

Prepared By
COMMANDANT'S DEPARTMENT

DATE: April 11, 2007

SUBMITTED BY: _____
JEFF LOUSTAUNAU, CAPTAIN, USNR
VICE PRESIDENT OF ENROLLMENT MANAGEMENT
COMMANDANT OF MIDSHIPMEN

LAURENCE V. WADE, CAPTAIN, USMS
MASTER, T/S STATE OF MAINE

APPROVED: _____
LEONARD H. TYLER, ADMIRAL, USMS
PRESIDENT, MAINE MARITIME ACADEMY

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

CRUISE MANUAL
TABLE OF CONTENTS

SECTION I

	GENERAL CRUISE INFORMATION	<u>PAGE</u>
A.	Mission of Maine Maritime Academy Training Cruise & Cruise Policy...	I-1
B.	Communications with Training Ship During Cruise.....	I-2
C.	Alcoholic Beverages.....	I-3
D.	Chemical Intoxication Policy	I-5
E.	Narcotics/Illegal Drugs.....	I-6
F.	Smoking Policy.....	I-7
G.	Officer/Crew/Midshipmen Relationships.....	I-7
H.	Hazing.....	I-8
I.	Sexual Harassment.....	I-9
J.	Accident and Injuries.....	I-9

SECTION II

	GENERAL INSTRUCTIONS	
A.	Command Relationships.....	II-1
B.	Port Security	II-1
C.	Regimental Staff Watch Officer Responsibilities.....	II-1
D.	Deck Watch Officer Responsibilities.....	II-2
E.	Midshipman Watch Duties (Deck).....	II-3
	Midshipman Grading Procedures/Watch Duties (Engine)	II-20
F.	Company/Platoon Rotation Procedures.....	II-35
G.	Standard Daily Routine at Sea	II-37
H.	Standard Daily Routine In Port	II-38
I.	Standard Holiday Routine	II-40
J.	Pipes – Ship’s Public Address Announcing System	II-42
K.	Utility Company Instructions/Field Day Procedures	II-44
L.	Garbage Management Plan.....	II-45
M.	Midshipmen Formations.....	II-52
N.	Arrival/Departure - Deck Parade	II-52
O.	General Info. for All Midshipmen Working in Ship’s Dining Room	II-53
P.	Shipboard Laundry Instructions.....	II-54
Q.	Special Instructions for A-MOOD/MCDO.....	II-55

SECTION III

	MISCELLANEOUS INFORMATION FOR ALL MIDSHIPMEN	
A.	Bicycles.....	III-1
B.	Bridge Area.....	III-1
C.	Discipline System.....	III-1
D.	Liberty	III-2
E.	Gambling.....	III-3

TABLE OF CONTENTS PAGE

F.	Mess Deck.....	III-4
G.	Movies.....	III-5
H.	Ceremonial Receptions.....	III-5
I.	Sanitation Inspections	III-6
J.	Ship's Office.....	III-11
K.	Sunning.....	III-11
L.	Uniforms.....	III-11
M.	Vehicles.....	III-14
N.	Wages.....	III-14
O.	Restricted Areas.....	III-15
P.	Physical Security.....	III-15
Q.	Lounges.....	III-15
R.	Time Changes	III-16
S.	Medical Department.....	III-16

SECTION IV

SPECIAL CRUISE INFORMATION AND INSTRUCTIONS

A.	Postal Regulations.....	IV-1
B.	Ship's Emergency Safety Procedures.....	IV-2
C.	Flag Procedures and Courtesies.....	IV-17
D.	Cruise Evaluations.....	IV-20

SECTION V

GENERAL INFORMATION AND LAYOUT OF SHIP'S DECKS.....	V-1
---	-----

SECTION VI

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

A.	Individual Guests in Port.....	VI-1
B.	Instructions for Handling of General Visiting and..... Special Group Visits on Board Ship	VI-1
C.	Receptions and Etiquette.....	VI-4

ANNEXES PROVIDED SEPARATELY

SECTION I

GENERAL CRUISE INFORMATION

- A. MISSION OF MAINE MARITIME ACADEMY TRAINING CRUISE & CRUISE POLICY
- B. COMMUNICATIONS WITH TRAINING SHIP DURING CRUISE
- C. ALCOHOLIC BEVERAGES
- D. CHEMICAL INTOXICATION POLICY
- E. NARCOTICS/ILLEGAL DRUGS
- F. SMOKING POLICY
- G. OFFICER/CREW/MIDSHIPMEN RELATIONSHIPS
- H. HAZING
- I. SEXUAL HARASSMENT
- J. ACCIDENT AND INJURIES

A. MISSION OF MAINE MARITIME ACADEMY TRAINING CRUISE & CRUISE POLICY

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

1. The spring/summer training cruise is scheduled portal to portal. Cruise debarkation is scheduled from the Castine pier. All Midshipmen will be involved in the Castine on-load and off-load. Cruise ends when the off-load is complete and the ship as been secured. This is a requirement independent of sea-day counting and the sequence of port visits, and will be waived only in cases where other training conflicts arise. Midshipmen will plan their debarkation arrangements accordingly.
2. The cruise experience consists of classroom instruction, hands-on instruction (watch and maintenance) and personal adaptability to close social living through self-discipline and shared responsibility (shipboard life). All four facets of this experience must be completed to the satisfaction of the respective officers in charge of those areas before cruise credit will be given. Any and/or all STCW cruise requirements and assessments will be satisfied before a cruise grade will be given.
3. FIRST CLASS (1/C) MIDSHIPMEN - There may be midshipmen who are 1/C, academically, on board to complete their graduation requirements. Such 1/C have not had the Junior Cruise experience and must complete it by meeting the same standards as their classmates who have already graduated. Thus, there will be no special cruise privileges. In addition there will only be two classes recognized on cruise.
4. CADET SHIPPING MIDSHIPMEN - For purposes of this training cruise, Cadet Shipping midshipmen will be considered as upperclassmen and liberty hours may be in accordance with liberty hours established for upper class unless determined otherwise by the Commandant of Midshipmen. They may be rotated through the respective Deck and Engineering Watches at sea and in port, as assistants to the various Upper class Midshipmen Watches, and as promulgated in the daily POD. A licensed officer in the Midshipman's major will be responsible in overseeing the Midshipman's Cadet Shipping progress.
5. NON - UNLIMITED LICENSE MIDSHIPMEN - For purposes of this training cruise, non-unlimited license midshipmen who are participating in their first training cruise will be considered as 4/C midshipmen, and liberty hours will be in accordance with liberty hours established for 4/C. Their training requirements, watch standing duties and responsibilities will be determined prior to cruise. Training may vary from the unlimited license midshipman in accordance with their major. They will however, experience the same cruise experience as other 4/C in area's such as cleaning stations, scullery/mess duty, room inspections, and utility/maintenance, etc.

B. COMMUNICATIONS WITH TRAINING SHIP DURING CRUISE 2007

E-Mail:

Officers, crew, faculty, Staff

- > Via username.tssom@super-hub.com (Primary)
- > Via username@seawave.net (Optional)

Students/Dining Service

- > Via username@seawave.net

(Both services are text only no attachments or photos)

Phone:

Outgoing

- > Via Sat-B (credit card phone)

Located outside 4/C lounge on the 1 deck
Use instructions posted on the phone
(cost could be up to \$3.00 per minute)
- > Via SeaWave (gyro room phone)

Iridium satellite or GSM cell phone
Located in Gyro room off the chart room
Pick up the receiver and listen to instructions
You must be registered for this service
(cost maximum will be \$1.49 per minute) (cheaper if GSM is available)

Incoming

Emergency use only (voice – Fax) from shore

Via Sat-B

Dial international call access numbers (011)
Dial Ocean Satellite Area Code 870
Chart Room Bridge Handset Numbers is: 336894620
Credit card Phone Number is: 336894622
Fax Machine Number is: 336894624
TELEX Number is: (011) + 580 + 336894626

Call Sign: WCAH MMSI # 368946000 (HF/MF)
Sat-C ID # 436894610

IMO # 8835217
Rev. 03/05

C. ALCOHOLIC BEVERAGES

1. Alcoholic beverages are strictly prohibited on board The *T/S STATE OF MAINE* except when associated with special ship and Academy functions as approved by the Ship's Master. This prohibition includes the private consumption, storage, transportation or other involvement with liquor, beer or wine. This includes bringing onboard alcohol containers as souvenirs (i.e., mugs and glasses from pubs). If an individual wants to keep an alcohol container as a souvenir then he/she should mail the empty container from the local post office. Bringing the container on board the ship to mail will not be authorized. Failure to comply with these regulations will be grounds for disciplinary actions. These restrictions apply evenly to staff, faculty, crew, embarked guests and all students.
2. Students who fail to comply with this Academy policy will be placed ashore at the earliest convenience of the Academy, thus withdrawing them from the cruise learning experience.
3. Employees who violate this Academy policy will have their cruise employment terminated and will be placed ashore at the earliest convenience of the Master.
4. TS STATE OF MAINE is part of a Federally mandated random drug and alcohol policy. As such all persons are subject to random testing. The United States Coast Guard has designated .08 BAC (Blood Alcohol Concentration) as the upper limit of being designated intoxicated and as such you are not to be allowed on a vessel regardless of whether or not you are going to bed. A BAC of .08 means you do not come aboard, it is that simple. The United States Coast Guard has also designated .04 as the BAC level where you are not allowed to function aboard as any part of the working crew. Accordingly you are not allowed to be on watch, work maintenance or undertake any other task aboard ship.
5. While onboard a vessel inspected, or subject to inspection, under Chapter 33 of Title 46 United States Code, a crew member (including a licensed individual), pilot, or watch stander not a regular member of the crew:
 - a. Shall not perform or attempt to perform any scheduled duties within eight hours of consuming any alcohol.
 - b. Shall not be intoxicated at any time. According to the CFR Title 33: Navigation and Navigable Waters, § 95.020 Standards for under the influence of alcohol or a dangerous drug, an individual is under the influence of alcohol or a dangerous drug when:
 - (1). The individual is operating a recreational vessel and has a Blood Alcohol Concentration (BAC) level of .08 percent or more, by weight, in their blood;
 - (2). The individual is operating a vessel other than a recreational vessel and has an alcohol concentration of .04 percent by weight or more in their blood; or,
 - (3). The individual is operating any vessel and the effect of the intoxicant(s) consumed by the individual on the person's manner, disposition, speech, muscular movement, general appearance or behavior is apparent by observation.

Furthermore:

- (1) The individual is performing a ship's duty and has an alcohol concentration of .04 percent by weight or more in their body.

- (2) The individual not in a particular duty status but has an alcohol concentration of .08 percent or more in their body
 - c. Shall not consume any intoxicant while on watch or duty; and
 - d. May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated and that the doctor and/or nurse are aware that the individual is in possession of any prescription drugs.
6. Breathalyzer testing is mandated by CFR (Code of Federal Regulations) in all instances of maritime disaster or pollution incidents. **All** persons on board are subject to breathalyzer testing if suspected of being intoxicated or has an accident which causes injury to themselves or others while on liberty.
7. BE AWARE THAT THIS LEVEL IS FAR BELOW THE STATE MANDATED LEVEL FOR INTOXICATION. The state levels mean nothing to us, we are governed by the USCG and actions may be taken against your Merchant Mariner's Document, should a person be found in violation. In other words, your ability to become licensed as a Merchant Marine Officer is in jeopardy.

REMEMBER:

.08 Blood Alcohol Level you are not allowed aboard
.04 Blood Alcohol Level you are not allowed to work

D. CHEMICAL INTOXICATION POLICY

Though other conditions may produce similar signs and/or symptoms, any assigned crewmember or student who displays one or more of the following indications may be considered by the 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, etc. |
| Presence or odor(s) suggesting chemical use | Glassy or Bloodshot eyes |
| Pinpointed or Dilated Pupils | Excessive Nervousness/Paranoia, Lethargy |
| Excessive sweating or shaking | |

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

The following actions are authorized in the case of any individual signed onto the TS STATE OF MAINE who is considered by competent authority to be under the influence of a chemical substance.

- 1. If the competent authority is in doubt as to whether the midshipman is under the influence of a chemical substance as specified in 33 CFR 95.020 a breathalyzer and/or urinalysis test should be administered upon agreement by two (2) officers. This may also assist

D. CHEMICAL INTOXICATION POLICY (Continued)

watch officers in determining the extent of intoxication and level of care required. All of the particulars of the incident and actions taken will be entered in the Staff Watch Officer Log Book.

If a licensed officer or crewmember is found to be under the influence of a chemical substance, all of the particulars of the incident and actions will be entered in the Bridge Log.

If an individual is unable to be administered a breathalyzer and/or urinalysis test due to their intoxicated state, will be considered guilty of exceeding the limits as stated in C 4 and will be dealt with accordingly.

2. Appropriate medical treatment will be rendered as needed. If the midshipman, licensed officer or crewmember is violent or presenting danger to him/herself or others, he/she may be confined to quarters or Sickbay with supervision as determined appropriate.
3. A midshipman or crewmember judged to be intoxicated will:
 - a. Be relieved of all duties until he/she is determined by the Ship's Medical Officer to be fit for duty. For midshipmen: any watch, maintenance, training or utility time lost because of intoxication will be considered lost Cruise time and must be made up.
 - b. Face administrative and regimental disciplinary action as determined appropriate. Midshipmen will be administered modified liberty privileges or cruise termination; crewmembers may also face possible termination or other liberty restrictions. Crewmembers must hold themselves to an even higher standard as they set the example for the midshipmen.
 - c. If the intoxication is a violation of USCG Policy and the violator holds a USCG document, which includes a Merchant Mariner's Document (MMD), the incident will be reported to the USCG.
4. All Midshipmen while on board the TS STATE OF MAINE will, in addition to the cruise Chemical Intoxication Policy, fall under Maine Maritime Academy's (MMA) Alcohol Policy as published within MMA's current Student Handbook. Any infractions of alcohol violations while on cruise/deployment will be considered as an offense under MMA's Alcohol Policy, as per the disciplinary outcomes section. While in a cruise status, a Class I hearing will be convened in lieu of the Unified Alcohol Hearings Board to hear any violations of the Academy/Cruise Alcohol Policy.

E. NARCOTICS/ILLEGAL DRUGS

Students, faculty, staff, administrators and guests are expected to adhere to Federal Regulations, state laws, and laws of foreign countries, as well as the Academy regulations regarding the use of alcohol and drugs while in a cruise/deployment status. All personnel on the TS STATE OF MAINE will be subject to Maine Maritime Academy's Drug Testing Policy and Procedures as well as the cruise policy.

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

E. NARCOTICS/ILLEGAL DRUGS (continued)

1. The introduction of, possession or use of narcotic/illegal drugs on board is prohibited except as issued by prescription from the Ship's Medical Officer. Any illegal use of prescription drugs is also a violation of this policy. Note: Any person(s) taking prescription drugs need to notify the Medical Department of said prescription.

Over the counter drugs need to be taken in accordance with the directions on the container.

2. The possible consequences of narcotic/illegal drug violations by any person onboard during the cruise may be predicted with a reasonable degree of accuracy in these two situations:

- a. Aboard Ship

- (1) The Regulations and Standards for the Regiment of Midshipmen cite narcotic/illegal drug violations as Class I Offenses of the most serious nature, which will result in immediate removal from the training ship and either suspension or dismissal from the Academy.
- (2) Federal law provides that any person who is convicted of a violation of the narcotic/illegal drug laws of the United States may be denied a seaman's document or, if this document has previously been issued, the seaman's document may be revoked (taken away permanently). In the case of a midshipman who is convicted of a narcotic/illegal drug violation, this means that he/she would be ineligible to sit for an original license and any seaman's document previously issued would be revoked.
- (3) Any person on board involved in a vessel casualty, injury or suspected by reasonable doubt of drug abuse, shall be subjected to testing at the Master's or his/her designee's direction.
- (4) Employees who violate this policy will have their cruise employment terminated.

- b. In the territory of a foreign country:

- (1) Each foreign country has sovereignty over all persons with certain exceptions for U.S. diplomatic personnel who are on the soil of that country. This means that foreign nationals (any person from the *T/S STATE OF MAINE* who goes ashore is in this category) are subject to the laws of the foreign country and to the penalties for violation of those laws. The penalties in some instances are much harsher than in the United States.

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

F. TS STATE OF MAINE'S SMOKING POLICY

1. Smoking is prohibited except in designated areas of the ship. Smoking is prohibited everywhere on the ship during fueling operations.
2. The disposing of lighted cigarettes by throwing them over the side from any part of the ship is dangerous and prohibited.
3. When the ship is in port, smoking is prohibited on the dock within 100 feet of the Ship or vicinity of the quarterdeck.
4. Smoking is only permitted on the open deck of 03 level aft (Reception Deck) and Fantail of the Main Deck. Smoking is **not** permitted **anywhere** inside the Ship to include staterooms, offices spaces, and bathing areas.
5. Chewing, Dipping, and the possession of such tobacco products are **prohibited** on board the *T/S STATE OF MAINE*.
6. All cigarette butts need to be put into authorized containers, not thrown on the deck or over the side of the ship.
7. Failure to comply with this smoking policy will be grounds for disciplinary action.

G. OFFICER/CREW/MIDSHIPMEN RELATIONSHIPS

1. The following requirements concerning relationships between officers, crew and midshipmen are established for the Training Cruise.
 - a. Midshipmen are not allowed in officer/crew rooms or lounges except on official business.
 - b. Officers/crew are not authorized in midshipmen rooms or living areas except on official business.
 - c. Officers/crew will not fraternize with midshipmen onboard ship or while on liberty from the ship.
2. Midshipmen are not authorized in the rooms and berthing areas of midshipmen of the opposite sex unless on official business.
 - a. Women midshipmen will not do watch relief wake-ups in the Cadet berthing areas on the 2nd Deck. In those cases when a midshipman is making a wake-up call of a member of the opposite sex who is in a stateroom, he/she will do so by knocking on the door of the room, until acknowledged. The midshipman doing the wake-up call will not enter the room

NOTE: Wake-up calls are only a courtesy, not a requirement. All personnel are responsible for their own wake-ups.
 - b. During formal personnel and berthing/room inspections, all midshipmen unless physically on watch, are to be out of their racks, in the inspection uniform and standing by for the inspection.

G. OFFICER/CREW/MIDSHIPMEN RELATIONSHIPS (continued)

- c. For daily room and sanitation inspections, members of the off-watch (00-04/12-16 & 04-08/16-20), who are asleep will note so on their door. In these cases the room will be inspected by an officer of the same sex as that of the room occupants.

In clarification of the above policy, designated lounges are available to all midshipmen. See Section III of this manual under lounges. As with any lounge, midshipmen will be in the authorized uniform of the day.

NOTE: For the most part "official business" is interpreted to be emergency response, medical treatment, inspections, room repairs, notifying personnel and/or probable cause.

3. See "Maine Maritime Academy (MMA) Regiment of Midshipmen Policy on Personal Relationships."

H. HAZING

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

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

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

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

All complaints of hazing shall be brought to the attention of the Master TS STATE OF MAINE or the Commandant of Midshipmen, or in his absence the Assistant Commandant.

I. HARASSMENT

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

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

All complaints of sexual harassment shall be brought to the attention of the Master TS STATE OF MAINE, the Commandant of Midshipmen or in his absence the Assistant Commandant.

J. ACCIDENT AND INJURIES

Medical Department Procedures

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

J. ACCIDENT AND INJURIES(continued)

7. Accident and injury report forms may be obtained from Sickbay or Ship's Regimental Office.
8. Complete injury or illness forms will be completed by the Medical Staff for all occurrences.
9. Persons transported ashore will have insurance information sent along.
10. All persons will be required to have with them when going ashore for medical attention their medical insurance card/information. Individual insurance coverage will be used as the first payment for an injury unless said injury was incurred while in a work capacity. Any work related injuries will be covered by the Ship.
11. All persons should check with their health provider to ensure they will be covered in foreign ports while on cruise/deployment.

SECTION II

GENERAL INSTRUCTIONS

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

A. COMMAND RELATIONSHIPS

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

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

B. PORT SECURITY

Port Security requirements can be found in the Ship Security Plan. The requirements vary according to the specific port where the T/S STATE OF MAINE is berthed.

SHIP'S SECURITY OFFICER RESPONSIBILITIES

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

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

C. REGIMENTAL STAFF WATCH OFFICER RESPONSIBILITIES

THE STAFF WATCH OFFICER (SWO) SHALL:

- ensure that the midshipmen routine of the day, at sea and in port, is properly carried out.
- be charged with the overall responsibility of the ship's quarterdeck area. Will maintain a presence on the quarterdeck to ensure that all midshipmen going ashore are properly inspected for uniforms, personal attire and personal appearance, that contraband goods are not brought aboard, and that ship regulations are enforced in that area.
- be present on the quarterdeck after docking to ensure the area is properly arranged and the quarterdeck watch is set as soon as possible. Will be present on the quarterdeck when preparations commence for getting underway to ensure all quarterdeck logs and accessories are brought back to the Regimental Ship's Office.
- be present during official functions to assist in rendering honors to visiting dignitaries and other guests, and to ensure that the ship's security procedures for in port operations are being followed.

C. REGIMENTAL STAFF WATCH OFFICER RESPONSIBILITIES (continued)

- be on the quarterdeck each evening until the termination of liberty.
- coordinate responsibilities with the Deck Watch Officer (DWO) when in port, involving ship security procedures, watch standing procedures, and other areas of responsibility so determined.
- assist the Vessel Security Officer as needed in his/her security responsibilities while in port.
- ensure contact has been made, prior to liberty call, each Maintenance, Utility, and Training Section Heads for the times that their assigned midshipmen are authorized Liberty and record these times in the SWO Log.

ALL STAFF WATCH OFFICERS are reminded that the quarterdeck is a place of business and should be maintained in a smart, taut, orderly, and professional manner. The first impression of the T/S STATE OF MAINE and the Academy is the quarterdeck. Coordination will be as appropriate with the ship's duty officers, whose primary function and area of responsibility is the safety of the ship.

D. DECK WATCH OFFICER RESPONSIBILITIES

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

E. MIDSHIPMAN WATCH DUTIES

T/S STATE OF MAINE

2/C Watch Duties

MCDO (Midshipman Command Duty Officer)

AT SEA:	IN PORT:	AT ANCHOR:
<p>NOT APPLICABLE. There is no MCDO watch at sea.</p>	<p>In charge of the in port watch company/sections.</p> <p>Responsible for the Regimental performance of the midshipmen watch standers who works for the Staff Watch Officer (SWO) and reports to the Commandant.</p> <p>Watch Personnel falling under the direct supervision of the MCDO are:</p> <p style="padding-left: 40px;">MOOD Deck Watch Group</p> <p style="padding-left: 40px;">Senior Cadet Engineer Engine Watch Group</p> <p>MCDO will make frequent rounds as directed by the Staff Watch Officer (SWO) and will keep the AMOOD informed of his/her whereabouts at all times during his/her watch. The MCDO will be present on the Quarterdeck for all ceremonies and receptions as required.</p> <p>The MCDO will assist the SWO in ensuring the discipline and grooming standards of midshipmen going and returning from liberty are being adhered to. The MCDO may also assist the SWO in the performance of his/her duties in checking personnel off and on the Ship, and with checking bags and backpacks of those boarding the Ship.</p> <p>The MCDO's direct line of responsibility is to the Staff Watch Officer and the Commandant.</p>	<p>NOT APPLICABLE. There is no MCDO watch at anchor.</p>

T/S STATE OF MAINE

2/C Deck Watch Duties

MOOD (Midshipman Officer Of The Deck)

AT SEA:	IN PORT:	AT ANCHOR:
<p>In charge of the navigational underway watch.</p> <p>Responsible for the safe navigation and operation of the Ship.</p> <p>MOOD is responsible for the Deck Log Book, Bell Book and all other reports, logs and messaging tasks.</p> <p>Watch Personnel falling under the direct supervision of the MOOD are:</p> <ul style="list-style-type: none"> AMOOD MTO (Optional) Lee Helm BMOW Security Watchman Bow Lookout Stern Lookout Standby Lookout Ship Utility <p>MOOD is stationed on the bridge and is considered a “mirror” of a ships’ licensed watch officer. MOOD reads standing orders and indicates to his/her licensed officer that they have been read and understood. MOOD reads and signs night orders. MOOD utilizes his/her Navigational Watch personnel to insure all watch tasks are accomplished properly, efficiently and on time.</p> <p>It is the MOOD’s responsibility to insure that there is communication with the BMOW at all times, either by phone or handheld radio.</p> <p>The MOOD’s direct line of responsibility is to the LICENSED WATCH OFFICER.</p> <p>Assumes AMOOD duties while at sea if there is no AMOOD.</p>	<p>In charge of the in port watch.</p> <p>Responsible for the safety and security of the Ship and embarked personnel while alongside.</p> <p>Watch Personnel falling under the direct supervision of the MOOD are:</p> <ul style="list-style-type: none"> AMOOD Ship Messenger Gangway Security MTO (Optional) Bridge Utility BMOW Security Watchman Ship Utility Port Security <p>MOOD is roving about the ship and is considered a “mirror” of a ships’ licensed watch officer. MOOD reads standing orders and indicates to his licensed officer that they have been read and understood. MOOD reads and signs night orders. MOOD utilizes his In Port Watch personnel to insure all watch tasks are accomplished properly, efficiently and on time. MOOD may relieve the AMOOD at the gangway as necessary, or may relieve any of his/her watch personnel, as he/ she deems necessary to insure all positions are constantly manned, while allowing short periods of rest or breaks. In consort with the Licensed Ship Deck Officer, the MOOD is responsible for the moorings of the Ship and safety of the gangway.</p> <p>The MOOD’s direct line of responsibility is to the LICENSED WATCH OFFICER.</p>	<p>In charge of the in port anchor watch.</p> <p>Responsible for the safety and security of the Ship and embarked personnel while at anchor.</p> <p>Watch Personnel falling under the direct supervision of the MOOD are:</p> <ul style="list-style-type: none"> AMOOD Ship Messenger Gangway Security (Above two are Optional and could actually be just a Bridge Utility) MTO (Optional) Lee Helm BMOW Security Watchman Bow Lookout Stern Lookout Standby Lookout Ship Utility Port Security <p>MOOD is primarily dedicated to the bridge area, but may rove about the ship to check the lead and strain on the anchors or for other reasons. The MOOD is still considered a “mirror” of a ships’ licensed watch officer. MOOD reads standing orders and indicates to his/her licensed officer that they have been read and understood. MOOD reads and signs night orders. MOOD utilizes his/her Anchor Watch personnel to insure all watch tasks are accomplished properly, efficiently and on time. MOOD may direct the BMOW to relieve the AMOOD at the gangway as necessary, or to relieve himself/herself on the bridge so he can make a round. In consort with the Licensed Ship Deck Officer, the MOOD is responsible for the monitoring of the Ships position at anchor and safety of the Ship relative to other traffic in the area</p>

