

2015-2016

MIDSHIPMAN INSTRUCTIONS MANUAL

Texas A&M Maritime Academy



TEXAS A&M UNIVERSITY AT GALVESTON

Office of the Commandant

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www.tamug.edu/corps

- 1) Three documents cover every facet of life in the Corps of Midshipmen:
 - a) The **Corps Operations Manual** is about who Corps members are and what they are endeavoring to become. It is about the Corps' mission, vision, priorities, and values. The Corps Operations Manual is at the very heart of the Corps' disciplined way of life. Its carefully crafted policies, guidelines, standards, and rules are designed to support each Midshipman's academic success, physical and mental well-being, and development as a leader. It includes information relevant to every Midshipman, regardless of rank or class, regarding administration, operations, discipline, honor, scholastics, and Midshipman life.
 - b) The **Midshipman Instructions Manual** is an in-depth manual for Midshipman Leadership. In instances where the Corps Operations Manual lacks detail on a given subject, Midshipmen should refer to the Midshipman Instructions Manual. Specifically, the Midshipman Instructions Manual includes information on membership, organizations, position descriptions, drills and ceremonies, physical fitness, uniform and grooming, and assistance programs.
 - c) The **Charlie Noble** is a pocket-size summary of information specifically intended for freshman Midshipmen.
- 2) The above documents are to be used in the instruction and operation of the Corps of Midshipmen. These documents are in addition to the Texas A&M University at Galveston Student Rules found at www.tamug.edu/administration/university_rules.html.

Due to the timing of the printing, the information found within this manual may not reflect the current instruction and direction of the Texas A&M Maritime Academy or Texas A&M University at Galveston. Should any discrepancy exist between what is printed in this manual and what is published online, the online version will have authority.

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RECORD OF REVISIONS

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CHAPTER 1 - CORPS MEMBERSHIP REQUIREMENTS

ARTICLE 101 - CORPS MEMBERSHIP

- 1) Until a Midshipman resigns, is removed, or completes his fourth year of membership, he is considered a member of the Corps and is subject to the rules and regulations of the Corps.
 - a) All Midshipmen are required to apply for Corps membership. Approval authority is the Superintendent or his designated representative.
- 2) Those applying to be in the Corps must agree to comply with the following Corps membership requirements:
 - a) Abide by all rules of Texas A&M University at Galveston and the Texas A&M Maritime Academy.
 - b) Attend all drill periods, practical training, watch hours, ceremonies, and formations unless properly excused.
 - c) Enroll in at least 12 semester hours of courses for undergraduate and 9 semester hours for graduates, or what is appropriate for the degree program.
 - d) Maintain at least a 2.00 overall GPR.
 - e) Complete a residence hall contract and live on campus, unless you are a Midshipman in Victor Company.
 - f) Agree to release any information from the Aggie Honor System Office to the Office of the Deputy Superintendent.
 - g) Participate in the Midshipman Random Drug Test program (if selected).
 - h) Complete any demerits, restricted weekends, or maintenance work by the deadline and no later than the end of the semester.
 - i) Agree to random room inspections during 0800-1200 during the week.
 - j) Must complete or work-off all demerits and restricted weekends by the end of the semester.
 - k) All License Option Midshipmen must spend a minimum of 3 years at TAMUG to receive their license. This applies also to transfer Midshipmen, regardless of the time at a previous academy.
- 3) Approval and/or continued membership in the Corps is contingent upon compliance with the above membership requirements and the assessment of the Midshipman's performance by the Chain of Command.
 - a) Membership/application may be approved, interim-approved, or disapproved based upon compliance with the above items.
- 4) Midshipmen who wish to reside off-campus may request Victor Company.

- a) This request must be made prior to O-Week; after that, no changes. The following must also be met:
 - i) Married and plan to reside with spouse in Galveston area.
 - ii) Over 25 years of age upon entering the Academy.
- 5) Administrative Boards.
- a) The purpose of an administrative board is to provide a recommendation to the Superintendent regarding an administrative action or decision.
 - b) The administrative board is organized by the Deputy Superintendent, at the direction of the Superintendent, and composed of staff primarily. Faculty and senior-ranking Midshipmen may be used if available.
 - c) The Deputy Superintendent may direct an administrative board to meet with a Midshipman and provide a recommendation regarding that Midshipman's continued membership in the Corps.
 - d) Membership may be terminated at any time for failure to comply with the membership requirements or for just cause.
- 6) Corps Complete is no longer an option due to STCW requirements
- 7) The Superintendent or his designated representative has final authority in all membership requirements.
- 8) Approval of Corps application is contingent upon compliance with the above membership requirements and the assessment of the Midshipman's performance by the chain of command. Application may be approved, approved but placed on probation, or disapproved. All applications are subject to review at the end of each semester.

ARTICLE 102 - DUES AND FUNDS [DRAFT / NOT CURRENTLY APPROVED]

- 1) Each Midshipman contributes dues to their outfit and/or staff. Collections will not exceed a total of \$20.00 per Midshipman annually.
 - a) In the case of an outfit member being on staff, ½ of the Midshipman's outfit level dues will be allocated to their respective staff fund.
- 2) These dues are upper limits, and outfits are not required to collect the maximum amount unless it is needed. The major units are responsible for informing their outfits of how much of the dues they need.
 - a) Corps dues are required so that the minimum amount of dues to be collected from any one Midshipman will be \$20.00. The outfit fund custodian will be responsible for depositing funds received pursuant to Student Organization rules. The outfit fund custodian will need to present appropriate deposit and balance statements to Company Commander, Major Unit Commander, and Deputy Corps Commander. Additional collections are authorized only by an approved military letter through the Deputy Corps Commander.

3) Description of Financial Accounts:

- a) Corps Staff Fund - pays for activities and commodities which benefit all members of Corps Staff. The money in this fund comes from each Corps Staff member's outfit as described above.
- b) Corps Operations Account - pays for financing activities of the entire Corps, such as expenditures for the military section of the Aggieland, intramural fees, Military Ball, flowers for Parents' Weekend, and expenditures approved by the Commandant. The fund custodian (normally the Deputy Corps Commander) prepares a budget, including proposed expenses for each planned activity throughout the year. The outgoing custodian will submit a budget to the Assistant Commandant for Administration.
- c) Major Unit Staff Fund - pays for activities and commodities which benefit all members of the major unit staff. The money comes from each major unit staff member's outfit.
- d) Major Unit Fund - pays for activities and commodities which benefit the entire membership of the major unit. This fund will be identified as the (Regiment/Brigade/ Wing/Combined Band) Fund. The fund custodian is responsible for preparing a budget to include proposed expenses for each activity throughout the year. The fund advisor needs to receive the budget by October 1st.
- e) Outfit Fund - this money will be spent on activities or merchandise (e.g., seasonal hall decorations, outfit awards for Parents' Weekend, etc.) that benefits the entire unit. These funds will not be expended for alcoholic beverages. The fund custodian is responsible for preparing a budget, including proposed expenditures for each activity throughout the year, and submitting it to the fund advisor by 1 October. Freshmen will neither be required nor expected to pay additional out-of-pocket expenses for spirit signs, unification items, or any item not required for the unit as a whole. Each outfit member, regardless of class, will pay the same amount into the fund.

4) Funds.

- a) Each unit must maintain its unit account at the Student Organization Finance Center. The Unit Commander is responsible for this account. The unit's Commander, Executive Officer, First Sergeant, and one additional Cadet are authorized to sign checks for the account, provided their names are on the signature card in the Student Finance Center. Usually, the unit Executive officer is designated as the fund custodian, and is given primary responsibility for handling all unit funds. The unit's CTO and the Commandant's Business Coordinator serves as its fund advisors and must sign in advance to approve any expenditure of unit funds or any fund raising activities. Unit funds should be used in a manner which benefits the entire unit. It is not a fish privilege to fund "special" outfit events (e.g., Halloween or Christmas decorations, or spirit signs). Commanders will keep accurate records on all unit funds.
- b) Unit Fund Procedures.
 - i) At the beginning of the school year, each fund custodian will obtain a signature card (Authorization Card) from the Student Organization Finance Center. The card will be completed by the fund custodian and hand carried to the fund advisor for signature. The signature card shall be hand carried by the Fund Custodian to the Student Finance Center, where it will be filed. NOTE: University Student Activities Group Training Sessions may accomplish required training for fund custodians and advisors near the end of the spring semester prior to assuming these duties or at the beginning of the fall semester when the duties are assumed.

- ii) The fund custodian will maintain a record of funds collected from cadets using a unit roster. Each line should be initialed by the individual cadet contributing dues and by the fund custodian. The fund custodian will present a copy of the collection sheets to the fund advisor.
- iii) Each expenditure is paid by check signed by the fund custodian and countersigned by the representative of the Student Finance Center. Each time a payment is made, the fund custodian will obtain approval from the fund advisor prior to writing the check at the Student Finance Center.
- c) All fund custodians will ensure funds are allocated to meet all expenditures incurred throughout the school year. All unit obligations which are incurred will be settled prior to the end of the spring semester. The fund advisor may require the fund custodian to clear any or all proposed expenditures before a transaction takes place.
- d) All fund raising activities must comply with proper risk management (no fund raising in the "street") and legal restrictions, and represent a positive image of the Corps.
- e) Funding a new outfit:
 - i) When a new unit is formed, funding from the Commandant's Office will not exceed \$100.00 for a guidon, \$450.00 for one outdoor sign, and \$8.00 per shirt for unit T-shirts (not to exceed \$400 total).

ARTICLE 103 - LOGOS AND SIGNS

- 5) Outfit logos and signs are intended to enhance unit pride and esprit. Logos also convey outfit goals and traditions to other Midshipmen, students, faculty, parents, and observers of the Corps. Therefore, outfit logos and signs will exclude the following: alcohol, illegal substances and drugs, sadistic violence, and other references which could be reasonably interpreted as counter to the mission of the Corps of Midshipmen and the desired image of Texas A&M University. Also excluded from outfit logos and signs is the Confederate Flag or other inflammatory symbols. However, the proper incorporation of the flag of the United States of America into outfit logos and signs of units in the Corps of Midshipmen is encouraged.

ARTICLE 104 - BULLETIN BOARDS

- 1) Bulletin Boards will provide timely dissemination of information to all members of the unit. Commanders will require each member of their units to check the bulletin board at least twice daily for new information.
- 2) The unit bulletin board is divided into three major sections. They are PERMANENT, TEMPORARY, and GOOD BULL, under which the following is posted:
 - a) PERMANENT: Information of a general nature and of interest to the members of the unit; dealing with matters directive in nature which are not governed by a limiting date/time factor, such as fire regulations, standing operating procedures, command policy, or General Orders. Documents of this nature will not be removed unless rescinded or superseded by a replacing document.

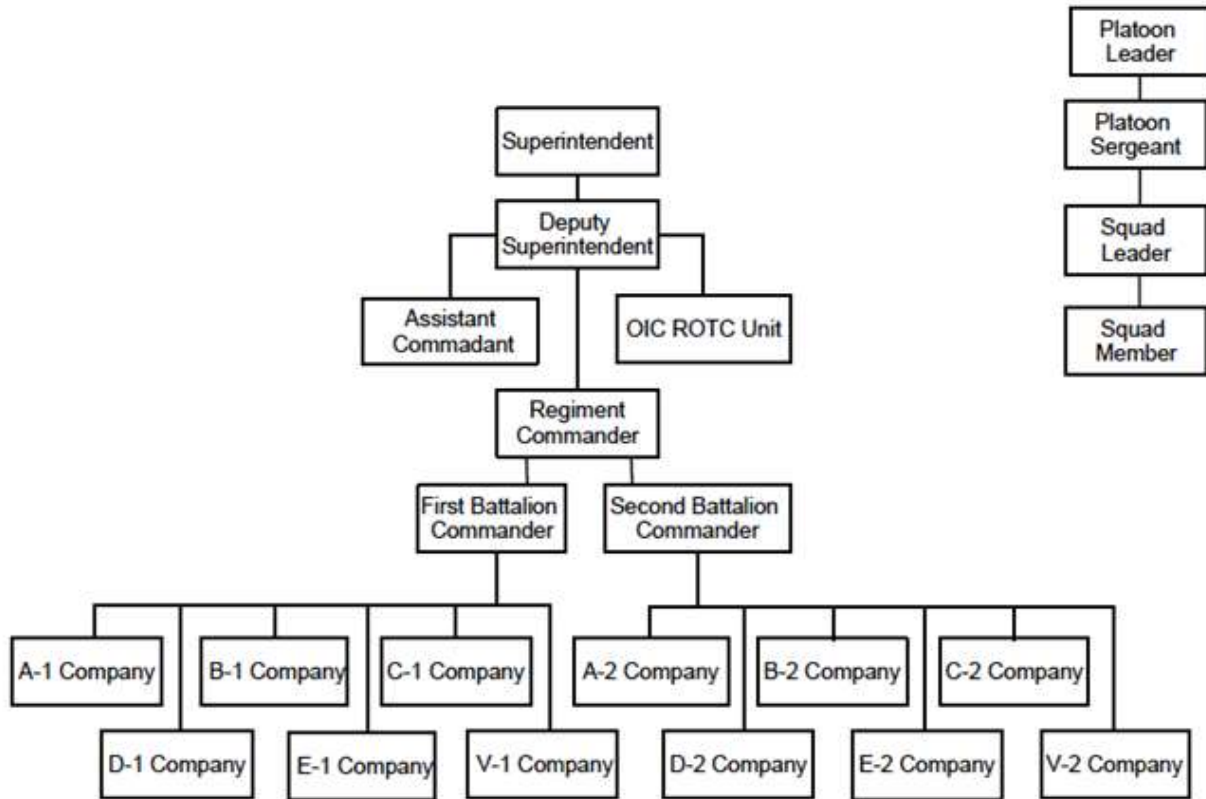
- b) **TEMPORARY:** Information such as menus, football schedules, training schedules or any material which is effective for only a short period of time. Temporary notices will be removed promptly after their expiration.
- c) **GOOD BULL:** Information such as notices, announcements, letters, and other publications which are not officially Corps oriented, but are of general interest to the members of the unit. These materials must be approved and initialed by the unit Cadet leaders or they will be removed.
 - i) Inappropriate information/material is strictly prohibited. This includes, but is not limited to:
 - (1) Racially offensive, hate group, gang-related symbols, any form of pornography or explicit photography/imagery/art, profanity, drug paraphernalia or flags (other than the US, country, state, college or POW/MIA).
- 3) All unit bulletin boards will have colored backgrounds. They will be neatly arranged with all announcements and notices tacked at all four corners. Bulletin boards will be kept current, clean and in good repair.
- 4) **Maintenance Responsibilities:** Although the bulletin board is regarded as a command responsibility, normal procedure is for Unit Commanders to delegate responsibility for the maintenance of the unit bulletin board to the unit First Sergeant, or at major unit level, to a senior noncommissioned officer assigned to the staff.
- 5) Notices, advertisements, stickers, etc., will not be attached to walls.

ARTICLE 105 - ROSTERS

- 1) Every unit must have a unit roster. Commanders are responsible for the accuracy of the data on the roster.
 - a) Units will assign individuals to all positions in their command, e.g., Squad Leader, Guidon, etc. The unit commander will maintain a copy of the most current position roster.
 - b) Positions other than those listed in the Table of Organization are not authorized, but may be assigned as additional duties. Additional duties will not merit promotion to a higher rank.
 - c) Personnel assigned to staffs will not appear in the outfit rosters nor will staff personnel be assigned duties in their old outfits.

CHAPTER 2 - CORPS ORGANIZATION

ARTICLE 201 - CORPS ORGANIZATION CHART



ARTICLE 202 - SPECIAL UNITS

- 1) The Corps and ROTC programs sponsor a number of special companies.
 - a) **Hearn Honor Company.** The Hearn Honor Company is composed of outstanding sophomores, juniors and seniors in the Corps. Interested Midshipmen apply at the beginning of the fall semester and are elected by the senior members annually. All members are expected to exemplify the traits of Mr. William Hearn, whose outstanding leadership, shining example and respect for others served him well at Texas A&M University at Galveston. All Midshipmen are invited and encouraged to apply for membership in the organization.
 - b) **Color Guard.** The color guard is a group of volunteer Midshipmen who represent Texas A&M University at Galveston and the Corps at march-ins, reviews, special events, and as requested. Midshipmen are divided into teams composed of sophomores, juniors, seniors, and second semester freshmen who travel around the state to present the colors, serve as an honor guard, or recruit for Texas A&M University at Galveston and the Corps. The company commander is a senior Midshipman advised by a commissioned officer or non-commissioned officer. A junior Midshipman serves as the senior non-commissioned officer for each team. All eligible Midshipmen are encouraged to join the organization.

- c) **Midshipman Drill Team.** The Midshipman Drill Team is open to any Midshipman in the Corps who is willing to work hard and accept the challenges of being on the team. The Midshipman Drill Team competes in precision drill competitions around the country each year, including the nationally famous Tulane Drill Meet, in New Orleans, La.

CHAPTER 3 - POSITION DESCRIPTIONS

ARTICLE 301 - PROFESSIONAL STAFF POSITION DESCRIPTIONS

1) Superintendent

- a) The Superintendent of the Texas A&M Maritime Academy (TMA) oversees all professional, Standards Training Certification and Watch keeping (STCW) training of the TMA. The Superintendent ensures that Midshipmen meet all U.S. Maritime Service (USMS) license requirements for U.S. Coast Guard (U.S.C.G.) Third Mate (Deck), Third Assistant Engineer, and the requirements to commission as an officer in the Naval Service. The Superintendent also provides liaison between various components within the University and the various federal agencies that have responsibility over the maritime academies (i.e., U.S. Maritime Administration, Coast Guard and Navy). Operationally the Superintendent is assisted in carrying out the mission of TMA by the following:

1. Deputy Superintendent & Chief of Staff
2. Executive Director for Academics & STCW, Interim Department Head
3. Captain (Master) of the Vessel
4. Chief Engineer
5. Executive Director for Operations and Training
6. Chief Mate
7. First Engineer
8. Second Mate
9. STCW Instructors – Deck and Engineers
10. Midshipman Training Officer/Assistant to the Commandant
11. OIC NROTC unit
12. Office Associates & Ship's crew

2) Deputy Superintendent & Chief of Staff

- a) Responsible to the Superintendent for the overall operations and plans of the TMA. Responsible for developing young men and women of character to provide values based leadership for both the merchant marine and military services. Oversees all aspects of Midshipmen life to include organization and operation of the Corps, academics, leadership/training and assignments, discipline, housing, uniform rules, awards and decorations, and Corps formal events. The Chief of Staff oversees the Hearn Honor Guard, the Color Guard, and the Sea Aggie Band. The Chief of Staff has coordination and liaison responsibilities with the Dean of Student Life, Admissions, Director of Waterway Operations and Navy ROTC.

