



COMDTINST 16705.1
08 November 2011

COMMANDANT INSTRUCTION 16705.1

Subj: COAST GUARD MERCHANT MARINE INDOCTRINATION (MMI) SHIP RIDER PROGRAM

- Ref: (a) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
 (b) Coast Guard Liquefied Natural Gas Ship Rider Program, COMDTNOTE 16705
 (c) U.S. Customs and Boarder Protection memo HQ H028753 of 22 May 2008
 (d) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 (e) Title 33, Code of Federal Regulations, Part 1.07-10

1. PURPOSE. This Instruction describes the objectives and scope of the Merchant Marine Indoctrination (MMI) Ship Rider Program and the functional descriptions and responsibilities of all involved Coast Guard personnel. Through promulgation of this Instruction, the Coast Guard Office has improved its previous MMI Ship Rider guidance and is promoting the MMI Ship Rider Program Coast Guard wide for inclusion in the Marine Inspector training program as a part of Marine Safety Enhancement efforts.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chiefs of headquarters staff elements, and participating personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The MMI Ship Rider Program is a cooperative educational program between the Coast Guard and participating host ship companies. By providing opportunities for Coast Guard members to join a vessel's crew while underway and act as a riding observer, the program gives the ship rider practical knowledge of the performance and operating characteristics of various vessels, equipment, waterways, and crews operating within the maritime industry. The MMI Ship Rider program is a mutual training opportunity and shall

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not be used to serve as a U.S. vessel inspection, foreign vessel examination, or law enforcement boarding. Sectors and MSUs should endeavor to assign apprentice Marine Inspectors to a ship ride within 6 months after their arrival at the unit. This program is a training opportunity intended, ideally, for apprentice Marine Inspectors to complete prior to their first MI qualification. Completion of this program will provide valuable professional exchange opportunities for the mutual benefit of both the Coast Guard and the Merchant Marine industry. A full description of the MMI Ship Rider program is discussed in enclosure (1).

5. PROCEDURE. Sector Commanders, Activities Europe and Far East Command Staffs, Prevention Chiefs, Chief of Inspections (CIDs), Marine Inspection Training Officers (MITOs), and Sector Training Officers (TOs) should reach out to potential host companies within their area of responsibility and arrange MMI Ship Rider activities. Sector Commanders must approve all MMI Ship Rider deployments, and notify the cognizant District Prevention and Area staffs providing them with awareness of the deployment prior to the ship rider embarking the host ship as described in enclosure (1).
6. ADDITIONAL GUIDANCE. To facilitate the MMI Ship Rider Program and other Coast Guard Marine Industry Training activities with participating companies, Sector and District Commanders are authorized and encouraged to implement the Coast Guard – Marine Industry Mutual Training Agreements (MTAs). Further instructions and a model MTA form are provided in enclosure (2).
7. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearing process, and it has been determined there are records scheduling requirements, in accordance with reference (d).
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
9. FORMS/REPORTS. None

10. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

JAMES A. WATSON /s/
Rear Admiral, U.S. Coast Guard
Director of Prevention Policy

Encl: (1) Program Description
(2) Marine Industry Mutual Training Agreement (MTA)

Merchant Marine Indoctrination Ship Rider Program Description

A. INTRODUCTION

1. The Merchant Marine Indoctrination Ship Rider Program (MMI Ship Rider Program) is a cooperative educational program between the Coast Guard and participating host ship companies. By providing opportunities for Coast Guard Marine Inspectors to join a vessel's crew while underway and act as a riding observer, the program gives the ship rider practical knowledge of the performance and operating characteristics of various vessels, equipment, waterways, and crews operating within the maritime industry.
2. The program is designed for first tour Coast Guard Marine Inspectors as part of an introductory phase into vessel inspections. It is especially useful for those new Marine Inspectors who have little or no shipboard experience, as it will provide the relevant background knowledge to assist in marine inspector training. However, other junior Coast Guard members are encouraged to utilize this program at their unit's discretion.
3. The program also serves to increase and expand marine inspector knowledge of the maritime industry in their unit's area of responsibility (AOR). As such, the program may be utilized by Marine Inspectors to understand different operating requirements, characteristics or vessel types upon transfer to units with unique or different inspected vessels. For more experienced inspectors, the Marine Inspector Training Officer (MITO) or unit Training Officer (TO) may tailor the program's scope and duration to focus on areas that are unique or different from what the inspector has seen in the past.
4. This program is not intended to preclude other Coast Guard Marine Industry Training activities, such as one-time or short duration ship rides, provided those programs are executed in accordance with a Mutual Training Agreement (see enclosure 2), and other appropriate administrative aspects discussed in this instruction.

