



# Direct Commission Officer (DCO) Course



## Pre-Reporting Guide

U. S. Coast Guard Academy  
New London, CT

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## **Direct Commission Officer Course – General Information**

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### **Welcome**

Congratulations on your selection for the Direct Commission Officer (DCO) Course! You've successfully undergone close scrutiny and the Coast Guard believes that you possess the skills and exhibit the qualities that will make you an effective officer. This booklet will help you prepare for the DCO Course Program.

The DCO Course is 4-5 weeks in duration, depending on your past military experience. Your official travel orders will list the report/graduation .

**The 5 week course begins with an indoctrination period. If you have orders to the 5 week course, ensure that you read the “Reporting in 5 Week Course” section of this guide.**

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### **Contact Info**

If you have any questions about the DCO Course or encounter any travel problems, you may contact Officer Candidate School:

- LT Bryan Wick (DCO Coordinator) (860) 701-6473
  - Ms. KC Moran (860) 701-6887
  - OCS Watch Officer (860) 701-6880
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## Direct Commission Officer Course – Travel

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### Travel

Commercial Travel is available to the Coast Guard Academy (CGA) by three convenient means:

- By air
  - By bus
  - By railroad
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### Arriving by Air

There are two airports servicing the New London area. They are listed in preferred order of use, descending from most desirable to least desirable.

<b>Airport</b>	<b>Location</b>	<b>Distance from CGA</b>
T. F. Green Intl Airport	Warwick, RI	45 Miles
Bradley Intl Airport	Hartford, CT	60 Miles

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### Arriving by Bus

A Greyhound bus terminal is located at the Amtrak Station in New London, CT; 1.5 miles away from the CGA.

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### Arriving by Train

Amtrak provides daily service from all major cities in the U.S. to New London. The Amtrak station is 1.5 miles from the CGA.

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### Local Transportation

Modes of transportation to the CGA, their availability, and approximate costs:

<b>Arrival Point</b>	<b>Mode</b>	<b>Approx Cost</b>	<b>Availability</b>
T. F. Green Intl Airport	Taxi	\$120	Upon Demand
Bradley Intl Airport	Taxi	\$140	Upon Demand
New London Amtrak Station	Taxi	\$4	Upon Demand

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### Arriving by POV

Only personnel specifically authorized to travel via privately owned vehicles (POV) will be reimbursed for their travel.

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# Direct Commission Officer Course – Direction to the CGA

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## Directions

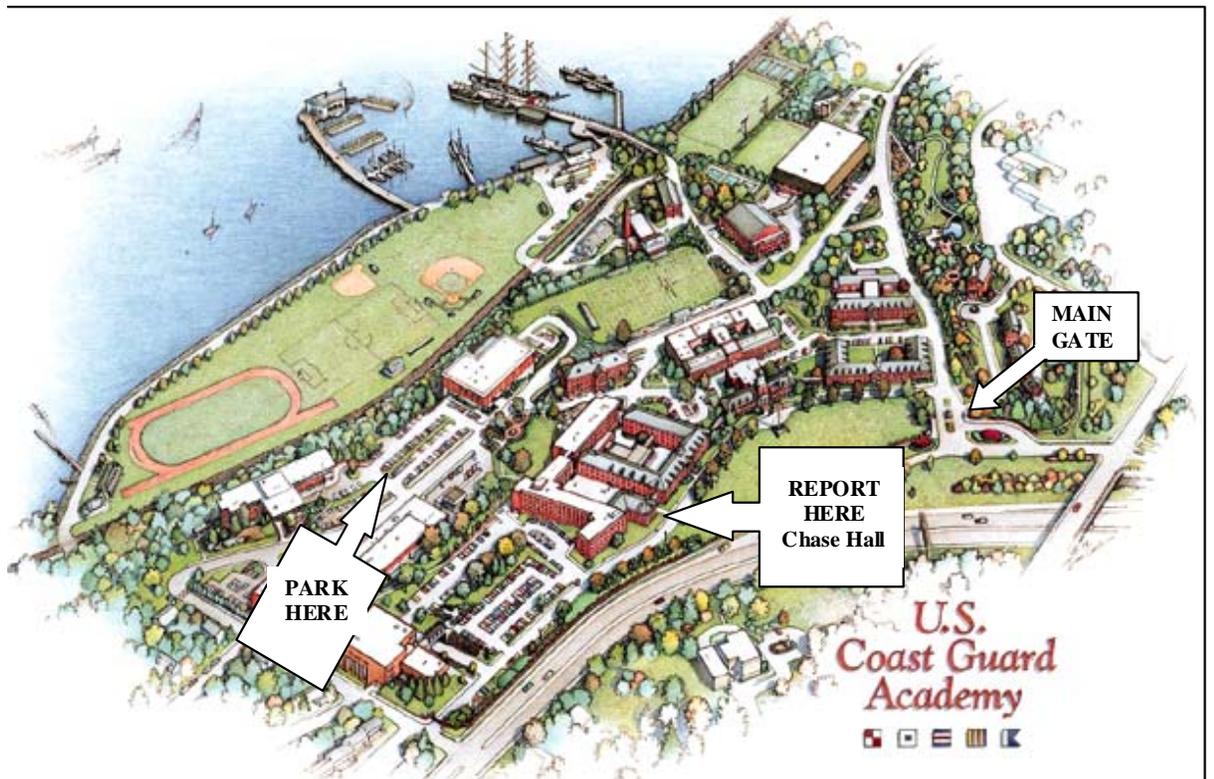
Directions to the Coast Guard Academy:

From	Directions
I-95 (Boston/Providence)	Take I-95 South to Exit 83 in New London, CT and follow signs to CGA
I-95 (New York/New Haven)	Take I-95 North to Exit 82A in New London, CT and follow signs to CGA

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## Map

Map of Coast Guard Academy:



## **Direct Commission Officer Course – Reporting in 5 Week Course**

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### **General Information**

DCOs attending the 5 week course will participate in an indoctrination period. During this time, you will reside in the OCS Barracks and will undergo a period of rigorous military training. Indoctrination is physically, mentally, and emotionally demanding. Prepare physically before you arrive. Both men and women shall wear a white t-shirt under their clothing on the day of arrival to facilitate the check-in process at the uniform shop. Lunch will not be provided on that day, so eat a substantial breakfast. You **will not** be able to check-in before the time stated on your memo.

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### **Arrival Time**

Indoctrination students must report to the Coast Guard Academy's Chase Hall (Officer Candidate School) **at the date and time specified on their orders.** DCOs who already have Coast Guard uniforms and are familiar with wearing them should report in Tropical Blue. Those who do not yet have uniforms or are unfamiliar with how to wear them should report in appropriate civilian attire (business casual).

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### **Early Arrival**

We **do not** encourage early arrivals. However, if you cannot avoid it, you must contact the Munro Hall guest quarters manager at (860) 444-8664 to make lodging arrangements for the extra nights of your stay.

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### **Records**

If you are not currently in the Coast Guard on either Active Duty orders or in the Reserves, you must hand-carry original or certified copies of the records listed below to establish the benefits for your dependents and to register your vehicle. These documents **must** be present at time of check in:

#### **Personal Records (as they apply)**

- Original Orders
  - Copy of Acceptance of Oath of Office (CG-9556)
  - Administrative Remarks (CG-3307)
  - Chronological record of service (CG-4057)
  - DD-214 (Discharge Certificate)
-

## Direct Commission Officer Course – Reporting in 5 Week Course (cont)

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### Records (cont)

- Children’s Birth Certificates
- Marriage Certificates
- Divorce Decree (member and spouse)
- Child Support Documents
- Medical and Dental Records
- Immunization Records
- Blank Check (to establish direct deposit)
- Social Security Card
- Other necessary paperwork as dictated by your Recruiting Office

If you are currently on Active Duty with another service, you **MUST** contact Academy Cadet Administration at (860)444-8290 for instructions on your discharge.

