



Commandant of Cadets
United States Coast Guard Academy
15 Mohegan Avenue
New London, CT 06320-4195

To the Class of 2024,

Welcome aboard! Congratulations on your appointment to the United States Coast Guard Academy. You should be proud of your accomplishment, which puts you among the most select group of men and women in America.

Swearing-In Day (Day One) for the Class of 2024 will be on Monday, June 29, 2020. This handbook and the associated paperwork is designed to help you prepare for your Academy experience, as well as provide us with the necessary information to get you “squared away” as you join the Coast Guard. You will also receive a letter about two weeks prior to Day One which will give you a specific time to arrive at the Academy. Plan on starting early!

Three pieces of advice as you prepare for your time as a cadet at CGA:

Commitment. Come here because *you* are ready for a challenge. Learn about our service at www.uscg.mil and our Academy at www.uscga.edu.

Get ready. Your success this summer starts with physical fitness preparation *before* you arrive, so you can hit the deck running.

America. Embrace the ideal that we *serve* the United States of America as members of the Armed Forces in the greatest nation on Earth. Stand tall!

Semper Paratus.

Richard J. Wester
Captain, U.S. Coast Guard
Commandant of Cadets

Overview

Our Coast Guard Service Motto is *Semper Paratus* - Always Ready. The Coast Guard's Core Values are:

Honor, Respect, and Devotion to Duty

Since 1790, in war and peace, the Coast Guard has protected America's maritime interests. On March 1, 2003, the Coast Guard transferred from the Department of Transportation to the newly created Department of Homeland Security. Our flexibility makes us a unique instrument of national security and allows us to carry out defense, economic, environmental and humanitarian missions. While protecting our nation's coasts, we stop drugs, illegal immigration and pollution. Around the world, we help emerging nations build their Coast Guards. This is why we are regarded as the world's premier maritime service.

You will soon take an oath of office as a Cadet in the United States Coast Guard and will begin your development as a commissioned officer in the Armed Forces of the United States. You will be expected to protect and defend the Constitution of the United States and to selflessly serve the American people. America will place *special trust and confidence* in your integrity, ability and good character.

This *special trust and confidence* must be earned. Make no mistake, the Academy leadership program is designed to challenge you. Swab Summer will test your self-discipline, your physical stamina, your commitment to service, and your capacity for teamwork. Above all, your success will depend on your daily commitment to the Coast Guard's Core Values of Honor, Respect, and Devotion to Duty.

The Academy's entire faculty and staff is focused on YOUR success and in helping you to meet the challenge of becoming an officer in the United States Coast Guard.

Getting Connected

Congratulations! Accepting your appointment is a big decision. Getting to know your classmates and the Academy before you report is something you may already be wondering about. We recommend and encourage you to "get connected" with your future classmates and the Academy before Swearing-In Day. The more you know, the more comfortable and successful you will be after you arrive. Here are just a few ways to get ready:

Join the Class of 2024 Facebook Group and get to know your classmates now. This private group is just for people who have received appointments to the Class of 2024. You can become "friends" with your classmates and share your personal profile or just participate without sharing any personal information. If you don't already have one, you will need to create a Facebook profile before you can join the group at <https://www.facebook.com/groups/uscg2024>. Facebook is a great way to communicate with your future classmates before Day One, but Cadet Regulations currently prohibit Fourth Class (freshmen) cadets from using Facebook or other social media/networking sites or instant messaging systems while at the Academy.

Be a "Cadet for a Day" By now you have hopefully visited the campus. If not, hopefully you can before Day One! Our two-day Academy Experience Programs (AEP) have been cancelled due to COVID-19, but you still have the opportunity to virtually explore campus at <https://www.uscga.edu/visit> and meet our faculty/coaches and some current cadets. Virtual AEP also includes a comprehensive Q&A session for your parents and family, so visit <https://www.uscga.edu/AEP> to learn about this special event designed just to teach you more about the Academy and prepare you for Swab Summer.

Attend a welcome aboard event hosted by your local Coast Guard Academy Parents Association Chapter. Each spring, the Parents Association hosts welcome aboard social events around the country for prospective cadets and their families. Either the Academy or Parents Association will notify you if there is an event in your area, so be sure to keep your mailing address, phone number, and e-mail address current with the Admissions Office. The Parents Association's homepage is <https://www.cgaparents.org>

Read! Top picks for the Class of 2024 are the *Running Light* (most of which you will memorize during Swab Summer) and *Character in Action*, by bestselling author Don Phillips. Both books will be issued to you on Swearing-In Day, so you do not need to purchase them in advance; however, copies of last year's edition of the *Running Light* are available for purchase online (<https://shopcgx.com>) from the Coast Guard Exchange and *Character in Action* is available nationwide, but also online. Please contact the Cadet Store at Bookstore@uscga.edu or by calling 860-444-8308 if you require assistance with online orders; you'll be reciting the Academy Mission and singing *Semper Paratus* before you know it!

Preparation Checklist

Admiral Jim Loy, former Commandant of the Coast Guard, often said "preparation equals performance." We agree! The following is a checklist that you should use in order to prepare for Swearing-In Day.

