

MAINE MARITIME ACADEMY
SUMMER SEA TERM
MANUAL

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GENERAL INFORMATION

010. MISSION AND TRAINING SEA TERM POLICY OF MAINE MARITIME ACADEMY

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

The spring/summer sea term is scheduled port-to-port. Sea term embarkation and debarkation normally take place in Castine but could take place elsewhere if circumstances prevent the use of the Maine Maritime Academy training ship berth. Additionally, cadets from other maritime academies may embark or disembark in alternative ports in accordance with their program requirements. Sea term ends when the ship has been offloaded and cleaned to the Master's satisfaction, but never before noon on the last scheduled day. This is a requirement independent of sea-day accumulation and the sequence of port visits. No cadet will be waived from this requirement, but consideration may be given in cases where other training conflicts arise. Midshipmen will plan their debarkation arrangements accordingly. Ordinarily, flights home should not be scheduled prior to 1600 on the day of disembarkation.

Sea term consists of instruction (training), situational assessment (Watch and Maintenance), and personal adaptability to shipboard life (Utility and Regimental requirements). All facets of this experience must be completed to the satisfaction of the respective officers in charge of those areas before a passing grade for sea term will be given. Additionally, all embedded STCW and NVIC requirements and assessments must be satisfied before an academic sea term grade will be given.

For the scope of this document, the following definitions apply:

Upper class Midshipmen – cadets on their second or third sea term (ST2 or ST3), whether the cadet is a student of Maine Maritime Academy or from another maritime academy

Under class Midshipmen – cadets on their first sea term (ST1), whether the cadet is a student of Maine Maritime Academy or from another maritime academy

Non-traditional students will include those cadets from other maritime academies who fall under the definition of such analogous terms used by the other academies (e.g. "day cadets" and/or veterans, etc.) and identified as such in the roster provided by the other institution(s)

For cadets from another maritime academy, the concept of Relaxed or Sea Term Uniform (khaki pants and polo shirt) will include the alternate cadet attire (ACA or other analogous term used) approved by the other maritime academy

.020 COMMUNICATIONS WITH THE TRAINING SHIP

Connectivity while on the ship is provided via satellite connection (Starlink or similar). In order to control the costs associated with connectivity, students will be authorized a pre-set amount of metered data per day at no charge. Additional time may be purchased (method of purchase will be relayed to all personnel prior to commencement of the sea term). Shipboard networks are heavily firewalled and monitored. Any attempt to circumvent network safeguards, or to access websites that contain pornography, violence, or other prohibited content, is strictly prohibited. Any violation of network security or willfully attempting to access prohibited content will result in disciplinary action up to and including termination or dismissal from the sea term.

While in port or within range of shore-based cellular networks, students may use their cellular-enabled devices while in authorized areas. Phones/devices shall only be used during personal time and while stationary (do not walk around with your phone in front of your face). All personnel should ensure their mobile telephone plan includes international calling for the duration of the sea term. Additionally, be aware that some mobile carriers charge extra for data roaming once you have exceeded your monthly cap.

For all personnel possessing a Maine Maritime Academy email address, you will continue to use this email while embarked aboard STATE OF MAINE. Your email will be the same as it is while on campus (fname.lname@mma.edu). Cadets/personnel embarked aboard who do not currently have an active email account with Maine Maritime Academy will be provided with additional information by the Maine Maritime Academy embarked sea term technology personnel.

.030 TOBACCO, VAPING, AND NICOTINE USAGE POLICY

See section 2.3 in the STATE OF MAINE Safety Management Manual.

Failure to comply with the tobacco/nicotine policy will be grounds for disciplinary action.

.040 HAZING, HARASSMENT, SASH AND FRATERNIZATION

See sections 2.4, 2.4.1, and 2.4.2 of the STATE OF MAINE Safety Management Manual.

Hazing, bullying, assault, discrimination, and inappropriate personal relationships will not be tolerated aboard the STATE OF MAINE.

Any personnel (cadet, faculty, staff, or crew) who engage in the prohibited behaviors listed in the referenced sections (2.4, 2.4.1 and 2.4.2) are subject to disciplinary action up to, and including, termination of employment or dismissal from sea term.

Section 2.4.2 - FRATERNIZATION defines appropriate relationships between personnel embarked aboard (male/female Midshipmen, faculty, staff and crew). It also defines specific cases and conditions when it is acceptable for a Midshipman to be in the stateroom of a non-Midshipman and vice versa.

All complaints of hazing, harassment, or assault shall immediately be brought to the attention of the Master, STATE OF MAINE, or their designated representative(s).

.050 ACCIDENTS AND INJURIES

The Ship's medical department procedures are as follows:

- For any illness or injury requiring admittance to the ship's hospital or resulting in a limited or light duty status, the Master must be notified immediately. If the injury/illness is of a nature requiring the removal of the patient from the Ship, the Master (or designee), on the advice of the Ship's Senior Medical Officer, will make all necessary transportation arrangements. If the illness or injury was caused by a dangerous condition on board, the condition must be identified and corrected immediately. Finally, a complete and accurate incident report will be prepared per the requirements outlined in the Safety Management Manual.
- Injuries and serious illnesses will be documented as outlined in section 3.7 of the STATE OF MAINE Safety Management Manual. Appropriate entries will be made in the Deck Logbook. A USCG Form 2692 may be required.
- If the incident occurs within the Engineering spaces, the Watch Engineer or Duty Engineering Officer shall immediately notify the Master, Chief Engineer and Senior Medical Officer aboard. Appropriate entries will be made in the Engine Room Logbook, and the injury will be investigated and reported per section 3.7 of the STATE OF MAINE Safety Management Manual.
- The Senior Medical Officer/Staff will alert the Commandant's Department to any illnesses/injuries that require a Midshipman to be confined to bed and to miss training, maintenance, watch, or utility. The Commandant's Staff, in turn, will notify the appropriate personnel/faculty of the Midshipman's absence.

- If the injured party and/or any parties contributing to the injury are suspected of being under the influence of alcohol and/or drugs, they will be subject to drug and alcohol testing per section 2.2 of the STATE OF MAINE Safety Management Manual. The results of these tests will be included in the final injury report.
- All persons who are transported ashore for medical treatment will be required to have with them both their medical insurance ID card, their Maine Maritime Academy ID card and, if in a non-U.S. port, their passport. The individual will be required to provide payment for their treatment unless said injury was work-related.
- All persons should check with their medical insurance/primary health care provider prior to sea term to ensure they will be covered in foreign ports during this period of training at sea.

.060 COMMUNITY HONOR SYSTEM

Maine Maritime Academy's Honor System consists of an Honor Code and a Conduct Code. While on the training sea term, any violations, as stipulated below, will constitute a violation of the Academy's Honor and Conduct Code and will be adjudicated as such in a Regimental hearing. Every member of the MMA student body, as well as any cadets embarked aboard from other institutions, shall be called upon to uphold the codes of honor and conduct as set forth in the Student Handbook, the Regimental Manual, and by the principles below:

- Be no part of lying, cheating, or stealing;
- Make all possible efforts to preserve property on campus or aboard the Vessel and report any damage to, or loss of, such property;
- Respect the privacy and rights of others, and treat everyone with dignity and respect;
- Ensure that violations of the Honor and Conduct codes are reported;
- Promptly answer all summons issued by any member of the crew, administration, faculty, and staff.

GENERAL INSTRUCTIONS

.010 COMMAND RELATIONSHIPS

The Master has the ultimate responsibility for the operation of the Vessel, the safety of all embarked personnel (officers, crew, faculty, staff, and students), and is responsible for good order and discipline. The Master is the direct representative of the President of the Academy and is the ultimate authority aboard.

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

.020 PORT SECURITY

Port Security requirements can be found in the Ship's Security Plan. These requirements may vary according to the specific port where the Vessel is berthed.

.030 SHIP'S SECURITY OFFICER RESPONSIBILITIES

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

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

.040 REGIMENTAL STAFF WATCH OFFICER RESPONSIBILITIES

The Staff Watch Officer (SWO) shall:

- Ensure that the Midshipman Plan of the Day, at sea and in port, is properly carried out
- In port, in conjunction with the Deck Department and the Deck Watch Officer, be charged with the overall responsibility for the ship's quarterdeck area and, with the assistance of the Midshipman Command Duty Officer (MCDO), will supervise the quarterdeck watch to ensure that all Midshipmen going ashore are properly inspected for personal attire and appearance, and that contraband is not brought aboard
- Coordinate responsibilities with the Deck Watch Officer (DWO) when in port involving the ship's security procedures and other areas of responsibility so determined
- Assist the VSO as needed
- Conduct both random alcohol tests and alcohol tests for cause
- Maine Maritime Academy's Regimental Staff may request members from another maritime academy's regimental staff onboard to join and serve as SWO

.050 WATCH (DECK AND ENGINEERING) OFFICER RESPONSIBILITIES

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

The Engineering Watch Officer (EWO) is responsible for maintaining all engineering, power generation, refrigeration, HVAC, wastewater, and other related systems. When in port, the EWO will make rounds of engineering spaces and ensure any student watch standers are adhering to proper watch safety standards. The EWO will respond to any alarms received on the vessel's Control and Monitoring System or Power Management system. The EWO is a direct representative of the Chief Engineer.

.060 WATCH

REPORTING FOR WATCH

- Must be face-to-face with the watch you are relieving at 15 minutes before the hour, in order to complete a proper turnover. Individual departments may determine an earlier relief time.
- Full situational awareness and understanding of duties is necessary BEFORE relieving the watch. If rounds are required prior to relief, that round must be completed prior to offering your relief of the watch. Any abnormalities or discrepancies noted in logs, standing orders or observations should be noted and resolved prior to relieving the watch. If resolution is not possible, consult the licensed watch officer for guidance.
- Prior to relieving the watch, all watch standers, no matter their watch position, **shall** make a complete round of all assigned areas of responsibility. Upper class Midshipmen watch standers shall make the required rounds and review any pertinent log entries prior to relieving the watch. All under class Midshipmen watch standers are required to shadow their upper class supervisor during handover.
- Ensure all members of the watch team that report to you are accounted for and are prepared to stand the watch.
- Verify that all assigned equipment is present and in good working order. Log any discrepancies before accepting the watch.

