

MASSACHUSETTS MARITIME ACADEMY

2021



The Commonwealth's Leadership University



**CADET CANDIDATE
HANDBOOK**

CHECK OFF LIST FOR CADET CANDIDATE RECOGNITION

_____ Memorize the Mission of the Academy

_____ Pass “Youngie Knowledge” exam with 80% or higher

_____ Complete Title IX interactive program

_____ Intramural participation; If not in a Fall Varsity Sport

1st game _____ Initials _____

2nd game _____ Initials _____

3rd game _____ Initials _____

4th game _____ Initials _____

5th game _____ Initials _____

6th game _____ Initials _____

7th game _____ Initials _____

8th game _____ Initials _____

9th game _____ Initials _____

10th game _____ Initials _____

11th game _____ Initials _____

4th class cadets must complete 10 hours of community service by the Change of Command in May. The web address for the completion form is: <https://www.maritime.edu/forms/community-service-completion-form-0>

TABLE OF CONTENTS

CHAPTER	PAGE
1. The Mission, “Discipline, Knowledge, Leadership”	4
2. Youngie Knowledge	6
3. Rules of Conduct	16
4. Academy History	21
5. Training Ship History	26
6. MMA Admirals & Key Graduates	30
7. Name of Academy Buildings	36
8. Demerits & Discipline System.....	39
9. The Honor Code	43
10. Uniforms.....	57
11. Sexual Harassment.....	63
12. Discrimination Policy	69
13. Academic Standards	74
14. Maritime Phraseology.....	78
15. Fire Fighting	84
16. Cadet Room Standards	97

“To the spread of our trade-in peace and the defense of our flag, a great and prosperous merchant marine is indispensable.”

Theodore Roosevelt to Congress, December 7, 1903

CHAPTER ONE

THE MISSION OF THE MASSACHUSETTS MARITIME ACADEMY

The Mission of the Academy

The mission of the Massachusetts Maritime Academy is to provide a quality education for graduates serving in the merchant marine, the military services, and those who serve the interests of the Commonwealth, Nation and, global marketplace. The Academy does so by combining a rigorous academic program with a regimented lifestyle that instills honor, responsibility, discipline, and leadership.

"Discipline, Knowledge, Leadership"

"Discipline," not only in the sense of the regimental environment of the Academy, but also in the greater sense of the self-discipline exhibited by all cadets and alumni to stay the course, weather the storms, graduate, obtain their licenses, commissions, and career positions and the continued self-discipline to succeed in all of their endeavors, both personal and professional.

"Knowledge," representing the academic courses and the hands-on diverse training providing the competencies to apply such knowledge for the benefit, safety, and well-being of others, and the desire and drive to continue the accumulation of knowledge throughout life.

"Leadership," whether studied, absorbed, or gained through adversity or hardship, is bestowed upon the cadets and alumni including the leadership traits of bearing, courage, decisiveness, dependability, endurance, enthusiasm, initiative, integrity, judgment, justice, loyalty, and unselfishness.

Anti-Drug Policy of Massachusetts Maritime Academy

All cadets/cadet candidates agree to comply with Massachusetts Maritime Academy's Chemical Testing Program as detailed in Appendix G of the Regimental Manual, including random and reasonable cause testing by urinalysis. All chemical screening shall be conducted under DOT/US Coast Guard compliance standards.

CHAPTER TWO

YOUNGIE KNOWLEDGE

YOUNGIE KNOWLEDGE

Youngie knowledge enlightens cadets as to the rules, traditions, regulations, customs, and policies associated with Massachusetts Maritime Academy in particular and maritime-related industries in general. Youngie knowledge is required memorization for all underclassmen.

1. Mission of the Academy
2. Chain of Command
3. Young man /woman's function
4. The Massachusetts Maritime Academy Honor Code
5. Ship's emergency signals
6. Inspection spout
7. Types of emergency situations that may occur on the ship
8. Joseph P. Kennedy's quote on the plaque in Bresnahan Hall
9. The fire triangle
10. Classifications of fire
11. Traits of a leader
12. Forty-one parts of a lifeboat
13. Steam Cycle
14. MMA Past Presidents

Chain of Command

Administration

PresidentRADM McDonald
Provost CAPT Pavilonis
Dean, Undergraduate StudiesDr. McKenna
Master, T. S. Kennedy.....CAPT Campbell
VP Student ServicesDr. Finning
VP External Affairs..... CAPT Simmons
Commandant of Cadets..... CAPT Kelleher
1st Company OfficerLT Muldoon
2nd Company Officer LT Medeiros
3rd Company Officer.....LT Deegan
4th Company OfficerLCDR Miller
5th Company Officer.....LT Jordan
6th Company Officer.....LCDR Piñero
7th Company Officer..... LCDR Magee
Title IX Coordinator LCDR Miller
Dean, Enrollment, Equity & Inclusion..... Mr. Ortiz

Cadets

Regimental Commander..... 1/C McAuliffe
Regimental Training Ship Commander 1/C Smialek
Regimental Executive Officer 1/C Murray
Regimental Operations Officer 1/C DiScipio
Regimental Adjutant 1/C Craveiro
Regimental TRO 1/C Kleber
1st BN Commander1/C Donohue
1st BN XO1/C Marcelonis
2nd BN Commander.....1/C McLaughlin
2nd BN XO1/C Wholley

Cadet Chief Mate.....1/C Fu
 Cadet Chief Engineer 1/C Petrillo
 MSSEP Operations Officer 1/C Roberts-Capak
 IMBU Operations Officer..... 1/C Leigh
 FENV Operations Officer1/C Murphy
 EM Operations Officer 1/C Ramsden
 ESE Operations Officer.....1/C Boumghait
 Student Government President 1/C Blakely
 Diversity & Inclusion Officer1/C Hammond
 Intramurals Officer... 1/C Aldakhlallah
 1st Company Commander 1/C Bryce
 1st Company Executive Officer1/C Hahn
 2nd Company Commander1/C McInerney
 2nd Company Executive Officer 1/C Cataldi
 3rd Company Commander 1/C Dignan
 3rd Company Executive Officer..... 1/C Viles
 4th Company Commander 1/C Polozio
 4th Company Executive Officer 1/C Henderson
 5th Company Commander.....1/C Roberts-Capak
 5th Company Executive Officer 1/C Manning
 6th Company Commander..... 1/C Demmer
 6th Company Executive Officer 1/C MacNeil
 7th Company Commander..... 1/C Senna
 7th Company Executive Officer 1/C Derderian

Young M a n's / Woman's Function

“Sir/Ma’am. Mine is not to question why. Mine is but to do or die. Mine is not to question how. Mine is but to do it now, Sir/Ma’am.”

Massachusetts Maritime Academy Honor Code

Cadets do not lie, cheat, steal or tolerate these acts from others.

Ship's Emergency Signals

Fire and Emergency (In the event of a fire or emergency)

– A continuous blast of the ship's whistle for a period of not less than ten (10) seconds, supplemented by a comparable tone on the general alarm – followed by a descriptive PA system announcement. This signal may be followed by a succession of short blasts on the whistle, or tones on the general alarm to indicate which damage control locker will be the emergency squad muster location. All crew shall immediately proceed to berthing to retrieve their PFD and then report to their stations.

Abandon Ship (In the event the Master determines all personnel shall evacuate the ship) – A succession of more than six short

blasts, followed by one long blast on the ship's whistle, supplemented by a comparable tone on the general alarm - followed by a descriptive PA system announcement. Supplemental whistle signals are used to direct boat officers to lower or stop lowering: one blast – lower, two blasts – stop lowering. Emergency squad personnel shall immediately proceed to their 'abandon ship' stations, and all personnel shall follow the directions of the Boat Officers for the orderly loading of lifeboats and life rafts.

Man Overboard (In the event a crewmember has fallen overboard)

– A succession of three prolonged blasts of the ship's whistle, supplemented by a comparable tone on the General Alarm, followed by one short blast of the ship's whistle

to indicate the person is overboard to starboard or two short blasts of the ship's whistle to indicate the person is overboard to port. All personnel on deck shall post a lookout, and if observing the man overboard, keep in sight and alert others.

Security Alert or Breach (In the event of a security incident) – A succession of blasts on the ship's whistle – prolonged, short, short, prolonged – three times, supplemented by a comparable signal on the General Alarm - followed by the spoken word XRAY on the PA system. PA system announcements will detail instructions for personnel. All personnel will follow directions as announced, or as given by the ship's officers.

Medical Team Muster (In the event the medical team should report to sick bay for a medical emergency) – A PA system announcement with the spoken word CODE BLUE will be heard. PA system announcements will detail instructions for the medical team. All personnel shall assist as directed.

Dismissal (When alert or drill is completed) – Three short blasts on the ship's whistle, supplemented by a comparable tone on the General Alarm. All personnel shall stand down and properly stow PFD and/or safety equipment.

Inspection Spout

“Sir/Ma’am. Room #, ready for inspection Sir/Ma’am.

Cadet Candidate _____ and standing by Sir/Ma’am.”

Types of Emergency Situations that may occur aboard the ship

1. Propulsion / Steering / Essential Equipment Failure
2. Imminent Collision
3. Collision
4. Grounding
5. Foundering
6. Man Overboard
7. Fire

Joseph P. Kennedy's quote from plaque in Bresnahan Hall

“You can have a Merchant Marine with first-class men even if they sail second class ships, but second-class men can't be trusted with the finest ships afloat.”

Traits of a Leader

- | | |
|------------------|----------------------|
| 1. Bearing | 9. Integrity |
| 2. Courage | 10. Judgment |
| 3. Consistency | 11. Justice |
| 4. Decisiveness | 12. Knowledge |
| 5. Dependability | 13. Leads by Example |
| 6. Endurance | 14. Loyalty |
| 7. Enthusiasm | 15. Selflessness |
| 8. Initiative | 16. Tact |

Forty-one parts of a Lifeboat

- | | |
|------------------------|---------------------------------|
| 1. Bailer | 22. Provisions |
| 2. Bilge pump | 23. Pump |
| 3. Boat hooks | 24. Radar reflector |
| 4. Buckets | 25. Rainwater collection device |
| 5. Can opener | 26. Repair Kit |
| 6. Compass | 27. Sea Anchor |
| 7. Dipper | 28. Searchlight |
| 8. Drinking cup | 29. Seasickness kit |
| 9. Fire extinguisher | 30. Signal, smoke |
| 10. First aid kit | 31. Signal, hand flare |
| 11. Fishing kit | 32. Signal, parachute flare |
| 12. Flashlight | 33. Skates & fenders |
| 13. Hatchet | 34. Sponge |
| 14. Heaving line | 35. Survival instructions |
| 15. Instruction card | 36. Table of lifesaving signals |
| 16. Jackknife | 37. Thermal protection aids |
| 17. Knife | 38. Tool kit |
| 18. Ladder | 39. Towline |
| 19. Mirrors, signaling | 40. Water |
| 20. Oars | 41. Whistle |
| 21. Painter | |

STEAM CYCLE

1. Steam Drum
2. Dry Pipe
3. Super heater
4. Main steam stop valve
5. Bulkhead stop valve
6. Strainer
7. Throttles
8. High-pressure turbine
9. Low-pressure turbine
10. Main Condenser
11. Howell
12. Main Condensate Pump
13. Air-ejector inter condenser
14. Air-ejector after condenser
15. Gland exhaust condenser
16. Drain cooler
17. LP feed heater
18. De-aerating feed heater
19. Main feed pump
20. Main feed stop check valve
21. Main feed regulating valve
22. Main feed stop valve
23. Economizer
24. Steam drum

Massachusetts Maritime Academy's Past Presidents

1. Commodore J.F. Merry	1892 - 1895
2. Commodore J.G. Eaton	1895 - 1898
3. Lieutenant C.A. Foster	1898
4. Commodore A.J. Iverson	1898
5. Commodore F.M. Wise	1898 - 1900
6. Commodore E.M. Hughes	1900 - 1901
7. Commodore C.H. Arnold	1901 - 1902
8. Commodore D.E. Taussig	1902
9. Commodore W.F. Low	1902 - 1911
10. Commodore C.N. Atwater	1911 - 1915
11. Captain P.W. Hourigan	1915 - 1918
12. Commodore W.F. Low	1918
13. Commodore C.N. Atwater	1918 - 1919
14. Captain P.W. Hourigan	1919
15. Captain Armistead Rust	1919 - 1932
16. Captain C.A. Abele	1932 - 1941
17. Captain R.M. Gray	1941 - 1943
18. Commodore C.O. Basset	1943 - 1946
19. Captain H.G. Copeland	1946 - 1949
20. Rear Admiral J.D. Wilson	1949 - 1958
21. Rear Admiral John W. Thompson	1959 - 1964
22. Rear Admiral A.S. Lamoure	1965 - 1971
23. Rear Admiral Lee F. Harrington	1972 - 1980
24. Rear Admiral John F. Aylmer	1981 - 1991
25. Rear Admiral Peter H. Cressy	1991 - 1993
26. Rear Admiral Peter M. Mitchell	1994 - 1998
27. Rear Admiral M.J. Bresnahan, Jr.	1998 - 2004
28. Rear Admiral Richard G. Guenon	2005 - 2015
29. Rear Admiral Francis X. McDonald	2015 - Present

CHAPTER THREE

YOUNGIE RULES OF CONDUCT

Rules of Conduct

1. Rules of Conduct: the rules of conduct are established in order to standardize the environment of all fourth class cadets; to accomplish the necessary functions, and to instill in cadets self-discipline, obedience, and respect for authority. The following applies to all fourth-class cadets and are not specialized in location or areas. A fourth-class cadet will do the following:

- a. Greet all officers.
- b. Spout when reporting to persons senior to him or her.
- c. Give way to all officers and upperclassmen when situations dictate.
- d. Observe seniority at all times while at or away from the Academy.
- e. Be covered when outside and in proper uniform at all times.
- f. Refrain from being outside his or her immediate platoon area except:
 1. When authorized by the platoon leader.
 2. When reporting for duty.
 3. When returning from the mess deck.
- g. Carry garrison cover tucked under his or her belt.
- h. Be uncovered at all times inside buildings, unless bearing arms or on orderly duty.

2. Addressing others:

- a. Sound off when addressing upperclassmen, whether greeting them, reporting, or answering a question.
- b. Greet officers and civilians in a proper and courteous military manner without shouting.
- c. Do not use profanity, slang, or abbreviations when conversing with officers or upperclassmen.
- d. Use only the following responses to an upperclassman: "Yes, Sir/Ma'am," "No, Sir/Ma'am," "No excuse Sir/Ma'am."

