

# Aviation Technical Training Center Handbook



United States Coast Guard  
Aviation Technical Training Center  
Elizabeth City, NC 27909-5003

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# History of the Area

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## **Historical Pasquotank**

Four centuries ago, the first Englishmen visited, explored, and mapped the area that is now Pasquotank County. Shortly thereafter, the DeBry map, dated 1585, first appeared in London. The map shows land on the north side of the main water as “Pasquenoke”, and the shoreline, while crude, is remarkably recognizable and true.

Pasquotank Precinct was later created in 1672 and named for a tribe who inhabited the area.

In 1793, the General Assembly authorized a town at the “Narrow” of the Pasquotank River that was known as Redding. That same year, construction of the Dismal Swamp Canal began. In 1794, the name of the town was changed to Elizabethtown and changed again to Elizabeth City in 1801.

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## **Coast Guard Beginnings in Elizabeth City**

The USCG Air Station, Elizabeth City, NC had a meager beginning with three officers and 52 enlisted men in August 1940 on the Old Hollowell Plantation, which lies on the shore of the Pasquotank River. Spurred by the demand of war in 1942, the station was in a rapid state of expansion and served as a training base for both Army and Navy personnel, as well as a base for coastal patrols.

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## **The Beginning of AR&SC**

The idea of a Coast Guard Aircraft Repair and Supply Center was conceived in 1945, but a suitable location was not found until after the end of World War II. At that time, the Coast Guard obtained the facilities constructed for the Consolidated Vultee Corporation in Elizabeth City.

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# History of the Aviation Technical Training Center

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## **The Beginning Of ATTC**

In August 1972, the Chief, Office of Personnel, Coast Guard Headquarters, Washington, DC, commissioned an in-depth study of the aviation technical training needs of the Coast Guard. Before the study, much of the apprentice level training was actually provided by the Navy, the study pointed out the growing need to train Coast Guard personnel to operate and maintain Coast Guard equipment which was no longer common with equipment used by the Navy. With unique specifications for Coast Guard aircraft and different maintenance philosophies existing between the two services, the Coast Guard eventually determined that centralized training under one management would enhance effectiveness. The recommendation to consolidate all aviation technical training at Elizabeth City was approved, budgetary action was initiated, and additional planning was undertaken. Construction on the training center began in July 1976, and the unit was commissioned on August 4, 1978.

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## **Transition to a New Site**

Transition of ATTC to the present site began initially with a relocation from San Diego, CA in 1949 to the Aircraft Repair and Supply Center (ARSC) in Elizabeth City, NC where it became a command element.

From 1949 to 1972, aviation maintenance personnel were trained at ARSC and at the Navy Aviation Technical Training Center in Memphis, Tennessee. Aviation Machinist's Mates were trained exclusively at Elizabeth City during that time, and they were later joined by the Aviation Electronics Technician rate in 1964.

As a result of a 1972 study, the Coast Guard concluded that there was a need for specific technical training in aviation maintenance and for conducting training at a common training site. Also in 1972, "A" Schools for Aviation Structural Mechanics and Aviation Electrician's Mates moved to ARSC; they later moved to new facilities at ATTC where they were joined in 1980 by the Aviation Survivalman "A" School.

Throughout the years, numerous "C" Schools offering advanced training in aviation maintenance have been added at ATTC. These advanced schools reflect the high degree of complexity associated with aviation maintenance in the Coast Guard.

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# History of the Aviation Technical Training Center, Continued

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## **The Training Philosophy at ATTC**

In the early 1980's, the Coast Guard began the transition to Performance Based Training, which emphasizes rapidly changing curricula to keep pace with technology. Since then, ATTC has emerged as a leader in both Performance Based Training and in developing multimedia materials for instruction in aviation maintenance.

The staff and facilities at ATTC have undergone numerous reorganizations to enhance quality management and to improve customer alignment and streamline work processes. As a result, the generalist approach that required all instructors serve as part-time course designers, eventually gave way to specialization in course design.

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## **Aviation Maintenance Rates**

Starting December 2003, aviation rates are represented in the "A" School curricula with courses of instruction approximately 20 weeks in duration. While at "A" School, students are introduced to a regimen of technical and personal challenges designed to develop their rate and leadership skills.

After graduation from ATTC, students with a new aviation maintenance rating in either Aviation Maintenance Technician (AMT), or Aviation Survival Technician (AST), or Avionics Electrical Technician (AET) are transferred directly to active air stations where they will resume their careers in aviation maintenance.

Students at "C" School are experienced technicians who receive in-depth training on specific components or systems to address particular needs of their units.

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# Recreation and Entertainment

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## Available in Elizabeth City

The following attractions are available in the Elizabeth City Area:

- Over forty franchised and locally owned restaurants
  - A bowling alley
  - Two movie theaters
  - A municipal nine-hole golf course
  - A regional automotive Speedway
  - A 63,000+ volume public library
  - A museum of the Albemarle Region
  - A community theater with actors group
  - An Arts Council for Pasquotank County
  - Approximately 84 civic, fraternal, service, and professional organizations
  - Boating, fishing, and hunting activities
- 

## Annual Events

The following events are presented annually in Elizabeth City:

- Art Show (April): arts & crafts
  - July 4<sup>th</sup> Celebration (July): marathons, food, and fireworks
  - Harbor Nights (July-August): entertainment, food, and arts & crafts
  - Sailing Regatta (July): sailing & marine activities
  - Albemarle Craftsman's Fair (September): arts & crafts
  - Chamber of Commerce Bass Tournament (October): fishing
  - Jaycees County Fair (October): entertainment & food
  - Mistletoe Show (November): arts & crafts
  - Christmas Parade (December): entertainment & music
- 

