

NAME: \_\_\_\_\_ BERTHING ASSIGNMENT: \_\_\_\_\_ LIFE RAFT: \_\_\_\_\_



**WELCOME ABOARD**

**USNS COMFORT (T-AH 20)  
MEDICAL TREATMENT FACILITY**

**CONTINUING PROMISE 2013**



DEPARTMENT OF THE NAVY

DESTROYER SQUADRON FOUR ZERO

FPO AA 34099-4731

From: Mission Commander, USNS COMFORT (T-AH 20), Medical Treatment Facility  
To: USNS COMFORT Mission Crew  
Subj: MISSION COMMANDER WELCOME ABOARD LETTER

As the Mission Commander for Continuing Promise 2013 (CP-13), I am deeply honored to welcome you aboard. I invite you to meet the outstanding men and women who have volunteered their time to serve aboard the United States Naval Ship COMFORT (USNS COMFORT). This mission is an integral part of the United States Southern Command's effort to demonstrate the commitment of the United States to the Western Hemisphere. The health and well-being of the many citizens living in the many nations of Central and South America, and the Caribbean make the efforts of the volunteers aboard COMFORT meaningful. We are here to learn something new and to pass along what wisdom we may have.

Continuing Promise provides medical, dental, surgical and veterinary care, bio-medical equipment maintenance, engineering and community relations projects, and subject matter expert exchanges with the many citizens of the region. Their efforts go well beyond the borders of the eight nations that will be visited by the USNS COMFORT. One of the exciting things about the 2013 CP mission is the enhanced ability to engage in mutually beneficial exchanges with our local counterparts. Each volunteer who donates their time and effort receives much more from those they serve.

Many of the locations we travel to will be rural, sometimes isolated from the major population areas, and underdeveloped. Those who live here, should be commended for their ruggedized approach to life - many of our grandparents success were founded on these values of hard work, dedication, and family support. Your actions will leave a lasting mark about the United States in these individual's minds. Perhaps more than any other time in your career, Continuing Promise presents an opportunity for you to advance mutual understanding, generosity, and a renewed understanding of the strength of the human spirit. We can expect to be busy with many challenges that must be overcome, but together everyone achieves more - you will be surprised by the many significant achievements we will enjoy.

We must also remember the contingency that this mission prepares us to perform. USNS COMFORT was deployed to HAITI in 2010, and there will

be other natural or man-made disasters in the future. So we will plan for the worst and hope for the best, knowing that the important lessons learned will save lives when disaster strikes.

I am proud to be the Mission Commander for CONTINUING PROMISE 2013. Everyone that I meet inspires me to be a better leader and a better man. I know this will be a memorable deployment for all of us. My staff and I stand ready to assist you in any way possible and I encourage you to contact us with any questions, comments, or concerns. The Destroyer Squadron FOUR ZERO motto of "Strength through Unity" reminds me that as a TEAM we achieve more than as an Individual. I look forward to meeting you all. You have my thanks for your commitment to this vital mission.

  
A. E. VAN WAGONER



## 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 CP13 deployment. First and foremost, *COMFORT* moves. She rolls, pitches, yaws, heaves and surges. Please be sure that your living and working areas are secure 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. Know your assignment in an emergency

The General Alarm is sounded at noon each day, for testing, and when emergency conditions warrant the attention of those aboard. The "1-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 case 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 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. *COMFORT* must make all her own water.
- Other than toilet paper, do not place anything in the Ship's sanitary system (heads/toilets) that has not passed thru your body.
- 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. Do not discard smoking materials overboard.
- 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. Additional information will be provided by your supervisor.

Additionally, The generation of trash aboard ship presents 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. Nothing goes overboard!

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.

Find, learn, know and observe the Safety Management System.

Again, welcome aboard.



Captain George D. McCarthy, Master  
USNS COMFORT T-AH 20  
"Online, on time."



**DEPARTMENT OF THE NAVY**  
HOSPITAL SHIP, USNS COMFORT (T-AH 20)  
4209 Newgate, Ave., Canton Pier 11  
Baltimore, MD 21224

IN REPLY REFER TO:

1000

00

25 Jan 13

From: Commanding Officer, USNS COMFORT (T-AH 20),  
Medical Treatment Facility  
To: USNS COMFORT Mission Crew

Subj: COMMANDING OFFICER WELCOME ABOARD LETTER

1. Welcome aboard USNS COMFORT Medical Treatment Facility! You are about to embark upon an important and rewarding mission that highlights the Navy's commitment as a Global Force for Good!

2. Many of you will interface with partner nations to increase interoperability with their military and health systems. Many will have the wonderful opportunity to work along side partner nation colleagues. All of you, through your participation in this mission, will touch people's lives.

3. Please take a minute and read the welcome messages from our Mission Commander and Ship Master as well as the SOUTHCOM mission statement and Commander's Intent. It is important for everyone on board to understand the intent of mission and the nuances of living aboard the USNS COMFORT safely.

4. My Command philosophy published separately speaks to five tenants: Readiness, Professionalism, Ambassadorship, Teamwork and Fun. Please use these tenants to guide your actions and shape your effort on the mission.

5. Again, welcome aboard! I am honored to serve with you.

A handwritten signature in black ink, appearing to read "K. J. KNOOP", is positioned above the typed name.

