

United States Coast Guard

Reserve Officer Candidate

Indoctrination



Pre-Reporting Guide

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Mission

The mission of Reserve Officer Candidate Indoctrination is to prepare officer candidates to serve effectively as officers of the United States Coast Guard Reserve.

Welcome

On behalf of the Director of the Leadership Development Center and the Chief of Officer Candidate School, we want to congratulate you on your selection to Reserve Officer Candidate Indoctrination (ROCI). You have successfully undergone close scrutiny and the Coast Guard believes that you possess the skills and exhibit the qualities that will make you an effective officer. It is up to you to prove the selection process works. ROCI represents a new way of life, which may require many adjustments. This booklet will help you arrange your personal affairs in preparation for ROCI.

If you have any questions or encounter any emergent problems, you may contact Officer Candidate School through Ms. K.C. Moran at (860) 701-6887.

Again, we congratulate you on your selection.

Contact Information

While you embark on this journey, you will have limited contact with your family and friends. The approved method of contact will be via mail at:

Superintendent-U. S. Coast Guard Academy
Officer Candidate School
43 Mohegan Ave
New London, CT 06320
Attn: ROC _____

In the case of an emergency while you are attending ROCI, it is recommended that your family contact the nearest Red Cross and inform them that you are attending Reserve Officer Candidate Indoctrination administered by Officer Candidate School which is located at the United States Coast Guard Academy. They will be able to assist your family in reaching you during this period.



Welcome

Pre-Reporting Guidance

ROCI is divided into two sections, which make up the academic and military aptitude portions of the curriculum. The following assignments are expectations set forth in preparation for both sections.

It is highly recommended that you pre-read the [Coast Guard Publication 1](#) to familiarize yourself with the Coast Guard organization.

Personal Leadership Philosophy

ROCI operates within the Commandant's Leadership Development Framework as defined in COMDTINST 5351.3 (series). This document establishes the leadership development framework for the entire Coast Guard, identifying 28 key leadership competencies, and behaviors associated with each of those competencies. These competencies are aligned under four major leadership categories: Leading Self, Leading Others, Leading Performance and Change and Leading the Coast Guard. While attending ROCI, we will concentrate on the first three categories.

During your preparations for reporting to ROCI, you are required to write a short paper outlining your personal leadership philosophy. This assignment should reflect *your* personal beliefs and philosophies about leadership. Keeping within the spirit of this assignment and the standards of the program, it is important that all referenced information *requires* citation. Plagiarism is *NOT* acceptable. This assignment will be collected *immediately* upon arrival and should not exceed two single-spaced pages.

ICS Online Training

It is highly encouraged that you complete three Incident Command System (ICS) online training courses prior to reporting to ROCI. You should bring a copy of your completion certificates with you. The online training can be accessed via the following FEMA Training Website Links:

- <http://training.fema.gov/emiweb/is/is100b.asp>
- <http://training.fema.gov/emiweb/is/is200b.asp>
- <http://training.fema.gov/emiweb/is/is700a.asp>

Personal Data Questionnaire

Prior to your arrival you will also need to fill out a Personal Data Questionnaire. This is information based upon your civilian and military background that will help the school understand your experiences. It is beneficial that you are detailed, accurate and thorough with this information. Use this form to communicate with the staff your background and history, family life, and future goals. This form should be submitted with the Physical Fitness Pre-Assessment.

Pre-Arrival Weight Standards

All Reserve Officer Candidates will undergo a height and weight screening upon arrival in accordance with COMDTINST M1020.8 (series).

If you are currently a Reservist: Your command *SHALL* verify your compliance with weight standards within 30 days of the class convening date and *UPDATE* Direct Access with your latest physical characteristics. As a future officer it is *YOUR* responsibility to ensure that you are in compliance with these standards. Please note that this requires having an *ACCURATE* height and weight measurement properly recorded in accordance with the aforementioned manual.