- 3) Executive Director of STCW
 - a) Responsible to the Superintendent for the administrative and STCW requirements of the Maritime Transportation degree program. Ensures that all the proper documentation for STCW regulations are followed and met.
- 4) Captain of the Vessel
 - a) Responsible to the Superintendent for the safe and efficient operations of the USTS GENERAL RUDDER. The Captain oversees all aspects of the ship operations. All members of the crew answer to the Captain and underway the Captain is responsible for the safety of everyone onboard. The Captain sets up the ship's watch and practical training schedule and oversees budgeting and planning. The Captain is responsible for conducting Captain's Mast for those Midshipmen who are not meeting standards.
- 5) Chief Engineer
 - a) Responsible for all Engineering aspects of the ship. Responsible to the Captain of the vessel and the Superintendent for safe and efficient operation of the USTS GENERAL RUDDER Engineering Department.
- 6) Executive Director for Commercial Operations and Training
 - a) Responsible to the Superintendent for the Commercial Cruise planning and execution. Also provides oversight of logistical, planning and implementation of external operations, as well as recruiting external businesses to support the operations of the TMA.
- 7) Chief Mate
 - a) Responsible to the Captain for daily ship operations to include planning up keep and maintenance of deck spaces. Oversees all maintenance in conjunction with the Chief Engineer and First Assistant Engineer.
- 8) First Engineer/Second Mate/Ship's Crew
 - a) Executes the daily work plan on the ship operations and inspections.
- 9) STCW Instructors
 - a) Instruct Midshipmen in the STCW courses required to successfully pass the license exam. Additionally, they provide support for the Corps and stand required deck/engineering watches on the training ship.
- 10) Midshipman Training Officer
 - a) Responsible to the Chief of Staff concerning the day to day activities of the Corps. Directs the training of the Color Guard, Midshipman Drill Team, Sea Aggie Band and the drill and ceremonies activities of the Corps. Assistant Commandant: Responsible to the Chief of Staff concerning the day to day activities of the Corps. Directs the all the logistical and housing requirements of the Corps.

11) NROTC Cadre

- a) Commissioned and Non-Commissioned Officers of the Naval ROTC unit who prepare and process Midshipmen for the Naval Service and the Merchant Marine Reserve. They also serve as advisors, mentors and role models to each Midshipman.

12) Office Associates/Administrative Secretaries

- a) Perform administrative support

ARTICLE 302 - MIDSHIPMAN POSITION DESCRIPTIONS

1) Corps Commander

- a) The Corps Commander is the senior Midshipman in the Corps and commands the Corps of Midshipmen. The Corps Commander is ultimately responsible for all Corps programs and Midshipmen. Command responsibilities begin at the end of the first pass of Final Review of the junior year and ends after the first pass of Final Review of the senior year.
- b) Primary duties include:
 - i) Organize and supervise the Corps in all matters related to discipline, military smartness, welfare, moral, and training. The Corps Commander is also responsible for coordination of the daily routine, and publishing the Plan of the Week during the academic year.
 - ii) Responsible to the Superintendent and Deputy Superintendent. Accordingly, the Corps Commander must be familiar with and support the rules of Texas A&M University at Galveston and the Texas A&M Maritime Academy instructions. Render advice and participate in the administration of these rules and instructions.
 - iii) Direct and be assisted by the Corps Staff in carrying out the daily routine of the Midshipman Corps. The Corps Staff officers are the direct representatives of the Corps Commander and assist in all matters relating to the organization and administration of the Midshipman Corps. They are assigned specific areas of responsibility for the operation of the Midshipman Corps.
- c) The Corps Commander may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and rules followed by every member of the command. The Corps Commander is responsible for ensuring companies comply with all Corps and University rules; ensures proper risk assessments of organization activities; is accountable to the Chief of Staff; supervises subordinate commanders, staff officers, and the Master Chief Petty Officer of the Corps.

2) Deputy Corps Commander

- a) The Deputy Corps Commander assists with Corps programs and Midshipmen as directed by the Corps Commander; may temporarily assume the duties, responsibilities and authority of the Corps Commander in his/her absence so as to ensure the commander's rules are followed and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Corps Commander. The DCC is accountable to the Corps Commander, and responsible for Housing and Residence Hall activities.

3) Company Commander & Community Leader

- a) The Company Commander is the senior Midshipman responsible for all company programs and Midshipmen activities. Command responsibilities begin at the end of the first pass at Final Review of the junior year and end after the first pass of Final Review of the Senior Year. If employed as a Housing Officer, the CL will retain responsibilities throughout the closure of the residence halls at the end of the year. Commanders may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for meeting the standards.
 - i) Conduct uniform and random room inspections. Quarters are to be inspection-ready between 0800 and 1200 weekdays.
 - ii) Ensure proper appearance of Midshipmen in their Company.
 - iii) Assess personal, disciplinary and academic issues and problems that affect Midshipmen of the company. Work with individual Midshipmen on appropriate remedies, including referral to others for assistance.
 - iv) The CO should seek the opportunity to serve as a Community Leader (CL) in the residence halls requiring completion of training prior to the start of the fall semester.
 - v) Commanders and only Commanders are exempt from pulling watches, because their CL duties cover the watch requirement.
- 4) Company Executive Officer (XO) (Senior line staff)
 - a) The Company Executive Officer assists with company programs and Midshipmen as directed by the Company Commander; temporarily assumes the duties, responsibilities and authority of the Company Commander in his/her absence so as to ensure the commander's rules are followed and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Commander. The XO is accountable to the Company Commander and the Corps Adjutant for the efficient operation of the Watch Bill.
- 5) Corps Academic Officer (Senior line staff)
 - a) The Academic Officer is responsible for developing and implementing an academic success plan for the Midshipman Corps. Duties may include:
 - i) Ensure that academic success is the top priority of the Corps leadership and individual Midshipmen.
 - ii) Supervises Company Call to Quarters
 - iii) Work closely with Company Academic Officers in identifying Midshipmen in need of academic help.
- 6) Deck Training Officer/Engine Training Officer (Senior line staff)
 - a) The Corps DTO & ETO are directly responsible for the supervision of Corps administration. The DTO/ETO are responsible to the Corps Commander for proper information on ZOPT, and the Training Ship Captain for the Watch Bill. Specific duties and responsibilities are:

- i) Assist the Deputy Corps Commander in determining housing assignments and publish the housing list. Also work closely with the Simulator Instructor for ZOPT information
 - ii) Responsible for the Watch Bill. Works closely with the Training Ship Captain and the Company XOs to handle any changes to the Watch Bill
 - iii) Perform other duties as may be directed by the Deputy Superintendent, Corps Commander or Deputy Corps Commander.
- 7) Corps Master at Arms (Senior line staff)
- a) The Corps Master-at-Arms (MAA) is responsible for maintaining “Good Order and Discipline” of Corps personnel. When, for any reason, the Corps Commander and Deputy Corps Commander are absent or unable to fulfill their duties, the Corps Master-at-Arms shall assume command. The MAA responsibilities include:
 - i) Coordinates the supervision of Restricted Weekends. Ensures a line staff Midshipmen is supervising each weekend.
 - ii) Record individual Midshipmen demerits for each semester during the academic year, and submits a report weekly to the Deputy Superintendent. The report will include demerit hours worked, reasons for demerits and accumulated total.
- 8) Corps Public Affairs Officer (Senior line staff)
- a) Responsible to the Corps Commander and Superintendent’s Office in handling public information issues involving TMA.
 - i) Coordinate tour guides for authorized Corps events.
 - ii) Support the Student Relations Office in new student recruiting initiatives.
 - iii) Edit and publish an annual Year Book for the Corps
- 9) Corps Chaplain (Senior line staff)
- a) The Chaplain is the chief morale officers and is responsible for the Midshipmen’ spiritual needs.
 - i) Ensures access and transportation to the church of their choice.
 - ii) Works with commanders and assists Midshipmen with problems, by referring them to the professional staff on campus.
 - iii) The chaplain participates in appropriate religious activities.
- 10) NROTC Officer in Charge
- a) NROTC Midshipmen are members of the TMA Corps and are integrated into Corps companies but have unique raining and administrative requirements in preparing for Navy commissions. The NROTC OIC will provide leadership of the NROTC Midshipmen when they are broken out from the Corps for special activities and training. The NROTC OIC’s duties include:

- i) Liaison with the Naval Science Department, Corps Commander and Corps Operations Officer on the special activities and operations of the NROTC Midshipmen. Supervise the NROTC Midshipmen anytime they are functioning as a company independent of the TMA Corps.

11) Drill Team Officer in Charge

- a) The Drill Team OIC is responsible for the team and coordinates training, practices and events participation. The Drill Team is an extracurricular activity and functions as a university sponsored organization. Members of the team remain members of their Corps companies and platoons.

12) Corps Master Chief Petty Officer (Junior line staff)

- a) Top ranking Junior Midshipman in the Corps, assigned to the Corps Staff. Supervises Corps Junior Line Staff activities and ensures compliance with all Corps and University rules as directed by Corps Commander. Ensures proper risk assessments of organization activities. Is accountable to the Corps Commander.

13) Senior Chief Petty Officer (Junior line staff)

- a) Top ranking Junior Midshipman in the company, assigned to the company. Supervises company activities and ensures company complies with all Corps and University rules as directed by Company Commander. Ensures proper risk assessments of organization activities. Accountable to the Company Commander. Supervises the Platoon Leader(s) and staff NCOs.

14) Senior Chief /Engine Training Officer (Junior line staff)

- a) Supervises company compliance with all Corps operations and training rules. Assists the Operations/Training Officer in developing the company's operations and training program and works to ensure the company personnel effectively manage the company Operations/Training program. Prepares operations orders and incorporates risk assessment. Ensures company members receive credit for activities as well as the accuracy of statistical information from that company for compiling/computing the various awards and recognition. Accountable to the Deck/Engine Training Officers.

15) Platoon Leaders / Chief Petty Officer (Junior line staff)

- a) Supervises all platoon activities and Midshipmen and ensures compliance with all Corps and University rules as directed by the Senior Chief Petty Officer. Executes the directions of the Platoon Leader in the management of Officer. Accountable to the Company Commander. Supervises the Squad Leader(s).

16) Company Chaplain/Chief Petty Officer (Junior line staff)

- a) Supervises the Corps Chaplain in providing for Midshipman's spiritual needs and ensuring access and transportation to the religious facility of their choice. Works with the Commander and assists Midshipmen with problems; by referring them to the professional staff on campus.

17) PT Officer (physical training)/Chief Petty Officer (Junior line staff)

- a) Supervises the Company's PT program and keeps records of how each Midshipman in the Company is performing. Responsible to the Commander to perform at least 1 PT Test a semester and records the information.

18) Squad Leaders/Petty Officer (Sophomore line staff)

- a) Carry's out squad activities and assists Midshipmen in their squad. Accountable to the Platoon Leader.

19) Guidon Bearer/Petty Officer (Sophomore line staff)

- a) Carries the company guidon. Ensures the company's guidon is present at required formations and other appropriate activities. Accountable to the Senior Chief Petty Officer.

CHAPTER 4 - MIDSHIPMAN COMMAND

ARTICLE 401 - SELECTION OF MIDSHIPMEN FOR LEADERSHIP POSITIONS

- 1) In February, any qualified junior or sophomore Midshipmen may pick up, complete, and return a leadership application to the Deputy Superintendent's office.
- 2) Applicants must be "in good standing" with the University and the Corps at the time of assumption of the leadership position and are expected to meet or exceed the minimum overall and term GPR and hours listed below.
- 3) **All Commanders** must have and maintain a **2.80 overall GPR**.
- 4) **All Company XO's and Senior Chief Petty Officers** must have and maintain a **2.80 overall GPR**.
- 5) Selection Board members and meeting schedules will be announced during spring classes.
 - a) Voting board members will be composed of an equal number of Midshipmen and ROTC/University staff members, with a non-voting senior member (Deputy Superintendent) giving each board an odd-number of members.
 - b) Boards will review the applications and determine the candidates to be interviewed, and then conduct interviews of the most viable candidates. Boards will recommend for the available Command positions, using "secret ballots" to score each candidate. Scores will be based on application information, records, first-hand knowledge of board members, and interviews of the candidates.
 - c) Board recommendations will be forwarded to the Superintendent for a decision.

ARTICLE 402 - COMMAND AUTHORITY

- 1) The authority a commander exercises over subordinates is by virtue of rank and/or assignment.
 - a) Command includes the authority and responsibility for effectively using resources for planning, organizing, directing, coordinating, and controlling an organization in the accomplishment of assigned missions.
- 2) The commander is responsible for all that his/her unit does or fails to do from the time he/she assumes command until relieved of that command.
 - a) The commander may share but cannot delegate command responsibilities.
 - b) The commander discharges his/her responsibilities through an established chain of command.
 - i) Through this chain of command, the commander holds each subordinate commander responsible for what the subordinate unit does or fails to do.
 - ii) All orders and directives from a higher unit to the commander of the next subordinate unit are issued by the commander of the higher unit. Intermediate commanders are bypassed only in urgent situations. In such instances, both the commander issuing and the commander receiving the order should notify intermediate commanders of the situation and the higher commander's guidance/orders as soon as possible.

- 3) The commander's staff has one key purpose: successful execution of the commander's mission and intent. To this end, the staff must be organized to provide the commander with the most effective assistance. The commander normally delegates authority to the staff to take final action on matters within established command policy to free the commander to focus on the essential aspects of command. Within a staff, the authority delegated to staff officers varies with the mission of the command and the immediacy of operations. When a staff officer, acting within his/her delegated authority, issues an order in the name of the commander, responsibility for the order remains with the commander. In the performance of its functions, the staff prepares the details of the commander's plan, translates his/her decisions and guidance into orders, and causes such orders to be transmitted to each command element. The staff assists to the extent authorized by the commander in the supervision of the execution of the commander's intentions. The effectiveness of a staff depends on the quality of its members. Each staff member must exercise strong leadership. He/she must be thoroughly grounded in the organization and its capabilities, limitations, and operating techniques.
- 4) Commanders are required to "delegate authority" to the next ranking Midshipman during their absence, but are not relieved of their responsibilities. To ensure compliance with directives, officers and non-commissioned officers are authorized to give orders at any time to any Midshipman if these orders are necessary for the maintenance of military discipline and the operation of the Corps, and are within the limits of established policies.
- 5) Except when acting in an official capacity (such as Corporal of the Guard), sophomores and freshmen Midshipmen will give orders only to Midshipmen of their own unit and then only as specified by their unit commander. Midshipmen have the responsibility and authority to point out and correct deficiencies of underclassmen of any unit.

CHAPTER 5 - LEADERSHIP EXCELLENCE

ARTICLE 501 - PURPOSE

- 1) The purpose of the Texas A&M Maritime Corps of Midshipmen is: *To develop leaders of character dedicated to serving the greater good.*

ARTICLE 502 - GOAL

- 1) Our goal is to inspire and motivate Midshipmen to be accountable for their education and leadership development through a progressive and intentional four-year program. The program is a combination of the study of theory, experiential practice, and the validated practice of leading.

ARTICLE 503 - FOUR YEAR PROGRAM

- 1) Our intentional program is as follows:

Year	Role	Focus of Year
• 1 st Year	Followership	Self-leadership; Development of major life skills
• 2 nd Year	Direct Leader	Responsible for self; Accountable for training and developing others
• 3 rd Year	Indirect Leader	Leading leaders; Making day-to-day decisions to attain operational goals
• 4 th Year	Executive Leader	Setting policy; Establishing environment

ARTICLE 504 - EXPECTATIONS OF EACH CLASS YEAR

- 1) **Expectations for freshmen (followers)** in the Corps - Development of the following life skills:
 - a) A sense of honor and integrity
 - b) Selflessness
 - c) Service to others
 - d) Respect for self and others
 - e) Teamwork
 - f) Work ethic... With a bit of polish
 - g) Handling stress
 - h) Self-control
 - i) Time management
 - j) Tolerance for frustration
 - k) Ability to handle disappointment and failure
 - l) Take responsibility for actions

- m) Self-discipline
- n) Listening
- o) Attention to detail
- p) Obedience to orders
- q) Posture and carriage
- r) Neatness in appearance
- s) A sense of belonging
- t) Maintain a sense of humor
- u) Maintain focus and perspective

2) **Expectations for sophomores (direct leaders) in the Corps:**

- a) Understand yourself, your preferred style of leading, communicating, and training.
- b) Understand the Aggie Honor system.
- c) Know your self-constraint threshold.
- d) Understand those to be trained, their expectations, level of experience, and background.
- e) Understand and support subordinate's goals.
- f) Understand each individual's constraints, challenges, and potential.
- g) Understand strength through diversity.
- h) Understand how to be an effective trainer.
- i) Understand the tasks to be trained.
- j) Understand performance-oriented training.
- k) Understand the use of peer trainers.
- l) Understand the differences between uniformity, unity, and teamwork.
- m) Understand how to sustain proficiency in individual tasks over time.
- n) Understand the importance of modeling the performance you seek.
- o) Focus on positive motivation.

- 3) **Expectations for juniors (indirect leaders)** in the Corps:
- a) Plan, conduct, and evaluate training.
 - b) Demonstrate ability to supervise squads, platoons, and companies.
 - c) Demonstrate ability to conduct performance counseling.
 - d) Know the nature of their subordinates.
 - e) Understand Superior – Subordinate relationship.
 - f) Establish the environment in which people work and develop.
 - g) Understand performance-oriented training.
 - h) Understand the importance of example modeling the behavior you seek in others.
 - i) Understand the importance of legislating behavior.
 - j) Understand the importance of accountability and holding others to a standard.
 - k) Develop subordinate leaders.
 - l) Be an effective higher-order follower.
 - m) Address gaps between intentions and performance.
 - n) Address problems.
- 4) **Expectations for seniors (executive leaders)** in the Corps:
- a) Focus on the purpose and vision of the Corps of Midshipmen.
 - b) Communicate the purpose and vision of the Corps of Midshipmen.
 - c) Establish and maintain the environment by setting policies and enforcing standards.
 - d) Develop other subordinate leaders.
 - e) Lead larger units.
 - f) Make decisions in complex environment.

