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COMMANDANT'S DEPARTMENT

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NOTE: This manual contains general and basic information relating to the cruise. Annexes to this manual will be published prior to the cruise, containing alphabetical, company, and cleaning station lists, etc.

TRAINING CRUISE MANUAL
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SECTION I

GENERAL INFORMATION

- A. MISSION & TRAINING CRUISE POLICY OF MAINE MARITIME ACADEMY
- B. COMMUNICATIONS WITH THE TRAINING SHIP DURING CRUISE
- C. SMOKING POLICY
- D. OFFICER/CREW/MIDSHIPMEN RELATIONSHIPS
- E. HAZING
- F. HARASSMENT
- G. ACCIDENT AND INJURIES

A. MISSION & TRAINING CRUISE POLICY OF MAINE MARITIME ACADEMY

The mission of Maine Maritime Academy training cruise is to foster the professional competence, self-discipline, self-confidence, and leadership needed for a person to be successful in their major area of study. This includes the practical application of learned professional knowledge and skills, experiencing the demands of shipboard life, practicing the teamwork needed for a successful voyage, encountering differing cultures, and working effectively in a shipboard management and organization structure. STCW requirements and assessments are offered for those in licensed programs.

1. The spring/summer training cruise is scheduled portal to portal. Cruise debarkation is scheduled from the Castine pier for Cruise A and Portsmouth State Pier for Cruise B. All Midshipmen on Cruise A will be involved in the Castine on-load and Cruise B will handle the Castine off-load. Both Cruise units will be involved in Portsmouth Cruise A ends upon completion of Portsmouth duties and Cruise B ends when the off-load is complete and the ship has been secured. This is a requirement independent of sea-day counting and the sequence of port visits, and will be waived only in cases where other training conflicts arise. Midshipmen will plan their debarkation arrangements accordingly.
2. The cruise experience consists of classroom instruction, hands-on instruction (watch and maintenance), and personal adaptability to close social living through self-discipline and shared responsibility (shipboard life). All four facets of this experience must be completed to the satisfaction of the respective officers in charge of those areas before cruise credit will be given. Any and/or all STCW cruise requirements and assessments will be satisfied before an academic cruise grade will be given.

B. COMMUNICATIONS WITH THE TRAINING SHIP

E-Mail:

MMA's First Class email system will continue while on the Training Ship. Emails need to be kept short and certain restrictions may apply. If emails are not kept at a minimum MMA reserves the right to disconnect an individual's email, if they abuse the policy. Participants in training cruise will be issued a new email address prior to cruise.

MMA IT Department information you will need regarding your email account for this cruise. Your email account on the ship will be the same as your email account at MMA, except your email address will be "@shipmail.mma.edu" instead of "@mma.edu".

While you are on the ship, you can use the same First Class client that you use here at school. In order to access the ship email server, click the "Advanced" button on the client Login Screen. Then click "Setup". In the server field, type in the IP address of the ship mail server (172.16.0.119) or the name of the server (shipmail.ship.mma). Click the "Save" button. Now your client will connect to the ship email server. Once you are back at school, you will need to change the setting back to access the school email server.

While on the ship, if you want to send an email to someone who is also on the ship, you will see their name in the directory (as you do at MMA) and will be able to just select their name in the "To" field. In addition, if you need to send mail to someone at the school who is not cruising, you would address it to their regular school email account.

Connectivity while on the ship is provided via satellite connection. This connection is very expensive. In order to control the costs associated with providing email, the size of messages going through the gateway (inbound and outbound) is limited to 15k. While this is not a huge amount, it is large enough to include quite a long text message. Please be mindful of the number and size of messages you send while using the system. Even consider keeping your email signature very short; a several-line-long signature, sent 100 times, can add up to a significant number of bytes. If your message exceeds the 15k limit, it will not be sent, nor will you receive any email sent to you that exceeds this size. This is common practice used by satellite-based email providers. Attachments are not authorized, except for a very select few on the ship for business only.

When you receive email from the outside, you may notice that the "From address shows as something like this: person@gmail.com,FirstClass. The system appends the "FirstClass" to the address because the mail is actually coming to you from a gateway in our FirstClass server here on campus. If you want to reply to a message like this, hit the reply button, and in the "To" field, just delete the "FirstClass" portion of the address. Then the email will go out the appropriate gateway and be delivered

Ship Mail is only available on the ship. Please continue to use your regular email account until cruise officially begins.

Steven Chesley is your IT contact while on cruise, please contact him if you have any questions.

Phones:

Outgoing Only Iridium Satellite phone service is available in certain locations of the ship. To use this service phone cards must be purchased in the Ship's Store or Ship's Regimental Office and will work similar to standard phone cards. These Iridium Satellite cards can be used on the following phones:

Located outside 4/C lounge on the 1 deck
Use instructions posted on the phone

Internal Ship Phone Numbers

Primary Contacts:

Bridge	400
Engine EOS	460
Quarterdeck	450
Ship's Office	453
Medical Department	404
Ship's Doctor	304
Ship's Nurse	306
IT Office	454/302

Commandant's Department

CAPT Gandy	344
CDR Stewart	303
CW Acker	305
LT Hassett	253
LT Small	305
VACANT	303

Deck Department

CAPT Eadie	340
CM McAvoy	409/241

Engine Department

CE Lowell	460/342
1E Moody	460/242
Engine Training Officer	433

Dining Service Manager 418/147

Barber 457

C. TS STATE OF MAINE'S TOBACCO POLICY

1. Smoking is prohibited onboard the ship except in designated areas on the fantail. This includes the use of electronic tobacco products such as electronic cigarettes. Smoking is prohibited everywhere on the ship during fueling operations.
2. The disposing of lighted cigarettes by throwing them over the side from any part of the ship is dangerous and prohibited.
3. When the ship is in port, smoking is prohibited on the dock within 100 feet of the Ship or vicinity of the quarterdeck.
4. Chewing, Dipping, and the possession of such tobacco products are allowed on the fantail. Any chew cups found in or around the ship will result in the removal of this privilege.
5. All cigarette butts need to be put into authorized containers and are not to be thrown on the deck or over the side of the ship.
6. Failure to comply with this smoking policy will be grounds for disciplinary action.

D. OFFICER/CREW/MIDSHIPMEN RELATIONSHIPS

1. The following requirements concerning relationships between officers, crew, and midshipmen are established for the Training Cruise.
 - a. Midshipmen are not allowed in officer/crew rooms or lounges except on official business.
 - b. Officers/crew are not authorized in midshipmen rooms or living areas except on official business.
 2. Midshipmen are not authorized in the rooms and berthing areas of midshipmen of the opposite sex unless on official business.
 - a. During formal personnel and berthing/room inspections, all midshipmen unless physically on watch, are to be out of their racks, in the inspection uniform and standing by for the inspection.
 - b. For daily room/berthing and sanitation inspections, members of the off-watch (00-04/12-16 & 04-08/16-20), who are asleep will note so on their door. In these cases the room will be inspected by an officer of the same sex as that of the room occupants.
- NOTE: "Official business" is interpreted to be emergency response, medical treatment, inspections, room repairs, notifying personnel and/or probable cause (as determined by the Commandant or Ship's Captain).
3. See "Maine Maritime Academy (MMA) Regiment of Midshipmen Policy on Inappropriate Personal Relationships" in Appendix A of this manual.

E. HAZING

In accordance with Maine state law and Academy policy, injurious hazing of any student is prohibited. Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health of a student, enrolled in a public institution. Accordingly, no person or organization at MMA shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a student. Any person associated with the college who violates this policy shall be subject to disciplinary action that may include expulsion or other sanctions. Any organization that violates this policy shall lose all right to conduct activities on campus or to receive any benefits/support from the college, including any right to claim an affiliation with it. Any non-Academy personnel who violate this policy will be removed from and thereafter banned from the campus or any Academy property or function. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal process and penalties.

Hazing will not be tolerated about the *TS STATE OF MAINE*. A copy of the State law may be found in the Ship's Regimental Office.

Maine Maritime Academy previously established and has in place a disciplinary policy in the Academy's Student Handbook concerning Hazing.

Anyone who engages in hazing subjects themselves to disciplinary action up to and including termination/dismissal from the training cruise and/or the Academy.

All complaints of hazing shall be brought to the attention of the Master *TS STATE OF MAINE*, the Commandant of Midshipmen, or his designated representative.

F. HARASSMENT

Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that are made with the intention of causing fear, intimidation or damage to property and that do result in fear, intimidation or damage to property constitute harassment. This may be an overt action or covert act such as obscene or offensive, coarse graffiti written where the victim(s) will view it.

1. Harassment by Telephone/Computer: using a telephone/computer or allowing a phone/computer to be used to make offensively coarse obscene or otherwise harassing statements to a person or person (see Harassment above; or repeatedly calling and hanging up or messaging, or emailing with intent to harass
2. Discriminatory Harassment: Defined as any behavior/action or written/verbal statements(s) that meets three criteria: 1. That it targets a protected class (gender, race, religion, sexual orientation, etc.); 2. That it is unwelcome and repetitive (persistent); and 3. That it results in the deprivation of a person's access, opportunities, right, or peaceful enjoyment.

Sexual harassment is a form of sexual discrimination in violations of Title VII of the Civil Rights Act. Such conduct is inappropriate and **will not** be condoned at Maine Maritime Academy or on the ship. Anyone who engages in sexual harassment subjects themselves to disciplinary action up to and including terminate/dismissal from the training cruise and/or the Academy.

All complaints of sexual harassment shall be brought to the attention of the Master *TS STATE OF MAINE*, the Commandant of Midshipmen or his designated representative.

G. ACCIDENT AND INJURIES

Medical Department Procedures

1. In the event any person aboard the Ship becomes ill or is injured and requires a stay in Sickbay, the Deck Watch Officer and Ship's Regimental Office (the Staff Watch Officer if after hours) shall be notified immediately. The Deck Watch Officer will notify the Master as soon as is practical. If the injury/illness is of a nature requiring the removal of the patient from the Ship, the Master (or, in his absence, the Deck Watch Officer), on the advice of the Ship's Medical Officer, will proceed to make all necessary transportation arrangements. If the illness or injury was caused by a dangerous condition on board, the condition must be corrected immediately. Finally, a complete and accurate incident report will be prepared. A copy of the incident report will be given to the Regimental Office for filing.
2. In case of an injury, statements from the patient, if possible, and any witnesses, shall be taken. These statements will be signed by the person making the statement, by the person taking the statement, and by a witness. If possible, pictures shall be taken of the scene and will be dated, time-noted, and signed by the photographer as well as by a witness. The Deck Watch Officer will cause appropriate entries to be made in the Deck Log Book. A copy will be kept on file in the Regimental Office.
3. If the casualty occurs within the Engineering spaces, the Watch Engineer or Duty Engineer Officer shall immediately notify the Deck Watch Officer and cause appropriate entries to be made in the Engine Room Log Book.
4. A daily Sickbay census will be provided by the Ship's Medical Officer to the Master and Ship's Regimental Office. Copies of the daily sick list are sent to: Commandant, Regimental Staff Watch Officer, Chief Mate, Chief Engineer, Senior Engine and Deck Training Officers.
5. The original copy of all medical reports will be retained on file in the Medical Department until completion of the cruise. At that time, they will be forwarded to the Ship's Master for inclusion in the Official Log and then forwarded to the U. S. Coast Guard, as required.

G. ACCIDENT AND INJURIES (continued)

6. If the injured party and/or the parties contributing to the injury are suspected of being under the influence of alcohol and/or drugs, they will be administered both a urinalysis and breathalyzer test. The results of these tests will be included in the report.
7. Blank accident and injury report forms may be obtained from Sickbay or Ship's Regimental Office.
8. Injury or illness forms will be completed by the Medical Staff for all occurrences.
9. Persons transported ashore will have insurance information sent along.
10. All persons will be required to have with them when going ashore for medical attention their medical insurance card/information and MMA ID card. Individual insurance coverage will be used as the first payment for an injury unless said injury was incurred while in a work capacity. Any work related injuries will be covered by the Ship.
11. All persons should check with their health provider prior to cruise to ensure they will be covered in foreign ports during this period of training at sea.

H. COMMUNITY HONOR SYSTEM

Maine Maritime Academy's Honor System consists of an Honor and Conduct Code. While on the training cruise any violations, as stipulated below, will constitute a violation of the Academy's Honor and Conduct code and will be adjudicated as such during the Regimental hearing process. Every member of the MMA student body shall be called upon to uphold the codes of honor and conduct as set forth in the Student Handbook and by the principles below:

- I. Be no part of lying, cheating, or stealing;
- II. Make all possible efforts to preserve property on campus and report any damage to or loss of such property;
- III. Respect the privacy and rights of others;
- IV. Ensure that violations of the Honor and Conduct Code be reported;
- V. Answer all summonses of the administration and faculty.

SECTION II

GENERAL INSTRUCTIONS

- A. COMMAND RELATIONSHIPS
- B. PORT SECURITY
- C. REGIMENTAL STAFF WATCH OFFICER RESPONSIBILITIES
- D. DECK WATCH OFFICER RESPONSIBILITIES
- E. MIDSHIPMAN WATCH DUTIES AND PROCEDURES
- F. COMPANY/PLATOON ROTATION PROCEDURES
- G. STANDARD DAILY ROUTINE AT SEA
- H. STANDARD DAILY ROUTINE IN PORT
- I. STANDARD HOLIDAY ROUTINE
- J. PIPES
- K. UTILITY COMPANY INSTRUCTIONS/FIELD DAY PROCEDURES
- L. MIDSHIPMEN FORMATIONS
- M. ARRIVAL/DEPARTURE - DECK PARADE
- N. GENERAL INFORMATION FOR ALL MIDSHIPMEN WORKING IN SHIP'S DINING ROOM
- O. SHIPBOARD LAUNDRY INSTRUCTIONS
- P. SPECIAL INSTRUCTION FOR AMOOD/MCDO
- Q. POSTAL REGULATIONS
- R. FLAG PROCEDURES AND COURTESIES

A. COMMAND RELATIONSHIPS

The Commandant of Midshipmen, also acting as the direct representative of the President, is responsible for the educational component of the training cruise ensuring that the overall mission of the training cruise is accomplished.

The Master of the Training Ship has the ultimate responsibility for the efficient operation of the Ship and the safety of all personnel: officers, crew, and students. He is the direct representative of the President and the ultimate authority onboard in all shipboard safety and operational matters.

B. PORT SECURITY

Port Security requirements can be found in the Ship Security Plan. These requirements vary according to the specific port where the *TS STATE OF MAINE* is berthed.

SHIP'S SECURITY OFFICER RESPONSIBILITIES

VESSEL SECURITY OFFICER (VSO). Pursuant to the International Ship and Port Facility Security Code (ISPS) and the Maritime Transportation Security Act of 2002 (MTSA), a Ship Security Officer (SSO) is required aboard the *TS STATE OF MAINE*. Maine Maritime Academy has designated the Ship's Chief Mate or delegated personnel as the Ship's VSO. VSO responsibilities include, but are not limited to:

- Ensuring that appropriate levels of security related training are accomplished through programs administered by the Ship's Senior Training Officers
- Oversight of security watches aboard the Ship
- Undertaking regular security inspections about the Ship
- Implementing the Ship Security Plan (SSP)
- Coordinating implementation of the SSP with the relevant Port Facility Security Officer (PFSO)

C. REGIMENTAL STAFF WATCH OFFICER RESPONSIBILITIES

THE STAFF WATCH OFFICER (SWO) SHALL:

DAILY: Ensure that the midshipmen routine of the day, at sea and in port, is properly carried out.

IN PORT: In conjunction with the deck department and the Deck Watch Officer be charged with the overall responsibility of the ship's quarterdeck area. With the assistance of the MCDO will supervise the quarterdeck watch to ensure that all midshipmen going ashore are properly inspected for uniforms, personal attire and personal appearance, that contraband goods are not brought aboard, and that ship regulations are enforced in that area.

- Be present on the quarterdeck after docking to ensure the area is properly arranged and the quarterdeck watch is set as soon as possible. Will be present on the quarterdeck when preparations commence for getting underway to ensure all quarterdeck logs and accessories are brought back to the Regimental Ship's Office.
- Be present during official functions to assist in rendering honors to visiting dignitaries

and other guests, and to ensure that the ship's security procedures for in port operations are being followed.

- Be on the quarterdeck each evening until the termination of liberty.
- Coordinate responsibilities with the Deck Watch Officer (DWO) when in port, involving ship security procedures, watch standing procedures, and other areas of responsibility so determined.
- Assist the Vessel Security Officer as needed in his/her security responsibilities while in port.
- Will assist in the random alcohol testing procedures.

ALL STAFF WATCH OFFICERS are reminded that the quarterdeck is a place of business and should be maintained in a smart, taut, orderly, and professional manner. The first impression of the *TS STATE OF MAINE* and the Academy is the quarterdeck. Coordination will be as appropriate with the ship's duty officers, whose primary function and area of responsibility is the safety of the ship.

D. DECK WATCH OFFICER RESPONSIBILITIES

DECK WATCH OFFICER (DWO) is responsible for maintaining the safety and security of the ship outside of the engineering spaces. When in port the DWO normally makes rounds of the ship. Both DWO and SWO watches coordinate their efforts to ensure overall ship safety and security as appropriate to the situation at hand. In addition, in the absence of the ship's Master the DWO assumes the overall responsibility for the ship.

E. WATCH

1. Reporting for Watch

a. Must be face to face with the watch you are relieving at 15 minutes before the hour in order to get a proper turnover. Earlier, if so determined by the department.

b. Be sure to be fully informed on all your duties before reporting to watch. If you must do rounds, know rounds before assuming the watch. One way to do this is to go down early and learn the rounds from the watch you are about to relieve.

c. Be sure you understand the situation when you relieve the watch. This can be done by reviewing log sheets, books and soundings. Ask the person whom you are relieving what is going on and what has been done. This courtesy should be returned to your relief when they come down on watch.

d. Notify the Senior Cadet watch station when you report for watch and when you are relieved in order to be marked down.

e. Before relieving the watch, all 2/C watch standers, no matter what watch, **Will** make a complete round of all assigned areas of responsibility. For engine watch, this means a complete round of the engine room..

f. Before relieving the watch, all 4/C watch standers **Will** at a minimum make a round of their duty station areas and review any pertinent log sheets.

g. Ensure all members of the watch team that report to you are accounted for and are prepared to stand their duty.

h. Verify that all assigned equipment is present and in good working order (i.e. security wand). Log any discrepancies before accepting the duty.

2. Personnel Protective Gear:

- Safety Glasses
- Hearing Protection
- Work Gloves

3. Equipment (bring the following):

- Working Flashlight (no penlights)
- A Pencil or usable pen
- Pocket sized note pad
- 8" adjustable wrench (Engine)
- Channel locks (Engine)
- Screwdriver (Engine)

4. Additional Information:

a. Notify the Licensed Senior Watch Officer of anything in your assigned watch area or other spaces that seems to be operating poorly or areas where trouble appears likely.

b. The assigned watch areas are to be kept clean at all times. This is **everyone's** responsibility. Do not walk by rags, pig mats and trash lying about. Pick it up and put it in its proper place. Wipe up liquid/oil on the deck immediately; do not walk through or around it.

c. All foreign material and tools dropped in the bilges **must** be retrieved immediately, no matter the location.

d. 2/C must insure that 4/C know their respective duties. 2/C allowing 4/C to conduct soundings and rounds that they are not entirely familiar with is **unacceptable**.

e. **Proper Rounds Are Critical.** Round sheets, security reports and log entries are considered firsthand information on the general running conditions of the ship. All readings and soundings must be accurate and correct. All entries must be readable, dated, timed and signed. Log sheets will be kept clean and clear of smudges at all times. The information on these sheets is also used to fill out the legal log of the engine room. You are the eyes, ears and first line defense for the safe and efficient operation of this ship. Any abnormal readings or conditions should be reported immediately to your immediate supervisor and/or the Licensed Senior Watch Officer.

f. You are a **Watch Team**, 2/C and 4/C together. Work together as a team, not as individuals. Everyone has certain watch duties that they are expected to perform throughout the watch, but don't be afraid to jump in and help out your fellow watch stander who may be struggling or behind in their duties because of unforeseen circumstances. Plan out your watch with your watch group at the beginning of the watch, **do not** wait until the last part of watch to try and complete assigned duties. Communicate with each other, keep the MOOD/Senior Cadet Engineer in charge informed as to what you are doing, check in from time to time to see if there is anything that needs to be done or that you can help with. Stay on top of things, pay attention and be diligent in your watch and things will go fine.

