Looking Back on 2015 and Ahead to 2016

A message from Harley Franco, Chairman and CEO

We had many accomplishments in 2015 and I would like to thank our employees for their outstanding efforts and all of those in the extended Harley Marine Services family, including our customers, suppliers, stakeholders and communities for supporting and participating in our success.

2015 was a year of tremendous growth. We upgraded and expanded our fleet as we took delivery of two powerful tractor tugs, the MICHELLE SLOAN and LELA FRANCO, three ATB tugs, the EMERY ZIDELL, JAKE SHEARER and BARRY SILVERTON and three ATB barges, the DR. ROBERT J. BEALL, FIGHT FANCONI ANEMIA and PETRO MARINER.

We positioned our company for growth as we acquired four tugboats and six barges from Enterprise and welcomed 22 of their employees into the HMS family.

During the past year, we received many awards due to the outstanding work of our shoreside staff and crews, including the Port of Tacoma 2015 Summit Award in Environmental Stewardship, Outstanding Philanthropic Corporation, and Workboat Significant Boats of 2015. Many of our vessels received Chamber of Shipping of America Environmental Achievement Awards and James F. Devlin awards.

Our mentoring program is in full swing. We provided training and seminars for our employees. This past year, we held our best ever coworker appreciation week. We participated in many career fairs and held wellness fairs and events for our employees. This past summer we provided an introduction to the maritime industry as we hosted 15 student interns. [...]

More on the next page...
Our employees and their families participated in environmental clean ups in the ports where we operate. We hosted and participated in numerous spill drills along with industry, local, state and federal officials. We hosted women in the marine industry appreciation days and family days at our facilities.

Support of those in need and curing diseases are very important values shared by all members of the Harley Marine family. Our Fall invitational Golf Tournament raised more than $675,000 to support Swedish Hospital’s Kaplan Cancer Research Fund and Cancer Patient Assistance Program. We donated money to food banks in our local communities, we held blood drives and provided college scholarships to high school seniors. We supported Cystic Fibrosis and LUNGevity Foundation walks as well as many other charitable fundraisers.

Throughout the year, we continued our focus on being a safe and environmentally conscious marine transportation company; providing quality products and services to our customers while continually raising the bar in every aspect of our business. HMS is in an excellent position for the coming year.

We have much to look forward to in 2016. We have numerous vessels under construction as we continue to expand our fleet to meet the demands of our growing business. We will continue to develop our employees as we take our mentoring and training programs to new heights. My challenge to all of our employees it to look to the future, strengthen your skills and position yourselves so that you add more value to the company and help propel Harley Marine Services to continued success as the supplier of choice in our industry. I’m counting on you!

**THIS HOLIDAY SEASON**
MAY YOU REFLECT ON THE GIFTS YOU HAVE AND THE ONES YOU GIVE

Wishing you the best in the coming year!

**HARLEY MARINE SERVICES**
Welcome to Employees and Vessels from Enterprise

By Mark Stiefel

In early December, Harley Marine Services enthusiastically welcomed 22 employees, four tugboats and six barges previously with Enterprise Products Partners L.P. into the Harley Marine family. The vessels are from Enterprise’s offshore division. All of the conventional tugboats have ABS load line certificates and are 92’ in length with a beam of 30’.

Two tugboats, the AJ and ANDREA are 3,000 hp triple screw vessels, which means that they have a third propulsion engine to enhance maneuverability. The other tugboats, the CAMERON and CE are 2,000 hp double screw vessels. The double hull barges are ABS classed, 275-295’ in length with a beam of 54’ and have capacity of 22,650 – 24,810 bbls. HMS took delivery of the vessels in Houma, LA.

The tug Andrea and the barge EMS 2606 are currently in transit and will be deployed in the New York region to support growth opportunities. Other vessels will be deployed to support our West Coast, Gulf Coast and East Coast Operations. Many of the vessels are undergoing shipyard periods prior to being placed in service in early 2016.

We welcome 21 experienced mariners including captains, mates, AB-tankermen and deckhands and a port engineer to our company.

A team consisting of management, finance, engineering, operations, safety, quality, human resources and others worked extremely hard performing due diligence, negotiating, inspecting vessels, interviewing employees and providing orientation to HMS, along with other tasks to assure a successful outcome.