CHAPTER 6 - UNIFORM REGULATIONS

ARTICLE 601 - GENERAL INFORMATION

- 1) The Uniform Policy found in the Corps Operations Manual and the additional information and regulations herein are designed to reinforce the Corps of Midshipmen' importance to the history and culture of Texas A&M University, naval service, and the maritime profession. It is the Corps of Midshipmen' obligation to serve as a visual reminder of our proud heritage through the daily wear and appearance of the Midshipman uniform. While other aspects of the University have changed over the years, the wearing of the uniform by the members of the Corps of Midshipmen is still a vital part of our proud history and tradition, and will continue to be a visual reminder of who we are and what we represent on this campus. It is incumbent on all Midshipmen to wear the uniform correctly and proudly, and to ensure peers and subordinates alike, do the same. Let us never forget what we represent to those who went before us, as well as those who will follow. It is important we set and maintain the standard that has so proudly marked the Corps of Midshipmen. Wear the uniform correctly, and wear it proudly – and represent all of us with distinction as you go about your daily activities on campus.

ARTICLE 602 - UNIFORM REGULATIONS

- 1) The following provides further detail to the information found in the Corps Operations Manual.
- 2) Do not wear unauthorized insignia.
 - a) Chrome, subdued, shaved, engraved, or bent Midshipman brass is not authorized and will not be worn. Skeleton and subdued Midshipman rank, as well as Navy ship/Marine Corps buckles or rank, are prohibited.
- 3) Mixing the uniform with civilian clothing is not authorized, except for low quarter shoes, combat boots and the raincoat because they are generic clothing items.
 - a) No article of the Texas A&M Midshipman uniform will be worn by anyone other than the Midshipmen of the Corps. This includes dates and former Corps members.
 - i) Midshipmen will be held responsible for any of their uniform parts worn by others.
- 4) While wearing any uniform, all appropriate fasteners will be fastened.
- 5) Use common sense regarding wear of the uniform when outside your room. Midshipmen will either be in proper uniform or civilian attire.
 - a) If the uniform shirt is off while studying, it is permissible to go to the bathroom and return without putting your shirt on.
 - i) However, the intent is to prevent loitering in the hallways out of uniform or undressing in the hallways.
 - (1) Keep your door closed when undressed.
- 6) All members of the Corps of Midshipmen are responsible for ensuring the following:

- a) Uniforms shall be worn properly at all times.
 - (1) Midshipmen shall dress neatly and smartly at all times. The term “properly fitted” indicates a sharp military appearance.
 - (2) Midshipmen will keep their uniform properly fitted, cleaned, pressed, and in good repair at all times.
 - (3) Brass will be shined and free from tarnish.
 - (4) Low quarters will be clean and shined.
 - (5) Midshipmen will adhere to all grooming and appearance standards as outlined in the Midshipman Uniform and Grooming Regulation.
 - (a) Male Midshipman should have a shave, hair well-trimmed and short sideburns.
- b) Uniforms will be worn from 0730 – 1700 each school day and after 1700 when attending any evening classes with TAMUG and/or TMA.
- c) Midshipmen are responsible for knowing the authorized uniform combinations, appropriate wear of each uniform, and the correct placement of insignia, awards and decorations, and other uniform items.
 - i) Failure to wear a proper uniform to all classes is in violation of CFR 46 and midshipmen may be disciplined accordingly.
- d) Midshipmen are authorized to wear only those uniform items, insignia, and awards and decorations prescribed for wear in the Midshipman Uniform and Grooming Regulation and/or as approved by the Superintendent.
 - i) Veterans may wear their service awards, ribbons and patches with their Midshipman Rank and Deck/Engine insignia on their uniform.
 - (1) Veterans who wear their ribbons must be sure they earned the awards. (Be prepared to show your DD 214 if required)
- e) Midshipmen will be inspected regularly on uniform wear, grooming and appearance, and knowledge of policies and campusology.

ARTICLE 603 - MANNER OF WEAR

- 1) Midshipmen shall dress neatly and smartly at all times, with uniforms clean, brass shined and free from tarnish, shoes/boots shined.
 - a) Midshipman should have a shave, hair well-trimmed and short sideburns.
 - b) Uniforms will be worn from 0730 – 1730 each school day and after 1730 when attending any evening classes with TAMUG and/or TMA.
 - c) Failure to wear a proper uniform to all classes is in violation of CFR 46 and midshipmen may be disciplined accordingly.

- 2) Uniforms shall be worn properly at all times.
 - a) Jackets, coats, and shirts shall be worn fully buttoned and/or zipped and shirttails tucked in.
 - b) Hands will not be thrust in pockets.
 - c) Appropriate name tags, rank, insignias and belts/buckles will be worn.
 - d) The Plan of the Week, (POW) will state the proper uniform for each day.
- 3) Midshipmen shall wear only those uniform devices, ribbons, or medals authorized by this manual, or as approved by the Superintendent.
- 4) Veterans may wear their service awards, ribbons and patches with their Midshipman Rank and Deck/Engine insignia on their uniform.
 - a) Veterans who wear their ribbons must be sure they earned the awards. (Be prepared to show your DD 124 if required)
- 5) The summer white and or salt and pepper uniforms will be worn for all holidays, Silver Taps, Award ceremonies and other special events specified in the POW.
- 6) Sunglasses are not permitted to be worn in formations unless they are required for medical reasons.
 - a) The wearing of straps (Croakies) with eye glasses is authorized anytime in uniform, on campus.
 - i) Croakies must be either black or the wire variety. No other colors are authorized.
- 7) Midshipmen may use cell phones while walking on campus; provided they can salute with their right hand.
- 8) TMA ball caps will not be worn indoors, except when on watch (duty status).
 - a) Hats will always be worn when outdoors, to include outside in designated smoking areas.

ARTICLE 604 - AUTHORIZED ITEMS

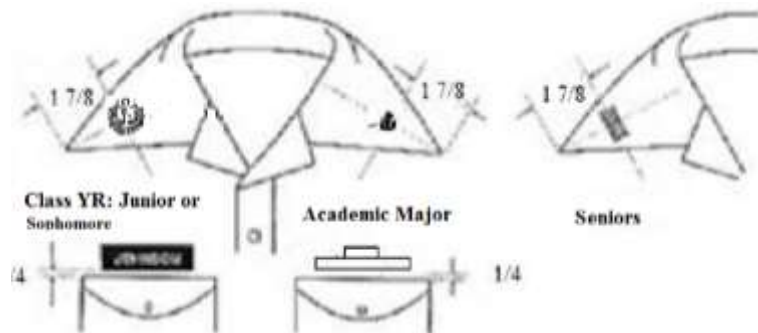
- 1) Only black backpacks are authorized (except NROTC).
 - a) Reflective tape is permitted.
- 2) Only black or wire straps (Croakies) will be worn with glasses or sunglasses in uniform.
 - a) No different colors or symbols or writing are allowed on the straps
- 3) Only seniors will be allowed to wear the black Fleece with the TMA patch.
- 4) Only the blue jacket will be worn with the blue coveralls. No other style or color of jacket is authorized.
- 5) Only black, steel toed boots are to be worn with the blue coveralls.

- 6) Mixing uniform combinations is not authorized - Only TMA ball caps are authorized with the uniform.
- 7) Allowing someone else who is not in the Corps to wear any part of your uniform. This is serious violation of conduct.
- 8) Navy P Jackets are no longer authorized to wear with any uniform.
- 9) Watches and bracelets are permitted with every uniform.
 - a) Only one of each may be worn and must be in good taste.
 - b) Watches may be analog or digital.
 - i) Watch straps/bands will not be a bright or florescent color.
 - c) Bright florescent bracelets will not be worn.
- 10) One ring per hand is authorized with every uniform.
- 11) Earrings and Body Piercings:
 - a) Males will not under any circumstance have any ear or body piercings.
 - b) Females may wear one earring per ear must be small round stud (gold, silver, or pearl is authorized) no hoop earrings. No other visible piercings are authorized in any uniform.
- 12) Necklaces are authorized however they must be concealed and not visible while in uniform.

ARTICLE 605 - KHAKI UNIFORM

- 1) The Midshipman khaki uniform will be worn ironed and pressed (military creases are optional).
 - a) A white crew neck t-shirt shall be worn underneath.
- 2) Khaki slacks will be ironed and pressed.
- 3) Black oxford leather shoes and black socks will be worn with the khaki uniform.
 - a) Shoes shall be shined at all times.
- 4) The black Navy service jacket and black rain coat are the only authorized jackets to be worn with the khaki uniform.
- 5) Midshipmen will wear their class belt and belt buckle classifications in khaki uniform.
 - a) Underclassmen (freshmen and sophomores):
 - i) Black belt, plain buckle
 - b) Upperclassmen (juniors and seniors):

- i) White cotton belt, double ended buckle with A&M Corps Stack in the middle.
- c) Commanders:
 - i) White nylon belt, with Eagle emblem in the middle of the buckle
- 6) When wearing the khaki uniform, the rank will be worn on the right collar and the academic insignia will be worn on the left collar.
 - a) Freshmen Midshipmen will not have a rank to display on the right collar, but will wear the appropriate insignia on the left collar.
- 7) Placement of rank, insignia, nametag and ribbons:
 - a) Ranks will be worn on the wearers' right collar at 1 7/8 inch from the point of the collar. (Sophomores and juniors)
 - b) All Midshipmen classifications (anchor, propeller, and midshipman collar insignia) will be worn 1 7/8 inch on the left collar. (sophomores/juniors/seniors)
 - c) The name tag will be worn 1/4 inch above the right breast pocket and centered. Name tags will have the initial of your first name and your full last name. The color is maroon and the A&M seal will not be worn on the name tag.
 - d) Ribbons will be worn 1/4 above the left breast pocket and centered, NROTC scholarship pin and SSO badges or any military badges shall be worn 1/4 above the pocket.



- 8) TMA ball caps (cover)
 - a) The TMA ball cap will be worn at all times when outside on the campus.
 - b) The TMA ball cap must be purchased at the bookstore and is the only authorized ball cap to wear on campus or on the Training Ship.
 - c) Freshmen and sophomores will wear the Blue and Gold General Rudder Cap.
 - d) Juniors and Seniors will wear the Black and Gold General Rudder Cap.

- e) Seniors who have passed their CG License Test may wear the Maroon and White GR Cap.
- f) Senior Midshipmen may wear the black TMA fleece with the TMA patch on it with the khaki uniform.

ARTICLE 606 - SERVICE DRESS WHITE

- 1) The Service Dress White (Choker Whites for Men or White Jacket for Women) will be worn for all graduation and commissioning ceremonies and other appropriate occasions.
- 2) The service dress white uniform consist of a white cotton crew neck t-shirt, white polyester short/long sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes.
 - a) Male Midshipmen will wear hard shoulder boards respective to their class year of Corps position.
 - i) Freshman – No stripes with anchor/propeller
 - ii) Sophomores – 1 diagonal stripe with anchor/propeller
 - iii) Juniors – 2 diagonal stripes, with anchor/propeller
 - iv) Seniors – 1 horizontal stripe, with anchor /propeller (seniors may wear rank shoulder boards)
 - b) Female Midshipmen will wear their service white jacket and appropriate blouse.
- 3) Ribbons will be positioned 1/4 inches above the left breast pocket and centered NROTC scholarship pins, MMR badges or any military badges will be worn 1/4 inches above the ribbons.
 - a) Medals will be worn 1/4 inches below the ribbons
 - b) No more than 3 medals may be worn in a row.
 - i) If there are more than 3 medals, a new row will be started below.
 - c) NROTC midshipman shall wear the midshipman anchors on the upper lapels at ½ inches.

ARTICLE 607 - SUMMER WHITE UNIFORM

- 1) The summer white uniform consist of a white cotton crew neck t-shirt, white polyester short sleeve shirt and slacks, hard shoulder boards, white CNT belt, combination cover, and white oxford leather shoes.
- 2) This uniform will be worn holidays, Silver Taps, award ceremonies, parades and when appropriate for the occasion.
- 3) The white polyester short sleeve shirt will be worn ironed and pressed (military creases are optional).
- 4) White slacks will be ironed and pressed with vertical creases front and back.
- 5) Collar insignias (ranks, classification) will not be worn with the summer whites.

- a) The name tag will be worn above the wearers' right breast pocket with the appropriate measurements.
- b) Ribbons are also authorized in uniform above the left breast pocket and centered with the appropriate measurements.
- c) All Midshipmen regardless of class year will wear a white CNT belt with the summer whites.
 - i) Cotton and nylon are not authorized and shall not be worn.
- d) Shoulder boards:
 - i) Male Midshipmen will wear hard shoulder boards
 - ii) Female Midshipmen will wear soft shoulder boards on their summer whites.
 - iii) The Midshipman's shoulder board rank will be respective to his/her class year of Corps position.
 - (1) Freshman – No stripes with anchor/propeller
 - (2) Sophomores – 1 diagonal stripe with anchor/propeller
 - (3) Juniors – 2 diagonal stripes, with anchor/propeller
 - (4) Seniors – 1 horizontal stripe, with anchor /propeller (seniors may wear rank shoulder boards).

ARTICLE 608 - BLUE COVERALLS

- 1) Will be worn when attending ZOPT 100 & 300 or performing ship maintenance.
 - a) This uniform will not be worn on campus during the normal school week.
 - i) Coveralls will not be worn in formation, classrooms, the dining hall, the library, and staff offices.
 - ii) Coveralls may be worn while walking from the residence halls, to the Dock.
 - b) Coveralls will be worn with a dark blue undershirt
 - c) Steel toe boots will be worn and the TMA ball cap, when outdoors.
 - i) All Seniors who have successfully completed their Coast Guard License Exam, may wear the Maroon General Rudder ball cap.

ARTICLE 609 - SALT AND PEPPER

- 1) White shirt and dress blue pants. Includes white combination cover, black socks and black shoes. Shoulder rank as applicable.

- a) Will be worn during parades, festive occasions and all summer cruises with Galveston, California Maritime and State University of New York (SUNY) Maritime.

ARTICLE 610 - OTHER APPROVED UNIFORMS

- 1) Navy Work Uniform – May be worn to NROTC Lead Lab (ZOPT 100) as an official Corps Uniform.
 - a) May only be worn for Lead Lab or as required by the NROTC Staff.
 - i) After Lead Lab, Midshipmen are expected to change into the uniform of the day, per the Corps Plan of the Week (POW). Otherwise have a military letter signed by the Deputy Superintendent authorizing NWUs all day.

ARTICLE 611 - HEADGEAR

- 1) All Texas A&M Maritime Academy midshipmen will wear headgear (be covered) when outdoors and during ceremonies held indoors when appropriate.
 - a) Headgear will be worn squarely on the head, bottom edge horizontal.
 - b) Hair will not be visible below the front brim or visor.
 - c) Midshipmen visiting military services/organizations/installations/facilities will follow the customs for that service/organization/installation/facility.
 - d) Midshipmen may remove their headgear when traveling inside any enclosed vehicle either on or off campus.
 - e) Wearing headgear while in an enclosed vehicle may be appropriate during ceremonial occasions or may be required by local regulations of other military services, organizations, installations, or facilities.

ARTICLE 612 - RANKS, INSIGNIA AND OTHER ACCOUTREMENTS

- 1) All Midshipmen will be familiar with the ranks and insignia of the Corps of Midshipmen.
- 2) All Midshipmen will wear the correct rank and/or insignia for collar and/or shoulder-boards.
 - a) Approved and authorized collar ranks, insignia, and other accoutrements include:



Worn by Deck and Drill & Ceremonies Midshipmen.



Worn by Engineer Midshipmen



Worn by junior Midshipmen
(Midshipmen 2nd Class)



Worn by sophomore
Midshipmen (Midshipmen 3rd
Class)

**Ranks worn by senior Midshipmen (Midshipmen
1st Class):**



Captain (CAPT)

Commander (CDR)

















Lieutenant Commander (LCDR)

Lieutenant (LT)

Lieutenant Junior Grade (LTJG)

Ensign (ENS)

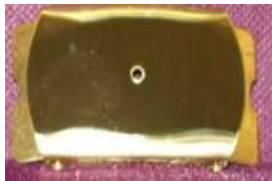
- b) The image on the following page was borrowed from *United States Navy Midshipman Class & Rank Insignia* and is for illustration purposes only.
- i) Not all rank/insignia/device illustrated are used by the Texas A&M Maritime Academy Corps of Midshipmen.
 - ii) All Midshipmen are responsible for wearing the proper rank/insignia/device on collars, shoulders, and sleeves. Consult your Commander and the Midshipman Instructions Manual for guidance.

Class Insig.	Shoulder Marks	Collar Device	Rank Insig.	Shoulder Marks	Collar Device
MIDN 4/C	 No stripes with fouled anchor	No collar device	MIDN LTJG	 Two horizontal stripes with star	 Two gold bars (left & right)
MIDN 3/C	 One diagonal stripe with fouled anchor		MIDN LT	 Three horizontal stripes with star	 Three gold bars (left & right)
MIDN 2/C	 Two diagonal stripes with fouled anchor		MIDN LCDR	 Four horizontal stripes with star	 Four gold bars (left & right)
MIDN 1/C	 One horizontal stripe with fouled anchor		MIDN CDR	 Five horizontal stripes with star	 Five gold bars (left & right)
MIDN ENS	 One horizontal stripe with star	 One gold bar (left & right)	MIDN CAPT	 Six horizontal stripes with star	 Six gold bars (left & right)



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- 3) All Midshipmen will wear the correct belt and buckle.
- a) Underclass Midshipmen (freshmen and sophomores) will wear black belts with the standard brass slide buckle.
 - b) Upper-class Midshipmen (juniors and seniors) will wear white cotton belts with brass slide buckle affixed with the A&M Corps stack in the middle.
 - c) Commanders will wear white nylon belts with brass slide buckle affixed with the Eagle stack in the middle.
 - d) All Midshipmen of Victor Company will wear tan belts.



Worn by juniors, seniors and commanders with the appropriate insignia affixed in the center.



Worn by juniors and seniors.



Worn by commanders.

ARTICLE 613 - AUTHORIZED RIBBONS

- 1) In order to provide more visible recognition for the achievement and service of Midshipmen, a set of awards in the form of ribbons has been created. These awards in their order of precedence are:



SUPERINTENDENT DISTINGUISHED MIDSHIPMAN RIBBON

Awarded To:

The Best Midshipman in each year group.

