

# The Steamer Virginia V Foundation

Dedicated to the Preservation and Operation of Puget Sound's Last Wooden Passenger Steamship

## Officer Advancement Procedure



### Procedure – Requirements & Instruction

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# Officer Advancement Procedure

Steamer Virginia V Foundation

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## **ABSTRACT**

### **Purpose of this document**

This document was written for those individuals who have an interest and desire to be an officer of the steamship Virginia V. This document provides the necessary information of the procedures in the officer advancement process.

### **Intended Audience - Everyone**

The maritime industry is centuries old and encompasses many challenging laws that were enacted over 150 years ago and are still enforced today. The body of these laws, known as “Maritime Law”, has implications and possible company and personal consequences for all involved in the Maritime Industry. This document is intended for anyone who has, or desires to, accept the responsibility of being a steward of this historic vessel, owned and operated by the Steamer Virginia V Foundation. This includes officers of the deck, those who have a desire to be an officer, the executive director, and the board of directors.

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### INTRODUCTION

#### **The vessel Virginia V**

The VIRGINIA V was built in 1922 for the West Pass Transportation Company to carry freight and passengers from the communities on Vashon Island to Seattle and Tacoma. It is the last of the famous “Mosquito Fleet” ferries that dotted the Puget Sound before cars and trucks came the primary mode of transportation. It is also one of the few, if not the last, wooden, commercially certified, steam powered, propeller driven passenger vessels in the country.

In 1968, a group of steamboat enthusiasts formed the Northwest Steamship Company. They raised funds to buy the Virginia V and pursued the steamer's status as a historic landmark vessel. The ship was placed on the National Registry of National Historic Landmark Site in 1973.

The Steamer Virginia V Foundation (“The Foundation”) was formed in 1976 to “acquire, preserve, and operate the VIRGINIA V. The Foundation’s mission is to promote the Puget Sound’s maritime heritage through the restoration, preservation, operation, and interpretation of the Virginia V”.

The Steamer Virginia V Foundation is a 501(c)(3), not-for-profit organization. The vessel maintains a Certificate of Inspection (COI) from the United States Coast Guard and is inspected annually, in compliance with all USCG federal regulations.

The Virginia V length overall is 125 feet, 24 feet in width, and has a draft of 8 feet. The Virginia V has a total displacement (vessel weight) of 150 tons, and is documented at GRT 99 (67 Net), and a 4-bladed propeller that has a 75 inch diameter.

#### **The Officers of the Virginia V**

An officer of the steamship Virginia V carries a significant amount of accountability and responsibility. The officers of the Virginia V are not only responsible for ensuring the safety of everyone on board, but also the preservation of the vessel itself. The Virginia V officers additionally share the responsibility of supporting the foundation’s mission statement.

*To promote the Puget Sound’s maritime heritage through the restoration, preservation, operation, and interpretation of the Virginia V.*

The Virginia V utilizes two officers of the deck when underway. These two officer positions are the Captain and a Mate.

The Captain is the Master of the ship and has the ultimate authority and responsibility for the ship, crew, and passengers. Hence, the Captains of the Virginia V must unequivocally know and understand the vessel’s characteristics, maneuverability, limitations, and best practices to keep the passengers, crew and the vessel safe at all times.

The Mate is the second in command and also has responsibilities for the ship, crew, and passengers. The USCG issued Certificate of Inspection (COI) for the Virginia V identifies that a Mate is not required during underway operations. However, the foundation elected to utilize the mate position to assist the captain with navigation and watch keeping in order to enhance the operation safety of the vessel. As a result,

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the Mate of the Virginia V must have knowledge and thoroughly understand the vessel's characteristics, maneuverability, limitations, and best practices to keep the passengers, crew and the vessel safe at all times. The Mate must be prepared and ready to assume the duties of the Captain should the Captain become incapacitated during a voyage.

### Ship handling of the Virginia V

The steam ship Virginia V is a very challenging vessel to maneuver and manage. The Virginia V is a steam powered, direct drive (no reduction gear/transmission) single engine vessel with a single propeller, and an undersized rudder. There are no bow or stern thrusters. The ship's speed and direction (ahead or astern) are physically controlled by the chief engineer in the engine room. The officer of the deck communicates the desired engine direction and speed by using the historic "Engine Order Telegraph" (EOT) system.

The ability to handle vessels, especially the Virginia V in confined/restricted waters due to being a single engine vessel without bow and stern thrusters, requires a demanding, but satisfying, set of mariner skills and aptitude. There are few instructive manuals for the professional and recreational mariner on actual ship handling for the many different types of vessels in service today. What is available is of questionable accuracy when trying to apply it to the Virginia V.

No Captain or Mate of a vessel can be considered a fully qualified officer unless they can handle the vessel in a competent, capable, and safe manner. This is equally true for the Captain and Mate to be able to continuously judge themselves, whether their actions are proper, appropriate, and the ship is being handled in a safe and appropriate manner. The Code of Federal Regulations **46 CFR PART 15—MANNING REQUIREMENTS** are applicable to all commercial vessels, including the Steamer Virginia V Foundation's ship, the Virginia V.

