

TEXAS MARITIME ACADEMY
AT
TEXAS A&M UNIVERSITY AT
GALVESTON



CORPS OF CADETS
INSTRUCTIONS

Jan 1, 2010

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CHAPTER 1

TEXAS MARITIME ACADEMY

1. MISSION AND PURPOSE STATEMENT

The Texas Maritime Academy (TMA) is a prestigious, highly specialized maritime training and education program that is embedded within Texas A&M University at Galveston (TAMUG), which is a branch of Texas A&M University (TAMU) at College Station, Texas. The mission of TMA is to provide the maritime industries of the State of Texas and the United States with highly trained and professional U.S. Coast Guard licensed Merchant Officers (deck/engine) to serve on ocean-going and inland waterways vessels. Additionally, for the Cadets who volunteer and meet the qualifications, TMA through the Naval Science Department/NROTC program, provides the opportunity Cadets to be commissioned and serve in the Merchant Marine Reserve (MMR) program. Cadets also have the option to request active duty in the U.S. Navy or a direct commission in the U.S. Coast Guard.

2. STATEMENT ON HAZING

It is imperative that every member of the Corps of Cadets understands the University/Academy's policy on Hazing: It will not tolerated nor do we expect any Cadet to participate in it.

THE AGGIE HONOR CODE

“AN AGGIE DOES NOT LIE, CHEAT, OR STEAL OR TOLERATE THOSE WHO DO.”

1. ARTICLES OF THE AGGIE HONOR CODE

ARTICLE I

A cadet will not knowingly make any false statement, written or spoken.

ARTICLE II

A cadet will not impart or receive any assistance, either outside or inside a classroom or places of instruction, which would tend to give any student an unfair advantage.

ARTICLE III

A cadet will not take or receive any property of another person or persons, under any circumstances, without the specific authority of that person or persons.

ARTICLE IV

A cadet will not use evasive statements or technicalities in order to shield guilt or defeat the ends of justice.

ARTICLE V

A cadet will report to his/her Major Company or Outfit Honor Representative all known or suspected honor violations by any cadet or Cadets.

2. While the camaraderie among Aggies is legendary and frequently life-long, in no way is friendship ever justification for violating the tenants of the Aggie Honor Code. Similarly, the Aggie Honor Code is never to be understood as a code only adhered to among Aggies. Rather it is a code that all Aggies strive to live in all associations and activities for their whole lives, not just when among Aggie buddies.

CHAPTER 2

HISTORY AND TRADITIONS OF THE CORPS

1. BRIEF HISTORY OF TEXAS A&M UNIVERSITY

On Monday, October 2, 1876, the Agricultural and Mechanical College of Texas, the first state-supported institution of higher learning, was officially opened for registration. The opening resulted from the Morrill Act passed by Congress fourteen years earlier, which provided a permanent fund to be raised through the sale of public land given to the states. The accruing interest from this fund was to be used to support a technical college which, among other things, specialized in the studies of mechanics, agriculture and military tactics. Monday, October 2, 1876 was the first official day of classes at A&M. Unfortunately, only a handful of students appeared on that appointed matriculation day. On Wednesday, October 4, 1876, forty students and six faculty members began instruction, with Thomas Gathright as acting president. Governor Richard Coke was present on this day to dedicate the school and wish it success; his advice is still included as required knowledge for Cadets.

In the first few years after its opening, the College fought a hard battle for survival. A turning point came when Lawrence Sullivan Ross, then Governor of Texas, accepted the appointment as president in 1890. Sul Ross, loved and respected by Texans for his actions as a soldier, statesman, and gentleman, led A&M from a state of near failure to a secure position as a successful and growing institution. In 1900, there were 327 Cadets in the Corps.

Texas A&M has one of the most comprehensive ROTC programs in the nation. Except for the three service academies, the Corps of Cadets is one of the largest sources of commissioned officers for the Army, Navy, Marine Corps, and Air Force. Since the establishment of the Reserve Officer Training Program at the institution in 1917, A&M has provided military training to more than 65,000 men and women, and has afforded advanced training leading to a commission in the Armed Forces to more than 20,000 men and women.

From the first days of A&M's history, the military tradition has been deeply ingrained in this school as a distinguishing element of its character. Since the Spanish-American War of 1898, Aggies have served with honor in every conflict in which the United States has been involved.

In 1962 the Texas Maritime Academy was established and in 1965 the first Texas Clipper was received in Galveston. In 1971, Texas A&M University became only one of four institutions in the country to be designated a Sea Grant College, and in 1979 the Board of Regents designates the Mitchell campus as "Texas A&M University at Galveston".

In recent years, Texas A&M has annually ranked in the top 20 public universities nationally in research expenditures and has ranked first in the South and Southwest. Texas A&M operates one of the largest oceanographic research fleets in the nation.

To meet the high academic and practical deck and engineering seamanship standards, required to receive a degree, a U.S. Coast Guard license, and a Commission, a Cadet must be highly motivated, extremely dedicated, honorable, of high moral character and willing to sacrifice to meet the necessary regimentation found in the Corps of Cadets. Cadets live in dormitories in military-style organizations. Cadets stand morning formations, room inspections, mandatory study

periods during Call to Quarters (CQ), and march periodically at events around the country, including football march-ins. The purpose of military training is to build superlative leadership skills and develop team work. As a result of having undergone the experiences of discipline and education together, Cadets are forged in a fraternal organization whose members display a great loyalty and devotion to each other and to their school, and they have learned to live by the Aggie Honor Code under demanding conditions.

2. AGGIE TRADITIONS

SEA AGGIE SPIRIT

As a member of the TMA Corps, you will feel this Sea Aggie spirit and will make it a part of your daily life, for it is this spirit that embodies all with the feeling of company and devotion to A&M. It is a spirit gained through hard work and loyalty to the Corps and to Texas A&M University Galveston, and it attaches itself so firmly to Cadets of A&M that they carry it with them the rest of their lives - *Once an Aggie, Always an Aggie*.

The Aggie spirit helps to mold a person's character. The things one does, and the manner in which one lives with his/her fellow Cadets make a permanent impression. As an individual, one works for the good of the Corps, and by personal actions and influence, one aids others to do the same. Cadets who have been here before you have been responsible for preserving the best in our Aggie traditions and, as you learn these traditions, you will be responsible for passing them on, untarnished.

AGGIE FRIENDLINESS

The open friendliness of Aggies is a tradition which sets Texas A&M Galveston apart from any other school. The friendly atmosphere of the A&M campus continually surprises visitors to our campus. Aggie friendliness is one of those traditions that can keep the Aggie Spirit alive and is one of the most important things an Aggie can learn and practice. It is important for members of the Corps to keep this alive by being helpful and friendly to all visitors and by greeting all with a friendly and distinct "**HOWDY!**" Freshmen Cadets learn this tradition of friendliness their first semester here, and they should continue this practice throughout their lifetime.

TWELTH MAN

In Dallas on January 2nd, 1922, A&M played defending national champion, Center College, in the first post-season game in the southwest. In this hard fought game, which produced national publicity, an underdog Aggie team was slowly but surely whipping a team which boasted having three All Americans. Unfortunately, the first half produced so many injuries for A&M that Coach D. X. Bible feared he wouldn't have enough men to finish the game. At that moment, he called into the Aggie section of the stands for E. King Gill, a reserve who had left football after the regular season to play basketball. Gill, who was spotting players and was not in football uniform, willingly volunteered and donned the uniform of injured player, Heine Weir. Although he did not play in the game, his readiness to play symbolized the willingness of the Aggie fans to support their team to the point of actually entering the game. A statue of E. King Gill stands to the north of Kyle Field to remind today's Aggies of their constant obligation to preserve the spirit of the Twelfth Man. That spirit of readiness, desire, and enthusiasm has continued through the years, and to this day the Aggie student body, known as the Twelfth Man, remains standing at football games as a gesture of its loyalty and readiness for duty. But the fine tradition of the Twelfth Man

embraces more than mere athletic events. It is the essence of the Aggie Spirit that unites all Aggies into a fellowship of service and devotion to each other and their school.

SILVER TAPS

Silver Taps is one of the most meaningful and important ceremonies at A&M. It is the final tribute to an A&M student who has died. The notice of commemoration is posted at the base of the flagpole in front of the Academic Building. The ceremony is held on the first Tuesday of every month of the academic year at 2230 hours. In deference to the solemnness of the ceremony, there is no smoking and no display of affection. All lights in campus buildings in the vicinity of the Academic Building are extinguished during the ceremony. Members of the student body gather in front of the Academic Building. Friends and families of the deceased Aggies stand in front of the statue of Lawrence Sullivan Ross. The Firing Squad of the Ross Volunteer Company fires three volleys in honor of the departed Aggies. Buglers from the Aggie Band then play a special rendition of Taps three times in honor of the fallen Aggies. Cadets stand at attention. After the last note of Taps has faded, Cadets return silently to their dormitories.

AGGIE MUSTER

“Softly call the Muster, let comrade answer ‘Here’...”

On April 21, 1903, the 396-member student body held the first Aggie Muster, sixty-seven years after the Battle of San Jacinto, to commemorate both the battle and the Aggies who died in the previous year. Since then, Aggie Muster has been held each year on April 21st in every place that Aggies have been able to gather together. General George F. Moore, 1908, held an Aggie Muster on Corregidor in 1942, just fifteen days before the island fortress fell. Aggies have mustered amidst guns of war on Anzio beachhead in Italy in 1943, on Okinawa in 1945, at Guadalcanal, on the Korean Peninsula, the rice paddies of Vietnam, and in the deserts of Southwest Asia. At Muster, the “Roll Call of the Absent” is conducted and a living Aggie comrade answers “Here” for each of the departed, signifying that the departed comrade’s Aggie Spirit still remains. At the campus Muster, the Ross Volunteer Firing Squad fires three volleys and the Silver Taps Bugle Team plays Silver Taps. This tradition is symbolic of Aggie company and is unique among universities of the world.

YELL PRACTICE

Yell practice, held each week during football season, represents more than just another campus event. It is the time and place where enthusiasm is generated. The new student often gets his/her first feeling of real school spirit on these occasions. At yell practice, the band and yell leaders take their places in front of the student body. These are fine, moving occasions, long remembered in hearts of Aggies. For Midnight Yell Practice on the Thursday before every home game, the student body forms at 2330.

After a victorious game on Kyle Field, the fish in the Corps celebrate victory by throwing the yell leaders into the Fish Pond. The Yell Leaders then lead a short yell practice on the steps of the YMCA Building to prepare for the next game. If the team is outscored, the Twelfth Man remains standing in the stadium for a short yell practice to display the continuing support for the Aggie Team and to prepare for the next game.

CORPS TRIP

During designated football seasons, the entire Corps of Cadets attends one or more out-of-town games, known as “Corps Trips.” Today, each Corps Trip means a weekend away from the regular routine of the campus and another occasion to demonstrate the support the Twelfth Man has for the Aggie team. Corps Trips are some of the most enjoyable events of the year for all Cadets.

THE AGGIE RING

The Texas A&M senior ring is a tradition as grand and as revered as the University itself. The ring is symbolic of hard work and of membership in the greatest fellowship in the world. In 1894, a committee picked the ring design similar to the one worn today. The cannon were added in 1900 and in 1939 various changes and additions gave the ring the appearance of today. In 1963, the name of the crest of the ring was changed from A&M College of Texas to Texas A&M University. Traditionally, the undergraduates at A&M proudly wear the ring with the class number facing the back of the hand. At the annual Ring Dance, the ring is turned around so the class number faces the

REVEILLE

Reveille is the official mascot of Texas A&M University. Reveille I came to Texas A&M in January 1931. A group of Cadets hit a small black and white dog on their way back from Navasota. They picked up the dog and brought her back to school so they could care for her. The next morning, when “Reveille” was blown by a bugler, she started barking. She was named after this morning wakeup call. The following football season, she was named the official mascot, when she led the band onto the field during their half-time performance. When Reveille I died on January 18, 1944, she was given a formal military funeral on the gridiron of Kyle Field. She was then buried at the north entrance to the field, establishing the precedent for all future Reveilles, facing the scoreboard, so that they could always watch the Aggies outscore their opponent. When Kyle Field added “The Zone,” the graves of past Reveilles were relocated to the plaza north of “The Zone” and a special scoreboard was erected on the north face of “The Zone” that could be seen from the grave sites. Reveille is the most revered dog on campus. Company E-2 has the privilege of taking care of Reveille

3. CAMPUSOLOGY

There are many famous facts and quotations which are an integral part of the traditions and history of Texas A&M University. Some of the more significant of these facts are listed on this page.

1. When was Texas A&M opened?

A&M was opened for registration on October 2, 1876. On Wednesday, October 4, 1876, 40 students and six faculty members began instruction.

2. Name your Chain of Command:

Squad Leader, _____

Chief Petty Officer, _____

Company Commander, _____

Corps Commander, _____

3. What is Silver Taps?

Silver Taps is the student body's final tribute paid to an Aggie who, at the time of his/her death, was enrolled in undergraduate or graduate classes at Texas A&M.

4. What is Aggie Muster?

On April 21st each year, on the anniversary of the Battle of San Jacinto, Aggies gather together, wherever they are, to commemorate fellow Aggies who have died during the year. The tradition was begun 21 April 1903.

5. When and where did the Twelfth Man originate?

On January 2, 1922, in Dallas during the Dixie Classic (the forerunner of the Cotton Bowl), an Aggie, E. King Gill, was called from the stands to suit up as a substitute, hence the phrase "Twelfth Man."

6. How many ships and merchant marine seaman were lost/died in WWII?

733 US cargo ships were lost and over 6,000 US merchant seamen were killed in shipping raids during WWII. Nearly 600 seamen were held as prisoners of war.