Awarded By:

Superintendent, Texas A&M Maritime Academy.

Criteria:

The Superintendent's Award may be awarded to outstanding Midshipman who uphold the highest traditions of the sea. This award may be for valor, duty above and beyond the call of duty, heroism or other exceptional performance.

Modifications:

Subsequent awards are indicated by a star.



CHIEF OF STAFF'S AWARD

Awarded To:

The outstanding Freshman and Sophomore in each Company.

Awarded By:

Superintendent, Texas A&M Maritime Academy.

Criteria:

Selection by designated committee after recommendation by senior leadership of the Corps. Selection shall be based on demonstrated qualities of leadership, academic proficiency, participation in University programs and conduct. Awards will be presented at the end of the spring semester. To be eligible, the Midshipman shall have been of the same Corps classification for the fall and spring semester.

Modifications:

Subsequent awards are indicated by a star.



ACADEMIC AWARD

Awarded To:

Any Midshipman with a 4.0 at the Term (Gold Star).

Awarded By:

Superintendent, Texas A&M Maritime Academy.

Criteria:

Awarded at the end of a semester to those Midshipmen that meet Texas A&M University at Galveston requirements for a 4.0 GPR for the semester holding 12 hours plus.

Modifications:



DISTINGUISHED STUDENT RIBBON

Awarded To:

Any Midshipman with a 3.5 at the Term (Silver Star).

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

Awarded at the end of a semester to those Midshipmen that meet Texas A&M University at Galveston requirements for designation as a distinguished student during any semester. GPA 3.50 per semester with 15 hours plus.

Modifications:

Subsequent awards indicated by a star.



HEARN HONOR GUARD RIBBON

Awarded To:

Any Midshipman who is a member in good standing with the Hearn Honor Guard.

Awarded By:

Criteria:

Member in good standing with the Hearn Honor Guard.

Modifications:



OUTSTANDING COMPANY RIBBON

Awarded To:

All current Midshipmen in the outstanding company.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

Awarded annually at the end of the spring semester to the Midshipmen Company that has displayed the best teamwork, grades, drill, inspections and community service in the Corps. Judges will be selected from the Chief of Staff's staff and Midshipman leaders.

Modifications:



OUTSTANDING FISH AWARD

Awarded To:

Outstanding Fish Midshipmen in each Company.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

The recipients will be chosen by the Corps Commander's Staff. Awarded at the end of each school year.

Modifications:



HONORS PROGRAM RIBBON

Awarded To:

Any Midshipman that is a member of the TAMUG Honors Program.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

A current member in good standing with the TAMUG Honors Program.

Modifications:

SGA SERVICE RIBBON AND MEDAL

Awarded To:

Any Midshipman who serves in the Student Government Association for 2 semesters.

Awarded By:

Deputy Superintendent, Texas A&M Maritime Academy.

Criteria:

Two semesters of service in the Student Government Association.

Modifications:



MERITORIUS UNIVERSITY SERVICE RIBBON

Awarded To:

Any Midshipman.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

Awarded at the end of the spring semester to any Midshipman who earns 15 or more service points at least 5 of which must be earned in each semester. Service points shall be the same as for the University Service Award.

Modifications:



DRILL TEAM RIBBON

Awarded To:

Any Midshipman.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

Awarded at the end of each semester after a Midshipman has fulfilled the Drill Team requirements for acceptance (refer to Drill Team Constitution for requirements).

Modifications:



SEA AGGIE BAND RIBBON

Awarded To:

Any Midshipman in the Sea Aggie Band.

Awarded By:

Criteria:

The recipients will be chosen by the Band leader. Awarded at the end of the first semester.

Modifications:



EAGLE SCOUT RIBBON

Awarded To:

Any Midshipman who has earned the Eagle Scout Award.

Awarded By:

Boy Scouts of America.

Criteria:

Determined by the Boy Scouts of America.

Modifications:



CRUISE RIBBON

Awarded To:

Any Midshipman Satisfactorily Completing a Cruise.

Awarded By:

Academic Department Head.

Criteria:

Completion of a summer training cruise on the training ship or a commercial ship and receiving a grade of "B" or better on the cruise project and have not been found responsible for a conduct violation during the cruise period. Awarded at the end of the fall semester.

Modifications:



VARSIY SPORT RIBBON

Awarded To:

Any Midshipman who participates in a varsity sport or serves as a Yell Leader.

Awarded By:

Chief of Staff, Texas A&M Maritime Academy.

Criteria:

Becoming a member in good standing with a varsity sports team here on Campus. The ribbon and medal may be worn even though the individual is no longer an active member of the category for which the ribbon and medal is awarded.

Modifications:

ARTICLE 614 - COMPANY AWARDS

- 1) Company awards
 - a) **Superintendent's Flag - The most outstanding Company for the school year.**
 - i) Selection is based upon academics, overall performance in the Corps, Community Service and marching scores.
 - b) Best Drilled Streamer - Best drilled company based upon drill scores at the College Station Corps Trips and other marching events.
 - c) Best Athletic Streamer - Best athletic company based upon the scores from the Maritime Olympics.

ARTICLE 615 - CORPS INSPECTIONS

- 1) Company Commanders are responsible for holding random, **weekly uniform inspections**. Emphasis should be also be placed on grooming standards while in uniform— daily shave, good haircut and short sideburns.
- 2) Company Commanders are responsible for holding random, **weekly room inspections**.
- 3) Corps Staff shall conduct a Corps Uniform inspection, announced at least once a month. The results will be used in the awarding of the Superintendent's Flag and the no formation policy for the outstanding company each month.

Fall - 4 Year Track

MIDN. 1/C



Senior 4 yr track beginning 4th yr

- 95Hours = Aggie Ring
- 3rd Training Cruise

MIDN. 2/C



Junior 4 yr track beginning 3 yr

- 2nd Training Cruise

MIDN. 3/C



Sophomore 4 yr track beginning 2nd yr

- 1st Training Cruise

Freshman - 1st Year = No Rank

Spr transfer = Freshman for one semester

FALL - 3 Year Track

MIDN. 1/C



Senior Beginning 3rd Year in the Corps

- 2nd Training Cruise – Begin sr yr
- 3rd Training Cruise – End of sr yr

MIDN. 2/C



Junior Beginning 2nd Year in the Corps

- 1st Training Cruise

Freshman 1st Year = No Rank

SPRING - Midterm 3 Year Track (Six Full Semesters) + Need additional 7th Semester

MIDN, 1/C

Senior Beginning 3rd Year in Corps

- 2nd Training Cruise (begin sr yr)
- 3rd Training Cruise (end sr yr)

**Super Senior Completing Sixth semester -
In the Corps – Graduates in December**

MIDN, 2/C



Junior Beginning of 2nd Year in Corps

- 1st Training Cruise

Freshman – one semester = No Rank

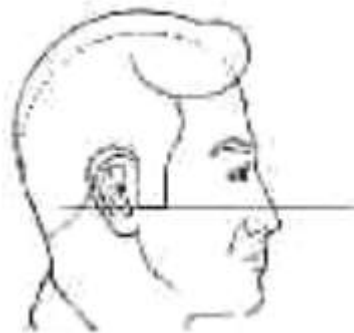
CHAPTER 7 - GROOMING STANDARDS

ARTICLE 701 - GENERAL INFORMATION

- 1) Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance. Forms of altering an individual's appearance, such as the use of cosmetics, hair color or styles, colored contact lenses, fingernail color and length, tattoos, body piercing, branding, intentional scarring, etc., that are not in keeping with the customs, traditions, and spirit of military appearance are not acceptable for midshipmen in uniform.
- 2) It is impossible to provide examples of every appropriate or acceptable hairstyle or "conservative" or "eccentric" grooming; therefore, the good judgment of leaders at all levels is key to upholding the grooming policy of the Texas A&M Maritime Academy.
- 3) The Superintendent (or designee) is authorized to establish more restrictive grooming standards for midshipmen.

ARTICLE 702 - STANDARDS FOR MALES

- 1) Males will always be clean shaven.
 - a) No beard or mustaches are permitted.
 - b) Sideburns will be of even width (not flared) and will end with a clean-shaven horizontal line. Will be tapered to conform to the rest of the hair.
 - c) Sideburns will not extend below a point level with the bottom of the ear opening.

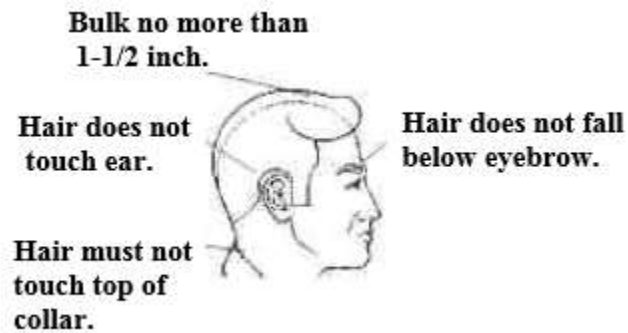


Sideburns are tapered to conform with the rest of the hair.

Sideburns shall not extend below a point level with the bottom of the ear opening.

- 2) Haircuts:
 - a) Freshman will maintain the fish haircut, which is 5 finger white walls (no hair on the side) and clipper length no more than 5 on top (High and tight).
 - b) Sophomores through seniors are permitted to have a military style haircut based on the following:
 - i) Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. A totally clean, shaven scalp is authorized.

- ii) Will not be blocked across the back of the neck. Hair on the back of the neck must not touch the collar. The bulk of hair must not be more than 1 1/2 inches.
- iii) Eccentric haircuts (i.e., braids, dreadlocks, mohawks, layered, braided, plaited, adding of any unnatural hair-coloring, etc.) are not authorized and will be grounds for disciplinary action.



- 3) Fingernails will be kept clean and will not extend past the fingertips or be colored.

ARTICLE 703 - STANDARDS FOR FEMALES

- 1) Haircuts and styles will present a balanced appearance.
 - a) The hair may touch, but not fall below a horizontal line level with the bottom edge of the back of the collar.
- 2) All ponytails and long hair, including braids, must be neatly and inconspicuously fastened, pinned, or secured to the head and must not fall below the lower edge of the collar.
 - a) No portion of the bulk of the hair as measured from the scalp will exceed 2 inches.
- 3) Braided hairstyles, such as cornrows, are authorized and will be conservative and conform to the guidelines listed herein.
 - a) When a hairstyle of multiple braids is worn, braids will be of uniform dimension, small in diameter, and tightly interwoven in symmetrical fore and aft rows that minimize scalp exposure and present a neat, professional, well-groomed appearance.
- 4) Hairpins (bobby pins), small barrettes, elastic bands, scrunchies, and small combs that are plain black, dark blue, brown, or color similar to the individual's hair are authorized.
- 5) Widely spaced individual hanging locks, dreadlocks, braids, or pigtaileds that protrude from the head are not authorized.
- 6) Lopsided and extremely asymmetrical styles are not authorized.
- 7) Foreign material (e.g., ribbons, beads, decorative items) will not be woven into the hair. Braid ends will not protrude from the head, and will be secured only with inconspicuous material that matches the color of the hair.
- 8) Headbands or sweatbands are not authorized.

- 9) Hair will not extend below the eyebrows. Hair accessories shall not add more than two inches of bulk or interfere with the proper wearing of headgear and/or safety gear.
- 10) Cosmetics, if worn, will be conservative, in good taste, and not be brightly colored.
- 11) Fingernails will be kept clean and will not extend more than 1/4 inch beyond the fingertip.
 - a) Nail polish may be worn, but will be beige or neutral in color.
 - i) Brilliant glossy colors, florescent colors, green, yellow, blue, black, or decorative nail art are not authorized.

CHAPTER 8 - MILITARY LETTERS

ARTICLE 801 - GENERAL

- 1) The military letter is the preferred method of communication, coordination, and approval for all activities of the Corps of Midshipmen.

ARTICLE 802 - MILITARY LETTER ROUTING GUIDELINES

- 1) Military letters will be routed through the Midshipman Chain of Command.
- 2) Military letters need only be routed up to the appropriate approval authority.
- 3) Letters requiring Major Unit Commander approval should be routed through the appropriate Midshipman Training Officer. Letters requiring Corps Commander approval must be routed through the Assistant Commandant.
- 4) From time to time, Military Letters will be requested for special purposes, and their routing procedures will be specified at the time of their request.
- 5) Approval Authority:
 - a) Outfit Level:
 - i) Permission for a Midshipman to go out of town.
 - ii) Permission for a Midshipman to be excused from formation.
 - iii) Permission for a Midshipman to be excused from a required outfit activity.
 - iv) Permission for a Midshipman to wear non-regs to class.
 - v) Permission for a Midshipman to be excused from Evening Study Time.
 - b) Major Unit Level
 - i) Permission for a Midshipman to be excused from a required Corps PFT due to medical reasons.
 - ii) Permission for an outfit to be excused from a required Corps activity.
 - iii) Permission for an outfit to be excused from Evening Study Time.
 - iv) Permission for an outfit to institute a restricted weekend on itself.
 - c) Corps Level:
 - i) Permission for a Midshipman to miss a Corps activity. (Example: All-Corps Meeting, Military Review, Football March-in, etc.).
 - ii) Permission for an outfit to conduct non-standard activities.

ARTICLE 803 - MILITARY LETTER EXAMPLE

1) Example of military letter:

Texas A&M University at Galveston
Corps of Midshipmen
Major Unit, Outfit

1 August 2007

M E M O R A N D U M

THRU:	Outfit Commander (unit name)	Recommend: Approval/Disapproval
	Midshipman Training Officer	Recommend: Approval/Disapproval
	Major Unit Commander (major unit name)	Recommend: Approval/Disapproval
	Assistant Commandant	Recommend: Approval/Disapproval
TO:	Corps Commander	Recommend: Approval/Disapproval

SUBJECT: Permission to Deviate from Corps Operations Manual.

1. Request Company Z-1 be allowed to _____.
2. The reason for this request is so Company Z-1 can _____.

(Signature)
JOHN J. JONES
Midshipman Sergeant First Class
Co Z-1

CHAPTER 9 - FORMATIONS AND DRILL

ARTICLE 901 - PURPOSE OF FORMATIONS

- 1) It is mandatory for all Midshipmen to attend formation between 0730-0745 on Monday, Wednesday, and Friday of each week.
 - a) Attendance will be taken and general inspection will be conducted.
 - i) Midshipmen will receive demerits if they do not attend formation, are not groomed (i.e., unshaven, need of haircut, etc.), or they are not in the correct uniform.
 - b) The Company that has the best attendance and inspection results at the end of each month will not have to attend formation the next/following month.
 - i) This will be published in the weekly POW.
- 2) Formation of units is a critical part of close order drill. The purpose of formations are:
 - a) To build unit cohesion and esprit de corps by recognizing Midshipmen during awards and promotion ceremonies.
 - b) To maintain continuous accountability and control of personnel.
 - c) To provide frequent opportunities to observe the appearance and readiness of the uniforms of each Midshipman.
 - d) To keep each Midshipman informed by providing the means to pass the word.
 - e) To develop command presence in unit leaders.
 - f) To instill and maintain high standards of military bearing and appearance in units and in each Midshipman.
 - g) To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

ARTICLE 902 - PURPOSE OF DRILL

- 1) Close order drill is one of the cornerstones of naval customs, courtesies and traditions. These traditions are perpetuated from one generation to the next through constant use and practice. Through these traditions, “esprit de corps” of every member is brought by their ever-present feeling of pride, not only in their unit, but also in themselves. A high standard of discipline and ‘esprit de corps’ should not only be maintained and preserved, but also further strengthened.
- 2) The United States Coast Guard has used the Marine Corps Drill and Ceremonies Manual as an official reference and guide for planning and conducting drills and ceremonies for the purpose of uniformity between the naval services. In keeping with this practice, the Corps of Midshipmen of the Texas A&M Maritime Academy has adopted and integrated the Marine Corps Drill and Ceremonies Manual.

- a) The Marine Corps Drill and Ceremonies Manual is available online at <http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/t/abid/13082/Article/173866/mco-p506020-wch-1.aspx>.
- b) All Midshipmen will be familiar with essential drills provided by instruction from key Midshipmen leaders in accordance to the Marine Corps Drill and Ceremonies Manual.
 - i) Drills, march-ins, and ceremonial activities will be scored and graded as performance measures.
- 3) The object of close order drill is to teach Midshipmen by exercise to obey orders and to do so immediately in the correct way. Close order drill is one foundation of discipline and esprit de corps. It is still one of the finest methods for developing confidence and Midshipman leading abilities in subordinates/rising leaders.
- 4) The purpose of drill is to:
 - a) Move units from one place to another in a standard, orderly manner.
 - b) Provide simple formations from which other formations may be readily assumed.
 - c) Teach discipline by instilling habits of precision and automatic response to orders.
 - d) Increase the confidence of leaders through the exercise of command, by giving proper commands, and by control of drilling troops.
 - e) Give subordinates the opportunity to handle command at the smallest formation level.

ARTICLE 903 - GENERAL INFORMATION FOR INSTRUCTING DRILL

- 1) Training personnel in drill is an important duty. Unit leaders who know the drill regulations and how to instruct will gain the respect and confidence of those they lead. Additionally, those instructing drill must:
 - a) Follow regulations strictly as an example to the personnel under instruction.
 - b) Have energy, patience, and spirit.
 - c) Have military neatness and bearing.
 - d) Observe personnel closely, immediately correcting any mistakes noted.
- 2) When instructing drill movements the system used to ensure all required information is provided is:
 - a) Purpose of the movement.
 - b) Number of counts involved in its execution.
 - c) When the movement may be executed.
 - d) Commands to cause the movement to be executed.

- 3) When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.
- 4) Before a drill period, an instructor should thoroughly study the movements to be executed.
- 5) Instructors may place themselves wherever they can best control the troops, make corrections, and ensure proper performance.
- 6) The instructor briefly explains and demonstrates each new movement prior to its execution by the troops. The troops should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.
- 7) Drill periods should be short but frequent. Snap should be required in every movement.
- 8) The basic instruction group is the squad.
 - a) Its size facilitates individual instruction.
 - b) Individuals who learn slowly should be placed in special squads. The best instructors should drill these squads.
 - c) Give subordinates the opportunity to handle command at the smallest formation level.
- 9) Command and the command voice
 - a) There are four (4) types of commands:
 - i) The **preparatory command** indicates a movement is to be made and may also indicate the direction of the movement.
 - ii) The **command of execution** causes the desired movement to be executed. In this manual, commands of execution are shown in **CAPITAL LETTERS**. Examples would be “**MARCH**,” “**FACE**,” “**ATTENTION**,” etc.
 - iii) With the **combined command**, the preparatory command and the command of execution are combined. Examples would be “**AT EASE**,” “**REST**,” “**FALL IN**,” etc.
 - iv) **Supplementary commands** are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads following the platoon commander's preparatory command, “**Column of Files From the Right**,” and before the command of execution “**MARCH**.”
- 10) When giving commands, commanders face their troops.
 - a) For company formations or larger, when commanding marching troops from the head of a column or massed formations, commanders march backward while giving commands.
 - i) When commanding a unit that is part of a larger unit, commanders turn their heads to give commands, but do not face about except when the unit is halted and the smaller units are in line. In this case, the leader faces about to give all commands except to repeat preparatory commands, for which turning the head is sufficient.

