



U.S.C.G.  
ACADEMY

FOURTH  
CLASS  
SUMMER  
PROGRAM

CLASS OF  
1969

---

12 JULY -  
21 AUGUST  
1965

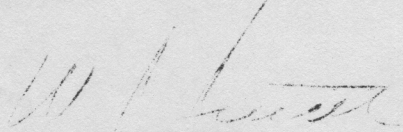
UNITED STATES COAST GUARD ACADEMY  
New London, Connecticut

5 May 1965

.SUPERINTENDENT NOTICE 1531

Subj: Fourth Class Summer Program (Class of 1969)

1. The Fourth Class Summer Program for the Class of 1969, set forth in U. S. Coast Guard Academy Operations Order No. 2-65 (Enclosure 1 hereto) is approved and will be executed 12 July 1965.
2. This Notice is cancelled 23 August 1965.



W. J. SMITH

Encl: (1) U. S. Coast Guard Academy Operations Order No. 2-65

DIST:

List 2

Cadet Issue Room

Jacob Reed Tailor Shop

Academy Tailor Shop

Each 2/c assigned

4/c Summer Program

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

ANNEXES

A	Processing week routine
B	Daily routine
C	Class schedule
D	Cadet watch organization
E	Orientation syllabus
F	Schedule for etiquette training
G	Coast Guard History syllabus
H	Science syllabus
I	Seamanship syllabus
J	Physical education syllabus
K	Company Sports competition

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ANNEX A

OUTLINE FOR PROCESSING

1. The class of 1969 will report between 0800 and 1600, 12 July 1965. As each man reports, the following steps will be carried out:
  - a. Reporting Desk (Lobby of Chase Hall). The reporting cadets will be formed into Platoons according to their reporting number. As soon as a Platoon is formed the names of the men in the Platoon shall be forwarded to the Infirmary. Platoons shall be composed of approximately 20 men each.
    - (1) Collect reporting orders.
    - (2) Register name on reporting Platoon list and assign:
      - (a) Reporting number.
      - (b) Room number.
      - (c) Platoon number.
    - (3) Complete the reporting card.
    - (4) Give each man:
      - (a) Assignment card.
      - (b) Fourth Class Summer Program Booklet.
      - (c) Post Card (To be filled in for mailing - Home)
    - (5) Direct each man to report to his room, leave his personal gear in the room, and report to the Cadet Accounting Officer and deposit the \$300.00. Linen will be issued at a later time.
  - b. Cadet Accounting Office (Room 0-114, Chase Hall)
    - (1) Cadet Accounting Officer collect \$300.00 from each man.
    - (2) Direct each man to report to the uniform desk.
  - c. Uniform size desk (Room 54, Chase Hall Basement)
    - (1) Fill in the cadet's name and reporting number on the forms provided.
    - (2) Complete measurements and try on articles of clothing provided.
    - (3) Fill out calling card form.
    - (4) Direct cadet to report to questionnaire desk.
  - d. Questionnaire Desk (Room 51, Chase Hall Basement)
    - (1) Complete forms provided.
    - (2) Have each cadet address a franked envelope to his parents or guardian.
    - (3) Direct each man to report to the Issue Room for gym gear.

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e. Issue Room:

(1) Issue each man a pair of gym shoes, shorts, athletic supporter and towels. Athletic Department provide 20 pairs of gym socks to be used for fitting shoes.

(2) Direct man to report to his room to await call of Platoon Officer.

2. The remainder of the processing will be carried out in accordance with the schedule on page A-4 of this Annex. The following will be accomplished at each station in the schedule.

a. Infirmary:

(1) Complete the physical examination.

(2) Advise the Platoon Officer and the cadet office of any member of the Platoon whose physical condition is doubtful. Cadets will not draw clothing issue, go swimming, or take the physical aptitude test until cleared by the Infirmary.

b. Barber Shop:

(1) Give each man a close crew cut.

c. Fingerprints (Room 54 Chase Hall) and ID picture (Photo Lab.)

(1) Fingerprint each man on form DD 369 and form CG-2515.

(2) Take photo for ID card.

d. ~~Rifle Range~~: *Armory*

(1) Issue each man a rifle, bayonet and scabbard.

e. Swimming Pool:

(1) Give each man a qualifying swimming test. (NOT TO BE DONE UNTIL FOUND QUALIFIED BY PHYSICAL EXAMINATION).

f. Clothing Locker:

(1) Issue tagged, prepacked seabag in accordance with size lists. (NOT TO BE DONE UNTIL FOUND QUALIFIED BY PHYSICAL EXAMINATION).

g. Shoe Fitting:

(1) Issue each man black shoes.

h. Tailor Shop:

(1) Turn in unpiped jumpers and white trousers.

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- i. Blues Fitting (Jacob Reed Shop)
    - (1) Make initial fitting for blues.
  - j. Musical Activities: (Movie Auditorium)
    - (1) Information lecture and audition for Drum and Bugle Corps and Choir groups.
  - k. Physical Aptitude Examination (Billard Hall)
    - (1) Examine each man in physical aptitude. (NOT TO BE DONE UNTIL FOUND QUALIFIED BY PHYSICAL EXAMINATION).
  - l. Chaplain Interviews (Chaplains Office)
    - (1) Chaplains interview each man.
  - m. Swearing in (1500 - Friday - Group facing Hamilton Hall - see Procedure and Equipment Manual.)
    - (1) Swear in men as cadets in the U. S. Coast Guard
3. Clothing and other equipment shall not be marked until after the swearing in ceremony.
4. Any cadets who do not complete their processing in accordance with the following schedule will be re-scheduled at a later date as determined by the Commandant of Cadets.

