Discipline and Requirements of the Corps of Cadets

Chapter 4 contains the Organization, Duties, Uniform Regulations and Standards of Conduct for the Corps of Cadets. In this chapter, which is mandatory for each cadet to read and understand, delineates the Cadet Code of Conduct. As a cadet, you are responsible for adhering to all of the regulations contained in this chapter.

If you have questions or concerns with any of the provisions herein, please address them to your Division Commanding Officer. If you are unable to resolve your concerns at that level, continue through your chain of command, Company and Executive staff, to address your concerns. If, in the opinion of the Corps Commander, your concerns are unique and important for all the corps, you may request to address your situation with the Commandant's Office.

Submitted:

Rebecca Grossman Corps Commander 2012-2013

Approved:

Capt. David Buckey USN (ret.)

Commandant

RECORD OF CHANGES				
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED	
No. 1	1-1-13	1-14-13	Commandant Buckey	

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A. ORGANIZATION OF THE CORPS OF CADETS

(1) THE CALIFORNIA MARITIME ACADEMY CORPS OF CADETS

- (a) Purpose Any student who desires to attend The California Maritime Academy must participate in the Corps of Cadets. In addition, anyone who desires to become a licensed deck or engineering officer in the United States Merchant Marine must participate in a Merchant Marine National Service Cadet Corps (NSCC) as prescribed by Title 46 of the U.S. Code of Federal Regulations. Through participation in the Corps, each cadet will develop positive traits such as punctuality, ability to follow orders, initiative, and attention to detail, teamwork, time management, patience, responsibility, leadership, and professionalism. These traits require that new cadets develop self-discipline enabling every graduate to excel in their future occupation, at sea or ashore. Some tasks required of cadets are more desirable than others, but every cadet must prove they can do the jobs required of them before they can become leaders.
- (b) Expectations Being a cadet is much more than being a college student. You will be asked to do more, you will be held to higher standards of personal conduct and professionalism, and you will be given more responsibility than any other California college student. Each cadet is expected to develop his or her leadership skills and learn how to organize and direct people in work projects. By the time a licensed candidate cadet becomes a first class, he or she should be able to take charge of an actual bridge or engine room watch, teach classes on seamanship, navigation or basic engineering, and train each new class of cadets on the fundamentals of becoming a Merchant Marine Officer. By the time all other cadets become a first class, he or she should have experienced an internship or co-op, an international T/S GOLDEN BEAR cruise, and be prepared to train each new class of cadets on the fundamentals of becoming a professional. In addition, all cadets shall understand what it means to be responsible.
- (c) This is Cal Maritime Any student who does not feel that he or she can live up to the standards or lifestyle imposed by the Corps of Cadets should strongly reconsider whether Cal Maritime is the right place. Those students who are prepared to challenge themselves by becoming members of the Corps of Cadets should study these regulations, take pride in their personal appearance in uniform, and become fully involved in life at Cal Maritime and the T/S GOLDEN BEAR.
- (d) <u>Mission Statement of the Corps of Cadets</u> The Corps of Cadets strives to develop in each student traits of professionalism, teamwork, pride and self-discipline to become future leaders in maritime and other industries.

(2) CLASS RANKING IN THE CORPS OF CADETS

- (a) Fourth Class (4/C) Freshmen Academic Year 4/C should, depending on their academic major, consider it their goal to learn everything they can about their watch station, either the Training Ship GOLDEN BEAR or the campus, during the academic year. 4/C should ask questions constantly and focus on ship or campus familiarization, basic watch standing techniques, and correctly carrying out orders. Prepare yourself for your first T/S GOLDEN BEAR cruise, if applicable, throughout the year.
- (b) Third Class (3/C) Sophomore Academic Year 3/C are the primary cadets training the underclass in basic ship and campus familiarization. These cadets may have completed their first Training Ship GOLDEN BEAR cruise. 3/C must be prepared to help 4/C learn the ship or campus, the Regulations Governing the Corps of Cadets, and basic watch standing skills. 3/C should prepare for commercial cruise or their first GOLDEN BEAR cruise.
- (c) Second Class (2/C) Junior Academic Year 2/C should be training to become future leaders at Cal Maritime. Their academic course work will become more specialized at this level and they will be expected to assume more responsible supervisory and teaching roles with the underclass. 2/C should possess detailed knowledge of Training Ship GOLDEN BEAR and the campus while possessing two years of academic training in their respective fields of study. Watches stood by 2/C will require more responsibility, more knowledge of problem solving, and more oversight of the underclass.

(d) First Class (1/C) – Senior Academic Year - 1/C cadets should be prepared to assume a Training Ship GOLDEN BEAR or campus watch and independently assume duties as the Night Mate, Night Engineer, or Campus Duty Officer. They will serve as officers in the Corps and throughout the campus and strive to train all underclass to the highest standards. 1/C should hold themselves to the highest personal and professional standards, as they will be seeking employment in just a few months. 1/C will be expected to set the example for all other cadets at Cal Maritime. 1/C will always be held more accountable for their actions. Underclass should be able to look to 1/C for assistance with academic and practical problems.

(3) ADVANCEMENT WITHIN THE CORPS OF CADETS

Students are expected to complete the mandatory four-year certification program as part of their duties and responsibilities as cadets within the Corps. The Commandant of Cadets is responsible for implementing a vigorous, yet rewarding leadership development program for cadets. In order to advance within the Corps, the following components are mandatory -

- (a) Advancement from Fourth to Third Class
 - (1) Successful completion of the Freshmen Orientation program;
 - (2) Successful completion of Alcohol Awareness;
 - (3) Completion of Leadership Potential Assessment:
 - (4) Successful completion of Orientation Assessment;
 - (5) Successful completion of Student Handbook Acknowledgement;
 - (6) Successful completion of Change-over Examination;
 - (7) Satisfactory completion of campus watches based on STCW standards; and
 - (8) Satisfactory completion of Training Ship GOLDEN BEAR ship familiarization and assessment (As required by Program Director).
- (b) Advancement from Third to Second Class
 - (1) Successful completion of Change-over Examination; and
 - (2) Satisfactory completion of campus watches based on STCW standards
- (c) Advancement from Second to First Class
 - (1) Successful completion of Change-over Examination; and
 - (2) Satisfactory completion of campus watches based on STCW standards
- (d) <u>Graduation Requirement</u>: Satisfactory completion of campus watches based on STCW standards
- (e) <u>Remediation</u>: Remediation assessments will be provided to those cadets not passing the mandatory assessments listed above. These assessments will be provided once each semester. Additionally, advance notice will be provided to those cadets required to complete the remediation. It is the cadet's responsibility to seek assistance from their chain of command.

(4) ACCELERATION WITHIN THE CORPS OF CADETS

In the event a cadet is able to complete their academic requirements in less than four years, the cadet will be provided with the opportunity to accelerate their advancement within the Corps. In order to advance, the cadet must complete the below steps in the order specified.

- (a) Step 1 Successfully complete at least 12 watches at their assigned class level;
- (b) Step 2 Receive a written recommendation from their Division Commander attesting to their ability to advance to a higher degree of responsibility;
- (c) Step 3 Request from their Academic Advisor, a statement to the Commandant's office with the cadet's expected graduation date; and
- (d) Step 4 Successfully complete a changeover examination to the next higher level within the Corps.

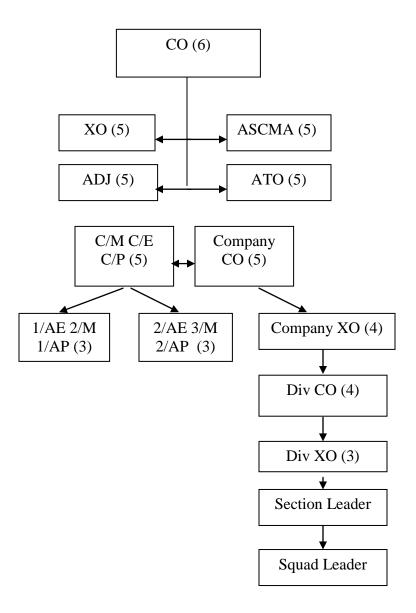
It is the responsibility of the cadet desiring acceleration to ensure the successful completion of the minimum number of watches to meet the established requirement. Scheduling watches for a cadet desiring to accelerate shall not interfere with the opportunity for cadets on a normal Corps standing schedule. In all cases, scheduling watches for cadets on a normal Corps standing schedule takes precedence.

(5) CORPS OFFICER SELECTION PROCESS

- (a) Every academic year, the Office of the Commandant of Cadets will distribute Corps officer applications for interested cadets. The application form will include any specific requirements and the established deadline. Interested cadets should review the Corps position requirements as promulgated in Section 4.B.(4). Cadets not meeting the minimum knowledge, skills, and abilities as outlined in Section 4.B.(4) will not be eligible for an interview by the Interview Committee.
- (b) The Interview Committee will be comprised of two existing Corps Officers (one 1/C and one 3/C), two faculty and/or staff members, and one member of the Commandant's staff. The Committee will consider leadership capabilities, scholastic standing and personal character as major criteria in the selection of the Corps Officers. The Committee provides a slate of recommendations with primary and secondary candidates.
- (c) Corps officer selection criteria will heavily consider the Interview Committee's recommendation and also include participation in Corps leadership roles, participation in leadership development programs, and the cadet's conduct and academic records.
- (d) A recommended slate of candidates will be forwarded to the President via the Commandant of Cadets and Captain, Training Ship GOLDEN BEAR. The President of Cal Maritime appoints the Corps Officers for the coming year on or about April 1st.

(6) DIVISIONAL STRUCTURE

- (a) Purpose Cadets will be assigned to a division during Orientation Week at CMA. Once the academic year begins, the divisions will be divided into sections based on academic major. A division will be representative of all majors at CMA. Division Commanders and Section Leaders will regularly pass information and communications to the cadets. A unified division will take on all work parties, day work, watches, and special tasks. Division members should be able to rely upon each other to get a job done. Cadets should initially work with their Divisional Commanders, Divisional Officers, and Section Leaders to solve problems. A cadet should strive to become the best member of his or her division. All cadets should work together to make their division the best division on campus. All divisions should work together to make the Corps of Cadets the best among all the maritime academies. Finally, the Corps of Cadets should work to make the Training Ship GOLDEN BEAR the best training ship afloat. Remember: CMA's reputation will follow you into your future, so work together to maintain a high standard.
- (b) <u>Divisions</u> Cadets will be assigned to a division during Orientation Week at CMA. Once the academic year begins, the divisions will be divided into divisions based on academic major. Division Commanders and executive officers will regularly pass information and special tasks. Division members should be able to rely upon each other to get a job done. Cadets should initially work with their Divisional Commanders and Divisional Officers to solve problems. A cadet should strive to become the best member of his or her division. All cadets should work together to make their division the best division on campus. All divisions should work together to make the Corps of Cadets the best among all the maritime academies. Finally, the Corps of Cadets should work to make the Training Ship GOLDEN BEAR the best training ship afloat. Remember: CMA's reputation will follow you into your future, so work together to maintain a high standard.



(7) CORPS OFFICERS

- (a) <u>Corps Commander</u> The Corps Commander who assumes overall responsibility for every aspect of the Corps of Cadets commands The California Maritime Academy Corps of Cadets. On behalf of the Corps of Cadets, the Corps Commander will act as liaison to the Commandant of Cadets, Director, Marine Programs and Leadership Development, and President of the Academy.
- (b) <u>Company Commander</u> The Company Commander assumes overall responsibility for every aspect of his or her company at Cal Maritime. On behalf of the Corps of Cadets participating on the Training Ship GOLDEN BEAR, the Company Commander will act as a liaison to the Commandant of Cadets and Captain of the Training Ship.

B. DUTIES OF CORPS OFFICERS

- (1) APPOINTMENT The President of the California Maritime Academy appoints Corps Officers. A selection committee consisting of faculty, staff, and cadets makes recommendations for appointment to the President. In making these recommendations, the committee takes into consideration the recommendations of the department heads, fellow cadets, licensed officers and outgoing Corps Officers, as well as the cadet's performance during an interview.
- (2) QUALIFICATIONS Demonstrated leadership capabilities, scholastic standing, and personal character are major criteria used in the selection of cadet officers. An applicant's past conduct record should also reflect a commitment to uphold the standards at Cal Maritime. Cadets will not be eligible to serve as an officer if their cumulative Grade Point Average is below 2.5. In addition, a cadet may be ineligible if the previous semester's GPA was below a 2.0. Cadets may not apply if they have had an alcohol violation or been on conduct probation within the past year.
- (3) REMOVAL Any Corps Officer may be removed from office for cause as determined by the President. Such action will be taken only upon positive evidence of unfitness, inability, or unwillingness to accept the duties and responsibilities that being an officer requires. The Commandant of Cadets may convene a review board, consisting of three Senior Cadet Officers in order to determine the fitness of a cadet officer. The Commandant of Cadets may then forward the recommendations of the board to the President for action.

(4) DUTIES OF CORPS OFFICERS

- (a) <u>Corps Commander:</u> The Corps Commander commands the Corps of Cadets during all Corps functions. In the exercise of command functions, he/she shall carry out the policies of the President and endeavor to maintain the Corps in the highest possible state of efficiency. The Corps Commander is responsible for the organization, administration, and leadership of the Corps. The Corps Commander reports to the Commandant of Cadets. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Corps Commander include but are not limited to:
 - (a) Organize and supervise the Corps in all matters pertaining to discipline and the coordination of the daily routine, working directly with the Commandant of Cadets.
 - (b) Serve as the primary communications link between the Corps and the Commandant of Cadets.
 - (c) Direct and supervise formation, to include inspections and announcements.
 - (d) Assume responsibility for the administration, training, discipline and morale of the Corps and hold Company Commanders equally responsible.
 - (e) Review and act on Special Requests within the limits of the Corps Commander.
 - (f) Serve on the Cadet Mast and Conduct Review Board.
 - (g) Assume responsibility for administration and enforcement of all Academy rules and regulations, and for the supervision of cadet conduct.
 - (h) Review and provide regular recommendations to the Academy Regulations for cadet conduct and routine Corps business.
 - (i) Ensure all Corps Officers are responsive to the requirements of the Academy and the welfare and professional needs of each cadet.
 - (j) Responsible for the education and training of the Corps.
 - (k) Serve as an ex-officio member of the Associated Students of The California Maritime Academy.
 - (I) The Corps Commander or his/her designee will represent the Corps of Cadets at all meetings.
 - (I) Meet weekly with the Commandant of Cadet and his/her staff.
 - (m) Conduct weekly meetings with key Corps staff members.

