

# REGULATIONS FOR THE CORPS OF CADETS



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#### [PART 1](#)

##### ESTABLISHMENT AND MISSION

1-1-01. Establishment of the Academy. The United States Coast Guard Academy was established under the authority of the Act of July 31, 1876 (19 STAT 107).

1-1-02. Command of the Academy. The immediate administration and military command of the Academy is vested in the Superintendent, who is directly responsible to the Commandant for its operation and the accomplishment of its mission (14 U. S. C. 181).

1-1-03. Mission. The mission of the United States Coast Guard Academy Cadet Program is "To graduate young men and women with sound bodies, stout hearts, and alert minds, with a liking for the sea and its lore, and with that high sense of honor, loyalty and obedience which goes with trained initiative and leadership; well-grounded in seamanship, the sciences and amenities, and strong in the resolve to be worthy of the traditions of commissioned officers in the United States Coast Guard in the service of their country and humanity."

- 1-1-04. Purpose. The United States Coast Guard Academy exists to develop the future military leaders of the Coast Guard and provide the foundation for the professional development of the commissioned officer corps. It is dedicated to ensuring the quality and excellence of that foundation. To fulfill this commitment, the Academy must equip its commissioned graduates with the competence that will be needed for a long-term career in performing Coast Guard missions. Specifically, the Academy Cadet Program objectives are:
- a. To provide, by precept and example, an environment which encourages a high sense of honor, devotion to duty and respect for others
  - b. To provide a sound undergraduate education in a field of interest to the Coast Guard, and
  - c. To provide athletic, professional and military training which enables graduates to assume their duties, upon commissioning, in operational billets.

## PART 2

### ACADEMY STAFF ORGANIZATION

The primary document for the Academy staff organization is the USCGA Organizational Manual, SUPTINST M5400.1 (series).

- 1-2-01. Superintendent. The Superintendent of the Coast Guard Academy is responsible for the education and training of cadets. He/she exercises command over the Academy and is responsible for the efficient, safe and economical accomplishment of the mission assigned to the Academy by the Commandant. The Superintendent shall promulgate regulations for the Academy pertaining to the discipline and course of instruction of cadets, subject to the approval of the Commandant. He/she maintains such external relationships with the academic, maritime, and civilian communities as necessary for the accomplishment of the Academy's missions.
- 1-2-02. Assistant Superintendent. The Assistant Superintendent assists the Superintendent in the general administration and direction of Academy activities, particularly with respect to the efficient, safe and effective performance of Academy functions and the proper utilization of assigned personnel and facilities.
- 1-2-03. Commandant of Cadets. The Commandant of Cadets is the Commanding Officer of Cadets, responsible for the maintenance of good order and discipline in the Corps of Cadets and the development of the qualities of character and leadership desired of commissioned officers of the Coast Guard. The following personnel work directly for the Commandant of Cadets and are responsible for various aspects of cadet development:
- a. Assistant Commandant of Cadets

- b. Chief, Professional Maritime Studies Branch
- c. Chief, Sailing and Seamanship Branch
- d. Chief, Cadet Training Branch

1-2-04. Dean of Academics.

- a. The Dean of Academics is responsible for the overall quality and content of the cadet educational program. The Dean's responsibilities include all assigned Departments of Instruction, the Library, and the Registrar's Office.
- b. The Dean's specific responsibilities include the recruiting, development, supervision and evaluation of faculty and supporting staff. The Dean controls all academic facilities and learning resources, including classroom and laboratory equipment, library resources and special materials used to support the teaching function.
- c. In the case of the Departments of Professional Maritime Studies and Physical Education, which are under the administrative control of other divisions, the Dean has supervisory authority over any activity that results in the granting of academic credit.

1-2-05. Director of Athletics. The Director of Athletics is responsible for:

- a. Conducting the intercollegiate athletic program in accordance with the Superintendent's policies.
- b. Preparation and administration of the Athletic Association budget and control of Association funds.
- c. Providing technical advice to the Athletic Board of Control.
- d. All phases of the intercollegiate athletic program including the Athletic Recruiting Program.
- e. Administering the Physical Education program, including the Intramural, Physical Fitness, and Swimming Programs.
- f. Promoting the Academy's athletic image throughout the local area and nation.

1-2-06. Company and Regimental Officer.

- a. The Company Officers are cadet supervisors, monitoring the overall performance of the eight companies of the Corps of Cadets. These officers are

within the cadet chain of command and report directly to the Assistant Commandant of Cadets. The Company Officers are responsible to the Commandant of Cadets for:

1. Evaluating, guiding, and counseling cadets on all aspects of their personal and professional development.
  2. Acting as inspirational role models as commissioned leaders of character.
  3. Assisting the cadet chain-of-command in creating environments that support cadet development across all domains and ensure appropriate organizational standards are achieved. This includes administration, health and wellness, material condition of wing areas, and all other command responsibilities of the Cadet Company Commander.
  4. Facilitating the individual development of cadets in their companies through use of the Cadet Individual Development Plan and peer and subordinate feedback on interpersonal effectiveness (Chapter 4), in conjunction with the Academic Division faculty and the Athletic Division faculty and coaches.
  5. Ensuring the completion of collateral duties assigned to cadets within their companies.
  6. Acting as advisor to the Commandant of Cadets in matters dealing with cadet affairs.
- b. The Regimental Officer serves as the supervisor for the Regimental Staff, and is responsible to the Commandant of Cadets for all of the above duties specifically pertaining to the 1/c cadets serving in regimental positions. All extended opportunity cadets will report to the Regimental Officer for guidance, progress reports and tasking. Additionally, the Regimental Officer has purview over all clubs, club sports, club advisors, and club charters.

1-2-07. Company Chiefs. The Company Chief is an essential resource for leadership development of cadets. Company Chiefs are responsible for:

- a. Mentoring, teaching and coaching the Corps of Cadets. They will work in concert with their Company Officers while focusing on company issues but report directly to the Assistant Commandant of Cadets.
- b. Acting as role models as senior enlisted leaders of character.
- c. Promoting the professional development of each cadet within the company in areas of character and leadership abilities, and acting as supervisors for the operation, administration, and mission execution of the company staff.

- d. Guiding and counseling company cadets with respect to their suitability for service, including their military performance, adaptability, interpersonal effectiveness, conduct, and physical fitness.

- 1-2-08. Academic Advisor. Each cadet will be assigned an academic advisor. In addition to approving registration forms and requests for changes of academic status, the academic advisor provides advice and counsel on choice of courses, selection of majors, development of study skills and other matters related to academic performance. When a cadet is accepted into a major, the cadet is assigned to a permanent advisor from the department or section responsible for that major. The role and responsibilities of the academic advisors are defined in SUPTINST 1531.41 series.
  
- 1-2-09. Class Advisor. Solicitations for class advisor to the incoming class will be initiated via SUPTNOTE in the fall semester each year. All faculty and staff, both military and civilian, are eligible for class advisor. Prior to the class selecting a permanent class advisor, an interim advisor will be assigned. Normally the advisor to the third class will act as interim advisor to the fourth class cadets. Once all requests for class advisors are received, the Commandant of Cadets and Assistant Commandant of Cadets will determine the suitability of all applicants and forward all suitable applications to the interim class advisor. The interim advisor will coordinate an interview process, and, following the interviews, the fourth class officers will request the appointment of a permanent class advisor. The official appointment will be made by the Commandant of Cadets. The duties of the class advisor shall be, in general, those of counselor to the class and to the individual members of the class and as liaison between the class and the Commandant of Cadets. Class Advisors will ensure that class elections are held annually in January during the cadet Mid-Year Administrative (MAP) Period. In this capacity, the Class Advisor reports to the Commandant of Cadets. If a permanent Class Advisor is no longer able to continue her duties, a resignation shall be submitted to the Commandant of Cadets.
  
- 1-2-10. Academy Officer of the Day.
  - a. The Academy Officer of the Day (OOD) is a commissioned officer or Chief Petty Officer primarily responsible for the operation and security of the Academy, and is directly responsible to the Assistant Superintendent. All other Academy watches and personnel will be subordinate to the OOD, regardless of seniority of the watchstander, including the Chase Hall Duty Officer (CHDO).
  - b. The procedures and guidelines setting forth OOD responsibilities and duties are contained in the USCGA Organizational Manual M5400.1 (series).
  
- 1-2-11. Chase Hall Duty Officer. The Chase Hall Duty Officer (CHDO) is the commissioned officer or senior enlisted member representative of the Commandant of Cadets, and



shall remain in the vicinity of Chase Hall except when actually in class or performing a specific duty elsewhere. It is the responsibility of the CHDO to:

- a. Be thoroughly familiar with and enforce the contents of these regulations and the Regimental Commander's Supplement to the Cadet Regulations and follow the guidance and direction of the Assistant Commandant of Cadets' Standing Orders to the CHDO.
- b. Act as supervisor for the RCDO. The relationship between the CHDO and the RCDO should be similar to that of an OOD and a break-in conning officer with the RCDO taking as much of the responsibility of which the cadet is capable.
- c. Complete the CHDO PQS prior to standing their first watch. The PQS can be found in the CHDO binder in the CHDO's office.

1-2-12. Cadet Advisory Team. The Cadet Advisory Team (CAT) was established as a way to include all members of the Academy in direct roles in the cadets' professional development. The CAT is composed of a variety of members from the Academy including personnel from admissions, coaches, and faculty and staff. Each company has their own specific CAT that is comprised of members of the Academy who want to be part of the team.

### PART 3

#### EXTERNAL ADVISORY BOARDS AND GROUPS

1-3-01. Congressional Board of Visitors.

- a. The Congressional Board of Visitors is constituted under the authority of 14 USC 194.
- b. The House of Representatives and Senate remain cognizant of Academy affairs via the Board. Through annual visits to the Academy, usually in April, the members of the Board reacquaint themselves with the Academy in order to better advise the House and Senate on legislation pertaining to the Academy.
- c. Members of the Board are appointed by the Speaker of the House and the President of the Senate.
- d. Additional information concerning this Board is contained in the USCGA Organizational Manual, M5400.1.
- e. The Assistant Superintendent shall act as project coordinator for the Congressional Board's visit.

1-3-02. Board of Trustees. The Board of Trustees will provide sound guidance, advice, and vision in the form of recommendations to the Superintendent and the Commandant. All aspects of the Academy experience will be examined for relevancy and effectiveness. This will include, but not be limited to:

- a. Curriculum and other phases of the educational experience.
- b. Professional and military training, both during and outside the academic year.
- c. Intercollegiate and intramural athletics and other extracurricular activities.
- d. Supporting functions as they impact program quality.
- e. The interrelations of all of the above as they relate to the total cadet experience.
- f. The role of the Academy as a recognized intellectual resource for the Coast Guard.
- g. A review of the Coast Guard Academy's Strategic Plan for conformance with Commandant direction.
- h. A review of Academy resource requirements.
- i. A review of Academy management practices.

1-3-03. Coast Guard Foundation, Inc.

- a. The Coast Guard Foundation, Inc. is a private, nonprofit organization through which philanthropic support is channeled for the Academy and other Coast Guard units.
- b. Its charter empowers it to raise and receive funds to be donated to the Coast Guard or to the Department of Homeland Security for the benefit of the Coast Guard. One of its goals is to enrich cadet life and the opportunity for educational experience for cadets at the Academy.

1-3-04. USCGA Alumni Association.

- a. The Alumni Association is a private, nonprofit organization dedicated to:
  1. Improving the U. S. Coast Guard Academy and assisting in the accomplishment of its mission.
  2. Advancing the professional knowledge of cadets and its members.
  3. Preserving and fostering the traditions of the Academy and the Coast Guard.

4. Providing service to and promoting fellowship among all Academy alumni and members of the Association.

b. Additional information on the Association is contained in the USCGA Organizational Manual, M5400.1 (series).

1-3-05. Coast Guard Academy Parents Association.

a. The CGA Parents Association is a nonprofit organization which exists for the purpose of supporting the Coast Guard Academy and the Corps of Cadets in the enrichment of cadet life, promoting public understanding of the Academy, encouraging women and men to apply for appointment, and promoting communication between parents, cadets and the Academy administration.

b. The CGA Parents Association consists of a national governing body and local Parents Association Chapters, which collectively meet with the Academy administration and a cadet liaison committee.

c. One Company Officer (traditionally Echo Company) is assigned as the Parents Association Liaison to facilitate communications, schedule events, and organize Corps of Cadets interactions with Parents Chapters.

PART 4

INTERNAL ADVISORY BOARDS AND GROUPS

1-4-01. Academic Council.

a. The Academic Council is composed of the Dean of Academics, Heads of the Departments of Instruction, Head of the Leadership Development Center, the Registrar, the Head Librarian and the Associate Dean.

b. The Academic Council advises the Superintendent relative to academic matters.

c. Additional information is contained in the USCGA Organizational Manual, M5400.1 (series).

1-4-02. USCGA Athletic Association.

a. The Athletic Association's responsibilities and operating procedures are given in The U.S. Coast Guard Academy Athletic Association Constitution and By-Laws.

b. The Athletic Association is the organization which conducts the intercollegiate athletic program as approved by the Superintendent.

- c. The Athletic Association consists of all active Coast Guard Academy cadets, their parents, approved life members and Coast Guard Academy alumni, who annually contribute a specified excess of membership dues.
- d. This Association is directed by a Board of Control consisting of the Assistant Superintendent, Commandant of Cadets, Dean of Academics, Director of Athletics, Comptroller and three officers appointed by the Superintendent. The Athletic Board of Control also assists in making recommendations in matters concerning forms of recognition for athletic team members.
- e. Additional information is provided in the USCGA Organizational Manual, M5400.1 (series).

1-4-03. John Church Endowment Committee.

- a. Background. In July 1980, Mr. John A. Church, then President of the Coast Guard Academy Foundation, created a fund for special cadet projects. The John Church Endowment Fund was established to provide a source of recurring funds for special cadet initiated projects or activities that would enrich the cadets' educational, recreational, or training programs. Investment income from this endowment may only be used to fund cadet recommended projects, which meet with the Superintendent's approval in accordance with SUPTINST 1700.11 dated August 1981. Mr. Church's intent was to provide cadets with "something extra" that they would plan and implement.
- b. Committee Membership. The committee consists of eight cadet members chaired by the Regimental John Church Endowment Fund Division Officer. One member will be assigned from each company.
- c. Process of Determining Expenditures.
  - 1. The Committee meets as needed to submit a recommendation to the Superintendent via the Commandant of Cadets, Dean of Academics, Athletic Director, and Comptroller by the tenth week of each semester.
  - 2. The Superintendent approves the use of the funds.
  - 3. The funds are provided to the Cadet Activities Fund (CAF) to be used as approved.

PART 5

OPERATING BOARDS

1-5-01. Executive Board.

- a. The Superintendent's Executive Board is an advisory body which meets at the order of the Superintendent. The Executive Board is charged with conducting an impartial inquiry surrounding the circumstances which have necessitated the appearance of a cadet before the board. The Executive Board process is an administrative, fact-finding proceeding. Rules of evidence for judicial proceedings do not apply to Executive Board proceedings.
- b. The purpose of the Executive Board is to determine a cadet's fitness for commissioning. The Executive Board will review cases of cadets who are reported deficient in areas including, but not limited to:
  1. Military Performance
  2. Summer Training Programs
  3. Conduct
  4. Adaptability
  5. Physical Fitness
- c. Membership of Executive Boards consists of five or more voting members and one nonvoting member:
  1. President - Assistant Superintendent.
  2. Additional voting members appointed by the Superintendent from among the available officers and civilians of the Academy faculty and staff.
  3. Recorder - nonvoting member.
  4. In the absence of the Assistant Superintendent, the Superintendent may appoint the senior available officer as President.
  5. In the absence of any member of the Board, the President shall designate a substitute voting member from among the available officers of the Academy faculty and staff.
  6. The Recorder may be appointed at the Superintendent's discretion. If absent, the junior member of the Board shall act as Recorder.
  7. Three voting members of a Board shall constitute a quorum for the transaction of any business, except that a full board (with a minimum of 5 voting members) shall be present to consider any matter which may affect the standing of a cadet or cause disenrollment.

8. If any officer designated as a member of the Board is prejudiced by personal or other considerations from judging fairly a question to be presented to the Board or otherwise has a conflict of interest, the President may designate a replacement.
  9. A cadet observer may be authorized with approval from the President and concurrence from the cadet appearing before the Executive Board.
- d. Executive Board procedures are as follows:
1. A convening order is promulgated by the Superintendent, designating members and the matters to be heard by the Board.
  2. Cadets who will be appearing before the Board are notified of their rights, normally via the Commandant of Cadets. Cadets will be allowed a minimum of three working days to prepare for an appearance before the Board. This three working day notification period commences when the cadets are informed of their appearance before the Board and been given a copy of their Executive Board folder.
  3. The cadet's record is copied, assembled and distributed to members of the Board, the cadet and the cadet's advisor by the Recorder. This documentation constitutes the cadet's "Executive Board folder."
  4. The cadet may select an advisor, normally a member of the faculty or staff. If a cadet is unable to find an advisor, one may be appointed by the President, if the cadet so requests.
  5. Cadets have the following rights before Executive Boards:
    - (a) To have a faculty or staff advisor assist them before attending an Executive Board hearing and to be present with them at all times that they are present at the hearing.
    - (b) To be present during the proceedings when information is received by the Board; but not during deliberations.
    - (c) To object to the presentation of any information to the Board on the grounds that it is not relevant to the proceedings of the Board.
    - (d) To question any individuals coming before the Board to present information.
    - (e) To present examples to the Board of exemplary conduct, military performance, academic excellence or other achievements as well as extenuating circumstances which would explain the cadet's deficiency

and justify continuance as a cadet with their class or in an extender, reverter or probation status.

- (f) To call other witnesses to present information on the cadet's behalf.
  - (g) To consult civilian counsel at the cadet's own expense for the preparation of their case. The cadet may request to have that civilian counsel present as an advisor at the hearing, but not as a representative to argue the case. Permission shall normally be granted only for cases in which the cadet may be subject to state or federal criminal prosecution.
6. In the event a cadet can not be present during a scheduled Executive Board proceeding, the Board may proceed only if delay in the proceedings is unreasonable under the circumstances. This determination (i.e. it would be unreasonable to delay) shall be made by the President of the Executive Board. In such cases, if a cadet is not present at the time of a scheduled Executive Board hearing, the Board may proceed. In such cases, the cadet's advisor or appointed advisor will represent the cadet and the reasons for proceeding shall be stated on the record.
  7. The Board will explore every reasonable source of information to assist in arriving at its findings. These findings will reflect the opinion of the Board of the overall fitness of the cadet for a career as a commissioned officer in the Coast Guard. In all cases, the Board shall report its findings, opinions, and recommendations to the Superintendent.
  8. All deliberations of the Board are of a private nature and all reports shall be "For Official Use Only". The votes of the Board shall not be disclosed by any member, or the Recorder, except as provided herein.
  9. Each voting member will have one vote on every question presented for consideration. Members may not be excused from casting a vote on any question.
  10. The President will call for the vote by secret ballot. In each case all questions are decided by a majority vote. The record states the vote for and the vote against each question.
  11. The completed report of the proceedings and vote is submitted to the Superintendent for disposition.
- e. Subsequent to the report from an Executive Board hearing, the following may occur:

1. The Superintendent may retain the cadet in an appropriate status and will so notify the cadet, via the Commandant of Cadets.
2. The Superintendent may terminate cadet status. The cadet may appeal the Superintendent's decision by writing to Commandant (CG-1) via the Superintendent. The appeal must be submitted to the cadet's Company Officer or the Assistant Commandant of Cadets within five (5) working days after official notification of the Superintendent's decision to terminate cadet status.

1-5-02. Suitability for Service Hearing.

- a. Ultimately, the authority for placing any cadet on Suitability for Service Probation rests with the Commandant of Cadets. The Assistant Commandant of Cadets and Company Officers shall conduct hearings, review records, and make recommendations to assist the Commandant of Cadets in this regard.
- b. Company Officers may at any time recognize that a cadet is deficient in Military Performance, Adaptive Skills, Conduct, or Weight Control. If the Company Officers find a cadet deficient in any aspect of the cadet military program, they may:
  1. Request to conduct a Suitability for Service hearing under the auspices of the Assistant Commandant of Cadets.
  2. Recommend a Suitability for Service hearing be conducted by the Assistant Commandant of Cadets.
- c. A cadet shall be considered deficient in:
  1. Military Performance, if the cadet receives a two or a one for any performance dimension listed on a Cadet Evaluation Report.
  2. Adaptive Skills, if the cadet displays a noticeable pattern of below-average feedback from peers or subordinates in any of the standardized peer Feedback On Interpersonal Effectiveness Form surveys conducted in the fall semester.
  3. Conduct, if the cadet is found in violation of two or more Class I offenses during a conduct term; or if the cadet exceeds 50% of the maximum number of demerits allowed for a conduct year. A cadet who exceeds 75% of the maximum number of demerits allowed for a conduct year or is found in violation of any Class I offense while already on Suitability for Service Probation will immediately be referred to the Commandant of Cadets for a Suitability for Service Hearing to address their conduct deficiency.



4. Weight Control, if the cadet is in violation of the weight probation requirements specified in the Cadet Weight Management Program.
- d. If a Company Officer determines that a cadet is deficient, the Company Officer shall advise the cadet that their performance is substandard and refer him or her to the Assistant Commandant of Cadets for a Suitability for Service Hearing.
- e. At a Suitability for Service Hearing, the Assistant Commandant of Cadets shall determine whether the cadet's performance is suitable or unsuitable by:
  1. Reviewing all relevant records.
  2. Interviewing appropriate personnel in the cadet's development team, which may include the cadet chain of command, the company officer, the academic advisor, and the coach.
  3. Interviewing the referred cadet at a hearing.
- f. If the cadet's performance is determined to be suitable, the hearing will be dismissed with no further action. If the cadet's performance is determined to be unsuitable, the following recommendations may be made to the Commandant of Cadets:
  1. That the cadet be placed on Suitability for Service Probation, or
  2. That the case be referred the Superintendent for further action.
- g. The Commandant of Cadets may, upon referral from the Assistant Commandant of Cadets and Company Officer:
  1. Place the cadet on Suitability for Service Probation, or
  2. Refer the cadet to the Superintendent for further action, i.e., Executive Board proceedings or disenrollment, or
  3. Counsel the cadet and ensure that the counseling is documented.
- h. Cadets may also be placed on Suitability for Service probation subsequent to cadet mast held by a Company Officer or the Assistant Commandant of Cadets, Commandant of Cadets or Superintendent.
- i. If, at any time during the Suitability for Service period, the cadet is found to have committed a serious conduct infraction or a determination is made that the cadet is not making sufficient progress toward correcting his/her deficiency, a Suitability for Service hearing may be held and the cadet recommended for disenrollment.

- j. At the conclusion of the Suitability for Service period, Company Officers shall:
  - 1. Schedule a review Suitability for Service hearing with the Assistant Commandant of Cadets.
  - 2. Conduct a record review to determine if the cadet's performance has been satisfactory or unsatisfactory during the probation period and report the findings at the hearing.
- k. The Assistant Commandant of Cadets may, based upon the hearing, recommend to the Commandant of Cadets:
  - 1. That the cadet be removed from probation, or
  - 2. If the performance has been unsatisfactory, make a follow-up suitability for service determination, which may include a recommendation for disenrollment.
- l. All Suitability for Service determinations shall be documented on "Report of Suitability for Service Determination Form CGACAD-96. All other Suitability for Service issues shall be documented via the administrative remarks sheet. Whatever action is taken regarding the Cadet's Suitability for Service shall be documented in Section IV of the cadet record and electronically on their ACADIS profile.

1-5-03. Cadet Honor Board (CHB). The Regimental Honor Officer will chair the CHB. The Regimental Honor Officer will coordinate all CHB activities with the Commissioned Honor Officer. The Board will be comprised of high performing cadets who represent the mature conscience of the Corps.

- a. Purpose. The board is an advisory board to the Commandant of Cadets. The purpose of the board is to assist in the promotion and maintenance of high standards of conduct within the Corps of Cadets by providing a communications and interpretational link between the Cadet Corps and the Commandant of Cadets.
- b. Charter. The board will prepare a charter at the beginning of each semester addressing:
  - 1. The Board's purpose,
  - 2. Specific objectives for the semester, and
  - 3. Detailed membership.

The charter will be submitted to Commandant of Cadets for signature prior to August 25th and January 15th.

- c. Honor Cases will normally be referred to the CHB for review and recommendation. The CHB will not be used during the summer term, and Honor Cases will normally be adjudicated by the Commandant of Cadets, but may be referred to a fall CHB at the discretion of the Commandant of Cadets. The CHB hearing may constitute the only hearing prior to the termination of cadet status.
- d. The following rights will be afforded to cadets before the CHB, in addition to the rights listed in these regulations:
  - 1. The cadet will be afforded written notice at least three days in advance of a hearing to prepare a defense and select a cadet advisor.
  - 2. A cadet before the CHB shall have the right to inspect evidence being considered in their case.
- e. Organization:
  - 1. The CHB is composed of two first class cadet representatives elected from each cadet company, plus the Regimental Honor Officer. The Commissioned Honor Officer (CHO) and the Academic Honor Officer will serve as the advisor/consultant to the CHB and guide training and indoctrination programs. Additionally, the CHO will endorse all case recommendations and reports submitted by the CHB. The position of chairman of the CHB will be held by the Regimental Honor Officer.
  - 2. Each company will elect two cadets plus one alternate from each class to serve as CHB representatives. All elected representatives are subject to screening by the Regimental Honor Officer and the company's first class CHB representatives. For a cadet to serve on the board, the concurrence of the Regimental Honor Officer, the cadet's Company Officer, and the Commissioned Honor Officer must be obtained. Final approval rests with the Commandant of Cadets.
  - 3. Once elected, a cadet will serve as a Sub-Board member in the spring term of second class year and undergo training for next year's board. Members may be relieved for cause. Relief for cause will normally be as a result of a Class I infraction of these regulations. However, relief for cause may also result from unsatisfactory performance of regimental duty, conduct, adaptability or physical fitness. In all cases, relief for cause will be effected by action of the Commandant of Cadets. The replacement for a relieved cadet will be elected in accordance with subparagraph (2) above, with the exceptions that the relieved cadet is ineligible for election and that if relief

occurs during first class year, then only first class cadets will elect the replacement.

4. The Regimental Honor Officer has the authority to appoint up to two additional first class cadets to the CHB, rotated from the Corps at large. These appointments may be made at the discretion of the RHO to give cadets an opportunity to experience the CHB process, and offer perspectives and insights from the Corps in general. The RHO may appoint cadets reflecting the gender or minority of an accused not already represented by the standing board. These appointments will be made at the option and discretion of the RHO, but are not required for every hearing.
  5. A minimum of one CHB member from each company and the Regimental Honor Officer, or an appointed board chairman, must be present for any voting action by the board. A simple majority of those present shall rule. However, in a contested issue, a minority report must be submitted along with the report of the majority.
  6. At the beginning of the academic year the Commandant of Cadets will forward a precept to the CHB providing guidance for their deliberations for that year.
- f. The CHB's responsibilities shall include, but not necessarily be limited to, the following:
1. Inquire into the facts of all cases referred to it by the Commandant of Cadets. For each case, provide the Commandant of Cadets with findings of fact (if they differ from the investigating officer's report), opinions and a recommendation for disenrollment, remediation, or dismissal.
  2. Be alert for practices within the Corps of Cadets that are inconsistent with the spirit of the Cadet Regulations and Honor Concept, and work to eliminate such practices.
  3. Carry out a continuing indoctrination program for all cadets regarding honor cases, honor offenses, honor lesson plans, and the actions of the Board.
- g. Upon presenting its recommendation to the Commandant of Cadets, the CHB will await the final action taken by the Academy administration. During the time the administration is reviewing the case, CHB members may not disclose any information concerning the case, the deliberation of CHB, or their own opinions about the matters being considered. When action has been finalized, the Commandant of Cadets shall present a brief to the CHB. It then becomes the responsibility of each member to present the decision and its rationale to their cadet company.

# **CADET APPOINTMENTS**

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## PART 1

### TENDERING CADET APPOINTMENTS

2-1-01. Initial Appointment. The Commandant of the U. S. Coast Guard has been delegated the statutory authority of the Secretary of the Department of Homeland Security to prescribe regulations for tendering cadet appointments. To facilitate the administration of the appointment process, the Superintendent, U. S. Coast Guard Academy is authorized to tender appointments as Cadet, U. S. Coast Guard.

2-1-02. Subsequent Appointments. All former cadets who request readmission, except those who voluntarily resigned due to hardship or approved sabbatical, must apply for readmission to the Director of Admissions.

2-1-03. Hardship Readmission.

- a. Former cadets who resigned due to unavoidable hardship, which is subsequently resolved, may be granted readmission. However, the Academy does not guarantee readmission. Cadets should make every effort to resolve hardships without resorting to resignation.
- b. Former cadets who wish to apply for hardship readmission may do so through the Admissions Office in consultation with the Commandant of Cadets. Applications for hardship readmission must be accompanied by proof that:
  1. A hardship existed at the time of resignation and was the primary reason for the resignation; and

2. The hardship has been resolved and will, in all probability, not recur. This proof may be in statements from doctors, family, friends, and clergy or by official records.

2-1-04. Readmission Procedures.

- a. Eligible former cadets may seek readmission to the Academy commencing within two years of their separation. See Chapters Two and Five of the Admissions Organization and Regulations Manual for policy and procedures related to readmission.

2-1-05. Obligation to Serve. When appointed, cadets agree to serve 8 years as Commissioned Officers in the U.S. Coast Guard upon graduation from the Academy, at least the first 5 years of which shall be on active duty. All applicants granted appointments will be required to sign an agreement stating they will fulfill this obligation. Any applicant granted an appointment who is a minor based on the state law of their domicile will be required to obtain the consent of their parent or guardian through their signature on the agreement.

## PART 2

### EXTENDED OPPORTUNITY CADETS

2-2-01. General. Cadets who are not projected to meet commissioning and graduation requirements in the four year program may, in certain cases, be placed in the status of Extended Opportunity cadets.

2-2-02. Extended Opportunity Guidelines.

- a. A cadet who does not appear to be capable of completing all requirements in the normal four years and requires a summer, or one or two additional semesters to complete the program may be offered an extended opportunity. This opportunity may be offered to cadets with a strong record of performance. If this offer by the Superintendent is accepted, the cadet will remain a first class cadet for the additional time required to complete the program.
- b. Cadets who are placed on the extended opportunity program for academics carry forward all credit hours accumulated and grade points earned. Any failing grades received will contribute to this Cumulative Grade Point Average (CGPA). However, the maximum allowable accumulation of F's that otherwise triggers probationary status or a recommendation for disenrollment, shall be reset to zero at the time the extended opportunity offer is accepted.
- c. Extended Opportunity cadets will normally be limited to four courses per semester after being admitted to the extended opportunity program. They will continue to register for four courses in subsequent semesters with the approval

of their Academic Advisors, provided that they are able to do so and still graduate on time.

- d. Extended Opportunity cadets will normally be automatically placed in a probationary status for the performance dimension which triggered their extension (i.e. military, academic, physical fitness). As a default, the cadet will remain in probationary status for the remainder of their cadet career. The cadet may petition, via memorandum, for removal of probationary status through the proper authority.
- e. The Academic Advisor may recommend to the Department Head that extended opportunity cadets be required to repeat one or more courses that were passed with grades of "D".
- f. Extended Opportunity cadets will be ineligible to obtain a car loan with their original class. The cadet must submit a memorandum to the Assistant Commandant of Cadets for approval to obtain the car loan. Final approval will generally be granted when the cadet is within 12 months of graduation.
- g. The Superintendent may, in certain rare cases, place a professionally deficient cadet in the extended opportunity program. A professionally deficient cadet will automatically be placed on Suitability for Service probation and remain in that status until recommended for commissioning by the Commandant of Cadets.
- h. Summer Program: In their fifth summer program, cadets in the extended opportunity program will generally be assigned to seven weeks staff at CGA, and four weeks at an operational unit.
- i. In the academic year, Extended Opportunity cadets will be assigned outside of the Corps of Cadets regimental organization. They will report to the Regimental Officer for accountability and tasking, and will adhere to all standards set forth by these regulations.

### PART 3

#### VOLUNTARY TERMINATION OF CADET APPOINTMENT

##### 2-3-01. Voluntary Resignation of Appointment.

- a. Cadets may request to voluntarily resign their appointments at any time. The Superintendent may accept voluntary resignations of cadets. Once the Superintendent has signed a voluntary resignation request and produced a letter of disenrollment, a cadet will begin processing for separation.



- b. Cadets desiring to resign will do so in writing, on Coast Guard letterhead, to the Superintendent, via the chain of command. Cadets will be referred to the Chief, Cadet Administration (ct-3) for processing. Cadets will be given checkout lists specifying the places they will be required to report to during processing to turn in uniforms, arrange transportation, arrange for shipment of personal effects, pick up health records, settle cadet accounts, etc. Detailed instructions will be provided and questions answered by the Cadet Administration yeoman. During processing, unless otherwise directed, cadets will comply with the routine of the day.
- c. Resigning cadets who desire credit for any of their current semester courses must complete the requirements for all of their courses. Cadets who do not want to complete the final examination requirements must submit their resignation letter to their Company Officer prior to 1500 on Study and Conference Day.
- d. Cadets who are processing out are required to comply with the Regulations for the Corps of Cadets and are still subject to the UCMJ.
- e. In extreme cases, UCMJ action against individuals processing out may be initiated by the Superintendent. Reports of serious discipline problems involving cadets being discharged should be reported to the Commandant of Cadets. Any cadet may be placed on legal hold preventing their voluntary resignation while a UCMJ investigation is conducted.
- f. Resignations tendered by third and fourth class cadets will be accepted by the Superintendent when found to be in the best interest of the Service. First and second class cadet requests for resignation will be addressed later in these regulations.

#### 2-3-02. Hardship Resignations.

- a. The Superintendent may accept the resignation of cadets who resign due to a hardship. A hardship includes situations such as:
  - 1. A cadet must support or care for a family member due to the death or disability of a member of the cadet's family.
  - 2. The cadet's family is undergoing hardships more severe than those normally encountered, and the cadet's presence is necessary to alleviate the situation.
- b. When cadets desire to resign due to a hardship, they shall inform their Company Officer.

- c. Cadets who request to resign due to a hardship and who may wish to apply for readmission at a later date should make that eventuality known to their Company Officer. If circumstances permit, documentation should be made part of the cadet's record prior to termination of cadet status.
- d. There is no implied guarantee that cadets who resign due to personal hardship will be reappointed. Cadets should make every effort to resolve hardships without resorting to resignation. See section 2-1-04 of these regulations for readmission procedures.

2-3-03. Sabbatical Resignation.

- a. The Superintendent may accept the resignation of cadets who resign to pursue an approved sabbatical. Approved sabbaticals may include, but are not limited to, unique opportunities which further a cadet's development within a specific GOLD domain. When cadets desire to resign to pursue an approved sabbatical, they shall inform their Company Officer. Documentation should be made part of the cadet's record prior to termination of cadet status.
- b. There is no implied guarantee that cadets who resign to pursue a sabbatical will be reappointed. The Superintendent will establish guidelines on an individual basis for each approved sabbatical and any future request for readmission. See section 2-1-04 of these regulations for readmission procedures.
- c. The following minimum conditions must be met before a cadet requests a sabbatical:
  - 1. The cadet must not have any active probations (Academic, Conduct, PFE, Rules of the Road, Suitability of Service, Suspended Disenrollment, or weight).
  - 2. The cadet shall have a minimum CGPA of 2.4.
  - 3. The cadet shall submit a plan of study that lays out a proposed course schedule to take effect upon his/her return to the Academy. The plan of study must ensure that the cadet can graduate without overloading or extending. The plan of study will be approved by the cadet's academic advisor, academic department head, and the registrar's office.
  - 4. If offered the opportunity to take a sabbatical, the cadet must contact their company officer or chief via phone or email every four months to provide an opportunity for informal mentoring.

PART 4

## INVOLUNTARY TERMINATION OF CADET APPOINTMENT

### 2-4-01. Action of Superintendent - General.

- a. The Superintendent has the authority to terminate the appointment of a cadet and normally does so upon a recommendation from an Executive Board, the Dean of Academics, the Commandant of Cadets, Chief Medical Officer, or the Director of Health and Physical Education.
- b. The Superintendent may effect a separation and characterize a discharge as either Honorable or General as circumstances dictate and in accordance with the Coast Guard Personnel Manual. The actual separation code that will be listed on the form DD-214 shall be included in the disenrollment letter from the Superintendent to the cadet.
- c. The Superintendent may suspend a cadet for a term of up to one year for any reason that would otherwise justify termination of appointment or disenrollment. Suspensions can be voluntary or involuntary. The Superintendent will establish the conditions for reintegration into the Corps of Cadets. The suspension may be vacated at any time at the discretion of the Superintendent.
- d. Cadets will normally be afforded due process in the form of a hearing before the Superintendent makes a decision to terminate a cadet's appointment. The hearing may be achieved by a personal appearance before the Superintendent, an Executive Board, a Suitability for Service Hearing, a Commandant of Cadets Class I Hearing or a Cadet Honor Board. The due process hearing is not required before the Superintendent takes action to disenroll a cadet whenever the cadet fails to maintain published minimum standards (e. g. academic average, physical fitness score, medical standards, excessive demerits, body weight, marriage, pregnancy, etc.). In these cases, the Superintendent will examine the record and effect the disenrollment by letter if, in the Superintendent's opinion, the cadet does not meet the retention standards of the Academy.
- e. Whenever disenrollment is directed due to conduct reasons or violations of our Core Values, the cadet may be placed in a conduct deficiency status until final action is taken by the Superintendent and/or Commandant. See Chapter 4, Paragraph 4-4-05 of these regulations for a definition of Conduct Deficiency.
- f. In cases where disenrollment is directed for serious conduct offenses, such as the use of drugs or controlled substances, the cadet may be immediately separated from the Corps pending the outcome of any investigation, hearings, or appeal to the Commandant. The Superintendent may also separate cadets from the Corps pending criminal investigation.

2-4-02. Recommendations for Disenrollment. A cadet may be recommended for disenrollment or termination of cadet status for failure to maintain standards or adhere to regulations in the following areas:

- a. Academics.
- b. Suitability for Service.
- c. Medical Standards.
- d. Physical Fitness and Swimming Deficiencies.

2-4-03. Academic Deficiencies.

- a. At the end of each semester, the Dean of Academics will compile a list of cadets who should have their academic records reviewed. Poor academic performance is the criteria for this review of the cadet's academic record. The Dean will provide a recommendation for all cadets under review.
- b. The Academic Review Process is advisory in nature and is called at the order of the Superintendent. In addition to the Superintendent, Assistant Superintendent, Dean of Academics, Commandant of Cadets, Director of Athletics, Director of Admissions, Director of Academic Advising, and Associate Registrar will review the entire record of the cadet whose performance is being reviewed. The recorder for this process is the Director of Academic Advising.
- c. The Review Process will normally be convened shortly after grades are available at the end of the academic term.
- d. The Registrar will provide academic records, and the Director of Academic Advising will collect and provide the Academic Advising folders for cadets being reviewed by the Academic Review Process.
- e. The Academic Review Process will convene, consider carefully the information before it, consider the recommended actions, and vote to accept the recommended actions or amend them.
- f. Based on the discussion and vote on the recommended actions, the Superintendent will make a determination regarding any changes to a cadet's academic status.
- g. For minor actions, such as the cadet being placed on Academic Probation, the Director of Academic Advising will notify the Academic Advisor, who will notify the cadet.

- h. For cadets recommended for disenrollment or extended opportunity, the Dean of Academics will draft a letter to the cadet notifying the cadet of this action. The Commandant of Cadets will deliver the letter to the cadet. The Director of Academic Advising will notify the Advisor of the action.
- i. For cadets who appeal to Commandant (CG-1), the Dean of Academics will draft a forwarding letter for the Superintendent's signature.
- j. The process may be extended to consider any appeals to Commandant (CG-1). The Superintendent may grant the appeal, based on new information, or reaffirm the initial action.

2-4-04. Suitability for Service Deficiencies.

- a. When a cadet is referred to the Superintendent for Unsuitability for Service with a recommendation for disenrollment, the Superintendent will take one or more of the following actions:
  - 1. Disenroll the cadet;
  - 2. Place the cadet on Suitability for Service Probation (for conduct, adaptability, performance, weight, etc.);
  - 3. Award the cadet specific penalties;
  - 4. Remand the cadet to the Commandant of Cadets for appropriate punishment;
  - 5. Retain the cadet;
  - 6. Convene an Executive Board to advise the Superintendent of a proposed course of action.
  - 7. Recommend to the Commandant that the cadet be summarily dismissed.
- b. The following are specific areas for which cadets may be disenrolled due to Unsuitability for Service:
  - 1. Conduct. Cadets involved in one or more specific instance(s) of misconduct serious enough to warrant disenrollment or those who have exceeded the maximum permissible number of demerits for a conduct year will be examined for disenrollment.
  - 2. Military Performance.

3. Adaptability.
4. Military Performance Index: Cadets who have a poor score or repeated low scores on the Military Performance Index (MPI) will be referred to a Suitability Hearing and may be disenrolled.
5. Weight Standards.
6. Fitness or Swimming.
7. Paternity/Maternity/Pregnancy. A cadet may not have any maternal or paternal obligation or responsibility at the time of appointment nor while enrolled as a cadet. Pregnancy past fourteen (14) weeks will be considered an obligation and will be applicable to both prospective parents. A cadet who incurs a maternal or paternal obligation may resign, be disenrolled, or may apply for a hardship resignation to return upon resolution of parental responsibilities.
8. Marriage. A cadet must not be married at the time of appointment and must have no legal obligation as a result of any prior marriage. A cadet who marries is disqualified from continuing as a cadet and shall be disenrolled.
9. Substance Abuse. Any cadet using or possessing narcotics, dangerous drugs, marijuana or associated paraphernalia will be disenrolled.

#### 2-4-05. Medical Standards Deficiencies.

- a. Cadets who fail to pass the initial entry medical examination shall be referred to the Superintendent for action.
- b. Chapter 3 of these regulations contains the required action when, at times other than involving the initial entry medical examination, a cadet does not meet the medical standards for a cadet or to be commissioned in the Coast Guard.
- c. A cadet failing to meet their maximum allowable weight due to a documented medical problem will be classified as having a medical deficiency vice a Suitability for Service deficiency.

#### 2-4-06. Appeal Procedures.

- a. The Superintendent gives cadets recommended to him for disenrollment the opportunity to submit a letter to him outlining extenuating or mitigating circumstances for their misconduct / deficiency or reasons why they should be permitted to remain as a cadet. Cadets are normally given five working days

from the date of notification of the recommendation for disenrollment to submit this letter. Letters of recommendation from faculty, staff and coaches in support of cadets being recommended for disenrollment are appropriate as they provide pertinent information that will assist the Superintendent in making his decision. The following guidelines for submission of these letters apply:

1. Letters of recommendation supporting retention of a cadet will only be accepted from Academy faculty, staff, or coaches.
  2. Faculty, staff, and coaches shall address all letters of recommendation in support of cadet letters to the Superintendent via the Commandant of Cadets. In order for letters of recommendation to be included in the case package, they must be received prior to the Superintendent's review.
  3. Letters of recommendation, original or copy, shall not be given directly to the cadet. They must be forwarded via the appropriate chain of command.
  4. Cadet letters of recommendation in support of other cadets being involuntarily disenrolled will not normally be accepted. The Superintendent may, however, entertain command positions on subordinate underclass cadets within the same chain of command. Cadet letters of recommendation must be submitted to the Superintendent via the Commandant of Cadets.
  5. In no case shall any Academy personnel communicate directly to Commandant offering opinion on a disenrollment decision, or anyone else.
- b. A decision by the Superintendent to disenroll a cadet may be appealed in five working days of the cadet's receipt of the decision. A written appeal of a Superintendent's decision must be submitted to the Commandant of Cadets for processing and will be addressed to Commandant (CG-1) via the Superintendent.
- c. Once the decision to recommend a cadet for disenrollment or to disenroll a cadet has been made, certain circumstances may allow for that cadet to request resignation in lieu of disenrollment. This request may be accepted or not accepted by the Superintendent. If, however, the cadet receives disenrollment notification and decides to appeal the Superintendent's decision to disenroll, that cadet's right to request resignation in lieu of disenrollment is waived once the cadet has started the appeal process.
- d. The appeal letter should contain information of the following nature for consideration by the Superintendent and the Commandant:

1. Extenuating circumstances which would explain the cadet's deficiency and justify continuance of the cadet.
  2. Examples of exemplary performance, academic excellence, or other achievement which would justify continuance of the cadet.
- e. Letters of recommendation from Coast Guard Academy personnel will not be included with the appeal letter as the Superintendent has already considered that information in making the disenrollment decision.
  - f. The Superintendent may reconsider previous action based on the appeal and modify previous decisions. Otherwise, the Superintendent shall forward the appeal to Commandant (CG-1) for final action.
  - g. The Superintendent's action is final in matters regarding the failure to pass the initial physical fitness exam and the entry physical. This is a summary action not subject to appeal.
  - h. Cadets who appeal to the Commandant shall take a medical examination (required for termination of cadet status, should the appeal be denied).
  - i. After the appeal process has commenced, a cadet may wish to voluntarily rescind their appeal of disenrollment and accept disenrollment. In order to do this, a cadet must state in writing the reason for rescinding their appeal, make clear that the rescission is voluntary and declare acknowledgement that the previously routed appeal package is negated. The rescission statement shall be routed immediately to the appeal authority (CG-1) via the chain of command.

2-4-07. Final Action on Appeals. Final action from the Commandant may be either disenrollment or retention. The Superintendent will notify the cadet, via the Commandant of Cadets, of the Commandant's action, and indicate the time of disenrollment and termination of cadet status. Normally, separation from service will occur within three working days of official notification of disenrollment.

2-4-08. Leave without Pay. The Superintendent may order a cadet on involuntary leave without pay for any good cause. Subsequent reinstatement will not entitle the cadet to pay for the period of involuntary leave.

## PART 5

### CONSCIENTIOUS OBJECTORS

2-5-01. Authority. The Commandant may grant Conscientious Objector status to cadets.

2-5-02. Procedure.



- a. Cadets may apply for Conscientious Objector status in accordance with current Coast Guard policy.
- b. Cadets granted conscientious objector status are not able, by virtue of that status, to complete the course of instruction and required military training since they declare that they cannot, or will not, participate in the full range of duties expected of a cadet or an officer.
- c. Cadets granted Conscientious Objector status shall be disenrolled and their cadet status terminated.
- d. After applying for Conscientious Objector status, cadets will be required to participate in all military functions and fulfill all military and academic obligations until such time as Conscientious Objector status is granted.

## PART 6

### STATUS UPON TERMINATION OF CADET APPOINTMENT

2-6-01. Commissioning in Regular Coast Guard. Each cadet, with the exception of international cadets, who will be awarded the Bachelor of Science degree and whose character, general fitness, and physical condition are satisfactory, shall be recommended to the Commandant for a commission as Ensign in the United States Coast Guard.

2-6-02. Required Active Duty Obligation.

- a. Cadets who complete the course of instruction and are tendered an appointment as a commissioned officer will be required to serve a period of eight years, of which at least five years will be on active duty.
- b. Cadets who complete the course of instruction and are qualified to accept a commission but do not do so will be processed in accordance with 14 USC 182.

2-6-03. Assignment to Armed Forces. When a cadet's appointment is terminated either voluntarily or involuntarily, one of the following actions will normally be completed depending on the cadet's status prior to accepting an appointment and the length of time the cadet appointment was held:

- a. Third and Fourth Class cadets:
  1. A cadet who accepted a cadet appointment without any prior obligation to the Armed Forces of the U. S. who either resigns or is disenrolled will be discharged from active service with no military obligation.

2. Cadets who entered the Academy as a member of the Coast Guard or Coast Guard Reserve will revert to their prior status and complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.
  3. Cadets who entered the Academy from another Armed Force will revert to their prior status and be transferred to their former branch of Service to complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.
- b. First and Second Class Cadets:
1. Cadets who entered the Academy with an obligation to serve in any branch of the Armed Forces of the U. S. will revert to their prior status and be transferred to their former branch of Service to complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.
  2. First and second class cadets who accepted an appointment without any prior obligation to the Armed Forces of the U.S. who resign or who are disenrolled or summarily dismissed will be transferred to the "Individual Ready Reserve (RJ)" in the rating of Boatswain's Mate third class (Seaman, if disenrolled for Suitability for Service reasons), for a period of service equal to their service as a cadet.
- c. In special cases, when the Superintendent determines that a cadet's Suitability for Service is not acceptable for any type of military service, he may recommend to the Commandant that the cadet be given no reserve commitment or obligation.

#### 2-6-04. Requests for Active Duty.

- a. Any cadet whose appointment is terminated before completion of the course of instruction who was tendered a cadet appointment without any preexisting obligation to the armed forces of the U.S. may request from Commandant (CG-1) an extended active duty agreement for up to 4 years as a Coast Guard reservist. Normally, the appropriate ratings for the individual making such a request are:
  1. Cadet First Class – BM3
  2. Cadet Second Class - BM3
  3. Cadet Third Class – SNBM

4. Cadet Fourth Class – SA
  - b. The letter request for an active duty contract must be submitted via the Superintendent within five working days of either notification of disenrollment or acceptance of the decision of an individual to be removed from cadet status. The request must be for a specific term of duty for any number of full years not exceeding 4 years from the expected date of enlistment and contain an acknowledgment of the pay grade and rating in which the individual is to be enlisted in the Coast Guard Reserve.

## **CHAPTER 3**

### **PERFORMANCE STANDARDS**

#### **PART 1 GENERAL**

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- [3-1-02 Seasons of Participation and Eligibility](#)

#### **PART 2 ACADEMIC SYSTEM**

- Article      [3-2-01 Academic Probation Standards](#)
- [3-2-02 Academic Year](#)
- [3-2-03 Course of Instruction](#)
- [3-2-04 Examinations and Homework](#)
- [3-2-05 Extra Instruction](#)
- [3-2-06 Validation and Honors Placement](#)
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#### **PART 3 MILITARY PERFORMANCE STANDARDS**

- Article      [3-3-01 Military Probation Standards](#)
- [3-3-02 Adaptive Skills](#)
- [3-3-03 Military Precedence Average \(MPA\)](#)

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[3-3-05 Professional Competency Standards](#)

#### [PART 4 PHYSICAL FITNESS SYSTEM](#)

Article [3-4-01 Physical Fitness Standards](#)

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#### [PART 5 SWIMMING STANDARDS](#)

Article [3-5-01 General](#)

[3-5-02 Swimming Requirements](#)

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#### [PART 6 MEDICAL STANDARDS](#)

Article [3-6-01 General](#)

#### [PART 7 WEIGHT STANDARDS](#)

Article [3-7-01 Weight Standards/Weight Management Program](#)

#### [PART 1](#)

##### GENERAL

3-1-01. [General.](#)

- a. Coast Guard officers serve in a wide range of duties and the Academy must ensure each graduate is suited to meet the needs of the Service. The standards which cadets must maintain in order to graduate and receive commissions as Ensigns in the U. S. Coast Guard are described in this chapter.

- b. Cadets are select individuals chosen to attend the Academy because they have demonstrated exceptional academic, physical and leadership qualities. The Academy standards contained herein only discuss minimum standards.
- c. Cadets are expected to strive for the highest possible level in performance in all areas and never be content with meeting the "minimum."
- d. Those cadets receiving a Bachelor of Science degree and successfully completing the Commandant of Cadet's military program, with the exception of international cadets, whose character, general fitness, and physical condition are satisfactory, shall be recommended to the Commandant for a commission as Ensign in the United States Coast Guard. Those cadets who fail to meet commissioning requirements will be referred to a Suitability for Service Hearing or an Executive Board for appropriate action.

3-1-02. Participation And Eligibility. In addition to the requirements of this chapter, cadets must participate in sporting events or activities.

- a. Definition. Cadet athletic and extracurricular activities fall into three general categories:
  - 1. Intercollegiate Athletics
  - 2. Intercompany and Club Sports
  - 3. Cadet Activities
- b. Purpose. Cadet athletic and extracurricular activities are, in general, provided to support the Corps of Cadets. They are also intended to provide cadets with:
  - 1. Diversions from the rigorous academic program.
  - 2. Programs where cadets may develop and use their special talents.
  - 3. Organized sports programs at the intercollegiate, club, and intercompany (intramural) levels.
  - 4. Social activities.
  - 5. Group interactions outside of the barracks environment.
  - 6. Activities which develop a spirit of public service.
- c. Requirements.

1. Cadets must participate in at least two seasons of an athletic activity, which include: NCAA sanctioned sports, club sports (rugby, hockey, lacrosse, etc.), Inter-Company sports, Windjammers and other qualified performance groups, and other athletic activities approved by the Assistant Commandant of Cadets. NCAA and Club sports will be given 1 sports season credit based on the season in which they fall. (See below matrix for these sports)

FALL

VARSAITY

CLUB

(m) cross country	(m) rugby
(w) cross country	(w) rugby
Football	(co-ed) water polo
(m) soccer	Windjammers
(w) soccer	(m) boxing
Volleyball	(w) boxing
(w) crew	
(m) crew	
Sailing	
(m) tennis	

WINTER

VARSAITY

CLUB

(m) basketball	Ice Hockey
(w) basketball	Volleyball
Rifle	
Pistol	
(w) indoor track	
(m) indoor track	
(m) swimming (and diving)	
(w) swimming (and diving)	
Wrestling	

SPRING

VARSAITY

CLUB

Baseball	(w) Lacrosse
Softball	(m) Lacrosse
(m) outdoor track	(co-ed) water polo
(w) outdoor track	
(m) crew	
(w) crew	
Sailing	
(m) tennis	

2. Additionally, cadets may participate in activities above their sporting requirements.
3. Cadets must participate in at least eight hours of institutional service per academic semester.

d. Authority and Responsibility

1. General. Cadet athletic and extracurricular activities are established in support of the training mission of the Academy. The authority and responsibility for administering these activities lies, to various degrees, with the Commandant of Cadets, Dean of Academics and Director of Athletics.
2. Director of Athletics. The Director of Athletics is responsible for all phases of the intercollegiate athletics program. The Director of Athletics will ensure that all athletic excusal requests for intercollegiate sports teams are submitted through the Electronic Excusal System to the Assistant Commandant of Cadets.
  - (a) General. The intercollegiate athletics program at the Academy is the responsibility of the Director of Athletics under the direction of the Superintendent.
  - (b) Intercollegiate Sports Teams. Intercollegiate sports teams, both varsity and junior varsity, are listed in the Athletic Association's bylaws.
  - (c) Length of Sports Seasons.
    - (1) The year is divided into three seasons for purposes of intercollegiate athletic competition. Organized practice in each sport will be held as listed below:
      - (i) Fall Season. Ten days prior to the first scheduled class in the fall through the third Saturday of November.
      - (ii) Winter Season. October 15th through the first Saturday in March.
      - (iii) Spring Season. February 1st through the fourth Saturday in May.
    - (2) Specific seasons will be extended to allow participation in national, regional or sectional post season championships.

Only those cadets who are likely to participate in these events will be kept on the squad during an extension.

- (3) Post Season Championships will be scheduled and approved following regular season intercollegiate athletic scheduling procedures.

3. Dean of Academics. The Dean of Academics is responsible for administering those cadet professional societies and activity groups directly related to the academic program at the Academy. Academic clubs need not be chartered annually; however, the Dean of Academics will provide the Commandant of Cadets with membership rosters and advisors' names after the start of the Fall Term. The Dean of Academics is the approving authority for lectures and seminars sponsored by the academic departments.

## PART 2

### ACADEMIC PERFORMANCE STANDARDS

#### 3-2-01. Academic Performance Standards

a. General.

1. Cadets are expected to meet the high standards of the Academy and the Officer Corps.
2. Academic problems must be identified as early as possible in order to maximize the chances of recovery. The Registrar issues grade reports at the end of each semester. Any cadet whose performance is in the Academic Probation category (as defined in this chapter of these regulations) is required to maintain a regular schedule of consultations with their Academic Advisor. Every cadet shall notify their academic advisor as soon as there is an indication that corrective action is needed. Failure to take advantage of the extensive network of support services available at the Academy may, in fact, provide sufficient justification for the Superintendent to decide for disenrollment.
3. At the end of each academic semester, the records of all cadets in Academic Probation status or whose performance indicates that they are at risk will be reviewed by the Dean. Depending upon individual circumstances, a cadet may be directed to reduce participation in sports or extracurricular activities until the probationary or risk status has been removed.

b. Degree and Graduation Requirements.



1. The following are required for the degree of Bachelor of Science and a commission:
  - (a) Pass or validate every course in the core curriculum.
  - (b) Pass at least 37 courses of 3.00 credits or greater.
  - (c) Complete the academic requirements for one of the majors as specified in the official Catalog of Courses.
  - (d) Attain an average of at least a 2.00 in all required upper division courses in the major, as specified in the official Catalog of Courses. This average includes Fs earned and the grades when courses are retaken. Under normal circumstances, these courses consist of those taken to fulfill major requirements after formal admission to the major.
  - (e) Attain a Cumulative Grade Point Average of at least a 2.00.
  - (f) Be in residence at the Academy for at least four academic years.
  - (g) Complete successfully all required portions of the physical education program including meeting minimum swimming and physical fitness standards.
  - (h) Meet all military performance standards, demonstrating all aspects of personal and professional development necessary to serve as Ensigns in the United States Coast Guard, unless a commission will not be offered due to a medical disqualification.
  - (i) International cadets must meet the same standards of personal and professional development as all other graduates, notwithstanding that they are not entitled to appointment in the U.S. Coast Guard.
2. The Superintendent confers the degree of Bachelor of Science on those cadets in good standing who have met these requirements of revisions published since matriculation.

c. Formal Acceptance into the Major.

1. **Deadlines/Standards.** Every cadet must be accepted formally into a major program by the beginning of the second class academic year. Each academic department will publish the criteria for acceptance into the major(s) they administer. The course catalog contains criteria for acceptance into each academic major.

2. **Special Circumstances:** A cadet who fails to gain departmental acceptance into their chosen major may be granted provisional acceptance by the academic Department Head, with a specific plan for meeting the academic requirements of the major. A cadet who ultimately fails to gain acceptance to any academic major will be disenrolled.
- d. **Computation of Grade Point Averages.** All courses taken for academic credit at the Coast Guard Academy or courses taken while a cadet, including Connecticut College and Service Exchange program classes, will be counted toward the term and cumulative grade point averages. Courses validated or transferred from another institution are listed on the transcript, but are not included in computations of grade point averages.
  - e. **Academic Performance Review.** As part of the normal advising process, the academic record of every cadet is reviewed by his or her academic advisor at the end of each semester to assess the level of performance and identify any potential problems. The Dean of Academics reviews the academic records of cadets in academic difficulty. Those who appear to be in danger of failing to meet the graduation requirements will be referred to the Academic Review Board.
  - f. **Failing Grades.** Cadets who earn multiple failing grades may trigger certain automatic criteria that result in mandatory actions. These are:
    1. Any cadet who receives 2 F's in one semester or who accumulates a total of 3 F's will be automatically placed on Academic Probation.
    2. Any 4/c cadet who receives 3 F's in the Fall Semester will be referred to the Superintendent with a recommendation for disenrollment.
    3. Any cadet who reaches a cumulative total of 4 or more F's will be referred to the Superintendent with a recommendation for disenrollment.
  - g. **Academic Status.**
    1. **Good Standing.** A cadet whose academic performance indicates that he or she will fulfill all of the graduation requirements on schedule is said to be in Good Standing.
    2. **Academic Probation.** Cadets are normally placed on academic probation at the end of a semester if they meet any of the following criteria:
      - (a) TGPA < 2.00
      - (b) CGPA < 2.00

- (c) Average in required upper division courses in the major < 2.00
  - (d) Two Fs in one semester or a total of 3 Fs accumulated overall
  - (e) Cadets may also be placed on academic probation by the Dean of Academics in consultation with Academic Advisors and Department Heads for other reasons.
3. A cadet who is placed on Academic Probation is subject to restrictions imposed by the Dean of Academics and the Commandant of Cadets. In addition, cadets on probation will attend a schedule of mandatory consultations with the Academic Advisor. Each individual case will be reviewed to determine if restrictions should be placed on participation in sports or extracurricular activities. However, a cadet on Academic Probation who earns a term GPA of 2.50 or greater for one semester or of 2.00 or greater for two successive semesters (exclusive of summer school) may petition the Dean to be removed from probationary status, provided they no longer meet the academic criteria for academic probation as outlined above. Extended opportunity cadets normally remain on Academic Probation status until graduation. Petitions for removal from probationary status should be sent to the Dean of Academics via the following individuals:
- (a) Academic Advisor
  - (b) Company Officer
  - (c) Major Department Head
  - (d) Director of Advising
4. **Extended Opportunity.** When exceptional circumstances exist, the Superintendent may elect to offer a cadet an extended opportunity in lieu of disenrollment. This option is usually reserved for those cadets who have been strong performers militarily, but who have encountered academic difficulties. Any cadet in the extended opportunity program is automatically placed on Academic Probation. Cadets on extended opportunity may petition the Dean for removal from Academic Probation.
- h. Advance Standing CGPA. A cadet who is disenrolled from the Academy is separated permanently, unless he or she applies at a later date and is readmitted. In the case of readmission with advanced standing, all courses taken previously are included in computations of the cumulative grade point average. For the purpose of determining eligibility for academic probation or

disenrollment, however, the number of F's received prior to the readmission are excluded for counting purposes related to section 3-2-01-f.(3).

- i. Applicability of Standards and Rules. Any cadet who is either assigned to a new class or readmitted to the Academy is subject to the academic rules and regulations that apply to the new class to which he or she is assigned.

### 3-2-02. Academic Year

- a. Academic Calendar.
  1. The Academic Year is divided into three terms: Fall Semester, Spring Semester, and the summer term.
  2. The Fall Semester starts when prescribed by the Superintendent and continues for approximately fifteen weeks of classes, and approximately one week of examinations, to end before the Christmas leave period.
  3. The Spring Semester starts after the intersessional administrative period, and continues for approximately fifteen weeks of classes, and approximately one week of examinations.
  4. Classes and exercises are suspended on days officially designated as Federal holidays.
- b. Schedules. Prior to the beginning of each Semester, the Dean shall publish to the Corps of Cadets the schedule of classes. Class meeting times will be in accordance with the Cadet Daily Routine.
- c. Cadet Responsibility.
  1. Cadets are responsible for their own academic programs, for their performance in that program, and for knowing the requirements of their major and graduation.
  2. Cadets are responsible for keeping their academic advisors and company officers informed of any academic difficulties they are experiencing.
  3. At a minimum, all cadets will contact their advisors under the following situations:
    - (a) Two days prior to the start of classes for any program changes (Add/Drops).
    - (b) At mid-semester to receive counsel on mid-semester grades.

- (c) At registration. This period will be announced in the Cadet Plan of the Day.
  - (d) Prior to the start of the next semester's classes to review final grades and discuss academic goals for the new semester.
4. Cadets are encouraged to contact their advisors and meet with them often. The above paragraph in no way means to restrict the meeting of cadet advisees with advisors, but rather to state the minimum contacts. Some cadets may be directed to meet with their advisors more frequently.
  5. Class Attendance: Section lists containing the names of cadets officially assigned to the courses and sections are available to the faculty at the beginning of each semester via the Registrar's web site. Cadets are required to attend the specific lectures, laboratories, tests and review sessions to which they have been assigned. Cadets must inform instructors in advance of any authorized absences.

3-2-03 Course of Instruction

- a. Grading System. The following grading system is in effect:

<i><b>Grade</b></i>	<i><b>Quality Points</b></i>	<i><b>Description</b></i>
H	4.00	Honors Quality
A	4.00	Excellent Quality
A-	3.70	Extremely Good Quality
B+	3.30	Very Good Quality
B	3.00	Good Quality
B-	2.70	Highly Satisfactory Quality
C+	2.30	Very Satisfactory Quality
C	2.00	Satisfactory Quality
C-	1.70	Barely Satisfactory Quality
D	1.00	Barely Passing
F	0.00	Failure of Course
I	0.00	Incomplete
W	0.00	Withdrawal from Course
Z	0.00	Audit of Course
V	0.00	Validation Credit
S	0.00	Satisfactory
U	0.00	Unsatisfactory

- b. Assignment of Grades. The sole responsibility for the assignment of grades rests with the faculty. Any questions about specific criteria or grading judgments must be addressed to the faculty member who assigns the grade. In particular, cadets who encounter circumstances that might justify the assignment of incomplete grades must ensure that the faculty members

concerned are informed of the circumstances in time to avoid the automatic assignment of failing grades.

c. Definition of Academic Averages.

1. TGPA - Term Grade Point Average is determined by first multiplying the credit hours for each course by the quality points of the assigned grade, adding together the resulting numbers for all of the courses taken during the term, and then dividing by the total number of credit hours carried during that semester. The TGPA is used to determine eligibility for the Dean's and Regimental Commander's Lists.
2. CGPA - Cumulative Grade Point Average is based on all course work completed since the first date of attendance at the Academy. The CGPA is used to determine academic class rank and may be a criterion for selection to certain post graduate opportunities.

d. Academic Course Load.

1. A cadet must register for no fewer than five regular academic courses each semester plus Physical Education as required, unless directed differently by the Superintendent via the Dean of Academics. For example, Extended Opportunity status is directed by the Superintendent and requires a cadet to follow a particular program of study.
2. Cadets on extended opportunity are required to follow the course load outlined in their extended opportunity contract. Normally such cadets are reduced to four academic courses of three or more credits per course. Under no circumstances may a cadet deviate from the course load specified in the extended opportunity contract without written approval from the Dean of Academics who may approve such changes on behalf of the Superintendent. A memo requesting a deviation from the contractual course load should be sent to the Dean via the cadet's Academic Advisor and Department Head. If the Dean approves the deviation, the cadet will ensure an action copy is sent to the Registrar and the Director of Academic Advising.
3. A cadet on Academic Probation, but not on Extended Opportunity, who desires to take an academic overload, or any cadet not on Extended Opportunity who requires an academic overload in order to meet graduation requirements, must submit a memo requesting an increase in her/his academic load to the Dean via the cadet's Academic Advisor and Department Head. If the Dean approves the overload, the cadet will ensure an action copy is sent to the Registrar and the Director of Academic Advising. This memo must be submitted prior to the beginning of the semester in which the overload will take place.

4. Cadets who have achieved third class standing or higher with a demonstrated record of academic success may be allowed to carry an academic overload of more than five courses. The primary purpose of making this option available is to allow deserving cadets the opportunity to enrich their academic programs through elective courses. A cadet in good academic standing interested in an academic overload must submit a memo, requesting an increase in the academic load from five to six courses, to the Department Head via the cadet's Academic Advisor. If the Department Head approves the overload, the cadet will ensure an action copy is sent to the Registrar. This memo must be submitted prior to the beginning of the semester for which the overload will take place.
5. Cadets who withdraw from an overload course or resign prior to 1600 hours on Study and Conference Day will be assigned a "W" for the dropped course or to all courses in the event of a resignation prior to the beginning of final exams. Cadets must complete the published course requirements, including scheduled final exams, for all remaining courses.

#### 3-2-04 Examinations and Homework

a. Examinations.

1. Cadets will only bring those materials into an exam that are authorized by their instructor.
2. Cadets who are unable to take examinations because of illness or other cause beyond their control must inform their instructor immediately and will, when practicable, be given an equivalent examination on their return to duty.

b. Final Semester Examinations.

1. Final semester examinations will be scheduled by the Dean of Academics.
2. Cadets must complete the final examination requirements for all their courses; however, they may be exempted from a final examination according to the policies set forth by the course instructor, consistent with departmental policy, and only with the express consent of the instructor.

c. Homework. Cadets have a responsibility to meet the academic requirements established for each course. Homework is an integral part of the learning process. The faculty will set homework policy for each course.

#### 3-2-05 Extra Instruction

a. Academic Assistance.

1. The time from 1540 to 1630 on class days and any other mutually available time is available to all cadets who need academic assistance from faculty members. Cadets are highly encouraged to make appointments with instructors for extra help. The use of this assistance period takes priority over all regularly scheduled activities except military reviews. Cadets seeking assistance shall advise their coach or activity director, as appropriate, if practice or activity time is to be missed.
2. Cadets receiving a D or F at midterm in any subject are urged to consult with their instructor once a week until such time as the instructor feels their level of performance is satisfactory.
3. Cadets whose midterm advisory grades indicate that they will be subject to disenrollment or Academic Probation are required to maintain a regular schedule of consultations with their academic advisors.
4. Faculty members may prescribe mandatory attendance for academically deficient cadets at special instruction during the time between 1540 to 1630. In order to provide for consultation with coaches or activity directors who may be affected by the cadet's absence, attendance shall not commence on the day the assignment is made. When use of the time between 1540 to 1630 conflicts with important plans of coaches or activity directors, every attempt shall be made to schedule the cadet for an alternate mutually available time. The time between notification to the cadet and the prescribed attendance time may be used to consult and adjust. In case of non-accommodation, a coach or activity director affected may appeal to the Dean of Academics for intervention.

3-2-06 Validation and Honors Placement

- a. Validation. Course validations are administered by individual academic departments and are consistent with requirements outlined in the catalog of courses.
- b. Honors Placement. The Honors Placement Program allows qualified cadets to reach their highest level of academic achievement by enrolling in the honors (advanced) sections of certain courses. Honors programs are designed and administered by the individual Academic Departments.

3-2-07 Recognition For Superior Performance

- a. General. At the end of the fall and spring semesters, an Honors List recognizing superior performance will be published for Regimental Commander's List and Dean's List.



- b. Regimental Commander's List. Cadets will be named to the Regimental Commander's List if they:
  - 1. Attain a TGPA of at least 2.0, but less than 3.15,
  - 2. Increase TGPA by at least 0.5 over the previous semester's TGPA, and
  - 3. Have not failed any course in that term.
- c. Dean's List. Cadets will be named to the Dean's List if they:
  - 1. Attain a TGPA of 3.15, or higher, while taking at least a normal course load of five academic courses.
  - 2. Have no course grade of D or lower.
- d. Awards and Privileges.
  - 1. Cadets named to the Regimental Commander's List will be awarded a bronze star. A cadet named to the Dean's List will be awarded a gold star. These stars are to be worn on the uniform during the semester succeeding that in which they achieved the designation.
- e. Graduation Honors. Degrees indicating Academic Honors will be issued in the following categories:
  - 1. With high honors - a final CGPA of 3.50 or higher,
  - 2. With honors - a final CGPA of at least 3.15 but less than 3.50.

### 3-2-08 Post Graduate Scholarships

- a. General. Cadets who, by virtue of their superior academic performance, are awarded nationally competitive post graduate scholarships, such as Rhodes, Marshall or Fulbright, will normally be allowed to exercise those scholarships after graduation for a one-year period. Their subsequent assignment will be arranged in the normal assignment process, and will be to an operational unit.
- b. Funding. The Coast Guard will send the officer to Post Graduate School as a Permanent Change of Station under the DUINS program.

## PART 3

### MILITARY SYSTEM

### 3-3-01 Military Performance Standards

#### a. General.

1. The instrument used to gauge growth and assess the potential of cadets militarily is the Military Precedence Index (MPI) which examines specific dimensions of adaptability, performance, and conduct. Periodic evaluations of these areas identify cadets in need of remedial assistance, cadets achieving at a superior level and cadets who are deficient in their development.
2. In the event a cadet becomes deficient and is not considered to be suitable for commissioning, the cadet may be required to appear before a Suitability for Service Hearing to examine the reasons for low performance, to be counseled on ways to improve on their weakness, to be placed on probation (a period of testing and trial to ascertain their fitness to remain at the Academy) or to recommend further review of their performance at a higher level. Poor performance in any one military skill area may also result in a cadet's appearance at a Suitability for Service Hearing.

#### b. Adaptive Skill Standards.

1. Cadets are evaluated on their adaptive skills at the end of each Fall semester through the use of Feedback on Interpersonal Effectiveness (FOIE) evaluations. All CGA 1/c Summer Leadership Internships and 2/c Supervisory positions will utilize an electronic Peer to Peer Feedback survey during the summer training period and have follow up facilitated discussions with Supervisors. See Part 3-3-02 below for particulars of this system.
2. Company Officers may refer cadets who are deficient in adaptive skills to a Suitability for Service Hearing for further review of their adaptive skills. A cadet placed on probation will meet with their company officer and cadet supervisor monthly to evaluate and document the development of their interpersonal and adaptive skills.

#### c. Performance Standards.

1. Cadets are routinely evaluated on their performance of regimental duties, Professional Development and summer program responsibilities and watchstanding abilities. Cadets who perform at an unacceptable level may be referred to a Suitability for Service Hearing or an Executive Board to determine their potential for future service.

2. A cadet placed on probation will meet monthly with their company officer and cadet supervisor to discuss their performance.

d. Conduct Standards.

1. Cadets must be familiar with and obey both the letter and spirit of these Regulations. All personnel assigned to the Academy must be familiar with these regulations.

### 3-3-02 Adaptive Skills

a. General.

1. Adaptive skills are those personal qualities which characterize cadets as leaders and potential officers. Adaptive skills pertain to the interpersonal, communication, social, moral and ethical leadership traits necessary to effectively lead in the service.
2. The Feedback on Interpersonal Effectiveness (FOIE) system allows cadets to provide information to other cadets within their Department on how the cadet is perceived as a member of the team.
3. FOIE system is not an “evaluation” and the feedback will not be a component of MPI. However, the feedback will be used by supervisors to assess each cadet’s development under the GOLD model.
4. The Summer Peer to Peer Feedback system is designed primarily for individual Cadet development, secondarily to practice the skill of providing and receiving feedback and finally to enhance the overall workplace environment such that cadets have a built in mechanism to provide their peers with candid feedback.
5. Similar to FOIE, the Summer Peer to Peer Feedback system is not a leadership “evaluation” and the information will not be a component of MPI. However, the information may be used by supervisors to assess each cadet’s development under the GOLD model.

b. System Components.

1. An electronic feedback system will provide individual cadets with information on how their supervisors, peers and subordinates rate their interpersonal skills. This information will be accessible only to supervisors for use during counseling meetings.
2. Cadets will be provided with a link to a survey that will be required once a year, each Fall semester. Fourth, third, and second class cadets will

provide input on peers and supervisors within the department. First class cadets Executive Officer and below, will provide input on all their peers within the company, and their Company Commander (CC). Company Commanders shall provide input on their peer CC's, and all Regimental Staff. Regimental Staff shall provide input on all CC's and Regimental Staff.

3. During the summer training program, 1/c and 2/c cadets will be provided with a link to a Peer to Peer Feedback survey that will be completed with tailored instructions from Cadet Training and Foxtrot Company Officer. The Summer Peer to Peer Feedback system will allow 2/c cadets to provide feedback to other cadets within their company participating in the same leadership program (AIM, Swab Summer, etc.). For 1/c cadets, the system is used to enable 1/c peers to provide feedback across companies tailored by position (Regimental Staff, Company Commanders, Swab Summer Operations, AIM Operations, etc.).

### 3-3-03 Military Precedence Average (MPA)

#### a. General.

1. The Military Precedence Average (MPA) determines the military precedence within a class and the order in which a cadet's name will be placed on the Active Duty Promotion List (ADPL) in the Register of Officers (COMDTINST M1427. 1 series) after commissioning. The MPA is calculated using the cadet's academic performance (CGPA), suitability for service performance (CMPI), and the Physical Development Competencies (PDC). It results in a list which rank orders each cadet in a class for determining seniority and identifying the "senior cadet". The Military Precedence Average will be determined by the following formula:

$$\text{MPA} = .70 (\text{CGPA}) + .25 (\text{CMPI}) + .05 (\text{PDC})$$

2. Calculation of a cadet's CGPA is described in detail in these regulations while a description of the CMPI computation is contained in this chapter.
3. MPA will be calculated at the end of the Fall and Spring Semesters.

### 3-3-04 Military Precedence Index (MPI)

#### a. General.

1. The Military Precedence Index (MPI) is a numeric measure of a cadet's military performance. It evaluates performance in the cadet regiment, their aptitude for developing military character, their ability to adhere to

the rules of conduct and their general contribution to the Academy environment.

2. MPI serves to identify high and low performers and provide cadets feedback on their military performance as compared to the Academy's standards. The MPI also enables the Academy to better assess the personal strengths and weaknesses of cadets and to identify specific cadet developmental needs.
3. Cadets who consistently rank high on MPI, or any subset thereof, may expect to be assigned important regimental duties in their second and first class year.

b. Computation.

1. MPI is computed at the end of each term.
2. MPI is based on a point system (100 points are possible for each semester and each summer term). Each year's MPI is weighted according to a cadet's progression through the military and training program. The following table indicates the percentage weight for each term in the cumulative MPI.

	<u>TERM</u>	<u>CUM</u>
4/c summer	2%	2%
Each 4/c fall/spring	4%	10%
3/c summer	10%	20%
Each 3/c fall/spring	5%	30%
2/c summer	10%	40%
Each 2/c fall/spring	7.5%	55%
1/c summer	15%	70%
Each 1/c fall/spring	15%	100%

3. MPI in the fall and spring term is computed as follows, as recorded on the Cadet Performance Evaluation:

Elements of the Performance Evaluation	Maximum Score
Performance Dimensions	70 points
Semester Conduct	15 points
AQQ (Fall), AQE (Spring), O-PME (1/c only)	15 points

4. Cadets who fail to complete their annual athletic activity requirement will lose ten points on their Spring CER. Cadets who fail to complete their semester Institutional Service requirement will lose five points on their CER for the semester in which the requirement is not met.

5. Summer term MPI is computed as follows:

**1/c cadets:** Cadet Training Branch will hold a summer performance board and will assign the Summer Term MPI based on cadet performance evaluations, afloat qualification and task list completion, and personal conduct. Maximum score for the summer is 100 points.

