



# Officer Candidate School



## Pre-Reporting Guide

U. S. Coast Guard Academy  
New London, CT

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## **Officer Candidate School – General Information**

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### **Welcome**

Congratulations on your selection to attend Officer Candidate School (OCS). You have 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. Now it is up to you to prove the selection process really works. OCS represents a new way of life for you, which will require many adjustments. This booklet will help you in arranging your personal affairs in preparation for OCS.

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### **Contact Info**

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

- Ms. KC Moran (860) 701-6887
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## Officer Candidate School – 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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# Officer Candidate School – Direction to the CGA

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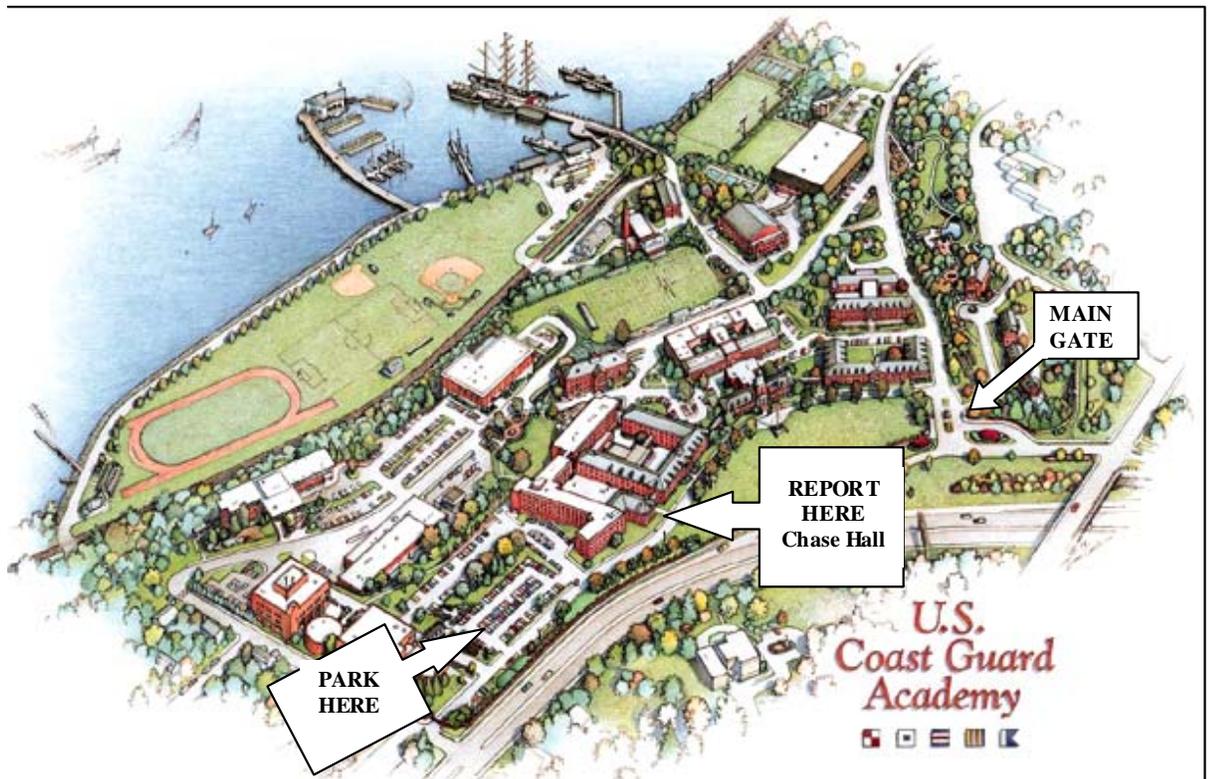
## Directions

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

## Map

Map of Coast Guard Academy:



## Officer Candidate School – Reporting In

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### Arrival Time

You must report to the Bear Drive entrance of Chase Hall “D” Annex on your class convening date – lineup outside of the archways. Processing begins at the time stated on the memo you have received from OCS. You shall be on time with orders in hand. 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. **If you have not received a memo from us, please call (860) 701-6887. If you foresee problems with any of these instructions, call OCS before you report.**

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### Wednesday Arrivals

We arriving at the Academy the day before check-in, ensure you check your orders to determine what options and reimbursements you are authorized which will help in determining what arrangements you may make prior to arrival.

For officer candidates on Permanent Change of Station (PCS) orders, you are authorized to contact the CGA Munro Housing Office ((860) 444-8664) in order to reserve accommodations on base. Please note, officer candidates on PCS orders **will not** be reimbursed for lodging expenses, and therefore may find that the Munro Housing rates on base might be more affordable. Please also note, those officer candidates who are authorized to drive to the Coast Guard Academy will be reimbursed a full day of per diem, which will cover most or all of your lodging and meals for that one day (as an authorized delay).

