

U.S. Department
Of Homeland Security

United States
Coast Guard



U. S. Coast Guard Training Center

Petaluma, CA



Welcome Aboard Pamphlet

For SK "A" School Students

Student Guide

Introduction Using this guide is up to you. You will however, be held accountable for all the information contained in this guide and all Training Center instructions.

What If It's Not Covered? If a situation occurs that is not covered in this guide or a Training Center instruction, refer to the appropriate Coast Guard instruction/regulation. If you are still unsure, ask your class advisor, the Storekeeper staff, or the appropriate Training Center personnel.

Staff

SKCM D. Stephens	– School Chief
SKCS C. Sidlo	– Course Chief
SK1 D. Moya	– Instructor
SK1 J. Dejong	– Instructor
SK1 R. Krug	– Instructor
SK1 C. Snyder	– Instructor
Mr. Patrick Magann	– Instructor

Class Pace The current course curriculum is constructed to be an Instructor led student-paced course after the first indoctrination week.

During your first two weeks here at TRACEN, you will meet key members of the Training Center staff and local civilian sector representatives. They will present you with current command policies and California laws that you must comply with while attending the school.

The class will move as fast as the slowest student. SK “A” School is not a self-paced school. Eight weeks is the allotted time to complete the class.

Once you have completed a module of course material, the staff will determine whether or not your comprehension of the materials is sufficient enough to allow you to move on to the next module. By using this method of instruction the responsibility is placed directly on the student. In order to graduate, the student is responsible for learning and understanding all materials provided them.

Student Guide (continued)

Pay Days

On paydays, extended time may be given to allow for banking and attending to personal matters.

Marching

While attending “A” school, you will march. The following rules will be adhered to at all times.

Students in uniform must form-up and march when in a group of three (3) or more, regardless of time of day.

The class leader will hold a muster every morning and before returning from lunch. The section leader will march the entire class to and from school. Military bearing and conduct will be maintained at all times. Any unbecoming conduct (i.e. talking in ranks, disrespect toward section leader) will not be tolerated and will be dealt with by the school staff.

Petty Officer Qualities

Not only will you be a Storekeeper when you graduate, but you have an opportunity to become a **Petty Officer**. Your conduct here should represent that of a person that will soon be fulfilling a position of great responsibility and trust. Here at Training Center Petaluma you are evaluated on a daily basis on your petty officer qualities.

Hair must be cut and groomed to standards at all times. Moustache, if worn, will be neat and properly trimmed.

Have good daily cleanliness habits.

Present good military appearance.

Uniform kept clean, pressed, and properly worn at all times. Brass, footwear, cap devices highly polished and clean. Non-regulation items are not authorized. No uniform items with paint stains are to be worn.

Promote and support respect for rules, regulations and military standards. Maintain personal finances and dependent obligations in a responsible manner.

Comply with the Coast Guard weight standards per COMDTINST 1020.8 (series). Failure to be in compliance with the weight standards will prevent you from graduating as a Petty Officer.

Problems in any of these or related areas will be reviewed in determining advancement, or if serious enough, being brought before the School Chief and Training Officer for possible disenrollment.

Student Guide (continued)

Student Conduct

As stated before, Training Center Petaluma is more regimented than most field units. You will need to hold yourself and others accountable to the highest standards of conduct. The following guidelines will assist you in adjusting to the “A” school environment. Remember not all situations can be listed, so use common sense and follow standard military customs and courtesies.

Maintain a professional attitude toward instructors and fellow students at all times. Disrespect will not be tolerated.

Use of inappropriate language (profanity, discriminating remarks) is totally unacceptable and will be severely dealt with.

No communication (talking, passing notes) during tests.

No sleeping at your desk.

Return from breaks on time. Breaks run 10 minutes unless told otherwise. Misuse of this privilege will affect frequency and duration of future breaks.

Smoke only in designated smoking areas outdoors. Discard cigarette butts only in provided ash cans, empty when full.

Keep break areas clean at all times.

Do not leave school grounds without permission from the “A” school staff.

Do not congregate in or around offices, passageways or classrooms.

Student Guide (continued)

Student Counseling

Some areas, which require counseling, are problems in academics, and petty officer qualities (financial irresponsibility, negative/disruptive attitude).