B. BACKGROUND

1. The importance of employing marine inspectors that have an in depth working knowledge of the commercial vessels the Coast Guard regulates cannot be overstated. The Coast Guard Ship Rider Program is not new; guidance has existed in reference (a) for some time. Traditionally, this program was intended for marine inspectors with moderate experience to improve their inspection skills, specifically in the area of crew competency and drills while acting as observers aboard participating commercial merchant vessels.
2. In 2009, the Office of Operating & Environmental Standards (CG-522) published reference (b) which sets forth guidelines for ship ride activities on Liquefied Natural Gas

vessels. Also in 2009, the Office of Vessel Activities (CG-543) in coordination with the Coast Guard-American Waterways Operators (AWO) Safety Partnership published the Towing Vessel Outreach, Orientation, and Indoctrination Workbook which set forth guidelines for towing vessel examiners when conducting ship rides aboard towing vessels for qualification.

3. During the summer/fall of 2008, the Office of Vessel Activities (CG-543) established a test program sending six officers from various commissioning sources aboard host ships for ship rides. At that time, CG-543 distributed guidance in the form of a draft MMI Ship Rider Performance Check-Off Package to assist those Ship Riders in gaining a working knowledge of shipboard routines, merchant marine officer duties and responsibilities as well as witnessing proper operation of vessel navigation equipment and machinery. Feedback from participants indicated the program was of great benefit to both the Coast Guard and the host shipping companies; many recommending the program continue.
4. As the Maritime Prevention program continues to build capacity and competency as part of marine safety enhancement efforts, it is vital that the Coast Guard provide the best possible training opportunities for their Marine Inspectors; particularly the newest apprentices who have little or no exposure to merchant marine shipboard operations. This MMI Ship Rider Program provides another means for Sector Commanders to improve marine inspector training.

C. SCHEDULING SHIP RIDES

1. Coast Guard units should individually manage the scheduling and execution of their MMI Ship Rider Program. Sector Commanders, Activities Europe and Far East Command Staffs, Prevention Chiefs, Chief, Inspections Divisions (CID), MITOs, and TOs should reach out to potential host companies within their AOR, implement MTAs, and arrange MMI Ship Rider activities.
2. All expenses shall be funded by the unit unless other arrangements have been made via their respective District office. Units shall issue TAD orders to each ship rider with a Travel Order Number (TONO) to account for contingent travel expenditures. Ship rides should be conducted aboard host ships with the start and ending location preferably within the Sector's AOR or adjoining AOR to minimize logistics and travel costs.
3. Priority should be given to members who are new to marine inspection and/or have little to no merchant marine shipboard experience. Apprentice Marine Inspectors should be assigned to a host ship as a ship rider within six months after their arrival to the unit and before they are given unit assignments that would make participation more difficult.
4. Ship rides may be conducted aboard U.S. or foreign flagged vessels, making port calls in the U.S. or foreign countries and may only take place on ships that have implemented sexual harassment and civil rights policies consistent with Coast Guard policies. Ship

rides should be scheduled for about four to six weeks in duration to ensure the ship rider has sufficient time to achieve program goals.

D. FOREIGN VESSEL/PORT CALL REQUIREMENTS

1. 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.
2. To facilitate ship clearance in foreign ports and return trips back to U.S. ports, Ship Riders should have a current official or personal passport for host ships engaging on international voyages.
3. 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.
4. U.S. Customs and Border Protection (CBP) has ruled that Coast Guard personnel participating in the 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 (c).

E. MONITORING OF SHIP RIDER MOVEMENTS

1. Sector Commanders must approve all MMI Ship Rider deployments, and notify the cognizant District Prevention staff. Once approval has been granted, MITOs or TOs shall send an e-mail notification to the cognizant District Prevention and Area staffs. At a minimum, the notification shall include the following information: name of the ship rider, dates of the deployment, point of embarkation, point of debarkation, port calls of the vessel, the name, official number, type, flag, and ownership of the host vessel. The cognizant District Intelligence Staff and CG-5431 MMI Ship Rider Program Manager 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 MMI Ship Riders aboard. This includes adding the vessel to the Maritime Intelligence Fusion Center and Intelligence Coordination Center Vessel of Interest list (with a USCG MMI Ship Rider designator) and ensuring the vessel is reported in the Common Operational Picture.

F. 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 for any Prevention or Response missions, nor shall ship riders monitor the actions of crewmembers, conduct tactical questioning, 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.
3. In the event that a perceived violation of a safety, security or pollution prevention regulation is observed by the Ship Rider during a ship ride, 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, 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 MMI Ship Rider shall invite the crewmember to communicate the information to any Coast Guard office as provided for in reference (e).
4. Upon completion of the ship rider deployment, the MITO, TO, or CID shall coordinate with other Sector Prevention staff elements to debrief the Ship Rider. The primary purpose of this debriefing is to improve program effectiveness and ensure the safety and security of Ship Riders.

G. PROGRAM EXPECTATIONS

1. Ship Riders shall coordinate with MITOs or TOs to develop a list of Performance Items from the MMI Ship Rider Performance Item Workguide to be completed while underway. A copy of the Workguide can be found in the MMI Ship Rider Program page located within the Training section of the Commandant (CG-5431) Domestic Vessel Compliance CG Portal page. The Workguide contains specific performance items designed for a variety of vessels used in this program. By answering the questions, drawing the required sketches and diagrams, and completing the activities, ship riders will enhance their knowledge of basic shipboard operations and different roles and responsibilities of the crew. The performance item questions and activities are designed to ensure ship riders make the most use of their time onboard the vessel. In a sense, the performance items are a study guide, which should be completed at sea in addition to any shipboard tasks assigned by the vessel's officers.

2. While onboard the ship, the Ship Rider shall display proper etiquette and respect 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 enforcing rules and regulations, but as guest under the direction of the ships master and duty watch officers.
3. The Ship Rider is encouraged to stand both bridge and engineering watches. During a watch, they will normally be under the direction of the watch officer. At first, 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 Mate/First Assistant Engineer, or whoever is designated to assign day work. A moderate amount of manual labor helps the Coast Guard Officer to understand the profession and the efforts the crew puts forth. However, this should be kept to no more than 30% of their total work on deck and should not run counter to any union work rules.
5. Ship Riders are encouraged to observe cargo operations, and become thoroughly familiar with the duties of the ship's crew during these operations. Where work rules permit, they should engage in the loading and discharging operations. The ship's paperwork is an important part of a vessel's routine to which Ship Riders should be exposed. However, they should not do paperwork at the exclusion of other shipboard operations.
6. The Ship Rider should be encouraged to go ashore with members of the crew and learn about the country and/or port. The Master may allow a Ship Rider time off in port for an extended period (more than 24 hours).
7. 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. A well planned ship ride strategy combined with a willingness to learn will produce greater gains in future marine inspection training. Once the MTA has been implemented with a company and a vessel has been identified, the Chief of Prevention or CID should send the master of the vessel a letter outlining the program and thanking him for his participation. A sample letter is available on the CG Portal Ship Rider Page.
8. It is recommended the ship rider keep a daily journal to properly capture their experiences and information learned onboard ship. Keeping a daily journal will assist them in recording daily activities onboard ship which will help in completing their assigned Performance Items. The journal will also assist in recording and understanding the locations, events and activities of shipboard operations. The intent of the journal is not to be entirely inclusive, but should document significant items of interest pertaining to shipboard operations such as location of ship, cargo operations, drills, maintenance and repair, inspections, emergencies and so on. It is mainly designed as a tool for future use.

9. A Ship Rider Questionnaire/Survey is posted on the Ship Rider Portal page. Completion and submission of this Questionnaire/Survey to the MMI Ship Rider Program Manager will assist in the improvement and continued success of the MMI Ship Rider Program.
10. A Ship Rider Evaluation Form for use by the vessel's master is available on the Ship Rider 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 a pre-addressed envelope. This form provides valuable feedback for the Ship Rider's continued marine inspection and professional growth. The evaluation also serves as a guide for the master regarding expectations of performance of the ship rider.
11. The Ship Rider shall submit a trip report to the MMI Ship Rider Program Manager, at Coast Guard Headquarters, Commandant (CG-5431), via e-mail (cg5431@uscg.mil) within 30 days of the Ship Riders return to the unit. The trip report should include the Ship Rider Questionnaire/Survey and the Ship Rider Evaluation Form. Unit MITOs or TOs shall review all reports prior to submission.
12. The MITO or TO should encourage the Ship Rider to share their shipboard experiences with the other members of their Unit/Department, as this may serve as a training opportunity and guide for future participants.

H. PROGRAM MANAGMENT

1. The Office of Vessel Activities (CG-5431), in consultation with the Office of Shore Forces (CG-7411), is designated as the Program Manager for the MMI Ship Rider Program. The Program Manager shall:
 - a. Maintain and update as appropriate MMI Ship Rider Program policy, instructions, and guidance.
 - b. Maintain MMI Ship Rider information page on CG Portal and MMI Ship Rider Program functionality within the Coast Guard's Training Management Tool (TMT).
 - c. Receive and track e-mail notifications from unit MITOs/TOs regarding scheduled and completed ship rides of unit Marine Inspectors. Ship Rider participation will be listed on the MMI Ship Rider Tracking Spreadsheet located in CG Portal.
 - d. Review completed survey trip reports to capture information for program improvement. The MMI Ship Rider Program Manager shall submit an annual report on the status of the Ship Rider Program to the Director of Prevention Policy (CG-54) and the Coast Guard Office of Shore Forces (CG-7411) by the 15th of October.
 - e. Records created by compliance with the Merchant Marine Indoctrination Ship Rider Program will be maintained in accordance with reference (d) by this office.

I. HELPFUL HINTS FOR THE SHIP RIDERS

1. You are not onboard to conduct a Coast Guard Inspection or Boarding. Ensure that your behavior and body language expresses this to the crew. 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, as ship riders are mainly onboard to observe, while Cadet Observers are onboard as part of their training as a licensed officer. 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.
2. Your uniform of the day is USCG coveralls along with other associated personal protection equipment, which you were issued when you reported aboard your unit. If you are offered company coveralls, you are authorized to wear them. When your work day is done, civilian attire is authorized if permitted by ship's policy.
3. 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. Just think before you ask.
4. Approach your assignments with an obvious sense of eagerness to learn. This will make the ship's crew aware of your desire to benefit from experience whenever opportunities present themselves. Make every effort to observe the duties of the various officers when docking or undocking, handling cargo, taking bunkers or freshwater, maneuvering, repairing machinery or gear, performance at drills, etc.
5. Be prepared to spend up to 30 days or more away from home. 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 ships 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 vaccination requirements depending on their voyage.
6. Ship riders should consider the following items for successful completion of the Performance Items:
 - a. **TIME DEVOTED TO THE PERFORMANCE ITEMS:** Read the Performance Items 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 Items 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 onboard ship, you are expected to complete all items required by your MITO or TO.

- b. **TAKING NOTES:** Carry a small pocket notebook with you at all times and make frequent notes of your observations and research throughout the day.
- c. **USE A COMPUTER:** It is recommended that you take an electronic version of your Performance Items and complete them in electronic format. Your ship may have a computer onboard that you can use, or you may be able to bring your own computer onboard with you. Also, in using a computer, you can expand the space you need to answer the questions.
- d. **SKETCHES and PHOTOS:** Sketches are most helpful and should be used when possible. Ask permission from the vessels master before you take any pictures, as cameras may not be used in the vicinity of certain areas of the ship, particularly on tank ships as many shipboard areas require intrinsically safe equipment. Also, photos may enhance your learning experience, but they cannot take the place of a thorough investigation into a topic or event.
- e. **SCHEMATIC DIAGRAMS:** You may be asked to make schematic diagrams of certain shipboard equipment, layouts and machinery. Each schematic diagram should have all major components identified/labeled. You need not draw your diagrams to exact scale, but you should make an effort to replicate the general scaling ratio of the equipment or machinery. An example of a typical diagram is provided in Performance Item Work Guide.

Coast Guard Marine Industry Mutual Training Agreement (MTA).

