

**Department of Homeland Security
UNITED STATES COAST GUARD**



WELCOME ABOARD

**GUIDE FOR
INTERNATIONAL MILITARY
STUDENTS**

**INTERNATIONAL MILITARY STUDENT OFFICE
(IMSO)**

**UNITED STATES COAST GUARD
TRAINING CENTER YORKTOWN
(CG TRACEN YORKTOWN)**

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INTRODUCTION

This guide is intended to assist you during your period of resident instruction at the United States Coast Guard Training Center Yorktown, Virginia. Please keep this guide as a reference for any problem or situation that you might encounter. Additional information will be provided during your orientation briefings that will also be important.

CHAPTER 1

INTERNATIONAL MILITARY STUDENT OFFICE

1. MISSION

The mission of the International Military Student Office (IMSO) is to provide advice to the commander, staff, and faculty on all matters pertaining to international military students (IMS) attending resident instruction at the United States Coast Guard Training Center Yorktown. It assists the international Military Students in all administrative, academic, personal, personnel, logistical, and financial matters.

2. FUNCTIONS

The IMSO is responsible for the International Military Students' pre-course orientation, informational program, and sponsorship program. It renders assistance to international military students and their dependents in all matters as necessary, to include personal and social activities; housing and transportation; and problems related to adjustment and orientation.

3. SERVICES

The following are some services provided by personnel of the IMSO:

- a. Coordinate arrivals and departures for international military students at airport.
- b. Obtain billeting.
- c. Orientation of mess facilities, post, CGX and other complexes on TRACEN Yorktown.
- d. Procure I.D. cards.
- e. Process departure requirements, including issuing travel tickets.
- f. Ensure proper and timely pay allowances.
- g. Assist IMS with military equipment and uniform requirements.
- h. Conduct physical training, swimming and other pre-requisite testing.
- i. Act as liaison between the international military student and training division.

CHAPTER 2

PREPARATION AND ARRIVAL

1. GENERAL

The International Military Student Office has furnished the Security Assistance Officer (SAO) in the US Embassy in your country with orientation material through the SANWEB (an internet based IMSO resource) concerning the CG TRACEN Yorktown, military terminology, and typical U.S. expressions. In addition they have informational brochures about TRACEN Yorktown, Yorktown, Williamsburg, and Virginia.

2. INVITATIONAL TRAVEL ORDERS

Your Invitational Travel Orders (ITO) will normally be prepared in your country by the SAO. Ensure that your orders contain your complete name (spelled correctly), rank, English Comprehension Level (ECL) test results (if applicable), baggage allowances and instructional material authorizations, the exact training you will receive, and leave authorization. If there is an error in your orders, try to have it corrected before you leave your country. Plan to arrive at TRACEN Yorktown with at least five copies of your Invitational Travel Orders.

3. MAILING ADDRESS

In order to expedite your mail, please have your friends and relatives use the following correct mailing address:

**U.S. COAST GUARD (CLASS NAME / NUMBER)
YOUR RANK AND NAME
PO BOX 6599
YORKTOWN, VA 23690-6599**

This address may be used by your relatives and friends prior to your arrival at TRACEN Yorktown. It generally takes 2 weeks for mail to arrive in US from overseas. Your family and friends can mail letters earlier so that they may be waiting for you when you arrive.

4. CLOTHING

- a. The International Military Student will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniforms and footwear will be purchased by the IMS in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the use of all necessary equipment prior to start of training. The IMS will also possess adequate civilian clothing for off-duty wear.

6. ARRIVAL

- a. Normally, the SAO or your government representative will fax or email your arrival information to the IMSO prior to the date of arrival. The SAO or your country representative should provide specific information updates via SANWEB concerning your travel requirements during your trip, such as airport taxes, use of airport transportation, etc.
- b. If for some reason, arrangements have not been coordinated by the SAO or your government OR if your travel has been delayed or changed after departing your country, you should notify the International Military Student Office by phone of estimated time of arrival in Newport News/Williamsburg. TRACEN Yorktown has a 24 hour duty officer that can relay messages to the

IMSO after work hours

IMSO PHONE NUMBERS

Mr. Tim Clements (Chief IMSO)	Office: (757) 856 - 2458 Mobile: (757) 342 - 6485
YN3 William Manning (Asst. IMSO)	Office: (757) 856 - 2696
OOD (Officer of the Day)	Mobile: (757) 449 - 9739

- c. For your benefit you should familiarize yourself with U.S. custom regulations before leaving your country.
- d. It is important that you maintain an accurate record of your travel itinerary to TRACEN Yorktown. You should note the hour of arrival and departure at all stops in local time. Keep a record of all expenses. If you use commercial bus or taxi services obtain a receipt for your fares. If, during your travels, government quarters or government messing facilities are not available, obtain a certificate of non-availability from the local United States military authorities. Some IMS may be reimbursed for the above travel costs.

7. REPORTING PROCEDURE

Students will be met by a TRACEN Yorktown duty driver in military uniform when they arrive at the Newport News / Williamsburg airport. If a representative of TRACEN Yorktown is not present upon your arrival at the local transportation terminal, telephone the following:

During Duty Hours (0800-1700 hours)	- International Military Student Office (757) 856-2696 or (757) 856-2458
After Duty Hours	- Officer of the Day, TRACEN Yorktown - (757) 856-2354 or (757) 449-9739

When you telephone TRACEN Yorktown's duty officer, be sure to identify yourself as an international military student who needs transportation to TRACEN Yorktown. Request that the International Military Student Officer be informed of your arrival. Your billeting will have already been obtained no matter what time of the day or night you arrive. Provide the receptionists at Lafayette/Cain Hall with a copy of your ITO and Passport, clearly indicating to her that you are an International Military Student.

8. ACCOMMODATIONS

Upon arrival, enlisted members E-6 and below will check in at Lafayette Hall. Senior enlisted members (E-7 and above), officers and civilians will check in at Cain Hall. Berthing in Lafayette Hall accommodates three or four persons to a room. Berthing in Cain Hall is two to a room.

Overnight guests, including family members, are not permitted in any of the berthing facilities unless specifically authorized on the ITO or prior arrangements have been made.

