

# The Helmsman



**U. S. Coast Guard Training Center  
Cape May, New Jersey**



# **TRAINING CENTER CAPE MAY**

## **GUARDIANS OF THE SEA**

Welcome to the United States Coast Guard. We are an elite military, multi-mission, maritime organization whose service and strength are defined by our Core Values of Honor, Respect, and Devotion to Duty.

### **HONOR**

---

Absolute integrity is our standard. A Coast Guard member demonstrates honor in all things: never lying, cheating, or stealing. We do the right thing because it is the right thing – all the time.

### **RESPECT**

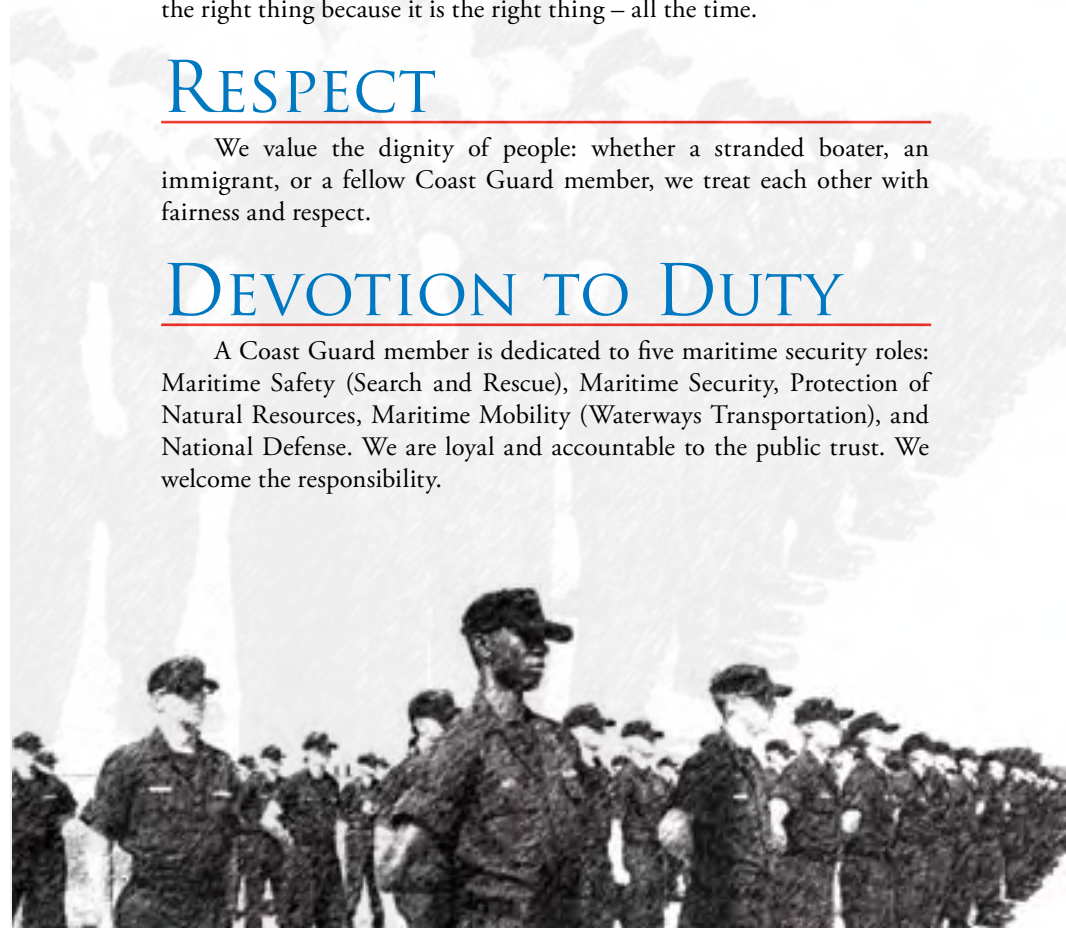
---

We value the dignity of people: whether a stranded boater, an immigrant, or a fellow Coast Guard member, we treat each other with fairness and respect.

### **DEVOTION TO DUTY**

---

A Coast Guard member is dedicated to five maritime security roles: Maritime Safety (Search and Rescue), Maritime Security, Protection of Natural Resources, Maritime Mobility (Waterways Transportation), and National Defense. We are loyal and accountable to the public trust. We welcome the responsibility.



# WELCOME!

Our goal at Training Center Cape May is to prepare you for shipboard duty and the stress associated with emergency response situations. Our expert and professional staff will train and test you in Physical Fitness, Water Survival & Swim Qualifications, Wellness and Nutrition, Self Discipline, Vocation, Academics, Military Skills and Military Bearing. We strive to instill a sense of pride and honor in every individual, and to bring you, along with your company, to a new level of excellence.

During the next eight weeks, we will assist you in making the transition from civilian to military member. You will gain the understanding of your responsibility to become a committed, productive member of the Coast Guard.

Recruit training is tough! You will be challenged to accomplish more than you ever thought possible. In eight weeks, you will learn the importance of teamwork, hard work and positive attitude!