OPERATION ORDER

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FIRST NUMBER IS DATE - SECOND NUMBER IS TIME - Example 13-10 indicates 13 July at 1000  
 \*FULL SECTION REPORT AT FIRST HOUR SCHEDULED  
 \*\*FIRST HALF OF SECTION REPORT FIRST HOUR SCHEDULED - SECOND HALF REPORT SECOND HOUR SCHEDULED

PLATOONS

	W1	W2	W3	X1	X2	X3	Y1	Y2	Y3	Z1	Z2	Z3
INFIRMARY (*)	12-10	12-13	12-15	13-08	13-10	13-13	13-15	14-08	14-10	14-13	14-15	15-08
PHYSICAL	12-11	12-14	12-16	13-09	13-11	13-14	13-16	14-09	14-11	14-14	14-16	15-09
APTITUDE TEST	13-11	12-15	13-09	13-10	13-14	13-15	15-11	14-11	14-14	14-15	15-09	15-10
BARBER SHOP	12-13	13-08	13-11	13-13	13-09	13-10	14-08	13-14	14-09	14-10	13-15	14-11
SWIMMING	13-14	13-15	14-09	14-14	14-10	13-10	14-11	15-09	15-10	15-11	15-14	13-11
RIFLE RANGE	13-13	13-14	13-08	14-08	14-11	13-09	13-11	13-16	13-10	13-15	14-09	14-10
FINGERPRINT	13-09	15-15	14-15	14-10	15-08	13-08	13-13	15-10	13-15	15-13	14-13	14-08
	13-10	15-16	14-16	14-11	15-09	13-11	13-14	15-11	13-16	15-14	14-14	14-09
CLOTHING LOCKER	12-14	13-10	13-13	13-14	13-15	14-09	14-10	14-14	14-15	15-08	15-10	15-11
SHOES	12-15	13-11	13-14	13-15	13-16	14-10	14-14	14-15	14-16	15-09	15-11	15-13
TAILOR SHOP	12-16	13-13	13-15	13-16	14-08	14-11	14-15	14-16	15-08	15-10	15-13	15-14
(**)	13-15	14-10	14-13	14-15	15-10	15-13	13-08	13-10	13-13	14-08	15-08	13-14
CHAPLAIN INTERVIEWS	14-09	14-11	14-14	14-16	15-11	15-14	13-09	13-11	15-09	15-16	15-15	13-16
BLUES FITTINGS	13-08	13-09	13-10	13-11	13-13	14-08	14-09	14-10	13-14	13-16	14-11	13-15
MUSIC ACTIVITIES	14-08	14-13	14-10	14-09	13-08	15-08	13-10	13-09	13-11	13-13	13-14	14-14

FRIDAY AM -- All uncompleted details  
 FRIDAY 1500 - Swearing in ceremony

AUTHENTICATED  
 1 May 1965

A. C. WAGNER  
 Captain, U.S.C.G.

## ANNEX B

ROUTINE - SUMMER OF 1965

AUTHENTICATED

1 May 1965

A. C. WAGNER

Captain, U.S.C.G.

Daily

\*0550 - Reveille  
 \*0600 - Calisthenics and/or rowing commences  
 0625 - Calisthenics and/or rowing terminates  
 \*0645 - Breakfast formation  
 0705 - Breakfast terminates  
 0720 - Room Inspection  
 \*0740 - Inspection and Drill Formation  
 0750 - Guard Mount on Drill Field  
 0840 - Drill terminates  
 \*0850 - Class Formation, First Period  
 0900-0950 First Period  
 1000-1050 Second Period  
 1100-1150 Third Period  
 \*1200 - Dinner Formation  
 1230 - Dinner terminates  
 1230-1245 Noon Break  
 \*1250 - Class Formation  
 1300-1350 Fourth Period  
 1400-1450 Fifth Period  
 1500-1550 Sixth Period  
 1610-1745 Supervised Athletics (Except Wednesday)  
 \*1815 - Evening Meal formation  
 1840-1900 - Evening Break  
 1900-2015 - Indoctrination, Platoon Level  
 2015-2150 - Quiet Period & Study Hour  
 2145 \*2150 - Tattoo  
 \*2200 - Taps

Wednesday

1610-1745 Sports Program  
 1915 - Church Vespers  
 2000-2030 Indoctrination  
 2030-2150 Quiet Period & Study Hour  
 \*2150 - Tattoo  
 \*2200 - Taps - Lights Out

Friday

\*\*1850-2020 W1-X3 Dancing Class  
 \*\*2020-2150 Y1-Z3 Dancing Class

Saturday

\*0550 - Reveille  
 \*0600 - Calisthenics and/or rowing commences  
 0625 - Calisthenics and/or rowing terminates  
 \*0645 - Breakfast formation  
 0705 - Breakfast terminates  
 \*0730 - Inspection and Drill Formation  
 0750 - Guard Mount on the Drill Field  
 0830 - Drill terminates  
 0850-1000 Prepare for inspection  
 \*1030 - Room Inspection  
 \*1200 - Dinner Formation  
 \*1250 - Formation for 1300 Activities  
 1300 - W1-Z3 Indoctrination\*\*  
 1430 - W1-Z3 Sports Program\*\*  
 1600 - Free Period  
 \*1815 - Evening Meal Formation  
 2000 - Movies  
 \*2150 - Tattoo  
 \*2200 - Taps - Lights Out

Sunday

\*0650 - Reveille  
 0715 - Breakfast formation, Protestant  
 \*0740 - Catholic Church Formation  
 \*0910 - Breakfast formation, Catholic Protestant Church formation  
 \*1200 - Dinner Formation  
 1300 - Free Period  
 \*1815 - Evening Meal Formation  
 1850-1915 Evening Break  
 1915 - PIO Film, McAllister Hall Aud.  
 2000-2150 Quiet Period & Study Hour  
 \*2150 - Tattoo  
 \*2200 - Taps - Lights Out

## LEGEND:

\*Denotes Bugle Call

\*\*After second week Platoons switch periods.



