

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)

Commanding Officer (c) 6901
CAPT Sarah K. Felger

Executive Officer 6901
CDR Scott Rae

Note: Some positions are identified by rank only

Command Admin Assistant
Mr. Edward White 6901
FAX 6805

Command Master Chief 6923
CSCM David Pace

Legal Office (cl)
Legal Officer 6902
CDR

Public Affairs Officer (pa)
CWO 6362
PA2 6363

Legal Yeoman 6902
YN1

Command Chaplains (ch)
Protestant Chaplain 6240
CDR Stephen Fisher, USN

Equal Opportunity Advisor (eoa) 6919
EMC Carl Louis

Catholic Chaplain 6239
LT Imad Barakeh, USN

Equal Employment Specialist (ees) 6798
Ms. Rayann Saddoris

Chapel Yeoman 6974
SN

Base Planner 6776
Mr. Ray Agostini

Note that some positions are intentionally identified by rank alone.

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Mission Support Division (ms)

Division Chief (s) 6300
CDR Ronald Millspaugh

Mutual Assistance/Decedent Affairs
CWO 6909

Civilian Human Resource Liaison
Ms. Tina Walker 6335

Servicing Personnel Branch (sp)

Branch Chief/Transportation Officer
CWO 6909

Administration Section (spa)
Admin 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
SPO YNCS

Supervisor/Auditor 6439

Yeoman Extensions 6241
6828
6440
6441

Fax: 6850

Transportation Section (spt)

HHG Shipments & GTRs
Mr. Charles Shustack 6330

Mr. Frank Garcia 6931

Fax: 6530

ADTRAV

Peggy 6317
855-576-4782
After Hours 855-576-4781

Educational Services Section (eso)

Educational Services Officer
Mr. Scott Carey 6724

Housing Branch (sh) 6918

Branch Chief 6219
Vacant
Housing Yeoman 6917
Housing DC 6354
Housing Maintenance
Supervisor 6355

UPH Section (shb)

Barracks 6220
SPO (after hours) 6224
Supervisor 6975

Security Section (ss)

Command Security Officer
(CSO) 6437
Chief of Police 6244
Davis, MEC
Security Office 6915
Officer of the Day 609-780-1346
(OOD)
Contract Security 6856
Mr. Kevin McLaughlin
Supervisor, Alutiiq LLC

Main Gate 6225

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Comptroller Branch (sf)

Comptroller 6927
LCDR

Deputy Comptroller 6307
Mr. Kevin Hurst

Accounting Section (sfa)

Budget Analyst/ 6304
Collection Clerk
Ms. Angela Trafford

Accounting Clerks 6826
6928

Property and Logistics (sfk)

Property Clerk 6936

Shipping and Receiving 6936
Mr. Bob Hoff

Mailroom 6218
Mr. Brian Benson

Purchasing Section (sfp)

Supervisor 6452
SKCM

Contract Specialist
Ms. Shirley Green 6342

Purchasing Agent 6312

Storekeepers: 6308
6874
6334

Child Development Center (sfc)

Director 6921/6920
Ms. Monique Eppes

Galley Section (sfg)

COTR 6934
CSCS

Quality Assurance 6235
CS1

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
Vacant

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

Ms. Kim Tomlin 6396

Oceanside 6935

Harborview 6937

Harborview Bar 6359/6397

Club Manager 6320

Chief Petty Officers' Club 6250

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Facilities Engineering

Division (fe)

Division Chief (e) 6400
CDR Jason Biggar

Administrative Assistant 6945
Vacant

24-Hr Work order Desk 6945
6946

FE Conference Room 6388
FE Office Spare Desk 6875

Engineering Branch (ee)

Branch Chief 6402
Mr. Robert Caruso

Engineering LT 6406

Branch Staff

Mr. Steve McKaig 6408
6404

Mr. Predrag Citakovic 6820
Mr. Frank Garcia 6316

Key Control 6405
Ms. Jeannie Sansone

Planner/Estimator 6941
Mr. Jerry Hatch

Supply Coordinator 6955
Mr. Bill Geib

Construction Section (eec)

Mr. Sean Boone 6943
Mr. Jeffrey Schafer 6407

**Environmental Protection
& Safety Section (eme)**

Mr. Chris Hajduk 6889
MST 6232

EOW 609-790-1788

Maintenance Branch (em)

Branch Chief 6401
LT

MEO Administrator 6411
CWO3

General Foreman 6949
Mr. Frank Gibson

Fax 609-898-6947

Quality Assurance
DCC 6409

DC1 6442

Team-A Maintenance 6948
Mr. John Barr 6912

Motor Pool/Garage 6951
Mr. Jeffrey Adams

Team-B Maintenance 6948
6913

Fast Team 6491
Mr. Jerald Garriot

CHC Inc. (Housing Maintenance)