7. What is the inscription on the propeller of the POINT SUR?

The propeller of seagoing tug POINT SUR served at the invasion of Normandy June 6, 1944.

8. What is the Big Event? **It is the nation's largest one-day student run commcompanyy service project in the nation. This Aggie Tradition was started in Galveston in 1994. In 2009, the Galveston Big Event focused on recovery and restoration projects across the island as a result of Hurricane Ike.**

9. What is the Anchor?

The anchor serves as memorial to USTS TEXAS CLIPPER. She served Texas A&M University at Galveston for 32 years, traveling over a quarter of a million miles visiting 49 foreign ports.

10. What is the Elephant Walk?

Before the last football game, the seniors gather for the annual Elephant Walk. In an act symbolizing old elephants searching for a place to die, they visit all the important historical locations on campus to remember good times and friends before wandering off to some secluded spot as if to await the coming of death as old "elephants." This event is symbolic of the fact that, as former students, they will never again stand as part of the student portion of the famed Twelfth Man.

11. What is the Aggie Honor Code?

"An Aggie does not lie, cheat or steal or tolerate those who do."

12. When was the Texas Maritime established and when did they receive the first Texas Clipper?

1962; 1965

4. YELLS OF TEXAS A&M

GIG'EM AGGIES

(Closed fist with thumb pointed up)
Yeaaaaaaa, Gig 'em Aggies!

LOCOMOTIVE

(Pulling train whistle)
(slow)

AGGIES

(Index fingers and thumbs form an "A")
A-G-G-I-E-S
A-G-G-I-E-S
Yeaaa-a-a, fight'em Aggies!

FARMERS FIGHT

(Fists rotate around each other)
Farmers Fight! Farmers Fight!
Fight! Fight!
Farmers, Farmers, Fight!

BEAT THE HELL

(Left hand clapping the right bicep,
with the right fist up)
Beat the hell outta _____ (t.u.)!

TEAM

(Time out sign)
T-E-A-M!
T-E-A-M!
Yeaaaaa, Team, Team, Team!

OLD ARMY

(Upward pointed index finger circles)
A-R-M-Y T-A-M-C
Yeaaaaaaaaaaaaaaaaa!
Old Army fight!

CALL

MILITARY

(Saluting motion)
Squads Left! Squads Right!
shoulder)
Farmers, Farmers, We're all right!
Load, ready, aim, fire: BOOM!
A&M! Give us room!

Rah! Rah! Rah! Rah!

T-A-M-C

(faster)

Rah! Rah! Rah! Rah!

T-A-M-C

(very fast)

Rah! Rah! Rah! Rah!

T-A-M-C

Yeaa-a-a-a-a!

KYLE FIELD

(Finger circling pointing around stadium)
K-Y-L-E F-I-E-L-D
Kyle Field
Yeaa-a-a-a!

HORSE LAUGH*

(Palms together and hands back and forth)
Riffety! Riffety! Riff-Raff!
Chiffety! Chiffety! Chiff-Chaff!
Riff-Raff! Chiff-Chaff!
Let's Give'em the horse laugh!
S-s-s-s-s-s-s-s!

SIT DOWN BUS DRIVER**

(Two hands driving motion)
Sit Down, Bus Driver!

15 FOR TEAM, FARMERS FIGHT,

IT A NIGHT

(15 fingers, then the "time out" sign, the
Farmers Fight signal and concluding with the
hands exploding open over the right

Rah! Rah! Rah! Team!

Farmers Fight! Farmers Fight!

Fight! Fight!

Farmers, Farmers, Fight!

CHAPTER 3

CADET COMMAND

1. CORPS ORGANIZATION.

a. All Cadets are required to apply for Corps membership. Approval authority is the Commandant.

b. Those applying to be in the Corps must agree to comply with the following Corps membership requirements:

(1) Abide by all rules and regulations of Texas A&M University at Galveston and the Corps of Cadets.

(2) Attend required drill periods, ceremonies and formations unless properly excused.

(3) Enroll in at least 12 semester hours of courses.

(4) Maintain at least a 2.0 overall GPR.

(5) Complete a housing contract and pay for Corps dorm room unless approved for off campus by the Commandant

(6) Agree to release any information from the Aggie Honor Systems Office to the Office of the Commandant.

(7) Participate in the Corps random drug testing program (if selected).

(8) Complete any demerits or maintenance work by the deadline and no later than the end of the semester.

c. Approval of Corps application is contingent upon compliance with the above membership requirements and the assessment of the cadet's performance by the chain of command. Application may be approved, interim-approved, or disapproved based upon compliance with the above items.

b. REQUESTING OFF CAMPUS STATUS.

a. Cadets who wish to reside off-campus may request joining Victor Company.

(1) Married and plan to reside with spouse in Galveston area;

(2) Plan to reside with parents in Galveston area;

(3) Former active duty military service member;

(4) Cadets in Guard or Reserve who have completed basic combat training;

(5) College Graduate

(6) Over 25 years of age

(7) International student.

c. ADMINISTRATIVE BOARDS.

- a. The purpose of an administrative board is to provide a recommendation to the Superintendent regarding an administrative action or decision.
- b. The administrative board is organized by the Commandant, at the direction of the Superintendent, and composed of staff and senior-ranking Cadets.
- c. The Commandant may direct an administrative board to meet with a cadet and provide a recommendation regarding that cadet's continued membership in the Corps.
- d. INVOLUNTARY TERMINATION.

Membership in the Corps of Cadets may be terminated at any time for failure to comply with the membership requirements or for just cause as determined by the Superintendent.

2. SELECTION OF CADETS FOR LEADERSHIP POSITIONS.

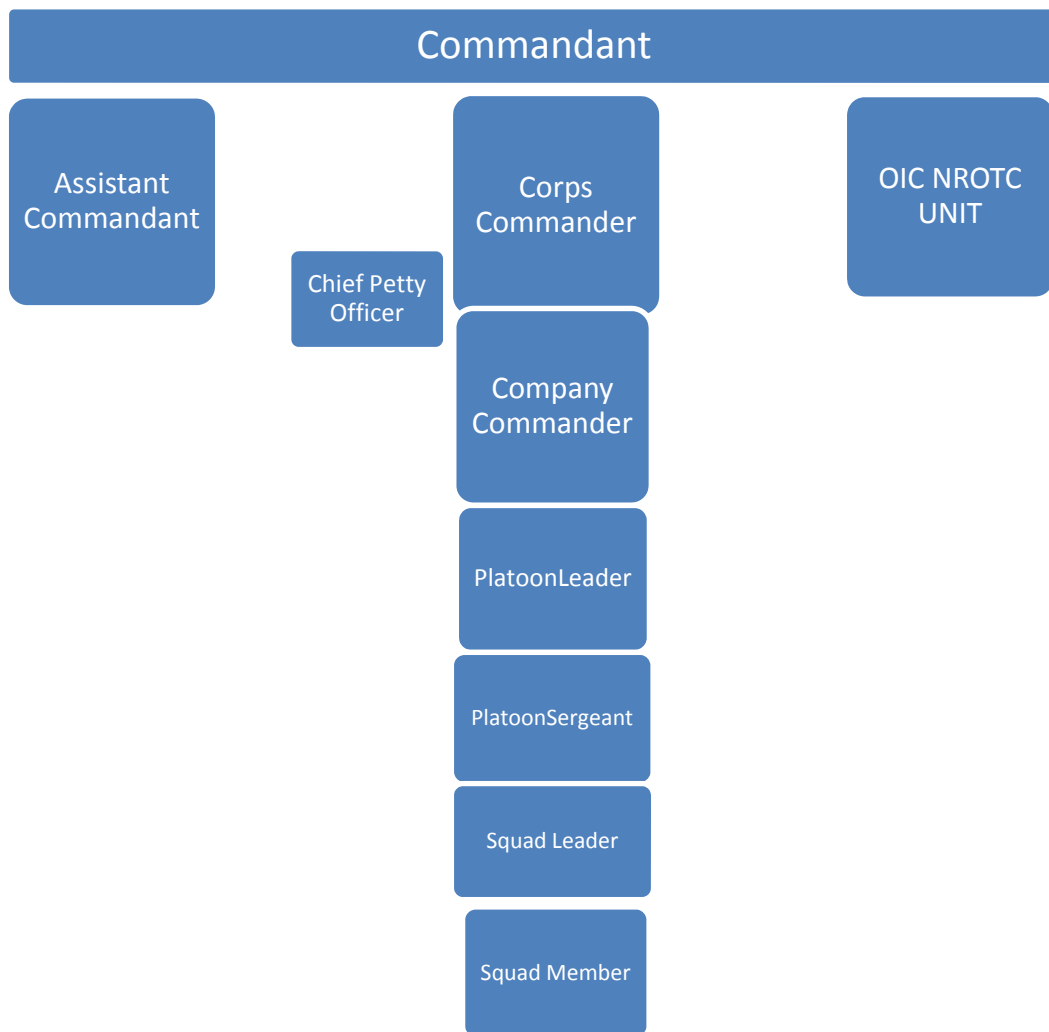
- a. In February, any qualified junior or sophomore Cadet may pick up, complete, and return a leadership application to the Commandant in Kirkham Hall. Applicants must be “in good standing with the University and the Corps” at the time of assumption of the leadership position and are expected to meet or exceed the minimum overall and term GPR and hours listed below.
 - (1) **All Commanders:** Must have and maintain a 2.80 overall GPR and have successfully completed or projected to have successfully completed the hours specified in the table below by the start of next Fall semester.
 - (2) **All Chief Petty Officers:** Must have and maintain a 2.80 overall GPR and have successfully completed or projected to have successfully completed the hours specified in the table below by the start of the next Fall semester.

School year	Class	Hours Required
2009-10	10/11	75/51
2010-11	11/12	78/54
2011-12	12/13	84/54

- b. Selection Board members and schedules will be announced during Spring classes. Voting board members will be composed of an equal number of Cadets and ROTC/University staff members, with a non-voting senior member (Commandant) giving each board an odd-number of members.
- c. Boards will review the applications and determine the candidates to be interviewed, and then conduct interviews of the most viable candidates. Boards will recommend Commanders, Senior Chief Petty Officers and the Master Senior Chief Petty Officer, using “secret ballots” to score each candidate. Scores will be based on application information, records, first-hand knowledge of board members, and interviews of the candidates.
- d. Board recommendations will be forwarded to the Superintendent for decision.

3. CORPS ORGANIZATION

- a. Organizational Chart



b. Special Companies. The Corps of Cadets and ROTC programs sponsor a number of special companies.

- (1) **THE HEARNE HONOR COMPANY:** The Hearne Honor Company is composed of juniors and seniors in the Corps of Cadets. Interested juniors apply at the beginning of the fall semester and are elected by the senior members annually. All members are expected to exemplify the traits of Mr. William Hearne, who's outstanding leadership, shining example and respect for others served him well at Texas A&M University at Galveston. All Cadets are invited and encouraged to apply for membership in the organization.
- (2) **COLOR GUARD:** The color guard is a group of volunteer Cadets who represent Texas A&M University at Galveston and the Corps of Cadets at march-ins, reviews, special events and as requested. Cadets are divided into teams composed of sophomores, juniors, seniors, and second semester freshmen who travel around the state to present the colors, serve as an honor guard, or recruit for Texas A&M

University at Galveston and the Corps of Cadets. The company commander is a senior cadet advised by a commissioned officer or non-commissioned officer. A junior cadet serves as the senior non-commissioned officer for each team. All eligible Cadets are encouraged to join the organization.

- (3) CADET DRILL TEAM: The Cadet Drill Team is open to any cadet in the Corps who is willing to work hard and accept the challenges of being on the team. The Cadet Drill Team competes in precision drill competitions around the country each year, including the Nationally famous Tulane Drill Meet, in New Orleans, La.

4. SUPERINTENDENT'S STAFF POSITION DESCRIPTIONS.

a. Superintendent

The Superintendent of the Texas Maritime Academy (TMA) oversees all professional, Standards Training Certification and Watchkeeping (STCW) training of the TMA. The Superintendent insures that Cadets meet all U.S. Maritime Service (USMS) license requirements for U.S. Coast Guard (U.S.C.G.) Third Mate (Deck), Third Assistant Engineer, and the requirements to commission as an officer in the Naval Service. The Superintendent also provides liaison between various components within the University and the various federal agencies that have responsibility over the maritime academies (i.e., U.S. Maritime Administration, Coast Guard and Navy). The Superintendent is assisted in carrying out the mission of TSMP by the following:

1. Captain (Master) of the Vessel
2. Chief Engineer
3. Commandant
4. Assistant Commandant
5. Chief Mate
6. Operations Officer
7. Office Associates/Administrative Secretaries
8. Ship's Crew
9. STCW Instructors – Deck and Engineers
10. OIC NROTC unit

b. Captain of the Vessel

Responsible for the safe and efficient operations of the USTS Texas Clipper. The Captain oversees all aspects of the ship operations. All members of the crew answer to the Captain and underway the Captain is responsible for the safety of everyone onboard. The Captain sets up the ship's cruise schedule and oversees budgeting and planning.

c. Chief Engineer

Responsible for all Engineering aspects of the ship. Responsible to the Captain of the vessel and the Superintendent for safe and efficient operation of the USTS Texas Clipper Engineering Department.

