

United States Coast Guard

Direct Commission Officer

Course



Pre-Reporting Guide

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Welcome

On behalf of the Commanding Officer of the Leadership Development Center and the Chief of Officer Candidate School, we want to congratulate you on your selection to the Direct Commission Officer (DCO) course. You have successfully undergone close scrutiny and the Coast Guard believes that you possess the skills and exhibit the qualities to perform as an effective officer. It is up to you to prove that the selection process works. Do not rely on word of mouth. All accession sources will attend five-week training.

The DCO course is five weeks in duration. Your official travel orders will list the appropriate report/graduation dates. This booklet will help you arrange your personal affairs in preparation for the DCO course.

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.

Contact Information

Your mailing address while you are attending the DCO course will be:

Commanding Officer - Leadership
Development Center
Officer Candidate School - DCO
43 Mohegan Ave
New London, CT 06320
Attn: Rank/Name

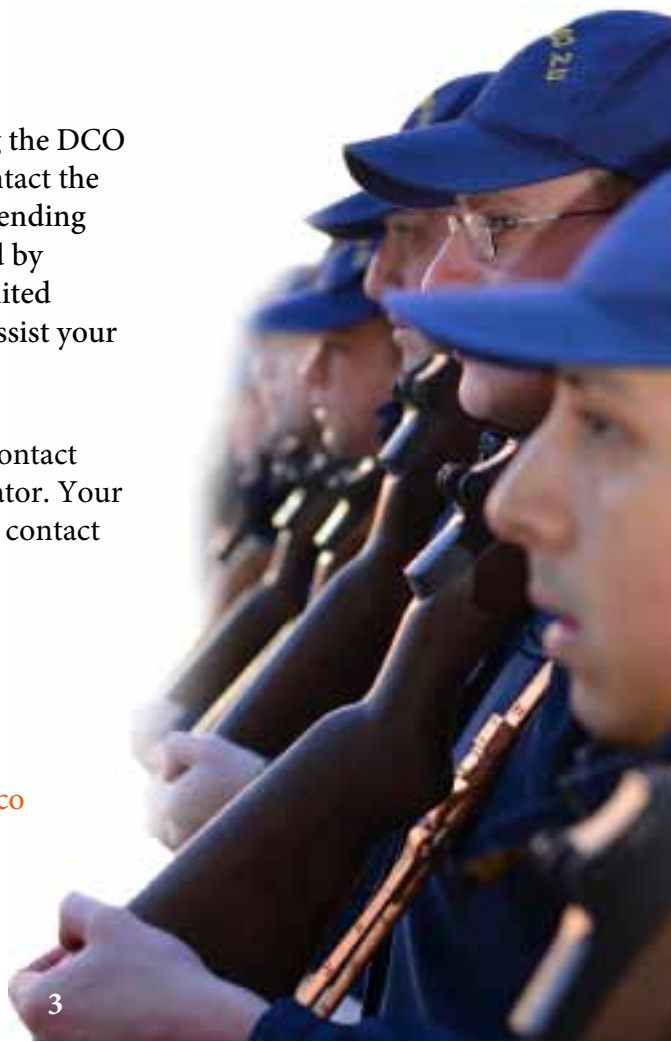
In the case of an emergency while you are attending the DCO course, your family may contact you directly, or contact the nearest Red Cross and inform them that you are attending the Direct Commission Officer course administered by Officer Candidate School which is located at the United States Coast Guard Academy. They will be able to assist your family in reaching you as necessary.