Requirements

All fourth-class cadets must adhere to the specific requirements as outlined in this section. These requirements are to be followed until superseded by the granting of class privileges. The requirements are as follows:

- A. Fourth class cadets will not wear any type of jewelry, except religious medallions.
- B. Fourth class cadets will always give way to staff officers, cadet officers, and upperclassmen
- C. Fourth class cadets shall square all corners by executing a right or left- facing movement. Requirements B and C are not in effect when escorting guests.
- D. Fourth class cadets shall respect and avoid upper-class territory, except when official duty requires otherwise.
- E. Fourth class cadets shall refrain from using loud voices in the mess deck.
- F. Fourth class cadets shall always carry, except in gym gear, “youngie gear,” which consists of the following:

<i>Flashlight</i>	<i>Academy ID</i>
<i>Pen and paper</i>	<i>jackknife (after orientation)</i>
- G. Fourth class shall be known as “mister,” “miss,” “young man,” or “young woman.”
- H. Fourth class cadets shall address upper-class males as “SIR” and upper-class females as “MA’AM.”
- I. Fourth class cadets shall stand at attention and sound off clearly, saying “4/c cadet (name), Sir/Ma’am,” whenever addressing or being addressed by an upperclassman or a staff officer. This also applies whenever an upperclassman or a staff officer enters a 4/c cadet’s room or when a 4/c cadet enters a room of an upperclassman or staff officer.
- J. Fourth class cadets shall not talk while in formation and will not be dismissed until upperclassmen have cleared the area.

- K. Fourth class cadets shall give way to all upperclassmen except in the ship's store and barbershop.
- L. Fourth class cadets shall have all buttons secured on all uniforms at all times except when in their rooms.
- M. Fourth class cadets shall be required, upon request, to offer their assistance in matters concerning the preparation and cleanup of the Academy functions.
- N. Fourth class cadets shall report ten minutes before all scheduled formations.
- O. Fourth class cadets will bid good morning, afternoon, and evening to all staff officers, cadet officers, and upper- class cadets at all times.
- P. Fourth class cadets will recite the "youngie knowledge" upon request by a cadet officer.

Fourth Class Don'ts

No fourth class will do any of the following:

- A. Use the ladder well at either end of 1st and 2nd companies unless designated for 4/c use.
- B. Use the forward/north ladderwell of 3rd company or the after/south ladderwells of 4th, 5th, or 6th companies.
- C. Roam the passageways after taps.
- D. Use the T.V. lounge or recreation rooms until authorized.
- E. Sit on anything other than a chair.
- F. Walk on grass except when in marching formation.
- G. Use the elevator unless injured.

Conduct Requirements

- A. Dormitories: In the cadet dormitories and their annexes, fourth class cadets will do the following:
 - 1. When using ladderwell, ascend and descend one step at a time, using the ladderwell designated for 4/c use. Keep to the outside of all ladderwells.
 - 2. Make way for all officers and upper-class cadets.

3. Keep their rooms in inspection condition at all times.
 4. Be in the uniform of the day except when directed otherwise.
 5. Come to attention when his or her room is entered by an officer or upperclassman, except during study hours. The first cadet to see the officer or upperclassman enter will sound off, "Attention on Deck."
 6. Refrain from the use of tobacco/nicotine products on Academy grounds (to include e-cigarettes).
 7. Lock the door, close the windows, and shut off all lights when vacating their rooms.
- B. Academic Buildings: Fourth class cadets will do the following:
1. Maintain proper military bearing and good posture.
 2. Make way for all officers, upperclassmen, and instructors.

CHAPTER FOUR

ACADEMY HISTORY

The Massachusetts Maritime Academy is a part of a seagoing tradition dating back to colonial times. The Academy began as an educational institution with a June 11, 1891 Act of the State Legislature that created the Massachusetts Nautical Training School. In 1913, the institution was renamed the Massachusetts Nautical School. From its founding until 1964, it was administered by a superintendent who served under a Board of Commissioners appointed by the Governor of the Commonwealth. In the fifty years following the initial enrollment of 40 cadets in April 1893, the school became a well-recognized institution, and it remains the oldest maritime academy in continuous operation in the United States. From its earliest days, the Academy operated training vessels on loan from the U. S. Navy. During the period from 1893 to 1942, the vessel roster included the *Enterprise*, a full-rigged bark and steam-powered cruiser that was 185 feet in length and 35 feet in beam, drew 14 feet 3 inches, and operated compound engines producing 1200 horsepower. The *Enterprise* was replaced in 1909 by the *Ranger*, a barkentine-rigged iron gunboat with steam engines. The *Ranger* was 177 feet in length, 22 feet in beam, and drew 14 feet. It had a wireless telegraph, submarine signal apparatus, a steam capstan, and steam steering gear—all very modern for its time. *Ranger's* name was changed to *Nantucket* in 1918, and it remained in Academy service until 1941 when federal responsibility for the six state maritime academies was transferred from the Navy to the United States Maritime Commission.

In 1942, during World War II, the Massachusetts Nautical School moved from Boston to Hyannis, where it became Massachusetts Maritime Academy and was based at the former Hyannis State Teachers College campus. For most of the war, the usual two-year course was shortened to 16 months, with new entering classes arriving as soon as space was available. As in World War I, Academy graduates served bravely and effectively.

The World War II Maritime Academy cadets took their training cruises on a variety of merchant ships, including the Federal Maritime Commission freighters named *American Pilot* and *American Mariner*; however, when the war ended, the U.S. Maritime Commission reinstated the practice of providing training vessels to state maritime academies, whereupon Massachusetts received the U.S.S. *Charleston*, a former Navy gunboat and one of the last large gunboats. Built in 1936, it was 132 feet long, 41 feet in beam, and drew 13 feet. The *Charleston*'s oil-fired boilers drove steam turbines developing 6000 horsepower and giving it a speed of up to 20 knots. Because *Charleston*'s draft exceeded the depth of Hyannis Harbor, the Academy's commissioner requested use of the State Pier at Buzzards Bay, where classrooms were made available on the pier and cadets lived on the training ship.

In 1957, the U.S. Maritime Administration replaced *Charleston* with a new training ship, the *Bay State II*, a former 6500-ton navy attack vessel named U.S.S. *Doyen* that was 415 feet in length and 60 feet in beam. Her gear steam turbines produced 8500 horsepower for a maximum speed of 18 knots.

In 1964, legislation placed Massachusetts Maritime Academy within the division of State Colleges of the Commonwealth of Massachusetts. The Board of Commissioners and the post of Academy Superintendent were eliminated and replaced by a collegiate administrative structure. At that time, a vigorous campus construction project was undertaken to meet Federal requirements for maritime academies.

In 1969, Massachusetts Maritime Academy expanded to a land campus, and in 1973 changed from a three-year school to a four-year school.

In 1973 the *Bay State II* was replaced by the *Henry Gibbons*, a former troop carrier that was 489 feet long and 70 feet in beam. Built in 1943 by Ingalls Shipbuilders, the *Henry Gibbons* was renamed the *Bay State III*.

In 1974, the New England Association of Schools and Colleges granted the Academy its initial accreditation, which is renewed every ten years, most recently in 2011. The Academy's master construction program was developed, programs for Federal and State financial aid were established, and an Academy scholarship fund was established.

Women were first admitted to the academy in 1978, with the Class of 1981. The class consisted of five females, one majoring in Marine Transportation and four Marine Engineers. In 1985, the training ship *Patriot State* replaced the *Bay State III*. Formerly named the S.S. *Santa Mercedes*, the vessel was built by Bethlehem Steel Co. in 1962. The vessel was 547 feet in length and 79 feet in beam. Her geared steam turbines produced 18,000 shaft horsepower.

In 1988, the college's curriculum expanded to include a facilities and plant engineering major (now facilities engineering), and a five-year dual bachelor's degree in both marine transportation and marine engineering. In 1991, the Academy added a marine safety and environmental protection major.

In December 1999, the *Patriot State* was replaced by the T.S. *Enterprise*. In September 2003, the Massachusetts Board of Higher Education approved the Academy's request for approval to launch its first graduate program, a master's degree in facilities management. This 31 credit, 10-course, executive program is offered off-campus in a 15-month weekend format. Students meet on Friday evenings and Saturdays and sequence as a cohort through the entire program.

In 2004, the business classes added as part of the social science curriculum in 2000 were reassigned to a new major in International Maritime Business. At that time, MMA became one of the only schools in the nation that taught the business of shipping.

In the spring of 2005, the college's curriculum expanded again with the addition of our emergency management program, established to satisfy the demand for graduates trained to respond to and manage the increasing number of natural and man-made disasters across the globe.

In 2006, a Vestas V -47 wind turbine was erected on the Academy's campus. The turbine has a rotor diameter of 155 feet with a blade tip that is 242 feet above the ground at the 12 o'clock position. Its control system attempts to maintain a constant rotor speed of 28.5 revolutions per minute, and the turbine will generate approximately 1 to 1.5 million kilowatt- hours each year.

In the summer of 2007, the 04 and 05 decks in First and Second Company were opened up for occupancy following the construction of 84 new dormitory rooms.

In September 2007, MMA added its second graduate program, a master's degree in emergency management.

In January 2009, the T.S. *Enterprise* was officially renamed T.S. *Kennedy*.

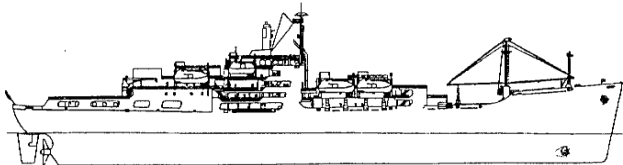
The September 2012, a third engineering degree program, energy systems engineering was added. This program is expected to receive ABET (Accreditation Board for Engineering and Technology) accreditation in the fall of 2016 a few months after the first degrees are awarded.

In 2014 the international maritime business degree program received accreditation from International Assembly for Collegiate Business Education.

CHAPTER FIVE

ACADEMY TRAINING SHIPS

Training Ship Kennedy



HISTORY OF THE T / S *KENNEDY*

Originally named the *Velma Lykes*, the T/S Kennedy was built for Lykes Brothers Steamship Company in 1967 by Avondale Shipyards in New Orleans. She served for Lykes Brothers until 1986 when she was placed in the National Defense Reserve Fleet. She was soon renamed *S.S. Cape Bon* and designated a Ready-Reserve Fleet vessel that saw service in Operation Desert Storm in the Arabian Gulf.

Upon arrival at MMA, she was renamed the T/S *Enterprise* and slated for a shipyard conversion for the fall of 2000. It took approximately twelve months to convert some cargo holds into berthing for over six hundred cadets and others to accommodate laboratories for engineering, environmental protection, and navigation. A state-of-the-art galley with seating for over 250 persons was created on the main deck aft of the existing upper structure. Construction also provided offices, a hospital, a library, a computer lab, meeting rooms, and living quarters for over 100 officers and crew.

In January 2009, the T/S *Enterprise* was officially renamed T/S *Kennedy*. The T/S *Kennedy* is the finest, most advanced training ship in the United States. Capable of carrying 600 cadets and 100 crew members, she will serve Massachusetts Maritime Academy well into the new millennium!

T. S. Kennedy Vessel Particulars

Builder	Avondale Shipyards, LA
Year Built	1967
Call Sign	KVMU (Kilo Victor Mike Uniform)
Length Overall	540'00"
Beam	76'00"
Draft	27'06"
Gross Tonnage	10,725
Shaft Horsepower	15,500 geared steam turbine

Past Training Ships

ENTERPRISE (1892-1909)

- Steam-driven
- First Sea Term 1893
- Returned to Navy 1909
- Accommodations for 115 cadets and petty officers

NANTUCKET (1909-1942) (Bay State I)

- Steam-driven/barkentine
- Originally named *Ranger*, temporarily named *Rockport* in 1917, renamed *Nantucket* in 1918, renamed *Bay State* in 1941 (Although she had many names, she is always referred to as "*Nantucket*."

CHARLESTON (1948-1957)

- Oil-driven turbine
- Built in Charleston Navy Yard
- Nicknamed the "Chun"
- Accommodations for 275 personnel

BAYSTATE II (1957-1973)

- Formerly USS *Doyen*
- Built by Consolidated Steel Company in 1942
- Served during WWII as an attack transport (APA)
- Displacement 4,351 tons
- Length overall 414', Beam 70'

BAYSTATE III (1973-1980)

- Formerly *Henry Gibbons*
- Built by Ingalls Ship building 1943
- C-3 type vessel designated to carry troops
- Displacement 10,556 tons
- Length Overall 489', Beam 70'

BAYSTATE IV (1980-1981)

- Built by New York Ship building Association, 1950
- Formerly *Geiger*
- Length Overall 533' 09", Beam 73' 03"
- Lost to tragic fire at State Pier, 1981

PATRIOT STATE (1986-1999)

- Built by Bethlehem Steel Co. in Sparrows Point, MD 1962
- Formerly SS *Santa Mercedes*
- Length Overall 546', Beam 79'
- Operated under the Grace, Delta and Prudential Lines
- First training cruise 1986

KENNEDY (1999-present)

- Formerly named *Velma Lykes*, SS *Cape Bon*, T/S *Enterprise*
- Operated by Lykes Brothers from 1967-1986
- Served as Ready Reserve Vessel from 1986-1999 to include Operation Desert Storm voyages in the Arabian Gulf.
- Converted at Bender Shipyards in Mobile, Alabama, entered service at the Academy in April 2003 as T. S. *Kennedy*.

CHAPTER SIX

KEY GRADUATES & ADMIRALS



KEY GRADUATES AND ADMIRALS OF THE ACADEMY'S HISTORY

Throughout the Academy's 122 years of existence as a maritime school, many graduates have been sent forth into the world. Out of these graduates, many have served their country, their alma mater, their shipmates, and their God. These are some of the graduates who have used what the Academy taught them. In some cases, graduates helped better the Academy, while others fought for their country and saved the lives of their shipmates and comrades.

Emery Rice

Graduate of the Class of 1897; Mr. Rice was awarded two medals in the Spanish-American War; a medal from the Japanese Mikado for saving the lives of 14 Japanese sailors, and was recognized by President Roosevelt for his efforts in Japan and the U.S. Merchant Marine. Mr. Rice also opened World War I with the first shot fired by the United States on a German U-boat.

Howard G. Copeland, Captain, USNR, MMA Superintendent an Honors graduate of the Class of 1906, Captain Copeland had a seagoing career with the Naval Militia of Massachusetts, various Naval Reserve districts, and several naval schools. Captain Copeland also negotiated the transfer of the USS *Charleston* from San Francisco to her new home at the Academy.

Robert M. Gray, Captain, USMS, MMA Superintendent
Graduate of the Class of 1912. Captain Gray was the first
graduate of the Academy to become its superintendent.

Charles H. Hurley, Captain, USNR, MMA Commissioner
Graduate of the Class of 1915. Captain Hurley served on the
Board of Commissioners for many years, and
MMA's Hurley Library was named in his honor.

