



UNITED STATES
COAST ARTILLERY CORPS
FORT MILES, DELAWARE

TO:
ALL POTENTIAL 261CA APPLICANTS

February 21, 1942

FROM:
MICHAEL E. ROGERS
BATTERY COMMANDER
HQ, 261ST COAST ARTILLERY
22031 HACKNEY CIR.
LINCOLN, DEL 19960

SUBJECT: APPLICATION PROCESS, 261ST COAST ARTILLERY

Dear Applicant:

As the commander of the 261st Coast Artillery, please allow me to be the first to thank you for considering volunteering your time and service to our organization. As a member of the 261st Coast Artillery, you'll be a part of a group of dedicated and talented individuals who have made it their mission to educate the public on the history Fort Miles, and the people who served there. We work closely with the Division of Parks and Recreation of the State of Delaware to accomplish this mission.

This memorandum will serve as your initial guide through the enlistment process. It will explain the enlistment application on the following pages, and attempt to answer some questions that you may have about what's next for you. Let's begin by taking the application step-by-step.

The first page of the application is split into three sections. This application closely approximates an application used by the regular Army of the time, but is edited to meet the needs of our organization. The first section requests the following items: Prior military service (which allows us to gauge your initial abilities as a member), unit of enlistment (which is 261st CA. This field is pre-populated for you), and asks for your trade (which allows us to determine what your daily utilized skills are... for example... if you're an auto mechanic, we'll utilize your expertise in service and operation of the gasoline powered searchlight, or as a member of our motor pool). The recruiting station line will be completed by your recruiter. If you are completing this application online, leave this field blank. Please fill in the current date and year. Below that, indicate how long you would like to enlist for. At the expiration of your enlistment, you'll be asked to re-enlist. This is also pre-populated at 1 year, as we send re-enlistments out every January. Then fill in your full name, and your gender (this is asked so that we can slot you as a WAAC or regular artillery, and it also allows us to plan for barracks accommodations on the ground). You must provide your date of birth as you must be at least 17 years of age to join. Younger applicants can inquire about our ROTC program. We must have a primary phone number and a physical address on this application. Travel vouchers require a physical address to calculate mileage to and from unit events. Finally you must provide a valid email address. Email is the primary means for unit communications.

The second section of the form asks questions of several types. We would like to know if you have ever applied with us before. Your availability should be what days and times you're available to volunteer with the unit. If you're only available on weekends, just indicate "weekends only." If you can only do events, enter "events only." If you can do some weekdays, note that in there too. We ask about medical limitations so that we know if anyone needs special accommodations... such as an inability to stand in formations for a long period due to a leg injury, or if heat is an issue in the summer time. You need not disclose any private medical information. Let us know briefly why you're interested in becoming a member of our organization. Let us know if you've done re-enacting in the past, and if so, with what unit. A character reference is required so that we can learn more about you from someone who knows you well. Anyone who has been in the hobby for any length of time knows how disruptive an unruly member can be. Our primary mission is good unit morale and cohesiveness. We ask that you disclose any felony charges as you will be working with the public on a regular basis. This information is required by the State of Delaware.

Finally, the third section is your emergency contact data. We need to know who to call in the event that something should happen to you, or if you need medical attention. Please consider this information wisely, as it will be used to make your identification tags.

Sign the first page to certify the information and move on to page two.

The second page includes your Statement of Understanding. This is the volunteer agreement between you and the organization. Please read it carefully, then print and sign your name, then date at the bottom indicating your agreement.

Once you have completed this application, send it in the mail to:

261st Coast Artillery
Att: Michael E. Rogers
22031 Hackney Cir
Lincoln, DE 19960-2524

So what comes next?

Your application will be received and reviewed by an officer. It must be reviewed and approved by either two officers or one officer and one senior non-commissioned officer.

Upon arrival your application will be sent to the Administrative Officer who will begin building your personnel file. Orders will be issued to your email address stating your enlistment status and your initial rank. Additional instructions will be contained in those orders. The following items will be issued to you:

- (1) Pair, rank insignia (if applicable)
- (1) Unit Crest, 261st Coast Artillery
- (1) Shoulder Sleeve Patch, 2nd District Coast Artillery
- (1) Identification Tags, Pair

** Initial issue for enlisted members only.

You will also be placed on the roster, and your email address will be placed on the unit mailing list. You will then begin receiving official unit communications. It is encouraged that you begin to introduce yourself to the membership so that others can get to know you!

You will also have access to your personnel files online. Personally identifiable information is censored, so as to protect you. You can access your file at <http://www.fortmiles.org> and clicking on the Supply & Administration section. Then look for the "Personnel File Center." Take some time to explore what's available there. You can also access unit publications in the Regulations section of the website. These documents will also help to guide you, so make yourself familiar with their contents.

If you have not done so already, please take time to read more about who we are and what you can expect as a member of our unit at <http://www.fortmiles.org>

If you have any further questions, or would like to know more, please do not hesitate to contact a member of the battery staff.

Battery Commander: Captain Michael Rogers	michael.rogers@fortmiles.org
Executive Officer: Lieutenant Scott Wallen	scott.wallen@fortmiles.org
Admin Officer: Lieutenant Anthony Valenti	anthony.valenti@fortmiles.org
First Sergeant: 1Sgt Donald Hattier	donald.hattier@fortmiles.org

Thank you for your time and consideration. We look forward to hearing from you!

Sincerely,

/ / / / SIGNED / / / /
Michael E. Rogers
Captain, U.S. Army