K. J. KNOOP  
Captain, Medical Corps  
United States Navy



DEPARTMENT OF THE NAVY  
HOSPITAL SHIP, USNS COMFORT (T-AH 20)  
4209 Newgate, Ave., Canton Pier 11  
Baltimore, MD 21224

IN REPLY REFER TO:

1000

00

9 Aug 12

MEMORANDUM

Subj: COMMAND PHILOSOPHY

1. All hands shall become familiar with my Command Philosophy, which centers on the following five tenants.

a. Readiness. Readiness is paramount to mission success. Team COMFORT will be ready to respond to worldwide contingencies, urgent disaster response (DR) and humanitarian assistance (HA) needs, or to participate in planned humanitarian missions when called. We will deliberately plan for our HA mission while constantly mindful that activation may occur on a moments notice. MTF COMFORT will be prepared to deploy no later than five days after that order, but we will strive to deploy within 72 hours. We will be prepared to immediately transition to a contingency or DR response in the event we are already deployed in support of Continuing Promise.

b. Professionalism. Every person assigned to MTF COMFORT is a professional engaged in creative, intellectually and physically challenging work that requires the highest standards of conduct and performance. Each of us is responsible for building and maintaining an environment of professionalism. Our patients and their families willingly put their trust in us for their wellbeing. We must honor that trust by striving for excellence in everything we do, and interacting with our patients and each other in a professional manner.

c. Ambassadorship. Each of us is an ambassador of our country. We bring America to foreign lands! Never forget that our actions have profound ordered effects on the impression of host nation populations on the US. Project a positive image and enjoy the warmth and hospitality of each host nation when you are ashore, or when they visit COMFORT.

d. Teamwork. Each of you is part of an amazing team honored to execute an incredible mission. Each person's participation on the team provides tremendous value to your fellow shipmates and to our patients. Look out for each other, communicate clearly and often, help each other develop professionally, and do your part to ensure mission success safely! Our mission is a team sport and every member shares credit for it's success!

e. Fun. Every person assigned to MTF COMFORT works incredibly hard. Take time to enjoy what you do, despite the task. If you're not having fun, you're not doing it right!

2. Use these tenants in addition to Navy's core values to guide your performance in the execution of your duties and to guide your actions both on and off duty. I am honored to serve alongside you.

A handwritten signature in black ink, appearing to read "K. J. Knoop".

K. J. KNOOP



### **SOUTHCOM MISSION STATEMENT CP13**

1. Train U.S. personnel in cooperation with Partner Nations, Host Nations, Interagencies, Non-Governmental Organizations and other Governmental Agencies to conduct Civil-Military Operations, including Humanitarian Assistance/Foreign Disaster Relief (HA/FDR).
2. Send a strong message of U.S. commitment and partnership with the people of the Caribbean, South America and Latin America.
3. Be prepared to provide HA/FDR support in response to a crisis in USSOUTHCOM AOR.

### **COMMANDERS INTENT**

1. Deploy command and supporting elements and a U.S. Navy Hospital ship (USNS COMFORT) in USSOUTHCOM AOR to conduct HCA operations from the sea to shape the theater strategic environment and support the CDRUSSOUTHCOM Theater Campaign Plan (TCP). This force will be prepared to provide HA/FDR response throughout the deployment.
2. Conduct medical, engineering and veterinary HCA activities during mission stop at select countries to foster goodwill, demonstrate U.S. commitment and support the people of the region, and build partnership and improve interoperability with PN, HN, NGOs, IA, and OGAs to posture U.S. personnel to return and conduct future combined HA/FDR operations more effectively.
3. Conduct subject matter expert exchanges (SMEE) to build PN/HN capacity and capability to support the needs of their populations and effectively contribute to a future combined HA/FDR mission.

## TABLE OF CONTENTS

### I. POINTS OF CONTACT

### II. PRE-DEPLOYMENT REQUIREMENTS

#### PRE-DEPLOYMENT CHECKLIST

U.S. MILITARY/USPHS REQUIREMENTS  
U.S. MILITARY/USPHS EMBARKATION FORM  
U.S. MILITARY/USPHS PRE-DEPLOYMENT TRAINING  
PARTNER NATION MILITARY REQUIRED RECORDS  
PARTNER NATION MILITARY EMBARKATION FORM  
CIVILIAN VOLUNTEERS REQUIRED RECORDS/REPORTS  
CIVILIAN VOLUNTEERS EMBARKATION FORM  
CIVILIAN VOLUNTEERS MEDICAL QUESTIONNAIRE  
PRE-DEPLOYMENT IMMUNIZATIONS  
CIVILIAN VOLUNTEERS WHAT TO PACK  
MILITARY WHAT TO PACK

### III. BIOGRAPHIES/COMFORT'S INFORMATION

MISSION COMMANDER CONTINUING PROMISE 2013 BIOGRAPHY  
COMMANDING OFFICER USNS COMFORT BIOGRAPHY

### IV. SHIPBOARD LIFE

#### EMERGENCIES AND SAFETY PROTOCOL OVERVIEW

Emergency bells; fire, collision and general emergency; man overboard, abandon ship; patient evacuation/abandon ship; medical response team/cardiac arrest team.