For officer candidates on Temporary Duty (TDY) orders, you will be reimbursed for lodging expenses incurred as a result of arriving one day prior to OCS check-in. And therefore, due to limited availability of on-base accommodations, you will not be authorized to arrange for berthing onboard the Coast Guard Academy.

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### Records

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

- Original Orders to Officer Candidate School
  - ID (military, driver’s license, and/or student ID)
  - Valid tourist passport
    - Valid tourist passports are required for OCS Long Cruise preparations.
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## **Officer Candidate School – Reporting In (cont)**

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### **Records (cont)**

- Students must have a valid tourist passport prior to reporting to OCS.
- Additional two passport photos are required in the event a student needs an Official Government Passport.
- Those requiring Government Passports will be identified during the OCS program.
- Medical Records/Paperwork (neatly packaged in envelop)

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### **Additional Records**

In addition to the above documents, you must hand-carry original or certified copies of the records listed below to establish the benefits for your dependents and register your vehicle:

- 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
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## Officer Candidate School – Reporting In (cont)

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### Medical Issues

Upon reporting to Officer Candidate School, you will undergo a thorough initial physical examination at our CGA Medical facility. If your physical condition has changed since your application to the program or you are aware of any condition that may preclude your full participation in a physically and emotionally demanding military indoctrination program, contact Officer Candidate School immediately. Students who are unable to participate in all aspects of training will be **DISENROLLED** immediately. An early determination may allow an alternate to attend in your place. 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 doctor during your physical examination so that an order can be placed for the necessary refills. For the purpose of issuing military identification cards, ensure that you know your blood type. **Finally, all prospective officer candidates shall complete the immunization form located at the end of this guide.**

**Small Pox Vaccination:** All Officer Candidates receive mandatory small pox vaccinations prior to commissioning. If you have already received the small pox vaccination ensure it is documented in your medical record.

**Flight Applicant Physicals:** Officer Candidates interested in applying for flight school at OCS will undergo a thorough flight physical within the first few weeks of the program. This physical is more intensive than the standard OCS physical. **It is highly recommended that candidates who are interested in Flight School receive flight physicals prior to arrival at OCS.** This will allow candidates more time to pursue waivers if needed. Flight physicals are valid for one year from the date of the examination. Candidates who complete this pre-requisite shall ensure a copy of their approved flight physical is in their medical record prior to reporting to OCS. Candidates who have LASIK vision correction are not eligible to apply for flight school.

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### Additional Information for Flight Applicants

Any student reporting to OCS wishing to compete for flight training must pass the **Aviation Selection Test Battery (ASTB)** with the following minimum scores: Academic Qualification Rating (AQR) 4, and Pilot Flight Aptitude Rating (PFAR) 5.

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## Officer Candidate School – Reporting In (cont)

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### Additional Information for Flight Applicants (cont)

It is highly recommended that students wishing to compete for flight training take the ASTB prior to reporting to OCS. You are entitled to no more than three lifetime attempts to achieve qualifying scores on the ASTB. Your most recent scores are considered for program eligibility, even if higher scores were obtained on a previous test.

The ASTB will be offered at OCS to members on the first Friday or Saturday immediately following reporting in, provided the member meets all requirements to take the ASTB and compete for flight training.

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### Computer Accounts

Any student with a Coast Guard computer account already established must submit a local remedy (help) ticket to their servicing IT shop requesting transfer of their Coast Guard computer account to the Coast Guard Academy (CGA). This should be completed no later than the day of departure from their current unit. **This includes students reporting to OCS under TDY or PCS orders.**

The transfer of your computer account is essential to ensure continued connectivity, and will be necessary to complete required OCS online training.

The CGA's POC for computer account transfers are:

- Tim Bulger (860)701-6133
  - Chris Amaturro (860)444-8343
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## **Officer Candidate School – Finances**

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### **Total Cost**

The total cost you can expect while you are at OCS is approximately \$2,500 to \$3,000 depending on what optional uniform items you purchase, whether or not you receive an initial issue of uniforms. There will also be a required uniform issue approximately half way through the program. This issue will include Ensign Kit, an Officer's sword, Service Dress White uniform, white shoes, a 2<sup>nd</sup> Service Dress Blue jacket w/ Ensign stripe, and the new Basic Physical Fitness (BPF) Uniform t-shirt (4 total).

**The above cost is only an estimate.**

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### **What to Bring**

It generally takes several weeks to receive your first paycheck. You should have access to approximately \$2,000 upon arrival (cash, checks, and traveler's check) to cover your initial expenses for uniforms and Exchange purchases. An ATM is available on base for a \$2.00 service charge. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Bookstore and Tailor.