- d. Commandant
Oversees all aspects of cadet life to include organization of the Corps, academics leadership/training and assignments, morale, discipline, housing, leave and liberty, uniform rules, awards and decorations, and Corps classification. The Commandant oversees the Hearn's Guard and Drill Team.
- e. Assistant Commandant
Responsible to the Commandant concerning the day to day activities of the Corps.
- f. Ship's Mate
Responsible to the Captain for daily ship operations to include planning upkeep and maintenance of deck spaces. Oversees all maintenance in conjunction with the Chief Engineer and First Asst Engineer.
- g. Office Associates/Administrative Secretaries
Perform administrative support.
- h. Ship's Crew

Executes the daily work plan on the ship.
- i. STCW Instructors
Instruct Cadets in the STCW courses required to successfully pass the license exam. Additionally, they provide support for the Corps of Cadets and stand required deck/engineering watches on the training ship.
- j. NROTC Cadre
Commissioned and Non-Commissioned Officers of the Naval ROTC unit who prepare and process cadets for the Naval Service and the Merchant Marine Reserve. They also serve as advisors, mentors and role models to each Cadet.

5. CADET POSITION DESCRIPTIONS

- a. Corps Commander

Senior cadet officer in the Corps. The Corps Commander is ultimately responsible for all Corps programs and Cadets. Command responsibilities begin at the end of the first pass of Final Review of the junior year and end after the first pass of Final Review of the senior year. The Corps Commander may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and policies followed by every member of the command. The Corps Commander is responsible for ensuring company's comply with all Corps and University policies; ensures proper risk assessments of organization activities; is accountable to the Commandant; supervises subordinate commanders, staff officers, and the Master Chief Petty Officer of the Corps.
- b. Corps Executive Officer

The Deputy Corps Commander assists with Corps programs and Cadets as directed by the Corps Commander; may temporarily assume the duties, responsibilities and authority of the Corps Commander in his/her absence so as to ensure the commander's policies are followed

and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Corps Commander. The DCC is accountable to the Corps Commander.

c. Company Commander/Community Leader

The Company Commander is the senior cadet officer assigned to the company. They are ultimately responsible for all company programs and Cadets. Command responsibilities begin at the end of the first pass of Final Review of the junior year and end after the first pass of Final Review of the senior year. If employed as a Housing Officer, the CL will retain responsibilities throughout the closure of the dormitories at the end of the year. Commanders may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and policies followed by every member of the command.

- (1) Ensure proper personal appearance of Cadets in the company.
- (2) Ensure appropriate material condition of the quarters and other spaces assigned to members of the company on campus and when embarked on the training ship. Quarters are to be inspection-ready between 0800 and 1200 weekdays, unless otherwise specified by the Commandant.
- (3) Assess personal, disciplinary and academic issues and problems that affect Cadets of the company. Work with individual Cadets on appropriate remedies, including referral to others for assistance.
- (4) The CCO should seek the opportunity to serve as a Community Leader in the residence halls requiring completion of training prior to the start of the fall semester.

d. Company Executive Officer

The Executive Officer (XO) assists with company programs and Cadets as directed by the Company Commander; temporarily assumes the duties, responsibilities and authority of the Company Commander in his/her absence so as to ensure the commander's policies are followed and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Commander. The XO is accountable to the Company Commander.

e. Platoon Leader

The Platoon Leaders are responsible for all Platoon activities and Cadets. They ensure the platoon complies with all Corps and University policies as directed by Company Commander; ensures proper risk assessments of organization activities; are accountable to the Company Commander.

f. Scholastic Officer

The Scholastic Officer is responsible for developing and implementing an academic success plan for the Cadet Corps. Duties may include:

- (1) Ensure that academic success is the top priority of the Cadet Corps leadership and individual Cadets.
- (2) Work closely with Company Commanders and Company Academic Officers in identifying Cadets in need of academic help and in developing individual success plans for these Cadets.

g. Adjutant

The Corps Adjutant is directly responsible for the supervision of corps administration. The Adjutant is responsible to the Corps Commander, through the Corps Executive Officer, for an effective and efficient administrative system. Specific duties and responsibilities are:

- (1) Assist the Corps Executive Officer in determining housing assignments and publish the housing list.
- (2) Provide the Commandant with a current list of cadet housing assignments and telephone numbers during the academic year.
- (3) Maintain a list of ship's officers and University/Academy staff for emergency notification purposes.
- (4) Maintain a current list, including room numbers, of Cadets living onboard the USTS Texas Clipper, and ensure that it is always posted on the Quarterdeck to help firemen rescue individuals in case of fire.
- (5) Ensure bunk cards are posted properly on windows or doors of residence hall rooms during the academic year and on stateroom doors during the cruise.
- (6) Perform such other duties as may be directed by the Commandant, Corps Commander or Corps Executive Officer.

h. Corps Master at Arms

The Corps Master-at-Arms (CMAA) is the member of the staff with direct responsibility for maintaining "Good Order and Discipline" of Corps personnel. When, for any reason, the Corps Commander and Executive Officer are absent or unable to fulfill their duties, the Corps Master-at-Arms shall assume command. The CMAA responsibilities include:

- (1) Publish Cadet Mast Lists and Mast Awards that have been approved by the Commandant.
- (2) Coordinate the supervision of restricted Cadets while on campus and/or the training ship.
- (3) Coordinate and supervise extra duty assignments. In this duty, the CMAA shall work closely with the ship's officers and staff.
- (4) Record individual cadet extra duty hours for each semester during the academic year, and submit a report bi-weekly to the Commandant. The report will include extra duty hours awarded, maintenance and demerit hours worked and accumulated total demerits

i. Public Affairs Officer

- (1) Assist the Corps Commander and Superintendent's Office in handling public information issues involving TMA.
- (2) Coordinate tour guides for authorized Cadet Corps events.
- (3) Support the Student Relations Office in new student recruiting initiatives.
Edit and publish a bi-weekly newsletter

j. Chaplain

- (1) Chaplains are the chief morale officers and are responsible for Cadets' spiritual needs.
- (2) Ensures access and transportation to the church of their choice.
- (3) Works with commanders and assists Cadets with problems, by referring them to the professional staff on campus.
- (4) The chaplain participates in appropriate religious activities.

k. NROTC Officer in Charge

NROTC Cadets are members of the TMA Corps of Cadets and are integrated into Corps companies but have unique training and administrative requirements in preparing for Navy commissions. The NROTC OIC will provide leadership of the NROTC Cadets when they are broken out from the Cadet Corps for special activities and training. The NROTC OIC's duties include:

- (1) Liaison with the Naval Science Department, Corps Commander and Corps Operations Officer on the special activities and operations of the NROTC Cadets. Supervise the NROTC Cadets anytime they are functioning as a company independent of the TMA Cadet Corps.

l. Drill Team Officer in Charge

The Drill Team OIC provides leadership for the team and coordinates training, practices and events participation. The Drill Team is an extracurricular activity and functions as a university sponsored organization. The Team serves the Cadet Corps by providing training and The Honor Guard functions within the Drill Team as an elite component of the Team. Members of the team remain members of Cadet Corps companies and platoons.

m. Corps Master Chief Petty Officer

Senior cadet noncommissioned officer (NCO) assigned to the Corps Staff. Supervises Corps Staff NCO activities and ensures compliance with all Corps and University policies as directed by Corps Commander. Ensures proper risk assessments of organization activities. Is accountable to the Corps Commander. Supervises the Corps Staff NCOs and works closely with the Senior Chief Petty Officers.

n. Senior Chief Petty Officer

Senior cadet noncommissioned officer (NCO) assigned to the company. Supervises company activities and ensures company complies with all Corps and University policies as directed by Company Commander. Ensures proper risk assessments of organization activities. Accountable to the Company Commander. Supervises the Platoon Leader(s) and staff NCOs.

o. Scholastics Chief Petty Officer

Supervises Company compliance with all Corps scholastic policies. Assists the Scholastic Officer in developing the company's scholastics program and to ensure the company scholastic personnel effectively manage company academic program and all company members are aware of available academic tutoring programs, testing and counseling. Ensures that Cadets with academic difficulties limit their other activities in order to allow additional time to improve academic results. Ensures the accuracy of statistical information from their company for compiling/computing the various awards and recognition. Accountable to the Scholastic Officer.

p. Training/Chief Petty Officer

Supervises company compliance with all Corps operations and training policies. Assists the Operations/Training Officer in developing the company's operations and training program and works to ensure the company personnel effectively manage the company Operations/Training program. Prepares operations orders and incorporates risk assessment. Ensures company members receive credit for activities as well as the accuracy of statistical information from that company for compiling/computing the various awards and recognition. Accountable to the Operations/Training Officer.

q. Platoon Leaders/Chief Petty Officer (2nd Class)

Supervises all platoon activities and Cadets and ensures compliance with all Corps and University policies as directed by the Senior Chief Petty Officer. Accountable to the Company Commander. Supervises the Squad Leader(s).

r. Squad Leaders/Petty Officer (3rd Class)

Executes the directions of the Platoon Leader in the management of squad activities and Cadets. Accountable to the Platoon Leader.

s. Scholastics/ Petty Officer Executes the directions of the Scholastic Chief Petty Officer in developing the company's scholastics program. Accountable to the Senior Chief Petty Officer.

t. Administrative Petty Officer

Executes the directions of the Senior Chief Petty Officer in regard to company administrative details. Checks company distribution box and ensures company mail is delivered. Accountable to the First Sergeant.

u. Guidon Bearer

Responsible for the company guidon. Ensures the company's guidon is present at required formations and other appropriate activities. Accountable to the Senior Chief Petty Officer.

CHAPTER 4

SCHOLASTICS

1. KEYS TO ACADEMIC SUCCESS.

- a. Attend every class.
- b. Sit in the center of the first three rows of the classroom so you can see, hear, and are less distracted.
- c. Introduce yourself to each instructor and meet with him/her during office hours within the first month of the semester. Have several substantive questions to ask.
- d. Meet with each instructor at least once more during the semester.
- e. Read all assignments before class.
- f. During class, stay awake and take good notes. Ask questions in class.
- g. Find a study partner in each class and meet once a week to exchange information and review notes.
- h. Review your text books and notes after each class and fill in any missing information.
- i. Seek Corps tutoring and additional departmental help when needed.
- j. Attend all review sessions and supplemental instruction sessions for each class.
- k. Find a quiet place on campus to study for at least two hours each day between classes. Find a place that is quiet and comfortable and away from the distractions of the dorm.
- l. Treat school like a full time job. Focus on academics from 0730-1630 every day. Fill your week, M-F, with 40 hours of academic related activities. Use a day planner for effective time management.
- m. Utilize CQ efficiently. Use this time to attend test reviews, tutoring, departmental help sessions, or for your own personal study time.
- n. See the departmental advisor in your major each semester to review your courses, grades, and registration for the next semester.
- o. Find a faculty/staff mentor each semester and get to know them well. They are valuable sources of information and can provide a supportive contribution to your adjustment to the Corps and school.

2. CORPS ACADEMICS

- a. Academic Day

The purpose of the Academic Day is to maintain an atmosphere within the Corps of Cadets that is conducive to the pursuit of academic endeavors and personal matters. **Quiet conditions in halls and rooms will be in effect for all Cadets.**

(1) Times: Monday, Tuesday, Thursday, Friday 0700-1630 and Wednesday 0700- 1845.

(2) The Academic Day will consist of:

(a) Attending Class.

(b) Study time . at any appropriate place on campus.

(c) Rest time. If a cadet is sleeping, he/she will not be awakened unless it pertains to academic matters (ex. waking someone up for class, waking someone to ask why they are not in class if their door card indicates they have a class scheduled at that time).

(d) Personal time needed for daily living and individual Corps activities such as: shining shoes, uniform preparation, room cleaning and personal hygiene.

(e) Room inspections may be conducted but will not interfere with the study environment.

(3) Activities that will be permitted:

(a) Only juniors and seniors, may enter a fish's hole during the academic day with the following stipulations:

(b) Freshmen doors must be open and remain open while the upperclassman is inside the hole.

(c) Reasons for upperclassmen visit are limited to Academic support and Morale/Welfare Checkup.

(d) Access to fish's holes may be further restricted on an individual basis by the Company CO. If a cadet does not have the approval of the Company CO and still enters a fish's hole, he/she will be in violation of this policy and subject to disciplinary action.

(e). If the fish is on 'red card', only the white belt chain of command (CO, 1SG, FL/PLs, FSG/PSGs) and the Scholastics Officer and Sergeant of that particular company may briefly check to see if the fish is studying. All other Cadets are prohibited from disturbing the fish.

(4) Activities that will not be permitted:

(a) Military/Corps training.

(b)Disciplinary actions.

(c) Corrective and physical exercise.

(d)Upperclassmen "details."

(1) Waking those that are asleep.

(2) Blowing "calls."

(3) Violation of the ACADEMIC DAY policy may result in suspension from the Corps.

b. Quiet Hours

The purpose of Quiet Hours is to provide a period of time when dormitories and the Quad are quiet and conducive to study. The two time periods of quiet hours occur during the Academic Day and from the start of Call to Quarters to First Call the next

morning. All upperclassmen are responsible for maintaining and enforcing quiet hour study conditions. Conditions and times for quiet hours are as follows:

(1) Times:

(a) During class days, or the academic day, quiet hours in dormitories will be from 0700-1630 on Monday, Tuesday, Thursday, and Friday and 0700-1845 on Wednesday.

(b) Evening quiet hours will be from 1800 on Sunday, Monday and Wednesday and 1830 on Tuesday and Thursday and will continue until 0530/0630 hours the following morning.

(2) Conditions for Dormitories During Quiet Hours:

(a) Whipping out and speaking will be kept at a low but audible tone, and conversations in the hall will be kept at a minimum.

(b) No calls will be blown during Quiet Hours.

(c) Cadets will not hump it or sound off in the dormitory during Quiet Hours.