Students training at TRACEN Yorktown in most cases do not pay for berthing. However, On the Job Training (OJT) or officer follow-on training at other U.S. Government installations may involve payment to stay at the Bachelor Officers Quarters (BOQ)/Bachelor Enlisted Quarters (BEQ).

Please refer to the attached **Berthing Facilities Regulation Instruction for more info on berthing policy.*

9. BILINGUAL DICTIONARY

All of the instruction at TRACEN Yorktown will be presented in English. We recommend that you bring a bilingual dictionary of your language and English. Many foreign language dictionaries are difficult to obtain in the Yorktown/Williamsburg area.

10. TRANSPORTATION

The IMSO cannot provide local transportation unless related to official functions. There is no public transportation servicing the base. However, commercial taxis are available if needed. At TRACEN Yorktown a "liberty van" makes runs to the shopping malls and in the summer to local entertainment parks. The liberty van is provided at no cost. The schedule is posted on the bulletin boards near the front desk in each of the barracks. If you are licensed and authorized (on the ITO) to drive a motor vehicle and desire to rent a vehicle, you can rent one from the Newport News/Williamsburg Airport or from any one of the local car rental companies in the area. If you do not have a U.S. driver's license, you will need to have an international driver's license. A major credit card (MasterCard, Visa, Euro Card, etc.) is also required to rent a car in Virginia.

11. LIBERTY VAN POLICIES, PROCEDURES, AND SCHEDULE

Students have first priority for liberty van seating. Requests for permission to allow dependents to accompany students on the liberty van must be submitted at least 24 hours in advance to the Senior Watch Officer via the School Chief with copy to the Assistant Senior Watch Officer. Requests will be considered on a case-by-case basis. If approved, the Senior Watch Officer will notify the OOD and Student Watch Coordinator accordingly. If the liberty van(s) reach maximum capacity, dependents will be required to give up their seats to accommodate students. Sponsors with children for whom the Commonwealth of Virginia requires a safety seat must agree to install and remove the seat as necessary.

VAN ONE

Departs from:
Cain & Lafayette Halls

Stops at:
Patrick Henry Mall
Super K-Mart (Route 17 & Victory Boulevard)
Wal-Mart (Route 17 & Victory Boulevard)

VAN TWO (weekends only)

Departs from:
Parking Lot 12 (behind Lincoln Hall)

Stops at:
Fort Eustis Exchange
AMC 24 Theater & Coliseum Mall

WEEKDAY SCHEDULE (VAN ONE)

Outbound Trip

1800 – Departs Cain Hall

1805 – Departs Lafayette Hall

2030 – Picks up at Super K-Mart

WEEKEND SCHEDULE

VAN ONE

VAN TWO

<u>SATURDAY</u>	<u>SUNDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
0930	1100	1100	1100
1130	1300	1300	1320
1330	1500	1500	1520
1530	1700	1800	1720
1730	1900*	2030*	1900*
2030*			

**Last Run Pick-up Only*

***The use of a second liberty van during the weeknights can be authorized by the OOD should he/she deems there's a need to provide additional transportation to students. The above listed return times will apply to the second liberty van if used.*

12. BASE FACILITIES

Post Office

The mailing address during your stay at TRACEN Yorktown is:
U.S. COAST GUARD / CLASS NAME / NUMBER
STUDENT NAME
PO BOX 6599
YORKTOWN, VA 23690-6599

Exchange

The exchange is located in the exchange/snack bar complex known as Korean Hall. If you are in civilian clothes, please show your I.D. card to the cashier when you purchase an item. If you do not have a Military ID card, a copy of your ITO will do until you receive your military ID card. If you are in uniform, please show your ID card to the cashier when you purchase an item. Civilian students will be provided with an authorization letter to use the facilities by the IMSO officer.

Medical Clinic

The Craik Medical Clinic is located in Craik Hall. Sick call hours for medical and dental are: 0700-0730. For emergencies, report anytime. There is a bell outside the clinic door closest to Hamilton Hall for use after normal working hours or weekends. Be sure to bring a copy of your ITO and medical file, if you have one. The examining doctor or medical technician will issue a status profile paper stating whether or not you are fit for duty. Please return to class if you are able and turn in your status profile paper to the IMSO at the earliest opportunity. You are required to notify the IMSO and class advisor if you have been given time off due to your medical condition.

Morale, Welfare, and Recreation (MWR) Facility

The MWR facility offers extensive recreational opportunities. The full service gymnasium offers swimming, nautilus weight training, basketball, racquetball, free weight room and cardio room. There are also a number of physical fitness programs and activities conducted in the gym. Most of these activities are free of charge or require a nominal fee. During the spring and summer season, free tickets are raffled each week to Busch Gardens (amusement park), Water Country and baseball games. A variety of discount tickets to various events are also available. Outdoor recreation has sports, camping, fishing and other recreation equipment for rent.

Cyber Café

MWR's Cyber Café is located on the first floor of Stueben Hall

Telephone Use

Personal calls: In order to make personal telephone calls (either international or local) you may use any of the public coin telephones located in all the barracks and the hallway near the dry cleaners in the exchange complex. Please note that international calling is expensive. The preferred way of calling is to purchase a pre-paid calling card, available from the IMSO office in 5 dollar denominations.

Official calls. U.S. government phones are for official use only.

Banking/Financial Matters

Langle Federal Credit Union located on TRACEN Yorktown will open a bank account if the student is in training 10 weeks or longer. The Credit Union is located in Korean Hall next to the Subway Sandwich Shop. The business hours are Monday-Friday 0900-1330 and 1400-1630. It is a full service bank with an ATM machine available for cash withdrawals.

It is not recommend that you carry large sums of cash. Large sums should be converted to travelers' checks or deposited into a bank account.

It is recommended that foreign currency be exchanged before arriving at TRACEN Yorktown.