Return the following by June 1, 2020 either online (if noted) or as directed by mail:

- Immunization Record Form (return via fax and mail original forms)
- Cadet Information Form
- Parent Consent to Disclosure Form
- Cadet Contact Form
- Cadet Pay Forms (CG-2015; CG-2040; CG-3307; CG-5200; DD-2058; DD-2760; IRS W-4)
- Emergency Contact Form
- Designation of Beneficiaries Form (CG-2020D)
- Servicemembers' Group Life Insurance Election and Certificate Form (SGLV-8286)
- Uniform Measurement Information (return to the Cadet Store via e-mail at Bookstore@uscga.edu)
- Cooperative Institutional Research Program Survey, Values in Action Survey, Situational Action Survey, and Integrity Questionnaire (completed online)
- Appointment Certificate Presentation Request (optional; completed online)

Accomplish the following before Swearing-In Day:

- Make sure you have a U.S. Tourist Passport valid through at least August 31, 2020; if possible, renew your passport now so it's valid for your entire time at the Academy. The process to obtain or renew a passport can take up to eight weeks, so plan accordingly. **You must have your passport on Day One.**
- Prepare Physically. Most injuries during Swab Summer are due to inadequate physical preparation; follow the eight-week conditioning program available at <https://www.uscga.edu/tips-for-success>
- Review our grooming standards. If you prefer, get your hair cut or styled in advance of Day One.
- Make your travel arrangements. If you're flying to the Academy, you must make your travel arrangements by contacting ADTRAV at 855-576-4781, Monday to Friday from 0730-2100 EST. You will be required to provide your Travel Order Number (located at the bottom of your official appointment letter) and then fax or e-mail them a copy of the appointment letter and the travel orders amendment memorandum, provided with your appointment, when making any reservations.
- Review the list of required and optional items to bring.

What to bring on Swearing-In Day

As a new cadet, you will be issued almost everything you need to complete the Swab Summer Training Program safely and successfully, with the exception of a few personal items.

Please review (and follow) the provided list carefully. You will be required to carry your bag up and down stairs, so the items you bring should fit in a small, easy-to-carry suitcase or backpack. It is highly recommended that you do not bring anything that is not on the provided list, including excess civilian clothing or personal computers/electronics. These are among the privileges reserved for upperclass cadets, but not Swabs! You may bring your cellular phone, but it will be secured during Swab Summer training.

We recommend that you carry-on these required items if you are flying, in case your luggage is delayed:

- Military ID Card (active duty and military dependents) or a state/federal government issued ID card
- U.S. Tourist Passport
- Copies of all acceptance forms (as listed in the “Preparation Checklist” section of this handbook)
- Two pairs of glasses or contact lenses, if you wear them. Contact lens wearers must still bring two pairs of glasses, know their current contact lens prescription, and bring a lens case with solution.
- All prescribed and over the counter medications, or dietary supplements, you require, including prescription documentation. *Note: You may bring non-prescription medications such as Tylenol, as long as the medication does not contain alcohol or ingredients that may make you drowsy. Do not bring stimulants such as No-Doz or other “energy enhancing” supplements.*
- Toiletries: soap, shampoo, toothpaste/toothbrush, deodorant, combs, nail clippers, shaving gear, etc. *Note: Male cadets are required to shave daily. Female cadets are allowed to wear conservative cosmetics after Swab Summer concludes. While you will be allowed to purchase items at the Cadet Store and Coast Guard Exchange Store, bring at least a one month supply of any needed (tampons, sanitary napkins) or desired toiletries.*
- For women: hair pins, cloth covered elastic bands or barrettes similar in color to your hair color, any personal hair care products for your hair type or styling products that are necessary to comply with military regulations; see Grooming Standards.

Required Items:

- U.S. Tourist Passport valid through August 31, 2020; visit <https://travel.state.gov> for information on obtaining or renewing your passport. This process can take up to eight weeks, so plan accordingly.
- Two pairs of high-quality and supportive athletic shoes (conservative/non-neon color), such as Asics, Brooks, New Balance, Nike or Saucony with any needed custom insoles, orthotics or laces. *Note: Minimalist shoes (such as Nike Frees) are not recommended. You will be wearing these shoes frequently starting on the first day of Swab Summer, so ensure that they fit correctly and are well broken in before you arrive. See additional notes on Uniform Measurement Form.*
- Men:
 - 12 white cotton V-neck undershirts
 - At least 20 pairs of briefs or boxer briefs (solid white, gray, black or navy blue color)
 - 4 pairs of compression shorts (solid gray, black or navy blue color)
 - 12 pairs white athletic tube socks (moisture wicking without bulky seams recommended)
- Women:
 - 12 white cotton V-neck undershirts
 - At least 20 pairs of underwear (solid white, gray, black, navy blue or flesh tone color)
 - At least 2 regular bras (solid white, beige or flesh tone color)
 - At least 10 sports bras (solid white, gray, black or navy blue color)
 - 4 pairs of compression shorts (solid gray, black or navy blue color)
 - 12 pairs white athletic tube socks (moisture wicking without bulky seams recommended)

Required Items (continued):

- Scientific calculator (similar to Casio Scientific FX-115MS) with solar power and battery back-up.
- Digital, waterproof watch with a dark band; smart watches are not authorized during Swab Summer.
- \$200 (cash) to cover incidentals during Swab Summer. Your first “payday”, which will include back pay earned since Day One, will be around September 1st.

