

**CADET
SHIP OPERATIONS MANUAL**

TS Kennedy



Summer Sea Term 2023



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SHIP OPERATIONS MANUAL

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MISSION

1. **MISSION**

The MISSION of the Summer Sea Term on board the *TS KENNEDY (TSK)* is to:

- Train, mentor and educate qualified Cadets to become licensed officers in the US Merchant Marine.
- Provide practical nautical education to prepare Cadets for successful careers in the maritime industry, afloat and ashore.
- Develop Cadets in the basic principles of leadership and instill in them an abiding sense of honor, responsibility, and mature citizenship.
- Develop professional pride and a determination to uphold the finest traditions of the maritime industry and to be outstanding representatives of the Academy and the Merchant Marine.
- Provide Cadets with a practical working knowledge of the *TS KENNEDY* and an understanding of the US Merchant Marine.

2. **TRAINING**

Training will be conducted in accordance with the provisions of the Summer Sea Training Programs and Syllabi promulgated by the Maritime Transportation Department and the Marine Engineering Technology Department in the Deck and Engine training plans respectively.



ARTICLE I MASTER'S AUTHORITY & SHIPWIDE PROTOCOLS

3. MASTER'S AUTHORITY

The master has command of the vessel and authority over all aspects of the vessel's operation at all times, in port and underway. This authority extends to all matters of ship handling, navigation and operations, including interpretation of laws, rules and regulations, risk and safety management, cost control, personnel administration and labor related matters.

The Master of the *TSK* is the final authority on all matters pertaining to the conduct of the Cadets onboard. The Master may remove any person from the ship at any time.

4. ALCOHOL/DRUGS

- 4.1. While the professionalism and commitment to a drug and alcohol abuse-free marine environment in the vast majority of Cadets is not disputed, the United States Coast Guard has determined that drug and alcohol use is a significant problem in the maritime industry. Personnel who use, transfer, and possess drugs and/or alcohol not only pose a danger to themselves and shipmates, they are in a position to cause, or contribute to, vessel casualties that may take human life, destroy property, and/or seriously harm the environment.
- 4.2. The problem in the marine industry is increased by the fact that personnel often live on board their vessel for long periods of time. What in another context might be considered "recreational" or off-duty drug or alcohol use could have a detrimental effect upon safety, because the vessel is also where the individual lives. Intoxicated personnel cannot serve their vessel in an emergency and pose a hazard both to themselves and their shipmates, if they attempt to perform any necessary safety related functions.
- 4.3. Therefore, while on SST, the Master of the *TS KENNEDY* will engage in a drug and alcohol testing program mandated by both the United States Coast Guard and the Maritime Administration (MARAD), the owner of the vessel. **All Cadets will be subject to drug and/or alcohol testing in the following circumstances: (1) upon reasonable suspicion, (2) if the Cadet is directly involved in a serious marine incident and (3) randomly (unannounced and without cause).** Testing will be accomplished by breathalyzer administered (for alcohol) or by the use of a urinalysis test for drugs. **See Appendix A for the policy.**
- 4.4. Cadets who test positive (conducted drug or alcohol use), will be removed from duties which directly affect the safety of the vessel's navigation or operations immediately and may be subject to suspension and revocation proceedings (conducted by United States Coast Guard), against his or her license, certificate of registry or merchant mariner's document.
- 4.5. The Maritime Administration and Texas A&M Maritime Academy prohibits consuming alcoholic beverages on board. The only exceptions are official functions in port or as specifically directed by the Master. Additionally, Cadets CANNOT store alcoholic beverages aboard the *TS KENNEDY*.
- 4.6. Violation of the above drug and alcohol policies may result in dismissal and repatriation to the United States at the Cadets' expense.

See **APPENDIX A** – ALCOHOL/DRUG TEST POLICY



5. **TOBACCO USE (SMOKING)**

- TOBACCO USE IS DISCOURAGED
- Tobacco means all forms of tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff and chewing tobacco and nicotine pouches.
- Tobacco use is only authorized in designated areas of the vessel or designated areas of the pier when in-port and during pre and post-Sea Term. A Cadet is only permitted use tobacco at the location designated in the plan of the day. Butts and other debris should be disposed of properly or the smoking lamp will be secured.
- Electronic Vaping or possession of Vaping Devices are not allowed on the ship at any time.
- Smoking is secured during fueling operations, field day and by order of the Master of the vessel. Tobacco use is NOT permitted **ANYWHERE** in the interior of the vessel.
- When smoking on deck, DO NOT THROW CIGARETTE BUTTS OVER THE SIDE! As every professional mariner knows, the ship's motion may blow the butt back onto the deck and could start a fire. **This is also a pollution violation.** Extinguish your cigarette thoroughly and dispose of it properly. Any person found improperly disposing of butts on the vessel will be charged with a violation of Standing Orders.
- Failure to adhere to this policy can result in disciplinary measures.

6. **OFFICER/CREW/CADET RELATIONSHIPS (EMBARC III.6)**

- 6.1. While it is recognized that some may in fact be involved in romantic relationships with others, sexual activity on the ship is discouraged.
- 6.2. The following requirements concerning relationships between officers, crew and Cadets are established for the Sea Term.
 - Cadets are not allowed in Officer/crew rooms, living areas or lounges except on official business.
 - Cadets are not authorized in the rooms and berthing areas of Cadets of another gender unless on official business.
 - All crew members are prohibited from engaging in amorous, romantic or sexual relationships with Cadets.
- 6.3. Cadets of one gender will not normally do watch relief wake-ups in the Cadet berthing areas of another gender. In those cases when a Cadet is making a wake-up call of a member of a different gender who is in a stateroom, they will do so by knocking on the door of the room, until acknowledged. The Cadet doing the wake-up call will not enter the room.
- 6.4. During formal personnel and berthing/room inspections, all Cadets (unless physically on watch), are to be out of their racks, and standing by for the inspection.
- 6.5. For daily room/berthing and sanitation inspections, members of the off-watch (00-04/12-16 & 04-08/16-20), who are asleep will note this on their door. In these cases, the room will be inspected by an officer of the same gender as that of the room occupants. Watch does not excuse cadets from room/berthing and sanitation inspection.

See **Appendix B** for further policy guidance on Interpersonal Relationships and Fraternalization.



7. **HAZING**

In accordance with Texas law and TAMU policy, hazing of any student is prohibited.

From Student Rule 24.5

Hazing. Any act that Injurious hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a *student*, or that destroys or removes enrolled in a public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or institution. Accordingly, no person or *organization*; or as part of any activity of a recognized student *organization*, student group, Corps of Cadets, Corps outfit, Corps unit, or Corps Special Activities. Previously relied upon “traditions” (including Corps, fraternity/sorority, or any other group or *organization* activity, practice or tradition), intent of such acts, or coercion by current or former members or student leaders of such groups, will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one’s class rank or leadership position.
- Striking another *student* by hand or with any instrument.
- Any form of shall take action or create a situation that recklessly or intentionally endangers the mental or physical health of a *student*.
- Taking of one or more *students* to an outlying area and dropping them off.
- Causing a *student* to violate the law or a *University rule* such as indecent exposure, trespassing, violation of visitation, etc.
- Any form of “quadding.”
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate *University officials*(The Vice President for Student Affairs or designee responsible for oversight of the student conduct processes and/or the University Police Department) is also a violation under this section.

Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Vice President for Student Affairs or designee responsible for oversight of the student conduct processes and/or the University Police Department, will not be charged with a violation of the hazing *rule*. The hazing *rule* is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the *University* or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the *University*.



Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 and/or Appendix VI of the Student Rules.

Any person associated with the *TS KENNEDY* 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 *TS KENNEDY* or to receive any benefits/support from the college, including any right to claim an affiliation with it. Any person who violates this policy will be removed from and thereafter banned from the *TS KENNEDY*. Disciplinary action enacted under these regulations will be in addition to any other civil or criminal legal process and penalties.

7.1. Hazing will not be tolerated onboard the *TS KENNEDY*.

7.2. Texas A&M Maritime Academy establishes that any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the Texas A&M Maritime Academy, is strictly prohibited. (NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur).

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

7.4. To report hazing or discrimination please see the Appendix A how to report.

See **Appendix B** for further policy guidance on Hazing.

8. **HARASSMENT**

8.1. Texas A&M University prohibits students, employees, and third parties from engaging in discrimination and/or harassment on the basis of race, color, sex, gender identity, age, religion, disability, national origin, sexual orientation, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. In addition, acting in complicity with another who engages in any of these forms of prohibited conduct, or retaliating against a person who participates in protected activity, is also prohibited. For additional information visit TAMU System Regulation Rule 08.01.01.M1.

8.2. Harassment. Behavior that is severe, pervasive, or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic. Any repetitive action or act of intimidation, confrontation, physical force or the threat of physical force against any other person(s) that are made with the intention of causing fear, intimidation or damage to property and that do result in fear, intimidation or damage to property constitute harassment. This may be an overt action or covert act such as obscene or offensive, coarse graffiti written where the victim(s) will view it. This also includes cyber bullying.

8.3. Harassment by cell phone/computer: Using a cell phone/computer or allowing a cell phone/computer to be used to make offensive, coarse, obscene or otherwise harassing statements to a person(s) (see



Harassment above; or repeatedly calling and hanging up or messaging, texting, or emailing with intent to harass).

8.4. Sexual harassment is a form of sexual discrimination in violations of Title IX of the Civil Rights Act. Such **will not** be condoned at Texas A&M Maritime Academy or aboard the ship. Anyone who engages in sexual harassment subjects themselves to disciplinary action up to and including termination/dismissal from the training Sea Term and/or the College.

8.5. All complaints of harassment shall be brought to the attention of the Master *TS KENNEDY*/ the Commandant of Cadets, the Title IX Coordinator, the senior administrator afloat, or the designated person ashore or anyone whom you trust.

8.6. Incidences of Harassment will be investigated and adjudicated in accordance with the TAMU System Regulation 08.01.01.

See **Appendix B** for further guidance.

9. SUITABILITY HEARING

9.1. Suitability Hearings are convened by written order of the Master of the Training Ship to consider/adjudicate cases of a cadet who may, because of deficiencies in conduct or other performance aspects, be:

- Unsuitable for continuation on Summer Sea Term,
- Charged with an offense or offenses warranting formal procedures for which removal from SST could result.
- Suitability Panel may include; faculty department head of requisite program, Ship operations requisite department head, At least one other faculty member, At least one other ship's officer and the member of cadet leadership.
 - Suitability Appeal Panel will include, Master, Superintendent, either Deputy Superintendent or Assistant Superintendent and/or the COO rep afloat.