If you have any program specific questions, please contact your recruiter or individual DCO program coordinator. Your unit sponsor can provide the manager's most recent contact information including phone number and email:

Direct Commission Program Managers:

Aviator (DCA) - LCDR Brian Conley
Intel Officer (DCIO) - LCDR Marcus Hirschberg
Lawyer - LCDR Kristen Baker
Maritime Academy Graduate - LCDR Peter Francisco
Physician's Assistant - LCDR Charlene Criss
Engineer - LCDR David Pipkorn
Prior Trained Military Officer - LTjg Joel Weise
Select School - LTjg Joel Weise

Welcome



Program Length

Selected applicants will complete a five-week DCO Course. This program will place students into a structured military environment where you will be expected to meet strict standards of conduct, uniform appearance, physical fitness, and military aptitude. For more information on your particular program visit www.gocoastguard.com and refer to the Officer Application Job Aid Kit (O-JAK). If there are discrepancies between the O-JAK and this guide regarding course execution, this guide contains the most recent and relevant information.

Pre-Reporting Guidance

The DCO course is an academic and military aptitude based program in which there are a multitude of assignments to complete; some require action prior to reporting. The following assignments are required to be completed prior to reporting to the DCO course:

1) Personal Leadership Philosophy

The DCO course 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.

Prior to reporting to the DCO course, you are required to write a short paper outlining your personal leadership philosophy. This assignment should reflect your personal beliefs and philosophies about leadership. Keeping within the spirit of this assignment and the standards of the program, it is important that all referenced information be appropriately cited. Plagiarism is NOT acceptable. This assignment should be emailed, along with other required documentation, to the DCO Coordinator prior to reporting to the DCO course.

2) Health and Physical Readiness

All students must complete and submit a Health and Readiness (HPR) Pre-Assessment 30 days prior to reporting to DCO school, or by the date specified by the DCO Coordinator. The push-ups, sit-ups, and 1.5 mile run must be completed consecutively as a single test. The HPR Pre-Assessment can be found on page 14 of this pre-reporting guide.

You will be required to partake in a physical fitness program during your time at the DCO school. This includes a minimum required physical fitness standard to meet graduation requirements. The minimum physical fitness standards can be found on page 14 of this pre-reporting guide. It is recommended that if you are not in peak physical shape, you begin working out now in order to prepare yourself for the program. An optional physical fitness training guide will be sent with your pre-reporting Welcome Aboard from the school house. If this will be an issue, you shall let the school house know immediately.

Additionally, there is a basic swim assessment that you must pass to meet graduation requirements. The basic swim assessment can be found on page 15 of this pre-reporting guide. If you are not a strong swimmer, now is the time to contact your local swimming facility to strengthen your skills. If you are uncomfortable in the water, you shall let the school house know immediately.

3) 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, history, family life, and future goals. The Personal Data Questionnaire can be found on page 17 of this pre-reporting guide.

Pre-Arrival Weight Standards

In accordance with COMDTINST M1020.8 (series) all officers need to be prepared to undergo a height and weight screening upon arrival.

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 an officer it is *YOUR* responsibility to ensure that you are in compliance with these standards. Please note that this requires having an accurate height and weight measurement properly recorded in accordance with the aforementioned manual. Non-compliance with weight standards upon reporting will result in disenrollment.



Arrival

Students will generally check in to DCO at Yeaton Hall and go through an administrative on-boarding process for their first two days. It is important that you pay attention to the Welcome Aboard packet you receive from the school house to know the exact time and location you should be checking in on your first day. If you haven't already done so, it is recommended that you reserve a room in Munro Hall the night before you report. The address for the USCGA is:

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

Coast Guard members shall coordinate travel through ADTRAV. If you do not have an account, you shall work with your Servicing Personnel Office to ensure your ADTRAV REZDESK/GETTHERE profiles are activated and up to date. Please note that you must have an EMPLID to create an account. Individual accounts can be created or edited at the following location: <https://uscg.rezdesk.com/welcome>

Automobile

Only if you are specifically authorized to travel via privately owned vehicles will you be reimbursed for your travel. Verify with your local command, Recruiting Office, or Coast Guard Recruiting Command that you are authorized this method of travel. The USCGA is approximately one 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.

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 airport.



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. Once on base, instruct the driver to Munro Hall or Yeaton Hall as applicable.



