

Job Aid - Reporting Prohibited Behavior Aboard U.S. Registered Vessel Carrying Cadets

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2133-0553. Public reporting for this collection of information is estimated to be approximately 6 hours per response, including the time for reviewing instructions, completing, and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Maritime Administration, MAR-390, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Job Aid Step 1 of 2: IMMEDIATE REPORT**Timeframe: Immediate per EMBARC Standards (see instructions)****Section I – Reporting Vessel Information**

1. Vessel Name	2. Vessel Official Number
3. Vessel Operator (DOC Holder)	4. Vessel Type

Section II – Reason for Submitting this Report

1. Date and Time of Alleged Prohibited Behavior Incident	2. Date and Time Vessel Operator was made Aware of Alleged Incident
3. Type of Alleged Prohibited Behavior Incident (<i>select applicable option</i>)	4. Date and Time USCG Notified

5. Geographic Position or Location of Vessel when Incident Occurred

6. Category of Personnel Involved (<i>Cadet, Crew, Other</i>). If applicable add names at bottom. Complainant(s) Respondent(s) Witness(s)
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7. Brief Description of alleged Prohibited Behavior

Section III – Person Making this Report

1. Name (<i>PRINT</i>) (<i>Last, First, Middle</i>)	2. Position/ Title	3. Date and Time
4. Company/Organization	5. Address	
6. Telephone No.	7. Email	

Proceed to Job Aid Step 2 of 2: FINAL REPORT

General Instructions

- This Job Aid may be used to aid in meeting the reporting requirements of the United States Coast Guard, MARAD, and the Maritime Academy reporting requirements for the cadets carried onboard. Applicable requirements should be verified.
- Submitting this job aid does not alleviate the responsible entity of reporting to the United States Coast Guard in accordance with 46 U.S.C. 10404.
- The use of this Job Aid is not required and should not delay the action of making an immediate report.
- Do not include Personally Identifiable Information (PII) on this job aid such as Date of Birth, SSN, etc....

Immediate Report, Job Aid Step 1 of 2: Instructions

- An Immediate Report required per the EMBARC Standards must be made immediately after the responsible entity of a vessel gains knowledge of a sexual assault or sexual harassment incident by the fastest telecommunication channel available (email, phone, satellite phone, etc.) per EMBARC Standard III.8.a.
- Sect. II.3: Type of Alleged Prohibited Behavior Incident - List the type of alleged SASH involved behavior.
- Sect. II.6: Personnel include Cadet, Crew, Other.

Final Report, Proceed to Job Aid Step 2 of 2 for Instructions

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Recordkeeping Recommendations

- The vessel operator should record and maintain the records of complaints and incidents of prohibited behavior by shipboard personnel occurring anytime on board or ashore for a minimum of five years.
- The vessel operator should make the records required under this paragraph available to MARAD or the USCG upon request, and to the appropriate SMA for complaints and incidents involving the SMA's cadet(s).

United States Coast Guard

National Command Center (NMC)

Notifications can be made to the Coast Guard National Command Center at +1 (202) 372-2100, or;

Coast Guard Investigative Services (CGIS)

An attributed report through CG Tips—a web-based and mobile alternative to submit reports about crimes witnessed or experienced aboard a vessel directly to a Coast Guard criminal investigator. The CG Tips App can be downloaded from a mobile provider's marketplace using the following QR code: For more information about CGIS, or to submit a tip via the web, visit:

<https://www.uscg.mil/Units/Coast-Guard-Investigative-Service/>.



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U.S. DEPARTMENT OF TRANSPORTATION

Maritime Administration

**Job Aid - Reporting Prohibited Behavior Aboard U.S. Registered Vessel Carrying
and Training Cadets**

Job Aid Step 2 of 2: FINAL REPORT

Section I – Reporting Vessel Information (Same as Section I, Job Aid 1 of 2)

1. Vessel Name	2. Vessel Official Number
3. Vessel Operator (DOC Holder)	4. Vessel Type

Section II – Reason for Submitting this Report (Same as Section II, Job Aid 1 of 2)

1. Date and Time of Alleged Prohibited Behavior Incident	2. Date and Time Vessel Operator was made Aware of Alleged Incident
3. Type of Alleged Prohibited Behavior Incident (<i>select applicable option</i>)	4. Date and Time USCG Notified

5. Geographic Position or Location of Vessel when Incident Occurred

6. Category of Personnel Involved (<i>Cadet, Crew, Other</i>), If applicable add name at bottom		
Complainant(s)	Respondent(s)	Witness(s)

7. Brief Description of Alleged Prohibited Behavior

Final Report, Job Aid Step 2 of 2: Instructions

- If the incident involves a USMMA cadet, operators must provide a complete report of investigation to USMMA when concluded. Vessel Operator policies must require that:
 - (1) thorough investigation of alleged violations of the SASH policy meets best practices for investigations of sexual assaults and sexual harassments; and,
 - (2) interviews be conducted using trauma-informed interview methods. If the incident involves a SMA cadet, operators should provide a complete report of investigation to the SMA when concluded.
- Reports containing PII should be submitted using encrypted means with passwords shared separately.
- The Final Report may be attached to this job aid for submission. Utilize page 1 of this Job Aid as a Cover Sheet.
- The vessel operator must protect the confidentiality of any complainant, witness, or respondent of a prohibited behavior incident, and limit the distribution of the parties' personal identifiable information (PII), as well as information containing facts and circumstances of the incident, to only those with a need-to-know.
- Examples of those with a need-to-know include vessel owner and operator leadership, law enforcement, complaint/incident investigators, MARAD, USMMA, and cognizant SMA representatives.
- The vessel operator must conduct comprehensive investigations of complaints and incidents of prohibited behavior, in accordance with industry best practices including the use of a trauma informed approach such as outlined in the SOCP Best Practices Guide (BPG) and notify the complainant of the outcome as detailed in EMBARC Standard III.8a.
- Reports should include detailed information to describe the actions taken by the responsible entity after becoming aware of the prohibited behavior(s) incident, including the results of any investigation into the complaint or incident and any action taken against the offending individual.

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