1. To facilitate the MMI Ship Rider Program and other Coast Guard Marine Industry Training activities with participating companies, Sector and District Commanders are authorized and encouraged to implement Coast Guard – Marine Industry Mutual Training Agreements (MTAs) using the form in this enclosure.
2. For smaller companies operating in a single port or Sector AOR, the MTA will normally be executed at the Sector level. For regional companies, the MTA may be executed by the cognizant District Commander to avoid duplication at the Sector level. For those companies that operate nationally or are represented by national associations, the Office of Vessel Activities (CG-543) will work to establish blanket MTAs to minimize the need for individual MTAs at the Sector or District level.
3. The MTA reflects a determination by the Coast Guard Judge Advocate General's office that Coast Guard Marine Industry Training programs, including the Ship Rider Program, are of mutual benefit to the Coast Guard and the industry sponsor. As such, any costs covered by the industry sponsor on behalf of the assigned Coast Guard personnel, such as for travel, meals, or berthing, represent a mutually beneficial quid pro quo and therefore do not violate ethics standards or rules. The MTA does not require that host companies provide or cover such costs; it merely allows them to do so.
4. While experience has shown that companies desire the execution of indemnity or "hold-harmless" agreements to waive liability, the Coast Guard's Judge Advocate General (JAG) and Chief Counsel (CG-094) has ruled that the Coast Guard is prohibited from entering into such an agreement.
5. A template and a list of current MTAs will be maintained on MMI Ship Rider Program Collaboration page in CG Portal. District and Sector staff should check the list prior to implementing a new MTA. Upon execution of a new MTA, District and Sector staff shall forward a copy to the MMI Ship Rider Program Manager (CG5431@uscg.mil) for inclusion on CG Portal. Specific legal questions concerning the use of the MTA not covered by this instruction should be directed to the appropriate District Staff Judge Advocate Office.

COAST GUARD-MARINE INDUSTRY MUTUAL TRAINING AGREEMENT

1. The parties to this agreement are the United States Coast Guard (Coast Guard) and (insert Company/Organization name).
2. The purpose of this agreement is to memorialize how both parties intend to educate and inform each other regarding their rules, regulations, policy, and procedures that are of mutual interest so that the Coast Guard becomes more aware of the impact of its rules, regulations, policies and procedures on the operations of (insert Company/Organization name) and so that (insert Company/Organization name) becomes more aware of what mandates are placed on the Coast Guard and how the Coast Guard executes its mandates.
3. This agreement is not a binding contract.
4. Both parties agree that, to help meet their fundamental goals, it might be equally beneficial to both parties for the Coast Guard to assign one or more of its personnel to perform his or her official Coast Guard duties at a facility or aboard a vessel that is owned or operated by (insert Company/Organization name).
5. The Coast Guard has the authority to assign its personnel to such duty pursuant to 14 U.S.C. 93(a)(7).
6. Both parties agree that such assigned Coast Guard personnel do not become employees or agents of, or consultants to, (insert Company/Organization name) for any purpose but, instead, that such assigned Coast Guard personnel remain federal officials for all legal and ethics purposes who are required to act in the interests of the United States.
7. Both parties agree that (insert Company/Organization name) cannot provide any compensation to any assigned Coast Guard personnel.
8. Both parties agree that because this is an equally mutually beneficial agreement, (insert Company/Organization name) is permitted to, but is not required to, provide travel, including but not limited to, shipboard travel, to assigned Coast Guard personnel at its expense when that travel will benefit the purpose of this agreement. Both parties also agree that providing such travel (including transportation, meals, lodging, and berthing) does not constitute a gift from (insert Company/Organization name) to the assigned Coast Guard personnel or to the Coast Guard - because this agreement is a non-quantifiable but equally mutually beneficial agreement that is based upon a fundamental quid pro quo concept. .
9. Both parties agree that (insert Company/Organization name) will provide suitable office space and office equipment for use by assigned Coast Guard personnel on a non-reimbursable basis.
10. Both parties agree that this agreement becomes effective when last signed by the parties below.
11. Both parties agree that this agreement remains in effect until terminated for any reason upon the express written mutual consent of both parties - or by the unilateral termination action of either party, for any reason, upon 60 days advance written notice to the other party, except that the Coast Guard can unilaterally terminate this agreement at any time with no advance notice should Coast Guard mission requirements necessitate that termination.

12. Both parties agree that this agreement can be amended at any time by the written mutual consent of both parties.

13. Both parties agree that this agreement is not intended to create, and shall not be construed to create, any agency, servant, employee, partnership, or joint venture relationship between the parties or between any assigned Coast Guard personnel and (insert Company/Organization name).

14. Both parties agree that there will be no exchange of funds between the parties in connection with this agreement.

15. Both parties agree that this agreement is not intended to, and shall not be construed to, impose any financial obligation between the parties.

16. Both parties agree that the persons signing this agreement below have the authority to enter the parties into this agreement:

For the Coast Guard

Date: _____

For (insert Company/Organization name)

Date: _____