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## Officer Candidate School – Uniforms

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### Uniforms

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 OCS reflect this need. As explained above, a majority of the expenses you will pay will be for uniform items, which is expected by all who choose to serve as officers of the U.S. military, no matter what branch you choose. In order to raise your awareness as to the amount you might be expected to spend, and the vendor to whom will receive your payment, the following information is provided. To reiterate, the initial uniform issue will be issued to all new accessions, which includes initial tailoring fees; and therefore not require payment by the service member. Those who are prior enlisted Coast Guard personnel will be required to pay for any missing or unserviceable items from their sea bag, as well as pay for all items required by the OCS program.

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 item, this list provides the minimum required for officers new to the Coast Guard.

<b>Initial Uniform Issue on the Day of Reporting</b>	<b>Male</b>	<b>Female</b>
Clothing Locker/Initial Sea Bag	\$1205.00	\$1253.00
Tailor Shop/Initial fitting	\$135.00	\$135.00
Book Store/Additional OCS required items	\$418.00	\$418.00
Approximate TOTAL	\$1758.00	\$1806.00
<b>Second Uniform Issue</b>		
Clothing Locker /Swords, ENS Kits, 2 <sup>nd</sup> SDB jacket	\$614.00	\$658.00
Tailor Shop/Second fitting	\$140.00	\$140.00
Book Store/Service Dress White Jacket & Pants	\$207.00	\$283.00
Approximate TOTAL	\$961.00	\$1091.00

## Officer Candidate School – Uniforms (cont)

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### Active Duty

If you are entering OCS as an enlisted member of the Coast Guard, you are required to have a COMPLETE SEABAG. All uniforms in this sea bag must be new or like new (nothing faded or stained) in order to meet the OCS standards. You will be required to purchase all necessary uniforms when checking in to have a complete sea bag. We do not encourage you to buy uniforms before coming to OCS. Uniforms may be purchased at the CGA clothing locker during the check-in process. **If you are prior service you are expected to report in Service Dress Blue with combination cover.** Typically SDB jackets and ODUs/ODU name tapes will need to be replaced (crows discolor SDB fabric and create worn / stitching spots). Boots should be in excellent condition and the heels should have little to no wear.

### Initial Uniform Requirements

The following uniforms items are the minimum requirements for OCS. Civilians coming to the program will be issued these items free of charge. Coast Guard enlisted members will be required to purchase all items not in their possession or those not meeting OCS standards. Corframs and anodized “Officer’s Brass” are not authorized for Officer Candidates. 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. All necessary items must be purchased when checking in. The prices listed below are subject to change.

Item	# Required	Cost
Sea bag	1	\$22.87
Belt w/Buckle (not anodized)	2	\$3.86/ea
OCS Ball Cap	1	\$9.73
Watch Cap	1	\$3.71
Garrison Cap	2	\$5.82/ea
Gloves, Black Leather	1	\$18.23
Gloves, White	1	\$2.83
ODUs	4	\$65.92/ea
ODU T-Shirt	4	\$5.52
ODU Riggers Belt	1	\$3.71

## Officer Candidate School – Uniforms (cont)

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### Initial Uniform Requirements (cont)

Item	# Required	Cost
ODU Nametapes	4	\$1.03/ea
ODU USCG Nametapes	4	\$1.03/ea
ODU Blousing Straps	2	\$.98/ea
Boots, Safety	1	\$104.55
Socks, Boot (black)	6	\$1.29/pr
Socks, Dress (black)	6	\$.72/pr
Windbreaker	1	\$94.14
Name Tags (plastic)	2	\$.40/ea
PT Shorts	4	\$14.78/ea
PT Shirts	2	\$8.92
White Scarf	1	\$3.72
Item - Male Only	# Required	Cost
Necktie, Blue	2	\$4.32/ea
Tie Bar	1	\$1.96
Coat, Dress (SDB)	2	\$121.05/ea
Cover, Combo Cap	2	\$6.90/ea
Frame, Combo Cap	1	\$29.66
Shirt, Dress White L/S	1	\$18.23
Shirt, Light Blue L/S	3	\$17.05/ea
Shirt, Light Blue S/S	3	\$13.39/ea
Shoe, Dress Leather	1	\$47.59

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## Officer Candidate School – Uniforms (cont)

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### Initial Uniform Requirements (cont)