#### § 15.405 Familiarity with vessel characteristics

Each credentialed crewmember must become familiar with the relevant characteristics of the vessel appropriate to his or her duties and responsibilities prior to assuming those duties and responsibilities. As appropriate, these may include, but are not limited to, general arrangement of the vessel, maneuvering characteristics, proper operation of the installed navigation equipment, proper operation of firefighting and lifesaving equipment, stability and loading characteristics, emergency duties, and main propulsion and auxiliary machinery, including steering gear systems and controls.

Many years of experience with direct command and handling of a vessel, commercial or recreational, are necessary before a mariner can put critically learned information (practical and theoretical) into a "real-world" perspective. So many external variables (eg. wind, current, vessel characteristics) and learned techniques are involved when handling vessels. Therefore, ship handling remains an art, rather than a science, and it stresses the importance of years of practical hands-on experience and repetition over theory. This practical hands-on repetition provides the environment and exposure for the essential development of experience and knowledge to be an effective, competent, and safe ship handler. No single document, periodical, instruction manual, theoretical material, or classroom instruction and training, can cover the unique and infinite situations and conditions that a mariner will encounter. Nor

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can any single technique be agreed upon by professional mariners as the best way to handle a ship in a particular situation or condition. Being that, ship handling is an art learned from many years of experience, and it is only possible to develop those unique skills that cannot be achieved or learned from reading material or from a structured classroom education.

The steamship Virginia V is a valuable asset to the Puget Sound community, an historic land mark, and a complex vessel to operate when compared to today's modern vessels. The Virginia V is not an "entry-level" position where inexperienced merchant mariners learn ship handling. This officer advancement procedure is for experienced mariners who already possess an advanced degree of knowledge and experience in ship handling. Prior to training as an officer, the candidate must have a comprehensive understanding of basic principles of vessel characteristics, maneuverability, and the effects of external variables such as wind, tide and current. This procedure is structured for those appropriate applicants to learn the unique maneuverability and characteristics specific to the Steamship Virginia V. This is not a general training program in the basic fundamental principles of ship handling. In other words, the advancement procedure is not an opportunity to start basic training in ship handling, but rather the recognition of the skills and experience that the applicant already possesses will be applied toward the safe handling of the Virginia V. As well, this procedure meets the details of the Foundation's Advancement Policy (Policy 001) for Master and Mate of the Virginia V as approved by the Board.

### **The Foundation's Due Diligence and Federal Law**

The process to acquire a commercial airplane pilot license, the student must demonstrate to the Federal Aviation Administration (FAA) that they are able, capable, and competent to fly commercial airplanes before they are eligible to be employed as a commercial pilot for hire. During the process to acquire a Merchant Mariner Credential (MMC), the applicant does not have to demonstrate to the United States Coast Guard (USCG) that they are able, capable, and competent to operate/maneuver a commercial vessel before they are eligible to be employed as a commercial Master for hire.

In fact, any U.S. citizen can obtain a 25, 50 or even a 100 GRT Master Merchant Mariner Credential (MMC) after only having spent 360 days as a deckhand aboard any vessel (recreational or commercial), without setting one foot in the Wheelhouse, let alone pilot the vessel at any time, and be fully certified to be employed by any company to operate vessels as a Master for hire. To acquire a USCG MMC only calls for that individual to be present aboard a vessel for 360 days as a deckhand or engineer, pass several USCG written examinations, but never have to test out on any of the important hands-on practical skills in sound and safe ship handling.

Given the contradictory approach between the two federal administrations, the USCG and the FAA in acquiring licenses for these two different professions associated in the transportation of people, it is the maritime employer, the owner, managing operator, executive director, charterer, agent, board of directors, master, or any person in charge of a vessel, who have the sole responsibility, (in accordance with federal law) to properly and appropriately vet and approve each individual as Master and Mate of a vessel. They must validate that a candidate is fully able, capable, and competent to operate the employer's USCG regulated commercial vessel before taking command of a vessel, such as the Virginia V.

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The Steamer Virginia V Foundation training is comparable to the aviation industry in that experienced commercial airline pilots receive training to fly larger commercial jet airplanes (holding 165 passengers or more) and must have accumulated years of experience flying smaller airplanes. Likewise, the Virginia V is a larger passenger vessel (holding 165 passengers and crew), requiring masters to accumulate years of experience on smaller vessels before accepting the responsibility as a master on larger vessels in length and weight. Newly licensed commercial airplane pilots must log flight time in smaller commuter airplanes holding at least 1 to about 20 passengers before advancing to larger jet airplanes. The foundation has determined that an unexperienced USCG licensed master must gain experience on smaller boats of 20 to 40 feet in length before advancing to larger vessels such as the Virginia V at 125 feet.