		<p>and for the safety of the accommodation ladder(s).</p> <p>The MOOD's responsibility at anchor is multiplied by virtue that he is tending to the ship's station keeping, safety relative to other traffic AND for full quarterdeck, accommodation ladder safety and maintenance.</p> <p>The MOOD's direct line of responsibility is to the LICENSED WATCH OFFICER.</p>
<p>IN ALL WATCH MODES, AT SEA, IN PORT AND AT ANCHOR THE MOOD IS DIRECTLY RESPONSIBLE TO SEE THAT APPLICABLE GARBAGE AND POLLUTION REGULATIONS ARE PROPERLY ADHERED TO AND LOGGED.</p> <p>Communications from and to the Ship are also the MOOD's responsibility.</p>		

T/S STATE OF MAINE

2/C Deck Watch Duties

AMOOD (Assistant Midshipman Officer Of The Deck)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Answers to the MOOD and assumes the MOOD responsibilities in the event the MOOD is disabled or otherwise unable to perform his or her duties.</p> <p>Is the assigned Helmsman and as such steers the Ship in and out of all ports and at other times of restricted maneuverability.</p> <p>Trains 4/C in steering.</p> <p>Performs navigational watch tasks as directed by the MOOD. Tasks may include:</p> <ul style="list-style-type: none"> Navigation Communications Weather Traffic Assessment Bridge Reports <p>And any other tasks that the MOOD may assign based on the practice of "Bridge Team Management"</p> <p>The AMOOD's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p> <p>AMOOD duties are assumed by the MOOD if there is no AMOOD assigned.</p>	<p>In charge of the in port Quarterdeck and it's associated watches.</p> <p>Responsible for the safety and security of all persons embarking or disembarking the Ship.</p> <p>Responsible for accurate accounting of all persons on board the Ship.</p> <p>Operates the Quarterdeck in consort with the assigned Regimental Staff Watch Officer and MCDO (Midshipman Command Duty Officer).</p> <p>Watch Personnel falling under the direct supervision of the AMOOD are:</p> <ul style="list-style-type: none"> Ship Messenger Gangway Security <p>The AMOOD's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p> <p>Any circumstances which might affect the safety or security of the Ship shall immediately be brought to the attention of the MOOD i.e. Licensed Watch Officer in consultation with the Regimental Staff Watch Officer.</p>	<p>May assume either the AT SEA or the IN PORT duties described herein as circumstances dictate.</p>

T/S STATE OF MAINE

2/C Deck Watch Duties

BMOW (Boatswain Mate of the Watch)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the MOOD</p> <p>Responsible for the operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining the watertight integrity of the Ship. • Maintaining the security of the Ship and the stowage of her gear. • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Organizing line-handling details. • Rigging pilot ladders. • Anchor and machinery handling. • Waking the oncoming watch. • Insuring the proper completion of Watchman Rounds. • Insuring the proper fulfillment of duties by Lookouts <p>Any other tasks as needed or directed by the MOOD.</p> <p>BMOW is responsible for maintaining constant communication with the MOOD</p> <p>Watch Personnel falling under the direct supervision of the BMOW are:</p> <p style="padding-left: 40px;">Ship Utility Bow Lookout Stern Lookout Standby Lookout Security Watchman</p> <p>The BMOW shall be out and</p>	<p>Reports to the MOOD</p> <p>Assists the MOOD in maintaining the Ships mooring and gangway arrangement and safety.</p> <p>Responsible for cordoning off potentially hazardous work areas and maintaining the perimeters until work has been completed.</p> <p>Responsible for the operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Organizing line-handling details. • Rigging pilot ladders. • Securing Ships alongside. • Anchor and machinery handling. • Stores and garbage handling assistance and crane operation. • Waking the oncoming watch including Scullery Crew. • Insuring the proper completion of Watchman Rounds. <p>Any other tasks as needed or directed by the MOOD.</p> <p>BMOW is responsible for maintaining constant communication with the MOOD</p> <p>Watch Personnel falling under the direct supervision of the BMOW are:</p> <p style="padding-left: 40px;">Ship Utility Security Watchman</p>	<p>Reports to the MOOD</p> <p>Responsible for the operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining the watertight integrity of the Ship. • Maintaining the security of the Ship and the stowage of her gear. • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Organizing line-handling details. • Rigging pilot ladders. • Securing Ships alongside. • Anchor and machinery handling. • Waking the oncoming watch. • Insuring the proper completion of Watchman Rounds. • Insuring the proper fulfillment of duties by Lookouts <p>Any other tasks as needed or directed by the MOOD.</p> <p>BMOW is responsible for maintaining constant communication with the MOOD</p> <p>Watch Personnel falling under the direct supervision of the BMOW are:</p> <p style="padding-left: 40px;">Ship Utility Bow Lookout Stern Lookout Standby Lookout Security Watchman</p> <p>The BMOW shall be out and about</p>

<p>about the Ship as the roving eyes and ears. The BMOW shall check on his/her personnel and be prepared to train and instruct the 4/C in their watch tasks and duties. When engaged in repairs, the BMOW must keep the MOOD advised of current status and location.</p> <p>The BMOW's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>	<p>The BMOW shall be out and about the Ship as the roving eyes and ears. The BMOW shall check on his personnel and be prepared to train and instruct the 4/C in their watch tasks and duties. When engaged in repairs, the BMOW must keep the MOOD advised of current status and location.</p> <p>The BMOW's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>	<p>the Ship as the roving eyes and ears. The BMOW shall check on his personnel and be prepared to train and instruct the 4/C in their watch tasks and duties. When engaged in repairs, the BMOW must keep the MOOD advised of current status and location.</p> <p>The BMOW's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>
---	---	---

T/S STATE OF MAINE

2/C Deck Watch Duties

Port Security

AT SEA:	IN PORT:	AT ANCHOR:
<p>NOT APPLICABLE. Normally there is no Port Security watch at sea.</p>	<p>Reports to the Master, Security Officer, Licensed Deck Officer or Staff Watch Officer.</p> <p>Responsible for the safety and security of the Ship and all personnel.</p> <p>Responsible for verifying the identity and whereabouts of all visitors onboard the Ship.</p> <p>Watch Personnel falling under the direct supervision of the 2/C Port Security are:</p> <p style="text-align: center;">4/C Port Security</p> <p>2/C Port Security will make frequent rounds as directed by the Security Officer and will keep the Security Officer, Licensed Deck Officer and the Staff Watch Officer informed of the Ship's physical security status at all times during his/her watch.</p> <p>The 2/C Port Security will assist the SWO and MCDO with checking bags and backpacks of those boarding the Ship.</p> <p>For specific and additional duties and responsibilities see Addendum B to Cruise Manual (Physical Security).</p>	<p>OPTIONAL. Port Security watch may be established, at anchor, depending on location.</p>

T/S STATE OF MAINE

2/C Deck Watch Duties

MDTO (Midshipman Deck Training Officer)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the MOOD.</p> <p>May be assigned to the Senior Deck Training Officer or Assistant Deck Training Officer as the circumstances dictate.</p> <p>As directed by the MOOD, the MTO instructs the 4/C in the operation of bridge equipment, safety equipment, communications equipment and steering of the Ship.</p> <p>MTO is available to help the 4/C with check-offs.</p> <p>MTO may help with instructional duties within his or her capabilities to classmates or other embarked personnel.</p> <p>The MTO's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>	<p>Reports to the MOOD.</p> <p>May be assigned to the Senior Deck Training Officer or Assistant Deck Training Officer as the circumstances dictate.</p> <p>MTO may be assigned to assist with the in port deck watch structure and or tours as needed.</p> <p>MTO may be required to assist with 4/C port / dock / mooring arrangement drawings.</p> <p>MTO is available to help the 4/C with check-offs.</p> <p>MTO may help with instructional duties within his or her capabilities to classmates or other embarked personnel.</p> <p>The MTO's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>	<p>Reports to the MOOD.</p> <p>May be assigned to the Senior Deck Training Officer or Assistant Deck Training Officer as the circumstances dictate.</p> <p>As directed by the MOOD, the MTO instructs the 4/C in the operation of bridge equipment, safety equipment, and communications equipment.</p> <p>MTO is available to help the 4/C with check-offs.</p> <p>MTO may help with instructional duties within his or her capabilities to classmates or other embarked personnel.</p> <p>The MTO's direct line of responsibility is to the LICENSED WATCH OFFICER; who, conditions permitting, acts through the MOOD.</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Lee Helm

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the MOOD.</p> <p>Acts as a lookout at all times, continuously being aware of surroundings regardless of task at hand.</p> <p>By direction assists in navigational observations.</p> <p>By direction makes "pipes".</p> <p>Maintains the Bridge Coffee Area cleanliness, supplies, and insures fresh coffee is available for the watch and bridge personnel.</p> <p>Maintains cleanliness of the wheelhouse, chartroom and bridge head.</p> <p>May be required to learn and demonstrate helmsman duties.</p> <p>Assists as directed by the MOOD</p>	<p>Reports to the MOOD.</p> <p>Acts as a lookout at all times, continuously being aware of surroundings regardless of task at hand.</p> <p>May assist in bridge equipment explanations when the public is aboard.</p> <p>By direction makes "pipes".</p> <p>Maintains the Bridge Coffee Area cleanliness, supplies, and insures fresh coffee is available for the watch and bridge personnel.</p> <p>Maintains cleanliness of the wheelhouse, chartroom and bridge head.</p> <p>Assists as directed by the MOOD</p>	<p>Reports to the MOOD.</p> <p>Acts as a lookout at all times, continuously being aware of surroundings regardless of task at hand.</p> <p>By direction assists in navigational observations.</p> <p>By direction makes "pipes".</p> <p>Maintains the Bridge Coffee Area cleanliness, supplies, and insures fresh coffee is available for the watch and bridge personnel.</p> <p>Maintains cleanliness of the wheelhouse, chartroom and bridge head.</p> <p>Assists as directed by the MOOD</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Fire & Security Watchman

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the BMOW.</p> <p>Responsible for making "Fire & Security" rounds about the Ship on at least an hourly basis.</p> <p>Uses the "Morse Watchman" data recorder to record the sequence of rounds.</p> <p>Responsible for proper care of instrument.</p> <p>Checks ship and spaces for fire, flooding, security, leakage, hazards and/or faults and failures of equipment and reports same to BMOW.</p> <p>Watch reporting station is the Watch Mess.</p> <p>Between rounds may be required to assist BMOW</p>	<p>Reports to the BMOW.</p> <p>Watch Muster station is Watch Mess</p> <p>Responsible for making rounds about the Ship on at least an hourly basis.</p> <p>Uses the "Morse Watchman" data recorder to record the sequence of rounds. Responsible for proper care of instrument.</p> <p>Checks ship and spaces for fire, flooding, security, leakage, hazards and/or faults and failures of equipment and reports same to BMOW.</p> <p>Watch reporting station is the Watch Mess.</p> <p>Will be responsible for visually checking personnel on board, who are not cruising personnel, to ensure they are wearing a ship's pass in plain view.</p> <p>Between rounds may be required to assist BMOW</p>	<p>Reports to the BMOW.</p> <p>Watch Muster station is Watch Mess</p> <p>Responsible for making rounds about the Ship on at least an hourly basis.</p> <p>Uses the "Morse Watchman" data recorder to record the sequence of rounds. Responsible for proper care of instrument.</p> <p>Checks ship and spaces for fire, flooding, security, leakage, hazards and/or faults and failures of equipment and reports same to BMOW.</p> <p>Watch reporting station is the Watch Mess.</p> <p>Between rounds may be required to assist BMOW</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Lookout (Bow)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the BMOW</p> <p>Watch Muster station is Watch Mess</p> <p>Standby station is watch mess.</p> <p>Is the primary ship's lookout and as such reports all sights and sounds to the bridge directly.</p> <p>Uses Sound Powered Phone and or Ships Bell for reporting.</p> <p>By Law lookout can not be assigned any other duty!</p> <p>May be required to assist BMOW as directed while on "standby".</p>	<p>NOT APPLICABLE; No lookouts in port.</p>	<p>Reports to the BMOW</p> <p>Watch Muster station is Watch Mess</p> <p>Is the primary ship's lookout and as such reports all sights and sounds to the bridge directly.</p> <p>Uses Sound Powered Phone and or Ships Bell for reporting.</p> <p>By Law lookout can not be assigned any other duty!</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Lookout (Stern)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the BMOW</p> <p>Watch Muster station is Watch Mess</p> <p>Is the primary MAN OVERBOARD (MOB) watch and as such reports any instance directly to the bridge.</p> <p>First response is to throw a ring buoy to the person in the water and any other location aid that is available.</p> <p>Shout, holler and point toward MOB and endeavor to never lose sight of the person in the water.</p> <p>Awareness of traffic situations from the stern are required as this position rotates to the BOW LOOKOUT.</p>	<p>NOT APPLICABLE; No lookouts in port.</p>	<p>Reports to the BMOW</p> <p>Watch Muster station is Watch Mess</p> <p>Is the primary MAN OVERBOARD (MOB) watch and as such reports any instance directly to the bridge.</p> <p>First response is to throw a ring buoy to the person in the water and any other location aid that is available.</p> <p>Shout, holler and point toward MOB and endeavor to never lose sight of the person in the water.</p> <p>Awareness of traffic situations from the stern are required as this position rotates to the BOW LOOKOUT.</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Lookout (Standby)

<i>AT SEA:</i>	<i>IN PORT:</i>	<i>AT ANCHOR:</i>
<p>Reports to the BMOW.</p> <p>Watch muster station is watch mess.</p> <p>Standby station is watch mess.</p> <p>Rotates to this position from Bow Lookout for purpose of "Coffee Break".</p> <p>Rotates from this position to Stern Lookout</p> <p>May be required to assist BMOW as directed while on "Standby".</p>	<p>NOT APPLICABLE; No lookouts in port.</p>	<p>Reports to the BMOW.</p> <p>Watch muster station is watch mess.</p> <p>Rotates to this position from Bow Lookout for purpose of "Coffee Break".</p> <p>Rotates from this position to Stern Lookout</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Ship Utility

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the BMOW.</p> <p>Watch Muster Station is Watch Mess</p> <p>Works for and with BMOW in operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining the watertight integrity of the Ship. • Maintaining the security of the Ship and the stowage of her gear. • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Line-handling details. • Rigging pilot ladders. • Anchor and machinery handling. • Waking the oncoming watch. <p>Any other tasks as needed or directed by the BMOW.</p>	<p>Reports to the BMOW.</p> <p>Watch Muster Station is Watch Mess</p> <p>Works for and with BMOW in operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining the watertight integrity of the Ship. • Maintaining the security of the Ship and the stowage of her gear. • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Line-handling details. • Rigging pilot ladders. • Anchor and machinery handling. • Waking the oncoming watch. <p>Any other tasks as needed or directed by the BMOW.</p>	<p>Reports to the BMOW.</p> <p>Watch Muster Station is Watch Mess</p> <p>Works for and with BMOW in operational tasks of the Ship, including but not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining the watertight integrity of the Ship. • Maintaining the security of the Ship and the stowage of her gear. • Maintaining Ship cleanliness and safety. • Repairing minor deficiencies. • Line-handling details. • Rigging pilot ladders. • Anchor and machinery handling. • Waking the oncoming watch. <p>Any other tasks as needed or directed by the BMOW.</p>

T/S STATE OF MAINE

4/C Deck Watch Duties

Ship Messenger

AT SEA:	IN PORT:	AT ANCHOR:
NOT APPLICABLE: No At Sea Messenger	<p>Reports to the AMOOD.</p> <p>Watch muster station is Watch Mess, then report to quarterdeck.</p> <p>Assists AMOOD with quarterdeck logs and duties as directed.</p> <p>Relieves Gangway Security as necessary and during that time assumes gangway security's duties.</p> <p>Assists visitors and delivers packages arriving at the ships quarterdeck, only after they have been security checked.</p> <p>As part of the Quarterdeck Team, works with Staff Watch Officer, MCDO, AMOOD and Gangway Watch.</p>	OPTIONAL ANCHOR WATCH: If this watch is set then duties are as in port.

T/S STATE OF MAINE

4/C Deck Watch Duties

Gangway Security

AT SEA:	IN PORT:	AT ANCHOR:
NOT APPLICABLE: No At Sea Gangway Security.	<p>Reports to the AMOOD.</p> <p>Watch muster station is Watch Mess, then report to quarterdeck.</p> <p>Stationed at the foot of the gangway to greet and direct persons approaching. Involved in checking bags and back packs of those boarding the Ship.</p> <p>Trades duties with the Ship's messenger and during that time assumes messenger duties.</p> <p>Will keep a visual on all personnel/ vehicles approaching the Ship to ensure security and safety measures are being maintained.</p> <p>As part of the Quarterdeck Team, works with Staff Watch Officer, MCDO, AMOOD and Ship's Messenger</p>	NOT APPLICABLE: No At Anchor Gangway Security.

T/S STATE OF MAINE

4/C Deck Watch Duties

Port Security Watch (4/C)

AT SEA:	IN PORT:	AT ANCHOR:
NOT APPLICABLE: No At Sea Port Security Watch.	<p>Reports to the 2/C Port Security.</p> <p>Watch muster station is watch mess.</p> <p>4/C Port Security Watch will make frequent rounds as directed by the 2/C Port Security Watch and will keep the 2/C Port Security Watch informed of the Ship's physical security status at all times during his/her watch.</p> <p>The 4/C Port Security Watch will assist the 2/C Port Security Watch, SWO and MCDO with checking bags and backpacks of those boarding the Ship.</p> <p>For specific and additional duties and responsibilities see Security Addendum to Cruise Manual (Physical Security).</p>	OPTIONAL: Port Security Watch may be established depending on Ship location.

Cruise Engine Watch Standing Grading Procedure

- Grades will be assigned to each watch stander (2/C & 4/C) for each 4-hour assigned watch.
- Grades will be assigned for In-Port watches as well as At-Sea Watches
- Grades and comments will be assigned by the Licensed Senior Watch Officer by the end of the watch onto the "Watch Grade Sheet"
- Grades may be affected by the Chief, 1st and 2nd A/E through observations and performance.
- The "Watch Grade Sheets" will be turned into the 1st A/E each day for review and acceptance. Once they have been signed off by the 1st, the grade sheets will then be turned into the Senior Engine Training Officer for a final review and recording.
- Grades will be based on performance during the assigned watch.
- Grades will also be affected by questions asked to you about your watch position. Your answers to these questions will be averaged in with your performance to arrive at a grade.
- See the Licensed Senior Watch Officer at the end of the watch to obtain your grade.
- Anyone wishing so may openly discuss and review their grade with the Licensed Senior Watch Officer, 1st A/E and the Senior Training Officer at a respective time.
- Grades will be assigned as follows:

A: **Excels** as a watch engineer, knowledge of engine room excellent, knows far above average the proper operation of equipment, can start and stop equipment without any guidance, shows strong desire to find out answers to questions. Works extremely well with others. Plans and prepares for watch duties. Stays constantly busy throughout the watch and assist wherever and whenever necessary. Shows highly professional and ethical traits while standing watch.

B: **Above Average** knowledge of engine room. Knows operations and machinery systems well. Takes a good interest in finding out solutions to problems. Good at trouble shooting. Dependable and assists diligently as directed. Needs no prompting in completing watch duties. Works well with others.

C: Performed assigned watch. Knew what was expected of the watch. Came prepared for watch. **Average** knowledge of the engine room. May need some prompting of completing tasks and watch duties, but completes them without hesitation.

D: Knowledge of engine room/watch **below average**. Needs constant supervision and attention. Needs to trace out lines and become more familiar with engine room machinery. Proper operation of equipment and watch duties was not demonstrated.

E: **Poor** knowledge of engine room, watch duties and operations. Needs a lot of work. Lack of attention to watch. Is not dependable. No motivation. Comes unprepared to watch. Late to watch. Does not work or communicate well with others. Works unsafe and is constantly reminded to use appropriate safety gear and personnel protective equipment. An F constitutes a failing watch grade.

Cruise General Conduct Upon Reporting for Watch

Clothing:

Wear required work uniform or coveralls. Clothing **must** be in good shape. No tears or extremely loose uniforms or coveralls will be allowed. With the exception of the stenciling of your name in the appropriate place, no other markings or “graffiti” will be allowed on clothing. Steel toed black work boots are required.

Personnel Protective Gear:

- Safety Glasses
- Hearing Protection
- Work Gloves

Equipment (bring the following):

- Working Flashlight (no penlights)
- A Pencil or usable pen
- Pocket sized note pad
- 8” adjustable wrench
- Channel locks
- Screwdriver (common and Phillips or combination unit)

Reporting for Watch

- Must be face to face with the watch you are relieving at 15 minutes before the hour in order to get a proper turnover.
- Be sure to be fully informed on all your duties before reporting to watch. If you must do rounds, know rounds before assuming the watch. One way to do this is to go down early and learn the rounds from the watch you are about to relieve.
- Be sure you understand the situation when you relieve the watch. This can be done by reviewing log sheets, books and soundings, asking the person whom you are relieving what is going on and what has been done. This courtesy should be returned to your relief when they come down on watch.
- Notify the Senior Cadet Chief Engineer when you report for watch and when you are relieved in order to be marked down.
- Before relieving the watch, all junior watch standers, no matter what watch, **Will** make a complete round of the engine room and of any other spaces as outlined in the “Engineering Watch Standing Duties” section.
- Before relieving the watch, all freshmen watch standers **Will** at a minimum make a round of their duty station areas and review any pertinent log sheets.

Additional Information:

- Notify the Licensed Senior Watch Officer of anything in the engine room and other spaces that seems to be operating poorly or areas where trouble appears likely.
- The engine room is to be kept clean at all times. This is **everyone’s** responsibility. Do not walk by rags, pig mats and other junk lying about. Pick it up and put it in its proper place. Wipe up oil on the deck immediately; do not walk through or around it. All foreign material and tools dropped in the bilges **must** be retrieved immediately, no matter the location.
- Juniors must insure that freshmen know their respective duties. Juniors allowing freshmen to conduct soundings and rounds that they are not entirely familiar with is **unacceptable**.

- **Proper Rounds Are Critical.** Round sheets are considered first hand information on the general running conditions of the plant. All readings and soundings must be accurate and correct. All entries must be readable, dated, timed and signed. Log sheets will be kept clean and clear of smudges at all times. The information on these sheets is also used to fill out the legal log of the engine room. You are the eyes, ears and first line defense for the safe and efficient operation of this Ship's engineering plant. Any abnormal readings or conditions should be reported immediately to your immediate supervisor, Senior Cadet Engineer in Charge and/or the Licensed Senior Watch Officer.
- You are a **Watch Team**, 2/C and 4/C together. Work together as a team, not as individuals. Everyone has certain watch duties that they are expected to perform throughout the watch, but don't be afraid to jump in and help out your fellow watch stander who may be struggling or behind in their duties because of unforeseen circumstances. Plan out your watch with your watch group at the beginning of the watch, **do not** wait until the last part of watch to try and complete assigned duties. Communicate with each other, keep the Senior Cadet Engineer in charge informed as to what you are doing, check in from time to time to see if there is anything that needs to be done or that you can help with. Stay on top of things, pay attention and be diligent in your watch and things will go fine.