NOTE

For detailed descriptions of individual 2/C and 4/C watch responsibilities, see Appendix F (Deck) or G (Engine)

F. COMPANY/WATCH GROUP ROTATION AND PROCEDURES

1. COMPANY ROTATION SCHEDULE

a. Company Rotation Schedule divides each Company's cruise time into Watch, Training, Maintenance and Utility days as equally as possible.

2. WATCH ROTATIONS, WATCHBILLS, AND PLAN OF THE DAY

a. Watch Rotations are one or more Watch Days in length, starting/ending at 0001 when at Sea or at 0800 when in Port otherwise indicated on the Plan of the Day.

b. Watch Days that include a change of At-Sea or In-Port status to the other status may not be a 24 hour day.

c. Watch Rotations are typically broken into 6- 4 hour watch periods per 24 hour day. Each Company is broken down in 3 Watch Groups each consisting of 2nd Class Deck, 2nd Class Engine, and 4th Class.

d. 4th Class Midshipmen will be rotated on the Company Watchbill between deck and engine watches as equitably as possible.

e. 2nd Class midshipmen will stand all watch positions for their respective program and as many of the different watch periods as possible in a reasonable and equitable rotation on the Watchbill.

f. Changing from in-port to at-sea watch (or vice versa) will occur as indicated in the POD.

- g. Watches are relieved at least 15 minutes before the hour, or earlier as directed by the respective Deck or Engine Watch Officers.
- h. The 20-24 watch relieves the 16-20 watch for dinner. When relieving for dinner, Watch has priority at the dinner line.
- i. Should the company standing watch change on a day of departure, liberty will not be granted for the off-going Watch Company, and restrictions on liberty (prior to watch day) may be imposed for the on-coming Watch Company/ Watch Groups.
- j. Company Adjutants will submit their respective watchbills to the Administrative Coordinator at least two weeks prior to their company assuming the watch.
- k. Watch bills will be coordinated with the Engineering and Deck Training Officers.
- l. The company adjutants will keep detailed records of their assigned midshipmen and will check periodically with the Administrative Coordinator for accuracy; the Regimental Adjutant will ensure that this has been accomplished.
- m. These records must show the specific watches, date and time of watch that each midshipman stood.
- n. Midshipmen will stand only those watches assigned to their respective class.
- o. The drinking of any type of alcoholic beverage is not authorized at least 8 hours prior to assuming the watch.
- p. Watch Stand-By's (from other than the watch company) for in port watches are not normally authorized except for emergencies or special circumstances. In those cases where a stand-by is authorized by the Commandant of Midshipmen or his designee, the midshipman who is standing by cannot be in a restricted status.
- q. All midshipmen are to attend morning quarters except the underway watch company, and in port the 00-04 and 04-08 off going watches, except on the day of departure from each port when all are to attend morning formation unless physically on watch. The MCDO will muster the on-coming watch (in port) at 0700 on the 03 Level Aft, Reception Deck, and will submit a copy to the SWO after the muster.
- r. Upon arrival in-port and the pipe to switch from an at-sea watch to an in-port watch is given, those standing watches in the engine room will need to ensure that all duties and responsibilities for their respective watches have been completed prior to switching over to the in-port watch bill. The duty licensed watch officer, 1st Engineer or Chief Engineer will authorize when those midshipmen may switch over to the in-port watch bill. This will however, be done as quickly as possible as not to delay in getting the in-port watch bill properly manned.

NOTE

WHEN IN PORT ALL MIDSHIPMEN IN THE WATCH COMPANY/GROUPS ARE REQUIRED TO REMAIN ONBOARD AT ALL TIMES. THERE WILL BE NO EXCEPTIONS OR COMPROMISES TO THIS RULE. This requirement is to protect the integrity and security of the ship in the event of an emergency. This includes the Castine in-port period.

3. MAINTENANCE COMPANY/GROUP

a. Midshipmen assigned to the Maintenance Company will be divided normally into two groups. Upper class deck and engine students will be divided into equal numbers of deck and engine students for each group. 4/C will be divided equally into the two groups, regardless of their major. The ship's maintenance officers will be responsible for the control and accountability of the midshipmen assigned to them. Midshipmen who miss muster should be reported to the Commandant's Department for action. When in port, the off-going 00-04 watchstanders are excused from the 0800 muster, but will muster at the 1230 maintenance muster (if required.) The off-going 04-08 watchstanders will muster at the 0800 maintenance muster, but may be excused from the 1230 muster.

b. Midshipmen assigned to maintenance group will muster with their respective maintenance officers each morning at 0800. Deck Maintenance will muster at the 01 Hatch Square and Engine Maintenance will muster in the COSAL room (or as directed by the respective ship's maintenance officer). Groups will muster again at 1230 in their designated areas, or as directed by the Maintenance Officer.

4. UTILITY COMPANY/GROUP

a. Midshipmen assigned to the Utility Company will muster with the Utility Officer immediately after quarters and again at 1430 on the 03 Reception Deck or as directed by the Utility Officer. When in port, the off-going 00-04 watchstanders are excused from the morning muster, but will muster at the 1430 utility muster (if required). The off-going 04-08 watchstanders will muster at the 0800 utility muster, but may be excused from the 1430 muster. The Utility Company will be responsible for the cleanliness and maintenance of common recreation and berthing areas, basic common areas and special details besides the normal utility plan. Midshipmen may be drawn from the Utility Company to provide yeomen, scullery, bussers, training rates, or any other special duty.

b. Utility Company, when at sea, may be divided up into groups so that special training may be incorporated, i.e. VSO training, First Responder Training, Assessment Training, etc. This may vary from year to year and will be discussed during the first days of cruise while in port Castine.

5. TRAINING COMPANY

a. Midshipmen assigned to the Training Company will muster with their respective training officers each morning immediately after quarters at their designated areas and will muster again at 1300 or as directed by the respective Training Officer. Training Officers will be responsible for the control and accountability of the midshipmen assigned to them.

b. Midshipmen who miss muster should be reported to the Commandant's Department for action.

c. In port, the Training and Maintenance Company may be used for loading parties, if training and maintenance are not being conducted.

G. STANDARD DAILY ROUTINE AT SEA

- 0345 - Relieve the watch.
- 0545 - Scullery & Bussing crew reports to Galley for duty assignments. Scullery & Bussing crew eats breakfast.
- PIPE 0600 - "REVEILLE, REVEILLE, REVEILLE".
- 0630 - Breakfast
- PIPE 0720 "FIRST CALL TO QUARTERS".
0725 "LAST CALL TO QUARTERS".
0725 - End serving breakfast. Clear the mess decks except for the off-going watch.
NO OTHER MIDSHIPMEN ARE AUTHORIZED TO EAT PAST THIS TIME.
Disciplinary action will be taken for those midshipmen not authorized to be in the mess decks.
- 0730 - Morning Quarters. Commence ship's training schedule. Utility company musters with designated Utility Officer.
- 0745 - Relieve the Watch.
- 0800 - Commence berthing and sanitation inspection. (Wedge members will conduct inspections with Commandant's Staff)
- 0830- Gym Closed for cleaning
- 0930 Gym re-open
- 1045 - Scullery & Bussing crew reports. On-going watch eats midday meal.
- 1100 Lunch Open
- 1115 Training Company eats midday meal.
- 1130 Maintenance Company eats midday meal.
- 1145 Relieve the watch. Utility Company eats midday meal.
- 1200 All others eat midday meal.
- PIPE 1159 - "THE FOLLOWING IS A TEST OF THE SHIP'S WHISTLE AND GENERAL ALARM."
1200 – Ship's whistle and general alarm tested.
- 1230 - End serving midday meal. Commence ship's work. Scullery & Bussing crew eats midday meal.
- 1300 - Clear the mess decks.
- 1545 - Relieve the watch.
- 1600 - At Officers' discretion, Knock off ship's work. Maintenance, Utility and Training Companies sweep down fore and aft. Relaxed uniform authorized.
Scullery & Bussing crew reports and eats evening meal.

G. STANDARD DAILY ROUTINE AT SEA (continued)

- 1645 - Scullery & Bussing crew report to Galley for duty
- 1700 - Evening meal for crew/faculty/staff and 2/C midshipmen.
- 1730 - Evening meal for 4/C. (4/C may eat earlier on test nights if authorized in advance.)
- 1800 - End serving evening meal.
- 1830 - Clear the mess decks.
- 2315 - Relieve the watch.

H. STANDARD DAILY ROUTINE IN PORT

- 0545 - Scullery & Bussing crew reports to mess decks.
- PIPE 0600 - "REVEILLE, REVEILLE, REVEILLE".
- 0630 - Breakfast.
- 0700 - MCDO will muster the on-coming Watch Company, and will turn muster sheet (watch bill) into ship's office. Copy will be maintained with SWO.
- PIPE 0720 "FIRST CALL TO QUARTERS".
- PIPE 0725 "LAST CALL TO QUARTERS".
- 0725 - End serving breakfast. Clear the mess decks except for the off-going watch.
- 0730 - Morning Quarters. Commence Ship's Work. Utility company musters with assigned Utility Officer.
- 0745 - Relieve the watch.
- PIPE 0755 "FIRST CALL TO COLORS". No other announcements will be made during this period of time. If in a Naval Port this may be coordinated with other ships in the area.
- PIPE 0800 (One blast on hand whistle) "ON DECK, ATTENTION TO COLORS". (After jack and ensign raised, three blasts on hand whistle) "CARRY ON".
- 0800 - Commence berthing and sanitation inspection.

H. STANDARD DAILY ROUTINE IN PORT (continued)

PIPE TBA "LIBERTY CALL, LIBERTY CALL. LIBERTY IS AUTHORIZED FOR MIDSHIPMEN AT THE DISCRETION OF THE MAINTENANCE, UTILITY, AND TRAINING OFFICERS. LIBERTY WILL EXPIRE ONBOARD FOR 4/C AT 2200 AND FOR 2/C AT 2400" NOW LIBERTY CALL.

1130 - Midday meal.

1145 - Relieve the Watch.

1230 - End serving midday meal.

1300 - Clear the mess decks.

1545 - Relieve the watch.

1600 - Scullery & Bussing crew report and eat evening meal.

1700 - Evening meal.

1800 - End serving evening meal

PIPE TBA "FIRST CALL TO COLORS" (5 minutes prior to sunset).

PIPE TBA (At sunset one blast on hand whistle) "ON DECK, ATTENTION TO COLORS". (After jack and ensign lowered, three blasts on hand whistle) "CARRY ON".
*NOTE: ONLY if prior to 2100 local time. This may be coordinated with other ships if in a Naval Port.

2100 - All guests of midshipmen shall leave the ship. – This may be piped if there are many guests on board.

2200 - Liberty expires for all 4/C and on-coming watch company and those 4/C scheduled for line handling on day of departure. Line handling may be earlier depending on departure times, but must return 8 hours prior to assuming the duty.

2300 – Liberty expires for all 4/C with a +1, unless assigned to the oncoming watch company, supplemental platoon or line handling detail.

2315 - Call the 00-04 watch.

2345 - Relieve the watch.

2400 - Liberty expires for all 2/C.

0315 - Call the 04-08 watch.

0345 - Relieve the Watch.

J. PIPES – Ship’s Public Address Announcing System

PIPING PROCEDURES

PREFACE all pipes with ***"now hear this" "now hear this"***, then read (say) the message to be piped clearly and distinctly into the microphone, loudly, watching the meter needle modulate through the black mid range, of the P.A system TWICE.

MAINE MARITIME ACADEMY DEPARTING- When the President departs

MAINE MARITIME ACADEMY ARRIVING- When the President arrives

REGIMENT OF MIDSHIPMEN DEPARTING – When the Commandant departs

REGIMENT OF MIDSHIPMEN ARRIVING- When the Commandant arrives

TRAINING SHIP STATE OF MAINE DEPARTING- When the Master departs the ship

TRAINING SHIP STATE OF MAINE ARRIVING- When the Master arrives onto the ship

REVEILLE, REVEILLE, REVEILLE- Normally at 0615 – except on Holiday Routine (0700).

FIRST CALL TO QUARTERS- 10 minutes prior to quarters

LAST CALL TO QUARTERS- 5 minutes prior to quarters

FIRST CALL TO COLORS- 5 minutes prior to the raising of the Ensign

ON DECK, ATTENTION TO COLORS- When colors are being raised (30-second duration)

CARRY ON- After the Jack and Ensign have either been raised or lowered

CHURCH SERVICES WILL BE HELD AT 1630 IN THE 4/C LOUNGE, ALL ARE WELCOME TO ATTEND-

Normally piped 15 minutes prior to church services

CHURCH SERVICES ARE NOW BEING HELD, QUIET ABOUT THE DECKS- Normally at 1630.

THE SMOKING LAMP IS OUT UNTIL FURTHER NOTICE DUE TO FUEL TRANSFER-

THE SMOKING LAMP IS LIT IN ALL AUTHORIZED SPACES-

J. PIPES – Ship’s Public Address Announcing System (continued)

1. **Piping is to be kept to a minimum.** *Only information necessary to the functioning of the ship, the safety of ship's personnel and special action items approved by the Master, Commandant of Midshipmen, Assistant Commandant, Company Officers, Staff Watch Officer or Deck Watch Officer are authorized for piping.* In the event of an emergency, these procedures are waived. NO Pipes to be made after 2100 unless regarding an emergency situation.
2. POD items and non-vital messages are not to be piped. Messengers on watch are to be utilized for these purposes. Piping is not authorized to announce routine evolutions and/or locating personnel (unless all means to locate the person have been exhausted).
3. Accepted procedures for piping:
 - a. At sea the MOOD (Midshipman Officer of the Deck) and in port the AMOOD will proof read all messages to ensure completeness and accuracy.
 - b. **"Now hear this, now hear this"** shall PRECEDE ALL PIPES.
 - c. Read the message to be piped clearly and distinctly into the P.A. system (2 times).
 - d. The Master shall be piped upon his departure from the Ship. At that time, pipe, "TRAINING SHIP STATE OF MAINE DEPARTING." Upon returning to the Ship, the Master shall be piped aboard as, "TRAINING SHIP STATE OF MAINE ARRIVING." The same procedures shall be complied with when the President is on board, using "MAINE MARITIME ACADEMY." There will be no piping after 2100 unless an emergency.
 - e. When summoning an officer or member of the crew, use title, name, where to report, and the repetition of the name. Example: "Chief Mate Smith, your presence is requested on the bridge, Chief Mate Smith." It is proper protocol that any officer or member of the crew that is summoned to a location that "their presence is requested" should be used. If a Midshipman is summoned to a location then "report to" should be used.
 - f. There will be no pipes in port between 0755 and 0800 in preparation of raising the National Ensign (unless in the event of an emergency) or during evening hours when the National Ensign is to be lowered.
 - g. Follow posted procedures for P.A. Talk back functions.

K. UTILITY COMPANY INSTRUCTIONS/FIELD DAY PROCEDURES

The Training Ship has been divided into designated areas of responsibility for cleanliness and each area assigned to one of the ship's departments (see General Field Day Procedures below). The majority of living spaces inside the ship have been assigned to the Commandant.

1. Utility Company:

The purpose of the Utility Company is to provide everyone on board with a safe and clean environment. Other important responsibilities include making the public areas especially presentable for receptions, visitors and tours, and providing steward services for guests as necessary.

There will be cleaning gear lockers in designated areas throughout the Ship. The equipment and cleaning materials in each of the cleaning gear lockers are for use by the Utility Company to accomplish their assigned daily tasks. Maintenance personnel and others may use these lockers, only if all gear and supplies for that particular locker are returned and items used are cleaned prior to returning.

Excess items and gear left in lockers, deep sinks or otherwise unattended will result in either a failed grade for the utility section using that area locker or may cause the locker to be secured. Deep sinks, mops (rinse mops twice with clean hot water before storing away), sponges, etc. will be cleaned prior to being stored in lockers. Mops will be stored so as to facilitate drying and not balled up in a corner.

When in port, utility daily tasks may be performed again before liberty is called. Once an inspection of the area is complete and found to be satisfactory, liberty call will be sounded.

The Regimental Master at Arms with the assistance of each Company Master at Arms will oversee the cleaning gear lockers operation. They are responsible for:

- a. Working with the Utility Officer to see that the cleaning gear lockers are properly stocked with appropriate materials at all times.
- b. Maintaining an accurate inventory of gear and supplies and notifying the Utility Officer of any discrepancies or shortages.
- c. Ensuring the cleanliness of the locker, all gear, and daily inventory of all gear.
- d. Ensuring mops are properly washed/cleaned so not to have mildew smell when in use.

2. General Field Day Procedures:

A general Field Day may be scheduled by either the Ship's Master or Commandant of Midshipmen. Field days will be for all midshipmen not actually on watch. There will be no scheduled training or maintenance during field days. General areas of responsibilities are:

- a. Chief Mate . . . (Ship's Bos'n): All outside decks, to include all outside 04 decks, 01 decks, main deck aft, accommodation ladders, boats, ground tackle, ship's holds and deck storerooms assigned.

K. UTILITY COMPANY INSTRUCTIONS/FIELD DAY PROCEDURES (continued)

- b. 2nd Mate: Bridge area including wheelhouse, gyro room, chart room, both wings of the bridge, and cadet navigation lab.
- c. Chief Engineer: Engine room spaces, machinery spaces, engine storerooms, tanks, shaft alley, ventilation, electrical systems and boat engines.
- d. Chief Steward: Chief Steward's office, mess decks (forward & aft), galley, bakeshop, refrigerator spaces, ship's laundry, ship's store and all store rooms assigned.
- e. Commandant of Midshipmen: All Midshipmen berthing spaces, lounges, internal public spaces adjacent to living areas, passageways, quarterdecks, and laundry rooms.
- f. Medical Officer: Sick Bay, medical wardroom and all medical storerooms.
- g. Ship's Barber: Barber Shop.

L. MIDSHIPMEN FORMATIONS

1. GENERAL INFORMATION:

While embarked on the Training Ship there will be daily morning quarters, unless otherwise indicated in the POD. The purpose of formations while embarked is two fold: to muster and account for all midshipmen and to pass on any pertinent information and/or assignments. In addition, there will be other Regimental Formations and inspections at times specified in the POD. All midshipmen not on watch or otherwise excused will be present at all formations. An "All Midshipmen" muster will be held prior to departing any port. All midshipmen will participate unless physically on watch.

General Formations: All formations will normally be held on the 03 Level Aft Reception Deck. The order of formation will be as follows:

- Regimental Staff, on 03 Level Aft Reception Deck facing aft in front of bulkhead. Company Commanders will form up their staff in front of their companies.
- Alpha Company – Starboard side facing inboard toward Regimental Staff.
- Bravo Company – Starboard centered, facing Regimental Staff/bulkhead.
- Charlie Company – Port centered, facing Regimental Staff/bulkhead.
- Delta Company - Port side facing inboard toward Regimental Staff.

Note: Wearing of boiler suits are not authorized for wear during morning quarters. Maintenance uniform, i.e., chambray shirt, blue dickey trousers, etc., may be authorized.

M. ARRIVAL/DEPARTURE - DECK PARADE

During the cruise, weather permitting, Deck Parade may be called when entering or leaving selected ports.

1. Upon entering or leaving selected ports, midshipmen who are neither on watch nor actively involved in mooring or un-mooring the ship, will be required to assemble in ranks for Deck Parade Formation ("Man the Rails") in the uniform prescribed. The uniform for entering or leaving port will be promulgated in the Plan of the Day (POD).
2. Only midshipmen listed in the POD for watch and special stations for entering/leaving port will be excused from Deck Parade. Those midshipmen rates that may also be excused from Deck Parade must be designated in writing by the Chief Engineer or the Chief Mate.
3. All personnel not engaged in mooring or un-mooring the ship will keep clear of the working areas and equipment so as not to interfere with ship movements, particularly docking and piloting commands and signals. The bridge, the flying bridge, the fore deck, the after deck and all other working areas are off limits. Stay clear of any line handling areas.
4. In foul weather, Deck Parade will be cancelled. All Midshipmen will remain clear of the fore and aft open Decks and the Bridge and Flying Bridge area.
5. Certain ports and naval Ships require exchanging of etiquette upon entering or leaving port. If so required, the P.A. system will be utilized to call midshipmen to attention and salute.
6. No topside maintenance will be scheduled during the period the ship is entering or leaving port. The working uniform will not be permitted topside with the exception of line handlers who will be uniformly dressed in working uniforms and ball caps. No Midshipmen will appear in portholes, windows or other openings during Deck Parade. After Deck Parade is called away, when line handlers are not actually handling lines, they will be formed up neatly facing outboard.
7. ALL PERSONNEL topside will be properly dressed and will remain clear of the Flying Bridge area and those Midshipmen in deck parade. PT gear, cut off shirts, bathing suits, are not considered proper dress for any personnel while entering and leaving the Port of Call.
8. Covers will be worn outside of the ship when in port and when entering and departing the Port of Call. When the Pilot comes on board, covers are worn, when the Pilot departs, covers may be removed.