## For Additional Information

For more information on these and other activities, call:

Elizabeth City Area Chamber of Commerce  
P.O. Box 426  
Elizabeth City, NC 27909  
(252) 335-4365  
Home Page: [www.elizcity.com](http://www.elizcity.com)

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## Recreation and Entertainment, Continued

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### Within a Short Drive

The following attractions are within a short commute of Elizabeth City:

- The Outer Banks is a one-hour drive from Elizabeth City. It includes Kitty Hawk and Nags Head, beach resorts, entertainment on the Atlantic, and the site for the first powered flight by Orville and Wilbur Wright. There are miles of beautiful beaches with surf and offshore fishing.
- The Lost Colony Theater and National Park in Manteo is a 90-minute drive from Elizabeth City.
- Norfolk, Virginia is a one-hour drive from Elizabeth City. It is home to the world's largest Navy base. There are fine dining and entertainment attractions for everyone. Harbor tours are also available.
- Virginia Beach, Virginia is a one-hour drive from Elizabeth City. It is a beach resort on the Atlantic with day and night entertainment and dining.
- Yorktown Victory Center, Yorktown, Virginia is a 90-minute drive from Elizabeth City. It is the site of the British surrender during the Revolutionary War.
- Jamestown Festival Park, Jamestown, Virginia is a 90-minute drive from Elizabeth City. It is the site of the first permanent English settlement in North America.
- The National Aeronautics and Space Administration (NASA) Visitor's Center is at Langley Air Force Base. It is a two-hour drive from Elizabeth City.
- Busch Gardens, Williamsburg, Virginia is a two-hour drive from Elizabeth City. Visit all of Europe in one day at the Old Country. Enjoy the shopping, live entertainment and foods of England, France, Germany, and Italy, and the heart-stopping rides. The attraction is open from April until October.
- Colonial Williamsburg, Williamsburg, Virginia is a two-hour drive from Elizabeth City. Step back into American history as you walk through the homes and shops of 18<sup>th</sup> century America. Special events are presented throughout the year.
- Kings Dominion, Richmond, Virginia is a three-hour drive from Elizabeth City. Enjoy the wild rides and top entertainment, monorail safari, and weekend fireworks. The attraction is open from April until September.
- Washington, DC is a five-hour drive from Elizabeth City. See the museums that line the National Mall, the U.S. Capitol, and all the monuments and memorials.

# Educational Opportunities

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## Schools and Universities

The Elizabeth City and Pasquotank County public school system provides education for 6300 students on 11 campuses (nine elementary schools, two middle schools, two high schools, and one alternative school). Children from ages six to 16 are required by North Carolina law to be enrolled in classes. To be eligible for the first grade, a child must be six years old on or before October 16 for the year of enrollment in the first grade. Each school handles its own enrollment, and special programs are available for exceptional students as well as handicapped and disadvantaged children. Remedial classes are also provided, and the school system is fully accredited by the state.

The Albemarle School is a private school offering instruction from preschool to twelfth grade emphasizing academic excellence.

Also available are several Christian schools throughout the area.

The following colleges and universities are available in Elizabeth City:

- Elizabeth City State University is a constituent of the University of North Carolina. Instructional programs are offered through thirteen academic departments, a general studies division, and a special programs office. The Graduate and Continuing Education Center offers master's level study and the Weekend College is offered for working students.
  - Roanoke Bible College is a four-year coeducational Christian college. Their mission is to prepare young men and women for a career in volunteer Christian service. Bachelor of Arts and Bachelor of Science degrees, as well as two-year degrees and one-year certificates are available.
  - College of the Albemarle a public two-year community college serving diverse educational needs of the residents and businesses of the college's seven county service area. As North Carolina's first community college, COA offers comprehensive quality transfer, technical, and vocational programs.
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# Climatic Conditions

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## Average Rainfall and Temperatures

The following are the average temperatures (Fahrenheit) and rainfall recorded in the Elizabeth City area.

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Avg High</b>	49	50	57	68	76	84	87	85	80	70	61	51
<b>Avg Low</b>	32	33	39	48	57	66	70	69	64	53	43	34
<b>Wet Days</b>	10	10	11	10	10	9	11	11	8	8	8	9

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# Mission Statement for ATTC

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## Mission

### **COAST GUARD AVIATION TECHNICAL TRAINING CENTER. ELIZABETH CITY. NORTH CAROLINA**

The mission of the Aviation Technical Training Center is to provide training and related services to meet the human performance improvement needs of the Coast Guard aviation community.

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## Vision

We will strive to provide the Coast Guard Aviation community effective and cost efficient training for the enlisted workforce. To achieve this goal we will do the following:

- Provide students technical training embedded with Coast Guard core values
  - Invest in the professional development of our staff
  - Enhance our core business activities through continuous process improvement and benchmarking leading performance technologists
  - Be proactive in anticipating human performance requirements by partnering with aviation program managers
  - Pursue and exploit new technologies that enhance our mission performance
- 

## Core Business Activities

- Develop and deliver resident training
  - Develop nonresident training
  - Develop aviation Service Wide Exams
  - Deliver and manage distance training
  - Provide human performance technology consulting
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# SPMS Goals and Criteria

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**Purpose** The Student Performance Management System (SPMS) is a set of policies, procedures, processes, and goals which guide and assist ATTC staff and students in the effective and efficient delivery of resident training instruction.

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**SPMS Goal** The goal of the Student Performance Management System is to develop a competent, professional team member in support of Coast Guard Aviation.

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**Military Goal** The military goal is to develop a Petty Officer with the Coast Guard Core Values: Honor, Respect, and Devotion to Duty.

