

# MAINE MARITIME ACADEMY



## MANUAL

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# CHAPTER I

## INTRODUCTION

### 010. MISSION OF THE REGIMENT OF MIDSHIPMEN

*The mission of the Regiment is to help prepare men and women for successful careers as officers in the maritime service as well as for careers in science, business and industry by providing them with leadership and management opportunities in a structured training environment.*

### 020. OVERVIEW OF THE REGIMENT OF MIDSHIPMEN

The Regiment of Midshipmen is the Academy's leadership and management laboratory. In this organization, students learn, apply and practice leadership and management theory. Learning is accomplished through formal instruction, personal observation and practical application. Much of the formal instruction is done during Regimental Preparatory Training and in Personal Development Classes.

Regimental Preparatory Training (**RPT**) is an intensive training period during which new students are readied for life and duty in the Regiment of Midshipmen. During this period students are taught problem solving and Regimental organization along with other skills needed for life at sea. The majority of the training is done by Midshipmen in the three upper classes, who themselves undergo an intensive training program in preparation for their demanding duties.

Personal Development (**PD**) Classes are open to all students, but are required for the Regimental student. In the **Fourth Class** (Freshmen) year, the focus of the class is to help the student make the transition from home and high school to Regimental life and college and provides a fundamental look at leadership and management theory. **Third Class** (Sophomores) explore advanced leadership and management theory in depth including the underpinning of ethics and ethical evaluation in the decision making process. **Second Class** (Juniors) are prepared for their upcoming duties of running the Regiment, while **First Class** (Seniors) focus capstone leadership laboratory.

Informally, the Midshipman is constantly observing and experiencing the leadership and management styles of peers, upperclassmen and staff officers. During this process, the student is assimilating those techniques and styles that best fit his/her personality and needs.

Practical application of this training is accomplished during the student's life in the Regiment. It is an organization in which a student starts at an entry-level position and gradually moves up in the chain of command until he/she is in charge. Fourth Class have cleaning duties and stand basic watches. Third Class are assigned as the immediate supervisors of the Fourth Class and are assigned maintenance areas of responsibility. Second Class stand more responsible watches and are accountable for the performance of the assigned underclass watch standers. Also the Second Class conduct a large part of the Fourth Class training. First Class run the Regiment, stand the key watches and experience firsthand the pressures and demands of being in charge.

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The Training Ship "STATE OF MAINE" is the focal point of the Regiment and its primary training aid. All Midshipmen regardless of program are familiarized with the ship and assigned areas of responsibility. By learning and maintaining this 500-foot diesel powered vessel, Midshipmen learn how to operate and manage a technically complex system.

Consequently, the Regiment is a program that increases accountability and responsibility, as well as privileges, as the student moves up the leadership ladder. It provides each student the opportunity to practice and experience some degree of hands on management. Additionally, it provides those students who want to develop their skills beyond the standard training program, challenging and demanding top leadership positions, which show their leadership mettle.

### 030. PROGRAM REQUIREMENTS:

**General License Program Requirements:** The Maine Maritime Academy program for license program students places strong emphasis on three areas of performance as follows:

- (1) Academic - qualification for degree
- (2) Practical Training - qualification for the license
- (3) Regimental - qualification for professional and personal growth.

Satisfactory performance in each of these areas, in accordance with established standards, is required for continuation, graduation and the awarding of a Coast Guard License. Unsatisfactory performance in any one of these areas will constitute grounds for dismissal.

**Regimental Program Requirements:** All bachelor degree students who are in a program which leads to the opportunity to take the Unlimited U.S. Coast Guard license exam are required to be in the Regimental training program and must be members of the Regiment in good standing at the time they sit for their license exam. Per Title 46 CFR Chapter 11 (10-1-86) edition, the minimum period of training shall be three (3) years. Additionally, the Standards of Training, Certification and Watchkeeping (STCW) dictate the completion of all prescribed watches, ship's maintenance, and Personal Development classes.

All other undergraduate degree students may participate in the Regimental training program. These bachelor degree students may join at the commencement of their first or second year. Associate degree students must join at the commencement of their first year.

All students are required to complete the Regimental Preparatory Training (RPT) program prior to entering the Regiment. In addition, all students are required to complete two semesters as a 4/C Midshipman. At the discretion of the Commandant, prior military and/or Regimental experience may be considered in lieu of these requirements.

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Transfer students from another sea service academy to include Great Lakes, California, Massachusetts, New York, and Texas Maritime Academies, and the US Coast Guard, US Merchant Marine and the US Naval Academies will normally be granted Regimental credit for each semester successfully completed as a Regimental student in the aforementioned academies.

Participation in the Regiment of Midshipmen is typically reserved for students upon their initial enrollment at Maine Maritime Academy. Students who initially enroll at the Academy in a program other than the Regiment and who later seek to transfer into the Regiment must apply to the Office of the Commandant before April 1 for consideration for entry into the Regiment by May 1. Any member of the Regiment who seeks to leave the Regiment shall meet with the Commandant to discuss the best timing and available options for the student.

### **040. AUTHORITY FOR AND ADMINISTRATION OF MAINE MARITIME ACADEMY**

Maine Maritime Academy is an institution chartered by the Ninetieth Legislature of the State of Maine in 1941. The Charter provides for the governance of the Academy by a Board of Trustees appointed by the Governor with authority to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, ship operation, ship construction and ship and boat design, provide books, stationary, apparatus and other supplies and equipment needed in the work thereof. The Board may determine their compensation, fix the terms upon which students shall be received and instructed therein and discharged therefrom, and make all regulations convenient or necessary for the management of said school and provide from time to time for actual sea experience for its students and with such other authority as may be found in the laws of the State of Maine as enacted by the Legislature.

In addition, the Maine Maritime Academy has been officially recognized by, and receives support from, the Federal Government for which compliance with General Order 87 (U.S. Department of Commerce) and a formal agreement, which is executed every three years, is required. The U.S. Maritime Administration is the principal federal agent exercising administrative control over the Academy. In addition, direct relationships exist with the U.S. Coast Guard on matters dealing with the training ship inspections, and reserve commissions for graduates, and with the U.S. Navy for the NROTC unit and for reserve commissions for graduates.

### **050. STATEMENT FOR THE RECORD ON GOVERNANCE OF MAINE MARITIME ACADEMY**

All members of the Academy are free to make recommendations on institutional governance. Representative members are encouraged to participate in the formulation of plans and programs and in the decision-making process to the maximum extent practicable.

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All members of the Academy must recognize that the Board of Trustees holds ultimate authority for the governance of the Academy and that this Board has vested in the President authority for the administration of the Academy.

Therefore, all members should strive to present their recommendations to the President or his delegate(s) in a clear and positive fashion. It is the responsibility of Academy members who question decisions that have been made relative to institutional governance to utilize existing channels of appeal.

Any action inconsistent with the standard of conduct prescribed for officers and students in official Academy publications and directives, or which disrupts the normal operation of the institution, will thereby place all individuals actively involved in violation of Academy or civil codes and subject them to all resultant penalties.

Attention is invited to Section 706 of the Department of State, Justice and Commerce, the Judiciary, and Related Agencies Appropriation Act, 1970.

### **060. ADMINISTRATION OF ACADEMY REGULATIONS AND REGIMENTAL MATTERS**

The President, as the agent of the Trustees, is the Chief Administrative Officer for the overall administration of the Academy. The Vice President of Enrollment Management is responsible for all student recruitment and retention activities and all aspects of student co-curricular and extra-curricular activities including student character development. The Commandant of Midshipmen reports to the Vice President of Enrollment Management and is responsible for the operation and administration of the Regiment of Midshipmen and for enforcing these regulations. Assisting the Commandant in his/her duties are such officers and staff as shall be assigned by the Vice President to do so.

### **070. MIDSHIPMAN COMPLIANCE WITH REGULATIONS AND ORDERS**

All Midshipmen are required to comply with the rules and regulations as set forth in this manual and with all lawful orders and directives issued by higher authority. No statement, or lack of, in these regulations affects the responsibility of every Midshipman to respect local, state or federal ordinances, regulations or laws.

The high standard of conduct required of all Midshipmen, and as described in this manual, is in keeping with the demands of the seagoing services. A lesser standard may be acceptable in other walks of life, but in the seagoing services, where "sins" of omission or commission could result directly in the loss of life and/or property, a high standard of personal performance is mandatory. Discipline is the basis for good order on board ship, and good order is the direct result of the professional and personal standards of its officers. Therefore, it is not a matter of pride but of necessity that the Maine Maritime Academy requires of its Midshipmen a character of trustworthiness that permits no evasion from self-discipline or responsibility.

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Midshipmen are required to keep themselves thoroughly familiar with the regulations contained in this manual and all changes and additions thereto. In addition, all Presidential Orders, Commandant of Midshipmen Orders and the Plans of the Day will have the same effect as the regulations appearing in this manual. Ignorance of the contents of this manual is no excuse. In situations not covered, Midshipmen will conduct themselves courteously and in accordance with the customs of the Academy and as common sense and good judgment dictate. If such a situation occurs and prevents any individual Midshipman from executing an order given by higher authority, or any regulation or order within the scope of this manual, he/she will report the facts as soon as possible to the authority who issued the order, and to the Commandant of Midshipmen, should the circumstances so warrant.

All faculty, staff and Midshipmen have a duty to report all violations of regulations and orders and, equally important, to report all outstanding and exceptional performances by Midshipmen (particularly involving the control and direction of other Midshipmen).

These regulations are based on the need for the governance of the Regiment of Midshipmen. Every effort will be made to administer the regulations with professionalism and consistency for the protection of all students and for the attainment of the highest standards possible of professional conduct, personal character and morale within the Regiment.

For those midshipmen in their MUG month and 4/C year, all rules, regulations and requirements set forth in the Maine Brace will supercede any information contained in this manual. Those rules and regulations are at the discretion and direction of the ROO and may be amended, removed, or reinstated at their direction at any time.

### 080. MIDSHIPMAN OATH AND INTERPRETATION

**"I, \_\_\_\_\_, having willingly enrolled as a Midshipman of Maine Maritime Academy, pledge to support the policies and regulations of the Academy; to honorably and with loyalty and devotion to duty persevere through trial and hardship in completing all tasks assigned; and to adhere to the highest standards of conduct befitting the title of "officer".**

An oath is a solemn promise that one takes upon oneself. It is more than just a promise, though, for it serves as a guide for all action, not just a specific instance. When students take the Maine Maritime Academy Midshipman Oath, they commit themselves to high standards that have come to be expected of our organization, and our people, and they truly become Midshipmen. Midshipmen are by definition "officers in training". The call to be an officer may earn one privileges, but it also carries a burden of responsibility. The crux of that responsibility is to live honorably, and strive for the highest standard of conduct and performance.

No one is compelled to join the Regiment of Midshipmen. Some choose it as a consequence of the profession they wish to pursue; others choose it for the training it provides. Thus all Midshipmen are "willingly enrolled".

## CHAPTER I INTRODUCTION

The Regiment of Midshipmen is an organization with stated goals and methods. As a member of this organization, a Midshipman pledges to follow the regulations that make it possible for the organization and its members to collectively reach their goals.

To live honorably is to do what is just, right and good. It connotes the importance of consideration of others as well as oneself, and the communal nature of human society. The good of others and the good of the community are important in any setting, but particularly so on a ship, due to the confined nature of life at sea, and the perils that all face collectively. One must be able to rely on one's shipmates in all things.

Loyalty is the sentiment of devotion that one feels toward another, such as country, community, family, and friends. A Midshipman's devotion to welfare of shipmates and the Academy is a measure of their honor.

Integrity is the adherence to moral and ethical principles and honor. It is the ingredient that engenders trust among one another, which makes for a more rewarding and productive existence. It is closely linked with the concept of honor.

Graduates of the Regiment of Midshipmen at Maine Maritime Academy are renowned for the "stick-to-it-iveness". Even when the task is long, dirty, and difficult, the job gets done in good order, and with pride. This is a characteristic that separates the "good" from the "great", and is a mark of a true professional.

Midshipmen will take the above oath by holding up their right hands and pledging to voluntarily bind themselves by its terms. This must not be a perfunctory procedure in any sense and should be carefully considered before taking it.

### **090. STANDARDS OF CONDUCT**

TO ALL MIDSHIPMEN:

You are expected to acquire pride in certain traditions. You will find that once you wear the Academy uniform, people are quick to criticize you for any transgression from commonly accepted military standards. At first thought this may seem a little unfair, but what it means is that they place a trust in the Midshipmen and officers of the Academy and expect them to so conduct themselves as to measure up to this trust. This criticism should not irritate you but rather instill you with the pride that the country and state expect so much of you.

Your standards of conduct are:

**FIRST:** A Maine Maritime Academy Midshipman is expected to tell the truth regardless of the consequences and should scorn the very appearance of an untruth



## CHAPTER I INTRODUCTION

and/or evasion of the truth. Do not think that by telling a part of the truth and concealing the remainder you are doing all that is expected and required of you. The highest standards of charter are particularly vital.

SECOND: The Academy teaches that no matter how hard the task assigned, it is expected to be accomplished. If you are resolute, the tasks that you face will not be beyond your powers. Obstacles are things to climb over, not from which to turn back.

THIRD: Avoid the use of profane and obscene language.

FOURTH: A Midshipman does not take what is not his/hers. The sentiment of the Regiment of Midshipmen is against the retention of any Midshipman who is guilty of theft. You are told this in order that, through any mistaken sense of kindness or loyalty to another Midshipman, you will not protect a person who is a thief.

FIFTH: It is important to keep your body clean and healthy.

SIXTH: It is a tradition of the Maine Maritime Academy that a Midshipman perseveres to the end.

This does not mean that each Midshipman goes around with a chip on the shoulder, but rather does not readily, in the face of adversity, quit. In athletic games you will see the team at the end of the game, whether they are ahead or behind, fighting just as hard as at the beginning of the game.

SEVENTH: Officer-like character means to all of us the proper coordination of honor, truthfulness, uprightness, loyalty and energy. There is no simple formula for gaining it. It comes as a result of years of discipline. Character embodies loyalty; loyalty to country, to the Academy and its customs, and to your companions of the Academy - both senior and junior. There are many other elements of officer-like character, some of which are courtesy, modesty, simplicity and straightforwardness.

So your development is really threefold: mind, body and character. You are entering with people from all over this country and from abroad and they will judge you according to your traits. They will not care whether you are rich or poor or whether you worked for your living or not. It is the kind of person you are that matters to them, and actions speak louder than words.

### **100. EXPLANATION OF TERMS "MIDSHIPMAN" AND "CADET"**

Under 46 CFR, the term "Cadet" refers to a student enrolled in the U. S. Maritime Service and in good standing at a State maritime academy; the term "Midshipman" refers to a student in good standing at a state maritime academy who has accepted Midshipman status in the U.S. Naval Reserve including the Strategic Sealift Officer Program (SSOP).

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At Maine Maritime Academy, the term "Midshipman" refers to any man or woman enrolled in the Regimental Training Program. The term "Cadet" is used to identify Midshipman officer positions aboard the training vessel.

## CHAPTER II THE HONOR CONCEPT

### 010. MIDSHIPMAN'S HONOR CONCEPT

Honor, personal integrity and loyalty are fundamental characteristics of a successful society. The position of an officer requires an unusual degree of honor not often demanded elsewhere in society. The acceptance and practice of the highest standards of personal conduct is traditional with all officers; an officer's word is his/her bond, his/her signature is verification of truth, and his/her actions are straight forward and above reproach. False or misleading statements or dishonorable acts can endanger the safety and lives of people and make life intolerable.

The Honor Concept prepares a midshipman for the standards required of good citizens and strong leaders. The Honor Concept is a way of life. The principles the Honor Concept provides are broad and general, establishing for the midshipman an all-pervading way of life. Put simply honor is "doing the right thing even when there is no one watching".

Refer to: **Community Honor System** in the **Maine Maritime Academy Student Handbook** for further information.

## CHAPTER III ORGANIZATION

### 010. REGIMENT OF MIDSHIPMEN

The Midshipmen of Maine Maritime Academy are organized as a Regiment for the purpose of training and instruction in the principles of command, organization and discipline; to provide opportunities for the development of leadership and managerial skills, and to effectively conduct training, watch and maintenance operations.

#### **Class Structure, Authority and Responsibility**

Four classes comprise the Regiment of Midshipmen, and for the most part correspond to the Midshipman's academic status. These classes are:

- Marine Systems Engineering 5 Year (MSE5) students who have received their license and have completed four years of training no longer participate in the Regiment.
- First Class (1/C): Midshipmen who are in the fourth (Senior) year of the training program and have completed their 2/C cruise (if enrolled in an unlimited license program). 1/C fill the Regiment's top leadership positions and have the overall responsibility of running the Regiment.
- Second Class (2/C): Midshipmen who are in the third (Junior) year of the training program and have completed their cadet shipping (if enrolled in an unlimited license program). 2/C fill the Regiment's intermediate leadership positions.
- Third Class (3/C): Midshipmen who are in the second (Sophomore) year of the training program and have completed their 4/C cruise (if enrolled in an unlimited license program). 3/C are the immediate supervisors of and advisors to the Fourth Class (4/C).
- Fourth Class (4/C): Midshipmen who are in the first (Freshman) year of training and have taken the Oath of Midshipman. 4/C perform basic watch, maintenance and cleaning duties.

A Midshipman's class determines the focus of his/her training program and the level of watch, maintenance and supervisory responsibility that can be assigned.

The class structure is also the basic rank structure of the Regiment. Midshipmen are senior to Midshipmen in the lower classes and subordinate to those in the upper classes. Consequently, in any group of Midshipmen, an upper class Midshipman is considered in charge and has authority over and responsibility for underclass Midshipmen.

## CHAPTER III ORGANIZATION

### **Midshipmen Officers**

The Regiment is led and managed by Midshipmen officers/rates who will be completely familiar with specific duties of their rate, as well as the duties of those Midshipmen in their charge, in order to more effectively direct their efforts and evaluate their performance.

For clarification, the term "rate" is synonymous with "position of leadership".

Each Midshipman is required:

- to have full knowledge of all Midshipmen duties and responsibilities as explained in these regulations and other directives
- to have a working knowledge of the Regimental manual, regulations, and privileges
- to know the specific duties of his/her assigned job and of his/her chain of command

### **020. THE COMMANDANT'S ORGANIZATION**

The Commandant and his/her staff are responsible for the administration of the Regimental training program. The principal function of this organization is to guide, train and counsel the Midshipmen leadership in the discharge of their duties.

Toward this end, the Commandant and Assistant Commandant oversee the Regimental Commander, Regimental Staff, Cadet Master, Cadet Chief Engineer, Band Master, Drill Team Commander. The Company Officer oversees the Company Commander and Company Staff.

### **030. REGIMENTAL ORGANIZATION**

The basic operating unit of the Regiment is the company to which each Midshipman in the Regiment is assigned. Each company is divided into platoons made up of a number of squads. The Company Commander commands the company and is supported by the company staff officers. Collectively these officers are called Company Rates.

The two service units of the Regiment are the Band and Drill Team and organizationally are on par with the Company. However, members of the Band and Drill Team are still assigned to a parent company. The Band is commanded by the Band Master and provides music for regimental formations and ceremonies. The Drill Team is commanded by the Drill Team Commander and provides the Regiment's Honor Guard, Color Guard and is the ceremonial unit of the Regiment. Together these units are considered "the spirit" of the Regiment.

## CHAPTER III ORGANIZATION

Overall command and control of the Regiment resides with the Regimental Commander who is supported by the Regimental staff officers. Collectively these officers are called Regimental Rates.

The academy training ship is the focus of the Regiment. The custodians of the training ship are Midshipmen officers who are aligned with the ship's officers and who are responsible for integrating the Regiment of Midshipmen with the operations and maintenance of the training ship. Collectively these Midshipmen officers are called Ship Rates.

### 040. LISTING OF MIDSHIPMAN OFFICER RATES

<b>Regimental Rates</b>	<b>Rank</b>	<b>Bars</b>
Regimental Commander (RC)	CAPT	6
Regimental Executive Officer (RXO)	CDR	5
Regimental Operations Officer (ROO)	CDR	5
Regimental Adjutant (RADJ)	LCDR	4
Regimental Chief Adjutant (RCA)	LCDR	4
Regimental Master-at-Arms (RMAA)	LCDR	4
Regimental Auditor (RAUD)	LCDR	4
Regimental Public Relations Officer (RPRO)	LCDR	4
Senior Stryker	LCDR	4
 <b>Company Rates</b>		
Company Commander (CC)	LCDR	4
Company Executive Officer (CXO)	LT	3
Stryker OIC	LT	3
Company Adjutant (CADJ)	LTJG	2
Company Master-at-Arms (CMAA)	LTJG	2
Company Auditor (CAUD)	LTJG	2
Platoon Leader (PL)	LTJG	2
Stryker 2/C	LTJG	2
Squad Leader (SL)	ENS	1
Stryker 3/C	ENS	1
 <b>Ship Deck Rates</b>		
Cadet Master (C)	CDR	5
Cadet Chief Mate (CCM)	LCDR	4
Cadet Second Mate (C2M)	LT	3
Cadet Third Mate (C3M)	LTJG	2
Cadet Communications Officer (CCOM)	LTJG	2

## CHAPTER III ORGANIZATION

Cadet Boatswain (CBM)	LTJG	2
Coxswain (CX)	ENS	1

### **Ship Rates Engine**

Cadet Chief Engineer (CCE)	CDR	5
Cadet Relieving Engineer (CRCE)	LCDR	4
Cadet Engine Maintenance Officers (2) (CEMO)	LT	3
Cadet First Assistant Engineer (C1AE)	LT	3
Cadet Second assistant Engineer (C2AE)	LTJG	2
Cadet Third Assistant Engineers (2) (C3AE)	LTJG	2
Cadet Electrician's Mate (2) (CEM)	LTJG	2
Cadet Plumber (2) (CPLM)	LTJG	2

### **Support Rates (Can be either Deck or Engine student)**

Medical Officer (MO)	LTJG	2
Cadet Vessel Security Officer	LTJG	2

## CHAPTER IV REGIMENTAL COURTESIES

### 010. THE SENIOR-JUNIOR RELATIONSHIP

The general rules applying to the conduct of official relations between officers and Midshipmen are based on long standing customs and traditions of the merchant and naval services. All Midshipmen are required to observe these rules, since they contribute to their basic training and are an important factor in establishing and maintaining esprit de corps.