Optional Items:

- Shower cap, head scarf (for sleeping), or personal hair care products for your hair type.
- Handheld musical instruments as requested by the Director of Cadet Bands.
- Sports equipment as directed by a Coast Guard Academy faculty or athletic coach.
- Camera. *Note: You will not have access to a computer, to download images from a digital camera, until Swab Summer concludes. Consider bringing a disposable camera to mail home or multiple memory cards.*
- Stationery for writing friends and family. *Note: Bringing pre-addressed, stamped envelopes or postcards will make it easier to write home. Stamps are available at the Academy’s Cadet Store, but your time is limited.*
- One 4x6 framed photo or photo cube.
- Journal, religious book, or other personal reading (limit of three books, total).

Please label all of your belongings with your first initial and last name (e.g. J. Doe)

Reporting to the Academy

Cadets are not authorized to stay at the Academy prior to Swearing-In Day (Day One). If you arrive early, you should plan to stay at a local hotel. You will not be reimbursed for the cost of lodging, but will receive travel entitlements as described later in this handbook. Please refer to <https://www.uscga.edu/travel-and-lodging> for a list of local accommodations offering discounted rates to Coast Guard Academy cadets.

The day before Swearing-In Day is full of activities for you and your guests. We encourage you to tour the campus (including Chase Hall from 1600-1700) and join us for dinner on Sunday, June 28, 2020; you will be receiving a schedule for the day and additional information about its events in early June.

On Day One, plan to arrive early. The members of each platoon will report together sometime between 0630 and 0830. You will be notified by letter exactly when to arrive at Roland Hall. Parents, relatives and friends are encouraged to accompany you. After you depart with your platoon, guests are invited to meet with Academy staff members and Parents Association representatives in Leamy Hall between 0800 and 1400 to learn more about Swab Summer and the Academy. Your first day will include a haircut, uniform issue, and military drill instruction. Family and friends are cordially invited to attend your swearing-in ceremony on Washington Parade Field in the afternoon. At the conclusion of the ceremony, you will have a brief opportunity to say good-bye to your guests before returning to Chase Hall for the start of training.

Once you are a cadet, you are considered a legal adult since you are an active duty member of the military. Therefore, the Academy will not inform your parents of your academic, military, or athletic performance.

Your first seven weeks at the Academy, referred to as the Swab Summer Training Program, are a period for training in military fundamentals and physical conditioning. It will prepare you to join the Corps of Cadets at the start of the fall semester. Your first week onboard will primarily be spent completing the numerous tests, medical examinations, and administrative paperwork associated with joining the military.

All members of the incoming class will be tested by urinalysis for evidence of recent drug use. This test will identify individuals who have used a controlled substance; anyone identified will be removed from cadet status, unless such use was prescribed by competent medical personnel for a valid medical purpose. All cadets will be periodically tested in a similar manner throughout their time at the Academy and during their service following graduation.

You will also be given a physical examination by the Academy's medical staff to ensure you meet all medical standards. Anyone not meeting these requirements will be disenrolled. If your medical status changes before you report (e.g. you break a bone, experience health problems, etc.) or you have any questions, please contact the Admissions Office at 860-701-6775 or Shannon.E.Castineira@uscga.edu right away to confirm that you'll still be medically qualified to begin training on Day One.

Note: Every year, a few members of the new class are disenrolled for medical reasons which they knew existed beforehand, but did not disclose. Please do not deny someone else an appointment when you suspect you are physically disqualified. If you have any doubts about meeting medical standards, please contact the Admissions Office for clarification and to learn about medical deferrals to the Class of 2025.

The physical demands placed upon you after your arrival are immediate and considerable, so it is imperative that you report in excellent physical condition. Maintaining aerobic endurance (running) and upper body strength are essential to meeting our requirements. Most disqualifying lower body injuries occurring during Swab Summer are a result of not adequately preparing for the considerable running (both long distance and up hills) challenges that take place. A Physical Fitness Examination (PFE) and swimming test will be administered during the first week of Swab Summer.

Note: All cadets are required to achieve a minimum combined score of 165 points on the PFE by the end of their first semester – this is the same test (cadence push-ups, sit-ups, and 1.5 mile run) you took during the application process. If you do not score at least 130 points on the PFE given at the beginning of Swab Summer you will be disenrolled. Additionally, your swim skills will be evaluated; the swim test includes a 100 yard swim, three meter jump, and five minutes of treading water. The swim test is used for evaluation purposes only and cadets will not be disenrolled based on performance.

The challenges you will encounter during the Swab Summer Training Program will test your desire to remain a cadet. At some point, you may consider resigning your cadet appointment. Every year, we have a small number of new cadets resign during Swab Summer. Those individuals probably did not have a sincere interest in making an attempt to meet the challenges offered by the Coast Guard Academy. They were quick to leave when they encountered the challenges, frustrations and discomforts of homesickness, physical training and time management. There is no doubt that everyone experiences all of these to some degree, but almost everyone learns to accept and overcome them as they continue training alongside their classmates. It is our mission to see each member of the class complete Swab Summer and begin the fall academic semester. Make that your personal goal as well!