13. **LOCAL SERVICES**

❖ AIRLINES: NEWPORT NEWS/ WILLIAMSBURG INTERNATIONAL

American: 1-800-433-7300
Continental: 1-800-525-0280
Delta: 1-800-221-1212
Northwest: 1-800-225-2525
Southwest: 1-800-435-9792
United: 1-800-241-6522
U.S. Air: 1-800-428-4322

❖ TRAIN SERVICES: WILLIAMSBURG

Amtrak: 1-800-231-2222

❖ BUS SERVICES: FORT EUSTIS

Greyhound: 1-800-231-2222
Fort Eustis: 757-887-2626

❖ **RENTAL CAR: NEWPORT NEWS**

Avis: 1-800-831-2847/ 757-877-0291
Budget: 1-800-527-0700/ 757-874-5794
Dollar: 1-800-800-4000
Enterprise: 1-800-736-8222/ 757-872-7882
Hertz: 1-800-654-3131/ 757-877-9229
National: 1-888-868-6207
Thrifty: 1-800-847-4389 / 757-855-5900
Williamsburg Limousines Inc.: 757-877-0279

❖ **TAXI SERVICES: YORKTOWN/ NEWPORT NEWS**

Airport Taxi: 757-877-0279
Associated Cab: 757-887-3412
Hops Taxi: 757-245-3005
North End Cab: 757-244-4000
Yellow Cab: 757-245-7777
Yorktown Cab: 757-890-2840

❖ **TAXI SERVICES: NORFOLK**

Carey VIP Chauffeured Services: 1-877-422-1105/ 757-963-0433

**For additional information on base policy and/or student conduct refer to the TRACEN YORKTOWN STUDENT HANDBOOK (TRACEN YORKTOWNINST 1552.1B) in your 'Welcome Aboard Packet'.*

CHAPTER 3
ADMINISTRATION

1. BACHELOR AND FAMILY ACCOMODATIONS

- a. Dependents are not encouraged to accompany the IMS or join the IMS while in training. Facilities are limited to on base accommodations.

2. MESS FACILITIES

- a. The Coast Guard Dining Facility (CGDF) is open to international enlisted, officers and civilian students. Enlisted members do not pay for meals. Officers and civilians are required to pay for all meals. Enlisted members will be given a meal card on the first day after arrival by the IMSO. Prior to receiving your meal card, you may show your travel order (ITO) to the CGDF cashier and sign in on the appropriate sheet. The cashier will assist you with sign-in and dining facility procedures.
- b. International students who are required to pay for meals in accordance with their ITO and will sign in and pay at the current SEPRAT rate as follows: breakfast \$2.30, lunch and dinner \$4.25 each.
- c. CG Dining Facility operating hours are: Monday through Friday, breakfast 0630-0730; lunch 1100-1230; dinner 1630-1800. Weekends and U.S. holidays, breakfast 0700-0900; lunch 1100-1230; and dinner 1630-1800
- d. The Subway Sandwich Shop is located in the TRACEN Yorktown exchange complex offering such foods as sandwiches and other short order items. The hours of operation are: Monday through Friday 0630-2030 and 0900-2030 Saturday, Sunday and holidays.
- e. The Port of York (Senior Enlisted/Officers Mess) hours of operation are: Monday through Friday 0700-0800, continental breakfast is offered at \$2.50 and buffet style at \$7.50. 1115-1245 for a buffet style lunch at a cost of \$8.00. On Sunday only, brunch is served from 1000-1400 at a cost of \$15.00. On Saturday and U.S. holidays, the Port of York is closed and meals can be taken at the CGDF or Subway Sandwich Shop.
- f. Local restaurants: There are a number of restaurants in the local community. It is customary in the U.S. to leave 15% tips on your total meal amount for the server, if their service is satisfactory.

3. MEDICAL CARE

- a. The type of medical care authorized is indicated on each IMS's ITO. International military student will be furnished medical and emergency dental care on the same basis as U.S. soldiers. Generally, IMS will not be responsible for their medical charges except for food when admitted to the hospital. Students with a serious disease or chronic condition will be hospitalized until the illness is controlled enough to permit safe return to their home country. Dependent medical care is indicated on the sponsors' ITO and generally it is the responsibility of the IMS to pay for all services, including emergency medical care. Dental care is not available for dependents.
- b. The proper procedure for receiving medical attention (sick call) is to report to IMSO prior to the first class of the day. Sick call is from 0700 to 0730 daily at Craik Medical Clinic. A member of the staff will escort the student to the dispensary to ensure expeditious assistance.
- c. If a student becomes ill or injured during class, he should report immediately to the class leader/advisor and ask for assistance. The IMSO will be notified, especially if the IMS is taken to the hospital.

- d. In all of the above cases, international military students not placed on bed rest must return to class.

4. IDENTIFICATION CARD

During your in-processing at IMSO you will be issued a military identification card (ID card) which will identify you and grant you access to all military facilities such as the commissary, post exchange, theaters, hospital, etc. IMS should ALWAYS carry this card. This card will be valid for the duration of your stay in the U.S. Authorized dependents will also be issued an ID card. If you lose your ID card report it immediately to the IMSO office. It is also not intended to replace your personal ID card in order to gain access into civilian establishments.

5. FINANCES

The living allowance is intended to defray costs of meals and personal necessity items while in training. It is not a salary. A living allowance is intended as a supplement to what you receive from your government. In some instances, the authorized living allowance will not by itself be sufficient to defray all costs.

For those who are authorized to receive living allowance payments in the U.S., the living allowance rate at TRACEN Yorktown for enlisted members is \$11.00 per day and officers \$21.80 per day. Both rates are based on quarters and mess facilities being available at TRACEN Yorktown. Regulations governing living allowances are released annually by the Department of Defense.

Please note the following important points concerning living allowance payments:

- a. Living allowance payments are made within 7 business days upon arrival notwithstanding logistical delays at the pay office. Please review your ITO (paragraph 12 b) which states: "The IMS will depart country with sufficient U.S. funds to meet all expenses while in transit and for the first 30 days to offset any expenses." You are responsible for picking up payment at the Comptroller's office, 2nd deck Thayer Hall from SK1 Spain. The International Division Staff will inform you when your pay is ready and when it may be picked up. Please present your I.D. card when picking up your TLA payment.
- b. Living allowance payments at TRACEN Yorktown may differ from living allowance payments at other U.S. installations depending on whether both quarters and mess are or are not available at that location.
- c. Enlisted/Officer follow-on training may be at an installation where there is a cost per day for a room at the BOQ. The IMSO can pay you for this fee if approved.
- d. Advance living allowance payments are made at TRACEN Yorktown prior to departure to an on-the-job training (OJT) site.

