



# Training Center Cape May

*We Train America's Maritime Guardians*

United States Coast Guard

# Guardian Handbook

Instruction & Design Branch, Training Center Cape May  
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# **THE GUARDIAN ETHOS**

**I am America's Maritime Guardian.**

**I serve the citizens of the United States.**

**I will protect them.**

**I will defend them.**

**I will save them.**

**I am their Shield.**

**For them I am Semper Paratus.**

**I live the Coast Guard Core Values.**

**I am a Guardian.**

**We are the United States Coast Guard.**

## HISTORY AND MISSIONS

The Coast Guard is a military, maritime, multi-mission service operating within the Department of Homeland Security dedicated to the safety and security of the American people.

The Coast Guard traces its roots to the United States Revenue Cutter Service established by Alexander Hamilton (The father of the Coast Guard) under the Department of the Treasury on August 4, 1790. The initial laws establishing the Revenue Cutter Service authorized the building of ten cutters which were tasked with enforcement of tariff laws and the prevention of smuggling.

The original ten cutters were named Massachusetts, Scammel, Active, Eagle, Diligence, Argus, Vigilant, Virginia, South Carolina and General Greene.

The modern Coast Guard dates to 1915, when the Revenue Cutter Service merged with the United States Life-Saving Service. President Woodrow Wilson signed into law the “Act to Create the Coast Guard.” In 1939, the U.S. Lighthouse Service was added. In 1942, the Bureau of Marine Inspection and Navigation was transferred to the Coast Guard. In 1967, the Coast Guard moved from the Department of the Treasury to the Department of Transportation, which lasted until 2003 when it was transferred to the new Department of Homeland Security in response to the September 11, 2001 terrorist attacks.

The five uniformed services that make up the Armed Forces are defined in 10 U.S.C. 101(a)(4) “The term “armed forces” means the Army, Navy, Air Force, Marine Corps, and the Coast Guard.”

The Coast Guard is further defined by 14 U.S.C. 1 “The Coast Guard as established 28 January 1915 shall be a military service and a branch of the armed forces of the United States at all times. The Coast Guard shall be a service in the Department of Homeland Security, except when operating as a service in the Navy.”

To Coast Guard has a unique blend of military, humanitarian, and civilian law enforcement capabilities such as:

- **Maritime Safety:** Eliminate deaths, injuries, and property damage associated with maritime transportation, fishing, and recreational boating.
- **Maritime Security:** Protect America’s maritime borders from all intrusions by halting the flow of illegal drugs, aliens, and contraband into the United States through maritime routes, preventing illegal fishing and suppressing violations of federal laws in the maritime arena.
- **Maritime Mobility:** Facilitate maritime commerce and eliminate interruptions and impediments to the efficient and economical movement of goods and people, while maximizing recreational access to and enjoyment of the water.
- **National Defense:** Defend the nation as one of the five U.S. armed services. Enhance regional stability in support of the National Security Strategy, utilizing the Coast Guard’s unique and relevant maritime capabilities.
- **Protection of Natural Resources:** Eliminate environmental damage and the degradation of natural resources associated with maritime transportation, fishing, and recreational boating.

## VESSELS



**Polar Class Icebreaker**



**National Security Cutter**



**High Endurance Cutter**



**Medium Endurance 270'**



**Medium Endurance 210'**



**Island class PB 110'**



**Marine Protector Class PB 87'**



**WPC Patrol Coastal**



**USCGC Acushnet**



**USCGC Alex Haley**



**41' Utility Boat**



**47' Motor Lifeboat**



**Response Boat Small Defender Class**



**Response Boat Medium 45'**



**52' Motor life Boat**



**WYTL Small Harbor Tug**



**WLI Inland Tender**



**WLIC Inland Construction Tender**



**WLR River Buoy Tender**



**55' ANB Aids to Navigation Boats**



**BUSL Buoy Utility Stern Loading**



**26' TANB**



**Juniper Class Buoy Tender 225'**



**Keeper Class Buoy Tender 175'**



**Icebreaking Tug Bay Class 140'**



**USCGC Healy**



**Barque Eagle 295'**



**Off-Shore Patrol Cutter 357'**



**Long Range interceptor 36'**



**Fast Response Cutter 153'**

## AIRCRAFT



**HC-130 Hercules**



**HU-25 Guardian**



**HH-60 Jayhawk**



**HH-65 Dolphin**



**HC-144A Ocean Sentry**



**Gulfstream C-37A Gulfstream V**

## UNIFORMS (Operational Dress Uniform ODU)

Operational Dress Uniform: The Operational Dress Uniform is a general purpose, everyday uniform intended for wear in any situation that does not require a dress uniform. The Operational Dress Uniform is authorized for wear while commuting in a private vehicle between the workplace and residence of the member, including brief non-social stops, such as for gas etc.



Trousers are bloused with safety boots, straight with oxford or deck shoes when authorized.

Blousing bands are optional, trousers can be tucked into the boot and adjusted to appear bloused.