9.2. **Any Cadet dismissed from Summer Sea Term due to conduct or disciplinary issues may result in the failure of Summer Sea Term. All monies and fees associated with Summer Sea Term will be forfeited. Any Cadet repatriated from Summer Sea Term may be charged the administrative cost and related expenses regardless of where the repatriation occurs.**



10. PANDEMIC PROTOCOLS

10.1. COVID Vaccines General Information

COVID-19 Vaccinations are widely available to the general public. Vaccination will significantly help protect all participating in SST from the risk of infection. In the unlikely chance someone becomes infected after immunization (no vaccine is 100% effective), vaccines significantly minimize the severity of illness the spread of COVID.

All Embarked persons are strongly urged to obtain a COVID vaccination prior to embarking.

10.2. Pandemic Testing and Medical Checks

A medical check will be conducted as needed by the medical staff aboard.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

10.3. COVID-19 Containment Underway

If a person is demonstrating symptoms of COVID-19, testing will be immediately available. We will have onboard the ABBOTT BINAX Rapid Antigen Test. Based on the Medical Officer's determination, that person can be placed in a precautionary quarantine even if the initial test was negative.

Cadet Quarantine Berthing Spaces will be set aside.

Cadets assigned to single rooms with a dedicated head, will quarantine in their own room.

Food delivery will be made a minimum of three times per day to persons in quarantine. Additionally, mental health checks will be conducted at least three times per day.

Instructors and watch bill coordinators will be advised of Cadets that are in quarantine so that accommodations can be made for classwork, assessments, and missed watch standing opportunities.

10.4. Recommended Ship Sanitization –

- Sanitizing supplies should be available for cleaning in common work areas.
- All door handles, navigation equipment, engine control room equipment and other high- touch areas are to be wiped down with disinfectant cleaner on a regular basis.



- All Persons are to wash their hands with soap and water for 20 seconds minimum or use an approved alcohol-based hand sanitizer prior to entering the Galley and are responsible for wiping down the table with disinfectant after a meal.

ARTICLE II - GENERAL PROCEDURES

11. TS KENNEDY EMERGENCY PROCEDURES

11.1. STATION BILL

The Station Bill for all Cadets is in the quarterdeck athwart ships passage, Main Deck, Starboard side as well as classroom passageway. Watch assignments will be posted on the respective deck and engineering bulletin boards.

11.2 FIRE OR EMERGENCY

The signal for a fire and emergency, other than a man overboard, intruder or abandon ship, is a continuous blast of the ship's whistle for a period of not less than ten seconds supplemented by the continuous ringing of the general alarm for not less than ten seconds. When the signal is sounded, all Cadets will carry out assigned duties as per the station bill or as directed by the Master.

11.3 ABANDON SHIP

The signal for abandon ship is a succession of more than six (6) short blasts on the ship's whistle followed by one (1) long blast on the ship's whistle, supplemented with a comparable signal on the ship's general alarm. When this signal is sounded, all Cadets will proceed to their assigned disembarking stations and carry out their duties as assigned on the station bill. All Cadets must wear their life jacket, appropriate clothing, and proper cover.

11.4 MAN OVERBOARD

The signal for a man overboard is three (3) long blasts of the ship's whistle, followed by passing the word "Man Overboard, (Port/Starboard) Side" on the ship's public address system. When this signal is sounded, emergency boat crews will man their boats and all Cadets not on watch will carry out assigned duties as per the station bill or as directed by the Master.

11.5 SECURITY

The signal for intruder and/or unauthorized access to the ship will be a PA announcement directing a (security phrase) to the bridge.

11.6 MOVEMENT ABOUT THE SHIP

The ship's compliment will participate in fire, boat, security, and other emergency drills. Consult the station bill for your assigned stations. For all drills, traffic will move on the double, quietly, forward and up on the starboard side, and down and aft on the port side.



12. PORT SECURITY

Background: This security plan is promulgated to increase the in port and at sea security of the vessel.

Responsibility: The Chief Mate is responsible for all implementation and execution of the security plan. All departments shall cooperate with him fully to ensure that this occurs.

12.1. Precautions:

- While in port all deck lights, lifeboat lights, and cargo flood lights will be turned on from sunset to sunrise.
- All interior overhead lights will be on at all times and be in good working order.
- While in port gangway lights will be rigged and turned on from sunset to sunrise.
- While in port no side ports are to be opened and left unattended without notification and permission of the Chief Mate.
- While in port there will be no visitors allowed without the expressed approval of the Master of the training ship. This authority is not delegated to any other officer.
- Approved visitors must have an escort at all times, including vendors and workmen. They will be logged in and out in the visitor log maintained on the quarterdeck. Visitor badges will be utilized as required by the security plan.
- All packages, parcels and containers boarding the ship via the quarterdeck will be inspected by the quarterdeck watch before being brought aboard the vessel. Stores replenishment and other items received through side ports, etc., will be inspected by the responsible officer.
- Buckler plates shall be secured in place.
- No Jacob's ladders, storage lines, etc., will be left hanging over the side.
- While in port a Cadet security watch will be posted at the foot of the gangway at all times as well as the entrance to the ship's assigned berth as required.
- The Deck Watch Officer and quarterdeck watch shall maintain radio communications with each other at all times.
- Police, Fire and Security Force telephone numbers shall be available at the quarterdeck, in the ship's office, and on the bridge.
- All persons on watch will be required to wear high visibility vest to identify them as watch standers.
- All watch personnel shall be schooled and drilled on ship security procedures at the 2000 in- port fire party muster and drill.
- Watch personnel will make continuous rounds of all interior passages and weather decks and shall be highly visible in doing so, these rounds will also include the waters around the ship.
- All Masters Instructions regarding Port Officials and Police shall be strictly adhered to.

12.2. Actions to be taken in the event of an emergency.

- In the event Police, Port or other Officials attempt to board the vessel and/or remove ships personnel.
 - Inform the Master or his/her representative immediately.
 - Refuse admission to the ship.
 - Do not allow removal of any ship's personnel.
- Unauthorized visitors will be politely refused access to the vessel. Should they become insistent, notify local police, port police or dock security personnel and the Master of the ship.
- In the event unauthorized personnel should attempt to gain access to the vessel seeking asylum or refuge, contact the Master or his/her representative immediately and follow published ship's instructions.



- In the event unauthorized personnel are found aboard the vessel:
- Notify the Master of the TSK and port authorities immediately.
- Attempt to detain them if possible (if unarmed).
- In the event a crowd or mob approaches the vessel:
- All ship's personnel are to board the vessel immediately.
- Call Port Security and notify the ship's Master immediately.
- The gangway will be raised as soon as possible.
- Secure and bolt all external doors.
 - Note: Waterside approach/entry could be simultaneous with creating a 'diversion' tact for distraction.
- Muster at station determined by the Station Bill.

13. RESTRICTED SPACES

13.1. Onboard this ship, only personnel with specific business may enter and only after complying with specified criteria as indicated below.

- Master's Cabin: (Limited Area) with the permission of the Master.
- Chief Engineers Cabin: (Limited Area) with the permission of the CHENG.
- Bridge: (Limited Area) with the permission of the Master, Chief Officer or Watch Officer.
- Chart Area: (Controlled Area) with the permission of the Master, Chief Officer, or Watch Officer.
- All Engineering Spaces: (Controlled Area) with the permission of the Master or Chief Engineer.
- Chief Officer's Office: (Limited Area) with the permission of the Master, Chief Officer, or Watch Officer.
- Officer Country: (Limited Area) Officer berthing areas located on the Upper, Boat and Cabin Decks and only for maintenance or watch-related duties.

14. LOCKED BERTHING (EMBARC III.6)

As a general guidance all cadet berthing with a capacity greater than 8 will remain unlocked. A cadet berthing with a capacity of 8 or less will remain locked. Any rooms assigned for reasonable accommodation status will remain locked. All crew rooms will remain locked.

15. BRIDGE AREA

Only watch standers, and those persons engaged in the ship's business, are permitted on the navigation bridge. All other personnel must have prior approval from the Deck Watch Officer to enter the bridge, to include the chart room and bridge wings.

16. PIPES - SHIP'S PUBLIC ADDRESS SYSTEM

Word to be passed over the public address system must be approved by the Deck Watch Officer prior to its passing.

Except for emergencies, the public address system will not be used during church services, meal hours or after 2000 hours and before 0700 hours.

Piping is to be kept to a minimum. *Only information necessary for the functioning of the ship, the safety of ship's personnel and special action items approved by the Master/Commandant of Cadets, Assistant*



Commandants, or Deck Watch Officer are authorized for piping. In the event of an emergency, these procedures are waived. NO Pipes are to be made after 2000 unless an emergency situation exists. Plan of the Day (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).

16.1. Accepted procedures for piping:

- At sea the CWO (Cadet Watch Officer) and in-port the JCWO will proofread all messages to ensure completeness and accuracy.
- Read the message to be piped clearly and distinctly into the P.A. system (two times).
- The Master shall be piped upon his departure from the Ship. At that time, pipe, "KENNDEY, DEPARTING." Upon returning to the Ship, the Master shall be piped aboard as, "KENNEDY, ARRIVING." The same procedures shall be complied with when the SUPERINTENDENT is on board, using "TEXAS A&M MARITIME ACADEMY". There will be no piping after 2000 unless an emergency.
- When summoning an officer or member of the crew, use title, name, where to report, and the repetition of the name. Example: "Chief Mate Smith, your presence is requested on the bridge, Chief Mate Smith." It is proper protocol that any officer or member of the crew that is summoned to a location that "their presence is requested" should be used. If a Cadet is summoned to a location, then "they are to report to" should be used.
- Follow posted procedures for P.A. system.

16.2. The Training Ship's public address system is part of ship's emergency system. The use of the ship's public address system is outlined in the Ship's Standing Orders- tampering or misuse is a Class I offense as described in Article IV Cadet Conduct and may result in removal from the Summer Sea Term.

17. CADET FORMATIONS

- 17.1. All Cadets will muster by companies on the helo deck. During inclement weather, musters will be held in the mess deck as decided and communicated by the Commandant's office.
- 17.2. Daily Muster, inspection and instruction will be accomplished by Cadet Officers with oversight by the Commandant. All absentees will be located and reported to the Commandant's Staff by cadet leadership at the muster.
- 17.3. Formation is not to be dismissed until all hands have been accounted for.
- 17.4. All Cadets are required to be at every formation unless they are physically on watch. **There will be no sleep-in for formations without the express permission of the Master.**
- 17.5. Every evening while in port a "Fire Party Muster" will be held at 2000 on the bow by #2 hatch. Every Cadet in the watch section not physically on watch must attend. Required uniform is the boiler suit or the uniform of the day.
- 17.6. All musters, regardless of the reason for the muster, will be made by an actual sighting of each individual with reports being promptly made via the administrative chain of command. For scheduled musters Cadets will be in place and ready PRIOR to the listed time. For all other circumstances, such as "Man Overboard", Cadets will promptly report to their assigned muster locations.

