

*United States Coast Guard
Officer Candidate School*



Pre-Reporting Guide

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Mission

The mission of Officer Candidate School is to prepare officer candidates to serve effectively as officers of the United States Coast Guard.

Welcome

On behalf of the Director of the Leadership Development Center and the Chief of Officer Candidate School, we want to congratulate you on your selection to 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. It is up to you to prove the selection process works. OCS represents a new way of life, which will require many adjustments. This booklet will help you in arranging your personal affairs in preparation for OCS.

If you have any questions or encounter any emergent problems, you may contact Officer Candidate School through Ms. K.C. Moran at (860) 701-6887.

Again, we congratulate you on your selection.

Contact Information

While you embark on this journey you will have limited contact with your family and friends. The approved method of contact will be via mail at:

Superintendent-U. S. Coast Guard Academy
Officer Candidate School
43 Mohegan Ave
New London, CT 06320
Attn: OC _____

In the case of an emergency while you are at OCS, it is recommended that your family contact the nearest Red Cross and inform them that you are attending Officer Candidate School at the United States Coast Guard Academy. They will be able to assist your family in reaching you during this period.

Welcome





Pre-Reporting Guidance

OCS is divided into two sections, which make up the academic and military aptitude portions of the curriculum. The following assignments are expectations set forth in preparation for both sections.

Personal Leadership Philosophy

OCS operates within the Commandant's Leadership Development Framework as defined in COMDTINST 5351.3 (series). This document establishes the leadership development framework for the entire Coast Guard, identifying 28 key leadership competencies, and behaviors associated with each of those competencies. These 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. This assignment will be collected *immediately* upon arrival and should not exceed two single space pages.

ICS Online Training

It is highly encouraged that you complete four Incident Command System (ICS) online training courses prior to reporting to OCS. You should bring a copy of your completion certificates with you. 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>

Personal Data Questionnaire

Prior to your arrival you will also need to fill out a Personal Data Questionnaire. This is information based upon your civilian and military background that will help the school understand your experiences. It is beneficial that you are detailed, accurate and thorough with this information. Use this form to communicate with the staff your background and history, family life, and future goals. This form should be submitted with the Physical Fitness Pre-Assessment.



Pre-Arrival Weight Standards

All arriving Officer Candidates will undergo a height and weight screening upon arrival IAW COMDTINST M1020.8 (series).

If you are an Active Duty Member: Your command *SHALL* verify your compliance with weight standards within 30 days of the class convening date and *UPDATE* Direct Access with your latest physical characteristics. As a future officer it is *YOUR* responsibility to ensure that you are in compliance with these standards. It will be documented and resulting actions will occur if you do not ensure that this process has been completed. Please note that this requires having an *ACCURATE* height and weight measurement properly recorded IAW the aforementioned manual.

Physical Fitness Pre-Assessment

To ensure that you are physically prepared to become an Officer Candidate (OC), you are required to complete a Physical Fitness Pre-Assessment prior to reporting to Officer Candidate School. You will document and record your score on the assessment form at the end of this Pre-Reporting Guide. This assessment is due 30 days prior to the class convening date. Please email the completed Physical Fitness Pre-Assessment documentation to Katherine.C.Moran@uscg.mil. If you do not have access to email, please call to make alternative arrangements for the arrival of this documentation. When saving this file please name the file with your last name followed by your first and middle initial (if applicable). For example "SmithAB.pdf".

Pre-Order Boots

If you are a new accession or active duty and will require boots, you will need to ensure that Ms. K.C. Moran receives your size 30 days prior to your arrival. New accessions will receive these boots free of charge in their initial uniform issue. If you are active duty you will be required to pay for these boots upon arrival.



Arrival

Officer Candidate School is located at the United States Coast Guard Academy (USCGA) in Chase Hall. All students will check in at the Chase Hall Archway located on Bear Drive adjacent to the parade field that you will notice on your left upon arriving on campus. The Chase Hall Archway will be recognizable by the word “Chase” located on an archway between two buildings approximately 3/4 of the way down Bear Drive. The address for the USCGA is:

United States Coast Guard Academy
43 Mohegan Avenue
New London, CT 06320

There are five commonly used methods of transportation for arrival: automobile, plane, train, bus, and taxi.

