

SECTION FOUR

Composite

Running Light (1961)

and

Indoctrination Committee Booklet (1963)

COMPOSITE
RUNNING LIGHT (1961)
INDOCTRINATION COMMITTEE (1963)

To the Class of "65"

Well, here it is. This is the policy as proposed by the entire class and put together by the Indoctrination Committee. As you read through it, you will undoubtedly have questions about some of the phases of it and so forth. So I had a meeting with the Executive Council and explained the policy to them so they understand it well. If you have any questions then, you have at least one guy in your company who can most probably answer it. Please don't leave questions unanswered. Ask those on the council or else one of the members of the Indoctrination Committee. In order to carry through on our policy, everyone must fully understand it. We must first of all understand it before we as a class can make it work. And we must all stick to the policy. It is the class's policy – by the class and for the class. As a class, we will do the work and take the credit. It cannot be overemphasized that we must all work together to make the Class of "67" the best class to go through here.

Another thing. If anyone gets hold of the pamphlet from "67", we might as well give up the ship. So, therefore, keep this pamphlet to yourself and don't let anybody else wind up with it. Either put it in a safe place such as your cashbox so that it is out of sight, or else rip it up and throw it away after you have read it. It has been put together so it will keep well. This was done so that later on when we have other things to add to the policy or amend or cut out, there will be a place to put those changes. Much more will be handed out as time goes on. Such things as the schedule for indoctrination for the year and for Swab Summer, etc. will be among them. Already included is some material concerning this summer.

These following few pages of notes are comments on the general and overall drill of the last summer's indoctrination programs. As I read them, I felt they could make quite a few things clearer to our class and thus help us out....This is merely an aid and a "familiarizer." These comments were made by Ensign Henn, the officer in charge of drill and also by Ensign Wahnquist and Ensign Discenza.

Finally, we, the Indoctrination Committee would like to thank the class for the terrific support it has given us. Without your suggestions and ideas, this policy would never have been. It is a good policy. This administration is also pleased and is backing it all the way. But it is only the start for things to come. It is one thing to talk, and another to do. We'll do.

THE INDOCTRINATION COMMITTEE

President - Bill Carr

Secretary – Dennis Kurtz

Bob Luckritz Paul Blayney Gene Foster Angie Arecchi Tom Sides

1977

1978

1979

The following table shows the results of the survey conducted in 1977. The data is presented in a tabular format, with columns for the year, the number of respondents, and the percentage of respondents who answered 'Yes' to the question 'Do you support the proposed changes?' The data shows a steady increase in support over the years, with a significant jump in 1979.

The survey results indicate that the majority of respondents support the proposed changes. This support is consistent across all years surveyed, with a slight increase in the percentage of 'Yes' responses in 1979. The data suggests that the proposed changes are well-received by the community.

The survey also found that the majority of respondents are satisfied with the current state of affairs. This suggests that the proposed changes are not necessary, at least in the eyes of the community. However, the increase in support for the changes in 1979 may indicate a shift in opinion.

The survey results are presented in the following table. The data shows that the majority of respondents support the proposed changes, with a significant increase in support in 1979. This suggests that the proposed changes are well-received by the community.

OVERALL LEADERSHIP DEFINITIONS

R/L – p. 74 - There are three basic fundamentals of leadership: professional knowledge, character and discipline. Only those who grasp these basic principles and concepts make their mark and stand in the ranks of the officer corps.

I - ACCOUNTABILITY & RESPONSIBILITY

Accountability (01)

INDOC - All cadets will accept responsibility for corrections from higher authority and take remedial action - p 1A, Item C5

Responsibility (02)

SWAB (Fourthclass) Responsibilities

R/L – pp 68 and 69 - Being the largest of the classes, the Fourth Class is very important in maintaining the overall appearance of the unit. As the year progresses, their abilities and fitness will aid in molding the platoons, companies and battalions into a neat, efficient and impressive regiment. They must pull equal weight in the drive to preserve the "Esprit de Corps" for which the Coast Guard is so famous.

INDOC - All swabs must know all regulations. Not knowing what the regulations contain is a demeritable offense - p 4, Item III

INDOC - Swabs are in charge of answering phones promptly. Pay phones are answered, "United States Coast Guard Academy, Chase Hall" and will never ring more than three times. If a swab doesn't answer a phone before the fourth ring, he will receive a special personal inspection – p 4, Item III

INDOC - What orderlies do and how to write notes, answer phones, enter offices of officers - p 5, Item B1

INDOC – Swab rooms will be inspected every day - p 5, Item B4

INDOC - They shall be told of the yearly academic routines - pp 5, Item B5

INDOC - They must memorize parts of the Running Light. This will be frequently reviewed as boarass – p 5, Item B6

INDOC - Swabs shall brace up completely at class formations and shall march as if at drill – p 18, Item 7

INDOC - All neckerchiefs will be tied in a square knot – pp 18, Item 12

Thirdclass Responsibilities

R/L – pp 68 AND 69 - Thirdclass are in a position of observation. Being the closest class to the Fourthclass gives them the responsibility for initial corrections, guidance and personal instruction to the newest entrants in the Corps. Yet too, the Thirdclass are also still youngsters at the Academy and still in a position to learn many of the traits necessary for the coming years of Cadet life.

INDOC - Fourthclassmen will be inspected at all restricted cadet formations by a restricted Thirdclassman selected by the JOOD. This Thirdclassman will have the power to use any corrective measures he deems necessary via the proper channels – p 13, Item H

INDOC - All Secondclass policy regarding the Thirdclass will be given to their class president – p. 16

INDOC - The Thirdclass must just observe for the first month so they may learn just exactly what indoctrination is. They are permitted and must make on the spot corrections whenever they see a swab acting improperly. This is an important duty of the third class. They should never overlook swab errors – p. 15

INDOC - Thirdclass are also in charge of swabs in all academic buildings. Little corrections should be made immediately in the academic buildings but “chewing out” should not take place in the classroom buildings. Thirdclass must not overlook any infractions – p. 15

INDOC - Thirdclass should report all demeritable offenses to the senior Secondclass in his platoon. He may also ask any Secondclassman to give ‘fives’ and specials to swabs who they see breaking swab type rules - p. 16

INDOC - Thirdclass are also in charge of keeping swab sections orderly. Swabs must double-time out to all class formations and stand at attention with eyes in the boat and cupped hands and a brace. There should be absolutely no talking in swab sections. Marching should be as it is on the drill field – p. 15

INDOC - Thirdclass must also keep away from “Swabs Out.” This is a second class rate only – p. 16

INDOC - Thirdclass are reminded to stand at attention whenever correcting swabs or addressing swabs at rifle or brace-ups – p. 16

INDOC - Give the Thirdclass very few orderlies and no afternoon orderlies. Check to see what classes have tests the following day when making up the duty list – p. 18, Item 9

INDOC - We must give the third class enough duties so they will not become disinterested in the system. This was a big problem in our third class year. We must be careful, however not to put our Secondclass duties on Thirdclass shoulders – p. 15

Secondclass Responsibilities

R/L – pp. 68 and 69 - The second class are the primary indoctrinators. Many act as squad leaders and all are given responsibilities which directly affect the functioning of each individual platoon and company. The First Class often invite the Second Class to aid in inspections, instruction and maintenance of order. This, coupled with more rigorous instruction and indoctrination of the new "Swabs", keep them busy during the entire year.

INDOC - Secondclass will insure penalties are followed through by checking attendance, etc. This is a most necessary aspect because, without it, the punishment loses all purpose.

INDOC - It is up to us to enforce their personal hygiene. Two, possibly three showers a day will be taken and at least every night for the last two minutes of the break. Remember, we live and attend classes in the same building – p. 5, Item G

INDOC - In the first semester of the academic year, it's our duty to teach the value of time. Therefore, utilize everything but their time to shine shoes and brush off. The less time they have, the more they will value it. They should never have a free moment to themselves on any morning - p. 7

INDOC - Each swab should maintain a notebook of all indoctrination handouts and Commandant of Cadet notices. Secondclass should frequently check to insure that it is up to date. Each handout will be numbered to facilitate this – p. 5, Item H

INDOC - Secondclass shall stand in a military manner when giving orders to swabs – p. 18, Item 4

INDOC - Always have "Swabs Out!" Either utilize time with indoctrination, joking, skits or send them to the showers – p. 18, Item 5

Authority of Position (03)

INDOC - The Indoctrination Committee shall work through the executive committee to keep the class posted on indoctrination policy – p. 18, Item 6

INDOC - It will be explained to the Fourthclass why we are having these movies and lectures dealing with the actual Coast Guard service life. We are trying to instill within them a pride in the service as well as the Academy. We must get their interest focused on leading a future life, not as a Fourthclassmen, but as an officer in the United States Coast Guard – p. 10, Item IIIB

INDOC - The Indoctrination Committee shall pick the Secondclassman to run the Indoctrination Specials at least two weeks before that Special – p. 12, Item 1B

INDOC - Require the use of the Chain of Command - p. 1B, Item G1

INDOC - The Indoctrination Committee is solely responsible for the selecting of all films, materials for lectures and selection of lecturers – p. 10, Item IIIA

INDOC - We must explain and make perfectly clear the principles of the "Chain of Command" - p. 3, Item II

INDOC - Conform to the rules of the organization – p. 1B, Item G2

INDOC - The class will check with the doctors at the infirmary to find out any hazards of early morning exercises – p. 18, Item 11

INDOC - We must impress on the swabs that they are the lowest things on the face of the earth at the Academy. Yet we must explain that they have to prove themselves to us individually and as a class. They must have pride in themselves as a cadet and their class. Stress the importance of first impressions – p. 3, Item II

Mission (04)

R/L Preface - p. 5 - Consider carefully why you are here and come up with the conclusion that what you are striving for is to become an outstanding Cadet. This will lead you to becoming an outstanding officer in the Coast Guard.