**2/c Cadets:** Cadet Training Branch will assign the Summer Term MPI after compiling input from the various summer program coordinators. Cadets will start with a score of 40 points, and will receive a 0 (minimal effort), 1 (satisfactory), or 2 (exceptional) for each element of the summer training program. Maximum score for the summer is 100 points. The list of programs and relative weighting is listed below.

Training Program	Multiple of Score
Navigation Rules	3
Cadre Experience (include prep week)	5
Leadership Course	2
Cadet Aviation Training Program	1
Cadre Indoctrination Course	1
Weapons Training	2
Damage Control and Firefighting Course	1
Boat Seamanship	5
Conduct Score	10

**3/c Cadets:** Cadet Training Branch will assign the Summer Term MPI based on cadet performance evaluations designed to measure three areas of performance comprised of evaluations, task list completion, and personal conduct. Maximum score for the summer is 100 points with each area being weighted as follows:

Performance Element	Maximum Score	Summer School Students
EAGLE Evaluation	20 points	40 points
EAGLE Task List	20 points	40 points
Operational Unit Evaluation	20 points	N/A
Operational Unit Task List	20 points	N/A
Personal Conduct	20 points	20 points

**4/c Cadets:** Cadet Branch will assign summer evaluations. All elements will be normalized to 100 points to determine final MPI for the summer. List of programs and weighting is listed below:

Performance Element	Maximum Score
Performance Evaluation	60 points
Initial Physical Fitness Exam	10 points

Summer Indoctrination Average Score	30 points
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6. Professional Military Education scores will be provided by the Cadet Training Branch.
  7. When a component input for the calculation of MPI is missing (Performance Report, Professional Military Examination Score, etc.), a cadet's previous evaluation will be used to determine an approximate score to maintain the previous semester rank in the Company.
  8. Service Academy Exchange cadets will receive the same MPI they received the previous semester, unless otherwise determined by the Assistant Commandant of Cadets.
  9. Statute of Limitations - At the beginning of each semester, cadets shall review their military transcript for mistakes. A cadet must request any corrections to their most recent Spring military transcript no later than 15 November, and for their most recent Fall or Summer military transcript, no later than 15 April.
- c. Awards and Privileges.
1. Commandant of Cadets' List:
    - (a) Cadets who earn a qualifying score in their Military Precedence Index as prescribed by the Commandant of Cadets may qualify for the Commandant of Cadets' List for the Spring and Fall semesters. Final listings will be based on Company Officer recommendations. Cadets are not eligible if they:
      - (1) Are found guilty of a Class I violation of these Regulations adjudicated during the term, or
      - (2) Receive a mark of less than 4 on any element of the cadet evaluation.
    - (b) A cadet named to the Commandant of Cadets' List will be awarded a silver star. These stars are to be worn on the uniform during the semester succeeding that in which they achieved the designation.
    - (c) Cadets found in violation of any Class I offense will be immediately removed from the Commandant of Cadets' List.
  2. Superintendent's List (Cadets named to both Dean's List and Commandant of Cadets List): Cadets named to the Superintendent's List will wear both a gold and silver star. These stars are to be worn on the

uniform during the semester succeeding that in which they achieved the designation.

3. Board of Trustees' List (Cadets named to the Dean's List, Commandant of Cadets' List, and Athletic Director's List): Cadets named to the Board of Trustees' List will wear gold and silver stars on their uniform during the semester succeeding that in which they achieved the designation. The blue star is earned during the military administration period in August and January and is thus worn immediately after it is earned.
4. The Regimental Commander shall prescribe information about the proper wearing of insignia.

3-3-05. Professional Competency Standards. All cadets shall complete successfully all required portions of the professional development program to include:

- a. Rules of the Road Exam, DWO (Closed Book): All 2/c cadets will participate in a 5-day Navigation Rules immersion course in the summer preceding their 2/c academic year, during which they will be provided an opportunity to take the Closed Book DWO Exam. A cadet that does not achieve a passing score will be given one additional opportunity prior to Convocation. Failure to pass the DWO exam prior to Convocation will result in the cadet being placed on a 4/c cadet liberty status. A cadet that does not achieve a passing score the second time will be placed on Rules of the Road (ROTR) Probation in ACADIS, which imposes 4/c liberty status. The cadet will be given no more than two additional (four total) opportunities to take the exam while on ROTR Probation in 4/c liberty status. Prior to each re-take attempt, the cadet must attend a minimum of one navigation rules remediation training session.
- b. Failure to pass the exam after the four total attempts will result in the cadet automatically being placed on Suitability for Service Probation. The Company Officer may or may not elect to convene a formal Suitability for Service Hearing, where all aspects of the cadet's record may be reviewed. However, if no other conduct or performance issues are of concern, the default will be verbal notification and counseling from the Company Officer that the cadet is on Suitability for Service Probation for failure to meet published standards. The Company Officer will update the electronic cadet profile in ACADIS accordingly to indicate the appropriate probationary status. While on Suitability for Service Probation, a cadet will be afforded two more opportunities to pass the exam (for a total of six). Prior to each attempt, the cadet must attend two navigation rules remediation training sessions. Failure to pass the Closed Book DWO exam after six total attempts and six remediation training sessions will result in the cadet being referred to a Suitability for Service Board for further action (i.e. disenrollment). Once a cadet passes the exam and is eligible for removal from Suitability for Service Probation, the DWO Exam Coordinator will notify the appropriate Company



Officer so that the cadet's profile can be updated to reflect they are in good standing.

- c. Rules of the Road Exam, DWO (Open-Book): In the spirit of the COAST GUARD DECK WATCH OFFICER EXAMINATION PROGRAM, COMDTINST 16672.5, all 1/c cadets shall pass the DWO Exam in the spring semester. Cadets failing to pass prior to spring break may lose some or all of their leave. Failure to pass after two attempts may result in cancellation of PCS orders, and a recommendation from the Chief, Professional Maritime Studies against commissioning.
- d. Enlisted Professional Military Education (E-PME): All 4/c, 3/c, and 2/c cadets will participate in the E-PME and be required to pass the corresponding Advancement Qualification Exam (AQE) before the end of the spring semester. A similar Advancement Qualification Quiz (AQQ) will be given during the fall semester. Cadets must complete assigned E-PME Performance Requirements prior to sitting for the AQE and AQQ. AQQ and AQE scores will be included in end of semester performance evaluations and MPI calculations. Failure to pass the AQQ/AQE by the second attempt will result in being placed on AQE Probation in ACADIS.
- e. Failure to pass the AQQ/AQE by the fourth attempt will result in the cadet automatically being placed on Suitability for Service Probation. The Company Officer may or may not elect to convene a formal Suitability for Service Hearing, where all aspects of the cadet's record may be reviewed. However, if no other conduct or performance issues are of concern, the default will be verbal notification and counseling from the Company Officer that the cadet is on Suitability for Service Probation for failure to meet published standards. The Company Officer will update the electronic cadet profile in ACADIS accordingly to indicate the appropriate probationary status. While on Suitability for Service Probation, a cadet will be afforded two more opportunities to pass the exam (for a total of six). Failure to pass the AQQ/AQE after six total attempts and six remediation training sessions will result in the cadet being referred to a Suitability for Service Board for further action (i.e. disenrollment). Once a cadet passes the exam and is eligible for removal from Suitability for Service Probation, Cadet Training will notify the appropriate Company Officer so that the cadet's profile can be updated to reflect they are in good standing.
- f. Officer Professional Military Education (O-PME): All 1/c cadets will participate in the O-PME and be required to pass the corresponding assignments. Passing score is considered an 80%. O-PME scores will be included in end of semester performance evaluations and MPI calculations. Failure to maintain an 80% average on the O-PME assignments may result in the loss of privileges and a recommendation from the Chief, Cadet Training Branch against commissioning.

- g. General Mandated Training (GMT) Requirements: All 1/c cadets will complete the requirements noted in ALCOAST 233/05 (or most recent directive replacement) for GMT to include Incident Command System (ICS) Training Levels 100, 200 , 700, and 800.

## PART 4

### PHYSICAL FITNESS SYSTEM

#### 3-4-01. Physical Fitness Standards

##### a. General.

1. The life of a Coast Guard Academy cadet is physically demanding. As future officers, cadets must learn to develop habits that contribute to life long fitness and maintain the physical capacity to safely perform a wide variety of physical activities associated with serving in the Coast Guard. In order to assure that the fitness and swimming performance standards are met and retained by all cadets, physical performance evaluations are administered on a regular basis.
2. The Director of Athletics is responsible for ensuring cadet physical fitness standards are adhered to as promulgated in the Health and Physical Education Department Operational Manual, SUPTINST M1530. 4 (series). The Physical Fitness Examination (PFE) is used to determine the level of fitness of each cadet and is administered to all cadets at the beginning of the Fourth Class Summer Program and during each administrative processing week prior to the start of each academic semester.
3. The Health and Physical Education Department Operational Manual contains specific information about the administration of the PFE and the swimming examinations.

##### b. Definitions

1. Physical performance is defined as the degree to which an individual cadet meets the U.S. Coast Guard Academy's physical fitness and swimming standards. A cadet's general physical fitness is measured by the PFE. Swimming proficiency is measured by the Level I and Level II swimming examinations.
2. The PFE is administered to the Corps of Cadets at the beginning of each academic semester and consists of the following three (3) examination items in order of required completion:

- (a) Cadence Push-ups
- (b) Curl-ups
- (c) 1.5 Mile Run

The exam (all 3 items) must be completed in one test session.

### 3-4-02. Physical Fitness Examination

#### a. Initial Swab Summer Physical Fitness Examination (PFE)

1. During Swab Summer, cadets who do not achieve a minimum score of 130 points on the initial PFE will be recommended to the Superintendent for immediate disenrollment for safety reasons.
2. Cadets who score between 130 and 165 points will be monitored throughout Swab Summer and will be expected to meet minimum standards as outlined below.

#### b. Standards for the Semiannual PFE

1. The commissioning/graduation standard for the PFE is 200 points first class cadets must achieve this standard on both examinations of their first class year, but all cadets should strive for this standard on each PFE of their cadet career. To ensure that cadets are making progress toward the commissioning standard, they must achieve the following minimum scores each year:
  - (a) Fourth Class: 165 points
  - (b) Third Class: 180 points
  - (c) Second Class: 190 points
  - (d) First Class: 200 points
2. First class cadets who fail to meet the 200 point standard on the August or January test of their first class year will be interviewed by the Head, Department of HPE within one week of the notification of the failure. If no extenuating circumstances exist to account for the exam failure, these cadets will receive a letter in their file and be recommended for suspended disenrollment status, Fitness Probation, and enrolled in Level II Remedial Physical Training (RPT). These cadets will be retested no later than the

midterm date of the semester in which they failed the test. Cadets who fail the retest will be recommended for disenrollment.

3. All other cadets who do not meet their class standard will be placed on Fitness Probation and receive a letter in their file from the Head, Department of Health and Physical Education (HPE). These cadets will also be placed in Level II Remedial Physical training (RPT), supervised by an HPE faculty member.
4. A cadet who is placed on Fitness Probation is subject to restrictions imposed by the Director of Athletics and the Commandant of Cadets, including probationary liberty hours. In addition, cadets on probation will be reexamined periodically on the PFE by a member of the HPE faculty.
5. Cadets who successfully test out of the Level II RPT Program by meeting their class standard on two official re-test dates will be released from Fitness Probation and its consequences. If cadets are released from Level II, but have not yet met the commissioning standard, they will move into Level I RPT.
6. Cadets who meet their class standard, but fall below the commissioning standard of 200 points will receive official notification from the Head, Department of HPE and will be placed in Level I RPT. The Regimental Health and Wellness Officer shall ensure that the RPT I Program is carried out by designated cadet trainers. Cadets who are members of an in-season varsity team will be supervised by the coach of that team. Cadets may be released from RPT I by meeting the commissioning standard on two official retests.
7. Retest scores are only for the purpose of tracking cadet progress toward the commissioning standard and do not replace the original PFE score for that semester.
8. Cadets who have not been released from RPT II by the end of the semester will be retained in that status into the next semester.
9. Any cadet who fails the PFE (scores < 165) will be interviewed by the Head, Department of HPE within one week of notification of the failure. If no extenuating circumstances exist to account for the exam failure, these cadets will receive a letter in their file and be recommended for suspended disenrollment status, Fitness Probation, and enrolled in Level II RPT. These cadets will be retested no later than the midterm date of the semester in which they failed the test. Cadets who fail the retest will be recommended for disenrollment. 4/c cadets will be given a full semester to meet the 165 requirement if it is the August PFE. Should they fail to

meet the minimum standard of 165 on the January PFE, they will be subject to the procedure described above in this paragraph.

10. Cadets who successfully meet the terms of their suspended disenrollment must petition the Superintendent for removal. Petitions for removal shall be sent to the Superintendent via the following individuals:
  - (a) Regimental Health and Wellness Officer
  - (b) Alfa Company Officer
  - (c) Commandant of Cadets
  - (d) Head, Department of Physical Education
  - (e) Director of Athletics
  - (f) Assistant Superintendent
11. Any cadet who is placed on suspended disenrollment two times or Level II RPT for a third time will normally be recommended for disenrollment. The Fitness Review Board, comprised of the Director of Athletics, the Dept. Head of HPE, and the Alfa Company Officer will meet to review the cases of any cadets recommended for disenrollment or suspended disenrollment.
12. A cadet who has been extended beyond eight semesters must follow the PFE regulations for first class cadets.

c. Cadets Excused from the Examination

1. Cadets who are not fit for full duty shall report to the PFE at their assigned time with a medical chit signed by a member of the Academy medical staff. Cadets with a medical excuse must complete the demographic portion of the PFE score sheet and file it in the medical envelope along with a copy of their chit. Cadets who withdraw from an examination in progress due to illness or injury must report to the Athletic Trainer on duty for medical review. The trainer will determine whether that cadet should be referred to medical, be excused for the day, or continue the exam.
2. Cadets just released from a medical status will be allowed a specific period of time for physical rehabilitation. The cadet's physician and the Head Athletic Trainer will determine the specific length of time for rehabilitation.

3. Cadets unable to complete the PFE due to medical reasons for two consecutive semesters will be recommended by the Head, Department of Health and Physical Education for a thorough medical review. The Senior Medical Officer will forward the report of medical examination to the Director of Athletics, retaining a copy for the cadet's health record, with one of the following recommendations: (1) medical treatment to correct any medical condition, (2) convene a Medical Review Board, or (3) a fit for full duty determination. A medical officer may recommend that cadets who are in long-term medical recovery participate in the examination on a specific limited basis. Approved alternative examinations may be substituted for specific items the cadet is unable to perform during that limited period.

d. Grading of the Examination

1. The minimum passing score on the PFE is 165 points out of a possible 300 points. Each PFE score is worth credit toward the final semester Physical Development Competencies (PDC).
2. PFE scores are combined to calculate a Cadet's Physical Development Competencies (PDC). Cumulative PDC is 5% of a Cadet's MPA. The PFE Commissioning/Graduation Requirement is 200 points or a grade of "C". This grade is earned by the cadet on the Commissioning PFE administered during their first class year.
3. Initial performance grades on each PFE Examination will be the final grade used in the calculation of a cadet's PDC. Any re-examinations for the purpose of evaluating cadets assigned to the remedial programs will not be used for MPA calculations.

<u>LETTER GRADE and AWARD LEVELS</u>		<u>SCORE</u>
300 CLUB (H)	300	POINTS
MAX CLUB (H)	285- 299.9	POINTS
A (Blue Star)	270- 284.9	POINTS
A-	258- 269.9	POINTS
B+	246 - 257.9	POINTS
B	234 - 245.9	POINTS
B-	222- 233.9	POINTS

C+	210 - 221.9	POINTS
C	200 – 209.9	POINTS
D	155- 199.9	POINTS
F	0 - 154.9	POINTS

4. Awards. Cadets who achieve a 270 or above (A, H, or MAX) shall be placed on the Athletic Director’s list and be permitted to wear the fitness achievement blue star on their uniform during the semester of their examination. Cadets who earn honors (H) on the semester PFE shall have their name inscribed on the “Max Club” achievement plaque located in Roland Hall, which honors cadets scoring 270 points or more. Cadets who receive a perfect score of 300 points will have their names inscribed on the “300-Club” plaque located in Roland Hall. The male and female cadet achieving the highest PFE average during an academic year will be presented the "Carl W. Selin Physical Fitness Achievement Award" plaque.

### 3-4-03. Administration

- a. Only a member of the Health and Physical Education Department Faculty may administer any official PFE or swimming examination to cadets. The examinations must be administered in the proper sequence and within the designated time periods, (see “Physical Fitness and Swimming Manual of Instructions for Examination Administrators” for details). The PFE must be administered in the same manner to all cadets if the results are to be valid. The sequence of the test is (1) cadence push-ups, (2) curl-ups, and (3) 1.5 mile run. The PFE must be completed in one test session.
- b. All cadets must take the PFE during their scheduled testing period. Cadet must report in their activity uniform. Compression shorts will be permitted under the issued activity shorts. Headphones are not permitted during the test. Cadets who fail to report for the examination will be disciplined.
- c. Cadets begin the test by completing the demographic information at the top of the score sheet. Cadets will designate a partner, who will act as the recorder during the exam. It is the recorder’s responsibility to count the number of correctly executed push-ups and curl-ups and record those scores on the score sheet. In addition, the recorder will record the lap times of the cadet on the 1.5 mile run card and fill in the final time on the score sheet.

- d. Cadets may not begin a testing item until an HPE faculty member has given permission and is actively supervising the test. HPE faculty members will indicate if the exercise is not being executed properly and will not be counted.
- e. When testing is complete, cadets must check their score sheet, taking care that all the scores are accurate and filled in completely. They will then sign the form, verifying that the scores are indeed correct. The recorder will also sign the score sheet to verify the scores are accurate. Score sheets should be reviewed for completeness by an HPE faculty member, and will be filed in a designated envelope. Deliberate misrepresentation of scores on the PFE is an Honor Offense.
- f. Cadets are expected to review their official scores on ACADIS for accuracy. Any discrepancies must be reported to the HPE Office within two weeks of completion. Only the Head, Department of HPE can change an official PFE score.
- g. Cadets who experience unusual difficulties during the exam, and wish to be retested, should notify the Head, Department of Health and Physical Education at the time the difficulty occurs. The Head will determine if the cadet may be retested prior to continuing the exam. Cadets who experienced an exceptionally poor performance on the completed exam because of extraordinary circumstances and who wish to be re-examined, may petition the Superintendent via the Head, Department of Health and Physical Education for an opportunity. The Superintendent may allow a re-examination within one week of the original completion date.

3-4-04. Responsibilities.

- a. The Director of Athletics is responsible for:
  - 1. Approving swimming and physical fitness standards for the Corps of Cadets.
  - 2. Referring cadets in need of remedial assistance to the Senior Medical Officer for medical examination to determine if a physical or psychological medical condition exists which restricts ability to pass the PFE or Swimming examinations.
  - 3. Making recommendations to the Superintendent to either terminate cadet appointments or place cadets on Fitness probation.
  - 4. Certify to the Superintendent those cadets recommended for graduation that have achieved a "C" (200 points) on the Spring Semester PFE and have met Level I and Level II swimming requirements. Cadets who do not obtain this certification are not authorized to graduate.



- b. The Head, Department of Physical Education is responsible for:
1. Developing physical fitness and swimming standards.
  2. Administering the PFE and swimming examination programs.
  3. Providing the Director of Athletics and Commandant of Cadets the examination results verifying that all cadets have been tested or identifying those cadets who have failed or not taken the examination one week after each examination.
  4. Interviewing cadets not achieving a minimum passing score on the examination and making recommendations to the Superintendent via the Director of Athletics, Chief Medical Officer and the Commandant of Cadets.
  5. Placing deficient cadets in a remedial swimming program by letter notification.
  6. Conducting periodic tests of unsatisfactory cadets and forwarding the results to the Director of Athletics after each examination.
  7. Removing cadets from the remedial program, by letter notification, when they pass the examination.
  8. Maintaining a file of periodic interviews and clinical evaluations (provided by Medical) on those cadets in the remedial programs that demonstrate less than satisfactory progress.
  9. Preparing a final report to the Superintendent at the end of Swab Summer, fall semester, and spring semester training cycles. This report should contain a detailed analysis of the physical and swimming readiness of the Corps of Cadets.

### 3-4-05. Varsity Sports

a. Team Composition.

1. Coaches. The Director of Athletics recommends to the Superintendent the coaching staff for intercollegiate sports. The Head Coach of a varsity team is generally a member of the Athletics Division with an extensive background in the particular sport. Coaches from the Academy faculty and staff may elect or be appointed to coach on a collateral duty basis.

2. Captains. The members of each varsity team select a Captain or Co-Captains of their sport each year. The Captain or Co-Captains selected for each sport must be approved by the Director of Athletics.
3. Members. Cadets meeting the eligibility requirements of the Regulations for the Corps of Cadets and NCAA eligibility requirements may participate in intercollegiate sports. The Commandant of Cadets may restrict participation in intercollegiate sports programs.
4. Managers. The coaching staff of each varsity team selects their Head Manager each year. Normally the Head Manager has previously served as Assistant Manager. The selected Head Manager must be approved by the Head Coach of that sport.

## PART 5

### SWIMMING STANDARDS

- 3-5-01. General. All cadets are required to achieve the following minimum swimming requirements prior to the end of third class year:
- a. Level I - Swim unassisted 100 yards using 3 different strokes, remain afloat for a period of five minutes and jump from a three-meter diving board or platform. Level I requirements are initially tested during fourth class summer. Cadets failing Level I must wear life preservers in a sailboat, small boat or crew shell and when topside on any training vessel, except EAGLE, that is underway. They will not be permitted aloft when underway onboard EAGLE.
  - b. Level II - Pass the American Red Cross Level V Swimming standards. Level II requirements include the "Swimming I" Basic Swimming course 4111, normally scheduled as one of the fourth class physical education classes during the fall semester.
- 3-5-02. Swimming Requirements. Cadets who fail to meet the Level I Swimming Requirements are enrolled into a remedial swimming program that begins at entry level and continues through fourth class year. Cadets in the remedial swimming zone must meet the minimum Level I Swimming Standards by the end of the spring semester of fourth class year and the Level II Swimming Standards by the end of four academic semesters. After this probationary period, the Department Head of Health and Physical Education will forward a recommendation for disenrollment to the Superintendent via the Director of Athletics, the Chief Health Services Division and the Commandant of Cadets for each cadet who fails to achieve the minimum swimming standards.

- a. Remedial Swimming Training (RST). Cadets assigned to the Remedial Swimming (RST) program will be enrolled in one of three (3) developmental levels.
  1. RST Level I: Cadets in this track have not met Level I Swimming Requirements. These cadets would not survive if placed in any water environment without a PFD. Fourth class cadets who have not met Level I Swimming Requirements will be enrolled in a non-credit HPE course “Developmental Swimming” (4101) under the direct supervision of an HPE Faculty. This class will meet three (3) days each week consisting of instructional classes and swimming lab. These cadets have been identified during fourth class summer and were reassessed during the summer program. At the conclusion of the summer training program, all cadets in RST Level I are enrolled in “Developmental Swimming” 4101 during the first semester. They are placed in swimming probation status and must meet Swimming Level I requirements by the end of the second semester of the fourth class year or be recommended for disenrollment.
  2. RST Level II: Cadets in RST Level II have failed to meet Level II Swimming Requirements. Cadets in this track are required to repeat fourth class swimming (HPE 4111) until this requirement is achieved. Each cadet will be assigned to a personal trainer and a swimming advisor who will issue a prescription for improvement and will be re-examined on the Level II swimming requirements monthly.
  3. RST Level III: This track is designed for cadets who are classified as weak swimmers or cadets that have been observed to possess noticeable mental, physical, or emotional difficulties within the water environment and the physical demands placed upon them. These cadets have minimally met the requirements of the Level II Swimming Requirements and are considered weak swimmers who need additional exposure to the water beyond fourth class Swimming I (4111). Cadets will be assigned to a faculty advisor and issued a long-range developmental swimming prescription. They will be required to check in with their aquatic advisor monthly to discuss and evaluate their progress. When the advisor feels the cadet has sufficiently developed his/her skill level, they can be removed from RST Level III.

### 3-5-03. Summer Remedial Swimming Programs

- a. A summer developmental program to increase the swimming skills of deficient cadets will be maintained by the Head, Department of Physical Education. The progress of all cadets in the summer development swimming program will be reported to the Commandant of Cadets one week before the start of the EAGLE short cruise to determine training restrictions.

- b. The Department Head of Physical Education shall maintain a narrative record of cadets in the summer developmental swimming program, recording their progress at frequent intervals. An evaluation of each cadet's potential to achieve the swimming requirements at the Academy shall be made a part of their record, in addition to the general reports of the cadet's progress in acquiring swimming skills.
- c. Cadets failing to achieve Level I skills by the end of the fourth class summer program will be referred to the Director of Athletics and placed on Suitability for Service probation.

3-5-04. Academic Year Developmental Swimming Programs.

- a. Cadets placed on Suitability for Service probation for swimming deficiency shall be enrolled in "Developmental Swimming" course 4101 for their physical education course during their first semester at the Academy.
- b. Cadets who are on Suitability for Service probation for swimming shall report to "Developmental Swimming" 4101 and Monday through Friday to special swimming classes conducted by assigned cadet trainer during daily free periods or from 1600-1730. Attendance shall take precedence over varsity sports, intercompany sports, voluntary activities, liberty, etc. Conflicts with academic assistance will be resolved by the Company Officer on a case-by-case basis. The Department Head of Physical Education on a case-by-case basis, shall resolve scheduling conflicts with remedial physical fitness classes.
- c. Cadets placed on Suitability for Service probation at the end of fourth class summer that show no progress toward achieving Level I skills during the Fall semester shall be referred to the Superintendent for disenrollment.
- d. Cadets passing Level I during fourth class summer, but being classified by the Department Head of Physical Education as "weak swimmers" will generally be scheduled for "Swimming I" course 4111, during the first academic quarter of the fall semester in order to immediately start work on strengthening their swimming skills.
- e. Cadets who fail Level II requirements in the "Swimming I" class will be required to take the class over until they successfully complete the Level II requirements.
- f. Cadets who have completed Level II swimming requirements but have not completed the "Swimming I" course requirements will be retained in Swimming 4111 until their aquatic skills have met the course standards.

## MEDICAL STANDARDS

### 3-6-01. General.

- a. Title 10 United States Code Section 1217 deals with the armed forces medical disability and retirement system, not to be confused with the VA Medical Disability System. Title 10 United States Code Section 1217 applies to cadets and permits, if certain circumstances exist, medical retirements. The Academy Senior Legal Officer shall be consulted for all medical review boards, medical discharges, or appointment revocations for medical. Former cadets may process a claim for Veteran's Administration Medical Compensation and Retirement. Former cadets must specifically apply to the VA upon disenrollment from the Academy for medical reasons in order to ascertain whether or not they are qualified for VA benefits.
- b. Standards for cadet appointments are prescribed by the Department of Defense Medical Examination Review Board (DODMERB). At the start of the Fourth Class Summer Program, all cadets are given a complete physical exam to determine the existence of any physical deficiency which would prohibit them from being tendered a commission in the regular Coast Guard. Cadets must also pass a precommissioning physical during their first class year. The CG Medical Manual promulgates the medical standards a cadet must maintain to be eligible for commissioning. The Clinic Administrative Officer is the reviewing official for all physical examinations. Cadets not meeting DODMERB standards during fourth class summer may have their appointments revoked by the Superintendent without any further administrative action. Those cadets not meeting the prescribed standards on their interim or precommissioning physicals will have their cases processed in accordance with the Coast Guard Physical Disability System.
- c. The CG Medical Manual promulgates the medical standards that must be met to be eligible for commissioning. All cadets during their first class year must pass a precommissioning physical. The Clinic Administrator is the reviewing official for all precommission physical examinations. Cadets who fail to meet these medical standards will have their cases processed in accordance with the Coast Guard Physical Disability System.

## PART 7

## WEIGHT STANDARDS

### 3-7-01. Weight Standards/Weight Management Program.

- a. General.

1. Unless granted a waiver to be within body fat limits in lieu of maximum allowable weight (see paragraph 3-7-01.d.), all cadets must conform to Coast Guard Active Duty Weight Standards in the Weight/Physical Fitness Standards For Coast Guard Military Personnel, COMDTINST M1020.8F (series). First class cadets will be weighed in April of the graduating year and must meet Coast Guard Active Duty Weight Standards prior to graduation and commissioning.
- b. Accession Standard.
1. A Day 1 standard has been imposed on cadets for their first day reporting to their initial officer training. Cadets must be within their Maximum Allowable Weight (MAW) or below body fat limits of 23% for men and 33% for women. Cadets who do not meet these Day 1 standards will not be accessed for training.
  2. During the months of October and April, every cadet shall be weighed by their respective Company Wellness Officer who will record the member's weight. Height and wrist size for each cadet will be provided by Cadet Administration. Cadets who are over the Active Duty Standard published in COMDINST M1020.8 (series) shall be referred to Cadet Administration for official measurements.
  3. Cadet Administration is the only source of official cadet measurements. Only Cadet Administration may place a cadet on, or remove a cadet from, the Cadet Weight Management Program. Cadet Administration shall use active duty standards as the determination of a cadet's Maximum Allowable Weight (MAW). If a cadet exceeds his/her MAW, a body fat content measurement will be conducted to determine if he/she is also overfat, using the Coast Guard approved tape measure test and published body fat standards. The tape measure test is the only acceptable method of body fat testing.
- c. Probation.
1. Cadets exceeding both their MAW and the maximum body fat standard shall be placed in the Cadet Weight Management Program. They will be assigned a probationary period to lose the excess weight at a rate of one pound per week, or one percent of body fat per month, as per COMDINST M1020.8 (series). Cadet Administration will prepare an additional remarks sheet to document that the member is over weight and overfat, and to note the probationary period. If a probationary period exceeds 36 weeks, or extends beyond their graduation date, the cadet shall normally be recommended for disenrollment.

2. All cadets placed in the program shall complete a Cadet Weight Management Program Check Sheet within five working days to ensure that they are medically screened and afforded the opportunity for counseling on proper nutrition and exercise. This list verifies that the cadet has visited the Clinic, Cadet Administration, and their Company Officer.
  3. Cadets placed in the Cadet Weight Management Program shall be weighed bi-weekly by the Regimental Weight Management Officer until they meet Active Duty Standards or are disenrolled. If at any time the Regimental Weight Management Officer determines a cadet is below their MAW or body fat percentage, they shall be referred to Cadet Administration for official measurement and proper documentation to be removed from the program.
  4. Members failing to meet weight standards at the end of their probationary period shall be processed in accordance with the provisions outlined in the Weight/Physical Fitness Standards For Coast Guard Personnel Manual, COMDTINST M1020.8(series), part 2.F Probation.
- d. Athletic waiver. Due to unique mission requirements of fielding NCAA sports teams, the Athletic Director may request a waiver for certain athletes, who, due to their sport and position, could benefit from carrying additional weight for competitive reasons. The Athletic Director may submit this request to the Commandant of Cadets each semester. If granted, this temporary waiver will enable the member to carry additional weight up to 29% body fat for males, and 39% body fat for females, with the understanding that all cadets must meet Coast Guard weight standards to earn their commission and graduate. Cadets approved for this waiver shall be medically screened and weighed biweekly for tracking purposes, but will not be penalized on their performance evaluations. To remain eligible for the waiver, a cadet must continue to meet minimum standards on the Physical Fitness Exam, remain on the active team roster, and maintain a sharp military appearance in uniform. First class cadets will be evaluated during the Fall Semester of their graduation year to determine an appropriate plan to ensure the excess weight is lost prior to graduation. First class cadets are not eligible for a waiver during their last semester at the Academy.
  - e. Lifelong fitness. Maintaining a healthy body composition, achieved through a combination of exercise and proper eating habits is an important aspect of good health and physical fitness. Although no minimum weight standards are prescribed, it is our collective duty to ensure that cadets with eating disorders or unhealthy eating habits are referred to the cadet counseling center and/or medical staff members in accordance with existing guidance to afford each individual support to resume healthy eating habits.

**CHAPTER 4**  
**CONDUCT SYSTEM**

PART 1 GENERAL INSTRUCTIONS

- Article     4-1-01 Authority
- 4-1-02 Directives, Plan of the Day
- 4-1-03 Orders and Commands
- 4-1-04 Duty of Academy Faculty and Staff

PART 2 GENERAL

- Article     4-2-01 Cadet Conduct and Discipline System
- 4-2-02 Uniform Code of Military Justice
- 4-2-03 Commissioned Conduct Officer
- 4-2-04 Authority of Cadets
- 4-2-05 Authority of Faculty and Staff
- 4-2-06 Duty to Report
- 4-2-07 Notification of Delinquency
- 4-2-08 Testimony
- 4-2-09 Unauthorized Communication

PART 3 REPORTING OFFENSES

- Article     4-3-01 General

PART 4 ADMINISTRATION AND PENALTIES

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## PART 1

### GENERAL INSTRUCTIONS

4-1-01. Authority. The Regulations governing the Cadet Corps are based on the U. S. Coast Guard Regulations (COMDTINST M3000. 3 (series)) and the Uniform Code of Military Justice (UCMJ), and are issued by the Superintendent in accordance with his delegated authority. Some Cadet Regulations have been adapted from Coast Guard Regulations and the UCMJ, for application to the Cadet Corps; others are primarily for the efficient operation of the Regiment, or for training and evaluation of the individual cadet. All persons appointed as cadets at the U. S. Coast Guard Academy, International Cadets, and cadets or midshipmen of other service academies temporarily assigned to the Corps of Cadets, are subject to the Cadet Regulations.

4-1-02. Directives, Plan of the Day. All persons subject to Cadet Regulations are also subject to directives published by higher authority, such as Superintendent's Instructions, Plan of the Day, etc.

4-1-03. Orders and Commands.

- a. All lawful orders and commands to a cadet from a commissioned officer, a warrant officer, Company Chief, or a senior cadet must be obeyed quickly and without question.
- b. Under circumstances of security and training situations, enlisted personnel are acting with the full authority of the Superintendent or the Commanding Officer of the unit to which attached; in those cases, cadets will obey orders from enlisted personnel as if those orders were coming from a senior.
- c. All lawful orders must be obeyed. If considered unlawful, or improper, and circumstances do not allow for clarification first, the order must be obeyed and clarification sought at the first opportunity.

4-1-04. Duty of Academy Faculty and Staff. It is the duty of each member of the Academy faculty and staff to uphold the Cadet Regulations, and other orders issued by competent authority, both at and away from the Academy.

## PART 2

### GENERAL

4-2-01. Cadet Conduct and Discipline System.

- a. Cadets at the Coast Guard Academy have a status as members of several societies. They belong to not only our American society, but also to the military society of the Coast Guard and the special society of the Corps of Cadets at the Coast Guard Academy. Within this special society, the Commandant of Cadets has direct responsibility for the morale, welfare and security of each cadet.
- b. The Cadet Conduct and Discipline System is an administrative system designed to fulfill the needs of both the cadet and the Coast Guard Academy societies. As an administrative system, it is not tied to the more rigid rules of procedure found in the Uniform Code of Military Justice (UCMJ) and Federal Criminal Laws. Just as the commanding officer of a ship has broad and discretionary powers of discipline, so does the Commandant of Cadets have broad and discretionary powers to discipline cadets. The Due Process rights associated with Coast Guard administrative processes are accorded to cadets.
- c. Since the Academy Cadet Program exists to train and educate young men and women to become Coast Guard officers, one of the major objectives of the Cadet Conduct and Discipline System is to provide a system somewhat akin to the discipline system found in the Coast Guard so as to give cadets an exposure, for training purposes, to what they will encounter after commissioning.

- d. The Cadet Conduct and Discipline System is designed to train cadets in the administration of a discipline system and, at the same time, instill in cadets the standards of conduct expected of them as cadets and future officers.
- e. The Regulations for the Corps of Cadets prescribe rules of conduct and behavior for cadets. The conduct system is established to define and enforce high standards of military conduct. Abuse of the system discourages respect for authority and defeats the "spirit" of these regulations.
- f. Demerits document a cadet's abilities to abide by applicable regulations and comport himself/herself in the manner expected of a cadet and future officer. As such, demerits are not considered to be punishment in themselves, but rather a documentation and counseling method.

4-2-02. Uniform Code of Military Justice.

- a. Article 2 of the Uniform Code of Military Justice (UCMJ) specifies that cadets are subject to the UCMJ. Cadets are also subject to applicable state and federal laws.
- b. The Cadet Conduct and Discipline System has been designed to fulfill the special needs of the Corps of Cadets and the Coast Guard Academy.
- c. UCMJ procedures and authority will be utilized when required in the interest of good order and discipline, but only after the specific approval of the Superintendent.

4-2-03. Commissioned Conduct Officer. A Company Officer will be assigned as the Commissioned Conduct Officer and act as supervisor to the Corps of Cadets for administration of the Cadet Conduct and Discipline System.

4-3-04. Authority of Company Officer. In conjunction with the Assistant Commandant of Cadets, Company Officers may hold both conduct Class I and Suitability for Service hearings.

4-2-04. Authority of Cadets. First, second, and third class cadets are authorized to place any other cadet on report (whether senior, same class, or junior) for Class II and III infractions of the regulations. Fourth class cadets should advise upperclass cadets of any infractions of the regulations which they observe.

4-2-05. Authority of Faculty and Staff. All members assigned to the Academy will enforce cadet regulations and are authorized to place cadets on report. This is essential for cadet military development and to instill a respect for standards and rules.

- 4-2-06. Duty to Report. All cadets have a military duty to report class I offenses which they observe or of which they have knowledge. Failure to do so could result in disciplinary action. Cadets are not required to self incriminate.
- 4-2-07. Notification of Delinquency. When practical, cadets will be immediately informed of pending offenses; verbal notification and counseling is highly recommended.
- 4-2-08. Testimony.
- a. All cadets shall have the right to remain silent with respect to alleged offenses involving themselves. Cadets may also remain silent when their testimony would reveal an offense involving themselves not previously suspected. An answer may not be refused if the cadet has already been punished or exonerated for their part in a suspected offense unless UCMJ action is contemplated.
  - b. Every cadet, except as noted above, must answer promptly and fully every question presented by a senior cadet or officer regarding a suspected offense by another.
  - c. In any investigation or inquiry made by order of the Superintendent or other competent authority, it shall be the duty of a cadet to answer questions as to facts within their knowledge, no matter who, except themselves, may be incriminated by their answer. Refusal to answer is a serious military offense. These investigating authorities may include administrative and Executive Board hearings.
  - d. Once an offense is suspected, the questioner should notify the cadet that he or she is suspected of an offense and remind the cadet of his or her rights regarding statements.
- 4-2-09. Unauthorized Communication. A cadet shall not communicate in any manner (verbal/written/other) concerning any ongoing investigation with any person involved in the incident(s) being investigated unless authorized to do so by the investigating authority.

### PART 3

#### REPORTING OFFENSES

- 4-3-01. General.
- a. All members of the faculty and staff, as well as upperclass cadets, are authorized and encouraged to use the cadet conduct system to report violations of the regulations, and to identify and document substandard cadet performance. This is done formally by reporting the offense through

electronic submission on the Academy Intranet's ACADIS Conduct module. Informally, faculty and staff members may counsel cadets on performance, good and bad, and document incidents using "Additional Remarks" forms. Regardless of how one chooses to handle the situation, notification of the cadet's Company Officer is of the utmost importance so that a fair and accurate assessment of cadet performance may be made.

- b. The reporting, processing and disposition of offenses differ for each class of offense. Class I offenses are the most severe violations of the regulations which may call into question a cadet's suitability for commissioned service. Class II offenses are less serious offenses that do not normally call a cadet's service into question. Class III offenses are minor infractions of the Regulations. Class III violations result in demerits, Class II violations may result in a combination of demerits, marching tours, and work hours, and Class I violations could result in a wide range of punishments.
- c. Cadets will not be ordered to place themselves on report.

#### PART 4

#### ADMINISTRATION AND PENALTIES

##### 4-4-01. Administrative Hearing.

- d. A "Class I Hearing," is an administrative proceeding conducted by a Class I Authority to inquire into the facts concerning a reported offense committed by a cadet, and if appropriate, to award a penalty.
- e. "Class I Authority" is defined as that person or persons authorized to convene a Class I Hearing, specifically: the Commandant of Cadets, Commanding Officer of EAGLE, Assistant Commandant of Cadets, Company Officers at the discretion of the Commandant of Cadets, or Command Cadre with the oversight of a Company Officer. Certain other officers may be delegated this authority during cadet summer training programs per the appropriate OPORDER. At the discretion of the Commandant of Cadets, Command Cadre and CHB members may be included on the deliberation process of a Class I Hearing.

4-4-02. Cadet Rights at Administrative Hearings. Each Hearing Authority will base their decision, action, and imposition of punishment (if any) solely on personal observations, and verbal and documentary evidence given or introduced at a hearing or hearings. Personal observation considered by a Hearing Authority will be presented verbally, in detail, during the hearing. Prior written correspondence may be accepted at the discretion of the Hearing Officer. Cadets who have been reported as having committed an offense will have the following rights:

- a. The right to be present at the entire hearing or hearings.
- b. The right to cross-examine all witnesses testifying.
- c. The right to present witnesses reasonably available and evidence in their own behalf.
- d. The right to make statements, including a closing statement, in their own behalf.
- e. The right to a Mast Representative, who will normally be an available 1/c cadet.

4-4-03. Maximum Accumulation of Demerits

- a. Maximum Accumulation of Demerits. Cadets who exceed their maximum accumulation of demerits will normally be disenrolled.
  - 1. The maximum accumulation of demerits allowed to any cadet during the Conduct Year is as follows:
    - (a) First Class - 150 demerits
    - (b) Second Class - 200 demerits
    - (c) Third Class - 250 demerits
    - (d) Fourth Class - 300 demerits
  - 2. The maximum accumulation of demerits allowed to an extended cadet who is scheduled to graduate at the end of the Fall semester is 75 demerits.

4-4-04. Maximum Accumulation of Class I Offenses.

- a. A cadet may not accumulate more than six Class I offenses during his/her cadet career. Exceeding the maximum accumulation of Class I offenses will normally be grounds for disenrollment. If a cadet is retained with more than six Class I offenses, then they shall default to a Conduct Deficiency status, unless deemed otherwise by the Superintendent.
- b. A cadet who has been placed on Suitability for Service Probation may not accumulate any Class I offenses. A cadet found in violation of a Class I offense while on Suitability for Service Probation will normally be disenrolled. If a cadet is retained after having committed a Class I offense while on Suitability for Service Probation, then they shall default to a Conduct Deficiency status, unless deemed otherwise by the Superintendent.

#### 4-4-05. Conduct Deficiency Warning.

- a. Conduct Warning. A cadet who:
  1. Receives in excess of 50% of the maximum allowable demerits for the Conduct Year, or
  2. Is found in violation of two to five Class I offenses during his/her cadet career shall be placed in a Conduct Warning Status and will be given a letter by their Company Officer to notify them of this status. A cadet shall have a Suitability for Service Hearing with the Assistant Commandant of Cadets within 30 days of being placed on Conduct Warning Status.
- b. Conduct Probation. A cadet who:
  1. Receives in excess of 75% of the maximum allowable demerits for the Conduct Year shall be placed in a Conduct Probation status. The cadet shall have a Suitability for Service Hearing with the Commandant of Cadets within 30 days of being placed on Conduct Probation Status.
- c. Conduct Deficiency. A cadet who:
  1. Exceeds the maximum allowable demerits for the Conduct Year, or
  2. Is found in violation of six or more Class I offenses (as a result of any number of Class I investigations) during his/her cadet career, or
  3. Is found in violation of a Class I offense while on Suitability for Service Probation will be placed in a Conduct Deficiency Status and shall be given a letter by their Company Officer to notify them of this status. If the cadet has not already been recommended for disenrollment or already appeared before the Commandant of Cadets for a Class I hearing, the cadet shall be scheduled for a Suitability for Service Hearing consisting of the cadet's Company Officer, the Assistant Commandant of Cadets, and the Commandant of Cadets within 30 days of being placed on a Conduct Deficiency Status.
- d. Although a cadet in a Conduct Deficiency Status will normally be disenrolled, at a minimum, the terms of Conduct Deficiency shall include:
  1. Restriction to the limits of the Academy for six months (except for leave). Allowance to depart Academy grounds for intercollegiate sports are case specific and will be determined by the Director of Athletics, cadet's Company Officer, Assistant Commandant of Cadets, and the Commandant

of Cadets. Any cadet placed on Conduct Deficiency Status will not be permitted to participate in any club sport or activity on or off base.

2. Removal from any position of responsibility held.
3. Requirement to march two tours for every five demerits received in excess of the total allowable.
4. If retained, the cadet's performance shall be reviewed at a Suitability for Service Hearing with the Commandant of Cadets, the Assistant Commandant of Cadets, and the Cadet's Company Officer at the conclusion of the six month period.

## PART 5

GENERAL REGULATIONS: In addition to the offenses listed below, the Regimental Commander shall maintain a list of regulations required to maintain good order and discipline within the Corps of Cadets.

### 4-5-01. Alcohol

#### a. General.

2. The Academy Alcohol Program (AAP) is a comprehensive alcohol education and rehabilitation program. The goals of AAP are threefold: education/prevention, intervention, and rehabilitation. First, our ultimate goal is prevention through the alcohol education portion of the program. Prevention entails giving Coast Guard Academy cadets the tools necessary to make responsible decisions about alcohol. Second, intervention is necessary when a cadet fails to be responsible with alcohol. This may occur through a referral from other cadets, company officers, or self-referrals. It frequently occurs after a cadet is involved in an "alcohol incident." The member need not be found guilty at court martial or in a civilian court, awarded nonjudicial punishment, or receive disciplinary action in accordance with the Regulations for the Corps of Cadets for the behavior to be considered an alcohol incident. Finally, the rehabilitation phase is tailored for each individual case and can include a number of different options (see Rehabilitation/Treatment Options).
3. The Commandant of Cadets shall administer the entry-level training program which shall be provided to fourth class cadets during the swab summer program. This training shall promote cadet awareness of alcohol issues and Academy policies concerning alcohol.
4. Any cadet who has received or is in the process of receiving aftercare treatment of either Level II or Level III shall have this information



released to any command to which the cadet is sent for training. The receiving command will also be apprised of Academy policy regarding cadets involved in aftercare programs. The receiving commands will be notified via a letter sent directly to the Commanding Officer. This information shall normally be marked "for CO's eyes only;" however, CO's have the discretion to make this information known on very limited "need to know" basis within their command.

5. Alcohol incidents for cadets will not be carried forward into their officer service record or personal data record after commissioning. Medical treatment will remain in the cadet medical record after graduation and throughout his/her career.

b. Definitions.

1. The following definitions apply within the alcohol abuse program. They do not change definitions in statutes, regulations, or directives that are concerned with personnel administration, medical care, or with the determination of misconduct and criminal or civil convictions for personal acts or omissions.
  - (a) Alcohol Abuse. A general term for the misuse of alcohol which interferes with the health, safety, job performance, personal life, or other required social adaptation of the user. The term alcohol abuse also applies to a medical diagnosis made by a physician, clinical psychologist, or a Navy (or DOD or civilian equivalent) Counseling and Assistance Center (CAAC) Counselor. The medical diagnosis is primarily used to determine the appropriate level of treatment.
  - (b) Alcohol Dependence/Alcoholism. A chronic disease characterized by the repetitive and compulsive ingestion of alcohol which interferes with the health, safety, job performance, personal life, or other required social adaptation of the user. This disease may involve increasing tolerance for alcohol as it progresses. An alcohol dependent person may experience withdrawal symptoms when ceasing consumption. The term alcohol dependence also applies to a medical diagnosis made by a physical or clinical psychologist.
  - (c) Alcohol Screening. An evaluation by a physician, clinical psychologist, or a Navy (or DOD or civilian equivalent) CAAC counselor to determine the nature and extent of alcohol abuse. An evaluation by a Collateral Duty Alcohol Representative (CDAR) does not satisfy this screening requirement.
  - (d) Alcohol Related Situation. An alcohol-related situation is defined as any situation in which alcohol was involved or present but was not

considered a causative factor for a cadet's undesirable behavior or performance. A cadet does not have to consume alcohol to meet this criterion, e.g., purchasing alcohol for minors. The term "alcohol related situations" shall not be used when a cadet's behavior clearly meets the criteria of an "alcohol incident." Cadets involved in alcohol related situations shall be counseled on their involvement with alcohol and informed of the conduct expected of cadets. Company Officers are strongly encouraged to consider whether screening and/or further alcohol awareness training is appropriate. Company Officers shall document such occurrences with an appropriate Administrative Remarks (CG-3307) entry in the member's record. While there is no maximum number of alcohol related situations which automatically lead to separation, documentation of alcohol related situations provides the command with significant background information for determining whether any administrative, conduct, or medical action is necessary.

- (e) Alcohol Incident. Any behavior, where alcohol is determined to be a significant or causative factor, that results in the member's loss of ability to perform assigned duties, brings discredit upon the Uniformed Services, or is a violation of the Uniform Code of Military Justice (UCMJ), Regulations for the Corps of Cadets, federal, state or local laws. The decision to classify an event as an Alcohol Related Incident shall be made by the Commandant of Cadets, or her designated representative. In order for a cadet to have an alcohol incident, the actual use of alcohol must occur. Underage drinking is an alcohol incident. Condoning the use of alcohol by underage cadets is not an alcohol incident. However, for peers or those in positions of authority (such as senior cadets, or OODs), condoning use by underage cadets is a violation of the Regulations for the Corps of Cadets.
  - (1) First Alcohol Incident. Upon completion of the investigation and adjudication of the incident, a cadet will normally be given 48 hours to meet with the Academy Drug & Alcohol Representative. From this initial meeting, all persons involved shall work to develop a tentative training program for the cadet, as well as ensure that the cadet is given a proper medical screening. The treatment program may vary from the three levels described herein. The Company Officer will ensure that an entry is made in the cadet record concerning the problem they have and the training they are receiving, as well as when the training is completed.
  - (2) Second Alcohol Incident. A second alcohol incident will normally result in disenrollment. Company Officers and the

Academy Drug & Alcohol Representative shall make recommendations to the Commandant of Cadets regarding the future status/options for a cadet involved in a second incident.

- (i) In those cases where the Commandant of Cadets feels that a cadet warrants consideration for retention, a letter request for retention and treatment shall be forwarded to the Superintendent who shall direct appropriate action regarding retention.
- (ii) Upon being involved with a second alcohol incident, a cadet will be screened. If determined that some level of treatment is needed, the cadet will be offered treatment prior to disenrollment.
- (iii) Cadets who refuse to receive treatment or those who have received Level III treatment and receive a second incident will be processed for disenrollment.

(3) Third Alcohol Incident. A third alcohol incident will result in disenrollment.

c. Education and Prevention.

1. Annual Training: All cadets entering the Coast Guard Academy shall have the Commandant's policies on drug and alcohol abuse explained to them during their initial indoctrination. Each class will participate in mandatory alcohol education throughout their four years at the Academy. This training will range from information on Coast Guard, Coast Guard Academy, and Connecticut State laws and policies to a supervisor's role and responsibilities in dealing with alcohol related issues. These lessons are outlined specifically for each class, and will serve as a comprehensive curriculum for cadets. This training will be overseen by the Academy Drug & Alcohol Representative as well as the Regimental Health & Well-Being Officer.
2. BACCHUS: Boost Alcohol Consciousness Concerning the Health of University students (BACCHUS) is a national organization devoted to promoting student responsibility when using or serving alcohol. Our BACCHUS chapter is run by cadets for cadets.
3. Miscellaneous: There will frequently be guest lecturers and programs available to share ideas with cadets on alcohol related issues. Also, there are always opportunities for cadets to attend conferences and awareness training outside the Academy grounds; this information can be obtained from the Regimental Health & Well-Being Officer.

d. Intervention.

1. Once an alcohol problem exists, the need for professionals to intervene exists. These interventions take various forms and can include military, hospital, mental health, and counseling professionals.
2. Command Referral.
  - (a) The most common intervention is done when a cadet gets into trouble, alcohol is involved, and the incident comes to the attention of Academy authorities (Company Officers, upperclass cadets, faculty members). This may be referred to as an alcohol incident. Official classification rests with the Commandant of Cadets. Within 48 hours of the incident, Company Officers may refer the individual to the Academy Drug and Alcohol Representative to discuss the alcohol factors of the incident and make arrangements for a screening to be performed, if deemed appropriate.
  - (b) There will be instances when a cadet's possible alcohol problem may be documented in his/her Feedback of Interpersonal Effectiveness form. This does not in itself constitute an alcohol incident or situation. It is the responsibility of the Company Officer to bring this to the attention of the cadet, and to work in cooperation with the Academy Drug & Alcohol Representative to determine the level of the cadet's problem, if one even exists. Administrative action will only be taken in this case if it is determined that the cadet requires treatment and subsequently fails to complete it.
3. Informal Referral. On occasion, an individual will approach some authority to inquire about options for someone they know who may be having an alcohol problem. In these cases, it is in the best interest of the organization to see that the person in question receives the proper help as soon as possible. If willing, the individual is confronted about his/her problem and is given treatment options from which to choose. In most cases, these individuals will be able to work with a professional counselor on a confidential basis. This is not considered an alcohol incident, although violation of Level II aftercare may result in disenrollment and violation of Level III aftercare will normally result in disenrollment.
4. Self Referral. The same rules apply as in "Informal Referral" except that the cadet with the problem contacts either the Academy Drug & Alcohol Representative or other medical authorities on his/her own. This is not considered an alcohol incident, although violation of Level II aftercare

may result in disenrollment and violation of Level III aftercare will normally result in disenrollment.

e. Rehabilitation and Treatment Options.

1. The rehabilitation program is designed to ensure that cadets diagnosed as alcohol abusers or alcohol dependent are afforded appropriate treatment. Aftercare programs are specifically and personally designed by each treatment facility and program for the patient.
2. Level 0.5: Early intervention is intended for personnel who have had some difficulty with alcohol, but who do not have an established pattern of abuse. A 20 hour ALCOHOL IMPACT course is to be used for this level. The goal of this level is to increase the participant's knowledge and awareness about alcohol, and to assist one in making healthy decisions about their future use of alcohol.
3. Level I: Alcohol outpatient services (OP) is designed for personnel who have a pattern of misuse of alcohol and meet the DSM-IV criteria for substance abuse. The objectives of this program include: reduce problematic use through educational counseling, increase awareness of one's relationship with alcohol, motivating positive attitude and behavioral changes in that relationship; and increase ability to make responsible decisions about the use of alcohol.
4. Level II: Intensive outpatient program (IOP) is designed for personnel who have been diagnosed using DSM-IV criteria for alcohol dependence and have been assessed to be within the appropriate limits of outpatient treatment. This level may also be used for patients who have a pattern of severe alcohol abuse who are recommended for abstinence-based treatment. The objectives of this program are to assist the member's acceptance and adjustment to having a chronic condition, and introducing the basic building blocks for an abstinent life-style. Once this treatment is completed, any violation of the aftercare may result in disenrollment.
5. Level III: Residential program. A strictly confidential program for members who have been diagnosed alcohol dependent (DSM-IV) and have been assessed with patient placement dimensions as requiring a structured 24 hour program. The objectives of this program are to assist the member's acceptance and adjustment to having a chronic condition, and introducing the basic building blocks for an abstinent life-style using a milieu concept of treatment (patient community). Once this treatment is completed, any violation of aftercare shall normally result in disenrollment.

6. Level IV: Medically managed. Personnel assessed at risk for withdrawal or requiring immediate medical attention for other disorders, will be referred to a medical ward at a Medical Treatment Facility. When stabilized and assessed, the patient may be transferred to the appropriate level of treatment.

f. Regulations.

1. Cadets who are 21 years of age or older may consume alcohol in accordance with federal, state, local, or foreign law. Cadets also must comply with more restrictive base or reservation requirements.
2. Cadets who are less than 21 years of age (underage) may not purchase, possess, transfer, or consume alcohol at any time, anywhere, even if authorized by state, local, or foreign law.
3. Cadets introducing alcohol, causing alcohol to be introduced, possessing containers with alcohol residue or consuming alcohol on the Academy or any other military installation at unauthorized times or locations will normally be disenrolled. This includes any vessel attached to the Academy.
4. Cadets using alcohol while in a duty status will normally be disenrolled.
5. Cadets who are least 21 years old may consume alcohol at the Dry Dock restaurant on board the Academy during all liberty hours providing the cadet is in a normal liberty status (i.e. not restricted).
6. Alcohol shall not be consumed in a public place where such consumption would offend the general public (such as a city sidewalk, bus, public park, etc. )
7. Alcohol shall not be removed from areas on board the Academy where alcohol use has been authorized.
8. While in uniform, cadets will not visit a bar or taproom whose primary purpose is to serve liquor or other alcoholic beverages.
9. Cadets who are at least 21 years old shall not provide alcohol to underage cadets. Providing Alcohol to minors will normally result in disenrollment. Failure to make a legitimate prevention effort when placed in a situation where others are drinking unlawfully and/or irresponsibly is a Class I offense.
10. Upperclass cadets will use their position, rank, and leadership experience to prevent others from drinking unlawfully and/or irresponsibly. Fourth

class cadets shall do the same for other fourth class cadets. Failure to do so is a Class I Offense.

11. Violation of the Level II aftercare program may result in disenrollment. Violation of Level III aftercare will normally result in disenrollment.
12. Any alcohol incident while on Suitability for Service Probation will normally result in disenrollment.
13. A cadet found in violation of driving under the influence (DUI) will normally be recommended for disenrollment. In the event a cadet is retained after a DUI, they shall lose their base driving privilege for their remaining tenure at the Academy.

#### 4-5-02. Senior-Subordinate Relationships

##### a. General.

1. The Commandant of Cadets shall develop and maintain an entry level training program to be administered to the new fourth class during the summer training program. This training shall promote individual awareness of appropriate and inappropriate personal relationships.
2. The Corps of Cadets will be held to the standards of the Personnel Manual, COMDTINST M1000. 6 (series), Section 8-H, with regards to Cadet/Enlisted relations. The Cadet shall assume the role of the senior for 8-H purposes. Cadets may not date enlisted personnel of any service. Training and education on 8-H will be provided throughout the 200 week cadet program emphasizing appropriate senior-subordinate relationships.

##### b. Definition.

1. An improper senior-subordinate relationship is defined as: An unduly familiar association or dealing between seniors and subordinates, which prejudices good order and discipline, either by compromising regard and respect for authority, or by impairing the ability of the senior member to exercise fair and impartial judgment.
2. Fraternalization is an inappropriate relationship, personal or romantic, between an officer or cadet and an enlisted member. To many, the word fraternalization erroneously connotes only male/female romantic relationships. It must be understood that the majority of fraternalization cases stem from improper senior-subordinate relationships, regardless of gender.

3. Cadets who are closely related to other cadets senior or junior to them; (e.g. siblings, cousins, etc.), shall maintain requisite respect and decorum attending the official military relationship between them while on the reservation and at any time in uniform.

c. Policy.

1. All cadets. Senior-subordinate relationships among cadets must be conducted in a professional manner so as to foster mutual respect and to maintain proper professional relationships. A distinct separation among all four classes must be maintained. Association between cadets and enlisted must be conducted in a like manner, bearing in mind that cadets are in training for positions as commissioned officers. Cadets shall not engage in an overly familiar personal relationship with other cadets, members of the military, or members of the faculty or staff which impacts the good order and discipline of the Corps of Cadets. Any concern shall be immediately addressed to the Company Officer or Company Chief.
  - (a) This policy is not intended to prohibit free and open communication between cadets and enlisted personnel on the job. Throughout a cadet's career, watches will be stood jointly with or under the direction of enlisted personnel. During summer training, there will be numerous opportunities for cadets and enlisted members to explain their positions, views, goals, concerns and motivations. Free and open exchanges of ideas and views can be of great value to both cadets and enlisted personnel, and cadets are encouraged to acquaint themselves with enlisted members and their duties.
  - (b) Relationships with enlisted personnel, where communications are frequent and extensive, to the exclusion of others, are not permitted. It is normally not appropriate for cadets and enlisted to socialize ashore, except in the event of unit sponsored activities. If in question, the cadet shall speak to the unit OOD to determine if attendance is appropriate.



2. The four class system at the Academy serves as a very important training environment, and interclass distinctions must therefore be maintained at all times in a professional manner. It is the responsibility of the upperclass cadet to control the circumstances in both social and professional relationships. This does not, however, relieve underclass cadets of their responsibility to conduct themselves in an appropriate manner. The goals of the training program are to learn how to effectively develop and maintain professional working relationships with seniors, peers, and juniors and between officers and enlisted personnel. Fraternalization and/or inappropriate relationships are insidious and dysfunctional problems which seriously disrupt good order and discipline in a military organization. It is essential for all cadets to learn how to set the tone and professionally manage this process in a variety of work-related and social settings prior to earning their commission. Personal relationships will be carried out in the following manner at the Academy:
  - (a) Off-base social relationships are permitted between members of adjacent classes except for the fourth class. These relationships, however, must conform with Coast Guard policy.
  - (b) Third class cadets shall address first class cadets by their last names at all times in professional settings. If a third class cadet does not know the name of the first class he/she shall use Sir/Ma'am. First class cadets may use their own discretion when addressing third class cadets by either first or last names.
  - (c) All cadets shall address one another by last name when one of the cadets is on duty or acting in any other official capacity.
  - (d) All cadets will use last names in the watch office with all classes at all times.
  - (e) At all military drills and ceremonies (i. e. formations), all cadets will address one another by their last names. For example, when cadet names are announced at formations they shall be announced by their entire name or their last name only. For another example, when a second class cadet is inspecting a third class cadet they shall use each other's last names.
3. Fourth Class. Associations of any kind not required in the course of duty and not maintained strictly on a professional basis are prohibited between members of the fourth class and cadets of the upper three classes.

- (a) The policy is in no way intended to prohibit or inhibit training, intercollegiate athletics, counseling, tutoring or other advisory functions expected of seniors in their association with subordinates.
  - (b) To lessen the many outside influences and corresponding demands upon fourth class cadets and to facilitate the implementation of this policy, cadets of the fourth class may only participate in those supervised cadet activities (clubs, groups, etc. ) authorized by the Commandant of Cadets which are primarily service, religious or educationally oriented, as opposed to socially oriented.
4. Romantic relationships as defined in the Personnel Manual:
- (a) Romantic relationships are permitted between members of adjacent classes. However, fourth class cadets are permitted to have romantic relationships within the Corps of Cadets only with their classmates.
  - (b) Romantic relationships between cadets may occur only during liberty and leave periods or when cadets are allowed guests on base for extracurricular events. Sections, summer training assignments, seating arrangements, etc. will not be tailored to facilitate personal relationships.
  - (c) Prior to the execution of a regimental organization, cadets who have a romantic relationship and are assigned within the same chain of command where a senior-subordinate relationship would exist shall make this fact known to their seniors in the chain of command. 1/c shall make such factors known to their Company Officer prior to the make selection process.
  - (d) Cadets who develop a romantic relationship within the same chain of command shall immediately notify their superiors and Company Officer. It is the senior's responsibility to bring these matters to the attention of the chain of command. Reassignment, cease and desist orders, and potential administrative action are at the discretion of the Assistant Commandant of Cadets.
  - (e) Romantic relationships with other military members. Cadets may not have romantic relationships with other service members, including other CGA trainees, with the following exceptions:
    - (1) Cadets of the same class or adjacent classes (with the exceptions defined above). This includes relationships with other service academies or ROTC members.

- (2) First class cadets may have romantic relationships with O-1s of an adjacent or same year group that are not assigned to the Coast Guard Academy and that are not assigned to a unit where the first class cadet is temporarily assigned for a summer training program.
  - (3) Fourth class cadets who report to the Academy with a pre-existing romantic relationship with an ROTC cadet or upperclass cadet or midshipman from another service academy may continue that relationship as long as the other member is not in the Coast Guard Academy cadet's direct chain of command or an exchange cadet at the Coast Guard Academy. This regulation does not authorize exchange cadets from other service academies to begin romantic relationships with fourth class cadets following their departure from the Coast Guard Academy. Cadet/enlisted relationships are prohibited at all times. The final decision on the propriety of any relationship rests with the Assistant Commandant of Cadets.
- (f) Cadets may not engage in romantic relationships with civilian employees assigned to CGA or a TAD command.
5. Cadets who date each other must manage their relationship in a mature, professional manner. Public displays of affection, spending time in barracks rooms, spending an excessive amount of time together, etc., can easily lead to misperceptions and disrupt good order and discipline. Therefore, each cadet involved in a romantic relationship must be constantly aware of these issues, consciously work to ensure they are conducting themselves appropriately, and set a proper example at all times for other cadets to follow.
  6. Cadets who are found guilty of inappropriate relationships may be disenrolled. A Cadet in a cadet-enlisted romantic relationship or an upperclass cadet in an upperclass-fourth class romantic relationship will normally be disenrolled.

#### 4-5-03. Honor Concept

##### a. General.

1. The Honor Concept, as practiced at the Coast Guard Academy, describes a relationship which prevails among individuals who, in their dealing with each other and the world at large, believe and practice complete and total honesty and integrity. "Honor", as a concept, embodies a way of life, an approach in dealing with ourselves and others. People who revere and practice the concept of "Honor" do not lie to themselves or

others; do not cheat themselves or others; do not deceive themselves or others; and do not steal.

2. The personal and working relationship between cadet and cadet, between cadet and officer, and between officer and officer, must be founded upon mutual and complete trust and integrity. In closely knit societies, such as the Corps of Cadets and the Coast Guard Officer Corps, the relationships established at the Academy are lifelong. In order to establish the proper relationship among Coast Guard men and women, trust and integrity are absolute essentials; it is for this reason that the Corps of Cadets ascribe to the Concept:

"Who Lives Here Reveres Honor, Honors Duty."

"We neither lie, cheat, steal, nor attempt to deceive."

3. The existence of the "Honor Concept" as a fundamental basis for cadet relationships carries with it the implication that any person whose conduct demeans this concept, any person whose conduct offends this concept, has offended the entire Corps of Cadets. It is for this reason that breaches of the "Honor Concept" are considered to be Class I Offenses, and are to be handled in accordance with the procedures outlined in these regulations.

b. Discussion.

1. Every person in society is bound by the rules of society which define specific forms of antisocial conduct and establish punishments for those who transgress these rules. These rules are established to provide an ordered system of relationships among humankind. All members of the Coast Guard are bound by the rules of the state and country in which they are located as well as the rules which extend to them by virtue of their citizenship. These rules create minimum social order and form the matrix upon which other more elaborate and sophisticated relationships among humans is established. It is from this starting point that the society of the Corps of Cadets departs for higher forms of ordered relationships which are considered necessary and appropriate for administering the community of the Coast Guard Academy and developing young men and women to assume their responsibilities as officers in the U. S. Coast Guard. To achieve these ends, the Regulations for the Corps of Cadets demand a more rigid standard of conduct of cadets. Other members of society who are not given the opportunity to be members of the cadet society are neither required to abide by these regulations nor are they thought less of for failing to adopt this way of life.

2. There is yet a higher standard of conduct, not bred in law or regulations nor supported by a morality of duty. This is the concept of honor, derived from the essence of the Corps and calling to the public service and supported by a morality or aspiration. Because we seek individuals of true distinction and personal achievement, acquired through demonstrated ability, talent, skill and knowledge, this honor exists. Because we are called to a life of public service to our fellow humans, we need officers and cadets whose actions are straightforward and above reproach, and in whom their fellow officers and the public can repose their trust. Because we are law enforcement officers, we need officers and cadets whose work and signature can be regarded as a verification of truth. Within the Corps of Cadets, the honor concept recognizes these service needs, and demands that the achievement which a cadet demonstrates must be a reflection of the cadet's individual ability, skill, talent, and knowledge and not the fruit of lying, cheating, stealing or deception. Accordingly, the concept of honor is summed up in the phrase: "We revere honor. We neither lie, cheat, steal, nor attempt to deceive."
3. The Academy is, by nature, extremely competitive, and much emphasis is placed on performance. This competitiveness should never be a stimulus or rationalization for lying, cheating, stealing or deceiving.
4. Due to the variety of life situations in which a cadet's sense of personal honor will be subject to challenge, no attempt at an elaborate "code" of honor offenses will be made. Indeed, such a "code" is inconsistent with the very philosophy of the concept of honor. The concept of honor is a standard of excellence, the mark of an officer, not merely a minimum standard established for all individuals to follow as a duty owed to society. The difference is this: persons concerned with minimum standards and the letter of the law resolve every doubt in their favor, just the way a court of law would, but the person of honor, concerned with high ethical standards and the spirit of the law, resolves the doubt in favor of duty, integrity, and public confidence.

c. Breaches of the Honor Concept.

1. Since concepts of honor are subjective and based upon personal values formed at an earlier time in life, in a variety of different cultural settings, some explanation is necessary in order to establish a common understanding of the concept as it exists in the society of the Corps of Cadets. This will be accomplished by the use of illustrative examples herein and expanded through the efforts of the Cadet Honor Board (CHB) which shall coordinate instruction on this subject throughout the Corps. Violations of the Honor Concept are breaches of our Core Values and will normally result in disenrollment.

- (a) Lying. A cadet who makes a statement which is presented as a true representation of the facts, knowing it to be false, displays a flaw in character which is inconsistent with the concept of honor and unacceptable to the Corps of Cadets and the Officer Corps of the Coast Guard. The responsibility and trust given to officers of the Coast Guard by the people of the United States demands that they scrupulously record and report the truth. Consequently, a cadet who reports a person as present, knowing that person is absent, violates the honor concept, as does the cadet who falsely states facts to a superior in response to questions regarding personal conduct, or that of others. Class loyalties, team loyalties and other loyalties must not transcend the truthfulness. To tell the truth in any situation regardless of the outcome sometimes carries with it some short term loss or destruction of immediate personal gain. The courage to face up to responsibility and accept consequences of acts develops a healthy conscience which will endure as a valuable character asset.
- (b) Cheating. The desire to do well or eagerness to win never justifies cheating to achieve an end. Cheating in any form is offensive to the honor concept and is unacceptable. A cadet is always expected to demonstrate individual learning and effort, whether this evaluation takes the form of an examination, quiz, laboratory, term paper, graded homework, or some type of evaluation device. The opportunity to cheat is encountered in both academic and nonacademic activities. Cadets participating in varsity or intercompany sports will scrupulously observe the rules, and those who officiate will be especially attentive to avoid even the suggestion of partiality. Plagiarism, the appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one's original work, is considered to be a cheating offense.
- (c) Stealing. Taking the property of another and retaining it for protracted or permanent personal use reflects a trait of character that is unacceptable to the cadet and officer corps of the Coast Guard. Throughout a service career, each officer is entrusted with the care and custody of substantial amounts of public and private property. We seek officers in whom this trust may be reposed without any doubts as to the individual's fidelity to that trust. The bond of integrity and honesty that unites the officer and cadet corps is a precious and valued trait of character that must be preserved. In day-to-day cadet life, the dividing line between "stealing" and "temporary borrowing" is often unclear. An individual wishing to borrow the property of another cadet shall always seek permission in advance. Borrowing without permission is wrongful appropriation.

Scrupulous compliance with this requirement is essential in order to remove any question of the authority for the person to be in possession of any property not personally owned.

- (d) Deceiving. Deceit may be defined as an attempt to mislead, to trick others or to cause them to believe as true that which is known to be false. By words or acts of either commission or omission, a deceitful person intends to represent a fact to exist which is known to be otherwise. Such conduct displays an element of cowardice and a flaw in character which is inconsistent with the standards required of a Coast Guard officer. The daily routine at the Academy provides innumerable occasions for the deceitful person to practice guile. Inaccurate reporting of facts, musters, class attendance, signing of lists, etc., is an example of deceitful conduct. A person who is unwilling to be held accountable for actions and omissions within the cadet corps will most likely display the same weaknesses as an officer. This kind of unreliability is unacceptable in a Coast Guard which relies on honest and forthright reports from its commanders around the world.

d. Altering or Tampering with Official Documents or I.D. cards.

1. Official Documents. Altering or tampering with official documents (e.g. liberty lists, accountability checks) for personal gain or to in any way circumvent or thwart the conduct of the Corps' business or these regulations is forbidden and is considered an Honor offense.

2. Misusing, Altering or Tampering with Identification Cards.

- (a) Using another person's identification card to circumvent laws or regulations is considered an Honor offense. Cadets shall not:
- (1) Possess, use, manufacture or distribute false identification cards or other identification documents.
  - (2) Possess or use another person's identification card or other identification document for the purpose of misrepresenting their identity or age;
  - (3) Give or loan their identification card or other identification document to an unauthorized person who may foreseeably use it to misrepresent his/her identity or age.
- (b) The term "identification card or other identification document" includes military identification cards, driver's licenses or any other passes or documents issued for purpose of identification.

- (c) The term “manufacture” includes altering a valid identification card or other identification document.
- 3. Penalties. Misuse, altering, and tampering with official documents and identification of any sort violate the Honor Concept of the Corps of Cadets and are also punishable under the Uniform Code of Military Justice. Offenses of this nature will normally result in disenrollment.
- e. The Honor Remediation Program. The Regimental Commander shall ensure that an Honor Remediation Program is promulgated for those retained after an honor offense or for cadets who are deemed to need this program.

#### 4-5-04. Sexual Harassment

- a. General. The Corps of Cadets is expected to maintain the highest standards of honesty, integrity and impartiality. Any conduct which undermines these standards is considered prejudicial to good order and discipline. Sexual harassment specifically undermines the integrity of working relationships. Sexual harassment violates the core value of respect.
- b. Defined.
  - 1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - (a) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment, or
    - (b) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or
    - (c) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
  - 2. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member is engaging in sexual harassment. Similarly, any military member who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.
  - 3. Sexual Harassment is a Class I offense.

#### 4-5-05. Sexual Misconduct



a. Consensual Sexual Misconduct.

1. The Uniform Code of Military Justice defines conduct unbecoming an officer and a gentleman/lady as an "action or behavior in an unofficial or private capacity, which, in dishonoring or disgracing individuals personally, seriously compromises their standing as officers." Officers and cadets in training to become officers are expected to maintain high moral standards and to act in a decorous manner. Failure to do so can be considered serious misconduct.
2. Sexual Misconduct is defined as acts that disgrace or bring discredit on the Coast Guard or the Coast Guard Academy and are sexual in nature. Regardless of the location of the following acts, they will be considered sexual misconduct.
  - (a) Any lewd, lascivious or indecent act,
  - (b) Indecent exposure, or
  - (c) Homosexual conduct.
3. Sexual or inappropriate physical contact is prohibited on board military installations or at any Academy sponsored events/activities, even if it is between consenting cadets. The exception is rented quarters where an expectation of privacy exists (eg. Navy Lodge or MWR Facility). The following acts may be considered sexual misconduct if committed on board a military reservation:
  - (a) Displays of affection, such as hand-holding, necking, petting, kissing, etc.
  - (b) Massages and rubs.
  - (c) Lying together or lap-sitting whether clothed or unclothed.
  - (d) Sexual intercourse or contact.
4. A 1/c or 2/c cadet who is found guilty of consensual sexual misconduct will normally be disenrolled if it is deemed that the severity of the situation warrants such action.
5. A 3/c or 4/c cadet who is found guilty of consensual sexual misconduct may be disenrolled if it is deemed that the severity of the situation

warrants such action. Any 3/c or 4/c who commits a second case of consensual sexual misconduct will normally be disenrolled.

b. Indecent Assault and Rape.

1. The perpetrator of indecent assault or rape (non-consensual sexual contact) will, at a minimum, be disenrolled. Such cases may, however, be adjudicated under the UCMJ or may result in other administrative or legal action as is deemed appropriate considering the facts and nature of the misconduct. The severity of punishment for such cases is not limited to disenrollment. Maximum punishments allowed under the UCMJ or other administrative sanctions may be imposed.
2. Cadets must realize that any time they engage in sexual activities mutual consent must be firmly established. Cadets place themselves in extreme jeopardy if consent is questionable. Any involvement of sexual misconduct where alcohol is involved immediately puts the issue of consent into question.

4-5-06. Narcotics and Controlled Substances.

- a. The Uniform Code of Military Justice, Article 112a, provides the guidance for this section. Any cadet subject to these regulations who wrongfully uses, possesses, manufactures, distributes, imports into the customs territory of the United States, exports from the United States, or introduces into an installation, vessel, vehicle, or aircraft used by or under the control of the armed forces a substance described below will normally be punished as a court-martial may direct. The substances referred to above include the following:
  1. Opium, heroin, cocaine, amphetamine, lysergic acid diethylamide, methamphetamine, phencyclidine, barbituric acid, and marijuana, and any compound or derivative of any such substance.
  2. Any substance not specified in (1) that is listed on a schedule of controlled substances prescribed by the President.
  3. Any other substance not specified in (1) or contained on a list prescribed by (2) that is listed in Schedules I through V of section 202 of the Controlled Substances Act (21 U. S. C. 812).
  4. Anabolic steroids, testosterone, and other prohibited "body building" substances are included.
  5. Any mind altering or designer drugs such as MDMA (ecstasy), GHB, Ketamine, and Rohypnol.

6. The improper use of legal hallucinogens such as glue, paint, and salvia divinorum.
- b. Cadets are expressly forbidden to possess any drug paraphernalia. Clubs that cater to, or encourage, illegal drug use must not be patronized by cadets. A specific list of off limits clubs and bars is published quarterly by the local Armed Forces Disciplinary Control Board. The list of off limits clubs will be distributed and posted by the Regimental Executive Officer.
- c. A cadet using or possessing narcotics or controlled substances will be disenrolled or summarily dismissed from the Academy, normally with a General Discharge.

4-5-07. Hazing.