**OPERATION ORDER**

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**ANNEX C  
APPENDIX I  
CLASS SCHEDULE**

MONDAY

Z3	Z2	Z1	Y3	Y2	Y1	X3	X2	X1	W3	W2	W1
DRILL											
TESTING						SCIENCE					
HISTORY						HISTORY					
SCIENCE						TESTING					
ADM	ADM	HC	ORIENT			SEAMANSHIP					
ORIENT			ADM	ADM	HC						
ADMIN											

THURSDAY

Z3	Z2	Z1	Y3	Y2	Y1	X3	X2	X1	W3	W2	W1
DRILL											
HISTORY						HISTORY					
SCIENCE						TESTING					
TESTING						SCIENCE					
SEAMANSHIP						ORIENT			ADM	ADM	ADM
						HC	ADM	ADM	ORIENT		
						ADMIN			HC	ADM	

TUESDAY

Z3	Z2	Z1	Y3	Y2	Y1	X3	X2	X1	W3	W2	W1
DRILL											
SCIENCE						SEAMANSHIP					
ADMIN											
HYGIENE											
SEAMANSHIP						SCIENCE					
						ADM	ADM	HC	ORIENT		
						ORIENT			ADM	ADM	HC

FRIDAY

Z3	Z2	Z1	Y3	Y2	Y1	X3	X2	X1	W3	W2	W1
DRILL											
SEAMANSHIP						HYGIENE					
						ADMIN			HC	ADM	
						INOCULATIONS					
INOCULATIONS						SEAMANSHIP					
ORIENT			HC	ADM	ADM						
HC	ADM	ADM	ORIENT								

WEDNESDAY

Z3	Z2	Z1	Y3	Y2	Y1	X3	X2	X1	W3	W2	W1
DRILL											
SEAMANSHIP						SCIENCE					
						ADM	HC	ADM	ORIENT		
						ORIENT			ADMIN		
SCIENCE						SEAMANSHIP					
ORIENT			ADM	HC	ADM						
ADM	HC	ADM	ORIENT								

1. Schedule is effective 19 July - 21 August.
2. All lectures (Hygiene, History and evening) in McAllister Aud.
3. All testing in McAllister Aud.
4. Sections will meet in following rooms for classes: (Yeaton Hall)

PLATOON	SCIENCE	ORIENT
W1	115	115
W2	118	118
W3	218	218
X1	205	205
X2	203	203
X3	217	217
Y1	115	115
Y2	118	118
Y3	218	218
Z1	205	205
Z2	203	203
Z3	217	217

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ANNEX D

CADET WATCHES - 1965

1. Watches to be stood this summer will be as follows:

a. Second Class

Cadet Officer of the Day	Days Duty
Cadet Junior Officer of the Day	Days Duty
Recreation Hall, Cadet Watch Officer	1600-1800 Wed. 1300-2300 Sat. 1000-1800 Sun.
Boathouse, Cadet Duty Officer	1300-1800 Sat. 1000-1300 Sun.

b. Fourth Class

Chase Hall Orderly	0800-2200 Sun.-Fri. 0800-0100 Sat.
Library Orderly	1600-1800 Wed. 1300-1800 Sat. 1000-1800 Sun.
Gym Orderly	1600-1800 Wed. 1300-1730 Sat. 1000-1730 Sun.
Recreation Hall Orderly	1600-1800 Wed. 1300-2300 Sat. 1000-1800 Sun.
Boat House Orderly	1300-1800 Sat. 1000-1800 Sun.
Church Detail	

2. Cadets standing the above watches will be governed by instructions in "Orders to Cadet Watch," Chapter 1, Procedure and Equipment Manual. The Chase Hall Orderly will carry out the duties assigned to the Cadet Officer of the Day's Orderly and the Cadet Junior Officer of the Day's Orderly.

3. The procedure for relieving an orderly will be as follows:

The cadet relieving will report to the Cadet JOOD saying "Sir, I report to relieve the \_\_\_\_\_ orderly," or "Sir, I report to assume the duty of \_\_\_\_\_ orderly" if the first orderly of the day. After the Cadet JOOD gives you permission to relieve the orderly you say to the

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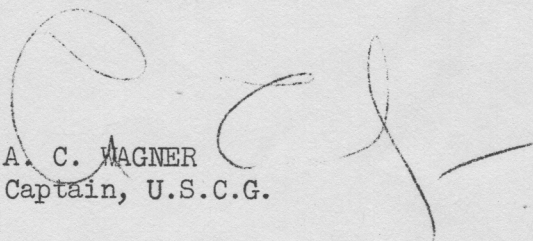
ANNEX D

cadet who is on duty, "Sir, I report to relieve you." The relieved orderly then reports to the Cadet WOOD saying, "Sir, I report the \_\_\_\_\_ orderly properly relieved." If he is the last orderly of the day he will report, "Sir, I report the (Gym, Library, or Rec. Hall) properly secured."

4. Procedures for drill, guard mount, colors and the "Orders to the Cadet Watch" are outlined in the Procedure and Equipment Manual.

AUTHENTICATED

1 May 1965

  
A. C. WAGNER  
Captain, U.S.C.G.

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

ANNEX E

Appendix I

ORIENTATION WEEK INDOCTRINATION

1. Fourth Class Cadets are expected to commit the following information to memory without delay:

THE MISSION  
of  
THE U. S. COAST GUARD ACADEMY

To graduate young men 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 the 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.

2. Fourth Class Cadets shall immediately study and thoroughly understand the following information:

- a. THE POSITION OF ATTENTION

- (1) Heels on the same line and as near each other as the conformation of the man permits.

- (2) Feet turned out equally and forming an angle of forty-five degrees.

- (3) Knees straight without stiffness.

- (4) Hips level and drawn back slightly; body erect and resting equally on hips; chest lifted and arched; shoulders square and falling equally.

- (5) Head erect and squarely to the front; chin drawn in so that the axis of the head and neck is vertical; eyes straight to the front.

- (6) Weight of the body resting equally on the heels and balls of the feet.

- (7) In assuming the position of attention, the heels are brought together smartly and audibly.

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### b. SALUTES

A Salute is traditionally the method by which a person in a Military Service exchanges courtesies with another person in a Military Service. One should consider saluting a privilege extended to him by virtue of his position in a Military Service. Correct saluting is required in the Corps of Cadets. The mechanics of a properly given salute are as follows:

- (1) The right hand is brought directly and snappily to the visor of the service cap; the forefinger of the right hand should be touching a spot on the visor directly over the right eyebrow. At times when the white work hat is worn, the right forefinger should touch the lower edge of the hat directly over the right eyebrow. The right shoulder is kept level.
- (2) At the position of the salute, the fingers of the right hand should be extended rigidly, thumb and fingers together; there should be no bend in the wrist. The forearm, wrist and fingers should describe a straight line. The palm of the right hand should be visible to the person rendering the salute, not to the person receiving it. The right upperarm should be parallel to the deck and lie in the same vertical plane as the shoulders.
- (3) The person rendering the salute should look squarely at the person to whom he is giving the salute. A greeting should be given in a clear firm voice.
- (4) An erect posture is part of a correctly given salute.
- (5) A salute is rendered at six paces from the individual you are meeting; it should be noted that the junior man always initiates the salute, and holds it until returned or acknowledged by the senior, or until the junior has passed by the senior.
- (6) When the salute is terminated, the right hand should be brought snappily to the seam of the trousers in the same arc it traversed to the visor initially. This is a smooth motion. The right hand travels out and down in a perfectly smooth arc.
- (7) Salutes can be perfected only by conscientious practice on the part of the individual.
- (8) Learn material in Running Light concerning salutes.

