



The future belongs to those who can look at a challenge...and see an opportunity

OFFICER CANDIDATE INDOCTRINATION (OCI) PROGRAM



Pre-Reporting Guide

Revised: August 2011

Officer Candidate School U. S. Coast Guard Academy New London, CT

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General Information

Welcome

Congratulations on your selection to attend the Officer Candidate Indoctrination (OCI) Program. You have successfully undergone close scrutiny and the Coast Guard believes you possess the skills and exhibit the qualities that will make you an effective officer. Now it is up to you to prove the selection process really works. OCI will prepare you for your future acceptance into Officer Candidate School (OCS) and provide you with the skills and knowledge necessary to be successful.

Who to Contact

If you have any questions about OCI or encounter any travel problems, please call the OCI Coordinator at (860) 701-6402 or the OCS Administrative Assistant, Ms. K. C. Moran at (860) 701-6887.



Reporting In

Arrival Time

You must report to Chase Hall "D" Annex on your class convening date. Processing begins at **0830 on Sunday**. You shall be on time with orders in hand. **You are expected to report in Service Dress Blue with combination cover.** You **will not** be able to check in before the time stated on your memo. Do not enter the OCS Barracks early. **If you have not received a memo from us, please call the OCI Coordinator at (860) 701-6402. If this is a problem, call ahead for individual instructions.**

Saturday Arrivals

If you arrive the day before check-in and need a place to stay, you **must** call the Munro Hall housing office to arrange a room. You will need a copy of your orders to do this and there is a nominal fee. The number for the MWR office is (860) 444-8664.



Records

You will present the following documents immediately upon check-in at the front desk:

- Orders to Officer Candidate Indoctrination Program
- ID (military, driver's license, and/or student identification)
- Medical records/paperwork (neatly packaged in envelop)

Vehicle Records (If driving a Privately Owned Vehicle [POV])

Registration
Title
Proof of Insurance
Valid Drivers License

Medical Issues

Officer Trainees (OTs) should report to OCI fit for full duty. Should an OT believe that his/her medical condition would deem him/her unfit for all aspects of the OCI program, the OT shall immediately contact the CSPI Program Manager, LT Lazu-Rivas at (703) 235-1736. If you are currently taking prescription medication (of any kind) for an already disclosed medical condition, every effort should be made to arrive with a three-week supply in hand. In the event you are unable to obtain a three-week supply prior to your arrival, it is your responsibility to bring this to the attention of the OCI coordinators so that an order can be placed for the necessary refills.

How to Get to the Coast Guard Academy

Commercial Transportation

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

- Air
- Bus
- Railroad

Arriving by Air

| AIRPORT | LOCATION | DISTANCE FROM CGA (MILES) |
|-----------------------------------|----------------|---------------------------|
| T. F. Green International Airport | Providence, RI | 45 |
| Bradley International Airport | Hartford, CT | 60 |

Arriving by Bus

A Greyhound Bus Terminal is located at the Amtrak Station in New London; 1.5 miles from the CGA.

Arriving by Railroad

Amtrak provides daily service from all major cities in the U.S. to New London.

Local Transportation to the CGA

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

| Arrival Point | Mode | Approx. Cost | Availability |
|----------------------------------|------|--------------|--------------|
| T.F. Green International Airport | Taxi | \$120.00 | Upon demand |
| Bradley International Airport | Taxi | \$125.00 | Upon demand |
| New London Train Station | Taxi | \$4.00 | Upon demand |

NOTE: Only personnel using Transportation Requests will be reimbursed for taxi fares. Rental cars are not authorized.

Arriving

Only personnel specifically authorized to travel via Privately Owned Vehicles (POVs) will be reimbursed for their travel.

Directions to the CGA

| Location | Directions |
|-------------------|--|
| From Boston, MA | Take I-95 South to Exit 83 in New London, CT and follow the signs to the CGA. |
| From New York, NY | Take I-95 North to Exit 82A in New London, CT and follow the signs to the CGA. |

Self-Guided Walking Tour

Visitors should note that the Academy encompasses many acres of rolling hills. People with limited mobility should consider driving or use other assisted transport.



