 100 Code of Conduct/Level B Training Certificates (See page 9 for further details)
- ☐ Government Travel Card (Activated)
- ☐ Defense Travel System (DTS) Account

Health/Dental Records. Most healthcare needs for crewmembers can be met onboard USNS COMFORT (T-AH 20). However, due to the limited pharmaceutical formulary on board, in addition to the records listed below, personnel on long-term or maintenance medications MUST BRING WITH THEM a sufficient supply of these drugs to last through the duration of the deployment. You must turn in your medical and dental records to sick call.

- ☐ Medical Record
- ☐ Dental Record
- ☐ Immunization Record
- ☐ SAMS Data Disk, if available (U.S. Navy Only)

U.S. Military:

Pay and Personnel Records. The duration of the deployment necessitates that each embarking crewmember report with all the records necessary to affect pay and personnel transactions (advancement exams, promotions, training, special pays and other entitlements, emergency leave, TAD, reenlistments, evaluations, fitness reports, awards, etc.). U.S. Navy staff should have access to their Electronic Summary Record. The following checklist identifies the minimum records that must be hand carried with service members when reporting aboard.

- ☐ Copy of Page 2 (Dependency Application/Record of Emergency Data)
- ☐ Copy of current Service members' Group Life Insurance (SGLI)
- ☐ Family Care Plan (for single parents or dual-military personnel only)
- ☐ USPHS/U.S. Military Healthcare Providers only:
 - ☐ Curriculum vitae
 - ☐ Copy of medical school diploma
 - ☐ Copy of qualifying degree (Non-physician provider, ie. pharmacist, nurse practitioners, etc.)
 - ☐ Abbreviated Credentials File (Interfaculty Credentials Transfer Briefs-ICTBs)
 - ☐ Copy of Residency Training Certificate
 - ☐ Copy of current medical license
 - ☐ Copy of current specialty certification
 - ☐ Copy of qualifying degree (non-physician provider, i.e. pharmacist, nurse practitioners, etc.)

Required for all U.S. Military to be maintained by the member:

- ☐ Passport (official or tourist)
- ☐ Copy of Birth certificate
- ☐ Will and Power of Attorney
- ☐ Crossing the line or other Navy ceremonial achievement certificates or Page 13 documenting completion.

CP11 U.S. MILITARY/USPHS EMBARKATION FORM

(Attach Information Assurance Awareness, Antiterrorism, Trafficking in Persons, SERE training certificates, copy of Page 2 & SGLI.)

Name:(Last)_____ (First)_____ (Middle)_____ JR/SR/III _____

Rate/Rank_____ Pay Grade:_____ Branch of Service:_____ Active/Reserve

SSN:_____ Sex: M F Date of birth:_____ (MM/DD/YY)

Dependency Status: Single Married Number of Dependents:_____ Blood Type:_____

Official Email:_____ Personal Email:_____

COMFORT Report Date:_____ (MM/DD/YY) Projected Detach Date:_____ (MM/DD/YY)

Warfare Designator:_____ (SW/AW/FMF) (Navy only) End of Active Obligated Service (EAOS):_____ (Enlisted)

Language Proficiencies: SPANISH, FRENCH, CREOLE, OTHER(S):_____

Allergies? Yes /No If yes, please list:_____

Are you aware of existing commercial air travel arrangements to meet USNS COMFORT: Yes/ No

If yes, please provide details below:

| DEPARTURE INFORMATION | | | | ARRIVAL INFORMATION | | | | |
|-----------------------|------|-------|--------------|---------------------|------|---------|-------|--------------|
| Date | Time | Flt # | City/Airport | Date | Time | Airline | Flt # | City/Airport |
| | | | | | | | | |

IN CASE OF EMERGENCY

Primary Next of Kin: _____
Last First

Relationship: _____ Home Phone: _____ Cell: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Secondary Next of Kin: _____
Last, First Phone

PARENT COMMAND INFORMATION

COMMAND: _____ UIC: _____

Address _____ Phone: _____ DSN: _____

Supervisor's Information: _____
Rank Last, First Phone

Supervisor's Work Email: _____ Cell: _____

PRIVACY ACT STATEMENT

AUTHORITY: Department of Defense Regulation 6025.18-R and the Navy Regulations NOTE: Records may be maintained in both electronic and/or paper form.

PRINCIPAL PURPOSE: Support embarked personnel on USNS COMFORT

ROUTINE USES: The SSN of the member is required to identify members. In case of Emergency data and allergy information will be used only as required

DISCLOSURE: For all personnel, the requested information is mandatory

CP11 U.S. MILITARY/USPHS PRE-DEPLOYMENT TRAINING/CERTIFICATES

U.S. Military/USPHS only

In addition to annual General Military Training requirements, all personnel should complete the following additional courses prior to reporting aboard. You are required to bring a copy of the completion certificates/BLS card (if applicable) with you when you report aboard the ship. The Training Department will use these documents to establish your initial training record. Additional training will be conducted during your orientation to the ship and added to your training record.

DoD Information Assurance Awareness Version 9

All authorized users (military, civilians and contractors) of Department of Defense information systems are required to complete IA awareness annually. IA awareness training is available for the DON through Navy Knowledge Online (<http://www.nko.navy.mil>) and MarineNet (<http://www.marinenet.usmc.mil>). Save or print a copy as proof of having completed this course. The most current training must be completed within 6 months of reporting to USNS COMFORT (T-AH 20).

Antiterrorism (AT) Level 1 AT Awareness Training for Service Members (OCONUS)

Antiterrorism (AT) Training: You may receive training on line at <https://atlevel1.dtic.mil/at/>. After logon, use a self-generated user ID and password to proceed. At the end of the process, save or print a copy of the completion certificate as proof of having completed Level-I AT training. The most current AT training must be completed 6 months prior to reporting to USNS COMFORT (T-AH 20).

Trafficking in Persons (TIP)

For Navy staff, Navy Knowledge Online (NKO) is the primary Method to complete TIP training. This course can be accessed through Navy Knowledge On-line at <https://wwwa.nko.navy.mil>. Click on Navy-E-learning then 'browse categories' and enter part of the subject name. Save or print a copy as proof of having completed this course. The most current training must be completed 12 months prior to travel.

Survival, Evasion, Resistance, and Escape (SERE) 100 Code of Conduct (CoC)/Level B training (SERE/CoC Level B) or higher

The most current training must be completed within 18 months prior to arrival to USNS COMFORT (T-AH 20).

Computer based SERE 100 training is available through Joint Knowledge Online (JKO). The course abbreviation for SERE 100 is J3TA-US022. NIPR address for JKO is <http://jko.jfcom.mil/>; SIPR is <http://jkolms.jwfc.jfcom.smil.mil/html/login/login.jsp>.

SERE 100 is also available on the Navy Knowledge Online (NKO), Advanced Distributed Learning System (ADLS) and the Marine Corps Net (MarineNet). Links to these sites are available at NIPR:

<http://www.pacom.mil/staff/j35/index.shtml>.

ISOPREP

ISOPREP forms shall be completed by all military personnel participating in CP11 and submitted to Personnel Recovery Mission Software (PRMS) System prior to reporting. Review every 6 months ((SIPR) (<https://prmsglobal.prms.af.smil.mil/prms215/login/start.aspx>)) Documentation of successful submission is required for training record such as a memorandum from the command's POMI officer. NGOS will complete ISOPREP upon reporting to the ship.

BLS

Only staff involved in patient care are required to have valid BLS card prior to deployment. Others are encouraged to obtain the training. Clinicians: Additional training as required (i.e. ACLS, PALS, ATLS, TNCC)

Alcohol Awareness TRNG

Navy mandated General Military Training annually.

Tuberculosis Training

CDS 40 provided PowerPoint.

Human Rights

Required yearly ((CAC LOGON)(<http://jko.jfcom.mil/>)) or ((NON CAC LOGON)(<https://jkolms.cmil.org>)) instructions for enrollment below.

For NIPRNET

1. Log in to JKO from <http://jko.jfcom.mil/> , then from your main page click on "Take Courses". This will take you to the Learning Management System (LMS).
2. Scroll over Enrollment at the top of the page and select Browse Courses.
3. Select the "J3S" Tab under Joint Courses.
4. Check the box next to **J3SN-US649-HB** (you may have to scroll through a few pages to locate the course).
5. Select Enroll at the bottom of the page. (You should then be taken to a page stating your status is enrolled.)
6. Select "View Course".
7. You should now be able to launch the course from the homepage of the LMS. Make sure your audio is turned on, as much of the course is voice narrative.

For Internet Public (** MAY TAKE 24 HOURS TO OBTAIN AN APPROVED ACCOUNT **)

1. Please log on to <https://jkolms.cmil.org> (If you do not have an LMS account, please select the link to register).
2. To enroll, scroll over Enrollment at the top of the page and select Browse Courses.
3. Select the "J3S" Tab under Joint Courses.
4. Check the box next to **J3SN-US649-HB** (you may have to scroll through a few pages to locate the course).
5. Select Enroll at the bottom of the page. (You should then be taken to a page stating your status is enrolled).
6. Select Continue.
7. You should now be able to launch the course from the homepage of the LMS. Make sure your audio is turned on, as much of the course is voice narrative.