6. LEGAL ASSISTANCE

Legal assistance and advice is available to all international military students if required. You should first notify the International Military Student Officer as to the nature of the problem. He/she will obtain an appointment for you.

CHAPTER 4

ACADEMIC INFORMATION

1. GENERAL

- a. As a student at the United States Coast Guard Training Center Yorktown, you will receive instruction in English with other U.S. military students. You will study the same material, participate in the same practical exercises, and take the same examinations. IMS must meet the same graduation criteria as the US students.
- b. Your instructors and fellow students will be eager to help you in every way possible. All will be interested in you and your country. Many international military students have developed friendships from acquaintances they have made at TRACEN Yorktown and Williamsburg area.

2. CLASS ORGANIZATION

In every class a student will be elected as the class leader. He is in charge of the class from the time it forms for the first period of instruction until it is dismissed at the end of the day. The class leader is also responsible for the class attendance reports that are submitted daily. As a student in the class you will be expected to adhere to the same requirements as those that apply to the U.S. students. These include but are not limited to: promptness to class, physical training, homework, practical exercises, correct uniform, equipment, and study materials.

3. ABSENCE FROM CLASS

While you are attending a course of instruction at the United States Coast Guard Training Center Yorktown, it is necessary that you attend all scheduled classes unless you have been excused by the International Military Student Officer. You will normally be excused for illness, serious emergencies, or for administrative reasons.

4. ACADEMIC EVALUATION REPORTS AND GRADES

- a. All international military students will be allowed more time to complete their major examinations as that given to U.S. students, although the IMS must sometimes request this. Bilingual dictionaries may be used during this period. Grades are awarded on the same basis as those given U.S. students.
- b. An academic evaluation report at the end of the course is rendered on all U.S. and international military students. Your report will be sent to the SAO or U.S. Embassy representative in your country who will forward it to your Ministry of Defense.

5. TRAINING SCHEDULE

The weekly training schedule contains information as to date, time, place of instruction, and subject. It also includes type of instruction, references and uniform. It is published by the training company for student information and compliance and serves as a guide in budgeting study time. Normally the duty hours for students are 0745-1645 hours, Monday through Friday.

6. MANUALS & TRAINING MATERIALS

Training manuals and military texts are furnished without cost to you. All international military students may keep the instruction material issued to them. The International military Student Office is not authorized to furnish additional manuals. The IMSO will ship these manuals, dictionaries and other training documents to the US embassy in your country. The weight of the materials that can be shipped home cannot exceed 50lbs/22Kg.

CHAPTER 5

GENERAL INFORMATION

1. SAFEGUARDING YOUR VALUABLES

It is recommended that you neither carry on your person nor keep large amounts of money in your room. Commercial banking facilities are available within walking distance of the BOQ/BEQ. It is advised that you take advantage of this facility to avoid loss and the resultant financial hardship. Items of high value should be stored under double lock. Do not leave your room door unlocked or give anyone else your key.

