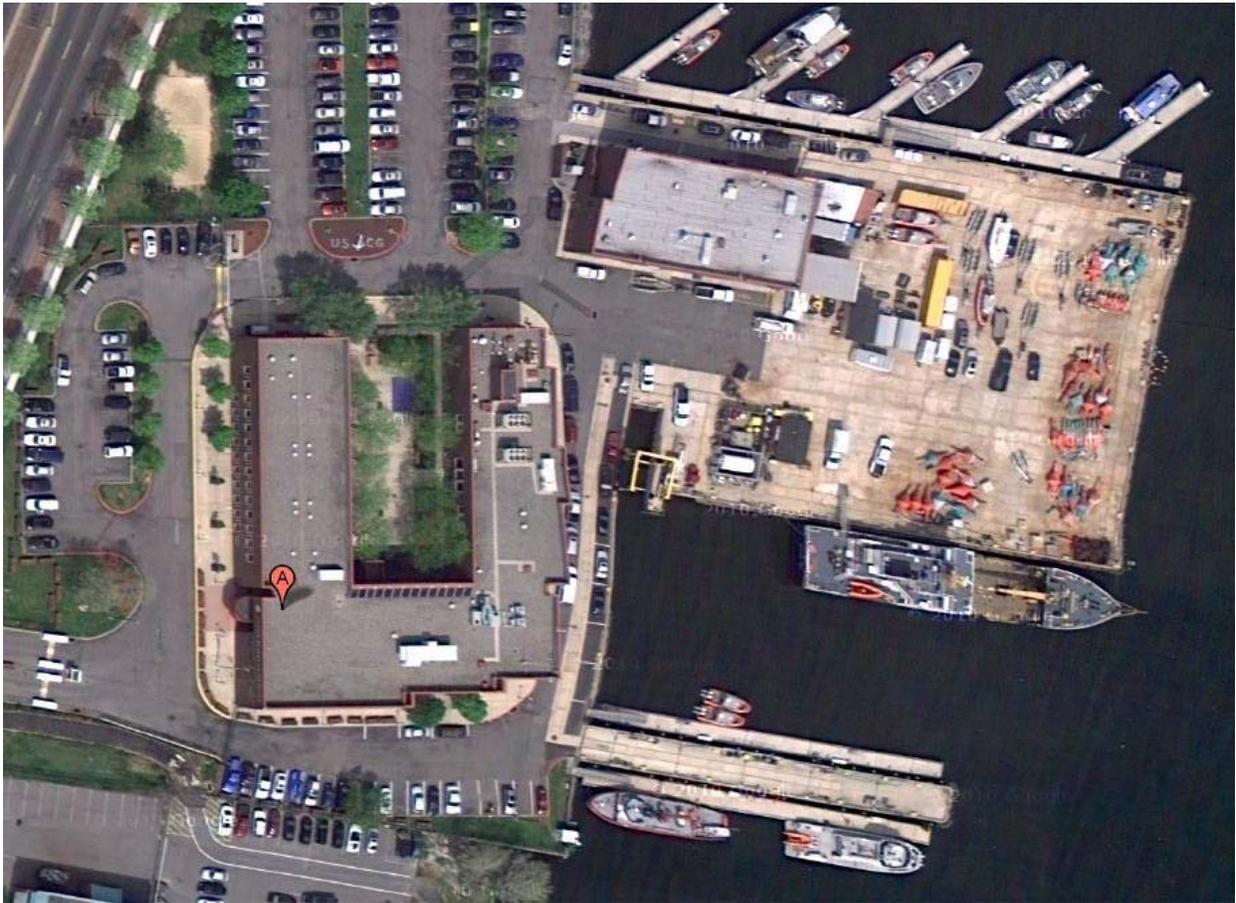




# Sector Delaware Bay

Philadelphia, PA

**WELCOME ABOARD  
RESERVISTS!**



CG SECTOR DELAWARE BAY  
1 WASHINGTON AVE  
PHILADELPHIA, PA 19147  
215-271-4800

# WELCOME TO OUR TEAM

## VISION STATEMENT

Sector Delaware Bay will be the Coast Guard's leader in providing a skilled, confident, and motivated team of multi-mission professionals who will spearhead innovative solutions to the myriad of complex issues in the maritime domain of the 21st Century.

## MOTTO

“Our partnerships are our strength.”