BUILDINGS

1. WAESCHE HALL
2. THE CHAIN
3. BERTHOFF PLAZA
4. DIMICK HALL
5. SMITH HALL
6. MUNRO HALL
7. JOHNSON HALL
8. BEAR PLAZA
9. LEAMY HALL
10. ALUMNI CENTER
11. MICHEL HALL
12. CAMPBELL DRIVE
13. MALLISTER HALL
14. YEATON HALL
15. THE GUNS
16. BILLARD HALL
17. CADET MEMORIAL FIELD
18. SAIL LOFT
19. OBSERVATORY
20. BARQUE EAGLE
21. NELSON W. NITCHMAN FIELD
22. PINE HALL
23. SAILING CENTER

24. ROWING CENTER
25. VISITOR CENTER
26. ROLAND HALL
27. ROBERT CROWN PARK
28. CAPTAIN HOPEY YEATON MEMORIAL
29. COAST GUARD MEMORIAL CHAPEL
30. THE HILL

31. BEAR DRIVE
32. WASHINGTON PARADE FIELD
33. SATTERLEE HALL
34. FLAGPOLE
35. HAMILTON HALL
36. CHASE HALL
37. NORTH GATE

UNITED STATES
COAST GUARD
ACADEMY

Telephone: (800) 872-6724
Fax: (800) 872-6724
1100 Main Street, New London, CT 06320



Arrival Day

You will report to the Yeaton Hall on your class convening date. Please note that sometimes orders will have a generic arrival time, please refer to the correspondence from the DCO coordinator for an exact check-in time on your convening date. Once again, it is imperative that you follow all instructions provided by the school house, as it represents the most recent guidance on course execution and graduation requirements.

All students are expected to report in the uniform described in your class pre-reporting memorandum. Your pre-reporting memo will also outline specifics on which uniforms you are required to bring. If you are having ANY issues ordering your uniforms, you **SHALL** contact the school house immediately. It is important that you contact the school house early regarding any uniform, computer access, or military ID card concerns so that we can assist you in obtaining the requisite items prior to reporting or immediately upon arrival.

If you have not received a pre-reporting memo 30 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

If planning to arrive in New London the day before check-in, ensure that you check your orders to determine what reimbursements are authorized. There are a multitude of local lodging options in the greater New London and Groton areas. However, it is recommended that you reserve a room in Munro Hall on base to minimize additional room and hotel changes.

Medical Examinations

DCO students 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 mentally demanding military indoctrination program, contact the school house immediately.

All students must hand carry their medical record with them to DCO School check-in or arrange to have them sent to the U.S. Coast Guard Academy Clinic prior to reporting. If you are a new accession, commissioning physicals and medical records will be sent straight from Coast Guard Recruiting Command to the U.S. Coast Guard Academy Clinic. Compact Disc records are **NOT** authorized. Additionally, all DCO students **SHALL** contact Immunization Department Registered Nurse at (860) 701-6155 prior to reporting to discuss immunization requirements.

Records

All members will have the following immediately upon check-in and throughout the course. These documents are critical to help assist with resolution of any pay/personnel issues that you may encounter during the hiring/on-boarding process:

- Original Orders
- Identification (military, drivers license and/or student ID)
- Medical and Dental Records (Compact Disc Records are NOT authorized)
- Oath of Office (CG-9556)
- Chronological Record of Service (CG-4057/if applicable)
- DD-214 (if applicable)
- Statement of Credible Service (SOCS)(if applicable)
- Reserve Retirement Statement (if applicable)
- Active Duty Agreement (ADA)
- Appointment Letter
- Vehicle Proof of Insurance (if driving)
- Registration (if driving)

Please note, in the event you have newly acquired dependents or dependents that have not been added to your records, you must be prepared to provide original birth certificates, social security cards and marriage certificates as applicable. Additionally, if you have been unable to obtain a military ID, you must bring two forms of identification to receive a military common access card (CAC) while at DCO School. Types of authorized IDs can be found at: <http://www.cac.mil/Uniformed-Services-ID-Card/Getting-Your-ID-Card/>

Pay and Finances

Due to the intricacies of the hiring process, it may take several weeks for you to receive your first paycheck. If you experience any issues with pay with at DCO, alert your unit SPO and the DCO Course Chief immediately. Early notification is imperative to ensure prompt resolution and access to administrative support.