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**Academic Goal** The academic goal is to develop a mechanic or technician with the appropriate technical and leadership skills required to maintain Coast Guard aircraft and become an effective air station crewmember.

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**Criteria** The criteria for measuring the quality of each student include:

**Responsibility**

- Complies with ATTC and Support Center Instructions; specifically barracks, driving, security, MWR, student duty and SPMS instructions
- Does not violate articles of the UCMJ
- Does not bring discredit to the USCG while in the community

**Military Bearing**

- Follows Chain of Command
- Renders proper salute and address to staff
- Wears proper uniform
- Maintains proper grooming
- Complies with specific ATTC policy

**Integrity**

- Honest and truthful
  - Owns up to mistakes and accepts responsibility for own actions
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## SPMS Goals and Criteria, Continued

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Criteria,  
(continued)

### **Respect and Courtesy for Others**

- Cooperates with others to achieve common goals.
- Follows rules of CG Human Relations Program
  - Does not discriminate
  - Does not sexually harass
  - Treats others with respect and courtesy

### **Technical Skills**

- Successfully completes all Terminal Performance Objectives (TPOs)
- Successfully passes the 9D5 Dunker and Low Pressure Chamber (LPC) tests

### **Leadership Skills**

- Demonstrates the core value qualities while assigned as a member of a duty section
  - Demonstrates team leader characteristics for appropriate assignments and duties
-

# Aviation Maintenance Technician (AMT) Section

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## Overview

The Aviation Maintenance Technician (AMT) Section at ATTC provides entry-level technical training to AMT “A” students and more specialized training in different areas for “C” School students. The “A” School course for the AMT Rating will produce entry-level aviation maintenance technicians in 20 weeks. AMT “C” Schools vary in length.

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## Training Services

The AMT “A” School resident training course provides entry-level aviation maintenance instruction.

### **Basic instruction provided through resident training includes:**

- Structural mechanics
- Hardware
- Hydraulic and mechanical systems
- Fuel systems
- Power plants

### **Specific instruction provided through resident training includes:**

- Aircraft engines and drive trains
- Propellers
- Hand tools and hardware
- Aviation publications
- Component locations
- Principles of troubleshooting

### **Basic skills provided through resident training include:**

- Repair of aircraft sheet metal and air frames
  - Non-metallic (composite and windshield) repairs to aircraft
  - Analysis of aircraft hydraulic systems
  - Application of paint systems
  - Repair and control of corrosion
  - Basic electricity
- 

## Staff Activities

The AMT staff provides technical training through traditional classroom instruction, shop practice, and actual aircraft maintenance procedures. Staff of the AMT Section also researches innovative training techniques and methods of instruction to remain current with changes in maintenance practices, procedures, and new methods of instruction.

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## Aviation Maintenance Technician (AMT) Section, Continued

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### Staffing

Staffing for the AMT Section is as follows:

<b>Pay Grade</b>	<b>Position</b>
CWO	Branch Officer
E-9	Branch Chief
E-8	School Chief
E-7	Senior Instructors
E-5/6	Instructors

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### Student Throughput

A normal annual enrollment for AMT 'A' School is approximately 100 students.

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# Aviation Survival Technician (AST) Section

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## Overview

The Aviation Survival Technician (AST) Section at ATTC provides entry-level technical training to AST students in all aspects of aviation rescue and survival. This training includes rescue equipment maintenance, fire extinguishing systems, aerial rescue delivery systems, and aircrew training in use of emergency equipment and in survival procedures. Also included is an intensive physical and water rescue-training program to provide qualified helicopter rescue swimmers to aviation units. The “A” school course for the AST Rating produces Aviation Survival Technicians in 18 weeks.

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## Training Services

The AST “A” School resident training course provides entry-level instruction in all aspects of aviation rescue and survival.

### **Basic instruction provided through resident training includes:**

- Participation in a rigorous physical fitness program
- Participation in a water rescue training program

### **Specific instruction provided through resident training includes:**

- Survival equipment
- General aircraft maintenance
- Sewing techniques for manufacturing
- Repairing rescue equipment
- Repairing aircrew protective clothing
- Aerial delivery systems
- Instructor training techniques
- Inflatable rescue equipment maintenance
- Land & Water Survival

### **Collective skills provided through AST resident training include:**

- Performance as a helicopter rescue swimmer
- 

## Staff Activities

The AST staff members actively participate in student training, including all physical training. The staff also receives special training in sports physiology and emergency medicine, as well as qualification training on aircraft maintenance.

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## Aviation Survival Technician (AST) Section, Continued

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### Staffing

Staffing for the AST Section is as follows:

<b>Pay Grade</b>	<b>Position</b>
CWO	Branch Officer
E-9	Branch Chief
E-8	School Chief
E-7	Senior Instructors
E-5/6	Instructors

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### Student Throughput

A normal annual enrollment for AST 'A' School is approximately 84 students.

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# Avionics Electrical Technician (AET) Section

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## Overview

The Avionics Electrical Technician (AET) Section at ATTC provides entry-level aviation electrical training to AET “A” School students and more specialized training on specific avionics electrical systems for “C” School students. The “A” School course for the AET Rating will produce entry-level avionics electrical technicians in about 20 weeks. Class “C” Schools vary in length.

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## Training Services

The AET “A” School resident training course provides entry-level instruction in basic avionics, electrical and specialized training on various components and systems for Coast Guard aircraft.