The new vessels and employees position HMS for growth in the markets we serve. HMS is committed to be the supplier of choice and a safe, quality and environmentally responsible marine transportation company. We are very pleased that the new employees are part of the Harley Marine family and the new vessels are a great addition to our fleet.
Harley Marine Services remains dedicated to leading the maritime industry in environmental protection and helping preserve the world around us for generations to come.

We do this through continual improvement of our systems and procedures to ensure we are operating at the highest, most efficient level possible. Part of this continual improvement is setting meaningful and practical Objectives and Targets annually.

Last year, the Environmental Department set out to monitor and reduce our landfill output. We targeted a ten percent decrease in garbage accumulation on our vessels.

To reach this target, the action plan included placing composting bins on vessels, tracking waste using monthly garbage logs submitted by the boats, and holding a Lunch & Learn on recycling and composting best practices.

The entire fleet played a role in helping us reach our environmental target for 2015. However, there is one area in particular that is worth highlighting—Harley Marine Gulf. The Tug Duke decreased waste by over ten percent from 2014 to 2015 and the tug TRIGGER increased its recycling by close to seven pounds a month on average. These are just a couple of examples of Harley Marine putting environmental conservation at the forefront of its operational and cultural framework.

Looking ahead, Harley Marine’s Environmental Team will be developing new, ambitious and attainable targets and objectives for the coming year.

In early January, HMS will be holding its first Green Team meeting of the New Year to come up with ideas to further our steadfast commitment to the environment.

If you have any feedback or ideas on how keep Harley Marine green, we welcome your input; please feel free to email green@harleymarine.com.
GENERAL SAFETY TIPS FOR CHEMICALS

1) Never combine any products that contain ammonia and chlorine bleach. When these common household products are combined, they form a gas that is highly toxic and can result in serious breathing difficulties or death.

2) Always take the time to look up the Safety Data Sheet (SDS) for chemicals on the computer to see the associated warnings and dangers. Always take time to read warning labels on any chemical product you use. The label provides safe usage guidelines also as does the SDS for using that specific product. In addition to the information on safe usage, the labels also generally provide information on safe storage and provide information on how to protect yourself properly when using the product such as the need for protective gloves, eyewear or ventilation. The label also includes the contact information for the manufacturer of the product.

3) Always follow the manufacturer’s safety recommendations when using any chemicals, products that contain them or any other substances that are hazardous.

USING CHEMICALS SAFELY

1) If you experience any dizziness, lightheadedness, become nauseated or have a headache, get to fresh air immediately.

2) Make sure the area where you are working with the chemical or cleaning product is well ventilated. Open windows, doors, hatches etc. and use a fan in confined areas.

3) Wear protective clothing recommended by the manufacturer. (Gloves, eyewear, respirators, long sleeve shirts and long pants, or protective garments as prescribed on the SDS.)

4) If you must leave the area, take the chemical with you or put it away; never leave it unattended.

5) Contact lenses should not be worn when using chemicals.

6) If you get chemicals on hands or any part of your body, flush it with cold water immediately, then wash with soap and warm water.

7) Do not light a match, or lighter near any chemical, i.e. no open flames.

8) Properly dispose of any expired products and any products that do not look right.

9) Properly dispose of chemicals if the container shows any sign of corrosion, rust or leaks.
Safety Tip

By Steve Richards

Well it’s that time again. Time to crew up like you always do. A lot of us have a horse-collar style lifejacket and a personal hardhat and it’s got to go in the old sea bag. In *our* industry, you have to wear PPE. If you have to travel out of state it can take up a lot of room in your luggage. One thing I’ve always noticed is after you arrive, you’re digging around looking for your PPE. Try to pack your belongings so your work clothes are on the bottom and PPE is on top, so when you’re searching for your favorite hardhat and lifejacket, it’s quick and easy to grab. What if you don’t travel with your own PPE? Of course HMS is really good about supplying the tug and barge fleet with PPE. Have a crewmember grab you a lifejacket and hardhat before you cross over a barge or boat and if you’re picking someone up from the airport, grab a lifejacket and hardhat and throw it in the car on the way. If you don’t have a Mustang work vest you can earn one by accumulating points very easily through the HMS safety incentive program; send in those safety meeting minutes, job safety analyses, and tips and/or articles. The program has been up and running a little over two years and is a great way to earn Harley Marine gear; just three winning monthly safety articles can get you some fresh swag like a Carhartt jacket.

