

COMMERCIAL CRUISE PROGRAM

CADET SHIPPING
HANDBOOK
PART I



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Important Dates

Commercial Cruise Meeting

September 29

Commercial Cruise Overview:
Passport, Physical, Cadet Data Sheet

October 20

Billet List & Applying to
Companies

November 3

Sea Time Documents:
MMC, TWIC, PIC, TOAR

November 10

MSC Presentation

January 26

Deck Panel:
Student and Faculty Insight

February 16

Engine Panel:
Student and Faculty Insight

March 16

Somewhere Satellite Devices

March 23

Cruise Protocols with
CAPS, Title IX, Cal Police

April 6

Cruise Preparations:
Discharge letters, Cadet Evaluations, and Cruise Conduct

LETTER TO CADETS

Dear Cadets:

This handbook is intended to introduce you to the Commercial Cruise Program at The California State University Maritime Academy.

The handbook is separated into 3 parts: Before Cruise, During Cruise, and After Cruise. We will walk you through important requirements, processes, protocols and what to expect. Please read this manual fully to best prepare you for your commercial cruise. If you have any questions, feel free to reach out to your designated Career Coordinator to discuss them before you depart.

We would like to remind you that you are an official representative of Cal Maritime and the things that you say and do will reflect upon not only yourself, but also the whole CSU Maritime Academy family. We ask that you strive to maintain the highest level of professionalism throughout your commercial cruise, by being respectful, engaged, hard-working, and a team player. Keep in mind that personnel will be evaluating you for the Commercial Cruise Program and they may also be a resource for a letter of recommendation or a future job opportunity.

The training and experience that you will receive during your sea time on a commercial, military, and or other vessel may vary with the type of trade in which the vessel is engaged as well as the ship's schedule and manning. We encourage you to seek out value in the unique experiences you have during your commercial cruise.

While you are being evaluated by company staff, it is important to remember that your commercial cruise is also an opportunity for you to assess the company you are shipping with. Is this a place you could see yourself working in the future or recommending to others?

If at any point during your commercial cruise you feel physically or emotionally unsafe or unwell, please reach out to us.

We will be covering processes and procedures for emergencies and early departures from cruise in this handbook and we want you to know that Cal Maritime staff and faculty are here to support you.

We hope you have a wonderful commercial cruise experience and we can't wait to hear all about it when you return!

All the best,
Career Services

ABOUT: COMMERCIAL CRUISE

ABOUT COMMERCIAL CRUISE

Marine Transportation (MT), Marine Engineering Technology (MET) and Mechanical Engineering (Licensed Track) are required to do a Commercial Cruise as a part of their program at CSU Maritime Academy.

Commercial Cruise generally takes place in the Summer directly after the Spring Semester of Sophomore year, assuming all requirements and pre-requisites have been met.

Commercial Cruise is often referred to as Sea Training II and unlike Sea Training I (generally at the end of Freshman year) or Sea Training III (generally at the end of Junior year), it is not usually completed on the Training Ship Golden Bear (TSGB).

Instead, a designated Career Coordinator will work with you to get an opportunity with a company or agency.

There are two ways to be connected to a company, either through your place on a Billet list (see "Billet list guidelines" Section) or by a company requesting to view your resume (&/or application) and determining if you are a good match based on this as well as a possible interview.

Application processes for companies vary greatly, with Military Sealift Command (MSC) being the most comprehensive, but all companies require certain documents to apply (see "MSC Process" Section).

Please keep in mind that though you may have a particular company in mind, the most crucial aspect of commercial cruise is attaining sufficient Sea Time for your United States Coast Guard (USCG) licensing process.

There are different requirements for Commercial Cruise, depending on if you are a Deck (MT) or an Engineer (MET, ME-licensed) Cadet.

Engine cadets are required to complete at least 60 days in their commercial cruise.

Deck cadets are required to complete at least 93 days in their commercial cruise.