Cruise Engine Watch Standing Positions and Duties

The following are 2/C and 4/C Engineering watch standing assignments and duties while at sea and in port;

Watch Standing Assignments

AT SEA:

2/C

Senior Cadet Engineer in Charge
 Junior Cadet Engineer
 Fuel Oiler
 Auxiliary Watch Engineer
 Training Watch Stander (*only for those watch groups that have five juniors assigned to them*)

4/C

Engineman (2 per watch, if available)
 Fuel Oiler Assistant
 Aux. Watch Engineer Assistants (2 per watch if available)

IN PORT:

2/C

Senior Cadet Engineer in Charge
 Junior Cadet Engineer in Charge
 Fuel Oiler
 Auxiliary Watch Engineer

4/C

Engineman (1 per watch)
 Fuel Oiler Assistant
 Aux. Watch Engineer Assistant (1 per watch)

T/S STATE OF MAINE

2/C Engine Watch Duties

Senior Cadet Engineer in Charge

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Licensed Senior Watch Officer. 1st in charge of the watch. Duty Station: EOS (Engineering Operating Station)</p> <p>Overall in charge of all midshipmen on watch including muster and assignments.</p> <p>Monitors all EOS watch stations including electrical generation and distribution, engine room monitoring and alarms and EOS ballast control console.</p> <p>Makes a complete round of the Emergency Generator flat prior to assuming watch, making sure that diesel, electrical and hydraulic start systems are properly lined up for automatic operation in the event of a vessel blackout.</p> <p>Makes a round of the Steering Gear compartment and equipment prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces midway through each watch while the Junior Engineer/Oiler stands his/her post in the EOS.</p> <p>Maintains all EOS logs including Engine Room Log, Bell logger, etc...</p> <p>Monitors all other logs being filled out for accuracy and completeness.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of</p>	<p>Reports to Licensed Senior Watch Officer. 1st in charge of the watch. Duty Station: EOS (Engineering Operating Station)</p> <p>Overall in charge of all midshipmen on watch including muster and assignments.</p> <p>Monitors all EOS watch stations including electrical generation and distribution, engine room monitoring and alarms and EOS ballast control console.</p> <p>Makes a complete round of the Emergency Generator flat prior to assuming watch, making sure that diesel, electrical and hydraulic start systems are properly lined up for automatic operation in the event of a vessel blackout.</p> <p>Makes a round of the Steering Gear compartment and equipment prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces midway through each watch while the Junior Engineer/Oiler stands his/her post in the EOS.</p> <p>Maintains all EOS logs including Engine Room Log, Bell logger, etc...</p> <p>Monitors all other logs being filled out for accuracy and completeness.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of</p>	<p>Reports to Licensed Senior Watch Officer. 1st in charge of the watch. Duty Station: EOS (Engineering Operating Station)</p> <p>Overall in charge of all midshipmen on watch including muster and assignments.</p> <p>Monitors all EOS watch stations including electrical generation and distribution, engine room monitoring and alarms and EOS ballast control console.</p> <p>Makes a complete round of the Emergency Generator flat prior to assuming watch, making sure that diesel, electrical and hydraulic start systems are properly lined up for automatic operation in the event of a vessel blackout.</p> <p>Makes a round of the Steering Gear compartment and equipment prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces prior to assuming watch.</p> <p>Makes a complete round of the Engineering spaces midway through each watch while the Junior Engineer/Oiler stands his/her post in the EOS.</p> <p>Maintains all EOS logs including Engine Room Log, Bell logger, etc...</p> <p>Monitors all other logs being filled out for accuracy and completeness.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of</p>

<p>the vessel and that all Safety policies and practices are being adhered to.</p> <p>To assist as directed by the senior watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Does not turn over the watch until all watch standers have been properly relieved.</p>	<p>the vessel and that all Safety policies and practices are being adhered to.</p> <p>To assist as directed by the senior watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Does not turn over the watch until all watch standers have been properly relieved.</p>	<p>the vessel and that all Safety policies and practices are being adhered to.</p> <p>To assist as directed by the senior watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Does not turn over the watch until all watch standers have been properly relieved.</p>
--	--	--

T/S STATE OF MAINE

2/C Engine Watch Duties

Junior Cadet Engineer

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Senior Cadet Engineer in Charge and senior licensed watch officer or designated subordinate. 2nd in Charge of the watch.</p> <p>Duty Station – EOS and Engineering Spaces.</p> <p>Acts as supervisor/trainer for the 4/C Engineman watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the Steering Gear compartment and associated equipment prior to assuming watch and once again halfway through the watch.</p> <p>Makes a round of the Engineering Spaces prior to assuming watch.</p> <p>Relieves the Senior Cadet Engineer in Charge in the EOS halfway through watch so the Cadet Engineer in Charge can make a round of the Engineering Spaces.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of the vessel and that all Safety policies and practices are being adhered to.</p> <p>Shall make constant rounds of the Engineering Spaces and overseeing all other Watch standing Assignments that they are being properly stood.</p> <p>Monitors Watch standing reports and logs that they are being properly filled out for accuracy and completeness.</p> <p>Shall pump bilges in the</p>	<p>Reports to Senior Cadet Engineer in Charge and senior licensed watch officer or designated subordinate. 2nd in Charge of the watch.</p> <p>Duty Station – EOS and Engineering Spaces.</p> <p>Acts as supervisor/trainer for the 4/C Engineman watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the Steering Gear compartment and associated equipment prior to assuming watch and once again halfway through the watch.</p> <p>Makes a round of the Engineering Spaces prior to assuming watch.</p> <p>Relieves the Senior Cadet Engineer in Charge in the EOS halfway through watch so the Cadet Engineer in Charge can make a round of the Engineering Spaces.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of the vessel and that all Safety policies and practices are being adhered to.</p> <p>Shall make constant rounds of the Engineering Spaces and overseeing all other Watch standing Assignments that they are being properly stood.</p> <p>Monitors Watch standing reports and logs that they are being properly filled out for accuracy and completeness.</p>	<p>Reports to Senior Cadet Engineer in Charge and senior licensed watch officer or designated subordinate. 2nd in Charge of the watch.</p> <p>Duty Station – EOS and Engineering Spaces.</p> <p>Acts as supervisor/trainer for the 4/C Engineman watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the Steering Gear compartment and associated equipment prior to assuming watch and once again halfway through the watch.</p> <p>Makes a round of the Engineering Spaces prior to assuming watch.</p> <p>Relieves the Senior Cadet Engineer in Charge in the EOS halfway through watch so the Cadet Engineer in Charge can make a round of the Engineering Spaces.</p> <p>Monitors all maintenance that is being performed in the Engineering Spaces so that they don't interfere with the operation of the vessel and that all Safety policies and practices are being adhered to.</p> <p>Shall make constant rounds of the Engineering Spaces and overseeing all other Watch standing Assignments that they are being properly stood.</p> <p>Monitors Watch standing reports and logs that they are being properly filled out for accuracy and completeness.</p>

<p>Engineering Spaces as necessary and record in all appropriate log sheets.</p> <p>Shall monitor and maintain sewage treatment plant for proper operation.</p> <p>Shall operate and switch over Lube Oil Purifiers as necessary.</p> <p>Does not turn over the watch to his relieve until all other watch standers have been properly relieved.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p>	<p>Shall pump bilges in the Engineering Spaces as necessary and record in all appropriate log sheets.</p> <p>Shall monitor and maintain sewage treatment plant for proper operation.</p> <p>Shall operate and switch over Lube Oil Purifiers as necessary.</p> <p>Does not turn over the watch to his relieve until all other watch standers have been properly relieved.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p>	<p>Shall pump bilges in the Engineering Spaces as necessary and record in all appropriate log sheets.</p> <p>Shall monitor and maintain sewage treatment plant for proper operation.</p> <p>Shall operate and switch over Lube Oil Purifiers as necessary.</p> <p>Does not turn over the watch to his relieve until all other watch standers have been properly relieved.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p>
---	--	--

T/S STATE OF MAINE

2/C Engine Watch Duties

Fuel Oil Watch

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – AMR (Auxiliary Machinery Room)/ Fuel Oil Purifiers.</p> <p>Makes a round of the engine room and duty station area and inspects fuel oil sounding logs prior to assuming watch.</p> <p>Sounds and records all fuel oil and waste/slop tanks as directed on the sounding log sheets</p> <p>Maintain proper operation of the fuel oil purifiers.</p> <p>Transfer fuel and waste/ slops as directed by the 2nd Assistant Engineer.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Act as supervisor/ trainer for the 4/C Fuel Oiler watch stander and to direct him/her in all aspects of the watch.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – AMR (Auxiliary Machinery Room)/ Fuel Oil Purifiers.</p> <p>Makes a round of the engine room and duty station area and inspects fuel oil sounding logs prior to assuming watch.</p> <p>Sounds and records all fuel oil and waste/slop tanks as directed on the sounding log sheets</p> <p>Maintain proper operation of the fuel oil purifiers.</p> <p>Transfer fuel and waste/ slops as directed by the 2nd Assistant Engineer.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Act as supervisor/ trainer for the 4/C Fuel Oiler watch stander and to direct him/her in all aspects of the watch.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – AMR (Auxiliary Machinery Room)/ Fuel Oil Purifiers.</p> <p>Makes a round of the engine room and duty station area and inspects fuel oil sounding logs prior to assuming watch.</p> <p>Sounds and records all fuel oil and waste/slop tanks as directed on the sounding log sheets</p> <p>Maintain proper operation of the fuel oil purifiers.</p> <p>Transfer fuel and waste/ slops as directed by the 2nd Assistant Engineer.</p> <p>To assist as directed by the senior licensed watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Act as supervisor/ trainer for the 4/C Fuel Oiler watch stander and to direct him/her in all aspects of the watch.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>

T/S STATE OF MAINE

2/C Engine Watch Duties

Auxiliary Watch Engineer

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – All engineering spaces including all fan rooms and refer boxes.</p> <p>Acts as supervisor/trainer for the 4/C Auxiliary Watch Engineer Assistant watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the engine room, fan rooms, refer boxes and all pertinent logs prior to assuming watch.</p> <p>Maintain proper operation of Oil Fired and Waste heat boilers and all other steam systems including all necessary record keeping.</p> <p>Test feed water and record readings on appropriate logs.</p> <p>Add boiler chemicals as directed by the 2nd A/E.</p> <p>Operate soot blowers as directed by the Licensed Senior Watch Officer.</p> <p>Maintain proper operation of the Evaporator and monitor distillate quality.</p> <p>Sounds, records and fills all potable and distillate water tanks from the Evaporator.</p> <p>Maintain proper operation of all refrigeration and air conditioning equipment including record keeping in the appropriate logs.</p> <p>Inspects and records temperatures of all Chill and</p>	<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – All engineering spaces including all fan rooms and refer boxes.</p> <p>Acts as supervisor/trainer for the 4/C Auxiliary Watch Engineer Assistant watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the engine room, fan rooms, refer boxes and all pertinent logs prior to assuming watch.</p> <p>Maintain proper operation of Oil Fired and Waste heat boilers and all other steam systems including all necessary record keeping.</p> <p>Test feed water and record readings on appropriate logs.</p> <p>Add boiler chemicals as directed by the 2nd A/E.</p> <p>Operate soot blowers as directed by the Licensed Senior Watch Officer.</p> <p>Maintain proper operation of the Evaporator and monitor distillate quality.</p> <p>Sounds, records and fills all potable and distillate water tanks from the Evaporator.</p> <p>Maintain proper operation of all refrigeration and air conditioning equipment including record keeping in the appropriate logs.</p> <p>Inspects and records temperatures of all Chill and</p>	<p>Reports to Senior Cadet Engineer and Junior Cadet Engineer in Charge.</p> <p>Duty Station – All engineering spaces including all fan rooms and refer boxes.</p> <p>Acts as supervisor/trainer for the 4/C Auxiliary Watch Engineer Assistant watch standers (2) and to direct them in all aspects of the watch.</p> <p>Makes a round of the engine room, fan rooms, refer boxes and all pertinent logs prior to assuming watch.</p> <p>Maintain proper operation of Oil Fired and Waste heat boilers and all other steam systems including all necessary record keeping.</p> <p>Test feed water and record readings on appropriate logs.</p> <p>Add boiler chemicals as directed by the 2nd A/E.</p> <p>Operate soot blowers as directed by the Licensed Senior Watch Officer.</p> <p>Maintain proper operation of the Evaporator and monitor distillate quality.</p> <p>Sounds, records and fills all potable and distillate water tanks from the Evaporator.</p> <p>Maintain proper operation of all refrigeration and air conditioning equipment including record keeping in the appropriate logs.</p> <p>Inspects and records temperatures of all Chill and</p>

<p>Freeze boxes.</p> <p>Makes complete rounds of all fan rooms and records on the appropriate logs.</p> <p>Maintains and operates OWS (Oily Water Separator) as directed by the 2nd A/E in accordance with proper vessel operational procedures and documentation.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Freeze boxes.</p> <p>Makes complete rounds of all fan rooms and records on the appropriate logs.</p> <p>Maintains and operates OWS (Oily Water Separator) as directed by the 2nd A/E in accordance with proper vessel operational procedures and documentation.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Freeze boxes.</p> <p>Makes complete rounds of all fan rooms and records on the appropriate logs.</p> <p>Maintains and operates OWS (Oily Water Separator) as directed by the 2nd A/E in accordance with proper vessel operational procedures and documentation.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>
--	--	--

T/S STATE OF MAINE

2/C Engine Watch Duties

Engine Training Watch Stander

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Senior Cadet Engineer in Charge and Junior Cadet Engineer.</p> <p>Duty Station: EOS and all engineering spaces.</p> <p>Assists in any training functions as assigned by the Licensed Senior Watch Officer.</p> <p>Will assist the Fuel Oil and Auxiliary Watch Engineers as necessary.</p> <p>Will assist 4/C watch standers with their systems tracings and other training assignments.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander (only if available) or released by the Senior Cadet Engineer in Charge.</p>	<p>This watch will not be assigned while in port and will be released to the Regiment to assist with dockside watch standing duties.</p>	<p>Reports to Senior Cadet Engineer in Charge and Junior Cadet Engineer.</p> <p>Duty Station: EOS and all engineering spaces.</p> <p>Assists in any training functions as assigned by the Licensed Senior Watch Officer.</p> <p>Will assist the Fuel Oil and Auxiliary Watch Engineers as necessary.</p> <p>Will assist 4/C watch standers with their systems tracings and other training assignments.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander (only if available) or released by the Senior Cadet Engineer in Charge.</p>

T/S STATE OF MAINE

4/C Engine Watch Duties

Fuel Oil Assistant

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to 2/C Fuel Oil watch stander</p> <p>Duty Station: AMR (Auxiliary Machinery Room) Fuel Oil Purifiers</p> <p>Assist 2/C Fuel Oil watch stander as directed.</p> <p>To make rounds of the fuel oil systems and take fuel oil soundings as directed and assisted by the 2/C Fuel Oil watch stander.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out fuel oil related piping and systems as directed by the 2/C Fuel Oil watch stander when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to 2/C Fuel Oil watch stander</p> <p>Duty Station: AMR (Auxiliary Machinery Room) Fuel Oil Purifiers</p> <p>Assist 2/C Fuel Oil watch stander as directed.</p> <p>To make rounds of the fuel oil systems and take fuel oil soundings as directed and assisted by the 2/C Fuel Oil watch stander.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out fuel oil related piping and systems as directed by the 2/C Fuel Oil watch stander when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to 2/C Fuel Oil watch stander</p> <p>Duty Station: AMR (Auxiliary Machinery Room) Fuel Oil Purifiers</p> <p>Assist 2/C Fuel Oil watch stander as directed.</p> <p>To make rounds of the fuel oil systems and take fuel oil soundings as directed and assisted by the 2/C Fuel Oil watch stander.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out fuel oil related piping and systems as directed by the 2/C Fuel Oil watch stander when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>

T/S STATE OF MAINE

4/C Engine Watch Duties

Engineman (2 assigned per watch)

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to the Junior Cadet Engineer in Charge and assists as directed.</p> <p>Duty Station: EOS and Engineering Spaces.</p> <p>Both Enginemen shall work together as directed and assisted by the Junior Cadet Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Engineman round log sheets.</p> <p>Shall be responsible for keeping deck plates clear of oil and other hazards wherever a tripping or slipping hazard may occur.</p> <p>Shall be responsible for keeping engineering equipment and spaces in a clean and orderly fashion.</p> <p>Shall also maintain cleanliness of the EOS and head.</p> <p>To assist as directed by the Licensed Senior Watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out systems not covered by the other 4/C watch standing assignments as directed by the Junior Cadet Engineer in Charge when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to the Junior Cadet Engineer in Charge and assists as directed.</p> <p>Duty Station: EOS and Engineering Spaces.</p> <p>Both Enginemen shall work together as directed and assisted by the Junior Cadet Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Engineman round log sheets.</p> <p>Shall be responsible for keeping deck plates clear of oil and other hazards wherever a tripping or slipping hazard may occur.</p> <p>Shall be responsible for keeping engineering equipment and spaces in a clean and orderly fashion.</p> <p>Shall also maintain cleanliness of the EOS and head.</p> <p>To assist as directed by the Licensed Senior Watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out systems not covered by the other 4/C watch standing assignments as directed by the Junior Cadet Engineer in Charge when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p> <p>This watch will be reduced to one (1) Engineman while in port. The second Engineman will be released to the Regiment to assist with dockside watch standing duties.</p>	<p>Reports to the Junior Cadet Engineer in Charge and assists as directed.</p> <p>Duty Station: EOS and Engineering Spaces.</p> <p>Both Enginemen shall work together as directed and assisted by the Junior Cadet Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Engineman round log sheets.</p> <p>Shall be responsible for keeping deck plates clear of oil and other hazards wherever a tripping or slipping hazard may occur.</p> <p>Shall be responsible for keeping engineering equipment and spaces in a clean and orderly fashion.</p> <p>Shall also maintain cleanliness of the EOS and head.</p> <p>To assist as directed by the Licensed Senior Watch officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out systems not covered by the other 4/C watch standing assignments as directed by the Junior Cadet Engineer in Charge when not engaged with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>

T/S STATE OF MAINE

4/C Engine Watch Duties

Aux. Watch Engineer Assistant (2 assigned per watch):

AT SEA:	IN PORT:	AT ANCHOR:
<p>Reports to Auxiliary Watch Engineer and assist as directed.</p> <p>Duty Station: All engineering spaces including all fan rooms and refer boxes.</p> <p>Both Aux. Watch Engineer Assistants shall work together as directed and assisted by the Auxiliary Watch Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Auxiliary Machinery log sheets.</p> <p>To assist with the proper maintenance of the fan rooms.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out Auxiliary Machinery systems as directed by the Auxiliary Watch Engineer when not engage with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>	<p>Reports to Auxiliary Watch Engineer and assist as directed.</p> <p>Duty Station: All engineering spaces including all fan rooms and refer boxes.</p> <p>Both Aux. Watch Engineer Assistants shall work together as directed and assisted by the Auxiliary Watch Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Auxiliary Machinery log sheets.</p> <p>To assist with the proper maintenance of the fan rooms.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out Auxiliary Machinery systems as directed by the Auxiliary Watch Engineer when not engage with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p> <p>This watch will be reduced to one (1) Auxiliary Watch Engineer Assistant while in port. The second Aux. Watch Engineer Assistant will be released to the Regiment to assist with dockside watch standing duties.</p>	<p>Reports to Auxiliary Watch Engineer and assist as directed.</p> <p>Duty Station: All engineering spaces including all fan rooms and refer boxes.</p> <p>Both Aux. Watch Engineer Assistants shall work together as directed and assisted by the Auxiliary Watch Engineer to accomplish the duties as listed.</p> <p>To make rounds and record all readings on the proper Auxiliary Machinery log sheets.</p> <p>To assist with the proper maintenance of the fan rooms.</p> <p>To assist as directed by the Licensed Senior Watch Officer during maneuvering, warming up the plant for operation and all other engineering operations.</p> <p>Shall spend time each watch tracing out Auxiliary Machinery systems as directed by the Auxiliary Watch Engineer when not engage with regular watch standing duties.</p> <p>Shall not leave the watch until properly relieved by the oncoming watch stander.</p>

F. COMPANY/PLATOON ROTATION AND PROCEDURES

1. COMPANY/PLATOON ROTATION

Company/Platoon rotation divides cruise time among watches, training, maintenance and utility. Each company/platoon can expect that a quarter of the cruise time will be spent in each of these areas. Rotation between companies/platoons and these areas will be on the dates indicated on the Company Rotation Chart. All companies/platoons will rotate at 0001 at sea and 0800 in port, unless otherwise scheduled.

2. WATCH COMPANY/PLATOONS

The watch company/platoon will be responsible for all midshipmen watches for the period of time they are assigned which includes both in port and underway watches. If there is a company rotation on a day of departure, the watch rotation (from in port to at sea watch) will normally occur at 0001 on the day of the departure, unless otherwise indicated in the POD. Liberty will not be granted for the off-going watch company, and restrictions on liberty may be imposed for the on-coming watch company.

Company Adjutants will submit their respective watch bills to the Administrative Coordinator at least two weeks prior to their company assuming the watch. Watch bills will be coordinated with the Engineering and Deck Training Officers. The company adjutants will keep detailed records of their assigned midshipmen and will check periodically with the Administrative Coordinator for accuracy; the Regimental Adjutant will ensure that this has been accomplished. These records must show the specific watches, date and time of watch that each midshipman stood. Midshipmen will stand only those watches assigned to their respective class. Watches will be rotated as such that midshipmen will stand all watch positions for their respective program and as many of the different watch periods i.e. 08-12, 12-16, etc., as possible. The master record of all watches stood will be maintained by the Administrative Coordinator. Midshipmen making their first cruise will be rotated between deck and engine watches as best possible. If at all possible 4/C Midshipmen will stand watches with as many different upper-class watch groups as possible during the cruise cycle.

Watch company notes:

- a. The drinking of any type of alcoholic beverage is not authorized at least 8 hours prior to assuming the watch.
- b. Watch Stand-By's (from other than the watch company) for in port watches are not normally authorized except for emergencies or special circumstances. In those cases where a stand-by is authorized, the midshipman who is standing by cannot be in a restricted status, unless approved by the Commandant of Midshipmen or his designated representative.
- c. The underway watch company, and in port the 00-04 and 04-08 off going watches are not normally required to attend Quarters, except on the day of departure from each port. All others are to attend morning formation to include the on-coming watch company. The MCDO will muster the on-coming watch (in-port) at 0700 on the 03 Level Aft, Reception Deck, and will submit a copy to the SWO after the muster.
- d. The 20-24 watch relieves the 16-20 watch for dinner. When relieving for dinner, Watch has priority at the dinner line.

F. COMPANY/PLATOON ROTATION AND PROCEDURES (Continued)

- e. All watches are normally relieved 15 minutes prior to the hour, or as directed by the respective Deck or Engine Watch Officers, e.g. the 16-20 watch is relieved by 1545. Therefore, it is incumbent upon the on-coming watch to report to the watch station in ample time to allow whatever turnover may be required so that the watch can be relieved 15 minutes prior to the hour, or whatever time is designated by the licensed watch officer.

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

3. MAINTENANCE COMPANY/PLATOON

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

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

4. UTILITY COMPANY/PLATOON

Midshipmen assigned to the Utility Company will muster with the Utility Officer immediately after quarters and again at 1300 on the 03 Reception Deck or as directed by the Utility Officer. When in port, the off-going 00-04 watchstanders are excused from the morning muster, but will muster at the 1300 utility muster (if required). The off-going 04-08 watchstanders will muster at the 0800 utility muster, but may be excused from the 1300 muster. The Utility Company will be responsible for the cleanliness and maintenance of common recreation and berthing areas, basic common areas and special details besides the normal utility plan. Midshipmen may be drawn from the Utility Company to provide yeomen, scullery, bussers, training rates, or any other special duty.

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

F. COMPANY/PLATOON ROTATION AND PROCEDURES (Continued)

5. TRAINING COMPANY

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

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

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

6. SUPPLEMENTAL COMPANY

In each port there will be one company, normally not standing a watch, divided into three platoons. They will stand watch with the normal watch company for that day. That platoon will, after quarters, attend whatever function that it was assigned as indicated on the Company Rotation Chart, but when liberty call is sounded that platoon will muster with the MCDO, and supplement the on duty watch company. Within that platoon, midshipmen will be assigned to duties such as; scullery, bussers, deck and engine project crews and duty crews. They will assist in whatever capacity is needed to ensure that the safety and integrity of the ship is maintained at all times, giving tours of the ship (when required), acting as utility platoon for the day, and the loading of stores as needed. The (SWO) Staff Watch Officer and MCDO, will be in charge of this platoon and utilize them as needed. Their tour of duty will be the same as the on duty watch company until 0800 the following morning. Those who are assigned scullery duty, from this duty platoon, will be required to return by 2200 the evening prior to their duty, to be in compliance with the eight (8) hour rule prior to assuming a duty/watch. The other members of the platoon will not be required to return early unless it is the last night of liberty, prior to departure, of which all midshipmen with a liberty status, will be required to return by 2400 or 8 hours prior to the ship scheduled departure.

G. STANDARD DAILY ROUTINE AT SEA

- 0030 - End serving night rations.
- 0315 - Call the 04-08 watch. Commence serving early morning rations.
- 0345 - Relieve the watch.
- 0430 - End serving early morning rations.
- PIPE 0615 - " REVEILLE, REVEILLE, REVEILLE".
- 0615 - Scullery crew reports to Scullery. Scullery crew eats breakfast.
- 0630 - Breakfast
- PIPE 0720 "FIRST CALL TO QUARTERS".
- PIPE 0725 "LAST CALL TO QUARTERS".
- 0725 - End serving breakfast. Clear the mess decks except for the off-going watch.
- 0730 - Morning Quarters. Commence ship's training schedule. Utility company musters with designated Utility Officer.
- 0745 - Relieve the Watch.
- 0800 - Commence berthing and sanitation inspection.
- 1100 - Scullery crew reports. On-going watch eats midday meal.
- 1130 - Knock off ship's work. Midday meal.
- 1145 - Relieve the watch.
- PIPE 1159 - "THE FOLLOWING IS A TEST OF THE SHIP'S WHISTLE AND GENERAL ALARM."
- 1230 - End serving midday meal. Commence ship's work. Scullery crew eats midday meal.
- 1300 - Clear the mess decks.
- 1545 - Relieve the watch.
- 1600 - Knock off ship's work. Maintenance, Utility and Training Companies sweep down fore and aft. Relaxed uniform authorized.
- 1630 – Religious Services (Sundays) “CATHOLIC LAY SERVICES WILL BE HELD AT 1615 IN THE MAIN DECK LOUNGE, ALL ARE WELCOME TO ATTEND”

G. STANDARD DAILY ROUTINE AT SEA (Continued)

1600 - Scullery crew/buss crew reports and eats evening meal.

1700 - Evening meal for staff and 2/C midshipmen.

1730 - Evening meal for 4/C.

1800 - End serving evening meal.

1830 - Clear the mess decks.

PIPE 1830 "MOVIE CALL, MOVIE CALL, TONIGHT'S MOVIES ARE..."

2200 - Taps. Quiet about the decks.

2315 - Call the 00-04. Commence serving night rations.

H. STANDARD DAILY ROUTINE IN PORT

PIPE 0615 - "REVEILLE, REVEILLE, REVEILLE".

0615 - Scullery crew reports to mess decks.

0630 - Breakfast.

0700 - MCDO will muster the on-coming Watch Company, and turn muster sheet (watch bill) into ship's office. Copy will be maintained with SWO.

PIPE 0720 "FIRST CALL TO QUARTERS".

PIPE 0725 "LAST CALL TO QUARTERS".

0725 - End serving breakfast. Clear the mess decks except for the off-going watch.

0730 - Morning Quarters. Commence Ship's Work. Utility company musters with assigned Utility Officer.

0745 - Relieve the watch.

PIPE 0755 "FIRST CALL TO COLORS". No other announcements will be made during this period of time.

PIPE 0800 (One blast on hand whistle) "ON DECK, ATTENTION TO COLORS". (After jack and ensign raised, three blasts on hand whistle) "CARRY ON".

0800 - Commence berthing and sanitation inspection.

1100 - Scullery crew reports. Scullery crew and on-going watch eat midday meal.

H. STANDARD DAILY ROUTINE IN PORT (Continued)

PIPE TBA "LIBERTY CALL, LIBERTY CALL. LIBERTY IS AUTHORIZED FOR MIDSHIPMEN AT THE DISCRETION OF THE MAINTENANCE, UTILITY, AND TRAINING OFFICERS. LIBERTY WILL EXPIRE ONBOARD FOR 4/C AT 2400 AND FOR 2/C AT 0200. LIBERTY WILL EXPIRE FOR THE ON-COMING WATCH AT 2300 FOR 4/C AND 2400 FOR 2/C. NOW LIBERTY CALL".

1130 - Midday meal.

1145 - Relieve the Watch.

1230 - End serving midday meal.

1300 - Clear the mess decks.

1545 - Relieve the watch.

1600 - Scullery crew/ buss crew report and eat evening meal.

1700 - Evening meal.

1800 - End serving evening meal

PIPE 1830 - "MOVIE CALL, MOVIE CALL, TONIGHT'S MOVIES ARE..."

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

PIPE TBA (At sunset one blast on hand whistle) "ON DECK, ATTENTION TO COLORS".
(After jack and ensign lowered, three blasts on hand whistle) "CARRY ON".

2200 - All guests of midshipmen shall leave the ship.

2300 - Liberty expires for on-coming watch company 4/C and those 4/C scheduled for line handling on day of departure. Line handling may be earlier depending on departure times, but must return 8 hours prior to assuming the duty.

2300 - Commence serving night rations.

2315 - Call the 00-04 watch.

2345 - Relieve the watch.

2400 - Liberty expires for 4/C and on-coming watch company 2/C and those 2/C MTO midshipmen scheduled for line handling on the day of departure. Line handling may be earlier depending on departure times, but must return 8 hours prior to assuming the duty.

0200 - Liberty expires for all other 2/C.

0315 - Call the 04-08 watch.

H. STANDARD DAILY ROUTINE IN PORT (Continued)

0345 - Relieve the Watch.

0430 - End serving early morning rations.

J. STANDARD HOLIDAY ROUTINE

0030 - End serving night rations

0315 - Call the 04-08 watch

0315 - Commence serving early morning rations.

0345 - Relieve the watch.

0430 - End serving early morning rations.

0645 - Scullery crew reports to mess decks. Scullery crew eats breakfast.

PIPE 0700 - "REVEILLE, REVEILLE, REVEILLE".