PERSONNEL PROTECTIVE GEAR AND EQUIPMENT (PPE)

All watch standers must have the following:

- Safety Glasses
- Hearing Protection
- Gloves
- Working flashlight (no pen lights)
- Pencil or usable pen
- Wheelbook/notepad

Engineers require the following in addition to the above:

- 8" adjustable wrench
- Channel locks
- Screwdriver

ADDITIONAL INFORMATION ABOUT WATCH

Notify the Licensed Watch Officer of all discrepancies, issues, leaks, malfunctions or deviations from normal parameters. The assigned watch areas are to be kept clean at all times. This is **everyone's** responsibility. Cluttered workspaces are a safety hazard. Any spilled liquid/oil shall be wiped up immediately; do not walk through or around it. All foreign material or tools dropped in the bilges **MUST** be retrieved immediately, no matter the location. Upper class Midshipmen must ensure that under class Midshipmen know their respective duties. Upper class Midshipmen allowing under class Midshipmen to conduct soundings and rounds that they are not completely familiar with is **unacceptable**.

Proper rounds are **critical**. Round sheets, security reports, and log entries are considered firsthand information on the general operating conditions of the ship. All gauge readings, operating condition entries, soundings, etc., must be accurate and correct. Entries must be legible, dated, timed, and signed. Log sheets will be kept clean and clear of smudges at all times. This information will be used to fill out the official engineer room log and other official documents. You are the eyes, ears, and first line of defense for the safe and efficient operation of the Vessel. Any abnormal readings or conditions should be reported instantly to your immediate supervisor and the Licensed Senior Watch Officer.

It is the responsibility of all personnel on watch to conduct themselves in a safe manner. Minimum PPE requirements shall be strictly enforced. Any job that is outside of the normal watch standing scope of work shall be risk assessed using the Job Hazard Analysis (JHA) found in the STATE OF MAINE Safety Management Manual. Additional PPE requirements, equipment energy isolation, or other safeguards shall be identified, and precautions shall be strictly

adhered to. If personnel join the operation who were not involved in the initial JHA, the job shall be stopped, and the JHA shall be reviewed. There are no exceptions to this policy.

COMPANY/WATCH GROUP ROTATION AND PROCEDURES

The company rotation schedule divides each company's sea term days into Watch, Training, Maintenance, and Utility days as equally as possible. Watch rotations are one or more watch days in length, starting and ending at 0001 when at sea or at 0800 in port, unless otherwise indicated/communicated.

Change of watch procedures for days that include a change from At Sea to In Port status will be handled on a case-by-case basis, depending on the time of arrival or departure. These procedures will be communicated in advance, via the plan of the day, and the watch bill. In all cases, **watch takes precedence over any other duty**, such as scullery, utility, or line handling.

Watch rotations are typically broken into six 4-hour watch periods per 24-hour day. Each Company is split into three Watch Groups. Each watch group will typically have two, 4-hour watches separated by an 8-hour rest period in their 24-hour watch day.

Upper class Midshipmen will stand all watch positions for their respective program. Under class Midshipmen will stand an equal amount of deck and engine watches. Cadets from other academies may differ in their watch requirements for under class midshipmen.

Watches are relieved at least 15 minutes prior to the hour, or earlier if directed by the respective Deck or Engine watch officers.

The 20-24 watch relieves the 16-20 watch for the evening meal. Watch relief/watch standing personnel have priority in the mess line.

Consumption of alcohol is not authorized within the 8-hour period prior to assuming the watch or at any time during the assigned watch day. For more details on alcohol consumption during the training sea term, refer to the STATE OF MAINE Safety Management Manual, specifically Section 2.2, Drug and Alcohol Policy.

When in port, Midshipmen in the Watch Company are required to **remain aboard at all times** with the exception of medical emergency, injury, or another instance as approved by the Master. This requirement applies to the entire sea-term, including days in home port.

All Midshipmen are required to attend morning quarters with the exception of those actually on watch and those who are on required rest hours from the 00-04 watch. Midshipmen at sick call or who are medically confined are excused from quarters.

.070 MAINTENANCE COMPANY

Upper class Midshipmen will be assigned to either deck or engine maintenance in accordance with their major. Under class Midshipmen will be divided equally into the two groups, regardless of their major. Half of the underclass Midshipmen in each company will be assigned to deck maintenance, and half will be assigned to engine maintenance. At the half-way point of summer sea term, these assignments will be swapped, ensuring that all under class Midshipmen spend time assigned to watch and maintenance for both disciplines as equally as possible. Cadets from other academies may differ in their maintenance requirements for under class Midshipmen. The ship's permanent officers will be responsible for the control and accountability of the Midshipmen assigned to them. Midshipmen who miss maintenance muster should be reported to the Commandant's Department for disciplinary action. When in port, the off-going 00-04 watch standers are excused from the 0800 muster but will muster at the 1230 maintenance muster (if one is required). The off-going 04-08 watch standers will muster at the 0800 maintenance muster but may be excused from the 1230 muster (if one is required).

.080 UTILITY COMPANY

Midshipmen assigned to Utility Company will muster with the Utility Officers immediately after quarters, and again at 1230 as directed. When in port, the off-going 00-04 watch standers are excused from the morning muster and Utility Company muster but will report to the 1430 muster. The off-going 04-08 watch standers will report to the 0800 muster but may be excused from the 1430 muster. The utility company is responsible for any sanitation projects around the ship. Midshipmen will be drawn from Utility Company to provide yeomen, scullery, waste management and food service workers, or to fulfill any other special needs. Midshipmen who miss utility muster should be reported to the Commandant's Department for disciplinary action. Utility duties are important ship's work and will be treated as such.

Note: When at sea, Utility Company provides scullery workers for breakfast, lunch, and dinner meals. If a midnight meal is served, scullery and waste management duties will be performed by watch standers during the overnight period. When in port, scullery workers are drawn from the Watch Company. If liberty is granted during meal service while arriving in port (when at-sea watches switch to in-port watches), scullery workers from the Utility Company will complete the assigned tasks until relieved by scullery workers from the Watch Company.

.090 TRAINING COMPANY

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

Midshipmen who miss training muster should be reported to the Commandant's Department for disciplinary action, if necessary. Those with a medical excuse must provide it to their Training Officer.

At the completion of the training day, the training company is responsible for the cleaning and waste management in all spaces utilized during the training day (e.g., classrooms, lab spaces, auditorium, etc.) Training Officers are responsible for assigning and supervising these activities. The job is not complete until the work area is clean and organized.

.100 STANDARD DAILY ROUTINE AT SEA

0345 – Relieve the watch.

0530 – Scullery crew reports to the galley for duty assignments and eats breakfast.

0600 – Mess deck opens for breakfast.

0600 – REVEILLE

0700 – FIRST CALL TO QUARTERS

0705 – LAST CALL TO QUARTERS - End breakfast service. Mess decks cleared except for the off-going watch. NO OTHER MIDSHIPMEN ARE AUTHORIZED TO EAT PAST 0705. Disciplinary action will be taken for Midshipmen found on the mess deck after 0725 who are not part of the Watch Company.

0710 – Quarters. Morning cleaning stations commence immediately following quarters.

0745 – Relieve the watch.

0800 – Training Company reports to Training Officers. Maintenance Company reports to Maintenance Officers. Utility Company reports to the Utility Officers.

1030 – Scullery crew reports to the galley and eats lunch.

1100 – Mess deck opens for lunch.

1115 – Mess open for Training Company.

1130 – Mess open for Maintenance Company.

1145 – Relieve the watch. Mess open for Utility Company.

1200 – TEST OF THE SHIP'S WHISTLE AND GENERAL ALARM

1230 – End lunch service – Muster for afternoon sessions of Maintenance, Training and Utility.

1300 – Mess decks cleared.

1545 – Relieve the watch.

1600 – At the respective Officers' discretion, knock off ship's work for the day.
Relaxed Uniform is authorized for those not on watch.

1615 – Afternoon Cleaning Stations.

1630 – Afternoon room sanitation inspection commences (room section(s) will be announced in POD). Evening Scullery crew reports to the galley.

1645 – Control of Work Meeting – Main Deck Conference Room.

1700 – Evening meal for crew, faculty, staff, and upper-class Midshipmen.

1730 – Evening meal for under class Midshipmen.

1800 – Evening meal secured.

1945 – Relieve the watch.

2300 – Midnight meal for oncoming watch.

2345 – Relieve the watch.

0015 – Midnight meal secured.

.110 STANDARD DAILY ROUTINE IN PORT

0345 – Relieve the watch.

0530 – Scullery crew reports to the galley

0600 – REVEILLE

0600 – Mess deck opens for breakfast.

0700 – FIRST CALL TO QUARTERS

0705 – LAST CALL TO QUARTERS – End breakfast service. Mess decks cleared except for the outgoing watch. NO OTHER MIDSHIPMEN ARE AUTHORIZED TO EAT PAST 0705. Disciplinary action will be taken for Midshipmen found on the mess deck after 0725 who are not part of the Watch Company.

0710 – Quarters. Morning cleaning stations commence immediately following quarters.

0730 – Muster for the Utility Companies (2) and the Maintenance Company.

0745 – Relieve the watch.

PIPE TBA - "NOW LIBERTY CALL, LIBERTY CALL. LIBERTY IS NOW AUTHORIZED FOR UPPER CLASS MIDSHIPMEN AND NON-TRADITIONAL STUDENTS AT THE DISCRETION OF THE MAINTENANCE AND UTILITY OFFICERS. LIBERTY WILL EXPIRE ON BOARD AT 2400."