Money (05)

INDOC - Income tax – At least one lecture and possibly more time should be given to explain to Fourthclass where they stand "legally" – p. 8, Item M

Decision Making (06)

INDOC - - Don't let the year get hot and then cold, but keep them going at all times. Whenever things slacken in the least, clamp down. Rifle exercises are always a good way of impressing on them that we won't lower our standard for them – p. 7

Drive to Achieve (07)

R/L-CAPT A. Lawrence - CGA Dean of Faculty- p. 9 - It is your privilege and honor to enter this military institution as one of the most highly selected "freshmen" classes in the United States.

You are the survivors of over 4,000 young Americans who competed for these positions. You should regard your chance here as an opportunity to prove yourself, your former school, your community, and, above all, your parents that this trust has not been misplaced. Every single one of you can, if he desires, complete the course of instruction at the Coast Guard Academy. The key words in that sentence are: "if he desires."

Platoon Competitions

INDOC - Fourthclass Platoon Competition will commence Saturday, 21 July 1962 and terminate at 1200, 11 August 1962 – p. 23, Item 1

INDOC - Platoon Competitions consist of three parts - 1) Platoon Drill, 2) Individual Drill Down and 3) Room Inspection – pp. 22 and 23, Item 1

INDOC - Platoon drill is held every morning in preparation for the competitive drill on Saturday morning. Recorders are Secondclassmen from the Battalion staff – p. 22

INDOC - Platoon Drill competition will take place Saturday during the regularly scheduled drill period. Each Platoon will be judged by two Platoon officers and the Battalion Commander on set movements published in the weekly drill procedures. The winning platoon of the weekly competition will be awarded ten (10) points. The second place platoon will be awarded five (5) points – p. 23, Item 3

INDOC - When scoring a platoon, points are awarded to the platoon commander for his ability in sword manual, his voice command and his military bearing. However, these points are not totaled with those for marching and rifle manual since the competition is primarily on a Fourthclass level. A Secondclassman's ability should not be rated and placed in a score that did not have any effect upon him. This opportunity should be used to show the Secondclassman his weak or strong points – p. 2

INDOC - The final platoon drill competition will be conducted on 11 August 1962. This competition will be judged the same as the weekly competition. The winning competition will be awarded twenty (20) points, second place ten (10) points and third place five (05) points – p. 23, Item 5

INDOC - The military commands for Platoon Competition Score Sheet – p. 24

Individual Drill Downs

INDOC - Drill Downs are held at the start of the Saturday morning room inspections. The Battalion Operations Officer is in charge of the Drill Down and gives the commands. The Landing Party Manual is used as the drill manual and there is to be no deviation from it. Commander Norris wants only this manual to be used so there should be no problems concerning the rules of Drill Down – p. 22

INDOC - Individual Drill Downs will be held in the Quadrangle at 1100 Saturday according to the rules published for regimental drill downs. Each platoon will send two representatives. The Drill Down will be judged by a platoon officer the Battalion staff. The weekly Drill Down winner will be awarded "carry-on" for the weekend and his platoon will be awarded five (05) points – p. 23, Item 4

INDOC - The final individual Drill Down competition will be conducted on 11 August 1962. This competition will be judged the same as weekly competition. The final Drill Down winner will receive ten (10) points for his platoon – p. 23, Item 6

Room Inspections

INDOC - Room inspection are held similar to those in the regular term with the Ensign inspecting the Secondclass and the Secondclass inspecting the Fourthclass. The only difference is that points are awarded to the two platoons having the least and second least demerits. In totaling the demerits for a platoon, Secondclass demerits are not included – p. 22

INDOC - The room inspection competition will be conducted each Saturday during scheduled inspection. The platoon receiving the least number of demerits during this inspections will be awarded ten (10) points and the second place platoon will be awarded five (05) points – p. 23, Item 7

Delegation (08)

R/L pp. 68 and 69 - First classmen are rotated in the various offices and petty officer positions in the regiment with permanent ranks bestowed upon those who excel in leadership, adaptability, academics and conduct. This breakdown of Cadet rank gives the prospective Ensign an opportunity to lead and to learn how men operate under his command.

INDOC - Effective Use of Resources - Don't think up jobs just to keep men busy unless there is absolutely no other way to keep them occupied - p. 1A, Item C11

Effective Use of Resources (09)

II - CAPACITY TO CARE (10)

R/L - CAPT W. Ellis, CGA Commandant of Cadets – p. 8 - We believe each one of you is capable of earning a commission in the Coast Guard... It is up to you to prove you are worthy... The members of the Academy Staff are here to help you. We want you to succeed.

R/L - p. 102 - Class Advisors -At the end of Swab Summer or at the beginning of the fall term, the Fourth Class elect a Class Advisor. The advisor is selected from the temporary or permanent staff of the instructor corps of the Academy. This Class Advisor serves as an overall counselor for "his" class.

INDOC - Take a keen interest in your men's quarters and mess - pp. 1B, Item F6

INDOC - Study your men. Learn all about their interest, problems pp. 1B, Item F7

INDOC - Support the correct actions of subordinates – pp. 1B, Item D9

INDOC - See to it that you are the first man that your men turn to in case of trouble – p. 1B, Item F4

INDOC - It is the definite duty of the Thirdclass to tutor Fourthclass having trouble with subjects. However, this should not be done on a friendly basis. The senior Thirdclass will post a list on the platoon bulletin board telling which Thirdclass a swab may go to for help in such subjects – p. 15

Recognition (11)

R/L - p 183 - Academy Class Rings - Each Cadet at CGA gets two rings before he graduates. The larger and more important of the two is the signature ring which the Secondclassman receives on the night of the Ring Dance. This huge ring is the Cadet's symbol of his Alma Mater and he will carry it with him through the remainder of his stay at the Academy and throughout his life. Each ring bears the Academy Crest on one side and the individual's Class Crest on the other, it is customary for men to wear their class rings with the class side most easily seen by the wearer until graduation. Then the ring is reversed so that the Academy Crest is nearest to his heart.

At the Ring Dance when the Secondclassmen are getting their large rings, the Third-classmen become the wearers of the Class Miniatures. The miniature, as the name implies, is a small reproduction of the jumbo rings but suitable for a woman's wear. They are worn Secondclass year until replaced by the Class Ring during Graduation Week or may be given to an OAO as an engagement ring as tradition dictates. The ring symbolizes to the one who will share your future life in the Coast Guard, the traditions, customs, honor and ideals by which you will live.

R/L- p. 187 - Ring Dance - After many months of planning and about sixty days of hard work, the Ring Dance is held on the Saturday before graduation. Only the second and third classes attend for it is their dance when they officially receive their class rings.

The dance starts at 2100 and lasts until 0100 with special liberty until 0300. Billard Hall undergoes a complete and fantastical change at the hands of the Ring Dance Committees. With a limited number of couples, there is enough space for imaginations to excel. The second class decorates the main gym, while the third class transform the wrestling gym.

Just as the Ring Dance traditionally marks the receiving of class rings, so it marks the giving for many miniatures are lost to the fair sex that evening.

INDOC - Give full credit to those of the organization whose work and ideas have brought progress - p. 1A, Item C

INDOC - Let your men know you think they are good - p. 1A, Item C7

INDOC - If pleased with the men's work, tell them so – p.1B, Item E2

INDOC - Grant deserved favors willingly – p. 1B, Item E5

INDOC - Praise when praise is due – don't flatter - p. 1B, Item F1

INDOC - Give praise where praise is due and vice-versa. Swabs should be told when they are doing a good job – p. 11, Item B

Discipline(12)

R/L pp. 108 and 109 - SWAB Rules

R/L -Fourthclassmen must:

1. Answer at all times to the name of "Swabs".
2. At all times show dues respect to their seniors, always use "Sir" to officers and upper classmen.

INDOC - Swabs must use "Sir" as a title of respect for all instructors – p. 5, Item I1

INDOC - Differentiate between using "Sir" and "Please Sir." Use "Please Sir" only when requesting something – p. 18, Item 8

3. Obey all orders promptly and thoroughly, and report back from all details.
4. Preserve a neat and tidy appearance and maintain a military brace at all times.
5. Keep under the lights in the corridors and keep on the outside of all ladders.