- (2) Knowledge, Skills, and Abilities: The knowledge, skills, and abilities of the Corps Commander include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Lead Corps staff in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Obtain the highest performance from every cadet.
 - (I) Coordinate efforts and achieve goals through others.
 - (m) Interface effectively with seniors, peers, and subordinates.
 - (n) Maintain a 2.5 or higher grade point average.
- (b) <u>Corps Executive Officer:</u> The Corps Executive Officer is responsible for the training, discipline and uniform and grooming standards of the Corps of Cadets. The Corps Executive Officer reports to the Corps Commander. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Corps Executive Officer include but are not limited to:
 - (a) Implement all duties of the Corps Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Corps.
 - (c) Supervise the administration of the Corps system and the activities of the Corps staff.
 - (d) Review and act on Special Requests within the limits of the Corps Executive Officer.
 - (e) Supervise the Company Executive Officers in their leadership and training within their respective companies.
 - (f) Serve as a member of Cadet Mast and Conduct Review Board.
 - (g) Maintain Corps uniform, grooming, and disciplinary standards.
 - (h) Supervise all other Corps officers in the performance of their assigned duties and functions.
 - Represent the Corps as a member of the Diversity Resource Council.
 - (i) Coordinate and oversee the work of the Company Executive Officers.
 - (k) Meet regularly with the Corp Commander and keep him/her informed of the normal day-to-day operations of the Corps.
 - (I) Attend weekly meetings with key Corps staff members.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Executive Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (<u>I</u>) Maintain a 2.5 or higher grade point average.

- (c) <u>Corps Training and Academic Officer:</u> The Corps Training and Academic Officer is responsible for all aspects of training for the Corps including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will also work closely with the Dean's Office on all Academic matters. The Training and Academic Officer report to the Corps Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:
 - (<u>a</u>) Coordinate with Company Training and Academic Officers to ensure the completion of all required training on schedule.
 - (b) Act as a liaison/representative between the Corps and the faculty.
 - (c) Attend all Executive Committee meetings of the Academic Senate as a non-voting member.
 - (d) Attend all meetings of the General Senate.
 - (e) Track the completion rate for the training program by Division.
 - (f) Ensure oversight of study halls and study habits of the freshmen.
 - (g) Establish and supervise the tutor program.
 - (h) Ensure cadet retention data is tracked by Division.
 - (i) Ensure academic average is tracked by Division.
 - (i) Oversee the Company and Division Training and Academic Officers.
 - (k) Plan and administer the Honor Division competition.
 - (I) Attend weekly meetings with key Corps staff members.
 - (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Corps Training and Academic Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Manage effectively the training programs for deck, engine, and campus skills.
 - (h) Participate in improving the Academy and solving problems.
 - (i) Ensure balance between organizational and personal/team requirements.
 - (j) Identify and adapt to change and lead in view of those changes.
 - (k) Work within a team to develop positive vision, direction, and results.
 - (I) Interface effectively with seniors, peers, and subordinates.
 - (m) Maintain a 2.5 or higher grade point average.
- (d) <u>Corps Administrative Officer:</u> The Corps Administrative Officer is responsible for the overall administrative management of the Corps. The Corps Administrative Officer reports to the Corps Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Corps Administrative Officer include but are not limited to:
 - (a) Coordinate with Company Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Ensure regular reports of absentees during scheduled formations, inspections, and meetings are submitted by all divisions to the Student Conduct Coordinator. Advise the Company Administrative Officers of delinquencies in reporting.
 - (c) Supervise the Cadet Duty Officer watch, including log keeping.
 - (d) Ensure daily watch bills are promulgated in a timely manner.
 - (e) Oversee Corps watch organization to ensure the filling and equitable rotation of all watch stations.
 - (f) Oversee the administration of the watch tracking system for reporting purposes. Ensure each cadet stands the minimum required number of watches.

- (g) Assist the Commandant of Cadets with Corps administrative matters.
- (h) Promulgate all information as directed by the Corps Commander or Executive Officer.
- (i) Attend weekly meetings with key Corps staff members.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection. Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.
 - (k) Maintain a 2.5 or higher grade point average.
- (e) <u>Associated Students Executive President:</u> The President shall not serve more than two full terms. The President shall have or reasonably expect to have at least Junior Class standing at the conclusion of the semester when elected. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Associated Students Executive President include but are not limited to:
 - (a) Carry out all of the duties and responsibilities as set forth in this Constitution, ASCMA By-Laws, or assigned by the A.S. Council. (27 February 2002).
 - (b) To serve as the chief representative of and spokesperson for the Association, and to monitor the health and well-being of the Association and the student body which it represents.
 - (c) Serve as a liaison between the Corps and the student body.
 - (<u>d</u>) To present the position of the ASCMA in matters involving other campuses, schools, and students outside The California Maritime Academy.
 - (e) To be the official ASCMA representative to the California State Student Association and such other student associations in which membership is held.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Associated Students Executive President include but are not limited to:
 - (a) May be a junior or senior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection.
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain confidentiality of sensitive information.
 - (e) Participate in improving the Academy and solving problems.
 - (f) Work within a team to develop positive vision, direction, and results.
 - (g) Maintain a 2.0 or higher grade point average.
- (f) <u>Company Commander:</u> The Company Commander exercises the command function in the assigned company of the Corps. The Company Commander reports to the Corps Commander. The Company Commander or his/her designee shall act as an assistant to the Commandant of Cadets while on the Training Ship.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Commander include but are not limited to:
 - (a) Responsible for the proper organization and administration of the company.
 - (b) Supervise the Company in all matters pertaining to discipline and the coordination of the daily routine.

- (c) Responsible for the overall appearance of his/her company and shall ensure the standards established for the Corps are upheld.
- (d) Ensure inspections of the sections are carried out as directed.
- (e) Ensure communication throughout the company by means of meetings, bulletin boards, etc.
- (<u>f</u>) Report to the Corps Commander as to the status of the Company. While on cruise, report the company's status to the Acting Commandant of Cadets.
- (g) Review and act on Special Requests within the limits of the Company Commander.
- (h) Promulgate all information as directed by the Corps Commander or Executive Officer.
- (i) Lead the Company at all Corps formations, inspections, and other events.
- (j) Serve as a member of Conduct Review Board.
- (<u>k</u>) While on cruise, ensure the cleanliness of all assigned company berthing and common areas by daily inspection.
- (I) Ensure company and individual collateral functions are completed as assigned.
- (m) Responsible for the accountability of all assigned cadets.
- (n) Conduct Company staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
- (o) Attend weekly meetings with key Corps staff members.
- (p) Carry out such other duties as may be assigned by the Corps Commander.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Commander include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.
 - (k) Maintain a 2.5 or higher grade point average.
- (g) <u>Company Executive Officer:</u> The Company Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned company. The Company Executive Officer is second in command of the company and is the assistant to the Company Commander. The Company Executive Officer or his/her designee shall act as an assistant to the Company Commander while on the Training Ship.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Executive Officer include but are not limited to:
 - (a) Implement all duties of the Company Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Company.
 - (c) Supervise the administration of the Company system and the activities of the Company staff.
 - (d) Maintain company files including phone lists, special requests, and while on the Training Ship, liberty lists. On campus, company files will be retained in the Corps office
 - (e) Review and post liberty lists by division, while on the Training Ship.
 - (f) Supervise the Division Executive Officers in their leadership and training within their respective divisions.
 - (g) Serve as a member of Conduct Review Board.
 - (h) Oversee the Company's participation in the Honor Division competition.
 - (i) Maintain Corps uniform, grooming, and disciplinary standards.

- Supervise all other Company Officers in the performance of their assigned duties and functions.
- (k) Coordinate and oversee the work of the Division Executive Officers.
- (i) Meet regularly with the Company Commander and keep him/her informed of the normal day-to-day operations of the Corps.
- (m) Attend Company meetings as directed by the Company Commander.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Executive Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (I) Maintain a 2.0 or higher grade point average.
- (h) <u>Company Chief Mate:</u> The Company Chief Mate is the highest-ranking cadet aboard the Training Ship in the Deck Department. The Company Chief Mate reports to the Company Executive Officer. While on cruise, the Company Chief Mate will report to the Chief Mate for all operational matters.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Chief Mate include but are not limited to:
 - (a) Under the supervision of the Chief Mate, organizes and carries out routine and special maintenance projects on the Training Ship prior to and during cruise.
 - (b) Meet with the Chief Mate on a regular basis to review maintenance progress.
 - (c) Design and maintain the Station Bill aboard the Training Ship.
 - (d) Ensure all deck watch bills are completed and posted in a timely manner.
 - (e) Act as the staff technical advisor to the Company Commander for all Deck matters.
 - (f) Responsible for the Shipboard Orientation Program for all Fourth Class Cadets.
 - (g) Responsible for the deck watch station training program for all cadets.
 - (h) Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
 - (i) Oversee the administration of the Deck Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
 - (j) Oversee the performance of the academic year deck watches.
 - (k) Ensure Standing Orders are updated and available to all watch standers.
 - (i) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (m) Supervise the Company Second and Third Mates.
 - (n) Serve as a liaison with the Chief Mate.
 - (o) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (p) Attend weekly meetings with key Corps staff members.
 - (q) Attend Company meetings as directed by the Company Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Chief Mate include but are not limited to:
 - (a) Must be a senior cadet in the Marine Transportation major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.

- (c) Complete two training cruises prior to selection.
- (d) Complete all requirements for advancement within the Corps.
- (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- (<u>f</u>) Maintain confidentiality of sensitive information.
- (g) Participate in improving the Academy and solving problems.
- (h) Ensure balance between organizational and personal/team requirements.
- (i) Identify and adapt to change and lead in view of those changes.
- (j) Work within a team to develop positive vision, direction, and results.
- (k) Interface effectively with seniors, peers, and subordinates.
- (I) Maintain a 2.5 or higher grade point average.
- (i) <u>Company Second Mate:</u> The Company Second Mate is responsible for ensuring all charts and publications necessary for safe navigation are on board the Training Ship and in good order. The Company Second Mate reports to the Company Chief Mate. While on cruise, the Company Second Mate will report to the Second Mate for all operational matters.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Second Mate include but are not limited to:
 - (<u>a</u>) Under the supervision of the Second Mate, ensure all charts and publications are fully updated from the Notice to Mariners.
 - (b) Maintain an accurate and complete inventory of all charts and publications.
 - (c) Ensure the proper operation and maintenance of the navigation equipment.
 - (d) Meet regularly with the Second Mate to discuss the planned cruise passage, navigation routes, and waypoints to be used.
 - (e) Responsible for the maintenance and cleanliness of the bridge and Navigation office.
 - (f) Assist the Company Chief Mate with the implementation of the Deck Skills Training Program.
 - (g) Carry out such duties as may be prescribed by the Second Mate.
 - (h) Carry out additional duties as prescribed by the Company Chief Mate.
 - (i) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (j) Attend Company meetings as directed by the Company Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
 - (a) Must be a senior cadet in the Marine Transportation major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Interface effectively with seniors, peers, and subordinates.
 - (g) Maintain a 2.0 or higher grade point average.
- (j) <u>Company Chief Engineer:</u> The Company Chief Engineer is the highest-ranking cadet aboard the Training Ship in the Engine Department. The Company Chief Engineer reports to the Company Executive Officer. While on cruise, the Company Chief Engineer will report to the Chief Engineer for all operational matters.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Chief Engineer include but are not limited to:
 - (a) Under the supervision of the Chief Engineer, responsible for the proper operation of the ship's machinery spaces and provides the necessary hotel services when personnel are living aboard.
 - (b) Meet with the Chief Engineer on a regular basis to review maintenance progress.

- (c) Ensure all engine watch bills are completed and posted in a timely manner.
- (d) Act as the staff technical advisor to the Company Commander for all engineering matters.
- (e) Responsible for the Engineering Orientation Program for all Fourth Class cadets.
- (f) Responsible for the engineering watch station training program for all cadets.
- (g) Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
- (h) Oversee the administration of the Engineering Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
- (i) Oversee the performance of the academic year engineering watches.
- (j) Ensure Standing Orders are updated and available to all watch standers.
- (k) Assist with all necessary preparations for all cruises during his/her one-year assignment.
- (I) Supervise the Company First and Second Assistants.
- (m) Act as an assistant to the Chief Engineer and First Assistant Engineer.
- (n) Promulgate all information as directed by the Company Commander or Executive Officer.
- (o) Attend weekly meetings with key Corps staff members.
- (p) Attend Company meetings as directed by the Company Commander.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Chief Engineer include but are not limited to:
 - (a) Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (I) Maintain a 2.5 or higher grade point average.
- (k) <u>Company First Assistant Engineer:</u> The Company First Assistant Engineer is the second highest-ranking cadet aboard the Training Ship in the Engine Department. The Company First Assistant Engineer reports to the Company Chief Engineer. While on cruise, the Company First Assistant Engineer will report to the First Assistant Engineer for all operational matters.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company First Assistant Engineer include but are not limited to:
 - (a) Carry out such duties as prescribed by the Chief Engineer and First Assistant Engineer.
 - (b) Coordinate and schedule watches, day work, and practical training during the cruise.
 - (c) Review all watch round sheets, watch summary reports, and practical training sheets daily.
 - (d) Assist the Company Chief Engineer with the Engineering Orientation program.
 - (e) Assist the Company Chief Engineer with the engineering watch station training program.
 - (f) Assist the Company Chief Engineer with ensuring all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
 - (g) Assist the Company Chief Engineer in overseeing the administration of the Engineering Skills Training Program.

- (h) Assist with all necessary preparations for all cruises during his/her one-year assignment.
- (i) Attend Company meetings as directed by the Company Commander.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
 - (a) Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Interface effectively with seniors, peers, and subordinates.
 - (g) Maintain a 2.0 or higher grade point average.
- (I) <u>Company Training and Academic Officer:</u> The Company Training and Academic Officer is responsible for all aspects of training for the Corps within the assigned company including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer reports to the Company Executive Officer. (This is not an assigned cruise position)

<u>Duties and Responsibilities:</u> The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:

- (a) Coordinate with Division Training and Academic Officers to ensure the completion of all required training on schedule.
- (b) Attend all meetings of a specified academic department, as assigned by the Company Training and Academic Officer.
- (c) Track the completion rate for the training program by Division.
- (d) Ensure oversight of study halls and study habits of the freshmen.
- (e) Ensure oversight of the tutor program.
- (f) Track cadet retention data by Division.
- (g) Track the academic average by Division.
- (h) Oversee the Division Training and Academic Officers.
- (i) Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
- (j) Meet periodically, as needed, with the Cadet Chief Mate and Cadet Chief Engineer to ensure progress and completion of all shipboard training programs. Ensure Division Training and Academic Officers are aware of any cadets within their assigned division not meeting the minimum training standards in a timely manner.
- (k) Attend Company meetings as directed by the Company Commander.
- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Training and Academic Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Effectively manage the training programs for deck, engine, and campus skills.