You may incur costs of \$1,500 - \$2,000 for uniform purchases and tailoring fees prior to reporting to the DCO course. This estimate depends on the tailoring costs and what uniform items you will be required or choose to purchase. Prices for all uniforms can be found at the following: <https://shopcgx.com>. Please note that CGX will verify your status utilizing your first name, last name, date of birth and last four of your SSN when you register for an account. Students must contact the school house immediately if they are having problems obtaining uniforms.

Additionally, you will be responsible for \$60 in wardroom dues at the beginning of the course. This will cover your class photo, graduation breakfast, class gift, and social etiquette dinner.

An ATM is available on base. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Book-store, and Tailor Shop. Cash is required to pay for meals at dining facilities on base.



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 during the DCO course will reflect this requirement. While attending DCO School, you will receive instruction on wearing many of the Coast Guard uniforms and participate in uniform inspections while wearing the following uniforms:

- Operational Dress Uniform (ODU)
- Tropical Blue Uniform (Trops)(Tucked with Trousers, Service Dress)
- Service Dress Blue Bravo Uniform (SDB)

The list for a complete seabag (required uniforms) can be found in CG Uniform Regulations, COMDTINST M1020.6 series.

All uniforms must be new or in like-new condition in order to meet the standards. You are required to purchase all missing or unserviceable uniform items prior to reporting to DCO School. Unit specific insignia, unit covers, flight jackets, and coveralls are not authorized uniform items at DCO School or onboard the Coast Guard Academy. Additionally, all students must bring a CG Foul Weather Parka and liner.

Grooming Standards

All students will report to DCO course with a haircut within regulations and cleanly shaven. Haircuts are mandatory for males if you are outside of regulations. The cost is \$11.00 for a standard haircut.

Haircuts are not mandatory for females unless your hair is outside of the Coast Guard's grooming standards. Women's hair must meet the standards as set forth by the Uniform Regulations in COMDTINST M1020.6 (series).

Military IDs and Computer Accounts

Having an operational CAC and Coast Guard computer account is imperative to beginning academic course work required at DCO School.

If you are a new accession, you shall work with your recruiting office or unit SPO to obtain a CAC card prior to your arrival. If you are transferring from another service, you shall work with your SPO and DEERS office to ensure the certificates are updated for the Coast Guard system. Please note that DEERS does not automatically update the service member's activation to active duty upon check in at your unit. Because of this you may experience issues obtaining dependent ID cards and enrolling dependents in TRICARE. This is an ongoing Coast Guard wide issue that requires a manual override by the Coast Guard's DEERS representative at the Pay and Personnel Center. Please ensure you work with your unit SPO to ensure this process is completed. After completion, you will be able to enroll dependents in TRICARE and obtain ID cards with correct certificates.

You shall work with your unit sponsor and IT staff to obtain Coast Guard computer access.

If you are unable to obtain a military ID card or computer access due to exigent circumstances, please alert the school house immediately.

Required Items to Bring

All DCO students *SHALL* bring the following items to the DCO course:

- Notetaking material
- Athletic socks (white or black)
- White cotton v-neck t-shirts
- Coast Guard Physical Fitness Gear
- Running shoes in any color - properly fitted
- Conservative black or navy blue bathing suit (one piece for females)
- Two sets of ODUs, one set of Tropical Blue Long, one set of Service Dress Blue (SDB) Bravo
- Combination cover and garrison cover
- Foul Weather Parka and black gloves

In addition, females *SHALL* bring:

- White or flesh tone 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 the uniform

Additionally, you will have the opportunity to purchase a full complement of items to complete your seabag while aboard the CGA.