- a. Hazing. Reference the Personnel Manual for any matters not defined in these regulations (CIM 1000.6A Section 8-J). See also [Foxtrot Directive F-1-02, Part C](#), of the Regimental Commander's Supplement to these Regulations for identical verbiage taken from CIM 1000.6A, Section 8-J.
  1. Definition: Specifically, hazing is any conduct in which a military member without proper authority causes another military member(s) to suffer or be exposed to any cruel, abusive, humiliating, oppressive, demeaning, harmful activity, regardless of the perpetrator's and recipient's Service or rank. Soliciting or coercing another to conduct such activity also constitutes hazing. Hazing need not involve physical contact among or between members; it can be verbal or psychological in nature. Activities meeting these criteria constitute impermissible hazing even if there is actual or implied consent to the acts. Hazing can include, but is not limited to, the following activities:
    - (a) Playing abusive or mean-spirited tricks intended to ridicule, humiliate, or ostracize;
    - (b) Throwing personnel over the side from a ship or pier;
    - (c) "Tacking on" cadet shields or other devices by forcibly applying them to a member's clothes or body;
    - (d) Forcing or encouraging the consumption of substances not normally prepared or suitable for consumption;
    - (e) Group wrestling matches targeting a particular member;

- (f) Encouraging a member to consume excessive amounts of alcohol or requiring the consumption of alcohol in any amount;
  - (g) Forcibly cutting or shaving hair;
  - (h) Branding, tattooing, or painting another;
  - (i) Coercing or encouraging another member to fully or partially disrobe;
  - (j) Taping, tying, or otherwise restraining a member's arms, legs, or mouth;
  - (k) Handcuffing or otherwise restraining a member's arms, legs or mouth;
  - (l) Using law enforcement restraints or techniques on another member in other than official capacity or a bona fide training session;
  - (m) Placing or pouring foreign substances or liquids on another member;
  - (n) Touching in an offensive manner;
  - (o) Striking, or slapping another member; or
  - (p) Threatening or offering violence or bodily harm to another.
2. Implied Consent: Personnel often attempt to disassociate their activities from "hazing" by stressing the voluntary nature of participation. Even genuinely voluntary participation can cause detrimental consequences. Often apparently willing participation is actually prompted by subtle compulsion, peer pressure, or a bid for acceptance and is not truly voluntary at all. As indicated in the definition of hazing, actual or implied consent does not eliminate the perpetrator's culpability. Personnel knowingly and voluntarily submitting to hazing may be held accountable as well.
3. Responsibilities of ALL personnel:
- (a) Every member must ensure hazing does not occur in any form at any level.
  - (b) Every military member must inform the appropriate authorities of each suspected violation of this policy.

- (c) Victims of actual or attempted hazing and witnesses to these activities must report it to the appropriate level of the chain of command.

4. Penalties:

- (a) This policy applies to all personnel at all times, on or off duty, at sea or ashore, on or off base. Any violation, attempted violation, or solicitation of another to violate this policy may subject involved members to appropriate administrative and/or disciplinary action.
- (b) In dealing with hazing, commands have a wide variety of procedures available, depending on an incident's specific circumstances. One function of command, and a challenge to its leadership capabilities, is to fit the appropriate command response to each particular situation. Available remedies range from counseling to administrative discharge proceedings.

4-5-08. Bias Incidents.

- a. A bias incident is "a non-criminal act committed against a person, property or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin."
- b. Despite ample public and private efforts in the United States over the past 100 years, hate and bias incidents still occur. As a military, multi-mission, maritime service performing a broad range of services to a diverse nation, these types of incidents go against everything the Coast Guard stands for and are contrary to the premise of its Equal Opportunity, Anti Harassment and Diversity policy statements. The Coast Guard is committed to providing a workplace free of hateful and racist behavior so all Coast Guard personnel can achieve their full potential and thereby enhance unit cohesiveness, military readiness and mission execution. Hateful and racist behaviors are violations of Coast Guard core values and will not be tolerated.
- c. Examples of acts or expressions that constitute hate or bias incidents include:
  - 1. The display, presentation, creation or depiction of a noose, or any symbol of racial oppression or hatred, that is designed to defame or intimidate an individual or group of individuals, irrespective of size, type or how it is displayed or presented.
  - 2. The display, presentation, or depiction of any expression of religious oppression or hatred, that is designed to defame or intimidate an individual or group of individuals, irrespective of size, type or how it is displayed or presented.

3. Name calling, racial slurs or other verbal expressions that are intentionally designed to defame or intimidate an individual or group of individuals because of their race, religion, disability, sexual orientation, or ethnicity/national origin.
  4. The creation, display, distribution or other promotion of printed material that is intentionally designed to defame or intimidate an individual or group of individuals because of their race, religion, disability, sexual orientation, or ethnicity/national origin.
- d. Reporting Procedures. Any cadet who is a victim or subject of, witness to or have otherwise been apprised of, or are aware of a hate or bias incident shall immediately report the incident to the Academy Civil Rights Officer or any other chief petty officer or officer in their chain of command. Immediate notification is essential to discover and preserve all evidentiary information, expeditiously begin efforts to identify and reprimand the perpetrator(s), and resolve the incident such that the victim can begin the healing and recovery process. Per Commandant policy, the Commandant of Cadets will immediately report the incident to the Coast Guard Director, Office of Civil Rights, and will keep him/her informed as to the outcomes of any investigation and actions taken.
  - e. Victim Rights. The Coast Guard is committed to ensuring victims of bias incidents are protected, treated with dignity and respect, and provided appropriate ongoing support. Because of the similarities in the initial reporting information received from a bias incident as compared with the initial intake information received during the Discrimination Complaint Process, the victim's Company Officer, Academy Civil Rights Officer and victim will meet to discuss the details of the incident and its impact on the victim. The importance of determining the appropriate course of action immediately after a bias incident is reported is critical.
  - f. Command Action. The Coast Guard is dedicated to ensuring that persons who commit bias incidents are held accountable for their actions. Either the Assistant Superintendent or the Commandant of Cadets will convene an investigation as deemed most appropriate. Acts or expressions of bias require a response that is appropriate and consistent with the provisions of the Cadet Regulations and Uniform Code of Military Justice. If the investigation proves that a bias incident occurred, the perpetrator will be held appropriately accountable.

#### 4-5-09. Hate Crimes.

- a. Congress has defined a hate crime as “a criminal offense committed against a person, property or society which is motivated, in whole or in part, by the

offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin." It typically involves an element of damage to property, physical harm (or the threat of physical harm), or violence (or the threat of violence). A hate crime is not a distinct federal offense; it is a criminal offense with an added element of bias and has no place in the Coast Guard or in society. As such, alleged hate crimes will normally be investigated by the Coast Guard Investigative Service. Cadets who are found to have committed hate crimes will be prosecuted as appropriate under the Uniform Code of Military Justice, and, at a minimum, will be disenrolled from the Coast Guard Academy.

b. Types and examples of hate crimes:

1. **Defensive or Reactive Hate Crimes.** Perpetrators of this type of crime are motivated by a triggering event or incident that requires them to "protect" their interests. Perpetrators tend to target the group or person who they perceive as a threat to their interests or a contributing factor to the threat. Typically, perpetrators of this crime have no prior history of bias-motivated behavior; rather their actions are based on fear of losing their communities or opportunities. Example: Homophobic graffiti is spray painted on the walls of a residence hall floor after a university decides to convert one floor of an all-male residence hall to a living and learning community for gay students.
2. **Impulsive or Thrill Hate Crimes.** These crimes are typically perpetrated by assailants who are looking for some "fun." Perpetrators seek out members of a particular group (or a location where members of a particular group frequently meet) to harass. Example: Two Jewish students are assaulted by a group of ten other students as they leave their place of worship.
3. **Premeditated or Mission Hate Crimes.** These crimes are rare but receive the most media attention as they generally involve known hate groups, such as the Ku Klux Klan. Perpetrators of these crimes are on a mission to eradicate the world of a certain group (e.g. all African Americans) or groups of people (e.g. everyone who is not White Anglo-Saxon Protestant) who they believe are socially and/or morally responsible for and/or contribute to society's ills. They believe that it is their divine order to fulfill the mission even if it means sacrificing their own lives as part of the process. Example: A member of the Aryan nation perches at the top of a campus building just before a large lecture dismisses and shoots at every African American, Hispanic, and Asian person leaving the building.

## **CHAPTER 5**

### **ADMINISTRATION**

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## [PART 1](#)

### ADMINISTRATIVE SYSTEMS

5-1-01. [Redress of Grievance](#)

a. [General.](#)

1. Grievance is a circumstance or condition thought to be unjust and grounds for complaint. Redress is an action taken to restore to a complainant whatever rights, privileges or status to which the complainant would have been entitled had the wrong not occurred. Redress of grievance, therefore, is action taken to rectify a circumstance or condition found unjust. In the military, a request for redress of grievance may be made by juniors who believe they have been wronged by a senior.
2. A cadet requesting redress of grievance from another cadet will apply in writing to their Company Officer via the senior cadet. Should redress be refused, the cadet may seek relief from the Commandant of Cadets by submitting the grievance in writing, stipulating the remedy believed to be appropriate.
3. If the senior is an officer or enlisted service member the cadet will notify the Company Officer of their intent to file a complaint.

b. [Human Relations Complaints.](#)

1. Discrimination based on race, religion, color, national origin or sex will not be tolerated in the Coast Guard or at the Coast Guard Academy. It is the goal of the Coast Guard to provide a positive, supportive climate in which personnel can do the very best of which they are capable, in which they feel comfortable, needed and wanted, and in which they can grow and achieve according to their individual desires and talents. Problems in interpersonal relationships or discrimination will be quickly and fairly

resolved. The Regimental Commander shall prescribe a Human Relations Organization and Response network in the Supplement to these Cadet Regulations.

5-1-02 General Administrative Guidelines.

a. Firearms, Fireworks and Ammunition.

1. Cadets desiring to introduce firearms or ammunition to the Academy must receive written permission to store the weapon by submitting "Special Request" Form CGACAD-8-CGA to the Commandant of Cadets prior to bringing the firearm or ammunition on board the Academy. This approval must be renewed annually. All personal firearms, ammunition, bows and arrows, crossbows, paint ball guns, pneumatic weapons and other personal weapons kept on board must be stored in the Academy armory. Check in and checkout hours are from 0800-1600 Monday through Friday.
2. Check in of personal weapons on weekends and after hours will be with the OOD at Munro Hall. All personal weapons will be taken by the owner to the Armory the following working day.
3. Cadets checking out personal weapons shall depart the Academy immediately. Under no circumstances will a personal recreational weapon be loaded while on Academy grounds. Those individuals who have a handgun stowed shall show a Connecticut permit to carry a handgun before the weapon will be released.
4. All cadets are required to comply with applicable federal, state and local laws regarding ownership, registration, possession and transportation of privately owned firearms and ammunition. Connecticut State Law requires a permit to carry or transport a handgun.
5. Cadets will not, without proper authority, discharge any firearm or fireworks within the Academy limits, or any unit to which attached.

b. Disclosure of Information - Privacy Act of 1974.

1. The Privacy Act of 1974 (Public Law 93-579, 5 U. S. Code 552a) provides the right of an individual to certain safeguards against an invasion of personal privacy when records are maintained by the organization for whom they work. Specific items of information are prohibited from disclosure to a third party. Cadets shall not disclose information concerning other Coast Guard employees, including cadets, except as summarized below:

YOU MAY REVEAL

DO NOT REVEAL

- |                                                                                 |                           |
|---------------------------------------------------------------------------------|---------------------------|
| 1. Name                                                                         | 1. Home address           |
| 2. Rank or rate                                                                 | 2. Home telephone number  |
| 3. Date of Rank                                                                 | 3. Number of Dependents   |
| 4. Salary (Base Pay)                                                            | 4. Withholdings           |
| 5. Duty Status                                                                  | 5. Allotments             |
| 6. Past/Present Duty Station                                                    | 6. Social Security Number |
| 7. Duty Station Address, but not individual Chase Hall post office box numbers. | 7. Date of Birth          |
| 8. Office Telephone                                                             |                           |
| 9. Future Duty Station                                                          |                           |
| 10. Source of Commission                                                        |                           |
| 11. Military and Civilian Education Level                                       |                           |
| 12. Promotion Sequence Number                                                   |                           |

2. Cadets will not disclose classified, privileged or official information, except as may be required in the performance of duties, and then only to persons authorized to receive such information.

5-1-03. Solicitation Aboard the Academy

a. General.

1. Peddlers, canvassers, salesmen or subscription agents may not solicit on the Academy reservation. Business agents who have legitimate business with individual cadets or groups of cadets must have written permission from the Commandant of Cadets to conduct their business. If the status of the caller, or the purpose of the visit is in doubt, the Chase Hall Duty Officer must be advised of the situation.
2. Cadets are prohibited from:
  - (a) Announcing the presence of a business agent over the PA system.
  - (b) Using official telephones to make appointments or conduct business, unless authorized to do so by their Company Officer.
  - (c) Allowing a business agent to be present at any group meeting of cadets, regardless of the subject of the meeting, without the written permission of the Commandant of Cadets.
3. Solicitors granted permission to conduct business on board the Academy may meet in the lobby or conference room in Chase Hall, or such other place authorized by the Commandant of Cadets.
4. The standards of conduct contained in 5 U.S. Code 2635 and Commandant Instruction 5370.8 (series) provide limitations on the ability

of all Coast Guard members to conduct fundraising activities. Any cadet desiring to conduct charitable fundraising shall contact the Academy Legal Office via the Hotel Company Chief for an ethics determination prior to conducting any fundraising.

#### 5-1-04 Publication and Directives

- a. Superintendent Directives. The Superintendent of the U. S. Coast Guard Academy issues directives to govern the operation of the Academy.
- b. Academy Organization Manual. A description of the organization of the entire Academy is contained in the U. S. Coast Guard Academy Organization Manual. The purpose of the Manual is to promulgate policies, responsibilities, and standards for the operation of the Coast Guard Academy. The Manual also prescribes the internal organization, the duties of Division Officers, Independent Staff Officers, Heads of Departments and certain other key officials. It sets forth the general policy covering matters of major principles relating to the management of personnel assigned to or employed by the Academy. It also sets forth general policy that covers matters of lesser importance required in the interest of standardization and which is of a permanent nature.
- c. Regulations for the Corps of Cadets (SUPTINST M5215. 2 series). In accordance with the Coast Guard Regulations, the Commandant has delegated authority to the Superintendent to promulgate directives governing the administration of the Academy. Cadets must have a working knowledge of these Regulations and comply with its contents.
- d. Regimental Commander's Supplement to the Cadet Regulations.
  1. General. The Regimental Commander shall have the responsibility of supervising, under the direction of the Regimental Officer, Assistant Commandant of Cadets and Commandant of Cadets, the implementation and enforcement of the Regimental Commander's Supplement to the Cadet Regulations (RCSCR). The purpose of the RCSCR is to outline the standards of military excellence and protocol which are to be adhered to by the Corps of Cadets, in line with the standards of the Coast Guard and consistent with principles of development in the Guide for Officer Leadership Development (GOLD).
  2. Contents of the Regimental Commander's Supplement to the Cadet Regulations (RCSCR). The RCSCR will contain regulations pertaining to:
    - (a) The standards of professional military appearance and grooming of cadets

- (b) The material condition and military appearance of cadet rooms and Chase Hall
  - (c) Military protocol internal to Chase Hall, such as formations and the Cadet Watch
  - (d) Intercompany sports and other cadet activities
  - (e) Cadet training
  - (f) The cadet conduct system and punitive list of all cadet conduct violations
  - (g) The Honor Company competition
3. Regulations Changes Process and Authority. The Regimental Commander is authorized to convene a Corps Regulations Review Board for the purpose of researching and discussing regulations, and proposing and implementing changes. Suggested changes to the Regulations may be approved by the Regimental Commander with the concurrence of the Commandant of Cadets.
- e. Cadet Plan of the Day. The Cadet Plan of the Day will be published daily by the Regimental Executive Officer promulgating schedule changes, orders of the day and announcements necessary for the efficient operation of the Corps of Cadets. The Plan of the Day will be posted by 2000 on the day preceding the effective date. All cadets must comply with schedule changes and orders contained therein. Information contained in the Plan of the Day will not normally be repeated at formations, meals or over Public Announcing systems.
  - f. Catalog of Courses. The Catalog of Courses is published by the Registrar's Office each year. Its purpose is to provide information to cadets, faculty, and prospective candidates on the academic program leading to a Bachelor of Science degree. It serves as the official plan of study for the incoming classes in each of the eight majors, describing courses and listing projected offerings for the next four years. It provides information and guidance on such issues as the Academy mission, critical dates, the grading system, academic honors and deficiencies, registration, and general administrative policies.

#### 5-1-05 Medical Administration of Cadet Corps

- a. Cadet Inpatient Status.

1. Cadets confined to the Academy Clinic remain responsible for adhering to these Regulations in addition to those special orders issued by the Senior Medical Officer.
  2. When authorized by the Senior Medical Officer, cadets on inpatient status may be allowed to attend classes, take examinations or observe study hours.
  3. Cadets are only given one medical chit from the clinic. This is to be turned into the cadet's Company Executive Officer. To maintain the privacy of the cadet, once the company Executive Officer has received the medical chit, he or she will keep it, and not pass it on to the company OOD. It will be the Executive Officer's responsibility to maintain the status of the cadets with medical chits on the company's white board. The only information that should be written on the board is the cadet's name and duty status, but not the medical condition (see part c., Report of Sick and Injured, below). The only time a cadet needs to write their medical status on their personal white board is when they are SIQ and/or on Bedrest, and in the room with the door closed.
  4. Cadets on inpatient status may be granted liberty or leave, if recommended by the Senior Medical Officer and approved by the Commandant of Cadets. These cadets will sign out and in with the CHDO.
  5. Cadets may be granted sick leave by the Commandant of Cadets upon the recommendation of the Senior Medical Officer.
  6. Cadets may not refuse any medical treatment directed by the Senior Medical Officer.
- b. Visits to the Clinic. Cadets may visit patients in sick quarters during visiting hours or as authorized by the Senior Medical Officer.
- c. Report of Sick and Injured. The Senior Medical Officer will cause to be entered on the Morning Sick Report (Binnacle List) the names and recommended medical status of all cadets who reported for sick call, and those in an inpatient status. The recommended medical status will be adhered to unless changed by the Commandant of Cadets. The following definitions are applicable:
1. Fit for Full Duty (FFD): No medical condition of concern or preventing the cadet from attending all academic, military, and athletic obligations.
  2. Not Fit for Full Duty (NFFD): The layman's definition of not fit for full duty (NFFD) is any condition other than fit for full duty (FFD). As such,

the following categories are particular subsets of the general category “not fit for full duty”, and will be used as far as possible:

- (a) Sick in Quarters (SIQ): Cadets who are SIQ are not to attend class or other military obligations and are confined to the medical ward or Chase Hall. They are to eat meals in the cadet wardroom when they feel they can, but are to return immediately back to their room following the meal, or eat in their room.
- (b) Fit for Limited/Light Duty (FFLD): Fit for Limited Duty. Cadets placed on this status have some injury or illness that requires them to be excused from a specific activity or duty. The Doctor or Health Services Technician will describe any supplemental information or special circumstances on the Medical Report of Duty Status Form. Bedrest may be recommended in this status. The clinic Medical Officers define the need for bedrest as a condition that does not limit the cadet's ability to perform their normal daily routine, but does require additional rest. Bedrest requires a cadet to go to class, but also allows rest when not required to be at an academic or military obligation. Bedrest recommendations from the clinic allow the cadets to sleep during those times when it is prohibited by the Cadet Regulations.

d. Outside Medical Treatment for Cadets.

- 1. Cadets requiring inpatient or outpatient medical attention at any time must use the closest available uniformed services medical facility. A civilian medical facility may be used:
  - (a) In cases of emergency. An emergency is defined as "medical treatment of patients with severe, life threatening or potentially disabling conditions that require immediate interventions to prevent undue suffering or loss of life or limb and/or dental treatment of painful or acute conditions".
  - (b) If no uniformed services medical facility is available within 50 miles and the care is authorized by a Coast Guard Academy physician.
- 2. Emergency Treatment. Cadets must report any outside emergency medical treatment to the Academy clinic for inclusion in their medical record. The Health Services Division must verify bills for emergency care before payment can be authorized. Cadets failing to report emergency care may be required to pay for this care themselves. Cadets must notify the CHDO if admitted to a hospital as soon as they are able. Cadets obtaining emergency outpatient treatment with a civilian medical facility must notify the Health Services Division the next day.



3. The Medical Administration Office, located in the Academy clinic, will review all non-Academy physician's recommendations for "sick leave", "no duty" or "limited duty". An Academy clinic physician will rewrite the appropriate recommendation on CG-5460A, Status Profile, for action by the Commandant of Cadets. Incapacitated personnel should have the Patient Affairs Office notified of the circumstances so that proper authorization for present status may be attained.
- e. Elective Healthcare for Cadets.
1. Elective healthcare is defined as care not required to maintain fitness for duty.
  2. Cadets desiring elective healthcare from either a civilian or military provider shall submit a written request to the Chief, Health Services Division via the Commandant of Cadets. Academic and military obligations shall be taken into account prior to the scheduling of elective healthcare. Under normal circumstances, elective healthcare should be obtained on the cadet's own time, which may include use of leave periods for convalescence. The Commandant of Cadets is the final approving authority for healthcare requests that require special liberty or administrative leave.
  3. Cadets may pursue elective care from a civilian provider for privacy surgeries without Coast Guard pre-authorization (for billing purposes) provided:
    - (a) The cadet assumes responsibility for all treatment costs.
    - (b) The treatment does not render the cadet in a duty status other than "Fit for Full Duty".
    - (c) The cadet receives medical counseling from Academy's HSD and acquires Command approval.

## PART 2

### CADET ACTIVITIES AND FUNDING

#### 5-2-01. Cadet Activities Fund

- a. Purpose. The Cadet Activities Fund (CAF) is established to defray expenses incurred by the Corps of Cadets and authorized Cadet Activities.

- b. Administration. The Cadet Activities Fund (CAF) is a Non-appropriated Fund Instrument (NAFI) established under the guideline of the NAFI Manual (COMDTINST M 7010.5A). The CAF NAFI is administered by the CAF Manager in the Cadet Division and follows the CAF Standard Operating Procedures for its daily operations.
- c. Sources of Funding.
  1. USCG Academy Exchange. The Superintendent shall annually determine what a portion, if any, of the USCG Academy Exchange profit shall be allocated to the Cadet Activities Fund.
  2. Cadet Activities Fee. The Cadet Activity Fee is assessed from cadets at the beginning of each Fall Semester.
  3. Donations. Any donations or other gifts received by any cadet activity shall be accepted as a gift by the Superintendent and then deposited into the Cadet Activities Fund.
  4. Coast Guard Foundation. Each year a project proposal is submitted by the Coast Guard Foundation to the Superintendent for the support of Cadet Activities.
  5. Coast Guard Academy Alumni Association. Each year a project proposal is submitted by the Coast Guard Alumni Association to the Superintendent for the support of Cadet Activities.
- d. Disbursements. Funds shall be disbursed by the CAF manager. The CAF manager shall maintain checking accounts in the name "Cadet Activities Fund".
- e. Non appropriated Fund Codes (NAF).
  1. Categories. Cadet Activities shall be divided into the following categories:
    - (a) Cadet Spiritual Clubs
    - (b) Cadet Activities
    - (c) Instrumental Activities
    - (d) Cadet Vocal Music
    - (e) Social Activities
    - (f) Cadet Vans and Livery Service

- (g) Tide Rips
  - (h) CAF Equipment Supplies
  - (i) Summer Programs Morale
  - (j) Cadet Company Morale
  - (k) General Administration
  - (l) Sailing Program
2. Activities Heads and Club Advisors. Activity Heads and Club Advisors have overall responsibility for funds included under their category. Procurement of goods or services shall be approved by the Regimental Officer prior to an actual obligation of funds, and checks will be remitted under the signature of the Assistant Commandant of Cadets. For goods that are received and service provided, a formal request must be processed on Form DHS F4200, Procurement Request (Brown Sheet) originated and signed by the Activity Head or Club Advisor. For purchases of goods, receipt of the form "Confirmation of Receipt of Goods" must also be returned to the Account Technician before payment is remitted.
3. Approving Authority. The final approving authority for all Cadet Activities expenditures shall be the Assistant Commandant of Cadets.
- f. Purchases. Procedures for purchases funded through the CAF ensure timely response to the need for funds, maintain control of the limited resources available, and follow the procurement practices of the CAF NAFI SOP. Familiarity with these basic guidelines should enable activities to use the fund to execute their program.
1. Cadet Activities Head. Cadet Activity Heads will initiate purchases on Form DHS F4200.1.1 Procurement Request. The original is submitted to the club advisor and then to the Regimental Officer for approval. After approval, the original is sent to the CAF manager as authority for purchase. For requisitions of goods, the CAF Manager will return to the cadet activity a copy of the form "Purchase Order Approval Notification and Confirmation of Receipt of Goods." The Activity Head or club advisor will sign the "Confirmation of Receipt of Goods" and return it to the CAF Manager upon receipt and acceptance of goods.
- (a) Individual Cadet Activities Advisors/Club Heads are responsible for meeting the goals of their individual programs. They exercise discretionary authority over the funds allocated to their program.

- (b) All Procurement Requests should include the following information, and any other data which would aid in the procurement of the desired item:
  - (i) Description of articles or services (i.e. trade names, parts number, serial number, etc.)
  - (ii) Names of known suppliers
  - (iii) Quantity desired and unit price
  - (iv) Time delivery required
  - (v) When oral quotes have been obtained, the procurement requests will be annotated to show the names of the suppliers contacted and the prices quoted.

2. Ordering Supplies or Services. When necessary, purchases will be documented on Form DD-1155, Order for Supplies or Services, and distributed as follows:

- (a) Original to vendor.
- (b) Copies 2 and 3 to the Activities Head, who will sign for receipt on Copy 3 and return it to Cadet Activities Fund Account Technician.

3. Purchase Order Numbers. Purchase Orders will be numbered consecutively beginning with the number 0001 each fiscal year (1 July) e.g. CAF-0001-08.

4. Visa Card: Purchases may be expended by the point account managers of the following departments: Cadet Vans, Cadet Music, Cadet Instrumental, Cadet Social Activities, and CAF Administration. Brown sheets must be submitted to the CAF Manager to support all Visa Card charges.

5. Billing. Vendors will be advised to submit invoices to:

CADET ACTIVITIES FUND  
U.S. Coast Guard Academy  
29 Mohegan Ave  
New London, CT 06320-8102

g. Obligatory Authority. Final approval to obligate all funds rests with the Assistant Commandant of Cadets or the Commandant of Cadets.

- h. Expenditures. Conversations with and inquiries to vendors or sales representatives may be interpreted as purchase agreements; therefore, any such interpretation which results in action by a vendor, before the issuance of a purchase order, may be considered to be a personal obligation of the originator. Obligations of Cadet Activities Funds shall be made on a competitive basis to the maximum practicable extent.
  - 1. Purpose. The Cadet Activities Fund may be used to defray expenses for the following:
    - (a) Approved activities of the Corps of Cadets, and authorized cadet organizations (groups, units, clubs, etc.).
    - (b) Voluntary attendance of the Corps of Cadets or authorized cadet organizations as spectators or participants at scheduled events where such attendance or participation is considered to be in the good interest of the Corps of Cadets.
    - (c) Entertainment of official and other invited guests of the Corps of Cadets.
    - (d) Such other purposes considered to be of the interests and benefit to the welfare and good morale of the Corps of the Cadets.
  - 2. Other Funds. It is not intended that expenditures be made from the Cadet Activities Fund to defray expenses in support of activities normally considered to be the responsibility of appropriated funds, the Chapel Fund, or the Academy Athletics Association.
  - 3. Certification of Available Funds. Before a purchase document may be executed by the Cadet Activities Fund office, a certification that funds are available is required. Advisors / Activities Heads shall keep records indicating the current balance of funds under their control. They will not recommend obligation of expenditures in excess of their budgeted authorization.
  - 4. Special Requirements. Procurement Request in amounts above the approved budget will be noted as such and routed to the Regimental Officer and Assistant Commandant of Cadets for approval and determination of the applicable funding source.
- i. Budget.
  - 1. Cadet Activities NAF Budget. Advisors/Activities Heads shall submit a budget request for the next fiscal year not later than 30 April. The budget

shall be prepared by the Regimental Officer and approved by the Chief, Cadet Branch. The budget for individual operating accounts will be based upon recommendations of the Cadet Activities officer and availability of funds.

2. Allocation of Funds. Allocation for the operating accounts shall be available on the first day of the fiscal year and any remaining balances as of 30 June will be transferred to the reserve account.
3. Reports. The CAF Manager shall be responsible for preparation and submission of annual financial reports of the status of the Cadet Activities Fund to the Commandant of Cadets and Commandant CG-103.

#### 5-2-02. Cadet Sponsor Family Program

- a. General. The sponsor program provides cadets, many of whom are away from home for the first time, with families who can help provide support, friendship, and learning beyond the Academy environment.
- b. Program Coordination. The Cadet Activities Fund Manager as well as Echo Company coordinate the program and shall assign sponsors and maintain supporting documentation. All inquiries regarding the sponsor program should be directed to the Commandant of Cadets through the Program Coordinator and / or Echo Company.
- c. Sponsor Families. Active/Retired Coast Guard and other military officers, civilian personnel GS-7 and above assigned to the Academy, enlisted personnel E-7 and above, and families that are approved by the Program Coordinator are authorized to sponsor fourth class cadets.
- d. Purpose. The sponsor program is intended for fourth class cadets; however, it is not uncommon for cadets to maintain relationships with their sponsors beyond fourth class year. Sponsors who currently host upper-class cadets are reminded that initially fourth class cadets may be uncomfortable with upper-class cadets around. The program is not intended to create a stressful military environment for the cadets. On the contrary, the goal is to provide an environment in which cadets can relax while supporting the cadet regulations and core values of Honor, Respect and Devotion to Duty. Sponsors are not required to host cadets every weekend. It is not the intent of the program that sponsors be substitute parents, rather, that they aid in a transition that develops characteristics of independence that are so vital to our service members. Occasionally providing personal services such as laundry, cleaning, or transportation to airports is nice but is not expected.

## EMERGENCY PROCEDURES

5-3-01. Direction to the Regimental Commander. In close coordination with the Chief of Personnel, the Regimental Commander shall ensure that emergency procedures are published for Fire, Hurricane, and Bomb Threat. (See Foxtrot Directive in the Regimental Commander's Supplement to the Cadet Regulations).

## PART 4

### DAILY ROUTINE

5-4-01. Cadet Daily Routine. The Commandant of Cadets is responsible for carrying out the Cadet Routine of the Day. Adherence to the routine of the day is critical in order to maintain accurate accountability for the entire Corps of Cadets.

5-4-02. Excusal from the Routine of the Day.

a. Military Training.

1. With the exception of intercollegiate and club athletes participating in scheduled competitions, no one will be allowed to miss military training without an excusal from the Assistant Commandant of Cadets, Chief of Cadet Training or the Commandant of Cadets. Coaches, Club Advisors and any personnel in a supervisory role for a sport, club or activity shall avoid scheduling any meetings, field trips, practices, etc during the following times if military training is scheduled:

Monday, Tuesday, Thursday, Friday: 0700 – 0745

Monday through Friday: 1900 – 2000

Saturday morning: 0800 – 1200

2. Although it remains a military training period, the Commandant of Cadets may allow Athletics to conduct late practices during the Tuesday 1900-2000 period. Additionally, the Wednesday 1900-2000 period has been traditionally set aside for organized Religious Program activities (Vespers, etc.). In any event, when there is a need to muster and speak to the corps, all Monday through Friday 1900-2000 periods may be used at the Commandant of Cadets' discretion. Those corps-wide meetings will normally take precedence over all other previously scheduled obligations.

b. Regimental Reviews

1. Except in cases of inclement weather, Friday afternoons in the fall and spring are reserved for Regimental Reviews followed on very limited occasions by a guest speaker. Both the Regimental Review and the guest

speaker presentation are considered military obligations, and excusal will only be authorized by the Assistant Commandant of Cadets or Commandant of Cadets.

c. General Requests For Excusal From Routine Of The Day.

1. The purpose of the ACADIS Electronic Excusal System is to help maintain accountability of cadets, inform the food services division of venue changes for the meal of the day, and help provide oversight of cadet activities. The Electronic Excusal System is not intended to replace/supplement the Special Request Chit or subvert off base privileges set forth in Cadet Regulations. The Regimental Officer shall approve excusal requests through the Academy's ACADIS Excusal System based on guidelines set forth by the Assistant Commandant of Cadets and Commandant of Cadets.
2. The following individuals are authorized to submit excusals through the ACADIS Electronic Excusal System: Commandant of Cadets, Assistant Commandant of Cadets, Cadet Training Branch, Company Officers/Chiefs, Academic Instructors, Department of Athletics staff, club activities or club sports coaches/advisors for cadets in their respective programs, and 1/c presidents of the Diversity Councils. Excusals submitted by any individual not listed above will be automatically denied until submitted by proper authority.
3. The Regimental Officer shall use the following as a baseline for approving excusal requests in the ACADIS Electronic Excusal System.
  - a) As a general rule, excusals submitted to miss scheduled military training or military obligations (personnel/room inspections, op spotlights, etc.) or interfere with the academic schedule or evening reports will be denied unless a special request chit has been approved by proper authority.
  - b) The lunch period on Mondays & Thursdays is designated for cadets to interact & engage with their divisions/departments in the cadet wardroom. The only excusals that will be approved during these lunch periods are scheduled NCAA competitions and cadets traveling under military orders. All other optional excusal requests over the lunch period should be held on Tuesday, Wednesday or Friday.
  - c) Cadet club sport, cadet activity, NCAA sport in/off season, Regimental Staff or Companies will not be permitted to hold off base meetings, dinners, or gatherings which conflict with the daily routine, academic schedule or off base liberty policy set forth in



Table 5-5 of the Cadet Regulations without prior approval of the Regimental Officer or Assistant Commandant of Cadets.

\*Exceptions include: Company Officers may authorize one off base gathering/meeting for each class [1/c-4/c] and each division every semester {net 2 times per cadet}. The Regimental Officer may authorize two off base gatherings/meetings for the Regimental Staff & their respective components every semester. All events must not interfere with military training, the academic schedule and must be completed by 2000 [Sun-Thur] or 2400 [Fri-Sat].

- d) Restricted cadets and cadets in any probationary status may be excused for authorized intercollegiate and club athletic practices/competitions through the ACADIS Electronic Excusal System.
  - e) Restricted cadets and cadets in any probationary status may be excused for academic curriculum meetings or events initiated by instructors or academic advisors that are required for classroom academic credit. These events will not interfere with military training requirements unless authorized by the Commandant of Cadets, Assistant Commandant of Cadets or Chief, Training Branch.
  - f) Restricted cadets and cadets in any probationary status may be excused for approved on base club and activity events. Restricted cadets must receive an approved special request chit from their respective Company Officer and Assistant Commandant of Cadets to participate in off base activities. These will only be approved in extraordinary circumstances.
4. Cadets traveling under military orders must still have an excusal submitted for accountability purposes. Cadets are not excused from the Routine of the Day until the excusal request has been approved.
  5. Academics are considered a military obligation during the academic day. Excusal from academic obligations will only be granted for legitimate events. Prior to excusal from a class, the cadet is responsible to make academic deficiencies known to activity advisors/coaches.
  6. It is the cadet's responsibility to notify instructors prior to missing a class. Instructors, the Dean of Academics, Academic Advisors or the Commandant of Cadets may deny excusal from academic obligations. Cadets anticipating absence from class for an authorized cadet activity will request permission to miss class from their instructor(s), academic advisor and company officer via a Special Request form prior to the time the class is scheduled to be held. Cadets involved in varsity sports or

other programs specifically exempted by the Commandant of Cadets shall inform their instructors prior to the time class will be held.

7. Excusals are a military commitment. Cadets are required to attend events for which they are on excusal including meals. If a cadet is unable to attend an excusal, the cadet must notify and receive permission from the individual submitting the excusal and her company commander.
8. When departing the Academy for sporting events or activities, teams and groups will depart together, remain together, and return together. Any deviation from this policy must be addressed in the excusal or approved by the head coach, advisor, or instructor.

5-4-03. National Holidays. National holidays will be observed on: New Year's Day, January 1; Martin Luther King, Jr. Day, the third Monday in January; Presidents Weekend, the third Monday in February; Memorial Day, the last Monday in May; Independence Day, 4 July; Labor Day, the first Monday in September; Columbus Day, the second Monday in October; Veteran's Day, 11 November; Thanksgiving Day, the fourth Thursday in November; Christmas Day, 25 December; and others as may be designated by the President.

5-4-04. Attendance at Home Intercollegiate Athletic Events.

- a. Cadet spectators attending home athletic events or cadet athletic events at Connecticut College which continue past 2200 are allowed to remain at the event. Cadets will return to their wing areas within 30 minutes after conclusion of the event. In any case, cadets will return to their wing areas prior to 2400.

5-4-05. Divine Services. All cadets desiring to attend divine services off of the Academy during non-liberty hours shall submit a special request to their Company Officer. Restricted cadets may submit special requests for church liberty from one-half hour before until one-half hour after the service.

5-4-06. Class Attendance: Cadets and Guests.

- a. Attending class is considered both an academic and a military obligation. As such, each cadet shall, unless properly excused, attend all classes, laboratories and exercises scheduled for the section to which assigned.
- b. Cadets are expected to meet all academic obligations on time. If an instructor has not arrived within ten minutes of the scheduled class time, the senior cadet will seek out a faculty member for guidance.
- c. Cadets unable to attend class because of illness or other unanticipated reason shall report to their instructor at the first opportunity. Cadets requesting

special liberty or other absence from class shall request permission from their instructors.

- d. Cadets intending to resign must continue to attend their assigned classes until their official letter of resignation has been accepted/approved by the Superintendent.
- e. Cadets who fail to meet their academic obligations by design or neglect are subject to disciplinary action and academic penalties. Those who intentionally remain away from a scheduled class to avoid a recitation test, lab, or homework will be considered as neglecting an important duty. Missing a final exam, through neglect or intention, is a grave neglect of duty.
- f. Cadets may not bring guests (anyone not a member of the Corps of Cadets) to class without the prior approval of their instructor. Cadets will be responsible for the conduct and deportment of their guests.

5-4-07. Classroom Procedures. Cadets shall meet the Academy's high standards of military courtesy and bearing in the classroom. The procedures established by each faculty member for their individual class shall be followed by cadets. In the absence of faculty guidance, the following minimum procedures shall be followed.

- a. The senior cadet shall assume overall responsibility for the class section.
- b. If the instructor is not present when the section enters the classroom, the section shall be seated and the senior cadet shall preserve order.
- c. When an instructor enters a classroom after the section has arrived, the senior cadet shall call attention and provide an attendance report.
- d. Cadets shall remain seated when called upon or when reciting in class unless otherwise instructed. Cadets in formal lectures shall stand up and identify themselves when asking a question or when called upon.
- e. A cadet arriving late shall not disrupt the class, and should instead quietly take his/her seat and see the instructor immediately after the class.
- f. Upon completion of the class session, the senior cadet shall call the section to attention until the departure of the instructor, or until "carry on" is given.
- g. Cadets shall leave the classroom neat and orderly. The senior cadet shall be responsible for properly securing the classroom upon conclusion of the class.

5-4-08. General Barracks Guidelines.

- a. Cadets shall maintain a military atmosphere conducive to studies in the barracks during the Academic Day, Study Hour or after taps. It is the responsibility of the respective Company Commander, Department Head and Company OOD's to ensure that this policy is enforced.
- b. Pipes over the PA system or by the orderly shall be kept to a minimum. Only announcements that cannot be made at an earlier time shall be authorized. No barracks-wide announcements shall be made unless authorized by the Chase Hall Duty Officer (CHDO).
- c. No meetings shall be required during study hour without permission of the Assistant Commandant of Cadets.
- d. Cadets may not require juniors to perform any duties during study hour except those authorized by the Assistant Commandant of Cadets or the Regimental Commander as necessary for the efficient operation of the Corps of Cadets.
- e. Dayrooms may be used during study hours for groups.

5-4-09. Daytime Study Hours.

- a. Daytime study hours will be observed by cadets Monday through Friday during free military training periods and academic periods.
- b. Cadet room doors shall remain open during daytime study hours from 0600-1600, except when a cadet is changing clothes in the room. Cadets are required to indicate their liberty status on their white board outside their room to help the OOD maintain accountability. Cadets may request via special request chit to the Company Commander that their door be closed to sleep during these hours if a special need exists.
- c. Cadets may use daytime (0800-1600) study hours to conduct personal business or partake in physical fitness activities, but must do so within the confines of the Academy.
- d. Assignment of fourth class cadets remaining in the barracks to work parties is authorized only with the approval of the Company Commander, Company Chief or Company Officer. Designated orderlies will usually perform these functions.

5-4-10. Evening Study Hours

- a. Evening study hours shall be observed Sunday through Friday for the express purpose of study. Activities that disturb the individual cadet in their room, or group study area, will not be permitted.

- b. Room doors may be closed after 1600. Between taps and reveille, all cadets not in their wing area shall leave a note designating their specific location. Cadets departing Chase Hall must sign out with the Company OOD and check in upon their return. Cadets must also personally check in with their respective company OOD's for evening reports within an hour of when evening reports are due; signing out on a white board or signing out on the cadet barracks sign out list does not exonerate a cadet from personally checking in with the OOD for evening reports.
- c. Cadets may study in groups as long as others in the area are not distracted.

5-4-11. Evening Report.

- a. The evening report taken by the Company OODs will be conducted at 2200 or at the expiration of liberty, whichever is later. All cadets shall be in their wing area for evening report, unless on excusal or signed out of Chase Hall. When overnight liberty is granted to the Corps, report will be taken at 2200.
- b. Company OODs will take evening report and submit a written report to the RCDO no later than 2240 on Sunday through Thursday, and 30 minutes after the expiration of liberty on Friday and Saturday. This report will list all absentees, their class, room number and the reason for the cadet's absence, if known.
- c. The RCDO will forward Evening Report Sheets to respective Company Officers prior to 0800 the following day.

5-4-12. Examination Week Routine.

- a. Study and Conference Day.
  - 1. Liberty will be granted at the discretion of the CHDO at 1600 on Study and Conference Day. For those cadets who have no exams scheduled on the first exam day, overnight liberty may be granted by the Company Officer.
  - 2. Closed door study hour will be authorized commencing at 1300 on Study and Conference Day.
  - 3. Study and Conference Day is exclusively reserved for the faculty to meet with cadets concerning their academic performance. No training or athletic events should be scheduled on Study and Conference Day without the approval of the Dean of Academics.
- b. Exam Week. Exam week starts at 2200 on Study and Conference Day.

1. For those cadets who have no exams scheduled on a given exam day, overnight liberty may be granted by the Company Officer for the preceding evening.
  2. All unrestricted cadets are granted liberty at 0800 (0730 on Saturday and Sunday) to expire at 2200 (0100 on Sunday) for each day of the Final Exam Period. For those cadets with an exam the next day, liberty will expire at 1800.
  3. Cadets on board the Academy must adhere to the Exam Week routine of the day regardless of liberty status.
  4. Cadets on Academic Probation or Suitability for Service Probation can request special liberty via their chain of command, with final approval resting with their Company Officer.
- c. Scheduling Activities During Final Examinations.
1. General. Academic performance will be given primary consideration from Study and Conference Day through final examinations. There is a definite need for some voluntary recreation and diversion from study during the period; however, cadet final exam schedules or study routines shall not be disrupted.
  2. Intercollegiate Athletics. Cadets will not normally be scheduled for intercollegiate athletic events during this period. Requests for cadet participation in post season regional or national championships will be submitted via the responsible Division Chief/Department Head and Dean of Academics to the Assistant Superintendent for approval. Requests should be made as far in advance as practicable and the number of participants will be held to an absolute minimum. In considering these requests the following factors will be weighed:
    - (a) A requirement that cadets practice as a team during the final examination week time period.
    - (b) The number and duration of cadet absences involved.
    - (c) The nature of the event.
  3. Intercompany Sports. Intercompany sports will not normally be scheduled during final examinations.

4. Cadet Activity Group Events. Cadet Activity Groups will not normally schedule any events during final examinations. Requests may be considered, on a case by case basis, by the Commandant of Cadets.
5. Club Sports. Club sports will not normally schedule any events during Final Examination week. Requests may be considered, on a case by case basis, by the Commandant of Cadets.

5-4-13. Required Movies and Evening Lectures.

- a. Required movies and Corps-wide lectures will normally be scheduled during the evening military training period (1900-2000). Required lectures of an academic nature will normally be scheduled after 2000.
- b. Whenever required movies and evening lectures are held outside of regularly scheduled class time in conjunction with a class, cadets may be excused from the equivalent class or laboratory time at the discretion of the instructor.

5-4-14. Cadet Sick Call.

- a. Sick call for cadets will be held from 0700-0900 and 1300-1400, Monday through Friday in Michel Hall.
- b. Cadets in need of medical treatment should report to the Academy clinic at sick call. Cadets may miss morning 0700-0745 training and their subsequent first period class with permission of the Company OOD. The cadet or OOD should notify via email the first period instructor. Upon return from sick call a Medical Report of Duty Status form, provided by the attending doctor or health services technician, shall be routed to the company Executive Officer, who will maintain the status of the cadets with medical chits on the company white board.
- c. Cadets may report to the clinic for emergency medical treatment at any time. Cadets requiring medical treatment at night or on weekends shall notify their Company OOD, if practical, prior to reporting to the clinic.

5-4-15. Cadet Work Formations. The RCDO may muster only the duty section for tasking, not the entire fourth class. Companies may muster their 4/c cadets for work formations after approval by the Company Commander, Company Chief, or Company Officer.

5-4-16. Base Closure Plan of the Day

- a. This plan is to be used when the base is closed during normal hours for unforeseen circumstances such as inclement weather.

- b. During open door study hour, which will be held from 0800 until the lunch formation, all cadets shall be in the prescribed uniform of the day. After lunch formation, study hour gear and running suits are permitted for all non-restricted cadets. Restricted cadets are still required to be in the UOD.
- c. During closed door study hour, in addition to studying, cadets may engage in recreational activities authorized by the Commandant of Cadets.
- d. Restricted Cadet Formations for Monday through Friday will occur at 1930 and 2200.
- e. Restricted Cadet Formations on Weekends and Holidays will occur at 1300, 1600, 1930, and 2200.
- f. Liberty on Fridays, Weekends, and Holidays will be granted by the Assistant Commandant of Cadets, pending weather conditions.
- g. Use of Cadet vans and cadet owned vehicles will be granted by the Assistant Commandant of Cadets, pending weather conditions.
- h. In the event that the base is closed, all excusals will be cancelled and all meals will be eaten in the wardroom. If there is an exception that needs to be made, contact ARAMARK at (860) 444-8284.
- i. Table 5-6 outlines the Plan of the Day for base closures.



Table 5-1  
CADET DAILY ROUTINE – ACADEMIC YEAR

		M/TU/W/TH/F	
Reveille		0600*	
Guardmount		0615	
Morning Formation/PI		0620*	
Breakfast		0625-0645	(Family Style)
Breakfast		0630-0810	(Buffet Style)
Military Training/ Administrative period		0700-0745	
Academic Day Begins		0800	
	M/W/F		Tu/Th
First Period	0800-0850	First Period	0800-0915
Second Period	0900-0950	Second Period	0929-1040
Third Period	1000-1050	Third Period	1050-1205
Fourth Period	1100-1150		
Lunch	1205*	Lunch	1220*
Fifth Period	1250-1340	Fourth Period	1300-1415
Sixth Period	1350-1440	Fifth Period	1425-1540
Seventh Period	1450-1540		
Athletic/Extracurricular Activity Period			1600-1815
Evening Meal: Buffet Style (Mon-Thurs)			1700-1900
Friday Evening Meal			1800-1900
Military Training Period			1900-2000
Evening Study Hour			2000-2400
Taps			2200*
Evening Reports			2230

\* denotes bugle calls

Table 5-2  
Cadet Weekend/Holiday Routine

	<u>SATURDAY</u>	<u>SUNDAY**</u>	<u>HOLIDAY</u>
Reveille	0630*	----	----
Guardmount	0645*	0715*	0715*
Breakfast	0645-0740(1)	----	----
Morning Formation	0745	----	----
Begin Brunch; Relieve the Watch	----	0730	0730
Military Training	0800-1200	----	----
Catholic Mass	----	0900	----
Protestant Service	----	1030	----
Noon Meal (Buffet- Style)	1200-1300	----	----
End Brunch	----	1230	1230
Evening Meal (Buffet-style)	1700-1800	1700-1800	1700-1800
Study Period Begins	-----	2000	2000
Taps	2200*	2200*	2200*
Evening Reports	0100 Sunday	2230	2230

\* denotes bugle calls  
Notes: (1) Buffet Style  
Breakfast  
\*\*2145-2200 may be  
used by Guidon  
Bearers to address 4/c  
and observe Taps

Table 5-3  
Exam Week/Pre-Grad Week/Summer School/Swab Summer

	<u>Exam Week</u>	<u>Pre-Grad</u>	<u>Summer School</u>	<u>Swab Summer</u>
Reveille	0630*	0600	0600	0600
Guardmount	0640 *	----	----	----
Morning PT	----	----	----	0610-0640
Breakfast	0630-0815 (1)	0630-0800	0715-0745	0715-0745
Morning Formation	0730	0730	0700	0700
Open Door Study Hour	0730-1545	----	-----	-----
Morning Training	----	0800-1145	0800-1145	0800-1215
Examination Period	0750-1110	----	----	----
Afternoon Formation	----	1245	1245	1245
Noon Meal	1100-1300(1)	1130-1300	1130-1300	1245-1315
Afternoon Training	----	1300-1645	1300-1600	1330-1615
Examination Period	1215-1535	----	----	----
ICs/Drill	----	----	----	1630-1815
Evening Formation	----	----	----	1830
Evening Meal	1700-1900(1)	1700-1900(1)	1800-1900(1)	1845-1915
Evening Training	----	----	----	1930-2020
Study Period	----	----	1900-2400	2030-2130
Taps	2200*	----	2200*	2200
Evening Reports	2230	----	2230	2230

\* denotes bugle calls

Notes: (1) Buffet Style Meal

Table 5-4  
Restricted Cadet Formation Schedule

Fall and Spring Conduct Terms						
Monday-Thursday	----	----	----	----	1930	2200
Fridays	----	----	----	----	1930	2200
Saturdays	----	1300	----	1600	1930	2200
Sundays & Holidays	----	1300	----	1600	1930	2200
Finals Week	1000	----	1400	----	1930	2200
Summer Conduct Term						
Monday-Friday	----	----	----	1600	1930	2200
Saturdays	1000	1300	----	1600	1930	2200
Sundays & Holidays	----	1300	----	1600	1930	2200

\*RCDO/CHDO may hold unannounced Restricted Cadet Formations during the Fall, Spring, and Summer conduct terms. Cadets not properly signed out who fail to attend unannounced formations will be subject to additional administrative / punitive measures.

Table 5-5  
Cadet Academic Year Liberty Schedule

	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
FIRST CLASS	1600-2200	LMO-2400	LMO-	- 2200
SECOND CLASS		LMO-2400	LMO -	- 1900
THIRD CLASS		LMO-2400	1200-0100	0730-1900
FOURTH CLASS			1200-0100	0730-1800
Any cadet in a Probation / Suitability Status			1200-0100	0730-1800

\* With the exception of military training periods, cadets may request special liberty during non-liberty hours via special request chit to the Company Officer.

\* Company Officers and Company Chiefs may expire liberty 2 hours early on Sundays for 2/c, 3/c, and 4/c Cadets, and 3 hours early for 1/c Cadets.

Table 5-6  
Base Closure POD

	Mon-Fri	Saturday	Sunday**/Holiday
Announce Base Closure	0600	0630	0730
Reveille	0600	0630	0730
Guardmount	0615	0645	0715
Morning Formation	0620	0745	-
RC, RCDO, CC, OOD Meeting	0630	0800	-
Breakfast Buffet Style*	0620-0800*	0645-0740*	0730-1130*
Company Commander Time	0700-0745	0830-1145	-
Open Door Study Hour	0800-1130	-	-
Afternoon Lunch Formation	1130	1200	-
Lunch Buffet Style*	1130-1300*	1200-1300*	1130-1230*
Closed Door Study Hour	1135-1600	-	-
Dinner Buffet Style	1700-1900*	1700-1800	1700-1800*
Military Training Period	1900-2000	-	1900-2000
Study Hour	2000-2200	-	2000-2200
Taps	2200	2200	2200
Evening Report	2230	130	2230

\*Denotes subject to change based upon weather conditions and ARAMARK

\*\*2145-2200 may be used by Guidon Bearers to address 4/c and observe Taps

## PART 5

### LIBERTY

#### 5-5-01. General.

- a. Liberty is a privilege authorized by the Superintendent and granted at the discretion of the Commandant of Cadets. Cadets who rate liberty, but who choose to be aboard the Academy, will adhere to the Routine of the Day and wear the prescribed Uniform of the Day.
- b. Cadets who are unable to return from liberty on time shall contact the Regimental Commander's Duty Officer (RCDO) as soon as possible explaining the circumstances and estimated time of return.
- c. Liberty, short/long weekends and Corps-wide long weekends may be modified by the Commandant of Cadets for special events or commitments (e. g., reviews, Corps-Wide lectures, home football games, etc. ).

#### 5-5-02. Liberty Lists.

- a. Liberty lists are not only for accountability, but also for determining the location of a cadet should an emergency arise. For that reason, cadets shall sign out and in on every occasion that they depart and return to the Academy limits. For instance, a cadet who returns to the Academy, even though on authorized weekend liberty, or just returning from a sports or field trip, shall sign in upon return.
- b. Each cadet must personally sign out and in with the Company OOD.
- c. Liberty lists shall be maintained by the Company OOD. The closest Company OOD shall maintain a liberty list for the Regimental Staff.

5-5-03. Regular, Special, and Officer Liberty.

- a. Regular liberty will normally be granted in accordance with Table 5-5 of this chapter.
- b. Cadets may request special liberty for accomplishing personal business that cannot be done during normal liberty hours. Normally, cadets in a probationary status will not qualify for special liberty.
- c. The Commandant of Cadets may grant open gangway to those cadets demonstrating exceptional performance of duties. Cadets given open gangway shall attend all academic, athletic, and military commitments.

5-5-04. Short/Long Weekend Liberty.

- a. Company Officers may grant extended liberty for long and short weekends to commence after the last military obligation on Friday or Saturday. Normally, extended weekend liberty privileges will commence at 1540 on Fridays for long weekends and 1200 on Saturdays for short weekends.
- b. Extended liberty periods will expire in accordance with the Sunday liberty schedule promulgated in Table 5-5. If the extended liberty period includes a Monday holiday, liberty shall expire as promulgated for the Sunday schedule in Table 5-5.
- c. First class and Second class cadets are authorized unlimited short weekends; third class receive two short weekends per term; and fourth class cadets none.
- d. All cadets on the Dean's List, Commandant of Cadets' List, Regimental Commander's List, or PFE Honors (Blue Star) List are authorized one long weekend per list per term. The earned long weekend shall be used in the subsequent academic year semester (part h. below).

- e. Third and fourth class cadets may petition their Company Officer to combine two authorized short weekends for a long weekend or may petition their Company Officer to split up an earned long weekend into two short weekends once each semester; approval will be based on the cadet's military and academic performance.
- f. Application for all special weekend liberty shall be made to the Company Officer via the cadet chain of command.
- g. Cadets granted overnight weekend liberty returning to the Academy must sign in and conform to the Routine of the Day.
- h. Weekends earned during the fall semester will be taken only during the following spring semester. Weekends earned during the spring semester will be taken only during the following fall semester. Cadet Company Executive Officers will keep a record of weekends used by each cadet in their respective companies.
- i. Earned long or short weekends do not automatically excuse cadets from academic or military obligations. Cadets must still route a request via the cadet chain of command to the Company Officer in order to use their earned long or short weekends. Unless extremely rare or unforeseen circumstances exist, military obligations shall normally take precedence.

5-5-05. Restrictive Measures for Cadets on Probation.

- a. Cadets placed on Academic, Fitness or Suitability for Service Probation will comply with the following:
  - 1. Liberty hours will be in accordance with Table 5-5 under "Probationary Status". Fourth class cadets on probationary status receive fourth class liberty.
  - 2. Cadets on probation will not be eligible to take long or short weekends unless a special request is routed through the cadet's chain of command, academic advisors and instructors.
- b. Those cadets who feel they have mitigating or extenuating circumstances that directly resulted in a probationary status may appeal the automatic restriction on liberty to the Assistant Commandant of Cadets via their Company Officer. Appeals must provide compelling evidence that directly resulted in a less than satisfactory level of performance.

5-5-06. Holiday Liberty.

- a. Holiday liberty may be granted at the discretion of the Commandant of Cadets in conjunction with national holidays listed in this chapter.
- b. Holiday liberty will normally be granted to all cadets not in the duty section and not restricted, to commence:
  1. Labor Day. Upon completion of last class or military obligation on the Friday preceding Labor Day and to expire on Labor Day in accordance with the Sunday liberty schedule in Table 5-5.
  2. Columbus Day. Upon completion of last class or military obligation on the Friday preceding Columbus Day and to expire on Columbus Day in accordance with the Sunday liberty schedule listed in Table 5-5.
  3. Veteran's Day. Upon completion of last class or military obligation on 10 November and to expire on 11 November in accordance with the regular Sunday liberty schedule. When the holiday falls on a Friday liberty starts on Thursday to expire in accordance with the Sunday liberty schedule in Table 5-5. When the holiday falls on Monday, liberty starts upon completion of last class or military obligation on Friday to expire on Monday in accordance with the Sunday liberty schedule.
  4. Dr. Martin Luther King, Jr. Day. Upon completion of last class or military obligation on the Friday preceding Dr. Martin Luther King, Jr. Day and to expire on Dr. Martin Luther King, Jr. Day in accordance with the Sunday liberty schedule.
  5. President's Weekend. Upon completion of last class or military obligation on the Friday preceding President's Weekend and to expire on Monday following President's Weekend in accordance with the regular Sunday liberty schedule.
  6. Easter Weekend. Upon completion of last class or military obligation on the Friday preceding Easter and to expire on Easter at 2200.

5-5-07. Liberty Restriction. Restricted cadets are required to attend all Restricted Cadet Formations regardless of probationary status. Work hours and marching tours shall not be scheduled to coincide with RCF. More detailed regulations for cadet restriction and administrative punishments may be found in the Foxtrot Directive of the Regimental Commander's Supplement to the Cadet Regulations.

5-5-08. Parents' Weekend Liberty. Overnight liberty will be granted to all cadets not in the duty section or administratively restricted over Parents' Weekend. Liberty, for unrestricted cadets, will commence upon the completion of the last military obligation on Friday and will expire at 0800 on Saturday. Liberty will be granted on Saturday to all unrestricted cadets upon termination of the Review of the Corps



of Cadets and will expire at 1215 that same day. At the discretion of the Commandant of Cadets, overnight liberty will be granted to all cadets (with the exception of administratively restricted cadets) to expire on Sunday in accordance with the regular Sunday liberty policy. Administratively restricted cadets may entertain guests in the Chase Hall Parents' Room and in Leamy Hall per the regulations on guests of the Corps.

5-5-09. Summer Term Liberty. During the summer training period, cadets will be granted liberty in accordance with the Summer program directives.

5-5-10. Liberty After Formal Dances. Following formal dances, liberty for cadets attending the formal will expire at 0200. 3/c and 4/c cadets will receive a short weekend after their class formals; 1/c and 2/c cadets will receive a long weekend for their class formals. These weekends may only be taken by those cadets attending the formal dances. All cadets who are conduct, admin, or room restricted, or are in any probation status, must request the liberty through Special Requests.

5-5-11. Pre-Graduation Week Liberty. Pre-Graduation week liberty will be granted at the discretion of the Assistant Commandant of Cadets.

## PART 6

### LEAVE

5-6-01. Cadet Leave.

- a. The Superintendent will establish authorized periods of cadet leave for the academic year. The Commandant of Cadets may authorize cadet leave during those established periods. The Assistant Commandant of Cadets is the approving authority for cadet requests seeking early departure on cadet leave. Decisions will be made on a case by case basis. However, no adjustments to cadets' academic schedules, so as to qualify for early departure, are authorized.
- b. Cadet leave will normally be authorized over the Thanksgiving break, the Christmas holiday period, and spring break, in accordance with the following schedule:
  1. Thanksgiving Break: At last military obligation (LMO) on the Tuesday preceding Thanksgiving Day. Cadets whose LMO comes before 1540 will be required to sign an LMO List provided by their Company Commander. For those cadets with no morning and no afternoon classes, LMO is the noon meal. Cadets may not switch classes. Unauthorized absence from classes on the day the leave will result in a Class I offense-Unauthorized Absence from the Academy. For cadets participating in the Academy recruiting program, cadet leave will commence following the

last military obligation on the Friday preceding Thanksgiving Day. Cadet leave will expire at 2200 on the Sunday following Thanksgiving Day.

2. Winter Holiday Period: Upon completion of last final examination or last military obligation (LMO is Study and Conference Day, 1600) and to normally expire at 2200 on Sunday following New Year's Day, except if New Years should fall on a Saturday or Sunday then cadet leave shall expire at 2200 on the Tuesday following New Year's Day.

3. Spring Break: At last military obligation (LMO) on the Friday beginning Spring Break. Cadets whose LMO comes before 1540 will be required to sign an LMO List provided by their Company Commander. For those cadets with no morning or afternoon classes, LMO is the noon meal. Cadets may not switch classes. Unauthorized absence from classes on the day the leave begins will result in a Class I offense-Unauthorized Absence from the Academy. For cadets participating in Academy recruiting programs, cadet leave will commence upon completion of the last class on the Wednesday preceding spring break. Requests for early departure on spring break by sports teams or other extracurricular activities groups will normally be disapproved. Only under the most unusual situations will other requests for departure be considered prior to 1540 on the Friday before spring break. Cadet leave will expire at 2200 on the Sunday evening ending spring break.

- c. Cadet leave for those cadets in the off going duty section including OODs shall commence on the evening of the day leave is granted to all members of the Corps, but normally not earlier than 1800. The off-going RCDO must stay overnight to assist the CHDO in ensuring the barracks are empty and in final inspection of the barracks.
- d. Cadet leave for those cadets in the oncoming duty section will expire at 1100 on the last day of the leave period. The RCDO will resume the watch at 1600 on the day prior to the expiration of the leave period.
- e. Cadets who are unable to return from leave on time will contact the Regimental Commander's Duty Officer or Academy OOD if no RCDO is on watch, as soon as possible, detailing the circumstances and estimating the time of return.

5-6-02. Summer Term Leave. During the Summer Training Period, cadets shall be granted leave in accordance with Summer Operation Orders, Summer Training Manuals, and at the discretion of the Summer Program Coordinators.

5-6-03. Emergency Leave and Special Liberty.

- a. Emergency leave may be granted to cadets for emergencies within the cadet's immediate family whenever the circumstances warrant and the operational situation permits, based on the judgment of the officer granting the leave and the desires of the cadet. Cadets shall request emergency leave by submitting a Special Request to personnel authorized to grant emergency leave. Circumstances which normally warrant the granting of emergency leave are as follows:
  1. Death of a member of the cadet's immediate family (parents, siblings).
  2. Cadet's presence will contribute to the welfare of a dying member of the cadet's immediate family.
  3. Serious illness of a member of the cadet's immediate family resulting in family problems which impose a responsibility on the cadet which must be met immediately and cannot be accomplished from the Academy, a training unit or by other means.
  4. Cadet's failure to return home will cause severe or unusual hardship on the cadet or their immediate family.
  5. All other requests are considered to be requests for Special Liberty.
- b. Care must be exercised to ensure that an emergency exists and that the situation can be resolved or alleviated by the cadet's presence. Should a question concerning the validity of an emergency situation exist, assistance in determining its validity should be requested from the Service activity nearest the location of the emergency or from the American Red Cross.
- c. The Commandant of Cadets and Assistant Commandant of Cadets are authorized to grant emergency leave to cadets.
- d. Cadets who may be underway for training outside CONUS may be authorized funded emergency leave travel in either Government owned, Government controlled or commercial aircraft to the 48 contiguous states, Alaska, Hawaii, Puerto Rico, the Virgin Islands or possessions of the U. S. Commercial transportation shall only be used when space required Government transportation is not reasonably available for the cadet and their circumstances for emergency leave. Transportation at Government expense is authorized for emergency leave on a space required basis via military owned, military controlled or commercial transportation. No per diem or other incidental expenses are authorized. Red Cross verification is required for travel outside CONUS.

- e. All requests for travel via Government or commercial conveyance shall be forwarded to the Commandant of Cadets for approval. Contents of the request shall be in accordance with the CG Personnel Manual.
- f. Air Mobility Command (AMC) transportation will be used whenever available. Emergency leave orders will be prepared in accordance with the CG Personnel Manual for travel outside CONUS.
- g. All transportation costs when traveling within the 48 contiguous states will be borne by the cadet.
- h. Emergency leave granted when outside the United States for travel within the United States will be terminated at the Academy unless otherwise directed.

5-6-04. Foreign Travel. All requests for foreign travel must be submitted to the Assistant Commandant of Cadets at least 30 days prior to the first day of scheduled leave.

- a. The Assistant Commandant of Cadets is authorized to approve visits by cadets to foreign countries during their leave periods. Approved requests will be routed to Cadet Admin, which will ensure the completion of all required briefings prior to departure. [Note: some requests may be denied due to terrorist / criminal threats based on DoD assessments for military personnel].
- b. Cadets desiring to visit foreign countries while in a leave status shall submit a written request to the Assistant Commandant of Cadets via their Company Officer. Company Executive Officers will provide the standard format for these requests. This request shall be approved and returned to the originator prior to commencement of foreign travel. The letter request shall contain the following information.
  - 1. Destination of travel.
  - 2. Date of departure from U.S.
  - 3. The period of visit abroad.
  - 4. The address and phone number while abroad.
  - 5. Expected date of return.
- c. Cadets shall submit a Foreign Travel Request and receive approval prior to purchasing tickets. Following the request's approval and purchasing of tickets, cadets are required to submit a confirmation of the airline name, flight number, and date of return flight reservation to their Company Officer.

- d. Cadets shall comply with current Treasury Department regulations with reference to exportation and importation of currency to and from foreign countries.
- e. Cadets are responsible for the procurement of passports and visas, where and as required, and for complying with all other travel control regulations of the Department of State.
- f. Passports of international cadets from other countries may become invalid upon their return to their homeland. Therefore, upon arrival in their homelands, they will contact the appropriate offices to ensure that passports/visas are valid for return to the United States.
- g. Cadets traveling overseas will have security briefings and debriefings. Cadets traveling to Communist controlled countries are required to have a more extensive security briefing. Appointments for briefings/debriefings are made with Cadet Admin.

5-6-05. Cadets Remaining at the Academy during Corps Leave. Cadets remaining at the Academy during periods of Corps-wide leave will normally remain in Chase Hall. If necessary, approval may be granted for cadets to stay in the Munro Hall barracks. The following rules apply in both cases:

- a. Open gangway is authorized to all non-restricted cadets.
- b. A roster listing cadets, room location, period of residence, and purpose will be maintained by the Senior Cadet in Charge (SCC) and the USCGA Base OOD.
- c. The SCC will maintain a leave/liberty log accounting for the presence of cadets in Chase Hall. The log will note if the cadets plan to depart any length of time away from Chase Hall. Information required to depart from the Academy include leave/liberty location, a contact number, time of departure, and time of return.
- d. The SCC will pass to the Base OOD an updated accountability sheet every evening at 1800. The log will be maintained in the Bravo Company dayroom.
- e. The Bravo Company dayroom will remain open during leave periods for cadet use. The SCC will be responsible for the daily cleanliness of the dayroom. The Base OOD will make appropriate rounds to ensure the space remains clean.
- f. For accountability, cadets administratively restricted are required to report to the Base OOD at 0730 to assist with morning Colors, 1000, 1300, one half hour before sunset to assist with evening Colors, 1900, and 2200.

5-6-06. Graduation Leave. The Commandant may authorize graduation leave to the graduating class in accordance with 10 USC 702.

## PART 7

### CADET UNIFORMS

5-7-01. General. In general, most cadet uniforms are the same or similar to Coast Guard officer uniforms. The Superintendent has delegated to the Commandant of Cadets the authority to prescribe the cadet uniform, including allowing minor uniform variations and cadet specific uniform items. The Regimental Commander shall ensure that cadets meet or exceed standards for uniforms, liberty attire, and appearance at all times. Further guidance may be found in the Coast Guard Uniform Regulations and the Regimental Commander's Supplement to the Cadet Regulations.

5-7-02. Summer and Winter Periods. Dates for wearing summer and winter uniforms are as follows:

- a. Summer. First Monday in April – Day before the first Monday in November
- b. Winter. First Monday in November – Day before the first Monday in April

# **REGIMENTAL COMMANDER'S SUPPLEMENT TO THE CADET REGULATIONS**

## **PART 1 REGIMENTAL COMMANDERS SUPPLEMENT**

As prescribed by the Superintendent, Coast Guard Academy in the Cadet Regulations, M5215.2 (series), the Supplement to the Regulations to the Corps of Cadets is provided.

## **PART 2 RULES OF ENGAGEMENT**

This section of the cadet regulations is maintained by the Regimental Commander. It is the portion that is not part of collateral duties for each company. To make a change to this section of the regulations, one must route a memo for the appropriate change through their chain of command up to the Regimental Commander.

## **PART 3 REGULATIONS REVIEW PROCESS**

The regulations review process is a board of cadets that will meet twice a semester (or however many times as is necessary) to discuss memos for regulations changes that have been routed through the respective Company Commander for approval by the Regimental Commander. This Regulations Review Board of cadets is used to get a broader scope of the effects that a new regulation may have. The Regulations Review Board will provide the Regimental Commander with a yes or no recommendation and articulate the reasons for the Board's decision. The Regimental Commander will then route the proposal through the Assistant Commandant of Cadets to the Commandant of Cadets for final decision.

## **PART 4 ORGANIZATION OF THE CORPS OF CADETS**

### ESTABLISHMENT AND ORGANIZATION

#### **R-1-01 CORPS ORGANIZATION AND POSITION RESPONSIBILITIES**

- a. **The Cadet Regiment.**
  1. The Corps of Cadets of the United States Coast Guard Academy is organized as a Regiment for the purpose of instruction and training in the principles of military command, organization and discipline, and to provide opportunities for the development of military leadership.
  2. Cadets are charged with the maintenance of high standards of conduct, integrity, and moral character at all times. They shall aspire to the core values of the Coast Guard.
  3. Each cadet is required to know the general nature of the duties and responsibilities of all cadets as explained in these regulations and other

directives. Each cadet is required to know the specific duties of their assigned job and of their chain of command.

4. Each cadet is required to know, comply with, and enforce the Cadet Regulations.

b. Regimental Organization.

1. The Cadet Regiment will be organized to allow for maximum leadership opportunities and for an effectively operating Corps.
2. A slate of cadet assignments to positions within the Regiment is called a "regimental organization." A new organization is formed each semester. The Commandant of Cadets will issue a Precept, which the Company Officers will use to assist them in assigning cadets to each organization. Company Officers will meet to consider recommendations for cadet assignments. Individual positions will be discussed, assigned and submitted to the Commandant of Cadets for approval.

c. Cadet Rank. Cadet ranks and insignia are:

Regimental Commander	6 Stripes
Regimental Executive Officer	5 Stripes
Regimental Chief of Staff	5 Stripes
Regimental Communications	4 Stripes
Regimental Planning	4 Stripes
Regimental Training	4 Stripes
Regimental Activities	4 Stripes
Regimental Support	4 Stripes
Company Commander	4 Stripes
Company Executive Officer	3 Stripes
Department Head	2 Stripes
Division Officer	1 Stripe
Second Class Cadet	2nd Class Insignia
Third Class Cadet	3rd Class Insignia
Fourth Class Cadet	4th Class Insignia

d. Seniority and Precedence:

1. Among cadets of the first class, relative seniority will be determined in accordance with Regimental position and rank described in the preceding paragraph.
2. The current Military Precedence Average (MPA) will determine seniority between cadets of similar rank or position.



e. Responsibilities of Rank.

1. Each cadet is expected, through individual example and attention to duty, to demonstrate fitness and perform the duties of the cadet rank to which appointed.
2. In the absence of a cadet regularly assigned to be in charge of a given situation, responsibility and command will rest on the senior cadet present.
3. Whenever two or more cadets are involved in an activity, the senior cadet is responsible for the conduct of all cadets present and will be held accountable for enforcing these regulations. For the purpose of clubs, team sports and activities, the activity president/chairperson or the team captain will be considered the senior cadet, providing that cadet is of the most senior class present.

f. Corps Structure. The Corps will generally be structured as follows: Structure is subordinate to function. Perennial fluctuations in staffing preclude establishing an inflexible structure below the department level. Company Officers will develop Fall and Spring Cadet Organizations for Commandant of Cadets approval.

1. Regiment. Eight Companies will form the Regiment.
2. Company. Three Departments will form a Company.
3. Department. Several Divisions will be organized into a Department. The number of Divisions is a function of available people and the purpose of the Department.
4. Division. Divisions will normally be supervised by one first class cadet and contain a number of underclass appropriate to supporting the work assigned to the Division.
5. Regimental Boards. The Commandant of Cadets will establish Regimental Boards as necessary.
6. Regimental Band. Membership will be drawn from throughout the Corps.

g. Relief for Cause. Cadets may be relieved of their position if, after counseling and appropriate corrective measures are taken, they do not meet the expected level of performance. Cadets in leadership positions who commit serious breaches of discipline or who demonstrate a disregard for these regulations may be similarly relieved. Cadets relieved for either of the

above reasons will be subject to evaluation of their potential to perform as Commissioned Officers.

- h. General Responsibilities. Cadets must exercise appropriate discretion and initiative as they respond to obligations. Cadets have supervisory, support, and administrative responsibilities focused on serving the public, the Coast Guard, the Academy, the Corps of Cadets, and all subordinates. Cadets also have a responsibility to pursue self-development through all Academy opportunities, and to engage in self-assessment based on Academy program outcomes. Cadets will not find an exhaustive list of individual responsibilities. The cornerstones for cadets attending to responsibilities are the Coast Guard's Core Values, the Academy Honor Concept, the Academy Mission Statement and the Guide for Officer Leadership Development (GOLD). It is each cadet's responsibility to manifest these in his or her decisions and actions.
- i. Billet Responsibilities.
  - 1. Regimental Commander.
    - (a) Command the Corps of Cadets. Maintain the good order, discipline, and welfare of the Cadet Corps.
    - (b) Ensure compliance by the Corps to the Regulations for the Corps of Cadets and policy established by the Superintendent and Commandant of Cadets and for the maintenance and discipline within the Corps.
    - (c) Represent the Coast Guard, Academy, and Corps of Cadets at official functions and ceremonies.
    - (d) Serve as the communications link between the Corps and the Commandant of Cadets.
    - (e) Act as senior cadet at all Corps functions, including parades and ceremonies.
    - (f) Be responsible for cadet involvement in Academy functions. Introduce guests of the Corps as appropriate.
    - (g) Conduct regular material and personnel inspections of the unit.
    - (h) Maintain a high state of morale within the Corps.
    - (i) Endorse all letters or requests to the Commandant of Cadets from the Corps as a whole.

- (j) Be responsible for the education and training of the Corps, as well as conceptual policies for governing the Corps. In this area, make policy recommendations to the Commandant of Cadets and promulgate the Regimental Commander's Supplement to the Cadet Regulations.
  - (k) Set specific Corps-wide goals each semester with the Commandant of Cadets.
2. Regimental Executive Officer.
- (a) As the second in command of the Corps of Cadets, represent the Regimental Commander. Assist the Regimental Commander in the execution of duties.
  - (b) Ensure compliance by the Corps to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (c) Maintain the good order, discipline, and welfare of the Corps.
  - (d) Publish the next day's Plan Of The Day prior to 1900 based on the Cadet Master Calendar and other appropriate information.
  - (e) Supervise the RCDO. Maintain unit readiness through the watch organization.
  - (f) Serve as the cadet member assigned to the Academy Safety Board.
  - (g) Serve as President of the Cadet Safety Board.
  - (h) Address Corps-wide goals set by the Regimental Commander; communicate the goals to the proper action group or establish appropriate quality management forums.
3. Regimental Chief of Staff.
- (a) As the third in command of the Corps of Cadets, represent the Regimental Commander. Assist the Regimental Commander in the execution of duties.
  - (b) Supervise the Regimental Planning Staff.

- (c) Ensure compliance by the Corps to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (d) Maintain the good order, discipline, and welfare of the Corps.
  - (e) Act as the communications link between the Regimental Commander and the Regimental Boards.
  - (f) Maintain a "tickler file" of required reports and meetings for the Regimental Boards. Ensure required periodic meetings and committees, boards and councils are held.
  - (g) Address Corps-wide goals set by the Regimental Commander; communicate the goals to the proper action group or establish appropriate quality management forums.
4. Regimental Staff.
- (a) Assist the Regimental Commander in the execution of duties.
  - (b) Ensure compliance by the Corps to the Regulations for the Corps of Cadets and policy established by the Superintendent and Commandant of Cadets.
  - (c) Maintain the good order, discipline, and welfare of the Corps.
  - (d) Supervise board members in the execution of board responsibilities.
  - (e) Provide feedback on the performance and conduct of board members to their respective supervisors.
5. Company Commander.
- (a) Command the Company. Maintain the good order, discipline, and welfare of the Company.
  - (b) Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (c) Report to the Regimental Commander as to the status of the Company.
  - (d) Ensure accurate reports are taken when required.

