

**READ THE ENTIRETY OF THIS PACKET PRIOR TO  
REPORTING TO INDOC!**

Horsley and Steadman Hall  
“A” School Student Guide



REV: JAN24

# Welcome to the Barracks at TRACEN Petaluma

On Monday morning at 0805 in INDOC class, an MAA staff member will provide you with a detailed orientation covering all of the rules, regulations, and expectations that will be required of you while residing in the barracks. You will be afforded an opportunity to ask any questions that you may have at this time. However, if you should have any issues prior to that morning that requires immediate attention contact the Duty Master at Arms (DMAA).

At check in, you signed paperwork that shows you took possession and responsibility for the condition of the property located in your assigned barracks room. Therefore, upon entering your room for the first time you must verify, and check on the conditions that you signed for. Additionally, the room should be ready for your arrival with clean linens, a pillow, and other amenities such as toilet paper and trash bags (**NOTE: The linens issued to you upon check in are yours for the entire duration of school. It is your responsibility to launder them**). If you find the condition of your room otherwise, contact the DMAA immediately. During your stay if you need extra cleaning materials they can be found in the cleaning gear lockers located at the end of hallways.

Prior to INDOC you are required to read the entirety of this package.

- CMAA Welcome Letter
- Petty Officer Indoctrination Program Letter
- TRACEN Hours of Operation
- TRACEN Map
- TRACEN INST 11103.1B (Students Rules and Regulations)

Lastly, the Commanding Officer of TRACEN has entrusted me with two missions; to ensure that you are provided with a suitable room conducive to a professional learning environment, and to maintain good order and discipline within the Barracks. If for any reason you do not feel that these orders are being met, contact me directly (office is located on Steadman Hall Quarterdeck / ext. 7962).

## Petty Officer Indoctrination Program

The Petty Officer Indoctrination Program (INDOC) at TRACEN Petaluma is designed to refocus student knowledge/skills/abilities in proper uniform wear/grooming, customs & courtesies and Coast Guard/base policies. INDOC Petty Officers are also charged with facilitating the Apprentice Leadership Program (ALP) training which will give students a first look into what it takes to be a leader and Petty Officer. For INDOC week related questions or concerns, INDOC Petty Officers are on call and can be reached via our cell phones at the following numbers:

**AETC Jason Garrett**  
**(916) 577-3567**

**IT2 Green, Rosa**  
**(707) 765-7464**

All students must report and be formed up (by class) no later than **0730** Monday morning at the **Lat/Long** for initial uniform inspection. (Foul weather: meet at Horsley Hall Quarterdeck) **The uniform of the day is Tropical Blue with combo cover with slacks and oxfords. (See following page for the proper uniform. If a uniform is not listed. It is not authorized in INDOC). Check the weather the night before reporting. If foul weather is expected, bring your Foul Weather Parka. Students shall arrive fed (galley opens @ 0600) and well rested (staying awake is an expectation) with the following items in hand:**

- Military ID (CAC)
- Room Key Card (or hard key if card was unavailable)
- Medical record (if hand carried)
- Travel orders (with receipts)
- Cell phone (completely turned off)
- DO NOT BRING ANYTHING ELSE. I.E. No Back Packs, Coffee Cups, Tablets

As Coast Guard members, it is our responsibility to know uniform/grooming standards. Putting effort into appearance shows maturity and devotion to duty. A well maintained uniform will make a lasting first impression that can help in the transition from the fleet back to a training environment. For more detailed questions concerning uniforms, refer to [COMDINST M1020.6 \(series\) UNIFORM REGULATIONS MANUAL](#). If anything is still unclear, **ask an INDOC Petty Officer**. Students will meet the Commanding Officer (CO), Command Master Chief (CMC), Training Officer (TO) The TO is the CO of Student Personnel, Monday morning so impressing them should be a priority.

**Congratulations! You are here because your previous Command decided that you are ready to be a Petty Officer and a leader in the United States Coast Guard. You should not take that privilege lightly. TRACEN staff will be meticulously evaluating you from day one through graduation.**



Men



Women

Authorized Uniform Items	Additional Comments
Light Blue Shirt	Short sleeve (Men wear men's shirt. Women may wear women's shirt or Over blouse, or men's shirt.)
Long Trousers/Slacks	Blue Dress Trousers/Slacks, Wash and Wear Blue Dress Trousers/Slacks.
Collar Insignia	Enlisted: Collar devices.
Nametag	Worn over wearer's right pocket.
Ribbons	Worn over wearer's left pocket.
Qualification Insignia	See Chapter 4.B.4 of the uniform manual for proper wear instructions.
Black Socks	Black Socks are worn with oxfords;
Black Oxford Shoes	Oxfords required. Optional high-gloss.
Belt with Buckle	Standard 1 ¼ inch black web belt with brass buckle. 1 ¼ inch nylon belt is optional
Head Gear	Combination cover



## WELCOME TO TRACEN PETALUMA!

At MWR, we are here to support you through your time onboard TRACEN while you train with the best staff in the Coast Guard. We offer multiple amenities to keep you mission ready, boost your spirits and keep you occupied!

### Gym Hours

Monday - Thursday 0515 - 2200  
Friday 0515 -2100  
Sat, Sun & Holidays 0800 - 2000

Monday – Friday  
0800 - 1700

### Aquatic Center Hours

Lap Swim M-F 0530 - 0700;  
1030 - 1300; 1600-1800  
Open Swim Sat & Sun  
1100 - 1600

### Consolidated Club

Offering Trivia Tuesdays, Jukebox  
Bingo Tuesdays & Karaoke  
Thursdays  
Monday - Sunday  
1700 - 2300

### Ticket Office/Library

Check home email, borrow  
books & DVDs, purchase  
discounted tickets for local  
attractions, get car rental  
information

### Two Rock Pizza

Incredible pizzas, burgers and  
more!  
Lunch Mon - Fri 1100 - 1300  
Dinner Mon - Sun 1700 - 2200



### **The Hub Store**

Coffees, teas, smoothies,  
grab-n-go food and  
more!

Open 24 hours

***(Turn over for more!)***

### **Movie Theater**

Evening shows

Mon - Sun 0700

Matinees

Sat & Sun 1400

Check our website for movie  
listings!

### **Guest Lodging**

Best rates around! Bring  
your family for graduation!

Office Hours

M - F 0800-1700

Step 1. Connect to WiFi named USCG-Guest on your device.

Step 2. You will automatically be brought to a webpage <https://petaluma-cp-1.cgwifin.net>. Select the USCG icon.

Step 3. You will now be asked to create an account

**[www.PetalumaMWR.com](http://www.PetalumaMWR.com)**

for Galleria WiFi. In the box titled "Your Name", type in your first and last name. In the Box Titled "Email Address", type in your USCG work Email (example; [John.M.Smith@uscg.mil](mailto:John.M.Smith@uscg.mil)) . Check the box for the terms of use agreement after reviewing the terms, then select "Register".

Step 4. An Email containing your password will now be sent to your work email you entered in step 3.

Step 5. Connect to the Wifi USCG-Guest. You will once again be brought to the Galleria WiFi page. Select USCG. When the Login Screen appears, select the link at the bottom that says "sign in". You will then be brought to a page where you can enter your email address and the password that was sent to your email. Once your information has been entered, you can now connect to USCG-Guest WiFi.

### **Bowling Center**



Monday - Sunday  
1700 - 2200

TIGHTWAD TUESDAY - Free  
Bowling & Shoes!  
\$5 / lane per hour  
\$1 shoe rental

Check our website for  
additional rental  
information!

NorCal has great camping  
opportunities!

Check equipment out at the  
gym!

### **Recreational Equipment**

Make use of your free time  
and borrow our tents, sleeping  
bags, coolers and more!

Check out our facilities by  
visiting our website:

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

Up to the minute  
information on Facebook!