0700 - Breakfast

0745 - Relieve the watch.

PIPE 0750 - "FIRST CALL TO QUARTERS".

PIPE 0755 - "LAST CALL TO QUARTERS".

0800 - Morning Quarters. End serving breakfast. Utility Company musters.

1100 - Scullery crew report. Scullery crew and on-going watch eat midday meal.

1130 - Midday meal.

1145 - Relieve the watch.

PIPE 1159 - "THE FOLLOWING IS A TEST OF THE SHIP'S WHISTLE AND GENERAL ALARM".

1230 - End serving midday meal.

1300 - Clear the mess decks.

TBA - Matinee may be shown.

1545 - Relieve the watch.

I. STANDARD HOLIDAY ROUTINE (Continued)

1600 - Scullery crew reports and eats evening meal.

1630 – Religious Services (Sundays) “CATHOLIC LAY SERVICES WILL BE HELD AT 1615 IN THE MAIN DECK LOUNGE, ALL ARE WELCOME TO ATTEND”

1700 - Evening meal for staff and 2/C midshipmen.

1730 - Evening meal for 4/C.

1800 - End serving evening meal

1830 - Clear the mess decks.

PIPE 1830 - "MOVIE CALL".

2200 - Taps. Quiet about the decks.

2315 - Call the 00-04 Watch. Commence serving night rations

2345 - Relieve the watch.

J. PIPES – Ship's Public Address Announcing System

PIPING PROCEDURES

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

STATE OF MAINE DEPARTING- When the Master departs the ship

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

MAINE MARITIME ACADEMY DEPARTING- When the President departs

MAINE MARITIME ACADEMY ARRIVING- When the President arrives

REVEILLE, REVEILLE, REVEILLE- Normally at 0615

FIRST CALL TO QUARTERS- 10 minutes prior to quarters

LAST CALL TO QUARTERS- 5 minutes prior to quarters

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

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

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

MOVIE CALL- Just prior to movie being played

CATHOLIC LAY SERVICES WILL BE HELD AT 1615 IN THE MAIN DECK LOUNGE, ALL ARE WELCOME TO ATTEND-

Normally piped 15 minutes prior to church services

CHURCH SERVICES ARE NOW BEING HELD, QUIET ABOUT THE DECKS- Normally at 1615.

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

THE SMOKING LAMP IS LIT IN ALL AUTHORIZED SPACES-

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

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

K. UTILITY COMPANY INSTRUCTIONS/FIELD DAY PROCEDURES

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

1. Utility Company:

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

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

Excess items and gear left in lockers, deep sinks or otherwise unattended will result in either a failed grade for the utility section using that area locker or may cause the locker to be secured. Deep sinks, mops (rinse mops twice with clean hot water before storing away), sponges, etc. will be cleaned prior to being stored in lockers.

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

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

- a. Working with the Utility Officer to see that the cleaning gear lockers are properly stocked with appropriate materials at all times.
- b. Maintaining an accurate inventory of gear and supplies and notifying the Utility Officer of any discrepancies or shortages.
- c. Ensuring the cleanliness of the locker, all gear, and daily inventory of all gear.

2. General Field Day Procedures:

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

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

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

- b. 2nd Mate: Bridge area including wheelhouse, gyro room, chart room, both wings of the bridge, and cadet navigation lab.
- c. Chief Engineer: Engine room spaces, machinery spaces, engine storerooms, tanks, shaft alley, ventilation, electrical systems and boat engines.
- d. Chief Steward: Chief Steward's office, mess decks (forward & aft), galley, bakeshop, refrigerator spaces, ship's laundry, ship's store and all store rooms assigned.
- e. Commandant of Midshipmen: All Midshipmen berthing spaces, lounges, internal public spaces adjacent to living areas, passageways, quarterdecks, and laundry rooms.
- f. Medical Officer: Sick Bay, medical wardroom and all medical storerooms.
- g. Ship's Barber: Barber Shop.
- h. Supply Officer: All store rooms not assigned to other departments.

L. GARBAGE MANAGEMENT PLAN

- 1. Purpose
 - a. To establish methods for garbage disposal aboard the T/S STATE OF MAINE while berthed in Castine, while the Ship is underway and while berthed in a port of call.
 - b. To define routes of garbage removal, storage methods and special needs.
- 2. Scope
 - a. This procedure is applicable to all Maine Maritime Academy personnel while working and/or berthed on board the T/S STATE OF MAINE.
 - b. This procedure is applicable to all garbage management aboard the TS/ STATE OF MAINE including but not limited to plastics; floating dunnage, lining or packing materials; paper products; rags; glass; metal; bottles and crockery; food waste; incinerator ash; and hazardous waste.
- 3. Responsibility
 - a. It is the responsibility of the Chief Mate as the Person in Charge (PIC) of the Garbage Management Plan, to be familiar with International Convention for the Prevention of Pollution from Ships (MARPOL 73/78). Annex V of the convention shall receive particular attention as it is applicable to this procedure, and for future amendments to this procedure.

L. GARBAGE MANAGEMENT PLAN (Continued)

- b. It is the responsibility of all personnel involved with garbage management on board the T/S STATE OF MAINE to be familiar with the procedures listed in this document.

4. Material Requirements

- a. Listed materials should be made available to all personnel for garbage handling and disposal:
 - Protective, liquid impervious gloves (latex rubber)
 - Plastic bags of various sizes
 - Paper trash sacks
- b. Listed below are the color codes for trash receptacles and their respective usage:
 - General trash – YELLOW
 - Plastics – BLUE
 - Oily Rags – BLACK
 - Used Rags – RED
 - Scrap Wood – GREY
 - Scrap Metal – STEEL DRUM
 - Dry Cell Batteries – ORANGE
 - Fluorescent Lamps – MANUFACTURER'S PACKING CARTONS

5. Safety Requirements

- a. All personnel involved in trash sorting shall wear rubber gloves.
- b. Caution should be had for any sharp objects that may be in the trash (razors, broken glass, etc.).
- c. Soiled rags should be contained in such a manner so as to prevent spontaneous combustion.

6. References

- a. MARPOL 73/78
- b. MARPOL 73/78 Annex V
- c. Guidelines for the Preparation of Garbage Management Plans, International Chamber of Shipping
- d. MARPOL How To Do It, International Maritime Organization 1993
- e. Emergency Management of Hazardous Materials Incidents, National Fire Protection Association 1995

L. GARBAGE MANAGEMENT PLAN (Continued)

7. Definitions

- a. Source: where garbage is first disposed of
- b. Special Areas: include Mediterranean Sea, Black Sea, Baltic Sea, Red Sea, Persian Gulf Area, North Sea and English Channel, Antarctic Seas, Wider Caribbean Region
- c. Discharge: any release howsoever caused from a ship and includes any escape, disposal, spilling, leaking, pumping, emitting, or emptying
- d. Hazardous Materials: shall include any explosives, gases (ex: fluorescent lamps), flammables, oxidizers, poisons, radioactive materials, corrosives (ex: dry-cell batteries), or any material which may be soiled with a hazardous material (ex: oil rags)
- e. PIC: person in charge
- f. Victual Waste: food waste
- g. Plastics: plastic includes, but is not limited to: plastic bags, styrofoam, six pack holders, plastic strapping bands, sheeting, fishing nets and line, milk jugs, cartons (egg, milk, bread), gloves, rope, shoes, sneakers, flashlights, lighters, shrink wrap or materials which contain only small portions of plastics like a lined paper cup.
- h. Bio-hazardous Waste: any material which has been soiled by bodily fluids.
- i. Sharps: any needle or sharp object which has been contaminated with bodily fluid.
- j. Refuse Record Book: logbook designed to document garbage disposal locations and methods
- k. Underway: As defined by COLREGS 72 and United States Inland Rules
- l. IWO: In way of.

8. Procedure

- a. While the STATE OF MAINE is berthed in Castine at Maine Maritime Academy's pier, all garbage shall be managed in accordance with this plan, MARPOL 73/78 and local waste management protocol.
 - (1) Garbage disposal sources shall be set up for each of the following decks.
 - 02-01 forward house and 03-01 after houses: shall have garbage disposal sources in their respective laundry rooms.
 - Main deck, lower decks (IWO "mission spaces"): shall dispose of trash directly to appropriate dumpster at head of pier.

L. GARBAGE MANAGEMENT PLAN (Continued)

- Engineering Spaces: shall use the machine shop, adjacent storage room and the appropriate dumpster at the head of the pier.
- (2) All garbage shall be segregated at its source into 9 different categories:
- Victual waste
 - General trash: paper, crockery, cardboard
 - Plastics: synthetic ropes and rags, plastic garbage bags, styrofoam, plastic packing materials
 - Scrap Metal
 - Wood
 - Used Rags (not oil soaked)
 - Oily Rags
 - Used dry-cell batteries
 - Used fluorescent lamps
- (3) Appropriate separate containers shall be provided in each garbage disposal area, each labeled and color-coded designating its intended use. Containers shall be kept close to one another to promote proper sorting.
- Scrap wood or scrap metal shall be taken from the ship and placed directly into their respective dumpsters on the pier.
 - Oily rags shall be collected in appropriately designated containers, adequately bagged and disposed of in the dumpsters at the head of the pier.
 - Used fluorescent lamps shall be re-packed in the appropriately marked manufacturer's packing cartons in the Lamp Locker (2-104-0) for disposal at an approved shore-side facility.
 - Non-ferrous scrap metals shall be kept in 1-138-2 in the designated bin.
 - Used dry-cell batteries shall be disposed of at an approved shore-side facility.
- (4) All garbage shall be removed from the Ship to the appropriate dumpsters on a daily basis.
- (5) All garbage shall be "logged" ashore by the Ship's quarterdeck (AMOOD) watch. Reports shall be registered in the deck logbook indicating type of garbage disposed of and volume (cubic meters).
- b. While the T/S STATE OF MAINE is underway or at anchor, all garbage aboard the T/S STATE OF MAINE shall be disposed of in accordance with MARPOL 73/78, with strict observance to legal discharge offshore distances and discharge in special areas.
- (1) At no time while at sea shall any plastic material or oily rags be disposed of overboard.
- (2) Strict observance shall be kept as to the distance offshore when garbage is to be disposed overboard. The legal offshore discharge distances are:
- Up to 3 miles: Disposal of any garbage is prohibited

L. GARBAGE MANAGEMENT PLAN (Continued)

- Greater than 3 miles: Food waste, paper, rags, glass, metal crockery and similar refuse if comminuted or ground into pieces no large than 1 square inch.
 - Greater than 12 miles: Food waste not ground, and paper rags, glass or metal bottles, crockery and similar refuse
 - Greater than 25 miles: Floating dunnage, lining and packing materials
- (3) Special Areas shall be observed as regions where no garbage shall be disposed of while underway. Victual wastes may be disposed of when in Special Areas only when more than 12 miles from any shore.
- (4) Garbage disposal sources shall be set up for each of the following decks.
- 02-01 forward and 03-01 after houses: shall have garbage disposal sources in their respective laundry rooms.
 - Main deck: shall use garbage room.
 - Mess Decks: shall use the garbage cans in the passageway by the scullery. Strict attention to waste segregation shall be observed.
 - Freshman Berthing: shall use the head on the 2nd deck.
 - Lower decks: shall use garbage room.
 - Engineering Spaces: shall use the machine shop and adjacent storage room.
- (5) All garbage shall be segregated at its source into 9 different categories:
- Victual Waste
 - General trash: paper, crockery
 - Wood
 - Plastic
 - Scrap Metal
 - Oily Rags
 - Used Rags (not oil soaked)
 - Used dry-cell batteries
 - Used fluorescent lamps
- (6) Appropriate color-coded and stenciled containers shall be provided in each garbage disposal area.
- Oily rags shall be kept in the decontamination locker in bins, so designated, on the main deck until properly disposed of at shore-side facilities or unless otherwise directed by the PIC.
 - Non-ferrous scrap metals shall be kept in 1-138-2.
 - Used fluorescent lamps shall be re-packed in the appropriately marked manufacturer's packing cartons in the Lamp Locker (2-104-0) for disposal at an approved shore-side facility.
 - All Biohazardous materials or sharps shall be disposed of in approved containers that label them as such. These containers shall be stored and/or disposed of at the discretion of either the doctor or the PIC.
 - Used dry-cell batteries shall be disposed of at an approved shore-side facility.

L. GARBAGE MANAGEMENT PLAN (Continued)

- (7) All garbage shall be brought daily to the garbage room during cleaning stations or by the utility crew. Trash from the Bridge and EOS shall be disposed of by the watch to the garbage room.
 - (8) All garbage in the garbage room shall be kept separated. The utility company crew shall be required to sort any garbage that was not separated correctly at its source.
 - (9) Upon obtaining permission from the Ship's navigation bridge, garbage may be disposed of from the Ship's garbage chute located in the garbage room. The garbage chute is the only authorized at-sea disposal location. Refuse that is too large to utilize the garbage chute may be taken to the Ship's stern and disposed as directed by a ship's officer. Permission to dispose of garbage from the Ship's stern must still be granted by the navigation bridge.
 - (10) Designated personnel shall supervise all garbage disposal. Department heads shall be deemed designated personnel.
 - (11) The mate on watch must approve garbage disposal while at sea. The disposal shall be accompanied by an appropriate entry in the garbage log, which shall include:
 - Type of operation (i.e. discharge overboard, discharge to another ship)
 - Time and Date
 - The latitude and longitude of the ship and the approximate distance from shore.
 - The volume of garbage disposed (in cubic meters)
 - The type of garbage:
 - (a) floating dunnage: lining or packing material
 - (b) ground or unground paper products, rags, glass, metal, bottles, crockery or other similar materials
 - (c) victual waste
 - (12) Only the licensed deck officer on watch or their designee shall sign the garbage disposal log.
- c. While the T/S STATE OF MAINE is berthed at a port of call, all garbage aboard the T/S STATE OF MAINE shall be disposed of in accordance with MARPOL 73/78 and local waste management protocol.
- (1) Garbage disposal sources shall be set up for each of the following decks.
 - 02-01 forward and 03-01 after houses: shall have garbage disposal sources in their respective laundry rooms
 - Main deck: shall use garbage room.
 - Mess Decks: shall use the garbage cans in the passageway by the scullery. Strict attention to food waste segregation shall be observed.
 - Freshman Berthing: shall use the head on the 2nd deck.
 - Lower decks: shall use garbage room.
 - Engineering Spaces: shall use the machine shop and adjacent storage room.

L. GARBAGE MANAGEMENT PLAN (Continued)

- (2) All garbage shall be segregated at its source into 9 different categories
 - Victual Waste
 - General trash: paper, crockery
 - Wood
 - Plastic
 - Scrap Metal
 - Oily Rags
 - Used Rags (not oil soaked)
 - Used dry-cell batteries
 - Used fluorescent lamps
- (3) Appropriate color-coded and stenciled containers shall be provided in each garbage disposal area.
 - Oily rags shall be kept in the decontamination locker in bins, so designated, on the main deck until properly disposed of in shore-side dumpster or unless otherwise directed by the PIC.
 - Non-ferrous scrap metals shall be kept in 1-138-2.
 - Used fluorescent lamps shall be re-packed in appropriately marked manufacturer's packing cartons in the Lamp Locker (2-104-0) for disposal at an approved shore-side facility.
 - All biohazardous materials or sharps shall be disposed of in approved containers that label them as such. These containers shall be stored and/or disposed of at the discretion of either the doctor or the PIC.
 - Used dry-cell batteries shall be disposed of at an approved shore-side facility.
- (4) All garbage shall be brought daily to the garbage room during cleaning stations or by the utility crew. Trash from the Bridge and EOS shall be disposed of by the watch to the garbage room.
- (5) All garbage in the garbage room shall be kept separated. The utility crew shall sort any garbage that was separated incorrectly at its source.
- (6) The utility company shall remove garbage from the garbage room and any oily rags from the decontamination locker to the appropriate dumpster ashore.
- (7) All garbage disposed of to a reception facility ashore, while the Ship is in a port of call, shall be accompanied by an appropriate entry in the garbage log, which shall include:
 - Type of operation (i.e. discharge to shore facility, discharge to another ship)
 - Time and Date
 - Name of port of call
 - The volume of garbage disposed (in cubic meters)

L. GARBAGE MANAGEMENT PLAN (Continued)

- The type of garbage:
 - (a) plastic material
 - (b) lining or packing material
 - (c) paper products, rags, glass, metal, bottles, crockery or other similar materials
 - (d) victual waste
- (8) The utility company shall inform the licensed deck officer on watch that garbage disposal is required. Accordingly, the mate on watch or their designee shall sign the garbage disposal log.

M. MIDSHIPMEN FORMATIONS

GENERAL INFORMATION:

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

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

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

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

O. ARRIVAL/DEPARTURE - DECK PARADE

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

1. Upon entering or leaving selected ports, midshipmen who are neither on watch nor actively involved in mooring or un-mooring the ship, will be required to assemble in ranks for Deck Parade Formation ("Man the Rails") in the uniform prescribed. The uniform for

N. ARRIVAL/DEPARTURE - DECK PARADE (Continued)

entering or leaving port will be promulgated in the Plan of the Day (POD).

2. Only midshipmen listed in the POD for watch and special stations for entering/leaving port will be excused from Deck Parade. Those midshipmen rates who may also be excused from Deck Parade must be designated in writing by the Chief Engineer or the Chief Mate.
3. All personnel not engaged in mooring or un-mooring the ship will keep clear of the working areas and equipment so as not to interfere with ship movements, particularly docking and piloting commands and signals. The bridge, the flying bridge, the fore deck, the after deck and all other working areas are off limits. Stay clear of any line handling areas.
4. In foul weather, Deck Parade will be cancelled. All Midshipmen will remain clear of the fore and aft open Decks and the Bridge and Flying Bridge area.
5. Certain ports and naval Ships require exchanging of etiquette upon entering or leaving port. If so required, the P.A. system will be utilized to call midshipmen to attention and salute.
6. No topside maintenance will be scheduled during the period the ship is entering or leaving port. The working uniform will not be permitted topside with the exception of line handlers who will be uniformly dressed in working uniforms and ball caps. No Midshipmen will appear in portholes, windows or other openings during Deck Parade. After Deck Parade is called away, when line handlers are not actually handling lines, they will be formed up neatly facing outboard.
7. All personnel topside will be properly dressed and will remain clear of the Flying Bridge area and those Midshipmen in deck parade. PT gear, cut off shirts, bathing suits, are not considered proper dress for any personnel while entering and leaving the Port of Call.
8. Covers will be worn outside of the ship when in port and when entering and departing the Port of Call. When the Pilot comes on board, covers are worn, when the Pilot departs, covers may be removed.

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

1. Ship's Mess: Scullery Workers and dining service assistants on cruise will be assigned each day the same as a regular watch. Their duty post shall be the Scullery or the Mess Deck:
 - a. They will report on time, to the Chief Steward, or Second Steward at the beginning and end of each shift as needed.
 - b. Close coordination is essential in assignment of scullery workers and dining service assistants. Normally this watch will be filled by 4/C from the Utility Company while at sea and from the watch section or the supplemental platoon when in port.
 - c. While in port and serving night chows midshipmen will be assigned from either the watch section or supplemental platoon as tour guides/extra's to help Dining Services bus tables, pick up trash, etc. A 2/C from the tour guides/extras will be assigned to supervise these workers.

O. GENERAL INFORMATION FOR ALL MIDSHIPMEN WORKING IN SHIP'S DINING ROOM
(Continued)

2. Reception/Buffets: The Chief Steward will be responsible for obtaining sufficient midshipmen to work at any receptions and to coordinate assignments to specific details. This work is usually for pay. Careful attention to hours worked will be required for pay purposes.

P. SHIPBOARD LAUNDRY INSTRUCTIONS

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

Q. SPECIAL INSTRUCTIONS FOR AMOOD/MCDO INPORT

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

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

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

3. Specific requirements for the AMOOD watch (See Pages II-6):

- a. Keep quarterdeck clear. No person/persons on the quarterdeck except those who have authorized business to conduct, or those passing through. This is not the place to socialize with your friends or watch personnel coming on board.
- b. Salutes are always rendered from a position of attention.
- c. When in port the 08-12 AMOOD in the absence of the MCDO, will muster the on-coming watch company at 0700 on the 03 Level Reception Deck Aft. The AMOOD will contact the SWO if that happens.
- d. When the gangway watch is posted on the dock at the bottom of the gangway, have him/her come to attention and salute all officers who arrive or depart.
- e. Demand a high standard of appearance and watch standing by ALL on watch.
- f. There will be no consumption of food or drinks of any kind on the quarterdeck or at the bottom of the gangway. Food or drinks may be consumed either on the mess deck or the watch standby room.
- g. Delegate administrative duties to the 3/C and 4/C so proper attention may be given to managing the Quarterdeck area.

4. MCDO (IN PORT ONLY)

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

Q. SPECIAL INSTRUCTIONS FOR AMOOD/MCDO INPORT (Continued)

5. SECURITY

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

SECTION III

MISCELLANEOUS INFORMATION FOR ALL MIDSHIPMEN

- A. BICYCLES
- B. BRIDGE AREA
- C. DISCIPLINE SYSTEM
- D. LIBERTY
- E. GAMBLING
- F. MESS DECK
- G. MOVIES
- H. CEREMONIAL RECEPTIONS
- I. SANITATION INSPECTION/ELECTRICAL APPLIANCES
- J. SHIP'S OFFICE
- K. SUNNING
- L. UNIFORMS
- M. VEHICLES
- N. WAGES
- O. RESTRICTED AREAS
- P. PHYSICAL SECURITY
- Q. LOUNGES
- R. TIME CHANGES
- S. MEDICAL DEPARTMENT

MISCELLANEOUS INFORMATION

A. BICYCLES

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

B. BRIDGE AREA

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

C. DISCIPLINE SYSTEM

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

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

3. Any major infractions received on cruise may preclude any senior privileges allowed midshipmen in their final senior semester. All demerits received by 4/C on freshman cruise will be added to the 3/C overall demerit count for their cadet shipping.
4. The cruise limit for demerits is 80 for all classes. Midshipmen who exceed the cruise limit will sit before a Disciplinary Review Board and maybe subject to dismissal from cruise.
5. All midshipmen on cruise are eligible for extra duty, which will be assigned at the rate of two hours for every 10 demerits. Extra duty will normally be completed in liberty ports after liberty has been sounded.

C. DISCIPLINE SYSTEM (Continued)

6. Restriction for all classes during cruise will be assigned at the rate of one liberty day restriction for every 10 demerits accumulated over 50 on cruise, and as per the following schedule for "late returning from liberty":

<u>Time Past Expiration of Liberty</u>	<u>Punishment</u>
01-15 Minutes	1 Cinderella Liberty
16-30 Minutes	1 Liberty day restriction
31+ Minutes	1 Additional Liberty Day restriction for every hour or part of an hour beyond 30 minutes.

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

NOTE: Individuals placed on Cinderella Liberty and who fail to return on time will be automatically assigned 1 liberty day restriction plus one Cinderella, owed for not completing the initial Cinderella, and any other Cinderella days or liberty day restrictions incurred for the time being late, i.e. 2200 Cinderella, individual returns 2210. Midshipman owes 1 liberty day plus two Cinderella's. Failure to return from liberty prior to the reveille immediately following expiration of liberty is a Class I offense of Absent Without Leave.

Cinderella Liberty will expire onboard: at 2400 for 1/C, 2/C and 3/C Cadet Shippers, and at 2200 for 4/C and all other classes on their first cruise.

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

7. Alcohol offenses while on cruise will constitute a violation of the Academy's alcohol policy and will be adjudicated as such during the Regimental hearing process. If found guilty of an alcohol offense this will be a strike in accordance with the alcohol policy.
8. Midshipmen on restriction may not stand watch or be a watch standby for another midshipman except in an emergency in which case the Staff Watch Officer's authorization is required. Midshipmen on restriction are not authorized off the ship, which includes the making of phone calls.
9. Liberty Risk: Midshipmen on the training cruise are the representatives of the Academy, the State, the Maritime Administration and, when in a foreign port, the United States. Consequently, the conduct of midshipmen on liberty must be beyond reproach. Any conduct unbecoming ashore, which includes excessive drinking, puts at risk the image and the reputation of this Academy. If a midshipman is designated a liberty risk by the Ship's Master or the Commandant (the Assistant Commandant in the absence of the Commandant), his/her liberty will be secured indefinitely.

D. LIBERTY

1. Liberty is a privilege and will be treated as such. Midshipmen whose actions are such as to question their eligibility for such a privilege will lose it. All midshipmen may wear

D. LIBERTY (Continued)

appropriate civilian attire ashore. In certain ports, for specific circumstances, uniform or civilian clothing may be required of all midshipmen as directed by the Commandant of

Midshipmen. Liberty is always at the discretion of the officers in charge of maintenance, training, and utility companies. In working ports, liberty will normally commence at 1600. In liberty ports, liberty will normally commence at 1200 and expire at:

2400 for 4/C

0200 for 1/C, 2/C and 3/C Cadet Shippers

2300 for 4/C and 2400 for 2/C for the On-Coming Watch Company, supplemental watch platoon, and line handlers on the day prior to departure.

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

2. Special overnight liberty requests normally are only granted for midshipmen who have immediate family living (domiciled) in the local area of the port of call. Immediate family is considered to be mother, father, brother or sister, **fiancé(es) DO NOT** qualify as immediate family. If approved, midshipmen must remain in the local area such that in the event of an emergency or unscheduled departure, they can be recalled to the ship. A local address to include a phone number must be provided prior to the granting of special liberty. Even if approved, midshipmen must complete all cruise requirements, which include watches, maintenance, and training. Local area limits will be determined by the Commandant's Department on a port-to-port basis. Normally a 50 mile radius is used as a rule of thumb when the port of call is in the continental United States(CONUS.)
3. All midshipmen going on liberty are subject to personal inspection by the quarterdeck watch. That watch may refuse liberty to any midshipman who does not meet personal grooming standards or is not in a liberty status. In addition, packages, bags, backpacks, etc. will be inspected for contraband goods, when boarding the ship and may be inspected when departing the ship.
4. Extra hour of liberty is not granted automatically to those entitled to this privilege. The extra hour must be indicated in the Liberty Log and not assumed. NOTE: Midshipmen who are in a no duty status for medical reasons will also have their liberty secured until released from a no duty status by the Medical Officer.
5. All assigned ship personnel will be required to wear and use their MMA ID Card when in port and upon leaving and boarding the ship. Those who do not have their MMA ID Card will be refused liberty until other means of checking off and on the ship can be resolved.