Physical Fitness Pre-Assessment

To ensure that you are physically prepared to become a Reserve Officer Candidate (ROC), you are required to complete a Physical Fitness Pre-Assessment prior to reporting to Reserve Officer Candidate Indoctrination. You will document and record your score on the assessment form at the end of this Pre-Reporting Guide. This assessment is due 30 days prior to the class convening date. Please email the completed Physical Fitness Pre-Assessment documentation to the course coordinator. If you do not have access to email, please call to make alternative arrangements for the arrival of this documentation. When saving this file please name the file with your last name followed by your first and middle initial (if applicable). For example "SmithAB.pdf".

Pre-Order Boots

If you are a new accession or will require boots, you will need to ensure that the ROCI coordinator receives your size 30 days prior to your arrival.

Arrival

Officer Candidate School is located at the United States Coast Guard Academy (USCGA) in Chase Hall. All students will check in at the Chase Hall Archway located on Bear Drive adjacent to the parade field on your left when arriving on campus. The Chase Hall Archway will be recognizable by the word "Chase" located on an archway between two buildings approximately 3/4 of the way down Bear Drive. The address for the USCGA is:

United States Coast Guard Academy
43 Mohegan Avenue
New London, CT 06320

There are five commonly used methods of transportation for arrival: automobile, plane, train, bus, and taxi.

Automobile

Only if you are specifically authorized to travel via privately owned vehicles (POV) will you be reimbursed for your travel. Verify with your local command, Recruiting Office (RO) or Coast Guard Recruiting Command (CGRC) that you are authorized this method of travel. The USCGA is approximately one hour from Providence and two and a half hours from either Boston or New York City. Directions can be found at the USCGA website (www.cga.edu) under the Campus tab followed by the Directions link.

Upon arrival at the gate, you will need a current drivers license, military identification (if applicable), registration, and proof of insurance in order to obtain a temporary pass and driving privileges on campus. You should request further direction from the front gate security guards on where to park your vehicle.

Once parked, lock your vehicle and bring your baggage to the archway to begin the check in process.

Airports

T.F. Green International Airport (Providence, RI) and Bradley International Airport (Windsor Locks/Hartford, CT) are the two nearest and most commonly used airports. Providence is approximately 50 miles and Hartford is approximately 60 miles. Taxi service can run upwards of \$150 from either.



Train and Bus Stations

Both Greyhound and Amtrak run out of the same station in New London, CT. The taxi ride from this location to the USCGA is approximately \$8 and a good alternative to taxi services from the airports. It is recommended that you attempt to utilize these services when completing travel arrangements.

Amtrak (800) USA-RAIL
 Greyhound (800) 231-2222

Taxi

If arriving by local taxi ensure that you have identification to enter the front gate and instruct the driver to make their first left onto Bear Drive once through security and on campus. Most local taxi drivers will understand the location if you mention the “Chase Hall Archway” or simply “the Arches”.



BUILDINGS

- | | | |
|-------------------|------------------------------------|-----------------------------|
| 1. WAESCHE HALL | 24. ROWING CENTER | 31. BEAR DRIVE |
| 2. THE CHAIN | 25. VISITOR CENTER | 32. WASHINGTON PARADE FIELD |
| 3. BERTHOLF PLAZA | 26. ROLAND HALL | 33. SATTERLEE HALL |
| 4. DIMICK HALL | 27. ROBERT CROWN PARK | 34. FLAGPOLE |
| 5. SMITH HALL | 28. CAPTAIN HOPLEY YEATON MEMORIAL | 35. HAMILTON HALL |
| 6. MUNRO HALL | 29. COAST GUARD MEMORIAL CHAPEL | 36. CHASE HALL |
| 7. JOHNSON HALL | 30. THE HILL | 37. NORTH GATE |

- PARKING
- ♿ HANDICAPPED PARKING


UNITED STATES COAST GUARD ACADEMY
 New London, Connecticut
 Telephone: 800-883-8724
 Email: admissions@uscg.edu Web: www.uscg.edu
 31 Moberg Avenue New London, CT 06320



Arrival Day

You will report to the Chase Hall Archway on your class convening date – line up outside of the archway and await further instructions. Processing begins sharply at 0730. Please note that sometimes orders will have a different arrival time. It is recommended that you call or email Ms. K.C. Moran if there is a discrepancy.