Richard R. McNulty, Rear Admiral. USN. Massachusetts
Nautical School 1919.

Gordon. A. Littlefield, Rear Admiral. USCG. Massachusetts
Nautical School 1921.

Henry K. Bradford, Lieutenant, USN
Graduate of the Class of 1925. Lieutenant Bradford was
involved with the Battle of the Coral Sea on 6 May 1942. His
ship, the USS *Nesho*, took numerous direct hits, was hit by a
suicide bomber but managed to stay afloat despite having its aft
ablaze and being ready to tear in half. His ship was later rescued
by USS *Henley* (DD-391). There were 123 survivors.

Richard G. Copeland, Rear Admiral, USN. Massachusetts
Nautical School 1928.

Edson Baxter Cates, Captain, USN
A graduate of the Massachusetts Nautical School, his
graduating class is unknown. Captain Cates was awarded the
Meritorious Service Award from the War Shipping
Administration. Captain Cates gave his life when his ship
of the American Hawaiian Line was subjected to kamikazes
off Okinawa in April 1945. He lowered lifeboats and life rafts
and helped his shipmates escape from the ship while he
suffered from six machine gun bullet wounds and a piece of
shrapnel in his side.

Lee Harrington, Rear Admiral, USMS, MMA President
Rear Admiral Harrington served in the United States Navy during World War II and retired in 1960 as a Lieutenant Commander. Following this, he was cited with the Meritorious Achievement Award by Admiral J. William Middendorf II, Secretary of the Navy at the time. Rear Admiral Harrington was also the president responsible for switching the Academy from a three-year institution to a four-year accredited institution.

Richard A. Bauman, Rear Admiral, USCG. Massachusetts Maritime Academy 1944.

Harold L. Young, Rear Admiral. USN. Massachusetts Maritime Academy 1950.

Henry F. Boyle, Rear Admiral. USN. Massachusetts Maritime Academy 1953.

Paul F. McCarthy, Vice Admiral. USN. Massachusetts Maritime Academy 1956.

Walter T. Piotti, Vice Admiral. USN. Massachusetts Maritime Academy 1957.

M. J. Bresnahan, Jr. Rear Admiral, USN, MMA President
Rear Admiral Bresnahan graduated from Massachusetts Maritime Academy in 1959 and began shipping after graduation as a 3rd mate. He then joined the United States Navy in 1962 and, after a long, loyal commitment to the US Navy, he was promoted to Rear Admiral. He returned to MMA after retiring from the US Navy and served as the Academy's President from 1998 until 2004.

William C. Donnell, Rear Admiral, USCG. Massachusetts Maritime Academy 1959.

John A. Moriarty, Rear Admiral, USN. Massachusetts Maritime Academy 1959.

Francis X. Johnston, Rear Admiral. USMS. Massachusetts Maritime Academy 1959

William J. Flanagan, Jr., Admiral. USN. Massachusetts Maritime Academy Class of 1964 with a Bachelor of Science degree in Marine Transportation. After three years of service with American Export Lines, William J. Flanagan, Jr. accepted a full commission with the USN in 1967. The only MMA graduate to rise to the rank of four-star Admiral, Flanagan's final assignment was as Commander-in-Chief, Western Atlantic. Flanagan retired from the Navy in 1996 and began a successful business career. In addition to his corporate roles, Flanagan served on the Panama Canal Advisory Committee as part of the ten-year canal expansion project. He also serves on boards of publicly and privately held companies.

Travis Fuller, First Lieutenant, USMC

Lt. Fuller graduated in 2000 with a degree in Marine Transportation and was commissioned into the Marine Corps. He was killed in Iraq in 2002 when his helicopter crashed on its way to a mission. Lt. Fuller was awarded a purple heart while serving in Iraq.

Richard G. Gurnon, Rear Admiral, USN., MMA President
Rear Admiral Gurnon served as President of Massachusetts Maritime Academy from 2005 until 2015, being employed at the Academy for nearly forty years. He served as Company Officer, Commandant of Cadets, and Vice President of Student Services before assuming the presidency. He was a 1970 graduate of the US Naval Academy and served as a P-3 Anti-submarine pilot.

Francis X. McDonald, Rear Admiral, MMA President

Rear Admiral McDonald is the current President of Massachusetts Maritime Academy and a 1985 graduate of the Academy.

Marisol L. Chalas, LTC. US Army Reserve. Reserve Schools Branch Chief, Human Resources Command Fort Knox, KY. Massachusetts Maritime Academy Class of 1996. Lieutenant Colonel Marisol A. Chalas was the first Latina National Guard Black Hawk pilot. Born in Bani, Dominican Republic, she moved to the US, (Massachusetts) with her family at the age of nine. She began her military career as an enlisted soldier in July 1990. In 2001 she received her commission as Second Lieutenant in the Aviation branch from the Georgia Military Institute Officer Candidate School. She became first in her class at Fort Rucker Army Aviation School and earned over a dozen awards, including the Senior Aviator Badge. Chalas enjoyed a successful career in corporate management at General Electric before taking on various leadership positions within the Army. Marisol Chalas is a current Trustee Member on the Massachusetts Maritime Academy Board of Trustees.

CHAPTER SEVEN

ACADEMY BUILDINGS & CAMPUS MAP

MASSACHUSETTS
MARITIME ACADEMY

- 1 First Company (Gray Hills)
- 2 Second Company (Sweet Hall & Cedar Intermediate Center (CIC))
- 3 Third Company (Sweet Hall)
- 4 Fourth Company (Thompson Hall)
- 5 Fifth Company (Lemmon Hall)
- 6 Sixth Company (Hawthorne Hall)
- 7 Patrol Call (Sweet Hall Center)
- 8 Station House
- 9 Boy Scout Troop (Sweet Hall)
- 10 People Dining Hall
- 11 MSTS Kennedy (Feldberg Shop)
- 12 Bismarck (Administrative Office)
- 13 Mother's Place (Flowers & Shoppers)
- 14 BACHN Maurice Simonsen Jr. Hall
- 15 Gerhard E. Kutz Hall
- 16 Hergenhan Building
- 17 Adams' Arts Building
- 18 Artisan Gymnasium
- 19 Nihilus Turbine
- 20 Campus Pathways and Home Department
- 21 CDR E. Kelly Power Plant
- 22 Adams, Robert E. Hall (Power Plant and Substation)
- 23 CDR E.A. Ellis Substation
- 24 Henry Field
- 25 American Red Cross Shipping Interpretation Center
- 26 The Beachcomber
- 27 North Harbor Treatment Plant
- 28 Public Safety Department
- 29 Handbook for the Manual
- 30 Aqueduct Laboratory

- [illegible]

ACADEMY BUILDINGS

1. First Company, *Grey Hall*, built in 1972
2. Second Company, *Bassett Hall*, built in 1972
3. Third Company, *Wilson Hall*, built in 1973
4. Fourth/Seventh Company, *Thompson Hall*, built in 1973
5. Fifth Company, *Limouze Hall*, built in 1976
6. Sixth Company, *Abele Hall*, built in 1976
7. Fantail
8. Bay State Conference Center
9. Pande Dining Hall
10. USTS Kennedy (Training Ship)
11. Flanagan Hall, built in 1933
12. Maritime Park
13. Bresnahan Hall, built in 2004
14. Kurz Hall / Academy Bookstore, built in 1973
15. Harrington Building, built in 1980
16. Admiral's Hall (Lecture Hall)
17. Alumni Gymnasium
18. Wind Turbine
19. Campus Facilities and Marine Department *
20. Kelly Power Plant
21. Rollins Memorial Softball Field (Parade & Softball Field)
22. Clean Harbors Athletic Center, built in 1971
23. Commodore William Hendy Memorial Baseball field
24. ABS Information Commons, built in 2011
25. The Beachmoor
26. Waste Water Treatment Plant
27. Public Safety Department
28. Aquaculture Lab

*Facilities, Marine Department, and Boat Donations are located at 320 Main Street, Buzzards Bay, MA
Numbers correspond to the map on the previous page.

CHAPTER EIGHT

DEMERITS & DISCIPLINE

DISCIPLINE / DEMERIT LIMITS

One of the key factors that govern life at the Massachusetts Maritime Academy is the unique disciplinary system, a system of rules, regulations, mast hearings, and demerits. All cadets of the Academy must live by these regulations, whether they are at the Academy or carrying out their civilian lives.

“Honor, integrity, loyalty to superiors, and adherence to the traditions of the Massachusetts Maritime Academy are fundamental characteristics and attributes of a successful Merchant Marine Officer and career professional.” This is the preamble statement to the “Regulations and Standards” the second section of the Regimental Manual. This statement sums up the reasons for this system and the principle upon which it is based. These regulations are in place to keep order and to guide all cadets to be professional workers and officers upon graduation.

The Academy is mandated by the “Maritime Education and Training Act of 1980” to uphold certain disciplinary standards. These laws are contained within the “Maritime Administration General Order No. 87.” Under these laws, the President of the Academy is the only officer authorized to award punishment to a cadet. Therefore, the President delegates his authority to the academy staff officers, ship officers, and selects cadet officers.

System Structure

The disciplinary system is administered and implemented by the Regimental Operations Officer under the direction of the Academy staff disciplinary officer. Each company also has one Disciplinary Officer, who is under the guidance and direction of the operations officer. These cadet officers organize and implement this system throughout the Regiment of Cadets. The Cadet Officers noted in the above paragraph are directly responsible for running the disciplinary system.

It is the duty of the Regimental Commander, Company Commanders, and every cadet, to ensure that everyone lives his or her life by these standards. The Regimental Manual classifies delinquencies into four distinct categories: Class III, Class II, Class I, and Honor Code violations. Class I and Honor Code offenses are the most serious and may result in suspension or dismissal from the Academy. Specific offenses are listed in the Regimental Manual, Chapter 3, and Article 205. Cadets found delinquent under the regulations of the discipline system is reported through the use of a mast report sheet or "tap sheets." Only cadets authorized under Chapter 3 of the Regimental Manual may submit a completed mast report. Other cadets must report the offense through their chain of command.

Mast Hearings

Disciplinary action for a committed offense is decided at a mast hearing. Each of the seven companies holds a weekly Class III mast. Class II mast is also conducted weekly. Class I board and honor code boards are convened only when required.

Class III masts are made up of the Company Commander and two company cadet officers (preferably one being the company discipline officer). The Company Officer will supervise Class III mast to ensure proper procedures are followed.

Class II masts are made up of a Company Officer, the Regimental Operations Officer, and any other Regimental staff officer. The awarded disciplinary action from either a Class III or Class II may be appealed by the cadet within 24 hours. For a Class III offense, a letter must be submitted to his or her Company Officer. For a Class II offense, a letter must be submitted to the Deputy Commandant of Cadets.

Class I offenses are very rare and very serious. These offenses are detailed in Chapter 3 of the Regimental Manual. This mast board has the power to sentence a cadet to conduct probation, a suspension period, or dismissal from the Academy.

Disciplinary Punishments

There are two routine punishments awarded for offenses. These are demerits and restrictions. These may be awarded at either a Class II or III masts and are actions taken to discipline cadets; repeated offenses carry higher disciplinary action than first offenses. Demerits are awarded for almost every offense. These go into a cadet's permanent files and are carried with that cadet throughout his/her career at the Academy. Each class has a pre-determined demerit limit for the year. If a cadet exceeds this limit, he/ she is sent before the aptitude review board, which determines his/ her future at the Academy. The demerit limits for each class are:

<u>Cadet Class</u>	<u>Demerit Limit</u>
1 st Class	125/Year
2 nd Class	150/Year
3 rd . Class	175/Year
4 th Class	225/Year

Restriction is determined by the number of demerits awarded. One-fourth of all demerits awarded will be equal to the days of restriction to be served. The most serious form of discipline awarded at the Academy is restriction. Cadets on restriction must sign in hourly with the Academy Staff Duty Officer or the Regimental Staff Duty Officer for the duration of their awarded restriction. These cadets are not allowed to leave Academy grounds and can only leave the vicinity of their rooms for meals, classes, and with the permission of one of the duty officers.

The discipline system is outlined in Chapter 3 of the Regimental Manual. It is the responsibility of every cadet to know and follow this system. Ignorance is not an excuse for committing an offense. This system is a large part of life at the Academy, and it is a part of what makes the Massachusetts Maritime Academy different from every other college.

CHAPTER NINE

THE HONOR CODE

Massachusetts Maritime Academy Honor Code

Objective of the Honor Code

The Honor Code of the Massachusetts Maritime Academy is designed to instill in each cadet and student those personal and professional standards of honor and integrity, which are expected of all licensed merchant marine officers, marine safety officers, and plant managers. The honor code belongs to our Regiment of Cadets and the student body. Its maintenance shall be the responsibility of each cadet and student.

Precepts of the Honor Code

The honor code, as practiced by the cadets and the students at the Massachusetts Maritime Academy, describes a spirit of fairness and trust that prevails among the cadets and students. Those who attend the Academy live in an environment where the individual believes and practices complete and total honesty and integrity. Honor, as practiced by the cadets and students, is a way of life.

The honor code is a set of ethical precepts to which every cadet and student must adhere. The cadets' and students' presence at the Academy automatically subject them to the honor code and its high ethical standards. In essence, men and women who practice the concept:

1. **Do not lie** or give equivocal or evasive information to themselves or others.
2. **Will not cheat** themselves or others.
3. **Will not deceive** themselves or others.
4. **Will not steal.**

The Code can best be summed up in the phrase: **Massachusetts Maritime Academy cadets and students do not lie, cheat, or steal nor do they tolerate these acts from others."**

Failure to report an observed or suspected Honor violation would not in and of itself, constitute an Honor violation. The decision to report a suspected violation is left to the individual cadet's conscience. The reporting cadet may take individual action to investigate a suspected violation further, to counsel the suspected offender, or report the violation to the Cadet Honor Committee.

All cadets and students are expected to adhere to the letter and spirit of the Honor Code at all times, whether on Academy grounds, while on liberty, or leave.

Honor System

The Honor System is the application of the Academy's Honor Code by the Regiment of Cadets and the Student Body. The method of administering and applying the precepts of the Honor Code falls to each cadet, student, and the Honor Committee. Under the Honor System, a Cadet's or Student's fairness and truthfulness are never in question. A Cadet's and Student's signature or initials, like his/her word, is his/her bond and vouches for the accuracy of verbal and written statements. The Honor System is exclusively administered by Cadets and Students. Although honorable conduct cannot be codified; lying, cheating, and stealing are clear examples of breeches of the Honor System. Cadets and Students who violate the Honor Code are placed before the Honor Committee. The Committee will review the facts, interview individuals as it may deem appropriate, and make a judgment. The case will then be forwarded to the President of MMA for disposition.