(d) Halls will be kept neat, orderly, and quiet during quiet hours. All conversations will be kept to a minimum.

c. Call to Quarters (CQ)

The purpose of Call to Quarters is to maintain an appropriate scholastic environment for the Corps. Quiet conditions in halls and rooms will be in effect for all Cadets.

(1) Times: Sunday 1800-2100, Monday 1830-2200, Wednesday 1630-2200, Tuesday and Thursday 1900-2200.

(2) Freshmen and Sophomores must be in bed no later than 2230 Sunday through Thursday or they must have a red card / pass (for academic purposes) (signed by the JCQ) posted.

(3) Freshmen and Sophomores will not be allowed to attend social events (e.g., outfit parties) anytime during Sunday through Thursday without written approval of the Corps Commander and notification of the CTO at least 48 hours before the event.

(4) Every underclassman will be given two Free Night Out passes to be used in any manner that they see fit. These passes can be used during any CQ during the semester, pass use will be tracked by the outfit Scholastics Sergeant. Except for extenuating circumstances such as University Excused Absences, underclassmen will not be granted extra passes.

(5) Cadets will be engaged in academic study, tutoring, individual study, test reviews, group study, supplemental instruction, departmental reviews, academic research, and other activities that promote academic progress.

(6) The academic study may be anywhere on campus as needed. For study outside your room, a pass must be posted on the door in accordance with Corps Scholastic Policy.

(7) Participation is encouraged in approved extracurricular programs on campus, and a reasonable amount of CQ may be missed if the cadet is not on probation, during the second semester for freshmen Cadets and both semesters for sophomore Cadets.

(8) Cadets will not be required to attend non-academic Corps-related events during any period designated as CQ.

- (9) In the room, will not study on the bed.
- (10) Only scholastic visits from upperclassmen will be allowed in fish rooms.
- (11) No more than four people in a room.
- (12) No personal phone calls may be made.
- (13) Fish may not listen to music in the fall semester.
- (14) Watching TV is not allowed.
- (15) Playing computer games is not allowed.
- (16) No physical training will be administered during CQ.
- (17) The JCQ is responsible for calling outfit-wide study breaks. Breaks will be no longer than 10-minutes for each hour of CQ.
- (18) During the 30 minutes between evening CQ and lights-out, fish may continue to study, work on personal business (i.e., uniforms and personal hygiene), or sleep.

d. Class Attendance

- (1) Activities that prevent a cadet from getting to class on time are prohibited.
- (2) Cadets will attend every class and will be on time.

3. SCHOLASTIC STANDARDS.

- a. To remain in good standing each cadet must maintain a 2.00 overall GPR and have successfully completed an average of 15 hours per semester. These hours and overall GPR include ROTC, and transfer hours.
- b. Cadets must be in good standing and maintain a 2.80 overall and 2.00 term GPR in order to be considered for and remain in key leadership positions.
- c. Cadets must be in good standing and maintain a 2.80 overall and 2.00 term GPR in order to be considered for and remain in Corps of Cadets special company leadership positions.
- d. Sophomore, junior and senior Cadets must maintain a 2.40 overall GPR for membership and to remain in Corps of Cadets special company and student organizations.

4. SCHOLASTIC PROBATION.

- a. Scholastic Probation- Cadets who fall below a 2.00 overall GPR will be on GPR Scholastic Probation. Cadets who post two consecutive semesters below a 2.00, with an overall GPR above a 2.00, will be on Scholastic Probation.
- b. Cadets who post two consecutive term semesters below a 2.00 GPR, even though their overall GPR is above a 2.00, will be considered for Corps Suspension.
- c. Special Scholastic Probation – The ACAD will determine when the cadet's academic performance (term) for the past semester is well below standards. For example, if the number of TAMU passed hours for the semester is 6 or below, or three grade exclusions were used in one semester, they will be placed on special scholastic probation.

d. Requirements for removal from GPR Scholastic Probation.

(1) Must raise overall GPR to a 2.00 by the end of the next semester.

(2) If you do not raise overall GPR to a 2.00 but post a term GPR above a 2.30 you may be continued on GPR Probation for another semester.

5. SCHOLASTIC AWARDS. At the end of each semester, Cadets that meet the following standards will be awarded by academic excellence.

- | | | |
|---------------------------------|---------------|----------------------|
| a. Academic Achievement | 3.0 term GPR | 15+ hours |
| b. Corps Honor Roll | 3.25 term GPR | 15+ hours |
| c. Distinguished Student | 3.5 term GPR | 15+ hours, no D or F |
| d. Dean's Honor Roll | 3.75 term GPR | 15+ hours, no D or F |
| e. 4.0 Certificate | 4.0 term GPR | 15+ hours |

Senior Cadets, who have over 95 academic hours, will not be required to enroll in 15 hours to receive an academic award. They must, however, be enrolled in at least 12 hours.

6. SCHOLASTIC INSPECTIONS. Corps Scholastics Officer and Major Company Scholastics Officers are responsible for publishing and executing weekly inspections of the Academic Day and Call to Quarters.

- All Cadets will post their current degree plan in their rooms. The classes they have finished will be crossed out to monitor progress.
- Grades must be posted by all Cadets, kept up-to-date and properly filled out on the Corps of Cadets Grade Summary Sheet.
- All Cadets must have their class schedule posted on their door card.

7. DAILY SCHEDULE

a. Daily Schedule. This schedule is a representative, routine schedule for the Corps of Cadets. The actual schedule may vary and will be published by the Corps Staff.

EVENT

CADETS WAKE UP /	0645	M,W
CADETS WAKE UP / FALL OUT PERSONAL FITNESS TRAINING * (Optional)	0600-0645	T, TH
NAVAL ROTC WAKE UP/FALL OUT PHYSICAL TRAINING **	0600-0615 0615-0700	T, TH, F
MORNING MEAL	As Desired	
MORNING FORMATION-FLAG RAISING	0745	M- F
ACADEMIC DAY (QUIET HOURS IN THE DORMS)	0800-1600	M- F
NOON MEAL	As Desired	M- F
CORP TRAINING TIME (IF NOT IN ROTC LL) ROTC LEADERSHIP LAB (NROTC)	1600-1800 1600-1800	T, Th Th
EVENING MEAL	As Desired	M - F
CALL TO QUARTERS	1900-2200	Su-Th
PERSONAL TIME LIGHTS OUT	2200-2230 2230	Su-Th Su-Th

Notes: * Personal fitness Workout (Optional)
** See NROTC Dept for fitness training

COMPANY MEETINGS. Communication down through the chain of command and to the Cadets is vital to the success of each Company. One of the most efficient ways to accomplish this is through an Company meeting, to be attended by all Cadets within the outfit. Recommended schedule for the outfit meeting is 1700- 1900 hrs Sunday nights, with meeting usually held in the outfit hallway/dorm. However, this schedule is flexible and can be determined on an outfit-basis as long as it does not interfere with the academic day or study

CHAPTER 5**CLASS SYSTEM / PRIVILEGES / RESPONSIBILITIES****1. CLASS SYSTEM.**

- a. Seniors hold the rank of cadet commissioned officers. They are the executive leaders of the Corps and are expected to establish, focus on, and communicate their Unit's vision, purpose, and values; establish and maintain a positive environment, develop others, and make the decisions that affect unit operations.
- b. Juniors hold the rank of cadet non-commissioned officers. They are the indirect leaders of the Corps and are expected to communicate their Unit's vision, purpose, and values; maintain a positive environment, develop others, and implement the directions, programs, and policies made by the seniors.
- c. Sophomores hold the rank of Cadet Private First Class or Cadet Corporal. They are the direct leaders and are expected to execute the directions, programs, and policies established by the juniors and seniors.
- d. Freshmen hold the rank of Cadet Private. They are expected to be good followers and to carry out the lawful orders of the upperclassmen.

2. CONDUCT.

- a. In campus buildings:
 - (1) All Cadets will maintain normal class distinction while conducting themselves in a manner that will reflect favorably upon the Corps of Cadets.
 - (2) No cadet will be required to stand at attention, nor will a cadet create a scene or disturbance that would be displeasing to others.
 - (3) Eating or drinking standing up, while in uniform, outside of a dormitory or dining facility is prohibited (reasonable exceptions for outdoor social events may be made by commanders or Commandant's staff). Throwing trash on the grounds is never done since it signifies contempt and disrespect.
 - (4) Drinking of alcoholic beverages, chewing gum, or use of tobacco products in uniform is prohibited. This includes smokeless tobacco.
 - (5) Speaking and "whipping out": It is traditional on the A&M campus for students to be actively interested in each other, in visitors, in the faculty and in the staff of the University. The traditional **"HOWDY!"** and smile of friendship as people pass on the campus have become hallmarks known throughout the nation
- b. Conduct off campus and when in public gathering.
 - (1) Conduct off campus and when in public gatherings reflect upon the Corps of Cadets. In most cases you will be among groups of Cadets in uniform. Such groups invariably must be careful to ensure that their actions reflect favorably on the University. Remember that groups of Cadets are always highly visible, both in and out of uniform, and are viewed as representatives of the University.

c. Corps Trips.

- (1) The prescribed uniform is worn properly at out-of-town games and public performances during Corps Trips..

3. PRIVILEGES / RESPONSIBILITIES.

a. It is a cadet responsibility to:

- (1) Be familiar with the contents of the The Corps of Cadets Instructions.
- (2) Speak clearly and distinctly to all persons on campus with “Howdy” (except to commissioned officers), calling those known to the cadet by name.
- (3) Not inappropriately raise one’s voice or cause a disturbance on or off campus.
- (4) Be an example of good citizenship and Aggie spirit to all people at all times.
- (5) It is a cadet privilege to live in a reasonably clean, and orderly room. To ensure the health and welfare of Cadets, random weekly room inspections will be conducted by both the Commandant’s staff and the Cadet staff.

CHAPTER 6

GENERAL – CADET CONDUCT PROGRAM

1. CADET CONDUCT PROGRAM DESCRIPTION.

- a. Conduct standards for the Corps of Cadets are set forth in writing in order to give Cadets general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.
- b. Violations of Article 501 may result in cadet conduct sanctions as defined in the Sanctions section of this publication. Any cadet conduct sanction imposed by the Corps of Cadets may precede and be in addition to any penalty that might be imposed by the Office of Student Life or any off-campus authority.
- c. Cadets are responsible for following the most current Texas A&M University at Galveston University Student Rules.
- d. The Superintendent has the final review authority in all cadet conduct and administrative cases.

2. CATEGORIES OF OFFENSES.

- a. Category I Offense: These violations are considered to be of the most serious nature. Only the Commandant and Assistant Commandant have the authority to assess sanctions for all Category 1 Offenses.
- b. Category II Offense: Consists of violations of directives; long-standing, well and properly established University or Corps traditions or customs; standards of courtesy and class privileges. In most cases these will be handled within the Corps of Cadets through the use of demerits or Restricted Weekends (RW). See paragraph on Student Conduct Process.

3. REPORTING CADET CONDUCT VIOLATIONS. It shall be the duty and responsibility of each cadet to report the violation of any Category I or II offenses, through the cadet channels up to the Commandant. When reporting through the Cadet chain of command might discourage a student to report the violation, any cadet may report directly to someone else on the Superintendent's staff.

4. PROHIBITED ACTIONS.

- a. Violation of Federal or State Law: Violation of any law of the United States, law of the State of Texas or municipal ordinances.
- b. Violation of Texas A&M University at Galveston University Student Rules: Violation of any rules and/or regulations specified in the Texas A&M University at Galveston University Student Rules (see Section 24 of the Texas A&M University at Galveston University Student Rules). This list is not designed to be inclusive or exhaustive.
- c. Violation of Corps of Cadet Instructions
 - (1) Conduct Unbecoming a Cadet: A cadet is guilty of "conduct unbecoming a cadet" when his or her actions or conduct could be interpreted to be detrimental to the best interests of the individual cadet, other persons, the cadet's unit, the Corps of Cadets, or Texas A&M University at Galveston.

- (2) **Disrespect or Insubordination:** Any cadet who is disrespectful or insubordinate in demeanor, word or action toward any university official or cadet in the chain of command, whether or not this occurs in their presence, is subject to sanction under this action.
- (3) **Failure to Follow Orders:** Failure to follow the verbal or written orders/directions of the Commandant, any university official or cadet in the chain of command.
- (4) **Permission to Touch:**
- (a) It is improper for a cadet to touch another cadet without his or her permission unless there is a legitimate safety reason (e.g., a cadet about to fall, in danger of being hit by a vehicle, etc.).
 - (b) It is proper to touch, with permission, another cadet when making minor corrections such as adjusting a hand salute.
 - (c) It is never proper for a cadet to touch or grab a fellow cadet for the purpose of harassment or cadet conduct action.
 - (d) When upperclassmen are addressing or instructing underclassmen, a safe rule of thumb is to remain at least one arm's length away from the underclassmen.
- (5) **Abuse of Class Relationships:**
- (a) Upperclass Cadets will not require lower class Cadets to perform "personal service" tasks (e.g., moving the upper class cadet's car to avoid a parking violation, picking up cleaning, etc.). Performing personal service or unauthorized details directed by upperclassmen with or without remuneration is also a violation.
 - (b) Upperclass Cadets will not require lower class Cadets to "earn privileges" or perform unauthorized physical training to receive a "special position or duty."
 - (c) Do not borrow items (e.g., money, services, vehicles, uniform items, clothes, etc.) across class lines. This practice disrupts good order and discipline and may pose a question of coercion.
- (6) **Improper Cadet Relationships:**
- (a) Improper relationships are those inter-gender (male-female) or intra-gender (male-male, female-female) relationships that could result in actual or perceived favoritism, unfairness, or partiality, that are detrimental to good order and discipline within the unit or the chain of command.
 - **Upperclass Cadets will not date freshman Cadets.**
 - Dating among Cadets is permissible; however dating will be conducted with the same standards of discretion and good judgment expected of all Cadets.
 - There will be no intra-outfit dating (within same outfit).
 - Cadets will not date others in their direct chain of command.
 - Dating between fish will be allowed provided the relationship is not intra-outfit.
- (7) **Cadet Conduct in the Residence Halls and Lounges:**
- (a) All Cadets must respect the rights of others to privacy and must maintain good neighborly relations with those who are housed in the Corps residence halls.
 - (b) No cadet will disturb study conditions in the residence halls, or residence halls area, and all Cadets should be especially careful to comply with all quiet hour restrictions.