Item - Male Only (cont)	# Required	Cost
Swim Trunks, Blue (CG Issue)	1	\$17.00
Trench Coat	1	\$90.18
Trousers, Dress	2	\$42.90/ea
Bow Tie	1	\$1.80
Item - Female Only	# Required	Cost
Crossover Tie (Blue)	2	\$3.67/ea
Tab Tie (Black)	1	\$6.54
Coat, Dress (SDB)	2	\$111.36/ea
Cover, Combo	1	\$67.98
Shirt, Dress White S/S	1	\$19.67
Shirt, Light Blue L/S	3	\$18.18/ea
Shirt, Light Blue S/S	3	\$16.53/ea
Shoes, Dress Leather	1	\$51.76
Swimsuit, Blue (competition style)	1	\$14.78
Trench Coat	1	\$94.14
Trouser, Dress	2	\$42.90/ea

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

- Shower Shoes (flip flops)
  - Swim Goggles (optional, highly recommended)
  - Running Shoes – recommended you have properly fitted and broken in running shoes
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## **Officer Candidate School – Uniforms (cont)**

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### **Additional Items (cont)**

- Cross Trainers (solid black) – this is in addition to the running shoes are not optional
- Flashlight with red lens
- Athletic Socks (white) – six pair
- Bathrobe (white and conservative in nature) – length must reach below knees
- Two Locks
- Underwear (white) – six pair
- V-Neck T-Shirts (white) – six

Female Only:

- Bras (white) – six
- Hair Pins/Barrettes/Elastic Bands/Scrunchies/ (plain, black, dark blue, brown, silver, metallic gold, or similar to individuals hair color only)

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### **Bookstore Items**

The following items will be purchased at the book store by all OCs:

- Sweat Pants
- Sweat Shirt
- 2 Pair of PT Shorts
- 2 PT Shirts
- Canteen Belt & Canteen
- 5 Subject Notebook
- Small Memo Pad
- 10 Pack Pens (1 blue/1 black)
- Ruler
- Masking Tape
- USCG Sewing Kit
- Reflective Road Guard Vest
- Cotton Balls
- Black Shoe Polish
- Spray Starch
- Laundry Bag

## Officer Candidate School – Uniforms (cont)

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### Bookstore Items (cont)

- Laundry Soap
- OCS Gym Bag
- Blister Kit

The following items **are required** and are available for optional purchase at the book store; however, you may purchase these items prior to arrival:

- Two Locks
- Brasso
- Never Dull
- White Gym Socks
- White Plastic Hangers
- Bathrobe

There is a one-time OCS laundry facility usage charge of \$68.00. This charge covers the cost of water and machinery maintenance. This will be paid at the Book Store during check in. Approximate total at the bookstore will be \$350.00

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### Pre- Order Information Requirement

In order to pre-order several uniform items and ensure their availability upon your arrival, **please provide the following information:** Boot Size including width (regular, wide, or extra-wide). Email Ms. K.C. Moran at [Katherine.C.Moran@uscg.mil](mailto:Katherine.C.Moran@uscg.mil) with the above information **no later than 30 days prior to course convening.**

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## **Officer Candidate School – Personal Appearance**

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### **Grooming Standards**

All male OCs shall plan on having a haircut when they arrive on Thursday. 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. 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.

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### **Civilian Attire**

Civilian clothing will not be permitted until you have attained senior status at approximately the 9-week mark. OCS storage space is limited so do not bring more than one suit case of civilian clothing. 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.

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### **Personal Items**

You may bring the following personal items:

- One 8x10 inch (or smaller) frame for pictures
  - A small clock/radio
  - Miscellaneous toiletries
  - Personal medications (all medication will be checked in at the CGA clinic)
  - Thermal underwear
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## Officer Candidate School – Personnel Policies

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### Dependants

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

- High Cost of Living
  - Extreme Scarcity of Rentals
  - Heavy Academic Schedule
  - Liberty Hours are Extremely Limited
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### Interpersonal Relationships

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:

Specifically, Officer Candidates 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 officer candidate school 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 OCS. 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 Officer Candidate School. Once onboard Officer Candidate School, officer candidates will be held to the standards of the Personnel Manual.

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### Liberty

During the first several weeks, OCs are not permitted any visitors. Liberty is a privilege which may be granted based on class performance. Only OCs who have earned liberty will be allowed to have visitors. The OCS liberty/visitor policy is outlined in the OCS Regulations Manual.

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### Leave

Leave will only be granted for **extreme emergencies**. Generally, upon graduation, 10 days leave may be granted before you report to your new duty station. This, of course, may be limited or expanded by the needs of your new unit.

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## **Officer Candidate School – Personnel Policies (cont)**

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### **Disenrollment**

Officer Candidates are not allowed to disenroll on request (DOR) prior to completion of the 5<sup>th</sup> week or after the 13<sup>th</sup> week. OCs who enter OCS as civilians may either return to civilian status or transfer to enlisted status for two years. OCs who enter from active duty will be reassigned to general duty and will continue serving under their enlistment contract. OCs may be disenrolled at their own request or for failing to meet physical requirements, low military aptitude, or academic deficiency.