PIPE TBA - "NOW LIBERTY CALL, LIBERTY CALL. LIBERTY IS NOW AUTHORIZED FOR UNDER CLASS MIDSHIPMEN. LIBERTY WILL EXPIRE ON BOARD AT 2200." (NOTE: Allow at least a 15-minute break between the time liberty is sounded for upper class Midshipmen and under class Midshipmen to allow enough time for upper class Midshipmen to depart before under class Midshipmen begin lining up.)

1100 – Scullery crew reports to the mess.

1130 – Mess deck opens for lunch.

1145 – Relieve the watch.

1230 – End serving lunch.

1300 – Clear the mess decks.

1545 – Relieve the watch.

1630 – Scullery crew reports to the galley.

1700 – Mess deck opens for dinner.

1800 – End serving dinner.

1830 – Clear the mess decks.

1945 – Relieve the watch.

2200 – Liberty expires for all under class Midshipmen.

2300 – Liberty expires for all under class Midshipmen with a +1.

2345 – Relieve the watch.

2400 – Liberty expires for all upper-class Midshipmen and non-traditional students.

.120 PIPING PROCEDURES

PA usage is to be kept to a minimum. Only information necessary to ship operations, the safety of ship's personnel, and special action items (as pre-approved by the Master, Commandant, Deputy Commandant, Company Officers, Staff Watch Officer or Deck Watch Officer), are authorized for piping. In the event of an emergency, the need to obtain permission is waived. No pipes are to be made between 2100 and 0600 unless in an emergency situation.

There is no "attention tone" with the PA system aboard STATE OF MAINE. With this in mind, all pipes should begin with the proword "NOW" followed by the message to be relayed to the ship's personnel. PA announcements (pipes) are to be announced clearly, loudly, and distinctly. Some messages only need to go to common spaces and do not need to be piped into berthing spaces. Be aware of what areas are selected on the PA controller prior to initiating a pipe. Pipes for individual persons are strictly prohibited. The Master, Chief Engineer, Chief Mate, watch officers (in port) and medical staff may be piped as long as all other means to contact them have been exhausted, or it is an emergency situation.

0600 daily – "NOW – REVEILLE, REVEILLE, REVEILLE"

0700 daily – “NOW – FIRST CALL TO QUARTERS”

0705 daily – “NOW – LAST CALL TO QUARTERS”

“NOW – STATE OF MAINE DEPARTING” – When the Master leaves the Vessel

“NOW – STATE OF MAINE ARRIVING” – When the Master returns to the Vessel

“NOW – MAINE MARITIME ACADEMY DEPARTING” – When the President departs the ship.

“NOW – MAINE MARITIME ACADEMY ARRIVING” – When the President boards the ship.

“NOW – REGIMENT OF MIDSHIPMEN DEPARTING” – When the Commandant of Midshipmen departs the ship.

“NOW – REGIMENT OF MIDSHIPMEN ARRIVING” – When the Commandant of Midshipmen boards the ship.

“NOW - ALL MIDSHIPMEN REPORT TO CLEANING STATIONS” – daily at 0715 and 1615 at sea, and in port, at 0715 only

“NOW - THE FOLLOWING IS A TEST OF THE SHIP’S WHISTLE AND GENERAL ALARM” – daily at noon at sea

Plan of the Day information and non-vital messages are NOT to be piped. Piping is not authorized to announce routine evolutions or to locate personnel (unless all other means to locate the person have been exhausted).

Accepted procedures for piping:

- The MOOD (at sea) or the AMOOD (in port) will proofread all messages to ensure completeness and accuracy.
- Read the message to be piped clearly, loudly, and distinctly into the P.A. system, then repeat it.
- Between the hours of 0600 and 2100, the Master shall be piped upon his departure from the Vessel. “NOW - STATE OF MAINE DEPARTING.” Upon returning to the Vessel, the Master shall be piped aboard with “NOW - STATE OF MAINE ARRIVING.” The same procedure will be applied when the President of the Academy is aboard using “MAINE

MARITIME ACADEMY” and when the Commandant is aboard with “REGIMENT OF MIDSHIPMEN.” There will be **no** piping, even for VIPs, after 2100 unless in an emergency.

- Follow the posted procedures for “P.A. Talk Back” functions.

.130 CLEANING GEAR LOCKERS

There are cleaning gear lockers located throughout the ship. The equipment and cleaning materials in each of the cleaning gear lockers will be used by all Midshipmen at morning and afternoon cleaning stations, and by Utility Company when performing any assigned sanitation tasks. Personnel assigned to Utility Company are responsible for ensuring all gear and supplies are present, and that supplies are restocked and inventoried.

The Regimental Master at Arms, with the assistance of each of the Company Masters at Arms, will oversee cleaning gear locker operations. They are responsible for:

- Working with the personnel assigned to Utility Company to ensure the cleaning gear. Lockers are properly stocked with appropriate materials at all times.
- Maintaining an accurate inventory of gear and supplies and notifying the ship’s office of any discrepancies or shortages.
- Ensuring the cleanliness of the cleaning gear locker and all gear.
- Ensuring mops are properly washed/cleaned. Mop heads are to be brought down to the Ship’s commercial Laundry every afternoon following cleaning stations and retrieved each morning from the Ship’s Laundry by the morning cleaning station personnel.

.140 ARRIVAL/DEPARTURE “DECK PARADE” (MANNING THE RAILS)

During the sea term, if weather and the time of day permit, Deck Parade may be called when entering or leaving ports.

Upon entering or leaving port, Midshipmen who are not assigned other duties assemble at parade rest along weather deck rails in the Salt and Pepper uniform (or equivalent). The command “NOW – MAN THE RAILS” will be piped.

Specific areas for each company to assemble will be pre-determined and assigned by members of the Commandant’s Staff. Deck parade personnel will keep clear of the working areas and equipment so as not to interfere with safe navigation or line-handling activities. The navigation bridge, bridgewings, forward bridge catwalk, the foredeck, aft mooring area, and the helideck within 50 feet of the mooring winch/spring line bitts are off limits.

Once all Midshipmen are assembled properly, they will come to the position of Parade Rest and remain so until the announcement "NOW - SECURE FROM MANNING THE RAILS" is piped. Midshipmen should not talk or put their feet, hands, or elbows on the rail during the deck parade.

In foul weather, Deck Parade will not take place. No top-side maintenance will be scheduled during the time the ship is entering or leaving port. The working uniform will not be permitted topside EXCEPT for those Midshipmen who are line handling, who will be uniformly dressed in working uniform with hard hats, eye protection, and gloves.

NO MIDSHIPMEN will appear in portholes, windows, or other openings during Deck Parade. Midshipmen who are part of Watch Company and who are not physically on watch will not be topside during Deck Parade unless voluntarily dressed in the appropriate deck parade uniform and following all to the proper protocols. ALL PERSONNEL TOPSIDE will be properly dressed; PT gear, cut-off shirts, bathing attire, etc., are not considered proper dress for ANY PERSONNEL (crew, faculty, staff, or students) while entering or leaving port.

Certain ports and Naval ships require an exchange of etiquette upon entering or leaving port. If so required, the ship's P.A. system will be used to call Midshipmen to attention and to salute.

.150 GENERAL INFORMATION FOR MIDSHIPMEN ASSIGNED TO FOOD SERVICE AND SCULLERY

Scullery crew will be assigned each day, the same as a regular watch. Their duty post shall be either on the serving line, the scullery, or on the mess deck as an attendant. Midshipmen working on the serving line or on the mess deck will wear sea-term uniform (Khaki Pants and school Polo shirt). Midshipmen assigned to scullery or waste management will wear their working uniform.

Midshipmen will report to the food service supervisor at the beginning AND at the end of each shift. Midshipmen shall not depart from their assigned duty until they have been verbally cleared to do so by the Steward's Department in person.

.160 SHIP'S STORE AND CAFÉ

The Ship's Store and Café operate nightly at sea from 1700-2000. Normally, two to three Midshipmen will work in the Ship's Store and Café each evening.

.170 PORT RECEPTIONS

The Chief Steward may solicit Maine Maritime Academy's Midshipmen to assist with food service as well as set-up and breakdown of port receptions. These are paid positions. To obtain

employment, Midshipmen must be pre-registered with the Academy's HR Department and work through the Chief Steward.

.180 SHIPBOARD LAUNDRY INSTRUCTIONS

The Ship's Laundry is located on the 3rd deck and is operated under the supervision of the Chief Steward. Midshipmen/cadets from the Utility Company may be required to assist in the commercial laundry. This laundry is for commercial use (galley rags, galley uniforms, tablecloths, linens, mop-heads, etc.). Use of the ship's commercial laundry for other purposes may be allowed with permission from the Chief Steward, Chief Mate, and/or Chief Engineer.

Laundry facilities for officers, crew, faculty, and staff, for self-laundering of personal bedding, clothing, etc., are located in the officer/crew sections of the 03, 02, and 01 decks.

For Midshipmen assigned to berths in the 3rd deck large berthing areas, there is a large laundry for self-laundering of personal bedding, clothing, and uniforms. This Midshipman Laundry is located on the 4th deck just aft of the ship's gym and can be accessed from the third deck via stairway 31351P. This laundry room will be monitored during operational hours (0730-1630). At sea, only those Midshipmen assigned to Utility Company that day will be allowed to do their laundry. In port, only those Midshipmen assigned to Watch Company that day will be allowed to do their laundry.

For Midshipmen assigned to 4-person staterooms on the 04, 03 and 02 decks, there is a laundry room for self-laundering of personal bedding, clothing, and uniforms located in the central area of the Midshipmen section of each deck.

ONLY USE THE LAUNDRY FACILITIES IN THE AREA TO WHICH YOU ARE ASSIGNED.

.190 LAUNDRY EQUIPMENT USAGE

- Use ONLY the laundry detergent provided for you and do not bring your own.
- ALWAYS EMPTY POCKETS. Pens, pocket knives, tools, etc. can damage the machines and your clothing.
- Do not overload machines.
- Do not leave clothes unattended. Neither the ship nor the Academy is liable for damaged or lost laundry items.
- Report any equipment failures or issues to the engineering department.