A cadet or student with knowledge of a possible honor violation should confront the person suspected and ask for an explanation of the incident. If this violation convinces the enquiring student that no Honor Code issue exists, then the student may (1) counsel the student and the matter will be closed, or (2) bring the alleged offense to the attention of an Honor Committee member.

A person not wishing to confront a Cadet or Student he/she suspects of an honor violation should bring the matter to the immediate attention of an Honor Committee member. On receiving information that an Honor violation may have occurred; the Honor Committee is obligated to investigate the charge. The procedures for a hearing:

Organization of the Honor Committee

- A. The Honor Committee will be Co-chaired by the Regimental Executive Officer and the Student Government Association President.
- B. Each fall semester of the Academic year, the student body will elect one individual from each respective class to sit as a voting member on the Honor Committee.
- C. Each Fall, there will be elections within each of the seven companies to pick one member of each company to sit as a voting member on the Honor Committee. The company representative may be from any class.
- D. The full-time, commuting student body will elect one of its members as a voting representative of the Honor Committee.
- E. A quorum will be established when nine voting members are present at the hearing, including a Co-chair.
 - 1. If an even number of members are present, the Regimental Executive Officer will act as a non- voting contributor.
 - 2. If an even number of members are present, and the Regimental Executive Officer is not in attendance, the S.G.A President will act as a non-voting contributor.
- F. No cadet or student convicted of an Honor Code offense is eligible for the Honor Committee.
- G. A simple majority of votes is needed to approve a motion.
- H. During the Sea Term, a convening of the Honor Committee may be impracticable. If a violation occurs during the Sea Term, the available members of the Honor Committee shall convene and do a preliminary investigation. Once the semester has started the Co-Chairs will hear the preliminary case and determine if this should be brought before the Honor Committee.

PROCEDURE FOR AN HONOR COMMITTEE HEARING

I. Procedure to be used in the Preliminary Investigation by the Honor Committee:

- A. Any Honor Committee member receiving information indicating that an Honor violation may have been committed shall report that fact to the Co-chairs of the Honor Committee. The Co-chairs will assign a Company Commander to investigate the allegations. The accused cadet's Company Commander is not eligible to conduct the investigation. After investigating the charges, the investigator will present a summary of the relevant facts to the Co-chairs with their recommendations. The Co-chairs shall use discretion in their questioning of the investigator.
- B. Based on the information provided by the investigator, if the Co-chairs believe that sufficient evidence of an Honor Code violation justifies a further proceeding, the matter will be brought before the full board of the Honor Committee for hearing.
- C. The accused will be notified 72 hours in advance of the convening of the Honor Committee and will be furnished with a copy of the preliminary investigation and recommendations. The accused will sign a statement attesting to receipt of said notice and shall, in writing, state if he/she wishes to make a statement at this time. The accused will also be furnished a copy of his/her rights

II. Rights of the Accused:

- A. Charges against the accused will be served orally and in writing at least 72 hours before the beginning of the hearing. In exceptional circumstances, an appeal for a reduction or an extension of this period may be granted at the discretion of the Co-Chair. If the co-chairs reach a split decision, the vote will be placed before the entire assembly of the Honor Committee.

- B. The accused has the right to remain silent. He/she need not make a statement during the proceeding.
- C. The accused has the right to counsel by any cadet or student. The counsel shall function as an advisor. Counsel is to furnish the accused with guidance to enable the accused to present his/her position truthfully, with clarity, and accuracy. Counsel shall appear with the accused before the Honor Committee convenes to hear the charges, and counsel shall be granted permission to address such remarks as he/she desires to the Honor Committee on behalf of the cadet/student.

All information, remarks, and advice passing between the cadet/student and his/her counsel shall be deemed privileged and confidential. Cadets/students accused of Honor Violations, which subject them to criminal liability, should be aware that their communications with a counsel as outlined above are not protected by the attorney/client privilege in a court of law.

- D. The accused may summon witnesses bearing pertinent information to testify on his/her behalf. It is the accused's responsibility to summon such witnesses and to have them available at the beginning of the hearing.
- E. The accused may be present in the room with not more than one counsel during the proceedings, except during deliberations. At the discretion of the Honor Committee Co-chairs and with the consent of the accused, a second advocate may be present for observation. The advocates shall be allowed to make a statement on behalf of the accused. The advocate does not have a right to question witnesses brought in to testify.

All questioning shall be restricted to matters deemed

relevant by the Co-chair, who shall regulate the nature of the questioning. The advocates may not assist the accused during testimony by the accused. If a closing statement is to be made it must be made by the accused.

- F. A copy of all written evidence will be available to the Honor Committee to be used against the accused during the hearing. Copies of this evidence must be presented to the accused when the charges are initially served. With the permission of the accused, new exhibits may be introduced during the hearing.
- G. The accused may ask for a recess to confer with counsel.
- H. The accused may challenge the presence of any member of the Honor Committee due to personal conflicts that are pertinent to the hearing in question if:
 - 1. The Honor Committee member challenged was a participant in the events out of which the incident arose.
 - 2. The Honor Committee member challenged is related to or has a past association with the cadet/student charged or with the events giving rise to the incident, whose association is of a kind that would prejudice his/her judgment to the degree that a fair hearing would be jeopardized.
 - 3. Any challenges of Honor Committee members shall be brought to the attention of the Co-chair, in writing, within eight (8) hours of the hearing. The Co-chair may dismiss Honor Committee members if deemed necessary.

III. The Honor Board will make an Executive Decision to determine the outcome of the hearing. A copy of the Honor Board's findings and recommendations shall be sent to the accused and the President of the Academy. These recommendations will be one of the following:

- a. Exoneration
- b. Suspension
- c. Dismissal

IV. To appeal a recommendation by the Honor Committee, the appeal must be forwarded to the President of the Academy and also to Co-chairs of the Honor Committee within 48 hours of the outcome.

V. Upon consideration of the Honor Board's recommendation, the President shall have discretion either to impose the recommendation or to impose a sanction either greater or lesser than the recommended sanction. If the President fails to accept the recommendation of the Honor Board, the President shall be subject to the following:

- a. In a case where exoneration has been recommended, the President may reinstate the original charge or may institute some lesser charge. In either case, the charge shall be dealt with again in accordance with the applicable provisions.
- b. In a case where suspension has been recommended, the President may impose some lesser sanction (including exoneration) or may impose the sanction of dismissal.
- c. In a case where dismissal has been recommended, the President may impose some lesser sanction (including exoneration).

VI. Wherever, upon the President's review of the Honor Board's recommendation, the President shall deem it advisable to impose a sanction greater than that recommended by the Board, the cadet in question first shall be allowed to be heard by the President before the latter makes any final decision.

Whenever the Honor Board shall have recommended suspension or dismissal, the President shall first give the cadet in question an opportunity to be heard before the President making any final decision in that regard.

VIII. The decision of the President shall be final but subject to any statutory right of appeal and subject to any state or federal statute that might prove a right of appeal. This right of appeal shall be described in the decision of the President.

Any statement presented as a true representation of the facts, known to be false.

Cadets and Students will be found guilty of violating the Honor Code by lying if they deliberately deceive another by making any false statement, including any deliberately misleading or evasive statement or the concealment of any pertinent information, any deceit of or any attempt to deceive another person.

Lying, Falsehood, and Attempting to Deceive

This definition shall cover any direct form of communication, oral and written, including the telling of partial truths and the vague or ambiguous use of information or language with the intent to deceive or mislead another.

Oral and Written Statement

A cadet's word is accepted as the truth, without challenge within the structure of the Regiment of Cadets. Because of this basic precept of trust, a cadet's oral and/or written statements are considered to be "a true representation of the facts." False oral and/or written statements made with intent to deceive or mislead another person are violations of our Honor Code.

Log Entries and Reports

Whether oral and/or written, log entries and reports are official statements and must be given in the most complete and accurate form. Cadets and students are personally responsible to ensure the accuracy of a report/log entry, before and/or after it is given. Reports shall include any entry in any log or official document, as well as musters. If a report is found to be false, or if there is any question as to its accuracy, the reporting cadet is obligated by his/her Honor to correct the discrepancy as soon as humanly possible. A failure to correct a false statement shall be a violation of the Academy's Honor Code.

Sign-Out Log Book

A cadet's signature in the Cadet Information Center's Sign-Out Log Book indicates the following: the cadet is authorized the privilege and will take the privilege of liberty. The "time out" and "time in" are, by definition, the exact times the absence begins or ends (i.e., the time at which the cadet is writing in the sign-out log book) rather than the time the absence is authorized to begin or end.

Pop-Off Answers

Cadet candidates and fourth-class cadets are often asked a series of questions in rapid succession that require immediate responses. The answers to these questions are called "pop-offs", and unfortunately, are sometimes made without any thought as to their accuracy. Cadet candidates and fourth-class cadets should correct the inaccurate statement given as a "pop-off" answer at the earliest opportunity, to avoid any misconceptions as to the integrity and truthfulness of the cadet. Any failure to correct a "pop-off" answer, which the cadet knows is false, shall be considered an Honor violation of lying and attempting to deceive. Any honest mistake should be corrected immediately.

Cheating

Cadets and students violate the Honor Code by cheating if they fraudulently act out of self-interest or assist another to do so with the intent to gain or to give an unfair advantage. Cheating includes plagiarism, misrepresentation, and unauthorized use of notes.

The basic principles governing a cadet's preparation and submission of academic work are that it represents the cadet's effort and that any assistance or material received from others has been fully documented. A cadet's or student's submission or presentation of an academic assignment, **WHETHER GRADED OR NOT**, indicates that the student has met the obligation to identify clearly and unambiguously all sources

and all assistance used, as well as the extent of that usage. Regardless of documentation, the act of submitting or presenting academic work necessarily means the student has adhered to any working restrictions imposed on that assignment.

Discussion of Assignments

Cadets and students are authorized and encouraged to discuss course material both in preparation for and following class. This unrestricted discussion and use of reference materials are subject to the requirement that cadets and students document any references and discussion used and indicate the degree of such usage.

Assistance from Others

Cadets and students are also encouraged to obtain assistance from others (proofreading, editing, etc.) in the preparation of academic assignments. Cadets and students should remember that they should not lean too heavily on the contributions from others because the assignment must reflect a degree of original thought from the student submitting the work. This unrestricted assistance must be properly documented in accordance with department standards (i.e. endnotes). **The burden is on the cadet and student to ensure the instructor clearly understands the degree of assistance from others.**

Documentation of Sources

Cadets and students must clearly indicate any portions of their work that are not solely their own. Specifically, they must clearly and completely document all sources of information. To do this one uses footnotes, endnotes, and parenthetical documentation. Particular attention and care must be given to properly documenting any paraphrases, which expresses the idea or concept of the original source, in a cadet's or student's own words. Failure to properly give credit for another's idea when paraphrasing or extracting quotations without indicating that they are another's words is plagiarism.

Individual's Submissions

Any material submitted as an academic assignment must be prepared by the student's own hand; that is, cadets and students must do their own writing, typing, keyboarding, word processing, sketching and their own corrections after proofreading. Departments may grant exceptions on certain assignments or because of individual situations (i.e. a broken hand resulting in an inability to write normally).

Multiple Submissions

The policy on multiple submissions is that no paper submitted to satisfy a requirement in one course may be submitted to satisfy the requirement in another course. This prohibition includes papers written before the student's entrance into the Massachusetts Maritime Academy. Any cadet or student who incorporates portions of a paper written for one course into a paper for another course must give a footnote and bibliographical credit for the material taken from the first.

Submission of Academic Work

The act of submission or presentation by a student of academic work necessarily means that a student has adhered to any working restrictions imposed on that assignment. The cadet or student who violates these academic restrictions may be deceiving the instructor as well as gaining an unfair advantage. Questions concerning the proper academic procedures for an assignment should be directed to the instructor. Your instructor will assume that anything that you submit is your work unless otherwise stated through documentation.

Time Limitation

On many occasions, a time limit is placed upon the completion of graded work. Cadets and students may not exceed the time limits, since to do so would give a false impression of the amount of work that can be done within a given time and could result in the offending student gaining an

unfair advantage. If a cadet or student inadvertently takes more time than prescribed, he/she should bring this to the attention of the instructor before they submit the assignment.

Cadets and students must immediately stop work and put their pencils down at the command “cease work.” If work must be done after “cease work” (name on paper, numbering pages) ask your instructor. **Do not chance misinterpretation of your actions.**

Individual Behavior

A cadet or student frequently is required to complete graded requirements under conditions in which it is possible to observe another student’s work. Cadets and students must be aware that observing another student’s work, even only to confirm that their work is correct, is improper and may constitute an honor violation. Unintentional observation of another cadet’s work, in a graded situation, must be brought to the immediate attention of the instructor.

The Information Commons

The ABS Information Commons is available for use by both cadets and students. Its resources should not be abused. **The wrongful removal of pages from journals or solutions books, or deliberate misfiling of references within the library, even if there is an intent to return them at a future date are unethical acts.** Furthermore, these acts deprive other students of the opportunity to gain access to needed material for research or study. It provides an unfair advantage and could be construed as cheating and/or stealing.

Stealing

Cadets and students violate the honor code if they unlawfully possess items that belong to another without the authority or permission of the owner. This deprivation of property may be either temporary or permanent.

Borrowing

An unalterable aspect of cadet life is the close living conditions in a dormitory environment. A foundation of trust and friendliness within the Regiment of Cadets, fostered by the honor code and Committee, supports the basis by which cadets and students can live without fear of theft. Unfortunately, irresponsibility and lack of respect for one's property results in abuses of trust. Abuses occur when a cadet or student takes another's property without permission and fails to return it in a manner and condition satisfactory to the owner. Such abuses are not in keeping with the standards of the Regiment and Student Body.

A cadet or student will have the owner's explicit permission before borrowing an item. Abuse of borrowing will be resolved by the Honor Committee and can be investigated in cases of failure to return the item, as allegations of stealing.

Though not necessarily an honor violation, improper borrowing is a serious breach of consideration and respect - an unethical act. The presence of trust in the dormitories and classroom brings freedom but not a license to appropriate. Borrowing carries with it the responsibility of ensuring that the item is returned quickly and in the same condition as when it was borrowed. Commonly, notes indicating who borrowed the item at what time are left to the owner as a courtesy. However, notes are never a substitute for receiving prior permission.

