

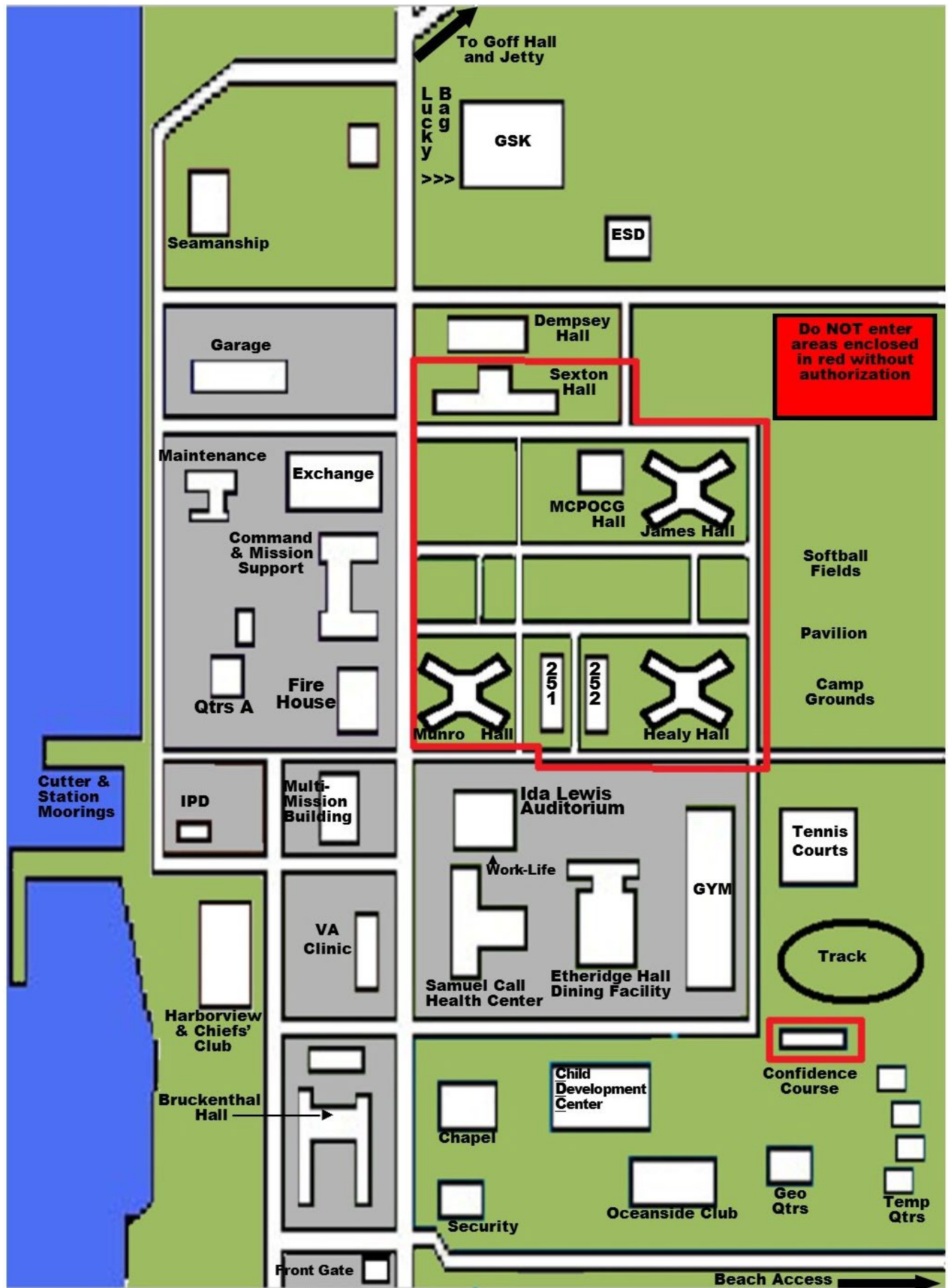
# Unit Guide Training Center Cape May



## The Birthplace of the Coast Guard's Enlisted Corps

# Table of Contents

<b><u>Introduction</u></b>	<b><u>Page</u></b>
Table of Contents	2
TRACEN General Map	3
Frequently Called Numbers	4
 <b><u>Training Center &amp; Services</u></b>	
Administration	6
Online Sites	7
Base Security	8
Chapel	10
Child Development Center	12
Coast Guard Exchange	13
Education Services	14
Equal Opportunity Advisor/Equal Employment Specialist	(see Admin)
Galley	15
Gym and Pool	16
Health Center	19
Housing	23
Legal	25
Morale, Well-being & Recreation (MWR)	26
Ombudsman	30
Private Associations	31
Tenant Commands	32
Unaccompanied Personnel Housing (UPH)/ Barracks	33
Uniform Distribution Center (UDC) Cape May	34
Work-Life	35



# Frequently Called Numbers

Emergency Number is **911** on or off base

All 4-digit extensions are (609) 898-XXXX

<b>All Cape May Commands:</b>	
- General Phone Directory	<b>6900</b>
- Emergency Information (e.g., delayed openings)	<b>6700</b>
Aids to Navigation Team	6987
Barber/Beauty Shop	6939
Command Master Chief	6923
Chapel	6974
Child Development Center	6921/6920
Clinic	
Administrator	6860
Dental Appointments	6960
Laboratory Services	6285
Main Desk/Medical Appointments/After Hours	6610/6611
Optometry	6607
Patient Affairs/Referral Mgmt.	6966/6965
Pharmacy	6863
Physical Exams	6286
Supervisor	6277
Chief Petty Officers' Club	6250
Commanding Officer's Secretary	6901
CGC ANGELA MCSHAN	(609) 495-7416
CGC LAWRENCE LAWSON	(267) 606-3512
CGC ROLLIN FRITCH	(215) 776-5665
CGIS	6999
Education Service Officer (ESO)	6724
Environmental Protection/Safety	6889

Equal Employment Specialist (Civilian)	6798
Equal Opportunity Advisor (Military)	6919
ESD (IT Shop)	6336
Exchange	6940
Family Advocacy	6925
Family Resource Specialist	6885
Firehouse Non-emergency	6950
Gym	6973
Harborview Club	6937
Health Promotion Program Manager	6886
Household Goods/ GTRs	6931
Housing Office	6918
I.D. Cards	6337
Legal Office	6902
Lucky Bag Locker	6227
Main Gate	6225
MWR	6922
Oceanside Club	6
OOD	609-780-1346
SARC (Sexual Assault and Response Coordinator)	6451
SPO (Servicing Personnel Office)	6375
ADTRAV Travel Office	6317
Security	6915
Station Cape May	6995
Substance Abuse Prevention Specialist	6924
Uniform Distribution Center (UDC)	6744
Unaccompanied Personnel Housing (UPH)	6220
Work Order Desk	6946
Work-Life	6882



# Administration

## *Command and Mission Support Building*

### **First Floor**

**Command Staff:** (609) 898-6901

**Education Services:** (609) 898-6724

Contact the ESO for an appointment and more information.