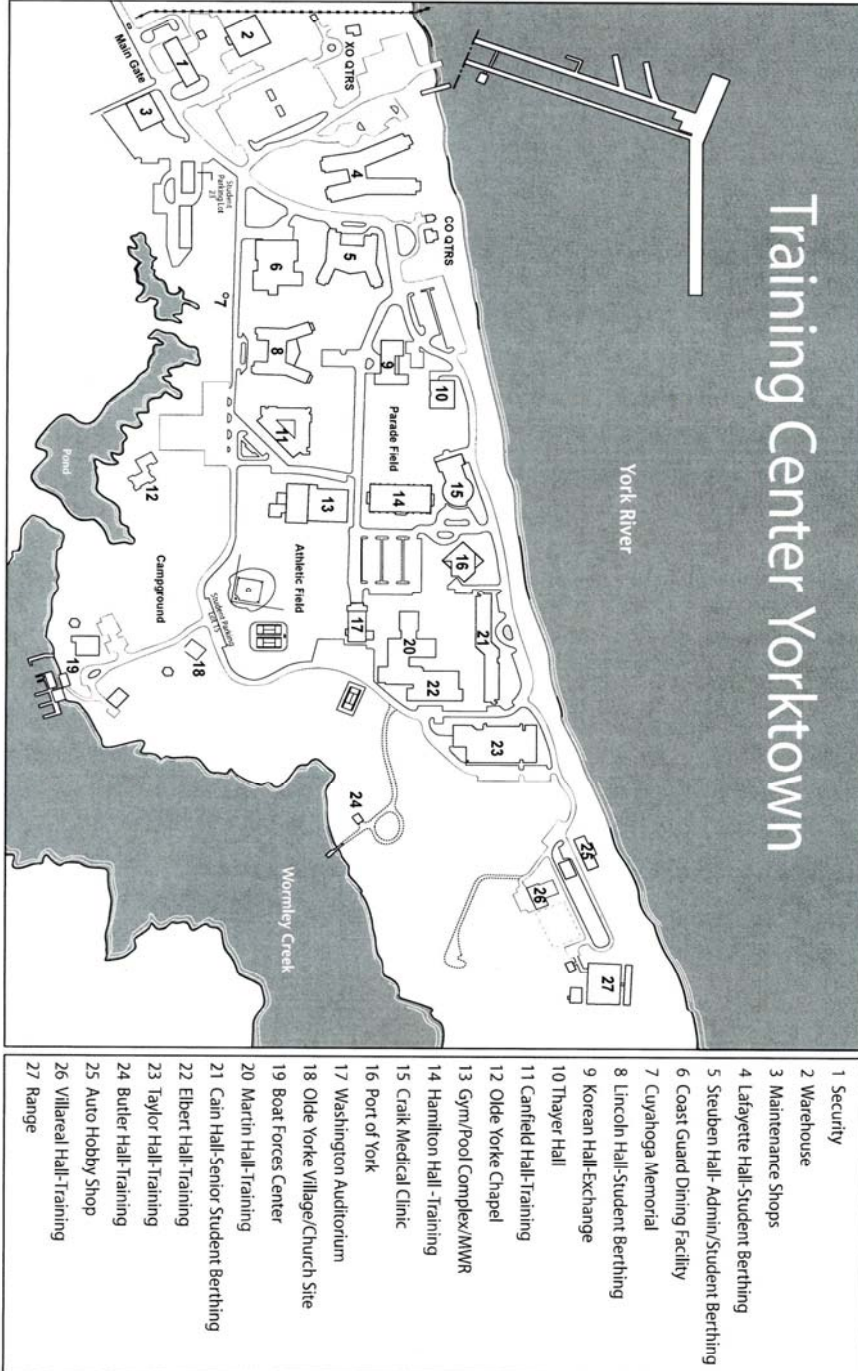
4. SPONSORSHIP PROGRAM

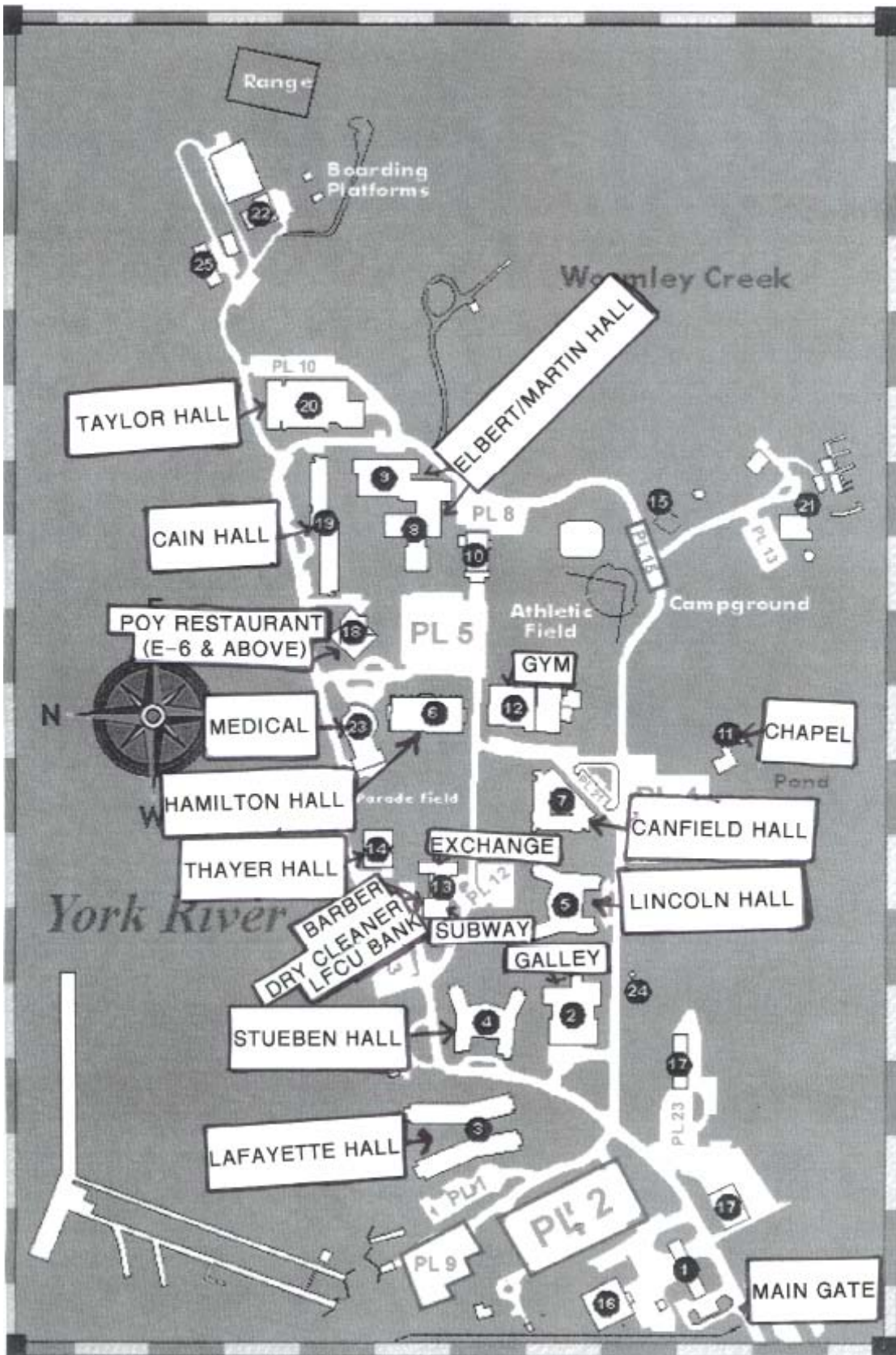
- a. The goal at TRACEN Yorktown is to provide each international military student attending training with a sponsor. The sponsor will be a US classmate from your course. They are volunteers and have agreed to participate in this program.
- b. The purpose of the Sponsorship program is to ASSIST the international military student in adjusting to life in the U.S. and in the military training. Sponsors, especially class sponsors, are not your tutor or responsible for your personal needs, such as daily transportation. This program is important because it ensures that each IMS has at least one person who will assist in the social and cultural aspects of the student's life. Your sponsors (and their family) will hopefully provide the hospitality essential to creating a warm relationship between respective members of the various armed forces.
- c. It is the responsibility of the IMS to make sure that proper conduct with sponsors is always maintained. Cultural exchange is a two way street. It is a good idea to be slow to take offense in situations where the US sponsor may not even be aware of a problem. Always try to talk about a perceived problem. If difficulties continue, please speak to the IMSO staff. Sometimes changes will be better for all involved.

7. CIVILIAN PURCHASES

- a. The international military student is advised to talk to an experienced friend before making major purchases from civilian stores. This will often prevent a delay or the purchase of unsatisfactory articles as a result of misunderstanding of sales literature or a sales contract.
- b. Always investigate the type and amount of service available for the article purchased. It is wise to know whether or not service and parts can be obtained in your country. In addition, some guarantees only authorize repair or replacement by the store from which the article was purchased. This should be known before purchase.
- c. If purchasing electrical appliances, make certain the article will work on the electrical current that is standard in your country. Check the voltage and cycles. In some cases, manufacturers furnish transformers that will permit the appliance to operate on either 110 or 220 volts. Most small electrical appliances in the United States are designed to operate on 110 volts, or 60 cycle current.
- d. It is advisable to arrange for the packing, crating, and shipment of articles at the time of purchase.