OPERATIONS ORDER

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c. MISCELLANEOUS THINGS A FOURTH CLASS CADET MUST KNOW AND DO

- (1) Answer to the name "SWAB" at all times.
- (2) Memorize the mission. (Refer Annex E, Appendix I, Paragraph 1)
- (3) Traffic:
  - (a) No more than one step at a time going up and down ladders; always keep to the outside of ladders.
  - (b) Never move abreast in the same direction, except in the main lobby on the way to drill.
  - (c) Swabs never use the center quadrangle doors or cut across the quadrangle.
  - (d) Move on the double in Chase Hall at all times, except in the bilges, during study hours, or when on sick report.
  - (e) Double time to and from the Dock and Gym.
  - (f) Square all corners in Chase Hall; keep under lights in the corridor.
  - (g) No talking in the corridors of Chase Hall.
- (4) Swabs shall not use second and third deck Chase Hall phones.
- (5) Study hours:
  - (a) Observe regulations. (Do not leave room except with permission.)
  - (b) Stay in uniform.
  - (c) Reading or letter writing is permitted during Quiet Period and Study Hour.
  - (d) Rooms are to be kept squared away.
- (6) Rooms:
  - (a) Cleaned up.
  - (b) Decks waxed.
  - (c) Gear stowed in proper places.
  - (d) Bunks properly made up.
  - (e) No feet on furniture or bulkheads; stay off window sills.
  - (f) Lights off, window shut, and heat off when room is empty. (Top window may be open 12".)
- (7) Hats:
  - (a) Not worn inside except in bilges or when under arms.
  - (b) Carried under arm when not worn.
  - (c) Always kept clean.
  - (d) Worn square on head with no wings.
- (8) Relations with Seniors:
  - (a) Know how and when to salute.
  - (b) Know meaning of: Yes, sir; No, sir; Aye Aye, sir.
  - (c) Always show courtesy.
- (9) Formations:
  - (a) Double time to all formations.
  - (b) Fall in without any talking.
- (10) Always know the correct time; never use "four minutes to go" when sounding off. Use "three minutes and sixty seconds to go."

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- (11) Read regulations frequently.
- (12) Swabs will not skylark in front of windows, and will be fully clothed.
- (13) Swabs must wear at least undershorts and mocassins to and from the head.
- (14) Swabs must know the stowage plan for the trunk room.
- (15) Swabs must know and practice the proper mess hall etiquette.
- (16) Learn all songs and yells.
- (17) Swabs do not rate wearing bathrobes in the corridors.
- (18) Do not touch the safes installed in the rooms.
- (19) When called in by an upperclassman, do not leave until ordered to do so. If it appears that he has finished with you, you may request permission to leave: "Permission to shove off, sir?"
- (20) Obey all orders promptly and thoroughly, and report back from all details.
- (21) Present a neat and tidy appearance and maintain a military bearing at all times.
- (22) Make way for upperclassmen at the canteen, bulletin boards, mail boxes and doors.
- (23) Follow the chain of command.
- (24) In the morning before breakfast, Swabs will use only those wash bowls in the head designated for their use.
- (25) Use electric razors only during the first fifteen minutes after reveille.
- (26) Consult bulletin boards frequently for information concerning Academy affairs.
- (27) Answer all "Swabo's" except when on orderly duty, when assigned to a "detail" or when on sick report.
- (28) When entering an upperclass room, sound-off giving "last name, home state, and request permission to come aboard." For example, "\_\_\_\_\_, Sir, Utah, Sir, permission to come aboard, Sir." When entering any office, use "\_\_\_\_\_, Sir, permission to enter, Sir." When permission has been granted, take two steps into the room, stand at attention, and state your business. When excused, do an about face and leave. If on orderly duty, salute when entering an Officer's room and again when leaving.
- (29) Become familiar with all bugle calls and sound off "Five minutes to go, Sir" and "Formation, Sir" at appropriate times. Likewise, if any upperclassman asks, "How much time?" all fourthclassmen shall sound off the number of minutes until formation.
- (30) When proceeding with a rifle, carry it at "high port".
- (31) Answer pay phones, saying "United States Coast Guard Academy, Chase Hall". Be polite, take any <sup>delivered any message received.</sup> ~~message and report call to Cadet OD's office.~~ Answer base phones by giving location and name, for example, "Recreation Hall, Cadet \_\_\_\_\_ speaking, Sir."
- (32) Do not enter the Cadet Lounge except on official business.
- (33) IF YOU DON'T UNDERSTAND ANYTHING, DON'T HESITATE TO ASK QUESTIONS. When requesting information of your seniors, work up the chain of command.

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d. THINGS A FOURTH CLASS CADET MUST KNOW AND DO IN THE CADET WARDROOM

- (1) When "seats" is given, fourthclassmen will remain standing at attention until all upperclassmen are seated. Fourthclassmen will sit on three inches of their chairs throughout the meal.
- (2) It will be the duty of the fourthclassmen seated adjacent to the serving tray to direct the steward as to the needs of the table. He will communicate clearly and politely with the steward assigned to his table. He will also "sound off" as food is brought on the table.
- (3) Cadets serve themselves in the order of class; first, second, third and fourth. The first fourthclassmen receiving a platter will ask "Permission for the fourth class to go ahead with the meal, Sir." The first man ready for a second helping will sound off, "Have all upperclassmen had sufficient seconds on the meal, Sir?" If the answer is affirmative, "Permission to go ahead with seconds on the meal, Sir." is then requested.
- (4) When passing food at the table, receive a platter with the hand in the direction the platter is moving and pass same with the opposite hand.
- (5) In requesting a certain dish, ask "May I have the meat, please, Sir."
- (6) When a platter is within one serving of being empty, ask: "Does anyone care for more meat loaf, Sir?" If there is not enough for those men who desire more, the platter will be sent out and more requested.
- (7) When directed to "boat your oars", place the knife on the outside rim of the plate with the cutting edge inboard. Place the fork parallel and inboard of the knife. When not in use, the knife and fork will be placed in this position.
- (8) When spoken to by an upperclassman, a fourthclassman will stop eating, "boat his oars", ~~look at the person speaking~~ and answer as appropriate. At no time will he talk with food in his mouth.
- (9) At all times during the meal an erect position will be maintained.
- (10) Sandwiches will be made only with the permission of the head of the table.
- (11) Nothing other than provided syrups will be placed on ice cream without permission from the head of the table.