**Household Good Shipments:** (609) 898-6330/6931

Appointments available Monday: 0700-1130 & 1230-1700, Tuesday: 0700-1130, Thursday: 0700-1130 & 1230-1700, and Friday: 0700-1130 & 1230-1600.

**ID Cards:** (609) 898-6337

Appointments available Mon & Tues: 0800-1100, 1300-1500, Thursday: 1300-1500, and Friday: 0800-1100

**Legal:** (609) 898-6902

Contact the legal office for an appointment and for more information.

**Public Affairs Officer:** (609) 898-6362

**SATO Travel:** (609) 898-6317 (Appointments available for recruits and PCS orders only)  
Mon-Fri: 0830-1700

### **Second Floor**

**Maintenance Branch:** (609) 898-6401

Maintenance department: (609) 898-6946

For emergencies after hours, contact the TRACEN OOD: (609) 780-1346

To place a work order for repair or maintenance of TRACEN housing or workspace, please use the following web address:

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Work-Orders/>

**Mutual Assistance/ Decedent Affairs:** (609) 898-6909

**Servicing Personnel Office (SPO):** (609) 898-6828/6439

## *Ida Lewis Building*

### **Equal Employment Opportunity Advisor: (609) 898-6919**

The Equal Opportunity Advisor (EOA) is trained to be a civil rights specialist who provides civil rights services, at field-level, to both military and civilian members. The EOA becomes an expert in CG policies, Civil Rights laws, and providing guidance and assistance. The EOA can assist with issues that may arise for all Coast Guard members based on the protected categories of race, color, national origin, gender or beliefs. Civilian members have additional protections based on age, disability, sexual orientation, etc. The EOA at TRACEN Cape May's area of responsibility is all CG units in the state of New Jersey including Sector New York. Primary responsibility at TRACEN is training all recruits and employees with the required classes of Human Relations Awareness and Sexual Harassment Prevention. The recruit training focuses on the origin of discrimination and unique challenges of recognizing and dealing with negative prejudice, bias and stereotypes. The EOA also assists area units with their Human Relations Council and cultural heritage observances.

### **Equal Employment Specialist (609) 898-6798**

The Equal Employment Specialist (EES) is the civilian counterpart of an Equal Opportunity Advisor (EOA).

## *Online*

Public Internet:

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/>

Coast Guard Network:

<https://cg.portal.uscg.mil/units/tracencapemay>

(or enter "Cape May" into the search tool on the CGPortal Main Page)





# Security/Police Department

**Security Building Main Hours: 24/7**

**Office: (609) 898-6915**

**Front Gate: (609) 898-6225**

**TRACEN Emergency: (609) 898-6911**

<https://forcecom.uscg.afpims.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Information/Security/>

The Coast Guard Police Department's mission is to ensure the safety and security of your family. We are staffed with active-duty Coast Guard police officers and contract security officers which provide the TRACEN with a 24/7 presence. If you have any safety or security issues, please contact us at the phone numbers listed above.

## **Arrival**

TRACEN Cape May is a CLOSED military base that allows only limited access to the general public. All vehicles entering the base must have valid registration and insurance. One person in each vehicle must have a Military ID or Common Access Card and every other adult (18+) in the vehicle must produce a government-issued ID.

## **Traffic**

TRACEN Cape May driving regulations including a few unique items you will not find on other Coast Guard Bases.

1. Unless otherwise posted, the maximum speed limit on base is 20 mph. The maximum speed limit in the Housing Area is 25 mph.
2. Stop and yield to all marching formations (7+ individuals), pedestrians, and cyclists.
3. Vehicles traveling in the same direction as a marching formation shall not pass or overtake the formation from the rear. Vehicles traveling in the opposite direction of a marching formation may pass using extreme caution, and shall not exceed 10 mph within a 50-foot radius.
4. Operating a motor vehicle is prohibited during morning colors (0800) and evening colors (sunset). During colors you are required to bring your vehicle to a complete stop and place in park until colors are complete.

Drivers shall not use a handheld cellular phone or electronic device while operating a vehicle on base. Drivers should pull over to the side of the road and ensure the vehicle is in park before using a cellular device.

## **Bicycles/Tricycles**

All persons riding bicycles and like items onboard TRACEN and in housing areas are REQUIRED to wear an approved bicycle helmet properly fastened under the chin (ANSI or SNELL).



## **Motorcycles**

Motorcyclists are required to wear all mandated personal protective equipment as required by Motor Vehicle and Recreational Off-Duty Safety Manual. All motorcyclists will be directed to the Security building to receive a motorcycle pass and complete the Motorcycle Training Verification and Policy Brief upon their first arrival.

## **Emergency Dispatch (911)**

TRACEN Cape May maintains a 24/7 emergency dispatch capable of dispatching Police, Fire and Medical services.

To access the number from a base phone, dial ext. 6911

To reach emergency dispatch from a cell phone or landline, dial (609) 898-6911. It is highly recommended each person onboard TRACEN saves this number in their cell phone as TRACEN 911 to avoid any possible delays when calling emergency services.

## **Housing Area**

The posted speed limit throughout Coast Guard housing is 25 mph. Parking is allowed along both Pennsylvania and Delaware Avenues, as well as designated resident and visitor parking spots in the parking lots throughout housing. Please be mindful of all school buses and pedestrians while transiting this area. Although the streets may seem wide enough to pass, it is unlawful to pass a stopped school bus.

## **Personal Firearms**

Personal firearms are not permitted onboard the TRACEN, even if in possession of a concealed carry permit. In the event you need to store a personal firearm, please contact the TRACEN Armory at (609) 898- 6508 for specific guidance.

## **Local Police Department Contact Numbers**

CITY OF CAPE MAY	609-884-9500	LOWER TOWNSHIP	609-886-1619
WILDWOOD CREST	609-522-2456	MIDDLE TOWNSHIP	609-465-8700
WILDWOOD	609-522-0222	WEST WILDWOOD	609-522-2396
NORTH WILDWOOD	609-522-2411	STONE HARBOR	609-368-2111
AVALON	609-967-3411	SEA ISLE CITY	609-263-4311
OCEAN CITY	609-399-9111	NJ STATE POLICE	609-882-2000
DRBA (CAPE MAY - LEWES FERRY)	609-889-7260		



# Chapel

*The Guardian of the Sea Chapel & Offices:*

(609) 898-6974

Monday: by Friday appointment only

Tuesday - Friday: 0800 - 1600; 1800-2130

Protestant Services: 0945 Sunday

Catholic Mass: 0815 Sunday

Holy Day & Other services: To Be Announced

**Command Religious Program Resources:** The active-duty Navy chaplains of the Command Religious program at the U.S. Coast Guard Training Center, Cape May, New Jersey, provide pastoral care and counseling for recruits, permanent party members, eligible civilians and family members. Additionally, the chaplains provide coverage for base housing occupants, units afloat and tenant commands and assist pertinent USCG District and Sector chaplains in ministering to local personnel under those purviews. We also provide some recruit training.