- ii) Commanders of platoons and larger units, when drilling as a part of a still larger unit, repeat all preparatory commands or give the proper new command or warning. There are three exceptions to this:
 - (1) The first is that no repetition is necessary for combined commands such as “**FALL IN**,” “**FALL OUT**,” “**REST**,” or “**AT EASE**.”
 - (2) The second is that no repetition of command is necessary when a unit is in mass formation.
 - (3) The third exception is that no repetition of command is necessary during parades and ceremonies where the commander of troops, adjutant, etc., may be clearly heard by all hands or the commander of troops and adjutant, give combined commands and subordinate unit commanders cause their units to execute the command independently. (e.g., when the regimental commander gives the combined command to “**PORT ARMS**” subordinate battalion commanders would give the command of “**Port, ARMS**” so that their battalion would execute the command as an independent unit of the regiment.)
- 11) The only commands that use unit designations, such as “**Battalion**” or “**Company**,” as preparatory commands are “**ATTENTION**” and “**HALT**.” Such commands shall have no further designation added (e.g., “First Battalion, ATTENTION” or “Company C, HALT”). Commands shall be given only as stated herein.
- 12) A command must be given loud enough to be heard by all members of a unit.
 - a) Good posture, proper breathing, and the correct use of throat and mouth muscles help develop a commander's voice.
 - b) Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals. Good exercises for voice projection are:
 - i) Yawning to get the feel of the open mouth and throat.
 - ii) Counting and saying the vowel sounds “oh” and “ah” in a full, firm voice.
 - iii) Giving commands at a uniform cadence, prolonging each syllable.
 - iv) When practicing, stand erect, breathe properly, keep the mouth open wide, and relax the throat.
 - (1) The diaphragm is the most important muscle in breathing. It is the large horizontal muscle that separates the chest from the abdomen. It automatically controls normal breathing, but must be developed to give commands properly. Deep breathing exercises are one good method of developing the diaphragm. Another is to take a deep breath, hold it, open the mouth, relax the throat muscles, and snap out a series of fast “hats” or “huts.” Expelling short puffs of air from the lungs should make these sounds. If properly done, you can feel the stomach muscles tighten as the sounds are made.

- (2) The throat, mouth, and nose act as amplifiers. They give fullness to and help project the voice. In giving commands, the throat should be relaxed. The lower jaw and lips should be loose. The mouth should be open wide and the vowel sounds (a, e, i, o, u) should be prolonged. Consonants (letters other than vowels) and word endings should be curt and sharply cut off.
 - (3) The position of attention is the proper position for giving commands. A leader's bearing will be emulated. If it is military, junior personnel will be inspired to respond to commands with snap and precision.
 - (4) Distinct commands inspire troops. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, you must emphasize enunciation; make full use of the tongue, lips, and lower jaw; practice giving commands slowly, carefully, and in cadence; and then increase the rate of delivery until the proper rhythm (112 to 120 beats per minute) is reached and each syllable is distinct. Raising the hand to the mouth to aid in projecting commands is not proper.
 - (5) Inflection is the rise and fall in pitch, the tone changes of the voice.
 - (1) Preparatory commands should be delivered with a rise and inflection in the voice. (e.g., “BaaaTAL ion,” “PlaaaTOON,” “FooreWARD,” “TO the REAR,” etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable. (e.g., The command “**Present, ARMS**” the preparatory command Preee(pause) ZENT” causes those armed with swords to execute the first count of the movement and the national color to go to the carry. Another example is “**Officers, Center, MARCH.**” On the preparatory command of “OffiCERS” those armed with swords go to the carry, on the preparatory command of “CennnTER” the officer’s step and/or face)
 - (2) A command of execution is given in a sharper and higher pitch than the tone of the preparatory command's last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, troops will react to it with snap and precision.
 - (3) Combined commands such as “**FALL IN**” are delivered without inflection. They are given in the uniform high pitch and loudness of a command of execution.
- 13) Certain drill movements may be made toward either flank. This Manual explains such movements in one direction only. To move to the other direction, it is necessary to substitute the word “left” for “right” as shown in parentheses.
- 14) The command, “**AS YOU WERE**,” cancels a movement or order started but not completed. At this command, troops should resume their former positions.
- 15) While marching, alignment is maintained toward the right, except:
- a) Upon the command “**GUIDE LEFT**” or “**GUIDE CENTER**,” alignment is maintained toward the left or center until the command “**GUIDE RIGHT**” is given.
 - b) In a column of platoons, the guide of the leading platoon controls direction and distance, and maintains the cadence counted by the commander. Guides of the following platoons control distances and follow the direction and cadence set by the leading guide.

- 16) Platoons in a company and individuals in a squad are numbered from right to left in line, and from front to rear in column. Squads in a platoon are numbered from front to rear in line and from left to right in column.
- 17) Posts of officers, noncommissioned officers, guidon bearers, and special units are shown in figures or explained later in this manual.
 - a) Changes of post are made by the most direct route unless specifically prescribed. The movement is made as soon as possible after the command of execution. Persons who have duties in connection with the movement take their new posts after those duties have been performed. Individuals moving from one post to another or aligning units must maintain military bearing. All necessary facings and changes of direction must be made as if drilling.
 - b) After the initial formation, guidon bearers and special units maintain their positions with respect to the flank or end of the organization with which they were originally posted.
 - c) All officers or noncommissioned officers commanding armed troops will be armed. When giving commands, drilling troops, or making reports, the rifle will be carried at right shoulder arms (See figure 1-6b), the sword will be carried at the carry sword position, and the pistol will be carried in the holster. Facing movements by commanders of armed troops may be executed while at right shoulder arms.
- 18) Whenever drill movements are executed while troops are marching, the command of execution is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes the deck if the movement is to the right. The one exception is when executing left shoulder arms from port arms; the command of execution will be given on the right foot. (See table 1-1 for the suggested foot to give commands on while marching.)
- 19) The cadence of commands should be that of quick time, even though no marching is involved. The pause between preparatory commands and commands of execution should be adapted to the size and formation of the unit.

ARTICLE 904 - REQUIRED STANDARD DRILL MANEUVERS

- 1) All Midshipmen are required to be able to properly execute the following standard drill maneuvers pursuant to the Drill and Ceremonies Manual. Specific instructions on command and execution of these maneuvers is available in the Drill and Ceremonies Manual.
 - a) **Fall-in**
 - b) **Attention**
 - i) The position of attention is the basic military position from which most other drill movements are executed. There are no counts, however, there are seven steps in describing the position:
 - (1) 1. Smartly bring your left heel against the right.
 - (2) Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
 - (3) Your legs should be straight, but not stiff at the knees.

- (4) Keep your hips and shoulders level and your chest lifted.
- (5) Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
- (6) Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
- (7) Stand still and do not talk.

c) **Dress-right-dress**

- i) The purpose of this maneuver is to establish the interval (lateral space between elements) and to dress the alignment of each squad.
 - (1) On the command “Dress Right, DRESS,” everyone except the squad leader, smartly turn their heads to the right, 90 degrees over the shoulder look, and align themselves. At the same time, everyone except the individual on the left flank, provide interval by smartly raising their left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down.
 - (2) As the base of the movement, the squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short steps until their right shoulders lightly touch the fingertips of the person on their right.
 - (3) The unit leader, on his/her own command of execution “DRESS,” faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the squad. The unit leader aligns the squad by commanding those individuals in advance or rear of the line to move forward or backward until in line. These individuals are designated by name or number. For example: “Jones, FORWARD;” or “Number Three, BACKWARD.” Those individuals will move until receiving the command “STEADY.” The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands “Ready, FRONT.” Immediately after commanding “FRONT,” the unit leader marches by the most direct route back to a post 3 paces front and centered on the squad.
 - (4) On the command “Ready, FRONT,” all members of the squad who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

d) **Cover**

- i) The purpose of this maneuver is to align in column. The command is “COVER.” At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.

e) **Alignment**

f) **Parade rest**

- i) On the preparatory command “Parade,” shift the weight of your body to the right leg without noticeable movement. On the command of execution “REST,” and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. The only command you may receive while at parade rest is “ATTENTION.”

g) **At-ease**

- i) The command is “AT EASE.” It is executed in one count. At the command, keep your right foot in place. You may move about, but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is “ATTENTION.”

h) **Salute (Present Arms and Order Arms)**

- i) The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “Hand, SALUTE.” To return to the position of attention the command is “Ready, TWO.”
- (1) When “SALUTE” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.
 - (2) At the command “TWO,” return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.
 - (3) To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command “Ready,” will be used prior to the command of execution “TWO.”
- ii) You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6

paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

iii) When the command “Present, ARMS” is given, if not armed, you execute the hand salute on the command “ARMS.” Stay at that position until the command “Ready, TWO” or “Order, ARMS” is given.

i) **Face (Right / Left / About)**

i) The purpose of a facing movement is to face a unit to either the right, left, or about. Facing movements are executed in two counts when halted. While facing, your arms should not swing out from your sides, but remain at the position of attention.

(1) “Right, FACE” is a two-count movement.

(a) On count one, at the command “FACE,” raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.

(b) On count two, place the left foot smartly beside the right and stand at attention.

(2) “Left, FACE” is executed in the same manner described in above, substituting left for right and right for left.

(3) “About, FACE” is a two-count movement.

(a) At the command “About,” shift your weight to your left leg without noticeable movement.

(b) On count one at the command “FACE,” place our right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.

(c) On count two (see figure 2-5c), turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers. If properly executed you will be at the position of attention facing in the opposite direction.

j) **Forward**

k) **To the rear**

l) **Column movements**

i) All units will execute column movements as opposed to turning movements in order to change direction.

- (1) The commander gives the preparatory command (*Column Right* or *Column Left* as appropriate) over his or her right shoulder as the foot corresponding to the desired new direction of march strikes the ground. If the unit is marching in a Corps —block formation (company/squadron/battery mass at normal interval between ranks and files, refer below to 7.), no supplementary commands are issued by platoon or flight leaders. The commander gives the command of execution MARCH the next time the same foot strikes the ground after the supplementary commands have been given.
- (2) The commander and guidon bearer execute their turn in marching on the command of execution and not before.
- (3) As each rank executes the column movement, those on the inside of the turn will pick up the half step as they come on line with those in their rank until the outer most person comes on line. When the rank has completed coming on line in the new direction of march, all those in the rank will step off in quick time (full 30-inch step at standard cadence) together without command. Each succeeding rank does likewise. There is no command of *Forward*, MARCH after a column movement.

m) **Eyes right**

i) Eyes Right (Saber and Guidon)

- (1) The saber manual for EYES RIGHT is executed as follows: On the next left step after the preparatory command EYES (given as the right foot hits the ground), sharply move the saber to a position of three inches to the front of the chin with the base of the hilt at the height of the chin. The tip of the blade should be inclined six inches forward to the vertical position of the hilt. On the next left after the command of execution RIGHT, (given as the right foot strikes the ground), sharply move the saber to the PRESENT SABER position. At PRESENT SABER the right arm will maintain a normal arm swing as described above in 3.a. The tip of the blade will move parallel to the ground six inches from the surface. This is accomplished by flexing the wrist.
- (2) On the preparatory command EYES, (given as the right foot strikes the ground), the guidon bearer moves his/her left hand sharply to the guidon, arm parallel to the ground. As the left foot strikes the ground, the guidon bearer sharply raises the guidon. The next time the left foot strikes the ground (after the command of execution RIGHT is given by the commander as the right foot strikes the ground), the guidon bearer sharply lowers the guidon to the PRESENT GUIDON position and sharply executes EYES RIGHT. The guidon bearer should make his/her movements precise and insures the guidon falls free of entanglement with the staff. A guidon that is shaken free of entanglement with the staff is a cut.
- (3) EYES RIGHT sequence as the indicated foot strikes the ground:

	RIGHT	LEFT	RIGHT	LEFT
Commander:	EYES	Saber raised	RIGHT	Executes <i>present saber</i> . Turns head and eyes sharply to 45 degrees.

Guidon Bearer: Moves left hand to guidon, arm parallel to the ground.	Raises guidon.	Guidon raised.	Executes <i>present guidon</i> , turns head and eyes sharply to 45 degrees.
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ii) Eyes Right (Company)

- (1) On the command of executive, RIGHT, all cadets except for the right file, sharply execute EYES RIGHT (head and eyes held at 45 degrees to the right, shoulders parallel to the front rank).
- (2) On the command of execution RIGHT, all unit cadet officers also execute the hand salute. All cadet officers on a staff likewise execute present saber. No cadet non-commissioned officers (including those on a staff) execute a salute unless acting as the commander in the absence of all cadet unit or staff officers.

iii) Ready front

(1) Ready Front (Saber and Guidon)

- (a) Command voice will be judged for correct content, volume, distinctness, pronunciation, inflection and timing. The preparatory command READY and command of execution FRONT are both given as the left foot strikes the ground. The commander gives the preparatory command two paces before the last rank or cadet of the unit or staff passes the marker (which is placed six paces beyond the reviewing stand). The command of execution is given the next time the left foot strikes the ground when the last rank or cadet of the unit or staff is parallel to the marker. The command is properly timed if the last rank or cadet of the unit is within plus or minus one pace of the marker when the command is delivered. Each pace outside this tolerance is a cut.
- (b) The saber manual for READY FRONT is executed as follows: After the preparatory command READY, (given as the left foot strikes the ground), the flat of saber blade is brought from parallel to the ground to perpendicular to the ground as the right foot strikes the ground. This is accomplished by rotating the hilt in the hand while at present saber. The next time the right foot strikes the ground, the saber is raised to the carry saber position and the head and eyes face to the front.
- (c) On the preparatory command READY (given as the left foot strikes the ground), the guidon bearer moves his/her left hand sharply to the guidon staff. As the right foot strikes the ground, the guidon bearer sharply raises the guidon to the vertical position. The next time the right foot strikes the ground (after the commander gives the command of execution FRONT as the left foot strikes the ground), the guidon bearer sharply lowers the guidon to the carry guidon position.

(2) READY FRONT sequence as the indicated foot strikes the ground:

	LEFT	RIGHT	LEFT	RIGHT
Commander:	READY	Rotate	FRONT	Executes

	flat of the saber blade		<i>carry saber,</i> turns head and eyes to the front
Guidon Bearer:	Raises left hand to guidon staff.	Guidon raised.	Executes <i>carry guidon,</i> turns head and eyes to the front.

(3) Ready Front (Company)

- (a) On the command of execution, FRONT, all cadets (except for the right file) sharply execute ready front (head and eyes turned sharply to the front).
- (b) On the command of execution FRONT, all unit cadet officers also execute order arms. All cadet officers on a staff likewise execute carry saber.

n) **Halt**

o) **Fall-out**

- i) The command is “FALL OUT.” At the command, leave your position in ranks, but remain nearby or proceed to a pre-designated area. When “FALL IN” is given, return to your place in ranks at the position of attention.

ARTICLE 905 - ORDER OF MARCH

- 1) The established order of march for the Corps begins with Corps Staff, Corps Color Guard, 1st Battalion Staff, 1st Battalion Color Guard, all 1st Battalion units (in alphanumeric order), 2nd Battalion Staff, 2nd Battalion Color Guard, and all 2nd Battalion Units (in alphanumeric order).
 - a) Special units (other than Color Guard) will march behind the last 2nd Battalion unit in alphabetical order.
- 2) The established order of march may be changed by the Corps Commander with notice being made in the Plan of the Week and Plan of the Day.

ARTICLE 906 - PARTICIPATION AND ABSENCE EXEMPTIONS

- 1) Corps formations, activities and marching events are mandatory for all cadets. Accepting membership in the Corps of Midshipmen carries with it the privilege and obligation to represent one’s unit, the Corps and Texas A&M University at Galveston and as the embodiment of the traditions of selfless service and dedication for which Aggies are widely known. Unless there is a compelling reason for a cadet to be absent, he or she is expected to attend all scheduled Corps events. This obligation is even more important to the upper class Midshipmen who must set the example for the under-class Midshipmen.
- 2) There are situations that preclude a cadet from attendance at a Corps event. In order to obtain an exemption from being considered absent without permission, the following procedures must be strictly followed. At graded events, failure to do so results in the unit losing points in its marching score for an unexcused absence.

- a) A cadet requesting an excused absence from a Corps event must submit a request to his or her unit commander stating the reason for the absence. Staff members submit their request to the commander of their respective minor, major or Corps staff. This request must be done a minimum of five class days prior to the event. The commander will either approve or disapprove the request and inform the cadet within one class day of having received the request. In cases of emergency situations or unforeseeable circumstances, late requests may be considered.
- b) Each commander will submit an e-mail message to the Corps adjutant listing those cadets excused from the Corps event at least three class days prior to the event. This message will list each excused cadet's complete name, class and justification for the absence. In cases of emergency requests subsequently approved, these will be submitted as soon as approved and add the justification for late approval. Commanders who have approved no excused absences will submit a message to that effect in lieu of the list of those approved. Commanders will submit all messages regarding absences by e-mail with info copies to the minor, major (as applicable) and the Corps commanders. The Corps commander may disapprove unit marching credit for those absent cadets which he or she feels does not have sufficient justification to be absent from the event. The Corps adjutant will acknowledge receipt by e-mail to the sending commander no later than 24 hours after transmission of each of these messages to him or her.
- c) The Corps adjutant will consolidate these messages and forward by e-mail those approved by the Corps commander for marching event credit as excused absences to the Commandant's designated representative in the Office of Operations and Training. These messages must indicate the respective unit or staff for which the absence credit is to be applied. In addition, the Corps adjutant will similarly submit the number of absence credits by unit for those participating on color guards, Parsons Mounted Cavalry or other Corps related duty during a graded marching event. This information and the required messages from the commanders must be submitted no later than 0800 hours the first class day following the graded marching event. Only the Corps commander may submit additions or corrections after this time. No changes will be applied after 0800 hours the second class day after the graded marching event unless the Commandant so directs.
- d) Any unit which permits an unauthorized person to march in or with their formation will receive zero points for that graded event.