Hence, training for Virginia V officer candidates is not focused or oriented on the general training and education of the basic fundamental principles of ship handling. Applicants for Mate and Captain will receive structured training in the unique maneuverability, characteristics and limitations specific to the Steamship Virginia V.

Given the due diligence required by the Steamer Virginia V Foundation to properly vet all licensed (and in some cases unlicensed) individuals to skillfully operate the Virginia V safely in accordance with Federal Law, this advancement procedure has been structured and written to abide by these laws.

It is said and understood that “An incompetent Officer (Master or Mate) is an unseaworthy condition”.

## **WHEELHOUSE POSITIONS - OFFICER AND CREW POSITIONS AND RESPONSIBILITIES:**

### **General Description**

The Steamship Virginia V utilizes two officers when underway, a Mate and a Captain. There are a limited number of Mate and Captain positions available within the foundation and are described below. In addition to the officer positions in the wheelhouse of the steam ship Virginia V, an additional crew position may also be present called a Lookout.

The Steamship Virginia V utilizes two officers when underway, a Mate and a Captain. A maximum of 4 crew may be assigned to the wheelhouse on a given voyage, this includes the required Captain and Mate and a possible deck crewman on the helm. There may also be a Captain or Mate in Training/ Observing. If the deck 1, 2, 3 and Bosun positions are filled, a Lookout may be assigned, at the discretion of the Captain

### **Lookout (Observer)**

A lookout is a deck crew member that reports to the wheelhouse who maintains a continuous watch while underway to report any kind of hazards and/or obstacle to navigation that could cause harm to the ship, passengers and or crew. The Lookout position also provides a great opportunity to observe how the officers of the Virginia V operate an antique steamship with an Engine Order Telegraph (EOT).

A deck crew member may sign up for Lookout only when the primary deck positions of Bosun, deck 1, deck 2 and deck 3 have been appropriately filled, and there are not more than 4 or more officers assigned in the wheelhouse. A Lookout may also be assigned to the wheelhouse when appointed by the Captain of record for a specific cruise



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### Mate Trainee

A Mate Trainee is a candidate that has met the prerequisites and has been accepted for training, but has not yet completed training and approved to be an officer of the deck.

### Mate

The Mate is an officer of the deck of the Steamship Virginia V. There are two classifications of Mates used within the foundation; Mates advancing to captain, and Mates not advancing to captain. The Mate reports directly to the Captain and acts as the commanding officer of the ship should the Captain become injured or incapacitated. The Mate supervises the deck crew, performs certain navigation duties, conducts bridge watches, maintains a lookout, and makes entries in the ship's log. In addition, the Mate is responsible for passengers, vessel, crew and other operational tasks and various affairs as the Captain deems necessary.

There are a maximum of six (6) Mate positions with the foundation. These Mate positions are divided into two classifications, a Mate that is advancing to captain status, and a Mate not advancing to a captain status. These two classifications provide opportunity for volunteers and individuals to work toward becoming an officer of the Virginia V. This will also ensure that training for Mates and Captains is always in progress to prevent a shortage of officers needed to commercially operate the steamship Virginia V safely.

#### A. Mate – Advancing to Captain

A Mate advancing to captain is an individual that holds a USCG Merchant Mariner Credential (MMC) as Master or Mate and that has successfully completed the Virginia V mate training.

This classification of Mate, upon their advancement **must** then continue with their training for Captain and pass the Captain skills performance examination with the Virginia V Senior Captain within two years after advancing to Mate.

There are a maximum of 3 Mate positions for this Mate classification.

#### B. Mate – Not Advancing

A Mate not advancing to captain is an individual that may, or may not, possess a USCG Merchant Mariner Credential (MMC) as Master or Mate and who has successfully completed the Virginia V mate training. The Mate positions are for those individuals that are not interested, or unable, to continue their training to become an approved USCG MMC licensed Mate and or Captain of the Steamship Virginia V.

There are a maximum of 3 Mate positions for this Mate classification.

#### C. Mate – Instructor

A Virginia V captain that is no longer able to hold/renew their USCG MMC may elect to be a Mate. This Mate's primary responsibility would be training officer candidates.

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The Mate, or a Mate Instructor, could also act in the capacity of the commanding officer of the ship should the Captain become injured or incapacitated.

The Mate Instructor may receive an exemption to exceed the maximum number of 6 Mates when approved by the incumbent Captains and the Executive Director.

### **Captain**

The Captain is the master of the ship and has the ultimate authority and responsibility of the ship, passengers, crew, and oversees all operational tasks and affairs aboard the vessel. A Captain of the Virginia V has a sound understanding of the ship's unique maneuverability, characteristics and limitations, while exercising best practices to keep the passengers, crew and the vessel safe at all times. As well, the Captain typically is the conning officer which provides more hands-on training and experience for the officers in training.