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

# TRACEN HOURS OF OPERATION

## GALLEY

Weekdays-  
BREAKFAST 0600-0715 LUNCH  
1100-1230  
DINNER 1630-1745

Weekends-  
BREAKFAST 0800-1000 BRUNCH  
1100-1230  
DINNER 1630-1730

## EXCHANGE

WEEKDAYS 0900-1900  
WEEKENDS 0900-1900

## GUEST/"C" SCHOOL LODGING

WEEKDAYS 0800-1200  
1300-1500  
WEEKENDS CLOSED

## GYM

MON-THURS 0530-2200 FRIDAY  
0530-2100  
WEEKENDS 0800-2000

## MWR/LIBRARY

WEEKDAYS 0800-1900  
SATURDAY 0800-1300  
SUNDAY 1300-1800

## IRC

MON-THURS 0730-2200  
FRIDAY 0530-1600  
SATURDAY CLOSED  
SUNDAY 1000-1600

## TAILOR SHOP

MON-FRI 1100-1400  
1530-1700

## BARBER SHOP/SALON

MON-FRI 1000-1900  
CLOSED FOR LUNCH 1330-1430  
SAT APPOINTMENT

## BOWLING

M/W/F (FREE BOWL) 1100-1300  
TUES/THURS (LEAGUE) 1100-1300  
SUN-WED 1700-2300 THURS-SAT  
1700-2400

## MEDICAL

MON-WED 0700-1100  
1200-1530  
THURSDAY 0700-1100  
FRIDAY 0700-1100  
1200-1530  
WEEKENDS CLOSED

## DENTAL

MON-FRI 0700-1100  
1200-1530

## PHARMACY

MON-WED 0700-1100  
1200-1530  
THURSDAY 0700-1100  
FRIDAY 0700-1100  
1200-1530  
WEEKENDS CLOSED

## POST OFFICE

MON-FRI 1000-1400

## COFFEE SHOP

WEEKDAYS 0600-2200  
WEEKENDS 0800-2200

## E-CLUB

SUN-WED 1700-2300  
THURS-SAT 1700-2400

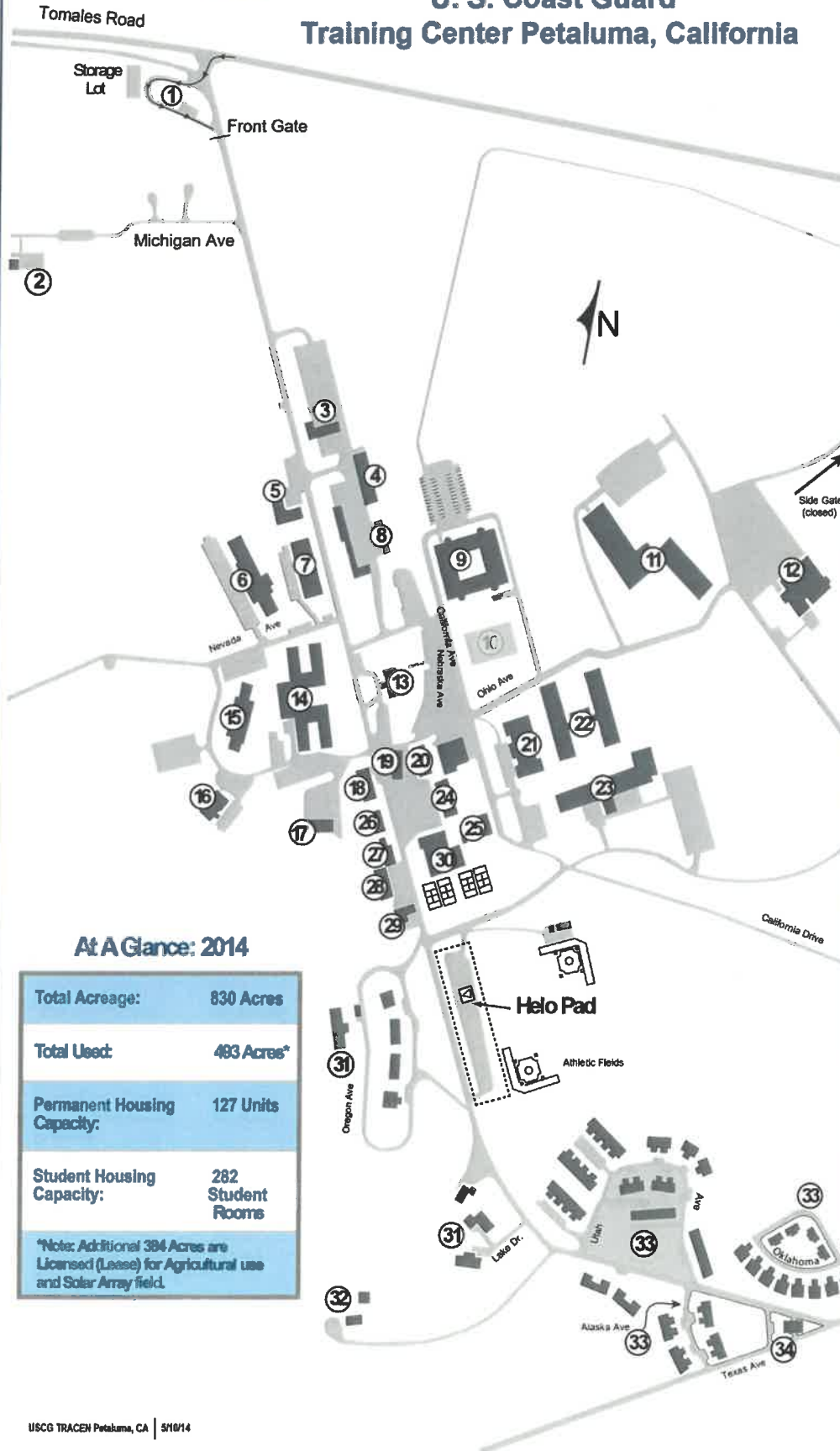




# FACILITIES MAP



## U. S. Coast Guard Training Center Petaluma, California



- 1 ID/Parking Pass Office 101
- 2 Small Arms Firing Range
- 3 Motor Pool / GSA Vehicles 170
- 4 Supply / Shipping and Receiving 165
- 5 "Anchorage" Chiefs Hut
- 6 Consolidated Club 134  
Bowling Alley  
Guest Alley
- 7 "Harrison Hall" BOQ/CPOQ 141
- 8 Building 150  
Customer Support Center "CSC"  
Housing Office  
Facility Engineering
- 9 Juliet Nichols Building "JNB" 543  
Training Staff  
CPO Academy  
Instructional Systems School "ISS"  
Yeoman School  
Storekeeper School  
Non-Resident Subject Matter Specialist  
Curriculum Development Team (CDT)  
Instructional Support Team (IST)  
Duplication Shop
- 10 Building 570 (Removal 2014)
- 11 Bauer Building 544  
Electronic Technician School  
Operations Specialist School  
Information Systems Technicians School
- 12 MCOPOCG Charles L. Calhoun Building 500  
NSC C4ISR Training FRC Trainer School
- 13 Command Staff 140  
A-Division
- 14 H Complex 122/123/124/125/128  
Food Services School  
EMT School  
Health Services Technicians School  
IDHS Coming Soon
- 15 Mace Hall 130  
Beauty Salon & Barber Shop  
Dry Cleaners  
FSAT Offices  
MMR  
Post Office  
Tailor Shop
- 16 Clinic 225
- 17 CG Exchange
- 18 Fire Station
- 19 Chapel
- 20 Theater
- 21 Haley Hall Dining Facility
- 22 Steadman Hall
- 23 Horsely Hall
- 24 MMR Office  
Coffee Shop  
Library
- 25 Swimming Pool
- 26 Sea West Credit Union
- 27 Police Department
- 28 ESO
- 29 Gas Station  
Subway
- 30 Gymnasium
- 31 Officers & Senior Enlisted Housing
- 32 Salamander Creek
- 33 Enlisted Housing
- 34 Child Development Center
- 35 Teen Center  
Lake Recreation Area  
Back Gate (closed)

### At A Glance: 2014

Total Acreage:	830 Acres
Total Used:	483 Acres*
Permanent Housing Capacity:	127 Units
Student Housing Capacity:	282 Student Rooms
*Note: Additional 344 Acres are Licensed (Lease) for Agricultural use and Solar Array field.	