N. GENERAL INFORMATION FOR ALL MIDSHIPMEN WORKING IN SHIP'S DINING ROOM

1. Ship's Mess: Scullery & Bussing Crew and dining service assistants on cruise will be assigned each day the same as a regular watch. Their duty post shall be the Scullery or the Mess Deck:
 - a. They will report on time, to the Chief Steward, or Second Steward at the beginning and end of each shift as needed.
 - b. Close coordination is essential in assignment of scullery workers and dining service assistants. Normally this watch will be filled by 4/C from the Utility Company while at

sea and from the watch section when in port.

- c. While in port midshipmen will be assigned from either the watch section as tour guides/extra's to help Dining Services bus tables, pick up trash, etc. A 2/C from the watch section will be assigned to supervise these workers.
2. Reception/Buffets: The Chief Steward will be responsible for obtaining sufficient midshipmen to work at any receptions and to coordinate assignments to specific details. This work is usually for pay. Careful attention to hours worked will be required for pay purposes. Midshipmen from the watch section or supplemental platoon may be used to assist dining services in setting up and breaking down at receptions.

O. SHIPBOARD LAUNDRY INSTRUCTIONS

1. Ship's Laundry: Will be operated under the supervision of the Chief Steward. There are no paid work-study positions available in the laundry. Details will be worked out if midshipmen are required to assist in the laundry.
2. Midshipmen Laundry: Ship's Laundry service will be provided for all 4/C. All 4/C should mark their articles of clothing Upper class midshipmen use the laundry machines on the 01 and 02 decks after house only. No students are allowed to use the laundry on 03 Afterhouse or the laundry rooms on the 03, 02 and 01 Fwdhouse. These are for crew/faculty/staff only.
3. To all Personnel using Laundry Machines:
 - a. For best result when doing laundry independently, sort by whites, khakis, and colors. All personnel are reminded not to mix colors and white items together.
 - b. Bring your own laundry detergent, laundry bags, pins and hangers if needed. These will not be provided for you.
 - c. Do not overload machines!
 - d. Do not leave clothes unattended! Neither the ship nor the academy will be responsible for damaged, or lost laundry items.
 - e. All clothing should be marked. For midshipmen all articles of clothing shall be neatly marked with the owners name using either an indelible laundry pen or a marking pen/stencil kit. Clothing will be marked in accordance with the Uniform Section of the Regimental Manual.
 - f. Report any "out of order" washers and dryers to the ship's office.
4. Laundry Claims: The Ship's laundry is not responsible for any damage that may occur when using the provided laundry equipment. Ship's laundry will not be open when in port.
5. Commercial Laundry/Dry Cleaning: When in port, all laundry and dry cleaning will be handled on an individual basis. It is not recommended that laundry be handled by a commercial laundry due to the short period of time the Ship is in port.

P. SPECIAL INSTRUCTIONS FOR AMOOD/MCDO INPORT

1. The quarterdeck watch and decorum of the ship's quarterdeck area requires considerable attention at all times. It is our "front door" and it is where first and lasting impressions are made.

2. The areas of concern to all Midshipmen standing this watch:

The AMOOD (Assistant Midshipman Officer of the Deck) and Messenger/Gangway watch will salute all Officers at all times in any and all forms of attire, regardless of how many times they may come on and off the ship. They will greet any visitors coming onboard by coming to attention (as a matter of courtesy), then say, "Hello, may I help you sir or ma'am", then relax to converse. Remember when in doubt if the person is an officer, salute.

3. Specific requirements for the AMOOD watch:

- a. Keep quarterdeck clear. No person/persons on the quarterdeck except those who have authorized business to conduct, or those passing through. This is not the place to socialize with your friends or watch personnel coming on board.
- b. Salutes are always rendered from a position of attention.
- c. When in port the 08-12 AMOOD in the absence of the MCDO, will muster the on-coming watch company at 0700 on the 03 Level Reception Deck Aft. The AMOOD will contact the SWO if that happens.
- d. When the gangway watch is posted on the dock at the bottom of the gangway, have him/her come to attention and salute all officers who arrive or depart. Ensure that proper identification of all coming on board the ship is being conducted in accordance with the ships security plan and that all bags, backpacks, and packages are properly checked.
- e. Demand a high standard of appearance and watch standing by ALL on watch.
- f. There will be no consumption of food or drinks of any kind on the quarterdeck or at the bottom of the gangway. Food or drinks may be consumed either on the mess deck or the watch standby room.
- g. Delegate administrative duties to the 2/C and 4/C so proper attention may be given to managing the Quarterdeck area.

4. MCDO (IN PORT ONLY)

The MCDO is the midshipman responsible for the overall performance of the midshipmen watch standers and reports to the Commandant. The MCDO will make frequent rounds as directed by the Staff Watch Officer (SWO) and will keep the AMOOD informed of his/her whereabouts at all times during his watch. The MCDO will be present on the Quarterdeck for all ceremonies and receptions and will assist the Staff Watch Officer in ensuring the discipline and grooming standards of midshipmen going and returning from liberty. The MCDO may also assist the Staff Watch Officer in the performance of his/her duties in checking personnel off and on the ship, and with checking bags and backpacks of those boarding the ship.

P. SPECIAL INSTRUCTIONS FOR AMOOD/MCDO INPORT (continued)

5. SECURITY

- a. Enough cannot be said concerning internal security and the terrorist potential throughout the world. Being a government asset, our ship could be targeted for a violent act. The Quarterdeck is the best point to ensure strict security policies are enforced. Exact visiting instructions will be promulgated in the POD for each port. Any suspicious person(s) that approach the ship or gangway should alert you to the possibility of danger. In no circumstance should you be confrontational to the point of possible danger to yourself or your watch. Be polite and above all alert your watch as to what is happening. It is the responsibility of the Staff Watch Officer, Ship Deck Watch Officer, MCDO and AMOOD to ensure that reasonable steps are taken to maintain the integrity of the ship in port
- b. All bags, backpacks and any other items will be checked prior to any individual boarding the Ship. This policy is for the safety of all concerned and will apply to all hands.
- c. Visitor passes will be issued to those individuals who either have business to conduct on the Ship or who have been cleared to come on board, i.e. receptions, by the Master of the Ship, etc.
- d. Ensure that all personnel have either a *TS STATE OF MAINE* ID or a picture ID for those who are not attached to the ship's compliment. Those under the age of 16 who are accompanied by another who has a picture ID may come on board if vouched for by their sponsor.

SECTION III

MISCELLANEOUS INFORMATION FOR ALL MIDSHIPMEN

- A. BICYCLES
- B. BRIDGE AREA
- C. CEREMONIAL RECEPTIONS
- D. DISCIPLINE SYSTEM
- E. GAMBLING
- F. LIBERTY
- G. LOUNGES
- H. MEDICAL DEPARTMENT
- I. MESS DECK
- J. MOVIES
- K. PHYSICAL SECURITY
- L. RESTRICTED AREAS
- M. SANITATION INSPECTION/ELECTRICAL APPLIANCES
- N. SHIP'S OFFICE
- O. SUNNING
- P. TIME CHANGES
- Q. UNIFORMS
- R. VEHICLES
- S. WAGES
- T. ELECTRONIC DEVICES

A. BICYCLES

Bicycles may be permitted on board. Stowage area will be designated by the Chief Mate and strict compliance is mandatory. Bicycles stored in unauthorized spaces will be confiscated for the length of the cruise. Proper locking equipment may be provided by the owners. Bikes will not be parked or stored in rooms, passageways, or on outside decks at anytime. Bikes will not be allowed ashore in those countries where permission has not been granted. Midshipmen who bring bikes on board for the cruise must assume all liability in case of damage, theft etc. All bikes will require a front light if used after dark and any other equipment required by that country for use on their roads. All bikes must be removed from the ship immediately after cruise ends. The Academy or Ship is not liable for loss or damage to bikes on the ship or on shore.

B. BRIDGE AREA

The Bridge Area is an area of some formality on a training ship. Personnel other than the watch may be allowed access, but only at the discretion of the Deck Watch Officer. These areas should remain clear except for the watch when entering and leaving port unless authorized by the Master or the Deck Watch Officer. All persons should be in a proper and complete uniform when in this area AT ALL TIMES. This area includes the Wheel House, Electronic Equipment Room, Chart Room and NAVLAB on the 03 Forward House. Those Midshipmen shooting stars should be in a proper and complete uniform. Civilian attire, PT gear, etc. is not authorized.

C. CEREMONIAL RECEPTIONS

The Staff Watch Officer along with the MCDO will be responsible for setting up the quarterdeck and maintaining the proper decorum. The midshipmen Regimental Drill Commander will be responsible for arranging the special Color/Honor guard and reports directly to the SWO. In the absence of the DT Commander the senior midshipman in the DT will be appointed to handle these duties. During these special occasions the ship's quarterdeck may be rigged and manned as follows, unless otherwise indicated.

1. Requirements:

- a. AMOOD and MCDO in the specified dress uniform shined/clean shoes, regulation haircut, proper grooming standards, etc. and both present at the quarterdeck at all times unless excused by the Staff Watch Officer. Messenger and Gangway Watch in the specified uniform with clean white duty belt, (not worn with salt and pepper) shined/clean shoes, proper grooming standards, regulation haircut, etc.
- b. Members of the Drill Team or replacements thereof as the Special Honor Guard, in the prescribed dress uniform with shined/clean shoes, proper grooming standards, regulation haircut, etc.
- c. Drill Team Commander or his/her assistant in the same prescribed uniform and in charge. If not available, a member of the Honor Guard may be designated in charge with the permission of the Staff Watch Officer.

C. CEREMONIAL RECEPTIONS (continued)

2. Procedures:

- a. All midshipmen assigned to this special detail will report to the quarterdeck at the time specified (normally 30 minutes prior to the commencement of the special event) for inspection and briefing.
- b. AMOOD at the quarterdeck to handle all telephone calls. MCDO available at quarterdeck area to assist the Staff Watch Officer as required in greeting guests, checking guest lists and or issuing visitor passes.
- c. Ship's messenger may be required to stand by the entrance to the Quarterdeck off the gangway to assist ladies and any others who may need a helping hand getting off or on the gangway.
- d. Gangway detail will be positioned at the foot of the gangway at parade rest facing outboard. They will come to attention and salute all officers and offer a hand to all ladies and any others who may need assistance to navigate up the gangway.
- e. Honor Guard will be lined up, as the situation dictates at designated areas on route to the reception area. For inclement weather, route to the reception area may entail going inside the aft house to get to the reception area. As guests and/or dignitaries enter the area, the Honor Guard will come to present arms until those being saluted have passed through, at which time order arms will be executed, followed by parade rest.

3. Termination of Ceremonial Quarterdeck

Normally, the quarterdeck area will be kept rigged for these special events until all guests have embarked the ship. The Special Honor Guard will normally be kept in position for approximately 45 minutes pass the time the reception is to start, unless otherwise dismissed by the Staff Watch Officer.

D. DISCIPLINE SYSTEM

1. While on the training cruise, midshipmen discipline will be administered in accordance with the Regimental Manual, however, sanctions will be cruise related whenever possible.
2. Demerits accumulated over cruise will count towards a midshipman's cruise limit and enrollment limit, but will not be counted for the academic year.

NOTE: However, demerits/infractions accrued during summer maintenance periods will be counted towards the midshipmen's following academic year's limit.

3. Any major infractions received on cruise may preclude any 1/C privileges allowed midshipmen in their final 1/C semester. All demerits received by 4/C on cruise will be added to the 3/C overall demerit count toward their cadet shipping selection standing.
4. The training cruise limit for demerits is 80 for all classes. Regimental procedures will be followed, DRB followed by Class 1 if necessary.

D. DISCIPLINE SYSTEM (continued)

5. All midshipmen on cruise are eligible for extra duty, which will be assigned at the rate of one hour for every 10 demerits. Extra Duties will be completed in liberty ports after liberty has been sounded.
6. Restriction for all classes during the training cruise will be assigned at the rate of one liberty day restriction for every 10 demerits accumulated over 50 on the training cruise, and as per the following schedule for "late returning from liberty":

<u>Time Past Expiration of Liberty</u>	<u>Punishment</u>
01-15 Minutes	1 Cinderella Liberty and 15 demerits, 3 XDs
16-30 Minutes	1 Liberty day restriction and 20 demerits, 4 XDs
31+ Minutes	1 Additional Liberty Day restriction for every hour or part of an hour beyond 30 min. 10 demerits and 2 XDs for each 10 minutes after the 30 minute timeframe.

On the **LAST** Liberty night prior to sailing any midshipman who is late will be charged with a Class I offense for "Missing Ship's Movement." If found guilty, the individual will be subject to repeating the training cruise and sent home from that port.

NOTE: Individuals placed on Cinderella Liberty and who fail to return on time will be automatically assigned 1 liberty day restriction plus one Cinderella, owed for not completing the initial Cinderella, and any other Cinderella days or liberty day restrictions incurred for the time being late, i.e. 2200 Cinderella, individual returns 2210. Midshipman owes 1 liberty day plus two Cinderella's. Failure to return from liberty prior to the reveille immediately following expiration of liberty is a Class I offense of Absent With Out Leave.

Cinderella Liberty will expire onboard: at 2200 for 2/C and at 2000 for 4/C and all other classes on their first cruise.

An individual is not considered to have completed the training cruise and will not receive a training cruise grade until all restrictions and XD's have been served. Midshipmen who owe restrictions and extra duty at the end of the regularly scheduled training cruise will serve their restrictions and extra duty before being released from the training cruise.

NOTE: In addition to the schedule for "late returning from liberty", demerits and XDs will also be included in the sanction. All XDs will be worked off at the next midshipman's liberty day, during liberty hours, but prior to them commencing their liberty period. A Class III hearing will not be required as the Staff Watch Officer will adjudicate the infraction at the time of the offense. In addition, the midshipman's conduct grade will be affected (see Training Cruise Evaluations in Appendix E of this manual.)

7. Alcohol offenses while on the training cruise will constitute a violation of the Academy's alcohol policy and will be adjudicated as such during the Regimental hearing process. If found guilty of an alcohol offense this will be a strike in accordance with the Academy's alcohol policy. A Class I hearing will be convened on cruise in lieu of a Unified Alcohol Board hearing.
8. Midshipmen on restriction may not stand watch or be a watch standby for another midshipman except in an emergency in which case the Staff Watch Officer's authorization

D. DISCIPLINE SYSTEM (continued)

is required. Midshipmen on restriction are not authorized off the ship, which includes the making of phone calls, but will be subject to working parties so designated by the SWO.

9. Liberty Risk: Midshipmen on the training cruise are the representatives of the Academy, the State, the Maritime Administration and, when in a foreign port, the United States. Consequently, the conduct of midshipmen on liberty must be beyond reproach. Any conduct unbecoming ashore, which includes excessive drinking, puts at risk the image and the reputation of this Academy. If a midshipman is designated a liberty risk by the Ship's Master or the Commandant (the Deputy Commandant in the absence of the Commandant), his/her liberty will be secured indefinitely.
10. Re-Patriation: Any personnel removed from the ship for disciplinary reasons will be charged a \$2000 re-patriation fee.
11. Any Midshipman removed from cruise will have a Class I hearing in Castine immediately after the ship returns. This hearing will be to determine if the Midshipman is to remain enrolled at Maine Maritime Academy.

E. GAMBLING

1. Gambling of any nature on board ship is not permitted by anyone. Casino Night (a special event) is an Academy sponsored social event that does not involve the exchange or wagering of U.S. or foreign currency and as such is not considered gambling.

F. LIBERTY

1. Liberty is a privilege and will be treated as such. Midshipmen whose actions are such as to question their eligibility for such a privilege will lose it. All midshipmen may wear appropriate civilian attire ashore (See III.Q.14) unless specified due to special circumstances or holiday. In certain ports, for specific circumstances, uniform or civilian clothing may be required of all midshipmen as directed by the Commandant of Midshipmen. Liberty is always at the discretion of the officers in charge of maintenance, training, and utility companies. In working ports, liberty will normally commence at 1600. In liberty ports, liberty will normally commence at 1200 and expire at:

2200 for 4/C

2400 for 2/C

The On-Coming Watch Company, Scullery & Bussing crew, supplemental watch platoon, and line handlers on the day prior to departure may need to return earlier due to departure times. This will be announced at those times.

This may be modified if recommended by local civil authorities. Only the Master of the ship or Commandant may authorize any such modifications. In accordance with United States Statue: "GOING ON SHORE IN FOREIGN PORTS IS PROHIBITED EXCEPT BY PERMISSION OF THE MASTER"

NOTE: Liberty may expire earlier than these times depending on the departing time of the Ship when leaving port and Ship activities the next day.

2. Special overnight liberty requests may be granted only for midshipmen who have immediate family living (domiciled) in the local area of the port of call. Immediate family is considered to be mother, father, brother or sister. **Fiancé(es) DO NOT** qualify as immediate family. If approved, midshipmen must remain in the local area such that in the event of an emergency or unscheduled departure, they can be recalled to the ship. A local address to include a phone number must be provided prior to the granting of special

liberty. Additional information may be required. Even if approved, midshipmen must complete all cruise requirements, which include watches, maintenance, and training. Local area limits will be determined by the Commandant's Department on a port-to-port basis. Normally a 50 mile radius is used as a rule of thumb when the port of call is in the continental United States(CONUS.)

3. All midshipmen going on liberty are subject to personal inspection by the Quarterdeck watch. That watch may refuse liberty to any midshipman who does not meet personal grooming standards (i.e. shave, haircut, etc.) or is not in a liberty status. Liberty will be refused to anyone not wearing appropriate attire (see III.Q.14) In addition, packages, bags, backpacks, etc. will be inspected for contraband goods, when boarding the ship and will be inspected when departing the ship. Note: Liberty will not be authorized until a walk through room/berthing inspection has been completed and all common areas are satisfactory.
4. Extra hour of liberty is not granted automatically to those entitled to this privilege. The extra hour must be indicated in the Liberty Log and not assumed. NOTE: Midshipmen who are in a "no duty" status for medical reasons will also have their liberty secured until released from a "no duty" status by the Medical Officer. Additionally, those that have the extra hour and are late at any time will lose the extra hour indefinitely.
5. All assigned ship personnel will be required to wear and use their MMA ID Card when in port and upon leaving and boarding the ship. Those who do not have their MMA ID Card will be refused liberty until other means of checking off and on the ship can be resolved. Additionally, in those ports that are TWIC compliant all crew will be required to have their TWIC in their possession while in that port facility.
6. **Uniforms including the relaxed uniform will be worn at all times on board unless immediately leaving or returning from liberty, but always on the mess decks.**

G. LOUNGES

1. Lounges are for the rest and relaxation of midshipmen, crew and staff, and have been designated for their special use as follows:

After House 02 Level: Upper Class Midshipmen
Forward House 01 Level: Crew and Staff
Forward House Main Deck: 4/C Midshipmen
4/C Berthing Lounge: 4/C Midshipmen

NOTE:

The care, maintenance and cleanliness of the lounges are the responsibility of the respective classes or crew/staff. Lounges not found to be in a clean condition may be closed for use. The aft house 01 level lounge has been designated as the VSO Classroom and is not a lounge for relaxation.

2. TV's – Flatscreens: no audio or video devices are to be plugged into the installed TV's. Do not touch the wires. There is a secondary TV installed in lounges to allow hookup of gaming systems and video inputs.
3. Midshipmen are NOT permitted to be in the lounge areas in athletic attire or work uniforms (boilersuits or dirty/paint splattered maintenance uniform) except the latter when on an authorized work detail or at cleaning stations. Dirty/greasy footwear will be removed prior to walking on the carpeted areas. Lounge furniture will not be used as footrests.

4. Lounges will not be used to muster people unless lounge is designated as a classroom. These areas are designated as rest and relaxation lounges.
5. Lounges are not to be used as an exercise area. (No P90X or equivalent)

H. MEDICAL DEPARTMENT

1. The Medical Department typically consists of a doctor, nurse and cadet medical officer. Outside assistance such as paramedics or other hospital facilities will be utilized as required.
2. One or both of the medical staff will be on-board the *TS STATE OF MAINE* at all times during Cruise. Sickbay hours will be posted on the Sickbay door, but normally are as follows:

At Sea:	0700 – 1000 1500 – 1730
In Port:	0700 – 1100 or at Liberty Call if before 1100
Holiday Routine:	0700 – 1000

NOTE:

Availability of medical personnel between office hours may be reached by contacting the ship's office or in case of emergencies contact the bridge @ 400.