.200 SPECIAL INSTRUCTIONS FOR AMOOD/MCDO IN PORT

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

Officers and visitors coming aboard shall be greeted by the senior watch stander present and asked to log on to the vessel. Specific instructions are as follows:

- Keep the quarterdeck clear. No person or persons should loiter at the quarterdeck. Only those who have authorized business to conduct, or those passing through, should be in the vicinity of the quarterdeck.
- Identification checks for all those coming aboard the ship must be conducted in accordance with the ship's security plan. Visitor badges will be issued for those personnel who do not possess Maine Maritime Academy IDs.
- A gangway watch shall be maintained at the bottom of the gangway. The gangway watch personnel shall remain standing during the duration of their assigned watch period. Gangway watch standers will respectfully greet all officers, faculty, crew, and guests. ALL bags, backpacks, and packages shall be checked for contraband – no exceptions. In the case where an individual does not consent to search, the Staff Watch Officer (SWO), Deck Watch Officer (DWO), and Midshipman Command Duty Officer (MCDO) shall be notified immediately.
- A high standard of appearance and watch standing shall be maintained by ALL on watch.
- There will be NO consumption of food of any kind on the quarterdeck or at the bottom of the gangway. Water or Gatorade will be provided for gangway watch standers and may be consumed as long as this does not interfere with watch standing duties.

.210 MCDO (IN PORT ONLY)

The Midshipman Command Duty Officer (MCDO) has the overall responsibility for Midshipmen watch standers. The MCDO will make frequent rounds and will always be available to support and assist the watch standers. The MCDO will assist the Staff Watch Officer (SWO) in ensuring the discipline and grooming standards of Midshipmen departing on and returning from liberty; they may also assist the SWO in the performance of their duties in checking personnel on and off the ship, and with checking the bags and backpacks of those returning from liberty.

.220 SECURITY

As a large U.S. government asset, our ship could be targeted for a violent act. The gangway and quarterdeck must ensure security policies are enforced. An overview of the current threat posture (MARSEC Level) as well as instructions to keep safe while on liberty will be

communicated through Port Briefs given prior to arrival at each port. Specifically, the following applies:

- Any suspicious persons who approach the ship or gangway should alert the watchstanders to the possibility of danger. Under no circumstances should the watch be confrontational to the point of possible danger. Be polite, but firm, and above all, make your watch supervisors aware of the situation. It is the responsibility of the SWO, Deck Watch Officer, MCDO, and AMOOD to ensure that reasonable steps are taken to maintain the integrity of the ship in port. When in doubt, contact local authorities immediately.
- During the sea term, ALL bags, backpacks, and any other items WILL be checked prior to ANY individual coming aboard the Vessel. This policy is for everyone's safety and will apply to ALL HANDS – officers, crew, faculty, staff, and students - as well as to ALL VISITORS.
- Visitor passes will be issued to those individuals who either have business to conduct aboard the ship or who have been cleared to come aboard by the Master (for instance, to attend a reception). Visitor passes are ship's property and will be collected when the visitors depart.
- All personnel boarding the ship must possess a Maine Maritime Academy ID or, for visitors, a government-issued picture ID. Those under the age of 16 who do not have a picture ID, but who are accompanied by an individual who does, may come aboard if vouched for by their sponsor.

MISCELLANEOUS INFORMATION FOR ALL MIDSHIPMEN

.010 BICYCLES

Bicycles may be permitted on board. The bicycle stowage area will be dictated by the Chief Mate, and strict compliance is mandatory. Bicycles stowed in unauthorized areas will be confiscated for the length of the sea term. Proper locking equipment must be provided by the owner. Bikes will not be parked or stored in staterooms, passageways, or on outside decks at any time. Bikes will not be allowed ashore in those countries where permission has not been granted. Midshipmen who bring bikes on board for the sea term must assume all liability in case of damage, theft, etc. All bikes will require a front light if used after dark, in addition to any other equipment required by the country visited for use on their roads and in compliance with the host country's laws. All bikes must be removed from the ship immediately after sea term ends. Neither the Academy nor the Ship will be liable for loss or damage to bikes on the ship or ashore.

NOTE: Bicycles must be manually powered only. Electric or internal combustion-powered bicycles, scooters, skateboards, etc. are strictly prohibited.

.020 NAVIGATION BRIDGE AND ENGINE ROOMS

Only watch standers and personnel authorized by the Master shall be on the navigation bridge or bridge wings. Activities associated with the safe navigation of the ship are conducted on the Navigation Bridge and, as such, this area is a restricted, mission-critical area. Any distraction of or interference with the navigational watch will result in disciplinary action up to and including termination or dismissal.

Only watch standers and personnel authorized by the 1st Assistant Engineer shall be in the Engine Rooms, Auxiliary Machinery Rooms, Motor Rooms, or Engine Control Rooms. Activities associated with the safe operations of critical ship systems are conducted in these areas and, as such, these areas are restricted, mission-critical areas. Any distraction of or interference with the engineering watch or alteration of engineering settings, without prior approval and notification, will result in disciplinary action up to and including termination or dismissal. Any non-watch personnel wishing to gain access to any of the aforementioned areas shall check in with the engineer of the watch in the primary Engine Control Room (ECR) prior to proceeding to the desired area.

.030 LIBERTY

Liberty is a privilege and will be treated as such. Midshipmen whose actions bring discredit upon themselves, and whose eligibility for such a privilege is in question, will lose that privilege. All Midshipmen may wear appropriate civilian attire ashore unless specified due to special circumstances or holiday. In certain ports, for specific circumstances, uniform or civilian clothing may be required of ALL Midshipmen as directed by the Commandant. Liberty is ALWAYS at the discretion of the officers in charge of Maintenance, Training, and Utility companies. In working ports, liberty will normally commence at 1600. In liberty ports, liberty will normally commence at or before 1200 and expire at 2200 for under class Midshipmen, 2300 for under class Midshipmen with +1, and 2400 for upper class Midshipmen and non-traditional students. This may be modified if recommended by local civil authorities. Only the Master of the Vessel or the Commandant may authorize such modifications. In accordance with United States Statute: "GOING ASHORE IN FOREIGN PORTS IS PROHIBITED EXCEPT BY PERMISSION OF THE MASTER."

Liberty may commence later, and expire earlier, than the times given above depending on the scheduled departure time of the ship when leaving port and any planned activities aboard the ship for the next day (i.e., stores deliveries, etc.).

Special overnight liberty requests may be granted only for Midshipmen who have IMMEDIATE family members either domiciled in, or visiting, the port of call. Immediate family is considered to be mother, father, sister, brother, wife/husband, or grandparents. Fiancés, girlfriends, or boyfriends do **NOT** qualify as immediate family. Overnight liberty MAY be granted to veteran and non-traditional Midshipmen, on a case-by-case basis, without the immediate family requirement being met.

If overnight liberty is granted, ALL Midshipmen MUST remain in the immediate area such that, in the event of an emergency or unscheduled departure, they can be recalled to the ship. A local address (such as that of a hotel) as well as a phone number MUST be provided prior to the granting of special liberty. Additional information may be required. Even if approved, Midshipmen must complete all sea term requirements, which include watches, maintenance, and training. Local area limits will be determined by the Commandant's Staff on a port-to-port basis. Normally, a 50-mile radius is used as a rule of thumb when the port of call is in the continental United States.

Overnight liberty EXPIRES at 0600.

Special liberty requests MAY also be used to request to depart the ship early, before liberty is sounded, in the event of Midshipmen's participation in a private excursion (i.e., deep-sea fishing, scuba diving, horseback riding, etc.). These requests will NOT automatically be granted. Midshipmen who are considering booking an excursion on their own should discuss their plan with the Commandant's Staff BEFORE making a financial commitment for which they may not be refunded. Liberty requests of this nature should be used ONLY AS A LAST RESORT. Every attempt should be made to book private excursions AFTER 1200 on in-port days.

All Midshipmen going on liberty are subject to personnel inspection by members of the Commandant's Staff and the quarterdeck watch. The watch/SWO/Commandant's Staff may refuse liberty to any Midshipman who does not meet personal grooming standards as defined in the Regimental Manual (i.e., shave) or who is not in a liberty status. Liberty will be refused to anyone not wearing appropriate attire. In addition, all packages, bags, backpacks, etc., will be inspected when Midshipmen return from liberty.

Liberty will not commence until a walkthrough of the berthing area and common areas has been performed, and conditions are found to be satisfactory.

Midshipmen who are placed in a "no duty" status for medical reasons will have their liberty secured until released from the "no duty" status by the Medical Officer.

Those Midshipmen who have a +1, and who are late returning from liberty, will have the +1 revoked indefinitely.

Uniforms, including the Relaxed Uniform, will be worn at all times on board unless immediately leaving or returning from liberty. Midshipmen who return from liberty to the ship for the evening meal must eat in uniform, then change back into civilian clothes if going back out on liberty.

.040 DISCIPLINE SYSTEM

While on the training sea term, Midshipmen discipline for routine infractions will be administered by the Commandant's Staff in accordance with the Regimental Manual. However, sanctions will be sea term-related whenever possible.

Major infractions, including, but not limited to, violations of Title IX, EMBARC, drug and alcohol, bullying, hazing, fighting, or other major shipboard safety polices, as outlined in the STATE OF MAINE Safety Management Manual, will be adjudicated by the Master of the Vessel.

For all major infractions occurring or brought to light while the ship is in port, an expedited hearing (Class I hearing) shall be convened as soon as practicable, prior to the ship's departure from port. A panel comprised of Regimental staff and student leaders from all embarked institutions will be assembled to advise the Master on a course of action. If the cadet charged is a student enrolled at another maritime academy, Regimental staff from that academy will also be part of the assembled panel.

