

Welcome Aboard USCGC FORWARD:



Onboarding Program

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ONBOARDING PROCESS

Transferring to a new unit can seem complicated. However, there are many resources you can use to make your transition a successful one. Here are a few steps to guide you as you transition from your current unit to **USCGC FORWARD.**



WHERE TO START

Congratulations! You have received orders to USCGC FORWARD WMEC (911).

You will need to prepare for your PCS transfer.

- You will be assigned a sponsor to aid you. Communicate with him or her early and often. They are a wealth of knowledge!
- Make the Check-In Process your top priority.
- Communicate your desires to your unit and understand their expectations for you.
- Communication is key!



THINGS TO CONSIDER BEFORE YOU DEPART



Ensure you are ready to depart your current unit.

Did you do the following?

- Complete departing packet with your current unit.
- Get weighed in.
- Complete Sea Duty Screening Medical Questionnaire.
- Complete a departing set of marks if applicable.
- Factor in your leave request.
- Determine and request a date for HHG pick-up. (<http://www.move.mil/>)
- Ensure family readiness (Special Needs, Family Care Plan for patrol)
- Schedule Pipeline Training (ensure that this occurs before you report)
- If you have dependents moving with you, think about the best time to move your family.
- How to get assistance while en route: Pay, Medical, CGMA, Work-Life, Other...
- Work out your departure and arrival dates. Reach out to USCGC FORWARD through your sponsor and coordinate when you are expected to arrive.
- Best advice: Keep in close contact with your sponsor. Ask if you are in doubt.

WELCOME TO USCG BASE PORTSMOUTH

Once you have established when you are expected to report to USCGC FORWARD, research the Coast Guard Base and the Greater Tidewater Area.

- Know where to find: SPO, Clinic, Work-Life, Legal Assistance, Gym, MWR, Auto Hobby, Parking, Barracks
- Know where to find other DoD commissaries and exchanges in Tidewater Area.
- Information on the USCG BASE PORTSMOUTH can be found using:
<http://www.uscg.mil/baseportsmouth/>



HOUSING

Once you have established when you are expected to report to USCGC FORWARD, you should start looking at housing.

Things to Consider:

- Are you going to live off-base?
- Are you going to live in government housing?
- Your sponsor will provide you with housing resources.



OFF-BASE HOUSING

Are you going to live off-base?

- If you are planning on living off-base, you must complete cg-5267 form. This is a waiver allowing you to live off-base.

Link: http://www.uscg.mil/forms/cg/cg_5267.pdf

- Go on house hunting leave (if you desire) before departing your current unit.
- Before you depart your current unit, talk with your Yeoman about BAH and BAS while in transit.
- Talk to your sponsor to get a layout of the area you are moving to.
- AHRN and Neighborhoodscout are great tools in determining an affordable and safe area to live.

Link: <https://www.ahrn.com/navyregionmidatlantichamptonroads.php>

<http://www.neighborhoodscout.com/>

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ON-BASE HOUSING

Are you going to live on-base?

- If you are a single E-4 or below you are required to live on base in the barracks.
- Apply by completing a CG-5267 and a special request chit. This will ensure that your name is placed on the list.
- If you are single and planning on living on-base, you should contact Ms. Brenda Gentry.

Contact information:

Email: brenda.m.gentry@uscg.mil

Work: (757) 638-2498

- If you are married or with dependents and are planning on living in government housing, you should contact Ms. Yolande Branch

Contact information:

Email: yolande.b.branch@uscg.mil

Work: (757) 686-4047



REPORTING-IN: FIRST DAY

Report the date listed on your approved departing worksheet:

- Arrive at the cutter in Tropical Blue (April 1st- September 30th).
- Arrive at the cutter in Service Dress Blue Bravo (October 1st- March 31st).
- Coordinate with your sponsor, your sponsor should be waiting for you at the Quarterdeck.
- Check in with the quarterdeck and the OOD.
- The OOD provides a check in package and assigns you a rack with fresh linens.
- During your first day, you will go through an Emergency Egress, learn how to use your EEBD, and know where to muster in the event of an emergency.
- If your sponsor is not on board, the OOD will assign you a temporary one who will get you situated on board and give you a tour.
- If you have any questions talk to your sponsor.
- If you are a single E-4 or below, you are required to live on base in the barracks.



WHAT TO EXPECT

Getting Qualified is a top priority!



- You will be placed into a duty rotation upon arrival.
- You will be issued a qualification booklet (PQS Packet) that you will need to complete.
- Some of your qualifications from past units will transfer over with minor testing. Talk to your sponsor.
- Follow your check in sheet.
- Your check-in sheet will be your priority until it is completed.

Checking In:



- Meet with each person listed.
- It is a great way to meet members of the crew and command.
- Ensure your sponsor helps you.

TYPES OF QUALIFICATIONS

Depending on your rank and position, you will be required to obtain various qualifications within a certain allotted time from the date you report.

Here are some examples:



- Basic Damage Control (3 mo.)
- Advanced Damage Control (6 mo.)
- Radio Watchstander (4 wks.)
- Auxiliary Watchstander (6 wks.)
- Inport Security (6 wks.)
- Inport Generator Watch (2 wks.)
- Engineroom Watchstander
- Inport OOD
- Underway OOD



KEYS TO SUCCESS

Some keys to success:

- Align with your command regarding Professional Goals (think IDP)
- Know how to get frequent performance feedback to ensure you are meeting all expectations.
- Ask lots of questions. The first few months are a transition and you are not expected to know all the answers.
- Get to know your shipmates.
- Focus on core qualifications... the rest will come later!
- WELCOME ABOARD!



MESSAGE FROM THE COMMANDING OFFICER



Dear Shipmate,

Welcome aboard as the newest member of our crew, the finest crew in the fleet! We look out for each other, and help each other to succeed. We hope this guide will help you to start off strong, so that you and your family can more easily feel at home and among shipmates who are glad you are here. The goal is to ensure you and your family are ready to thrive throughout what I hope will be one of your favorite tours of duty!

Connect with your sponsor early, and work through this guide together to make sure you are doing all that can be done to start off strong. Invest time and effort in the "onboarding" process, it will pay dividends throughout your tour. Do everything you can to make sure you and your family are ready. We perform important missions aboard Cutter FORWARD, often under challenging conditions. We work hard to be prepared so we can always accomplish the mission, no matter what difficulties we face. It all starts here, with your thorough preparation to serve.

I'm glad you will be joining us. We all look forward to serving with you wherever we may go, from the coast of South America to the fishing grounds of George's Bank. Enjoy your time aboard FORWARD as part of her excellent crew!

Fair winds,

Captain Greg Wisener
Commanding Officer
USCGC FORWARD (WMEC 911)

NOTES