3. All hands are reminded to bring with them their medical insurance card. This will be used as the primary payment for any injuries/illnesses that may occur while on cruise and in port. In some foreign ports medical insurance cards may not be accepted by the provider of the service. If that is the case an alternative payment needs to be available.

Medical records or appropriate current/past medical conditions should be made available to medical personnel for all persons cruising on board TSSOM.

I. MESS DECK

There are two mess decks available for dining. The General Mess forward and General Mess aft, port side across from the galley area. All personnel may use either area except as follows: Working uniform will not be worn by students in the General Mess forward during the evening meal (working uniform may be worn in the General Mess aft or in the Watch Standby Room at all meals). Watch Standby room is for use of watch personnel in work uniforms and ship's crew/watch personnel.

NOTE: For the crew and staff, maintenance uniforms are authorized for the General Mess forward for all three meals if the person is either going to or coming from a watch or work where that is the appropriate uniform. In all cases however, courtesy demands that whatever the uniform, it must be clean and neat. Midshipmen will form up in the main passageway facing aft, along the inboard bulkhead

1. Mess deck opens for business at 0630 for breakfast. Midshipmen should not be eating prior to 0630, other than those working for dining services. . Only the 04-08 Watch are permitted to eat on the Mess Decks after 0725. All others are to eat prior to 0725.

2. The following are noon meal times during at-sea times:
 - 1115 Training Company.
 - 1130 Maintenance Company
 - 1145 Relieve the watch. Utility Company.
 - 1200 All others
3. Evening meal for staff and 2/C is at 1700, and for 4/C at 1730
4. Uniformed Personnel:
 - a. The appropriate uniform of the day will be worn during meal hours on the mess deck as promulgated in the POD.
 - b. Midshipmen in coveralls/boiler suits are only authorized to eat on the Aft Mess Decks (in designated areas only) or Watch Mess Room. Maintenance or coveralls/boiler suits are not authorized in the forward mess.
 - c. Always remove your cover/cap/hat before or upon entering the mess decks. No headgear/cover/cap/hat or hearing protection shall be placed on tables.
 - d. Never appear on the mess deck out of uniform including in port.
 - e. Due to the number of personnel on board the ship, the mess deck during meal hours is not the place to socialize. Go through the mess line; eat your meal and then move on. This will give others a chance to sit and eat their meals.
 - f. During the evening meal personnel will normally be in the leisure uniform or khakis. Civilian attire is not authorized.
5. Non-Uniformed Personnel: Appropriate civilian attire will be worn during meal hours on the Mess Decks. Tank tops, athletic gear, pajamas, flip-flops or any open toed or heeled footwear will not be considered as appropriate attire. Dining service personnel will wear their approved leisure uniform or working uniform.
6. Mess Deck Utilization: The Chief Steward in conjunction with the Commandant (or his designee) will schedule and reserve the Mess Deck for meeting places if no other areas are available. All other areas will be utilized prior to reserving these spaces.
7. Watch Mess: Only authorized for those personnel on watch or preparing to assume the watch. **Hours of Service will be 2200-0400** and will be utilized as a night mess snack area where peanut butter and jelly sandwiches can be made and hot cocoa, coffee and snacks may be consumed. These areas need to be kept clean; any abuse to these areas will result in this service being discontinued. No food is to be taken out of the watch mess for consumption elsewhere.

J. MOVIES

1. At the Commandant's discretion, the 01, aft lounge may be opened for Commandant's Movie Night. Movies titles and times will be announced in the POD.

K. PHYSICAL SECURITY

Vessel physical security is the responsibility of all hands on board. At sea and in port watches have responsibilities installed for this purpose, but is not an excuse for any personnel to ignore potential safety hazards, which could lead to injury to personnel or compromising the seaworthiness of the vessel. (See Section II B.)

L. RESTRICTED AREAS

1. For reasons of safety, security required by federal law, or privacy, certain areas of the ship may be declared off-limits. Only authorized persons are permitted on the bridge or in engine spaces, those authorized being watch standers in these spaces, ship's officers, Commandant's staff, ship's personnel on official business and others on specific invitation of the Master, Chief Engineer, or watch officer, respectively.
2. Emergency boats and all lifeboats are "off limits" unless there is an emergency or engaged in supervised maintenance or training.
3. All ladder ways, stairways, stair towers, and passageways will be kept clear at all times.
4. Masts, outside antennas, radar equipment, etc. are "off limits" unless engaged in supervised maintenance or training.

M. SANITATION INSPECTIONS

Midshipmen rooms/berthing areas and heads will be inspected daily by either the Regimental/Ship midshipmen officers and/or Regimental/Ship's officers normally commencing at 0800 to ensure that the required standards of cleanliness and sanitation are being met. THIS APPLIES TO ALL MIDSHIPMEN REGARDLESS OF WATCH ASSIGNMENTS. In the event of heavy weather, rooms will be secured for sea and the risk of missile hazards reduced as much as possible. Periodically the Chief Mate, the Master, and/or the Commandant's staff may join the Regimental staff, in checking these areas. The 00-04 and 04-08 watch standers are required to place their name and watch time on their door. The inspecting officer will determine at that time whether or not to inspect his/her room. If it is determined that these rooms will be inspected, the inspector will be the same sex as the students assigned that room.

1. *Daily Sanitation Inspection Requirements*
 - a. Racks, unless occupied, will be neatly made. Extra blankets, sleeping bags, etc. will be wrinkle free and folded neatly at the end of the rack. At NO time will any personnel sleep just on the mattress. Racks will be made with sheet and blankets even if sleeping bags are used for sleeping. Anything left on the rack will be neatly placed. No gear will be stowed blocking emergency escapes. Any gear authorized to be stowed on top of lockers will be secured. All personal gear is to be neatly stored. **Note:** Gear will not be normally stored on top of wall lockers in the 2nd deck berthing due to being a safety hazard and for proper ventilation of air (both hot and cool.)
 - b. Decks, bulkheads and overheads will be free of dirt, greasy substances, dust or any other form of debris.

- c. Wall lockers, dresser drawers and other storage containers will be closed and/or neatly stowed and secured.
- d. Any items normally left exposed, i.e. footwear, clothing, boiler suits and life jackets will be neatly stowed in a proper location, not strewn around the room/berthing area, or in the way of exiting the room. This is a safety hazard and will not be tolerated.
- e. Sinks, toilets, and shower stalls will be kept clean and free of residue (scum). Mirrors, soap dishes, toothbrush holders and other related bathroom fixtures will be kept clean and sanitized. Shower curtains must be free of mildew. Note: At no time will bleach be used in the toilets. Only approved cleaners from the ship's supply are to be used.
- f. Radios/stereos, clocks, fans, and other items normally left exposed will be secured/tied down as to prevent movement in the event that the ship encounters any degree of turbulence.
- g. All trash receptacles will be emptied every morning and remain empty until after the daily sanitation inspection. Trash will be placed in the proper receptacles in accordance with the Ship's garbage management plan.
- h. Bulkheads, overheads, inside lockers and all fixtures will be free of graffiti.
- i. There will be no pornography displayed in plain view. Any pictorial matter (photographs, pin-ups, magazine photos, drawings, etc) that is in plain view must be in good taste. No total nudity. The opinion of the inspector is **FINAL**.
- j. All the above rules/regulations/procedures/policies will apply to the 2nd deck berthing areas also, except that **ALL OCCUPANTS** may be held responsible for any violations within the complete berthing areas and adjacent heads (showers/toilets). The opinion of the inspector as to responsibility/blame/fault is **FINAL**.
- k. Any or all midshipman whose room/berthing area fails to pass inspection for any reason(s) will be charged with the Class III offense of Article 140-24f. "Rooms: not ready for inspection", and will be re-inspected at the discretion of the inspecting officer(s).
- l. Any changes and/or modifications that may occur to this notice will be published in the POD, announced at Quarters or made by personal contact. Should this happen, it is the responsibility of the Midshipman to be aware of such changes and/or modifications.

2. Sanitation Inspection Procedures:

- a. Inspect the space and note any discrepancies.
- b. Ensure all room/berthing areas have a copy of the Room/Berthing Inspection Sheet placed on the inside of each door.
- c. Verify that inspection log sheet for assigned space is present and has not been altered or previously filled out for the respective day.

d. Place small, neat "X"s in the respective boxes under "Problem Areas." Add any comments to specify problem areas not covered by boxes. Note if the infraction is limited to one occupant or both occupants. Discrepancies involving heads will be noted on both spaces' log sheets.

e. If no discrepancies are noted, place a small, neat "X" in the "Sat" box.

Note: There will never be an "X" in the "Sat" box if there is an "X" in a discrepancy box or a negative comment in the "Other" field.

f. If discrepancies are noted, the inspector must write his or her name in the "Inspector" box. If the "Sat" field is checked, the inspector will also write their name in the inspector field.

g. Review log sheet for three "X"s in a row or three contiguous "X"s in a column. Take the comments into consideration as well. If a trend of three is noted, fill out a Class III Infraction Slip appropriate to the infraction and turn into the midshipman's respective company executive officer.

Note: Note whether the infraction is deserving to only one member of the compartment, all members of the compartment or all midshipmen that share the head. An example of a singular infraction would be a consistently untidy rack. An unclean head will result in all midshipmen that share that head would be written up. In the 2nd Deck Berthing, rules will be similar. If a common area fails the inspection then it needs to be decided if one or all of those in that compartment are at fault. Same with the heads and passageways. Utility company may assign 4/C to cleaning the heads and passageways daily and leave individual compartments to those living in those spaces.

3. Electrical Appliance - The following items are allowed: laptop, stereo, radio and small (10-12") fan. Hair dryers and curling irons are authorized but must have the UL label and must be inspected by the Ship's electrician. **NO REFRIGERATORS, MICROWAVES, OR HEATING UTENSILS OF ANY KIND ARE ALLOWED - THIS INCLUDES COFFEE POTS, POPCORN MAKERS, HOT PLATES, HEATERS ETC.**

N. SHIP'S OFFICE

The Ship's Office provides many services and performs many functions for the Ship. Among others, it is the focus of customs and immigration issues, is the administrative center for midshipmen cruise activities, produces the Plan of the Day (POD), provides banking services, mail distribution and is the center for midshipmen communications both at sea and in port. As this is a place of official business midshipmen going there shall be in the Uniform of the Day and conduct themselves in a courteous and efficient manner. (PT Gear, sunning attire etc. will not be worn in the Ship's Office except when checking out recreational gear (basketballs, games, etc.). Recreational gear is not to be check out until 1600 unless Holiday Routine.

O. SUNNING

1. The only authorized sunning areas on the ship are:
 - a. For Midshipmen: Flight Deck (04) Aft of the Stack.
 - b. For Ship's Officers & Staff: 04 Deck Forward of the Stack, or Aft if wind precludes Fwd Area
2. All personnel will use the nearest crew ladderway in appropriate sunning attire when proceeding to and from the sunning areas. Midshipmen who allow themselves to sunburn to the point that they are unable to carry out their duties will be charged under Regimental Regulations. A Midshipman who is found unfit for duty by the Medical Department because of sunburn or because of their own misconduct, will be restricted to the Ship until medically cleared. All training, maintenance and watches missed will be required to be made up to meet cruise grade requirements.

P. TIME CHANGES

Time changes are announced in the Daily Noon Slip from the Bridge and the POD.

1. Advancing Clocks: Ship clocks will be advanced in the following manner:
 - 1800 – move to 1820
 - 2200 – move to 2220
 - 0000 – move to 0020
2. Retarding clocks: Ship clocks will be retarded in the following manner:
 - 1820 – move to 1800
 - 2220 – move to 2200
 - 0020 – move to 0000

Q. UNIFORMS

1. Proper name tags will be worn with all khaki and salt and peppers. Use last name and first initial only, no nicknames. Chambray shirts, boiler suits or coveralls will be properly stenciled with last name only, no nicknames or graffiti.
2. When wearing the leisure uniform, the leisure shirt or cruise T-shirt (if authorized to be worn on cruise) will be tucked in. A Regulation khaki web belt and buckle will be worn on the khaki trousers or shorts.
3. In past years, midshipmen have adorned their Cruise caps with collar devices. This is a 2/C privilege. 2/C may place two anchors or two props on the Cruise cap, depending on their major course of study. Location will need to be approved by the Commandant.
4. The wearing of mustaches is authorized only for 2/C and will be worn in accordance with personal grooming standards found in the Regimental Manual. Growing of mustaches cannot be started until cruise begins.
5. The working/maintenance uniform may be worn when engaged in dirty work, maintenance, utility jobs, watches, and those other times when expressly authorized by the Commandant of Midshipmen. When wearing the working uniform, the blue chambray shirt may be removed while engaged in work (if authorized). A plain (no lettering or design) 100% cotton navy blue crewneck T-shirt (not sleeveless) is required to be worn under the chambray shirt at all times. When work is completed it must be put back on, buttoned, and tucked in. No shirt is authorized to be worn unbuttoned and/or un-tucked at any time. No working uniform is to be worn that is ripped, torn or in an unsatisfactory condition nor will it have any graffiti on it. The working/maintenance uniform must be 100% cotton, NO EXCEPTIONS. The working uniform **will not** be worn by Midshipmen in the following areas
 - a. Ship's Forward Mess area during evening meals (working uniform may be worn in the Aft Mess Deck or Watch Standby Room). Long sleeved shirts may be rolled one turn up above the elbow; otherwise sleeves will be rolled down and buttoned at the wrist.
 - b. Bridge area. (unless on a working detail)
 - c. Quarterdeck (in port) during receptions.

When worn at morning quarters, sleeves will be rolled down and buttoned or rolled up one turn above the elbow. As a general rule, at 1600 each day, "Knock Off Ship's Work" will signal a shift to the relaxed uniform. At that point there must be good and sufficient reason to remain in the working uniform.

6. "Gray Boilersuits" may be worn by midshipmen only when on engine watch, going to-and-from the watch station, or working on deck maintenance. Watch personnel in boilersuits may go through the chow line and eat their meal in the Aft Mess Deck or Watch Standby Room. Boiler suits are not authorized in the forward mess deck during the evening meal. Boilersuits with company logos (i.e., those from Cadet Shipping) are not authorized. Navy/dark blue crewneck T-shirt (not sleeveless) 100 % cotton will be worn with the gray boilersuit.

Q. UNIFORMS (continued)

NOTE: For the crew and staff, maintenance uniforms are authorized for the General Mess forward for all three meals if the person is either going to or coming from a watch or work where that is the appropriate uniform. In all cases however, courtesy demands that whatever the uniform, it must be clean and neat.

7. When working or standing watches in the engine room, boiler suits and/or maintenance uniforms are required to be 100% cotton.
8. Engine watches in boiler suit or work uniform; BMOW in work uniform.
9. When in port the uniform for the MCDO and A-MOOD will be the uniform of the day as promulgated in the POD. All other watches will be in the appropriate uniform for the watch.
10. When on ship security watch, orange vests will be worn by both the 4/C and 2/C.
11. Inside the ship, hats/covers are optional, except for the Bridge, Engine room, and when in a duty status where they are required. When underway and topside, hats/covers are optional except for quarters, deck parade and fire/boat drills; where they are required. When in port and topside, hats/covers are required. Hats/covers are not to be worn on the Mess Decks at anytime, except those working for Dining Service in a work capacity during meal hours.

NOTE: Additionally, when entering and leaving port the rule-of-thumb will be that upon arrival of the pilot, covers will be worn when outside on deck. After the pilot has departed, covers are optional when topside and underway, unless otherwise designated.

12. The use of hard hats by midshipmen is authorized and encouraged when involved in the types of work details and watches listed below. However, these hats are not to be worn as a substitute for the specified uniform hat/cover when not engaged in work or watch details, and are not authorized at morning quarters:

Deck midshipmen

- * Maintenance details about the ship.
- * Details involving loading stores
- * Details in storerooms or ship holds.
- * In the Ship's engine room.
- * Details working on deck.

Engineer Midshipmen

- * On watch in the engine room.
- * Performing maintenance in the engine room.
- * Training in the engine room.
- * Details involving the loading of stores.
- * Details in the ship's holds or storerooms.

13. Midshipmen may pass through the ship in athletic gear to work out or sunbathe except for the Quarterdeck area when in port. Shirts and shoes will be worn with athletic gear and sunning attire AT ALL TIMES when walking through the ship.

When authorized for wear, civilian attire will be neat in appearance, shirts tucked in, appropriate for the situation and be representative of a Midshipman from Maine Maritime Academy. Current styles and fashions are authorized. The following guidelines will be used when wearing civilian attire:

- a. No maintenance or work clothing. (No oil, bleach or paint covered clothing).
- b. Torn or ripped clothing is not authorized for wear at anytime. (This includes clothing that may be bought ripped or torn, i.e. jeans, tank tops, etc.)
- c. Plain white/navy blue crew neck or V-neck T-shirts without a pocket are considered undergarments and are not authorized to be worn as the primary shirt.
- d. Rubber flip-flops, rubber type thongs, shower shoes, etc. are not authorized for wear. Conservative type sandals may be authorized for wear with civilian attire if going on liberty, but open toed footwear will not be normally worn about the ship.
- e. Shorts and t-shirts may be authorized for wear, depending on local rules, regulations and customs. Any clothing without stitched hems or cuffs are not authorized. (frayed edges, cut or otherwise altered or rough or ragged ends)
- f. Midshipmen may wear the regimental uniform articles below with civilian clothing:

Khaki Trousers/Slacks/Shorts	Academy/Cruise Ball Cap
Neckties	Socks/hosiery
Sweaters	Float Coat
Leisure Shirt	Gloves
Belts w/Buckles	Watch Cap
Shoes	Sweatshirt
Raincoat/Jacket	
Pea Coat (Reefer) without shoulder boards	
- g. Footwear will be worn at all times when walking about the ship and on the gangway, no bare feet or stocking feet allowed.
- h. To go ashore you must meet personal grooming standards and have on appropriate attire, including footwear. The decision of the SWO, MCDO or the A-MOOD as to what is appropriate attire is FINAL.
- i. All hands will be properly clothed when embarking and disembarking the ship.

NOTE: 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 are likely to bring discredit to the United States of America or the Academy is prohibited.

R. VEHICLES

No motorized vehicles shall be brought on cruise. Midshipmen who rent/lease vehicles, i.e. cars, bikes, etc., must assume all liabilities in case of damage, theft, etc. Midshipmen who are determined to be operating any vehicle which includes bicycles, boats and cars while under the influence of alcohol, will have their liberty secured and will be charged with a Class I violation of Regimental Regulations.

NOTE: Due to safety concerns of all personnel, Mopeds/ Motorcycles/ Scooters, etc. are not authorized for personnel to rent, ride, purchase, etc. while on the training cruise. Those who violate this policy will have disciplinary action imposed on them.

S. WAGES

Various work details performed by midshipmen on board ship maybe authorized for funding through wages. These functions include but may not be limited to, night cleaning, galley and ship store. Administration of this program will be through the Commandant's Division.

Final authority for the issuing of funds rests with the Ship's Master through the ship's purser. Before commencement of cruise, an officer/faculty supervisor will be designated for each individual work center. It shall be his/her responsibility to monitor work performed, the hours accomplished, and fair apportionment of funds. No midshipmen may work more than 20 hours per week, and work will be fairly apportioned between classes embarked on the ship.

T. IPOD'S/MP3 PLAYERS/CELL PHONES/ELECTRONIC DEVICES

Use of electric devices such as earphones are prohibited in all passageways, on the bridge, while on watch, on duty, at quarters, during drills, classes, or while conducting official business. Within approved areas, midshipmen may use IPOD'S/MP3 players/portable music players while in uniform, if studying or completing personal work. In approved areas the volume of the electronic device must not be loud enough to be heard by other crew members in the area.

Use of cell phones may not be used while on watch, duty, at quarters, during drills, classes, walking in all passageways or while conducting official business. Personnel should check with their service provider to ensure that additional costs for roaming are not incurred when on the training cruise especially when traveling out of the country.