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Training Center Petaluma

599 Tomales Rd  
Petaluma, CA 94952-5000  
Phone: (707) 765-7320  
Fax: (707) 765-7329

TRACENPETINST 11103.1D  
23JAN24

COAST GUARD TRAINING CENTER PETALUMA INSTRUCTION 11103.1D

Subj: STUDENT RULES AND REGULATIONS FOR HORSLEY AND STEADMAN HALL

1. PURPOSE. This directive establishes the rules and regulations for all personnel assigned to living quarters in Horsley and Steadman Hall.
2. ACTION. All residents must comply with the provisions of this instruction. Master at Arms Division personnel (MAA), Officers of the Day (OODs), and Duty Master at Arms (DMAA) watchstanders must familiarize themselves with the contents herein. Internet release is authorized.
3. DIRECTIVES AFFECTED. CG TRACENPETINST 11103.1C is cancelled.
4. DISCUSSION. This instruction is intended to provide an environment that ensures the comfort, health, safety, and privacy of all residents as well as one favorable to good order and discipline, training, and studying. These rooms are not a college type dormitory, they are military barracks, designed to offer a quiet and professional atmosphere for students attending both "A" and "C" Schools at Training Center Petaluma (TRACEN). The Chief Master at Arms (CMAA) is primarily responsible for the enforcement of this policy with resources such as OODs, CG Police, and DMAAs available to support as appropriate.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Instituting the requirement of bi-weekly field day of passageways, communal heads, students lounges/common spaces and ladder wells.
7. IMPACT ASSESSMENT. This instruction reinforces common accountability practices. This task does not impose significant workload increases to personnel assigned to TRACEN Petaluma or its tenant commands.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National

TRACENPETINST 11103.1D

Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. **DISTRIBUTION.** No paper distribution will be made of this instruction. An electronic version will be located on the TRACEN Petaluma CG Portal Page.
  10. **PROCEDURE.** While it is impossible to address every type of incident, minor violations of the rules and regulations provided in this directive will normally be handled in the following manner:
    - a. First Incident - Students are warned that their behavior is inappropriate and contrary to our rules and regulations. MAA staff will send a courtesy notification to the student's class advisor.
    - b. Second Incident - Student receives a negative Student Incident Form (SIF). MAA staff will notify the class advisor and School Chief via email.
    - c. Third Incident – CMAA will submit an adverse administrative remark (CG 3307 – P&D7) to the AO for signature and cc the Training Officer (TO) and School Chief.

**\*\* If a single incident warrants an adverse administrative remark or CG-4910, the CMAA will notify the Administrative Officer (AO) via email and cc the Training Officer (TO). \*\***
  11. **RECORDS MANAGEMENT CONSIDERATIONS.** This instruction has been evaluated for potential records management impacts. The development of this instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
  12. **FORMS/REPORTS.** The forms referenced in this instruction are saved in the TRACEN public folder located at P:\TRACEN\Command\Admin-Division\Housing-Barracks\CMAA and the active forms will be posted on the TRACEN CG Portal page.

13. REQUEST FOR CHANGES. Individuals may recommend changes by writing via the chain of command to: Commanding Officer (Attn: AO), U.S. Coast Guard Training Center Petaluma, 599 Tomales Road, Petaluma, CA 94952.

CHONG.MATTHEW.M.1 Digitally signed by  
180295697 CHONG.MATTHEW.M.1180295697  
Date: 2024.01.24 10:33:03 -08'00'

MATTHEW M. CHONG  
Captain, U.S. Coast Guard  
Coast Guard Training Center Petaluma

- Encl: (1) Rules and Regulations  
(2) Definitions  
(3) Room Inspection Report Form  
(4) Maintenance Request Form  
(5) Student watchstander duties and responsibilities

## **RULES AND REGULATIONS FOR HORSLEY & STEADMAN HALL**

1. **APPROPRIATE ATTIRE.** The Uniform of the Day or appropriate civilian attire is required for general wear around the barracks. Civilian attire will not contain offensive or suggestive pictures and/or words. Underwear, robes, pajamas, and other types of sleepwear are prohibited in lounges, passageways or any common area. Bare feet, socks, or stockings are not permitted outside of barracks rooms. Students should ensure that doors and blinds are closed while disrobing.
2. **AUTHORIZED RESIDENTS.** The only authorized residents of Horsley Hall and Steadman Hall are personnel attending or affiliated with a school that TRACEN Petaluma offers, or as the Command may direct on occasion.
3. **CELLULAR TELEPHONE USE.** See CG TRACENPETINST 2013.1 Series for the Training Center's policy regarding Cellular Telephone use in and around the barracks.
4. **FIELD DAY.** A-School Residents will be required to participate in bi-weekly field day of their spaces. Field day will be on Fridays from 1600 – 1630. Class leaders will report to the DMAA or OOD upon completion.
  - a. DMAA will provide access to 3<sup>rd</sup> deck gear locker for wing restocking.
  - b. Students will muster outside assigned barracks room at 1545.
  - c. Muster will be conducted by Class Leaders and will report all hands accounted for to Class Advisors (via text or by phone call)
  - d. All hands will field day passageways, communal heads, student lounges/common areas, and ladder wells.
  - e. Passageway floors will be vacuumed.
  - f. Heads will be cleaned, swept and swabbed, restocked and trash removed.
  - g. Lounges will be vacuumed, all trash, food and gear adrift will be removed.
  - h. Cleaning gear locker on each wing will be and restocked and made presentable.
  - i. Upon completion of field day, Class leaders will inspect spaces, report to DMAA/OOD and grant liberty.
5. **CHECK OUT PROCEDURES**
  - a. **VOUCHER.** Before checking out, all occupants of a room will report to the front counter of Horsley Hall.
  - b. **EXPECTED ROOM CONDITIONS.** Occupants will ensure that there has been no damage to the room or its furnishings during their visit. If any damage occurs through negligence during occupancy, the students will be held responsible and charged for any damages. The room will be inspected by the MAA staff and have to pass the inspection before the last occupant checks out.

- c. **RETURN LINEN.** All Horsley and Steadman Hall residents shall return linens to the front counter at Horsley Hall.
  - d. **NEW LINEN ROLL.** The occupants of the room will go to the front counter at Horsley Hall to get a clean linen roll and place on their empty rack.
  - e. **CHECK OUT HOURS.** Check out inspection hours are 0830-1145 and 1245-1430 Mon-Fri with the MAA Staff. DMAA can conduct inspections any day from 1800-2200. If for any reason a student cannot check out during designated hours, then the MAA staff must be notified no less than one day prior to graduation, so alternate arrangements can be made.
  - f. **LIBERTY VAN USAGE.** Taxi is the preferred transportation to the Petaluma Fairgrounds since taxis are a reimbursable expense on orders. Graduated students may utilize the liberty van to get to Petaluma Fairgrounds during normal liberty van hours if there is room after students on liberty have loaded. If the liberty van is at max occupancy, members will need to call for a taxi or wait until the next scheduled run.
6. **CLEANING GEAR.** Cleaning supplies are located in gear lockers on every deck. Cleaning supplies not found in gear lockers may be requested through the MAA/DMAA.
7. **DOORS AND LOCKERS.**
- a. Room doors and all locker doors must remain locked when not in use. Students will receive an index card in their welcome envelope to label their lockers; extra index cards are available at the front counter at Horsley Hall. Students shall keep all valuables locked up to avoid theft. Locker index card shall be written neatly and show the student's first and last name, rank, class number and graduation date.
  - b. Any locker found unlocked during inspection may be opened to determine their condition. Any contraband found during the inspection of open lockers will be confiscated and noted on the inspection report. Appropriate administrative action will be taken.
8. **EARTHQUAKES**
- a. **HISTORY.**
    - (1) Two major faults, San Andreas and Healdsburg-Rodgers Creek, are located in Sonoma County, along with eight lesser-known, yet possibly active faults.
    - (2) The 1906 earthquake, located on the San Andreas Fault, totally destroyed Santa Rosa, killing 105 persons in Sonoma County. The 1969 earthquake, centered on the Healdsburg-Rodgers Creek Fault, caused over 8 million dollars in damage to Santa Rosa.