Optional Items to Bring

DCO students **may** bring the following items with you to the DCO course or purchase them at the exchange or bookstore:

- Miscellaneous toiletries
- Vitamins and supplements
- Personal medications (all medication will be checked in at the CGA clinic)
- Swim goggles
- Civilian attire
- Uniform maintenance items
- Miscellaneous school supplies



Interpersonal Relationships

Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:

Specifically, officers may NOT date enlisted personnel of any service.

Direct Commission Officers 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. Prior to reporting to DCO School, all students must read, sign, and submit a completed CG-3307 to the school house. Students will receive a copy of the CG-3307 with their pre-reporting memo.

Leave

Leave will only be granted for extreme emergencies. 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. Ensure you plan accordingly.

Liberty

Students will generally be permitted liberty on a daily basis (to expire NLT 2400) after the first week of DCO School if they are in good academic and conduct standing. Further details will be provided upon check-in.

Academics

The DCO course 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 in response to the needs of the service.

Classes

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

- Coast Guard History
- Social Etiquette
- Pubs and Directives
- Hazing
- Civil Rights
- Core Values
- Computer Skills/E-Coast Guard
- Coast Guard Correspondence
- Coast Guard Missions
- Coast Guard Organization
- Interpersonal Relationships
- Leadership and Management
- Character in Action
- Leadership
- Team Building
- Writing Workshops
- Military Justice
- Professional Military Ethics
- Authority Accountability & Responsibility

Leadership and Military Aptitude

A series of leadership and ethics courses are included as a key component of the curriculum. You will gain exposure to theoretical and philosophical aspects of leadership, which will focus each DCO student on learning the core Coast Guard leadership models, as well as, developing a personalized model for current and future leadership roles. In addition to professional lectures on leadership and ethics, students will have an opportunity to practice important leadership skills through a series of role play scenarios, case studies and discussion panels.

Students will be expected to exercise their leadership skills in practical settings through DCO course leadership positions, community service, and watchstanding duties. You will be expected to stand duty as Officer of the Day (rotate daily) and student leadership positions such as Company Commander, Company Executive Officer, Company Guidon, Squad Leader, *etc.* (rotate daily). You may also be assigned collateral duties, similar to those you may find in the field. These leadership opportunities will allow you to implement and practice leadership techniques taught in the classroom, as well as, receive feedback from the DCO instructors.

Additionally, you will be responsible for uniform maintenance and berthing upkeep through routine personnel and material inspections. Students will follow strict standards of appearance, barracks deportment, and conduct. Time management, adherence to the chain of command, and military bearing are also stressed and measured. As such, you will have a structured daily routine which will enable you to maximize your ability to succeed both academically and physically.



Health and Physical Readiness (HPR) Requirements

You will be given a physical fitness test at the beginning of the program after successfully completing an initial medical screening. This assessment will gauge your individual physical fitness level and determine your eligibility to continue in the program.

The initial physical fitness test consists of three parts:

- Cadence push-ups (2-minute limit)*
- Curl-ups/sit-ups (2-minute limit)
- 1.5 mile run

* 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.

The cumulative score of the three-part HPR test must equal a minimum of 180 points.