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### **Contact Information**

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

OC Name  
U. S. Coast Guard Academy  
43 Mohegan Ave  
New London, CT 06320

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## Officer Candidate School– Course of Study and Pre Arrival Assignments

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**Course of Study** OCS 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)
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**Academics** OCS offers a comprehensive academic curriculum with an emphasis on operational Coast Guard missions, leadership, and fundamental military training. Subjects offered are related to the tasks expected of a junior officer and are responsive to the needs of the service.

**Pre Arrival Academic Assignment** Incident Command System (ICS) training (100, 200, 700, and 800) shall be completed prior to reporting to Officer Candidate School. Officer candidates will bring a copy of their completion certificates with them. The online training can be accessed via the following FEMA Training Website Links:

- <http://training.fema.gov/emiweb/is/is100b.asp>
  - <http://training.fema.gov/emiweb/is/is200b.asp>
  - <http://training.fema.gov/emiweb/is/is700a.asp>
  - <http://training.fema.gov/emiweb/is/is800b.asp>
- 

**Leadership and Management** Through the military aptitude program, OCs undergo an intensive screening and socialization process to determine suitability. During the 17 weeks, strict standards of appearance, barracks deportment, conduct, and obedience to orders must be conformed to. Time management, adherence to the chain of command, and military bearing are also stressed and measured.

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## Officer Candidate School– Course of Study and Pre Arrival Assignments (cont)

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### Leadership and Management Pre Arrival Assignment

Subj: LEADERSHIP PHILOSOPHY DEVELOPMENT ASSIGNMENT

Ref: (a) Leadership Development Framework, COMDTINST 5351.3 (series)

Officer Candidate School (OCS) operates within the Commandant's **Leadership Development Framework** as defined in reference (a). This document establishes the leadership development framework for the entire Coast Guard, identifies 28 key leadership competencies, and behaviors associated with each of those competencies. The competencies are aligned under four major leadership categories: Leading Self, Leading Others, Leading Performance and Change, and Leading the Coast Guard. At OCS we will concentrate on the first three categories.

During your preparations for reporting to OCS, you are required to write a short paper outlining your personal leadership philosophy. There is no minimum length for the paper, but do not exceed three single spaced pages. **This assignment will be collected on report in day.**

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## Officer Candidate School - Academics

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### Overview

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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### Topics

The following topics are included in the Academic Section:

Coast Guard History	Coast Guard Organization	Message Writing
Pubs and Directives	Rates and Ranks	Coast Guard Correspondence
Civil Rights	Military Justice	Social Etiquette
Computer Skills/E-Coast Guard	Enlisted Advancements	Writing Workshops
Marine Safety	Coast Guard Missions	Incident Command System
Piloting	Nautical Rules of the Road	Aids to Navigation
Shipboard Organization	Basic Seamanship	Ship Handling
Damage Control	Maritime Law Enforcement	Search and Rescue

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### Career Week

To assist each OC with the assignment process, operational representatives from a diverse range of occupational specialties provide a personalized and unique introduction to career opportunities in the Coast Guard. Additionally, officers from the Office of Personnel Management (opm) provide insight into officer assignment process, career path guidance, and development of realistic E-resumes in order to request assignments.

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### Range Training

Each OC is provided exposure to small arms training, with opportunities to achieve qualification in basic marksmanship.

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## **Officer Candidate School – Academics (cont)**

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### **Firefighting and Damage Control Training**

Each OC will complete the Navy general shipboard firefighting course and basic damage control trainer.

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### **Nautical Rules of the Road**

All Officer Candidates will complete the closed book Coast Guard Deck Watch Officer (DWO) Exam. Officer Candidates with prior DWO qualifications **ARE** required to complete the examination at OCS.

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## **Officer Candidate School – Leadership and Management**

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### **Overview**

The Leadership and Management Section is responsible for two functions:

- Provide OCs with a fundamental knowledge of leadership concepts
  - Develop students into Coast Guard Officers
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### **Leadership**

A series of leadership courses are offered with exposure to theoretical and philosophical aspects of leadership, which focuses each Officer Candidate on developing a personalized model for their current and future leadership roles.

In addition to professional lecture on leadership, the classroom environment also provides a forum to discuss and learn leadership principles, which will be applied in the day-to-day OCS organization and more importantly to prepare you to serve effectively as officers of the United States Coast Guard.

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### **Military Indoctrination**

The OCS Program begins with an initial “boot camp” atmosphere. Physical activities shall be assigned to correct training related deficiencies. Disciplinary actions will change as the course and each OC evolves. Students will stand a variety of watches to gain experience and hands on training in directing subordinates, standing duty, and evaluating subordinates. After each watch, the OC is evaluated by the Duty Officer or their peers and receive counseling on their performance. Students will also be placed in Company/Platoon leadership positions and will be assigned collateral duties, which allow them to practice leadership techniques taught in the classroom.