Please note that these dates are minimum requirements and whenever possible it is strongly encouraged that cadets remain on their commercial cruise for as long as possible to allow for a "buffer" of additional days in preparation for any unforeseen future challenges to gaining sea time.

While you are aboard your Commercial Cruise you will need to complete a Sea Time Project that will be managed by your designated faculty member.

Upon the completion of your cruise there are certain documents that you are required to turn into Career Services which we will describe later in this handbook.

We hope you have a wonderful experience on your Commercial Cruise!

COURSE REQUIREMENTS

COMMERCIAL CRUISE (SEA TRAINING II) COURSES

REGISTRATION:

DECK: CRU200 & CRU200L SEA TRAINING II & LAB

ENGINE: CRU 250 SEA TRAINING II

ONCE REGISTERED BE SURE TO CHECK WITH THE FINANCIAL AID OFFICE ON YOUR SUMMER STATUS

Deck Prerequisites

CRU 100

DL 225

DL 225L

DL 240

DL 240L

EGL 100

NAU 102

NAU 102L

NAU 205

NAU 230

CRU 200 Course Corequisite:

CRU 200L

Engine Prerequisites

EPO 110

EPO 125

EPO 210

EPO 213

EPO 215

EPO 220

Spring Prerequisite Grades and Conduct Review

Cadets who have failed to meet prerequisites or are otherwise academically disqualified will be administratively dropped from cruise and pulled from their selected company.

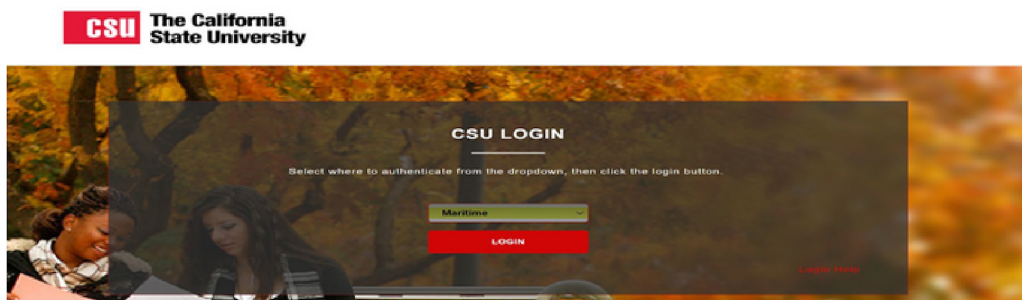
Cadets found responsible of a Class I offense may be dropped from cruise and pulled from their selected company.

UPLOADING REQUIRED DOCUMENTS

Requirements: Scan your required documents as a .PDF file and save it to your computer to upload on the secure website below.

Your log in is your CSUM EMAIL ADDRESS and password.

1. Go to <https://transfer.data.calstate.edu>.
2. Select Maritime and Login



3. Authenticate with SSO (your work credentials) and Duo. This may be disabled. Enter your Cal Maritime User Name and password