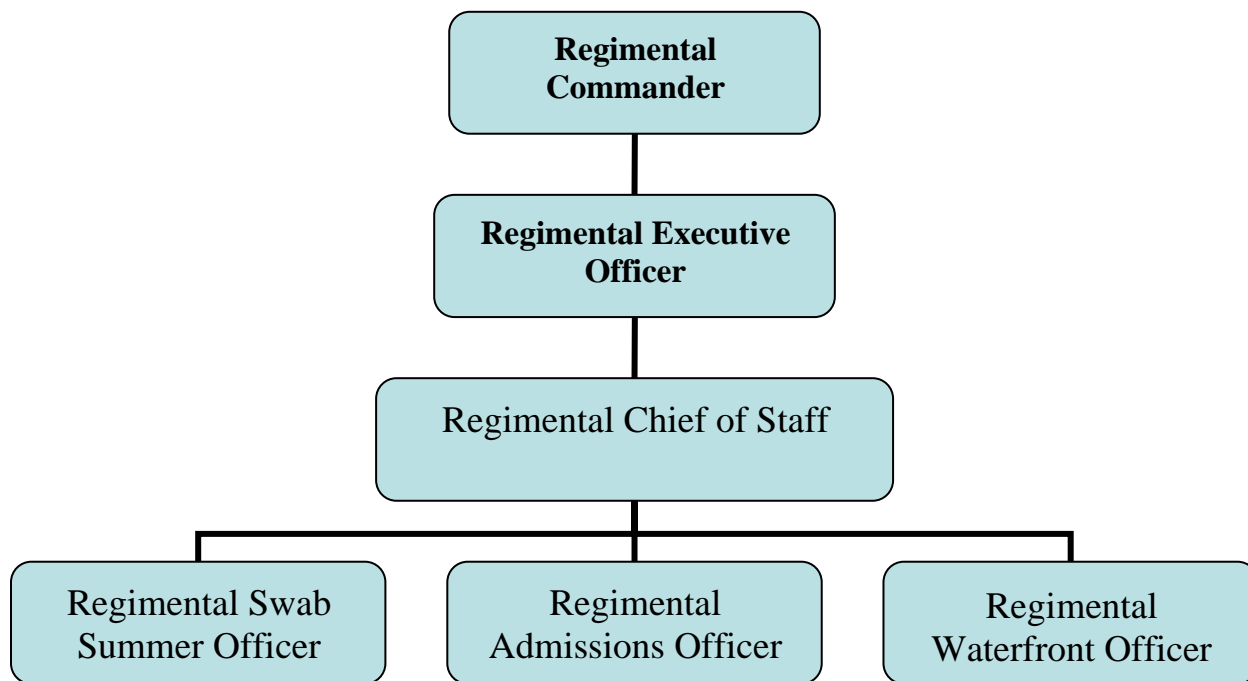
- (e) Conduct material and personnel inspections of the Company.
  - (f) Coordinate execution of functions assigned to the Company.
  - (g) Review and act on Special Requests within the limits of the Company Commander.
  - (h) Lead the Company at all regimental reviews, ceremonies, formations, and other events.
  - (i) Maintain assigned spaces and resources.
  - (j) Ensure company and individual collateral functions are completed as assigned.
6. Company Executive Officer.
- (a) As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization.
  - (b) Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (c) Maintain the good order, discipline, and welfare of the Company.
  - (d) Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, etc.
  - (e) Act as Security Officer for the Company. Supervise the meal security watch.
  - (f) Prepare, review and post liberty lists whenever cadets in the Company rate liberty.
  - (g) Act as Company Medical Officer.
  - (h) Act as custodian of all Company property.
7. Department Head.
- (a) Command the Department. Maintain the good order, discipline, and welfare of the Department.

- (b) Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (c) Conduct material and personnel inspections of the Department.
  - (d) Coordinate execution of functions assigned to the Department.
  - (e) Know the location and status of all Department members; submit accurate accountability reports.
  - (f) Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies.
  - (g) Maintain assigned spaces and resources.
  - (h) Stand the watch as RCDO.
8. Division Officer.
- (a) All cadets are required to be billeted as a Division Officer (one stripe) for at least one academic semester during their 1/c year. Any cadet who wishes to have a command cadre position (2 stripes or more), for more than one semester, must have the approval of the Assistant Commandant of Cadets.
  - (b) Lead the Division. Maintain the good order, discipline, and welfare of the Division.
  - (c) Ensure compliance by the Division to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
  - (d) Conduct material and personnel inspections of the division in accordance with directives prescribed by the Superintendent.
  - (e) Coordinate execution of functions assigned to the Division.
  - (f) Oversee continued indoctrination of underclass cadets into the Cadet Corps and Coast Guard.
  - (g) Know the location and status of Division members; submit accurate accountability reports.
  - (h) Coordinate execution of responsibilities assigned to the Division.

- (i) Maintain assigned spaces and resources.
  - (j) Stand the watch as a Company OOD.
9. Second Class Cadet.
- (a) Assist the Division Officer as directed.
  - (b) Directly supervise third class cadets. Continue the indoctrination of both third and fourth class cadet division members into the Corps of Cadets and Coast Guard. This does not relieve Division Officers of the responsibility to oversee development of all subordinates.
  - (c) Company Guidon Bearer. Company Officers will select one second class cadet within the company to serve as Company Guidon Bearer. They will be the highest-ranking second class and will supervise the fourth class. They will also be responsible for carrying the Company Guidon at drill.
  - (d) Master-at-Arms (MAA). Department Heads may select a second class cadet assigned to their department to serve as the Department MAA. The Department MAA shall work for the Guidon Bearer and the Department Head. Their duties include, but are not limited to:
    - (1) Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets.
    - (2) Maintain the good order, discipline, and welfare of the Department.
    - (3) Assist the Department Head in the execution of duties.
10. Third Class Cadet.
- (a) Directly supervise fourth class cadets. Assist second class cadets in the indoctrination of fourth class cadet division members into the Corps of Cadets and Coast Guard.
  - (b) Assist with Division responsibilities as directed.
11. Fourth Class Cadet.
- (a) Assist with Division responsibilities as directed.

- j. Regimental Band. The Regimental Band is comprised of members of the Corps of Cadets and provides martial music for Academy ceremonies. The Regimental Band may also perform at other public events as directed by the Commandant of Cadets. The Director, Cadet Bands retains overall responsibility for the Regimental Band program. The Regimental Band Drum Major is the Band's Executive Officer and assists the Band Commander as directed.
- k. Regimental Color Guard. The Company Commander and Company Guidon Bearer will name a high performing 3/c cadet from each company and provide that name to the 2/c cadet in charge of the color guard in Delta Company. This person will carry the colors for regimental ceremonies.
- l. Class Presidents. Class Presidents will serve as advisors to the Regimental Commander. These people will be nominated through class elections each August. The class president will have a direct link with the Regimental Commander, separate from the chain of command, in order to act as an effective advisor. The Class Presidents serve for one year unless removed by the Commandant of Cadets. They may also assist in disseminating information or heading projects pertinent to the class.
- m. Team Captains. Team Captains shall report to the Regimental Chief of Staff as necessary.
- n. Summer Term Cadet Organization. For the summer term, the organization of cadet classes will be per the pertinent program Standard Operating Procedure (SOP). Each Summer Training Program SOP will be published prior to the summer term.





R-1-02 CORPS AND COMPANY FUNCTIONS

- a. General. Cadets provide functional administration or support on two levels: Company and Corps. The goal is to organize and operate in a manner where the Corps is self-sufficient in carrying out the Coast Guard Academy Mission. Each company has a central body of common functions and a specialized body of particular skills that serve the Corps at large.
- b. Company Level Administrative & Support Functions. Company Commanders assign first class cadets to carry out the following company level administrative and support functions. The functions may or may not correspond directly to division titles depending on staffing. One first class cadet may be responsible for several functions. Responsibility cannot be delegated lower than the first class cadet level, but this does not preclude underclass involvement. Personnel subordinate to the first class cadet may be called upon to execute activities related to the function, but that does not relieve the senior cadet from responsibility to administer or support the Company. This list is not exhaustive. Functions may be added to respond to present circumstances. Function descriptions are not complete; there may be additional requirements and there is an opportunity for initiative.
  1. Academics. Coordinate with Charlie Company. Track cadets who are not in Academic Good Standing. Review their "Academic Excellence Plans" for improving performance during the semester. Maintain a record of people who have been on Academic Probation. Publish lists

of tutors. Assess the study hour environment and advise the command of problems. Promote and execute program objectives.

2. Weight Program. Coordinate with Alfa Company. Administer the Cadet Weight Program. Promote and execute program objectives.
3. Conduct. Coordinate with Foxtrot Company. Administer the cadet conduct system. Promote and execute program objectives.
4. Cadet Evaluation Reports. Coordinate with Foxtrot Company. Coordinate the processing of performance reports. Promote and execute program objectives.
5. Athletics and Activities. Coordinate with Alfa and Hotel Companies. Ensure cadets meet minimum activity requirements. Track cadet participation in athletics, activities, inter-company sports, and club sports. Maintain documentation for club sports. Facilitate the inter-company sports program. Promote and execute program objectives.
6. PFE and Swimming. Coordinate with Alfa Company. Track PFE scores and swimming requirements. Promote and execute program objectives.
7. Watches. Coordinate with Foxtrot Company. Act as the Company Senior watchstander. Train cadet watches. Review, correct, and maintain duty logs, accountability reports, sign out logs, and other watch records. Publish duty rosters for: COOD, JCOOD, meal security, orderlies, and regimental watches. Keep the company informed of watch requirements. Maintain watch supplies, forms, and directives. Recommend changes to the Company Standing Orders to the Company Commanders. Promote and execute program objectives.
8. Traditions and Ceremonies. Coordinate with Delta Company. Assist the Company Commander in preparing the company for all ceremony requirements. Coordinate rifle and bayonet issues and returns. Coordinate drill down activities. Promote and execute program objectives.
9. Cadet Honor Board. Coordinate with Charlie Company. Serve as a Company Representative on the CHB. Promote and execute program objectives.
10. Regimental Training. Coordinate with Bravo Company. Serve as a Company Representative on the Regimental Training Board. Promote and execute program objectives. Execute the Corps master calendar and training programs.

11. Regimental Human Relations Board. Coordinate with Charlie Company. Serve as a Company Representative on the Regimental Human Relations Board. Promote and execute program objectives.
12. Cadet Academic Advisory Board. Coordinate with Charlie Company. Serve as a Company Representative on the Cadet Academic Advisory Board. Promote and execute program objectives.
13. Maintenance. Coordinate with Golf Company and the Chase Hall Building Manager. Coordinate maintenance of company spaces. Serve as custodian of company property. Coordinate pest management practices. Promote and execute program objectives.
14. Safety. Coordinate with Golf Company. Execute the safety program. Serve on the Cadet Safety Board. Serve as Company Safety Officer. Promote and execute program objectives.
15. Transportation. Coordinate with Echo Company. Coordinate transportation needs. Promote and execute program objectives.
16. Morale. Coordinate with Hotel Company. Maintain morale accounts. Submit a budget plan for expending morale funds on August 30th and January 30th each year. Serve as custodian for morale property. Promote and execute program objectives.
17. Information Systems. Coordinate with Bravo Company. Respond to information systems issues. Promote and execute program objectives.
18. Health and Well-being. Coordinate with Alfa Company. Execute health and well-being programs. Promote and execute program objectives.
19. Human Relations. Coordinate with Charlie Company. Execute the human relations program. Coordinate human relations activities in the company. Coordinate underclass representation in a voluntary human relations network. Respond to human relations issues. Promote and execute program objectives.
20. Training. Coordinate with Bravo Company. Execute the Corps master calendar and training programs. Promote and execute program objectives.
21. Community Service. Coordinate with Hotel Company. Execute community service programs. Promote and execute program objectives.

- c. Corps Administrative and Support Functions. The following Corps level administrative and support functions are assigned to each company. Responsibility for programs cannot be delegated below the first class cadet level. This does not preclude underclass cadet involvement in activities supporting program objectives. First class cadets will research requirements, administer the processes, and coordinate service to the Corps.

**1. Alfa Company**

**Regimental Health and Wellness**

Reg. PFE  
 Reg. Medical/Stress Management  
 Reg. Substance Abuse Prevention  
 Reg. Weight Mgmt  
 Reg. Nutrition  
 Reg. Blood Drive

**Regimental Standards**

Reg. Activity Credits  
 Reg. Sports Credits  
 Reg. Intercompany Sports  
 Company Wellness/ Athletics

**2. Bravo Company**

**Training**

CORPS Training  
 Ops Spotlight  
 Eagle/New War/Events  
 Training Accountability  
 Company Training  
 Pro Dev Admin Liaison

**Regimental Information Services**

**Officer**

Cadet Information Services Officer  
 Intranet  
 Internet  
 IS Property  
 Help Desk/ Network  
 Admin

**3. Charlie Company**

**Honor**

1/c & 2/c Honor Training Division  
 3/c & 4/c Honor Training Division  
 CHB Operations Division  
 CHB Administration Division  
 Honor Projects / Remediation  
 Cadet Conference Logistics  
 Regimental Academics

**Respect**

Ethics Forum Logistics Division  
 Ethics Forum Operations Division  
 HR Liaison / Survey Analysis  
 HR Logistics and Events  
 Human Relations Training Division  
 Conduct

**4. Delta Company**

**Regimental Review**

Review Ops  
 Review Planning  
 Rifles  
 Dept Drill/ Drill Judging  
 Drill Team/ Reg. Band  
 Review Training/Standards

**Regimental Ceremonies**

Ceremonies/Color Guard Coord.  
 Flags/ Colors  
 History/Traditions/Heroes Hall  
 Drill Down  
 External Ceremonies Coordination

**5. Echo Company.**

**External Affairs**

Tide Rips Editor  
Tide Rips  
Tide Rips Photo  
Recruiting  
Regimental Tours  
Admissions  
Regimental PAO  
CG Foundation

**Transportation/Ops**

**Department**

Maintenance  
Van Admin/Scheduling  
Parking/Van Qualifications  
Budget/Cleaning/Supply  
Mission Assessment (RFO)  
National Parents Association  
Local Parents Association

**6. Foxtrot Company.**

**Regimental Operations**

Colors  
Reg. Watches  
Mission Assessment  
Military Evals and Feedback  
Reg. Admin  
Watch Office Renovation

**Regimental Conduct**

Reg. Investigations  
Reg. Conduct  
Work Hours  
Reg. Conduct Training  
Regulations Review

**7. Golf Company.**

**Comptroller**

Food Services  
Lucky Bag  
Reg. Maintenance  
Reg. Supply  
Dayroom Renovation

**Logistics**

Reg. Safety  
Aviation  
Uniforms/Seabag  
Uniform Issues  
Projects

**8. Hotel Company.**

**Regimental Morale**

Regimental Sports Events  
Regimental Special Events  
Social Committee  
John Church Foundation  
Stonington

**Regimental Liaison**

Community Service  
Big Brothers/Big Sisters  
Alumni Association/Fiscal Training

R-1-03 **REGIMENTAL ORGANIZATION BOARDS**

- a. **Regimental Human Relations Board** The Human Relations Board will consist of one first class cadet from each company. The HR Officer will chair the Board.
  1. Company Human Relations Representatives. Company Commanders will appoint two representatives from each class within the company. The Human Relations Board will manage this network to provide

training to the Corps and provide a venue for resolving minor human relations issues.

2. The human relations network and board exist to examine and implement policies regarding human rights, train cadets in discrimination complaint procedures, and develop means for improving the human relations climate among the Corps. Members will conduct appropriate inquiries into informal complaints of discrimination and harassment in accordance with Superintendent directives.
  3. Charter. The board will prepare a charter at the beginning of each semester addressing: (1) the Board's purpose, (2) specific objectives for the semester, and (3) detailed membership. The charter will be submitted to Commandant of Cadets for signature prior to August 25<sup>th</sup> and January 15th.
- b. Regimental Training Board. The Training Department Head from Bravo Company will chair the Regimental Training Board. The Cadet Training Board will consist of one first class cadet from each company. The board may form natural work groups comprised of members from throughout the corps to address specific issues.
1. The board exists to assess training in the barracks, pursue training initiatives, and provide advice to the Commandant of Cadets, Chief, Professional Maritime Studies Branch, Department of Leadership and Management, Director of Athletics, and Dean of Academics as to the state of student needs in both educational and vocational development.
  2. Charter. The board will prepare a charter at the beginning of each semester addressing: (1) the Board's purpose, (2) specific objectives for the semester, and (3) detailed membership. The charter will be submitted to Commandant of Cadets for signature prior to August 25<sup>th</sup> and January 15th.
- c. Cadet Honor Board (CHB). The Regimental Honor Officer will chair the CHB. The Regimental Honor Officer will coordinate with the Commissioned Honor Officer. More information about the CHB can be found in the Superintendent's Instruction Chapter 1.
- d. Cadet Academic Advisory Board
1. Purpose. The Cadet Academic Advisory Board (CAAB) serves as a direct liaison between the Corps of Cadets and the Dean of Academics regarding all matters associated with the academic program at the Academy. The board serves as a link to the Dean's Office through which cadets may submit proposals, air concerns, etc.

2. Members. The Regimental Academics Officer is the head of the Board. Other members are elected to the Board as follows:
  - (a) Three fourth class cadets are selected by the members of the Board after the fall semester midterms each year.
  - (b) Three third class cadets are elected to the Board by class elections.
  - (c) One second class cadet is elected to the Board from each company by members of his or her class. The elections are to take place at the beginning of the fall semester each year. These cadets will represent their class during second and first class years.
  - (d) The Regimental Commander will appoint members from the appropriate class to fill any vacancies that occur during the academic year.
3. The Board normally meets with the Dean of Academics once a month during the academic year. Any cadet may attend these meetings as an observer and may present specific comments. Any cadet wishing to attend should contact the Regimental Academics Officer or class representative prior to the meeting.
4. Responsibility. Members of the Board are responsible for:
  - (a) Informing classmates about the Board and its functions.
  - (b) Soliciting concerns from their classmates in regard to academic issues.
  - (c) Serving on committees established by the Board.
  - (d) Providing feedback on the activities and decisions of the board.
- e. Cadet Alcohol Advisory Committee (CAAC)
  1. The Cadet Alcohol Committee serves as a direct liaison between the Corps of Cadets, the Academy's Drug & Alcohol Representative, and the Corps Collateral Drug & Alcohol Representatives (CCDARs) concerning matters associated with the use of alcohol by cadets.
  2. The Regimental Health & Well-Being Officer (Alfa Company) will be the chairperson of the committee. The other members will be selected as follows:

- (a) In the spring semester for third class cadets, one volunteer from each company will be selected to serve on the committee for normally four consecutive semesters.
  - (b) The board will always be comprised of eight second class cadets, and eight first class cadets. There will be two representatives from each of the companies.
  - (c) The new members of the committee will be required to attend either the Navy Alcohol Drug Safety Awareness Program (NADSAP), "On Campus, Talking About Alcohol" (OCTAA) or the Collateral Duty Alcohol Representative (CDAR) course to be offered each summer training period. If the cadets choose the latter the training will be an additional program during their second class summer training.
3. Members of the Committee are responsible for:
- (a) Informing cadets of the standards expected in the Academy and the Coast Guard concerning alcohol consumption.
  - (b) Disseminating information to increase the alcohol awareness of the Corps of Cadets.
  - (c) Informing cadets about the various counseling services that are available to them at the Academy.
  - (d) Promoting alternatives to alcohol while discouraging its intemperate use.
  - (e) Serving on the various sub-committees established by the CAAC.
  - (f) Providing feedback on the activities of the CAAC.
  - (g) Being available as advisors for alcohol related investigations.
4. The CAAC will meet at least monthly during the academic year. Any cadet may attend these meetings as an observer and may present specific comments. Any cadet wishing to attend should contact the chairperson or any other member of the Committee prior to the meeting.

f. Cadet Regulations Review Board

1. This Board will review the Regulations for the Corps of Cadets and Regimental Commander's Supplement to the Cadet Regulations, as well as revisions proposed by others, and shall recommend changes to the



Commandant of Cadets via the Company Commander and Regimental Commander.

2. The Board is composed of a first class cadet from each company, the Regimental Commander or the Regimental Commander's representative, and the Regulations Review Division Officer from Foxtrot Company responsible for the regulations.
3. The Board will be used to collect input for regulation changes from the Corps of Cadets, process that input through discussions, make decisions, and relay the information back to the Corps of Cadets. The Board acts in several ways, as a quality control for regulations changes, a platform for discussion and to provide a proper format for regulation changes. The board will provide a product of the discussion and decision to the Regimental Commander and shall meet once a month or as necessary.

g. Cadet Safety Board

1. The Cadet Safety Board is composed of the Regimental Executive Officer, who serves as President, and the Company Safety Officers.
2. The Board will meet once a month and provide the Chase Hall Building Manager with a list of items to bring to the attention of the Academy Safety Board.

h. Cadet Property Damage Review Board

1. Each cadet at the Academy is responsible for government property, which includes all government owned furniture and equipment purchased, issued or used by the Corps of Cadets.
2. Cadets must treat government property as though it were their personal property. All incidents of vandalism, destruction or damage to public property and theft must be expeditiously reported to the Company Officer, Assistant Commandant of Cadets, or to the Regimental Commander Duty Officer. Cadets who do not properly care for, or willfully damage, government property will be subject to disciplinary action. In addition, cadets may be required to make restitution to the government for the damaged or lost property.
3. Upon receiving the investigative report and recommendations, the Assistant Commandant of Cadets may conduct an administrative hearing to make a final determination of responsibility for the damage.

R-1-04 READY FOR OPERATIONS PROGRAM AND HONOR COMPANY  
COMPETITION

- a. Ready for Operations (RFO) Program. RFO reports are considered a communication tool within each company, between the companies, up the chain of command to the Regimental Staff and to the Company Advisor Teams. An electronic copy is sent to the Regimental Communications Officer by due dates prescribed at the beginning of each semester. A paper copy is routed through the military chain of command as follows:

To: Regimental Commander  
Thru: (1) Company Officer  
(2) Regimental Communications  
(3) Regimental Chief of Staff  
(4) Regimental Executive Officer

Copies are also distributed to the entire Company Advisor Team.

- b. RFO reports are synopses generally compiled bimonthly with seven parts:
1. Operational Highlights: This is a summary of the things the company accomplished during the last reporting period including a status report on major ongoing projects. This section includes a qualitative grade of 1-10 for the company's performance regarding accomplishing their mission (1 failing to meet expectations, 5 meeting expectations and 10 exceeding expectations) with a brief explanation of the grade.
  2. Operational Plans: This is an overview of upcoming company events or activities.
  3. Operational Hindrances: This section identifies issues and problems facing the company as well as possible solutions.
  4. Personnel Issues: This is a status report on people within the company. The status would include any cadets on Emergency Leave, in the clinic, or in any other unusual circumstances. Each class within the company is assigned a score of 1-10 on their performance and a brief explanation for the grade. This section would also include specifics individuals who are problematic or praiseworthy.
  5. Honor Company Status Update: This section includes any raw honor company data documented during the last reporting period. Scores and participation levels should be separated by company.

Alfa- IC results, PFE scores  
Bravo- Sailor of the Quarter Results

Delta- Regimental Review, Drill Down  
 Foxtrot- Total Demerits per Company

If a company is not listed, this section is used to report any scores or data of activities organized by a company. This section may also be left empty.

6. Company Guidon’s Personal Statement: This section includes the Guidon’s thoughts on the status of the 4/c and any operational plans, hindrances, or issues dealing with the 2/c or 4/c.
  7. Company Commander’s Personal Statement: This section includes anything that does not fit in any of the above categories and is a message to the readers of the RFO.
- c. Honor Company Competition. The purpose of awarding honor company at the end of the summer, fall, and spring semesters is to recognize company performance and reward companies for going above and beyond expectations. Honor Company reflects the performance of the entire company as opposed to the performance of individuals.
1. Criteria. There are a total of 11 grading criteria for honor company. The 11 grading criteria are broken into 3 primary sections: Academic, Athletic, and Military. All scores will be reported to the Regimental Communications Officer to determine honor company. See the table in paragraph 2 below.
  2. Grading. Each grading criteria will be scaled to 100 points. By keeping things on a 1-100 scale and not simply ranking one company against another, it is easier to see if the corps is meeting the standards. Some sections, however, such as IC sports, use subjective scoring which assigns points based upon how the company did compared to other companies. Honor company, therefore, uses both objective scores (1-100) to determine the performance of the Corps and subjective scores (1<sup>st</sup>-8<sup>th</sup> place) to determine which company is performing the best.

<b><u>Academic (5%)</u></b>	<b><u>Athletic (15%)</u></b>	<b><u>Military (80%)</u></b>
Average TGPA (5%)	PFE Scores (10%)	Conduct (10%)
	IC Sports (5%)	Formal Room and Wing Inspections (15%)
		Regimental Review (15%)
		Personnel Inspections (5%)
		Drill Down (5%)
		Community Service (10%)
		Weekly Walkthroughs (10%)
		Indoc/AQE (10%)

a. Academic criteria.

1. Average TGPA: The average midterm TGPA will be calculated by each company. This reflects how the company supports academics and encourages studying.

b. Athletic criteria.

1. PFE Scores: Alfa Company is required to compile the average PFE scores for each company. PFE scores are measured because they reflect the value each company places on physical fitness (particularly the policies and programs the companies put in place to help those who are placed on remedial PFE status.)
2. IC Sports: Alfa Company is required to compile the winners of each IC season. IC sports reflect the attitude of the company towards physical fitness and intercompany competition, particularly amongst out of season varsity athletes and non varsity athletes.

b. Military criteria.

1. Conduct: Foxtrot Company is responsible for compiling a running total of the number of demerits accumulated by each company. The purpose of measuring the total number of demerits is not to discourage people from using demerits as a disciplinary and documentation tool but to measure the overall conduct of each company with particular regard to maintaining the minimum standards of employment.
2. Formal Room and Wing Inspections: Regimental Staff is responsible for compiling the results of each formal room and wing inspection. Formal Room and Wing inspection results measure the company's attitude toward cleanliness.
3. Regimental Review: Delta Company is responsible for compiling the results of each regimental drill. Drill results are measured as they reflect the company's attitude towards drill and the Delta liaisons' ability to properly train the company. Regimental Review is also an important part of the Academy's history and cadets should take pride in succeeding at drill.
4. Personnel Inspections: Regimental Staff is responsible for compiling the results of personnel inspections. PIs are measured as they reflect the company's attitude toward general appearance and the Golf liaisons' ability to inform the company how to properly wear the uniform. They help to gauge the day to day appearance of the corps.

5. Drill Down: Delta Company is responsible for compiling the results of each drill down competition. Drill down is measured as it is a reflection of the company's attitude toward drill and ceremony as well as the drill down trainers' ability to adequately prepare the 4/c for the competition.
6. Community Service: Hotel Company is responsible for compiling the community service hours for the corps, broken down by company. Community service is measured as it is a reflection of each company's pride and dedication to the service of others.
7. Weekly Walkthroughs: Regimental Staff is responsible for maintaining the results of the walkthroughs. The walkthroughs, done at a random time during the week, help to gauge the daily appearance of Chase Hall and the cleanliness of the barracks.
8. AQE test results: The Regimental Staff shall obtain the average AQE test result scores for each company. The scores reflect how well the cadets value/obtain required knowledge.

R-1-05. SCHEDULING CORPS ACTIVITIES

- a. General. In order to ensure that cadets are afforded ample opportunity to meet the Academy's high military and academic standards, central coordination of the scheduling of cadet extracurricular activities is required. The ACADIS Electronic Excusal System is the primary tool to document cadet events that conflict with the routine of the day. The Electronic Excusal System is not intended to replace/supplement the Special Request Chit or subvert off base privileges set forth in Cadet Regulations. Excusals from the Routine of the Day must be approved by the Commandant of Cadets or designated representative.
- b. Scheduling Cadet Activities.
  1. The following applies to cadet meetings and activities that conflict with the routine of the day, occur during cadet study time, military training periods or cadet free time:
    - (a) Academics. Academic instructors may submit excusals for cadets in their courses where attendance is required for academic course credit. These activities will normally be scheduled during regular class periods or during study hour. Activities at other times must be approved by the Chief, Military Training Branch, Assistant Commandant of Cadets or Commandant of Cadets. Instructors are responsible for ensuring their respective Department Head and/or the Dean are notified of these activities. Rosters for approved

events will be submitted in the ACADIS Electronic Excusal system at least three working days in advance.

- (b) Athletics. The athletic staff may submit excusals for cadets in their respective athletic programs. The athletic department shall make every effort to ensure sports practices are conducted during the designated sports period (1600-1800). Activities other than intercollegiate competitions held at other times must be approved by the Chief, Military Training Branch, Assistant Commandant of Cadets or Commandant of Cadets. Activities other than intercollegiate competitions held during class periods or study hour must also be approved by the Dean of Academics. It is the responsibility of the athletic staff and coaches to ensure the Director of Athletics is informed when practices are held outside the designated sports period. Rosters for approved practices and competitions will be submitted in the ACADIS Electronic Excusal system at least three working days in advance.
- (c) Cadet Clubs and Cadet Club Sports. Advisors and coaches of cadet extracurricular activities may request excusal from the routine of the day. However, excusal from the routine of the day will normally only be approved for cadet club sport competitions and cadet musical performances. All other requests will be reviewed on a case by case basis. Once approved, rosters will be submitted in the ACADIS Electronic Excusal system at least three working days in advance.
- (d) Commandant of Cadets. Members of C division may submit excusals on behalf of their respective companies, cadet training, cadet professional development, or any other instance deemed appropriate by the Commandant of Cadets or Assistant Commandant of Cadets. Rosters for approved events will be submitted in the ACADIS Electronic Excusal system at least three working days in advance.

#### R-1-06. COMPANY LIAISON DUTIES AND RESPONSIBILITIES

1. Alfa Company Liaison Officers. The Alfa Company Liaison Officer's major responsibility is to promote the Health and Wellness within their Company. They are directed to promote the concept of healthy competitive lifestyles in cadets, both during their time at the Academy and after they graduate. This is accomplished through intercompany sports as well as numerous collaterals related to health and wellness. The Liaison Officer should ensure all cadets are aware of the health, nutrition and training guidance resources available at CGA and as an

active duty member.

2. Bravo Company Liaison Officers. Bravo Company is the training company for the Corps of Cadets and is in charge of scheduling training, tracking accountability and organizing operations spotlights. The Bravo Company Liaison Officer is also responsible for being the primary point of contact between their Company's personnel and the Information Services Department.
3. Charlie Company Liaison Officers. Charlie Company is the Character Development and Academics Company and is in charge of corps wide honor training, the Cadet Honor Board (CHB), the cadet honor conference, human relations training and the annual ethics forum, and acts as the liaison company with the Dean of Academics. As such, the Liaison Officer must manage tutoring, academic performance, honor remediation and provide assistance in preparation for the Honor Conference and Ethics Forum as directed by Charlie Company.
4. Delta Company Liaison Officers. Delta Company is the Drills and Ceremonies Company. They are directed to promote pride in the organization and professional officer presence. This is accomplished by instilling habits of precision and sharp automatic response to orders through proper execution of Regimental Review, Drill Down and Departmental Drill, as well as numerous collateral duties related to military customs and traditions. As such, the Liaison Officer shall ensure the training time in the evening 1900-2000 period is properly utilized, that the drill down trainers are selected with care and monitored closely for results. On a broader scope, the Liaison Officer is charged with ensuring prompt arrival to Regimental Review, strict adherence to customs, courtesies and protocol while drilling and drafting notes and critiques concerning how the Company can improve for further dissemination via the Company Commander.
5. Echo Company Liaison Officers. Echo Company is the external affairs and transportation company in charge of the transportation for cadets and liaison with external entities to include the Parents Association, newspapers, media groups, prospective cadets and parents. Echo Company is also in charge of designing and publishing the cadet yearbook, Tide Rips. As such, the Liaison Officer shall assist as directed by Echo Company in order to accomplish all missions described, and in accordance with their Company Commander's vision.
6. Foxtrot Company Liaison Officers. Foxtrot Company is in charge of watches, conduct, offenses, the Cadet Regulations and all administrative guidelines for the Corps of Cadets. At a minimum, the Liaison Officer will typically be charged with tracking restricted cadets, monitoring

investigations and their disposition, setting up watch schedules, providing feedback on the Regulations via the Regulations Review Board and assisting Cadet Administration and Foxtrot Company with Corps wide administrative tasks (foreign travel, USAA loan contracts, Coast Guard Mutual Assistance campaign, etc).

7. Golf Company Liaison Officers. Golf Company is the uniform standards, maintenance, Cadet activities, room configuration and comptroller company. The Liaison Officer is in charge of creating, updating and executing a Company Maintenance Bill to sustain the cleanliness and overall material condition of their wing area and assigned spaces in Chase Hall. Further, the Liaison Officer must support and enforce uniform, room configuration and stowage regulations (and pass information on updates to both), read and recommend approval or disapproval of Club Charter requests and ensure cadet accounts are managed properly in accordance with direction from Cadet Finance.
8. Hotel Company Liaison Officers. Hotel Company is the social activities and community service company in charge of Corps wide morale events and extracurricular activities, such as dances and formals. The Liaison Officer must stay up to date on the Cadet Master Calendar to ensure proper notifications for upcoming events and obligations are passed to their Company. Similar notification and reinforcement shall be given to the credit requirements for formal dance attendance and institutional service. Tracking attendance / participation and taking appropriate action for those not in compliance also falls under the Liaison Officer's purview.

## **ALFA COMPANY DIRECTIVE OF THE CADET REGULATIONS**

### **PART 1 RULES OF ENGAGEMENT**

### **PART 2 ROLE OF ALFA COMPANY**

### **PART 3 ORGANIZATION OF ALFA COMPANY**

### **PART 4 DIVISIONAL RESPONSIBILITIES OF ALFA COMPANY**

### **PART 5 REGIMENTAL REGULATIONS OF ALFA COMPANY**



## Section 1: Alcohol Remediation Program

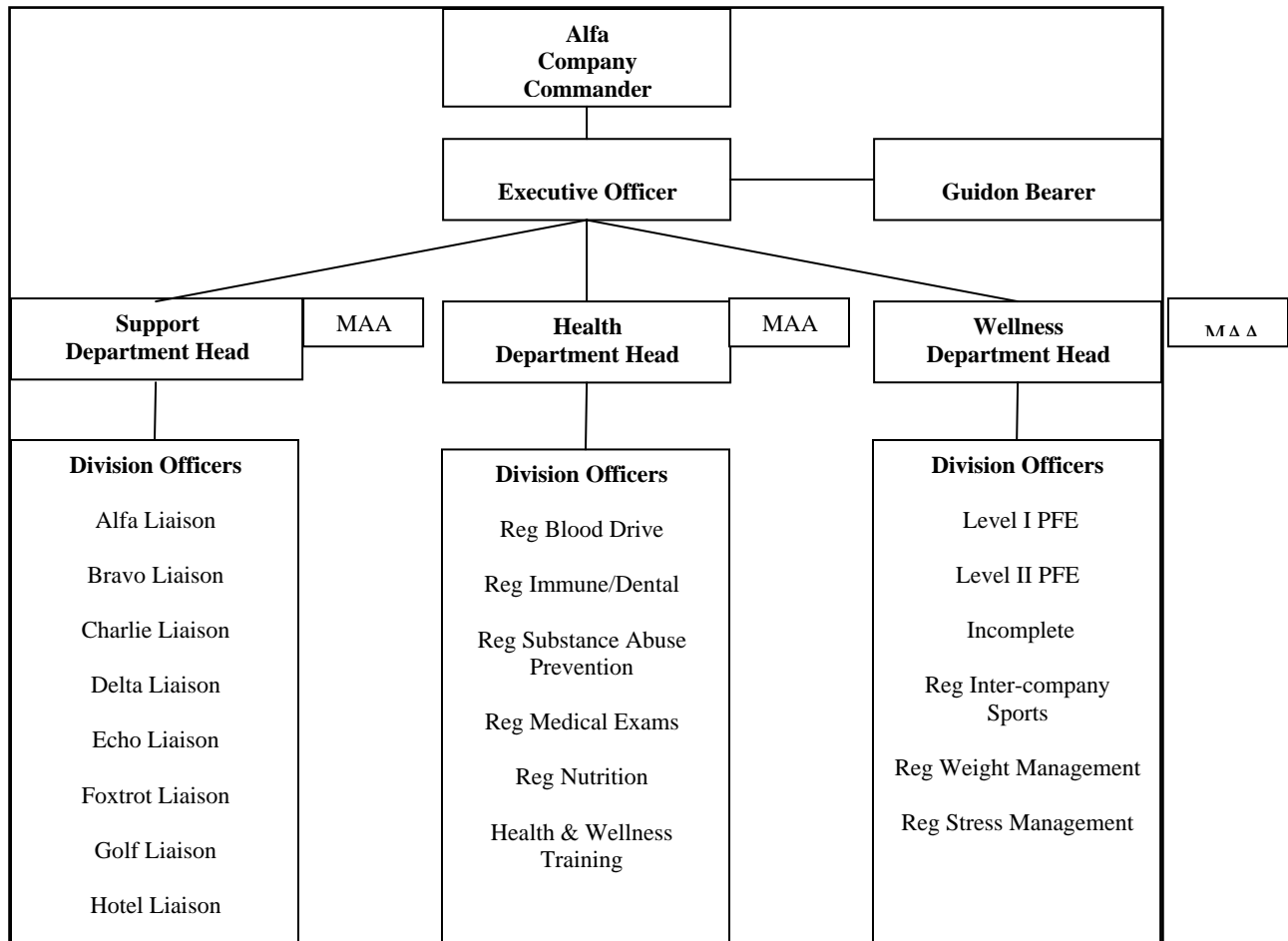
### **PART 1 RULES OF ENGAGEMENT**

This section of the cadet regulations is maintained by the Alfa Company Commander. The Regimental Commander mandates that the Alfa Company Commander maintains this directive, which at a minimum reflects ALFA COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Alfa Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

### **PART 2 ROLE OF ALFA COMPANY**

Alfa Company is the Health and Wellness Company. They are directed to promote the concept of healthy competitive lifestyles in cadets, both during their time at the Academy and after they graduate. This is accomplished through intercompany sports as well as numerous collaterals related to health and wellness.

### **PART 3 ORGANIZATION OF ALFA COMPANY**



**PART 4                      DIVISIONAL RESPONSIBILITIES OF ALFA COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
  
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and

Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.

- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, ensuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the company Guidon Bearer during drill.
- d. Health Department Head: Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the following functions assigned to the Department.
  1. Regimental Blood Drive: Organize blood drive logistics for the Coast Guard Academy, in coordination with the Command Master Chief. Encourage cadets and staff members to donate blood, especially through effective communication on dates of blood drives, locations of sign-up sheets, etc. Coordinate a system to assist cadets in attending local blood drives in the community (especially if cadets are unable to attend on-base blood drives, but are still interested in donating).
  2. Regimental Immunizations/Dental: Coordinate with the clinic times for all cadets to receive dental exams, small pox vaccinations, and flu shots. Ensure cadets are held accountable for missing appointments.
  3. Regimental Substance Abuse Prevention: Take measures to make the Corps of Cadets aware of substance abuse. Assist the Baccus and Gamma alcohol awareness group throughout the year. Track all cadets assigned an alcohol offense and monitor the alcohol remediation program. Ensure the Corps of Cadets is aware of all training related to substance abuse. Oversee the Cadet Alcohol Advisory Committee (CAAC). Coordinate quarterly meetings of the CAAC.

4. Regimental Nutrition: Take measures to make the Corps of Cadets aware of a variety of nutritional topics including eating disorders, disordered eating, etc. Assist the Cadet Nutritional Advisory Council (CNAC) to help improve lines of communication between the Corps of Cadets, Aramark, and the Academy Nutritional Advisory Council (NAC). Coordinate monthly meetings of the NAC.
5. Regimental Medical: Obtain and disseminate any and all information concerning medical exams to members of the Corps of Cadets as passed down from the USCGA Medical Department through the Regimental Health Department Head. Ensure all policies are complied with and ensure that cadets' medical requirements (i.e. necessary exams for pre-commissioning and follow-up, etc.) are obtained as required. Ensure information concerning elective surgeries (i.e. PRK) are available. Act as liaison between the clinic and the Corps of Cadets, including handling cadet medical complaints and clinic staff complaints, as routed through the Health Department Head.
6. Health & Wellness Training: Work closely with the Company Commander and the Department Heads on setting up Health and Wellness Days. Provide necessary information to the Company Commander and Department Heads on speakers, events, or activities. Ensure the events are planned well in advance. Assist with the logistics behind all training for Alfa Company.
- e. Wellness Department Head: Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Coordinate execution of functions assigned to the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO.
1. Level I PFE: Serve as the cadet liaison to the HPE staff in the administration of the Physical Fitness Exam (PFE). All cadets (except 1/c) that do not meet the commissioning requirement of 200, but have met their class standard will be placed on the Level I remedial fitness program. The Level I PFE program is entirely cadet driven; the division is responsible for establishing workouts, finding trainers, setting up excusals, and scheduling retests for all cadets unable to meet their class standard.

2. Level II PFE: Serve as the cadet liaison to the HPE staff in the administration of the Physical Fitness Exam (PFE). Ensure that all 1/c cadets who do not meet the commissioning requirement of 200 are placed on the Level II remedial fitness program. Ensure that all 2/c, 3/c, and 4/c cadets who do not meet their class standard are placed on the Level II remedial fitness program. The Level II PFE program is run and coordinated by the HPE staff.
  3. Incomplete PFE: Serve as the cadet liaison to the HPE staff in the administration of the Physical Fitness Exam (PFE). Track all medical and incomplete PFE cadets.
  4. Regimental Intercompany Sports: Responsible for the coordination of all intercompany sports and IC championships. The regimental intercompany sports officer will:
    - (a) Coordinate with the Alfa Company Liaison Officers in order to accomplish the necessary duties and responsibilities (rosters, official assignments, forfeitures, etc.) of the program.
    - (b) Keep in constant contact with the Director of Intramurals to ensure close scrutiny over the program from day to day.
    - (c) Secure from each company a list of officials for designated sports on assigned dates and daily results of contests.
    - (d) Serve as Chair of the Athletic Commission, schedule and handle all protest meetings.
    - (e) Adjudicate all protests and make final determination on all IC events.
  5. Regimental Weight Management: Ensure all underclass cadets are weighed in October and April in accordance with CG Weight Standards. Assist cadet administration with the enforcement of the cadet weight management program.
  6. Regimental Stress Management: Ensure all cadets have alternatives to relieve stress. Assist Academy Counselors and Health and Wellness Training with providing training, speakers, and professionals to assist cadets in dealing with stress.
- f. Support Department Head: Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct

material and personnel inspections of the Department. Coordinate execution of functions assigned to the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Specific responsibilities for Support Department Divisions are provided in the Regimental Commander's Supplement.

## **PART 5 REGIMENTAL REGULATIONS OF ALFA COMPANY**

### **SECTION 1: CADET ALCOHOL REMEDIATION PROGRAM**

A-1-01. Overview: The Alcohol Remediation Program enables a cadet who is assigned an alcohol incident to identify and correct deficiencies in responsibility, ethical, decision-making or courage of convictions that resulted in the alcohol incident. The Alcohol Remediation program is designed primarily for cadets who have received their first alcohol offense (not diagnosed as alcohol dependent) and who have demonstrated potential towards developing into *Leaders of Character*. The program is consistent with the Academy's Guide for Officer Leadership and Development (GOLD).

The purpose of the program is to promote reflection and critical thinking, not to indoctrinate. The CDAR/Regimental Substance Abuse Prevention Officer will not instruct the cadet on what to do or believe. The CDAR/Regimental Substance Abuse Prevention Officer will assist the cadet in analyzing and modifying his/her thoughts, actions, and values. The cadet is ultimately responsible for completing the requirements of the program and making the necessary changes for growth in the spirit of the Coast Guard Core Values.

A-1-02. Program Requirements:

- a. Completion of the program is mandatory for all cadets who are assigned an alcohol incident or alcohol situation. The normal duration of this program is ten weeks, commencing within one week of adjudication of the alcohol offense. All requirements listed below must be satisfactorily completed.
  1. At the beginning of the program, the cadet will meet with the CDAR and Regimental Substance Abuse Prevention Officer. The cadet will be assisted in developing a schedule for completing the program. At the five week point, a formal counseling session with the Regimental Substance Abuse Prevention Officer is required to ensure that the cadet is progressing towards the stated goals.

- b. **Mentorship.** Mentorship can come from a variety of sources. The cadet shall choose a mentor for this program. The mentor should be a non-cadet member of the CGA community who is endorsed by the Regimental Substance Abuse Prevention Officer. The cadet shall have an initial meeting with the mentor, and then meet with the mentor every two weeks. The cadet and mentor shall also have a final meeting at the conclusion of the program. There is no set time length for the meetings. The meetings should contain quality discussion of the cadet's journals, projects, and thoughts on his/her own personal development.
- c. **Online Training.** The cadet is required to complete "My Student Body" online training within 30 days (if not completed within the last nine months). Certificate of completion must be submitted to the Regimental Substance Abuse Prevention Officer.
- d. **Journals.** The cadet shall write one journal entry per week. The entries should be related to issues surrounding the irresponsible or illegal consumption of alcohol. Entries should be linked to critical thought and self-reflection on leadership, alcohol, character, example setting, etc. They may be inspired by the day's events, news articles, discussions with others, or individual thought. Journals are considered private, but they will be included in the cadet's final portfolio. Journals should not contain overly sensitive or personal information. If desired, the mentor and cadet may edit certain sections from the journals before submission.
- e. **Book Project.** The cadet shall read a book on alcohol consumption which will be provided by the Alfa Company Officer. After completion of the book, the cadet will be required to write a three to five page book report which will include contrasting the mindset of those choosing to use alcohol irresponsibly with the mindset needed of a successful officer in the U.S. Coast Guard. Additionally, the cadet will provide recommended solutions to battling the alcohol epidemic in today's society. As an alternative to the Book Project, the Alfa Company Officer has utilized the Norwich Mothers Against Drunk Driving (MADD) Victim Impact Panel for cadets to help with. This event occurs every other month and allows cadets the opportunity to help setup this event for CT DUI offenders. Cadets are then allowed to stay and listen to the panel and are required to type up a 1 page summary about this experience.
- f. **Coast Guard Impact.** The cadet shall select a military member, separate and in addition to the mentor, who has held command or a key leadership position in the Coast Guard. The cadet shall meet once with this member and discuss his/her expectations of junior

officers, particularly with regard to alcohol consumption. The discussion should include specific examples of Coast Guard members who have made poor choices with respect to alcohol consumption, and the impact those choices had on the unit and the Coast Guard. A written work discussing the interview shall be completed.

- g. Summary Essay. At the conclusion of the ten weeks, the cadet shall write a one page paper analyzing the impact of each part of the program, and provide discussion on personal development and how or if the cadet feels he/she changed over the course of the program.
- h. Final Portfolio. Within one week of the scheduled ten week completion timeframe, the cadet shall submit the program components in a portfolio to the Commandant of Cadets through the Collateral Duty Drug and Alcohol Representative, the Alfa Company Officer, the cadet's Company Officer and the Assistant Commandant of Cadets. An unsatisfactory portfolio (i.e. failure to meet all requirements of the program or lack of substantial reflection) will result in additional action as determined by the Commandant of Cadets including a possible recommendation for disenrollment.

## **BRAVO COMPANY DIRECTIVE OF THE CADET REGULATIONS**

### **PART 1 RULES OF ENGAGEMENT**

### **PART 2 ROLE OF BRAVO COMPANY**

### **PART 3 ORGANIZATION OF BRAVO COMPANY**

### **PART 4 DIVISIONAL RESPONSIBILITIES OF BRAVO COMPANY**

### **PART 5 REGIMENTAL REGULATIONS OF BRAVO COMPANY**

#### **Section 1: Training Organization**

#### **Section 2: Professional Development Program**

#### **Section 3: Regimental Information Systems Officer Responsibilities**

#### **Section 4: Operational Spotlight Program**



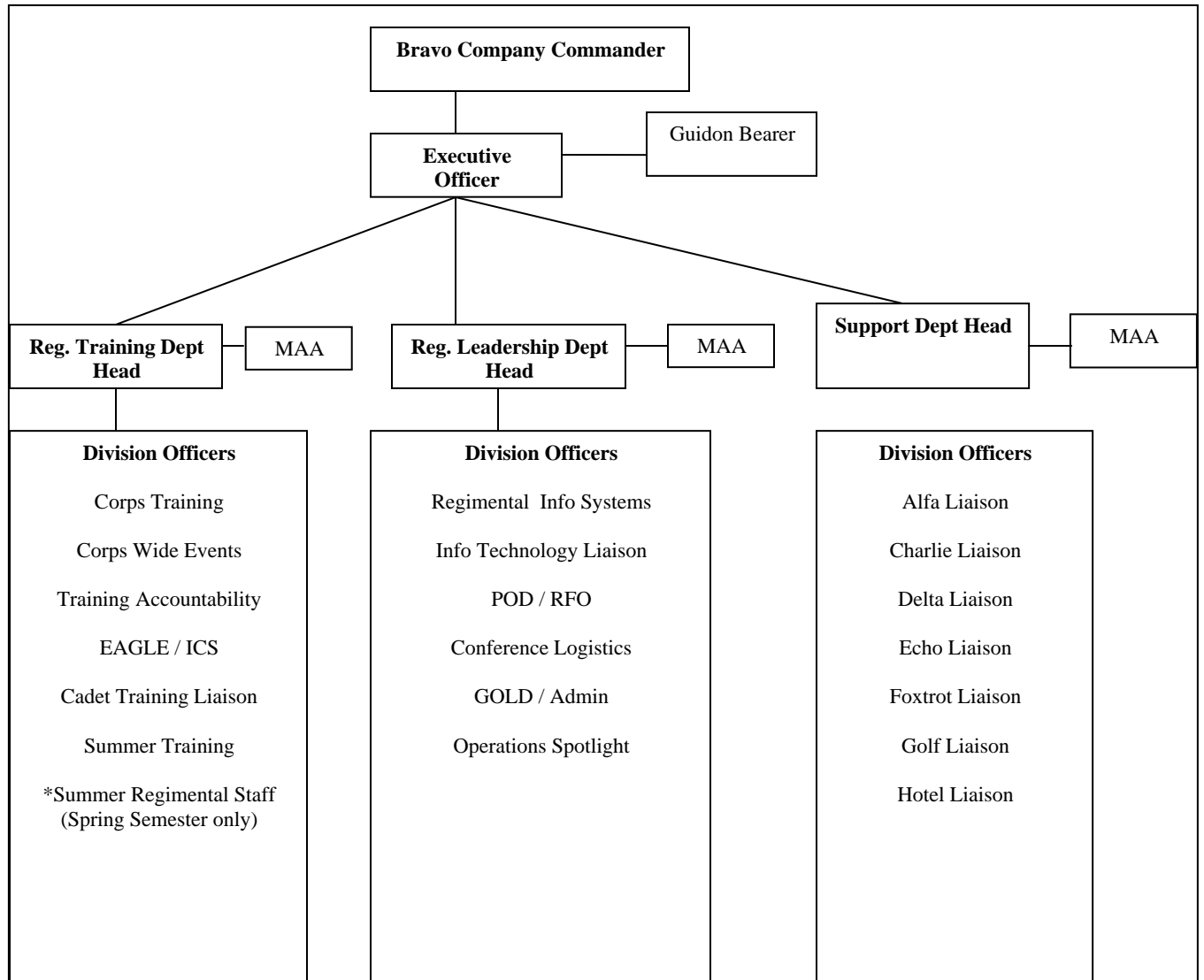
## **PART 1 RULES OF ENGAGEMENT**

This section of the cadet regulations is maintained by the Bravo Company Commander. The Regimental Commander mandates that the Bravo Company Commander maintains this directive, which at a minimum reflects BRAVO COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Bravo Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2 ROLE OF BRAVO COMPANY**

Bravo Company is the training company for the Corps of Cadets and is in charge of scheduling training, tracking accountability and organizing Operations Spotlights. Bravo Company is also the liaison between the Corps of Cadets and the Information Services Department.

## **PART 3 ORGANIZATION OF BRAVO COMPANY**



## **PART 4 DIVISIONAL RESPONSIBILITIES OF BRAVO COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, ensuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the company Guidon Bearer during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the below listed functions assigned to the Department.

- e. Master At Arms. Act as the department's liaison between the Guidon Bearer and aids in the professional development of the underclass. In coordination with the company Executive Officer and Guidon Bearer, oversee the cleanliness of Chase Hall and enforce the standards and regulations throughout the department.
  
- f. Training Department Head. The Training Department Head shall provide direction and guidance for the Regimental Training Department. The Training Department Head shall also act as the President of the Training Board. As President the Training Department Head shall conduct Training Board meetings monthly during the fall and spring semesters to evaluate the previous month's training and plan ahead for the next month's training. The Training Department Head will also provide training feedback to the Cadet Training Branch at the monthly Training Board Meeting.
  - 1. Corps Training Division. This division is responsible for scheduling classroom space for all scheduled training. This division will also reserve all Swab Summer training areas for each summer session.
  
  - 2. Corps Wide Events Division. This division is responsible for planning all Corps Wide Events for the Corps of Cadets. The division will provide all set up, clean up and thank you gifts for speakers. This division will work closely with the Bravo Company Chief for all of these events.
  
  - 3. Training Accountability Division. This division shall maintain accountability for the Corps of Cadets at all events to include, but not limited to, Operations Spotlights, 0700 Military Training Periods, Corps wide training evolutions. They shall work with the Bravo Liaison in each company to accomplish this task. The division officer shall take administrative action for cadets failing to meet their requirements.
  
  - 4. EAGLE/ICS Division. This division shall act as a liaison between the Corps of Cadets and EAGLE. This division shall assist EAGLE in coordinating projects with the Corps of Cadets. This division will also track the completion of all ICS requirements (i.e. ICS 100, 200, 300, 700 and 800).
  
  - 5. Cadet Training Liaison Division. This division acts as the liaison between the Corps of Cadets and Cadet Training Branch. They will work with the Cadet Training Branch in administering all E-PMEs and O-PMEs. They will field all concerns and provide that feedback to Cadet Training. This division will also assist Cadet Training in arranging and executing Military Training evolutions.

6. Summer Training Division. The Summer Training Division shall assist the Swab Summer Project Officer in developing the Swab Summer Training Schedule. During the fall semester this division shall collect all feedback from the previous summer and provide it and recommendations to the Swab Summer Training Officer and the Assistant Commandant of Cadets. This division shall also work on projects for the upcoming summer as the Swab Summer Project Officer assigns.
  7. Summer Regimental Staff Division. During the Spring Semester this division consists of the 2/c cadets who will serve as the Summer Regimental Staff. If possible, the Division Officer will be a previous Summer Regimental Staff member. The division shall work with the Swab Summer Project Officer and their work will include, but is not limited to, arranging all summer training in accordance with the various Standard Operating Procedures for all summer training programs.
- g. Leadership Department Head. The Leadership Department Head shall provide direction and guidance for the Regimental Leadership Department.
1. Regimental Information Systems Officer Division. This division shall act as a liaison between the Corps of Cadets and the Information Systems Branch. They shall handle all computer related activities within the Corps of Cadets, including taking administrative action for Acceptable Use Policy Violations.
  2. Operations Spotlight Division. This division is responsible for planning all optional Operations Spotlights for the corps of cadets. It shall determine the topics and speakers for each lecture as well as provide all services required for running each event. Additionally, the division will work closely with the Bravo Company Chief regarding the general planning of all Operations Spotlights.
  3. Plan of the Day/Ready For Operations Division. This division shall assist the Regimental Staff with producing and distributing the Plan of the Day to the Corps of Cadets. This division shall also assist the Company Commander and Company Executive Officer in producing the Ready for Operations (RFO) report.
  4. Conference Logistics Division. This division shall arrange all travel plans to and from Conferences that the Corps of Cadets are invited to attend. This does not include the Ethics Forum which shall be executed by Charlie Company.
  5. GOLD Liaison/Administrative Division. This division shall be the Corps' liaison with the Academy's GOLD Team. This division shall

also act as the Bravo Company Administrative division which shall assist the company in keeping all training folders up to date and handle all company logs.

- h. Support Department Head. The Support Department Head shall provide direction and guidance for the Bravo Support Department. This department head shall make their divisions available to assist with any project as deemed appropriate by the Company Commander or Company Executive Officer. He/she shall also be familiar with all eight Companies' roles as detailed in Part 2 of each directive. The Support Department Head will also oversee completion and submission of the Corps Report, a summary of monthly cadet activities that is routed to the Commandant of Cadets by the 5<sup>th</sup> of each month.

## **PART 5 REGIMENTAL REGULATIONS OF BRAVO COMPANY**

### **TRAINING AND INDOCTRINATION PROGRAM**

#### **B-1-01 TRAINING ORGANIZATION**

- a. General. One of the functions of the regiment is to train cadets, and thus the entire cadet chain of command within the regiment can be termed a "training organization". However, specific cadets are formally tasked with carrying out training functions. The Regimental Training Department Head plans and organizes training for the Regiment and is the primary liaison with the Cadet Training Branch.
- b. Corps Wide Training Officer. The duties of the Corps Wide Training Officer include the following Coordinate the 2/c, 3/c, and 4/c Indoctrination Program.
- c. Bravo Company Regimental Training Department Head. Coordinates with Cadet Training to ensure the four-year training program meets the needs of the Coast Guard, is executed and communicated to the corps.
  - 1. Coordinate and promulgate the Regimental Training Calendar. The coordination effort required is a full time duty and should be treated accordingly.
  - 2. Coordinate with the Cadet Training Branch and Bravo Company Officer the execution of the Regimental Training Calendar.
  - 3. Provide a weekly summary of all training events to the Cadet Training Branch and the Bravo Company Officer.

4. Meet weekly with the Cadet Training Branch and the Bravo Company Officer to discuss and coordinate cadet training and make suggestions for improvements.
  5. Assist in the coordination of EAGLE Ownership, Weekend Visual Simulator time, and Weekend T-boat usage.
  6. Ensure all necessary training events are listed in the POD, announced in the wardroom, and a classroom is reserved.
  7. Chair the Regimental Training Board.
  8. Coordinate the EAGLE Ownership Program with the Bravo Company Officer.
- d. Respective Company Training Officers. The Company Training Officer, or Bravo Company Liaison, should be a vocal advocate for training within the company, and must make the company aware of the myriad of opportunities available to the Corps for training and indoctrination. Additional responsibilities include:
1. Disseminate the Regimental Training Calendar, and supplement it with a Company Training Calendar tailored to the individual company's needs.
  2. Arrange for training speakers.
  3. Use neighboring or visiting commands to fill in gaps in the Regimental Training Calendar.
- e. Supervision and Support. The Bravo Company Officer will supervise the Regimental Training Department Head. All other training positions will be supervised by their respective Company Officers. The commissioned officers will provide direction and support, and act as the final reviewing authority for evaluation purposes.
- f. Regimental Training Calendar The Cadet Training Calendar will be published the semester prior to the semester in which it will be implemented. The plan shall cover all training events and will be updated monthly. All training requests made by cadets will be directed to the Regimental Training Department Head. All training requests from Academy staff and faculty shall be directed to the Bravo Company Officer.

- a. General. The Professional Development Program for cadets is a year long program designed to increase cadet professional knowledge. During the summer, 1/c, 2/c and 3/c cadets complete a list of tasks designed to guide them in learning about the operational Coast Guard and leadership programs. During the academic year, all classes take the Advancement Qualification Quiz (AQQ) and the Advancement Qualification Exam (AQE) designed to test their knowledge and understanding of Enlisted Professional topics.
- b. Fourth Class Indoctrination Boards. During the spring semester fourth class cadets are formally tested to ensure comprehension of basic Coast Guard knowledge. The indoctrination boards consist of several weeks of training focused on preparing fourth class cadets to join the operational Coast Guard.
  - 1. The military knowledge phase consists of general military topics (cutters and aircraft, damage control, helm/lookout, honors and ceremonies, history and traditions, nautical knowledge, rates and ranks, flags and pennants). The fourth class cadets study these sections on a weekly basis and are tested for retention at formations and meals.
  - 2. Once all military topics have been covered, the fourth class cadets sit before an oral indoctrination board. The board consists of a first class cadet, a second class cadet, and the third class cadet responsible for the fourth class training. The fourth class cadets are required to answer questions concerning the military knowledge. The boards are held only during military training periods on a not-to-interfere basis with academic events and obligations. The indoctrination board schedule shall not coincide with that of midterm examinations.
  - 3. Specific details of the indoctrination board process should be coordinated between the first and second class cadets and approved by the Commandant of Cadets.

B-1-03 Regimental Information Systems Officer Responsibilities

- a. General. The main function of the Regimental Information Systems Officer (RISO) is to ensure the Corps of Cadets follows the Acceptable Use Policy. The RISO shall:
  - 1. Provide the Corps with training on the Acceptable Use Policy.
  - 2. Be notified by the Information Services Staff and conduct administrative investigations of any violations on the .mil network.

B-1-04 Operations Spotlight Program



- a. General. The Operations Spotlight Program consists of six optional lectures for the corps of cadets. This program is intended to present the Corps of Cadets with information regarding different sectors of the operational fields of the Coast Guard. Specifically, these lectures will best represent current interests and issues of the corps of cadets.
  1. Operations Spotlights will be produced solely by the Operations Spotlight Division.
  2. The Operations Spotlight Program will focus on the perspective of junior officers whenever applicable.
  3. Operations Spotlights will take place in Dimick Auditorium during the evening weekday military period (1900-2000).
  4. All cadets shall attend one of the aforementioned six Operations Spotlights per semester. Those cadets who fail to do so shall be awarded a Class II offense.
  5. The Operations Spotlight Division shall make every effort to inform the corps of cadets about their upcoming lecture events throughout the semester.

## **CHARLIE COMPANY APPENDIX OF THE CADET REGULATIONS**

### **PART 1 RULES OF ENGAGEMENT**

### **PART 2 ROLE OF CHARLIE COMPANY**

### **PART 3 ORGANIZATION OF CHARLIE COMPANY**

### **PART 4 DIVISIONAL RESPONSIBILITIES OF CHARLIE COMPANY**

### **PART 5 REGIMENTAL REGULATIONS OF CHARLIE COMPANY**

Section 1: Cadet Honor Board

Section 2: Cadet Honor Remediation Program

Section 3: Cadet Honor Conference

Section 4: Cadet Academics

[Section 5: Cadet Human Relations Program](#)

[Section 6: Cadet Respect Remediation Program](#)

[Section 7: Cadet Ethics Forum](#)

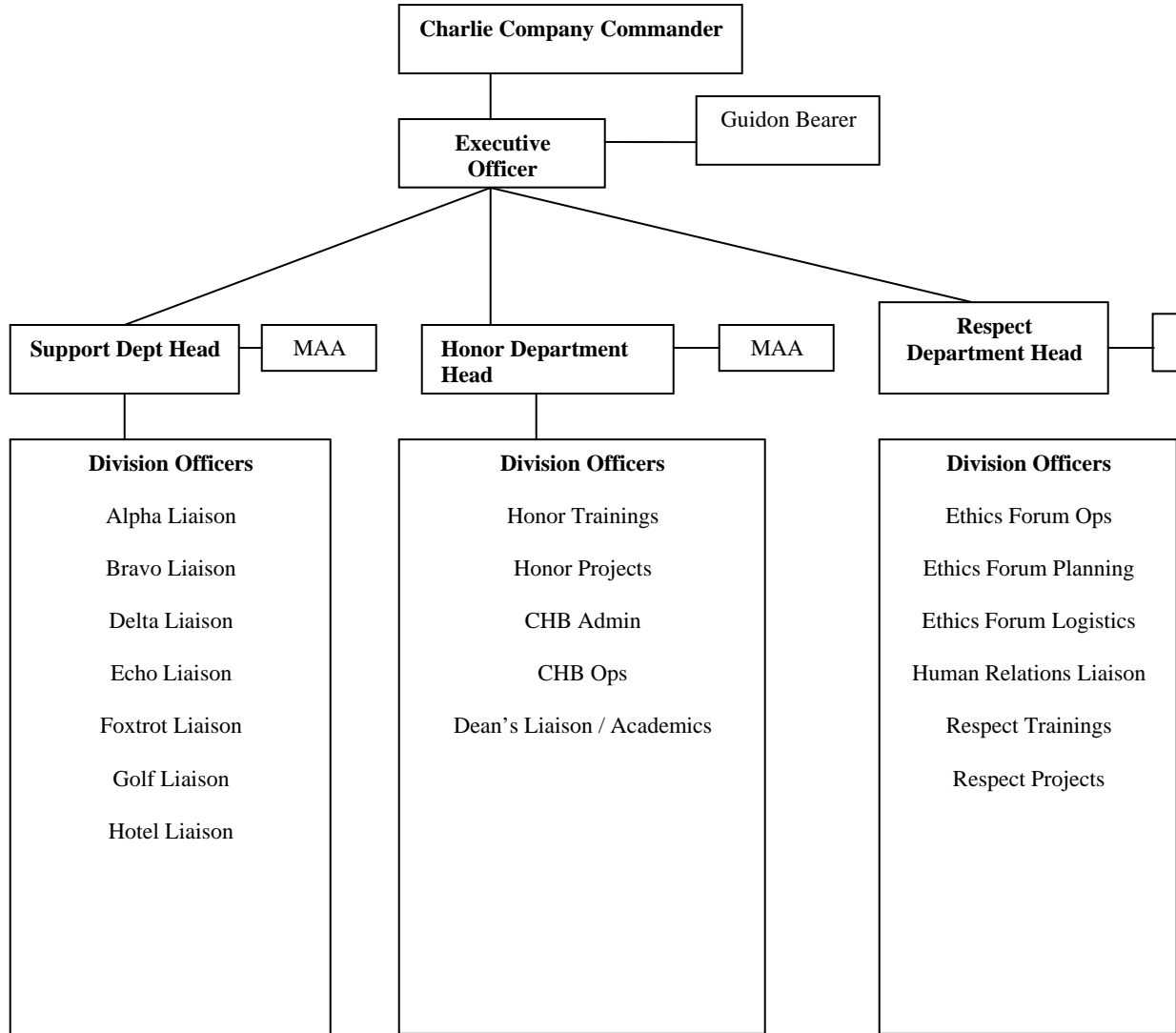
## **PART 1 RULES OF ENGAGEMENT**

This section of the cadet regulations is maintained by the Charlie Company Commander. The Regimental Commander mandates that the Charlie Company Commander maintains this directive, which at a minimum reflects CHARLIE COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Charlie Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2 ROLE OF CHARLIE COMPANY**

Charlie Company is the Character Development and Academics Company and is in charge of corps wide honor training, the Cadet Honor Board (CHB), the cadet honor conference, human relations training, the annual ethics forum, and acts as the liaison company with the Dean of Academics.

## **PART 3 ORGANIZATION OF CHARLIE COMPANY**



## **PART 4 DIVISIONAL RESPONSIBILITIES OF CHARLIE COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, ensuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the company Guidon Bearer during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the below listed functions assigned to the Department.

- e. Master At Arms. Act as the department's liaison between the Guidon Bearer and aids in the professional development of the underclass. In coordination with the company Executive Officer and Guidon Bearer, oversee the cleanliness of Chase Hall and enforce the standards and regulations throughout the department.
  
- f. Honor Department Head. Presiding cadet at all CHBs. Working with the Bravo Company Training Officer, all Bravo Company Liaison Division officers and the Cadet Training Branch, execute all training on honor. Complete special projects regarding honor such as Honor Remediation oversight, the Honor Conference, and special projects assigned to cadets found guilty of honor violations by the CHB. Administers the Cadet Honor Board by making copies of the investigations and informing the CHB members, accused, accused's representative, Honor Officer, Academic Honor Officer, and witnesses of the scheduled CHB.
  - 1. Honor Training Division: Working with the Bravo Company Training Officer, all Bravo Company Liaison Division officers and the Cadet Training Branch, execute all training on honor. The Honor Training division is responsible for planning and executing all honor trainings within the Corps of Cadets. The Honor Training division must work closely with the Cadet Training staff to create the syllabus that will be followed during trainings. It is also the responsibility of this division to schedule instructors for honor training. After creating and implementing beneficial Honor training sessions for all four classes, the Honor Training division is also charged with helping other divisions within the department in the execution phase of projects such as the All Academy Honor Conference.
  - 2. Honor Projects Division: Assists the Honor Department Head with special projects regarding honor such as Honor Remediation oversight, the Honor Conference, and special projects assigned to cadets found guilty of honor violation by the CHB. The Honor Project Division is in charge of supervising Honor Remediation. Cadets on Honor Remediation submit their final portfolios to the Honor Projects division officer and he or she recommends to the Honor Department Head whether to recommend approval or disapproval of the final portfolio. Also the Honor Remediation Division assists with setting up the Honor Conference.
  - 3. CHB Administration Division: Administers the Cadet Honor Board by making copies of the investigations and informing the CHB members, accused, accused's representative, Honor Officer, Academic Honor Officer, and witnesses of the scheduled CHB. The CHB Administration Division assists the Regimental Honor Officer by processing all the necessary paperwork for an upcoming CHB. This paperwork includes

notifying the accused of his/her rights, having the accused pick a CHB advisor, notifying case witnesses, notifying character witnesses and notifying the proper personnel in the Administration of an upcoming CHB.

4. CHB Operations Division: Reserves the Henriques Room for all CHBs and prepares and secures the room for the CHB. To complete this, the division shall call the Superintendent's Secretary to reserve the room, call base security before and after the hearing so that they know to leave the room open and lock it when finished, set up and take down the tables and chairs for the hearing, and get table cloths, glasses, and pitchers from the wardroom and bring them back when the hearing is finished. The CHB Operations division helps out with logistics of the Honor Conference.
  5. Academics Division: The Regimental Academics Division Officer works with all Academic Liaison Division Officers and the Assistant Dean on all Academic-related projects in Chase Hall. During the spring semester the division's responsibilities include ensuring corps wide class registration for the fall semester, distribution of the academic probation list, oversight of the academics portion of the Charlie Company supplement to the cadet regulations, participation in the cadet academic advisory board and organization of the vote for the Naval Order Award. The Regimental Academics Division Officer is the primary cadet liaison to the Associate Dean and Academic's Honor Officer.
- g. Respect Department Head. The Respect Department Head oversees the Human Relations Committees and acts as Assistant Project Officer for the Ethics Forum.
1. Ethics Forum Operations Division: Oversees the operations and execution of the Ethics Forum. An adequate staff for Spring is: one 1/c, one 2/c, two 3/c, and two 4/c cadets; the staff maybe smaller for the Fall. Prepare and execute annual Ethics Forum tasks prescribed by the Respect Department Head. (Ethics Forum tasks are coordinated by the Respect Department Head and shared among the Ethics Forum Operations, Ethics Forum Logistics and Ethics Forum Planning divisions.) Ethics Forum Operations also writes talking point suggestions for the keynote speaker, and creates and prints the Ethics Forum Programs for distribution. Upon completion, the Operations Division is responsible for completing the IR Survey.
  2. Ethics Forum Planning Division: Regimental Ethics Forum Planning oversees the planning and execution of Ethics Forum tasks prescribed by the Respect Department Head. The Ethics Forum Planning

Division's responsibilities include arranging for the travel and lodging of guests and speakers and procuring gifts for the speakers and junior officers who participate in the forum. The Planning Division must also assist with the planning of the junior officer panel for first class cadets. Additionally, Planning must coordinate and help the Ethics Forum run smoothly by assigning cadet sponsors and POCs, and be available to troubleshoot the day of the event.

3. **Ethics Forum Logistics Division:** The Ethics Forum Logistics Division officer oversees the logistical execution of the Ethics Forum. The ethics forum logistics division's main responsibilities include arranging the logistics for the ethics forum and any other tasking involving the ethics forum. This includes helping to select speakers and once selected, coordinate their travel plans to and stay at the academy. Arranging the speakers' breakfast and lunch, reserving rooms at the Academy for their presentations and making sure these rooms are properly equipped are other tasks that need to be done. There are many other little tasks that take up the division officer's time, including but not limited to cadet signups, making contact sheets, and ensuring the guests know the schedule.
  4. **Human Relations Division:** The Human Relations Division Officer serves as the essential bridge between the corps of cadets and the administration regarding Human Relations issues. Semester long responsibilities include determining the next 'step' in the on-going process to create a better workplace environment across the campus. This division is responsible for attending the monthly base-wide Human Relations Council meetings. The HR Division organizes monthly campus-wide events promoting diversity awareness and soliciting participation in various other programs, and manages the training and development of over 64 HR reps. The Division Officer is a liaison to the Cadet Training Branch on HR topics.
  5. **Respect and Human Relations Projects Division:** Assists the Respect Department Head with special projects regarding Respect such as Respect Remediation oversight, Respect Stand-Downs, and special projects. This division is also charged with talking to CASA leadership and scheduling CASA meetings and events. The Respect Projects Division handles miscellaneous tasks that do not fall under the other divisions within the Respect Department.
- h. Support Department Head. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Coordinate execution



of functions assigned to the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Specific responsibilities for Support Department Divisions are provided in the Regimental Commanders Supplement.

## **PART 5 REGIMENTAL REGULATIONS OF CHARLIE COMPANY**

### **SECTION 1: CADET HONOR BOARD (CHB)**

- a. General. The Charlie Company Honor Department Head, also referred to as the Regimental Honor Officer, will chair the CHB. The Regimental Honor Officer will coordinate with the Commissioned Honor Officer. The CHB will be comprised of high performing cadets who represent the mature conscience of the Corps.
- b. Purpose.
  1. The CHB is an advisory board to the Commandant of Cadets. The purpose of the board is to assist in the promotion and maintenance of high standards of conduct within the Corps of Cadets by providing a communications and interpretational link between the Cadet Corps and the Commandant of Cadets. The board is charged with:
    - (a) Determining if the accused violated the honor concept and cadet regulations, and
    - (b) Making a recommendation to the Commandant of Cadets on retention and/or remediation.
  2. The board shall ask the following three questions to help determine if a cadet has committed an honor offense. If the answer to one of these questions is yes, an honor offense has been committed:
    - (a) Does this action attempt to deceive anyone or allow anyone to be deceived?
    - (b) Does this action gain or allow the gain of privilege or advantage to which I, or someone else, would not otherwise be entitled?
    - (c) Would I be dissatisfied by the outcome if I were on the receiving end of this action?
- c. Charter. The board will prepare a charter at the beginning of each semester addressing: (1) the Board's purpose, (2) specific objectives for the semester,

and (3) detailed membership. The charter will be submitted to Commandant of Cadets for signature prior to August 25th and January 15th.

1. Honor Cases will normally be referred to the CHB for review and recommendation. During summer training periods, the CHB does not exist, however, the Commandant of Cadets may delay proceeding and refer the matter to a fall CHB. The CHB hearing may constitute the only hearing prior to the termination of cadet status.
2. The following rights will be afforded to cadets before the CHB in addition to the rights listed in these regulations:
  - (a) The cadet will be afforded written notice at least three days in advance of a hearing to prepare a defense and select a cadet advisor.
  - (b) A cadet before the CHB shall have the right to inspect evidence being considered in their case.

d. Organization.

1. The permanent CHB shall be composed of two first class cadet representatives elected from each cadet company, plus the Regimental Honor Officer. The Commissioned Honor Officer (CHO) and the Academic Honor Officer will serve as the advisor/consultant to the CHB and guide training and indoctrination programs. Additionally, the CHO will endorse all case recommendations and reports submitted by the CHB. The position of chairman of the CHB will be held by the Regimental Honor Officer.
2. Each company will elect two cadets plus one alternate from each class to serve as CHB representatives. All elected representatives are subject to screening by the Regimental Honor Officer and the company's first class CHB representatives. For a cadet to serve on the board, the concurrence of the Regimental Honor Officer, the cadet's Company Officer, and the Commissioned Honor Officer must be obtained. Final approval rests with the Commandant of Cadets.
3. Once elected, a cadet will serve as a Sub-Board member in the spring term of second class year and undergo training for next year's board. Members may be relieved for cause. Relief for cause will normally be as a result of a Class I infraction of these regulations. However, relief for cause may also result from unsatisfactory performance of regimental duty, conduct, adaptability or physical fitness. In all cases, relief for cause will be effected by action of the Commandant of Cadets. The replacement for a relieved cadet will be elected in accordance with

subparagraph (2) above, with the exception that the relieved cadet is ineligible for election and that if relief occurs during first class year, then only first class cadets will elect the replacement.

4. For any Honor hearing, there shall be 11 cadets involved in the adjudication process. These members shall include: the RHO, or another appointed chairman, one permanent CHB member from each company, and two randomly chosen members from the accused's class.
  5. All members involved in the hearing must be present for any voting action by the board. A simple majority of those present shall rule. However, in a contested issue, a minority report must be submitted along with the report of the majority.
- e. Responsibilities. The CHB's responsibilities shall include, but not necessarily be limited to, the following:
1. Inquire into the facts of all cases referred to it by the Commandant of Cadets. For each case, provide the Commandant of Cadets with findings of fact (if they differ from the investigating officer's report), opinions and a recommendation for disenrollment, remediation, or dismissal.
  2. Be alert for practices within the Corps of Cadets that are inconsistent with the spirit of the Cadet Regulations and Honor Concept, and work to eliminate such practices.
  3. Carry out a continuing indoctrination program for all cadets regarding honor cases, honor offenses, honor lesson plans, and the actions of the Board.
- f. Final Recommendation. Upon presenting its recommendation to the Commandant of Cadets, the CHB will await the final action taken by the Academy administration. During the time the administration is reviewing the case, CHB members may not disclose any information concerning the case, the deliberation of CHB, or their own opinions about the matters being considered. When action has been finalized, the Commandant of Cadets shall present a brief to the CHB. It then becomes the responsibility of each member to present the decision and its rationale to their cadet company.

## **SECTION 2: CADET HONOR REMEDIATION PROGRAM**

- a. The Honor Remediation Program enables an underclass cadet who is found in violation of the Honor Concept to internalize the values of a Coast Guard officer. The program helps the cadet identify and correct deficient areas in personal integrity and ethical decision-making that

resulted in the Honor Concept violation. The Honor Remediation program is designed primarily for followers (third and fourth-class cadets) who have demonstrated potential towards developing into *Leaders of Character*. The program is consistent with the Academy's Guide for Officer Leadership and Development (GOLD).