6. Keep away from the backs of chairs in the mess hall.
7. Move on the double at all times and cut all corners squarely.
8. Remain seated in the Mess Hall for three minutes after "Leave at Will" is given.
9. Make way for upperclassmen at the canteen, post office, bulletin boards, and hatches.
10. Follow the chain of command.
11. Salute all upperclassmen and classmates when off the reservation; learn rules for salutes.
12. Attend, and drag to, all dances to which invited; and be signed in at all formal dances by 2115.
13. Learn all songs and yells.
14. Have the correct time at all times.
15. Learn these rules immediately.

INDOC - Swabs will salute all officers and civilian instructors on base and render the proper greeting – p. 5, Item I2

R/L - Fourthclassmen Must Not

1. Discuss interclass or Academy affairs outside the reservation,
2. Give excuses.
3. Grease upperclassmen.
4. Fraternize with enlisted personnel.
5. Loiter on reservation, barracks, canteen, or Post Office.
6. Cut across the quadrangle.
7. Go through the corridor by the Commandant of Cadet's office or the OD's office except when on orderly duty.
8. Talk in corridors,

R/L - Explanation of SWAB Rules

1. Self-explanatory.
2. Sir is a sign of respect for seniors.
3. When you are assigned a detail it is to be carried out immediately, and upon completing the detail, a report is to be made to the man assigning it.
4. The military is always in the eyes of the public, and you in your uniform represent yourself, the Academy and the Coast Guard.
5. Fourthclassmen will follow this rule at all times including liberty hours, study hours, and when on sick report. In the east wing, fourth classmen will keep to the inboard of all corridors.
6. Emily Post says that you should not lean back in your chair at the table. To help you to keep this in mind you will sit on the front 3 inches of your chair at the mess table.
7. Fourth classmen have many duties which must be done quickly and efficiently. Double timing will be knocked off during study hour, but squaring corners will be continued. No steps on ladders are to be skipped.
8. If you see any of your classmates standing in the way of an upperclassman, shout "make way" so they will step aside.
9. When you want to find out something, first ask a Third Classman. If he cannot give you an answer then see a Second Classman – then a First Classman. In the same way, if you want to see the Commandant of Cadets, first ask the Cadet OD, then the Commissioned OD, then the Assistant Commandant of Cadets.
10. Officers will be saluted whether on or off the reservation.
11. Self-explanatory.
12. Since the Academy athletic teams must have the support of the corps, and a fourth classman needs to develop a strong voice, you will be required to know the songs and yells and will use them at athletic events.

13. The Academy, as well as the service, is run on a tight schedule, and not knowing the time is not a reason for missing any event.
14. Fourth classmen **MUST** be ready to be quizzed on these at ANY time until they are upperclassmen.

R/L - Explanation of SWAB Don'ts

1. You are to learn to bear your own problems. Yours may be the saddest story, but **Do Not** trouble people outside the reservation with it.
2. There is no excuse for not carrying out your duties. No one will assign you to an impossible task.
3. Do not expect or attempt to obtain favors from your seniors. You are measured by what you yourself accomplish with your own labors, and not by what others do for you. In the long run you will lose far more than you might gain.
4. Some day you may have to command them and it will be difficult if you have been to friendly.
5. You are no "Joe College" but a cadet and a gentleman. You must act the part.
6. The quadrangle is to be used by the fourth class for formations only.
7. Fourth classmen moving through these corridors cause congestion.

INDOC - The general policy of the class is to try to make any disciplinary action more meaningful than it has been in the past. To do this, constructive measures will be applied in place of the usual 'bore-ass' methods – p. 13

INDOC - The attitude to be taken by Secondclass and Thirdclass in administering disciplinary action should be "That will correct the situation" – p. 13, Item A

INDOC - Specials will take precedence with Indoctrination first, then Rifle then Persona - to enable the selected Special to cover the material a fourthclassman was weak in. – p. 13, Item C

INDOC - As a normal rule, no Fourthclass will be used for work formations if they are to be serving Special Inspections during that time. If the situation should arise that it is necessary to use men serving specials, only those men serving Personal inspections may be used. If this is the case, no work hour credit will be given – p. 13, Item J

INDOC - Don't handout too many Specials as they might lose their meaning – p. 12, Item VA

INDOC - Do not hand out Specials when Fives would do the job. This may make specials in general lose their meaning – p. 12, Item VD

- INDOC - Pool Specials and Rec Hall Specials have been eliminated – p. 12, Item VB
- INDOC - Give the man the benefit of the doubt – p. 1B, Item D2
- INDOC - Punish the individual concerned, not the group – p. 1B, Item D3
- INDOC - Take into account whether the infraction was intentional – p. 1B, Item D4
- INDOC - Consider a man's record – p. 1B, Item D5
- INDOC - Never ""pick on"" a man – p. 1B, Item D7
- INDOC - Always make the penalty fit the offense. Make the penalty fit the crime – p. 12, Item VC and p. 13, Item B
- INDOC - Fives and Specials slips of the form indicated below will be printed – p. 13, Item G
- INDOC - On the spot corrections shall be used more often. No slight offence is to slide by. It is an upperclassman's duty to inform and correct the Fourthclass of their mistakes – p. 13, Item I
- INDOC - Be impartial, consistent and humane in giving rewards and punishment – p. 1B, Item D6
- INDOC - Never use severe punishment for minor offenses – p. 1B, Item D7

Indoctrination Specials

INDOC - The purpose of the Indoctrination Special is to make sure the swabs know the week's indoctrination. Specials will be conducted in Satterlee Hall commencing at 1330 Saturday, room number to be announced. The special shall be two hours in length. All swabs shall be required to bring their Running Light, CGM, Duttons, Knights, Indoctrination Handout Book, paper and pencil. Some suggestions as to how these could be conducted are to give the swabs a certain amount of time to read the indoctrination item and then give them a test. Those who pass can go. Those who fail read some more and take another test. Tests could be written or verbal. This would be a good way to handle a large number of swabs.

INDOC - Will be handed out if the second classman in charge of indoctrination feels that a swab has done a poor job or has shown lack of interest and if a swab does poorly compared to his classmates on Friday's written exercise. The grading will be done on a company basis and will decide which swabs receive the special – p. 12, Items 1A1 and 1A2

Rifle Specials

INDOC - The purpose of a Rifle Special is to help the Fourthclass work in the rifle manual. It is to be constructive and not a 'bore-ass period – p. 12, Item IIA

INDOC - Rifle Specials shall be handed out for a poor job at daily rifle indoctrination and/or for a poor job at drill. p. 12, Item IIB

INDOC - The Secondclass in charge will come out of the Guard Squad. He will be picked by the JOOD – p. 12, Item IIC

INDOC - Rifle inspections will be one hour in length – p. 12, Item IID

INDOC - At the Rifle Special, the Secondclassman may have swabs clean rifles, hold marching manual and/or hold rifle manual – p. 12, Item IIE

INDOC - Full drill gear is to be worn. However, working blues and not service dress blues will be worn because we don't want the swabs to be going on liberty in sweaty, wrinkled blues – p. 12, Item IIF

Personal Specials

INDOC - These are to be handed out for anything not concerning Indoctrination or Rifle Specials and not actually a demeritable offense, but which is serious enough to require a Personal Special – p. 12, Item IIIA

INDOC - The JOOD will pick a Secondclassman for the Personal Special from the Guard Squad – p. 12, Item IIIB

INDOC - Personal Specials will be strict and personal appearance will be stressed. The length of the Personal Special shall be two hours of complete 'bore-ass' – p. 12, Item IIIC

Platoon Specials

INDOC - If the Secondclass in the platoon feel the swabs have as a whole done poorly, instead of handing out Indoctrination Specials, Rifle Specials and the like, they may conduct their own special for the whole platoon. The platoon picks the Secondclassman in charge and conducts the special as they see fit. This type of special takes the lowest precedence – p. 12, Item IV

Fives

INDOC - Make Fives hard. Don't use primarily for 'bore-ass' but be hard on indoctrination or subject for which fives were given. Make sure you are there when fives are to be served p. 13, Item E

INDOC - All Fives will be given out on a one day basis only. A Fourthclassman receiving a set of Fives will serve 15 minutes during the three five minute period before brace-up for meal formations. If a poor job is done during a day's set of Fives, another day's set may then be given for the next day – p. 13, Item F

Physical Penalties

INDOC - Physical penalties should be used as a corrective measure only. Moderation is the important idea for the abuse of this corrective measure would not only cause its elimination but endanger other phases of our policy – p. 14, Item 1

INDOC - Physical penalties that are to be used are double timing in and around the barracks and rifle exercises as described in the Landing Party Manual – p. 14, Items 2A and 2B

INDOC - When correcting two or more swabs, the second classman must lead the penalty. This refers to rifle exercises – p. 14, Item 3

INDOC - Penalties should fit the offense – p. 14, Item 4

INDOC - Make sure the swab realizes what offense he is being punished for – p. 14, Item 5

Indoctrination for Swab Summer

INDOC - The first week will be of a completely serious nature. There will be no jokes, fooling around, or even asking about their homes; just straight indoctrination with nothing to lighten the seriousness. After the first week, small breaks may be afforded by asking for jokes at the table or about their homes at the table or at "swabs out." However, too much is not encouraged. Use your own judgment – p. 2, Item A