Login to CSU Data Transfer

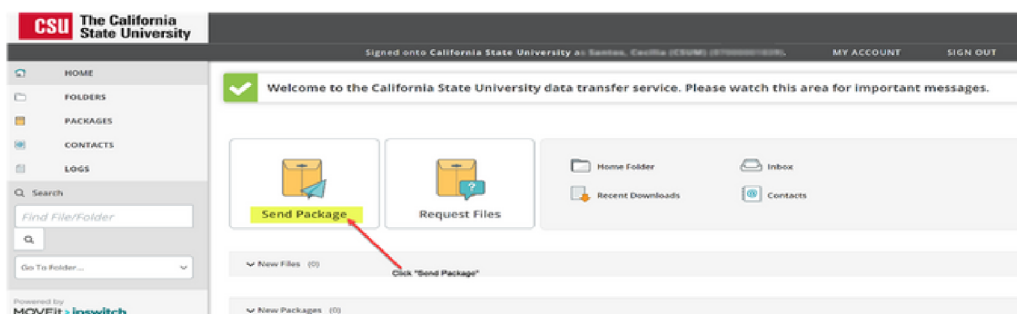
Username

Password

CSU The California State University

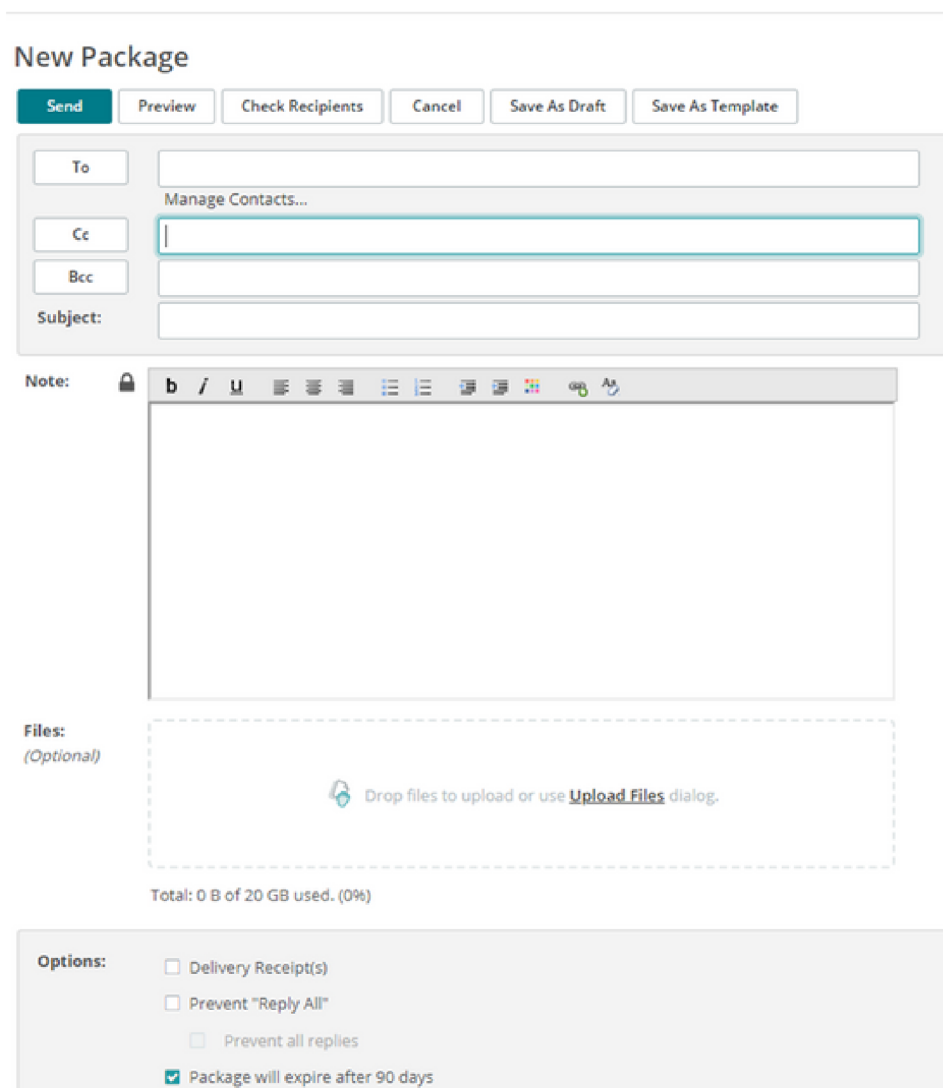
This is a proxy SP for the CSU's MOVEit Data Transfer application.