ARTICLE 907 - CONDUCT AND DISCIPLINE WHILE IN FORMATION

- 1) Use of tobacco or gum in formation; silent commands of execution; talking in ranks, looking around or laughing; improperly worn uniform, extreme hair length; dirty or scuffed foot gear or dirty and/or wrinkled uniforms; etc., are indicative of poor leadership, training, and discipline within units and present an unfavorable public image of the Corps of Midshipmen.
 - a) Evaluators noting any of the above, regardless of grading area responsibility, will mark that unit accordingly and these observations will be provided to the evaluators of military and general appearance. Each such cut will result in the loss of one point in the areas of military or general appearance.
- 2) "Pull outs" (such as improper name tags, tinted glasses, rank insignia or brass; unauthorized cords, awards, or patches; watch chains, rings showing when wearing gloves or other unauthorized modifications to the prescribed uniform or guidon; or conduct considered by the evaluator so unbecoming as to reflect discredit upon the Corps and Texas A&M University will be the loss of ½ of the possible points in his or her area of evaluation in addition to any other point loss assessed for that area.

- a) Any observed “pull out” will be reflected in the military and general appearance areas as well as in the area of the evaluator who observed it. Conduct or appearance of such a discreditable nature so as to cause the Corps and Texas A&M University to suffer humiliation or public embarrassment, may be subject to disciplinary sanctions as prescribed in the Corps Operations Manual and Midshipmen Instructions Manual.
- 3) Conduct will be closely evaluated both while marching and at the halt from the assembly area to the dismissal area. Normally the unit is at attention or parade rest (a modified position of attention) at a halt. As such, no moving, talking, looking around, laughing, chewing, or other actions in violation of the requirements of these positions are permitted. This standard is applied equally to all classes.
- a) For extended halts, other than on the final line of a review, the commander may command the unit to a rest position (at ease or rest). Such a command will apply to all members of the unit. While both rest positions allow movement except for the right foot, only rest allows talking (in a quiet manner).

CHAPTER 10 - PHYSICAL FITNESS TRAINING AND WEIGHT CONTROL

ARTICLE 1001 - IMPORTANCE OF PHYSICAL FITNESS

- 1) Although physical fitness training is not mandatory for the Texas A&M Maritime Academy Corps of Midshipmen, physical fitness is critical. From climbing up and down the many ladders on the T/S General Rudder to keeping up with the fast pace of college life, a well-conditioned body and mind will help you succeed in school as well as your future careers. Additionally, the U.S. Coast Guard and the U.S. Navy require you to pass certain physical standards if you want to join their service. For these reasons, physical fitness is emphasized and encouraged for all Midshipmen to accomplish at their own pace.
- 2) Along with physical fitness training, a healthy diet and control of your physical weight will go a long way toward helping Midshipmen learn to live a healthy lifestyle.
 - a) We teach a healthy lifestyle by requiring all Midshipmen to have a meal plan and eat at the dining hall.
- 3) No formal training will be conducted before 0600 for any reason.
- 4) Physical fitness training in the residence hallways is strictly prohibited.

ARTICLE 1002 - U.S. COAST GUARD STANDARDS

- 1) The Texas A&M Maritime Academy will utilize the Coast Guard Weight and Body Fat Standards Program Manual (available at http://www.uscg.mil/hq/cg1/cg111/fitness_help.asp) as a reference for Midshipmen fitness.
 - a) Although physical fitness training is not mandatory, Midshipmen are strongly encouraged to utilize the reference in order to maintain a well-conditioned body and mind.

CHAPTER 11 - DAILY ROUTINE AND WATCH ORGANIZATION

ARTICLE 1101 - GENERAL INFORMATION

- 1) The routines have been developed for the day-to-day operation of the Corps of Midshipmen. This routine shall be adhered to by all concerned and shall not be changed except by order of the Commandant. Copies of the daily routine will be permanently posted.

ARTICLE 1102 - PLAN OF THE DAY / PLAN OF THE WEEK

- 1) The Plan of the Day (POD) and Plan of the Week (POW) are the official publications of the Midshipman Corps and shall include all notices, changes in daily routine and other information important to normal operation of the Midshipman Corps. During the academic year, the Corps Commander is responsible for publishing the Plan of the Week. During summer cruise and due to the increased operational tempo, the Corps Adjutant publishes a Plan of the Day.
- 2) Each Midshipman is responsible for reading the Plan of the Day/Plan of the Week and for having knowledge of their contents.
- 3) The Commandant will approve the contents of the POD and POW prior to distribution.

ARTICLE 1103 - MIDSHIPMAN WATCHES, T/S GENERAL RUDDER

- 1) All Midshipmen are responsible for knowing the special details of the watches on the Texas Clipper in port and at sea. These details are set forth in the Master's and Chief Engineer's Standing Orders and Night Orders.
- 2) The lives of all persons aboard ship are entrusted to those on watch. Midshipmen should always be vigilant to hazardous conditions aboard ship and report them to the appropriate responsible party immediately. Hazardous conditions will be reported to the Senior Duty Officer (SDO) and the Faculty Duty Officer (FDO). If there is doubt as to the proper response to a situation, the Master of the USTS Texas Clipper or the Master's designee is always available for notification of hazardous situations.
- 3) Midshipmen shall stand watch in an alert and responsible manner. They will not permit unauthorized personnel aboard ship or allow personnel to engage in hazardous activities. They will perform assigned tasks to the utmost of their ability; and they will remember that while on watch, they are the Master's direct representatives. Individuals on watch will carry out the orders of the Master.

CHAPTER 12 - MIDSHIPMAN CONDUCT AND DISCIPLINE SYSTEM

ARTICLE 1201 - GENERAL INFORMATION

- 1) Midshipmen are expected to meet a higher standard of conduct than non-corps students. As such, all Midshipmen must comply with the Texas A&M Maritime Academy's Corps Operations Manual as well as the Texas A&M University at Galveston Student Rules.
 - a) All personnel are to be guided by the general rules of orderly conduct, that in every respect are a credit to Texas A&M University.
 - b) All personnel are to set a good example for students embarked. Gracious conduct onboard ship and onshore, a neat personal appearance, proper language, and, in general, behavior befitting honorable men and women who live by the AGGIE CODE OF HONOR are the standard.
- 2) Conduct standards for the Corps are set forth in writing in order to give Midshipmen general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.
- 3) Violations of the Corps Operations Manual and/or the Midshipman Instructions Manual may result in conduct sanctions.
 - a) Any Midshipman conduct sanction imposed by the Corps may precede and be in addition to any penalty that might be imposed by the Office of Student Life or any off-campus authority.
- 4) Texas A&M University at Galveston Student Rules is the governing authority on the administration of Midshipman Conduct Process.
 - a) Midshipmen are responsible for following and complying with the most current Texas A&M University at Galveston Student Rules. Midshipmen should visit <http://www.tamug.edu/stulife/studentliferules/studentlifehome.html> for the most current versions of the Texas A&M University at Galveston Student Life Rules.
- 5) The Superintendent or his designated representative has the final review/administrative authority in all Midshipman conduct and administrative cases.
 - a) The Deputy Superintendent as the authority to act for the Superintendent unless otherwise stated.
- 6) During the training cruise, the Superintendent of the Texas A&M Maritime Academy, or his designated representative in his absence, may refer infractions of Texas A&M University at Galveston Student Rules for disposition within the Midshipman Discipline System.
- 7) The Superintendent has the authority to place a Midshipman, who is on the summer training cruise, on interim suspension off the vessel, if it is believed that the presence of the Midshipman poses a continuing danger or safety issue to persons or property, or presents a threat of disrupting the academic/operations on the vessel.
 - a) A Midshipman Conduct Conference will be scheduled as soon as practicable thereafter.
- 8) Midshipmen are required to work off their restricted weekend within one week of receiving it; without a valid excuse. Any Midshipman who doesn't have them complete by the end of the

semester will be considered for not going on the summer cruise or being allowed to join the Corps the following semester.

- 9) When a Midshipman receives over 20 demerits in a semester, they will be considered for suspension from summer cruises. Midshipmen with over 25 demerits will be considered for suspension from the Corps.
- 10) While participating on cruise, you are registered for class and the ship is your classroom and the surrounding onshore area is your campus, therefore all university rules apply. Any conduct that occurs on cruise is subject to a university conduct conference when deemed necessary by the Superintendent or his representative.
- 11) Offenses by Midshipmen, which are infractions of University Student Life Rules will be disposed of in accordance with the provisions of the University Student Life Rules. Violations of the Corps Operations Manual or the Midshipman Instructions Manual that do not constitute infractions of the University Student Life Rules will normally be disposed of in accordance with the provisions of these manuals.
- 12) During the academic year a determination as to the proper disposition of a questionable case will be brought to the attention of the Assistant Vice President for Student Affairs or his/her designee and the Commandant for a determination as to the proper adjudication process for the specific case.
- 13) Midshipmen are afforded rights in disciplinary proceeding as are detailed Student Rule 26 – Student Conduct Proceedings. Midshipmen should visit http://www.tamug.edu/stulife/studentliferules/Rule_26.pdf for the most current version of Student Rule 26 – Student Conduct Proceedings.

ARTICLE 1202 - AUTHORITY FOR REPORTING OF OFFENSES

- 1) Midshipmen may be placed on report by a member of the faculty, staff or full time TAMUG employee.
 - a) Any Midshipman who witnesses another Midshipman commit a violation of Corps of Midshipmen Instructions shall put that individual on report.
 - b) Underclassman will first notify their Company Commander to determine if the offense is a proper charge. Any retribution against a junior classman for reporting a violation of a more senior classman will seriously compound the original offense.

ARTICLE 1203 - DEMERIT SYSTEM

- 14) A demerit system is in effect for the Corps as required under Subpart A (Regulations and Minimum Standards for State, Territorial or Regional Maritime Academies and Colleges) of 46 CFR 310.
- 15) Demerits serve both as a Midshipman disciplinary tool and a performance indicator. Company Commanders are responsible for ensuring the system works properly.
 - a) Procedures for operating the Demerit System are in the Midshipman Instructions Manual.
- 16) If a Midshipman receives a total of 5 demerits in one semester, one restricted weekend (RW) will be administered by the MAA immediately following the date receiving the 5th demerit.

- a) RWs must be served the week they are earned, unless there is a valid excuse.
- 17) A weekly Demerit list will be placed in an appropriate area on Wednesday of each week and Midshipmen are expected to complete their demerits that week, unless they have a validated excuse, by their commander. Then they must do it the following week.
- 18) All commanders will have a semester total of all demerits and there is no excuse for not checking to see how many you have received. The MAA also has a list.
- 19) Midshipmen have the right to appeal the demerits assigned by attending the Midshipman Mast.
- a) All appeals should be heard within 5 business days from when the demerits are issued.
- 20) If a Midshipman receives a maximum of 25 demerits per semester, their status in the Corps will be reviewed and a recommendation made concerning their membership.
- 21) The Corps Commander will determine who is authorized to give demerits in the Midshipman Chain, normally the Company Commander, the XO and the Senior Chief Petty Officer.
- 22) In most cases demerits should not be given to freshman, but rather use of additional training or motivation when more appropriate. Establishing Company CQ on the weekends is another effective discipline technique.
- 23) Midshipmen may do community service and may cumulate up to 10 merits to work off demerits.
- a) The community service must be with a registered, documented non-profit 501(c)(4) organization or it may be with the University (prior approval required).
 - b) Work and/or service performed for parents and relatives will not count as community service.
- 24) All Midshipman leadership and faculty and staff may issue up to 5 demerits when there is a rule violation.
- a) Faculty and staff may also write up the offense and go directly to the Deputy Superintendent for resolution.
- 25) When Midshipmen have over 10 demerits, they will attend the Company Commander's Mast.
- 26) When Midshipmen have accumulated over 20 demerits, they will attend the Corps Commander's Mast to determine what corrective action should be taken. Midshipmen will be required to attend Restricted Weekends or earn merits. If the situation persists a freeze will be placed on their records and the Midshipman must visit with a Midshipman Training Officer to remove the freeze. At the recommendation of the Corps Commander, Midshipman Training Officer, the faculty, or Midshipmen with over 25 demerits; Midshipmen will have a "hearing" with the Deputy Superintendent or designate if the conduct is so wrong as to constitute, Conduct Unbecoming a Midshipman and may require a formal sanction.
- a) For uniform/personal appearance infractions, each Midshipman will receive 1 demerit for the first offense, 2 demerits for the second offense and 3 demerits for the third offense and any subsequent offenses.

- b) For missing formation, watches and classes each Midshipman will receive 1 demerit for the first offense, 2 demerits for the second offense and 3 demerits for the third offense and any subsequent offenses.
- c) Room inspections, each Midshipman will receive 1 demerit for the first offense, and 2 demerits for the second not to exceed a max of 3 per room.
- d) All rules for behavior, uniforms and attendance apply while on the ship or on a summer cruise.

ARTICLE 1204 - SCHEDULE OF DEMERITS

- 1) The Corps will utilize the following schedule of demerits:

APPEARANCE (Includes Uniform and Grooming)		
Code	Max	Description
100	5	Failure to wear required uniform of the day.
101	3	Improper uniform (including head and foot gear) and or incorrect uniform
102	3	Improper wear of uniform (including untucked, unbuttoned, wrong color socks, wrong undershirt, wrong belt, etc.).
103	3	Dirty uniform.
104	3	Uniform not pressed.
105	3	Missing rank and/or insignia
106	3	Improperly fastened rank and/or insignia
107	3	Tarnished brass.
108	3	Improperly arranged ribbons and/or medals.
109	3	Shoes not properly shined.
110	3	Unserviceable shoes.
111	1	Missing name tag.
112	5	Unauthorized articles (including but not limited to rank, insignia, ribbons, medals, belts, headgear, sunglasses, etc.) (Unauthorized articles may also be an honor violation)
113	3	Improper haircut and/or improper hairstyle.
114	3	Improper shave and/or failure to shave.
115	3	Dirty or untrimmed fingernails and/or use of inappropriate color.
116	5	Gross personal appearance.
ROOM		
200	3	Improperly made rack
201	3	Dirty mirror or medicine cabinet
202	3	Dirty sink
203	3	Dirty toilet
204	3	Dirty tub/shower
205	2	Excessive dust
206	3	Dirty floor.
207	5	Display of offensive material.
208	3	Closet not properly arranged.

209	5	Room in gross disorder and/or disarray.
ACTIVITY		
300	2	Failing to be at attention
301	2	Moving while in formation (including but not limited to looking around, talking, etc.).
302	2	Failure to know required knowledge and/or campusology.
303	3	Failure to salute.
304	3	Failure to acknowledge and/or greet.
305	3	Failure to attend required formation and/or activity.
306	5	Failure to comply with an order or directive.
307	5	Failure to appear as ordered.
308	5	Public display of affection.

ARTICLE 1205 - CATEGORIES OF OFFENSES

- 1) Category I Offense: These violations are considered to be of the most serious nature.
 - a) Only the Deputy Superintendent and Assistant Commandant have the authority to assess sanctions for all Category I Offenses.
 - b) Examples of Category I Offenses include, but are not limited to:
 - i) Reckless performance of duty that endangers the safety of person(s), machinery, or vessel.
 - ii) Unauthorized absence from post, duty, training, watch, Corps activity period or other required function including classes (on-campus and during cruise), or restricted weekend(s).
 - iii) Sleeping on watch.
 - iv) Conduct unbecoming a Midshipman.
 - v) Disrespect to a member of the faculty and/or staff.
 - (1) This includes improper conduct or behavior in class.
 - vi) Violation of alcohol and/or drug policies and rules.
 - vii) Violation of the Aggie Code of Honor.
- 2) Category II Offense: Consists of violations of directives; long-standing, well and properly established University or Corps traditions or customs; standards of courtesy and class privileges.
 - a) In most cases these will be handled within the Corps through the use of demerits or Restricted Weekends (RW). See paragraph on Midshipman Conduct Process.
 - b) Examples of Category II Offenses include, but are not limited to:

- i) Disrespect to a Corps Officer.
- ii) Repeated uniform and/grooming violations.
- iii) Failure to follow the Plan of the Day or Plan of the Week.
- iv) Tardiness in relieving watch.
- v) Unauthorized exchange of duty.
- vi) Sleeping in class.
- vii) Improper conduct during formation or CQ.

ARTICLE 1206 - RESTRICTED WEEKENDS

- 1) The Adjutant is responsible for supervising and conducting the RWs under the authority of the Corps Commander. The Community Leader on Duty will also supervise RWs.
 - a) Accumulating 4 RWs may result in suspension from cruise or the Corps.
- 2) Restricted Weekends are normally assessed for the accumulation of 5 or more demerits and/or as assigned by the Deputy Superintendent.
- 3) During a RW:
 - a) A Midshipman will report to the ship guard post or the Corps Office in their Khaki Uniform, at 1800-2000 on Friday and a Call to Quarters will be held for the Midshipman to study.
 - b) On Sat morning, sign-ins will be at 0800, 1000, 1200, 1400, 1600, 1800 and 2000hrs.
 - i) On Saturday between 0800 –1200hrs, work assignments may be issued and blue coveralls are authorized, if available; otherwise a study hall is required in the morning.
 - (1) Only Fish and Sophomores have to attend study hall.
- 4) On the weekends that the General Rudder is available, work will be assigned on the training ship, with one hour of work for each demerit. Assignments will be handed out on Friday evening.
- 5) Failure to make all your sign-ins will result in a Corps Commander Mast.
- 6) Midshipmen must begin serving their RW the second weekend of making the list.
- 7) A Midshipman who receives more than two consecutive Restricted Weekends will be assessed for additional disciplinary action at the discretion of the Deputy Superintendent.
- 8) If a Midshipman accumulates three Restricted Weekends in one semester, the Midshipman may be brought before a Performance Review Board.