## STRATEGIC GUIDELINES

**Capability** – We shall consistently meet the Commandant's expectations for expert mission execution by employing risk-based decision making, training efficiently, regularly measuring our capabilities, and engaging in continual process improvement to ensure our policies, practices, and support systems are relevant, efficient, and effective.

**Integrity** – We shall maintain the trust of the American public by adhering to the highest standards of professionalism and accountability in word and deed, treating our stake-holders with respect and conducting our activities in the most environmentally responsible manner possible.

**Collaboration** – We shall capitalize on the unique skills, experience, perspectives, and contributions of each member of Team Coast Guard: active duty, reserve, civilian, auxiliary, and our port stakeholders to develop organizational synergies that improve productivity, inspire creativity, encourage teamwork, and drive smart, supportable, risk-based decisions.

**Development** – We shall invest the time, energy, and resources necessary to ensure all our personnel -at all levels- have the means, skills, and opportunity to advance as far as their individual drive, abilities, and interests can take them.

**Workplace** – We shall provide a workplace that is healthy and safe, with a culture that values diversity, respects the individual, balances work and family, and promotes camaraderie and esprit de corps by appropriately recognizing achievement.



**Captain Kathleen Moore**  
**United States Coast Guard**

Welcome to Sector Delaware Bay, I am sure your assignment will be a rewarding part of your career. This guide is meant to assist you in making a smooth transition to our area. Sector Delaware Bay encompasses the mid-Atlantic coastal area from Shark River, NJ to the Delaware-Maryland border, and includes the ports of Philadelphia, Camden and Wilmington on the Delaware River. We lead a staff of more than 800 military and civilian personnel in carrying out all of the Coast Guard's principal activities in this region including marine safety, security and environmental protection, maritime law enforcement search and rescue, and waterways management.

### **Vision Statement**

Sector Delaware Bay will be the Coast Guard's leader in providing a skilled, confident, and motivated team of multi-mission professionals who will spearhead innovative solutions to the myriad of complex issues in the maritime domain of the 21st Century.

### **Strategic Guidelines**

**Capability** – We shall consistently meet the Commandant's expectations for expert mission performance by employing risk based decision making, training efficiently, regularly measuring our capabilities, and engaging in continual process improvement to ensure our policies, practices, and support systems are relevant, efficient and effective.

**Integrity** – We shall maintain the trust of the American public by adhering to the highest standards of professionalism and accountability in word and deed, treat our stakeholders with respect, deal fairly but decisively with transgressions from our core values, and conduct our activities in the most environmentally responsible manner possible.

**Collaboration** – We shall capitalize on the unique skills, experience, perspectives, and contributions of each member of Team Coast Guard: Active Duty; Reserve; Civilian; and Auxiliary; and our port stakeholders, to develop organizational synergies that improve productively, inspire creativity and innovation, encourage teamwork, promote interdependence, and drive smart, supportable, consensus based decisions.

**Development** – We shall invest the time, energy and resources necessary to ensure all our personnel – at all levels – have the means, skills, and opportunity to advance as far as their individual drive, abilities and interests can take them.

**Workplace** – We shall provide a workplace that is healthy and safe, with a culture that values diversity, respects the individual, balances work and family, and promotes camaraderie and esprit d'corps by appropriately recognizing achievement.

I look forward to serving with you at Sector Delaware Bay.

*Captain Kathleen Moore*



**CDR John P. Nolan**  
**Senior Reserve Officer, CG Sector Delaware Bay**

CDR Nolan is a 1991 graduate of the U.S. Coast Guard Academy, where he received a Bachelor of Science in Government with high honors. In 1997, CDR Nolan graduated *magna cum laude* from Georgetown University Law Center, where he served as Editor in Chief of the Georgetown Law Journal.

CDR Nolan served at a variety of Coast Guard units on active duty, including: the Coast Guard Cutter DECISIVE (WMEC-629) (deck watch officer, 1991-93); the Office of Personnel and Training (Military Standards Section Chief, 1993-95); and, following law school, the Ninth Coast Guard District (judge advocate, 1997-2001). From 2003 to 2004, CDR Nolan served as a legal advisor in the Department of Defense's Office of General Counsel, where his work focused on enemy combatant litigation and the establishment of trials by military commission.

As a drilling Reservist, CDR Nolan served as a judge advocate in the Office of Maritime and International Law (2004-06), and then assumed the duties of Senior Reserve Officer at the Coast Guard Intelligence Coordination Center in Suitland, Maryland (2007-2010).