4. Select "Send Package"



UPLOADING REQUIRED DOCUMENTS (CONTINUED)

5. Fill in the recipient's name to your designated career coordinator: Chelsea Leff (Deck) cleff@csum.edu or Daisy Gonzalez (Engine) dgonzalez@csum.edu.
6. Subject: Document Name (E.g. Passport, TWIC, etc.)
7. Notes: Enter Last Name and First Name, Email, and Contact Number
8. Upload your required documents mentioned above.
9. Click the red "Send" box.
10. Repeat process for all other documents



The screenshot shows the 'New Package' interface for creating an email. At the top, there are buttons for 'Send', 'Preview', 'Check Recipients', 'Cancel', 'Save As Draft', and 'Save As Template'. Below these are fields for 'To', 'Cc', 'Bcc', and 'Subject'. The 'To' field has a 'Manage Contacts...' link. Below the recipient fields is a 'Note' section with a rich text editor toolbar and a large text area. Underneath the note is a 'Files' section with a dashed border and a message: 'Drop files to upload or use [Upload Files](#) dialog.' Below the files section, it says 'Total: 0 B of 20 GB used. (0%)'. At the bottom, there is an 'Options' section with four checkboxes: 'Delivery Receipt(s)', 'Prevent "Reply All"', 'Prevent all replies', and 'Package will expire after 90 days' (which is checked).

If you have any questions or have problems completing this process, email your designated Career Coordinator.

REQUIRED DOCUMENTS

Required documents must be turned in to the Sea Term II Coordinator by various deadlines.

Failure to obtain any of these documents or losses of any of the documents will result in being recommended for removal from commercial cruise.

Passport



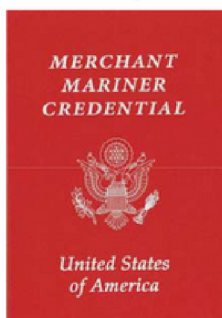
All cadets must have a passport valid for the duration of their cruise. **Please note:** Passport must be valid up to 6 months from the final day of your cruise.

Medical Insurance



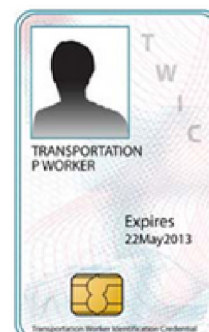
All cadets must obtain valid medical insurance for the duration of their cruise.

Merchant Mariner Credential With Cadet Ratings




All cadets must have a MMC to participate in commercial cruise. Licensing department can assist cadets in the application process.

TWIC Card



All cadets must have a TWIC Card to participate in commercial cruise. Licensing department can assist cadets in the application process.

REQUIRED DOCUMENTS



CAREER SERVICES RELEASE FORM

I _____ authorize CSU Maritime Academy to electronically transmit / mail the documents listed below in order to facilitate shipping opportunities for me in the Commercial Cruise Program.


I understand that to support the Commercial Cruise Program (Sea Training II), Career Services collects and stores the following documents as applicable, in conjunction with participating Cal Maritime departments:

- Basic Safety Training Certificate
- Cadet Application for MMC
- Cadet Data Sheet
- Direct Deposit Form
- Coast Guard Physical
- Benzene Baseline Test Results
- Immunization Records
- Medical Insurance
- Medical Release Form
- Release Form of Commercial Cruise Documents
- Merchant Mariner Credential
- Military Sealtiff Command Medical Cadet Shipping Checklist
- Military Sealtiff Command Cadet Employment Packet
- Company Employment Packet
- National Security Questionnaire (SF 86)
- Passport
- Sea Time Letters
- Evaluations
- Transfer Safety Course Certification
- TWIC
- Drug Letter from Cal Maritime
- Title IX related courses
- TOAR and PIC related documentation

Name _____

Signature _____ Date _____

Career Services
General ROI



CAREER SERVICES
California State University Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590
Phone: 707-654-1170
Fax: 707-654-1171

STUDENT HEALTH CENTER
Name _____
Address _____
City _____ State _____ Zip _____
CA 94590
Phone: 707-654-1170 Fax: _____

TO: Whom It May Concern
Director of Federal Drug Testing Program
California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590-0644

SUBJECT: SS# XXX-XX-

The subject named person is a participant in the California Maritime Academy random drug testing program in accordance with Department of Transportation requirements of Title 46 CFR 16.230. This applicant has been subject to random drug testing for at least sixty days during the previous 185 days, and has not failed any tests or refused to participate in any required test.