This is your Survival Guide. Know it, and know it well! The information provided in this guide will help you prepare for and succeed at recruit training. The required knowledge is mandatory. The physical fitness is essential.

Welcome to the United States Coast Guard!

- BEFORE YOU ARRIVE.....4
  - FINANCIAL ARRANGEMENTS.....4
  - WHAT TO BRING.....4
  - PHYSICAL FITNESS TRAINING .....8
- YOUR ARRIVAL ..... 11
- KEYS TO SUCCESS .....12
  - ACT WITH HONOR.....12
  - TAKE THINGS SERIOUSLY.....12
  - BUILD UP YOUR PHYSICAL CONDITION.....12
  - FOLLOW ORDERS .....12
  - KNOW YOUR CHAIN OF COMMAND.....13
- REQUIRED KNOWLEDGE ..... 14
  - ELEVEN GENERAL ORDERS..... 14
  - NAUTICAL AND MILITARY TERMINOLOGY .....15
  - PHONETIC ALPHABET .....15
  - THE POSITION OF ATTENTION.....16
  - SALUTES.....16
  - ADDRESSING MILITARY PERSONNEL .....16
  - MILITARY TIME.....17
- CHARTING YOUR COURSE..... 18
  - ARRIVAL.....19
  - COMPANY FORMATION.....19
  - LEARNING THE BASICS .....20
  - PRACTICAL TRAINING.....20
  - PREPARATION FOR YOUR FIRST UNIT.....21
  - GRADUATION .....21
- PAY AND FINANCES .....22
  - ATM .....22
  - PAY GRADE.....22
  - BASIC ALLOWANCE FOR HOUSING (BAH).....22
  - THE MONTGOMERY GI BILL.....22
- GENERAL INFORMATION .....23
  - COUNSELING RESOURCES .....23
  - CHAPEL RESOURCES.....23
  - MEDICAL RESOURCES.....23
  - RELATIONSHIPS WITH OTHER PERSONNEL.....24
  - LIBERTY.....24
  - UNIFORMS .....25
- FAMILY INFORMATION .....26
  - THE COAST GUARD FAMILY.....26
  - EMERGENCY CONTACT TELEPHONE CALLS.....26
  - DEPENDANT ID CARDS.....26
  - TELEPHONE CALLS .....27
  - MAIL.....27
- FREQUENTLY ASKED QUESTIONS .....28
- GLOSSARY OF NAUTICAL TERMS.....31

**LEARN MORE ON THE WEB AT [WWW.USCG.MIL/HQ/CAPEMAY](http://WWW.USCG.MIL/HQ/CAPEMAY)**



## BEFORE YOU ARRIVE

Before you arrive for basic training, you need to prepare yourself physically, mentally and financially. Make sure you also have the right clothing and supplies, and most importantly-*The Right Attitude!*

### Financial Arrangements

We strongly recommend that you make financial arrangements with your creditors to either delay payments for two months or pay in advance to cover the time you will be away at basic training.

When you arrive at Cape May, you must have a checking or savings account and an ATM card. Your pay will be direct deposited into this account. The only way you will be able to access it will be to withdraw it from your personal account with your ATM card.

Additional information on pay and finances can be found on page 22.

### What To Bring

There are three categories of personal items:

- **Issue:** Items issued to you upon arrival at the Training Center.
- **Permitted:** Items which are allowed into training.
- **Contraband:** Items which are strictly forbidden and will be thrown away.

It is strongly recommended that you bring \$50.00 cash (in small bills) to cover the cost of additional items you may desire.

You are authorized to bring one small suitcase or duffel bag with your name printed clearly on it. The bag will be used to store the clothes you arrive in until after graduation. We recommend that you arrive in comfortable weather-appropriate clothes and sneaker-type shoes.



### Permitted Items

You may bring the following items to Cape May:

- White v-neck t-shirts (3 each)
- Underpants (white) (6-10 pairs)
- Dark blue or black long underwear (Oct-Apr)
- Watch
- Wallet
- Wedding bands
- Cartridge type razor only
- Bible and/or 1 religious reference book
- Religious medallion worn on a chain long enough that it cannot be seen under a v-neck t-shirt
- Address book
- Stationery, envelopes, stamps
- Hand/body unscented lotion
- Pre-paid phone card
- Toothbrush
- Talcum powder
- Shaving kit
- 2 wallet-sized family photos

Note: If you do not bring any of these items, they are available for purchase upon arrival.