### Vehicle Records (if driving on base)

- Registration
  - Proof of Insurance
- 

### Weight Standards

Coast Guard weight standards are strictly enforced in accordance with COMDTINST M1020.8 (series). If you have a waiver or a new maximum allowable weight due to body fat analysis, the paperwork shall be presented at the time of your weigh-in. All members are expected to arrive for training in compliance with Coast Guard weight standards.

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### Grooming

All male DCOs shall plan on having a haircut when they arrive. Costs are \$9.00 for a standard haircut. Haircuts are mandatory for males unless the member has a very short buzz cut; haircuts are not mandatory for females unless hair is outside grooming standards.

Female hair must meet the following standards:

- Hair may not touch the bottom edge of the collar
  - Bulk of hair shall not exceed 2 inches
  - Exaggerated styles including those with extreme height are not authorized
  - Hair shall not in any case interfere with wearing of the military headgear
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## **Direct Commission Officer Course – 5 Week Course Expenses**

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### **Total Cost**

If you do not yet own any uniforms, the total cost you can expect while you are at the DCO course is approximately \$800 to \$1,500 depending on what optional uniform items you purchase. **This is only an estimate for planning purposes.** For further information regarding entitlements/allowances, refer to chapter 3 of the CG Pay Manual COMDTINST M7220.29 (series).

It generally takes several weeks to receive your first officer paycheck. Plan accordingly to cover initial expenses and meals. An ATM is available on base. Visa and MasterCard are accepted at the Exchange and Uniform Shop. Your pay will be directly deposited into your checking or savings account by electric funds transfer, so be sure to bring a voided personal check to start direct deposit.

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### **Breakdown of Expenses**

The following list does not include personal items you may need to purchase or liberty costs.

If you do not have uniforms, your uniform cost will be approx. \$800-\$1000. This amount must be paid in full at the time of purchase. The Uniform Shop accepts cash, traveler's checks, and most major credit cards. You will receive a one-time, initial uniform allowance in your monthly pay once you have been completely processed into the CG's electronic personnel system.

There will be a \$40.00 fitting fee that each DCO will be required to pay the tailor for applicable tailoring expenses. This fee is not factored into the overall estimated uniform cost indicated in the table below.

Following indoctrination, students will be required to pay for meals they attended during the indoctrination period. The projected cost of these meals is approximately \$50. Additionally, meals will be paid for individually throughout the remainder of the course.

The cost of lodging will be approx. \$600 for the duration of the course. You may pay via cash, check, or credit card.

You will be reimbursed at the standard Per Diem rate for lodging and meals once your travel claim is processed following completion of the course. You will be able to obtain advance per diem of approximately \$250.00 for meals and advanced temporary lodging allowance by the end of the first week, if necessary. This will cover the cost of all your meals and lodging expenses for the duration of the course.

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## Direct Commission Officer Course – 5 Week Course Expenses (cont)

### Breakdown of Expense (cont)

Expense	Approximate Amount
Uniforms	\$800-1500
Bookstore Issue	\$90
Meals during INDOC (reimbursable)	\$50
Meals after INDOC (reimbursable)	\$10/day
Lodging (reimbursable)	\$600

## **Direct Commission Officer Course – 5 Week Course Uniforms**

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### **Overview**

The uniform is what identifies us as members of the Coast Guard. When we wear it, we are essentially walking advertisements for our service. Accordingly, our appearance must be impeccable at all times. The high standards set during the DCO Course reflect this need.

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### **Uniforms**

Uniforms required for the 5 week course are Operational Dress Uniform (ODU) and Tropical Blue. You will be required to purchase Coast Guard athletic attire, as there will be a physical fitness element to the course. You must bring athletic shoes with you.

Coast Guard uniforms will be purchased and tailored during the first several days of indoctrination.

Once the indoctrination period is concluded, you will be authorized to wear civilian clothing in your free time. Connecticut is generally cold in the fall, winter, and spring, and summer evenings can be chilly.