#### SHIPBOARD SAFETY

Safety of Your Shipmates, Electrical Safety, Securing for Sea, Helicopter Operations and Damage Control

#### SUPPLY DEPARTMENT GUIDE TO PERSONAL SERVICES ABOARD

Berthing, General Mess, Mess Decks, Laundry, Ship's Store, Vending, Barber, Disbursing, Post Office, Supply Services, Religious Services, Fitness Rooms, Ship's Library, Lounge Area and ESWS/SWMDO Qualification opportunities

#### ENVIRONMENTAL AWARENESS AND HEALTH

Trash/Garbage, Hazardous Material/Waste and Plastics and Bio-hazardous Material/Waste, Medical, Dental, Berthing Spaces/Food Storage, Shower Shoes, Head Cleanliness, Mess  
Decks Cleanliness, Heat Stress, Hearing Conservation, Physical Readiness and Smoking Policy  
Military Personnel/Embarked Visitor Vessel Familiarization Checklist

## **I. POINTS OF CONTACT**

If you are an NGO or Partner Nation please contact CDR Christian Wallis at [Christian.wallis@va.gov](mailto:Christian.wallis@va.gov) or [Christian.wallis@med.navy.mil](mailto:Christian.wallis@med.navy.mil), 224-610-3445 or 224-800-9108.

If you are Active Duty assigned to MTF please contact LCDR Autumn Johnson at [autumn.johnson@med.navy.mil](mailto:autumn.johnson@med.navy.mil) or 757-953-0432.

If you are Active Duty assigned to HSC DET, Army, Boat Det, DESRON, MESRON and PAO please contact CAPT McCarthy at [george.p.mccarthy.civ@ah20.navy.mil](mailto:george.p.mccarthy.civ@ah20.navy.mil).

If you are a Reservist please contact LCDR Marrs at [kara.marrs@med.navy.mil](mailto:kara.marrs@med.navy.mil), 757-953-7637 or HMC Fricke at [dianna.fricke@med.navy.mil](mailto:dianna.fricke@med.navy.mil), 757-953-7637.

If you have questions regarding Physicians, Dentists, Provider credentials, please contact CDR Brian Feldman at [brian.feldman@med.navy.mil](mailto:brian.feldman@med.navy.mil) or 757-953-4529.

If you have questions regarding Nursing credentials please contact CAPT Colleen McLarnon at [colleen.mclarnon.mil@ah20.navy.mil](mailto:colleen.mclarnon.mil@ah20.navy.mil) or 410-631-7461 EXT 7250.

## **II. 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://wwa.nko.navy.mil>. The information and requirements in this guidebook are specifically tailored for the USNS COMFORT (T-AH 20) and CONTINUING PROMISE 2013. Proper planning is one of the most important elements 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.

### **CHECKLISTS**

(Check if completed):

The following pages contain checklists and data sheets that will assist 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.

- Embarkation Data Forms (All Personnel)
- Required Medical/Dental Records (Military)
- Medical Screening Form (Civilian Volunteers)
- Pre-Deployment Training Certificates (Military)
- Isolated Personnel Report (ISOPREP) Form (Military)
- Page 2/SGLI Record Requirements (Military)
- Government Travel Card (Activated)/Defense Travel System (DTS) Account (U.S. military)
- Pre-Deployment Immunizations (All Personnel)
- Providers Records/Credentials (as required)
- What to Pack (all personnel)

### U.S. Military/USPHS

- Valid Military/USPHS Identification Card
  - CP13 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 10, Antiterrorism (AT), Trafficking In Persons Training (TIP), Survival, Evasion, Resistance, and Escape (SERE) 100 Code of Conduct/Level B Training Certificates (See page 8 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 you 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 each embarking crewmember report with all 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, i.e. 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

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

- Passport (official no-fee recommended)
- Copy of Birth certificate
- Will and Power of Attorney
- Crossing the line or other Navy ceremonial achievement certificates or Page 13 documenting completion.

**CP13 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: VIETNAMESE KHMER INDONESIAN TETUM FRENCH SPANISH  
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:

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.

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

### U.S. Military/USPHS only

In addition to annual General Military Training requirements, all personnel shall 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.

- 1. DoD Information Assurance Awareness Version 10
  - 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).
  
- 2. Antiterrorism (AT). Level 1 AT Awareness Training for Service Members (OCONUS)
  - Antiterrorism (AT) Training: You may receive training on line at <https://atlevell1.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).
  
- 3. 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://wwa.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.
  
- 4. 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>.
  
- 5. ISOPREP. forms shall be completed by all military personnel participating in CP-13 and submitted to Personnel Recovery Mission Software (PRMS) System prior to reporting. 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.
  
- 6. BLS (Only staff involved in patient care are required to have valid BLS card prior to deployment. Others are encouraged to obtain the training)
  
- 7. Clinicians: Additional training as required (i.e. ACLS, PALS, ATLS, TNCC)

## 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
- CP13 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 shall NOT have any of the following conditions:

- a. Amputee or prosthetic devices
- b. On anti-coagulants such as Coumadin
- c. Pregnant (may be required to return home if they discover they are pregnant after they are onboard the ship)
- d. Reactive airway disease including asthma
- e. Pacemakers
- f. 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

# CP13 CIVILIAN VOLUNTEERS EMBARKATION FORM

## 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.

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: SPANISH, FRENCH, CREOLE, PORTUGUESE

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#: \_\_\_\_\_

## CP13 CIVILIAN VOLUNTEERS MEDICAL QUESTIONNAIRE

### 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.

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 AT LEAST A 6-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

**USNS COMFORT (T-AH 20) PRE-DEPLOYMENT IMMUNIZATIONS AND MALARIA PREVENTION  
MEASURES**

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. The USNS COMFORT (T-AH 20), Medical Treatment Facility 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 2013.