*Prospective recruits should discuss with their local community religious leaders prospective religious needs during recruit training well in advance of leaving home!*

## **Partial List of Off-Base Religious Services:**

### Beth Judah Temple (Jewish)

Spencer and Pacific Avenues, (609) 522-7541 Wildwood, New Jersey  
Saturdays 0930

### The Church of Jesus Christ of Latter-day Saints (Mormon)

803 Hand Avenue, (609) 465-2558  
Cape May Court House, New Jersey  
Sundays: First Meeting 1000, Sacrament meeting 1150

St. Demetrios Greek Orthodox Church

321 St. Demetrius Street, (609) 522-0152

North Wildwood, New Jersey

Winter Schedule (October - May) Sundays: Orthros 0900, Liturgy 1000, Communion 1100

Summer Schedule (June - Sept) Sundays: Orthros 0830, Liturgy 0930, Communion 1030

Seventh-Day Adventist of Cape May Court House

Route 9 and 4th Avenue, (609) 465-5732 Cape May Court House, New Jersey Saturdays 1100

Jehovah's Witness of Cape May

Seashore Road and Town Bank Road, (609) 884-8611 North Cape May, NJ 08204

Sundays 1000

We will accommodate and facilitate additional religious needs as far as possible.

Please contact us at your convenience.

**Counseling & Chapel Program**

All visits and calls to the chapel are **confidential!**

We assist with American Red Cross emergency messages received/recorded/delivered for Training Center Cape May. ***PLEASE NOTE: NON-EMERGENCY ISSUES INVOLVING RECRUITS MUST GENERALLY BE ADDRESSED BY THE TRAINING DEPARTMENT.***

We provide prayers for on base ceremonies, departing cutters, and burials at sea.

Funeral arrangements can be made through Decedent Affairs.

Chaplain visitations are available to all hands upon admittance to the ward and hospitals in New Jersey and Philadelphia.

Use of the chapel by eligible personnel for appropriate ceremonies is subject to availability; please plan ahead and contact us well in advance.

Preparation for marriage, baptisms, and other sacraments, etc., must be scheduled with as much advanced notice as possible. Catholic sacramental ministry is supplied in accordance with the rules and regulations for the Military Archdiocese to the faithful under that jurisdiction.

**Chaplain Locator:** [uscg.mil/chaplain/locations](http://uscg.mil/chaplain/locations)



# Child Development Center (CDC)

***CDC Building***

**(609) 898-6921/6920**

## **Child Development**

<https://forcecom.uscg.afpims.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Support-Services/Child-Development-Center/>

**The CDC hours are Monday through Friday, 0630-1700. Closed on all federal holidays. Emergency Closing Information: (609) 898-6700**

The purpose of the Child Development Center Program is to provide onsite quality child development programs at an affordable rate to children of Team Coast Guard parents.

The CDC is designed to meet the needs of children in a safe, loving environment. We believe:

- Every child should be respected and accepted for his/her individuality.
- Learning occurs naturally in an environment that encourages and accepts the growth of each child.
- Children learn about their world through exposure to many experiences, their exploration in creative play, and the development of positive self-esteem and interpersonal relationships

### **Eligibility:**

Children are accepted at Coast Guard CDCs according to the following priorities (COMDTINST M1754.15):

- Tier 1 – Coast Guard Active-Duty & Civilian Employees
- Tier 2 – DoD Active-Duty & Civilian Employees
- Tier 3 – All other Federal Agencies
- Tier 4 – Contractors & Community (i.e. non-federal)

### **Programs and Services:**

The CDC has various programs designed for ages six weeks to pre-K. Each program has the child's safety and development attributes in mind.



# Coast Guard Exchange

## *Exchange*

Marketplace Hours: Monday through Friday, 0900-1730

Saturday, 0900-1700

Sunday, 0900-1600 Please call for holiday hours

(609) 898-6346

[Shopcgx.com](http://Shopcgx.com) Or visit

[www.facebook.com/CoastGuardExchange](http://www.facebook.com/CoastGuardExchange)

## *Post Office*

Open Monday thru Friday, 1130-1230

## *Dempsey Hall*

The **Barber Shop** by appointment Mon, Tues, Wed, Thurs: 1300-1700  
and Tues: 0900-1200. Phone: (609) 898-6939

The **Tailor Shop** Appointments available: Monday, Wednesday, Friday  
0800-1400 for your tailoring needs.  
(609) 898-6906



# Education Services

*Located in the front of the GSK building on Munro Ave*

**Hours: Monday through Friday 0800-1600**

**(609) 898-6724**

## [Education Services](#)

<https://forcecom.uscg.afpims.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Admin-Services/Education/>

TRACEN Cape May is one of only about 50 units in the Coast Guard with a full-time Education Services Officer (ESO). The ESO's whole purpose is to help you (military, civilian or dependent) with the educational aspects of your professional and personal development.

Information such as obtaining a college degree, CLEP tests, certifications, career transitions and development, distance learning, and financial aid is available.

Walk-ins are welcome but we request that you make an appointment either by e-mail or by phone.

# Galley



***Galley (Etheridge Hall)***

**(609) 898-6235/6934**

## **Permanent Party and Residents**

The galley provides an array of meal items along with a grill-to-order, soup, salads, sandwiches and desserts.

### **Monday through Sunday**

Breakfast: 0630-0800

Lunch: 1130-1300

Dinner: 1630-1730

Cost varies with the most current government meal rate.

*The entrance at the front of the building (towards the parade field) is for recruits only. Please use the north entrance, across from the clinic.*

### **Eagles and Anchors Mess**

There is an Eagles and Anchors Mess in Etheridge Hall for meals and command functions on the permanent party side of the galley. All Chiefs and Officers are welcome.





# Gym and Pool

*SA William R. Flores Gymnasium*

**(609) 898-6973**

## [Fitness Center](#)

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Recreation-Morale/Fitness-Center/>

### **Gym Hours<sup>(1)</sup>**

**Monday through Friday: 0530-2100**

**Saturday & Sunday 0800-1800**

**Holidays: As Posted**

<sup>(1)</sup> Recruits may be using the facilities at certain times, especially during the winter or adverse weather conditions. Please check with the gym for availability.

Open to all active-duty, civilian employees, dependents, retirees, auxiliarists, active-duty reservists, local police (specific times apply, contact the gym for more information), and guests (must be with sponsor at all times).

Dependents and guests under the age of 14 are not allowed in the weight room and must be accompanied and supervised by someone 17 years or older in all other areas.

Active-duty, civilian employees, and dependents are permitted one guest. Approved personnel from local police and fire departments are not permitted a guest.

Locker rooms with showers are provided. See the gym staff for more details.

Proper attire must be worn at all times. No clothing or accessories that are:

- Excessively revealing
- Sexually explicit
- Drug, alcohol, tobacco or gang-related

All gym patrons are required to sign in and out of the facility at the ID Desk presently located at the northwest corner of the building (closest to the galley). All patrons are subject to random ID checks.

## Sports Equipment

Sports equipment (e.g., basketballs, weight belts, towels) are available at the Gym Office.