All Virginia V Captains are available to perform officer training for Mate and Captain candidates. The Virginia V Captains will work with officer candidates by instructing them on the uniqueness specific to the Steamship Virginia V along with other skill sets. This includes expanding the candidate's knowledge and familiarity with the maneuverability, characteristics, and limitations of the Virginia V as well as geographical knowledge of the Pacific Northwest waters, winds, tides, currents and the Ballard Locks. The Captain will conduct reviews and assessments as needed as well as review and sign-off candidate's Officer Assessment Record (OAR) as tasks are completed.

There are a maximum of 4 Captain positions including the Senior Captain as defined below.

### **Senior Captain**

The Senior Captain is the most senior officer of the foundation, having the most knowledge and experience. The Senior Captain has the additional responsibility to conduct the final review of the candidate's OAR for completion and the candidate's performance examination. During a special need or unique condition, the Senior Captain may elect another Captain of the Virginia V, which possesses the equivalent knowledge and experience, to take on the additional responsibility to conduct the final review of the candidate's OAR for completion and the candidate's performance examination.

### **Officer and Deckhand Ranking and Dress**

Length of service as an officer of the Virginia V at a given rank determines seniority. Seniority is primarily used for scheduling purposes.

The Virginia V officers and crew are ranked and uniform dressed as follows:

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1. Captain – Dressed in white shirt with four bar epaulets
2. Mate (USCG Licensed) - Dressed in white shirt with three bar epaulets
3. Mate (Not USCG Licensed) – Dressed in white shirt with two bar epaulets
4. Mate Trainee – Dressed in white shirt with one bar epaulets
5. Bosun – Dressed in white shirt with no bar epaulets
6. Deck Hand – Dressed in dark Virginia V shirt and khaki pants

NOTE: Officers and crew who are training for a position will wear the uniform of the position they are currently qualified for, rather than the position for which they are training.

## OFFICER ADVANCEMENT – OVERVIEW and PREREQUISITES

### General Description

This section discusses the Mate and Captain Positions, the prerequisites required, and the training involved to become an officer of the deck aboard the Virginia V.

An applicant may apply for officer training whenever there is an officer position available. The opportunity to apply for officer training occurs when the Executive Director posts notice for the vacant officer position(s). A crew member who wishes to advance to the position of Mate or Captain must apply, be accepted, and then successfully complete the steps listed in the *Officer Advancement – Training and Approval* section of this document.

### Mate

#### A. Mate – Advancing to Captain

Training for Mate is available to those that hold a USCG MMC and have experience as master and operator of both commercial and/or recreational single engine vessels. Applicants for this Mate classification must have an all-encompassing hands-on experience in ship handling skills. The candidate must inherently understand vessel characteristics, maneuverability, and limitations in reference to vessel departures, docking, and collision avoidance, while appropriately compensating for wind, current, and various sea conditions.

When an applicant is accepted for Mate training, the candidate will be performing the majority of the Mate tasks and actual hands-on maneuvering of the vessel to build upon their existing ship handling skills to learn the unique characteristics and limitations specific to the Steamship Virginia V.

A trainee that has successfully passed both the written exam and performance exam (a vessel performance handling and knowledge test) for Mate with the Virginia V Senior Captain within two years, and upon the final review and approval by all current

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incumbent Virginia V Captains and the Executive Director, then the candidate is eligible to accept the position on the Virginia V.

The Mate advancing to captain, upon their successful advancement, **must** then continue with their training for Captain and pass the Captain written exam and performance exam with the Virginia V Senior Captain within two years after advancing to Mate.

### D. **Mate – Non Advancing**

Training for Mate, non-advancing to captain, is available to those that have significant experience as an operator of single engine recreational vessels. Given this unique Mate position, applicants must have an all-encompassing hands-on experience in ship handling skills of single engine vessels where the candidate inherently understands vessel characteristics, maneuverability, and limitations in reference to vessel departures, docking, and collision avoidance, while appropriately compensating for wind, current, and various sea conditions.

When an applicant is accepted for Mate training, the candidate will be performing the majority of the Mate tasks and actual hands-on maneuvering of the vessel to build upon their existing ship handling skills to learn the unique characteristics and limitations specific to the Steamship Virginia V. During training for Mate, the candidate must meet all of the requirements and demonstrate the same skill set as a Mate advancing to Captain.

An individual that has successfully passed both the written exam and performance exam for Mate with the Virginia V Senior Captain within two years, and upon the final review and approval by all current incumbent Virginia V Captains and the Executive Director, then the candidate is eligible to accept the position on the Virginia V.

Note: In the event that there are two Mates in training during a single cruise, the Mate advancing trainee shall have the higher priority in the training of certain skills during the cruise.

### **Captain**

During the training for Captain, the candidate in training will be performing the majority of the Captain's tasks to further enhance necessary skill sets and to learn the unique duties of managing the vessel as well as continue to further understand the maneuverability, characteristics and limitations specific to the Steamship Virginia V.