### **Basic instruction provided through resident training includes:**

- Practical and theoretical electronics
- Aircraft communication systems
- Aircraft navigational systems
- Aircraft flight guidance systems
- Aircraft electrical power & distribution systems
- Aircraft electrical control & indicating systems

### **Specific instruction provided through resident training includes:**

- Use of special aviation tools
- Use of avionics test equipment
- Use of aviation publications
- Aircraft electrical

### **Basic skills provided through resident training include:**

- Troubleshooting and repairing avionics/electrical systems for Coast Guard rotary and fixed-wing aircraft
- Fabrication and repair of aircraft wiring harness

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## Staff Activities

The Avionics Electrical Technician instructors provide technical training through traditional classroom instruction, laboratory practice, and realistic maintenance procedures. The staff is primarily responsible for the well being of students while they are at ATTC. The staff is also responsible for keeping abreast of new electrical technology and methods of instruction.

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## Avionics Electrical Technician (AET) Section, Continued

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### Staffing

Staffing for the AET Section is as follows:

<b>Pay Grade</b>	<b>Position</b>
CWO	Branch Officer
E-9	Branch Chief
E-8	School Chief
E-7	Senior Instructors
E-5/6	Instructors

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### Student Throughput

A normal annual enrollment for AET 'A' School is approximately 160 students.

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# Support Center Facilities

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## Quarters

There are a variety of housing options available to *permanently assigned personnel* (students are berthed in Thrun Hall).

### CG Owned Family Housing

- Permanently assigned, eligible personnel, E-4 through E-6, will be assigned to housing owned by the Coast Guard when available. There are 52 three-bedroom and 20 four-bedroom units in all. Eligibility is determined I.A.W. the Coast Guard Housing Manual (COMDTINST M11101.13B).
- When submitting your housing request, include your Application for Assignment to Military Housing (CG-5267), a copy of your PCS orders, and a copy of your BAQ/Dependency Information Form (CG-4170). The telephone number for the housing office is (252) 335-6225 or (252) 982-6225.

### Leased Housing

- Permanently assigned, eligible personnel, E-1 through O-6 may be assigned housing leased by the Coast Guard when available. Eligibility is determined I.A.W. the Coast Guard Housing Manual 9, COMDTINST M11101.13B).
- When submitting your request for housing, include your Application for Assignment to Military Housing (CG-5267), a copy of your PCS orders, and a copy of your BAQ/Dependency Information Form (CG-4170). The telephone number for the housing office is (252) 335-6225.

### Off-Base Housing

The following is a general guide for what you should expect to pay for housing in this area:

- One-bedroom apartment rentals range from \$350 to \$650 per month.
- Two- and three-bedroom rentals range from \$650 to \$800 per month.
- Three-bedroom houses sell for \$100,000 on average.

You must also consider the cost of utilities when deciding whether to reside off base. Utility costs in this area are somewhat higher than usual.

### Guest Housing

There are six two-bedroom mobile homes and four full-service recreational vehicle sites for temporary lodging, usually a maximum stay of two weeks. Thirty to forty-five days of advance notice is usually required for reservations. The mobile homes cost \$25.00 per night (E1-E3), and the RV sites are \$10.00 per night. For reservations, call (252) 335-6397 or (252) 335-6886 between the hours of 0800 and 1630.

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## Support Center Facilities, Continued

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**Dining Facility** Thrun Hall Galley is the dining facility on the Elizabeth City complex.

### **Thrun Hall Galley**

The galley is the main dining facility for ATTC. Listed below are the meal hours:

#### Weekdays

Breakfast 0630 to 0745

Lunch 1115 to 1245

Dinner 1630 to 1730

#### Weekends and Holidays

Breakfast 0700 to 0900

Lunch 0930 to 1200

Dinner 1630 to 1730

The Thrun Hall Galley is open to all active duty military personnel, as well as civilians during the lunch hours.

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## Main ATTC Building (Bldg. 4)

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### **Background**

The main building for the Aviation Technical Training Center houses all the administrative functions necessary to process approximately 500 students in “A” and “C” school each year.

Along with maintaining 80 permanent staff and personnel records, the building also contains the offices for Division Officers, Section Chiefs, “A” and “C” school instructors, Media Graphics, a multipurpose room, a technical library, and all the classrooms and labs needed to teach three Aviation “A” schools and approximately 13 “C” schools. The facility is approximately 56,000 square feet.

A map of the Main ATTC Building (Bldg. 4) is provided on the following page.