## Multi-Purpose Basketball Gym

There are six basketball hoops which include one full size court or two half court play areas and a volleyball court. In addition, the gym is frequently used for other events throughout the year. See MWR for equipment

## Racquetball Courts

There are two courts with one of the courts equipped to be set up for wallyball. Racquetball Equipment (e.g., racquets, racquetballs and eye protection) is available from MWR.

## Weight Room

There is a full array of free weights, CYBEX equipment (60 pieces) and cardio equipment. There is also a cardio theater room available for use; it is located in the main entrance area of the gym.

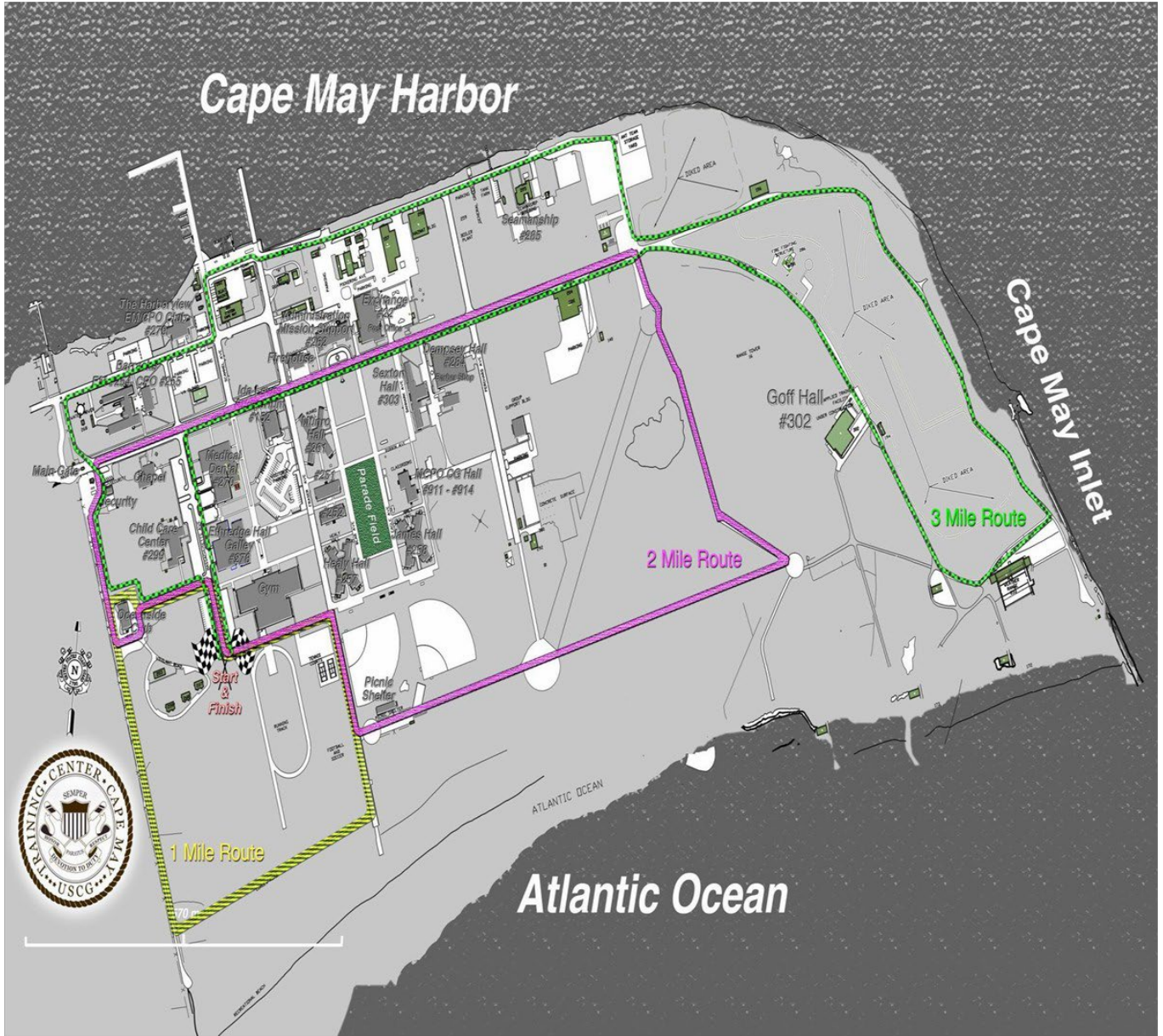
## Pool (609-898-6973)

**Open Swim**—Active-duty, civilian employees, dependents, Auxiliarists, active-duty reservists, retirees, local police and guests

**Lap Swim**—Active-duty, civilian employees, dependents, Auxiliarists, active-duty reservists, and retirees

	Lap Swim	Open Swim
Monday - Friday:	-	1700 - 1900
Mon, Wed, Fri:	1130 - 1300	-
Saturday:	-	1300 - 1600
Sunday:	-	1300 - 1600

# TRACEN Cape May Exercise Loops



# Health Center



## *Samuel J. Call Health Services Center*

The Clinic hours are:

Monday 0700-1130 and 1300-1530; Tuesday 0700-1130 and 1300-1400;  
Wednesday 0700-0830; Thursday 0700-0900 and 1300-1530;  
Friday 0700-1130 and 1300-1500

*Routine medical appointments* are for follow-up care, long term care, non-urgent care (*greater than 24-48 hours*) and other care of a routine nature. It is requested that you check in 20 minutes prior to your scheduled appointment. If you cannot keep your appointment, please call 609-898-6610 24 hours in advance.

*Acute care appointments* are for illnesses or injuries that have occurred *within the last 24-48 hours*. An appointment may be made by calling 609-898-6610 for an appointment Monday through Friday, 0730-0830.

*Urgent care* for medical illness and injuries can walk in or call for an appointment at any time.

**For Emergencies, call 911 (609-898-6911)**

### Health Center

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Medical-Services/>

### ***Clinic Phone Numbers***

Medical Front Desk	6610	Dental Front Desk	6960
Optometry Clinic	6607	Patient Affairs	6965
Physical Therapy	6287/6273	Referral Management	6966
Pharmacy	6863	After Hours	6611

### ***The Clinic***

The Health, Safety, and Work-Life (HSWL) Regional Practice Cape May is staffed by 12 Public Health Service Officers, 5 Coast Guard Physician Assistants, 1 Coast Guard officer, 1 Civilian Physician Assistant, 1 Civilian Dentist, 47 Health Service Technicians and 43 civil service and contract staff.

The Samuel J. Call Health Services Center is a large-sized ambulatory care facility providing medical services delivered by family physicians, a physical therapy department, a dental clinic, optometry services and a psychiatrist. The Center provides services to approximately 50,000 patients annually. The pharmacy fills over 23,000 prescriptions per year.

### ***Dental***

Dental services (exams, cleaning, fillings, extractions, root canals, crowns) are available for active-duty Coast Guard members and recruits. Empaneled members of other services, and reservists on active duty for more than 30 days will be seen on a space available basis.

Appointments may be scheduled by calling 609-898-6960.

#### **Dental Clinic Hours:**

Monday, Wednesday, Thursday: 0700-1130 and 1300-1530

Tuesday 0700-1130 and 1300-1400

Friday 0700-1130 and 1300-1430

We are closed on Federal Holidays.