- b. HOW TO PREPARE.
  - (1) Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Know the safe spot in each room: under sturdy tables, desks, or beds.
  - (2) Know the danger spots in each room such as windows and mirrors, hanging objects, and tall furniture.
  - (3) Do not place any large items on top of lockers due to falling hazards.
- c. DURING AN EARTHQUAKE. Minimize your movements take a few steps to a nearby safe place.
- d. IF INDOORS WHEN THE SHAKING STARTS.
  - (1) Drop to the ground; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - (2) Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
  - (3) Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
  - (4) Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
  - (5) Stay inside until shaking stops and it is safe to go outside. Do not run downstairs or outside unless there is a fire in addition to the earthquake Research has shown that most injuries occur when people inside buildings attempt to leave.
  - (6) Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
  - (7) Do not use the elevators.
- e. IF YOU ARE OUTSIDE WHEN THE SHAKING STARTS.
  - (1) Stay there.
  - (2) Move away from trees, overhanging abutments, bridges, buildings, streetlights, and utility wires etc.

(3) Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

f. IF YOU ARE IN A MOVING VEHICLE WHEN THE SHAKING STARTS.

(1) Stay there.

(2) Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

(3) Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

g. AFTER AN EARTHQUAKE.

(1) After the shaking stops, be alert for aftershocks. Do not turn on electrical switches or light a match until the room has been found to be free of gas leaks. Use a flashlight, if necessary.

(2) Check others for injuries and render first aid to your level of training if necessary. Ensure others are aware of safety precautions. Muster in designated areas and check for structural damage from a safe distance.

(3) If the building is unsafe, proceed to the nearest safe area. Stay away from downed power lines, damaged structures etc. If possible and safe to do so, always assist fellow shipmates.

(4) Cooperate with emergency service officials as directed.

h. IF TRAPPED UNDER DEBRIS.

(1) Do not light a match.

(2) Do not move about or kick up dust.

(3) Cover your mouth with a handkerchief or clothing.

(4) Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

9. EXTENSION CORDS, LIGHTS AND CABLES. One single multiple outlet surge protector per student is authorized. All cords and TV cables must be in good condition and cannot bend around corners, hang from or attach to furniture. Cords must not be covered or taped to walls or doors and window frames. Cords shall not be laid across the middle of the floor. The student will move all cords identified as a trip hazard by the MAA.
10. FIRE ALARM
  - a. ALARM SYSTEM/PA SYSTEM.
    - (1) All areas in TRACEN barracks are equipped with smoke detectors, which will sound an audible alarm when smoke is detected, including the audible alarms that can be heard in every barracks room.
    - (2) No person should tamper or try to bypass any alarm device. Be aware that any tampering with alarms will sound a trouble alarm at the panel and the location of the device will be printed out along with the time that the tampering took place.
    - (3) It is a federal offense to tamper with or vandalize any fire safety systems. Administrative or disciplinary action will be taken.
    - (4) All areas in TRACEN barracks are equipped with PA speakers; no person should tamper with the PA speakers or volume. Tampering with PA speakers may result in administrative or disciplinary action.
  - b. SPRINKLER SYSTEM.
    - (1) Sprinkler heads are individually activated by heat. If a sprinkler head is activated and there is no alarm, then notify the MAA/DMAA at the front desk immediately. The MAA/DMAA will notify the Fire Dept by dialing 911.
    - (2) Only the Fire Department has the authority to shut off the water. Sprinkler head activation will normally also activate the fire alarm system.
  - c. STUDENT RESPONSIBILITY.
    - (1) If the fire alarm is activated, all occupants must leave the barracks. No one should try to silence or reset the alarm. Deactivation of the fire alarm will occur by fire department personnel after the source of the alarm has been determined.
    - (2) After evacuating the building, Horsley Hall and Steadman Hall residents shall muster with the MAA/DMAA on the basketball courts on the east side of Steadman Hall. If that muster location falls within the danger area, then muster shall take place at the helo pad located above the softball field. Occupants will not reenter the building until directed by the Fire Department.

11. FOOD.

- a. Food may be stored in rooms if kept in airtight containers to prevent insect and rodent infestation. Food found in rooms that is not sealed correctly will be confiscated and result in an automatic room inspection failure for that day.
- b. Drinks in an open container or in a container that cannot be sealed properly will be confiscated and result in an automatic room inspection failure for that day.

12. FURNITURE ARRANGEMENT.

- a. In accordance with applicable safety regulations furniture shall not block windows or vents. Moving furniture or the addition of non-standard furniture is only allowed with CMAA approval.
- b. Students with a medical condition, which requires their rack to be lowered or requires other furniture, should submit a maintenance request to the MAA staff along with a copy of the medical chit. A member of the MAA staff will take action within 48 hours of receipt.

13. GENERAL CARE OF ROOM. Students will adhere to the following guidelines while caring for their barracks room

- a. Racks will be made neatly at all times.
- b. Personal linen including sleeping bags may be used but must be kept neat. Mattress and Pillow must be covered.
- c. Footwear – Only two pairs of shoes are allowed to be stored neatly near the rack. All other footwear must be stored inside the assigned locker.
- d. Lockers, including all valuables, shall be locked up at all times.
- e. Carpets will be vacuumed and stains removed.
- f. Decks will be swept and swabbed.
- g. Heads must be kept clean and sanitary on a daily basis. The only items authorized on sink counter tops are spit kits. For Horsley Hall residents all cleaning gear must be kept in white milk crate. For Steadman Hall residents all cleaning gear must be kept under the sink.
- h. Desks, nightstands, sink tops, and locker tops shall be kept clean and uncluttered. Nothing shall be kept on top of lockers.
- i. Painting, marking, or scarring of rooms and/or furnishings is prohibited.

- j. Nails, tacks, or tape will not be placed on walls, ceilings or attached to any barracks furniture.
- k. The screen covering the window is part of the furniture and must be present and in good condition during the check out. If the screen falls off the window it is the responsibility of the occupants to put it back. If the screen is missing, the occupants must notify the MAA staff.
- l. The window must be closed during inclement weather.
- m. Do not move room furniture without approval.
- n. Discard trash daily in designated dumpsters only (designated dumpsters are located behind Horsley Hall, not in lounges or trashcans around the barracks).
- o. Students will return barracks linen to the linen bin upon check-out.

14. HEATING

a. HORSLEY HALL.

- (1) Room thermostats do not directly affect the room's heating system. The thermostats sense the temperature, opening and closing valves accordingly. Adjustment to the thermostat will affect other settings and may only be done by technicians familiar with the equipment.
- (2) Do not attempt to control the room temperature by adjusting the thermostat, closing the vent in rooms, or closing the intake vents in the hallways. Restricting the circulation in the room affects the entire system and causes heat loss and discomfort to residents in other rooms.
- (3) If it is unusually cold in the room, submit a work order through the MAA/DMAA. Extra blankets will be provided, if needed.

b. STEADMAN HALL.

- (1) Thermostat controls are on the heating unit in each room. This is not an air conditioning system. Any other adjustments to the heating system must be made by Facilities Engineering.
- (2) If it is unusually cold in the room, submit a work order through the MAA/DMAA. Extra blankets may be provided, if needed.

15. LAUNDRY ROOM.

- a. Laundry facilities are located in each of the barracks buildings. Immediate families of "A" School students who are in Guest Housing may use the laundry facility in Horsley Hall.
- b. Articles shall be removed from both washers and dryers immediately after completion of machine cycle. Washers and dryers shall not be overloaded, and dryer lint traps shall be cleaned immediately after each use. Any clothing items left unattended will be lucky bagged.
- c. Bleach is not permitted in the laundry room at any time.

