

*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 Commanding Officer 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 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:

Commanding Officer
Leadership Development Center
Officer Candidate School
37 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

In addition to this Pre-Reporting Guide, you will receive a Pre-Reporting Memo. If you do not receive this memo 45 days prior to your class convening, call Ms. K. C. Moran at (860) 701-6887. If you foresee problems with any of the pre-reporting instructions provided, call before you report.

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.

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:

- Course IS-100B; <http://training.fema.gov/emiweb/is/is100b.asp>
- Course IS-200B; <http://training.fema.gov/emiweb/is/is200b.asp>
- Course IS-700A; <http://training.fema.gov/emiweb/is/is700a.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 shall be submitted with the Physical Fitness Pre-Assessment 30 days prior to your class convening date.

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. Email the completed Physical Fitness Pre-Assessment documentation to Katherine.C.Moran@uscg.mil. If you do not have access to email, call to make alternate arrangements for the arrival of this documentation. When saving this file, name the file with your last name followed by your first and middle initial, if applicable (e.g. "SmithAB.pdf").



Pre-Arrival Weight Standards

All Officer Candidates will undergo a height and weight screening upon arrival in accordance with the Coast Guard Weight and Body Fat Standards Program Manual, 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; 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 in accordance with the aforementioned manual.

Pre-Order Boots

If you are a New Accession (non-prior service member) or Active Duty member and will require boots, you will need to ensure that Ms. K. C. Moran receives your size 30 days prior to your arrival. All orders will be paid for upon arrival. If your boots do not meet requirements set forth in the Uniform Regulations (eight to ten inch well blackened composite toe safety boots), you will be required to purchase new boots upon arrival.

Off-Duty Programs

OCS is an immersive, full-time obligation. Each Officer Candidate must be committed to the program and remain focused on their professional development to earn a commission as an officer in the Coast Guard. As such, off-duty education (e.g. undergraduate/graduate degree programs, certification programs, etc.) or other activities that might detract from the program should be suspended while attending OCS. Early planning can reduce disruptions to off-duty programs. Reimbursement costs are *not* authorized.



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, or Coast Guard Recruiting Command (CGRC) 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.uscga.edu), specifically under the "ABOUT" option followed by "VISIT," then the "DIRECTIONS AND PARKING" link.

If you are authorized and plan to have a vehicle on base during the class, you will need to bring a current drivers license, military identification (if applicable), registration, and proof of insurance TO CHECK-IN in order to obtain a temporary pass and driving privileges on campus. Signs will direct you to the appropriate parking area; however, if you have questions upon arrival, you should request further direction from the front gate security guards.

Once parked, lock your vehicle and bring your baggage to the Chase Hall 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 closest and most commonly used airports. Providence is approximately 50 miles and Hartford is approximately 60 miles. Taxi services 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 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
2. THE CHAIN
3. BERTHOLF 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. McALLISTER 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 HOPLEY 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

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



Arrival Day

You will report to the Chase Hall Archway on your class convening date – line up outside and await further instructions. Processing begins sharply at 0730. Note that orders may specify 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. Khakis and polo shirts are not considered acceptable business attire. Shoes with heels are not recommended.

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

Arriving Early

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

If you have Permanent Change of Station (PCS) orders, you are authorized to contact the USCGA Munro Housing Office at (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. Due to limited availability of on-base accommodations, you will not be authorized to arrange for berthing onboard the Academy. Additionally, it is recommended that you request travel advances to cover your travel expenses. Since your TDY period will be greater than 21 days, travel advances will eliminate the need to complete partial travel claims and avoid any payment issues on your Government Travel Charge Card (GTCC).



Records

You must have the following documents organized and in-hand immediately upon check-in:

- Original Orders to Officer Candidate School and TWO copies
- Identification (military ID, drivers license, and/or student ID)
- Medical and Dental Records (if not previously mailed)
- Valid Tourist Passport (blue) or Official Government Passport (red)*
- Chronological Record of Service (CG-4057, if applicable)
- DD-214 (if applicable)
- Vehicle Registration (if driving)
- Vehicle Proof of Insurance (if driving)

*Having a valid tourist passport prior to reporting to OCS is HIGHLY recommended, as passports are often required for OCS Long Cruise preparations. Further, it is HIGHLY recommended that you arrive with 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 (red) needs to be processed. If you already have a valid Official Government Passport (red), the two additional photos are not required.

Please note, in the event that you have newly acquired 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.

Security Clearances

If you are an enlisted member of the Coast Guard, you are required to have a current security clearance on file before you report.

If you are a New Accession, you must submit a SF-86 via e-QIP, have finger prints on file, and have a background check completed before you can be issued a Common Access Card (CAC).

Computer Accounts

If you are an Active Duty member with a Coast Guard Standard Workstation computer account already established, you must submit a local 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 apply to 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 school, 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. Additionally, you will be required to write a memo discussing why you would like to be a Coast Guard Aviator. As such, it is advised that you start a draft prior to reporting to OCS.



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

- The age limitation for Naval Flight Training is 27. To encourage a healthy pool of candidates PSC-OPM has opted to employ the maximum age waiver of 31 and will not consider additional age waivers. As such, you will only be offered the opportunity to apply if you will not be turning 31 until AFTER you would REPORT to flight school.

Flight School Applicant Physicals

Due to limited staffing at the USCGA Clinic, prior enlisted members interested in applying to flight school must have a CLASS 1.A. pilot flight physical completed prior to reporting to OCS. Partial and/or incomplete flight physicals will not be accepted or completed while at OCS. Additionally, all CLASS 1.A. pilot flight physicals must be completed within one year of your anticipated OCS graduation date. Flight physicals due to expire prior to the OCS graduation date will not be accepted and must be recompleted prior to reporting to OCS. Completed flight physicals must be entered into AERO and approved by Personnel Service Center (PSC) prior to reporting to OCS. Members who fail to meet these requirements will not be afforded an opportunity to complete a flight physical while at OCS. Members interested in competing for flight school must contact the USCGA Clinic Physical Exams Department via email 30 days prior to reporting to OCS to confirm compliance with these requirements. Members must send an email with the subject line "OCS Class (enter your class number) Flight Applicant" to cga-smb-physicalexams@uscg.mil. The process to complete a CLASS 1.A. pilot flight physical, have it entered into AERO, and approved by PSC can be a long and extensive process. Do not delay this process. Ultimately, it is your responsibility to ensure compliance with both Coast Guard and OCS requirements - exceptions will not be made.

New Accessions who meet the requirements of a CLASS 1.A. pilot flight physical may complete one at OCS.

Members who have had Corneal Refractive Surgery, including LASIK and PRK, must ensure all pre-operative, operative, and post-operative medical records are submitted for review. Documentation must also show that at least three months have elapsed since surgery or re-treatment and evidence of stable refractive error is demonstrated by two separate examinations performed at least one month apart. Members are responsible for ensuring they follow appropriate surgical protocols and meet all policies set forth in applicable guidance [e.g. Aeromedical Policy Letters for Corneal Refractive Surgery (ICD9 V802A/V802B)].

Questions regarding flight physicals should be directed to the USCGA Clinic at (860) 444-8400.



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 you from 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 issuance of your military identification card.

Costs

You can expect to spend approximately \$3,000 at OCS throughout the course of the program. This estimate depends on tailoring costs, required and optional uniform purchases, as well as, various other expenses. There is a required uniform issue approximately half way through the program. This issue includes your Ensign kit, an Officer sword, your Service Dress White uniform, a second Service Dress Blue jacket with Ensign stripe, along with other required items that all students (Active Duty or New Accession) will pay for.

There will also 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. As such, you should ensure you 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.

ATM's are 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 on page 3-2 at:

https://media.defense.gov/2018/Aug/07/2001951364/-1/-1/0/CIM_1020_6J.PDF

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 missing uniform items and those items deemed unserviceable by the OCS standard upon check-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 price as the Uniform Distribution Center (UDC). Often Service Dress Blue "Bravo"(SDB) jackets and Operational Dress Uniforms (ODU) will need to be replaced due to fading from the sewn on patches. If you have an extra SDB jacket, you are encouraged to bring it with you. All boots or dress shoes should be in excellent condition and the heels should have little to no wear.

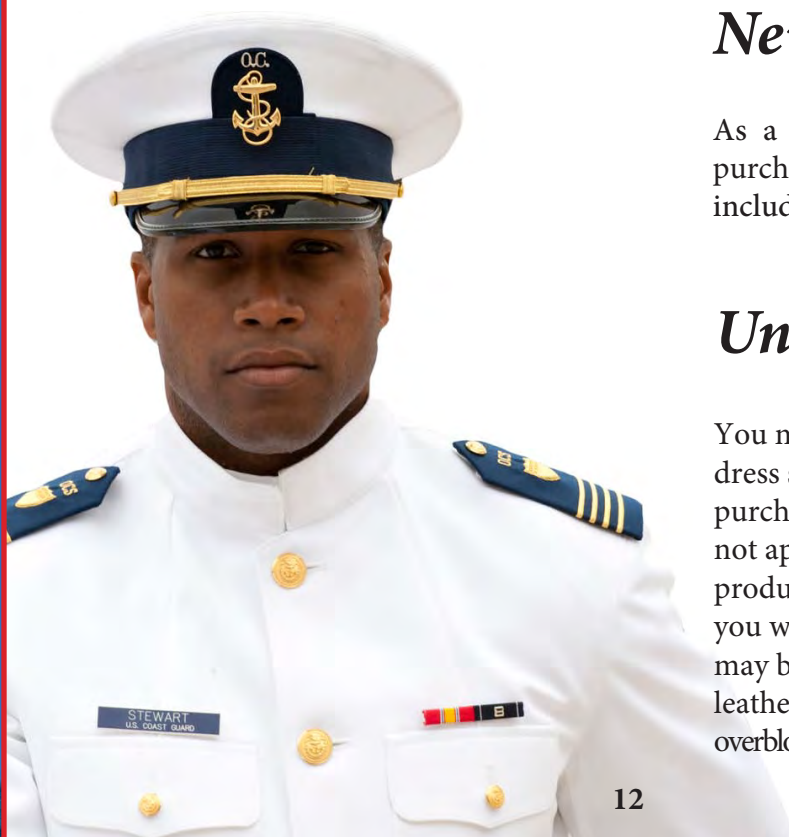
You will complete a survival swim while at OCS and this swim is administered in an ODU. You can bring a clean unserviceable ODU without enlisted rank insignias for this purpose. The chemicals from the pool often dye and fade this uniform to the point of unserviceability.

New Accession Uniforms

As a New Accession, you will be required to purchase your uniforms upon arrival, which includes tailoring fees.

Uniform Requirements

You must bring or purchase a pair of leather dress shoes (not corframs) and boots. If you purchase these items, you may do so at 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. You may bring a pair of corframs in addition to your leather dress shoes. To promote uniformity, the overblouse light blue shirt is not authorized.



Bookstore Purchases

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

- OCS Sweat Pants
- OCS Canteen
- Cotton Balls
- Reflective Road Guard Belt
- OCS Sweat Shirt
- OCS Gym Bag
- Black Shoe Polish
- 10 Pack of Pens (1 Black/1 Blue)
- USCG Sewing Kit
- Ruler
- Laundry Bag
- (2) 5 Subject Notebooks
- Small Memo Pad
- Masking Tape
- Laundry Soap
- Blister Kit
- Black Sharpie Marker

There is a one-time laundry facility usage fee 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 Bookstore 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 (quantities are a minimum, you will be working out every day):

- Six Pairs of White Athletic Socks
- Six Pairs of White or Flesh Colored Underwear (conservative in nature)
- Six White V-Neck Undershirts
- Flashlight with a Red Lens
- Black or Blue Shower Shoes (conservative in nature)
- Running Shoes
- Black Athletic Shoes (these are in addition to the running shoes and are not optional)
- Two Standard Sized Locks (key, dial, or combination)
- White Bathrobe (conservative in nature – length must reach below knees)
- Comfortable/Loose Recreation Attire
- Ten white plastic hangers

In addition, females *SHALL* bring:

- Four White or Flesh Colored Brassieres (at least one must be a sports brassiere)
- Hair Pins, Barrettes, and/or Elastic Bands (these should be plain, black, navy 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
- Vitamins and Supplements
- One 8x10 Inch (or smaller) Frame for Pictures
- Miscellaneous Toiletries (limited choices available at the exchange)
- Personal Medications (all medication will be checked in at the CGA clinic)
- Thermal Underwear
- Swim Goggles
- Civilian Attire*
- Brown Boat Shoes

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



Dependents

You are strongly discouraged from bringing your dependents to New London for any reason, including extremely limited liberty hours. Reimbursement costs are *not* 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 Discipline and Conduct Manual, COMDTINST M1600.2 (series). 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 counseling 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 Discipline and Conduct Manual.

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.

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

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. If you leave the program prior to completion and you came as a civilian, you may either return to civilian status or transfer to an 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
- Officer Promotions
- 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 OCS standards.

Long Cruise

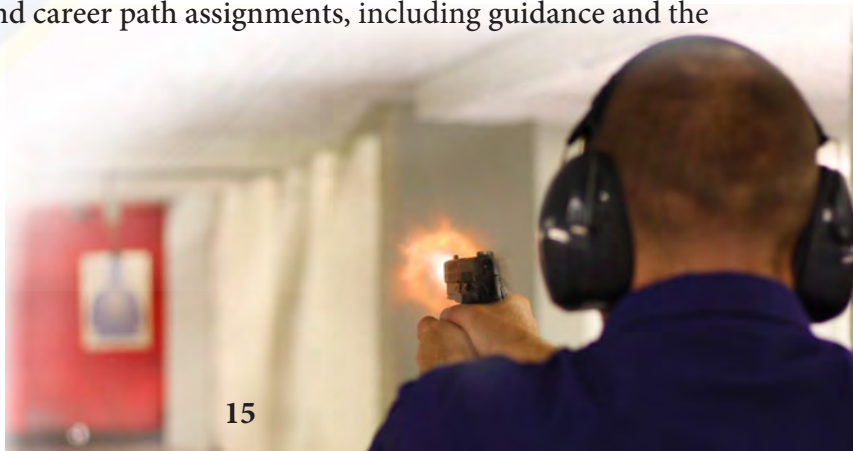
Each Officer Candidate will be provided the opportunity to experience life underway on USCGC EAGLE (WIX-327) to learn fundamental aspects of seamanship, engineering, and leadership. In the event that EAGLE is unavailable, an alternate unit will be chosen.

Career Advice

To assist you with the assignment process, representatives from a diverse range of operational 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, including guidance and the development of realistic E-resumes.

Range Training

Everyone will be provided exposure to small arms training and have an opportunity to earn a qualification in basic marksmanship.



Leadership and Management

Through the Leadership and Management aspect of the program, Officer Candidates undergo an intensive 17-week screening and socialization process to determine suitability and military aptitude. Officer Candidates are held to strict standards of appearance, barracks deportment, conduct, and obedience to orders. Moreover, 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 three functions:

- Administer an experiential leadership experience which provides members with a fundamental knowledge of leadership concepts
- Develop students into Coast Guard Officers
- Instill the importance of developing healthy lifestyle habits through the Health and Physical Readiness Program

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. OCs will stand a variety of watches to gain experience and hands-on training in directing subordinates, standing duty, and evaluating subordinates. After each watch, members are evaluated by the Duty Officer or their peers and receive counseling on

their performance. Officer Candidates may also be placed in Company/Platoon leadership positions and will be assigned collateral duties which enable them to implement and practice leadership techniques taught in the classroom.