COTR 6355
Mr. Douglas Quinley

CHC Maint. Shop 609-884-2277
609-884-3846

Fire Department (efh)

Fire Chief 6950
Mr. Patrick Murphy

Emergency 911

Non-emergency 6950

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)

CDR Mark Crysler 6527

Administrative
Assistant, SN 6521

Instructional Systems Branch (ti)

Branch Chief 6364
LCDR

Instruction and Design Supervisor
LCDR 6377

Practical Instruction Supervisor
LCDR 6819

Systems Officer 6245
Mr. Matt Smith

ISB Office 6517

PE/Gym Section (tig) 6973/6516

Section Chief 6487
ASTC

Design Section (tid) 6528

Mr. Steve Whitehead 6477
Vacant 6249

Evaluation Section

Data Specialist 6815
Mr. Dave Wessel

Practical Instruction Section (tip)

Section Chief 6904

CWO

Assistant
BMC 6509

Seamanship Instructors 6550/6446

Fire School Instructors 6526 Goff Hall

Fax 6322

Recruiter School Section (tir)

Section Chief 6361

OSC

Instructor 6505

Marksmanship Section (tim)

Section Chief 6233

GMC

Armory (Geoff Hall) 6508

6507

6903

Learning Resource Center

W. Evelyn, Mrs. 6360

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Military Indoctrination Branch (tm)

Regimental Officer	6968
CDR	
Battalion Officer	6715
LT	
Battalion Commander	6543
Master Chief	
Mr. Tom Dougherty	6539

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

Training Duty Officer 609-374-4388

Section Commanders

Healy Hall	6537
James Hall	6270
Munro Hall	6778
Sexton Hall	6533
Special Training Company	6538

Master Chief Petty Officer Hall Classrooms

MCPO Smith Room	6279
MCPO Calhoun Room	6301

Recruit Personnel Section (tmh)

Section Chief	6941
YNCS	

<i>Company Commander (CC) School</i>	6589	Munro Hall
---	-------------	------------

Recruit PERSRU	6718
Auditors	6799
	6948

<i>DEPOT (tmr) (Direct Entry Petty Officer Training)</i>	6970	Munro Hall
---	-------------	------------

Company Yeomen	6570
	6569
	6665
	6410
	6571
	6501

<i>Ceremonial Section (tmc)</i>		James Hall
--	--	------------

Bandmaster	6599
MUC Edward Burke	
Drillmaster	6765
Seaman	6553

	6568
	6257
	6284
	6511

Sexton Hall Staff	6971/6504
Sexton Hall Classroom	6311
Discharge Hold (DHE)	6971
Regimental Hold (RHE)	6792
Regiment Fax	6876

Recruit Barracks Quarterdeck Extensions

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

Medical Division (k)

Division Chief (k) 6567
 CAPT Alicia Vantran

Administrative Branch (ka)

Branch Chief 6860
 Clinic Supervisor 6277
 HSCM
 Medical Billing &
 Patient Affairs
 Ms. Susan Schanz 6966
 6965
 Fax 6962
 Recruit Records 6210
 6069

Dental Branch (kd)

Front Desk 6960
 Ms. Rene Santori
 Senior Executive 6603
 CAPT
 Deputy Executive 6349
 CAPT
 Dental HSC 6868

Medical Branch (km)

Front Desk 6610
 Front Desk (Outpatient) 6611
 Senior Executive 6463
 CDR
 Health Services 6860
 Administrator LT
 Medical HSC 6253
APO (Medical) 609-780-1792

Athletic Trainers 6892
 Ms. Felicia Amaral
 Ms. Sherilyn Neri
 Mon-Fri 0630-1500
 Medical Repair 6433/6448
 Technicians
 Eye Clinic 6607
 Ms. Kelly McCabe
 Patient Unit Ward 6964/6036
 Laboratory 6608/6285
 Ms. Patricia Ruban, MT
 Mon, Tues, Thurs, Fri 0700-1130 and 1300-1430,
 Wed - closed for recruit processing.
 Medical Board 6247
 Medical Records 6867
 Physical Exams 6286
 Physical Therapy
 LT 6864/6827
 Preventive Medicine 6463
 Ward Supervisor 6368
 Mr. Jason Graham
 Supply 6956/6866
 Radiology 6982

Pharmacy Section (kp)

Pharmacy 6863/6027
 Executive 6246
 LCDR
 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 6987