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### **Physical Fitness**

Physical training is a very important part of OCS. Besides calisthenics in the morning, OCs must complete several physical fitness tests and strive to maintain the highest standards of physical readiness.

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## **Officer Candidate School – Health and Physical Readiness (HPR)**

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### **Objective**

The following are the objectives of the OCS HPR program:

- **CONDITIONING AND FITNESS** - Enable OCs to improve overall health and physical readiness through aerobic conditioning
- **SWIMMING AND WATER SAFETY** - Enable OCs to improve overall swimming abilities and increase confidence during water survival situations
- **RECREATION/LIFETIME SPORTS** - Enable OCs to actively participate individually or as a team member in a variety of sports
- **WELLNESS** - Enable OCs to:
  - Live and promote a healthy lifestyle
  - Achieve overall wellness of body, mind and spirit.
- **TOBACCO USE** - Smoking and chewing tobacco products are prohibited at OCS

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### **Initial Height and 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 M1020.8 (series).

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### **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 our demands or overestimate your abilities, especially in aerobic fitness and upper body strength.

All Officer Candidates will be given a physical fitness battery within the **first 72 hours** of reporting. This battery will gauge individual physical fitness levels and determine your eligibility to continue in the program.

To ensure we are getting the most physically prepared Officer Candidates, incoming officer candidates are required to complete a physical fitness pre-assessment prior to reporting to officer candidate school, and record their score on the pre-assessment document included in this pre-reporting guide. Please scan/email the completed physical fitness pre-assessment document to [katherine.c.moran@uscg.mil](mailto:katherine.c.moran@uscg.mil). **This assessment is due 30 days prior to the class convening date.**

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## Officer Candidate School – Health and Physical Readiness (HPR) (cont)

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### Physical Fitness Requirements (cont)

We have included the minimum standards that all Officer Candidates must meet during the initial physical fitness battery.

The initial physical fitness battery test consists of four parts:

- Cadence Push-ups (2 minute time limit)\*
- Curl-ups (2 minute time limit)
- 1.5 Mile Run
- 12 Minute Lap Swim (One Length equals 25 yards)

\* The push-ups are completed to an approved cadence that is provided in the link below. All candidates are strongly encouraged use this cadence while training for OCS.

<http://eduportal1.uscga.edu/Divisions/Athletics/PFE/New%20PFE/01%20Track%201.wma>

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### Physical Fitness Standards

Minimum standards for the Physical Fitness Battery Test:

- |                                    |            |
|------------------------------------|------------|
| • 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 |

**If you have been selected for Officer Candidate School and know you cannot meet the above standards, contact the school immediately at (860)-701-6887.**

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## Officer Candidate School – Health and Physical Readiness (HPR) (cont)

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### Swimming Proficiency Test

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

- Back Float 60 seconds
  - Prone float (holding breath) 10 seconds
  - Treading Water (no hands) 60 seconds
  - 1-meter front dive, remain submerged and 15 yards
  - Swim underwater without breaking the surface
  - Elementary backstroke 10 yards
  - Front Crawl 25 yards
  - Unassisted swim – any stroke 75 yards
-

**OFFICER CANDIDATE SCHOOL HEALTH & PHYSICAL FITNESS PRE-ASSESSMENT**  
*(Must be completed 30 days prior to class convene date)*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Test: Indoor Outdoor

Birth Date: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: Male Female

<b>PHYSICAL FITNESS EXAM</b>	
<b>3-PART</b>	
	<b># / TIME</b>
<b>PUSH-UPS</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>SIT-UPS</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>1.5 RUN</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>SWIM</b>	
	<b>LAPS</b>
<b>12 Min SWIM</b>	<input style="width: 100%; height: 20px;" type="text"/>

Signature: \_\_\_\_\_

*Signature verifies scores are accurate and complete*  
*Scan/e-mail the completed pre-assessment form to Katherine.C.Moran@uscg.mil.*

## **United States Coast Guard Academy**

### **Immunization Record Form Information for Prospective Officer Candidates**

Immunizations help ensure the health and wellness of all Officer Candidates at the United States Coast Guard Academy. You are **strongly encouraged** to receive all necessary immunizations prior to reporting as immunizations have a risk of side effects such as sore arms, fatigue, headache, fever, and other flu like symptoms. Receiving several of these vaccines during the first week of training may result in decreased physical performance. Additionally, it can take several weeks to produce an immune response sufficient to protect you from disease.