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### **Required Items**

These uniforms will be purchased during your first week if you do not already own them. If you own any of the items listed below, ensure that you bring them so you will not be required to repurchase them. While you may choose to buy more of any items, this list provides the minimum required for officers new to the Coast Guard.

<b>Item</b>	<b>Required #</b>
Sea Bag	1
Nylon Belt with Buckle	2
OCS Ball Cap	1
Name Tag	2
Dress Trousers	2
Officer Cover	1
Dress Coast (SDB)	1
Light Blue Short Sleeve Shirt	4
Light Blue Long Sleeve Shirt	2

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## Direct Commission Officer Course – 5 Week Course Uniforms (cont)

**Required Items  
(cont)**

Item (cont)	Required # (cont)
Garrison Cap	2
Leather Dress Shoes	1
Windbreaker	1
ODU Blouse	4
ODU Trousers	4
ODU T-Shirt	6
ODU Belt w/Buckle	1
ODU Trouser Blousers	2
ODU USCG Tape	4
ODU Name Tape	4
Safety Boots	1
Trench Coat	1
Boot Socks	6 pairs
Dress Socks	9 pairs
Officer Insignia Device	1
Officer Chin Strap	1
Garrison Officer Insignia	1
Raincoat Devices	1
Collar Devices	2 pair
Officer Should Boards (enhanced)	1 pair
White Shirt	1
Watch Cap	1

## Direct Commission Officer Course – 5 Week Course Uniforms (cont)

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### Required Items (cont)

Item (cont)	Required # (cont)
Black Gloves	1
White Gloves	1
Neck Tie (male)	2
Tie Bar (male)	1
Crossover Tie Blue (Female)	1

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### Additional Items

You will need to bring the following items with you. If you do not have any of these items you will be required to buy them at the Bookstore/Exchange/Uniform Shop; however, options and styles are limited:

- Bathrobe (conservative in nature, falling below the knees)
  - Shower Shoes
  - Black Cross Trainers
  - Running Shoes
  - 6 V-Neck T-Shirts
  - 6 Pair White Athletic Socks
  - 6 Pairs of Conservative Underwear
  - Females - 4 Conservative Brassieres (at least one sports brassier)
  - 1 Swimsuit Conservative (trunks for males, 1 piece competition style for females)
- 

### Bookstore Items

The following items will be purchased at the Bookstore by all DCOs:

- Sweat Pants
  - Sweat Shirt
  - 2 Pair of PT Shorts
  - 2 PT Shirts
  - Canteen Belt & Canteen
  - 5 Subject Notebook
-

## **Direct Commission Officer Course – 5 Week Course Uniforms (cont)**

### **Bookstore Items (cont)**

- Small Memo Pad
- 10 Pack Pens
- Wooden Ruler
- Masking Tape
- USCG Sewing Kit
- Reflective Road Guard Vest
- Cotton Balls
- Black Shoe Polish
- Spray Starch
- Laundry Bag
- Laundry Soap

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### **Additional Bookstore Items**

The following items are required and are available for purchase at the Bookstore or Uniform Shop; however, you may purchase these items prior to arrival:

- 2 Locks
  - Metal Polish
  - White Plastic Hangers
  - 2 White Towels
  - 2 White Washcloths
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## **Direct Commission Officer Course – Reporting in 4 Week Course**

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**Arrival Time** Officers attending the 4 week course should report to Munro Hall Guest Quarters NLT 2000 on Sunday before check-in. You may check-in to Munro Hall in civilian attire. You **do not** need to contact Munro Hall prior to arrival to arrange berthing unless you are arriving early. Rooms are pre-reserved bases on class roster and dates.

DCO Course check-in commences at 0730 on Monday at the Chase Hall Barracks Archways. Uniform for check-in will be Tropical Blue.

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**Early Arrival** We **do not** encourage early arrivals. However, if you cannot avoid it, you must contact the Munro Hall guest quarters manager at (860) 444-8664 to make lodging arrangements for the extra nights of your stay.