In 2010, CDR Nolan was twice recalled to active duty: First, he served as Coast Guard liaison to the U.S. Agency for International Development during the response to the Port au Prince earthquake. Later that year, he served as legal advisor to the Federal On-Scene Coordinator for the Deepwater Horizon Oil Spill (Robert and New Orleans, Louisiana).

CDR Nolan's military awards include the Defense Meritorious Service Medal, the Coast Guard Commendation Medal (2 awards); the Coast Guard Achievement Medal (2 awards), the Global War on Terror Service Medal, and the Commandant's Letter of Commendation (2 awards).

In his civilian capacity, CDR Nolan is a senior associate at Steptoe & Johnson, LLP, in Washington, D.C., where his practice focuses on civil litigation.



**MASTER CHIEF MARITIME ENFORCEMENT SPECIALIST  
FRANK GORMAN**

**Reserve Command Master Chief  
United States Coast Guard Sector Delaware Bay**

Master Chief Frank Gorman enlisted in the Coast Guard Reserve on March 26, 1990; and was assigned to Reserve Unit 2, Captain of the Port New York, then Activities NY, and finally to Sector NY. On July 13, 2009, he reported aboard Sector Delaware Bay and assumed the duties of Reserve Command Master Chief.

Recalled to active duty on September 11, 2001, and again in 2003 and 2006, he has served a total of 51 months on active duty during three activations in support of the Global War on Terrorism. More recently, MCPO Gorman was recalled for two months active duty for the Coast Guard response to the Deepwater Horizon Disaster.

MCPO Gorman advanced to E7 on January 1, 2000, attended the CPO Academy in July 2000, and was Initiated a Chief on October 5, 2000. He is a life member of USCG Chief Petty Officers Association (CPOA), former President of the Kleckner Chapter NY Area CPOA; and holds membership in the American Legion, the Naval Institute, Navy League, and the Fleet Reserve Association.

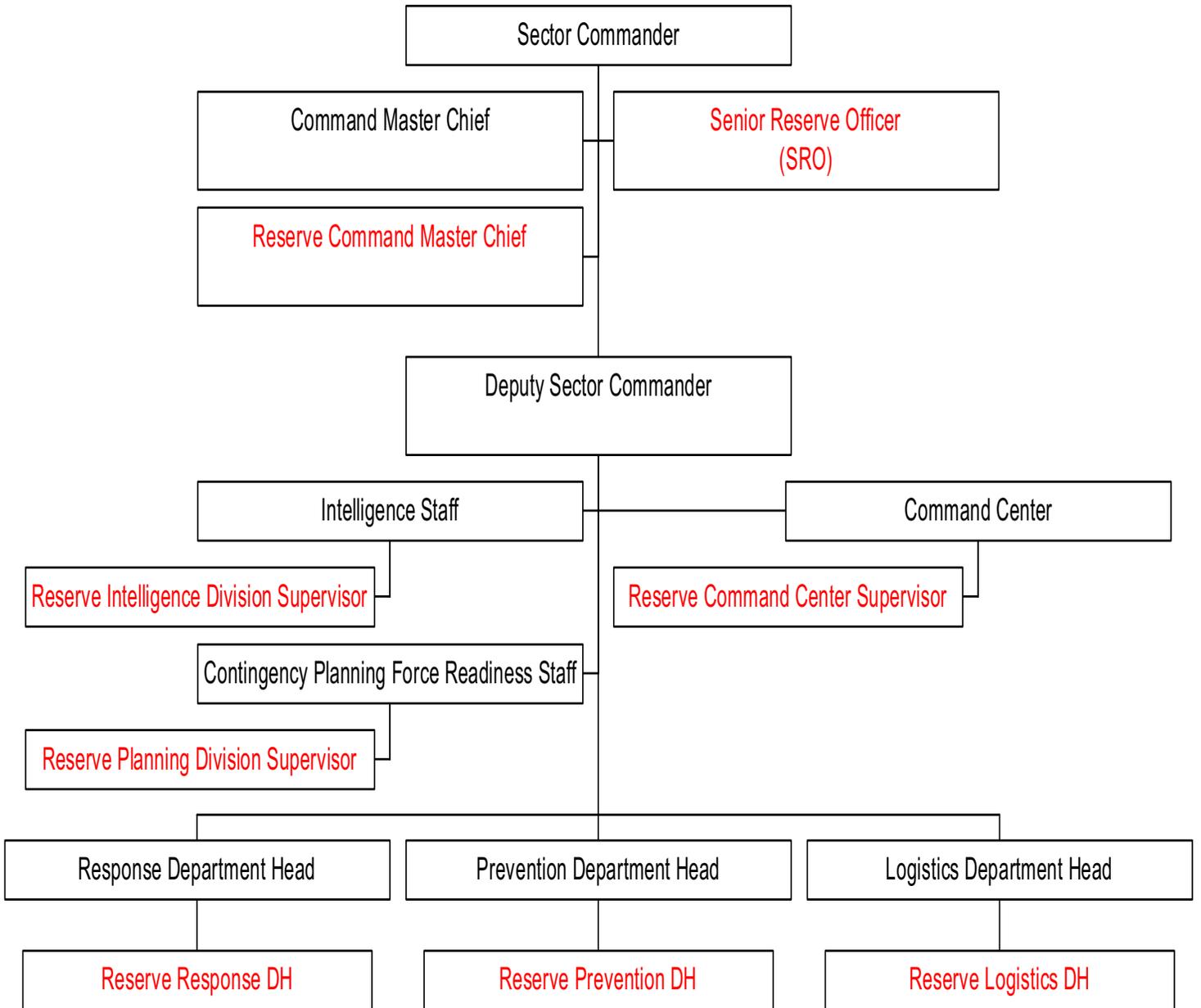
As a drilling reservist, MC Gorman has held various Marine Safety & Security qualifications, served as a qualified crew member on the WYTL Class harbor tugs, was the reserve non rate training manager and Education Services Officer at Sector New York for nine years, and also served as the Collateral duty Silver Badge.