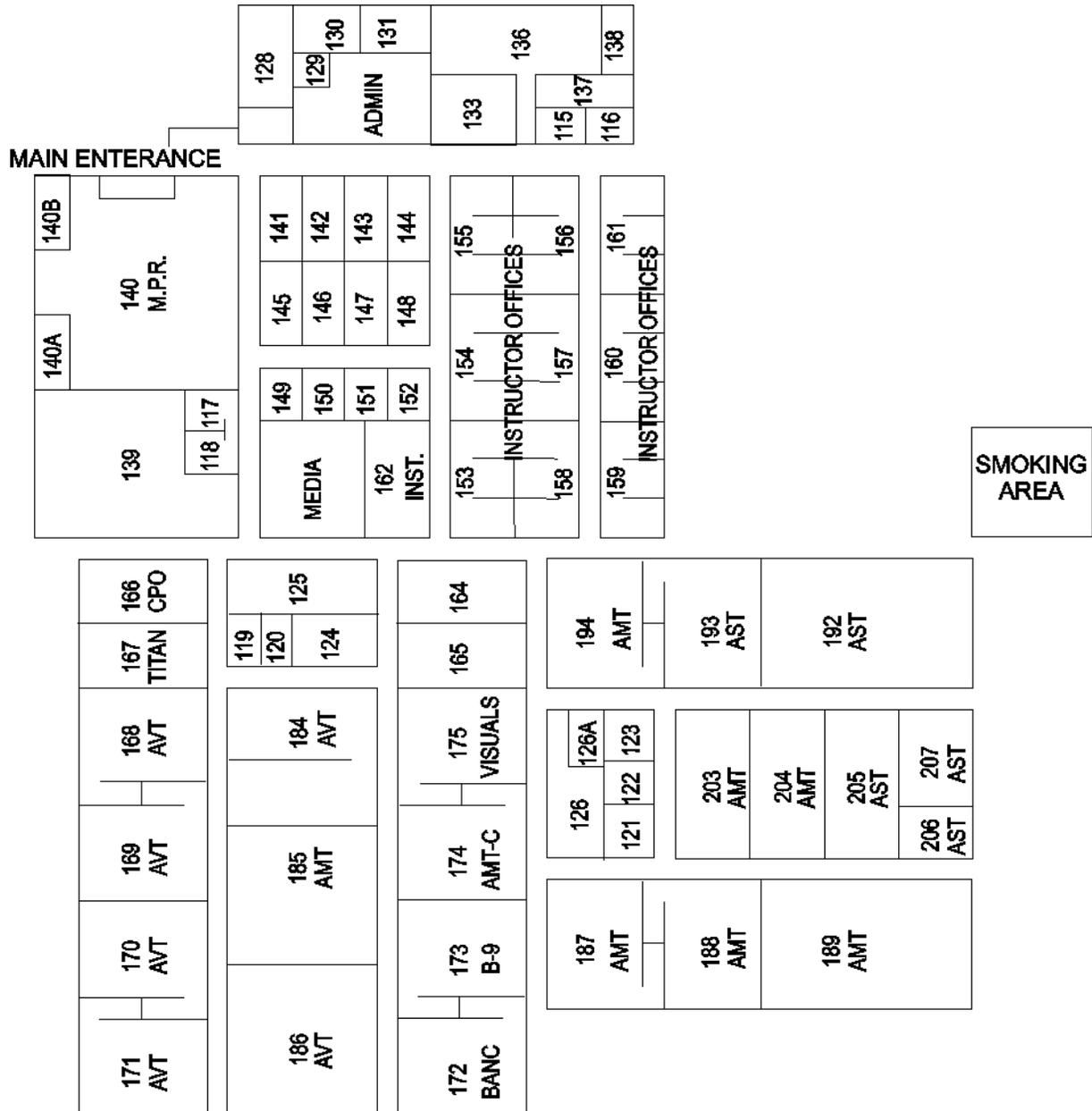
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# Main ATTC Building (Bldg. 4), Continued

## Map of Bldg.4

The following map shows the general layout of the main classroom building for ATTC.



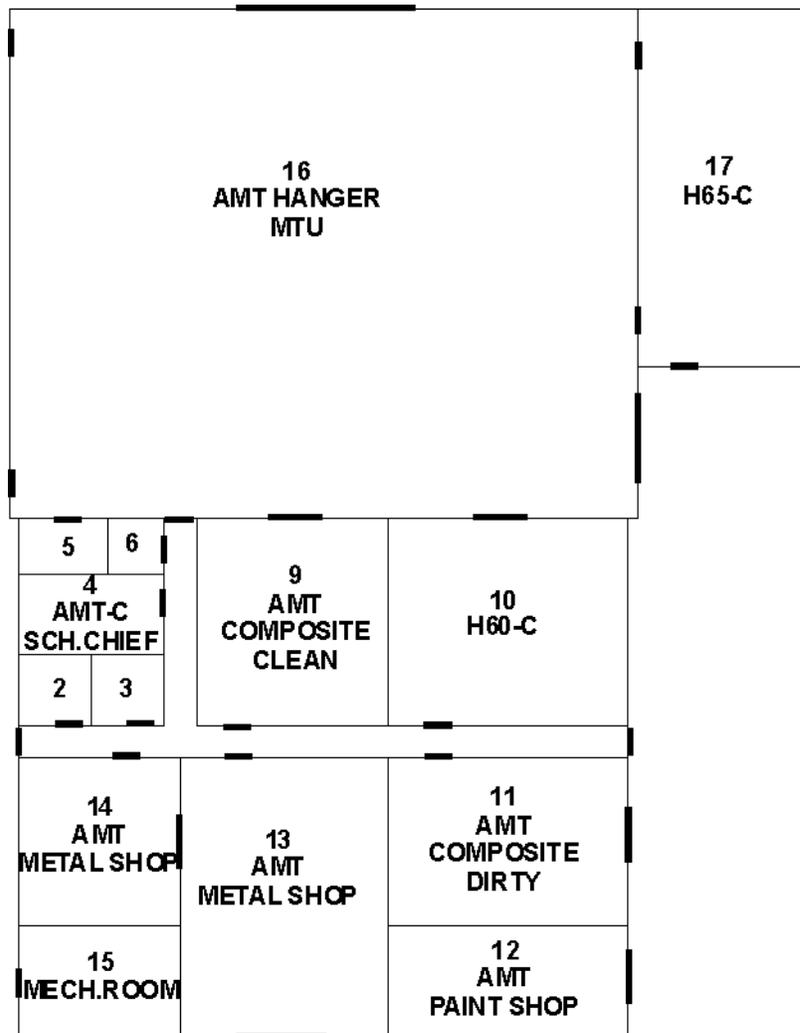
# Static Display Building (Bldg.6)

## Background

The Static Display Building provides the spaces necessary for much of the hands-on (performance based) training at ATTC. The work areas consist of training aircraft, engine shops, a paint shop, a composite shop, and a metal fabrication shop. All three Sections at ATTC jointly use the space for both “A” and “C” school courses.