ARTICLE 1207 - DISCIPLINE PROCESS

- 1) **Initial Action:** Upon receipt of a report of an alleged violation, that can come from a variety of sources to include the internet, the Deputy Superintendent may ask for recommendations from the Midshipman's Company Commander, from a Board of Officers/Midshipmen appointed by the Deputy Superintendent, from an administrative hearing officer, or from any other appropriate source. This includes social sites on the internet.
 - a) The decision to require joint action with the Office of Student Life and the Deputy Superintendent shall be agreed upon by both parties.
- 2) **Rights:** Please refer to the Student Rights, which can be found in Section 26 of the Texas A&M University at Galveston Student Rules.
- 3) **Charges:** The issuance of a charge letter is the first step in the administrative hearing process. This letter states the alleged rules violation and/or incident of concern.
 - a) In addition to the charge letter, the Midshipmen will receive information notifying him/her of the time and place of the hearing.
 - b) The charge letter does not indicate a presumption of responsibility of a rule violation, but rather a complaint has been made against the Midshipmen and there is a need to hear both sides of the situation.
- 4) **Hearing:** Cases that may result in a sanction involving expulsion, dismissal, suspension, and deferred suspension from the University will follow University Student Rule procedures with the exception that the University administrative hearing may be heard concurrently with a Texas A&M Maritime Academy administrative hearing.
 - a) Category I offenses that will not involve removal from the University will normally be heard by the Deputy Superintendent or a designated staff member.
 - b) Category II offenses will normally be heard by the Midshipman Mast, or by the Midshipman Court if the violation has been repeated several times.
- 5) **Sanctions:** Sanctions for Category I offenses may include:
 - a) Expulsion from Texas A&M Maritime Academy: Separation action without option for readmission.
 - b) Suspension from Texas A&M Maritime Academy: Separation for a defined period; readmission is not guaranteed but will be considered upon request.
 - c) Deferred Suspension from Texas A&M Maritime Academy: The sanction of suspension may be placed in deferred status.
 - i) In this case, a violation of the Corps Operations Manual during this period will cause the suspension from the Texas A&M Maritime Academy to take effect immediately without further review.

- ii) Additional action may also be taken regarding the most recent offense. Deferred suspension also carries the restriction that a student is “Not in Good Standing” with the Corps.
- d) Conduct Probation: An official warning that a Midshipmen' conduct has been in violation of the Corps Operations Manual, but is not serious enough to warrant expulsion, dismissal, or suspension from the Texas A&M Maritime Academy.
 - i) Conduct Probation means that a Midshipmen is “Not in Good Standing” with the Corps. Violation of any part of the probation may result in immediate separation up to and including dismissal from the Corps.
 - ii) This sanction includes the same restrictions as Deferred Suspension from the Texas A&M Maritime Academy and therefore:
 - (1) May not hold a leadership position (defined as CO, XO, and SCPO).
 - (2) May not represent the Corps to anyone off campus
 - (3) Ineligible to go on the summer cruise or may be discharged from the vessel at the closest port.
 - (4) Further Corps limitations may be imposed in the sanction letter such as going to the bottom of the list for commercial cruise selection.
- e) Conduct Review: A Midshipmen on conduct review shall remain “In Good Standing” with the Corps.
- f) Relief from Command or Position.
- g) Restitution
- h) Restricted Weekends and Working on the Maritime ships.
- i) Letter of Reprimand.
- j) Demerits.
- k) Other similar and appropriate sanctions as approved by the Deputy Superintendent. Only the Superintendent, Deputy Superintendent and the university staff may place a Midshipman on “Not in Good Standing” with the Corps.
- 6) **Appeals:** Midshipmen receiving sanctions as a result of a Corps hearing have the right to appeal as specified in their sanction letter.
 - a) The appeal process will be done through the chain of command using the following guidelines:
 - b) Midshipmen wishing to appeal must file the written appeal in the Corps Office within five (5) University working days from the delivery of the decision.
 - c) The appeal letter template to request an appeal may be picked up at the Deputy Superintendent’s office.

- d) The Superintendent is the final appeal authority in all Midshipman cases.
- 7) **Suspension from the Corps:** Any Midshipman who receives a sanction of suspension from the Corps or higher must follow the written instructions presented to him/her in the sanction letter.
- 8) The instructions for administrative separation are the same as suspension from the Corps. They include:
 - a) A definite time in which the Midshipman must leave the Corps
 - b) Paperwork for leaving begins in the Deputy Superintendent's office.
 - c) Failure to check out properly may result in additional housing charges.
 - d) Admission back into the Corps is dependent upon completion of the sanction and approval by the Superintendent.
- 9) **Administrative Separations:** The following are examples of actions that may result in administrative separation from the Corps.
 - a) Any Midshipman who fails to complete their RWs or Community Service projects prior to the end of each semester. This information is found with the Midshipman Master of Arms.

ARTICLE 1208 - HONOR BOARD

- 1) Midshipman Honor Board: The Midshipman Honor Board will hear cases involving non-academic issues.
 - a) The procedures and operation of the Honor Board are the same as Midshipman boards with the exception that the only two sanctions the Honor Board has available are Corps Suspension and Corps Honor Probation.
- 2) The Honor Board shall consist of five (5) seniors who are leaders in their class, recommended by the Corps Commander and approved by the Deputy Superintendent.
- 3) Members must meet all requirements necessary to apply for a leadership position in the Corps.
- 4) The Honor Board shall hear those cases referred to it by the Deputy Superintendent.
 - a) A quorum of three (3) Midshipmen is required for all Honor Boards.
 - b) The Honor Board will determine whether the Midshipman is responsible or not responsible for the charges against them.
- 5) If a Midshipman is found responsible, the Honor Board may only recommend a sanction of Suspension from the Corps or Corps Honor Probation.
- 6) Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
- 7) The recommendation of the Honor Board will be forwarded through the Deputy Superintendent and to the Superintendent for appeal/final decision.

ARTICLE 1209 - ADMINISTRATIVE BOARD

- 1) An Administrative Review Board will be convened to hear cases involving Midshipmen that are not meeting Texas A&M Maritime Academy standards (grade point average, STCW, etc.) and will decide if the Midshipman is to remain enrolled in the license option program.
- 2) The Superintendent may direct any Midshipman to meet an Administrative Board for a recommendation of action to the Superintendent.
- 3) The Superintendent is the final authority concerning administrative board recommendations.

ARTICLE 1210 - MIDSHIPMAN BOARD

- 1) There are two types of Midshipman boards, each with its own membership and jurisdiction. Only those boards mentioned in this rule are authorized within the Corps.
 - a) Midshipman Court
 - i) The Midshipman Court will be composed of 3 senior and/or junior Midshipmen. These Midshipmen shall be recommended by the Corps Commander and approved by the Deputy Superintendent.
 - ii) The Midshipman Court will hear cases that have been passed down by the Deputy Superintendent. A quorum of three Midshipmen is required to hear a case.
 - iii) The Midshipman Court will determine whether the Midshipman is responsible or not responsible for the charges against them.
 - iv) Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
 - b) Midshipman Review Board (MRB)
 - i) Established to review Midshipmen who have received the maximum number of demerits for their continued membership in the Corps.
 - ii) The Midshipman Review Board shall consist of the following individuals:
 - (1) The Corps Master at Arms who will act as chair and write the report.
 - (2) Other Midshipmen selected by the Corps Commander.
 - c) The recommendation of the Board will be forwarded to the Deputy Superintendent. The Superintendent is the final authority.

ARTICLE 1211 - CAPTAIN'S MAST

- 1) The Captain of the ship is responsible for supervising and conducting the Mast for violations of ship rules.
 - a) He shall select as necessary Mast members, with the Superintendent's approval, to assist in conducting the hearings.

- b) The purpose of the Captain's Mast is to adjudicate in a timely manner the Midshipman who miss Watch, Practical Training, or STCW training.
- c) The Mast will make one or more of the following recommendations:
 - i) No further action required
 - ii) Additional teaching is required
 - iii) Additional training/work on the ship is required
 - iv) Will not be allowed on the summer cruise
 - v) After repeated violations (more than two) of the ship requirements, may recommend that the Midshipman have a TMA Hearing with the Deputy Superintendent.

ARTICLE 1212 - MIDSHIPMAN MAST

- 1) Demerits are investigated and adjudicated at Midshipman Mast.
 - a) Midshipman Mast is an officially sanctioned function of the Corps.
 - b) It is mandatory that Midshipmen attend Mast when they have over 5 Demerits.
- 2) Midshipman Mast will be held bi-weekly, if there are cases to be heard.
 - a) It will be chaired by the Corps Commander or, in the absence of the Corps Commander, by the Deputy Corps Commander.
- 3) Commanders may recommend Midshipman Mast for repeat offenders.
 - a) The results of Midshipman Mast shall be forwarded within 24 hours to the Deputy Superintendent for review and approval.

ARTICLE 1213 - CORPS APPEALS

- 1) The Superintendent or designated representative is the final appeals authority in all Midshipman Cases.
- 2) Midshipmen sanctioned within the Midshipman Conduct process may submit an appeal, through the Corps Office, by contacting the Superintendent's office assistant at 409-740-4706.

ARTICLE 1214 - GALVESTON AGGIE HONOR SYSTEM

- 1) The Galveston Aggie Honor System serves as a University system established to respond fairly to University academic violations of the Aggie Code of Honor.
- 2) All Corps academic violations of the Aggie Code of Honor will be handled by the Galveston Aggie Honor System.
- 3) Any Midshipman who is found responsible for academic dishonesty by the Galveston Aggie Honor System will also meet an Administrative Board.

- a) The purpose of the board is to determine whether the Midshipman should remain a member of the Corps of Midshipmen.

ARTICLE 1215 - RECORDS

- 1) A record of university and corps infractions committed by a Midshipman will be maintained. This record constitutes a Midshipman's conduct record and will be considered in the assignment of sanctions for offenses, selection for special programs, student incentive payments, commercial shipping berths, officer assignments and awards.
- 2) A Midshipman's conduct record can be made available to:
 - a) The Department of Naval Science for selecting Midshipmen and U.S. Naval Reserve commission candidates.
 - b) The United States Coast Guard for license consideration.
 - c) The individual Midshipman.
 - d) University officers or boards conducting administrative or disciplinary proceedings.

CHAPTER 13 - RISK MANAGEMENT

ARTICLE 1301 - PURPOSE

- 1) The Purpose of the Corps Risk Management Program is to enhance Midshipman Leaders' ability to plan, conduct and oversee safe events, whether they are daily routine events, or periodic ones.
 - a) Risk Management is not intended to stifle activities; rather, it is designed to ensure that proactive thought goes into the planning process down through the chain of command, in order that individual well-being is protected to the extent possible and practical.

ARTICLE 1302 - RISK ASSESSMENT PROCESS

- 1) The Risk Assessment process is the heart and soul of Risk Management in the Corps of Midshipmen. It was adopted from the Department of the Navy assessment procedures and modified to suit the needs of student organizations throughout Texas A&M University. It is a relatively simple five-step process that will work, no matter the event being planned. The Event Planning Matrix along with the six-step risk assessment process is included at the end of this section.
- 2) Prior to conducting an event:
 - a) List all the activities that will occur during the event.
 - b) Determine the various risks associated with each activity.
 - c) List those risks.
 - d) Using the Event Planning Matrix honestly evaluate:
 - i) How serious are the risks?
 - ii) What is the likelihood that they will occur?
- 3) When considering the risks, look at the one with the most serious level (left hand column of the matrix), and make a subjective determination of the probability that it will occur (along the top row of the matrix). Look at the corresponding number in the matrix where the two intersect. The higher the number, the higher the risk for that activity. Then, develop ways to reduce the level of risk for each activity in the overall event. With those methods to reduce risk in mind, go back to the matrix.
 - a) Reassess the seriousness of the risk and the probability of it occurring. Identify the new number on the matrix, and if it changes, write it down. Compare the new result with the previous one.
 - b) Decide to go ahead with the event without any modifications, modify the event, eliminate some of the activities, or cancel the event entirely.
- 4) On the matrix, the number 5 represents the highest level of risk, and the number 1 represents the lowest level of risk. Anything falling within a 5 or 4 score on the matrix normally indicates that the event/activity is too risky. A 3 or less is worthy of consideration, but not without a concerted effort to reduce unnecessary risks first. Ideally, the goal is to reduce the —risk score to a 2 or 1 assessment before conducting the event/activity. Ask the question: —If we participate in this event/activity and something goes wrong, can we stand in front of administrators, lawyers, parents, and/or the press and

defend the decision to undertake the event/activity?” If the answer to that question is, “No”, then it is probably a good indication that the event should either be modified or canceled.

- 5) Never accept unwarranted risks. Either modify the activity to make risks acceptable, or eliminate the activity altogether. There is no substitute for common sense.

ARTICLE 1303 - RISK ACCOUNTABILITY

- 1) Texas State Law has taken the position that organizational student leaders are “State Actors”, any Midshipmen acting in a leadership capacity are liable for their actions and are subject to the Laws of the State like any employee of the University. Along with the responsibility of leadership comes accountability for one’s actions or inactions. The Risk Management process is designed to help avoid the pitfalls that lead to ill-advised practices that may result in negative outcomes (e.g., embarrassment to the University, legal action, damage to property, or injuries). One of the toughest challenges of leadership is accountability for one’s actions.
- 2) Midshipmen will be at risk from time to time during Midshipman Corps activities, but a good risk management program will help reduce unnecessary incidents and accidents to a minimum. There is no excuse for Midshipmen to be placed at risk due to poor risk management practices. Every Midshipman in a leadership position is responsible for coordinating Midshipman activities and must include risk management as an everyday part of their duties. Since assigning risk probabilities is somewhat subjective, when there is doubt on the level of risk potential, Midshipmen must favor the most proactive approach (e. g., consider the highest probability of risk and then impose the most effective risk control method). When making assessments, Midshipmen should consult with their immediate commander, CTO, or Military Advisor when some uncertainty exists on the level of risk or the effectiveness of controls. A completed copy of the risk assessment will be provided to the appropriate CTO before the events/activity takes place.

ARTICLE 1304 - RISK MANAGEMENT RESOURCES

- 1) The Chain of Command is the first line of “expertise”. Clear actions with superiors before assuming the risk associated with those actions.
- 2) Military Advisors and Midshipman Training Officers are experienced in Risk Assessment. Present your ideas to them, and ask them to go through the assessment process. They will assist in arriving at the correct decision regarding the event or activity.
- 3) The Department of Student Activities web site, <http://studentactivities.tamu.edu>, should be reviewed by all Midshipman leadership personnel. There are key “click-ons” that are vitally important in the Risk Assessment process. They are:
 - a) Liability:
 - i) Personal Liability of Student Leaders.
 - ii) Hazing and Discrimination Considerations.
 - b) Student Activities Travel Guidelines:
 - i) CIRT (Critical Incident Response Team) Notification (see information in this section).
 - ii) Transportation Options (Pre-trip planning section).

- iii) Steps to Planning a Responsible Trip.
- c) Event Planning:
 - i) Event Planning Matrix. Refer to Student Activities website.
 - ii) The Pre-Event planning Form. Refer to Student Activities website.

ARTICLE 1305 - RISK ASSESSMENT MATRIX

- 1) Using a matrix to quantify and prioritize the risk(s) does not lessen the inherently subjective nature of risk assessment. However, a matrix does provide a consistent framework for evaluating risk. Although different matrices may be used for various applications, any risk assessment tool should include the elements of hazard severity and mishap probability. The Risk Assessment Code defined in the matrix represents the degree of risk associated with a hazard considering these two elements. While the degree of risk is subjective in nature, the RAC does accurately reflect the relative amount of perceived risk between various hazards.
- 2) Using the matrix, the RAC is derived as follows:
 - a) Hazard Severity. An assessment of the worst credible consequence that can occur as a result of a hazard. Severity is defined by potential degree of injury, illness, property damage, loss of assets, or effect on mission. The combination of two or more hazards may increase the overall level of risk. Hazard severity categories are assigned as Roman numerals according to the following criteria:
 - i) Category I. The hazard may cause death, or loss of facility/asset.
 - ii) Category II. The hazard may cause severe injury, illness, property damage, or degradation to efficient use of assets.
 - iii) Category III. The hazard may cause minor injury, illness, property damage, or degradation to efficient use of assets.
 - iv) Category IV. The hazard presents a minimal threat to personnel safety or health, property, or efficient use of assets.
- 3) Mishap Probability. The probability that a hazard will result in a mishap or loss, based on an assessment of such factors as location exposure, affected populations, experience, or previously established information. Mishap probability will be assigned a letter according to the following criteria:
 - a) Subcategory A. Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person.
 - b) Subcategory B. Probably will occur in time. Expected to occur several times to an individual item or person.
 - c) Subcategory C. May occur in time. Can reasonably be expected to occur sometime to an individual item or person.

- d) Subcategory D. Unlikely to occur.
- 4) RAC. The RAC is an expression of risk that combines the elements of hazard severity and mishap probability. Using the matrix, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

Risk Matrix

PROBABILITY

SEVERITY		A	B	C	D
I		1	1	2	3
II		1	2	3	4
III		2	3	4	5
IV		3	4	5	5

RAC Definitions:

- 1 - Critical risk
- 2 – Serious risk
- 3 – Moderate risk
- 4 – Minor risk
- 5 – Negligible risk

Note 1. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. Therefore, it is also important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence, since this combination may actually present a greater overall risk.

Note 2. The ORM process provides an additional tool for commanders to use in reducing risks inherent in operations. It provides a specific methodology for personnel to anticipate hazards and evaluate risk. We can evaluate risk as part of the decision making process. As personnel are trained in and use the process, ORM will become intuitive, and applied automatically as a means to aid in quickly developing an effective course of action to accomplish the mission.

ARTICLE 1306 - ORM PROCESS

- 1) The five-step ORM process includes:
 - a) Identify Hazards (Step 1). Begin with an outline or chart of the major steps in the operation (operational analysis). Next, conduct a preliminary hazard analysis by listing all of the hazards associated with each step in the operational analysis along with possible causes for those hazards.
 - b) Assess Hazards (Step 2). For each hazard identified, determine the associated degree of risk in terms of probability and severity. Although not required, the use of a matrix may be helpful in assessing hazards.
 - c) Make Risk Decisions (Step 3). First, develop risk control options. Start with the most serious risk and select controls that will reduce the risk to a minimum consistent with mission accomplishment. With selected controls in place, decide if the residual risk is acceptable and the benefit of the operation outweighs the risk.