8. BASE MAPS





9. SERVICE RANKS

Enlisted

	NAVY	ARMY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	Seaman Recruit	Private	Airman Basic	Private	Seaman Recruit
E-2	 Seaman Apprentice	 Private E-2	 Airman	 Private First Class	 Seaman Apprentice
E-3	 Seaman	 Private First Class	 Airman First Class	 Lance Corporal	 Seaman
E-4	 Petty Officer Third Class	 Corporal	 Senior Airman	 Corporal	 Petty Officer Third Class
E-5	 Petty Officer Second Class	 Sergeant	 Staff Sergeant	 Sergeant	 Petty Officer Second Class
E-6	 Petty Officer First Class	 Staff Sergeant	 Technical Sergeant	 Staff Sergeant	 Petty Officer First Class
E-7	 Chief Petty Officer	 Sergeant First Class	 Master Sergeant	 Gunnery Sergeant	 Chief Petty Officer
E-8	 Senior Chief Petty Officer	 Master Sergeant	 Senior Master Sergeant	 Master Sergeant	 Senior Chief Petty Officer
E-9	 Master Chief Petty Officer	 Sergeant Major	 Chief Master Sergeant	 Sergeant Major	 Master Chief Petty Officer
	 Fleet/Command Master Chief Petty Officer	 Command Sergeant Major	 Command Chief Master Sergeant	 Master Gunnery Sergeant	 Command Master Chief Petty Officer
Special	 Master Chief Petty Officer of the Navy	 Sergeant Major of the Army	 Chief Master Sergeant of the Air Force	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Coast Guard

Commissioned

Insignia of the United States Armed Forces – Officers

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
ARMY										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
MARINES										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	
NAVY										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
AIR FORCE										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	
COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	



TRACEN YORKTOWNINST 11103.1K

24 Jan 2011

TRAINING CENTER YORKTOWN INSTRUCTION 11103.1K

Subj: TRAINING CENTER YORKTOWN BERTHING FACILITY REGULATIONS

- Ref: (a) Parking Regulations, TRACEN YORKTOWNINST 5560.1 (series)
(b) Smoking Policy, TRACEN YORKTOWNINST 6280.1 (series)
(c) Use of Cain Hall Morale, Well-Being and Recreations (MWR) Guest Quarters, TRACEN YORKTOWNINST 1710.11 (series)
(d) "A" School Barracks Common Area and Berthing Cleanliness Policy, TRACEN YORKTOWNINST 11103.2 (series)
(e) TRACEN Yorktown Student Handbook, TRACEN YORKTOWNINST 1552.1 (series)
(f) Housing Manual, COMDTINST M11101.13

1. PURPOSE. This instruction promulgates regulations, procedures, and policies for Training Center Yorktown's barracks and berthing facilities.
2. ACTION.
 - a. The Chief Master at Arms (CMAA) is directly responsible for the administration, material condition, and good order and discipline in the berthing facilities. The CMAA also supervises students suspended in training, the day worker force, and berthing facility management contractor to ensure the barracks and berthing facilities are operated in accordance with the regulations set forth in this instruction.
 - b. The Duty Watch Coordinator is responsible for and supervises the DMAAs and berthing facility watch standers.
 - c. These regulations apply to all Training Center Yorktown berthing facility occupants.
 - d. The CMAA shall post a copy of these regulations in the public spaces of each berthing facility. DMAAs and Class Advisors will direct students to read and follow these regulations.
3. DIRECTIVE AFFECTED. TRACEN YORKTOWNINST 11103.1J is cancelled.
4. DISCUSSION.
 - a. Room Assignments and Inspections.
 - (1) Student Room Assignments. The CMAA (via the berthing facility management contractor) will assign rooms in accordance with current contract guidelines. Generally, personnel will be assigned as indicated below, although the CMAA may deviate from these guidelines to ensure the overall efficient management of berthing facility rooms.

Cain Hall: Students E-7 and above (O6 and above single rooms)
 Civilians (GS/GM-15 and above single rooms)

Note: If vacant rooms are available, members may be given a single room to themselves.

Lafayette Hall: "A" school students (2nd deck)
Students E-6 and below
Permanent Party
Transient Personnel
Reservists in drill status (all pay grades)
Enlisted International Students (E1-E6)

Note: If vacant rooms are available, E-6 personnel shall be berthed no more than 2 to a room.

Steuben Hall: "A" school students

Lincoln Hall: "A" school students

- (2) Permanent Party Room Assignments. The CMAA will make all permanent party assignments to the third deck of Lafayette Hall in eight rooms from rooms 349 to 356. One of the rooms will be designated as female berthing.
 - (a) Non-rate Personnel: Non-rate personnel awaiting a class convening, temporarily suspended or disenrolled from school, shall be assigned quarters as deemed appropriate by the CMAA, and may be berthed up to four persons per room.
- (3) Permanent Party and Transient Personnel Authorized Quarters. Transient personnel are described as incoming/outgoing PCS personnel of TRACEN Yorktown and other members who, for some legitimate reason, need temporary quarters. The CMAA can approve temporary stay in the barracks for up to two months, provided a genuine need exists and space is available. The Executive Officer may authorize stays longer than two months on a case by case basis. All requests to stay in the barracks must be submitted through the member's chain of command in memorandum format to the CMAA. The CMAA will follow the guidelines set forth in reference (f) for assignment criteria for determining who can stay in the barracks:
 - (a) Unaccompanied members in pay grades E-3 and below assigned ashore.
 - (b) Unaccompanied members in pay grade E-4 assigned ashore.
 - (c) Unaccompanied members in pay grades E-5 and E-6.
 - (d) TAD Members.
 - (e) Married members who are experiencing martial discord: Members experiencing marital discord may be assigned to rooms for a brief duration to allow for a cooling down period. Under this provision, members who are temporarily separated may occupy vacant UPH transient rooms for no more than 15 days.
 - (f) Geographic bachelors: Geographic bachelors are members who choose to locate their dependents at an area other than their PDS. These members should be prepared to obtain private housing on the economy. However, with approval, geographic bachelors may occupy vacant rooms on a space available basis only. Before assigning geographic bachelors to rooms, commands shall advise these members not to consider assignments to UPH rooms as a long term solution to their housing needs. Instead assignments to available UPH rooms should be considered a short term solution, until the member can make permanent housing arrangements on the local economy.