- b. The focus of the Honor Remediation Program is the redress of character, although some punitive measures are appropriate for a violation of the Honor Concept. The cadet will participate in a mentorship where, similar to an internship, the cadet will apply knowledge to projects under the supervision of an expert. The purpose of the program is to promote reflection and critical thinking, not to indoctrinate. The mentor will not instruct the cadet on what to do or believe. The mentor will assist the cadet in analyzing and modifying his/her thoughts, actions, and values. The cadet is ultimately responsible for completing the requirements of the program and making the necessary changes for moral and ethical growth in the spirit of the Coast Guard Core Values.
- c. Completion of the program is mandatory for all cadets found in violation of the Honor Concept. The normal duration of this program is ten weeks commencing within one week of adjudication of the honor offense. All requirements listed below must be satisfactorily completed.
  1. Character Development Plan. At the beginning of the program, the cadet will meet with his/her first class CHB representative to perform a self-assessment and articulate his/her character goals on the Cadet Individual Development Plan (CIDP). The cadet should also develop a schedule for completing the program. A midterm formal counseling session at the five week mark with the first class CHB representative will be required to ensure that the cadet is progressing towards the stated goals.
  2. Mentorship. The cadet shall choose a mentor for this program. The mentor should be a non-cadet member of the CGA community and endorsed by the Commissioned Honor Officer. The cadet shall have an initial meeting with the mentor, and then meet with the mentor once every two weeks thereafter. The cadet and mentor shall also have a final meeting at the conclusion of the program, for a total of six meetings. There is no set time length for the meetings. The meetings should contain quality discussion of ethical/moral/character issues, including the cadet's journals, projects, and thoughts on his/her own personal ethical development. The mentor will meet with the Regimental Honor Officer as necessary to discuss the cadet's progress in the program.
  3. Journals. The cadet shall write two journal entries per week. The entries should be related to ethical issues. If writing on daily activities, entries

should be linked to critical thought on ethics, character, etc. inspired by the day's events. Journals are considered private, but they will be included in the cadet's final portfolio. Journals should not contain overly sensitive or personal information. If desired, the mentor and cadet may edit certain sections from the journals before submission.

4. **Developmental Project.** The cadet shall develop and execute a project of his/her own design. The project should emphasize ethical development, such as a book review or a case study developed for training purposes based on the cadet's own situation. The project and an analysis of its components and impact on the cadet should be submitted in a three to five page paper.
5. **Role Model Emulation.** The cadet shall select a military member, separate and in addition to the mentor, who exemplifies the moral characteristics expected of a military leader. The cadet shall meet once with this member and discuss professional military ethics. In particular, the cadet should focus on the behaviors of the role model. A written work discussing the interview shall be completed, with emphasis on how the cadet may emulate the behaviors of the role model.
6. **Summary Essay.** At the conclusion of the ten weeks, the cadet shall write up a paper analyzing the impact of each part of the program, and provide discussion on personal development and how or if the cadet feels he/she changed over the course of the program.
7. **Final Portfolio.** The cadet shall present the program components in a portfolio to be submitted to the Commandant of Cadets, via the Regimental Honor Officer, the cadet's Company Officer, the Commissioned Honor Officer, and the Assistant Commandant of Cadets within one week of the scheduled ten-week completion timeframe. An unsatisfactory portfolio (i.e. failure to meet all requirements of the program or lack of substantial reflection) will result in placement on Suitability for Service Probation and a second Honor Remediation Program. Failure to successfully complete this subsequent program will result in a recommendation for disenrollment.

### **SECTION 3: CADET HONOR CONFERENCE**

- a. The Corps of Cadets hosts the All-Academy Honor Conference every even year in spring. Odd years are run by USMMA. The date of the conference is usually in mid February or mid April to not interfere with other All-Academy conferences, Spring Break, and Academic finals.

- b. The Charlie Company Honor Department Head runs the conference using his/her Division Officer as well as CHB Representatives to assist with planning, logistics, and execution.

#### **SECTION 4: CADET ACADEMICS**

The Academic Division acts as a liaison to the Dean, Associate Dean, and Assistant Dean. This Division coordinates efforts with the dean's office to help with tracking cadet academic performance. The Regimental Academics Division Officer works with all Academic Liaison Division Officers and the Assistant Dean on all Academic-related projects in Chase Hall. The division's responsibilities include ensuring corps wide class registration for each semester, distribution of the academic probation list, oversight of the academics portion of the Charlie Company supplement to the Cadet Regulations, participation in the cadet academic advisory board and organization of the vote for the Naval Order Award.

#### **SECTION 5: CADET HUMAN RELATIONS PROGRAM**

- a. The Respect Concept
  1. Respect is defined as the objective, unbiased consideration and regard for the rights, values, beliefs, and property of all people.
  2. The Respect Concept for the Corps of Cadets is as follows:

*We, at the United States Coast Guard Academy, value our workplace diversity. We do tolerate discrimination based on race, religion, color, national origin, or sex. We treat each other and those we serve with fairness, dignity, respect, and compassion. We encourage individual opportunity and growth. We encourage creativity through empowerment. We work as a team to create a positive and supportive climate both outside and within the United States Coast Guard Academy.*

- b. The Human Relations Network (HRN)
  1. The mission of the Human Relations Network is as follows:

*We will maintain a Human Relations Network that is composed of specially trained cadets committed to the common goal of addressing issues of respect across the corps. We will facilitate open and frank discussion of human relations issues. We will provide a flexible avenue for mediation of individual respect issues at the lowest level possible. We will aim to foster a climate of cultural understanding through increasing diversity awareness. Our goal is to create an environment where cadets embrace the core value of Respect.*

2. Within each company there are Human Relations Representatives. These representatives work under the Regimental Human Relations Officer (RHRO). The position of Human Relations Representative is open to all cadets. Each class within the Corp of Cadets is authorized to have 12 Human Relations Representatives. Human Relations Representatives can be identified by their orange name-tapes. Every company is required to post a Human Relations Representative roster, distributed by the RHRO, near their company's dayroom.
3. Human Relations Representatives are responsible for:
  - (a) Facilitating Respect oriented discussions within the company.
  - (b) Mediating Human Relations problems which may arise in the Corps at the appropriate level and forum.
  - (c) Attending and providing Human Relations Trainings as directed.
  - (d) Developing an understanding of diversity through attending all multicultural luncheons.
  - (e) Attending HRN luncheons.
  - (f) Providing feedback to RHRO about the climate of the Corps of Cadets.
  - (g) Acquainting themselves with the Coast Guard Equal Opportunity Manual.
  - (h) Routing severe human relations violations through the Human Relations Network.
4. Human Relations Representatives may be relieved at the discretion of the Human Relations Liaison Division Officer if they:
  - (a) Miss mandatory trainings continually without regard.
  - (b) Are masted for a Class I Respect Offense.
  - (c) Act in a manner prejudicial to the performance of their duties as a representative.

c. Reporting a Respect Complaint

1. Cadets who feel that they have been the subject of discrimination, harassment, or disrespect should immediately file a complaint with a Human Relations Representative, the Regimental Human Relations Officer (RHRO) or:
  - (a) Their Commandant of Cadets Division Chain of Command
  - (b) The Coast Guard Academy Civil Rights Officer
  - (c) Cadet Counseling
2. It is imperative that sexual harassment be reported expeditiously to ensure prompt action is taken.
3. The position of Regimental Human Relations Officer (RHRO) has been established to process complaints of discrimination or other possible violations of Civil Rights within the Corps of Cadets. The RHRO is the Charlie Company Chief. The RHRO acts as an ombudsman to cadets and provides them with the opportunity to discuss problems and/or complaints with someone who is qualified to advise them on what future actions should or can be taken. The RHRO has the authority to resolve complaints on an informal basis, if at all possible, or forward them on to the Commandant of Cadets for formal resolution (usually involves disciplinary action).
4. Within the Corps of Cadets, the cadet liaison between the CGA Civil Rights office and the RHRO is the Respect Department Head.

## **SECTION 6: RESPECT REMEDIATION**

- a. Cadets may be assigned to Respect Remediation by the Commandant of Cadets, Assistant Commandant of Cadets, or Regimental Commander following a Respect offense. The Respect Remediation Program enables a cadet who is lacking in one of the Coast Guard's core values to identify and correct deficient areas of professionalism and prudent decision-making that resulted in the Respect offense.
- b. Character Development Plan: At the beginning of the program, the cadet will meet with his/her 1/c respect representative to perform a self-assessment and articulate his/her character goals on the Cadet Individual Development Plan (CIDP). The cadet should also develop a schedule for completing the program. A midterm formal counseling session is required at the five week mark with the 1/c respect representative to ensure that the cadet is progressing towards the stated goals.



- c. Mentorship: The cadet shall choose a mentor for this program. The mentor should be a non-cadet member of the CGA community and endorsed by the Charlie Company Officer. The cadet shall have an initial meeting with the mentor, and then meet with the mentor once every two weeks thereafter. The cadet and mentor shall also have a final meeting at the conclusion of the program, for a total of six meetings. There is no set time length for the meetings. The meetings should contain quality discussion of ethical/moral/character issues, including the cadet's journals, projects, and thoughts on his/her own personal ethical development. The mentor will meet with the Charlie Respect Department Head as necessary to discuss the cadet's progress in the program.
- d. Journals: The cadet shall write two journal entries per week. The entries should be related to ethical issues. If writing on daily activities, entries should be linked to critical thought on ethics, character, etc. inspired by the day's events. Journals are considered private, but they will be included in the cadet's final portfolio. Journals should not contain overly sensitive or personal information. If desired, the mentor and cadet may edit certain sections from the journals before submission.
- e. Case Study/ Training: The cadet shall develop a case study summarizing their case and the specific actions that were disrespectful. This case study will be handed in to the Charlie Respect Department Head and filed to be used in future trainings. While the cadet is still enrolled at the Coast Guard Academy they will be responsible to give a training session to each class regarding their offenses. In addition, each year the cadet will give a training to the 4/c to inform them of their case study and explain what they learned from their mistakes.
- f. Role Model Emulation: The cadet shall select a military member, separate and in addition to the mentor, who exemplifies the moral characteristics expected of a military leader. The cadet shall meet once with this member and discuss professional military ethics. In particular, the cadet should focus on the behaviors of the role model. A written work discussing the interview shall be completed, with emphasis on how the cadet may emulate the behaviors of the role model.
- g. Summary Essay: At the conclusion of the ten weeks, the cadet shall write a paper analyzing the impact of each part of the program, and provide discussion on personal development and how the cadet feels he/she changed over the course of the program.
- h. Final Portfolio: The cadet shall present the program components in a portfolio to be submitted to the Commandant of Cadets, via the Charlie Respect Department Head, the cadet's Company Officer, the Charlie Company Officer, and the Assistant Commandant of Cadets within one week of the scheduled

ten-week completion timeframe. An unsatisfactory portfolio (i.e. failure to meet all requirements of the program or lack of substantial reflection) will result in placement on Suitability for Service Probation and a second Respect Remediation Program. Failure to successfully complete this subsequent program will result in a recommendation for disenrollment.

## **SECTION 7: CADET ETHICS FORUM**

### a. General

1. During early 1988, while formulating plans for their 40th class reunion, the class of 1948 decided to present the Academy Alumni Association with the funding for a special project. The members of the class of '48 wanted to do something unique; they wanted to provide funding for a project that would add lasting value not only to the Academy, but also to the entire Coast Guard.
2. Given the increased complications junior officers face and what was seen as a gradual deterioration in moral and ethical standards of behavior within government (the nation was then living through the Iran-Contra Scandal), the class strongly felt that the Academy graduates should have the best foundation possible in the humanities, government, integrity, ethics, and political judgment. Furthermore, they felt that Academy graduates must be outstanding citizens, as well as good officers and leaders.
3. In the spring of 1989, a committee composed of members of the class of '48 recommended an annual ethics forum be established to supplement the honor education of the Corps of Cadets. The Forum was to be something extra, an enhancement to the excellent academic and professional training programs already in place. On Sept. 7, 1989, the Class of 1948 established an endowment fund, "To provide a source of investment income to stimulate and enrich the training of the Corps of Cadets in good citizenship and ethics."
4. The class of '48 Ethics Forum evolved into a one-day event, which incorporates speakers, panels, and small-group discussions with numerous topics. Past speakers have included the Honorable Eugene R. Sullivan, U.S. Court of Appeals for the Armed Forces, Brigadier General Malham Wakin (USAF, Ret.), General Perry Smith (USA, Ret.), Dr. William Bennett, General Charles C. Krulak (USMC, Ret.), FBI Director Louis Freeh, General Claudia Kennedy (USA, retired), and Amy Comstock, Director of the Office of the Government Ethics. Since 2000, the Ethics Forum has involved a full-day stand-down by the entire Corps of Cadets.

5. After their 45th class reunion in the fall of 1993, the class of '48 expressed pleasure that the Ethics Forum program appeared to be well established and that it was making a positive contribution within the total framework of the cadet education and development. The Forum provides cadets with a non-academic setting in which they can discuss ethical issues and situations, and with an opportunity to hear notable speakers talk about the ethical issues and situations which they have faced. It thus reinforces the importance of ethics in their professional lives, as well as giving them an opportunity to develop the ethical decision-making skills they will need as Coast Guard officers.
6. The generous Class of 1957 has recently begun funding the Ethics Forum as well. Beginning in the spring of 2004, the Ethics Forum has grown to include topics such as ethics in academia, broadcasting, business, engineering, environment, finance, government, journalism, leadership, medicine, military, sports, terror management, and water resource management.

b. Budget History of Most Recent Ethics Forums

	Class 1948	Class 1957
2002	\$7000	\$7000
2003	\$7000	\$7000
2004	\$5000	\$5000
2005	\$4572	\$4572
2006	\$7500	\$7500

**DELTA COMPANY DIRECTIVE  
OF THE CADET REGULATIONS**

**PART 1 RULES OF ENGAGEMENT**

**PART 2 ROLE OF DELTA COMPANY**

**PART 3 ORGANIZATION OF DELTA COMPANY**

**PART 4 DIVISIONAL RESPONSIBILITIES OF DELTA COMPANY**

**PART 5 REGIMENTAL REGULATIONS OF DELTA COMPANY**

Section 1: Regulations Regarding Drills and Ceremonies

D-1-01 Binnacle List

D-1-02 Attendance at Drill Practice

D-1-03 Attendance at Reviews

D-1-04 Support Functions

D-1-05 Request for Excusal from Drill

D-1-06 Accountability

D-1-07 Security

D-1-08 Uniform

D-1-09 Field Markers

D-1-10 Scheduling Reviews and Escorts

D-1-11 Drill Procedure and Manual of Arms

D-1-12 Interrupted Events

Section 2: Drill Rifles and Bayonets

D-2-01 Accountability

D-2-02 Issue

D-2-03 Custody

D-2-04 Treatment/Storage

D-2-05 Return

D-2-06 Rifles Division Officer

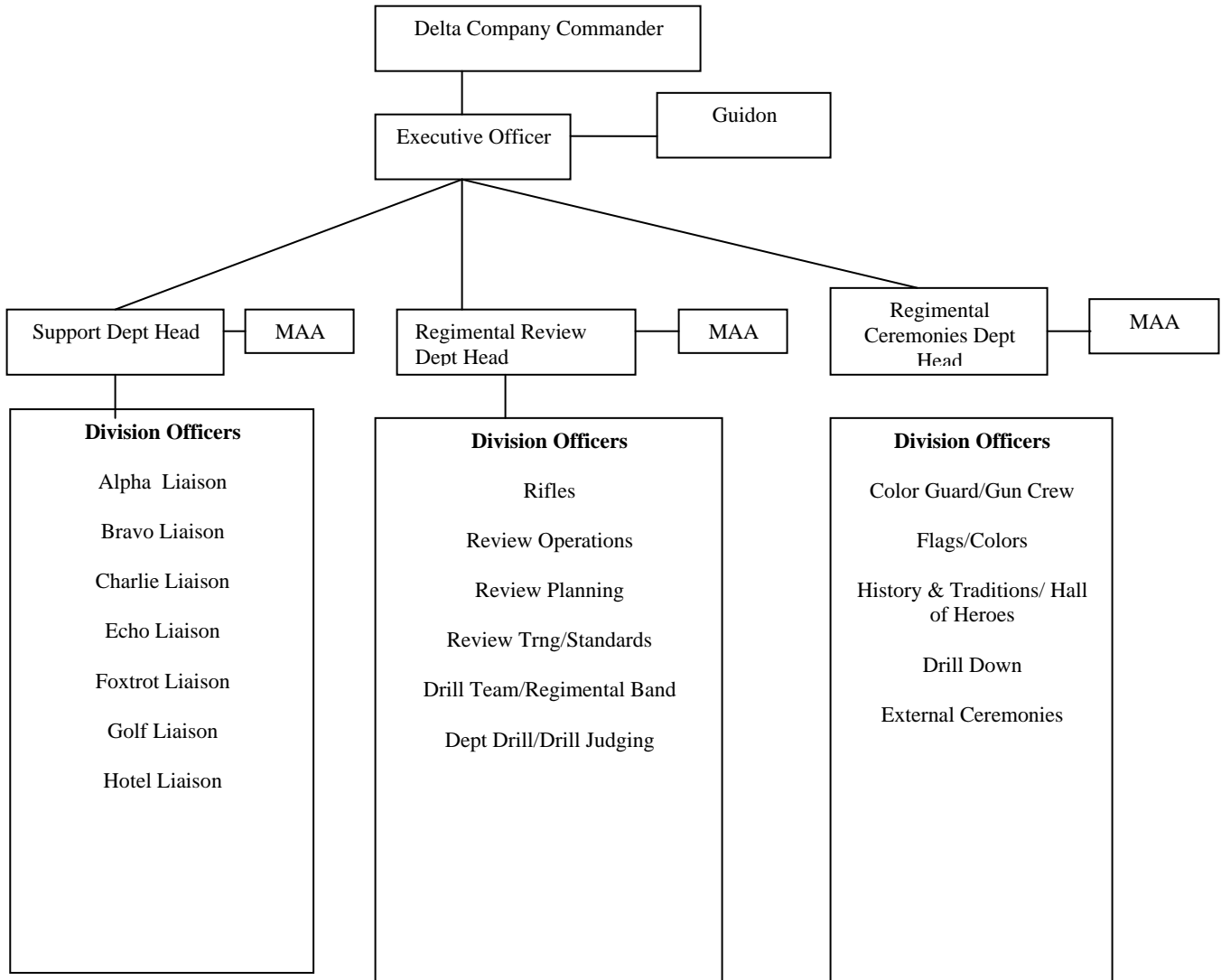
Section 3: Flags

This section of the cadet regulations is maintained by the Delta Company Commander. The Regimental Commander mandates that the Delta Company Commander maintains this directive, which at a minimum reflects DELTA COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Delta Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2    ROLE OF DELTA COMPANY**

Delta Company is the Drills and Ceremonies Company. They are directed to promote pride in the organization and professional officer presence. This is accomplished by instilling habits of precision and sharp automatic response to orders through proper execution of Regimental Review, Drill Down, and Departmental Drill, as well as numerous collateral duties related to military customs and traditions.

### PART 3 ORGANIZATION OF DELTA COMAPANY



## **PART 4 DIVISIONAL RESPONSIBILITIES OF DELTA COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, insuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the Company Guidon during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the below listed functions assigned to the Department.

- e. Master At Arms. Act as the department's liaison between the Guidon Bearer and aids in the professional development of the underclass. In coordination with the company Executive Officer and Guidon Bearer, oversees the cleanliness of Chase Hall and enforces the standards and regulations throughout the department.

## **PART 5 REGIMENTAL REGULATIONS OF DELTA COMPANY**

### **SECTION 1: CADET DRILLS AND CEREMONIES**

#### **D-1-01 Binnacle List**

Cadets "not fit for full duty" or in a "no exercise" status will not march during practices or reviews. They will participate in both practices and reviews by mustering in front of Hamilton Hall in the uniform of the day. Unless prohibited by their duty status, all cadets who are unable to practice will stand in formation for the duration of the practice or review. Cadets that are unable to stand in formation will remain seated on the bleachers for the duration of the practice or review.

#### **D-01-02 Attendance at Practice**

Attendance at practice is mandatory for all cadets except those cadets on duty, in the clinic, or under an excusal approved by Commandant of Cadets. Cadets will participate in practice even if not marching at the next review. Cadets will either march, serve in a drill support function, or muster in front of Hamilton Hall.

#### **D-01-03 Attendance at Reviews**

Attendance at reviews is mandatory for all cadets except cadets on duty, in the clinic, or under an excusal approved by the Commandant of Cadets. Cadets will either march, serve in a drill support function, or muster in front of Hamilton Hall.

#### **D-01-04 Support Functions**

Cadets serving on support details (such as the Precision Drill Team, usher detail, and gun crew) will muster with the detail during reviews and practices. If the detail is not scheduled to perform duties at the next review, and the practice is not essential to the team's performance, members will march with their respective companies at drill practice and review.

#### **D-01-05 Requests For Excusal From Drill**

Other Academy obligations will normally be scheduled around formations, ceremonies, drill practice, and regimental reviews. Absent compelling situations involving hardship, long weekends and other forms of liberty are not authorized to begin before reviews. The



intent is that all cadets participate in corps-wide events and schedule discretionary activities to accommodate military obligations.

#### D-1-06 Accountability

Company Commanders will submit accountability reports to the Regimental Commander following all events.

#### D-1-07 Security

The CHDO and Company OOD's will maintain security in the barracks and will submit completed security reports to Company Officers following each practice and review.

#### D-1-08 Uniform

The uniform for drill practice is the uniform of the day. The normal uniform for Fall and Spring reviews is Parade Dress Bravo and the uniform for the graduation week reviews is Parade Dress Alfa. White gloves are worn with review uniforms except when the prescribed uniform is Tropical Blue Long. Second, third, and fourth class cadets carry rifles and wear drill belts with bayonet/scabbard. First class cadets wear swords. Combination caps are used for practices and ceremonies.

#### D-1-09 Field Markers

Field markers will be positioned on the field thirty minutes prior to practices and reviews.

#### D-1-10 Scheduling Reviews and Escorts

Weekly reviews are scheduled during the fall and spring. If a National Colors' escort is scheduled, the Honor Company will be the escort.

#### D-1-11 Drill Procedure and Manual of Arms

Cadets leading an Academy element in a ceremony and cadets carrying rifles and swords will comply with the Marine Corps Drills and Ceremonies Manual, COMDTINST M5060.11B.

#### D-1-12 Interrupted Events

If an event is interrupted, the Drills and Ceremonies Commissioned Officer will terminate the event. Companies will not normally be dismissed while on the field. Company Commanders will march their companies off the field beginning with Hotel Company and proceed to the new quadrangle.

## **SECTION 2: DRILL RIFLES AND BAYONETS**

### D-2-01 Accountability.

In the U. S. Coast Guard, each member is held accountable for all equipment and items issued for their use while assigned to a unit. One of the most important items issued for use is a member's weapon. The weapon is an item that requires strict custody and control because it could very well save your life. Coast Guardsmen do not let their weapons get rusty in the fleet, nor should Cadets let their M-1 rifles fall into disrepair or poor condition.

### D-2-02 Issue.

- a. All fourth class cadets will be issued one M1 Garand rifle, one M1 Garand bayonet, and one M1 Garand bayonet scabbard with white leather holster belt slide. All other cadets (2/c-3/c) will be issued a rifle upon returning from summer leave and or training.
- c. Upon being issued a rifle, first semester each year, each cadet will fill out and sign their name on a spreadsheet listing their rifle number.
- d. During the issue process, each cadet's rifle serial number will be recorded. Not all bayonets are numbered, therefore, a simple Y or N will be annotated to indicate bayonet issued/not issued. This information will be maintained by the Swab Summer Delta Company Commander, and turned over to the Delta Rifles Division Officer when the Corps returns.

### D-2-03 Custody.

- a. Cadets shall assume full responsibility for accountability and maintenance of their issued rifle, bayonet, scabbard and holster belt slide, by signing the rifle accountability log. Cadets are expected to know the location and condition of these issued items at all times. Cadets will not exchange rifles or bayonets with other cadets. Rifles may be stowed only in the rifle room or the cadet's room. Rifles are not to be stowed in the trunk room or class cages. Rifles are not to be removed from the Academy grounds without the prior written approval of the Delta Company Rifles Division Officer. All missing, damaged or unusable rifles must be reported to the Delta Company Rifles Division Officer. Cadets will not modify rifles in any way without the approval of the Academy armory.
- b. Should a rifle need maintenance (pieces fell off, will not function), it should be brought down to the GM shop located near the A-annex laundry room or to the Delta rifles division.
- c. Any cadet who fails to properly maintain his or her rifle or bayonet will be placed on report.

#### D-2-04 Treatment/Storage

- a. Cadets will not drop their piece, open the bolt with anything but their hand, “spin” their piece, bang their piece on the deck, take apart the rear sight, carry their piece by the sling, or use their bayonets to for anything but drill (for example no scraping wax off the deck).
- b. Cadets found treating their piece in a careless manner, or perpetrating specific offenses outlined above will be placed on report.

#### D-2-05 Return

- a. Rifles will be collected before finals week spring semester according to Delta Company guidelines. This is to ensure accountability is maintained, and rifles are not simply abandoned at the end of the year.
- b. Summer cadet rifles will be stored in the rifle locker. Rifles must be returned fully operational, and complete. If not, the irresponsible cadet will be charged for the replacement of the missing parts. Cadets must pay this fee before their rifle will be taken, and before they can depart on leave/training. Throughout the summer the rifles will be locked in the rifle room.
- c. Cadets will not maintain custody of rifles, bayonets or bayonet scabbards during the summer training period without the prior approval of the Delta Company Rifles Division Officer. Each cadet must return the same rifle and bayonet that was issued to them. Cadets who fail to return their originally issued rifles and bayonets will be placed on report.

#### D-2-06 Rifles Division Officer

- a. The Rifles Division Officer is responsible for the accountability of all rifles and bayonets in the Corps to include: Drill Team rifles, Color Guard rifles, issued rifles to the Corps, rifles in storage, and rifles in the GM’s shop.
- b. All issues concerning rifles should be brought to the Rifles Division Officer.

### **SECTION 3: FLAGS**

#### D-3-01

TO BE DEVELOPED

# **ECHO COMPANY DIRECTIVE OF THE CADET REGULATIONS**

## **PART 1 RULES OF ENGAGEMENT**

## **PART 2 ROLE OF ECHO COMPANY**

## **PART 3 ORGANIZATION OF ECHO COMPANY**

## **PART 4 DIVISIONAL RESPONSIBILITIES OF ECHO COMPANY**

## **PART 5 REGIMENTAL REGULATIONS OF ECHO COMPANY**

### Section 1: Regimental Cadet Activity Vans

E-1-01 General

E-1-02 Action

### Section 2: Regimental Contract Transportation Service

E-2-01 General

E-2-02 Scheduling

E-2-03 Cadet Liberty Route and SOP

E-2-04 Cadet Leave Transportation

### Section 3: Regimental Prospective Cadet Program

E-3-01 General

E-3-02 Scheduling

E-3-03 Admissions Projects

### Section 4: Regimental PAO

E-4-01 Hometown News Release

E-4-02 Articles for Publication

### Section 5: Regimental Tours

E-5-01 General

Section 6: Regimental Sponsor Family Program

Section 7: Travel Risk Planning System (TRiPS)

E-7-01 General

E-7-02 Action

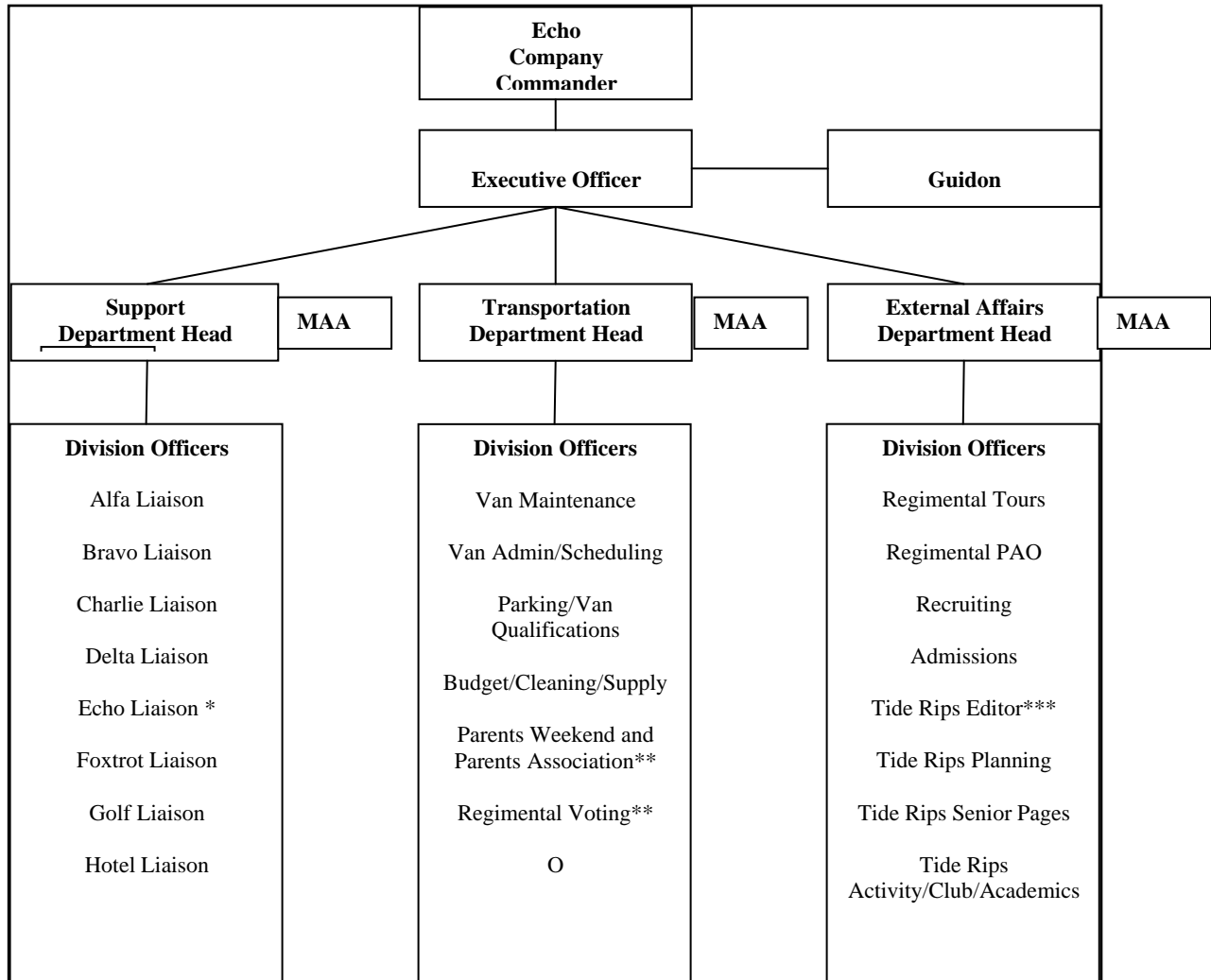
## **PART 1 RULES OF ENGAGEMENT**

This section of the cadet regulations is maintained by the Echo Company Commander with concurrence of the Echo Company Officer. The Regimental Commander mandates that the Echo Company Commander maintains this directive, which at a minimum reflects ECHO COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Echo Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2 ROLE OF ECHO COMPANY**

Echo Company is the external affairs and transportation company in charge of the transportation of cadets and liaison with external entities to include the Parents Association, CGA Public Affairs, Admissions, other media groups, prospective cadets and sponsor parents. Echo Company is also in charge of designing and publishing the cadet yearbook, Tide Rips.

**PART 3 ORGANIZATION OF ECHO COMPANY**



\* Echo Liaison Division is optional based on number of 1/c cadets. Other Support Department Divisions may be combined, also based on available 1/c cadets.

\*\* Parents Weekend/Association will normally be a fall only division. Regimental Voting will be assigned during major national elections, both congressional and presidential.

\*\*\* The Tide Rips Editor may be assigned a division or as a separate entity, including as External Affairs Department Head. Each Tide Rips Division may change in title/responsibility based on input from the Editor, advisor, or Echo Company Officer.

Each semester, divisions may be moved to align with different departments in order to balance the span of control of each Department Head.

## **PART 4 DIVISIONAL RESPONSIBILITIES OF ECHO COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned with guidance and oversight from the Echo Company Officer and Company Chief.
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including make and rooming assignments, liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, insuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the company Guidon Bearer during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the following

functions assigned to the Department. Provide input to Executive Officer and Company Officer on make and divisional responsibilities.

- e. Master At Arms. Act as the department's liaison between the Guidon Bearer and aids in the professional development of the underclass. In coordination with the company Executive Officer and Guidon Bearer, oversee the cleanliness of Chase Hall and enforce the standards and regulations throughout the department. As necessary, assist Department Head with Departmental duties.
- f. External Affairs Department. The department head will be responsible for coordinating the efforts of the department to maximize efficiency, set and meet deadlines in order to best present the Corps of Cadets to the public and share positive cadet experiences within the Academy community.
  - 1. Tide Rips. The Tide Rips divisions shall be designated and manned each semester in order to best meet benchmarks for completing the yearbook early or on-time. Tide Rips manages the use of the equipment provided by the publishing contractor to maximize effectiveness in the External Affairs department. Tide Rips divisions may include any combination of the following divisions: Planning, Photography, Sports, Senior Pages, and Activities/Events. Each semester, the Editor will provide input to the External Affairs Department Head and Executive Officer on his/her divisional assignment requests.
  - 2. Tide Rips Editor. One or two 1/c cadets will serve as Editor(s). He/she is the constant throughout the publication of the Tide Rips yearbook and is responsible for ensuring deadlines are set in order to meet the publishing deadline as well as the quality of the final product.
  - 3. Apprentice Editors. Selected by the Editor(s) and assigned to the Editor in Chief's Division to help execute duties. The goal is to groom future Editors in Chief and to give 2/c cadets more responsibility.
  - 4. Parents Weekend/Association. Liaison with both the National and Local Parents Associations, working closely with the Echo Company Officer. Any communications between cadets and parents in the capacity of these two divisions shall be approved and briefed through the Echo Company Officer. Major projects include Parents Weekend during the fall and the National Parents Association meeting in the spring.
  - 5. Recruiting / Admissions. Responsibilities may be split among 2-3 divisions per semester based on project and recurring requests from Academy Admissions. Liaison with the Admissions staff through the Echo Company Chief. Primary duties include the Prospective Cadet



Visitation Program, fall and spring recruiting leave, and admissions journals. Admissions division officers will also be responsible to meet the changing and innovative demands of the Academy Admissions Department. New projects will be vetted through the Echo Company Officer and Chief. If necessary, the Director of Admissions may seek approval from the Commandant of Cadets.

6. Regimental PAO. Liaison with CGA Public Affairs Office through Echo Company Officer. The Regimental PAO is in charge of Hometown News releases, editing press releases, summarizing academic, military, and athletic achievements for the corps, and photographing events.
  7. Regimental Tours. Coordinate cadet tours at CGA which occur every Monday, Wednesday, and Friday, and as requested by any Academy division. Promulgate tour guide rosters and ensure training and qualification of tour guides is consistent..
- g. Transportation Department. Responsible for ensuring all transportation needs of the Corps of Cadets are fulfilled as well as any other duties assigned by the Echo Company Commander. Administer the contract transportation for cadet Activities, leave and liberty transportation. Be responsible for providing transportation to and from special events for the Corps of Cadets.
1. Van Cleanliness. The division is in charge of ensuring the cadet activity van fleet is cleaned inside and outside every two weeks at a minimum. This will help ensure that the vans are sanitary and will give a better impression of the Academy to the local community.
  2. Van Maintenance. This division is in charge of scheduling and working with the local repair shops to fix any problems discovered. The division is responsible for filling out quarterly maintenance sheets, PMS sheets based on mileage, and weekly inspection sheets. These will be turned into the Transportation Officer and Company Chief for filing purposes. All receipts will be turned into the Van Budget Division for accountability purposes.
  3. Van Administration/Scheduling. This division is the primary investigative division. For cadet activity van only-accidents, the division head will conduct a full investigation. For accidents involving POV's, the division head will compile cadet statements and Cadet Rights Sheets and submit them to the Academy Legal Office for further investigation. The division is also responsible for the upkeep of all paperwork in the department, including but not limited to hot word, check off sheets, van folders, and van request sheets. This division is responsible for the scheduling of vans in accordance with CGA policy. They are also

responsible for assisting the Transportation Officer with insurance problems, memorandum writing, and general administrative work.

4. Van Qualifications. This division is responsible for the training of the following year's duty van drivers and club sports team drivers as needed. They are responsible for setting up training with local police departments that have driver training courses, showing instructional videos, and setting up maintenance training as needed with the local repair shops.
  5. Van Supply. This division is responsible for the upkeep of cleaning supplies and car wash tickets for the Sanitation Division. It is also responsible for obtaining any other equipment deemed necessary. All receipts must be turned into the Van Budget Division for accountability purposes.
  6. Contract Transportation. Utilize the contract transportation company to meet cadet transportation needs including: liberty route, club sports, cadet activities, club sports, and morale events. Contract transportation will also be used for cadet leave periods, arranged by this division, but charged to cadet white card accounts vice payment by the transportation contract.
  7. Parking. This division is responsible for assigning the 1/c cadet parking spots for the year and taking action on parking violations as submitted by P3. 1/c parking assignments are made each semester based on guidance from P1 and the Echo Company Officer..
  8. Van Budget. This division is responsible for tracking the Activity Van finances and keeping the Transportation Department Head up to date with expenditures. The division's responsibilities shall include, but not be limited to, drafting Purchase Requests, and tracking the budget-both fuel and maintenance.
  9. Voting. Tasked with assisting and encouraging voter participation among the Corps of Cadets. Work in concert with the CGA Voting Assistance Officer to coordinate a voter registration drive for all cadets. Work to encourage voter participation and education through the promotion of democracy-oriented events such as debate viewing and election night morale events. This division will be incorporated into the Echo Company make based on applicability during the respective semester.
- h. Support Department Head. Specific responsibilities for Support Department Divisions are provided in the Regimental Commander's Supplement.

## **PART 5 REGIMENTAL REGULATIONS OF ECHO COMPANY**

### **SECTION 1: REGIMENTAL CADET ACTIVITY VANS**

- E-1-01      General. This section establishes policies and procedures concerning the administration and management of the Corps of Cadets' activity vans. It also serves to codify the purpose for the existence of the cadet activity vans. The fleet of Coast Guard Academy cadet activity passenger vans are donated to the Corps of Cadets through external sources such as the Coast Guard Foundation, Coast Guard Academy Alumni Association and the Coast Guard Academy Parents Association. These vans are provided to support transportation requests for approved cadet extracurricular activities. The Commandant of Cadets will provide for the proper management of the cadet activity van fleet to ensure maximum benefit to the Corps of Cadets at minimal operating cost. The vans are highly visible in the public's eye and must be a positive reflection of the Coast Guard Academy and the Corps of Cadets.
- a.      Accepting Cadet Activity Vans. In order to increase the margin of excellence for the Corps of Cadets, Academy Legal will work with the Alumni Association to accept new cadet activity vans as conditional gifts. A conditional gift is returned to the donor once the government is finished with it. The donor then reclaims full ownership and property rights to the gift, sell it if they so desire, and use those funds in some other manner.
  - b.      Oversight. The Transportation Department of Echo Company provides direct oversight to the cadet activity van fleet management, administration and van driver.
  - c.      Funding. The cadet activity vans are supported, fueled, maintained, and insured through non-appropriated funds via the annual Cadet Activity Fund operating budget.
  - d.      Primary Use. The van's primary use is to transport approved cadet extracurricular activities, such as club, musical events or community service. Cadet activity vans are not to be used as a taxi service for cadets. They may be used for duty runs within the New London and Groton area.
  - e.      Local Area. For the purposes of these Regulations and cadet activity van use, the "local area" is defined as between exits 80-91 on I-95, to the east and west, and north to Norwich on I-395. At no time is travel to the south of New London authorized, including travel via ferry.
  - f.      "Official" Transportation. All other transportation support for service related, mandated or sponsored "official" cadet government travel must be supported by use of the fleet of government vehicles available through the Coast Guard Academy motor pool. It is important to maintain Academy

motor pool fleet use at an acceptable level. This includes out-processing cadets, varsity athletics, and academic field trips. Cadets and faculty advisors are reminded to plan ahead as GSA vans are often unavailable on short notice.

- g. Licensing/Plates. As per CIM 1710.13B, Chapter 10-E-4.(2), a memorandum shall be drafted to the office of COMDT CG-103, Office of Exchange & MWR, 870 Greenbrier Circle, Towers II, Suite 502, Chesapeake, VA. 23320 Attn: CWO Langford, , requesting DHS plates for the activity van. The memorandum will include all of the van's information: Make, Model, Year, Seats, VIN #, Color, Engine, and Purchase Price.
- h. Disposal.
  - 1. If a conditional gift: The van shall be removed from the property list by the responsible property officer. A letter from CGA to the donor shall be drafted with Legal's assistance. The vehicle shall be cleaned. The plates shall be removed and returned to COMDT (CG-103). The letter shall be presented to the donor with all legal documents (Certificate of Origin).
  - 2. If a non-conditional gift: Under the direction of Academy Legal, a report of survey shall be conducted. The van shall be drained of all fluids, and brought to DRMO.

E-1-02 Action.

- a. Responsibility. During the academic year the Transportation Department of Echo Company is responsible for cadet activity van management and administration, van driver qualification and maintenance of the van fleet. All maintenance on cadet activity vans will be performed by a properly licensed commercial repair facility. During the summer term management and administration of the cadet activity vans is transferred to the Echo Company Commander. The Transportation Department of Echo Company is responsible for executing a proper transfer to and from the Echo Company Commander and shall:
  - 1. Provide a current list of qualified activity van drivers.
  - 2. Turnover all keys, logbooks, and fuel cards.
  - 3. Provide all maintenance records and receipts.
- b. Van Use Requests. Cadet activity van requests shall be filled out via email (or format prescribed by cadet in charge of scheduling) and routed to the Van Scheduling Division. All requests for cadet activity van use must be

submitted at least one week prior to the date of intended use. The sponsoring activity, club, or event is responsible for providing a qualified van driver. The van driver's name must be specified on all cadet activity van request forms. Vans will be assigned based upon the following order of precedence:

1. Duty driving responsibilities within the local area.
2. Recurring requests to include club sports and activity groups within geographic constraints for cadet van use.
3. Community Service activities in the local area..
4. Off-base religious activities in the local area.
5. Academic events in the local area.
6. Summer liberty. Use of cadet activity vans for cadet liberty is only authorized during the summer training period at the discretion of the Echo Company Commander with approval of the Company Officer. Cadet van use is limited to the local area at all times.

Requests for cadet van use for "official" transportation, cadet leave, or any transportation outside the local area will normally be denied.

- c. Scheduling. The Van Division Officer and the Echo Company Commander have the authority to approve/disapprove cadet activity van requests meeting the criteria herein. Requests for van use outside the local area (as defined in E-1-01-e) will be forwarded to the Echo Company Commander. If approving such a request, the Company Commander shall notify the Company Officer or Company Chief.
- d. Limitations. The following van use requests will not be approved under any circumstances:
  - (1) Travel in excess of 150 miles from CGA.
  - (2) Van is to remain away from CGA overnight
  - (3) Personnel departing on orders. In such situations, CGA fleet motor pool shall be utilized.
  - (4) The intended use of the van is to pick up/drop off personnel at an airport. Notwithstanding the regulations set forth in 5-6-03, requests for cadet vans to bring an individual to Hartford or Providence airports to depart on emergency leave may be approved by the Echo Company Commander. Return transportation in these situations is the

responsibility of the cadet taking leave and shall not include the use of a cadet van.

- e. Reallocation of Use. In the event of a cancelled reservation the Van Scheduling Division should be immediately notified to allow for reallocation to other approved cadet activities.
- f. Check-out. Vans will be checked out through the 2/c in charge of van scheduling on the day the van is to be used. If the van is desired early in the morning, arrangements should be made with the 2/c in charge of van scheduling the previous evening before pickup. Vans will not be signed out without the 1/c or 2/c in the Van Scheduling Division's authorization. The person signing out the van shall:
  - 1. Have completed and passed the required driving qualifications for operating a cadet activity van. Qualifications Division manages the van driver qualification program and will ensure a current listing of qualified drivers is made available to the RCDO's office and to the Van Scheduling Division.
  - 2. Pick up the logbook and keys from the 2/c in charge of Van Scheduling
- g. Standing Orders. Drivers of cadet activity vans will:
  - 1. Be properly qualified as cadet activity van drivers. Only qualified drivers are permitted to operate the vans, NO EXCEPTIONS.
  - 2. Be responsible for the safety of all passengers. All passengers must wear safety belts at all times while in cadet activity vans, NO EXCEPTIONS. Overloading is prohibited; the number of passengers shall never exceed the number of operating seat belts.
  - 3. Enforce the Regulations of the Corps of Cadets. The cadet activity vans represent a satellite element of the Cadet Regiment. They are a very visible public representation of the Coast Guard Academy and the Corps of Cadets. All cadet passengers will adhere to the Cadet Regulations. As in small boat operations, the driver must be considered as the "coxswain" and all passengers must comply with his or her directions and operating procedures, no matter what the rank is of the passenger involved.
  - 4. Allow no civilian passengers in the van. This does not apply to "Big Brothers/Sisters" and those civilians authorized by the Echo Company Commander, with notification to the Company Officer or Chief.

5. Ensure an accurate trip log is kept, no matter what the activity or destination.
  6. Comply with all state and local traffic laws. Reports of violations of any vehicle ordinances will result in administrative discipline of responsible van drivers, loss of driving privileges, and possible loss of 1/c driving privileges.
  7. Ensure an immediate vehicle accident and/or personnel casualty report is executed whenever an accident occurs involving a cadet activity van.
- h. Fueling. All gasoline purchases shall be made using the SUNOCO credit card for that specific van. In order to conserve funds, the economy grade of unleaded gasoline shall be purchased. All gas receipts are to be kept in the key chain upon return when signing in the van. Repeated failure to submit fuel receipts will result in the loss of van privileges.
- i. Check-in. Upon returning the van, the driver shall:
1. Record the final mileage.
  2. Ensure the cleanliness of the van.
  3. Ensure that there is at least  $\frac{3}{4}$  tank of gas left in the van.
  4. Note any mechanical discrepancies and inform the 2/c in charge of van scheduling or the van maintenance division officer.
  5. Personally sign the van back in with the 2/c in charge of vans.
- j. Damaged Vans/Accidents. All damage to vans shall be immediately reported to the RCDO and Echo Company Commander. Damage to civilian property and Cadet Activity Vehicles will normally be covered under the Consolidated Insurance Program, COMDTINST M7010.5B, Chapter 8. A \$5K deductible exists for damage to cadet activity vehicles, so minor damage is usually managed by the Echo company maintenance division using Cadet Activities Funds. However when damage is caused by proven negligence, the driver, passengers, or group using the van may be held liable for costs and damage. Drivers will also risk losing their Duty Driver privileges and possibly portions of their 1/c driving privileges.
1. Accident/Emergency procedures and reports. The vehicle logbook contains procedures and forms necessary for preparation in the event of an accident. The local police authorities with jurisdiction and the RCDO will be immediately notified. The van check off list for motor vehicle accidents will be completed along with the motor vehicle accident report.

Statements from all witnesses must be taken by the van driver to support the motor vehicle accident report.

2. Accident investigation. Investigations will be conducted on all accidents involving cadet activity vans. The Transportation Department will coordinate all motor vehicle accident investigation assignments and follow-up under the direction of the Regimental Conduct Officer (cc-f).
3. Echo Company shall ensure that accident / emergency information is available in every van.

## **SECTION 2: CONTRACT TRANSPORTATION SERVICE**

- E-2-01      General. The Contract Transportation Service (CTS) will provide transportation for cadet liberty during normal liberty hours during the academic year and takes precedence over other transportation requests. CTS also supports transportation for cadet clubs and activities outside of the local area. The Cadet CTS is supported by the Cadet Activities Fund with donations from the Parents Association.
- E-2-02      Scheduling. Schedules are outlined by the Scheduling Division at the beginning of each semester and summer term. This schedule will serve as the master schedule for the semester and be amended with the CTS as needed. The only person allowed to make amendments or contact the CTS directly from the Corps of Cadets shall be the Scheduling Division Officer. If the CTS is not able to support a cadet transportation request, the division officer is authorized to schedule transportation with a different provider. In this case, a procurement request must be submitted to approve the transportation expense, prior to the event.
- E-2-03      Cadet Liberty Route and SOP. The cadet liberty route is the responsibility of the Contract Transportation Division. The route may be changed if the majority of the Corps desires; this shall be determined by the Division Officer and approved by the Company Commander with concurrence of the Company Officer or Chief. The route shall be a 45 minute loop; this leaves time for loading, unloading, and any possible delays due to traffic. One of the greatest values of the CTS is its reliability, and predictability.
- E-2-04      Cadet Leave Transportation. Leave transportation is organized by the cadet Contract Transportation Division. Solicitation for transportation to and from airports shall begin five weeks prior to scheduled leave periods. The five weeks shall be allocated as such; the first two are for solicitation, the third is for data processing and scheduling with transportation services. During the last two weeks any unfilled seats on the scheduled transportation shall be filled on a first come, first served basis.

## **SECTION 3: REGIMENTAL PROSPECTIVE CADET PROGRAM**



E-3-01 General.

- a. The Admissions Office invites Academy appointees to spend two days, generally Thursday through Friday, both during the spring session of January through April, and the fall session of October through January, to experience cadet life first-hand by attending classes and observing athletic/extracurricular activities. These visits allow appointees to make informed decisions about college.
- b. The assigned Admissions Division Officer shall maintain a list of volunteers, hereafter called sponsors, for each semester. Sponsors will submit their information to the Recruiting Division Officer as an application. The Recruiting Division will then select and notify those chosen to be sponsors. Training will be planned and executed by the Recruiting Division Officer in order to provide each prospective cadet with a similar experience.

E-3-02 Scheduling. The Admissions Division Officer shall prepare a schedule for sponsors to be paired up with a prospective cadet of similar interests and the same gender. Schedules should be posted to the sponsors two working days prior to the prospective cadet's arrival. If a sponsor is unable to fulfill their duties, they are responsible for informing the Recruiting Division Officer ASAP so that a new sponsor may be assigned. At no time shall a sponsor hand their prospective cadet off to another cadet, even if they are a sponsor. Prospective cadets may only be reassigned by the Recruiting Division Officer.

E-3-03 Admissions Projects/new events. The Admissions and/or Recruiting divisions may be asked to support new and/or one-time admissions events. These include, but are not limited to: Open House Weekends, S.T.E.P. for women, video blogs, and cadet journals. Requests for new programs will be vetted through the Echo Company Officer and Commandant of Cadets' Division prior to assignment by the External Affairs Department Head.

**SECTION 4: REGIMENTAL PUBLIC AFFAIRS PROGRAM**

E-4-01 Hometown News Release. Cadets are encouraged to participate in the hometown news release program. The program is designed to share information that is published in local papers or written by the Academy staff with the cadet's hometown paper(s). To participate, the cadet need only fill out a hometown news release form, which may be attained from the Regimental Public Affairs Division Officer.

E-4-02 Articles for Publication. If a cadet desires to draft an article that they wish to have published in their hometown paper, military journals, or social media, they may seek assistance through the Regimental Public Affairs Division Officer.

## **SECTION 5: REGIMENTAL TOURS PROGRAM**

E-5-01        General. Regimental Tours Division coordinates both tours for all scheduled visitors and provide tour guides for recurring Admissions' requests on Monday, Wednesday and Friday during the school year to prospective students. Requests for tours from other Academy divisions will be forwarded to the Regimental Tours Division Officer. The Regimental Tours Division Officer shall maintain a list of volunteers for each semester. The Regimental Tours Division will then select and notify those chosen to be tour guides. Training will be planned and executed by the Regimental Division Officer in order to provide each tour with a similar experience. Tour guides will be familiar with the tour routes and how to properly facilitate a tour. This includes only bringing tour groups into authorized areas of Chase Hall and acting as a model cadet when serving as a tour guide. The Regimental Tours Division Officer will ensure tour guide training is held at the beginning of each semester.

## **SECTION 6: SPONSOR FAMILY PROGRAM**

E-6-01        General. The purpose of the sponsor family program is to provide cadets with families who can offer support, friendship, and learning beyond the Coast Guard Academy environment. It is structured to provide cadets with exposure to the local community and offer a relaxed environment. This section establishes policies and procedures concerning the administration and execution of the cadet sponsor family program. This section defines the eligibility requirements and expectations. This program reaches out into the community and must be executed correctly. The Cadet Activities Fund Manager is responsible for this program, with the assistance of the Echo Company Officer.

E-6-02        Eligibility. Sponsor families will be assigned by the Cadet Activities Fund Manager. 4/c cadets will be offered a chance over Swab Summer to sign up for a sponsor. Upperclass will be assigned sponsors in special circumstances. Cadets may switch families if the need arises, but only after conferring with Cadet Activities.

E-6-03        Expectations.

- a.    Regulations. The Regulations for the Corps of Cadets apply at all times. Cadets are responsible for adhering to all Coast Guard and Academy policies when on liberty.
- b.    Uniforms. The Uniform of the Day or authorized liberty attire should be worn to and from the sponsor's house. At the sponsor's house, civilian attire that is in compliance with the Cadet Regulations may be worn.

- c. Transportation. Sponsor parents may allow cadets to use their vehicles or provide cadets with rides to and from airports or local sites. This is not required, and is a courtesy.
- d. Cell Phones. Cadets may use cell phones to contact sponsor families, in accordance with cadet regulations.
- e. Courtesies. This program is voluntary. Cadet Sponsors give their time, homes, families, and friendship to cadets. Responding with thank you notes and e-mails is appropriate.

## **SECTION 7: RECRUITING LEAVE**

E-7-01 General. Recruiting Leave is an Academy Admissions program that supports admissions and recruiting efforts and affords cadets the opportunity to take additional leave during the fall and spring semesters. The division assigned to recruiting leave in Echo Company will support Admission's requests for cadet support, training and documentation of recruiting leave. Cadet eligibility for participation and policy for Recruiting Leave is determined by the Director of Admissions with concurrence of the Commandant of Cadets and is promulgated in other Academy correspondence.

### **5-E-7 TRAVEL RISK PLANNING SYSTEM (TRiPs)**

#### 5-E-7-01 General.

The Coast Guard Travel Risk Planning System (TRiPS) is an on-line risk assessment tool that provides feedback on proposed motor vehicle excursions. Similar to the GAR assessment used for Coast Guard operations, the goal of TRiPS is to increase awareness of potential hazards related to motor vehicle excursions and encourage discussion for potentially higher risk situations. The use of TRiPS by the Corps of Cadets is not intended to be a substitute for common sense and good judgment. It is a tool to facilitate sound decision making.

#### 5-E-7-02 Action.

- a. Responsibility. All members of the Corps of Cadets driving by privately owned motor vehicles for distances of 100 miles or greater shall complete TRiPS.
  - 1) TRiPs can be accessed At the following link:  
<https://craapps2.cra.army.mil/TRiPS/cg/login.aspx?ReturnUrl=%2fTRiPS%2fcg%2fdefault.aspx> Each cadet must designate a supervisor which will be notified electronically and need to establish a user profile of his/her own. Supervisors are as follows:

all underclass will use their Division Officer as their designated supervisor; and all First Class Cadets will use their Company Chief as their supervisor. If there is no Company Chief, then the Company Officer will fill the role of Supervisor. Each company's Echo Liaison Division will ensure this initiative is being carried out. The Echo Transportation Department Head will have ultimate oversight of the TRiPS program.

- 2) Once a designated Supervisor receives a TRiPS assessment, in either paper or electronic format, he/she will review and approve/disapprove in a timely manner. If the TRiPS assessment raises concerns about a proposed motor vehicle excursion, those concerns should be discussed between the cadet and supervisor. The role of the supervisor is to review the assessment and provide counseling when needed.
  - a. Accountability. For accountability purposes the following policy shall be enforced. Each company's liberty sign-out/in log shall have two additional columns: one to signify if TRiPS is required and the other to indicate that TRiPS has been completed. An affirmative TRiPS completion signifies that the cadet's supervisor has approved the trip, either in the on-line system, or by signing a paper TRiPS assessment. Logging that TRiPS has been completed, without actually completing it, will result in an honor offense.
  - b. Special Circumstances. If a supervisor, or access to the internet, is not available, cadets should use their judgment in making notifications to the CHDO, senior 1/c, or any person in a leadership position above them. If cadet clubs/activities are using POVs for travel over 100 miles, the cadet who is driving his/her POV shall complete a TRiPS assessment. If a cadet club/activity is using a cadet van for travel over 100 miles, the club advisor should be conducting some kind of risk assessment prior to embarking on the trip.

## **FOXTROT COMPANY DIRECTIVE OF THE CADET REGULATIONS**

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## **PART 1 RULES OF ENGAGEMENT**

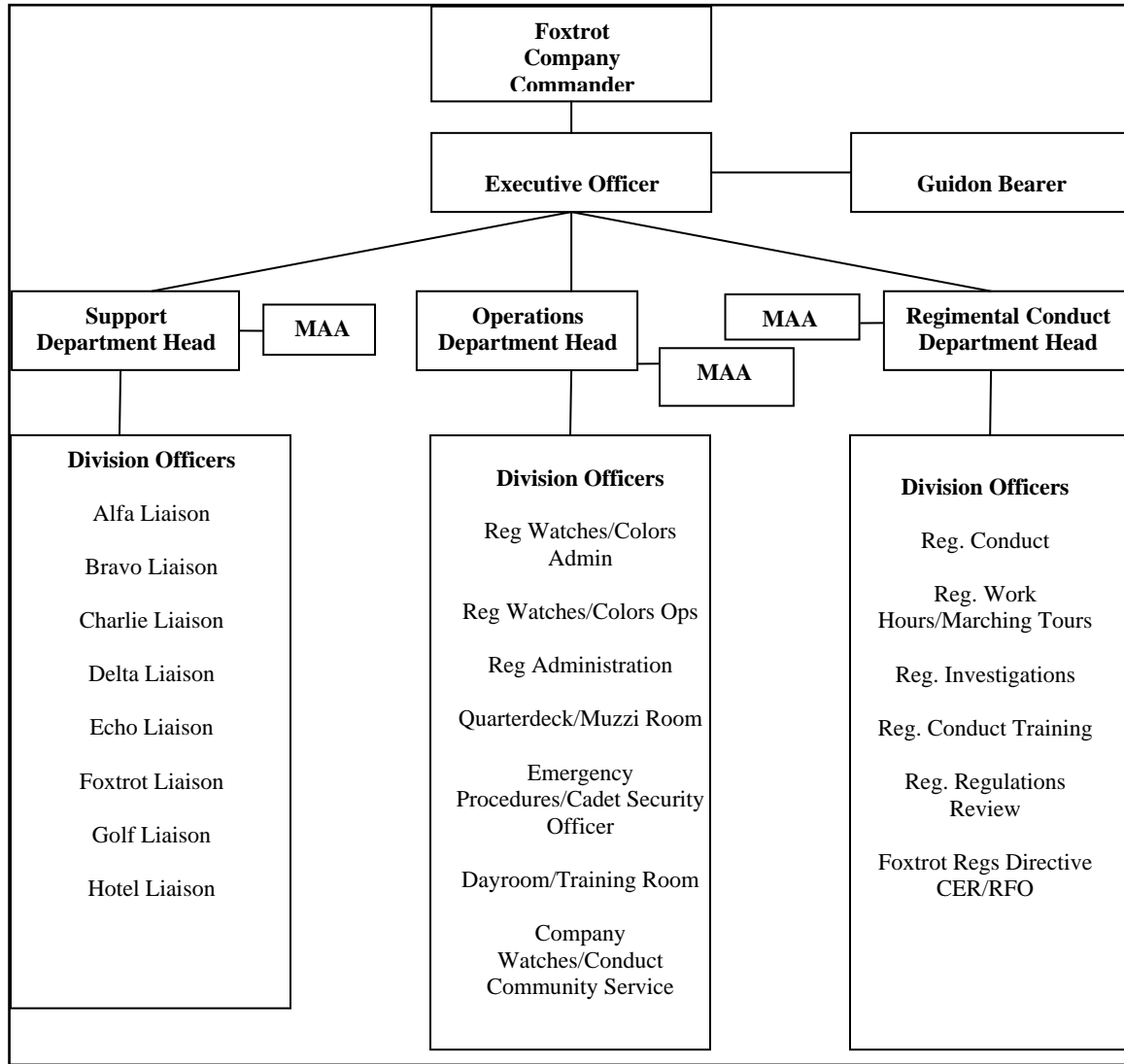
This section of the cadet regulations is maintained by the Foxtrot Company Commander. The Regimental Commander mandates that the Foxtrot Company Commander maintains this directive, which at a minimum reflects FOXTROT COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Foxtrot Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2 ROLE OF FOXTROT COMPANY**

Foxtrot Company is in charge of watches, conduct, offenses, the Cadet Regulations and all administrative guidelines for the Corps of Cadets.



**PART 3 ORGANIZATION OF FOXTROT COMPANY**



**PART 4 DIVISIONAL RESPONSIBILITIES OF FOXTROT COMPANY**

- a. Company Commander. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.

- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the company underclass cadets. This includes indoctrination, insuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the company Guidon during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Coordinate execution of the below listed functions assigned to the Department.
- e. Master at Arms. Act as the department's liaison between the Guidon Bearer and aid in the professional development of the underclass. In coordination with the company Executive Officer and Guidon Bearer, oversee the cleanliness of Chase Hall and enforce the standards and regulations throughout the department.
- f. Regimental Conduct Department. Responsible for ensuring all cadets placed on delinquency report or masted comply with assigned punishments and that a weekly report is sent out every Wednesday to all watchstanders and command cadre listing the cadets restricted for the week. Regimental Conduct will convene all investigations and masts. Throughout the semester, Regimental Conduct will maintain a document which tracks every Class 1 offense from investigation to adjudication. Periodically, Regimental Conduct will publish the Good Order and Discipline Notice detailing all adjudicated offenses.

- g. Operations Department. Promulgate and execute standardized procedures for Regimental Watches and Colors, Cadet Administration, Ready for Operations Mission Assessment, Quarterdeck Training and Emergency Procedures for the Corps of Cadets. Maintain logs and material condition of the Muzzi Room, Foxtrot Training Room and Foxtrot Dayroom. Administer and oversee the Cadet Security program.
- h. Support Department. Be familiar with all eight Companies' roles as detailed in Part 2 of each directive. Understand and act on all inter-company relations through the First Class Division Officers. Prepare comprehensive briefs to the Company Commander prior to the weekly Company Commander meeting with Regimental Staff. Provide Ready for Operations assessments in accordance with Company Commander's orders. Specific responsibilities for Support Department Divisions are provided in the Regimental Commander's Supplement.

## **PART 5 REGIMENTAL REGULATIONS FOR FOXTROT COMPANY**

### **SECTION 1: REGIMENTAL REGULATIONS**

#### **F-1-01 GENERAL INSTRUCTIONS**

- a. Duty of Cadets.
  - 1. Since cadets are training to become commissioned officers, the duty of being a cadet encompasses a broad range of tasks. Cadets will be required to follow orders, exercise authority, and practice using leadership, discipline, counseling, and interpersonal skills in carrying out their duties.
  - 2. Cadets will familiarize themselves with the Regulations for the Corps of Cadets and the Regimental Commander's Supplement to the Cadet Regulations, and are required to both follow and enforce these regulations.
  - 3. First, Second, and Third Class Cadets are authorized to place any other cadet on report (whether senior, same class, or junior) for Class II and III infractions of the regulations. Third and Fourth Class cadets should advise Second or First Class cadets of any infractions of the regulations which they observe.
  - 4. All cadets have a military duty to report Class I Offenses they observe or have knowledge of. Failure to do so could result in disciplinary action.

5. Cadets shall report all situations they are involved in (whether intentional or not) which puts another cadet's health or well-being in question.

F-1-02      GENERAL REGULATIONS

- a. Introduction. A cadet's behavior shall at all times, at the Academy or away, reflect credit upon the individual, the Coast Guard Academy, and the Coast Guard. Cadet behavior reflects the Coast Guard Core Values of Honor, Respect, and Devotion to Duty. Cadets must live within both the spirit and meaning of these regulations at all times. Cadets will adhere to the professional ethics of commissioned officers in the United States Coast Guard. Cadets must exercise mature judgment in all things and not engage in activities that violate the provisions of the Regulations for the Corps of Cadets, the Regimental Commander's Supplement to the Cadet Regulations, the UCMJ, state or federal laws.
- b. Absence.
  1. Academy or Unit Limits. Cadets will only absent themselves from the limits of the Academy, unit or ship while on authorized liberty, leave or while engaged in official cadet activities (academic, sports trips, etc.). It is the duty of the individual to ascertain that approval of such requests has been received before departing these limits.
  2. Cadets must remain aboard the Academy unless on an authorized excusal or with their Company Commander's permission.
  3. All cadets who are not administratively or room restricted and who do not rate regular liberty are permitted to walk, jog and/or cycle off-base from 1540 to sunset or 1900, whichever comes first. This off-base permission is strictly for exercise only; using it to shop or purchase food is strictly prohibited. If walking, jogging, or cycling at or after dusk cadets must wear reflective gear.
- c. Hazing, Abuse of Authority and Censure. Persons in positions of authority will not oppress or mistreat juniors by cruel or capricious conduct, by abusive language or by denial of rights. Specifically forbidden by this article are:
  1. Upbraiding. Cadets will not call or attempt to call to personal account other cadets who, while in the execution of their office or otherwise, have corrected or reported another cadet. The act of upbraiding constitutes a grave neglect of duty and is a Class I Offense.
  2. Hazing. Reference the Coast Guard Personnel Manual for any matters not defined in these regulations (CIM 1000.6 [series] Section 8-J).

- (a) Definition: Specifically, hazing is any conduct in which a military member without proper authority causes another military member(s) to suffer or be exposed to any cruel, abusive, humiliating, oppressive, demeaning, harmful activity, regardless of the perpetrator's and recipient's Service or rank. Soliciting or coercing another to conduct such activity also constitutes hazing. Hazing need not involve physical contact among or between members; it can be verbal or psychological in nature. Activities meeting these criteria constitute impermissible hazing even if there is actual or implied consent to the acts. Hazing can include, but is not limited to, the following activities:
- (1) Playing abusive or mean-spirited tricks intended to ridicule, humiliate, or ostracize;
  - (2) Throwing personnel over the side from a ship or pier;
  - (3) "Tacking on" cadet shields or other devices by forcibly applying them to a member's clothes or body;
  - (4) Forcing or encouraging the consumption of substances not normally prepared or suitable for consumption;
  - (5) Group wrestling matches targeting a particular member;
  - (6) Encouraging a member to consume excessive amounts of alcohol or requiring the consumption of alcohol in any amount;
  - (7) Forcibly cutting or shaving hair;
  - (8) Branding, tattooing, or painting another;
  - (9) Coercing or encouraging another member to fully or partially disrobe;
  - (10) Taping, tying, or otherwise restraining a member's arms, legs, or mouth;
  - (11) Handcuffing or otherwise restraining a member's arms, legs or mouth;
  - (12) Using law enforcement restraints or techniques on another member in other than official capacity or a bona fide training session;

(13) Placing or pouring foreign substances or liquids on another member;

(14) Touching in an offensive manner;

(15) Striking, or slapping another member; or

(16) Threatening or offering violence or bodily harm to another.

(b) Implied Consent: Personnel often attempt to disassociate their activities from “hazing” by stressing the voluntary nature of participation. Even genuinely voluntary participation can cause detrimental consequences. Often apparently willing participation is actually prompted by subtle compulsion, peer pressure, or a bid for acceptance and is not truly voluntary at all. As indicated in the definition of hazing, actual or implied consent does not eliminate the perpetrator’s culpability. Personnel knowingly and voluntarily submitting to hazing may be held accountable as well.

(c) Responsibilities of ALL personnel:

(1) Every member must ensure hazing does not occur in any form at any level.

(2) Every military member must inform the appropriate authorities of each suspected violation of this policy.

(3) Victims of actual or attempted hazing and witnesses to these activities must report it to the appropriate level of the chain of command.

(d) Penalties:

(1) This policy applies to all personnel at all times, on or off duty, at sea or ashore, on or off base. Any violation, attempted violation, or solicitation of another to violate this policy may subject involved members to appropriate administrative and/or disciplinary action.

(2) In dealing with hazing, commands have a wide variety of procedures available, depending on an incident’s specific circumstances. One function of command, and a challenge to its leadership capabilities, is to fit the appropriate command response to each particular situation. Available remedies range from counseling to disenrollment.

- (3) Personal Services. Requiring personal services by another cadet is prohibited. Personal services are defined as those tasks which individual cadets are expected to accomplish on their own. These include cleaning rooms, making bunks, shining shoes, washing or mending clothes or other equipment, or food/soda purchases by one individual for another individual senior in the chain of command. These do not include orderly duties, official organized work parties or such duties that lend themselves to one person acting for a specific group in the interest of efficiency or saving time.
- (4) Censure. Cadets will not use the Conduct and Discipline system as an instrument of personal vindictiveness. A cadet will not initiate or take part in the malicious censure of the conduct of any other cadet.

d. Accountability, Formations, Evening Report and Mandatory Functions.

1. Cadets must be physically present for all formations, evening reports and mandatory functions unless specifically excused by the Commandant of Cadets (this responsibility may be delegated at the discretion of the Commandant of Cadets). Unless already in their assigned room, Cadets must personally check in with their respective company OOD's for evening reports within an hour of when evening reports are due; signing out on a white board or signing out on the cadet barracks sign out list does not exonerate a cadet from personally checking in with the OOD.
2. The cadet charged with responsibility for mustering cadets will report all absentees; unexcused absentees will be placed on report.
3. The Cadet Barracks Sign Out List (Form CGACAD-41) shall be used by all cadets leaving Chase Hall from the commencement of evening study hour until reveille and whenever leaving the Academy when not on authorized liberty. Cadets shall also use the list whenever they depart the barracks when excused from the Routine of the Day or to attend sick call.
4. Cadets leaving Chase Hall on authorized liberty shall sign out on liberty lists provided by each company. The liberty lists will indicate the time of departure and time of arrival. For cadets departing on leave, or long or short weekends, an address and telephone number where the cadets may be contacted shall be included.

e. Arrest by Civil Authorities. If arrested, cadets will notify the CHDO and their Company Officer. Violations of civil law that cause absence due to arrest will be considered as unauthorized absences.

- f. Bilges/Archways. First Class cadets are authorized use of the bilges between Satterlee, Hamilton, and Chase Halls. Cadets are not authorized use of the archways between Chase, Hamilton, and Satterlee Halls. Members of the Regimental Staff, Company Commanders, and the duty section are authorized to use the archways between Chase Hall, Hamilton Hall, and Satterlee Hall when on official business.
  
- g. Bunks/Racks.
  - 1. Cadets will sleep in or lie on only that rack to which they are assigned.
  - 2. Cadets may sit on another cadet's rack.
  - 3. Cadets will not lie on racks any time that their door is required to be open.
  
- h. Collaboration/Combinations/Conspiracy.
  - 1. Cadets will not collaborate or take joint actions for the purpose of violating or evading regulations, instructions or orders of seniors. Cadets will not collaborate or take joint action for the purpose of expressing disapproval or censure of any person or persons in the military service.
  - 2. All members of a collaboration, combination or conspiracy and those who encourage or otherwise support its actions are equally in violation of the Cadet Regulations.
  - 3. Mass Distribution Emails.
    - (a) Any email directed to an entire class using a distribution list must first be forwarded to the respective class president for review. The email shall be reviewed by the class president and sent out to the class upon approval. Email generated for the entire class will only contain pertinent (official) information for that particular class.
    - (b) Email directed to the entire Corps must first be forwarded to the Regimental Information Systems Officer (RISO) or RCDO for review. The email will be reviewed by the RISO and sent out to the Corps upon approval. Email generated for the Corps will contain only information pertinent to the Corps as a whole.
    - (c) Regimental Staff, RCDOs and ACDOs who must distribute email in the performance of their duties shall be exempt from this regulation, and are authorized to send mass Corps wide emails for their official business. However, mass emails are highly discouraged as the POD



is the appropriate method of passing information to the Corps of Cadets.

4. Computer guidance on computer Compact Disc and DVD use:
  - (a) 4/c cadets are not permitted to maintain or play video files on their computer. 4/c cadets are not permitted to play any pre-recorded video files in their room, whether it is from a tangible item or electronic storage.
  - (b) DVD-ROM players may not be used for non-academic purposes in a room occupied by cadets who are on Administrative/Room Restriction or by cadets who do not rate liberty. Company OODs own the primary responsibility for enforcing proper use of DVD-ROM players.
5. AOL, ICQ, and other instant messenger services and chat rooms shall not be used by 4/c cadets. These services shall only be used for professional purposes between cadets of different classes. This includes all services that provide instantaneous communication through the computer. Traditional examples include but are not limited to AOL Instant Messenger, Prodigy, CompuServe, and Broadcast, while newer advancements in technology expand this rule to such programs as DialEx, a site on the internet which allows users to communicate free of charge through their computer as if it were a cellular phone.
6. 4/c cadets are not permitted to have any programs on their computers that have instant messenger capabilities, regardless of whether or not they use that portion of the program. 4/c cadets are not permitted to visit web sites that fit these descriptions.
7. All cadets are forbidden from making a profit off of government property. This refers to cadets who have programs such as All Advantage, an internet site that is designed primarily for advertising. These programs flash advertisements across the computer screen and pay users a certain price per minute to watch. Internet access belongs to the government and thus cannot be used in endeavors for personal gain.
8. The Coast Guard Academy encourages cadets to responsibly engage in unofficial internet postings and social networking that contains accurate information and appropriate content. Upper-class cadets are permitted to access online forums and websites (including, but not limited to: Facebook.com and MySpace.com) which permit the creating of a personal profile and allow for communication among users.

- (a) Each cadet bears a responsibility for ensuring information disclosed is accurate and appropriate. Information and media posted by cadets reflects upon themselves, the Academy and our service. Cadets shall not post opinions or information on such a profile that would bring discredit to the Coast Guard, Coast Guard Academy, other cadets, faculty, staff, or other organizations/individuals. All information should be in accordance with CG Policies, CG Regulations and positively reflect on the Services Core Values.
  - (b) Identifying oneself as a cadet and member of the Coast Guard is authorized, however, cadets shall take steps to avoid the perception of posting in an official capacity.
  - (c) Posting internal Coast Guard and Coast Guard Academy documents containing information that is not publicly released is not authorized; including information that is For Official Use Only and personal identifiable information.
  - (d) Coast Guard Academy cadets are responsible for adhering to the Coast Guard Regulations and policies concerning OPSEC, INFOSEC, and Privacy Act as in all other forums of communication. Unauthorized disclosure of protected information may result in administrative action.
  - (e) Releasing one's own personal or medical information, although, not recommended, is authorized. However, releasing the another Coast Guard member's information, as well as classified, operational, proprietary, or investigatory information is not authorized.
  - (f) Cadets shall avoid behavior both at the Academy and on liberty that negatively impacts or conflicts with their ability to execute their duties, including postings that may show or give the appearance of inappropriate or illegal behavior (i.e. underage drinking, inappropriate relationships, etc.)
  - (g) If cadets are unsure as to the appropriateness of a posting, they should seek guidance from their company officer or chief PRIOR to posting said information. The Commandant of Cadets or Assistant Commandant of Cadets will have final authority on what is acceptable for information posted on-line.
9. Fourth class cadets are not authorized to play video games during non-liberty hours. Upper class cadets may play video games as they deem appropriate, except during designated training or inspection periods.

i. Contracting a Debt. Starting in the spring of Fourth Class year, cadets may apply for and receive a credit card from an approved institution with a \$500 credit limit, which may be increased in accordance with 5-1-05, Part I, Chapter 5 of the Regimental Commander's Supplement. Other than the approved credit card limit, cadets will not contract a debt in an amount exceeding one month's cash allowance without specific written permission of the Commandant of Cadets.

j. Day Rooms.

1. All cadets may use dayrooms from reveille until 2400 for group and quiet study. Dayrooms may be used by non-restricted cadets for recreational purposes (TV's, games, etc.) as follows:

Day	All non-restricted cadets who do not rate liberty	Cadets who rate liberty
Mon – Thurs	1540 – 1900	---
Friday	1540 – 1900	1540 - 2200
Saturday	---	1200 – 0100
Sunday	---	0700 – 1900
Finals Week	---	1300 – 2000

2. Noise levels will be kept to a minimum to ensure that others are not disturbed.
3. Sleeping is prohibited in dayrooms.
4. The Company OOD's and Company Commanders will ensure that the dayrooms are maintained in a neat, orderly condition.
5. Day room videocassette recorders (VCR's) and DVD players may be used during the same hours as specified for television usage. VCR's and DVD players will not be removed from day rooms except for repairs. Any videotape of obscene or offensive nature, including X-rated movies will not be played on the VCR and DVD players. Viewing of such material will be considered conduct unbecoming a cadet.

k. Demonstrations, Assemblies, Distribution of Literature and Similar Activities.

1. Cadets will not engage in demonstrations, picketing, sit-ins, protests, marches, political speeches or similar activities on board the Academy.
2. The distribution or sorting of any publication, including newspapers, magazines, handbills, fliers, circulars, pamphlets or other writings issued,

published, or otherwise prepared by any cadet, is prohibited without prior written approval of the Commandant of Cadets.

3. Cadets will not take part in any public display, demonstration, entertainment, etc., in uniform or as a representative of the Coast Guard or cadet activity without prior written approval of the Commandant of Cadets.

1. Doors.

1. An open door is defined as being open at least 90 degrees. During the following times and circumstances, doors will be open, unless a cadet is changing:

Monday – Friday	0600 – 1600
Saturday	0630 – 1200

2. Doors will be open at all times when members of the opposite sex are in the room.
3. Cadets may lock their doors at times when doors are authorized to be closed. When a door is closed or locked, any senior cadet or officer may knock and, after an appropriate delay, enter the room.

m. Duty Section.