Some cadets who voluntarily resign indicated they came to the Academy because of parental pressure, not because of a personal desire to become a Coast Guard officer. It takes dedication and commitment to successfully overcome the numerous challenges you will encounter at the Academy between Day One and graduation. Come to the Academy because you want to, not because someone else wants you to. We are confident that anyone who has the ability to earn an appointment to the Academy also has the ability and perseverance to complete the Swab Summer Training Program.

Getting Fit

As a Swab, you will engage in vigorous physical activity as soon as you arrive. In order to participate, and succeed, you must be in top physical condition.

To get in shape, we recommend you begin a rigorous daily schedule of workouts that include warming up, stretching, running, swimming, doing push-ups, sit-ups, and pull-ups at least two months prior to Swearing-In Day. Additional “work out” ideas are provided in the fitness guide which is available to download/print from <https://www.uscga.edu/tips-for-success>

Since you may experience warm conditions and delays during your travel to New London, please carry a water bottle with you and maintain your hydration.

The signs that suggest you are susceptible to the effects of heat and humidity include:

- *Perspiration stains*
- *Salty tasting sweat*
- *A pulse that is fast and remains above the resting rate for over one hour after exercise is complete*
- *Fatigue, exhaustion, and continuous thirst*

Signs that you are acclimated to the heat and humidity are voiding pale, clear urine at least every two hours and perspiring appropriately. Contact your family physician if you have additional questions about optimal hydration.

Getting Here

You are responsible for making travel arrangements to get to New London, Connecticut and then to the Academy on Day One. Prior to making any travel reservations, you should know and understand your travel entitlements. The Coast Guard will reimburse your (cadet) travel only. If you do not understand your entitlements, or have a travel scenario that is not discussed in this handbook, please call Cadet Administration at 860-701-6157.

Travel Arrangements

If you are traveling by car, you will be reimbursed at the government rate of \$151.00 per day and are authorized one travel day. The \$151.00 is a flat per diem rate that is used to offset the costs of lodging and meals for official travel. Mileage and tolls will not be reimbursed since vehicles are not authorized for Fourth Class cadets, so you are considered to be traveling as a passenger. You will not be reimbursed for your parents’ lodging or food costs, nor will you be reimbursed for their return trip home, even if they drive you to the Academy. Travel reimbursement only applies to the cadet, not parents or relatives. Save all receipts for your travel (plane/train/bus ticket and taxis) to turn in with your processing paperwork.

Unless you are driving to the Academy, **you must make travel arrangements by contacting ADTRAV at 855-576-4781, Monday to Friday between 0730-2100 EST** if you want the Coast Guard to purchase your ticket. Tell the agent that you’re an incoming cadet making official travel reservations to the United States Coast Guard Academy and your ticket is funded by “the CBA” (Centrally Billed Account); remember to write down the Record Locator provided by the agent. Unless authorized in advance, you must fly into one of the airports listed on the travel orders amendment memorandum that you received in your appointment package.

The government will not reimburse you if you fail to make flight arrangements with ADTRAV, even if lower fares are available elsewhere. After making your flight reservation, **you must fax a copy of your appointment letter and travel orders amendment memorandum to 205-949-4218 or e-mail them to uscg.travel@adtrav.com**. You will receive an e-mail confirming your e-ticket has been reserved and providing additional information about your travel; you must still show an official, state/federal government issued picture ID card as verification when you check-in for departure at your local airport.

If your family wants to fly out with you, they can make their reservations through ADTRAV at the same time, but their expenses must be paid using a personal credit card and lower rates may be available elsewhere. **Under no circumstances will the government pay for any unauthorized travel.** If traveling by train, use Amtrak's service to New London, Connecticut. You may take a taxi to the Academy, which will cost less than \$10.00 from the New London train station or up to \$100.00 from local area airports. It is your responsibility to save all your receipts and submit them with your travel claim.

Hotel Accommodations

Please refer to <https://www.uscga.edu/travel-and-lodging> for a list of local accommodations offering discounted rates to Coast Guard Academy cadets and guests.

Required Receipts

During the first week of Swab Summer, you will file a travel claim for reimbursement of expenses incurred with your (cadet) travel to the Coast Guard Academy. To ensure proper reimbursement, keep the following:

- Airline ticket/travel receipts.

You must make all flight arrangements by contacting ADTRAV at 855-576-4781, Monday to Friday between 0730-2100 EST; reservations made via other means will not be reimbursed.

- Train/Bus/Ferry ticket/travel receipts along with any taxi or travel shuttle receipts from local travel.

If you are unsure about anything travel related, or have a travel scenario that has not been covered, please call Cadet Administration at 860-701-6157. It is better to know your entitlements up front rather than be denied reimbursement later for something you thought was covered.

Academic Matters

The Academy is a highly selective institution that provides its students with one of the most rigorous and rewarding college experiences in the country. During the next four years, you will earn not only a Bachelor of Science degree in one of nine majors, but you will graduate with a commission as an Ensign in the United States Coast Guard. Because of the Academy's unique mission, the program of study is structured and fast paced. Each semester you will enroll in at least 15 academic credits, participate in a tough physical education program, take part in a sport - either intramural or intercollegiate - and become actively engaged in leadership development.