An individual that has successfully passed the performance exam (a vessel performance handling and knowledge test) for Captain with the Virginia V Senior Captain within two years can then become eligible to be a Captain of the Virginia V when a Captain position becomes available.

When a Captain position becomes available, and after a final review and advancement approval by all current incumbent Virginia V Captains and the Executive Director, then the candidate is qualified to accept the Captain position.

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When a Captain position becomes available, the qualified Mate (advancing) with the most seniority is offered the position. Should the most senior qualified Mate not accept the position, then the next qualified senior Mate (advancing) will be offered the position. A Mate that declines the advancement to Captain will move to the classification of non-advancing, if a Mate non-advancing Mate position is available.

### Application and Training Overview:

The following outlines the advancement process to become an officer, Mate and/or Master, of the Steamship Virginia V. This section discusses the Officer Advancement – Application and Training section in:

- a) Officer Prerequisites
- b) Application for Officer Training
- c) Officer Training
- d) Performance reviews
- e) Final Review and Approval

### Officer Prerequisites:

The following outlines the minimum sea service prerequisites required before an individual can apply for officer training aboard the steamship Virginia V.

- 1) Sea Service Requirements:
  - a) Total Time; Minimum – Mate and Captain
    - i) Master or Operator, directly and solely responsible, of self-propelled vessels on Ocean, Near Coastal, or Inland waters regulated by the USCG, of which are:
      - (1) Self-propelled vessels greater than 32 feet in length for 450 days or more;  
**OR**
      - (2) Self-propelled vessels greater than 38 feet in length for 360 days or more;  
**OR**
      - (3) Self-propelled vessels greater than 65 feet in length for 180 days or more;  
**OR**
      - (4) Self-propelled vessels greater than 130 feet in length for 90 days or more
    - ii) 360 days on full displacement hull vessels, single engine and no thrusters
    - iii) 360 days on self-propelled vessels NOT equipped with outboard engine(s)
  - b) Served as a qualified Bosun onboard the Virginia V for 20 Days or more

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- 2) Knowledge Test - Pass a Virginia V Foundation application examination:
  - a) Applicants holding a current 500 GRT or Greater MMC as Master are exempt from the Virginia V Foundation application examination.
  - b) Applicants holding a current 200 GRT or less MMC as Master, must complete an application examination in the following:
    - i) Ship handling Concepts & Practices (Essay Exam)
    - ii) Rules of the Road (Multiple Choice)
    - iii) Navigation & Charting (Multiple Choice)
    - iv) Code of Federal Regulations - 33 & 46 CFR (Multiple Choice)
    - v) Virginia V COI knowledge (Multiple Choice)
    - vi) Navigation Equipment - Radar, ECDIS and Automatic Identification System (AIS) and Depth sounder (Practical Exam)

### **Mate –**

- 1) Member in good standing with the Steamship Virginia V drug testing pool
- 2) Mate – (Advancing to Captain):
  - a) Hold a current USCG MMC as Master of self-propelled vessels:
    - i) less than 50 GRT or greater
    - ii) Current USCG Medical Certificate
  - b) Recency – 90 days in the past 5 years as Master, directly and solely responsible, of both self-propelled commercial and/or recreational vessels greater than 38 feet in length on Ocean, Near Coastal, or Inland waters regulated by the USCG
- 3) Mate – (Not Advancing):
  - a) Optional - Hold a current USCG MMC as Master of self-propelled vessels:
    - i) less than 25 GRT or greater
    - ii) Current USCG Medical Certificate
  - 4) Recency – 90 days in the past 5 years as operator, directly and solely responsible, of self-propelled vessels greater than 38 feet in length on Ocean, Near Coastal, or Inland waters regulated by the USCG

### **Captain**

- 1) Member in good standing of the Steamship Virginia V drug testing pool
- 2) A qualified Virginia V Mate
- 3) Hold a current USCG MMC as Master of self-propelled vessels:
  - a) Of less than 100 GRT or greater
  - b) Valid USCG Medical Certificate
  - c) FCC Marine Radio Operator Permit

### **General Requirements and Conditions:**

1. All persons seeking to advance, either to the level of Mate or Captain, shall complete and sign a “Conflict of Interest” form, per the policy of The Steamer Virginia V Foundation.

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Hence, no officer candidate applying for Captain or Mate advancement shall be involved in any part of the decision-making process for their own advancement.

2. Each officer candidate is responsible for managing and scheduling their own advancement process.
3. Each officer candidate who has applied to advance to an officer position shall successfully complete all steps listed for the position of Mate or Captain without special privileges or allowances.

Note: In rare cases, under certain conditions and/or circumstances, the Senior Captain, with full unanimous agreement of all current incumbent Captains and the concurrence from the Executive Director, may create and grant a waiver to an officer candidate. A waiver must be fully justifiable, reasonable, and documented on an Officer Advancement Waiver form. An officer candidate may not request a waiver, nor may the Executive Director or any Board Member create or grant a waiver.