In observing these rules, the junior is required to initiate the exchange of courtesies, and the senior is required to respond promptly. It is the duty of the senior to insist on observance and to instruct the junior on the spot, if necessary.

### 020. SALUTING

The origin of the salute is not certain but one explanation goes back to medieval times and the customs of chivalry. When two knights met, it was customary for both to lift their visors so that they might recognize each other.

A proper salute is rendered in the following manner. Raise the right hand smartly until the top of the forefinger touches the lower part of the cap above and slightly to the right of the eye. Hold the thumb and fingers extended and joined, the palm to the left, hand and wrist straight, the forearm inclined at 45 degrees, the upper arm approximately horizontal. At the same time, turn the head and eyes toward the person saluted. To complete the salute, drop the arm to its normal position by the side in one motion, and at the same time turn the head and eyes to the front.

The salute is timed so that the senior may return it just before passing. If the junior and senior are not passing closely, the salute should be made at a greater distance, but no greater than 30 paces.

A cheerful, "Good morning/afternoon/evening sir/ma'am or rank or rank and name" should accompany the salute.

### 030. RULES GOVERNING SALUTING

.01 **General Rule:** As a general rule the salute is rendered only when covered, and it normally follows that the cover is only required outdoors. However, there may be circumstances when a Midshipman will be covered indoors such as morning formation, at which time salutes are rendered. Salutes should also be rendered in any location, covered or uncovered, to avoid embarrassment to another service or country.

.02 **Who is Saluted:** The salute is rendered when outdoors and meeting:

a) Uniformed Academy Officers.



## CHAPTER IV REGIMENTAL COURTESIES

b) Uniformed Officers of the Armed Forces of the United States or other foreign countries

c) Uniformed Officers of NOAA and the U.S. Health Department.

d) Uniformed Midshipman Officers with the rank of Lieutenant Commander (4 bar) or above.

NOTE: If an Officer is in civilian attire and recognized as an officer, Midshipmen should still render a salute.

### **.03 The salute is rendered when outdoors and meeting civilian dignitaries:**

a) Heads of State.

b) The President of the Academy.

c) U.S. and State government officials.

### **.04 In the Company of a Senior Officer:**

When a Midshipman is in the company of a senior officer, and he/she is saluted by a passing Midshipman or an officer junior to the individual saluted, the Midshipman in company will return the salute with the senior officer or dignitary.

### **.05 Overtaking an Officer:**

Upon overtaking an officer when outdoors, the Midshipman when abreast of the officer will salute and say, "By your leave Ma'am or Sir", and hold the salute and remain so until the officer returns the salute and says "Carry-on", at which time the Midshipman may proceed.

### **.06 Meeting or Overtaking an Officer When Uncovered or In Civilian Clothes:**

Upon meeting an officer when outdoors and uncovered or in civilian clothes, the Midshipman will stop, come to the position of attention and say "Good Morning/Afternoon/Evening Ma'am or Sir", and remain so until the officer salutes or says "Carry-on". If overtaking the officer, the Midshipman will, when abreast of the officer say "By your leave Ma'am or Sir" and remain abreast until the officer says "Carry-on".

## CHAPTER IV REGIMENTAL COURTESIES

### **.07 During the Playing of the National Anthem:**

The salute is rendered both outdoors and indoors when covered. Midshipmen will face the flag if displayed, otherwise the direction of the music, and hold the salute until the last note of the music. When in formation, the Midshipman shall conform to the orders of the officer in charge of the formation. When in uniform and uncovered, stand at attention with your arms by your side. When in civilian clothes, stand at attention, place your right hand (or your hat if covered) over your heart and face the flag or the music.

### **.08 Parading, Raising or Lowering of the Colors:**

When the Colors are paraded, the salute is rendered as the Colors pass in front of the individual saluting and held until the Colors pass. If in civilian clothes, the Midshipman will stand at attention, uncover if wearing a hat and place it over the heart, until the Colors pass. At morning and evening Colors, and not in formation, the Midshipman will stop, come to attention, face in the direction of the flag or music, and salute, holding the salute until the last note of the music or carry-on is passed. In civilian clothes, the Midshipman will stop, face in the direction of the flag, come to attention, uncover if wearing a hat and place it over the heart, and remain so until the last note of the music or carry-on is passed.

### **.09 When boarding a ship:**

The Midshipman will proceed to the top of the gangway, face the Colors if flying (usually flying at the stern), salute and step forward, salute the Officer of the Deck and "Request permission to come aboard, Sir/Ma'am?" When leaving the Ship, reverse the procedure except that the Midshipman will "Request permission to leave the Ship, Sir/Ma'am?"

### **.10 At morning or evening Colors in port:**

"Attention to Colors" and/or one blast on the hand whistle will be sounded. The Midshipman, will stop whatever activity engaged in, face the stern, come to the position of attention and salute, remaining so until "carry-on" and/or three blasts on the hand whistle is sounded.

## **040. REGIMENTAL ETIQUETTE**

**Midshipmen are expected to observe formal rules of regimental courtesy in addition to the established customs and accepted usages of society in general.** The guiding principle of both military and general etiquette is the same, "to avoid confusion and facilitate orderly association by following accepted patterns of behavior."

## CHAPTER IV REGIMENTAL COURTESIES

Deference to seniors is expected at all times. The wishes of a senior to his/her subordinate should be given the same consideration as a direct order.

### **General rules of regimental etiquette are:**

- .01 Juniors initiate the salute and greeting.
- .02 A Midshipman rises when an officer approaches and stands at attention if addressing an Officer or being addressed by him.
- .03 When called by an officer, a Midshipman reports "on the double."
- .04 A junior walks/sits to the left of his senior.
- .05 When speaking with an officer the word, "Sir/Ma'am" is always used with "yes" and "no".
- .06 When reporting to the office of a senior, a Midshipman waits until his/her presence is recognized, and then announces himself "Midshipman \_\_\_ Class (last name), Sir/Ma'am."
- .07 When the President, Commandant, Master of the Ship or any distinguished visitor enters a room or compartment, the Midshipman first observing such entrance calls out, "Attention on deck". All Midshipmen present shall rise and stand at attention until "Carry on" is given or until the person(s) concerned leave the room or compartment.

### **050. GENERAL DEPARTMENT**

Midshipmen should at all times be particularly careful of their individual conduct and of their military appearance.

### **The general department rules are:**

- .01 Good grooming is imperative: hair neat, clean-shaven, nails trimmed, uniform clean and pressed, shoes shined.
- .02 Posture and walk should indicate excellent physical condition and strength.
- .03 Conduct must be neither dull nor unruly. A suitable mean between the two is to be alert, courteous, respectable and mature.
- .04 Respectful behavior toward public customs and ceremonies is mandatory as any individual exhibition of rudeness might be considered typical of the entire Regiment, Academy, State, or country.

## CHAPTER IV

### REGIMENTAL COURTESIES

.05 To create a professional impression, a Midshipman must conform to accepted etiquette with ease, achieve great proficiency in his/her own profession, read and converse widely on other subjects, and preserve a respectful interest in people.

.06 No smoking or chewing gum while walking outside.

.07 No walking with hands in pockets.

.08 Midshipmen should remember that all types of individuals from all parts of the country visit the Academy daily. A Midshipman never knows how prominent the person may be who is watching him/her. The opinion of the Academy that visitors will take away will be based on the impressions gained from their observations and interactions with the individual Midshipman.

.09 Midshipmen should be courteous always, particularly to strangers.

.10 Midshipmen should take pride in the uniform they wear and carry themselves proudly.

## CHAPTER V GENERAL REGULATIONS

### 010. CHANGE IN REGIMENTAL CLASS YEAR

The Commandant may, upon determining that training and regimental requirements have been met and upon official notification from the Registrar that a Midshipman's academic class year has changed, change the regimental class of the Midshipman accordingly.

For most Midshipmen, regimental class, i.e. 1/C, 2/C, 3/C or 4/C, will be the same as a Midshipman's academic class year. However, there will be those cases such as transfer students, whereby a student may have the required credit hours to be designated a 2nd, 3rd or 4th year student but not have the requisite training cruise and/or regimental experience. Consequently, regimental class for these Midshipmen will be considered on a case by case basis. Some of the general guidelines for these cases are:

Except in the case of transfer students from another maritime academy, all Midshipmen must complete their 4/C year.

To satisfy STCW requirements, Midshipmen must complete all of the maintenance, watches and Personal Development classes prescribed for all four (4/C through 1/C) classes.

Only Midshipmen who have completed a training cruise may stand engine room watch on the training ship.

### 020. DISMISSAL/RESIGNATION/LEAVE OF ABSENCE

Midshipmen dismissed from the Academy for reasons of academics, medical or discipline; or who leave on a voluntary basis, such as on a leave of absence or resignation, will be required to report to the Registrar to pick up a check-out form. This form will be taken to key offices/areas of the Academy for purposes of notifying different departments of the person's departure along with providing an opportunity to have outstanding Academy equipment, books, etc., returned and all outstanding bills paid.

It will be the normal practice of the Commandant's office, where the law permits, to always notify directly in matters of discipline, parents or guardians of dependent Midshipmen dismissed from the Academy and from the training ship while on cruise.

### 030. DRUG TESTING PROGRAM

For information on the drug and alcohol policy, see the official Maine Maritime Academy drug and alcohol policy.

## CHAPTER V GENERAL REGULATIONS

### **Probable Cause Testing**

When there is probable cause, the Commandant of Midshipmen, Assistant Commandant, Master of the training ship or the Staff/Ship Watch Officer is authorized to direct that a Midshipman be tested for drugs. If the test is a urinalysis, it will be done under direct observation.

### **040. Alcohol Testing Program**

Any student standing watch on the training ship is eligible to be tested for alcohol use. In accordance with USCG Regulations, no alcohol is to be consumed within 8 hours prior to assuming duties and at no time may someone in a duty status have a Blood Alcohol Concentration (BAC) of .040 or greater.

Alcohol testing will be conducted by a member of the Commandant's Staff and may be required anytime a Midshipman is on duty by means of a breathalyzer. Any student testing .040 or higher will be relieved of watch immediately and subject to Class I charges.

### **050. MIDSHIPMAN CLASS PRIVILEGES**

Over the years, various functional requirements of the Academy lifestyle have given rise to upper-class privileges. For example, if all Midshipmen show up in the chow line at 0745 it will cause a major delay in service and Midshipmen will be late for class. Therefore only 1/C Midshipmen can eat late breakfast. Most privileges are derived from these type of requirements while a few may be simply tradition such as mustaches for 1/C. The privilege system serves two purposes. First, it benefits the community of Midshipmen and second, it gives Midshipmen something to look forward to as they move up in the Regiment and take on more responsibility.

Usurping of privileges is a violation of regimental regulations; however, it is the responsibility of each class to preserve and to protect their respective privileges.

The class privilege list is promulgated in this manual and should be common knowledge to all Midshipmen.

Midshipmen of different classes or status who reside in the same dorm room will abide by the regulations and privileges of the lowest class in residence, e.g. a 2/C living with a 3/C must adhere to 3/C privileges.

Privileges are not to be confused with duties or class status. A Midshipman 4/C may have 3/C privileges such as having a TV or stereo in his residence hall room, but he/she is still a 4/C in rank and must perform all 4/C duties which include maintenance, watch, cleaning stations and Personal Development classes.

## CHAPTER V GENERAL REGULATIONS

Class privileges (Uniform) do not apply to classes after 1600 see CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE section 30.10 last paragraph for more information

### **060. MIDSHIPMAN FILES**

Each Midshipman will have a file which is intended to:

Document his/her regimental performance.

Document the completion of specific training and qualification requirements.

Document managerial and leadership positions held.

Assist academy officials to make an informed decision about a specific action, positive or negative, which may be required in the Midshipman's particular case.

Examples of documentation to be maintained in the Midshipman file are: a general information sheet which includes training certifications, awards received and positions held; discipline record; cadet shipping evaluations; RPT evaluations; letters of recommendation, commendation, reprimand or censure; and any other information which is pertinent to assessing the Midshipman's leadership and managerial abilities.

Midshipmen files are confidential documents and will be handled accordingly. They will be kept in the custody of and maintained by the Midshipman's company officer. Access to a Midshipman's file shall be in accordance with the President's Order regarding the Privacy Act.

The Midshipman file will be maintained for five (5) years beyond the projected graduation date based on academic major and date of enrollment.

A Midshipman has the right and is strongly encouraged to periodically review his/her file in the presence of the company officer.

### **070. OFF-CAMPUS HOUSING REGULATIONS FOR REGIMENTAL STUDENTS**

Regimental Freshmen must live on campus unless they meet the Regimental Non-Traditional Requirements.

Living off-campus does not exempt a Midshipman from any regimental duties or requirements. It is the responsibility of off-campus Midshipmen to keep themselves informed of any information promulgated within the regimental system such as the Plan of the Day.

## CHAPTER V GENERAL REGULATIONS

All training ship residency requirements for ship familiarization and cruise preparations must be satisfied.

Off-campus Midshipmen who are on the watch bill, including those Midshipmen assigned as stand-bys, are in a duty status and will remain at their residence when not on watch or attending class. Otherwise they must keep the MCDO informed of their location in the event their recall is required.

Off-campus Midshipmen are required to have a working telephone and their telephone number and address on file with the Commandant's Office.

### **080. OFFICIAL COMMUNICATIONS/RELATIONS**

#### Interview/Communications with Vice President for Student Affairs and Enrollment Management:

Midshipmen may request interviews with the Vice President for Student Affairs and Enrollment Management for any purpose, but such request shall be submitted through the Commandant of Midshipmen and shall be scheduled for times that do not interfere with scheduled classes and drills. All official and written communications from Midshipmen to the Vice President for Student Affairs and Enrollment Management shall be forwarded via the Commandant of Midshipmen.

#### Communications with Officials Outside the Academy:

All Midshipmen desiring to see or communicate officially as Midshipmen with officials of the armed services, or state or federal government, or of companies which deal with the Academy's Career Services Office, shall acquaint the Commandant of Midshipmen with the nature of the "official" communications.

#### Communications with Academy Staff and Faculty:

Midshipmen are encouraged to consult with Academy staff and faculty freely. They are also invited to render recommendations/suggestions of a constructive nature to the Commandant of Midshipmen via the chain of command. In talking with staff and faculty members and other employees of the Academy, as well as with each other, Midshipmen shall use proper language. In official oral communications between Midshipmen or in reference to Midshipmen, the title, "Mr./Ms." or "Midshipman" shall be used. In all official written communications, the title "Midshipman" followed by the class, shall be used. The use of slang terms, expressions or nicknames in official communications is not recommended.

#### Use of Official Academy Stationary or Letterhead:



## CHAPTER V GENERAL REGULATIONS

Official Academy stationary or letterhead will not be used for any communication other than for official business and then only with the express permission of the Commandant of Midshipmen or the Academy official authorizing the correspondence.

### Public Communication:

Publications intended for external audiences may not be issued without the authorization of the Academy's Public Relations Office.

Midshipmen are not authorized to make statements on behalf of the academy to the news media. Queries by the news media to Midshipmen who are acting in an official capacity, such as being on watch, are to be directed to the Academy's Public Relations Office.

Public speeches or publications of articles by Midshipmen, official in nature and concerning Academy policies or programs will be reviewed by either the Commandant of Midshipmen, the Provost or the Public Relations Office prior to delivery/release.

### Disclosure of Information:

A Midshipman shall not discuss privileged information or official information except as may be required in the performance of his/her duties and then only to persons authorized by competent authority to receive such information.

### **090. Medical Issues:**

The Academy will reserve the right to require medical approval or disapproval in certain instances where, in the judgment of Academy officials, it might not be in the best interest of the Midshipman to permit him or her to perform certain requirements associated with her practical training. Additionally, sound judgment would have to be used concerning Academy cruises on either the Academy training ship or under the Cadet Shipping Program.

### **100. REDRESS OF WRONGS**

Any Midshipman who considers himself/herself wronged by any person connected with the Academy, or who desires to present a grievance, may submit his/her case in writing to the Commandant of Midshipmen. Such statements must be confined to facts, be couched in temperate language and must not impugn the motives of others.

Punishment of a Midshipman for the act of registering a grievance is prohibited, except that any Midshipman making statements under the guise of a legitimate complaint which, upon inquiry, proves to be unfounded or malicious, shall be subject to appropriate disciplinary action.

## CHAPTER V GENERAL REGULATIONS

A Midshipman shall not participate in any activity for the purpose of gaining a redress of grievance other than through proper channels, nor shall any Midshipman take part in the censure of the conduct of any person.

### 110. SAFETY

#### General:

Safety is of primary importance to all persons at Maine Maritime Academy. Every effort must be made to eliminate safety hazards and avoid unsafe practices.

#### Duty of Midshipmen:

It is the duty of all Midshipmen to observe safe practices in carrying out their daily activities and to report any unsafe conditions or practices.

#### The General Prudential Rule:

No Midshipman at any time will perform an act or carry out an order the consequence of which will be injurious to him/herself or others or when damage to life, limb or property becomes a distinct possibility. Violations of safety rules and procedures will be charged as a major offense under the Regimental Disciplinary System.

### 120. SICK CALL PROCEDURES

Sick Call commences at 0715; those Midshipmen too ill to attend Morning Quarters shall be present at Sick Call.

Except in the case of a medical emergency, all Midshipmen will be in the uniform of the day at Sick Call.

### 130. SPECIAL REGIMENTAL STATUS:

#### 5TH Year Students:

Midshipmen who have successfully met the graduation requirements for a license program degree; who have completed their First Class year; and who have passed the Coast Guard Third Officer's License may, at the discretion of the Commandant of Midshipmen, be excused from further regimental requirements if they remain for another underclass degree major. Such 5TH Year Students will be bound and guided by all other undergraduate Academy policies and regulations, to include those Midshipmen who are in the Marine Systems Engineering program.

## CHAPTER V GENERAL REGULATIONS

### Special First Class (1/C) Midshipman Status:

Midshipmen who have completed their First Class year; who have completed all of their watch, maintenance and Personal Development Class requirements; and who have served four years in the regiment may, at the discretion of the Commandant of Midshipmen, be placed in a special status as a 1/C Midshipman.

### Special Musters:

Midshipmen in the Spring Semester of their 1/C year may, at the discretion of the Commandant, be granted special muster procedures. Such procedures will not be considered prior to the Regimental Change of Command. In no case will 1/C or December graduates be authorized special muster procedures during the Fall Semester.

### Non-Traditional Student Status:

Any Midshipman who is 24 years of age or older, a Military Veteran, or Married may apply for non-traditional regimental status.

Midshipmen who are granted non-traditional status will be authorized the following privileges, but will still be required to perform the duties of their respective class. Non-traditional privileges do not include mustaches or 1/C meal times.

#### Non-traditional privileges:

Short-sleeve khaki uniform immediately upon the completion of MUG month

Civilian attire after 1600 (Mess deck and evening classes will still require the uniform of the day)

Any non-traditional student living in Curtis Hall will be allowed 1/C room amenities

Exempt from evening and weekend musters after MUG month

At the discretion of the Regimental Operations Officer, they are exempt from weekend activities during MUG month (This does not include Parents Weekend, Homecoming Weekend, or other special events)

Non-traditional students have immediate use of sophomore pathways

Non-traditional students do not have to participate in MUG busses

## CHAPTER V GENERAL REGULATIONS

Non-traditional students are not allowed brown boots, moustaches, or 1/C meal times until their 1/C year

Non-traditional Midshipmen, who elect to live off-campus, must live on campus or aboard the training ship when prescribed by the training program.

### Married:

Enrolled students who marry while matriculated, should do so in full knowledge that said marriage does not automatically grant Non-Traditional status.

Married students are not permitted to reside together in the residence hall or on the training ship.

### Veteran:

For regimental purposes the Academy defines Veterans as those individuals who are currently in the military and who have served at least two years of continuous active duty; or who were honorably discharged from a uniformed service after at least two years of continuous active duty. A DD-214 or Honorable Discharge Certificate is required.

## **Freshman Year Participation**

### After RPT, during MUG Month:

Those midshipmen classified above as Non-Traditional may live off-campus.

### At the Completion of MUG Month:

Those midshipmen classified above as Non-Traditional are authorized to wear Short Sleeve Khakis and after 1600 civilian clothes (The uniform of the day is required to be worn during any classes after 1600.) as outlined for 1/Cs in this chapter. They are still expected to participate in all 4/C activities.

## CHAPTER VI DISCIPLINE

### 010. RATIONALE

Discipline can be thought of as learning and working in a structured environment to promote productivity, efficiency, and personal, social wellbeing. Individually, it is a habit of intelligent obedience instilled into a man or woman by education and training. Discipline ensures order, precision and promptness at all times.

In every social unit, whether it is a town, family, business, or college, there is a necessity for the curbing of individual freedoms so that the group may flourish. No two people may experience absolute freedom and live in close proximity without curbing some of that freedom, particularly if cooperative effort is necessary. For example, the freedom to play a stereo loudly at 3:00 AM in the dormitory must be curtailed so that others may fulfill a greater need for sleep or study.