SECTION IV

GENERAL INFORMATION

TRAINING SHIP STATE OF MAINE (former USNS TANNER)

SHIP'S CHARACTERISTICS

Length overall	499'
Length between Perpendiculars	476'
Beam	72'
Depth (Molded)	42'
Draft (loaded)	28' 6"
Gross Tonnage	12,542
Net Tonnage	3,762
Light Ship (Weight)	9,257.27 long tons
Deadweight	7001.6 long tons
Displacement	16,258.9 long tons

OFFICIAL NUMBER CG 029703 **CLASS:** TRAINING SHIP/STEEL/DIESEL

OWNER: THE UNITED STATES GOVERNMENT **PORT OF REGISTRY:** CASTINE, ME

CALL SIGN: WCAH

OPERATOR: MAINE MARITIME ACADEMY, CASTINE, ME 04420

BUILDER: BETHLEHEM STEEL, SPARROWS POINT, MD. **DATE:** 28 AUG 1990

COI: 298 **LIGHT SHIP V.C.G. ABOVE BASELINE:** 28.22'

FROM MIDSHIPS: 242.28' **NORMAL HORSEPOWER:** 8,000

MAIN ENGINE: 6 CYLINDER DIESEL **SPEED:** 16.5 KNOTS

PROPELLER PITCH: CONTROLLABLE PITCH

AUXILIARY ENGINE: ELECTRIC MOTOR **HORSE POWER:** 1600 **SPEED:** 7.0 KNOTS

SECTION V

INSTRUCTIONS GOVERNING GENERAL VISITING ON BOARD THE *TRAINING SHIP STATE OF MAINE*

- A. INDIVIDUAL GUEST IN PORT
- B. INSTRUCTIONS FOR HANDLING OF GENERAL VISITING AND SPECIAL GROUP VISITS ON BOARD SHIP
- C. RECEPTIONS AND ETIQUETTE

A. INDIVIDUAL GUESTS IN PORT

1. Personal guests of midshipmen are welcome onboard during the period a midshipman is on liberty. Picture ID will be required of all guests/visitors on board the Ship. Special ship passes will be worn by all guests in plain view.
2. Sponsors of guests are responsible for them at all times. In all cases, guests of midshipmen shall leave the ship by 2100. Guests will not be allowed aboard after 2030. This regulation does not apply during regularly scheduled entertainment or receptions. In the later instances, guests will be clear of the ship within 15 minutes of the end of the function. Visitors coming on board at receptions will need a picture ID and also be on the reception guest list.
3. Guests will not be allowed in the Engine Room without the consent of the Chief Engineer, or the Duty Engineer.
4. Guests/visitors are not allowed in midshipmen rooms or berthing areas. The Mess Decks or Lounges will be utilized for visitation.
5. Guest/visitors of the midshipmen are not authorized to be on board when the midshipman is physically on watch, or in a restricted status, unless authorized by the Staff Watch Officer.

B. INSTRUCTIONS FOR HANDLING OF GENERAL VISITING AND SPECIAL GROUP VISITS ON BOARD SHIP

1. Whenever the Training Ship is open for scheduled visits, tours will be guided by midshipmen with groups of 10 to 15 visitors each or less.
2. Special groups may be handled at any time between 1000 and 1600, if previously scheduled. All arrangements for special groups to visit the ship will be approved by the Commandant and the Master of the Ship in order that appropriate guides and arrangements may be made, along with notifying the proper people and insuring there are no conflicts with other tours or activities scheduled for the same time. A picture ID will be required. Bags, back packs, etc will be searched prior to coming on board the Ship or asked to be kept off the Ship. The gangway watch is not to be tasked with watching any gear left behind.
3. Guides will normally be drawn from the supplemental watch section.
4. All midshipmen guides will report in the prescribed uniform-of-the-day for giving tours. Tour guides will be trained and briefed on their duties and responsibilities.
5. The MCDO under the supervision of the Staff Watch Officer will be responsible for the proper management of tours. In the absence of the MCDO the AMOOD will handle the tours until such time as the MCDO is available, however, the AMOOD should not be tied down with this task.
6. Visitors will not be permitted to roam about the ship unescorted per Section II.B. "Port Security". All visitors will either sign in individually or by groups if tour is given by a tour guide. Visitor badges may be given to small groups. Large groups will have proper ID and name to be checked with the advance roster.
7. Tours will form up at the foot of the gangway and be allowed on board in groups of 10 to 15 each, larger groups are discouraged. As guides become available and/or finish with

one group another will be allowed on board. THE GANGWAY AND QUARTERDECK AREAS WILL ALWAYS BE KEPT CLEAR. All bags, backpacks, etc. of tour groups will be checked on the pier prior to being allowed on the ship.

B. INSTRUCTIONS FOR HANDLING OF GENERAL VISITING AND SPECIAL GROUP VISITS ON BOARD SHIP (continued)

9. The normal route for a tour on board the Training Ship will be as follows:

Arrival: Starboard side Quarterdeck: (Main Deck) Proceed aft to ladder at frame 140 to 01 level to Station 1.

Port side Quarterdeck: (Main Deck) Proceed aft to ladder at frame 145 to 01 level to Station 1.

Station 1: 01 level between the forward and after house.

Lifeboats, rescue boats

Proceed forward on the Starboard side to Station #2.

Station 2: Forward deck.

Windlass, etc.

Proceed into forward house from the port side entrance on 01 level, frame 50.

Station 3: 01 level forward house.

Head 01-55-2 (If available for viewing)

Proceed up Stair Tower #1 starboard side to the 04 level.

Station 4: Charthouse, Wheelhouse.

Proceed out the starboard bridge wing, then aft to ladderway down to the 03 level and into the starboard side passageway to the Navigation Lab, 03-64-1.

Station 5: Navigation Lab.

Proceed aft (outside) to Stair Tower #2 to the 01 level. Then outside and along the port side 01 level to the ladder at frame 147. Then down to the main deck, and forward entering the after house through passage 1-138-2.

Station 6: Pick up Maine Maritime Academy literature at public relations area if appropriate.

Proceed to engine room door on port side.

Station 7: Engine Room on main deck.

Go across engine room on the main deck level to starboard side engine room entrance/exit. Proceed aft to the port side main deck passageway to the fantail. Go past the Regimental Office, Ship Store, Supply and Barber Shop.

Station 8: Fantail.

Hats and t-shirts may be on sale.

Proceed to port or starboard side quarterdeck to leave the ship. Wait for oncoming tours to avoid congestion on the main deck forward of the ladder at frame #140 or 145.

NOTE: NO TOURS WILL GO INTO BERTHING AREAS, OR DOWN INTO ENGINE ROOM.

10. A few reminders to all guides:

- a. Be very cautious with your visitors at all times and look out for their safety. If children are included, keep an eye on them and make sure they do not leave the group. That they do not enter unauthorized areas, do not hang over railings and positively forbid them to run or skylark, or stand on ship railings. ADULT supervision should be enforced.
- b. Do not allow any visitors into the ship's engine spaces, 2nd deck berthing or any berthing areas, galley, or mess deck area. (If visitors insist on going into these areas, inform them they have to have special authorization from the Staff Watch Officer, Commandant or his assistant). There may be times when these spaces are open to special groups but you will be so briefed when that will be.
- c. Be polite, courteous, and respectful at all times. Try to answer any questions you are asked. If you do not know the answers, do not be one bit afraid to say so; you are not expected to know everything. If you can obtain the answer as you move along on the tour, try to; if not, then let it go.
- d. Do not allow visitors to remain on board once the tour is over, as there may be others waiting to go on tour.
 - a. Stick to the tour route just as it is listed above and always be safety conscious. Pay particular attention to children and elderly people. If there is an accident, have everyone remain exactly where they are and you get help.
 - b. A modified tour will be published for those individuals who do not want the complete tour. This will be given to you at tour time.
 - g. Guides will introduce themselves and give a brief explanation of what the tour consists of. Guides will find out at the time of the tour if any guests may have difficulty navigating the stairways or ladders, before those individuals start the tour.
 - h. Ensure that you move your tour along. Do not spend a lot of time at any station, as others are waiting to come on board. Explain to them that if they have extensive questions that you will answer them to the best of your ability at the end of the tour on the pier.

C. RECEPTIONS AND ETIQUETTE

1. Purpose: Receptions may be scheduled at selected ports of call. The purpose of these functions are to thank those who have been of assistance to us in allowing/arranging our port visits, to make important contacts for support to the Academy, and to maintain Alumni contacts wherever possible.
2. Attendees: Normally all ship's crew, faculty, staff, and selected midshipmen (normally 4 bar & above, drill team and cruising seniors) may be invited to attend. The uniform will be announced prior to the reception. (Normally salt and pepper). There will be a sign up sheet in the Regimental Office for invited midshipmen.
3. Honors: Honors will be rendered to guests beginning approximately 30 minutes prior to the scheduled reception time and continuing for approximately one hour. Those going on or returning from liberty must do so in a manner that will not interfere with the arrival of guests. When in doubt follow the instructions of the Staff Watch Officer, the MCDO or the AMOOD.
4. Etiquette:
 - a. Arrive early, be available on the 03 level Reception Deck or other designated reception area, and remember, that you are co-hosts here and should do everything to make your guests feel welcome and to thank them for their support. Guests occasionally request tours so you should also be prepared to conduct a brief one.
 - b. Greet people, especially those who remain on the fringes. Some find it difficult to mix and need you to reach out to them.
 - c. Don't cluster up in groups of midshipmen, spread out among the guests. It's okay to work the group in twos and threes, but keep moving around.
 - d. You can make people at ease just by introducing yourself and welcoming them to the ship. Ask them questions about themselves, their work, or their families. Most people like to talk about themselves and related topics. It's much easier than you may think. With some you may need to keep talking until they warm up, but it will happen. It is appropriate to offer to get a drink or some food for ladies. If it is an alcohol drink then you will need to be 21 years of age, as well as the individual you may be getting a drink for.
 - e. Don't crowd the bar area, you should give way for any guest or offer to get their drinks for them. Your needs should be secondary. Reminder, drinking age is 21 on the Training Ship, even if the port country has a lower drinking age.
 - f. Also try not to remain around the bar or food area too long. Mingle around the Reception Deck; help reduce congestion in one area.
 - g. Realize that it is uncouth to be standing or sitting around with more than one drink at a time (for your own consumption). Drinking is secondary. You are there to socialize and represent Maine Maritime Academy and the Training Ship. Do not overindulge. Those who do will be removed from the reception area and charged accordingly.
 - h. Be courteous, polite and respectful at all times.

APPENIX A

POLICY ON INAPPROPRIATE PERSONAL RELATIONSHIPS

MAINE MARITIME ACADEMY

GENERAL ADMINISTRATION

Section 201

SUBJECT: SEXUAL HARASSMENT AND CONSENSUAL RELATIONS

PURPOSE: To prevent sexual harassment and prohibit certain consensual sexual relationships

A. Sexual Harassment

Sexual harassment or assault of employees or students is a violation of state and federal law and a violation of this policy. Any employee or student who violates this policy or those laws will be subject to disciplinary action. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment or assault when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational benefits;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment; and
4. A person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

It is the policy of the Maine Maritime Academy to provide fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment or assault complaints, the person(s) complained against, and the Academy. Individuals who believe that they have been victims of sexual harassment or assault or have been accused of sexual harassment or assault must contact the Academy's Non-Discrimination/Affirmative Action Officer. These individuals may also file a sexual harassment complaint with the Maine Human Rights Commission within 300 days of the alleged incident. Further information is available from the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 287-2326, and/or from the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110, tel. 617-289-0111, TTY/TTD 617-289-0063, and fax 617-289-0150.

B. Consensual Sexual Relations

Sexual relationships between employees and students, or between employees, that begin consensually can end acrimoniously. Such endings can and do subsequently lead to claims of unprofessional conduct, sexual harassment in violation of this policy, and/or a conflict of interest in violation of other Academy policy. Such claims, even if ultimately determined to be without merit, are often expensive and time-consuming for the Academy, and difficult for the individuals involved.

Accordingly, the Academy prohibits consensual romantic or sexual relationships between employees when one employee supervises or otherwise has authority over the other employee. In addition, consensual romantic or sexual relationships between an employee and a student, even when the employee does not instruct, advise or otherwise have authority over the student, can give rise to the same claims described above. Consequently, the Academy prohibits all such relationships between an employee and a student. Employees who violate these prohibitions are subject to counseling and/or disciplinary action.

REFERENCES: P. & S.L. 1941, ch. 37, sec. 2 as amended; 5 M.R.S.A. §4551- §4632, 5 M.R.S.A. §4601-§4604, U.S.C. §2000e, et seq.

DATE ADOPTED: April 9, 2014

DATE(S) AMENDED:

**MAINE MARITIME ACADEMY
GENERAL ADMINISTRATION
Section 201.1**

**SUBJECT: PROCEDURE FOR DISCRIMINATION, HARASSMENT, SEXUAL
HARASSMENT AND AFFIRMATIVE ACTION COMPLAINTS**

PURPOSE: To establish a procedure for investigating student, employee, applicant and any other complaints regarding discrimination, harassment, sexual harassment and affirmative action

A. Introduction

Harassment, including sexual harassment (hereinafter collectively called “harassment”), and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, sex, religion, veteran status, sexual orientation, genetic information, familial status or disability (hereinafter called “discrimination”) are a violation of federal and/or state law, as well as Maine Maritime Academy policy. This purpose of this document is to establish a procedure to receive and investigate complaints brought by a student, employee, applicant or any other person (hereinafter the “complainant”) that allege harassment or discrimination by an Academy student, employee, contractor or other agent (hereinafter the “respondent”). This Procedure also applies to complaints regarding the Academy’s use of affirmative action.

B. Publication of this Procedure

This Procedure shall be available online and included in the Academy’s student handbook. Notice of the Academy’s non-discrimination statement and contact information of the Academy’s Non-Discrimination/Affirmative Action Officer (“ND/AA Officer”) and ADA compliance officers must also be posted in conspicuous locations on campus.

C. Reporting Discrimination and/or Harassment

1. Where to Report

Any person who believes that he or she has been discriminated against or harassed (“complainant”) must make a timely report to the Academy’s ND/AA Officer as set forth herein. If the ND/AA Officer is the person alleged to have discriminated against or harassed, the complainant should report the complaint to the Academy President. The Academy President will then assign a person other than the ND/AA Officer to investigate the complaint. If the Academy President is the person alleged to have discriminated against or harassed, the role of the Academy President in this procedure will be executed by the Academy Director of Human Resources or that Director’s designee.

2. When to Report

A complainant should report their complaint as soon as possible after the first date of the alleged discrimination or harassment, and must report, if at all, not later than 300 calendar days after the last date of the alleged discrimination or harassment.

3. How to Report

A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment (“respondent”), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the Academy, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee’s knowledge of that complaint.

The Academy cannot take complaints “off the record.” Once the Academy receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the Academy to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint.

A report filed under this procedure will not be deemed to be a “grievance” under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

4. Disability Accommodation Complaints

A person whose discrimination complaint relates to a disability accommodation must first comply with the Academy’s ADA or Disability Services policy and procedure, and present any such concerns to the Academy’s Accessibility Coordinator prior to reporting a complaint to the ND/AA Officer.

D. Investigation of Complaints

The following procedures apply to the investigation of discrimination and harassment complaints. In some instances, the Academy President or Director of Human Resources may authorize a qualified person other than the ND/AA Officer to conduct the investigation and/or act upon its findings, which person shall then assume the ND/AA’s duties as designated.

1. Informal Procedure

The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent.

If the parties agree to use this Informal Procedure, such procedure should be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise successful, the ND/AA Officer will use the following Formal Procedure.

2. Formal Procedure

The Formal Procedure, if used, should be completed within 60 calendar days of the ND/AA Officer receipt of a complaint under this Procedure.

a) Within 15 working days of receiving the complaint

Within 15 working days of receiving the complaint, the ND/AA Officer should:

- (1) meet with the complainant to discuss the complaint;
- (2) provide to the respondent that notice of the complaint as may be required by either a Student Code of Conduct or a collective bargaining agreement;
- (3) begin to collect evidence and arrange interviews of witnesses; and
- (4) interview the respondent.

b) Within 10 working days of completing the investigation

An investigation is complete when the pertinent supervisor (e.g., Dean of Students, Academy President) and ND/AA Officer determine that no additional fact finding is required and any report thereon is completed. Within 10 working days of completing the investigation, the Academy should decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Personnel privacy obligations may prevent the Academy from disclosing to the complainant the details of the specific action that the Academy will take.

c) Extension and Coordination of Above Timeframes

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. In addition, this Formal Procedure must be applied as consistently as possible with the related procedures set forth in an Academy Student Code of Conduct or collective bargaining agreement. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in a Student Code of Conduct or collective bargaining agreement, the

timeframe in such Code or agreement shall control, provided that such control shall not unduly delay the completion of the Academy's investigation under this procedure.

3. Interim Steps

While a complaint is under review, the ND/AA Officer may recommend to the appropriate supervising authority at the Academy that such authority take, consistent with the applicable procedures and standards set forth in a Student Code of Conduct and/or any employment policy or agreement, any appropriate or necessary interim action such as removing the complainant from contact with the respondent.

4. Limit on Confidentiality

The Academy may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

E. Action upon Findings from the Investigation

If the Academy determines that it will take disciplinary or other responsive action as a result of its investigation, that action will be taken as follows without undue delay.

1. Action against a Student

To implement discipline or other action in response to complaints against a student, the Academy will use a pertinent Student Code of Conduct.

2. Action against an Employee

To implement discipline or other action in response to complaints against an employee, the Academy will use the applicable collective bargaining agreement or other pertinent employment policy.

3. Action against Others

To implement discipline or other action in response to complaints against a contractor or other party, the Academy will consult with the Academy President.

4. Action to Address Disability Accommodations

To address the Academy's provision of disability accommodation, the Academy will follow its pertinent ADA or Disability Services protocol.

G. Appeals of Academy Response to Complaint

Any appeals from action taken under *Section E* above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, shall the following appeal process apply.

Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision may appeal (“appellant”) to the Academy President (or to the Academy Director of Human Resources if the Academy President is the respondent to the complaint; see *Section C.1*). Within 10 working days of receipt of the appeal, the Academy President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the Academy President will inform the appellant and other party(s) to the complaint of the Academy President’s decision on the appeal.

Such timeframes may be extended by the Academy President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the Academy President documents the dates of, and reasons for, each delay.

H. External Complaint Procedures

In addition to, or in place of, filing a complaint through this procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the Academy’s education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail OCR.Boston@ed.gov, internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>.

I. Retaliation, Intimidation and Coercion

Retaliation, intimidation and/or coercion against any person who in good faith either files a discrimination or harassment complaint or otherwise participates in the complaint process is a violation of law and Academy policy. Complaints alleging retaliation of any kind shall be reported immediately to the ND/AA Officer as set forth in *Section C* of this Procedure.

J. Other Provisions

1. Communication with Disabled Persons

In implementing this procedure, the Academy shall communicate with a complainant who has a disability in a format accessible to the complainant.

2. Record Retention

Unless otherwise directed by the Academy Director of Human Resources or legal counsel, the AA/ND Academy will retain a record of all information, complaints, decisions, appeals and responses handled under this procedure for at least three (3) years.

3. Interpretation of this Procedure

This procedure intends to make as clear and consistent as practical the Academy's best practices in complying with state and federal laws. This procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

REFERENCES: P. & S.L. 1941, ch. 37, §2 as amended

DATE ADOPTED: April 9, 2014

DATE(S) AMENDED:

APPENDIX C

I. CHEMICAL INTOXICATION POLICY

II. ALCOHOL TESTING POLICY

III. NAROCTICS/ILLEGAL DRUGS

I. CHEMICAL INTOXICATION POLICY

1. *TS STATE OF MAINE* is part of a federally mandated drug and alcohol policy as put forth by 33 CFR Part 95 and 46 CFR Part 4. In addition, those individuals who are a part of Maine Maritime Academy, whether faculty, staff (including cruise hires), or students; are governed by their specific Union contracts or the Regimental Manual/Student Handbook. As such, **ALL PERSONS** are subject to random testing. This section covers the drug and alcohol policies in effect for the *TS STATE OF MAINE* during Cruise.

2. Drug and alcohol policies apply to intoxicating or mind altering substances that include alcohol, illegal drugs, legal drugs that have known side effects, and prescription drugs taken as prescribed or not as prescribed.

3. The *TS STATE OF MAINE* is an inspected vessel subject to Chapter 33 of Title 46 United States Code. Therefore, all personnel aboard, whether crew members, staff, faculty, and students:

- Shall not perform or attempt to perform any scheduled duties within eight hours of consuming any alcohol;
- Shall not consume any intoxicant while on watch or duty;
- May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated and that the attending doctor and/or nurse are aware that the individual is in possession of the drugs.
- Shall not be intoxicated at any time. An individual is considered intoxicated or under the influence of alcohol or a dangerous drug when:
 - The individual has a BAC level of .08 percent or more in their body even when not in a particular ship's duty status;
 - The individual is performing a ship's duty and has a BAC level of .04 percent or more in their body.
 - The individual effects of the intoxicant(s) consumed are displayed by the manner of his/her disposition, speech, muscular movement, general appearance or behavior as apparent by observation.

