

TRAINING CENTER CAPE MAY



**COAST GUARD
TRAINING CENTER
CAPE MAY, NEW JERSEY**



BASE TELEPHONE DIRECTORY

"DO NOT DISCUSS CLASSIFIED INFORMATION ON NONSECURE TELEPHONES. OFFICIAL GOVERNMENT TELEPHONES ARE SUBJECT TO MONITORING FOR COMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. *Government telephones are provided for the transmission of Official Government Information and are subject to communications security monitoring at all times. Use of Official telephones constitutes consent to COMSEC telephone monitoring.*

PRIVACY ACT OF 1974

The Federal Privacy Act of 1974, with certain exemptions, prohibits the disclosure of personal information about an individual from Coast Guard records. The home address, home telephone number or spouse's name is such protected information. Any requests for this information, from other than DOT employees in the performance of official duties, shall be immediately referred to the Training Center Legal Office without taking any action on the request. Violations of these requirements may result in disciplinary action being taken by the Coast Guard and civilian criminal action involving a fine of not more than \$5,000.00. The listings in this directory concerning Coast Guard Military Personnel shall be used FOR OFFICIAL USE ONLY.

You MAY Reveal:

1. Name
2. Rank or Rate
3. Date of Rank or Rate
4. Pay and Allowances (Base Pay
5. Present/Past Duty Stations
6. Duty Station Address
7. Office Phone Number
8. Source of Commission
9. Professional Education Level
10. Promotion Sequence Number

You MAY NOT Reveal:

1. Home Address
2. Home Phone Number
3. Number of Dependents
4. Withholdings
5. Social Security Number
6. Name of Spouse/Dependents
7. Allotments
8. Other Personal Information

Concerning Coast Guard Civilian Personnel

1. Name
2. Grade
3. Office Address
4. Office Phone Number
5. Salary (Base Pay)
6. Position Titles (present and past)
7. Professional Education Level

1. Home Address and Home Phone Number
2. Number of Dependents
3. Withholdings
4. Social Security Number
5. Name of Spouse/Dependents
6. Allotments
7. Other Personal Information

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY
--

All Numbers are (609) 898-xxxx

Command Staff (c)

<p>Commanding Officer (c) 6901 O. L. Gibbons, CAPT</p> <p>Executive Officer 6901 B. Krautler, CDR</p> <p>CO/XO's Secretary 6901 T. Walker, Ms. FAX 6805</p> <p>Command Master Chief 6923 W. Hollandsworth, BMCM</p> <p>Public Affairs Officer (pa) 6362 CWO J. Edwards</p> <p>Command Chaplains (ch)</p> <p>Catholic Chaplain 6239 Brown, CDR, USN</p> <p>Protestant Chaplain 6240 Whitfield, LT, USN</p> <p>Chapel Yeoman 6974</p>	<p>Legal Officer (cl) 6902 A. Grant, LCDR</p> <p>Legal Yeoman 6902 YN1 O. Rusalova</p> <p>Equal Employment Opportunity Specialist (eo) 6919 Ms. Sadoris</p> <p>Base Planner 6776 R. Agostini</p>
---	--

TRAINING CENTER CAPE MAY

Mission Support Division (ms)

Division Chief (s) 6300
R. Millspaugh, CDR

Mutual Assistance/Decedent Affairs

J. Cuomo, CWO2 6909

Civilian Human Resource Liaison

Tangree, Kim 6335

Servicing Personnel Branch (sp)

Branch Chief/Transportation Officer
J. Cuomo, CWO2 6909

Administration Section (spa)

R. Reigada, YNC 6226

ID Card Section 6337

Appointments: Mon 1300-1530,
Thurs 0800-1530 & 1300-1530,
Fri 0930-1130

Recruits: Mon 0730-1130,
Tues-Wed 0730-1200,
Fri 0730-0930

Fax 6530

Servicing Personnel

Office Section (spo)

Section Chief 6228
K. Dean, YNCS

Supervisor/Auditor 6439

Yeoman Extensions 6241

6828

6440

6441

Fax: 6850

Transportation Section (spt)

HHG Shipments & GTRs

C. Shustack, Mr. 6330

F. Garcia, Mr. 6931

Fax: 6530

ADTRAV

Peggy 6317
After Hours 855-576-4718

Educational Services Section (eso)

Educational Services Officer
Mr. H. Mack 6724

Housing /Security Branch (sh)

6918

Branch Chief 6219/6315
P. Zalesny, Mr.

Housing Yeoman 6917

6363

6355

6354

UPH Section (shb)

Barracks 6220

SPO (after hours) 6224

Supervisor 6975

Security Section (ss)

Security and
Intelligence Officer 6437

Police Department 6244

Police Chief,
Hughes, MECS

Security Officer 6915

Officer of the Day 609-780-1346
(OOD)

Contract Security Supervisor 6856

K. McLaughlin, Mr.
Alutiiq LLC

Main Gate 6225

TRAINING CENTER CAPE MAY

Comptroller Branch (sf)

Comptroller 6927
R. Omenhiser, LCDR

Deputy Comptroller 6307
K. Hurst, Mr.

Accounting Section (sfa)

Budget Analyst/ 6304
Collection Clerk
J. Schultz, Mrs.

Accounting Clerks 6826
6928

Property and Logistics (sfk)

Property Clerk 6936
Shipping and Receiving 6936
R. Hoff, Mr.

Mailroom 6218
Brian Benson

Purchasing Section (sfp)

Supervisor 6452
Ortiz, SKCM
Contract Specialist

S. Green, Ms. 6342

Purchasing Agent 6312

Storekeepers: 6308
6874
6334

Child Development Center (sfc)

Director 6921/6920
M. Eppes Ms.

Galley Section (sfg)

COTR 6934
S. Manfre, CSCS

Quality Assurance 6235
CS1 Lamm

Recruit Mess Deck 6350

Food Service Contractor

Office 609-898-2138

Kitchen 609-898-2137

Morale, Well-Being and Recreation (MWR) Section (sfm)

Director 6804
Tony Buero

General Inquiries 6922

Account Technician 6221

FAX 6884

Lucky Bag Locker 6227

Active Duty Sales:

Thursday 1000 – 1300

Reservists and Auxiliary Sales:

Thursday 1200 - 1300 & 2nd & 4th

Friday of every month 0900 - 1100

Community Clubs

K. Tomlin 6396

Oceanside 6935

Harborview 6937

Harborview Bar 6359/6397

Club Manager 6320

Chief Petty Officers' Club 6250

TRAINING CENTER CAPE MAY

Facilities Engineering Division
(fe)

Division Chief (e) 6400
J. Biggar, CDR

Administrative Assistant 6945
A. Trafford, Mrs.

24-Hr Work order Desk 6945
6946

FE Conference Room 6388

Engineering Branch (ee)

Branch Chief 6404
K. Shilling, Ms.

A. Bratman, LT 6406

Branch Staff

S. McKaig, Mr. 6408

R. Caruso, Mr. 6402

P. Citakovic, Mr. 6820

E. Garcia, E. Mr. 6316

J. Sansone, Ms. 6405

Planner/Estimator 6941
Hatch, J. Mr.

Supply Coordinator 6955
B. Geib, Mr.

Construction Section (eec)

Boone, S. Mr. 6943

J. Schafer Mr. 6383

Environmental Protection

& Safety Section (eme)

C. J. Hajduk, Mr. 6889

B. Chmiel, MST1 6232

EOW 609-790-1788

Maintenance Branch (em)

Branch Chief 6401

T. Robison, LT

MEO Administrator 6411

L. Antonucci, CWO

General Foreman 6949

F. Gibson, Mr.

Fax 609-898-6947

Quality Assurance

R. Demosiuk, DCC 6409

F. Johnson, DC1 6442

Team-A Maintenance 6948

Barr, John 6912

Motor Pool/Garage 6951

J. Adams

Team-B Maintenance 6948

6913

Fast Team 6491

G. Garriot, Mr.

DSC Inc. (Housing Maintenance)

COTR 6355

D. Quinley, Mr.

Hsg Maint. Shop 609-884-2277

609-884-3846

Fire Department (efh)

Fire Chief 6950

J. Trainor, Mr.

Emergency 911

Non-emergency 6950

TRACEN and CG Housing

FE Office Fax 609-898-6331

FE Shop Fax 609-898-6217

FE Supplies Fax 609-898-6255

FE Garage Fax 609-898-6837

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Training Division(t)

Division Chief (t) 6527
R. Scott, CDR

Office Automation
Assistant 6521
E. White Mr.

Instructional Systems Branch (ti)

Branch Chief 6377
J. McMillian, LCDR
Section Chief

Systems Officer 6245
M. Smith, Mr.

K. Higgins, LT 6819
ISB Office 6517

Physical Education Section/

Gym (tig) 6973/6516
Section Chief 6487
M. Rivera, ASTC

Design Section (tid) 6528
G. Nieminen, Mr. 6249
S. Whitehead, Mr. 6477

Evaluation Section

Data Specialist 6815
D. Wessel, Mr.

Practical Instruction Section (tip)

Section Chief 6904
P. Haney, CWO

Assistant
BMC 6509

Seamanship Instructors 6550/6446

Fire School Instructors 6526 Goff Hall

Fax 6322

Recruiter School Section (tir)

Section Chief 6361
F. Clay, OSC

Instructor 6505

Marksmanship Section (tim)

Section Chief 6903

Armory 6507
Hernandez, GMC

Range (Geoff Hall) 6508
6903
6728

Learning Resource Center

W. Evelyn, Mrs. 6360

Military Indoctrination Branch (tm)

Regimental Officer 6968
C. Young, LCDR

Battalion Officer 6715
R. Parocha, LT

T. Dougherty, Mr. 6539

Recruit Personnel Section (tmh)

Section Chief 6941
D. Nelson, YNCS

Recruit PERSRU 6718

Auditors 6799
6948

Company Yeomen 6570
6569
6665
6410
6571
6501
6568
6257
6284
6511

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Battalion Commander MCPOCG Hall

D. Pace, FSCS 6543

Section Commanders

Healy Hall 6537

James Hall 6270

Munro Hall 6778

Sexton Hall 6533

Special Training 6538

Company

Training Duty Officer 609-374-4388

Company Commander School Munro Hall

6589

Sexton Hall

T. Dougherty, Mr. 6539

Direct Entry (tmr) Munro Hall

**Petty Officer Training
(DEPOT)** 6970

Ceremonial Section (tmc) James Hall

Bandmaster

E. Burke, MU1 6599

Drillmaster 6765

Seaman 6553

Sexton Hall Staff 6971/6504

Sexton Hall Classroom 6311

Discharge Hold (DHE) 6971

Regimental Hold (RHE) 6792

Regiment Fax 6876

Recruit Barracks Quarterdeck Extensions

Healy Hall MD 6701

Healy Hall 01 6702

Healy Hall 02 6703

James Hall MD 6547

James Hall 01 6541

James Hall 02 6535

Munro Hall MD N/A

Munro Hall 01 6503

Munro Hall 02 N/A

Sexton Hall MD 6971

Master Chief Petty Officer Hall Classrooms

MCPO Smith Room 6279

MCPO Calhoun Room 6301

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

HSWL(k)

Division Chief (k) 6567
A. Vantran, CAPT

Administrative Branch (ka)
Branch Chief 6860

Division Yeoman 6861

**Assistant Clinical
Administrator** 6277

**Medical Billing &
Patient Affairs**
S. Schanz, Ms. 6966

 6965
Fax 6962

Recruit Records 6210
 6069

Dental Branch (kd)
Branch Chief 6603

Supervisor 6288/6044

**Appointments/
Front Desk** 6960
R. Sautori, Ms.

Medical Branch (km)
Chief 6247
Deputy Chief 6384

Front Desk 6610
Front Desk (Outpatient) 6611

APO (Medical) **609-780-1792**

Appointments 6366

Athletic Trainers 6892

**Biomedical Repair
Technicians** 6433/6059

**Medical Information
Systems** 6933

Eye Clinic
K. McCabe 6607

Inpatient Ward 6964

Laboratory 6608/6285
P. Ruban, MT
Mon, Tues, Thurs, Fri 0700-1130 and 1300-1430,
Wed - closed for recruit processing.

CPOs 6431/6868

Medical Boards 6867

Physical Exams 6286

Physical Therapist 6864/6039
J. Standish, CAPT

Preventive Medicine 6261

**Quality Assurance/
Training CPO** 6368

Supply 6956/6866

Urgent Care 6291

Radiology 6982

Pharmacy Section (kp)

Pharmacy Assistant 6863/6027

Pharmacy hours: Monday through Friday: 0700-1130 and 1300 through 1530. Tuesday – closed from 1300 until 1530 for training. **The CALL-IN Refill System is mandatory for requesting refills on prescriptions originally filed. Dial 898-6748 24 hours a day, 7 days a week. The medications will be ready after 0900 the next business day after the call.**

TENANT COMMANDS

All Numbers are (609) 898-xxxx, unless otherwise listed.

AIDS TO NAVIGATION TEAM

Officer in Charge
 C. Beahr BMCS 6427

Executive Petty Officer
 G. Bruzik, BM1 6830

FAX 6818

COAST GUARD EXCHANGE SYSTEM (CGX)

Manager 609-898-6940
 K. Carroll, Mr.

FAX 609-898-6846

CG INVESTIGATIVE SERVICES (CGIS) 6999

FAX 6358

COMMAND ADVISORS

Addiction Prevention Specialist, HSC 6924

ELECTRONIC SUPPORT DETACHMENT CAPE MAY (ESD)

Supervisor 6983

Asst Supervisor 6738

ET Shop 6737
 After hours 609-780-4549

IT Shop 6336
 After hours 609-780-3486

Computer/ Telephone Hotline	6209
--	-------------

INDUSTRIAL PRODUCTION DETACHMENT (IPD)

ISD Supervisor 609-898-6726
 Don Austin

Supply Tech 609-898-6727

ISD Shop 609-898-6984/6831
 FAX 609-898-6823

MAT FRC Cape May 6252

STATION CAPE MAY

Commanding Officer 6995/6996
 Foster, M. LT

Executive Petty Officer 6752
 Knowles, Kristopher, BMC

Commercial Number 609-884-1700
 609-884-1708

UNIFORM DISTRIBUTION CENTER (UDC)

Cape May 609-898-6744
 Supervisor 609-898-6796
 R. Rusko, CWO2

Over the Counter Sales (Cape May):
 Thurs (only) 0730-1500

UDC Woodbine
 414 Madison Avenue, Woodbine, NJ 08260
 Supervisor 609-861-7900
 Weber, LT

Over the Counter Sales (Woodbine):
 Mon-Thurs 0800-1500, Friday 0800-1400

Phone Sales:
 Mon-Thurs 0800-1530; Fri 0800-1430
 Toll Free Uniform Order 800-874-6841
 Order line (609) 861-1221 Fax: (609) 861-7930

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

USCGC IBIS (WPB-87338)

6870

Officer in Charge
Brennan, J. BMCS 6378

Executive Petty Officer 6450
C. McDonough, BM1

EPO D. Moyer, MKC 6403

USCGC ROLLIN-FRITCH (WPC-11119)

Commanding Officer 305-363-9399
McCarthy, J. LT

Executive Officer 305-363-9411
Grills, K. LTJG

Cutter (in port) 215-776-5665

Cutter (underway) 609-257-4304

USCGC

LAWRENCE LAWSON (WPC-1120) 6800

Commanding Officer 6990
Rizzo, J. LCDR 267-606-3381

Executive Officer 267-606-3714
Coull, S. LTjg

Shoreside Telephone 6800

Duty Cell 267-606-3512

USCGC SHEARWATER (WPB-87349)

6972

Officer in Charge
Brown, E. BMCS 6370

Executive Petty Officer
R. Brodhead, BM1 6772

EPO N. Foster, MKC 6422

USCGC CROCODILE (WPB-87369)

Officer in Charge 6272
Sunday, D. BMCS 609-780-0396

Executive Petty Officer 6208
Pioch, J. BM1 609-780-5476

Shoreside Telephone 6993

Cutter OOD 609-224-7685

Visiting Ships

Pier Four Only 6994

Vessel Boat & Safety Team (VBST)

Dillon, L. BMC 6482

VA CLINIC

On-base 6111
Off-base (800) 461-8262
-ext 2850

WORK LIFE STAFF (wl) 6882

Family Advocacy Specialist 6925
C. Diperi

Health Promotion Program Manager 6886
(Vacant)

Family Resource Specialist 6885
T. Conner

Employee Assistance Program Coordinator
Vacant 6731

Child Development Services Specialist
Valanda Weston, Ms. 6384

OTHER AREA COMMANDS

AIR STATION ATLANTIC CITY

International Airport, NJ 08405-0001
Capt. Eric Gleason, Commanding Officer
Executive Officer 609-677-2004
Command Yeoman 609-677-2002

SECTOR FIELD OFFICE ATLANTIC CITY

Supervisor, 609-677-2183
Bldg. 351, FAA Tech Center
International Airport, NJ 08405-0001

STATION ATLANTIC CITY

Commanding Officer 609-344-6594
900 Beach Thorofare
Atlantic City, NJ 08401

IN CASE OF BOMB THREAT

Date: ___ / ___ / ___ Time: _____ Length of call: _____

Number at which call is received: _____ Double or single ring? _____

Gender of caller: _____ Race: _____ Age: _____

Remain calm, be courteous, listen. Do not interrupt the caller. Attempt to keep the caller on the line for as long as possible. If possible get the attention of a supervisor or co-worker by hand signal or written note. Report the call as soon as possible to the OOD at 609-780-1346.

Questions to ask:

- | | |
|---------------------------------------|-----------------------------------|
| 1. When is the bomb going to explode? | 5. What will cause it to explode? |
| 2. Where is it right now? | 6. Did you place the bomb? |
| 3. What does it look like? | 7. Why? |
| 4. What kind of bomb is it? | 8. What is your name? |

Exact wording of threat

Caller's Voice:

- | | | |
|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Raspy | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Ragged | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Disguised | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Stuttering | <input type="checkbox"/> Muffled | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Accent | |

Background Sounds

- | | | |
|--|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Static |
| <input type="checkbox"/> Dishes | <input type="checkbox"/> Motors | <input type="checkbox"/> Local |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Phone booth |
| <input type="checkbox"/> Music | <input type="checkbox"/> Clear | |

Threat Language

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Inarticulate | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Sounded scripted |
| <input type="checkbox"/> Foul language | | |

Remarks: _____

FREQUENTLY CALLED NUMBERS

EMERGENCY 911

All numbers (including 911) may be reached by dialing (609) 898-xxxx
 From a cell phone or from any phone outside the base

Addictions Prevention Specialist	6924	Pharmacy	6748
Administration Office	6337	Port Services	6952
Ambulance	911	Post Office	6573
ANT Team	6987	Public Affairs	6362
Barber /Beauty Shop	6939	Security	6915
Command Master Chief	6923	SPO	6228
CGX Marketplace	6346	Station Cape May	6996
Chapel	6974	Tailor Shop	6906
Child Development Center	6921	Transportation	6931
Clinic (Appointments)	6366	Training Duty Officer	609-374-4388
Civil Rights	6919	UPH/Barracks	6220
C G Investigator	6999	USCGC CROCODILE	6208
Commanding Officer	6901	USCGC IBIS	6870
CPO Club	6250	USCGC LAWRENCE	6800
Dental Appointments	6960	LAWSON	
Environmental Protection/Safety	6889	USCGC ROLLIN	(215) 776-5665
EOW (Engineer of Watch)	609-790-1788	FITCH	
Facilities Engineering	6945	USCGC SHEARWATER	6972
Work Order Desk	6945	VA Clinic (on-base)	6111
Family Advocacy	6925	VA Clinic (off-base)	(800) 461-8262 ext 2850
Fire (Emergency)	911	VBST	6482
Firehouse	6950	Ward (Medical)	6964
Garage Shop	6951	Work-Life	6882
GSK	6936		
Gymnasium	6973		
Harborview Club	6937		
Health Benefits Advisor	6966		
Household Goods/GTRs	6931		
Housing Office	6917 or 6918		
Housing Maintenance	609-884-2277		
I.D. Office	6340		
Laundry	6306		
Legal Office	6902		
Lucky Bag	6227		
Mailroom	6218		
Main Gate	6225		
MWR	6922		
Oceanside Club	6935		
OOD (TRACEN)	(609) 780-1346		

TRACEN EMERGENCY INFORMATION (delayed openings, etc.) 609-898-6700

Radio Stations

WCZT	98.7 FM	Villas
WZXL	100.7 FM	Wildwood
WMGM	103.7 FM	Linwood
WAIV	105.5 FM	CMCH
WCMC	1230 AM	Wildwood

TRACEN OMBUDSMAN

Ashley VanderJagt
tracencmombud@hotmail.com

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

U. S. COASTGUARD TRAINING CENTER
CAPE MAY, NEW JERSEY

<u>LOCATION</u>	<u>DAY(S)</u>	<u>TIMES</u>	<u>PHONE</u>
BARBER SHOP	MON-FRI:	0730 - 1615	6939
LUCKY BAG (Active Duty) (CG Auxiliary)	THU 2 nd & 4 th FRI	1000 - 1300 0900 - 1100	6227
MWR OFFICE	MON-FRI	0800 - 1600	6922
POST OFFICE	MON-FRI	1130 – 1300	6573
TAILOR SHOP	MON, WED, THURS, FRI	0900 - 1500	6906
UDC CAPE MAY	THUS Only	0730 - 1500	6744
UDC WOODBINE	MON-THURS FRI	0800 - 1530 0800 - 1400	Order Line: 609-861-1221
CGX Marketplace	MON-FRI: SAT: SUN:	0900 - 1730 0900 - 1700 1000 - 1600	6346
GYM	MON-FRI SAT: SUN: HOLIDAYS:	0530 - 2100 0900 - 1700 1200 - 1700 As published	6973
POOL	MON-FRI SAT: SUN: HOLIDAYS:	1130 - 1300 & 1800 - 2030 1230 - 1630 1230 - 1630 As published	6973

GUARDIAN OF THE SEA CHAPEL: 6974

Protestant Service: Sunday 0815

Catholic Mass: Sunday 1000 & Mon – Thurs 1100 - 1130

GALLEY: 609-898-6235

Monday through Saturday

Breakfast: 0630 - 0745

Lunch: 1130 - 1300

Dinner: 1630 - 1730

Sunday

Breakfast: 0630 - 0900

Brunch: 0900 - 1230

Dinner: 1630 - 1730

HARBORVIEW (All Hands) CLUB: 6937

Kitchen:

Tuesday - Friday 1700 to 2100 & Saturday: 1830 to 2200

Tuesday Sub Day and Wednesday Lunch: 1100 to 1300

Closed Sunday and Monday

Bar:

Tuesday - Friday 1630 to 2200 & Saturday 1830 to 2300

Closed Sunday and Monday

ADMIN/TRANSPORTATION
NOTES/OFFICE HOURS

Our job in the Transportation Office is to help you make an informed decision about your upcoming move. Remember, it normally takes 2 weeks from the day you come in to schedule your move. To schedule a move, we need a signed copy of your Orders. If you are scheduled to transfer this season, help us to provide you with the best service possible this season by taking a few advance steps.

First, DO YOUR HOMEWORK. The Transportation Office has material designed to help you prepare for your move. Take advantage of this material and read it. If you cannot make it into our office, the material is available on the Ft. Dix transportation web site. Do a GOOGLE search for: *JPPSO-NEW JERSEY, FORT DIX*.

Next, if you are going to be TDY or underway, obtain a POWER OF ATTORNEY so that your spouse can schedule your move. A Power of Attorney may be obtained at the TRACEN Legal Office.

Finally, be pro-active. When you are notified of your Orders, complete your departing PCS worksheet so that your Orders may be processed in a timely manner and the scheduling process for your move can begin. Remember, if you need to schedule flights or the Alaska-Marine Highway (Ferry), you need to schedule early to ensure passage and for better rates.

The following hours are posted for appointments for ADTRAV, and HHGs, ID cards

ADTRAV: 6317

MONDAY - THURSDAY	0730-1130	1230-1600
FRIDAY	0700-1130	1230-1530

TRANSPORTATION/HOUSEHOLD GOODS: 6330/6931

MONDAY	0800-1130	1230-1530
TUESDAY	0800-1130	<i>RECRUIT PPM (1430-1630)</i>
WEDNESDAY	<i>ADMIN</i>	<i>RECRUIT GBLs (1330-1530)</i>
THURSDAY	0800-1130	1230-1500
FRIDAY	0800-1130	1300-1530

ADMIN – ID CARDS: 6337

MONDAY	-	1300-1500
TUESDAY	-	-
WEDNESDAY	-	-
THURSDAY	0800-1130	1300-1530
FRIDAY	0930-1130	-