18. UNIFORMS AND GROOMING

- 17.1. Cadets will have in their possession, upon reporting on board, the uniforms required for Sea Term. Required uniforms are outlined in **Appendix C**. The daily prescribed uniform will be directed in the Plan of



the Day and shall be worn at all times when onboard the ship in a presentable manner. Uniforms should be clean and shall be worn according to the following guidelines:

- 17.2. Uniform of the day is required for the following:
 - 17.2.1. During formation
 - 17.2.2. During the academic day from 0630 to 1830
 - 17.2.3. When on the Mess deck
- 17.3. Salt & Peppers will be worn for all formal events, entering and leaving port, and as directed in the Plan of the Day.
- 17.4. Appropriate civilian gear is authorized after the evening meal and before breakfast, traveling to/from exercise areas or during Sunday at sea (when announced).
- 17.5. Appropriate civilian clothes are authorized while in port or when departing from/returning to the ship. Cadets are encouraged to present a professional appearance and to consider local customs/culture. Do not draw attention to yourself. Travel in groups is recommended.
- 17.6. Uniforms may be required ashore.
- 17.7. Grooming standards shall be maintained at all times. Cadets will always present a neat and smart appearance.
- 17.8. Grooming and or uniform standards can be relaxed as an incentive while out at sea with approval of the Master of the ship and the Commandant.
- 17.9. Refer to Appendix C for further guidance on specific uniform requirements and details of proper grooming standards



19. CADET PACKING LIST

This is a recommended list and is not all inclusive. Please also check your course syllabus for academic items you will need.

19.1. Shipping Documents

**** BRING COLOR COPIES ONBOARD IN ADDITION TO PHYSICAL DOCUMENTS****

- Passport
- TWIC
- MMC
- TAMUG ID
- Medical Insurance Card
- Shot Records (especially COVID Vaccine)
- SASH Certificate

19.2. Uniforms – additional information regarding uniforms can be found in Appendix C

At Sea (Bridge/ Classroom)

- Dickies Pants
- Dickies Shorts
- A&M Cruise Polo
- Belt (Black or Brown)
- Ball Cap
- A&M Sweatshirt/Hoodie/Jacket
- Sneakers (Solid color white, grey or black)

Salt and Peppers (In-Port/Departures/Arrivals)

- White Uniform Shirt
- White Undershirt
- Nametag
- Shoulder Boards
- Appropriate Insignia
- Black Uniform Pants
- Black Bates
- Black Cotton Belt and belt buckle (as required by uniform pants)
- Combo Cover
- Shirt Stays
- Black Socks

19.3. PPE

- Coveralls (2)
- White Undershirt (7 recommended)
- Safety Glasses (strap recommended)
- Gloves
- Safety Toe Boots (ASTM F2413-18 rated)



- Knife (<4in)
- Flashlight (red and white)
- Headlamp (optional)
- Water Bottle
- Notepad (1-2)
- Watch
- Ear Protection
- Maroon Hardhat
- Face mask
- Sweatband (optional)

19.4. Bedding

- Fitted Sheet (Twin XL)
- Sleeping Bag and/or Blanket
- Pillow

19.5. Hygiene Products

- Shampoo
- Conditioner
- Toothbrush
- Toothpaste
- Mouthwash
- Floss
- Face Wash
- Deodorant
- Hairbrush/Comb
- Shower Caddy
- Shower Shoes (Crocs or flip flops) – not allowed outside of berthing area
- Fingernail Clippers/Nail File
- Razors
- Washcloths/Loofah
- Towels (Beach and Shower)
- Sunscreen (IMPORTANT)
- Straightener, curling iron, blow dryer (optional)

Females Only

- Hair Ties
- Bobby Pins
- Nail Polish (in accordance with uniform regulations) (optional)
- Feminine Products

19.6. Clothes

- Sweatpants (2 recommended)
- Hoodie/Sweatshirt (1 recommended)
- Foul Weather Gear (1 recommended)
- Cold Weather Gear
 - (Cold Weather Jacket, Gloves, Watch cap)



- Underwear (8 recommended)
- Closed Toe Shoes (1 recommended)
- Socks (8-10 recommended)
- Shorts (5-6 recommended)
- Shirts (7-8 recommended)
- Pajamas (2 recommended)
- Gym Clothes
- Swimsuit (in good taste) (2 recommended)

19.7. First Aid/Personal Medication

- Motion Sickness Medication (recommended for all)
- Band Aids
- Ibuprofen
- Chapstick

*** DO NOT FORGET ANY ESSENTIAL MEDICATION & BRING MORE THAN THE REQUIRED AMOUNT ***

19.8. Electronics

- Laptop/Tablet
- Hard Drive (optional)
- Headphones (optional)
- Camera/GoPro (optional)
- Chargers

19.9. Other

- Extra Batteries (for flashlights, calculators, etc.)
- Sunglasses (2 recommended)
- Small Backpack (good for in port)
- Laundry Bag
- Over Door Pocket (optional for lockers)
- Command Hooks (optional)
- Lock (2)
- Hangers (7-8)
- Lawn Chair (optional)



20. **SHIP SANITATION**

Ship Sanitization is governed by CDC Shipboard Sanitation Certificate program requirements, and 46 CFR Subchapter R 166.15.

- 1) **Cleaning Stations** are performed daily while at sea and in-port. Cadets will not be dismissed until inspected by a Commandant or their appointee.
- 2) The Commandants with consultation of the Chief Mate will schedule and inspect Cleaning Stations. All Cadets will be assigned to their respective areas off the vessels and will be responsible for cleanliness. The responsibility includes not only cleanliness, but maintenance and preservation as well. IF a discrepancy or maintenance concern is found you will be required to report by filling out repair forms.

Example of maintenance needs, (IE toilet issues in public head, leaking pipes, or drains not working should be reported for your area.)

- 3) At Sea: Cleaning Stations will be scheduled in the plan of the day. Failures will be posted outside the Commandant's office. Any delinquency should be corrected prior to reinspection.
- 4.) In Port: Cleaning Stations will be scheduled in the plan of the day each morning and inspection will be conducted by the Ships Master prior to liberty being granted. All groups must be signed off before liberty is granted for the ship.
- 5.) Cleaning lockers must always be properly stocked, cleaned and ready for use.
- 6.) All berthing and public areas of the ship will be inspected by the master each Sunday.

21. **SANITATION INSPECTIONS**

Every day at approximately 1100, while underway, all Cadet berthing will be inspected by cadet leadership under the supervision of the Commandant's Office, accompanied by the assigned Utility watch stander, and a member of the engine department. This inspection will focus on general cleanliness, safety, and sanitary condition of the spaces. At all times Cadet berthing spaces must be in a neat and orderly condition with racks made. This inspection team will also be checking for serviceability and sanitary conditions of all sinks, heads and showers. Any standing water will be addressed; all maintenance issues will be reported appropriately for repair. Lastly, there will be no gear adrift and will be subject to removal if found during the inspection. Gear adrift in adverse weather/sea conditions could be tossed around and cause injury. All Cadets will have name, company, and watch section posted in the name card holders on their respective bunk and locker. Lower deck inspection, to include all spaces other than the Mess and berthing spaces, will be conducted on Sundays or as scheduled in the Plan of the Day.

22. **CADET BERTHING**

Cadet berthing areas must be maintained in a clean and sanitary condition at all times. Occupants are responsible for the cleanliness of their spaces, which will be the subject of daily inspections at a time set forth in the Plan of the Day. Spaces are to be kept secure for sea at all times.



23. **ARRIVAL/DEPARTURE**

- 23.1. The uniform for entering or leaving port will be as prescribed in the Plan of the Day. Cadets, whose duties preclude getting into the prescribed uniform, will remain below decks, unless assigned to a work detail.
- 23.2. Additionally, Cadets who are not involved in ship's operations shall not congregate where critical shipboard operations are taking place. Likewise, the use of cell phones cannot occur in the vicinity of operations, as use of these items takes away from situational awareness.
- 23.3. When directed, ALL cadets not actually involved in operating the vessel will man the rails in Salt and Pepper uniform. Cadets will man the rails in a professional manner, refraining on leaning on railings, talking of cell phones, or excessive skylarking.

24. **LIBERTY**

- 24.1. **For every demerit earned on the Sea Term one hour of liberty will be restricted** and the restricted will form a Maintenance/Utility party assigned to either the Chief Mate, 1st Assistant Engineer, or the Commandant's office to perform duty as designated.
- 24.2. **Special liberty** will be handled on a case-by-case basis. Special Overnight Liberty will not be granted unless there are extenuating circumstances (i.e. death or serious illness of an immediate family member). Special Overnight Liberty applications may be obtained from the Commandant's office. Special Liberty must have the Approval of the Commandant, the Master of the Training Vessel and the respective Academic Department.
- 24.3. Liberty commences when all berthing areas pass daily inspection, and the liberty sections are released as approved and determined and communicated by the Commandant's Office. The maintenance section will turn to the day's work following morning formation and their liberty commences at the discretion of the Chief Engineer or Chief Mate and the Commandant's Office.
- 24.4. Liberty muster will occur prior to inspection of the vessel and following clearance from the local Port Authority.
- 24.5. No Cadet may disembark the ship if assigned to that day's watch section - regardless if assigned a watch.
- 24.6. Liberty for 3/C expires at 2300. Liberty for 2/C expires at 2330. Liberty for 1/C expires at 2400. Liberty expiration times may change at the Master's discretion.

25. **REPATRIATION FROM SUMMER SEA TERM**

A Cadet may be removed from the Summer Sea Term for reasons beyond the control of the Cadet such as medical or family emergencies. However, in certain cases the adverse behavior of the Cadet may be such to warrant his/her removal and suspension from the Summer Sea Term. Suspension and removal of a Cadet from the Summer Sea Term may result from a serious Class I offense, positive drug test (including the adulteration of a drug sample), violation of local laws and/or 46 CFR, Section 7 and other Federal Laws. The authority to suspend a Cadet from the Summer Sea Term and return him/her to the college resides with the Master of the *TS KENNEDY* in consultation with the Commandant of Cadets, and the Academic Lead aboard. The following provisions apply to those Cadets leaving the Ship prior to completion of the Summer Sea Training Period:

- 25.1. For departure due to family emergency:



Ship's personnel will assist in arranging for repatriation of the Cadet in accordance with Texas A&M Maritime Academy policies (to be paid by the Cadet) regardless of where repatriation occurs.

25.2. For departure for medical reasons (beyond the control of the individual):

Texas A&M Maritime Academy will provide transportation to a medical facility or appropriate destination.

If determined that the Cadet must be repatriated, the Ship's personnel will assist in arranging for repatriation of the Cadet in accordance with Texas A&M Maritime Academy College policies at cost to the Cadet.