1. **WALSHOE HALL** Coast Guard Museum, Admissions, Alumni Association
2. **THE GRAN** Artifact from the American Revolution
3. **BERTHOE PLAZA** Coast Guard history memorials
4. **DIMICK HALL** Auditorium
5. **SAMPA HALL** Science Department
6. **MORRIS HALL** Permanent student berthing, cadet berthing, Personnel Office
7. **JOHNSON HALL** Coast Guard Exchange and Souvenir Shop
8. **ACADEMY PLAZA** Coast Guard Academy memorials
9. **LEAHY HALL** Auditorium, ballroom, Coast Guard Band, Day Duck snack bar
10. **MORSE HALL** Clinic
11. **CAMPBELL DRIVE** Access to McAllister Hall and the quad
12. **MCALLISTER HALL** Engineering Department
13. **YERTON HALL** Leadership Development Center, Biotech Science, U-Club
14. **THE GUNS** fired during launch ceremonial
15. **BILL ABRAHAM HALL** Original Academy Gymnasium
16. **CARLTON MEMORIAL FIELD** Football stadium, room for cadets who died in the line of duty
17. **SAIL LOFT** Storage for the Eagle's sails
18. **OBSERVATORY HALL** The Academy's original observatory
19. **BABCOLE BAILE** America's Toll Ship
20. **WELSHAN W. MITCHELL FIELD** Baseball, softball and varsity soccer fields
21. **PINE HALL**
22. **THE WATERGATE** Sailing and seamanship center, view Lookout, rowing tank, shell storage
23. **KOJANU HALL** Physical Education Department area, pond, scenic overlook
24. **ROBERT GORDON PEASE** Memorial picnic area, pond, scenic overlook
25. **CAPTAIN HOOPER YERTON MEMORIAL** Tomb of the Coast Guards first commissioned officer
26. **COL. ST. GILIAN MEMORIAL** CHERRY Religious services, octocora to Robert Crown Park
27. **THE HILL** Headquarters of the Academy's senior staff
28. **QUAN QUON** Access to Hamilton Hall and Washington Parade Field
29. **WASHINGTON PARADE FIELD** Site for Regimental and Officer Candidate reviews
30. **SATTERLEE HALL** Humanities Department, Math Department, Management Department
31. **HALSEPDE** Replica of the vessel from the training ship Alexander Hamilton
32. **HAMILTON HALL** Superintendent, Dean of Academics, Registrar, and Public Affairs
33. **CHANCE HALL** Cadet barracks and mess.
34. **NORTH GATE** Not accessible

Finances

Recommended Financial Reserves

The total cost you can expect while you are at OCI is approximately \$750 depending on what optional uniform items you purchase and or activities you participate in while on liberty. OTs will be required to pay for their meals prior to departing OCI with cash or check. Breakfast is \$2.85 with both lunch and dinner priced at \$4.25, for a daily total of \$11.35.

The above cost is an estimate only. It does not include expenses related to travel and hotels.

What to Bring

You should have access to approximately \$500 upon arrival (cash, checks, and traveler's checks) to cover any miscellaneous purchases. An ATM is available on base. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Bookstore, and Tailor.

Uniforms

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 standards set at Officer Candidate School (OCS) reflect this need.

Having completed basic training, all OTs are required to have a COMPLETE SEABAG. When OTs report to OCS, all uniforms shall be in new or like new condition. “Like new” means that the uniform when compared to a new uniform cannot be distinguished. Typically, a “like new” uniform has only been washed once or twice, and worn two or three times. You will be required to purchase all necessary uniforms when checking in to have a complete sea bag. Uniforms may be purchased at the CGA clothing locker while attending the program. Boots should be in excellent condition and the heels should have little to no wear.

OTs can expect both personnel and barrack's room inspection during the OCI program. This is to prepare the OTs to meet the high uniform standards of OCS.

Note that OTs are to wear a ball cap with “U.S. Coast Guard” during the OCI program, not a unit ball cap.

OTs shall bring their issued OT pins and shoulder boards for use during the OCI program. Sew on OT badges for ODU are acceptable and preferred.