Note: Residing in TRACEN quarters is a privilege. Infractions of any TRACEN Yorktown policies can result in removal from TRACEN quarters. All permanent party and transient personnel residing in the barracks may be informed they have 10 days to vacate a room.

- (4) Room Inspections for all barracks. Room inspections will be performed by the CMAA and staff as outlined in reference (f) and be documented using Coast Guard forms CG-6091 and CG-6092. The CMAA will maintain these inspections on file for a minimum of three years. Room inspections conducted by School Chiefs and class advisors will be conducted in the same manner as outlined in reference (d). The berthing facility management contractor shall also conduct room inspections as required by the existing contract.
 - (5) Check out time is no later than 1300 hours the day of departure for all students unless a later time is authorized by both MAA and ATI staff. Students checking out will ensure that their rooms are clean, neat, and habitable and that all personal items have been removed prior to checking out. Class "A" School advisors will conduct an inspection of their student's rooms prior to checkout. All linens, pillows, and key cards must be brought to the Lafayette Hall front desk to complete the check out process. A secure storage area for belongings will be available if needed. Any items found in rooms after 1300 will be removed and placed in lost and found for 14 days. MAA staff will conduct an inspection of all vacated rooms after 1300.
- b. General Berthing Regulations. Regulations are listed alphabetically by topic for convenience.
- (1) Alcoholic Beverages.
 - (a) Alcoholic beverages of any type are not permitted in Lafayette, Lincoln, or Steuben Hall. Students residing in Cain Hall, 21 years of age and older, may have beer, wine, or wine coolers only in their rooms with a maximum of six 12 oz. containers, or the equivalent, per person.
 - (b) Brewing or distilling equipment of any kind is prohibited in all barracks.
 - (2) Appliances and Electrical Equipment.
 - (a) All barracks rooms in Lafayette Hall have refrigerators (no larger than 6.5 cubic feet). Personal coffee pots are authorized for Permanent Party and "C" School students and must meet safety and electrical requirements and be inspected by the Safety Officer (reached at X2853) and approved by the CMAA prior to their use.
 - (b) Irons, hair dryers, and curling irons are authorized in all rooms but shall be unplugged when not in use (Ensure all appliances are cool prior to securing in your locker.). Electric blankets, cell phone chargers, televisions no larger than 20" (Lafayette Hall "C" School students only), gaming equipment, clock radios, notebook computers, and small stereos are permitted. All appliances must be kept in good repair, turned off and un-plugged when the occupant is not in the room.
 - (c) Electric heaters, air conditioners, and desktop computers are specifically prohibited.
 - (d) Decks: Lincoln and Steuben Hall decks shall be maintained in accordance with reference (d).
 - (3) Dependents and Guest Quarters. The term "dependent" is defined as persons issued an Armed Forces Dependent ID card and children of a sponsor under the age of 10. Guest Quarters are a group of specifically designated rooms in Cain Hall and are the only rooms authorized for dependent lodging. Students are not authorized to have dependents in guest quarters during the training week but are authorized to use guest quarters, in addition to their assigned student room, on weekends and holidays on a space available basis.
 - (a) If a "C" School student wishes to be accompanied by dependents, a written request must be submitted to the Training Officer for approval. If approved, the student will be allowed to live off base with dependents at the student's expense. Under normal circumstances, "A" School students are not authorized to be accompanied by dependents. Under no circumstances are hired babysitters authorized to occupy any berthing facility room.
 - (b) Guest quarters. Refer to reference (c) for information concerning the use of MWR guest quarters.

- (4) Fire Alarms. Evacuation routes are posted on the corridor walls. All alarms shall be treated as legitimate. The smoke detector system is extremely sensitive and expensive. During the air conditioning season, windows will be kept closed to prevent condensation, which will activate the alarms. Any tampering with the smoke detector or fire protection systems will result in immediate disciplinary action.
- (5) Food: Absolutely no open food is allowed in any of the barracks. Foods stored in a refrigerator, or in a sealed container are only authorized in Lafayette and Cain Hall.
- (6) Gear Adrift. The CMAA may confiscate any loose gear. If the owner does not claim such gear within 2 weeks, it shall be placed in the Lucky Bag located in Lafayette Hall. Bicycles are only allowed to be stored in the barracks first floor outer ladder wells, behind the stairwells. Bicycles stored in the ladder wells that obstruct exits, are not secured, or accumulate dust and cob webs will be removed and be sold in the Lucky Bag if not claimed within two weeks. Contact the CMAA staff for additional information.
- (7) Guests and Visitors. Guests and visitors are defined as any person not assigned living space in the specific berthing facility building (e.g. - anyone not living in Lincoln Hall is by definition a guest/visitor). Guests are not authorized in berthing facility rooms without the sponsor present. When members of the opposite gender visit rooms, all personnel in the room must be fully clothed and the entrance door kept fully open (90 degrees). At no time are "A" School students allowed in "C" School student rooms and vice versa.
 - (a) Class "A" School students may only receive guests or visitors in the first floor berthing facility lobby during the hours 0800-2200. However, Class "A" School students residing in the same building may visit one another's rooms from 0800-2200, subject to the limits of paragraph (7.c).
 - (b) Class "C" School students and permanent party may receive visitors or guests in the berthing facility common spaces, or their rooms between 0800-2200 if it is agreeable to all room occupants. The restrictions of paragraph (7.c) apply. Class "C" School students are not allowed in the "A" School student side of Steuben or any part of Lincoln Hall.
 - (c) Fraternization, prohibited or unacceptable relationships (including sexual activity of any kind) as defined in the Personnel Manual; COMDTINST M1000.6 (series) is prohibited in any berthing facility space. Cohabitation of married persons is only authorized in guest quarters or off base at the member's expense.
- (8) Laundry Rooms: Will be kept clean. If laundry soap is spilled on washer it will be cleaned and washer will be wiped down upon completion of the washing cycle. Dryer lint traps will be emptied at the completion of your drying cycle, and lint will be disposed of in the proper trash container. Any damage to any equipment or equipment not operating should be reported to TRACEN MAA.
- (9) Lights: All lights are to be secured when students are not in rooms.
- (10) Lockers: Will be kept in an orderly fashion, and are to remain locked at all times when students are not present. (Valuables are to be secured in locker). TRACEN Yorktown is not responsible for stolen artifacts
- (11) Lounges: Lincoln Hall, Steuben Hall and the 2nd deck of Lafayette Hall lounges are for "A" School students only. The lounge on the 3rd deck of Lafayette hall is reserved for "C" School students. Lounges will be kept clean and all students are expected to clean up after themselves. Lincoln and Steuben Hall lounges will be cleaned daily by students residing on each respective floor. Lincoln Hall lower lounge, TV room and Game room will be straightened up and cleaned daily by the off going student duty section. Lafayette Hall and Cain Hall lounges will be cleaned daily by barracks contractor. Gaming equipment located in each lounge is for use by all students. Any damage to gaming equipment or gaming supplies should be reported to each buildings DMAA, SMAA or

TRACEN MAA as soon as possible.