Military personnel will wear the appropriate dress uniform for the season.

Both civilian men and women shall wear appropriate business attire with a white v-neck t-shirt under their clothing to facilitate the check in process at the uniform shop. Shoes with heels are not recommended.

Lunch will not be provided upon check-in, so eat a substantial breakfast.

If you have not received a pre-reporting memo 30 days prior to your class convening, please call Ms. K.C. Moran at (860) 701-6887. Additionally, if you foresee problems with any of these instructions, please call before you report.

Arriving Early

When arriving in New London the day before check-in, ensure that you check with your local command or CGRC to determine what reimbursements you are authorized.

Specifically, check with your command to ensure that you will be reimbursed for lodging expenses incurred as a result of arriving one day prior to ROCI check-in. There is a multitude of local lodging options in the greater New London and Groton areas.

Physical Examinations

Upon reporting to Reserve Officer Candidate Indoctrination, you will undergo a thorough initial physical examination at our medical facility. If your physical condition has changed since your application to the program or you are aware of any condition that may preclude your full participation in a physically and emotionally demanding military indoctrination program, contact Officer Candidate School immediately.

Small Pox Vaccination: All Reserve Officer Candidates receive mandatory small pox vaccinations prior to commissioning. If you have already received the small pox vaccination ensure it is documented in your medical record.

Records

All members will have the following documents available immediately upon check-in:

- Original Orders to Officer Candidate School
- Identification (military, drivers license and/or student ID)
- Medical and Dental Records

New Accession Records

If you are joining the Coast Guard Reserve as a New Accession, in addition to the above documents, you must hand-carry original, notarized or certified copies of the applicable records listed below to establish benefits for your dependents and register your vehicle:

- Children's Birth Certificates (if applicable)
- Marriage Certificates (if applicable)
- Any past or present Divorce Decrees for you and/or your spouse (if applicable)
- Child Support Documents (if applicable)
- Blank Check (to establish direct deposit)
- Social Security Card
- Vehicle Registration (if driving)
- Vehicle Proof of Insurance (if driving)
- Any other necessary paperwork as directed by your Recruiting Office

These should all be neatly packaged and organized in an envelope.

Costs

You can expect to spend approximately \$1,500-\$2,000 at ROCI. This estimate depends on tailoring costs and what uniform items you will be required or choose to purchase in addition to other various expenses. There is a required uniform issue which includes your Ensign kit, an Officer's sword, your Service Dress White uniform, and your Service Dress Blue jacket with Ensign stripe, along with other required items that all students will pay for.

Available Finances

It can take several weeks to receive your first paycheck. You should have access to approximately \$2,000 upon arrival to cover your *initial* expenses for uniforms and required purchases. While you may not spend this all, you should have it available.

An ATM is available on base. Visa and MasterCard are accepted at the Exchange, Clothing Locker, Bookstore and Tailor Shop.



Uniforms

The uniform is what identifies us as members of the Coast Guard and Coast Guard Reserve. When we wear it, we are representing our service. Accordingly, our appearance must be impeccable at all times. The standards set during ROCI will reflect this need. As explained before, a majority of the expenses you will pay will be for uniform items.

The list for a complete seabag (required uniforms) can be found at:

<http://www.uscg.mil/uniform/requireduniforms.asp>

Reserve Enlisted Uniforms

If you are arriving at ROCI as an enlisted member of the Coast Guard Reserve, you are required to have a complete seabag. All uniforms in this seabag must be new or in like-new condition in order to meet the standards. You will be required to purchase all uniform items missing or unserviceable.

We do not encourage you to buy uniforms before attending ROCI. Uniforms may be purchased at the USCGA Clothing Locker during the check-in process and are the same cost as the Uniform Distribution Center (UDC). Often Service Dress Blue (SDB) jackets and Operational Dress Uniforms (ODU) will need to be replaced due to fading from the sewn on patches. All boots or dress shoes should be in excellent condition and the heels should have little to no wear.

New Accession Uniforms

As a New Accession (non-prior service members), you will be required to purchase all uniform items as required.