- **Typhoid** (injectable or oral)
- **Hepatitis A** (series complete or one dose prior to departure)
- **Hepatitis B** (series complete or one dose prior to departure).
- **Varicella** based on the following criteria: Evidence of immunity based on positive Serum VZV IGG titer; Documentation of 2 doses of varicella vaccine given 4 weeks apart; Birth in the UNITED STATES prior to 1980 (non healthcare personnel only)
- **Tetanus-Diphtheria** in the past 10 years
- **MMR**
- **Injectable Polio Vaccine (IPV)**
- **Influenza**, current annual vaccine
- **H1N1**
- **Yellow Fever**
- **Current HIV Test (U.S. Military only)**
- **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.
- The Rabies requirements will follow DoD guidelines and be required for the veterinarians and veterinarians technicians.

## **Malaria Prevention:**

All participants are required to obtain malaria chemoprophylaxis medications from their primary care physician and complete the recommended treatment courses for all mission countries with endemic malaria risk in which they will participate. During Continuing Promise 2013, these countries will include Nicaragua, Honduras, Guatemala, and Belize. It is important to understand that prophylactic medications need to continue for a "tail" period AFTER departing the endemic region.

If you are allergic to or intolerant of recommended prophylaxis medications summarized below, please communicate this to the Primary Care Manager for assistance with alternative treatment options and notify USNS Comfort Medical screeners when you embark. All embarked personnel are required to bring a personal supply of prescription medications with a quantity sufficient to last the entire deployment period.

### **Recommended Treatment Recommendations:**

Malaria chemoprophylaxis:

Chloroquine Oral: 500 mg/week (300 mg base) on the same day each week; Medication dosing should begin 2 weeks prior to exposure, continue weekly while in endemic area, and ~~then~~ for 4 weeks after leaving endemic area (CDC, 2010).

ALTERNATIVES (if intolerance or allergies)

\*Doxycycline 100mg tablets by mouth daily starting 1 day prior to arrival in endemic country (Nicaragua- Jamaica Mission stops) and through the 4 weeks AFTER last day in the endemic region.

*\*Please note that there is a national shortage of doxycycline and this may be difficult or more costly to obtain.*

Atovaquone/proguanil (Malarone) 250 mg/100 mg once daily; start 2 days prior to entering the endemic country and continuing daily until one week after departing the endemic country.

**The USNS COMFORT (T-AH 20) Preventative Medicine Department will provide additional malaria prevention measures (e.g. personal protective equipment, DEET, and netting) when required during the mission.**

***If there is concern for malaria infection during the mission, USNS Comfort Medical Personnel will manage evaluation and treatment.***

## CIVILIAN VOLUNTEERS: WHAT TO PACK

### 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
- 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. toothbrush/paste, dental floss, razor, shaving cream, soap, deodorant, shampoo, sanitizer, nail clipper, etc.
- Lotion
- Foot Powder
- Extra Feather Pillow/Bed Sheets/Blanket (cotton/wool only)
- Zip Lock bags
- Detergents
- PT Gear with workout gloves
- Baseball Cap or Hat

### 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

### Do not bring hard suitcases

\* Note NGO personnel should bring at least one pair of khaki slacks (no skirts for females), short-sleeve button-up collared shirt and closed-toe shoes.

## MILITARY: WHAT TO PACK

### US MILITARY REQUIRED UNIFORMS/ITEMS

(There will be no Uniform items in Ship's Store.)

- Sea bag, soft duffel
- 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)
- Warfare pins as appropriate.
- Uniform Covers (COMFORT ball caps will be available in the ship's store for wear with coveralls)
- Neckerchiefs, E6/below
- Ribbons, All Hands
- White /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
- Navy Working Uniform (NWU), All hands (2 sets)
- 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.
- No-fee passport
- 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). (See ATTIRE GUIDELINES on page 31.)
- 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.

### **OPTIONAL UNIFORMS (May be worn in place of Navy Working Uniforms)**

- Coveralls, Blue (2 sets)\* with embroidered insignia and nametapes, or Camouflage uniform\*, woodland pattern for Security and Seabee Details
- Dinner Dress Whites for identified selected Senior Officers.

### **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

### **RECOMMENDED UNIFORMS/ITEMS**

- 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. toothbrush/paste, dental floss, razor, shaving cream, soap, deodorant, shampoo, wipes, sanitizer, nail clipper, etc.)
- Lotion
- 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
- Sun Block SPF30 or higher
- Insect Repellent lotion or spray if sensitive to DEET
- Work gloves
- Sunglasses

### **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 (see page 26 for locker size)
- Study Materials
- Six month supply of medication

### **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

### **Do not bring 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.

### **III. BIOGRAPHIES**



**Captain Ace E. Van Wagoner**  
**United States Navy**  
**Commodore**

Captain Van Wagoner graduated from the University of Utah with a Bachelor of Science in Applied Mathematics and received a regular commission via NROTC in March 1986. He was designated a Surface Warfare Officer and attended Navy Nuclear Power training in Orlando Florida.