- (h) Participate in improving the Academy and solving problems.
- (i) Ensure balance between organizational and personal/team requirements.
- (j) Identify and adapt to change and lead in view of those changes.
- (k) Work within a team to develop positive vision, direction, and results.
- (I) Interface effectively with seniors, peers, and subordinates.
- (m) Maintain a 2.0 or higher grade point average.
- (m) <u>Company Administrative Officer:</u> The Company Administrative Officer is responsible for the overall administrative management of the assigned company. The Company Administrative Officer reports to the Company Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Company Administrative Officer include but are not limited to:
 - (<u>a</u>) Coordinate with Division Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Ensure reports of absentees during scheduled formations, inspections, and meetings are submitted by the Division Administrative Officer to the Student Conduct Coordinator in a timely manner.
 - (c) Ensure the timely completion and posting of all divisional watch bills. Supervise the Divisional
 - (d) Administrative Officers in the ensuring an equitable rotation of all watch stations.
 - (e) Oversee the administration of the watch tracking system for the Company.
 - (<u>f</u>) Oversee watch tracking system administration for reporting purposes. Ensure each cadet stands the minimum required number of watches.
 - (g) Assist the Corps Executive Officer with Company administrative matters.
 - (h) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (i) Attend Company meetings as directed by the Company Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Company Administrative Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (\underline{k}) Interface effectively with seniors, peers, and subordinates.
 - (I) Maintain a 2.0 or higher grade point average.
- (n) <u>Associated Students Liaison Officer:</u> The Associated Students Liaison Officer is a position assigned by the Associated Students, Inc. He/she is directly responsible for the general welfare of the student body within his/her company.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Associated Students Liaison Officer include but are not limited to:
 - (a) Act as the official voice of the student body within the company.
 - (b) Serve as a liaison between the Company and the student body.
 - (c) Prior to the training cruise:
 - (<u>d</u>) Coordinate with the Associated Students, Inc. for funding for morale events throughout the cruise.
 - (e) Research and promote alcohol-free alternatives during all port calls.
 - (f) Coordinate all morale events during the cruise.

- (g) Assist with planning and implementation of shipboard barbecues.
- (h) Attend Company meetings as directed by the Company Commander.
- (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Associated Students Liaison Officer include but are not limited to:
 - (a) Must be a senior cadet participating in the upcoming training cruise at the Academy.
 - (b) Complete two training cruises prior to selection.
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Work within a team to develop positive vision, direction, and results.
 - (h) Maintain a 2.0 or higher grade point average.
- (o) <u>Division Commander</u>: The Division Commander exercises the command function in the assigned division of the Corps. The Division Commander reports to the Company Commander. While on cruise, the Division Commander or his/her designee will report to the Company Commander for all administrative matters.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Division Commander include but are not limited to:
 - (a) Responsible for the proper organization and administration of the Division.
 - (b) Supervise the Division in all matters pertaining to discipline and the coordination of the daily routine.
 - (c) Responsible for the overall appearance of his/her division and shall ensure the standards established for the Corps are upheld.
 - (d) Instill a high level of morale and esprit-de-corps.
 - (e) Responsible for the timely posting of watch bills.
 - (f) Ensure every watch position is filled during their duty day. If need be the Division Commander will stand the watch him or herself if the watch cannot be filled.
 - (g) Ensure the continued indoctrination of underclass cadets.
 - (h) Ensure the good order and discipline and proper appearance of the division during formation at the Academy and on the Training Ship GOLDEN BEAR.
 - (i) Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.
 - (i) Ensure inspections of the sections are carried out as directed.
 - (k) Ensure communication throughout the division by means of meetings, bulletin boards, etc.
 - (<u>i</u>) Report to the Company Commander as to the status of the Division. While on cruise, report the division's status to the Company Commander.
 - (m) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (n) Lead the Division at all Corps formations, inspections, and other events.
 - (o) While on cruise, ensure the cleanliness of all assigned division berthing and common areas by daily inspection.
 - (p) Ensure division and individual collateral functions are completed as assigned.
 - (g) Responsible for the accountability of all assigned cadets.
 - (r) Conduct division staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
 - (s) Carry out such other duties as may be assigned by the Company Commander.
 - (t) Attend weekly meetings with key Corps staff members.
 - (<u>u</u>) Attend company meetings as directed by the Company Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Division Commander include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.

- (c) Complete one training cruise prior to selection.
- (d) Complete all requirements for advancement within the Corps.
- (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- (f) Maintain confidentiality of sensitive information.
- (g) Participate in improving the Academy and solving problems.
- (h) Ensure balance between organizational and personal/team requirements.
- (i) Identify and adapt to change and lead in view of those changes.
- (j) Work within a team to develop positive vision, direction, and results.
- (k) Interface effectively with seniors, peers, and subordinates.
- (I) Maintain a 2.5 or higher grade point average.
- (p) <u>Division Executive Officer</u>: The Division Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned division. The Division Executive Officer is second in command of the division and is the assistant to the Division Commander. The Division Executive Officer or his/her designee shall act as an assistant to the Division Commander while on the Training Ship.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Division Executive Officer include but are not limited to:
 - (a) Implement all duties of the Division Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Division.
 - (c) Supervise the administration of the Division system and the activities of the Division staff.
 - (d) Maintain division files including phone lists, special requests, and while of the Training Ship, liberty lists. On campus, division files will be retained in the Corps office.
 - (e) Review and post liberty lists by division, while on the Training Ship.
 - (f) Supervise the Section Leaders in their leadership and training within their respective sections.
 - (g) Maintain Corps uniform, grooming, and disciplinary standards.
 - (h) Assist the Company Executive Officer with Division administrative matters.
 - (i) Oversee the Division's participation in the Honor Division competition.
 - Supervise all other Division Officers in the performance of their assigned duties and functions.
 - (<u>k</u>) Meet regularly with the Division Commander and keep him/her informed of the normal day-to-day operations of the Corps.
 - (I) Attend Division meetings as directed by the Division Commander.
 - (m) Carry out such other duties as may be prescribed by the Division Commander.
 - (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Division Executive Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (<u>f</u>) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (I) Maintain a 2.0 or higher grade point average.

- (q) <u>Division Training and Academic Officer:</u> The Division Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned division including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer will report to the Division Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Division Training and Academic Officer include but are not limited to:
 - (<u>a</u>) Coordinate with Company Training and Academic Officer, Chief Mate, and Chief Engineer to ensure the completion of all required training on schedule.
 - (b) Attend all meetings of a specified academic department, as assigned by the Corps Training and Academic Officer.
 - (c) Track the completion rate for the division's training program.
 - (d) Oversee study halls and study habits of the freshmen.
 - (e) Track cadet retention data within the Division.
 - (f) Track the academic average within the Division.
 - (g) Oversee the Section Training and Academic Officers.
 - (h) Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
 - (i) Attend Division meetings as directed by the Division Commander.
 - (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Corps Training Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Effectively manage the training programs for deck, engine, and campus skills.
 - (h) Participate in improving the Academy and solving problems.
 - (j) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (k) Work within a team to develop positive vision, direction, and results.
 - (I) Interface effectively with seniors, peers, and subordinates.
 - (m) Maintain a 2.0 or higher grade point average.
- (r) <u>Division Administrative Officer:</u> The Division Administrative Officer is responsible for the overall administrative management of the assigned division. The Division Administrative Officer reports to the Division Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Division Administrative Officer include but are not limited to:
 - (a) Ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Submit reports of absentees during scheduled formations, inspections, and meetings to the Student Conduct Coordinator in a timely manner.
 - (c) Complete and post the divisional watch bill in a timely fashion.
 - (d) Ensure an equitable rotation of all watch stations.
 - (e) Ensure each cadet stands the minimum required number of watches.
 - (f) Promulgate all information as directed by the Division Commander or Executive Officer.
 - (g) Attend Division meetings as directed by the Division Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Division Administrative Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.

- (b) Must have one full year of academic standing remaining prior to graduation.
- (c) Complete one training cruise prior to selection.
- (d) Complete all requirements for advancement within the Corps.
- (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- (f) Maintain confidentiality of sensitive information.
- (g) Participate in improving the Academy and solving problems.
- (h) Ensure balance between organizational and personal/team requirements.
- (i) Identify and adapt to change and lead in view of those changes.
- (j) Work within a team to develop positive vision, direction, and results.
- (\underline{k}) Interface effectively with seniors, peers, and subordinates.
- (I) Maintain a 2.0 or higher grade point average.
- (s) <u>Section Leader:</u> The Section Leader is ranking Second Class cadet and exercises the command function in the assigned section. The Section Leader reports to the Division Executive Officer. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Section Leader include but are not limited to:
 - (a) Ensure all underclassmen in the section fulfill their responsibilities.
 - (b) Ensure proper training for the Section's cadets.
 - (c) Responsible for the proper organization and administration of the Section.
 - (d) Supervise the Section in all matters pertaining to discipline and the coordination of the daily routine.
 - (e) Responsible for the overall appearance of his/her section and shall ensure the standards established for the Corps are upheld.
 - (f) Instill a high level of morale and esprit-de-corps.
 - (g) Ensure the good order and discipline and proper appearance of the section during formation at the Academy.
 - (h) Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.
 - (i) Ensure inspections of the sections are carried out as directed.
 - (j) Ensure communication throughout the section by means of meetings, bulletin boards, etc.
 - (k) Report to the Division Commander as to the status of the Section.
 - (I) Lead the Section at all Corps formations, inspections, and other events.
 - (m) Responsible for the accountability of all assigned cadets.
 - (n) Coordinate efforts of the squad leaders.
 - (o) Promulgate all information as directed by the Division Commander or Executive Officer.
 - (p) Attend meetings as directed by the Division Commander.
 - (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Section Leader include but are not limited to:
 - (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.

- (k) Maintain a 2.0 or higher grade point average.
- (t) <u>Section Training and Academic Officer:</u> The Section Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned section including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer will report to the Section Leader. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Section Training and Academic Officer include but are not limited to:
 - (a) Coordinate with Division Training and Academic Officer to ensure the completion of all required training on schedule.
 - (b) Ensure proper training for the Section's cadets in shipboard familiarity, functions, and activities (i.e., cleaning billets, fire stations, etc.)
 - (c) Ensure proper training of the Section's cadets in systems tracings, shipboard watch standing procedures, and the execution of Engineering Skills training Programs (Applicable to Engineering Sections only).
 - (d) Ensure proper training of the Section's cadets in shipboard watch standing procedures and the Deck Skills Training Program (Applicable to Deck Sections only).
 - (e) Track the completion rate for the section's training program.
 - (f) Ensure the section is meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
 - (g) Attend meetings as directed.
 - (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Section Training Officer include but are not limited to:
 - (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to nonlicensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Effectively manage the training programs for deck, engine, and campus skills.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (I) Maintain a 2.0 or higher grade point average.
- (u) <u>Section Administrative Officer:</u> The Section Administrative Officer is responsible for the overall administrative management of the assigned section. The Section Administrative Officer reports to the Section Leader. (This is not an assigned cruise position.)
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Section Administrative Officer include but are not limited to:
 - (a) Ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Submit reports of absentees during scheduled formations, inspections, and meetings to the Division Administrative Officer in a timely manner.
 - (c) Assist the Section Training and Academic Officer in the completion of the training program.
 - (d) Promulgate all information as directed by the Section Leader.
 - (e) Attend meetings as directed.

- (2) Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Section Administrative Officer include but are not limited to:
 - (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (i) 2.0 or higher grade point average.
- (v) <u>Squad Leader</u>: The Squad Leader is the ranking third class cadet and exercises the command function in the assigned squad. The Squad Leader must be thoroughly familiar with all members of the Squad and must maintain an accurate accountability of their Squad's watches and duty rotations. The Squad Leader reports to the Section Leader on campus.
 - (1) <u>Duties and Responsibilities:</u> The duties and responsibilities of the Squad Leader include but are not limited to:
 - (a) Educate all members of the squad of their responsibilities and how to fulfill them.
 - (b) Ensure all members of their Squad fulfill their responsibilities.
 - (c) Notify all member of the squad with watch updates weekly.
 - (d) Diligently promulgate all information as directed by the Section Leader or any higher ranking officer.
 - (e) Organize and maintain order of the Squad during formation and other mandatory meetings.
 - (f) Responsibility for the proper appearance of the squad during inspections and formations.
 - (g) Assist the Section Training and Academics Officer with all training and skills test.
 - (h) Report to the Section Leader for the proper procedures for the training and accountability of the Squad.
 - (i) Attend all meetings as directed by the Section Leader or any higher raking officer.
 - Ensure his/her squad upholds the highest standards to the Code of Conduct and Core Values.
 - (k) Instill and maintain a high level of morale and esprit-de-corps.
 - (2) <u>Knowledge, Skills and Abilities:</u> The knowledge, skills, and abilities of the Squad Leader include but are not limited to:
 - (a) May be a sophomore cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (for licensed majors only).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.

C. UNIFORM REGULATIONS

(1) PURPOSE

Uniforms are required at The California Maritime Academy. Within the Corps of Cadets, uniforms and insignia are used to identify class standing and individual assignments to positions of responsibility, authority, and trust. The uniform is federally mandated by the Maritime

(2) APPEARANCE AND PROFESSIONAL DEVELOPMENT

Cadets must take pride in their personal appearance in uniform. Maintaining a neat, orderly appearance in uniform makes an outward statement about a cadet's commitment to his or her professional development. The first opinion a visitor or potential employer formulates of a CMA cadet is difficult to change later. Therefore, cadets must be conscious of their appearance in uniform at all times. The ability to perform a simple task such as keeping one's uniform in good order or taking pride in one's appearance says a great deal about a cadet's character and willingness to take responsibility for much more difficult tasks. The appearance of the Corps of Cadets is a reflection of CMA. These regulations require cadet uniforms shall be neat, clean, well fitted, and worn with pride in the Corps. How a uniform is worn is not subject to personal interpretation or personal fashion styles. Of utmost importance is the ability to maintain a professional appearance at all times as a cadet.

(3) UNIFORM REGULATIONS

- (a) <u>Uniform Standards</u> Initial uniforms required by students should be purchased through the campus Bookstore. Exceptions to the initial issue sea bag requirement may be made on the basis of the following arguments only, and require written approval from the Commandant of Cadets:
 - (1) A cadet already has uniforms from current/prior service in the military
 - (2) A cadet already has uniforms from another maritime academy
 - (3) A cadet already has uniforms from the CMA attendance of an immediate family member

Before the initial issue uniform exception is granted, a cadet must submit their proposed replacement pieces to the Commandant of Cadets for a visual inspection. All uniform pieces must conform in quality, material, color, and style to uniforms issued at the bookstore. The Commandant will check off each inspected piece of the uniform on the cadet's initial issue paperwork, and the cadet will be required to purchase any remaining uniform pieces from the campus bookstore.