CHAPTER TEN

UNIFORMS

Each cadet is required to be in the complete Uniform of the Day (UOD) whenever he/she is on the 00 deck of the dormitory or outside of the dormitory complex. The uniform of the day must be worn in the mess deck and all buildings outside the dormitory complex; this applies to the Harrington Building, Library, Business Office, Academy Store, Fantail, etc. Authorized exceptions to this policy include the following:

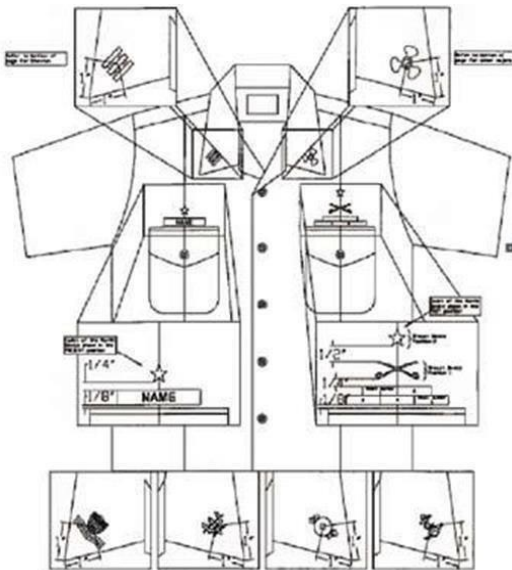
- A. Boiler suits may be prescribed for certain labs, classes, or watches by the Commandant of Cadets or by individual instructors.
- B. When in Clean Harbors Athletic Center, a cadet will be in MMA gear only. MMA gear consists of MMA logo shorts/shirts, plain black/blue shorts, black leggings for females, and white socks. Civilian gym gear or athletic apparel with the logos of other colleges or teams are not authorized.
- C. The MMA gear may be worn to the ARC and Information Commons between 1600-2200.
- D. If the uniform of the day cannot be worn for medical reasons, the MMA travel suit must be worn in place of the uniform of the day. Authorization must be obtained by the medical staff and carried at all times.
- E. The Uniform of the Day must be worn in the Dining Hall.
- F. The working uniform at the Academy will be prescribed normally for dirty work, the nature of which would spoil the uniform of the day. The working uniform is restricted in its use. It may not be worn in the Dining Hall.
- G. The uniform of the day must be worn in all classrooms except for certain laboratory classes where the working uniform may be prescribed. Cadets attending summer or winter classes must wear the "at sea" uniform or the uniform of the day.
- H. Black is the only authorized color of boots to be worn with the work uniform or boiler suit.

- I. When in the Fantail, a cadet may be in MMA gear.
- J. The different types of uniforms at MMA consist of:
 - 1. Service Dress Blues 6. At-sea uniform
 - 2. Service Dress Whites 7. Boiler suit
 - 3. Tropical Whites 8. Travel suit
 - 4. Salt and Peppers 9. Gym gear
 - 5. Classroom Blacks

Manner of Wearing

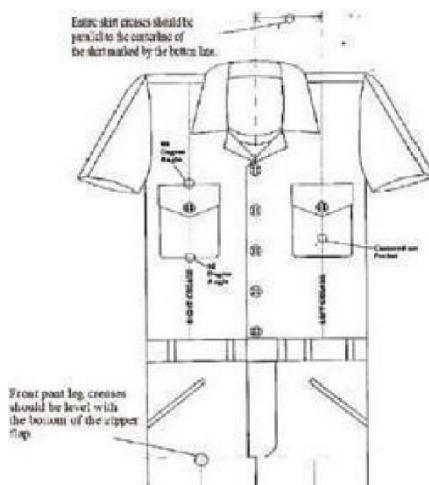
- A. The prescribed uniform shall be worn at all times in a strictly military manner. Jackets, coats, and shirts shall be worn fully buttoned. Covers shall be worn squarely on the head parallel to the deck. Hair shall not protrude from beneath the forward part of the cover. The forward edge of the cover shall be worn two fingers above the bridge of the nose. Ripped, torn, frayed, or unhemmed uniforms will not be tolerated at any time. Ties will be two-blocked, shirttails tucked in, and nothing will protrude from pockets, nor will hands be thrust into pockets. Tie clasps shall be centered between the third and the fourth buttons, as shown in Figure 5-4. Shoes must be tied, and black socks must be worn above the ankle.
- B. Cadets shall dress neatly and smartly at all times, with uniforms scrupulously clean and pressed per Figure 5-5. Gold lace, devices, and insignia shall be bright and free from tarnish.
- C. Cadets shall wear the uniform of the day at all times on the Academy campus except as specifically authorized by the Commandant of Cadets.
- D. Cadets shall wear only those uniform devices, ribbons, or medals authorized by the Commandant of Cadets. Cadets with prior military service are encouraged to wear decorations or ribbons earned while on active duty. Cadets who are part of ROTC, SSMP, PLC, OCC, or other commissioning programs may wear appropriate insignia above their ribbon rack.

- E. Cadets shall NOT wear covers indoors, except when on watch. Watch standers shall remain covered except during religious services or when authorized to sit at their post.
- F. Skirts of the prescribed uniforms for female cadets shall be worn even with the crease in the back of the knee.
- G. Except during morning formation, cadets on varsity teams are authorized to wear the blue nylon athletic jacket with the uniform of the day on game or match day. Varsity athletes may wear the team jacket on Fridays after morning formation if the athletic event will occur that weekend.
- H. Collar devices shall be worn as depicted in the diagram below, noting that the collar tip angle is bisected by the vertical axis of the device. If a tie is worn, the vertical axis of the device shall be parallel to the leading edge of the collar.

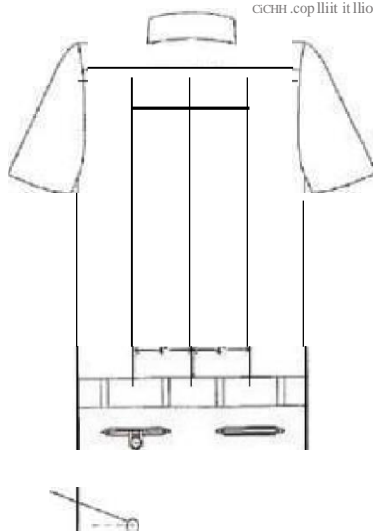


Accoutrements

- A. Neck Chains (with or without medals or crosses), watch chains, fobs, pins, or other similar articles of jewelry shall not be worn exposed upon the uniform or person. Earrings are not authorized for male cadets at any time on campus. Body piercing (nose, eyebrows, tongues, lips, etc.) is not authorized and shall not be tolerated on campus. The display of pens, pencils, and other articles in outside pockets of uniforms is prohibited.
- B. Women Cadets: No ribbons or ornaments shall be worn in the hair except for bobby pins, neatly and inconspicuously arranged, and/or black elastics or barrettes that approximate the color of the hair and are not conspicuous. Plain, small, “stud” pierced earrings only may be worn by female cadets in uniform. When in uniform, female cadets may wear a maximum of one earring per ear to be situated on the ear lobe.



©CHH .cop lliit it llio.r.ij: 11nm



CHAPTER ELEVEN

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT

Information contained in this publication is meant to be a guide and not a standalone policy. The complete unabridged Equal Opportunity, Diversity, and Affirmative Action Plan may be found online and hardcopies are available in the Library, the Commandant's Office, Company Offices, Health Services, and in Human Resources. The Academy is committed to maintaining a safe and healthy environment that is free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation. These behaviors are antithetical to our educational mission and are prohibited forms of harassment under Title IX.

PROHIBITED CONDUCT Sexual Violence

As defined by the U.S. Department of Education's Office for Civil Rights, sexual violence "refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (due to a person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent)." The following acts of sexual violence are prohibited:

1. Rape – penetration of the vagina or anus of a person by any body part of another person or by an object, or the mouth of a person by a sex organ of another person, without that person's consent.
2. Sexual Assault – any kind of sexual physical contact that involves any sort of coercion, force, or lack of consent. Sexual physical contact includes the intentional touching of another person on an area of one's body generally recognized as a private part of one's own body or object.

3. Examples include, but are not limited to, kissing or fondling without consent, rape, advancing sexual activity without consent, ignoring a partner's objection to sexual activity (even when consent has been provided in the past), engaging in manipulative, threatening, and coercive behavior to obtain consent.
4. Sexual Exploitation – taking sexual advantage of another person for one's own benefit or the benefit of anyone other than that person without having that person's consent. Examples include, but are not limited to, prostituting another person, recording images or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
5. Statutory Rape – sexual intercourse with a person who is under the statutory age of consent, which is 16 years of age in Massachusetts.
Aiding in the commission of Sexual Violence – such as videotaping a friend having sex with a person who has passed out from alcohol, or helping a friend drug a date's drink, or encouraging students to engage in sexual activity when one knows those students to be incapacitated by drugs or alcohol.

Sexual Harassment

Sexual harassment can occur between people of any gender, can occur between equals (e.g., student to student), or between persons of differing power status (e.g., cadet officer to underclassman). It is possible for a person who appears to have the lesser power to commit sexual harassment (e.g., a student harassing a faculty member). Such conduct has the purpose or effect of creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

Examples of sexual harassment may include, but are not limited to:

1. Repeated pressuring of another person for sexual activity;
2. Making sexist remarks about an individual's clothing, body, or sexual activities;
3. Unnecessary touching, patting, or pinching another person;
4. Demanding sex from a subordinate while making implicit threats concerning the subordinate's regimental or academic status;
5. Electronically transmitting derogatory, demeaning, or pornographic materials.
6. Posting explicit sexual pictures on a computer monitor or dorm room door, wall or window; or
7. Sexually assaulting another person.

WHAT TO DO ABOUT SEXUAL HARASSMENT

One of the most important steps to take if you are being sexually harassed is to confront the harasser and ask for the behavior to stop. Clearly and firmly tell the harasser that their behavior is offensive, inappropriate, and makes you feel uncomfortable. Harassers often claim that they did not realize their words/actions were not appreciated or reciprocated. Firmly informing the aggressor that you feel sexually harassed is often enough to thwart their future actions.

If this does not work, tell someone; preferably someone that can effect a change, such as a Cadet Officer or Company Officer.

REPORT IT

You have several different options for reporting: confidential reports, non-confidential reports, and making no report. Each option is described in detail in the full Equal Opportunity, Diversity & Affirmative Action Plan, however, if the Academy

receives a report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation, it must investigate the report.

Confidential reporting options include pastoral counselors, licensed medical and mental health providers, such as Health Services and Academy Counselors.

You can file an anonymous report with the Academy's Title IX Coordinator, Elizabeth Benway, however, anonymous reports will typically be used only for statistical data collection under the Clery Act.

To file a complaint, you may notify the Commandant's Office, Company Officer, the Title IX Coordinator (contact information follows), or Campus Police. Upon receipt, the Academy will conduct appropriate follow-up to ensure your access to support services, safety measures, and accommodations. The Academy recognizes that you may feel more comfortable disclosing the incident to an official that you know well, such as a cadet officer, coach, or faculty member. Pursuant to Title IX, however, employees are required, under nearly all circumstances, to report incidents to the Title IX Coordinator.

CAMPUS RESOURCES

- Title IX Coordinator: Dean Elizabeth C. Benway, Harrington, 1st Floor, Ext. 5086
- Assistant, Title IX Coordinator: LCDR Cynthia Miller, Dorm Complex, Ext. 5131
- Health Services Director: Ms. Judy Kaechele, Health Center, 4th Co., Ext. 5243
- Director of Public Safety: Chief Chris Slattery, Bresnahan Hall, Ext. 5060

IF YOU ARE NOT SATISFIED

If you wish to file a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, or retaliation outside of the Academy or in addition to a complaint filed locally, the following agencies may provide additional resources.

U.S. Department of Education, Office for Civil Rights

<http://www2.ed.gov/about/offices/list/ocr/index.html>

U.S. Department of Justice, Office on Violence Against Women

<http://www.ovw.usdoj.gov/>

U.S. Department of Education

Office for Civil Rights

33 Arch Street, 9th Floor

Boston, MA 02110-1424

Email: OCR.Boston@ed.gov

Office on Violence Against Women

145 N St., NE, Suite 10W.121

Washington, D.C. 20530 (202) 305-2589

Email: ovw.info@usdoj.gov

Massachusetts Commission Against Discrimination

One Ashburton Place, Rm. 601

Boston, MA 02108 (617) 727-3990

CHAPTER TWELVE

DISCRIMINATION POLICY

Information contained in this publication is meant to be a guide and not a standalone policy. The complete unabridged Equal Opportunity, Diversity, and Affirmative Action Plan may be found online and hard copies are available in the Library, the Commandant's Office, Company Offices, Health Services, and with the Office of Equal Opportunity & Diversity located in Human Resources.

All conditions and all actions or omissions, including all acts of discrimination, discriminatory harassment, and retaliation, which deny or have the effect of denying to any person their rights to equity and security based on their membership in or association with a member(s) of any protected class. Civility is a condition for achievement in an academic community that recognizes and utilizes the resources of all people.

PROHIBITED CONDUCT

Examples of discrimination, all of which are prohibited by the aforementioned policy, include but are not limited to:

- * The unlawful disparity of treatment in educational programs and related support services is based on membership in a protected class.
- * Limiting participation in athletic, social, cultural, or other activities because of membership in a protected class not based on a bona fide requirement or distinction.
- * Excluding members of a certain race or national origin from a category or position.
- * Advising students of similar interests and backgrounds differently because of their gender or gender identity.

Examples of discriminatory harassment, all of which are prohibited by the aforementioned policy, include, but are not limited to:

- * Physically harassing another individual or group because of that person or person's membership in a protected class by assaulting, touching, patting, pinching, staring, making lewd gestures, blocking their normal movement, or other physical interference.

- * Encouraging others to be physically or verbally abusive towards an individual or group because of that person's or persons' membership in a protected class.

- * Threatening to harm an individual or group because of that person or persons' membership in a protected class.

- * Displaying hostile, derogatory, and/or intimidating symbols/objects, such as offensive posters, drawings, photographs, magazines, screen savers, or electronic communications, to an individual or group because of that person or persons' membership in a protected class.

Examples of retaliation, all of which are prohibited by the aforementioned policy, include, but are not limited to:

- * Performing an unusually vigorous room inspection on someone who has stated an intention to file a discrimination or harassment complaint.

- * Denying privileges to someone for requesting a reasonable accommodation based on religion.

WHAT TO DO ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND RETALIATION

The Academy has specific Complaint Investigation and Resolution Procedures to review and resolve allegations of discrimination, discriminatory harassment, and retaliation on the campus. Any member of the Academy community who believes that he or she has been a victim of conduct in violation of this policy may initiate a complaint as promulgated in the Equal Opportunity, Diversity, and Affirmative Action Plan; Discrimination/Harassment Complaint Form may be found online or in any Student Services Office.

REPORT IT

No member of the Academy community, including a faculty member, can ignore a report of discrimination, discriminatory harassment, or retaliation. He or she should provide the reporter with as much assistance in bringing it to the attention of the EO Officer or Commandant of Cadets as is reasonably appropriate given his or her position at the Academy and relationship with the reporter.