Although each member of your class excelled in high school or college, we realize not all students are equally prepared for the Academy. To help ensure you succeed academically, you will take placement and assessment tests including Mathematics, English/Writing, Reading, Chemistry and Critical Thinking during the first few weeks of Swab Summer.

Coast Guard History

Coast Guard History is a credit-bearing summer course designed to introduce Swabs to the rich history and remarkable achievements of our service while familiarizing students with the historical underpinnings of Coast Guard missions and the Academy. Credit earned in this summer course will be placed on your transcript and become part of your academic record.

Mathematics

In mathematics you will be tested on your knowledge of Algebra, Trigonometry, and Pre-Calculus. The results of these diagnostic exams, along with your ACT or SAT scores and information concerning your high school mathematics experience, will be used by the Mathematics Department to make one of three possible placement recommendations: Foundation for Calculus, Calculus I or Advanced Placement. The majority of entering cadets are placed in Calculus I, a typical first semester college level Calculus course. Cadets with less developed skills will be placed into Foundation for Calculus to solidify their foundational mathematics skills before starting Calculus I the following semester. Incoming cadets who have had a college level or Advanced Placement (AP) Calculus course may be eligible to validate one or more Calculus courses.

To validate Calculus you will have to pass a validation exam given by the Mathematics Department which, due to the unique nature of the Coast Guard Academy's freshman year, is not based on AP scores or past college transcripts. Validation of any mathematics course is based on demonstrated proficiency with course material. Ultimately, once your placement options have been determined, the final decision will be yours to make in consultation with the Mathematics Department's placement coordinator.

English

The system for English placement is similar. During Swab Summer you will take a Coast Guard Academy English Department essay exam. Based on your performance, the English Department will place you in one of two English courses: Introduction to College Communications or College Composition. If you are placed in the Introduction to College Communications class, you will take College Composition during the spring semester. While AP courses and AP exam performance, or having had a college level English course prior to matriculating at the Academy, is considered in placement, it is not possible to completely validate English courses.

Reading

The third assessment you will take during Swab Summer is a nationally recognized reading comprehension and vocabulary test. The Academy uses the Descriptive Tests of Language Skills Reading Comprehension from the Educational Testing Service (ETS) Assessment Program Services. This may be available from your school counseling services. Depending on your score on this assessment, you will either be placed in an effective reading course or recommended to participate in one of several reading workshops offered.

The Academy is not alone in finding that a number of freshmen need continued work to improve basic communication and computational skills. Colleges across the country find up to one-half of their entering students need refresher courses in English, mathematics, or reading.

Validating Courses

It is possible to validate courses at the Academy. Validation is a process where you may request a course exemption, based on personal competency or academic work completed elsewhere. Validation gives you the opportunity to enroll in additional elective courses that will enrich your undergraduate education.

Validated courses are not awarded credit hours, nor may they be used to satisfy the minimum semester course load requirement. Courses accepted for validation may not be taken at a subsequent time for academic credit.

Criteria to validate are governed by the Academic Department responsible for offering that course. In general, the accomplishments below may lead to granting a validation request:

1. Score of “5” on the College Board’s Advanced Placement exams; or
2. Grade of “B” or better in an Advanced Placement or college level course that has been certified by an accredited college or university as noted on the high school transcript; or
3. Grade of “C” or better in an equivalent college course at an accredited college or university, evidenced by an official transcript; or
4. Passing score on a validation exam administered by the Coast Guard Academy.

Courses subject to validation are specified by the Academic Department responsible for offering that course. For additional information, please visit <https://www.uscga.edu/registrar> to view recent Course Catalogues.

Preparing

By now I’m sure you are wondering what you can do to prepare yourself. By working now you will be able to screen into the appropriate level courses and therefore keep yourself on track. Here’s what you can do:

- Read as much as possible! As you read, think about the reading strategy you are using. If you are a slow reader, try a speed-reading strategy while maintaining comprehension. If your vocabulary is weak, create flash cards of all the words you are unfamiliar with. This will help you develop good study habits. Do not merely try to cram vocabulary into your brain (something you might have done in preparation for the SAT). That kind of learning quickly fades. Reading will help you with the English placement essay exam.
- In preparation for the mathematics diagnostic exams, a review of basic Algebra, Trigonometry and Pre-Calculus topics is beneficial. To prepare for the Calculus I validation exam, review basic differentiation rules, applications of the derivative (related rates, minimization, maximization problems), and basic integration. Calculus II validation will require knowledge of integration techniques, and applications of the integral and power series.

The Honor Concept

There exists a higher standard of conduct that can neither be delineated by laws nor defined by regulations. It is the concept of Honor.

Because Coast Guard cadets are called to a life of public service, and desire to attain that *special trust and confidence* which is placed in our nation’s commissioned officers, their actions must be straightforward and always above reproach. As future law enforcement officers, each cadet’s word and signature must be regarded as verification of the truth.

The Coast Guard Academy’s Honor Concept is exemplified by a person who will neither lie, cheat, steal, nor attempt to deceive. It is epitomized by an individual who places loyalty to duty above loyalty to personal friendship or to selfish desire.

While the Coast Guard Academy's Honor Concept differs from a code, in that failure to report an honor offense is not itself an honor violation, cadets are required to report all activity that does not incriminate themselves. Moreover, the condoning of an honor violation is a Class I offense under the Cadet Regulations. Disenrollment is a very possible outcome.

The Corps of Cadets are stewards of their Honor Concept. The following words are emblazoned in the tiling of Chase Hall's Quarterdeck, the cadet barracks' lobby:

Who Lives Here, Reveres Honor, Honors Duty

Grooming Standards

On Day One, all men will receive a close-cropped haircut. Women must arrive with their hair cut or styled above their collar, in accordance with the standards explained below. Since the Academy's routine is rigorous and demanding, hairstyles which do not require much attention and are easy to manage are key to maintaining a professional appearance and to managing your time. You may find it helpful to have your hair cut or styled before reporting to the Academy, so you can adopt a comfortable style.

Grooming Standards for Men

Hair will be neat, clean and present a groomed appearance at all times. Hair on the back and sides of your head must be tapered, with no abrupt or "blocked" hairline. Hair may not touch the back of your shirt collar, extend over or touch your ear, and the bulk of your hair shall not exceed one and a half inches (1.5"). For those who choose to wear crew cuts, the hair on top of your head must be at least 1/16 inch in length. Hair will be kept combed and worn off the forehead. No hair may show under the front brim of military headgear. Sideburns will be trimmed straight with no flare. The lower limit of the sideburn will be the bottom of the opening of the ear. No facial hair is permitted.

Grooming Standards for Women

With a short hairstyle, hair may touch your collar, but must not fall below the bottom edge of your shirt collar. No hair may show under the front brim of your combination cap or garrison cap, nor shall it extend below your eyebrows when headgear is removed. Hair may be worn layered or one length. Hair on the sides of the face may extend to the jawbone. Hair color must be a solid natural color. The standards for wearing hair in a long style are the same as those for the short hairstyle with the following exceptions:

- Women who choose to wear their hair in a long style will wear it "up" (in a bun) when in uniform. During study hour, acceptable styles are single French braid, inverted French braid, Swiss braid, and bun.
- During athletic activities you may wear your hair "down" in a single ponytail or braid.
- The depth of your hair may not exceed two inches (2"); in no case will the bulk or length of hair interfere with your training or the proper wearing of headgear. Buns, not characterized as bulk, may be three inches (3") from the scalp.
- Loose hairs must be kept flush to the sides of the head.
- Hair may not be shaved to a defined line on the scalp.

Hair ornaments, such as ribbons, head bands, and clips, will not be worn when in uniform. Pins, combs, cloth-covered elastic bands or barrettes similar in color to the individual's hair color may be worn, but shall not interfere with the wearing of military headgear.

Medical Matters

The Coast Guard Academy Regional Clinic is the second largest clinic in the Coast Guard. The Clinic includes an Outpatient Department, Dental Clinic, Pharmacy, Radiology, Physical Therapy, Lab, Physical Exam Department, Optometry, and Psychiatry. The Clinic provides routine care for illness and injury to Academy cadets and active duty staff, as well as several Coast Guard bases in the region. A duty section is available 24 hours a day, including a medical officer and dental officer on call for urgent medical concerns.

The professional staff consists of U.S. Public Health Service officers detailed to the Coast Guard, Coast Guard active duty personnel, and civilian staff members. The staff includes physicians with board certifications in family medicine, emergency medicine, preventive medicine and psychiatry. Also on staff are board-certified physician assistants, a pharmacist, doctoral level physical therapists, an optometrist, and registered nurses. The dental clinic staff consists of three dental officers, two dental hygienists, and dental technicians. The Clinic has the capability to perform routine laboratory tests and x-rays within our facility and prescribed medications are provided at an onsite pharmacy. In addition, the Center for Counseling and Development is available for confidential personal counseling to Swabs during Swab Summer and all cadets throughout their time at the Academy. The staff are licensed professionals with experience in both developmental and mental health concerns experienced by young adults.

For specialty care, cadets are referred to civilian providers and the Coast Guard pays for all necessary medical and dental care through the military health insurance system known as TRICARE. All specialties are represented nearby at Lawrence and Memorial Hospital in New London, CT and Backus Hospital in Norwich, CT. For certain subspecialty treatment, other facilities can be utilized including University of Connecticut Health, Yale-New Haven Hospital, and Walter Reed National Military Medical Center in Bethesda, MD.

Occasionally cadets are disenrolled for medical or other reasons. Health Insurance coverage under TRICARE is terminated if you are disenrolled. **We recommend that you keep existing health care insurance for at least your first two years at the Academy.** Military dependents should report with their dependent ID card and will be disenrolled from DEERS (TRICARE coverage) by Cadet Administration upon receiving their active duty ID card at the end of Swab Summer.

Due to Privacy Act limitations, it is not our practice to inform your parents of any injury/illness or your admission to a local hospital. Cadets are legal adults and active duty members of the military, and parental notification is your responsibility. However, we will discuss significant illnesses or injuries with parents if given your written permission to do so.

Coast Guard policy dictates that incoming cadets be given certain immunizations or demonstrate proof of immunity in order to protect all cadets from those diseases. Please read and ensure you understand all information contained in the medical package you downloaded from <https://www.uscga.edu/2024>

It is in your best interest to complete all required immunizations by June 1, 2020, as these vaccinations may adversely affect your PFE and military training performance if received close to Day One.

Be sure to fax a copy of your completed Immunization Record Form (enclosed in the medical package) to 860-701-6665 as soon as you can and then mail the original form by June 1st. If you have any questions regarding immunizations, or believe you cannot receive all your vaccinations prior to June 1, 2020, please contact a clinic Registered Nurse directly at 860-701-6155 or Charlotte.J.Purdy@uscg.mil.

During the first week of Swab Summer you will receive a Pre-Training Screening exam to assess your fitness for military training. You will be asked questions about your past medical history and it is important to answer completely and truthfully. Please bring all prescribed and over-the-counter medications and any dietary supplements that you are currently taking so they may be evaluated and authorized by a medical officer. Authorized prescriptions will be reissued by the Clinic, so you can refill your prescription for free at the Academy's pharmacy.

The Pre-Training Screening includes visual acuity and color vision tests. **If you wear contact lenses, please remove them before reporting to the Academy.** Please report with eye glasses, as you will be tested with and without correction. You will be required to maintain two pairs of glasses while at the Academy, even if you wear contact lenses. **Even partial color perception deficiency is a medically disqualifying condition; cadets must pass either the American Optical Company PIP test or the Innova Computerized Color Vision Test.**

The Pre-Training Screening also includes a dental exam, but it is recommended that you have a complete dental exam and finish any required treatment, including extraction of wisdom teeth, before June 1, 2020. If you have significant dental history, such as cleft palate repair, orthognathic surgery or oral facial trauma, please submit a copy of those records with your Immunization Record Form. Dental x-rays will be taken after you arrive at the Academy; however, you may submit current (taken after January 1, 2020) dental x-rays if available with your Immunization Record Form. These x-rays should be submitted on CD with your name and the exposure date(s) clearly marked.

Any active orthodontic treatment must be completed prior to Day One; retainers are allowable and use of one should be disclosed during the Pre-Training Screening.

Religious Programs

The Chaplain Staff consists of three military chaplains with more than 50 years of combined counseling experience. The chaplains are often the "first choice" resource for many who seek confidential pastoral counsel and advice. They organize and sponsor all religious programs as well, which afford excellent opportunities for peer-to-peer contact.

Instrumental Music Program

The Cadet Instrumental Music Program at the Coast Guard Academy spans musical activities from Brass Quintet performances at chapel services to halftime shows at NFL games. It is one of the most diversified, exciting and popular activities in which cadets from all four classes can participate. The program is performance oriented with over 150 performances each year and annual recording projects for most ensembles.

The nucleus of the program is the **Regimental Band**. This is a traditional marching band that provides the musical support for cadet regimental drill and ceremonies. This band performs at the Academy and represents the Coast Guard in parades and special functions such as the Macy's Thanksgiving Day Parade in New York and Presidential Inaugural Parades in Washington, DC.

The **Cadet Concert Band** gives students a chance to enjoy the challenges of traditional concert band literature. The concert band performs at the Academy and at community celebrations throughout the Northeast. Select members of this prestigious ensemble often participate in national and regional college music festivals.

In the fall, the band's program shifts into high gear with the **Windjammers Cadet Drum & Bugle Corps**, one of the most exciting components of our program. The **Windjammers** perform halftime shows during football season and perform in field competitions throughout the United States and Canada.

The **NiteCaps Jazz Band** presents concerts of big band jazz throughout the United States. Past performances include the National Olympics Committee, concerts at Quincy Market in Boston, overseas USO tours to Europe, and a full schedule of appearances during the annual Spring Break Tour in Florida.

If you are interested in instrumental musical activities at the Academy, please contact the Director of Cadet Band Activities at 860-444-8461. We encourage you to bring your musical talents to the Academy!

Intercollegiate Athletics Program

The Coast Guard Academy's athletics program is one of the most comprehensive in the nation for a school our size. The Academy currently sponsors 25 intercollegiate varsity sports, an impressive number considering a Cadet Corps size of approximately 1,000 cadets. Our cadet-athletes have achieved numerous All-Conference and All-New England honors, and we have had several All-Americans in team and individual sport categories.

The majority of our teams are members of the highly competitive New England Women's and Men's Athletic Conference, an NCAA Division III conference. Other conference members include Babson, Clark, Emerson, Massachusetts Institute of Technology, Mount Holyoke, Smith, Springfield, Wellesley, Wheaton, and Worcester Polytechnic Institute. Our Sailing, Pistol and Rifle teams compete at the NCAA Division I level.

The Academy's goal is to provide a developmental model for the cadet to excel in academics, military training for a humanitarian service, and of course, athletics. On any given year, two-thirds of our cadets are involved in an intercollegiate sport at some level. We take sincere pride in the role that our athletics program plays in producing the future leaders of our nation.

For additional information on our programs, please contact Athletics or visit <http://www.uscgasports.com>

Administrative Forms

In order to enroll, you must submit the acceptance forms by June 1, 2020 and meet all other requirements in this handbook. All forms must be typed or printed legibly in black or blue ink with signatures requiring blue ink. Please remember to make an extra copy of all submissions and bring them to Swearing-In Day.

