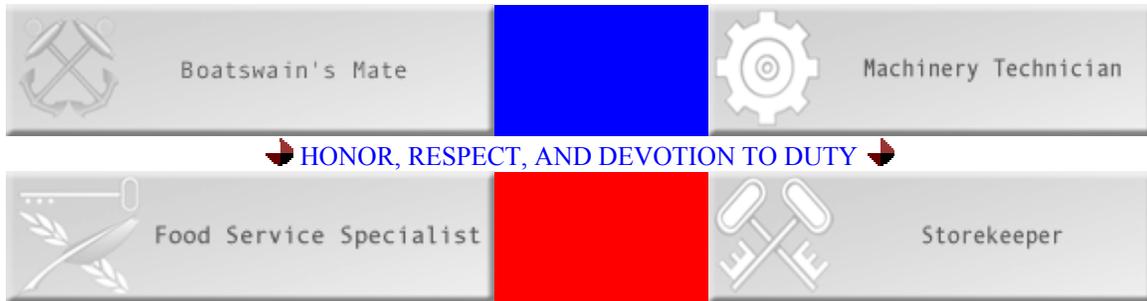


# USCG STATION WOODS HOLE



Name/EMPLID \_\_\_\_\_ Date/Time Reported \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Duty Section: \_\_\_\_\_

## ***Welcome aboard Coast Guard Station Woods Hole!***

### ***Check In/Out***

This is your check-in sheet. You have ***one week*** to complete your check in sheet. Ask questions if you do not understand a process or procedure. Your sponsor will assist you with locating personnel. Your department supervisor and the station training petty officer will be tracking your progress, and are willing to help if you if you need any assistance along the way. **This check-in/out sheet will serve as a document for tracking your integration/separation as a crewmember of Station Woods Hole. Please keep it in your personal files when complete.**

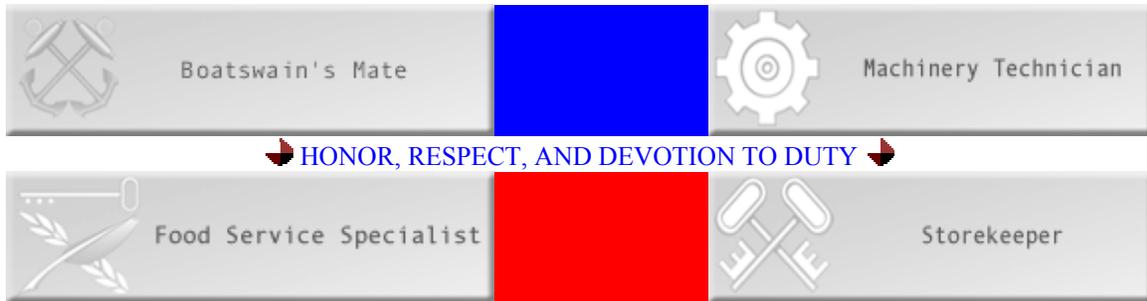
#### **Officer of the Day:**

- Enter member's arrival is logged into the Smooth Log with EMPLID
- Issue check in sheet and answer any questions
- Ensure member is added to recall/crew roster
- Ensure member's information is immediately added to recall roster
- Ensure members with dependants have temporary lodging and/or have made arrangements to reside in government housing or live on the economy
- Introduce member to Sponsor
- Inform and explain duty section assignment, rotation, and provide tour of Station