16. LINEN. Residents of Horsley Hall and Steadman Hall are issued one pillowcase, two sheets and a blanket upon arrival. Residents are responsible for laundering their own linen. Linen will be turned in dirty upon graduation check-out, see checkout section for more information about check out procedures.

17. LOST ROOM KEYS.

- a. Students who lost their room key must report to the front desk in Horsley Hall.
- b. If a student finds a room key, return it to the front desk at Horsley Hall.

18. LOUNGE AREAS.

- a. Students share the use of lounges areas and are responsible for their cleanliness. Clutter, spills and other messes shall immediately be cleaned up. Barracks residents shall help each other in maintaining clean spaces. Students may connect game consoles, DVD players, or streaming devices to the televisions in the recreational areas, but if someone would like to watch TV, they have priority.
- b. The Main Lounge TV rooms in each of the barracks buildings are available for authorized residents and visitors from 0800-2200 daily.
- c. The Side TV Lounge areas are available for authorized residents of that wing only during the following hours:
  - (1) 0800-2200 Sunday through Thursday
  - (2) 0800-2400 Friday and Saturday
- d. Sleeping is not permitted in any lounge area at any time. The volume of the TV's must be kept down after 2200.



19. LUCKY BAG. The lucky bag consists of items that are donated, confiscated, lost and found, not claimed or left in rooms after check out as well as uniform items surrendered from members being discharged from the Coast Guard. Lucky bag uniform items can be purchased at a lower cost than the regular price Uniform Distribution Center. To purchase bring cash, to the MAA Staff at Horsley Hall during normal working hours of 0730-1530.
20. LUGGAGE CARTS. There are luggage carts located on the first deck in Horsley Hall. They must be returned immediately after use.
21. MAINTENANCE. Maintenance problems must be reported promptly to the MAA by submitting a Maintenance Request form (See enclosure (4)) located at the front counter of Horsley Hall. Please report problems quickly to avoid delays in correcting them. Students shall notify the DMAA or MAA staff of any emergency.
22. MEDICAL HOLD. Students held back after graduation for Medical Hold will remain in their current room if their room is not needed for incoming students. If the room is needed for incoming "A" school students or they are staying for an extended period of time (i.e. more than one week) they may be moved.
23. NOISE LEVELS. Noise levels in rooms and hallways will be kept at a level that does not disturb neighboring rooms. This is especially critical after TAPS 2200. Audio equipment and TV's may be confiscated if they are continuously played at levels that are disruptive. Confiscated equipment must be picked up from the CMAA during normal working hours while checking out of the barracks.
24. OCCUPANT OWNED FURNISHING. Students are assigned one desk, one dresser and one locker. Students may have personal items in the room if approved by the CMAA. Personal items must be in good taste, good repair and cannot result in overcrowding of the room. Students are not permitted to use furniture in room that would ordinarily belong to another student. (i.e. if there are one or two empty racks in the room, students are not allowed to use the furniture that belongs to those racks as extra storage).
25. RECREATIONAL GEAR. Any abuse of these areas or equipment will result in the MAA Staff or DMAA securing the area. Report all recreational gear problems and damage to the MAA Staff or DMAA.
26. ROOM CHANGES/SWAPS. Students may be required to change rooms for a variety of reasons. If a room swap needs to occur, a memorandum will be placed on the student's door. Compliance with the instructions contained in the memo and the deadline for moving are expected. Swaps will occur only if ordered by the CMAA.
27. ROOM INSPECTIONS.
  - a. Occupants' rooms must be kept in a clean and orderly fashion at all times (per enclosure (3) of this Instruction). To ensure a high standard of cleanliness, all rooms will be formerly inspected by the MAA Staff or a school representative a minimum

Enclosure (1) to TRACENPETINST 11103.1D

of once each week, time permitting. In addition to formal room inspections, rooms may be inspected at any time to ensure health and safety standards are met by the OOD, DMAA, MAA Staff, or the CMAA.

- b. It is the responsibility of the room occupants to keep their room and lockers locked while not in the room.
  - c. If a room fails an inspection, the students will be re-inspected the following day. If they fail the second inspection, a SIF will be completed. If a room fails again a CG-3307 will be drafted and sent to the AO for determination.
  - d. All failed room inspections due to unsanitary conditions, may be required to pass a re-inspection the same day by the MAA Staff prior to liberty being granted to specific residents, or all room occupants.
  - e. If for any reason a student checks into a room that is unsatisfactory, they must notify the MAA staff immediately.
  - f. See enclosure (3) for Training Center Petaluma Inspection Report.
28. SIQ STUDENTS. Students who have been deemed contagious by medical may be separated from the general population in accordance with their SIQ chit. These students must remain in their room as much as possible to eliminate spreading flu type viruses.
29. SEA BAG LOCKER. Any large items that will create an overcrowded situation (i.e. boxes, empty suitcases, sporting equipment etc.) must be stowed in a Sea Bag Locker in Horsley Hall. See the MAA at Horsley Hall to be assigned a locker or to gain access to their current Sea Bag Locker. Students are required to lock and label their sea bag locker. Any item in an unlocked or unlabeled locker may be lucky bagged. All personal items placed in a Sea Bag Locker must be removed after graduation with NO exception. The sea bag locker must be labeled with an index card in accordance with section 5.a. The index card must be applied on the left door.
30. INTERNET SERVICES. Modems can be installed in barracks rooms. All expenses associated with the installation, removal, and maintenance of modems is the responsibility of the resident(s). CG TRACEN Petaluma disclaims any ownership or responsibility for modems. See MWR for the installation and setup services located at the library.
31. TELEPHONE USE. Only official or emergency phone calls can be made on government phones. During the workday, incoming calls are best directed to the appropriate school.
32. TOBACCO USE AREAS.
- a. Designated tobacco use areas are provided at ground level outside of Horsley Hall by the student parking lot. Designated tobacco use areas are also provided between

the Medical Clinic and Mace Hall and areas between H Complex (Bldg 124) and Mace Hall. Students must utilize the provided ashtrays for extinguishing smoking materials. Smokeless Tobacco users must utilize a re-sealable container for spitting. The lid of the container must be tightly sealed in a manner to prevent leakage, and disposed of in the dumpsters prior to returning to the barracks.

- b. Smoking areas must be policed by the personnel who use the area. Users are required to clean up all garbage and smoking remains. For more information about the Training Center Tobacco Use Policy see CG TRACENPETINST 6280.1 Series.
- c. All e-cigarettes (i.e. Vape pens, JUULs, etc...) must be used in designated tobacco use areas.
- d. Smoking of any kind inside the barracks or any TRACEN building is strictly forbidden.

33. VEHICLES/PARKING.

- a. The only parking available to students assigned to Horsley Hall and Steadman Hall, and their guests, is in the barracks parking lot on the east side of Horsley Hall and the over flow parking lot located west of the baseball field.
- b. Parking by the main entrance of Horsley Hall is prohibited except for the MAA staff and the 15-minute parking spots designated for loading and unloading only.
- c. Motorcycle parking for students is on the north side of Horsley Hall student parking lot.
- d. Working on, or performing maintenance of any kind on vehicles is prohibited in the TRACEN parking lots.
- e. For more information about Vehicle Regulations see CG TRACENPETINST 5560.1 Series.

34. VISITORS

- a. **VISITING HOURS.** Visiting hours for residents, non-residents, and civilian visitors are as follows:
  - (1) Monday through Friday: from time liberty is granted, until 2200.
  - (2) Saturday, Sunday and Holidays: from time liberty is granted (or 0900, if already on liberty), until 2200.