Automobile

Only if you are specifically authorized to travel via privately owned vehicles (POV) will you be reimbursed for your travel. Verify with your local command, Recruiting Office (RO) or Coast Guard Recruiting Command (CGRC) that you are authorized this method of travel. The USCGA is approximately an hour from Providence and two and a half hours from either Boston or New York City. Directions can be found at the USCGA website (www.cga.edu) under the Campus tab followed by the Directions link.

Upon arrival at the gate, you will need a current drivers license, military identification (if applicable), registration, and proof of insurance in order to obtain a temporary pass and driving privileges on campus. You should request further direction from the front gate security guards on where to park your vehicle.

Once parked, lock your vehicle and bring your baggage to the archway to begin the check in process.

Airports

T.F. Green International Airport (Providence, RI) and Bradley International Airport (Windsor Locks/Hartford, CT) are the two nearest and most commonly used airports. Providence is approximately 50 miles and Hartford is approximately 60 miles. Taxi service can run upwards of \$150 from either.



Train and Bus Stations

Both Greyhound and Amtrak run out of the same station in New London, CT. The taxi ride from this location to the USCGA is approximately \$8 and a good alternative to taxi services from the airports. It is recommended that you attempt to utilize these services when completing travel arrangements.

Amtrak (800) USA-RAIL
 Greyhound (800) 231-2222

Taxi

If arriving by local taxi ensure that you have identification to enter the front gate and instruct the driver to make their first left onto Bear Drive once through security and on campus. Most local taxi drivers will understand the location if you mention the “Chase Hall Archway” or simply “the Arches”.



BUILDINGS

- | | | |
|-------------------|------------------------------------|-----------------------------|
| 1. WAESCHE HALL | 24. ROWING CENTER | 31. BEAR DRIVE |
| 2. THE CHAIN | 25. VISITOR CENTER | 32. WASHINGTON PARADE FIELD |
| 3. BERTHOLF PLAZA | 26. ROLAND HALL | 33. SATTERLEE HALL |
| 4. DIMICK HALL | 27. ROBERT CROWN PARK | 34. FLAGPOLE |
| 5. SMITH HALL | 28. CAPTAIN HOPLEY YEATON MEMORIAL | 35. HAMILTON HALL |
| 6. MUNRO HALL | 29. COAST GUARD MEMORIAL CHAPEL | 36. CHASE HALL |
| 7. JOHNSON HALL | 30. THE HILL | 37. NORTH GATE |

- PARKING
- ♿ HANDICAPPED PARKING

UNITED STATES
COAST GUARD
 ACADEMY

NEW LONDON, CONNECTICUT
 Telephone: 800-883-8724
 Email: admissions@uscga.edu | Web: www.uscga.edu
 31 Moberg Avenue | New London, CT 06320

Transportation & Campus Map



Arrival Day

You will report to the Chase Hall Archway on your class convening date – lineup outside of the archway and await further instructions. Processing begins sharply at 0730. Please note that sometimes orders will have a different arrival time. It is recommended that you call or email Ms. K.C. Moran if there is a discrepancy.

Military personnel will wear the appropriate dress uniform for the season.

Both civilian men and women shall wear appropriate business attire with a white v-neck t-shirt under their clothing to facilitate the check in process at the uniform shop. Shoes with heels are not recommended.

Lunch will not be provided upon check-in, so eat a substantial breakfast.

If you have not received a pre-reporting memo 45 days prior to your class convening, please call Ms. K.C. Moran at (860) 701-6887. Additionally, if you foresee problems with any of these instructions, please call before you report.

Arriving Early

When arriving in New London the day before check-in, ensure that you check with your local command, your RO, or CGRC to determine what reimbursements you are authorized.

If you have Permanent Change of Station (PCS) orders, you are authorized to contact the US-CGA Munro Housing Office, (860) 444-8664, in order to reserve accommodations on base. Officer Candidates on PCS orders will not be reimbursed for lodging expenses, and therefore may find that the Munro Housing rates on base are more affordable.