Furthermore, there is a facet of discipline that may be best described as a sense of intelligent obedience. One quickly learns, for example, to obey traffic signals so that transportation may be orderly, prompt, and have a reasonable degree of safety. Such respect for lawful and/or ethical authority is instilled in students at the Academy through a regimental system of education and training. That system also addresses the important issues of time management, personal appearance, responsibility, and accountability. Such issues are often critical to success in one's work and personal life.

The three objectives of discipline at the Academy are:

- To promote effective learning
- To create an appreciation for the necessity of structure in social living
- To imbue in the minds of midshipmen a confidence in themselves and in their shipmates enabling them to surmount difficulties and master situations they will encounter in their respective careers

Although self-discipline is preferable to imposed discipline, there is no assurance that a young or immature person in a permissive environment will immediately acquire it. Consequently, a system of reasonable and fairly administered discipline can be used to provide opportunities for students to demonstrate self-discipline or to identify the need to acquire this concept. Such a system should also provide opportunities for creativity and independence as students demonstrate their willingness and capacity to acquire self-discipline and accept responsibility. Thus the regimental discipline system is both developmental and correctional in nature.

### 020. AUTHORITY AND ADMINISTRATION

Accordingly, what follows is the discipline system of Maine Maritime Academy as authorized by General Order No. 87 under Public Law 96-453 (Maritime Education Act of 1980), the preceding

## CHAPTER VI DISCIPLINE

Public Law 85-672 (Maritime Education Act of 1958), and as provided by Charter from the State of Maine in 1941.

All members of the Academy must recognize that the Board of Trustees holds ultimate authority for the governance of the Academy and that this Board has vested in the President authority for the administration of the Academy. Therefore, all members should strive to present their recommendations to the President or his delegate(s) in a clear and positive fashion. It is the responsibility of Academy members who question decisions that have been made relative to institutional governance to utilize existing channels of appeal.

Any action that is inconsistent with the standard of conduct prescribed for officers and students in official Academy publications and directives, or which disrupts the normal operation of the institution, will thereby place all individuals actively involved in violation of Academy or civil codes and subject them all to resultant penalties. (Attention is invited to Section 706 of the Department of State, Justice and Commerce, the Judiciary, and Related Agencies Appropriations Act, 1970.)

Conduct that violates Academy policy shall be considered an offense under the General Regulations. Such conduct occurring within the bounds of the academy is, of course, of primary significance. However, when such conduct occurs outside the Academy, it shall be considered an offense under the General Regulations if it is judged to constitute a threat to the academy community and its standards whether or not the offense occasions action by a civil court. Conduct in violation of the General Regulations shall be punishable by the sanctions listed in this manual.

### **030. AUTHORITY OF THE COMMANDANT OF MIDSHIPMEN**

The Commandant of Midshipmen is responsible for administering the regimental discipline system and for periodically reviewing this system to ensure its relevance to the missions of the Academy and of the Regiment. In this capacity, the Commandant is authorized to award such punishment as he/she deems appropriate for the offense committed and which is consistent with the educational mission of this Academy. This includes the authority to dismiss from the Academy, and in the cases of midshipmen who are not in the unlimited license majors, to dismiss from the regimental program.

It will be the normal practice of the Commandant's office, when the law permits, to notify directly in matters of discipline, parents or guardians of dependent midshipmen dismissed from the Academy or from the training ship while on cruise.

### **040. DISCRETIONARY AUTHORITY OF THE PRESIDENT AND THE PROVOST**

These regulations do not limit the discretionary authority of the President or the Provost to take immediate action to suspend any midshipman for offenses in these regulations if in his or

## CHAPTER VI DISCIPLINE

her judgment and discretion, immediate removal from the campus is in the best interest of the Academy.

### **050. STANDARDIZED DISCIPLINE SYSTEM**

The authority for the Academy disciplinary system is found in CFR 46, Chapter II, Section 310.10. Further, and in accordance with CFR 46, Chapter II, Section 310.10, the qualifications and aptitude of the midshipmen must be evaluated periodically. The standardized discipline system provides an effective means to evaluate a midshipman's progress toward and aptitude for a career at sea as a licensed officer.

The standardized discipline system provides for fairness and impartiality in the assignment of punishment for infractions of the rules and regulations and punishment of increasing severity based on the length of time a midshipman has been enrolled and for repeat offenses. Impromptu and/or unofficial punishment is prohibited.

### **060. GENERAL RULES**

Failure to comply with any of the rules and regulations as set forth herein will result in appropriate disciplinary action. Ignorance of orders or regulations is not a valid excuse for failing to obey them. When there is doubt as to the meaning of an order or regulation, a midshipman should seek clarification from the Chain of Command.

A midshipman who is present when an offense is being committed and who does not attempt to stop the offense from being committed or who does not leave the scene will be considered an accomplice and subject to the same punishment as the principal offender.

Midshipmen charged and convicted of a civil or criminal offense outside the Academy will be subject to disciplinary action under these regulations. The term "outside the Academy" includes midshipmen on leave of absence or on school breaks such as Spring, Summer and Christmas breaks.

Midshipmen who resign from the Regimental Program pending a Class I, Honor Board, or Class II disciplinary proceeding may not be readmitted to the Academy or changed to another program until the charge is adjudicated.

### **070. GENERAL ADMINISTRATIVE PROCEDURES**

All Academy disciplinary hearings are administrative in nature and are not courts of law or military tribunals.

## CHAPTER VI DISCIPLINE

### **.01 Reporting Authority:**

A midshipman may be reported for committing any offense. Academy officers, administrators, faculty, security, midshipmen officers, and midshipmen acting in an official capacity and upper class reporting on underclass midshipmen may submit infraction reports at any time.

### **.02 Reporting Offenses:**

Whenever possible, a reporting authority observing a violation of regulations will call the midshipman's attention to his/her offense and will inform the midshipmen that he/she is on report. Offenses will be reported on either a Minor (Class III offense) or Major (Class I or II offense) Infraction report Form, depending on the particular offense. The completed infraction reports should be submitted to the Commandant's Office.

### **.03 Report Processing:**

Major infraction reports will be submitted to the Assistant Commandant or Company Officer for processing. Minor infraction reports will be submitted to the midshipman's company officer for processing.

### **.04 Offense Classifications:** The three classes of offenses are:

**Class I:** Serious breach of discipline punishable by dismissal or suspension.

**Class II:** Serious breach of discipline punishable by demerits, Extra Duty hours and/or restriction.

**Class III:** Minor breach of discipline punishable by demerits and Extra Duty hours.

Offenses not listed specifically shall be regarded as falling in the class of similar offenses.

### **.05 Adjudication Officers:** The officers authorized to adjudicate offenses are:

**Class I:** Commandant, Assistant Commandant

**Class II:** Regimental Executive Officer, Commandant, Assistant Commandant, or Company Officer, Company Executive Officer

**Class III:** Commandant, Assistant Commandant, Company Officer, Regimental Commander, Regimental Executive Officer, Company Commander, and Company Executive Officer



## CHAPTER VI DISCIPLINE

**Normally**, offenses are adjudicated as follows, but can if necessary drop down to the next level of Regimental Leadership if required:

**Class I:** Commandant or Assistant Commandant

**Class II:** Regimental Executive Officer, Company Officer

**Class III:** Regimental Company Executive Officer

The hearing officers for Class II and Class III offenses may refer their case to a Class I or Class II hearing if:

- The hearing officer determines during the proceedings that the charges are more serious than initially considered
- The accused midshipman violates other regulations during the proceedings or demonstrates contempt for the hearing process
- The hearing officer determines he/she has a conflict of interest

### **.06 Awarding of Penalties:**

Midshipmen charged and found guilty of a Class II or III offense may be assigned demerits, Extra Duty Hours, restriction or a combination of the three as punishment. Demerits are normally assigned in accordance with the Class II and III listings of offenses.

One Hour of Extra Duty is normally awarded for every 10 demerits. Weekend restriction may be awarded in lieu of Extra Duty hours for every 10 demerits over 70. Midshipmen in a restricted status may be assigned to work details as determined by the Midshipman Command Duty Officer.

Extra Duty Hours and restriction will take priority over any other student activity except regularly scheduled classes, and NCAA Div III Sports.

### **080. DEMERIT LIMITS**

Demerits are awarded as necessary to reinforce reprimands and to provide the midshipman and his/her chain of command with an indication that he/she is not meeting regimental standards.

## CHAPTER VI DISCIPLINE

The conduct year will commence on admission to the Academy and will terminate and begin anew at the end of the second term of each academic year.

Demerit limits for each class per conduct year are:

<u>Class</u>	<u>DRB Limit</u>	<u>Year Limit</u>
1/C	75	125
2/C	75	125
3/C	100	150
4/C or MUG	100	150

Cumulative demerits shall also be used as a reference in determining a midshipman's suitability for remaining in the Regiment. Any midshipman who at any time or for any reason exceeds 400 total demerits shall have exceeded the demerit limit for his/her enrollment period.

Any midshipman exceeding the yearly or enrollment limits is subject to immediate dismissal from the Academy. Midshipmen who do exceed the DRB limit shall sit before a Disciplinary Review Board that will evaluate their suitability for retention and will make recommendations for retention to the Commandant.

A midshipman dismissed from the Academy on the basis of excessive demerits in any one conduct year, or 400 demerits for the total enrollment time, or for any other disciplinary reason, will be subject to the rules currently in force on date of dismissal for subsequent readmission.

The Commandant may place Midshipmen in jeopardy of exceeding their conduct year and/or enrollment limits in a special disciplinary status. Midshipmen placed in a special disciplinary status are subject to:

- Class III offenses adjudicated by their respective Company Officer
- Loss of rank and rate
- Loss of class privileges
- Special musters

## CHAPTER VI DISCIPLINE

- Any other measures necessary to ensure compliance with regimental rules and regulations.

**IT IS THE SOLE RESPONSIBILITY OF EACH MIDSHIPMAN TO KNOW HIS/HER DEMERIT COUNT AND DISCIPLINARY STATUS. FAILURE TO DO SO IS NOT AN EXCUSE FOR EXCEEDING ONE'S DEMERIT LIMIT.**

### .01 REGIMENTAL DISCIPLINARY REVIEW BOARD

The Disciplinary Review Board shall conduct hearings on midshipmen who have exceeded their yearly, cruise, or enrollment DRB limits.

<u>Class</u>	<u>DRB Limit</u>
1/C	75
2/C	75
3/C	100
4/C	100

The members of the board shall evaluate the suitability of the concerned midshipmen for retention in the Regimental program and address any extenuating circumstances for the Midshipman's poor performance. As appropriate, the board will establish a remedial plan of action to assist the Midshipman.

### .02 Administrative Procedures

The Disciplinary Review Board shall be chaired by the midshipman's Company Officer. The DRB shall include, the regimental executive officer, and the midshipman's company executive officer (regimental/company rates may be substituted for by other appropriate rates if availability is a problem).

The Company Officer will review the disciplinary record with the Midshipman to ensure its accuracy.

The board members will question the Midshipman to determine why he/she is in jeopardy of exceeding the annual demerit limit.

Together with the Midshipman, the board will develop a plan of action to assist the Midshipman in successfully completing remaining time at the Academy.

## CHAPTER VI DISCIPLINE

Upon completion of the hearing, the Company Officer will review the remediation plan with the Midshipman and will provide a written letter reiterating the plan.

All Class III infractions will be adjudicated by the Company Officer once a Midshipman has exceeded the DRB demerit limit.

The finding and recommendations of the Board will then be forwarded to the Commandant for approval or further action.

### **90. MIDSHIPMAN RECORD OF DISCIPLINE**

All records of disciplinary action will be entered into the midshipman's electronic file. These records should include a list of all infractions committed, a running balance of demerits awarded for the conduct year and for the enrollment period, scanned copies of some infraction reports, and summaries of Board proceedings should also be included.

### **100. CLASS I OFFENSES, GENERAL**

Class I offenses are those which: reflect a serious breach of conduct regarding personal integrity and/or a major lack of character; demonstrate a blatant disregard for authority, the rights of others, safety of self or others; or indicate a complete lack of responsibility, or potential for regimental training.

Violations of Class I offenses are punishable by dismissal or suspension from the Academy or any other regimental sanction which the Commandant may direct.

Class I offenses are normally adjudicated by the Commandant and in accordance with the procedures for the Commandant's Disciplinary Hearing, contained herein.

### **CLASS I OFFENSES**

.01 Assault, aggravated assault, sexual assault. Assault includes communicating a threat such as vandalizing an individual's dwelling or possessions.

.02 II; Authority: the unauthorized and unwarranted assumption of, involving a serious breach of honor or discipline.

.03 Absence Without Leave.

.04 Alcohol: Consumption of while on duty status or watch or within 8 hours before duty/watch.

## CHAPTER VI DISCIPLINE

- .05 Breaking and/or entering into any Academy building or premises within such building or Academy vessels or vehicles without authority.
- .06 II & III; Conduct unbecoming a midshipman, involving a major breach of honor or discipline of such a degree as to be prejudicial to good order and discipline.
- .07 II; Deceiving, attempting to or giving an evasive answer to a person in authority involving a major breach of honor or discipline.
- .08 II & III; Disrespect toward any Academy official or midshipman in authority (i.e., Regimental or Company Staff; Midshipman Duty Officer; Shore Patrol, etc.) involving a major display of discourtesy, impoliteness, rudeness or contempt of authority, either in language or deportment.
- .09 Falsehood, deliberate, involving a major breach of honor or discipline.
- .10 II; Falsifying musters, log books or other official documents deliberately with intent to deceive.
- .11 II; Fighting; involving any Academy official or midshipman in authority or any other person whereby serious injury results; or involving use of dangerous weapons.
- .12 II; Fire or other alarms: Unauthorized tampering with or false alarm.
- .13 Fraud: including cheating, plagiarism, and unauthorized charges to another person's or organization's credit card(s).
- .14 II; Gambling, involving games or cards, dice and money.
- .15 Hazing personnel, self or vessel.
- .16 Hazing; the aggravated harassment of underclassmen physical or mental abuse.
- .17 II; Intoxication at any time or in any place to the degree that the individual does not have full possession of mental or physical capacities or is not in complete control of himself and hereby capable of causing bodily harm to himself, others or damage to property.
- .18 Intoxicating beverages, unauthorized possession or introduction of, on Academy vessels. **Possession of empty alcohol containers assumes this offense.**
- .19 II; Keys, unauthorized possession of, guilty of duplicating them.

## CHAPTER VI DISCIPLINE

.20 II; Mail, unauthorized or negligent handling, involving a deliberate and intentional violation of mail regulations.

.21 Missing ship's movement.

.22 Narcotics, dangerous drugs, paraphernalia, prescription drugs, the unauthorized use, possession, introduction of or the selling or bartering of or being knowingly in the presence of.

.23 II; Orders; deliberate disobedience of, or outright refusal to obey, involving a serious breach of discipline.

.24 II; Property; Academy, government or personal.

a. Possession without authorization of significant amounts;

b. Tampering with; to include the unauthorized adjustment, modification or alteration of any equipment related to safety or security of personnel or property.

c. Damaging of; either willful or due to improper performance of duty.

.25 Racism: Including the use of any racial or similar epithets in denigration of any person's race, religion, creed, sex, color or national origin.

.26 Sexual Harassment: Unwelcome sexual advances, request for sexual favors or other verb or physical conduct of a sexual nature or intended to denigrate or ridicule another person's sexual preference.

.27 Theft or attempt to commit theft.

.28 Watch/Duty – improper standing/dereliction of.

a. Failure to relieve, deliberate.

b. Leaving without relief or proper authorization.

c. Sleeping during.

d. On cruise, leaving ship while in duty status.

.29 II; Weapons, firearms, fireworks, explosive devices or other dangerous devices, unauthorized possession of, introduction of, use of on Academy property or vessels.

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### 110. CLASS II OFFENSES, GENERAL

Class II offenses reflect misconduct of a serious nature. Typically, Class II offenses indicate a failure on the part of a midshipman to discharge his/her obligations to the Academy, to those in position of authority or to his/her fellow members of the Regiment. While serious in nature, they are differentiated from Class I offenses by intent and degree of culpability.

Violations of Class II offenses are punishable by the assignment of not more than 50 demerits per violation, extra duty and/or restriction.

The following section lists Class II offenses together with the standard demerit assignments for each class. These demerit assignments may be adjusted downward or upward due to mitigating or aggravating circumstances.

#### CLASS II OFFENSES

	Demerits			
	1/C	2/C	3/C	4/C
.01 I; Authority, the unwarranted or non-assumption of, involving a minor breach of honor or discipline.	50	45	40	35
.02 III; Boats; violation of MMA waterfront instructions involving actual or highly probable personal injury or loss or damage to property.	50	40	25	20
.03 Computer; unauthorized use of to include illicit use of the internet	50	50	50	50
.04 I & III; Conduct unbecoming a Midshipman	50	40	35	30
.05 I; Deceiving, attempting to; or giving an evasive answer to a person in authority, involving a minor breach of honor or discipline.	50	50	50	50
.06 I & III; Disrespect towards an officer or midshipmen of a superior class involving a major display of discourtesy, rudeness or contempt of authority either in language or deportment.	50	50	50	50

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.07 Duty, failure to report for or improper performance of; involving deliberate disregard or responsible For performing assigned tasks other than watches. More than 30 minutes late is failure to report.	50	40	35	30
.08 III; Entry into unauthorized areas at unauthorized times, involving the safety & security of personnel and property.	40	35	30	25
.09 I; Falsifying musters, log books or other official documents, intentionally and with the intent to deceive.	40	35	30	25
.10 I; Fighting.	50	50	50	50
.11 I; a. Fire or other alarm, failure to comply	50	50	50	50
b. Failure to vacate the building	50	50	50	50
.12 Food throwing.	30	30	30	30
.13 I; Gambling.	30	30	25	25
.14 III; Good judgment; failure to exercise	45	40	35	30
.15 Health Hazard, creating of; such as introducing unauthorized pets, butchering meat or unauthorized disposing of garbage waste or toxins on Academy property.	40	40	40	40
.16 III; Illness, disease or injury; failure to report involving a communicable disease, or any other illness, injury which would impair the efficient performance of assigned duties.	40	40	30	25
.17 I; Intoxicating beverages, unauthorized possession or introduction of. Possession of empty alcohol containers assume this offense.	50	50	50	50
.18 I; Intoxication anytime or place to the degree that the individual still has possession of mental and physical capabilities, but is capable of bringing discredit to himself, Academy/Ship, in the best	40	40	30	30



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judgment of reporting officers.

.19 I; Keys, unauthorized possessing of	35	30	25	20
.20 Leave or liberty, absent without;				
a. not in duty status.	35	30	25	20
b. In a duty status	50	45	40	35
After 3 days, considered AWOL Class I				
.21 I; Mail, unauthorized or negligent handling of	30	30	20	20
.22 III; Orders; failure to obey or slow in obeying involving a breach of discipline.	45	40	35	30
.23 III; Personal servitude; room boy, shining shoes, etc.	35	30	25	20
.24 III; Pornography/obscenities, involving major disrespect.	35	30	25	20
.25 I; Property; Academy, government or personal:				
a. Damage, failure to report	30	30	20	20
b. Willful, damaging, defacing or destruction	50	50	50	50
c. Possession of without authorization	50	45	40	35
d. Tampering with, to include unauthorized adjustment, modification or alteration of any equipment not related to safety or security of personnel or property.	25	25	25	25
.26 III; Safety precautions; violation of involving a major disregard of safety precautions resulting in an actual or highly probable personal injury or property loss.	50	40	35	30
27 Theft of Service (i.e. defrauding coin operated washing & vending machines).	45	40	35	30
.28 III; Visitors, introducing into unauthorized spaces involving sensitive areas resulting to the safety or security of personnel or property.	45	40	35	30

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.29 I & III; Watch, improper standing of				
a. Failure to report.	50	50	50	50
b. Failure to relieve more than 30 min. late is failure to relieve.	50	45	40	35
c. Inattention to duty; failure to stand duty/watch correctly.	35	30	25	20
.30 I; Weapons, firearms, fireworks explosive devices or other dangerous devices, unauthorized possession of, introduction of, use of.	50	50	50	50
.31 Wrong doing and disturbance				
a. Creating a disturbance.	25	25	25	25
b. Creating a disturbance after taps	35	35	35	35

**120. CLASS III OFFENSES, GENERAL:**

Class III offenses are minor violations of regulations and conduct usually reflecting an unintentional breach of discipline or inappropriate conduct.

Violations of Class III Offenses are punishable by the assignment of not more than 25 demerits.

The following section lists Class III offenses together with the standard demerit assignment for each class. These demerit assignments may be adjusted downward due or upward due to mitigating or aggravating circumstances.

Class III offenses normally will be adjudicated by designated midshipmen officers. In most cases, this duty is delegated to the Company Executive Officer who will adjudicate these offenses in accordance with the procedures for the Company Disciplinary Mast contained herein.