This expedited hearing will determine if immediate removal of the accused from the Vessel is warranted for the safety of all parties involved. If required, an additional formal disciplinary hearing (Class I Hearing) will follow using established timelines, conducted ashore or via remote communication method (MS Teams, ZOOM, etc.) The formal hearing (non-expedited) will determine final responsibility for the infraction and any additional sanctions or remediation.

The following guidance applies to all Midshipmen, unless designated as only applicable to Maine Maritime Academy Midshipmen (MMAM) or Other Academy Midshipmen (OAM):

- In general, Maine Maritime Academy's demerit system consists of a two (2) digit point system, while the demerit system for another maritime academy may consist of a single (1) digit point system, each with its respective maximum allowable amount of points that can be assigned per demerit issued. Under these circumstances, when issuing a demerit to a cadet from another academy, the demerit point that will apply is that of the first digit only. For example, if a demerit to a Maine Maritime Academy Midshipmen is of 10 points, the conversion to the demerit issued to the cadet from the other academy will be of 1 point.

- MMAM only: Demerits accumulated on sea term will count towards a Midshipman's sea term demerit limit and enrollment demerit limit but will not be counted toward the academic year demerit limit. IF THE MIDSHIPMAN IS ENROLLED IN SUMMER MAINTENANCE, however, demerits accrued during Summer Maintenance will be counted toward the following academic year's demerit limit.
- OAM only: Demerits accumulated on sea term will count towards a Midshipman's current demerit limit for that sea term and career demerit limit.
- MMAM only: Any major infractions on sea term may preclude any 1/C privileges allowed to Midshipmen in their final 1/C semester. All demerits received by 4/C on sea term will be added to the 3/C overall demerit count toward their cadet shipping selection standing.
- MMAM only: The training sea term limit for demerits is 80 for ALL classes. A Disciplinary Review Board (DRB), followed by a Class I hearing, will be held if necessary.
- MMAM only: ALL Midshipmen on sea term are eligible for extra duty, which will be assigned at the rate of one hour for every ten demerits. Extra duty will be completed in port, and ONLY after liberty has been called.
- OAM only: The training sea term limit for demerits is 8 for ALL classes. A Discipline Review Board (DRB), followed by a Class I hearing, will be held if necessary.
- OAM only: ALL Midshipmen on sea term must work off their demerits by restriction in port at a rate of 1 hour per demerit point, and ONLY after liberty has been called.
- "Cinderella liberty" for the purpose of Maine Maritime Academy Summer Sea term is defined as liberty that expires two hours earlier than the normal liberty expiration (extra hours not included). Consequently, Cinderella liberty for under class Midshipmen expires at 2000, and for upper class Midshipmen at 2200.
- "Liberty restriction" is defined as the revocation of normal liberty privileges and restriction to the ship. Midshipmen on restriction are subject to scheduled check-ins at the discretion of the Commandant or their designee.
- Restriction for all classes during the training sea term will be assigned at the rate of one day of liberty restriction for every ten demerits accumulated over 50 points (MMAM only) or 5 points (OAM only). For OAM only, during the restriction provided in this paragraph, the cadet from the other academy must work off, during their day of restriction, any pending demerits at a rate of 1 hour per demerit point that has not yet been worked off.
- Any Midshipmen on the training sea term who return to the ship past the expiration of their liberty will be tested for alcohol under the reasonable cause definition in the STATE OF MAINE Safety Management Manual. Additionally, the following table will dictate the minimum sanctions for returning to the ship past the expiration of liberty.

- MMAM only:

TIME PAST EXPIRATION OF LIBERTY

1-15 Minutes
 16-30 Minutes
 31+ Minutes

PUNISHMENT

1 Cinderella Liberty, 15 demerits, 3 XDs
 1 day liberty restriction, 20 demerits, 4 XDs
 1 additional day liberty restriction for every hour or part of an hour beyond 30 minutes; 10 demerits and 2 XDs for each 10 minutes after the 30-minute timeframe

- OAM only:

TIME PAST EXPIRATION OF LIBERTY

1-15 Minutes
 16-30 Minutes
 31+ Minutes

PUNISHMENT

1 Cinderella Liberty, 1 demerit
 1 day liberty restriction, 2 demerits
 1 additional day liberty restriction for every hour or part of an hour beyond 30 minutes; 1 demerit for each 10 minutes after the 30-minute timeframe

- Any Midshipman who returns to the ship past the expiration of their liberty will be tested for alcohol under the reasonable cause definition in the STATE OF MAINE Safety Management Manual and will, additionally, be charged with a Class I offense, subject to an expedited hearing. If found responsible, the individual may be dismissed from the ship and will be required to repeat the training sea term.
- Midshipmen who do not return on time from Cinderella liberty will be assigned one day of liberty restriction plus one additional Cinderella Liberty and sanctions equivalent to the number of minutes past expiry as listed in the table above.
- Failure to return from a special overnight liberty before 0600 the morning immediately following the expiration of liberty will result in alcohol testing under the reasonable cause definition in the STATE OF MAINE Safety Management Manual and a Class I offense subject to an expedited hearing. If found responsible, the individual may be dismissed from the ship and will be required to repeat the training sea term.
- An individual is not considered to have completed the training sea term, and will not receive a sea term grade, until ALL restrictions and XDs (MMAM only) or demerit work off (OAM only), have been served/worked off (as applicable). Midshipmen who owe restrictions and/or extra duty/work off (MMAM or OAM, respectively) at the end of the

regularly scheduled training sea term will serve their restrictions and extra duty/work-off (MMAM or OAM, respectively), before being released from the training sea term. FOR OAM only – due to other academy provided ground and air transportation scheduled at the end of training sea term, with prior authorization for their academy’s Regimental staff, any pending demerit work-off will be transferred to the next academic semester.

- MMAM only: In addition to the schedule for “late returning from liberty,” above, demerits and XDs will also be included in the sanction. All XDs will be worked off on the Midshipman’s next liberty day, during liberty hours, but prior to the individual commencing their liberty period. A Class III hearing will not be required as the SWO will adjudicate the infraction at the time of the offense. In addition, the Midshipman’s conduct grade will be affected.
- OAM only: In addition to the schedule for “late returning from liberty,” above, demerit(s) will also be included in the sanction. All demerits must be worked off at the Midshipman’s next liberty day, during liberty hours, but prior to the individual commencing their liberty period. A Class III hearing will not be required as the SWO will adjudicate the infraction at the time of the offense.
- MAAM only: Alcohol offenses during the training sea term will constitute a violation of the Maine Maritime Academy’s alcohol policy and will be adjudicated as such during the Regimental hearing process. If found guilty of an alcohol offense, this will be a strike in accordance with the Maine Maritime Academy’s alcohol policy and section 2.2 of the STATE OF MAINE Safety Management Manual.
- OAM only: Alcohol offenses during the training sea term will constitute a violation of that academy’s alcohol policy and will be adjudicated as such during the Class I hearing process. If found guilty of an alcohol offense, this will be a strike in accordance with the section 2.2 of the STATE OF MAINE Safety Management Manual and that academy’s alcohol policy.
- Midshipmen on restriction may not stand watch and are not authorized to leave the ship under any circumstances. Midshipmen on restriction may be subject to working parties as determined by the SWO.
- LIBERTY RISK: Midshipmen on the training sea term are the representatives of the Ship, Maine Maritime Academy or the other maritime academy (as applicable), the Maritime Administration, and, when in a foreign port, the United States. Any Midshipman engaging in conduct unbecoming that puts at risk the image and the reputation of their respective academy, and/or results in action by local authorities, and/or results in complaints by residents of the port, will be deemed a liberty risk. If a Midshipman is designated a liberty risk by the Ship’s Master or the Commandant (or designee), that Midshipman’s liberty will be secured indefinitely.
- Repatriation: Any Midshipman removed from the ship for disciplinary reasons in a foreign country will be charged a \$2,000 repatriation fee. Additionally, both their airfare and the airfare of the chaperone (if one is assigned) will be added to the Midshipman’s

tuition. Finally, the Midshipman will have to repeat the sea term and pay the sea term fee again.

- Any Midshipman removed from the ship for disciplinary reasons will be the subject of a Class I hearing, conducted ashore in person or via remote communication method (MS Teams, ZOOM, etc.) to determine whether the Midshipman will remain enrolled at Maine Maritime Academy or their respective maritime academy, and any additional sanctions.

.050 GAMBLING

Gambling of any nature aboard the ship, by anyone embarked – whether crew, faculty, staff, or students – is **prohibited**. A bet which involves no money or promise of exchange of anything of value is permitted, but any activity in which money or anything of value is meant to be exchanged is forbidden.

.060 MEDICAL DEPARTMENT

The Medical Department typically consists of a doctor, nurse, and cadet medical officer. Outside assistance such as paramedics or other hospital facilities will be utilized as required.

When the medical staff is ashore on liberty during sea term, mobile phone numbers will be posted on the sickbay door. Sickbay hours are also posted on the sickbay door and are normally:

At Sea 0700-1000
 1500-1730

In Port 0700-1100 (or up to the time liberty is sounded, if that occurs prior to 1100)

ALL HANDS are required to have a medical insurance card with them on sea term. Depending on the country where the ship is berthed, medical insurance will be used as the primary payment for any injuries/illnesses incurred while on sea term. In some foreign ports, medical insurance cards may not be accepted by the provider of the service. If that is the case, an alternative payment method needs to be available.

All Midshipmen are required to have a valid USCG Medical Certificate (STCW Expiry) on file with the medical staff. Medical records or appropriate current/past medical conditions should be made available/known to shipboard medical personnel at the commencement of the sea term. Additionally, all personnel with prescribed medications should make sure to bring enough with them so that refills are not necessary while on sea term. It's advisable to ask your pharmacy for a vacation refill that will cover the length of the sea term. It may be difficult or impossible to obtain refills of prescribed medication, especially in foreign ports.