### Additional Permitted Items For Women only:

- Birth control pills (if already using-to maintain cycle)
- Cloth covered elastic bands that match hair color
- Gold/silver barrettes/bobby pins or ones that match hair color
- Only one set of ball earrings worn in lowest hole of ear (not larger than a quarter-inch in diameter gold, silver, pearl, or diamond) (Earrings may only be worn for graduation, pictures, and off-base liberty)
- Feminine hygiene items
- Hair dryer
- Half slip (white/skin tone) 1 each
- Makeup (minimal amount)
- Panty hose (skin tone) 1 pair
- Sports Bras (white/skin tone) 6 each



### **Contraband**

The following items are considered contraband and will be disposed of, and possession of some of these items will result in immediate removal from training:

- Alcoholic Beverages
- All pornographic photos or materials
- Any glass containers (plastic containers are permitted)
- Consumables (any food or beverage)
- Magazines
- Narcotics and drug paraphernalia
- Newspapers
- Tobacco products and associated items
- Weapons

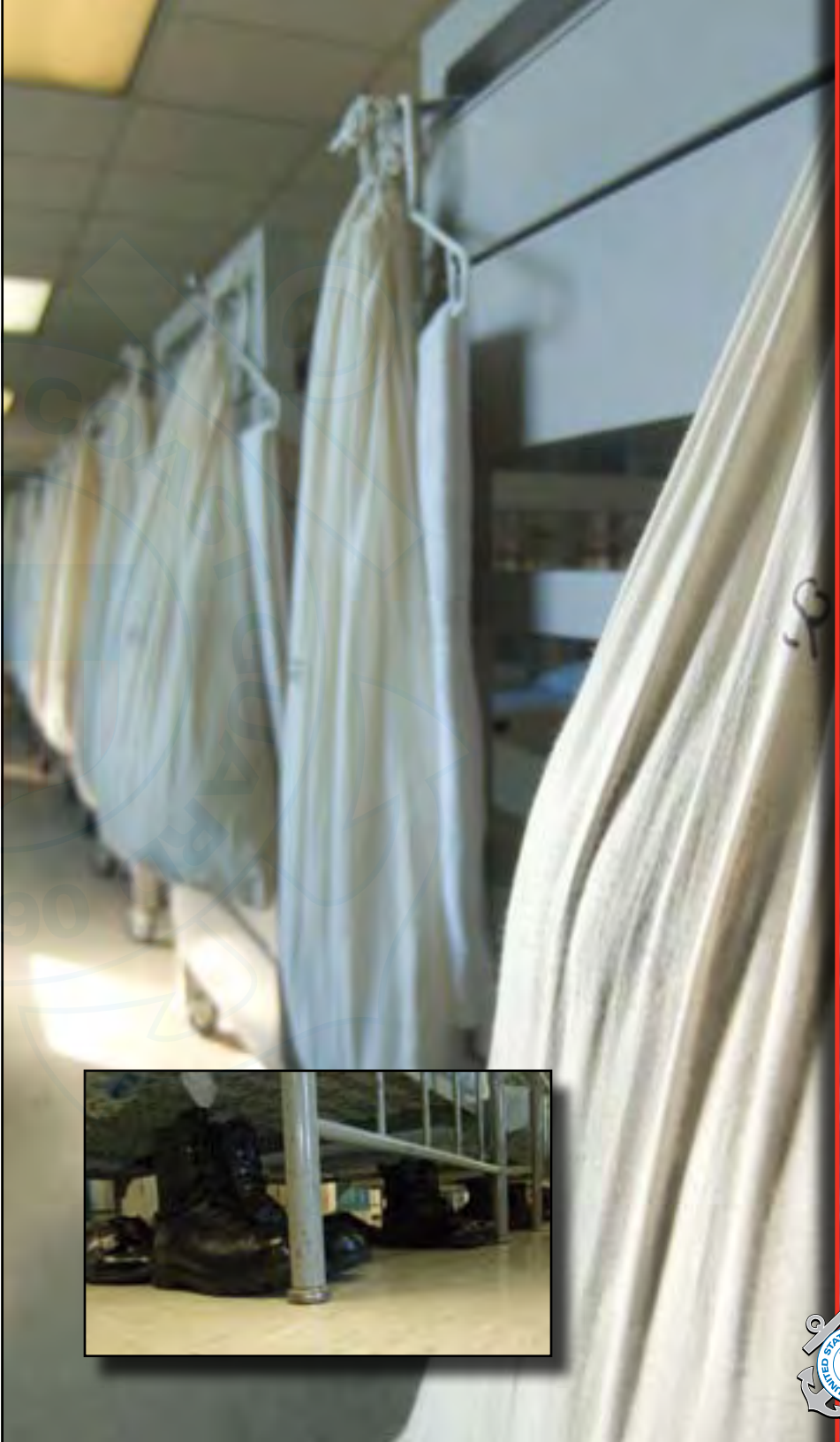
### **Items Issued To You**

The following items will be issued to you upon arrival at the Training Center. (You pay for these items through allotment from your CG pay).

- |   |                      |    |                       |
|---|----------------------|----|-----------------------|
| 1 | CG Manual            | 2  | Locks                 |
| 2 | Bar soap/1 soap dish | 3  | Laundry pins          |
| 1 | Antibacterial soap   | 3  | Laundry bags          |
| 1 | Deodorant            | 10 | Plastic hangers       |
| 1 | Shampoo              | 1  | Notebook              |
| 1 | Shower kit           | 1  | Ruler                 |
| 4 | Towels               | 1  | Dozen pens            |
| 1 | Washcloth            | 1  | Highlighter           |
| 1 | Pair shower shoes    | 1  | 1" stencil            |
| 1 | Lip balm             | 1  | 1/2" stencil          |
| 1 | Dental floss         | 1  | Black marker          |
| 1 | Toothpaste           | 1  | White marker          |
| 1 | Toothbrush/holder    | 1  | Sewing kit            |
| 1 | Pkg. Band-Aids       | 1  | Shoe shine kit        |
| 1 | Nail clipper         | 2  | Ditty bags            |
| 1 | Pkg. razors          | 1  | Water bottle          |
| 1 | Blister kit          | 1  | Penlight              |
| 1 | Pkg. cotton balls    | 2  | Masking tape rolls    |
| 1 | Pkg. cotton swabs    | 1  | Pair of running shoes |

**Male Only Issue:** 2 Athletic supporters, 1 Shaving cream

Note: Insect repellent and sunscreen are issued May - Sept.



## Physical Fitness Training

### Getting In Shape

In a short time, you will begin Coast Guard Basic Training at Cape May, New Jersey. The recruits who succeed in their physical fitness training all have one thing in common: they started preparing for basic training early! Here is how to get started:

**DOCTOR EXAM** – If you have never exercised regularly, you should have a physical exam by a doctor to ensure safety.

**CLOTHING** – Dress for the temperature. If it is cold outside, cover your ears and fingers. If it is hot, wear cool cotton clothing.

**FOOTWEAR** – Ensure that you wear a good quality running sneaker.

### The Elements of Fitness

Since exercise alone does not make you fit, consider these elements together for a lifetime approach to physical fitness:

- STOP USING TOBACCO AND DRUGS!!!
- Follow a low-fat nutrition plan.
- Follow an exercise plan that includes cardiorespiratory endurance, muscular fitness, flexibility and strength.

The first few weeks of Boot Camp are tough. Smokers have the added challenge of not being allowed to smoke. (Smoking or chewing tobacco is prohibited while you are in recruit training). Make every effort to be tobacco free before you arrive. It is highly recommended that you participate in a smoking cessation program prior to entering training if you are either a heavy smoker or have been smoking for several years.

### Stretching

Stretching for flexibility should be conducted as part of your exercise program, both before strenuous exercise and as part of your cool-down afterwards.

REMEMBER, do not bounce, but slowly extend and hold your stretch for 10 to 15 seconds.



### Bent-Knee Sit Ups

**Minimum Qualification for Graduation**

**Male - 38 in one minute Female - 32 in one minute**

This exercise measures abdominal muscular endurance.

Lie on your back, knees bent, feet flat on the deck, hands cupped behind your ears, and if necessary, have someone hold your feet for stability. Keep your lower back on the deck and raise your upper body approximately 90 degrees, touching your elbows to your knees before beginning a controlled descent back to the deck. Once your shoulder blades touch the deck, you can raise your upper body again. Do not tuck your chin into your chest as this causes strain on your neck. Your goal is to meet or exceed the physical fitness qualifications for graduation.



### Push-Ups

**Minimum Qualification for Graduation**

**Male - 29 in one minute Female - 15 in one minute**

This exercise measures the muscular endurance of the upper body.

Perform by placing hands shoulder-width apart, your feet together and your body forming a generally straight line from the shoulders to the ankles. Keep your body straight throughout the exercise. Lower your body until the upper arms are at least parallel to the ground, then push up to the initial position by completely straightening the arms. Strive to meet or exceed the qualifications for graduation.



### Running

#### Minimum Qualification for Graduation

**1.5 MILE RUN: male 12:51 (minutes) female 15:26 (minutes)**

This exercise measures your full body endurance.

Stretch out thoroughly before you begin running. Wear a good pair of running shoes that fit properly. Pick a good running surface. If a running track is not available, choose a level street to run on.

Relax and breathe properly. Keep your elbows close to your sides to conserve energy. Practice lengthening your stride to reduce stress on your joints. When you tire, slow to a brisk walk and continue pumping your arms to maintain aerobic heart rate. If you have not run for a long time, or have never run, you should start out with a walk/run program. For example: walk five minutes, then run two minutes, repeating the cycle three times, for a total of 21 minutes. Aerobic exercise should be done three to five times per week.



### Swimming

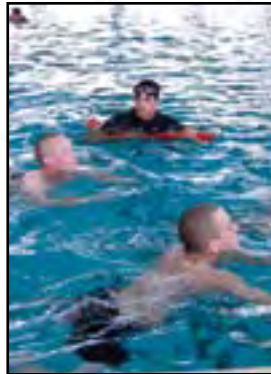
#### Minimum Qualification for Graduation

**Jump off a six-foot platform into the pool, swim 100 meters, and tread water for five minutes. Swimming on your back is not permitted.**

This exercise measures your ability to swim.

There are seven essential components to a good swimming training program. Stretching, warm-up, kick pull or drill sets, major set, timed swim, sprints, and warm-down.

There are resources that can be found on the internet to help you design a personalized training program to prepare you for your swimming qualification.



## YOUR ARRIVAL

Start your travel to Cape May well rested.

Upon arrival at the Philadelphia International Airport all recruits must report immediately to the USO office located in Terminal D. If your flight is late and the USO personnel have departed, follow the directions left for you on the office door and contact Training Center Cape May at 1-609-898-6971.

A bus will take you from the Philadelphia Airport to Training Center Cape May. During your first night here, you will sleep in the clothes you arrive in, so make sure you travel comfortably.



## KEYS TO SUCCESS

The following list provides a few examples of things you need to do to be successful in training.

### Act with Honor

You are now subject to the Uniform Code of Military Justice (UCMJ). Lying, cheating, or stealing will not be tolerated. If you do something wrong, or make a mistake, do not hide it or lie, own up to it. Violating our Core Values can have serious legal consequences.

### Take Things Seriously

Make no mistake, we are serious about training you to become an effective member of the Armed Forces. If you make light of what your Company Commander is trying to teach, you will find yourself on the receiving end of some STERN discipline. This is not the place for jokes.

### Build Up Your Physical Condition

Many recruits find our physical fitness program to be less strenuous than their regular one. That is great. Many others, career “couch potatoes,” find it almost impossible. Follow the advice given on pages 8-10. Get in shape, but build up slowly, you do not want to hurt yourself.

### Follow Orders

One of the things you will learn in recruit training is how to obey an order instantly and willingly. Get used to it. It will assist you in recruit training and in your Coast Guard career.



## Know Your Chain of Command

A Chain of Command is a structure of authority and responsibility. It is necessary so that everyone knows their place in the organization, and to whom they have to report.

For example, your immediate supervisors are your Company Commander (CC) and Lead Company Commander (LCC). Their immediate supervisor is the Section Commander (SC), who is the next person in your chain of command. This progresses, as you can see below, up to our Commander-in-Chief, the President of the United States! You are required to know each person’s rank and name in your Chain of Command. Fill in the blanks when instructed to do so by your Company Commander.

Commander-in-Chief \_\_\_\_\_

Secretary of Homeland Security \_\_\_\_\_

Coast Guard Commandant \_\_\_\_\_

Commanding Officer (CO) \_\_\_\_\_

Executive Officer (XO) \_\_\_\_\_

Training Officer (TO) \_\_\_\_\_

Regimental Officer (RO) \_\_\_\_\_

Battalion Officer (BO) \_\_\_\_\_

Battalion Commander (BC) \_\_\_\_\_

Section Commander (SC) \_\_\_\_\_

Lead Company Commander (LCC) \_\_\_\_\_

Company Commander (CC) \_\_\_\_\_

### Other helpful persons to know: (not in Chain-of-Command)

Command Master Chief (CMC) \_\_\_\_\_

Chaplain \_\_\_\_\_





# REQUIRED KNOWLEDGE

## Eleven General Orders

The Eleven General Orders are common to all branches of the U.S. Armed Forces. **Memorize these orders!**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, field officer of the day, officer of the day, and officers and petty officers of the watch.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the petty officer of the watch in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

## Nautical and Military Terminology

Room.....	COMPARTMENT
Bathroom.....	HEAD
Floor.....	DECK
Upstairs.....	TOPSIDE
Stairs.....	LADDER
Wall.....	BULKHEAD
Mop.....	SWAB
Downstairs.....	BELOW
Bed.....	RACK
Ceiling.....	OVERHEAD
Flag.....	COLORS
Drinking Fountain (or rumor).....	SCUTTLEBUTT
Stop.....	BELAY or AVAST
I understand your order and will comply.....	AYE AYE, SIR/MA'AM
An area designated by the Commanding Officer to serve for official and ceremonial functions.....	QUARTERDECK
Recruit progress documentation slip.....	PERFORMANCE TRACKER

## Phonetic Alphabet

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIETT	W	WHISKEY
K	KILO	X	XRAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU



## The Position of Attention

The purpose of the position of attention is to instill military bearing and self discipline. You stand in the following manner:

- Smartly bring your left heel against the right.
- Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
- Your legs should be straight but not stiff at the knees.
- Keep your hips and shoulders level and your chest lifted.
- Your arms should hang naturally, thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
- Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
- Stand still and do not talk.

## Salutes

Salutes will always be accompanied by a proper greeting such as “Sir, Good Morning, Sir”, or “Ma’am, Good Afternoon, Ma’am.” A salute is military tradition and custom that recognizes the other person’s seniority.

## Addressing Military Personnel

Recruits will address all personnel using “Sir”, or “Ma’am” (as appropriate) at the beginning and the end of the sentence or phrase. The position of attention will be assumed when speaking to, or being addressed by, an officer or a Company Commander. “Carry-on” may be granted by the person in authority only if the recruit demonstrates proper military bearing.



## Military Time

Military time is an unambiguous, concise method of expressing time. The main difference between regular and military time is how hours are expressed. Regular time uses numbers 1 to 12 to identify each of the 24 hours in a day. In military time, the hours are numbered from 00 to 23. Under this system, midnight is 00, 1 a.m. is 01, 1 p.m. is 13, and so on.

Regular and military time express minutes and seconds in exactly the same way. Since military time uses a unique two-digit number to identify each of the 24 hours in a day, a.m. and p.m. are unnecessary.

The following table summarizes the relationship between regular and military time.

Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300



## CHARTING YOUR COURSE

You are about to get underway on an eight-week journey\* that will take you to a level where you can serve your country with professionalism and effectiveness. You will develop confidence and teamwork skills and learn what it means to live in accordance with our Core Values of Honor, Respect, and Devotion to Duty.

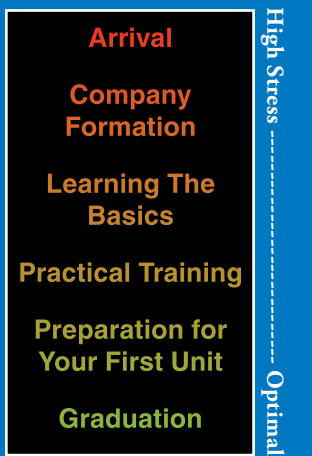
The training is tough. We save lives and enforce the law. This is too important and challenging for those who are unprepared. Your training can be broken down into a few identifiable stages:

- Arrival
- Company Formation
- Learning the Basics
- Practical Training
- Preparation for Your First Unit
- Graduation

### STRESS INDEX

This will be a stressful time for you, but you will make significant progress towards becoming a productive member of the U.S. Coast Guard. The stress is there on purpose: to ensure you have what it takes to defend your country, enforce our laws, and save people in difficult circumstances. As you progress in training, you will be expected to perform at higher and higher levels.

The Stress Index provides you with an idea of how recruits rate the different stages of training.



\*Basic Training is eight weeks long. However, if you are held back in training for disciplinary, medical, or academic reasons, it could be longer.

### Arrival

When you arrive at Cape May, the forming process begins. The goal of forming is to get you ready to train. You will go through medical screening and administrative processing. You will also receive your uniforms and a haircut. This is your first step towards your transition from civilian to becoming a Coast Guard member. During forming week, you may not feel like a military member, but you will begin to look and act like one.



### Company Formation

After forming week you will be assigned to a Recruit Training Company, and meet your Company Commanders (CCs). If you are like most people, your lead CC and assistant CC will be among the most significant influences in your life. They will ensure that you overcome the challenges of training and make the transition from civilian to Coast Guard member.

Your first weekend with your company will be a challenging time for you. You will learn how to act as a member of a team, and how to obey orders. Many recruits find this the most difficult period in Boot Camp.

Prepare yourself for this. Remember that the beginning is hard but you will quickly learn how to meet the many requirements and challenges placed upon you. Your objective here is simply to get “squared away” and begin your transformation.



## Learning The Basics

Your first order of business is an introduction to physical fitness and required knowledge. You will start learning military drill, military customs and courtesies, and begin basic Coast Guard orientation. The more required knowledge you can memorize before you arrive for training, the better off you will be. Some of your required knowledge is listed in this booklet starting on page 14.

## Practical Training



Your training during this period will be much more practical and hands-on. You will learn fire fighting and marksmanship. You will learn about line handling and seamanship, and you will also continue with classroom instruction.

At the end of the fourth training week you will take the mid-term exam and when you pass it, your training will take a significant turn. You will complete your Assignment Data Card (ADC). You will be requesting your first assignment by geographic location first, then type of unit (i.e. Cutter, Small Boat Station, Patrol Boat, etc.). This tells the Coast Guard where you would like to serve. The Coast Guard will assign you to a ship or shore unit depending on the needs of the Service, but we will attempt to match that need with your preferences.

The Coast Guard has a priority to fill certain billets as follows: Operational Afloat, Operational Ashore, Operations Support, and finally General Support. Therefore, the majority of all recruits find their first duty is operational. You will be required to contact your new unit and speak with a designated sponsor who will give you the information you need to make a successful transition to new duties.

## Preparation for your First Unit

At the end of the fifth training week, you receive orders to your first assignment and things start happening quickly. By this phase of training, you are conducting yourself as a member of the Armed Forces. Your training is progressing through practical areas, like first aid, and watch standing. Learning about your military entitlements will also prepare you for upcoming travel arrangements and graduation. All of these details will be taken care of prior to your departure from Cape May.

## Graduation

Graduation is the culmination of the Recruit Training program and a proud moment for the graduates, their families and the Training Center staff. Graduation ceremonies are usually held each Friday morning at 1100. The ceremonies are typically held outdoors. In the event of inclement weather, graduations are held in the Training Center gymnasium. The family of each recruit is sent a letter informing them of the details of the graduation ceremony. For more information on graduation, parents may check the Cape May website at [www.uscg.mil/hq/capemay/visitorinfo.htm](http://www.uscg.mil/hq/capemay/visitorinfo.htm).



## PAY AND FINANCES

### ATM

Should you need any banking services while at TRACEN Cape May, the Pentagon Federal Credit Union is available. This is a cooperative, not-for-profit financial institution chartered by the federal government. ATM's are located at Dempsey Hall.

### Pay Grade

Recruit trainees are paid in accordance with current pay scales for the pay grade in which they were enlisted. Most recruits are enlisted as E-1. However, there are some enlistment programs which bring people in at pay grades E-2 and E-3.

### Basic Allowance for Housing (BAH)

In addition to base pay, recruits with families may apply to receive Basic Allowance for Housing (BAH). This is normally done during week one of training. The amount is based on the status of your dependents.

### The Montgomery GI Bill

If you're eligible, the Montgomery GI Bill/Active Duty provides up to 36 months of education benefits for:

- College or Business Courses
- Technical or Vocational Courses
- Correspondence Courses
- Apprenticeship/Job Training
- Flight Training

Under this Bill, you may receive benefits for a wide variety of training, including an undergraduate or graduate degree at a college or university, or a cooperative training program. You may also take an accredited independent study program leading to a degree.

## GENERAL INFORMATION

### Counseling Resources

The training program is very strenuous. This, combined with the challenge of separation from family and friends, sometimes creates a need for recruits to seek counseling. There are several people you can see to discuss your needs.

The first person you should talk to is your Company Commander. Your CC has had a lot of experience dealing with issues and problems just like yours. If you feel uncomfortable discussing the problem with your CC, you can make an appointment to see a Chaplain or another counseling resource.

These resources include a staff psychiatrist, equal opportunity advisor, social worker, and staff nurse. Appointments to see these people are made through your Company Commander. The important thing to remember is that you are not alone, and someone will always be available to assist you.

### Chapel Resources

Many people find religious services uplifting and a good way to ease the pressures of training. The Training Center Chapel is staffed by both Catholic and Protestant Chaplains, and has services every Sunday morning which you may attend. Arrangements will be made for you to attend other types of religious services if available in the community, as long as there is no conflict with your regularly scheduled training. You may also join the recruit choir. Two recruits from each company are assigned as Company Religious Representatives and attend weekly meetings, lead company prayers, and work in the chapel at various times.

### Medical Resources

The Training Center Dispensary provides medical services delivered by family physicians, a physical therapy department, a dental clinic, optometry services and a psychiatrist. They serve recruits and active duty personnel with mild to moderate illnesses, including overnight treatment. Emergency room services are available at local hospitals.



## Relationships with Other Personnel

### Recruits MAY NOT socialize with:

- Cape May Training Staff (non-recruit military and civilian personnel)
- Recruits in other companies not in the same week of training.

### Inappropriate relationships are defined as follows:

- Repeated or continued association, discussions (including ones of a professional nature)\* and sexual or amorous relations between recruits and Cape May Training Staff.
- Nonprofessional association with recruits from other companies not in the same week of training unless specifically directed by the Training Staff.
- Any sexual or amorous associations or discussions between recruits.

**Recruits are required to report any incident involving inappropriate relations. Failure to report an incident is considered a punishable offense.**

## Liberty

Liberty is time off from recruit training. It can be limited to Training Center grounds only, or your company may earn eight hours off-base liberty in week seven of training. Liberty is a privilege that is earned and not automatically given to everyone. If you do not meet all required academic and physical fitness requirements you will not normally be afforded liberty. While on liberty, you represent the United States Coast Guard and should take pride in your Service.

**While on liberty, the consumption of alcohol by anyone under 21 years of age is not permitted.** Excessive consumption of alcohol by any recruit which results in intoxication or the inability to perform duties will be punished according to current policy.

## Uniforms

Uniforms must be worn properly with respect. Your conduct must reflect your pride in the Coast Guard and in your uniform.



\*These discussions may be perceived as an inappropriate relationship because of the frequency of the discussions.



# FAMILY INFORMATION

## The Coast Guard Family

As a new member of the Coast Guard, you become part of our "extended family," and so do your personal family members. New members of the Coast Guard are often following a family tradition. Some new members are starting a new tradition and are the first Coast Guard members in their family. Whether you are new to the Coast Guard or not, it is vital that you pass along important information to your family. How you support your immediate family, and how you continue to fulfill your responsibilities to them are an important part of your military life.

## Emergency Contact Telephone Calls

In an emergency, your family should contact their local American Red Cross Office. For questions or concerns of an urgent nature, they can reach the Public Affairs Officer at (609) 898-6969 or after-hours the Officer of the Day at (609) 898-6915.

## Dependent ID Cards

If you have dependents, you will fill out the Application for Dependent ID Card after your arrival at Cape May. The application and letter explaining the procedure will be sent via mail to your spouse/dependent. They will take the application to the nearest ID card issuing military installation and get a dependent ID card. If they are unable to get to a military installation prior to your graduation, your dependent may get a card issued either at Cape May or at your first duty station.



## Telephone Calls

Upon arrival at Cape May, a letter will be sent to your family to let them know you arrived safely. During recruit training, you may NOT receive personal phone calls, therefore you may want to contact your family when you arrive at the Philadelphia USO. Office phones at Cape May are for conducting official business only. Phone use can be granted by your Company Commander only in the later weeks of training.



