

Welcome to PSU 301!



What is a Port Security Unit (PSU)?

Coast Guard Port Security Units (PSUs) are Coast Guard units staffed primarily with selected reservists. We provide waterborne and land-based protection for shipping and critical port facilities in the inshore harbor environment, normally with other Navy Expeditionary Combat Command (NECC) elements in a Joint Expeditionary Warfare environment.

Each PSU has six transportable boats and support equipment to ensure mobility and independent sustained operations for up to 15 days. PSUs require specialized training not available elsewhere in the Coast Guard. Coast Guard Reservists assigned to Port Security Units **must** complete a **12-Day Expeditionary Operations Course** at the PSU Training Detachment SMTC in Camp LeJeune, NC **within one year of reporting.**

Location: PSU 301 is located on Joint Base Cape Cod, which hosts Otis Air National Guard, Camp Edwards, Air Station Cape Cod, and USCG Base Cape Cod. The physical address for PSU 301 is 3426 Beaman Road, Buzzards Bay, MA 02542.

Driving Directions:

From the North (Boston Area)

Follow I-93 South to MA-3 South toward Cape Cod. Merge onto US-6E over the Sagamore Bridge and take exit 1C from US-6. Turn left onto Sandwich Road and follow to Bourne Rotary. Take third exit off the rotary toward MA-28S/General MacArthur Blvd. Follow for about 4 miles to Otis rotary. Take the third exit off rotary, Connery Ave. You will see signs for Joint Base Cape Cod. Follow to Main Gate.

OR

Follow I-93 South and take exit 4 (on the left) to MA-24 South toward Brockton. Continue on MA-24 South and take exit 14A and merge onto I-495 South toward Cape Cod. Merge onto MA-25 East. Follow over the Bourne Bridge and at rotary take the second exit onto MA-28S/General MacArthur Blvd. Follow for about 4 miles to Otis rotary. Take third exit off rotary, Connery Ave. You will see signs for Joint Base Cape Cod. Follow to Main Gate.

From the South (Providence)

Follow I-195 East to exit 22A to merge onto MA-25 South toward Cape Cod. Follow over the Bourne Bridge and at rotary take the second exit onto MA-28S/General MacArthur Blvd. Follow for about 4 miles to Otis rotary. Take third exit off rotary, Connery Ave. You will see signs for Joint Base Cape Cod. Follow to Main Gate.

Once on base, PSU 301 is located directly adjacent to the USCG Exchange and Mini-mart/Gas station. You can follow the red signs to the exchange.

Your First Drill Weekend (DWE)

For your first few DWE you will check-in with the **Planning Division**. The Planning Division is made up of the Planning Officer (LT Connolly) and a Training Petty Officer (GM1 Penna). Planning Division will help check you into the unit and complete all administrative requirements and introduce you to your operational division. Below is the list of items you will complete during your first DWE:

- Meet and Greet with unit members, divisions and the Command
- Explanation of PSU Mission and Organization
- Direct Access Username and Password set-up (if needed)
- Workstation Username and Password set-up and online training
- Web T-Pax set up and complete outstanding Travel Claims
- Base Tour
- Uniform and Equipment Fitting/Order
- Completion of Mandated Online Training
- Verification of Medical Readiness
- Tuition and Education Assistance
- Bonuses
- Expeditionary Operations Course admin and preparation
- PSU PQS Booklet distribution
- Weapons Qualifications
- Apply for Government Travel Card
- Apply for Government Passport (if needed)
- Assignment of a Training Mentor

What to wear to the first DWE:

- Please report in Tropical Blue Uniform with Combination Cover. Also bring one full set of Operational Dress Uniform (ODU) with Coast Guard ball cap. If reporting during the winter, also bring appropriate outerwear. The Navy Type III uniform will be the Uniform of the Day (UOD) once you are fitted and your order arrives.

What to bring to the first DWE:

- Original Orders or any paperwork from your previous unit
- Medical Record (if you do not hand-carry your medical record, please let us know so we can confirm it was shipped to JBCC)
- CG-3029 Record of Small Arms Training from previous command
- Military ID card (CAC card). You will need this to access the base.

Reporting Instructions:

- Please report no later than 0700 on your assigned reporting day. The unit will muster at least one day during DWE, normally Saturday at PSU 301's boathouse Bldg. 3446 on Beaman Rd.
- If you find you will be later for reporting, please contact Planning Division, the Command Duty Officer, or your Sponsor.

Messing: JBCC includes a Coast Guard exchange where you can purchase meals. Lunch breaks will be provided and off-base options are also available. Air Station Cape Cod is a 3 miles drive from PSU 301 and has a full-service galley for breakfast and lunch during DWE. All hands must pay cash for their meals.