E. GAMBLING

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

F. MESS DECK

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

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

1. Mess deck opens for business at 0630 for breakfast. Do not expect the serving line or mess decks to be ready for business prior to that time. Midshipmen should not be eating prior to 0630, other than those working for dining services.
2. Midshipmen will form up in the main passageway facing aft, along the inboard bulkhead. Evening meal for staff and 2/C is at 1700, and for 4/C at 1730.
3. Mess gear of any nature will not be removed from the mess deck/galley area by any midshipman for any reason unless approved by the Dining Service Manager. Only the 04-08 Watch are permitted to eat on the Mess Decks after 0725. All others are to eat prior to 0725.
4. Uniformed Personnel:
 - a. The appropriate uniform of the day will be worn during meal hours on the mess deck as promulgated in the POD.
 - b. Midshipmen in coveralls/boiler suits are only authorized to eat on the Aft Mess Decks (in designated areas only) or Watch Standby Room. Maintenance or coveralls/boiler suits are not authorized in the forward mess. Wearing the maintenance uniform is only authorized when on a special work project.
 - c. Always remove your cap/hat before or upon entering the mess decks.
 - d. Never appear on the mess deck out of uniform.
 - e. Due to the number of personnel on board the ship, the mess deck during meal hours is not the place to socialize. Go through the mess line; eat your meal and then move on. This will give others a chance to sit and eat their meals.
 - f. During the evening meal personnel will normally be either in the leisure uniform or khakis.
5. Non-Uniformed Personnel: Appropriate civilian attire will be worn during meal hours on the Mess Decks. Tank tops, athletic gear, pajamas, flip-flops or any open toed or heeled footwear will not be considered as appropriate attire. Dining service personnel will wear their approved leisure uniform or working uniform.

6. Mess Deck Utilization: The Chief Steward in conjunction with the Assistant Commandant will schedule and reserve the Mess Deck for meeting places if no other areas are available. All other areas will be utilized prior to reserving these spaces.
7. Watch Mess: Will be utilized as a twenty four hour snack area where peanut butter and jelly sandwiches can be made, hot cocoa, coffee and snacks may be consumed. These areas need to be kept clean, any abuse to these areas will result in this service being discontinued.

G. MOVIES

During long days at sea, the "evening movie" should be a relaxed and welcome event. The movie scheduled must go on, and be on time (not early) if at all possible. Port briefs, final exams, special events, etc. have priority over the movie being shown. This will be coordinated through the Assistant Commandant. (If these events impact only a select few then the evening movie may still be shown on time.)

- * Normally movies will not be shown past 2300 (at sea or in port) unless specifically authorized by the Staff Watch Officer.
- * During time changes, the movie will be played at the same time prior to the time change to ensure that all personnel are given the opportunity to view it. Time changes are for watch changes only.

H. CEREMONIAL RECEPTIONS

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

1. Requirements:
 - a. AMOOD and MCDO in the specified dress uniform shined/clean shoes, regulation haircut, proper grooming standards, etc. and both present at the quarterdeck at all times unless excused by the Assistant Commandant or Staff Watch Officer. Messenger and Gangway Watch in the specified uniform with clean white duty belt, (not worn with summer whites) shined/clean shoes, proper grooming standards, regulation haircut, etc.
 - b. Members of the Drill Team or replacements thereof as the Special Honor Guard, in the prescribed dress uniform with shined/clean shoes, proper grooming standards, regulation haircut, etc.
 - c. Drill Team Commander or his/her assistant in the same prescribed uniform and in charge. If not available, a member of the Honor Guard may be designated in charge with the permission of the Assistant Commandant or Staff Watch Officer.
2. Procedures:
 - a. All midshipmen assigned to this special detail will report to the quarterdeck at the time specified (normally 30 minutes prior to the commencement of the special event) for inspection and briefing.

H. CEREMONIAL RECEPTIONS (Continued)

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

3. Termination of Ceremonial Quarterdeck

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

I. SANITATION INSPECTIONS

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

1. *Daily Sanitation Inspection Requirements*

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

I. SANITATION INSPECTIONS (Continued)

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

2. Sanitation Inspection Procedures:

- a. Inspect the space and note any discrepancies.
- b. Ensure all room/berthing areas have a copy of the Room/Berthing Inspection Sheet placed on the inside of each door.

I. SANITATION INSPECTIONS (Continued)

- c. Verify that inspection log sheet for assigned space is present and has not been altered or previously filled out for the respective day.
- d. Place small, neat "X"s in the respective boxes under "Problem Areas." Add any comments to specify problem areas not covered by boxes. Note if the infraction is limited to one occupant or both occupants. Discrepancies involving heads will be noted on both spaces' log sheets.
- e. If no discrepancies are noted, place a small, neat "X" in the "Sat" box.

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

- f. If discrepancies are noted, the inspector must write his or her name in the "Inspector" box. If the "Sat" field is checked, the inspector will also write their name in the inspector field.
- g. Review log sheet for three "X"s in a row or three contiguous "X"s in a column. Take the comments into consideration as well. If a trend of three is noted, fill out a Class III Infraction Slip appropriate to the infraction and turn into the midshipman's respective company executive officer.

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

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

Room/Berthing Number: _____ Name of Occupants: _____

Date	Room					Problem Areas			Other	Sat	Inspector
	Soiled Deck	Untidy Racks	Dust	General Disorder	Unclean Basin Area	Gear Adrift	Soiled Deck	Dirty Toilet			
04-May											
05-May											
06-May											
07-May											
08-May											
09-May											
10-May											
11-May											
12-May											
13-May											
14-May											
15-May											
16-May											
17-May											
18-May											
19-May											
20-May											
21-May											
22-May											
23-May											
24-May											
25-May											
26-May											
27-May											
29-May											
30-May											
31-May											
01-Jun											
02-Jun											
03-Jun											

Room/Berthing Number: _____ Name of Occupants: _____

Date	Room						Problem Areas				Other	Sat	Inspector		
	Soiled Deck	Untidy Racks	Dust	General Disorder	Unclean Basin Area	Gear Adrift	Soiled Deck	Dirty Toilet	Unclean Shower	General Disorder					
04-Jun															
05-Jun															
06-Jun															
07-Jun															
08-Jun															
09-Jun															
10-Jun															
11-Jun															
12-Jun															
13-Jun															
14-Jun															
15-Jun															
16-Jun															
17-Jun															
18-Jun															
19-Jun															
20-Jun															
21-Jun															
22-Jun															
23-Jun															
24-Jun															
25-Jun															
26-Jun															
27-Jun															
28-Jun															
29-Jun															
30-Jun															
01-Jul															
02-Jul															
1															

J. SHIP'S OFFICE

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

K. SUNNING

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

L. UNIFORMS

1. Proper name tags will be worn with all khaki, summer whites and dress blue uniforms. Use last name and first initial only, no nicknames. Chambray shirts, boiler suits or coveralls will be properly stenciled with last name only, no nicknames or graffiti. Emergency Squad personnel are authorized to have the words "Emergency Squad" stenciled in 1 inch black letters on a 2 inch wide strip of white cloth sewed and centered beneath their name, while on cruise only.
2. When wearing the leisure uniform, the leisure shirt and cruise T-shirt (if authorized to be worn on cruise) will be tucked in. A Regulation khaki web belt and buckle will be worn on the khaki trousers or shorts.
3. In past years, midshipmen have adorned their Cruise caps with collar devices. This is a 2/C privilege. 2/C may place two anchors or two props on the Cruise cap, depending on their major course of study. Location will need to be approved by the Assistant Commandant.
4. The wearing of mustaches is authorized only for 2/C and will be worn in accordance with personal grooming standards found in the Regimental Manual. Growing of mustaches cannot be started until cruise begins.

L. UNIFORMS (Continued)

5. The working/maintenance uniform may be worn when engaged in dirty work, maintenance, utility jobs, watches, and those other times when expressly authorized by the Commandant of Midshipmen. When wearing the working uniform, the blue chambray shirt may be removed while engaged in work (if authorized). A plain (no lettering or design) 100% cotton navy blue crewneck T-shirt (not sleeveless) is required to be worn under the chambray shirt at all times. When work is completed it must be put back on, buttoned, and tucked in. No shirt is authorized to be worn unbuttoned and/or un-tucked at any time. No working uniform is to be worn that is ripped, torn or in an unsatisfactory condition nor will it have any graffiti on it. The working/maintenance uniform must be 100% cotton, NO EXCEPTIONS. The working uniform will not be worn by Midshipmen in the following areas
 - a. Ship's Forward Mess area during evening meals (working uniform may be worn in the Aft Mess Deck). Long sleeved shirts may be rolled one turn up above the elbow; otherwise sleeves will be rolled down and buttoned at the wrist.
 - b. Bridge area. (unless on a working detail)
 - c. Quarterdeck (in port) during receptions.

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

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

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

7. When working or standing watches in the engine room, boiler suits and/or maintenance uniforms are required to be 100% cotton. Short sleeves are not authorized in the engine room.
8. Ship's messengers will wear a clean white duty belt when they are standing watch, except when wearing summer whites. Engine watches in coveralls or work uniform; BMOW in work uniform.

L. UNIFORMS (Continued)

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

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

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

Deck midshipmen

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

Engineer Midshipmen

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

13. Midshipmen may pass through the ship in athletic gear to work out or sunbathe except for the Quarterdeck area when in port. Shirts and shoes will be worn with athletic gear and sunning attire AT ALL TIMES when walking through the ship.
14. When authorized for wear, civilian attire will be neat in appearance, shirts tucked in, appropriate for the situation and be representative of a Midshipman from Maine Maritime Academy. Current styles and fashions are authorized. The following guidelines will be used when wearing civilian attire:
 - a. No maintenance or work clothing. (No oil, bleach or paint covered clothing).
 - b. Torn or ripped clothing is not authorized for wear at anytime. (This includes clothing that may be bought ripped or torn, i.e. jeans, tank tops, etc.)
 - c. Plain white/navy blue crew neck or V-neck T-shirts without a pocket are considered undergarments and are not authorized to be worn as the primary shirt.

L. UNIFORMS (Continued)

- d. Rubber flip-flops, rubber type thongs, shower shoes, etc. are not authorized for wear. Conservative type sandals may be authorized for wear with civilian attire if going on liberty, but open toed footwear will not be normally worn about the ship.
 - e. Tank top shirts, shorts, beachwear and athletic attire may be authorized for wear, depending on local rules, regulations and customs. Muscle tank tops, white t-shirts without pockets, cut off sleeve sweatshirts or shirts, cut off or frayed shorts, unserviceable pants (i.e., ripped, torn, ragged, etc.) are not authorized.
 - f. Midshipmen may wear the regimental uniform articles below with civilian clothing:

Khaki Trousers/Slacks/Shorts	Academy/Cruise Ball Cap
Neckties	Socks/hosiery
Sweaters	Float Coat
Leisure Shirt	Gloves
Belts w/Buckles	Watch Cap
Shoes	Sweatshirt
Raincoat/Jacket	Blue Activities Jacket
Pea Coat (Reefer) without shoulder boards	
 - g. Footwear will be worn at all times when walking about the ship and on the gangway, no bare feet allowed.
 - h. To go ashore you must meet personal grooming standards and have on appropriate attire, including footwear. The decision of the SWO, MCDO or the A-MOOD as to what is appropriate attire is FINAL.
 - i. All hands will be properly clothed when embarking and disembarking the ship.
15. ODU: Blue coveralls with a black belt is authorized for wear in place of the SS Khaki uniform while on cruise. The uniform is not authorized for wear in the Engine Room at any time as it is not 100% cotton.

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

M. VEHICLES

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

N. WAGES

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

N. WAGES (Continued)

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

O. RESTRICTED AREAS

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

P. PHYSICAL SECURITY

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

Q. LOUNGES

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

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

NOTE: The care, maintenance and cleanliness of the lounges are the responsibility of the respective classes or crew/staff. Lounges not found to be in a clean condition may be closed for use.

Midshipmen are NOT permitted to be in the lounge areas in athletic attire or work uniforms (boilersuits or dirty/paint splattered maintenance uniform) except the latter when on an authorized work detail or at cleaning stations. Dirty/greasy footwear will be removed prior to walking on the carpeted areas. Lounge furniture will not be used as footrests.

Lounges will not be used to muster people. These areas are so designated as rest and relaxation lounges.

R. TIME CHANGES

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

1. Advancing Clocks: Ship clocks will be advanced in the following manner:

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

2. Retarding clocks: Ship clocks will be retarded in the following manner:

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

S. MEDICAL DEPARTMENT

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

At Sea: 0700 – 1000
1500 – 1730

In Port: 0700 – 1000 or at Liberty Call if before 1000

Holiday Routine: 0700 – 1000

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

SECTION IV

SPECIAL CRUISE INFORMATION

AND

INSTRUCTIONS

- A. POSTAL REGULATIONS
- B. SHIP'S EMERGENCY INSTRUCTIONS AND SIGNALS
- C. FLAG PROCEDURES AND COURTESIES
- D. CRUISE EVALUATIONS

A. POSTAL REGULATIONS

Incoming mail may be picked up from the Ship's Office rear door during mail call hours only. Mail call hours will normally be held in port and will be announced.

Signatures may be obtained for all registered, insured and special delivery mail or it cannot be delivered. All Personnel will pick up their own mail - U. S. Postal Regulations

Outgoing mail may be dropped off at the Ship's Office during working hours and will be given to the Port Agent for mailing. When in port mail must be into the Ship's Office by 0800 or when otherwise announced.

No U.S. or foreign stamps will be available for purchase from the Ship's Post Office or Ship's Office. U.S. postage stamps cannot be used when mailing letters in foreign ports, unless an agreement has been made with either a U.S. Naval Base or American Embassy. Rule of thumb is, when mailing letters in foreign ports use that foreign ports postage stamp. No foreign currency will be accepted for purchase of stamps.

All outgoing mail will be mailed from the Ship's Office only, and not from the Quarterdeck. No midshipmen, ship's officers or staff in any position are authorized to accept U.S. Mail for delivery or mailing; only authorized personnel will receive and deliver U.S. Mail in accordance with U.S. Postal Regulations.

Remember the risk of sending money through the mail - DON'T DO IT!!!

Advise family, friends, etc., to check their local Post Office for the current postage to insure delivery on time when mailing to foreign ports.

Be sure to check arrival and departure dates on cruise schedule and advise family and friends of these dates. Caution them that these dates may be subject to change.

All personnel are reminded that if they use an airmail envelope in a foreign country, they must put that country's airmail stamp on it, otherwise the letter will be held up for postage due.

Persons receiving express mail will normally be notified of such the same day that express mail is received.

Money, money orders, important papers/documents should not be sent via regular mail as it may get lost or not arrive before the ship departs the port-of-call.

NOTE: DO NOT HAVE PACKAGES SENT TO YOU WHILE ON CRUISE, AGENTS IN PORTS WILL NOT ACCEPT THEM FOR SECURITY REASONS.

B. EMERGENCY/SAFETY PROCEDURES

A. General

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

B. Emergency Evacuation Plan T/S STATE OF MAINE

1. Purpose
 - a. To establish procedures for executing an Emergency Evacuation Plan aboard the Training Ship STATE OF MAINE.
 - b. To define routes of emergency evacuation from the vessel's interior spaces to emergency muster stations aboard the training ship or ashore.
2. Scope
 - a. This procedure is applicable to all personnel while aboard the STATE OF MAINE.
 - b. This procedure is applicable to all emergency evacuation situations that develop aboard the STATE OF MAINE whether at sea, berthed in a port of call, or secured to Maine Maritime Academy's pier.
3. Responsibility
 - a. It is the responsibility of the Chief Mate as person in charge (PIC) of the vessel's emergency squad to be familiar with the Emergency Evacuation Plan.
 - b. It is the responsibility of the entire ship's company to be familiar with the procedures listed in this document.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- c. Prior to the vessel's departure for the training cruise all responsible personnel shall be trained in the execution of the Emergency Evacuation Plan.
4. Material Requirements
 - There are no material requirements for the execution of this plan.
5. References
 - a. Station Bill, T/S STATE OF MAINE
 - b. Fire and Safety Plan, C.R. Cushing
 - c. 46 CFR Subchapter W-Lifesaving
 - d. Lifeboat, Life Raft and Rescue Boat Operating Manuals
 - e. Standing Orders, T/S STATE OF MAINE
6. Safety Requirements

Due regard shall be had to safety hazards while moving about the Ship during an emergency evacuation. The following list will identify prominent safety hazards that may be encountered while proceeding to emergency muster stations or the Ship's gangway.

 - a. Tripping hazards such as pad eyes, coiled and faked lines, watertight door and fire screen door thresholds.
 - b. Ship's motion in a seaway requiring the use of handrails.
 - c. Wet decks creating a slip hazard caused by snow, ice, rain or spray.
 - d. Passageways that are narrow and partially obstructed by ship specific equipment and appliances.
 - e. The general movement of all personnel about the Ship during the execution of this plan.
7. Definitions
 - a. Emergency evacuation - a planned and executed process of evacuating all of the Ship's interior spaces to abandon ship stations or the Ship's gangway.
 - b. Training cruise-the period of time during which US Coast guard license candidates are receiving sea-time aboard the STATE OF MAINE.
 - c. Station Bill - a mandated list of fire, emergency and abandon ship signals that shall be sounded on the Ship's whistle and general alarm bells with list of specific duties for all personnel on board during an emergency.
 - d. Emergency Muster Stations - areas of the Ship that personnel shall report during an emergency.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- e. Primary Evacuation Route - the most direct route for personnel to follow when evacuating a space aboard the Ship.
 - f. Emergency Vehicles and Personnel - vehicles and personnel attached to shore-based emergency response organizations that may be encountered while the Ship is in port.
 - g. IWO – in way of
8. Procedure
- a. All personnel on board shall follow the Emergency Evacuation Plan routes as detailed in the following pages.
 - b. While underway, the mandated fire, emergency and abandon ship drills shall incorporate the evacuation routes described in following pages of this plan.
 - c. Personnel encountering excessive heat and/or smoke while using a primary evacuation route shall seek to use a secondary means of evacuation.
 - d. Personnel using evacuation routes that pass through watertight and fire screen doors shall ensure that the door(s) are secured subsequent to passage.
 - e. While berthed at Maine Maritime Academy's pier, emergency evacuation routes detailed in this section shall be followed to the 01 Level. Upon arrival at the 01 level, personnel shall disembark the STATE OF MAINE and immediately muster on the observation deck above Payson Hall.
 - f. While berthed in a port of call, emergency evacuation routes detailed in this section shall be followed to the Ship's gangway. Subsequently, all personnel will disembark the Ship by way of the Ship's gangway. Alternative means of disembarkation shall be designated by the Chief Mate, or in his absence, the licensed deck officer on watch. Personnel shall immediately muster on the pier adjacent to the Ship's berth for accountability. Personnel will form up by Crew/Staff/Others, Dining Services, and Midshipmen (in company formation).
 - g. Upon the requirement to execute an emergency evacuation while the Ship is berthed at Maine Maritime Academy or in a port of call, the Ship's crew and Emergency Squad shall proceed to their emergency muster stations aboard the Ship.
 - h. During emergency evacuation of the Ship while berthed, due regard shall be had for movement of shore-based emergency vehicle(s) and personnel.
 - i. It shall be the responsibility of the Assistant Midshipman Officer of the Deck (AMOOD) at the Ship's quarterdeck to maintain an accurate log of all personnel aboard the Ship while berthed at Maine Maritime Academy or in a port of call. This log shall be removed from the Ship only as outlined in the Standing Orders.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- j. All emergency signals sounded on the Ship's whistle(s), bell, General Alarm, Fire Alarm Panels or Public Address system shall be in accordance with the Ship's Station Bill.
- k. Page IV-27 describes an example of a Station Bill required to be posted throughout the Ship.

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

PRIMARY EVACUATION ROUTES

Forward House:

Bridge

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

Chartroom

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

03 Level

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

02 Level

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

01 Level

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

After House:

03 Level

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

02 Level

Port and starboard rooms 118 and forward use forward exit located port side. Port and

B. EMERGENCY/SAFETY PROCEDURES (Continued)

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

01 Level

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

Main Deck

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

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

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

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

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

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

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

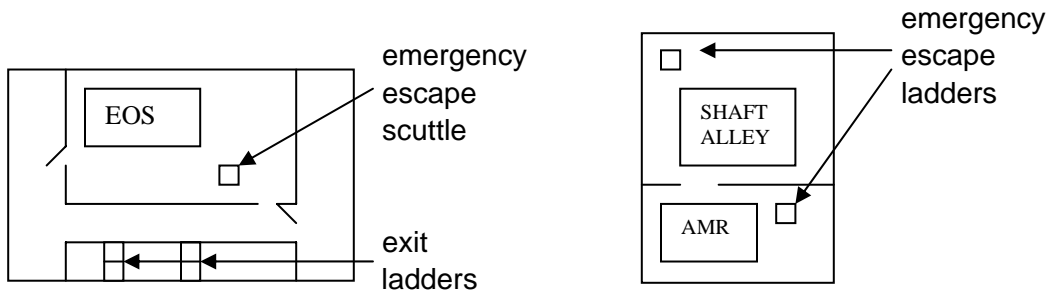
Engine Room

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

B. EMERGENCY/SAFETY PROCEDURES (Continued)

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

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



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

EMERGENCY MUSTER STATIONS

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

Lifeboat No. 1

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

Lifeboat No. 2

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

Lifeboat No. 3

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

Lifeboat No. 4

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

Life rafts

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

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

B. EMERGENCY/SAFETY PROCEDURES (Continued)

C. Emergency Drill Procedures

1. MAN OVERBOARD PROCEDURES

a. General Instructions

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

b. MAN OVERBOARD SIGNAL

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

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

- (1) Any person observing an individual overboard shall give the alarm, "Man overboard (starboard) (port) side". Any person hearing this alarm shall also give the same alarm in the same manner thereby relaying the alarm to the bridge.
- (2) At the same time, drop a life ring as near the person overboard as possible. Care must be taken not to hit the person with the life ring. Keep the person in sight and notify the sighted position to the bridge watch via another person or by a sound powered phone in the area.
- (3) Notify the bridge watch (or quarterdeck watch if in port) by the quickest means available, generally shouting as loudly as possible, so another person can notify the bridge watch.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- (4) Medical Officer shall station him/herself on deck prepared to receive a casualty when the man overboard alarm has been sounded.
- (5) At the sound of "Man Overboard", over the P.A. system, each person on board, and not on watch, must report for a sight muster immediately. Musters will be as follows:

*All midshipmen - Muster on 03 Level Reception Deck (regular morning formation). Regimental Commander will report muster to the Ship's Office as soon as possible.

*Watch Standers – Contact the MOOD if on deck watch and contact the SE if on engine watch.

*All galley personnel - Fwd mess deck with Dining Service Manager.

*Deck Department – With Chief Mate.

*Engineering Department Officers - With Chief Engineer.

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

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

c. DECK WATCH OFFICER

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

d. BOAT SIGNALS

- (1) By day, the following International Flag Signals will be used:
 - (a) Flag "R" - Steer to right of line looking from ship to boat.
 - (b) Flag "L" - Steer to left of line looking from ship to boat.
 - (c) Flag "A" - Steer away from ship.
 - (d) Flag "T" - Steer toward ship.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- (2) The above visual signals may be supplemented by the following signals on the ship's whistle.
 - (a) One short blast - Steer to right of line from ship to boat.
 - (b) Two short blasts - Steer to left of line from ship to boat.
 - (c) Three short blasts - Steer away from ship.
 - (d) Four short blasts - Steer toward ship.
 - (e) On Long blast - Return to STATE OF MAINE.
- (3) By night, the position of the person overboard will be indicated by the ship's searchlight beam. Recall will be by blinker signal "PS".

e. RESCUE BOAT CREW

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

2. FIRE AND EMERGENCY DRILL

- a. GENERAL INSTRUCTIONS - During Fire and Boat Drills, all personnel have assigned locations published on the Station Bill.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

- (1) Any person discovering a fire on board the ship shall first make an immediate report of the fire to the bridge, if the vessel is At Sea, or to the Ship's A-MOOD if the vessel is In Port, then shall endeavor to extinguish the fire or prevent spread of flames.
- (2) The Deck Watch Officer on the bridge At Sea, or the Deck Watch Officer In Port, shall have the fire alarm sounded and the location of the fire piped over all P.A. circuits.
- (3) If berthing spaces are involved, prudent steps should be taken to ensure no personnel remain in the area.
- (4) Use shall be made of portable CO₂ or Dry Chemical Extinguisher, depending on the class of fire and location. Fire fighting apparatus, both portable and built in, are installed at locations where fires are most likely to occur.
- (5) Normally, the fire should be extinguished before it has spread enough to become dangerous and before the fire party is mustered at their stations. Persons fighting the fire shall continue to fight the fire, if they can do so safely, until relieved by the fire party.

b. FIRE ALARM

- (1) There are two situations during which fire may occur.
 - (a) When at Sea or when In Port and all personnel are aboard.
 - (b) In Port when only the Watch Company is aboard.
- (2) In either of the two situations, the fire alarm shall be sounded as follows:
 - (a) Word passed over all P.A. circuits "FIRE, FIRE, FIRE IN (indicate location by name or compartment.)" If a drill, preface word with "THIS IS A DRILL."
 - (b) Sound a continuous blast of the ship's whistle for a period of not less than ten (10) seconds supplemented by same signal on the general alarm for not less than 10 seconds. (When In Port use the normal fire alarm unless a special signal has been authorized by the port authority.)
 - (c) REPEAT (a) REPEAT (b)
 - (d) All personnel shall immediately report to their assigned fire station using proper traffic patterns. Those personnel assigned to muster at boat stations will muster at boat station mustering areas. In no circumstances shall personnel attempt to retrieve personal belongings.
 - (e) All personnel will report to their emergency station with cover/hat, long sleeve shirt or jacket, long pants/trousers, life jacket donned, and properly secured, thermal protection device or immersion suit, gloves, and flashlight.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

c. FIRE PARTY

- (1) The Midshipmen Emergency Squad, under the supervision of the Chief Mate, and Cadet Mate, has the responsibility of responding to any shipboard fires.
- (2) The In Port Fire Party will be comprised of members of the Emergency Squad and In Port Watch Company. The In Port Watch Company and Emergency Squad will respond to any shipboard fires occurring while in port.
- (3) Personnel on watch shall report to their assigned station as listed on the Station Bill as soon as they are properly relieved.
- (4) If the fire is in engineering spaces, the Chief Engineer will assist E-Squad fighting of fire, in the absence of the Chief Engineer in port, the Engineering Duty Officer will assist the Fire Party.
- (5) If the fire is in spaces other than engineering spaces, the Chief Mate will direct fighting of fire; in the absence of the Chief Mate in port, the Deck Watch Officer will take charge of the Fire Party.
- (6) Water shall not be turned on at hydrants unless specifically ordered by the officer in charge at the scene of the fire except as necessary to extinguish a small Class A fire before the Officer in Charge arrives on the scene.
- (7) Personnel assigned to the Emergency Squad in each Company should know where to locate such equipment that they are required to provide. This information will be obtained from the Chief Mate prior to the initial FIRE DRILL. Equipment to be provided by personnel will be listed opposite their name on the Station Bill.

d. SECURING FROM FIRE STATIONS

- (1) When word is received from the Officer in Charge of the Fire Party that the fire is out, word shall be passed as follows:
 - (a) Word passed over all P.A. circuits "SECURE FROM FIRE DRILL, SECURE ALL FIRE FIGHTING EQUIPMENT."
 - (b) General alarm bell sounded three (3) times supplemented by three (3) short blasts on the ship's whistle (if steam is on whistle.)
- (2) The Fire Party will return all equipment to its proper location and assure that it is left in order for immediate use. All hoses used are to be drained and returned to their racks. Any fire extinguisher discharged shall be turned into the Chief Mate for replacement.

