CHAPERONE DUTIES

-- **A chaperone shall be an active leader.** The role is not a passive one. Chaperones represent the command and their rank. They are expected to keep force protection and the safety of Sailors at the front of their mind and will help resolve any issues encountered during the MWR event.

-- **Liberty is a mission.** Chaperones will reinforce that participants must use the Buddy System, look out for one another, and remember that they are representatives of the United States. If a chaperone witnesses actions that could reflect poorly on the United States, they will intervene.

-- Chaperones will **maintain accountability of all personnel** assigned to the MWR event. Chaperones will be provided a Muster sheet of all participants. In accordance with the ship’s Liberty Policy, if a participant becomes separated from the MWR tour or accountability of a participant is lost, the chaperone will immediately contact Shore Patrol and/or the Officer of the Deck.

-- In unstructured MWR events, where participants are free to roam (such as at waterparks or on safaris), chaperones will ensure participants assume Liberty Buddies. A chaperone will step-up and **serve as a Liberty Buddy for those who need one**.

-- Consumption of alcohol for chaperones is delineated in shipboard policy \_\_\_\_\_\_\_\_. As the chaperone, you are responsible for the safety and well-being of the participants. A chaperone cannot do that if their mental or physical faculties are impaired.

-- At the conclusion of the MWR event, chaperones will return the muster sheets to the MWR personnel on duty; and inform the Officer of the Deck of the accountability of participants.

-- Within 24 hours of the conclusion of the tour, chaperones will **provide a brief after-action report** via e-mail to Fun Boss and [Ship] Security, specifically noting any concerns or lessons learned from the trip, as well as suggestions for improvement.

IF A CHAPERONE FAILS TO SHOW UP AT THE APPOINTED MUSTER TIME FOR AN EVENT, THEY ACKNOWLEDGE THEY MUST PAY FOR THE TOUR THEY WERE SCHEDULED TO CHAPERONE. ADDITIONAL CHAPERONES UNDERSTAND THAT FAILURE TO SHOW/MUSTER FOR AN EVENT, COULD LEAD TO A LAST MINUTE CANCELLATION OF THE TOUR, THUS AFFECTING MORALE AND RUNNING CONTRARY TO THE NAVY CORE VALUES.

I acknowledge my responsibilities to abide by and enforce \_\_\_\_\_\_\_ Fleet and CSG-\_\_ Liberty Policies on conduct ashore. I also agree to execute these responsibilities as a chaperone.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_