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- (12) The second swab from the serving tray will pour the first serving of any liquid for all the upperclass. Always pick up a glass into which you are pouring and pick up a platter from which you are removing food. Keep fingers away from the rim of the glass.
- (13) Do not take food off a dish passed to you until you have taken the plate.
- (14) Keep alert and pass food quickly.
- (15) When through eating, leave the napkin to the left of your plate, without crushing or folding.
- (16) Three minutes after leave at will is given, you may ask, "Three minutes have elapsed since leave at will. May I be excused, Sir?" When permission has been granted, say, "Excuse me, Sir." Leave the table, and walk without talking out of the mess hall.
- (17) Do not square corners in the Mess Hall.
- (18) Hats will always be removed before entering the Mess Hall.
- (19) Do not be afraid or hesitant to ask the steward for something. The fourthclassman bringing food aboard has to look out for his table. Know what your steward looks like, address him by name and be polite.
- (20) Common sense and the rules of etiquette will govern your every move at the Wardroom table.

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

D. PROCEDURE FOR CLEANING ROOMS FOR SATURDAY ROOM INSPECTION

Chiffonier;

Clean glass shelves and mirror.  
Wipe inside with damp cloth.  
Replace toilet gear neatly.  
No non-approved or out-dated medicines.  
Dust drawers and collar box with damp cloth.  
Neatly arrange misc. gear box.  
Only neatly arranged letters and snapshots in letter box.  
Cashbox locked if absent: unlocked if present.  
Check for proper stowage and folding of clothes.  
Check for dilapidated or dirty clothing.

Locker;

Check for gear in coat pockets.  
Button and brush clothes.  
Shine and scrape bottoms of shoes: tie shoelaces.  
Dust deck, shelves.  
Laundry bag with name showing.  
Check for cobwebs.  
Loose sling on rifle, rifle not cocked.  
Cleaning gear squared away.  
Polish frogs on rifle.  
Shoe shine box squared away.

Desk;

Remove all gear and clean drawer; no papers in drawer.  
No papers in account book.  
Remove books and dust shelves; stow papers neatly.  
Only unused stationary in box, no stamps or old letters.  
Blotter clean and not dilapidated; no papers underneath.  
Wax top of desk.

Bookcase;

Move out and dust deck and back of bookcase.  
Remove books and dust, including ledges.  
Polish front, sides and top.  
Avoid excess papers, etc.  
No papers in books.  
No textbooks on third shelf.

Bunk;

Dust bunk rails and ends.  
Fold blankets properly; place pillow neatly.  
Tighten bed spread.  
Check folding of sheet, at the head for the proper distance.  
Clean pajamas under pillow.  
Bunk four inches from all bulkheads.

OPERATIONS ORDER

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Deck;

- Remove small furniture from room to clean.
- Dust all edges with damp cloth, especially the corners.
- Dust under radiator with damp cloth and clean radiator with brush.
- Apply wax with even thin coat.
- Buff and go over to dry mop lightly.

Doors and Transoms;

- Dust transom ledge and frame.
- Dust glass; clean if necessary.
- Polish brass.

Windows;

- Dust frames and ledges.
- Remove all streaks, smudges, and paint spots on the inside.
- Clean outside of windows only on specifically assigned days, when proper supervision will be made.
- Dust top of shade.

Miscellaneous;

- Check arrangements of furniture; 4 inches from all bulkheads.
- Dust all furniture.
- Check for cobwebs.
- Remove all dirt from bulkheads, and from around light switch.
- Clean light.

Hot Word;

- A cool room appears cleaner.
- Don't walk on buffed deck or on wet wax.
- Personal appearance should also be good.

The last fifteen minutes before inspection will be used to clean the corridor.

Recommended order of cleaning a room:

1. Clean light fixture, window, and transom.
2. Clean chiffoniers, check stowage, then close tightly.
3. Clean locker, starting at the top and working down, then shut locker and keep it shut to keep dust out.
4. Do brass, radiator, bookcases, racks, and desk.
5. Sweep deck.
6. Let dust settle while you do deck.
7. After deck is finished, take off shoes and redust with damp cloth.
8. Stack drawers, open cash box, and lockers for inspection.

OPERATIONS ORDER

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e. FOURTH CLASS ORDERLY DUTIES

The responsibility for the proper performance of orderly duties listed below is that of Second Class Cadets appointed by the Cadet Company Commander concerned. The title of this duty assignment shall be, "Fourth Class Orderly Supervisor". The orderly duties listed below will be performed by members of the Fourth Class in each wing of the barracks:

- (1) MAIL ORDERLY - the duties are performed daily. Each night at Tattoo, he will go around to the rooms in his wing and pick up the outgoing mail. The mail is placed in the mail box in the mail room.
- (2) BUCKET ORDERLY - he empties the buckets of all men in the wing between 0705 and 0730 Monday thru Friday. On Saturdays, he empties all buckets in the wing and wipes them out with a damp rag prior to inspection. Trash is deposited only in the trash room.
- (3) ASH TRAY ORDERLY - he empties and cleans with a damp rag all ash trays in his wing between 0705 and 0730 daily, and before inspection call Saturdays. This can be included as part of the Bucket Orderly's routine if necessary.
- (4) LAUNDRY ORDERLY - he sees that all men in his wing are supplied with laundry slips the night before laundry is to be turned in. He takes all laundry to the Laundry Room prior to class formation on the proper day. He checks the Laundry Room daily, and returns the finished laundry to the men in his wing. (ALL fourth classmen are expected to help the Laundry orderly check the Laundry Room for finished laundry; it is the Laundry Orderly's responsibility, however.) He shall turn in all complaints to the upper-classman in charge of Cadet Laundry.
- (5) MOVIE TICKET ORDERLY - he will report to the movie auditorium 15 minutes prior to the start of the movie to get the tickets for the men in his group who desire to attend the movies. Money will be collected in advance. This is done just during the Fourth Class Summer.
- (6) CLOCK ORDERLY - he will be stationed in convenient places in the wing and will sound off the time at every bugled formation and Saturday morning inspection, from five minutes to go until thirty seconds to go (The proper way to sound off four minutes to go is, "three minutes and sixty seconds to go, Sir.") He is required to give the correct time to any upperclassman on request. He will also know Commissioned OOD, guard squads, before guard mount and know meals before each meal formation.