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**Records** If you are not currently in the Coast Guard on either Active Duty orders or in the Reserves, you must hand-carry original or certified copies of the records listed below to establish the benefits for your dependents and to register your vehicle. These documents must be present at time of check in:

Personal Records (as they apply)

- Original Orders
  - Copy of Acceptance of Oath of Office (CG-9556)
  - Administrative Remarks (CG-3307)
  - Chronological record of service (CG-4057)
  - DD-214 (Discharge Certificate)
  - Marriage Certificate
  - Children's Birth Certificates
  - Divorce Decree (member and spouse)
  - Child Support Documents
  - Medical and Dental Records
  - Immunization Records
  - Blank Check (to establish direct deposit)
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## Direct Commission Officer Course – Reporting in 4 Week Course (cont)

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### Records (cont)

- Social Security Card
- Other necessary paperwork as dictated by Recruiting Office

If you are currently on Active Duty with another service, you **MUST** contact Academy Cadet Administration at (860) 444-8290 for instructions on your discharge.

### Vehicle Records

- Registration
  - Proof of Insurance
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### Weight Standards

Coast Guard weight standards are strictly enforced in accordance with COMDTINST M1020.8G. If you have a waiver or a new maximum allowable weight due to body fat analysis, the paperwork shall be presented at the time of your weigh-in. All members are expected to arrive for training in compliance with Coast Guard weight standards.

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### Grooming

All DCOs not meeting the standards in the Uniform Regulations Manual COMDTINST M1020.6 (series) will receive haircuts when they arrive.

- MALE
    - Hair will not touch the collar
    - Hair must be smoothly tapered from the lower hairline upward
    - The lower hairline will not be block or square cut. Hair will not touch ears or eyebrows
    - Bulk of hair will not exceed 1 1/2 inches
  - FEMALE
    - Hair may not touch the bottom edge of the collar
    - Bulk of hair shall not exceed 2 inches. Exaggerated styles including those with extreme height are not authorized
    - Hair shall not in any case interfere with wearing of the military headgear
    - All hair accessories should be of a conservative nature and similar to hair color. Navy blue or black hair scrunchies are authorized
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## **Direct Commission Officer Course – 4 Week Course Expenses**

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### **Total Cost**

If you do not yet own any uniforms, the total cost you can expect while you are at the DCO course is approximately \$800 to \$1,500 depending on what optional uniform items you purchase. **This is only an estimate for planning purposes.** For further information regarding entitlements/allowances, refer to chapter 3 of the CG Pay Manual COMDTINST M7220.29 (series).

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### **Breakdown of Expense**

<b>Expense</b>	<b>Approximate Amount</b>
Uniforms	\$800-1500
Meals (reimbursable)	\$10/day
Lodging (reimbursable)	\$600

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## **Direct Commission Officer Course – 4 Week Course Uniforms**

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### **Uniforms**

Uniform for the DCO course will be Tropical Blue and Operational Dress Uniform (ODU). Tropical Blue will be the uniform for graduation.

If you do not yet own CG uniforms, you may wear civilian attire to class until your uniforms have been tailored. Dress trousers, collared shirts and ties are appropriate for men; dresses, skirts or dress slacks for women.

Jeans, t-shirts and athletic/court shoes are not considered appropriate attire for the classroom or the Coast Guard Dining Facility.

You will also need to bring appropriate civilian or CG athletic attire and sneakers.

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## **Direct Commission Officer Course – Contact Information**

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### **Contact Information**

While you are in New London, your mailing address will be:

Rank and Name

DCO Class \_\_\_\_ (insert class # here i.e. 1-11, 2-11, etc)

U. S. Coast Guard Academy

41 Mohegan Ave

New London, CT 06320

During the indoctrination period (pertains only to 5 week course attendees), students do not have access to telephones or computers. If you are participating in indoctrination and need to be contacted in the event of an **emergency**, your family/unit can reach you by calling (860) 625-0914, (860) 701-6887, or (860) 701-6880.

Messages can also be left for regular students via these telephone numbers.

During the first several days of classes, you will receive a computer password and temporary student email account that will allow you to access the Coast Guard Global Network and internet.