.070 MESS DECK AND MEAL SERVICE

The Sea-term uniform (khaki pants and polo shirt) is the only acceptable attire on the mess deck. with the following exceptions:

Exception 1: CLEAN work uniform may be worn for the evening meal for those watch standers who have been relieved for their meal (1600-2000 watch). The three tables in the cadet mess closest to the scullery are designated as "Watch Mess" tables and may only be used by those who have been relieved for the evening meal.

Exception 2: CLEAN work uniforms may be worn by watch standers who are coming off watch for the morning meal (04-08). The three tables in the cadet mess closest to the scullery are designated as "Watch Mess" tables.

Exception 3: CLEAN work uniforms may be worn by watch standers who are assuming the 00-04 watch and are eating prior to their watch. Watch standers coming off watch at midnight (20-24) may also eat in clean work uniform after being relieved. The three tables in the cadet mess closest to the scullery are designated as "Watch Mess" tables.

Civilian attire is not authorized on the mess deck for Midshipmen at any time.

At sea, breakfast is served for all Midshipmen from 0600-0700. Only those who are coming off watch may eat after morning quarters.

At sea, lunch times are:

1100 – Training Company

1115 – Maintenance Company

1130 – Relieve the watch, Maintenance Company

1200 – All others

Dinner is served for staff and upper class Midshipmen at 1700 and for under class Midshipmen at 1730. In port, dinner service ceases at 1800; at sea, the evening meal is served until 1830.

A watch stander-only midnight meal will be served from 2300-0030. If you are not in the oncoming or outgoing watch group, you are not allowed on the mess deck at this time.

ALWAYS remove your cover/cap/hat upon, entering the mess decks. No headgear/cover/cap/hat or hearing protection shall be placed on tables.

Midshipmen must never appear on the mess deck out of uniform, including in port. The relaxed uniform may be worn for meals eaten aboard in port when the crew/faculty/staff/student is not a member of the watch company.

Faculty, crew, and staff who are not part of the Commandant's Department may wear appropriate civilian attire on the mess deck. Tank tops, athletic gear, pajamas, flip-flops, or any open-toed or high-heeled footwear is NOT considered appropriate civilian attire. Sodexo personnel will wear their approved leisure uniform or working uniform.

.080 PHYSICAL SECURITY

The Vessel's physical security is the responsibility of all hands aboard. As such, it is incumbent on all personnel to identify and communicate all safety or security threats. Any hazard or security threat shall be communicated to the watch immediately. The person(s) identifying the hazard or security threat shall remain in the area until the appropriate personnel arrive to further assess or rectify the issue.

.090 RESTRICTED AREAS

For reasons of safety, security required by federal law, or privacy, certain areas of the ship are off limits. Only authorized personnel are permitted on the navigation bridge or in engine spaces. Authorized individuals include watchstanders, ship's officers, ship's personnel on official business, and others on the specific invitation of the Master, Chief Engineer, or Watch Officer.

Lifeboats and Fast Rescue boats are OFF LIMITS unless there is an emergency or Midshipmen are engaged in supervised maintenance or training.

All ladderways, stair towers, and passageways will be kept clear at all times.

Masts, outside antennas, radar platforms, etc. are OFF LIMITS unless Midshipmen are engaged in supervised maintenance or training.

Berthing areas and staterooms are OFF LIMITS to visitors in port during the training sea term. These areas are living spaces for Midshipmen, and members of the Watch will be sleeping and are not to be disturbed.

.100 SANITATION INSPECTIONS

A rotating portion of Midshipmen rooms/berthing areas and heads will be inspected DAILY by members of Midshipmen leadership, ship's officers, and Regimental staff to ensure that hygiene and cleanliness standards are met. Every effort will be made to inspect the rooms assigned to those personnel not currently in the watch company. Midshipmen staterooms shall be secured for sea at all times. This is a safety item and is non-negotiable. Stateroom sections and large berthing areas to be inspected will be announced at least 24 hours in advance.

Inspection requirements are as follows:

- Racks will be neatly made. Extra blankets, sleeping bags, etc. will be folded neatly at the end of the rack. At NO time will any personnel sleep on just the mattress. Racks will be made with sheets and blankets. Anything left on the rack will be neatly placed. No gear will be stowed blocking emergency escapes. Any gear authorized to be stowed on top of lockers will be secured. All personal gear is to be neatly stored.
- Decks, bulkheads, and overheads will be free of dirt, greasy substances, dust, or any other form of debris.
- Wall lockers, dresser drawers, and other storage containers will be closed and/or neatly stowed and secured.
- Any items normally left exposed (i.e., footwear, clothing, life jackets, immersion suits, etc.) will be neatly stowed in a proper manner and will not create a tripping hazard or block an exit. EEBD storage brackets shall not be obstructed or used to hang clothing, towels, etc. This is a safety hazard and will not be tolerated.
- PFDs and Survival suits shall be stowed in their designated cubbies and will be accessible at all times.
- Sinks, toilets, and showers will be kept clean and free of residue (soap scum). Mirrors, soap dishes, toothbrush holders, and other related bathroom fixtures will be kept clean and sanitized. Shower curtains must be kept free of mildew. ONLY approved cleaners from the ship's supply are to be used.
- All trash and recycling receptacles will be emptied into appropriate waste streams prior to the inspection and will remain empty until after the inspection.
- Bulkheads, overheads, inside lockers, and all fixtures will be free of graffiti.
- Any damage to bathroom fixtures, furnishings, lighting fixtures, etc. will be noted and a repair plan will be initiated. If damage is deemed to be beyond what is expected from reasonable wear and tear, all occupants of the berthing space will be charged with a class I or class II offence (based on the severity of the damage).
- Any displayed pictorial matter (photographs, drawings, flags, posters, etc.) must be in good taste. The opinion of the inspector is final.

- Any/all Midshipmen whose stateroom/berthing area fails to pass inspection for any reason(s) will be charged with the Class III offense of failing inspection. A re-inspection will be held at the discretion of the inspecting officer(s). Liberty will be suspended for all occupants until the standards are met.

.110 SANITATION INSPECTION PROCEDURES

- Inspect the space and note any discrepancies.
- Ensure all stateroom/berthing areas have a copy of the Stateroom/Berthing Inspection Sheet placed on the inside of each door. This will assist Midshipmen in knowing and understanding what the expected standards of cleanliness are.
- Verify that the inspection log sheet for the assigned space is present and has not been altered or previously filled out for that day's inspection.
- Identify problem areas. Add comments regarding specific observations. Note whether the infraction is limited to one occupant or all occupants. Heads are the responsibility of all occupants.
- For both satisfactory and unsatisfactory inspections, the inspector must write his or her name in the "Inspector" box.

.120 ELECTRICAL APPLIANCES

The following electrical appliances are authorized: Fans, laptops, compact stereo, gaming console and small monitor. All appliances must be secured for sea at all times. Remember, your stateroom or large berthing area is a shared space. Your appliances or gear shall not occupy more space than is fair to your roommates. Hair dryers and curling irons are authorized but must bear the UL label.

The following electrical appliances are **NEVER** authorized in any stateroom or berthing area. This is not an all-inclusive list. If you are considering bringing an appliance aboard for use, check with the Engineering crew to make sure it will be permitted:

- Refrigerators
- Microwaves
- Hot plates
- Electric kettles
- Coffee makers
- Popcorn makers
- Space heaters

.130 REGIMENTAL OFFICE

The Ship's Office is open continuously from 0600-2000 at sea, and from 0600-2400 in port.

Midshipmen needing to use the Ship's Office to make copies, check out recreational gear, or conduct other business must be in the full, proper uniform of the day and be within grooming standards. Conduct should be courteous at all times, as the Ship's Office provides services for crew, faculty, and staff in addition to Midshipmen.

PT gear, sunning attire, etc. will not be worn into the ship's office except to check out recreational equipment (fishing gear, board games, etc.). Recreational equipment may be checked out by members of the watch company when not physically standing watch. All others must wait until after afternoon cleaning stations. Recreational equipment is to be returned promptly.

.140 SUNNING

Excessive sun exposure can lead to illness, dehydration, and eventually, skin cancer. Sunscreen is available and should be used whenever extended sun exposure is likely. During the workday (0800 -1600), sunning is not allowed except during lunch break or for watch company personnel who are not currently on watch.

Midshipmen who allow themselves to sunburn to the point that they are unable to carry out their duties will be charged appropriately. Additionally, a Midshipman who is found unfit for duty by the Medical Department because of sunburn, or because of their own misconduct, will be restricted to the Ship until medically cleared. All training, maintenance, and watches missed will be required to be made up to meet sea term grade requirements.

.150 TIME CHANGES

Time changes are announced well in advance via the POD, as well as noted in signs posted about the ship, and will also be highlighted in the Master's night orders.

Clocks will be **ADVANCED** in the following manner:

1800 – move to 1820

2200 – move to 2220

0000 – move to 0020

Clocks will be **RETARDED** in the following manner:

1820 – move to 1800
2220 – move to 2200
0020 – move to 0000

Procedures for watch relief when clocks are retarded or advanced:

When Retarding clocks – Traveling West

Watches will begin the shift on the afternoon prior to the time change:

16-20 relieve at 1550 – 20 minutes later than normal
20-24 relieve at 2010 – 40 minutes later than normal
00-04 relieve at 0030 – 1 hour later than normal
At 0101, retard ship's clocks to 0001 to observe new time zone

When advancing Clocks – Traveling East

Watches will begin the shift on the afternoon prior to the time change:

16-20 relieve at 1510 – 20 minutes earlier than normal
20-24 relieve at 1850 – 40 minutes earlier than normal
00-04 relieve at 2230 – 1 hour earlier than normal
At 0001, advance ship's clocks to 0101 to observe new time zone

.160 UNIFORMS

Proper name tags will be worn with all khaki/Salt and Pepper uniforms. MMAM only: Chambray shirts will be stenciled with last name only. MMAM only: Coveralls (Boilersuits) shall be the authorized brand and style consistent with MMA uniform standards and will have serviceable reflective patches on the shoulders, arms and legs. OAM only: Coveralls (Boilersuits) shall be the authorized brand and style consistent with the other academy's standards and may have serviceable reflective patches on the shoulders, arms and legs. Boiler suits will have the appropriate color nametape affixed. **NO NICKNAMES OR GRAFFITI ARE PERMITTED ON CHAMBRAY SHIRTS OR BOILER SUITS (as applicable).**

Sleeves on work shirts or boilersuits shall be rolled down and fastened at the cuff at all times. This is a safety issue.