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FOURTH CLASS ORDERLY DUTIES (CONTINUED)

- (7) LINEN ORDERLY - he will pick up the clean linen for men in his wing every Friday at 1600. He will take all dirty linen to an assigned place prior to inspection call Saturday morning. On Saturday, he will check with the Linen Locker for cleaning rags to be used in the wings. The enlisted man in charge of the Linen Locker will deliver to and pick up the linen from the wing.
- (8) MOP ORDERLY - he will pick up the dust mops from each room in his wing and shake them out between 0700 and 0730 on weekdays and before inspection call on Saturdays. Do not shake mops where others will have to walk through the dust.
- (9) REPAIR ORDERLY - Each week on Thursday night, he will check with the men in his wing to ascertain the repairs needed. A list will be made and turned into the upperclassman in charge of the supply room by tattoo of Thursday. When the supply room is open, he will get the required gear needed for the men in his wing.

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ANNEX E

APPENDIX II

SUMMER ACTIVITIES FOR CADETS OF THE USCG ACADEMY

1. CADET STORE - Located in the East Wing of Chase Hall bilges. The office, for special purposes, is located next door. Cadet hours in the store are:

Weekdays - 0900-1100  
1200-1700

2. CHAPEL - Church services are held at the Academy Memorial Chapel each Sunday on the following schedule:

0800 - Catholic Mass            0930 - Protestant Services

All cadets are required to attend Church (Academy Regulations Chapter 9)

3. CLEANERS - The cleaning shop is located in the East bilges of Chase Hall. They do cleaning and pressing of all articles of the cadet uniform. Hours of Operation are:

Weekdays - 1100-1600

4. CLOTHING LOCKER AND ISSUE ROOM - These facilities are operated together and are located in the West bilge of Chase Hall. The clothing locker carries all regular items of clothing which are normally government issue. All items peculiar to cadet issue are drawn from the Cadet Issue Room. Hours are:

Weekdays - 0830-1130  
1230-1600

5. GYMNASIUM - In addition to regular physical education classes, the gymnasium is open each day after 1600 until 1800. The gymnasium is also open on weekends on the following schedule:

Saturday - 1300-1745            Sunday - 1000-1230  
1400-1745

6. HAIRCUTS - The cadet barbershop is located in the South bilge of Chase Hall opposite the Post Office. Each cadet has a copy of the schedule and it is his responsibility to see that he meets it.

7. INFIRMARY - *Hospital Building - South Entrance*  
~~Temporary location in Cadet Recreation Hall.~~ Cadets desiring treatment for minor ailments will report to the out-patient clinic at 0900 daily if they have no classes at that time. If they do have classes at 0900 they are to report for treatment at the earliest period in the day that they are free. In emergencies cadets may report

OPERATIONS ORDER

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to the Infirmary at any time of the day or night. In the event a cadet must leave the barracks between the hours of 1940 and 0800 he shall request permission from the Chase Hall Duty Officer, via the chain of command.

8. LAUNDRY - This service is provided for by a local commercial facility on a cost per item basis. Laundry is turned in once a week on a schedule by regimental organization, and service is normally about one week.
9. LIBERTY - There will be no liberty for the Fourth Class until September. There are recreational facilities aboard the reservation such as the movies and the Soda Bar. Liberty during the academic year is awarded in accordance with conduct grade (Academy Regulations, Article 8-2-10).
10. LIBRARY - The Academy Library is located in Hamilton Hall, and is open on the following schedule:

Weekdays: 0800-1800                  Saturdays: 1300-1730  
Sundays: 0900-1730

Instruction as to the system of cataloging will be given to the new cadets by the Librarian.

11. LINEN LOCKER - The linen locker is in the South bilge of the new wing of Chase Hall.
12. MAIL - The Cadet mailroom is located in the South bilge of Chase Hall opposite the barbershop. Cadet mail will be delivered to the boxes arranged alphabetically, at approximately 1000 and 1500. Notify correspondents to address mail to:

Cadet \_\_\_\_\_, 4/c  
Chase Hall, Box No. \_\_\_\_\_  
U. S. Coast Guard Academy  
New London, Connecticut 06320

Box numbers may be obtained by calling at the Post Office Window.

13. MOVIES - Movies are shown in the Auditorium each Saturday and Sunday. Cadets will be permitted to attend at the discretion of the Commandant of Cadets. The movie auditorium is located directly behind Chase Hall.
14. OFFICES (ADMINISTRATIVE) - Administrative offices, not otherwise mentioned are located as follows:

Superintendent	Hamilton Hall	1st deck south
Assistant Superintendent	Hamilton Hall	1st deck south
Maintenance Office	Hamilton Hall	3rd deck east

OPERATIONS ORDER

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Personnel Office	Hamilton Hall	3rd deck east
Finance Office	Hamilton Hall	2nd deck
Science Department	Satterlee Hall	1st deck north
Mathematics Department	Satterlee Hall	2nd deck center
Navigation Department	Yeaton Hall	2nd deck
Engineering Department	McAllister Hall	1st deck north
Engineering Department	McAllister Hall	Bilges
Humanities Department	Satterlee Hall	1st deck south
Gunnery Department	Yeaton Hall	1st deck
Seamanship Department	Yeaton Hall/Dock	2nd deck
Commandant of Cadets	Chase Hall	1st deck north center
Ass't Commandant of Cadets	Chase Hall	1st deck north center
Commissioned OOD	Chase Hall	1st deck <del>south</del> center
Cadet OOD	Chase Hall	1st deck south center
Cadet Office	Chase Hall	1st deck north center
Physical Education	Billard Hall	West of Basketball court
Cadet Accounting	Hamilton Hall	2nd deck
Academic Dean	Hamilton Hall	1st deck north
Chaplain	Recreation Hall	1st deck south
Communications Office	Hamilton Hall	1st deck north
<i>Chase Hall Duty Officer</i>	<i>Chase Hall</i>	<i>1st deck south</i>

15. ORDERS - All orders and instructions to cadets are posted on the bulletin board in the <sup>south wing</sup> lobby of Chase Hall. These files should be read carefully each day by all cadets.