(b) Standards of Correct Wear and Appearance

- Backpacks: When in a dress uniform, backpacks shall not be worn over the shoulders, but must be carried.
- (2) Belts and Brass Buckles: The belt is worn with only the brass end clip exposed. Belts should not be frayed or stained.
- (3) Covers: Covers, including the CMA baseball cap, the combination cover, the garrison cap, and the watch cap are worn squarely on the head. CMA baseball caps may be worn on campus or on the ship, and are not to be worn backwards or be modified in any way. Caps are to be removed in all buildings.
 - (a) The Garrison Cap is an optional uniform item for all cadets and may be worn in lieu of the CMA ball cap. When worn the Garrison Cap shall have the Corps insignia device indicating department centered on the left side of the cap. No other insignia shall be worn on the cap.
 - (b) Except during formation and inspection, the CMA knit watch cap may be worn, as an option to the CMA ball cap, with the khaki or working blue uniform of the day from 01 November to 01 April.
 - (c) Bandanas are never authorized as headgear.
- (4) Gloves: Gloves (other than work gloves) shall be black.
- (5) Jewelry is not permitted except as follows: One necklace to be worn for medical or religious purposes only, but shall not be worn exposed. Only medical alert bracelets are authorized. Watches and rings shall be conservative in size, so as not to hinder the cadet's work performance or constitute a safety hazard. Only female cadets are authorized to wear small, plain gold or silver post earrings while in uniform (white posts

may be worn with the dress blues, tropical white or salt and pepper uniform). Only one earring is permitted for each ear lobe. Body piercing is not authorized on body parts visible when in uniform.

- (6) Misc. Articles: Articles carried in pockets must not be visible upon the uniform.
- (7) Name Tags: Nametags shall be worn centered 1/4 inch over the right shirt pocket. Nametags shall be black with white lettering. Velcro nametag is to be worn on the left breast of the U.S. Navy pullover sweater.
- (8) Outerwear: Any outerwear worn with the uniform of the day shall be free of stains, rips, paint, grease or any other non-authorized markings. Jackets will be zipped up (3/4 of the zipper) and the sleeves will not be pushed up.
- (9) Pants: Pants shall be hemmed so that the bottom of the trouser is no less than 1 inch off the ground or more than 1 inch above the top of the shoe. Pants shall be worn squarely on the waist.
- (10) Raingear: All raingear shall be yellow. Ponchos are not authorized.
- (11) Shirts: Shirts are worn tucked in with all buttons, including pockets, buttoned. Long-sleeve shirt may be worn with the sleeves rolled up above the elbow.
- (12) Shoes:
 - (a) Black dress shoes, plain toe, laced, rounded toe oxfords, no stitching, leather only, polished.
 - (b) Black or brown safety work boots, suitable for shipboard work. White tennis shoes, plain, leather or canvas (at sea only).
 - (c) Pumps, plain black, less than 2" heel, polished.
- (13) Shorts: Shorts shall have an inseam of at least 4 inches and the length shall be at least 1 inch above the crease of the knee. Khaki shorts should not have cuffs nor be 'cargo' or board type shorts. Cut-off shorts are never authorized.
- (14) Skateboards/Scooters: Skateboarding or Scooters are not allowed if the rider is in any uniform. Additionally, they are never allowed in or around the Quad.
- (15) Skirts: Skirts are worn with a length range of 1 inch above or below the crease in the back of the knee.
- (16) Socks: Socks shall be black, U.S. Navy style. White socks are only authorized for wear with work uniforms or with tennis shoes at sea.
- (17) Sunglasses: Conservative sunglasses, with frames being metal, or black, or brown in color are permitted, except during formations. Lenses are to be black, brown or gray in color/tint. Mirrored lenses are prohibited. Retainer straps, if worn, shall be plain, and black. When not be worn square on the face, sunglasses must be stored out of view.
- (18) Undershirts: Undershirts will be worn underneath uniform shirts, but shall be short sleeve, plain, white crew-neck style without any writing or emblems. Undershirt sleeves must not extend beyond the bottom of any uniform sleeves. (Dark blue or black is acceptable under coveralls for engineers.)
- (19) Women's Uniforms: Women may wear men's uniforms, but may not mix or match men's and women's shirts and pants. They shall wear either one or the other.
- (20) The campus is a professional work and academic setting. As such, the Public Displays of Affection, (PDA) while in uniform is not appropriate in this environment and is prohibited.

(c) Uniform Composition

- (1) Dress Blues:
 - (a) Men: Dark blue coat and trousers, white dress shirt, black four-in-hand tie, black web belt with brass buckle, black plain toe dress shoes, black socks, and white combination cover.

(b) Women: Dark blue coat and trousers, white dress shirt, black bow tie, black web belt with brass buckle, black plain toe dress shoes, black socks, and female style white combination cover. In lieu of trousers, socks and shoes, a blue skirt, hosiery and plain black pumps may be worn.

(2) Khaki Uniform:

- (a) Men: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. Covers must be worn when outdoors and shall be the khaki combination cover, garrison cap or the CMA baseball cap.
- (b) Women: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. In lieu of trousers, socks and shoes, a khaki skirt, hosiery and plain black pumps may be worn. Covers, must be worn when outdoors and shall be the female style khaki combination cover, garrison cap or the CMA baseball cap.

(3) Salt and Pepper:

- (a) Men: Black trousers, black web belt with brass buckle, white short-sleeve shirt, hard shoulder boards, black socks, black plain toed shoes, and white combination cover.
- (b) Women: Black trousers, black web belt with brass buckle, white short-sleeve shirt, soft shoulder boards, black socks, black plain toed shoes, and white combination cover. In lieu of trousers, socks and shoes, a black skirt, hosiery and plain black pumps may be worn.
- (c) Outerwear: In inclement weather, only the campus black jacket or the yellow raingear may be worn. N-1 jackets, khaki jackets, and dress blue jackets are not authorized with this uniform. Approved sweaters may be worn. Jackets will be zipped up (3/4 of the zipper) and sleeves will not be pushed up.

(4) Work Uniforms:

- (a) Khaki Uniform: Khaki uniform with black or brown safety work boots. Watch cap or CMA baseball cap may be worn with this uniform. At sea, when authorized, khaki shorts may be worn in lieu of trousers.
- (b) Blue Work Uniforms: Dark blue work trousers, dark blue work shirt (short or long sleeve), black web belt with brass buckle, and black or brown safety work boots. Watch cap or CMA baseball cap shall be worn with this uniform.
- (c) Boiler Suit: Approved 100% cotton navy blue boiler suit. Suit must remain zipped or buttoned at all times. Black or brown safety work boots must be worn with this uniform. CMA ball cap or watch cap shall be worn with this uniform.
- (d) Work Jacket: Authorized for wear as a work uniform. The black, fleece-lined CMA jacket is not authorized for wear with a work uniform.
- (e) Safety Gear: Hard hats, safety glasses, hearing protection and safety work boots must be worn when safety requirements so indicate.
- (f) Uniform Item Appearance: Coveralls, work jackets, hard hats and other work uniforms shall not be painted, covered with stickers or otherwise decorated.
- (g) Knives: The only authorized knife is the Rothco (model 3427) Samurai II Black Skeletal Handle Hunter Lockback with a 3 ½ inches stainless steel serrated blade or pending the future unavailability of this model whatever knife is subsequently specifically approved by the Academy in writing as the officially allowed standard instrument. Fixed blade knives are prohibited.
- (h) Approved Divisional Patches: Students are authorized to wear their approved divisional patch on work uniforms. The patch shall be worn as follows:
 - (1) Sewn on the right sleeve of work uniforms and boiler suits only with the top of the patch 1 ¼ inches from the seam of the shoulder.
 - (2) No modifications are allowed to the authorized patch.
 - (3) The wearing of divisional patches is prohibited on any other uniform item.

(5) Outer Garments:

- (a) The black, CMA fleece-lined jacket may be worn with the uniform of the day if it is clean, neat and free from paint and stains. No insignia will be worn on the jacket.
- (b) The issued work jacket may be worn with the work uniform or uniform of the day by personnel on watch.
- (c) The black raincoat may be worn with the uniform of the day during inclement weather or for warmth. It must conform to the Naval Officer Style Raincoat if it is not standard issue. This raincoat may also be worn over the dress blue uniform.
- (d) The U.S. Navy Surface Warfare Officer sweater may be worn as an outer garment when wearing the khaki uniform. Soft shoulder boards and the approved name patch are required.
- (e) During inclement weather, the yellow foul weather gear may be worn with the uniform of the day, with the work uniform and by personnel on watch. Multi colored or non-yellow raingear is not authorized.
- (f) The Navy pea coat is not authorized for wear at any time.

(4) UNIFORM POLICY

It is the policy of The California Maritime Academy that uniforms be worn at all classes (day and night), formations, meals, watches, and on any CMA watercraft (excluding team and club events).

(a) Uniform of the Day

- (1) Unless otherwise specified, the uniform of the day while in class and on campus, shall be the khaki uniform, as described in Section 4.C.(3)(c)(2).
- (2) As noted in Section 4.C.(3)(b)(7), any outerwear worn with the uniform of the day shall be free of stains, rips, paint, grease or any other non-authorized markings.
- (3) The CMA baseball cap may be worn with the uniform of the day except when Khaki Long is the uniform of the day. Watch caps are not authorized with the uniform of the day. The khaki combination cover may be required with this uniform at times.
- (4) The Uniform of the Day is required until 1630 each day and during all on-campus classes, formations, and meals. It must be worn when conducting business on campus at any time.
- (5) During the day, proper civilian attire may be worn in the Student Center provided the cadet is not on watch or acting in an official capacity. Cadets, while in civilian attire, must transit directly to/from Student Center and may not proceed through the internal campus area.

Khaki Uniform of the Day

- Khaki trousers, khaki short or long sleeve shirt
- Khaki web belt with brass buckle
- Black plain toed shoes, polished, with black socks
- Appropriate collar devices and nametag
- Combination Cover, Garrison Cap or CMA baseball cap
- Khaki combination cover or garrison cap (when prescribed)
- Khaki skirt, hosiery and plain black pumps (optional for women)

(b) Work Uniform

- (1) Work uniforms shall be worn during any laboratory classes on the Training Ship GOLDEN BEAR, CMA small craft, during Extra Duty, cleaning formations, work parties, and when specified.
- (2) The black CMA fleece-lined jacket is not authorized for wear as a work jacket.

(3) When working in the Engine Room, long-sleeves and long pants are required at all times.

(c) Watch Uniform

- (1) On campus, the uniform for the quarterdeck watch is the khaki uniform of the day, with cover (CMA baseball cap or watch cap), nametag and collar devices. Clean work boots are authorized. The uniform for watch in the engine room is the long-sleeve dark blue work uniform or long-sleeve coveralls working uniform. Issued outer garments may be worn.
- (2) At sea, the uniforms shall be khaki on the bridge and appropriate working uniform for the engine room. Covers (Garrison cap or CMA ball cap) shall be worn when on any Deck watch.

(d) Mess Deck Uniform

- (1) The uniform of the day, with appropriate footwear is the only uniform allowed in the mess deck DURING meal hours, with the following exceptions:
 - (a) Cadets on watch (1600-2000) or those just completing watch (0400-0800) may eat in the appropriate watch uniform.
 - (b) At evening meals, First Class cadets may wear civilian clothing, as specified in this section.
 - (c) On weekends and Friday night meals, all cadets other than watch personnel may wear civilian clothing, as specified in this section, in the mess deck.
 - (d) Athletes: Members of Intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - (i) The team must be in an official pre-season or in season. This policy does not apply to post-season practices or training sessions.
 - (ii) The game, official team practices, or class let out too late to allow time for the cadets to shower and change into the khaki uniform.
 - (iii) The cadet must be listed on the official team roster or class list.
 - (iv) The athletes may not enter the mess deck prior to 1830.
 - (v) The athletic clothing must meet the criteria for civilian clothing, as specified in this section, in the mess deck.
 - (vi) There must have been an official team practice or class on the day in which they are seeking this allowance.
 - (vii) Cadets who are working out or practicing on their own may not take advantage of this privilege at any time.
 - (e) Cadets are authorized to eat in their work uniform from 0630 to 0750, Monday through Friday, provided that they are in the complete work uniform as described in the Section 4.C.(3)(c)(4).
- (2) Cadets who are on a break from a laboratory class or from the Training Ship GOLDEN BEAR may enter the mess deck in the appropriate work uniform for a coffee break. Coffee breaks occur in the morning or afternoon, but never during meal hours.
- (3) Cruise: The uniforms for cruise will be prescribed in the Section 7.D.
- (e) <u>Dress Uniforms</u> Dress Blues or the Salt and Pepper uniform may be prescribed as the uniform of the day or for special events.
- (f) <u>USCG Officer Trainees</u> Cadets who are enlisted in the United States Coast Guard will wear the uniform on the day as designated by the assigned Liaison Officer.

(g) Civilian Clothing

- (1) Civilian clothing, when worn on liberty or in the mess deck, shall be free of markings, patches, rips, paint or stains.
- (2) The following items are not authorized for wear: cut-off jeans or shorts, tie-dyed clothing, clothing that is ripped, stained or in bad repair, white undershirts, and clothing that has words or pictures that are sexually explicit, profane, refer to drug or gang

- paraphernalia, or with negative connotations with regard to race, religion, color, ancestry, ethnicity, gender, or sexual orientation.
- (3) Tank tops or White Tee Shirts are never authorized for wear in the mess deck.
- (4) Sandals or Teva type (with back straps) shoes are authorized for wear in the mess deck on campus. Flip Flops are never authorized for wear on the Mess Deck.
- (5) Civilian clothing may be prescribed as the liberty uniform by authorization of the Captain of the Training Ship. All liberty wear will be inspected and approved prior to leaving the ship by the Corps leadership, the Commandant of Cadets, and the licensed officer of the watch.

D. INSIGNIA AND RIBBONS

(1) TABLE OF INSIGNIA, SLEEVE, SHOULDER AND COLLAR DEVICES

Insignia consists of stripes or rank device to indicate rank and class and an emblem or device to indicate academic departments.

1	Corps Commander	Six (6) 1/4" horizontal stripes Six (6) track collar device.
4	Corps Executive Officer ASCMA Executive President Company Commander (2)	Five (5) 1/4" horizontal stripes Five (5) track collar device.
14	Corps Training & Academic Officer Corps Administrative Officer Company Executive Officer (2) Company Chief Mate (2) Company Chief Engineer (2) Division Commanders (6)	Four (4) 1/4" horizontal stripes Four (4) track collar device.
14	Company Training & Academic Officer (2) Company Administrative Officer (2) Company Second Mate (2) Company First Assistant (2) Division Executive Officer (6)	Three (3) 1/4 " horizontal stripes Three (3) track collar device.
16	Company Third Mate (2) Company Second Assistant (2) Division Training & Academic Officer (6) Division Administrative Officer (6)	Two (2) 1/4" horizontal stripes Two (2) track collar device.
	All Non-Officer First Class	One (1) 1/4" horizontal stripe One (1) track collar device
90	Section Leaders (30) Section Training & Academic Officer (30)	One (1) 1/4" horizontal yellow stripe with blue hash marks

Section Administrative Officer (30)	One (1) silver collar device with blue hash marks

	All Non-Officer Second Class	Two (2) 1/8" diagonal stripes Department device on each collar.
90	Squad Leaders	One (1) 1/8" diagonal stripes One (1) silver collar device with red hash marks
	All Non-Officer Third Class	One (1) 1/8" diagonal stripes Department device on left collar only.
	All Fourth Class	One (1) 1/8" diagonal stripes No collar devices.