Uniform Requirements

Corframs are not authorized while attending ROCI. Do not apply leather luster or other instant shine products to your boots or leather dress shoes or you will be required to purchase a new pair.

Grooming Standards

All male Reserve Officer Candidates will receive a haircut when they arrive. The cost is \$11.00 for a standard haircut. Haircuts are mandatory for males unless you have a very short buzz cut; haircuts are not mandatory for females unless your hair is outside of the Coast Guard's grooming standards.

Women's hair must meet the standards as set forth by the Uniform Regulations in COMDTINST M1020.6 (series).

Bookstore Purchases

The following items will be purchased upon arrival by all Officer Candidates:

- Small Memo Pad
- Blister Kit
- Spray Starch
- USCG Sewing Kit
- Brasso
- Never Dull
- OCS Gym Bag
- Ruler
- Cotton Balls
- Black Shoe Polish
- Laundry Bag
- Laundry Soap
- Reflective Road Guard Vest
- 10 Pack Pens (1 blue/1 black)
- Canteen Belt & Canteen
- 5 Subject Notebooks

There is a one-time laundry facility usage charge of \$50.00. This charge covers the cost of the laundry facilities and maintenance. This will be paid on the first day during check in. The approximate total at the Books Store will be \$300 and can be paid with cash, Visa, or MasterCard.

Required Items to Bring

You *SHALL* bring the following items with you to ROCI:

- Six pairs of white athletic socks (ankle, mid, or full)
- Six pairs of conservative white underwear
- Six white cotton v-neck t-shirts
- Flashlight with a red lens
- Shower shoes (flip flops)
- Running shoes in any color – properly fitted
- Solid black cross trainers – these are in addition to the running shoes and are not optional
- Two standard sized locks (key, dial, or combination)
- Bathrobe (white and conservative in nature) – the length must reach below knees

In addition, females *SHALL* bring:

- Six white or flesh tone bras
- Hair pins, barrettes, and/or elastic bands – these should be plain, black, dark blue, brown, or similar to your hair color so as to not detract from the wearing of your uniform

Optional Items to Bring

You *MAY* bring the following items with you to ROCI:

- A small clock/radio
- Miscellaneous toiletries
- Vitamins and supplements
- One 8x10 inch (or smaller) frame for pictures
- Personal medications (all medication will be checked in at the CGA clinic)
- Thermal underwear
- Swim goggles
- Civilian attire*

*Civilian clothing appearance counts; you will not be allowed to depart if your attire does not meet the spirit of our professional standards.



Interpersonal Relationships

Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:

Specifically, Reserve Officer Candidates may NOT date enlisted personnel of any service.

Prospective Reserve Officer Candidates who are involved in a romantic relationship with an enlisted member shall read, understand, and adhere to Chapter 2.A of the Coast Guard Conduct and Discipline Manual. A relationship with an enlisted member outside of marriage WILL NOT be “grandfathered” nor overlooked even if the relationship was pre-existing.

Individuals who find themselves in this situation should seek appropriate counsel from their command or servicing legal office for advice regarding this policy. Once you arrive at ROCI, you will be held to the standards of the Coast Guard Conduct and Discipline Manual.

Leave

Leave will only be granted for extreme emergencies. Emergencies will be considered on a case-by-case basis and pre-existing significant events that are known prior to arrival will not generally be considered an emergency. Ensure you plan accordingly.

Liberty

During the first week, you are not permitted any visitors. Liberty is a privilege which may be granted based on class performance and class scheduling. These policies are outlined in the OCS Regulations Manual you will receive upon arrival.

Academics

ROCI offers a comprehensive academic curriculum with an emphasis on operational Coast Guard missions, leadership, and fundamental military training. Subjects offered are related to the tasks expected of a junior officer and are in response to the needs of the service.

Classes

The following are a few topics included in the ROCI Curriculum:

- Coast Guard History
- Social Etiquette
- Pubs and Directives
- Rates and Ranks
- Civil Rights
- Computer Skills/E-Coast Guard
- Coast Guard Correspondence
- Coast Guard Missions
- Coast Guard Organization
- Maritime Law Enforcement
- Search and Rescue
- Leadership
- Team Building
- Writing Workshops
- Military Justice

Leadership and Management

Through the military aptitude program, Reserve Officer Candidates undergo an intensive screening and socialization process to determine suitability. During the three week period, strict standards of appearance, barracks department, conduct, and obedience to orders must be conformed to. Time management, adherence to the chain of command, and military bearing are also stressed and measured.