CP11 PARTNER NATION MILITARY REQUIRED RECORDS

- ☐ CP11 Partner Nation Embarkation Form
- ☐ Copy of Passport (Member should bring on deployment but will retain)
- ☐ Copy of Flight Itinerary (If available)
- ☐ Country visas, as necessary, for countries you plan to enter/exit mission
- ☐ Partner Nation Military ID

Clinical Staff:

- ☐ Copy of passport information page
- ☐ Curriculum vitae
- ☐ Copy of medical diploma
- ☐ Copy of current medical license(s)
- ☐ Copy of current specialty certification
- ☐ Current hospital affiliation and attestation letter from current privileging authority (employing agency) stating provider's competency and authorized scope of practice
- ☐ Copy of qualifying degree (non-physician provider, i.e. pharmacist, nurse practitioners, etc.)

DO NOT BRING:

- Alcohol
- Haircutting Tools
- Personal Weapons or Firearms (With the exception of Leatherman-type folding pocket tools having blades 4" or less in length. No fixed blade knives allowed.)
- Personal electronic devices that are not UL approved, damaged or have been altered
- Pornography

CP11 PARTNER NATION MILITARY EMBARKATION FORM

Name:(Last)_____ (First)_____ (Middle)_____ JR/SR/III_____

Rate/Rank_____ Pay Grade:_____ Branch of Service:_____ Active/Reserve

SSN: _____ Sex: M F Date of birth: _____ (MM/DD/YY)

Dependency Status: Single Married Number of Dependents: _____ Blood Type: _____

Official Email: _____ Personal Email: _____

COMFORT Report Date: _____ (MM/DD/YY) Projected Detach Date: _____ (MM/DD/YY)

Warfare Designator: _____ (SW/AW/FMF) (Navy only) End of Active Obligated Service (EAOS): _____ (Enlisted)

Language Proficiencies: SPANISH, FRENCH, CREOLE, OTHER(S): _____

Allergies? Yes /No If yes, please list: _____

Are you aware of existing commercial air travel arrangements to meet USNS COMFORT: Yes/ No

If yes, please provide details below:

| DEPARTURE INFORMATION | | | | ARRIVAL INFORMATION | | | | |
|-----------------------|------|-------|--------------|---------------------|------|---------|-------|--------------|
| Date | Time | Flt # | City/Airport | Date | Time | Airline | Flt # | City/Airport |
| | | | | | | | | |

| | |
|-----------------------------|--|
| IN CASE OF EMERGENCY | |
|-----------------------------|--|

Primary Next of Kin: _____
Last First

Relationship: _____ Home Phone: _____ Cell: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Secondary Next of Kin: _____
Last, First Phone

HEALTH CARE PROVIDERS ONLY

| | | | | | |
|-----------------------------|-----------------------|---------|------------------|-----------------|-----------------------|
| Physician: | ANESTHESIOLOGIST | DENTIST | ER | FAMILY PRACTICE | OB/GYN |
| | PEDIATRICIAN | | SURGEON | | ORTHOPHEDICS |
| | PREVENTIVE MEDICINE | | OTHER: _____ | | |
| Nurse: | ER | | ICU | | WARD |
| | OR | | COMMUNITY HEALTH | | |
| | FNP OTHER: _____ | | | | |
| Technician Position: | DENTAL TECH | | MEDICAL TECH | | OPTOMETRY TECH |
| | PHYSICAL THERAPY TECH | | RADIOLOGY TECH | | SURGICAL TECH OR TECH |
| | OTHER: _____ | | | | |
| | | | | | |

PRIVACY ACT STATEMENT

AUTHORITY: Department of Defense Regulation 6025.18-R and the Navy Regulations NOTE: Records may be maintained in both electronic and/or paper form.
PRINCIPAL PURPOSE: Support embarked personnel on USNS COMFORT
ROUTINE USES: The SSN of the member is required to identify members. In case of Emergency data and allergy information will be used only as required
DISCLOSURE: For all personnel, the requested information is mandatory

CP11 CIVILIAN VOLUNTEERS REQUIRED RECORDS/REPORTS

- ☐ Copy of Passport (Volunteer should bring on deployment but will retain)
- ☐ Copy of Flight Itinerary
- ☐ Country visas, as necessary, for countries you plan to enter/exit mission
- ☐ Government issued photo ID such as a state issued driver's license
- ☐ CP11 Civilian Volunteers Medical Questionnaire
- ☐ Physician Letter (if required)

Clinical Staff:

- ☐ Copy of passport information page
- ☐ Curriculum vitae
- ☐ Copy of medical diploma
- ☐ Copy of current medical license(s)
- ☐ Copy of current specialty certification
- ☐ Current hospital affiliation and attestation letter from current privileging authority (employing agency) stating provider's competency and authorized scope of practice
- ☐ Copy of qualifying degree (non-physician provider, i.e. pharmacist, nurse practitioners, etc.)

An Isolated Personnel Report (ISOPREP) form will be complete by all volunteers upon reporting. The information of this form would be used by officials for identification purposes in the event you become isolated and require rescue or recovery.

Volunteer's Physical Qualifications:

In order to ensure the safety of the individual volunteer and the group as a whole all volunteers must meet the following physical requirements. If any person discovers or develops a disqualifying condition after arrival or otherwise has a condition that is a health or safety risk to themselves or others, then that person may be required to return to the United States. All personnel must be generally physically fit and able to climb multiple stairs and ladders on a frequent basis.

In general, personnel may not suffer from any of the following conditions:

- No amputees or prosthetic devices
- May not be on anti-coagulants such as Coumadin
- May not be pregnant (may be required to return home if they discover they are pregnant after they are onboard the ship)
- No reactive airway disease including asthma
- No pacemakers
- No sleep disorders such as sleepwalking including sleep apnea treated with a CPAP machine due to the lack of electric outlets.

DO NOT BRING:

- Alcohol
- Haircutting Tools
- Personal Weapons or Firearms (With the exception of Leatherman-type folding pocket tools having blades 4" or less in length. No fixed blade knives allowed.)
- Personal electronic devices that are not UL approved, damaged or have been altered
- Pornography

CP11 CIVILIAN VOLUNTEERS EMBARKATION FORM

Name:(Last) _____ (First) _____ (Middle) _____ JR/SR/III _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Occupation: _____ NGO affiliation: _____

SSN: _____ Sex: M F Date of birth: _____ (MM/DD/YY)

Citizenship: _____ Blood Type: _____

Official Email: _____ Personal Email: _____ (Yahoo, etc.)

Work phone: _____ Home phone: _____

Language Proficiencies: VIETNAMESE KHMER INDONESIAN TETUM FRENCH SPANISH

USNS COMFORT Report Date: _____ (MM/DD/YY) Projected Detach Date: _____ (MM/DD/YY)

Are you aware of existing commercial air travel arrangements to meet USNS COMFORT: Yes/ No If yes, please provide details below:

Primary Next of Kin: _____
Last First

Relationship: _____ Home Phone: _____ Cell: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Secondary Next of Kin: _____
Last, First Phone

FOR HEALTHCARE PROVIDERS ONLY

Physician: ANESTHESIOLOGIST DENTIST ER FAMILY PRACTICE OB/GYN
PEDIATRICIAN SURGEON ORTHOPHEDICS
PREVENTIVE MEDICINE OTHER: _____

Nurse: ER ICU WARD
OR COMMUNITY HEALTH
FNP OTHER: _____

Technician Position: DENTAL TECH MEDICAL TECH OPTOMETRY TECH
PHYSICAL THERAPY TECH RADIOLOGY TECH SURGICAL TECH OR
TECH
OTHER: _____

SPECIALTY: _____ BOARD CERTIFICATION _____

LICENSE#: _____ DEA#: _____

PRIVACY ACT STATEMENT

AUTHORITY: Department of Defense Regulation 6025.18-R and the Navy Regulations. To record medical data to be used to screen potential underway guests onboard USNS MERCY and to assist in providing appropriate medical response if medical services are needed. The SSN will be used for identification purposes only. NOTE: Records may be maintained in both electronic and/or paper form. PRINCIPAL PURPOSE: Screen riders for health risk and for identification. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

CP11 CIVILIAN VOLUNTEERS MEDICAL QUESTIONNAIRE

Name: (Last) _____ (First) _____ (Middle) _____ JR/SR/III _____

1. HAVE YOU NOW OR HAVE YOU EVER HAD ANY OF THE FOLLOWING? (CIRCLE YES OR NO)

YES / NO - SHORTNESS OF BREATH

YES / NO - SEIZURES

YES / NO - WHEEZING / ASTHMA

YES / NO - DEPRESSION

YES / NO - CHEST PAIN

YES / NO - ANXIETY ATTACKS

YES / NO - HIGH BLOOD PRESSURE

YES / NO - CHRONIC BONE AND JOINT PAIN

YES / NO - STROKES

YES / NO - SEVERE ALLERGIC REACTIONS

YES / NO - DIABETES REQUIRING INSULIN

YES / NO - KIDNEY STONES

2. DO YOU HAVE ANY OTHER MEDICAL CONDITION THAT OUR MEDICAL DEPARTMENT SHOULD BE MADE AWARE OF? YES NO (IF YES, PLEASE EXPLAIN) _____