REMEMBER:

.04 BLOOD ALCOHOL LEVEL AND YOU ARE NOT ALLOWED TO WORK.

.08 BLOOD ALCOHOL LEVEL AND YOU HAVE EXCEEDED THE CFR LIMIT.

4. Alcoholic beverages are strictly prohibited on board the *TS STATE OF MAINE* except when associated with special ship and Academy functions as approved by the Ship's Master. This prohibition includes the private consumption, storage, transportation or other involvement with liquor, beer or wine. This includes bringing alcohol containers onboard as souvenirs (i.e., mugs and glasses from pubs). If an individual wants to keep an alcohol container as a souvenir then he/she should mail the empty container from the local post office. Bringing the container on board the ship to mail is not authorized.

5. **ALL PERSONS** on board are subject to breathalyzer testing if suspected of being intoxicated or have an accident that causes injury to themselves or others while on liberty to include random testing. Though other conditions may produce similar signs and/or symptoms, any assigned crewmember or student who displays one or more of the following indications may be considered by the crew or staff member, or watch officer present to be under the influence of an intoxicating or mind altering substance:

Impaired Motor Function
Unsteady Gait

Slurred or Incoherent Speech
Decreased Level of Consciousness

Abnormal Behavior (Belligerent or Unruly)
Presence or odor(s) suggesting chemical use
Pinpointed or Dilated Pupils
Excessive Sweating or Shaking

Nausea/Vomiting, etc
Glassy or Bloodshot eyes
Excessive Nervousness/ Paranoia
Lethargy

This list is not to be considered as an all-inclusive reference. It is provided for the assistance and guidance of the staff and watch officers aboard the *TS STATE OF MAINE* in promoting seaworthiness, safe navigation and operation as well as compliance with the applicable laws and regulations of the United States.

The following actions are authorized in the case of any individual signed onto the *TS STATE OF MAINE* who is considered by competent authority to be under the influence of an intoxicating or mind altering substance:

- The individual displaying signs of intoxication will be subject to a breathalyzer test. This will assist staff and watch officers in determining the extent of intoxication and level of care required. All of the particulars of the incident and actions taken will be entered in the Staff Watch Officer Log Book.
- If a licensed officer or crewmember is found to be under the influence of a chemical substance, all of the particulars of the incident and actions will also be entered in the Official Log.
- If an individual refuses, or is unable to be administered a breathalyzer test due to their intoxicated state, they will be considered guilty of exceeding the limits as stated in I. 3, resulting in the appropriate disciplinary action.
- Appropriate medical treatment will be rendered as needed. If the midshipman, licensed officer, crewmember, faculty member, or staff member is violent or presenting a danger to him/herself or to others, he/she may be confined to quarters or Sickbay with appropriate supervision assigned.
- Human Resources (HR) will be notified of any non-student involved in an alleged alcohol or drug incident.

6. ALL PERSONS JUDGED TO BE INTOXICATED WILL BE SUBJECT TO THE FOLLOWING SANCTIONS:

- Be relieved of all duties until he/she is determined by the Ship's Medical Officer to be fit for duty. For Midshipmen: any watch, maintenance, training or utility time lost because of intoxication will be considered lost Cruise Time and must be made up.
- Face administrative and/or regimental disciplinary action as determined appropriate. This may include termination of Training Cruise employment for crew, staff and faculty; or dismissal from the Training Cruise learning experience for Midshipmen; resulting in the individual(s) being placed ashore at the earliest convenience to the vessel and the Academy.
- At a minimum, any person found in violation of this policy will be restricted to the ship for a certain period of time. Midshipmen will be declared a Liberty Risk.
- For Midshipmen, all alcohol violations will result in a Class I Disciplinary Hearing in lieu of the Unified Alcohol Hearings Board. Those found responsible will be charged with an Alcohol Offense in accordance with the Student Handbook. Any Alcohol Offense occurring during the Training Cruise will count towards the Academy's three strike policy that results in a student's dismissal from the Academy.
- As in any Class I offense, sanctions may result in dismissal or suspension from the Academy to include any Regimental sanctions the Commandant may direct
- Officers, crew, faculty and staff Alcohol infractions are mandated to be reported to the USCG and may affect his/her ability to maintain a license or mariner documentation.
- Additionally, any violation federally recorded will preclude the individual ever traveling to Canada as per the new Canadian Regulation that looks at U.S. records.

II. Alcohol Testing Policy on the TS STATE OF MAINE

During annual cruises the following policy will be in effect.

Procedures – Random and Probable Alcohol Testing

1. On port days during the training cruise, the Regimental Administrative Coordinator in the Regimental Ship's Office or a designee will utilize a randomized program to select names for random alcohol testing from the database.
2. The intoxilyzer will be calibrated prior to the first alcohol test of each cruise and monthly thereafter and noted in the SWO log.
3. One (1) copy of the list will be given to the Staff Watch Officer for that day (during cruise).
4. Responsibility for notification of designated personnel is as follows:
 - A. The Staff Watch Officer (SWO) will notify Regimental students upon their return to the ship normally towards the expiration of their liberty. Students returning from liberty prior to the SWO assuming the Quarterdeck duty may be located and tested.
 - B. Students that are tested and then want to go back out on liberty may be subject to another test upon their return.
5. Testing
 - A. All persons selected on the designated port day must upon notification from the SWO report directly to the Ship's Office with their Academy I.D. card or equivalent (picture ID) and remain there until the test is complete. Once the individual is notified they will be either escorted by the SWO or a member of the quarterdeck watch to the ship's office. At no time will the individual be left unattended.
 - B. This test will be administered in compliance with this instruction and the most current cruise alcohol policy and the most current cruise manual.
6. Procedures
 - A. Random Testing:
 1. TS STATE OF MAINE Intoxilyzer Test sheet for testing personnel will be filled out by the individual being tested and this shall be kept as a matter of record.
 2. The SWO needs to insure that the individual has not taken anything by mouth in the last 20 minutes prior to administering the test. If they state that they have, then the 20 minute time needs to elapse from that point before the test is administered for an accurate reading.
 3. Only one test will be administered on the intoxilyzer. Additional tests will not be performed just because the BAC level is over .08 and they request another test. If an individual cannot perform the test due to his/her intoxication level then that individual has failed the test and no further testing is required.
 4. The SWO will annotate in the SWO log of each test administered, with the individual's assigned number, and the BAC level that was displayed on the Intoxilizer breathalyzer. The Intoxilyzer form and any associated paperwork will be attached to the SWO log sheet for future use as necessary. The SWO will be responsible for generating the Class I Major Infraction report at the end of their assigned duty.

5. If any student exceeds the limit of .08 BAC a Class I Major Infraction Report will be written and a copy of the test sheet along with a copy of the SWO logbook entry will be provided as evidence for the hearing board.
6. A Class I hearing will be scheduled as soon as possible after the port visit (normally after three days of the signature of the individual on the Class I Infraction Report).
7. Individuals who exceed the .08 BAC will have their liberty secured until the hearing and sanctions from that hearing have been imposed.

B. Reasonable Cause

1. Staff Watch Officer will upon noticing that the individual displays signs of intoxication will escort that individual to the ship's office.
2. A member of the Commandant's Staff, on duty to administer the alcohol testing, will be called. Testing individual will not be left alone until he/she has been turned over to the tester.

C. Post Incident

1. Any post incident, if on shore with a midshipman, the procedures covered in the random alcohol testing will be adhered to. If medical care is administered that information will also be entered in the SWO logbook. A written report from the medical department will be required for inclusion in all Class I hearings.
2. Any post incidents if on shore with a crew member, faculty or Sodexho will be handled in accordance with USCG regulations.

7. Results

A. Circumstances under which a student/employee is considered to have failed to pass their alcohol test are as follows:

1. The student/employee refuses to be tested.
2. The student fails to immediately report as directed to be tested or leaves the testing area before being tested.
3. The student has a positive test, which means they have exceeded the .08 BAC limit. This determination is made by the qualified tester after reviewing the outcome of the test on the digital display of the intoxicator.
4. The student consumes any substance(s) that would alter the outcome of the digital reading on the Intoxilyzer.
5. A student/employee attempting to alter his/her test will result in severe disciplinary action to include dismissal from the cruise and/or Academy or in the case of an employee, termination of employment.

B... In the case of a student who fails to pass:

1. The SWO will notify the Commandant and in his/her absence or if unavailable, notification will be given to the Deputy Commandant the next morning concerning the previous night events.

2. The SWO will record the test results on the Intoxilyzer Test form and log in the date and time in the SWO logbook.

3. The SWO will also charge the midshipman with a Class I for violating the cruise alcohol policy and will ensure that safe guards have been put in place necessary to ensure that the student will not participate in those activities or perform those duties that will affect the safety of personnel or safe operation of the ship, or machinery. The students respective Company Officer will have the student sign his/her Class I the morning after the incident. Further, the student is restricted to the ship until his/her Class I hearing has been adjudicated. Additional restrictions may be imposed on his/her liberty from the sanctions imposed from the Class I hearing. This positive test may result in other disciplinary action. Any alcohol offense with students will be used in conjunction with the Academy's Alcohol policy and will be an alcohol strike in accordance with the Academy's policy.

4. The Commandant after the Class I hearing will send a letter to the following personnel on campus informing them of this failure to pass result:

President Maine Maritime Academy	Registrar
Dean of Students	Academy Counselor
Director of Residential Life	Midshipman's File

5. When a student has been dismissed due to an alcohol offense on cruise or being his/her third strike, all sanctions from the MMA Student handbook will apply.

6. If a student is dismissed from cruise due to testing positive on the alcohol test he/she is responsible for all costs incurred for transportation from the ship to his/her home of record. Additionally, if the student repeats cruise over again they are responsible for any costs incurred (which in most cases will mean that they will need to pay another cruise fee).

III. NARCOTICS/ILLEGAL DRUGS

Students, faculty, staff, administrators, and guests are expected to adhere to Federal Regulations, state laws, and laws of foreign countries, as well as the Academy regulations regarding the use of alcohol and drugs while in a cruise/deployment status.

All personnel on board the *TS STATE OF MAINE* are subject to comply with Maine Maritime Academy's (MMA) Drug Testing Policy and Procedure as outlined in MMA's current student handbook Part III of the Community Code of Conduct while on the annual cruise/deployment, in compliance with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing as well as the Training Cruise Policy.

1. The introduction of, possession or use of narcotic/illegal drugs on board is prohibited except as issued by prescription from the Ship's Medical Officer. Any illegal use of prescription drugs is also a violation of this policy. Note: Any person(s) taking prescription drugs are required to notify the Medical Department of said prescription(s). Over the counter drugs need to be taken in accordance with the directions on the container.
2. The possible consequences of narcotic/illegal drug violations by any person onboard during the cruise may be predicted with a reasonable degree of accuracy in these two situations:
 - a. Aboard Ship
 - (1) The Regulations and Standards for the Regiment of Midshipmen cite narcotic/illegal drug violations as Class I Offenses of the most serious nature, which will result in immediate removal from the training ship and either suspension or dismissal from the Academy.
 - (2) Federal law provides that any person who is convicted of a violation of the narcotic/illegal drug laws of the United States may be denied a seaman's document or, if this document has previously been issued, the seaman's document may be revoked (taken away permanently). In the case of a midshipman who is convicted of a narcotic/illegal drug violation, this means that he/she would be ineligible to sit for an original license and any seaman's document previously issued would be revoked.
 - (3) Any person on board involved in a vessel casualty, injury or suspected by reasonable doubt of drug abuse, shall be subjected to testing at the Master's or his/her designee's direction.
 - (4) Employees who violate this policy will have their training cruise employment terminated.
 - b. In the territory of a foreign country:
 - (1) Each foreign country has sovereignty over all persons with certain exceptions for U.S. diplomatic personnel who are on the soil of that country. This means that foreign nationals (any person from the *TS STATE OF MAINE* who goes ashore is in this category) are subject to the laws of the foreign country and to the penalties for violation of those laws. The penalties in some instances are much harsher than in the United States.

For example, an American citizen found trading in marijuana in certain countries might be punished by several months or years of imprisonment in that country with no recourse to pardon or appeal.

APPENDIX D

TSSOM EMERGENCY SAFETY PROCEDURES

EMERGENCY/SAFETY PROCEDURES

A. General

1. This chapter discusses emergency procedures, including signals for man overboard, fire, and abandon ship and evacuation routes for berthing areas. Also discussed are emergency equipment and safety regulations. All personnel must thoroughly familiarize themselves with the contents of this chapter as well as responsibilities and procedures delineated in the station bill.
2. VESSEL EMERGENCY TRAFFIC PATTERNS
Order will be maintained during every drill or actual emergency; all hands will promptly proceed to their assigned duty stations.
3. The Master will conduct drills consistent with USCG regulations, but not limited to established minimums in the following:
 - a. Man Over Board
 - b. Fire & Emergency
 - c. Abandon Ship
4. Personal emergency equipment must be kept readily available and utilized during all actual emergencies and emergency drills.
5. All personnel will report to their emergency station with cover/hat, long sleeve shirt/jacket, long pants/trousers, life jacket properly donned, thermal protection device or immersion suit, gloves, and flashlight.

B. Emergency Evacuation Plan *TS STATE OF MAINE*

1. Purpose
 - a. To establish procedures for executing an Emergency Evacuation Plan aboard the Training Ship *STATE OF MAINE*.
 - b. To define routes of emergency evacuation from the vessel's interior spaces to emergency muster stations aboard the training ship or ashore.
2. Scope
 - a. This procedure is applicable to all personnel while aboard the *TS STATE OF MAINE*.
 - b. This procedure is applicable to all emergency evacuation situations that develop aboard the *TS STATE OF MAINE* whether at sea, berthed in a port of call, or secured to Maine Maritime Academy's pier.
3. Responsibility
 - a. It is the responsibility of the Chief Mate as person in charge (PIC) of the vessel's emergency squad to be familiar with the Emergency Evacuation Plan.
 - b. It is the responsibility of the entire ship's company to be familiar with the procedures listed in this document.
 - c. Prior to the vessel's departure for the training cruise all responsible personnel shall be trained in the execution of the Emergency Evacuation Plan.
4. Material Requirements
There are no material requirements for the execution of this plan.
5. References
 - a. Station Bill, *TS STATE OF MAINE*
 - b. Fire and Safety Plan, C.R. Cushing
 - c. 46 CFR Subchapter W-Lifesaving
 - d. Lifeboat, Life Raft and Rescue Boat Operating Manuals
 - e. Standing Orders, *TS STATE OF MAINE*
6. Safety Requirements
Due regard shall be had to safety hazards while moving about the Ship during an emergency evacuation. The following list will identify prominent safety hazards that may be encountered while proceeding to emergency muster stations or the Ship's gangway.
 - a. Tripping hazards such as pad eyes, coiled and faked lines, watertight door, and fire screen door thresholds.

EMERGENCY/SAFETY PROCEDURES (continued)

- b. Ship's motion in a seaway requiring the use of handrails.
 - c. Wet decks creating a slip hazard caused by snow, ice, rain, or spray.
 - d. Passageways that are narrow and partially obstructed by ship specific equipment and appliances.
 - e. The general movement of all personnel about the Ship during the execution of this plan.
7. Definitions
- a. Emergency evacuation - a planned and executed process of evacuating all of the Ship's interior spaces to abandon ship stations or the Ship's gangway.
 - b. Training cruise-the period of time during which US Coast guard license candidates are receiving sea-time aboard the *TS STATE OF MAINE*.
 - c. Station Bill - a mandated list of fire, emergency, and abandon ship signals that shall be sounded on the Ship's whistle and general alarm bells with list of specific duties for all personnel on board during an emergency.
 - d. Emergency Muster Stations - areas of the Ship that personnel shall report during an emergency.
 - e. Primary Evacuation Route - the most direct route for personnel to follow when evacuating a space aboard the Ship.
 - f. Emergency Vehicles and Personnel - vehicles and personnel attached to shore-based emergency response organizations that may be encountered while the Ship is in port.
 - g. IWO – in way of
8. Procedure
- a. All personnel on board shall follow the Emergency Evacuation Plan routes as detailed in the following pages.
 - b. While underway, the mandated fire, emergency, and abandon ship drills shall incorporate the evacuation routes described in following pages of this plan.
 - c. Personnel encountering excessive heat and/or smoke while using a primary evacuation route shall seek to use a secondary means of evacuation.
 - d. Personnel using evacuation routes that pass through watertight and fire screen doors shall ensure that the door(s) are secured subsequent to passage.
 - e. While berthed at Maine Maritime Academy's pier, emergency evacuation routes detailed in this section shall be followed to the 01 Level. Upon arrival at the 01 level, personnel shall disembark the *TS STATE OF MAINE* and immediately muster on the observation deck above Payson Hall.
 - f. While berthed in a port of call, emergency evacuation routes detailed in this section shall be followed to the Ship's gangway. Subsequently, all personnel will disembark the Ship by way of the Ship's gangway. Alternative means of disembarkation shall be designated by the Chief Mate, or in his absence, the licensed deck officer on watch. Personnel shall immediately muster on the pier adjacent to the Ship's berth for accountability. Personnel will form up by Life Boats and Life Rafts commencing with LB #1.
 - g. Upon the requirement to execute an emergency evacuation while the Ship is berthed at Maine Maritime Academy or in a port of call, the Ship's crew and Emergency Squad shall proceed to their emergency muster stations aboard the Ship.
 - h. During emergency evacuation of the Ship while berthed, due regard shall be had for movement of shore-based emergency vehicle(s) and personnel.
 - i. It shall be the responsibility of the Assistant Midshipman Officer of the Deck (AMOOD) at the Ship's quarterdeck to maintain an accurate log of all personnel aboard the Ship while berthed at Maine Maritime Academy or in a port of call. This log shall be removed from the Ship only as outlined in the Standing Orders.

EMERGENCY/SAFETY PROCEDURES (continued)

- j. All emergency signals sounded on the Ship's whistle(s), bell, General Alarm, Fire Alarm Panels or Public Address system shall be in accordance with the Ship's Station Bill.
- k. Page D-11 describes an example of a Station Bill required to be posted throughout the Ship.

In the event of an emergency, requiring evacuation of personnel from the Ship's interior spaces, the following plan is to be used as a guide. The routes indicated are primary evacuation routes. All personnel shall be familiar with secondary evacuation routes and should never rely solely on their primary route. All emergency evacuation routes lead to the Ship's 01 level weather deck where emergency muster stations are located.

PRIMARY EVACUATION ROUTES

Forward House:

Bridge

Personnel in the wheelhouse shall use the port and starboard bridge wing exits and descend the ladder on the starboard side to the 03 level. Proceed amidships and descend stair tower no. 2. Exit stair tower no. 2 at the 01 level and proceed aft to the 01 weather deck and emergency muster stations.

Chartroom

Use stair tower no.1 and descend to the 01 level. Exit stair tower no. 1 and proceed aft to the 01 weather deck and emergency muster stations.

03 Level

Use stair tower no.1 or no. 2 and descend to the 01 level. Exit stair tower no. 1 and no. 2 to proceed aft to the 01 weather deck and emergency muster stations.

02 Level

Use stair tower no.1 and descend to the 01 level. Exit stair tower no. 1 and proceed aft to the 01 weather deck and emergency muster stations.

01 Level

Proceed directly to the weather deck via three (3) exits to starboard and two (2) exits to port. Use the nearest available exit and proceed to emergency muster stations.

After House:

03 Level

Port and starboard rooms 114 and forward use exit located forward on the starboard side. Port and starboard rooms 124 and aft use port and starboard exits located aft. Descend exterior ladder to 01 level and proceed to emergency muster stations.

02 Level

Port and starboard rooms 118 and forward use forward exit located port side. Port and starboard rooms 124 and aft use port and starboard exits located mid-ship and exits located aft. Descend exterior ladder to 01 level and proceed to emergency muster stations.

01 Level

Port and starboard rooms 117 and forward use port and starboard exits located forward. Port and starboard rooms 124 and aft use port and starboard exits located amidships of the house. Proceed to emergency muster stations.

Main Deck

Storerooms forward of frame 47 ascend stair tower 1-45-0 and exit to 01 level and proceed to emergency muster stations.