The Leadership and Management Section (LAMS) is responsible for two functions:

- Provide members with a fundamental knowledge of leadership concepts
- Develop students into Coast Guard Reserve Officers

Leadership

A series of leadership courses are offered with exposure to theoretical and philosophical aspects of leadership, which focuses each Reserve Officer Candidate on developing their personalized model for current and future leadership roles.

In addition to professional lectures on leadership, the classroom environment also provides a forum to discuss and learn leadership principles, which will be applied in the day-to-day ROCI organization.

Military Indoctrination

The ROCI program begins with an initial “boot camp” atmosphere. Physical activities shall be assigned to correct training related deficiencies. Disciplinary actions will change as the course and each Reserve Officer Candidate evolves. You will stand a variety of watches to gain experience and hands-on training in directing subordinates, standing duty, and evaluating subordinates. After each watch, you are evaluated by the Duty Officer or your peers and will receive counseling on your performance. You may also be placed in Company/Platoon leadership positions and will be assigned collateral duties, which allow you to implement and practice leadership techniques taught in the classroom.



Health and Physical Readiness

The following are the objectives of the ROCI Health and Physical Readiness (HPR) program:

- **Conditioning and Fitness** - Enable you to improve overall health and physical readiness through aerobic conditioning
- **Swimming and Water Safety** - Enable you to improve your overall swimming abilities and increase confidence during water survival situations
- **Recreation and Lifetime Sports** - Enable you to actively participate individually or as a team member in a variety of sports
- **Wellness** - Enable you to live and promote a healthy lifestyle while achieving overall wellness of body, mind and spirit
- **Tobacco Use** - Smoking and chewing tobacco products are prohibited at ROCI

HPR Requirements and Standards

Physical training is a very important aspect of ROCI. ROCI is a physically and mentally demanding program; candidates need to train prior to arrival. Do not expect to have time to “get in shape” at ROCI, you will not have time. Don’t underestimate our demands or overestimate your abilities, especially in aerobic fitness and upper body strength. You will be given a physical fitness assessment within the first 72 hours of reporting. This assessment will gauge your individual physical fitness level against the current boat crew physical fitness standards.

We have included the *minimum* standards that all Reserve Officer Candidates should strive to meet during the physical fitness assessment.

The initial physical fitness assessment consists of five parts:

- Push-ups
- Curl-ups/Sit-ups
- Sit and Reach
- 1.5 Mile Run
- 12 Minute Lap Swim (one length equals 25 yards)

The following are the *MINIMUM* goals for the physical fitness assessment:

Males	Push-ups	Sit-ups	Sit and Reach	1.5 Mile Run	12 Min Swim
Under 30	29	38	16.5	12:51	500 yds
30 to 39	24	35	15.5	13:36	450 yds
40 to 49	18	29	14.25	14:29	400 yds

Females	Push-ups	Sit-ups	Sit and Reach	1.5 Mile Run	12 Min Swim
Under 30	23	32	19.25	15:26	400 yds
30 to 39	19	25	18.25	15:57	350 yds
40 to 49	13	20	17.25	16:58	300 yds

Swimming Proficiency Exam

While the physical fitness assessment is not a requirement for commissioning, the swimming proficiency exam is. You will complete a basic swim test to gauge your swimming abilities. The requirements of the test are listed below:

- Back float - 60 seconds
- Prone float (holding breath) - 10 seconds
- Treading Water (no hands) - 60 seconds
- Elementary backstroke - 10 yards
- Front Crawl - 25 yards
- Unassisted swim (any stroke) - 75 yards
- 1-meter front dive, remain submerged and 15 yards swim underwater without breaking the surface

If you are not a strong swimmer, now is the time to contact your local swimming facility or fitness club to strengthen your abilities.