Ball cap is required

Unit ball cap is optional

Navy blue crew neck t-shirt

Sleeves may be rolled at option of command, 3" wide and 2" above elbow

Blouse may be removed at the discretion of the local command for hot weather comfort

Cloth nametape sewn above right pocket

Cloth U.S. Coast Guard sewn above left pocket

Sewn on cloth devices required

Most current qualification insignia sewn above U.S. Coast Guard

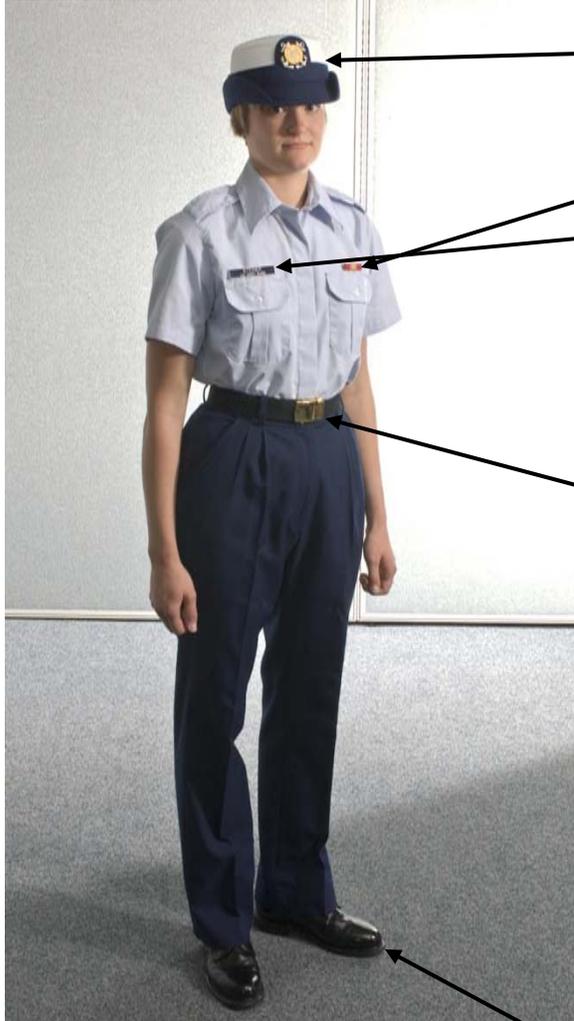
Blue utility jacket, foul weather coat, all weather parka, or unit provided organizational clothing is authorized for outerwear.



The bitter end should be behind but not past the first belt loop on the wearers left.

## UNIFORMS (Tropical Blue)

The Tropical Blue uniform is worn to compensate for climate variations. It is not acceptable at any event where a coat and tie would be required.



Combination cover, garrison cover, or ball cap (within the confines of the unit)

Ribbons (top 3, top 9, or all)

Nametag over right pocket ¼ inches

Insignias are centered ¼ inches above the ribbons

When wearing two insignia, wear the most recent uppermost, the second insignia is centered ¼ inch below the pocket

Belt will be the standard 1 ¼ inch black web belt with brass buckle. For men, align the belt so that the tab edge touches the wearers left side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight line. For women, the tab edge touches the wearer's right side of the buckle



Women may wear the optional blue dress skirt

Shoes will be black dress for men, women may wear black pumps or black dress shoes

Cardigan or wooly-pully sweater, windbreaker, trench coat or all weather parkas may be worn as outerwear

There is also the option of an untucked blouse for women.

## UNIFORMS (Service Dress Blue)

Service Dress Blue is suitable to wear on all occasions when wearing a uniform is prescribed or appropriate.



**Combination or Garrison cover**

**Ribbons (top 3, top 9, or all) over left pocket ¼ inches**

**Nametag over right pocket ¼ inches**

**Insignia are centered ¼ inch above ribbons**

**When wearing two insignia, wear the most recent uppermost, the second insignia is centered ¼ inch below the pocket**

**Belt will be the standard 1 ¼ inch black web belt with brass buckle. For men, align the belt so that the tab edge touches the wearers left side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight line. For women, the tab edge touches the wearer's right side of the buckle.**



**Black oxford shoes, optional synthetic high gloss.**

**Black socks with oxfords for men and women. Hosiery may be worn with oxfords, pumps or flats for women.**

**There is also an optional skirt for women.**

**Necktie for men is the blue four-in-hand and the overlapping blue tie tab for women.**

**May wear windbreaker or all weather parkas in lieu of the coat except when the coat is more appropriate for an occasion of formality.**

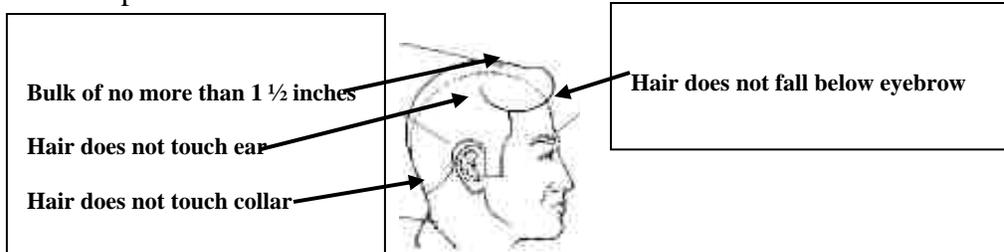
## GROOMING STANDARDS

Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance.