**Class III Offenses**

	<b>Demerits</b>			
	<b>1/C</b>	<b>2/C</b>	<b>3/C</b>	<b>4/C</b>
.01 Appearance, personal				
a. Non-regulation haircut/sideburns	15	15	15	15
b. Shave	15	15	15	15

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c. Personal hygiene	15	15	15	15
.02 II; Boats; violation of MMA instructions minor, not involving an actual or potential personal injury or loss or damage of property.	10	10	10	10
.03 Professional Development Class – Missing	15	15	15	15
.04 Ship Cleaning Stations				
a. Failure to report	25	25	25	25
b. Unsatisfactory performance	20	20	20	20
.05 Clothing, civilian; unauthorized use of	10	10	10	10
.06 I & II; Conduct, unbecoming; involving a minor breach of honor or discipline	15	15	15	15
.07 Dining Hall/Ship’s Mess Deck, Improper conduct				
a. Eating at an unauthorized hour	10	10	10	10
b. Entering in an unsanitary condition	10	10	10	10
c. Guest, unauthorized	10	10	10	10
d. Removing food or mess gear	10	10	10	10
e. Out of uniform	10	10	10	10
f. Improper conduct	25	20	15	10
.08 I & II; Disrespect towards an Academy officer or midshipman involving a minor display of discourtesy, rudeness or contempt of authority, either in language or deportment	25	25	25	25
.09 Duty:				
a. Unauthorized exchange of	20	20	15	10
b. Improper performance of, involving a	20	20	15	10

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deliberate yet minor disregard of responsibility for the performance of assigned tasks (other than watches)				
c. Securing without authorization (other than watches)	20	20	15	10
d. Late in reporting for				
(1) 1-15 Minutes	15	15	10	10
(2) 16-30 Minutes	20	20	10	10
.10 II; Entry into unauthorized areas or authorized areas at an unauthorized time, not involving the safety and security of personnel and property	20	20	15	15
.11 Formation; regimental or special function				
a. Improper conduct at	20	20	20	20
b. Late to 10 10 10 10				
c. Leaving without authorization	10	10	10	10
d. Missing	20	20	20	20
.12 Forms, report; assignments or required documents				
a. Failure to submit	20	20	20	20
b. Late in submitting	10	10	10	10
.13 II; Good judgment, failure to exercise	20	20	20	20
.14 Harassment of underclassmen (not hazing)	20	20	20	20
.15 Loitering in unauthorized spaces	10	10	10	10
.16 II; Liberty: Failure to sign out/in	25	25	25	25
.17 Meal Card/I.D. Card				
a. Improper use of	25	25	25	25

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b. Failure to use or display as required	25	25	25	25
.18 Military courtesies; failure to render	20	20	20	20
.19 Musters, work, special				
a. Fail to report	15	15	15	15
b. Fail to perform	10	10	10	10
c. Fail to report for Extra Duty or restriction	25	25	25	25
d. Failure to report for watch muster	25	25	25	25
.20 II; Orders				
a. Failure to notify	5	5	5	5
b. Failure to comply (minor)	20	20	20	20
.21 II; Personal servitude: Involving a single minor act, extra rations from serving line, shining of shoes, running errands, etc.	15	15	15	15
.22 II; Pornography/obscenities; posting or otherwise disseminating; not involving disrespect	10	10	10	10
.23 Ships Public address system; unauthorized use	20	20	20	20
.24 Rooms:				
a. Articles adrift	5	5	5	5
b. Bedding soiled or bunk not made up, no linen	5	5	5	5
c. Dirty deck or carpet	5	5	5	5
d. Doors closed or locked at unauthorized times	5	5	5	5
e. Door tag missing, room locker	5	5	5	5

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f. Total discrepancy or not ready for inspection	15	15	15	15
g. Trash can dirty or not emptied	5	5	5	5
h. Windows dirty	5	5	5	5
i. Room/closets dirty/dusty	5	5	5	5
j. Possession or use of U/A equip. / appliances	15	15	10	10
.25 II; Safety precaution; violation of involving a minor disregard of safety regulations, not amounting to an actual or highly probable personal injury or property loss.	20	20	15	15
. 26 Smoking in unauthorized area at an unauthorized Time	15	15	15	15
.27 Uniform:				
a. Brass unpolished 5 5 5 5				
b. Dilapidated, mutilated, unauthorized alterations faded, discolored, mixed, etc.	10	10	10	10
c. Dirty	10	10	10	10
d. Hands in pockets	10	10	10	10
e. Out of, on/off campus	10	10	10	10
f. Required items, not possessing	10	10	10	10
g. Shoes not shined	5	5	5	5
h. Stenciled improperly or not at all	5	5	5	5
i. Name tag, incorrect class color or missing	10	10	10	10
j. Non-owner	15	15	15	15

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k. Improper wearing of	10	10	10	10
l. Improper wearing of jewelry	10	10	10	10
m. Not pressed properly	10	10	10	10
.28 II; Visitors; introducing into unauthorized spaces This includes non-student visitors in rooms	25	20	15	15
.29 I & II; Watch:				
a. Improper standing of				
(1) Unauthorized exchange of	20	15	15	10
(2) Out of uniform on	15	15	15	15
(3) Late in relieving				
(a) 01-15 minutes	15	15	10	10
(b) 16-30 minutes	20	20	15	15
(4) Inattention to duty	15	15	15	15
(5) Failure to relieve for meals	15	15	15	15

**130. DISCIPLINARY BOARDS AND HEARINGS:**

The Disciplinary Boards and Hearings described herein are closed proceedings. Only those persons designated by the Chairperson or Hearing Officer may be present. Normally, these are limited to the midshipman charged, and the midshipman's chain of command, witnesses and character references.

All Disciplinary Boards and Hearings will be recorded for the record.

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### 140. COMPANY DISCIPLINARY MAST

The Company Executive Officer is charged with the responsibility of administering the disciplinary system for Class III infractions of Academy rules and regulations to a maximum of 35 demerits for any one infraction.

#### .01 Administrative Procedures

All infraction reports shall be turned into the respective Company Executive Officer.

All midshipmen, including those living off campus, whether accepting the charge or not, will appear at mast unless excused by the Company Executive Officer.

If a Mast Defense form is not submitted, the Company Executive Officer will act on the charge as written.

Each company will hold Mast weekly during the semester except for final examinations week.

Uniform for mast: Inspection ready Uniform of the day.

At the Mast, the midshipman charged must stand at attention and speak only when given permission.

In the event a midshipman wants to appeal a decision of the Company Executive Officer, he/she must do so in writing to the Regimental Executive Officer within one class day.

In the event the Company Executive Officer finds that the offense is of a more serious nature then he/she will report his/her findings in writing to the Company Officer who will make a recommendation to the Assistant Commandant for disposition.

### 150 REGIMENTAL APPEALS BOARD

The Regimental Appeals Board is charged with the responsibility of hearing appeals from the Company Executive Officer's Mast.

The Regimental Appeals board shall consist of the Regimental Executive Officer (senior member), and the Company Commander of the accused midshipman. The Executive Officer who adjudicated the case will be present.

The results of the Appeals Board will be submitted to the Company Officer for approval.



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Those provisions under Article 160 pertaining to uniforms and conduct are applicable under this article.

### 160. CLASS II HEARING

The designated Company Officer is charged with the administration of the disciplinary system for Class II offenses.

After reviewing a Class II Infraction Report, the Company Officer will present the accused with a written statement of charges. When the statement of charges is presented, the accused will in turn sign a Green Charge Sheet (Major Infraction Report C/M Form 1-98) certifying that the charges have been reviewed and received. The receipt will show time and date of signature and will become a permanent part of the midshipman's file record.

In the event the accused refuses to sign the receipt of charges, a sworn statement of that fact, signed by two officers may serve as evidence of presentation of charges.

After the receipt is signed by the accused, or witnessed by two officers, the Company Officer will compile all pertinent documents and the disciplinary record of the midshipman along with the major infraction report for the hearing.

The Company Officer will review the evidence. He may waive mast and refer any disciplinary cases to the Commandant for hearing when, in his opinion, such action is warranted, or when, during the hearing, new facts are revealed that indicates a more grievous offense that would warrant punishment in excess of the limits imposed. The Company Officer will then refer all pertinent information to the Commandant for review and final deliberation.

The designated Company Officer will set the hearing date as early as possible, but not less than three calendar days from the date the accused signed the receipt of charges. In certain circumstances the Company Officer may grant a waiver of three days to the accused. The required uniform to be worn by the accused at the hearing will be an inspection ready Khaki Uniform. An Audio Recording of the hearing will be maintained as the official record. The Company Executive Officer of the accused midshipman will notify the members of the hearing board of the date and time of the mast. The midshipman will appear together with the Company Officer, the Regimental Executive Officer, Company Executive Officer or the Company Commander in his/her absence.

The accused midshipman may present any evidence, testimony or witnesses he/she deems pertinent.

At the completion of the hearing, the Company Officer will inform the accused midshipman of the findings, award punishment and advise the midshipman of his/her right to appeal.

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Punishment or sanctions imposed by the Company Officer are effective immediately even if an appeal has been filed and will remain in effect unless modified or changed by the Commandant.

**In the event a midshipman wants to appeal the Class II Hearing results, he/she may do so in writing to the Commandant within one class day following the hearing. The Commandant's decision on such appeals is final.**

### 170. CLASS I HEARING

Class I Hearings apply to alleged offenses whose severity implicates the possibility of Level One sanctions as defined by the Academy's Student Honor of Conduct and Responsibilities. For cases referred for a Class I hearing, the following process shall apply.

.01 The Class I Hearing Panel ("Panel") shall consist of the Commandant, Regimental Commander and Accused Student's Company Commander. The role of the members other than the Commandant is to advise the Commandant on how to decide the case.

.02 The typical Class I Hearing Panel hearing shall proceed as follows:

a) The Regiment Company Officer ("Company Officer") shall schedule a Panel hearing as soon as practicable after the Commandant has determined that a Panel hearing is required, but not fewer than five (5) school days after notice of the date is provided to both the Accused Student and the Complainant(s).

b) The Commandant shall serve as Chair. The Company Officer shall present the charges, information and findings against the Accused Student; the Accused Student shall respond to the case presented by the Company Officer; and the Company Officer and Accused Student may then each orally summarize their positions. An audio recording or written summary of the Hearing shall be made.

c) The Accused Student and Complainant(s) who appear as witness(es) have the right to be assisted at the hearing by an advisor they choose. Such advisors:

(1) May privately counsel, but may not speak to the Panel or otherwise participate on behalf of, their advisee;

(2) Must be members of the Academy community and may not be an attorney; provided that the advisor may be an attorney in cases where dismissal or substantial suspension is likely, or where criminal charges are pending, but such an attorney shall not be at the Academy's expense; and

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(3) Are allowed to attend the entire portion of the Panel hearing at which information is received (excluding deliberations).

Admission of any other person to the Panel hearing shall be at the discretion of the Chair.

d) In matters involving more than one Accused Student, the Chair in the Chair's discretion, may permit the hearings to be conducted either separately or jointly.

e) The Accused Student and Company Officer may arrange with the Commandant for witnesses to present pertinent information to the Board. The Academy will try to arrange the attendance of possible witnesses who are members of the Academy community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two school days prior to the hearing. Witnesses will provide information to, and answer questions from, the Panel. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. In order to preserve the educational tone of the hearing and to minimize the creation of an adversarial environment, any such questions shall be directed to the Chair rather than to the witness directly. Questions of whether, and if so how, such questions of witnesses should be asked shall be resolved in the discretion of the Chair.

f) Pertinent records, exhibits, and written statements (including student impact statements) may be accepted for consideration by the Panel at the discretion of the Chair.

g) All procedural questions are subject to the final decision of the Chair.

h) After the Panel determines that it has received all pertinent information, the Panel shall convene in private session to:

(1) Determine whether the Accused Student has violated the section(s) of the Regiment Manual and/or the Academy's Student Honor of Conduct and Responsibilities that the Accused Student is charged with violating. This determination shall be made by the Commandant, as advised by the other Panel members, based on substantial evidence; that is, whether it is "more likely than not" that the Accused Student violated the Manual or Code as charged; and

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(2) If violation(s) are found, impose by the sanction(s) that the Commandant, as advised by the other Panel members, deems appropriate.

Such deliberations shall not be recorded.

.03 The Commandant shall inform in writing the Accused Student, and the Complainant(s) to the extent permitted by law, of the Panel's decisions.

.04 Formal rules of process, procedure, and technical or legal rules of evidence, such as are applied in criminal or civil court, are not used in proceedings in Panel hearings.

.05 There shall be a record of Panel hearings and that record shall be the property of the Academy. Panel deliberations shall not be tape recorded.

.06 If an Accused Student who has been given notice does not without meritorious excuse appear for a Panel hearing, the information in support of the charges shall be presented and the matter determined despite such absence.

.07 The Chair may accommodate concerns for the personal safety, well-being or fears of confrontation that the Complainant, Accused Student or any other witness may have during the hearing by providing separate facilities, by using a visual screen, or by permitting participation by telephone, video conferencing, videotape, audio tape, written statement or other means as determined in the sole judgment of the Chair to be appropriate.

.08 The positions identified in this section shall be construed to mean the persons performing the duties of the position or that person's designee.

### NOTE:

**If the accused midshipman lies during this hearing, he/she will be subject to immediate dismissal from the Academy regardless of the determination made regarding the original charge(s).**

### 180. APPEAL PROCESS

.01 The Class I Hearing Panel may impose the sanctions set forth in the Academy's Student Honor of Conduct and Responsibilities, and may suspend or dismiss the Accused Student from the Regiment.

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.02 The Vice President for Student Affairs and Enrollment Management may impose an interim suspension consistent with the Academy's Student Honor of Conduct and Responsibilities.

.03 Any appeal of a Class I Hearing Panel's decisions shall be governed by the pertinent appeals provisions of the Academy's Student Honor of Conduct and Responsibilities.

### **210. MIDSHIPMAN APTITUDE EVALUATION BOARD**

The Midshipman Aptitude Evaluation Board is a review board and shall conduct hearings on the conduct and performance of midshipmen referred to it by competent authority and make a judgment as to the individual's aptitude for the maritime service.

Competent authority includes the Commandant, Master and Chief Engineer of the training ship, Engineering and Nautical Science Department Chairs, Senior Engineering and Senior Deck Training Officers.

The Board will function independently of the Academy's discipline system. However, at the discretion of the Commandant, this Board may be called in lieu of a Disciplinary/Honor System, or as a follow up to the findings of a Disciplinary/Honor System.

This Board convenes when a midshipman, as viewed by competent authority, has displayed an improper attitude or performance at the Academy or aboard ship (including Cadet Shipping) that brings discredit to the Academy or has otherwise indicated inaptitude for assuming the responsibilities of a merchant marine officer.

#### **.01 Composition**

The Board shall consist of four licensed staff or faculty officers, and one officer of the Commandant's staff. The Commandant will nominate one of his staff officers to the Academic Dean who in consultation with the Chairperson will appoint the four licensed members of the Board. The Chairperson will be either the Master or Chief Engineer.

#### **.02 Administrative Procedures**

A written report is to be submitted to the Academic Dean by the individual requesting the Board, giving reasons and full detail as to why a Board should be convened in the case of an individual.

After review of the report, the Academic Dean may deny the request, in writing or issue an order establishing a Board to hear the case.

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The Dean's convening order will designate the members of the Board and the time, date and location of the Board. The time between notification of the midshipman that he/she is to appear before the Board and the actual hearing shall not be less than 10 working days.

A midshipman ordered to appear before the Board may request a faculty or staff officer to act as their advisor during the proceedings.

An Audio recording shall be made of the entire proceedings.

In conducting a review, the Board will consider the entire record of the individual. In those cases where the midshipman has shown by his/her actions that he/she cannot be depended upon to perform assigned duties in a responsible manner, or has character weaknesses that would make him/her an undesirable shipmate, then it would be appropriate to recommend dismissal from the Academy program.

### .03 Reporting

The Chairperson will present the audio recordings of the hearing, and the findings of the Board to the Dean within forty-eight (48) hours of the termination of the Board. The findings will include specific recommendations for retention, conditional retention, suspension or dismissal.

The Dean will brief the findings of the Board to the President and Commandant as well as his final decision on the case.

The Dean's decision, the written summary and findings of the Board will become part of the midshipman's regimental file. The Commandant will retain the audio recording for as long as the disciplinary file is retained.

### .04 Confidentiality of Proceedings

Board members and all participants of the hearing will be reminded by the Chairperson of the confidentiality of the proceedings and all of the information presented and will be directed to comply with Academy regulations/policy governing implementation of the Family Educational Records Privacy Act of 1974 as amended.

**CRUISE DISCIPLINE SYSTEM: see Cruise Manual**

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

### 10. APPEARANCE AND PRIDE

As a midshipman at Maine Maritime Academy, your appearance must reflect pride and professionalism. Wearing of the uniform and conforming to standards set by students, staff, and faculty, meets stated preferences of alumni, industry, and those individuals who place great value on the Maine Maritime Academy graduate. As a Midshipman you shall wear the uniform prescribed, and maintain a high standard of hygiene, uniform cleanliness and neatness at all times. The standards established here are not intended to be overly restrictive nor are they designed to isolate midshipmen from society. The limits set below are reasonable, enforceable, and insure that personal appearance contributes to a favorable image. The difference between men's and women's grooming policies recognizes the difference between the sexes; sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Academy's best interest and is not a factor in the assurance of equal opportunity.

#### **.01 Midshipmen working on campus**

Midshipmen who are paid by the Academy to work on campus are considered to still be midshipmen of the Academy and to be in an official capacity as they perform their tasks, no matter what time of the year. Accordingly, their conduct and personal appearance is still governed by midshipmen regulations. Thus, midshipmen on work-study are to be in the uniform of the day based on class privilege. This includes being clean-shaven and maintaining a regimental haircut. The Commandant must approve exceptions for unique work requirements. "Civilian" attire is not considered a uniform. Students performing work for Sodexo will wear the proper Sodexo uniform.

#### **.02 Midshipmen in Athletics**

Midshipmen who participate in sailing for the Academy any time during the year (summer included) or return early to play sports are still considered to be midshipmen of the Academy and to be in an official capacity as they perform their tasks. Accordingly, their conduct, uniform and personal appearance is governed by midshipman regulations. This includes being clean-shaven and maintaining a regimental haircut. There are no special allowances for sailing or athletics.

#### **.03 Summer Maintenance**

Midshipmen performing summer maintenance will be in the proper maintenance uniform. Gray boiler suits are authorized for wear on the ship only. Gray boiler suits are only authorized to be worn on the waterfront complex. This means they are not authorized to be worn in any Castine stores, banks or on the Mess Deck. Khakis, relaxed/leisure or clean maintenance uniforms are required for these areas. Appropriate

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civilian attire may be worn during the evening meal, during the summer periods, and for certain class privileges during the academic year.

### **.04 WATCH STANDING**

All Midshipmen on watch shall remain in the FULL uniform of their respective watch for the duration of that watch. This includes holiday watch personnel.

### **30. UNIFORM AND EQUIPMENT REQUIREMENTS**

The equipment specified in this article represents minimum requirements. Each midshipman is responsible to assess his or her own needs and may procure any amount over the figures listed below. He/she is responsible for replacing lost or worn items to maintain these minimums. All uniform items will be maintained in a serviceable condition at all times. Any items that are ripped, torn, holed or missing part of the uniform are considered to be unsatisfactory for wear and will need to be replaced.

Any items designated as optional wear, will be worn properly and with the proper uniform.

#### **.01 Service Dress Blues:**

This uniform is authorized for wear year round at all official functions or situations where formal dress is not prescribed and civilian equivalent dress is coat and tie. Midshipman are required to have an inspection ready Service Dress Blue by November 1st of their 3/C year.

- High Pressure/Combination cap: Complete with white cover, Academy insignia w/black stretch band, and gold chin strap. For women, female officer's dress cap.
- Double-breasted Navy Blue uniform coat and trousers. Women wear single-breasted coat with skirt. Both have 7/8 inch State of Maine gilt buttons.
- Black dress shoes (M); black heels (F) with skirt.
- Black socks (M); natural color hose (F) with skirt.
- White long sleeve dress shirt without button down collars.
- Black web belt w/plain brass buckle of TS STATE OF MAINE buckle.
- Necktie, black four-in-hand (M); cross-over (F).



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- Academy tie clasp or TS STATE OF MAINE tie clasp (M).
- Authorized ribbons and breast insignia.
- Name tag.

### Optional Items

- Pea Coat
- Black Gloves
- Black Scarf

Note: 4/C midshipmen are authorized to wear the Navy Wooly Pulley with black garrison cap, along with the black Eisenhower jacket in lieu of the Service Dress Blue coat and combination (HP) with white cover.

### **.02 Formal Dress Blue:**

This uniform is the same as the service dress blue uniform, except that for the men, the black bow tie is worn in lieu of the black four-in hand tie. Women shall wear the service dress blue uniform as described above.

### **.03 Salt and Pepper:**

This uniform is a summer uniform, though it may be prescribed as the uniform of the day for special occasions.

- High Pressure/Combination cap; complete with white cover, academy insignia w/black stretch band, and gold chin strap, or Black Garrison cap with insignias for 4/C or as prescribed by the Commandant. For women, female officer's cap or Black Garrison Cap as prescribed above.
- Black trousers (M); Black slacks (F).
- White short sleeve shirt with loops for shoulder boards.
- Black dress shoes (M) (F); black dress heels (F) with skirt.
- Black socks (M) (F); natural color hose (F) with skirt.

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- Black web belt w/plain brass buckle of TS STATE OF MAINE buckle.
- Name tag.
- Authorized ribbons and breast insignia.
- Appropriate shoulder boards for class/rate.
- White crew neck T-shirt.

### Optional Items

- Black Eisenhower Jacket

### **.04 Short Sleeve Khaki (Uniform of the Day):**

This uniform is the usual one to be worn on the Academy campus and when on board the Training Ship. Though normally not a liberty uniform, it may be prescribed as such on certain occasions.