Uniform Requirements – All Officer Trainees

The following uniforms items are the minimum requirements for OTs. You will be required to purchase all items not present or those not meeting OCI standards. Corframs and anodized “Officer’s Brass” are not authorized for OCI Students. Do not apply leather luster or other instant shine products to boots or leather dress shoes or you will be required to purchase a new pair. **YOU MUST HAVE TWO SETS OF COAST GUARD ISSUE PT GEAR PRIOR TO REPORTING.** See the links below for the initial uniform issue requirements. Prices listed are subject to change.

| <u>ITEM</u> | <u># REQUIRED</u> | <u>Approx. COST (Each)</u> |
|-------------------------------|-------------------|----------------------------|
| Seabag | 1 | \$ 20.24 |
| Belt w/ Buckle (not anodized) | 2 | \$ 4.34 |
| USCG Ball Cap | 1 | \$ 8.37 |
| Watch Cap | 1 | \$ 3.66 |
| Garrison Cap | 2 | \$ 5.97 |
| Gloves, Black Leather | 1 | \$ 18.44 |
| Gloves, White | 1 | \$ 2.75 |
| ODUs | 4 sets | \$ 65.14 |
| ODU T-Shirts | 4 | \$ 3.61 |
| ODU Riggers Belt | 1 | \$ 3.30 |
| ODU Nametapes | 4 | \$ 1.03 |
| ODU USCG Nametapes | 4 | \$ 1.03 |
| ODU Blousing Straps | 2 | \$ 1.36 |
| Boots, Safety | 1 | \$ 135.50 |
| Socks, Boot (black) | 6 | \$ 3.87 / 2 pk |
| Socks, Dress | 9 | \$ 2.16 / 3 pk |
| Windbreaker | 1 | \$ 96.67 |
| Name Tags (plastic) | 2 | \$ 0.40 |
| PT Shorts | 2 | \$ 16.48 |
| <u>Male Only</u> | | |
| Necktie, Blue | 2 | \$ 2.94 |
| Tie Bar | 1 | \$ 1.85 |
| Coat Dress (SDB) | 2 | \$ 128.11 |
| Cover, Combo Cap | 2 | \$ 6.90 |
| Frame, Combo Cap | 1 | \$ 33.75 |
| Shirt, Dress White L/S | 1 | \$ 15.50 |
| Shirt, Light Blue L/S | 3 | \$ 14.37 |
| Shirt, Light Blue S/S | 3 | \$ 12.05 |
| Shoe, Dress Leather | 1 | \$ 46.66 |
| Swim Trunks, Blue (CG Issue) | 1 | \$ 10.18 |
| Trench Coat | 1 | \$ 87.75 |
| Trousers, Dress | 2 | \$ 43.26 |
| Bow Tie | 1 | \$ 2.27 |
| <u>Female Only</u> | | |
| Crossover Tie (blue) | 2 | \$ 3.20 |
| Tab Tie (black) | 1 | \$ 6.13 |
| Coat Dress (SDB) | 2 | \$ 118.49 |
| Combo Cover | 1 | \$ 66.95 |
| Shirt, Dress White S/S | 1 | \$ 13.91 |
| Shirt, Light Blue L/S | 3 | \$ 17.56 |
| Shirt, Light Blue S/S | 3 | \$ 15.35 |
| Shoes, Dress Leather | 1 | \$ 49.34 |
| Swimsuit Competition, Blue | 1 | \$ 13.39 |
| Trenchcoat | 1 | \$ 87.40 |
| Trousers, Dress | 2 | \$ 43.26 |

Additional Items

You **shall** bring the following items with you:

Shower Shoes (Flip Flops)
Swim Goggles [optional, highly recommended]
Running Shoes [*Recommend you have properly fitted and broken in running shoes.*]
Flashlight
White Athletic Socks (6 pairs)

Male Only

Underwear – white – 6 pairs
V-Neck T-shirts – white – 6 pairs

Female Only

Underwear - white or flesh tone – 6 pairs
Bras – white or flesh tone – 4
V-Neck T-shirts – white – 6
Hair pins, barrettes, elastic bands, scrunchies, and/or combs (plain, black, dark blue, brown, silver, metallic gold only, or color similar to individuals hair)

Personal Appearance

Grooming Standards

All male OTs shall plan on having their hair cut to regulation. 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. Women must meet the following standards: hair may not touch the bottom edge of the collar; bulk of hair shall not exceed 2". Exaggerated styles including those with extreme height are not authorized. Hair shall not in any case interfere with wearing of the military headgear.



Civilian Clothes

Appropriate civilian clothing will only be authorized during authorized liberty time. Here too, appearance counts. You will not be allowed to depart on liberty if your civilian attire does not meet the spirit of high standards. Faded blue jeans and a t-shirt are not considered appropriate civilian attire.