#### **Executive Petty Officer: BM1 Matt Oliveira**

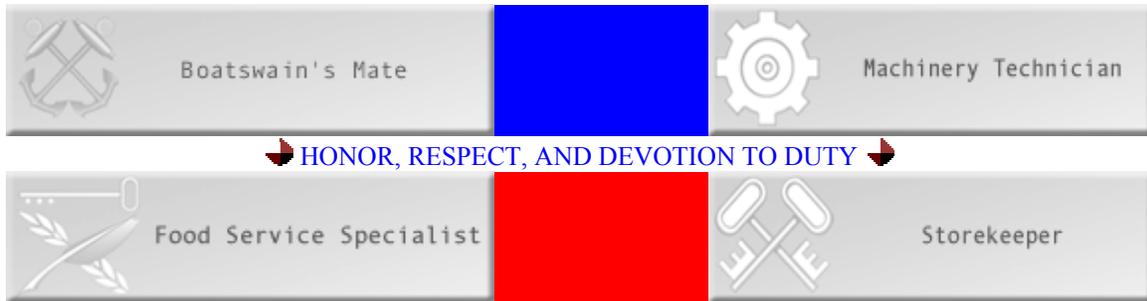
- Complete member arrival/departure brief
- Notify SPO of reporting date, request updated insurance/designation information

# USCG STATION WOODS HOLE



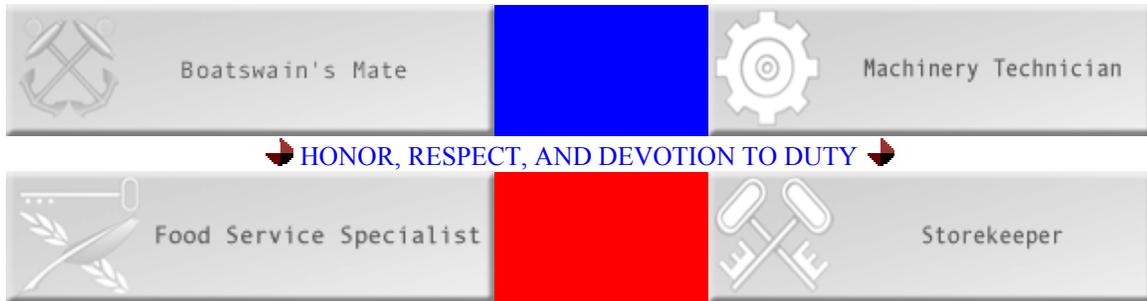
- Brief member on Work Life/EAP/CG SUPRT Programs
- Brief member on Mutual Assistance Program
- Follow up on any Housing/Local integration issues
- Check in Medical Record and answer any follow up questions
- Ensure member meets weight standards (Enter reporting weight in DA)
- Complete AIS Brief
- Complete SF-312 and mail to SECCEN
- Have member complete DA form CG-7421B for appropriate permissions
- Discuss leave/liberty/recall, 8H, and request/complaint procedures
- Verify or have member complete necessary steps for obtaining a Security Clearance  
<http://www.opm.gov/e-qip/reference.asp>  
<http://cgweb.seccen.uscg.mil/mil/military.html>
- Explain Special Needs Program requirements/elements
- Explain unit hazing, workplace violence, sexual harassment, suicide prevention, civil rights, and equal opportunity policies
- Schedule interview with the Officer in Charge
- Ensure member reads and signs unit standing orders
- Verify housing & dependant needs are met
- Discuss procurement integrity and request procedures

# USCG STATION WOODS HOLE



- ❑ Discuss Property integrity & custodial responsibility
- ❑ Add/update members FPD account
- ❑ Have member fill out Government Travel Card application, credit worthiness form, and complete online training found at: <https://learning.uscg.mil/>
- ❑ Change hierarchy and address on Government Charge Card. Reduce limit to \$1
- ❑ Apply for new Travel Card if necessary
- ❑ Check ID card for accuracy and assist with PIN reset if needed
- ❑ Explain TLA/TLE procedures
- ❑ Explain mail delivery/handling procedures
- ❑ Complete BAH worksheet and submit to SPO Yeoman
- ❑ Complete travel claim/dependent travel claim and submit to the following address:  
Commanding Officer  
Travel Branch  
U.S. Coast Guard  
Pay and Personnel Center  
444 SE Quincy Street  
Topeka, KS 66683-3591
- ❑ Complete DITY travel claim if applicable and submit to the following address:  
Commanding Officer  
Attn: DITY Move Desk  
U.S. Coast Guard  
Finance Center  
P.O. Box 4102  
Chesapeake, VA 23327-4102