(2) SHOULDER BOARDS

Worn on Salt and Pepper and U.S. Navy Surface Warfare Officer's sweater (soft shoulder boards only). In all cases, for Deck cadets, the anchor is placed with the crown facing the outer edge of the board with the unfouled arm of the stock facing forward. Women are issued soft shoulder boards and shall be worn in lieu of hard boards (unless women are wearing men's shirts).

(3) COLLAR DEVICES

Worn on Khaki uniforms. Devices consist of metal grade insignia devices indicating rank and corps devices to indicate department.

- (a) International Business and Logistics Department: A gold, crossed quills is worn.
- (b) <u>Marine Transportation Department</u>: A gold fouled anchor is worn, so that the unfouled arm of the stock is facing outboard of the shirt.
- (c) <u>Engineering Department</u>: A gold, three-bladed propeller is worn with one blade pointing down toward the tip of the collar.
- (d) Global Studies and Maritime Affairs Department: A gold globe is worn.
- (e) <u>Placement</u>: All devices are to be centered 1" from the front and lower edges of the collar and positioned with the vertical axis along an imaginary line bisecting the angle of the collar point.

(4) RANK DEVICES

Rank devices shall be worn by all cadets according to the Sleeve, Shoulder and Collar Device Table above.

(5) NAMETAGS

Nametags shall be worn on the khaki uniform centered 1/4 inch over the right shirt pocket. Nametags shall be black with white lettering. A Velcro nametag is to be worn on the left breast of the U.S. Navy pullover sweater.

(6) USNR, USCGR, AND MMR INSIGNIA

Cadets who are in the U. S. Naval Reserve, U.S. Coast Guard Reserve, and Merchant Marine

Reserve programs at CMA shall wear the authorized breast insignia denoting their participation in the program. Only those CADETS who have been sworn in may wear the insignia. The insignia shall be worn centered 1/4" above the left pocket on the Khaki and Dress Blues uniforms. The name badge worn with the U.S. Navy Surface Warfare Officer's sweater shall also have on it the appropriate insignia.

(7) RIBBONS

(a) Wearing the Ribbons: CMA ribbons may be worn on the Khaki uniform of the day or any dress uniform. The ribbons are worn centered over the top of the left breast pocket, with the bottom edge of the ribbon 1/4" above the top of the pocket. A row consists of three ribbons lined up edge to edge. The ribbon with the highest order of precedence is worn on the upper row of ribbons, farthest to the left, or towards the middle of the uniform. The ribbon with the lowest precedence is worn on the bottom row, closest to the right, or towards the sleeve. Rows of ribbons should be affixed to the uniform so that the bottom edge of one row touches the top edge of the next row.

(b) CMA Ribbons - Order of Precedence

- (1) Meritorious Service Award (awarded by the President for exceptional service above and beyond the normal course of duty, including acts of bravery, heroism, and courage by a cadet).
- (2) President's List (awarded to those students whose semester Grade Point Average exceeds 3.75).
- (3) Dean's List (awarded to those students whose semester Grade Point Average exceeds 3.25).
- (4) Admiral's Leadership Award (awarded by the President to those students with exemplary performance as displayed through their self-discipline and service to the Academy. In that a cadet did not acquire any demerits; and did not have any proven disciplinary action, including demerits, warnings, extra duty, etc.; and acquired over 30 merits during the academic semester).
- (5) GOLDEN BEAR Award for Outstanding Cadet Watch Standing during the Training Cruise (determined by faculty watch officers).
- (6) Most Helpful Upper-Class Cadet Award: (awarded to the upper-class engineer and deck cadets who have helped and contributed the most in the preparation and training of the under-class cadets prior to and during cruise as determined by the voting of underclass cadets in their respective departments).
- (7) Best Shipmate Award during the annual Training Cruise (determined by voting from fellow cadets).
- (8) Good Conduct (for those cadets who complete a semester without acquiring demerits and having no proven disciplinary action, including demerits, warnings, extra duty, etc.).
- (9) Gold Medal Leadership Award (awarded to those cadets completing the annual requirements of the Gold Medal Certification Program).
- (10) Cruise Award (awarded to those cadets satisfying: (1) did not receive any form of admonition at Cruise Conduct Review Board; (2) successfully completed all STCW requirements: (3) never late to any assignment/duty/watch; (4) excelled in their performance of duties; (5) demonstrated leadership and proactive measures commensurate with their level: (6) maintained a good attitude throughout cruise. This award will be given to upper class and under class cadets. The award will additionally receive a Letter of Commendation signed by the Commanding Officer of the Training Ship GOLDEN BEAR, which the cadet may use as a letter of recommendation for employment. One nominee will be provided by each the Corps Commander, Corps Chief Engineer, Corps Chief Mate, Division Commanders, and Licensed Officers on cruise. The total number of awards will not exceed fifteen percent of the total class and department.).
- (11) Corps Officer (awarded to first class cadets who serve as a Corps or Divisional officer).

- (12) ASCMA Council Ribbon (awarded to all elected ASCMA officers and appointed positions limited to Executive Secretary, APB and OAP Directors).
- (13) Resident Assistant (awarded to those who have been selected to be a Resident Assistant for the upcoming Academic year).
- (14) Section Leader (awarded to second class cadets who serve as a Section Leader).
- (15) Squad Leader (awarded to third class cadets who serve as a Squad Leader).
- (16) Varsity Letter (for those cadets who are varsity lettermen on intercollegiate sports teams).
- (17) Drill Team (awarded by the Drill Team Commander to members of the Drill Team).
- (18) Color Guard (awarded by the Color Guard Commander to members of the Color Guard). Emergency Response Team (awarded to those cadets who have volunteered, completed one semester of formal classroom training, and a successive semester of service and training with the Emergency Response Team).
- (c) <u>Military Ribbons and Medals</u>: Cadets who have prior military experience or are currently serving in the U.S. Military may wear approved military ribbons and medals on their CMA dress uniforms. U.S. Military ribbons take precedence over CMA ribbons and may be worn together on the same uniform.

E. GROOMING STANDARDS

Grooming standards are based on several elements, including cleanliness, safety, and the overall appearance of members of the Corps of Cadets. The standards herein are intended to ensure a proper uniform appearance.

Men

- (a) Hair. Hair will be neat, clean, and present a groomed appearance. Hair on the back of the neck will not touch the collar and will be trimmed by clippers or razor as necessary to maintain a neat appearance.
 - (1) An evenly graduated appearance should be maintained above the ears and around the neck (no steps).
 - (2) Hair will be no longer than four inches and will be styled and groomed so that it does not touch the outer rim of the ears or extend below the eyebrows when headgear is removed, nor interfere with the proper wearing of headgear.
 - (3) Bulk of the hair shall not exceed two inches, graduated to a maximum of 1/4 inch at bottom. Bulk is defined as the distance the mass of hair protrudes from the scalp when groomed (as opposed to the length of the hair).
 - (4) Hair may be colored a natural color only.
 - (5) Varying hairstyles, including Afro, are permitted provided these styles meet the criteria of maximum length, bulk, and graduated appearance at the back and sides.
 - (6) Hair must be conservative in style. Outlandish hairstyles are not permitted.

(b) Shaving

- (1) The face, except for sideburns and mustache, will be clean-shaven at all times. Cadets should always shave before watch.
- (2) Sideburns, if worn, should be neatly trimmed and evenly graduated. Sideburns will not extend below the middle of the ear, and will end in a clean-line.
- (3) Mustaches, if worn, will not extend below the lip line of the upper lip, nor will they extend more than 1/4 inch beyond the corners of the mouth.
- (4) Beards are not authorized.

Women

- (a) <u>Hair</u> will be clean and neatly arranged. Back of hair may touch, but not fall below, the lower edge of the collar. Various contemporary styles are permitted, but exaggerated styles, including excessive fullness or height, or uneven lengths, are not authorized. The bulk of the hair shall not interfere with the proper wearing of headgear.
 - (1) Hair ornaments, including ribbons will not be worn when in uniform. Pins, combs, or barrettes of a neutral color or similar in color to the individual's hair color may be worn. Plain colored rubber bands or cloth-covered rubber bands may be used with ponytails or braids, but must be of a color that is neutral or similar to the individual's hair color.
 - (2) Hair may be colored a natural color only.
 - (3) Hair must be conservative in style. Outlandish hairstyles are not permitted.
- (b) Cosmetics, if used, will be conservative and in good taste.

F. LIBERTY REGULATIONS

(1) REGULAR LIBERTY

- (a) Liberty is defined as that time in which a cadet may leave the campus or the ship, and is NOT required to participate in academy or shipboard functions. Upon expiration of liberty, cadets are required to be either on campus or on the Training Ship. Liberty at the end of the day is not automatic, nor is it a right. The ship always comes first.
- (b) For regulations and policy regarding liberty during dockside steaming and during the cruise, refer to the Section 7.F.(3). Liberty may be granted or revoked at any time at the discretion of the Captain of the Training Ship or the President.
- (c) During the school year, liberty is granted for cadets at all times, except during the following activities, for which attendance is required:
 - (1) Formations
 - (2) Watch
 - (3) 24-hour watch section for Campus Duty Officer, Night Mate, and Night Engineer
 - (4) Mandatory Meetings
 - (5) Assigned Extra Duty
 - (6) Other events as specified by Captain of the Training Ship or the President

(2) SPECIAL LIBERTY

- (a) <u>Definition</u>: Special Liberty is defined as liberty that is granted at a time when a cadet is required to participate in a required function, such as formation or mandatory meetings.
- (b) <u>Criteria for Special Liberty or Emergencies</u>: Special Liberty, which results in missing formation, duty, mandatory meetings, etc., will be granted for emergency reasons only. Emergencies are limited to the following:
 - (1) Medical Need: A signed order or appointment arranged by the Student Health Center or an appointment based on verified critical medical need scheduled by the cadet or the cadet's family. Such verification shall be in writing from the doctor involved. Routine medical or dental examinations are not considered emergencies. The Director of the Student Health Center signs medical special liberty request.
 - (2) <u>Legal Need</u>: Court-ordered appointment or appearance requires written verification. Payment of traffic fines does not constitute an emergency. The Commandant of Cadets or his/her staff shall sign this special liberty request.
 - (3) Family Emergency: Death or serious crises within the cadet's family.
- (c) Special Liberty Request Form: Cadets who wish to be granted Special Liberty may do so be completing a Special Liberty Request Form. This form must be filled out completely and signed before being submitted for final approval. Special Liberty Requests must be submitted and approved in order to avoid being put on report for missing a mandatory activity.

(d) Watch Exchanges: Cadets who wish to be granted special liberty during watch must complete a Watch Exchange Form. (Refer to Section 4.G.(3)(c)(1))

(3) SPECIAL LIBERTY ON CRUISE

The policy for granting special liberty during cruise is stricter than during the school year. Special liberty is not granted for convenience reasons or recreational pursuits. There must be a compelling and verifiable reason for the special liberty request and it must be submitted well in advance. All requests for special liberty should be submitted to the Chief Mate, Chief Engineer, or Senior Faculty Member for other academic programs.

G. WATCH STANDING REGULATIONS

(1) PURPOSE OF WATCH TRAINING

- (a) <u>STCW Requirements</u>: As part of the training program to earn a Merchant Marine License, cadets are required to stand watch on the Training Ship. Every eight hours of watch stood on the ship represents a day of sea-time. According to Standards for Training, Certification and Watchkeeping (STCW) there is a minimum amount of sea-time each cadet must earn on the Training Ship to qualify for a Merchant Marine License. Every cadet participating in this program must stand watch in progressively more responsible duties aboard the ship.
- (b) Professional Training: It is the policy of The California Maritime Academy that all cadets stand watch on Campus and/or aboard the Training Ship, even if they are not pursuing a Merchant Marine License. By standing watch, cadets develop positive professional traits they will bring with them to any job, at sea and ashore. The classes attended by students, the practical training received, and the sum of all leadership skills comes to the test in standing watch. The ability to supervise and perform the day-to-day mundane activities on the Training Ship and campus, as well as the ability to react quickly and correctly to unpredictable or even life threatening situations which can occur without warning, are the measure by which students must train and discipline themselves as watch standers.

(2) GENERAL INSTRUCTIONS TO THE WATCH

- (a) <u>Carry out all Orders</u>: Standing Orders and Night Orders should be followed exactly. On the Training Ship, never informally deviate from these orders unless you have received permission to do so from the Captain, Chief Mate, or Chief Engineer. On the campus, cadets must informally deviate from these orders without the permission of the Commandant of Cadets or his/her staff. Following orders is an important skill and requires each cadet possess a keen attention to detail. Orders promulgated by officers, senior cadets and other persons of authority should also be followed. The exception to this rule is if an order would immediately jeopardize a person's safety.
 - (1) <u>Standing Orders</u>: Watch standers receive their orders directly from the Captain of the Training Ship or Commandant of Cadets via the Standing Orders. The Standing Orders are generally posted with the logbooks and will represent either in port standing orders or underway standing orders. The cadet should read these orders every time he or she assumes a watch, regardless of how many times they have read them before. In addition, the deck watch standers should read any orders left by the Chief Engineer, and the engine room watch standers should always read the standing orders left by the Captain.
 - (2) Night Orders: Night Orders are supplemental orders to the Standing Orders and may be posted on a daily basis by the Chief Mate, Chief Engineer, and Commandant of Cadets. Watch standers should read and carry out all night orders. If for some reason you are uncertain as to how an order should be carried out, ask a watch supervisor or call the Night Mate, Night Engineer, or Campus Duty Officer. Don't just fail to carry out an order because you don't understand what is being asked: find out what to do!
- (b) <u>Conduct Yourself as a Professional</u>: Cadet watch standers serves as representatives of the Captain and the Commandant of Cadets during their absence and act on his/her authority.

Watch standers assume responsibility for the safety and security of the Training Ship and the campus and for the well being of the people. Therefore, cadets must hold themselves to the highest standards of conduct. Cadets need to be alert and aware of what is going on at all times. Cadet watch standers must exercise good judgment, be constantly vigilant, come to watch prepared for all situations, and do whatever is necessary to acquire the technical knowledge needed to effectively stand a professional watch.