Hair-overall must be clean, well groomed and neat. Hair coloring if used must look natural. It must not touch the eyebrows when groomed, or extend below the front of properly worn headgear.

### MEN:

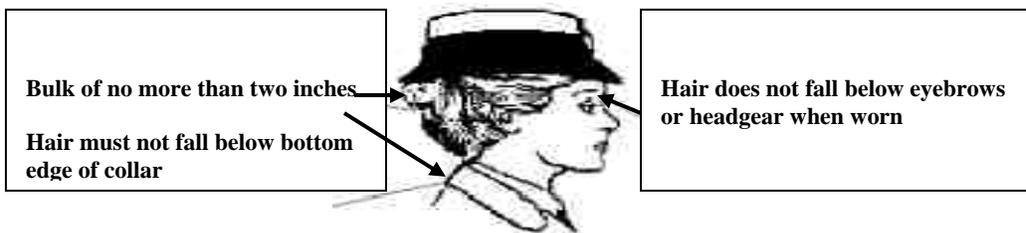
Hair above the ear and around the neck will be tapered. Hair on the back of the neck must not touch the collar. The bulk of hair must not be more than 1 ½ inches from the scalp.



### WOMEN:

Haircuts and styles will present a balanced appearance. The hair may touch but not fall below the bottom edge of the back of the collar. All ponytails and long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head.

Hairpins, small barrettes, small interlocking butterfly clips, elastic bands, scrunchies, and small combs in the colors: Black, dark blue, brown, silver, metallic gold or color similar to the individual's hair color are authorized.



Headbands or sweatbands are not authorized. All hair accessories must not add more than two inches of bulk to interfere with the proper wearing of all style of hats.

Finger nails on women may not extend beyond ¼ inch from the tip of the finger.

## CUSTOMS AND COURTESIES

As a member of the Coast Guard, it is very important to demonstrate proper honors at all times.

### PROPER SALUTE:



**Stand at attention**

**Raise right hand toward forehead**

**Extend and join thumb to fingers**

**Raise hand so tip of forefinger touches cover brim in ball cap and combination cover. In garrison, touch tip of forefinger above and slightly right of your eye**

**Hand and wrist are straight at 45 degree angle**

**Upper arm is parallel to the deck**

**Once salute has been acknowledged or at the last note of the National Anthem, drop your arm to your side in the most direct manner**

On board ship, the proper hand salute and greeting will be rendered the first time you meet that officer during the day. It is dispensed with after the first meeting. You will salute and greet the commanding officer each and every time you meet him or her.

### BOARDING A VESSEL:

When the quarterdeck is on the pier, walk up the OOD, render a salute, and request permission to go aboard. After the OOD returns the salute and grants permission, walk up the ladder, face the national ensign and render a salute, then proceed onto the ship.

When the quarterdeck is on the ship, walk up the accommodation ladder (brow, gangway). Stop when you reach the upper platform, face the national ensign and render a hand salute. Next face the officer of the deck (OOD), render a salute and request permission to come aboard. When the OOD returns the salute and grants permission to come aboard, board the ship.

### COLORS



**During colors when in uniform and covered, face the music or the flag and salute until the last note**

**When in civilian clothes, stop, come to attention, and place your right hand over your heart. If the flag is not in view, face the music. If covered, remove your cover and place it over your heart**

**Active and retired military personnel may salute in civilian clothes**

## RATES AND RANKS

**RATING:**

- |   |  |
|---|--|
| AET -----Avionics Electrical Technician | IS-----Intelligence Specialist         |
| AMT-----Aviation Maintenance Technician | IT-----Information Systems Technician  |
| AST-----Aviation Survival Technician    | ME-----Maritime Enforcement Specialist |
| BM-----Boatswains Mate                  | MK-----Machinery Technician            |
| DC-----Damage Controlman                | MST-----Marine Science Technician      |
| EM-----Electrician’s Mate               | MU-----Musician                        |
| ET-----Electronics Technician           | OS-----Operations Specialist           |
| FS-----Food Service Specialist          | PA-----Public Affairs Specialist       |
| GM-----Gunner’s Mate                    | SK-----Storekeeper                     |
| HS-----Health Services Technician       | YN-----Yeoman                          |

IV-----Investigator (Reserve only)

**RATE:**

Rate is the plain language name for an enlisted person, which identifies them by their occupation and pay grade. An example would be Machinery Technician Second Class (MK2).