# USCG STATION WOODS HOLE

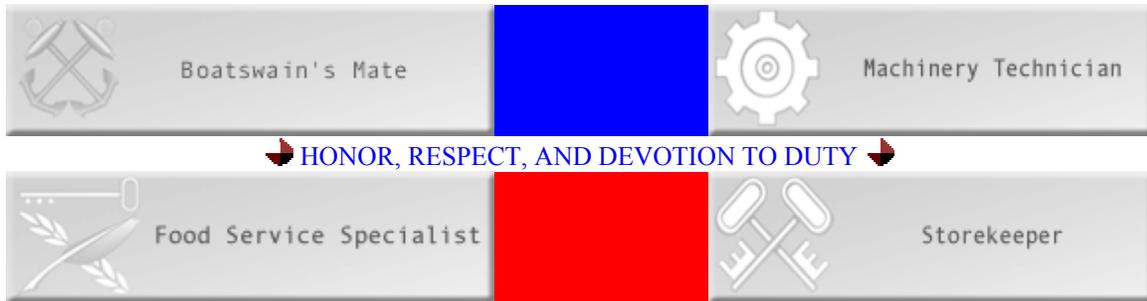


- Update T-PAX Email, Password, Forgotten Password Procedures, and AO
- Complete DPS customer satisfaction survey following shipment of HHG's found at [www.move.mil](http://www.move.mil)
- Assist member with Workstation III Access/Policy
- Complete PCS Reporting Worksheet CG-2005 and submit to SPO Yeoman
- Setup Reserve members with CAC readers & software for home e-mail access

## **Department Head: (Member must visit within 24 hours)**

- Familiarize/Update member with the following Direct Access Procedures using the following link: <http://www.uscg.mil/hq/psc/da/ContactInfoQuickRef.pdf>
  - a. Emergency Contacts
  - b. Email Address's
  - c. Mailing Address's (home and work)
  - d. Dependent Information
  - e. Forgotten Passwords
- Ensure members most recent EER in direct access
- Complete departmental in brief. Outline unit expectations and discuss members personal and professional goals
- Have member watch the "The First 72 Hours" DVD
- Complete Individual Development Plan report completion to Training Petty Officer
- Explain departmental duties and what is expected of him/her

# USCG STATION WOODS HOLE



## **Command Drug and Alcohol Representative: BM1 Scott Habershaw**

- CDAR responsibilities and member services
- Explain Coast Guards Alcohol and Drug policies

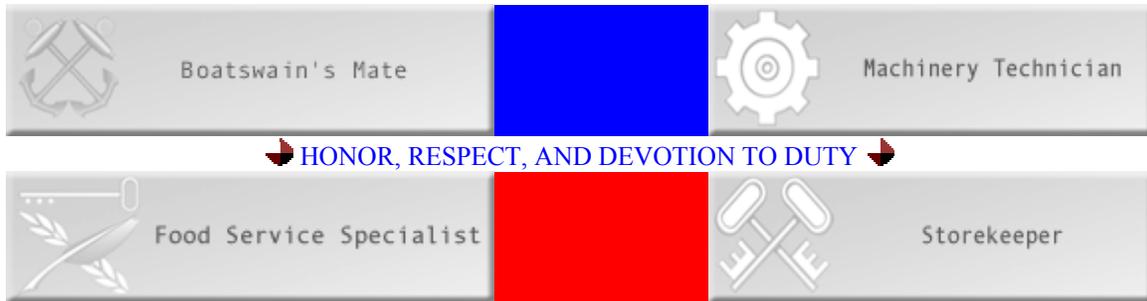
## **Officer in Charge: BMC Justin Longval (member must visit within 72 hours)**

- Explain ESO roles and responsibilities
- Brief member on higher education opportunities
- Brief member on Coast Guard Sexual Assault and Harassment Prevention and Response
- Brief member on alcohol use and bystander policy
- Brief member on role/responsibility of a Victim Advocate
- Complete Station Welcome Aboard Interview and answer any questions

## **Engineering Petty Officer: MK1 Jeremy Ruhlen (member must visit within 72 hours)**

- Safety Policy
- Read and sign Engineering Standing Orders
- Explain the hearing conservation program
- Explain confined space awareness
- Explain use of station equipment/portable tools for personal use

