

310 06 ORIENTATION BILL

- Ref: (a) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
 (b) Damage Control (DC) Personal Qualification Standards (PQS) Requirements, Chapter 500 04 of TAHOMAINST 5401.1)
 (c) Command Assignment List, TAHOMAINST 1601.1 (series)

- 1 PURPOSE. The purpose of this bill is to establish standard procedures for the indoctrination and orientation of TAHOMA's new crewmembers.
- 2 INFORMATION. The indoctrination of new crewmembers aboard TAHOMA happens in four phases:
 - a Pre-arrival preparations. The coordination between the individual and his/her sponsor.
 - b Initial indoctrination. Completing those items listed in appendix (1) within 48 hours of reporting.
 - c Check-in. Completing those items listed in appendix (2) within five working days of reporting.
 - d Watchstation and DC PQS completion. Completing the qualification process for the individual's particular watchstation and Damage Control (DC) Personal Qualification Standards (PQS) listed in reference (b).
- 3 RESPONSIBILITY.
 - a The Chief's Mess. The Chief's Mess is responsible for keeping this bill, including appendix (1) through (4), up-to-date.
 - b Department Sponsors. It is the Department Sponsor's responsibility to assist the new crewmember through pre-arrival preparations, initial indoctrination, and the check-in process. Department Sponsors shall:
 - (1) Prior to the new crewmember arriving:
 - (a) Contact new member as soon as possible after the individual receives orders.
 - (b) Coordinate with the YN travel arrangements and reporting times.
 - (c) Obtain assigned berthing ensuring the personal spaces have been cleaned and new linen is available.
 - (d) Compile a set of PQS/JQR books based on the new member's billet.

- (2) Upon the new crewmember's arrival the Department Sponsor shall:
- (a) Meet the member at the airport, train or bus station and transport them to the ship or meet them at the ship if they drive.
 - (b) Take the reporting member to his/her assigned berthing, rack assignment and provide clean linen.
 - (c) Prepare appendix (2) in accordance with reference (c).
 - (d) Provide direction and assistance on shipboard daily routine, discuss and explain the purpose of the WQSB and his/her billet, and review the information available on TAHOMA's Internal Website.
 - (e) Provide the new member a copy of division/departmental PQS/JQR and DC PQS. If a member is has been qualified at a watchstation at a previous unit the Department Head shall determine what qualification process is necessary.
 - (f) Have new crewmembers egress from their workspace and berthing area within 24 hours of reporting and complete those items listed in appendix (1) within 48 hours.
 - (g) Have the new crewmember complete the tasks listed in appendix (2) within five working days.

c New Crewmember. New crewmembers shall:

- (1) Contact his/her Sponsor upon receipt of TAHOMA's Welcome Aboard Message.
- (2) Provide time and date they are to report to TAHOMA along with their transportation itinerary.
- (3) Complete the new crewmember questionnaire on TAHOMA's Internet Website no less than 14 days before reporting.
- (4) Report with a full sea bag per appendix (3).
- (5) Report onboard with their unit PDR, training record, medical record, and original PCS orders in-hand.
- (6) Provide the OOD with recall phone number or point of contact prior to departing on liberty.
- (7) Complete appendix (1) and (2) in accordance with set timelines.
- (8) Complete a PCS travel claim within 72 hours of reporting.

- d Executive Officer. The Executive Officer shall:
- (1) Ensure the unit's Internet Website is kept up-to-date.
 - (2) Ensure the unit's Internal Website is kept up-to-date.
 - (3) Arrange interviews for new crewmembers with the Commanding Officer.
 - (4) Ensure appendix (1) and (2) have been completed in a timely fashion.¹

4 ACTION. Action items are identified in appendix (1) and (2).

- Appendix:
- (1) Indoctrination Practical Factors
 - (2) Check-In Sheet
 - (3) Sea Bag Requirements

¹ Normally the XO will be the last person to sign off a new crewmember's check-in sheet.

Appendix (1). INDOCTRINATION PRACTICAL FACTORS

SPONSORS – ensure these practical factors are completed within (48) hours!