Suzanne Dolan
Suzanne G. Dolan, RN
Director of Student Health

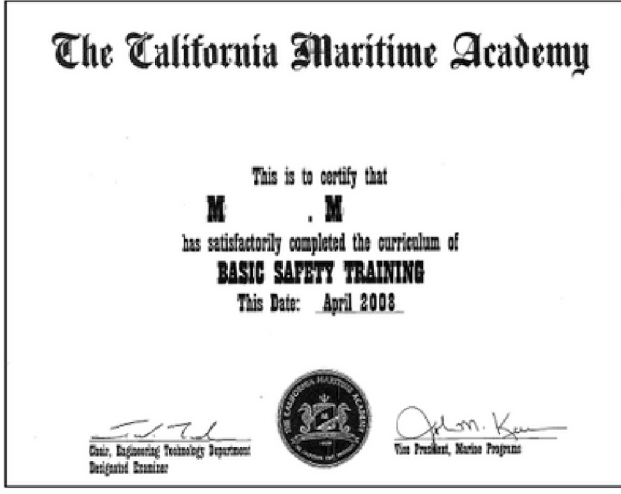
Requires
California Maritime Academy
Validation Seal

THE CALIFORNIA MARITIME ACADEMY
200 MARITIME ACADEMY DRIVE, VALLEJO, CA 94590-0644

REQUIRES CALIFORNIA MARITIME ACADEMY VALIDATION SEAL

California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590-0644
Phone: 707-654-1170 Fax: 707-654-1171


Career Services
Student Health Center ROI



The California Maritime Academy

This is to certify that
M . M
has satisfactorily completed the curriculum of
BASIC SAFETY TRAINING
This Date: April 2008

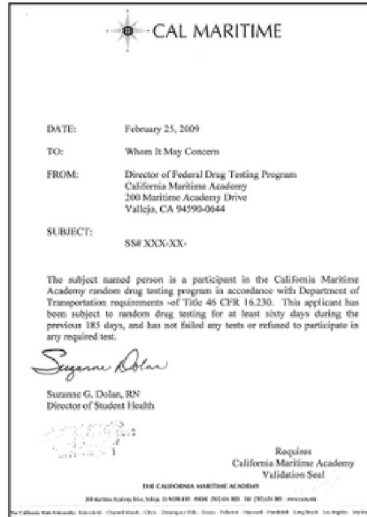
[Signature]
Chair, Engineering Technology Department
Designated Examiner



[Signature]
Vice President, Marine Programs

A Basic Safety Certificate will be sent to your selected company.

Your Designate Career Coordinator will secure this for you.



CAL MARITIME

DATE: February 25, 2009

TO: Whom It May Concern

FROM: Director of Federal Drug Testing Program
California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590-0644

SUBJECT: SS# XXX-XX-

The subject named person is a participant in the California Maritime Academy random drug testing program in accordance with Department of Transportation requirements of Title 46 CFR 16.230. This applicant has been subject to random drug testing for at least sixty days during the previous 185 days, and has not failed any tests or refused to participate in any required test.

Suzanne Dolan
Suzanne G. Dolan, RN
Director of Student Health

Requires
California Maritime Academy
Validation Seal

THE CALIFORNIA MARITIME ACADEMY
200 MARITIME ACADEMY DRIVE, VALLEJO, CA 94590-0644



REQUIRES CALIFORNIA MARITIME ACADEMY VALIDATION SEAL

California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590-0644
Phone: 707-654-1170 Fax: 707-654-1171

A Drug Free Certificate will be sent to your selected company.

Your Designate Career Coordinator will secure this for you.