Personal Items

You may bring the following personal items:

- One 8x10" (or smaller) frame for pictures
- A small clock/radio (not a MP3/IPOD player)
- Miscellaneous toiletries
- Personal medication (all medication must be checked in at the CGA Clinic)
- Thermal underwear
- 5-subject notebook (2)
- 10 pack of pens (1 Black/1 Blue) (2)
- Ruler
- Masking tape
- USCG sewing kit
- Small memo pad
- Reflective road guard vest
- Cotton balls
- Black shoe polish
- Spray starch
- Laundry bag
- Laundry soap

The following items are required and are available for optional purchase at the Book Store; however, you may purchase these items prior to arrival.

- (2) Locks
- Brasso
- Never Dull
- White gym socks
- White plastic hangers
- Bathrobe (white and conservative in nature - LENGTH MUST REACH BELOW KNEES)

Personnel Policies

Dependents

OCS strongly discourages bringing your dependents to New London for many reasons:

- High cost of living
- Extreme scarcity and expense of rentals
- Heavy academic schedule
- Liberty hours are extremely limited

Interpersonal Relationships within the Coast Guard

In accordance with Chapter 8.H of the Coast Guard Personnel Manual, COMDINST M1000.6 (series), Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:

Romantic relationships outside of marriage between commissioned officers and enlisted personnel. For the purposes of this paragraph, Coast Guard Academy cadets and officer candidates (OCS, DCO, OCI and ROCI) are considered officers.

Specifically, Officer Trainees may not date enlisted personnel of any service.

Prospective officer candidates who are involved in or are considering a romantic relationship with an enlisted member prior to arrival at OCS shall read, understand, and adhere to Chapter 8.H of the Coast Guard Personnel Manual. A relationship with an enlisted member outside of marriage WILL NOT be “grandfathered” nor overlooked even if the relationship was pre-existing prior to entry into any OCS program. Individuals who find themselves in this situation should seek appropriate counsel from their command or servicing legal office for advice regarding this policy and all options prior to reporting to any Officer Candidate School Program. Once aboard Officer Candidate School, officer candidates and officers in training will be held to the standards of the Personnel Manual.

Liberty

Based on class performance, Liberty is only granted only during certain hours on the weekends.

Leave

Leave will only be granted for **extreme emergencies**.

Disenrollments

OTs are not allowed to disenroll on request (DOR). Disenrollment is based upon individual conduct and failure to abide by Coast Guard regulations.

Mailing Address

OT (name)
US Coast Guard Academy
Officer Candidate School
43 Mohegan Ave.
New London, CT 06320-4195

Courses of Study

Academic

OCI offers a comprehensive academic curriculum with an emphasis on operational Coast Guard missions and leadership training. Subjects offered are related to the tasks expected of future officer candidates

Military Aptitude

Through the military aptitude portion, OTs will be introduced to the leadership and management process that prepares students for the vigorous 17-week OCS program. Time management, adherence to the chain of command, and military bearing are also stressed and measured.

Academics

Overview

The Academic Section will provide OTs with basic academic skills necessary for success during OCS. It focuses on the fundamentals of navigation and life at sea. Classroom and practical exercises are designed to give students realistic insight to the training and requirements of becoming an Officer.

Topics

Topics included in the Academic Section are:

| | |
|-------------------------------|----------------------------|
| Coast Guard History | Coast Guard Organization |
| Coast Guard Correspondence | Aids to Navigation |
| Civil Rights | Ship Handling |
| Computer Skills/E-Coast Guard | Writing Workshops |
| Coast Guard Missions | Sword Manual |
| Navigation | Nautical Rules of the Road |
| Leadership and Management | |

Nautical Rules of the Road: All OTs will complete a practice Deck Watch Officer Exam. You will need to pass an actual DWO exam during the OCS program.

Leadership and Management Section

Overview

The Leadership and Management Section is responsible for two functions:

1. Provide OTs with a fundamental knowledge of leadership concepts, and
2. Prepare OTs for Officer Candidate School

Physical Fitness

Overview

Physical training is a very important part of OCI and OCS. Besides calisthenics in the morning, OTs must complete several physical fitness tests and meet the minimum OCS Standards. Physical fitness tests administered during the OCI program will allow the individual OT to benchmark performance so as to improve individual fitness prior to arriving at OCS.