Sick call is from 0700 to 0730 Monday through Friday.

After duty hours, individuals with severe life threatening injuries should call 911 to report to the Cape Regional Hospital Emergency Department, in Cape May Court House.

For non-severe acute emergencies, such as uncontrolled bleeding following oral surgery, facial swelling, fever associated with dental infection, oral lacerations, and sudden severe toothache will be evaluated at any time, day or night by reporting to the clinic and speaking to the on call duty section.

ADSMs are encouraged to enroll their dependents in the TRICARE Dental Program. For more information contact United Concordia at <https://www.uccitdp.com> 844-653-4060 or speak to Patient affairs for assistance.

Active-duty members must complete their annual exam at Samuel J. Call Health Services Center and are not authorized to use United Concordia Active Duty Dental Plan without a referral from the clinic. Depending on recruit workload, active-duty post exam care may be referred to private sector providers.

### ***Laboratory Services***

A nationally certified medical technologist and a trained laboratory technician staff the SJCHSC laboratory, under the supervision of the HSWL SERVCEN Lab Director. The laboratory is accredited as a moderately-complex laboratory through the Center for Medicare and Services. A wide range of tests are available, with tests performed both on-site and by our reference laboratory.

The laboratory technicians report results to the physician or other healthcare provider and may not give results directly to nor discuss readings with patients.

### ***Non-prescription Medication Program***

The Samuel J. Call Health Services Center Pharmacy operates a non-prescription medication program for military beneficiaries. A beneficiary family is limited to a maximum of two items per week from the program. Over the counter medications and other items are available from the pharmacy during normal business hours. Items such as children's acetaminophen, ibuprofen, chapstick, bacitracin, condoms, cold preparations, athlete's foot powder and others are available free of charge (as funding is available). Certain conditions may preclude eligibility for this program such as: age, budget, flight status, chronic health conditions, etc. Questions about this program may be directed to the pharmacy at (609) 898-6863.

### ***Optometrist***

A licensed optometrist staffs the optometry clinic. This clinic provides eye care services to active-duty members and recruits; all others are on a space available basis.

### ***Patient Affairs***

Two trained Health Benefits Advisors (HBA) staff the Patient Affairs department. The Patients Affairs office is located on the first floor of the Samuel J. Call Health Services Center to provide advice and assistance to patients seeking medical care from military or civilian providers. The Patient Affairs staff counsels patients in all aspects of TRICARE and TRICARE Family Dental Plan benefits and is available for lectures on all TRICARE subjects and general health services. This department also assists patients with referrals and consultations to military and civilian sources of care, performs bill processing functions for authorized services and arranges transportation (government vehicle) to local and distant health care facilities for recruits. The HBA is available Monday through Friday, 0700-1130 and 1300-1530. You can call the HBA by dialing (609) 898-6966 and follow the menu options to the Patient Affairs office.

### ***Pharmacy***

A registered U.S. Public Health Service Pharmacist and two Pharmacy Technicians staff the Pharmacy. Pharmacy services are provided Monday through Friday, 0700-1130 and 1300-1530, except that the Pharmacy closes every Tuesday afternoon at 1400 for training. The Samuel J. Call Health Services Center formulary is composed of medications regularly prescribed by our staff members for active-duty members



A licensed and certified contract Psychiatrist and a licensed and certified contract Neuropsychologist staff the Mental Health Department at the Samuel J. Call Health Services Center for active-duty patients. Dependents in need of Mental Health Services make seek services through the TRICARE provider network, or they may access CGSUPRT services. CGSUPRT is available 24/7/365 at: 1-855-CGSUPRT, online at [www.cgsuprt.com](http://www.cgsuprt.com), or via the CGSUPRT app.

### ***Physical Therapy***

A licensed U.S. Public Health Service Physical Therapist and two Physical Therapy Technicians staff the Physical Therapy Department. Physical Therapy is located on the first floor of the Samuel J. Call Health Services Center. Patients do not need a referral from a Medical Officer to Physical Therapy, rather, they may book appointments directly with the Department. This clinic provides Physical Therapy services to recruits, active-duty members and reservists on active-duty orders.

### ***TRICARE Enrollments***

If you are an active-duty member new to the Cape May area, you must enroll in TRICARE Prime; the clinic will be assigned as your Primary Care Manager (PCM). You may also bring your dependents to enroll them in TRICARE Prime. However visiting [Humana-Military.com](http://Humana-Military.com) or calling 1-800-444-5445. If they are already enrolled in another region, they must complete an Enrollment Change Form or call Humana to change their PCM. Dependents that were in TRICARE Select in another area and wish to remain TRICARE Select do not need to complete any forms; they must only ensure that their Military Identification card is current and their address has been updated in DEERS.

DEERS: Incorrect DEERS information may cause delays in receiving referrals and cause claims to be processed improperly resulting in you or your dependents being charged for covered medical benefits. Please update your address and dependent information upon reporting aboard AND with any subsequent changes: <https://www.tricare.mil/deers>

Signing up on <https://www.humanamilitary.com/> is a quick and easy way to find providers, monitor referrals, authorizations and access to your Explanation of Benefits (EOB). Additional information regarding provider searches and the mail order Pharmacy program is available on the web at [www.hnfs.com](http://www.hnfs.com)

Please note that the clinic is not a PCM for active-duty family members or retirees. Those beneficiaries enrolled in TRICARE Prime, Prime Remote and TRICARE for Life are NOT eligible for care in this facility. TRICARE Select beneficiaries may be seen on a “space available” basis by calling-in for a same day appointment after 10am.

**Additional assistance is available by contacting: TRICARE at 1-877-874-2273 and  
CG HBA at 1-800-942-2422.**



# Housing



## *Ida Lewis Building*

Office hours are Monday through Friday, 0800-1600

### Guest Quarters

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Visitor-Services/Guest-Quarters/>

**Maintenance Branch: (609) 898-6401/6946**

### Maintenance

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Work-Orders/>

For *after-hours* emergencies, contact the TRACEN OOD at (609) 780-1346

**Housing Office: (609) 898-6918**

### Housing

<https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Admin-Services/Housing/>

In accordance with the Coast Guard Housing Manual COMDTINST M11101.13 (series), assignment to Coast Guard Owned Family Housing is mandatory. All incoming members with dependents must contact the housing office and submit a housing application DD1746. A release from mandatory assignment to housing can be requested through the housing office.

TRACEN Cape May housing comprises 172 Coast Guard owned housing units. Eligibility for family housing is governed by the Coast Guard Housing Manual. Coast Guard managed housing is designated for military personnel assigned to Training Center Cape May and associated tenant commands. Normally, only personnel expected to be in the area more than one year will be assigned to housing except in special situations as determined by the Housing Officer. For humanitarian reasons, unusual personal situations may supersede other considerations in assigning family quarters. Such assignments will be made after consultation with the Work-Life or other required staff.