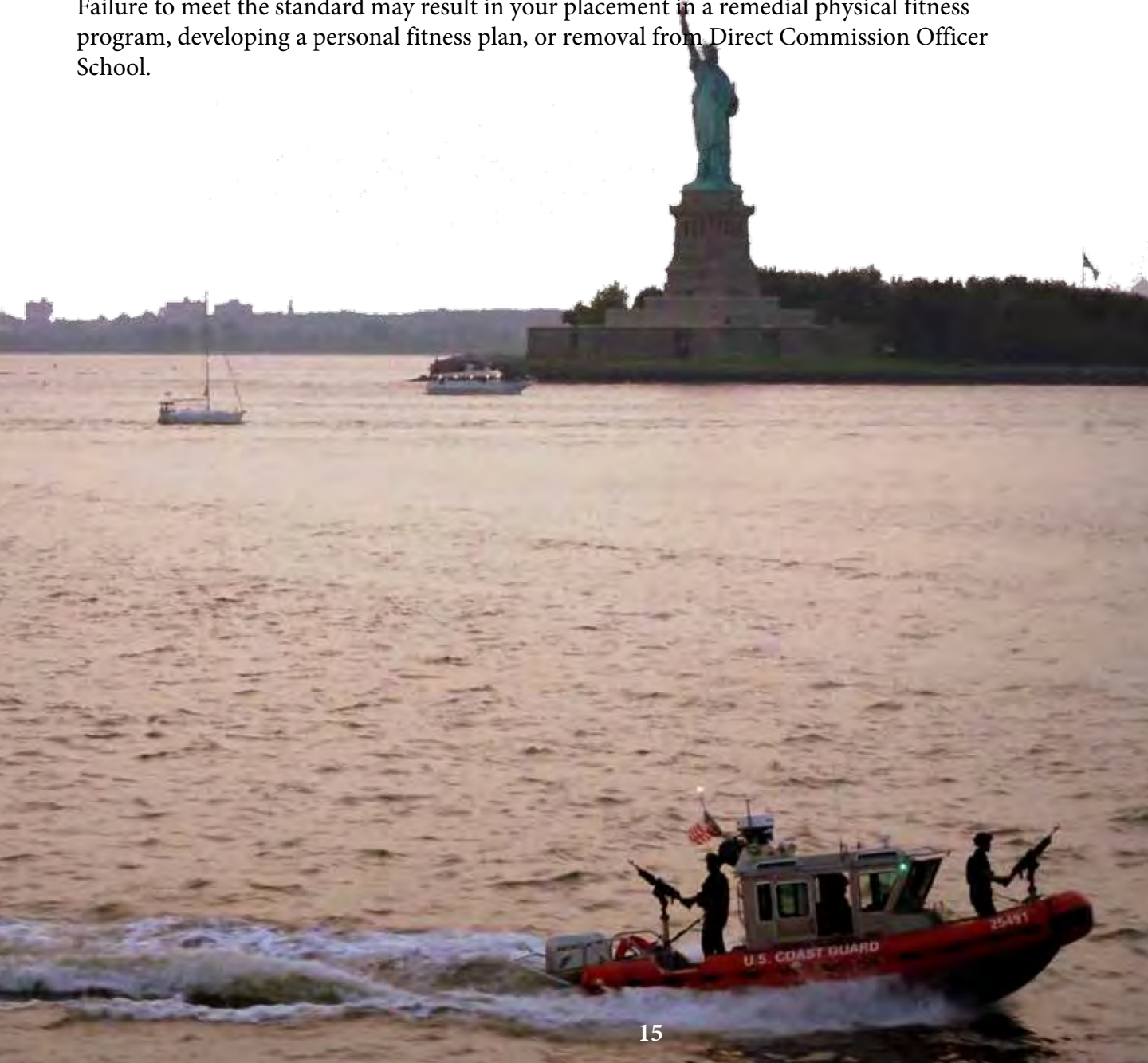
The minimum standards are required to graduate DCO School. Failure to meet minimum standards may result in your placement in a remedial physical fitness program, developing a personal fitness plan, or removal from Direct Commission Officer School.

Swimming Proficiency Exam

All students 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. Passing the basic swim test is a graduation requirement. Failure to meet the standard may result in your placement in a remedial physical fitness program, developing a personal fitness plan, or removal from Direct Commission Officer School.



Pre-Assessment Questionnaire

The following test needs to be completed by all five-week students and submitted thirty 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 during the DCO course.

<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>
6KRH6IJH
T-Shirt Size

Personal Data Questionnaire

These next two pages need to be completed by ALL students and submitted thirty days prior to your class convening date. Please take the time to fill it out completely and accurately.