16. POST OFFICE - The Post Office is located in the south bilge of Chase Hall. The facilities cover stamps, money orders, mailing of packages, etc. Outgoing mail may be deposited there or in the lobby of Chase Hall. Hours:

Weekdays: 0800-1600  
Saturdays: 0800-1000

Stamp window:

Weekdays: 0800-1030, 1200-1600  
Saturdays: 0800-1000

17. RECREATION HALL - The Recreation Hall is located across from the movie auditorium in the Reserve Administration Building. The facilities cover pool, ping pong, card playing, reading, music, games, religious study, and television area. Cadets may entertain guests there during visiting hours.

18. RIFLE RANGE - The Rifle Range is located immediately below the Power Building and Jones Field. ~~Rifles will be issued from the Range.~~

19. SAILING - Cadets may use sailboats during free time on the weekends provided they are properly qualified by the Seamanship Department and that they handle the boats in accordance with regulations promulgated by the Seamanship Department.



OPERATIONS ORDER

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20. SHIPPING ROOM - Prepaid parcels may be shipped from the shipping room, located in the northend of the Maintenance Building, daily during working hours: 0800-1630.

21. TAILOR SHOP - The tailor shop is located in the east bilge of Chase Hall adjacent to the cleaning shop. This facility performs repairs to equipment, alterations, and striping.

Hours: Weekdays: 0900-1200

22. TELEPHONES - Fourth Class Cadets may use the telephones in the Lobby of the first deck of Chase Hall and lower lobby east wing only, during the following hours:

- a. During free time before and after noon meal.
- b. From 1600 until evening meal.
- c. After evening meal until 1900 provided there is no indoctrination for 4/c.
- d. From tattoo until taps.
- e. On Saturdays from 1235 until 2200.
- f. On Sunday except during study hour and not after 2200.

Personal calls may not be received or made on official telephones except in cases of emergency. FOURTH CLASSMEN SHOULD NOTIFY PARENTS AND FRIENDS OF A PAY STATION NUMBER IN THE AREA DESIGNATED. Cadets are not allowed to receive calls during mess, and only calls of an emergency nature may be received during study hour.

23. TEXTBOOKS - Cadets draw textbooks from Cadet Issue room in the west bilge of Chase Hall.

24. UNIFORM AND EQUIPMENT REPLACEMENT - Cadets requiring replacements of articles of uniform will fill out requisitions as follows, depending on where these articles are obtained:

- A. CADET ISSUE - Fill out single copy of <sup>pink</sup> ~~blue~~ requisition and submit to the Group Leader at the inspection formation.
- B. CLOTHING LOCKER - Fill out the single copy of the white requisition form and submit to the Group Leader at the inspection formation.
- C. SHOE REPAIR - Fill out single copy of <sup>pink</sup> ~~blue~~ requisition and submit to the Group Leader at the inspection formation.

Platoon Leaders will demonstrate the manner in which the requisitions are to be filled out.

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25. VISITORS - Fourth Class cadets will be allowed to receive visitors on 8 and 15 August 1965, from after Church until 1145 and from 1300 until 1730. Your parents and visitors are encouraged to attend Church services on these dates. No visitors are allowed in Chase Hall. Cadets may meet visitors in the library and escort them around the reservation or entertain them in the recreation hall during the above hours only. At no time may a cadet sit or ride in an automobile on the reservation.

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

ANNEX E

Appendix III

ORIENTATION WEEK EVENING LECTURE SCHEDULE

Monday: Purpose, Goals, and Expectations of Swab Summer

Tuesday: The Next Four Years

Wednesday: The Coast Guard; Its Mission and Goals  
(Lecture will be held immediately following  
chapel attendance)

Thursday: The Cadet Oath of Office and The Code of Conduct

Friday: The Academy; Its Chains of Command

OPERATIONS ORDER  
U. S. Coast Guard Academy No. 2-65

ANNEX E

Appendix IV

SYLLABUS: Fourth Class Orientation (3 class hours per week)

<u>LESSON NUMBER</u>	<u>TOPIC</u>
1.	Military Etiquette and Military Bearing
2.	Cadet Uniforms and Insignia. Issue and Care of Uniforms
3.	Cadet Quarters and Cadet Wardroom
4.	Academy Establishment, Regulations and Organization
5.	Cadet Conduct System
6.	Cadet Conduct System
7.	Code of Conduct
8.	Academics
9.	Adaptability System: Resignations and Dismissals
10.	Sick and Injured; Divine Services - Chapel
11.	Leave, Liberty Privileges and Restriction
12.	Cadet Budget, Pay and Supplies
13.	Organization and Administration of Cadet Regiment. Cadet Watches and the Daily Routine.
14.	Academy Athletics - Intercollegiate and Intercompany. Clubs and Groups.
15.	Final Examination

OPERATIONS ORDER

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ANNEX F

CLASS SCHEDULE FOR ETIQUETTE TRAINING

1. All members of the Class of 1969 will have one (1) hour of Etiquette Training conducted by the Cadet Hostess. This class will be held in the Recreation Hall in accordance with the following schedule:

<u>PLATOON</u>	<u>DATE</u>	<u>TIME</u>
W1	30 Jul	1000
W2	29 Jul	1300
W3	22 Jul	1300
X1	28 Jul	1000
X2	23 Jul	1000
X3	21 Jul	1000
Y1	6 Aug	1400
Y2	27 Jul	1000
Y3	26 Jul	1400
Z1	3 Aug	1000
Z2	20 Jul	1000
Z3	19 Jul	1300

AUTHENTICATED

1 May 1965

A. C. WAGNER  
Captain, U.S.C.G.

OPERATION ORDER

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ANNEX G

COAST GUARD HISTORY

Text: Stephen H. Evans, The United States Coast Guard, 1790-1915

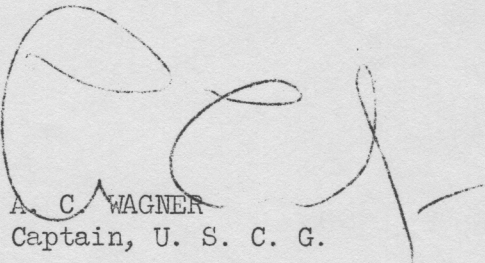
By means of lectures, films, and readings this course explains how the present day Coast Guard came into being. After an introductory lecture on the modern Coast Guard, the course examines the major functions of the Service and seeks to show how and why these functions have determined the development of the Coast Guard. Thus, through an analysis of what the Coast Guard does, the cadet is encouraged to reach an understanding of his Service and its traditions.