When wearing the relaxed uniform, the polo shirt or sea term T-shirt will be tucked in. MMAM only: A regulation khaki web belt and buckle will be worn on the khaki trousers or shorts. OAM only: A regulation black web belt and buckle will be worn on the khaki trousers or shorts.

Upper class Midshipmen may place either an anchor or a prop collar device on the bill of their sea term cap. This is an upper-class privilege.

The wearing of mustaches is authorized ONLY for upper class and non-traditional Midshipmen. Mustaches will be worn in accordance with the personal grooming standards found in the Regimental Manual. Mustaches for upper class Midshipmen cannot be grown until the sea term begins.

The working uniform (blue Scandia boiler suit or coverall/boiler suit, as authorized by the cadet's academy) or work blues may be worn when engaged in dirty work, maintenance, utility work, watches, and those other times when expressly authorized by the Commandant. When wearing the working uniform, the blue chambray shirt may be removed in rare circumstances if authorized by the work party leader. A plain (no lettering or design), 100% cotton navy blue crewneck T-shirt (with sleeves) is required to be worn under the chambray shirt **AT ALL TIMES**. When work is completed, the chambray shirt must be put back on, buttoned, and tucked in with sleeves rolled down and fastened at the cuff. **NO** shirt is authorized to be worn unbuttoned and/or untucked at any time. No working uniform is to be worn that is ripped, torn, or in an unsatisfactory condition, nor will any shirt or working uniform have any graffiti on it. The working/maintenance uniform **MUST BE 100% COTTON**. There is no exception to this rule. The working uniform WILL NOT be worn by Midshipmen in any of the following areas:

- Ship's mess during meals (notwithstanding previously stated exceptions).
- Navigation Bridge (unless on a work detail).
- Quarterdeck in port.

MMAM only: The navy blue Scandia boiler suit (working uniform) may be worn by all Midshipmen. The work blues uniform is being phased out and may only be worn by the upper class Midshipmen who were originally issued this uniform as first year students. Boiler suits with company logos (i.e., those students may have received on Cadet Shipping) are not authorized and may not be worn. Only the MMA-issued Scandia boiler suit may be worn. The navy blue, 100% cotton, crewneck t-shirt, with sleeves, will be worn under the boiler suit **AT ALL TIMES**.

OAM only: The long-sleeved navy-blue coverall or boiler suit (working uniform) may be worn by all Midshipmen. The white, 100% cotton, crewneck t-shirt, with sleeves, will be worn under the boiler suit **AT ALL TIMES**.

NOTE: For the crew, faculty, and staff, the wearing of work uniforms in the officer or crew mess is discouraged. In all cases, courtesy demands that whatever the uniform, it must be clean and neat.

When working or standing watches in the engine room, boiler suits and/or maintenance uniforms are required to be 100% cotton; ALL engine watches will be stood in either the boiler suit or the maintenance uniform. Safety eye wear, worn appropriately, is part of the uniform and shall be worn at all times while engaged in ship's work and at all times while in machinery spaces. Ship's work includes, but is not limited to, deck and engine maintenance tasks, using cleaning products, cleaning dishes in the scullery, operating food waste disposal equipment, sorting waste streams, any activities where dust, chips or shavings are produced in the vicinity.

When in port, the uniform for the MCDO and AMOOD will be the uniform of the day as promulgated in the POD. All other watches will be in the appropriate uniform for the watch.

When on ship's security watch (gangway watch), Hi-Viz reflective vests will be worn.

Inside the ship, covers are optional, except for the Bridge, engine room, and when in a duty status for which a cover is required. When underway and topside, covers are optional EXCEPT for quarters, deck parade, and during drills. Covers are NEVER worn on the mess decks at any time, except by those working food service tasks during meal times.

When in port and outside the ship's house, covers will be worn at all times during working hours prior to liberty being sounded.

The use of hard hats by Midshipmen is mandatory when involved in example work activities listed below. The wearing of hard hats is MANDATORY whenever identified as required by a Job Hazard Analysis (JHA) for a certain task. Hard hats are not to be worn as a substitute for the specified uniform cover when not engaged in work or watch details.

Loading stores	Using engine room hoists / Gantries
Cargo operations	Working below other personnel
Deployment of Accommodation or Pilot ladder	Performing tasks in the bilge
Line Handling	Utilizing chain hoists, come-alongs, etc.
Anchor handling	Enclosed space entry
Performing maintenance on lifeboats or FRC	Launching Lifeboats or FRC
Forklift operations	Any crane operation

Athletic attire may only be worn when transiting to / from ship's gymnasium or exterior areas. Shirts and closed-toed shoes will be worn with athletic gear AND sunning attire AT ALL TIMES when inside the ship.

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

- No maintenance or work clothing. No oil, bleach, or paint-covered clothing.
- Torn or ripped clothing is not authorized for wear AT ANY TIME. This includes clothing that was purchased pre-ripped/torn, jeans, tank tops, etc.
- Rubber flip-flops, sandals, shower shoes, etc. are not authorized for wear. Crocs or conservative sandals may be authorized for wear with civilian attire if going on liberty, but open-toed shoes will not be worn about the ship. A "shoe box" will be in place at the bottom of the gangway in which to deposit athletic shoes/boots when departing the ship for liberty; conservative sandals or other footwear may be retrieved from your backpack and put on at the bottom of the gangway.
- Shorts and t-shirts may be worn on liberty depending on local rules, regulations, and host country cultural customs.

- Midshipmen may wear the following Regimental articles of clothing with civilian clothing:

Khaki trousers/slacks/skirt/shorts	Academy/sea term ball cap
Necktie	Socks
Sweater	3-in-1 coat
Polo shirt	Gloves
Web belt with buckle	Watch cap
Bates/boots	Sweatshirt
Raincoat	Peacoat (without shoulder boards)

- Personnel MUST meet personal grooming standards and be wearing appropriate attire, including footwear, in order to depart the ship on liberty. The decision of the SWO, MCDO, Deck Watch Officer, or AMOOD as to what constitutes appropriate attire is FINAL.
- All hands will be properly clothed when embarking and disembarking the ship.

NOTE: The wearing or displaying of clothing, jewelry, tattoos, etc., advocating violence, racism, the use of drugs or alcohol; or displaying provocative gestures, pictures, or sayings; is PROHIBITED.

.170 VEHICLES

No motorized vehicles are to be brought on sea term. Midshipmen who rent/lease vehicles (i.e., cars, bicycles, etc.) must assume ALL liabilities in case of damage, theft, etc. Midshipmen who are determined to be operating ANY vehicle (including borrowed, rented, leased, or purchased bicycles, boats, and cars) while under the influence of alcohol will have their liberty immediately secured, will be charged with a Class I violation and will be subject to an expedited hearing to determine dismissal from the ship.

NOTE: Due to safety concerns for all personnel, mopeds/motorcycles/scooters/quads or similar vehicles are not authorized for Midshipmen to rent, ride, purchase, lease, borrow, etc. while on the training sea term. Those who violate this policy will face disciplinary action.

.180 WAGES (MMAM only)

Various work details performed by Midshipmen while on sea term may be authorized for pay. These functions include, but may not be limited to, working during port receptions working in the Ship's Store and Café, working in the ship's library, the IT help desk, etc. Administration of this program will be through Sodexo or through the Regimental staff as appropriate. It will be the Chief Steward's responsibility to monitor work performed and the hours each student works per week. No Midshipman may work more than 20 hours per week, and work will be fairly apportioned between upper class and under class Midshipmen depending on interest. Midshipmen who elect to work in either the galley or the ship's store during sea term must be pre-registered with MMA's HR and have signed up for direct deposit.

.190 MOBILE PHONES/ELECTRONIC DEVICES

The use of electronic devices such as earbuds is prohibited in all passageways, on the Bridge, while on watch, on duty, at quarters, during drills, classes, or while conducting official business. Within approved areas, Midshipmen may use mobile phones/portable music players/IPODs/MP3 players while in uniform, while studying or completing personal work. In approved areas, the volume of the electronic device must not be loud enough to be heard by other crew members in the area.

Mobile phones may NOT be used while on watch, on duty, at quarters, during drills, during classes, while walking in passageways / decks, or while conducting official business. Personnel should check with their service provider prior to departure on the sea term to ensure that additional costs for roaming are not incurred when on the training sea term, especially when traveling out of the country.

.200 CHEMICAL INTOXICATION POLICY

The STATE OF MAINE is part of a federally mandated drug and alcohol policy as put forth by 33 CFR Part 95 and 46 CFR Part 4. As such, ALL PERSONS ABOARD are subject to alcohol and drug testing as outlined in applicable references, specifically STATE OF MAINE Safety Management System Manual, Section 2.2, “Drug and Alcohol Policy”.

It is important to remember that these policies cover employees and students of Maine Maritime Academy whether they are embarked aboard the STATE OF MAINE or another Academy’s training ship. Equally, these policies apply to faculty, staff, and students sailing aboard STATE OF MAINE from other Maritime Academies.

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

Per section 2.2 of the STATE OF MAINE Safety Management Manual, all personnel aboard, whether crew members, faculty, staff, or students (Maine Maritime Academy Students or those sailing aboard the STATE OF MAINE from another Maritime Academy):

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

Alcoholic beverages are strictly prohibited aboard the STATE OF MAINE except when associated with special ship and Academy functions such as alumni receptions and when otherwise approved by the Master. This prohibition includes private consumption, storage, transportation, or other involvement with liquor, beer, or wine. Possession of alcohol containers aboard as souvenirs (i.e., mugs and glasses from pubs; empty bottles or cans; etc.) is also prohibited.