Name: _____

Sponsor Name: _____

Date Reported: _____

Completion Due Date: _____

Discuss **Underway Watch Quarter Station Billet** assignments and **Inport Billet Board** assignments with new member. Explain the responsibilities of member living onboard (but not on duty) during inport emergencies. Explain the difference between **General Quarters** and a **General Emergency**, including the different alarms used for each.

Date completed/Sponsor Initials: _____ / _____

Discuss **Daily Routine.**

Date completed/Sponsor Initials: _____ / _____

Point out the location of all Fire Fighting Ensembles (FFEs), Oxygen Breathing Apparatuses (OBAs), OBA Canisters, and Repair Lockers 2&3.

Date completed/Sponsor Initials: _____ / _____

Emergency Escape Breathing Devices are located throughout the ship in work, berthing and common areas. EEBDs are designed to provide enough oxygen to allow you to safely escape in the event of a fire. With your sponsor’s help, locate the nearest EEBDs and all routes of escape in your berthing area and workspace.

Date completed/Sponsor Initials: _____ / _____

Point out the location of all survival gear onboard TAHOMA (Life Rafts, Navy Life Jackets, Inflatable Life Jackets, CG Type III Life Jackets and Survival Suits). Note to sponsor: use the new member’s prior Coast Guard experience in deciding whether to have them practice donning each piece of survival equipment.

Date completed/Sponsor Initials: _____ / _____

Bring new crewmember to DC1 to practice donning and EEBD and OBA.

Date completed/Sponsor Initials: _____ / _____

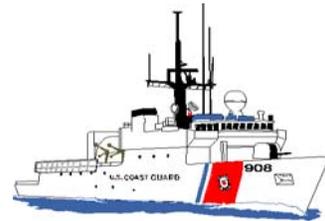
Meet with the CO. (Via appointment through the XO).

Date completed/Sponsor Initials: _____ / _____

Appendix (2). USCGC TAHOMA CHECK-IN SHEET



NAME: _____
RANK: _____
EMPLID: _____
RPT DATE: _____
SPONSOR: _____



New crewmembers have five working days to complete this sheet. Sponsor will enter names next to assignments as necessary.

Officer of the Deck: (Upon Arrival)

- _____ Log aboard in ship's log.
- _____ Notify XO of member's arrival.
- _____ Obtain recall information before individual departs.

Master At Arms: _____

- _____ Issue linen, locker and rack if not already done by Department Sponsor.

Division Chief: _____

- _____ Inspect sea bag for completeness (E-5 and below).
- _____ Review/Initiate individual Training Record.
- _____ Assign WQ&S Billet number and explain responsibilities.
- _____ Review information available on TAHOMA's Internal Website.

Training Officer: _____

- _____ Review members training folder
- _____ Correlate member's MTL number (M3502.4) within direct-access billet number. Determine training completed, quotas assigned, training required.
- _____ Submit electronic training requests (ETRs) as necessary.

Security Manager: _____

- _____ Check and issue security clearance as required (bring PDR).

System Manager: _____

- _____ System brief, enter into system.
- _____ Assign Profile.

Supply Officer: _____
_____ Explain Procurement Procedures.

Deck Department Supply Officer: _____
_____ Issue foul weather jacket and other required gear.

Weapons Officer: _____
_____ Review personal firearms stowage policy.

Educational Services Officer: _____
_____ Determine status of Coast Guard Institute courses and exams.

Duty Electrician's Mate _____
_____ Tag-out log training.
_____ Personal Equipment check.

Exchange Officer: _____
_____ Explain Ship's Store Policies/Procedures.

Morale Officer: _____
_____ Explain morale loan procedures and recreational programs.

Mutual Assistance Officer: _____
_____ Explain CG Mutual Assistance program.

Damage Control Assistant: _____

_____ Fire Main Drawing	Required Completion Date: _____
_____ Basic DC PQS	Required Completion Date: _____
_____ Take Written Test	Required Completion Date: _____
_____ Advanced DC PQS	Required Completion Date: _____
_____	Required Completion Date: _____
_____	Required Completion Date: _____
_____	Required Completion Date: _____

Command Chief: _____

- _____ Explain function of Command Enlisted Advisor.
- _____ Explain Hazing Awareness.
- _____ Read article 8-H of the Personnel Manual.
- _____ Review Port Call Liberty Policy.
- _____ Advise all non-rate personnel of procedures for Class "A" school.
- _____ Explain ships striker program.
- _____ Explain Ombudsman Program.
- _____ Explain Special Needs Program.
- _____ Explain Indebtedness Counseling.

