

# Chief Petty Officer Academy



## Pre Work/Arrival Checklist

Ensure the following items are complete prior to your arrival at the CPO Academy.

**Select 2 Memo Topics**

While attending the CPO Academy you will be tasked with drafting an memo based around a Coast Guard or Unit level issue that could be changed or addressed via a policy change. Before you report to the CPO Academy put some thought into this and decide upon two topics that you may be able to write a paper on. **DO NOT** write a essay on these topics prior to arrival. Upon arrival you will participate in two writing workshops designed to help you prepare a policy change/recommendation in order to meet the requirements of the following RPQ.

**RPQ: 7.3.2: DEVELOP** unit level policy

**WEIGH-INS**

Please review the CG Weight and Body Fat Standards Manual 1020.8(series). You received resident training orders to attend "C" school and as such, you must be weight compliant to execute your orders. **Commands shall screen members not more than 30 days prior to and at least 15 days prior to class convening.** Please verify that your weigh-in information is correctly entered into DA at the soonest. Members whose weight is not recorded in DA within the allotted time may have their orders cancelled. Members who received orders late shall record their weight as soon as possible or you will be weighed upon arrival. Those members found not compliant and placed on probation for a period longer than the course duration will be immediately returned to their unit.



## PHYSICAL FITNESS & WELLNESS REQUIREMENTS

Participation in the CPO Academy PT program is mandatory and you are required to complete the enclosed STUDENT MEDICAL PACKET prior to departing your unit. Please scan and email completed packets to [D11-SMB-TCPet-CPOA-Med@uscg.mil](mailto:D11-SMB-TCPet-CPOA-Med@uscg.mil) Include your name and class number in the subject line of this email.

**Staff Point of Contact: MKCS Jameson Hannaman / [jameson.d.hannaman@uscg.mil](mailto:jameson.d.hannaman@uscg.mil)**



## MBTI ASSESSMENT

In a separate email you will be provided guidance on how to use and complete the online administration system for the Myers-Briggs Type Indicator (MBTI). This assessment will take 45-60 minutes to complete.

**Staff Point of Contact: MKCS Jameson Hannaman / [jameson.d.hannaman@uscg.mil](mailto:jameson.d.hannaman@uscg.mil)**



## PUBLIC SPEAKING TRAINING

You are required to complete a 30 minute online public speaking course prior to your arrival. The following document is a job aid for completing the training. **PLEASE BRING A PRINTED COPY WITH YOU**

**Staff Point of Contact: MECS Alan Kinman / [alan.r.kinman@uscg.mil](mailto:alan.r.kinman@uscg.mil)**



## 360 DEGREE ASSESSMENT

Soon, you will be receiving an invitation to complete a Leadership Practices Inventory (LPI) 360 Assessment. **This is a MANDATORY assignment, and you must complete the assessment prior to your arrival.** Once completed, you must also send the assessment to 15-20 “observers.” These observers should be your current and previous supervisors, direct reports (junior members), co-workers, and peers. Solicit these observers early and remind them often to complete the assessment, as the results will be a foundational part of your in-class workshop. It is vital to get as many responses as possible to complete the assignment. Enclosed you will find a draft email message to help solicit your LPI 360 observers. Feel free to use/edit it as **needed**.

**Staff Point of Contact: MKCS Jameson Hannaman / [jameson.d.hannaman@uscg.mil](mailto:jameson.d.hannaman@uscg.mil)**



## UNIFORM ITEMS

The uniform of the day is tropical blue with combination cover; ODUs will be authorized as directed. **Both uniforms are required.** Authorized outerwear includes the windbreaker, trench coat or Foul Weather Parka.

The Air Force uniform is short sleeve blue uniform combination with ribbons, excluding tie or tab with either the flight cap or service cover. USCG ODUs are equivalent to ABUs.

The uniform for graduation will be Dinner Dress Blue; an optional uniform is Dinner Dress Blue Jacket. Uniform requirements are contained in [https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM\\_1020\\_6L.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CIM_1020_6L.pdf), Chapter 3.

**We recommend that each student carefully review the uniform requirements and order required items before departing for training.**



## PT UNIFORM

The service physical fitness uniform is required for all group PT activities.

The USCG sweatpants and sweat shirt are the only allowed PT uniform outerwear while attending the CPO Academy but are not required. Unit outerwear is not authorized. Base layer clothing is authorized to be worn with the Coast Guard PT uniform. Visible base layer can only be black, navy blue, white or grey in color with no visible logos. Socks worn with PT gear will be navy blue, black, grey or white and not detract from a military appearance.

Swimsuits: Females should bring a modest one piece swimsuit and males should bring appropriate swim shorts.

Your physical activities include participating in exercise classes, running, walking, cycling, strength training, and swimming. Students should bring personal athletic shoes in good condition.