The Housing Office makes all assignments to quarters. Upon confirmation that the quarters are ready for occupancy, custody will be turned over to the Housing Office. The unit will be assigned to an eligible member from an applicable waiting list. Non-acceptance of assignment will result in removal from the current waiting list. Members may then re-apply and will be placed at the bottom of the current waiting list, if applicable. Upon notification of assignment, the member and a Housing Inspector will jointly inspect the quarters. A check-in inspection report will be prepared and, upon acceptance of the unit by the member, applicable BAH entitlements will cease. Once adequate quarters have been assigned and remain adequate, a move for the individual's convenience will be at the housing authority's discretion and at the member's expense.

Please go to the Housing Office web address, then click "Application Process" or contact the Housing Office for more information.

There are also self-help tools and garden equipment, such as lawn mowers and weed whackers, available for check out from the Housing Maintenance Shop. Equipment check out is available on Tuesday 0800-1200, Thursday 1230-1630 and Saturday 0800-1300. Contact the Maintenance Branch for more information.

### **House/Apartment Rentals**

As with most areas that are summer tourist driven, finding a year-round rental property in the Cape May area can be challenging. The housing office, local newspapers and realtors (some maintain year-round rental information) may be a good option. Another is to view listings in the Automated Housing Referral Network ([www.ahrn.com](http://www.ahrn.com)) or ([www.homes.mil](http://www.homes.mil)).

# Legal



**Command and Mission Support Building**  
**Hours are Monday through Friday 0730-1600**  
**(609) 898-6902**

## [Legal Services](#)

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Support-Services/Legal-Services/>

Training Center Cape May has an on-site legal assistance office. As duty permits, the Staff Judge Advocate (the attorney for the Commanding Officer) is available to assist those eligible with legal assistance matters. Legal Assistance may generally be provided to active-duty members of the U.S. Armed Forces and their dependents; members of the reserve components serving under orders on active duty for any period or when scheduled for deployment (including dependents of reservists in the above described status), retired members of the U.S. Armed Forces and their dependents; and dependent survivors of active-duty and retired members. This no cost service allows members to receive advice and assistance on matters involving family law, estate planning, consumer law, landlord-tenant relations, notary services, immigration, income tax or many other topics. Please call for an appointment.

## **Quick tips for moving to New Jersey**

*The below tips are general guidelines that do not constitute legal advice and are informational only. Legal requirements may vary depending on individual circumstances. If you have questions concerning what the law requires, you should contact the legal office or an attorney of your own choosing to discuss that specific circumstance of your case.*

New Jersey firearm laws are some of the most restrictive in the Country. The below is not all inclusive and gun owners must exercise due diligence to understand and comply with current firearms laws. Pursuant to NJ Stat. 2C:39, you may not possess an “assault firearm” (includes semi-automatic rifles with a fixed magazine capacity exceeding 10 rounds) or any large capacity magazine (greater than 10 rounds) even if it is stored in your dwelling. Additionally, you may not carry a concealed firearm without a NJ concealed carry permit. Failure to comply with NJ firearms law may be a felony punishable by up to 18 months confinement and a maximum fine of \$10,000. Finally, firearms are NOT permitted onboard TRACEN Cape May. Privately owned weapons in government housing **must** be register through the Housing Office. Contact the TRACEN Armory @ (609) 898- 6507 to make arrangements for weapon storage.

NJ requires a license to operate powerboats on non-tidal waters. NJ Stat. 12:7-72. Certain age limits also apply to boat operation. Further, with a few exceptions, all operators of powerboats (including jet skis) in NJ waters must complete a safety course, regardless of where the boat is operated. NJ Stat. 12:7-61.



# Morale, Well-Being and Recreation (MWR)

## *CG Exchange Building*

Office hours are Monday through Friday 0800-1600 (609) 898-6922

### [MWR](#)

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Recreation-Morale/>

### [Events](#)

<https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Recreation-Morale/Events/>

MWR is a comprehensive network of support in which leisure programs and services are provided to improve the quality of life of service members, their families, and other eligible patrons. MWR strives to create a home community feel and promote a fun and healthy environment at the U.S. Coast Guard Training Center Cape May. Some of the programs offered are listed below.

### **Morale Programs**

The MWR office organizes a wide variety of all-hands events such as Coast Guard Day, Oktoberfest, Christmas parties, youth activities and field trips along with many competition programs such as softball, basketball, volleyball, golf, skiing, and various tournaments. There is also a ticket reimbursement program. Contact the MWR office for more information or if you would like to receive their monthly calendar of events.

***Leisure, Ticket, and Travel Counter (LTT):***  
***(located in Bldg. 22 - the CG Exchange Market Place building)***  
***(609)898-6922 or [MWRcapemay@gmail.com](mailto:MWRcapemay@gmail.com)***

The MWR/LTT offers an array of discounted tickets for local attractions and other amusement and recreational parks. Some the tickets that are sold through the LTT counter include: discounted tickets to Morey's Pier, Splash Zone, and Six Flags. In partnership with the Navy Military Ticket Program (MTP), they have access to discounted tickets to theme parks nationwide such as Disneyland, Disney World, Universal Studios, and Legoland. Hours of operation for the counter is Monday through Friday, 0800-1600.

## **Guest Quarters**

Guest quarters consist of six fully furnished two-bedroom units, each with a living room, kitchen and full bathroom and three hotel-style rooms with private bathrooms. The units are equipped with essential housing items for everyday living needs. To keep the daily rental rate at a minimum, maid service is not provided. Contact MWR for restrictions, regulations, rates, and eligibility requirements.

## **Camping**

TRACEN has a full-service recreational vehicle park with 12 sites located off South Carolina Ave. and a campground that consists of eight tent-only campsites located just south of the softball field. Each site has a picnic table, fire ring and trash/recycling receptacle. Visit the MWR web address for more information.

## **Archery Range**

An archery range has been established on base for the use by all active-duty, reserve, and retired members. The use of the range requires the archer to visit the MWR office to fill out the required paper work and obtain a pass.

## **Picnic Pavilion and Jetty Fishing**

A covered picnic pavilion is offered on a first come, first serve basis. Drop by MWR to fill out a reservation form. TRACEN's jetty area is known for outstanding fishing opportunities. Passes can be obtained from the Training Center's Main Gate. There are restrictions and requirements.

## **Lucky Bag Locker (located in the front of the GSK building on Munro Ave) (609) 898-6227**

Sells slightly used uniforms for pennies on the dollar. Open every Wednesday 0900-1100 and Thursday 1000-1300. It is also open on Friday by appointment only. Visa and MC accepted.

## **Base Theater (Ida Lewis Auditorium)**

The base provides free, children-friendly films, one Friday a month from October to May. Children under 12 must be accompanied by an adult. Contact MWR for movies and times.

## **All Hands Clubs**

The MWR operates two all hands clubs: the Harborview and the Oceanside. Oceanside Club is available for rental. Contact the event coordinator (6396) for rates and availability.