Officer in Charge 6427
 BMCS
 Executive Petty Officer 6830
 BM1
 FAX 6818

COAST GUARD

EXCHANGE SYSTEM (CGX) 6940

Manager 6940
 Mr. Kevin. Carroll
 Assistant Manager 6940
 Ms. Margie Egan-Picone
 FAX 609-898-6846

CG INVESTIGATIVE SERVICES (CGIS)

6999

FAX 6358

ELECTRONIC SUPPORT DETACHMENT (ESD)

**IT Shop / Centralized Service Desk:
 1-855-CGFIXIT (1-855-243-4948)**

ET Shop 6737
 After hours 609-780-4549
 ET Division Chief 6983
 IT Division Chief 6338
 ESD Supervisor 6779

INDUSTRIAL PRODUCTION DETACHMENT (IPD)

6726

ISD Supervisor 609-898-6726
 Mr. Don Austin
 Supply Tech 609-898-6727
 ISD Shop 609-898-6984/6831
 FAX 609-898-6823

MAINTENANCE AUGMENTATION TEAM (MAT)

6252

STATION CAPE MAY

6995

Commanding Officer
 LT 6995/6996
 Executive Petty Officer
 BMC 6752
 Commercial Number 609-884-1700
 609-884-1708

UNIFORM DISTRIBUTION CENTER (UDC)

6744

Cape May 609-898-6744/46
 Supervisor, CWO 609-898-6796

Over the Counter Sales (Cape May):
Recruits Only as of 3/1/2018

UDC Woodbine

414 Madison Avenue, Woodbine, NJ 08260
 Supervisor 609-861-7900
 Mr. Chris Moulton

Over the Counter Sales (Woodbine):
 Mon-Thurs 0800-1430, Friday 0800-1130
 Please call ahead to confirm hours

Phone Sales:

Mon-Thurs 0800-1430; Fri 0800-1130
 Toll Free Uniform Order 800-874-6841
 Order line (609) 861-1221 Fax: (609) 861-7930

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

(FAST-RESPONSE CUTTERS...)

USCGC ANGELA MCSHAN 6587

(WPC-1135)
 Secondary 6806
 Alternate 6801

USCGC ROLLIN-FRITCH 6991

(WPC-1119)
 Commanding Officer 305-363-9399
 LT
 Executive Officer 305-363-9411
 OOD Cell 215-776-5665
 Underway (Sat Phone) 609-257-4305

USCGC LAWRENCE LAWSON 6800

(WPC-1120)
 Commanding Officer 6990
 LT 267-606-3381
 Executive Officer 267-606-3714
 Duty Cell 267-606-3512

(87' PATROL BOATS...)

USCGC CROCODILE 6993

(WPB-87369)
 Officer in Charge 6272
 BMCS 609-780-0396
 Executive Petty Officer 6208
 BM1 609-780-5476
 Cutter OOD 609-224-7685

USCGC HAMMERHEAD 6870

(WPB-87302)
 Officer in Charge
 BMCM 6378
 Executive Petty Officer
 BM1 6450
 EPO 6403

USCGC SHEARWATER 6972

(WPB-87349)
 Officer in Charge 6370
 BMCS
 Executive Petty Officer
 BM1 6772
 EPO, MKC 6422

VISITING SHIPS

Pier Four Only 6994

VBST (Vessel Boat & Safety Team)

MECS 6482

VA CLINIC

Main Desk (800) 461-8262 Ext 2851/53

WORK LIFE STAFF (wl) 6882

Family Advocacy Specialist 6925
 Ms. Charlene DiPeri
 Sexual Assault Response Coordinator 6451
 Ms. Shari Freeman
 Family Resource Specialist 6885
 Ombudsman Coordinator
 Ms. Timika Connor
 Employee Assistance (EAP) Coordinator 6731
 Mr. Lee Green
 Child Development Services Specialist 6384
 Ms. Valanda Weston
 Financial Management 6886
 Ms. Sarah Rohrer
 Substance Abuse Prevention Specialist 6924
 Substance Abuse Prevention
 Support Line: (757) 628-4329

OTHER AREA COMMANDS

AIR STATION ATLANTIC CITY

International Airport, NJ 08405-0001

Commanding Officer 609-677-2003

Executive Officer 609-677-2004

Command Assistant 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

900 Beach Thorofare

Atlantic City, NJ 08401

Commanding Officer 609-344-6595

Executive Petty Officer 609-344-6594

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:

- | | | |
|------------------|-----------------------|-----------------|
| _____ Calm | _____ Raspy | _____ Familiar |
| _____ Angry | _____ Deep | _____ Whispered |
| _____ Excited | _____ Ragged | _____ Slow |
| _____ Normal | _____ Clearing throat | _____ Rapid |
| _____ Distinct | _____ Deep breathing | _____ Soft |
| _____ Slurred | _____ Cracking voice | _____ Loud |
| _____ Nasal | _____ Disguised | _____ Laughter |
| _____ Stuttering | _____ Muffled | _____ Crying |
| _____ Lisp | _____ Accent | |