3. THE NEXT FOUR QUESTIONS REFER TO HARDSHIPS THAT YOU MAY FACE WHILE ONBOARD

3a. THE SHIP HAS STEEP STAIRS TO TRAVEL FROM ONE FLOOR TO ANOTHER. WOULD YOU HAVE TO STOP DUE TO CHEST PAIN, SHORTNESS OF BREATH OR LEG PAIN? YES / NO

3b. TO MAINTAIN AIR CONDITIONING BOUNDARIES, YOU MAY HAVE TO CRAWL THROUGH SCUTTLES (MAN HOLES) TO GET THROUGH ONE FLOOR TO ANOTHER. IS YOUR WAIST GREATER THAN 50 INCHES? YES / NO

3c. ARE YOU SUSCEPTIBLE TO MOTION SICKNESS? YES / NO

3d. ARE YOU CLAUSTROPHOBIC? YES / NO

4. DO YOU HAVE ANY ALLERGIES? YES NO (IF YES, PLEASE EXPLAIN)

5. DO YOU REQUIRE A SPECIAL DIET? YES NO (IF YES, PLEASE EXPLAIN)

6. ARE YOU CURRENTLY UNDER A MEDICAL PHYSICIAN'S CARE? YES NO (IF YES, PLEASE EXPLAIN)

7. WHAT MEDICATIONS DO YOU TAKE AND HOW OFTEN? _____
MEDICATION DOSAGE FREQUENCY INDICATION _____

8. YOU ARE REQUIRED TO BRING A 4-MONTH SUPPLY OF ALL YOUR PRESCRIPTION AND OVER THE COUNTER MEDICATIONS. Initial here: _____

9. IF YOU ANSWERED "YES" TO ANY QUESTIONS IN NUMBER 1 AND 2, OBTAIN A LETTER FROM YOUR PHYSICIAN REGARDING THE ADVISABILITY OF YOUR PARTICIPATION TO EMBARK ON A US NAVAL WARSHIP.

10. HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. YES NO

HEALTH STATEMENT: I certify that I am of sound health and able to stand the physical rigors of embarking aboard a US Naval Vessel. I recognize that shipboard living is arduous, involves considerable amounts of walking and climbing many flights of stairs or ladders and understand that it may be advisable for me to consult with my physicians prior to embarkation.

SIGNATURE OF EMBARKING VOLUNTEER

PRIVACY ACT STATEMENT

AUTHORITY: Department of Defense Regulation 6025.18-R and the Navy Regulations. To record medical data to be used to screen potential underway guests onboard USNS COMFORT and to assist in providing appropriate medical response if medical services are needed. NOTE: Records may be maintained in both electronic and/or paper form. PRINCIPAL PURPOSE: Screen riders for health risk. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

CP11 PRE-DEPLOYMENT IMMUNIZATIONS

All military, interagency and civilian mariners reporting aboard USNS COMFORT are required to be current on all immunizations listed below before reporting aboard. NGOs and Partner Nation personnel are required to follow the regulations of their sponsoring organizations. Immunizations are the responsibility of the member. Medical Treatment Facility USNS COMFORT (T-AH 20) is NOT responsible for providing immunizations to embarking personnel and does not maintain adequate immunization inventory to do so. All military, Interagency and civilian mariners must have the following immunizations documented in their records before reporting aboard the COMFORT. All immunizations should be current through October 2011.

- ☐ Typhoid
- ☐ Hepatitis A series
- ☐ Hepatitis B series
- ☐ Current HIV Test (U.S. Military)
- ☐ Current PPD Test: Personnel reporting to COMFORT from non-endemic Tb areas must have either a recent (within 1 year) negative PPD or a normal X-ray. Documentation of the negative PPD must be available for review. Personnel reporting to the COMFORT from areas where Tb is endemic are required to have a chest X-ray in their possession that demonstrates no evidence of active tuberculosis. The X-ray must have been obtained within three months of boarding the ship.
- ☐ Tetanus-Diphtheria (Tdap): Adults age 19 – 64 should receive a single dose of Tdap
- ☐ MMR
- ☐ Injectable Polio Vaccine (IPV)
- ☐ Influenza
- ☐ H1N1
- ☐ Yellow Fever
- ☐ JEV will be for all Remain over Night (RON) personnel and those who will accrue 30 days of boots on ground time in endemic countries.
- ☐ The Rabies requirements will follow DoD guidelines and be required for the veterinarians and veterinarians technicians. USNS COMFORT (T-AH 20) will provide malaria prophylaxis (when required) and personal protective equipment to include DEET, netting, etc. If you are allergic to standard medications, please communicate this to the Primary Care Department and discuss whether you need to bring special medications specific to you. All embarked personnel are required to bring a personal supply of prescription medications to last the entire deployment period.

WHAT TO PACK (MILITARY)

US MILITARY REQUIRED UNIFORMS/ITEMS (There will be no Uniform items in Ship's Store.)

- ☐ Sea bag, soft duffel
- ☐ Dog Tags
- ☐ Navy Working Uniform (NWUs) or Service equivalent (2 sets) with 8 point cover
- ☐ Summer White*, E7 and above (2 sets)
- ☐ Service Dress White for Department Heads and Command Leadership
- ☐ Service Dress White*, E6/below (no skirts)(1 set)
- ☐ Service Uniform with cover*, E6/below (tan/khaki)
- ☐ Miniature Medals and/or warfare pins as appropriate
- ☐ Uniform Covers (COMFORT ball caps will be available in the ship's store for wear with working khakis)
- ☐ Neckerchiefs, E6/below
- ☐ Ribbons, All Hands
- ☐ White or Blue T-Shirt or Undershirt, All Hands (7 shirts)
- ☐ Uniform Belts
- ☐ Underwear (7 pairs)
- ☐ Black Socks, All Hands (7 pairs)
- ☐ White Socks, E7/above (2 pairs)
- ☐ Dress shoes, black, All Hands
- ☐ Dress shoes, white, E7/above
- ☐ Working Khakis* or Navy Working Uniform (NWU) E7/above (2 sets)
- ☐ Polywool Khaki*, E7/above (1 set)
- ☐ Utilities with ball caps, Long Sleeve or Navy Working Uniform (NWU) E6/below (2sets)
- ☐ Steel-Toed Boots (2 pairs)
- ☐ Flight Suits*, Air Detachment only
- ☐ Checkbook/credit card (ATM Machines are not available on USNS COMFORT. Credit cards are not accepted on board USNS COMFORT). Not required for E-6 and below, required for all others to pay mess bills.
- ☐ Laundry Bags (Mesh Nets) with Safety Pins (2 bags)
- ☐ Shower Shoes (2 pairs)
- ☐ Bath Towels (2)
- ☐ Face Towels (2)
- ☐ Padlocks (2)
- ☐ Medications, if any (must be 6-month supply)
- ☐ Liberty clothes (2 sets)
- ☐ Pajamas/sleepwear
- ☐ Bathrobe or PT gear to go to the showers
- ☐ Civilian Clothes: 1 pair of khaki pants and collared shirt for potential MEDCAPS
- ☐ Checks to pay mess bill (uniformed Officers)
- ☐ Providers: Several white lab coats for MEDCAP participation

Please note that uniforms are to be worn at ALL times when outside of your berthing space. The only time PT gear is authorized is to and from the gym.

OPTIONAL UNIFORMS (May be worn in place of working khaki or utility uniforms)

- ☐ Camouflage uniform*, woodland pattern for Security and Seabee Details
- ☐ Dinner Dress Whites (for identified selected Senior Officers only)

RECOMMENDED UNIFORMS/ITEMS

- ☐ Uniform Jackets* with appropriate devices
- ☐ Civilian Passports (not required but highly recommended)
- ☐ Backpack/Daypack, black only, and with hydration device or sports bottle
- ☐ Alarm Clock, Battery-Powered (limited/no power outlets at racks)
- ☐ Flashlight
- ☐ Extra Batteries for electronic devices
- ☐ Extra pair eyeglasses/contact lens
- ☐ Hygiene Kit, i.e. toiletries, toothbrush/paste, dental floss, razor, shaving cream, soap, deodorant, shampoo, wipes, sanitizer, nail clipper, etc.)
- ☐ Lotion
- ☐ Baby Wipes/Towelettes
- ☐ Shoe Polish Kit
- ☐ Foot Powder
- ☐ Lip Balm
- ☐ Extra Feather Pillow/Bed Sheets/Blanket (cotton/wool only)
- ☐ Earplugs
- ☐ Zip Lock bags
- ☐ Detergents
- ☐ PT Gear with workout gloves
- ☐ Swim Gear (suit, mask, snorkel, fins)
- ☐ Hiking Boots
- ☐ Sun Block SPF30 or higher
- ☐ Insect Repellent lotion or spray if sensitive to DEET
- ☐ Work gloves
- ☐ Baseball Cap or Hat
- ☐ Sunglasses
- ☐ Black leather shoes
- ☐ Camelback hydration container

NICE TO HAVE ITEMS

- ☐ Camera with extra film or memory card
- ☐ Laptop
- ☐ IPOD/MP3 Player
- ☐ Small Musical Instrument that will fit in your personal locker
- ☐ Study Materials

DO NOT BRING

- ☐ Alcohol
- ☐ Ironing Board
- ☐ Haircutting Tools
- ☐ Personal Weapons or Firearms (With the exception of Leatherman-type folding pocket tools having blades 4" or less in length. No fixed blade knives allowed.)
- ☐ Personal electronic devices that are not UL approved, damaged or have been altered
- ☐ Pornography

NOT RECOMMENDED

- ☐ No hard suitcases

* NOTE: Non-U.S. Navy military personnel should bring uniform equivalent of uniforms specified above to include partner nation participants. There may be nations that will not permit camouflage uniforms.