- (c) Cadets will not do anything that might cause personal injury or destruction of private property or University facilities, including the residence halls.
 - (d) Cadets will be dressed appropriately at all times. Unless they are in their rooms or the bathroom, Cadets will be dressed in accordance with their unit Standard Operating Procedures. As a minimum, shorts or bathrobe for males and shorts and T-shirt or bathrobe for females will be worn. At no time will nudity or a towel alone in place of shorts be acceptable in hallways or other common areas.
 - (e) Cadets will not remove, disable or render inoperative any fire protection equipment in the residence halls.
 - (f) Cadets will not engage in inappropriate sexual behavior as determined by the Commandant
- (8) Use of Profanity: Members of the Corps of Cadets will not use profanity when performing Corps functions, in the “Corps environment”, or while wearing Corps uniforms (i.e., all Cadets are expected to use good judgment and restraint in expressing themselves).
- (9) Interference with Free Time:
- (a) As a general guide for cadet conduct, all students are entitled to use free time to study, sleep or attend to personal matters, except when otherwise directed by competent authority. No person subject to these rules shall curtail or interfere with the use of available free time by any other person subject to these rules.
 - (b) The following are expressly prohibited:
 - Ordering any person subject to these rules to run errands or placing any person on an unauthorized detail; conversely, submitting to the running of errands or the performing of any unauthorized detail or service with or without remuneration. For additional information refer to abuse of class relationship.
 - Requiring Cadets to return to the residence hall between classes unnecessarily.
 - Requiring any unauthorized activity during the Academic Day
- (11) Pets: Refer to Texas A&M University Galveston University Student Rule 36.
- (12) Uniforms: Cadets will not wear any unauthorized or unearned items as part of the Corps uniform. No one outside of the Corps of Cadets is allowed to wear a Corps uniform.

5. CADET CONDUCT PROCESS.

- a. Initial Action: Upon receipt of a report of an alleged violation, the Commandant or may ask for recommendations from the cadet’s Company Commander, from a Board of Officers/Cadets appointed by the Commandant, from an administrative hearing officer, or from any other appropriate source. The decision to require joint action with the Office of Student Life and the Commandant shall be agreed upon by both parties.
- b. Rights: Please refer to the Student Rights, which can be found in Section 26 of the Texas A&M University at Galveston University Student Rules.
- c. Charges: The issuance of a charge letter is the first step in the administrative hearing process. This letter states the alleged rules violation and/or incident of concern. In addition to the charge letter, the cadet will receive information notifying him/her of

the time and place of the hearing. The charge letter does not indicate a presumption of responsibility of a rule violation, but rather a complaint has been made against the cadet and there is a need to hear both sides of the situation.

- d. Hearing: Cases that may result in a sanction involving expulsion, dismissal, suspension, and deferred suspension from the University will follow University Student Rule procedures with the exception that the University administrative hearing may be heard concurrently with a Texas Maritime Academy administrative hearing. Category I offenses that will not involve removal from the University will normally be heard by the Commandant or a designated staff member. Category II offenses will normally be heard by the Cadet Mast, or by the Cadet Court if the violation has been repeated several times.
- e. Sanctions: Sanctions for Category I offenses may include:
 - (1) Expulsion from Texas Maritime Academy: Separation action without option for readmission.
 - (2) Dismissal from Texas Maritime Academy: Separation action for an indefinite period; return may be possible in the future.
 - (3) Suspension from Texas Maritime Academy: Separation for a defined period; readmission is not guaranteed but will be considered upon request.
 - (4) Deferred Suspension from Texas Maritime Academy: The sanction of suspension may be placed in deferred status. In this case, a violation of The Corps of Cadet Instructions during this period will cause the suspension from the Texas Maritime Academy to take effect immediately without further review. Additional action may also be taken regarding the most recent offense. Deferred suspension also carries the restriction that a student is “Not in Good Standing” with the Corps of Cadets
 - (5) Conduct Probation: An official warning that a cadet’s conduct has been in violation of The Corps of Cadet Instructions, but is not serious enough to warrant expulsion, dismissal, or suspension from the Texas Maritime Academy. Conduct Probation means that a cadet is “Not in Good Standing” with the Corps. Violation of any part of the probation may result in immediate separation up to and including dismissal from the Corps of Cadets. This sanction includes the same restrictions as Deferred Suspension from the Texas Maritime Academy and therefore:
 - May not hold a leadership position (defined as CO, XO, and CPO).
 - May not represent the Corps of Cadets to anyone off campus
 - Ineligible to receive a Corps-administered scholarship when the length of the probation is greater than one semester.Further Corps limitations may be imposed in the Sanction letter.
 - (6) Conduct Review: A cadet on conduct review shall remain “ In Good Standing” with the Corps.
 - (7) Relief from Command or Position.
 - (8) Reduction of Cadet Rank.
 - (9) Payment of Damages.
 - (10) Restricted Weekends and Working on the Maritime ships.
 - (11) Letter of Reprimand.
 - (12) Demerits.
 - (13) Other similar and appropriate sanctions as approved by the Commandant.
- f. Appeals (refer also to Article 501, Section J): Cadets receiving sanctions as a result of a Corps hearing have the right to appeal as specified in their sanction letter. The

appeal process will be done through the chain of command using the following guidelines:

- (1) Cadets wishing to appeal must file the written appeal in the Corps Office within five university working days from the delivery of the decision.
- (2) The appeal letter template to request an appeal may be picked up at the Commandant's office
- (3) The Superintendent will then take final action on the appeal.

g. Suspension from the Corps of Cadets: Any cadet who receives a sanction of suspension from the Corps or higher must follow the written instructions presented to him/her in the sanction letter. The instructions for administrative separation are the same as suspension from the Corps of Cadets. They include:

- (1) A definite time in which the cadet must leave the Corps.
- (2) Paperwork for leaving begins in the Commandant's office.
- (3) Failure to check out properly may result in additional housing charges.
- (4) Admission back into the Corps is dependent upon completion of the sanction and approval by the Superintendent.

h. Administrative Separations: The following are examples of actions that may result in administrative separation from the Corps.

- (1) Any cadet who fails to complete their RWs or Community Service projects prior to the end of each semester. This information is found with the Cadet Master of Arms.

6. HONOR BOARD.

- a. Cadet Honor Board: The Cadet Honor Board will hear cases involving non-academic issues. The procedures and operation of the Honor Board are the same as Article 508 with the exception that the only two sanctions the Honor Board has available are Corps Suspension and Corps Honor Probation.
- b. The Honor Board shall consist of 5 seniors who are leaders in their class, recommended by the Corps Commander and approved by the Commandant. (Quorum of 3 required)
- c. Members must meet all requirements necessary to apply for a leadership position in the Corps.
- d. The Honor Board shall hear those cases referred to it by the Commandant. A quorum of three Cadets is required for all Honor Boards. The Honor Board will determine whether the cadet is responsible or not responsible for the charges against them.
- e. If a cadet is found responsible, the Honor Board may only assign a sanction of Suspension from the Corps or Corps Honor Probation.
- f. Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
- g. The recommendation of the Honor Board will be forwarded through the Commandant and to the Superintendent for appeal/final decision.

7. ADMINISTRATIVE BOARD.

- a. An Administrative Review Board will be convened to hear cases involving Cadets that are not meeting Texas Maritime Academy standards (grade point average, STCW, etc.) and will decide if the cadet is to remain enrolled in the license option program.

- b. The Superintendent may direct any cadet to meet an Administrative Board for a recommendation of action to the Superintendent.
- c. The Superintendent is the final authority concerning administrative board recommendations.

8. CADET BOARDS.

There are two separate cadet boards, each with its own membership and jurisdiction. Only those boards mentioned in this policy are authorized within the Corps of Cadets.

- a. Cadet Court
 - (1) The Cadet Court will be composed of 5 senior and junior Cadets. These Cadets shall be recommended by the Corps Commander and approved by the Commandant. (Quorum of 3 required)
 - (2) The Cadet Court will hear cases that have been passed down by the Commandant. A quorum of three Cadets is required to hear a case.
 - (3) The Cadet Court will determine whether the cadet is responsible or not responsible for the charges against them.
 - (4) Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
- b. Cadet Review Board (CRB)
 - (1) Established to review Cadets who have received the maximum number of demerits for their continued membership in the Corps.
 - (2) The Cadet Review Board shall consist of the following individuals.
 - (a) The Corps Master at Arms who will act as chair and write the report.
 - (b) Other Cadets selected by the Corps Commander.
 - (3) The recommendation of the Board will be forwarded to the Commandant. The Superintendent is the final authority.

9. CORPS APPEALS PANELS.

- a. The Corps Appeals Panel will hear appeals, as directed by the Superintendent. The Superintendent may hear the appeal in lieu of an Appeal Panel.
- b. The chair of the appeals panel is selected from the Commandant's Staff. Other panel members may include staff members from the Superintendent's office, faculty/staff and Corps of Cadet members.
 - (1) The Corps Appeals Panel will normally consist of three members:
 - (2) The Chair may sit as a hearing officer, participate in the deliberations and vote as a panel member. The Chair is authorized to cast their vote on all panels.
 - (3) The Corps Appeals Panel's recommendation is the final decision.
 - (4) In cases where the Superintendent hears the appeal, his/her decision is final.
- b. Cadets sanctioned within the cadet conduct process may submit an appeal. [Section 58](#) of the [University Student Rules](#) lists the four bases of appeal as well as the action the panel may take in response to an appeal.

10. DEMERIT SYSTEM.

Demerits serve both as a cadet disciplinary tool and a performance indicator. Company Commanders are responsible for ensuring the system works properly. Procedures for operating the Demerit system are in the PPG.

- a. Demerits automatically convert to Maintenance Hours. Each cadet will have 2 weeks to complete their maintenance hours from the date entered in the computer. Failure to complete maintenance hours may result in suspension from the Corps of Cadets.
- b. Cadets have the right to appeal the demerits assigned by attending the Commander's Mast. All appeals should be heard within 7 days from when the demerits are issued.
- c. If a cadet receives a maximum of 45 demerits per semester, their status in the Corps of Cadets will be reviewed and a recommendation made concerning their membership.
- d. The Cadet Corps Commander will determine who is authorized to give demerits in the Cadet Chain, normally the Company Commander and the Senior Chief Petty Officer.

11. CADET MAST

- a. Demerits are investigated and adjudicated at Cadet Mast. Cadet Mast is an officially sanctioned function of the Corps of Cadets.
- b. Cadet Mast will be held biweekly, if there are cases to be heard. It will be chaired by the Corps Commander or, in the absence of the Corps Commander, by the Corps Executive Officer. The times of Cadet Mast during the training cruises will vary, but Cadet Mast will be held prior to arrival at any scheduled port.
- c. All Cadets ordered to Cadet Mast shall be in the Uniform of the Day.
- d. The results of Cadet Mast shall be forwarded within 24 hours to the Commandant for review and approval.

12. ALCOHOL & DRUG POLICY

- a. Section 24.3.8 of the University Student Rules states, "Drinking or having in possession any alcoholic beverage on campus or at any university sponsored or approved activity where alcohol consumption has not been approved for such activity; and possession and/or consumption by a minor; and public intoxication; and driving while intoxicated. Being present when alcohol is found or being consumed on campus or at an approved activity will be defined as possession and consumption." In support of good order and discipline, all Cadets are required to comply with this rule. This rule applies to all Cadets, regardless of age.
- b. Cadets who are in violation of Section 24.3.8 will be charged with violating University Student Rules and with conduct unbecoming a cadet. Examples of prohibited activity involving alcohol includes but is not limited to:
 - (1) No drinking/possession on the campus or residence halls
 - (2) No drinking/possession in uniform, on or off campus, unless the cadet is attending a university authorized event that has received the approval of the Assistant Vice President of Student Affairs and Auxiliary Services to have alcohol served at the event.
 - (3) No drinking/possession within 12 hours of performing any Corps duty
 - (4) No drinking under 21 years
 - (5) No providing or allowing Cadets under 21 to have alcohol
 - (6) **Sanctioning of most campus alcohol related infractions usually begins with suspension from the Corps of Cadets.**

- c. Cadets will not consume alcohol while in uniform on or off campus unless the cadet is attending a university authorized event that has received the approval of the Assistant Vice President of Student Affairs and Auxiliary Services to have alcohol served at the event.
- d. Cadets who will perform a duty to represent Texas A&M or the Corps of Cadets will not consume alcohol during the period starting 12 hours prior to the duty and ending after the completion of the duty.
- e. Use of illegal drugs in the Corps of Cadets will not be tolerated. Cadets should submit any information regarding illegal drugs in the residence hall to the appropriate authority (i.e., Commandant, Director of Student Life or their community leaders, etc.), who will notify Campus Police and take appropriate student conduct action.
- f. If you know of a cadet who appears to have a serious drinking problem (*e.g.*, constantly drinking, getting drunk several nights a week, etc.) express your concern to the person. If they are having drinking problems, they also may be having other problems (*e.g.*, social, academic, mental, physical, etc.). Refer the cadet to the Student Counseling Office for help.
- g. As a deterrent against the illegal use of drugs, and in accordance with Department of Transportation procedures, all Cadets are vulnerable to selection for a random drug test. At random times during the school year, Cadets will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the Corps for non-compliance.
- h. Cadets found responsible for use of or possession of drugs must submit to routine drug testing at their own expense and test negative on three consecutive tests to apply for membership back into the Corps of Cadets.
- i. In the event of an overdose or other drug related problems needing medical attention:
 - (1) Call the emergency number 9-911.
 - (2) Bring possible clues for drug identification (empty pill bottles or vomit samples).