Be Safe

By Rich Softye, Vice President, Safety

Telling someone to be safe is almost an overused cliché. “Be safe,” “Have a safe trip,” “Do your job safely,” “Enter that tank safely,” “Get underway safely,” “Safety is number one.” The word “safety” permeates every activity we undertake in our world of water transportation. We almost unconsciously bestow these words on our subordinates as if they are safety blankets that protect us all from harm. Safety is not an object that can be hung on the wall, or checked off on a list or slung over our shoulders. Safety is a state of mind. A conscious effort and thought process that guides us to taking efficient, and reduced risk activities throughout our day. The maritime business is wrought with threats to our well-being, threats to the environment and threats to property. Utilizing safety precautions to prevent slips, trips, and falls is only the beginning. Impending bad weather, using an unfamiliar tool, working after not receiving adequate sleep, allowing one’s mind to wander while standing watch; all may be precursors to an accident that could have been prevented if only a safety state of mind was engaged first. Get engaged, THINK Safety!
Document Control is a system to protect the value of the content of documents and to enhance the usefulness of that content to everyone at Harley Marine who needs to use it to do their work. Document Control provides a framework for deciding how information is created, amended, distributed, stored, how it is managed once created and how it is destroyed or archived when it’s obsolete. This includes:

- Maintaining the master copy of controlled documentation
- Amending documents (i.e. MOM, DPA Placard, HSQE Policy, etc)
- Distributing revised documents to Vessels and Offices
- Tracking controlled documents

**What is a Controlled Document?**

Any document used in the application of any ISO Standard is a controlled document. Our Quality Systems’ structure has three levels of documentation, Tier I, Tier II (MOM), and Tier III (Forms & Records, Work Instructions/Guidelines). Tier II and III contain controlled documents that should not be modified unless approved by authorized personnel.

Examples of Harley Marine Controlled Documents:

- Marine Operations Manual (MOM)
- Forms used in the Wheelhouse System

Controlled documents cannot be copied unless there is a watermark stating that they are “for reference only” or “void when printed”– if you do any copying or printing, there runs a risk that items can be missed from being replaced when they get revised and you won’t be using the current version. If you are ever unsure if the document you have is current, please give me, Rosie Chavez, a call at (310) 310-9966.

**Tier I**

The **Quality Systems Manual (QSM)**: Outlines HMS’s core business policies and practices, and addresses:

- The scope of our Quality Systems
- The processes needed for our Quality Systems
- Descriptions of the interactions among these processes
- The elements of our Quality Systems, as specified by the ISO 9001:2000, 14001:2004 and OHSAS 18001:2007 standards, the ISM Code and AWO Responsible Carrier Program that are communicated, but not otherwise defined in Tier II documentation
- Our Health, Safety, Quality and Environmental Policy
Tier II

HMS’ *Marine Operations Manual (MOM)*: Delineates documented policies and procedures that define our Quality Systems’ processes identified in the QSM manual and are necessary to ensure the effective planning, operation and control of these processes.

Tier III

*Work Instruction Documents/Guidelines*: Provides details for the information to be applied to specific activities or operations. These are reference materials only, and may be generated by Harley Marine or provided by customers, vendors, and other external sources.

*Document control policies* apply to documents and data of internal and external origin that are used aboard the vessels and onshore. It would include, but is not limited to, technical manuals, charts, Human Resources manuals, training documents, certificates, and other operational memos and guidelines.

As of 2014 we made the Marine Operations Manual digital and are currently working on getting e-readers onboard vessels to assist with making the Digital MOM more user friendly. This should make it easier to use during Safety Meetings when reviewing a certain Policy or Procedure as well as providing a better search options.

Part of Document Control is also maintaining revised documents onboard—currently every vessel should have the following:

- Occupational Health and Safety Workbook – Revised 07/2012
- Incident Call Number / Hotline – Revised 03/2014
- QI Call Down List – Revised 03/2015
- HSQE Policy – Revised 05/2012
- Targets & Objectives – Revised 03/2015
- DPA Placard – Jim Flies – Revised 06/2012

If you are missing any of the above, please let me know and I will send you an updated version,

Rosie Chavez
Document Control Manager

rchavez@harleymarine.com—(310) 310-9966
The much anticipated release of the Harley Marine Services mentoring smart phone application was rolled out last month. This technology allows shoreside personnel as well as crews to easily submit their monthly mentoring logs. The addition to the program came from enthusiastic suggestions from our crews on equipment while brainstorming on how to make the program more accessible to everyone at the company.