WHAT TO PACK (CIVILIAN VOLUNTEERS)

RECOMMENDED ITEMS

- ☐ Checkbook/credit card (ATM Machines are not available on USNS COMFORT (T-AH 20). Credit cards are not accepted on board USNS COMFORT (TAH 20).
- ☐ Laundry Bags (Mesh Nets) with Safety Pins (2 bags)
- ☐ Shower Shoes, Bath Towels (2), Face Towels (2)
- ☐ Padlocks (2) Medications, if any
- ☐ Long pants and collared shirts are required in many liberty ports. Slacks are recommended.
- ☐ Pajamas/sleepwear, Bathrobe or PT gear to go to the showers
- ☐ 1 pair of khaki pants and collared shirt for potential Medical Civil Action Projects (MEDCAP)
- ☐ Working civilians clothes, Physical fitness clothes
- ☐ Providers: Several white lab coats for MEDCAP participation.
- ☐ Civilian Passports (not required but highly recommended)
- ☐ Backpack/Daypack and with hydration device or sports bottle
- ☐ Alarm Clock, Battery-Powered, Flashlight (limited/no power outlets at racks)
- ☐ Extra Batteries for electronic devices
- ☐ Extra pair eyeglasses/contact lens
- ☐ Hygiene Kit, i.e. toiletries, toothbrush/paste, dental floss, razor, shaving cream, soap, deodorant, Shampoo, wipes, sanitizer, nail clipper, etc.)
- ☐ Lotion
- ☐ Baby Wipes/Towelettes
- ☐ Foot Powder
- ☐ Extra Feather Pillow/Bed Sheets/Blanket (cotton/wool only)
- ☐ Zip Lock bags
- ☐ Detergents
- ☐ PT Gear with workout gloves
- ☐ Baseball Cap or Hat
- ☐ At least one pair of khaki slacks (no skirts for females)
- ☐ Short-sleeve-button-up collared shirt
- ☐ A pair of closed-toe shoes

NICE TO HAVE ITEMS

- ☐ Camera with extra film or memory card
- ☐ IPOD/MP3 Player
- ☐ Small Musical Instrument that will fit in your personal locker (see page 26 for locker size)
- ☐ Study Materials
- ☐ Long one sleeve shirts and/or jacket
- ☐ Camelback hydration container

ITEMS NOT TO PACK

- ☐ Halter tops
- ☐ Skimpy attire
- ☐ Short shorts
- ☐ Low cut shirts
- ☐ Hard suitcases are not recommended



BIOGRAPHY/COMFORT'S INFORMATION

MISSION

USNS Comfort's primary mission is to provide an afloat, mobile, acute surgical medical facility to the U.S. military that is flexible, capable, and uniquely adaptable to support expeditionary warfare. Comfort's secondary mission is to provide full hospital services to support U.S. disaster relief and humanitarian operations worldwide.

USNS Comfort's platform provides rapid activation to respond for casualty care, humanitarian assistance, and disaster relief. Additionally, the ship provides the National Command Authority unparalleled healthcare capability across the spectrum of America's interest.

Combat Casualty
Disaster Relief
Humanitarian Assistance

HISTORY

USNS Comfort (T-AH 20) is the second of two Mercy-class hospital ships. A converted San-Clemente-class supertanker, she was delivered to the Navy's Military Sealift Command on December 1st, 1987. Comfort is essentially a hospital within a ship. The ship is manned by a crew of civil service mariners, while the hospital, known as the Military Treatment Facility (MTF), is staffed by military personnel. The embarked Medical Treatment Facility is under the technical control of the Chief, Bureau of Medicine and Surgery. Commander, Military Sealift Command is the program manager for the two hospital ships and the type commander for the ship class.

Comfort is the third ship to bear the name. Previous Comforts (AH-3 and AH-6) have distinguished themselves in service during the world wars. AH-6 operated throughout World War II with a Navy crew and Army medical personnel and was awarded two battle stars.

CONTINUING PROMISE HUMANITARIAN CIVIC ASSISTANCE MISSION(S)

Partnership for the Americas Continuing Promise began in June 2007. The USNS COMFORT conducted a four month humanitarian civic assistance (HCA) deployment to 12 countries within Latin America and the Caribbean region. The USNS COMFORT provided healthcare, engineering services, veterinary medicine and established an ongoing partnership that fosters goodwill and demonstrates U.S. commitment and support. Continuing Promise 2009 began in April 2009 and involved 7 host nations within a four month period and continued humanitarian assistance to Latin America and the Caribbean. From 2007 to the present, the Continuing Promise HCA missions are planned, coordinated, and carried out under the operational direction of Commander, U.S. Southern Command (SOUTHCOM) and U.S. Fourth Fleet. Unprecedented in impact, Continuing Promise engages multi-service military personnel, the international community, government interagency resources, private volunteer organizations, host nation interagency, and non-government organizations. The scope and diversity of this team effort enhances mission effectiveness and lays the foundation that greatly strengthens relationships between the U.S. and Partner Nation governments/authorities while generating long-lasting, positive effects on local populations.

SHIPBOARD LIVING FACTS

1. **Plan of the Day** – MTF USNS COMFORT publishes a Plan of the Day (POD). The POD is a valuable source of information and contains information such as emergency phone numbers, meal hours, training and administrative announcements. All hands are expected to be familiar with its content daily.
2. **Firefighting and Damage Control** – Fire on board a ship leaves no place to go except into the sea. Therefore, it is essential that the amount of combustible materials brought aboard is minimized. All personal clothing must be put into assigned lockers. If gear is left out, it will be confiscated and becomes part of the command's "lucky bag." This means you may not get it back.
3. **Life Raft Drills** – You must have a long sleeve shirt or jacket, cover and life vest anytime you report to your life raft. Know your life raft assignment.
4. **Elevators** – Elevators are critical to ship operations. Use is authorized only for working parties requiring movement of supplies and during casualty receiving evolutions.
5. **Smoking** – Authorized on the weather decks only when the smoking lamp is lit. There is no smoking inside the skin of the ship or near purple (fuel line) pipes. Do not put cigarettes out on the deck. Do not throw them overboard. Dispose in appropriate receptacles.
7. **Walkman/iPOD Usage** – Headphones are not to be worn when transiting the ship or running on the flight deck. Personnel desiring to play music in the gym will have to use headphones.
8. **Getting Around Aboard Ship** – You will find diagrams of the ship along with your current location posted in ladder wells and throughout the ship. Deck and compartment numbers are above each door. Because of the unusual layout of the ship, you must go to the main deck or the 01 level to travel from compartment to compartment. Do not cut through wards, berthing areas, or restricted areas.
9. **Relations between Military and Civilian Personnel** – There are a number of regulations governing conduct of military and civilian personnel. Be conscious of your conduct. Act in a professional manner at all times.
10. **Messing and Food** – Meals are authorized on the Mess Decks only. Meal hours are listed in the ship's POD. In order to control cockroach infestation, no food is allowed off the Mess Deck.
11. **Berthing Area Cleanliness** – There is no maid services on board USNS COMFORT. All hands will keep their berthing compartments clean. All clothing and gear must be stowed by 0730 each morning or it is subject to confiscation and will be turned over to Chief Master-at-Arms (CMAA). Gear adrift in a compartment is a hazard -- it can serve as a combustible, impede firefighters and clog dewatering equipment.
12. **Sanitary Items** – Do not flush sanitary napkins or tampons down the toilets. They are not absorbed by the ship's CHT system and will back up the toilets and cause major flooding. Discard sanitary items in the appropriate waste receptacles only.
13. **Compartment Living – Taps at 2200.** Berthing compartment lights are to be turned off at this time. Bunk or rack lights may remain on. All personnel are expected to keep noise to a minimum. Be considerate of your shipmates who work shifts. Quiet hours are to be observed between 2200-0600.

14. **Water Consumption** – Although the ship is able to produce enough water for normal use, once operations begin, there will be a large increase in water consumption because of sanitation requirements. Due to large numbers of personnel on board, everyone needs to conserve water.

15. **Water Hours** – During periods of high water consumption, the ship may have to declare “Water Hours” for the crew. When this occurs, all hands must take “navy showers” as follows: Turn on water and get wet, turn off water, lather up with soap, turn on water and rinse off soap, turn off water. This procedure conserves the ship’s water supply.