- (1) Know Emergency Procedures: The watch stander should know all emergency procedures as outlined in the Standing Orders. Be prepared to give the alarm in case of fire or other emergency and then stand by to help the watch supervisor or the senior watch stander present. Train yourself to react to emergencies. Learn how to use emergency equipment, fire extinguishers, safety gear, and first aid. Go over possible scenarios with your duty section. Know what your job would be in an emergency situation. Don't wait until something goes wrong to find out that you should have learned these things. Prepare yourself for all situations in advance.
- (2) Never Sleep or Drink Alcohol on Watch: Sleeping on watch is strictly forbidden. Drinking alcohol while on watch is considered by the Academy to be a dismissal offense. Furthermore, watch standers should not consume any alcohol within eight hours of assuming a watch. Alcohol is not allowed aboard the Training Ship GOLDEN BEAR. If you suspect that another cadet has reported to watch intoxicated, or is sleeping, it is your responsibility to report the facts to the Night Mate, Night Engineer, or Campus Duty Officer immediately.
- (3) <u>Follow the Chain of Command</u>: Industry standards require adherence to a formal chain of command. Normally, cadets should utilize this chain of command to their immediate superior who in turn consults their immediate supervisor and so on.
- (4) Report Everything to your Superior: Violations of Academy regulations, any unusual occurrences, and fire or safety hazards will be reported to the watch supervisor without delay. If you are in doubt, call your watch supervisor. Do not hesitate to call and wake them up if necessary. In general, the Chief Mate, Chief Engineer, or Commandant of Cadets do not like to be the last ones to learn of something significant occurring.
- (5) <u>Stay Alert</u>: Be diligent and stay aware of your surroundings. Monitor activities throughout the ship and know what is happening at the other watch stations. Watching television, reading non-study material, playing video games, listening to the radio and avoiding duty is not permitted. There are orders to be carried out, security rounds to be made, and training to be done during a four-hour watch.
- (6) Maintain General Order and Cleanliness: The watch stander will maintain general order and cleanliness in the vicinity of the watch station. Take pride in how your area looks. Leave the watch station in better order and cleanliness than when you assumed the watch.
- (7) <u>Don't Eat or Smoke on Watch</u>: Eating and smoking are not permitted on the quarterdeck or other watch stations. Eating and smoking are permitted only during the watch stander's mealtime and only in the areas designated for eating or smoking.
- (8) <u>Be Courteous</u>: Treat your fellow watch standers with dignity and respect in the same way that you would want to be treated. Be courteous and polite to all visitors on the Training Ship and campus. Remember, the Golden Rule applies on board a ship just as it does on land.
- (c) Never Abandon your Watch until Properly Relieved: Cadets never abandon their watch until they have been properly relieved. Before relieving the watch you must read, understand, and sign the Standing Orders and Night Orders. You must then conduct a verbal exchange of information with the person you are relieving. Remember the person you are relieving may be tired, so ask questions about his or her watch in order to get all the right information. Cadets are properly relieved only when the relief has stated, "I relieve you." You must then report to the watch supervisor and receive permission to secure from watch. Only the Night Mate or Night Engineer can relieve a cadet from watch whose relief has not arrived. In general, cadets may have to remain on watch indefinitely if they have no relief.

(d) Report for Duty on Time: Except where specifically stated otherwise, all watches will be relieved fifteen minutes before the hour. For example, if a cadet has the watch from 2000-2400, the reporting time is 1945. Reporting later than 1945 (less than 15 minutes before the hour) constitutes being late to watch. More than 30 minutes late constitutes a missed watch for STCW watch tracking purposes. Cadets are responsible for waking themselves in time for watch. No rouses or wake up calls will be made. Sleeping through your alarm clock or saying that your alarm did not go off are not acceptable reasons for being late to watch. Non-resident cadets must take special precautions to avoid traffic problems or other situations at home that might make them late.

(e) Come to Watch Prepared

- (1) Wear the Proper Uniform: All watch standers will be in the proper uniform, and the uniform will be clean and neat. Men should always be clean-shaven and women should always have their hair pinned up properly. It is the responsibility of the watch supervisor to ensure that all those on watch comply with Academy uniform and grooming standards. Refer to Section 4.C.(4)(c) for Uniform requirements on watch. All watch personnel will remain in uniform during their entire watch.
- (2) <u>Bring the Proper Gear</u>: A cadet on watch should always carry a flashlight, pocketknife, small notepad and a black pen. In addition, proper clothing should be worn to watch. If it appears that it will rain, bring a rain jacket. Not coming prepared to watch is not an excuse to be relieved of certain duties.
- (3) <u>Have a Good Attitude</u>: Come to watch well rested and prepared for any contingency on the ship. Take initiative, and ask questions. There is always something to learn when on the ship.

(f) Keep a Professional and Factual Log

A log is a permanent written record that constitutes the official account of the watch's activities aboard the ship. The log should be "a complete daily record, by watches, in which shall be described every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the ship or which may be of historical value." In accordance with 46 CFR 4.05-15 and 35.07-10, the ship's logbooks are legal documents that may be used in an investigation or in court to reconstruct the events of an accident or marine mishap. Cadets must learn to keep a professional, factual log. Log entries shall be made in black ink, never pencil. The following guidelines are to be used in handling and keeping the ship's logs.

- (1) <u>Chronological</u>: Logs are intended to be a chronological record of watch activities and, therefore, each entry shall be preceded by the time of the reported activity. Time shall be logged based on the 24-hour clock. Log events as they happen.
- (2) <u>Detail:</u> Entries shall be of sufficient detail to permit later reconstruction of events by persons not on watch at the time. Particular emphasis must be afforded details of emergency medical situations, violations of security, fire, or disorders so that proper authorities can initiate corrective action.
- (3) <u>Corrections</u>: No erasures shall ever be made in any logs. When a correction is necessary, a single line shall be drawn through the original entry so that it remains legible, and the correct entry inserted. Corrections, additions, or changes in any log may be made only by the cadet required to sign the original log entry. The correction must be initialed in the log's margin by the individual making the entry.
- (4) <u>Factual</u>: All log entries should be based on fact. The use of logs for non-professional opinions or editorial comment is not authorized. Writing jokes, witty quips, stories, or drawing in a logbook is strictly forbidden.

(5) Log Books

(a) <u>Deck Log</u>: The Deck log will be kept on the quarterdeck when the Training Ship GOLDEN BEAR is docked at CMA and serves as the ship's official log. The Deck Department maintains this log.

- (b) Engineering Log: The Engineering log will be kept in the engineering control room.
- (c) Campus Log: The Campus log will be kept in the Corps office on campus.
- (d) <u>Visitor's Log</u>: The Visitors' Log will be kept on the quarterdeck. Any cadets, watch standers, visitors, contractors, or other persons not normally assigned to the ship must be logged in. Remember, the importance of this log lies in the fact that should there be a need to account for all personnel during an emergency. This log will be our only reliable source of information concerning who is onboard. Note what time a person checks in, what company they are with, and of whom they are visiting. The Quarterdeck watch is responsible for the upkeep of the visitor's log.
 - <u>Cadet Sign-In Sheet</u>: Sign-in sheets serve as proof a cadet stood a watch. Failure to sign-in constitutes a missed watch for STCW watch tracking purposes. No exceptions will be made.
- (e) Night Order Log: The Chief Mate, Chief Engineer, and Commandant of Cadets fill out their daily night orders in this log. One is kept on the quarterdeck, the engine room, and the Corps office. The Night Mate and Night Engineer use similar logs for the cadet watch.
- (f) Refuse Disposal Log: Any garbage that is discharged from the ship while at sea must be recorded in this log. The Deck Department maintains this log.
- (g) Oil Record Book: Any loading or discharging or the pumping of bilges must be recorded in this book. The Engineering Department maintains this log.
- (h) Radio/GMDSS Log: All outgoing and in-coming radio transmissions while at sea must be recorded. The Deck Department or Radio Officer maintains this log.
- (i) <u>Ship's Official Log</u>: This is the official logbook for a ship and is maintained by the Captain.

(3) WATCH PROCEDURES

(a) Watch Assignments

(1) <u>Divisional Duty</u>: Divisions assign watches to cadets. Each division has duty for a 24-hour period beginning at 0800. Weekend duty begins at 0800 on Friday and ends at 0800 on Monday. Every cadet within a division may be recruited for a last minute, emergency watch on their divisional duty day, and should plan for this accordingly. Divisional duty day assignments will be posted at the beginning of each semester. You must constantly check the watch bills for last minute changes. It is your responsibility.

(2) Cadet Watch Assignments

- (a) It is the responsibility of each cadet to read the watch bills and report to an assigned watch.
- (b) Watch Bills are prepared by Divisional Executive Officers and are approved by the Division Commander.
- (c) Watch Bills should be posted at least two weeks in advance. Every cadet will be given a schedule of his or her watch assignments for the semester as soon as possible. The Division XO will prepare this schedule.
- (d) Watch assignments will be made as fairly and equitably as possible. Due to STCW requirements, every cadet must stand a minimum number of watches.
- (3) <u>24-Hour Duty</u>: The Night Mate, Night Engineer, and Campus Duty Officer are required to remain on campus during the entire 24-hour duty day. Failure to remain on campus is a serious breach of conduct. A room will be provided on the Training Ship GOLDEN BEAR for those cadets living off campus.
- (b) Watch Tracking and Sign-In Sheets: In order to comply with STCW regulations, records of all watches and cadets who stood those watches must be maintained by The California Maritime Academy. Watch Sign-In Sheets will be used for this purpose and will be kept in the Corps

office. All watch standers must sign the sheet when reporting for watch. The Company Executive Officers and Commandant of Cadets will use this log (Sign-In Sheet) as the official attendance log for all watches. If a cadet fails to sign the log, even if they stood the watch, then it will be considered to be a missed watch for STCW watch tracking purposes. It is the responsibility of the Night Mate to turn in the Sign-In Log to the Commandant of Cadets' office no later than 0800.

(c) Watch Exchanges

- (1) Watch Exchange Form: Any cadet assigned a watch who desires to exchange his or her watch must do so by completing the Watch Exchange Form. Informal watch exchange, swaps, or selling watches are not authorized, and may result in being put on report for missing a watch.
- (2) Watch Exchange Approval: Exchanging a watch requires the pre-approval from the Office of the Commandant of Cadets. The Watch Exchange Form also requires the signatures of the cadet taking the watch and a series of Corps officers depending on the watch. No completed form will be accepted after 0800 on the day of the watch. Watch exchanges on a Saturday or Sunday must be submitted no later than 0800 on Friday.
- (3) Watch Conflicts: Inherent with standing watches is an individual responsibility to manage watch conflicts. The only authorized conflicts are evening or weekend classes or intercollegiate sporting events. Once you know your class schedule or intercollegiate schedule, it is your responsibility to inform the Division Officer (responsible for developing the watch bills) about any conflicts. In making the watch bills, division officers have a responsibility to resolve authorized conflicts, if they are made aware of them in a timely fashion. However, if a conflict remains after the watch bill has been approved, it is your responsibility to fill out and complete a watch exchange form. Watch exchange forms need to be completed prior to 0800 on the day of the watch (M-Th) and prior to 0800 on Friday's for weekend watches. Watch exchange forms are located in the Student Center and outside of the Corps Office in the Marine Programs Module. Once the watch exchange form has been approved, the following is the proper routing:

Pink Cadet filling out the Watch Exchange

Yellow Cadet Assuming the Watch
White TSGB watches – Quarterdeck
Campus watches – Corps Office

- (d) <u>Illness on Watch</u>: In case of illness, it is the responsibility of the cadet who is assigned to a watch to notify the Night Mate, Night Engineer, or Campus Duty Officer as soon as it becomes apparent that he or she will not be able to stand a watch. It is therefore imperative to know their phone numbers and the Division Commander's phone number. Failure to appear for a watch, even if one is ill, may result in being put on report if the appropriate senior watch standers have not been notified before the watch in question. It is then the responsibility of the senior watch standers to re-assign the watch by notifying the Division Commander, and the Chief Mate, Chief Engineer, or Commandant of Cadets. The Division Commander is ultimately responsible for filling the watch, and if need be, standing the watch him or herself.
- (e) <u>Emergency Specials</u>: In the event of an emergency that prevents a cadet from standing watch, the Commandant of Cadets, the Company Chief Mate or Company Chief Engineer may grant an Emergency Watch Exchange. It is then the responsibility of the Night Mate, Night Engineer, or Campus Duty Officer to re-assign the watch.

(4) CADET WATCH PERSONNEL

- (a) Deck Department
 - (1) Night Mate (24-hour watch, required to stay on campus): The Night Mate will be a First Class Deck Cadet who has been qualified for this watch by the Chief Mate. In order to qualify, they must have completed a commercial cruise, passed the Changeover Exam

and completed certain academic classes. The Night Mate is the senior watch stander aboard the Training Ship and, as such, may be relieved only by a faculty member. The Night Mate will communicate directly with the Senior Licensed Staff. The Night Mate is the watch supervisor for the Cadet Watch Officer and Quarterdeck Watch. The Night Mate is responsible for carrying out the Standing Orders and Night Orders, watch routines, training of the watch section, all log writing, and for the posting of all watch standers. The Night Mate is also responsible for submitting report sheets for all deck cadets who have violated conduct regulations while on watch. Both the on-coming and off-going Night Mate will report to the Chief Mate at 0700 to turn over the watch. Failure to show at the morning turn over will be considered a missed watch.

- (2) <u>Cadet Watch Officer</u>: The Cadet Watch Officer (CWO) will be a Second Class Deck Cadet who has been qualified for this watch by passing the Changeover Exam and by completing the first training cruise. The CWO is responsible to the Night Mate and Chief Mate for the smooth and safe performance of the Quarterdeck Watch. The watch station is the ship and boat basin. The CWO is the watch supervisor for the Quartermaster and Security Watches. The CWO shall carry out all Standing Orders and Night Orders and assist in the training of all cadets via the Deck Skills Training Program.
- (3) Quartermaster: A Third Class Deck Cadet will stand the Quartermaster (QM) watch. The QMs primary duty is to assist the CWO and assist in the training of new cadets.
- (4) <u>Security</u>: This watch will be assigned to two Fourth Class and/or two Third Class Deck Cadets. The Security Watch is supervised directly by the QM.
- (5) <u>Deck Utility Watch</u>: This watch will be assigned to Fourth Class Deck Cadets. Cadets report to this watch in the Engine Operating Station. They should report to the Watch Engineer who will oversee their training. Report to this watch in appropriate attire for the engine room. The primary purpose of this watch is to familiarize the deck cadet of the inport watch routine of the engineering department.