EMERGENCY/SAFETY PROCEDURES (continued)

4th Class Lounge, Forward Mess, Galley, Watch Standby Room ascend stair tower no.1 to 01 level. Exit FWD house via port or starboard exit doors and proceed to emergency muster stations.

After Mess, Chief Steward's Office, Engineering Offices, Engineering Library, Scullery, Laundry Room and Reefers use athwart ships exits located at frame 96. Proceed aft to exterior ladder way and ascend to 01 level and emergency muster stations.

Regimental Office, Ship's Store, Barber Shop, Supply Officer proceed aft and use aft watertight door at frame 166 to exit. Ascend exterior ladders to 01 level and continue to emergency muster stations.

Steering Gear Room and 2nd Deck Labs (after horseshoe) ascend stair tower to Main Deck. Use after exit and ascend exterior ladders to 01 level and continue to emergency muster stations.

2nd Deck berthing area (frames 75-104):

- spaces 2-87-1, 2-95-1, 2-96-1, 2-94-0 ascend stairwell 2-100-0 into stair tower No. 3 and exit at 01 level. Proceed to emergency muster stations.
- spaces 2-82-1, 2-75-1, 2-88-0 ascend stair tower No. 6 to Main Deck. Proceed AFT and use athwart ships exits at frame 96. Ascend exterior ladders to 01 level and continue to emergency muster stations.
- space 2-75-4 ascend stair tower No. 2 to 01 level. Exit FWD house and proceed to emergency muster stations or use escape scuttle in space 2-83-2 and exit Main Deck, proceed Aft and use athwart ships exits at frame 96. Ascend exterior ladders to 01 level and continue to emergency muster stations.

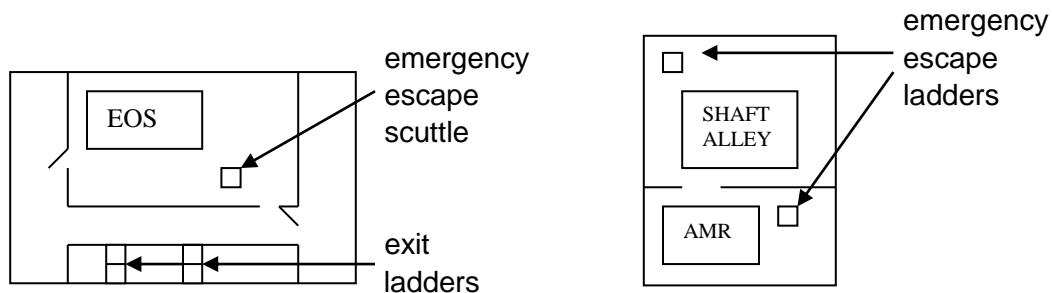
Engine Room

Upon the sounding of the fire alarm and/or the general alarm all engine room watch standing personnel shall report directly to the Engine Operating Station (EOS). All non-watch standing personnel shall evacuate the machinery space, auxiliary machine space, machine shop, and shaft alley. Individuals not on watch and group leaders (i.e.: training) shall make every reasonable attempt to "log out" of the engine room or "pass the word" to the EOS of the individual's or group's departure from the engineering spaces.

EMERGENCY/SAFETY PROCEDURES (continued)

In the case of fire, proceed to Shaft Alley and Auxiliary Machinery Space escape trunks located at the after end of Shaft Alley and portside aft in the Auxiliary Machinery Space. Proceed to Main Deck exterior ladders and continue to emergency muster stations.

Note: The Machinery Space ladder ways and upper engine room will most likely fill with excessive heat and smoke and this area should be avoided.



In the case of flooding, use an escape route closest to your location and exit at the main deck. Proceed to emergency muster stations.

EMERGENCY MUSTER STATIONS

Note: Personnel shall proceed to their respective muster stations in an orderly manner.

Lifeboat No. 1

Muster starboard side of stores hatch, inboard of rescue boat no. 1 facing aft.

Lifeboat No. 2

Muster port side of stores hatch, inboard of rescue boat no.2 facing aft.

Lifeboat No. 3

Muster starboard side of store hatch, facing forward looking at lifeboat 1 muster personnel.

Lifeboat No. 4

Muster port side of store hatch, facing forward looking at lifeboat 2 muster personnel.

Life rafts

Port - Muster along the port bulkhead of the forward house, forward of the "racked" life rafts.

Starboard - Muster along the Starboard bulkhead of the forward house, forward of the "racked" life rafts.

EMERGENCY/SAFETY PROCEDURES (continued)

C. Emergency Drill Procedures

1. MAN OVERBOARD PROCEDURES

a. General Instructions

- (1) The possibility that personnel will fall over the side at sea is ever present.
- (2) It is the duty of every person on board in a position to act to be thoroughly familiar with the procedures and facilities for recovering persons overboard.
- (3) Conditions that encourage carelessness of personnel should be recognized and eliminated.
- (4) All personnel should be alert to acts on the open decks that, if unchecked, might result in the loss of personnel, i.e. sitting or standing on ship's rails, etc.
- (5) In heavy weather, effective restrictions must be imposed on access areas of the open decks and additional lifelines and barriers installed.
- (6) Persons working near the side shall be required to wear life jackets and should be fitted with a lifeline. At sea, no person will be allowed to work over the side or outside of the ship's rails.
- (7) No one is to be permitted to sit or stand on bulwarks, lifeline, or railings of the ship's side.

b. MAN OVERBOARD SIGNAL

The man overboard signal shall be a succession of three (3) prolonged blasts of the whistle supplemented by a comparable signal on the general alarm; immediately followed by one (1) short blast of the whistle to indicate the person is overboard to starboard or two (2) short blasts of the whistle to indicate the person is overboard to port supplemented by a comparable signal on the general alarm.

Dismissal or Stand-down from Man Overboard Stations will be passed over the public address system by direction from the officer in charge.

- (1) Any person observing an individual overboard shall give the alarm, "Man overboard (starboard) (port) side". Any person hearing this alarm shall also give the same alarm in the same manner thereby relaying the alarm to the bridge.
- (2) At the same time, drop a life ring as near the person overboard as possible. Care must be taken not to hit the person with the life ring. Keep the person in sight and notify the sighted position to the bridge watch via another person or by a sound powered phone in the area.
- (3) Notify the bridge watch (or quarterdeck watch if in port) by the quickest means available, generally shouting as loudly as possible, so another person can notify the bridge watch.
- (4) Medical Officer shall station him/herself on deck prepared to receive a casualty when the man overboard alarm has been sounded.
- (5) At the sound of "Man Overboard", over the P.A. system, each person on board, and not on watch, must report for a sight muster immediately. Musters will be as follows:
 - *All midshipmen - Muster on 03 Level Reception Deck (regular morning formation). Regimental Commander will report muster to the Ship's Office as soon as possible.
 - *Watch Standers – Contact the MOOD if on deck watch and contact the SE if on engine watch.
 - *All galley personnel - Fwd mess deck with Dining Service Manager.
 - *Deck Department – With Chief Mate.
 - *Engineering Department Officers - With Chief Engineer.

EMERGENCY/SAFETY PROCEDURES (continued)

*All others (faculty, staff, guests) - With Assistant Commandant in Ship's Office. It is mandatory that every soul-on-board be accounted for immediately, so that both the number and identity of any person(s) overboard are known.

Individuals responsible for mustering the five categories above will report the results to the Deck Watch Officer on the bridge immediately.

c. DECK WATCH OFFICER

- (1) Order a bridge wing life ring dropped on the proper side. Lights and smoke floating on life ring should be visible enough to mark the point of the person overboard.
- (2) Sound "Man Overboard" (indicate side) over P.A. system and sound signal on ship's whistle and general alarm of: Three (3) prolonged blasts.
- (3) Begin maneuvering the ship to search for and/or recover personnel. Notify the Master, and the Rescue Boat Crew.

d. BOAT SIGNALS

- (1) By day, the following International Flag Signals will be used:
 - (a) Flag "R" - Steer to right of line looking from ship to boat.
 - (b) Flag "L" - Steer to left of line looking from ship to boat.
 - (c) Flag "A" - Steer away from ship.
 - (d) Flag "T" - Steer toward ship.
- (2) The above visual signals may be supplemented by the following signals on the ship's whistle.
 - (a) One short blast - Steer to right of line from ship to boat.
 - (b) Two short blasts - Steer to left of line from ship to boat.
 - (c) Three short blasts - Steer away from ship.
 - (d) Four short blasts - Steer toward ship.
 - (e) On Long blast - Return to *TS STATE OF MAINE*.
- (3) By night, the position of the person overboard will be indicated by the ship's searchlight beam. Recall will be by blinker signal "PS".

e. RESCUE BOAT CREW

- (1) The need for launching rescue boats under emergency conditions is ever present on board ships at sea. The possibility that personnel may fall overboard is real. The need to act in a rescue capacity for persons or objects other than ship's personnel is not uncommon. Under these circumstances, the need to respond quickly and effectively is paramount. To provide this response, an organized ready boat crew trained in their duties, will be promulgated and trained by the Chief Mate.
- (2) A Rescue Boat will be designated by the Chief Mate. Personnel assignments will be published separately.
- (3) The deck watch will alert assigned members as per procedures posted on the Bridge.
- (4) All assigned personnel will familiarize themselves with the location and duties of their emergency stations, the time to learn is before an accident happens, not during. The Midshipman Office of the Deck, in charge of the bridge watch standers will likewise ensure that those midshipmen on the bridge watch are also aware of their duties and responsibilities.
- (5) The Rescue Boat crew will assemble at the designated Boat Station immediately upon the sounding of the alarm for man overboard or the emergency signal and prepare to launch the boat as soon as possible. Each member of the crew will wear a life jacket. When in all respects ready, the Boat Watch Officer will advise the bridge that the boat is "manned and ready". At the direction of the Deck Watch Officer, the boat will be lowered.

EMERGENCY/SAFETY PROCEDURES (continued)

2. FIRE AND EMERGENCY DRILL

- a. **GENERAL INSTRUCTIONS** - During Fire and Boat Drills, all personnel have assigned locations published on the Station Bill.
 - (1) Any person discovering a fire on board the ship shall first make an immediate report of the fire to the bridge, if the vessel is At Sea, or to the Ship's A-MOOD if the vessel is In Port, then shall endeavor to extinguish the fire or prevent spread of flames.
 - (2) The Deck Watch Officer on the bridge At Sea, or the Deck Watch Officer In Port, shall have the fire alarm sounded and the location of the fire piped over all P.A. circuits.
 - (3) If berthing spaces are involved, prudent steps should be taken to ensure no personnel remain in the area.
 - (4) Use shall be made of portable CO₂ or Dry Chemical Extinguisher, depending on the class of fire and location. Fire fighting apparatus, both portable and built in, are installed at locations where fires are most likely to occur.
 - (5) Normally, the fire should be extinguished before it has spread enough to become dangerous and before the fire party is mustered at their stations. Persons fighting the fire shall continue to fight the fire, if they can do so safely, until relieved by the fire party.
- b. **FIRE ALARM**
 - (1) There are two situations during which fire may occur.
 - (a) When at Sea or when In Port and all personnel are aboard.
 - (b) In Port when only the Watch Company is aboard.
 - (2) In either of the two situations, the fire alarm shall be sounded as follows:
 - (a) Word passed over all P.A. circuits "FIRE, FIRE, FIRE IN (indicate location by name or compartment.)" If a drill, preface word with "THIS IS A DRILL."
 - (b) Sound a continuous blast of the ship's whistle for a period of not less than ten (10) seconds supplemented by same signal on the general alarm for not less than 10 seconds. (When In Port use the normal fire alarm unless a special signal has been authorized by the port authority.)
 - (c) REPEAT (a) REPEAT (b)
 - (d) All personnel shall immediately report to their assigned fire station using proper traffic patterns. Those personnel assigned to muster at boat stations will muster at boat station mustering areas. In no circumstances shall personnel attempt to retrieve personal belongings.
 - (e) All personnel will report to their emergency station with cover/hat, long sleeve shirt or jacket, long pants/trousers, life jacket donned, and properly secured, thermal protection device or immersion suit, gloves, and flashlight.
- c. **FIRE PARTY**
 - (1) The Midshipmen Emergency Squad, under the supervision of the Chief Mate, and Cadet Mate, has the responsibility of responding to any shipboard fires.
 - (2) The In Port Fire Party will be comprised of members of the Emergency Squad and In Port Watch Company. The In Port Watch Company and Emergency Squad will respond to any shipboard fires occurring while in port.
 - (3) Personnel on watch shall report to their assigned station as listed on the Station Bill as soon as they are properly relieved.
 - (4) If the fire is in engineering spaces, the Chief Engineer will assist E-Squad fighting of fire, in the absence of the Chief Engineer in port, the Engineering Duty Officer will assist the Fire Party.

EMERGENCY/SAFETY PROCEDURES (continued)

- (5) If the fire is in spaces other than engineering spaces, the Chief Mate will direct fighting of fire; in the absence of the Chief Mate in port, the Deck Watch Officer will take charge of the Fire Party.
 - (6) Water shall not be turned on at hydrants unless specifically ordered by the officer in charge at the scene of the fire except as necessary to extinguish a small Class A fire before the Officer in Charge arrives on the scene.
 - (7) Personnel assigned to the Emergency Squad in each Company should know where to locate such equipment that they are required to provide. This information will be obtained from the Chief Mate prior to the initial FIRE DRILL. Equipment to be provided by personnel will be listed opposite their name on the Station Bill.
- d. SECURING FROM FIRE STATIONS
- (1) When word is received from the Officer in Charge of the Fire Party that the fire is out, word shall be passed as follows:
 - (a) Word passed over all P.A. circuits "SECURE FROM FIRE DRILL, SECURE ALL FIRE FIGHTING EQUIPMENT."
 - (b) General alarm bell sounded three (3) times supplemented by three (3) short blasts on the ship's whistle (if steam is on whistle.)
 - (2) The Fire Party will return all equipment to its proper location and assure that it is left in order for immediate use. All hoses used are to be drained and returned to their racks. Any fire extinguisher discharged shall be turned into the Chief Mate for replacement.
- e. FIRE SCREEN AND WATERTIGHT DOORS
- (1) When the fire alarm is sounded the Deck Watch Officer will trip the release on the bridge to close all fire screen doors.
 - (2) All quick acting watertight doors and sliding watertight doors will be secured when the fire alarm is sounded. Provision will be made on the Station Bill for assigned personnel to secure these doors. After securing from Fire Quarters, all fire screen doors and watertight doors will be opened.
- f. LIFE JACKETS
- (1) All personnel will don life jackets when the fire alarm is sounded. All life jackets will be properly stowed after securing from Fire and Boat Drill Quarters.
 - (2) Your life jacket may be your lifesaver someday. Treat it with respect. You are responsible for its accountability.
 - (3) Ensure that the attached light is working properly.
 - (4) It is the responsibility of each individual to properly maintain personal emergency equipment. Life jackets may be inspected during daily room/sanitation inspections and at Fire and Boat Drills.
- g. DAMAGE CONTROL
- (1) SIGNALS
When additional signals are used for directing the emergency squad to muster at the appropriate damage control locker in the proximity of the fire the following whistle and general alarm bells signals will be used:
Damage Control Locker No. 1:
The general alarm shall be sounded one (1) time and supplemented by one (1) prolonged blast of the whistle. Location: 01 deck, Starboard side, Frame No. 75S, Aft side of the forward deck house.
Damage Control Locker No. 2:
The general alarm shall be sounded two (2) times and supplemented by two (2) prolonged blasts of the whistle. Location: Main deck, Port side, Frame No. 158P, Aft port side passageway aft of the Ship's Regimental Office Aft deck house.
Damage Control Locker No. 3:

EMERGENCY/SAFETY PROCEDURES (continued)

The general alarm shall be sounded three (3) times and supplemented by three (3) prolonged blasts of the whistle. Location: Main deck, Starboard side, Frame No. 135S, Starboard side of the athwartship passageway Aft deck house.

Dismissal from Fire and Emergency Stations the general alarm shall be sounded three (3) times supplemented by three (3) short blasts of the whistle. Note the ship's whistle and general alarm bells are used for this signal.

- (2) Aboard the *TS STATE OF MAINE*, there are three Damage Control lockers. These Lockers are primarily used in the time of fire or emergency. Whenever gear is removed from a locker, it must be returned to the same locker from which it was taken and in the same condition.

3. ABANDON SHIP BILL

a. GENERAL INSTRUCTIONS

- (1) Boat assignments for all personnel are as published on the Station Bill and on individual Billet Cards.
- (2) Certain personnel assigned to each boat will be given a specific duty as Boat Crew. The Boat Crew will normally be made up of midshipmen. When the abandon ship alarm is sounded, the Boat Crew will muster at their assigned duty station and when directed by the Boat Officer will clear away and lower the lifeboat. All other personnel will muster at their boat station mustering area as per the Station Bill to be accounted for and to wait further instructions.
- (3) All personnel assigned to a lifeboat who are part of the Boat Crew will muster in the immediate vicinity of their assigned lifeboat. They will remain at formation awaiting muster, until directed by the Boat Officer to "LAY INTO THE LIFEBOAT." The formation will be orderly and quiet in order to facilitate a quick and accurate muster.
- (4) All personnel will report to their abandon ship station with cover/hat, long sleeve shirt or jacket, long pants/trousers, life jacket donned, and properly secured, thermal protection device or immersion suit, gloves, and flashlight when the abandon ship alarm is sounded, then proceed to their abandon ship assignment via designated traffic patterns.
- (5) The Boat Officer will muster the Boat Crew on station and report the results to the Boat Mustering Officer. The Mustering Officer assigned to each boat will muster the remaining boat personnel. After all musters have been completed, the Boat Mustering Officer will forward the report to the Bridge. The Boat Mustering Officer will report absent all personnel not physically present at the boat.
- (6) The Chief Mate will, prior to leaving each port, see that all gear for each lifeboat is ready for immediate use.

b. ABANDON SHIP ALARM

- (1) On order from the Master, the Deck Watch Officer shall sound the Abandon Ship Alarm as follows:
 - (a) Seven (7) short blasts followed by one (1) long blast on the ship's whistle supplemented by the same signal on the ship's general alarm bell.
 - (b) Word passed over all P.A. circuits "PROVIDE ALL STANDBY BOAT STATIONS". If a drill preface with "THIS IS A DRILL."
 - (c) Sound whistle signals as directed, with meaning as follows:
One (1) short blast on whistle - Lower boats from embarkation deck.
Two (2) short blasts on whistle - Stop Lowering.
Three (3) short blasts on whistle - Hoist and secure lifeboats.
 - (d) All personnel should listen for pertinent survival information over the P.A.
 - (e) Upon actual abandon ship, Boat Officers will work their boats to windward of ship and await orders.

EMERGENCY/SAFETY PROCEDURES (continued)

STATION BILL

The Ship's Station Bill is a mandated document that lists alarm signals, instructions, emergency muster stations, and assigned duties of all personnel on board. The Ship's master may prescribe other signals on the Station Bill that he feels necessary, such as signals for assembling the emergency squad or for designating specific areas aboard the ship.

All personnel are issued a "billet card" or "supplementary station bill" when reporting on board. The "billet card" describes an individual's emergency muster station; abandon ship station and specific duties that they are required to perform at those stations.

The following is a representative example of a Station Bill:

SIGNALS

FIRE AND EMERGENCY-Continuous ringing of the general alarm and ship's whistle for a period of at least 10 seconds.

ABANDON SHIP- 7 or more short blasts and 1 long blast on the ship's whistle and the same signal on the general alarm bells.

MAN OVERBOARD-Hail, and pass the word "MAN OVERBOARD" to the bridge.

DISMISSAL-From FIRE AND EMERGENCY STATIONS, 3 short blasts on the whistle and 3 short rings on the general alarm bells

WHERE WHISTLE SIGNALS ARE USED FOR HANDLING BOATS

Lower boats-1 short blast on the whistle

Stop lowering boats-2 short blasts on the whistle

Dismissal from boat stations-3 short blasts on the whistle

INSTRUCTIONS

1. Entire crew shall familiarize themselves with the location and duties of their emergency stations immediately upon reporting on board.
2. Each crewmember shall be provided with an individual supplementary station bill card, which must show in detail the special duties to perform.
3. Entire crew shall be instructed in the performance of their special duties and crew on watch will remain on watch on signal for emergency drill.
4. Every Person participating in the abandon ship drill will be required to wear a life preserver and entire boat crew shall assist in preparing lifeboats.
5. Emergency Squad will assemble with equipment at scene of action immediately upon the emergency signal.