16. **Privacy** – Though aboard ship and in close quarters, everyone should be afforded the right to privacy. Secure your property. Do not touch other people’s property.

17. **Use of ship’s 1MC** – The 1MC is the public address system for the ship. It is the only means of communication to all hands. The 1MC is to be used for emergencies, drills and official announcements only. You must remain silent during 1MC announcements.

18. **Telephone Calls** – Public phones are available on the 01 level and ATT calling cards may be purchased through the ship’s store (Approximately 15 cents per minute).

19. **Civilian Clothing** – Physical fitness clothing may be worn from your berthing area directly to the gym or the flight deck. When finished exercising (includes cool down period), return directly to your berthing area. Non-PT civilian clothing is not authorized outside berthing.

20. **Religious Services** – The POD regularly publishes the schedule for religious services.

21. **Uniforms** – The uniform of the day is required to be worn at ALL time when outside of your berthing space.

22. **TAC Numbers** – Finding your way around the ship is vital to your work onboard MERCY. Compartment numbers contain the following information: deck number, frame number and relation to the centerline of the ship and the function of the compartment.

Example: The deck number, 03, is the first part of the compartment number. If a compartment extends to the bottom of the ship, the deck number refers to the bottommost deck.

The frame number, 37, the second part of the compartment designation, refers to the forward most bulkhead of a compartment. If the bulkhead is between frames, the number of the forward most frame in the compartment is used.

The third part of the number, 1, refers to the compartment’s relation to centerline. Compartments located on the centerline carry the number 0. Those to the starboard side have odd numbers, while those to the port have even numbers.



Remember:

- First number is the deck number.
- Middle number is the frame number on the ship. (0 is the bow and going aft the numbers get bigger. Frame 150 is stern).
- The last number is which side of centerline you are on. (Odd numbers are to the starboard side of the centerline of the ship and even numbers are to the port side of the centerline of the ship. 0 is at the centerline of the ship)

SAFETY SIGNALS AND DRILLS

EMERGENCY BELLS:

1. **Fire, Collision and General Emergency:** A steady ringing at least 10 seconds long followed by a 1MC announcement.
2. **Man Overboard:** Three long rings followed by a 1MC announcement. Man Overboard drills are conducted on a regular basis. There is no difference in mustering procedures while conducting a man overboard drill or if an actual person fell overboard. When “Man Overboard” is sounded over the 1MC (loud speaker), muster immediately in your assigned work space. A sight muster is mandatory for ALL personnel. Special care must be taken to ensure that an accurate muster is made to determine who may have fallen overboard. Accuracy and speed of the muster are essential in a man overboard situation.
If you see a man overboard, call the bridge at 7222. Sound the ALARM man overboard port/starboard side. There are life rings at regular intervals about the weather deck. Get one in the water and continually point the person and keep your eye on the person until relieved.
3. **Abandon Ship:** More than six short rings followed by one long ring followed by a 1MC announcement. You will be assigned an abandon ship station soon after your arrival on board. Familiarize yourself with your boat and wave number and their muster location. When you report to your station, wear a full set of clothing, to include: shoes/boots, a ball cap, and your lifejacket. Be sure to bring a long sleeve shirt or jacket. Don your life jacket when abandon ship is sounded and ensure that your life jacket and all of the straps are snug and secured. Do not jump unless necessary; Jacob’s ladders are available. Look below you and ensure that the water is clear of personnel or floating wreckage. Always jump feet first as far from any obstacles as you can. When you are in the water, you should:
 - a. Concentrate on staying calm
 - b. Conserve energy
 - c. Keep clear of oil slicks if possible. Swim underwater to clear burning oil and debris
 - d. Use the “Buddy System.” It will improve your morale, conserve body heat and make rescue easier. Memorize “nearest land mass”
 - e. Follow orders of your lifeboat or life raft commander

Remember ODD number of lifeboat/life raft is STBD side. EVEN number of lifeboat/life raft is PORT side. An easy acronym to remember is PESO (Port Even, Starboard Odd). Another way to remember is by the saying: “It’s ODD to be RIGHT.”



4. **Flight Deck Crash Alarm:** Wailing tone followed by a 1MC announcement.
5. **Chemical, Biological, or Radiological Defense:** Steady ring then alternating short and long rings, and then 1MC announcement.

6. **Steering Casualty:** One long and two short rings followed by a 1MC announcement.

FIRE/COLLISION/GENERAL EMERGENCY

A. **IMPLICATIONS** – Extreme danger onboard – Fire or Flood

B. **SIGNAL** – Steady ringing at least 10 seconds followed by a 1MC announcement

C. WHAT TO DO FIRST

1. If you discover the fire or suspect a fire (smell smoke), you must act quickly.
 - Call the Bridge at 7222
 - Identify the location by compartment number and type of fire, if known
 - Evacuate unnecessary personnel from the area
 - Activate fire station or extinguisher, as appropriate
2. If not involved:
 - Stand clear of fire party moving to the fire stations
 - Muster at your work station with an Emergency Escape Breathing Device (EEBD)
 - Evacuate patients as indicated

D. WHAT OTHERS WILL DO

1. Firefighting/Damage Control Teams will be activated and you will be given additional instructions.
2. Evacuate patients as indicated.

MAN OVERBOARD

A. ALARM - OVERHEAD ANNOUNCEMENT

Three long rings followed by one long ring followed by 1MC announcement

B. WHAT TO DO FIRST

1. If you fall, inflate clothes
2. Stay calm; do not flail around or scream
3. Wait to be sighted

C. IF YOU SEE SOMEONE FALL OVERBOARD

4. Throw something that floats - life ring
5. Call the bridge at extension 7222
6. Keep the person in sight

D. WHAT OTHERS WILL DO:

7. MSC Crew will stop the ship
8. Lower the Ready Life Boat and attempt to rescue
9. Ship is very slow in stopping
10. If not involved in the rescue, muster at your work station

ABANDON SHIP

A. IMPLICATIONS:

EXTREME DAMAGE TO THE SHIP (FIRE OR FLOODING)

USNS COMFORT is certified by the United States Coast Guard and therefore must drill frequently (once a week when at sea or at primary anchorage).

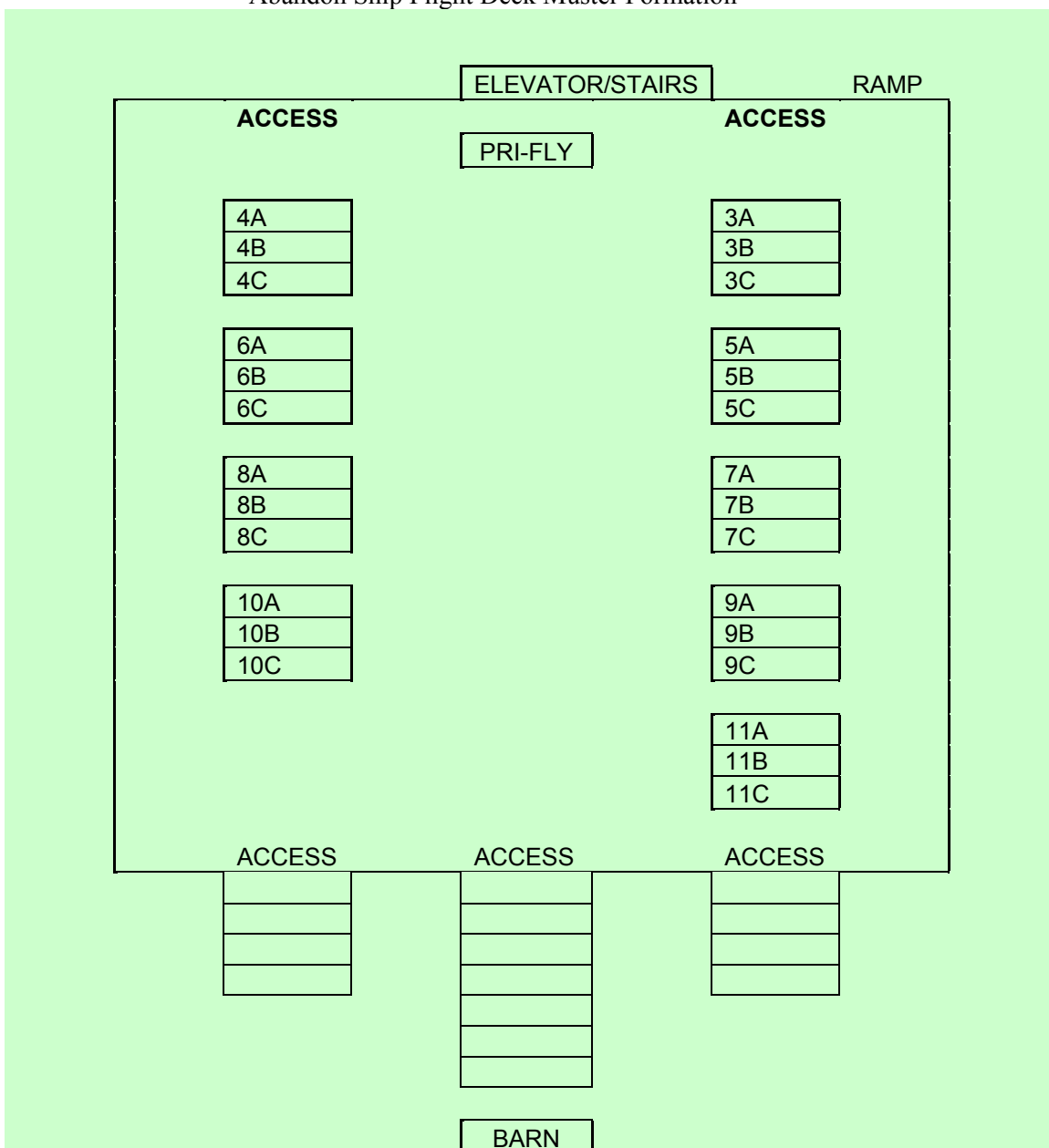
You would most likely be at fire or emergency station when the alarm is sounded.