4. The officer candidate's approval for training and advancement to Mate or Captain will be the result of the unanimous decision by all current Virginia V Captains with concurrence by the Executive Director. The Executive Director, the board of directors, any single board member, or the applicant/trainee cannot appeal or overrule the unanimous decision of the incumbent Captains when an applicant/trainee has been denied training or advancement.
5. The Captains and Executive Director have the moral obligation and duty, and shall retain the right, to deny advancement to any candidate who is deemed unsuitable, based upon:
  - a. The Federal U.S. Code
  - b. The Code of Federal Regulations (CFRs)
  - c. The best interest of the Virginia V Foundation
6. Sea Time Requirements (upon the Virginia V): The officer candidate must provide proof of the minimum sea time requirements when requested. As well, the officer candidate must verify fulfillment of the minimum sea time training requirements before they may request a Performance exam with the Senior Captain for the respective officer position. This minimum sea time training requirement allows the officer candidate to become adequately familiar with vessel operations, and the characteristics, maneuverability, and limitations of the vessel. See the chart below for minimum sea time training requirement details.

Position	Required Training Days	Training Limitation
Mate – Unlicensed	45 Days (Minimum)	Within 2 Years
Mate – Holder of MMC 200 GRT or less	30 Days (Minimum)	Within 2 Years

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Mate – Holder of MMC 500 GRT or Greater	5 Days (Minimum)	Within 2 Years
Captain – Holder of MMC 200 GRT or less	25 Days (Minimum)	Within 2 Years
Captain – Holder of MMC 500 GRT or Greater	5 Days (Minimum)	Within 2 Years

7. In the event that an officer candidate fails to satisfy and/or meet the requirements anytime during the advancement training process of Captain or Mate, the officer candidate shall be counseled by the licensed Captains in the following manner:
  - a. A written evaluation shall be provided to the officer candidate, outlining areas that did not meet the specified requirements for the officer position.
  - b. The training Captains shall provide recommendations for remediation, correction, and/or fulfillment of deficiencies.
  - c. The training Captains shall specify a date by which remediation, correction and/or fulfillment of deficiencies shall be met/accomplished.
  - d. In the event that the officer candidate for Mate or Captain is unable to meet the specific timeline as specified, the officer candidate shall forfeit the position in the advancement training process.

In the case an officer candidate is denied further training or advancement, the officer candidate will be notified verbally and in writing by the presiding Virginia V Captains via the Senior Captain. The training or advancement decisions of all incumbent Captains of the Virginia V shall be final and shall not be subject to challenge or appeal by the officer candidate, Executive Director, or the Board of Directors, per The Steamer Virginia V Foundation policy.

8. The Senior Captain is responsible to forward the officer candidate's Officer Assessment Record (OAR), periodic reviews, and any review notes to the Virginia V Executive Director for filing regardless if the officer candidate passes or fails the advancement process.
9. The Virginia V Executive Director is responsible for archiving all candidate's Officer Assessment Record (OAR), periodic reviews, any review notes, and a record of an authoritative source list of each officer, their level of certification, and distribution of said list.

### **Maintaining Officer Certification Requirements:**



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## Steamer Virginia V Foundation

1. Each officer must maintain appropriate and valid USCG MMC licensing and medical certificate.
2. Recency: Each officer must perform at least five sailings a year to maintain their current approved level as an officer of the Virginia V.
3. Each officer who does not meet the recency criteria will meet with the Senior Captain and determine the remedial steps necessary to regain their certification or forfeit their officer position.

### **OFFICER ADVANCEMENT - APPLICATION and TRAINING:**

This section explains the specific steps required to apply, start and complete officer training. More specifically, this section discusses how to apply for officer training, schedule and receive training, receive periodic performance reviews, and receive final review for advancement approval.

#### **Application for Officer Training**

To apply and initiate the officer advancement training, perform the following:

1. Upon the posting, by the Executive Director, that a position for Mate or Captain position is available, the applicant determines if they meet the prerequisites for the officer candidate position before submitting an Officer of the Deck application.
2. If the applicant determines that they meet all the prerequisites for the officer candidate position, the applicant will fill out the application and return it to the Executive Director.
3. The Executive Director will review the application for completeness and forward the application to the incumbent Virginia V Captains.
4. The incumbent Captains will review and discuss collectively the application for training.
5. The Senior Captain will contact the applicant within 15 days and schedule an interview.
6. During the interview with the applicant, the incumbent Captains will ask about applicant's interest to become an officer, prerequisites, requirements, expectations, experience, knowledge, and timelines involved in order to advance to a Virginia V officer.
7. Upon the completion of the interview, the applicant will take the written Virginia V knowledge exam if not exempt from the testing.
8. When the initial interview and knowledge exam are complete, the incumbent Captains will discuss and determine if the applicant is unanimously approved to begin training as an officer candidate of the Virginia V.
9. The Senior Captain will forward the application with completed information to the Executive Director.
10. The Executive Director will notate the application with concurrence of the decision reached by the incumbent Captains to allow or deny the applicant to be an officer candidate for

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training. The Executive Director may veto and deny the applicant approval for training for administrative reasons that shall be documented in the applicant's personnel file.