Check-In Sheets: You will receive a check-in folder on your first day. Carry this with you at all times. Some of the items that you will work on are listed below.

Computer Logons:

- You will receive numerous logons and passwords if you do not have them already:
 - **CG Workstation III:**
 - Allows personnel access to CG computer terminals as well as CG email accounts.
 - **Web T-Pax:**
 - Travel Claim Software used for official completion of Standard Travel Claims for approval.
 - **Direct Access (DA):**
 - Allow personnel access to individual personal employee account, status, pay records, personnel evaluation, ribbons and medals receipts, etc.
 - This is your Personal Performance Tracker.
 - **E-learning: CG Learning Management System**
 - Computer portal that provide **General Mandated Training** and completion records.
 - **CAC Log-on required.**

Readiness Items:

- **Passports:** You may be required to get an official passport upon receiving orders for deployment.

Government Travel Charge Card: You will be required to have a government credit card and will apply for one during your first DWE.

ASQ: (Annual Screening Questionnaire): Short form required to be completed annually via Direct Access that verifies availability for mobilization.

Medical Readiness: You will meet with the Medical Division to review your medical readiness including your annual Physical Health Assessment (PHA), immunizations, and dental. Please hand-carry your medical record; they are maintained locally at Kaehler Clinic.

CAC Card: CAC cards, often referred to as the Military ID, are required for entry to the base and to access Coast Guard Workstation III. If you need a new ID the unit can arrange a visit to the ID card office at Air Station Cape Cod. The ID card office can be reached during business hours at 508-968-6318.

Online Training: The Coast Guard requires annual training largely performed using the service's e-learning system: CG-LMS. Your CAC card is required to access LMS: <https://elearning.uscg.mil/>

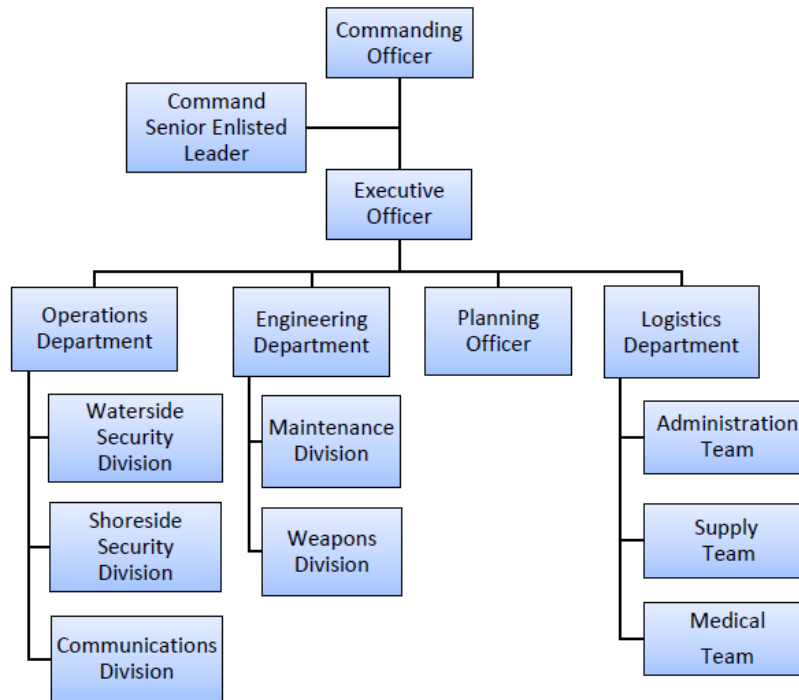
Base Tour:

- Galley/Mess Hall
- Exchange
- Golf Course
- Barracks
- Billeting Office
- Range
- Movie Theater
- Enlisted Club

Meeting with CO, XO, and Command Chief: During your first DWE you will meet the Commanding Officer (CO), Executive Officer (XO), and Command Chief for a one-on-one in-brief. They will provide their expectations and provide you an opportunity ask any questions about Command vision for the unit.

PSU Organization:

The PSU organizational structure is comprised of a command, departments, and various divisions/teams within those departments. The organizational structure maximizes the efficient use of personnel resources toward the accomplishment of unit training objectives, as well as supports operational readiness and assists with individual development.



Operations Department:

Waterside Security Division:

The waterside security division is responsible for boat operations, waterside training, and accountable for hull structure and boat outfit equipment (non-mechanical, non-electronic).

- Boatswain's Mates (BM)
- Maritime Security Specialists (ME)
- Machinery Technician (MK)
- 32 foot TPSBs with Trailers

Shoreside Security Division:

The shoreside security division is responsible for unit physical security, point defense of critical infrastructure, and coordinates with the waterside security division to identify port facilities or maritime assets requiring improved security measures.

- All Maritime Enforcement Specialists (ME)

Communications:

The communications division is responsible for supporting operations by maintaining and operating unit communications equipment, and establishing a Tactical Operations Center.

- Operations Specialists (OS)
- Electronics Technicians (ET)

- Intelligence Specialists (IS)

Engineering Department:

The Engineering Department is responsible for the maintenance of the boats, trailers, buildings, weapons, and fleet vehicles.

Logistics Department:

The Logistics Department is responsible for supporting all administrative processes and logistical operations.

Administrative Items:**Uniforms: You will receive new uniform items while assigned to the PSU.**

- 04 sets of Navy Type III's, including two eight-point covers and one boonie cap.
- Boots: All-purpose tan boots.

For **Coast Guard ODU** Uniforms insignias should be sewn onto the uniform in designated areas, including name tapes. Uniforms and devices may be purchased at various Exchanges and online websites such as www.vanguardmil.com, www.uscg.mil/hq/cg1/udc/contacts.asp, www.military.com, and many others.

For **Navy Type III** these uniforms are organizational clothing that will be issued with rank, name tapes, and insignias already attached at no cost to you. These are controlled items, and must be returned upon detaching from the unit.

Equipment Issue: Equipment will be issued accordingly by the SKs.

Port Security Unit Expeditionary Operations Course (EOC)

- To provide relevant and credible Training, Doctrine, and Testing/Evaluation in support of mission requirements of the U.S. Coast Guard, U.S. Navy and U.S. Marine Corps operational forces
- 12-day Course
- **Must** be completed within one year of reporting to the unit

Berthing:

- Requesting Berthing

If you require barracks berthing on Friday and/or Saturday night of drills, email **SK1 Leonard or LCDR LaCorte prior to your arrival on drill weekend. *If you need to cancel berthing, you must notify SK1 Leonard or the CDO no later than 0800 of the day berthing was requested.*** Failure to cancel berthing not used will result in loss of berthing privileges for the next month. Due to CG berthing regulations, only those members with orders in hand to PSU 301 and subject to commuting distance requirements may be provided berthing at government expense. The PSU barracks will NOT provide sheets, blankets, and pillow/case. You supply your own linens, towels, and toiletries. It is recommended that you bring sleeping bag/linens each month until you are issued a sleep system. Each person must pick up their own key in person. If you find any missing items or damage to your room, immediately notify the billeting office and **SK1 Leonard**. A reminder that check-out time is 0900. That means you need to have your room emptied of all personal gear and the key returned to billeting.

- Excessive drinking, partying, etc will not be tolerated and will be punishable by NJP.

Training opportunities:

- Additional training opportunities are offered for individual knowledge, skill, and job enrichment
- C-Schools and other training can be found on the CG Portal under Training and Education
- If interested **Please speak to your assigned immediate supervisor on how to apply for a class.**

Advancements:

- Members are eligible for advancement requests within six months of attained rank.
- Members must be completely signed off via PQS Books for advancement consideration.
- Members must submit a Special Request Chit and Advancement Package for advancement.

All even number ranks are required to complete and achieve a score of 80% or higher on the designated EPME/EOC test for specified rates. **However, all ranks are required to sit for the Service Wide Exams for automatic advancement placements; unless requested otherwise by the USCG ALCOAST posting on rate advancements.**



PSU Pin:

- The **Port Security Pin** is issued in two grades, gold for Officers and pewter for Enlisted. The pin itself consists of two seahorses, riding on waves, facing back to back with the Coast Guard shield between them. The trident extends upward from the Coast Guard shield, symbolizing maritime defense and victory. The PSU Pin is awarded after member has:
 - Completed the PSU pin PQS & Pass PSU Pin Oral Board
 - Attended Expeditionary Operators Course (EOC)
 - Completed all of their personal readiness
 - Completed a total of 24 months with a Port Security Unit or cumulative time deployed

Points of Contact:

- LCDR Tracy LaCorte (Force Readiness Officer)
 - Phone: (508) 968-6766
 - Email: tracy.j.lacorte@uscg.mil
- LT Margaret Connolly (Planning Officer)
 - Phone: (617) 955-1198
 - Email: margaret.s.connolly@uscg.mil
- YN1 Jerusha Tooley (Full-Time Administrative Specialist)
 - Phone: 508-968-6871
 - Email: jerusha.l.tooley2@uscg.mil

Welcome Aboard