B. SIGNAL - More than six short blasts of the ship's whistle or general alarm followed by a sustained ringing of the alarm.

C. WHAT TO DO FIRST

1. Get long sleeve shirt, cover and life vest
2. Report to your life raft station
3. Muster promptly

Abandon Ship Flight Deck Muster Formation



D. WHAT OTHERS WILL DO

4. Someone will evacuate by life boat
5. MSC Crew will lower life boats
6. Life raft commanders will launch rafts

PATIENT EVACUATION/ABANDON SHIP

A. IMPLICATIONS – EXTREME DANGER TO SHIP, PATIENTS TO BE EVACUATED (all living patients will be evacuated)

B. SIGNAL – Overhead announcement “Prepare to abandon ship”

C. WHAT TO DO FIRST

1. Will already be at fire or emergency stations
2. If assigned a role in patient evacuation, report for assignment
3. If not assigned a role in patient evacuation, report to your life raft

D. WHAT OTHERS WILL DO

4. Will evacuate patients, if assigned
5. Litters bearers or patient escorts assist patients to weather decks
6. Serve as stair tower evacuation personnel
7. Serve as weather deck debarkation officers
8. Life raft and life boats will be launched on alarm or announcement by ship’s Master

CBR SIGNAL

A. IMPLICATIONS - Imminent danger or chemical attack on the ship

B. SIGNAL - Steady ringing then alternating short and long rings, followed by a 1MC announcement.

C. WHAT TO FIRST

1. Don your gas mask
2. Seek shelter inside the skin of the ship
3. Secure all weather deck hatches
4. Muster in your division. There will be no eating, drinking, smoking or chewing gum until further notice

D. WHAT OTHERS WILL DO

5. Close Ventilation
6. Activate the wash down system

MEDICAL RESPONSE TEAM/CARDIAC ARREST TEAM

MEDTRAC COMFORT has a Medical Response Team (MRT) and Cardiac Arrest Team (CAT) during Full Operating Status (FOS).

MTFCOMFORTINST 6320.3 Series provides guidance and direction for the MRT/CAT. ALL CREWMEMBERS MUST BE FAMILIAR WITH THIS INSTRUCTION. Department/Division Officers will make this instruction a point of review during quarters within the first few days of activation to FOS. The following FOS areas and personnel have specific personnel, training, and clinical duties/responsibilities associated with the MRT/CAT:

- Medical Services
- Surgical Services Department
- Nursing Services Department
- Ancillary Services Department
- Chief Master-at-Arms
- Command Training Officer
- Command Safety Officer
- All Crew Members

MRT/CAT ACTIVATION PROCEDURES

If the ship is at sea, call the bridge at extension 7222; in port, call the quarterdeck at extension 7111. Announce that you have a medical emergency. Give the compartment number and name where the casualty is located as well as your name and phone number that you are calling from (Example: I have a medical emergency located at 01-100-0, Aft Galley. I am Seaman Jones and the phone number is 7271.)

ONCE THE SHIP IS ACTIVATED, TRAINING DRILLS WILL BE CONDUCTED FREQUENTLY FOR INCREASED PROFICIENCY AND EFFICIENCY OF ALL HANDS.

The alternate muster site for any workspace that is inaccessible is the flight deck.

SHIPBOARD SAFETY

Safety of your shipmates: All hands must be concerned about shipboard safety. Quick action may be very important in saving the ship or the life of a shipmate. Never hesitate to voice your concern of an unsafe situation. Promptly notify supervisor of all unsafe conditions. Never become complacent when it comes to safety. The shipboard environment presents many potential dangers.

Obey these simple safety rules. They may save your life!

- Locate and remember all exits from working and living spaces. Always ensure exits are not blocked with equipment or boxes.
- Know where life jackets are stowed. Know the location of all lifeboat and life raft stations and how to access them.
- Make sure that all movable objects in your spaces are secured or lashed down.
- Always wear snug fitting, long sleeved clothes.
- Keep one hand free when carrying a heavy load.
- Always move up or down a ladder with one hand on the railing.
- Know the emergency shut down procedures for all equipment you use.
- Always ensure ventilation ducts are free of blockage.
- Horseplay is dangerous anywhere on the ship.
- Rings, watches, key rings and other items that can get caught on projections should not be worn.
- Always wear approved safety shoes.
- Walk, don't run in passageways. Always be cautious when going around a "blind" corner.
- Know the location of all Disaster Control Lockers, fire stations, and other fire fighting equipment.
- Be aware of the whereabouts of others in your workspace, especially in restricted areas.
- Appropriate sunglasses are only authorized for use topside.
- Watertight doors must remain closed during normal working operations.
- Locate life rings, water markers and flares to be used during man overboard emergencies.
- Be aware of areas where protective equipment is required.
- Do not lean on lifelines.
- Keep deck free of obstacles and slip hazards. Any slippery areas should have warning signs posted.
- Never straddle or step over lines, wires or chains that are under tension.
- Interior doors should be closed immediately after moving persons or materials. Never lock, chain, tie or otherwise secure any interior doors in passageways, ladder well, or any manned or public space in a closed position.
- Wear life jackets on deck anytime there is the potential of falling, slipping or being thrown or washed overboard.
- Never dismantle, remove, hang or secure any weight to any lifeline unless authorized by the Master.
- If permanent lifelines must be removed, temporary lifelines must be provided.
- Do not open or close electrical switches or pipe valves without authorization.
- Pad all low hanging obstructions in passageways and ladder wells.
- Hazardous areas around machinery and elevators must be clearly marked.
- Know the procedures and routes for patient evacuation.
- Know your lifeboat/raft number and where to report during drills and emergencies.

FLIGHT DECK SAFETY

Headphones are not to be worn while working on the flight deck. Please keep in mind the dangers of "FOD" (Foreign Object Damage) hazards. Anything left on the flight deck can have catastrophic effects on a helicopter. Be aware of what you bring onto the flight deck and leave with the same. Remember, during flight quarters, all personnel are required to remain aft of frame 72, there is no smoking, and personnel will remain uncovered.

ELECTRICAL/ELECTRONIC EQUIPMENT

IS NOT ALLOWED ONBOARD IN ACCORDANCE WITH OPNAVINST 5100.19C AND NTSM, CHAPTER 300. Personally owned or Non-Navy Standard equipment such as, Fans, portable extension cords, high intensity lamps, reading lamps, electric blankets, heating pads, electric power driven tools (except for those specifically used as hobby tools), heat/sun lamps, hot plates and griddles, electric clocks, microwave ovens, portable extension lights, electric heaters, portable refrigerators, portable air conditioners and immersion-type water heaters are prohibited from being introduced and used onboard ship.

Adequate government-owned equipment is provided to meet the needs associated with these items. Non-navy standard items of the types mentioned are generally a shock hazard because of inferior insulation, leakage currents, and flimsy structure.

Periodic inspections should be made to eliminate them from the ship.

COMPUTER NETWORKS, INTERNET USAGE, AND BANDWIDTH CONSERVATION

If you remember the days when you had to wait 10-15 minutes for AOL to connect to the internet and another 10-15 minutes for each webpage to load, then you have an idea about how fast our connectivity is. While at sea, internet connectivity is probably nothing close to the speed you have at home.

Our computer network and our internet capabilities are designed to support the missions of the hospital while at sea and as such, connectivity is **SEVERLY LIMITED**. If you are accessing a site for your organization, please be patient while the page loads and be as efficient with your time as you can. Your shipmates will return the favor.

Our network and internet capabilities **ARE NOT** designed to support social networking sites and photo sharing sites such as Facebook, Twitter, MySpace, or e-mails with large attachments (1 MB or greater). Chances are if you're attempting to access these sites, you are inhibiting the ship from accomplishing its mission successfully.

Be mindful of your shipmates and our collective mission.