## Mail

Mail is delivered to the Training Center Monday through Friday. Due to the volume of mail received, it may take longer than normal for mail to reach you. Company mail orderlies pick up mail at a time set by the Company Commander, and return it to the Company Commander for inspection. Any suspicious looking letters or packages will be opened by you in the presence of your Company Commander. Contraband items are seized. Please see the list on page 6 so you know what may not be sent.

Outgoing mail may be sent from the drop box at the Training Center Post Office or dropped in the mailbox located between Munro Hall and the Auditorium. Mail is picked up twice a day.

### Your mailing address while at the Training Center is:

SR \_\_\_\_\_  
Recruit Company \_\_\_\_\_  
Healy Hall, or James Hall, or Munro Hall  
USCG Training Center  
1 Munro Avenue  
Cape May, NJ 08204-5083



## F.A.Q.'S

---

**Question:**

Is there time off during training?

**Answer:**

Yes. Time off includes divine hours on Sunday where you will have time to attend worship services of your choice. In later weeks of training, you may be able to earn liberty for a few hours during the weekend.

**Question:**

What if I didn't get a chance to get a bank account and ATM card?

**Answer:**

Your pay will be seriously disrupted. You need to take care of this before arriving at Cape May so you do not have to spend time during training dealing with this.

**Question:**

How long is recruit training?

**Answer:**

Eight weeks, unless you are held back for disciplinary, medical, academic, or physical fitness reasons.

**Question:**

What can I receive in the mail?

**Answer:**

Letters, cards, and photos that are of a non-obscene nature.

**Question:**

Can I get married while I'm in the Coast Guard?

**Answer:**

Yes.

**Question:**

How does my family notify me in the case of an emergency?

**Answer:**

They should contact their local Red Cross office.

**Question:**

Can my family pick me up at the end of recruit training?

**Answer:**

Yes. Your family is always invited and encouraged to attend graduation.

**Question:**

Can I apply to become an officer later, if I choose to do so?

**Answer:**

Yes, ask your unit Educational Services Officer for details.

**Question:**

How much leave do I get a year?

**Answer:**

You earn 30 days paid leave each year.







## GLOSSARY

---

**BARRACKS** - A building where military personnel live.

**BELAY** - (1) To make fast or secure a line. (2) To cancel an order.  
(3) To cease.

**BELOW** - Beneath the deck (downstairs).

**BULKHEAD** - A partition or “wall” on a vessel.

**CABIN** - The Commanding Officer’s living quarters.

**COMPARTMENT** - Enclosed spaces or “rooms” on a vessel.

**DECK** - The “floor” of a vessel.

**EYES IN THE BOAT** - Look straight ahead at position of attention.

**FORWARD** - Towards the bow (pronounced “forrard”).

**GALLEY** - The cooking compartment or “kitchen” on a vessel.

**HATCH** - A square or rectangular opening in a deck.

**HEAD** - The compartment with toilet facilities; bathroom.

**HEADING** - The direction a ship points at any given moment.

**INBOARD** - Toward the ship’s center line.

**LADDER** - Steps from one deck to another.

**MESSDECK** - The compartment where enlisted personnel eat.

**MUSTER** - Assembly of the crew for accountability.

**OOD** - Officer Of the Day/Deck. An officer who is in charge of a vessel or station for the day or watch.

**OUTBOARD** - Out, away from the ship’s center line.

**OVERHEAD** - The ceiling on a vessel/compartment.

**PASSAGEWAY** - Compartment designed for traffic, a “hallway.”

**PORT** - The left side of a vessel when looking forward.

**RACK** - A sailor’s bed.

**SCUTTLE BUTT** - (1) A drinking fountain. (2) A rumor.

**SECURE** - Lock up, finish up.

**STARBOARD** - The right side of a vessel when looking forward.

**SWAB** - To mop. The mop itself.

**UNDERWAY** - When a vessel is not tied to a pier or at anchor.

**WATCH** - A period of duty, usually four hours.





# SEMPER PARATUS

by Francis S. Van Boskerck, Capt., USCG

From Aztec shore to Arctic Zone  
To Europe and Far East,  
The flag is carried by our ships  
In times of war and peace;  
And never have we struck it yet  
In spite of foeman's might  
Who cheered our crews, and cheered again  
For showing how to fight.

*CHORUS:* We're always ready for the call,  
We place our trust in Thee.  
Through surf and storm and howling gale  
High shall our purpose be,  
"Semper Paratus" is our guide,  
Our fame our glory, too,  
To fight, to save, or fight and die!  
Aye! Coast Guard, we are for you.

SURVEYOR and NARCISSUS,  
The EAGLE and DISPATCH,  
The HUDSON and the TAMPA,  
The names are hard to match;  
From Barrow's shore to Paraguay,  
Great Lakes or ocean's wave,  
The Coast Guard fought through storms and winds,  
To punish or to save.

## *CHORUS*

Aye, we've been "Always Ready"  
To do, to fight, or die  
Write glory to the shield we wear  
In letters in the sky.  
To sink the foe or save the maimed  
Our mission and our pride,  
We'll carry on 'till kingdom come  
Ideals for which we've died.

## *CHORUS*