25.3. For departure for disciplinary/ reasons:

Ship's personnel will assist in arranging repatriation of the Cadet to the point of origin and Cadets may be responsible for the cost of repatriation regardless of where repatriation occurs.

24.5 Referral of cases which violate federal and/or state statutes may be made to the cognizant authority. Forfeit the cost of the Sea Term.

26. MEDICAL DEPARTMENT/SICKCALL

26.1. Sick call is an assembly of sick and injured, held each day at a designated time and place. The purpose of the Medical Department is to provide treatment for the sick and injured as well as responding to emergency situations.

26.2. The Medical team is comprised of a Doctor or Physician's Assistant and a Nurse/Medic/EMT

26.3. Hours of Operation are as follows:

- a. Sick call: 0700 -0800 / 1700 – 1800
- b. Emergencies are treated at any time.

26.4. Sick Call procedures are as follows:

- a. If necessary, the Cadet will be placed in the treatment room for diagnosis and treatment.
- b. If the Cadet is sent back to his/her rack, the Cadet will be given a SIQ (sick in quarters) chit by the Doctor/PA/Navy Corpsman to report to his/her rack. This means you go to bed and get rest, NOT to the gym or to congregate on the mess deck. It is the Cadet's responsibility to present the chit to the Commandant's Office.
- c. In the event that a Cadet should be admitted to sickbay, the Commandant's office will be notified as well as the Master of the ship and the Academic Department Head.

27. ACCIDENTS AND INJURIES

27.1. In the event any person aboard the Ship becomes ill or is injured and requires a stay in Sickbay, the Deck Watch Officer and the Commandant's Office shall be notified immediately. The Deck Watch Officer will notify the Master as soon as is practical. If the injury/illness is of a nature requiring the removal of the person from the Ship, the Master (or, in his absence, the Chief Mate), on the advice of the Ship's Medical Officer, will proceed to make all necessary transportation arrangements. If the illness or injury was caused by a dangerous condition on board, the condition must be corrected immediately. Finally, a complete and



accurate incident report will be prepared. A copy of the incident report will be given to the Commandant's Office for filing.

- 27.2. In case of an injury, statements from the person, 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 Chief Mate will cause appropriate entries to be made in the Deck Log Book. A copy will be kept on file in the Master's Office.
- 27.3. If the casualty occurs within the Engineering spaces, the Watch Engineer or Duty Engineer Officer shall immediately notify the Chief Engineer and cause appropriate entries to be made in the Engine Room Log Book. The Chief Mate shall also be informed.
- 27.4. A daily Sickbay report will be provided by the Ship's Medical Officer to the Master and the Commandant's Office. Copies of the daily sickbay report are sent to the Commandant and Ship's Master. Daily updates will be promulgated at the daily operational meetings.
- 27.5. The original copy of all medical reports will be retained on file in the Medical Department until completion of the Sea Term. At that time, they will be forwarded to the Ship's Master for where a summary of de-identified medical activity will be included in the Voyage Report.
- 27.6. 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 subject to both a urinalysis and breathalyzer test. The results of these tests will be included in the report.
 - a. Blank accident and injury report forms may be obtained from Sickbay.
 - b. Injury or illness forms will be completed by the Medical Staff for all occurrences.
 - c. Persons transported ashore will have insurance information sent along.
 - d. All persons will be required to have with them when going ashore for medical attention their medical insurance card/information, government issued ID and Texas A&M University at Galveston ID card.
 - e. Individual insurance coverage will be used as the first payment for an injury unless said injury was incurred while in a work capacity.
 - f. The cost of any work-related injuries will be covered by the Ship.
 - g. All persons should check with their private health insurance provider prior to Sea Term to ensure they will be covered in foreign ports during this training period at sea.
 - h. All students participating in the 2021 Summer Sea Term are required to have health insurance that includes overseas/international travel benefits. Please have your health insurance information with you for the Summer Sea term. It is also advised that you check your policy to know your international benefits.



28. SHIPBOARD LAUNDRY

28.1. Laundry hours: **1/C: All Day, 2/C: 1700 – 2400, 3/C: 2000 - 0600**

28.2. All laundry facilities are secured while in port and at anchor and there are NO exceptions. Please plan accordingly and have all laundry done prior to each port visit. Laundry may also be secured at anchor.

28.3. The Main Deck Laundry Facility may be used by designated cadets at times indicated see the Commandant's office for usage.

28.4. Bleach is NEVER to be used in the ship's laundry.

28.5. To all Cadets using laundry machines:

- For best results when doing laundry independently sort whites, khakis and colors.
- Bring your own laundry bags, pins and hangars if needed.
- Do not overload machines!
- The ship or the University will not be responsible for damaged or lost laundry items.
- All clothes are recommended to be marked with the Cadet's name using either a laundry pen or stenciling kit.
- Report any out of order machines via work order.

29. POSTAL REGULATIONS

29.1. Incoming mail will be picked up from the Purser's Office during mail call hours. Mail call hours will normally be held in port and will be announced in the Plan of the Day.

29.2. Lists will be posted outside the Commandant's Office of Cadets who have mail to be picked up. Announcements will also be made at morning formation.

29.3. Outgoing mail should be sent while ashore. No US or foreign stamps will be available for purchase on the Training Ship. US postage stamps cannot be used when mailing letters in foreign ports.

29.4. **NOTE:** Do not have packages sent to you while on Summer Sea Term, agents in ports will not accept them for security reasons

30. MAINTENANCE REQUESTS

30.1. Forms for requesting maintenance can be obtained from the commandant's office and returned completed to the quarter deck or commandant's office.

31. UNAUTHORIZED APPLIANCES

31.1. The following appliances and or equipment are not allowed on the ship:

- Immersion heaters
- Space heaters
- Power strips not approved for use on ungrounded systems.
- E-bikes, big wheel, or any other large L-ion battery system
- No L-ion batteries that are not a part of a small appliance i.e. laptops, cell phones, camera



ARTICLE III GENERAL INFORMATION FOR ALL CADETS

32. DECK NUMBERS

The uppermost continuous deck from stem to stern is the main deck.

- Bridge Deck
- Cabin Deck – Officers’ Quarters and Cadet Navigation Labs
- Boat Deck – Officer’s Quarters
- Upper Deck – Cadet – Crew – Officer’s Quarters
- Main Deck – Offices – Galley – Messdeck
- Upper Tween Deck – Cadet berthing – Stores – Classrooms
- Lower Tween Deck – Cadet berthing – Engine room – Classrooms and Labs
- Tanktop – Gym – Laundry – Engine room

33. IN PORT RECEPTIONS ONBOARD TSK

All Cadets assigned to special details will report to the Commandant’s Office at the time specified for inspection and briefing. At any event onboard ship NO Cadets are allowed to consume, or be in possession of, any alcoholic beverage (unless prior approval is granted by the Master of the Ship). All Cadets are reminded to be respectful, courteous, and on their best behavior at all events as they are representing the Ship, The Academy, and The United States of America.

34. LOUNGES

Lounges are available to all Cadets based on their designated class aboard.

35. CADET MESS DECK

- 35.1. The Cadet Mess is the main dining facility for all Cadets on SST. It is imperative that this area been kept clean and orderly.
- 35.2. Meal hours will be posted in the plan of the day.
- 35.3. The Mess must be cleared of all non-essential personnel at the end of every meal period to permit the required cleaning and set –up for the next meal period.
- 35.4. No 2/C or 3/C are permitted to travel across the Mess Deck to get into line for meal hours. They must travel through the classroom area to get in line. Only 1/C may travel across the Mess Deck to get into line.
- 35.5. No food, silverware or cups are permitted off the Mess Deck.

36. ELECTRICAL APPLIANCES

No unauthorized electrical equipment shall be brought on board the vessel. Unauthorized equipment includes, but is not limited to, hot plates, refrigerators, televisions, stereos.



37. COMMANDANT'S OFFICE

The Commandant's Office is located on the Main Deck directly forward of the Quarter Deck on the Starboard Side. This office is responsible for the daily routine, operations of the Corps of Cadets aboard the ship. Any questions pertaining to these areas should be brought to the office. Issues regarding academic areas should be brought to the appropriate academic training department office. Issues of safety should be brought to the attention of an officer or if immediate concern to the bridge.

38. SUNBATHING

- 38.1. Sun-bathing is at the Master of the vessel's discretion. Over exposure to sun and related effects that remove individuals from duty capabilities will result in punitive action.
- 38.2. Sun-bathing times and locations will be published in the plan of the day. While in port (Inside the sea buoy), Sunbathing aboard will not be allowed.
- 38.3. Open-toed shoes and sandals are NEVER allowed outside of berthing areas.

39. PUBLICLY AUDIBLE MUSIC

- Times and locations when publicly audible music is allowed will be published in the plan of the day (except gym).
- Music must not include language of a racially or sexually explicit manor.
- Music must not be loud enough to wake off duty shipmates.
- No publicly audible music after 2100 (except the gym)

40. TIME CHANGES

- 40.1. Ships time changes will be outlined per the ship's Plan of the Day. All Cadets are responsible for adjusting their own clock.
- 40.2. When clocks are advanced one hour (+1) or retarded one hour (-1), the time changes will commence on the 2000 – 2400 watch at 2200 being shared equally (twenty minutes per watch) by the two succeeding. The 0001 – 0400 Watch will be advanced at 0200 hours or retarded at 0220 one full hour the ship's clocks and the chartroom clock. ALL Navigation will be conducted using the time on the chartroom clock, with a notation being made in the logbook at 0200 hours, or 0220 hours indicating that the time change has been completed. 0400 – 0800 Watch will advance or retard the clocks for Watch at 0500. (The Ship's clocks and chartroom clock already moved by the 00-04 Watch)
 - 20-24 Watch should be relieved by the 00-04 Watch no later than 2325 (Ship's clock time) when advancing clocks. (2325 Old ship's time)
 - 00-04 Watch should be relieved by the 04-08 Watch no later than 0325 (Ship's clock time) when advancing clocks. (0305 Old ship's time)



41. **CONDUCT IN FOREIGN PORTS**

Cadets visiting any foreign country are in the position of invited guest. As such, and as representatives of the United States, they are expected to conduct themselves as exemplary US citizens. No detail of manner, dress, conduct or observance of the customs of the host country will escape notice. Standards, social customs, and ways of doing things will usually differ from country to country and quite frequently are of reverent significance. Controversial religious and/or political discussions MUST be avoided at all costs. There is no substitute for courtesy and good manners.

Conduct that brings discredit on the individual, the University and/or the United States may face Conduct Charges. Cases judged as severe may result in suspension from the Summer Sea Term and repatriation to the United States.