**RANK:**

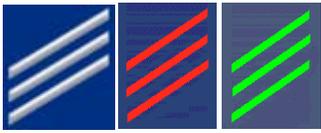
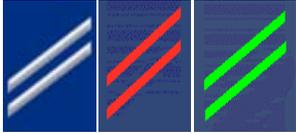
Rank is defined as the plain language name for an officer. It is also known as grade. An example of rank would be Admiral (ADM).

**Officer Grade Structure of the United States Coast Guard**

Admiral	Vice Admiral	Rear Admiral	Rear Admiral (lower half)	Captain	Commander	Lieutenant Commander	Lieutenant	Lieutenant (junior grade)	Ensign
(ADM)	(VADM)	(RADM)	(RDML)	(CAPT)	(CDR)	(LCDR)	(LT)	(LTJG)	(ENS)
O-10	O-9	O-8	O-7	O-6	O-5	O-4	O-3	O-2	O-1
									

<u>Warrant Officer</u> Grade Structure of the United States Coast Guard		
Chief Warrant Officer 4	Chief Warrant Officer 3	Chief Warrant Officer 2
W-4	W-3	W-2
		

<u>Non Commissioned Officer Grade Structure of the United States Coast Guard</u> [4] Crossed anchors in the graphics indicate a rating of <u>Boatswain's Mate</u>								
<u>Master Chief Petty Officer of the Coast Guard</u> (MCPOCG)	<u>Area CMC/MCPOCG (Reserve Forces)</u>	<u>Command Master Chief Petty Officer</u> (CMC)	<u>Master Chief Petty Officer</u> (MCPO)	<u>Senior Chief Petty Officer</u> (SCPO)	<u>Chief Petty Officer</u> (CPO)	<u>Petty Officer First Class</u> (PO1)	<u>Petty Officer Second Class</u> (PO2)	<u>Petty Officer Third Class</u> (PO3)
E-9				E-8	E-7	E-6	E-5	E-4
								

<u>Enlisted Grade Structure of the United States Coast Guard</u>		
<u>Seaman</u> (SN)(FN)(AN)	<u>Seaman Apprentice</u> (SA)(FA)(AA)	<u>Seaman Recruit</u> (SR)
E-3	E-2	E-1
		

## ADDRESSING PERSONNEL

### **Non-Rated Group (E-1 to E-3):**

Formal: *Good morning Seaman/Fireman/Airman and last name.*

Informal: *Good morning and last name.*

### **Petty Officer Group (E-4 to E-6):**

Formal: *Good morning Petty Officer and last name.*

Informal: *Good morning Petty Officer and last name.*

### **Chief Petty Officer Group (E-7 to E-9):**

Formal: *Good morning Chief, Senior Chief, Master Chief Petty Officer and last name.*

Informal: *Good morning Chief, Senior Chief, Master Chief and last name.*

### **Junior Officer Group (W-2 to O-4):**

Formal and Informal: *Mister/Mrs./Miss or Ms. and last name.*

When name is not known, use “*Sir*” or “*Ma’am*”.

### **Senior Officer Group (O-5 to O-6):**

Senior Officers will be addressed by their titles of rank.

*Good morning Commander Pascucci, Good morning Captain Sinclair.*

### **Flag Officer Group (O-7 to O-10):**

Admirals are addressed by their titles of rank.

*Good morning Admiral Allen.*

**\* Commandant is addressed as Admiral.**

**\* Master Chief Petty Officer of the Coast Guard is addressed as Master Chief.**

## **PAY and ALLOWANCES**

**Basic Pay:** The pay of service members is prescribed by 37 USC 1009 and implemented by Executive Order. Members are entitled to receive pay according to their pay grades and years of service.

**Basic Pay Reserve:** Reserves are entitled to compensation at the rate of one-thirtieth of the monthly basic pay for their grade and years of service for each regular drill or period of appropriate duty. A drill is 4 hours long.

**Basic Allowance for Subsistence (BAS):** Enlisted BAS is paid to members assigned to a unit with no dining facility or to a unit that does have a government dining facility, but the member is not required to eat meals there.

**Enlisted BAS minus Discount Meal Rate:** You receive this if you are assigned to a ship, Class "A" School, or a shore unit where you are required to eat at the government dining facility and do not pay for your meals.

**Basic Allowance for Housing (BAH):** There are a few different types of BAH. The amount you receive is based on your pay grade, your marital status, and your unit's location:

- **Partial BAH:** This is paid to members without dependents who live in the barracks or on a cutter.
- **BAH Without Dependents:** Paid to members without dependents who are required, or have permission to live in the economy.
- **BAH With Dependents:** Paid to members with dependents who DO NOT live in government owned or leased quarters.
- **BAH Differential:** If you pay court-ordered child support, but live in the barracks or on a ship, you can still receive an allowance for child support. BAH Differential is the **difference** between BAH with dependents and without dependents.

**Cost of Living Allowance (COLA):** COLA is paid to members residing in high cost of living areas. It is based on your pay grade, years in service, and the location of your unit.