- b. **CIVILIAN VISITORS.** Civilian visitors are only allowed access to the main recreational decks of Horsley and Steadman Halls. In addition, they must be sponsored by a resident of the barracks, and must be checked in/out with the MAA/DMAA.
- c. **RESIDENT VISITORS.** To ensure a comfortable multi-person living space and appropriate study environment, residents should make efforts to socialize outside of their barrack's room in areas such as the student lounges or recreation halls. In the cases of short duration visits between resident students, the following applies:
  - (1) **CLASS "A" SCHOOL STUDENTS.** "A" school students are authorized to visit with other "A" school students only during visitor hours and the door must be propped open at all times during the visit – regardless of gender.
  - (2) **CLASS "C" SCHOOL AND GRADUATED "A" SCHOOL STUDENTS.** "C" and graduated "A" school students are authorized to visit with other "C" school and graduated students during visitor hours and the door must be propped open at all times during the visit – regardless of gender.
  - (3) **DISENROLLED STUDENTS.** Disenrolled students are not allowed to visit any "A" or "C" school student rooms. They will only communicate with "A" school students during work hours and for official business. The perception of a social relationship between Permanent Party, "A", "C" and "Disenrolled Students" violates TRACENPETINST 1610.1 (series), Interpersonal Relationships and Conduct.
  - (4) **INTIMATE RELATIONS.** Physical contact, intimate physical contact, sexual relations, or the perception of such actions is strictly prohibited on base. These behaviors are not conducive to a professional training environment. Detailed guidance on interpersonal relationships and conduct can be found in TRACENPETINST 1610.1 (series), Interpersonal Relationships and Conduct.
  - (5) **ROOM KEY USE.** Students shall not give their room key to any unauthorized persons or other students. Students are to have their room keys with them at all times.

### **PROHIBITED ITEMS AND PRACTICES**

- 1. **ALCOHOLIC BEVERAGES.** Possession or consumption of alcoholic beverages is prohibited in Horsley Hall and Steadman Hall, to include, rooms, parking lots, vehicles in parking lots, designated smoking areas and all areas surrounding the barracks.
- 2. **CONTROLLED SUBSTANCES.** Possession or use of illegal substances and paraphernalia is prohibited. Prescribed medication must remain in the possession to which it is prescribed, and must be kept in the original container. The Container shall be locked in the student's locker when not being used.

3. COMBUSTIBLE OR FLAMMABLE LIQUIDS. Combustible and flammable liquids such as gasoline, kerosene, paint thinner; etc. may not be stored in the barracks. Small containers of lighter fluid are permitted. (No more than 5 oz.).
4. ELECTRICAL APPLIANCES.
  - a. Hot plates, skillets, coffee pots, microwave ovens, or any other electrical or gas device used for heating or food preparation are prohibited in barracks rooms.
  - b. Personal refrigerators are also not allowed in barracks rooms. If your room has been issued a refrigerator for medical purposes, it must be kept clean.
5. INCENSE OR CANDLES. Burning incense, candles, or any other material in barracks rooms or common areas is prohibited at all times.
6. PETS. Pets of any kind are not allowed in the barracks.
7. PLANTS. Plants are permitted if grown in a pot with a diameter no larger than 1 foot, and must be kept on the desktop.
8. PORNOGRAPHY. Pornographic material is prohibited in the barracks at any time.
9. PROHIBITED AREAS.
  - a. Students are prohibited from utilizing any racks, desks, or lockers not assigned to them unless authorized by the CMAA.
  - b. Students are prohibited from entering behind Horsley or Steadman Hall front counters, the Linen Locker and Main Supply, along with MAA staff offices or unoccupied rooms unless on official business.
10. RECORDING DEVICES. Video or sound recording of any kind is prohibited in barracks rooms. Any device found to be recording could result in administrative and/or disciplinary action.
11. SPORTING EQUIPMENT.
  - a. Bicycles must be kept locked in a bike rack.
  - b. Bike racks are outside of the first deck of Horsley Hall east wing.
12. TOBACCO USE. TOBACCO USE IS PROHIBITED in all student barracks buildings, including spit cups, smokeless tobacco and e-cigarettes (i.e. JUUL, vapes, etc...). On base, tobacco use is only permitted in designated tobacco use areas. For more information see CG TRACENPETINST 6280.1 Series.

13. USE OF BLEACH. Bleach is prohibited in the barracks at any time.
14. WEAPONS. NO Firearms, Weapons, or Ammunition in barracks or stored in vehicles, this includes: Knives with blade >2.5", paintball guns, BB guns, spear guns, stun guns, night sticks, chemical irritants, brass knuckles, martial arts weapons, pyrotechnics (including fireworks), etc. All weapons SHALL be stored at CGPD armory or off base. NO carrying or transporting loaded firearms. TRACEN PD does NOT store ammunition and it is not authorized to be kept in vehicles. See CG TRACENPETINST 8000.1 Series



## **DEFINITIONS**

- a. **“A” SCHOOL STUDENTS.** Students who are attending a class “A” school. This includes students who have been suspended in training (SIT).
- b. **“C” SCHOOL STUDENTS.** Students who are attending a class “C” school. This includes Early Arrivals and students who have been SIT.
- c. **CMAA.** Chief Master at Arms.
- d. **CIVILIAN VISITORS.** Dependants, family members, and friends of “A” or “C” school students. Any person not affiliated with the military or Federal service.
- e. **DISENROLLED STUDENT (DI).** A student who has been officially disenrolled from a class “A” or “C” school course.
- f. **DMAA.** Duty Master at Arms. This position is assumed after the workday by an E6 or above.
- g. **EARLY ARRIVAL (EA).** Students arriving more than 1 workday before the class convening date of a course.
- h. **GRADUATED STUDENT.** Students who have graduated from “A” School.
- i. **MAA.** Master at Arms.
- j. **NON-RESIDENT.** Any visitor who does not live on that particular floor of the student Barracks. This excludes anyone on official business with a reason to be in the barracks or lounge areas.
- k. **PERMANENT PARTY.** Permanent member attached to TRACEN Petaluma.
- l. **RESIDENT.** Any person residing on that particular floor of the student barracks.
- m. **SIGNIFICANT INCIDENT FORM (SIF).** A form used to report either positive or negative performance of “A” school students to the various schools for appropriate action.
- n. **SUSPENDED IN TRAINING STUDENT (SIT).** A student who has been suspended in training, but not disenrolled from a class “A” or “C” school course.
- o. **SICK IN QUARTERS (SIQ).** A student who is sick in his or her quarters and received a chit from medical.
- p. **RESTRICTED PERSONNEL.** Members assigned to TRACEN Petaluma who have been restricted to base by the CO.