Ship's Corpsman: _____

- _____ Turn in Medical Record.
- _____ Complete Tri-Care change form.
- _____ Explain Sick-bay policies.
- _____ Hearing conservation, heat stress, sight conservation programs, page 7's.
- _____ PPE, BBP, Respiratory Protection PowerPoint training.
- _____ CPR Electrical Shock training.

Public Affairs Officer: _____

- _____ Explain Public Affairs policies.
- _____ Fill out Fleet Hometown News Release form.

Gas Free Engineer: _____

- _____ Brief on Confined Space Entry.

Voting Officer: _____

- _____ Explain absentee voting procedures.

Ship's Yeoman: _____

- _____ Prepare travel claim/dep travel/DLA (within 3 working days).
- _____ Complete Reporting Worksheet CG-HRSIC-2005.
- _____ Review PDR for accuracy.
- _____ Enter on Rosters: Sailing/Recall/Ombudsman/FSA Roster.
- _____ Update/verify 4170A/SGLI-8286.
- _____ Travel Card Program (mandatory for all E-4's and above).
- _____ Application for Assignment to Housing.
- _____ What choice on your ADC was the TAHOMA.
- _____ Update email address in CGHRMS.
- _____ Enter information into Vessel Management System.

CDAR Coordinator: _____

- _____ Explain Coast Guard policy on drugs and alcohol.
- _____ Explain CDAR Program.

Pollution Prevention Coordinator: _____

- _____ Explain Zero Discharge Policy.
- _____ Provide Initial Hazmat Training.

CMPlus Manager: _____

- _____ Explain CMPlus.

Motor Vehicle Manager: _____

- _____ Explain Unit Vehicle Procedures.

17 November 2003

Department Head: _____
_____ Conduct interview.

Executive Officer: _____
_____ Conduct interview/explain general command policies.

Ship's Office: _____
_____ File check in sheet upon completion.

RETURN COMPLETED FORM TO THE SHIPS OFFICE -

Appendix (3). Required Seabag Items:

MEN	QTY	WOMEN	QTY
Bag, Duffel, Olive Green	1	Bag, Duffel, Olive Green	1
Belt, Black, Web	1	Belt, Black, Web	1
Blousing Band Set, Trouser ODU	2	Blousing Band Set, Trouser ODU	2
Buckle, Belt Brass	1	Buckle, Belt Brass	1
Cap, Garrison	1	Cap, Garrison	1
Cap, Ball	1	Cap, Ball	1
Coat, Service Dress Blue	1	Coat, Service Dress Blue	1
Combination Hat Set	1	Combination Hat Set	1
Gloves, Leather, Black	1	Gloves, Leather, Black	1
Insignia, Garrison Cap	1	Insignia, Garrison Cap	1
Insignia, Combination Hat	1	Insignia, Combination Hat	1
Jacket, Utility	1	Jacket, Utility	1
Nametag, Plastic	2	Nametag, Plastic	2
Nametape Set, Blue (ODU)	4	Nametape Set, Blue (ODU)	4
Necktie	1	Necktie, CG Blue Tab Type	1
Shield, Gold	1	Necktie, Black, Tab Type	1
Shirt, Dress White, Long Sleeve	1	Shield, Gold	1
Shirt, Light Blue, Long Sleeve	3	Shirt, Dress White	1
Shirt, Light Blue, Short Sleeve	3	Shirt, Light Blue, Long Sleeve	3
Shirt, ODU	4	Shirt, Light Blue, Short Sleeve	3
Shoes, Dress	1	Shirt, ODU	4
Shoes, Safety	1	Shoes, Dress	1
T-Shirt, CG Blue (ODU)	4	Shoes, Dress, Pump	1
Trench Coat	1	Shoes, Safety	1
Trousers, Dress	2	Skirt, Dress	1
Trousers, ODU	4	T-Shirt, CG Blue (ODU)	4
Windbreaker, w/Liner	1	Trench Coat	1
		Trousers, Dress	2
		Trousers, ODU	4
		Windbreaker, w/Liner	1