Personal Data Questionnaire

Personal Information			
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
Education Information			
High School			Dates
College or University			Dates
Degree(s) and Year Received		Major	Minor
Military Background			
Current Duty Station		Position	Dates
Service Schools Attended		Correspondence Courses Completed	
Civilian/Personal Background			
Significant Civilian Employment (Employer, City, State)		Position(s)	Dates
Additional Items of Interest (Special skills/talents, foreign language proficiency, professional qualifications, hobbies, etc.)			
Prior Military Service/Family Background			
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 for Direct Commission Officer, Officer Candidate or Selected Reserve Direct Commission

Revised March 2019



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>

If you have active duty or reserve Coast Guard, Air Force, Army, Navy or Marine Corps service, please call the Immunization Department Registered Nurse at 860-701-6155 prior to seeing your health care provider. Your immunization record may be accessible electronically by the nurse. If so, completion of this form may not be required.

1. Print form utilizing single-side option. Do not print on both sides of the paper.
2. Use black or blue ballpoint pen only. Do not use felt tip pen or pencil. Print letters and numbers carefully and legibly. Line through errors, initial, and provide the correct information above or to the side of the applicable box. Do not use white correction fluid or tape.
3. All immunization documentation must be written on this form.
4. Enter name and SSN on each page.
5. **For all dates, use six digits: month - day - year format**
6. **Attach a copy of laboratory reports.** Ensure that the value for each result and the accompanying reference scale is listed. A simple "positive" or "immune" result is not adequate.
7. Part I is to be completed by the candidate.
8. A physician, nurse practitioner (APRN), physician assistant (PA), nurse (RN/LPN) or other licensed provider should complete Part II.
9. **This form should be signed and dated after all immunizations have been given. If another vaccine is given subsequently, the provider should sign for it in the margin.**
10. Fax the completed form and lab reports to CG Academy Regional Clinic at: 860-701-6665. Make two photocopies of the form and any lab reports. Keep one copy in a safe place at your home of record and bring one copy for your personal use while at the Academy. Mail the original form and lab reports to CG Academy Regional Clinic, Attn: Immunization Department, USCGA, 15 Mohegan Ave., New London, CT 06320.

Completion of this form is required to ensure the health and wellness of all DCO, OCS and SRDC personnel at The United States Coast Guard Academy (USCGA). All specified immunizations listed are required for full medical qualification. **Immunizations and/or laboratory tests not completed prior to reporting will be done at the Academy.**

If you have any questions regarding this form call the Registered Nurse at 860-701-6155. If the nurse is unavailable, call Medical Administration at 860-444-8430.

Part I – To be completed by DCO, OCS or SRDC member

"I have read and understand the above directions. I understand that all immunizations specified in Part II are required on entrance." Signature: _____

Check applicable box: ☐ DCO ☐ OC ☐ SRDC Report Date: _____

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 DCO, OCS, or ROCI entrance
Fax and mail form at least 4 weeks prior to reporting

Name _____ SSN _____

Part II — To be completed by a physician or other health care provider

Tuberculosis Skin Test (TST) Information: All DCO, OCS and SRDC personnel new to the Coast Guard will be given a TST **at the Academy** unless not indicated. No TST is necessary prior to arrival.

If member has received BCG, please record date given: _____

If member has had a **positive** TST test, document here: Date _____ Induration _____ mm

If positive, was chest X-RAY obtained? YES NO (circle one) If yes, Date of X-RAY _____

Please attach X-Ray report.

Date, type and duration of prophylactic therapy, if applicable: _____

Enter dates in boxes or spaces provided. Use month-day-year format (mm-dd-yy).

Hepatitis A – Two doses of Hepatitis A vaccine or Twinrix series; at least the first dose of the series is required on entrance. (Enter administration of Twinrix in spaces provided lower on this page.)

If immunization records are not available, a lab report proving immunity may be submitted instead.