Health & Physical Readiness (HPR) Objectives:

CONDITIONING AND FITNESS

- Enable OTs to improve overall health and physical readiness through aerobic conditioning.

SWIMMING AND WATER SAFETY

- Enable OTs to improve overall swimming abilities and increase confidence during water survival situations.

RECREATION/LIFETIME SPORTS

- Enable OTs to actively participate individually or as a team member in a variety of sports.

WELLNESS

Enable OTs to:

- Live and promote a healthy lifestyle.
- Achieve overall wellness of body, mind, and spirit.

Tobacco Use

Smoking and chewing tobacco products are prohibited during the duration of the OCI program.

Initial Height & Weight Measurements

On report in day, each student will be weighed in and measured for height to ensure compliance with the Coast Guard Weight and Body Fat Standards Program, COMDTINST M1020.8G.

Physical Fitness Requirements

Physical training is a very important aspect of OCS. OCS is a physically and mentally demanding program; candidates need to train months prior to arrival. Do not expect to have time to “get in shape” at OCS; you will not have time. Don’t underestimate the demands or overestimate your abilities, especially in aerobic fitness and upper body strength.

All Officer Candidates must meet at least the minimum standards during the initial physical fitness battery, which consists of four parts:

1. Cadence Push-ups (2-minute time limit) *
2. Curl-ups (2-minute time limit)
3. 1.5-Mile Run
4. 12-Minute Lap Swim (One length equals 25 yards)

*The push-ups are completed according to an approved cadence:

<http://eduportal1.uscga.edu/Divisions/Athletics/PFE/New%20PFE/01%20Track%201.wma>. All candidates are strongly encouraged to use this cadence while training for OCS.

| <u>Battery</u> | <u>Minimum Standard</u> |
|----------------------------------|-------------------------|
| Cadence Push-ups (Men) | 26 |
| Cadence Push-ups (Women) | 17 |
| Curl-ups (Men/Women) | 60 |
| 1.5 Mile Run (Men) | 10:19 |
| 1.5 Mile Run (Women) | 12:09 |
| 12 Minute Lap Swim (Men 20-29) | 18 lengths |
| 12 Minute Lap Swim (Men 30-39) | 17 lengths |
| 12 Minute Lap Swim (Women 20-29) | 17 lengths |
| 12 Minute Lap Swim (Women 30-39) | 16 lengths |

TRAIN AND PREPARE TO EXCEED THE PHYSICAL FITNESS STANDARDS. THIS IS YOUR FIRST TEST IN BECOMING AN OFFICER IN THE UNITED STATES COAST GUARD.

Swimming Proficiency Test

Prior to the 12-minute lap swim, all Officer Trainees must complete a basic swim test to gauge swimming abilities. The requirements of the test are listed below:

| <u>TEST ITEM</u> | <u>REQUIREMENT</u> |
|---|--------------------|
| Backfloat | 60 seconds |
| Prone float (holding breath) | 10 seconds |
| Treading water (no hands) | 60 seconds |
| 1-meter front dive, remain submerged and swim underwater without breaking the surface | 15 yards |
| Elementary backstroke | 10 yards |
| Front crawl | 25 yards |
| Unassisted swim - any stroke | 75 yards |

Survival Swim

OTs will be exposed to parts of the Survival Swim during OCI. Though the Survival Swim is not part of the OTs assessment at OCI, it is provided to aid OTs in preparing for the Survival Swim requirement at OCS. OTs do not need to bring a set of old ODUs to wear during the Survival Swim, but may do so. The Academy's swimming coaches have various ODU sizes for participants to wear. There is however, no guarantee that the coaches will have a particular size. One time exposure to the chlorinated pool normally does not affect the coloring of a standard ODU.

Course Completion Ceremony

Overview

The OCI Course Completion Ceremony is scheduled for 1030 on the third Friday. Families are welcome to attend. The ceremony is normally completed by 1105.

After the Course Completion Ceremony, OTs will return to the barracks for final clean-ups and check-out procedures. These processes are normally completed by 1300. OTs departing via air flights should consider the two-hour drive to the airport and the airport requirement of arriving one hour prior to take-off when scheduling flights home. Based on past experiences, departing flights scheduled after 1600 are recommended.