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. Therefore, due to limited availability of onbase accommodations, you will not be authorized to arrange for berthing onboard the Academy.



Records

You will have the following documents available immediately upon check-in:

- Original Orders to Officer Candidate School
- Identification (military, drivers license and/or student ID)
- Medical and Dental Records (civilian)
- Valid Tourist Passport (blue) or Official Government Passport (red)*

*You must have a valid tourist passport prior to reporting to OCS; in addition, you will need two passport photos. These can be obtained at most local drugstores or Post Offices. These photos will be used in the event that an Official Government Passport needs to be processed. If you already have a valid Official Government Passport (red) the two additional photos are not required. Passports are often required for OCS Long Cruise preparations.

New Accession Records

If you are joining the Coast Guard as a New Accession, in addition to the above documents, you must hand-carry original, notarized or certified copies of the applicable records listed below to establish benefits for your dependents and register your vehicle:

- Children's Birth Certificates (if applicable)
- Marriage Certificates (if applicable)
- Any past or present Divorce Decrees for you and/or your spouse (if applicable)
- Child Support Documents (if applicable)
- Blank Check (to establish direct deposit)
- Social Security Card
- Any other necessary paperwork as directed by your Recruiting Office
- Vehicle Registration (if driving)
- Vehicle Proof of Insurance (if driving)

These should all be neatly packaged and organized in an envelope.

Computer Accounts

If you are an Active Duty member with a Coast Guard Standard Workstation computer account already established, you must submit a local remedy (help) ticket to your servicing IT shop requesting transfer of your Coast Guard computer account to the USCGA. This should be completed prior to departure from your current unit. These instructions cover members reporting to OCS under both TDY or PCS orders.





Flight School Applicants

If you are reporting to OCS with the desire to compete for flight training, you are required to take the Aviation Selection Test Battery (ASTB) prior to your arrival at OCS. Your local command or recruiting office shall provide you with more information and a testing facility for this exam. The following minimum scores must be met and documentation shall be provided upon check-in: Academic Qualification Rating (AQR) 4, and Pilot Flight Aptitude Rating (PFAR) 5.

Note: OCS no longer administers the ASTB so it is imperative that you complete this process before arrival if considering flight school.

Flight School Applicant Physicals

You will undergo a thorough flight physical within the first few weeks of the program if this is not already completed. This physical is more intensive than the standard OCS physical and will take the place of valuable time that can be used elsewhere.

It is highly recommended that candidates who are interested in Flight School receive their flight physical prior to their arrival. By doing so you will have more time to pursue waivers if an unexpected issue requires such. Your flight physical is 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.



Physical Examinations

Upon reporting to Officer Candidate School, you will undergo a thorough initial physical examination at our 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 may be *DISENROLLED*. An early determination could 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 minimum of 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. If you are a New Accession, you will need to know your blood type for the issue of your military identification card.

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.

Costs

You can expect to spend approximately \$3,000 at OCS throughout the program. This estimate depends on tailoring costs and what uniform items you will be required or choose to purchase in addition to other various expenses. There is a required uniform issue approximately half way through the program. This issue includes your Ensign kit, an Officer's sword, your Service Dress White uniform, a 2nd Service Dress Blue jacket w/ Ensign stripe, along with other required items that all students (Active Duty or New Accession) will pay for.

There will be a cost of \$300.00 for Class Dues upon arrival that you should have available in the form of cash or check.

Available Finances

It can take several weeks to receive your first paycheck. You should have access to approximately \$2,000 upon arrival to cover your *initial* expenses for uniforms and required purchases. While you may not spend this all, you should have it available.

An ATM is available on base. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Bookstore and Tailor Shop.



Uniforms

The uniform is what identifies us as members of the Coast Guard. When we wear it, we are representing our service. Accordingly, our appearance must be impeccable at all times. The standards set at OCS reflect this need. As explained before, a majority of the expenses you will pay will be for uniform items.