People have already begun using this application to submit logs across nearly all of our regions in an effort to have our company at 100% participation. As you go through your day let that App on your home screen serve as a reminder that anytime there is a mentoring situation you can submit it.

Whether it be formal peer mentoring or more flexible, flash mentoring or group mentoring, now you have an easy way to capture and log it. Here at Harley Marine we believe in investing in the industry’s future by cultivating a culture of mentorship.

Mentoring Smartphone App

By Bowman Harvey
The CMA CGM BENJAMIN FRANKLIN being brought in to Pier 400 in the Los Angeles Harbor on Saturday December 26, by 4 MMI Tugs - ROBERT FRANCO, LELA FRANCO, MILLENNIUM MAVERICK and TIM QUIGG. 18,000 TEU container ship CMA CGM Benjamin Franklin, is the largest container ship ever to call at a North American port. The CMA CGM BENJAMIN FRANKLIN’S dimensions are 1,300 ft. length and 177 ft. width; she is longer than the Empire State Building and wider than an American football field. The vessel is 197 ft. high, which is the same height as a 20-floor building. Her highest antenna peaks at 230 ft.
Honey-Mustard Chicken and Apples

Recipe courtesy of Food Network Kitchen

Honey-Mustard Chicken and Apples

Total Time: 40 minutes

Prep: 10 minutes
Cook: 30 minutes
Yield: 4 servings
Level: Easy

Ingredients

- 8 skin-on, bone-in chicken thighs (2 to 2 1/2 pounds)
- Kosher salt and freshly ground pepper
- 2 to 3 tablespoons honey mustard
- 1 tablespoon all purpose flour
- 1 to 2 tablespoons roughly chopped fresh parsley
- 1 1/2 teaspoons unsalted butter, softened
- 2 tablespoons extra-virgin olive oil
- 1 large onion, cut into large chunks
- 2 cooking apples (such as Cortland), cut into chunks
- 1 cup low-sodium chicken broth

Directions

Preheat the oven to 450 degrees F. Season the chicken with salt and pepper. Heat the olive oil in a large ovenproof skillet over medium-high heat. Working in batches if necessary, add the chicken, skin-side down, and cook until golden, about 6 minutes. Flip and cook 2 to 3 more minutes, then transfer to a plate. Pour off all but 2 tablespoons of the drippings.

Add the onion and apples to the skillet and season with salt and pepper. Cook until slightly softened, about 4 minutes. Mix the broth with the mustard, then add to the skillet and bring to a boil. Arrange the chicken, skin-side up, in the skillet. Transfer to the oven and roast until the chicken is cooked through, 15 to 20 minutes.

Mix the butter and flour to form a paste. Use a slotted spoon to transfer the chicken, apples and onion to plates. Bring the pan juices to a simmer, whisk in about half of the butter-flour mixture and boil to thicken, 2 minutes. Continue to cook, adding more of the butter-flour mixture as needed to make a slightly thick gravy. Season with salt and pepper. Pour over the chicken and sprinkle with parsley.

Per serving: Calories 457; Fat 28 g (Saturated 7 g); Cholesterol 122 mg; Sodium 200 mg; Carbohydrate 18 g; Fiber 2 g; Protein 33g

Recipe Courtesy of Food Network Magazine

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This Holiday Season, Harley Marine Seattle donated over five 32 gallon containers of non-perishable food, blankets, and other items to Friends of Youth. Friends of Youth’s mission is “to deliver a broad range of services to youth and their families to improve their emotional stability and self-sufficiency.” Their vision is for all youth to have an opportunity to succeed. They have a variety of services for youth and adults. Find out more at:

http://www.friendsofyouth.org

Way to go Seattle employees! Your donations were generous and thoughtful. Don’t forget to donate year round! Typically, food banks get a large influx of donations over the holiday season but less into the winter. Remember, every time of the year is a good time of the year to give back to your community through donations and volunteer work!
Every year millions of people decide to make the New Year the best one yet. People commit to gym memberships, start new diets and save for trips! Unfortunately, they realize they’re too busy for the gym or simply forget about their resolution. Healthy food becomes too expensive and that trip savings turns into gas money. So… how does one make a resolution AND keep it?

Make a Smart Resolution
Make a New Year’s resolution for the right reasons. Big changes take big motivation, and be sure you are ready for the change.

Make the Right Resolution
Make sure your resolution is something that can actually be accomplished. Maybe going to the gym six days a week isn't possible, but reading for 30 minutes every night is. Smaller accomplishments lead to bigger ones and making small changes is the start to leading an overall healthier lifestyle.

Enjoy the Little Successes
Make sure to celebrate your accomplishments. Quit smoking for one week, finish a book, or set your best mile time—and then celebrate! Be proud of yourself and use that as motivation to keep accomplishing your goals.
HMS Wellness Feature: Avoiding the Seasonal Cold and Flu

Why Cold and Flu “Season”? An experiment conducted by Peter Palese suggests that the cold and flu virus or Influenza A runs rampant during the winter months because the virus survives and transmits more easily in cooler, drier air.

What can you do to avoid catching the flu?

Avoid touching your eyes, nose or mouth. Germs and viruses use open places as big open doors into the human body.

Avoid contact with people who are sick and stay home if you feel under the weather. Keeping the flu contained is important for you as well as your friends and family. Make sure to do your part in not spreading the virus.

Practice other good health habits! Being active, eating healthy foods, drinking water and managing stress can boost your immune system and help protect you from the virus.

For more information visit: www.cdc.gov
HMS Training Manager

By John Yoblonski

My name is John Yoblonski and I recently joined Harley Marine Services as a Training Manager to assess, design, and lead our new training initiatives. Our company has seen rapid growth in the last few years while we continue to put a greater emphasis on strengthening our commitment to our employees, business partners, and other external stakeholders.

Having the best trained teams in our sector while exceeding mandated industry minimum standards, has always been part of Harley Marine’s overall vision and this philosophy has led to the success of our company and team members.

We believe our training programs are and will continue to be the benchmarks to follow in our ever growing industry while we maintain our hard earned partnership and trust of our industry professionals.

Please email me at jyoblonski@harleymarine.com, or stop by if you would like to respond to this article and introduce yourself to me.

Boom Deployment Drill

By Brian Vartan

On December 18th, 2015 Westoil Marine Services and Millennium Maritime Services conducted one of our bi-annual spill response boom deployments. We had great attendance and participation. The local OSRO was in attendance along with 36 SoCal employees who got involved with this hands-on drill and made it look easy. Preparations like this make us ready to respond in the event of an emergency. It’s important for our crews to experience the boat handling characteristics while towing boom and to participate in deploying the boom without twists to ensure a proper response in the event of a spill. In addition to the hands-on experience with the actual boom deployment, the crews spent time in the classroom watching pertinent videos concerning Bunkering Best Practices, Hazards in the Marine Industry and Respirator use to go along with customized fit tests. Thanks for being prepared to work and respond safely in the event of a marine incident.
HOLIDAY PARTIES

SoCal

Trent Newlon and Harley Franco at the holiday party in SoCal.

Harley Marine employees and customers at the holiday party in SoCal.

Seattle

One of the several dishes that were served at the Seattle holiday party.
The MICHELLE SLOAN and the LELA FRANCO received the WorkBoat “Significant Boats of 2015” award.

**AWARDS & RECOGNITION**

MICHELLE SLOAN, LELA FRANCO SPECIFICATIONS

- **Builder:** Diversified Marine Industries
- **Designer:** Robert Allan Ltd.
- **Owner:** Harley Marine Services
- **Mission:** Ship assist, tanker escort, barge towing
- **Length:** 80’
- **Beam:** 36’
- **Depth (molded):** 16’8”
- **Draft:** 14’6”
- **Main Propulsion:** (2) Caterpillar 3516C (B rated), Tier 3, 2,575 hp @ 1,600 rpm
- **Bollard Pull (est.):** Ahead, 68 tons; astern, 65 tons
- **Z-Drive:** (2) Rolls-Royce US 205 FP
- **Propeller:** (2) 4-bladed, nibral, skewed, 2,400 mm (94”)
- **Ship’s Service Power:** (2) Marathon/John Deere, 125 kW
- **Speed:** 14 knots top
- **Accommodations:** 6 in 3 staterooms
- **Capacities (gals.):** Fuel, 30,000; fresh water, 2,800; lube oil, 370
- **Winches:** Markey bow winch, DEPC-48, with 600’ of 8” Spectra (400,000-lb. breaking strength); Markey stern winch, DEPC-32, with 250’ of 6” Spectra (200,000-lb. breaking strength)
- **Fendering:** Shibata cylindrical rubber, 36’; Schuyler looped rubber; tires
- **Delivery Date:** Michelle Sloan, March 2015; Lela Franco, July 2015

The Harley Marine Services message displayed on one of the floors at the 27th Annual Stair Climb event.

Mario Meyers providing a $1,000 holiday donation to the Long Beach Rescue Mission.

Back row: Connor Raffety, Chad Engwer, Kurtis Kester, and Brian Healy. Front row: Bowman Harvey, Natalie Frank, and Eli De Los Santos.

The ANNE ELIZABETH bunkering the CMA CGM BENJAMIN FRANKLIN.

CYSTIC FIBROSIS STAIR CLIMB

On Thursday, December 3rd, Team Harley Marine participated in The Cystic Fibrosis Foundation’s annual Stair Climb for a Cure. Participants raced to the top of the 56 floor 1201 3rd Avenue building in Downtown Seattle in an effort to bring the foundation one step closer to a cure for the nation’s number one life-threatening genetic disease. Thank you Harley Marine Services for your generous sponsorship and to all that participated.

The Harley Marine Services message displayed on one of the floors at the 27th Annual Stair Climb event.
Financial Resolutions for 2016 related to your 401(k) Retirement Plan

(From Mark Stiefel, Chair of Harley Marine Services Employee 401(k) Advisory Committee. This is general advice only and not a guarantee of a specific outcome. You should seek professional advice prior to investing. Refer to the plan documents for the actual features of the plan.)

1) The most important point I can make is to invest! Enroll in the 401(k) plan if you are eligible and have not already signed up. The earlier you start investing in the 401(k) plan, the more likely you are to build up sufficient funds for retirement. Remember, people are living longer now so plan for a long retirement.

2) Review your deferral rate and increase it regularly, even if by a small amount. Each quarter during open enrollment, ask yourself, can I increase my contributions without sacrificing my lifestyle? You will be surprised the impact that small, regular increases have on your ultimate savings. When you retire, you will be thankful for making the extra investments.

3) Defer at least 5% of your pay to obtain the maximum company match. However, Fidelity Investments suggests deferring 10 – 15% of salary in order to have a high probability of meeting income needs through the end of retirement. If you defer 10%, then the company match will get you to a total investment of 15%.

4) Rebalance your portfolio regularly and sign up for periodic rebalancing through the web portal.

5) Review your investments and make sure they are sufficiently balanced and suitable for your risk tolerance, financial position and age. Discuss your account annually with a Kibble & Prentice investment advisor. (There is no charge for this.) An easy way to do this is to set a goal to review your account annually around the time of your birthday. You can make investing easy for yourself by investing in one of the model portfolios based on you risk tolerance or invest in the Vanguard Target Retirement Funds based on your retirement age.

6) Use an online calculator to make sure you are on target to achieve your retirement goals.

7) Read your quarterly statements when they come in the mail and celebrate your investment successes!

Administrative Questions
If you have questions regarding your quarterly statement, participant website, or plan provisions, please contact your plan administrator:

Moran Knobel
www.moranknobel.com
(425) 451-9389
1-800-451-9389

Investment Questions
If you have questions or need guidance with the fund options in your retirement plan, please contact your plan education specialist:

Kibble & Prentice
888-GET-401K
888-438-4015

Plan Eligibility
You are eligible to enter your retirement plan if you are a non-union employee, age 18 or older, and have completed 3 months of service.

Note: Union members (except employees of Starlight Marine Services and Harley Marine New York) and non-resident aliens are excluded from the company 401(k) plan
## January Birthdays

### Harley Marine Gulf
- Richard Stephanow, Jr., 1/10
- Joseph Drummonds, 1/3
- Charles Voelker, 1/20
- William Cole, 1/14
- Billy Briscoe, 1/29
- Brandon Salyers, 1/15
- Starsky Naquin, 1/20
- Daniel Villalobos, 1/2
- Thaddeus Trosclair, Jr., 1/13
- Shaun Quinn, 1/25
- Damon Neblett, 1/30

### Pacific Coast Maritime
- Tully McConnell, 1/11

### Harley Marine NY
- Eduardo Serrano, 1/4
- Felipe Gonzalez, 1/20

### Westoil Marine Services
- Justin Hathaway, 1/28
- Andre Nault, 1/12
- Monte Beard, 1/24
- Eric Distefano, 1/19
- Marshall Novack, 1/25
- Oscar Barrera, 1/22