	<b>Harborview Club</b>	
<u>Day</u>	<u>Bar Hours</u>	<u>Kitchen Hours</u>
Friday	1630 - 2200	1700 - 2100
Tuesday Burger Day	-	1100 - 1300
Wednesday Lunch	-	1100 - 1300
Saturday	Closed	Recruits Only
Sunday & Monday	Closed	Closed

### **Chiefs' Club (located next to Harborview Club)**

The Chiefs' club is a self-run entity, not affiliated with MWR. It is a great place to gather with fellow Chiefs after work for discussion and fellowship. The club is open to active-duty and reserve chiefs as well as CPOA members. The CPOA Cape May Chapter runs the bar area. In accordance with Coast Guard regulations, only beer, ale, and non-alcoholic beverages are available. All drinks are paid for by donations on the honor system. Suggested donations are listed. If you consume alcohol, please plan ahead and drink responsibly.

The Chiefs' club does not have set hours and is open by demand / as needed. Most active-duty chiefs and selected members of the CPOA have keys to access the club. Visiting chiefs and CPOA members can also contact the OOD to unlock the club. The Chiefs club can be reserved by a member for personal functions on a first come-first serve basis not to interfere with any command sponsored meetings or events. Contact the Chief of the Mess for further information

### **Oceanside Community Club**

The Oceanside Community Club is used for special events and does not have daily use hours. The dining room area seats 106 guests.

## **Gear Locker**

There are various morale equipment available for a low cost or no cost. Below is some of the gear available. Contact MWR for more information. Contact the Geal Locker at 609-374-0767 Monday thru Friday 0700-1500.

### **Available in the Gym**

The Athletic Gear Issue Room is open during the gymnasium complex's normal operating hours. The following equipment is available at no charge:

Basketball	Racquetball	Jump Ropes	Horse Shoes	Tennis
Badminton	Wally Ball	Softball	Football	Soccer
Speed-bag	Volleyball			

### **Recreation and Camping (Rental Fee Associated)**

Golf Clubs	Corn Hole Toss	Horseshoe Toss	Badminton Set
Volleyball Set	2 and 4-Man Tents	Pop-Up Canopy	Grill
Camp Lantern	Cooler	Fishing Rods	
Air Mattress	Tables	Chairs	

### **Bikes, Boats and Boards (Rental Fee Associated)**

Bike w/ Tag Along	Bike for 2	Adult Bike	26" Kids Bike
20" Kids Bike	Surfboard	Boogie Board	Canoe
Kayak	Paddle Board	Sailboat	

### **Trailers and Tools (Rental Fee Associated)**

Flatbed 6.5' x 10'	Flatbed 6.5' x	Cargo Carrier 5' x	Cargo Carrier 6' x 12'
Log Splitter	Rototiller	Power Washer	





# Ombudsman

## *Human Resources Health, Safety and Work-Life*

[ombudsmantracencm@gmail.com](mailto:ombudsmantracencm@gmail.com)

### Ombudsman

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Support-Services/Ombudsman/>

The Ombudsman serves as a link between a Coast Guard command and the families of the command. An Ombudsman can assist families in locating resources, communicate information from the command to the families and take concerns of families to the command.

The Ombudsman is a volunteer (who may be a spouse, reservist or Auxiliarist) who is designated by a command and serves as a link between the command and families by assisting the command in its functions of providing information and related services to families regarding sources of assistance available to them, Coast Guard and command policies, and activities of interest to family members.

There are several Ombudsmen here in Cape May who serve the TRACEN and its tenant commands. Ask your supervisor, sponsor or the Family Resource Specialist (609-898-6885) who your Ombudsman is or contact the above e-mail address. This is a great resource for the family that should not be overlooked!

# Private Associations



## **Chief Petty Officers Association (CPOA) Cape May Chapter**

The Cape May CPOA is made up of active, reserve and retired E-7 through E-9s. They are dedicated to teaching and mentoring and are a supporting force for the Coast Guard command, their families and community endeavors. Normally, meetings are every third Wednesday of the month at the Chiefs' Club. Contact the Association President or Vice President for more information.

[uscgcpoa.org/](http://uscgcpoa.org/)

## **Coast Guard Enlisted Association (CGEA)**

A private organization, formed under the CPOA, our purpose is to assist our fellow shipmates, command, and community. Many enlisted folks and their families have received monetary donations when life changing events occur such as the blessed birth of a child or untimely occurrence of a house fire or unfortunate passing of a loved one. We raise this money through voluntary donation activities such as bracelet sales at recruit graduation. We remain positive, focused and have fun along the way.

## **Jersey Cape Military Spouses' Club (JCMSC)**

The purpose of the Jersey Cape Military Spouses' Club (JCMSC) is to promote the morale and well-being of uniformed personnel and their families. The club aims to do so by engaging in charitable social activities and to annually provide monetary education awards to college bound or current college students.

[www.jcmilitaryspousesclub.org/](http://www.jcmilitaryspousesclub.org/)

## **TRACEN Cape May Officer's Association (TCMOA)**

The Training Center Cape May Officer Association (TCCMOA) is made up of active, reserve and retired military officers, members of the Military Officer Association of America (MOAA) and senior civilians. The mission of TCCMOA is to encourage esprit de corps among officers and senior civilians while providing support to Coast Guardsmen and their families. TCCMOA Officer Socials are held the fourth Tuesday of every month at the Harborview. Contact the Association President or Vice President for more information.



# Tenant Commands

## **Multi-Mission Building**

Station Cape May	(609) 898-6995
Cape May Aids to Navigation Team (ANT)	(609) 898-6987
CGC ANGELA MCSHAN (WPC-1135)	(609) 495-7416
CGC LAWRENCE LAWSON (WPC-1120)	(267) 606-3512
CGC ROLLIN FRITCH (WPC-1119)	(215) 776-5665
CGC HERON (WPB-82318)	(609) 898-6870

## **Command and Mission Support Building**

Coast Guard Investigative Service (CGIS)	(609) 898-6999
--	----------------

## **Building 282**

Industrial Production Detachment Cape May (IPD)	(609) 898-6984
---	----------------

## **Building 296**

Electronic Support Detachment Cape May (ESD)	(609) 898-6600
--	----------------

## **Building FRC-1**

Maintenance Augmentation Team Cape May (MAT)	(609) 898-6252
--	----------------

## **Veterans Affairs Clinic**

VA Outpatient Clinic (Main Desk/Scheduling)

Office hours 0800-1630

(800) 461-8262 Ext 2851

# Unaccompanied Personnel Housing



## *Bruckenthal Hall*

Office hours are Monday through Friday 0800-1530

### UPH

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Visitor-Services/Unaccompanied-Housing/>

**(609) 898-6220**

The UPH comprises 73 permanent party rooms, 10 transient, 4 duty, and 7 VIP rooms. The net living area of the average permanent party berthing room, excluding the private bathroom, is about 320 square feet. Each room is provided with a separate three-fixture bathroom that includes a toilet, shower and sink. The basic furnishings provided for each member are a bed, nightstand, locker, desk, wastebasket, lamp and a desk chair. Each room contains a fridge for use by all occupants assigned to the room. Basic bed linens will be issued to personnel upon check-in. Permanent party personnel in pay grades E-4 and above will be assigned to a private room. Permanent party personnel E-3 and below will be assigned two persons to a room. Single personnel should contact the Master at Arms (MAA) at (609) 898-6220 for room availability.