The list for a complete seabag (required uniforms) can be found at:

<http://www.uscg.mil/uniform/requireduniforms.asp>

Active Duty Uniforms

If you are arriving at OCS as an enlisted member of the Coast Guard, you are required to have a complete seabag. All uniforms in this seabag must be new or in like new condition in order to meet the OCS standards. You will be required to purchase all uniform items missing or unserviceable as deemed by the OCS standard when checking in.

We do not encourage you to buy uniforms before coming to OCS. Uniforms may be purchased at the USCGA Clothing Locker during the check-in process and are the same cost as the Uniform Distribution Center (UDC). Often Service Dress Blue (SDB) jackets and Operational Dress Uniforms (ODU) will need to be replaced due to fading from the sewn on patches. All boots or dress shoes should be in excellent condition and the heels should have little to no wear.

You will complete a survival swim while at OCS and this swim is administered in an ODU. You can bring a clean unserviceable ODU without enlisted rank insignias for this purpose. The chemicals from the pool often dye and fade this uniform to the point of unserviceability.



New Accession Uniforms

As a New Accessions (non-prior service members), you will receive your initial uniform issue; which includes tailoring fees at no cost.

Uniform Requirements

Corframs are not authorized while attending OCS. Do not apply leather luster or other instant shine products to your boots or leather dress shoes or you will be required to purchase a new pair.

Bookstore Purchases

The following items will be purchased upon arrival by all Officer Candidates:

- OCS Sweat Pants
- Brasso
- Cotton Balls
- Reflective Road Guard Vest
- OCS Sweat Shirt
- Never Dull
- Black Shoe Polish
- 10 Pack Pens (1 blue/1 black)
- 2 OCS PT Shirts
- OCS Gym Bag
- Laundry Bag
- Canteen Belt & Canteen
- Small Memo Pad
- Ruler
- Laundry Soap
- 5 Subject Notebooks
- Blister Kit
- Masking Tape
- Spray Starch
- USCG Sewing Kit

There is a one-time laundry facility usage charge of \$96.00. This charge covers the cost of the laundry facilities and maintenance. This will be paid on the first day during check in. The approximate total at the Books Store will be \$400 and can be paid with cash, Visa, or MasterCard.

Required Items to Bring

You *SHALL* bring the following items with you to OCS:

- Six pairs of white athletic socks (ankle, mid, or full)
- Six pairs of conservative white underwear
- Six white cotton v-neck t-shirts
- Flashlight with a red lens
- Shower shoes (flip flops)
- Running shoes in any color – properly fitted
- Solid black cross trainers – these are in addition to the running shoes and are not optional
- Two standard sized locks (key, dial, or combination)
- Bathrobe (white and conservative in nature) – the length must reach below knees

In addition, females *SHALL* bring:

- Six white or fleshtone bras
- Hair pins, barrettes, and/or elastic bands – these should be plain, black, dark blue, brown, or similar to your hair color so as to not detract from the wearing of your uniform.

Optional Items to Bring

You *MAY* bring the following items with you to OCS:

- A small clock/radio
- Thermal underwear
- Miscellaneous toiletries
- Swim goggles
- Vitamins and supplements
- Civilian attire*
- One 8x10 inch (or smaller) frame for pictures
- Personal medications (all medication will be checked in at the CGA clinic)

*Civilian clothing will not be permitted during the junior phase of the program. Storage space is limited, do not bring more than one small suit case of civilian clothing. Appearance counts; you will not be allowed to depart if your attire does not meet the spirit of our professional standards.



Dependents

OCS strongly discourages bringing your dependents to New London for many reasons to include the extremely limited liberty hours and reimbursement costs *not* being authorized.

Interpersonal Relationships

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 a romantic relationship with an enlisted member shall read, understand, and adhere to Chapter 2.A of the Coast Guard Conduct and Discipline Manual. A relationship with an enlisted member outside of marriage WILL NOT be “grandfathered” nor overlooked even if the relationship was pre-existing.

Individuals who find themselves in this situation should seek appropriate counsel from their command or servicing legal office for advice regarding this policy. Once you arrive at OCS, you will be held to the standards of the Coast Guard Conduct and Discipline Manual.