Grooming Standards

All male Officer Candidates must have a very short buzz haircut prior to check in (guard number 1). Male Officer Candidates may have their hair cut prior to arrival OR they will receive a haircut when they arrive. The cost is \$11.00 (cash only) 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 set forth in the Uniform Regulations Manual, 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** - All tobacco products are prohibited at OCS

HPR Requirements

Physical training is a very important aspect of the OCS program. Officer Candidate School 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” while at OCS - you will not have time. Do not 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.

To help members prepare for the physical demands of training, there is an OCS Health and Physical Readiness Preparation Guide which provides advice and sample workouts to systematically increase muscular strength, aerobic/cardiovascular fitness, and flexibility. The guide can be accessed on the OCS subsection at the below link:

<https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/LDC/Courses/>

The HPR requirements listed on the next page are the **minimum** standards that all Officer Candidates must meet on the physical fitness test.

The initial physical fitness test consists of three parts:

- Cadence Push-ups (2 minute time limit)*
- Curl-ups/Sit-ups (2 minute time 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. The maximum number push-ups that can be completed in a two minute period is 60.



HPR Standards

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

- Cadence Push-ups (Men) 30
- Cadence Push-ups (Women) 20
- Curl-ups (Men/Women) 60
- 1.5 Mile Run (Men) 10:59
- 1.5 Mile Run (Women) 12:49

You will also be required to complete a 12-minute lap swim and basic swim assessment to gauge your swimming ability. The *MINIMUM* requirements of both assessments are listed below.

Lap Swim:

- 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

Basic Swim:

- 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 swim 15 yards 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. You will be required to complete an arduous survival swim course while at OCS. Again, do not overestimate your abilities.

Failure to meet minimum standards will result in your placement in a remedial physical fitness program or removal from Officer Candidate School.

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.



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.

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. Keep in mind, this will be the staff's first impression of you and it will be used to place you in a platoon most suited for your development. Do not squander this opportunity to set yourself up for success.

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



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. Cadence Push ups, Curl Ups and the 1.5 mile run must be completed in that order with no more than a 5 minute break between exercises and the information you submit below must abide by that guidance.

<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>
1. Pushups (# completed at 1 second cadence in 2 minute time period without stopping)
2. Curl-Ups/Situps (# completed in 2 minutes)
3. 1.5 Mile Run Time (Must be completed on a track. Run may not be completed on a treadmill)
Swim (# of 25yd laps completed in 12 minute time period)
<i>Uniform Sizes</i>
Shoe Size
T-Shirt Size





United States Coast Guard Academy
Immunization Record Form for Direct Commission Officer,
Officer Candidate or Selected Reserve Direct Commission
Revised June 2017



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.
2. Use black or blue ballpoint pen only. Do not use felt tip pen or pencil.
3. All immunization documentation must be written on this form.
4. Enter name and SSN on each page.
5. Attach a copy of all laboratory results.
6. For accuracy, write block style in capital letters without touching the sides of the box.
7. **For all dates, use six digits: month - day - year format**
8. If you make an error, line through the entry, initial and provide the correct information.
9. Part I is to be completed by the candidate.
10. A physician, nurse practitioner (APRN), physician assistant (PA), nurse (RN/LPN) or other licensed provider should complete Part II.
11. **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.**
12. 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.
13. 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.

Any vaccinations or laboratory studies 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 ASAP

Name _____ SSN _____

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

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

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

If appointee has had a **positive** PPD 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)

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 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)

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) – Required: two doses (review childhood records - contact school/college) **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 – 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) _____

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)

- -

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 - -

Td - -

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 - -
 (After one year of age)

#2 - -
 (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:

- -

Optional: Human Papillomavirus – **Please CIRCLE Applicable Version of Vaccine**

9vHPV (Gardasil 9), 4vHPV (Gardasil), 2vHPV (Cervarix) - HPV 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: _____