In his civilian life, MCPO Gorman resides in Avon by the Sea, NJ. Born and raised in Manhattan, MCPO Gorman summered in Avon before permanently relocating there in 1986. A life member of the Avon Fire Department, he has provided volunteer service to the community since 1987, and served two years as fire chief. He is also a life member of the New Jersey State Firemen's Relief Association. MCPO Gorman is currently serving a four year term as the Commissioner of Public Safety for the Borough of Avon by the Sea.

Upon his 1987 graduation from Fordham University he accepted full time employment at NJ TRANSIT, where he had previously interned since 1983. He is currently a Manager of Fare Collection and Point of Sale Systems for NJ TRANSIT in Newark, NJ.

MCPO Gorman's military awards include two CG Commendation Medals, the SECDOT's September 11<sup>th</sup> Medal, two CG Achievement Medals, Commandant's Letter of Commendation, CG Good Conduct Medal, four CG Reserve Good Conduct Medals, two National Defense Medals, Military Outstanding Volunteer Service Medal, Global War on Terrorism Service Medal, and the Armed Forces Reserve Medal with bronze hourglass, "M" device, and numeral 4, the Marine Safety Insignia, several unit and team commendations, and other awards. Master Chief Gorman is married to the former Sharon Glynn of Allenhurst, NJ; they have no children.

# SECTOR DELAWARE BAY ORGANIZATION



## CHECK-IN

All newly reporting reserve members must complete their first multiple drill during active duty (weekday) hours. This will facilitate reservists being able to update their access in DA, have computer accounts updated, transfer medical records, ensure all necessary administrative paperwork is handled, etc.

Upon receipt of this welcome aboard package, reservists should contact their Sponsor and set up a date for their check in. Reservists shall enter an IDT multiple drill requests, through Direct Access, for the date of their checking. The IDT drill request MUST be submitted prior to the date of the check-in, so that the member will be properly covered by orders during the transit to and from the Sector. For assistance in submitting a drill request please see the following link:

[http://www.uscg.mil/hr/psc/ps/idt/scheduling\\_idt\\_drills.htm](http://www.uscg.mil/hr/psc/ps/idt/scheduling_idt_drills.htm).

If a member has no access to Direct Access, they should contact Sector Service Personnel Office (SPO) at (215) 271-4800.

Upon completion of check-in, reserve members must notify their supervisor for IDT payment.

Reservists shall complete the check-in package and route it to their reserve supervisor upon completion of their first drill weekend.