### Millennium Maritime
- Grant Hedley, 1/21
- Matthew Hathaway, 1/10
- Jennifer Beckman, 1/24
- Bob Castagnola, 1/19

### Starlight Marine
- Jason Lorenz, 1/12
- Hal Eltzroth II, 1/18
- Jack Matievich, 1/12
- Robert Adam, 1/2
- Marty Russo, 1/18

### Harley Marine Services
- John Yoblonski

### Enterprise (*Y.O.S)
- Mike Bergeron, 16
- Robert Billiot, 13
- Pat Blanchard, 13
- Joe Boudreaux, 17
- Randy Boyne, 3
- Mike Foerch, 15
- Brian Fonseca, 18
- Anthony Hart, 8
- Theodore Hoffman, 10

### Olympic Tug & Barge
- Garri Ferguson, 1/20
- Matthew Hammond, 1/21
- Gary St. Luise, 1/9
- Teodolfo Miranda, 1/15
- Richard Middleton, 1/26
- Clinton Williams, 1/7
- Rosalio Castro, 1/5
- Eric Boardman, 1/25
- Jakob Baken, 1/5

### Pacific Terminal
- Burton Nye, 36
- Gene Kusaka, 2
- Ryan Sichley, 1

### Olympic Tug & Barge
- Andrzej Borowski, 24
- Kirk Bonnin, 21
- Derrick Hobbs, 9
- Johnny Parckys, 9
- Zachary Zuvich, 7
- Sven Titland, 4
- Larry Williams, 3
- Jason Mosley, 3

### New Hires

### Harley Marine Gulf
- Randy Baker, 7
- Jeffery Bearden, 4
- Joshua Beebe, 4
- William Evans, 3
- Cameron Shaw, 2
- Joseph Drummonds, 2
- Michael Mayfield, 2
- Billy Briscoe, 2
- Drunante Thornburg, 2
- William Struloeff II, 1

### Harley Marine NY
- John Vlahakis
- Erika Stetson

### Olympic Tug & Barge
- Andrea Carey
- Jeffrey Ellis
- Richard Pennewell
- Bradley Kroon

### Harley Marine Services
- Laura Gregorini, 2
- Victoria Knight, 2
- Chad Engwer, 1
- Jack Matievich, 11
- Chad Thomas, 5
- Brian Vartan, 17
- Matthew Drake, 15
- Kelly Moore, 7
- Marshall Novack, 7
- Raymond Blakeslee, 2

### Harley Marine Services
- Amy Ryker, 16
- Jay Franco, 16
- Mike Coon, 9

### Pacific Terminal
- Burton Nye, 36
- Gene Kusaka, 2
- Ryan Sichley, 1

### Olympic Tug & Barge
- Andrzej Borowski, 24
- Kirk Bonnin, 21
- Derrick Hobbs, 9
- Johnny Parckys, 9
- Zachary Zuvich, 7
- Sven Titland, 4
- Larry Williams, 3
- Jason Mosley, 3

### New Hires

### Harley Marine Gulf
- John Phelps
- Jason Burket
- Damon Neblett
- Jerry Palmer
- Terry Moore
- Cecil Calton

### Harley Marine NY
- John Vlahakis
- Erika Stetson

### Olympic Tug & Barge
- Andrea Carey
- Jeffrey Ellis
- Richard Pennewell
- Bradley Kroon

### Harley Marine Services
- John Yoblonski

### Enterprise (*Y.O.S)
- Mike Bergeron, 16
- Lee Lapeyrouse, 17
- Jason Luke, 7
- Mel Mercel, 2
- Anton Marchev, 3
- Louis Mounicou, 5
- Starsky Naquin, 18
- Terry Parfait, 15
- Sylvester Parker, 17
- Chris Pitre, 16

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- Cecil Calton

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### Enterprise (*Y.O.S)
- Mike Bergeron, 16
- Lee Lapeyrouse, 17
- Jason Luke, 7
- Mel Mercel, 2
- Anton Marchev, 3
- Louis Mounicou, 5
- Starsky Naquin, 18
- Terry Parfait, 15
- Sylvester Parker, 17
- Chris Pitre, 16

*Years of Service*
Payroll Calendar

Pay-period ending: 12/31/15

Pay-date: 1/8/16

Pay-period ending: 1/15/16 (Pay-date 1/22/16)

Employee Deadlines:

• Employee due date to submit *planned* PAF’s (Vacation/PTO): 1/11/16
• Employee due date to submit *unplanned* PAF’s (bereavement/sick): ASAP or 1/15/16
• Any PAF’s/travel time, etc. not approved by your supervisor(s) and received by the payroll department by 10AM PST on 1/18/15, will be included on the 2/5/16 paycheck.
• Please allow (up to) two days for bank processing.
• If you have questions on your paystub, please contact your supervisor.