B. EMERGENCY/SAFETY PROCEDURES (Continued)

e. FIRE SCREEN AND WATERTIGHT DOORS

- (1) When the fire alarm is sounded the Deck Watch Officer will trip the release on the bridge to close all fire screen doors.
- (2) All quick acting watertight doors and sliding watertight doors will be secured when the fire alarm is sounded. Provision will be made on the Station Bill for assigned personnel to secure these doors. After securing from Fire Quarters, all fire screen doors and watertight doors will be opened.

f. LIFE JACKETS

- (1) All personnel will don life jackets when the fire alarm is sounded. All life jackets will be properly stowed after securing from Fire and Boat Drill Quarters.
- (2) Your life jacket may be your lifesaver someday. Treat it with respect. You are responsible for it's accountability.
- (3) Ensure that the attached light is working properly.
- (4) It is the responsibility of each individual to properly maintain personal emergency equipment. Life jackets may be inspected during daily room/sanitation inspections and at Fire and Boat Drills.

g. DAMAGE CONTROL

(1) SIGNALS

When additional signals are used for directing the emergency squad to muster at the appropriate damage control locker in the proximity of the fire the following whistle and general alarm bells signals will be used:

Damage Control Locker No. 1:

The general alarm shall be sounded one (1) time and supplemented by one (1) prolonged blast of the whistle. Location: 01 deck, Starboard side, Frame No. 75S, After side of the forward deck house.

Damage Control Locker No. 2:

The general alarm shall be sounded two (2) times and supplemented by two (2) prolonged blasts of the whistle. Location: Main deck, Port side, Frame No. 158P, Aft port side passageway aft of the Ship's Regimental Office Aft deck house.

Damage Control Locker No. 3:

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

B. EMERGENCY/SAFETY PROCEDURES (Continued)

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

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

3. ABANDON SHIP BILL

a. GENERAL INSTRUCTIONS

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

b. ABANDON SHIP ALARM

- (1) On order from the Master, the Deck Watch Officer shall sound the Abandon Ship Alarm as follows:

B. EMERGENCY/SAFETY PROCEDURES (Continued)

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

B. EMERGENCY/SAFETY PROCEDURES (Continued)

STATION BILL

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

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

The following is a representative example of a Station Bill:

SIGNALS

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

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

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

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

WHERE WHISTLE SIGNALS ARE USED FOR HANDLING BOATS

Lower boats-1 short blast on the whistle

Stop lowering boats-2 short blasts on the whistle

Dismissal from boat stations-3 short blasts on the whistle

INSTRUCTIONS

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

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

C. FLAG PROCEDURES AND COURTESIES

The Ensign and Jack

1. At sea, the Ensign is to be flown from the aft mast 04 level aft house. Unless otherwise instructed, it is to be raised at sunrise and struck down at sunset. However, it may be flown 24 hours a day.
2. In port, the Ensign is raised at 0800 and lowered at sunset. While berthed at a Naval Base, follow the pre-established customs of the Base. All vessels raise and lower colors on signal, usually a cannon, whistle or pipe. Be prepared to do the same. These times will be posted.
3. When arriving in port, or passing a ship of the line (warship) it may be directed by the Captain or the Deck Watch Officer that the Ensign be dipped as a sign of respect. Dipping will be done as follows:
 - a. The midshipman on bridge utility watch will be sent to the mast.
 - b. When the other vessel is close enough to recognize the courtesy, the Ensign should be lowered to half-mast.
 - c. The Ensign will remain at half-mast until the courtesy is returned by the other vessel (their Ensign is lowered and raised completely).
 - d. The Ensign is returned to its original height.
4. Passing Honors are normally rendered between warships only and when they are passing down each other's side or overtaking. However there may be an occasion because of our unique status as a U.S. Merchant Marine training ship when passing honors is expected. If passing honors are initiated by another ship then the procedures are as follows:
 - a. The commands and whistle signals (hand whistle) are piped over the announcing system.
 - b. Honors will normally be passed as our bow approaches the bow of the other ship in passing situations or as the bow crosses the stern in overtaking situations.
 - c. At the above point, the initiating ship will pipe one blast if passing starboard to starboard or two blasts for passing port to port. T/SSOM will respond by piping the same blast(s) (unless it is an overtaking situation in which case it will be the opposite signal) and say "ATTENTION TO PORT/STARBOARD".
 - d. When this is piped, all hands topside will face port/starboard and come to attention.
 - e. The initiating ship will then pipe one blast, which is the signal for a hand salute. T/SSOM will respond by piping one blast at which time all hands topside will give a hand salute and hold the salute. After a brief pause T/SSOM will pipe two blasts at which time all hands topside will drop their salutes. The initiating ship will follow.
 - f. After the initiating ship completes their salute, T/SSOM will pipe three blasts and say "CARRY ON". The initiating ship will then do the same.

C. FLAG PROCEDURES AND COURTESIES (Continued)

5. The Ensign is to be shifted from the aft mast 04 level aft house to the aft flagstaff at the stern of vessel in port or at anchor. It is to be done as soon as the first line is over the side to the pier or as soon as the anchor is in the water.
6. The Jack (which is not flown at sea) is also to be raised when in port or at anchor. It is to be raised on the forward Jack Staff at the bow simultaneously or immediately after the Ensign is raised on the stern.

NOTE: The Jack is always displayed with the single point of the 5 pointed stars in the up position ▲.

Specialty Flags

1. The ship also carries a number of other special flags, which may be used during cruise. These include the Maine State flag, the Maine Maritime Academy flag, flags of the various countries, which we will be visiting (courtesy flags), etc.
2. Academy and STATE OF MAINE flags will be flown in port or at anchor (under direction of the Captain or Deck Watch Officer). If they are flown, they should be raised after the colors are shifted and lowered before the Ensign in U.S. ports. The Flag protocol for the entire ship set of flags is as follows:

In a foreign port

- | | |
|--------------------------------|-------------------------------------|
| 1) Maine State Maritime Flag | Port yardarm outermost halyard |
| 2) Maine Maritime Academy Flag | Port yardarm second halyard inboard |
| 3) U.S. Ensign | At flagstaff at stern of ship |
| 4) U.S. Jack | Forward Jack Staff at the bow |
| 5) Country National Flag | Starboard yardarm outermost halyard |

In U.S. port:

- | | |
|--------------------------------|-------------------------------------|
| 1) Maine State Maritime Flag | Starboard yardarm outermost halyard |
| 2) Maine Maritime Academy Flag | Port yardarm outermost halyard |
| 3) U.S. Ensign | At flagstaff at stern of ship |
| 4) U.S. Jack | Forward Jack Staff at the bow |

At Sea:

- | | |
|--------------------------------|---|
| 1) New State Maritime Flag | Flown only if directed by Master or Watch Officer |
| 2) Maine Maritime Academy Flag | Flown only if directed by Master or Watch Officer |
| 3) U.S. Ensign | At the masthead 04 level, aft house |

3. When entering a foreign port of call, it is customary to fly the national flag of the country. It is important to get this flag up and flying properly, as it is required to be flown by law in some ports. Failure to fly the national flag properly may result in fines against the ship, and certainly embarrassment to the Academy.
4. The national flag of the port of call being visited is flown from the starboard yardarm outer (flying bridge halyard). It is raised just after the Ensign, and lowered just after the Ensign is lowered.

C. FLAG PROCEDURES AND COURTESIES (Continued)

5. Certain signal flags are required to be flown when entering or leaving ports, as well under some circumstances while underway at sea. The signal flags, such as Quebec, Papa, Hotel, Golf, etc. should be raised on the yardarm halyards (flying bridge halyards) in such a way that they would be read top to bottom, port to starboard.
6. Occasionally, the ship's call sign (WCAH) may be required to be flown when maneuvering in some channels or harbors. If this is the case, it should be hauled up so as to be visible in all directions and not obstructed from view. The call sign should be flown from the starboard yardarm inner halyard (vertical halyard tied off on the top of the deck house) or the yardarm halyard (flying bridge halyard).
7. Standard flag etiquette dictates that the Ensign is raised briskly and lowered slowly. If a flag is to be flown at half-mast, it should be raised to the top of the mast first, and then lowered to a position half way up the mast (or half of the visible height of the mast).
8. In accordance with a Department of the Navy directive MARAD ships fly the "Don't Tread on Me" jack rather than the "Blue Star Field" jack.

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE

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

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

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

3. 2/C Midshipmen Regimental Performance Evaluation Procedures:
 - a. Summary of Evaluation:

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

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

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

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

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

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

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

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

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

* Company Commander Evaluation 40%

This grade is assigned by the Company Commander based on the Midshipman 2/C Cruise Evaluation sheet that can total 40 points.

Total Points: 100

- b. Once these grades have been determined, the Company Officer fills out the Midshipmen 2/C Regimental Grade Assignment Sheet.
4. Company Commander Evaluation Procedure for 2/C midshipmen.
 - a. This evaluation procedure determines 40% of the Regimental Cruise grade. It involves assigning numerical grades to individuals for certain areas of performance. Company commanders need to ensure evaluations are for regimental performance, not a training, watch, maintenance, or utility grade.
 - b. The Platoon Leader starts the process by grouping the 2/C midshipmen into top, middle and bottom thirds. This initial grouping is **not** an attempt to develop a grade, but an effort to realize relative performance levels. It is also **not** meant to imply that one third of the midshipmen will receive an A, and one-third a B, and one-third a C. He/She then fills out the 2/C Cruise Evaluation Worksheet assigning numerical grades to each factor listed on the worksheet. Keep in mind that a typical midshipman is "fair" or "good", thus they rate a "1" or "2". If that person has definitely distinguished him/herself in a particular area, they may be assigned a "3". For example, a midshipman who just "shows-up" for events, but does very little once there, should be assigned a grade of "0" or "1", not a "3" or "2".
 - c. Once a the Platoon Leader fills out the Midshipman 2/C Cruise Evaluation Worksheet, the Platoon Leader, Company Commander, and Regimental Executive Officer hold an evaluation meeting where the Platoon Leader gets consensus from the others on his/her evaluations. The respective Company Officer will facilitate this meeting striving for fair evaluations,
 - d. Once consensus has been reached, the Company Commander completes the 2/C Cruise Evaluation form, signs it, and submits it to the Company Officer.

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

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

5. 4/C Midshipmen grades will be calculated based on the following:

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

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

6. 4/C Midshipmen Regimental Performance Evaluation Procedures

a. Summary of Evaluation:

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

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

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

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

- * Ship Pre-Cruise Project 15%

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

- * Regimental Conduct Grade 20%

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

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

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

- * Company Commander Evaluation 30%

This grade is assigned by the Company Commander based on the Midshipman 4/C Cruise Evaluation sheet that can total 30 points.

Total Points: 100

- b. Once these grades have been determined, the Company Officer fills out the Midshipmen 4/C Regimental Grade Assignment Sheet.
7. Company Commander Evaluation Procedure for 4/C midshipmen.
- a. This evaluation procedure determines 30% of the Regimental Cruise grade. It involves assigning numerical grades to individuals for certain areas of performance. Company commanders need to ensure evaluations are for regimental performance, not a training, watch, maintenance, or utility grade.
 - b. The Platoon Leader starts the process by grouping the 4/C midshipmen into top, middle and bottom thirds. This initial grouping is **not** an attempt to develop a grade, but an effort to realize relative performance levels. It is also **not** meant to imply that one third of the midshipmen will receive an A, and one-third a B, and one-third a C. He then fills out the 4/C Cruise Evaluation Worksheet assigning numerical grades to each factor listed on the worksheet. Keep in mind that a typical midshipman is "fair" or "good", thus they rate a "1" or "2". If that person has definitely distinguished

D. EVALUATION PROCESS AND REGIMENTAL CRUISE GRADE (Continued)

- himself in a particular area, they may be assigned a “3”. For example, a midshipman who just “shows-up” for events, but does very little once there, should be assigned a grade of “0” or “1”, not a “3” or “2”.
- c. Once the Platoon Leader fills out the Midshipman 4/C Cruise Evaluation Worksheet, the Platoon Leader, Company Commander, and Company Officer hold an evaluation meeting where the Platoon Leader gets a consensus from the others on his/her evaluations. The Company Officer facilitates the meeting striving for fair evaluations.
 - d. Once they have reached a consensus, the Company Commander completes the 4/C Cruise Evaluation form, signs it and submits it to the Company Officer.
 - e. Once Company Officer receives the 4/C Evaluation form, he signs it.
 - f. The Company Commander then has the 4/C midshipman sign the form, counsels him/her as required, and returns it to the Company Officer. If the midshipman refuses to sign the form or requests an appeal, it will be so noted on the form.

Evaluation Process

For 2/C Evaluations

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

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

For 4/C Evaluations

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

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

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

Assistant Commandant (facilitator) (Receives input from Company Officer prior to meeting)
Administrative Coordinator
Regimental Commander (has 2/C sign evaluation)
Regimental Executive Officer
Cadet Master
Cadet Chief Engineer

The above will evaluate the following:
Regimental Operations Officer
Regimental Adjutant
Regimental Master at Arms
Regimental Auditor
Regimental Public Relations Officer
Regimental Morale Officer

Commandant (facilitator)
Assistant Commandant (has 2/C sign evaluation)
Company Officers
Regimental Commander

The above staff will evaluate the following midshipmen:
Regimental Executive Officer
Cadet Master
Cadet Chief Engineer
Company Commander (4)
Band Master (if cruising)
Drill Team Commander (if cruising)

Commandant
Assistant Commandant
Company Officers

The above staff will evaluate the Regimental Commander.

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

MIDSHIPMEN 2/C REGIMENTAL GRADE ASSIGNMENT

NAME _____ CLASS _____ CO. _____ DATE _____

Utility Supervisor Grade _____ x 25%= _____

Regimental Conduct Grade _____ x 35%= _____

2/C Cruise Evaluation _____ x 40%= _____

TOTAL SCORE _____

EQUIVALENT LETTER GRADE _____

MIDN 2/C Cruise Evaluation Worksheet

Name: _____ Class and Rate: _____ Co: _____ Date: _____

Instructions: Platoon Leaders assign numerical grades, then meets with Company Commander, Regimental Executive Officer, and Company Officer for review.

<u>Factor</u>	Outstanding		Good		Poor	
	05	04	03	02	01	00
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Worker (Regimentally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability/Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic (Results can come from Utility Evaluations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform/Appearance (to include Personal hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care of Quarters (Review Inspection Results)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Behavior (ashore & aboard) (Verify with Regimental Staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate Performance (for Rates ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (Required for all ratings): _____

Signature of Platoon Leader: _____

Signature of Company Commander: _____

Signature of Regimental XO: _____

Signature of Company Officer: _____

MIDSHIPMAN 2/C CRUISE EVALUATION SHEET

Name: _____ **Rate:** _____ **Co.** _____ **Date:** _____
Company Commander completes form based on Cruise Evaluation Worksheet.

ATTRIBUTES	NUMERICAL GRADE (00 – 5)
Attitude	_____
Team Work (Regimentally)	_____
Dependability/Reliability	_____
Work Ethic (Results from Utility Evaluations)	_____
Uniform/Appearance (to include Personal hygiene)	_____
Care of Quarters (Review Inspection Results)	_____
Personal Behavior (ashore & aboard) (Verify with Regimental Staff)	_____
Leadership	_____
Rate Performance (for Rates ONLY)	_____
TOTAL SCORE:	_____
GRADE:	_____
Comments: (Required for all ratings)	

Submitted by: _____
(Signature, Position & Date)

Note: Company Commander for all 2/C Midshipmen other than Regimental and designated ship rates.

Reviewed by: _____
(Signature, Position & Date)

Note: Company Officer for Company Commander and all 2/C Midshipmen other than Regimental and designated ship rates.

Noted: _____
(Signature of evaluated Midshipman & Date)

Refusal to sign form or requests an appeal: _____
(Circle appropriate response) **(Company Commander Signature & Date)**

MIDSHIPMEN 4/C REGIMENTAL GRADE ASSIGNMENT

NAME _____ CLASS _____ CO. _____ DATE _____

Ship Familiarization Test _____ x 20%= _____

Utility Grade _____ x 15%= _____

Ship Pre-Cruise Project _____ x 15%= _____

Regimental Conduct Grade _____ x 20%= _____

Company Commander Evaluation _____ x 30%= _____

TOTAL SCORE _____

EQUIVALENT LETTER GRADE _____

MIDN 4/C Cruise Evaluation Worksheet

Name: _____ Co: _____ Date _____

Instructions: Platoon Leaders assign numerical grades, then meets with Company Commander, Company Executive Officer, and Company Officer for review.

Factor	Outstanding		Good		Poor	
	05	04	03	02	01	00
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability/Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Worker (Regimentally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic (Regimentally)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform/Appearance (to include Personal hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Behavior (ashore & aboard) (Verify with Regimental Staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (Required for all ratings) _____

Signature of Platoon Leader: _____

Signature of Company XO: _____

Signature of Company Commander: _____

Signature of Company Officer: _____

MIDSHIPMEN 4/C CRUISE EVALUATION

Name: _____ **Rate:** _____ **Co.** _____ **Date:** _____
Company Commander completes form based on Cruise Evaluation Worksheet.

ATTRIBUTES	NUMERICAL GRADE
Attitude	_____
Dependability/Reliability	_____
Team Worker (Regimentally)	_____
Work Ethic (Regimentally)	_____
Uniform/Appearance (to include Personal hygiene)	_____
Personal Behavior (ashore & aboard) (Review w/Regimental Staff)	_____
TOTAL SCORE:	_____
GRADE:	_____

Comments: (Required for all ratings):

Submitted by: _____
(Signature of Company Commander & Date)

Reviewed by: _____
(Signature Company Officer & Date)

Noted: _____
(Signature of evaluated Midshipman & Date)

Refusal to sign form or requests an appeal: _____
(Circle appropriate response) (Company Commander Signature & Date)

SECTION V

GENERAL INFORMATION

AND

LAYOUT OF SHIP'S DECKS

TRAINING SHIP STATE OF MAINE (former USNS TANNER)

SHIP'S CHARACTERISTICS

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

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

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

CALL SIGN: WCAH

OPERATOR: MAINE MARITIME ACADEMY, CASTINE, ME 04420

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

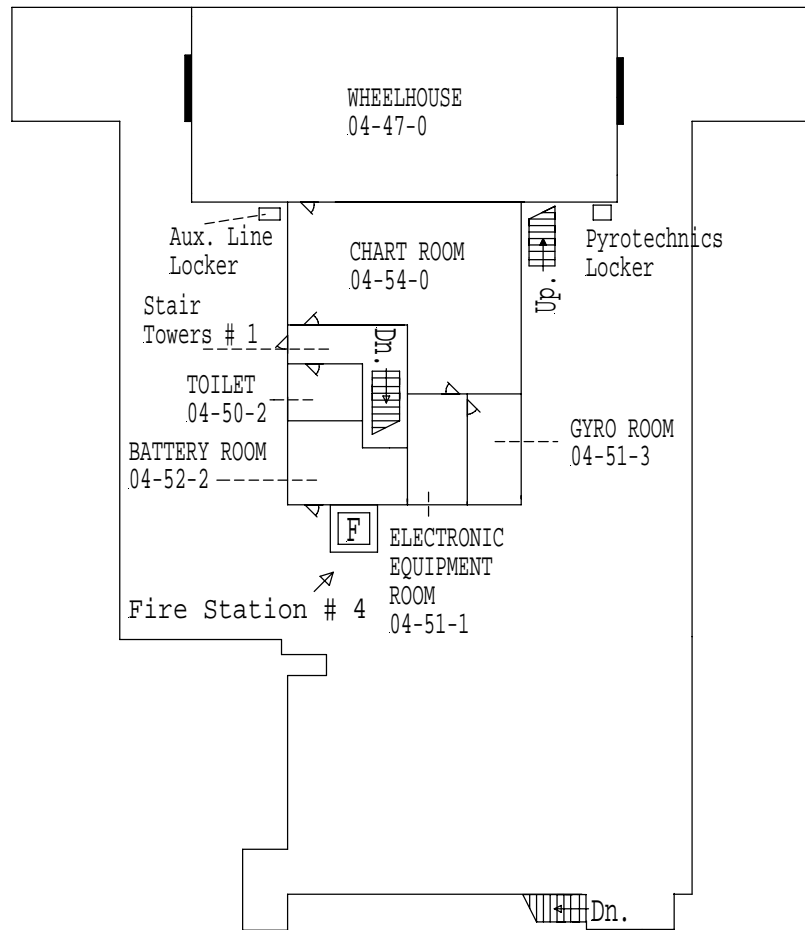
CREW & PASSENGERS: 311 **LIGHT SHIP V.C.G. ABOVE BASELINE:** 28.22'

FROM MIDSHIPS: 242.28' **NORMAL HORSEPOWER:** 8,000 **MAIN ENGINE:** 6
CYLINDER DIESEL

SPEED: 16.5 KNOTS **PROPELLER PITCH:** CONTROLLABLE PITCH

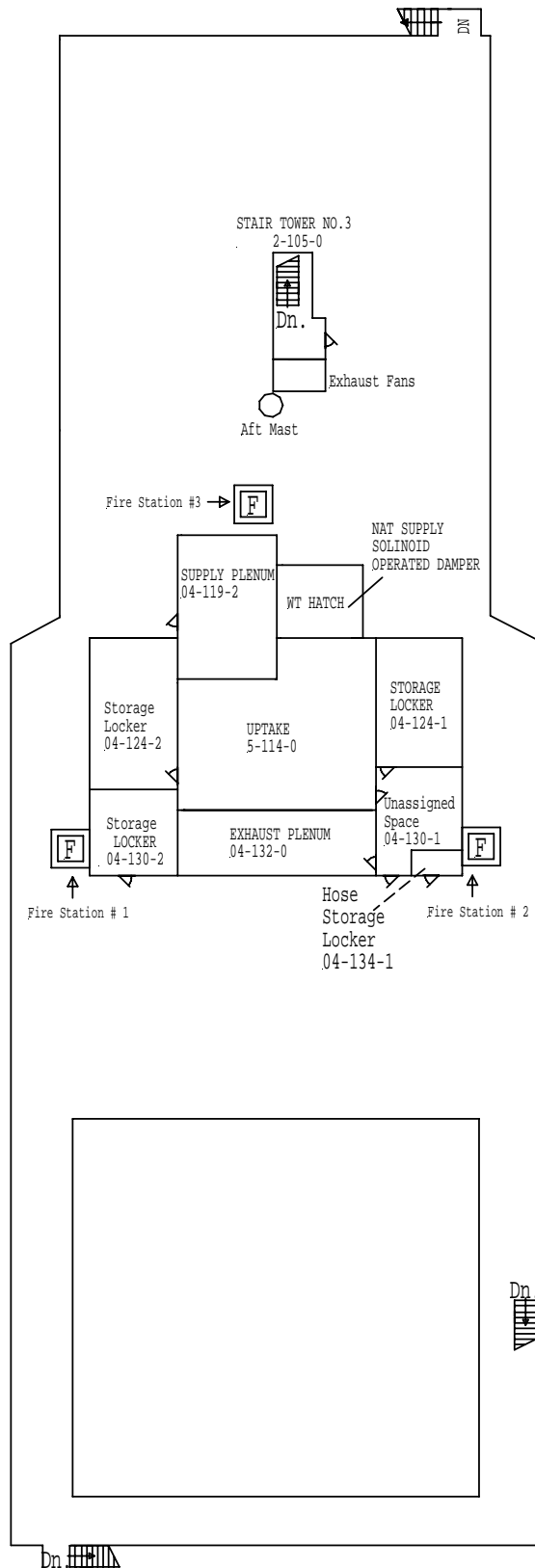
AUXILIARY ENGINE: ELECTRIC MOTOR **HORSE POWER:** 1600 **SPEED:** 7.0 KNOTS

04 Foreword



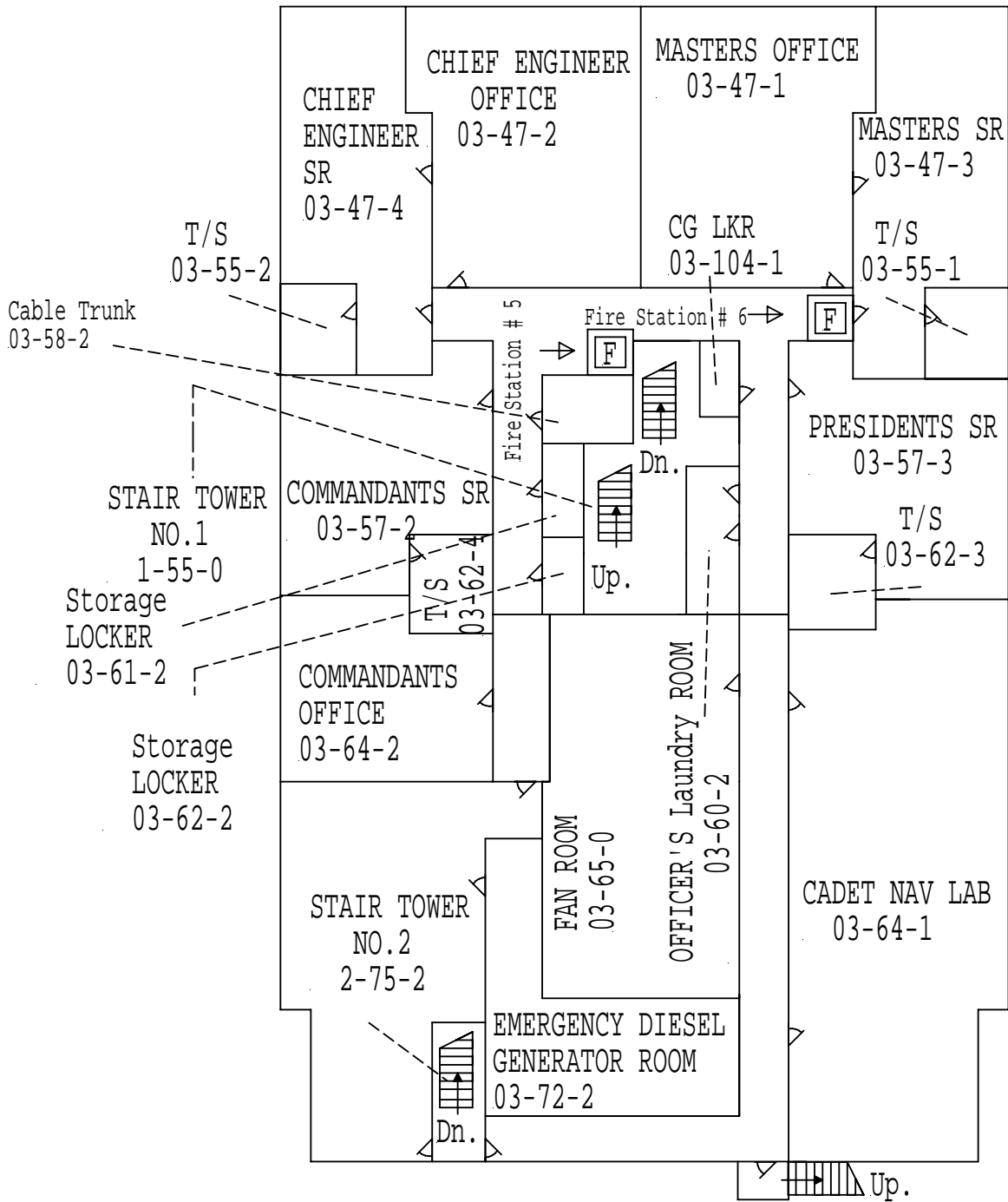
Drawn by:
4/C ANNA HOPE

04 Aft



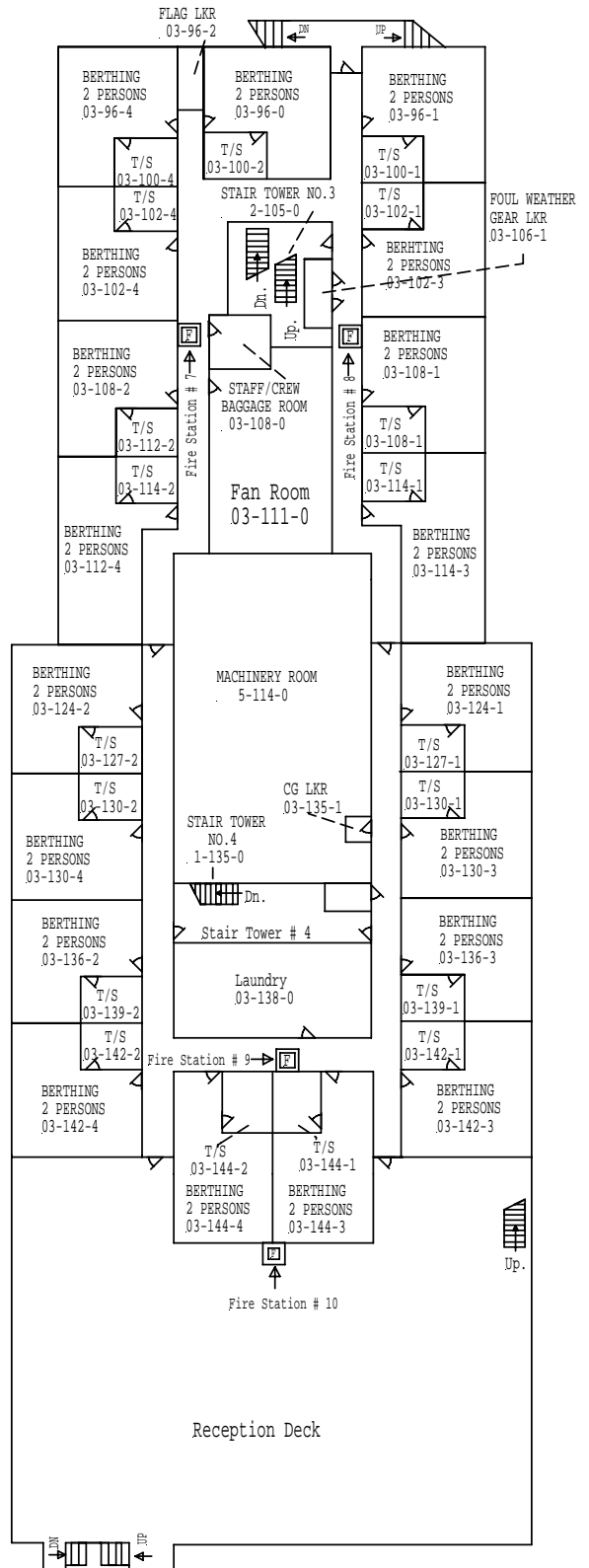
Drawn by:
4/C ANNA HOPE

03 Forward



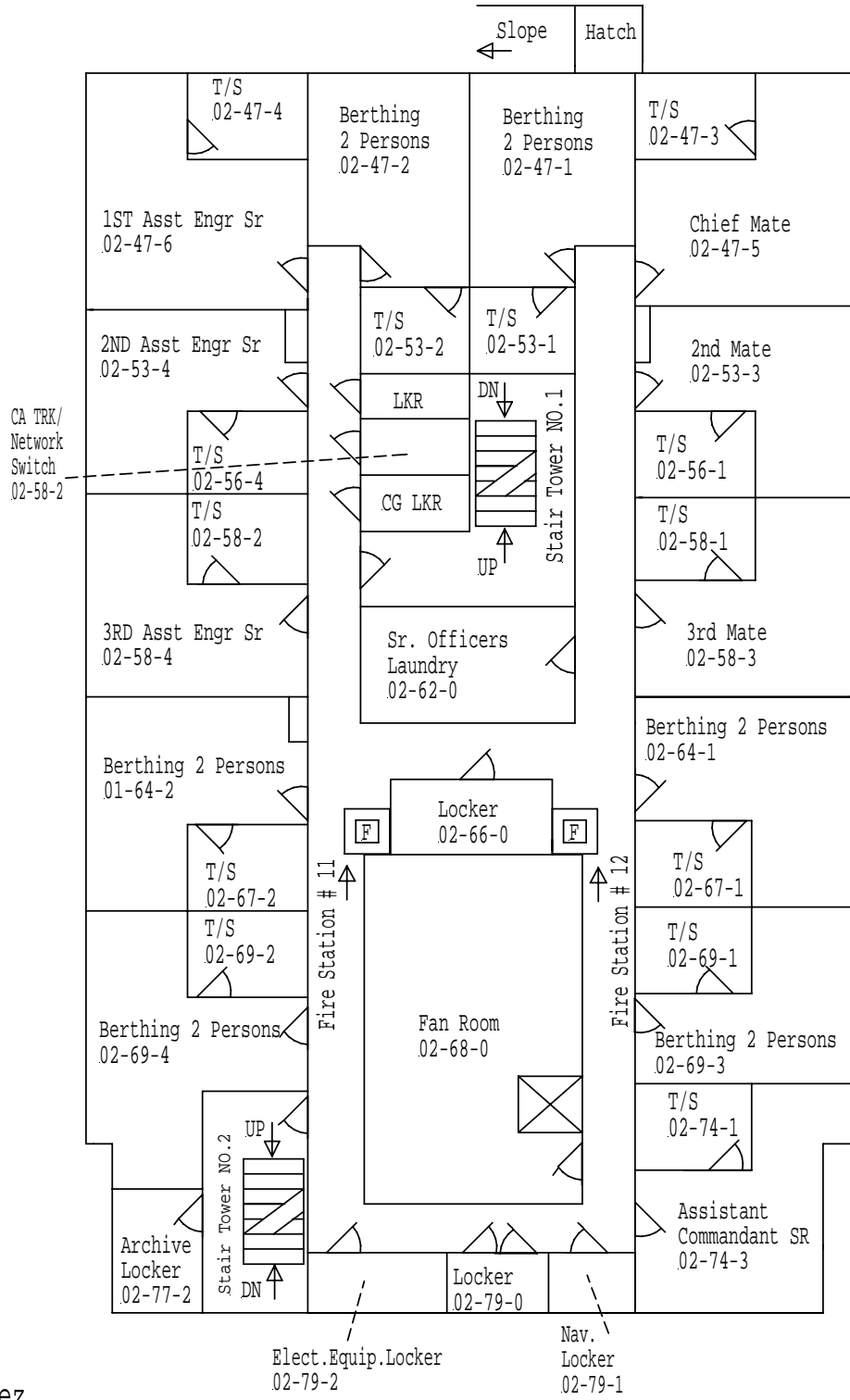
Drawn by:
4/C Jean Murray

03 Aft



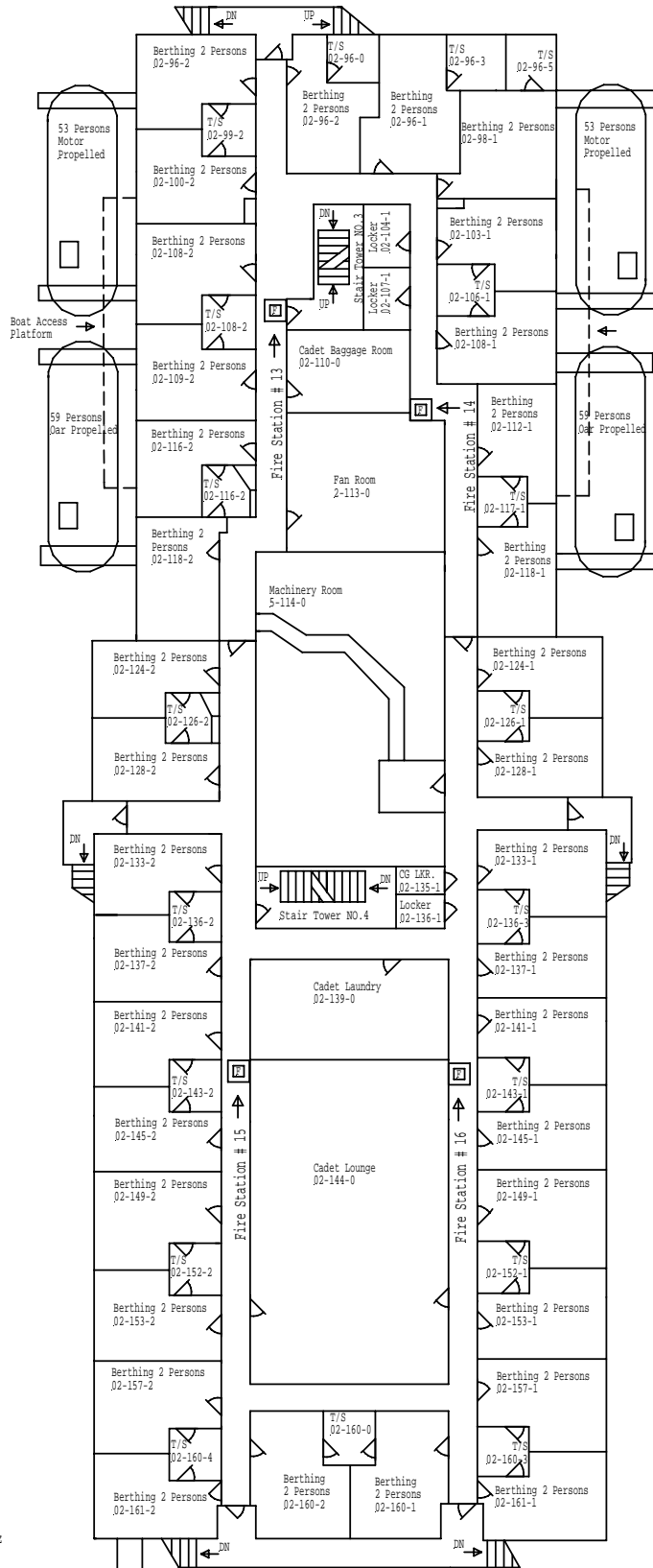
Drawn by:
A/C JEAN MURRAY

02 Forward



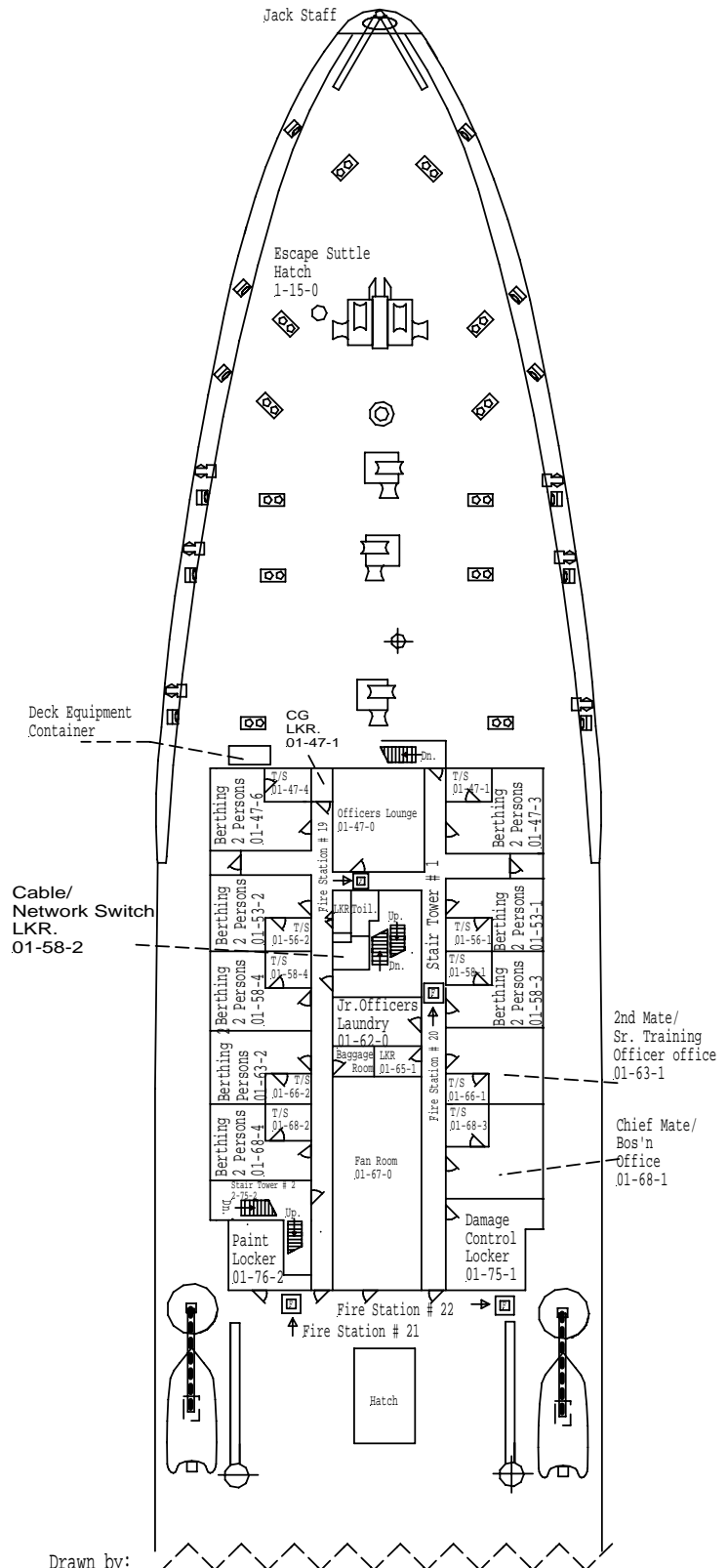
Drawn by:
4/c Ramirez

02 Aft



Drawn by:
4/c Alex Ramirez

01 Forward

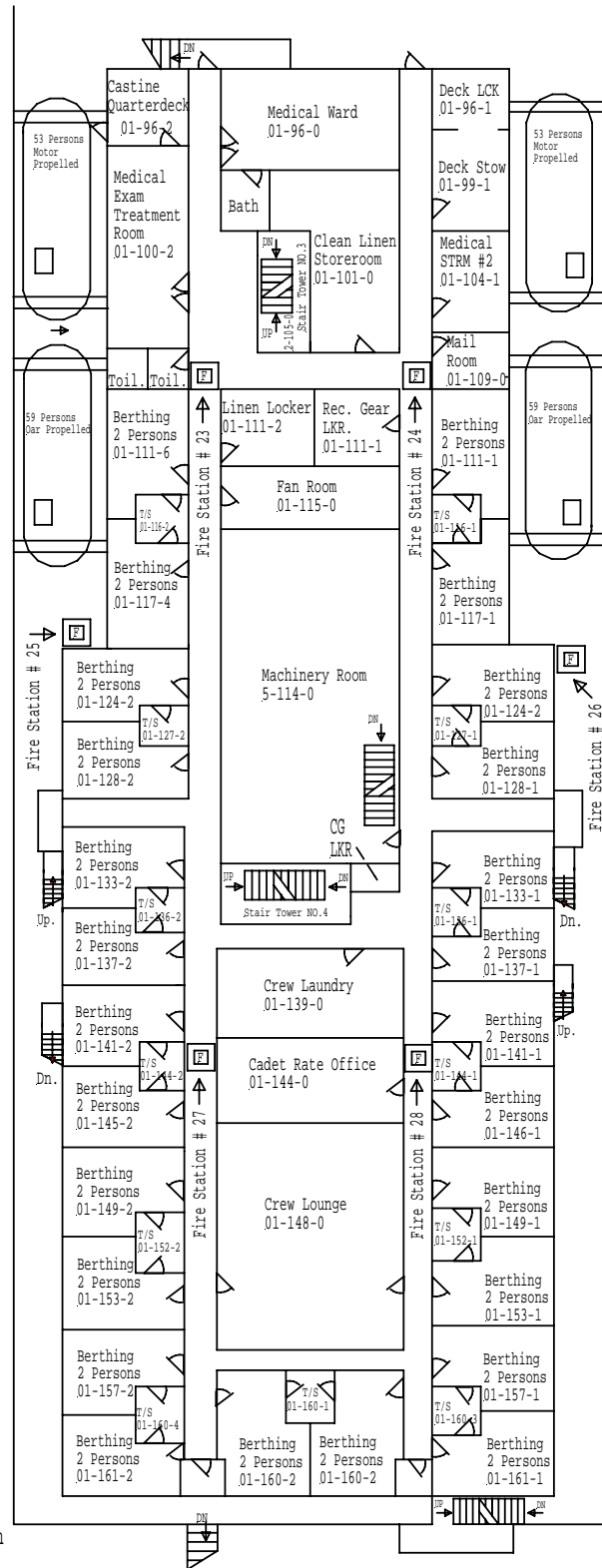


Drawn by:
4/C Luken

Continued on 01 Aft

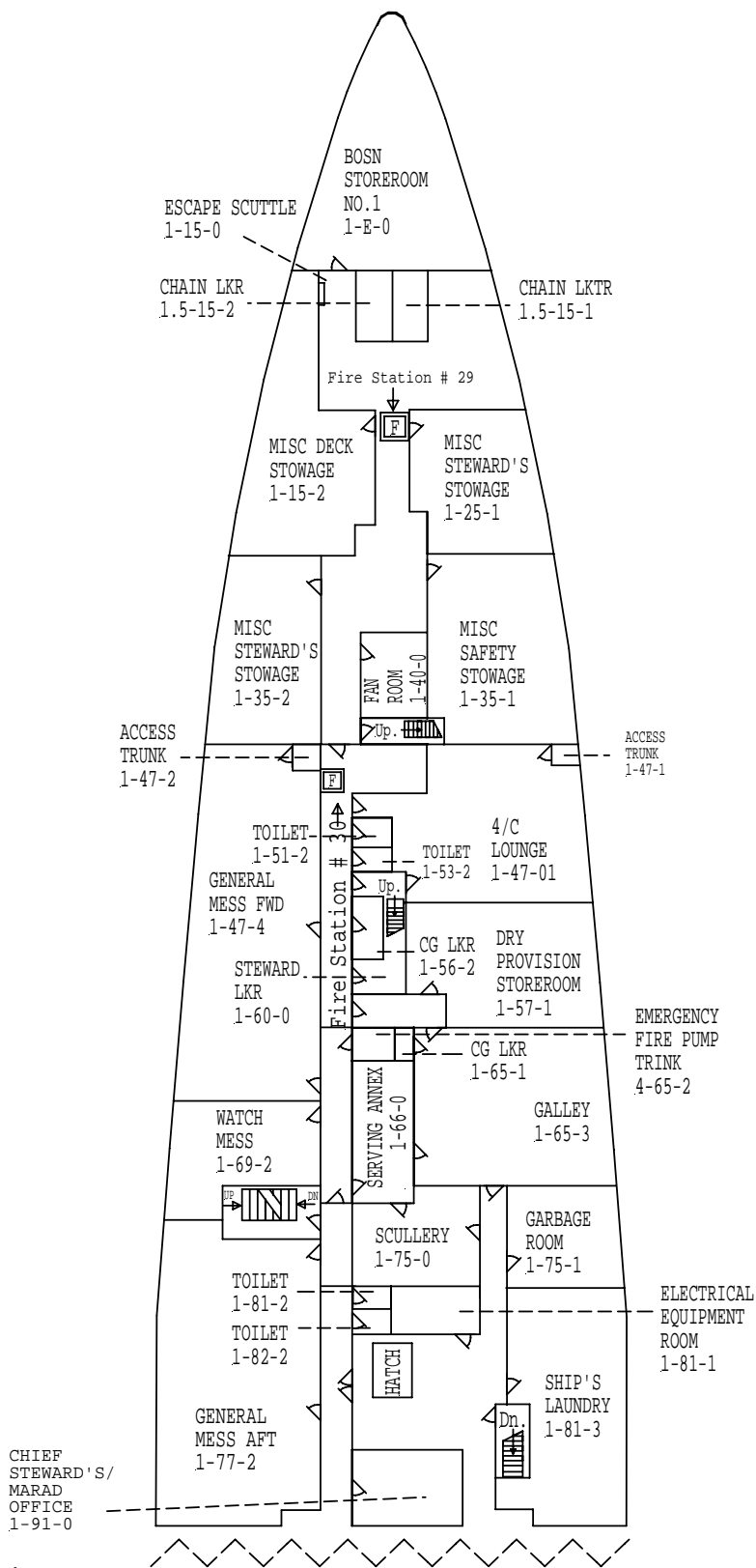
01 Aft

Continued on 01 Foreward



Drawn By:
4/C Ann Luken

Main Deck Foreword

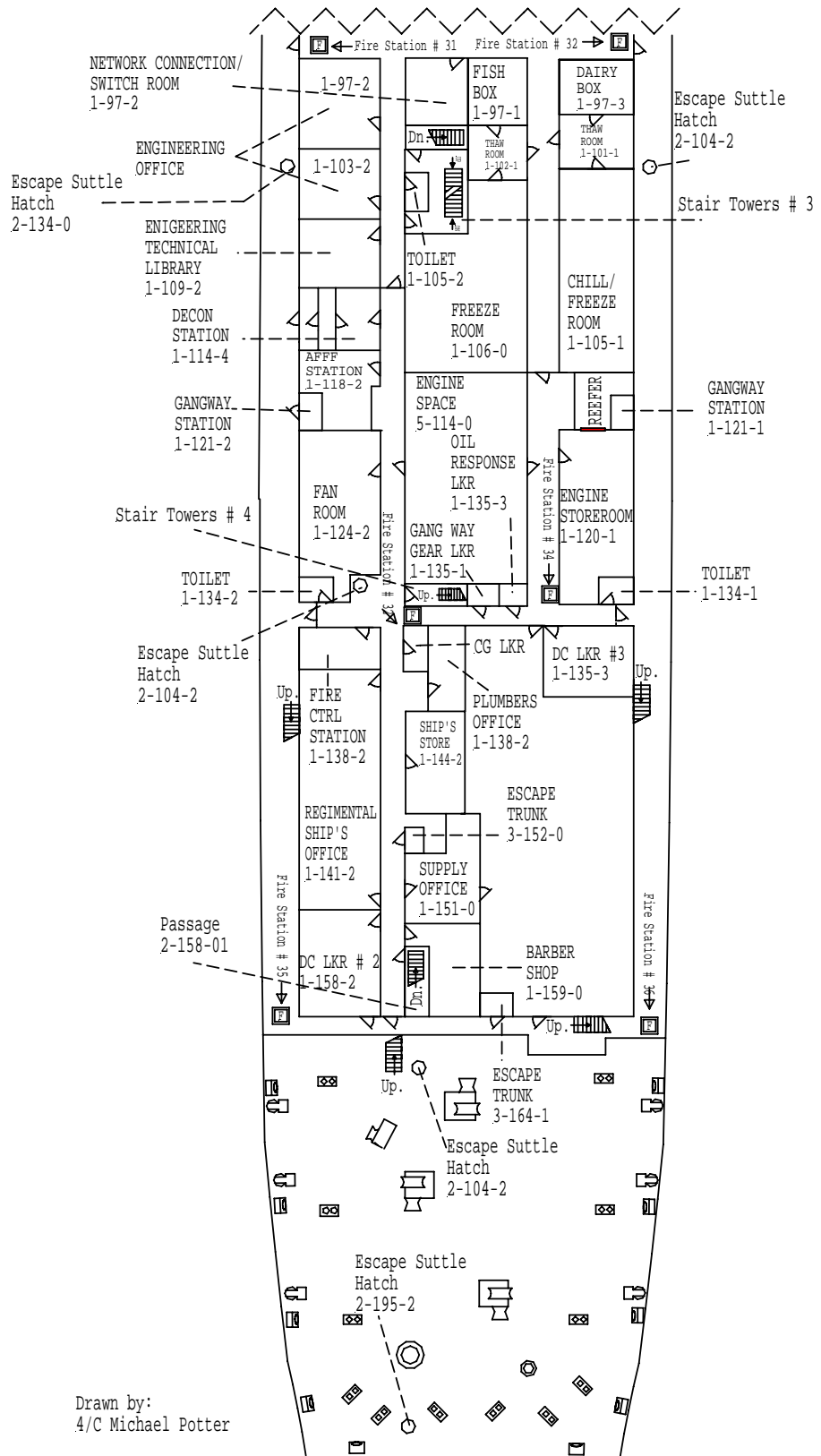


Drawn by:
4/C Michael Potter

Continued on Main Deck Aft

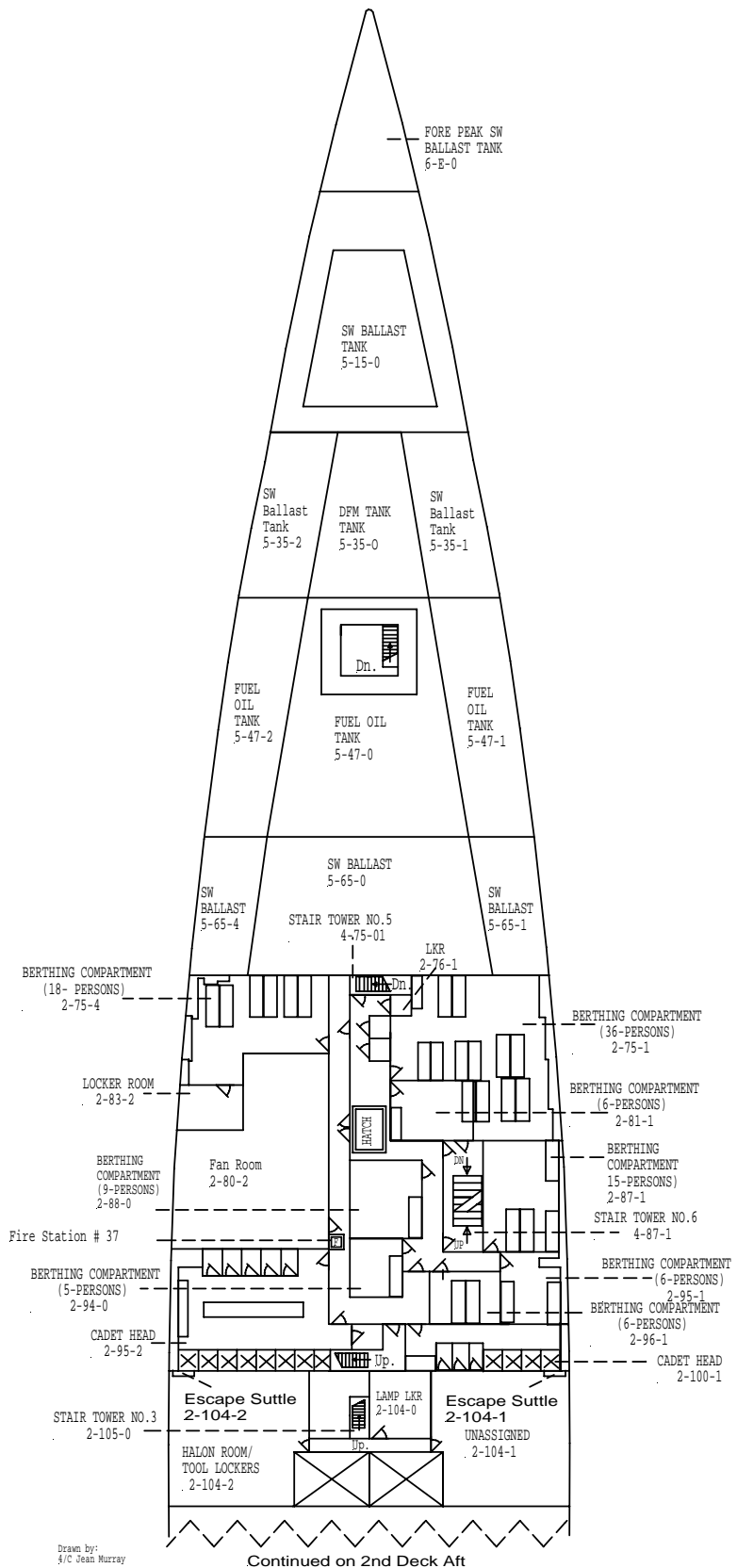
Main Deck Aft

Continued on Main Deck Aft

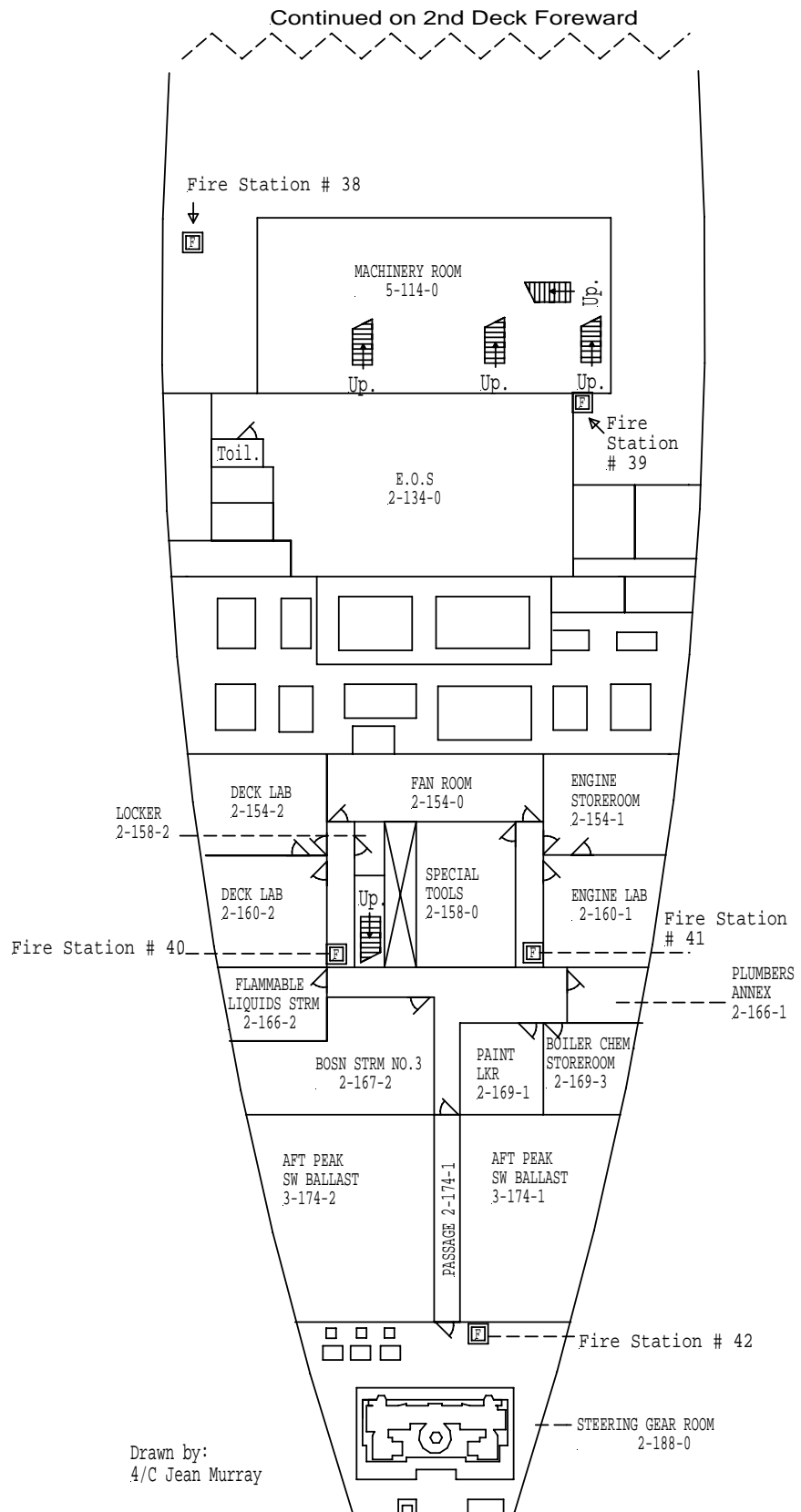


Drawn by:
4/C Michael Potter

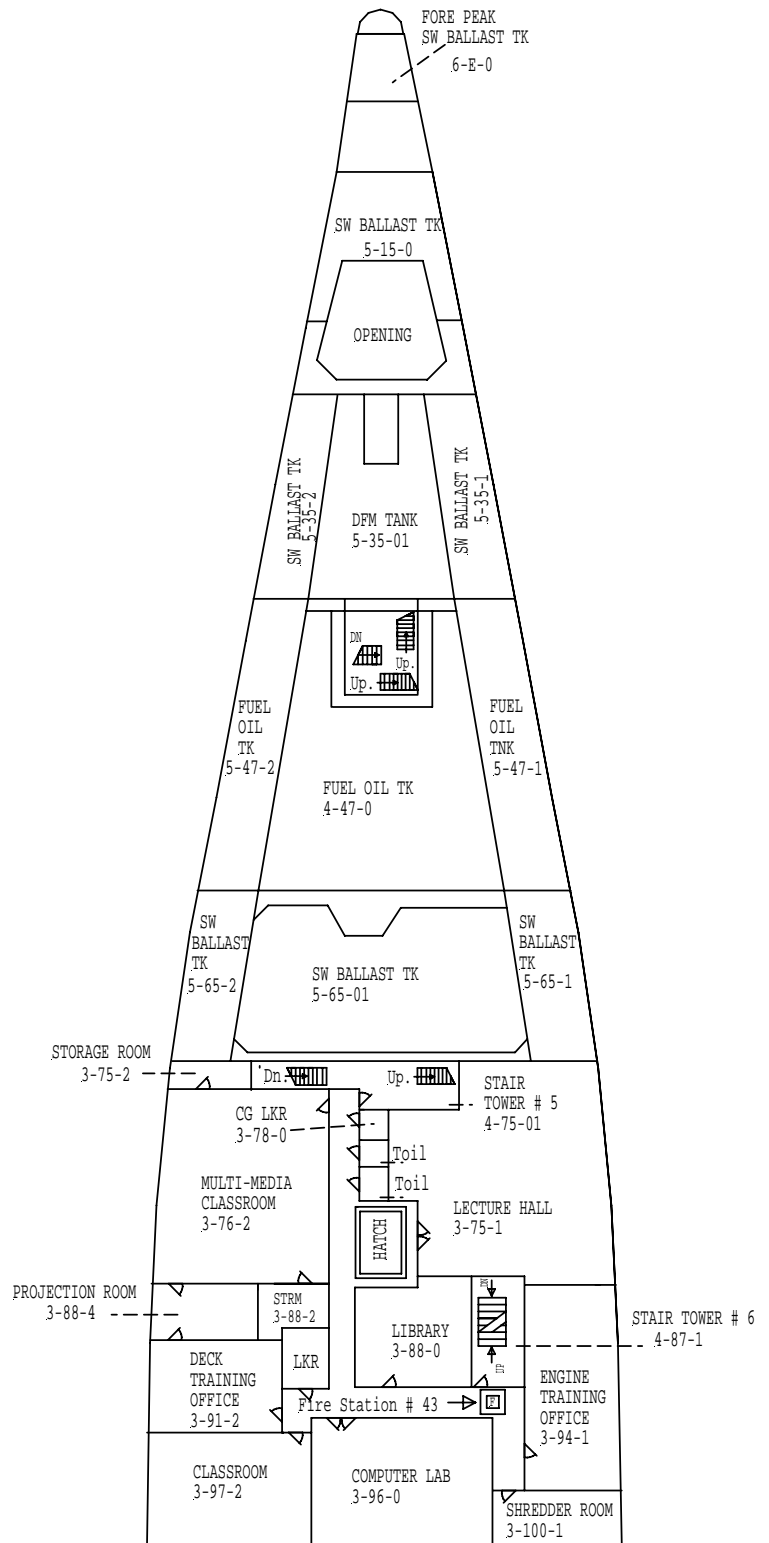
2nd Deck Foreword



2nd Deck Aft



3rd Deck Foreword

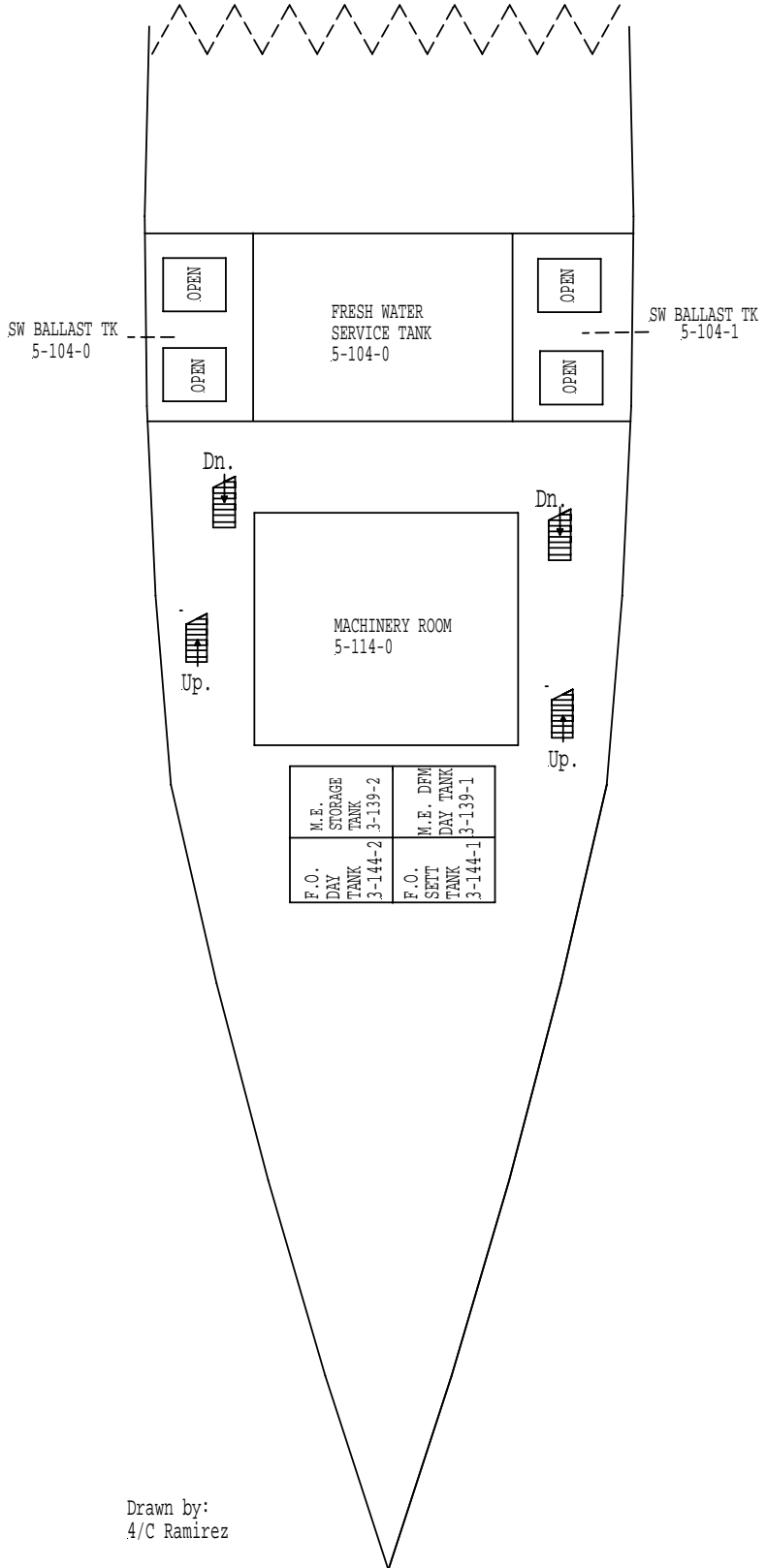


Drawn By:
4/c Ramirez

Continued on 3rd Deck Aft

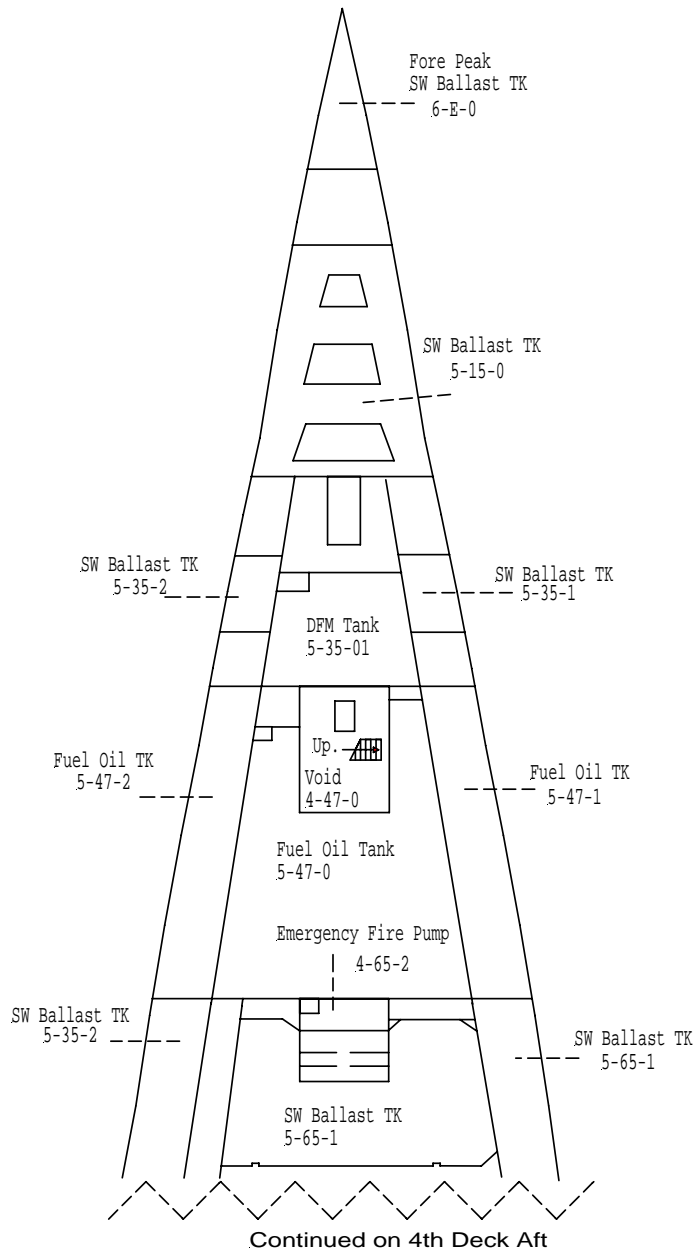
3rd Deck Aft

Continued on 3rd Deck Forward



Drawn by:
4/C Ramirez

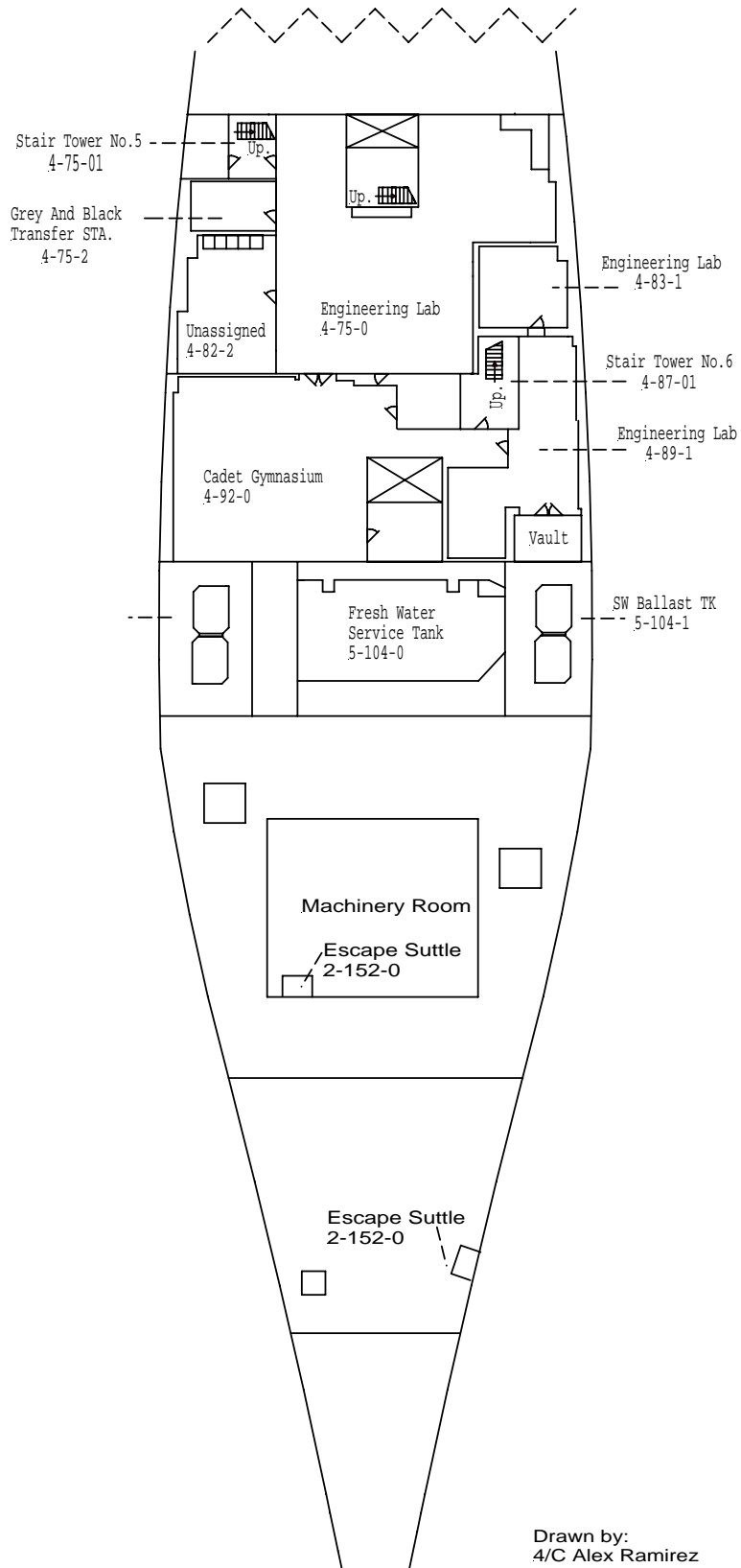
4th Deck Foreword



SW Ballast TK
5-104-2

4th Deck Aft

Continued on 4th Deck Foreword



Drawn by:
4/C Alex Ramirez

SECTION VI

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

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

A. INDIVIDUAL GUESTS IN PORT

Personal guests of midshipmen are welcome onboard during the period a midshipman is on liberty. Picture ID will be required of all guests/visitors on board the Ship. Special ship passes will be worn by all guests in plain view. Sponsors of guests are responsible for them at all times. In all cases, guests of midshipmen shall leave the ship by 2200. This regulation does not apply during regularly scheduled entertainment or receptions. In the later instances, guests will be clear of the ship within 15 minutes of the end of the function. Visitors coming on board at receptions will need a picture ID and also be on the reception guest list. Guests will not be allowed in the Engine Room without the consent of the Chief Engineer, or the Duty Engineer.

Guests/visitors are not allowed in midshipmen rooms or berthing areas. The Mess Decks or Lounges will be utilized for visitation.

B. INSTRUCTIONS FOR HANDLING OF GENERAL VISITING AND SPECIAL

GROUP VISITS ON BOARD SHIP

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

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

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

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

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

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

Lifeboats, rescue boats

Proceed forward on the Starboard side to Station #2.

Station 2: Forward deck.

Windless, etc.

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

Station 3: 01 level forward house.

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

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

Station 4: Charthouse, Wheelhouse.

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

Station 5: Navigation Lab.

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

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

Proceed to engine room door on port side.

Station 7: Engine Room on main deck.

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

INSTRUCTIONS FOR HANDLING OF GENERAL VISITING AND SPECIAL GROUP VISITS ON BOARD SHIP (Continued)

Station 8: Fantail.

Hats and t-shirts may be on sale.

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

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

10. A few reminders to all guides:

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

C. RECEPTIONS AND ETIQUETTE

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

ADDENDUM A

**INAPPROPRIATE PERSONAL
RELATIONSHIPS**

**Maine Maritime Academy
Castine, Maine 04420**

Date: 1/12/04

From: Commandant of Midshipmen

To: All Regimental Students

Subj: Maine Maritime Academy (MMA) Regiment of Midshipmen Policy on Inappropriate Personal Relationships.

1. Purpose. To clarify and establish MMA's Regiment of Midshipmen Policy on Inappropriate Personal Relationships. This policy should be reviewed in its entirety.

2. Background/Discussion
 - a. "Fraternization" is the term traditionally used to identify personal relationships that contravene the customary bounds of acceptable senior-subordinate relationships. In the Regiment of Midshipmen, we will be using the term "Inappropriate Personal Relationships" to identify midshipmen relationships that are found not to be acceptable for senior-subordinate relationships.