Some barracks rules are below:

- The possession of any type of weapon is prohibited. Members with such items should contact the TRACEN security office at (609) 898-6915.
- Incense, candles, and/or open flames are NOT permitted. Flammable liquids and other heating devices such as space heaters or electrical blankets are also prohibited.
- Smoking is NOT permitted anywhere in the barracks. Designated smoking areas are located behind building 254 between the two wings and behind building 255 only.
- All personnel shall be appropriately attired when outside of their room. Males are prohibited from wearing earrings while on board.
- Laundry facilities are located in the common area and are for residents only.
- Residents 21 and over are permitted to consume beer (no more than one 6-pack) and ale in their OWN room. Wine and hard liquor are not permitted.
- The parking lots for UPH occupants are located adjacent to Massachusetts and Diligence Avenues. Vehicles found parked in posted "No Parking" areas will be ticketed.
- The maximum number of non-resident guests is two. Guests are only allowed in the UPH from the hours of 0800-2200.



# Uniform Distribution Center

The Uniform Distribution Center (UDC) only issues uniforms to recruits. The UDC no longer fulfills fleet orders.

## **UDC Cape May**

*Dempsey Hall (recruits only)*

**(609) 898-6746**

## **To Order Uniforms Visit**

<https://shopcgx.com/uniforms/>

# Work-Life



***Ida Lewis Building***  
**(609) 898-6882**

**The Work-Life staff hours are Monday through Friday 0730-1530**

[Work Life](#)

<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Cape-May/Support-Services/Work-Life-Services/>

## **Coast Guard Support Program**

[www.cgsuprt.com/](http://www.cgsuprt.com/)

**(855) CGSUPRT (247-8778)**

### **Child Development Services Specialist: (609) 898-6384**

*The CDSS oversees In-Home Family Child Care, the child care subsidy program, and child care resources:*

- In-housing Family Child Care (FCC)
  - Provides training and inspections for child care providers
  - Maintains list of child care providers
- Child care resources and referral
- Babysitter training
- School liaison
- Child Care Subsidy
- Child Development education

### **Employee Assistance Program Coordinator (EAPC): (609) 898-6731**

The Coast Guard Employee Assistance Program is designed to assist eligible employees and their dependents in addressing personal issues and problems before they have a negative impact on work performance and/or conduct.

The EAPC is an International Critical Incident Stress Foundation, Inc. (ICISF) certified Critical Incident Stress Manager (CISM) who can provide a response and support to those units or eligible personnel who may experience or suffer from various types of personal effects from any critical or traumatic type of event. They also provide assistance and training for Pre-Incident Critical Stress Management, Workplace Violence (WPV), and Suicide Awareness. The EAPC can also provide any referrals to CG SUPRT and can assist units in arranging on-site training from CG SUPRT on a wide variety of EAP related topics.

### **Family Advocacy: (609) 898-6925**

The Family Advocacy Program is intended to prevent and reduce the incidence of family violence and create an environment of intolerance for such behavior. Education and proper intervention and rehabilitation services result in prevention of the escalation of violence, serious injury and homicide. Services are provided to retain productive members in their careers and to support the accomplishment of the Coast Guard mission.

The following services are available:

- Victim safety planning
- Domestic Violence Assessment and Rehabilitation
- Referrals to Mental Health Providers for diagnostic assessments
- Referrals to Anger Management, Parenting Classes, Couples Communications and Substance Abuse Programs
- Ongoing case management by the FAS until successful resolution
- Referrals for financial assistance for victims
- Any other services/resource required to address the abusive situation

### **Family Resource Specialist: (609) 898-6885**

The services that can be received from the Family Resource Specialist include Special Needs training for units, information about the Coast Guard's Special Needs Program, assistance in the enrollment process, information and referrals to community support services and management of Special Needs case records.

The Family Resource Specialist can assist spouses living in government owned or leased housing with becoming Coast Guard certified Family Child Care providers. For individuals considering adoption of children, the Family Resource Specialist can provide an adoption application and information about the Coast Guard's Adoption Reimbursement Program. Annually, from January to April, family members can obtain a detailed scholarship packet listing the available Coast Guard Scholarships. Community resources by county for child and elder care programs can also be obtained from the Family Resource Specialist.

### **Health Coaching – (855) CG SUPRT (247-8778)**

Because changing habits is easier when you have the right information, tools and support, CG SUPRT offers professional health coaching to help you reach your health goals and stick with them for life. Health Coaches can help with an array of issues such as weight loss, healthy eating, fitness and exercise, tobacco cessation as well as other health and wellness related goals. Our coaches provided you with encouragement and accountability so you can attain your goals and achieve your maximum potential!



### **Personal Financial Management: (609) 898-6886**

The Personal Financial Management Program provides access to financial resources, education and training, and counseling necessary to empower Coast Guard personnel and their family members to meet personal financial goals, achieve financial security, and to remain mission ready.

The Personal Financial Manager (PFM) is the Coast Guard's financial counselor. PFMs are Accredited Financial Counselors® and the designated subject matter experts in all areas of personal finances. Areas that are normally addressed with PFMs include:

- Goal Setting and Spending Plans
- Debt Reduction and Credit Management
- Home and Car Buying Strategies
- Thrift Savings Plan (TSP) Questions
- Retirement Planning
- Service Member Civil Relief Act Questions
- Transitional and Security Clearance Challenges

### **Sexual Assault Response Coordinator (SARC) 609-898-6451 or 609-780-6152**

Provides preventive education in life-skills areas, crisis management and resource referrals. To help active-duty and family members make independent, informed decisions to improve their quality of life.

The SARC can:

- Confidentially provide appropriate care, referral support and outreach coordination for reported cases of sexual assault
- Provide emotional support and advocacy during interviews, medical procedures and legal proceedings
- Ensure services are provided from the initial report through final disposition and resolution of a sexual assault case
- Train and oversee all Victim Advocates (VA) within their areas of responsibility
- Provide sexual assault prevention education upon request for the surrounding area of responsibility

## **Substance Abuse Prevention Specialist (609) 898-6924**

*(Located in the Samuel J. Call Health Services Center, not the Ida Lewis building)*

The Substance Abuse Program is intended to provide resources regarding training, education, treatment and administrative processing that supports the Coast Guard's policy governing substance use, abuse and chemical dependency for active-duty Coast Guard members.

The following definitions apply to the Substance Abuse Program:

- **Substance Abuse Prevention Specialist (SAPS)** — Detached personnel located at major headquarters commands as full-time addiction prevention facilitators.
- **Command Drug and Alcohol Representative (CDAR)** — Unit members who serve as consultants and advisors to their parent command in the administration of the unit Substance Abuse Prevention Program. CDARs are not counselors and should not be perceived or utilized in a counselor capacity.

Information regarding the Substance Abuse Program is not confidential. However, personal, member information pertaining to substance use, abuse and chemical dependency is strictly confidential and shared only on a "need to know" basis.

This Page Intentionally Left Blank

# USCG Training Center Cape May



## The Coast Guard's Hometown!