REQUIRED DOCUMENTS

	CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY	
<u>CADET PERSONAL DATA SHEET</u>		
LAST NAME: _____	FIRST NAME: _____	ML _____
DECK OR ENGINE: _____	CLASS OF: _____	
SOCIAL SECURITY #: _____	PASSPORT #: _____	EXPIRES: _____
DATE OF BIRTH: _____	PLACE OF BIRTH: _____	
HEIGHT: _____	WEIGHT: _____	EYE COLOR: _____ HAIR COLOR: _____

HOME ADDRESS: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
CELL PHONE: _____	HOME PHONE: _____	
CSUM E-MAIL: _____		
PERSONAL E-MAIL: _____		

EMERGENCY CONTACT: _____ RELATIONSHIP: _____		
PHONE NUMBER: _____	CITY/STATE: _____	
LIST THE CLOSEST AIRPORT YOU CAN FLY OUT OF FROM YOUR HOME: _____		
<small>Career Services 200 Maritime Academy Drive, Vallejo CA 94590 (707) 654 - 1071 / Fax (707) 654 - 1073</small>		

Please DO NOT handwrite, TYPED ONLY!!!

US COAST GUARD PHYSICAL REQUIREMENTS

- All students must have a USCG Physical valid through their commercial cruise.
- Physicals expire after one year.
- Physicals may be completed in the Student Health Center.
- Sign up for an appointment as directed.
- Some companies require extra physicals—these procedures may be at the cadet’s personal expense.
- Cadets who do not pass a company’s physical requirements are not allowed to sail with that company and are not guaranteed another billet.

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

OMB No. 1625-0040
Exp. Date: 03/31/2021

APPLICATION FOR MEDICAL CERTIFICATE (FORM CG-719K)

Section I: Applicant Information - To be completed by the Applicant and reviewed by the Medical Practitioner

Last Name: _____ First Name: _____ Middle Name: _____ Suffix (Jr., Sr., III): _____

Mariner Reference Number or Social Security Number: _____ Gender: Male Female _____ Date of Birth (MM/DD/YYYY): _____

Please indicate best method(s) of contact by checking the appropriate box(es).

Home Address (PO Box NOT acceptable) Street Address: _____ Primary Phone Number: _____

City: _____ State: _____ Zip Code: _____ Alternate Phone Number: _____

Delivery/Mailing Address, if different (PO Box acceptable) Street Address: _____ E-mail Address: _____

City: _____ State: _____ Zip Code: _____ Other: _____

Endorsement Held or Sought (Check all that apply or the Coast Guard will not accept the application):

Deck Engine Food Handler STCW Entry-level with lookout duties

U.S. Registered Pilot (Great Lakes Pilotage) First-Class Pilot or those Serving as Pilot (Federal Pilotage) 46 CFR 15.812)

Other (Please explain): _____

Section II: Food Handler Certification - To be completed by the Medical Practitioner

1. Food Handlers must obtain a statement from the Medical Practitioner that attests that they are free of communicable diseases that pose a direct threat to the health or safety of other individuals in the workplace. For applicants who have requested Food Handler Certification (Food Handler box is checked in Section I, above), the Medical Practitioner may provide the attestation by answering 'Yes' or 'No' to the question in bold below.

2. **Communicable disease** is defined in 46 CFR 10.107 as any disease capable of being transmitted from one person to another directly, by contact with excreta or other discharges from the body, or indirectly, via substances or inanimate objects contaminated with excreta or other discharges from an infected person.

3. The Medical Practitioner need not perform any additional testing unless it is deemed clinically necessary. Applicants and currently employed food workers should report information about their health as it relates to diseases that are transmissible through food. Circumstances that the Medical Practitioner should consider when certifying an applicant include, but are not limited to, the following:

a. Whether the applicant reports they have been diagnosed with, or exposed to an illness due to organisms including, but not limited to, *Salmonella* Typhi, *Shigella* Spp., *Stigma* toxin producing *E. scherchia* coli, or Hepatitis A virus within the past month.

b. Whether the applicant reports they have at least one symptom caused by illness, infection, or other source that is associated with an acute gastrointestinal illness such as diarrhea, fever, vomiting, jaundice, or sore throat with fever.

c. Whether the applicant reports they have a lesion containing pus, such as a boil or infected wound, which is open or draining and is on hands or wrists or on exposed portions of the arms.