Captain Van Wagoner's sea duty assignments include USS TEXAS (CGN 39) – Chemistry & Radiological Controls Assistant, Reactor Training Assistant, Air Defense Officer, and Engineer Officer; USS Merrill (DD 976) – Operations Officer; USS CALIFORNIA (CGN 36) – Engineer Officer; USS John A Moore (FFG 19) – Executive Officer; and Destroyer Squadron Twenty Two – Chief of Staff Officer. Captain Van Wagoner then commanded USS MCINERNEY (FFG 8) deploying to the North Sea and Mediterranean as plank owner of Standing NATO Response Force Maritime Group 1; and Reactor Officer in USS THEODORE ROOSEVELT (CVN 71) and USS ABRAHAM LINCOLN (CVN 72).

Captain Van Wagoner's shore duty assignments include Naval Nuclear Power School where he earned a AQD to supervise Naval Nuclear Propulsion Systems and graduated second in his class; Commander Naval Surface Forces, U.S. Pacific Fleet as Force Reactor Controls Officer and member of the Nuclear Propulsion Mobile Training Team; the Naval War College where he earned a Masters Degree in National Security and Strategic Studies; and Special Assistant for CVN Training and Readiness for the Director of Naval Reactors (NAVSEA 08).

Captain Van Wagoner's Awards include the Legion of Merit (two), Meritorious Service Medal (four), Navy Commendation Medal (four), Navy/Marine Corps Achievement Medal (four), and various other unit and personal decorations. He has accumulated more than 16 years at sea in 5 different ships. He is married to the former Patricia Margaret Kilduff.

**Captain George P. McCarthy**  
**Ship's Master**  
**USNS COMFORT (T-AH 20)**  
**Military Sealift Command**

Captain George P. McCarthy is 1980 graduate of the Maritime College at Fort Schuyler New York (B.S., with Honors). He is a 1990 graduate of the University of Notre Dame Law School (J.D., Magna Cum Laude). Captain McCarthy is also a 1991 graduate of Cambridge University (LL.M Public and Private International Law) where he was resident at Queens' College. At Notre Dame Law School he was the Articles Editor for the Notre Dame Law Review and won the Farbaugh Prize for High Scholarship in Law. He is a member of the Virginia State Bar and is licensed to practice law in the Commonwealth of Virginia.

Captain McCarthy has 29 years of Federal Service with 27 years spent at sea. An MSC Master since 1999 he has commanded eight MSC vessels(USNS Mohawk, USNS Mount Baker, USNS Supply, USNS Arctic, USNS Leroy Grumman, USNS Kanawha, USNS Sacagawea, USNS Comfort)- some for multiple tours. Captain McCarthy was assigned as the first MSC Master of USNS Ponce, has served on four new vessel introduction crews, and was MSC Atlantic's first Ammunition Cargo Officer (Ammo Mate). Commanding USNS Sacagawea he made three trips to Port Au Prince, Haiti supporting earthquake relief operations. He has served extensively in the Second, Fourth, Fifth and Sixth Fleet Areas of Operation. He holds multiple MSC and Merchant Marine awards and decorations.

Immediately prior to assignment to USNS Comfort Captain McCarthy served two years as the Military Sealift Command Port Captain- East. In that capacity he assisted MSC's PO1 Director in the operation of 22 East Coast vessels across all classes, served as the Community Manager for all East Coast Deck Officers and was heavily involved in the introduction of both USS Ponce(AFSB-(I) 15) as well as the Joint High Speed Vessels beginning with USNS Spearhead(JHSV 1).

Captain McCarthy spent 28 years as an Officer in the United States Naval Reserve-Merchant Marine Individual Ready Reserve Group. He holds various Naval awards and decorations.

Captain McCarthy was born and raised in Hempstead, New York and resides in Virginia Beach, Virginia. He is an avid volunteer with the American Cancer Society particularly Relay for Life and Making Strides Against Breast Cancer events.



**Captain Kevin J. Knoop, MC, USN**  
**Commanding Officer**  
**USNS COMFORT (T-AH 20)**  
**Medical Treatment Facility**

Capt. Kevin J. Knoop was born in Columbus, Ohio. He grew up in a Navy family where his father, Cmdr. John Knoop, was a naval aviator who served in World War II, the Korean War and the Vietnam conflict.

Capt. Knoop was awarded an Armed Forces Health Professions Scholarship and Doctor of Medicine degree from Eastern Virginia Medical School in 1985. He completed a Transitional Internship at Naval Medical Center, Portsmouth, Virginia in 1986.

Following designation as Flight Surgeon in 1987, Capt. Knoop was assigned to U.S. Naval Hospital, Guantanamo Bay (GTMO), Cuba, as Director, Leeward Point Branch Clinic, and Flight Surgeon, GTMO Naval Air Station and Fleet Composite Squadron 10 where he logged more than 200 hours in various Naval aircraft to include the TA-4J Skyhawk, UH-1N Huey and the C-12.

After completing residency training in Emergency Medicine at University of Cincinnati in 1993, he returned to Naval Medical Center, Portsmouth (NMCP). Serving as Assistant Program Director from 1994 - 1997 and Program Director from 1997 - 2002, where his emergency residency program grew to become the first five year Residency Review Committee (RRC) accredited program in the country.

Selected as Director, Professional Education in 2002, Capt. Knoop was responsible for the oversight of NMCP's 14 medical and dental residency programs with more than 250 residents, the health sciences library, medical illustration and photography, nursing research, clinical investigation and research, staff education and training and a state of the art Healthcare Simulation Center. During his tenure, he personally motivated, trained and/or mentored more than 1,000 Medical Corps officers that have graduated from his intern and residency programs.

During Operation Iraqi Freedom in 2005, Captain Knoop deployed with CLR 25 as Officer in Charge of Taqqadum (TQ) Surgical Shock Trauma Platoon that treated approximately 400 injuries in the combat zone. He was among the Navy's first to complete the Fleet Marine Force Qualified Officer program and then serve as senior FMFQO board member while assigned to a combat zone.

Capt. Knoop served as Executive Officer, U.S. Naval Hospital, Yokosuka, Japan, from May 2009 to July 2011. He oversaw the hospital's successful H1N1 pandemic response, delivered state of the art health care to 55,000 beneficiaries, cultivated a milieu of patient safety with zero sentinel events, and was the linchpin for liaison with host nation hospitals serving beneficiaries with advanced care. He directly oversaw every aspect of the MTF response to the Great East Earthquake, Tsunami and radiologic disasters, including potassium iodine administration to over 30,000, risk communication to vulnerable populations and internal monitoring.

As Force Surgeon, III MEF, Okinawa Japan from 2011-2012, Capt Knoop provided health service support to the Marines and Sailors of III MEF for operational exercises and Humanitarian Assistance for over 30 exercises across Asia to include major bi-lateral exercises with Japan, Korea, Thailand, the Philippines, Vietnam and Australia, providing essential support of PACOM's Theater Security Cooperation and Cooperative Health Engagement Strategy. He spearheaded USMC's best quality assurance programs, and was instrumental in implementing Marine-Centered Medical Home, improving Garrison care and patient safety for over 18,000 Marines.

Capt. Knoop has authored over 40 publications, is a recognized international speaker in Emergency Medicine and is senior author of a major Emergency Medicine textbook. He has two children and is married to Mary Jo Chandler, his High School sweetheart and graduate of Eastern Virginia Medical School's Physicians Assistant program.

Capt. Knoop's personal awards include the Legion of Merit, Bronze Star Medal, Meritorious Service Medal (three awards), and Navy and Marine Corps Commendation Medal (two awards).

#### **IV. SHIPBOARD LIFE**

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 forward and aft. 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 toilets and cause major flooding. Discard sanitary items in appropriate waste receptacles only.
13. **Compartment Living - Taps at 2200.** Berthing compartment lights are to be turned off at 2200. 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, there will be a large increase in water consumption due to the number of personnel, shipboard operations and maintenance and sanitation requirements. All Hands need 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. **Use of MTF 53MC** - The 53MC is the public address system for the MTF. The 53MC is to be used for official announcements. You must remain silent during 53MC announcements.
19. **Telephone Calls** - Public phones are available on the O1 level and ATT calling cards may be purchased through the Ship's Store (Approximately 15 cents per minute).
20. **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.
21. **Religious Services** - The POD regularly publishes the schedule for religious services.
22. **Uniforms** - The uniform of the day is required to be worn at ALL times when outside of your berthing space.
23. **Emergency Numbers** - Dial 7111 for emergencies in port. Dial 7222 for emergencies while out at sea.
24. **Communications** - Internet Services, Telephone, Emergency Communications
25. **Security:** Responsibilities Conduct Ashore, Military Courtesy and Tradition, Quarterdeck Procedures, Fresh Water, Cleanliness and Preservation, Public Display of Offensive Material, Gambling, Fraud, Waste and Abuse, Guests, Sexual Harassment, Fraternalization and Responsibilities of NGOs and Non-Navy Personnel  
Standards: Uniforms, Grooming Standards, Civilian Clothing and Attire Guidelines  
Improvements: Command Master Chief, CO's Suggestion Box and Plan of the Day

## EMERGENCIES AND SAFETY PROTOCOL OVERVIEW

### 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. Mustering procedures for a man overboard drill and real world incident are the same. 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; throw one in the water as soon as possible and continually point to 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:
  - 1) Concentrate on staying calm.
  - 2) Conserve energy
  - 3) Keep clear of oil slicks, if possible. Swim underwater towards darkness to clear burning oil and debris.
  - 4) Use the "Buddy System." It will improve morale, conserve body heat and make rescue easier. Memorize "nearest land mass."
  - 5) Follow orders of your lifeboat or life raft commander.Remember ODD number lifeboat/life raft is STARBOARD side. EVEN number lifeboat/life raft is PORT side. An easy acronym to remember is PESO (Port Even, Starboard Odd). Another easy 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 when underway and 7111 when in port.
    - 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 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**
1. Throw something that floats - life ring.
  2. Call the bridge at extension 7222.
  3. Keep the person in sight.
- D. **WHAT OTHERS WILL DO:**
1. MSC Crew will stop the ship.
  2. Lower the Ready Life Boat and attempt to rescue.
  3. Ship is very slow in stopping.
  4. 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).
- 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.
- D. **WHAT OTHERS WILL DO**
1. Someone will evacuate by life boat.
  2. MSC Crew will lower life boats.
  3. 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
  1. Will evacuate patients, if assigned.
  2. Litter bearers or patient escorts assist patients to weather decks.
  3. Serve as stair tower evacuation personnel.
  4. Serve as weather deck debarkation officers.
  5. Life rafts 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
  1. Close Ventilation.
  2. Activate the wash down system.