 - b. Years of experience have demonstrated persons in authority (midshipmen officers, MTO's, ship rates, etc.) must maintain thoroughly professional relationships with their subordinates in all professional circumstances. This is especially true where relationships are within their direct chain of command. Good leaders understand the privilege of holding a rate requires exercising impartiality and objectivity. Interpersonal relationships that raise even a perception of unfairness undermine good leadership and regimental discipline.

 - c. Proper social interaction among midshipman officers and underclass midshipmen has always been encouraged as it enhances unit morale and esprit de corps. At the same time, unduly familiar personal relationships between midshipmen officers and the underclassmen have traditionally been contrary to the Regiment because they undermine the respect for authority, which is essential to the Regiment's ability to accomplish its designated mission.

 - d. However, there needs to be recognition that Maine Maritime Academy is a college campus where relationships may develop. There also needs to be recognition that Maine Maritime Academy is somewhat isolated from other social opportunities outside of the campus.

3. Policy Statement:
 - a. **On Campus:** All relationships must remain professional while in uniform and during all academic, professional, or regimental events. Personal relationships such as dating are permitted off campus or outside of professional evolutions subject to the special circumstances listed below.

 - b. **Special Circumstances:**
 - 1). Wedge members, Company Commanders and their staff members, MTO's and Midshipmen under Guidance (MUG): No inappropriate personal relationships are authorized during RPT and MUG month. There are no exceptions.
 - 2). Company Commanders and their staff members within their respective companies: No inappropriate personal relationships within the same company are authorized.

Should a personal relationship develop, the subordinate will be required to transfer to another company.

3). Wedge members and immediate subordinates: All relationships must remain professional (no inappropriate personal relationships) at all times where they involve a midshipman who is next in the chain of command.

- c. On cruise: All relationships must remain as professional relationships (no inappropriate personal relationships) only while aboard the ship. Personal relationships such as dating are permitted when midshipmen are in a liberty status only if the individuals are not in the direct chain of command as discussed in 3(b) above. The cruise fraternization policy set forth in the Cruise Manual applies at all times.

4. Action/Responsibility

- a. Seniors (upper-class) throughout the chain of command will:
 - (1) Be especially attentive to their personal associations such that their actions and the actions of their subordinates are supportive of the regimental chain of command and good order and discipline. Since circumstances are important in determining whether personal relationships constitute inappropriate personnel relationships, seniors must provide guidance on appropriate relationships that build unit cohesion and morale.
 - (2) Ensure that all members of the regimental organization are aware of this instruction as set forth within.
 - (3) Address the offending conduct by taking appropriate action, to include counseling, issuing letters of instruction, or personal evaluations, changing of companies, and/or necessary, by taking appropriate disciplinary steps.
- b. The responsibility for preventing inappropriate personal relationships must rest primarily on the senior person. While the senior person is expected to control and preclude the development of inappropriate relationships, this instruction is applicable to all midshipmen and all are accountable for their own conduct and actions. The leader must be careful to avoid even the perception of fraternization or inappropriate personal relationships without destroying the traditional fraternal bond between midshipmen of all classes and rates.
- c. Training will be conducted during Regimental Preparatory Training, Rate Training and during Personal Development Classes to include examples of appropriate and inappropriate personal relationships. Midshipman Officers, MTO's, ship rates should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example.

5. Sanctions

- a. Formal or informal counseling with both parties, including written documentation. Counseling may include a direct order to terminate a relationship.
- b. Transfer of one or both parties out of the chain of command or to another company.
- c. Class II Infraction for "Inappropriate Personal Relationships".
- d. Class I Infraction for "Inappropriate Personal Relationships".

Paul J. Loustaunau, Capt. USNR (Ret)
Port Captain/Commandant of Midshipmen