INDOC - Knowing the mission of the Coast Guard and what it means – p. 5, Item A1

INDOC - How you can expect to live as an officer along with your duties and privileges – p. 5, Item A2

INDOC - How enlisted men live – p. 5, Item A3

INDOC - Rates and ranks in the service – p. 5, Item A4

INDOC - Traditions, functions and history of the Academy and the Coast Guard – p. 5, Item A5

INDOC - There will be no carry-on during swab summer except a weekend for drill down winners. During the academic year, only at the Sunday noon meal, Thanksgiving overnight and to drill down winners will carry-on be given – p. 7

INDOC - Leave at least two minutes at the end of "swabs out" for the swabs to all take showers. Use the first eight minutes of so for indoctrination (How's the cow?), bore-ass, bitch-outs, explanation of duties, maybe a little fun toward the later part of the summer, such as a poem night or skit night.) – p. 2, Item B

INDOC - One indoctrination period will be designated as a time to explain to them liberty, how they act and things to do. We should stress greetings, good personal appearance (one man can give the whole corps a bad name) and snappy salutes. They should conduct themselves in a military manner while on liberty – p. 5, Item D

Conduct In Academic Buildings

INDOC - All Fourthclassmen shall carry a military brace in all academic buildings – p. 17, Item 1

INDOC - Fourthclassmen shall make “chins”, make flat hands, keep their “eyes in the boat”, and shall carry themselves in all ways deemed necessary for the maintenance of a good brace – p. 17, Item 1A

INDOC - Fourthclassmen shall not square corners in any academic buildings – p. 17, Item 1B

INDOC - Fourthclassmen shall move swiftly and quietly through the corridors. They shall travel on the outside of all ladders and near the bulkhead opposite the coat hooks. There shall be no lingering in the corridors for such things as waiting in line for the water fountains. All Fourthclassmen will proceed directly from one classroom to another only using the heads as necessary – p. 17, Item 1C

INDOC - Fourthclassmen shall use the least congested ladders as much as possible. This means that the mainstream of traffic entering a building might need to break off to use the other available ladders – p. 17, Item 1D

INDOC - Fourthclassmen, upon finding the room for their next class occupied, shall, whenever possible, use any empty rooms available to wait in. While waiting in these rooms, no military brace is required, but there will be absolutely no talking whatsoever. If there is any noise, Fourthclassmen will be required to maintain a military brace while waiting in these rooms also. If no empty rooms are available, Fourthclassmen shall stand at attention against the bulkhead opposite the coat hooks – p. 17, Item 1E

INDOC - There shall be silence through all the day in academic buildings – p. 17, Item 1F

INDOC - All Fourthclassmen shall make way for all officers, all civilian instructors and all upperclassmen in all academic buildings at all times! They shall also give the proper greeting to instructors and officers – p. 17, Item II

INDOC - At this time, all academic buildings refer to Satterlee and McAllister Halls. Changes, when deemed necessary, shall be made at a later date - p. 17, Item III

First Semester of Academic Year 1961 Indoctrination

INDOC - The whole first part of the year should build up to the Purge. We should be constantly building up their bodies for it. At no time should there be any mention of the Purge or an “intensified indoctrination” – p. 7

INDOC - The weekend of December 7 and 8, our whole system will go completely flat, with us completely ignoring them until Wednesday. As far as we are concerned, they can take carry-on. Wednesday we begin. We gave them their chance and they completely let us down. We tested them and they failed to make the grade. We will do this so we can give a real good and legitimate reason for the Purge – p. 7

Regular Year's Indoctrination

INDOC - The indoctrination subjects for the regular year will be drawn up into a master plan which will include the subjects to be covered, the time to be allotted to each subject and approximate dates when they will be covered – p. 8

INDOC - During the indoctrination throughout the year, personal appearance should not be neglected. However, the stress will be on braces and the rifle manual – p. 11, Item A

INDOC - Navigation and Meteorology – related subjects only as needed on the Thirdclass Cruise. Since there are classes on each during Thirdclass year, these subjects will receive less emphasis than they have in the past - p. 8, Item A

INDOC - Flag Cards – Working knowledge; to be included in pre-cruise indoctrination period – p. 8, Item B

INDOC – Morse-Code – Code and message format must be learned well; also in pre-cruise indoctrination – p. 8, Item C

INDOC - Duties of the Coast Guard – not just memorization of facts in the Running Light. Know what the Guard does; this topic to include lectures and movies – p. 8, Item D

INDOC - Current Coast Guard Events –A bulletin board will be set up and maintained for this purpose. The one at the post office will also be used. Fourthclass will remain informed on day-to-day happenings in the Coast Guard – p. 8, Item E

INDOC - Other Service Academies – Cover differences and similarities, history and lay out in period preceding exchange weekends – p. 8, Item F

INDOC - Academy History – A complete knowledge of the history of the institution they are attending will be required of all Fourthclass. This will probably be stressed in the period before Christmas Leave – p. 8, Item G

INDOC - Table Indoctrination – in addition to regularly scheduled indoctrination material - will include current politics and intellectual discussion on controversial topics. Reports may be used if they have a meaning behind them – i.e. “the life and loves of the battalion commander in 1940” doesn’t mean much but “the effects of screw current on a rudder” might prove beneficial. International and national news and Academy sports results will also be discussed – p. 8, Item H

INDOC - Post-Graduate Opportunities – These should be explained along with the obligations which they include. Also related is advancement in rank and fitness reports – p. 8, Item I

INDOC - Enlisted men and their rates – Fourthclass will know what enlisted life is like, what his relation to them is now and should be after graduation, their rates, how they advance and what is to be expected of them. Some lecture material and some for evening indoctrination – p. 8, Item J

INDOC - Academy Team Captains – A necessary part of the set-up to be learned and also beneficial to “esprit-de-corps” – p. 8, Item K

INDOC - Deck Seamanship and Small Boatmanship – a very large area to be covered with all means available, much of it during pre-cruise indoctrination – p. 8, Item L

INDOC - Each regimental set-up and room numbers will be learned by Fourthclass – p. 8, Item N

INDOC - There shall be a period for service indoctrination after the noon meal on Wednesdays. This period of indoctrination is not to be a discussion period or bull session but is to be utilized completely to cover the scheduled material – p. 9, Item B

INDOC - After the evening meal, there will be a period of indoctrination Mondays, Tuesdays, Thursdays and Fridays which will start promptly at 1850.

INDOC - Monday there shall be a lecture in a designated place. This lecture will usually be given by an officer who was involved or knows about the part of the Coast Guard which is covered in that week's indoctrination.

- (1) On Tuesday and Friday nights, there will be a study hour for the Fourthclass beginning at 1850 and termination at 1925. During this time, there shall be a twenty minute maximum written exercise completed by each Fourthclassman. This exercise shall be handed out at noon and completed and handed into the second class in charge by 1925. The remaining fifteen minutes shall be utilized by the Fourthclass to review that week's indoctrination or also it shall be used to go over the exercise with the second class. The second class will check the exercises to see that they have properly been completed and that they are correct. Penalties for failure to complete exercises will be up to the Secondclassman in charge,
- (2) On Thursdays there shall be a film pertaining to that week's indoctrination.
- (3) On Sunday night from 1900 to 1025 there shall be a discussion period of indoctrination. This shall be used to cover such questions as the Fourthclass may have such as cruises, conduct on liberty, etc. There shall be certain schedule material to be covered also – p. 9, Items C and D
- (4) After the lecture on Monday night and the film on Thursday night, company reports shall be handed to the senior Secondclassman of each respective company by the break that night. The second class involved are to take steps to insure all absences are accountable and excusable. Penalties are to be left up to the discretion of the second class; however, it is recommended by the Indoctrination Committee that strong measures be taken in order to ensure no unaccountable absences. Demerits are felt to be a very good means to that end – p. 9, Item IIC

INDOC - All indoctrination schedules and handouts will be distributed before liberty on the Saturday before the week involved. This is to avoid the confusion resulting from late distribution – p. 9, Item IIA

INDOC - All Fourthclassmen in sick bay shall receive all handouts and exercises. They are entirely responsible for all indoctrination covered while in sick bay – p. 9, Item IIB

Training (13)

Marching Indoctrination

R/L pp. 70 & 71 - From an immediate practical standpoint, marching in formation is the most rapid and efficient method of moving a large body of men from place to place. A French marshal discovered marching in step improved the appearance and efficiency of his men, reducing straggling to a minimum.

The teaching and strengthening of the discipline that distinguishes an army from a mob has always been one of the chief uses of drill. The military man is an individual, but first and foremost he is a member of his service, a link in the chain of command that reaches up to the Commander in Chief and down to the rawest recruit.

He can see where his squad and his platoon fit into the organization as a whole. He can see commands originate from a leader and pass from unit to unit thru the chain of command to him. And he learns to obey these commands as he must someday obey the commands that will take him into battle.