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## **Direct Commission Officer Course – Daily Schedule/Meals**

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**Daily Schedule**      The daily schedule for Monday – Friday will be:

0730-0800      Personnel Inspection/Collateral Duties

0800-1200      Morning Classes

1200-1315      Noon Meal

1315-1600      Afternoon Classes

There *may* be some evening classes, depending on Federal Holidays that occur during your schedule.

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### **Weekends**

There will be no weekend classes, but there may be some group activities for your class held on a Saturday during the course. Unless otherwise required, liberty will be granted every weekend. There will be no liberty during the indoctrination period (5 week program only).

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### **Meals**

Meals are not provided and must be purchased at the Coast Guard Dining Facility, Dry-dock Café (on-base), Officer's Club, or off-base restaurants. You will be paid per diem at the Government Meals rate. This will cover the cost of all your meals for the duration of the course if you eat at the Coast Guard Dining Facility.

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## **Direct Commission Officer Course – Course of Study**

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**Course of Study** The DCO course is divided into two sections, which make up the academic and military aptitude portions of the curriculum. These sections are:

- Academics
- Leadership and Management (LAM)

The DCO course offers an comprehensive academic curriculum with an emphasis on Coast Guard administration orientation and leadership training. Subjects offered are related to the tasks expected of a junior officer and are responsive to the needs of the service.

There is also a Physical Fitness section of the course that DCO students will be required to complete.

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## **Direct Commission Officer Course - Academics**

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### **Academics**

The Academic Section will provide you with an overview of the Coast Guard's many missions. The curriculum shows how the service evolved, where it is now, and where it is headed.

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### **Academic Topics**

Topics covered will include:

- Coast Guard History
  - Public Speaking
  - ICS 100, 200, 700, 800
  - Career Opportunities
  - Enlisted Evaluations
  - Officer Evaluations
  - Coast Guard Administration
  - Coast Guard Auxiliary
  - Rates and Ranks
  - Coast Guard Organization
  - Military Justice
  - Collateral Duties
  - Enlisted Advancements
  - Civilian Personnel
  - Standard Workstation
  - Substance Abuse Free Environment (SAFE) Supervisor
-

## **Direct Commission Officer Course – Leadership and Management**

### **Leadership and Management**

DCO students will attend the Coast Guard 5-day Leadership and Management Section (LAMS) course. The course will include:

- Formal Lectures
- Discussions
- Case Study
- Role-play Scenarios

Throughout the course, students will receive instruction on topics such as :

- Followership
  - Honor and Respect
  - Time Management
  - Performance
  - Situational Leadership
-

## Direct Commission Officer Course – Physical Fitness

### Physical Fitness

At the beginning of the 4 week course, there will be a structured, point-based physical fitness program, so you will need to bring appropriate athletic attire. You will be required to complete activities as outlined below during your personal time outside of normal classroom hours. Additionally, students will participate in a personal wellness assessment as described in Enclosure 6 of the CG Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series).

Each DCO student shall obtain a minimum of 60 points each of the first three weeks and 40 points in the fourth week, totaling 220 points for the four week course (5 week DCOs will begin program after INDOC week). Aerobic activity must be performed at least 3 days per week. You may exceed the total points each day/week; however, weekly totals must be obtained each week (points do not carry over).

### DIRECT COMMISSION OFFICER FITNESS PROGRAM

ACTIVITY	REQUIREMENTS	POINTS	WEEK #							TOTAL
			SUN	MON	TUE	WED	THU	FRI	SAT	
Swimming	15 min continuous	20								
Elliptical	16 min continuous	20								
Stairmaster	16 min continuous	20								
Rowing	16 min continuous	20								
Jump rope	20 min	20								
Football	20 min	20								
Run	20 min continuous	20								
Stationary Bike	20 min continuous	20								
Outdoor										
Cycling	20 min continuous	20								
Basketball	20 min Half Court	20								
Walk	40 minutes continuous	20								
Golf	Carry bag and walk for at least 60 min	20								

Week # Total: