

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



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LGC NCOE Field Notice 01-2019  
16705  
30 May 2019

## MEMORANDUM

A handwritten signature in blue ink that reads "D. D. Smith".

From: D. D. Smith, LCDR  
Liquefied Gas Carrier National Center of Expertise

To: Distribution

Subj: ADVANCED LIQUEFIED GAS SHIP RIDER PROGRAM

Ref: (a) Coast Guard Merchant Marine Indoctrination (MMI) Ship Rider Program, COMDTINST 16705.1  
(b) Marine Safety Manual, Volume 1, Administration and Management, COMDTINST M16000.6 (series)  
(c) SIGTTO-USCG Mutual Training Agreement (MTA) Signed 27AUG2013  
(d) Coast Guard – Marine Industry Training Mutual Training Agreement Form  
(e) Title 33, Code of Federal Regulations, Section 1.07-10

1. **PURPOSE:** This Field Notice describes the objectives and scope of the Advanced Liquefied Gas (LG) Ship Rider Program and the functional descriptions and recommended responsibilities of all involved Coast Guard personnel. Through promulgation of this Field Notice, the Liquefied Gas Carrier National Center of Expertise's (LGC NCOE) intention is to promote the Advanced LG Ship Rider Program as an additional component in the Marine Inspector/Port State Control Officer training program as it relates to Liquefied Gas Carriers.

This Field Notice outlines the differences between this program and the Merchant Marine Indoctrination Ship Rider Program found in reference (a), while also aligning common elements between both programs. While the recommendations contained in this Field Notice may assist field units, this notice is not a substitute for applicable legal requirements, nor is it a regulation itself. It is not intended to impose legally binding requirements on any person or unit.

2. **RESPONSIBILITIES:** All Coast Guard Sector Commanders, Commanding Officers, Officers-in-Charge, Detachment Chiefs, and participating personnel should be familiar with the provisions of this Field Notice while participating in the Advanced LG Ship Rider Program. Internet release is authorized.

3. DIRECTIVES AFFECTED Coast Guard Liquefied Natural Gas Ship Rider Program, COMDTNOTE 16705 has been previously cancelled.
  
4. BACKGROUND: Coast Guard Liquefied Natural Gas Ship Rider Program, COMDTNOTE 16705 was originally developed to give Coast Guard personnel a thorough understanding of the LNG marine transportation industry. However, since its promulgation, the Coast Guard has also formalized a broader Ship Rider Program which decentralized program responsibilities and disbanded all funding meant for the original Liquefied Natural Gas Ship Rider Program. Subsequently, COMDTNOTE 16705 was cancelled.  
  
In addition, professional development opportunities and the diversity of Liquefied Gas Carriers of all types (Liquefied Natural Gas, Liquefied Petroleum Gas, etc.) have expanded since the original program was initiated. Also, there has been a significant increase in vessel traffic in more geographic localities. Due to these changes, there is a need to expand and clarify the Advanced LG Ship Rider Program.
  
5. DISCUSSION: This advanced program is a cooperative training program between the Coast Guard and participating host-shipping companies. The program is intended to give experienced Foreign Gas Carrier Examiners (FGCE) an in-depth and comprehensive understanding of LG ship equipment, operations, and crew requirements. The LG Ship Rider program is a mutual training opportunity and shall not be used to serve as a foreign vessel examination. Completion of this program will provide valuable professional exchange opportunities for the mutual benefit of both the Coast Guard and the liquefied gas shipping industry.
  
6. The LGC NCOE will monitor LG ship rider participation. While this program is meant to target qualified FGCE's or FGCE trainees with a basic level of understanding of liquefied gas carriers and experience carrying out examinations, the experience of a FGCE Verifying Officer (VO) accompanied LG ship ride for an apprentice FGCE could be ideal in rapidly progressing the trainee toward PQS completion.
  
7. PROCEDURES: Sector Commanders, Activities Europe and Far East Command Staffs, Prevention Chiefs, Chief of Inspections (CIDs), Marine Inspection Training Officers (MITO's), Unit Training Officers and participating personnel are encouraged to adhere to the following when implementing this program.

#### **A. ELIGIBILITY**

To be eligible, all candidates must:

- (1) Have obtained the Foreign Gas Carrier Examiner (FGCE) Competency and be current within the Training Management Tool (TMT) System.
- (2) Normally lead Liquefied Gas Carrier Certificate of Compliance (COC) exams or directly supervise those that do.

**or**

- (1) Normally participate in Liquefied Gas Carrier COC exams and be assigned the FGCE Competency within the TMT System.
- (2) Have completed 50% of their Foreign Gas Carrier Examiner PQS.

## **B. SCHEDULING SHIP RIDES**

- (1) Coast Guard units may individually manage the scheduling and execution of their LG Ship Rider Program and may reach out to potential host companies within their AOR and arrange ship rider activities. However, the LGC NCOE should be notified for awareness purposes. Requests for training may also be coordinated through the LGC NCOE. If coordinated by the NCOE, we will assist in determining appropriate ships, leveraging established industry partnerships, managing participation, and assisting with the implementation of MTA's. All ship rides should be coordinated to minimize associated costs and host ships should be considered with embarking/disembarking locations preferably in proximity to the participant's unit.
- (2) In most cases, a new Mutual Training Agreement (MTA) should not be established with individual companies because the Coast Guard has a national MTA with the Society of International Gas Tanker and Terminal Operators (SIGTTO), inclusive of all of its members. Some SIGTTO members may not be aware of the MTA, so units should bring it to their attention when first requesting a ship ride. The SIGTTO MTA can be accessed on the LGC NCOE website, <https://www.dco.uscg.mil/lgcncoe/>. A list of SIGTTO memberships are located at <https://www.sigtto.org>.
- (3) All expenses shall be funded by the participant's unit unless other arrangements have been made via their respective District office. Units shall issue TAD orders to each ship rider.
- (4) Priority will be given to members who meet the eligibility requirements above. Further considerations of prospective trainees who are interested in the program will be managed by the LGC NCOE and Coast Guard Unit Commands with consideration for both ship availability and return on investment on a case by case basis.
- (5) Ship rides may be conducted aboard foreign flagged vessels, making port calls in the U.S. or foreign countries. Ship rides may be scheduled for various lengths of time but for the purposes of this program, members are typically onboard between one to two weeks and witness at least one transfer operation.

## **C. FOREIGN VESSEL/PORT CALL REQUIREMENTS**

- (1) As outlined in reference (a), the following requirements are mandatory for members traveling abroad as a part of Ship Rider Programs:
  - (a) Coast Guard members traveling abroad must submit country clearance requests via the Aircraft and Personnel Automated Clearance System

(APACS). APACS submissions are required more than thirty days in advance of arrival in the country. Ship Riders should consult with their Sector Security Officer to ensure all requirements are met.

- (b) To facilitate ship clearance in foreign ports and return trips back to U.S. ports, Ship Riders must have a current official passport.
- (c) Additionally, foreign travel clearance from the Sector Security Officer must be attained in advance of these voyages. A series of briefings prior to the deployment, including security, anti-terrorism, and force protection may be required.
- (d) U.S. Customs and Border Protection (CBP) has ruled that Coast Guard personnel participating in a Ship Rider Program are not considered passengers and their coastwise transportation is not in violation of 46 U.S.C. § 55103 as outlined in reference (a).

#### **D. MONITORING OF SHIP RIDER MOVEMENTS**

- (1) As per reference (a), the following requirements are required of members traveling abroad as a part of Ship Rider Programs:
  - (a) Commanding Officers must approve all Advanced LG Ship Rider deployments and notifications shall be made to cognizant District Prevention staff. Once approval has been granted, MITOs or TOs shall send an e-mail notification to the cognizant District Prevention, Area staffs, and notify the LGC NCOE at [lgcncoe@uscg.mil](mailto:lgcncoe@uscg.mil). At a minimum, the notification shall
  - (b) include the following information:
    - 1. name of the ship rider,
    - 2. dates of the deployment,
    - 3. point of embarkation,
    - 4. point of debarkation,
    - 5. port calls of the vessel,
    - 6. host vessel name, official number, type, flag, and ownership.

The cognizant District Intelligence Staff shall also be copied, to provide them with awareness of the deployment prior to the ship rider embarking the host ship.

- (2) The District Intelligence Staff will coordinate with Coast Guard intelligence components to ensure the Coast Guard monitors all vessels with Ship Riders aboard. This includes adding the vessel to the Maritime Intelligence Fusion Center and Intelligence Coordination Center Vessel of Interest list and ensuring the vessel is reported in the Common Operational Picture.

## **E. LAW ENFORCEMENT & REGULATORY ACTIVITIES**

- (1) In addition to training, a key objective of this program is to enhance and preserve a positive working relationship between the Coast Guard and the maritime industry. Coast Guard personnel shall not conduct or coordinate activities that might negatively impact these objectives.
- (2) Ship Riders must not be tasked with any Prevention or Response missions, nor shall ship riders monitor the actions of crewmembers for purposes of regulatory or law enforcement, collect information about the vessel, crew, or ports, or perform any other activities that, if disclosed, could create the perception that Ship Riders are sent to investigate, inspect, or detect criminal activity aboard the vessel. Ship Riders must also be sensitive to the fact that Liquefied Gas Carriers have proprietary information onboard and collection of any of this information should only be done with the expressed permission of the vessel's Master. Federal employees are required by law to safeguard proprietary, trade secrets, and confidential business information under both ethics and procurement statutory provisions as detailed in 18 U.S.C. § 1905 and 41 U.S.C §§ 2101-2107. Failure to do so may lead to civil or criminal penalties or imprisonment. Training reports and Performance Guides that any Ship Rider is required to submit to the Coast Guard shall be marked "For Official Use Only." Public availability of these reports will be determined in accordance with the above statutes and with 5 U.S.C § 552 (Freedom of Information Act).
- (3) In the event that a perceived violation of a safety, security or pollution prevention regulation is observed, the Ship Rider shall bring it to the attention of the Master, Chief Mate, or Chief Engineer as soon as possible. In cases where a gross violation of a safety, security or pollution prevention regulation is communicated to the Ship Rider by a member of the crew, before receiving the information, the Ship Rider shall first inform the crew member that as a Ship Rider he/she has an obligation to share the information with the vessel master, but in all cases the identity of the crew member will not be divulged. If the crewmember then declines to communicate the information, the Ship Rider shall invite the crewmember to communicate the information to any Coast Guard office as provided for in reference (e).

## **F. PROGRAM EXPECTATIONS**

1. Ship Riders shall coordinate with MITO's or TOs and are expected to complete an Advanced Liquefied Gas Ship Rider Performance Guide [Appendix 1 to MPS-WI-LGCNCOEA-23(01)]. MITOs or TOs may coordinate with the LGC NCOE in order to tailor this standard list of performance items. A copy of the Liquefied Gas Ship Rider Performance Guide can be found on the LGC NCOE Portal page: <https://cg.portal.uscg.mil/Pages/LGCNCOE.aspx>. The Performance Guide contains specific items related to Liquefied Gas Carriers that expands beyond the knowledge required of the Foreign Gas Carrier Examiner Performance Qualification Standards (PQS). By answering the questions, drawing the required sketches and diagrams, completing the activities, ship riders will enhance their knowledge of Liquefied Gas

Carriers, shipboard operations, cargo systems, and responsibilities of the crew. The Performance Guide is designed to help the ship riders maximize their time on board. This guide should be completed while underway in addition to any shipboard tasks that may be assigned by the vessel officers and shall be emailed to the LGC NCOE at [lgcncoe@uscg.mil](mailto:lgcncoe@uscg.mil) no later than 10 business days after disembarking the vessel. The Subject line shall read: FOUO: LGC Performance Guide – Rank/Rate Name – Vessel Name.

2. While onboard the ship, the Ship Rider shall display proper etiquette and respect the crew at all times. Upon boarding the vessel, they shall introduce themselves to the Captain and the Chief Engineer and explain that they are on board as an observer to learn about vessel operations. Ship Riders are not onboard in the capacity of a Marine Inspector/Port State Control Officer enforcing rules and regulations, but as a guest under the direction of the ship's master and duty watch officers.
3. The Ship Rider is encouraged to stand both bridge, engineering and cargo watches. During a watch, he/she will normally be under the direction of the watch officer. The Ship Rider will simply observe/shadow the duties of the watch officer, participating in tasking and other functions as appropriate.
4. The Ship Rider should also work under the direction of the Chief Officer/Cargo Engineer in order to gain a greater understanding of the cargo related equipment and operations. Ship Riders are encouraged to observe cargo operations, and become thoroughly familiar with the duties of the ship's crew during these operations.
5. A planned and guided approach is needed to ensure Ship Riders make the most of their experience and assist in the understanding of shipboard equipment and operations. Once the MTA has been implemented with a company and a vessel has been identified, the Chief of Prevention or CID may send the ship's master a letter outlining the program and thanking the master for his or her participation. A sample LG Ship Rider Intro Letter is available on the LGC NCOE Portal Page <https://cg.portal.uscg.mil/Pages/LGCNCOE.aspx>.
6. The LGC NCOE will manage support to field units as outlined in this Field Notice and will monitor the program as outlined in MPS-WI-LGCNCOEA-23(01) internal work instruction.
7. A Ship Rider Survey is included in the Liquefied Gas Ship Rider Performance Guide and also posted on the LGC NCOE's portal page. Submission of this Survey to the LGC NCOE will assist in the improvement of the Advanced Liquefied Gas Carrier Ship Rider Program.
8. A Ship Rider Evaluation Form for use by the vessel's master is available on the LGC NCOE portal page. It is recommended that the Ship Rider present this form to the master at the start of the voyage and request that he/she submit the completed form to the Ship Rider's MITO or TO within 20 days after the ship ride is completed. For the