**Clothing Allowance:** The Coast Guard also gives you a monthly allowance to pay for the maintenance and upkeep of your uniforms. You will not receive this until you complete 6 months in the Coast Guard.

**Sea Pay:** All members assigned to cutters, 65 feet or longer, receive sea pay. Sea pay is an incentive pay that varies depending on your pay grade and years of sea service as well as the type of cutter you are assigned to.

**REMEMBER, YOU ARE RESPONSIBLE FOR ADVISING APPROPRIATE OFFICIALS OF ANY SUSPECTED ERRORS.**

## HOUSING

**Shipboard/UPH:** Expect to live onboard for the first 6 months if attached to a vessel larger than 65'. If stationed ashore you will most likely live in Unaccompanied Personnel Housing which is dormitory style rooms.

**Government Owned Housing:** This housing is owned or controlled by the Coast Guard or Department of Defense. You will not pay rent or utilities, but you will be responsible for non-essential utilities such as phone, cable and high speed internet. An inspection is conducted at least annually and you will be responsible of any damage above normal wear and tear. Personnel with dependents will have the bedrooms they are entitled to base upon the number, age and gender of eligible dependents. Personnel without dependents normally share with one or two other members.

**Leased Housing:** This is when the government rents living quarters for the member in the civilian sector. Personnel without dependents may share with one or two roommates; you pay for all nonessential utilities, and damages above normal wear and tear. There may be special restriction or grounds keeping requirements and you may have to pay excessive utility bills.

**Applying for Housing:** Members without dependents only need to submit a copy of your CG-5131 (PCS orders) with your application, form CG-5267. Members with dependents will also need copies of their BAH/Dependency form. Applications must be received by the housing officer at least 30 days prior to arrival at your new PDS.

**Fair Housing Act of 1968:** The Fair Housing Act outlaws:

- The refusal to sell or rent a dwelling to any person because of race, color, religion or national origin.
- Discrimination based on race, color, religion or national origin in the terms, conditions or privilege of the sale or rental of a dwelling.
- Advertising the sale or rental of a dwelling indicating a preference of discrimination based on race, color, religion or national origin.
- Coercing, threatening, intimidating, or interfering with a person's enjoyment or exercise of housing rights based on discriminatory reasons or retaliating against a person or organization that aids or encourages the exercise or enjoyment of fair housing rights.

**Servicemembers Civil Relief Act:** The SCRA allows individuals to break a lease when they go onto active duty, if the lease was entered into prior to enlisting. Additionally, the act allows a servicemember to terminate a residential lease entered into while in the military, if the member receives permanent change of station orders (PCS), or orders to deploy for a period of not less than 90 days. To break a lease under these provisions, the servicemember must make the request in writing, and must include a copy of their orders.

## ASSIGNMENTS

When assigning personnel to units, the Coast Guard Personnel Service Center tries to match up your desires with the needs of the Coast Guard to assign you to a unit that you desire. You may request to be a Seaman or a Fireman; **however, the needs of the service take precedence.** One of your responsibilities as a Guardian is to remain available for worldwide assignment.

When making assignments, the Detailers at Enlisted Personnel Management (EPM) use a system to prioritize the desires of Coast Guard rated members.

**Priority 1: Overseas restricted units (LORSTA, PATFORSWA, etc)**

People assigned to these units get first priority.

**Priority 2: Overseas Afloat and Polar Class Icebreakers**

People assigned to these units have the next priority. This category includes cutters in Alaska, Hawaii, Puerto Rico, and Guam, as well as Polar Class icebreakers.

**Priority 3: CONUS Afloat, LEDETS, Company Commanders, Recruiters**

People assigned to cutters within the continental U.S., Law Enforcement Detachments, and Company Commanders get the next priority.

**Priority 4: Overseas Ashore**

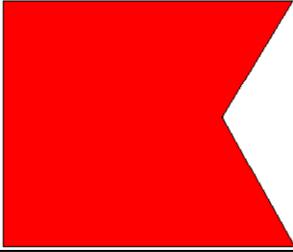
People assigned to shore units outside the continental U.S.

**Priority 5: CONUS Ashore**

**Special Needs assignments:**

The Special Needs program is designed to identify Coast Guard members who have needs that can only be met in certain places. In order to be considered for assignment purposes, your special need must be documented by the Work-Life staff at your unit. If you have dependent with a diagnosed and professionally documented long-term condition that falls into the categories of medical, physical, psychological or educational. Contact your Work-Life staff and a determination will be made on your case before you are assigned to your next unit.