# U.S. Coast Guard Tracen Petaluma Room Inspection Report

<b>Room Number:</b> _____		<b>Date:</b> _____		<b>Inspected By:</b> _____	
<b>Student Name:</b> _____			<b>Student Name:</b> _____		
<b>DESK</b>		<b>LOCKER</b>		<b>DESK</b>	
<input type="checkbox"/> Cluttered	<input type="checkbox"/> Dust On Desktop	<input type="checkbox"/> Heavy Items On Top	<input type="checkbox"/> Cluttered On Top	<input type="checkbox"/> Cluttered	<input type="checkbox"/> Dust On Desktop
<input type="checkbox"/> <b>**Open Food Containers**</b>	<input type="checkbox"/> <b>**Unauthorized Item **</b>	<input type="checkbox"/> Dust On Top	<input type="checkbox"/> <b>**Locker Unlocked**</b>	<input type="checkbox"/> <b>**Open Food Containers**</b>	<input type="checkbox"/> <b>**Unauthorized Item **</b>
<i>(See Remarks)</i>		Locker Not Labeled		<i>(See Remarks)</i>	
<b>RACK</b>		<b>GENERAL AREA</b>		<b>RACK</b>	
<input type="checkbox"/> Not Properly Made	<input type="checkbox"/> <b>**Bed Rail not Installed**</b>	<input type="checkbox"/> Gear Adrift (See Remarks)	<input type="checkbox"/> Not Properly Made	<input type="checkbox"/> <b>**Bed Rail not Installed**</b>	<input type="checkbox"/> Gear Adrift (See Remarks)
<b>Student Name:</b> _____			<b>Student Name:</b> _____		
<b>DESK</b>		<b>LOCKER</b>		<b>DESK</b>	
<input type="checkbox"/> Cluttered	<input type="checkbox"/> Dust On Desktop	<input type="checkbox"/> Heavy Items On Top	<input type="checkbox"/> Cluttered On Top	<input type="checkbox"/> Cluttered	<input type="checkbox"/> Dust On Desktop
<input type="checkbox"/> <b>**Open Food Containers**</b>	<input type="checkbox"/> <b>**Unauthorized Item **</b>	<input type="checkbox"/> Dust On Top	<input type="checkbox"/> <b>**Locker Unlocked**</b>	<input type="checkbox"/> <b>**Open Food Containers**</b>	<input type="checkbox"/> <b>**Unauthorized Item **</b>
<i>(See Remarks)</i>		Locker Not Labeled		<i>(See Remarks)</i>	
<b>RACK</b>		<b>GENERAL AREA</b>		<b>RACK</b>	
<input type="checkbox"/> Not Properly Made	<input type="checkbox"/> <b>**Bed Rail not Installed**</b>	<input type="checkbox"/> Gear Adrift (See Remarks)	<input type="checkbox"/> Not Properly Made	<input type="checkbox"/> <b>**Bed Rail not Installed**</b>	<input type="checkbox"/> Gear Adrift (See Remarks)

<b>General Room Area:</b>		<b>TRASH</b>		<b>Head:</b>		<b>SINK/COUNTERTOP</b>	
<b>ROOM AREA</b>		<input type="checkbox"/> Trash Not Empty		<b>TOILET</b>		<input type="checkbox"/> Mirror	
<input type="checkbox"/> <b>**Room Door Unlocked**</b>	<input type="checkbox"/> Lights Left On	<input type="checkbox"/> Trash Bag not inserted		<input type="checkbox"/> Stall Walls	<input type="checkbox"/> Toilet	<input type="checkbox"/> Brightwork	
<input type="checkbox"/> Room Door/Door Arms	<input type="checkbox"/> Door Kickplate			<input type="checkbox"/> Trash in Stall	<input type="checkbox"/> Toilet Paper Holder	<input type="checkbox"/> Sink	
<input type="checkbox"/> Exterior of Heater	<input type="checkbox"/> Window Screens/Sills			<input type="checkbox"/> Toilet Paper Holder			<input type="checkbox"/> Countertop
<input type="checkbox"/> Horizontals surfaces	<input type="checkbox"/> Blinds			<b>SHOWER</b>			
<input type="checkbox"/> Dust On Unused Furniture				<input type="checkbox"/> Polish Brightwork	<input type="checkbox"/> Mold		
<b>FLOORS</b>				<input type="checkbox"/> Shower Walls/Door			
<input type="checkbox"/> Not Vacuumed	<input type="checkbox"/> Corners & Edges			<b>GENERAL</b>			
<input type="checkbox"/> Behind & Under Furniture				<input type="checkbox"/> Light Fixture	<input type="checkbox"/> Vents		
				<input type="checkbox"/> Floor	<input type="checkbox"/> Edges & Corners		

**Remarks:**

RE-INSPECTION WILL BE CONDUCTED ON

**Total Number of Discrepancies**

Pass Fail

**NOTES:**

- 1.) If **7 or more** discrepancies are recorded as a collective whole, the room is considered to be a "Failed Inspection".
- 2.) If **3 or more** discrepancies are recorded for an individual, that will be considered to be a "Failed Inspection" for that person.
- 3.) **\*\*Discrepancy\*\*** due to the severity of these discrepancies, if any of these items are recorded, an automatic "failed inspection" will result.
- 4.) All "Failed Inspections" will be reported to that student's or room's class advisor (whichever takes precedence).
- 5.) A copy of the inspection sheet will be left for the occupants after the inspection is conducted.
- 6.) Locker and door labels are available at the Horsley Hall Front Desk.
- 7.) At no time shall a room inspector open any drawers, lockers or bags.

MAINTENANCE REQUEST

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CIRCLE ONE:                                      HORSLEY                                      STEADMAN

ROOM NUMBER:

SCHOOL:

CLASS #:

CLASS ADVISOR:

DESCRIPTION OF THE PROBLEM:

---

---

---

---

---

---

---

---

**(\*\*\*MAA STAFF USE ONLY BELOW\*\*\*)**

MAA ACTION

Date Entered:

Time Entered:

SAMS Work Order # :

## Student watchstander duties and responsibilities

### 1. Responsibilities.

- a. Chief Master at Arms (CMAA) – The CMAA responsibilities are to:
  - (1) Ensure the overall safety of all students residing in Horsley and Steadman Halls
  - (2) Organize and establish student watches.
  - (3) Ensure Student Rules and Regulations / Barracks Rules and Regulations are always maintained.
- b. Master at Arms (MAA) – The MAA staff responsibilities are to:
  - (1) Maintain the student watch list.
  - (2) Approve standby/duty swap chits.
  - (3) Review and give final approval on all chits for students waiting to become Liberty Van Drivers.
  - (4) Review all logs.
  - (5) Ensure (SIF's) are routed to the appropriate “A” School.
  - (6) Room inspections
- c. “A” Schools – Schoolhouses shall notify the MAA staff by 1100 the day of a student’s duty whenever a student will be unable to stand their watch or make muster due to medical status, emergency leave, mandatory study hall, etc.
- d. Duty Master at Arms (DMAA) – DMAA’s responsibilities are to:
  - (1) Hold musters at designated times.
  - (2) Ensure students are properly accounted for and are in their place of duty at the proper times.
  - (3) Issue proper paperwork for any student watchstander who shows excellence in their duties or is not in compliance with Coast Guard or Training Center Petaluma Instructions.
- e. Notify the CMAA of any deviation from the normal routine (i.e., students not available for muster, watches not filled, incoming personnel not properly housed, etc)
- f. Students - Students are responsible for standing a vigilant and professional watch in accordance with this instruction.

## 2. Watch Organization

- a. Overview - Knowing when and how to stand a proper watch is the responsibility of the individual assigned to a particular watch. How well you stand your watch is an important part in your overall assessment in becoming a petty officer. It is your responsibility to establish credibility and reliability during your duties on watch and furthermore, exemplify your success as a future leader.

This section provides written instructions pertaining to all watches stood by "A" school students and is intended to assist you in meeting your watch standing qualifications required for advancement. Please contact the MAA Staff or DMAA to answer any questions not covered by these instructions.

As "A" school students, you will be assigned to a duty section upon your arrival onboard TRACEN. If you were not assigned a duty section upon arrival contact the MAA Staff at the front desk.

Duty will not normally be assigned during your last three days of school to allow you to complete transportation and personal arrangements before departure. If there becomes a shortage of personnel in the duty section, you may be required to stand duty during this time.

- b. Student watch list - The "STUDENT WATCH LIST" is posted on the bulletin board next to the front desk of Horsley Hall. The watch list will tell you what duty section you are in, and the DMAA will assign the watch you are expected to stand. Normally your duty section will not change for the duration of your stay at TRACEN Petaluma. However, this can occur so it is your responsibility to check the watch list daily to ensure changes have not been made.
- c. Exchange of Duty (i.e., duty swaps) - All requests for duty swaps must be submitted a minimum of one week prior to the requested day on a Special Request Authorization Chit (NAVPERS 1336/3). The request will be routed through the student's chain of command with final approval from the Chief Master at Arms. An example request chit is provided on the Horsley Hall bulletin board.

## 3. General Rules

- a. Class trips - All students must obtain a Duty Swap for all class trips (**No Exceptions**).
- b. General Info.