CHAPTER 6

UNIFORM RULES

1. MANNER OF WEARING (GENERAL)

- a. Cadets shall dress neatly and smartly at all times, with uniforms clean, brass shined and free from tarnish, shoes/boots shined and/or polished.
- b. Uniforms shall be worn properly at all times. Jackets, coats, and shirts shall be worn fully buttoned and/or zipped and shirttails tucked in. Hands will not be thrust in pockets. Black dress gloves may be worn in cold weather. Hats/caps shall be worn squarely on the head.
- c. Cadets shall wear only those uniform devices, ribbons, or medals authorized by the Commandant. Cadets with prior military service are encouraged to wear decorations or ribbons earned while on active duty. Service ribbons take precedence over Corps ribbons.
- d. Caps or hats will not be worn indoors, except when on watch (duty status). Watch standees shall remain covered except during religious services or when entering the Mess Deck.
- e. No articles, such as watch chains, key chain fobs, pins, jewelry, handkerchiefs, rags, combs, large wallets, cigars, cigarettes, pipes, pens, pencils, or other similar objects/items shall protrude from or be visible on the uniform.
- f. Sunglasses are **not permitted to be worn in formations** unless they are required for medical reasons. Only those glasses that are conservative prescription type may be worn. When wearing conservative, prescription glasses or sunglasses, **the wearing of straps is not authorized in uniform.**

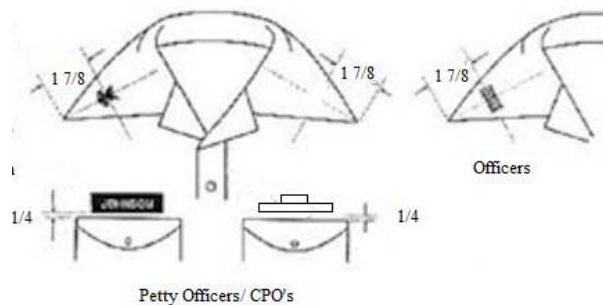
2. UNIFORMS

a. Khaki Uniform

The Cadet khaki uniform will be worn ironed and pressed (military creases are optional). A white crew neck t-shirt shall be worn underneath. Khaki slacks will be ironed and pressed with vertical creases in the front and back.

- (1) Freshman will wear no collar insignias on the khaki uniform. Sophomores, juniors and seniors shall wear their ranks on the wearers' right collar with the appropriate measurements; they shall wear their classification insignia (anchor, engineer propeller, midshipman) on the left collar. The name tag will be worn above the wearers' right breast pocket with the appropriate measurements. Ribbons are also authorized in uniform above the left breast pocket and centered with the appropriate measurements.
- (2) Black oxford leather shoes and socks will be worn with the khaki uniform; shoes shall be shined at all times. When Cadets are outdoors in uniform, Cadets must use the khaki garrison cover.

- (3) The black Navy service jacket and black rain coat are the only authorized jackets to be worn with the khaki uniform.
- (4) Cadets will wear their class belt and belt buckle classifications in khaki uniform
- -Freshman- khaki belt, fish buckle
 - -Sophomores- black nylon belt, double ended buckle
 - -Juniors- white cotton belt, junior buckle with A&M corps stack
 - -Seniors- white nylon belt, senior buckle with presidential seal



(5) Insignia Placement

- Ranks will be worn on the wearers' right collar at 1 7/8 inch from the point of the collar. (Sophomores and juniors)
- Seniors, Juniors and Sophomores will wear collar insignias
- All cadet classifications (anchor, propeller, and midshipman collar insignia) will be worn 1 7/8 inch on the left collar. (Sophomores/juniors/seniors)
- The name tag will be worn 1/4 inch above the right breast pocket and centered
- Ribbons will be worn 1/4 inch above the left breast pocket and centered, NROTC scholarship pin and MMR badges or any military badges shall be worn 1/4 inch above the pocket or 1/4 inch above the ribbons if any. Medals are not authorized with the khaki uniform. Regulations are the same for both male and female.

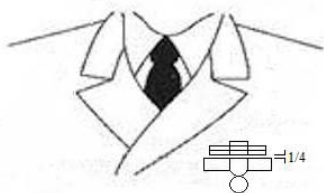


(6) Khaki Garrison Cover

- Classification (anchor, propeller, midshipman insg.) will be worn on the wearers left side 2 inches from the forward crease and 1 1/2 from the bottom edge (tip of the rope is the starting measure point for vertical placement).
- Ranks (CPO to captain) shall be worn on the wearers right side same measurements as the classification insignia. Petty officers will not wear their rank on the cover

b. Service Dress Blue Uniform

- (1) The service dress blues consist of a service coat, black slacks, white long sleeve button shirt, black tie male/ tie tab female, and combination cover.
- (2) The service dress blue slacks shall be ironed with vertical military creases front and rear. The long sleeve white under shirt shall be pressed (military creases are not required). Long sleeve shirt shall be buttoned all the way and tucked into the slacks. A black tie shall be worn for males either tied with the half Windsor or double Windsor knots, a golden tie clasp shall be worn for males. Females shall wear a black tie tab with the white button shirt. Worn above the long sleeve shirt will be the service coat. Males shall have six golden buttons and females shall have 3 buttons. The combination cover shall be worn anytime the cadet steps outdoors.
- (3) Name tags are not authorized with the service dress blues. Cadets will wear ribbons (if any) above the left breast pocket and centered with the appropriate measurements. NROTC pins and MMR or any military badges will be worn above the pocket or above the ribbons (if any). Cadet Officers will wear horizontal rank stripes on both the lower sleeves in accordance with their respective rank.
- (4) Cadet collar rank insignias are not authorized with the service dress uniform. NROTC midshipman will wear the large midshipman anchors on the upper lapels with the appropriate measurements. All Cadets regardless of class (fish, sophomore, junior, senior) will wear a black belt with their respective class buckle. Black oxford leather shoes and black socks will be worn and shined at all times.



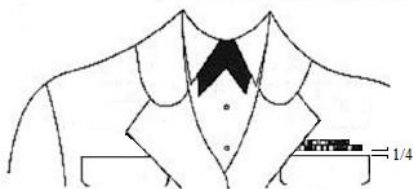
(3) Male Service Coat



Male Combination Cover

- (5) Ribbons will be positioned 1/4 inches above the left breast pocket and centered NROTC scholarship pins, MMR badges or any military badges will be worn 1/4 inches above the ribbons. Medals will be worn 1/4 inches below the ribbons; no more than 3 medals may be worn in a row, if there are more than 3 medals, a new row will be started below. NROTC midshipman shall wear the midshipman anchors on the upper lapels at 1/2 inches.

Female Service Coat



Female Combination Cover



c. Service Dress White (Choker Whites)

- (1) The service dress white uniform consist of a white cotton crew neck t-shirt, white polyester short/long sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes. The academic insignia will be worn on both sides of the white collar.
- (2) Cadets will wear hard shoulder boards respective to their class year.
 - -Freshman- no stripes with anchor
 - -Sophomores- 1 diagonal stripe with anchor
 - -Juniors- 2 diagonal stripes, with anchor
 - -Seniors- 1 horizontal stripe, with anchor (seniors may wear rank shoulder boards)

d. Summer White Uniform

- (1) The summer white uniform consist of a white cotton crew neck t-shirt, white polyester short sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes.
- (2) The white polyester short sleeve shirt will be worn ironed and pressed (military creases. are optional). White slacks will be ironed and pressed with vertical creases front and back
- (3) Collar insignias (ranks, classification) will not be worn with the summer whites. The name tag will be worn above the wearers' right breast pocket with the appropriate measurements. Ribbons are also authorized in uniform above the left breast pocket and centered with the appropriate measurements. All Cadets regardless of class year will wear a white CNT belt with the summer whites, (Cotton and Nylon are not authorized and shall not be worn).
- (4) Cadets will wear hard shoulder boards respective to their class year.
 - (4) -Freshman- no stripes with anchor
 - (5) -Sophomores- 1 diagonal stripe with anchor
 - (6) -Juniors- 2 diagonal stripes, with anchor
 - (7) -Seniors- 1 horizontal stripe, with anchor (seniors may also wear rank shoulder boards)

Class Year Shoulder Boards

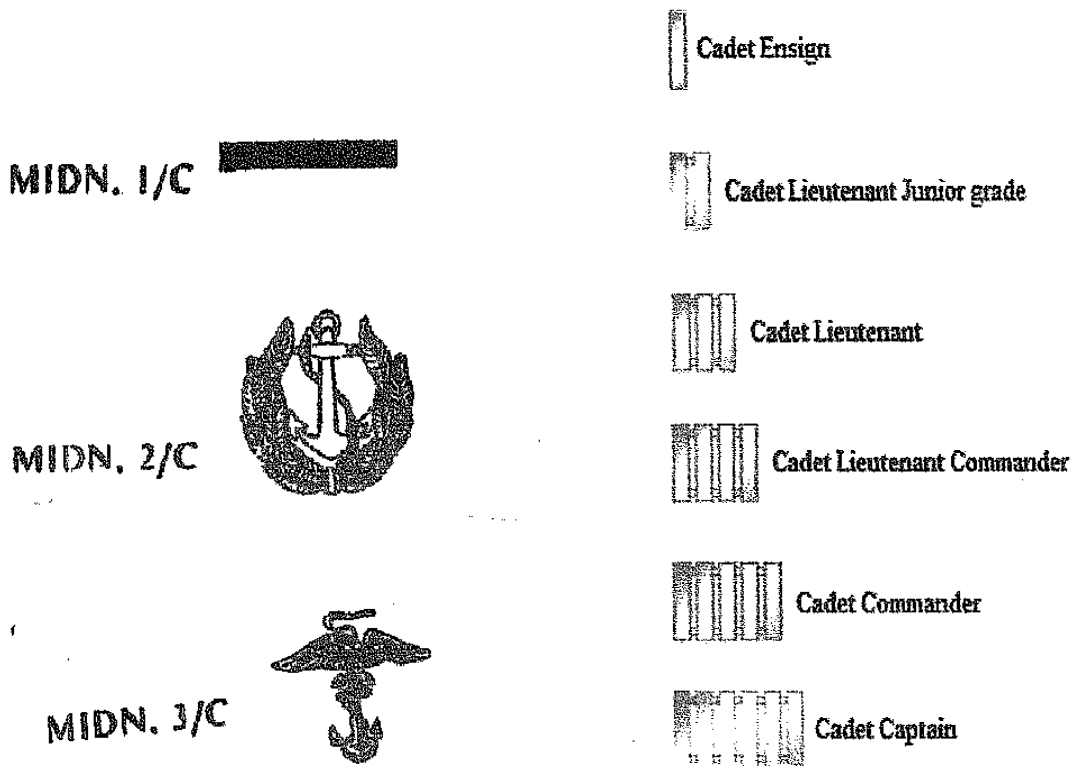
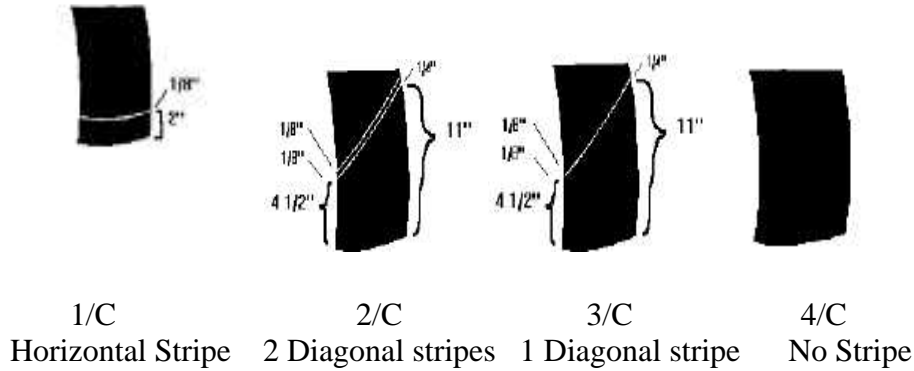


Class shoulder boards will be worn on both sides, the tip of the rope must point backwards when worn.

• **Rank Shoulder Boards (Seniors Only)**



Cadet sleeve rank will be worn on both sleeves along with academic category



Khaki Uniform Rank

- Seniors- Cadet Ensign through Cadet Captain with academic insignia
- Juniors- Petty Officer 2nd Class with academic insignia
- Sophomores- Petty Officer 3rd Class with academic insignia
- Freshman- will hold no rank with academic insignia

3. RIGHT COLLAR RANK TO BE WORN WITH KHAKI UNIFORM

- 1/C worn by Seniors
- 2/C worn by Juniors
- 3/C worn by Sophomores

4. LEFT COLLAR INSIGNIA TO BE WORN ON KHAKI UNIFORM -Academic Insignia

- Propellor worn on the left collar = Engineer Major
- Anchor worn on the left collar = Deck Major (and all other majors)

4. OTHER UNIFORMS

- a. Fish Gear- Fish gear consist of the Texas Maritime Academy Shirt or ROTC navy shirt, blue jeans fish belt and buckle, either athletic shoes or steel toed boots, and the TMA or NROTC ball cap. Freshman will wear their respective shirt tucked into the jeans. The jeans will be worn with the fish belt and buckle. The ball cap must be put on anytime the cadet is outdoors.
- b. Coveralls- Coveralls will be worn with a white undershirt. Steel toe boots will be worn and the TMA ball cap, when outdoors. The blue jacket may be worn with the coveralls when authorized by the Corps Commander.

