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01Oct 2011

## MEMORANDUM

From: SKCM D Stephens  
Chief, Storekeeper School

Reply to  
Attn of:

To: Prospective SK "A" Class

Subj: PRE-ARRIVAL STUDENT GUIDANCE

1. Congratulations on your orders to Storekeeper "A" school, we look forward to your arrival.
2. The initial adjustment you will have to make is the Training Center atmosphere. The Training Center may be more regimented than some field units and will take some getting used to. As part of a one week indoctrination program, liberty will not be granted for the first seven days and then a modified liberty policy will be in place after that. Keep in mind that uniform regulations, grooming standards, marching, barracks and classroom regulations may be stricter than you have previously experienced.
3. While attending the Storekeeper course of instruction, you will be exposed to the fundamentals necessary to become a Storekeeper and equally important, a Petty Officer. Due to the nature of our rate, members with a history of financial problems from any source may not be assigned to SK "A" school. Subsequently, members will be dismissed from SK "A" school for serious financial improprieties and/or mismanagements. For more information consult CG Personnel Manual, COMDTINST M1000.6A, (Article 4.A.14) or contact the SK "A" School staff.
4. While at school, you will be provided with the necessary information and tools to assist you along your way to a successful and rewarding Coast Guard career. SK "A" school uses both lecture and independent study instructional methods to deliver the course material. These types of delivery methods have been adopted to enhance the students learning process during the major portion of the course. In order to graduate from the course, you will be expected to give 100% effort and exhibit your knowledge through testing. Positive attitude, motivation, and attention to detail are your keys to success.
5. **On the first day of training a Uniform Inspection will be held; the uniform shall be Tropical Blue Long w/combination cover.** The first week of A-School will consist of a one week student indoctrination class where you will review Training Center instructions and regulations. Your Class Advisor will then familiarize you with the requirements necessary for becoming a Storekeeper Third Class.
6. We know your training experience with us will be productive and beneficial. It is our ultimate goal that you will graduate and take your place as a Storekeeper/Petty Officer in the U.S. Coast Guard. Welcome Aboard!

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