Leave

Leave will only be granted for extreme emergencies. Generally, upon graduation, 10 days of 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. Emergencies will be considered on a case-by-case basis and pre-existing significant events that are known prior to arrival will not generally be considered an emergency, you should plan accordingly.

Liberty

During the first several weeks, you are not permitted any visitors. Liberty is a privilege which may be granted based on class performance. Only when you have earned liberty will you be allowed to have visitors. These policies are outlined in the OCS Regulations Manual you will receive upon arrival.

Disenrollment

Officer Candidates are not allowed to disenroll by their own request prior to completion of the 5th week or after the 13th week of the program. If you leave the program prior to the completion and you came as a civilian, you may either return to civilian status or transfer to enlisted status for two years. If you entered from active duty status, you will be reassigned to general duty and will continue serving under your enlistment contract. Officer Candidates may be disenrolled at anytime for non-compliance with weight standards, failing to meet physical fitness requirements, low military aptitude, honor violations, or academic deficiencies.



Academics

OCS offers a comprehensive academic curriculum with an emphasis on operational Coast Guard missions, leadership, nautical science, and fundamental military training. Subjects offered are related to the tasks expected of a junior officer and are in response to the needs of the service.

Classes

The following are a few topics included in the OCS Curriculum:

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

Rules of the Road

All Officer Candidates, regardless of your history of completing and passing the exam or not, will complete the closed book Coast Guard Deck Watch Officer (DWO) Exam to meet the OCS standards.

Long Cruise

Each Officer Candidate will be provided the opportunity to experience life underway on the US-CGC Barque EAGLE (WIX-327), learning fundamental aspects of seamanship, engineering, and leadership. In the event that the Barque EAGLE is unavailable, an alternate unit will be chosen.

Career Advice

To assist you 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 the officer assignment process and career path assignments, guidance, and development of realistic E-resumes.

Range Training

Everyone will be provided exposure to small arms training, with opportunities to achieve qualification in basic marksmanship.



Leadership and Management

Through the military aptitude program, Officer Candidates undergo an intensive screening and socialization process to determine suitability. During the 17 weeks, strict standards of appearance, barracks department, 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.

The Leadership and Management Section (LAMS) is responsible for two functions:

- Provide members with a fundamental knowledge of leadership concepts
- Develop students into Coast Guard Officers

Leadership

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

In addition to professional lectures 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.

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 Officer Candidate evolves. You will stand a variety of watches to gain experience and hands on training in directing subordinates, standing duty, and evaluating subordinates. After each watch, you are evaluated by the Duty Officer or your peers and will receive counseling on your performance. You may also be placed in Company/Platoon leadership positions and will be assigned collateral duties, which allow you to implement and practice leadership techniques taught in the classroom.

Grooming Standards

All male Officer Candidates will receive a haircut when they arrive on Thursday. The cost is \$9.00 for a standard haircut. Haircuts are mandatory for males unless you have a very short buzz cut; haircuts are not mandatory for females unless your hair is outside of the Coast Guard’s grooming standards.

Womens hair must meet the standards as set forth by the Uniform Regulations in COMDTINST M1020.6 (series).



Health and Physical Readiness

The following are the objectives of the OCS Health and Physical Readiness (HPR) program:

- **Conditioning and Fitness** - Enable you to improve overall health and physical readiness through aerobic conditioning
- **Swimming and Water Safety** - Enable you to improve your overall swimming abilities and increase confidence during water survival situations
- **Recreation and Lifetime Sports** - Enable you to actively participate individually or as a team member in a variety of sports
- **Wellness** - Enable you to live and promote a healthy lifestyle while achieving overall wellness of body, mind and spirit
- **Tobacco Use** - Smoking and chewing tobacco products are prohibited at OCS

HPR 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. You will be given a physical fitness test within the first 72 hours of reporting. This assessment will gauge your individual physical fitness level and determine your eligibility to continue in the program.

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

The initial physical fitness test consists of four parts:

- Cadence Push-ups (2 minute time limit)*
- Curl-ups/Situps (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 consists of pushing up for one second and lowering down for one second without stopping. There is a maximum number of 60 push-ups that can be completed in a 2 minute period.