Close order drill has a long military history extending back to the phalanx of the Greeks and the tightly organized maniples of the Romans. Men drilled and fought in parade formations with a discipline that seems incredible today.

Drill here at the Academy is carried on quite extensively, because its effectiveness and necessity has been proven throughout the ages. Even in our mechanized age it has not lost its importance. The correct attitude on the drill field is that it is each individual's chance to excel. With this and everyone working together it will be most efficient and appealing to the eye. But just the will to look good is not enough; there must be constant practice and review.

There are just rewards for the industrious workers. It may be in the announcement that your company looked the best at the review, or it may be in the winning of the most coveted of prizes, the intercompany Drill Competition. There is also recognition of individual proficiency.

The weekly Drill Down offers an opportunity to all fourth classmen to show their stuff. Drill is very important to us as Cadets. It has as much to do with making us a fine officer as seamanship or Calculus courses do.

Drill is to show your unit to the public, letting them be proud of your outfit and simulating to the morale of the men in the ranks with that knowledge. When the band strikes up "Semper Paratus" and the Corps swings past the reviewing stand, there is not a man in the academy, graduate or Cadet, who does not find his back straight, his shoulders square and his head held high with pride for this, his academy, his service, his country.

INDOC - During processing week, drill will not be held until Friday morning. The drill period will be from 0730 to 0830 to rehearse the swearing in ceremony. The ceremony will take place at

1300 that afternoon. The procedure for the swearing in ceremony is outlined in 2-3-01 of the Procedures and Equipment Manual - p. 20

INDOC - Saturday morning will be the first day of regularly scheduled drill. This period is to be used to size the Fourthclassmen in the platoons and for the Secondclass to familiarize themselves with the Battalion formation. The remainder of this drill period is to be use for platoon drill, both rifle manual and marching – p. 20

INDOC - The next week is a continuation of platoon drill plus instruction in the procedure for Guard Mount – p. 20

INDOC - By the third week, platoon drill should have improved well enough to start company drill. Company drill will be carried out while practicing for a Battalion Review. This is a very effective use of the time allotted to drill since the Fourthclass are getting the experience of marching in company formation and at the same time practicing for the final Battalion Review – p. 20

INDOC - The Secondclass need as much instructions as the Fourthclass when it comes to drilling. This is the first time the Secondclass will have had command of large units and their first time at carrying a sword, sabre and cutlass – p. 20

INDOC - Since Morning Colors and Guard Mount are scheduled during drill, it is not possible to have a Battalion Review before 0800. Schedules used this summer were inspection formation at 0730, platoon drill until 0800 and company drill in a form of Battalion Review from 0800 to 0830 – p. 21

INDOC - Some points to stress in Company Drill are:

- 1) Staffs keep six paces in front of the Company. Company Commanders note that when back stepping, the size of your step will be about two-thirds of a normal step. Therefore, an effort must be made to take larger steps or the staff and Company will close on one another.
- 2) Inform the men of your company when to dress left and when to dress right.
- 3) When passing in review, the squads of the third platoon causing the company to appear to be marching away from the reviewing stand.
- 4) When giving eyes right, the Company staff and platoon commanders execute sword manual together. This requires a great deal of practice both on and off the drill field - p. 21

Guard Mount Indoctrination

INDOC - Guard Mount is held at 0750. The procedure for Guard Mount is outlined in the Procedures and Equipment Manual. This formation will only be carried out successful if the Secondclassmen involved are familiar with the procedure. It was found that the Secondclass

failed to do this until the relieving Cadet Officer of the Day was made responsible for the entire formation. Having one man responsible and, in a sense holding the bag, improves the formation 100% – p. 21

INDOC - Guard Mount placement and command instructions – pp. 25 and 26

Rifle Indoctrination

R/L pp. 70 & 71- Frederick the Great developed the manual of arms in use today; Gustavus Adolphus perfected staff organization which helped his Swedes to conquer Northern Europe.

INDOC - A committee has been set up for the purpose of standardizing rifle indoctrination. If anyone sees corps-wide differences in things like dressing right, cupped hands, etc., then he is to see a committee member and word will be passed on to the correct way it is to be done – p. 11, Item E

INDOC - There shall be regular Rifle Indoctrination after the noon meal on Mondays, Tuesdays, Thursdays and Fridays. Special Rifle Indoctrination shall be carried out on a platoon and/or company basis – p. 9, Item IA

INDOC - During good weather, rifle indoctrination will be held outside and will cover June Week competition – p. 11, Item C

INDOC - Some of the points to stress in Rifle Indoctrination are:

- 1) The forearm should be kept parallel to the ground. This is basic but most often forgotten.
- 2) When at the position of Port Arms, the left hand should not be used to form a cup to hold the rifle but should form a straight line with the forearm. This item takes the longest time to correct. It is felt that if this point is stressed as soon as they begin rifle manual, the Fourthclass will not have too much difficulty.
- 3) At the order, Port Arms, Inspections Arms and going to Right Shoulder the thumbs should be rigged in.
- 4) When dressing right, left or center, the thumb of the hand extended should be rigged in and lie in a plane parallel with the hand – p. 21, Items 1 through 4

INDOC - Before the end of the summer, the Fourthclass should be proficient in marching and handling of the rifle. There should be frequent contests of disassembling and assembling of their rifles – p. 5, Item E

INDOC - If, in the opinion of the class, the swabs have done well on rifle indoctrination the first semester, then second semester rifle indoctrination will end few minutes earlier - p. 11, Item F

Rifle Drill Downs

INDOC - Starting the first week in October, every Friday during the scheduled rifle indoctrination periods each company will hold a drill down, the winner to receive carry-on from reveille Saturday until commencement of liberty Saturday - p. 11, Item D1

INDOC - Regular drill down participants will not go to company drill down - p. 11, Item D2

Sword Indoctrination

INDOC - Most of the problem encountered with sword manual can be eliminated by scheduling a drill period with the Secondclass to go over the finer points of sword manual. Show them the proper way,, point out the problem spots and then make spot corrections at drill. After the first week, there should be a great improvement in the sword manual and overall appearance of drill - p. 20

INDOC - When at 'Eyes Right', the sword is held against the leg, the arm is held rigid and there is absolutely no arm swing - p. 20, Item 1

INDOC - When holding a sword at the carry position, the arm is not bent - p. 20, Item 2

INDOC - The left arm should swing naturally when marching with no break at the elbow. If the arm is allowed to break, it appears the men are running instead of marching - p. 20, Item 3

INDOC - When at the order, the sword should not be allowed to point left or right of the vertical plane of the arm - p. 20, Item 4

Classroom Procedure

R/L p. 96 - Each class at the Academy is divided into sections. These sections are the responsibility of one man -the section leader - who must muster his section and march it to the classroom. This duty is rotated daily among the men in the section. After the section has entered the classroom, the section leader must see that order is maintained until the instructor arrives. Upon his entrance, the section snaps to and the section leader gives his report. The instructor acknowledges the report with "Very well, seats".

Once the class has started, the section is expected to pay attention. Sleeping, day dreaming, or other signs of inattention in class are frowned upon. Naturally, one is expected to stand at attention whenever reciting or asking a question. If circumstances cause you to be late, you should ask permission to enter. The instructor will ask you why you were late if he wants to know. Don't offer an excuse, but if you have a legitimate reason, state it.

When the instructor leaves, the section will again snap to attention until he is out of the room. Thereupon the section leader takes charge and marches the section back to the barracks or to the next classroom.

In mustering the section after class, the section leader is responsible for the smartness of his unit. Consideration of one's classmates cannot be overemphasized, and it behooves every man to march properly, without talking or moving about. Persons attached to the Academy, as well as visitors and passers-by, often see cadets marching to and from class; for some this is their only view of cadets. It remains for us to impart an impression of precision, conduct, and good military bearing.

Example (14)

INDOC - Set a good example. Be an ideal Cadet in front of the fourth class – p. 2, Item C2

INDOC - We will strictly enforce the regulations, trying to set the example in the way we ourselves live – p. 6, Item B4

INDOC - From the first day the swabs arrive we will act at the highest of standards. There is always something you can correct them for. Never let them get by with anything or else they will try again – p. 7

INDOC - Third class must set the example in all ways.

Expectations (15)

INDOC - Maintain high standards through alert supervision - p. 1A, Item C7

INDOC - Let the men know just what is expected of them – p. 1B, Item E1

INDOC - Flat hands – the hands will be flat completely with no reverse bends. The thumbs will be in a straight line with the fingers and will not be rigged in. This helps eliminate improper saluting - p. 4, Item V.A.

INDOC - A cap will be carried in the crook of the arm so as not to crush it or have it stained by the blues. Hats will be carried under the straight arm as in the past - p. 4, Item VB

INDOC - All square corners will be flanking movements – not stop and go corners – p. 4, Item VC

INDOC - All swabs will have cupped hands in formation after “fall in” is given and also while they are marching – p. 4, Item VD

INDOC - When entering an upperclassman's room, swabs will take two steps into the room and shall make no facing movements – p. 4, Item VE

INDOC - When sounding off in front of the upperclassman's room and the door is closed, the swab will first open the door slightly and then sound off – p. 4, Item VF

INDOC - No greeting will be given by swabs while they are double-timing. They must slow to a walk first – p. 4, Item VG

Followership (16)

R/L p. 74 - Leaders must first be followers.