- (1) When you are on duty, immediately report any unusual or potentially dangerous situations that occur to the DMAA. The Uniform Code of Military Justice obligates watchstanders, to report any and all violations of Coast Guard and Training Center Petaluma Regulations. You will not enter individual rooms in the barracks except to make authorized wakeups or investigate potentially dangerous situations that fall under your area of responsibility (i.e., smoke in the area, a call for assistance, etc.) Reading on watch is limited to Coast Guard correspondence only.

- (2) Ensure noise level is kept to a minimum.
- (3) You shall notify your class advisor/supervisor if you are unable to make muster or stand your watch for any reason.
- (4) If you discover a fire and the alarm has not sounded, pull the nearest fire alarm box, and dial 911. Notify the DMAA and evacuate the building.

c. Watch Hours.

- (1) Monday thru Thursday duty is from 1545 – 0645 (the following day).
- (2) Friday duty begins at 1545 and terminates at 0830 Saturday morning.
- (3) Saturday duty begins at 0830 and terminates at 0830 Sunday morning.
- (4) Sunday and holidays the duty day begins at 0830. If the following day is a regular working day and duty terminates at 0645. If it is a Holiday, the duty terminates at 0830. Special duty sections and relief times may be assigned for the Christmas break.

d. Muster.

- (1) Muster will be piped 10 minutes prior to and again at the designated muster time by the Horsley Hall watchstander. Muster is held on the Quarterdeck of Horsley Hall.
- (2) The purpose of muster is to account for the presence of all duty personnel, designate cleaning billets and watch standing assignments, and pass pertinent information to the duty section. All duty personnel shall muster as per the below.
  - Monday thru Thursday at 1630
  - Friday at 1630 on coming duty day. 0830 Saturday morning on your off going duty day.
  - Saturday on coming duty personnel will muster at 0845, and 0830 the off going duty day.
  - Sunday on coming duty personnel will muster at 0845 and 1800.
  - Musters may also be held at any time the CMAA, DMAA or OOD deems necessary.
  - If early liberty is granted, muster will be held 90 minutes after liberty is granted.

e. Availability.

- (1) During your day of duty, you are required to be available to the DMAA at any time. If your name does not appear in the checkout log, you are assumed to be in the barracks and reachable by the PA system.

(2) While on duty you shall not:

- Leave the base at any time.
- Spend the night anywhere other than your assigned Barracks Room.
- Be under the influence of alcoholic beverages or illegal substances.
- Purchase alcoholic beverages.
- Leave the barracks unless you checkout with the DMAA.
- Be late for your assigned watch. Watches are to be relieved **15 minutes** prior to your scheduled watch.
- Be in the bowling alley, movie theater and the consolidated club.

(3) You **SHALL** utilize the sign out in the Duty Sign In/out log every time you leave the barracks. Be certain to fill out the appropriate blocks, and sign back in upon return.

Leaving the barracks is a privilege, which may be revoked. The DMAA has the responsibility of having a resource of personnel readily available, should an emergency arise.

Discretion must be exhibited by the DMAA when allowing students to leave the barracks. It must be understood that not everyone will be allowed to leave at once.

f. Study Hall. If you are assigned a watch during mandatory study hall, your study hall takes precedence. **Your Class Advisor/Instructors** are responsible for reporting your attendance at a mandatory study hall to the MAA Staff. If you wish to attend a non-mandatory study hall on a duty day and do not have a 1700 watch, your class advisor/instructor must send an email to the MAA Staff prior to 1400 excusing you from the 1630 muster. If you are excused from the 1630 muster, report to the DMAA upon completion of the study hall.

g. Uniforms. You shall be neatly groomed, and in the prescribed uniform of the day. Civilian attire is not authorized while on duty. Address all questions regarding uniforms to the DMAA and or MAA staff.

(1) Uniforms are as follows:

- Horsley Hall, Steadman Hall, Theater, Bowling alley and Liberty Van driver are authorized ODU's and or Tropical Blue.
- Gym and Pool watch is authorized U.S. Coast Guard approved physical fitness attire.
- Colors: All participants must be in the same uniform whether it is Tropical Blue or ODU's.
- Alternate: Will be in ODU's with boots

(2) Exceptions are as follows:

- If signed out for the Gym or Pool, appropriate attire may be worn.
- When in your barracks room after 2200 you may be in appropriate civilian attire.

**4. Watch description.**

- a. Barracks watch. While on barracks watch, you are the eyes and ears of the DMAA and those in their rooms sleeping at night. You will more than likely be the first one to sound the alarm in the event of a fire or any other emergency. Your alertness and diligence to this watch is of the utmost importance.

(1) The below pertains to this watch:

- After you muster for the first time with your duty section, you are to meet with the DMAA to familiarize yourself with your watch at Horsley or Steadman Halls.
- Maintain the Student Watchstander's Log located at Horsley Hall.
- Make all necessary pipes as directed by the DMAA / OOD.
- Assist the DMAA as needed.

- b. Gym watch. You will muster with the duty section at Horsley Hall. You will report in ODU's to the Gym Watch Petty Officer. Once you arrive, then you will be authorized to put your athletic shoes on.

(1) The below pertains to this watch:

- Keep the gym clean and orderly. When standing your watch, you are required to perform clean ups as directed by the Gym Watch Petty Officer.
- Assist in the issuing and collection of all athletic equipment and clothing.
- Assist in conducting any sporting event, which may occur during your watch.

- c. Theater watch. You will muster with the duty section and then report to the theater in ODU's. You will muster with your duty section and return to the barracks upon completion of your watch. Watch hours are from 1800 to 2200 Monday through Sunday. Additional movie hours or time changes will be posted on the watch list.

(1) The below pertains to this watch:

- Assist the Movie Petty Officer (MPO) in the sale of concession items.
- Run the popcorn machine and properly clean it after use.
- Perform any duties assigned by the MPO.
- Clean the lobby, restrooms, aisles, and stage area.



- Ensure all trashcans located outside the theater are emptied.
  - Vacuum carpets.
  - Sweep and swab concrete pads under seating area.
  - If any unclaimed personal belongings are found, turn them over to the Movie Petty Officer.
- d. Bowling watch. As the Bowling Alley Watchstander, you will assist the watchstander in issuing shoes and watching the front desk as required. The watchstander is responsible that all clean-ups are completed before securing the watch.

(1) The below pertains to this watch:

- Restrooms: clean toilets, sinks, mirrors, sweep and mop floors.
  - Clean lobby area and around scorer's tables.
  - Sweep approach areas.
  - Clean locker and gear locker area.
  - Clean behind counter and back room.
  - Sweep outside walkway and pick up trash in front of building.
  - Vacuum all carpeted areas.
  - Return pitchers and glasses to the club.
  - Wipe down tables, seats, counter tops, and chairs with cleaner.
  - Empty all trash, ensure restrooms have toilet paper and paper towels.
- e. Pool watch. Watchstander shall report to the lifeguard on duty in clean physical fitness attire with tennis shoes and will be required to wear this during their watch. Student watch standers will perform duties as directed by the pool watch Petty Officer or lifeguard.

(1) The below pertains to this watch:

- Complete daily cleanups as assigned.
  - Ensure hands are stamped for entry into the pool.
  - Assist with application of pool covers.
  - Assist as directed with pool chlorine and temperature readings.
  - Answer phones.
  - Assist in enforcement of pool rules.
- f. Colors. Performing military colors is a solemn and symbolic tradition that underscores the honor, discipline, and unity of armed forces, serving as a powerful reminder of the sacrifices made to uphold and defend our nation's values.

(1) The below pertains to this watch:

- March up to the Command building in a three-man formation.
  - Shall be in the uniform of the day.
  - Report to the DMAA 30 minutes prior to Evening Colors.
  - Report to the OOD in front of the Command building no later than 10 minutes before Evening Colors.
- g. Alternates. As the alternate watchstander you shall:
- Assist the DMAA with clean-ups in and around the barracks.
  - Be readily available to receive tasking by the DMAA.
- h. Watch Captain. As the watch captain, you are the liaison between the DMAA and that day's duty section.