**All immunizations should be completed 4 weeks prior to reporting.** Please keep this in mind when scheduling your immunization appointments. If you are unable to receive these immunizations prior to reporting, you will be given the required immunizations at the Academy. If you have questions, please contact one of the Registered Nurses in the USCGA Outpatient Clinic at 860-701-6155 or call medical administration at: 860-444-8430.

As Yellow Fever vaccine can be expensive and difficult to obtain, most prospective Officer Candidates elect to receive it at the Academy. If you want to receive it prior to reporting, the Centers for Disease Control Yellow Fever Vaccination Clinic locator website may help you find a nearby clinic:

<http://wwwnc.cdc.gov/travel/yellow-fever-vaccination-clinics-search.aspx> . For receipt of the Yellow Fever vaccine on entrance, prospective officer candidates **should not receive any live virus vaccines within 4 weeks of reporting to the Academy.**

Coast Guard regulations dictate that all Officer Candidates receive the following immunizations or show proof of immunity as specified. Please read the requirements carefully as they are more comprehensive than those recommended for the general population due to the unique demands of the Coast Guard. **Only immunizations documented on the Immunization Record Form provided by the Academy will be accepted.**

1. **Tuberculosis screening** – A PPD will be administered at the Academy unless not indicated. Please provide documentation as requested on the Immunization Record Form if applicable.
2. **Hepatitis A** – two doses or laboratory result of serology testing proving immunity
3. **Hepatitis B** – three doses or laboratory result of serology testing proving immunity (Alternatively, 3 doses of Twinrix Hepatitis A and B vaccine may be substituted.)
4. **Measles, Mumps, Rubella (MMR)** – two doses or laboratory results of serology testing that prove immunity
5. **Polio** - one dose of Inactivated Polio Vaccine (IPV) on or after 18 years of age is required. An adult dose is required for international travel to certain countries. If the childhood polio series has not been completed, the IPV catch-up schedule as published by the Centers for Disease Control (CDC) is to be followed.
6. **Tetanus, Diphtheria and Pertussis** – one dose of Td or Tdap within 10 years of entrance. If the childhood series has not been completed, the Td/Tdap catch-up schedule as published by the CDC is to be followed.
7. **Meningococcal** – one dose of Menactra or Menveo
8. **Varicella** – two doses or laboratory result of serology testing proving immunity
9. **Yellow Fever** – one dose within ten years of entrance

Officer Candidates 26 years of age and younger are encouraged, but not required, to receive the Quadrivalent Human Papillomavirus (HPV4-Gardasil) vaccine. Any doses needed to complete the HPV4 series may be obtained at the Academy.

Make two copies of the Immunization Record Form and laboratory reports. Maintain one copy at your home of record and keep one copy with your personal papers at the Academy. **No later than 4 weeks prior to reporting, fax** the Immunization Record Form and required laboratory reports to Medical Administration, USCGA at 860-701-6352 and **mail** the form and lab reports to: HSWL Regional Practice New London, Attn: Physical Exams, U.S. Coast Guard Academy, 15 Mohegan Ave., New London, CT 06320.

**Completed Immunization Record Forms faxed as soon as possible are greatly appreciated!**



# United States Coast Guard Academy

## Officer Candidate Immunization Record Form



The Notice of Privacy Practices, Military Health System effective April 14, 2003 as required by the Health Insurance Portability and Accountability Act (HIPAA) applies and can be viewed electronically at <http://www.tricare.mil/tma/privacy/default.aspx>

**Follow these steps to complete form:**

1. Use black ballpoint pen only. Do not use felt tip pen or pencil. Do not slash 0's, 7's or Z's.
2. **All immunization documentation must be written on this form.** Do not attach immunization records.
3. **Enter name and SSN on each page.**
4. **Attach a copy of all laboratory results.**
5. For accuracy, write block style in capital letters without touching the sides of the box.
6. For all dates, use six digits: **month - day - year** format
7. If you make an error, line through the entry, initial and provide the correct information.
8. **Part I is to be completed by the candidate.**
9. A physician, nurse practitioner, physician assistant, nurse (RN/LPN) or other licensed provider is to complete Part II. **The Immunization Record Form Information sheet should be made available to the provider prior to completion of the form.**
10. Make two photocopies of the form and lab reports. Fax the completed form and lab reports to Medical Administration, USCGA at: 860-701-6352 and mail the original form and lab reports to HSWL Regional Practice New London, Attn: Physical Exams, USCGA, 15 Mohegan Ave., New London, CT 06320. Please write, "Immunization Records," on the outside of the envelope. Keep one copy in a safe place at your home of record and bring one copy for your personal use while at the Academy.

Completion of this form is required to ensure the health and wellness of all Officer Candidates at The United States Coast Guard Academy (USCGA). All specified immunizations listed are required for full medical qualification for Officer Candidate School entrance.