11. The Executive Director will notify the applicant of the final status of their application for training.

### Officer Training

Training for Mate advancing and Mate not advancing are identical to achieve the same level of skills required. The training for Captain is a continuation of officer training enhancing those skill sets needed to be a capable, competent, and safe Master of the Virginia V.

Upon approval for training, the applicant becomes an officer candidate, and begins the following:

1. The Executive Director will provide the officer candidate with information for officer advancement training.
2. The officer candidate is responsible to coordinate and schedule their own training.
3. The officer candidate is responsible to maintain their own documentation, sea time, and progress using the Officer Assessment Record (OAR).
4. Prior to each voyage, the officer candidate will discuss, with that day's Captain, which tasks and skills will be under consideration and instruction.
5. At the end of each voyage the officer candidate will review the OAR, with that day's Captain, to determine what ship handling skills were well performed, which need more work, and then discuss the recommended next steps.
6. Officer candidate progress reviews will be performed, documented, and filed quarterly by a training Captain.
7. The officer candidate must schedule and perform a practice Mate or Captain check-ride with each Virginia V Captain before the officer candidate can request and schedule a performance exam with the Senior Captain.
8. The officer candidate must schedule, perform, and successfully pass the final performance exam (a non-revenue examination cruise) with the Senior Captain and with another VIRGINIA V Captain aboard. An officer candidate must successfully pass the performance exam within two years for that particular officer position.

### Officer Candidate Performance Review

1. The officer candidate may request a detailed mid-season review with one or more Virginia V Captains.

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2. The officer candidate will have an end-of-cruise-season review with the Senior Captain that will be documented and provided to the Executive Director to be filed in the officer candidate's personnel file.

The Senior Captain and the officer candidate will review progress, to date, during the end-of-season review on the officer candidate's checklist.

- a. The Senior Captain and officer candidate will determine the areas of focus, and provide constructive advice on how to successfully complete the tasks and meet the knowledge base requirements.
  - b. The Senior Captain and officer candidate will determine whether training should continue or not.
  - c. The Senior Captain shall provide notes on the end of season review to support the recommendations and decision on whether to continue with training or not.
3. Completed documentation shall be forwarded to the Executive Director and filed.

#### **Final Review and Approval – Mate**

1. When the Mate candidate has successfully completed training along with all check rides with the incumbent Captains, then the officer candidate may request a performance exam to be scheduled with the Senior Captain.
2. The Senior Captain will meet and review the OAR with the officer candidate and determine if the requirements are met for a mate performance exam. If it is determined that the officer candidate is ready, the Senior Captain shall schedule a performance exam.
3. Upon satisfactory completion of the performance exam, the Senior Captain will consult with the incumbent Captains for a unanimous advancement approval concurrence. If all Captains agree that the officer candidate is fully qualified and meets the 33 CFR and 46 CFR requirements, and the officer candidate has clearly demonstrated that they have the best interest of the Virginia V Foundation, then the incumbent Captains will all sign the approval form and forward it to the Executive Director for final concurrence and filing. If the incumbent Captains decide that the officer candidate needs more experience and/or knowledge in certain areas, such as foreign docking, limited visibility navigation, ship handling, or transiting the locks, then the officer candidate will be notified verbally and in writing by the Virginia V Captains via the Senior Captain the need for additional training, experience, and the timeframe necessary to correct the deficiency.
4. If the Mate candidate is denied advancement to Mate and does not agree with the final determination of the incumbent Captains, the steps listed in the general requirements above shall apply and be followed.
5. A Mate candidate that has successfully completed training and has been approved to perform the duties of Mate shall be subject to a probationary period. The first cruise season shall be under a probationary period. During this period, the Foundation will determine whether the newly appointed Mate performs the requirements of the assigned task that has

# Officer Advancement Procedure

## Steamer Virginia V Foundation

been assigned. The Foundation reserves the right to extend the probationary period if in its opinion such extension is warranted, valid and necessary.