(b) Engineering Department

- (1) Night Engineer (24-hour watch, required to stay on campus): The Night Engineer will be a First Class Engineering Cadet who has been qualified for this watch by the Chief Engineer. In order to qualify, they must have completed a commercial cruise and passed the Changeover Exam. The Night Engineer is directly responsible for all engineering watches occurring during the 24-hour period. The Night Engineer will be responsible for ensuring that all watch duties are properly carried out, maintenance is completed, log writing, training conducted by the watch personnel, and engineering watch personnel conform to uniform and grooming standards. The Night Engineer shall carry out all Standing Orders and Night Orders. The Night Engineer is also responsible for submitting report sheets for all engineering cadets who have violated conduct regulations while on watch. The off-going and on-coming Night Engineer shall meet each morning before 0800 to turn over the watch. Failure to show at the morning turn over constitutes a missed watch.
- (2) Watch Engineer: The Watch Engineer (WE) will be a Second Class Engineering Cadet who has been qualified for this watch by passing the Changeover Exam and by completing the first Training Cruise. The Watch Engineer is to follow the directions left by the Night Engineer in the Engineering Log. The Watch Engineer will be held accountable to perform watch standing duties for his or her watch. The Watch Engineer is directly responsible for the performance of the Junior Watch Engineer and Engine Utility Watch Standers. The Watch Engineer shall carry out all Standing Orders and Night Orders and assist in the training of all cadets via the Engine Skills Training Program.
- (3) <u>Junior Watch Engineer</u>: The Junior Watch Engineer (JWE) is to be stood by a Third Class Engineering Cadet who has qualified by passing the Changeover Exam. The JWE is to assist the Watch Engineer in the training of the Engine / Utility Watch Standers.

- (4) Engine Watch: This watch is to be stood by two Fourth Class and/or Third Class Engineering Cadets. The Engine Utility watch personnel are supervised by the JWE.
- (5) Engineering Utility Watch: This watch will be assigned to Fourth Class Engine Cadets. Cadets report to this watch on the Quarterdeck. They should report to the Cadet Watch Officer who will oversee their training. Report to this watch in appropriate attire for the quarterdeck. The primary purpose of this watch is to familiarize the engine cadet of the in-port watch routine of the deck department.

(c) All Cadets, All Departments

Campus Duty Officer (24-hour watch, required to stay on campus): The Campus Duty Officer (CDO) will be a First Class cadet who reports directly to the Commandant of Cadets and is responsible for all campus watch personnel including Assistant Campus Duty Officer, Gate Supervisor, and Gate Watch. The CDO watch is a 24-hour watch, and as such, you must remain on campus in case of an emergency. The CDO watch also encompasses the Master-at-Arms responsibility. A room on the ship will be made available for those CDOs who live off campus. This watch begins and ends at 0700. The CDO must be either making a round or in the Corps office until 2400 nightly. The CDO should also ensure cadets attending night classes are in the uniform of the day and attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced. After that, the CDO will be on call. The CDO must ensure conformance to the Standing Orders, Night Orders, and posted signs. The CDO is responsible to look after all campus property to ensure it is not vandalized, stolen, or destroyed.

As the MAA, the CDO shall carry out the following orders:

- (a) The Master at Arms will ensure that only the uniform of the day, with appropriate footwear, is allowed in the mess deck DURING meal hours, with the following exceptions:
 - (1) Cadets on watch (1600-2000) or those just completing watch (0400-0800) may eat in the appropriate watch uniform.
 - (2) First Class cadets may wear appropriate civilian clothing at evening meals.
 - (3) On weekends and Friday night meals, all cadets other than watch personnel may wear appropriate civilian clothing in the Dining Facility.
 - (4) Cadets who are on a break from a laboratory class or from the Training Ship GOLDEN BEAR may enter the Dining Facility in the appropriate work uniform for a coffee break in the morning or afternoon, but never during meal hours.
 - (5) Athletes: Members of Intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - (a) The game, official team practice or class let out too late to allow time for the cadets to shower and change into the khaki uniform.
 - (b) The cadet must be listed on the official team roster or class list.
 - (c) The athletes may not enter the Dining Facility prior to 1830.
 - (d) The athletic clothing must meet the criteria for appropriate civilian clothing in the Dining Facility.
 - (e) There must have been an official team practice or class on the day in which they are seeking this allowance.
 - (f) Cadets who are working out or practicing on their own may not take advantage of this privilege at any time.
- (b) You are never allowed to physically eject an individual from the Dining Facility.
- (c) Do not allow any food, plates, trays, glasses, utensils or other mess deck items to be removed from the Dining Facility.
- (d) If you have a class conflict with watch, go to class, but log the time of the conflict

and the name of the class in the logbook.

- (e) Check in with the Dining Facility Manager upon assuming the watch at 0630.
- (2) Assistant Campus Duty Officer: The Assistant Campus Duty Officer (ACDO) will be a Second Class Cadet and will supervise the Gate Supervisor and Gate Watch. The ACDO will be a four-hour watch from 1545 to 2400 on weekdays and from 1545 Friday to 0745 on Monday. The ACDO must ensure conformance to the Standing Orders, Night Orders, and posted signs. The ACDO should also ensure cadets attending night classes are in the uniform of the day and attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced. With the CDO, the ACDO is responsible to look after all campus property to ensure it is not vandalized, stolen, or destroyed. The CDO and ACDO are to make hourly rounds of the campus. When not making a campus round, the ACDO will be stationed in the Corps office.
- (3) <u>Gate Supervisor</u>: The Gate Supervisor will be a Third Class Cadet and will supervise and train the Gate Watch. The Gate Supervisor will be a four-hour watch from 1745 to 2400 on weekdays and from 0800 to 2400 on Weekends. The Gate Supervisor will report to the Main Gate for duty. The Gate Supervisor must ensure conformance to the Standing Orders, Night Orders, and posted signs.
- (4) Gate Watch: The Gate Watch will be a Fourth Class Cadet. The Gate Watch will be a four-hour watch from 1745 to 2400 on weekdays and from 0800 to 2400 on Weekends. The Gate Watch will report to the Main Gate for duty. The Gate Watch must ensure conformance to the Standing Orders, Night orders, and posted signs.
- (5) ON CALL WATCH: The Divisional On-Call Team will be available to respond to maritime security level changes on Training Ship GOLDEN BEAR or the facility; urgent repairs and maintenance on Training Ship GOLDEN BEAR; and to vacancies in their specific watch bills. The Team may be recalled by the Captain of the Training Ship or their designee. Each On-Call Team will consist of four deck cadets, four engine cadets and four cadets in the campus/facilities watch rotation from the duty division. Each Team should consist of members from all four classes. Each oncoming On-Call Team cadet MUST report to the Corps Office between 0730 and 1230 to sign in as the On-Call Watch Stander. Signing in consists of the Watch Stander: 1) printing their name, 2) leaving a contact number where they will be available for recall during the entire period, in the On-Call Team Log. (Failure to sign the On-Call Watch Log constitutes being absence from watch) The On-Call watch stands relieved at 0730 the following morning and need not sign out of the log. For weekend watch, the On-Call Team is on duty from Friday through 0730 Monday. If the On-Call Watch Stander cannot provide a reliable contact number they may request a pager from a member of the Commandant's staff. If called, the On-Call Watch Stander MUST be able to return to the campus in less than two hours and be ready to assume watch duties. Upon being recalled, it is the recalled cadet's responsibility to advise of any delay in arrival due to commuting requirements. On-Call Team Standing Orders are posted under watch standing on the current students section of the csum.edu website.

H. CAL MARITIME CORPS OF CADETS STANDARDS OF DISCIPLINE

(1) CONDUCT REGULATIONS

The California Maritime Academy, in accordance with the Maritime Administration's regulations governing Maritime Academies and The California Maritime Academy/California State University Transition Legislation is authorized to establish regulations and procedures to take discipline action against students in regards to such regulations. The actions and behaviors below are prohibited by the Corps of Cadets and Leadership Development Training Program participants. These offenses reflect misconduct of a serious nature by a cadet indicating a failure on the part of a cadet to discharge his or her obligations to the Academy, those in a position of authority, the Training Ship, or fellow cadets. Offenses will be referred to a Hearing Board at the discretion of the Student Conduct Administrator or Facilitator. Sanctions for conduct violations generally include warnings, demerits, extra-duty, community service, or other actions appropriate for the offense, such as

writing assignments, etc.

(a) **CLASS I VIOLATIONS**

Class I offenses are generally heard by the Conduct Review Board. General demerit guidelines are listed after each infraction. Upper class cadets and repeat offenders may receive higher demerit awards. Generally higher standards of behavior are held aboard the annual training cruise. This may result in more severe sanctions.

COMPLICITY: A cadet who is present when an offense is being committed and who does not attempt to stop the offense from being committed or does not leave the scene, will be considered an accomplice and may be subject to the same punishment as the principle offender.

(1) WATCH AND DUTY

- (a) Absent from Watch: More than thirty minutes late to a four-hour watch constitutes an absence from watch. More than sixty minutes late to a 24-hour watch, including on-call pager watch, constitutes an absence from watch. Failure to sign the "On Call" watch log constitutes an absence from watch. The following applies:
 - (1) Fourth class cadet, First Offense. (20 to 40 demerits) Subsequent offenses may be referred to DRH.
 - (2) Third class and second class cadets, First Offense. (40 to 60 demerits) Subsequent offenses may be referred to DRH or Captain's Mast.
 - (3) First class cadet. (60 to 80 demerits) An offense may be referred to DRH or Captain's Mast.
 - (4) Failure to sign the On-Call Log (20-40 Demerits)
 - (5) Duty Status is defined as, "anytime a cadet is on watch, in class, at a mandatory meeting or conducting business anywhere on campus."
- (b) Irresponsibility while on watch, negligence, or sleeping on watch. (50 demerits to dismissal).
- (c) Unauthorized absence from the Academy or Training Ship while assigned to a 24-hour watch or when assigned to a Duty Section, but not actually on watch. (50 demerits to dismissal).
- (d) Violation of the Alcohol Policy while in a duty or work status. (50 demerits to dismissal)
- (e) Violation of the Alcohol Policy while in a non-duty or work status. (20 to 50 demerits)
- (f) Failure to perform watch duties. (25 to 50 demerits) Dismissal possible based on the severity of the violation.
- (g) Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another person. (50 demerits to dismissal)
- (h) Late to watch, up to thirty minutes. (25 demerits) Second and first class cadets may be referred to DRH or Captain's Mast for watch violations.
- (i) Late/Failure to appear for duty or other work assignments other than watches. (10 to 40 demerits)
- (j) Late/Failure to appear for extra duty, or leaving extra duty without authorization. (10 to 40 demerits)
- (k) Late to assigned duties or day work. (10 demerits)
- (I) Late to a 24-hour watch, in excess of thirty minutes but less than sixty minutes. (15 demerits) First class cadets may be referred to DRH.

(2) CONDUCT

(a) Conduct unbecoming a cadet in training, failure to conduct oneself as a responsible cadet, on or off the academy. (15 to 50 demerits) May be referred to

- DRH or Captain's Mast.
- (b) Failure to carry out and/or comply with or unnecessary delay in the carrying out and/or compliance with orders, directives, or campus policies duly promulgated by the President, Commanding Officer, or other officers or academy administrators. (20 to 50 demerits) May be referred to DRH or Captain's Mast.
- (c) Failure to carry out orders issued by a Corps officer or cadet acting in a supervisory capacity. (10 to 50 demerits)
- (d) Unwarranted assumption of authority. (10 to 25 demerits)
- (e) Violating sanctions or probation previously established by an Academy Hearing Board or Conduct Administrator. (20 to 50 demerits)
- (f) Deceiving, attempting to, or giving an evasive answer to a person in authority. (20 to 50 demerits)
- (g) Disrespect towards an officer, faculty member, administrator, or cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment. (10 to 50 demerits)
- (h) Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments. (10 to 50 demerits)
 - (1) Use of Academy facilities either without permission or in violation of Academy policy. (10 to 50 demerits)
 - (2) Excessive use of vulgar or profane language. (10 to 25 demerits)

(3) SAFETY AND HEALTH

- (a) Operating any motor vehicle, forklift, or waterfront equipment/vessel on Academy grounds in an unsafe manner. (e.g., exceeding the speed limit, running stop signs, etc.) (10 to 50 demerits)
- (b) Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property. (15 to 50 demerits)
- (c) Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (harnesses, hearing protection, eye protection, etc.) (10 to 50 demerits)
- (d) Violations of CMA Policy on Use of Alcoholic Beverages unrelated to watch or the Annual Training Cruises may be charged as Section 3.C.(1)(a)(1)(e), Violation of the Alcohol Policy while in a non-duty or work status. The Conduct Review Board may hear a first offense. All others, or warranted first time violations, may be heard by the DRH or Captain's Mast. (20 to 50 demerits)
- (e) Improper disposal of refuse, cigarette butts, or food on Academy property. (5 to 15 demerits)

(4) HOUSING AND FOOD SERVICE

- (a) Violation of Housing License Agreement to include all regulations. (10 to 50 demerits) May be referred to DRH.
- (b) Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property. (10 to 50 demerits)
- (c) Violation of Food Service Regulations. (10 to 30 demerits)

(5) ACADEMIC INTEGRITY VIOLATIONS

- (a) Copying from or viewing another person's work during an examination (40 to 50 Demerits)
- (b) Using any materials or resources not authorized by the instructor for use during an examination. (40 to 50 Demerits)
- (c) Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor. (40 to 50 Demerits)
- (d) Facilitating or aiding in any act of academic dishonesty. (40 to 50 Demerits)

- (e) Collaborating on laboratory work, take-home examination, homework, or other assigned work when instructed to work independently. (40 to 50 Demerits)
- (f) Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course. (40 to 50 Demerits)
- (g) Falsification of attendance and/or participation. (40 to 50 Demerits)
- (h) Plagiarism. (40 to 50 Demerits)
- (i) Buying, selling or otherwise obtaining or providing information about an examination not yet administered (70 Demerits)
- (j) Substituting for another person or permitting any other person to substitute for oneself to take an examination (70 Demerits)
- (k) Submitting as one's own any theme, report, term paper, essay, computer program, speech, painting, drawing sculpture, or any written or creative work or project of any nature prepared totally or in large part by another. (70 Demerits)
- (I) Submitting altered or falsified data (70 Demerits)
- (m) Altering grades or official records (Refer to DRH for possible suspension to expulsion)
- (n) Falsifying or signing another person's name on any academically-related university form or document. (Refer to DRH for possible suspension to expulsion)
- (o) Sabotaging another student's work. (Refer to DRH for possible suspension to expulsion)

(b) CLASS II VIOLATIONS

Class II offenses are generally heard by Cadet Mast. Class II offenses are normally minor violations of regulations and conduct.