Manager/Dispatch Deadlines:

• Approve dispatch logs: Daily (all entries must be out of “Dispatch/Supervisor Approval” by end of day on 1/18/16)
• Approve PAF’s: Daily. (Deadline for inclusion in payroll is 1/18/16 10AM PST)

Pay-period ending: 1/31/16 (Pay-date: 2/5/16)

Employee Deadlines:

• Employee due date to submit *planned* PAF’s (Vacation/PTO): 1/25/16
• Employee due date to submit *unplanned* PAF’s (bereavement/sick): ASAP or 1/31/16
• Any PAF’s/travel time, etc. not approved by your supervisor(s) and received by the payroll department by 10AM PST on 2/1/16, will be included on the 2/22/16 paycheck.
• Please allow (up to) two days for bank processing.
• If you have questions on your paystub, please contact your supervisor.

Manager/Dispatch Deadlines:

• Approve dispatch logs: Daily (all entries must be out of “Dispatch/Supervisor Approval” by end of day on 2/1/16)
• Approve PAF’s: Daily. (Deadline for inclusion in payroll is 2/1/16 10AM PST)

Harley Marine Services, Inc.
And Subsidiaries

Payroll & Pay Date Schedule 2016

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>Pay Date</th>
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<tbody>
<tr>
<td>Thursday, December 31</td>
<td>Friday, January 8</td>
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<tr>
<td>Friday, January 15</td>
<td>Monday, January 22</td>
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<td>Sunday, January 31</td>
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<td>Monday, February 29</td>
<td>Monday, March 7</td>
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<td>Thursday, March 31</td>
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<td>Friday, April 15</td>
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<td>Sunday, May 15</td>
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<td>Tuesday, May 31</td>
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<td>Thursday, December 15</td>
<td>Thursday, December 22</td>
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Note: There has been a change to the pay date above.
EMPLOYEES OF THE MONTH

Starlight Marine Services would like to nominate Urban Alexander as employee of the month. When SMS is in a bind and needs help tankering on the BERNIE BRIERE or the coastal fleet, Urban always answers “sure, I can help out.” If other crew members need help Urb is there to lend a helping hand. When it comes to mentoring up and coming tankermen or deck crew Urb is always available to teach. SMS would like to thank Urb for all his help and dedication.

Westoil Marine Services would like to nominate PIC Enrique Gomez as our employee of the month. Enrique’s can do spirit whenever he is called upon to help out with anything is greatly appreciated. Whether it’s coming in on an extra barge shift or to fire up a tug we can always count on him showing up with a great attitude and an eagerness to share his experience and knowledge with his coworkers. Thanks Enrique for all you do!!

Since hiring on with us at the end of June 2015, Chazsman Easton has excelled here at Harley Marine. Regularly assigned to the “SCOUT,” Chaz routinely comes in during his off time to assist with dual product transfers in Galveston to the cruise ships, and has worked diligently to help train our new-hire tankermen to be Harley tankermen. Chaz is an asset to our company, and the Gulf is proud to name him our Employee of the Month.

Olympic Tug and Barge would like to take this opportunity to nominate Captain Dan Baumfalk as January employee of the month. Captain Baumfalk began his towing career working on deck many years ago. He has since worked his way up to the wheelhouse; running his first towing vessel in 1996. Dan Joined Olympic Tug and Barge eight years ago. He has led the pack in the Safety Incentive Program for Olympic Tug and Barge. Being assigned to the Portland region he operates all of the vessels, but primarily operates the WILLAMETTE CHAMPION. Dan loves spending time with his wife and family. Taking trips to Disneyland (won from the Safety Incentive Program), participating in school functions and enjoying many other activities. Dan is also very involved with his local community. He has founded a group in his home town of over 650 members called ‘Volunteer Kelso.’ This group involves community leadership, local businesses and residents. The group strives to help feed the homeless, help out schools and clean up troubled areas. Thus creating a better living environment for all in the community. Captain Baumfalk has been recognized as a Leader and Steward of his local community and as well as with Olympic Tug and Barge. Thanks Captain Baumfalk, keep up the outstanding work!
Photo of the Month

The BARRY SILVERTON cruising through the San Francisco Bay area on Monday, December 7th.