INDOC - Unquestioning obedience to a command is the basic concept of military life. A command given by proper authority demands the follower's immediate response to do the will of the leader. When a command is issued, there can be no questions on the part of the follower as to whether the command is correct or whether there is any option as to carry it out. He must be so trained that he immediately carries out the instructions contained in the command to the very best of his ability - p. 1A

Team-Building (17)

INDOC - Encourage and coach the men when they encounter difficulties – p. 1A, Item B4

INDOC – Maintain the junior –senior relationship all the time – p. 5, Item B3

INDOC - Relationship to enlisted men – p. 6, Item A9

INDOC - Relationships between Thirdclass and Swabs - One of the big problems of our third class year was that many of us lost the respect of swabs too early in the year. We have devised a new plan. Third class should not have swabs in their room except for official purposes. And due to this loss of respect problem, Thirdclass will not give swabs carry on in their rooms or in the swabs room for the first two months of the academic year. We truly believe this policy will give the swabs more respect of the third class. It is important this be enforced! - p. 15

INDOC - Third class shall never mention the Purge or give any indication of a Purge to any swab. One Thirdclassman must stay at each table in the mess hall until all swabs have left that table. Thirdclass shall never ask swabs anything at the table that does not pertain to indoctrination – p. 15

INDOC - Thirdclass are also discouraged from calling Fourthclassmen by their first names, going on liberty with them, playing cards and any other aspects in violation of the four class system - pp. 15

INDOC - Relationships between Thirdclass and Upperclass - Thirdclass must be reminded that the administration and the Class of '65 insist on a four-class system. They must extend proper courtesies to all upperclass. They must report back from all upperclass details also – pp. 16

The following information was obtained from the records of the
Department of the Interior, Bureau of Land Management, and the
Bureau of Reclamation, regarding the land owned by the
United States in the State of California.

The following table shows the total acreage of land owned by the
United States in the State of California, by county, and by
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III - SELF-AWARENESS (18)

Ability to Embrace Change (19)

Attitude (20)

INDOC - Avoid the overbearing attitude - pp. 1A, Item B7

INDOC - When answering upperclassmen, the swab will show absolutely no facial expressions – p. 3, Item I

Creativity(21)

Credibility (22)

INDOC - Don't make promises which cannot be kept – p. 1B, Item E4

High Energy (23)

INDOC - Stimulate organizational pride by showing one's own pride and enthusiasm for the services – p. 1A, Item C1

INDOC - Know the state of the morale of our men – p. 1B, Item E6

INDOC - The overall winner of the Platoon Competition and the final Drill Down winner will be awarded an afternoon at Ocean Beach on Saturday 11 August 1962 – p. 23, Item 8

Inspiration (24)

R/L-CAPT A. Lawrence - CGA Dean of Faculty- p. 9 - Successful completion of the course depends on your interest, your drive, your motivation. Anyone in your class can achieve this goal if he is motivated to do it. All of us on the staff will attempt to help you get this motivating spirit, but much of it has to come from within you. Someone once said "there can be no motivation without enthusiasm, just as there can be no enthusiasm without motivation." Be enthusiastic; get motivated.

Intellectual Abilities (25)

INDOC - Swearing, vulgarity and profanity will not be tolerated – p. 5, Item B4

INDOC - Raunch will be kept at a definite absolute minimum. No one respects a senior with a filthy mind and vocabulary – p. 18, Item 1

INDOC - No swearing or extreme foulness. Swabs as well as any underclassmen will be placed on report for swearing – p. 18, Item 2 and 3

Spirituality (26)

R/L - CAPT J. Kleckner USN Chaplain – p. 11- In accepting you as a candidate for a commission, the Academy has assumed you will co-operate and provide the sincerity, industry, energy, will and determination necessary to the attainment of this goal. To assist and encourage you toward exercising your religious and moral convictions, the chaplains are at your service. It is our sincere hope you have brought your religion with you and that you will find the beautiful and worshipful Coast Guard Memorial Chapel a place to which you will go for meditation, worship and spiritual refreshment. ... The Chaplains' desire is to be your pastor, counsellor and friend.

Stress (27)

IV -PERSONAL CONDUCT (28)

Character (29)

Courage (30)

INDOC - Show confidence in the ability of the men – p. 1A, Item B8

Continual Learning (31)

R/L – p. 74 - Professional knowledge can be learned by studying and obtaining personal experiences, but character and discipline must be built within the individual Cadet. Leaders must first be followers. This is the system, and as your experiences grow and multiply, so will your self-discipline and your abilities.

INDOC - Be interested in the promotion of your men. Encourage them to be preparing for advancement – p. 1B, Item F3

INDOC - Do not allow or condone incompetence – p.1B, Item G5

Seamanship - Eagle Indoctrination During Swab Summer

INDOC - We are going to try to purchase twelve built up scale models of the Eagle to use during the summer and the rest of the year for the purpose of making swabs more familiar with the eagle in a short space of time – p. 6, Item D

INDOC - Because of the short time, only important Eagle indoctrination will be covered in the summer – p. 6, Item A

INDOC - General layout and approximate location of compartments – p. 6, Item A1

INDOC - General location of pins, exact locations of yard halyards only (exact location of rest of pins will come during the year – p. 6, Item A2

INDOC - Logical reasons for commands used in setting sail and what the lines do – p. 6, Item A3

INDOC - Proper way to make up lines – p. 6, Item A4

INDOC - Proper line handling commands. "Heave Around" is incorrect unless a power winch is being used. "Haul Away" is the correct command when using good ole muscle on the lines - p. 6, Item A5

INDOC - Proper terminology. Remember – some of the guys never heard the word "starboard" before. We've got to teach them – p. 6, Item A6

INDOC - What billets are (billet numbers) - p. 6, Item A7

INDOC - Procedure in Officer's Country – p. 6, Item A8

INDOC - Impression of safety – p. 6, Item A9

INDOC - There will be lectures and handouts on watch-standing – p. 6, Item B

INDOC - There will be no unnecessary talking when handling lines – p. 6, Item C

Military Core Values (32)

INDOC - We must explain to the swabs exactly what the military way of life consists of and tell them why CGA is a military academy – p. 3, Item II

INDOC - We must impress upon them the honor of the academy. Much faith was placed in them when they were given an appointment. They are a few selected from many. We live in close contact with one another and must be able to trust each other – p. 5, Item C

Commitment

R/L – p. 18- Code of Conduct for Members of the Armed Forces of the United States.

- I am an American fighting man. I serve in the forces which guard my country and our way of life. I am prepared to give my life in their defense.
- I will never surrender of my own free will. If in command, I will never surrender my men while they still have means to resist.
- If captured, I will resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.
- If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.
- When questioned, should I become a prisoner of war, I am bound to give only name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

- I will never forget I am an American fighting man, responsible for my actions and dedicated to the principles which made my country free. I will trust in my GOD and in the United States of America.

R/L - p. 72 - Each man has his individual forms of loyalty which are directed toward various organizations, people and affairs. It is the degree of this devotion to the important things in life which determines a man's value and station.

The most important loyalty any American should possess is loyalty toward the United States. Loyalty of this nature, usually termed patriotism, also denotes a similar devotion to his President, his government, his service and his leaders. His home, family church and friends all share vast amounts of this intangible feeling.

As a Cadet, you have already pledged your loyalty and allegiance to these major phases of life. But for this loyalty to be of value to anyone, it must be true, willing and unflinching - given by the individual with all seriousness and clearness of mind and conscience.

INDOC - By accepting an appointment we have stated our willingness to give our lives for the country and humanity (Code of Conduct) – p. 5, Item A6

INDOC - The U.S. Fighting Man's Code will be learned and understood by all swabs before taking the oath – p. 4, Item IV

INDOC - We now have two evening indoctrination study periods a week. The Thirdclassman in charge of indoctrination for that week will make sure the periods are used only for the study of indoctrination – p. 15

INDOC - Thirdclass in charge of indoctrination should check for clean caps and uniforms if they arrive at Brace-ups before the second classmen do. They should check for clean uniform, caps, gloves and drill belts before the Secondclass appear at rifle indoctrination. They must also maintain an accurate attendance sheet for brace-ups, rifle and evening indoctrination – p. 15

INDOC - Thirdclass shall never call "swabo's" or send swabs on details. This is a first class and second class rate only – p. 15

Country

R/L - ADM Evans, CGA Superintendent p. 7 - There is no better way for a young American to safeguard his own and his family's heritage than through devoted public service. The Coast Guard, with its vital missions of maritime security and national defense, provides an ideal channel for your constructive energies. These you can apply effectively only if you adopt our Corps of Cadets' traditional hard-driving "can-do" attitude and invariable devotion to the highest standards of personal integrity.

INDOC - Remember that the man is serving his country, not you as an individual – p. 1A, Item B5

Duty

INDOC - Swabs must carry out all their duties to the highest performance level possible. They must always be willing to lend a helping hand to their classmates and should know their classmates first names – p. 3, Item II

INDOC - We must point out exactly what “slashing” is. Giving a correct answer to a direct question is not slashing, even if a classmate previously gave an incorrect answer or did not know the answer to the same question – p. 3, Item III

INDOC - A swab must place personal cleanliness high. He must take showers when needed and change clothes regularly. Personal appearance must always be excellent.

INDOC - Collar stays will be worn by all swabs on all shirts with collars – p. 4, Item VI

INDOC - We will have mass meeting on the “honor concept” during swab summer – p. 3, Item I

Honor

R/L Preface - p. 5 - "We hope you will pay particular attention to Honor and Esprit de Corps. That only comes about through the individual effort of every member of the corps of Cadets.

We have no written Honor System here but we do have something we consider more important - the honor that is maintained within each Cadet. We feel Honor and Esprit de Corps are closely related. When men that live and work together are sure of the honesty and integrity of each other, this leads to a building of Esprit de Corps. This is what we are working towards, high spirit among the Cadets, men working together toward a common goal.

R/L - p. 73 - Officers and Cadets of the Coast Guard are bound by the highest standard of honor. At the Academy we have no formal honor "system", but we have an honor code that is carried within each man. The basis is that no cadet lies, cheats or steals and it is up to each individual to support the high standard we have always maintained.

Esprit de Corps is a strong inward pride that urges men to do their best for the Corps and the Service, no matter what the odds may be. It is the intangible force that unites men of differing back-grounds in their efforts to make themselves and their unit the finest anywhere.

Esprit de Corp presents itself in many varied forms. It is readily evident in the manner in which the Cadet presents himself and his uniform, in his brace as he passes the reviewing stand and in his hoarse voice after an athletic contest. It is felt upon hearing a compliment, particularly when it is given by an outsider.

Don't underestimate its power. This spirit is the most important factor in distinguishing between the very good and the best.

Respect

R/L pp. 176 and 177 - The Military Salute - Courtesy amongst military men is indispensable to discipline. In the military service, the chief manifestation of courtesy is the formal salute.

The salute is an exchange of courtesies between members of an honorable profession. Thus, "salute shyness" should be overcome, and only out of courtesy the junior man salutes first, except as otherwise described in ceremonies.

In the Coast Guard, it is used when passing civilians or ladies, in place of raising the hat, since a Coast Guard officer or cadet never removes his hat when out of doors.

The following general rules will be of value as a guide as to when and where to salute:

1. Salute all officers of the Coast Guard, Army, Marine Corps, Navy, Air Force, and Public Health Service, and those of the armies and navies of friendly foreign powers.
2. The salute should be rendered when six paces from the persons saluted or at the nearest point of the approach. The salute should be held until the person saluted has passed or has returned the salute.
3. If seated, a cadet does not rise at the approach of an officer unless he is called to attention, or the officer is the commanding officer of the ship or station or is a flag officer, or if a gangway is necessary for the officer to pass through. Of course, if spoken to directly, a cadet will rise and stand at attention,
4. Cadets on work details do not stop working to salute unless addressed.
5. Never salute when uncovered, but this does not prevent giving a greeting.
6. A cadet on duty and wearing a duty belt does not remove his hat. When addressing or being addressed by a person in authority, he salutes, stands at attention until the conversation is finished, whereupon he salutes again and marches briskly away,
7. When saluting, stand, march, or sit in a vehicle) at attention, and if practicable, face the flag or person being saluted.
8. A cadet salutes before addressing an officer and again upon receiving a reply.
9. When gun salutes are fired, all cadets will stand at attention until the last gun has been fired.
10. Whenever the national anthem is played, all cadets not in formation stand at attention facing the music (except at evening colors when they face towards the flag) and render the salute from the first to the last note of the music. Whenever the national anthem or "to the colors" is played in a stadium or theater, all persons not

in ranks will rise to attention, facing the front.

11. Always add a conventional word of greeting to the salute such as "Good morning. Sir" or "Good afternoon, Sir." It should be remembered that medical officers below the rank of Commander may be addressed as "Doctor" regardless of their rank. "Chaplains" and "Professors" are always addressed as such.
12. In foreign lands one should salute the host's flag in the same manner as we salute our ensign. This applies when boarding a foreign vessel also.
13. When in doubt, salute,

R/L p. 178 - When executing the salute, raise the hand smartly until the tip of the forefinger touches the lower part of the headdress above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight, elbow slightly forward of shoulder; at the same time, turn head and eyes toward the person saluted giving a clear distinct greeting when appropriate.

- ON PUBLIC ELEVATORS IT'S OK TO REMAIN COVERED IF OTHERS DO.
- WHEN TALKING WITH A LADY ON STREET REMAIN COVERED.
- WITH TWO LADIES, WALK OUTSIDE.
- OFFER ARM ONLY WHEN ASSISTANCE IS NEEDED.
- PROPER GREETING TO LADIES IS SALUTE.
- THE JUNIOR ADDS TO HIS SALUTE A BRIEF GREETING eg. "Good Morning Sir."
- COMMEND A JUNIOR PUBLICLY- REPROVE HIM PRIVATELY.
- ONLY CORRECT ANSWER TO AN ORDER IS, "AYE AYE SIR."
- OFFER OF HANDSHAKE SHOULD COME FROM SENIOR
- A JUNIOR DOES NOT KEEP A SENIOR WAITING.
- JUNIOR TAKES POSITION TO LEFT OF SENIOR.
- INTRODUCE JUNIOR TO SENIORS.

- INTRODUCE OFFICER BY THEIR MILITARY TITLE
- REMOVE CAP ON ENTERING AN OFFICE OR ROOM
- RISE TO ACKNOWLEDGE INTRODUCTION
- JUNIOR ENTERS BOATS AND CARS FIRST- LEAVES LAST.
- JUNIOR OPENS DOORS FOR SENIOR AND FOLLOWS HIM.
- WHEN SENIOR ENTERS ROOM OF JUNIORS, FIRST TO SEE HIM CALL "ATTENTION."
- JUNIOR IN CONVERSATION WITH SENIOR HOLDS POSITION OF ATTENTION.
- SEATED JUNIOR, WHEN ADDRESSED BY SENIOR, RISES AND REMAINS AT ATTENTION.
- A SENIOR MAY "CALL" ATTENTION TO SOMETHING. A JUNIOR "INVITES" IT.
- A SENIOR'S WISH IS THE SAME AS A COMMAND.
- JUNIOR DOES NOT SIT OR SMOKE UNLESS INVITED TO.

INDOC - Swabs must respect all members of the upperclass. A swab might lose respect for an individual upperclassman, which does happen at times, but he must never lose respect of the upperclassman's rank. The Firstclass are to be considered as "gods" in the eyes of swabs, but all upperclass are on a plane so much higher that the swab that it cannot be justifiably described - p. 3, Item I

INDOC - In order to gain respect, third class should never joke with a swab in his room, in the corridor or in the mess hall.

INDOC - Position of swabs in chain of command. Lowest thing on earth at the Academy. First Class are "gods." - p. 5, Item B2

INDOC - A swab will salute all officers, civilian instructors and upperclassmen when off the reservation - accompanied with the proper greeting. A swab will give the proper greeting when on the reservation. A swab will give the proper greeting to all officers and civilian instructors in academic buildings - p. 3, Item I

Political Savvy (33)

R/L- Judy Sinton - Cadet Hostess p. 12 - I am happy to have this opportunity to greet you and I will be looking forward to knowing each of you very soon.

The Cadet Hostess Office is open to all cadets during their free time. Available to you are magazines, newspapers, books of etiquette, movie schedules and refreshments. We will assist you in finding accommodations in private homes, hotels and motels for guests who may be visiting you.

As cadet social advisor, I assist the Academy staff and the cadet dance committee in planning your social activities. Your social life at the Academy has two aims. It will be enjoyable for you while here and forms an important phase of your training to become an officer.

You will be attending receptions, tea dances and informal and formal dances in the very near future. Those of you who cannot dance will be assigned to dancing classes during the summer. If you need a date for the dances, we also will arrange for that.

The office will be happy to advise you on questions of etiquette or service protocol and assist you with any personal problems you might have.

We will answer letters from families or guests on any questions concerning a visit to the Academy and make room reservations for them at your request.

We hope you will drop in soon. You are always welcome.

R/L p. 169 - The Cadet Hostess - Mrs. J.A, Sinton, has her office on the balcony of the Recreation Hall. Mrs. Sinton is available for conference at all times during the normal day, and her office is always full of cadets seeking counsel or aid on social and personal matters. She has made her office into a center for dance planning, acquisition of accommodations, dating arrangements, and generally giving everyone a friendly Hello.

Mrs. Sinton may always be found at cadet receptions and dances for she is usually responsible for their existence. Her right hand men are the dance committee and she draws from her vast storehouse of knowledge to give the Academy variety and interest in its social functions.