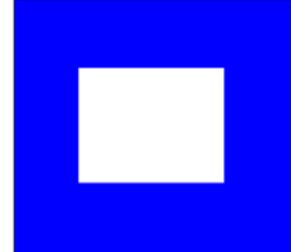
## FLAGS AND PENNANTS



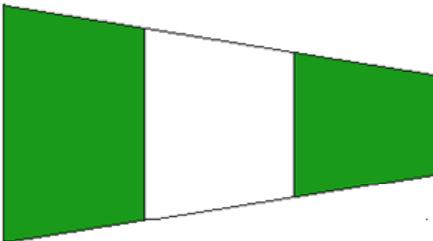
**BRAVO FLAG**  
Transfer of hazardous  
cargo



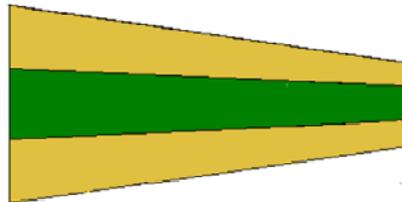
**OSCAR FLAG**  
Man overboard



**PAPA FLAG**  
Personnel Recall



**SOPA Senior Officer Present Afloat**  
Most senior officer as commanding  
officer



**PREP Pennant**  
Five minutes before colors

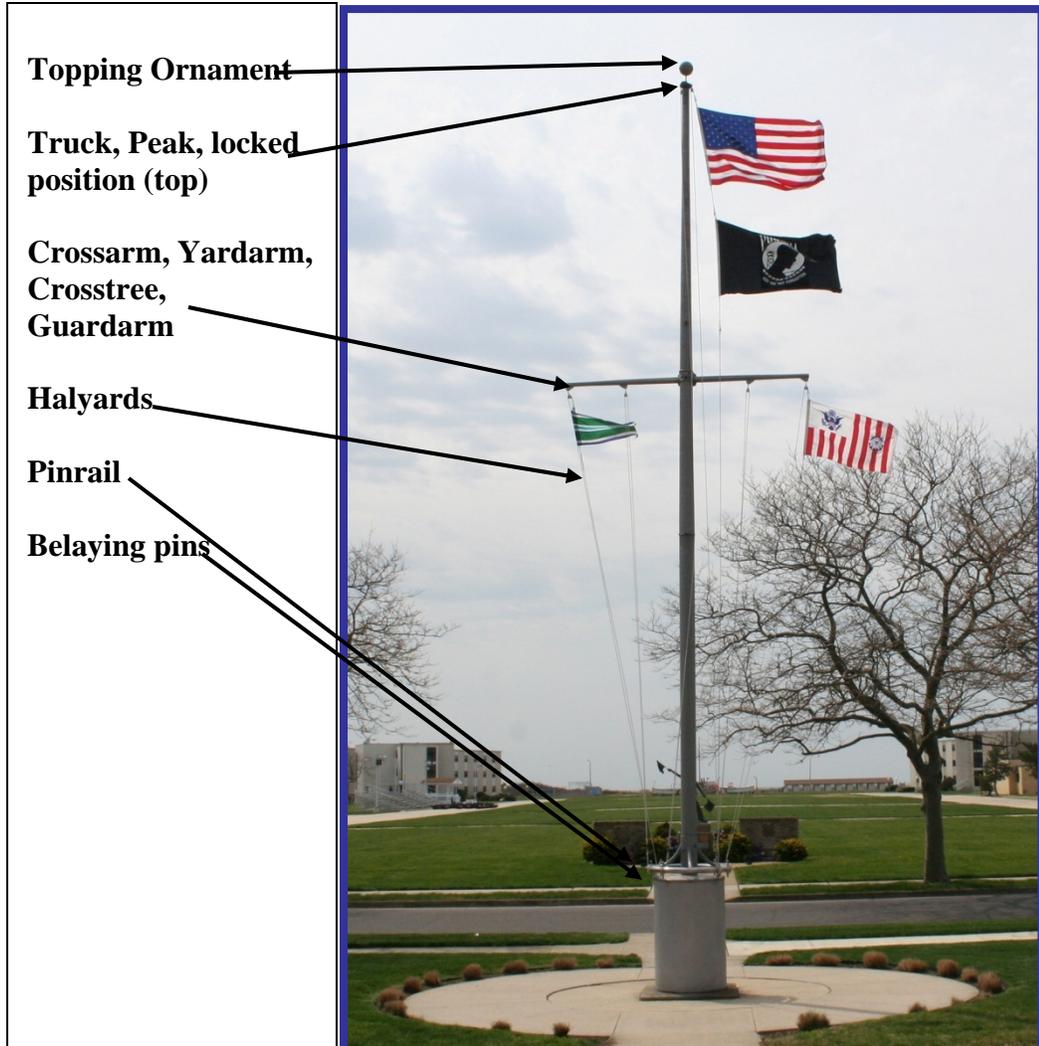


**THIRD SUBSTITUTE**  
Commanding Officer not on  
board

## COLORS

### Morning Colors:

At 5 minutes before 0800, the PREP pennant is raised to the top of the crossarm. The PREP pennant is lowered to half-mast when "Attention" is sounded. At the beginning of the music, the national ensign is hoisted quickly and smartly to the peak or truck. When "Carry on" is sounded signaling the end of colors, the PREP pennant is lowered all the way down. To half mast the ensign, first hoist the ensign quickly to the truck and then lower it just as quickly to half mast (Bottom of the blue field parallel to the crosstree).