## Map of Bldg. 6

The following map shows the general layout of the Static Display Building at ATTC.



## Maintenance Training Facility (Bldg. 8)

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### **Background**

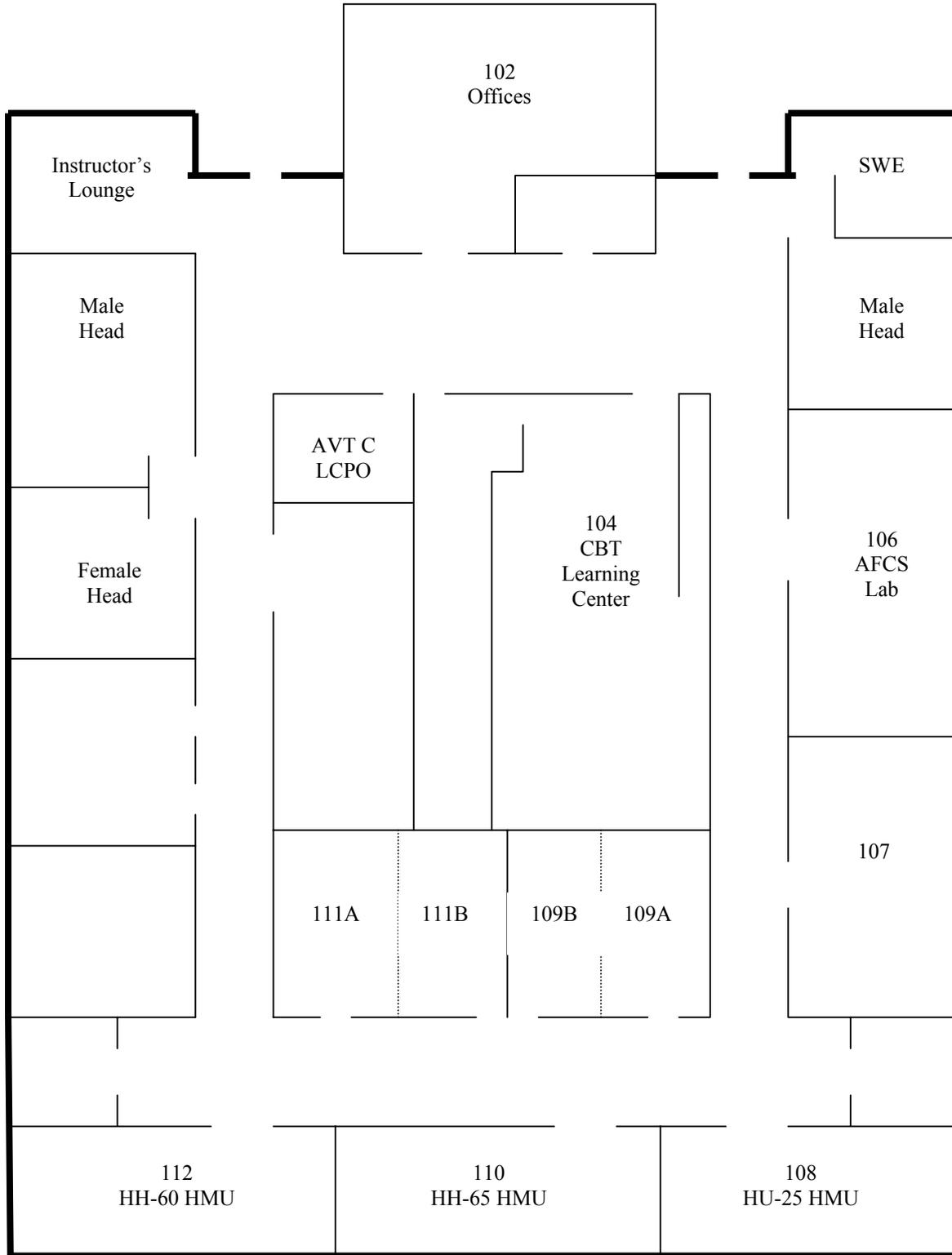
On 24 April 1996, Building 8 was dedicated in ceremony as the CDR Stewart Ross Graham Performance Systems Building. The honor was in recognition for CDR Graham's illustrious and distinguished career and for his many contributions to Coast Guard aviation.

Building 8 contains state-of-the-art-training aids for realistic avionics training on the most sophisticated systems in Coast Guard aviation. It also has a computer media center where students receive computer-based training that utilizes software developed by ATTC personnel. Three training labs and four classrooms are available for training students on the HU-25, HH-65, and HH-60 avionics systems. A battery lab is also available for AVT "A" students.

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# Maintenance Training Facility (Bldg. 8), Continued



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# ATTC Operation Policies

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## **Fire Evacuation Muster Area**

When fire is detected, immediately notify the Support Center Fire Department according to the following guidelines:

- Reporting by Alarm Box:
  - Pull-lever type alarm boxes are located at each exit. When activated, these boxes send a coded signal directly to the fire alarm center indicating the location of the fire. Operating instructions are on the front of each box.
- Reporting by telephone:
  - Dial 222—talk slowly and give all known information, including location of buildings by name and number, and if known, what is burning and the cause of the fire. DO NOT hang up until directed to do so by the fire alarm operator.
- Evacuation from ATTC:
  - Upon hearing the building fire alarm, turn off lights and electrical powered equipment, close but DO NOT lock doors, exit the building, and muster in the areas outlined on the fire exit route illustrations posted throughout ATTC.
- Evacuation from Thrun Hall (Barracks):
  - Upon hearing the building fire alarm, turn off lights, close but DO NOT lock doors, exit the building, and muster in the parking lot.