Immunization Record Form. The information contained on this form provides the medical division with your immunization history. A copy should be faxed to 860-701-6665 and the original mailed to the address provided on the form. If you have questions regarding immunizations, contact a clinic Registered Nurse by either calling 860-701-6155 or emailing Charlotte.J.Purdy@uscg.mil. Do not call or e-mail just to confirm receipt of the form.

White Envelopes

The following forms must be returned to the Admissions Office and you may use the prepaid white envelopes enclosed in your acceptance package or return them via trackable means at your own expense. If you have questions about or need assistance completing these forms, please contact the individual listed on the form or consult the directory on the last page of this handbook.

Note: Multiple white envelopes are provided and you do not have to submit all forms at the same time. Simple forms (e.g. Cadet Contact) may be completed and returned quickly to facilitate processing; however, all forms must be received by June 1, 2020.

Cadet Contact Form. This information ensures Admissions can send your Swab Summer information package to the correct address and contact you prior to Swearing-In Day.

Cadet Information Form. The information contained on this form will assist you complete the security clearance forms. All information must be completed thoroughly and accurately.

Cadet Pay Forms. This information is used to create your pay and personnel record. In addition, it authorizes the Academy to withhold funds from your pay for on-campus expenses.

Designation of Beneficiaries Form. This form allows you to designate beneficiaries for gratuity pay, unpaid pay and allowances, or person(s) to receive allotment of pay if missing or unable to transmit funds.

Emergency Contact Form. This information designates your emergency points of contact.

Parent Consent to Disclosure Form. There are many organizations associated with the Academy, including the Parents Association, which may request the names and addresses of cadet parents. This form allows or prohibits the release of your parent's information.

Servicemembers' Group Life Insurance (SGLI) Election and Certificate Form. This form allows you to elect whether or not to purchase SGLI coverage and designate beneficiaries. Please visit <https://www.benefits.va.gov/insurance/sgli.asp> for rates and additional program information.

Other Items

Institutional Research Surveys. These four surveys gather information about our incoming class which we report to allow colleges to compare aggregate statistics of their freshmen classes.

Uniform Measurement Information. These measurements will ensure you receive the proper size uniforms and footwear on Day One; must be returned to the Cadet Store via e-mail at Bookstore@uscga.edu.

Appointment Certificate Presentation Request. If you would like your appointment certificate formally presented at an awards ceremony, please complete this form online at least three weeks in advance. Participation is voluntary; questions should be forwarded to the point of contact provided in the Directory.

Fleet Hometown News Release. This form is used to prepare a news story for release to the media about your appointment to the Coast Guard Academy. Participation is voluntary, but encouraged; you should submit this form directly to your local newspaper(s) or other appropriate media.

Paper Forms Checklist

The following must be completed and returned in the mail to the Admissions Office:

- Cadet Contact Form
- Cadet Information Form
- Cadet Pay Forms (CG-2015; CG-2040; CG-3307; CG-5200; DD-2058; DD-2760; IRS W-4)
- Designation of Beneficiaries Form (CG-2020D)
- Emergency Contact Form
- Parent Consent to Disclosure Form
- Servicemembers' Group Life Insurance Election and Certificate Form (SGLV-8286)

Electronic Submission Checklist

The following must be completed online or returned electronically via e-mail:

- Cooperative Institutional Research Program Survey (Completed online)
- Situational Action Survey (Completed online)
- Values In Action Survey (Completed online)
- Integrity Questionnaire (Completed online)
- Uniform Measurement Information (Return to Bookstore@uscga.edu)

- Appointment Presentation Request (Optional; completed online)
- Fleet Hometown News Release (Optional; submitted directly to local media)

Directory

Academics & Academic Support Programs:

Dr. Eric Page (860) 701-6117
Eric.J.Page@uscga.edu

Admissions:

Mr. Chris McMunn (860) 701-6778
Chris.A.McMunn@uscga.edu

Admissions (Appointment Presentations):

LT Brad Nelson (860) 701-6211
Bradley.J.Nelson@uscga.edu

Admissions (Medical):

Ms. Shannon Castineira (860) 701-6775
Shannon.E.Castineira@uscga.edu

Admissions (Campus Visitation/Virtual AEP):

LCDR Hoon Park (860) 701-6395
Hoon.Park@uscga.edu

Athletics:

(860) 444-8600
<http://www.uscgasports.com>

Cadet Band Activities:

CWO Ian Frenkel (860) 444-8461
Ian.Frenkel@uscga.edu

Cadet Finance (Scholarships):

Mr. Clifton Martelle (860) 444-8242
Clifton.L.Martelle@uscg.mil

Dental:

CDR Li-Kuei Hung (860) 444-8424
Likuei.G.Hung@uscg.mil

Medical (Administration):

Ms. Roni Pyzalski (860) 444-8430
Roni.J.Pyzalski@uscg.mil

Medical (Registered Nurses):

Ms. Charlotte Purdy (860) 701-6155
Charlotte.J.Purdy@uscg.mil

Swearing-In Day/Swab Summer:

Ms. Christy Rose (860) 444-8280
Christine.A.Rose@uscga.edu

Travel Arrangements:

ADTRAV (Monday-Friday, 0730-2100 EST) (855) 576-4781
uscg.travel@adtrav.com
Fax: (205) 949-4218

Travel Entitlements:

Cadet Administration (860) 701-6157