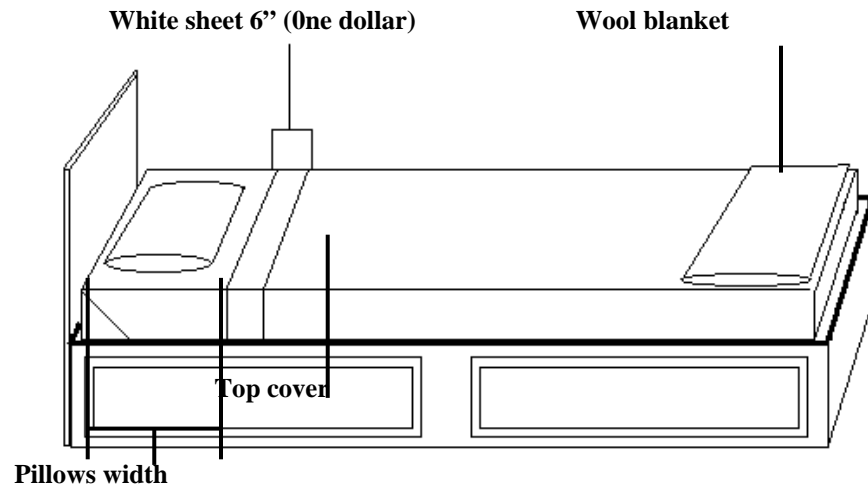
- (12) Maintenance: Report all maintenance issues promptly. Emergency issues such as lost climate control and major water leaks shall be reported immediately to the front desk staff, DMAA, or the OOD. Non-emergency issues can also be reported to the front desk and MAA staff or by submitting a work request through the barracks work request kiosk located in the lobby of each berthing facility or TRACEN's intranet home page.
- (13) Parking: See reference (a).
- (14) Pets: Absolutely no pets (including fish) are authorized.
- (15) Phone Messages: Telephone messages are received at the front desk of Lafayette Hall, (757) 856-2318, and Cain Hall (757) 856-2120.
- (16) Pictures and Posters: Pictures and posters may be hung on walls using only masking tape, or removable hanging devices. One poster or poster collage per occupant is permitted. Obscene posters or those glamorizing illegal activity, violence, drugs, or alcohol are prohibited. Those posters/pictures found to be questionable by the CMAA, class advisor, or other personnel in authority shall be removed.
- (17) Prohibited Items: The following items and practices are prohibited in the berthing facility:
 - (a) Weapons of any type (including BB, pellet and paintball guns) and live ammunition must be secured in the armory. Straight blade knives or knives with blades of 4 inches or more are considered weapons and must be secured in the armory. Noxious chemicals are prohibited.
 - (b) Hot plates, electric skillets, and other electrical devices for food preparation are not authorized. Cooking in rooms is prohibited.
 - (c) Any heat or flame-producing devices (i.e. candles, incense) or materials, including paint, model paints in containers larger than 2 ounces, and lighter fluid containers larger than 5 ounces.
 - (d) Electric heaters, air conditioners, and desktop computers are specifically prohibited. Laptop computers are authorized.
 - (e) Rugs, carpets, or any other decorative floor coverings.
- (18) Racks: Racks in Lincoln, Steuben, and Lafayette Halls will be made and maintained per (enclosure 1) and the following procedures will be met:
 - (a) Tan bedspread as top cover.
 - (b) Wool blanket folded lengthwise covering the foot of the rack.
 - (c) A fold of 6" (width of a dollar bill) showing the white sheet toward the head of the rack.
 - (d) One pillow width of exposed sheet should be visible at the head of the rack.
 - (e) Hospital corners will be used.
 - (f) Only barracks linens will be used.
 - (g) Rack will be positioned 3" off wall.
- (19) Security: Room occupants have a responsibility to properly secure money or other small, pilferable items in their locker, especially personal audio equipment and laptop computers. Padlocks shall be

used to secure valuables in the lockers provided. Rooms and lockers shall be locked when occupants are not present. TRACEN Yorktown is not responsible for lost, stolen, or damaged items.

- (20) Shoes: 4 pairs of shoes per person consisting of 1 of each style may be left out under each desk. Example: (1 Pair of shower shoes, 1 pair of sneakers, 1 pair of dress shoes, and 1 pair of boots)
 - (21) Sleeping Bags: Sleeping bags will be secured in the drawer under member's rack or locker and are not authorized to be left out.
 - (22) Smoking: Smoking is not authorized in any building, or within 50 feet of any entry, per reference (b).
 - (23) Taps: Quiet shall be maintained in rooms and the common areas between 2200 and 0600 so that occupants are not disturbed. Radio and television volumes shall be kept low enough to not disturb the sleep of others.
 - (24) Trash: All trash will be removed from room when student leaves for class and a clean liner replaced in the can. (This does not apply to Cain Hall.)
 - (25) Windows: All windows will be secured when students are not in rooms.
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
6. FORMS/REPORTS. None.

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W. J. Milne

TRACEN YORKTOWN'S BARRACKS PROCEDURES



1. All racks will be made and maintained per the above layout.
 - a. Top cover to cover the rack.
 - b. The wool blanket folded lengthwise covering the foot of the rack (it will not hang off the rack).
 - c. A fold of 6 inches showing the white sheet toward the head of the rack
 - d. A pillows width of exposed sheet should be visible at the head of the rack.
 - e. Hospital corners
 - f. Only barracks issue linen shall be left out on racks.