## ADDITIONAL INFORMATION

### BERTHING:

All reserve personnel (officers and enlisted) who live outside of the reasonable commuting distance are authorized berthing, paid for by the government, during In-Active Duty Training (IDT) periods. Members who are considered to be outside of the reasonable commuting distance are those who live >50 miles from the Sector. If your commuting distance is close to 50 miles please contact the Service Personnel Office ([D05-DG-M-SECDe1Bay-SDB-SPO-YN@uscg.mil](mailto:D05-DG-M-SECDe1Bay-SDB-SPO-YN@uscg.mil)) to validate your mileage. Berthing is authorized for the night prior to the start of IDT to the night before the last date of IDT. Example: If a member is drilling on Saturday and Sunday they would be authorized berthing on Friday night and Saturday night, but not Sunday night.

To request berthing members MUST fill out the “Reserve Berthing Request” form from DXR at least 21 days prior to their drill dates. Failure to request berthing through this form, or at least 21 days in advance may result in the CG refusing to provide or pay for berthing. All drills for the period of the berthing must be entered in Direct Access prior to submitting berthing request.

You may find the “Reserve Berthing Request” form at:

<http://www.uscg.mil/d5/dx/Unit%20docs/FY12%20BERTHING%20REQUEST.pdf>

#### AREA FAMILIARIZATION:

Philadelphia is a city full of excitement and entertainment. Please visit <http://www.visitphilly.com/> for up to date information on local events and activities. Philadelphia is also well known for its traffic delays. Please visit the following traffic websites before you start your commute! <http://www.traffic.com/Philadelphia-Traffic/Philadelphia-Traffic-Reports.html>; <http://www.phillytraffic.com/>

#### WELCOME NEW MEMBERS AND FAMILIES

Please take a few moments to review the Sector Delaware Bay Homepage <http://www.uscg.mil/d5/sectDelawareBay/default.asp>. This website will give you some insight into the missions our Coasties are involved in, as well as a basic breakdown of the internal workings.

# SECTOR DELAWARE BAY RESERVE PERSONNEL INDOCTRINATION

Rank/Rate	Name	Department	Report Date	Sponsor
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\* Complete this form (Section I) during their scheduled check-in and present to supervisor upon completion of first drill weekend

Section I - Check-in				
Department	Tasking	POC	POC Signature	Date
SPO	Visit with the Direct Access Coordinator	SPO		
SPO	View and complete the following information in Direct Access: Update password, Work and Home addresses, Update Home Email addresses, telephone numbers, family member information and <b><u>DD-2760</u></b>	SPO		
SPO	Government Travel Card	SPO		
SPO	Verifying "A" School Class Quota & ASVAB eligibility	ESO		
SPO	Complete Validation paperwork (dependants, FSGLI, SGLI, CG-2020D)	SPO		
SPO	Weight & Body Fat Compliance	SPO		
MEDICAL	Complete Tri-care forms/Concordia Dental	MEDICAL		
IT Shop	Complete CPU Access Requirements	IT Staff		
IT SHOP	Add name to Email Distribution Lists	IT Staff		
COMMCEN	Security Clearance / Access ID Badge/ vehicle decal	Command Center		
Prevention	Visit with Omsep coordinator	OMSEP Coor		
Readiness	Visit with the Readiness Coordinator	RFRS Staff		
Mutual Assistance Officer	Visit with Mutual Assistance Officer	Admin Officer		
Security Officer	Visit with Security Officer	Command Security Officer		
ESO	Visit with Education Services Officer	ESO		
Safety Officer	Visit with Safety Officer	Safety		
Command	Visit with CMC	CMC		
Command	All Officers visit with Sector Commander and Deputy SC if available	Command Suite Assistant		

Contacted Supervisor for IDT Payment: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

# SECTOR DELAWARE BAY RESERVE PERSONNEL INDOCTRINATION

Rank/Rate	Name	Department	Report Date	Sponsor
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\* Complete this form (Section I) during their scheduled check-in and present to supervisor upon completion of first drill weekend

## Section II - Drill Weekend Requirements

Department	Tasking	POC	POC Signature	Date
Training	Visit with Division Training Officer	DTO		
Command	Visit with your supervisor			
Command	Visit with your Division Officer			
Command	Visit with your Department Head			
CMC	Visit with Reserve Command Master Chief	CMC		
Command	Schedule and visit the SRO	SRO		
Supervisor Mandatory Completion	Complete Individual Development Plan, Individual Training Plan, and Personal Fitness Plan with supervisor & ensure captured in TMT	Supervisor		
Supervisor Mandatory Completion	Complete all required MT and ensure medical, PHA completion, and dental readiness.			

Department Head Signature: \_\_\_\_\_