master's convenience, the Ship Rider should also provide the email of their associated MITO or TO. This form provides valuable feedback for the Ship Rider's continued professional growth. The evaluation also serves as a guide for the master regarding expectations of performance of the ship rider.

## G. HELPFUL HINTS FOR THE SHIP RIDERS

1. As per reference (a) the below are helpful hints for Ship Riders.
  - (a) You are not onboard to conduct a Coast Guard Inspection or Examination. Most U.S. ships are familiar with having Cadet Observers from the maritime academies onboard. In some ways, your objectives are similar to that of a Cadet Observer, but not of the same scope. It is your general attitude and eagerness to learn that will greatly influence the crew's opinion of you and their acceptance of you as a good shipmate and Coast Guard member. The close quarters aboard ship requires you be understanding, tactful, and cooperative. In your dealings with the officers and crew, it will be wise to observe the golden rule: treat them as you would like to be treated.
  - (b) Your uniform of the day is USCG coveralls along with other associated personal protection equipment (PPE), which you were issued when you reported aboard your unit. If you are offered company coveralls, you are authorized to wear them. When your workday is done, civilian attire is authorized if permitted by ship's policy.
  - (c) Exercise considerable discretion in the matter of seeking information or instructions from officers; choose an appropriate or opportune time for this purpose. They are busy and will not always have time to outline detailed steps for you in carrying out all assigned tasks. It is obvious that to seek explanations from an officer who is deeply engaged in another task, probably will not yield the information you seek. However, do not be afraid to ask.
  - (d) Be prepared to spend additional days away from home as ships schedules are flexible. Find out mail delivery options or other communications for your vessel. Personal items such as medications, soap and toiletries need to be brought on board. Most vessels have a small ship's store to purchase snacks and consumables, so bring cash since they do not normally accept credit or debit cards. The shipping company may also request medical information and may require certain vaccinations depending on their voyage.
  - (e) Ship riders should consider the following items for successful completion of the Performance Items:
    - (1) **TIME DEVOTED TO THE PERFORMANCE ITEMS:** Read the Performance Guide thoroughly before going to sea, understand the instructions, and seek guidance on any questions you may have concerning the package. Work diligently on the Performance Guide on a daily basis. A minimum of two hours per day is recommended. If you wait until your last week aboard or just prior to your return to your unit, you will be overwhelmed. To make the most of

your experience, you are expected to complete all additional items required by your MITO or TO.

- (2) **TAKING NOTES:** Carry a small pocket notebook with you at all times and make frequent notes of your observations and research throughout the day.
- (3) **USE A COMPUTER:** It is recommended that you take an electronic version of your Performance Guide and complete it in electronic format although not mandatory. Your ship may have a computer onboard that you can use, or you may be able to bring your own laptop or tablet onboard with you. Feel free to expand upon answers to the questions and to provide yourself with more space on additional pages if necessary.
- (4) **SKETCHES and PHOTOS:** Sketches are most helpful and should be used when possible. Ask permission from the vessel's master before you take any pictures, as cameras are not permitted in most areas of the ship as many shipboard areas require "certified safe" equipment.

8. Comments or questions regarding this field notice or the Advance LG Ship Rider Program should be directed to the LGC NCOE's general email address at [lgcncoe@uscg.mil](mailto:lgcncoe@uscg.mil).

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Dist: Sectors  
Marine Safety Units  
Marine Safety Detachments  
District (p)  
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