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## **A Definition of Sexual Harassment**

Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact that is characteristically sexual in nature is committing sexual harassment.

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## **The Coast Guard's Policy on Sexual Harassment**

Sexual harassment is unacceptable conduct in the Coast Guard and will not be tolerated in any form. Personnel must be free to promptly report incidents of sexual harassment to their supervisor or civil rights/human relations counselor.

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## ATTC Operation Policies, Continued

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### Medical

Follow these guidelines for Active Duty Appointments:

- Active duty personnel are seen Monday-Friday starting at 0730.
  - Active duty personnel can call 335-6460 from 0715 to 0900 for same-day appointments.
  - Contact the Appointments Desk at 335-6461.
- 

### Designated Parking Areas

If you operate your POV on the Coast Guard Complex,

- Park only in the area located on the side of ATTC closest to the main gate (west side).
  - DO NOT park your POV in any space marked as instructor parking areas (INST.).
  - DO NOT drive through or park in the main driveway in front of ATTC or in the instructor parking area behind ATTC.
  - DO NOT drive in the ATTC parking lots at a speed greater than 10 MPH.
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# Telephone Numbers for ATTC

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## Telephone Numbers for ATTC

Use the following extension numbers to contact ATTC.

(252)335-XXXX	Commanding Officer	6186
	Executive Officer	6160
	Training Officer	6271
	Training Delivery Branch	6742
	AMT School Chief	6431
	AMT Chief Instructors	6200
	Other extensions	6317,6252
	AST School Chief	6498
	AST Chief Instructors	6488
	Other extensions	6433
	AVT School Chief	6368
	AVT Chief Instructors	6784
	Other extensions	6456
	HU-25 Hot Mock-up	6515
	HH-65 Hot Mock up	6570
	HH-60 Hot Mock up	6523
	Battery Shop	6512
Development Branch		6322
	Servicewide Development	6551, 6336, 6308
	Non-Resident Training	6418
	Resident Training	5459
CMC		6551
Administration Officer		6401
	Yeoman	6208, 6216, 6311
	Storekeeper	6100

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# Telephone Numbers For Support Center

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**Frequently  
Called  
Numbers**

Use the following extension numbers to contact Elizabeth City Support Center:

OOD	X6130
OOD Beeper	334-1089
OOD Duty Room	334-5477
MAA	X6727/6286
Security	X6588
MWR Information	X6397/6482

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# How to Get to ATTC

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## Travel by Air

The week prior to arriving at ATTC for “A” or “C” school, contact the ATTC OOD (252) 335-6484 to provide airline information.

- Plan to arrive at Norfolk International Airport no later than 2100 hours.
  - Immediately upon arrival, check in at the Airport Military Desk.
  - The ATTC bus leaves the Norfolk International Airport departure area no later than 2200 hours for Elizabeth City, NC.
- 

## Travel by Auto

To arrive at the USCG Complex in Elizabeth City, do the following:

- Take U.S. 17 south to Elizabeth City, NC.
  - After arriving in Elizabeth City, take Halstead Boulevard south to Route 34 (Weeksville Road). Continue south on Route 34 for approximately five miles to the E. C. Coast Guard Complex. Refer to the map entitled Route to USCG Elizabeth City Complex.
  - Entrance to the E. C. Coast Guard Complex will be to your left as you drive south on Route 34. The Aviation Technical Training Center is the first building on your right. Refer to the Figure entitled Facility Locations on Base.
-

# When You Arrive

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## At the Gate

If you have a current U.S. Coast Guard decal, you will be waved aboard. If you need a pass, you must provide the following information to security:

- Military ID card or official orders
- Driver's license
- Vehicle registration
- Proof of insurance

Visitor's Pass—good for 24 hours.

Temporary Pass— good for 10 days.