Is the applicant free from communicable disease? Yes No N/A

MEDICAL PRACTITIONER INITIALS: _____ DATE: _____

Initial Applicant Name: (Last, First, MI) _____ Date of Birth: (MM/DD/YYYY) _____

Section III(a): Medical Conditions - To be completed by the Applicant and reviewed by the Medical Practitioner

Applicant has a medical waiver (MW): Yes No If YES, provide a copy to the Medical Practitioner, and mark the MW box below.

To the best of your knowledge, have you ever had, required treatment for, or do you presently have any of the following conditions? If no, please mark the NO box below. If yes, please mark the YES box below, and if previously reported (PR), mark the PR box below.

EM	YES	NO	PR	MW	CONDITIONS
1.					1. Blurry vision, poor night vision, eye disease or injury, eye surgery, abnormal color vision, cataracts or glaucoma
2.					2. Hearing loss, hearing aid, ear surgery, facial deformities, open tracheostomy or frequent severe nose bleeds
3.					3. High or low blood pressure
4.					4. Heart or vascular disease of any kind, to include angina, chest pain, irregular heart beat, heart valve problem/ replacement, heart attack/myocardial infarction, or congestive heart failure
5.					5. Heart surgery and/or implanted devices (for example, angioplasty, stent, pacemaker, or defibrillator)
6.					6. Lung disease of any type (for example, asthma, emphysema, or chronic obstructive pulmonary disease (COPD))
7.					7. Any blood disorder (for example, anemia, hemophilia, blood clots, or polycythemia)
8.					8. Diabetes, glucose intolerance, or sugar in urine
9.					9. Thyroid problem requiring treatment or hospitalization
10.					10. Stomach, liver or intestinal disorder requiring ongoing medical care/medication, or causing significant bleeding or debilitating pain; history of hepatitis or jaundice
11.					11. Kidney problems/stones or blood in urine
12.					12. Any other urinary or bladder problems not listed above requiring treatment or hospitalization
13.					13. Skin disorders requiring medical treatment, such as cancer, tumors, scleroderma or lupus
14.					14. Severe allergies or allergic reactions to any substance, medication, food, or insect stings
15.					15. Communicable disease or chronic infectious diseases such as tuberculosis, HIV/AIDS, or hepatitis
16.					16. Any sleep problems (for example, obstructive sleep apnea, restless leg syndrome, narcolepsy, shift work sleep disorder, or insomnia)
17.					17. Epilepsy, fits, or seizures
18.					18. History of serious head injury, loss of consciousness or memory loss
19.					19. Frequent or severe headaches
20.					20. Dizziness/fainting spells/balance problems
21.					21. Frequent motion sickness requiring medication
22.					22. Stroke or Transient Ischemic Attack (TIA), brain tumor or other brain disorder
23.					23. Any neurologic disorder or nerve problems including numbness and/or paralysis, not listed above
24.					24. Attention deficit disorder with or without hyperactivity
25.					25. Anxiety, depression, bipolar disorder, adjustment disorder, PTSD, or schizophrenia
26.					26. Suicide attempt or thought(s) of suicide (Suicidal Ideation)
27.					27. Evaluation, treatment, or hospitalization for alcohol or substance use, abuse, addiction, or dependence (including illegal drugs, prescription medications, or other substances)
28.					28. Any other psychiatric disorder, mental health evaluation/treatment/hospitalization
29.					29. Back, neck or joint problems that impair movement or cause debilitating pain
30.					30. Amputation, prosthesis, or use of ambulatory devices (for example, cane, walker, or braces)
31.					31. Injuries, fractures or recurrent dislocations causing impairment or limitation of motion of any joint
32.					32. Have you ever been signed off a vessel as sick or repatriated for medical reasons within the last six years?
33.					33. Any diseases, surgeries, cancers, illnesses, or disabilities not listed on this form?
34.					34. Any hospital admissions within the last six years not listed elsewhere in this Section?