5. GROOMING STANDARDS

- (1) Males: Males will always be clean shaven no beard or mustaches are permitted. Freshman will maintain the fish haircut, which is 5 finger white walls (no hair on the side) and clipper length no more than 5 on top (High and tight). Sophomores through seniors are permitted to have a military style haircut as long as the hair does not exceed 3 inches on top. Side burns must not extend below mid ear and hair will not be touching your ears. Eccentric hair cuts are not authorized, i.e., Mohawks, layered, shaved, braided, plaited, or adding of any unnatural hair coloring, etc.
- (2) Females: Females keep hair clean, neatly shaped, and arranged in a professional style. When in uniform, hair may touch but not fall below the lower edge of the collar. Long hair must be neatly fastened or pinned. Hair in front will be groomed so that it does not fall below the brim of properly worn headgear. Hair will be worn so as not to interfere with the proper fitting of the cover. Long hair may be worn up or in a bun.

6. JEWELRY/APPAREL

- (1) Watches/ bracelets: Watches and bracelets are permitted with every uniform only one may be worn, must be in good taste. Watches must be casual steel or digital. No bright florescent watches or bracelets may be worn may be worn.
- (2) Rings: One ring per hand is authorized with every uniform.
- (3) Earrings and Body Piercings: Males will not under any circumstance have any ear or body piercings. Females may wear one earring per ear must be small round stud (gold, silver, or pearl is authorized) no hoop earrings. No other visible piercings are authorized in any uniform.
- (4) Necklaces: Necklaces are authorized however they must be concealed and not visible while in uniform.
- (5) Back Packs: Must be black or dark blue in color with a plain design or Texas A&M logo. Reflective tape is permitted.
- (6) Name Tags: Will be maroon in color without the Texas A&M logo.

7. UNATHORIZED ITEMS

- (1) Only the blue jacket will be worn with the blue coveralls. No other style or color of jacket is authorized.

- (2) Cowboy boots or tennis shoes are not authorized with the blue jump suit. Only black, steel toed boots are to be worn.
- (3) Multi colored or any color other than black or dark blue in not authorized for the back pack.
- (4) Wearing a strap on glasses or sunglasses in uniform
- (5) Mixing uniform combinations is not authorized
- (6) Allowing someone else who is not in the Corps to wear any part of your uniform. This is serious violation of conduct.

8. AUTHORIZED RIBBONS:

In order to provide more visible recognition for the achievement and service of Cadets, a set of awards in the form of ribbons has been created. These awards in their order of precedence are:

(1) Superintendent Distinguished Cadet Award:

- Awarded To: Any Cadet
- Awarded By: Superintendent, Texas State Maritime Academy
- Criteria: The Superintendent's Award may be awarded to outstanding Cadets who uphold the highest traditions of the sea. This award may be for valor, duty above and beyond the call of duty, heroism or other exceptional performance.
- Modifications: Subsequent awards are indicated by a star.

(2) Outstanding Cadet of the Year Award:

- Awarded To: One selected Freshman, Sophomore, Junior and Senior Cadet
- Awarded By: Superintendent, Texas State Maritime Academy
- Criteria: Selection by designated committee after recommendation by senior leadership of the Corps of Cadets. Selection shall be based on demonstrated qualities of leadership, academic proficiency, participation in University programs and conduct. Awards will be presented at the end of the spring semester. To be eligible, the Cadet shall have been of the same Corps classification for the fall and spring semester.
- Modifications: Subsequent awards are indicated by a star.

(3) Dean's Honor Roll Award:

- Awarded To: Any Cadet
- Awarded By: Dean's, Texas A&M University at Galveston
- Criteria: Awarded at the end of a semester to those Cadets that meet Texas A&M University at Galveston requirements for inclusion on the Dean's Honor Roll. 3.75 GPA for the semester holding 15 hours plus.
- Modifications: Subsequent awards are indicated by a star. No Cadet may be awarded the Dean's Honor Roll and the Distinguished Student Award for the same semester.

(4) Superior Cruise Cadet Award:

- Awarded To: Selected Prep, Sophomore, Junior and Senior Cadet
- Awarded By: Superintendent

- Criteria: Awarded to an outstanding prep, deck and engineering Cadet of each class level for superior proficiency, seamanship, leadership, service, and conduct during the cruise period. To be eligible, the Cadet must have made the cruise on the training ship.
- (5) Distinguished Student Award:
- Awarded To: Any Cadet
 - Awarded By: Dean's, Texas A&M University at Galveston
 - Criteria: Awarded at the end of a semester to those Cadets that meet Texas A&M University at Galveston requirements for designation as a distinguished student during any semester. GPA 3.25 per semester with 15 hours plus.
 - Modifications: Subsequent awards indicated by a star.
- (6) Eagle Scout Award:
- Awarded To: Any Cadet who has earned the Eagle Scout Award
 - Awarded By: Boy Scouts of America
 - Criteria: Determined by the Boy Scouts of America
- (7) Outstanding Unit Award:
- Awarded To: Any Cadet in the outstanding company
 - Awarded By: Commandant of Cadets
 - Criteria: Awarded annually at the end of the spring semester to the Cadet Company that has displayed the best teamwork, grades, drill, inspections and community service in the Corps.
 - Judges will be selected from the Commandant's staff and cadet leaders
- (8) Meritorious University Service Award:
- Awarded To: Any Cadet
 - Awarded By: Commandant of Cadets
 - Criteria: Awarded at the end of the spring semester to any Cadet who earns 15 or more service points at least 5 of which must be earned in each semester. Service points shall be the same as for the University Service Award.
 - Modifications: Subsequent awards indicated by a star. The University Service Award will not be awarded simultaneously with the Meritorious University Service Award and a Cadet may wear only one award for the same period of service.
- (9) University Service Award:
- Awarded To: Any Cadet
 - Awarded By: Commandant of Cadets
 - Criteria: Awarded annually at the end of the spring semester in recognition of services performed on furthering the goals or policies to the university.
- (10) Recruiting Ribbon:
- Presented To: Any Cadet
 - Presented By: Commandant of Cadets
 - Criteria: Participation in six separate recruiting initiatives.

- Modifications: Subsequent awards shall be indicated by a bronze star (2nd) or a silver star (3rd).

(11) Drill Team Award:

- Awarded To: Any Cadet
- Awarded By: Commandant of Cadets
- Criteria: Awarded at the end of each semester after a Cadet has fulfilled the Drill Team requirements for acceptance (refer to Drill Team Constitution for requirements).
- Modifications: The subsequent awards will be indicated by a star and will be awarded annually after acceptance.

(12) Outstanding Fish Award:

- Awarded To: Any Cadet on Corps Staff
- Presented By: Commandant of Cadets
- Criteria: The recipients will be chosen by the Corps Orientation Staff. Awarded at the end of each orientation.

(13) Cruise Ribbon:

- Presented To: Any Cadet Satisfactorily Completing a Cruise
- Presented By: Academic Department Head
- Criteria: Completion of a summer training cruise on the training ship or a commercial ship and receiving a grade of “B” or better on the cruise project and have not been found responsible for a conduct violation during the cruise period. Awarded at the end of the fall semester.
- Modifications: The cruise(s) for which the ribbon(s) are received shall be indicated by a bronze star (2nd) or silver star (3rd).

(14) Honors Ribbon:

- Presented To: Any Cadet that is a member of the TAMUG Honors Program
- Presented By: Commandant of Cadets
- Criteria: A member in good standing with the TAMUG Honors Program

CHAPTER 7

SAFETY

1. **SAFETY PROGRAM.** Safety is everyone's responsibility. If you see an unsafe act, attempt to stop it then report it to a member of the chain of command. If you see an unsafe condition, report it to your commander. Use common sense to avoid unnecessary risks. If you are not able to contact your commander, contact University Housing at 409-740-4469.
2. **FIRE SAFETY.**
 - a. There are heat and smoke detectors in the hallways and individual rooms and there are manual pull stations in each stairwell. Refer to the "Safety Operations" section of the TAMUG Resident Hall Manual, for additional information regarding fire-safety including safety inspections, fire drills, and evacuations. Do not cover smoke detectors or attempt to disable them.
 - b. Fire extinguishers are located in each stairwell. Use these only if it does not interfere with a safe evacuation. Do not tamper with fire extinguishers.
 - c. Hallway fire doors are designed to close automatically in the event of a fire alarm. Do not block these doors or cover the glass windows.
 - d. Room door closers are designed to automatically close the door to prevent fires from spreading. You may temporarily prop them open only while you are in the room.
3. **SAFETY / SECURITY.**
 - a. Cadets will lock their doors when away from their rooms and at night when going to bed. Do not lend your key or ID card to any individual. Report a lost key immediately.
 - b. Do not allow someone to follow you into the dormitory after you swipe your card, especially if that person is unfamiliar to you (including uniformed Cadets).
 - c. Keep hallways clear. Place trash cans at the end of the hallways outside the fire doors and leave a pathway of four floor tiles in the hallway when items are placed there.
 - d. Texas A&M University Galveston rules prohibit smoking in any building on campus including dormitories, cadet rooms, and lounges.
 - e. Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps dorms. Refer TAMUG Resident Hall Manual.
 - f. Additional safety information is described in the TAMUG Resident Hall Manual.
4. **ASSISTANCE PROGRAM**
 - a. Treatment of Illness or Injury at Galveston
 - (1) Cadets are responsible for seeking treatment of all personal injuries or illnesses. Routine treatment and physical examinations are available through TAMUG contract physicians or the cadet may consult any physician desired. In all cases the costs of treatment, examinations or consultations are the responsibility of the individual cadet except as noted under paragraph "B" below. Cadets covered by medical insurance should carry proof of such insurance to facilitate processing of claims.

- b. Emergency medical treatment in Galveston is available in the Emergency Room of UTMB. The emergency room (11th and Strand/Harborside) should be utilized for treatment of any serious injury or for serious illnesses occurring after the regular office hours of the cadet's physician. Emergency room expenses are the responsibility of the student. USMS Cadets receiving student incentive payments (SIP) are covered by Worker's Compensation for injuries that happen during corps activities to include shipboard related accidents. It is important that when a cadet is injured that the Commandant and Superintendent's offices are notified. All workers compensation accidents must have an accident form completed and faxed to Maritime Administration within 24 hours of the incident. If this is not done, it may delay or even prevent an individual from receiving any compensation. See Superintendent's Instruction or successor instructions regarding Worker's Compensation.
- c. An Emergency Care Team (ECT) staffed with Emergency Medical Technicians (EMT) is organized on campus (when adequately trained personnel are available). The Office of Student Services will publish information on a semester basis describing EMT resources available.
- d. Injuries and illnesses should be properly treated by competent medical personnel. This will prevent the development of unexpected complications that may result from an injury or the spread of illness through the student body by the carrier of an untreated contagious illness.
- e. Serious injury or illness must be reported to the Office of Student Affairs and the Superintendent's Office during working hours. After hours the report is made to the Community Leader (CL) on duty or the Cadet Duty Officer (CDO) who will immediately inform the Commandant or designee. This report must be made as soon as possible either by the afflicted cadet or some other person acting for the cadet. Cadets being admitted for hospitalization shall, if possible, request that Texas A&M University at Galveston be notified. For any treatment given, a written report shall be obtained and submitted to the Superintendent's Office as fit/not fit for duty or light duty and shall be signed by the attending physician.

CHAPTER 8

THE CRUISE

1. TEXAS CLIPPER AND SHIPBOARD TRAINING DEFINITION

- a. CAPTAIN(Master), TEXAS CLIPPER - is a licensed officer (Master-Ocean, Unlimited Tonnage) responsible for the safety of life at sea which includes safe navigation and observance of prudent seamanship by all embarked personnel. The Captain is responsible for performance of all duties required by law and regulation.
- b. Licensed Officer - The TEXAS CLIPPER will sail with the prescribed number of licensed officers onboard as required by the United States Coast Guard. The licensed officers onboard shall, in so far as practicable, be members of the faculty/staff of Texas A&M University at Galveston.
- c. Staff and Unlicensed Personnel - Staff and Unlicensed personnel sufficient to comply with the United States Coast Guard requirements and reflecting the need of the At-Sea Training Program will be embarked.
- d. Public Vessel - The TEXAS CLIPPER has been classified as a public vessel, specifically as a Public Nautical School Ship of the United States.
- e. Standard of Conduct - All Cadets must comply with the Texas A&M University at Galveston's Corps of Cadets Instructions as well as the Texas A&M University at Galveston University Student Life Rules. All personnel are to be guided by the general rules of orderly conduct, that in every respect are a credit to Texas A&M University. All personnel are to set a good example for students embarked. Gracious conduct onboard ship and onshore, a neat personal appearance, proper language, and, in general, behavior befitting ladies and gentlemen are the standard.

2. T/S TEXAS CLIPPER

Purpose - The purpose of the T/S TEXAS CLIPPER is to support the mission of training maritime Cadets in consonance with the educational principles of Texas A&M University at Galveston. The TEXAS CLIPPER is a public vessel owned by United States of America that is on loan to the State of Texas and under the operational control of Texas A&M University at Galveston. She serves the educational and training interests of the University.