FALSE CHARGES

Filing a false charge of discrimination, discriminatory harassment or retaliation is a serious offense. If an investigation reveals that a person knowingly filed a false charge, the Academy may take appropriate actions and issue sanctions, up to and including expulsion, according to other applicable Academy policies. The imposition of such sanctions does not constitute retaliation.

CAMPUS RESOURCES

Dean of Human Resources

Mrs. Elizabeth C. Benway, Harrington Bldg, Ext. 5086

Commandant of Cadets:

CDR Stephen Kelleher Dormitory Complex, Ext. 5168

IF YOU ARE NOT SATISFIED

If you wish to file a complaint of discrimination or discriminatory harassment or retaliation outside of the Academy or in addition to a complaint filed locally, the following agencies may provide additional resources.

U.S. Department of Education

Office for Civil Rights

33 Arch St., 9th Floor Boston, MA 02119-1424

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Massachusetts Commission Against Discrimination

One Ashburton Place, Rm. 601

Boston, MA 02108

Email: OCR.Boston@ed.gov

CHAPTER THIRTEEN

ACADEMIC STANDARDS

The Academy's curriculum is continually developing in response to technological advances in the maritime industry and its associated industries. The college works to provide the best level of academic support for excellent instructional programs. Course requirements and offerings are regularly evaluated by departments and committees. The Massachusetts Maritime Academy offers undergraduate and graduate curriculum and is accredited by the New England Association of Schools and Colleges.

The undergraduate Bachelor of Science degrees are:

- Marine Transportation (USCG License)
- Marine Engineering (USCG License)
- Facilities Engineering
- Energy Systems Engineering
- Marine Science, Safety and Environmental Protection
- Emergency Management
- International Maritime Business

The International Maritime Business program is also accredited by International Assembly for Collegiate Business Education (IACBE). Accreditation Board for Engineering and Technology (ABET) accreditation is expected to be in place for the first graduates of the Energy Systems Engineering program in 2016. The two USCG license degree programs, Marine Engineering and Marine Transportation require the successful completion of the USCG License Examination for the degree to be awarded.

Naval Science

Department of Naval Science is staffed by US Navy personnel. Naval Science courses are required to qualify for a commission in the U.S. Naval Reserve.

Sea Term

Sea-going experiences consist of four or more structured periods of time aboard a merchant vessel or T.S. Kennedy. Students are evaluated and receive 24 academic credits toward graduation in Marine Engineering or Marine Transportation.

Academic Program

Since September 2015, all incoming freshmen (4/C) enroll in a major before the start of classes. The Registrar schedules all freshmen in first semester classes. The academic year is comprised of two 15-week semesters (Fall and Spring) with the January/February and July/August intersession months set aside as the time for sea terms, co-ops, experiential learning, and continuing education courses.

The academic program is contained within a five-day week, exclusive of holidays, with eight, 50-minute classroom periods each day from 0800 to 1550. Most classes will either meet for one period three times a week or one and a half periods twice a week. Laboratory sessions are anywhere from two to four periods in length, with some meeting every other week.

In most cases, students are enrolled in five academic courses per semester. However, a student can retain full-time status by maintaining a minimum course load of twelve credit hours each academic semester. The curriculum for each major is designed to be completed systematically and sequentially. Each semester, students are expected to enroll in courses appropriate to their academic standing and class designation. Students who do not successfully complete all of the courses designated for the appropriate semester in the curriculum for their major must understand that such failure may affect their class designation, their expected date of graduation, and their eligibility for financial aid.

In general, one classroom contact hour or two laboratory hours comprise one credit hour. A student must obtain permission from the academic dean or his designee, after consultation with his or her advisor, to carry a semester load in excess of 21 credits.

Grading System

Mid-Term Instructor Evaluation is based on classroom work, assignments, special projects, and quizzes. Mid-term examinations are not required. Deficiencies are submitted to the Registrar's Office at mid-term. Students are informed of mid-term deficiencies by both email and letter.

Grades are entered into Self Service directly by the faculty according to a published calendar of events. Alphabetical grades are assigned according to the following scale.

Alphabetical Grade 4.0 Equivalent

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

CHAPTER FOURTEEN

MARITIME PHRASEOLOGY

MARITIME PHRASEOLOGY

Cadet Candidates shall use proper maritime phraseology
at all times when on campus or aboard vessels.

MARITIME TERM	SHORESIDE EQUIVALENT	DEFINITION
Above	Upstairs	A higher deck
Aft	Back	That part of a ship or boat behind amidships
Amidships	Middle	That point on a ship or boat exactly one half the length
Astern	Behind	When moving toward the rear of the ship, or behind the ship
Athwart ship	Sideways	When moving from one side to the other
Auxiliary Machinery Room	Power plant	A room m separate from the engine room m that contains extra machinery, such as evaporators, generators, or sanitation plants
Ballast	Extra Weight	Added weight to a ship for stability or rideability, usually water stowed in double bottom tanks
Beam	Width	The distance from side to side on a ship
Below	Downstairs	That part of the ship on a lower deck
Berth	Dormitory	An area where large groups of seafarers sleep
Bilge	Bottom	The area below deck plating (usually in the engine room)
Boat	Ship	A small marine vehicle capable of being lifted aboard another marine vehicle (vessel); also, a submarine
Bosun	Supervisor	Aka boatswain or bos'n; senior member deck crew
Bosun's Locker	Storage	A room in fo'c'sle head, accessed from above, to store deck equipment and/or mooring lines
Bow	Pointy End	The forward end of ship or boat
Breast Lines	Ropes	Mooring lines that run perpendicular to the centerline
Bridge	Driver's seat	An area where the vessel is navigated, wheelhouse
Bridge Wings	Porch	An area port or starboard from wheelhouse (bridge)
Brig	Jail	An area where persons are detained
Bulkhead	Wall	A vertical divider of spaces, maybe load-bearing (structural) or simple joiner panels
Bunkers	Fuel Oil	The fuel a ship burns in the engine, actually IFO-180 Fuel Oil
Captain	Boss	The commanding officer, aboard a Naval vessel Regardless of rank, the master on merchant's vessels
Ceiling	Deck Covering	The bottom of a cargo hold, usually a layer of timber
Centerline	Middle	A lengthwise line dividing port and starboard equally

MARITIME TERM	SHORESIDE EQUIVALENT	DEFINITION
Coaming	Side of Hatch	The vertical structural member of a cargo hatch
Compartment	Room	An enclosed area may have describing adjective
Crew	Crew	Ship's personnel employed in unlicensed positions, such as seamen, ABs, mechanics
Deadweight	Cargo	The weight a ship carries, or total displacement less lightship
Deck	Floor	That which we stand upon
Dogs	Latches	The mechanical devices that secure a weather door shut
Double Bottom	Basement	The separation between hull plates and inner bottom usually used for fuel oil or ballast– not necessarily tanker term
Draft	Deepness	The measurement of distance below the waterline
Draft Marks	Numbers	Numbers welded into the hull on both bows, both sterns and amidships port and starboard to indicate draft of the ship, usually feet in US ships
Displacement	Total weight	The weight of the ship, named concerning water displaced
Engine Room	Machinery	An area aboard ship with propelling and auxiliary machinery
Engineers	Assistant	Any one of the three assistants who assist the Chief Engineer
Evaporators	Distillers	Mechanical devices that steam seawater, and then collect condensate which is freshwater
Feed Water	Water	Water that has been made or treated and capable of being used to make steam in a boiler
Fire Control Plan	Drawing	A detailed deck plan of the ship identifying all fire equipment, both portable and fixed
Fire Damper	Baffle	A device installed within ventilation ductwork to slow fires
Fire Main	Fire Hydrants	The water delivery system for firefighting
Fire Screen Door	Door	A door designed to resist fire spread may be held back by a magnetic device that can be controlled remotely
Fire Station	Hydrant	A designated location, usually painted red, which includes a fire hydrant, hose, nozzle, and wrench
Fish h Plates	Foot Rest	The hull extensions above deck, designed to catchwater
Fixed Fire Equipment	Automatic	Permanent firefighting gear may be automatic, i.e. CO ₂

MARITIME TERM	SHORESIDE EQUIVALENT	DEFINITION
Floor	Steel structure	A steel vertical member in the double bottom
Forecastle	Elevated Bow	The elevated deck area at the bow
Forecastle Head	Inside Elev. Bow	The deck area below the elevated deck area at the bow, One-hold
Frames	Ribs	The transverse structural members, keel to the main deck
Forward	Front	That part of a ship or boat ahead of amidships
Galley	Kitchen	The area where food is prepared
Gangway	Ramp	The access walkway for personnel to board a ship
Gross Tons	None	The internal volumetric measure of a ship, equaling 100 cubic feet per ton. <i>Kennedy</i> is 13,886 gross tons
Hatch	Deck Opening/Door	The large opening in the main deck, and lower decks, used for access of cargo, occasionally used for weather doors.
Head	Toilet	Bathroom areas in general
Head Lines	Ropes	Mooring lines that run from the ship's bow to shore
House	Building	Steel structures on the main deck, accommodating persons
Hull	Sides	The portion of the ship which lies below the main deck
Keel	Backbone	Bottom structural members, running the centerline
Ladders	Stairs	Stairs providing access to decks above (or below)
Lazarette	Rope lockers	A storage area, usually for deck lines and mooring equipment
Line	Rope	A fibrous material twisted or braided together
Long Ton	Long Ton	Ship's weight standard, 2,240 pounds
Longitudinal	Steel structure	The structural members running parallel to the keel
Mast	Mast	Vertical tubular steel structure supporting booms and antennae
Mate	Assistant	Any one of the three-deck officers who assist the master
Messdeck	Dining Area	An area where food is served and consumed
Midship	Center	The halfway point between the bow and stern
Mooring lines	Ropes	Large lines used for securing the ship to the dock, usually made of synthetic fibers, twisted or braided
Net Tons	None	An internal volumetric measure of the crew and support areas only
Overhead	Ceiling	The covering above spaces

MARITIME TERM	SHORESIDE EQUIVALENT	DEFINITION
Padeye	Hook	A securing point for hooks or shackles, usually associated with lifting gear
Passageway	Hal	A walkway aboard ship
Pilot	Pilot	A local navigation expert hired to assist the master
Plimsol Mark	Markings	The load line marking on the side of the ship port and starboard, indicating maximum summer draft
Pitch	Movement	When the ship's bow and stern rise dramatically due to the ocean's wave forces
Potable Water	Water	Water that has been made and/or treated to be useful for human consumption
Port	Left	That which lies on the left side of anything
Propeller	Propeller	The large molded screw-shaped device that transfers the Ship's power energy to the sea, sometimes in slang called wheel or screw
Quay	Dock	A solid faced pier notched out of land, pronounced "key"
Roll	Movement	When the ship heels side to side dramatically due to the ocean's wave forces
Rudder	Rudder	Mechanically-operated device that is astern the propeller that forces the vessel to turn
Scuppers	Drains	Drains built into deck often piped to drainage systems
Scuttlebutt	Bubbler; Gossip	A drinking fountain; slang for gossip
Shaft (Alley)	Tunnel	A steel tube connecting the engine to the propeller, running aft
Ship	Boat	A large marine vehicle capable of carrying boats.
Sick Bay	Health Services	An area designed for medical treatment
Short Ton	Short Ton	Shore side's weight standard, 2,000 pounds
Spring Lines	Ropes	Mooring lines that run parallel to the centerline
Stability	Tipiness	The ability of a ship to return to the vertical after being inclined by the ocean's wave forces
Stack	Smokestack	Top of the ship's exhaust system, usually decorated with logo
Starboard	Right	That which lies on the right side of anything
Stern	Round end	Aft the end of a ship or boat
Stern Lines	Ropes	Mooring lines that run from the ship's stern to shore
Tank Top	Bottom	The lowest deck within a cargo hold, the inner bottom

MARITIME TERM	SHORESIDE EQUIVALENT	DEFINITION
Transverse Bulkhead	Wall	A bulkhead running from keel to the main deck laterally in ships, usually providing a fire and watertight boundary
Tween Deck	Downstair	Decks between the main deck and tank top, named upper and lower (tween decks)
Watertight Door	Automatic Door	A door providing a boundary through a transverse bulkhead mechanical door that has hydraulic closure mechanisms
Windlass	Winch	Large mechanical device on the fo`c'sle that controls the anchors also used to tension mooring lines
Winch	Winch	Mechanical devices on deck used to tension mooring lines

CHAPTER FIFTEEN:

ESSENTIAL SUBJECTS

FIRE FIGHTING

The “**FIRE TRIANGLE**” has three sides.

Heat required to break down the fuel into gasses

Fuel the material being oxidized

Oxygen the material required to consume the fuel

A flaming fire also requires that a chemical chain reaction take place. This is referred to as the fourth side of the triangle, making it the **Fire Tetrahedron**.

ALWAYS l e a v e a space with a fire in it by the “**LOWEST**” **p o s s i b l e** route. Heat from a fire rises, making the overhead space as hot as 1500 degrees. Climbing into this heat could kill you.

ALWAYS “SOUND THE ALARM” before attempting to extinguish a fire. – **ALWAYS THE FIRST STEP WHEN ENCOUNTERING A FIRE ON WATCH.**

There are five Classifications of Fire. They require different extinguishing methods.

CLASS A Ordinary combustibles, wood, paper, wool, things that when burned leave ash. The most common class A extinguishing agent is water, which extinguishes a fire by absorbing the heat.

CLASS B Flammable and combustible liquids and gasses, alcohol, gasoline, fuel oil, propane, things that cannot be cooled by water to effect extinguishment. The best way to extinguish a fuel fire is to shut off the source. Extinguishing agents, which may be used are dry chemicals, carbon dioxide, and foam.

CLASS C Energized electrical fires, equipment that has or is thought to have power to it. An energized overhead projector (plugged in) on a cart in a classroom would be a Class C fire. The same projector in a storage box would be a Class A fire. Dry chemicals and Carbon Dioxide are examples of Class C extinguishing agents.

CLASS D **Combustible** metal fires require special extinguishing agents. Common agents like water and dry chemical may react making the fire burn hotter and more violent. The spelling of most Class D materials ends with the letters **“IUM”**, such as magnesium, sodium. Jettison overboard is often the best option when possible to extinguish Class D fires.

CLASS K A rating given to wet chemical extinguishers used to extinguish fires in a kitchen setting. The chemical reacts with hot oils to form a foam and extinguish the fire. The foam turns into soap through saponification. Fire Extinguishers are easy to use. Directions for use may be found on the extinguisher label. The label will also give you the reach of the extinguisher.

P.A.S.S. is an acronym for the safe use of an extinguisher.

P Pull pin or push plunger. **Always test your agent.**

A Aim extinguisher

S Squeeze handle

S Sweep nozzle back and forth at the base of fire covering the entire base. The base of a flammable liquid fire is the entire spill area.