- d) Implement Controls (Step 4). The following measures can be used to eliminate hazards or reduce the degree of risk. These are listed by order of preference:
 - i) Engineering Controls. Controls that use engineering methods to reduce risks by design, material selection, or substitution.
 - ii) Administrative Controls. Controls that reduce risks through specific administrative actions, such as:
 - (1) Providing suitable warnings, markings, placards, signs, and notices.
 - (2) Establishing written policies, programs, instructions and standard operating procedures.
 - (3) Training personnel to recognize hazards and take appropriate precautionary measures.
 - (4) Limiting the exposure to a hazard (either by reducing the number of assets or personnel exposed, or the duration of exposure).
 - iii) Personal Protective Equipment (PPE). Serves as a barrier between personnel and a hazard. PPE should be used when other controls do not reduce the hazard to an acceptable level.
- e) Supervise (Step 5). Conduct follow-up evaluations of the controls to ensure they remain in place and have the desired effect. Monitor for changes, which may require further ORM. Take corrective action when necessary.

CHAPTER 14 - HISTORY AND TRADITIONS

ARTICLE 1401 - HISTORY

- 1) On Monday, October 2, 1876, the Agricultural and Mechanical College of Texas, the first state-supported institution of higher learning, was officially opened for registration. The opening resulted from the Morrill Act passed by Congress fourteen years earlier, which provided a permanent fund to be raised through the sale of public land given to the states. The accruing interest from this fund was to be used to support a technical college which, among other things, specialized in the studies of mechanics, agriculture and military tactics. Monday, October 2, 1876 was the first official day of classes at A&M. Unfortunately, only a handful of students appeared on that appointed matriculation day. On Wednesday, October 4, 1876, forty students and six faculty members began instruction, with Thomas Gathright as acting president. Governor Richard Coke was present on this day to dedicate the school and wish it success; his advice is still included as required knowledge for Midshipmen.

In the first few years after its opening, the College fought a hard battle for survival. A turning point came when Lawrence Sullivan Ross, then Governor of Texas, accepted the appointment as president in 1890. Sul Ross, loved and respected by Texans for his actions as a soldier, statesman, and gentleman, led A&M from a state of near failure to a secure position as a successful and growing institution. In 1900, there were 327 Midshipmen in the Corps.

Texas A&M has one of the most comprehensive ROTC programs in the nation. Except for the three service academies, the Corps of Midshipmen is one of the largest sources of commissioned officers for the Army, Navy, Marine Corps, and Air Force. Since the establishment of the Reserve Officer Training Program at the institution in 1917, A&M has provided military training to more than 65,000 men and women, and has afforded advanced training leading to a commission in the Armed Forces to more than 20,000 men and women.

From the first days of A&M's history, the military tradition has been deeply ingrained in this school as a distinguishing element of its character. Since the Spanish-American War of 1898, Aggies have served with honor in every conflict in which the United States has been involved.

In 1962 the Texas A&M Maritime Academy was established and in 1965 the first Texas Clipper was received in Galveston. In 1971, Texas A&M University became only one of four institutions in the country to be designated a Sea Grant College, and in 1979 the Board of Regents designates the Mitchell campus as "Texas A&M University at Galveston".

In recent years, Texas A&M has annually ranked in the top 20 public universities nationally in research expenditures and has ranked first in the South and Southwest. Texas A&M operates one of the largest oceanographic research fleets in the nation.

To meet the high academic and practical deck and engineering seamanship standards, required to receive a degree, a U.S. Coast Guard license, and a Commission, a Midshipman must be highly motivated, extremely dedicated, honorable, of high moral character and willing to sacrifice to meet the necessary Corpsation found in the Corps. Midshipmen live in residence halls in military-style organizations. Midshipmen stand morning formations, room inspections, mandatory study periods during Call to Quarters (CQ), and march periodically at events around the country, including football march-ins. The purpose of military training is to build superlative leadership skills and develop team work. As a result of having undergone the experiences of discipline and education together, Midshipmen are forged in a fraternal organization whose members display a great loyalty and

devotion to each other and to their school, and they have learned to live by the Aggie Honor Code under demanding conditions.

ARTICLE 1402 - AGGIE TRADITIONS

1) “There’s a Spirit can ne’er be told...”

Established in 1876 as the Agricultural and Mechanical College of Texas, Texas A&M was once open only to young men, all of whom served in the Corps of Midshipmen. While that changed more than 50 years ago, many of the university's most outstanding traditions grew out of that military background. Today, they are the foundation and the background of the Aggie core values of excellence, integrity, leadership, loyalty, respect and selfless service. From the oldest — such as the Aggie Ring and Muster — to the newest — such as Big Event and First Yell — the traditions of Texas A&M create what Aggies call the Spirit of Aggieland.

Sea Aggie Spirit

As a member of the TMA Corps, you will feel this Sea Aggie spirit and will make it a part of your daily life, for it is this spirit that embodies all with the feeling of pride and devotion to A&M. It is a spirit gained through hard work and loyalty to the Corps and to Texas A&M University at Galveston, and it attaches itself so firmly to Midshipmen of A&M that they carry it with them the rest of their lives - Once an Aggie, Always an Aggie.

The Aggie spirit helps to mold a person’s character. The things one does, and the manner in which one lives with his/her fellow Midshipmen make a permanent impression. As an individual, one works for the good of the Corps, and by personal actions and influence, one aids others to do the same. Midshipmen who have been here before you have been responsible for preserving the best in our Aggie traditions and, as you learn these traditions, you will be responsible for passing them on, untarnished.

Aggie Friendliness

The open friendliness of Aggies is a tradition which sets Texas A&M Galveston apart from any other school. The friendly atmosphere of the A&M campus continually surprises visitors to our campus. Aggie friendliness is one of those traditions that can keep the Aggie Spirit alive and is one of the most important things an Aggie can learn and practice. It is important for members of the Corps to keep this alive by being helpful and friendly to all visitors and by greeting all with a friendly and distinct “HOWDY!” Freshmen Midshipmen learn this tradition of friendliness their first semester here, and they should continue this practice throughout their lifetime.

Twelfth Man

In Dallas on January 2nd, 1922, A&M played defending national champion, Center College, in the first post-season game in the southwest. In this hard fought game, which produced national publicity, an underdog Aggie team was slowly but surely whipping a team which boasted having three All Americans. Unfortunately, the first half produced so many injuries for A&M that Coach D. X. Bible feared he wouldn’t have enough men to finish the game. At that moment, he called into the Aggie section of the stands for E. King Gill, a reserve who had left football after the regular season to play basketball. Gill, who was spotting players and was not in football uniform, willingly volunteered and donned the uniform of injured player, Heine Weir. Although he did not play in the game, his readiness to play symbolized the willingness of the Aggie fans to support their team to the point of actually entering the game. A statue of E. King Gill stands to the north of Kyle Field to remind today’s Aggies of

their constant obligation to preserve the spirit of the Twelfth Man. That spirit of readiness, desire, and enthusiasm has continued through the years, and to this day the Aggie student body, known as the Twelfth Man, remains standing at football games as a gesture of its loyalty and readiness for duty.

Silver Taps

Silver Taps is one of the most meaningful and important ceremonies at A&M. It is the final tribute to an A&M student who has died. The notice of commemoration is posted at Flag Pole. The ceremony is held on the first Tuesday of every month of the academic year at 2230 hours. In deference to the solemnity of the ceremony, there is no smoking and no display of affection. All lights in campus buildings in the vicinity of the Student Center are extinguished during the ceremony. Members of the student body gather in front of the Flag Pole. Friends and families of the deceased Aggies stand in front of the Flag Pole. The Firing Squad of the Hearne Honor Guard fires three volleys in honor of the departed Aggies. Buglers from the Aggie Band then play a special rendition of Taps three times in honor of the fallen Aggies. Midshipmen stand at attention. After the last note of Taps has faded, Midshipmen return silently to their residence halls.

Aggie Muster

On April 21, 1903, the 396-member student body held the first Aggie Muster, sixty-seven years after the Battle of San Jacinto, to commemorate both the battle and the Aggies who died in the previous year. Since then, Aggie Muster has been held each year on April 21st in every place that Aggies have been able to gather together. General George F. Moore, 1908, held an Aggie Muster on Corregidor in 1942, just fifteen days before the island fortress fell. Aggies have mustered amidst guns of war on Anzio beachhead in Italy in 1943, on Okinawa in 1945, at Guadalcanal, on the Korean Peninsula, the rice paddies of Vietnam, and in the deserts of Southwest Asia. At Muster, the “Roll Call of the Absent” is conducted and a living Aggie comrade answers “Here” for each of the departed, signifying that the departed comrade’s Aggie Spirit still remains. At the Galveston campus Muster, the Hearne Honor Guard Firing Squad fires three volleys and the Silver Taps Bugle Team plays Silver Taps. This tradition is symbolic of Aggie company and is unique among universities of the world.

“Softly call the Muster, let comrade answer ‘Here’...”

Yell Practice

Yell practice, held each week during football season, represents more than just another campus event. It is the time and place where enthusiasm is generated. The new student often gets his/her first feeling of real school spirit on these occasions. Today, Midnight Yell is held in Galveston on the Thursday night before the main Midnight Yell (held on Friday) at Kyle Field before any Home game. For away games, Midnight Yell is held at the Grove in College Station on Thursday nights. Also for away games, a site is designated for a Midnight Yell in the city of our opponent on the night before the game.

After a victorious game on Kyle Field, the fish in the Corps of Midshipmen celebrate victory by throwing the yell leaders into the Fish Pond. The Yell Leaders then lead a short yell practice on the steps of the YMCA Building to prepare for the next game. If the team is outscored, the Twelfth Man remains standing in the stadium for a short yell practice to display the continuing support for the Aggie Team and to prepare for the next game.

Corps Trip

During designated football seasons, the entire Corps attends several out-of-town games, known as “Corps Trips.” Today, each Corps Trip means a weekend away from the regular routine of the campus and another occasion to demonstrate the support the Twelfth Man has for the Aggie team. Corps Trips are some of the most enjoyable events of the year for all Midshipmen. Currently, two Corps trips are made each fall semester to Aggie Home Games and the Corps participates in the march-in at Kyle Field.

Aggie Ring

The Texas A&M senior ring is a tradition as grand and as revered as the University itself. The ring is symbolic of hard work and of membership in the greatest fellowship in the world. In 1894, a committee picked the ring design similar to the one worn today. The cannon were added in 1900 and in 1939 various changes and additions gave the ring the appearance of today. In 1963, the name of the crest of the ring was changed from A&M College of Texas to Texas A&M University. Traditionally, the undergraduates at A&M proudly wear the ring with the class number facing the back of the hand. At the annual Ring Dance, the ring is turned around so the class number faces the front.

Reveille

Reveille is the official mascot of Texas A&M University. Reveille I came to Texas A&M in January 1931. A group of Midshipmen hit a small black and white dog on their way back from Navasota. They picked up the dog and brought her back to school so they could care for her. The next morning, when “Reveille” was blown by a bugler, she started barking. She was named after this morning wakeup call. The following football season, she was named the official mascot, when she led the band onto the field during their half-time performance. When Reveille I died on January 18, 1944, she was given a formal military funeral on the gridiron of Kyle Field. She was then buried at the north entrance to the field, establishing the precedent for all future Reveilles, facing the scoreboard, so that they could always watch the Aggies outscore their opponent. When Kyle Field added “The Zone,” the graves of past Reveilles were relocated to the plaza north of “The Zone” and a special scoreboard was erected on the north face of “The Zone” that could be seen from the grave sites. Reveille is the most revered dog on campus. Company E-2 has the privilege of taking care of Reveille.

ARTICLE 1403 - CAMPUSOLOGY

- 1) There are many famous facts and quotations which are an integral part of the traditions and history of Texas A&M University. Some of the more significant of these facts are listed on this page.

When was Texas A&M opened?

A&M was opened for registration on October 2, 1876. On Wednesday, October 4, 1876; 40 students and six faculty members began instruction.

Name your Chain of Command:

Squad Leader, _____
Chief Petty Officer, _____
Company Commander, _____
Corps Commander, _____

What is Silver Taps?

Silver Taps is the student body’s final tribute paid to an Aggie who, at the time of his/her death, was enrolled in undergraduate or graduate classes at Texas A&M.

What is Aggie Muster?

On April 21st each year, on the anniversary of the Battle of San Jacinto, Aggies gather together, wherever they are, to commemorate fellow Aggies who have died during the year. The tradition was begun 21 April 1903.

When and where did the Twelfth Man originate?

On January 2, 1922, in Dallas during the Dixie Classic (the forerunner of the Cotton Bowl), an Aggie, E. King Gill, was called from the stands to suit up as a substitute, hence the phrase “Twelfth Man.”

How many ships and merchant marine seaman were lost/died in WWII?

733 US cargo ships were lost and over 6,000 US merchant seamen were killed in shipping raids during WWII. Nearly 600 seamen were held as prisoners of war.

What is the inscription on the propeller of the POINT SUR?

The propeller of seagoing tug POINT SUR served at the invasion of Normandy June 6, 1944.

What is the Big Event?

It is the nation’s largest one-day student run company service project in the nation. The Galveston Campus began participating in this Aggie Tradition in 1994. In 2009, the Galveston Big Event focused on recovery and restoration projects across the island as a result of Hurricane Ike.

What is the Anchor?

The anchor serves as memorial to USTS TEXAS CLIPPER. She served Texas A&M University at Galveston for 32 years, traveling over a quarter of a million miles visiting 49 foreign ports.

What is the Elephant Walk?

Before the last football game, the seniors gather for the annual Elephant Walk. In an act symbolizing old elephants searching for a place to die, they visit all the important historical locations on campus to remember good times and friends before wandering off to some secluded spot as if to await the coming of death as old “elephants.” This event is symbolic of the fact that, as former students, they will never again stand as part of the student portion of the famed Twelfth Man.

What is the Aggie Honor Code?

“An Aggie does not lie, cheat or steal or tolerate those who do.”

When were the US Merchant Marines established?

Merchant Marine Act of 1936. The United States Merchant Marine comprises the merchant ships that are used to transport both imports and exports during peace time and serves as an auxiliary to the United States Navy during times of war, delivering both troops and supplies to the military, as well as goods for the welfare of the country, under hazardous conditions, usually by convoy. The Merchant Marine is civilian except in times of war, when they are effectively considered military personnel governed under the provisions of the Merchant Marine Act of 1936. A merchant mariner is a seafarer or mariner in the United States Merchant Marine

When was the Texas A&M Maritime Academy established and when did they receive the first Texas Clipper?

1962 the school was established. The Texas Clipper 1 sailed for the TMA in 1965.

ARTICLE 1404 - YELLS OF TEXAS A&M

1) Yell is one of the most well-known and popular Aggie traditions.

Gig ‘em

[Pass Back: Closed fist with thumb pointed straight up]

Aaaaaaaa

Gig ‘em, Aggies!

Aggies

[Pass Back: Hands flat, with index fingers and thumbs touching to form an “A”]

A-G-G-I-E-S

A-G-G-I-E-S

Aaaaaaaa

Fight ‘em Aggies!

Farmers Fight

[Pass Back: Closed fists rotating around each other in alternating directions]

Farmers fight!

Farmers fight!

Fight! Fight!

Farmers, farmers, fight!

Kyle Field

[Pass Back: Left hand raised with waving motion, right hand at your side with index finger pointing to the ground]

K-Y-L-E

F-I-E-L-D

Aaaaaaaa

Kyle Field, Aaaaaaaa

Beat the Hell

[Pass Back: Left arm clapping bicep, Right arm pulling up, fist clenched]

Beat the hell outta _____(whoever we are playing that week)!

Horse Laugh

[Pass Back: Hands with fingers straight are held palms together, and then hands move back and forth in a pointing motion]

Riffety, riffety, riff-raff!

Chiffety, chiffety, chiff-chaff!

Riff-raff! Chiff–chaff!

Let’s Give’em the horse laugh:

Ssssssss!

Team

[Pass Back: Hands form a “T”, like “time out” symbol]

T-E-A-M, T-E-A-M

Aaaaaaaa

Team! Team! Team!

Sit Down Bus Driver

[Pass Back: Two hands driving motion]

Sit Down, Bus Driver!

Fifteen for Team, Farmers Fight, Call it a Night

[Pass Back: 15 fingers are shown, followed by a “T” motion similar to a “time out” signal; Closed fists rotating around each other in alternating directions; Hands clapped together, brought to right side of head in a “sleeping” motion]

Rah! Rah! Rah! Team!

Farmers Fight!

Farmers Fight!

Fight! Fight!

Farmers, Farmers, Fight!

Old Army

[Pass Back: Upward pointed finger moves in circular motion]

Aaaa, Rrrr, Mmmm, Yyyy *[drop voice]*

Tttt, Aaaa, Mmmm, Cccc *[drop voice]*

Aaaaaaaa

Ol’ Army fight!

Military

[Pass Back: Saluting motion]

Squads Left! Squads Right!

Farmers, farmers, we’re all right!

Load, ready, aim, fire: BOOM!

[Seniors only: Reload!]

A&M, give us room!

CHAPTER 15 - ASSISTANCE PROGRAMS

ARTICLE 1501 - RESOURCES

- 1) There are numerous sources of assistance available to help all students at Texas A&M University at Galveston. Some of these resources are:
 - a) Emergency. On-campus 9-911 or off-campus 911.
 - b) University Police. (409) 740-4545.
 - c) Student Counseling Services. <http://www.tamug.edu/Counsel/index.html> or (409) 740-4736. Services offered include personal counseling, crisis intervention, stress management, career counseling, and academic enhancement.
- 2) If in need of assistance, please contact any of the above or seek out the Cadet Training Officers, or members of the faculty and/or staff.

ARTICLE 1502 - IMPORTANT PHONE NUMBERS

- 1) The following phone numbers are provided for information purposes only.

Academic Enhancement	409-740-4343
Admissions & Records.....	409-740-4414
Bookstore.....	409-740-4488
Campus Police.....	409-740-4545
Career Planning & Placement	409-740-4736
Computing & Information Services (CIS)	409-740-4714
Corps Office	409-740-4953
Financial Management Services.....	409-740-4433
Dining Services	409-740-4590
General Academics.....	409-740-4498
Gym (P.E. Facility)	409-740-4700
Library	409-740-4560
Mail Room.....	409-740-4489
Marine Biology.....	409-740-4531
Marine Engineering (Technology)	409-740-4921

Marine Science.....	409-740-4515
Marine Transportation.....	409-740-4887
Maritime Administration.....	409-740-4478
Maritime Studies.....	409-740-4498
Maritime Systems Engineering.....	409-740-4504
Residence Life.....	409-740-4445
Student Counseling.....	409-740-4537
Student Health Service.....	409-740-4736
Student Life.....	409-740-4561
Student Relations.....	409-740-4559