1. Cadets in the duty section will not leave the Academy unless authorized by the Chase Hall Duty Officer. Such requests shall only be made due to emergencies or exigent circumstances. Cadets must find a replacement when requesting to leave the Academy. The replacement cadet will be considered as part of the duty section.
2. Cadets in the duty section will keep the RCDO advised of their whereabouts whenever they are outside of Chase Hall.
3. Cadets in the duty section may entertain guests and attend on base functions, when not on watch, with the permission of the RCDO. Regulations for entertaining guests shall be followed (see F-7-02).
4. Exchange of duty is outlined elsewhere in this document.

n. Electrical Appliances.

1. To avoid overloading circuits, electrical appliances are limited to electric clocks, razors, radios, stereos, personal computers, hair dryers, irons, curling irons, electric pencil sharpeners and battery chargers. Day rooms

may have one hot air popcorn popper, a refrigerator, a microwave oven, a television, and a VCR/DVD player. Irons shall be used with ironing boards. Each room may have two small portable electric fans.

2. 1/c cadets may have one coffee maker per room.
  3. Cadets who need an electric heater in their room shall submit a Special Request to the Building Manager through their respective Company Commander.
- o. Employment. Cadets are not permitted to be employed for any form of compensation without the express permission of the Commandant of Cadets.
- p. Etiquette and Wardroom Conduct.
1. Conduct, courtesy and demeanor in the Wardroom shall be in keeping with the standards and traditions of Commissioned Officers' Wardrooms in the Coast Guard. Loud talking or noise is unnecessary. Cadets shall at all times be courteous to wardroom attendants.
  2. The heads of tables are responsible for maintaining proper etiquette and decorum at their tables.
  3. Cadets may take leftover food from meals served in the wardroom, and store it in their rooms in accordance with Cadet Regulation F-1-02-s.
  4. During non-meal hours, unless a member of the food service staff has otherwise granted permission, cadets may only take food items not stored in cabinets, refrigerators, or otherwise locked. For example, juice, cereal (not in cabinets or storage), and fruit may be taken, while milk in refrigerators may not.
  5. Cadets shall not enter the wardroom after 2030 or anytime the wardroom doors are secured.
- q. Food in Rooms.
1. Food will be stowed in airtight plastic containers. Cadets may also store protein powder along with other non-perishable foods in a closet or overhead bin.
  2. Cadets may accept food deliveries from 1600 until 2200 and during authorized liberty.
- r. Formations.

1. All cadets on board the Academy will attend formations, except those on sick report and those specifically excused by the Commandant of Cadets (this responsibility may be delegated at the discretion of the Commandant of Cadets) or by standing orders.
  2. Cadets not in ranks when report is passed will be reported absent from formation.
- s. Gambling. Gambling or wagering is not permitted on board the Academy nor any unit to which attached. Cadets will not enter an establishment, in uniform, where gambling is a main attraction. Gambling or wagering in federally sponsored activities is authorized provided it is in compliance with local regulations.
- t. Health and Sanitation. Cadets must be meticulous in their personal hygiene and sanitation habits. Cadets must report promptly to the Medical Officer the existence or suspicion of any communicable diseases they, or others with whom they live or come into contact, may have contracted.
- u. Hitchhiking. Cadets will not hitchhike.
- v. Keys. Cadets shall only have keys and key cards in their possession that are needed in the performance of official duties or for the security of personal property.
- w. Late Rack.
1. Late rack for individuals, entire departments or a specific class of cadets within a Company shall only be authorized by Company Commanders after consultation with their Company Officer.
  2. Late racks for an entire Company shall be authorized by Company Commanders only after concurrence from the Regimental Commander and consultation with the Company Officer.
  3. Late racks for an entire class of cadets Corps wide or the entire Corps of Cadets shall only be authorized by the Regimental Commander after consultation with the Assistant Commandant of Cadets or Commandant of Cadets.
  4. Intercollegiate sport teams, diversity councils, club activities, club sports, and participants in academic events required for classroom credit and initiated by academic instructors are eligible to take late rack the morning after their event only if both the following two conditions are met:

- (a) The above entities must have either an approved memorandum through the Assistant Commandant of Cadets and/or Commandant of Cadets, an approved special request chit or an approved ACADIS Excusal.
  - (b) If the event is held off-base, cadets must return to the Academy past 2200.
5. Late rack is not intended to be used as an excuse for cadets to miss any military, academic, athletic, or medical obligations (only exception is morning formation). When late racks are authorized the following schedule shall apply:

	Reveille	Doors Open by:
Monday-Friday	0730	0800
Saturday	0830	0845
Sunday & Holidays		

x. Leamy Hall.

- 1. Leamy Hall may be used from 0800 until 2155 by all classes.
- 2. Sleeping is prohibited in Leamy Hall.
- 3. The Uniform of the Day will be worn by all classes as prescribed prior to 1600 on weekdays, prior to liberty on Saturdays, and at all Operations Spotlight lectures, other training events, and public venues/performances. Complete running suits with the study hour shirt may be worn at all other times unless specifically stated. Specific exceptions to this policy may be approved by the Commandant of Cadets (this responsibility may be delegated at the discretion of the Commandant of Cadets).

y. Military Courtesy and Bearing.

- 1. Cadets are expected to learn and follow military courtesy and traditional Service practices.
- 2. Addressing Seniors.
  - (a) In addressing an officer or a senior cadet to make a report or a request, a cadet will always preface remarks with "Sir" or "Ma'am", thus, "Sir/Ma'am, I report for duty. "; "Sir/Ma'am, I request permission to. . . ", etc.

- (b) When a verbal order is received a cadet will answer "Aye, aye, Sir" or "Aye, aye, Ma'am", salute, if covered, and execute the order promptly, on the double if necessary, but always with alacrity. To a question (unless the question requires otherwise) a cadet shall answer "Yes, Sir/Ma'am" or "No, Sir/Ma'am" or "No excuse, Sir/Ma'am" or "I'll find out, Sir/Ma'am".
    - (c) Cadets will ask "By your leave" before overtaking any officer or group of officers or when departing an officer's office.
  - 3. When a commissioned officer enters a room, cadets shall come to attention and shall greet the officer. When a group of cadets are present, the first to notice the officer shall call "ATTENTION ON DECK" and render the greeting. The senior cadet present will be responsible to ensure that this courtesy is extended.
  - 4. Cadets will keep in mind that their bearing and appearance while on leave or liberty are significant factors in the formation of public opinion relative to the Academy and the Coast Guard.
- z. Motor Vehicles.
- 1. All cadets may drive automobiles, including rental cars, providing they have a valid driver's license and comply with the motor vehicle laws of the state or country in which the automobile is operated. Cadets will not own or operate motorcycles, trail bikes, motor bikes, mopeds, motor scooters, three wheeled ATC's or ATV's, or other two wheeled motorized vehicles.
  - 2. The New London area is defined as the area within a 100-mile radius of the Academy.
  - 3. Rental automobiles.
    - (a) First Class cadets may rent and operate automobiles without any special approval. They may bring rented automobiles onboard the Academy in accordance with current directives.
    - (b) Second, Third and Fourth Class cadets may rent an automobile and operate it outside the New London area without special approval. They may operate a rented automobile inside the New London area or on base only with special approval from their Company Officer.
  - 4. Automobiles owned by cadets.



- (a) A First Class cadet may own one automobile that is kept in the New London area and may drive it on board the Academy.
  - (b) Second, Third and Fourth Class cadets who own an automobile and whose parent(s) or guardian(s) do not live in the New London area may not operate it or allow any other cadet to operate it within the New London area unless otherwise approved by a special request to their Company Officer.
  - (c) Those cadets whose parent(s) or guardian(s) live in the New London area may keep their automobile at the residence of their parent(s) or guardian(s) and may operate it or bring it on base only with special request approval from their Company Officer.
5. Borrowed Automobiles.
- (a) Second, Third and Fourth Class cadets may not borrow automobiles owned or controlled by First Class cadets under any circumstances. Violation of this guidance will result in both the cadet who borrowed the automobile and the cadet who loaned the automobile to be placed on report for violation of Offense Code 1221.
  - (b) Second, Third and Fourth Class cadets may borrow automobiles, operate them within or outside the New London area, and bring the automobile onboard the Academy, with special request approval of the cadet's Company Officer for special occasions, so long as the provisions of part 5.a above are adhered to.
6. Parking Violations. Parking regulations are outlined in SUPTINST 5560.5 (series), Academy Traffic Violation Rules.
7. Motor vehicle washing. Due to the possibility of non-permitted, unmonitored and untreated discharge into the Thames River, motor vehicles may not be washed onboard the Academy grounds at any time.
- aa. Pets. Company pets may be kept in the dayroom or other authorized location only with the approval of the Assistant Commandant of Cadets. Pets or other animals are not authorized in cadet's rooms.
  - ab. Physical discipline. Physical discipline is only permitted during the Summer Indoctrination Programs at the United States Coast Guard Academy, and will be in accordance with standard policy.
  - ac. Posters and Signs. Cadets may not display a poster or sign in the cadet barracks or anywhere on the Academy which is vulgar or obscene in nature, intended to undermine discipline, morale or loyalty in the Corps of Cadets, or is disrespectful in nature or ridicules an individual or a particular group of

cadets. Pinups, sexist or racial posters, and posters or signs in poor taste are prohibited.

ad. Prescription Drugs. Cadets may not have in their possession any narcotics or prescription drugs, legal hallucinogens, or medicine not prescribed or approved by the Coast Guard Academy Clinic. Controlled substances are as follows:

1. Any substance that is listed on a schedule of controlled substances prescribed by the President.
2. Any other substance not specified in (1) or in Schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812).
3. Cadets may not retain authorized medicines beyond the prescribed period of use. Prescription drugs and controlled substances shall be kept in a secure locked container. After receiving a controlled substance, cadets will notify their Company Executive Officer that they have received a controlled substance.

ae. Profanity. Cadets will not swear, curse, or use profane, vulgar or obscene language. Cadets will not use language, gestures, or play music that may be offensive to other people, whether or not the individual directs those gestures or language to the person offended.

af. Profit Making. Cadets may not sell goods or services or represent another who sells goods or services to another cadet for a profit. For the purpose of this article, a "profit" may take the form of actual money, goods or services (e.g. selling items on eBay).

ag. Quarterdeck.

1. Cadets shall conduct business on the quarterdeck while in the Uniform of the Day. Cadets will not appear in the quarterdeck area unless in the Uniform of the Day or in suitable liberty attire

. The following are exceptions:

- (a) During a fire alarm, the duty section will muster in the lobby. Cadets in the duty section will proceed to the quarterdeck upon hearing the alarm and will not be required to change into the uniform of the day.
- (b) After inter-company sports, equipment that is returned to the RCDO's office may be returned by players in their IC uniforms.

2. Fourth Class cadets will not square corners and sound off on the quarterdeck. They will maintain a professional posture and demeanor and render salutes and be at attention as appropriate.
  3. Cadets will not loiter on the quarterdeck.
  4. Teams and clubs departing from Chase Hall will not designate the quarterdeck as their meeting place.
  5. Cadets may meet visitors in the lobby before departing with that visitor to another location or if the meeting is very short. If cadets anticipate a lengthy visit, they will depart to Leamy Hall or another appropriate location.
  6. Cadets will not sit on the Chase Hall steps leading to Bear Drive.
- ah. Rental/Purchase of Real Estate. Cadets may not enter into any lease or purchase agreement or make any direct or indirect rental or purchase payment with respect to any apartment, house or other real estate without prior approval by the Commandant of Cadets.
- ai. Restricted Areas in Chase Hall. Cadets shall not enter or use spaces in Chase Hall that are not cadet living or working areas or which are not necessary for conducting authorized business. These areas include, but are not necessarily limited to, subbasements, all rooftops, galley and scullery, wardroom (at other than mealtimes), offices, storerooms and elevators (except when authorized for medical reasons or official business).
- aj. Roadways/Sidewalks. Cadets may only walk on Campbell Drive (the roadway running between MacAllister/Hamilton and Satterlee/Yeaton Halls). Otherwise, cadets will not walk on roadways unless marching in section or when use of sidewalks is not feasible. In all instances, cadets will allow emergency vehicles clear, unimpeded passage. Regardless of the circumstances, cadets will be expected to act in a courteous manner, and minimize any disruption to normal vehicular traffic flow.
- ak. Roland/Billard Hall. Sleeping is prohibited in Roland or Billard Hall.
- al. Safety.
1. It is the duty of all cadets to observe safe practices and to report any unsafe conditions they notice. Safety is of primary importance to all members of the Coast Guard and every effort must be made to eliminate unsafe conditions and avoid unsafe practices. Cadets will:
    - (a) Observe published and posted safety rules,

- (b) Not operate, tamper with, nor render inoperative any valve, switch or other piece of equipment unless authorized to do so in the course of their duties,
- (c) Wear seat belts when driving or riding in government or private vehicles.
- (d) Wear an approved bicycle helmet properly fastened under the chin while cycling, and
- (e) Wear a helmet, knee guards, elbow guards, and reflective strips (during periods of darkness) while rollerblading or skateboarding.
- (f) Wear a reflective vest or clothing while running before dawn or during twilight or evening hours.
- (g) Not use candles inside Chase Hall.
- (h) Wear a protective helmet when skiing or snowboarding.

am. Salutes.

1. General.

- (a) A salute is the military manner of extending greetings. As a matter of courtesy and respect, this greeting is initiated by the junior toward the senior. Failure of the junior to render a greeting or of the senior to return the greeting is a sign of disrespect.
- (b) Salutes are rendered to national colors as a sign of respect for the country they represent.

2. Personal Salutes.

- (a) Personal salutes and other marks of respect due their rank will always be extended to officers of the Coast Guard, Army, Navy, Air Force, Marine Corps, NOAA, Public Health Service, and officers of foreign military or naval services when recognized, whether in uniform or not.
- (b) When saluting, a salute shall be rendered at least six paces before passing or being passed by the officer. If the nearest point reached is greater than six paces, but no more than 30 paces, a salute shall be rendered at the point nearest the officer.

- (c) Cadets must remain at the salute until it is returned or until the officer saluted has passed. When seated, cadets shall rise upon the approach of an officer in order to salute and shall not resume their seat until the officer saluted has passed.
  - (d) When addressing or being addressed by an officer, cadets will salute (unless uncovered), stand at attention during the conversation and salute again when the conversation is finished.
  - (e) Cadets are not to discontinue work to salute unless addressed by an officer or called to attention. When seated at work, at athletic games, in the library, or at mess, cadets are not required to rise when an officer passes, unless called to attention or necessary for gangway.
  - (f) If, in overtaking an officer, it becomes necessary to pass, the salute shall be given abreast of the officer, and cadets shall ask, "By your leave, Sir/Ma'am?"
  - (g) When cadets are in ranks, only the cadet in charge will salute. Cadets in military formation do not salute when addressed, but come to attention, if at rest.
  - (h) Salutes will not be rendered inside of buildings, except when covered.
  - (i) Cadets will be alert for officer's insignia on cars and salute if the driver is in uniform or is recognized as an officer.
3. Saluting Colors.
- (a) The national colors and those of foreign nations shall be saluted when carried by organized bodies of men/women. The salute shall be initiated at six paces and held until the colors have passed six paces.
  - (b) Colors are saluted when passing over the side of a ship, whether boarding or departing.
  - (c) Whenever the National Anthem is played, military personnel will, if not in formation, salute until the last note of the anthem. If in formation, the person in charge will salute. If played indoors, cadets will rise, face the flag (or music if no flag is present) and stand at attention during the playing of the National Anthem.

- (d) At morning and evening colors, all cadets shall halt, and stand at attention when they hear the bugle call "Attention to Colors." A salute will be rendered from the first note of "Colors" until "Carry On" is sounded. If not within hearing distance of the bugle, cadets should hold the salute until the Ensign reaches the truck, taffrail or ground as the case may be. Cadets in rank should be halted, faced toward the colors, and the cadet in charge of each formation shall render the salute.
4. Arrival or Departure Honors. During arrival or departure honors accorded to a visiting dignitary, cadets will salute.
- an. Semper Paratus/Alma Mater.
- 1. The tradition of standing in honor of one's service anthem is common among America's Armed Forces. In so doing, cadets honor their service and those who have proudly worn the Coast Guard uniform. The Corps shall honor the tradition of the service anthem by coming to attention whenever Semper Paratus is played.
  - 2. From Admiral to Fourth Class cadet, the Alma Mater links those who have lived the life of cadets. Cadets shall learn the Alma Mater and sing it on appropriate occasions honoring the Academy, the Corps, alumni or a team that the Corps fields in athletic competition.
- ao. Stereo Equipment and Radios.
- 1. All cadets may stow one small, one-piece alarm clock or clock radio on their desks.
  - 2. Fourth Class cadets are authorized to use portable music devices or their computer with headphones for the purpose of studying. These radios must be self-contained units, which may not be used with any component equipment such as additional speakers.
  - 3. First, Second and Third Class cadets may have (in addition to the above) one bank of stereo equipment with up to two external speakers per room. Speaker sizes shall be such that they will unobtrusively fit on top of bookshelves or stereo cabinets in cadet rooms. Cadets are allowed to have computer speakers in addition to the shared stereo. All gear will be stowed in accordance with this instruction using Government provided furniture. Equipment or components made from kits must be housed in conventional cabinets and be approved by the Company Commander. External antennas for FM reception must be conventional rabbit ears or dipole type antennas. Indoor antennas must not detract from the

appearance of the room. Hanging antennas outside of windows is prohibited.

4. The volume should be such to show consideration for the preference of others who may enjoy different programs or music, and during the workday the music should not be heard in the passageway. It is the responsibility of the operator to ensure that the volume is not disruptive to others.
  5. Upperclass cadets may use their entertainment systems at anytime (with headphones when prescribed under Study Hour Guidelines), except during any designated training or inspection period.
- ap. Sunbathing. Cadets may sunbathe on lower field only. Sunbathing in other locations on the base is strictly forbidden. Cadets shall wear swimwear while sunbathing on lower field. Transit to/from the lower field will be in the Uniform of the Day, issued gym gear or the running suit.
- aq. Telephone Use.
1. Cadets will not use government telephones for personal use.
  2. Cellular Phones. Cadets will be allowed to use their cellular phones in the barracks. Cell phones may be used at anytime in cadet rooms, dayrooms, designated outdoor areas and payphone areas provided it does not disturb the professional atmosphere. At all times audible ringers shall remain off. Cell phones may not be used in the quadrangles. Cell phone use indoors is subject to the standing open-door/closed door policies.
    - (a) Cellular phones are not permitted in classes or meetings onboard the Academy.
    - (b) While in uniform, carrying cellular phone in pocket or on a belt is unacceptable, unless it is used for official Coast Guard business.
    - (c) Military etiquette dictates that cell phones are not to be used in uniform outdoors or when covered unless there is an operational requirement to do so. When cadets are outdoors and in uniform, they are subject to parts (i) and (ii) below regarding cell phone use:
      - i. The cadet designated outdoor cell phone use area is from the top of the ladder well that runs from Leamy Hall up to Chase Hall next to the Bookstore to the entrance of Chase Hall that is nearest to the dry cleaners.

- ii. While cadets are authorized to use their cell phones in this designated outdoor area, cadets must remain covered and render all appropriate military courtesies, including greetings and salutes, to a passerby. Cadets shall not walk around or sit down while on cell phones in uniform in this designated area.
- ar. Tobacco: Smoking or Chewing.
  - 1. Cadets are highly discouraged from smoking.
  - 2. Cadets may store tobacco in their rooms and may use tobacco in "designated tobacco use areas only." Cadets shall not use tobacco when it will make them conspicuous or when it would be discourteous. Cadets in uniform shall not smoke while walking on the street or in public areas.
  - 3. Cadets in designated tobacco use areas shall be covered and will render the proper military courtesies.
  - 4. Cadets may only use chewing tobacco and snuff while in recreational, study hour, or athletic gear, and only in designated tobacco use areas.
- as. Valuables. Valuables must be safeguarded by the individual cadet. For the purpose of this article, "valuables" are money, items easily converted into money (checks, credit cards, money orders, checkbooks), items of value that are easily stolen (rings, wristwatches, cameras, etc.) and prescription drugs. When occupants are absent from the rooms, valuables shall be kept in safes, cash boxes or other locked containers. At no time shall any coined or paper U.S. currency be placed on a cadet's knick knack shelf.

## **SECTION 2: REGIMENTAL CONDUCT**

### **F-2-01 REPORTING OFFENSES**

- a. Class I Offenses.
  - 1. Class I offenses will be reported by completing a Report of Class I Offense and Disposition (CGACAD-19CGA). The following flowcharts describe the two different routing chains for class I offenses committed within a single or multiple companies.
    - (a) For investigations involving one or more cadets from single company:  
  
To: Assistant Commandant of Cadets  
Thru: (1) Regimental Conduct Officer



- (2) Company Commander
- (3) Company Officer
- (4) Commissioned Conduct Officer

(b) For investigations involving one or more cadets from multiple companies, the Company Commander and Company Officer need to be included for all companies involved:

To: Assistant Commandant of Cadets

- Thru: (1) Regimental Conduct Officer  
(2) Company Commander  
(3) Company Officer  
(4) Next Company Commander  
(5) Next Company Officer  
(6) Commissioned Conduct Officer

2. In all cases, the Company Commander or Company Conduct Officer shall inform the Regimental Conduct Officer of the following information: name, class, and cadet code of the accused; date of violation; violation code; date investigation assigned; name of investigating officer; date investigation due; and any other pertinent information as necessary.
3. The Regimental Investigations Division Officer in Foxtrot Company will assist the Regimental Conduct Officer in the distribution and processing of all investigations.
4. The Investigating Officer shall complete the investigation in accordance with established procedures and will parallel the Coast Guard's administrative investigations process.
5. Once the investigation is complete, it shall be forwarded via the chain of command to the Assistant Commandant of Cadets for adjudication.
6. The investigation and adjudication process will normally be completed before any voluntary resignations are accepted.

b. Class II Offenses.

1. Class II offenses will be reported by entering the offense into the ACADIS conduct module. If possible, the offender should be counseled by the individual placing them on report on the spot. If not, the offender shall be counseled at the next possible opportunity. In no case will demerits be awarded until the cadet has been counseled. Faculty and staff are encouraged to contact the cadet's Company Officer when reporting Class II offenses so the entire situation becomes known.

2. The offender's Company Officer or the Assistant Commandant of Cadets may act further on Class II offenses, depending on the circumstances.
- c. Class III Offenses.
1. Class III offenses will be reported by entering the offense into the ACADIS conduct module. If possible, the offender should be counseled on the spot. If not, the offender shall be counseled at the next possible opportunity. In no case will demerits be awarded until the cadet has been counseled.
- d. Changes in Delinquency Reports.
1. When a cadet has been placed on report, the offense or number of demerits awarded will not be changed by any person other than the reporter or the Assistant Commandant of Cadets.
  2. In each case when a change in the Delinquency Report has been made, the Company Commander will notify both the reporting officer or instructor, and the cadet of the change.

F-2-02 CONDUCT SYSTEM

- a. Definitions and Explanations of Conduct Periods.
1. Conduct Day: A conduct day will start at 0700 and end at 0700, 24 hours later.
  2. Conduct Week: A conduct week will start at 0700 on Wednesday and will end at 0700 on the subsequent Wednesday.
  3. Conduct Month: A conduct month will start at 0700 on the first day of the month and end at 0700 on the first day of the subsequent month.
  4. Conduct Term: Conduct terms start and end as follows:
    - (a) Summer Term: Starts at 0700 the day following the last scheduled spring final exam period and ends at 0700 on Monday after the Corps is required to return from the Summer Training Program.
    - (b) Fall Term: Starts at the end of the Summer Conduct Term and ends at 0700 the day after the last scheduled fall final exam.
    - (c) Spring Term: Starts at the end of the Fall Conduct Term and ends at 0700 the day after the last scheduled spring final exam.

5. Conduct Year: A conduct year for First, Second and Third Class cadets starts at the beginning of the Summer Conduct Term and ends at the end of the Spring Conduct Term. The Conduct Year for Fourth Class Cadets commences when demerits become effective during the Fourth Class Summer Program and ends at the end of the Spring Conduct Term.
  6. Demerits awarded for an offense shall apply toward the period in which the offense is adjudicated when determining conduct status.
- b. Administrative Restriction from Class II/III Offenses
1. Class II Offenses.
    - (a) Cadets awarded a Class II Offense will be administratively restricted for either 7 or 14 days, depending on the offense.
    - (b) Restriction will normally begin at 0700 on the first day of the Conduct Week after the Class II Offense was awarded, or at the discretion of the Assistant Commandant of Cadets or Commandant of Cadets. Restriction from multiple Class II Offenses is consecutive.
  2. Class III Offenses.
    - (a) Demerits associated with Class III conduct offenses shall be primarily used as a form of documentation. Any Class III demerits issued will count against a cadet's MPL and YTD demerit totals.
    - (b) 1/c Cadet Division Officers have the responsibility of being accountable for the conduct of their subordinates. Should a subordinate, committing unrelated offenses, accumulate an excessive amount of Class III demerits, as determined by Division Officers or Command Cadre, they shall be issued the modified Class II, "Class III demerits: Excessive accumulation of. D: 0, W: 2, M: 1."
    - (c) When a subordinate fails to respond to Class III demerits for a continually repeated offense, the Division Officer or Command Cadre shall issue the Class II, "Negligence: failure to heed counseling. D: 15, W: 2, M: 1."
  3. Each cadet is responsible for knowing his/her own conduct status.

F-2-03 ADMINISTRATION, PENALTIES AND RESTRICTION

- a. Adjudication of Offenses.

1. A Class I Authority may impose a combination of penalties in addition to, or instead of, demerits when adjudicating conduct offenses. These penalties include: placement on Suitability for Service Probation, administrative restriction, room restriction, marching tours, work hours, additional instruction periods, and loss of leave, class privileges, or precedence. In addition, the Commandant of Cadets may impose the following penalties: suspension from intercollegiate sports, club sports or activities.
2. Class I Offenses.
  - (a) Any investigation which reveals a suspected honor offense will be reviewed by the Assistant Commandant of Cadets, Commissioned Honor Officer and Regimental Honor Officer for determination as to whether the case will be heard by the Cadet Honor Board.
  - (b) When satisfied that all reasonable and relevant sources of information are available to make a decision, and the Cadet Honor Board has heard the case if deemed necessary, the Assistant Commandant of Cadets may:
    - (1) Dismiss the charge, or
    - (2) Hold or assign a Company Officer or the Regimental Officer to hold a Class I Hearing and award penalties, or
    - (3) Hold a mast, or
    - (4) Refer the case to the Commandant of Cadets with a recommendation for action.
  - (c) The Commandant of Cadets will take one or more of the following actions:
    - (1) Dismiss the charge.
    - (2) Hold mast.
    - (3) Refer the case to an Executive Board.
    - (4) Refer to the Superintendent with a recommendation for disenrollment.
    - (5) Remand the cadet to the Assistant Commandant of Cadets for appropriate punishment.

- (d) In those cases referred to an Executive Board, the Executive Board will, after reviewing the cadet's entire record, recommend to the Superintendent one or more of the following:
    - (1) That the cadet be retained.
    - (2) That the cadet be placed on Suitability for Service Probation.
    - (3) That the cadet be remanded to the Commandant of Cadets for appropriate punishment.
    - (4) That the cadet be awarded specific penalties.
    - (5) That the cadet be disenrolled.
    - (6) That the charges be dismissed.
    - (7) In all cases where a cadet is recommended to be disenrolled, final authority rests with the Superintendent.
  3. Punishment from a Class I hearing may be suspended by the Hearing Authority when, in their judgment, the cadet has already made significant steps to internalize the lessons from their violation of the Cadet Regulations, such as coming forward on their own to admit the violation and taking significant steps through the chain of command to make amends.
- b. Restriction.
1. Administrative Restriction - A penalty awarded by a Class I Authority at mast, or as a result of a Class II offense, which places a cadet in an immediate restricted status. A cadet on administrative restriction is restricted to Chase Hall in accordance with the liberty schedule contained in Chapter 5 of the Regulations for the Corps of Cadets.
  2. The following guidance pertains to restriction coinciding with the Summer Training Period:
    - (a) If the member is attached to CGA for the duration of the restriction; the member will be in a restricted status without exception.
    - (b) If the member is scheduled to be TDY to another unit/Sector, CATP, Luders or EAGLE during the dates of his/her restriction, the cadet's restriction may be suspended until the member returns to CGA. Company Officers and/or Chiefs shall engage with the restricted member and the receiving command's supervisor/safety officer prior

to departure to brief them on the member's restricted status. The following example is provided as guidance for points to cover with the receiving command. Ex: "Cadet went to mast for (offense(s)). Member was placed in a restricted status. However, while he/she is TDY at your unit, CGA will suspend their restriction and they can go on liberty with their peers. When Cadet returns to CGA, he/she starts up restriction again. He/she knows this is the case as I have discussed it with him/her."

- (c) If the member has discredited him/herself or the Coast Guard in a significant way, however, the Academy command (Superintendent, Assistant Superintendent, Commandant of Cadets, Assistant Commandant of Cadets, Company Officer or Company Chief) may determine the member to be a liberty risk and continue his/her restricted status while the cadet is TDY to another unit, where practicable. In these instances, cadets shall adhere to the controlling unit's restricted personnel doctrine while attached there. These circumstances shall be stated in memorandum format to the cadet following adjudication/disposition of an offense.
  - (d) In extreme cases, cadets may have their Summer Training orders cancelled in order for them to remain at CGA to serve the terms of their restriction/punishment.
3. The following conditions apply to restriction:
- (a) The cadet will attend all restricted cadet formations on days he/she is restricted.
  - (b) The cadet will attend all classes, inspections, and drill periods, and will carry out all assigned military duties if in the cadet duty section.
  - (c) The cadet must be up and about from reveille, or 0730 on Sundays, to taps, in the uniform of the day.
  - (d) The cadet is not authorized to use lounges or dayrooms for entertainment. Dayrooms may be used for academic purposes with approval from the Company OOD.
  - (e) The cadet is not authorized to use Leamy Hall or entertain guests anywhere on the Academy without their Company Commander's permission.
  - (f) The cadet is not authorized to participate in recreational sailing.

- (g) If restricted due to a Class II offense, cadets may participate in scheduled on-base or off-base intercollegiate and club sport programs, including practices and competitions.
- (h) The following applies to Class I offenses that bring discredit to the Academy or the Coast Guard (i.e. arrest, etc.), violate local/state/federal laws (underage drinking, etc.), or undermine the good order and discipline at the Academy (i.e. fraternization, etc.): cadets that are restricted due to any of the above may only participate in scheduled on-base intercollegiate and club sport programs, including practices and competitions. The Superintendent, Commandant of Cadets or Assistant Commandant of Cadets are the final authority in deciding which offenses warrant prohibition from traveling with teams.
  1. On-base is considered the immediate grounds of the CG Academy base in New London, CT or Academy team practice locations. Academy team practice locations include: Connecticut College pool/hockey rink/cross country trail, Stonington lodge, Thames River. Any other locations are prohibited and must be cleared with the Assistant Commandant of Cadets. Cadets restricted from traveling with their sports teams are only authorized to miss restricted cadet formation for scheduled on-base intercollegiate competitions. If there is a conflict between practice and restricted cadet formation, the cadet must attend restricted cadet formation.
- (i) The cadet may be authorized church liberty from one-half hour before to one-half hour after divine services to attend services off the Academy or attend chapel aboard.
- (j) The cadet may be authorized to leave Chase Hall for a maximum of two hours each day to use Roland/Billard Hall, jog on the Academy grounds, or participate in Inter Company Sports, if they are not involved in an intercollegiate sport.
- (k) The cadet may be authorized to use the Academy library.
- (l) In instances where the cadet may be authorized to leave Chase Hall, the Company OOD must be informed prior to departure, and kept abreast of the whereabouts of all restricted cadets. Movements of restricted cadets will be limited so that they attend all restricted cadet formations.
- (m) The cadet is not authorized to watch movies or play video or computer games.

- (n) Restriction awarded at an administrative hearing to a cadet currently serving restriction will normally start when the previous restriction is completed.
  - (o) Restriction awarded for multiple offenses heard at the same administrative hearing will run concurrently.
  - (p) Unless approved by the Assistant Commandant of Cadets, a cadet cannot have more than four consecutive weeks of restriction pending.
  - (q) The Assistant Commandant of Cadets must approve restriction awarded at an administrative hearing when periods of holiday liberty or leave are involved.
  - (r) The Assistant Commandant of Cadets must approve putting a cadet on Suitability for Service.
  - (s) The Commandant of Cadets may restrict participation in intercollegiate sports programs.
4. Room Restriction - A penalty awarded by a Class I authority which automatically imposes the following:
- (a) The cadet is restricted to their room except to attend academic obligations, visits to the head, and meals. In addition, the cadet will attend all official formations, inspections and drill periods, and carry out all assigned military duties if in the cadet duty section.
  - (b) The cadet will attend all restricted cadet formations and use a copy of the sign out/in log on his/her door to detail all movements from quarters.
  - (c) The cadet must be up and about from reveille, or 0730 on Sundays, to taps in the uniform of the day.
  - (d) The cadet is not authorized to attend or participate in any intercollegiate or extracurricular activities, including movies, dances and special functions. Coaches, activity advisors, instructors, etc., may petition the Assistant Commandant of Cadets to allow a room-restricted cadet to participate in intercollegiate or extracurricular activities. If the request is granted, the Assistant Commandant of Cadets may impose additional appropriate penalties in place of the restriction.



- (e) The cadet may be authorized church liberty from one-half hour before to one-half hour after divine services to attend services off the reservation or attend chapel aboard. In either event, the prior approval of the CHDO is required.
  - (f) The cadet is not authorized to entertain guests at the Academy.
  - (g) Room restricted cadets will not use phones without the approval of their Company Officer.
  - (h) Room restricted cadets may workout a maximum of 1.5 hours a day.
- c. Restricted Cadet Formation. An accountability formation held at routine times, outlined in the Delta Annex of the Supplemental, in order to verify the presence and status of restricted cadets. The CHDO may hold formations outside routine times. Unless specifically excused by the Assistant Commandant of Cadets, restricted cadets shall make all routine Restricted Cadet Formations.
- 1. Formation will be held at fair or foul weather parade as determined by the RCDO. The location of formation will be announced ten minutes prior, with bugle calls at five minutes to go, and at the time of formation. Uniform for all Restricted Cadet Formations is Uniform of the Day.
    - (a) Fair weather parade will be the old quadrangle. COOD's shall form up with restricted cadets in their company from left to right, Alfa through Hotel, facing the quarterdeck.
    - (b) Foul weather parade will be the Quarterdeck or outside the RC's Conference Room at the RCDO's discretion.
  - 2. COOD's will pass report on command to the RCDO, who will pass report to the CHDO. The RCDO will then have the restricted cadets prepare for inspection. The RCDO and the CHDO may inspect, or delegate to COOD's to inspect. Regardless, inspection is required at all Restricted Cadet Formations.
- d. Marching Tours.
- 1. Marching tours are awarded as a penalty by a Class I Authority or as a result of a Class II violation. Each tour is 50 minutes in duration; only whole tours will be marched, fractions of tours are not permitted.
  - 2. Tours will be marched from 1600 to 2000 Monday through Friday, from 1230 to 2200 on Saturday, and from 1230 to 2000 on Sunday in the old quadrangle. Tours will begin on the hour or half hour. No more than

two tours will be marched on weekdays and no more than four on Saturday, Sunday, or holidays.

3. Rules for marching tours.

- (a) The uniform for marching tours is Cadet Parade Dress Blue "B" with rifle and bayonet. Fourth Class cadets who do not have Cadet Parade Dress Blue "B" shall wear Full Dress Blue (Tropical Blue Long if not issued Service Dress Blue jacket).
- (b) Cadets will be inspected by the RCDO prior to marching and will be carefully supervised by the duty section throughout the tour.
- (c) The ACDO and JCDO shall ensure the cadence tape is played at any time tours are being marched, in fair or foul weather. Cadets shall march back and forth across the old quadrangle, coming to order arms at each end of the quadrangle. Cadets must do an about face at trail arms, and then bring the rifle up to right or left shoulder arms, moving in accordance with the Manual of Arms.
- (d) A ten-minute break must be taken between each tour. This break will be taken on the second deck landing (in front of the Regimental Commander's Office); it will not be taken on the quarterdeck.
- (e) Tours marched in an unmilitary manner will not be counted and will result in additional disciplinary action.
- (f) Tours will be marched in the Old Quadrangle unless otherwise approved by the CHDO. In case of cold weather, the CHDO may authorize the wearing of gloves, scarves, and topcoats over the FDB "A" uniform. In case of inclement weather or unsafe conditions in the old quadrangle (<32° F, ice, snow, construction, etc.) including a prohibitive heat index, the CHDO may authorize tours to be marched in the bilge between Chase and Hamilton Halls.
- (g) Cadets with outstanding marching tours, while not restricted, will lose all liberty privileges until the completion of all marching tours.

e. Work Hours.

- 1. Work hours are awarded as a penalty by a Class I Hearing Authority or as a result of a Class II violation. Each work hour will consist of one hour of constructive work. Cadets receiving work hours will be notified by the Regimental Conduct Division Officer where to report to perform the work hours, and when they must be completed.

2. Work hours will normally be conducted on Monday through Friday 1600-1800 or on Saturday and Sunday from 0800-2000. Work hours may be adjusted by the Work Hours Division Officer.
3. Cadets with outstanding work hours, while not restricted, will lose all liberty privileges until the completion of all work hours.
4. Faculty and staff members requiring work hours should put in a cadet work hour request through the Academy's Intranet website. USCGC EAGLE, the Academy Waterfront, and Chase Hall projects have priority over all other requests.
5. Upon being assigned work hours by the Work Hour Division Officer, cadets must attend the assigned work hours. Failure to do so will result in a Class II violation. If on a valid excusal at the time of the assigned work hour, it is the responsibility of the cadet to contact the Work Hours Division within 24 hours of receiving the initial work hour assignment.

f. Appeals of Punishment.

1. A cadet has a right to appeal processed delinquencies of a Class II or Class III nature. In cases of punishments awarded by cadets, the cadet will request removal of the processed Class II/III delinquency via email, up their chain of command to the Company Commander stating their case for removal in the appropriate manner. The Company Commander will forward his/her recommendation to the Regimental Commander with a copy to the Company Officer, indicating his/her recommendation for approval or denial of the appeal. The Regimental Commander will make the final decision and notify all parties involved on the final agreed upon disposition. In cases of punishments awarded by faculty or staff, the cadet will request removal of the processed Class II/III delinquency up the chain of command to the Assistant Commandant of Cadets who will make the final decision and notify all parties involved of the agreed upon disposition.
2. Cadets awarded punishment for a Class I offense shall submit the request for removal/reduction through their cadet chain of command and Company Officer to the next mast authority. The following mast hierarchy is applicable:

Commandant of Cadets  
Assistant Commandant of Cadets  
Company Officer/Regimental Officer

3. The Assistant Commandant of Cadets is the final appeal authority for punishments awarded by the Company Officer or Regimental Officer.

4. The Commandant of Cadets is the final appeal authority for punishments awarded by the Assistant Commandant of Cadets.
5. The Superintendent is the appeal authority for punishments awarded by the Commandant of Cadets. Appeal of punishment awarded by the Superintendent will be addressed to Commandant (CG-1).
6. All appeals must be submitted within three (3) working days of the day on which the offense was adjudicated, unless otherwise specified by the mast authority.
7. Approved requests for removal of punishments will be forwarded to the Regimental Conduct Department Head who will take action to correct the cadet's record.

F-2-04 Regimental Commander's Good Order and Discipline Notice

- a. The Regimental Commander's Good Order and Discipline Notices are published as directed by the Regimental Conduct Division Officer. The primary purpose of this notice is to provide a summary of Class I mast adjudications to the Corps of Cadets

F-2-05 CLASS I OFFENSES

CODE	DESCRIPTION OF OFFENSE
1101	Absence: unauthorized from Academy, ship, station
1215	Abuse of authority: upbraiding, hazing
1201	Aiding, abetting, condoning violation of Cadet Regulation of a Class I nature
1204	Arrest, confinement, restriction: breach of
1401	Asleep on watch or duty
1203	Assault
1205	Business: for personal gain or profit
1235	Class I Offense: failure to report
1801	Clothing, civilian: wearing at unauthorized time/place (for cadets without civilian clothes privileges)
1206	Combat: personal
1236	Computer System Abuse: gross violations of the Acceptable Use Policy
1208	Conduct: prejudicial to good order and discipline
1232	Conduct: unbecoming a cadet
1211	Debt: contracting of without permission (including bad checks, second and

	subsequent offenses within one year)
1230	Discrimination
1212	Door: locked when members of both sexes occupy room
1402	Duty: grave neglect of
1213	Firearms, fireworks, ammunition or weapon: unauthorized possession
1214	Fraternizing involving serious breach of discipline
1229	Gambling
1216	Hitchhiking
1501	Honor: Assistance: giving or receiving during an exam
1503	Honor: Cheating
1509	Honor: Conspiracy to Commit an Offense
1504	Honor: Deceit: attempt to deceive
1505	Honor: False certification: of an official document
1507	Honor: False report: intentional
1506	Honor: Falsehood
1508	Honor: Theft: attempted theft
1217	Insubordination: with serious disrespect to senior
1218	Intoxicants, narcotics, drugs: unauthorized possession, use, abuse; including alcohol
1233	Judgment: failure to use good judgment
1219	Keys: unauthorized possession of Academy keys
1601	Late: returning from leave or liberty over 2 hours
1220	Malingering
1221	Motor vehicles: unauthorized use, ownership, possession
1222	Orders: refusal to obey, disobedience, breach of discipline
1223	Property, Government/Public/Private: losing, damaging, endangering
1237	Relationship: inappropriate or improper, involving a serious breach of discipline
1224	Rifle/Bayonet: maltreatment, loss, misuse, failure to show due care for
1225	Room entry: without authority, permission of occupant
1234	Sexual Harassment
1231	Sexual Misconduct
1226	Slander or libel
1701	Taproom, bar or lounge: unauthorized visiting of
1227	Testimony: refusing to give at inquiry
1228	Unauthorized disclosure of classified, official information

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F-2-06 CLASS II OFFENSES

		#	DAYS	MARCH	WORK
CODE	DESCRIPTION OF OFFENSE	DEM	ADMIN	TOURS	HOURS
2101	Absence: unauthorized from lecture/meeting/class/restricted cadet formation	15	7	1	2
2102	Absence: unauthorized from medical appointment	15	7	1	2
2103	Absence: unauthorized from room/barracks	15	7	1	2
2105	Absence: from review/march-on	30	14	2	4
2231	Affection, inappropriate display; public display of affection	30	14	2	4
2401	Aiding, abetting, condoning a violation of Cadet Regulations of other than a Class I nature	15	7	1	2
2203	Cadet Regs: flagrant violation of	30	14	2	4
2405	Check: bouncing (1st offense)	30	14	2	4
2809	Civilian clothing: wearing inappropriate; wearing at unauth. time/place (for cadets with civilian clothes privileges)	30	14	2	4
2801	Civilian clothing: unauth. in room	30	14	2	4
2501	Computer software copyright: violation of	30	14	2	4
2503	Computer systems: unauthorized use or access	30	14	2	4
2204	Conduct: unbecoming a cadet	30	14	2	4
2207	Dance: failure to attend scheduled cadet formal	30	14	2	4
2209	Disturbance: participating in	30	14	2	4
2114	Door: closed at unauthorized time (members of the opposite sex or members of different classes in the room)	30	14	2	4
2402	Duty or assignment: inattention, neglect, shirking, improper performance of	30	14	2	4

2210	Electrical appliances: unauth. possession or use	15	7	1	2
2503	Computer Systems: violation of Acceptable Use Policy	30	14	2	4
2211	Entering/leaving Academy: other than through an authorized gate	15	7	1	2
2404	Example: failure to set a good	30	14	2	4
2212	Extracurricular activities: failure to meet obligation	30	14	2	4
2205	Fraternization	30	14	2	4
2901	Failure to demonstrate proper leadership	30	14	2	4
2805	Grooming: gross violation of standards	30	14	2	4
2500	Inattention: at drill/exam/class	30	14	2	4
2403	Judgment: failure to use good	15	7	1	2
2234	Judgment: failure to use good; breach of discipline	30	14	2	4
2214	Keys: other than master, unauth. possession of	30	14	2	4
2602	Liberty or leave: late returning from (up to 2 hours)	30	14	2	4
2601	Liberty: not complying with regs	15	7	1	2
2215	Obscene/vulgar conduct, language or writing	30	14	2	4
2216	Orders: slow or failure to obey, involving a breach of discipline	30	14	2	4
2218	Property, Public/Government/Private: injuring, misuse, losing, endangering (including I.D. cards)	30	14	2	4
2206	Relationship: inappropriate or improper	30	14	2	4
2220	Restriction: violation of	30	14	2	4
2221	Tobacco: possession or use in unauthorized uniform or outside of designated usage area	30	14	2	4
2806	Uniform: wearing dilapidated, mutilated articles	15	7	1	2
2808	Uniform: unauthorized exchange, sale, or alteration	30	14	2	4
2811	Unsafe practice: engaging in	30	14	2	4
2201	Visitor: allowing in barracks during unauthorized visiting hours (1600-0800)	30	14	2	4

<u>CODE</u>	<u># DEM</u>	<u>DESCRIPTION OF OFFENSE</u>
3101	8	Absence: unauthorized
3231	10	Affection: inappropriate/public displays
3701	1	Article: adrift in room or improperly stowed (each particular)
3703	2	Article: adrift outside of room (each particular)
3704	1	Article: improperly or not marked
3705	8	Article: unauthorized in room or on person
3713	5	Asleep, in places other than assigned cadet room
3201	3	Attention: not standing at when required
3203	8	Authority: unwarranted assumption of
3710	10	Cash or Mail box: leaving unlocked
3207	8	Conduct: unmilitary or unseamanlike
3209	8	Dance, Formal: failure to observe proper etiquette, including late arrival, failure to go through receiving line, early departure
3213	8	Departure: unauthorized from Wardroom
3711	8	Discrepancy, materiel: failure to report
3215	8	Disturbance: creating or participating in
3712	3	Door: closed at unauthorized time
3401	8	Duty: inattention, neglect, slow or careless to perform
3216	2	Entry, initials, signature: making incomplete entry on official documents
3217	5	Examination: negligence in regard to regulations
3901	8	Failure to demonstrate proper leadership
3239	8	Familiarity: presumptuous attitude towards senior
3218	8	Food: taken from/into Wardroom without authority, having in room without permission
3219	8	Food: in room, not in authorized container
3220	8	Food: ordering, accepting delivery after 2200
3221	5	Frivolous statement or request
3222	3	Grass: unauthorized walking on or use of parade ground
3223	8	Gum: chewing while in uniform
3801	5	Hair: not cut or improperly cut
3850	3	Indoc: failure to know
3225	5	Late: for class, lecture, meeting
3226	5	Late: for formation or drill
3601	8	Liberty: failure to sign out or in properly



3602	8	Liberty, Leave: failure to check out with proper authority
3603	1	Liberty, Leave: late returning less than 30 minutes (1 demerit for every 2 minutes or fraction thereof)
3715	3	Lights: on in room, occupants absent
3228	5	Loitering: on grounds, Quarter deck, OOD Office
3879	8	Loss, destruction of Government property of a minor nature
3229	8	Mail, package, telegram: unauthorized handling
3252	5	Medical: violation of medical status
3231	8	Mess attendant: inappropriate request or addressing
3232	2	Minor matters, not in Regulations: neglect/inattention to
3233	5	Official papers: negligent handling
3235	5	Orders: slow/failure to obey, minor breach
3237	8	Persons: on grounds/in barracks at unauthorized times
3707	3	Rack: not made up properly
3709	5	Rack: lying on at time prohibited
3718	5	Radio, Stereo: turned on at unauthorized time; playing too loudly
3720	3	Radio, Stereo: on, occupants absent
3240	5	Ranks: falling in or out without permission
3244	5	Regulations, directives: failure to be familiar with
3246	5	Rifle: dropping, handling in improper manner
3248	5	Rifle: rusty or dirty
3249	2	Rifle: sling tight when stowed
3721	1	Room: not prepared for inspection (each particular)
3722	1	Room: not clean (each particular)
3723	8	Room or locker: in general disorder (3 or more particulars)
3250	5	Salute: failure/improper rendering
3251	5	Section: failure to march in
3804	3	Shaven: not clean
3214	5	Sports, unauthorized, or horseplay: engaging in while within Chase Hall
3254	5	Study hour, quiet hour: not properly observing
3255	8	Swearing or profanity
3871	5	Uniform: not maintaining proper fit
3877	2	Uniform: not maintaining complete sea bag (each particular)
3872	5	Uniform: mutilated/dilapidated article in room
3874	5	Uniform: improper/out of uniform of day

3876	1	Untidiness in dress (each particular)
3810	5	Unmilitary: uniform appearance
3256	5	Unmilitary: bearing
3706	5	Valuables: adrift
3257	8	Vehicles: unauthorized use or improper operation
3726	3	Window: open, occupants absent (storm window during heating season)
3900		Summer Work Hour Code
3910		Summer Restriction Code
4000		Class III Hearing Code

F-2-08      SUMMER CONDUCT PERIOD

- a. During the summer term all Class I offenses committed by cadets on board or away from the Academy except for those attached to EAGLE will be referred for disposition to the Assistant Commandant of Cadets. Class I offenses committed by cadets attached to EAGLE may be adjudicated on board at the discretion of EAGLE's Commanding Officer. Cadets are subject to Courts-Martial or Captain's Mast by the Commanding Officer while attached to or embarked with Coast Guard or Department of Defense units. Class II offenses will be handled on an individual basis by the Summer Program Coordinators as set forth in summer OPORDERS. Demerits awarded at any Class I or Class II hearing will be added to the cadet's summer term and yearly demerit totals and will be used in determining a summer conduct grade.
- b. Cadets committing Class III conduct offenses will be awarded work hours or restriction in accordance with F-2-09 of these regulations below. Cadets committing Class II conduct offenses will result in work hours, restriction, and demerits same as during the school year.
- c. For the purpose of determining a summer conduct grade, work hours awarded will be processed under the Class III offense. Each work hour received will be recorded as 5 demerits by the computer center to determine a cadet's summer grade. Demerits converted from work hours during the Summer Training Period will be shown on the cadet's Conduct Summary as Summer Term Demerits and will be included in the cadet's Yearly Demerit Total.
- d. During Fourth Class summer, the conduct system will be implemented according to the Swab Summer SOP.

- e. Summer Program Coordinators are responsible for submitting summer conduct information to the Commissioned Conduct Officer at the conclusion of their respective training period.

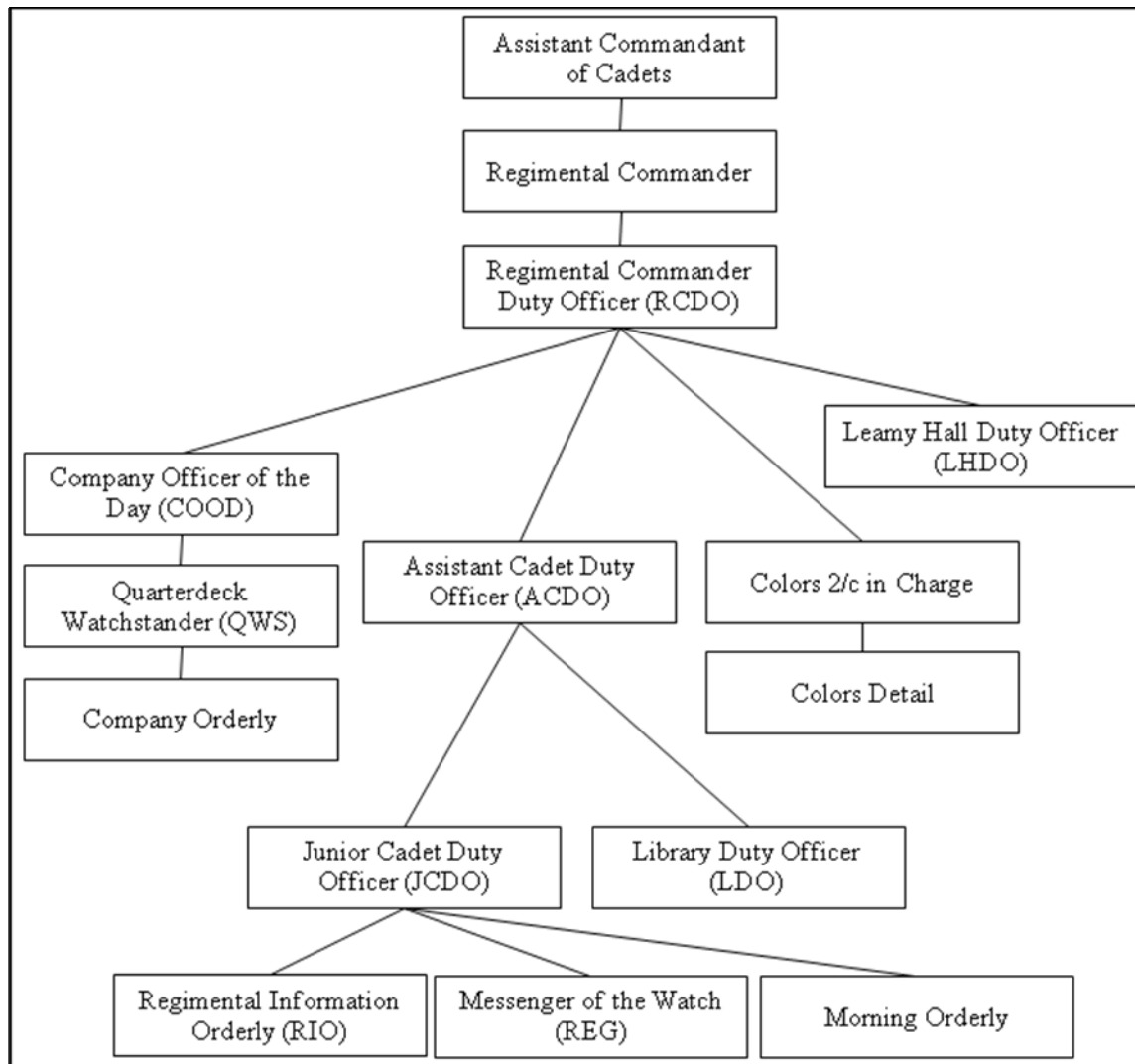
F-2-09 SUMMER CONDUCT PERIOD OFFENSES

<u>OFFENSE</u>	<u>WORK HOURS</u>
Absence: formation, etc.	2
Article: adrift, not marked	1
Article: unauthorized	2
Authority: unwarranted assumption	2
Attention: not at when required	2
Cash Box: unlocked	2
Conduct: unmilitary	2
Discrepancy, material: failure to report	2
Disturbance: creating	2
Door: closed at unauthorized time	2
Duty: inattention	2
Food: from wardroom, not in authorized container, accepting after 2200	2
Gum: chewing while in uniform	2
Hair: not cut properly, not cut	2
Late: formation	1
Liberty: failure to sign in/out	1
Liberty, Leave: failure to check out with proper authority	2
Liberty, Leave: late returning less than 30 minutes	2
Lights: on, occupants absent	1
Loss or Destruction of government property: minor nature	2
Mess attendant: inappropriate request or addressing	2
Minor matters: neglect/inattention	1
Official papers: neglect/careless preparation	1
Orders: slowness/failure to obey	1
Persons: on grounds/in barracks at unauthorized time	2
Rack: not made up, lying on at unauthorized time	1
Radio/stereo: on at unauthorized time, playing too loudly	1
Regulations: failure to be familiar with	1
Room: in general disorder	2
Salute: failure to render	1
Shaven: not clean	1
Sick List: violation of medical status	1

Study hour: not properly observing	1
Swearing/profanity	2
Uniform: improper, mutilated	1
Untidiness in dress: 3 particulars	1
Unmilitary: uniform appearance	1
Unmilitary: bearing	1
Valuables: adrift	1
Vehicles: unauthorized use or improper operation	3

### **SECTION 3: REGIMENTAL WATCHES**

**F-3-01 CADET WATCH ORGANIZATION**



### F-3-02 General Orders to the Watch

- a. Authority. The orders to the Cadet Watch are issued under the authority contained in the Foxtrot Directive to the Regimental Commander's Supplement to the Cadet Regulations.
- b. Organization. See above diagram.
- c. The Cadet Watch. There will be a 24-hour cadet watch to conduct the daily routine of the Regiment.
- d. Composition of the Cadet Watch. The Cadet Watch will consist of the Regimental Commander Duty Officer (RCDO), an Assistant Cadet Duty Officer (ACDO), and a Company Officer of the Day (COOD) in each company, and other cadet duty officers and orderlies. The Regimental Commander may alter the composition of

the watch to meet demands of special occasions, the facilities that are in use and/or the number of cadets present at the Academy. This Chapter outlines the specific duties and responsibilities of the cadet watch.

- e. Duty Section. The Duty Section is promulgated by the Regimental Watches Division Officer in Foxtrot Company. All cadets who comprise the Watch Section and Guard Squad have their names listed on the Duty Roster, which is approved 72 hours in advance by the Regimental Watches Division Officer.
  1. Hours. The Cadet Watch shall be on duty for twenty-four hours, normally until 0700 on weekdays and 0740 on weekends.
  2. Personnel.
    - (a) The Watch Section consists of the following: Cadet RCDO, Cadet ACDO, Cadet LHDO, Cadet JCDO (2), Cadet LDO, Cadet Duty Driver, Cadet Regimental Orderlies (REG) and Cadet Regimental Information Officers (RIO). RCDO is typically a 1/c; ACDO and LHDO are 2/c; JCDO, LDO, and Duty Driver are 3/c; and REG and RIO are 4/c. Typically two-thirds of all Fourth Class in a given company are required to fill the 4/c Cadet portion of the Watch Section,. All members of the Watch Section shall stay onboard the Academy for the full 24 hour duty day and attend Guard Mount the day of and the day after their duty day (oncoming/offgoing).
    - (b) The Guard Squad consists of the Colors Detail, all stand-in JCDO's, the Admiral's Yeoman, Morning Orderlies, Regimental Commander's Orderly, and Trash Orderlies.
      - (1) Due of the limited duration of their duty, the colors detail, stand-in JCDOs, Admiral's Yeoman, Morning Orderlies, Regimental Commander's Orderly, and Trash Orderlies may depart CGA after completing their duty, if they rate liberty and check out with the RCDO. Members of the Guard Squad are only required to attend Guard Mount the morning of their duty day (oncoming) as long as they are not also a member of the Watch Section.
    - (c) As a default, only members of the specific company assigned to duty will form the Duty Roster. All duty swaps, even between cadets within a single company, require an approved special request chit as noted in the Foxtrot Supplement to the Cadet Regulations (see F-3-02.1).
  3. Duty Rotation and Responsibilities. The Watch will rotate among all companies according to a schedule prepared by the Regimental Operations Division Officer. The RCDO is responsible for the proper staffing of the watch and as such shall ensure that adequate qualified personnel are available

each duty day to stand a complete watch.

- f. Securing/Resuming the Cadet Watch. The Cadet Watch Section shall be secured at the discretion of the RCDO during cadet leave periods 1800 the day leave is granted until 1100 of the day leave expires. The Cadet Watch Section will stand watch over holiday weekends. The following exceptions and guidelines apply:
1. The RCDO will be authorized to secure at the discretion of the CHDO the morning after leave is granted, normally when the CHDO is relieved or secured. The RCDO will resume watch 1600 the day prior to the expiration of leave.
  2. The COOD will secure over cadet leave periods at 1900 the day leave is granted. The COOD must not secure without the approval of the CHDO. COODs will resume the watch at 1100 the day leave expires.
  3. The LHDO on the first day of a Holiday weekend may ask the RCDO to secure if Leamy Hall is not being used, but not normally before 1900. The LHDO shall resume the watch at 1100 on the last day of a holiday weekend. The LHDO will stand watch until 1900 on the day leave is granted, and resume the watch at 1100 the day leave expires.
  4. Over holiday weekends, the Library Duty Officer may secure at the discretion of the CHDO and the museum curator. If there are no Cadets/visitors in the library and making use of the facility at 2300, the LDO may request permission to secure at that time, but no earlier than 2300. Other than those exceptions, the Library is to remain open until 2400 as a default.
- g. Guard Mount.
1. Procedure. Guard Mount procedures may be found in the RCDO and/or ACDO binder in the Cadet Watch Office.
  2. Attendees. All cadets who are members of the Duty Section, as described in Section F-3-02.e.2. of the Foxtrot Supplement to the Cadet Regulations (names listed on the Duty Roster) are required to be at Guard Mount the morning of their duty day and the morning after their duty day (oncoming/offgoing). Members of the Guard Squad (colors detail, stand-in JCDOs, Admiral's Yeoman, Morning Orderlies, Regimental Commander's Orderly, and Trash Orderlies) may be absent from Guard Mount the day after their duty day (offgoing) provided they are not also a member of the Watch Section. Any cadet who will be absent Guard Mount for any reason will inform the RCDO via the ACDO prior to Guard Mount. Neither the RCDO nor the ACDO has the authority to approve absences; rather, this is for accountability purposes.

3. Preparation for Relief. A work formation will be held prior to Guard Mount to police the perimeter of Chase Hall and to perform other such duties; this will be accomplished by the off going duty section. The JCDO will assign duties to Fourth Class in accordance with previously published instructions or as indicated in Regimental Hotword books as morning orderly. The oncoming ACDO and JCDO will inspect appropriate areas with the off going ACDO and JCDO prior to relieving the watch.

h. Duty Lists Responsibilities.

1. Regimental Operations Department Head. A First Class cadet in Foxtrot Company who is responsible for supervising the Regimental Watches Division, and ensuring the responsibilities outlined below are met.

2. Regimental Watches Division Officer. A First Class cadet in Foxtrot Company who prepares the company duty rotation and the duty lists for Regimental Commander Duty Officer (RCDO). These lists shall encompass an entire month, and be published at least one week before the beginning of the month. A second class cadet in the Regimental Watches Division shall prepare the duty lists for ACDO and second class LHDO. These lists shall be submitted to the Regimental Watches Division Officer for approval. These lists shall encompass an entire month and be published at least one week before the beginning of the month. A third class cadet in the Regimental Watches Division shall prepare the duty lists for JCDO and the Library Duty Officer. These lists shall be submitted to the Regimental Watches Division Officer for approval. These lists shall encompass an entire month, and be published at least one week before the beginning of the month.

3. Company Watches. The Company Watches Division Officer shall prepare the Company watches lists (e.g., Company Officer of the Day (COOD), Meal Security and 4/c Orderly). The Company Operations Officer shall submit the lists to the Company Commander via the Company Executive Officer for approval. The list shall cover at least a one-month period and shall be published at least one week before the beginning of the month.

4. JCDO. The assigned JCDOs shall prepare all other duty assignments and submit the duty list for approval to the assigned RCDO via the ACDO. The approved assignments shall be posted at least 3 working days prior to the duty day. All Third Class and fourth class duties, including duty drivers, shall be stood by members of a specific company's Watch Section. Any exceptions must be noted prior to submitting the assignments for approval.

5. Watch Standing by Restricted Personnel. Restricted personnel not in the Watch Section may not be assigned duty unless specifically authorized in advance by the Company Commander. The RCDO may grant this



authorization only if the need arises on the day of duty during liberty hours. In such cases restricted personnel shall normally be used to augment the watch and not to replace regular watchstanders for convenience. All members of the Watch Section shall be used before detailing restricted cadets.

6. Distribution of Duty. The Regimental Watches Division Officer shall ensure that all persons preparing duty lists keep accurate records of duty actually stood. All assignments shall be evenly distributed among all cadets in both number and type of duty.
  - i. Colors. The Watch Section shall carry out morning and evening colors as prescribed in the Delta Directive of the Regimental Commander's Supplement. The Foxtrot Colors Division, and Watch Office for unplanned adjustments, will coordinate with OCS and the Senior Base OOD on the scheduling of colors details.
  - j. Lockup. The Assistant Cadet Duty Officer (ACDO) shall ensure that correct lockup procedures have been performed in all areas required by the Watch Section.
  - k. Duty of the Watch Section.
    1. Readiness. Members of the Watch Section are on duty at all times during the day, and shall be ready for any special circumstances that may arise. With the exception of inter-company sports, club sports, class, examinations and varsity sports, they shall not participate in any activity away from Chase Hall without the permission of the RCDO.
    2. Special Duties. Members of the Watch Section shall stand orderly duties and any other special duties assigned by the RCDO or the ACDO. Additional duties may be assigned to the regular Watch Section, as conditions require. Such additional duties must be official in nature, not for convenience only. They shall not occur off the Academy grounds without authorization from the CHDO.
    3. Guests. Members of the Watch Section (except restricted cadets) may entertain or have guests aboard the Academy, when not on watch, with the permission of the RCDO.
    4. Formal Dances. Members of the Watch Section may attend formal dances with permission of the RCDO. On the day of the second class formal, Third Class will assume the duties of ACDO and LHDO. The JCDOs for the day will be responsible for finding Third Class to fill these positions.
1. Request for Exchange of Duty.
  1. Exchange of Regimental Watch duties shall be made by submitting a special request. Request for exchange of duty on the Guard Squad

section, including JCDO, may request to their Company Commander via the chain of command. Requesting change for RCDO and ACDO is routed to the Regimental Operations Department Head via the chain of command. Exchange of company duties (e.g. COOD) shall be made to the Company Commander via the chain of command.

2. If approved, the special request, except for COOD watches, shall go to that day's RCDO. The RCDO is responsible for notifying the JCDO for that day, and the cadets involved. The JCDO shall amend the duty list appropriately.
  3. Restricted cadets may not exchange duty, but may be assigned by the Company Commander to stand duty as the situation dictates.
  4. Exchanges of duty are not allowed once the duty day has started, except in an emergency.
  5. Only full days may be exchanged.
- m. Qualification of Duty Officers. The Regimental Operations Officer and Company Watches Division Officers are to ensure that each duty officer in their areas of responsibility have completed appropriate watchstanding PQS and are qualified to stand duty.
- n. Assumption of Regimental and Company Officer of the Day (OOD) Duties.
1. 2/c Cadets will assume OOD duties no later than the morning following the last day of Final Exam Week.
  2. 2/c Cadets will assume all 1/c Regimental duties (RCDO) the morning following the last day of the Final Exam Week until relieved by the summer duty section following Graduation exercises.
  3. 3/c cadets will assume all 2/c Regimental duties (ACDO, LHDO) from the day after the last day of Final Exam week. 4/c cadets will assume all 3/c and 4/c Regimental duties during the same period. The Regimental Operations Department Head shall provide specific guidance.

F-3-03 Regimental Commander's Duty Officer (RCDO)

- a. Assignment to Duty. RCDO shall normally be stood by division officers and department heads.
- b. Preliminaries and Parameters.

1. The RCDO shall request permission of the CHDO prior to relieving the watch. This relief shall be effected prior to Guard Mount daily and prior to 0800 on Sundays and holidays.
2. The RCDO shall remain in the watch office except when duties require their presence elsewhere. The RCDO is required to attend classes, with the exception of making at least one morning and one afternoon round of Chase Hall. Class may be missed for this purpose. The RCDO is excused from participation in all extra-curricular activities, including sports.
3. The uniform will be Service Dress Blue or Tropical Blue Long (depending on the season), with combination covers and gold aiguillette.

c. General Responsibilities.

1. Act as the direct representative of the Regimental Commander and remain in the immediate area of the RCDO's office at all times, except when performing a specific duty elsewhere. The CHDO shall always be advised of the RCDO's absence.
2. Be thoroughly familiar with and enforce the Regulations for the Corps of Cadets. Hold cadets accountable for their actions.
3. Supervise all watchstanders in the performance of their duties as prescribed in this chapter.
4. Comply with directives promulgated by the Commandant of Cadets and the Regimental Commander.
5. Take responsibility for the safety of Chase Hall and ensure that at least one round is conducted from 0800-1200 and another round is made from 1200-1600. If any potential hazards arise during a round, they shall be reported to the CHDO and the Chase Hall Manager. This includes property and unauthorized visitors.

d. Specific Duties and Responsibilities.

1. Report directly to the RXO and RC.
2. Enforce the Cadet Regulations.
3. Carry out the Plan of the Day (POD).
4. Monitor execution of colors, honors, and the shifting of flags.

5. Maintain a log containing entries on all activities and unusual occurrences during the day.
6. Monitor the use of the public address system and act as approving authority for all announcements. The announcing system should be used only for emergencies, or announcements of a general type that cannot be handled by other means. Items in the Plan of the Day, or which are not critical, shall not be announced.
7. Conduct frequent tours of Chase Hall to ensure daily routine and regulations are being adhered to. This includes: cadet lounges, common spaces, cadet parking lot, trunk rooms, laundry rooms, bike room, quadrangles, and surrounding grounds.
8. Personally execute all restricted cadet formations. Account for restricted cadets randomly throughout the day.
9. Ensure proper execution of all marching tours.
10. Make an appearance at all sporting events taking place at the Academy.
11. Maintain a proper study hour environment. Make frequent tours of the barracks to ensure compliance with all regulations concerning study hour. Ensure that class lounge and Leamy Hall guidelines are adhered to.
12. Receive evening reports. Note any discrepancies and inform the CHDO.
13. Ensure proper maintenance of the key logs and lockers.
14. Monitor use of the quarterdeck copy/fax room.
15. Advise the CHDO, the Academy OOD, and the Regimental Commander of any emergency in Chase Hall, change in cadet activities, emergencies, or personnel problems. Be alert of changes that may affect other divisions or departments.
16. Maintain a list of cadets that are admitted to the Academy clinic or any other medical facility. If the time presents itself, include the clinic as part of a tour to check on the condition of cadets that are admitted.
17. Report all Academy sports results via email to the Superintendent, Assistant Superintendent, and Commandant of Cadets. Make the report prior to 2200 or first thing the following morning.
18. Complete a Watch Performance form, detailing the performance of the ACDO. Ensure the ACDO evaluates the JCDOs. Submit the form to the

ACDO's Company Officer.

19. Contact the CHDO or Regimental Commander if ever in doubt of action to be taken in any situation.
  20. Ensure the uniform of the day is established and adhered to.
  21. Monitor execution of Guard Mount and accompany the CHDO at personnel inspection.
  22. Brief the RC (or RXO) and the Assistant Commandant of Cadets prior to 0900. Give synopsis of previous day's events (sports, vans, medical issues, emergencies, etc) and anticipated events of the day (restricted cadets, sports, inspections, contract work, etc).
- e. Responsibilities to the CHDO.
1. Know the whereabouts of the CHDO at all times.
  2. Inform the CHDO of your whereabouts any time you leave the watch office, and report when relieved by the next RCDO.
  3. Request the CHDO accompany all barracks tours unless otherwise directed.
  4. Request the CHDO accompany to all formations and meals.
  5. Submit a blank Watch Performance form to the CHDO with your name, code, and company.
  6. Notify the CHDO immediately of any cadets returning late from leave or liberty, and those missing from evening reports.
  7. Notify the CHDO of any press inquiries concerning the Coast Guard, Academy, or individuals.

F-3-04      Company Officer of the Day (COOD)

- a. Assignment to Duty. All First Class Division Officers in the company shall stand COOD. The COOD rotation will be determined by each individual company.
- b. Preliminaries and Parameters.
  1. Oncoming COODs shall read the Company Commander's standing orders, prior to relieving. Oncoming COODs shall tour the company area. The off going COOD shall brief the oncoming COOD on all pertinent information concerning the previous day's watch, and any items of interest for the day.

The COOD relief shall be face-to-face and shall take place prior to 0700 on weekdays, and prior to 0800 on weekends and holidays.

2. The COOD shall remain at the COOD watch station desk, or on a round of the wing area, except as noted above. The COOD may be absent from the company area for scheduled classes during the academic day (0800-1545). There may be a Battalion OOD during sports period (1600-1800) on weekdays or if the COOD is at a varsity sports practice. At all other times the OOD requires a 1/c relief or JOOD, if in effect. The COOD, or temporary relief, shall remain in the company area as a security watch during Corps-wide activities such as practice drill, drill, march-on, personnel inspection, and lectures. If all First Class cadets must attend a function, the COOD may attend with authorization of their Company Commander or the CHDO. In the case where all First Class cadets must attend a function, the Company Guidon Bearer or a Company MAA shall stand JOOD until the COOD returns. The COOD may get temporary relief for religious services.
  3. The COOD may retire for the evening only after all cadets return from liberty, after the completion of evening report, and no earlier than 2400 provided all is secure about the company. Sign-in lists for cadets on orders or extended on special liberty, who will return after evening report, shall be routed to the watch office with evening report.
  4. The COOD shall be up and about prior to reveille to enforce the same.
  5. The uniform shall be the uniform of the day with combination cover.
  6. COODs must complete a JQR/PQS which is on the Foxtrot Company Web Site. Company XOs shall ensure that all watchstanders are qualified.
- c. Evening Report.
1. The evening report taken by the Company OODs will be conducted at 2200 or at the expiration of liberty, whichever is later, but will not commence earlier than 2145. All cadets shall be in their wing area for evening report, unless on excusal or signed out of Chase Hall. When overnight liberty is granted to the Corps, report will be taken at 2200.
  2. Company OODs will take evening report and submit a written report to the RCDO no later than 2240 on Sunday through Thursday unless liberty is granted, and 30 minutes after the expiration of liberty on Friday and Saturday. This report will list all absentees, their class, room number and the reason for the cadet's absence, if known.
  3. The RCDO will forward Evening Report Sheets to respective Company Officers prior to 0800 the following day.

d. General Responsibilities.

1. Act as the direct representative of the Company Commander. The presence of the COOD does not relieve the Company Commander of overall responsibility of the company and company areas.
2. Be thoroughly familiar with and enforce the Regulations for the Corps of Cadets. Hold cadets accountable for their actions.
3. Supervise Company Orderlies in the execution of their duties.
4. Be aware of the procedures and responsibilities of the Company's regimental administrative and support functions.
5. Be responsible for the safe and orderly execution of all daily cadet activities taking place in the company area.

e. Specific Duties and Responsibilities.

1. Keep Company Commanders informed of Company status and events in accordance with the standing orders to the Company OOD.
2. Enforce the Cadet Regulations.
3. Carry out the Plan of the Day (POD).
4. Attend all restricted cadet formations and properly account for all restricted cadets.
5. Take inventory of accountable items (keys, equipment, etc.) once per watch and report any discrepancies to the Company Executive Officer. Maintain personal control of the master key.
6. Strictly enforce study hour in the company area. Monitor the whereabouts of company members not in the company area during study hour.
7. Submit the evening report to the RCDO.
8. Route previous day's forms and logs to the Company Executive Officer after being relieved in the morning, or as directed.
9. Ensure proper use of the Barracks Sign Out sheet.
10. Ensure that all cadets sign out and in from liberty or leave, and that they adhere to the high standards of personal appearance and liberty attire. Ensure that all cadets carry valid ID cards when departing the reservation.

11. Know the whereabouts and status of all cadets not present in the company area due to emergency leave, TAD, a sporting event, injury, or other approved function. Notify the Company Commander, Company Officer and RCDO of any absences outside of approved excusals.
12. Ensure cleanliness of company area, giving special attention to common areas such as dayrooms, gear heads, and heads.
13. Periodically inspect cadet rooms. Make frequent tours of the company area to ensure compliance with the regulations.
14. Maintain a log containing entries on all activities and unusual occurrences that occur during the day.
15. Immediately investigate thefts that occur or are discovered during weekends and other liberty hours.
16. Execute all formations at which the Company Staff is not present. Ensure all personnel not present are accounted for.
17. Ensure adequate security measures are taken during times cadets are absent from the company area. Supervise the Meal Security Watch.

F-3-05      Company Junior Officer Of the Day (CJOOD)

- a. To ensure that all 2/c cadets are prepared to relieve the duties of 1/c cadets in standing OOD, a CJOOD may be assigned. A formal training process will be conducted by the Company Commander, other designated 1/c cadets within the company, and the Company Officer as appropriate to prepare the 2/c to assume the duties and responsibilities of OOD.
- b. When assigned, the primary duty of the CJOOD is to gain experience and to assist the COOD in carrying out their duties. The CJOOD acts with the authority of the COOD in all official matters assigned. Assignment of a CJOOD does not relieve the COOD of their responsibility. The COOD will still be up and about and execute all duties prescribed in this manual.

F-3-06      Quarterdeck Watchstander (QWS)

- a. The position of Quarterdeck Watchstander is a duty that every 3/c will assume during one of their academic free periods once a week. The QWS watch will coincide with a 4/c Company Orderly, when possible. The QWS will be stationed at the company's podium near the phone. The responsibilities of the QWS are:



1. To review the Company Commander's Standing Orders, the Company Maintenance Bill, and the Executive Officer's Morning Orders.
  2. To greet and escort any and all visitors to and around the company wing area.
  3. To answer the phone and take any messages.
  4. To inspect the Company Orderly prior to the Company Orderly assuming the watch; may order the Company Orderly to change into Gym Gear for cleaning purposes.
  5. To supervise the Company Orderly during their watch. The QWS will train the Company Orderly on how to perform any tasks directed in the Company Commander's Standing Orders, the Company Maintenance Bill, and the Executive Officer's Morning Orders. The QWS will cover indoctrination and professional military training with the Company Orderly as outlined in the "Hotword". The QWS will inspect the logs recorded by the Company Orderly detailing the work they completed and any new tasks designated by either the OOD or the JOOD.
  6. To inspect spaces following the Company Orderly's completion.
- b. The length of the QWS watch will be:
1. One hour long on Monday, Wednesday, and Friday.
  2. One hour and twenty-five minutes long on Tuesday and Thursday

F-3-07 Assistant Cadet Duty Officer (ACDO)

- a. Assignment to Duty. All second class cadets shall stand the ACDO watch as assigned by the published ACDO duty list. The assigned ACDO shall be a member of the Cadet Watch Section.
- b. Preliminaries and Parameters.
  1. Each relieving ACDO shall request permission of the RCDO prior to relieving the watch. Relief shall be effected at Guard Mount.
  2. The ACDO shall remain in the watch office at all times when not actually performing duties. They are not excused from classes or examinations, and must find a temporary relief to cover the watch. The ACDO may attend sports practice and contests and religious services if temporarily relieved by a qualified second class cadet, with the permission of the RCDO. The temporary relief shall wear the prescribed duty uniform.