# USCG STATION WOODS HOLE



- Enroll member in OMSEP
- Read and sign Lockout/Tagout program
- Hazardous Material Policy
- Explain unit fire plan, safety, and drill procedures
- Discuss use of Government Vehicles/Motor Vehicle/Motorcycle Safety
- Verify validity of driver's license and vehicle insurance
- Issue trailer PQS and explain Snow Removal policies
- Schedule fit test for respirator use, if applicable
- Give personal protective equipment brief

**Housing Office (Air Station Cape Cod): (508) 968-6504**

**Medical (family healthcare) Representative: HSC Ramirez**

- Explain Uniformed Services Family Health Plan and TRICARE Information and how each system works (with and without dependants)  
Visit: <http://usfamilyhealth.org/> for more information

USFHP Enrollment (888) 815-5510

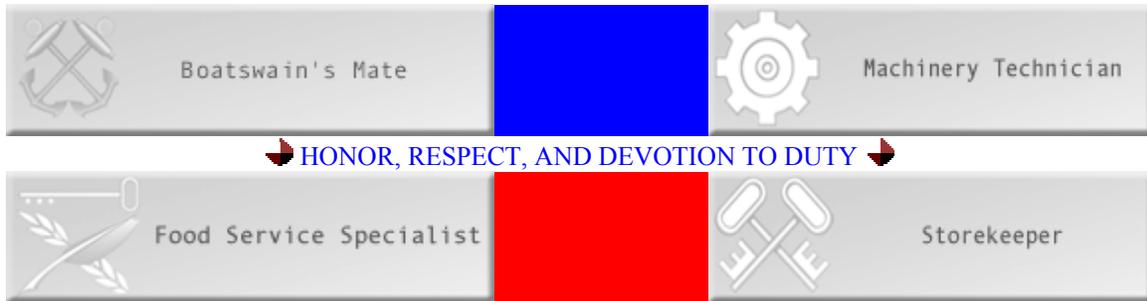
Toll Free Medical/Enrollment (877) TRI-CARE

Tricare Fax Number (888) 244-4181

Toll Free Dental/Enrollment (866) 984-2337

- Complete USFHP/TRICARE enrolment application for family
- Meet with Ms. Cheryl Moore at Kahler Clinic for additional information

# USCG STATION WOODS HOLE



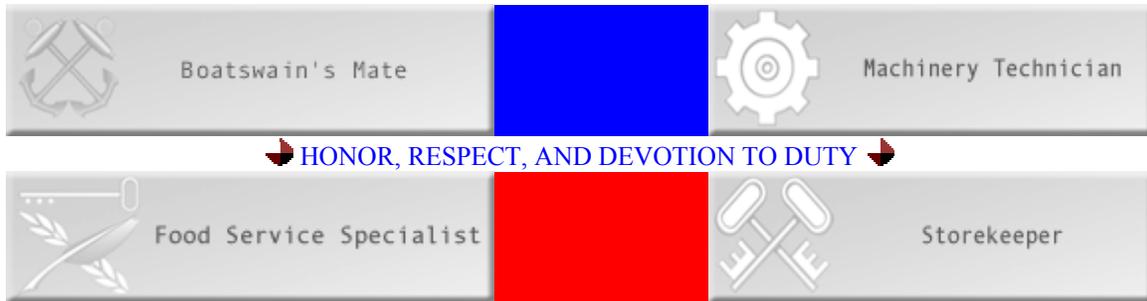
## **Training Petty Officer: BM1 Scott Habershaw (member must visit within 72 hours)**

- ❑ Review or Create Electronic Training Record.
- ❑ Start TMT qualification process for all certifications.
- ❑ Issue member PQS Books and Welcome Aboard Binder
- ❑ Discuss Indoctrination program and the unit's training and qualification requirements, sign 3307.
- ❑ Submit member for appropriate level of AOPS/TMT/MISLE/ access
- ❑ Verify member has updated DA information
- ❑ Complete members assignments, competencies, and certifications in TMT and ensure member understands process
- ❑ Ensure all first term members complete the required training as soon as practical, but no more than 90 days after reporting aboard. This applies to military members with less than 48 months of Service