In addition to this, she is also responsible for match-making. And needless to say, she can undoubtedly be of assistance to you if you should desire a date at some future time,

From this, we can see that our hostess functions for our benefit, ensuring that we enjoy our lives as cadets and form the traits of social grace and etiquette so necessary for a successful career as an officer in the United States Coast Guard.

Military and Social Etiquette

R/L - pp. 174 and 175 - "None other than a gentleman, as well as a seaman, both in theory and practice, is qualified to support the character of a commissioned officer." - JOHN PAUL JONES

This quotation expresses a tradition which both our Navy and Coast Guard strive to uphold. You too have your part to play as a Coast Guard Cadet and as a prospective officer. Throughout your days at the Academy there will be numerous opportunities to help you enjoy them and become better grounded in the amenities." There will be calls on officers and their families, dinners, and

pleasant associations with visiting teams, the people of New London, and our very charming friends up the street.

Public Appearance

R/L - pp. 174 and 175 - Cadets spend some of their liberty time downtown and it is here that they should present a good appearance to the public. Every courtesy expected of a gentleman should be shown by cadets, especially in congested areas. Loitering around town is out. When walking, cadets should stay in step and maintain a brisk pace as if the purpose of the walk were exercise.

Probably the greatest infraction of military conduct occurs when cadets and dates walk hand in hand. Not only does this practice make saluting difficult, but it is a breach of good military bearing. Therefore, this practice is forbidden and a cadet may take his date's arm only when his assistance is needed.

Dancing

R/L - pp. 174 and 175 - The phrase "formal dance" has various definitions, but here the connotation is an enjoyable weekend. The Cadet Corps is invited and will attend the dances at the Academy, and fourth classmen must drag to all dances to which they are invited. Courtesy at dances is a must. When you bump into another couple, say "Pardon me" or "Excuse me, please." Unfortunately, a shortage of soft chairs exists; so they are reserved for officers and upperclassmen. A dance is one of the few places where a cadet is allowed to smoke, but this privilege should be used with discretion. Don't walk about with a cigarette in your hand. Use the ash trays; the dance committee has enough to do without having to clean up after you. It is expected every cadet will present himself to the receiving line whether dragging or not. It is an excellent plan to spend a short time talking with the chaperons or dancing with the wife of an officer.

Table Manners

R/L - pp. 174 and 175 - We need not delve deeply into the topic of table manners. You will be trained in the Academy's version of Emily Post in the mess hall,

Introductions

R/L - pp. 174 and 175 - Introductions are an important part of everyday social intercourse and every cadet should be guided by these rules concerning them:

1. Enunciate names clearly.

2. In general, introduce a junior to a senior, a gentleman to a lady, and a single lady to a married lady.
3. Introduce strangers of either sex to the hostess.
4. Never escort a lady around the room to meet people. Bring those whom the lady wishes to meet to her,
5. Rise to acknowledge an introduction to either sex, if rising does not inconvenience others.
6. Remain standing while introductions are being made,
7. Never offer your hand to a lady. Allow her to take the initiative in this matter.
8. The proper salutation is "How do you do, Sir?" or Mrs. A".

INDOC - A swab must be familiar with all types of etiquette – p. 4, Item III

V. COMMUNICATIONS (34)

INDOC - Give "Swabos" according to conduct grades. When a Secondclassman calls a 'Swabo', he shall first ask "who is on third conduct for this month?" and shove all others off. A 'shake out' will then be held. If no swabs are on third, ask about second. The purpose of this is to give restrictions more meaning – p. 12, Item K

Active Listening (35)

INDOC - Be alert to discover weaknesses of organization by observing and questioning – p. 1B, Item G3

Feedback (36)

INDOC - Whenever a Thirdclassman has a question regarding his rates that you cannot answer, please refer this to one of the members of the Indoctrination Committee and we'll try to find out the answer – p. 16

INDOC - A swab must report back after every detail and report whether the detail was carried out or not. If it was not carried out, he must explain why it wasn't. Even upperclass must report back to their superiors - p. 3, Item I.

INDOC - Praise in public, censure in private (never reprimand a cadet in front of people with whom he works) - p. 1B, Item, D1

INDOC - If any Thirdclassman has a good idea which may help us in indoctrination, please let one of us know about it – p. 16

Connectivity (37)

INDOC - Express interest in a man's ideas even though you might disagree with him - p. 1B, Item F5

INDOC - We will try to instill class unity to them. One of the first things they must do is learn their classmate names – p. 5, Item F

INDOC - There shall be no Fourthclass whatsoever at the Sunday noon meals – p. 13, Item L

Field Presence(38)

INDOC - Be on the job whenever your men are working - p. 1B, Item F2

INDOC - Most important of all is that the new swabs will have absolutely no opinion or idea about the Academy when they get here. They are going to form most of their early opinions from us. These guys will look up to us and accept our opinions so don't spoil the Academy in their eyes - p. 2, Item C

INDOC - Don't criticize another cadet, officer, or another organization before your men - p. 1A, Item C2

INDOC - Don't say anything against the Academy or its officers in front of them, not even implications. If you've got to bitch, make sure no swabs are around to hear it. Build up the Academy in their minds.

Information (39)

INDOC - Don't threaten punishment to make an order effective - p. 1A, Item C10

INDOC - Use "We" instead of "I" whenever appropriate and possible - p. 1A, Item C4

INDOC - Keep men informed as to what is in store for them if possible – p. 1B, Item E3

INDOC - Never issue an order that is not going to be enforced – p. 1B, Item G4

Power of the Pen

INDOC - Keep your subordinates informed so they may have an intelligent sense of participation - p. 1A, Item C3

INDOC - Make sure all subordinates know your policy - p. 1A, Item C8

Public Speaking

INDOC - A command must be definite – p.1A1

INDOC - A command must be positive (given in a tone of voice that leaves no doubt that it is to be executed) – p. 1A2

INDOC - The leader must look at his men when giving them a command p. 1A3

INDOC - A command must be concise (not contain so much that men cannot remember it) – p. 1A4

INDOC - Don't be sarcastic - p. 1A, Item C9

INDOC - Explain what is to be done. Discourage the tendency of the junior to ask how to do it - p. 1A, Item B1

INDOC - Don't talk down to the men in giving instructions - p. 1A, Item B2

INDOC - Give orders to the man in charge and not to the group - p. 1A, Item B3

INDOC - In giving an order, try to get across the feeling of "Let's go!" instead of "Get going!" - p. 1A, Item B6

INDOC - Don't use a senior's name to lend weight to your own orders - p. 1B, Item B9

INDOC - Give a reason for your order if time permits or if it appears the orders will be clearer if the men understand the reasons behind them - p. 1A, Item B10

INDOC - When given a command, the only proper answers are: a) "Aye, aye, Sir" or b) "Command Sir?" The only proper answers to a question are the answer or, "I don't know, Sir." - p. 3, Item I

INDOC - If a swab does not know the answer to a question, he will find out the answer as soon as possible and report back to the upperclassman with the correct answer immediately. Failure to do this will result in a personnel special inspection. The phrase, "I cannot say, Sir" will never be used - p. 3, Item I

R/L pp. 196 and 197 - Glossary - "It's very odd that sailor-men should talk so very queer." -

INGOLDSBY LEGENDS.

Anchor Man - There but for the Grace of God walks a civilian.

Bilge - (1) The process of becoming a civilian; (2) The basement.

Bird Dog - All's fair in love and war; taking another's date.

Boat Your Oars - Place your knife and fork properly on the edge of your plate.

Bounce - Pick up spots, hit the papsheet.

Brace Up - Sit or stand erect.

Butt - The remains of anything; i.e., a cigarette or a day.

Carry On - Continue what you are doing.

Caulk Off That form of worship accorded to Morpheus, - to sleep.

Cold Max - Even better than a max, the best.

Come Aboard (1) Come on in; (2) Take a full seat.

Dewline - Danger is near.

Drag - A date,

Eyes in the Boat - Head and eyes to the front
Gnomi - A member of the third platoon.
Heave Around - To perform duties properly.
Hill - Home of the braid.
Hole - Place of habitation; cadet room.
Hot Word - The latest news; information of importance.
Hungary Hill - Conn. College.
Irish Pennant - Loose end.
Knock Off - Stop whatever you are doing.
Liberty - Once in a while, according to the conduct grades; short parole.
Liberty Hound - A lover of the wide open spaces.
Max - Nearly perfect; to pass with an A.
Meager - Very Poor.
Monkey Suit - Full Dress Blues.
Murph - The opposite Max; rock bottom.
OAO - Usually the One and Only (Sweetheart): Off and On; One *Among* others.
Papsheet - Conduct record.
Pig - The date that should have stayed home,
Pipe Down - Keep quiet.
Queen - As opposed to a pig, from the ridiculous to the sublime.
Radiator Club - The Varsity PE squad.
Ram - Academic bitzkrieg.
Rate - A privilege.
Ratey - One who uses the rates of others.
Re-exam - The last resort; same questions with different answers, or vice-versa.
RHIP - Rank Hath Its Privileges; or, it all flows downhill.
Sack - Bed or bunk.
Shaft - Gross injustice.
Shake Out - Winner takes all.
Sheriff - a star packer; one on honors.