3. The uniform will be Service Dress Blue "B" or Tropical Blue Long, depending on the season, with combination caps.

c. General Responsibilities.

1. Directly supervise all under class members of the watch section in the performance of their duties.
2. Comply with all directives and orders given by the Commandant of Cadets, Regimental Commander, and RCDO.
3. Be thoroughly familiar with and enforce the Regulations for the Corps of Cadets. Hold cadets accountable for their actions.
4. Maintain general cleanliness and good order in the Watch Office. Do not permit cadets to loiter in the Watch Office.
5. Assist the RCDO as necessary in the execution of their duties. Keep RCDO informed of the status of the watch and all activities, events, and incidents that transpire.

d. Specific Duties and Responsibilities.

1. Enforce the Cadet Regulations.
2. Carry out the Plan of the Day (POD).
3. Ensure the appropriate bugle calls are played at the proper times on the public address system.
4. Eat early chow.
5. Ensure that adequate liberty van transportation is provided throughout the duty day, and advise the Regimental Transportation Officer of deficiencies in this area.
6. Personally ensure that correct lockup procedures are followed in all cadet watch areas. Report any problems to the RCDO for resolution. Inform the RCDO and log the setting or securing of all watches.
7. Make periodic tours of all areas where cadet watches are stood, and where social or athletic events are taking place.
8. Perform the duties of the RCDO during the temporary absence of the RCDO.
9. Process Delinquency Report forms in accordance with issued instructions and

the Regulations for the Corps of Cadets.

10. Complete a Watch Performance form detailing the performance of the JCDOs. Submit the form to the JCDO's Company Officer.
11. Execute Guard Mount as specified in these regulations.
12. Supervise the execution of colors, honors, and the shifting of flags.
13. Maintain a visitor's log with check-in and check-out times of all personnel in Chase Hall but not assigned duties in Chase Hall.

F-3-08      JUNIOR CADET DUTY OFFICER (JCDO)

- a. Assignment to Duty. All Third Class cadets shall stand JCDO duty as assigned by the published JCDO list. The assigned JCDOs shall be members of the Cadet Watch Section.
- b. Preliminaries and Parameters.
  1. The JCDOs shall relieve the previous JCDOs at Guard Mount. Prior to Guard Mount, the JCDOs will discuss business being carried from the old to the new watch. There shall be two JCDOs assigned for each duty day. One will always be present in the Watch Office. JCDOs are not excused from class as the RCDO. If, due to class schedules, neither JCDO can stand watch, a temporary relief is authorized. The temporary relief shall wear the prescribed duty uniform.
  2. The uniform will be Service Dress Blue "B" or Tropical Blue Long, depending on the season, with combination covers.
- c. Responsibilities.
  1. Be thoroughly familiar with and enforce the Regulations for the Corps of Cadets. Report infractions up the chain of command.
  2. Carry out the Plan of the Day (POD).
  3. Ensure the cleanliness of spaces in Chase Hall assigned to the Cadet Watch, including clean linen and blue magnets on the CHDO's and RCDO's racks prior to 0800 daily.
  4. Properly draft the watch list for the duty day.
  5. Ensure that the Morning Orderlies and other mealtime watchstanders are relieved in sufficient time to eat.

6. Ensure that all cadets on the Color Detail are present for execution of colors. Prior to colors, determine the uniform to be worn, and make the necessary announcements. Following colors, the cannon must be de-smoked and subsequently removed from the elements to avoid damage. Determine the time of sunset daily.
7. Check with the Commandant of Cadets and Assistant Commandant of Cadets once each morning and once each afternoon to determine whether they have messages that need to be routed.
8. Personally make all announcements over the public address system.
9. Make certain that cadets assigned to the Watch Section are thoroughly familiar with their duties. Inspect all watchstanders to ensure they are in the proper uniform. Take action as necessary to correct discrepancies.
10. Supervise the operation of the cadet liberty vans. Ensure that vans are operated according to the published schedule and timely departure announcements are made.
11. Directly supervise all fourth class cadets on the Watch Section.

F-3-09 LEAMY HALL DUTY OFFICER (LHDO)

a. General.

1. A second class cadet shall be assigned LHDO during regularly scheduled liberty hours on Fridays, Saturdays, and Sundays. The ACDO may assign a 2/c cadet during non-liberty hours if events warrant a full time duty watchstander. Otherwise, the ACDO shall make rounds of Leamy between 1600-1800, and 2100-2200 to ensure cleanliness and the UOD is properly enforced. LHDO duty takes precedence over all extra-curricular activities, including sports.
2. The LHDO is responsible for the material condition of Leamy Hall. Frequent tours of all spaces in Leamy Hall shall be made to ensure compliance with the regulations. The LHDO shall take immediate action to correct any discrepancies, and keep the RCDO informed of any unusual situations.
3. The LHDO is responsible for the conduct of all individuals and guests using Leamy Hall. It is imperative that the LHDO be thoroughly familiar with all regulations and directives concerning Leamy Hall, including uniform regulations, use of the Dry Dock, etc. The LHDO shall take immediate action to correct any infractions of the Regulations, ranging from using the conduct system, to having offenders removed from Leamy Hall.

- b. Reporting for Watch. Report for watch at least 10 minutes prior to the scheduled opening time of Leamy Hall, and remain in Leamy Hall until all persons have departed and the building has been secured, or until relieved. The LHDO shall be aware of all special events in Leamy Hall and ensure safety precautions are adhered to. If needed, do not hesitate to request extra assistance from the RCDO.
- c. Visitors. The LHDO shall ensure that all visitors abide by current instructions, and hold their escorts responsible for their behavior. Ensure that no visitors enter unauthorized spaces.
- d. Uniform.
  - 1. The LHDO shall ensure that all cadets in Leamy Hall are in the uniform of the day or running suit, as applicable. (Exceptions may be made for company morale parties, with prior approval from the Assistant Commandant of Cadets)
  - 2. The LHDO shall wear the uniform of the day except when a special event takes place in Leamy Hall during their watch. In these cases, the watchstanders shall wear the uniform prescribed for the event with gold aiguillette. (For example: LHDO shall wear DDB during formal dances)
- e. Furniture. The LHDO shall ensure that all furniture is kept in its proper location to prevent unnecessary wear by improper handling. This shall be done in accordance with the map for the Upper Lounge posted on the south bulkhead of the lounge.
- f. Lockup. The LHDO or ACDO shall inspect Leamy Hall at least one half hour prior to securing, ensuring that all furniture is in its correct place, that all trash has been disposed of, that all windows and doors are secured, and that all lights are extinguished. If unable to properly secure the doors, they will notify the RCDO.
- g. Food. Absolutely no food or drink will be eaten in the upper lounge. Food and drinks may be consumed in the ballroom, lower lounge, dry dock or bowling alley only.

F-3-10 LIBRARY DUTY OFFICER (LDO)

- a. General.
  - 1. The LDO shall stand watch in the vicinity of the main desk in the library. They are the official host for all visitors to the library and the Coast Guard Museum. The LDO shall ensure there is an adequate supply of public affairs pamphlets available for visitors. They shall square away chairs and magazines as necessary so that the library is neat at all times.
  - 2. Assignment to Duty. Third Class cadets are assigned as the Library Duty

Officer. The LDO will stand watch during the times below.

	<u>Academic Year</u>
Mon-Fri	1600 - 2400
Saturday	1000 - 2300
Sun/Holiday	1000 - 2400

Cadets do not stand LDO during the summer training program.

3. Opening/Securing.

- (a) Over holiday weekends, the Library Duty Officer may secure at the discretion of the CHDO and the museum curator. If there are no cadets/visitors in the library and making use of the facility at 2300, the LDO may request permission to secure at that time, but no earlier than 2300. Other than those exceptions, the library is to remain open until 2400 as a default. The Cadet Watch should adhere to posted library hours at all times. These times are arranged in advance with the Cadet Watch and can be viewed on the Library home page and are posted at the entrance to the library in the Waesche lobby. The only exception is when the base or the building is closed by the Superintendent for weather or other emergencies. When this is the case, the Cadet Watch should secure the library and Waesche. Any Library staff on duty during an announced closure will be informed of the closure of the base and building. Professor Daragan (Library Director) requested this be entered.
  - (b) On days when the library is not already open, the ACDO shall go to the library with the LDO to open the library prior to the actual opening time. The Academy Police are responsible only for opening and closing the Coast Guard Museum. The LDO shall call the ACDO, inspect all spaces to ensure that all windows are closed, lights are off, the library presents a neat and orderly appearance, and everyone has departed prior to securing the watch. The ACDO will then call the Academy Police so that the Coast Guard Museum can be secured before the LDO secures the watch. Once the LDO secures the watch, the ACDO shall secure the library.
4. Visitors. Visitors are not allowed in the stacks area unless escorted by an authorized user. Visitors and cadets are not allowed in the office spaces or museum after hours.
5. Conduct. The LDO shall ensure that cadets and guests using the library conduct themselves according to the rules and regulations. If the LDO has a problem, the LDO shall first engage in an attempt to handle at the lowest level. However, if there is an issue based on rank or for serious conduct issues and the LDO feels the problem is not resolved to their satisfaction, the LDO shall immediately contact the ACDO.

6. Log Book. The LDO is to ensure that all persons entering the library sign the log at the main desk. If the logbook is not at the main desk, it can be obtained from the JCDO in the Watch Office.
7. Checking Out Material. The LDO shall ensure all material leaving the library has been properly checked out. Under no circumstances will the LDO allow reference or other materials not available for check out to be removed. Immediately call the ACDO for anyone not complying with check out procedures.
8. Uniforms. Watchstander shall wear uniform of the day.

F-3-10 OTHER CADET DETAILS AND CADET ORDERLIES

a. Watch Office Orderlies.

1. Assignment to Duty. Fourth class cadets from the Cadet Watch Section are assigned Information Orderly and Messenger of the Watch. Two cadets will stand watch during the following times. Duration and rotation of the watch is the responsibility of the JCDO:

Monday-Friday	0700 - 2400
Saturday	0700 - 0100
Sunday/Holiday	0730 - 2400

2. Location. The two orderlies shall take their place in the Regimental Watch Office and shall remain there on watch unless otherwise directed or relieved. One orderly shall always remain in the Watch Office and act as the Information Orderly. The other will act as the Messenger of the Watch.
3. Routing Papers. The Messenger of the Watch shall route all messages, notes, letters, official papers, requests, newspapers, etc., as directed by the ACDO or JCDO.
4. Phone Calls. In the unusual circumstance that the ACDO and JCDO are absent, the orderlies shall answer all phone calls in an appropriate manner.
5. Greeting Visitors. The Information Orderly shall rise and greet all visitors to the window in the Chase Hall Lobby. Treat all visitors with respect and attend to their requests.
6. Greeting Officers. Orderlies shall salute and greet any commissioned officer passed in the corridor or who enters the Watch Office.
7. Entering Offices/Cadet Rooms. Orderlies shall salute when requesting

permission to enter an office or upperclass room. If an orderly needs to enter a room after taps and the door is closed, they should knock first and wait for a response. If they do not receive a response, they should enter after a brief delay, and ask permission once the door is open.

8. Civilians in Barracks. Orderlies shall question all civilians seen in the corridors and escort unauthorized civilians to the RCDO. They shall check all civilian maintenance personnel to ensure that they have the proper identification tags clipped to their clothing. Any discrepancies should be reported to the RCDO.
  9. Uniforms. Duty standers shall wear duty belts with combination covers and when wearing service dress blue, white gloves. When entering the wardroom for meals, duty standers shall remove their duty belts, combination covers, and white gloves.
- b. Morning Orderly.
1. Assignment to Duty. Fourth class cadets from the Cadet Watch Section are assigned as Morning Orderly.
  2. Wake-ups. The Morning Orderly is responsible for waking the CHDO, RCDO, and ACDO. They shall check with these individuals the night before to see what time they would like to be awakened.
  3. Relief. The Morning Orderly shall continue serving as a Watch Office Orderly until relieved after breakfast by a Watch Office Orderly from the oncoming Watch Section. Between wake-ups and being relieved, the Morning Orderlies will conduct morning clean ups, including shining brass, and making the CHDO's and RCDO's racks. The Morning Orderlies will eat breakfast with the Meal Security Detail.
- c. Special Event Detail. When there is a need for assistance at a special event (as an athletic contest or formal dance), the RCDO or ACDO may form a Special Event Detail out of the Cadet Watch Section. These details will be headed by a second class cadet and assigned as necessary.
- d. Meal Security Detail.
1. The Meal Security Detail is the responsibility of the Company Watches Division Officer who will ensure a proper rotation of duty among the second and Third Class members of the company.
  2. One Second Class and one Third Class cadet from each company will be assigned meal security for each meal. They will continually and actively tour the company area from the start of formation until "leave at will" is given, at which time the Meal Security Detail may precede to the wardroom for the



meal.

3. The detail shall challenge all personnel; officer, civilian, enlisted, and cadet, found in the barracks. Everyone found in the barracks must be recorded on the meal security form, listing their location and reason for being in that area. The completed form will be routed to the Company OOD immediately after each meal. The Company OOD shall route the form to the Company Executive Officer at the end of the day. Unauthorized persons should be escorted to the watch office.
  4. The meal security detail is specifically prohibited from loitering in dayrooms, reading newspapers, watching television, and doing other such things that interfere with their assigned duties.
- e. Company Orderly.
1. All fourth class cadets in the company will stand duty as Company Orderly. The Company Executive Officer shall prescribe the times a Company Orderly is needed. The Company Watches Division Officer will then establish a rotation to cover the required watches.
  2. Company Orderly will not take priority over any other military or academic obligation. Company Orderlies assigned during another obligation shall ask permission to secure from the Company Watches Division Officer. If it is impractical to obtain permission, leave a note, attend the obligation, and report back.
  3. Typically, the Company Orderly is responsible for checking all outboxes, including those in individual rooms or offices. The Company Orderly may also be detailed to perform clean ups of the Company area. Specific guidance is left up to individual companies with oversight by Golf Company.
  4. Unless assigned to perform clean ups, the uniform for company orderlies shall be the Uniform of the Day with drill belts and combination caps, and white gloves with SDBs, with or without jackets. If the UOD is ODU the company orderly will not wear a drill belt but will be covered.
- f. Duty Drivers. Third Class cadets qualified to drive the seven and fifteen passenger vans will stand this duty. Cadets shall possess a valid state driver's license at all times. Every Watch Section will include at least one Duty Driver, who is on call for official duty driver assignments during that section's duty day. Duty driving responsibilities will be in accordance with all regulations set forth in the Echo Directive.
- g. Summer Term Cadet Watch. 1/c or 2/c cadets will fulfill summer RCDO and summer ACDO duties from Graduation day until normal watches resume

upon the Corps' return from summer training. Until the Swab Summer duty sections go into effect, the Chase Hall cadet duty sections will be comprised of the various 2/c cadet summer sections residing in Chase Hall during the summer training period and of members of the summer school section. The Foxtrot Company Commander will ensure watch assignments are made for the summer term.

1. Duties and Responsibilities.

- (a) Daily, the summer RCDO will brief the RC, CHDO and Asst Comdt of Cadets with a report for each section on board, significant events from the previous day and key upcoming events.
  - (b) Further duties and responsibilities are outlined in this chapter and the Summer RCDO checklist. RCDOs shall ensure the Morning Orderly checklist items are completed, including the key inventory.
  - (c) The RCDO and ACDO are excused from training and shall be present in the Quarterdeck area unless attending to specific duties elsewhere. The RCDO and ACDO may split their watch with two qualified watchstanders to reduce fatigue and minimize classroom absence.
2. Company Commanders will compose the summer duty rosters, in addition to RCDO, ACDO, and JCDO roster, for CHDO approval. Some primary positions will be:
- (a) A phone watch maintained in the cadet watch office during the summer training period using 3/c summer school section watchstanders when appropriate. Before the arrival of the summer school section until the time the swab summer duty sections stand-up, it may be necessary to use the phone voice recording for messages.
  - (b) Summer van use will be in accordance with the Echo Company Directive with the exception that management and administration of the cadet activity vans is transferred to the Echo Company Commander.
  - (c) Colors: Colors during the summer shall be executed by the cadet duty section when the 3/c summer school section and the Swab Summer duty sections are onboard. The Regimental Operations Department Head will coordinate the colors execution schedule.

**REGIMENTAL EMERGENCY PROCEDURES (F-4)**

F-4-01 Fire Alarm and Evacuation Procedures

- a. General. The procedures described herein shall be followed when a fire alarm is sounded in Chase Hall for any reason other than tests.
- b. Individual Room Smoke Detector. When a smoke detector is activated, the reason for activation will be determined as long as there is no apparent hazard. If fire or smoke is discovered, activate a fire pull box, and follow the procedures for reporting a fire. If the detector has malfunctioned or was inadvertently activated, disable it and notify the building manager or CHDO. Additionally, notify Company Maintenance or the building manager when batteries are low and smoke detector begins to "chirp".
- c. Reporting a Fire. If, at any time, signs of an actual fire are detected in Chase Hall, the following action will be taken:
  1. The person seeing or smelling signs of fire or smoke will immediately activate the nearest alarm box, and then inform all other persons in the vicinity that a fire exists.
  2. The person detecting the fire will immediately report it to the Watch Office, giving the nature and specific location of the fire. If it is OBVIOUSLY a small fire (i.e. trash can or other minor fire), the person detecting the fire may try to extinguish the fire.
  3. The Watch Office will immediately inform the Academy OOD of the type and location of the fire.
- d. Action. Immediately upon the activation of a fire alarm in Chase Hall, the following actions shall be taken:
  1. The Watch Office will make the following announcement in all spaces: "THE FIRE ALARM HAS BEEN ACTIVATED IN CHASE HALL \_\_\_ ANNEX, EVACUATE CHASE HALL TO LEAMY HALL. CADET WATCH SECTION REPORT TO THE WATCH OFFICE." The Watch Office will repeat the announcement every two minutes until the next course of action has been determined.
  2. All cadets will then evacuate to Leamy Hall. Windows will be shut and doors left open. The evacuation shall be done quickly and quietly by means of the nearest available exit.
  3. Watch Section. The watch section shall report to the lobby outside the Watch Office.

4. Actual Fire. If an actual fire is discovered, the Watch Office will announce "FIRE FIRE FIRE. FIRE IN CHASE HALL \_\_ ANNEX, \_\_ DECK. ALL PERSONNEL EVACUATE CHASE HALL. CADET WATCH SECTION REPORT TO THE WATCH OFFICE". This announcement will be repeated every two minutes until directed to cease by the CHDO or their representative.
5. False Alarm. If the alarm is determined to be false, the Watch Office will announce, "STAND DOWN FROM FIRE ALARM; RESUME THE NORMAL ROUTINE".
6. After all persons have been evacuated from Chase Hall, the Commandant of Cadets or a representative will determine the next course of action.
7. Under no circumstances will persons reenter Chase Hall until directed to do so by competent authority and "STAND DOWN" has been announced.
8. When it has been determined safe to return to the building by the base OOD or New London Fire Department, the base OOD shall inform the CHDO who will notify the RCDO, OCS, and ARAMARK. At that point personnel may re-enter Chase Hall. Company OOD's shall continue efforts to locate all cadets and ensure proper sign-out procedures were followed.

#### F-4-02 Responsibilities of Watchstanders

- a. Chase Hall Duty Officer (CHDO). The CHDO, when present, will proceed to the annex where the alarm is sounded and investigate. He/she will ensure compliance with this procedure, and will authorize personnel to return to Chase Hall when appropriate. In the absence of the CHDO, the senior Company Officer present will fulfill the responsibilities of the CHDO.
- b. Regimental Commander's Duty Officer (RCDO). The RCDO will report to the Watch Office, and ensure that all appropriate actions are taken per Watch Officer checklists. The RCDO will direct the activities of the duty section and take additional action as directed by the CHDO.
- c. Cadet Watch Section. All cadets in the Duty section will report immediately to the Watch Office upon activation of a fire alarm in Chase Hall.

1. Cadets in the watch section will be directed to the following locations to stop personnel (other than firefighters) from entering the barracks, and to have those personnel report to the Watch Office via the front entrance. Eight cadets will be stationed as follows:
    - (a) Mail loading dock entrance near linen locker.
    - (b) Sidewalk outside 4/C lounge; covers galley loading dock, post office entrance, ramp leading to CGES office and bookstore
    - (c) 1st Deck, D Annex Entrance (Library Side)
    - (d) Clothing Locker Entrance
    - (e) Basement of Hamilton Hall at entrance into the bilge leading to Chase Hall
    - (f) Archway between Hamilton Hall and Chase Hall
    - (g) Sidewalk by East Side of Chase Hall; Covers 1st Deck - C Annex entrance, North end wardroom entrance and entrance to B Annex bilges
    - (h) Bear Drive Entrance to New Quadrangle. This cadet will also ensure the OCS Duty Officer is aware of the alarm and evacuation.
  2. Remaining cadets will stand by for tasking as necessary. When "STAND DOWN" is announced, one messenger will be sent to notify those cadets that were stationed by entrances to stand down.
- d. Company Officer of the Day (COOD). Each COOD will take the following action during a fire alarm:
1. Ensure that all cadets in the company area are evacuating.
  2. Search each space in their respective wing-areas to positively determine that no cadets remain, including cadet rooms, heads, gear heads, etc.
  3. When alarm sounds, the COOD will ensure that evacuation is conducted quickly and quietly by means of the nearest exits not in or transiting through, over, or under the fire area.

4. The Alfa Company OOD will be responsible for the Regimental Staff.
5. COODs in the annex affected will search their company area and notify the Watch Office of:
  - (a) Whether or not any signs of fire were sighted.
  - (b) Whether any personnel are injured.
  - (c) Whether all company members (and regimental staff) have vacated their respective spaces.
6. The COOD will then report “Building is clear”. After this report, accountability will be taken down at the Leamy muster station and all cadets will be accounted for.

F-4-03 Watch Officer's Checklist

The checklist found in F-4-05 should be reviewed by both the RCDO and the CHDO whenever the fire alarm is activated. It outlines the duties and responsibilities of each watch stander during a fire alarm.

F-4-04 Fire Alarm Check Off List

- Activate all annex alarms in CHDO’s Office: locate the red box on the wall inside the left side of the door, and then use the key on the chain to turn on each annex alarm.
- Call Base Emergency Number for Fire Alarm Activation (x8555).
- Notify CHDO of Fire Alarm Activation.
- Confirm that the Base OOD, OCS Duty Officer, and Front Gate have been notified of fire alarm activation via either radio or the base emergency number (x8555).
- If fire is reported, obtain the following information:  
Type of Fire: \_\_\_\_\_ . Location of Fire: \_\_\_\_\_ .

— (ACDO) for alarm activation, pipe the following every two minutes until the next course of action is determined:

**“The fire alarm has been activated in Chase Hall, \_\_. Annex; all personnel evacuate Chase Hall. Cadet Watch section report to the watch office. All cadets report to Leamy Hall.”**

— (ACDO) For a reported fire, pipe the following every two minutes until the next course of action is determined:

**“Fire, Fire, Fire. Fire in Chase Hall, \_\_. Annex, \_\_. Deck; all personnel evacuate Chase Hall. Cadet Watch Section report to the Watch Office. All cadets report to Leamy Hall.”**

— (JCDO) Muster the Duty Section on the quarterdeck. JCDO take report. If additional personnel are needed, obtain them from the companies mustered in Leamy Hall. Ensure they are accounted for by the Company OOD and Watch Office.

— Station messengers outside the entrances to Chase Hall. Direct messengers to stop any personnel other than firefighters from entering Chase Hall. Record the names of the messengers in the spaces provided below:

\_\_\_\_\_ Mail loading dock entrance near linen locker

\_\_\_\_\_ Sidewalk outside 4/c Lounge; covers galley loading dock, post office entrance, ramp leading to CGES office and bookstore.

\_\_\_\_\_ 1<sup>st</sup> Deck, D Annex Entrance on Library Side

\_\_\_\_\_ Clothing Locker Entrance

\_\_\_\_\_ Basement of Hamilton Hall at entrance into the bilge leading to Chase Hall

\_\_\_\_\_ Archway between Hamilton Hall and Chase Hall

\_\_\_\_\_ Sidewalk by East Side of Chase Hall; Covers 1<sup>st</sup> Deck, C Annex entrance, North end wardroom entrance and entrance to B Annex bilges

\_\_\_\_\_ Bear Drive Entrance to New Quadrangle

- Direct remainder of Watch Section to standby.
- Obtain the following information from all Company OODs:
  - Whether or not any signs of fire have been found.
  - Whether any personnel are injured.
  - Whether the company area is clear.

— **Alfa Company Report**

Signs of fire:            Yes / No  
Location:  
Missing Personnel:  
Injured Personnel:

— **Bravo Company Report**

Signs of fire:            Yes / No  
Location:  
Missing Personnel:  
Injured Personnel:

— **Charlie Company Report**

Signs of fire:            Yes / No  
Location:  
Missing Personnel:  
Injured Personnel:

— **Delta Company Report**

Signs of fire:            Yes / No  
Location:  
Missing Personnel:  
Injured Personnel:

— **Echo Company Report**

Signs of fire:            Yes / No  
Location:  
Missing Personnel:  
Injured Personnel:

— **Foxtrot Company Report**



Signs of fire: Yes / No

Location:

Missing Personnel:

Injured Personnel:

— **Golf Company Report**

Signs of fire: Yes / No

Location:

Missing Personnel:

Injured Personnel:

— **Hotel Company Report**

Signs of fire: Yes / No

Location:

Missing Personnel:

Injured Personnel:

— Brief CHDO on status of all reports.

— (Watch Section) Remain in the vicinity of the Watch Office and assist the actions of the firefighting team as necessary.

— No person shall enter Chase Hall until permission has been granted by proper authority and “stand down” has been approved by the Fire Marshall or Base OOD (ref: SUPTINST 11320.1 (series)).

— (ACDO) Pipe: **“Stand down from fire alarm. Resume normal routine.”**

— Send a messenger to notify the posted messengers once “stand down” has been given.

F-4-05 Fire Alarm Evacuation Procedures

- a. When the order is given to evacuate Chase Hall, all personnel will vacate the building to Leamy Hall.
- b. Company Commanders or their representatives will make a report to the Regimental Commander via the Regimental Chief of Staff. The RC will pass this report to the RCDO, who will inform the CHDO and the On-Scene Leader of the firefighting team.
- c. The OCS Duty Officer will account for all Officer Candidates and pass report directly to the CHDO.

- d. The actual evacuation should be done quickly and quietly by means of the nearest available exit. The location of the fire will have been announced; personnel shall not pass through the fire area during evacuation. All personnel shall yield to firefighters and other persons who may be investigating or fighting the fire.
- e. No person shall return to Chase Hall until "STAND DOWN" has been announced and permission to return has been granted.

F-4-06                      Bomb Threat Procedures

Bomb Threat Checklist. The following checklist shall be used in the event of a bomb threat. This checklist can also be found in the Coast Guard Academy Phone Directory.

### Bomb Threat Checklist

Be calm. Be courteous. Listen. Do not interrupt the caller. If possible, get the attention of a supervisor by prearranged signal or note.

THE CALL: The call is on line \_\_\_\_\_ local or long distance  
Time \_\_\_\_\_ from a booth or within the building

Write the CALLER'S EXACT WORDS on the back or a separate piece of paper. Keep the caller on the line as long as possible. Ask to have the message repeated. Try to get answers to these questions:

What is your name and address? \_\_\_\_\_

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Where are you right now? \_\_\_\_\_

How much do you know about the bomb? \_\_\_\_\_

Why hurt innocent people? \_\_\_\_\_

Time caller hung up: \_\_\_\_\_ Length of call (mins) \_\_\_\_\_

### BACKGROUND NOISE

Street	Factory Machines	Quiet	Animals	Mixed
Trains	Office Machines	Bedlam	Voices	
Aircraft	Other Telephones	Party Atmosphere	Music	
Other:	_____			

THE CALLER:    Male                      Young                      Middle-Aged  
                         Female                      Old                                      Approximate Age: \_\_\_\_\_

<u>VOICE</u>	<u>ACCENT</u>	<u>SPEECH</u>	<u>LANGUAGE</u>	<u>MANNER</u>
Loud	Local	Fast	Excellent	Calm
Soft	Foreign	Slow	Good	Angry
Deep	_____	Stutter	Fair	Rational
Hi-pitched	Ethnic	Distinct	Poor	Irrational
Pleasant	_____	Slurred	Foul	Coherent
Raspy		Lisp	Righteous	Incoherent
other		Nasal		Emotional
		Impediment		

Was the voice familiar? Yes/No Who did it sound like? \_\_\_\_\_

Notify supervisor or Base OOD (x8450) \_\_\_\_\_

Review notes for completeness. Attach separate pages to the checklist.

Employee's Name: \_\_\_\_\_ Room \_\_\_\_\_ Date \_\_\_\_ Time \_\_\_\_\_

CALLER'S EXACT WORDS:

COMMENTS OF PERSON TAKING CALL:

Did the caller seem to be familiar with the building? Yes/No.

If yes, what was said that suggested familiarity? \_\_\_\_\_

Did the call seem to be familiar with your office or anyone in it? Yes/No?

In what way? \_\_\_\_\_

Are other notes attached to this check list? Yes/No

(END CHECKLIST)

- a. Hurricane Conditions. Storm warnings are of several classifications. Normally (aside from hurricanes), warnings of high winds or high tides are contained in routine weather reports supplemented by special Navy advisories. When a hurricane is in the Atlantic area, special advisories are issued. There are three emergency conditions:
  1. **CONDITION 3**. A hurricane is in the general area and precautions to observe further developments should be taken.
  2. **CONDITION 2**. A hurricane is approaching the area within the next 36 to 48 hours. Take precautionary measures.
  3. **CONDITION 1**. A hurricane is directly approaching the area and you are in its path. Take all precautions.
- b. Action. The Academy Organization Manual contains detailed instructions for action to be taken under the various conditions. These actions include the securing of buildings and grounds, particularly the waterfront.
- c. Cadet Participation. Cadet participation in preparing for a hurricane or storm will be on an "as needed" basis. The Commandant of Cadets or CHDO will detail cadets to assist as requested.
- d. Precautions During a Hurricane. The following precautions shall be observed during a hurricane:
  1. Personnel shall remain indoors unless otherwise ordered. Cadets shall remain in Chase Hall or buildings which can be reached by tunnels.
  2. Personnel required to be outside should be alert for flying debris. Sections of slate are often blown loose from the roofs of buildings.
  3. The Regimental Commander's Duty Officer shall ensure that the inside of Chase Hall is inspected frequently and shall take action to minimize water damage.

## **SECTION 5: CADET MILITARY EVALUATION SYSTEMS**

- a. Performance evaluations are conducted by supervisors to assess the demonstrated professional and leadership abilities of cadets.
- b. Upon completion of performance evaluations, marks assigned will be quantified to determine MPI points and relative ranking within the company.
- c. Attributes and abilities measured include accountability, responsibility, professionalism, performance of duties, appearance, integrity, communication skills, adherence to core values and leadership. Performance report forms are designed for each class to measure a cadet's development through four years.

F-5-01-A System Components

- a. The primary tool used is the written performance evaluation prepared in accordance with appropriate training manuals during the summer term and at the end of each regimental organization during the academic year.
- b. The areas evaluated vary by class but are generally grouped into the categories of personal standards and work standards as outlined in the GOLD Performance Objectives.

F-5-01-B Evaluation Responsibilities

- a. The cadet rating chain is found in Figure F-5-01-F (below).
- b. The fall and spring performance evaluations for cadets will be conducted according to the following instructions:
  - 1. Supervisors will provide performance counseling to their subordinates.
  - 2. Rated-on cadets will submit performance documentation to their supervisors no later than fourteen days before the end of the marking period. The format of the documentation will be determined by the rating chain.
  - 3. Supervisors will electronically prepare Sections I through III of the Cadet Evaluation Report and forward the report and documentation, via email, to the reporting officer at least seven days before the end of the marking period. Supervisors will electronically prepare all written comments and mark numerical marks with an "x."
  - 4. Reporting officers will review Sections I through III of the performance report and correct marks with an "x". Reporting officers will forward the performance report, via email, to the reviewing officer by the end of the marking period.

5. Reviewing officers will review performance reports for accuracy and bring inaccuracies to the attention of the reporting officer for revision. Reviewing officers will also complete Section IV of the performance report and forward the printed report for signature to the reported-on cadet within five days of the end of the marking period.
  6. Supervisors will counsel the reported-on cadets on performance. Reported-on cadets may request counseling from any member of the rating chain. The marking period ends Study and Conference Day, by which time all counseling must be complete.
- c. Cadets are not marked in comparison with other cadets, but against the written standard on the performance report.
  - d. Senior cadets are encouraged to fill out optional performance reports on junior cadets at midterms or as deemed appropriate.

F-5-01-C Summer Term

Summer term evaluations will be conducted in accordance with appropriate summer training manuals. Summer evaluations will be done on each cadet using the appropriate class form. An addendum may be added to performance reports in order to document specific requirements of the various summer programs. Chief, Cadet Training Branch will determine which programs require performance reports and addendums. These evaluations will be done within 30 days after the end of the summer.

F-5-01-D Appeals

Appeals may be made within three days of signing the report and should be routed in memorandum form. Appeals for 1/c and 2/c cadets should go through the rating chain to the Assistant Commandant Cadets. Appeals for 3/c and 4/c cadets should go through the rating chain to their respective Company Officers.

Figure F-5-01-F

<u>CADET RATING CHAIN</u>			
<u>REPORTED-ON CDT</u>	<u>SUPERVISOR</u>	<u>REPORTING OFFICER</u>	<u>REVIEWING OFFICER</u>
Regimental Cdr	Asst. Comdt Cadets	Asst. Comdt Cadets	Regimental Officer
RXO,RCofS	Regimental Cdr	Regimental Cdr	Regimental Officer
Reg Staff	Regimental COS	Regimental Cdr	Regimental Officer
Company Cdr	Regimental XO	Regimental Cdr	Company Officer
Company XO	Company Cdr	Company Cdr	Company Officer
Dept. Head	Company XO	Company Cdr	Company Officer
Division Officer	Dept. Head	Company XO	Company Officer

Guidon Bearer	Company XO	Company Commander	Reg Chief of Staff
2/c Dept MAA	Guidon Bearer	Dept. Head	Company Cdr
2/c Cadet	Division Officer	Dept. Head	Company Cdr
3/c Cadet	2/c Division Member	Division Officer	Company XO
4/c Cadet	3/c Division Member	2/c Division Member	Division Officer

## **SECTION 6: ATHLETIC AND CLUB ACTIVITIES AND INSTITUTIONAL SERVICE**

### **F-6-01 Seasons of Participation and Eligibility Requirements in Athletic and Club Activities**

- a. Eligibility. Eligibility of cadets to participate in athletic and club activities varies. Eligibility guidelines for the three general categories of athletic and club activities are:
  1. Intercollegiate Athletics:
    - (a) Eligibility guidelines set forth by the NCAA and Division III apply to sports team members. Specific eligibility information is available from sports team coaches or the Director of Athletics.
    - (b) Fourth class cadets are eligible to participate in intercollegiate athletics unless they have been specifically prohibited as a consequence of being placed on Academic Probation.
  2. Cadet Activities:
    - (a) Approval authority for cadet participation in cadet activities is listed in the Golf Company Directive of the Cadet Regulations. Cadets should not expect to be excused from academic, athletic or military obligations to participate in extracurricular activities.
    - (b) Eligibility criteria for membership in those activities for which the Dean of Academics and Director of Athletics are responsible will be in the appropriate division's directives.
    - (c) Cadets may be declared ineligible for participation in Cadet Activities as a result of administrative action taken by the Commandant of Cadets, Dean of Academics or higher authority.
  3. Club Sports:
    - (a) All cadets are eligible to participate.



b. Required Participation in Athletic Activities.

1. Requirement: To ensure that cadets maintain a healthy balance between the academic, military, and athletic aspects of their lives, every cadet shall participate in an athletic activity during at least two of the three sports seasons. The activities that will receive athletic credit include:
  - (a) In season NCAA sports.
  - (b) In season Club Sports – including: ice hockey, lacrosse, rugby, men’s volleyball, water polo, boxing & windjammers .
  - (c) Intercompany Sports (ICs). To be eligible for credit, cadets must also participate in a rigorous, well-documented physical conditioning regimen on each non-game weekday throughout the season for which credit is given.
2. To be eligible for credit, a cadet must participate in 80% of practices and games, or be in attendance at those practices and games if he/she is injured but not confined to bed rest. As per the alcohol policy, if a cadet is removed from his/her athletic team and misses greater than 20% of the practices and/or games, the cadet will not receive credit for the season.
3. Method of reporting.
  - (a) Cadets shall report their chosen athletic activities to their company’s Alfa Liaison Division for accountability. Athletic activities will be verified when their CER is completed.
  - (b) Within the Observation Section of the CER there will be a space provided for the cadet to list the athletic and club activities in which he/she participated during the evaluation period. This includes athletic activities for which credit was received as well as club participation. These activities will be considered when the cadet is being evaluated, particularly in performance dimensions such as: Commitment to the Coast Guard, Core Values, Proactivity, and Initiative. This will allow cadets who exceed the expected standard to be rewarded for their devotion and effort.
  - (c) Cadets who do not meet the athletic activity requirement will lose ten points on their Spring CER. In addition, second, third, and fourth class cadets will be placed on performance probation during the fall semester of the following academic year. First Class cadets who fail to meet the athletic activity requirement will normally be

placed on report for violation of the Class I offense 1402: Duty, grave neglect of.

- c. Attendance of advisors / coaches. Club advisors / coaches should be actively engaged in the club which they advise / coach and attend all major club events and practices / meetings.
- d. Reporting Requirements. Club advisors / coaches of activities funded through the Cadet Activities Fund are required to submit an end of the year report to the Commandant of Cadets through the Cadet Activities Coordinator and the Assistant Commandant of Cadets. This report shall be filed no later than 01 May and should detail what the club has accomplished during the year, members actively involved, and plans for the future. Failure to submit a report by the stated deadline will normally result in a forfeiture of funding for the following academic year.
- e. Formation of New Clubs. All new clubs will be given a one-year trial period before they are sponsored by the Academy. During this period, clubs will be self-funded and will be required to have a club advisor / coach. The trial period is to ensure that the club has enough interest within the corps to be sustainable in the future. After the one year period, the club shall route an end of the year report to the Commandant of Cadets through the Cadet Activities Coordinator and the Assistant Commandant of Cadets. This report should outline the successes of the club during the year, member participation, and plans for the future.
- f. Senior/Subordinate Relationships. When fourth class cadets are participating in NCAA sanctioned sports, cadet activities and club sports, the coach or activity advisor shall ensure that a professional training environment is maintained at all activity functions. The advisor shall ensure that relationships between seniors and juniors remain professional and appropriate.
- g. Probationary Status. Cadets on any probationary status (academic, suitability or conduct) may participate in sports and activities unless otherwise noted at a hearing. Cadets are required to inform their coaches and academic advisors of their status to ensure coaches and academic advisors can assist them appropriately.
- h. Restriction. Cadets on administrative restriction may participate in Division III athletics and intercompany sports, but must get the permission of the Commandant of Cadets to participate in off base activities and club sports.
- i. Rosters.

1. Intercollegiate Athletics. The Director of Athletics will maintain rosters for all intercollegiate sports teams and will provide up-to-date copies of all team rosters to the Regimental Officer via the Alfa Company Officer.
2. Club Sports. Presidents and captains of club sports teams will maintain current team rosters and provide a copy to the Regimental Officer via the Alfa Company Officer.
3. Intercompany Sports. Intercompany sports team captains will maintain current team rosters. Copies will be provided to the Regimental Officer via the Regimental Intercompany Sports Officer and the Alfa Company Officer.
4. Cadet Activities. Activity advisors will ensure that the senior cadet president provides the Regimental Officer with up-to-date rosters via the Golf Company Officer. Activity presidents must submit a roster of prospective members' names when renewing their charter.

F-6-02      PARTICIPATION IN INSTITUTIONAL SERVICE

a.    Required Participation in Institutional Service.

1. Requirement: As members of the United States Coast Guard, cadets serve something far greater than themselves. To enhance cadets' understanding of "Service before Self," every cadet shall participate in eight hours of institutional service each semester. The activities for which a cadet may receive institutional service credit include:
  - (a) Community Service activities. Community service activities expose the corps of cadets to the needs of the public they are being trained to serve. To be eligible for credit, these community service activities must be approved and recorded by Hotel Company.
  - (b) Support to CGA Admissions' recruiting efforts. The people who are in the best position to provide prospective cadets with information on cadet life are current cadets. This information can be shared during Academy tours, hosting prospective cadets during "Cadet for a Day" programs, placing phone calls to prospective cadets, or participating in Academy Seminars hosted by Congressional offices. To be eligible for credit, recruiting efforts must be coordinated through the Admissions Division. Cadets who host a prospective cadet during a "Cadet for a Day" program will receive two hours of credit each time they host an overnight prospective cadet. Those Admissions activities for which cadets receive additional leave or liberty such as Thanksgiving recruiting leave are not eligible for credit.

- (c) Local event support. During the year, the Academy hosts numerous events that require support from the corps of cadets to be successful. For example, events such as MATHCOUNTS, conferences, NCAA games or conference championships may require cadets to help set up or serve on the ticket and usher detail, as statisticians, or in other capacities. Cadets are also often needed to serve as VIP escorts, panel speakers or volunteer drivers. Cadets who volunteer their time to support these activities and are not doing so as a result of duty, club or activity membership, class requirement or company obligation will normally receive credit for their service. Eligibility for credit will be determined by the Regimental Officer.
  - (d) Cadet training. Cadets can provide valuable training in many different subject areas if they have the required knowledge, experience or qualification. Cadets are eligible to receive credit for giving training if the training is above and beyond the minimum requirements of their job, or meets another professional or military training requirement or need. Cadets are not eligible to receive credit if the training is required for their divisional job i.e. CHB, RISO, HR. To be eligible for credit, the training module and lesson outline must be approved in advance by the Cadet Training Branch.
- b. Method of reporting. Cadets shall report their institutional service activities to their company's Hotel Liaison Division for accountability. These activities will be verified when their CER is completed.
  - c. Within the Observation Section of the CER there will be a space provided for the cadet to enter the number of hours the cadet contributed to institutional service activities during the evaluation period and for the total academic year. These activities will be considered when the cadet is being evaluated, particularly in performance dimensions such as: Commitment to the Coast Guard, Core Values, Proactivity, and Initiative. This will allow cadets who exceed the expected standard to be rewarded for their devotion and effort.
  - d. Cadets who do not meet the institutional service requirement will lose five points on their CER.
  - e. Cadets who are restricted may not participate in institutional service activities unless a special has been approved by the cadet's chain of command.

## **SECTION 7: REGIMENTAL ADMINISTRATION**

- a. Cadets will maintain accurate, up-to-date home addresses in their cadet records. Changes in home addresses will be reported promptly to the Chief, Administration Section, the cadet's Company Officer, and Cadet Finance Branch.
- b. Cadets must ensure that the company recall log (for leave) and short/long weekend special liberty request forms list the address and phone number where they can be contacted. If the address or phone number should change, cadets must notify their Company OOD, the Chase Hall Duty Officer (CHDO) or Academy Officer of the Day (OOD) during holiday leave periods.

F-7-02      Guests of the Cadet Corps

- a. Specific visiting hours will be approved by the Commandant of Cadets and outlined in separate directives for Academy events such as Homecoming Weekend, Parents' Weekend and Graduation Week. Cadets involved in the Big Brothers / Big Sisters program are allowed to bring their sponsor brother or sister into the wing area during liberty hours in order to retrieve articles they may need from their room. Cadets involved in the Big Brothers or Big Sisters program shall not use any part of the cadet barracks to entertain their sponsors.
- b. The following guidelines pertain to cadets entertaining guests outside of Chase Hall:
  - 1. Restricted cadets shall not entertain guests without Company Commander permission, unless attending a formal dinner and dance as noted in these regulations.
  - 2. Non-restricted cadets may entertain guests onboard the Academy when they rate liberty, except between 0100 and 0630. After 1800, all guests must be escorted unless they are otherwise authorized to use Academy facilities.
  - 3. Non-restricted cadets may entertain guests during non-liberty hours from 1535 until 2000 in Leamy Hall, Waesche Hall, open Academy grounds, and the Visitor's Center.
- c. The following guidelines pertain to cadets entertaining guests inside Chase Hall:
  - 1. Restricted cadets shall not entertain guests in Chase Hall at any time.
  - 2. Any non-restricted cadet who would like to escort a guest into a wing area of the barracks must have specific written approval of the cadet's

- Company Commander in the form of a Special Request. The cadet shall ensure that the visit is during the normal work day (0800-1600 on weekdays only), meet the guest on the quarterdeck, notify the RCDO and CHDO of the guest's visit with the approved Special Request, and escort the guest at all times until the guest has returned back to the quarterdeck.
3. Academy personnel (faculty and staff) are welcome to meet with cadets in Chase Hall; however, they are requested to notify the CHDO of their presence. Military personnel must be in the uniform of the day.
  4. The following guidelines pertain to persons other than Coast Guard Academy cadets staying overnight in Chase Hall. Subject to Commandant of Cadets approval, the following persons may stay overnight in the barracks:
    - (a) Prospective cadets who have been tendered an appointment by the Admissions Division, or whom the Director of Admissions has approved for an overnight visit.
    - (b) Visiting cadets or midshipmen from the other service academies.
  5. Prior to guests being introduced into Chase Hall:
    - (a) Each escort will sign their visitor in at the Watch Office. COODs will be notified of all visitors in their company wing areas.
    - (b) The cadet escort will be responsible for the conduct of the visitor(s) and ensuring that all scheduled commitments are met.
    - (c) The cadet escort shall make prior room arrangements.
    - (d) The CHDO and RCDO shall be advised in advance of all overnight guests, their escorts' names, and rooms they will occupy.

F-7-03      Guests in the Cadet Wardroom

- a. With the permission of the Regimental Commander, cadets may have guests in the Cadet Wardroom, as outlined below.
  1. For prospective cadets sponsored by the Admissions Division or the Athletics Division, the sponsor must make arrangements for their meals with the Chief, Food Services Branch.
  2. For visiting cadets or midshipmen from the other service academies, the activity sponsoring the visit must make arrangements for their meals

with the Chief, Food Services Branch and the Assistant Commandant of Cadets to arrange an escort.

3. For special guests of the Corps, the sponsoring staff element is responsible for making arrangements with the Chief, Food Services Branch and the Assistant Commandant of Cadets to arrange for a cadet escort.
4. Cadets may submit a request to the Regimental Commander for approval for parents and siblings of cadets. If approved, the cadet must notify and make arrangements through the Chief, Food Services Branch.

#### F-7-04      Keys

The security and maintenance of keys in Chase Hall is of significant importance. Company Executive Officers will be responsible for the security, maintenance and accountability of the company master keys. The RCDO's key box will be the responsibility of each RCDO. Each key that is taken from the key box will be logged out and logged in upon its return. Contents of key boxes will be inventoried daily by the appropriate officer.

#### F-7-05      Identification Cards

- a. The Geneva Convention Identification Card is issued to all cadets at the Coast Guard Academy to assist in identifying the bearer and establishing his position in the Armed Forces. It is not a pass. The card is the property of the United States and not the individual.
- b. Responsibility.
  1. The ID card shall be carried by all cadets at all times, except that if required by proper military authority, it shall be surrendered for identification or investigation. Every cadet shall give the ID card proper security.
  2. Any person altering, damaging, lending, counterfeiting or using the ID card in any unauthorized manner is in violation of the Honor Concept and federal law and will be subject to penalties prescribed. Any cadet who knowingly alters, counterfeits, or uses ANY identification card in an unauthorized manner is in violation of the Honor Concept.
  3. Lending or giving the ID card as security or collateral for the return of property or equipment used in, or provided by, civilian or naval recreational activities is unauthorized and whoever performs such an action is subject to severe penalties under law.

- c. Any cadet who requires a replacement ID card shall immediately report to the Chief, Cadet Administration Section and request a replacement. The circumstances surrounding the need for a replacement shall be fully examined. Loss, theft or destruction of an ID card shall be immediately reported to the Company Officer for investigation. If negligence is involved, appropriate disciplinary action shall be taken

F-7-06      Mishap Reporting

- a. Overall responsibility for the proper operation of the Mishap Reporting System within the Corps rests with the Regimental Executive Officer. This responsibility is shared on the company level by the Company Executive Officers. The Golf Safety Division Officer must also be notified of any mishaps in the Corps.
- b. Reports are required whenever a cadet is placed on any status other than Fit for Duty for any reason other than illness, a cadet is involved in an incident in which government property is damaged or destroyed and the cost of repair or replacement exceeds 50 dollars, or when any incident occurs which, although not meeting the criteria above, indicates the existence of a safety hazard.
- c. Reports will be submitted to the Company Executive Officer whose company is responsible for the nature of the mishap (e.g. a mishap completed for a duty van accident will be submitted to Echo Company).
- d. Mishap Reports shall be completed in accordance with COMDTINST M5100.47 (this can be found through the CG Directives System).

F-7-07      Departure on Orders

Cadets departing the Academy on orders, such as TDY, shall have them endorsed by the Cadet Administration Section. In addition, cadets will notify their COODs that they are departing on orders, and will sign out on the appropriate form. The senior cadet departing on orders is responsible for obtaining the endorsements.

F-7-08      Loss, Theft, Vandalism Reporting and Investigation

- a. Loss, theft or vandalism of personal property shall immediately be reported to the Company Commander or, when not available, to the Company OOD, by submission of a Report of Loss, Theft, or Vandalism (Form CGACAD-7). Advance notification to the Foxtrot Company Commander and Cadet Security Division Officer in Foxtrot shall be made. Final reports shall be submitted to the Assistant Commandant of Cadets via the Cadet Security Officer, Commissioned Conduct Officer and Regimental Commander. Files



will be maintained by the Cadet Security Officer and copies will be given to the Chase Hall Building Manager.

- b. The Cadet Security Officer shall promptly appoint a First Class cadet in the company to investigate the incident. When the incident is reported to the Company OOD on weekends and other such times when most of the company is not available, the Company OOD should immediately commence investigating the incident and contact the Cadet Security Officer for guidance in reporting.
- c. If the property reported missing is later discovered to have not been lost or stolen (but misplaced, for instance), the Report of Loss, Theft or Vandalism shall be appended with a memo from the Cadet Security Officer closing the case out.
- d. Reports of Loss, Theft or Vandalism shall be reported regardless of the value of the property involved. The Company Officer may waive the requirement for an investigation if the value of the property is less than ten dollars and determines that an investigation is not necessary. In such cases the Company Commander should normally confer with the Foxtrot Company Commander in advance. Thefts of cash or items valued at less than ten dollars are examples of incidents that should almost always be fully investigated.
- e. During summer training programs away from the Academy, cadets shall report loss or vandalism to the Summer Program Coordinator. Investigative action will be at the discretion of the Foxtrot Company Commander, in conjunction with the Summer Program Coordinator. Reports shall be forwarded to the Assistant Commandant of Cadets during the program while copies of all reports shall be filed with the Chase Hall Building Manager at the completion of the summer program.

F-7-09      Release of Material by Cadets for Publication

Commandant (G-IPA) must review for clearance all unclassified writings about the U.S. Coast Guard, Department of Homeland Security policy, U. S. State foreign or military policy, sensitive issues, high technology and the policies of other federal agencies that are prepared by Coast Guard members or employees. Cadets should obtain assistance with this review and the publication policy from the Academy Public Affairs staff.

**SECTION 8: FORMS AND CHECKLISTS**

F-8-01      General

- a. Submission of Forms and Checklists.

1. All forms, checklists, and endorsements thereto shall be submitted legible and clean.
  2. Copies of forms and checklists as appropriate shall be submitted along with originals.
  3. Forms and checklists will be submitted as required and scheduled by competent authority.
- b. Form Numbers. Forms used solely by and printed at the Academy have the designation CGACAD-\_\_\_\_ (suffixed by a number). The Regimental Administration Division Officer in Foxtrot Company will designate forms used exclusively by the Corps of Cadets. Other forms are designated and numbered by the agency originating the form, e.g., DD-214 (Department of Defense Form), CG-4011 (Coast Guard Form), etc.
- c. Forms Supply.
1. The Regimental Administration Division Officer in Foxtrot Company will be responsible for the availability of required forms. This includes ordering and distributing forms both from the Academy Copy Center and the Government Printing Office.
  2. A complete set of all forms used by cadets listed in this chapter will be maintained by the Regimental Administration Division Officer in Foxtrot Company.
  3. Companies will maintain an inventory of forms that are routinely used. The respective company Administration Division shall be responsible for maintaining the company forms inventory.
- d. Changes to Forms.
1. The Regimental Administration Division Officer shall review and update all forms and checklists on the server at the beginning of each academic year.
  2. Cadets shall submit any requested changes to forms and checklists to the Foxtrot Company Officer via the Regimental Administration Division Officer.

F-8-02      List of All Forms and Checklists

- a. List of Routine Forms and Checklists. Unless otherwise noted, these forms can be found through this path: \\eduapps\General Cadet Information\Watch Office\Routine CGA Forms.

1. Announcement Request (CGACAD-22). Submitted to the RCDO for an announcement over the PA system. The form may also be submitted to the Regimental Executive Officer for an announcement to be made at cadet meals in the wardroom.
2. Assistant Cadet Duty Officer (ACDO) Check-Off List (CGACAD-17). Used by the ACDO in the completion of his/her duties.
3. Cadet Activities Fund Budget Request (CGACAD-101). Submitted by Cadet Activity Heads for their annual budget.
4. Cadet Barracks Sign-Out List (CGACAD-41A). Used by cadets to sign out of the company area to another location on Academy grounds.
5. Cadet (Academic) Evaluation Form (CGACAD-81). Used to document low or high classroom performance.
6. Cadet Testimony (CGACAD-114). Used to verify that a cadet is read his/her rights prior to being questioned about a Class I Offense.
7. Coach/Advisor End of Season Evaluation (CGACAD-32). Used to document performance.
8. Commandant of Cadets (RCDO) Duty Officer Summer Check-off List (CGACAD-18B). Used by the RCDO in the summer in completion of assigned duties.
9. Company Forms Inventory and Request (CGACAD-62). Used by a company forms representative to inventory and request forms for the company.
10. Company Liberty Sign-out List (CGACAD-41B). Used by cadets to sign out of the company prior to going on liberty.
11. Evening Report (CGACAD-11). Used to submit nightly with the names of all cadets not present for evening report.
12. Feedback On Interpersonal Effectiveness (CGACAD-107). Used to provide cadets with feedback on the effectiveness of their interpersonal behavior.
13. Junior Cadet Duty Officer (JCDO) Check-Off List (CGACAD-13). Used by the JCDO in the completion of assigned duties.
14. Leamy Hall Duty Officer (LHDO) Check-Off List (CGACAD-14). Used by the Leamy Hall Duty Officer in the completion of assigned duties.

15. Marching Tours and Work Hours Initiatives (CGACAD-104). Used by the Regimental Conduct Division Officer to assign a deadline for marching tours and a work hours supervisor to cadets who have been awarded marching tours and work hours as punishment.
16. Meal Security (CGACAD-33). Submitted for each required meal with the names of all personnel in the company area during a particular meal.
17. Morning Orderly Check-off List (CGACAD-105). Used by the Morning Orderly in the completion of assigned duties.
18. Personal Property Inventory (CGACAD-79). Used to identify and inventory all personal property.
19. Property Custody Sheet (CGACAD-35). Used to document personal property of cadets.
20. Regimental Commander Duty Officer (CGACAD-18). Used by the RCDO in completion of assigned duties.
21. Regimental Orderly Check-off List (CGACAD-112). Used by the Regimental Orderly in checking the in/out boxes of the Regimental Staff.
22. Report of Class I Offense and Disposition (CGACAD-19). Submitted for any reported Class I Offense on a cadet, and used to report the disposition of the offense.
23. Report of Loss, Theft or Vandalism (CGACAD-7). Used to report the circumstances of a suspected theft of property.
24. Report of the Suitability for Service Hearing (CGACAD-86). Report outlining the findings of a cadet Suitability for Service Hearing.
25. Request for Copying Service (CGACAD-116). Used by Academy personnel when requesting printing services from the Academy Copy Center.
26. Room Restriction Sign In/Out Sheet (CGACAD-119). Used by cadets who have been placed on Room Restriction status in order to document all movements from quarters.
27. Seabag Inspection (CGACAD-113). Used to document condition of a cadet's seabag inspection.
28. Stonington Recreation Area Reservation Request (CGACAD-36CA). Used to request the use of Stonington Recreation facilities.

29. Summer Work Hour/Marching Tour Sign-Off Sheet (CGACAD-121). Used to track and document work hours and tours during the summer conduct period.
30. Watch Office Forms Request Form (CGACAD-122). Used by the ACDO to request forms for the Watch Office.
31. Watch Performance (CGACAD-61CA). Used to document the performance of cadets on regimental watch.

## **SECTION 9: CADET CORRESPONDENCE**

### **F-9-01      General**

- a. Official cadet correspondence is routed via the chain of command and will have the signature of the originating cadet. For all correspondence signed by a Company Commander or Regimental Commander, the appropriate supervisor shall review and initial prior to forwarding. Any official correspondence sent outside of the Commandant of Cadets Division shall be routed through the Commandant of Cadets.
- b. All official correspondence will be in the form specified in the Coast Guard Correspondence Manual (COMDTINST M5216.4 series).
- c. No individual in the chain of command is authorized to delay or refuse to endorse and forward a request. Cadets in the chain of command will endorse all correspondence in a timely fashion, explaining the rationale for their endorsement so the approving authority has sufficient facts to consider in making a final decision.

### **F-9-02      Memorandums**

- a. Because a memorandum is a formal document, the format is extremely important. The proper format for memorandums, endorsements and all drafted correspondence is outlined in the Coast Guard Correspondence Manual (COMDTINST M5216.4 series).
- b. Memorandums are to be used by cadets as a more formal means of correspondence than special requests. The following are a few examples of what cadets should use memorandums for:
  1. Removal from Academic Probation.
  2. Suggest a change to the Regulations for the Corps of Cadets
  3. Change of Academic major

4. Make suggestions to a higher authority

F-9-03 Special Requests

- a. Cadets who want special consideration for exemption from these Regulations, the Plan of the Day, orders or directives must submit requests describing the circumstances and reasons for their requests. All special requests must originate from a cadet. No one in the chain of command is authorized to delay, refuse to endorse or refuse to forward a request. However, anyone in the chain of command may return a request for further information or correction, improper format, improper routing, etc.
- b. Individuals will submit requests via the chain of command to their Company Officer.
- c. Cadets should submit requests of a routine nature in time to allow the approving authority three working days to consider the request. Cadets in the chain of command will endorse all requests in a timely fashion, explaining the rationale for their endorsement so the approving authority has sufficient facts to consider in making a final decision. Cadets requesting special consideration because of an emergency or unforeseen circumstance may “walk” their request through the chain of command, but are cautioned that tardiness in submission is not an acceptable reason for using this method.

F-9-04 Correspondence Routed to the Regimental Commander or Staff Elements

- a. Correspondence routed to or through the Regimental Commander will include:
  1. Any request involving cadets from more than one company. Included in this category are class functions, requests for class privileges, etc.
  2. Requests involving group activities.
  3. Requests for changes to the Regulations for the Corps of Cadets should be made to the Regimental Commander via the respective Company Commander responsible for that directive, the Foxtrot Liaison Division Officer, and then to the Regulations Review Board. The Regulations Review Board will discuss the proposed change, either recommend approval or disapproval, and then continue to route it through the proper chain of command.

F-9-05 Official Correspondence with Organizations or Individuals Not in the Service

- a. Correspondence of this type will be in business letter form, in accordance with the Coast Guard Correspondence Manual (COMDTINST M5216.4 series).
- b. All correspondence about a cadet activity, whether originated by officers or cadets, will be cleared by the Commandant of Cadets prior to mailing.
- c. Cadets requiring solicitations of bids or estimates for supplies, equipment, repairs, or alterations of activities involving cadets must first obtain the approval of the Commandant of Cadets. Examples are class rings, swords, equipment for lounges, etc.

F-9-06 Official Correspondence with Organizations or Individuals in Government

All correspondence written to persons or organizations of the U. S. Government is considered to be official correspondence. All correspondence will be routed through the Cadet Chain of Command.

**GOLF COMPANY DIRECTIVE**  
**OF THE CADET REGULATIONS**

**PART 1 RULES OF ENGAGEMENT**

**PART 2 ROLE OF GOLF COMPANY**

**PART 3 ORGANIZATION OF GOLF COMPANY**

**PART 4 DIVISIONAL RESPONSIBILITIES OF GOLF COMPANY**

**PART 5 REGIMENTAL REGULATIONS OF GOLF COMPANY**

Section 1: Room Configuration and Furniture Arrangement

Section 2: Standard Stowage

Section 3: Material Inspections

Section 4: General Cadet Uniforms

Section 5: Uniform Items and Accessories

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[Section 8: Clubs and Cadet Activities](#)

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[Section 10: Recycling Guidelines](#)

## **PART 1 RULES OF ENGAGEMENT**

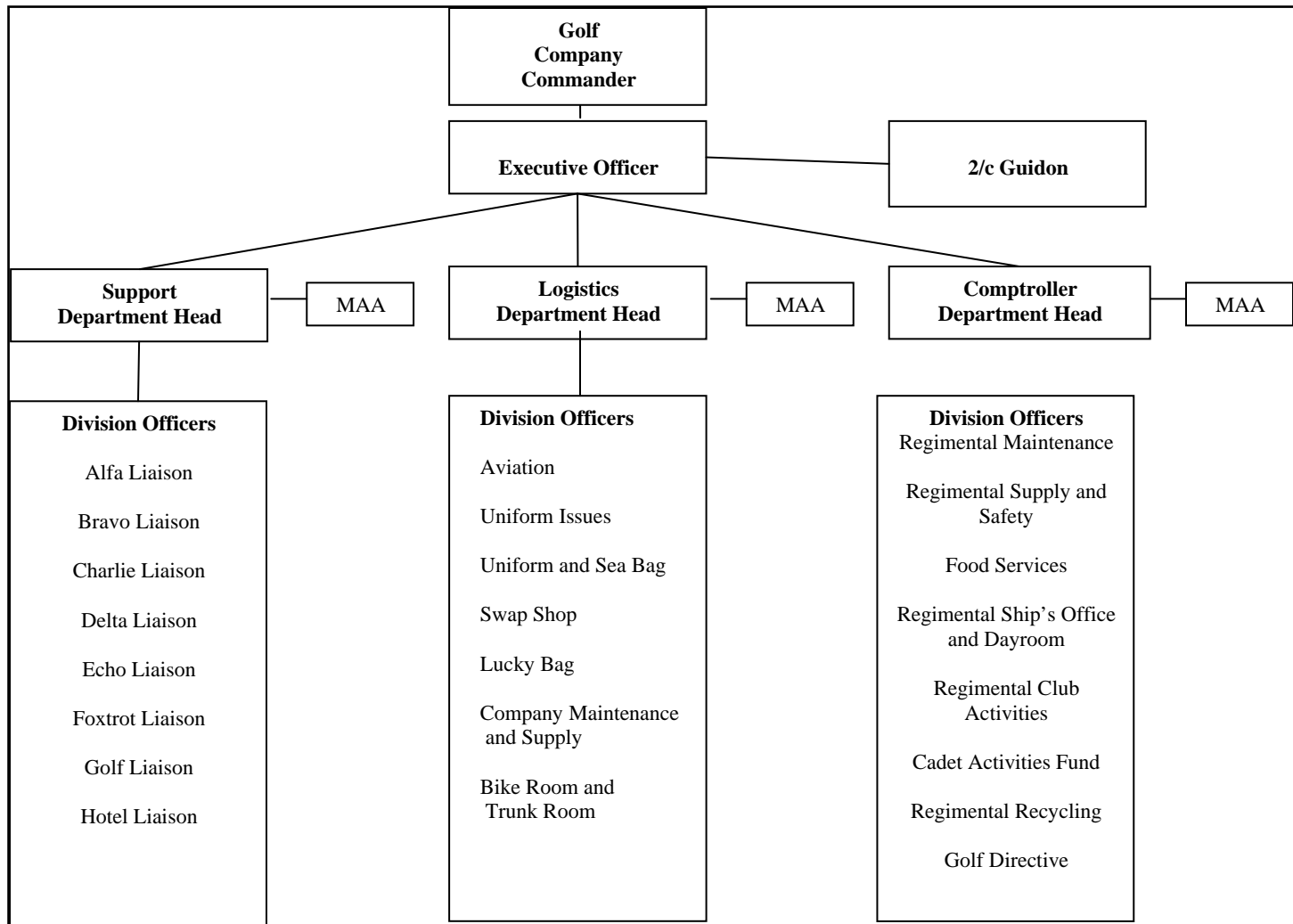
This section of the cadet regulations is maintained by the Golf Company Commander. The Regimental Commander mandates that the Golf Company Commander maintains this directive, which at a minimum reflects GOLF COMPANY COLLATERALS. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Golf Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Commandant of Cadets via the Regimental Commander and Assistant Commandant of Cadets for approval.

## **PART 2 ROLE OF GOLF COMPANY**

Golf Company is the uniform standards, maintenance, cadet activities and room configuration company and is in charge of the regulations that govern those areas.

## **PART 3 ORGANIZATION OF GOLF COMPANY**





**PART 4      COMMAND RESPONSIBILITIES OF GOLF COMPANY**

- a. Company Commander. Command the Company. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
  
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of

the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.

- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the Company underclass cadets. This includes indoctrination, ensuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the Company Guidon Bearer during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, Department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the following functions assigned to the Department.
- e. Responsibilities of the Comptroller Department.
  1. Cadet Activities Fund - The responsibilities of this division include acting as a mediator with the Cadet Activities Fund Advisor and the Corps of Cadets for all issues dealing with this non-appropriated account. The Cadet Activities Fund division should be included in any cadet project that requires funding from the Activities Fund.
  2. Regimental Maintenance – The responsibilities of this division are to ensure that all maintenance issues within the Corps are properly addressed and repaired. This is done by monitoring work orders submitted for maintenance issues within Chase Hall and actively supervising all maintenance/supply liaisons in other companies. Additionally, the division ensures that the liaisons have the resources and support they need to be successful.
  3. Regimental Supply and Safety – The responsibilities of this division are to order supplies for the Regiment as needed, coordinate dates and times

to receive the supplies from shipping and receiving, and ensure the GSK locker is clean and organized. To accomplish these tasks, the Division Officer must regularly meet with the Chase Hall building manager to communicate the supply needs of the Corps of Cadets and to ensure they are ordered as needed. The division officer must also keep in constant communication with the supply division officers from the different companies to ensure that supply standards are being met and to see if any new items are desired. This division designates the times for the opening of the GSK locker to the Corps of Cadets.

4. Food Services – The responsibilities of this division are to coordinate food services for Corps Wide events. This includes verifying excusals, submitting work orders and communicating with the food contracting officer and Aramark. This division also acts as a link between cadet requests and the Aramark Food Services Contracting Officer Representative.
5. Regimental Ship's Office and Dayroom - The responsibility of this division is to develop and maintain a master plan for all Company Dayrooms. This division shall assist companies with renovating and/or improving their dayrooms/ship's offices. The division assists companies with purchasing materials, obtaining funds, construction, and any other issues related to dayroom/ship's office improvement. As dayrooms/ship's offices become run down or outdated, the division finds ways of fixing or updating them in order to maximize their use and enjoyment by the Corps.
6. Regimental Club Activities - This division is responsible for approving and forwarding all club charters and budget requests to the Golf Company Officer and Cadet Activity Funds Manager. The Regimental Club Charters Division officer shall also serve as the liaison to the Regimental Staff when they have any direction regarding club charters and/or budgets.
7. Recycling – This division is responsible for the oversight of the Corps of Cadets' recycling program. The division shall ensure that adequate resources are supplied and labeled in order to carry out recycling procedures. Procedures will be updated as necessary to ensure the needs of the Corps and Coast Guard are met. This division will also ensure that the trash and recyclables are being sorted properly in their respective dumpsters. Finally, the division will ensure that company recycling trainings are being administered at the beginning of each semester and being conducted properly.

8. Golf Directive – This division is responsible for the oversight of changes to the Golf Directive. This division tracks and initiates changes impacting the entire Corps of Cadets.

f. Responsibilities of the Logistics Department.

1. Aviation - The responsibilities of this division are coordinating the aviation shadow program, organizing Aviation Day, and assisting the Golf Company Officer with any aviation related tasks that evolve. The Aviation Division also relays information to the Corps of Cadets for any event that involves on aviation-related items.
2. Uniform Issues - The responsibility of this division is ensuring the Corps is properly outfitted with all required uniform items. This is accomplished through communication with the Tailor Shop, Uniform Shop, Bookstore, and Exchange Uniform Shop. The Golf Uniform Issues Division coordinates all uniform issues as well as all class-wide tailoring such as rank striping.
3. Uniform and Seabag - The responsibilities of this division are ensuring that the cadet sea-bag requirements are up-to-date and applicable to cadet life. The division coordinates changes to the cadet uniform policies, which involves working closely with the Golf Company Officer. The division also maintains and updates the cadet uniforms web page, which is hosted on the Academy intranet. As a method of ensuring that cadets maintain their sea-bag, this Division shall scheduled all Personnel Inspection uniforms.
4. Swap Shop - The Swap Shop Division is responsible for running and maintaining the Swap Shop. They set the normal hours of operation for the Swap Shop so as to maximize its utility to the Corps of Cadets and other Coast Guard personnel. The division ensures that all items sold by the Swap Shop are sold in a legal and responsible manner and that all profits from the Swap Shop are regularly delivered to the Cadet Activities Fund Manager.
5. Lucky Bag - The Lucky Bag Division is responsible for collecting and storing lost or unclaimed items (particularly clothing), and attempting to reunite those items with their rightful owners.
6. Company Maintenance and Supply - The responsibilities of this division are to provide supplies and perform maintenance in Golf Company. The division is responsible for maintaining cleaning supplies levels in both of the company gear heads. This involves submitting orders for re-supply and restocking from the GSK locker. Additionally, the division is

involved in repairing broken items in the wing area and/or submitting work orders to have the item repaired.

7. Bike Room and Trunk Room - The responsibilities of this division are maintaining the general cleanliness and organization of both the trunk room and the bike room. The Bike Room and Trunk Room Division should monitor both spaces on a frequent basis as to avoid general disorder. The Bike Room and Trunk Room Division is responsible for maintaining the bike room key log and the master bike log. The division officer is also responsible for the general security of the trunk room. Specifically, the division officer shall work in concert with the RCDO and Regimental Watchstanders to keep the trunk room and class cages secured (locked) as a default at all times. The trunk room shall be opened during prescribed times in accordance with Regimental Watch procedures promulgated by Foxtrot Company. The only exceptions to those scheduled opening times will be when an individual cadet has a special need to access the trunk room and/or class cage. In that case the cadet shall make a direct request first to their OOD, then to the RCDO who can provide appropriate access and log the cadet's accessing of the trunk room or class cage. When/if reports of loss, theft or vandalism of property are made stemming from the trunk room or class cage(s), this division officer shall work closely with Foxtrot Company's Cadet Security Officer to ensure that the proper investigative reports are made, routed and filed. The Bike Room and Trunk Room Division shall work closely with the building manager and the cadet activities advisor.

## **PART 5 REGIMENTAL REGULATIONS OF GOLF COMPANY**

### **SECTION 1: ROOM CONFIGURATION AND FURNITURE ARRANGEMENT**

#### **5-G-1-01 Room Regulations**

a. General.

1. Cadet rooms will be inspection ready from 0620 to 2000. Cadet rooms will be inspected to ensure compliance with these regulations.
2. Cadets shall not enter the room of another cadet from 2400 until reveille unless granted permission by both occupants and authorized by the Company OOD.
3. Cadets shall not loiter in another cadet's room when the occupants are absent without the express permission of the occupant. Cadets will not loiter in unoccupied rooms or rooms used for storage, office spaces, etc.
4. Before cadets depart on leave, they must close and lock doors, windows, and storm windows or screens, open the shades, turn off all lights, buff their deck, take out all trash, and unplug all electrical appliances.
5. The Academy Mission plaque and the picture/painting authorized in G-2-33 are the only articles that may be affixed to the bulkhead in a room.
6. Rooms not in use will be kept locked and ready for occupancy unless authorized for another purpose by the Commandant of Cadets.

b. Conduct in Rooms.

1. Cadets will not throw anything out of windows, nor place objects or food on the ledge outside Chase Hall windows. Cadets will not appear at windows unless properly clothed.
2. All lights, radios and stereos will be turned off when leaving the room.
3. Cadets shall not place their feet upon radiators, bulkheads, windowsills or furniture.

c. Readiness of Rooms.

1. All cadets will have their rooms stowed and maintained at all times in accordance with this chapter.
  2. Windows and storm windows must be closed when occupants are absent from their rooms during the heating season. During the no heating season when screens are down and in place, windows may be left open when occupants are absent. Screens must be down and in place for the windows to be open.
- d. Room Responsibility.
1. Cadets are responsible for the neatness, order, and cleanliness of their rooms.
  2. While present, the occupants will be responsible for the observance of regulations regarding the room and for the preservation of all public property in the room.
  3. Trash and recyclables will be sorted room to room as such: black trash cans will hold all trash to be taken out everyday; blue trash cans will hold mixed paper, newspaper, and white paper. Bottles and cans will be brought by individuals to the Company Dayroom and placed in the receptacle designated for bottles and cans. NOTE: If not correctly sorted, the trash will not be taken out until the occupants of the room have properly sorted it. If failure to properly sort recyclables becomes a continuing problem, the occupants of the room will be reported and counseled.
- e. Property Responsibility.
1. Cadets are responsible for the public property in their rooms. Cadets must report all broken, damaged or missing items.
  2. Cadets who are careless or negligent with public property shall pay for replacement or repair.

G-1-02 Room Configuration

All rooms in Chase Hall shall be configured in accordance with Figures G-1, G-2, G-3, G-4, G-5, or G-6 depending on the annex in which the room is located and the type of furniture. Cadets may not add, subtract, substitute, rearrange or otherwise alter the standard furniture issue or configuration of their rooms.

G-1-03 Authorized Variations to Room Configuration.

- a. The following variations on the standard room configuration are authorized:
  1. Regimental Commander's Conference Room. May be configured at the discretion of the Regimental Commander.
  2. Filing Cabinets. A filing cabinet may be used as per Figures G-1, G-2, G-3, G-4, G-5, or G-6 for those cadets whose duties require extensive record keeping. The filing cabinet must be of the two or three drawer design. Not more than one cabinet shall be allowed per room. The cabinet shall be placed so as not to detract from the room.
- b. Other variations from standard furniture configuration shall not normally be authorized. Those variations that are authorized shall be motivated strictly to meet the unique dimensions of certain rooms or other extraordinary circumstances. If the standard room configuration is possible within a room, it will be used.

G-1-04      Company Areas within Chase Hall

Alfa Company -- 1<sup>st</sup> and 2<sup>nd</sup> deck A and B annexes.

Bravo Company -- 1<sup>st</sup> and 2<sup>nd</sup> deck A and B annexes.

Charlie Company -- 3<sup>rd</sup> deck A and B annexes.

Delta Company -- 2<sup>nd</sup> and 3<sup>rd</sup> deck B and C annexes.

Echo Company -- 3<sup>rd</sup> deck and 4<sup>th</sup> deck B annex.

Foxtrot Company-- 2<sup>nd</sup>deck C and D annexes.

Golf Company -- 3<sup>rd</sup> deck C and D annexes.

Hotel Company -- 4<sup>th</sup> deck C and D annexes.

**SECTION 2: STANDARD STOWAGE**

G-2-01      General

All rooms, including unoccupied rooms, shall be clean, neat and orderly at all times, both in overall appearance and in the general stowage arrangement, including shelves, drawers, and lockers. Uniform items and other equipment shall be stowed in the manner set forth below. All items are to be properly marked.



G-2-02      Belts

Neatly coiled.

G-2-03      Books

Neatly stowed on the bookshelves, standing upright flush with the edge of the shelf, organized tallest to shortest, outboard to inboard. Tops of bookshelves shall be clear, except for stereo speakers and printers, and combination covers as authorized in G-2-06.

G-2-04      Bulletin Boards

Not permitted in cadet rooms.

G-2-05      Button Box

Buttons for uniform jackets, collar devices, cuff links, and uniform accouterments are to be kept in a small box.

G-2-06      Caps, Combination or Ball

Non-loft rooms may stow combination covers centered on top of the bookshelf, or on one of the top shelves. Loft style rooms may stow combination covers on the desk shelf at the outboard end of the shelf. If cadets opt to not store their combination covers on their shelves, combination covers shall be stowed on a shelf in clothes locker. If in a locker, the cover may be placed in a plastic bag or hat box to keep it clean. Ball caps and garrison covers may be stowed in a drawer prescribed by the drawer stowage diagrams.

G-2-07      Furniture Drawers

All articles in drawers shall be neat, clean, and ready to wear and properly marked in accordance with figures G-4, G-5, and G-6. Other clothing and gear not specifically identified may be neatly stowed according to the needs of each cadet.

G-2-08      Cleaning Gear

Cleaning gear shall be stowed in accordance with figures G-4, G-5, and G-6. All cleaning agents must be clearly labeled.