Complete the below online training no later than 1 week after reporting aboard:

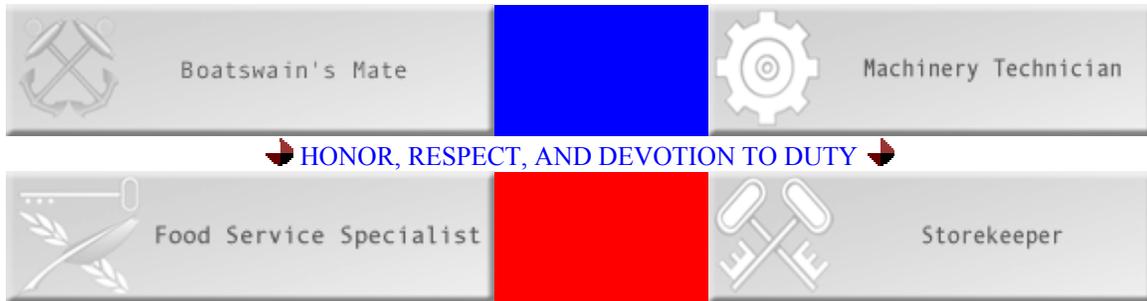
- A. Civil Rights Awareness: <https://elearning.uscg.mil/catalog/>
- B. DHS Culture of Privacy Awareness: <https://elearning.uscg.mil/catalog/>
- C. DHS Records Management for Everyone: <https://elearning.uscg.mil/catalog/>
- D. DHS Together Resilience Training: <https://elearning.uscg.mil/catalog/>
- E. Information Systems Security (ISS): <https://elearning.uscg.mil/catalog/>

# USCG STATION WOODS HOLE



- F. Security Education & Training Awareness: <https://elearning.uscg.mil/catalog/>
  - G. DHS Government Travel Card Training: <https://elearning.uscg.mil/catalog/>
  - H. Sexual Assault Prevention and Response: <https://elearning.uscg.mil/catalog/>
  - I. Sexual Harassment Prevention: <https://elearning.uscg.mil/catalog/>
  - J. Suicide Prevention: <https://elearning.uscg.mil/catalog/>
  - k. Blood Borne Pathogens: Sector Corpsman or unit EMT
  - l. Don't Ask, Don't Tell Policy Awareness: <https://elearning.uscg.mil/catalog/>
  - m. Eye and Face Protection: <https://elearning.uscg.mil/catalog/>
  - n. Hazard Communications: EPO or designated representative
  - o. Heat Stress Program: Sector Corpsman or unit EMT
  - p. Respiratory Protection: <https://elearning.uscg.mil/catalog/>
  - q. Substance Abuse Free Environment: <https://elearning.uscg.mil/catalog/>
  - r. DHS Constitution Day: <https://elearning.uscg.mil/catalog/>
  - s. Ethics 1- Personal Gifts: <https://elearning.uscg.mil/catalog/>
  - t. ICS 100/200/700/800 Courses: <http://training.fema.gov/IS/NIMS.asp>
- Ensure member completes ALMIS account paperwork or is added to unit roster
  - Familiarize yourself with the online Coast Guard Directives System and be able to access relevant manuals and instructions

# USCG STATION WOODS HOLE



## **Rescue & Survival Systems Petty Officer: BM2 Steve Miller (member must visit within the first 72 hours)**

- Issue/inspect SAR Gear and review/update AF-538
- Complete Personal Locator Beacon (PLB) PQS, enter into TMT
- Complete Inflatable Vest training, enter into TMT
- Assign SAR Gear locker and explain self accountability gear policy