**Evening Colors:** At evening colors (sunset), the procedure is the same as morning colors, except the national ensign shall be lowered at the start of the music and lowered slowly so that it is hauled all the way down at the end of the music. When lowering from half mast, you must first haul the national ensign smartly and quickly to the peak and then lower as prescribed above.

## WQSB and DRILLS

Emergencies on board a ship require teamwork. Each person has a specific job and role that they need to perform in order to meet and overcome any problems.

The WQSB displays the duties and responsibilities of each person during all ships drills.

United States Coast Guard		WATCH, QUARTER AND STATION BILL								Section	
		Rate		Battle Stations		All Hands Evolutions				Division	
BILLET NUMBER	NAME	ON BOARD	ALLOWED	GENERAL QUARTERS	WARTIME STEAMING	ABANDON SHIP BOAT PROVIDE		SPECIAL SEA	MAN OVERBOARD	FLIGHT QTR'S	LOW VIS
8000	BM3 MITT	01	02	BRIDGE	BRIDGE	MLB COXS WAIN	WATER	RHI	BRIDGE	REFUEL DETAIL	RHI
8001	SN JOHN	01	01	MT 51	BRIDGE	RHI	M-16 AMMO	LINE 4	FLYING BRIDGE	N/A	N/A

**Man Overboard:** Prompt action is necessary when there is a person overboard. Anyone who sees someone fall overboard should immediately sound the alarm by sounding of **“MAN OVERBOARD, PORT/STARBOARD SIDE!”** Drop/throw life rings or life jackets if possible. Try to keep the person in sight, and point in the direction of the person in the water. If you did not make the report and the man over board alarm sounds, report to your assigned station. A muster of the crew is held to find out who is missing.

**Abandon Ship:** Only the commanding officer can give the order of abandon ship. Important information will be passed, write this on the back of your hand. Acquire the equipment you are assigned to get and muster at your assigned raft.

**Conditions of Readiness:** Ships at sea and in port are always in a condition of readiness. Coast Guard cutters normally operate under one of four different conditions.

- Condition I (General Quarters)
- Condition III (Wartime Cruising)
- Condition IV (Underway Peacetime)
- Condition V (In Port Peacetime)

**General Quarters:** Condition I is General Quarters (GQ); all hands at battle stations. General Quarters is sounded whenever battle is imminent or when the highest state of readiness to meet a threat is desired. GQ must be set in seconds, not minutes.

**General Emergency:** The General Emergency Bill will not give detailed duties for every emergency, because it is impossible to prepare for all emergencies. The one thing all hands must remember is that they must carry out all orders from persons in authority with speed and precision. It is possible that any emergency may produce casualties; all hands must learn the general duties and responsibilities of the person senior to them, because they may have to take over.

## LEAVE AND LIBERTY

**Leave:** Leave is the authorized absence of an individual from a place of duty, chargeable against the individual in accordance with applicable law. There are five types of leave available to active duty members that are going to be covered in this workbook lesson.

- **Earned Leave:** Earned leave is the amount of leave that has been saved, or accumulated to an individual's credit, at any given date. Earned leave may indicate a negative leave balance, but must not exceed the amount of leave a member would normally earn during the remaining period of obligated active duty in the Coast Guard.
- **Advance Leave:** Advance leave is leave granted to a service member, with pay and allowances, prior to its actual accrual based on the reasonable expectations that the amount advanced will be earned prior to the member's separation.
- **Excess Leave:** Excess leave is authorized leave over and beyond any earned or advance leave that can be granted. You will not receive pay and/or allowances during this leave period. A negative leave balance at the end of your enlistment is considered excess leave and you will be charged accordingly.
- **Sick Leave:** Sick leave describes a period of authorized absence granted to persons while under medical care and treatment. Sick leave is not chargeable against your regular earned leave balance.
- **Emergency Leave:** May be granted to service members by the commanding officer for emergencies within their or their spouse's immediate family whenever the circumstances warrant and the operational situation permits. Immediate family includes: father, mother, spouse, children, brother, sister, or only living relative.

**Liberty:** Liberty is defined as any authorized absence granted for short periods to provide a break from the working environment or for other specific reasons. Liberty is not charged as leave. There are two types of liberty.

- **Regular Liberty:** Regular liberty is a period, not to exceed three days (72 hours), commencing at the end of the normal working hours on a given day and expiring with the start of normal working hours on the next workday.
- **Special Liberty:** Special liberty is granted outside regular liberty periods for unusual reasons such as: rest after arduous duty, compensatory time off, emergencies, time for voting, special recognition etc.

**Combining Leave and Liberty:** A member may not be on leave, immediately return to a liberty status, then immediately resume leave status. There is no Leave-Liberty-Leave. You may however be in a liberty status, commence leave and return to a liberty status. Liberty-Leave-Liberty is authorized.

**Compensatory Absence:** This is a form of liberty granted to personnel serving on isolated duty. A cumulative 2 ½ days per month, not to exceed 60 days may be authorized.