SUPPLY DEPARTMENT GUIDE TO PERSONAL SERVICES ABOARD

FOOD SERVICE

Meal Hours

Underway

Breakfast: 0600-0730

Lunch: 1100-1230

Dinner: 1630-1800

Inport

Breakfast: 0630-0730

Lunch: 1130-1230

Dinner: 1630-1730

- The fee for Officers/guests/civilians not receiving Per Diem and subsisting in the Wardroom is: \$9.25 per day
- The fee for Officers/guests/civilians receiving Per Diem: \$10.30 per day
- Enlisted personnel will no longer receive COMRATS and not be charged for meals.

SALES AND SERVICES

Ship's Store and Barbershop

Underway

(Monday - Saturday) 0800 - 1100
1300 - 1600
1800 - 1930

(Sunday and Holidays) 1300 - 1600

Inport

(Monday - Saturday) 0800 - 1200

(Sunday and Holidays) 1300 - 1600

The hours of operation are subject to change to better accommodate customers.

The Ship's Store will accept personal checks only from U.S. active duty military personnel. All other personnel can use cash, money orders, or traveler's checks to purchase goods. A bounced check may result in check cashing restrictions and possible disciplinary action.

LAUNDRY

Laundry turn-in is: 0800 - 0900

Hours of operation: 0800 - 1600

Monday, Wednesday, Friday: Aft Tower Officers, Forward Berthing Male Officers, & Female Berthing

Tuesday, Thursday, Saturday: Forward Berthing Female Officers, CPOs & Male Berthing

Sunday: Closed

Directions:

- Clearly write your name and rank on your laundry bag and uniform items using a permanent marker.
- Secure the laundry bag with a laundry bag pin.
- Do not overstuff the bag.
- Use one bag for whites and one for colors.
- Leave coveralls and wash khakis outside of the bag, just make sure that they're marked.
- Officers: Write your name and room number on a laundry ticket, attach the laundry ticket to a laundry bag, and leave the items outside your stateroom door before 0800.
- Enlisted: Take laundry bag to the bin in your berthing area before 0800.

DISBURSING

DISBURSING HOURS OF OPERATION:

Underway

(Monday – Saturday) 0800 - 1000
1300 – 1500
(Sunday and Holidays) 1300 – 1500

Inport

(Monday – Saturday) 0800-1000
(Sunday and Holidays) 1300 - 1500

PERSONAL CHECK CASHING LIMITATIONS:

\$20 minimum
\$5 increments
\$100 per day or \$300 maximum per week

Personal checks will only be cashed for U.S. active duty military personnel due to the ease to recoup the loss of funds resulting in bounced checks. Bounced checks may result in check cashing restrictions and may result in disciplinary action.

All other personnel are encouraged to bring money orders and traveler's checks in lieu of cash. The Disbursing Office will cash those monetary instruments.

POSTAL

During this deployment the COMFORT will be dispatching/receiving mail. It is imperative that you use the correct address correct when sending and receiving mail. Any mistake on addressed mail can and will delay your mail. So please ensure you properly address your mail and have your loved ones address it just like the example below to avoid delays.

For brief underway periods (less than a month), it is strongly encouraged that you do not have packages or magazines re-routed to the COMFORT address. It takes time for the postal system to catch up when your address is changed and by then the ship will be back in Maryland.

NAME, RATE/RANK
DIVISION
USNS COMFORT T-AH 20
FPO AE 09566-4008

POSTAL HOURS OF OPERATION

| <u>AT SEA</u> MON-SAT | <u>INPORT</u> MON-SAT |
|----------------------------|--------------------------|
| 0800-1100 1300-1600 | 0800-1000 |
| SUN/HOLIDAY'S 0900-1200 | SUN CLOSED |

The hours of operation are subject to change to better accommodate customers.

Vending – USNS COMFORT (T-AH 20) has vending machines in various locations throughout the Main Deck and 0-1 Levels. Most vending machines accept both coins and paper money. Should you require a refund from the vending machines, please contact the Ship's Store Officer, Ship's Store LCPO or Ship's Store LPO."

Money – Book of Checks (or at least 15) Mess bill runs about \$350/mo and is payable monthly. The ship *usually* can cash checks of around \$200-250 per person-per week – but this varies according to cash on hand, as the ship is not a bank.

Religious Services – There will be chaplain(s) on board, which offer a variety of services and classes throughout the week. The chaplains may also serve as counselors while on board.

Fitness Rooms – There are 3 gyms in the ship equipped with free weights, nautilus equipment, treadmills, stair masters, exercise bikes, as well as exercise balls and mats. They are located at 4-78-0, 1-78—2, and 01-48-0. Appropriate PT gear is required. This consists of a crew neck style T-shirt (no tanks, v-necks, or "muscle shirts") and shorts or sweatpants with socks and tennis shoes/sneakers.

Ships Library – The crew's library stocks a variety of books and magazines. Book checkout is on the honor system. Return books when done. An internet café of 8 computers strictly for US military personnel only is also located in the library. The library is located at 4-78-2, Ext: 7132.

Lounge Area – It has TV and DVD player. The TV has four satellite channels with movies and news.

SWMDO Qualification – Be assigned in a commissioned U.S. Navy or MSC surface ship as a commissioned officer for a minimum of six months cumulative duty. This duty need not be continuous. Further requirements will be distributed via separate correspondence.

ESWS Qualification – Members must completed a deployment of 90 days or more AND have a cumulative total of 1 year type 2 or 4 Sea Duty prior to final qualification. Further requirements will be distributed via separate correspondence.

Telephone – Limited telephone service will be available on the ship. It is suggested that you bring AT&T calling cards to make your calls. You may also want to bring an international cell phone and SIM card generally usable on land and from the ship based on

how far off-shore the ship is anchored. Work center off-ship phone use is limited to the phones assigned by each Directorate. Use of the work center off-ship lines is limited and is used for official business and emergencies if requested through the chain of command.

There are several locations (such as the Library, Crew Lounges) that have telephones for use by the crew for morale calls home. Calls to the 619, 858, 760, 800, 877, 866, and 888 area codes are free, while calls to other areas will require the use of a telephone calling card. These telephones CANNOT access Defense Switch Network (DSN) telephone numbers. These phones are provided on a time-sharing basis with other crew members, and abuse can result in revocation of telephone privileges.

Emergency Communications – For NGO volunteers, if an urgent or crisis situation arises and a family member needs to contact you, the family member should contact the appropriate NGO Human Resources Department immediately. The NGO will then contact the appropriate U.S. Navy operations center to make a communications linkage with MERCY or COMFORT’s Ombudsman. For military crewmembers, family members should contact Red Cross.

ENVIRONMENTAL AWARENESS

Trash and Garbage – Trash that is non-biodegradable such as plastic, glass, aluminum cans shall be kept on station until appropriate disposal ashore. “Wet Garbage” from the galley and scullery that is biodegradable such as food waste, i.e. galley slops, kitchen scraps, etc will be processed while underway by assigned personnel utilizing the “Shipboard Pulper” located in the scullery for discharge off board ship per current regulations.

Underway – While underway, common trash may be disposed of by incineration. Under no circumstances shall any trash and garbage be thrown over the side. **NOTHING IS TO BE THROWN OVER THE SIDE AT ANY TIME.**

Inport – Covered dumpsters shall be utilized while pier side. All trash shall be removed from the ship daily and at no time allowed to accumulate shipboard.

Biohazardous Material/Waste – Hospital Ships (T-AH) may burn medical waste in the ships' incinerator without prior sterilization as the ships are equipped with adequate incineration equipment. Hospital Ships may burn potentially infectious medical waste in the shipboard incinerator by introduction directly into the fire box through an access chute.

Hazardous Material/Waste and Plastics Program – Proper handling and management of hazardous material/waste, including plastics shall be strictly followed in accordance with applicable local, state and federal policy guidelines. Hazardous material (HAZMAT) is defined as any material that may pose a hazard to human health and/or environment when incorrectly managed, handled, stored, disposed of, purposely released, or accidentally spilled. Such items include bilge waste, flammable/combustible materials, toxic materials, corrosives (acids), compressed gases, medical waste. Any and all HAZMAT items shall not be brought onboard unless specifically authorized by the Ship's Master, Chief Mate, and designated Ship HAZMAT Coordinator. When HAZMAT items are authorized to be brought aboard the ship, all HAZMAT must have an accompanying Material Safety Data Sheet (MSDS) and stored in accordance with all shipboard regulations. The Supply Officer is designated as the MTF Afloat HAZMAT Officer. Note: All used batteries are required to be turned in to HAZMAT (S1 Division) onboard the ship. While pierside, under no circumstances shall any HAZMAT, including liquids of any type, be transported to a landfill for disposal. Appropriate base contracting services shall be utilized for disposal of HAZMAT. **NOTHING IS TO BE THROWN OVER THE SIDE AT ANY TIME.**

Berthing Spaces/Food Storage – The XO holds daily messing and berthing inspections in order to keep all facilities in a high state of habitability. It is your responsibility to keep clean linen on your bunk and have your bunk made properly. Dust and dirt are germ carriers. They detract from the appearances of spaces and are fire and health hazards. Standards of personal stowage and cleanliness are kept high for the sake of a better place to live for everybody. Do your part by stowing your own gear and maintaining your bunk. Gear adrift becomes a hazard in the event of flooding and degrades damage control readiness. Therefore, no personal gear will be stowed under your mattress or in the overhead. The personal gear allowed on your bunk are shower shoes, towel, and bunk bag. Bunk bags will be secured at the top and hung on the bunk. All other gear will be stowed in your locker. Personal gear found adrift will be placed in the “Lucky Bag,” which is controlled by the MAA force. Sanitation and pest control regulations require that you not have food in personal lockers or in berthing compartments. The Smoking Lamp is out at all times in all heads and berthing compartments. When you are in or on your rack, do not wear your uniform or shoes/boots. Blow dryers are only authorized in heads. Portable stereos are not authorized to be played in berthing or heads. Berthing areas of the opposite sex are off limits unless on official duty (habitability inspections, etc.), escorted, and entrance is properly announced prior to entering by saying in a loud voice “Male/Female on deck”. These basic guidelines are in accordance with MTFCOMFORTINST 1616.1 (Berthing Regulations).

Shower Shoes – Because everyone shares the same shower facilities, it is vital that everyone wear shower shoes (flip flops, etc). These place a barrier between your feet and the decks where athlete's foot fungus may be present. Don't risk it; wear shower shoes.

Head Cleanliness – We all have to use the sinks, showers, and commodes in the heads on COMFORT. This is our “home” (especially when the ship is underway or deployed). Practice cleanliness when you use the head. Wipe up spills when you use the sink; rinse soap residue from walls in the shower stall. Be considerate of each other – it pays off! When cleaning sinks, showers, or commodes, do not use scouring powder. It clogs the drains. Place nothing in the commodes other than toilet paper. Do not dispose of paper towels and feminine hygiene products in the commodes. This will quickly clog the plumbing.

Mess Decks Cleanliness – The mess cooks and food service attendants are not assigned to the mess decks to clean up after you. When you finish eating, wipe up spills, pick up trash around your area and take your tray to the scullery window. Place all trash on your tray and turn it in to the mess deck attendant in the scullery. Do not remove food from the mess decks area.

Heat Stress Program – Some work areas on the ship have high temperatures as part of the normal working environment. Engine rooms, sculleries, CSR, and the laundry are all examples of high temperature and high humidity areas. Heat stress occurs when the body can’t cool itself down properly. Heat cramps, heat exhaustion or heat stroke can be LIFE THREATENING! These spaces are monitored for heat stress factors and time limits are set in these spaces. Immediately bring any abnormal conditions to your supervisor’s attention.

Hearing Conservation Program – Certain spaces and certain evolutions on board COMFORT are considered noise hazards, e.g., engineering spaces while underway or “lit off” and anywhere in close proximity to certain tools and equipment while in operation (portable pumps, deck crawlers, chipping hammers, etc). The Navy defines a noise hazardous area as having a noise level greater than 84 decibels (this approximates having to raise your voice to hold a conversation at arm’s length). Wherever such noise exists, hearing protection (ear plugs, “Mickey mouse ears”, etc) is required to be worn. Ear plugs may be obtained from the Medical Department or from your division.

Physical Readiness – Your physical condition is of vital importance to you and the ship. Your ability to achieve and maintain high standards of physical readiness makes our life more enjoyable and helps to ensure the operational effectiveness of the ship. USN COMFORT (T-AH 20) has three Exercise Rooms for your use. There are Universal machines, free weights and sit-up boards as well as lifecycles and treadmills.

IMPORTANT TELEPHONE NUMBERS

EMERGENCY TELEPHONE NUMBERS:

| | |
|----------------------|-------------------|
| Fire: Import 7111 | Bridge: 7222 |
| Underway 7222 | Quarterdeck: 7222 |
| Cardiac Arrest: 7777 | Underway: 7222 |

FREQUENTLY CALLED NUMBERS:

| | |
|------------------|------|
| CO, MTF | 7216 |
| XO, MTF | 7215 |
| CMC, MTF | 7218 |
| Ship's Master | 7280 |
| First Officer | 7281 |
| Chief Engineer | 7287 |
| MAA | 7373 |
| Port Engineer | 7344 |
| CMA | 7218 |
| Security Manager | 7215 |
| Admin | 7357 |
| Comm Center | 7286 |
| DCC | 7372 |
| Disbursing | 7371 |
| Sick Call | 7278 |

Department Heads:

| | |
|-----------------------------|------|
| Director for Admin | 7219 |
| Director Medical Services | 7278 |
| Director Nursing Services | 7250 |
| Director Surgical Services | 7240 |
| Director Ancillary Services | 7266 |
| Supply Officer | 7297 |
| Operations Officer | 7286 |

NAVY TERMS AND THEIR MEANINGS

| NAVY TERM | MEANING |
|--------------------|---|
| HEAD | BATHROOM |
| SCUTTLEBUTT RUMORS | DRINKING FOUNTAIN |
| GALLEY/MESS DECK | DINING AREA |
| BERTHING | SLEEPING AREA |
| LADDER WELL | STAIR WAYS |
| PASSAGEWAY | HALLWAY |
| DECK | FLOOR |
| BULKHEAD | WALLS |
| OVERHEAD | CEILING |
| PORTHOLES | WINDOWS |
| FIELD DAY | GENERAL CLEAN UP |
| TAPS LIGHTS OUT | BEDTIME |
| REVEILLE LIGHTS ON | TIME TO WAKE UP |
| ALL HANDS | ALL PERSONNEL AND STAFF |
| MUSTER REPORT | TO APPOINTED AREA |
| LPO | LEADING PETTY OFFICER |
| LCPO | LEADING CHIEF PETTY OFFICER |
| SKIPPER | CO COMMANDING OFFICER, MEDICAL TREATMENT FACILITY |
| MTF | MEDICAL TREATMENT FACILITY |
| CAPTAIN | MASTER COMMANDING OFFICER OF SHIP |
| CHIEF MATE | "THE MATE" FIRST OFFICER, CIVMAR XO EQUIVILANT |
| MATE USCG | LICENSED MERCHANT MARINE DECK OFFICER |
| WATCH OFFICER | CIVMAR OFFICER IN CHARGE OF THE WATCH, SHIP'S OFFICER |
| BOSUN | SENIOR UNLICENSED CIVMAR DECK SUPERVISOR |
| CHENG | CHIEF ENGINEER, CIVMAR OFFICER IN CHARGE ENGINEERING |
| XO | EXECUTIVE OFFICER (MTF 2 ND IN COMMAND) |
| DIV-O | DIVISION OFFICER |
| MAA | MASTER AT ARMS (MILITARY POLICE) |
| CIVMARS | CIVILIAN MARINERS, DEPT OF NAVY FEDERAL SERVICE |
| CMC | COMMAND MASTER CHIEF (SENIOR ENLISTED LEADER) |
| STERN | BACK OF THE SHIP |
| BOW | FRONT OF THE SHIP |
| FORWARD | TOWARDS THE FRONT |
| AFT | TOWARDS THE BACK |
| QUARTERDECK | MAIN ENTRANCE TO SHIP |
| SECURE FOR SEA | STRAP LOOSE ITEMS SECURELY |
| STARBOARD | RIGHT SIDE OF THE SHIP WHEN FACING FORWARD |
| PORT | LEFT SIDE OF THE SHIP WHEN FACING FORWARD |
| CMDRE | TITLE OF COMMANDERS OF SHIP SQUADRONS AND AIR WINGS |
| MEDCAP | MEDICAL-DENTAL CIVIL ACTION PROJECT |
| ENCAP | ENGINEERING CIVIL ACTION PROJECT |

MILITARY TIME

| | |
|-----------------|-----------------|
| MIDNIGHT 0000 | NOON 1200 |
| 1:00 a.m. 0100 | 1:00 p.m. 1300 |
| 2:00 a.m. 0200 | 2:00 p.m. 1400 |
| 3:00 a.m. 0300 | 3:00 p.m. 1500 |
| 4:00 a.m. 0400 | 4:00 p.m. 1600 |
| 5:00 a.m. 0500 | 5:00 p.m. 1700 |
| 6:00 a.m. 0600 | 6:00 p.m. 1800 |
| 7:00 a.m. 0700 | 7:00 p.m. 1900 |
| 8:00 a.m. 0800 | 8:00 p.m. 2000 |
| 9:00 a.m. 0900 | 9:00 p.m. 2100 |
| 10:00 a.m. 1000 | 10:00 p.m. 2200 |
| 11:00 a.m. 1100 | 11:00 p.m. 2300 |

Complete to the best of your knowledge. Submit a copy to Training Division via your division training representative

Ship Department: _____ Ship Division: _____

Note: Starred topics are for position/profession-specific staff, and classroom-based training may not be required by all personnel – although all staff should be familiar with emergency procedures (such as fire fighting, damage control procedures, evacuation, etc.).*

PRIVACY ACT STATEMENT: Authority to request this information is derived from 5 United States Code 301, Departmental Regulations. Use of this form is to obtain basic information for identification purposes. This data is maintained in a file in the appropriate department and is used for documentation and filing of training records. Completion of this form is voluntary. However, failure to provide the requested information may impede proper and accurate recording of the training completed by this individual.