

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Training Center Cape May

1 Munro Ave  
Cape May, NJ 08204  
Staff Symbol: t  
Phone: (609) 898-6521  
Fax: (609) 898-6351

5060  
March 22, 2004

Prospective Ceremonial Detail / Recruit Off-Base Function Sponsor

Dear Sir or Madam:

In order to submit your request for a Ceremonial Detail performance or any other Recruit Off-Base Function, please take the time to completely fill out the enclosed request information sheets and return them along with a formal letter requesting our Recruits' participation in your event. You can send them to:

Commanding Officer (t)  
Coast Guard Training Center  
1 Munro Avenue  
Cape May, New Jersey 08204  
Attn: Tina Walker

The letter and information sheets may also be faxed to (609) 898-6351. Once received, we will consider your request taking the following items into account:

- A) The recruit training schedule
- B) The ability of the Ceremonial Detail / Recruits to meet your requirements
- C) Qualification of your event in accordance with the Coast Guard Public Affairs Manual.

The instructions for the information sheets are found on page 3. If you have any questions regarding your performance request, call Ms. Tina Walker at (609) 898-6521. If she cannot be reached you may also contact Chief Musician Buggs at (609) 898-6599/ cell (609) 780-1811.

Please note that our ceremonial / off-base functions are performed by recruit volunteers who are going through an eight-week course of training at the Training Center. You will be required to arrange and provide transportation to and from all places requiring travel. Likewise, you will also be required to provide all meals that would have otherwise been provided by the Training Center Galley.

Sincerely,

/s/

D. R. TRINER  
Commander, U.S. Coast Guard  
By direction

Enclosure: Ceremonial Detail Performance & Recruit Off-Base Function Request  
Information Sheets