- Khaki garrison cap with insignia or the high pressure cap (Dress cap, for women) complete with khaki cover, Academy insignia w/black stretch band, and a gold chin strap.
- Long sleeve or short sleeve khaki shirt with appropriate collar insignia. The short sleeve khaki shirt is authorized as the year round khaki shirt. If the long sleeve khaki shirt is worn, it will be worn with a black for-in-hand tie (M) with tie clasp or black cross-over (F) will be worn, unless authorized otherwise.
- White crew neck T-shirt
- Khaki trousers (M), slacks (F); or Khaki skirt (F)
- Khaki web belt w/plain brass buckle or TS STATE OF MAINE Buckle
- Black dress shoes (M), (F); black dress heels (F) with skirt
- Name tag.
- Authorized ribbons and breast insignia (when designated)
- At no time is any sweatshirt authorized for wear with the Khaki uniform

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### Optional Items:

- Navy Blue Woolly Pulley/Service sweater
- Black Eisenhower jacket
- Navy Blue Reefer (Pea Coat) w/shoulder boards
- Black gloves
- Orange foul weather rain slicker
- Black steel toed boots
- Navy blue Carhartt watch cap

### .05 Maintenance/Work Uniform (restricted use):

This uniform is usually worn when doing dirty work (i.e., maintenance, or when prescribed during lab periods, etc.). It may not be worn in the Dining Hall for the evening meal unless on watch nor is it authorized for inspections or in the classrooms. The Maintenance uniform may be worn in transit from a residence to the Academy, but is not authorized for an intermediate stop. The Town of Castine shall be considered an extension of the MMA campus for wearing of this uniform. **The Maintenance/Work Uniform is not authorized for wear in Quick, Dismukes, Leavitt Halls, the Nutting Library, or the Wyman House.**

- Blue Chambray long sleeve shirt (100% cotton)
- Blue crew neck, pocketed T-shirt
- Chambray shirts which will be stenciled in ¾ inch black letters over the right breast pocket and ¾ inch letters centered across the back (approximately shoulder height) Dark blue colored crew neck T-shirt will be worn.
- Blue Dickey trousers/slacks (for freshmen)
- Navy Blue Carhartt Trousers, Model B11 is authorized for wear for all upper-class (3/C) and above and for 4/C during their freshman cruise
- Black steel toed work boots

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- Black/white/winter socks (may be worn with the black steel toed boot only). Black socks will be worn when wearing black shoes
- Black web belt with plain brass buckle or TS STATE OF MAINE buckle
- Approved blue MMA baseball cap (RPT issue), or approved cruise caps may be worn
- Company Patch is required to be sewn on to the left arm of the maintenance chambray. It will be 1 ½" X 2" and sewn 3" down from the shoulder seam

### Optional Items:

- Navy blue maintenance jacket (Carhartt J01 style)
- Black shoes when not on the TSSOM
- Orange foul weather gear
- Work gloves (worn only while working)
- Navy blue knit (Carhartt logo) watch caps may be worn, when authorized during winter months. Watch caps will not be worn in formation
- Blue MMA Crewneck Sweatshirt
- Ship Rates may wear approved Ship Rate Hooded Sweatshirt
- Chambray must be worn under sweatshirt

NOTE: Gray boiler suits (coveralls) may be worn in place of the work uniform, but will not be worn on the mess decks or in formations. Boiler Suit must have Midshipmen's last name stenciled on the back as specified for the chambray shirt. Only authorized for maintenance and welding labs in Payson and Rogers Hall and the Machine Tool lab.

### **.06 Relaxed Uniform:**

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The relaxed uniform may be worn after 1600 during weekdays and all day on weekends and any Academy honored holidays as prescribed by class privileges:

- Only the MMA short sleeve pullover shirt (blue or white), with official MMA or TS STATE OF MAINE emblem is authorized (may be worn with or without the white crew neck T-shirt) and must be tucked inside trousers/slacks.
- Khaki trousers (M) (F); Khaki skirt (F)
- Boat/deck shoes, athletic shoes, dress shoes, or approved uniform boots. Civilian type, cowboy boots, sandals, flip-flops etc. are not authorized
- When wearing socks, black socks will be worn with black dress shoes, black or white socks for boat/deck shoes, athletic shoes, or boots (boots may be worn during inclement weather). When authorized to wear khaki shorts during summer classes, or on cruise, wearing of socks with boat/deck shoes or athletic shoes is optional
- Khaki web belt with plain brass buckle, or TS STATE OF MAINE Buckle

Optional Items:

- Black Eisenhower jacket
- Pea Coat
- Grey MMA RPT issued Sweatshirts (may be worn with or without the leisure shirt). This includes the grey Stryker, navy blue Drill Team, or band sweatshirt with drill team or band insignia, and blue major insignia sweatshirts
- Blue MMA baseball or approved cruise caps are authorized for wear

NOTE: In order to allow for both individual pride and identity in a special activity while still preserving a uniformed appearance, the attached policy has been developed regarding the constitution of the “relaxed” uniform. This policy allows the membership of certain student groups who meet the stated criteria to develop and wear apparel that is unique, yet similar in appearance.

All students in approved organizations may elect to wear the modified uniform when authorized to be in the relaxed uniform. All other students are authorized to wear the gray sweatshirt, hooded or crew neck that has the sewn MMA on the front (sold in the

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

bookstore) and the MMA blue ball cap or approved cruise cap with the relaxed uniform. No other shirts, sweatshirts, or baseball caps are permitted.

All footwear is to be properly tied. Trousers/slacks are not to be tucked into footwear. All clothing is to be neat and not torn. Sweatshirts that have been purposely torn for various reasons may not be worn with this uniform.

Any variations of the policy must be approved by the Commandant's Office. The various student teams and organizations are responsible for the acquisition and distribution of the items after approval, and for the monitoring of membership eligibility. Violations of this policy will result in the withdrawing of the privilege from the entire membership of the organization.

### **.07 Recreational/Athletic Uniforms:**

Midshipmen participating in sports or athletic activities or those representing the Academy at sailing events may wear special clothing appropriate to those activities if approved by the Commandant of Midshipmen.

### **.08 Cold/Foul Weather Clothing:**

Only authorized outer garments are to be worn.

### **.09 Civilian Clothing:**

When authorized for wear, the attire will be neat in appearance, appropriate for the situation and be representative of a midshipman from Maine Maritime Academy. Such clothing may be authorized for wear while leaving or returning to the ship or college campus. The privilege of wearing civilian clothing for those individuals who do not wear civilian clothing properly may be suspended. Current styles and fashions are authorized. White crew neck T-shirts without a pocket is considered an under garment and is not authorized to be worn as the primary shirt. Torn or ripped clothing is not authorized for wear at any time.

The wearing or displaying of clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance, advocating drug abuse or alcohol, or wearing of T-shirts, sweatshirts, shirts, etc., with provocative gestures or pictures which is likely to bring discredit to the United States of America or Maine Maritime Academy is prohibited.

Midshipmen may wear the regimental uniform articles below with civilian clothing.

- Academy/Cruise ball cap

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- Belts w/brass buckles
- Sweatshirt
- Black Eisenhower jacket without insignia
- Reefer (pea coat) without insignia and shoulder boards

The wearing of civilian clothing during normal class times is not authorized to and from classes, whether they are during the day or at night. Civilian clothing is only authorized for wear after the end of classes and by class privilege. Example: a senior who is granted the privilege of wearing civilian attire after 1600 cannot go to an evening class without being in uniform.

### **40. Ownership Markings:**

Midshipmen are strongly urged to place ownership marking on all items of uniform and non-uniform gear.

### **50. Manner of Wearing (General):**

Midshipmen with prior military (Honorable) service are encouraged to wear decorations or ribbons earned while on active duty.

Caps or hats will not be worn indoors or classrooms, except when on watch (duty status). Wearing of the white duty belt while standing watches may be required. Watch standers shall remain covered except during religious services or when entering the mess decks.

Sunglasses: Sunglasses are not permitted to be worn in formations, unless they are required for medical reason and only those glasses, which are conservative prescription type. In this case the individual wearing the glasses will have a medical chit available for inspection.

Regimental creases: Regimental creases on long sleeve and short sleeve khaki shirts, white short sleeve shirt (for salt and pepper uniform), and for the chambray shirt (during midshipmen's first year) are required. Regimental creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

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Care of the Uniform: To extend the life of these uniforms one needs to use proper care, cleaning and maintenance of all the uniforms. All uniforms should be stored on hangers when not in use. Some uniforms are required to be dry-cleaned.

### 60. Wearing the Uniform (Men or Women)

#### .01 Long Sleeve Shirts:

Long sleeve shirts shall cover the wrist bone and extend to a point 2 inches above the second joint from the end of the thumb. A tolerance of ½ inch, plus or minus is acceptable. Sleeves will not be rolled up when walking around campus grounds (inside or outside buildings). The black four-in-hand (M) or cross-over (F) will always be worn when wearing the long sleeve khaki or white dress shirt.

#### .02 Navy Blue Woolly Pulley Service Sweater (V-Neck):

May be worn with the khaki uniform in lieu of the Pea Coat when the winter uniform is prescribed. This sweater may be worn with either the long khaki or white dress shirt. The collar of the shirt will be worn outside the sweater so that the collar insignias may be displayed. The sleeves of the sweater may be turned up; however, the sleeves should be of sufficient length to conceal the shirt cuff. The waistband of the sweater may be turned under slightly; however, the length of the sweater should be sufficient length to cover the belt.

#### .03 Trouser/Slacks Length (rear) and Fit:

The trousers shall be of sufficient length to reach the top of the heel of the shoe in the rear. A variation of 1/2 inch above or below the top of the heel is acceptable. Trousers/Slacks shall be of sufficient looseness around the hips and buttocks to prevent gaping of the pockets and visible horizontal wrinkles across the front.

#### .04 Belts:

Web belts for all uniforms will be worn at the natural waistline with the right edge of the buckle (wearer's right) (left for females) on line with the edge of the fly or coat front. The 1 ¼ inch web belt with buckle will be worn by all male midshipmen. Women wearing all female clothing will wear the 1 inch web belt with buckle. The metal belt tip and the buckle will be kept highly polished. The buckle will be worn with the buckle tongue depressed into the buckle.

#### 1. Belt (Female):



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When wearing women's shirt and slacks, wear the belt through all loops with belt tip to the right of the buckle. Belt color matches the uniform fabric (color). Wear the plain buckle so that the belt tip end touches the right side of the buckle (two block). Align the left side of the buckle with the opening of the shirt and opening of the fly, forming an imaginary straight line (gig line). The wearing of woman's shirt and men's trousers or vice versa is not permitted, as the gig line will not line up properly. When wearing the TS STATE OF MAINE buckle it will be worn in the same manner as the men (centered on the gig line). The web belt needs to be washed three times prior to cutting to the proper length.

### **2. Belt (Men):**

Wear the belt through all belt loops with belt tip to the left (wearer's left) of the buckle. Belt color matches the uniform fabric (color). Wear the plain buckle so that the belt tip end touches the left side of the buckle (two block). Align the right side (wearer's right) of the buckle with the opening of the shirt and opening of the fly, forming an imaginary straight line (gig line). When wearing the TS STATE OF MAINE buckle align belt tip end until it touches the left side of the buckle. Center the buckle on the opening of the shirt and opening of the fly (gig line).

### **3. White/Green/Blue Duty belt:**

The large web duty belt will be worn by all midshipmen when required (i.e. duty status). When worn it will be at the natural waistline over the uniform belt and will be worn snugly around the waist. Brass buckle may be worn inside out to prevent scratching of the brass buckle.

### **.05 Caps/Hats:**

All midshipmen when outdoors will remain covered. Upon entering any building all midshipmen will remove their covers.

#### **1. Garrison Cap:**

The fit around the head shall be adequate to place the cap on the head, but will not cause the top or front/rear contour of the cap to "break" or "dip". The garrison cap will be two-blocked (or approximately 1 inch above the eyebrows) at all times when wearing the cap. The fore and aft crease will be centered between the eyes. Hair will be combed back off the forehead, or cut to length so that it will not protrude from under the front of the cap, when the cap is properly worn. At no time will the cap be worn tilted back on the head or have any dips or breaks in the cap.

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### **2. High Pressure/ Combination Cap:**

Components of the male HP/Combination service cap are cap device, chin strap, retaining buttons, glossy bill, hat frame and cloth cover. Men's cap crowns should fit on the frame and be free of wrinkles. The cap fits snugly and comfortably around the largest part of the head. The cap is worn centered and straight with the tip of the visor in line with the eyebrows. The cap will be two-blocked (or approximately 1 inch above the eyebrows) at all times when wearing the cap. At no time will the cap be worn tilted back on the head or cocked sideways.

### **3. Black Watch Cap:**

The watch cap will be two-blocked (or approximately 1 inch above the eyebrows) at all times when wearing the cap. Hair will be combed back off the forehead, or cut to length so that it will not protrude from under the front of the cap, when the cap is properly worn. At no time will the cap be worn tilted back on the head or have any dips or breaks in the cap.

### **.06 Insignia/Patches:**

Company patches are authorized for wear on the maintenance/work chambray shirt. Only patches sold by the Academy Bookstore are authorized. No other patches or alterations are authorized.

### **.07 Gloves:**

Black gloves may be worn with the reefer (pea coat), Eisenhower jacket, or rain coat in inclement weather, if no other gloves are authorized with the uniform over which the outer garment is worn.

### **.08 Shoes/Boots:**

Standard Academy bookstore black leather shoes/boots with matching laces. Keep well shined and in good order. Ensure shoe/boot soles, heels where the leather meets the sole is blackened and shined so that all the threads are black. Brown boots are authorized for midshipman that have completed their 2/C cruise. Black Corforms are authorized for 3/C that have completed their 4/C cruise.

**Female Dress Uniform Shoes:** Plain black dress pumps shall be made of real or synthetic leather with closed toes and heels. Heels, no higher than 2 inches. Soles may be no thicker than ¼ inch.

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### **.09 Socks:**

Black crew length socks with no visible stripes or logos will be worn with black shoes. The wearing of ankle or no show black socks is not authorized to be worn with black shoes. When wearing boots, black or white socks may be authorized.

### **.10 Sweatshirts:**

Shirt collars (on short or long sleeve shirts) will be worn outside the MMA crew neck sweatshirt. MMA (large letters on the front) blue crew neck sweatshirt is the only sweatshirt authorized to be worn with the maintenance uniform (may be worn with the khaki uniform as long as it is clean and has no stains on it). The MMA blue sweatshirt cannot be modified in any way when worn with any regimental uniform, i.e. cut or split neck, ripped or torn cuffs, torn off waist band, etc. Blue major sweatshirts, Stryker, and Drill Team (DT) sweatshirts are worn with the leisure uniform only- not with the maintenance uniform.

### **.11 Tie Clasp:**

Will be worn with any long sleeve uniform requiring the wearing of a four-in-hand necktie. The tie clasp must not be visible when wearing the Service Dress Uniform coat. Normally it will be positioned half way between the 3rd and 4th button of the shirt. A tie clasp shall be of gold, bar style, approximately 3/16 inches wide. Wearing of the TS STATE OF MAINE tie clasp is authorized for wear with any prescribed uniform, where a tie is authorized for wear. Regimental 4/C may be authorized to wear this tie clasp on their 4/C (freshman) cruise.

### **.12 Skirts (Female):**

Are of conventional length and sweep, appropriate for the appearance of the uniform and the individual. Skirts will be center of the kneecap in length to not more than 2 inches below.

## **70. Wearing of Ribbons and Breast Insignia**

### **.01 Ribbons:**

Ribbons are worn on ribbon bars usually in rows of three, but the lapel on the Service Dress Blue uniform should not cover more than one-third of any ribbon. To avoid this, ribbons will be graduated, keeping a flush edge to the left. Ribbon bars are centered over the left breast pocket with the bottom edge of the bottom row of ribbons ¼ inch

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above the pocket. The second and succeeding row(s) of ribbons will either be worn 1/8 inch apart or flush with each row, touching the row above and below. Ribbons must be worn in proper order of seniority. Ribbons must be clean, not faded or frayed. Stars on the ribbons will be worn with single ray up, and centered equally on the ribbon. Ribbons are authorized for wear with the Service/Formal Dress Blue Uniform, Khaki, and Salt and Pepper Uniforms (when prescribed for wear by higher authority).

Note: Ribbons precedence is established from right to left. (The terms "left" and "right" refer to the wearer's left or right.)

### **.02 Star Placement:**

If you rate a ribbon and one star, you attach the star in the middle; if you rate two stars, you divide the ribbon in thirds and attach the stars to the two lines that make the divisions; if you rate three stars, you divide the ribbon into fourths and attach the stars on the three dividing lines. If you rate four stars, you divide the ribbon into fifths, and attach the stars on the four dividing lines. If you rate five stars you will be awarded a 5/16 inch silver star which is worn in lieu of five 3/16 inch bronze stars. Any subsequent awards received after the silver star will be awarded with a 3/16 inch bronze star. This will be attached to the left or right side of the silver star.

### **.03 Breast Insignia:**

The breast insignia (if authorized for wear), i.e. Naval Reserve Merchant Marine Insignia (USNR), Drill Team Insignia (cross rifles), Funeral Honor Guard Detail (cross swords), etc, will be worn centered and ¼ inch above the most top ribbon or if worn without ribbons, will be centered and ¼ inch above the left breast pocket. If additional insignias are authorized for wear the Naval Reserve Merchant Marine Insignia will be positioned ¼ inch above the Drill Team Insignia and/or Funeral Honor Guard Detail Insignia. The Naval Reserve Merchant Marine Insignia is senior to the other insignias.

### **.04 Special Insignia:**

Special insignias, i.e. the license pin, when authorized for wear, will be worn centered and ¼ inch below the top of the left breast pocket flap.

### **.05 APO:**

The APO pin when authorized for wear, will be worn ¼ inch below the top left breast pocket flap and 1/4 inch from the breast flap outer edge.

### **.06 Name Tags (Plastic):**

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Shall be worn with all midshipmen uniforms, except working uniforms (i.e. blue chambray shirts, boiler suits), relaxed uniform, and will not be worn when wearing the Navy Blue Woolly Pulley. Nametags shall be worn at all Regimental official functions, including all functions away from the Academy, except for social functions such as the Ring Dance. Standard nametags will be worn, (i.e., plastic clutch-type, black w/insignia). Nametags will be worn centered over the right breast pocket with the bottom edge of the tag  $\frac{1}{4}$  inch above the pocket. The nametag will have the midshipman's last name and first initial of his/hers first name only, no nicknames. Name tags will not be worn on the Choker White uniform.

### **.07 Name Tags (Leather):**

Shall be worn with the Navy Blue Woolly Pulley Sweater and Float Coat. Leather nametags will be placed on the Velcro fastener provided on the sweater. On the float coat Velcro fasteners will be affixed centered on to the left pocket flap. Leather nametags will be black in color with gold colored letters and will have the midshipman's first name, MI, and last name. Rates may have their rank and/or position under their name, i.e., John Q. Doe, Captain or Regimental Commander, etc.

## **80. Personal Appearance (Men)**

### **.01 Hair**

Hair will be neatly trimmed, clean, and will present a well-groomed appearance. Hair on the back of the neck may not touch the collar and will be evenly tapered to the bottom of the hairline. Individual hairs on the back of the neck will not extend outward greater than  $\frac{3}{4}$  inches and must not touch the collar. Hair will be no longer than two (2) inches in length fully extended on the upper portion of the head. Sideburns are neatly trimmed and tailored in the same manner as the haircut. Sideburns are styled without taper and extend no lower than the middle of the orifice of the ear and will end with a clean shaven horizontal line. "Mutton chops", "Ship's Captain" or other unusual grooming models are not authorized. Side burn individual hairs do not exceed  $\frac{1}{2}$  inch when fully extended. Hair will be groomed so that it neither touches the ears or collar, extend below the eyebrows when headgear is removed, nor interfere with proper wearing of headgear. The primary consideration remains a neatly groomed appearance for the hair style and the type of hair the Midshipman has. Eccentric haircuts are not authorized, i.e. Mohawks, beaver pelts, layered, shaved, plaited or the adding of any usual hair coloring, etc.

No midshipman may be required to have his/her hair clipped to the scalp while participating in the regimental program.

### **MUGs:**

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During RPT, MUGs will receive a crew cut as their first haircut in the Regiment. This crew cut will not be shorter than 1/8 inch. After RPT, the MUGs will be able to grow their hair out to the Midshipman standard. During that time, visits to the barber shop may be required to keep the hair within neatness standards described above.

### **.02 Facial Hair:**

The face is clean-shaven, no mustaches or beards shall be grown. This includes any time a Midshipman is on campus, i.e. summer school, summer sailing, summer maintenance, pre-season athletics etc. Mustaches may be authorized for seniors as a class privilege. This regulation shall be enforced strictly at the Academy. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inches beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inches. Handlebar or eccentric mustaches are not authorized.