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

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

Hepatitis B – Three doses of Hepatitis B vaccine or Twinrix series; at least the first dose of the series is required on entrance (Enter administration of Twinrix in spaces provided lower on this page.)

If immunization records are not available, a lab report proving immunity may be submitted instead.

#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 or lab reports proving immunity are submitted.)

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

Measles, Mumps, Rubella (MMR) – Required: two doses (review childhood records - contact school/college)

If immunization records are not available, a lab report proving immunity may be submitted instead.

#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 – Required: one dose **MCV4 (Menactra or Menveo)**; must be within 5 years of reporting unless meningococcal vaccination previously obtained on accession to the Coast Guard

Menactra - - OR Menveo -

Health Care Provider's Signature _____ **Date:** _____

Health Care Provider's Name (print or use stamp) _____

All immunizations should be given at least 4 weeks prior to DCO, OCS, or ROCI entrance

Fax and mail form at least 4 weeks prior to reporting

Name _____ SSN _____

Part II (continued) — To be completed by a physician or other health care provider
Enter dates in boxes or spaces provided. Use mm-dd-yy format.**Polio** – Required: one dose **IPV** after 18 years of age.

(Dose as adult required for INTERNATIONAL TRAVEL)

			-				-			
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Please document childhood series:

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

#4				-				#5				-				#6				-			
----	--	--	--	---	--	--	--	----	--	--	--	---	--	--	--	----	--	--	--	---	--	--	--

Tetanus, Diphtheria, Pertussis – Required: one dose **Tdap**. If more than 10 years since administration of Tdap, a subsequent dose of **Td is also required**. Doses of Td given less than 10 years after Tdap should also be documented below.Tdap

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Td

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Please document childhood Diphtheria, Tetanus, Pertussis (DTaP or DTP) series & Td vaccinations:

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

#4				-				#5				-				#6				-			
----	--	--	--	---	--	--	--	----	--	--	--	---	--	--	--	----	--	--	--	---	--	--	--

Varicella (Chickenpox) – Required: two doses or history of chickenpox

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

History of Chickenpox? YES / NO

Optional: Yellow Fever – If vaccine has been received in past 10 years, please record here:

			-			
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Recommended: Human Papillomavirus – Please CIRCLE Applicable Version of Vaccine

9vHPV (Gardasil 9), 4vHPV (Gardasil), 2vHPV (Cervarix) – 9vHPV vaccinations 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: _____



United States Coast Guard Academy



Additional Immunizations

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 www.tricare.osd.mil.

When you receive additional immunizations from an outside provider, please have them complete this form. Make a photocopy of the form and keep it in a safe place. Fax the completed form to the CG Academy Regional Clinic Immunization Department at: 860-701-6665 and mail the original form to CG Academy Regional Clinic, Attn: Immunization Department, USCGA, 15 Mohegan Ave., New London, CT 06320. If you have any questions, you may call a clinic Registered Nurse at: 860-701-6155.

Use blue or black ink to print all required information clearly.

It is your responsibility to ensure that data entered by the health care provider is readable.

Name _____

Last 4 digits of Social Security Number _____

Phone _____, E-mail address _____

Health Care Provider: Please print the name of the vaccine and applicable information below. Use month-day-year format to record the date of administration of the specified vaccine.

Vaccine: _____, Brand name: _____

CVX code: _____, Lot number: _____

Manufacturer: _____, Dose: _____, Route: _____

Injection Site: _____, Date administered: _____

If influenza and correct CVX code unknown, indicate if pre-filled syringe, single dose vial, or multi-dose vial: _____

Vaccine: _____, Brand name: _____

CVX code: _____, Lot number: _____

Manufacturer: _____, Dose: _____, Route: _____

Injection Site: _____, Date administered: _____

Health Care Provider Information

Signature: _____ Date: _____

Name (print or use stamp): _____

Mailing Address: _____

Phone: _____ Fax: _____