No.	RATING	FIRE AND EMERGENCY	BOAT STATION	ABANDON SHIP
1	Master	On bridge, in command	Lifeboat No. 1	In command
2	Chief Mate	At scene of emergency	Lifeboat No. 2	In command
3	Second Mate	report to bridge, relieve watch	Lifeboat No. 1	Second in command
6	Able Seaman	Emergency Squad, provide fire axe	Lifeboat No. 2	Lead out and tend boat painter
19	1st Assistant	Engine Room, in charge	Lifeboat No. 2	Assist in general operations
20	2nd Assistant	Fire Control Room, AFFF System	Lifeboat No. 1	Assist in general operations
50	Chief Cook	Secure Galley	Lifeboat No. 2	Release after gripe

APPENDIX E

EVALUATION PROCESS

REGIMENTAL CRUISE GRADE

UPDATE AS Necessary

EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE

1. This section describes how the cruise and regimental performance grade is determined. There are two ranks of midshipmen that cruise. They are 2/C and 4/C. In the case of 2/C, these cruise participants could be 1/G, 2/C or 3/G midshipmen. In the case of 4/C, these cruise participants are either 3/G or 4/C midshipmen. For cruise purposes however, the participants are either 2/C or 4/C respectively, and the evaluation criteria used varies between each one.
2. 2/C Midshipmen cruise grades will be calculated based on the following:

<u>Requirement</u>	<u>% of Grade</u>
Cruise Training (Engineering/Deck) Project	80%
Shipboard life and Commandant's Division (Regimental)	20%

A student must pass all aspects of cruise to pass cruise, regardless of the grade received in each section! This includes the academic, watch standing, maintenance, required STCW assessment/competencies, and regimental portions!

3. 2/C Midshipmen Shipboard Life and Commandant's Division Grading Procedures:

- a. Summary of Evaluation:

The Regimental Cruise grade for 2/C midshipmen is made up of the following inputs and counts as 20% of the entire cruise grade.

<u>Input</u>	<u>% of grade</u>
* Utility Supervisor Grade	25%

This is calculated from the average number of points on the Utility Supervisors Evaluation forms that have been submitted. The forms have a maximum of 25 points available and they make up 25% of the grade.

* Regimental Conduct Grade	35%
----------------------------	-----

This grade is assigned by the Regimental Office based on the number of demerits accumulated while on cruise. Students start with 10 points to enter into the formula. They lose a point for each 15 demerits (or part of 15 demerits) they receive. Therefore, if a midshipman has 45 demerits, they receive only 7 points. Should they receive 50 demerits, they receive only 6 points.

NOTE: Demerits that are awarded but suspended may still count when calculating this grade.

Students accumulating 80 or more demerits will receive a 0 for this category.

EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

Students designated a "Liberty Risk" will receive a "five or less" for this category depending on the severity of the infraction. Students found guilty of a Class I or II will receive a 5 or less for this category, depending on the severity of the infraction, regardless of demerits awarded. Students guilty of a Class II violation, but awarded other disciplinary action in lieu of demerits, will receive the conduct grade appropriate to the typical demerits for that offense.

Students who come back past expiration of liberty will receive a reduction in conduct points. If a student is late 01-15 minutes, not only will he/she receive a Cinderella liberty, but they will also lose one point on the conduct grade. If they are 16-30 minutes late, they will lose a liberty day and lose two points. For 31+ minutes late, they will lose an additional liberty day restriction for every hour or part of an hour beyond 30 minutes and lose three or more points on their conduct grade, depending on the length of time they are absent.

* Company Commander Evaluation 40%

This grade is assigned by the Company Commander based on the Midshipman Evaluation Form that can total 35 points. Rate positions of 3 bars or above may receive up to 5 extra points depending on their rate performance.

Total Points: 100

- b. Once these grades have been determined, the Company Officer fills out the Midshipmen 2/C Regimental Grade Assignment Sheet.
4. Company Commander Evaluation Procedure for 2/C midshipmen.
 - a. This evaluation procedure determines 40% of the Regimental Cruise grade. It involves assigning numerical grades to individuals for certain areas of performance. Company commanders need to ensure evaluations are for regimental performance, not training, watch, maintenance, or utility grade.
 - b. The Platoon Leader starts the process by grouping the 2/C midshipmen into top, middle and bottom thirds. This initial grouping is **not** an attempt to develop a grade, but an effort to realize relative performance levels. It is also **not** meant to imply that one third of the midshipmen will receive an A, and one-third a B, and one-third a C. He/ She then fills out the Midshipman Evaluation Form assigning numerical grades to each factor listed on the form. Keep in mind that a typical midshipman "meets standards," thus, they rate a "3." If that person has definitely distinguished himself in a particular area, they may be assigned a "4" or a "5." For example, a midshipman who just "shows-up" for events, but does very little once there, should be assigned a grade of "2" or less.
 - c. Once a Platoon Leader fills out the Midshipman Evaluation Form, the Platoon Leader, Company Commander, and Regimental Executive Officer hold an evaluation meeting where the Platoon Leader gets consensus from the others on his/her evaluations. The respective Company Officer will facilitate this meeting striving for fair evaluations,
 - d. Once consensus has been reached, the Company Commander completes the Midshipman Evaluation form, signs it, and submits it to the Company Officer.

EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

- e. Once the Company Officer receives the Midshipman Evaluation form from the Company Commander, he/she will sign the form.
 - f. The Company Commander then has the 2/C midshipman sign the form and counsels him/her as required. If a midshipman refuses to sign the form or requests an appeal it will be so noted on the form. The Company Commander then returns the form to the Company Officer.
 - g. Various members of the Regimental and Ship Rates will be evaluated utilizing the same procedure, but with different people involved in the process as listed under "Evaluation Process".
5. 4/C Midshipmen grades will be calculated based on the following:

<u>Requirement</u>	<u>% of Grade</u>
Deck Training	50%
Engine Training	50%
Shipboard life and Commandant's Division (Regimental)	0%

A student MUST pass all aspects of cruise to pass cruise, regardless of the grade they received in each section! This includes the academic, watch standing, maintenance, required STCW assessment/competencies, and regimental portion! Although not a percentage of the cruise grade, the regimental grade will be calculated and submitted in accordance with this section of the Cruise Manual. The results will be used to determine cadet-shipping billets.

6. 4/C Midshipmen Shipboard Life and Commandant's Division Grading Procedures

- a. Summary of Evaluation:

The Regimental Cruise grade is made up of the following inputs.

<u>Input</u>	<u>% of Grade</u>
* Ship's Familiarization Test	20%
* Utility Grade	15%

This is calculated from the average number of points on the Evaluation forms for utility that have been submitted. The forms have a maximum of 15 points available and they make up 15% of the grade.

EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

- * Ship Pre-Cruise Project 15%

This is the Ship Pre-Cruise Project grade, normally assigned in the spring semester.

- * Regimental Conduct Grade 20%

This grade is assigned by the Regimental Office based on the number of demerits accumulated while on cruise. Students start with 10 points to enter into the formula. They lose a point for each 15 demerits (or part of 15 demerits) they receive. Therefore, if a midshipman has 45 demerits, they receive only 7 points. Should they receive 50 demerits, they receive only 6 points. Demerits that are awarded but suspended still count when calculating this grade.

Students receiving 80 or more demerits during cruise will receive a 0 for this category.

Students designated a "Liberty Risk" will receive a "five or less" for this category depending on the severity of the infraction. Students found guilty at a Class I or II will receive a 5 or less for this category, depending on the severity of the infraction, regardless of demerits awarded. Students guilty of a Class II violation, but awarded other disciplinary action in lieu of demerits, will receive the conduct grade appropriate to the typical demerits for that offense.

Students who come back past expiration of liberty will receive a reduction in conduct points. If a student is late 01-15 minutes, not only will he/she receive a Cinderella liberty but they will also lose one point on the conduct grade. If they are 16-30 minutes late, they will lose a liberty day and lose two points. For 31+ minutes late, they will lose an additional liberty day restriction for every hour or part of an hour beyond 30 minutes, and lose three or more points on their conduct grade, depending on the length of time they are absent.

- * Company Commander Evaluation 30%

This grade is assigned by the Company Commander based on the Midshipman Evaluation form that can total 35 points.

Total Points: 100

- b. Once these grades have been determined, the Company Officer fills out the Midshipmen 4/C Regimental Grade Assignment Sheet.
7. Company Commander Evaluation Procedure for 4/C midshipmen.
- a. This evaluation procedure determines 30% of the Regimental Cruise grade. It involves assigning numerical grades to individuals for certain areas of performance. Company Commanders need to ensure evaluations are for regimental performance, not training, watch, maintenance, or utility grade.
 - b. The Platoon Leader starts the process by grouping the 4/C midshipmen into top, middle and bottom thirds. This initial grouping is **not** an attempt to develop a grade, but an effort to realize relative performance levels. It is also **not** meant to imply that one third of the midshipmen will receive an A, and one-third a B, and one-third a C.

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

He/ She then fills out the Midshipman Evaluation Form assigning numerical grades to each factor listed on the worksheet. Keep in mind that a typical midshipman “meets standards”, thus they rate at least a “3”. If that person has definitely distinguished him/herself in a particular area, they may be assigned a “4” or a “5”. For example, a midshipman who just “shows-up” for events, but does very little once there, should be assigned a grade of “2” or less.

- c. Once the Platoon Leader fills out the Midshipman Evaluation Form, the Platoon Leader, Company Commander, and Company Officer hold an evaluation meeting where the Platoon Leader gets a consensus from the others on his/her evaluations. The Company Officer facilitates the meeting striving for fair evaluations.
- d. Once they have reached a consensus, the Company Commander completes the 4/C Cruise Evaluation form, signs it, and submits it to the Company Officer.
- e. Once the Company Officer receives the 4/C Evaluation form, they sign it.
- f. The Company Commander then has the 4/C midshipman sign the form, counsels him/her as required, and returns it to the Company Officer. If the midshipman refuses to sign the form or requests an appeal, it will be so noted on the form.
- g. All forms are available in the Ship’s Regimental Office.

Evaluation Process

For 2/C Evaluations

Company Officer (facilitator)
Regimental Executive Officer
Company Commanders
(has 2/C sign evaluation)
Platoon Leaders

The above will evaluate all 2/C within their respective companies, except for themselves and those in the Regimental Staff and the top four ship rate positions

For 4/C Evaluations

Company Officer (facilitator)
Company Executive Officer
Company Commanders
(has 4/C sign evaluation)
Platoon Leaders

The above will evaluate 4/C within their respective companies.

(Other rates within the company may be assigned as platoon leader while on cruise or if the platoon leader is a 4/C they may evaluate a 4/C but not a 2/C.

Assistant Commandant (facilitator) (Receives input from Company Officer(s) and the Regimental Commander (Regimental Coordinator prior to the meeting)
Regimental Executive Officer
Cadet Master
Cadet Chief Engineer

The above will evaluate the following:

Regimental Operations Officer	Cadet Chief Mate
Regimental Adjutant	Relieving Chief Engineer
Regimental Master at Arms	Regimental Chief Adjutant
Regimental Auditor	
Regimental Public Relations Officer	
Regimental Morale Officer	
Company Executive Officers	
Platoon Leaders or Adjutants if used as a platoon leader or if the platoon leader is a 4/C.	

Commandant (facilitator receives input from the Regimental Coordinator)
Assistant Commandant
Company Officers
Regimental Commander

The above staff will evaluate the following midshipmen:

Regimental Executive Officer
Cadet Master
Cadet Chief Engineer
Company Commander
Band Master (if cruising)
Drill Team Commander (if cruising)

Commandant
Assistant Commandant
Company Officers
Regimental Coordinator

The above staff will evaluate the Regimental Commander.

The Commandant and/or the Company Officers may be used as the appeals officer in all cases.

MIDSHIPMEN 2/C REGIMENTAL GRADE ASSIGNMENT

NAME _____ CLASS _____ CO. _____ DATE _____

Utility Supervisor Grade _____ x 25%= _____

Regimental Conduct Grade _____ x 35%= _____

Midshipman Evaluation Form _____ x 40%= _____

TOTAL SCORE _____

EQUIVALENT LETTER GRADE _____

MIDSHIPMEN 4/C REGIMENTAL GRADE ASSIGNMENT

NAME _____ CLASS _____ CO. _____ DATE _____

Ship Familiarization Test _____ x 20%= _____

Utility Grade _____ x 15%= _____

Ship Pre-Cruise Project _____ x 15%= _____

Regimental Conduct Grade _____ x 20%= _____

Company Commander Evaluation _____ x 30%= _____

TOTAL SCORE _____

EQUIVALENT LETTER GRADE _____

REGIMENT OF MIDSHIPMEN - EVALUATION FORM

1. Name (Last, First MI suffix)		2. Regimental Class Year		3. Company-PLT	
4. Occasion For Report School Year <input type="checkbox"/> Cruise <input type="checkbox"/> Special <input type="checkbox"/>		5. Date of Report		6. MFA Date	
7. Major:		8. Rates Assigned:			
9. Awards (check with Company Officer):					
10. Extracurricular Activities (check with E-Squad, Boat Squad, EMT, etc.):					
PERFORMANCE TRAITS: 1.0 – Below standards not progressing or UNSAT in any one standard; 2.0 – Does not meet all 3.0 standards; 3.0 – Meets all 3.0 standards; 4.0 – Exceeds most 3.0 standards; 5.0 – Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive:					
	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above	5.0* Greatly Exceeds Standards
Adherence to Core Values of Honor, Loyalty, Integrity and Devotion to Duty	- Casts doubts on his/her honesty and integrity - Lacks respect for others, the Regiment, and the Academy <input type="checkbox"/>	- - - <input type="checkbox"/>	- Is honest in all dealings with others. -Maintains a high level of integrity in all he/she does - Displays loyalty to others, the Regiment, and the Academy <input type="checkbox"/>	- - - <input type="checkbox"/>	- Admired for integrity and honesty in all he/she does - Sets the example for displaying loyalty to others, the Regiment, and the Academy - Sustained superior effort <input type="checkbox"/>
Conduct in Carrying Out Prescribed Duties	- Creates conflict, unwilling to work with others, puts self above team. Does: -not take direction well. -not meet job expectations - Fails to accomplish tasks or is disruptive to others completing tasks -Disregards safety/security protocols/procedures <input type="checkbox"/>		- Readily accepts directions - Will volunteer if asked to - Meets expectations in getting the job done - Accomplishes all tasks assigned -Adheres to safety and/or security protocols and procedures <input type="checkbox"/>	- - - - - <input type="checkbox"/>	- The best at accepting and offering team direction. - Volunteers for almost everything. - Exceeds expectations in getting the job done - A leader in getting the tasks done - Provides leadership in ensuring crew safety and security <input type="checkbox"/>
Organizational Support: Contributions towards team building and team results. Communication skills.	- Fails to understand team goals or teamwork techniques. - Finds excuses to get out of Regimental activities. <input type="checkbox"/>	- - - - <input type="checkbox"/>	- Reinforces others' efforts, meets personal commitments to team. - Understands team goals, employs good teamwork techniques. - Accepts and offers team direction. <input type="checkbox"/>	- - - - <input type="checkbox"/>	- Team builder, inspires cooperation and progress. - Talented mentor, focuses goals and techniques for team. - - <input type="checkbox"/>
Professional Appearance: Personal Grooming Standards, Uniform	- Fails to live up to Regimental grooming, and uniform standards. - <input type="checkbox"/>	- - - <input type="checkbox"/>	- Maintains personal appearance standards. - Complies with Regimental grooming, and uniform standards <input type="checkbox"/>	- - - <input type="checkbox"/>	- Exemplary personal appearance at all times - <input type="checkbox"/>
Room Standards	-Does not conform to Regimental room standards <input type="checkbox"/>	<input type="checkbox"/>	-Complies with Regimental room standards <input type="checkbox"/>	<input type="checkbox"/>	-Exemplary Regimental room standards <input type="checkbox"/>

EVALUATION REPORT & COUNSELING RECORD (cont'd)					
Performance Traits	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above	5.0* Greatly Exceeds Standards
Reliability: Attendance at Mandatory Functions and Events: Musters, Watch	- Has the reputation of trying to get out of attending functions and events. -Cannot be relied upon to show up for assignments. <input type="checkbox"/>	- - - - <input type="checkbox"/>	- Reliable - Is punctual for, and participates in, assigned events and duties <input type="checkbox"/>	- - - - <input type="checkbox"/>	- Has the reputation for always being there first - Sets the example for being prompt at all assigned events. - - <input type="checkbox"/>
Leadership Potential: Sets the Example, Motivates Others, Growth Potential	-Lacks initiative - Unable to plan or prioritize. - Sets unrealistic or unchallenging goals. - Lack of Academic achievement causes him/her to not qualify for additional responsibilities - Fails to motivate, train, or develop subordinates. - Fails to organize, creates problems for subordinates. - Lacks the ability to manage or tolerate stress <input type="checkbox"/>	- - - - - - - - - - - <input type="checkbox"/>	- Takes initiative to meet goals. - Plans/prioritizes effectively. - Academic achievement clearly demonstrates effort. - Effectively motivates, trains and develops subordinates. - Organizes successfully, solves problems as they occur. - Performs well in stressful situations. - - - - - - <input type="checkbox"/>	- - - - - - - - - - - <input type="checkbox"/>	- Develops innovative ways to accomplish goals. - Plans/prioritizes with exceptional skill and foresight - Superior academic achievement - Inspiring motivator and trainer. - Superb organizer, great foresight, anticipates problems. - Perseveres through the toughest challenges -Decisive - - - - - <input type="checkbox"/>
Cruise Rates only:	-Does not complete all assigned tasks - <input type="checkbox"/>	- - - <input type="checkbox"/>	-Meets minimum goals. - - <input type="checkbox"/>	- - - <input type="checkbox"/>	-Outstanding leader, knows his/her rate - <input type="checkbox"/>
11. Comments on Performance (Evaluator):					
12. Recommendations for Areas for Improvement, Advancement Potential, or Continued Counseling					
13. Counseling Date:	14. Platoon Leader/Company CMDR Name/Signature			15. Signature of Individual	
16. Date:	17. Company Officer/signature			18. Individual Refusal to sign	

Regimental Evaluations

Purpose

- >To provide annual feedback to the Midshipmen as to their performance as Midshipmen and as community members.
- >To Provide the Midshipmen supervisory chain of command the experience in supervising and evaluating the individuals in their organization.

Background

- >There is currently no feedback to the Midshipmen from their chain of command.
- >The Midshipmen in supervisory roles need to learn more about the people for which they are responsible.
- >Evaluating individuals is great experience for those going into any industry.
- >Midshipmen are currently evaluated as MUGs and then on both of their cruises. They are not evaluated during the academic year at all, once MUG month is completed.

Method

- >Evaluation form is attached to this memo.
- >Each Midshipman is evaluated as a MUG, then as a 4/C during the spring, a 4/C on Cruise, a 3/C during the spring, a 2/C during the spring, and a 2/C on Cruise.
- >The evaluation is a brief statement that covers the areas of Personal Appearance, Honor integrity, and Professionalism.
- >Squad Leaders fill the form out on their individual squad members, and the Platoon Commanders review and approve the form. The Squad Leaders will then conduct a feedback session with the individual.
- >Company Officers will review the evaluation and approve it, and file the evaluation in the Midshipman's record.

Instructions for filling out Evaluation Form:

- Block 1. Name- print out name as stated, Last, First, MI, suffix
- Block 2. Regimental class year, not Academic
- Block 3. Company and platoon. For example, A Co, 1st platoon.
- Block 4. Occasion for report. Check box that applies
- Block 5. Date of report. Print end date of report (i.e. last day of cruise).
- Block 6. Fill in grade and date completed Midshipmen Fitness Assessment, if applicable.
- Block 7. Fill in academic major
- Block 8. Wedge/company or ship rate goes here. Note if a 3 bar or above.
- Block 9. Awards that a person has received. May check with Company Officer (N/A for cruise evaluation).
- Block 10. Extracurricular Activities (Basketball, Football, club, student government etc. goes in this box)
- Block 11. Evaluator fills in Performance Traits and adds his/her comments.
- Block 12. Company Commander/Platoon Leader/MTOIC fills in comments circles yes/no in additional boxes.
- Block 13. Date individual is counseled.
- Block 14. Platoon Leader or Company Commander prints name and then signs.
- Block 15. Signature of individual being evaluated.
- Block 16. Date Company Officer signs evaluation form.
- Block 17. Company Officer prints name then signs.
- Block 18. If the individual being evaluated refuses to sign their evaluation, the Company Commander or Company Officer will sign here verifying that the individual was counseled but refused to sign his/her evaluation.