42. **EMERGENCY EQUIPMENT**

The use of or tampering with emergency equipment, except for drill or an actual emergency, is a violation of US Coast Guard Regulation and is prohibited. Any such action will also be treated as a violation of Ship's Standing Orders, which may result in Conduct Charges. Emergency equipment includes, but is not limited to fire hoses, lifeboats and watertight hatches.

43. **FRESH WATER**

43.1. The ship's ability to make fresh water has limits and has costs in terms of fuel. Everyone aboard needs to practice water conservation to avoid water rationing later. DO NOT WASTE WATER. Please wash only full loads of laundry. Shave out of a partially filled sink rather than running faucets. Sea-showers also reduce consumption.

43.2. When taking a shower it is recommended to:

- a. Wet Down – turn off water
- b. Soap Up – turn on water
- c. Rinse Off – turn off water

43.3. Report all leaking faucets by work orders obtained from the quarterdeck office. Report larger leaks, immediately, to the Cadet Watch on the quarterdeck for notification of the engine department.

43.4. Failure to conserve water, in addition to action resulting in water hours, may be treated as Refusal to Obey Orders. Wasting of water that leads to the need to make unusually large amounts, may result in periods when water use is secured.

44. **ID CARDS/PASSPORTS**

Each Cadet participating in Summer Sea Term is required to have a U.S. Merchant Mariner Credential, Texas A&M University at Galveston ID Card and Ship Safety and Security ID., TWIC Card, and passport prior to their departure.



ARTICLE IV CADET CONDUCT

1. MAST

1.1. A conduct panel will be convened by the Commandant's office and hold mast on all Category I offenses.

41.1. Demerits awarded will become effective at 0600 the following day unless otherwise specified.

2. DEMERIT SLIPS

2.1. Demerit slips are obtained from the Commandant's Office. Such reports must be complete, listing the date, charge and circumstances.

2.2. Any cadet, with the exception of Sea Term Cadet Leadership, to include Company Commanders/Executive Officers and hold captains, may originate a demerit slip however it must be countersigned by an officer (Faculty or Staff). Sea Term Cadet Leadership may issue demerits for any Category II offense without the countersigning of an officer. All demerit slips for Category I offenses must originate from or be countersigned by an officer.

2.3. All completed demerit slips must be turned in to the Commandant's Office. Completed demerit slips have been signed and acknowledged by the alleged offender.

2.4. Any demerit slip for a Category II offense that originates from or is countersigned by an officer may not be appealed. All other appeals must be done in person to the Commandant's Office. The Commandant, or their designee, will hear the facts of the case from the Cadet being reported and the Cadet issuing the demerits and determine the validity of the charge. Appeals must occur within 48 hours of the initial offense or liberty call, whichever is sooner.

2.5. Demerits will be entered by the Commandant's Office into the CorpsApps Management system once internet connectivity is obtained.

3. OFFENSES, CLASSIFIED

3.1. CATEGORY I: Offenses which, by their nature and without regard to other circumstances, can subject the offender to strict disciplinary measure, removal from the sea term, and/or a recommendation for the disenrollment from the Maritime Academy; offenses which egregiously violate University policies and/or endanger the safety of the vessel and/or others. Any cadet who is accused of a violation that may result in removal from the Sea Term will be provided an advocate as assigned.

3.2. CATEGORY II: Offenses which involve comparatively minor infractions of discipline. However, repeated violations of this nature indicate culpable lack of sense of responsibility and/or contempt for authority.

4. SANCTIONS

4.1. For Category I offenses, the sanction awarded will be based on the facts and circumstances revealed during the investigation of the charges. This may include being dismissed from SST and/or the Maritime Academy and/or University.

4.2. For Category II offenses, demerits will be awarded for the specific charge. If the cadet has more than three Category II offenses for the same infraction, then the offense will move to a Category I.

4.3. Whenever a Cadet is notified of an awarded demerit that Cadet will consider themselves restricted to the ship pending release by the Commandant's office. Restriction will only be applied and only count toward days the ship is in port. Restriction is continued until enough time in port has been served to meet the terms of the restriction.

4.4. Demerits awarded for Category I and Category II offenses are worked off by restriction in port of 1 hour per demerit. Cadets restricted to the vessel will form a Maintenance/Utility party assigned to either the Chief Mate, 1st Assistant Engineer, or the Commandant's office to perform duty as designated.

4.5. All demerits awarded during Sea Term must be rectified during Sea Term.



5. CATEGORY I OFFENSES

Offenses may include but not limited to:

5.1. Watch & Duty

(**NOTE:** Duty is defined as, anytime a Cadet is on watch, in class, at formation, at a mandatory meeting or conducting business anywhere on campus.)

- Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another person
- Late to watch (*up to 30 minutes*)
- Absent from Watch:
More than thirty minutes late to a four-hour watch constitutes an absence from watch.
- Failure to appear for duty or other work assignments other than watches.
- Irresponsibility while on watch, negligence, or sleeping on watch
- Unauthorized absence from the Training Ship when assigned to a Duty Section, but not actually on watch
- Absent Without Leave (AWOL) (Absence from the training ship in excess of 4 hours past the expiration of liberty)
- Absent Over Liberty (AOL) (Absence from the training ship in excess of 30-minutes but less than 4 hours)
- Failure to perform watch duties

5.2. Conduct

- Conduct unbecoming of a Cadet, failure to conduct oneself as a responsible Cadet, on or off campus (**NOTE:** *A Cadet is responsible for “conduct unbecoming” when his/her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet’s unit, the Corps, or Texas A&M University at Galveston.*)
- Violating sanctions or probation previously established by a Hearing Board or Conduct Administrator
- Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments
- Disrespect towards an officer, faculty/staff member, administrator, or Cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment
- Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community
- Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community
- Theft of property or services from the University community, or misappropriation of University resources
- Destruction or damage to University property or other property in the University community
- Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties
- Insubordination or failure to carry out orders issued by a member of the Commandant’s staff, Vessel crew, Corps Housing staff, Cadet officer, Community Leader or Cadet acting in a supervisory capacity,
- Violation of Federal or State Law, or violation of law in a Foreign Port
- Negligence of leadership, or dereliction of duty
(**NOTE:** *Anyone in the Cadet Chain of Command is responsible for ensuring Cadets under their authority follow and obey the policies, procedures, and rules of the Corps. A Cadet in the Chain of Command must be wise with his/her use of authority. His/her actions and directives must be reasonable and prudent. Negligence of leadership is also applicable at the peer level including but not limited to a Cadet that contributes to negligent actions of his/her peers or fails to report negligent actions of his/her peers.*)



- Abuse of class relationships
- Hazing

5.3. Health and Safety

- Operating any motor vehicle, forklift, or waterfront equipment/vessel on University property in an unsafe manner
- Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property
- Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (Harnesses, hearing protection, eye protection, etc.)
- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct
- Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property
- Violation of the training vessel's policy on visitation in rooms and berthing areas
- Failure to report to sick bay
- Tampering with vessel smoke or fire detectors, misuse of fire extinguishers or any other fire safety equipment is prohibited
- Presence in areas marked as unauthorized or restricted outside of official business
- Failure to comply with emergency signals

6. CATEGORY II OFFENSES

Offenses may include but are not limited to;

6.1. Uniforms and Classes

Uniform or grooming violations during the Sea Term	1 demerit
Unauthorized use of civilian clothing	1 demerit
Wearing of tennis shoes or shorts before being authorized	1 demerit
Absent from class	1 demerit
Late to class	1 demerit

6.2. Berthing

Failure to maintain room or berthing area to standards or failure to comply with berthing area policy	1 demerit
Removing food, dishes, utensils, cups, etc. from the mess deck	1 demerit

6.3. Formations and Meetings

Absent from Formation or required activity	1 demerit
Absent from mandatory meetings	1 demerit



Late to formation or mandatory meetings	1 demerit
Late from liberty (up to 30 minutes late beyond expiration of liberty)	1 demerit <i>Cadet will be subject to reasonable cause alcohol testing upon return to the vessel</i>
Sitting on railing	1 demerit
Bringing food to or eating while in formation	1 demerit
Failure to stand at attention or at ease in the proper manner	1 demerit

6.4. Administrative Violations

Late to assigned duties or day work	1 demerit
Failure to sign the watch log	1 demerit
Failure to get the word, including failure to read and understand official Corps email announcements, written announcements, to read watch bills, standing orders, or other official campus notices and publications	1 demerit
Late in submitting forms, muster sheets, watch bills, unit reports, or other documents	1 demerit
Failure to complete unit training assignments	1 demerit
Failure to appear as ordered	1 demerit
Disrespectful behavior towards another cadet	1 demerit
Violation of the training ship's trash disposal plan	1 demerit



APPENDIX A – SEA TERM ALCOHOL & DRUG ABUSE & TESTING PROCEDURES

1. ALCOHOL

1.1. The Training Ship is part of a federally mandated drug and alcohol policy as put forth by 33 CFR Part 95. The Alcohol and Drug Abuse Procedures as found in Chapter 11 (Rev 1-2022) of the Corps Operations Manual will apply to cadets aboard the training ship in addition to the below procedure.

1.2. Therefore Cadets;

While on board a vessel inspected, or subject to inspection, under Chapter 33 of Title 46 United States Code, a crewmember (including an officer), pilot, or watchstander 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;

(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.

1.3 Alcoholic beverages are strictly prohibited on board the Training Ship except when associated with special ship and Academy functions as approved by the Ship's Master and Superintendent. This prohibition includes the private consumption, storage, transportation or other involvement with liquor, beer or wine. This prohibition includes bringing alcohol containers onboard as souvenirs (i.e., bottles or cans that contained an alcoholic substance).

1.4 The companies of cadets that are assigned to a watchbill are restricted to the ship and prohibited from consuming any alcohol or intoxicating substances while aboard. This is usually a 24hr period beginning at 0800.



2.0 Reasonable Suspicion Alcohol Testing upon return from Liberty

- 2.1. Cadets who are reasonably suspected of being intoxicated upon return from liberty may be tested for alcohol on the basis of that suspicion.
- 2.2. Though other conditions may produce similar signs and/or symptoms, any assigned person who displays one or more of the following indications may be considered through **reasonable suspicion** by the crew, 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	Nausea/Vomiting, etc.
Pinpointed or Dilated Pupils	Excessive Nervousness/ Paranoia
Excessive Sweating or Shaking	Lethargy
	Glassy or Bloodshot eyes

This list is not to be considered as an all-inclusive reference. It is provided for the assistance and guidance of the staff and watch officers aboard the *training ship* in promoting seaworthiness, safe navigation and operation as well as compliance with the applicable laws and regulations of the United States. Where practicable, this belief should be based on the observation of the individual by two persons in supervising positions.

- 2.3. Cadets who are tested in this category will be adjudicated in accordance with section 1.4 of this manual.
- 2.4. Cadets who are in the duty company (watch section) and are tested under this section will be deemed to have failed the test if their BAC is >0.04 and the test failure will be reported to the USCG Office of Marine Inspection Texas City (OCMI) regardless of the sanction imposed by the Academy or University.