The most common maritime fire nozzle is referred to as an **“all-purpose” nozzle**. It has three handle positions for operation.

“SHUT” Full Forward – Closed

“FOG” Halfway Back – Water is discharged through the bottom half of the nozzle in a cone-shaped mist, called high-velocity fog.

“OPEN” Full Back – Water is discharged through the top half of the nozzle in a solid stream. The all-purpose nozzle may be used with a number of adapters. They fit into the fog half (or bottom half) of the nozzle. To apply water through the adapters, the nozzle should be in the fog position (or halfway back, allowing water to flow through the bottom of the nozzle).

STAGES (PHASES) OF FIRE

First Stage or

Incipient Phase - The fire is small (an object on fire) with little change to the fire area.

Second Stage or

Free Burning Phase - The fire is growing in size and spreading to the room. Temperatures in the overhead exceed 1300F, smoke builds up, and oxygen is being consumed by the fire.

Third Stage or

Free Burning Phase - Oxygen drops below 16%, flames die out, high heat accumulates in the space and combustible gases build up.

Flashover - Occurs in the free burning phase. All objects in the room reach their ignition temperatures and burst into flame. This can occur in as little as two minutes after ignition.

Backdraft - Occurs during smoldering phase. Unburned gasses that have built up in space ignite with the introduction of oxygen. This is an explosive reaction and can occur in any confined area, such as inside an electrical panel.

Modes of Combustion - Fire burns in two modes, flaming and smoldering. Flaming, as it describes itself, burns with a flame. Smoldering burns without a flame much like charcoal.

Flammable Range - Also called the explosive range; refers to the amount of fuel-to-air mixture that will burn. The lowest amount of fuel is the **LFL** (lower flammable limit). The maximum fuel that will allow for ignition is the **UFL** (upper flammable limit). The range is much the same as a carburetor: too much or too little fuel or air and the car won't run.

Fire Extinguishers - The most common fire extinguishers on a ship are the CO₂ (carbon dioxide) and the dry chemical types. Dry chemical fire extinguishers can be rated for B, C, or A, B, C fire extinguishment. CO₂ extinguishes a fire by *diluting* or *displacing the* oxygen at its base. CO₂ extinguishers are rated for B *and* C fires. Dry chemical extinguishers attack a fire by interrupting the chemical chain reaction. Though both are rated for class B, the dry chemical would be the best choice for a pressurized or runaway fuel-fed fire. CO₂, *being* a gas, is easily displaced by the pressure feeding the fire. This allows for the air to replace the carbon dioxide, and the fire continues to burn. Carbon Dioxide (CO₂) is dangerous because it can suffocate people as effectively as it suffocates fires.

Definition of fire: Fire is defined as a Rapid Self-Sustaining Oxidation Process Accompanied by Heat & Light of Varying Intensities.

Fire Plan: A large poster-sized document (often hung on the bulkhead in key locations like the bridge and engine room) showing all the firefighting equipment on board. Crewmembers can locate firefighting equipment on board a ship by consulting the Fire Plan.

Fire Triangle: Three things are needed for fire to take place
FUEL HEAT OXYGEN

Fire Tetrahedron: In addition to the fire triangle, there is a newer version of the concept to incorporate deluxe materials: FUEL, HEAT, OXYGEN, and CHEMICAL CHAIN REACTION.

Fuel Sources: VAPOR burns... only vapor!

For items to burn they have to be converted into vapor in one of these three ways:

- PYROLYSIS = Solid Matter
- VAPORIZATION = Liquids
- GASEOUS = Gas

Heat Energy: Heat is generated in 4 different methods. Without one or more of these methods heat will not be generated and therefore fire will not take place:

- CHEMICAL = Spontaneous Heating
- ELECTRICAL = Resistance Heating / Current Leakage / Overload / Static Electricity
- MECHANICAL = Compression / Friction
- NUCLEAR = Chernobyl

Heat Transfer: Heat moves throughout a space in 3 distinct ways. Without these three methods, fire cannot spread from one point to another. It is important to understand these methods of heat transfer because it is the fundamental essence of fire suppression.

- CONDUCTION = Point to Point Contact
- CONVECTION = Heat Currents
- RADIATION = Infrared Heat Waves

Removing Heat:

- Heat can be removed by firefighting water from fire hoses.
- Firehoses water applied in the form of water fog provides excellent cooling in a space where a fire is present.

Firefighting Foam agent:

- Foam agent from buckets or storage tanks is entrained in (mixed with) firefighting water in a specially rigged fire hose. The resulting product is foam agent squirting out of the fire hose that can be directed to fight the fire.
- Foam agent is applied to create a floating layer on pooled oil or other flammable liquids to interrupt the fire triangle by creating a barrier between the air in the space and the flammable liquid.
- Firefighting Foam is often applied by using a straight stream hose nozzle pattern; the stream is directed at objects NEAR the fire so that it bounces off into a spray pattern that does not disturb the foam layer – disturbing the foam layer may cause the fire to reflash (start again).

Stages of fire: Fire will go through 5 distinct stages during its “life”. Each stage has its own influence on fuel sources as the fire grows and dies. Knowing what each stage is and how it moves from one stage to another will determine both the successful fire suppression and survival of the firefighter.

IGNITION (Incipient) = Small in size, easily extinguished
GROWTH = Uses 3 methods of heat transfer to increase fire size
FLASHOVER = All fuel sources giving off vapor – cannot survive
FULLY DEVELOPED (Free Burning) = Entire room on fire
DECAY = Losing fuel sources – *** Still have 3 other parts of tetrahedron!

BACKDRAFT = Occurs when having 3 parts of tetrahedron (or two of triangle) and introduce uncontrolled volume of air
SPONTANEOUS COMBUSTION = Heat is generated by a chemical reaction within a substance which continues to the point of ignition. Frequently seen in poor housekeeping situations such as dirty rags soaked with incompatible chemicals that react with each other and start a fire.

Fire Prevention: The first rule of fire prevention is: *Good housekeeping* – keeping spaces clean and orderly – is very important.

There are 3 basic needs for fire prevention. It is up to the individual to be responsible for all 3 basic needs of fire prevention:

ENGINEERING, EDUCATION, ENFORCEMENT

Four basic steps to execute when there is a fire:

- SOUND THE ALARM
- Report the Fire or Smoke Condition & its Location
- Confine the fire if possible
- Attempt to Extinguish the Fire with Proper Fire Fighting Equipment of Available

SCBA - We wear SCBA's (Self Contained Breathing Apparatus) so we can penetrate deeper into an IDLH environment to perform whatever task is necessary safely. SCBA's do not have an unlimited amount of air or unlimited amount of time they can be used. You are limited by the volume of air in each cylinder.

IDLH environment:

IDLH stands for "Immediately Dangerous to Life and Health"

IDLH is a condition "that poses a threat of exposure to containments when that exposure is likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment"

Fire often creates an IDLH environment because of the products of combustion, such as Carbon Monoxide gas which causes asphyxiation.

SCBA Limitations:

Physical Conditioning Physical Features Psychological
Restrictions

Quick Review of Classes of Fire:

Fires are classified to their Prominent Fuel Source.

CLASS A – Ordinary Combustibles

CLASS B – Hydrocarbon Fuels

CLASS C – Energized Electrical

CLASS D – Burning Metals

CLASS K – Kitchen Oils & Greases (behaves like ‘B’)

Fire Extinguishers / extinguishment methods:

Each class of fire can be BEST extinguished with their
respective fire extinguisher.

CLASS A – Pressurized Water Extinguisher

CLASS B – Dry Chemical

CLASS C – CO₂ / Halon or other non-conducting agents.

*****Note CO₂ suffocation danger*****

CLASS D – Jettison overboard if possible –or– a dry powder
agent specifically designed to extinguish what’s burning CLASS

K – Specialized emulsification agents

Quick Review of Extinguisher Use:

Check pressure in extinguisher – always TEST YOUR AGENT

P – Pull the Pin

A – Aim at base of fire

S – Squeeze handle to discharge product

S – Sweep aggressively across base of fire until fire extinguished
or extinguisher is empty

- *****Never turn back to fire when moving away.*****

REGIMENTAL PROCEDURES

SPECIAL LIBERTIES

Cadets are eligible for three special liberties per semester. Special liberty requests must be completed and approved one week before the commencement date of the special liberty. Special liberties DO NOT excuse you from academic classes, cleaning stations, and/or watch. No special liberties are granted for the following campus events: Homecoming, Change of Command, and National Maritime Day.

SICK CALL

Cadets who feel ill prior to morning formation should remain in their room if possible and report their absence to the ASDO prior to morning formation. To contact the ASDO call the Cadet Information Center at 508-830-5043. Cadets can only be excused by the ASDO. The cadet may choose to be seen in Health Services for diagnosis and treatment, but is not mandated to do so.

STUDY HOURS

Study hours will be observed Monday through Thursday, 2000 - 2200. All 4/C are to be in their company at their desks in the prescribed company uniform. 4/C Cadets may be excused from study hours with proper documentation using the notecard format. Excusal shall be allowed for class, sports, academic help, regimental responsibility, or any matter deemed appropriate by company staff. No 4/C will be allowed off the deck without proper documentation.

WATCHKEEPING CREED

As a cadet of Massachusetts Maritime Academy, I will stand watches as assigned aboard and ashore and will report to my station physically and mentally prepared to stand my watch to the best of my ability, will dutifully carry out the responsibilities of the watch with due diligence and vigilance, will follow all orders given by officers and cadets of senior responsibility, and will never permit a cadet to assume the watch who is not prepared to relieve the watch.



TRAINING SHIP KENNEDY

DETEX SECURITY ROUTE

Cadet Security Rovers of the Watch (CSRW) will complete the ship's Detex Security Route (T/S Kennedy Standing Orders

5.8.3: CSRW shall make hourly Detex/Safety rounds with a watch partner*) and report any shipboard abnormalities to the COWS. Abnormalities may include, but are not limited to; flooding water on deck drips from overhead, visible smoke, smoke or acrid odors, spilled liquids, slip hazards, tripping hazards, darkened areas, or damaged ladder treads or handrails.

If a serious circumstance, such as fire is discovered, sound the alarm immediately. Other circumstances should be remediated as quickly as possible with the assistance of fellow watch personnel.

Begin route at quarterdeck watch office on the main deck to each station as follows:

1. **Ship's Gym-** proceed into forward house via starboard passageway into 3/4- hold ladder well, proceed down into 3- hold to Tank Top Deck, then proceed forward into the gym (Frame 77, CL). Look adjacent to the forward port door.
2. **Cadet Berthing, 3 LTD,** Up forward ladderwell to 3-hold LTD, proceed aft to Detex station
3. **Cadet Berthing 3-Hold UTD** - proceed up aft ladder and forward to 3-hold UTD berthing passageway (Frame 66, CL). station is forward.
4. **Cadet Berthing 4-Hold UTD** - proceed aft through sliding WT Door #33 to 4-hold UTD passageway (Frame 104, CL).

5. **Cadet Berthing 4-Hold LTD** - proceed down 4-Hold after ladderwell then forward to LTD passageway (Frame 93, CL).
6. **Forward House Officer Rooms** - proceed up forward 4-Hold ladderwell to upper deck forward passageway (Frame 80, P).
7. **Forward House** - proceed back down 3/4-Hold ladderwell to main deck, then proceed forward via starboard passageway (Frame 80, CL).
8. **Quarterdeck** - proceed aft on port passageway to quarterdeck (Frame 110, P).
9. **Crew Mess** - Secured space in midship house during semesters, key station is outside space at forward door, aft of Emergency Diesel. Do not go through the Crew Mess while at Sea. (Frame 120, P).
10. **Midship House A** - proceed aft in starboard passageway in midship house, then up ladderwell to upper deck making a complete round of the deck (Frame 120, CL).
11. **Midship House B** - proceed up midship house ladderwell to boat deck making complete round of the deck (Frame 121, CL).
12. **Midship House C** - proceed up midship house ladderwell to cabin deck making complete round of the deck (Frame 121, CL).
13. **Navigation Bridge** - proceed up midship house ladderwell to navigation bridge deck and enter wheelhouse Station on aft bulkhead bookcase (Frame 120, CL).
14. **Aft House 5 - Hold Ladder** - proceed back down midship house ladderwell to main deck, then go aft to 5/6-Hold ladderwell using starboard midship house weather door to on deck passage. (Frame 170, CL) (On Sea Term pass through Officer's Mess to Cadet Mess).

15. **5-Hold Engine Training Lab-** proceed down 5-Hold ladderwell to lower tween deck then go forward (Frame 147, CL)
16. **5-Hold UTD Passage** - proceed up forward ladderwell to upper tween deck passageway then aft (Frame 170, CL).
17. **6-Hold Seatorium** - proceed up 5-Hold aft ladderwell to main deck #5/#6 hold ladderwell, then proceed down 6-Hold ladderwell to lower tween deck aft (Frame 194, CL).
18. **6-Hold Classrooms** - proceed up aft ladderwell to upper tween deck then proceed forward (Frame 175, CL). Look in each classroom.
19. **Aft house Crew Rooms Port Upper Deck** - proceed up forward ladderwell to upper deck then forward on portside (Frame 154, P).
20. **Aft house Crew Rooms Starboard Upper Deck** - proceed to starboard side forward (Frame 156, S). Then go aft to ladderwell and up to Boat Deck.
21. **Aft house Crew Rooms Boat Deck A** - Go forward on starboard side to Detex Station, then aft and to portside forward.
22. **Aft house Crew rooms Boat Deck B** - Station is aft on portside

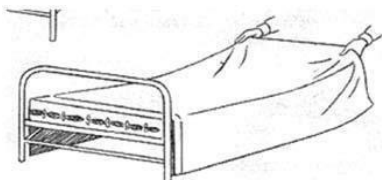
Detex Security Route is complete, CSRW return to Quarterdeck using the forward door and starboard external ladders to main deck. CSRW report successful completion of Detex Route to COWS and annotate log books as required. Detex station readings are checked by the chief mate to ensure all stations are activated on every round.