Background Sounds

- | | | |
|---------------------|------------------------|---------------------|
| _____ Street noises | _____ House noises | _____ Static |
| _____ Dishes | _____ Motors | _____ Local |
| _____ Voices | _____ Office Machinery | _____ Long distance |
| _____ PA system | _____ Animal noises | _____ Phone booth |
| _____ Music | _____ Clear | |

Threat Language

- | | | |
|---------------------|------------------|------------------------|
| _____ Well Spoken | _____ Irrational | _____ Taped |
| _____ Inarticulate | _____ Incoherent | _____ Sounded scripted |
| _____ Foul language | | |

Remarks: _____

FREQUENTLY CALLED NUMBERS

EMERGENCY 911

All numbers (including 911) may be reached by dialing (609) 898-6xxx
 From a cell phone or from any phone outside the base

Administration Office	6337	Port Services	6952
ADTRAV	6317	Public Affairs	6362
Ambulance	911	Security	6915
ANT Team	6987	SPO	6228
Barber /Beauty Shop	6939	Station Cape May	6996
Command Master Chief	6923	Substance Abuse	6924
CGX Marketplace	6346/6940	Specialist	
Chapel	6974	Tailor Shop	6906
Child Development Center	6921	Transportation	6931
Clinic (Appointments)	6610	Training Duty Officer	609-374-4388
Civil Rights	6919	UPH/Barracks	6220
CG Investigative Service	6999	USCGC	
Commanding Officer	6901	ANGELA MCSHAN	6587
CPO Club	6250	USCGC CROCODILE	6208
Dental Front Desk	6960/6602	USCGC HAMMERHEAD	6870
Environmental Protection/Safety	6889	USCGC	6800
EOW (Engineer of Watch)	609-790-1788	LAWRENCE LAWSON	
Facilities Engineering	6945	USCGC	215-776-5665
Work Order Desk	6945	ROLLIN FITCH	
Family Advocacy	6925	USCGC SHEARWATER	6972
Fire (Emergency)	911	VA Clinic (Main Desk)	800-461-8262 ext 2851
Firehouse	6950	VBST	6482
Garage Shop	6951	Ward (Medical)	6964
GSK	6936	Work-Life	6882
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		
Medical Front Desk	6610		
MWR	6922		
Oceanside Club	6935		
OOD (TRACEN)	609-780-1346		
Pharmacy	6748		

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
 Mrs. Lacey Milligan
ombudsmantracencm@gmail.com

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

<u>LOCATION</u>	<u>DAY(S)</u>	<u>TIMES</u>	<u>PHONE</u>
BARBER SHOP	TUE-FRI:	0800 - 1630	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	1100 - 1230	N/A
TAILOR SHOP	MON, WED - FRI	0900 - 1400	6906
UDC CAPE MAY	Recruits Only as of 3/1/2018		6744
UDC WOODBINE	MON-THURS FRI	0800 - 1430 0800 - 1130	(800) 874-6841
CGX Marketplace	MON-FRI: SAT: SUN:	0900 - 1730 0900 - 1700 0900 - 1600	6346
GYM	MON-FRI SAT: SUN: HOLIDAYS:	0530 – 2100 0800 – 1800 0800 – 1800 As published	6973
POOL - Open Swim	MON-FRI SAT	1830 – 2030 1230 – 1730	6973
POOL - Lap Swim	MON-THURS MON-FRI	0645 – 0745 1130 – 1300	
POOL	SUN: HOLIDAYS:	Closed As published	

GUARDIAN OF THE SEA CHAPEL: 6974

Protestant Service: Sunday 0815

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

GALLEY: 609-898-6235/6934

Monday through Saturday

Breakfast: 0630 - 0745

Lunch: 1130 - 1300

Dinner: 1630 - 1730

Sunday

Brunch: 0900 - 1300

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

TRAINING CENTER CAPE MAY – TELEPHONE DIRECTORY

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.

ADTRAV: 6317

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

TRANSPORTATION/HOUSEHOLD GOODS: 6330/6931

MONDAY	0700-1130	1230-1700
TUESDAY	0700-1130	<i>RECRUIT PPM (1430-1630 or finished)</i>
WEDNESDAY	<i>ADMIN</i>	<i>RECRUIT GBLs (1330-1530 or finished)</i>
THURSDAY	0700-1130	1230-1700
FRIDAY	0700-1130	1230-1600

ADMIN – ID CARDS: 6337

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