## WORK LIFE

The Work-Life Staff provides information that is vital to members and their families as they face the challenges and opportunities of Coast Guard life.

The Work-Life structure consists of 15 W-L Staffs located at Base Support Units and the Headquarters Support Commands. Staffs have a network of providers, which include volunteers, members with collateral duties, and contracted services.

There is a single toll-free number for the entire Coast Guard: **1-800-872-4957**

After this number is dialed, an operator will ask for the 3-digit number of the appropriate W-L Staff according to region.

Location	Extension
GANTSEC	426
BSU Alameda	252
BSU Boston	301
BSU Cleveland	309
BSU Honolulu	314
BSU Ketchikan	317
BSU Kodiak	563
BSU Miami	307
BSU New Orleans	308
BSU Portsmouth	305
BSU San Pedro	311
BSU Seattle	313
BSU St. Louis	302
TRACEN Cape May	629
HSC Washington, DC	932

**The W-L Program covers the following support services:**

- Transition/Relocation Manager
- Family Resource Specialist
- Family Advocacy Specialist
- Employee Assistance Program Coordinator
- Health Promotions Manager
- Ombudsman
- Voting Officer

The Employee Assistance Program provides a confidential professional assessment and short term counseling and referral services to help employees with their personal, job or family problems. **Toll free number 1-800-222-0364**

## COMMON NAUTICAL TERMS

<b>Fore</b>	Towards the bow of the ship
<b>Aft</b>	Towards the rear
<b>Bow</b>	The front of the ship
<b>Stern</b>	Back
<b>Port</b>	Left side of the ship from the perspective of looking forward
<b>Starboard</b>	Right side of the ship from the perspective of looking forward
<b>Mast</b>	Vertical pole that may have a sail or rigging or antennas for powerboats
<b>Keel</b>	Center of the hull. Lowest in water where weight is most carried
<b>Lee</b>	Side of the vessel sheltered from wind
<b>Windward</b>	Side of the vessel wind is coming from
<b>Hawser</b>	Large line
<b>Strike</b>	Lower or bring down
<b>Aloft</b>	Above the ship's uppermost solid structure, overhead or high above
<b>Alongside</b>	By the side of the pier or ship
<b>Awash</b>	So low in the water that the water is constantly washing across the service
<b>Billet</b>	A crew members assigned duties within the ships organization
<b>BMOW</b>	Boatswain's mate of the watch is responsible to ensure all watches are Properly manned and in order
<b>Beam</b>	Greatest athwart ships width of a vessel
<b>Brow</b>	A moveable ladder or ram used for boarding a vessel from a dock.
<b>Centerline</b>	Imaginary line running from ship's bow to stern
<b>Check</b>	To slack off slowly, to ease off a line a little
<b>Davit</b>	Shipboard crane that can be swung out over the side
<b>EOW</b>	An officer in charge of the engineering department while on watch
<b>Fast</b>	Snugly secured
<b>Fathom</b>	A six foot unit of length
<b>Fender</b>	A piece of equipment, such as an inflated ball when inserted between the vessel and another object, will absorb shock and prevent damage.
<b>Forecastle</b>	Upper deck in the forward part of the ship, pronounced "FOKE-sul"
<b>Gunwale</b>	Upper edge or rail of a ship or boat's side, pronounced "GUN'ne"
<b>Inboard</b>	Toward the center of the ship.
<b>Outboard</b>	Away from the center of the hull.
<b>Part</b>	To break, as of a line
<b>Scullery</b>	Compartment for washing and sterilizing eating utensils
<b>Turn to</b>	An order to begin work
<b>Void</b>	An empty compartment below decks
<b>Wake</b>	The track left in the water behind a ship
<b>Yaw</b>	Zigzagging motion of a vessel as it is carried off its heading by strong seas

## **11 GENERAL ORDERS**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, field officer of the day, officer of the day, and officers and petty officers of the watch.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the petty officer of the watch in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

## SUICIDE PREVENTION HELPCARD

### SUICIDE WARNING SIGNS

- Appears depressed, sad, fearful, hopeless, poor appetite, poor sleep.
- Threatens suicide.
- Talks about wanting to die or sleep the pain away.
- Shows changes in behavior, appearance, or mood.
- Abuses drugs or alcohol.
- Experienced significant loss or trauma; NJP or legal accident.
- Deliberately injures self.

### WHAT TO DO

Provide **A.I.D.**

**ASK.** Don't be afraid to ask "Are you thinking about hurting yourself?"

**INTERVENE** Immediately.

**DON'T** keep it a secret.

Follow the acronym **L.I.F.E**

**LOCATE HELP:** Company Commander, Instructor or Permanent Party member.

**INFORM:** Chain of Command of the situation.

**FIND:** Someone to stay with the person. Do not leave the person alone.

**EXPEDITE:** Get help immediately, call **911**

**While we protect the citizens of the United States, we must remember to also protect each other. Be aware of the warning signs and if a shipmate is in pain, help your shipmate!**