**Detex routes will be completed by two CSRW's simultaneously (except during fall & spring semester daytime watches and when on sea term).*

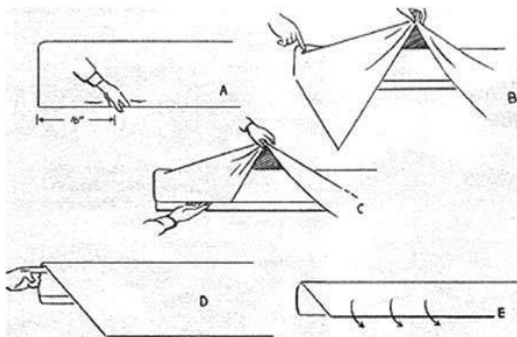
CHAPTER SIXTEEN

CADET ROOM STANDARDS

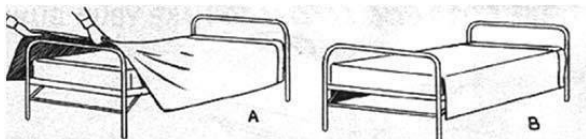
How to prepare rack for inspection



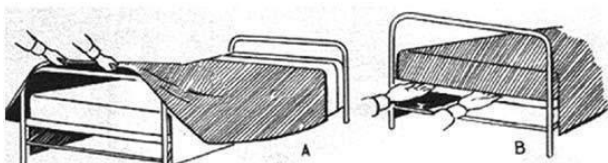
1. Place first sheet on the mattress with large seam aligned at the foot as shown above. Tuck excess under the head of the mattress.



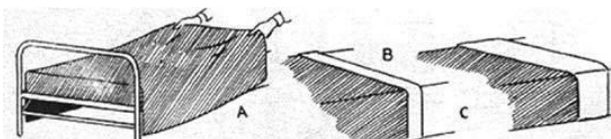
2. Fold Corners: (a.) Hold sheet 16 inches from head of rack. (b.) Place finger on top corner lifting sheet up with other hand. (c.) Tuck lower drape under mattress. (d.) Hold corner in place and bring sheet over. (e.) Tuck under. Repeat for opposite side.



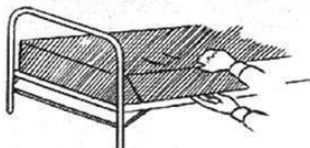
3. Top sheet is placed over bottom sheet, wide seam at head, even with top of mattress and tucked under at the foot.



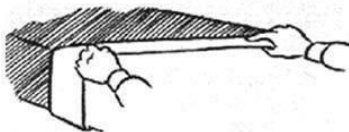
4. (a.) Lay magnet on top, M.M.A. Insignia facing foot of rack. Leave 6 inches between top edge of magnet and sheet. (b.) Fold corners the same way as the sheet in step 2.



5. (a.) Stretch magnet to 6 inches from head of mattress. (b.) Fold sheet over magnet overlapping by 6 inches towards foot of mattress. (c.) Tuck drape under mattress and leave no holidays.



6. Tighten by pulling one side & taking up the slack underneath.



7. Remove all wrinkles by pulling up tight toward rack head.
8. Place pillow in case, fold in half, tuck excess material. Leave pillow at head of rack curving up.
9. Fold blanket and place centered, fronted on the top of wall locker.

Cadet Wall Locker

- Buttons of all shirts should face the window.
- All shelves should have items placed small to tall, window to wall.
- Boots, sneakers, and leather shoes should be tilted so the toe is on the bottom of the locker and heel is resting on the side.
- Boots and shoes are to be tied and laces tucked in.
- During inspections, the top drawer of the wall locker and door with the nametag behind is to be opened.
- Belt buckle: the tab for males should face the right, females should face the left.
- Pant legs should face toward the window.
- Towel should be folded in thirds and hung over the towel bar.
- No civilian clothes are allowed in the locker for freshmen.
- Two-finger spacing should be between all hangers, starting on the right side.

BLANKET			
CLASSROOM BLACK SHIRTS	ALL PANTS (CLASSROOM, DRESS BLUE, then WHITE)	SHORT SLEEVE WHITE SHIRT	LONG SLEEVE WHITE SHIRT
		DRESS BLUES JACKET	CHOCKER JACKET
		EISENHOWER JACKET	WORK JACKET
		WARM-UP/TRAVEL SUIT	RAIN GEAR
		BATH ROBE(OPTIONAL)	
HARDHAT		BOOTS	SEABAG
SNEAKERS		COMBO COVER	LEATHER SHOES
FLIPFLOPS			PUMPS (F)
		NAMETAG	BRASS
BOTTOM OF LOCKER			
BASEBALL CAP			BOILER SUIT
WHITE SOCKS 3 PAIRS	BLACK SOCKS 3 PAIRS	UNDERWEAR 3 PAIRS	UNDERSHIRTS 3 PAIRS
			PT GEAR 1 GOLD 1 BLUE 1 PAIR OF SHORTS

TOP DRAWER OPEN FOR INSPECTION

Saluting

Saluting all officers at the Massachusetts Maritime Academy (MMA) is required at all times.

- Cadets are required to salute all officers whether the officers are in uniform or not.
- Cadets are required to salute and render a proper greeting to all officers regardless of the time of day.
- Cadets are required to render a proper salute and greeting for example: “Good morning Sir/Ma’am; Good afternoon Sir/Ma’am; Good evening Sir/Ma’am.”
- Cadets not in uniform will not salute but will render a proper greeting, such as “Good morning Sir/Ma’am,” and continue on their way.
- Cadets saluting an officer will receive, in return, a proper salute from the officer as well as a proper greeting.
- Cadets in a group will each render a salute and a proper greeting when an officer passes by/approaches.
- Cadets marching in formation are not required to salute. The cadet in charge of the formation will render the salute as well as the proper greeting.
- Cadets must be ready to render a proper salute at all times. A cadet with hands in pockets is unacceptable.
- Cadets only salute when covered (while wearing a hat/cover).
- While in uniform cadets must have right hand/arm ready to salute at all times.
- It’s unacceptable for Cadets in uniform to eat or drink when outside of a building.
- While on campus, cadets never use any tobacco/nicotine product, to include “e-cigarettes” and vaporizers.
- Cadets never chew gum while in uniform.
- Standing cadets who are approached by an officer will immediately come to attention and render the proper salute and greeting.

- Seated cadets will always rise to their feet when addressed by an officer and remain standing until the officer states: “Carry on.”
- Cadets will never use the term “Yeah” when addressing an officer. Cadets always respond with “Yes or No Sir/ Ma’am.”
- Cadets will conduct themselves always in a professional manner and when in doubt, salute.
- Cadets must adhere to proper grooming and hygiene standards at all times.
- Cadets will render proper courtesies to all MMA staff and teachers.

Folding the United States Flag

When the flag was first adopted in 1777, the U.S. Continental Congress justified the flag's attributes this way: "White signifies Purity and Innocence; Red, Hardiness, and Valor; Blue signifies Vigilance, Perseverance, and Justice," with the stars forming "a new constellation."

Terminology associated with the folding procedure: Colors: another name for the flag itself

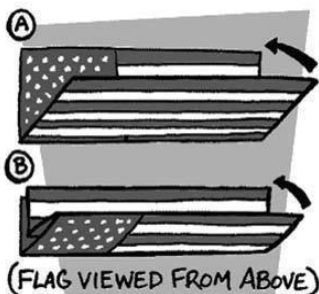
Cologuard: those who raise, lower, and safeguard (and usually fold) the flag in a flag-raising ceremony

Halyard: the line used to raise and lower the flag

Union: the upper inner corner of the flag. For our purposes, it is the field of blue covered by 50 white stars

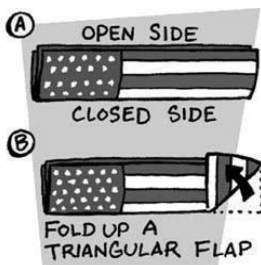
Step 1: To fold the flag correctly, get another cadet. Stand facing your partner while you hold two corners of the flag and he/she holds the other two at about waist level. The flag should be parallel to the ground, and the sides facing both of you should be the shorter ones. Do not let the flag touch the ground.

Step 2: Raise the side of the flag that normally hangs on the bottom, the side entirely covered by stripes, over the side with the "union" on it. Grab the new corner you have made along the crease so that again the flag is parallel to the ground, all-stripe side up.

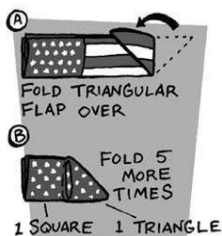


Repeat this width-wise fold so that the union is now on either side, half facing the ground and half facing the sky.

Step 3: Now that you are holding your twice-folded flag, notice that of the new rectangle shape you have made, one long side is “open,” and one is “closed.” The open side consists of the original perimeter of the flag – you can still separate the folds into individual layers of material. The crease on the other side encloses the layers of fabric under it, so it is “closed.”

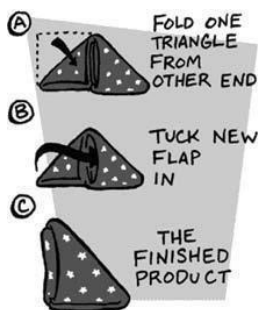


Step 4: Fold the flag in a series of triangles. To do it correctly, you must start the folding at a specific point. Start at the striped end of your rectangle. Take the corner of the closed side and bring it diagonally over to the open side, forming a triangular flap.



Only one person does this triangular folding; your partner ceremoniously and patiently holds the other end (ensuring that it does not touch the ground!)

Step 5: All that is left is the final fold: the tricky turn that some argue is at the crux of the whole operation. Instead of folding the thick triangle of the folded flag over the last remaining blue square, your partner – who has patiently waited for you – finally gets to do some creasing. The person on the union end of the flag will take the corner on the open leg and fold it down along the edge of the other leg to form a triangle. He/she then tuck the remaining blue tab under the folds of the thick triangle until the flag is a neat triangle and cannot easily unravel.



<http://www.tutorials.com/09/0903/0903.asp>

Special Liberty Request

- A. Procedures and guidelines to be followed by all cadets when applying for permission to be away from the campus area follows:
1. "Special liberty" is only intended to authorize absences from regimental functions, such as morning formation, musters, inspections, etc. They do not authorize absences from academic obligations, such as class, tests, make-up work, labs, etc. The only exceptions are:
 - a. "Emergency special liberty," which must be signed by the commandant or deputy commandant and will be granted for only personal emergencies (death of an immediate family member, etc.);
 - b. "Medical special liberty," which must be signed by the director of health services or his/her designee and the company officer for health-related problems that require a cadet to be absent from regimental activities.
 2. All "Emergency" and "Medical" Special Liberty requests that are approved per the above procedures will be forwarded to the Registrar by the Commandant or Deputy Commandant as soon as practicable.
- B. Cadets wishing to be excused from academic responsibilities must decide with their faculty members.
- C. Company officers may grant "special liberty" for a period not to exceed twenty-four hours. The Commandant or Deputy Commandant may grant special leave from regimental duties for a period of time not to exceed forty-eight hours. Requests for leave in excess of two days must be approved by the academic dean. Non-emergency requests must be submitted to the company officer one (1) week in advance. Duty assignments, extra duty, and restrictions will exclude eligibility.
- D. "Special liberty" automatically expires once a cadet returns to campus.

Information Technology

- IT assistance is available from your computer by selecting IT HELPDESK from the ribbon and entering an IT Ticket.
- **The IT Helpdesk is located at the main desk of ABS.**

For problems with your room / ID card or a lost room /ID card, submit an IT Ticket. When your card is printed, you will receive an email that the ticket is now closed and you will be able to pick up the room/ID card at the Helpdesk.

To enroll in **Portal Guard**.

- a. Go to Portal Guard at portalguard.maritime.edu
- b. Enter your maritime username as your account name (egg first name. last name).
- c. Enter your default password. This the first letter of your first name(capital), the first letter of your last name (capital)_ your seven-digit ID number (egg John Doe 1234567 would be JD_1234567).
- d. You will be prompted to enter challenge phases, a phone number, email address, and a password. This password will need: to consist of at least 8 characters having at least 3 of the following: lowercase letters, uppercase letters, digits, or special characters (~! @\$%^&*(){ }?)
- e. *Your Gmail, RAVE, and Medical accounts will now use this password.*

The digital signage around campus contains valuable information about academic, licensing, regimental and social requirements/opportunities. In the event of an emergency, the signage will display pertinent information.

Auto-updaters for room / ID cards are located in the Office of the Commandant, at the Help Desk in ABS, and CIC.

Cadets must complete the following:

1. Title IX Training (online course emailed to each cadet)
2. Statement & Acknowledgement of Anti-Drug Policy
3. Authorization & Release for use of Student Image
4. Entry of Emergency Contact Information

Cadet Services

The **Counseling Center** is located in 3rd Company. Walk-in, email: counseling@maritime.edu or call 508.830.5000, ext 1480.

Health Services is located in 4th Company. Walk-in, or call 508.830.5000, ext. 1479.

The **Disability Compliance Office** is located in Disability Resources ABS building. For additional information, please call Dr. Elaine Craighead Disability Compliance Officer, at (508) 830-5350. Email: ecraighead@maritime.edu

Center for Student Success is located on the 3rd floor of ABS. Counselors is available for tutoring, academic planning, course selection, credit review, etc. Hours will be posted on the digital signage.

The **Mail Services** are located in 2nd Company. The hours for mail pick-up are displayed on the digital signage. Mail should be addressed to, Cadet First Middle Last Name
101 Academy Drive, Buzzards Bay, MA 02532

Student Financial Services is located in Flanagan Hall. FERPA forms should be given to the financial aid counselors.























Registrar's Office is located on the 1st floor of Harrington.

Career Services is located on the 1st floor of Kurz Hall.

4/C Parking is determined each year based on availability. Please refer to the Public Safety page of the 'maritime.edu' website for the most up-to-date information.

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00a.m.	0100	1:00p.m.	1300
2:00a.m.	0200	2:00p.m.	1400
3:00a.m.	0300	3:00p.m.	1500
4:00a.m.	0400	4:00p.m.	1600
5:00a.m.	0500	5:00p.m.	1700
6:00a.m.	0600	6:00p.m.	1800
7:00a.m.	0700	7:00p.m.	1900
8:00a.m.	0800	8:00p.m.	2000
9:00a.m.	0900	9:00p.m.	2100
10:00a.m.	1000	10:00p.m.	2200
11:00a.m.	1100	11:00p.m.	2300

2:00 p.m. is 1400 (Said like fourteen hundred)

Pay Grade	Rank	Abbrev	Collar	Shoulder
O-1	Ensign	ENS		
O-2	Lieutenant Junior Grade	LTJG		
O-3	Lieutenant	LT		
O-4	Lieutenant Commander	LCDR	 	
O-5	Commander	CDR		
O-6	Captain	CAPT		
O-7	Rear Admiral (lower half)	RADM		
O-8	Rear Admiral (upper half)	RADM		
O-9	Vice Admiral	VADM		
O-10	Admiral	ADM		
O-11	Fleet Admiral*	FADM		

A Alpha	B Bravo	C Charlie	D Delta	E Echo
F Foxtrot	G Golf	H Hotel	I India	J Juliet
K Kilo	L Lima	M Mike	N November	O Oscar
P Papa	Q Quebec	R Romeo	S Sierra	T Tango
U Uniform	V Victor	W Whiskey	X X-ray	Y Yankee
Z Zulu				

[illegible]