### **Final Review and Approval – Captain**

1. When the Captain candidate has successfully completed training along with all check rides with the incumbent Captains, then the officer candidate may request for a performance exam to be scheduled with the Senior Captain.
2. The Senior Captain will meet and review the OAR with the officer candidate and determine if they have met the requirements for a Captain performance exam. If it is determined that the officer candidate is ready, the Senior Captain shall schedule a performance exam.
6. Upon satisfactory completion of the performance exam, the Senior Captain will consult with the incumbent Captains for a unanimous advancement approval concurrence. If all Captains agree that the officer candidate is fully qualified and meets the 33 CFR and 46 CFR requirements, and the officer candidate has clearly demonstrated they have the best interest of the Virginia V Foundation, the incumbent Captains will all sign the approval form and forward it to the Executive Director for final concurrence and filing. If the incumbent Captains decide that the officer candidate needs more experience and/or knowledge in certain areas, such as foreign docking, limited visibility navigation, ship handling, or transiting the locks, the officer candidate will be notified verbally and in writing by the Virginia V Captains via the Senior Captain the need for additional training, experience, and the timeframe necessary to correct the deficiency.
3. In the case an officer candidate is denied advancement, the officer candidate will be notified verbally and in writing by the presiding Virginia V Captains via the Senior Captain. If the officer candidate is denied advancement to Captain and does not agree with the final determination of the incumbent Captains and the Executive Director, the steps listed in the general requirements above shall apply and be followed.
4. A Captain candidate that has successfully completed training and has been approved to perform the duties of Captain shall be subject to a probationary period. The first cruise season shall be under a probationary period. During this period, the Foundation will determine whether the newly appointed Captain performs the requirements of the assigned task that has been assigned. The Foundation reserves the right to extend the probationary period if in its opinion such extension is warranted, valid and necessary.

## Officer Advancement Procedure

Steamer Virginia V Foundation

# Application for Deck Officer

## Virginia V

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

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Application for **(Circle One)**: **Mate-Advancing**, **Mate-Not advancing**, **Captain**

USCG MMC credential Ref Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year acquired first MMC as Master: \_\_\_\_\_

Issued GRT: \_\_\_\_\_ Issued as: Inland / Near Coastal / Ocean

FCC Radio Operators Credential: Yes / No

Type: \_\_\_\_\_ (i.e. Marine Radio Operator Permit)

FCC Registration Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total sea time as a volunteer aboard the Steamship Virginia V: \_\_\_\_\_

How many total Days have you been **Master or Operator** on vessels where you were directly and solely responsible for that vessel? Days: \_\_\_\_\_ Average size of vessel: \_\_\_\_\_

How many Days have you been **skipper/operator** on vessels **greater than 38 ft** where you were directly and solely responsible for those vessels? Days: \_\_\_\_\_

List of vessels as **Operator in Command**:

List of vessels most significant:

1. Type: \_\_\_\_\_ Make: \_\_\_\_\_ Length: \_\_\_\_\_

2. Type: \_\_\_\_\_ Make: \_\_\_\_\_ Length: \_\_\_\_\_

How many Days have you been a **Master in Command** on vessels **greater than 38 ft** where you were directly and solely responsible for those vessels? Days: \_\_\_\_\_

List of Vessels as **Master in Command** while holding a USCG MMC:

List of vessels most significant:

1. Type: \_\_\_\_\_ Make: \_\_\_\_\_ Length: \_\_\_\_\_

2. Type: \_\_\_\_\_ Make: \_\_\_\_\_ Length: \_\_\_\_\_

# Officer Advancement Procedure

Steamer Virginia V Foundation

## Application for Deck Officer

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In detail, specifically define your experience and ability in the shiphandling of vessels that are greater than 32 ft, single screw, and has no bow or stern thrusters? Describe why you believe you have the skill set and knowledge to be able, capable and competent and have the shiphandling experience needed to accept the duties and responsibilities as a mate and/or master of a 125 ft vessel such as the Steamship Virginia V.

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Steamer Virginia V Foundation

### Application for Deck Officer

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Share why you are interested in advancing to Mate and Captain and how you think you will contribute to the Steamer Virginia V Foundation and its mission statement?

# Officer Advancement Procedure

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## Application for Deck Officer

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### (For official Use Only)

We the following Virginia V Captains **Approve / Disapprove** this application.

Captain: \_\_\_\_\_

Captain: \_\_\_\_\_

Captain: \_\_\_\_\_

Exec Dir: \_\_\_\_\_

Senior Captain: \_\_\_\_\_ Approval Date: \_\_\_\_\_

If not approved, state reason below:



# Officer Advancement Procedure

Steamer Virginia V Foundation

## Revision Record (after first release)

**Revision Letter**     **A**  
**Changes in this**  
**Revision**

### Signatures

AUTHOR:	<div></div>	<div>Title</div>	<div>Date</div>
REVIEWER:	<div></div>	<div>Title</div>	<div>Date</div>
APPROVER:	<div></div>	<div>Virginia V Captain</div>	<div>Date</div>
APPROVER:	<div></div>	<div>Virginia V Captain</div>	<div>Date</div>
APPROVER:	<div></div>	<div>Virginia V Captain</div>	<div>Date</div>
APPROVER:	<div></div>	<div>Virginia V Captain</div>	<div>Date</div>
CONCURRENCE:	<div>Sign and type: First Name MI Last Name</div>	<div>V5 EXEC. DIRECTOR</div>	<div>Date</div>