**Any vaccinations not received prior to reporting, will be given at the Academy.**

**Address questions regarding this form to an Academy Outpatient Clinic Registered Nurse at 860-701-6155 or by calling Medical Administration at 860-444-8430.**

**Part I – To be completed by candidate**

**"I have read and understand the above directions. I understand that all immunizations specified in Part II are required on entrance into USCG Officer Candidate School."**

**Candidate's signature:** \_\_\_\_\_

Last Name

First Name

M.I.  Gender  Social Security Number  –  –

Date of Birth (mm-dd-yy)  –  –  Email

Home Phone  –  –

Cell Phone  –  –

**All immunizations should be given at least 4 weeks prior to OCS entrance**  
**Fax and mail form ASAP**

Name \_\_\_\_\_ SSN \_\_\_\_\_

**Part II — To be completed by a physician or other health care provider**  
**Enter dates in boxes or spaces provided. Use month-day-year format (mm-dd-yy).**

Tuberculosis Skin Test Information: All Officer Candidates will be given a PPD **at the Academy** unless not indicated. No PPD is necessary prior to arrival.

If candidate has received BCG, please record date given: \_\_\_\_\_

If candidate has had a **positive** PPD test, document here: Date \_\_\_\_\_ Induration \_\_\_\_\_ mm

Was chest X-RAY obtained? (circle one) YES NO If yes, Date of X-RAY \_\_\_\_\_

**Please attach X-Ray report.**

Date, type and duration of prophylactic therapy, if applicable: \_\_\_\_\_

**Hepatitis A** – Two doses; at least the first dose of the series is required on entrance  
 (second dose can be given when due)  
**OR** lab report proving immunity

#1   -   -   #2   -   -   (at least 6 months after first dose)

Positive Hepatitis A antibody serology test date: \_\_\_\_\_ **Please attach lab report.**

**Hepatitis B** – Three doses; at least the first dose of the series is required on entrance  
**OR** lab report proving immunity

#1   -   -   #2   -   -   #3   -   -

Positive Hepatitis B antibody serology test date: \_\_\_\_\_ **Please attach lab report.**

**Twinrix (Hepatitis A/B combination)** – Three doses; at least the first dose of the series is required on entrance  
 (Twinrix is **not required** if the independent Hepatitis A series and Hepatitis B series have been given.)

#1   -   -   #2   -   -   #3   -   -

**Measles, Mumps, Rubella (MMR)** – Two doses  
**OR** lab reports proving immunity

#1   -   -   (After one year of age) #2   -   -   (at least 1 month after first dose)

**Date of MMR serology:** \_\_\_\_\_ **Please attach lab report.** Circle immunity status below

**Measles titer:** immune / not immune **Mumps titer:** immune / not immune **Rubella titer:** immune / not immune

**Meningococcal** – One dose **Menactra** or **Menveo**

Menactra   -   -   OR Menveo   -   -

**Health Care Provider's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Health Care Provider's Name (print or use stamp)** \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

**Part II (continued) — To be completed by a physician or other health care provider**

Enter dates (mm-dd-yy) in boxes or spaces provided.

**Polio** – One dose **IPV** on or after 18 years of age (Adult dose required for INTERNATIONAL TRAVEL.)

-   -

Please document childhood series:

#1   -   -      #2   -   -      #3   -   -    
 #4   -   -      #5   -   -      #6   -   -

**Tetanus, Diphtheria, Pertussis** – Within 10 years of entrance; one dose **Tdap (recommended)**  
**OR** one dose **Td**

**Tdap**   -   -      **OR**    **Td**   -   -

Please document childhood series:

#1   -   -      #2   -   -      #3   -   -    
 #4   -   -      #5   -   -      #6   -   -

**Varicella (Chickenpox)** – Two doses **Varicella**  
**OR** lab report proving immunity

#1   -   -      #2   -   -    
 (After one year of age)                      (at least 1 month after first dose)

**History of Chickenpox?** YES / NO    **Date of Varicella serology:** \_\_\_\_\_    **Please attach lab report.**

Circle immunity status for **Varicella titer:**    Immune / not immune

**Yellow Fever** – One dose within ten years of entrance  
 (candidate may elect to receive at USCGA)

-   -

**Optional: Human Papillomavirus** – Circle vaccine type: **HPV4 (Gardasil)** **OR** **HPV2 (Cervarix)**  
 HPV4 Series may be completed at USCGA

#1   -   -      #2   -   -      #3   -   -

HEALTH CARE PROVIDER INFORMATION	
<b>Signature:</b> _____	<b>Date:</b> _____
<b>Name (print or use stamp):</b> _____	
<b>Mailing Address:</b> _____	
<b>City, ST, ZIP:</b> _____	
<b>Phone:</b> _____	<b>Fax:</b> _____