## **MEDICAL RESPONSE TEAM/CARDIAC ARREST TEAM**

USNS 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 Directorate
- Surgical Services Directorate
- Nursing Services Directorate
- Clinical Support Services Directorate
- Dental Service Directorate
- 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 Damage Repair 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 wells 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 if outside, there is no smoking, and personnel will remain uncovered.

### **ELECTRICAL/ELECTRONIC EQUIPMENT NOT ALLOWED ONBOARD IN ACCORDANCE WITH OPNAVINST 5100.19C AND NTSM, CHAPTER 300**

Personally owned or Non-Navy Standard equipment that are prohibited onboard including: 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 and portable air conditioners and immersion-type water heaters.

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.

## SUPPLY DEPARTMENT GUIDE TO PERSONAL SERVICES ABOARD

### S-2 (Food Service)

#### Meal Hours

Underway - Mission Port

Breakfast: 0530-0700

Lunch: 1130-1300

Dinner: 1730-1900

#### Liberty Port

Breakfast: 0600-0700

Lunch: 1130-1230

Dinner: 1630-1730

- The fee for Officers/guests/civilians not receiving Per Diem and subsisting in the Wardroom is:  
\$10.00 per day
- The fee for Officers/guests/civilians receiving Per Diem:  
\$11.70 per day
- Enlisted personnel will not receive COMRATS and will not be charged for meals.

### S-3 (Sales and Services)

#### Ships Store and Barbershop

Underway - Mission Port

(Monday - Saturday) 0800 - 1100

1300 - 1600

1800 - 1930

(Sunday and Holidays) 1300 - 1600

#### Liberty Port

(Monday - Saturday) 0800 - 1200

(Sunday and Holidays) CLOSED

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

The Ships Store will accept CASH ONLY.

#### Laundry

Laundry turn-in is: 0800 - 1000

Mission laundry turn in is: 2030 - 2130

Hours of operation: 24 Hours

Monday, Thursday: Male Officer / Female CPO / Enlisted Male Berthing 2<sup>nd</sup> Deck

Tuesday, Friday: Male CPO / Enlisted Female Berthing

Wednesday, Saturday: Female Officer / Enlisted Male Berthing 4<sup>th</sup> Deck

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 outside of the bag. Make sure they're clearly 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.



**SHIP'S 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 U.S. military personnel only, is also located in the library. The library is located at 4-78-2.

**LOUNGE AREA.** Has a TV and a DVD player. TV has four satellite channels with movies and news.

**SWMDO QUALIFICATION.** Personnel interested in their warfare pin must meet the standards set forth in COMNAVSURFPAC/COMNAVSURFLANT Instruction 1412.8, 11 March 12. Eligibility requires the candidate to be a commissioned Medical Department Officer assigned Permanent Change of Station or Temporary Additional Duty to a U.S. Naval surface ship or afloat staff for a minimum of twelve months cumulative duty (duty does not need to be continuous) are eligible to attain designation as Surface Warfare Medical Department Officers. Officers who do not meet the eligibility requirements are still HIGHLY ENCOURAGED to participate in the program! All other specifics will be briefed at the beginning of the mission.

**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.

**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 COMFORT's Ombudsman. For military crewmembers, family members should contact Red Cross.

## **ENVIRONMENTAL AWARENESS**

**TRASH AND GARBAGE.** All Hands are required to be familiar with COMFORT's Trash Management Plan. All trash will be separate into cardboard, wood, metal and regular trash. When trash is not separated, all hands working parties will be conducted to separate trash.

**UNDERWAY.** "Trash" that is non-biodegradable material such as glass and metals shall be held on station until appropriate disposal ashore. Plastics shall be processed in the ship's Plastic Processing Units (PUC maker) and held 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. Paper/paper products, medical waste and specifically designated food remains 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 MATERIEL/WASTE.** Hospital Ships (T-AH) may burn medical waste in the ships' incinerators without prior sterilization as the ships are equipped with adequate incineration equipment. Hospital Ships may burn potentially infectious medical waste in the shipboard incinerators 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 and 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 Materiel 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 pier side, 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 or in EEBD holder. 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 you not have food in personal lockers or berthing compartments. The Smoking Lamp is out at all times in all heads and berthing compartments. When 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, or 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 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 using 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 or feminine hygiene products in commodes. This WILL clog the plumbing.

**MESS DECKS CLEANLINESS.** Mess cooks and food service attendants are not assigned to the mess decks to clean up after you. When finished 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 life more enjoyable and helps ensure operational effectiveness of the ship.