MEDICAL PRACTITIONER INITIALS: _____ DATE: _____

APPLYING TO COMPANIES

APPLYING TO COMPANIES

You are welcome and encouraged to foster professional relationships with contacts in the industry; however, when it comes to finalizing a billet for your commercial cruise, you must consult with your designated Career Coordinator.

We will be reaching out to companies to attain billet opportunities for Cal Maritime Cadets.

Cal Maritime is one of 6 Maritime Academies across the country who are contacting companies for Cadet shipping openings. Given this, we ask that you do not “cold call” a long list of companies to request billets for yourself, as this can negatively impact the relationship with our institution and ultimately decrease options for cadets in the future.

If you have a contact at a company you can provide this to your designated Career Coordinator and we will reach out to them on your behalf to evaluate possible opportunities for billets. This helps us to ensure that the company follows the guidelines that are required by CSU Maritime Academy. No billet is guaranteed, but we will do our best to communicate your interest.

Most companies choose students for cadet shipping based on our billet list, applications, resumes/cover letters, and interviews.

If you need assistance with your resume, cover letter or interview preparations, please schedule an appointment with your designated Career Coordinator via Passport and we will be happy to help.

For information on the process for getting a billet opportunity with MSC, please see Military Sea Lift Command Section.

We understand that waiting for billets opportunities from companies can be a nerve-racking process and we appreciate your patience. We will do our best to provide transparent communication with you throughout this time.

We also understand you may be impatient to have your commercial cruise be with the company of your dreams, but please remember that attaining your required sea time will allow you to apply for your credential and be competitive in a lucrative and exciting job market.

Once an opening for cadet shipping becomes available you will need to provide a list of documents with your application. More information on these documents can be found in the following pages.

MSC PROCESSES

Military Sealift Command (MSC):

“Military Sealift Command is the leader provider of ocean transportation for the Navy and the rest of the Department of Defense- operating approximately 125 ships daily around the globe.”

For more information visit:

<https://www.msc.usff.navy.mil/About-Us/Mission/>

Application Process:

MSC does not use a billet list or review resumes and conduct interviews.

Instead, eligible and interested cadets will work with Career Services staff to create an online profile, submit a comprehensive application packet with all required documents by the stated deadline and await approval and placement.

Due to the nature of MSC's work, cadets should be aware that assignments are subject to change.

ITEMS TO TAKE WITH YOU

Sea Project:

Commercial Cruise Project
Cadet Shipping Handbook
Pens
Pencils
Paper
Graph Paper / Sketch Pad
Laptop
Ruler
External Hard Drive and Flashdrive
Sheet Protectors
*And anything else you may need to complete your project
(do not assume the ship has them).*

Clothing:

Khaki uniform x2
Boiler Suit
Work Clothes x2
Steel Toe Boots
Tennis/Casual Shoes
Bates
Socks (5 black, 5 white)
Underwear & T-shirts (5/7 Pairs)
Long Sleeve shirt
Swimsuit
Sweater
Black Cal Maritime Jacket
Hard Hat
CAL MARITIME Ball Cap
Safety Goggles
Ear Protection
Gloves
Yellow Rain Gear

Documentation:

Passport
Merchant Mariner Credentials
TWIC Card
Driver's License / State ID
Cal Maritime Shipping Orders
Medical Insurance Card

Miscellaneous:

Toiletries
Medication
Alarm Clock & Watch
Knife
Flashlight
Camera
Sun Glasses
Cell Phone
Feminine Supplies
Money
Phone Card

- ♦ You are required to report to the ship in khaki uniform unless otherwise directed.
(If you are flying internationally, you will wear dress slacks and a polo shirt.)
- ♦ Upon arrival you will report to the Captain unless your orders indicate otherwise.
(Report on time! Do not miss your ship. A missed ship may result in a failure of CRU 200/250 and no fee refund.)