A Significant Incident Form (SIF) is a local version of an Administrative Remarks (page 7) form. It is non-permanent in nature (not filed in the PDR) and is used for documenting counseling for positive or negative behavior. All SIFs originating from the school are signed by the student, instructor documenting counseling, class advisor and the course chief. All SIFs originating from outside sources go directly to the course chief. With exceptions, three or more negative SIFs could give the school cause to withhold advancement or disenroll the student.

Personnel Inspections

Uniforms must be maintained to the highest standards at all times. The following prescribed uniforms will be worn while attending "A" school unless instructed otherwise.

Year Round:

- Operational Dress Uniform (ODU) with ball cap.

When a trench coat or windbreaker is worn, all persons will wear the same item.

Inspections will normally be held weekly by the class advisor or staff. The uniform will be specified by the class advisor.

You will be inspected in your service dress blue bravo to check fit, rating badge, etc. The combination cap will be worn. Times and dates of SDB inspections will be announced by class advisor.

The school's tag will be worn $\frac{1}{4}$ inch directly above your nametag at all times.

Student Guide (continued)

Class Officers

Whether you graduate as a SNSK or SK3, you will be performing in a rate of great responsibility. The following are positions of additional responsibility performed by the students. The students performing these positions are representatives of the staff and are to be given your full cooperation.

The class leader is a student chosen on a daily basis to act as the class advisor's representative. The following are some of the class leader's responsibilities:

- Assigns and supervises cleanups/field days. Inspect all spaces and report to the class advisor when complete
- Oversee classroom cleanliness and care of equipment.
- Maintain good behavior in the classroom and break areas.
- In formation, render proper salute when approached by an officer.
- Form-up the class and ensure proper military bearing and protocol when in formation.
- March the class to and from school.
- Ensures the entire class returns from breaks on time.

The student designated as the mail orderly for the class is responsible for the collection distribution of class mail. The mail is collected by 1530 daily.

The student designated as the coffee mess coordinator for the class is responsible for collecting money from those students participating in the coffee mess, maintaining supplies and ensuring cleanliness of the coffee mess.

Phone Calls/ Sick Call

The following procedures must be followed when making any phone calls from school:

- The classroom phone is the only official phone calls allowed to be used by the students. Permission must be obtained prior to placing any call.
- Phone calls placed on the classroom phone are for "Coast Guard Business" **only**, and are limited to five (5) minutes, and must be logged.

Student Guide (continued)

Phone Calls/ Sick Call (continued)

- Phone calls are made only during breaks, except when special approval has been given.
- Sick call is Monday through Friday **0700 – 0800** at the Training Center Clinic. Emergencies will be taken at any time. Students must report to the Class Leader prior to departing for sick call. All duty status slips must be given to the class advisor for approval.

Barracks Inspections

During your stay here you will be expected to maintain cleanliness and proper order of your room. All roommates will share equally in the upkeep of their room.

Informal inspections can be given at any time, ensure general cleanliness and order at all times.

Student Guide (continued)

General Information

The instructor in class has complete charge of the class.

The instructor will dismiss students for lunch. The class advisor will normally dismiss students at the end of the school day.

Duty is normally on a five-section rotation. Muster is held at 1630 during weekdays and 0845 for weekends and holidays.

Storekeeper "A" school students are allowed to swap duty.

Students will request duty swaps on the NAVPERS 1336/3 Special Request/Authorization 48 hours in advance of the date requested.

An "out of bounds" special request is required if you wish to go beyond a 50 mile radius from Training Center Petaluma. A phone number and address are required on all out of bound requests. Do not make any plans to go beyond the 50-mile radius before receiving an approval; this includes purchasing plane tickets and making non-refundable reservations. Always give the routing process plenty of time when submitting your request. Last minute request may not be processed in time. The only exception to the 50-mile out of bounds rule is visits to San Francisco.

Any student who receives a speeding ticket on Training Center Petaluma will have their base driving privileges suspended for 3 weeks and will be required to park their vehicle in the uninsured lot by the security building.

Summary

This guide is just that, a guide. It cannot, nor is it meant to cover, every possible situation you may encounter here at Training Center Petaluma. Keep a professional attitude and perform to the best of your ability. This will ensure a rewarding and fun experience.