HPR Standards

The following are the *MINIMUM* standards for the Physical Fitness Test:

- Cadence Push-ups (Men) 32
- Cadence Push-ups (Women) 24
- Curl-ups (Men/Women) 60
- 1.5 Mile Run (Men) 10:59
- 1.5 Mile Run (Women) 12:49
- 12 Minute Lap Swim (Men 20-29) 18.5 lengths
- 12 Minute Lap Swim (Men 30-39) 17 lengths
- 12 Minute Lap Swim (Women 20-29) 17.5 lengths
- 12 Minute Lap Swim (Women 30-39) 15.5 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.

Swimming Proficiency Exam

Prior to the 12 minute lap swim, you will complete a basic swim test to gauge your 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
- Elementary backstroke - 10 yards
- Front Crawl - 25 yards
- Unassisted swim (any stroke) - 75 yards
- 1-meter front dive, remain submerged and 15 yards swim underwater without breaking the surface

If you are not a strong swimmer, now is the time to contact your local swimming facility or fitness club to strengthen your abilities. The proficiency exam and fitness test culminates in an arduous survival swim. Do not overestimate your abilities.



Pre-Assessment Questionnaire

The following test needs to be completed and submitted 30 days prior to your class convening date. It is imperative that you accurately test yourself to assist in determining your level of preparedness physically for the challenges that you will face at OCS.

<i>Health and Physical Readiness Pre-Assessment Information</i>
Name (Last, First, Middle)
Date of Assessment
Describe where the Assessment was Administered (Indoor, outdoor, etc.)
Birthdate/Age
Gender (Male -or- Female)
<i>Health and Physical Readiness Pre-Assessment Scores</i>
Pushups (# completed at 1 second cadence in 2 minute time period without stopping)
Curl-Ups/Situps (# completed in 2 minutes)
1.5 Mile Run Time
Swim (# of 25yd laps completed in 12 minute time period)
<i>Uniform Sizes</i>
Shoe Size
T-Shirt Size

Physical Fitness Pre-Assessment



Personal Data Questionnaire

Personal Data Questionnaire

These two forms also need to be completed and submitted 30 days prior to your class convening date.

Please take the time to fill out this form completely and accurately.

<i>Personal Information</i>			
Name (Last, First, Middle)	Rate (If Applicable)	Employee ID (If applicable)	Last 4 SSN
Date Enlisted (If Applicable)	Birthplace	Birth Date	Age
Address		Religious Preference	Phone Number
Legal Residence (State)	Hometown	Height	Weight
Spouse (Last, First, Middle)	Occupation	Children(s) (First, Gender, Age)	Phone Number
Adult Next of Kin (Not Spouse)	Relation	Address	Phone Number
<i>Education Information</i>			
High School			Dates
College or University			Dates
Degree(s) and Year Received		Major	Minor
<i>Military Background</i>			
Current Duty Station		Position	Dates
Service Schools Attended		Correspondence Courses Completed	
<i>Civilian/Personal Background</i>			
Significant Civilian Employment (Employer, City, State)		Position(s)	Dates
Additional Items of Interest (Special skills/talents, foreign language proficiency, professional qualifications, hobbies, etc.)			
<i>Prior Military Service/Family Background</i>			
Prior Military Service (CG Included) List previous duty assignments chronologically from earliest to most recent			
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
a. Branch: _____	b. From: _____	To: _____	c. Rank: _____
Relatives in Federal/Military Service			
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____
a. Name: _____	b. Active/Retired: _____	c. Service: _____	d. Rank: _____ e. Relationship: _____



Personal Data Questionnaire

The biographical sketch is your opportunity to communicate any experiences or goals

Biographical Sketch

Name (Last, First, Middle)

Background: Elaborate on educational experiences, jobs held, childhood, places lived, additional information or clarification on PDQ, dietary concerns, etc.

Military Experience: Expand upon your duty stations, ROTC, positions held, etc.

Why do you want to attend this program?

Career Aspirations



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.)

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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	
Signature: _____	Date: _____
Name (print or use stamp): _____	
Mailing Address: _____	
City, ST, ZIP: _____	
Phone: _____	Fax: _____