3.0 IMMEDIATE CADET ALCOHOL SANCTIONS

- Failure of the alcohol test if you are returning from liberty is defined as having a BAC of **>0.08**. (except if you are a member of the duty section then the limit is a BAC of >.04)
- Face disciplinary action as determined appropriate. This may result in Suitability Hearing and the possible award of demerits, restriction, and/or removal from the Summer Sea Term leading to the individual being repatriated at the earliest convenience to the vessel and the Academy.
- At a minimum, any cadet found in violation of this policy will be restricted to the ship for a certain period of time.
- Additionally, any violation federally recorded may preclude the individual ever traveling to Canada as per the new Canadian Regulations.

3.1. In the case of a Cadet who fails their alcohol test:

- 3.1.1. The Commandant will notify the Master and in his/her absence, or if unavailable, notification will be given to the Chief Mate, or Mate on Watch.
- 3.1.2. The Commandant will also charge the Cadet with a conduct code violation and will ensure that safeguards have been put in place necessary to ensure that the Cadet will not participate in those activities or perform any duties that will affect the safety of personnel or safe operation of the ship or its machinery. Further, the Cadet is restricted to the ship until their conduct hearing has been adjudicated.
- 3.1.3. If a suitability hearing is convened and the sanction imposed is removal from the Sea Term, then the USCG Office of Marine Inspection Texas City (OCMI) will be notified of the failure and removal from the ship.
- 3.1.4. In the territory of a foreign country:

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 *training ship* 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.



4. ALCOHOL AND DRUG ABUSE PROCEDURES (FROM THE CORPS OPERATIONS MANUAL JANUARY 2022)

ARTICLE 1101 – GENERAL INFORMATION

- 1) Pursuant to 33 CFR 95.020 (Standard for Under the Influence of Alcohol or a Dangerous Drug):

An individual is under the influence of alcohol or a dangerous drug when:

- (a) 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;*
- (b) 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,*
- (c) 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.*

ARTICLE 1102 – ALCOHOL USE

- 1) Alcohol is prohibited on the campus property of Texas A&M University at Galveston. Regardless of location (i.e., on-campus, off-campus, on training-at-sea), all Cadets are required to comply with the University's rule regarding alcohol as referenced in 24.4.13 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html).
- a) Cadets violating 24.4.13 – Alcohol will be charged with violating Corps and University Student Rules and with Conduct Unbecoming of a Cadet. Intoxicated Cadets will be sanctioned under the rules of the training ship as well as the Corps Operations Manual and University rules.
 - b) Cadets will not consume alcohol while in uniform on and/or off-campus unless specifically approved by the Commandant or designated representative. Cadets performing a duty representing the University or the Corps of Cadets will not consume alcohol during the period starting twelve (12) hours prior to the duty and ending after the completion of the duty.
 - i) For off-campus events, the duty begins at the planned/actual departure from the campus for the event and the completion of duty is upon return to the campus. Exceptions to this policy can only be granted by the Commandant.
 - c) Cadets who are 21 years old or older and publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. This rule also applies to Cadets, who allow, provide, or do not attempt to stop a Cadet under the age of 21 from drinking, on and/or off campus. Sanctions for most alcohol-related infractions include University/Corps Conduct Probation and alcohol abuse education. Cadets who provide alcohol to minors may be suspended from the Corps for at least one semester.
 - d) Cadets who are under the age of 21, and in possession of, or drinking alcohol, or publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. Sanctions for most under 21 alcohol-related infractions include University/Corps Conduct Probation, alcohol education, and a letter to the Cadet's parents/guardian.



- e) During training-at-sea, Cadets in possession of alcohol, consuming alcohol, or are intoxicated are subjected to the rules of the training ship, the rules established in the Sea Term Manual, and the Texas A&M University at Galveston Student Rules.
 - i) Cadets found responsible and sanctioned for violating the alcohol policy while on training-at-sea, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner.
- f) In addition, while on any training sea term, all Cadets are subject to U. S. Coast Guard Drug and Alcohol Testing, in accordance with 46 CFR Parts 4 and 16.
 - i) Suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year is possible if the Cadet's alcohol concentration in their blood exceeds what is stated in 33 CFR 95.020(c).
- 2) If you know of a Cadet who appears to have a serious drinking problem (e.g., constantly drinking, getting drunk several nights a week, etc.) express your concerns to an Assistant Commandant. If the Cadet of concern is having drinking problems, they also may be having other problems (e.g., social, academic, mental, physical, etc.). Referral of the Cadet to Counseling & Career Services (<https://www.tamug.edu/counsel/>) may also help.

ARTICLE 1103 – ILLEGAL DRUG USE & ABUSE OF LEGAL SUBSTANCES

- 1) The use of illegal/inappropriate drugs in the Corps of Cadets is a violation of U. S, Coast Guard regulations and Texas A&M University rules and runs counter to the values we hold, and our vision for character and leadership development. Illegal drug use in the Corps of Cadets at any time will result in a mandatory one year suspension from the Corps of Cadets and completion of a U.S. Coast Guard substance abuse treatment program. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., CBD products, “synthetic drugs”, etc.). Cadets should reference 24.4.12 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html).
- a) Inappropriate drugs are defined as non-prescription substances that produce effects that impair the judgment of the cadet and interfere with “good order and discipline” (e.g., salvia, “herbal tobacco”, etc.). Use of prescription drugs without a valid prescription is illegal. Cadets found misusing prescription medications will be treated though they were using illegal drugs.
- b) Cadets should submit any information regarding illegal drugs in the residence hall to the appropriate authority (i.e., Deputy Superintendent, Director of Student Life or their community leaders, etc.), who will notify Campus Police and take appropriate student conduct action.
 - i) In the event of an overdose or other drug related problems needing medical attention, call the emergency number 911.
- c) As a deterrent against the illegal use of drugs, all Cadets are subject to selection for a random drug test. At random times during the school year, Cadets will be notified via school email or in person at ZOPT 100/300 that they have been selected for a drug test and must comply. A Cadet may be removed from a training cruise and/or the Corps for non-compliance.

Cadets who violate 24.4.12 – Drugs will be co-adjudicated by the Corps of Cadets and the



University. Cadets found responsible for violating 24.4.12 – Drugs are normally suspended from for one year. If the Cadet is allowed to remain in the University (due to extraordinary circumstances, or is readmitted, they may be required to submit to drug testing (at their own expense) and test negative on all required drug tests as outlined in the sanction letter from the Corps. Additional provisions on drug related sanctions may be required by the Commandant. The Corps sanction letter and any provisions required from the Commandant is in addition to the sanctions outlined in the University sanction letter.

- d) On a training cruise, Cadets in possession of drugs, consuming drugs, or are under the influence of drugs will be subjected to the rules of the training ship and the Texas A&M University at Galveston Student Rules.
 - e) Cadets found responsible and sanctioned for violating the drug policy while on training cruise, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner. The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.
- 2) All cadets are required to comply with the University’s rule regarding drugs as indicated in Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (https://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html) as well as the Random Drug Testing Policy and Drug Testing Policy for Documented Employees and Students below.
- a) Random Drug Testing Policy:
 - i) All cadets are required to comply with Texas A&M Maritime Academy’s drug testing policy for documented employees and students as referenced in Article 1403 below.
 - ii) The use of illegal drugs in the Corps of Cadets runs counter to the values we hold, and our vision for character and leadership development. This policy outlines Cadet Expectations for compliance, execution of random drug testing, and actions taken upon the results of a positive test or when Cadets are found to be using or possessing illegal drugs.
 - iii) Illegal drug use will not be tolerated. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., “designer drugs”).
 - iv) As a deterrent against the illegal use of drugs, and in accordance with Department of Transportation procedures, all Cadets are subject to selection for a random drug test.
 - (1) At random times during the school year, Cadets will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the Corps for non-compliance.
 - (2) Cadets may be informed by school email, or at ZOPT 100/300 that they have been selected for a drug test.
 - v) They must comply with CFRs of the published program within the time specified or be dismissed from a summer cruise and the Corps for non-compliance.



- vi) In accordance with 46 CFR 16.230, refusal to participate in a drug test, constitutes a “positive” drug test and the appropriate disciplinary actions will follow.
- b) Drug Testing Policy for Documented Employees and Students:
 - i) In accordance with procedures for Transportation Workplace Drug Testing programs established by the Office of the Secretary of the Department of Transportation and administered under U.S. Coast Guard Regulations, 46 CFR Parts 4, 5, and 16; Texas A&M University at Galveston shall test for the following drugs: marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines. All tests shall be performed by the Department of Health and Human Services (DHHS) certified laboratories which meet the requirements of 49 CFR 40.
 - ii) University Policy - Employees Holding a Merchant Marine Document and Cadets Who Test Positive

A TAMUG employee or cadet who, under any testing procedure required by this Policy, tests positive or refuses to submit to a test shall be removed from duties which directly affect the safety of the vessel's navigation or operations as soon as practicable, and will be subject to job termination and/or suspension from the Corps of Cadets, as applicable and will be reported to the Coast Guard as required under 46 CFR 16.201. An employee or cadet who tests positive during a cruise period, shall be terminated or suspended from the Corps, as applicable, and the employee or cadet shall be responsible for their cost to return home.

A person terminated from employment or suspended from the Corps may reapply for employment or readmission to the Corps in accordance with this Policy. Readmission to the Corps will be on a case-by-case basis, taking into account the person's prior performance and potential.

- iii) Pre-Employment Testing

Commencing 21 December 1989 all persons applying for employment with TAMUG who are required to hold a Merchant Marine license or document and license-option cadets prior to their first training cruise shall be required to pass a chemical test for dangerous drugs.

- (1) Exempted from this requirement are individuals who possess satisfactory proof that they have passed a pre-employment test for another employer or a periodic chemical test within the previous six months. Also exempted are persons who have been subject to a random drug testing program meeting the requirements of 46 CFR part 16.230 during the period of the previous twelve months. These persons must present proof that they have not failed or refused to participate in such testing.
- (2) In the event that an employee applicant's drug screen is positive and that person is holding a valid Merchant Marine license or document, the test results will be reported in writing to the nearest Coast Guard Officer in Charge Marine Inspection, (OCMI). Also, in the event of a positive screen of an applicant or refusal to take a test, there will be no consideration of employment.
- iv) The employee applicant who was denied employment because of a positive drug screen may reapply for employment after six months. At that time, the applicant must submit a current



drug free certificate from a recognized Medical Review Officer (MRO). Employment will be considered based on the individual meeting the job requirements for the position. In addition, the individual shall agree to be subject to increased, unannounced testing for a period as determined by the MRO of up to 60 months.

v) Random Testing

All students and employees working for the University who, by law and assigned responsibilities, are required to hold a Merchant Marine document shall be subject to random drug testing in accordance with regulations promulgated by the Coast Guard.

- (1) Each employee and cadet shall have an equal chance of selection for testing through their period of employment or enrollment as a student. The selection shall be made by drawing up to twenty-five percent of the employee and cadet names at a time. All personnel whose names have been drawn shall be placed back into the pool so that their names could be drawn again.
- (2) Crew members and cadets will be tested on an annual rate of not less than fifty percent.
- (3) The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard Officer in Charge, Marine Inspection (OCMI).

vi) Periodic Testing

Any employee, working for the University, who is an applicant for an original issuance or a renewal of a license or certificate of registry (COR), a raise in grade of a license, a higher grade of COR, an original issuance of a merchant mariner's document (MMD), the first endorsement as an able seaman, lifeboatman, qualified member of the engine department, or tankerman, or a reissuance of an MMD with a new expiration date shall be required to pass a chemical test for dangerous drugs.

- (1) The applicant shall provide the results of the test to the Coast Guard Regional Examination Center (REC) at the time of submitting an application.
- (2) The test results must be completed and dated not more than 185 days prior to submission of the application.
- (3) An applicant need not submit evidence of passing a drug test as required above if he or she provides satisfactory evidence that:
 - (a) he or she has passed a chemical test for dangerous drugs within the previous six months with no subsequent positive chemical test during the remainder of the 6 month period; or
 - (b) during the previous 185 days been subject to a random testing program required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.

vii) Serious Marine Incident Testing

The University will test an individual whose action or failure to act is determined to be a



causative factor in the events leading to a serious marine incident in accordance with 46 CFR 4.06.

- (1) A serious marine incident is defined as:
Any marine casualty or accident that occurs upon the navigable waters of the United States, its territories or possessions or any casualty or accident wherever such casualty or accident occurs involving any United States' vessel, including accidental grounding, or any occurrence involving a vessel which results in damage by or to the vessel, its apparel, gear, or cargo, or injury or loss of life of any person; and includes among other things, collisions, stranding, groundings, foundering, heavy weather damage, fires, explosions, failure of gear and equipment and any other damage which might affect or impair the seaworthiness of the vessel which must be reported to the Coast Guard under 46 CFR 4.05-1 and which results in any one of the following:
 - (a) One or more deaths;
 - (b) An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid, or which renders the individual unfit to perform routine vessel duties;
 - (c) Damage to property in excess of \$100,000.00;
 - (d) Actual or constructive total loss of any vessel subject to inspection;
 - (e) Actual or constructive total loss of any self-propelled vessel not subject to inspection under 46 U.S.C. 3301 of 100 gross tons or more;
 - (f) Discharge of oil of 10,000 gallons or more, whether or not resulting from a marine casualty; or
 - (g) Discharge of a reportable quantity of hazardous substance, whether or not resulting from a marine casualty.
- (2) Any crew member or cadet on the training vessel who is determined to be directly involved in a serious marine incident shall provide, within 24 hours of the incident, urine specimens, and blood or breath specimens, or both for chemical tests as required by 46 CFR 4.06-10 when directed to do so by the University or a law enforcement officer.
- (3) If an individual refuses to provide blood, breath or urine specimens, this refusal shall be noted on Form CG-2692B and in the vessel's official log book.
- (4) No University crew member or cadet may be forcibly compelled to provide specimens for chemical tests required by 46 CFR 4; however, refusal is considered a violation of regulation and could subject the individual to suspension and revocation proceedings under 46 CFR 5 and removal from any duties which directly affect the safety of the vessel's navigation or operations.
- (5) Whenever a crew member or cadet has been identified as being directly involved in a serious marine incident, CG-2692B form shall be completed and submitted to the nearest OCMI. The test results shall be submitted to the same OCMI for each person



who was on the original form CG-2692B.

In incidents involving discharges of oil or hazardous substances, a report will be filed with the Coast Guard OCMI having jurisdiction over the location where the discharges occurred or nearest the port of first arrival following the discharge. Any TAMUG crew member or cadet who has been identified as being directly involved shall be tested as per the requirements of 46 CFR 4.06 and results reported to the same OCMI.

viii) Reasonable Cause Testing

The University shall require any crew member or cadet who is reasonably suspected of using a dangerous drug to be chemically tested for dangerous drugs.

- (1) The University's decision to test shall be based on a reasonable and articulable belief that the individual has used a dangerous drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use. Where practicable, this belief should be based on the observation of the individual by two persons in supervising positions.
- (2) When the University requires testing of an individual under the provisions of this section, the individual shall be informed of that fact and directed to provide a urine specimen as soon as practicable. This fact shall be entered in the vessel's official log book.
- (3) If a crew member or cadet refuses to provide a urine specimen when directed to do so by the University under the provisions of this section, this fact shall be entered into the vessel's official log book.
- (4) The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard OMCI.

ix) Test Collection and Handling Procedures

Urine specimens shall be collected by trained personnel using collection and shipping kits meeting the requirements of 40 CFR 49 and CFR 40 and 46 CFR 16.330 (b). The University shall ensure that the collection site is adequate to provide for collection security, temporary storage, and expeditious shipping of specimens to a DHHS-certified laboratory.

- (1) Security procedures shall provide a secure collection site.
- (2) No unauthorized personnel shall be permitted in any part of the collection site when specimens are collected nor shall unauthorized personnel be allowed access to stored specimens. Safeguards to ensure integrity of specimens shall be maintained at all times.
- (3) TAMUG shall establish and maintain a chain of custody for each specimen to be chemically tested. If a specimen is not immediately prepared for shipment, it shall be safeguarded during temporary storage. TAMUG shall make every effort to minimize the number of persons handling specimens.
- (4) The Training ship shall have in possession at all times specimen collection and shipping



kits (that meet 49 CFR 40) to be used to collect specimens and ship them to a certified drug testing laboratory.

- (5) TAMUG shall ensure that the specimen and chain of custody documents are promptly shipped by an expeditious means to a certified testing laboratory.

x) Medical Review Officer (MRO)

TAMUG shall designate a MRO meeting the qualifications of 49 CFR 40.27 and 49 CFR 40.33(b).

- (1) All laboratory reports will be sent to the designated MRO. Whenever a report contains a confirmed positive result, the MRO shall review and interpret the report and submit the findings to TAMUG.
- (2) In accordance with 46 CFR 16.201 (e) and 46 CFR 16.370 (d), before a crew member who has had a positive report may return to work, the MRO shall determine that the crew member is drug free and the risk of subsequent use is sufficiently low to justify return to work.
- (3) Before a cadet who has had a positive report may report onboard in a working/training capacity, the MRO shall determine that the cadet is drug free and the risk of subsequent use is sufficiently low to justify return onboard in a working/training capacity.
- (4) Any crew member or cadet who has failed a chemical test shall agree to be subject to increased, unannounced testing for a period as determined by the MRO up to sixty months or until no longer employed or discharged from the cadet training program.

xi) Record keeping

The Superintendent's Office will maintain all results of drug screens on students. Employees' results will be filed in the Human Resources Office. All drug screens are considered confidential. Only persons who have a legitimate need to know the test results shall be informed.

- (1) Negative Tests shall be maintained by TAMUG for a period of one year.
- (2) Positive Tests shall be maintained by TAMUG for five years and shall be made available to the Coast Guard upon request.
- (3) TAMUG records shall contain the total number of crew members and cadets tested annually in each category of the testing program, including the annual number of individuals testing positive and the number and types of drugs for which individuals tested positive.

xii) Release of Information

Except as provided for in 46 CFR 16 and 46 CFR 4.06-60, TAMUG shall not release individual test results or other personal information from anti-drug program records.



(4) Individual results from a drug test required by 45 CFR 16 may be released if the individual tested signs a specific authorization for the release of the results to an identified person.

xiii) Nothing in this section shall prevent an individual tested under this policy from obtaining the results of that test.

xiv) Employee/Cadet Assistance Program

TAMUG shall provide an Employee/Cadet Assistance program (ECAP). TAMUG's ECAP shall include education and training on drug use for crew members, cadets and ship supervisory personnel. The program will include the following elements:

(1) ECAP Training Program

- (a) Effects and consequences of drug and alcohol use on personal health, safety and work environment.
- (b) The manifestations and behavioral clues that may indicate drug and/or alcohol use and abuse.
- (c) Documentation of training given to supervisory personnel, crew members and cadets. Supervisory personnel shall receive at least sixty minutes of training. All documentation of training records for students shall be available from the Commandant and for employees in the Galveston Human Resources Office.

(2) ECAP Education Program

- (a) Display and distribution of informational material.
- (b) Display and distribution of a community service hot-line telephone number for crew member assistance.
- (c) Display and distribution of the University's policy regarding drug and alcohol use in the workplace.

ARTICLE 1104 – DISCIPLINE AND DISMISSAL FOR POSITIVE DRUG TEST

- 1) The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.
 - a) Pursuant to 46 CFR, 16.230, refusal to participate in a drug test, constitutes a “positive” drug test; therefore, the usual sanction of suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year applies.



APPENDIX B – TAMMA SEXUAL ASSAULT SEXUAL HARASSMENT PREVENTION AND RESPONSE

See Separate Document Titled TAMMA SASH Prevention and Response



APPENDIX C – UNIFORM & GROOMING STANDARDS

1. REQUIRED UNIFORMS FOR SEA TERM

1.1. Bridge & Classroom Uniform

- a. The following are guidelines for the bridge and classroom uniform to be worn aboard T.S. KENNEDY. The uniform will also be worn during all meals, unless on maintenance or engine rotation. All items must be worn in good repair as indicated below. Good repair is defined as no paint, stains, rips, or other damage to the uniform item(s).
 - i. Texas A&M Maritime Academy (TAMMA) Polo Shirt.
 1. TAMMA will provide cadets with two (2) polo shirts to be worn on SST 22. Polos are delineated by class year as follows:
 - a. MART/MARR 200 – Teal Polo
 - b. MART/MARR 300 – Royal Blue Polo
 - c. MART/MARR 400 – Black Polo
 - ii. Khaki Work Pants
 1. The TAMMA polo must be worn with Dickies brand khaki work pants/shorts. It is the cadet's responsibility to obtain these items before summer sea term begins.
 2. Dickies khaki work pants must be of "Desert Khaki (DS)" or "Stone" (females only) color. They must be flat front pants (no pleats). Links to several examples of approved pants/shorts are found below:
 - a. Male
 - i. Pants: <https://www.dickies.com/mens-clothing/mens-flat-front-pants/tan/>
 - ii. Shorts: <https://www.dickies.com/mens-clothing/mens-flat-front-shorts/tan/>
 - b. Female
 - i. Pants: <https://www.dickies.com/womens-clothing/womens-pants/tan/>
 - ii. Shorts: <https://www.dickies.com/womens-clothing/womens-shorts/tan/>
 - iii. Footwear
 1. Cadets must wear closed toe shoes in good repair (tennis shoes, Vans) with the TAMMA polo and Dickies work pants/shorts.
 - a. Shoes must be of neutral color (black, brown, khaki, grey, navy blue, etc.). No neon colors or excessive designs will be accepted.
 2. Approved closed toe shoes for the bridge and classroom uniform DO NOT include Crocs, close-toed sandals, Xtra-tuf boots, cowboy boots, or safety toe boots in poor condition (e.g. covered in paint, rust, etc.). Safety-toe boots are approved and required for wear with the maintenance uniform. It should also be noted that flip flops are not approved for wear outside shower facilities.



iv. Belt & Cover

1. A black or brown belt must be worn with the bridge/classroom uniform.
 - a. Any belt worn must be in good repair.
2. Standard belt buckles are required. No oversized buckles will be permitted.
3. Class belts are not required.

v. Cover

1. Covers are not required for wear with the bridge & classroom uniform. However, academy covers are required to be brought on sea term and will be worn in formation.

vi. Jacket

1. TAMMA jackets or hoodies are approved for wear with the bridge and classroom uniform.
2. TAMMA uniform jackets (Port Authority & Eisenhower) are also approved for wear with the bridge and classroom uniform.
3. Foul/Cold weather gear is approved for wear with the bridge uniform, especially for those in a lookout role. Foul/Cold weather gear must be of yellow or orange color for safety.

vii. Accessories

1. All cadets shall carry a flashlight and knife/multi-tool on their person, regardless of the uniform they wear. This is a safety measure.

viii. Grooming

1. Corps grooming standards apply at all times while aboard T.S. KENNEDY, unless otherwise amended by the Commandant or their delegate.
- b. It should be noted that academy coveralls may be required during some classroom sessions that involve practical application. These sections will be indicated by the instructor of record. If coveralls are required, the bridge/classroom uniform is not authorized for wear.

1.2. Deck & Engine Maintenance/Utility Uniform

- a. Cadets on duty for deck or engine maintenance/utility are required to wear the following items:
 - i. Academy coveralls (in good repair)
 - ii. Black Safety-toe boots (ASTM F 2413-18 rated)
 - iii. Academy Ball Cap
 - iv. Maroon Hard hat/cap
- b. Proper personal protective equipment (PPE), as directed by the officer in charge of maintenance/utility sections, shall also be on hand. These items will be listed in the sea term manual.
- c. Coveralls may be worn to breakfast and lunch, but not dinner for those on deck and engineering maintenance/utility. The same applies for cadets on engine watch. Coveralls must be clean and in good repair to be allowed on the messdeck. Cadets in class and/or on bridge watch must wear the sea term uniform outlined in 1.a. – 1.b. above to meals.
- d. Commercial Sea Term coveralls will not be allowed.



- e. Any coveralls not purchased through the TAMUG bookstore should be long sleeved, navy blue. Suggested brands are Red Kap, Dickies, Scandia ScanRally Reflect or ScanTropic Reflect, or U.S. Navy issue with the Velcro Name Patch adhered. Below are the links for direct ordering.
 - i. Red Kap: <https://www.redkap.com/products/outerwear/coveralls?prefn1=color&prefv1=Navy&prefn2=sleeveLength&prefv2=long>
 - ii. Dickies Men: <https://www.dickies.com/mens-clothing/mens-coveralls/blue/>
 - iii. Dickies Women: <https://www.dickies.com/womens-clothing/womens-coveralls/blue/>
 - iv. Scandia: <https://www.scandigear.com/products/workwear/coveralls/>
 - Please pay special attention to the sizing when ordering from Scandia as everything is in European sizes.
 - v. Name Patches will be purchased from Scribbles USA and shall correspond with the cadet's graduating class. They will state the cadet's first initial, last name, major and class year.
- f. Hard hats/caps should be free from cracks and defects and all cadet hard hats/caps will be Maroon in color

1.3 Salt & Peppers

- g. Cadets sailing aboard T.S. KENNEDY must have their Salt & Pepper (S&P) uniform available for port events, departures, arrivals, and any other activities as required by the Superintendent, Master, or Commandant. Required items for the S&P uniform are listed below:
 - i. Combo cover
 - ii. White S&P shirt & white undershirt
 - iii. Black trousers
 - iv. Black socks
 - v. Black dress shoes
 - vi. Shoulder boards, name tag, sophomore pin, and any other required/identifying uniform insignia

1.4 Professional Performance

Failure to wear the sea term uniform properly will result in disciplinary action as described in Article 907.2.A. Cadets will be dismissed from the bridge, classroom, or engine control room for failure to wear the proper uniform. Repeated wear of an improper uniform may result in dismissal from sea term, which results in failure of the academic portion of sea term. There is no flexibility in the rules outlined above. Uniforms must be of the nature described herein.

2. GUIDANCE FOR LEISURE GEAR / CIVILIAN ATTIRE

- 2.1 Cadets will ensure that their dress and personal appearance are conservative and commensurate with the high standards traditionally associated with Texas A&M Maritime Academy.
- 2.2 Items designed to be worn as undergarments (and worn exposed) are not authorized for civilian attire. T-shirts with "messages" or advertisements or lettering that could be offensive or controversial are not permitted.
- 2.3 No part of a prescribed uniform, except those items not exclusively military in character, will be worn with civilian clothing.



3. MANNER OF WEAR FOR UNIFORMS

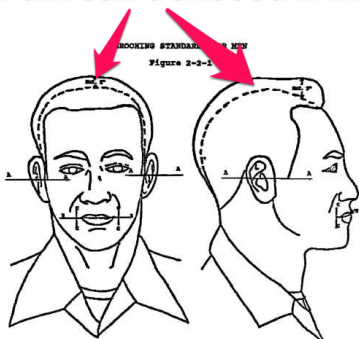
- 3.1 Under no conditions may uniform shirt sleeves be rolled up (unless otherwise designated). Shirt sleeves will be rolled down during formations, and safety and security drills.
- 3.2 All Cadets will wear white T-shirts under their boiler suits at all times, including engineering Cadets.
- 3.3 Nothing shall be protruding from shirt pockets; all pens and pencils should be stowed completely within.
- 3.4 Pants pockets are for stowing necessary items only; they should never be overstuffed.
- 3.5 The only time a Cadet should put their hands in their pockets is to retrieve an item; if your hands are cold, wear gloves.
- 3.6 Covers shall be worn squarely on the head with absolutely no backward tilt. Sweatshirt hoods are not considered a uniform cover.
- 3.7 Dilapidated gear (cut off sleeves, etc.) is NOT ALLOWED. Cadets are responsible for replacing uniforms that are no longer serviceable at your own expense.
- 3.8 Uniform for the Navigation Deck of the ship is Polo/Khakis. (Boiler suits if on M&R, ED, work detail, cleaning stations, etc.). Uniforms worn on the bridge will be clean and free of dirt or paint at all times.
- 3.9 Brown or tan boots are not authorized with any uniform at any time for any Cadet. Shoe laces on all foot gear will be tied securely at all times.
- 3.10 An approved folding knife and flashlight will be carried at all times. Blade length on the knife will not exceed six inches.

4. GROOMING STANDARDS

4.1 Males

- a. Sideburns must not go down past the middle of the ear and must be neatly trimmed. Cadets must have their hair cut to the standard of less than 4 inches in length, 2 inches in bulk, not touching the ears and tapered on the back of the neck.

Bulk can't exceed 2 in.



- b. Mustaches are authorized at the discretion of the Master of the Training Ship and the Commandant's Office. When authorized, mustaches will be kept neatly and closely trimmed. No portion of the mustache will extend below the lip line of the upper lip. It will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed approximately 1/2 inch. Handlebar mustaches, goatees, beards, beneath the lower lip or chin hair are not permitted. Mustaches may not interfere with the proper wear of safety equipment.
- c. Males are not authorized earrings at any time while in uniform.



4.2. Females

- a. When in uniform, the hair may touch, but not fall below the lower edge of the back of the collar. Long hair, including braids, ponytails, pigtails or hanging locks of hair, which falls below the lower edge of the collar, shall be neatly and inconspicuously fastened, pinned or **secured to the head**. On board ship this is very important as a safety issue. A maximum of two small barrettes/combs/clips, or bobby pins and rubber bands, all similar to hair color, may be used in the hair. Fabric elastics and colored rubber bands/pins are not authorized. Likewise, decorative hair ornaments are not permitted.
- b. One earring per ear (centered on the lobe) may be worn while in uniform. They shall be 4-6 mm (1/8 to ¼ inch) plain gold balls (shiny or matte finish), screw-on with posts. Pearl earrings and diamond earrings are not authorized in uniform during Summer Sea Term.
- c. Fingernails shall not exceed ¼ inch measured from the fingertip. Nail polish colors should be conservative and complement the skin tone. Acceptable colors include pale pink, maroon, light pearlized, or clear nail polish. (No red, black, blue, green, orange, purple or bright pink). Colors should not contain glitter and nails should be of a solid color with the exception of French manicures.

5 GENERAL

- 5.1 Hairstyles shall not be faddish to include dying your hair, shaving parts of the head, designs cut into the hair/head, or asymmetrical cuts. No decorative items should be woven in to hair.
- 5.2 Watches/Bracelets – While in uniform, only one of each may be worn. Watches should be conservative. Ankle bracelets are not authorized in uniform. No braided or plastic bracelets are authorized.
- 5.3 Sunglasses should be polarized and conservative. Bands, such as 'CROAKIES', to prevent them falling off, should be conservative.
- 5.4 Necklaces – While in uniform, only one may be worn and it shall not be visible.
- 5.5 Body piercings – Exposed, pierced body parts (other than one earring per ear for females) is prohibited while in uniform. Failure to adhere to this policy will be considered out of uniform.



SUMMER SEA TERM ACKNOWLEDGEMENT 2023

Sea Term Manual

Class _____ Company _____ Platoon _____

Printed Name _____ UIN# _____

Cadet Signature _____

My signature above means that I have read and understand the information contained in this manual and constitutes my agreement to abide by the standards of conduct outlined in this document. I understand failure to adhere to these standards will result in appropriate disciplinary action up to or including being dismissed from Summer Sea Term 2023. I understand that any Cadet dismissed from Summer Sea Term due to conduct or disciplinary issues may result in the failure of Summer Sea Term. All monies and fees associated with Summer Sea Term will be forfeited. Any Cadet repatriated from Summer Sea Term will be charged a repatriation fee in accordance with Texas A&M University policies for administrative and related expenses regardless of where the repatriation occurs.