The functions and authority of the Coast Guard are broadly defined in federal law: "The Coast Guard shall enforce or assist in the enforcement of all applicable Federal laws upon the high seas and waters subject to the jurisdiction of the United States; shall administer laws and promulgate and enforce regulations for the promotion of safety of life and property on the high seas and waters subject to the jurisdiction of the United States covering all matters not specifically delegated by law to some other executive department; shall develop, establish, maintain, and operate, with due regard to the requirements of national defense, aids to maritime navigation, ice-breaking facilities, and rescue facilities for the promotion of safety on and over the high seas and waters subject to the jurisdiction of the United States; and shall maintain a state of readiness to function as a specialized service in the Navy in time of war."

Maritime safety, law enforcement, and military readiness; these are the basic functions of the Coast Guard. To provide an understanding of these functions both at present and against the historical background from which they develop is the purpose of this course.

AUTHENTICATED

1 May 1965



A. C. WAGNER  
Captain, U. S. C. G.

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

ANNEX H

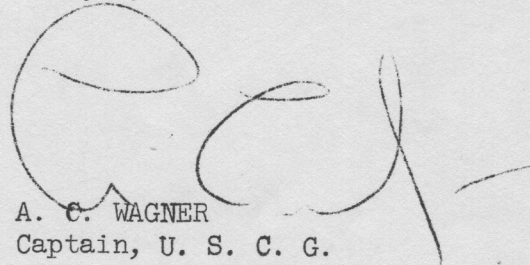
SCIENCE TECHNIQUES

The course in Science Techniques is an introduction to general scientific procedures as used in all courses at the Academy

In this course, the cadet is introduced to scientific notation, dimensional analysis, vernier usage, graphing procedures, precision, accuracy, significant figures, interpolation, extrapolation, slide rule calculations involving trigonometric functions, logarithmic functions, exponentials, natural logarithms, and Coast Guard service applications involving all of the foregoing principles.

AUTHENTICATED

1 May 1965

A large, stylized handwritten signature in dark ink, appearing to read 'A. C. Wagner', is written over the typed name and title.

A. C. WAGNER

Captain, U. S. C. G.

OPERATIONS ORDER

U. S. Coast Guard Academy No. 2-65

ANNEX I

SEAMANSHIP SYLLABUS

4 3-Hour periods per week for 5 weeks - 1/2 of class per session

<u>TOPICS TO BE COVERED</u>	<u>REFERENCE</u>
Sailing	Basic Sailing, M. B. George Lecture and handouts
Power Boats	Lecture and handouts
Rowing	CGM Ch. 35, Part I
Practical Maintenance	
<u>Coast Guardsman's Manual</u>	See chapter breakdown
Marlinespike Seamanship	CGM Ch. 34
EAGLE Seamanship	EAGLE SEAMANSHIP BOOK

TIME BREAKDOWN BY TOPIC - IN HOURS - 60 HOURS TOTAL

SAIL - - - - - 15	MAINTENANCE - - - 3
ROW - - - - - 10	CGM - - - - - 9
POWER BOATS - - - - 5	MSPS - - - - - 9
TUG - - - - - 3	EAGLE - - - - - 6

A Text book on Seamanship will be issued to each Cadet for implementation of this program. This book contains specific details concerning the course.

A. WAGNER  
May 1965

A. WAGNER  
Captain, U. S. C. G.



OPERATION ORDER  
 U. S. COAST GUARD ACADEMY No. 2-65

ANNEX J  
PHYSICAL EDUCATION

AUGUST																				
	M	T	THU	F	M	T	THU	F	M	T	THU	F	M	T	THU	F	M	T	THU	F
SECTION	19	20	22	23	26	27	29	30	2	3	5	6	9	10	12	13	16	17	19	20
W1	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX
W2	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX
W3	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB
X1	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB
X2	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK
X3	SO	SO	SO	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK
Y1	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO
Y2	BB	BB	BB	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO
Y3	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB
Z1	TE	TE	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB
Z2	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE
Z3	VB	VB	VB	BBX	BBX	BBX	FB	FB	FB	BK	BK	BK	SO	SO	SO	BB	BB	BB	TE	TE

Daily Starting 19 July - BB - Baseball  
 BK - Basketball  
 FB - Football  
 BBK - Body Building Ex.

SO - Soccer  
 TE - Tennis  
 VB - Volleyball

AUTHENTICATED  
 1 May 1965

*(Signature)*  
 A. C. WAGNER  
 Captain, U. S. C. G.

OPERATIONS ORDER

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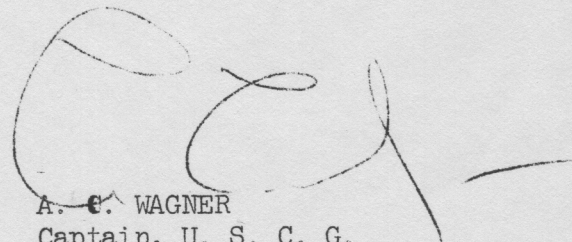
ANNEX K

SUMMER SPORTS

Schedule for I.C. Summer sports using Saturdays and one P. E. period per week		
July 21	W vs X                      Y vs Z	Softball
July 24	winner vs winner    loser vs loser	Softball
July 28	W vs Y                      X vs Z	Football
July 31	winner vs winner    loser vs loser	Football
August 7	W vs Z                      X vs Y	Track
August 11	winner vs winner    loser vs loser	Track
August 14 August 18	2/c                      vs                      4/c	Softball
August 21	Short Cruise	

AUTHENTICATED

1 May 1965



A. C. WAGNER  
Captain, U. S. C. G.