- UNIFORMS AND GROOMING (Third infraction will be referred to CRB)
 - (a) Failure to pass Command Inspection. (20 demerits)
 - (b) Failure to conform to Academy standards for grooming. (10 demerits)
 - (c) Failure to conform to Academy uniform standards. (10 demerits)
 - (d) Failure to appear for re-inspection of uniform or grooming violations. (15 demerits)
- (2) FORMATIONS AND MEETINGS (Third infraction will be referred to CRB)
 - (a) Absent from Command Inspection. (25 demerits)
 - (b) Absent from weekly personnel inspection. (15 demerits)
 - (c) Absent from Formation or Quarters. (10 demerits)
 - (d) Absent from mandatory meetings. (10 demerits)
 - (e) Late to formation, quarters or mandatory meetings. (5 demerits)
 - (f) Absent from assigned duties, work details, cleaning assignments, etc. (10 demerits)
 - (g) Late to assigned duties, work details, cleaning assignments, etc. (5 demerits)

(3) ADMINISTRATIVE VIOLATIONS

- (a) Failure to get the word, including failure to read and understand email, Portal and/or written announcements, or to read watch bills, standing orders, Campus Bulletin, or other official campus notices and publications. (5 to 10 demerits)
- (b) Failure to hand in forms, muster sheets, watch bills, assignment reports or other required documents. (5 to 10 demerits)
- (c) Late handing in forms, muster sheets, watch bills, assignment reports or other documents. (5 to 10 demerits)

(c) CLASS III VIOLATIONS - TRAINING CRUISE

Class III violations constitute behavior and conduct that are prohibited while on the annual training cruise aboard the Training Ship GOLDEN BEAR. Sanctions may be a warning, loss of liberty, demerits, extra-duty, community service, or removal from the Training Ship. All Class III violations occurring aboard the Training Ship will be reviewed by a Captain's Mast or Conduct Review Board. In general, there is a higher expectation for standards of behavior on the Training Ship.

(1) LIBERTY AND DUTY

- (a) Absent Without Leave (AWOL). Absent from the Training Ship GOLDEN BEAR in excess of 4 (four) hours past the expiration of liberty. Cadet will take a Breathalyzer test upon return to TSGB. (Captain's Mast: 50 demerits to dismissal)
- (b) Absent Over Liberty (AOL). Absent from the Training Ship GOLDEN BEAR in excess of (30 minutes), but less than 4 (four) hours. Cadet will take a Breathalyzer test upon return to TSGB. (Captain's Mast or Conduct Review Board: 25 to 50 demerits)
- (c) Late from Liberty. Up to 30 (thirty) minutes late beyond the expiration of liberty. Cadet will take a Breathalyzer test upon return to TSGB. (Conduct Review Board: 10 to 50 demerits)

(2) HEALTH AND SAFETY

- (a) Failure to comply with emergency signals. (15 to 50 demerits)
- (b) Failure to maintain room or berthing area to Academy standards or failure to comply with berthing area policy. (5 to 25 demerits)
- (c) Violations of the Training Ship's trash disposal plan. (10 to 50 demerits)
- (d) Violation of shipboard practices. (5 to 25 demerits)
- (e) Violation of the Training Ship's policy on visitation in rooms and berthing areas. (10 to 50 demerits)
- (f) Failure to report to sick bay. (10 to 30 demerits)
- (g) Removing food, dishes, utensils, cups, etc. from the mess deck. (10 to 25 demerits)
- (h) Violation of 24-hour courtesy quiet hours. (10 to 25 demerits)

(3) UNIFORMS AND CLASSES (5 to 15 demerits)

- (a) Uniform or grooming violations ashore during the cruise.
- (b) Unauthorized use of civilian clothing.
- (c) Wearing of Tennis Shoes or Shorts before being authorized by the COTS.
- (d) Absent from class.
- (e) Late to class.

(4) FORMATION VIOLATIONS (5 to 20 demerits)

- (a) Leaning or sitting on railing
- (b) Bring food to or eating while in formation
- (c) Failure to stand at attention or at ease in the proper manner.

(2) MERITORIOUS CONDUCT

Any member of the academy community may recommend a Cadet for issuance of merits. The Commandant of Cadets shall review each Merit Proposal. Merits are awarded for exceptional behavior and contributions to shipboard and academy life. In general, merits are not awarded for actions performed as part of an assigned work project or required function. Individuals who submit Merit recommendations should go into detail regarding the reasons for the recommendation.

- (a) Acting above and beyond the call of duty in the face of imminent danger to ship or persons.
- (b) Demonstration of Meritorious Service to the Academy or Training Ship.

- (c) Volunteering for service during an Academy or Training Ship function.
- (d) Service greatly above and beyond the norm.
- (e) Being a good shipmate; putting the ship and the welfare of others before oneself.
- (f) Volunteering for additional duty.

(3) Maxient Reports

Incident Reports are filed through the Maxient software system located on line and on the Portal. Anyone can log into Maxient to file an Incident Report Form. The Maxient Incident Reports are forwarded to the Office of Leadership Develop The Deputy Commandant assigns the incident to a particular board, based on the severity of the incident, for adjudication. If a cadet is documented as violating an Academy or Corps rule or regulation, said cadet will be informed of the date, place and time of the appropriate board.

(4) EXTRA DUTY

When a cadet accrues demerits in excess of the below during a semester, he or she will be assigned Extra Duty, to be performed as assigned (or on their liberty day if on cruise). The following demerit totals and extra duty hours apply:

Demerit Totals in Semester	Extra Duty Hours
20	2
40	4
60	6

In addition the cadet will be interviewed and counseled by a staff member. Cadets may not choose when they are assigned to extra duty. Scheduled academic classes, intercollegiate sports, military drill or a Special Liberty Request is the only approved reasons a cadet may request a rescheduling of extra duty. Any rescheduled extra duty must be completed the next available assignment or liberty day. Cadets will be allowed to reschedule extra duty only once. Unexcused absences from assigned extra duty may result in a doubling of accrued extra duty hours.

Cadets are reminded of the semester, academic year, and tenure demerit limits of 75, 125, and 350 demerits. Cadets will receive a Warning Notice when they exceed 50 Demerits. Upon reaching any one of these demerit totals, the Cadet will be automatically put on Discipline Probation. While under Discipline Probation a cadet may not:

- (a) Participate in TSGB, Commercial Cruise or International Experience.
- (b) Participate in athletics for CMA.
- (c) Hold office or positions in Corps, ASCMA or recognized clubs or represent the campus in any manner.
- (d) Disciplinary Probation will last for the current semester and will be maintained until the completion of the following semester, to include any TSGB cruise, Commercial Cruise or International Experience.

Cadets exceeding these limits will be subject a Commandant's Hearing Board to show cause why said cadet should not be suspended. After a review of the cadet's disciplinary record, the Commandant's will recommend a DRH, or present a Standard Sanction to the cadet for his/her agreement. A cadet is not required to accept a Standard Sanction at which point the cadet will be referred to a DRH to determine is suspension is warranted.

Merits may offset demerits on a two-to-one basis if the merits are earned prior to the conduct violation. (For example: 20 merits defer 10 demerits towards the accrual of extra duty.) The infraction and sanction still remains on the conduct record. Extra duty that is earned, but is not performed during one semester, will be done at the beginning of the next semester. Extra duty not performed during the spring semester will be performed during the annual training cruise and/or upcoming fall. Demerits and merits carry for a full academic year towards the accrual of Extra Duty.

I. CAL MARITIME CORPS OF CADETS PROCEEDINGS FOR STANDARDS OF DISCIPLINE VIOLATIONS

(1) CADET MAST

Cadet Mast generally hears all cases of Class II conduct violations on campus and Class II and III violations on the Training Ship.

(a) COMPOSITION

- (1) The Cadet Mast shall consist of members of the Senior Corps Officers, including all officers assigned on the Executive Team.
- (2) The Corps Commander or their designee shall sit on the Cadet Mast and ensure that the time and place of Cadet Mast is well publicized.
- (3) The Company Commander or their designee shall sit on the Cadet Mast and ensure the time and place of the Cadet Mast is well publicized. The notice of hearing is reduced to 24 hours to coincide with other training cruise disciplinary boards.
- (4) Sanctions from Cadet Mast may include warnings, demerits, or community service on Academy grounds.

(b) HEARING PROCEDURES

- (1) Cadet Mast shall meet each week.
- (2) Decisions from Cadet Mast shall be made immediately unless both the hearing officer and the accused agree that more time may be necessary to ascertain the facts.
- (3) Attendance at Cadet Mast is voluntary on campus. Cadets who have been accused of an infraction shall attend the mast indicated on the notification. If unable to attend Mast, the accused shall notify the Commandant's office a minimum of 24 hours in advance to make other arrangements.
- (4) Attendance at Cadet Mast on the Training Ship is mandatory. Cadets who have been accused of an infraction shall attend the mast indicated on the notification. If unable to attend Cadet Mast, the accused shall notify the Company Commander a minimum of 12 hours in advance to make other arrangements. The notice of hearing is reduced to 24 hours to coincide with other training cruise disciplinary boards.
- (5) Cadets may provide one witness of the alleged infraction.
- (6) Attorneys will not be allowed in the meeting.

(c) APPEALS

- (1) Any cadet who wishes to appeal the sanctions of Cadet Mast on campus must notify the Student Conduct Administrator within three working days (72 hours) of the Cadet Mast. Cadets may only appeal decisions if they were in attendance of the Cadet Mast.
- (2) Any cadet who wishes to appeal the sanctions of Cruise Cadet Mast must notify the Assistant Commandant of Cadets within 24 hours of the Cadet Mast. Cadets may only appeal decisions if they were in attendance of the Cadet Mast.
- (3) The Conduct Review Board shall hear appeals from Cadet Mast.
- (4) All procedures described above for the Conduct Review Board shall be in effect for the appeals process except that the Conduct Review Board has final jurisdiction over appeals from Cadet Mast.

(2) CONDUCT REVIEW BOARD

The Conduct Review Board will hear all Class I violations occurring on campus and the Training Ship.

(a) COMPOSITION

(1) On campus, the Conduct Review Board shall consist of three cadets drawn from the Senior Corps Officers, Resident Assistants, and a junior or senior cadet at large. On the Training Ship, the CRB shall consist of three cadets drawn from the Senior Corps Officers, Resident Assistants, visiting programs' senior cadets or students, and a junior or senior cadet at large.

- (a) In order to serve the cadet must not have been on probation or suspension within the last year.
- (b) All cadets serving on the Conduct Review Board shall have gone through basic training with the Student Conduct Administrator or Facilitator.
- (2) The Student Conduct Administrator or his/her representative, in conjunction with Student Affairs will assign cadets to the board.
- (3) Attendance at Conduct Review Board on campus is voluntary. Attendance at the Conduct Review Board on cruise is mandatory.
- (4) A Cadet may request a board member be removed for potential bias. The hearing may proceed with only two members or may be rescheduled for hearing on the next available date.
- (5) On campus, the Student Conduct Facilitator or Administrator shall be present at the Conduct Review Board to provide information concerning past conduct history and observe all proceedings for compliance to procedure only. On the cruise, the Assistant Commandant of Cadets shall be present at the Conduct Review Board.

(b) HEARING PROCEDURES

- (1) The Conduct Review Board meets twice monthly or as needed depending on caseload.
- (2) The Student Conduct Facilitator shall provide the Board with information regarding previous related offenses by the accused, but will not provide the board with a copy of the conduct record. This information will be provided only after responsibility has been established and may be used for the purposes of sanctioning only.
- (3) Any cadet who is unable to attend the hearing and wishes to request a rescheduling shall contact the Student Conduct Facilitator no later than 24 hours prior to the hearing. The cadet must then attend the next hearing of the Conduct Review Board.
- (4) The Board may delay or reschedule a hearing should further investigation or witnesses be needed.
- (5) The board members will vote on each case. Should the members split in a vote, the chairman shall also vote.
- (6) Sanctions will be announced immediately, unless the Board is unable to reach a decision. Sanctions may include a warning, demerits, extra-duty, written assignments, community service, or any combination thereof. Conduct Review Board may award no more than 50 demerits per charge. Additionally, on the annual training cruise, the Conduct Review Board can reward no more than three hours of extra duty to be performed on the liberty day.

(c) RIGHTS OF THE ACCUSED

- The accused cadet has the right to request that the accuser be present at the hearing.
 - (a) The accused cadet must notify the Student Conduct Administrator immediately if they want to request the presence of the accuser at the hearing.
 - (b) If the accuser cannot attend, the accused has the right to defer the hearing until the next time the board meets, but no longer than one more meeting.
 - (c) The accused can choose instead to have the accuser write a written statement or answers to specific questions submitted to the board by the accused.
- (2) The accused has the right to bring in a witness to the alleged offense.
- (3) Attorneys will not be allowed in Cadet Mast or Conduct Review Boards.
- (4) Any case that is postponed must be heard at the next scheduled meeting of the board.

(d) APPEALS

- (1) Any decision or sanction made by the Conduct Review Board may be appealed to the Conduct Appeals Board.
- (2) Any appeals must be submitted to the Student Conduct Facilitator within three days (72)

hours) of the hearing.

(3) APPEALS BOARD AND APPEALS BOARD OFFICERS

(a) CONDUCT REVIEW BOARD

- (1) The Conduct Review Board has jurisdiction over all appeals from Cadet Mast.
- (2) All procedures described above for the Conduct Review Board shall be in effect for the appeals process.
- (3) The Conduct Review Board has final jurisdiction over appeals from Cadet Mast.

(b) CONDUCT APPEALS BOARD

- (1) The Conduct Appeals Board has jurisdiction over all appeals from the Conduct Review Board on campus.
- (2) The Conduct Appeals Board shall consist of three staff members representing a range of disciplines as appointed by the
- (3) The procedures of the Conduct Appeals Board are similar to the Academy Appeals Board. Refer to Section 3.B.(6).

(c) CAPTAIN OF THE TRAINING SHIP

The Captain of the Training Ship GOLDEN BEAR has jurisdiction over all cadet conduct and discipline appeals arising from Conduct Review Board on the annual training cruise.

(4) GROUNDS FOR APPEAL

- (a) Grounds for appeal of the decision of a Cadet Mast or Conduct Review Board or the imposition of a disciplinary sanction by a said Board are limited exclusively to the following:
 - (1) The Hearing Board (or one or more of its members) was substantially biased toward the accused, making a fair hearing unlikely;
 - (2) There is significant new evidence supporting the accused that was not available for presentation at the time of the hearing (Note: Evidence that was available, but not presented at the hearing is not new evidence);
 - (3) The Hearing Board failed to follow prescribed procedures, making a fair hearing unlikely; or,
 - (4) The disciplinary sanction is unreasonable and/or inconsistent with past disciplinary actions of the Academy.
- (b) When the disciplinary sanction of a Hearing Board includes a suspension and expulsion, the grounds for appeal of the decision may also include the consideration of extraordinary personal circumstances in mitigation or extenuation.