ALL PERSONS – crew, faculty, staff, and students, whether affiliated with Maine Maritime Academy or another Maritime Academy sailing aboard STATE OF MAINE – on board are

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

Impaired Motor Function	Slurred or Incoherent Speech
Unsteady Gait	Decreased Level of Consciousness
Abnormal Behavior (Belligerent or Unruly)	Nausea/Vomiting
Presence of odor(s) suggesting chemical use	Glassy or Bloodshot Eyes
Pinpointed or Dilated Pupils	Excessive Nervousness/Paranoia
Excessive Sweating or Shaking	Lethargy

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

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

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

ANY PERSONS JUDGED TO BE INTOXICATED WILL BE SUBJECT TO THE FOLLOWING SANCTIONS:

- The individual will be relieved of all duties until they are determined, by the Ship's Medical Officer, to be fit for duty. For Midshipmen, ANY watch, maintenance, training, or utility time lost because of intoxication or recovery from intoxication will be considered lost sea term time and may result in being dismissed and academically withdrawn from the sea term.
- Personnel shall face administrative and/or Regimental disciplinary action as deemed appropriate by the Master. This may include termination of training sea term employment, or dismissal from the training sea term. Personnel who are terminated or dismissed will be placed ashore at the earliest convenience.
- Personnel found in violation of this policy will be restricted to the ship for the safety of themselves and others. Midshipmen will be declared a Liberty Risk and the Liberty Risk procedures outlined above will apply.
- For Midshipmen, all alcohol violations will result in a Class I Disciplinary Hearing. Those found responsible will be charged with an Alcohol Offense in accordance with the Student Handbook. Any Alcohol Offense occurring during the Training Sea term will count toward the Academy's three-strike policy that may result in a student's dismissal from the Academy.

.210 ALCOHOL TESTING POLICY ABOARD THE STATE OF MAINE

Procedures – Random and Probable Cause Alcohol Testing

The following policy and procedures will be in effect during all annual training sea terms:

- On in-port days during the training sea term, a SWO will utilize a randomized program to select a certain number of names for random alcohol testing from the database, excluding the day's watch company. All breathalyzer units will be calibrated per the manufacturer's instructions.

NOTE: ALL midshipmen/cadets assigned to WATCH company will be restricted to the ship for the entire 24-hour period that their company is on watch and are, therefore, excluded from the pool for random testing. However, if alcohol usage is suspected by any member of the watch company or if a member of the watch company violates liberty restrictions, they will be tested immediately. Any positive test will result in disciplinary action up to and including dismissal from the sea term.

- Responsibility for notification of designated personnel is as follows:

- A. The SWO will notify Midshipmen upon their return to the ship, normally toward the expiration of their liberty. Midshipmen returning from liberty prior to the SWO, assuming the quarterdeck duty may be located and tested.
 - B. Midshipmen who are tested, and then want to go back out on liberty, will be subject to another test at the expiration of their liberty.
- Testing:
 - A. All persons whose names appear on the random list on the designated port day must, upon notification from the SWO, report directly to the Ship's Office and remain there until the test is complete. Once the individual is notified, they will either be escorted by the SWO, or a member of the quarterdeck watch to the Ship's Office. At no time will the individual be left unattended.
 - B. The test will be administered in compliance with this instruction and the most current sea term alcohol policy, as well as the breathalyzer instruction manual.
- Procedures:
 - A. **RANDOM TESTING:**
 1. STATE OF MAINE breathalyzer test sheet for testing personnel will be filled out by the individual being tested, and this shall be kept as a matter of record.
 2. The SWO shall ensure that the individual has not taken anything by mouth in the 20 minutes prior to administering the test. If the individual states that they have consumed anything, including water, chewing gum, brushing their teeth, etc., then a 20-minute period must elapse from that point until the test is administered to ensure an accurate reading.
 3. Only one test will be administered on the breathalyzer. If an individual cannot perform the test due to their level of intoxication, then that individual has failed the test, and no further testing is required.
 4. The SWO will annotate in the SWO log EACH TEST ADMINISTERED and the BAC level that was displayed on the breathalyzer for each individual tested. Test records will be maintained per the record retention policy. The SWO will be responsible for generating the Class I Major Infraction report as appropriate (see section 2.2 of the STATE OF MAINE Safety Management Manual).
 5. Individuals who exceed BAC limits will be restricted to the ship until an expedited or full hearing is conducted and the sanctions resulting from that hearing (if any), have been imposed.

B. REASONABLE CAUSE:

1. The SWO will, upon noticing that the individual displays signs of intoxication, escort that individual to the Ship's Office.
2. The individual to be tested will not be left alone until they have been administered a breathalyzer test.

C. POST-INCIDENT:

1. The procedures covered in the random alcohol testing instructions will be adhered to. If medical care is administered to the individual, that information will also be entered into the SWO logbook. A written report from the Medical Department will be required for inclusion in all Class I hearings.
2. Any post-incidents ashore, if involving a crewmember or a member of faculty or staff, will be handled in accordance with USCG regulations.

- Results:

- A. Circumstances under which a Midshipman or a member of the crew, faculty, or staff is considered to have failed to pass their alcohol test are as follows:
 1. The Midshipman or employee refuses to be tested.
 2. The Midshipman or employee fails to immediately report as directed to be tested or leaves the testing area before being tested.
 3. The Midshipman or employee has exceeded BAC limits as outlined in the STATE OF MAINE Safety Management Manual Section 2.2.
 4. The Midshipman or employee consumes any substance(s) that would alter the outcome of digital reading on the breathalyzer.
 5. A Midshipman/employee attempting to alter their test result will carry the consequence of severe disciplinary action, to include potential dismissal from the sea term and/or the Academy, or, in the case of an employee, termination of employment.
- B. In the case of a Midshipman who fails to pass:
 1. The SWO will notify the Master and the Commandant (or their designee) no later than 0600 the morning following the failed test. In the case of severe impairment or BAC levels exceeding 0.1, the Master shall be notified immediately.
 2. The SWO will record the test results on the Intoxilyzer Test Form and log the date and time in the SWO logbook.

3. The SWO will charge the Midshipman with a Class I for violating the sea term alcohol policy and will ensure that safeguards have been put in place necessary to ensure that the student will not participate in those activities, or perform those duties, that will affect the safe navigation of the ship, or the safe operation of any shipboard equipment. The Midshipman's respective Company Officer will have the Midshipman sign their Class I Infraction Report the morning after the incident. Further, the Midshipman will be restricted to the ship until the expedited hearing has been adjudicated. Additional restrictions may be imposed on the Midshipman's liberty as a part of any sanctions resulting from the expedited hearing. A positive test may result in additional disciplinary action, up to and including dismissal from sea term. Any alcohol offense involving Midshipmen will be used in conjunction with the Academy's alcohol policy and will be considered as part of the Academy's three-strike policy as it pertains to alcohol violations.
4. The Commandant (or designee), following the expedited hearing, will send a letter to the following personnel on campus informing them of the Midshipman's intoxication violation.

MMAM only:

President, Maine Maritime Academy	Registrar
Dean of Students	Director of Counseling Services
Director of Residential Life	Midshipman's Electronic File
Provost	

OAM only:

President, Maine Maritime Academy
 Superintendent, other maritime academy
 Dean of Students, other maritime academy
 Director of Counseling Services, other maritime academy
 Director of Residential Life, other maritime academy
 Midshipman's cadet file

5. When a Midshipman is dismissed due to an alcohol offense on sea term, or when the positive test result is the Midshipman's third strike, all sanctions from the MMA Student Handbook will apply.
6. If a Midshipman is dismissed from sea term (sent home) as a result of testing positive on the alcohol test, the Midshipman is responsible for **ALL COSTS INCURRED** for transportation from the ship to the Midshipman's home of record, including the Repatriation Fee if applicable. If, in the opinion of the Master, a chaperone is required to escort the Midshipman,

the Midshipman will also be responsible for the costs of the chaperone's travel. Additionally, if the Midshipman must repeat sea term, the Midshipman is responsible for paying additional sea term fee(s).

.220 NARCOTICS/ILLEGAL DRUGS

Midshipmen, crew, faculty, staff, administrators, and guests are required, to adhere to Federal regulations, state laws, and laws of foreign countries, as well as to Maine Maritime Academy regulations regarding the use of alcohol and drugs while in a sea term/deployment status. Further information regarding narcotics/illegal drug use during spring/summer sea term may be found in the STATE OF MAINE Safety Management Manual in Section 2.2, Drug and Alcohol Policy.

The introduction, possession, or use of narcotic/drugs aboard is prohibited except as issued by prescription as approved by the Ship's Medical Department. Any illegal use of prescription drugs is also a violation of this policy. NOTE: Any person(s) who are prescribed medications are required to notify the Medical Department of said prescription(s). Over-the-counter drugs must be taken in accordance with the directions on the container label.

The possible consequences of narcotic/illegal drug violations by any person aboard during the sea term may be predicted with a reasonable degree of accuracy in either of the two following situations:

- **Aboard Ship:**
 - A. Narcotic/illegal drug violations are a Class I offense of the most serious nature, which will result in the immediate removal of the individual from the ship and either suspension or dismissal from the Academy.
 - B. Federal law provides that ANY person who is convicted of a violation of the narcotic/illegal drug laws of the United States may be denied a seaman's document, or, if this document has been issued, the seaman's document may be revoked.
 - C. Any person on board involved in a vessel casualty, injury, or who is suspected by reasonable doubt of drug use/abuse of prescription or over-the-counter medication, shall be subject to testing for the presence of drugs at the Master's direction.
 - D. Any non-cadets who violate this policy will have their training sea term employment terminated.

- **In the territory of a foreign country:**

- A. Any person from the STATE OF MAINE who goes ashore in a country that is not their country of citizenship or legal residence will be considered by that country to be a foreign national and is, as such, subject to the laws, customs, and penalties of that country.