### **.03 Fingernails:**

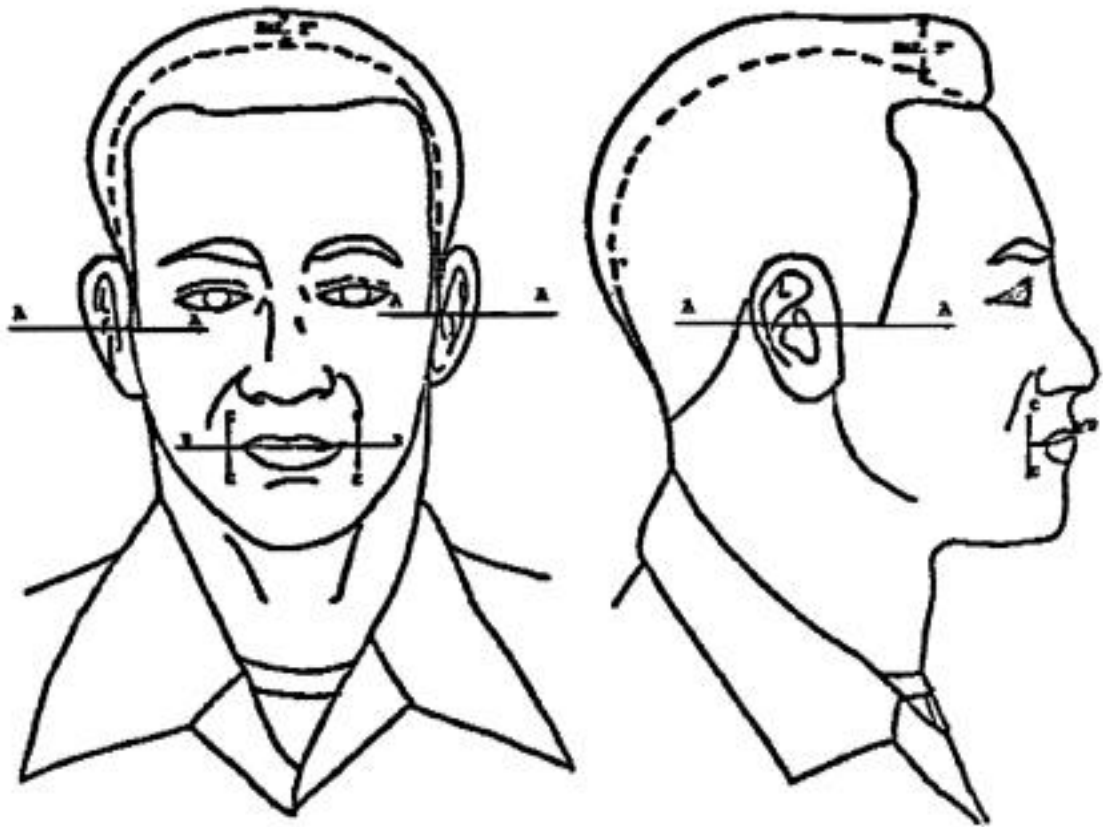
Fingernails will not extend past fingertips and shall be kept neat trimmed and clean.

### **.04 Jewelry:**

1. **Rings:** While in uniform, only one ring per hand is authorized excluding the wedding ring.
2. **Piercings:** Not authorized for males while in uniform (this includes the relaxed uniform). Nose rings, lip, eye brow, cheek, tongue, etc. are not authorized. Body Piercing is not authorized while in uniform. Any piercing or non-medically necessary device intended to alter the shape of the ear is not authorized.
3. **Necklaces/Neck Chains (with or without medals or crosses):** Shall not be visible when in uniform, but may be worn with the relaxed uniform.
4. **Wristwatches/Bracelets:** While in uniform, only one of each may be worn of the conservative type, (eccentric or colors that clash with the uniform are not authorized). Ankle bracelets are not authorized in uniform.

## **GROOMING STANDARDS FOR MEN**

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**90. Personal Appearance (Women)**

**.01 Hair:**

The purpose of hair regulations is to promote a neat and professional appearance. When in uniform, hair shall be worn so that it does not fall below the bottom of the collar. This shall be accomplished by either having the hair cut so as to be this length or by pulling the hair back and fastening it so that it meets this requirement. In either situation hair shall be worn so as to be neat and free of any loose "Irish pennants". No ribbons, bows, banana combs, etc. or other hair fasteners shall be visible except for gold, black, silver or natural hair color conservative type barrettes. Ponytails and pigtails are not permitted in uniform. Hair must not show under the front of the brim of the garrison or dress cap. Only 1/C are authorized to wear their hair down while in the relaxed uniform. All others are authorized to wear their hair in a ponytail, banana clip or scrunchie when in the relaxed uniform. No eccentric haircuts, i.e. shaved sides, etc. The final decision is left up to the discretion of the Commandant's Staff.

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

### **MUGs:**

During RPT, MUGs will be required to keep their hair within the Regimental standards described above. If the Commandant determines that a MUG is unable to maintain her hair to the Regimental standard in the limited time provided for grooming, a haircut may be required. In such cases, the haircut will only be completed by a licensed professional.

### **.02 Cosmetics:**

Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the Maine Maritime Academy uniforms. Long false eyelashes shall not be worn when in uniform.

### **.03 Fingernails:**

While in uniform, only clear nail polish shall be worn. Fingernails will be neatly trimmed and clean.

### **.04 Jewelry:**

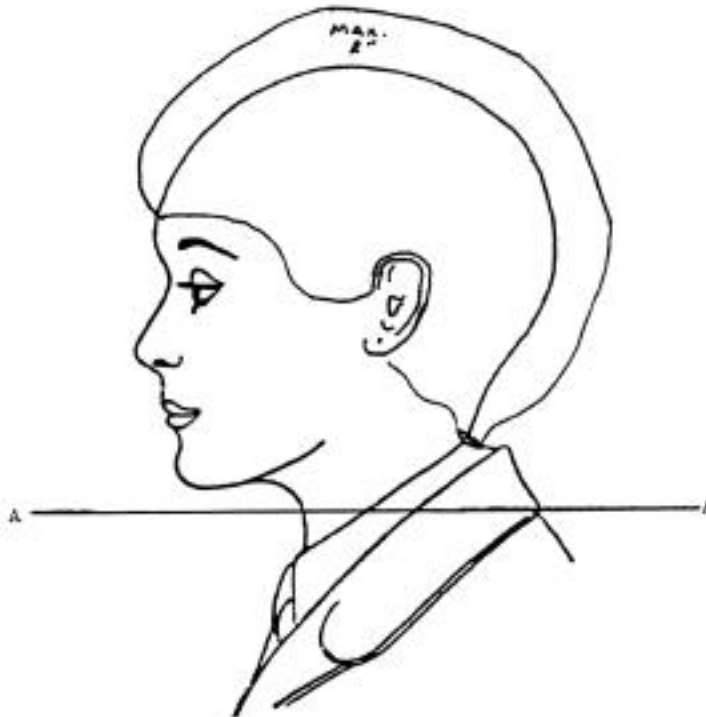
Jewelry shall be worn within the following guidelines.

1. **Piercings:** Two small stud earrings per ear lobe may be affixed to the ear lobe directly. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms. Nose rings, lip, eye brow, cheek, tongue, etc. are not authorized. Body Piercing is not authorized while in uniform. Any piercing or non-medically necessary device intended to alter the shape of the ear is not authorized.
2. **Necklaces/Chokers (with or without medals or crosses):** Shall not be visible while in uniform, but may be worn with the relaxed uniform.
3. **Wristwatch/Bracelet:** While in uniform only one of each may be worn of the conservative type, plain generic with no design. Eccentric or colors that clash with the uniform are not authorized. Ankle bracelets are not authorized while in uniform.



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**GROOMING STANDARDS FOR WOMEN**



**100. STRIPING**

The Service Dress Blue uniform coat of wedge members, company wedge members and ship rates shall be striped to indicate the midshipman's rank in accordance with the following:

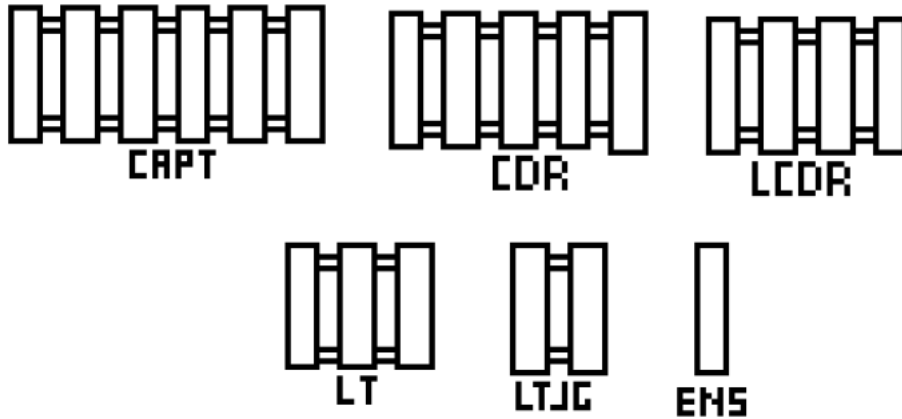
**.01 Service Dress Blues:**

Bars parallel to the deck on both sleeves 2 inches above the major patch on each sleeve. Multiple bars shall be spaced  $\frac{1}{4}$  inch apart.

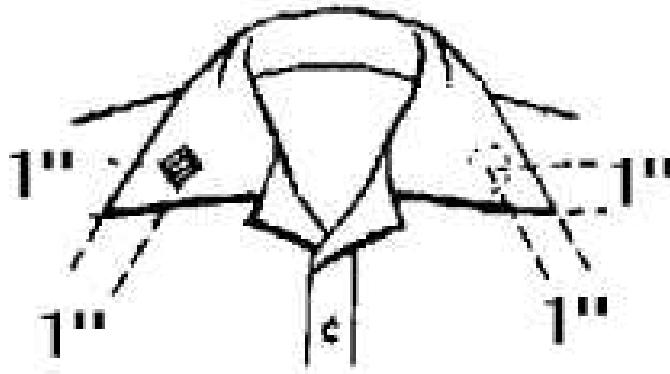
**.02 Shirt Collar Devices:**

General: Shirt collar insignia consists of gold worn on the collar tips of the khaki long and short sleeve shirts.

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Manner of Wear. Pin the anchor, propeller or other major insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch above the lower edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the un-fouled arm of the stock faces front. For the propeller one of the three blades faces towards the tip of the vertical portion of the collar.



1/C Midshipmen: Wear the appropriate major insignia on the left collar and one gold bar or midshipman officer rank on the right. After regimental change of command, 1/C will wear a special 1/C insignia on the right collar and appropriate class insignia on the left.

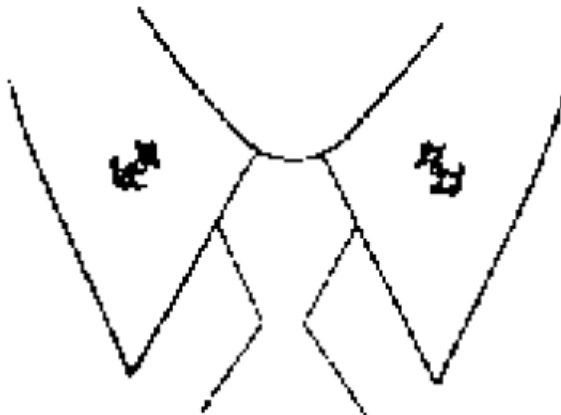
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**Right collar**

**Left Collar**

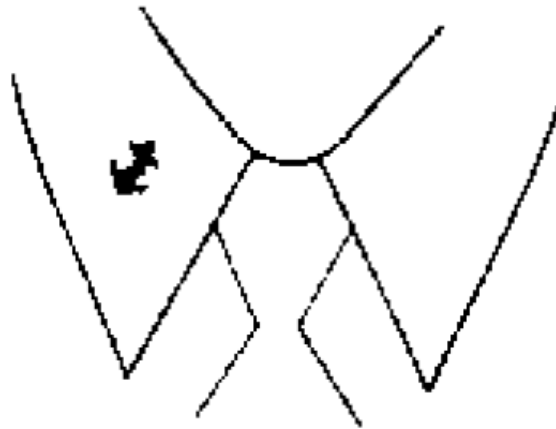


2/C Midshipmen: Wear the appropriated major insignia on both collars.



3/C Midshipmen: Wear the appropriate major insignia on the left collar only.

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UNIFORMS AND PERSONAL APPEARANCE



4/C Midshipmen: Wear no collar insignias.



**.04 Cap Insignia:**

High Pressure/Combination (Men): Insignia on High Pressure/Combination caps consist of a cap device w/black stretch band, chin strap and retaining buttons.

Service Dress (Women): Same as men.

**Combination Cap.** Insignia on combination caps consist of a cap device, chin strap and retaining buttons.

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE



1. **Cap Device.** The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right.



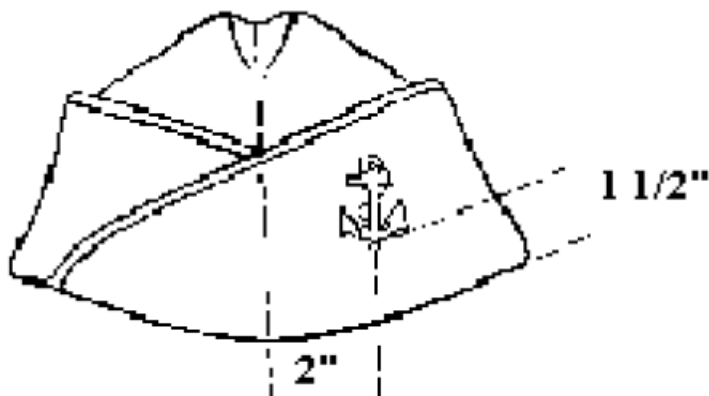
2. **Chin Strap.** The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, gilt button.



**Garrison cap:** MMA insignia is pinned to the left side of the cap in an upright position with the center 1 3/4 inches from the front seam and 1 1/4 inches above the bottom edge. Midshipman Officer Rates pin to the right side of the cap in an upright position with the center of the insignia 1 inch above the bottom edge and the forward most edge of the insignia is 1 inch from the front seam of the cap.

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

### Garrison Cap



3. Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The un-fouled arm of the stock faces front. Pin it to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above bottom edge.

#### .05 Shoulder Boards:

General: Shoulder boards are worn on salt and pepper white short sleeve shirts, and reefers (pea coats). They have a gold embroidered anchor on the center of the board for deck majors, a three-bladed propeller for engineers, or an approved major insignia.

Midshipmen Officers: Regimental officers 4 bars and above, company wedge members, and members of the training staff wear the stripes prescribed for their ranks as listed above, and a star.

All other midshipmen: Will wear no stripes, but will wear either, anchors, propellers, or approved major insignia on their shoulder boards.

#### .06 Shoulder Devices:

Metal rate bar shoulder devices are to be worn on the shoulder straps of the Black Eisenhower jacket and navy blue wooly pulley. These devices shall be worn centered on the shoulder strap and 3/4 inches from the squared outboard end of the shoulder strap.

## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

Midshipmen officers who are 4 bar rates and above are required to wear the shoulder device but it is optional for all other rates, unless so designated for wear by the Regimental Commander.

**Rank Shoulder Marks.** The insignia worn on shoulder boards consists of a star, in combination with stripe(s), to indicate the wearer's rank.

**Captain.** Wear six yellow stripes, 1/8 inch wide. Place the lowest stripe 5/8 inch from and parallel to the squared end of the mark. Space other stripes 1/4 inch apart. Center a gold plated metal, five point star, 1/2 inch across on the shoulder board, with one point facing toward and 1/2 inch from the upper stripe.



**Commander.** Same as prescribed for Captain, except there are five stripes.



**Lieutenant Commander.** Same as prescribed for Captain, except there are four stripes.



CHAPTER VII  
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**Lieutenant.** Same as prescribed for Captain, except there are three stripes.



**Lieutenant (junior grade).** Same as prescribed for Captain, except there are two stripes.



**Ensign.** Same as prescribed for Captain, except that there is one stripe.



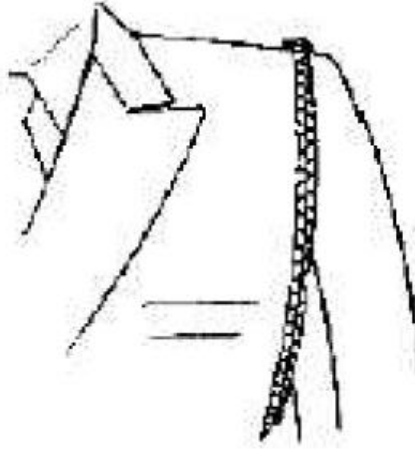
**.07 AIGUILLETES (Drill Team and Band)**

1. Description. Aiguillettes consist of either one loop of gold nylon cord, one blue or one white nylon cord loop, 3/16 inch in diameter depending on which organization is wearing it and with what uniform. Each loop is approximately 17 inches in circumference. The loops are sewn together all around and joined at the top by a 1/2inch section of nylon braid binding strip, to which a safety pin is attached.



## CHAPTER VII UNIFORMS AND PERSONAL APPEARANCE

2. Manner of Wear. Wear aiguillettes on uniforms as prescribed by the Commandant of Midshipmen; pinned to the shoulder at the arm seam.



### .10 SLEEVE DEVICES

Wedge Members will wear metal bars indicating rank on both sleeves

## CHAPTER VIII MIDSHIPMEN MESSING

### 010. DEFINITION OF MESS DECKS

The term mess deck refers to the dining room areas of the Student Center and the training ship.

### 020. MEAL HOURS

Meal hours are specified in the Plan-Of-The-Day (POD) and are part of the daily routine of the Regiment of Midshipmen. Changes in meal hours necessitated by special events will be approved by the Commandant of Midshipmen and then posted in the POD.

### 030. CLASS FEEDING

On class days during the academic year, midshipmen will dine by class to avoid overcrowding on the Mess Deck. Specific times for each class will be promulgated by the Regimental Commander. The dining rotation will be published on-line on the Regimental Web Page preceding the Plan-of-the-Day.

### 040. UNIFORMS ON THE MESS DECKS

The uniform of the day or the relaxed uniform weekdays after 1600 will always be required.

### 050. GENERAL PROHIBITIONS

- .01 Remove prepared food from the mess decks
- .02 Remove dishes, cups, glasses or utensils from the mess decks
- .03 Enter the food storage or galley areas unless directed to do so
- .04 Be on the mess decks between meals unless directed to do so
- .05 Wear dirty, greasy working uniforms on the mess deck
- .06 Use profane/obscene language, indulge in loud talking or any unnecessary noise
- .07 Throw food, cause dishes to break, misuse mess gear, or cause damage to any installed equipment
- .08 Wear hats on the mess decks
- .09 Wear athletic gear or recreational attire, unless part of an official varsity event
- .10 Remove coats if the dress blue uniform is worn

## CHAPTER IX LEAVE AND LIBERTY

### 010. DEFINED

Students entering the Regiment of Midshipmen are introduced immediately to a routine that places certain restrictions upon their personal time and movements. This restrictive routine is considered an essential part of Midshipman training. The nature of this restrictive routine is described in the following articles.

Normal liberty at Maine Maritime Academy is considered to be regularly authorized absence from the Academy or the Training Ship for weekday periods and regular weekend liberty. Liberty is a privilege governed by the Commandant of Midshipmen and may be curtailed at the Commandant's discretion.

Midshipmen are not on Liberty when attending classes after 1600 see CHAPTER VIII UNIFORMS AND PERSONAL APPEARANCE section 30.10 last paragraph for more information.

### 020. CATEGORIES

There are three categories of liberty or leave at the Academy:

#### **(1) Liberty:**

Normally, all Midshipmen are authorized to leave the Academy after their classes unless they are in a duty status such as: being on the watch bill; restricted or assigned extra duty; in a special training program; or participating in a special function. The Commandant of Midshipmen will set forth the times for commencement and termination of liberty.

#### **(2) Cruise Liberty:**

Cruise liberty regulations and times as set forth by the Commandant of Midshipmen are detailed in the cruise manual.

#### **(3) Special Liberty:**

This category of liberty/leave is primarily for reasons the word "special" implies. It is recognized that special circumstances require the presence of Midshipmen elsewhere. Personal problems, deaths, weddings in the immediate family, medical or dental problems, or other emergencies, all require special attention. This is the purpose of Special Liberty. It is not to authorize Midshipmen to leave the Academy or the Ship in order to take care of routine matters of a personal nature, be they business or pleasure, which should be cared for during normal liberty or leave periods. Normally, Midshipmen in a disciplinary status will not be allowed the opportunity of going on special liberty, except under confirmed emergency situations.

## CHAPTER IX LEAVE AND LIBERTY

Midshipmen requesting Special Liberty and/or leave will be required to fill out a standard Special Request form and have it routed through the required channels for purposes of information and approval by those Midshipmen and Academy officials concerned. Where there is an element of doubt or question concerning approval, the request will be referred directly to the Company Officer.

Special leave authorizations only apply to Regimental duties and do **not** cover a Midshipman's academic requirements. Midshipmen must obtain permission to miss class from their respective instructors.

Special requests involving personal matters will only be required to be divulged to the Commandant or the Assistant Commandant or Company Officer for verification and justification.

### **030. BAG INSPECTION/SEARCH OF PRIVATE VEHICLES**

All Midshipmen going on or returning from liberty/leave may be subject to having their luggage and carry-on bags inspected. Private cars may also be searched where probable cause is shown.

### **040. JURISDICTION OF REGIMENTAL REGULATIONS ON LIBERTY**

Midshipmen on liberty/leave are bound by the Regimental Regulations and will conduct themselves accordingly.

Midshipmen who return early from liberty/leave or who are authorized to be on liberty/leave, but choose to remain at the Academy, will be required to abide by the normal rules and regulations prescribed for Midshipmen.

### **050. LATE TO RETURN FROM LIBERTY**

It is the responsibility of each Midshipman to return to the Academy, Training Ship or his/her place of duty on time from leave or liberty. While there may be extenuating circumstances such as weather, mechanical breakdown, transportation delays, etc. for returning late from leave or liberty, the fact remains that the Midshipman is late. In most cases proper planning and good judgment will avoid tardiness and therefore only bona fide emergencies will be accepted as valid reasons for lateness.

What constitutes a bona fide emergency will be determined on a case by case basis. Normally, death/serious illness/injury of the individual Midshipman or an immediate family member constitutes a bona fide emergency. Waiting until the last minute to travel with no provisions for delays or breakdown is considered poor planning for which Midshipmen will be held accountable.

## CHAPTER IX LEAVE AND LIBERTY

As soon as a Midshipman determines that he/she will be late, the Midshipman will contact the MCDO or MOOD and explain his/her situation, which includes an estimated time of arrival. Upon arrival the Midshipman will report his/her return to the MCDO or an officer of the Commandant's Department. Calling in does not mean that the individual's tardiness has been excused or that the individual has been granted an extension.

### **060. LIBERTY EXTENSIONS**

Liberty/Leave extensions will normally only be granted for bona fide emergencies. Midshipmen on leave/liberty who require an extension of their leave or liberty will contact the Commandant, Assistant Commandant or Company Officer to request the extension. No Midshipman is authorized to grant liberty/leave extensions to another Midshipman.

### **070. UNIFORM TO AND FROM LIBERTY**

**3/C, 2/C, and 1/C Midshipmen** are authorized to depart and return from liberty in approved civilian attire and/or in the prescribed dress uniform. When the uniform is worn, it will be worn correctly and completely.

### **080. ABSENCE FROM THE ACADEMY WHILE ON OFFICIAL BUSINESS**

Periodically Midshipmen will be required to be away from the Academy for official business which includes academy sanctioned field trips, conferences, athletic events, social functions, recruiting visits, etc. Midshipmen who are away from the Academy on official business are considered to be in a duty status and as such will comply with all regimental rules and regulations and will be in the uniform prescribed by the Commandant of Midshipmen.

In order to be excused from regimental duties and requirements to attend an official function or event, the staff or faculty member supervising the function or event must submit an official notification to the Commandant's Office. This notification must include the names of the Midshipmen involved, the times and dates the Midshipmen will be departing from and returning to campus.

Midshipmen who return to the Academy later than 0200 from an official academy function/event may be excused from morning quarters and cleaning stations. To be excused, they must complete a Special Request form prior to departure. Note: However that a Midshipman will not be excused from watch muster unless he/she makes arrangements with the MCDO of his/her watch group.

## CHAPTER IX LEAVE AND LIBERTY

### 090. 4/C MIDSHIPMAN LIBERTY

4/C Midshipmen normally will not be granted liberty during Regimental Preparatory Training (RPT) and the period following RPT through Family Weekend known as MUG Month. During this period and at the discretion of the Regimental Operations Officer (ROO), 4/C Midshipmen may be granted Castine liberty that is defined as the on-neck part of Castine (waterfront to the British Canal).

During this period, visitors are not authorized unless expressly permitted by the ROO.

**All 4/C Midshipmen, when granted liberty, are required to depart and return to Castine in the Uniform of the Day.**

### 100. RESTRICTIONS ON LIBERTY

There are only two authorized forms of restriction at the Academy which are disciplinary restriction and restriction for medical reasons.

Disciplinary restriction is a form of punishment and may be handed down as prescribed by these regulations.

Medical restriction is primarily a matter of restricting a Midshipman to the Academy residence hall, Ship or a local hospital for medical/health reasons based upon the recommendations of the Academy Medical Authority.

## CHAPTER X MIDSHIPMEN QUARTERS

### 010. GOVERNING RULES AND REGULATIONS

**Midshipmen are governed by the rules and regulations contained herein and by those contained in the Student Handbook.**

.01 Alcohol and alcohol containers are forbidden in Curtis Hall and aboard the training ship.

### 020. ROOM ASSIGNMENTS

Midshipmen will be assigned to rooms at the discretion of the institution. Specific responsibility for room assignments is assigned to the Associate Director of Student Services for residence hall rooms and to the Commandant of Midshipmen's Staff for training ship rooms.

.01 Room/rack assignments will not be exchanged between Midshipmen without the express approval of the Residential Life Director and the Cognizant Company Officer for the training ship.

Normally, Midshipmen will be required to room with Midshipmen of the same class. The Company Officer must approve any deviation from this policy.

When possible, Curtis Hall will be divided into company areas and members of each company will be assigned rooms in the area designated for their company.

.02 Room keys shall be issued by the Residential Life Director for Curtis Hall and by the Midshipmen Commandant's Staff for the training ship. Charges will be levied for lost keys or damaged locks.

### 030. ROOM SEARCHES

All Midshipmen rooms are subject to search by Academy officials under the conditions of probable cause discussed in the Student Handbook. Such action is to be authorized by at least one of the following:

- Curtis Hall: the President, the Academic Dean, the Commandant, the Assistant Commandant, the Dean of Students, or the Residential Life Director.
- Training Ship: the Master, the Commandant, the Assistant Commandant, or the Staff Watch Officer.

## CHAPTER X MIDSHIPMEN QUARTERS

### 040. ROOM INSPECTIONS

All Midshipmen rooms and heads will be inspected on a regular basis to ensure compliance with the following:

- .01 The standards of neatness, sanitation, and hygiene detailed in this section
- .02 In compliance with safety and fire codes
- .03 The regulations concerning authorized equipment and appliances
  - **Curtis Hall:** Room inspections will be conducted by Officers of the Commandant's Department, Ship's Officers and Midshipmen Officers/Rates designated by the Commandant of Midshipmen. All room inspections will be conducted according to the guidelines and procedures set forth by the Regimental Officer Training Manual. Room inspections will be performed by at least two officers. At least one person assigned to the room must be present during an inspection.
  - **Training Ship:** Room inspections will be conducted by Officers of the Commandant's Department, Ship's Officers and Midshipmen Officers/Rates designated by the Commandant of Midshipmen.

### 050. UNAUTHORIZED ENTRY

Midshipmen shall not enter the room of another Midshipman unless an assigned occupant is in the room, except as authorized by these regulations.

### 060. VISITORS/GUESTS

- .01 For the residence hall:
  - Non-residents of Curtis Hall are permitted to visit Midshipmen rooms subject to the regulations contained in the Student handbook (review section on Visitors & Guests)
  - Visitors are bound by all Curtis Hall regulations
- .02 For the training ship:
  - Midshipmen must log in all visitors at the Quarterdeck



## CHAPTER X MIDSHIPMEN QUARTERS

- Visitors are NOT allowed on the ship between the hours of 2200 and 0730
- Members of the opposite sex are not allowed in each other's room. The only exception to this rule is for medical emergencies, official visits by academy officials and inspections by authorized staff and Midshipmen.
- Visitors are bound by all of the ship regulations
- Visitors must be accompanied by Midshipmen at all times while aboard. Tours of the berthing area or through the staterooms are not authorized

.03 Midshipmen are responsible for the conduct and behavior of their visitors and guests while in Curtis Hall or aboard the Training Ship and can be charged under the Academy Rules and Regulations for their misconduct. This regulation also includes Midshipmen visiting another Midshipman's room.

### **070. CARE AND MAINTENANCE OF ROOMS**

All Midshipmen shall be responsible for the care of their assigned room and the furniture and equipment therein. This responsibility includes any damage by their visitors/guests.

.01 The cost of repairs to the room or the repair/replacement of furniture and/or equipment therein, beyond normal wear and tear shall be billed to the Midshipmen assigned.

Since the residence hall is property of the state of Maine and the training ship is property of the United States, Midshipmen rooms and equipment therein are considered government property and will be classified as such in the event of willful damage.

Upon the occupancy of their assigned room in Curtis Hall, Midshipmen will be required to fill out a Room and Equipment Condition Report. This report has listed thereon all Academy furniture and equipment and the general condition of the room. All discrepancies, damages and replacements needed will be recorded and signed by each occupant. This report will be turned in to the Residential Life Director in Curtis Hall and will be kept on file until the occupants move out. At that time, the room will be inspected and any damage or defacements above normal wear and tear or what was previously cited on the Room and Equipment Condition Report will be noted, repaired and billed accordingly. Any room or berthing discrepancies found on the Ship will be turned into the Ship's Office and will be kept on file until the occupants move out. At that time, the room/berthing area will be inspected for any damage or defacements

## CHAPTER X MIDSHIPMEN QUARTERS

above the normal wear and tear which was previously noted. If so individuals will be billed accordingly.

### **080. ROOM FURNISHINGS AND DECORATIONS**

.01 Alterations or modifications to the arrangement of furnishings and furniture are not authorized.

.02 Only that furniture authorized by the Academy/ship will be permitted in a Midshipman's room.

.03 Under no circumstances will Academy/ship furniture or equipment be removed from or be exchanged between rooms without the permission of the Residential Life Director for Curtis Hall or the Company Officer for the training ship.

.04 Electrical Equipment/Appliances: There will be no unauthorized electrical appliances permitted in the residence hall or on the training ship. For the most part unauthorized appliances are those with heating elements such as hot plates, coffee makers, space heaters, etc. Midshipmen may keep irons in their rooms for use in the laundry rooms. All authorized electrical appliances/equipment will be certified by "Underwriters Laboratory, Inc. (UL)" or the equivalent thereof. Only approved extension cords are authorized to be used in Midshipmen rooms with no splices permitted. No gang-type extension cords allowed. The use of outside aerials or antennas, of any type, is not permitted either in Curtis Hall or the Training Ship.

As a Fourth Class midshipmen, the following items are allowed: cell phone (after RPT), computer, MP3 player (after Family Weekend), egg crate mattress, one poster, one picture and frame, clock radio, fan, humidifier and iron. The following items are not allowed: TVs, DVDs, VCR/DVD player, microwaves, refrigerators, plants, pets, or extra furniture.

### **090. DECORATION OF ROOMS**

Midshipmen must adhere to the rules and regulations in the Student Handbook plus regimental rules and regulations.

No decorations will be affixed by any means to the walls or the overhead. No nails or tacks etc. are to be used on Academy/ship equipment.

Safety considerations require free, unimpeded movement in and out of the rooms. Vision into the rooms should not be obstructed so that room checks in the event of an emergency can be swift. No cloth, paper, nor any potentially flammable material should be on or near lights.

## CHAPTER X MIDSHIPMEN QUARTERS

Ceiling and desk lights should not be dimmed by use of different bulbs or masking of any sort. There should be nothing hanging out of windows.

Smoke and heat sensors will be kept clear at all times. Nothing may be hung from ceilings, which cover the detectors or obstructs the sight of the detectors.

Midshipmen will display name cards on their doors. These cards shall contain only the information requested.

### 100. MIDSHIPMAN DAILY LIVING

Midshipman rooms shall be locked when the room is unoccupied.

Midshipman valuables should be locked at all times when the room is not occupied by the Midshipman assigned to the room.

Use and stowage of rooms will be as follows:

#### .01 Bunks:

Midshipman will not at any time or under any circumstances smoke while in their bunks. Smoking is not allowed in Curtis Hall. Smoking on the Ship while in Castine is prohibited. Smoking areas on the waterfront are provided.

Bunks will be made up each morning immediately following reveille in a neat and correct manner in accordance with prescribed instructions. Top sheet folded back 4" over the blanket with the folded edge 8" from the top end of the mattress. Extra blanket folded neatly at foot of the bunk, blanket and sheets spread tightly without wrinkles, tucked under on all sides with square corners at the foot end. Pillows will be at the head of the bed and will always be covered with a pillowcase neatly spread without wrinkles.

At least once a week all linens will be changed, blankets will be shaken out and mattresses turned over.

#### .02 Windows:

Midshipmen will not throw items out of the windows or hang items out of the windows. Windows broken or cracked will be reported immediately and the cost of repairs will be charged against the assigned room occupants where negligence is apparent. During cold or inclement weather, windows shall be kept closed at all times except for ventilation when occupied. Ship's windows will be closed whenever the room is not occupied. Midshipmen will not appear at windows unless fully clothed.

## CHAPTER X MIDSHIPMEN QUARTERS

### .03 Lights:

Room lights will be turned off at all times when a room is not occupied. The last occupant to leave the room will be responsible to see that all lights are turned off.

### .05 Laundry:

Laundry may be done by Midshipmen at the residence hall in those areas specified for laundry and in the assigned ship's laundry when living aboard the training ship and during cruise for 2/C Midshipmen. Laundry service will be provided for all 4/C while on the training cruise. These are the only areas authorized for laundry to be done at the Academy. Midshipmen will be responsible for the operation of the machines and for the cleanliness of these areas. The tampering or use of unauthorized currency to operate laundry machines is considered theft of services.

### .06 Computers and Internet Services:

Academy provided computer network and internet services will be used for the academic purposes intended. Use of these services to conduct illegal activities, to plagiarize, to acquire pornographic material or to send or receive harassing, threatening, or vulgar communications is considered a major offense and will result in the individual's loss of the academy's internet/network services for an indefinite period of time.

## 110. PROPER DRESS

Midshipmen may relax when inside their rooms; however, they will remain properly clothed at all times between their first muster of the day and 2230.

Midshipmen must be in the Uniform of the Day to conduct any business in the Residence Hall (e.g. Computer labs, Bookstore, Health Services, Barber Shop, Dean of Students, Clubs & Orgs or the Communications Desk). Midshipmen visiting the Bilge shall comply with the Uniform requirements for the time of day the visit occurs.

## 120. CLEANLINESS OF ROOMS AND HEADS

Midshipmen are responsible for maintaining their rooms in a high standard of cleanliness and order as follows:

.01 Furniture in place and all effects properly stowed

.02 Racks made

## CHAPTER X MIDSHIPMEN QUARTERS

.03 Carpets cleaned and vacuumed

.04 Walls, mirrors, shelves, ledges, windowsills and all articles of furniture and equipment shall be kept free from cobwebs, dust, finger marks, shoe marks, and spots

.05 All furniture, wooden and metal, shall be kept clean

.06 Radiators, light fixtures and the inside of windows shall be kept clean

.07 Toilets, sinks, mirrors and flat surfaces will be wiped down and kept free of stains and soap scum. Shower curtains will be free of mildew and soap scum. Toiletries will be neatly stowed and towels neatly hung

.08 Trashcans will be not more than two-thirds full. During formal inspections trashcans will be clean and free of trash

### 130. DAILY ROOM INSPECTIONS

Midshipmen rooms and berthing areas are always subject to daily room inspections and are expected to be maintained as explained in the preceding article.

Midshipmen drawers and lockers will be stowed in a neat and orderly manner and will be subject to inspection at any time. Only the Commandant of Midshipmen and his designated staff and Midshipmen officers are authorized to inspect drawers and lockers as part of the daily routine and training of Midshipmen.

### 140. FORMAL ROOM INSPECTION PROCEDURES

- All drawers shall be left open in a staggered (two-blocked) stepped down fashion from top to bottom.
- All locker/closet doors will be open for inspection purposes.
- All lights will be on.

One Midshipman in each room will sound off, when the inspecting officer/party enters, giving the number of the room, the number of Midshipmen assigned and their names, the number present and the name of any absent and end with a statement, "Ready for inspection, Sir/Ma'am". All room occupants will come to the position of "Attention", and will remain at attention until told to do otherwise.

### 150. COMPANY AREA CLEANLINESS

## CHAPTER X MIDSHIPMEN QUARTERS

Midshipman Company Commanders under the supervision and direction of the Company Officer(s) are responsible for the overall neatness, cleanliness and good order and conduct within their respective assigned berthing and cleaning station areas.

## CHAPTER XI REGIMENTAL PREPARATORY TRAINING (RPT)

### 010. MISSION

The mission of Regimental Preparatory Training (RPT) is to bridge the gap between the previous lifestyle of Midshipmen Under Guidance (MUGs) and that which will be required of them as members of the Regiment of Midshipmen; and to provide upper-class midshipmen the opportunity for practical leadership and management training.

### 020. OBJECTIVES

**There are seven primary objectives to be accomplished during RPT, specifically:**

- .01 To prepare new regimental students to take their places in the Regiment upon completion of RPT
- .02 To instill the concepts of honor, loyalty and integrity
- .03 To provide mental and physical conditioning
- .04 To instill class and team spirit
- .05 To assist the MUG to become self-sufficient
- .06 To stress safety and survival at all times
- .07 To instruct the MUG how to perform the various duties, details and watches that will be required in his/her 4/C year

### 030. TRAINING STAFF

The nucleus of the training staff consists of the Regimental Operations Officer (ROO), the Senior Stryker, the Company OICs, the 2/C and 3/C Strykers.

**.01 The ROO reports to the Regimental Commander (RC) and is responsible for:**

- Planning and conducting RPT
- Selecting and training Strykers
- The overall welfare and performance of the midshipmen training staff and all assigned MUGs.

**.02 The Company OIC reports to the ROO during RPT and is responsible for:**

CHAPTER XI  
REGIMENTAL PREPARATORY TRAINING (RPT)

- Nominating Stryker candidates to the ROO
- Assisting the ROO in training Strykers
- Executing the RPT plan in the company
- The welfare and performance of his/her assigned Strykers and MUGs

**.03 The Senior Stryker reports to the ROO and is responsible for:**

- Immediate command of 2/C and 3/C Strykers
- Assisting the ROO planning and conducting RPT, MUG Month and the MUGs first academic year
- Nominates Stryker candidates to the ROO

**.04 The 2/C Stryker reports to the ROO during RPT and up to Family Weekend and exercises immediate command of the Company 3/C Strykers to carry out the plan for RPT. The 2/C Stryker is the primary instructor and responsible for:**

- Meeting RPT objectives within the Company
- The welfare and performance of his/her assigned 3/C Strykers and MUGs

**.05 The 3/C Stryker reports to the 2/C Stryker and exercises immediate supervision of the assigned MUGs. The 3/C Stryker is an assistant instructor and responsible for:**

- The practical and remedial training of the assigned MUGs
- The welfare and performance of his/her assigned MUGs

**.06 The 2/C Stryker reports to the Senior Stryker during RPT and up to Family Weekend and exercises immediate command of the Company 3/C Strykers. The 2/C Stryker is responsible for:**

- Meeting RPT objectives within the Company
- The welfare and performance of his/her assigned 3/C Strykers and MUGs

**.07 The 3/C Stryker reports to the 2/C Stryker and is responsible for:**



## CHAPTER XI REGIMENTAL PREPARATORY TRAINING (RPT)

- Training MUGs in assigned skills and knowledge away from the Strykers
- The welfare and performance of his/her assigned MUGs
- Counseling in a professional manner

### **.08 The training staffs objectives are:**

- To execute the training plan with regard to health and safety
- To satisfy all training objectives
- To identify strong, average and weak performers and administer training accordingly
- To learn the names, hometowns, and primary interests of their assigned MUGs;
- To issue clear, concise instructions
- To know the subject matter of the assigned topics to teach
- To be well versed on the current “Maine Brace” and the “Regimental Manual”
- To anticipate the needs of their assigned MUGs and provide accordingly
- To be aware of any medical or learning problems of their assigned MUGs
- To conduct formal training sessions
- To maintain composure in an emergency or when dealing with a trainee who does not respond to instructions.

### **040. Stryker SELECTION**

Strykers, in addition to administering the RPT program, are expected to provide guidance and support to MUGs during their entire 4/C year. Therefore, selection is based on the ability to lead, to motivate, to communicate and to counsel. The Stryker must present him/herself as a model midshipman for the MUG to emulate. Anything less is not acceptable. The new ROO selects the Strykers and submits his/her nominations to the Commandant for approval.

## CHAPTER XI REGIMENTAL PREPARATORY TRAINING (RPT)

- The rate selection process includes a written application, testing and interviewing. Selection of nominees is normally a collaborative process involving the Company Commanders, the ROO and the Assistant Commandant/and or Company Officers

### **050. Strykers TRAINING PROGRAM**

The Training Program is designed to prepare the entire training staff both mentally and physically for the ensuing RPT Program. Training normally takes place the week immediately preceding the commencement of RPT. Successful completion of the program is required for all Strykers after which the Strykers Service breast insignia is awarded.

### **060. RPT PLANNING**

RPT for the incoming 4/C midshipmen takes place in the period immediately preceding the beginning of the Fall Semester. It is normally four and a half days in length and MUGs are berthed on the training ship. Planning for RPT begins approximately six months before the above period and requires coordination with the following Academy departments:

- Master and Chief Engineer of the training ship for berthing, ships hotel services, ship jump, ship drills
  
- Director of the Waterfront for rowing events and launch services
  
- Director of Athletics for use of field house, gym, pool, climbing wall and coordination of the athletic field day
  - Director of Residence Life for residence hall rooming coordination
  - Director of Safety and Security for fire drill coordination with the Castine Fire Department
  - Director of Food Service for special meal times and messing requirements
  - Director of Conferences for use of Alumni Lecture Hall and Delano Auditorium
  - Director of Health Services for medical alerts and Sick Bay procedures
  - Academy Bookstore Manager for uniform issue
  - Academy Barber for special operating times

## CHAPTER XI REGIMENTAL PREPARATORY TRAINING (RPT)

- Director of Facilities for space issues and supplies

### **080. THE MIDSHIPMAN STRYKER HANDBOOK**

Detailed information about RPT operations, procedures and the training syllabus are contained in the Stryker Handbook.

## CHAPTER XII MIDSHIPMEN WATCHES

### **010. OBJECTIVES AND ACADEMIC YEAR WATCH REQUIREMENTS**

The Regiment of Midshipmen requires students to stand watches aboard the training ship every year. Those in an unlimited licensing program receive sea day STCW credit for each four hours of watch period satisfactorily stood in the Academy's watch standing program. Watch standing is a major part of a mariner's trade, and consequently is a critical training requirement for the third mate/assistant engineer license programs. It is also critical to the safety and security of academy personnel, equipment and property and therefore takes precedence over any other midshipman activity, including classes. All midshipmen standing watches on the ship will adhere to this section of the Regimental Manual and also the most current TS STATE OF MAINE Castine Standing Orders located on the ship's quarterdeck.

There are typically several students in the Regiment who are not in the Unlimited License Program. As a result, they stand watches under instruction during MUG Month aboard the training ship. Excepting the 4 year Marine Systems Engineering Design (MSED) major, these students shall not be required to stand watch beyond MUG Month. Those in the 4 year MSED program are required to be in the Regiment their first year plus go on cruise. In this case those who elect to stay in the Regiment after cruise are qualified to stand watches during their sophomore year. After that year they would have the option to opt to not perform watches during their final years in the Regiment.

The objectives of watch standing at Maine Maritime Academy are:

- To gain training in the exercise of authority and responsibility
- To develop qualities of reliability, leadership, competence, tact, adaptability and a sense of duty
- To safeguard personnel and property
- To assist in the administration of the daily routine of the Regiment of Midshipmen
- To assist in the enforcement of Academy rules and regulations
- To satisfy Standards of Training, Certification and Watch keeping (STCW) requirements. (Midshipmen will receive sea day credit for each 4 hour watch period stood, satisfactorily)

Both the cruise and the academic year watch standing programs meet these objectives.

The number of academic year watches to be stood by each midshipman to achieve and maintain a satisfactory level of watch standing proficiency; to meet the Academy's watch

## CHAPTER XII MIDSHIPMEN WATCHES

requirements; and to ensure a fair and equitable distribution of watch assignments is designated the Academic Year Watch Requirement (AYWR). The AYWR is primarily a function of the number of required watches and the number of qualified midshipmen available to stand the watch. This number will vary from year to year and from class to class. The AYWR is promulgated annually by the Commandant.

Each midshipman is required to satisfy both the cruise and the AYWR. Successful completion of cruise assumes completion of the cruise watch requirement; however, satisfying the AYWR is the responsibility of the individual midshipman. **Failure to complete** the AYWR is considered a failure to meet licensing requirements.

The Commandant's Department will administer the academic year watch bill and each midshipman will be assigned a sufficient number of watches to satisfy the AYWR. However, administrative errors in watch assignments do not relieve any midshipman from meeting the AYWR. Each midshipman is responsible for keeping track of his/her completed watches. Extracurricular activities and regimental duties do not preclude any midshipman from meeting his/her AYWR, however, they may be considered in lieu of watches, which may exceed the AYWR. A midshipman will only receive credit for the watches he or she actually stands. Standby watches do not count for AYWR credit, unless that standby is activated to stand a regular scheduled watch.

The AYWR represents the number of watches necessary to meet the minimum requirement. It is not a limit to how many watches a midshipman may be required to stand. In fact, most midshipmen will exceed the AYWR.

### **020. ACADEMIC YEAR WATCH POSITIONS:**

The academic year watch positions may vary depending on training and security requirements. The usual positions for the academic years are:

#### **Midshipman Command Duty Officer (MCDO):**

The MCDO is the ranking midshipman of the watch and is the direct representative of the Commandant during the off duty hours. The MCDO is responsible for the administrative portion of the midshipmen watch. He/she is in charge of Watch Muster, Standby assignments, Watch Administration, night lunches (will ensure that the bag lunches are picked up for the 0000-0400 watch) and other administrative duties. The watch accountability is recorded for STCW training and certification with 8 hours watch credit for each day. The MCDO watch is normally a 24-hour watch and is stood by a senior-ranking midshipman. The uniform for this watch is salt and peppers in the fall and spring. During the winter the uniform will be dress blues.

## CHAPTER XII MIDSHIPMEN WATCHES

Standing Orders for the MCDO are contained in the MCDO binder which shall be carried by the MCDO for the entire duty period.

### **Midshipman Officer of the Deck (MOOD):**

Normally a 1/C Deck or Engine midshipman who is overall in charge of the ship, embarked personnel and other members of the watch group aboard the training ship during the 4 hour period of watch. This position is continuously manned except during crew workdays when the crew takes over from 0800-1600. This watch reports to the Ship's Licensed Watch Officer, Ship Permanent Crew as appropriate and to the MCDO. The uniform for the MOOD is Khaki.

### **Midshipman Assistant Officer of the Deck (AMOOD):**

Normally a 2/C Deck or Engine midshipman in charge of the ship's Quarterdeck, security watchman and all persons embarking or dis-embarking the vessel during the 4 hour period of watch. This watch is manned 24-hours a day, seven days a week (even during class days from 0800-1600). Responsible for the quarterdeck log keeping and accountability for all embarked personnel. Responsible for the record keeping of security badges. Reports to the MOOD. The uniform for this watch is Khaki.

### **Senior Watch Engineer:**

A 2/C Engineer midshipman in charge of the ship's engine room, engine room operating equipment and HVAC during the 4 hour period of watch. The Senior Watch Engineer is in charge of the other Engine Watch Standers. This watch reports to the MOOD. This position is continuously manned except during crew workdays when the crew takes over from 0800-1600. The uniform for this watch is the Maintenance Uniform.

### **Assistant Watch Engineer:**

Normally a 3/C Engineer midshipman who works in the engine room or about the ship as necessary to accomplish the tasks designated by the Senior Watch Engineer. This watch reports to the Senior Watch Engineer. This position is continuously manned except during crew workdays when the crew takes over from 0800-1600. The uniform for this watch is the Maintenance Uniform.

### **Engineering Assistant:**

Normally a 4/C either deck or engine midshipman who stands watches under the training, maintenance and prescribed duties outlined by the Ship Watch Engineer and Assistant Watch Engineer. This watch reports to the Senior Watch Engineer. This

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position is continuously manned except during the crew workdays when the crew takes over from 0800-1600. The uniform for this watch is the Maintenance Uniform.

### **Quartermaster Watch (QMOW):**

Normally a 3/C deck or engine midshipman in charge of the bridge, fire detection systems, general announcing systems, waterfront and moorings security watch. This watch reports to the MOOD. This position is continuously manned except during crew workdays when the crew takes over from 0800 till 1600. The uniform for this watch is Short Sleeve Khaki with Garrison Cap.

### **Security Watchman:**

Normally a 4/C deck or engine midshipman who reports to the Ship's AMOOD and is responsible for the hourly fire and security rounds. The Security Watch is normally a 4 hour watch. This position is continuously manned except during crew workdays when the crew takes over from 0800 till 1600. The uniform for this watch is the Maintenance Uniform and White Duty Belt.

\*Note: Watches conducted "Under Instruction" during MUG Month are not credited toward STCW totals.

### **Standby Watchman:**

There will be a minimum of one Standby Watch for each regimental class. The standby is considered to be in a duty status for the entire period of the published watch bill (Academic Week). On weekends, Standby Watchmen will be in a duty status until released by the MCDO. Standby Watchmen will muster with the MCDO at Watch Muster and will ensure that the MCDO has a means of contacting the Standby Watchman for issues that may arise during the execution of the watch bill. In the event that the Standby has been used for a particular class watch and a second standby is needed, the next senior Standby shall be utilized.

### **Duty Stryker:**

A 2/C or 3/C Midshipman who reports to the MOOD and administratively to the ROO (Regimental Operations Officer). The duty Stryker is responsible for the performance and conduct of the embarked MUG (Midshipman Under Guidance) company. The Duty Stryker is in charge of morning musters, supervises cleaning stations and conducts 4/C room inspections. Normally, the Duty Stryker is assigned for 3 to 7 days at a time when the 4/C are housed on the ship. The Duty Stryker is housed on the ship during these periods of time. The usual uniform for this watch is Khaki.

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**Note: All Watches are responsible for enforcing the rules of the Academy and the Regiment. Allowing infractions to occur leaves the watch stander subject to discipline for improper watch-standing.**

The specific duties and responsibilities for each of these watches are contained in the TS STATE OF MAINE Castine Standing Orders. Uniforms shall be clean and neat. Soiled or paint splattered are NOT AUTHORIZED.

\*Note: If boiler suits are worn in lieu of the Maintenance Uniform, that person may not loiter at the Quarterdeck or any other watch stations than their assigned watch. Company logo coveralls are NOT AUTHORIZED.

### **030. ACADEMIC YEAR WATCH TIMES:**

The usual watch periods are 0000-0400, 0400-0800, 0800-1200, 1200-1600, 1600-2000, 2000-2400. Normally, Monday through Thursday a midshipman will be assigned one watch period. For weekends, the watch periods will start with the 0800-1200 watch on Friday and end with the 0400-0800 on Monday (except for a long weekend which will normally end on Tuesday). For the weekend watch midshipmen will be assigned two watch periods which are the 00-04 & 12-16; 04-08 & 16-20; 08-12 & 20-24.

Note: Eight (8) hour watches during cruise and the academic year are not authorized unless approved by the Master TS STATE OF MAINE and/or Commandant or in emergency cases during the academic watch periods or paid watches during holidays, breaks, and summer periods. The MCDO (in the absence of the Commandant) may authorize an 8 hour watch in cases of emergencies, but will be properly documented in the MCDO log on the reason why. The MCDO at the next available time period will contact the appropriate chain of command to inform them of this decision.

Normally 1/C or 2/C midshipmen will be the only students who may have a watch (AMOOD) during the academic class week from 0800-1200 and 1200-1600 as all others will normally commence their watches at 1600 during the weekdays.

Watch reliefs will report to their watch stations and be ready to assume the watch, 15 minutes before the hour. This allows time for a thorough turn over before the watch changes on the hour. The exceptions to this rule are:

(1) 0800-1200: Watch reliefs will report to their watch stations by 0730 to allow time for the off-going watch to eat breakfast.



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(2) 1200-1600 ON CLASSDAYS: Watch reliefs who have an 1100 class may, with the permission of their instructor, leave class no earlier than 1130, eat lunch and relieve the watch by 1200.

(3) 1600-2000 ON CLASSDAYS: Watch reliefs who have a 1500 class may report to their watch stations by 1600. This eliminates the need to leave class prior to 1550.

(4) 1600-2000 will relieve each other as necessary for the evening meal as directed by the MOOD.

**Note:** If a student has a class conflict during the class weekday from 0800-1600 that individual is responsible to plan ahead and arrange a duty swap prior to the day of watch. It is not the responsibility of the MCDO to use a Standby for someone who did not plan ahead (See Watchbill section below). It is not the responsibility of the Commandant's Department, Regimental Adjutant or anyone else to find a replacement for this midshipman's watch. This responsibility rests entirely on the individual midshipman.

### **040. WATCH BILLS:**

The Regimental Adjutant (with assistance from the Company Adjutants) will prepare the academic year watch bill. This watch bill will identify the Company responsible for all watch positions for that date.

The Adjutant for the Company assigned watch will write the Company Watch Bill, assigning members of said company to watches commensurate with the watch stander's regimental class/experience.

Watch bills are normally posted **two weeks** prior to the day of watch and under no circumstances any later than **one-week** prior to the day of the watch. Posting of the watch bill consists of emailing the Company Yeomen with a complete watch bill for the date assigned to the Company as well as posting the document to the Regimental and Company folders on the 1st Class Desktop. Once posted, watch bills will not be changed except in an emergency or to correct an administrative error.

It is the responsibility of each Midshipman to ensure that they know when they have watch, and if a conflict arises where they are unable to stand that watch during that period of time, they are responsible in getting a replacement. It is not the responsibility of the Regimental Adjutant, Company Adjutant or Commandant's Staff to find a replacement for them. If they failed to get a replacement and fail to stand the watch they will be charged under the Disciplinary Section of this manual for "Watch; failure to report".

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If a Midshipman knows that there is a future event that will prevent him/her from standing watch on a given date then that Midshipman is responsible for completing a Special Request form identifying the date and time that liberty is requested.

The Company Adjutant will endeavor to work around those who play sports during the traditional season (not during off season). Varsity Athletes shall fill out Special Request form to notify their Company Adjutant of Season dates as well as games dates.

If a midshipman is assigned a watch and is on the watch bill section of the Plan of the Day (POD) and fails to report to the MCDO during watch muster, he/she will be charged a Class III infraction for "Missing Watch Muster". If that same person fails to report to the MCDO by noon, the infraction shall become a Class II for missing duty.

### **050. WATCH ELIGIBILITY:**

Watches are normally assigned by class and rates as follows:

**MCDO:** Designated Regimental and Ship Rates (any major)

**Qualifications:** Normally four bars and above

**MOOD: 1/C Deck or Engine**

**Qualifications:** Freshman Cruise aboard the TS STATE OF MAINE, **plus** successful Cadet Shipping experience on a commercial vessel and Upperclass Cruise aboard TS STATE OF MAINE. (Upperclass cruise requirement can only be waived by the Commandant)

**AMOOD: 2/C Deck or Engine**

**Qualifications:** Freshman Cruise aboard the TS STATE OF MAINE, **plus** Successful Cadet Shipping experience on a commercial vessel or Upperclass Cruise aboard TS STATE OF MAINE.

**Senior Watch Engineer (SWE): 2/C Engine**

**Qualifications:** Freshman Cruise aboard the TS STATE OF MAINE, **plus** Successful Cadet Shipping experience on a commercial vessel or additional cruise aboard TS STATE OF MAINE.

**Assistant Watch Engineer: 3/C Engine**

**Qualifications:** Freshman Cruise aboard the TS STATE OF MAINE

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### **Engineering Assistant: 4/C Deck or Engine**

**Qualifications:** Completion of MMA's RPT to include MUG Month classroom and practical training on watch standing.

### **QMOW: 3/C Deck or Engine**

**Qualifications:** Freshman Cruise aboard TS STATE OF MAINE

### **Security Watchman: 4/C Deck or Engine**

**Qualifications:** Completion of MMA's RPT to include MUG Month classroom and practical training on watch standing.

### **060. GENERAL DUTIES AND REQUIREMENTS:**

On their day of duty, midshipmen on the watch bill, including standbys, are considered to be in a DUTY STATUS.

**Note: All 4/C and MUGs are considered in a duty status when their company has the duty during the Fall Semester. It is at the discretion of the ROO if this policy remains in place for the Spring Semester. The only variation to this requirement is on Family Weekend when ALL 4/C are granted liberty.**

Midshipmen in a DUTY STATUS:

Must remain on campus (if residing in the Dorm or Graduate Commons) or at their local residence if they reside off-campus.

Must keep the MCDO informed of their location when not in their dorm room, grad commons or at their local residence and will not consume alcohol or be under the influence of alcohol within 8 hours of the scheduled watch.

Midshipmen who reside off-campus are required to have a working telephone and their telephone number on file with the Commandant's Office. (Cell phones may be used)

Midshipmen in the oncoming watch, including standbys, will muster as Watch Company with the MCDO at morning quarters.

Midshipmen shall be familiar with the duties and requirements of their assigned watch.

Midshipmen on watch shall conduct themselves in a smart, efficient and courteous manner.

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Midshipman on watch will be held accountable for all that occurs within sight or hearing of their post.

Midshipmen on watch shall give the appropriate alarm in case of any emergency (including injury) and notify the MOOD and MCDO immediately.

Midshipmen on watch will not quit their post until properly relieved or unless secured from the watch by proper authority which normally means an academy official, Commandant's Department officer, ship's officer, MOOD or the MCDO.

Midshipmen on restriction may not stand watch or be a watch standby for another midshipmen except in an emergency in which case the MCDO authorization is required.

### **070. CHANGES TO REGIMENTAL WATCHES/DUTY**

The above instructions, procedures, duties, assignments, watch posts, etc., are not to be considered as being all-inclusive. The Commandant of Midshipmen may, from time to time, alter, change and/or supplement the composition and requirements of the regimental watches to meet the demands of special occasions.

### **080. MIDSHIPMAN TRAINING CRUISE WATCHES**

When on the training cruise these watch regulations are supplemented by the Training Cruise Manual, which is published by the Commandant of Midshipmen, prior to each training cruise.

### **090. UNIFORM AND APPEARANCE**

All Midshipmen on watch shall remain in the FULL uniform of their respective watch for the duration of that watch. This includes holiday watch personnel.

### **100. SUMMER WATCH AND TOUR GUIDE**

Summer Watch shall comply with all above Maintenance Uniform and Appearance Standards. Summer Tour Guide shall comply with all Khaki Uniform and Appearance Standards.

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### 010. REQUIREMENT

Under 46 CFR Chapter II Section 310.4, midshipmen/cadets are required to do ship's maintenance. Because of the sea day requirement imposed by the Standards of Training, Certification and Watchkeeping (STCW), ship's maintenance is a licensing requirement and consequently, a graduation requirement as well. Therefore, all midshipmen in the regimental program are required to do ship's maintenance.

### 020. ADMINISTRATION

The ship's maintenance program consists of Academic Year Maintenance and Summer Maintenance. Maintenance on the annual training cruise is part of the cruise program and is therefore separate from the program discussed herein.

The Chief Mate and 1st Assistant Engineer administer the maintenance program and are responsible for maintaining the maintenance completion record of the midshipmen.

The Registrar is responsible for officially recording the completion of maintenance in accordance with STCW requirements.

### 030. ACADEMIC YEAR MAINTENANCE

Each midshipman in the unlimited license program is required to complete four (4) semesters of maintenance lab while enrolled at Maine Maritime Academy. It is expected that students would matriculate in the maintenance program as follows: 1/C and 3/C in the Fall Semester; 2/C and 4/C in the Spring Semester.

MT12-first year maintenance, second semester  
MT21-second year maintenance, first semester  
MT32-third year maintenance, second semester  
MT41-fourth year maintenance, first semester

Course designations listed above may be used by MMA's Office of the Registrar to "track" an individual's maintenance completions. In order to avoid course conflicts, Academic Year Maintenance may be scheduled for completion during semesters other than the listed schedule stated in paragraph 6(a). However, this allowance does not release a cadet from his/her obligations to complete the required four (4) semesters of maintenance during their respective course of study at Maine Maritime Academy.

### 040. SUMMER MAINTENANCE

Summer Maintenance is a voluntary program for those students completing their 4/C or 2/C sea-term, which if successfully completed, will satisfy the upcoming fall maintenance

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requirement. Ship status and/or schedule may not provide for a post-voyage cadet maintenance program offering in any given year.

Each cadet completing their 4/C cruise or 2/C sea-term is eligible to enroll in one week of summer maintenance lab following the cruise they just completed. The week will be scheduled by the Chief Mate for deck students and the First Assistant Engineer for engineering students or their designated representatives.

The summer maintenance periods will normally be the two (2) weeks following the sea-term(s). The exact dates will be published in the fall prior to students registering for cruise. This one week will meet the requirement for the fall maintenance program that is typically completed in the semester following the cruise.

The Chief Mate and First Assistant Engineer for deck and engine maintenance respectively will promulgate the number of deck and engine students required for each week.

### **050. ADVANCED STATUS**

Students who enter MMA and are given advanced status will be required to complete all maintenance requirements unless they can certify to the Registrar the completion of maintenance at another organization recognized by this Academy. In these cases, credit may not be given for maintenance that is in advance of their academic or regimental class status.

### **060. FAILURE**

Unsatisfactory performance of maintenance will be considered a missed maintenance day or lab and must be made up.

### **070. REQUIRED TOOLS**

Midshipmen enrolled in maintenance labs shall be expected to bring with them appropriate tools to complete the expected tasks assigned during lab. The minimum required tools for each level of class and major are:

**4th Class (both Deck & Engine majors)** will need the following:

- 1 each 8" Adjustable Wrench
- 1 each 10" Channel Locks
- 1 set 8 piece Screwdriver Set (4 Flatheads and 4 Phillips)
- 1 each Tape Measure (1/2" x 10 foot/3M Metric)
- 1 each Flashlight, Explosion Proof, Pelican type, C-Cell minimum
- 1 pair Safety Glasses (Clear Lens Only!)
- 1 set Hearing Muffs (minimum 29 db Noise Reduction Level)
- 1 pair Gloves, Leather Work type

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- 1 each Fabric Tool Bag
- 1 each Master Keyed Combination Lock (obtained from the Academy Bookstore)
- 1 each No. 2 Pencil, Pen and "Sharpie" style black permanent marker.

**3rd Class Engine Majors** will need the following additional tools:

- 1 each 10" Pipe Wrench
- 1 each 14" Pipe Wrench
- 1 set Welding Gloves
- 1 each Welding Hat (not to be confused with "Welding Hood")
- 1 set Diagonal Cutter Pliers - Insulated handles
- 1 each 8" Lineman's Pliers - Insulated handles
- 1 each Needle Nose Pliers - Insulated handles
- 1 set Assorted Punches
- 1 each 16 ounce Ball peen Hammer
- 1 set Allen Hex Head Wrenches, U.S., fold-up Set
- 1 set Allen Hex Head Wrenches, Metric, fold-up Set
- 1 each \*\* Multi-Meter, Sears Craftsman, Style 3481076 or comparable (see below)
- 1 each Volt-Alert Indicator, Fluke style 28YF or Comparable, must have audible alarm as well
- 1 each Wire Stripper for 20-10 AWG wire

**2nd Class Engine Majors** will need the following additional tools:

- 1 set Combination Wrenches, 12 point, 15 piece, 1/4" to 1 1/8"
- 1 set Combination Wrenches, 12 point, 15 piece, 7 mm to 24 mm
- 1 set 1/2" Drive Socket set, combination U.S. and Metric

**3rd Class Deck Majors** will need the following additional tools:

- 1 each 6" Pipe Wrench
- 1 each Lineman's Pliers
- 1 set Allen Hex Head Wrenches, U.S., fold-up set
- 1 set Allen Hex Head Wrenches, Metric, fold-up set
- 1 each \*\* Multi-Meter, Sears Craftsman Style 3481076 or comparable (See below)
- 1 each Pen style pocket voltage detector
- 1 set Ditty Bag (including; Sail Palm, Needles, Sail Twine, Wax and Pricker)

**2nd Class Deck Majors** will need the following additional tools:

- 1 set Combination Wrenches, 12 point, 9 piece, up to 3/4"
- 1 set Combination Wrenches, 12 point, 9 piece, 5-15 mm
- 1 each 1/4" - 3/8" Drive Socket Set, combination, U.S. and Metric

\*\*Multi-meters shall meet the following minimum requirements: (The Sears Craftsman model listed above is just an example, any multi-meter that meets the minimum requirements will do.)

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1. AC/DC voltage measurement - to at least 600 volts
2. AC/DC Current
3. Resistance
4. Conductivity
5. Temperature
6. 0.5% accuracy