# Insignia of the United States Armed Forces – Enlisted

E-1    E-2    E-3    E-4    E-5    E-6    E-7    E-8    E-9    SENIOR ENLISTED ADVISORS

## ARMY

no insignia									
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG) First Sergeant (1SG)	Sergeant Major (SGM) Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

## MARINES

no insignia									
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MNSgt) First Sergeant (1stSgt)	Master Gunnery Sergeant (MNGySgt) Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)

## NAVY

no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Force or Fleet Command Master Chief Petty Officer (FORNMC/FLTMC)	Master Chief Petty Officer of the Navy (MCPON)

## AIR FORCE

no insignia									
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt) First Sergeant (E-7)	Senior Master Sergeant (SMSgt) First Sergeant (E-8)	Chief Master Sergeant (CMSgt) First Sergeant (E-9)	Command Chief Master Sergeant (CCM) Chief Master Sergeant of the Air Force (CMSAF)

## COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO) Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)

## Warrant

### ARMY

W-1 Warrant Officer (WO1)	W-2 Chief Warrant Officer (CW2)	W-3 Chief Warrant Officer (CW3)	W-4 Chief Warrant Officer (CW4)	W-5 Chief Warrant Officer (CW5)

### NAVY

W-2 Chief Warrant Officer (CW2)	W-3 Chief Warrant Officer (CW3)	W-4 Chief Warrant Officer (CW4)

### MARINES

W-1 Warrant Officer (WO)	W-2 Chief Warrant Officer (CW02)	W-3 Chief Warrant Officer (CW03)	W-4 Chief Warrant Officer (CW04)	W-5 Chief Warrant Officer (CW05)

### COAST GUARD

W-2 Chief Warrant Officer (CW02)	W-3 Chief Warrant Officer (CW03)	W-4 Chief Warrant Officer (CW04)

# Insignia of the United States Armed Forces – Officers

O-1 O-2 O-3 O-4 O-5 O-6 O-7 O-8 O-9 O-10 SPECIAL

## ARMY

Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

## MARINES

Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	

## NAVY

Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

## AIR FORCE

Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	

## COAST GUARD

Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	

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

Medical Treatment Facility, USNS COMFORT (T-AH 20)

Initial Orientation to the Hospital Ship and Required Deployment Training

Name: \_\_\_\_\_ Rank (or Title): \_\_\_\_\_  
Last First MI

Ship Department: \_\_\_\_\_ Ship Division: \_\_\_\_\_

Source Command/Civilian Organization: \_\_\_\_\_ Profession: \_\_\_\_\_  
(Doctor, RN, HM, Musician., etc.)

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.).

Class/Training	Date of Completion/ Attendance	Class/Training	Date of Completion/ Attendance
Hospital Ship Orientation		Information Assurance (AD Military)	
Litter Bearing Training		Life Raft Commander*	
Trafficking in Persons		CBR Defense*	
Human Rights Training		Damage Control*	
AT/FP Level I Training (OCONUS)		Fire Fighting (Basic)*	
Code of Conduct SERE 100.1V2		Fire Fighting (Advanced)*	
General Order One USSOUTHCOM		Life Boat Commander*	
GMT – Alcohol Awareness Training		Davit Launch (Refresher)*	
BLS-Provider (Medical Staff)		Fork Lift Training	
PII (AD Military)		Repair Locker	
ORM (AD Military)			
<b>Ship Tour/Workplace Tour</b>	<b>✓ When Located</b>	<b>Ship Tour/Workplace Tour</b>	<b>✓ When Located</b>
Work Place		Sick Bay/Medical	
Berthing (Enlisted/Officer)		Ship Store	
Flight Deck; Morgue; Long Ramps; Elevators		Galley/Mess Decks/Rose City/Officer's Mess	
Casualty Receiving (CasRec)		Pharmacy/ Laboratory/Blood Bank	
Radiology		Central Sterilization Processing	
Laboratory		Administration Department	
Pre-op Area and Main OR		Chapel	
Intensive Care Unit (ICU)		Barbershop, Gym, Library	
Post Anesthesia Care Unit (PACU)		Self-Serve Laundry	
Physical Therapy		Fire Extinguishers/Fire Alarms	
Wards (Forward and Aft)		Master-At-Arms Shack	
Dental Spaces		Life Rafts/Davits and Life Boats	
<b>Place (D)emonstrate or (S)tate for each element as verified by their division/workplace training representative or designee. Resource: "Welcome Aboard USNS COMFORT (T-AH 20)" Booklet</b>			<b>✓ When Complete</b>
Don and remove life vest			
Locate and verbalize how to use, don, remove the Emergency Evacuation Breathing Device (EEBD)			
Perform egress from berthing with eyes closed or blindfolded with a safety monitor			
Perform egress from workspace with eyes closed or blindfolded with a safety monitor			
Procedure for man overboard and muster location			
Procedure for abandon ship; locate assigned life boat or life raft			
Procedure for patient evacuation/abandon ship from patient care areas			
Procedure to transport patients			
Procedure for Shipboard Safety Signals and Drills (fire, collision, general emergency, flooding, fire, collision, man overboard, abandon ship, flight deck crash, CBRNE attack/incident, steering casualty)			
Procedures for a medical emergency or cardiac arrest (activation of MRT/CAT)			
Review Responsibilities for Watch, Quarter and Station Bill Assignments as applicable			
Don and remove life vest			

**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.