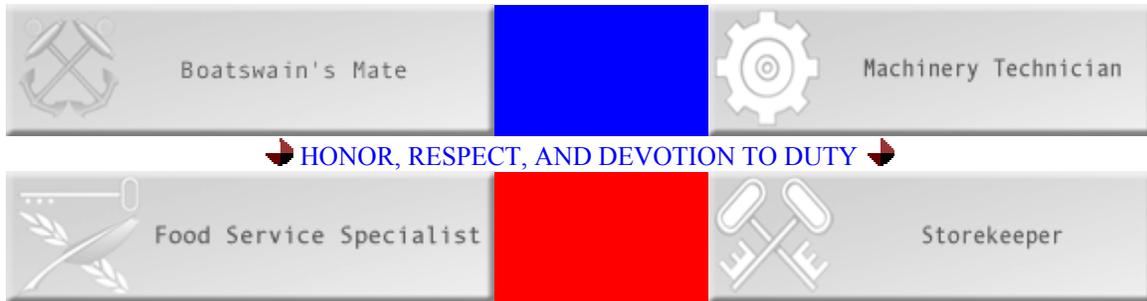
## **Weapons Petty Officer/LE Petty Officer: BM2 Jeff Smith**

- Ensure LE gear & body armor is issued if applicable
- Conduct armory brief if applicable
- Check in private weapons/explain policy if applicable
- Complete DD-2760 form and file in armory
- Ensure member has read security section of SOP

## **Senior Enlisted Reserve Advisor: BMC Dennis Hammonds (Reserves only)**

- Explain IDT and ADT drills & work schedule
- Provide member a copy of crew roster and update reserve roster
- Explain USERA & ESGR
- Crew introduction
- Explain responsibilities as a reservist
- Discuss training and qualifications

# USCG STATION WOODS HOLE

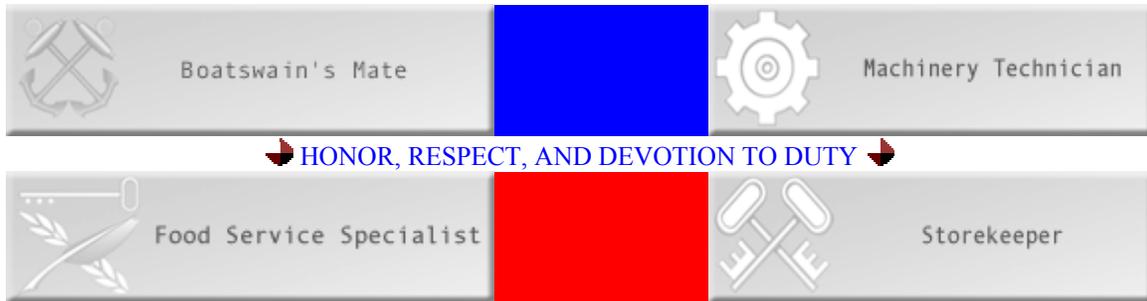


- Update ASQ
- Ensure necessary elements of check in sheet have been completed

## Check Out Requirements Sheet:

- \_\_\_\_ Return all required Rescue and Survival gear if applicable.
- \_\_\_\_ Clean out assigned locker and any other spaces with personal effects.
- \_\_\_\_ Change ALMIS status to “inactive” and transfer account.
- \_\_\_\_ Send trouble ticket notifying CSD & ESD that you are transferring.
- \_\_\_\_ Remove personal weapons from Armory.
- \_\_\_\_ Ensure removal from Access List and Weapons Issue List.
- \_\_\_\_ Collect Medical Record (if transferring hand carry to next unit, if RELAD make 3 copies (personal and VA) and leave record at unit)
- \_\_\_\_ Clean out mail box.
- \_\_\_\_ If separating sign DD-214 (3 min. certified copies) and updated 5588.
- \_\_\_\_ Terminate T-PAX/DA Privileges
- \_\_\_\_ Complete CG-7421B removing DA permissions
- \_\_\_\_ Ensure weigh in is conducted and entered in DA.
- \_\_\_\_ Signed and been counseled on EER.

# USCG STATION WOODS HOLE



- \_\_\_\_ Conduct departing interview with Department Head.
- \_\_\_\_ Conduct out brief with Command Security Officer.
- \_\_\_\_ Conduct departing interview with Executive Petty Officer.
- \_\_\_\_ Conduct departing interview with Officer in Charge.