- a. The Deck License Training Program is conducted:
 - (1) To qualify Cadets for the U.S. Coast Guard license examination as Third Mates, Any Gross Tons, Oceans.
 - (2) To prepare Cadets to stand watches, perform necessary maintenance and become proficient in all aspects of Marine Transportation, including navigation, communication, seamanship, rules of the road, administration and management, line handling, cargo and port procedures.
 - (3) To permit Cadets to apply theoretical instruction to all situations and conditions at sea and in port.
 - (4) To demonstrate to Cadets new technologies and to provide opportunities to visit different types of ships for briefing while in port.
 - (5) To expose Cadets to all aspects of a career as a professional licensed Third Mate

in the U.S. Merchant Marine.

- b. The Engineering Program Training is conducted:
 - (1) To qualify Cadets for the U.S. Coast license examination for Third Assistant Engineer, Unlimited Horsepower, Steam and Motor.
 - (2) To prepare Cadets to stand watches, perform necessary maintenance and become proficient in all aspects of ship engine systems, including boiler, turbine, diesel, refrigeration, electrical and safety.
 - (3) To develop cadet practical expertise as a supplement to theoretical classroom training ashore.
 - (4) To familiarize Cadets with new industry technology by visiting other ships while in port and observing their engineering systems.
 - (5) To expose Cadets to all aspects of a career as a professional licensed Marine Engineer.

3. SHIPBOARD ROUTINE

Shipboard Routine, generally described in the Plan of the Day underway and the Plan of the Week while in port in Galveston, will be so ordered as to create an atmosphere conducive to the mission of the At-Sea Training Program and the University.

- a. At-Sea Routine - The At-Sea Training Manuals published annually by the Departments of Marine Transportation and Marine Engineering will govern to a major extent the daily routine when underway.
- b. In-Port Routine - The training manual, particularly when shipboard maintenance is scheduled for in-port periods, is the primary reference for in-port routine. An important advantage of the summer training cruise is the opportunity to visit other cities, states, nations and people of diverse backgrounds and cultures. When in port, maximum opportunity will be granted to all liberty sections to make the best use of the time in port. The Texas Clipper will be kept clean and ready for sea at all times.

4. STUDENT SERVICES DURING THE CRUISE

- a. During the summer cruise a representative from the Division of Student Affairs may be embarked. This representative will be responsible for advising the Master and Commandant concerning student issues.
- b. Student Affairs functions may include any of the following:
 - (1) Personal, educational, and career counseling.
 - (2) Crisis intervention.
 - (3) Assisting with new student orientation.
 - (4) Financial aid liaison with Texas A&M University at Galveston.
 - (5) Admissions and registration liaison with Texas A&M University at Galveston.
 - (6) Student employment during Summer Cruise.
 - (7) Preparatory (prep) cadet program evaluation.
 - (8) In-port tours.
 - (9) Onboard entertainment programs.
 - (10) Cruise band.
 - (11) Recreational and music equipment.
 - (12) Cruise library.

- (13) Athletic equipment and events.
- (14) Onboard games and tournaments.
- (15) Assisting in the coordination and/or supervision of in port events sponsored by A&M Clubs, Propeller Clubs, local academic institutions, foreign governments, etc.

5. LEAVE AND LIBERTY

Leave and Liberty is considered a *privilege*, not a right.

a. Definitions:

- (1) Leave: Authorized absence from the campus for a period of forty-eight hours or more.
- (2) Leave of Absence: Authorized absence from participating in the Corp of Cadets.
- (3) Liberty: Authorized absence from the campus for a period of less than forty-eight hours.
- (4) Special Liberty: Authorized absence from the campus during any period of time when regular leave or liberty would not be granted, specifically during days on which the Cadet has scheduled classes. (requires stand-by if in watch status):
- (5) Extended Liberty: Authorized absence from the ship, while in port, outside authorized liberty time (cruise only). **Extended Liberty may only be granted by the Captain!**
- (6) Campus:
 - a) During the academic year, the campus shall be the Mitchell, Fort Crockett and Waterfront (CMTS) campuses of Texas A&M University at Galveston.
 - b) During cruise periods whenever the ship is not located at the pier on Mitchell Campus, the campus shall be the USTS TEXAS CLIPPER and the pier area within fifty yards of the ship or unless specified otherwise by the watch officer.

b. Policy

- (1) The Superintendent of the Academy shall establish normal leave periods, in accordance with Title 46 Code of Federal Regulations, Part 310 and the University holiday schedule. A copy of the CFR is available in the University Library. The Commandant has the authority to approve leave requests for periods up to fifteen calendar days with the academic instructor's approval. The Superintendent must approve Leave in excess of fifteen days.
- (2) Leave of Absence (LOA) from the Corps of Cadets may be granted to Cadets for an entire semester for sound and valid reasons. Requests for a Leave of Absence shall be submitted in writing to the Superintendent through the Commandant. **Failure to submit, and have approved, a LOA request may result in involuntary withdrawal from the LO program and the loss student incentive payments.**
- (3) In an emergency, the Faculty Duty Officer (FDO) may permit a Cadet regular liberty/leave as posted in the Daily Routine. The FDO may grant leave or liberty if a clear emergency exists and higher authority cannot be contacted.
- (4) Cadets **do not** have the authority to grant or withhold any leave or liberty privileges except when acting in an official capacity (Quarterdeck Watch stopping a Cadet from leaving ship in inappropriate attire). Any action taken under this authority shall be reported to the Commandant as soon as possible.
- (5) Cadets will not be permitted to depart the training ship unless his/her appearance is in accordance with the published grooming standards.

- (6) All special liberty and leave requests will be processed expeditiously. Special Liberty is granted only in unusual situations and must be authorized by the Commandant. Special liberty will not be granted to Cadets on Corps or University Conduct Probation except for emergency situations. Special Liberty Requests forms must be filled out in triplicate and signed by the individual making the request and submitted to the Commandant twenty-four (24) hours prior to the start of requested liberty. The copies of approved requests, will be distributed to the Commandant, Company Commander, and requesting Cadets.
- (7) General – The Commandant shall establish normal liberty hours during the academic year and while on summer cruise. Liberty in port during summer cruise is a privilege and granting liberty is at the discretion of the Master and Commandant.
- (8) Cruise Period - Liberty hours during the cruise period will be dictated by the circumstances in the ports visited and as published in the Plan of the Day (Table 201.2).
- (9) **Overnight Liberty will be only granted by the Captain!**
- (10) While on cruise, Cadets with demerit hours will not be permitted to go on liberty.

6. SHIPBOARD RULES

Safety aboard ship is of paramount importance and breaches of safety carry the most severe disciplinary response. All the following violations, if serious enough, can be considered a Class 1 offense or may result in a serious injury to yourself or others.

- a. General Rules to prevent injury – Use Personal Protective Equipment (PPE)
 - (1) Never walk under loads. On cargo ships, sling loads of cargo, crane buckets containing 5 or 10 tons of cargo and containers are frequently passing across the deck during the loading and discharging of cargo. You are inviting disaster if you walk under such loads. A piece of cargo gear may fail and the load may drop at any time.
 - (2) Be alert at all times. Don't go about daydreaming and unaware of your surroundings – it's a good way to get injured.
 - (3) Be particularly careful about everything you do in rough weather, when the ship is rolling and pitching. This includes cups of boiling water for coffee, heavy objects sliding, doors not properly secured, falling off the ladder and slippery floors, to name a few areas that you normally don't worry about in calm seas.

7. SHIPBOARD STATEROOM RULES ON BOARD:

Contraband and stowaway searches are required by Maritime Law and will be carried out by authorized University officials. An inspection team consisting of no less than two ship's officers, faculty, crew or senior Cadets shall perform the searches. Cadets are not permitted to carry out searches without the presence of a ship's officer. Contraband searches are random and can be held at the Master's discretion.

- a. Texas A&M University at Galveston assumes no responsibility for personal belongings damaged, lost or stolen aboard the Texas Clipper.(b) It is the cadet's responsibility to

- keep his/her locker locked at all times.
- b. All clothing, books, personal gear, and equipment shall be kept neatly stowed when not in use and secured for rough weather when at sea. Bunks shall be kept neatly made when not in use.
 - c. Heads are to be kept sanitary and free of standing water.
 - d. Cooking is prohibited in staterooms. Eating shall be confined to messing areas. Open or unsealed snack foods will not be kept in staterooms.
 - e. Staterooms at the end of the cruise shall be left in the same condition as they were at the beginning of cruise, less reasonable wear and tear. The Corps Operations Officer or ship's crew shall inspect all staterooms prior to arrival/departure for summer cruise.
 - f. The following items are not permitted to be used on stateroom bulkheads, overheads, bunk bottoms, decks or lockers:
 - Stickers, decals, etc.
 - Nails, hooks, eyelets, screws, pins, tacks, staples, brads, etc.
 - Paint, marker pen, pencil, etc.
 - g. Permanent fixtures or furniture may not be altered or moved without permission of the Chief Mate.
 - h. A bunk card will be posted outside each stateroom. The bunk card shall give the name, corps classification, assigned bunk and watch section of each cadet in that particular stateroom.
 - i. The occupants of each room are responsible for the condition of the room and its contents. Losses, damages, or soiling beyond what would be considered normal wear and tear must be replaced, repaired, or cleaned at cost to the individual Cadets concerned. Damage to any part of a room, its equipment, including but not limited to light fixtures, bulkheads, overheads, and plumbing fixtures that results in a expense for repair or replacement will be charged to the occupants of the room and may further result in disciplinary action. Outstanding charges for room damages or non-return of keys may result in registration and transcript blocks, or delay the cadet's completion of cruise period.
 - j. Cadets shall not tamper with any stateroom door so as to render it difficult to open from either side with proper key, or close.
 - k. No televisions shall be allowed in cadet staterooms.
 - l. Each room must be ready for inspection between the hours of 0800 and 1600, Monday through Friday, holidays excepted, and for all announced formal inspections. The following additional requirements must be met for a room to be considered ready for inspection.
 - m. All interior surfaces are to be clean and dusted.
 - n. Sinks, mirrors, and bathtubs are to be scrubbed.
 - o. All decks are to be swept, clean and dry.
 - p. Windows are to be kept clean.
 - q. Trash cans shall be emptied.
 - r. Shower curtains will be scrubbed and free of mold and dirt.
 - s. All clothing and personal items stowed neatly.
8. No Smoking: The danger of fire aboard ship is ever present primarily because people create these conditions through carelessness. Smoking in unauthorized places, at unauthorized times, and careless handling of lighted cigarettes are the usual cause of fire aboard ship. Smoking aboard ship is highly discouraged. Specific precautions listed below will be strictly observed: NO SMOKING ALLOWED ON VESSEL AT TMA DOCK.

- a. Smoking is permitted only in designated area on cruise.
- b. No smoking during fueling operations.
- c. When welding or burning operations are conducted, a fire watch with a fire extinguisher must be employed.
- d. No smoking in areas in and around paint lockers.
- e. "Strike Anywhere" matches are prohibited.
- f. Extinguishing cigarettes out on decks or bulkheads is prohibited.
- g. Throwing lighted cigarettes over the side is prohibited. Cigarette butts must be disposed of in the 5-gallon buckets filled with sand around the deck.
- h. A fire watch will be maintained with security rounds between 2000 - 0600 to insure against fire in most areas of the ship.
- i. During cruise periods, weekly fire and boat drills will be held. A baseball hat, long sleeved shirt and pants, shoes and lifejacket must be worn. No Smoking during fire and boat drills.
- j. Keeping explosive/liquid in staterooms is strictly prohibited.
- k. Candles are prohibited.

9. Miscellaneous Shipborn Rules.

- a. Only safety matches or are permitted for use aboard ship. "Zippo" type lighters are permitted, but lighter fluid may not be stored in berthing areas.
- b. The unauthorized burning of incense, candles and the introduction or use of flammable, combustible or non-controlled combustible devices aboard ship are prohibited and grounds for dismissal from the Corps of Cadets.
- c. The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.
- d. The following types of knives are prohibited aboard ship; Sheath, spring activated, gravity and knives with a blade length of greater than four inches.
- d. Safety glasses and hearing protection shall be worn for grinding, chipping, applying ospho (chemical solution used for removing rust) or other similar conditions.
- e. Hard hats will be worn for cargo/crane operations, mooring/unmooring & ship maint.
- f. The wearing of footwear having taps or cleats attached to the sole or heel is prohibited aboard ship.
- g. All footwear must have a manufactured toe and a minimum a heel strap. No sandals/ open toe or open heel footwear allowed aboard ship.
- h. Cadets must wear steel-toed shoes for ship's maintenance.
- i. Deck Cadets on maintenance duty and Corps Activity shall have a folding pocket knife on them at all times and safety glasses.
- j. Engine Cadets on maintenance duty and Corps Activity shall have flashlights and safety glasses on them at all times.

10. Stateroom Assignment Procedures (Cruise)

- a. The Corps Operations Officer will make berthing assignments utilizing request from members of the Corps. The Operations Officer shall also be responsible for the signing out and signing in of all room keys for the cruise. During the cruise, rooms will be inspected by Operations Officer or his/her representative. Final stateroom approval will be made by the Commandant.
- b. Berthing assignments shall be made using the following guidelines:
Room assignments will be made hierarchically and with personal preference. Starting with senior cadet leadership positions (by rank Corps Commander,

Executive Officer, etc.), followed by cadet seniors from pre-change of command leadership, followed by Class Level (i.e., Seniors-first; Juniors-second; etc.). If a conflict between two Cadets of the same rank should arise, higher GPA will determine outcome. Although personal preference is taken into consideration for room assignments, lack of availability limits some individual choices.

- c. Berthing compartments for all Cadets shall be segregated by gender.