G-2-09      Clothes Locker

- a. All clothing must be hung facing inboard with the open side of the hangar to the back. There should be no loose items of clothing on the deck of the locker.
  1. Uniform Items. All uniforms that are in season or in regular use shall be maintained in the room and shall be neat. Uniform items will be arranged outboard to inboard facing inboard, in the following order: bathrobe, trench coat, parka, windbreaker, FDB jacket, DDB jacket, SDB jacket, SDW jacket, DDW jacket, FDB black drill trousers, DDB skirt, dress trousers, dress skirts, ODU pants, white drill trousers, SDW pants/SDW Skirt, ODU blouses, SDB "B" shirts, tropical blue shirts, formal shirt, white dress shirt.
  2. Civilian clothes (when authorized) may be maintained in the locker as space permits, once uniform items are neatly hung. These clothes must be neatly hung inboard of uniform items in such a manner as not to crowd out or disrupt the proper stowage of uniform items. One drawer under the rack may be used for civilian clothes when authorized.
  3. Hangers. Empty hangers will be placed inboard of all civilian clothes.

G-2-10      Computers

Neatly stowed on desktop. Printers may be stowed on stereo tables, in or on top of bookshelves, or desktops. Computer and printer dust covers are authorized.

G-2-11      Desk

- a. Blotters. Each cadet may place a desk size calendar or blue/brown blotter on their desk.
- b. Desk Tops. Desk tops will be neat, clean and uncluttered when not in use.
- c. Desk Lamp. If a desk lamp is in the room, it shall be on the desk, and not stowed anywhere else in the room. Cords shall not be coiled and no items should be affixed to or hanging from the lamp. Personal desk lamps are not authorized.
- d. Drawers. Authorized items (stationary, magazines, calculators, navigation gear, academic material, etc.) shall be neatly stowed.

Small miscellaneous items (pens, pencils, etc.) should be stowed in boxes for neatness. Binders, notebooks, and folders may also be stored in drawers.

- e. Dry Erase Boards. One dry erase board shall be fixed to the bulkhead outside of each cadet room, positioned 1½ inches below and centered underneath the nameplate. A marker is not required to be fixed to each board but is encouraged.
- f. Photographs. No items shall be taped or affixed to the desk or shelves other than designated personal shelves. A single photo display may be kept on each desk not to exceed 8x10.

#### G-2-12      Doormats

Doormats are only authorized during the winter months (1 November to 31 March). Doormats shall not be longer or wider than the width of the doorframe, shall be black in color and shall not detract from the neat, uniform and military appearance of a cadet's room. Company Commanders must approve all doormats before use.

#### G-2-13      Electrical Appliances

Cadets may have electric clocks, radios, stereos, razors, electric toothbrushes, blow dryers, hot curlers, computers, printers, fans, and one issued desk lamp. Any other electric appliance (including a space heater) requires a special request chit. First class cadets may have one coffee maker per room. Beverage makers must remain clean throughout the day.

#### G-2-14      Fans

One box fan provided by the Building Manager must be in each room. The box fan may be placed on the windowsill. In addition, each occupant is authorized one personal fan.

#### G-2-15      Flowers

One flower arrangement is authorized per occupant. It will be neatly displayed on the desk top or stereo table.

#### G-2-16      Food

Kept in airtight, re-sealable, plastic container, not to exceed 12" x 12" x 6" in size. Container(s) must be stowed neatly under stereo cabinet, in locker, or in desk drawers. Food that is in presealed packages may be stored outside the plastic container until opened. These food items shall be

stowed in the same locations as containers but should not be visible from the door.

G-2-17      Foul Weather Gear

Neatly stowed in overhead, drawer, etc.

G-2-18      Golf Clubs

Golf clubs may be stowed in the locker as long as they do not impede the proper stowage of uniform items.

G-2-19      Gym Gear

Neatly folded. Stowed with swimsuit, sweat pants and sweatshirt. Used or wet gym gear may be hung on a hanger from the towel bar or on the locker door until it is dry. Gym gear may not be hung on furniture.

G-2-20      Heaters

Nothing is to be placed on heating units, regardless of the season. Space heaters may be obtained from the Chase Hall Building Manager only while the heating system in a room is not functioning properly. A special request, signed by the Company Commander is required.

G-2-21      Humidifiers

Cadets may not have humidifiers unless they have a documented medical need for one.

G-2-23      Irons and Ironing Boards

Irons and ironing boards must be stowed in the clothes locker when not in use.

G-2-24      Knickknacks and Personal Shelf

Two personal shelves are authorized per cadet for non-functional items such as pictures, models, trophies, mugs, clock, etc. Items will be neatly stowed together in spare bookshelf sections not being used for academic books, textbooks or binders. The shelves chosen by roommates should match. For rooms with adjustable shelves, the personal shelf will be no greater than 14 inches high. Stereo cabinets or clothes drawers will not be used as a place for books or magazines. Mugs or glasses will be kept clean. Pictures, with the exception of the picture/paintings authorized in G-2-33, and small knickknacks may not be taped or otherwise fastened on

desk lamps, bookshelves, bulkheads, or furniture. All knickknacks are required to be in good taste.

G-2-25 Laundry

Dirty clothes shall be kept in a laundry bag stowed on hooks in the clothes lockers or on hooks mounted to the back of the door. Laundry shall not accumulate excessively.

G-2-26 Medicine Cabinet

Only toilet articles, over the counter medicines, and personal grooming items (G-2-32) may be stored in the medicine cabinet. All articles shall be neatly arranged and clean at all times. No medicines shall be retained beyond prescribed use. All prescription medicines shall be kept in a secure, locked container.

G-2-27 Miscellaneous Gear

Small miscellaneous items shall be neatly stowed in a container and kept in the desk drawer.

G-2-28 Musical Instruments

Musical instruments may be stowed in a cadet's locker as long as they do not impede the proper stowage of uniform items.

G-2-29 Neckties

Neatly folded or hung with matching uniform.

G-2-30 Overhead Lockers

Intended primarily for extra gear and those items which are used infrequently or are too cumbersome to be stowed elsewhere. The overhead is to be neatly kept.

G-2-31 Pajamas

If in use, neatly folded under pillow, so as not to be seen.

G-2-32 Personal Grooming Items

Blow dryers, hot curlers, electric toothbrush and electric razors, should be stowed neatly in the locker, overhead, drawer, or medicine cabinet when not in use.

G-2-33      Photographs

A single photo display may be kept on each desk. This includes a picture frame (not to exceed 8x10 size) or a "photo-cube" to display snapshots. Photos may be displayed on the knickknack shelf similarly, or by attaching them to a poster-board insert fitted into the bookcase. Cadets may also hang on the bulkhead of their rooms a single framed picture/painting (not to exceed 24"x 24" size and with a frame not to exceed 3" in width and a max weight of 7 pounds) of professional and mature taste per occupant. The picture/painting will be affixed to the bulkhead by either "blue-tack" or a removable adhesive-type hook; it will hang approximately halfway between the overhead and the top of the rack and will be centered on the rack itself. All pictures and/or paintings may be subject to approval by the Company Executive Officer, to whom all questions regarding the appropriateness of any picture/painting will be directed.

G-2-34      Plants

Each room occupant may keep one small plant on the stereo table or their windowsill.

G-2-35      Posters

Posters in good taste may be affixed to the back of the room door with "blue-tack" and so as not to be seen from the passageway. The mission plaque and picture/paintings authorized by G-2-33 are the only articles that may be affixed to the bulkhead in a room.

G-2-36      Prohibited Items

- a. Any item which detracts from the neat, military and uniform appearance of cadet rooms is prohibited. The following items are specifically not to be stowed in cadet rooms, class cage, the trunk room or anywhere in Chase Hall except when noted below:
  1. Candles.
  2. Gasoline.
  3. Motor oil.
  4. Paint.
  5. Rags (except for shoe shining or dusting rags).
  6. Aerosol containers (except shaving cream, deodorant, etc).

7. Cardboard boxes (computer and stereo boxes may be stowed in the class cage).
8. Weight lifting equipment.
9. Scuba tanks, suits and gear.
10. Auto repair parts, tools, associated equipment.
11. Other flammable, hazardous, or dangerous material.
12. Weapons.
13. Bicycles (must be kept in the bike room).
14. Pets of any kind (including fish, reptiles, etc). Fish may be approved by Company Officer for dayroom use.

G-2-37      Racks

Mattresses shall be covered with a bottom sheet consisting of a white fitted or flat sheet. If a flat sheet is used, it shall have hospital corners. Additional sheets or blankets may be laid over the bottom sheet and must be placed so that at least 8" of white sheet remains visible. The blue issued comforter shall be laid flat over the sheets so that the edge of the comforter is 8" from the headboard. The comforter must fully cover any sheets under it. The comforter shall be tucked in on all sides including both corners. A pillow must be placed at the head of the rack, on top of the 8" of remaining sheet and comforter, and the pillowcase shall be white. Nothing may be clamped, hung, or otherwise attached to racks. No items may be stowed between the rack and bulkhead.

G-2-38      Rifles, Side Arms and Swords

Rifles, side arms and swords shall be stowed in the clothing locker in the rifle cubbies if available or on the outboard side if unavailable. Rifles shall be stowed with slings slackened and bayonet removed. Bayonets shall be stowed with drill belts next to the miscellaneous gear box.

G-2-39      Running Suit

Running suit shall be stowed in accordance with figures G-4, G-5 and G-6.

G-2-40      Blinds

If a room is not occupied, the blinds shall be pushed to the right. During the heating season, the Regimental Commander may authorize blinds to be fully drawn between 1600-0600 to conserve energy. Blinds shall be fully drawn when occupants are changing clothes.

G-2-41      Shirts

Hung up or stowed in furniture drawers.

G-2-42      Shoes

Shoes must be neatly arranged on the deck of the clothes locker, with the toes pointing out. Military and issued shoes must be in good repair, (including shoestrings) and dress shoes must be shined. Shoes will be arranged darkest to lightest from outboard to inboard.

G-2-43      Shoe Shine Kits, Brass Polish, Stenciling Kits, K-Bars, etc.

Stowed in the miscellaneous gearbox.

G-2-44      Skis/Snowboards

Skis and snowboards may be stowed in the locker as long as they do not impede the proper stowage of uniform items.

G-2-45      Sleeping Bag (Including Additional Quilts/Comforters)

Shall be neatly stowed in the overhead or a drawer under the rack during the day.

G-2-46      Stereos

Stereo systems will be stowed on stereo tables. Only one of each type of audio component is authorized per room. This includes one pair of speakers. Speakers will be placed on top of bookcases, or on the stereo table. In the B Annex, if speakers do not fit on top of the bookcase, they must be of a size to fit on the bookshelf. Floor speakers or oversize speakers are not authorized. Speakers shall not exceed 16"x36"x12".

G-2-47      Stuffed Animals (Including Dolls, etc.)

May not be displayed anywhere except neatly on the knickknack shelf.

G-2-48      Suspenders

Neatly folded or rigged to the matching uniform.



G-2-49      Towel Bars

Towels and washcloth neatly hung. Issued gym gear may be hung on a hanger from the towel bar to dry.

G-2-50      Towels

In drawers, clean, neatly folded in ninths. Washcloths neatly folded. Wet towels or washcloths are not to be stowed in chiffoniers, but must be neatly hung from the towel bar. Solid colored towels and washcloths are authorized.

G-2-51      Trash Cans

Free of food residue. Trash is not to accumulate excessively.

G-2-52      Trunk Room and Class Cages

Trunk Room: Cadets may store one large issued trunk and one small issued trunk in their designated class space. Trunks are to be clearly marked with the owner's name and class. Trunks must be stored on the shelves or stacked neatly behind the shelves up to two trunks high. All trunks shall remain padlocked.

Tupperware containers: Cadets may store loose gear in no more than two Tupperware containers. Tupperware containers shall be rectangular in shape and not exceed the following detentions: 33"x20"x17" [31 gallon container]. Each Tupperware container must be clearly labeled with the cadets name and class. Tupperware shall be stowed in an orderly fashion outside their respective class cage if the cage itself is full.

Class Cages: Cadets can store loose gear such as bags, suitcases, golf clubs, musical instruments, snowboards, skis, computer boxes, etc. inside the class cages. Other items that can not fit in issued trunks or Tupperware shall be stowed in class cages.

The RCDO and Regimental Watchstanders shall keep the trunk room and class cages secured (locked) as a default at all times. The trunk room shall be opened during prescribed times in accordance with Regimental Watch procedures promulgated by Foxtrot Company. The only exceptions to those scheduled opening times will be when an individual cadet has a special need to access the truck room and/or class cage. In that case the cadet shall make a direct request first to their OOD, then to the RCDO who can provide appropriate access and log the cadet's accessing of the truck room or class cage. When/if reports of loss, theft or vandalism of property are made stemming from the trunk room or class cage(s), cadets shall

make the report to their OOD and the RCDO who shall work closely with Foxtrot Company's Cadet Security Officer to ensure that the proper investigative reports are made, routed and filed.

G-2-53      Undergarments

Neatly folded, stowed in drawer.

G-2-54      Uniform Accessories

Stowed in button box.

G-2-55      Valuables

Kept locked in the cash box, which should be kept in a drawer or on a shelf. Includes checkbook, blank checks, cash, class rings, jewelry, wallets, credit cards, IPOD, etc.

G-2-56      Windows and Windowsills

Nothing is to be attached to windows or shades. One box fan and one plant per occupant may be placed on the windowsill. Nothing is to be hung or affixed to the windows.

G-2-57      Holiday Decorations

- a. Cadets may display holiday decorations in their rooms and dayrooms for the following specified holidays:
  1. For Christmas, Kwanzaa, Hanukkah, etc.: From December 1<sup>st</sup> to the conclusion of the Final Exam period. All decorations must be removed prior to departing on leave.
  2. For Halloween: From October 15<sup>th</sup> to November 1<sup>st</sup>.
  3. For Valentine's Day: From February 1<sup>st</sup> to February 15<sup>th</sup>.
- b. Decorations are to be in accordance with the following guidelines:
  1. Lights, artificial trees, wreaths, and electric candles are acceptable inside of rooms. No live trees or wreaths are authorized.
  2. Doors may be decorated using adhesives that do not leave a residue or mark. Masking, scotch or duct tape is not authorized, however, painters tape and "blue tack" is authorized.
  3. Decorations shall not be visible in the windows from the outside.

4. Any lights shall be secured prior to going to sleep and departing the room to avoid potential fire hazards. Lights should be in moderation and shall not be attached to the rack or hung in such a manner as to create a safety hazard.
5. Any questions concerning the appropriate nature of decorations should be directed to Company Commanders.

G-2-58 Stereo Cabinets

Stereo cabinets will be placed in accordance with figures G-1, G-2, and G-3. Stereo cabinets will be used to hold personal equipment and will look neat and professional.

**SECTION 3: MATERIAL INSPECTIONS**

G-3-01 Daily Room Inspections

Cadet rooms and living areas shall always be neat and clean. In order to ensure this, those cadets in command positions, particularly at the company and department level, should conduct daily inspections in their areas of responsibility. Division Officers should assist in this process. Maintenance discrepancies must be reported immediately and the highest standards of cleanliness enforced.

G-3-02 Formal Room Inspections

- a. Formal Room Inspections will be held periodically on Saturday mornings. During Formal Room Inspections, cadets are either being inspected, on duty, or excused from the inspection. All cadets being inspected shall comply with the procedures outlined below. Those cadets on duty shall carry out their duties so as to create minimum interference with inspection. Those cadets excused from the inspection shall absent themselves from Chase Hall during the inspection, however their rooms shall be inspection ready. Company Commanders shall prepare their companies for inspection by the Company Officer/Chief. All cadets will be inspected. Company Staff (CC/XO) will accompany the Company Officer and Chief during the inspection. All cadets must be in front of their racks at parade rest with drawers open. When the inspecting officer enters the room cadets shall come to attention and announce "room XXXX open and ready for inspection, sir or ma'am".
- b. Personal Appearance. Personal appearance standards during formal room inspections will be the same as required for formal personnel inspections. Proper grooming, pressed uniforms, and shined shoes in good condition will be required of all cadets involved in the room inspection.

- c. Room Standards.
  - 1. Deck shall be waxed with no wax buildup, buffed to a high gloss, and free of scuff marks. No dust or debris shall be on the deck, especially in corners. Dadoes shall be wiped clean, and bulkheads shall be free from dirt or other scuff marks.
  - 2. Room shall be dust free, including windows, blinds, fans, transom shelves, etc.
  - 3. Trash cans are to be empty, washed and free of residue.
  - 4. All brass shall be polished.
  - 5. Blinds will be fully drawn and fastened. Windows and mirrors shall be clean.
  - 6. All material discrepancies (peeling paint, burned out lights, broken furniture, etc.) shall be on a work request initiated by the occupants.
  - 7. Food shall be stowed in approved airtight containers.
  - 8. All items will be stowed in accordance with Section 2 of this directive.
- d. All rooms will be inspected even if one or both of the occupants are absent. Those cadets absent shall leave a note on their desk or whiteboard stating the reason for their absence.
- e. As residents of Chase Hall, cadets should take ownership of the spaces in which they live. Cadets can make a significant contribution to the overall goal of cleanliness by picking up after themselves.
  - 1. Dayrooms, computer rooms, and any other room designated for common use by a company are the responsibility of that company to maintain. This responsibility requires the cleanliness, neat appearance, and general repair of specific common areas throughout Chase Hall. Common areas shall be in the same general condition as cadet rooms. Specifically, all furniture, including sofas, chairs and desks shall be free of dirt and debris.
  - 2. Each company shall maintain all transit spaces that traverse or touch upon their company's space. Ladder wells assigned to a company shall be cleaned from the top deck to the bottom deck as well as the landings before the doors to a passageway. These common transit areas shall be

maintained as necessary, including any appropriate cleaning of decks and bulkheads and reporting any maintenance discrepancies.

3. Company Commanders, through their Golf Company Liaisons, shall make rounds as appropriate through these assigned spaces to inspect for cleanliness and proper maintenance. Cadets are to exercise sound judgment in determining how often each assigned space shall be cleaned.
  - (a) Alfa: South end of the Wardroom not to include the Muzzi Room; 4/c lounge area/workout area, bilge passageway connecting Chase Hall to Hamilton Hall including the foyer area leading to the bilge passageway and the entire south ladder from the trunk room to the lowest level.
  - (b) Bravo: The deck in front of the Uniform Exchange Shop and Bookstore, to include the hallway leading up to the door underneath the wardroom; the passageway exiting behind the wardroom from the bookstore north end, the foyer into the new quad from the A-Annex; the entire northwest ladder well in A-Annex down to the rifle ranges; the entire A-Annex ladder well that leads up to the trunk room and down to the new quad.
  - (c) Charlie: Foyer on 3<sup>rd</sup> deck above the quarterdeck; 2<sup>nd</sup> deck foyer above the quarterdeck; north half of the trunk room (Oakum and Monkey Fist); the entire center ladder well leading to the quarterdeck. The entire southwest ladder well including down to the pistol ranges
  - (d) Delta: Old quad; linen locker; the north end of the wardroom including foyer area leading outside; the north ladder well in B-Annex from 4<sup>th</sup> deck down to the passageway in front of the Uniform Exchange Shop, including the deck area on the basement floor. The C-Annex ladder well leading to the north end of the wardroom and new quad.
  - (e) Echo: A-Annex laundry room; mailroom; mailroom smoking area; bookstore smoking area; the basement deck in front of the cadet barbershop, mailroom, and pistol range, including the foyer area between the two doors leading out between the barbershop and the mailroom, as well as the foyer area between the Mailroom and the Armory; The entire south end B-Annex ladder well including the sub-basement deck.
  - (f) Foxtrot: C-Annex laundry room; the entire north ladder well all the way down to the upper parking lot; deck outside of C-Annex

laundry room from south double doors to the doorway before the tailor shop; President's Hall.

- (g) Golf: New quad; GSK locker; bike room; the entire ladder well that leads to the bike room, and the basement deck to extend into the immediate foyer area of the bike room; south half of the trunk room (Leadline and Scuttlebutt) to include Swap Shop.
  - (h) Hotel: Furniture room; dumpster area; 1/c parking lot; the entire ladder well all the way down to the dry cleaners, and deck area in front of the dry cleaners, including the foyer in front of the uniform and tailor shops and the entire ladder well leading to the new quad in C-Annex near the double doors of D-Annex.
4. Class Presidents will be responsible for ensuring the cleanliness of their class cages and respective lounges. They must ensure the cages are organized and that clear walkways are provided in case of a fire or emergency.
- f. Each Company Staff (CC/XO) will advise the RCDO when the inspection is complete in their company. The RCDO will pipe "stand down" after the last Inspecting Officer reports their inspection completed, or at the scheduled termination time, whichever occurs first.
  - g. After a room has been inspected, cadets may study, relax, etc. However, no cadets may leave their rooms or play music without headphones until "stand down" is piped. All cadets shall remain in the Uniform of the Day until "stand down" is piped.

G-3-03                      Seabag Inspections

- a. Seabag inspections are held in order to ensure that each cadet possesses the minimum amount of uniform articles needed to comply with the Minimum Seabag Requirement List in Figure G-7. Any questions concerning this list should be directed to the Logistics Department Head in Golf Company.
- b. Seabag inspections will be conducted as deemed necessary by the Regimental Commander during Wednesday morning Personnel Inspections.
- c. It is the responsibility of the 1/c cadets to make sure their subordinates, as well as themselves, meet the minimum uniform requirements. Cadets who do not meet the minimum uniform requirements must purchase the uniform items within a week of inspection, and will be subject to administrative action as their Division Officer sees fit.

**SECTION 4: CADET UNIFORMS**

#### G-4-01      General

Most cadet uniforms are the same or similar to Coast Guard officer uniforms. The Superintendent has delegated to the Commandant of Cadets the authority to prescribe the cadet uniform, including allowing minor uniform variations and cadet specific uniform items. The Regimental Commander shall ensure that cadets meet or exceed standards for uniforms, liberty attire, and appearance at all times. Further guidance may be found in the Coast Guard Uniform Regulations, COMDTINST M1020.6E.

#### G-4-02      Appearances of Uniforms

- a. Cleanliness. Uniforms shall be worn in a military manner at all times. They shall be kept clean, pressed, and in good repair. All devices and insignia shall be bright and free from corrosion or tarnish.
- b. Headgear. Hats and caps shall be worn squarely on the head, bottom edge horizontal. Hair shall not be visible below the front brim or visor. Female cadets shall pin their hair up under the cap.
- c. Outerwear. Coats and jackets, when worn, shall be completely buttoned or zippered 3/4 closed. When the collar of any outer garment is worn up during inclement weather, the top button of the coat shall be buttoned.
- d. Dress Shoes and Boots. Shall be kept well shined and in good repair.
- e. Miscellaneous. No articles shall be worn or carried exposed upon the uniform with the exception of a designated pen pocket (ODU).
- f. Pockets.
  1. Items carried in pockets shall not protrude out of the pocket nor make an unprofessional bulge.
  2. Items will not be carried in the lower pockets of the ODU pants.
  3. Cadets will not keep their hands in their pockets.
- g. Gum. Cadets shall not chew gum when in uniform.
- h. When wearing SDB's, cadets shall not roll-up the sleeves of the light blue long sleeve shirt. Sleeves shall remain rolled-down and buttoned at all times.

#### G-4-03      Uniform Responsibilities

- a. Accepting Issues. Each cadet is required to accept all issues made by the

Clothing Locker, Cadet Bookstore, or any other source of uniform issue. The Golf Company Officer must first approve any deviation from the prescribed issues.

- b. Seasonal Uniforms. Cadets shall ensure that uniforms for the season are available, clean, and in good repair in time to shift into a different uniform when ordered.
- c. Borrowing of Uniforms. Cadets are strictly prohibited from wearing any uniform item with someone's name other than their own attached. In addition, cadets are prohibited from borrowing uniform items in lieu of purchasing a full seabag.
- d. Inspections. Personnel Inspections will be held Wednesday mornings at the discretion of the Regimental Commander. Uniform items may be inspected daily. Uniform items in lockers and drawers must be clean and ready to wear.
- e. Cadets departing the Academy on Academy sanctioned functions shall wear the appropriate dress uniform for official orders. Variations to this uniform shall be addressed through special requests.

#### G-4-04 Gender Specific Uniforms

Uniform items specified for one sex may not be worn by the opposite sex unless specified otherwise.

#### G-4-05 Uniform of the Day

- a. General. The uniform of the day shall be prescribed by the Regimental Commander within the guidelines specified by the Commandant of Cadets. Minor changes may be prescribed to the uniform of the day in order to take into account weather conditions and other special circumstances. Cadets shall wear the uniform of the day on base except as specifically authorized in writing by the Commandant of Cadets. Under no circumstances shall anyone prescribe a modification or combination of uniforms, which is not specifically authorized by the Coast Guard Uniform Regulations.
- b. Shirts. Cadets shall wear shirts at all times unless in their room with the door closed. Likewise, undershirts shall not be worn as outer shirts unless in the room with the door closed.
- c. Periods of Wear. Cadets shall be in the uniform of the day from 0600-1540 Monday through Friday and from 0700-1200 on Saturday.
- d. Quarterdeck. The uniform of the day is to be worn at all times in the quarterdeck area. Cadets may only be in the quarterdeck area in issued gym



gear when picking up or dropping off IC equipment in the watch office.

- e. Medical Exceptions. All efforts shall be made to wear the uniform of the day when required. When a medical condition necessitates any deviation from the required uniform of the day specific, written approval must be granted. The Regimental Executive Officer is the approving authority for uniforms other than SDBs, Trops, or ODUs.
- f. Connecticut College. Those cadets attending classes at Connecticut College or using the Connecticut College library during times other than liberty hours shall wear the uniform of the day.

#### G-4-06      Uniforms on Liberty and Leave

- a. Cadets on liberty shall wear the designated liberty uniform unless otherwise specifically authorized.
- b. First and second class cadets are authorized to wear appropriate civilian clothing during regular liberty or authorized special liberty. Cadets, however, may not loiter in the barracks in civilian attire.
- c. Third class cadets are authorized to wear the Uniform of the Day or the issued recreation gear on liberty when authorized by the Assistant Commandant of Cadets or Commandant of Cadets.
  - 1. Issued Recreational Gear Uniform. The uniform will consist of the navy blue polo issued by the bookstore with the “CGA” crest on the left breast. Only the uppermost button may be unbuttoned and the shirt shall be tucked in at all times for males and un-tucked for females. Pants will be the khaki-colored chino pants issued by the bookstore. Females may wear a knee length khaki-colored skirt (requires approval from the Golf Company Officer). The issued brown belt must be worn with pants at all times. A brown closed-toe shoe and white socks shall be worn.
  - 2. In the summer, the pants may be replaced by the khaki shorts issued by the bookstore or the optional skirt for females that has been approved by the Golf Company Officer. The belt must be worn at all times with the shorts.
  - 3. The outerwear for this uniform will be the parka without class insignia. Wearing the fleece as a stand-alone outer garment is not allowed. From 01 NOV-01 APR the parka will be mandatory. The solid navy v-neck sweater may purchased at the bookstore and worn as an optional item over the polo shirt. Sweatshirts are not authorized to be worn with the casual liberty attire. Females are authorized to carry a brown leather purse. Baseball caps are strictly forbidden. There are no deviations from

this uniform authorized.

- d. Fourth class cadets are authorized to wear the Uniform of the Day.
- e. Wear of civilian clothing by third and fourth class cadets. Third class and fourth class cadets shall not wear civilian attire with the following exceptions:
  - 1. Third and fourth class cadets are authorized to wear appropriate civilian attire when on liberty or leave outside a 75 mile radius of the Academy.
  - 2. During authorized leave periods (Thanksgiving, winter, spring, and summer breaks), third and fourth class cadets may wear civilian clothes within 75 miles of the Academy commencing 24 hours after their last military obligation until 24 hours prior to the expiration of their leave. At no time during their leave period are third or fourth class cadets authorized to wear civilian clothes on board the Academy grounds.

G-4-07      Civilian Clothing

- a. General. Cadets represent their Coast Guard community whether on duty, liberty, or leave. The public expects correct and conservative behavior from its public servants, and especially from its military members. As such, for developing military leaders, appearance is as important as actions. Cadets will project the image of a trusted professional while in civilian attire. The desired dress is that of a young, successful, conscientious adult.
- b. Appropriate civilian attire. Appropriate civilian attire for cadets shall:
  - 1. Not express opinions contrary to the Coast Guard Core Values;
  - 2. Not express sexism, discrimination, profanity, or vulgarity;
  - 3. Not express affiliation with gangs or subversive groups;
  - 4. Not be dilapidated, dirty, or stained (e.g. torn clothing, cut off shorts);
  - 5. Not be sensual or suggestive. (e.g. halter tops, sheer material, tank tops, exposed undergarments);
  - 6. Be worn as it was designed;
  - 7. Be of proper size and fit;
  - 8. Not violate a sense of conservatism.

G-4-08      Leamy Hall/Dry Dock

- a. The Uniform of the Day will be worn in Leamy Hall by all classes as per the POD prior to 1600 on weekdays, prior to liberty on Saturdays, and at all Operations Spotlights, other training events and public venues (i.e. Coast Guard Band concerts, etc.).
- b. Running suits may be worn in Leamy Hall at all other times unless specifically stated.
- c. Uniform coats and ties may be removed while bowling in the Bowling Alley.
- d. Cadets in Windjammers may wear issued gym gear while participating in a Windjammers practice.

G-4-09      Stonington Lodge Recreation Areas

- a. Cadets may wear the prescribed liberty uniform at Stonington Lodge, and the following uniforms are authorized:
  - 1. Operational Dress Uniform (ODU). All cadets may wear the operational dress uniform at Stonington Lodge. It may be worn for direct travel between the Academy and Stonington Lodge.
  - 2. Issued Gym Gear. All cadets may wear Academy issued gym gear while at Stonington Lodge.
  - 3. Recreational Uniform. All cadets may wear the recreational uniform at Stonington Lodge and while transiting between the Academy and Stonington Lodge.
  - 4. Running Suit. All cadets may wear the running suit at Stonington Lodge. It may also be worn while transiting between the Academy and Stonington Lodge, however, while in transit, the running suit jacket must be worn.

G-4-10      Lab Classes

The uniform for lab classes shall be designated by the lab instructor as the Uniform of the Day or the Operational Dress Uniform (ODU) depending upon the nature of the lab work to be done. The lab uniform is authorized for wear in the cadet wardroom for lunch if there is insufficient time to change back to the uniform of the day. Hard hats may be worn with the uniform but not at formation.

G-4-11      Running/Jogging

When cadets are running or jogging for recreational purposes on or off base, they must always be in their issued gym gear. For pre-dawn, dusk or evening running, reflective gear must be worn. The use of the issued Academy sweatshirt, sweat pants, running suit, or Navy blue running tights is optional. The wearing of portable headphones, earphones, or other listening devices while jogging, walking, skating or bicycling on roads, streets or sidewalks on the Coast Guard Academy is prohibited. Portable devices are authorized to wear on sporting fields, courts, gyms, and/or track facilities, however, they may not be worn while in transit to any of the above places.

#### G-4-12 Wardroom

Except as specifically noted in this chapter or specifically prescribed, the uniform while eating in the wardroom shall be the Uniform of the Day for breakfast and lunch during non-liberty hours. The Academy running suit pants may be worn to the evening buffet meal and meals during liberty hours in lieu of the Uniform of the Day. Running suit jackets are optional.

#### G-4-13 Roland/Billard/Varsity/Club Sports

- a. All team sweats, sweatshirts, and apparel must be consistent with these regulations and may be worn at any time required by the team coach for athletic practice or competition or as authorized by these regulations. They may not be worn when attending athletic events as spectators any time civilian clothes are not authorized.
- b. Team specific warm-ups and uniforms may be worn when transiting directly to and from practice, during practice in the gym or other respective practice areas, or when transiting directly to and from scheduled sporting competitions. Warm ups and uniforms are not authorized to be worn while in Chase Hall other than in transit to practice or at a training meal.
- c. During the workday, before 1600, cadets are allowed to wear issued gym gear and the running suit while transiting to and from the gym. The running suit may be worn in part or in whole in addition to the issued athletic gear shirt and blue athletic gear shorts.

#### G-4-14 Attending Athletic Events onboard the Academy Grounds

- a. During liberty hours.
  1. Unless otherwise specified by the Regimental Commander, first and second class cadets may attend sporting events in civilian attire if those events occur during liberty hours.
  2. Unless otherwise specified by the Regimental Commander, third class cadets may attend sporting events in civilian informal liberty attire, study

- hour gear uniform (including running suit pants) or the uniform of the day.
3. Unless otherwise specified by the Regimental Commander, fourth class cadets may wear study hour gear uniform (including running suit pants) or the uniform of the day.
- b. During non-liberty hours or during special liberty.
1. Unless otherwise specified by the Regimental Commander, cadets of all classes may attend sporting events in study hour gear uniform (including running suit pants) or the uniform of the day.

## **SECTION 5: UNIFORM ITEMS AND ACCESSORIES**

### **G-5-01 Gym Gear Uniform**

- a. The uniform for cadets at the gym in a free period during the day or during scheduled sports period is as follows:
  1. Dark blue issued Academy gym shorts
  2. A short or long-sleeve grey issued Academy gym shirt
  3. White athletic socks
  4. Athletic shoes. Sandals are not authorized.
  5. Running Suit, issued sweatpants, and issued sweatshirts as desired.
- b. Team specific warm-ups and uniform for cadets participating in varsity/club/intramural sports are authorized in-season when transiting to and from practice or traveling to and from scheduled sporting competitions.
- c. Because different sports have different requirements for their activities, different types of under-clothing are authorized to include long sleeve high performance apparel, running tights, etc.
- d. During the workday, before 1600, cadets are allowed to wear issued gym gear and the running suit while transiting to and from the gym. The running suit may be worn in part or in whole in addition to the issued grey gym shirt and blue gym shorts.

### **G-5-02 Study Hour Gear Uniform**

- a. Components. The study hour uniform is comprised of the following:

1. Blue issued study hour shirt. The shirt shall be tucked in at all times. Cadets shall not wear issued study hour shirts bearing the name of another cadet.
  2. Issued academy gym shorts.
  3. Athletic shoes that are of a conservative color i.e. grey, white or black with white athletic socks or issued docksiders. Blue, black or brown flip-flops with a maximum of 1" sole may be worn from 1900 until 0600 within Chase Hall. The flip-flops may have a logo on them, but it shall be no larger than one inch in size. The flip-flops may not be worn at any time outside of Chase Hall. Crocks, slippers and moccasins are not authorized to be worn.
  4. Running suit (in part or in whole). If the running suit jacket is worn, it shall be zipped at least  $\frac{3}{4}$  of the way to the top.
  5. Issued sweatpants and sweatshirts (not sweats from varsity athletic teams).
- b. Alternate Components: These components are optional inside of Chase Hall after 1600:
1. Blue company, team, class and unit t-shirts with white lettering and/or logos;
  2. Blue company, team, class and unit sweatshirts with white lettering and/or logos.
  3. All alternative sweatshirts and t-shirts must be solid blue, with only white lettering and/or logos on the front or back; embroidery is not permitted;
  4. All alternative sweatshirts and t-shirts must be approved in writing by the Assistant Commandant of Cadets.
- c. Alternate components of the study hour gear uniform must:
1. Not be worn outside of Chase Hall or academic buildings;
  2. Not be worn in Chase Hall between the hours of 0600-1600 or academic buildings between the hours of 0600 - 1900;
  3. Not express opinions contrary to the Coast Guard Core Values;
  4. Not express sexism, discrimination, profanity, or vulgarity;

5. Not express affiliation with gangs or subversive groups;
  6. Not be dilapidated, dirty, or stained (e.g. torn clothing, cut off shorts);
  7. Not be sensual or suggestive. (e.g. halter tops, sheer material, tank tops, exposed undergarments);
  8. Be worn as it was designed;
  9. Be of proper size and fit;
  10. Not violate a sense of conservatism.
- d. Periods of Wear. Study hour uniform or the uniform of the day is to be worn after 1900. The study hour uniform may not be worn to military training held outside of Chase Hall during the 1900 – 2000 military training period unless specifically authorized. However, it may be worn within Chase Hall after 1600. The optional components may be worn within Chase Hall after 1600 and academic buildings after 1900 until 0600, when out of public view. All uniform items will be in good repair. The optional components of the study hour gear uniform are specifically barred from:
1. Lectures in academic buildings
  2. Sporting events
  3. Optional Operations Spotlights
  4. Any event which may have a member of the public present
- e. Restrictions on Wear. When transiting outside of Chase Hall to academic buildings or the library during study hour, the Running Suit pants shall be worn in addition to the other required Study Hour attire. The Running Suit Jacket is an authorized option. Sweatshirts may be worn with Running Suit pants. The study hour uniform is not to be worn in the quarterdeck area.

G-5-03 Bathrobes

Cadets shall wear issued bathrobes when transiting between the cadet room and the head to take showers, and at any other time when it is necessary to be in the passageway out of uniform or civilian attire.

G-5-04 Belt Buckles

In Troops, SDB's or SSW only plain, unlaquered brass belt buckles are authorized

for wear by cadets when wearing black or white web belts. Unit/ship belt buckles and anodized belt buckles are not authorized for wear at any time. In ODU's, the standard black belt with the subdued open faced buckle and rigger belt are authorized.

G-5-05      Carrying Items

- a. Cadets are required to be able to render a salute at all times.
- b. Carrying cases. Cadets are authorized to use black briefcases, issued backpacks, and issued gym bags to carry class materials about the Academy. When in uniform, cadets must carry their briefcase, backpack or gym bag in their left hand. The single exception is that cadets may wear the issued backpack while wearing the Operational Dress Uniform onboard the Coast Guard Academy grounds in the manner described in paragraph e. Additionally, cadets may use a nylon track bag when wearing the gym gear uniform to transport sports or workout equipment to and from practice. These bags must be navy blue and may have a team logo or the "CGA" logo in white. Cadets may not wear track bags when in the Coast Guard uniform. The bags must be worn with both straps over the shoulders or carried by hand.
- c. Cadets may carry personal beverages, food, or the like outside so long as these items do not prevent them from rendering proper courtesies (officers and civilian).
- d. Chart tubes. Cadets may sling their issued chart tubes over their shoulders when transiting about the Academy.
- e. Backpacks. Issued backpacks may be worn to carry class materials about the Academy when wearing ODU's, gym gear or study hour gear. Backpacks must be worn with both straps on the shoulders tightened so that the backpack sits on the middle back and is square with the shoulders. Backpacks may also be carried in the left hand by the handle on the top when wearing ODU's, gym gear or study hour gear. Issued backpacks shall be carried in the left hand by the handle on the top when wearing Troops or SDBs or at any time when in uniform off Academy grounds. Backpacks shall not be worn when wearing Troops or SDBs or at any time when in uniform off the Academy grounds.

G-5-06      Devices, Ribbons or Medals

Cadets shall wear only those uniform devices, ribbons or medals authorized by competent authority. Reference shall be made to the Coast Guard Uniform Regulations for the proper manner of wear.

G-5-07      Flowers



Unless at a funeral, flowers in the form of corsages, wristlets, or boutonnieres are not to be worn or pinned on any uniform. Bouquets may be carried.

G-5-08      Garrison Caps

- a. General. The garrison cap may be prescribed as part of the uniform of the day except in the following cases:
  1. The garrison cap shall not be worn for any type of drills, reviews, competition, practice, etc. It shall not be worn while engaged in any watchstanding activity (e.g., orderly duty, RCDO, OOD, JOOD, etc.).
  2. It shall not be worn as part of any liberty uniform unless otherwise authorized by the Commandant of Cadets.
- b. Carrying on Belt. When the garrison cap is being carried on the belt, it should be placed under the belt on the wearers' right side with the cadet rank insignia exposed.

G-5-09      Gloves

Black leather gloves may be prescribed as part of the uniform of the day or the liberty uniform.

G-5-10      Handbags

The use of handbags by female cadets with uniforms is optional. Female cadets desiring to buy and carry handbags shall consult the Coast Guard Uniform Regulations for authorized style and color information. Handbags shall not be carried when drilling or in formation, except when specifically authorized by the Commandant of Cadets. Handbags are not to be carried while wearing a working uniform.

G-5-11      Hats or Caps

- a. Indoors. Cadets shall only wear issued caps or hats indoors when wearing side arms, on duty, or in formation.
- b. Outdoors. Cadets shall wear issued caps or hats as prescribed when outdoors and in uniform at all times. This includes when smoking in a designated smoking area or sitting at an outdoor picnic table. When ball caps are authorized, only issued class or Academy ball caps are acceptable with the exception of first class cadets who have received their billet assignments as described in paragraph d. below. Deviations from this must be authorized by

the Commandant of Cadets.

- c. Religious Services/Dining Facilities. Cadets on duty or wearing swords or side arms shall remain covered except during religious services or when entering a mess hall or wardroom.
- d. Unit Ball Caps. Each 1/c cadet may wear his/her respective unit ball cap with the ODU onboard the Academy after Billet Night. Ball caps may not be worn with other uniforms and may not be worn with any uniform off base.

G-5-12      Jewelry

- a. Watches. All cadets are authorized to wear one watch of a non-eccentric type. Watchbands shall be conservative and shall not detract from uniform appearance.
- b. Earrings. Female cadets with pierced ears may wear one pair of gold, silver, white pearl, or diamond post earrings (ball style). The size of the ball shall not exceed ¼ inch in diameter and each earring must be worn at the lobe of the ear. Male cadets are prohibited from wearing earrings at any time.
- c. Class Rings. First, second and third class cadets are authorized to wear their respective Academy class rings commencing on the date prescribed by the Commandant of Cadets.
- d. Engagement Rings. Cadets may wear engagement rings.
- e. Necklaces/Bracelets. Necklaces may be worn but shall not be visible while in uniform. Bracelets are not authorized for wear with the uniform.
- f. Class tie tacks. Cadets may wear a tie tack with their official class crest (usually provided through the class ring supplier).
- g. Body Piercing. With the exception for female ear piercings specifically authorized by the Coast Guard Uniform Manual, all body piercing are prohibited.

G-5-13      Parka

- a. The parka is an all-weather outer garment that is waterproof. The bitter end of the collar device shall be pointing to the wearer's left. It is the primary work coat for wear with ODUs, and may be worn with both the Tropical Blue Long and modified Service Dress Blue uniforms. (Because the modified SDB uniform does not include wear of the SDB jacket, the parka may be worn in its place. However, the parka will not be worn when wearing the jacket is appropriate as the parka is not authorized for wear over

the SDB jacket.) The parka is authorized as an outer garment for recreation gear and civilian clothes, but the rank insignia must be removed.

- b. At no time shall the hood be unrolled from the collar unless the hood is in use due to adverse weather. Covers shall be worn when the parka hood is in use. There are two appropriate ways to wear the parka: either the parka shall be zipped up to 5 inches below the top of the collar and the collar shall be turned down, or the zipper shall be zipped all the way to the top and the collar shall be worn up.

G-5-14      Scarves

Manner of Wear. Scarves shall be worn neatly with the lay of the outer garment (i.e. left over right for male cadets and right over left for female cadets). Scarves are to be folded once along the length and worn with the folded edge exposed up to three inches above the outer garment's collar. The ends of the scarf shall be tucked neatly under the outer garment. At no time should the shirt or tie be visible.

G-5-15      Sleeping Attire

Cadets must wear sleeping attire when sleeping in their rooms. Cadets are authorized to wear civilian-type pajamas or any combination of standard issued T-shirts, shorts, or sweats. If transit outside of cadet rooms is necessary (e.g. to the head), the bathrobe must be worn in addition to sleeping attire.

G-5-16      Swords and Side Arms

Swords and side arms shall be worn when prescribed. Any time a sword is used, the belt and scabbard shall be worn. Bayonets are considered side arms.

G-5-17      Trenchcoat

- a. The trench coat may be prescribed as a part of the uniform of the day. When the trench coat is worn:
  - 1. The buckle shall be securely fastened,
  - 2. Its buckle must form a "gig line" with the edge of the coat flap,
  - 3. The extra belt flap must be neatly folded back onto itself so as not to detract from the belt line.

G-5-18      Umbrellas

Umbrellas may be used with the uniform except when marching in formation.

Umbrellas will be the telescoping type shaft with a straight handle and made of plain black material.

G-5-19 Undergarments

- a. Cadets shall wear appropriate undergarments at all times. This includes brassieres for female cadets and V-neck t-shirts for male cadets.
- b. Female cadets have the option of wearing a V-neck t-shirt in addition to their brassiere. Tank top t-shirts are not authorized for wear by either sex.
- c. Undergarments shall be of such color to minimize their showing through the outer garments. The outline of any undergarments, such as bikini-style briefs, shall not show through the outer garments. Undergarments shall not be visible or worn outside of outer garments. Nylon hose worn by female cadets shall be of a plain design and flesh tone color. Plain white undergarments shall be worn when white uniforms are worn.

**SECTION 6: UNIFORM ATTACHMENTS AND INSIGNIA**

G-6-01 Combination Cap Device

The insignia on the combination service cap shall consist of a metal cap device, chin strap, and gold Coast Guard retaining buttons.

G-6-02 Sleeve Insignia

- a. Cadet sleeve insignia shall consist of stripes indicating the wearer's class and, for first class cadets, stripes indicating the cadet officer's rank.
- b. Class Insignia. Service Dress Blue, Cadet Parade Dress Blue, and Dinner Dress Blue jackets: Cadets shall wear stripes of 1/8 inch gold nylon lace on these uniform coats to indicate the wearer's class as follows:
  1. Cadet First Class - one horizontal stripe on each sleeve, around the entire sleeve, 2 inches from the edge of the cuff. On the outside of each sleeve, there shall be placed a 3/4 inch gold Coast Guard shield, the lower point of which is to be 1/4 inch above the stripe. First class cadet officers shall wear shoulder boards with the number of stripes prescribed in paragraph c. below.
  2. Cadet Second Class - two diagonal stripes set 1/4 inch apart. These stripes shall extend diagonally down the outside of the sleeve from the rear seam to the front seam. The upper end of the lower stripe shall be nine inches from the cuff, and the lower end shall be three inches from the cuff. A shield of the same design as that used on the first class cadet coat shall be placed midway between the seams of the sleeve with the

lower point of the shield placed two-1/2 inches above the cuff.

3. Cadet Third Class - Same as for the second class, but with only one diagonal stripe.
4. Cadet Fourth Class - no stripes, and the shield shall be placed with the lower point 2 -1/2 inches above the cuff midway between the sleeve seams.
5. All SDB and DDB jackets shall be striped. Only first class cadets will wear stripes on the Cadet Parade Dress jacket..

c. Cadet Command Striping.

1. Cadet in Command positions will wear the following number of stripes:

Regimental Commander: 6 stripes  
Regimental Executive Officer: 5 stripes  
Regimental Chief of Staff: 5 stripes  
Regimental Planning Staff: 4 stripes  
Company Commanders: 4 stripes  
Company Executive Officers: 3 stripes  
Department Heads: 2 stripes

2. All stripes are horizontally set 1/4 inch apart running around the sleeve. The lower stripe shall be 2 inches from the edge of the cuff. The Coast Guard shield, described above, shall be placed midway between the sleeve seams, the lower point 1/4 inch above the top stripe.
3. DDBs are not striped according to cadet command positions.

G-6-03      Shoulder Boards

- a. Enhanced shoulder boards. Enhanced shoulder boards (slide-on type) shall be worn on wooly pully sweaters and all shirts having epaulets.
- b. Hard shoulder boards. Hard shoulder boards (snap-on type) shall be worn on white service coats and white dinner dress jackets.
- c. First Class Cadets. First class cadets shall wear a horizontal stripe of 1/8 inch gold lace, placed parallel to and 1/2 inch from the squared end. First class cadet officers shall wear shoulder boards with the number of stripes prescribed in Article 5-G-6-02 above.
- d. Second Class Cadets. Second class cadets shall wear boards with two diagonal stripes of 1/8 inch gold lace, the outboard stripe extending from the

leading edge at a point 1 3/4 inches from the squared end of the board. The inboard stripe shall be parallel to and 1/4 inch distant from the outboard stripe.

- e. Third Class Cadets. Third class cadets shall wear shoulder boards similar to those of the Second Class, using only one diagonal stripe.
- f. Fourth Class Cadets. Fourth class cadet shoulder boards have no stripes.

G-6-04      Cadet Rank Insignia

- a. Types. There are two types of Cadet Rank Insignia:

- 1. Cadet Rank Devices - The device uses the conventional cadet anchor superimposed on a colored shield for class distinction. The shields are: green for 4/c, red for 3/c, white for 2/c, and blue for 1/c.
- 2. First Class Cadet Officer Devices. First class cadet officer devices shall consist of gold metal bars connected by a thin strip of gold wire. The number of bars is equal to the number of stripes.

- b. Manner of Wear.

- 1. Collar Device (2/c, 3/c and 4/c cadets). All second, third and fourth class cadets are required to wear both cadet rank devices as prescribed below:
  - (a) Operational Dress Blouse. The device shall be centered one inch from the front and upper edges of the collar, positioned with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.
  - (b) In all cases, the cadet rank device shall be worn with the bitter ends facing forward.
- 2. Collar Devices (1/c cadets). All first class cadets shall wear the cadet rank devices on their left collar as prescribed above and their first class cadet officer device on their right collar. If the cadet is a division officer, then the cadet rank device shall be worn on the right collar also in the manner prescribed above.
- 3. Shoulder Devices (2/c, 3/c and 4/c cadets). All second, third and fourth class cadets are required to wear both cadet rank devices on the epaulets of trench coats and windbreakers in the following manner:
  - (a) Each device shall be worn so that the shaft of the anchor is centered on and parallel to the epaulet, with the star positioned nearest the

wearer's collar and bitter ends facing forward.

- (b) The bottom of the device shall be 3/4 inch inward from the seam joining the epaulet to the jacket shoulder.
- 4. Shoulder Device (1/c Cadets). All first class cadets shall wear their first class cadet officer devices as prescribed above. If the cadet is a division officer, then the cadet rank device shall be worn in the manner prescribed above.
- 5. Garrison caps. The cadet rank device shall be worn on garrison caps for all classes regardless of company or regimental positions in the following manner:
  - (a) The device shall be worn on the wearer's left, centered vertically on the fold-up portion, two inches from the front of the cap.
  - (b) The bitter end shall face forward.
  - (c) Additionally, first class cadet officers shall wear their first class cadet officer device on the wearer's right, approximately one inch from the bottom, and two inches from the front of the cap.

#### G-6-05 Cadet Parade Dress Collar Insignia

The coat collar insignia on the cadet parade dress uniform shall consist of a gold fouled anchor, 1 7/4 inches long, 1 3/4 inch wide at the stock and 1 inch wide at the flukes. One of these devices shall be pinned on each side of the collar in a horizontal position, crown to the front.

#### G-6-06 Honor Lists Insignia

- a. Stars. Cadets on honor lists or achieving excellence earn the right to wear the stars corresponding to the honor. Cadets on honor lists shall wear their respective stars. The following stars are listed in precedence order:
  - 1. Dean's List: gold metal star
  - 2. Commandant of Cadets' List: silver metal star
  - 3. PFE Excellence: blue metal star
  - 4. Regimental Commander's List: bronze metal star
- b. Manner of Wear. The stars shall be worn as follows:

1. One Star.
  - (a) Service Dress Blue Coat and Tropical Blue Shirt. On left breast pocket flap. Place on the vertical center line of the flap, midway between the button and the top seam, with one point of the star upward.
  - (b) Service Dress White Coat. Center on the left breast pocket flap. Place 1/2 inch below service ribbons, with one point of the star facing upwards.
  - (c) Operational Dress Blue Uniform: Stars shall not be worn.
2. Two stars. Place the stars two inches apart, equidistant from the appropriate seam or center line as described above. The higher precedence star should be worn to the wearer's right. One point of star shall point upwards.
3. Three stars. Place the stars 1 1/2 inches apart, equidistant from the appropriate seam or center line as described above. The highest precedence star should be worn to the wearer's right, followed by the next higher precedence stars. One point of each star shall point upwards.

G-6-07 Command, Intercollegiate Sports Team Captain and Guidon Bearer Insignia

- a. Eligibility.
  1. Cadet Command Insignia. The cadet command insignia recognizes command-level leadership in the Corps of Cadets and is issued to all cadets in command positions. For purposes of this article, command positions are defined as the Regimental Commander and Company Commanders.
  2. Intercollegiate Sports Team Captain Insignia. The Team Captain insignia recognizes the significant leadership responsibility that team captains must display as mentors, role models, and leaders to their players both on and off the field. For the purposes of this article, team captains are defined as captains of intercollegiate sports. Intercollegiate teams may name up to two captains per team. If there are more captains than the number allowed, only the most senior cadet will be authorized to wear the insignia. The Regimental Athletics Division officer will be responsible for compiling a list of eligible cadets at the start of each season.
  3. Cadet Guidon Bearer Insignia. The cadet Guidon Bearer insignia recognizes the 2/c Guidon Bearer in each company.



- b. Description. The cadet command insignia consists of a gold metal pin (approximately 5/8 inch in diameter) with a star superimposed on a wreath of oak leaves. The intercollegiate sports team captain insignia is a gold pin with “CG” intertwined. The cadet Guidon Bearer insignia is a square-shaped pin that displays each company’s signal pennant.
- c. Manner of wear.
  - 1. The cadet command, intercollegiate sports team captain and Guidon Bearer insignia shall be worn on all formal dress, dinner dress, full dress, service dress and tropical blue long uniforms. Only the current Command, current Team Captain and current Guidon Bearer insignia shall be worn in operational dress blue uniform.
  - 2. Current cadet command insignia shall be worn centered 1/4 inch above the nametag. Equivalent locations shall be used for uniforms when no nametags are required. Current team captain insignia shall be worn on the right breast pocket flap, placed on the vertical centerline of the flap midway between the button and the top seam. The cadet Guidon Bearer insignia shall be worn on the right breast pocket flap, placed on the vertical centerline of the flap midway between the button and the top seam. If both the team captain and the Guidon Bearer insignia are worn, the two insignia will be placed equidistant from the centerline of the pocket flap with the Guidon Bearer insignia placed inboard of the sports team captain pin.
  - 3. After successful completion of a command or team captain position, the insignia is to be worn centered on the wearer's left pocket flap as close to 1/4 inch below top edge of the pocket flap as practicable. When medals are worn, the insignia shall be worn centered 1/4 inch below the bottom row of medals in the same manner as above. If a cadet has successfully completed both command and team captain, the two insignia will be placed equidistant from the centerline, with the command insignia placed inboard. Equivalent locations shall be used for uniforms without pockets. The cadet Guidon Bearer insignia shall be worn only when the Guidon Bearer position is held.

#### G-6-08 Other Insignia

- a. Prior enlisted insignia may be worn by cadets. The manner of wear shall be in accordance with the Coast Guard Uniform Regulations.
- b. Insignia from other service and service academies (i.e. Air Force Jump Wings) may be worn by cadets. The manner of wear shall be in accordance with the Coast Guard Uniform Regulations.

- c. International cadets shall wear their national flag insignia in the center of the right breast pocket flap in the same manner as the Guidon Bearer Insignia.
- d. Fourth class cadets who win drill down shall wear a gold aiguillette over their right shoulder during their week of carry-on.

## **SECTION 7: GROOMING**

### **G-7-01 Grooming Standards**

- a. It is the personal responsibility of each cadet to maintain the highest standard of personal grooming. Grooming standards are based on several elements, including neatness, cleanliness, and the key element, which is the military appearance of cadets of the Coast Guard Academy. Company Officers and Company Chiefs shall have final authority on whether a cadet's hair meets grooming standards.
- b. Cadets shall meet Coast Guard grooming standards at all times. These standards are set forth in the Coast Guard Uniform Regulations .
- c. On an individual basis, male cadets will obtain a haircut from the Cadet Barber Shop as often as needed to maintain Coast Guard Regulations, however, haircuts will not exceed one per week. The CGES contract with the Cadet Barber Shop will be maintained by continuing to deduct the monthly stipend from Cadet Accounts.
- d. Daily formations will provide a venue through which cadets will be held accountable for having haircuts within set standards. Upperclass cadets will be held accountable for the standards of their personnel.

### **G-7-02 Health and Sanitation**

Cadets must be meticulous in their personal hygiene and sanitation habits. Cadets must report promptly to the Medical Officer the existence or suspicion of any communicable diseases they, or others with whom they live or come into contact, may have contracted.

## **SECTION 8: CLUBS AND CADET ACTIVITIES**

### **G-8-01 Authority and Responsibility**

- a. The Commandant of Cadets is the final approving authority for cadet participation in all activities, meetings and events except:
  - 1. Intercollegiate athletics.

2. Lectures and seminars sponsored by academic departments and approved by the Dean of Academics.
  3. Those activities and events scheduled on the Academy Calendar of Events.
- b. The Commandant of Cadets is also responsible for the Cadet Daily Routine, and must approve all requests for excusals from that routine.
  - c. The Assistant Commandant of Cadets will report directly to the Commandant of Cadets for administration of all cadet extracurricular activities, except those for which the Director of Athletics and the Dean of Academics are responsible.

G-8-02      Activity Advisors

- a. Role. All Cadet Activity Groups, including those sponsored by the Dean of Academics and Director of Athletics, will have at least one faculty/staff advisor or coach. Under the direction of the appropriate Division Chief, these advisors will supervise all phases of the activity. Generally, advisors will be volunteers; however, the Superintendent may appoint advisors from among the Academy faculty/staff.
- b. Responsibility.
  1. Cadet Activity Group advisors will supervise all phases of the activity. Particular attention will be given to the proper accounting of funds and equipment. Advisors will find detailed information concerning Cadet Activity Groups included in these regulations. Information concerning individual cadet clubs is included in each club charter. Advisors will ensure that club officers annually update their charter with the Commandant of Cadets.
  2. Advisors will ensure that regulations are followed concerning eligibility and participation, as well as scheduling of group activities. All correspondence routed to the Commandant of Cadets or other Division Chiefs by Cadet Activity Group members must be routed via the advisor for approval and comment.
  3. Presidents of clubs must sign all requests from their respective club. It is expected that the President of a club will be a first class cadet or the club's senior cadet member.

**SECTION 9: CADET ACCOUNTS**

G-9-01 Cadet Accounts (formerly known as White Cards)

- a. The Cadet Account is a debit account provided to each Cadet to which monthly Cadet pay is transferred for use in meeting authorized Cadet expenses during the four year Academy program. The Comptroller is responsible to the Superintendent for management oversight of these Cadet Accounts.
- b. Cadets may use these accounts without prior authorization to procure certain items or services. Charges may be made to their account as follows: all issued items from the Cadet Bookstore to include school supplies (purchase of food or drinks from the Bookstore with these accounts is prohibited), all issued items from the Academy Clothing Locker and the CGES Uniform Shop, dry cleaning and tailoring, barber shop, laundry machines, photographs by Tide Rips contract photographers, yearbooks, class rings, class dues for the Cadet Activity Fund and Athletic Association, and personal property insurance. Use of Cadet Accounts in the Coast Guard Exchange is expressly prohibited.
- c. Cadets with a negative balance in their Cadet Accounts who desire to draw funds from these accounts for other procurements (such as eyeglasses, payment for religious retreats, Windjammers jackets, luncheons, etc.) shall make a request via their chain of command to the Assistant Commandant of Cadets. The Assistant Commandant of Cadets will, in turn, consult with the Cadet Finance Manager in rendering a decision. For those Cadets with a positive Cadet Account balance, requests for these other procurements can be made directly to the Cadet Finance Manager.

G-9-02 Commandant of Cadets' Emergency Funds

Cadet Emergency Funds are available to cadets departing on emergency leave and having insufficient funds to defray travel expenses. During working hours contact Chief, Administration Section; at all other times contact the CHDO.

G-9-03 Credit Cards

- a. Cadets are allowed to have one major credit card from those financial institutions approved by the Commandant of Cadets, as well as a Government Travel Charge Card and a Telephone Charge Card. The Cadet Finance Branch will coordinate processing of cadet applications.
- b. In the fall semester, fourth class cadets may only obtain a credit card that is cosigned by their parents. In the spring semester, fourth class cadets are authorized to obtain a credit card from an approved company with a limit of \$500.00. Third class cadets may have a credit limit of \$1000.00; second

class cadets may have a credit limit of \$1500.00; and first class cadets may have a credit limit of \$2000.00.

- c. First class and second class cadets, and selected cadets on the Pistol and Rifle Team, shall possess the Government Travel Charge Card. Guidance for application and use of this card is through the Cadet Administration Branch.

## **SECTION 10: RECYCLING GUIDELINES**

### **G-10-1 Recycling Standards**

- a. Trash and recyclables will be sorted as such in the gear heads: **Red** mother-buckets will always contain a plastic liner and trash; **White** and **Blue** mother-buckets will be used interchangeably and contain white paper, newspaper and mixed paper ONLY.
- b. Bottles (plastic and glass), cans, and all other recyclable plastic containers will be placed into the designated company bottle and can containers. The company's morale division will empty these containers periodically based on fullness and use the commodities for morale funds.
- c. All cardboard items will be broken down and placed into the designated cardboard containers located in company gear heads.
- d. For trash orderlies, trash will be taken down and put into the two large dumpsters designated for trash.
- e. For recycling orderlies, white paper, newspaper and mixed paper will be put into a separate dumpster allotted for mixed paper.
- f. Upperclass will intermittently stand by the dumpsters during orderlies and be responsible for ensuring that trash and recyclables are being properly sorted.

### **G-10-02 Recycling Orderly Procedures**

A recycling orderly will be conducted twice a week by the fourth class at the Guidon Bearer's discretion, and the fourth class company orderly will dispose of cardboard as expressed in the Company's Hot Word and approved by the Company Commander. The company's OOD will ensure that the recycling orderly is being conducted correctly.

## **HOTEL COMPANY DIRECTIVE OF THE CADET REGULATIONS**

## **PART 1 RULES OF ENGAGEMENT**

## **PART 2 ROLE OF HOTEL COMPANY**

## **PART 3 ORGANIZATION OF HOTEL COMPANY**

## **PART 4 COMMAND RESPONSIBILITIES OF HOTEL COMPANY**

## **PART 5 REGIMENTAL REGULATIONS OF HOTEL COMPANY**

Section 1: Events Planning

Section 2: Formals

Section 3: Community and Institutional Service

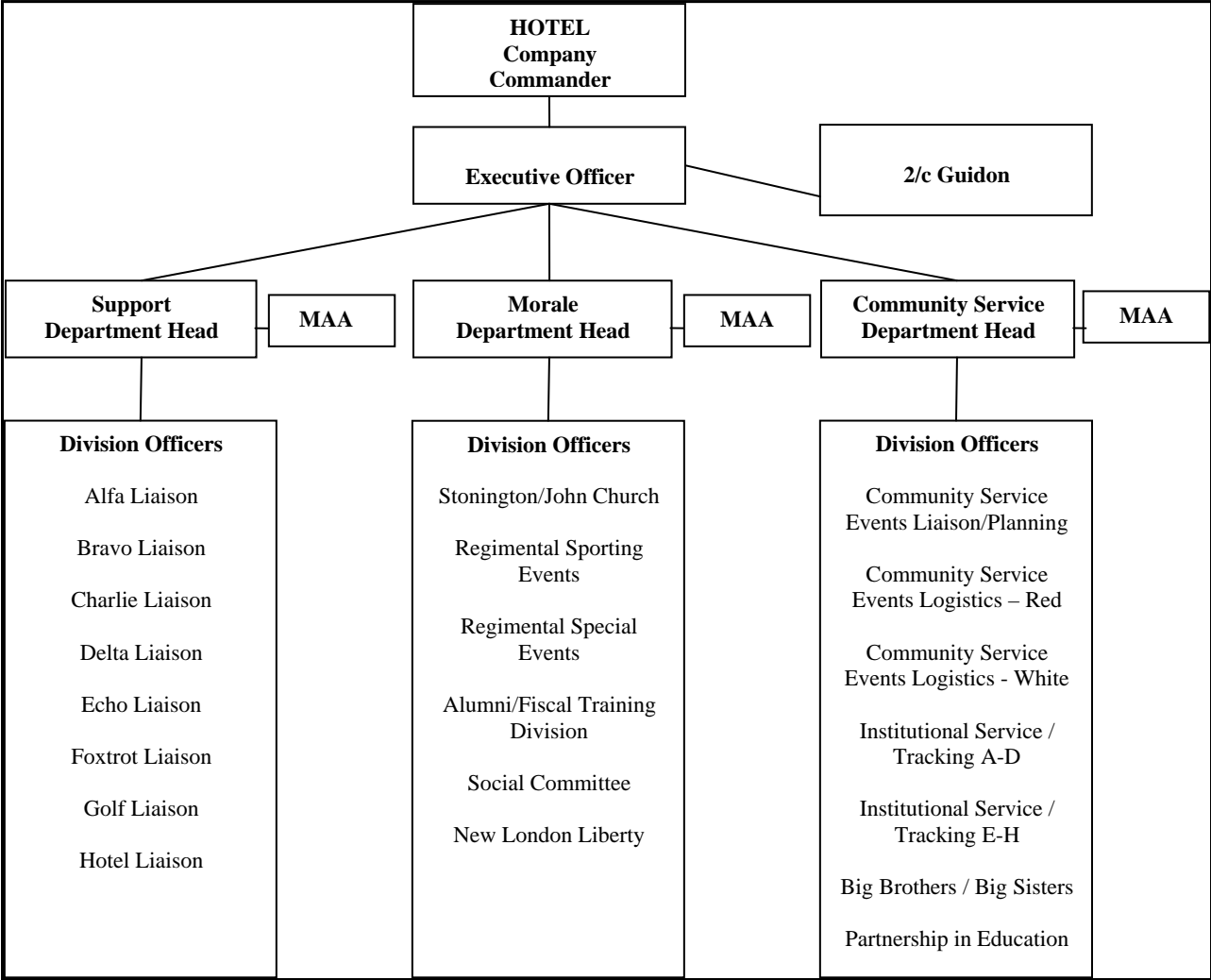
## **PART 1 RULES OF ENGAGEMENT**

This section of the Cadet Regulations is maintained by the Hotel Company Commander. The Regimental Commander mandates that the Hotel Company Commander maintains this directive, which at a minimum reflects Hotel Company Collaterals. To make a change to this section, cadets shall route a memorandum through their Chain of Command to the Hotel Company Commander who will forward the memorandum with a recommendation to the Regimental Regulations Review Board. The review board will present recommended changes to the Regimental Commander for approval.

## **PART 2 ROLE OF HOTEL COMPANY**

Hotel Company is the activities and community service company and is in charge of corps wide morale events, extracurricular activities, community service and tracking institutional service.

## **PART 3 ORGANIZATION OF HOTEL COMPANY**



**HOTEL  
Company  
Commander**

**Executive Officer**

**2/c Guidon**

**Support  
Department Head**

**MAA**

**Morale  
Department Head**

**MAA**

**Community Service  
Department Head**

**MAA**

**Division Officers**  
Alfa Liaison  
Bravo Liaison  
Charlie Liaison  
Delta Liaison  
Echo Liaison  
Foxtrot Liaison  
Golf Liaison  
Hotel Liaison

**Division Officers**  
Stonington/John Church  
Regimental Sporting Events  
Regimental Special Events  
Alumni/Fiscal Training Division  
Social Committee  
New London Liberty

**Division Officers**  
Community Service Events Liaison/Planning  
Community Service Events Logistics – Red  
Community Service Events Logistics - White  
Institutional Service / Tracking A-D  
Institutional Service / Tracking E-H  
Big Brothers / Big Sisters  
Partnership in Education

## **PART 4      COMMAND RESPONSIBILITIES OF HOTELCOMPANY**

- a. Company Commander. Command the Company. Maintain the good order, discipline, and welfare of the Company. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Report to the Regimental Commander the status of the Company. Ensure accurate reports are taken when required. Conduct material and personnel inspections of the Company. Coordinate execution of functions assigned to the Company. Review and act on Special Requests within the authorities of the Company Commander. Lead the Company at all regimental reviews, ceremonies, formations, and other events. Maintain assigned spaces and resources. Ensure company and individual collateral functions are completed as assigned.
- b. Company Executive Officer. As second in command of the Company, serve as the Company Commander's direct representative. Assist the Company Commander in the execution of duties. Supervise the Company Officer of the Day. Maintain unit readiness through a Company watch organization. Ensure compliance by the Company to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Maintain the good order, discipline, and welfare of the Company. Maintain company files including liberty lists, recall logs, special requests, meal security, evening reports, probation lists, etc. Act as Security Officer for the Company. Supervise the meal security watch. Prepare, review and post liberty lists whenever cadets in the Company rate liberty. Act as Company Medical Officer. Act as custodian of all Company property.
- c. Company Guidon Bearer. Directly oversee the second class execution of leadership responsibilities, to include training and enforcing all standards of the Company underclass cadets. This includes indoctrination, ensuring proper watchstanding, and upholding uniform and room standards. The Guidon Bearer will represent the company by holding the Company Guidon Bearer during drill.
- d. Department Heads. Command the Department. Maintain the good order, discipline, and welfare of the Department. Ensure compliance by the Department to the Regulations for the Corps of Cadets and policies established by the Superintendent and Commandant of Cadets. Conduct material and personnel inspections of the Department. Know the location and status of all Department members; submit accurate accountability reports. Prepare the Department for regimental reviews, Department competitions, formations, and other ceremonies. Maintain assigned spaces and resources. Stand the watch as RCDO. Coordinate execution of the following functions assigned to the Department.



e. Responsibilities of the Morale Department.

1. Stonington & John Church Foundation Division: Responsible for ensuring the cleanliness of Stonington after cadet use, helping cadets go through the process of reserving Stonington as well as maintaining the spare key, working closely with Stonington civilian personnel to ensure that the lodge is not overbooked, and keeping a schedule of the events. If there are requests for alcohol on Stonington property, the division will route the requests through Stonington personnel and the Assistant Superintendent for approval. Also responsible for overseeing the expenditures of the John Church Endowment Fund. The fund was established to provide a source of funding for special cadet developed projects or activities that enrich cadets' educational, recreational, or training programs. They are also responsible for oversight of the presentations of the cadets in Leadership and Organizational Development that have come up with a way to use the \$10,000 fund. The division will meet with the John Church Endowment Committee to decide which presentation would be the best for the Corps. The committee will submit a recommendation to the Superintendent via the Commandant of Cadets, Dean of Academics, Athletic Director, and Comptroller by the tenth week of each semester. The approved project will be sent to the Cadet Activities Fund.
2. Regimental Sporting Events - Responsible under the Department Head for the duties assigned to the division, including the planning, coordination, execution and conclusion of all Corps-wide morale events associated with sports competitions. Also included is transportation for the Corps to rugby, hockey, basketball, baseball and softball games.
3. Regimental Special Events - Responsible for planning and executing events for the corps of cadets that are not assigned to any other particular division in the corps. Examples include setting up tables with Aramark in the wardroom for selected groups of cadets for leadership activities and organizing/helping to carry out the cadet talent show in Leamy. In addition, Regimental Special Events division is responsible for the organization of, logistics, and planning for two corps wide morale events; this includes coming up with an event and getting it approved by the Regimental Commander, soliciting cadets, and speaking to the right persons to obtain food and/or supplies.
4. Alumni Association/Fiscal Training – This division serves as a liaison between the Alumni Association and the Corps of Cadets. Duties include organizing cadet presentations and representing the Corps of Cadets to the Alumni Association, donation fundraisers for graduating firsties, soliciting for cadets to write in the Alumni Bulletin, planning and organizing fiscal training sponsored by the Alumni Association, and

planning and organizing any morale events assigned by the Regimental Morale Department Head.

5. Social Committee - Responsible for coordinating with the Social Director the planning of formal events throughout the semester and ensuring that all cadets attend the required number of formal military balls during the school year.
  6. New London Liberty – Responsible for ensuring the Corps of Cadets is aware of the wide range of activities available in the New London area. The division will promote local events and conduct training with each incoming class to make them aware of everything New London has to offer.
- f. Responsibilities of the Community Service Department.
1. Community Service Events Liaison/Planning - Responsible for organizing, approving, setting up, promoting, and monitoring all cadet and command sponsored community service events. The duties include coordinating with the outside service organizations. Ultimately, the Hotel Company Chief approves requested community service events, but the division is responsible for planning and updating the command of status of ongoing events.
  2. Community Service Events Logistics Red/White – After being informed of an event by the Liaison/Planning Division, the Logistics Divisions submit excusal requests to the Hotel Company Chief, provides meals and transportation, and communicates directly with requestors and volunteers. The overall workload is split evening between the Red and White divisions.
  3. Institutional Service Tracking Divisions – Responsible for tracking the hours of service completed by each cadet by coordinating with each company's Hotel Liaison. All chits and requests for Institutional Service are routed through this division for approval prior to the event taking place. The workload is split evenly between the A-D and E-H divisions.
  4. Big Brothers/Big Sisters - Responsible for the recruitment of new cadets into the Big Brothers/Big Sisters program as well as working with cadets in the program, sponsoring special events, activities and training for club members, and reimbursing money to cadets who have taken their "littles" out on the weekend.
  5. Partnership in Education - Oversee all tutoring programs outside of the Academy. Responsible for finding cadet volunteers, organizing training (if necessary), coordinating times and places, setting up transportation,

and ensuring the program runs smoothly. Cadets participate in tutoring at several elementary and middle schools in the New London Area through several different programs, including Tutoring for Success. Coordinates with the Academy's collateral duty Partnership in Education officer.

## **PART 5 REGIMENTAL REGULATIONS OF HOTEL COMPANY**

### **H-5-01**      **Event Planning**

- a. No alcoholic beverages may be served within the limits of the Academy or the Stonington recreation area without specific permission of the Assistant Superintendent, regardless of who is sponsoring the party. A request shall be submitted to the Assistant Superintendent, via the Commandant of Cadets, not later than seven working days before the event. The request should outline the location, purpose, time and duration of the occasion.
- b. At all cadet events or functions where alcoholic beverages are offered, at least twenty-five percent (25%) of all funds designated for the purchase of beverages must be used specifically for the purchase of nonalcoholic refreshment (soda, water, cider, punch, etc.).
- c. When alcohol is being served, food will also be offered.
- d. The quantity of alcoholic beverages provided should not be greater than an amount that would provide either one ounce of liquor or 12 ounces of beer per hour per person eligible to drink alcoholic beverages according to state law.
- e. Cadet functions should not be planned around nor be intended to promote or encourage alcohol consumption. The primary purpose of any organized social gathering is to bring people together.

### **H-5-02**      **Formals**

- a. Cadets will attend formal dances as directed by the Commandant of Cadets. Fourth and third class cadets are required to attend at least two formals (including any wardroom dinners which precede the formal) during the year, and first and second class cadets are required to attend one formal (including dinner). Cadets are responsible for planning their schedules to meet this requirement. Cadets in a restricted status may attend the wardroom dinners and formals, and may entertain a guest, but may not depart the reservation. All cadets attending a formal dance will present themselves to the receiving line, whether or not they are escorting.
- b. Uniform:

1. Military Members: All military members will be in Dinner Dress or Mess Dress uniforms in entirety.
2. Civilian Guests: Civilian guests are required to be in "Black Tie."
  - (a) Males: Black tie for males is a tuxedo with or without tails, or a black suit, white shirt, conservative tie combination.
  - (b) Females: Black tie for females is a conservative long dress that extends to the floor or is "tea length," which is no shorter than three inches above the ankle.
3. Incorrect Attire/Out Of Uniform/Missing Items:
  - (a) Cadets who feel they are unable to wear the proper uniform must get a written recommendation from the Social Committee Division Officer in Hotel Company as to what attire they should wear.
  - (b) Cadets who arrive out of uniform are to be sent away and their name given to the Social Committee Division Officer in Hotel Company.
  - (c) Guests who are inappropriately attired are to be sent away and their host's name given to the Social Committee Division Officer in Hotel Company.
  - (d) Cadets are to remain in uniform for the entire formal. Cadets who remove articles of clothing will be asked to correct their uniform and their name should be given to the Social Committee Division Officer in Hotel Company.

c. Attendance:

1. Non members of the host class attending a class formal must be officially sponsored / invited by a member of the hosting class.
2. Cadets should make every effort to be at their appropriate table before the arrival of the official party. If due to unseen circumstances a cadet arrives late, he/she should wait to enter until the blessing has been given and the dinner has commenced.
3. Attendees will not leave the dance until 15 minutes after the departure of the official party.

4. Cadets shall use the place cards found at their table during the dinner for accountability. Collection baskets will be placed in the upper lounge of Leamy Hall once cadets are allowed to depart. All cadets must personally sign their place card and place it in a collection basket. Failure to do so or to attend the required number of formals will result in a Class II offense. Signing or placing another person's place card in the collection basket is an honor violation for both members.
5. On occasion, cadets may attend debutante and military balls sponsored by organizations other than the Coast Guard Academy. The only formal balls that will be eligible for credit toward the formal dance requirement are those specifically approved by the Cadet Social Director.

H-5-03      Community & Institutional Service

- a. All cadets are required to complete eight hours of volunteer service each semester. The eight hours may be completed through any combination of community or institutional service. The semester is defined as the first day of class through the last day of class, inclusive.
- b. Community service is volunteer work completed for off-base organizations. All community service events must be approved by the Hotel Company Chief to count towards the eight hour requirement. The Community Service Request form must be routed to Hotel Company no less than two weeks before the event is to take place. Hotel Company will periodically advertise events to the Corps; however, cadets are encouraged to seek out their own opportunities. A shortage of advertised community service opportunities is not an excuse for failure to complete the required eight hours.
- c. Institutional service is volunteer work completed on base. The following requirements define what is acceptable:
  1. Institutional service must be volunteer work above and beyond a cadet's normal duties completed solely for the benefit of the Coast Guard Academy; cadets must not receive any other credit or reward for completion.
  2. Institutional service is performed to assist a member of the faculty or staff on an individual project, OR performed in support of an on-base event that the cadet would not otherwise be involved in. For example, a member of the basketball team would receive credit for assisting at a CGA home soccer match, but would not receive credit for keeping score at a basketball game.
  3. A minimum of one hour of work must be completed in order to receive credit.

4. Institutional service requests must be routed through the cadet's Hotel Liaison to the respective Hotel Company Institutional Service Division Officer no less than two weeks before the work is to take place. Requests routed following the completion of work will not be approved.