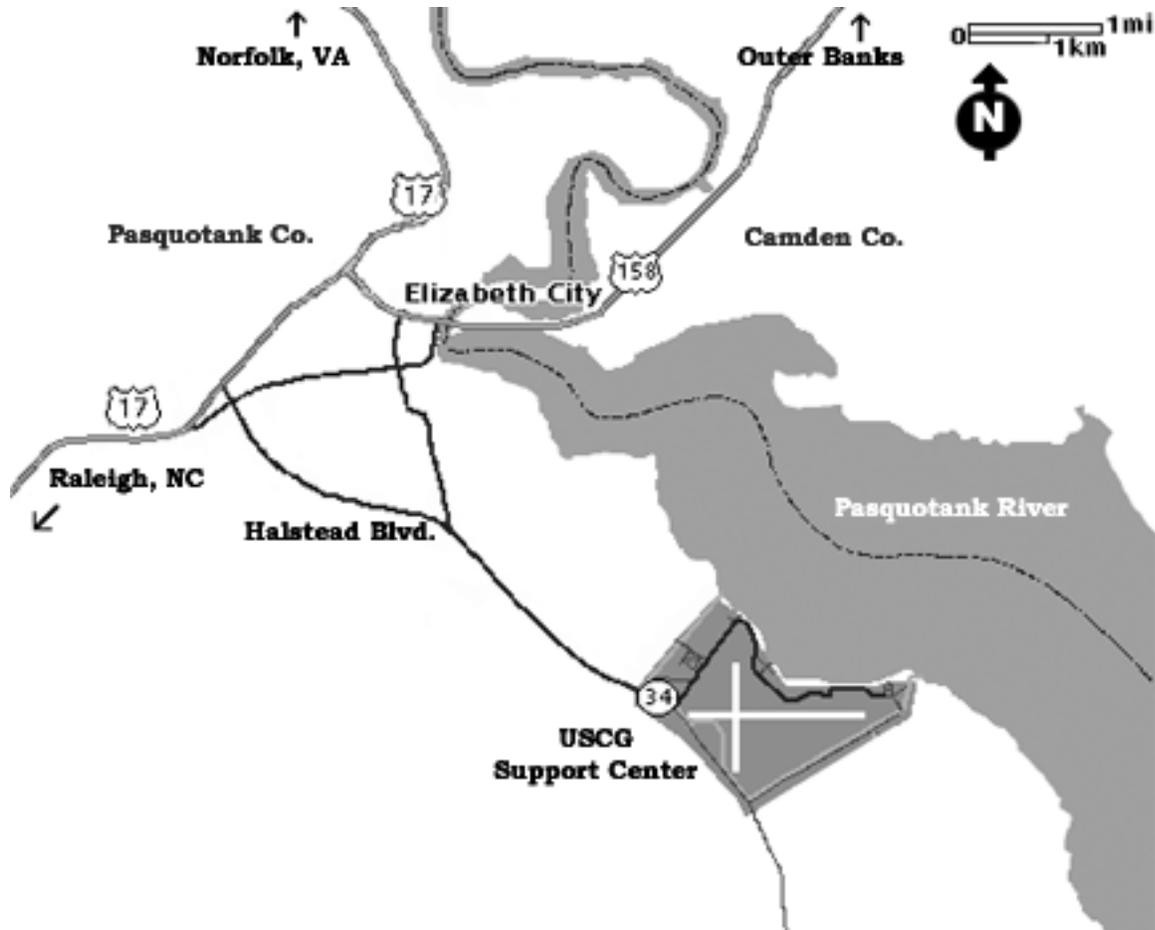
If the vehicle is not registered in your name or your spouse's name, you must provide written permission for use of the vehicle and statement of insurance coverage from the registered owner or rental agreement in the case of a rental car.

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# Elizabeth City Map

## Route to USCG Elizabeth City Complex

The following map shows the main highways through Elizabeth City and the Coast Guard complex.



## Facilities and Base Services

### Facilities, Services and Hours

The facilities available, services provided, and hours of operation are listed below for Coast Guard Base Elizabeth City. Base facility locations can be found on page 33 of this handbook.

<b>Facility Bldg. No.</b>	<b>Services</b>	<b>Hours</b>
AAA Travel Office <b>45</b>	Full service travel agent for government and personal travel. Tele: (252) 335-2855/6321	0800-1630 M-F
Beacham Beach	Playground, picnic area, grills, restrooms with showers, soft drink machines. No Lifeguard	Sunrise-Sunset
Chapel <b>10</b>	Protestant worship service: 1000 Bible study: Sunday 1130-1230 Bible study: Wednesday 1000-2000, Thursday 1900. Available for counseling on Wednesday. Sunday school: 1130 Schedule subject to change. Tele extension: 6222/6202	Office Hours: 0800-1630 M-F
CG Employee Credit Union <b>984</b>	Savings and loan bank. Traveler's checks, money orders, and cashiers services. Tele extension: 6237	0830-1630 M-F Lobby Closed 1300-1400 M-F
Country Store <b>15</b>	Convenience, package store, and gas station. VHS movie rental available. Tele extension: 6187	0600-1900 M-F 0900-1900 SAT 1000-1700 SUN
Exchange <b>14</b>	Barbershop, beauty shop, uniforms and personal items. Tele extension: 6269/6403	Barbershop: 0900-1700 M-F 0900-1400 SAT Beauty Shop: 0900-1700 M-F
Fitness Trail	Jog through the woods and stop at the workout stations.	

*Continued on next page*

## Facilities and Base Services, Continued

**Facilities,  
Services and  
Hours,**  
(continued)

The facilities available, services provided, and hours of operation are listed below for Coast Guard Base Elizabeth City. Base facility locations can be found on page 33 of this handbook.

<b>Facility Bldg. No.</b>	<b>Services</b>	<b>Hours</b>
Guardian Federal Credit Union <b>998</b>	Full service to members, limited service to nonmembers. No checks cashed for nonmembers. Tele extension: 6420	Lobby: 0900-1330; 1430-1630 M-F Drive-in window 0900-1700 M-F
Guest Quarters <b>16</b>	Six two-bedroom mobile homes and four full service recreation sites. For reservations contact NAFA. Tele extension: 6548/6505	CGES Office check-in: 1000-1300 M-F 1330-1600 M-F Check-in after hours at the main gate
Hanger 7 (All Hands Club) <b>7</b>	Short order lunch hours  Tele extension: 6389/6301	1100-1300 M-F 1600-2300 M-T 1100-2400 F SAT and SUN hours vary
John Tade Memorial Ball Fields	One field with lighting, one field without lighting.	Open 24 hours, everyday. Sunrise-Sunset
Medical/Dental <b>128</b>	Outpatient medical, dental care and pharmacy service provided. Tele extension: 6460/6375	0700-1600 M-F Referrals after 1600 Appt. necessary
Swimming Pool <b>33</b>	Indoor heated pool. All military except reservists not on orders Tele extension: 6303	Active Duty Fitness Swim: 1000-1300 M-F 1300-1700 SAT-SUN
Recreation Locker <b>5</b>	Gym, weight room, racquetball, boats, trailers, sauna, camping, and sports equipment, discount tickets, for entertainment and sports. Tele extension: 6397 Tickets 6886	0815-2100 M-F 0815-1800 SAT/SUN

*Continued on next page*

# Facilities and Base Services, Continued

## Base Map

Base facilities listed by numbers on the map below:

