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United States
Coast Guard



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Subj: COAST GUARD RECRUITING MANUAL

1. PURPOSE. This Manual prescribes policies and regulations, and describes the administrative procedures relating to the recruiting of Coast Guard personnel. This instruction is for the intended use by recruiting personnel of the Coast Guard and Military Entrance Processing Stations (MEPS).
2. ACTION. Commander, Coast Guard Recruiting Command and Recruiters-In-Charge shall ensure the provisions of this Manual for the administration of Coast Guard Recruiting are followed. Area and district commanders, commanders of maintenance and logistic commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters, commanding officers and officer-in-charge of units are strongly encouraged to support Coast Guard Recruiting.
3. DIRECTIVES AFFECTED. Coast Guard Recruiting Manual, COMDTINST M1100.2C is canceled.
4. SUMMARY OF CHANGES. This Manual has been completely revised from the previous version. The Coast Guard Personnel Command has superseded the Military Personnel Command; the Regional Recruiting Commands have been closed and superseded by the Coast Guard Recruiting Command. The policy changes are too numerous to list. A complete review of the entire Manual is strongly recommended.

/s/ R. C. OLSEN, JR.
Rear Admiral, U.S. Coast Guard
Director of Personnel Management

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1. RECRUITING OPERATIONS

1.A. General.

1.A.1. Recruiting Overview.

1.A.1.a. General.

Recruiting qualified personnel for the Coast Guard, including the Coast Guard Reserve, is a complex and highly competitive task. The Coast Guard competes directly with the Department of Defense (DOD), colleges and private industry for the new personnel resources required each year.

1.A.1.b. Mission Statement.

The mission of Coast Guard recruiting is: "To provide quality people to meet the Coast Guard's military personnel needs and to enhance public awareness of Coast Guard job and career opportunities using teams of innovative, trustworthy professionals."

1.A.1.c. The Recruiter.

The recruiter is the key element in providing the human resources for the Coast Guard. Selection, motivation and training of recruiters is critical to the success of the Coast Guard's recruiting mission.

1.A.1.d. Recruiter Selection and Training.

1. Selection and Assignment. The policies and procedures involved in selection and assignment to recruiting duty are contained in ? Article 4.E.7 of the CG Personnel Manual, COMDTINST M1000.6 (series).
2. Premature Transfers. Premature transfers out of recruiting are generally allowed only in cases of hardship or unsuitability for recruiting duty.
3. Hardship. Recruiters may request a humanitarian assignment as provided in Article 4.B.11 of the CG Personnel Manual, COMDTINST M1000.6 (series).
4. Unsuitability. Reassignment of recruiters for unsuitability is covered by Article 4.E.4 of the CG Personnel Manual, COMDTINST M1000.6 (series). Unsuitability transfers are generally initiated by Coast Guard Recruiting Center for ineffectiveness, loss of confidence in the recruiter's ability to represent the Coast Guard or personal misconduct.

1.A.1.e. Recruiter Training.

1. Personnel Qualification Standard (PQS). PQS is a list of tasks and duties considered essential for successful performance as a recruiter. Personnel selected as recruiters shall be provided a copy of the PQS tasks before reporting for recruiting duty. Personnel beginning their first tour in recruiting must complete PQS before being certified as fully qualified recruiters. Recruiters in Charge (RICs) are authorized to certify PQS completion by their subordinates. Sector Supervisors are authorized to certify PQS completion by Recruiters in Charge.
2. Recruiter Training School. Recruiter Training School is a resident school designed to train recruiters in sales, marketing, prospecting and processing of applicants for enlistment. A complete description is contained in the ? CG Training and Education Manual, COMDTINST M1500.10 (series). All personnel receiving PCS orders to recruiting duty are required to request assignment to Recruiter Training School within three months of reporting for recruiter duty. All personnel must have completed the first three sections of the PQS before departing for Recruiter Training School. Requests for waivers of this requirement may be submitted to Coast Guard Recruiting Center.
3. Periodic Professional Training. Recruiters continue to receive advanced and refresher training throughout their tenure. Professional seminars and formal courses in such topics as marketing and sales techniques are scheduled by Coast Guard Recruiting Center. Within their respective offices, Recruiters-in-Charge should identify subject areas where additional training would be helpful, and improve operations on a continuous basis using local resources and intra-office training.

1.A.1.f. Selective Recruiting.

Recruiters must always fulfill their responsibility to bring only well qualified people of good character into the Coast Guard even when perceiving pressure to meet assigned production levels. Because the Coast Guard aspires to be the employer of choice for all eligible people, it is hoped that more people will aspire to join the Coast Guard than the Coast Guard can accommodate. Recruiters should endeavor to create this situation at their offices so that they may selectively recruit among fully qualified applicants and bring into the Coast Guard only those people whose skills, character and potential best meet the Coast Guard's needs.

1. "Whole Person" Concept. Each applicant entering the Coast Guard must meet all of the requirements of the relevant recruiting program; however, applicants meeting all of the minimum requirements are not thereby entitled to enlist. The recruiter must evaluate how all of the attributes of an

applicant combine to form the "whole person" and assess the applicant's potential for success in the Coast Guard. Selective recruiting combines the "whole person" concept with such considerations as the recruiter's judgment, needs of the service and the current recruiting environment.

2. Enlisted Programs. Selective recruiting shall be used before an applicant is considered eligible for and offered enlistment. Recruiters may reject applicants based solely on their judgment of the applicant's limited potential for success in the Coast Guard. The Recruiter-in-Charge is responsible for final determination of an applicant's eligibility to enlist.
3. Officer Programs. Recruiters should judge applicants for officer programs in the same manner as applicants for enlistment. Recruiters must be prepared to advise non-competitive applicants when the low probability of selection warrants a re-direction of their career search away from Coast Guard Officer programs. Allowing non-competitive applicants to continue through the application process affords no benefit to the applicants, the recruiters or the Coast Guard. Frank advice offered early reduces frustration and disappointment for applicants, enables recruiters to invest their time on more promising prospects, and eases the workload of the Coast Guard Recruiting Center staff and selection boards.

1.A.1.g. Recruit Flow Management.

Recruit flow management is necessary to provide sufficient and timely accession of recruits to Cape May in order to meet Coast Guard requirements.

1.A.1.h. Professional Relationship with Applicants.

Recruiters shall maintain professional relationships with applicants at all times. Applicants shall be treated with courtesy and respect, and dealt with fairly and honestly.

1.A.1.i. Applicants' Rights.

1. Every applicant has a right to an environment free from discrimination and sexual harassment. Unwanted sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment will not be tolerated.

2. Any Coast Guard or Department of Defense member who commits sexual harassment or unlawful discrimination will be held accountable.
3. Recruiters are prohibited from dating, attempting to date or otherwise engaging in any romantic or sexual relationship with any Coast Guard recruit/applicant or potential recruit/applicant.
4. Recruits/Applicants have the right to report any improper or immoral behavior by Coast Guard recruiters, other Coast Guard members or Department of Defense members without fear of reprisal. Coast Guard members who receive any report of unacceptable conduct shall immediately forward all available information to the proper authorities for action.

1.A.1.j. Presentation of the Coast Guard.

Coast Guard life shall be presented as a career with jobs that offer service to the country, rewarding missions, personal challenges, teamwork, responsibility, personal benefits, vocational training, possibility of advancement and job satisfaction to those who are willing to work hard. Recruiters shall carefully explain the following employment conditions to all enlistees:

1. Regulations. Recruiters shall explain regulations regarding enlistment, promotion, discharges, sexual conduct, sexual harassment and discipline.
2. Negative Aspects. Recruiters shall explain the rigors of Coast Guard life, such as the stressful nature of recruit training, the likelihood of sea or isolated duty and the prospect of family separations.
3. UCMJ. Recruiters shall explain the provisions of the Uniform Code of Military Justice as outlined in Article 137, UCMJ, with emphasis being placed on desertion and its penalties.
4. Immunizations. Recruiters shall explain the requirement to submit to treatment for prevention of typhoid, tetanus and smallpox, and to accept other preventative measures as may be considered necessary by Coast Guard authorities. Refusal to submit to these procedures will result in disciplinary and administrative action. Applicants who indicate that they will refuse immunization will be refused enlistment.

1.A.1.k. Promises.

Recruiters shall make no promises, either actual or implied, regarding leave, assignment to duty, advancement in rate, reenlistment bonuses or schooling, except authorized guarantees for special programs made in writing. Applicants will be informed that enlistment in the Coast Guard will be for general duty only and that assignments will be made in accordance with the needs of the service.

1.A.1.1. High School Students.

Students in secondary schools shall be encouraged by recruiters to stay in school and graduate. Recruiters discussing active duty enlistment with secondary school students must limit their discussion to post-graduation opportunities. Recruiters may discuss pre-graduation reserve enlistment with secondary school students who are prospects for those reserve programs designed for high school students.

1.A.1.m. Rejected Applicants.

Rejected applicants must be treated respectfully, given a clear explanation as to why they have been rejected, and made to understand that the Coast Guard appreciates their interest while regretting the need to reject them.

1.A.1.n. Bribes.

Recruiters shall report to Coast Guard Recruiting Center all instances of bribes being offered. Applicants who offer bribes shall be rejected as undesirable.

1.A.1.o. Political Influence.

Recruiting personnel must not suggest or imply that correspondence to an applicant's elected representatives will gain precedence on any waiting list or effect the reversal of disqualification or rejection decisions.

1.A.1.p. Where to Apply.

As a general rule, applicants should apply for enlistment through the recruiting office (RO) nearest their residence. Applicants who apply elsewhere shall be encouraged to apply as above. If an applicant insists on applying at a recruiting office distant from their residence, the recruiter shall communicate with the recruiting office nearest the applicant's residence to determine whether the individual was previously rejected by that office.

1.A.1.q. Uniforms.

Recruiters shall be in uniform at all times when performing official recruiting duties. Recruiters shall wear the Recruiter Identification Badge as prescribed in paragraph 2-C-9-e of the Uniform Regulations, COMDTINST M1020.6 (series).

1.B.1. The Recruiting Organization.

1.B.1.a. Headquarters.

1. Commandant. The Commandant is responsible for all Coast Guard missions, programs and policies.
2. The Assistant Commandant for Human Resources (G-W) and (G-WP). The Assistant Commandant for Human Resources (G-W) is responsible to the Commandant for all aspects of personnel management, including recruiting. Recruiting is managed through the Director of Personnel Management (G-WP).
3. Coast Guard Personnel Command (CGPC). The Commander, Coast Guard Personnel Command, exercises command authority over the Coast Guard recruiting program by providing supervision and direction to the Director, Coast Guard Recruiting Center (CGPC-CGRC).

1.B.1.b. Coast Guard Recruiting Center (CGPC-CGRC).

As supported by the Deputy Director, the Strategic Planning and Information Resource Management (IRM) staff elements, Coast Guard Recruiting Center and its branches are responsible for the management and implementation of the Coast Guard's recruiting programs. Director, Coast Guard Recruiting Center, exercises non-judicial punishment (NJP) authority as the Commanding Officer for enlisted personnel at Coast Guard Recruiting Center and all recruiting offices.

1. Recruiting Operations Branch (CGPC-CGRC-1). CGPC-CGRC-1 is responsible for the development, review and exercise of all recruiting programs under Coast Guard Recruiting Center's purview. CGPC-CGRC-1 supervises the performance of recruiting offices by means of four sector leadership teams. Each sector leadership team is responsible for the operation of twelve to fifteen recruiting offices.
2. Finance and Supply Branch (CGPC-CGRC-2). CGPC-CGRC-2 is responsible for the development, coordination and execution of the annual budget for Coast Guard Recruiting Center and its recruiting offices.
3. Recruiting Administrative Branch (CGPC-CGRC-3). CGPC-CGRC-3 provides administrative support and Personnel Reporting Unit liaison services for all recruiting offices.
4. Advertising Branch (CGPC-CGRC-4). CGPC-CGRC-4 manages all aspects of the Coast Guard's national advertising program for recruiting.

1.B.1.c. Recruiting Offices (ROs).

Each recruiting office conducts its primary mission of recruiting enlisted and officer, active and reserve personnel needed by the Coast Guard under the direct supervision of a sector leadership team. Coast Guard Recruiting Center may assign additional tasks as necessary.

1.B.1.d. Recruiters in Charge (RICs).

Recruiters-in-Charge operate under the direction and supervision of a sector leadership team in CGPC-CGRC-1 and are responsible for the performance of their individual recruiting office and assigned recruiters.

1.B.1.e. Recruiter in Charge Communication with Coast Guard Recruiting Center.

Recruiters-in-Charge are authorized to communicate directly with Coast Guard Recruiting Center by letter, electronic mail or telephone in connection with the routine processing of applicants. Recruiters-in-Charge must go through or provide an informational copy to their sector supervisors on all communications to Coast Guard Recruiting Center. Routine Congressional inquiries shall be processed by CGPC-CGRC-3 with information provided by the appropriate Recruiter-in-Charge.

1.B.1.f. Coast Guard Academy Organization.

The Coast Guard Academy, located at New London, Connecticut, provides an undergraduate education to men and women. On graduation it confers Baccalaureate degrees and commissions in the Coast Guard. This education includes training in the skills necessary to function effectively as Commissioned Officers, enabling graduates to perform their duties in entry level afloat Officer billets. The Coast Guard Academy has its own recruiting plan and organization to identify candidates and prospective cadets. There is coordination between the Coast Guard Academy and Coast Guard Recruiting Center for enlistment of selectees for the Coast Guard Reserve Naval Academy Preparatory School Program (NAPS, USCGR-RF).

1.C.1. Definitions.

1.C.1.a. Applicant.

An applicant is a person who expresses a desire to join the Coast Guard by signing a USMEPCOM Form 714A at a Coast Guard recruiting office or detachment.

1.C.1.b. Applicant, Canceled.

A canceled applicant is an applicant who has not been rejected, but decided not to enlist.

1.C.1.c. Applicant, Prior Service.

A prior service applicant is a person who has served some valid period of creditable service in any of the U.S. Armed Forces, including Reserve components thereof.

1.C.1.d. Applicant, Qualified.

A qualified applicant is an applicant who has been thoroughly and satisfactorily investigated in accordance with recruiting procedures, who has been found to be fully qualified for enlistment and whose name has been placed on the waiting list for a specific enlistment date.

1.C.1.e. Applicant, Rejected.

A rejected applicant is an applicant who does not meet the minimum standards for enlistment or has been disqualified on the basis of selective recruiting.

1.C.1.f. DEP Enlistee.

A non-prior service person who has been enlisted in the Coast Guard Individual Ready Reserve (IRR) under the Delayed Entry Program (DEP) and has been assigned a date for enlistment in the regular Coast Guard.

1.C.1.g. Enlisted Recruiting Officer.

An enlisted recruiting officer is an enlisted member of the Coast Guard who has been assigned to a recruiting office to perform recruiting duties and been designated in writing by Coast Guard Recruiting Center to administer oaths in accordance with Article 7-1-8 of CG Regulations, COMDTINST M5000.3 (series). Generally, this designation shall be limited to Recruiters in Charge and Executive Petty Officers.

1.C.1.h. Enlistee.

A person who has enlisted and has been transferred or is awaiting transfer to the CG Training Center for basic training or assignment to a Coast Guard unit is an enlistee. Comparable terms include "recruit" and "selectee".

1.C.1.i. Military Entrance Processing Station (MEPS) Liaison.

MEPS liaisons are Petty Officers assigned to MEPS to act as liaison/career counselors and to facilitate the processing of Coast Guard applicants. Although MEPS policies prohibit MEPS liaisons from wearing recruiting insignia while performing MEPS liaison work, some Petty Officers are both MEPS liaisons and recruiters.

1.C.1.j. Prospect.

A prospect is a person who has been screened by means of an interview and is believed to possess the necessary qualifications for enlistment/commissioning and who indicates an interest in joining the Coast Guard or Coast Guard Reserve. A record of all prospects will be maintained on the Prospect Data Card (CG-4071) or on a computer-generated record that captures substantially the same information in a retrievable format.

1.C.1.k. Recruit.

See "Enlistee".

1.C.1.l. Recruiter.

A recruiter is a person who is assigned to a recruiting office or detachment and whose primary duty involves the unit's daily business of marketing, selling, screening and processing potential members of the Coast Guard or Coast Guard Reserve.

1.C.1.m. Recruiter-in-Charge (RIC).

The recruiter designated in writing by Coast Guard Recruiting Center to be in charge of a recruiting office is the Recruiter-in-Charge.

1.C.1.n. Recruiter-in-Charge (Acting)/Executive Petty Officer.

The acting Recruiter-in-Charge is the recruiter who assumes the responsibilities of the Recruiter-in-Charge during the absence of the designated Recruiter-in-Charge. Usually this person is the Executive Petty Officer assigned to the recruiting office.

1.C.1.o. Reenlistment Codes (RE Code).

A reenlistment code is a letter code on the Certificate of Release or Discharge from Active Duty (DD-214, block 27) used to denote whether the member is recommended and eligible for reenlistment. Refer to ? Certificate of Release or Discharge from Active Duty, COMDTINST M1900.4 (series) for RE Codes. To verify RE Codes contact the Defense Manpower Data Center at 1-800-538-5916 (in CA 1-800-682-4825). Provide the following information:

1. Recruiters Name
2. Organization
3. Access Code (Contact Sector Supervisor for access code)
4. Recruiters last four of SSN

Then provide the following:

1. Applicants SSN
2. Name
3. Date of Separation
4. Service

1.C.1.p. Sector.

A sector is any of four groups of recruiting offices administratively joined under a Sector Leader and Sector Supervisor within CGPC-CGRC-1. Coast Guard Recruiting Center controls the assignment of offices to sectors.

1.C.1.q. Sector Leader.

A sector leader is a Commissioned Officer at CGPC-CGRC-1 who is responsible for the performance of a sector.

1.C.1.r. Sector Supervisor.

A sector supervisor is a senior enlisted member at CGPC-CGRC-1 whose primary duty is to serve as the first line supervisor of Recruiters-in-Charge within a sector.

1.C.1.s. Selectee.

See "Enlistee".

1.C.1.t. Separation Program Designator (SPD).

A separation program designator is a three letter code on the Certificate of Release or Discharge from Active Duty (DD-214, Block 26) that identifies the reason for separation. Refer to Certificate of Release or Discharge from Active Duty, COMDTINST M1900.4 (series) for separation codes.

1.D.1. Policy and Procedural Guidance.

1.D.1.a. Commandant Directives.

The following Commandant Directives are used and available for reference:

1. CG Recruiting Manual, COMDTINST M1100.2 (series). Contains policies and procedures governing Coast Guard recruiting.
2. CG Medical Manual, COMDTINST M6000.1 (series). Contains physical standards for regular and reserve enlistment and commissioning.
3. CG Reserve Policy Manual, COMDTINST M1001.28 (series). Contains guidance concerning the Coast Guard Reserve, particularly details about its various Petty Officer programs.
4. CG Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series). Lists the records required in a member's Personnel Data Record (PDR).
5. Miscellaneous. Commandant Instructions, Notices and general messages are published as needed. Recruiters-in-Charge and detachment supervisors shall maintain files containing current directives in accordance with the CG Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.

1.D.1.b. Coast Guard Recruiting Center Directives and Guidance.

1. Coast Guard Recruiting Center will issue and maintain directives necessary to implement the policies set forth in this manual and to efficiently administer and manage the recruiting force.
2. Coast Guard Recruiting Center will normally issue mission assignments, interim procedural changes and other time-critical guidance via electronic mail.

1.D.1.c. Funding Authority.

Authority for funding recruiting is found in 14 USC 468 and 10 USC §503.

1.E.1. Area Coverage Policy.

1.E.1.a. Recruiter Distribution.

It is impossible for the Coast Guard's small recruiting force to canvass the geographic area encompassed by the United States. Recognizing this fact, recruiting offices have been distributed among major population centers with the expectation that recruiters can meet the service's needs by recruiting within those population centers. Recruiters are not assigned geographic areas of responsibility and are under no obligation to "cover" any specified number of counties, states or square miles.

1.E.1.b. Local Travel Radius.

To the maximum extent practicable, Recruiters-in-Charge shall plan their recruiting activities so as to accomplish their assigned missions within a one hour reasonable commuting radius of their recruiting offices. Recruiters-in-Charge may request exceptions to this guideline from Coast Guard Recruiting Center.

1.E.1.c. Recruiter Travel.

Recruiting trips should be conducted with the expectation that the travel will produce results not attainable within the local travel radius. Travel shall not be approved for the purpose of "covering" a geographic area. Recruiters-in-Charge may approve travel not requiring per diem payments, overnight stays or commercial transportation. Sector supervisors may approve other travel beyond the local travel radius when it presents opportunities to achieve otherwise unattainable organizational goals.

1.E.1.d. Prospects Outside Local Travel Radius.

Except in unusual circumstances, the inefficiency of traveling beyond the local travel radius to interview individual prospects should preclude this practice. Subject to availability of funds, recruiters who have thoroughly screened prospects over the telephone may arrange for the prospects to travel to Military Entrance Processing Station (MEPS) at government expense.

1.F.1. Centers of Influence.

1.F.1.a. General.

There are many civic and military affiliated organizations ready and willing to assist recruiters in obtaining leads, positively influencing young people to consider the Coast Guard and helping at exhibitions or other public relations functions. Some of these organizations include the USCG Auxiliary, Navy League, Association of Naval Services Officers (ANSO) and National Naval Officers Association (NNOA).

1.F.1.b. USCG Auxiliary.

1. Recruiting Assistance Program (RAP). COMDTINST 1100.3 (series) outlines this volunteer program. Auxiliarists assist in staffing recruiting offices, maintaining literature racks, contacting prospects and setting appointments with high school counselors in accordance with a Memorandum of Understanding between Coast Guard Recruiting Center and the Auxiliary.
2. Academy Introduction Mission (AIM). Begun in 1966, this program brings about 200 potential Academy cadets to New London each summer. It gives each participant the opportunity to experience Coast Guard Academy cadet life for one week.

1.F.1.c. Navy League.

This organization supports the sea services: Navy, Marine Corps and Coast Guard. Some Navy League members volunteer to assist recruiters in the same manner as Auxiliarists under the Recruiting Assistance Program. The Navy League also provides recognition for Coast Guard recruiters at the local and national levels.

1.F.1.d. Civic Organizations.

Many local civic organizations such as local chapters of the National Alliance for the Advancement of Colored People (NAACP), Junior Chamber of Commerce (JAYCEES), Association of Naval Service Officers (ANSO) and the National Urban League support recruiting needs. Minority and women's organizations can be helpful in establishing good community relations.

1.F.1.e. NNOA.

The National Naval Officers Association has agreed to support Coast Guard Recruiting Center through a Memorandum of Understanding.

1.F.1.f. Rapport and Liaison.

Recruiters shall establish and maintain contact with civic organizations in their areas. Developing a list of volunteers can provide valuable assistance in achieving recruiting goals.

1.G.1. Educational Institutions that Prohibit Military Recruiting.

Institutions of higher education that prohibit military recruiting are not entitled to funds appropriated by DOD. 32 CFR 216 sets forth the following procedures for reporting such institutions.

1.G.1.a. Reporting Requirement.

An institution must be reported as prohibiting military recruiting when, at the time of the report, barring recruiters is a stated or effective policy.

1. Policy Statement. A stated policy should be in writing from an appropriate official. A verbal statement will suffice, however, when it can be attributed to an appropriate official.
2. Policy Existence. An effective policy exists if repeated requests to schedule visits have been denied or an institution indefinitely suspends recruiting visits.

1.G.1.b. Exceptions.

The following and similar circumstances are exceptions, and are excused from the regulations:

1. The institution is temporarily unable to schedule recruiting visits due to student unrest.
2. The student body is on vacation.
3. The institution follows a policy of scheduling campus visits for potential employers only if there is substantial student or faculty interest, and the institution carries out this policy without discriminating against military recruiting.

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2. REGULAR COAST GUARD ENLISTED RECRUITING

2.A. Enlistment Information.

2.A.1. Definitions.

2.A.1.a. Enlistment.

Enlistment refers to the first enlistment of any person in the regular Coast Guard who has not previously served in the regular Coast Guard.

2.A.1.b. Reenlistment.

The enlistment of any person who has previously served in the regular Coast Guard shall be considered a reenlistment. The enlistment of Coast Guard Reserve personnel who are serving on extended active duty and who have served on extended active duty for 12 consecutive months or more shall be considered a reenlistment.

2.A.1.c. Periods of Enlistment and Reenlistment.

1. No Prior Military Service. The enlistment in the regular Coast Guard of a person who has not served in the Armed Forces shall be for a period of active duty of four or six years unless otherwise authorized by Director, Coast Guard Recruiting Center (CGPC-CGRC).
2. Prior Military Service, Other Service. The enlistment in the regular Coast Guard of a person who has previously served as a member of the Armed Forces shall be for a period of four years (includes persons discharged from another service's Delayed Enlistment Program).
3. Prior Military Service, Coast Guard. The reenlistment in the regular Coast Guard of a person who has previously served in the regular Coast Guard shall be for a period of three, four, five or six years, at the option of the person concerned.
4. Prior Military Service, Coast Guard Reserve. The enlistment in the regular Coast Guard of Coast Guard Reserve personnel not on extended active duty (including persons discharged from the Delayed Enlistment Program) will be for a period of four or six years, at the option of the person concerned.

2.A.1.d. Periods of Service Obligation.

1. 10. USC 651. 10 USC 651 (as amended by PL 98-94) provides that each person who initially becomes a member of an Armed Force on or after 01 September 1984 (01 June 1984 for DOD components) acquires an obligation to serve in an Armed Force or Reserve component for a total initial period of not less than six years nor more than eight years, as provided in the regulations prescribed by the Secretary of Transportation for the Coast Guard when it is not operating as a service in the Navy, unless such person is sooner discharged under such regulations because of personal hardship. Personnel who initially become members of the regular Coast Guard acquire an obligation of eight years, to be served as follows:
 - a. 6-Year Program. The 6 Year Program requires a member to serve six years active duty and two years in reserve status (Ready Reserve).
 - b. 4-Year Program. The 4 Year Program requires a member to serve four years active duty and four years in reserve status (one year Ready Reserve and three years standby reserve)
2. 10. USC 651 refers to a valid enlistment or appointment in any of the U.S. Armed Forces, including Reserve components thereof. For example, a person discharged from an enlistment for reason of minority (underage) has not been a member of the Armed Forces under a valid enlistment within the meaning of 10. USC 651 and would acquire the initial service obligation on the date of subsequent enlistment or appointment.
3. A Statement of Understanding, Annex A (Chapter 6), shall be completed and signed prior to the enlistment of persons who will have any or all of their eight-year service obligation remaining, upon original enlistment in the Coast Guard.

2.B. Enlistment Process.

2.B.1. Overview.

The recruiter's regular enlisted programs duty, in support of the recruiting mission, is to find interested and eligible people, explain opportunities in and missions of the Coast Guard and process them for enlistment. The process requires the recruiter to evaluate individuals and determine whether or not they will be productive members of the Coast Guard.

2.B.2. Structure.

The recruiting process can be broken into three separate phases that interlock in the following order:

2.B.2.a. Marketing.

The marketing phase includes:

1. Stating your objective by number, gender and ethnic categories.
2. Evaluating the local demographics to learn when you are more likely to reach your objective.
3. Planning how the use of personnel, advertising, reservists, hometown recruiters and local Coast Guard units will reach the objective.
4. Regularly evaluating your results to see if your marketing plan is on target.

2.B.2.b. Sales.

The sales phase involves four basic techniques:

1. Personal Sales. Actual face time with leads, prospects, counselors, parents, centers of influence, etc.
2. Advertising. Includes classified ads, public service announcements, literature mailouts based on school or ASVAB lists, stand-up posters and wall posters.
3. Promotion. Includes riding/marching in parades, rodeos, telethons, walk-a-thons, county fairs, air shows, regattas and various centers of influence events.
4. Publicity. Static displays of Coast Guard equipment, unit open houses, etc.

2.B.2.c. Processing.

Processing begins once an individual appears to meet basic program qualifications and commits to being accessed. It is the methodology used by recruiters to gather facts to determine if an individual meets or exceeds the standards for enlistment. It encompasses interviewing, applicant screening, informing applicants of their rights, educational and other testing, medical exams and paperwork. This phase is critical to the well-being of both the Coast Guard and the applicant.

2.B.2.d. Caretaking.

This phase runs concurrently with processing in most cases. There are three objectives to this phase:

1. Referrals. Ensure an individual receives exceptional service while processing, so they will refer someone else to you to join the Coast Guard.
2. Remain Qualified. Keep positive control of an individual so they remain qualified to enlist while waiting.
3. Manage Expectations. Understand the individual's expectations so he/ she is ready for recruit training and his/her first duty station, which is usually afloat.

2.A.2.e. Recruiting Office Marketing Plan.

Each recruiting office is required to write a marketing plan and have it approved at the sector level.

1. Purpose. The purpose of the marketing plan is to ensure that recruiter activities are governed by mission focus.
2. Marketing Plan Functions. The marketing plan must:
 - a. Identify and locate the market.
 - b. Select some strategies over others.
 - c. Manage all stages of the sales process.
3. Characteristics of Effective Marketing Plans. All effective marketing plans have some characteristics in common. They are active (not reactive), personal, sales-oriented and have good stewardship. Good stewardship requires the prudent use of both available resources and those resources already expended (such as leads forwarded from the National Fulfillment Center). Due to the limited recruiting

workforce, efforts should be concentrated in the locations where recruiting offices are located.

2.C. Applicant Screening.

2.C.1. Overview.

Applicant screening refers to the evaluation process employed by recruiters in deciding which people will be allowed to apply for and ultimately enlist in the Coast Guard.

2.C.1.a. Determining Eligibility.

1. Table 2-A contains a list of descriptions of people who are not eligible to apply for enlistment in the Coast Guard. If a person is included in any category, he or she shall not be processed further until he/she shows that the categorization no longer applies to him/her.
2. The list is not all-inclusive and a person's inclusion in certain categories is not necessarily permanently disqualifying. The list is a guide to assist recruiters in determining if a lead or prospect is likely to qualify as an applicant.

2.C.1.b. Waiving Minimum Standards.

Waivers may be requested when an applicant does not meet one or more criteria for enlistment. Waivers may be initiated only by recruiters, not applicants. No applicant has an entitlement to have a waiver request submitted. Waivers should be requested only for high quality people whom the recruiter would be pleased to see representing the Coast Guard.

1. When to Submit. Submission of a waiver is the prerogative of the Recruiter-in-Charge unless directed by higher authority. Waivers shall be submitted only when an objective consideration of the "whole person" indicates that the applicant who falls short of one or more enlistment standards clearly offers verifiable experience, character or other strengths that compensate for any unmet standards. Requests must show the unmet standards are offset by relevant strengths. For example, an applicant with excessive debt may submit a financial balance sheet showing significant personal assets, or an applicant with a General Educational Development certificate may produce a record of steady employment in responsible positions.
2. When Not to Submit. Recruiters shall not submit waiver requests merely to defer the task of rejecting unqualified applicants. Waivers shall not be requested in order to meet production requirements at the expense of recruit quality. When recruiters evaluate the "whole person," they shall review the pre-enlistment file for any of the below listed characteristics. These traits often predict poor service performance and should preclude requests for waivers.

- a. Immature behavior patterns.
 - b. Low ASVAB Score. Test scores not qualifying for Class "A" courses.
 - c. Poor Employment Record. Short terms of employment other than seasonal, "left job due to problems with supervisor," many different jobs attempted.
 - d. Police Involvement. One or more incidents of involvement with civil authorities.
 - e. Prior Service E-3. If prior service, was separated at pay grade of E-3 or below.
3. Approving Waivers. Director, Coast Guard Recruiting Center reviews waivers requested by recruiters, and has approval/disapproval authority in most cases. A positive recommendation giving reasons why the waiver request should be approved is required from the Recruiter-in-Charge in all cases. See "Requesting Enlistment Authority," this Chapter.

2.C.1.c. Age.

Table 2-B contains the age criteria for enlistment in the regular Coast Guard.

1. Minimum Age. No waivers for minimum age shall be requested.
2. Maximum Age. Waivers for maximum age may be submitted for those who have prior active military service in any of the Armed Forces whose enlistment would be in pay grade E-4 or higher.
3. Enlisting as an E-3. Age waivers shall not be requested for those with prior military service, including prior Coast Guard service, whose enlistment would be in pay grade E-3 or below. Prior active military service in this subparagraph includes applicants with prior Coast Guard service applying for reenlistment in excess of 24 hours from separation.
4. Consent Papers. In all cases of applicants under the age of 18 years, written consent for enlistment processing must be secured from both parents, the custodial parent in cases of divorce, or legal guardian. This consent must be made on the Record of Military Processing (DD-1966).
5. Verifying Date of Birth. Each applicant for enlistment must produce conclusive proof of date and place of birth.

- a. Birth Certificates. Recruiters must carefully examine birth certificates for erasures and alterations. No birth certificate will be accepted that bears apparent alterations. Recruiters shall photocopy applicant's original birth certificate then return the original to the applicant.
 - b. Other Sources. Recruiters may use one or more of the sources listed below to confirm an applicant's age if the applicant is unable to produce a birth certificate:
 - (1) Records from the State Bureau of Vital Statistics; State, County or City Department of Public Health; County or City Clerk or Registrar's Office.
 - (2) Records of hospital where applicant was born; records of the attending physician or midwife.
 - (3) Church and baptismal records, when such records were made early enough in the life of the applicant to be unquestionably accurate.
 - (4) School records, preferably of a grammar school when there are no other means of establishing date of birth.
 - (5) Naturalization record of father or mother when the ages of minor children appear thereon.
 - (6) Current U.S. passport.
6. Application for Verification. Application for Verification of Birth for U.S. Armed Forces Use Only (DD-372) shall be used by recruiters when it is necessary to establish or verify the date of birth through State, County or City agencies. Applicants born in States, Counties or Cities where a fee must be paid for the verification of birth will be required to furnish proof of date of birth.

2.C.1.d. Legal Name.

A person's legal name is defined as the one by which that person is best known and called in the community where they live. A person may change their legal name at will, not for a fraudulent purpose, but simply by adopting another name. Statutory court proceedings for change of name merely afford an additional method of effecting such change and provide a record thereof. The recruiter must resolve those cases in which the legal name of an applicant is determined to be different from the name which appears on his/her birth, baptismal or naturalization certificate. In doing so, the recruiter shall require that an applicant, prior to enlisting in the Coast Guard or Coast Guard Reserve, possess a Social Security card with the name that matches his/her legal name on the enlistment contract.

2.C.1.e. Citizenship.

Table 2-C contains the citizenship criteria for enlistment in the Coast Guard.

1. Positive Proof. Prospects claiming U.S. citizenship shall furnish positive proof to the recruiter that they are actually citizens or nationals of the United States.
2. Doubtful Proof. When there is doubt as to the citizenship of an applicant claiming U.S. citizenship, the case with all the facts and pre-enlistment papers will be referred to Coast Guard Recruiting Center for determination.
3. Naturalization. Applicants claiming citizenship through either their own or their parents' naturalization will be required to provide naturalization certificates. A statement to the effect that the individual's certificate has been sighted shall be made in Section VI ("Remarks") of Record of Military Processing (DD-1966) by the recruiter.
4. Court Action. If citizenship was obtained through court action, make an entry in Section VI ("Remarks") of the Record of Military Processing (DD-1966) showing the name and address of the court, date citizenship was granted, and court number of the case. For example, a child born in England to parents who are United States citizens is a United States citizen, and the notation should be similar to the following: "United States citizen (parents were United States citizens temporarily residing in (country) at time of applicant's birth).

2.C.1.f. Enlistment of Aliens.

1. Immigrant Aliens. Immigrant aliens with no prior military service who have been admitted to the United States for permanent residence, if meeting the criteria of this section, may be enlisted in the Regular Coast Guard without reference to Coast Guard Recruiting Center provided they are fully qualified.
2. Recruiter Documentation. Applicants must present a valid Alien Registration Receipt Card (Immigration and Naturalization Service, INS Form I-151 or I-551). Possession of an Employment Card (I-688A) does not qualify an applicant for enlistment. A statement to the effect that the applicant's Alien Registration Receipt Card has been sighted shall be entered in Section VI ("Remarks"), of the Record of Military Processing (DD-1966) over the signature of the recruiter.
3. Enlisting Officer Documentation. The enlisting officer shall make and sign the following entry in Section VI ("Remarks") of the Record of Military Processing (DD-1966):

I certify that the enlistee is an immigrant alien lawfully admitted to the United States for permanent residence and I personally have seen his/her Alien Registration Receipt Card (INS Form 1-151 or INS Form 1-551), Alien Registration Number [enter number], in the case of [name of enlistee].

4. Restrictions.

- a. Immigrant aliens are not eligible to reenlist in the Coast Guard.
- b. Immigrant aliens may only enter the following ratings: BM, DC, EM, HS, MK, SK and FS.
- c. On enlistment, the applicant shall sign an Administrative Remarks (CG-3307) entry as follows:
I understand I will be ineligible for reenlistment, may enter only the BM, DC, EM, HS, MK, SK and SS ratings, and will not be eligible to attend Officer Candidate School or become a Chief Warrant Officer until I become a United States citizen.

5. Waivers. Waivers for citizenship for prior military service aliens will not be considered.

6. Coast Guard Recruiting Center Referral. When necessary to refer a case to Coast Guard Recruiting Center for authorization to apply, the Record of Military Processing (DD-1966), Questionnaire For National Security Positions (SF 86) and the following statements will be forwarded to Coast Guard Recruiting Center:

- a. Statement by the person indicating his/her original point and date of entry into the United States.
- b. Statement by the person indicating the method, frequency and last date of contact for each relative living in a country listed in Table 2-C.
- c. Statement by the person indicating when and why the applicant left their country of citizenship, and also explaining when and why the applicant visited any countries listed in Table 2-C. See "Waiving Minimum Standards," this Chapter, before forwarding packages for immigrant aliens who require a waiver of one or more enlistment standards.

2.C.1.g. Character.

The most important and difficult judgment a recruiter makes is whether a person possesses the proper character to be an asset to the Coast Guard. Character is established by evidence of the applicant's honesty, honor, integrity, societal responsibility and possession of Coast Guard Core Values (honor, respect and devotion to duty). These traits are expected of all service members. Because character can rarely be assessed directly, it is normally inferred from reports of others and the person's personal history. The "Selective Recruiting" principles contained in Chapter 1 shall be used in the entire pre-enlistment process to assess a person's character. An applicant, even if eligible for a waiver, may be rejected by the Recruiter-in-Charge if it is determined that the applicant's character does not meet Coast Guard criteria. Tables 2-D, 2-E, 2-F and 2-G contain categories that reflect directly on a person's character and the guidance in Table 2-H provides the criteria for screening those with the most obvious character flaws. Additional guidelines for selective recruiting include those factors contained in Chapter 2, "Applicant Screening/Waiving Minimum Standards/When not to submit."

1. Violations of the Law. Violations of the law and other questionable conduct indicated by involvement with the civil authorities is strong evidence of an applicant's character, but should not always result in automatic rejection. In some cases, these incidents may be the result of youthful lack of judgment rather than criminal intent. To be fair to both the applicant and the Coast Guard, the greatest precaution must be exercised not to enlist individuals with records of convictions in civil courts, including juvenile courts, without complete and thorough processing. Tables 2-D, 2-E, 2-F and 2-G are lists of various legal infractions by relative severity. Table 2-H provides guidance on judging an applicant's qualifications and action to be taken.
2. Police Checks, Requirement. Police record checks will be sent on all applicants because of security clearance requirements.
3. Police Checks, Action. Police checks and juvenile court checks will be obtained on Police Record Check (DD-369) from every city, town and county in the United States in which the applicant has resided since their sixteenth birthday or the last seven years, whichever is less. Police Record Checks will be sent out to any and all law enforcement agencies, unless it is clearly known that these organizations do not provide any feedback. Police Record Checks shall be obtained from any place where the applicant indicates an arrest record on the Questionnaire for National Security Positions (SF-86).
4. Fingerprints. All applicants shall be informed that fingerprints taken at the time of enlistment are forwarded to the Federal Bureau of Investigation. Any person who withholds or fails to indicate involvement with civil authorities is subject to disciplinary action or discharge for fraudulent enlistment.

5. Processing. Processing and enlistment of applicants may be completed even though Police Record Checks (DD-369) have not been received. If it appears that more information is needed, additional checks may be obtained. When an applicant has resided in a foreign country, it is unnecessary to attempt to obtain police checks covering such periods of residence.
6. Advice to Applicants. Prospective applicants shall be advised that subsequent receipt of police records which were not cited on the Questionnaire for National Security Positions (SF-86) will result in an immediate discharge due to fraudulent enlistment. If the recruiter is unable to obtain satisfactory reports on the circumstances relative to the arrest and/or conviction, the recruiter shall place the burden of obtaining and furnishing such reports upon the applicant. When such reports cannot be furnished, or when furnished are incomplete, the applicant shall be rejected.
7. Waivers, Guideline. Prior to requesting a waiver to enlist applicants, the recruiter shall conduct a thorough investigation into the circumstances that created the need for the waiver. The recruiting officer shall include the results of the investigation with specific recommendations. The report will also include the arresting officer's report, court transcripts along with a statement of either the juvenile court judge, probation officer, or other appropriate official, and any other papers in support of the recommendations. A signed statement in the applicant's own handwriting explaining the circumstances of his/her involvement with civil authorities is also required. If the circumstances involve alcohol/marijuana or drug use, this statement must explain the details of the applicant's involvement. Statements must indicate the disposition of each charge including the sentence, fine, etc. When forwarding these cases to the Coast Guard Recruiting Center, a complete pre-enlistment file shall be included.
8. Waivers, Minor Offense. Generally, an applicant convicted of one minor offense for which there was no type of civil restraint (including probation) imposed is eligible for enlistment without reference to Coast Guard Recruiting Center provided the recruiter, after a thorough investigation, considers him/her to be fit for service in the Coast Guard.
9. Waivers, Recruiter-in-Charge Approved. Recruiters-in-Charge shall ensure that all documentation and signed waiver letters are kept in the applicant's file for a period of one year.
10. Waivers, Prior Service. An applicant with a police record of such a nature as to require waiver by Coast Guard Recruiting Center as outlined in this manual, who has been honorably separated from a period of active service in any of the Armed Forces entered into subsequent to the period in which the police or juvenile record was incurred, may be

enlisted without reference to Coast Guard Recruiting

Center, provided he/she is otherwise qualified. This does not include offenses which occur during or after an applicant's most recent enlistment.

11. Selective Recruiting. This article deals mainly with actions which have resulted in some official police involvement. It does not supersede the guidelines in Chapter 1 regarding the principle of selective recruiting. There are many other kinds of disreputable behavior which justify barring enlistment. Rejection of any applicant for the reasons contained in Chapter 1 may be properly made. The principles of "Selective Recruiting" are to be applied to all applicants.

2.C.1.h. References.

1. Requirements. Character references are required for all waiver or review packages and in all cases where the recruiter is in doubt about an applicant's qualifications for enlistment, or about the truthfulness of information provided by the applicant. Use Request for Personal Reference (Enlisted) (CG- 4445A) to obtain references.
2. Recommended Reference Sources. References shall be requested from every school the applicant has attended in the past three years and from each employer (full or part time) during the past three years, with the exception of the current employer if the applicant feels this might jeopardize their job status. Recruiters must establish that the person giving the reference is a reputable and responsible citizen. References from school officials, employers and military or semi-military organizations are usually reliable indicators of the qualifications of any applicant, provided they cover a sufficient period of time.
3. Other Reference Sources. Character references from friends, family or people with no interest in the outcome, such as distant relatives, should be avoided, especially when waiver, review or Open Rate List action is required. They may be used if no other references are available.
4. Delivering CG-4445As. Request for Personal Reference (Enlisted) (CG-4445A) shall be mailed directly to the proposed reference. Where practicable, recruiters shall personally deliver the Requests in order to make contact and obtain as much information about the provider as possible. Applicants are not permitted to deliver Requests for Personal References (Enlisted) (CG-4445A).

2.C.1.i. Acknowledgment of Coast Guard Drug Abuse Policy.

Each enlistee shall be advised of the Coast Guard's policy regarding drug use and shall sign an Administrative Remarks (CG-3307) entry as follows:

I have been advised that the illegal use or possession of drugs constitutes a serious breach of discipline which will

not be tolerated. Also, illegal drug use or possession is counter to team spirit and mission performance and jeopardizes safety. No member will use, possess or distribute illegal drugs or drug paraphernalia.

I also understand on reporting to recruit training, I will be tested by urinalysis for the presence of illegal drugs. If my urine test detects the presence of illegal drugs, I may be subject to discharge and receive a general discharge.

2.C.1.j. Provisions Related to Homosexual Conduct.

1. Sexual Orientation. A person's sexual orientation is considered a personal and private matter and is not a bar to service entry or continued service unless manifested by homosexual conduct as defined below. An applicant for enlistment, appointment or induction shall not be asked or required to reveal whether he/she is heterosexual, homosexual or bisexual. An applicant will not be asked or required to reveal whether he/she has engaged in homosexual conduct unless independent evidence is received indicating that the applicant has engaged in such conduct or the applicant volunteers a statement that he/she is a homosexual or bisexual or words to that effect.
2. Basis for Rejection. Homosexual conduct is grounds for barring entry into the Coast Guard except as otherwise provided in this section. Homosexual conduct is a homosexual act, a statement by the applicant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.
3. An applicant shall be rejected for entry into the Coast Guard if, in the course of the accession process, evidence is received demonstrating that the applicant engaged in, attempted to engage in or solicited another to engage in a homosexual act or acts, unless it is determined that:
 - a. Such acts are a departure from the applicant's usual and customary behavior;
 - b. Such acts, under all circumstances, are unlikely to recur;
 - c. Such acts were not accomplished by use of force, coercion or intimidation; and
 - d. The applicant does not have a propensity or intent to engage in homosexual acts.

Such a determination will be made by Coast Guard Recruiting Center in the course of the normal accession process.

4. A homosexual act means:
 - a. Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires; or
 - b. Any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described above.
5. An applicant shall be rejected for entry if he/she makes a statement that he/she is a homosexual or bisexual, or words to that effect, unless there is a further determination that the applicant has demonstrated that he/she is not a person who engages in, attempts to engage in, or intends to engage in homosexual acts. Such a determination will be made by Coast Guard Recruiting Center in the course of the normal accession process.
6. An applicant shall be rejected for entry if, in the course of the accession process, evidence is received demonstrating that the applicant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved).
7. Separation Policy Briefing. Applicants will be informed of separation policy (10 USC 654, Table 2-U). Failure to receive such information shall not constitute a defense in any administrative or disciplinary proceeding.
8. Additional Considerations. Nothing in these procedures requires rejection for entry into the Coast Guard when Director Coast Guard Recruiting Center determines:
 - a. An applicant made a statement, engaged in acts, married or attempted to marry a person of the same sex for the purpose of avoiding military service; and
 - b. Rejection of the applicant would not be in the best interest of the Coast Guard.

2.C.1.k. Education and Testing Requirements

1. Education Requirements.
 - a. Applicants for all Regular enlistment programs must be Tier I or Tier II prior to enlistment. Those individuals who do not meet Tier I or Tier II

requirements are ineligible to enlist. If doubt exists as to whether or not the secondary education satisfies the educational requirements, pre-enlistment packages should be forwarded to Coast Guard Recruiting Center for determination. Tier definitions are in Table 2-I.

- b. Prior Coast Guard applicants who are Tier III may apply. These applicants require Coast Guard Recruiting Center approval prior to enlistment.
 - c. Applicants educated in the United States, Puerto Rico, Guam, the U.S. Virgin Islands, the outlying possessions of the United States (American Samoa) and overseas Department of Defense sponsored schools, must have completed education requirements equivalent to that of Tier I. If doubt exists as to whether or not secondary education from a foreign country is equivalent to a Tier I degree, the enlistment package shall be submitted to Coast Guard Recruiting Center for a determination.
 - d. Applicants educated in a home school program fall within Tier II. Home school educated applicants have an alternate credential and often score higher on standardized tests. Requests for these waivers are reviewed on a case by case basis.
 - e. Historically, attrition of non-High School graduates before completion of their first enlistment is significantly higher than High School graduates. Therefore, enlistment of non-prior service non-High School graduates is managed by Coast Guard Recruiting Center within limits set by G-W. A Recruiter-in-Charge desiring to enlist a Tier II applicant will contact Coast Guard Recruiting Center (Reservations) for availability.
2. ASVAB Exam. Generally, all applicants applying for enlistment or reenlistment will be tested, regardless of prior military service. The Armed Services Vocational Aptitude Battery (ASVAB) is the only test authorized for determining enlistment qualification.
3. ASVAB Exam, Exceptions.
- a. Prior service Coast Guard members who are enlisting within six months of their most recent separation from active duty do not require ASVAB re-testing.
 - b. Prior service Coast Guard members who are enlisting under an accelerated reenlistment program or as directed by higher authority do not require ASVAB re-testing.

4. Definitions of Educational Credentials. Definitions of educational credentials (Tiers) are contained in Tables 2-I and 2-J.
5. Minimum Scores. The minimum scores necessary to qualify for enlistment are contained in Table 2-J. Class "A" School qualifications are not required for applicants enlisting in the Coast Guard.
6. Spanish-Speaking Applicants. Tier I applicants who speak Spanish with a language skill level 3 or 4, are Class "A" School qualified and have less than a 40 AFQT score may be enlisted with a Coast Guard Recruiting Center waiver. Table 2-R provides definitions of language skill levels.
7. Test Validity Period. Enlistment tests are valid for a maximum of two years from the date of administration.
8. Re-testing. Refer to Chapter 5 ("Testing") for re-testing policy.

2.C.1.1.1. Medical Requirements.

1. Non-Prior USCG Service Applicants. Non-prior USCG applicants include all non-Coast Guard prior service personnel. These applicants are required to meet the accession standards contained in ? Section 3-D of the CG Medical Manual, COMDTINST M6000.1 (series).
2. Prior USCG Service Applicants. Coast Guard prior service personnel are required to meet the accession standards contained in ? Section 3-D of the CG Medical Manual, COMDTINST M6000.1 (series) if more than six months has elapsed since release from active duty. If less than six months has elapsed since release from active duty, Coast Guard prior service personnel are required to meet the accession standards in ? Section 3-F of the CG Medical Manual, COMDTINST M6000.1 (series).
3. Medical Pre-Screening. Table 2-K contains the medical pre-screening criteria. A list of obvious physical disqualifying defects is provided in Table 2-L. Applicants presenting such major physical defects shall not be processed further. Should a question arise over the qualification of an individual, recruiters should call their local Military Entrance Processing Station (MEPS) Dial-A-Medic before continuing to process the applicant.
4. Applicants Under Age 18. Applicants for enlistment under the age of 18 years must have parental consent for the enlistment physical examination prior to submitting to the examination. This consent is in addition to the parental consent required for enlistment. Consent shall be obtained on the Record of Military Processing (DD-1966).

5. Physical Examination, Source. Physical examination for enlistment or reenlistment in the Regular Coast Guard shall be obtained at Military Entrance Processing Stations (MEPS), except:
 - a. Applicants on Active Duty. Personnel currently on active duty in other Armed Services are usually not allowed to undergo physical examination at MEPS for enlistment in the Coast Guard. In these cases, the separation physical examination (Report of Medical Examination (SF-88) and Report of Medical History (SF-93)) may be forwarded to CGPC-adm via Coast Guard Recruiting Center if performed within 12 months prior to projected enlistment in the Coast Guard. Certain items are often not included on separation physicals, such as Items 59 and 61 with "corr.", Item 60 if vision not 20/20 and HIV antibody test. These items must be completed before forwarding to CGPC-adm.
 - b. Prior Coast Guard. Prior service Coast Guard personnel may use their separation physical examinations if performed within 12 months of reenlistment. The Report of Medical Examination (SF-88) and Report of Medical History (SF 93) must be submitted to CGPC-adm for review.
 - c. Applicant for Other Service. A physical examination used for enlistment in another Armed Service may be forwarded to CGPC-adm (via Coast Guard Recruiting Center) if the physical examination is as complete as a MEPS USCG examination and includes a Report of Medical History (SF-93).
6. Prior Medical History. Individuals with significant prior medical history or records of treatment should be advised to have copies of their treatment record(s) sent to the recruiting office in time to deliver these records to Military Entrance Processing Station (MEPS) before their physical examination.
7. Physical Examination, Approving Authority.
 - a. MEPS USCG Enlistment Physical. MEPS is the reviewing authority for Coast Guard enlistment physicals completed by MEPS physicians. Report of Medical Examination (SF-88, block 5) and Report of Medical History (SF-93, block 5) must indicate "Enlistment, Coast Guard". Upon receipt of a MEPS-approved Coast Guard enlistment physical, no further medical review is required prior to enlistment of the applicant, except any applicable physical inspection performed by MEPS.
 - b. Physicals Other than MEPS USCG Enlistment Physicals. CGPC-adm is the reviewing authority for enlistment physicals other than MEPS USCG enlistment physicals.

8. Air Crew Physicals. All physicals for air crew candidates must be approved by CGPC-adm. This includes applicants for Guaranteed Aviation "A" Schools.
9. Medical Waivers. Table 2-M contains the criteria for medical waiver requests.
10. Forwarding Medical Records. For all applicants who are subsequently enlisted, it is imperative that complete health records be forwarded to the first duty station or Training Center Cape May. The following documents shall be included:
 - a. Report of Medical Examination (SF-88);
 - b. Report of Medical History (SF-93);
 - c. All other medical documents used during MEPS medical evaluation;
 - d. A copy of the applicant's Immunization Record; and
 - e. Any letters granting medical waivers from Coast Guard Recruiting Center.
11. Prior Service Air Crew. Prior service applicants applying for enlistment in one of the aviation rates must be physically qualified for aviation duty as outlined in the CG Medical Manual (COMDTINST M6000.1 (series)). This physical must be approved by CGPC-adm prior to enlistment.
12. Period of Validity. A physical examination for the purpose of enlistment or re-enlistment shall be considered valid for 24 months if performed through MEPS. Immediately preceding enlistment or reenlistment, applicants shall be required to disclose any illness or medical treatment that has occurred since the physical examination.
13. Pre-Training Physical Brief. Applicants being assigned to recruit training shall be advised that they will undergo a physical examination upon reporting to the recruit training center which they must pass in order to begin training.
14. Pre-Training Dental Brief. Applicants being assigned to recruit training shall be advised that they will undergo a dental examination upon reporting to the recruit training center which they must pass in order to begin training. Recruiters may ask, but shall not require, that applicants provide proof of their dental status. Recruiters shall inform applicants that dental conditions requiring treatment in excess of eight cavities may result in immediate discharge and return home.
15. Medical Administration Remarks. Enlistees going to recruit training at Training Center Cape May shall sign the following Administrative Remarks (CG-3307) entry:

I am aware on arrival at the Recruit Training Center, I will receive a complete, thorough pre-training physical

examination, including dental examination, which I must pass to be permitted to enter recruit training.

16. Color Vision. Applicants for enlistment in the Coast Guard are not required to possess normal color vision. All are tested for color vision and the results recorded on the Report of Medical Examination (SF-88). Individuals without normal color vision shall be required to sign the following Administrative Remarks (CG-3307) entry:

I have been advised my medical examination revealed I do not have normal color vision. If I enlist in the Coast Guard, I will not be permitted to enter the following ratings: AD, AE, AM, ASM, AT, BM, EM, ET, FT, GM, HS, IV, PA, PS, QM, RD or TT during the period of this or subsequent enlistments. I am also aware if I enter the MST rating, I will not be able to advance to CWO (BOSN). Furthermore, I have been advised my defective color vision prevents my application to Officer Candidate School and the Coast Guard Academy.

17. MEPS Communication.
- a. Recruiters in Charge shall maintain communications with MEPS to provide feedback on attrition from recruit training or other matters reflecting on the quality of medical screenings at the MEPS.
 - b. Recruiters-in-Charge are voting members of the Inter-service Recruitment Committee (IRC) and shall attend IRC meetings.
 - c. Coast Guard Recruiting Center will keep Military Entrance Processing Command (MEPCOM) advised of overall training center attrition.

2.C.1.m. Dependents.

The intent of this Article and Article 2.C.1.n. below is to prevent undue hardship on an enlistee and his/her first duty station. Enlistees should understand adequate pay or housing may not be immediately available. Enlistees should be able to take care of their obligations and dependents while awaiting Basic Allowance for Quarters (BAQ) and/or housing. The recruiter is responsible for ensuring an enlistee does not show up at the first duty station with his/her dependents, no money and no quarters.

1. Number of Dependents. The maximum number of dependents an applicant for enlistment may have is contained in Table 2-N. The number of dependents an applicant for enlistment or appointment may have with an active duty Coast Guard spouse is contained in Table 2-N. Enlistment requires completion of an Administrative Remarks (CG-3307) entry as shown below:

I understand I am accepted for enlistment with a spouse and _____ dependents, and my spouse is an active duty Coast Guard member in the grade of _____. Every attempt will be made to co-locate me with my spouse, but such co-location is not guaranteed.

2. Waivers of Excess Dependents. Waivers of excess dependents for original enlistment in pay grade E-1, E-2, E-3 or E-4 shall not be requested. Consideration may be given to waivers of excess dependents for personnel enlisting in pay grade E-5 and above. When requesting a waiver of excess dependents, the complete pre-enlistment file shall be forwarded to Coast Guard Recruiting Center. The waiver request shall include the specific recommendation of the recruiting officer.
3. Sole or Primary Custody. Any single person who has sole or primary custody of another individual is not eligible for enlistment.
4. Relinquishing Custody. Any person who relinquishes custody of another individual solely for the purpose of gaining enlistment shall not be enlisted. This includes any individual whose court documentation is dated on or after the date of initial contact with a recruiter. The recruiter shall in no way encourage or infer to an applicant that giving up custody to another person/family member will make the applicant eligible for enlistment in the Coast Guard.
5. Contributing to Dependent. Any single individual who does not have sole or primary custody of another individual, but who is contributing to the financial support of that individual, is eligible for enlistment or reenlistment, with regard to dependency, provided:
 - a. The applicant is not contributing to the financial support of more dependents than indicated in Table 2-N; and
 - b. The sole or primary legal custody of the individual(s) has been awarded to an adult other than the applicant. This evidence must be documented by order of a court (divorce or custody decree).
6. No Court Documents. If documentation of legal custody is other than by order of a court (divorce or custody decree), enlistment authorization is required from Coast Guard Recruiting Center.
7. Evidence of Dependents. Recruiting officers shall ensure that all persons enlisted, who claim dependents have notarized copies of the documentary evidence of dependents contained among the paperwork sent to their first unit. This includes certificates of marriage, birth certificates of children, adoption papers of children, divorce decrees of persons previously married (enlistee or enlistee spouse) and

any other documents necessary to establish the specific dependency upon the enlistee. These documents must be in English. If original documents are in a foreign language, certified translations must accompany the documents.

2.C.1.n. Statement of Financial Obligations/Spouse's Consent.

1. Requirement. All applicants are required to execute and submit a Statement of Financial Obligation/Spouse's Consent (CG-4891).
2. Consideration. The recruiter shall carefully consider the financial obligations of the applicant and shall compare current indebtedness and dependent status against potential income in the pay grade in which the applicant will be enlisting. In computing potential income, only basic pay and Basic Allowance for Quarters will be used.
3. Excessive Debt. If it appears the applicant is excessively indebted or if circumstances are borderline, the Recruiter-in-Charge shall forward the complete pre-enlistment file to Coast Guard Recruiting Center for waiver. Guideline: an applicant may be excessively indebted if his/her fixed monthly payments exceed 30 percent of his/her potential income (see also Table 2-0).
4. Re-certification. The applicant shall be required to certify on date of enlistment on the Statement of Financial Obligation/Spouse's Consent (CG-4891) that additional debts have/have not been incurred. If additional debts have been incurred, the financial obligations shall be reconsidered in accordance with the paragraphs above before completing the enlistment.
5. Retaining CG-4891. The original Statement of Financial Obligation/Spouse's Consent form (CG-4891) shall be maintained in the residual file in the recruiting office. A copy shall accompany all enlistees to their next duty station (see "Disposition of Enlistment Documents," Chapter 6).

2.D. Enlistment of Non-Prior Service Applicants.

2.D.1. Rates for Non-Prior Military Service (NPMS) Personnel.

Applicants without prior military service will be enlisted as Seaman Recruit (E-1) except when authorized to enlist as E-2 or E-3 under the provisions contained in Advanced Pay Grade Programs (see "Enlistment Incentive Program"/ "Advanced Pay Grade Programs," this Chapter).

2.D.2. Delayed Entry Program (DEP).

The Delayed Entry Program (DEP) is an effective tool that benefits the Coast Guard and the enlistee. The benefits are listed in Table 2-P(b).

2.D.2.a. Requirements.

Delayed Entry Program (DEP) requirements are listed in Table 2-P(a).

2.D.2.b. Program Outline.

Pending enlistment in the Regular Coast Guard, individuals will be enlisted in the Coast Guard Reserve for a period of eight years as Seaman Recruit, Delayed Enlistment Program (SRDEP), Seaman Apprentice, Delayed Enlistment Program (SADEP) or Seaman, Delayed Enlistment Program (SNDEP). Military obligation commences on the date of enlistment in the Reserve.

1. Applicants must be scheduled for enlistment within 12 months of entering the Delayed Enlistment Program.
2. The period of delay may be extended 30 days from the scheduled Regular enlistment date by the Recruiter in Charge for urgent reasons such as a death or serious illness in the immediate family, pending civil charges or change in the member's physical condition.

2.D.2.c. Paperwork Requirements.

1. Contract. The recruiter shall complete the Enlistment/Reenlistment Document (DD-4) for enlistment in the "Coast Guard Reserve" for a term of "eight years" in the appropriate rate (i.e., SRDEP, SADEP or SNDEP).
2. Application. The Record of Military Processing (DD-1966) shall be retained in the recruiting office files until enlistment in the Regular Coast Guard is effected.

3. ANNEX A. Annex A is the Statement of Understanding for Original Enlistment in the Coast Guard (see Appendix A, Annex A).

2.D.2.d. Retained Forms.

Following enlistment in the Delayed Entry Program, the following forms are kept at the Military Entrance Processing Station (MEPS) until the member enters active duty:

1. Original Enlistment/Reenlistment Document, DD-4.
2. Statement of Understanding for Original Enlistment in the Coast Guard (Appendix A).

2.D.2.e. Entering Active Duty.

Within 12 months of entering the program, a Delayed Enlistment Program (DEP) enlistee shall be enlisted in the regular Coast Guard for four or six years provided he/she remains fully qualified. At the time of enlistment:

1. Physical Inspection. The member shall undergo a physical inspection as required by Military Entrance Processing Station (MEPS) prior to enlistment.
2. Re-certification. To ensure accuracy of information and continued eligibility, Section V of Record of Military Processing (DD-1966) must be completed. Section VI ("Remarks") can be used for other pertinent entries concerning the member.
3. Discharge on Enlistment. Discharge from the USCGR-DEP will be effective the day preceding the day of regular enlistment. Discharge will be effected by the following Administrative Remarks (CG-3307) entries:

Honorably discharged from the USCGR Delayed Enlistment Program (DEP) for the convenience of the government to enlist in the regular Coast Guard on [date], having served in the DEP since [date]. Time spent in the DEP is creditable towards completion of the eight-year military obligation, but is not creditable for purposes of longevity and pay and allowances.
I hereby certify all information on my enlistment

documents is current and accurate. I have not had any involvement with the police or had any changes in dependency other than what is reported to my recruiter. I understand withholding information is punishable under the Uniform Code of Military Justice and may result in a less than honorable discharge for fraudulent enlistment.

4. Regular Enlistment. Enlistment will be effected in the same manner as any Regular enlistment. No new Statement of Understanding is prepared because the obligated service commenced on the date of enlistment in the USCGR-DEP. The copy of the Statement of Understanding will become part of the Enlistment/Reenlistment Document (DD-4) for enlistment in the Regular Coast Guard. Request for Statement of Creditable Service (CG-3145) and Request for Discharge or Clearance from Reserve Component (DD-368) are not required and will not be prepared.

2.D.2.f. DEP Discharge Without Enlistment.

If a member is found ineligible for enlistment in the Regular Coast Guard during the authorized delay period or fails to report for enlistment upon expiration of the authorized delay, his/her complete file will be forwarded immediately to Coast Guard Recruiting Center with pertinent information (i.e., affidavit of the member, statement by court official, statement by recruiter, copy of physical examination, etc.). Coast Guard Recruiting Center has the authority to discharge enlisted members from the Delayed Enlistment Program, and to issue discharge certificates and a narrative letter describing the separation to the DEP member being discharged.

1. Discharge Certificate. The following entry shall be made on the reverse of the discharge certificate, and signed by Director, Coast Guard Recruiting Center:

Discharged from the Delayed Entry Program effective [date]. Member completed no active military service and served no time creditable toward military pay longevity or pay and allowances.

2. Disposition of File. On discharge, Coast Guard Recruiting Center shall retain the complete file in accordance with the CG Paperwork Management Manual, COMDTINST M5212.12 (series).

2.D.2.g. Reasons for Discharge.

It is recognized events can arise between placement in the Delayed Enlistment Program and enlistment in the regular Coast Guard that would place an undue hardship on a person if forced to enlist in the regular Coast Guard. The Coast Guard does not desire to hold an individual to their obligation if it can be shown an undue or genuine hardship is not of a temporary nature (six or fewer months' duration), and the conditions have arisen or been aggravated to an excessive degree since entry into the DEP. Examples of the reasons which come under this Article are:

1. The member is necessary for the support or care of a member or members of his/her family.

2. The release of the member will result in the elimination of, or will materially alleviate, the condition, and that there are no means of alleviation readily available other than by release from his/her active duty agreement.
3. Personnel who have decided to pursue a course of higher education. In requesting release from his/her obligation under this section, the DEP member must furnish a letter of acceptance from an accredited college or university stating that he/she has been accepted for full-time attendance.
4. A member should not request release by virtue of getting married while in the DEP unless he/she can show that a genuine hardship will result. The spouse refusing to sign the consent form is not grounds for release from the obligation as the individual was in a program leading to active duty before his/her marriage.

2.D.2.h. Evaluation Before DEP Discharge.

Members processed as above shall be evaluated as to their potential service in the Coast Guard Reserve (RP, RK, RY). If in the opinion of the recruiter they are suitable for such service and their hardship or other reasons for discharge from DEP status would not preclude their service under one of the available programs, the recruiter shall discuss this avenue with them. If they desire to request a change in status in lieu of a hardship discharge, this request will be incorporated into their basic request for discharge.

2.E. Enlistment of Prior Military Service Personnel.

2.E.1. Eligibility.

2.E.1.a. Recommended for Reenlistment.

Applicants must have been recommended for reenlistment upon their last separation from active duty. Further processing shall not be done until receipt of a favorable response.

2.E.1.b. Active Duty Limitations.

1. E-4 and Above. If an applicant is enlisting or reenlisting in pay grade E-4 or above, he/ she may not have more than 14 years of prior active service. This restriction does not apply to Coast Guard members reenlisting within 24 hours of release.
2. E-3 and Below. If an applicant is enlisting or reenlisting in the Coast Guard in pay grade E-3 or below, he/she may not have more than six years of prior active service.
3. General Discharge. Applicants with general discharges require Coast Guard Recruiting Center approval before they can enlist.
4. Not Recommended for Reenlistment. In cases in which the separation authority cited clearly indicates that the individual is not suitable for Coast Guard service, the recruiter shall reject the applicant.
5. RE-3 (Alpha Character) Reenlistment Code. An RE-3 (alpha character) reenlistment code is not a bar to enlistment or reenlistment and shall not be, by itself, the reasons to reject a prospect or applicant (see Chapter 1, "Definitions"/ "Reenlistment Codes" and Table). Refer to ? Certificate of Release or Discharge from Active Duty, COMDTINST M1900.4 (series) for RE Codes.
 - a. A prior service prospect with an RE-3 (alpha character) code must prove their disqualifying factor has been resolved before being approved for enlistment. Documentation and/or statements concerning most disqualifying factors shall be forwarded to Coast Guard Recruiting Center for enlistment authorization. In cases where the disqualifying factor has been resolved (i.e., pregnancy or hardship), the Recruiter-in-Charge may request authorization from Coast Guard Recruiting Center via electronic mail. Coast Guard Recruiting Center may approve the request or require a complete waiver package.

- b. Recruiters shall not advise prior service prospects to seek to upgrade RE-3 (alpha character) reenlistment codes.
6. Separated as E-3 or Below. Enlistment of an applicant who was discharged or released from active duty (RELAD) in pay grade E-3 or below must be approved by Coast Guard Recruiting Center.
7. Lost Time on Report of Separation (DD-214). Enlistment of an applicant whose Report of Separation (DD-214) indicates any period of lost or bad time must be approved by Coast Guard Recruiting Center.

2.E.1.c. Exceeds USCG Maximum Allowable Weight.

Prior Coast Guard applicants who were discharged only because they exceeded the maximum allowable weight standards under the provisions of CG Maximum Allowable Weight Standards (COMDTINST 1020.8 (series)) will be processed. However, they must meet weight standards prior to reenlistment (see "Accelerated Reenlistments of Certain Prior USCG Personnel"/"Reenlistment of Persons Previously Discharged Only for Being Overweight," this Chapter).

2.E.1.d. Hardship Discharge.

If an applicant's last separation was based on hardship or dependency, eligibility to enlist/reenlist must be determined by Coast Guard Recruiting Center. The applicant must submit three affidavits from separate and appropriate sources. The affidavits must clearly show how the problem(s) that caused the separation have been resolved and why recurrence is unlikely.

2.E.1.e. Separation Pay.

Separation pay from the Department of Defense is not a barrier to enlistment. The Government will recoup the separation pay upon retirement.

2.E.1.f. Serving in Reserve or DEP.

Coast Guard policy requires the discharge of an individual who is serving in a Reserve component or the Delayed Entry Program (DEP) of any branch of the Armed Forces from the DEP prior to enlisting in any regular Coast Guard program (including Coast Guard Reserve enlisting in the regular Coast Guard). This requirement is met by obtaining clearance via the Request for Discharge of Clearance From Reserve Component (DD-368). Applicants shall not be enlisted until proper clearance is received. Waivers will not be granted. Additionally, applicants who are serving in a drilling unit shall present to the recruiter a written release from the command to the effect

that all clothing in kind, identification cards, property, other equipment and training aids issued on custody receipt cards have been surrendered.

2.E.1.g. Officers, Cadets, Others.

Authority must be obtained from Coast Guard Recruiting Center for the enlistment or reenlistment in the Regular Coast Guard of all persons with former service not specifically addressed in these regulations (i.e., officers and cadets applying for any enlisted program).

2.E.2. Rates on Enlistment.

2.E.2.a. Reenlist Within 24 Hours

Members of the Coast Guard who reenlist within 24 hours of separation from active duty retain their rates.

2.E.2.b. Maximum Pay Grade.

The enlistment of prior service personnel will normally not be effected in a pay grade higher than that held on last separation from regular active duty.

2.E.2.c. Open Rate List (ORL).

If an applicant is enlisting under the Open Rate List, he/she may be enlisted in the rate authorized by Chief, Enlisted Personnel Management Division, Coast Guard Personnel Command (CGPC-epm) (see "Open Rate List," this Chapter).

2.E.2.d. Reserve, More than Six Months Active Duty as E-3.

If an enlistee has a single continuous period of six months or more of active service in pay grade E-3 or above, documented on a Report of Separation (DD-214), he/she may be enlisted as an E-3.

2.E.2.e. Reserve, Less than Six Months Active Duty as E-3.

If an enlistee has served less than six months active duty, but can document satisfactory service in his/her reserve unit for more than one year, he/she may be enlisted as an E-2.

2.E.2.f. Former Coast Guard Petty Officers.

A former Coast Guard Petty Officer may be authorized Seaman/Fireman with designators if his/her rate is on the Open Rate List. If his/her rate is not listed on the Open Rate List,

Seaman/Fireman without designator may be authorized. A former Coast Guard active duty Petty Officer who reenlists as an undesignated non-rate and desires to advance in his/her former rating may submit a request to Commander, Coast Guard Personnel Command, Advancements and Evaluations Branch (CGPC-epm-1) for advancement after completing six months active duty in his/her current enlistment if considered qualified by his/her commanding officer. If advancement is authorized, the member will be placed on the Class "A" School list of his/her former rating. When his/her name is selected to attend school, CGPC-epm will authorize advancement to Petty Officer Third Class; the member does not actually attend Class "A" School.

2.E.3. Open Rate List (ORL).

2.E.3.a. Definition.

The Open Rate List (ORL) is a list of rates for which the Coast Guard has immediate openings that prior-service personnel having those skills may fill. The ORL is maintained and periodically updated by CGPC-epm. The ORL in effect on the date of enlistment is the official authority. Coast Guard Recruiting Center will consider good-faith applications when the rate was removed from the ORL during processing.

2.E.3.b. Eligibility.

Prior service personnel from any Armed Forces component may be eligible to enlist under the Open Rate List. At the time of separation from active duty, the applicant must have held the rate listed on the ORL or a comparable Military Occupational Specialty (MOS). There must be less than five years since separation from active duty, and the applicant cannot have more than 14 years total active duty.

2.E.3.c. Requirements for Coast Guard Reservists.

In addition to the general criteria above, the following limitations apply for Coast Guard Reservists: duty must be within five years of enlistment unless the applicant joined the reserve within five years of separation. If the applicant joined the reserve within five years of separation, then the applicant must have left active duty within eight years. RK, RP and RYs who are E-4 may be enlisted as E-3 for E-4 Open Rate List openings.

2.E.3.d. Procedures.

All applications for enlistment under the Open Rate List must be reviewed by Chief, Assignments Branch, Coast Guard Personnel Command (CGPC-epm-2).

1. Rate determination packages must contain documentation of past performance in the military service. Documentation shall include as many past Enlisted Performance Evaluations (CG-3788A, B or C) as possible. If available, letters or character references from past military supervisors should also be included.
2. When recruiting offices submit rate determination packages to Coast Guard Recruiting Center, certified copies should be submitted in lieu of original documents. Copies submitted to Coast Guard Recruiting Center shall be retained and only approval or disapproval documents will be returned.

2.E.3.e. Disposition.

Those enlisted in pay grade E-4 or above under the ORL program will be transferred directly to their units for duty. Prior service (other than Coast Guard) personnel not enlisted under the ORL will be required to attend the eight week recruit training.

1. Authorization for Enlistment. Authorization for enlistment is issued by CGPC-epm or Coast Guard Recruiting Center. The authorization for enlistment is effective for a period of 90 days from the approval date. Authorizations for enlistment normally will be issued by message.
2. Discharge Certificate Entry. The recruiter shall make a signed entry on the reverse side of the applicant's latest Certificate of Discharge from prior military service stipulating either enlistment or reenlistment, the date and place of enlistment or reenlistment, and the name of the unit where the applicant was enlisted or reenlisted.
3. Additional Documentation. For prior service enlistees to receive timely credit for their prior service, copies of all previously issued Reports of Separation (DD-214s) should be included in the paperwork sent to their first unit. The Officer-in-Charge or MEPS liaison shall ensure that certified copies of the Reports of Separation (DD-214s) issued for each period of prior service are included in enlistment records. Any original Reports of Separation (DD-214s) must be returned to the applicant by the recruiter.

2.E.4. Accelerated Reenlistment of Certain Prior USCG Personnel.

2.E.4.a. General.

Certain prior USCG personnel are eligible for accelerated reenlistment, including those whose reenlistment is directed by the Commandant for various reasons, including relief granted by the Board for Correction of Military Records. Generally, recruiters' judgment on the suitability for service of such individuals is not required. Additional processing or forms may

be required, but at a minimum, the following forms shall be completed on such individuals:

1. Record of Military Processing (DD-1966).
2. Questionnaire for National Security Positions (SF-86).
3. Police Records Check (DD-369).
4. Administrative Remarks; entries regarding substance abuse (CG-3307).

If a recruiter discovers any adverse information regarding the suitability of such individuals, that information shall be reported to Coast Guard Recruiting Center.

2.E.4.b. Care for Newborn Children (CNC) Program.

1. Reenlistment Requirements. Enlisted members of the Coast Guard discharged under the authority of the Care for Newborn Children program (COMDTINST M1000.6 (series), Section 12-F) may be reenlisted, provided:
 - a. Coast Guard Recruiting Center approves the reenlistment date;
 - b. Member completes a physical examination at a U.S. Military Entrance Processing Station (MEPS) and meets retention physical standards; and
 - c. If a member is in a rating that requires a security clearance, a National Agency Check (NAC) is initiated before reenlistment.
2. Grade on Reenlistment. If the member is reenlisted within two years of the discharge, he/she will be reenlisted in the same rate held at discharge. If the member is reenlisted more than two years after discharge, the grade upon reenlistment will be subject to the limitations of the Open Rate List.
3. Assignment Requests. Requests for assignment will be made to CGPC-epm via Coast Guard Recruiting Center by electronic mail.
4. Procedures. The member must submit a Notice of Intent to Return to Active Duty (letter) to Coast Guard Recruiting Center no less than six months and no more than one year before the intended reenlistment date. On approval by Coast Guard Recruiting Center, the recruiter shall assist the applicant in completing the processing file, arranging the MEPS physical examination, National Agency Check (NAC) initiation (if necessary) and request for assignment.

2.E.4.c. Reenlistment of Persons Previously Discharged Only for Being Overweight.

1. Reenlistment Requirements. Enlisted members of the Coast Guard discharged for excessive weight under the authority of CG Maximum Allowable Weight Standards (COMDTINST 1020.8 (series)) may be reenlisted in their former rate providing:
 - a. Applicant was discharged more than six months and less than 12 months before reenlistment;
 - b. Member complies with weight and appearance standards; and
 - c. CGPC-epm approves reenlistment.
2. Requests for Assignment. Requests for assignment will be made using the Unit Assignment Request format via electronic mail.
3. Procedures. The member must apply for reenlistment at a Coast Guard recruiting office.
 - a. The recruiter certifies compliance with weight and appearance standards, and that the applicant was found otherwise physically qualified on the discharge physical examination.
 - b. CGPC-epm will determine eligibility and, if reenlistment is approved, assign the applicant to a unit.

2.E.4.d. Reenlistment of Persons Discharged from Recruit Training for Excessive Dental Caries.

1. Reenlistment Requirements. Enlisted members of the Coast Guard discharged from recruit training for excessive dental cares may be reenlisted, provided the member:
 - a. Was discharged less than six months before reenlistment; and
 - b. Is found dentally qualified by CGPC-adm.
2. Procedures. When an applicant has dental procedures completed, the recruiter shall forward discharge medical board, military and civilian dental records, x-rays and copy of enlistment physical to CGPC-adm via Coast Guard Recruiting Center. If CGPC-adm approves the physical, applicant will be reenlisted and scheduled for transfer to Recruit Training Center, Cape May via MEPS as soon as possible.

2.E.4.e. Reenlistment of Members from the Temporary Disability Retired List (TDRL).

1. Reenlistment Requirements. Enlisted members of the Coast Guard who are on the Temporary Disability Retired List (TDRL) and are found to be physically fit to perform the duties of their rating shall, with their consent, be reenlisted in the grade permanently held at the time when their name was placed on the TDRL.
 - a. The members will receive a letter from CGPC-epm informing them of their removal from the TDRL and directing them to a recruiting office if they wish to reenlist.
 - b. Generally, members reenlisting from the Temporary Disability Retired List must meet the same reenlistment requirements as those who reenlist within 24 hours of discharge. Primarily, it must be determined that they are:
 - (1) Medically fit for duty; and
 - (2) Have not engaged in behavior during their retirement period that would normally disqualify them for reenlistment (e.g., a felony arrest or record of substance abuse).
2. Procedures. Recruiters shall reenlist a former TDRL member when CGPC-epm notifies such member by letter of his or her removal from the List. Such processing must begin within 15 days of receipt of the letter. The member must present the letter to the recruiter before processing may begin. Coast Guard Recruiting Center will advise recruiting offices in advance of potential TDRL reenlistees if practical. Administrative processing for unit assignment will be the same as for those requiring Open Rate List assignment (see "Enlistment of Prior Military Service Personnel"/"Open Rate List" in this Chapter).
3. National Security. The recruiter must submit a Questionnaire for National Security Positions (SF-86) package to Commandant (G-O-CGIS) for prior service enlistees with more than a one-year break in service. "Disposition of Personnel"/"Disposition of Prior Service Enlistee," in this Chapter contains this procedure. Duty assignments are made according to the ? CG Personnel Manual, COMDTINST M1000.6 (series). Normal Police Records Checks will be conducted.
4. The member must undergo a physical examination and be found fit for duty except for the condition on which his/her disability retirement was based. Commander, CG Personnel Command (CGPC) will so advise the member by letter.

5. Returning TDRL members do not take the ASVAB.

2.F. The Coast Guard Band.

2.F.1. Overview.

The recruitment of band members is a coordinated effort of Coast Guard Recruiting Center, CGPC-epm and the Coast Guard Academy.

2.F.1.a. Academy Responsibilities.

1. The Coast Guard Academy takes the lead in this program by advising Coast Guard Recruiting Center and CGPC-epm of openings as they occur or when they are anticipated. The Band solicits for persons to audition for vacant positions, schedules auditions and selects those persons best musically qualified to fill those positions. The Academy conducts a "pre-screening" interview to determine if band applicants meet the basic requirements for enlistment. This consists of a check-off list of qualifying factors (age, dependents, physical condition, etc.) and is generally done by phone. If doubt exists that an individual is basically qualified for enlistment, the Academy will arrange with Coast Guard Recruiting Center to have the nearest recruiting office conduct a pre-enlistment interview.
2. Once an individual is found musically qualified and recommended for a position, the Superintendent of the Academy will request, via letter, that Coast Guard Recruiting Center start the enlistment process. The Superintendent of the Academy will inform the applicant by letter that he/she must be fully qualified for Coast Guard enlistment and the location of the nearest recruiting office. Coast Guard Recruiting Center will advise the nearest recruiting office to begin processing the applicant.

2.F.1.b. Recruiter Responsibilities.

When the recruiter determines the applicant to be fully qualified for enlistment, the recruiter will inform Coast Guard Recruiting Center. Coast Guard Recruiting Center will then request enlistment authority from CGPC-epm. CGPC-epm will instruct the recruiting office by message to enlist the individual. The message will also contain a TONO, accounting data and reporting instructions.

2.F.2. Qualifications.

Applicants for the Coast Guard Band must meet the same standards as any other applicant, except as follows:

1. Age. Applicants must not have reached their 35th birthday.

2. Dependents. Dependency requirements are the same for CG Band members as they are for other enlistees (see "Applicant Screening"/"Dependents" and Table 2-N). Since band members are enlisted as E-6, waivers of excessive dependents will be considered and are usually granted by Coast Guard Recruiting Center when it appears the potential for financial hardship is small.

2.F.2.a. Processing.

1. Coast Guard Band members will be enlisted in the rate of MU1 (E-6).
2. Band personnel will be transferred to Training Center Cape May for temporary duty for Military Indoctrination. Upon completion of Military Indoctrination, band members are transferred to the USCG Academy for assignment to duty.

2.G. Enlistment Incentive Programs.

2.G.1. Guaranteed Class "A" Schools.

Under the Guaranteed "A" School program, applicants are offered a contractual guarantee of a particular Class "A" School upon enlistment. When available, quotas for guaranteed Class "A" Schools are provided by Coast Guard Recruiting Center on a first-come, first-serve basis. Applicants for guaranteed aviation Class "A" Schools must meet the physical standards for air crew candidates on an aviation physical performed at Training Center Cape May. Applicants can obtain a guaranteed Class "A" School under two programs. Table 2-Q describes and lists the qualifications for each.

2.G.1.a. Type I Procedures.

1. Recruiting offices desiring a course quota should request the quota from Coast Guard Recruiting Center.
2. Prior to enlisting, applicants who have received a Type I Class "A" School guarantee shall complete "Annex D, Statement of Understanding Type I Guaranteed School Assignment."
3. Non-prior service applicants will be enlisted in the Delayed Entry Program and shipped to Training Center Cape May no earlier than 14 weeks nor later than ten weeks prior to the class convening date of the guaranteed school. Recruits cannot be retained at Training Center Cape May after graduation. In no case shall an enlistee report to Class "A" School later than 1600 the day before the school's class convening date.
4. Recruits who are re-phased at Training Center Cape May may have their graduation leave and/or permissive orders canceled in order to meet the Class "A" School reporting date.
5. Prior service enlistees who are shipped directly to "A" Schools shall be enlisted and transferred to the applicable Training Center no less than 30 days prior to the school's class convening date.

2.G.1.b. Type II Procedures.

1. Recruiting offices desiring a course quota should request the quota from Coast Guard Recruiting Center by electronic mail, furnishing the applicant's name, AFQT percentile, ASVAB composite scores, school requested and enlisting office.

2. Prior to enlisting, applicants who have received a Type II Class "A" School guarantee shall complete "Annex D, Statement of Understanding Type II Guaranteed School Assignment". It shall be appended to the Enlistment/Reenlistment Document (DD-4) as "Annex D."
3. The enlistee shall be assigned to an INCONUS (continental U.S.) unit following recruit training for a minimum of six months before attending the school unless otherwise directed. Afloat units with operational requirements away from home port may extend the six-month period until their return.
4. The enlistee must complete the correspondence course and practical factors for seaman or fireman, as appropriate, and be advanced to pay grade E-3 prior to receiving orders for school. Persons who have not been advanced to pay grade E-3 within the maximum allowable 12 month period will be dropped from the school waiting list.
5. At the time the enlistee receives orders to the school, the commanding officer shall reflect his/her endorsement through the assignment of marks. Regular marks assigned within the preceding 60 days may satisfy the marks requirement. The marks assigned must be sufficiently high to meet the transfer requirements of Article 4.C.1.g., CG Personnel Manual, COMDTINST M1000.6 (series).
6. Commanding officers shall advise CGPC-epm when an enlistee fails to meet the requirements of paragraphs (4) or (5) above.
7. An enlistee who attends school and is subsequently dismissed for academic failure or misconduct loses the guarantee. If an enlistee in receipt of a guaranteed quota later declines the quota, he or she loses the school guarantee and must apply later for a Class "A" School in accordance with the CG Training and Education Manual, COMDTINST M1500.10 (series).
8. During career counseling at Training Center Cape May, each recruit with a guarantee shall complete and submit a Request for Class "A" School Training (CG-5286) to CGPC-epm and order the correspondence course for seaman or fireman, as appropriate. Those enlistees with a guaranteed aviation school quota must include a copy of their school request.

2.G.1.c. Type I with Six Year Enlistment Procedures:

1. Recruiting offices desiring a course quota shall request one from Coast Guard Recruiting Center.

2. Prior to enlisting, applicants who have received a Type I Class "A" School guarantee with a six year enlistment shall complete "Appendix B6, Statement of Understanding Six Year Active Duty Enlistment Option."
3. Non-prior service applicants will be enlisted in the Delayed Enlistment Program (DEP) and shipped to Training Center Cape May no earlier than 14 weeks nor later than 10 weeks prior to the class convening date of the guaranteed school. Recruits cannot be retained at Training Center Cape May after graduation. In no case shall an enlistee report to Class "A" School later than 1600, the day before the school's class convening date.
4. The recruiter shall complete the Enlistment/Reenlistment Document (DD-4) for enlistment in the "Coast Guard" for a term of "6 years" in the appropriate rate (i.e., Seaman Recruit, Seaman Apprentice or Seaman).

2.G.2. Guaranteed Geographic Assignment.

1. Qualified enlistees may be guaranteed an assignment to a Coast Guard District (not a unit) by the Director, Coast Guard Recruiting Center, for a minimum of one year.
2. Guaranteed geographic assignments cannot be used in conjunction with a guaranteed school. When providing individuals with a guaranteed assignment, ensure that "Appendix 4, Statement of Understanding Guaranteed Geographical Area" is completed and appended to the Enlistment/Reenlistment Document (DD-4).
3. Availability and criteria for guaranteed assignments are published periodically by Coast Guard Recruiting Center.

2.G.3. "Buddy" Enlistment Program.

2.G.3.a. Overview.

The intent of this program is to provide for enlistment in the Coast Guard of two or more individuals as "buddies", and thereby increasing the propensity to enlist among young high school graduates and other young persons. This program assists recruits during the transitional period when they are adjusting from civilian to military status while undergoing indoctrination at the training center.

2.G.3.b. Limitation of Guarantee.

Applicants who desire to enlist as "buddies" may be assured by recruiters that they will, to the maximum extent feasible, undergo training together in the same company at the training center. The recruiter shall explain to them that there may be extenuating circumstances which may require that they be separated during the recruit training period, such as:

1. Sickness or other medical reasons;
2. Failure to show satisfactory progress in training; and
3. Failure of one or more of the group to meet minimum requirements of regular recruit training.

2.G.3.c. Procedures.

Personnel enlisted under this program will be transferred to the recruit training center with the request that they be assigned to the same company, citing this Article as the authority. Recruiters will attach a memorandum to the transfer orders, listing the names of those recruits who have been enlisted as "buddies" and to whom promises were made at the time of enlistment that they would remain together through recruit training. Only those enlistees who have an interest in remaining together during recruit training should be listed on the memorandum to the training center.

2.G.3.d. Statement of Understanding.

When enlisting individuals under this Article, ensure that "Annex F, Statement of Understanding Coast Guard "Buddy" Enlistment Program" is completed and appended to the Enlistment/Reenlistment Document (DD-4) as Annex F.

2.G.4. Advanced Pay Grade Programs.

2.G.4.a. Recruit Referral Program.

1. Non-prior service applicants for enlistment in the Regular Coast Guard who cause two other non-prior service personnel to enlist in the Coast Guard or Coast Guard Reserve shall be entitled to pay grade E-2.
2. Delayed Entry Program designees who meet the requirements of paragraph (1) above shall be enlisted in pay grade E-2 upon enlistment in the Regular Coast Guard.

3. To receive credit for an enlistment, the applicant or Delayed Enlistment Program (DEP) enlistee must either accompany the new prospect to the recruiting office or the new prospect must state who referred him/her during the initial contact with the recruiter. The referred prospect must enlist in the regular Coast Guard, Coast Guard Reserve or Delayed Entry Program (DEP) before credit is given.
4. In each case where an individual is enlisted in pay grade E-2, "Appendix J, Statement of Understanding For Enlistment in Advanced Pay Grade" shall be completed and appended to the Enlistment/Reenlistment Document (DD-4).

2.G.4.b. Prior Education or Training.

Members of the Junior Reserve Officer Training Corps (JROTC), Reserve Officer Training Corps (ROTC) of the Air Force, Army, Coast Guard, Navy or Marine Corps, Naval Sea Cadet Corps (NSCC), the Mast Academy JROTC and Coast Guard Auxiliarists who meet all requirements for enlistment in the Regular Coast Guard may be enlisted as follows:

1. JROTC Participants.
 - a. All applicants must be Tier I.
 - b. An applicant who provides proof of completion of two years of training may be enlisted in pay grade E-2.
 - c. An applicant who provides proof of completion of three years of training may be enlisted in pay grade E-3.
2. ROTC Participants. Applicants who provide proof of completion of two years (four semesters) of college ROTC training may be enlisted in pay grade E-3.
3. NSCC Participants. All Naval Sea Cadet Corps (NSCC) members must be Tier I
 - a. Applicants who have been advanced to seaman apprentice, fireman apprentice, airman apprentice, constructionman apprentice or hospitalman apprentice may be enlisted in pay grade E-2.
 - b. Applicants who have been advanced to seaman, fireman, airman, constructionman or hospitalman may be enlisted in pay grade E-3.
4. College Students.
 - a. Applicants who have satisfactorily completed 30 semester hours or 45 quarter hours of post-secondary (college) education may be enlisted in pay grade E-2.

- b. Applicants must provide official transcripts to be eligible for enlistment in an advanced pay grade.
 - c. College credits must be from an accredited college or university as listed in the "Directory of Post Secondary Education" published by the U.S. Department of Education.
5. Coast Guard Auxiliaries.
- a. Applicants who are active and currently qualified as boat crew in the Coast Guard Auxiliary may be enlisted in pay grade E-2.
 - b. Applicants who are active and currently qualified as vessel operators or coxswains in the Coast Guard Auxiliary may be enlisted in pay grade E-3.
6. Sea Explorers.
- a. Applicants must be Tier I.
 - b. Applicants who are active and currently qualified as able seamen in the Sea Explorers may be enlisted in pay grade of E-2.
 - c. Applicants who are active and currently qualified as quartermasters in the Sea Explorers may be enlisted in pay grade E-3.
7. Boy Scouts' Eagle Scout Award or Girl Scouts' Gold Award.
- a. Applicants must be Tier I.
 - b. Applicants who are Eagle Scouts must bring the certificate of Eagle Scout Award in to be copied. The copy will be retained in their pre-enlistment file.
 - c. Applicants who are Eagle Scouts, may be enlisted in pay grade E-2.

2.G.5. Permissive Orders for Hometown Recruiting Program.

2.G.5.a. Purpose.

The Hometown Recruiting Program is for graduates of recruit training or Class "A" training to return to their recruiting office for a period of up to 30 days prior to reporting to their first duty station. Their mission is to relate recruit training or Class "A" School experiences to prospects and applicants in the recruiting office or during school visits, career fairs and other public forums.

2.G.5.b. Requirements.

1. The member must be non-prior service.
2. The member must serve at the office in which he/she processed for enlistment.
3. The member must live within a reasonable commuting distance of the recruiting office.
4. The member must be advised of the contents of ? Articles 4.D.1.f.(5) and 7.A.10. of the CG Personnel Manual, COMDTINST M1000.6 (series).
5. The first duty station upon graduation must agree to the delay in reporting.

2.G.5.c. Procedures.

1. Authorization. Recruiters-in-Charge shall submit all requests for permissive orders to Coast Guard Recruiting Center via electronic mail. The request will contain the following information:
 - a. The enlistee's name, gender, minority code, pay grade;
 - b. The enlistee's reporting date to recruit training or Class "A" School;
 - c. The enlistee's expected graduation date from recruit training or Class "A" School;
 - d. The requested start and stop date of period of permissive orders;
 - e. The proposed itinerary (school visits, career fairs, boat/air shows) of the hometown recruiter during the period; and
 - f. The distance from enlistee's home to the recruiting office.
2. Forwarding Requests. Coast Guard Recruiting Center will submit requests for permissive orders to Commanding Officer, Recruit Personnel Branch, Training Center Cape May via e-mail. A copy of the approved e-mail and a copy of the letter will be included in the enlistee's personal data record.
 - a. A request for permissive orders for a Class "A" School graduate shall be submitted to Commanding Officer, Training Center (as appropriate) via Rapidraft letter (CG-3883). All requests should be mailed to arrive on or about the reporting date of the individual to the Training Center.
 - b. The Training Center Commanding Officer may deny the request based on the individual's performance during the training or the receiving unit's needs. The

Recruiter-in-Charge of the recruiting office must have a proposed itinerary for the hometown recruiter during the period of permissive orders.

3. Endorsing Orders. Upon completion of the permissive orders, the recruiting office Recruiter-in-Charge shall endorse the original orders indicating that the orders have been carried out.

2.H. Requesting Enlistment Authority.

2.H1. Enlistment Authority.

Coast Guard Recruiting Center is the final enlistment authority for personnel requiring rate determinations and medical waivers for enlistment.

2.H.2. Documentation.

The complete waiver package shall be assembled in the order listed below and forwarded to Coast Guard Recruiting Center.

1. Request for Determination of Eligibility for Enlistment (CG-4965).
2. Record of Military Processing-Armed Forces of the U.S. (DD-1966).
3. Reports of Separation (DD-214, or similar report) for all periods of prior service, if any. Copies are acceptable if no alterations appear thereon.
4. Request for Personal Reference (Enlisted) (CG-4445A).
5. Police Record Check (DD-369).
6. Affidavits in Support of Application.
7. Any additional documents which have a bearing on the individual case, such as all available medical documents, handwritten statement(s) of applicant, statement of juvenile court judge and/or letter from probation officer.
8. Statement of Financial Obligations/Spouse's Consent (CG-4891).
9. Report of Medical Examination (SF-88). Must be submitted on all waiver or review requests.
10. Report of Medical History (SF-93). Must be submitted on all waiver or review requests.
11. Questionnaire for National Security Positions (SF-86). Pre-enlistment papers will be retained at Coast Guard Recruiting Center. Personal papers of the applicant, such as Discharge Certificates and Reports of Separation (DD-214s) will be returned to the applicant.

2.H.3. Oaths.

1. Recruiters shall inform applicants of the seriousness of the enlistment oath, and the oath shall be administered with fitting solemnity, dignity and ceremony.
2. The oath will normally be administered at the Military Entrance Processing Station (MEPS), but may be administered elsewhere if circumstances dictate. The oath shall be administered before the signing of the Enlistment/Reenlistment Document (DD-4) to preclude the possibility of an enlistment contract being signed without the oath being administered.
3. Any commissioned officer of any component (including the Reserve component) of any of the Armed Forces of the United States, whether or not on active duty, may administer an oath of enlistment for any person in any of the Armed Forces of the United States (10 USC 502). As "recruiting officers," enlisted personnel are authorized to administer the oath of enlistment (10 USC 936(b)(5)).
4. A Petty Officer serving as Recruiter in Charge or Assistant Recruiter in Charge, and designated as a Recruiting Officer by Coast Guard Recruiting Center may administer the oath of enlistment. A notary public may administer the oath of enlistment if a Commissioned Officer, Chief Warrant Officer or properly designated Petty Officer is not available. For other cases not covered above, refer to Article 7.I.8., CG Regulations, COMDTINST M5000.3 (series), for authority to administer oaths of enlistment.
5. If the enlistment oath is administered by anyone other than the properly designated recruiting officer, the statement "Citizenship substantiated and contract perfected" shall be typed on the Enlistment/Reenlistment Document (DD-4) for the signature of the recruiter, below the signature of the person administering the oath.

2.I. Managing Personnel After Enlistment/Reenlistment.

2.I.1. Transferring Enlistees

1. Enlistees without previous military service will be transferred to Training Center Cape May for recruit training.
2. Other Than Prior USCG. All personnel, except those enlisted under the Open Rate List program, will be transferred to Training Center Cape May for recruit training.
3. Prior USCG/USCGR.
 - a. Initial duty assignment of former USCG/USCGR enlisting as E-3 or E-2 without designator shall be requested from CGPC-epm via Coast Guard Recruiting Center by electronic mail using the current assignment request format.
 - b. Prior service enlistees must report to their first duty station properly groomed and in the appropriate service dress uniform.
4. Persons Not Attending Recruit Training.
 - a. The initial duty assignment of an individual enlisting as a Petty Officer, E-3 with designator or former USCG/USCGR E-3 or E-2 without designator shall be obtained during the rate determination process. CGPC-epm will issue the orders.
 - b. Unit assignment requests shall only be submitted for individuals who are fully qualified for enlistment.
 - c. Prior service enlistees must report to their first duty station properly groomed and in the appropriate service dress uniform.

2.I.2. Processing Enlistment/Reenlistment Papers.

2.I.2.a. Explaining Enlistment Papers.

Recruiters shall explain in detail each document an applicant must sign. Recruiters shall not permit applicants to sign blank or partially completed forms.

2.I.2.b. The Privacy Act of 1974.

The Privacy Act of 1974 (5 USC 552(a)) requires recruiters to:

1. Inform people from whom information is collected of the uses of the information and the authority under which it is being gathered;
2. Not use or disclose information provided in any manner unknown to the person involved; and
3. Ensure that all applicants for entry into the Coast Guard or Coast Guard Reserve read the Privacy Act Statement and thoroughly understand the provisions therein. Applicants' attention shall be directed to the Privacy Act Statement in an enlarged poster version of CG-5084, posted conspicuously in the applicant processing areas, or to a standard sized copy of the form given to applicants with the entrance or application forms, either in person or via mail. Form CG-5084 may be provided to applicants to read while processing entrance or application forms. No record file copies are required.

2.I.2.c. Social Security Number.

1. Requirement. Applicants must obtain a Social Security Number prior to enlistment.
2. Recruiter Responsibilities.
 - a. If the enlistee has a Social Security Card, the recruiter shall obtain a copy and forward the copy with enlistment records.
 - b. Recruiters shall assist applicants who do not possess a Social Security Card, either never issued or lost, by providing an Application for Social Security Number or Replacement of Lost Card (Form SS-5).
 - (1) A supply of blank forms may be obtained from any Social Security Administration Office. The form shall be completed per instructions on the reverse side of the form. Item 11 of the form (mailing address) should show Commander (CGPC-adm-3), Coast Guard Personnel Command, Military Personnel Records, Washington, DC 20593-0001.
 - (2) The recruiter shall instruct the applicant to hand carry the completed form to the nearest Social Security Administration Office and to advise a Social Security Number or duplicate card is needed as soon as possible for the purpose of immediate enlistment in the U.S. Coast Guard.

- (3) It is anticipated that the applicant will be furnished a Social Security Number or duplicate card within seven to 10 days.
- (4) If the distance between the recruiting office and the nearest Social Security Administration Office is too great to hand-carry the completed form (SS-5), the recruiting officer shall mail the form with a transmittal letter requesting "expedited service" in furnishing the applicant a Social Security Number or duplicate card by telephone or letter to enable enlistment in the U.S. Coast Guard.
- (5) Enlistment may be effected after a bona fide Social Security Number has been received from the Social Security Administration, even though the actual card has not been received. In such cases, the enlistee must sign an Administrative Remarks (CG-3307) entry similar to the following:

I do not yet possess a Social Security Card although I have applied for the issuance/replacement of one on Form SS-5. The Social Security Administration has advised me the number being issued to me is [insert] I authorize Commander. CG Personnel Command (CGPC) to see my Social Security Card for number identification purposes before sending it to me.

- (6) The Officer administering the oath of enlistment will see the enlistee's Social Security Card or Number, as appropriate, verify the correctness of the number entered on the Enlistment/Reenlistment Document (DD-4) and Record of Military Processing (DD-1966), correct if necessary and initial the blocks containing the Social Security Number on both forms.

2.I.2.d. Record of Military Processing-U.S. Armed Forces (DD-1966).

1. Requirement. A Record of Military Processing (DD-1966) shall be executed for all applicants except those who, through preliminary interview, are found to be obviously unqualified. In the latter case, complete information shall be noted on the Prospect Data Card (CG-4071).
2. Review to Determine Basic Eligibility.
 - a. Completed applications shall be carefully reviewed to determine basic eligibility prior to further processing.
 - b. Recruiters shall use the Applicant Check-Off List (CG-4420) in determining the basic eligibility of applicants.

2.I.2.e. Request for Discharge or Clearance from Reserve Component (DD-368).

1. Requirement. Prior to enlisting in any regular or reserve Coast Guard program, Coast Guard policy requires the discharge of an individual serving in a reserve component or the Delayed Entry Program (DEP) of another branch of the Armed Forces from that reserve component or DEP. This requirement is met by obtaining clearance, via a Request for Discharge or Clearance from Reserve Component (DD-368), from an applicant's reserve component. The Request for Discharge or Clearance from Reserve Component (DD-368) authorizes discharge from the present reserve obligation contingent upon enlistment in the Coast Guard or Coast Guard Reserve.
 - a. Applicants shall not be enlisted until proper clearance for enlistment is obtained. This requirement may not be waived.
 - b. Recruiters shall ensure the applicant reads and understands the Privacy Act Statement included in the form.
 - c. In addition to the Request for Discharge or Clearance from Reserve Component (DD-368), applicants shall present to the recruiter a written release from the cognizant command to the effect that all clothing in kind, identification cards, property, other equipment and training aids issued on custody receipt cards have been surrendered. The original Request for Discharge or Clearance from Reserve Component (DD-368) is forwarded to CGPC-adm-3 with the enlistment papers. For applicants who are in National Guard components, an information copy of the Request for Discharge or Clearance from Reserve Component (DD-368) shall be sent to the Adjutant General of the state concerned.
2. Form Preparation. The Request for Discharge or Clearance from Reserve Component (DD-368) shall be prepared and forwarded in accordance with the following procedures depending upon the Reserve or Delayed Entry Program status of the applicant:
 - a. If the applicant is a member of the Coast Guard, Navy, Army, Air Force, Marine Corps, Army National Guard or Air National Guard Reserve Unit, participating in either a drilling pay (Selected Reserve) or drilling non-pay (IRR) status: the Recruiter-in-Charge shall submit the Request for Discharge or Clearance from Reserve Component (DD-368) to the applicant's unit commanding officer. For applicants who are in National Guard components, an information copy of the Request for Discharge or Clearance from Reserve Component (DD-368) shall be sent to the Adjutant General of the state concerned. For all Coast Guard Reservists, the Request

for Discharge or Clearance from Reserve Component (DD-368) shall be forwarded to the applicant's Integrated Support Command (ISC-fot).

- b. For a member of only the Navy, Air Force, Air National Guard, Army or Army National Guard Individual Ready Reserve or Standby Reserve (active) in a non-drilling, non-pay status, clearance is not required from the service record holder prior to effecting enlistment. On enlistment, the recruiter shall forward by certified mail a Request for Discharge or Clearance from Reserve Component (DD-368) reporting enlistment and a copy of the Enlistment/ Reenlistment Document (DD-4) to the appropriate address below:

USNR
Commanding Officer
Naval Reserve Personnel Center (Code 40)
New Orleans, LA 70149

USAR (includes USANG)
Commander, U.S. Army
Reserve Component
(ATTN: AGUZ-PAD-ST)
Personnel Administration Center
9700 Page Blvd.
St. Louis, MO 63132

USAFR (includes USANG)
Commander
HQ ARPS/DPAD
6760 East Irvington, Pl., #1700
Denver, CO 80280-1700

- c. If applicant is a member of the Coast Guard or Marine Corps Individual Ready Reserve (IRR) or standby Reserve (active) in a non-drill, non-pay status, the Recruiter-in-Charge shall submit the Request for Discharge or Clearance from Reserve Component (DD-368) to the following address (do not send by certified mail):

USMCR
Director
Marine Corps Reserve
Support Center
10950 El Monte
Overland Park, KS 66211
USCGR
ISC-fot
CG District where applicant resides

- d. If the applicant is a member of a Delayed Entry Program (DEP) in another branch of the Armed Services, the Recruiter-in-Charge shall submit the Request for Discharge or Clearance from Reserve Component (DD-368) to the Commander of the field recruiting command where the person was placed in DEP (do not send by certified mail).
 - e. For persons who have been in the DEP in another Service and are already discharged, a Request for Discharge or Clearance from Reserve Component (DD-368) is not required; however, if the applicant cannot produce evidence of such discharge or other suitable reference, then the recruiting activity where the DEP was effected must be contacted to confirm that the discharge was completed and the reason for the discharge.
3. Form Distribution. The following procedures shall be used to distribute the Request for Discharge or Clearance from Reserve Component (DD-368) after enlistment:
- a. The original Request for Discharge or Clearance from Reserve Component (DD-368) shall be forwarded with the paperwork sent to CGPC-adm-3.
 - b. The two remaining copies shall be endorsed on the reverse side by the Recruiter-in-Charge indicating the date of enlistment, the number of years for which enlisted and the identity of the initial Coast Guard duty station.
 - c. One copy with the original second endorsement shall be returned to the Reserve activity so that the discharge processing can be completed, and the service and health records can be forwarded to the initial Coast Guard duty station identified on the DD-368.
 - d. File the remaining copy with second endorsement in the residual file.

2.I.2.f. Record of Emergency Data (CG-4113).

Refer to Military Personnel Data Records (PDR) Systems, COMDTINST M1080.10 (series), for instructions on the preparation of the Record of Emergency Data (CG-4113). The Record of Emergency Data (CG-4113):

1. Allows the service member to designate a beneficiary to receive the service member's final pay and allowances.

2. Allows the service member to designate either parents, brothers or sisters as beneficiaries for the six month death gratuity in the event the service member has no surviving spouse or children.
3. Allows the service member to designate a beneficiary for pay and allowances in the event that the service member is declared missing.
4. Provides the service member's commanding officer with current names, addresses and phone numbers for the next of kin to be used in the event the service member becomes incapacitated.
5. Provides information for commercial life insurance companies to be notified in case of death.
6. Does not designate SGLI beneficiaries. Such designations are made by executing Serviceman's Group Life Insurance Election (SGLV-8286).

2.I.2.g. Serviceman's Group Life Insurance Election (SGLV-8286).

1. The Serviceman's Group Life Insurance law specifically stipulates an automatic distribution of insurance proceeds in the following order of priority:
 - a. To the beneficiary designated in writing by the member; if none,
 - b. To the widow or widower; if none,
 - c. To the child or children in equal shares; if none,
 - d. To the parents in equal shares, or all to one surviving parent; if none,
 - e. A duly appointed executor or administrator of the insured's estate; if none,
 - f. To other next of kin.
 - g. An insured member may designate as beneficiary any person, firm, corporation or legal entity (including the estate of the member), individually or as trustee. A written designation of beneficiary will remain in effect until properly canceled by making a new designation, or canceled to restore the order of precedence established by law. To cancel a previous designation and restore the order or precedence established by law, the member should complete the Serviceman's Group Life Insurance Election (SGLV-8286).
2. The SGLV-8286 shall not be submitted to the Veterans Administration or the Office of Serviceman's Group Life Insurance. Distribution of copies of SGLV-8286 shall be as follows:
 - a. Original-forwarded to CGPC-adm-3 or CGPC-rpm (for reservists).

- b. First copy-sent to Training Center Cape May or the member's first unit to be promptly filed in member's Personnel Data Record (PDR).
- c. Second copy-provided to the member for personal records.

2.I.2.h. Police Record Check (DD-369).

- 1. DD-369 shall be completed and forwarded to civil law enforcement agencies where the applicant has resided.
- 2. Processing and enlistment of applicants may be completed even though Police Record Checks have not been received. Prospective recruits shall be advised that subsequent receipt of police records which were not cited on the Questionnaire for National Security Positions (SF-86) will result in an immediate discharge due to fraudulent enlistment.

2.I.2.i. Fingerprint Cards (DD-2280/FD-258).

- 1. It is important that identification records be prepared with care and strictly in accordance with the existing instructions. No fingerprint cards are authorized except DD-2280 and FD-258.
- 2. All fingerprinting should be done at the Military Entrance Processing Station (MEPS). When necessary, fingerprints will be taken by recruiting personnel.
- 3. Fingerprint cards shall be processed and forwarded to Commandant (G-O-CGIS). Ensure they are legible.
 - a. Armed Forces Fingerprint Card (DD-2280) -- used only for initial non-prior service applicants.
 - b. Applicant Fingerprint Form (FD-258) -- used for all prior service and officer program applicants. Also, use for RX Reservists who do not have an automated Entrance National Agency Check (ENTNAC) initiated by MEPS.

2.I.2.j. Coast Guard Recruit Identification Card (CG-2817).

Each enlistee will be furnished an Identification Card, Coast Guard Recruit (CG-2817) bearing his/her full name, for presentation and identification upon arrival at the training center or unit to which he/she is transferred. This card will also serve as a temporary identification card while en route to the prospective unit.

2.I.2.k. Certificate of Enlistment (CG-4986)

The Certificate of Enlistment (CG-4986) shall be issued to each individual upon original enlistment in the Coast Guard. This is an attractive certificate which is suitable for framing and display.

2.I.2.1. Questionnaire for National Security Positions (SF-86).

This form is used for Entrance National Agency Checks (ENTNAC) and for National Agency Checks (NAC).

1. ENTNAC. ENTNAC is used for non-prior service enlistees and is initiated at MEPS by use of Questionnaire for National Security Positions (SF-86). Along with this form, complete Fingerprint Cards (DD-2280) shall be submitted at the same time. The Coast Guard liaison is responsible for the timely preparation and submission to MEPS of these forms.

2. NAC.

a. A National Agency Check (NAC) package must be submitted by the recruiter to Commandant (G-O-CGIS) for prior service enlistees with more than one year break in service.

b. For prior service enlistees with less than one year break in service, a National Agency Check (NAC) package shall not be forwarded to Commandant (G-O-CGIS).

2.I.2.m. Montgomery GI Bill (MGIB) Statement of Understanding.

Recruiters/MEPS liaisons will be responsible for ensuring that former reservists initially entering active duty under a regular enlistment contract, complete a Veterans' Educational Assistance Act of 1984 (New GI Bill) application (DD-2366) for enrollment in the MGIB Active Duty Educational Assistance Program. Individuals entering active duty on 01 July 1985 or later, whose previous military experience consisted only of active duty training as a member of the Reserve component, are eligible to participate in the MGIB. The Commanding Officer of the enlistee's first unit must be notified if the member elects to participate.

1. The decision to enroll or disenroll must be made within the first two weeks of active duty. Once made, the decision is irrevocable.

2. Guidance regarding eligibility for the MGIB is found in Montgomery GI Bill (MGIB), COMDTINST 1760.9 (series).

2.I.2.n. Administrative Remarks (CG-3307).

Chapter 6 contains sample Administrative Remarks entries to be completed for each enlistee as well as sample entries that are made in certain circumstances, not for all enlistees. A check-off list of items to be explained to applicants/ enlistees by the recruiter is also provided in Chapter 6.

2.I.2.o. Immunization Record.

Recruiters shall inform personnel going to Training Center Cape May for recruit training to bring documentation of any immunizations. Acceptable documentation consists of hospital or physician records, shot records from public health clinics or other official correspondence detailing date, type and location of immunization. USCG Record of Vaccination (CG-5567) may be used to document immunization. Recruits who cannot provide documentation of requisite immunizations will receive them during recruit training.

2.I.2.p. Direct Deposit.

All recruits are required to be equipped with Direct Deposit forms with routing numbers. They also must have an Automated Teller Machine (ATM) Card and Personal Identification Number (PIN). Absent these, recruits will be unable to obtain funds.

Commanding Officer (pbr)
Recruit PERSRU (CWO)
USCG TRACEN
1 Munro Ave.
Cape May, NJ 08204-5002

2.J. Disposition of Enlistment Documents.

2.J.1. Forwarding Documents.

2.J.1.a. Documents Forwarded from MEPS.

After enlistment has been effected, Coast Guard Liaison members shall coordinate with local MEPS administrative personnel to ensure the packaging and forwarding of the enlistment papers to the destinations listed in Table 2-S.

2.J.1.b. Documents Forwarded to Commandant (G-O-CGIS).

Recruiters shall request National Agency Checks (NAC) for certain prior service enlistees. Recruiters shall direct completion of the following forms in accordance with CG Personnel Security Program (COMDTINST M5520.12 (series)), and forward the records to Commandant (G-O-CGIS) upon enlistment.

1. Personal Security Action Request (OPNAV 5510/413).
2. Five copies with original signature of Questionnaire for National Security Positions (SF-86).
3. Two original completed Applicant Fingerprint Forms (FD-258).
4. Coast Guard Release Form (CG 5044).

2.J.1.c. Documents Forwarded to HRSIC.

The following documents shall be forwarded to Human Resources Services and Information Center (HRSIC) for prior service enlistees only:

1. Original Request for Statement of Creditable Service (CG-3145).
2. Copies of all Reports of Separation (DD-214s).

2.J.2. PMIS Database Entry.

Personnel Management Information System (PMIS) Database Submission form (Annex R) shall be prepared for all personnel who will attend recruit training or be assigned directly to a Coast Guard unit (former Coast Guard members or other prior service personnel enlisted under the Open Rate List). Annex R shall be prepared in addition to the Enlistment/Reenlistment Document (DD-4). This form will be used by the servicing Personnel Reporting Unit and Training Center Cape May Recruit personnel to enter the member into the PMIS database.

APPENDIX TO CHAPTER TWO.

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TABLE 2-A: People Not Eligible to Enlist

Categories of People Not Eligible to Apply	
Persons in the below listed categories shall NOT be allowed to apply for enlistment if they:	
	Have reservations about military service for religious, moral or ethical reasons.
	Have religious beliefs which are in conflict with the principle of unrestricted service on a 24 hour/7 days per week basis.
	Are a conscientious objector.
	Object to bearing arms in the enforcement of Federal law.
	Fear being in, on or near water.
	Are pregnant.
	Have any court action pending.
	Are in receipt of or have a claim pending for pension, disability, allowance or disability compensation from the U.S. government on account of their military service, unless their rights to such compensation are waived.
	Were convicted of a serious crime (see TABLES 2-D, 2-E, 2-F, 2-G and 2-H)
	Are awaiting trial or sentence by a civil court.
	Have been pardoned for otherwise disqualifying offenses.
	Have been confined in a Federal or State prison.
	Are on probation, or other civil restraint, or their release is contingent on enlistment, or their release was obtained to become eligible for enlistment.
	Have a history of juvenile delinquency, including those adjudicated as youthful offenders or wayward minors.
	Have been raised and trained in institutions having correctional features.
	Have a medical condition or history listed in (TABLES 2-L and 2-M)
	Have repeatedly used any drug or chemical substance, including marijuana, at some point in time (past or present), with such frequency that it appears that the use of and reliance on these substances is part of their behavior pattern. This includes individuals who have participated in a drug rehabilitation program. NOTE: This does not include drug experimentation. A drug experimenter is one whose use of drugs is no more than a few times for reasons of curiosity, peer pressure or similar reasons.
	Use (or have used), other than as prescribed by a recognized health care provider, any drug or substance listed in Part 1308 of Title 21 of the Code of Federal Regulations which has a stimulant, depressant or hallucinogenic effect or potential for abuse (not including marijuana) within one year prior to examination.
	Have prior military service and been assigned a reenlistment code of RE-4.
	Have prior military service and concealed that fact from the recruiter.

TABLE 2-B: Age Criteria.

Age Criteria		
Qualification		Age
Processing Stage		Lead Pre-screening
Criteria:		
At least	But less than	That person:
--	17	may not apply.
17	18	may apply if they either obtain custodial parent/ guardian consent, are an emancipated minor, or they are married.
18	28	may apply.
28	30	may apply if they are prior service
30	40	may apply if they are prior service enlisting in pay grade E-4 or above. *constructed age must be less than 35 (the person's chronological age less the amount of prior active duty military service).
40	--	may not apply.
Recruiter Action		Must verify date of birth, parental consent, emancipation decrees, prior military service.
Considerations		Age criteria is established with a projected career path of 20 years or longer. Age waiver requests are inappropriate for those enlisting at E-3 or below, or those 40 years or older, regardless of qualification.

TABLE 2-C: Citizenship Criteria.

Citizenship Criteria		
Qualification	Citizenship	
Processing Stage	Lead, Prospect	
Criteria:	If person is a(n):	That person:
	U.S. citizen or national	may apply.
	Immigrant Alien	may apply IF they are admitted to the U.S. for permanent residence AND have no prior military service.
	Non-immigrant Alien	may not apply.
Recruiter Action	Must verify citizenship of all potential applicants.	
Considerations	<p>Resident aliens who are otherwise qualified and whose country of origin is in the following list may apply if authorize by CGPC-CGRC:</p> <p>Afghanistan Albania Angola Bulgaria Cambodia Cuba Democratic Peoples Republic of Korea (North Korea) Democratic Peoples Republic of Vietnam Estonia Ethiopia Iran Iraq Laos Latvia Libyan Arab Republic Nicaragua Romania Southern Yemen Syria Union of Soviet Socialist Republics Yugoslavia</p> <p>Aliens may only enter ratings where a FINAL SECRET clearance is not required. These are: BM, DC, EM, HS, MK, SK and FS. All applicants must read, write and speak English fluently.</p>	

TABLE 2-D: Felonies.

The following is intended as a guide. Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule will be applied: if the maximum confinement for the offense under local law exceeds one year, the offense should be treated as a felony.

Aggravated assault; assault with a deadly weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony	Indecent assault
Arson	Kidnapping/abduction
Attempt to commit felony	Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, taking mails; depositing obscene or indecent matter
Breaking and entering with intent to commit felony	Maiming; disfiguring
Bribery	Manslaughter
Burglary	Misprision of felony
Carnal knowledge of child under the age of 16	Murder
Cattle rustling	Narcotics or habit-forming drugs; wrongful possession, use, sale
Check; worthless, making or uttering, with intent to defraud or deceive (value over \$100)	Pandering
Conspiring to commit felony	Perjury; subordination of perjury
Criminal libel	Public records: altering, concealing, destroying, mutilating, obliterating, removing
Extortion	Rape
Forgery; knowingly uttering or passing a forged instrument	Riot
Graft	Robbery
Grand larceny; embezzlement (value over \$100)	Sedition; solicitation to commit Sedition
Housebreaking	Sodomy
Indecent acts or liberties with a child under the age of 16	Stolen property

TABLE 2-E: Major Misdemeanors.

The following is intended as a guide. Offenses of comparable seriousness should be treated as major misdemeanors. In doubtful cases, the following rule should be applied: if the maximum confinement for the offense under local law exceeds four months but is less than one year, the offense should be treated as a major misdemeanor.

Adultery	Negligent homicide
Assault consummated by battery	Petty larceny (value \$100 or less);stealing hubcaps; shoplifting
Bigamy	Reckless driving (two or more offenses)
Breaking and entering vehicle	Reckless driving (less than two offenses)
Check, worthless, making or uttering, with intent to defraud or deceive (value \$100 or less)	Resisting arrest
Contributing to the delinquency of a minor	Slander
Desecration of grave	Selling or leasing weapons to minors
Domestic violence misdemeanors	Stolen property, knowingly receiving (value \$100 or less)
Driving while drugged or intoxicated	Suffrage rights, interference with
Failure to stop and render aid after accident	Unlawful carrying of firearms; carrying concealed firearms
Indecent exposure	Use of telephone to abuse, annoy, harass, threaten or torment another
Indecent, insulting or obscene language	communicated to another directly by telephone Willfully discharging firearm so as to endanger life; shooting in public place
Leaving dead animal	Wrongful appropriation of motor vehicle; joy-riding; driving motor vehicle without owner's consent. This group of motor vehicle offenses and offenses of comparable nature and seriousness but variously described (auto theft, auto larceny, etc.) comprise the familiar case of taking or withholding a motor vehicle without authority and with intent to temporarily deprive the owner of his/her property.
Looting	Wrongful use or possession of marijuana

TABLE 2-F: Minor Non-Traffic Offenses.

The following list is intended as a guide. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, the following rule should be applied: if the maximum confinement for the offense under local law is four months or less, the offense should be treated as minor.

Abusive language under circumstances to provoke breach of peace	Nuisance, committing
Carrying concealed weapon (other than firearm); possession of brass knuckles	Poaching
Curfew violation	Possession of cigarettes by minor
Damaging road signs	Possession of indecent publications or pictures
Discharging firearm through carelessness	Purchase, possession or consumption of alcoholic beverages by minor
Discharging firearm within municipal limit	Removing property under lien
Disobeying summons	Removing property from public grounds
Disorderly conduct; creating disturbance; boisterous conduct	Robbing the orchard
Disturbing the peace	Shooting from highway
Drinking liquor on train (other than club car)	Shooting on public road
Drunk in public; drunk and disorderly	Simple assault
Dumping refuse near highway	Throwing glass or other material in road
Fighting; participating in affray	Trespass to property
Fornication	Unlawful assembly
Illegal betting or gambling; operating illegal handbook, raffle, lottery, punchboard, matching, cockfight	Using or wearing unlawful emblem
Juvenile non-criminal misconduct: beyond parental control, incorrigible, runaway, truant, wayward	Vagrancy
Killing domestic animal	Vandalism: injuring or defacing public property or property of another, shooting out street lights
Liquor: unlawful manufacture, sale, possession, consumption in public place	Violation of fireworks law
Loitering	Violation of fish and game laws
Malicious mischief: painting water tower; throwing water-filled balloons, rocks on highway, missiles at athletic contests, objects at vehicles	

TABLE 2-G: Minor Traffic Offenses.

The following list is intended as a guide. Offenses of a similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

Blocking or retarding traffic	Failure to yield right of way
Careless driving	Faulty equipment: defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, windshield wipers
Crossing yellow line; driving left of center	Following too closely
Disobeying traffic lights, signs or signals	Improper backing: backing into intersection or highway, backing on expressway, backing over crosswalk
Driving on shoulder	Improper blowing of horn
Driving uninsured vehicle	Improper parking: restricted area, fire hydrant, double parking
Driving with blocked vision	Improper passing: passing on right, in no-passing zone, passing parked school bus, pedestrian in crosswalk
Driving with expired plates or without plates	Improper turn
Driving without license or with suspended or revoked license	Invalid or unofficial inspection sticker; failure to display inspection sticker
Driving without registration or with improper registration	Leaving key in ignition
Driving wrong way on one-way street	License plates improperly displayed or not displayed
Failure to comply with officer's directives	Operating overloaded vehicle
Failure to have vehicle under control	Racing; dragging; contest for speed
Failure to keep to right or in line	Reckless driving (single offense)
Failure to signal	Speeding
Failure to stop for or yield to pedestrian	Spinning wheels; improper start; zigzagging or weaving in traffic
Failure to submit report following accident	

TABLE 2-H: Character Criteria for Offenses.

Character Criteria		
Qualification	Character	
Processing Stage	Lead, Prospect, Applicant	
Criteria: If that person is on:	Convicted:	That person:
List 1-one or more offenses	Yes	may not apply
SEE TABLE 2-D	No	may apply if a waiver is granted by CGPC-CGRC
List 2-no more than one offense within the past year or two offenses within the past five years	Yes	may not apply
SEE TABLE 2-E	No	may apply if a waiver is granted by CGPC-CGRC
List 3-no more than two offenses within the past year or three within the past five years	Yes	may apply if a waiver is granted by RIC
SEE TABLE 2-F	No	may apply
List 4-no more than three offenses within the past two years	Yes	may apply with RIC authority without reference to CGPC-CGRC
SEE TABLE 2-G	No	may apply
Recruiter action:	Make initial determination of the character of the prospect	
RIC action:	Make determination of the character of the prospect	
Considerations:	Recruiters have the authority to reject a prospect at any time through selective recruiting. Records of arrest and detention support those considerations.	

TABLE 2-I: Educational Tier Definitions.

Educational Tier Definitions	
Credentials	Qualifications
Tier I: High School Graduate	High School Diploma: Based on attendance and completion of a 12 year or grade day program of classroom instruction; issued from the school where the individual completed all the program requirements.
	Adult Education Diploma: Secondary school diploma awarded on the basis of attending and completing an adult education or diploma "external" program, regardless of whether the diploma was issued by a state or by a secondary or post-secondary educational institution.
	Completed One Semester of College: A person who attends a college or university and completes at least 15 semester or 20 quarter hours of college-level credit.
Tier II: Alternative Credential Holder	Test-Based Equivalency Diploma: A diploma or certificate of General Educational Development (GED) or other test-based high school equivalency diploma, including statewide testing programs.
	High School Certificate of Attendance.
	Correspondence School Diploma.
	Occupational Program Certificate: Earned by attending a non-correspondence vocational, technical or proprietary school for at least six months. An individual so designated must also have completed 11 years of regular day school.
	Home Study Diploma: Secondary school diploma based on certification of a parent or guardian.
Tier III: Non-High School Graduate	Individuals who are not attending high school and are neither high school graduates nor alternative credential holders.

TABLE 2-J: AFQT Criteria.

AFQT Criteria		
Qualification	AFQT Scores	
Processing Stage	Applicant	
Criteria:	If a person scores:	then that person:
	less than 40	Spanish speakers may be enlisted with an AFQT of less than 40 with CGRC waiver. All others may not apply
	Tier I, 40 or more and person is non-prior service or CG prior service may apply	may apply
	Tier I, 50 or more and person is prior service (non-CG)	
	Tier II, 50 or more and CG prior service	
	Tier II, 65 or more and person is prior service (non-CG)	
		may apply
Recruiter Action:	Must qualify applicants based on AFQT scores.	
Considerations:	Educational Tier Definitions, Table 2-I	

TABLE 2-K: Medical Prescreening.

Medical Prescreening

Processing Stage:	Lead, prospect screening, applicant processing	
Criteria:	If person is:	then:
	in apparent good health and does not indicate any automatically disqualifying conditions, meets CG height and weight standards	he/she may apply
	indicates any automatically disqualifying condition or fails to meet CG height and weight standards	he/she may not apply
Recruiter action:	Have applicants complete Medical Prescreening Form (DD-2246). Review form with applicant.	
Considerations:	Recruiters are not expected to be physicians or to make medical judgments. However, by prescreening persons with obvious impairments, recruiters save time and monetary resources.	
	Questions arising during medical prescreening may be addressed to CGPC-adm directly for clarification. Waivers shall not be requested during prescreening phase.	

TABLE 2-L: Obvious Disqualifying Medical Conditions.

Obvious Disqualifying Medical Conditions	
Acromegaly (abnormal enlargement of arms/ legs)	Mutism, unable to speak, regardless of cause
Alcoholism, chronic	Neck, tumor of thyroid, enlarged lymph nodes which interfere with clothing
Amputation of arm or leg	Neurosyphilis of any form (syphilis that affects the brain or spinal cord)
Amyloidosis	Paraplegia (paralysis of legs)
Aphonia (loss of voice)	Penis, amputation of, that does not permit normal urination
Ankylosing spondylitis (immobile spine)	Pneumonectomy (removal of lung)
Bee sting allergy, a reliable history of anaphylaxis to stinging bees	Polymyositis (inflammation of several muscles at once)
Blindness, in one or both eyes	Progressive systemic sclerosis (PSS) (thickening of skin)
Coronary heart disease	Psoriasis, if severe or extensive (chronic skin condition)
Deafness, one or both ears	Psoriatic arthritis (inflammation of joint)
Deformities of a marked degree which interferes with normal body function	Raynaud's phenomenon/disease/syndrome
Deformities, of mouth, throat or nose severe enough to interfere with speech or chewing of ordinary food	Regional enteritis (Crohn's disease)
Dermatomyositis (inflammation of skin/muscles)	Reiter's disease/syndrome (has arthritis)
Diabetes	Rheumatoid arthritis
Empyema, or unhealed sinuses after surgery (pus in any body cavity)	Rhabdomyolysis, or history of (destruction of muscle fibers)
Endometriosis (abnormal occurrence of tissue in pelvic cavity)	Sarcoidosis (unless in spontaneous remission over two years)
Epispadias or Hypospadias (congenital deformity of the penis), severe enough to interfere with normal urination or associated with recurrent or chronic infection	Scars that interfere with movement or show tendency to breakdown or ulcerate
Eye, loss of	Scleroderma (same as PSS above-thickening of skin)
Gigantism	Seizures after age five; if not seizure-free, off medication for five years
Harelip, severe, causing speech defects	Sjogren's syndrome
Hodgkin's disease (a type of cancer)	Skin diseases/conditions that are chronic, recurring or severe
Inflammatory bowel disease	Sleep walking after age 12
Kidney, absence of one	Skull, deformities of, associated with diseases of the brain, spinal cord or peripheral nerves

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Kidney stones, stone within the previous 12 months, recurrent stone or bilateral stones at any time	Surgery, any within the last six weeks except minor dermatologic or dental
Leprosy	Systemic lupus erythematosus (SLE) (arthritis, anemia, etc.)
Lymphoma	Testicle, undescended
Mental illness, with commitment or by history	Testicles, absence of both
Mental retardation	Tracheostomy (an opening in the throat in which the patient breathes)
Mixed connective tissue diseases	Tuberculosis, any active form treated within the last two years or relapse
Multiple sclerosis (disease that affects coordination and speech)	Tumor, benign of such a size and location to interfere with wearing of clothing
Muscular dystrophy (muscular weakness, loss of muscle tone)	Tumor, malignant (cancer): exception for basal cell carcinoma, removed with no residual.
	Ulcer of stomach or duodenum, confirmed by x-ray or endoscopy
	Valvular diseases of the heart, including those surgically improved (diseases that affect the valves of the heart)
	Vasculitis, or history of (inflammation of blood or lymph vessels)
	Vasculitis, or history of (inflammation of blood or lymph vessels)

TABLE 2-M: Medical Waiver Criteria.

Medical Waiver Criteria		
Qualification:	Medical	
Processing Stage:	Applicant	
Criteria	If MEPS finds applicant:	then:
	physically qualified	recruiter may continue processing.
not physically qualified but a waiver is not recommended	recruiter may submit a waiver request to CGPC-CGRC.	
Recruiter action:	Make waiver requests as appropriate.	
Considerations:	Recruiters shall use the Medical Waiver Cover Sheet (CG-5566) when forwarding medical waiver requests.	
	Applicants found to be not physically qualified and no waiver recommended will normally be allowed to submit additional information for MEPS consideration.	
	Waiver requests for applicants who are not recommended for waiver by MEPS should be reserved only for the highest quality applicants.	
	Waiver requests shall contain original or legible copies of SF-88, SF-93 and all additional documents containing information on the applicant's condition.	

TABLE 2-N: Dependency Criteria.

Dependency Criteria		
Qualification:	Dependency	
Processing Stage:	Lead, prospect	
Criteria:	If the person is:	then he/she:
	Single with no dependents	may apply
	Single with sole custody of dependents	may not apply
	Single with joint custody of dependents	may apply if he/she does not have primary custody of dependents and if their number does not exceed two for E-3 and below, three for E-4 and above, and more than three for E-5 and above, with a waiver
	Single or married and relinquishes custody of dependent(s) to qualify to enlist	may not apply
	Married with no more than one additional dependent	may apply
	Married with no more than two additional dependents	may apply if enlisting in pay grade E-4 or above
	Married with more than two additional dependents	may apply if enlisting in pay grade E-4 or above and a waiver is granted by CGPC-CGRC
	Married with active duty CG spouse and no more than two additional dependents	may apply
	Married with active duty CG spouse and more than two additional dependents	may apply if spouse is in pay grade E-5 or above, including officers, and a waiver is granted by CGPC-CGRC
Recruiter action:	Must verify dependency status of potential applicants	
Considerations:	All cases of questionable dependency status where person is cleared to apply must be supported by documentation such as court records.	
	In the case of an applicant with a pregnant dependent, the number of dependents will be computed to include the unborn child(ren).	
	Recruiter judgment is necessary in determining intent to relinquish custody to enlist. Rule of thumb-if the case seems suspicious, forward to CGPC-CGRC for determination.	

TABLE 2-0: Financial Criteria.

Financial Criteria		
Qualification:	Financial	
Processing Stage:	Lead, prospect, applicant	
Criteria:	If the person has:	then he/she:
	no debts or total debt is not more than 30% of projected pay and allowances	may apply
	total debt of more than 30% of projected pay and allowances	may apply but CGPC-CGRC review and concurrence shall be obtained
Recruiter action:	Must direct all applicants to complete CG-4891. Must evaluate information and determine if person is financially prepared.	
	The applicant must understand that indebtedness may lead to discharge for fraudulent enlistment.	
Considerations:	Recruiters are not loan officers and CG-4891 is not verified by credit bureau.	

TABLE 2-P: Delayed Enlistment Program.

TABLE 2-P(a):Criteria.

Delayed Enlistment Program Criteria	
To enter the DEP, the applicant must:	Have no prior military service.
	Meet all of the requirements for enlistment. MEPS physical examinations are valid for 24 months. To be enlisted, applicant must pass a physical inspection.
	Be a High School senior.
	Be less than 28 years old prior to enlistment unless CGPC-CGRC waiver has been obtained.
Qualified applicant may be:	Enlisted up to 12 months.
	Delayed up to 30 days from scheduled enlistment for urgent reasons.

TABLE 2-P(b): Benefits.

Delayed Enlistment Program Benefits	
Benefits obtained by Enlistee:	Firm entrance date.
	Better "A" School choices (when available).
	Earlier service commitment.
Benefits not obtained by Enlistee	Serviceman's Group Life Insurance (SGLI).
	Pay and allowances; pay base date.
	Exchange and MWR privileges
	Commissary privileges
Benefits obtained by the Coast Guard:	Medical benefits.
	Manages flow of entering recruits.
	Helps instill service commitment by individual
	People in DEP make referrals.

TABLE 2-Q: Guaranteed Class "A" School Programs.

Guaranteed Class "A" School Programs		
Type I	Description:	Applicant is guaranteed a particular Class "A" School convening date. Six year enlistees will also receive a home port. Member reports to school as first unit after recruit training. Prior CG enlistees report directly to "A" School.
	Qualifications:	Applicant must be fully qualified for enlistment.
		Have a confirmed shipping date ten to 14 weeks prior to class convening date.
		Be Tier I qualified.
		Meet "A" School entrance requirements.
Type II	Description:	Applicant is guaranteed the next available Class "A" School after advancing to pay grade E-3 and serving a minimum of six months in an INCONUS unit.
	Qualifications:	Applicant must be fully qualified for enlistment.
		Have a confirmed shipping date.
		Be Tier I qualified.
		Have AFQT percentile of 75%.
		Meet "A" School entrance requirements.

TABLE 2-R: Language Skill Codes.

Language Skill Codes	
Skill Level:	Definition:
1	Ability to speak with elementary proficiency to meet travel needs and courtesy requirements. Familiar topics can be discussed. Errors will be frequent but the speaker will be easily understood.
2	Ability to read and write with elementary proficiency. Can communicate in written form concerning familiar topics. Errors will be frequent, but ideas will be generally understood.
3	Ability to satisfy routine social demands and limited military requirements. Must be able to read, write and converse with ease on current events, work, family and general interest topics, and also have limited ability to read, write and converse on technical subjects.
4	Ability to converse and correspond effectively with few error on most topics, and fairly extensively on technical topics.

TABLE 2-S: Disposition of Enlistment Documents.

Disposition of Enlistment Documents						
Document Description		Form No.	1	2	3	4
1	Orders and amendments		N	7C	3C	C
2	USMEPCOM PCN 714ADP	714ADP	N	O	C	N
3	ENTNAC/NAC results:					
3.1	Report of National Agency					
	Check (manual ENTNAC/NAC)	DIS Form 1	N	O	C	N
4	Enlistment/Reenlistment documents:					
4.1	Enlistment/Reenlistment Document	DD-4	O	C	C	C
4.2	Restrictions on Personal Conduct in the Armed Forces	USMEPCOM Form 601-23-4-E	N	O	N	C
4.3	Statements of Understanding (DD-4 series annex(es))	CF Form 3301-A	O	C	C	C
4.4	Applicable Statements of Understanding	DD-4 series annex(es)	O	C	C	C
5	Record of Emergency Data	CG-4113	O	C	C	C
6	Medical documents:					
6.1	Report of Medical Examination	SF-88		O/ C	C	
6.2	Medical supporting documentation from consultants, private physicians, etc.			O/ C	C	
6.3	Audiogram			O		
6.4	Report of Medical History	SF-93		O/ C	C	
6.5	Applicant Medical Prescreening Form	DD-2246		O	C	
6.6	Privacy Act Statement-Health Care Records	DD-2005		O	C	
7	Record of Military Processing-Armed Forces of the United States	DD-1966	O	C1	C2	C3
8	Enlistment Authorization or Rejection (Waiver document) [note 5]	CGHQ-4072		C	C	
9	DD Forms:					
9.1	Certificate of Release or Discharge from Active Duty	DD-214	C	C	C	O
9.2	Request for Conditional Release or Discharge from Reserve or Guard Component	DD-368	O	C	C	
9.3	Police Record Check	DD-369				
9.4	Request for Verification of Birth	DD-372		C	C	
9.5	ASVAB Scoring Worksheet	DD-1304.12-K		O	C	

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10	Service forms/documents [notes 5, 6]					
10.1	Chronological Record of Medical Care	SF-600		O		
10.2	Request for Statement of Creditable Service	CG-3145		C	C	
10.3	Administrative Remarks	CG-3307	O	C	C	
10.4	Chronological Record of Service	CG-4057		O	C	
10.5	Request for Personal Reference(s)	CG-4445/ (A)			C	
10.6	Acknowledgment of Guaranteed A School Agreement	CG-4835		C	C	O
10.7	Statement of Financial Obligations/Spouse's Consent	CG-4891		C	C	
10.8	Applicant's Bi-lingual Statement			C	C	C
10.9	Authorized miscellaneous/ personal documentation used to verify requirements, education, dependency, citizenship (including INS documentation)		C	C	C	
10.10	Social Security Number determination			C	C	O
10.11	Statement of Understanding (not DD-4 annex)		O	C	C	C
11	Questionnaire for National Security Positions	SF-86		O/C	C	C
12	Direct Deposit Program form	SF-1199A		O		

Key to TABLE 2-S: Disposition of Enlistment Documents:

Packet Number:

1. Commander (CGPC-adm-3)
Coast Guard Personnel Command
2100 Second Street, S.W.
Washington, DC 20593-0001 [note 2]
2. Training Center, Cape May or first duty station if training not required [note 3]
3. USCG Recruiting Office [note 4]
4. Enlistee

O--Original copy

C--Copy (C1--Yellow Copy; C2--Green Copy; C3--Pink Copy)

1. If applicable.
2. Address regular and reserve to: Attn: Enlisted Records [or] Reserve Records, whichever is applicable.
3. Use CG Form 3300 (Enlisted Service Record-Cover) (provided by CG Liaison) for this packet. CG recruiting personnel will retain this packet for Reserve enlistees scheduled to return for shipment to Cape May for training.

4. USMEPCOM Form 601-23-E, if applicable, USMEPCOM Form 714A-E, and any remaining extraneous copies of forms or papers will be furnished to the service counselor/liaison for the recruiting residual files or other disposition.
5. Shipping applicants will not be delayed due to non-receipt of service-unique forms and/or documents.
6. There is no required order of sequence for the service-unique documents.

Appendix 2-1: Applicant Briefing-Separation Policy.

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U. S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions restrict your personal behavior and this is different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Unacceptable conduct may be grounds for involuntary separation, such as:

You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities, you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

You fail to meet weight standards.

Although we have not and will not ask you whether you are a heterosexual, homosexual or bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, homosexual marriages or attempted homosexual marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you may be involuntarily separated before your term of service ends:

Homosexual acts. You engage in, attempt to engage in or solicit another to engage in a homosexual act. A "homosexual act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires (i.e., hand-holding, kissing or other physical contact of a sexual nature).

Homosexual statements. You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual or words to that effect. It also may include behavior a reasonable person would believe was intended to convey the statement you are a homosexual or bisexual.

Homosexual marriage. You marry or attempt to marry a person of your same sex.

You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

The Armed Forces do not tolerate harassment or violence against any service member for any reason.

Appendix 2-2.: Restrictions On Personal Conduct.

RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES

1. Military life is fundamentally different from civilian life. The military has its own laws, rules, customs and traditions, including numerous restrictions on personal behavior that would not be acceptable in civilian society. These are necessary because military units and personnel must maintain the high standards of morale, good order and discipline, and unit cohesion that are essential for combat effectiveness.
2. The Armed Forces must be ready at all times for worldwide deployment. Military law and regulations, including the Uniform Code of Military Justice (UCMJ), apply to service members at all times, both on base and off base, from the time the member enters the Service until the member is discharged or otherwise separated from the Armed Forces.
3. Members of the Armed Forces may be involuntarily separated before their term of service ends for various reasons established by law and military regulations, such as:
 - A member may be separated for a pattern of disciplinary infractions, a pattern of misconduct, commission of a serious offense or civilian conviction.
 - A member who has been referred to a rehabilitation program for personal drug and alcohol abuse may be separated for failure through inability or refusal to participate in, cooperate in or successfully complete such a program.
 - A member may be discharged by reason of parenthood, if it is determined the member is unable to perform his/her duties satisfactorily or is unavailable for worldwide assignment or deployment because of parental responsibilities.
 - A member may be separated for violation of laws or regulations regarding sexual conduct of members of the Armed Forces (i.e., engaging or attempting to engage in a homosexual act or soliciting another to engage in such an act; for stating that he/she is a homosexual or bisexual, or words to that effect; or for marrying or attempting to marry an individual of the same sex). See Reverse page of this document for more information.
 - A member may be separated for failure to meet service weight control standards.
 - A member may be separated for harassment or violation against any service member.

REVERSE OF RESTRICTIONS ON PERSONAL CONDUCT
IN THE ARMED FORCES

Policy: A member of the Armed Forces shall be separated from the Armed Forces under regulations prescribed by the Secretary of Defense if one or more of the following findings is made and approved in accordance with procedures set forth in such regulations:

1. That the member has engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts unless there are further findings, made and approved in accordance with procedures set forth in
 - such regulations, that the member has demonstrated that:
 - such conduct is a departure from the member's usual and customary behavior;
 - such conduct, under all circumstances, is unlikely to recur;
 - such conduct was not accomplished by use of force, coercion or intimidation;
 - under the particular circumstances of the case, the member's continued presence in the Armed Forces is consistent with the interests of the Armed Forces in proper discipline, good order and morale; and
 - the member does not have a propensity or intent to engage in homosexual acts.
2. That the member has stated that he/she is a homosexual or bisexual, or words to that effect, unless there is a further finding, made and approved in accordance with procedures set forth in the regulations, that the member has demonstrated that he/she is not a person who engages in, attempts to engage in or intends to engage in homosexual acts.
3. That the member has married or attempted to marry a person known to be of the same biological sex.

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3. ENLISTED RECRUITING, COAST GUARD RESERVE

3.A. General Requirements

3.A.1. Enlisted Recruits

3.A.1.a. Waiving Minimum Standards

Minimum standards may be waived in the same manner for reserve applicants as they are for active duty applicants (see Chapter 2). Waivers are handled through Coast Guard Recruiting Center.

3.A.1.b. Periods of Enlistment.

1. Original Enlistment. The minimum original enlistment obligation is eight years.
2. Reenlistment. At his/her option, a member may reenlist for a period of two, three, four, five, six or eight years. The reenlistment period must equal or exceed the remaining initial military service obligation.
3. People Ineligible to Enlist. People not eligible to enlist are the same for both active and reserve applicants with one exception: a person released from active duty due to the High Year Tenure (HYT) policy may be recruited as a reservist (see Chapter 2).
4. People Requiring Written Authorization to Enlist. Applicants in jobs critical to the success of national goals during war or national emergency require written authorization from Coast Guard Recruiting Center before they may enlist.
 - a. Applicants who require a deferment in excess of three months upon being called to active duty because of their civilian occupation are not eligible to enlist without prior written authorization from Coast Guard Recruiting Center.
 - b. Applicants who have over 13 years of non-Coast Guard military service, not more than ten of which may be active, must have written authorization from Coast Guard Recruiting Center unless the applicant reenlisted on the day following discharge from active service.

3.A.1.c. Age.

Age limits vary by program. All other age-related requirements (waivers, parental consent, verification) are the same for reserve applicants as they are for active duty applicants; see ? Article 2.

3.A.1.d. Verifying Date of Birth.

A reserve applicant's date of birth is verified in the same manner as an applicant applying for active duty (see Chapter 2).

3.A.1.e. Enlisting Aliens.

An immigrant alien may be enlisted into the CG reserve in the same manner and with the same restrictions as active duty immigrant applicants. Non-immigrant aliens may not be enlisted in the reserve.

3.A.1.f. Character.

RXs and prior service (other than Coast Guard) applicants must submit completed character references from employers (for the past two years) or schools (for the past five years). All other character requirements are the same for both reserve and active duty applicants (see Chapter 2).

3.A.1.g. Training Requirements.

ASVAB Testing Requirements	
Training Category	Minimum ASVAB Requirements
RPs, RKs, and non-Coast Guard prior service applicants	ASVAB requirements for the Class "A" school they will attend
RYs	Same requirements as active duty applicants
Coast Guard prior service applicants	Do not need to take the ASVAB

3.A.1.h. Education Requirements.

All reserve applicants must meet the same education requirements as active duty applicants; see Article 2 and Table 2-I.

3.A.1.i. Physical Requirements.

Reserve applicants have the same physical requirements as active duty applicants except the recruiter must ensure that recruits meet requirements for their future enlisted rating.

3.A.1.j. Dependents.

Reserve requirements differ from active duty requirements due to the usually part-time nature of the job. The only restrictions for enlistment based on number of dependents is:

1. Applicants who have sole/primary custody of another individual are not eligible for enlistment.
2. Applicants for the RY program may have only four dependents. Applicants for all other programs may have no more than six dependents. As used in this paragraph, the term "dependents" includes the applicant's spouse.
3. Married applicants with dependents whose spouse has an active duty or reserve military obligation must satisfactorily document their dependent care plans. The application package must include a current, indefinite general power of attorney.
4. Prior service members who were discharged or separated due to a dependent hardship may enlist if the reason for hardship no longer exists.
5. Waivers. Consideration may be given to waivers of excess dependents for personnel enlisting in any program. When requesting a waiver for excess dependents, send the complete pre-enlistment package to Coast Guard Recruiting Center. The waiver request shall include the specific recommendation of the recruiting officer with careful consideration of the financial obligations of the applicant and their spouse in relation to their total income.

3.A.1.k. Financial Criteria.

The financial criteria for reservists is the same as active duty (30%) for initial entry programs (RP, RY, RK, RM, and RF). Since applicants to other reserve programs frequently have high paying civilian jobs, 80% is the cutoff level before Coast Guard Recruiting Center review and concurrence is needed.

3.A.1.l. Swimming Requirements.

All reservists, except prior service Coast Guard, must pass a difficult swimming test during their initial training. Failure to pass the swim test will result in their failure to graduate from the initial training and the member's discharge from the Coast Guard Reserve. Applicants should be briefed on the

swimming test requirement and test specifics; see Enlisted Qualifications Manual, COMDTINST M1414.8 (series), Military Requirement (MRN), Subsection I.

3.A.1.m. Security Clearances.

Reservists must be eligible for security clearances if recruited into a secure rating. The secure ratings are aviation ratings, DP, ET, FT, GM, IV, MST, PA, PS, QM, RD, TC, TT and YN.

3.A.2. RX, RN, and RQ Review Panels.

One prerequisite for enlistment in the RX, RN, and RQ programs is a positive recommendation of the applicant's package by an Integrated Support Command or unit review panel.

3.A.2.a. Panel Composition.

The review panel shall consist of one officer and two petty officers from the appropriate rating. If possible, at least one member of the review panel will be from the unit where the applicant will be assigned. The panel need not convene in person.

3.A.2.b. Review Panel Activities.

The review panel's job is threefold:

1. To ensure the applicant has the necessary skills and experience to work at the apprentice level in the job being filled.
2. To ensure the applicant's prior experience qualifies him/her for Petty Officer Third Class in the RX program using force manager guidelines for the specific rating. A highly qualified applicant (skilled at the journeyman level and with demonstrated leadership ability) may be recommended by the review panel for enlistment as E-5.
3. For an RN or RQ who was not previously in the Coast Guard and who is being considered for billets above E-4, determine the grade level of entry for the applicant based on his/her skills and leadership experience. A prior service Coast Guard RQ need not pass a review panel.

3.A.2.c. Applicant Letter

The applicant will prepare a letter documenting his/her prior experience for the review panel to consider. To assist the applicant in preparing his/her letter, recruiters should provide

the applicant with a copy of the enlisted performance qualifications for the rating being sought.

3.A.2.d. Procedure

The recruiter requests a review panel; the appropriate Integrated Support Command (fot) coordinates the panel. The panel will document its results by letter to the Integrated Support Command (fot) with a copy to the recruiter. RX applicants recommended for E-5 enlistment will be forwarded to the Coast Guard Recruiting Center for approval.

3.B. Overview of Reserve Recruiting Programs.

The Coast Guard Reserve has recruiting programs for both prior and non-prior military service applicants. These programs represent various control "valves" for entry into the Coast Guard Reserve. Over time, the Coast Guard Recruiting Center may adjust or close off some of these valves to meet program needs.

3.B.1. Non-Prior Service Programs.

Age	Feature	Training	Reference
RP Program			
Minimum: 17 Maximum: 27	General guaranteed Class "A" school program	Recruit training; Class "A" school follows immediately	Table 3-A
RY Program			
Minimum: 17 Maximum: 27	General program; no guaranteed Class "A" school	Recruit training; 12 weeks of on-the-job (OTJ) training follows	Table 3-B
RK Program			
Minimum: 17 Maximum: 27	For Students: High school juniors and seniors, other students, and others who cannot perform 30 consecutive weeks of Initial Active Duty for Training (IADT)	First summer: Recruit training Inter-phase period Second summer: Class "A" School	Table 3-C.
RX Program			
Minimum: 26 Maximum: 34	For experienced professionals Must have qualifications to enter rate. graduate as E-4 or E-5 Integrated Support Command or unit panel must approve.	Two-week Reserve Enlisted Basic Indoctrination (REBI); 5; no Recruit Training or Class "A" School	For RX Program: Table 3-D1. For specific ratings, Table 3-D2
RM Program (MARTP)			
	For freshmen students at: California Maritime Academy; Great Lakes Maritime Academy; State University of New York Maritime College;	Table 3E and Maritime Academy Reserve Training Program (MARTP), COMDTINST 1131.22 (series)	

	Massachusetts Mari- time Academy; Maine Maritime Academy; Texas A&M University at Galveston		
RF Program (NAPS)			
	For Coast Guard Academy Applicants for Naval Academy Preparatory School (NAPS)		Table 3-F and Coast Guard Academy Preparatory Program, COMDTINST 1531.2 (series).

3.B.2. Prior Service Programs.

Age	Feature	Training	Reference
RJ Program			
Maximum: 29	For: Prior Coast Guard service (E-3 and above) with remaining military obligation. Integrated Support Command (fot) handles the same as those released from active duty (RELAD).	Table 3-G	
RN Program			
Prior E-3: Maximum 29. Prior E-4 and higher: Maximum 39. Applicants must be eligible to enlist.	For: Prior service (other than Coast Guard) (E-3 and above) with remaining military obligation. Integrated Support Command (fot) or unit panel must approve.	Selectees must attend Reserve Enlisted Basic Indoctrination (REBI)	Table 3-H
RQ Program			
Prior E-3: Maximum 29. Prior E-4 and higher: Maximum 39. Applicants must be eligible to enlist.	For: Prior Coast Guard service (E-3 and above) with no remaining military obligation Prior service (other than Coast Guard): same process as RN Program above.	Selectees must attend Reserve Enlisted Basic Indoctrination (REBI)	Table 3-I.

	Prior CG service:		
	Same process as RN		
	Program except		
	recruiters handle		
	enlistment (ISC and		
	unit approval not		
	required).		
	Integrated Support		
	Command (fot) or unit		
	panel must approve.		
RELADS from Active Duty			
	Integrated Support Command (fot) handles members released from active duty (RELAD) provided member's enlistment obligation has not expired.		Table 3-J.

3.C. Recruiting Incentives

3.C.1. Reserve Montgomery GI Bill (MGIB)

3.C.1.a. Eligibility.

After 30 June 1985, enlisted members must enlist, reenlist or extend a current enlistment obligation in the selected reserves for a period of six years to be eligible for Montgomery GI Bill benefits.

3.C.1.b. Eligibility Date.

Reserve Category	Eligible Date
RX, RQ, RJ and RN	The date they incur the six year obligation. RN and RQ enlistees may be eligible from prior service.
RP and RY	The date they complete initial active duty training (IADT) for their specific program.
RK	The latter of: <ol style="list-style-type: none"> 1. The date they complete initial active duty training (IADT) or 2. The date they graduate from high school or earn 12 semester hours at an accredited college. (Note: To establish eligibility enlistees must meet both requirements.)

3.C.1.c. MGIB Benefits.

Montgomery GI Bill benefits change frequently. The Department of Veterans Affairs provides the best source of information, the pamphlet "Summary of Educational Benefits Under the Montgomery GI Bill-Selected Reserve Educational Assistance Program, Chapter 106 of Title 10 U.S. Code," (VA Pamphlet 22-90-3, revised October 1994). For additional information, see ? Montgomery GI Bill, COMDTINST 1001.30 (series).

3.C.2. Reserve SGLI.

Serviceman's Group Life Insurance (SGLI) is an important benefit available to Coast Guard Reservists (selected reserves (SELRES) and Individual Ready Reserve (IRR) members. Reservists receive the same benefits as active duty personnel. Reserve Statements of Understanding include a notice to enlistees that any accrued payments will be deducted from their first inactive duty training (IDT) check.

3.C.3. Reserve Pay.

3.C.3.a. IDT Pay.

Inactive duty training (IDT) drill pay is based on 1/30 of a comparable active duty member's monthly basic pay for each drill. Since an IDT drill is defined as a period of four or more hours, reservists frequently perform four drills over a weekend, earning four days' base pay. Reservists do not receive allowances for IDT drills. For example, based on FY 1996 pay charts, an E-6 with more than 10 years' service would receive slightly more than \$230 for two days of drills.

3.C.3.b. ADT Pay.

Reservists performing active duty training (ADT), whether for training or augmentation, receive pay and many allowances. To estimate ADT pay, calculate the daily base pay, BAQ, and BAS by dividing the monthly rate by 30. Multiply this daily pay by the number of days of ADT. Additional allowances are paid to members called to active duty for more than 139 days.

3.C.4. Reserve Training.

The Coast Guard Reserve offers a wide variety of training programs, including Class "A" and "C" Schools, correspondence courses, and on-the-job training (OJT).

1. Class "A" Schools provide basic skills training in a specific rating (Class "A" School is guaranteed for the RK and RP Reserve recruiting programs).
2. Class "C" Schools provide more advanced training. Many Class "C" Schools are organized to provide two weeks of instruction to correspond with reservist's Active Duty Training or Annual Training (ADT-AT) periods.
3. Correspondence courses are available from the Coast Guard Institute. These courses are accredited and may count toward college credit.
4. Many employers consider on-the-job training (OJT) as the most valuable way to learn. Reservists perform this hands-on training at field units alongside active duty Coast Guard members.
5. Many colleges and universities grant college credit for Coast Guard training and experience. The American Council on Education evaluates Coast Guard training and recommends the amount of college credit for a given Coast Guard experience.

3.C.5. Other Reserve Benefits.

Reservists are eligible for a variety of other benefits, some of which are available only if the Reservist lives near a base or commissary. These benefits include:

1. Limited Commissary visits (visits are allowed based on the number of drills and during periods of active duty for training).
2. Unlimited exchange privileges.
3. MWR (Morale, Welfare and Recreation) sports equipment check out privileges and use of gyms, pools and other Department of Defense recreational facilities.
4. Medical and dental coverage during periods of active duty for training.
5. Space-available air travel on Department of Defense Air Mobility Command Flights within and between U.S. possessions.
6. Many employers continue to pay their Reservists during their active duty for training periods, giving the Reservist "double" pay.
7. Reservists become eligible for guaranteed VA home loans after six years of service as a Reservist or during some 90 day periods of active duty (e.g., active duty service during the Gulf War). Reservists who do not have war-time service must serve at least 181 days of continuous active duty.

3.C.6. Definitions.

3.C.6.a. Anniversary Year.

For those entering service after 30 June 1949 or whose Reserve service was broken after that date, the anniversary year (AY) begins on the date of entry or reentry to the day preceding the anniversary of entry or reentry. Reservists must earn at least 50 retirement points during an anniversary year to qualify for a good retirement year.

3.C.6.b. Active Duty for Training.

Active Duty for Training (ADT) is a tour of active duty used to train Reserve component members so they are qualified to fill Armed Forces' needs during war or national emergency and at such other times as national security requires. ADT includes annual training, special tours, school tours, and non-prior service enlistees' initial duty for training.

3.C.6.c. Active Duty for Training-Annual Training.

Active Duty for Training-Annual Training (ADT-AT) is the specified period of active duty (normally 12 days) required annually of all members of the Selected Reserve. It may be performed in increments of one or more days depending on mission requirements and budget constraints. The training must be related to the Reservist's rate, Reserve Personnel Allowance List (RPAL) requirements, or unit mission. Integrated Support Command commanders determine if periods of active duty satisfy the annual training requirement.

3.C.6.d. Initial Active Duty Training.

Initial Active Duty Training (IADT) is the initial active duty required of non-prior service enlistees. The length of IADT depends on the program under which the Reservist enlisted; for Montgomery GI Bill eligibility see ? Article 3.C.1.c.

3.C.6.e. Harbor Defense Command Unit (HDCU).

The Harbor Defense Command Unit (HDCU) is a contingency unit staffed by active and Reserve U.S. Navy and Coast Guard personnel. These units' elements may deploy overseas as Command and Control Cells supporting Coastal Sea Control and Harbor Defense missions.

3.C.6.f. Drill.

A drill, also called IDT (inactive duty for training), is a four-hour or longer period of paid duty. Some units have Reservists drill one weekend (four drills) a month. The annual requirement for drills is 48.

3.C.6.g. Individual Ready Reserve.

Unpaid Reservists, the Individual Ready Reserve (IRR) is not part of the Selected Reserves (SELRES), nor do its members have a requirement to actively drill. Used for prior service people who have not completed their eight-year military service obligation and those who remain affiliated with the Coast Guard but are not assigned pay (SELRES) billets.

3.C.6.h. Port Security Unit.

Port Security Units (PSUs) are commissioned contingency units staffed primarily by Reserve personnel. They are trained and equipped to deploy overseas in potential combat environments and provide waterside security for designated high-value assets. These units deployed overseas during the Gulf War (SW Asia, 1990-1991) and Operation UPHOLD DEMOCRACY (Haiti, 1994).

3.C.6.i. Reserve Enlisted Basic Indoctrination.

Reserve Enlisted Basic Indoctrination (REBI) is a two-week formal school providing basic indoctrination in Coast Guard policies conducted at Training Center Cape May. RX enlistees must complete it before they report to a unit. This training is not considered Initial Active Duty for Training (IADT).

3.C.6.j. Reserve Personnel Categories.

A Reserve Personnel Category is a two-character alpha code describing the Reserve category and class of Reservists. For example, RQ is a Ready Reserve member who does not have a statutory obligation. Table 3-K, "Reserve Personnel Categories" contains definitions.

1. The first character denotes drill status (Ready Reserve, Standby Reserve, Inactive Reserve).
2. The second character denotes member status (e.g., military obligation remaining, student, prior service, etc.).
3. Reserve Personnel Allowance List (RPAL). The Reserve Personnel Allowance List (RPAL) is the reserve equivalent of the active duty Personnel Allowance List. The Integrated Support Command (fot) uses this list to determine where openings in the reserve program exist.

Selected Reserve (SELRES). That portion of Ready Reserve units and individual reservists the Secretary has designated as having the highest priority for mobilization. Selected Reserve members participate in inactive duty training periods and annual training in a pay status. The term also includes persons performing initial active duty for training.

TABLE 3-A: RP Program.

RP Program	
Overview	No prior service.
	Age: at least 17; maximum age 27.
	Generally guaranteed "A" School.
Goal	To provide qualified Reservists in pay grade E-4 in needed ratings.
Recruiting Targets	This program targets a non-prior service young person who has completed school but not begun his or her professional career. The member is recruited based on a specific job opening (rate) at a specific unit and guaranteed a specific "A" School for which he or she is qualified; a quota is reserved for a specific "A" School convening date at enlistment. Recruiters should plan for 10 weeks of recruit training to ensure the enlistee completes recruit training before beginning Class "A" School.
Special Requirements	<ol style="list-style-type: none"> 1. Must obtain the qualifying score on the ASVAB. 2. Meet additional physical and other requirements of Class "A" School selected
Key Features	Guarantee of technical "A" School training.
Training	<ol style="list-style-type: none"> 1. Initial Active Duty for Training (IADT) begins with recruit training within 180 days of enlistment. After graduation from recruit training, the member may perform up to 60 days of on-the-job training (OJT) at the Class "A" School training center while waiting for Class "A" School to convene. 2. After completing Class "A" School, the member is required to participate satisfactorily in four Inactive Duty for Training (IDT) drill periods per month and perform 12 days of Active Duty for Training (ADT) per year.

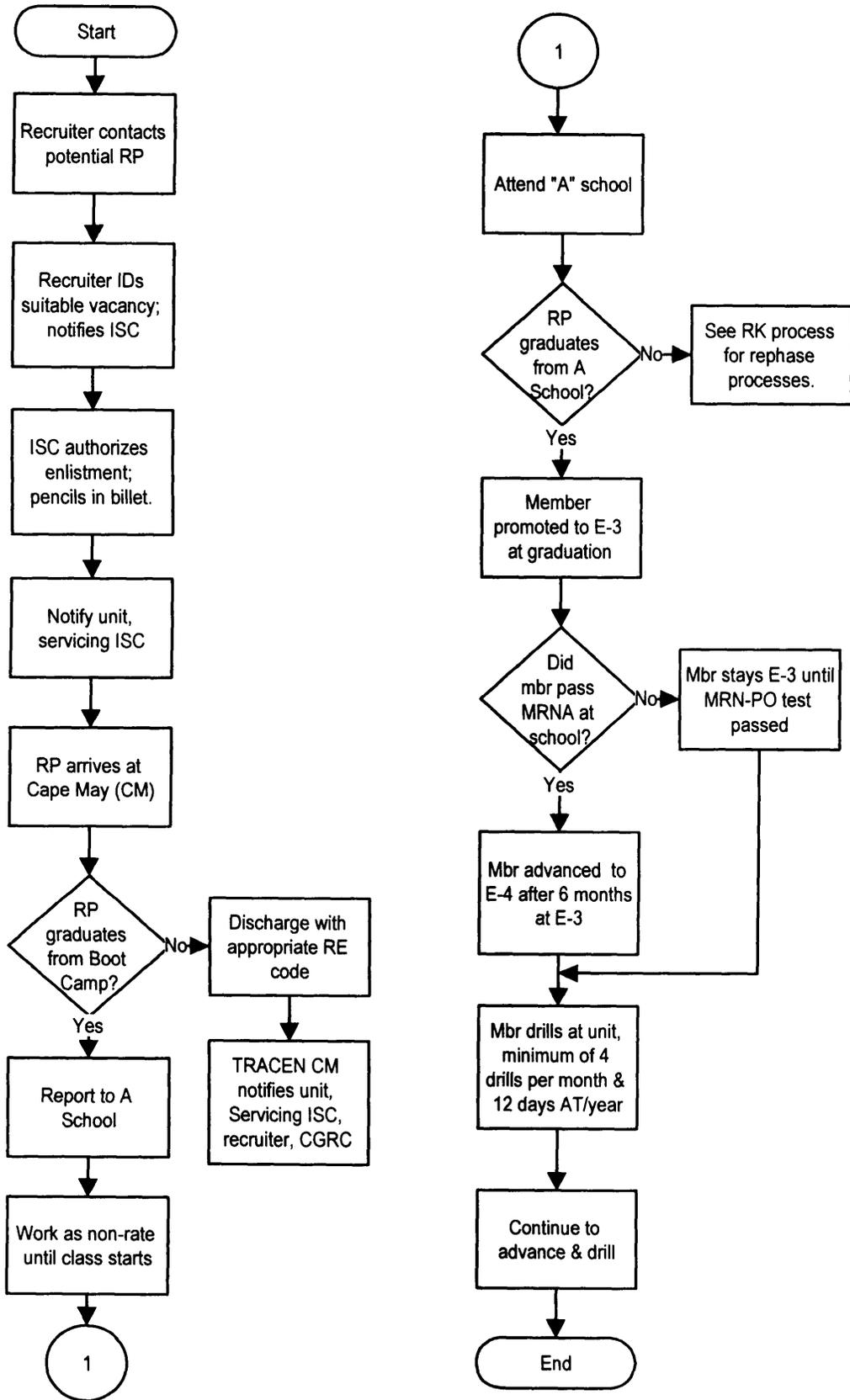


TABLE 3-B: RY Program.

RY Program	
Overview	<ol style="list-style-type: none"> 1. No prior service. 2. Age: At least 17; maximum 27. 3. General program; no guaranteed school. 4. days on-the-job training (OJT) immediately after recruit training.
Goal	To provide qualified Reservists in pay grade E-3 in the few E-3 billets existing in the Coast Guard Reserve.
Recruiting Targets	This program targets non-prior service young people who have completed school and are about to start their professional careers. Members are recruited based on a specific job opening (non-rate billet) at a specific unit. They report to their unit after recruit training to begin augmenting.
Special Requirements	None.
Key Features	<ol style="list-style-type: none"> 1. Quick entry into Coast Guard Reserve. 2. Provides on-the-job skills training and experience.
Training	<ol style="list-style-type: none"> 1. Initial Active Duty for Training (IADT) begins with recruit training within 180 days of enlistment. After graduation from recruit training, the member reports to his or her unit for 30 days of on the-job training (OJT). This completes the IADT period. 2. After completing IADT, the member is required to participate satisfactorily in four Inactive Duty for Training (IDT) drill periods per month and perform 12 days of Active Duty for Training (ADT) per year. 3. During the year after IADT, the member must complete all performance qualifications and correspondence courses for E-3. The member may request but is not guaranteed a Class "A" School quota within the first three years after completing IADT.

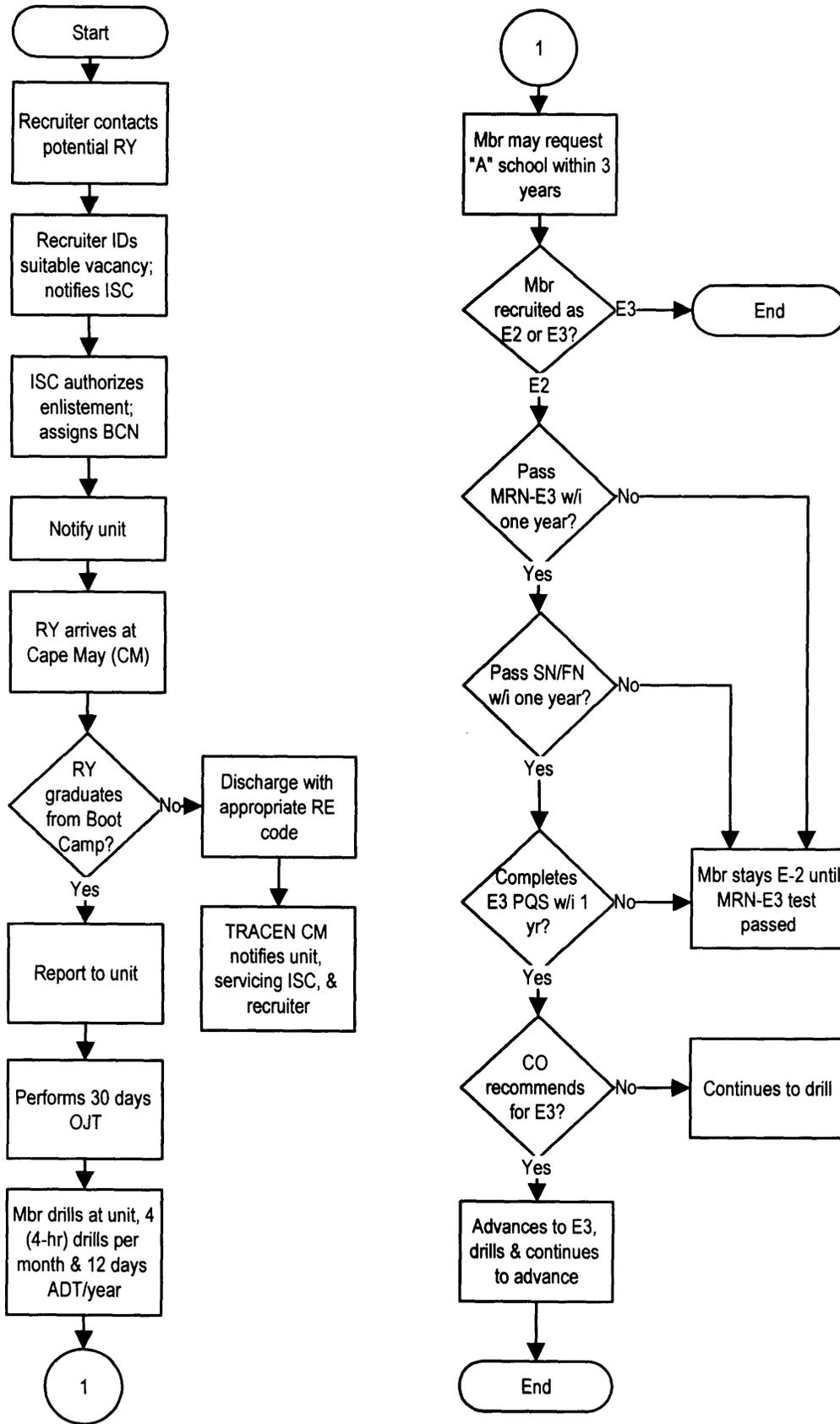
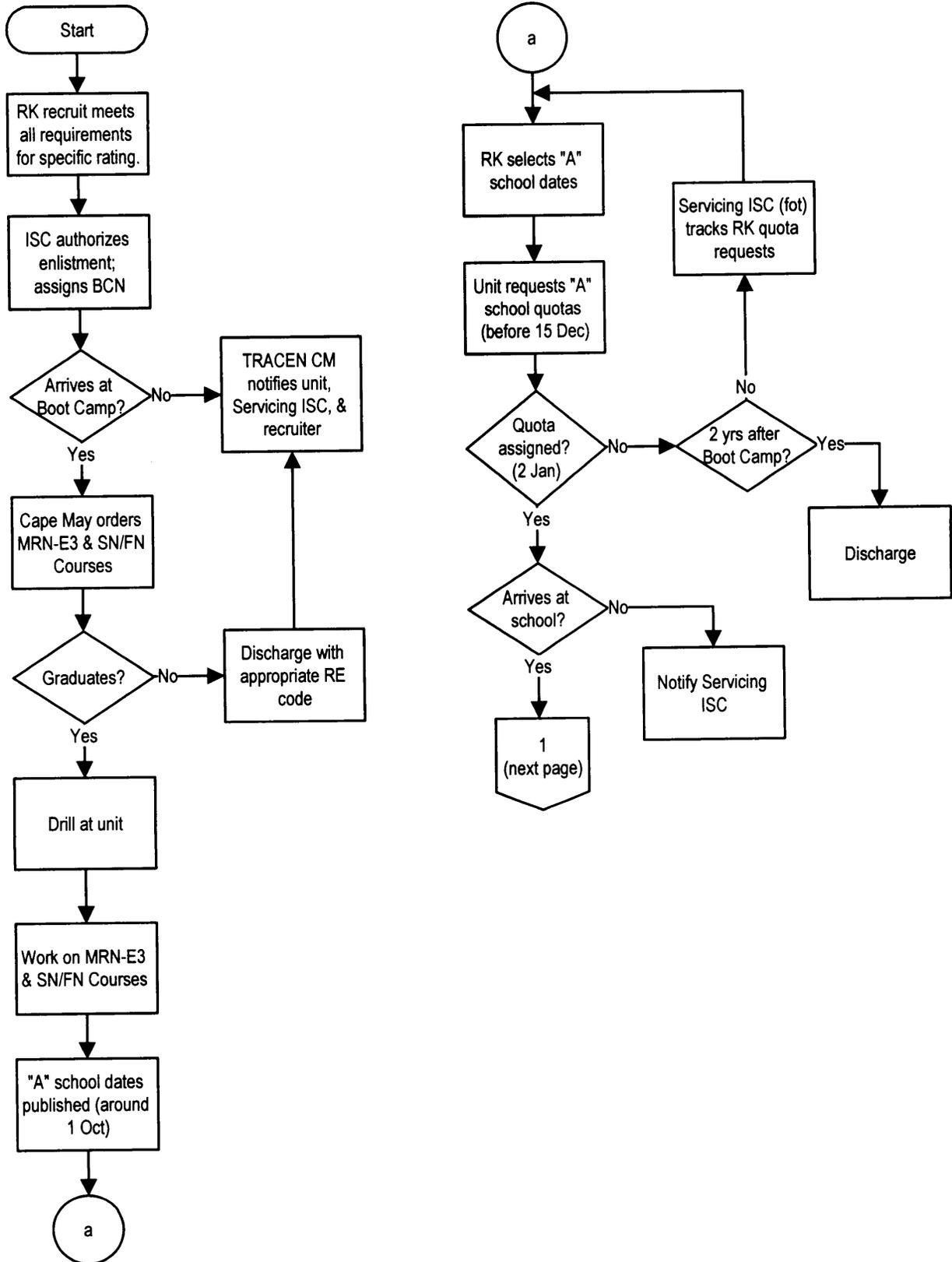


TABLE 3-C: RK Program.

RK Program	
Overview	<ol style="list-style-type: none"> 1. No prior service. 2. Ages: At least 17; maximum 27. 3. High school juniors and seniors and other students who cannot perform 30 consecutive weeks of IADT. 4. First summer: Recruit training; second summer: Class "A" School.
Goal	To provide qualified Reservists in pay grade E-4 in needed ratings.
Recruiting Targets	This program targets non-prior service young people who are in their junior or senior year of high school or are full time students at a college or vocational school. The member is recruited based on a specific job opening (rate) at a specific unit and is guaranteed a specific "A" School for which he or she is qualified. The member attends recruit training one summer, returns to school (in a drilling status), and requests a school convening date to attend the "A" School in the second summer. Recruiters should plan for recruit training of 10 weeks' duration to ensure that recruit training is completed before the start of the member's next school year.
Special Requirements	<ol style="list-style-type: none"> 1. Must obtain qualifying score on ASVAB. 2. Meet additional physical and other requirements of Class "A" School selected.
Key Features	<ol style="list-style-type: none"> 1. Guaranteed technical "A" School training. 2. Part-time job while attending school.
Training	<ol style="list-style-type: none"> 1. IADT Phase I begins with recruit training within 180 days of enlistment. After graduation from recruit training, the member returns home for civilian school. This marks the end of Phase I IADT. 2. After completing recruit training, the member is required to participate satisfactorily by performing four IDT drills per month (inter-phase period). During the October-December time frame, the member should reserve a convening date for Class "A" School during the second summer. 3. The member attends Class "A" School (Phase II of IADT) during the second summer. After completing Class "A" School, he or she is required to participate satisfactorily by performing four IDT drills per month and 12 days of ADT per year. 4. A member who fails to participate satisfactorily or become a rated Petty Officer ultimately will be discharged or transferred into a non-pay status (the Involuntary Ready Reserve (IRR)). The member also will lose MGIB education benefit eligibility for unsatisfactory participation.



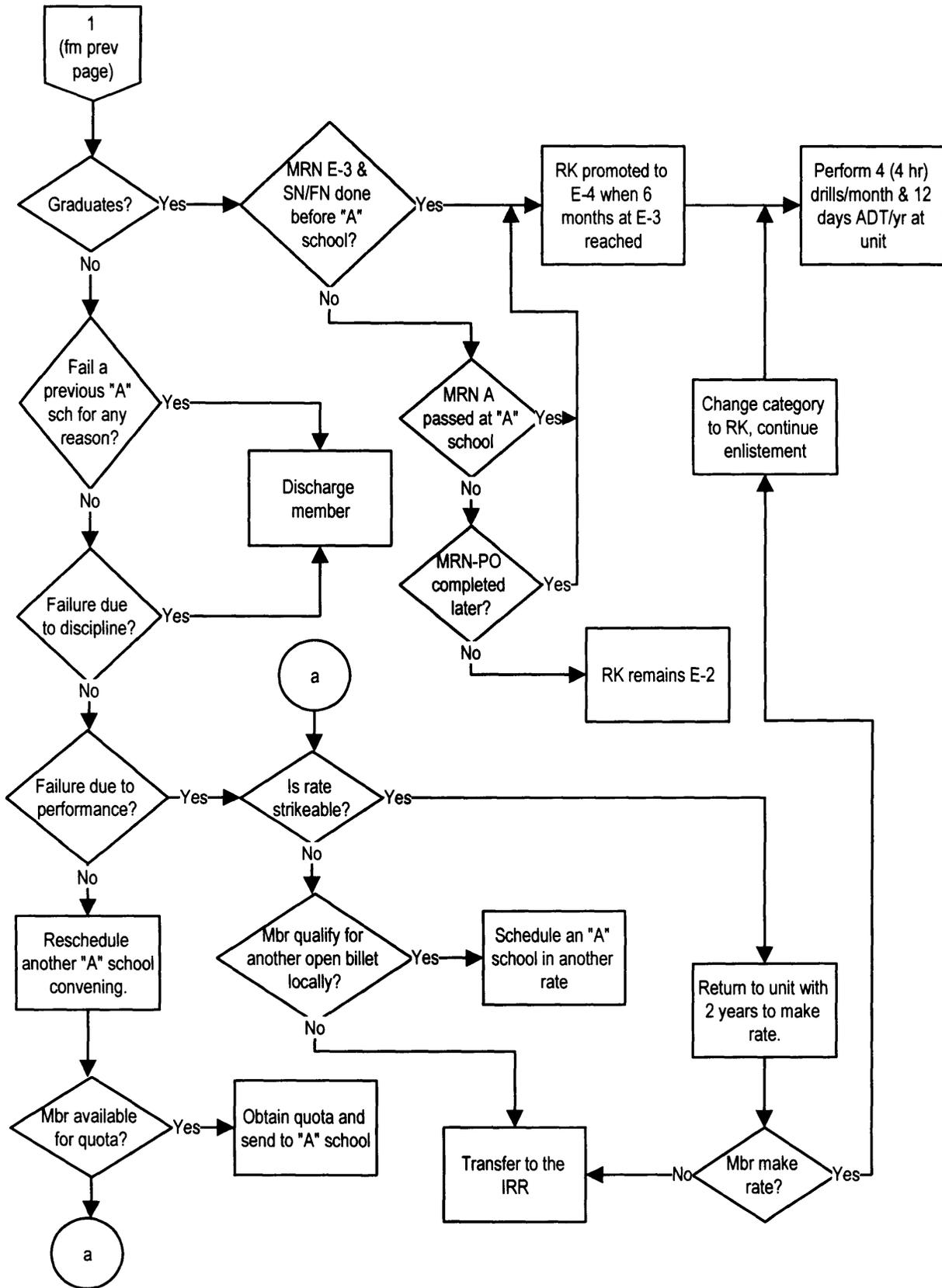


TABLE 3-D1 RX Program (Criteria).

RX Program	
Overview	<ol style="list-style-type: none"> 1. No prior service. 2. Ages: At least 26; maximum 34. 3. Experienced professionals. 4. Must have qualifications to enter rate. 5. District or unit panel must approve. 6. No Class "A" School; no recruit training. 7. Graduate as E-4 or E-5 after two-week Reserve Enlisted Basic Indoctrination (REBI).
Goal	To provide qualified Reservists in pay grades E-4 and E-5 in needed rates.
Special Requirements	<ol style="list-style-type: none"> 1. Meet "Professional Experience Requirements" for their rating. 2. Successfully pass a district or unit review panel to ensure rating eligibility and the ability to meet basic military requirements. 3. Meet any special physical requirements peculiar to the rating for which they are applying. 4. Be eligible for a clearance if they are being recruited into a rating that requires one.
Key Features	<ol style="list-style-type: none"> 1. Gives member the chance to use his or her civilian skills and experience in the Coast Guard. 2. Very little training time required.
Training	After enlistment, the member first attends REBI on ADT before reporting to his or her unit. At REBI, he or she receives his or her uniforms and a basic indoctrination to the Coast Guard, including a swim test. After graduation from REBI, the member reports to a Coast Guard unit where he or she performs four IDT drills per month and 12 days of ADT per year. REBI will satisfy the first year's ADT requirement.

TABLE 3-D2: RX Program (Specific Rates).

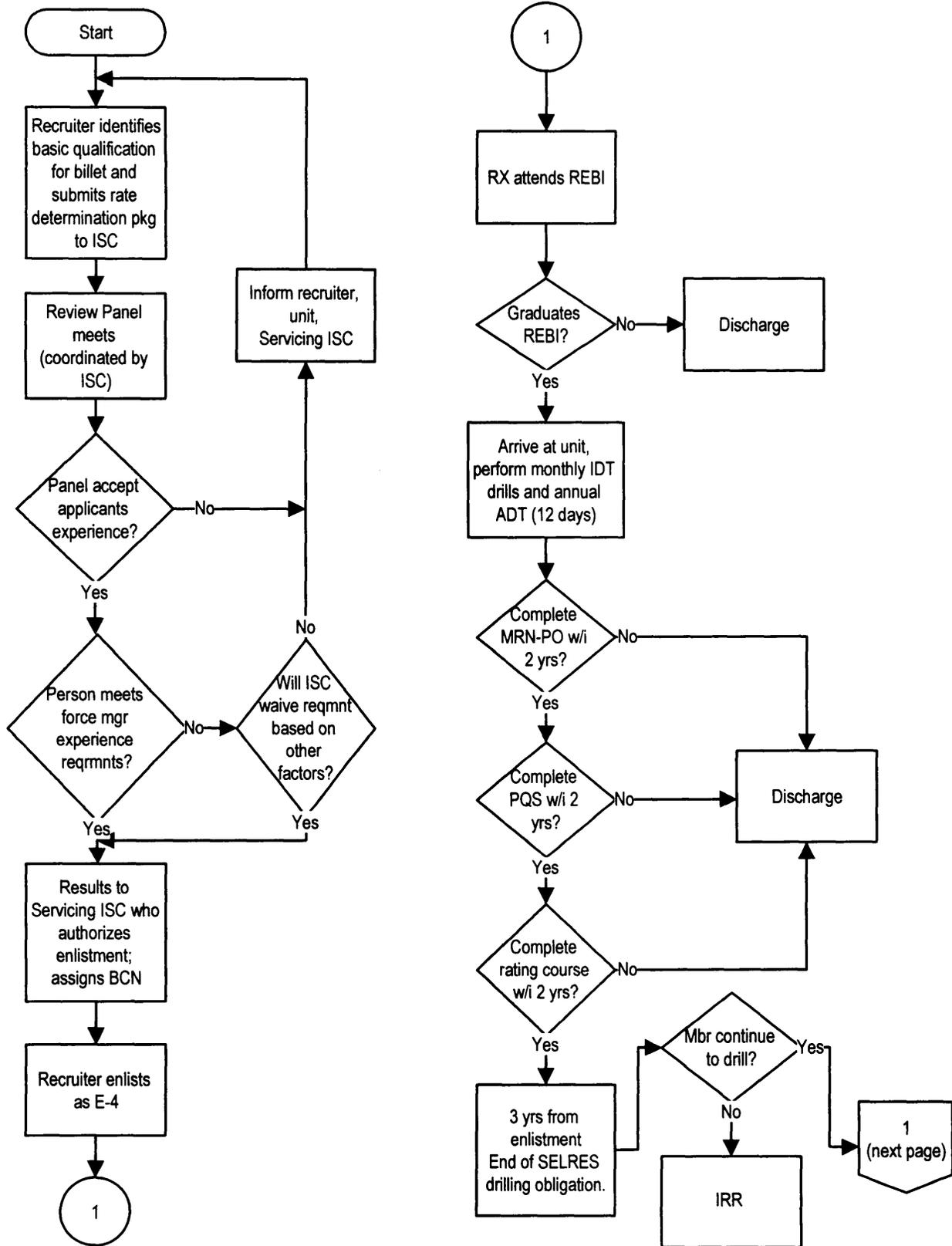
Experience		
ASVAB Score		
AND	Years	Credential(s)
RX BM3		
VE + AR = 105	2 or more	<ul style="list-style-type: none"> • Operator of Uninspected Motorboats License; OR • Able Body Seaman's Document; OR • Second Class Operator, Uninspected Towing Vessels License; OR Mate of Towing Vessels License; OR • Work as a mate on Inspected Vessels; OR • Complete all these: <ul style="list-style-type: none"> ○ Pass the Navigation Rules (NAVRULS), or Deck Watch Officer (DWO) exam, or equivalent; AND ○ Make an eye splice in three-stranded natural fiber, three stranded synthetic, and double-braided nylon line; AND ○ Demonstrate ability to complete these sections of Boat Crew Qualifications Guide, COMDTINST M16114.10 (series): <ul style="list-style-type: none"> ▪ Task BCM-02-02-ANY - Tie various knots, hitches, and bends; AND ▪ Task BCM-03-01-ANY - State the common terms used for location, position, and direction aboard a boat; AND ▪ Task BCM-05-ALL - Piloting and navigation.
RX DC3		
VE + MC + AS = 159	2 or more	<ul style="list-style-type: none"> • Be able to weld mild steel in flat, horizontal, vertical, and overhead positions; AND • Experience in one or more of these categories: <ul style="list-style-type: none"> ○ Building or machine maintenance; OR ○ Shipyard work; OR ○ Millwright work; OR ○ Professional fire fighter.

RX DP3		
VE + AR = 110; MINIMUM CS = 50	2 or more years full-time	<p>Three of these categories:</p> <ul style="list-style-type: none"> • Identifying system hardware and software problems. • Solving software application configuration problems. • Configuring Ethernet for communications between systems. • System management for a large computer network. • Developing ad hoc computer query programs. • Designing system configurations and installing hardware, including cable connections. <p>College level study in Computer Science Technology.</p>
RX EM3		
MK + EI + GS = 159; MINIMUM AR = 54	2 or more	<p>Monitor, operate, repair equipment in four or more of these categories:</p> <ul style="list-style-type: none"> • One and three phase power and lighting distribution systems, including automatic bus transfer; AND/OR • One and three phase motors and generators; AND/OR • Heating, air conditioning, and refrigerator controls; AND/OR • Sanitation and pollution abatement systems; AND/OR • Fire and flooding alarm systems; AND/OR • Battery charging and low voltage distribution systems; AND/OR • Load sharing control systems; AND/OR • Microprocessor based electrical/ electronic control equipment; AND/OR • Internal communication equipment such as intrusion, machinery, and internal environmental control and monitoring equipment.
RX IV3		
VE + AR + CS = 171		<ul style="list-style-type: none"> • Graduate from an accredited law enforcement training academy; AND/OR • Be currently employed as a criminal investigator; AND/OR • Have three years law enforcement experience. <p>Interview panel must have at least one CGIS Special Agent representative.</p>

RX MK3		
AR + MC + AS = 159, or VE + AR = 110	2 or more	<p>Three or more of these categories:</p> <p style="padding-left: 40px;">Internal combustion engine mechanic for</p> <ul style="list-style-type: none"> • gasoline, diesel, or gas turbine engines; AND/OR • Mechanical equipment mechanic (cranes, winches, heavy equipment, manufacturing equipment, etc.); AND/OR • Machine shop mechanic; AND/OR • Heating or AC&R technician (boilers, air handlers, furnaces, heat pumps, commercial refrigeration, air conditioning systems, etc.); AND/OR • Plumbing & piping systems, pump maintenance, and valves & fittings; AND/OR Basic electrical skill; AND/OR • Business service management for mechanical equipment (equipment repair facilities, auto service centers, any service departments for categories listed above, etc.); AND/OR • Basic computer operating skills.
RX PA3		
VE + AR = 110; MINIMUM VE = 56	2 or more	<ul style="list-style-type: none"> • Two or more of these categories: Photography (newspaper or magazine); AND/OR • News videography; AND/OR • News copy editing; AND/OR • Publication production; AND/OR • Media relations; AND/OR • Corporate communications; AND/OR • Advertising; AND/OR Marketing; AND/OR • Electronic information management; AND/OR • Corporate community relations; AND/OR • Corporate crisis response; AND/OR • College level study in English, Public Affairs, or a related field. <p>Interview panel must have at least one member from PA rate. If not, send the application to Commandant (G-CP) for approval.</p>
RX SK3		
VE + AR = 106; MINIMUM VE = 52 OR AND	3 or more	<ul style="list-style-type: none"> • High school or business school graduate • One of these: <ul style="list-style-type: none"> ○ At least three years' full-time business or accounting experience such as data transcriber, supply clerk, purchasing agent, contracting officer, or accounts payable clerk ○ At least two years' full-time business or accounting experience such as data transcriber, supply clerk, purchasing agent, contracting officer, or accounts payable clerk and one year (36 quarter credits) of college-level study in related field

RX PS3		
VE + AR = 105	2 or more	<p>Experience in one of these categories:</p> <ul style="list-style-type: none"> • As an industrial safety professional who has formal training and serves as one of these: <ul style="list-style-type: none"> ◊ Fire inspector; OR ◊ Pollution cleanup supervisor; OR ◊ Hazardous material specialist; OR ◊ Industrial hygienist; OR ◊ Code inspector; OR ◊ Environmental quality specialist; OR ◊ Safety and environmental specialist; OR ◊ Industrial chemist; OR ◊ Water quality specialist. • As a Law enforcement professional who has graduated from a formal law enforcement program and serves a municipality, state, or the federal government as one of these: <ul style="list-style-type: none"> ◊ Detective ◊ Investigator ◊ Harbormaster ◊ Nuclear power plant security officer ◊ Bomb squad supervisor • As a safety specialist or facility manager at a facility in the marine transportation field.
RX FS3		
VE + AR = 105		<ul style="list-style-type: none"> • High school graduate and • one of these: <ul style="list-style-type: none"> ◊ At least three years full-time experience in an institutional cooking facility or full service restaurant ◊ At least two years full-time experience in an institutional cooking facility or full service restaurant and one year (36 quarter credits) of college level study in a related field of study

RX YN3		
<p>VE + NO + CS = 165</p>	<p>2 or more</p>	<ul style="list-style-type: none"> • Full-time employment in an office environment familiar with normal office procedures; AND • Practical knowledge and skill in using computers including: <ul style="list-style-type: none"> ◊ Word processing programs, e.g., Microsoft Word; AND ◊ Spreadsheet programs, e.g., Lotus 123, Microsoft Excel; AND ◊ Use of electronic mail; AND ◊ Familiar with Windows operating system; AND ◊ Type 30 words per minute. • In addition, 2 or more years' experience in two of these categories: <ul style="list-style-type: none"> ◊ Experience in preparing general office correspondence; AND/OR ◊ Good understanding of the English language; AND/OR ◊ Communicating effectively in written correspondence. • Experience in personnel administration including: <ul style="list-style-type: none"> ◊ Payroll; AND ◊ Benefits; AND ◊ Retirement. • Background as counselor, coach, mentor, or teacher with these skills: <ul style="list-style-type: none"> ◊ Ability to interpret policy and procedures; AND ◊ Advising and counseling others • Background in accounting including: <ul style="list-style-type: none"> ◊ Credits and debits; AND ◊ Budget maintenance; AND ◊ Procurement.



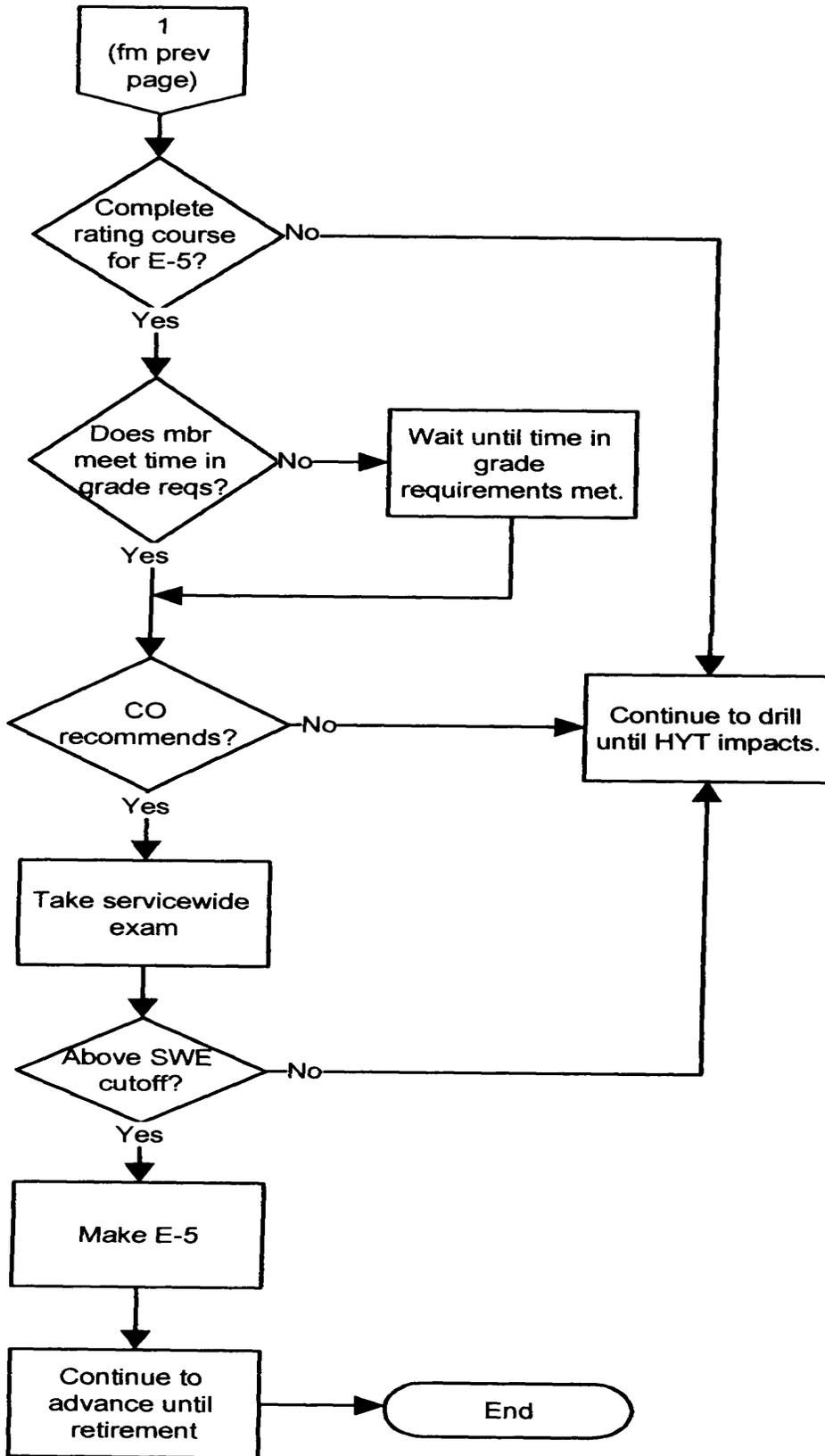


TABLE 3-E: RM Program (MARTP).

RM (MARTP) Program	
Overview	<ol style="list-style-type: none"> 1. The Maritime Academy Reserve Training Program (MARTP). 2. Prior service: Accepted but not required. 3. Age: At least 18; maximum 25. 4. Maximum of two dependents. 5. Primary recruits are freshman at California Maritime Academy, New York Maritime Academy, Massachusetts Maritime Academy, Maine Maritime Academy, Texas A & M Maritime Academy, and Great Lakes Maritime Academy.
Goal	To increase the number of technically trained marine safety officers on active duty in the Coast Guard.
Recruiting Targets	This program targets Maritime Academy students who may be considering careers as active duty Coast Guard officers after they graduate from a Maritime Academy.
Special Requirements	<ol style="list-style-type: none"> 1. Must meet all physical and other requirements for Officer Candidate School (OCS). NOTE: See also COMDTINST 1131.22 (series). 2. Panel selects recruits.
Key Features	<ol style="list-style-type: none"> 1. Reserve benefits and pay while attending college. 2. Qualifies for DOT Maritime Administration Student Incentive Payments.
Training	MARTP training begins when the member attends MARTP Reserve Enlisted Basic Indoctrination (REBI) during the first ADT period. After REBI, the member returns to his or her Maritime Academy and begins performing IDT drills with a local Marine Safety Office (MSO). During the member's second summer, he or she performs ADT at the MSO. In the third summer, the member attends the MARTP Marine Safety Course (MARTP MSC). On graduation from the Maritime Academy, the member applies for selection to one of three commissioning programs: Officer Candidate School (OCS), the MARGRAD Direct Commission Maritime Academy Graduate Program for those going on Coast Guard active duty, or Reserve Officer Candidate Indoctrination (ROCI) for those applying for a Selected Reserve billet. Members who fail to meet selection for a commissioning program spend the remainder of their eight-year military service obligation in the Individual Ready Reserve.

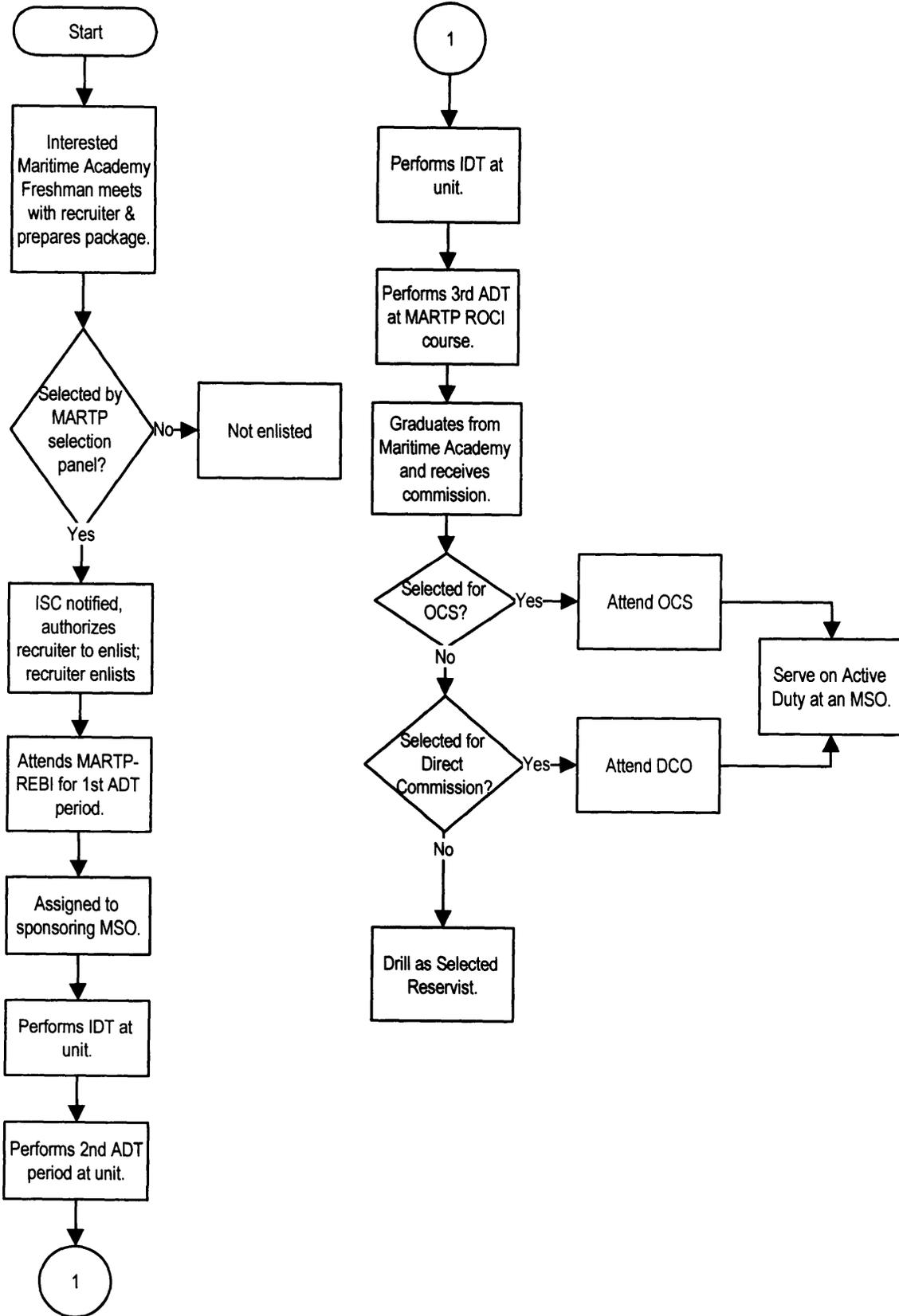


TABLE 3-F: RF Program (NAPS).

RF Program (NAPS)	
Overview	<ol style="list-style-type: none"> 1. The U.S. Coast Guard Academy selects applicants to attend the Naval Academy Preparatory School (NAPS) program. 2. Prior service and non-prior applicants are eligible. 3. Age: Between 17 and 22 years of age on entering the program.
Goal	To expand the pool of qualified applicants for the Coast Guard Academy.
Recruiting Targets	This program targets applicants for the Academy who were not finalists for any year group.
Special Requirements	<ol style="list-style-type: none"> 1. Meet all physical and other requirements for Coast Guard Academy admissions. 2. A panel selects participants. 3. Enlist for eight years.
Key Features	Enables applicant to attend the nine-month Naval Academy Preparatory School.
Training	NAPS training begins with a one-week indoctrination at the Coast Guard Academy. On completing this program and when Academy directs, selectees transfer to NAPS (Newport, RI) for approximately nine months of study.

TABLE 3-G: RJ Program.

RJ Program	
Overview	Prior service Coast Guard E-3 and above with remaining military obligation. Age: 27 maximum. ISC (fot) handles same as RELAD.
Goal	To provide qualified Reservists in pay grades E-4 to E-6 in needed ratings at specific open billets.
Recruiting Targets	This program targets prior service Coast Guard members who already have left active duty. The member is recruited based on a specific job opening (rate) at a specific unit.
Special Requirements	1. Must meet the additional physical and other requirements of the Class "A" School.
Key Features	A part-time job that starts immediately.
Training	1. Member reports directly to a unit for four IDT drill periods per month and performs 12 days ADT per year. 2. Personnel who fail to participate satisfactorily will ultimately be discharged or transferred into a non-pay status (IRR). 3. Member may request "A" School if he or she has not previously attended one.

TABLE 3-H: RN Program.

RN Program	
Overview	<p>Prior service other than Coast Guard. E-3 and above with remaining military obligation. Age: Maximum 30 for prior E-3. Maximum 40 years for prior E-4 and above. Must be eligible to enlist. District or unit panel must approve.</p>
Goal	<p>To provide qualified Reservists in pay grades E-4 to E-6 in needed ratings in specific billets.</p>
Recruiting Targets	<p>This program targets non-Coast Guard prior service with or without remaining military service obligation.</p>
Special Requirements	<ol style="list-style-type: none"> 1. Meet all additional physical requirements prescribed for their rating. 2. Have ASVAB test scores for their rating. 3. Pass a District or unit review panel. 4. Members may be enlisted only in non-rate billets or billets in strikable ratings.
Key Features	<ol style="list-style-type: none"> 1. Pay. 2. Retirement.
Training	<ol style="list-style-type: none"> 1. Members must go to REBI before reporting to their unit. At REBI, they must complete the swim test. After REBI, they report to a unit for four IDT drill periods per month and perform 12 days of ADT each year. REBI will satisfy the first year ADT requirement. 2. Personnel who fail to participate satisfactorily or who fail to become rated Petty Officers will ultimately be discharged or transferred into a non-pay status (IRR). <p>Personnel who fail to participate satisfactorily or who fail to become rated Petty Officers will ultimately be discharged or transferred into a non-pay status (IRR).</p>

TABLE 3-I: RQ Program.

RQ Program	
Overview	<ol style="list-style-type: none"> 1. Prior service E-3 and above with no remaining military obligation; uses same criteria as RJ Program. 2. Prior service other than Coast Guard uses same criteria as RN Program.
Goal	To provide qualified Reservists in pay grades E-4 to E-7 in needed ratings for specific open billets.
Recruiting Targets	Prior service personnel with no military service obligation who left active duty.
Special Requirements	<ol style="list-style-type: none"> 1. Have ASVAB test scores for their rating. 2. Meet all additional physical requirements prescribed for their rating. 3. Pass District or unit review panel. 4. Members may be enlisted only in non-rate billets or billets in strikable ratings.
Key Features	<ol style="list-style-type: none"> 1. Pay. 2. Retirement.
Training	<ol style="list-style-type: none"> 1. Non-prior service Coast Guard members go to REBI before reporting to their unit. Prior service Coast Guard who were separated from active duty with five years are not required to attend REBI. After REBI, members report to a unit for four IDT drill periods per month and perform 12 days of ADT each year. REBI will satisfy the first year ADT requirement. 2. Personnel who fail to participate satisfactorily or who fail to become rated Petty Officers will ultimately be discharged or transferred into a non-pay status (IRR).

TABLE 3-J: Released from Active Duty (RELAD) Program.

Released from Active Duty (RELAD) Program	
Overview	<ol style="list-style-type: none"> 1. Prior service. 2. ISC (fot) handles if member's service obligation has not expired. If service obligation has expired, use RQ program.
Goal	To provide qualified Reservists E-3 to E-7 in needed ratings where open billets exist.
Recruiting Targets	Coast Guard E-3 to E-7 presently on active duty.
Special Requirements	<ol style="list-style-type: none"> 1. Reenlist for a period long enough to complete eight-year military service obligation. 2. Meet requirements in CG Personnel Manual, COMDTINST M1000.6 (series), Article 1.G.
Key Features	<ol style="list-style-type: none"> 1. Retirement. 2. Pay for part-time work.
Training	<ol style="list-style-type: none"> 1. RELADs from active duty are assigned to units without attending any other training. They report to a unit for four IDT drill periods per month and perform 12 days of ADT each year. 2. Personnel who fail to participate satisfactorily or who fail to become rated Petty Officers will ultimately be discharged or transferred into a non-pay status (IRR).

TABLE 3-K: Reserve Personnel Categories.

Reserve Personnel Categories			
First	Definition	Second	Definition
R	Ready Reserve (Selected Reserve and Individual Ready Reserve (IRR))	I	Inactive duty officer in his or her eight-year military obligation
S	Standby Reserve	J	Prior service Coast Guard enlisted in his or her eight-year obligation
I	Inactive Reserve	L	Enlisted person recruited as a P but failed to complete IADT
		K	Enlisted person who is a full-time student and attends a split phase IADT
		M	Student participating in Maritime Academy Reserve Training Program (MARTP)
		N	Person with service obligation not in another class
		P	Enlisted person required to attend recruit training and Class "A" school during one IADT phase
		Q	Member without a statutory obligation
		S	Enlisted person, attends four-month IADT (not used in 1990s)
		X	Enlisted person non-prior service direct Petty Officer
		Y	Enlisted person who attends recruit training and 30 days OJT while on ADT

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4. OFFICER RECRUITING

This chapter provides the common officer eligibility criteria, specific information on the multiple officer programs by accession source and processing information. Check the specific commissioning program for additional requirements.

4.A. Officer Eligibility.

The following criteria is applicable for all commissioning programs:

4.A.1. Criteria

4.A.1.a. Character Standards.

1. The same standard applies for officers and enlisted personnel. Persons not eligible for enlistment are also ineligible for a commission in the Coast Guard; see Article 2.C.1.g.
2. Standard for Those Presently in the Coast Guard and Coast Guard Reserve. Applicants are not eligible if, in the 36 months prior to the commissioning program's class convening date, they have been convicted at courts-martial, been awarded non-judicial punishment (NJP), received an unsatisfactory conduct mark, received a mark of less than 4 in any performance dimension, been placed on weight probation or been involved in an alcohol related incident. Members who successfully complete the Pre-Commissioning Program for Enlisted Personnel (PPEP) are deemed to have satisfied this requirement.

4.A.1.b. Commanding Officer's Endorsement.

The Commanding Officer's endorsement must certify that the member's Unit Personnel Data Record (PDR) has been reviewed and that these standards have been met. Because selection panels do not have access to an applicant's PDR, this certification is essential. An application without this endorsement or without a positive command recommendation will not be presented to selection panels.

4.A.1.c. Age.

Generally non-Academy applicants must be between 21 and 26 years old on the class convening date. In many programs, individuals with prior service may reduce their age by one month for every month of active duty time not to exceed 60 months (constructive age). Time spent on active duty for training shall not be used

when determining constructive age. Regular Coast Guard Chief Warrant Officers are eligible until they reach their 40th birthday.

4.A.1.d. Qualifying Test Scores.

An applicant must provide proof of one of the following qualifying scores:

Test	Required Score
SAT	1000 (Combined score) or greater
SAT I	1100 (Combined score) or greater
ACT	21 (Composite score) or greater
ASVAB	GT 110 or greater (GT consists of combining the VE and AR scores)

4.A.1.e. Physical.

Generally, all applicants must pass the commissioning physical described in the CG Medical Manual, COMDTINST M6000.1 (series).

1. Direct Commission Aviator. Additional physical requirements for aviators are contained in the CG Medical Manual, COMDTINST M6000.1 (series), Chapter 3, Section G..
2. Licensed Officers of the Merchant Marine. Additional physical requirements for Licensed Merchant Marine Officers are contained in the CG Medical Manual, COMDTINST M6000.1 (series), Chapter 3, Section E.

4.A.1.f. Citizenship.

All applicants must be U. S. citizens.

4.A.1.g. Dependents.

Generally, applicants may not have more than three dependents.

1. Any single individual who has sole or primary custody of another individual or who relinquishes custody of another individual for the purpose of applying for appointment may not apply.
2. Any single individual who does not have custody of another individual but who is contributing to the financial support of that individual may be acceptable with regard to dependency, provided:

- a. The applicant is not contributing to the financial support of more than three dependents.
- b. The definite permanent legal custody of the individual(s) has been awarded to an adult person other than the applicant. This evidence must be documented by order of a court (divorce or custody decree).
- c. When documentation of legal custody is other than by order of a court (divorce, custody decree, or court order appointing legal guardianship), written enlistment authorization or approval is required from the Coast Guard Recruiting Center.

4.A.2. Military Status.

1. An applicant on active duty in another service may not apply unless such application includes a statement from the applicant's current service to the effect that he/she has an approved release date. A statement that the member will be released upon selection is not adequate for meeting this prerequisite. Obtaining and providing proof of such clearance is the sole responsibility of the applicant. An applicant will not be considered until such proof is provided.
2. An applicant serving in the inactive or drilling Reserve component of another service must include an approved Request for Discharge or Clearance from Reserve Component (DD-368).
3. An applicant with six or more years of non-Coast Guard active duty time is not eligible to apply.
4. A selectee who is currently serving on active duty in another service must be discharged from that service before being enlisted in the Coast Guard Reserve. He/She must be enlisted early enough to allow sufficient travel time to the site of the class before the class convening date.
5. Prior commissioned officers separated or removed from active duty as a result of non-selection for promotion, extension, or integration may not apply for any commissioning program.

4.A.3. Waivers.

Waivers will normally be granted for the following three purposes:

1. To enable the Coast Guard to attract applicant pools of adequate size, quality and diversity. Waivers for this purpose will be considered only if the solicitation message

for a particular board announces that waivers of certain standards may be requested.

2. To correct administrative errors, injustices, or other situations not the fault of applicants. Waivers should not be granted for applicants who miss deadlines as a result of their failure to plan for delays in obtaining transcripts, arranging interviews or completing other application steps.
3. To acknowledge some disqualifying medical conditions of members already serving in the Coast Guard will not prevent successful service as officers or expose the Coast Guard to new disability claims.
4. Applications by applicants not fully qualified for commissioning must be accompanied by a statement requesting a waiver and explaining what service interest would be served by granting a waiver. Commanding Officer endorsements of applications from members of the Coast Guard or Reserves must address the basis for waiver requests. Strong enlisted performance by itself is not sufficient to merit an age waiver.
5. Applicants who have previously been considered by any officer selection panel will not normally be granted waivers to be considered for future panels.

4.B. Officer Processing.

4.B.1. Assembling Application Packages.

All application packages shall be assembled in a standard green folder with documents entered as listed on the applicable check off sheet. The right edge of the application folder shall be labeled in capital letters as follows: last name, first and middle names, social security number, acronym for commissioning program(s), and the Recruiting Sector responsible for the applicant's area. If the individual is applying for more than one program, the documents for the first selection board shall be placed in front. Additional documents for the later boards shall be placed in the back on the appropriate side with a divider noting which board the information is for.

4.B.2. Interviews.

4.B.2.a. Overview.

One of the useful tools available to officer commissioning programs selection boards, the personal interview is an official report of the applicant's personal contact with service officials. This subjective undertaking provides the means for the board to assess the applicant's leadership potential, communication skills and maturity. It is imperative the interviewing process accurately provide unbiased, uniform, required information. Therefore, effective interviewing procedures and careful attention to completion of the Officer Programs Applicant Assessment Form (CG-5527) are of considerable importance to the Coast Guard. Proper preparation is critical to the effective functioning of an interview board. Board members should review Articles 1.B.8. and 9., CG Personnel Manual, COMDTINST M1000.6, (series), and the applicant's package before the board convenes.

4.B.2.b. Interview Board Composition.

1. Interview boards shall be composed of three commissioned Coast Guard officers. At geographically remote locations, a two member board is authorized if there is an absolute lack of three available commissioned Coast Guard officers.
2. Officers assigned to the interview board must have at least 12 months' commissioned service. The senior member of any board must be Lieutenant Commander or higher. Additionally, interview board members must be of equal or greater rank than that for which the applicant is being considered. All Chief Warrant Officer applicant interview board members shall be lieutenant commander or higher. Each interview board must have at least one regular Coast Guard officer assigned.

3. To ensure an unbiased appraisal, officers with personal or professional knowledge of the applicant shall not be members of the applicant's interview board. At all times, extreme caution must be exercised to avoid the appearance of a biased interview of an applicant. The individual responsible for coordinating the interview board must ensure that the interview process is not perceived as a recommendation for the applicant but remains a truly unbiased interview. If necessary, Educational Services Officers (ESO) shall request the interview be conducted at another command to avoid the possibility of bias.
4. As far as practical, interview board composition should be represented by the commissioning program(s) in question and the applicant's gender and ethnicity. In addition, the board should consist of at least one member commissioned through the applicant's same commissioning program (e.g., OCS, DCO), specialty (e.g., law, aviation) and type of commission (e.g., reserve, temporary).

4.B.2.c. Board Report.

The interview board will complete one Officer Programs Applicant Assessment form (CG-5527) for each applicant. The form shall be jointly completed by all of the board members after reaching a consensus on each item. Consensus does not mean the board must reach a unanimous decision. Simply stated, consensus means that, although every member of the board may not agree on exact scores or comments, through discussion everyone can agree to form, and abide by, a majority decision. Each member of the interview board has an equal vote, regardless of rank. When completed, the final write-up should reflect a consensus of the board as a whole, not the opinion of the senior member. The form must be filled out completely and legibly. Each section must have comments that support the numerical marks. The completed board report shall be submitted to the recruiter or educational services officer. Applicants should not be shown their completed interview.

4.B.2.d. Applicant Recommendation.

The interview board must state the applicant's suitability for commissioning under provisions of the program(s) in question in the first sentence of the "Overall Impression of Candidate" box of the Applicant Assessment form. Use this wording: "(applicant name) is recommended for (program name);" or "(applicant name) is NOT recommended for (program name)". Example: "Mr. Ralph Jones is recommended for Officer Candidate School;" "Mr. Ralph Jones is NOT recommended for the Direct Commission Aviation program." Additional applicable comments should still be included in the "Overall Impression of the Candidate" box.

4.B.2.e. Disqualification.

Coast Guard Recruiting Center will disqualify any applicant not recommended by an interview board. An applicant with an unsuccessful interview shall not be re-interviewed by the same interview board. The application package shall be returned to the recruiting office and Coast Guard Recruiting Center will notify the applicant by letter of the disqualification. If the applicant requests the application file, the recruiting office shall keep a residual file to include the interview form for one year. An applicant may re-interview during the next selection cycle if they remain otherwise eligible. An applicant who is not recommended by two interview boards shall be permanently disqualified and is ineligible to reapply.

4.B.2.f. Duration of Validity.

Interviews are valid for any commissioning class that convenes within two years of the date the interview was conducted.

4.B.3. Application Re-submissions.

1. All reserve application packages not selected will be returned to the individual's local recruiting office. All applicants who have previously applied must update and resubmit their package to the local recruiting office for subsequent consideration by future selection boards.
2. Alternate selectee applications will be retained at Coast Guard Recruiting Center until after the last class convening date for which they anticipate an opening becoming available.
3. Alternates who wish to be considered for another selection board scheduled prior to the last class convening date of their present selection board should submit a letter request to Coast Guard Recruiting Center to be reconsidered. Any updates to the application package should be included with the request.

4.B.4. Duration of Service Obligation.

10 USC 651 (as amended by PL 98-94) provides that each person who, on or after 01 September 1984 (01 June 1984 for DOD components), initially becomes a member of the United States Coast Guard or Coast Guard Reserve, acquires an obligation to serve in an Armed Force or Reserve component, or a combination of both, for a total of eight years, unless discharged sooner for personal hardship.

4.C. Programs Leading to an OCS Commission.

4.C.1. Officer Candidate School (OCS).

4.C.1.a. Definition.

Officer Candidate School (OCS) is a highly specialized, 17-week course in leadership, seamanship, navigation, law enforcement, and military subjects. Classes are convened periodically throughout the year depending on the needs of the service and are composed normally of about two-thirds reserve commission officers and one-third temporary commission officers. For additional information on OCS, see the ? CG Personnel Manual, COMDTINST M1000.6 (series).

4.C.1.b. Types of Commissions.

1. A temporary commission is granted to those presently in the Coast Guard as an E-5 or above with at least four years active military service, two years of which must be active duty in the Coast Guard.
2. All applicants not granted a temporary commission are granted a reserve commission.

4.C.1.c. Career Plans.

Career motivation is not necessarily a factor for selection. Individuals interested only in three years of active duty service are welcomed. Integration rates vary according to service needs.

4.C.1.d. Preferred Majors.

Special recruiting efforts shall be made for applicants with degrees in preferred majors as published by Coast Guard Recruiting Center. Normally, these individuals' initial assignments will allow them to use their specialized degrees and backgrounds.

4.C.1.e. Uniform Requirements.

On reporting to Officer Candidate School, non-Coast Guard OCS reserve selectees will be issued a full seabag at no cost. They will also need approximately \$800 to defray the initial cost of items not included in their uniform issue but will receive a \$300 reimbursement approximately one to two months after graduating. Active duty Coast Guard selectees will need a complete seabag. Cash, check, or Visa and MasterCard are all acceptable forms of payment. Officer Candidates may establish a charge account at the clothing locker that must be paid in full prior to departure from Officer Candidate School.

4.C.1.f. Physical Conditioning.

Physical conditioning is an important part of OCS training. Applicants will be required to pass extensive swimming tests, including an aerobic 12 minute swim and a survival swimming practical. All elements of the swimming requirements will be taught during the 17-week course of instruction. Recruiters should encourage selectees to practice their swimming skills regularly to increase their endurance.

4.C.1.g. Education.

1. The educational requirements to receive a temporary commission are found in the CG Personnel Manual, COMDTINST M1000.6 (series), Article 1.B.5.b..
2. The educational requirement to receive a reserve commission is a Baccalaureate degree from an accredited U.S. college or university. Applicants must provide transcripts from all schools attended, and must have a cumulative grade point average (GPA) of at least 2.50 on a 4.00 point scale.

4.C.1.h. Coast Guard Officers.

Persons currently holding a commission in the Coast Guard or Coast Guard reserve are not eligible to apply if they are on the Active Duty Promotion List (ADPL). If a reserve officer on the Inactive Duty Promotion List (IDPL) meets the criteria, he or she may apply for the program provided a conditional resignation, approved by CGPC-RPM, is included in the application. Reserve officers who meet the criteria may also apply for extended active duty to CGPC-OPM via their chain-of-command. Persons who have served or are serving in the Coast Guard Reserve who were not selected for integration or extension are not eligible to apply. Regular or reserve personnel who were not selected for promotion are not eligible to apply.

4.C.1.i. Term of Active Service.

Selectees will be enlisted as provided in this Chapter (see "Effecting Enlistment"). On commissioning, enlisted members will be discharged from their enlisted status and commissioned as a Coast Guard Officer with an initial three year active duty obligation.

4.C.1.j. Appointment Grade.

1. Temporary commission graduates of OCS will be appointed as ensign (O-1E) or lieutenant (junior grade) (O-2E), USCG.

2. Reserve graduates of OCS will be appointed as ensigns (O-1) in the USCG Reserve upon graduation. Reserve graduates of OCS with prior military service may be appointed as ensign (O-1) or ensign (O-1E) as appropriately determined by CG Personnel Command based upon prior service time and status.
3. Commissioning status, regular or reserve, will be based upon the applicant's eligibility on the date the selection board convenes even if an applicant is advanced or exceeds four years' active duty service time after being selected but before being commissioned. This also applies to rank determination of ensign or lieutenant (junior grade) for Chief Warrant Officers.

4.C.1.k. Application Deadline.

Coast Guard Recruiting Center will publish application deadlines for all OCS class convening dates and selection boards.

4.C.1.l. Processing Applicants.

Recruiters shall:

1. Conduct an Initial Interview. Recruiters must pre-screen an applicant to ensure the individual meets all program requirements. A Prospect Data Card (PDC) should be filled out.
2. Verify Test Scores. Recruiters must obtain proof of the applicant's qualifying score (ASVAB, SAT or ACT). If the applicant must take the ASVAB, arrange for the ASVAB to be administered. Ensure that a copy of the test scores is included in the applicant's package.
3. Schedule a Physical Examination. A Medical Prescreening Form (DD-2246) should be completed and a commissioning physical scheduled. If medical documents are required due to a preexisting condition, the applicant must provide these prior to scheduling the physical. The applicant must be physically qualified or recommended for a waiver by Military Entrance Processing Station (MEPS) to continue processing.
4. Complete All Paperwork. Recruiters shall review the check off sheet and required forms with the applicant. The applicant is to personally fill out the paperwork and assemble the application. Stress the importance of listing former supervisors or employers as references instead of personal friends. Maintain close contact with the applicant and keep track of the status of the application. Review the program deadlines with the applicant and inform him or her it is his or her responsibility to meet the deadlines.

5. Schedule the Interview. The recruiter shall deliver the completed application package to the interview board four to five days prior to the interview date for its review. The recruiter should also explain the interview process to the individual (what to wear, potential questions and anything the applicant is concerned about). If possible, the recruiter should meet with the applicant before the interview to address any last minute concerns. The applicant is not to see the application after the interview is included.
6. Send the Package. The recruiter should quality check the application package and make a residual file to keep at the recruiting office before forwarding the original application package to Coast Guard Recruiting Center. Incomplete application packages should not be forwarded.
7. Maintain Contact. The recruiter should arrange a schedule with the applicant to maintain contact until the selection board results are released.

4.C.1.m. Processing Selectees.

1. Report of Board Results. After applications for OCS have been submitted and selections made, CG Personnel Command will issue an ALDIST listing the primary and alternate candidates selected for each class.
2. Disposition of Applications. Coast Guard Recruiting Center will return all application packages not selected to their respective recruiting offices.
3. Local Recruiting Offices Responsibility. Recruiting offices shall contact Coast Guard Recruiting Center immediately in these circumstances::
 - a. Derogatory information omitted from the Questionnaire for National Security Positions (SF-86) is revealed.
 - b. The selectee is discovered to be ineligible in any respect for enlistment or commissioning.
4. Candidate Contact. The local recruiting office shall contact each candidate by telephone and inform him/her of his/her status. Positive contact is required for each applicant whether or not selected.
5. Security Paperwork. The following documents are used by and should be sent to Coast Guard Recruiting Center (operations) to initiate a security check on primary and alternate selectees:

- a. Five copies of Questionnaire For National Security Positions (SF-86) with original signatures on each copy;
 - b. One unsigned copy of Personnel Security Action Request (OPNAV-5588); and
 - c. Two Fingerprint Cards (FD-258), each signed.
6. Returning Application Packages. Recruiters should return application packages to applicants not selected. Remove all interview forms and any character references (CG-4445) that have been checked in block #25, "Do not identify," before returning the application.

4.C.1.n. Enlistment Processing.

1. Final Determination of Eligibility. Selected applicants cannot be enlisted until final determinations are made concerning physical qualification, completion of degree and eligibility in all respects for enlistment and commissioning. When Coast Guard Recruiting Center is satisfied that a selectee has met the basic requirements for OCS, an authorization to enlist the selectee will be issued to the recruiting office.
2. Sending Documents. Coast Guard Recruiting Center will provide the following documents to the local recruiting office with the letter of authorization to enlist:
 - a. Copy of completed Officer Candidate School Agreement (CG-3211, CG-3211A, CG-3211B, or CG-3211C, as applicable);
 - b. Copy of completed Report of Medical Examination (SF-88);
 - c. Copy of completed Report of Medical History (SF-93);
 - d. Copy of proof of degree (transcript or other document);
 - e. Conditional release from other Armed Force (DD-368) if applicable;
 - f. Copy of Report of Separation (DD-214) if applicable;
 - g. Copy of Questionnaire For National Security Positions (SF-86);
 - h. Original Statement of Financial Obligation/Spouse's Consent (CG-4891); and
 - i. Sample orders for Officer Candidate School selectees.
3. Effecting Enlistment. The recruiter shall effect enlistment when all discrepancies are resolved. Enlistment shall be as follows:
 - a. Civilians. Civilians with no prior service shall be enlisted for eight years as Seaman Apprentice Officer Candidate (SAOC).

- b. Former Coast Guard Enlisted. Former enlisted personnel of the Coast Guard or Coast Guard Reserve shall be enlisted for four years in the rate held at time of separation.
- c. Former Enlisted Non-Coast Guard. Former enlisted or officer personnel of the Army, Navy, Air Force, or Marine Corps shall be enlisted for four years as Seaman Apprentice Officer Candidate (SAOC).

4.C.1.o. Documents.

- 1. Disposition of Records. After an applicant has been selected, the records will be retained at the recruiting office until delivered to the enlistee in time to accompany him/her upon transfer to Officer Candidate School.
- 2. Records Sent with Enlistee. Until 1999, the records listed below should be placed in a sealed envelope addressed to: Commanding Officer, Reserve Training Center, Yorktown, VA. If it is impossible to forward all the records with enlistee, the records should be forwarded via regular mail.
 - a. Green copy of Enlistment/Reenlistment Document (DD-4).
 - b. Copy of Officer Candidate School Agreement (CG-3211 or CG-3211A, as applicable).
 - c. Copy of page 2 of Record of Emergency Data (CG-4113).
 - d. Administrative Remarks (CG-3307).
 - e. Copy of Request for Statement of Creditable Service (CG-3145), if applicable.
 - f. Copy of Report of Separation (DD-214), if applicable.
 - g. Certified copies of documentary evidence of dependents, if applicable.
 - h. Health Record Cover (CG-3443).
 - i. Copy of Report of Medical Examination (SF-88).
 - j. Copy of Report of Medical History (SF-93).
 - k. Immunization Record.
 - l. Chronological Record of Service (CG-4057).
 - m. Copy of Orders.
 - n. One copy of Statement of Financial Obligation/Spouse's Consent (CG-4891), if applicable. The reverse side of this form must be completed and signed by recruiter or notary and spouse.

3. Papers Sent After Enlistment. After enlistment has been effected, the local recruiter shall forward the following enlistment papers to CGPC-RPM no later than 15 days from the date of enlistment:
 - a. Original Enlistment/Reenlistment Document (DD-4).
 - b. Copy of Social Security card.
 - c. Request for Statement of Creditable Service (CG-3145), if applicable.
 - d. Copy of Report of Separation (DD-214), if applicable.
 - e. Original and one copy of Record of Emergency Data (CG-4113).
 - f. Copy of Orders.

4.C.1.p. Residual File.

The recruiting office shall keep a residual file for one year on all Officer Candidate School selectees.

4.C.2. Pre-Commissioning Program for Enlisted Personnel (PPEP).

4.C.2.a. Definition.

The Pre-Commissioning Program for Enlisted Personnel (PPEP) enables selected enlisted personnel to attend college on a full-time basis for up to 24 months, receive a Baccalaureate degree and attend Officer Candidate School (OCS). The program is a mechanism for qualified enlisted members to become commissioned officers.

4.C.2.b. PPEP Features.

1. The number of PPEP selections each year are determined shortly before selection. A maximum of ten personnel may be enrolled in the program at any given time. Only enlisted members who are willing and able to complete a Baccalaureate degree within a maximum period of 24 months will be considered for the program.
2. PPEP students receive full pay and allowances at their enlisted pay grade and are eligible for advancement while attending college. Members desiring to take the service-wide exam (SWE) shall complete all requirements prior to detaching from their present command. All special duty assignment pay ceases upon transfer to PPEP.
3. Personnel selected will receive orders to attend an appropriate college approved by Director, Coast Guard Recruiting Center for a maximum of 24 months in order to obtain a Baccalaureate degree. After receiving their degrees, members attend Officer Candidate School and receive a temporary or reserve commission upon graduation from OCS.

4. All members accepted into the program must forfeit their right to use their Montgomery G. I. Bill (MGIB) benefits until their PPEP participation is complete. This agreement shall be in the form of a Page 7 (CG-3307) submitted with their package. Upon completion of PPEP and OCS, members are authorized to reinstate their MGIB benefits or use tuition assistance for further education.
5. Members enrolled in PPEP who are offered outside tuition assistance (e.g., scholarships, grants, sponsorships, etc.) must inform the PPEP coordinator. Any outside tuition assistance accepted will offset the same amount of Coast Guard tuition assistance.

4.C.2.c. OCS Eligibility.

PPEP and OCS requirements are the same. See the ? CG Personnel Manual, COMDTINST M1000.6 (series), Article 1.B., and this manual's Article 4.C.1.

4.C.2.d. Military Status.

Only enlisted Coast Guard or Coast Guard Reserve members on active duty are eligible to apply for PPEP. As of the date of the selection board, applicants must have completed at least four years of active duty, two of which must have been in the Coast Guard.

4.C.2.e. Extended Service Obligation.

If selected, applicants must sign a new Enlistment Contract (CG-3301) extending their obligation for a period of up to six years based on these criteria:

1. Those members requiring one year to complete their Baccalaureate degree must extend their contract for up to three years; or
2. Those members requiring two years to complete their Baccalaureate degree must extend their contract for up to six years.

4.C.2.f. Program Restrictions.

1. Applicants must have completed sufficient undergraduate course work prior to PPEP in order to earn a Baccalaureate degree within 24 months while taking a full course load.

2. Applicants must have a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale (based) for all courses taken. Selected students must maintain a GPA of at least 2.5 to remain in PPEP.
3. Prior to applying, applicants must be enrolled or accepted for enrollment in an accredited four year college or university approved by Coast Guard Recruiting Center. The college or university must offer the desired (Baccalaureate) degree program.
4. Close proximity of the college or university to either the applicant's present Coast Guard duty station or to Officer Candidate School is preferred and will be considered in the selection process.
5. Any transferable credits must have a grade of "C" or better. CLEP test results, correspondence courses and education and training assessment reports do not count for college credit until accepted by the applicable institution and recorded on official transcripts.
6. Copies of all transcripts must be included with the applications and include a degree outline signed by an advisor indicating the expected graduation date.
7. Members who have already earned a Baccalaureate degree will not be considered for PPEP.

4.C.2.g. Command Endorsement.

Applicants must be recommended by the commanding officer. Exceptions will not be considered.

4.C.2.h. Physical Requirement.

Personnel who do not meet weight standards are not eligible for PPEP. Personnel in the PPEP will be weighed annually during their birth month and shall participate in the Coast Guard urinalysis program. PPEP students who fail to remain within weight standards while enrolled in the program will be disenrolled.

4.C.2.i. Personal Conduct.

Applicants must have no record of conviction by court-martial, non-judicial punishment (NJP) or civil court for other than minor traffic violations during the two years preceding 01 September of the year enrolling in college courses under PPEP.

4.C.2.j. Selection.

1. Selected applicants will receive Permanent Change of Station (PCS), Duty Under Instruction (DUINS) or Temporary Assigned Duty (TAD) orders.
2. Members enrolled in PPEP are under administrative control as provided in the CG Training and Education Manual, COMDTINST M1500.10B (series), Section 3-B-12.

4.C.2.k. Term of Service.

1. Obligated service decreases while members are enrolled in the PPEP. If unsuccessful during any portion of the PPEP, or if unable to meet any of the requirements stipulated in the "Statement of Understanding," program participants will incur two months obligation for every month enrolled in the PPEP. The extended obligation cannot exceed six years.
2. Program participants shall enroll in applicable undergraduate courses during the summer months. Only academic courses required for the desired degree are authorized.
3. Program participants unable to enroll in summer school must submit a written statement explaining the reason(s) for non-attendance. They will be assigned to the nearest Coast Guard unit to work in their enlisted rating.

4.C.2.1. Application Deadline.

All applications must be submitted to Coast Guard Recruiting Center in accordance with the currently published message.

4.C.3. College Student Precommissioning Initiative (SPI).

4.C.3.a. Definition.

The College Student Precommissioning Initiative (SPI) program is used to increase the number of minority Coast Guard Officers by offering two year college scholarships. The program funds up to two academic years of tuition, books and certain supplies and required class fees. In addition to being a student, the participant enlists in the Coast Guard with a four year active duty obligation and receives the associated pay and benefits of an E-2.

4.C.3.b. Program Features

1. The maximum number of students that may be enrolled in the program during an academic year is 60. The number of graduating seniors determines the number of selectees each year and will be published shortly before the selection panel meets to review applications.
2. SPI students receive full pay and allowances and other military benefits while in the program. They are eligible for advancement to E-3 while in the program.
3. Applications are reviewed by a panel convened in the spring.
4. Upon selection, the student will be enlisted into the Coast Guard and attend eight weeks of enlisted basic training at Training Center Cape May. The enlistee will then return to school and also report to the nearest recruiting office where they will be designated an Officer Trainee (OT) and supervised by the Recruiter In Charge (RIC).
5. SPI students must spend time, in uniform, during the school year assisting recruiting offices, learning other Coast Guard duties and spending the summer in various kinds of Coast Guard training. Upon graduation from college, participants attend the next available Officer Candidate School (OCS) class. Upon graduation from OCS, they are commissioned as ensigns (O-1).

4.C.3.c. Eligibility.

1. OCS Requirements. Applicants must meet all OCS requirements described in this Chapter, including age, testing requirements and training (see "Programs Leading to a Commission from OCS"/"Officer Candidate School (OCS)" and Table 4-A).
2. Military Status. All active duty personnel are ineligible unless their obligation expires before classes begin in the fall. Reservists below E-4 may apply.
3. Service Obligation. The SPI student enlists as an E-2 and incurs a four year active duty and four year inactive reserve obligation upon entering the program. Students who are unsuccessful academically or who fail to graduate from OCS must still complete all obligated service. Upon completion of OCS, members are commissioned as ensign (O-1) in the Coast Guard reserve and incur a new three year active duty obligation, vacating the previous four year active duty obligation.
4. Education. Applicants must be a sophomore or junior enrolled at or accepted into an Historically Black College or University (HBCU) or Hispanic Association of Colleges and Universities (HACU) or other minority institution approved by Director, Coast Guard Recruiting Center.

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5. Grade Point Average (GPA). Applicants must have a cumulative grade point average of at least 2.5 on a 4.0 scale. This average must be maintained at all times while participating in the program.
6. Physical. To enroll in the program, applicants must meet the requirements of a pre-commissioning physical as described in the ? CG Medical Manual, COMDTINST M6000.1 (series). SPI students must have a current physical prior to attending OCS. All OCS students are given a pre-commissioning physical upon arrival at Yorktown.
7. Personal Conduct. Applicants to the SPI program must meet the same standards as other enlistees, including no military or civil convictions, other than minor traffic offenses, for the two years preceding the start of fall classes.
8. Uniforms. On graduation from recruit training, Director, Coast Guard Recruiting Center will designate SPI students as "Officer Trainees" and direct that all non-rate insignia be removed and replaced with Third Class Cadet insignia. Procurement of insignia and uniform items for these students will be made by Coast Guard Recruiting Center Supply Division and distributed through the Coast Guard Recruiting Center, Operations Division.
9. Application Deadlines. The annual application deadline is March 15. Packages must be at Coast Guard Recruiting Center on or before that date. The Board is normally held the first week in April.

4.D. Programs Leading to a Direct Commission.

4.D.1. Introduction and Overview.

There are several different direct commission programs. Each program has different criteria and application processing may vary by program.

1. Purpose of DCO Programs. The Direct Commission Officer (DCO) program is a way for the service to obtain officers with specialized training on an "as needed" basis, depending on the needs of the service at any given time. These officers serve in positions that reflect their specialized training and background.
2. Post-Selection Training. Selectees attend a four week DCO indoctrination course. Classes are convened in accordance with the needs of the service.
3. Program Variability. DCO program use varies yearly based on service needs. COMDT (G-W) establishes which programs will be used annually. Coast Guard Recruiting Center establishes deadlines for application and selection board dates.
4. Uniform Issue. On reporting to DCO Indoctrination, \$400-\$700 is needed to defray the initial cost of uniform issue. The clothing locker accepts cash, check, or Visa or MasterCard.
5. Date of Rank. The date of rank shall be the date of appointment to commissioned status (date the oath is administered) in the Coast Guard Reserve.
6. Enlisted Coast Guard Members. Enlisted Coast Guard members may apply for DCO programs provided they meet all the requirements for the specific program.

4.D.2. Direct Commission Aviators (DCA).

4.D.2.a. Overview.

Prior service aviators are commissioned in the Coast Guard Reserve as Ensign (O-1) or Lieutenant (junior grade) (O-2). After the DCO course, DCAs report to their unit for duty or to Aviation Training Center, Mobile for additional training. All Direct Commission Aviators incur an obligation of four years on extended active duty.

4.D.2.b. Eligibility.

1. Only those persons who have served as a commissioned aviation officer in another U. S. Armed Force may be appointed.

2. Persons currently holding a commission in the Coast Guard or Coast Guard Reserve are not eligible to apply for a direct commission if they are on the Active Duty Promotion List (ADPL).
3. Reserve officers on the Inactive Duty Promotion List (IDPL) who meet the criteria for one of the direct commission programs may apply for the program provided a conditional resignation, approved by CGPC-RPM, is included in the application package. Reserve officers who meet the criteria for a direct commission may also apply for extended active duty to CGPC-OPM via their chain-of-command.
4. Regular or reserve personnel who have served or are serving in the Coast Guard Reserve and were not selected for integration, extension or promotion are not eligible to apply.
5. National Guard applicants with no active duty time are not eligible to apply to the DCA program. Conversely, Army active duty personnel assigned to National Guard components are eligible to apply. It is essential for recruiters to verify all prior service.
6. Applicants with 10 or more years of non-Coast Guard active duty are not eligible to apply.
7. Rank. Successful applicants who previously served in pay grade O-2 or higher may be appointed as a Lieutenant (junior grade). Successful applicants who have served as an aviator in the pay grade of Chief Warrant Officer or O-1 in any U.S. Armed Service may be appointed as an Ensign. The selection board determines the rank of each applicant selected.

4.D.2.c. Requirements.

1. Age. Applicants' maximum age as of the DCO Indoctrination class convening date is 31.
2. Education. All applicants:
 - a. Must have a Baccalaureate degree from an accredited college or university; or
 - b. Have attained 25th-percentile scores on all parts of the DANTES General Examinations of the College Level Examination Program; or
 - c. Must have completed one year of study (30 semester hours or 45 quarter hours) at an accredited college or university; and

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- (1) Have satisfactorily completed one college level course in mathematics; or
- (2) Have passed the DANTES General Mathematics Examination of the College Level Examination Program.

3. Experience. All applicants:

- a. Must be a graduate of a United States military flight training program;
- b. Must have at least 500 hours of military flight time, not including training hours;
- c. Must have served on active duty, other than active duty for training, as a commissioned pilot for a minimum of two years; and
- d. Must have had primary employment as an aviator within the last two years.

4. Physical Requirements. All applicants:

- a. Must pass a Class I, Service Group I, flight physical examination as specified in the CG Medical Manual, COMDTINST M6000.1 (series). A complete military flight physical administered by any of the Armed Forces within six months of the selection board is acceptable if it contains all data required in a Coast Guard aviation physical.
- b. Must successfully demonstrate an ability to swim 75 yards while dressed in an uninflated, normally equipped life vest, flight suit and boots. Helicopter crew members must also wear a helmet. During the swim test, DCA applicants shall demonstrate the breast stroke, elementary back stroke and side stroke for at least 15 yards each. Additionally, helicopter crew members must successfully complete the Navy's Underwater Egress course.

5. Military Status.

- a. An applicant on active duty in another service may not apply unless the application package includes a statement from his/her current service to the extent that:
 - (1) The applicant has an approved release date; or
 - (2) Has no service obligation remaining and is eligible to separate or resign; or

- (3) Any remaining service obligation would be waived to allow separation or resignation in time for appointment to the Coast Guard
 - b. A statement the member will be released on appointment is inadequate for meeting this prerequisite. Clearance from the applicant's current service, and provision of proof of such clearance, is the sole responsibility of the applicant.
 - c. Applicants serving in the inactive reserve component of another service must include an approved Request for Discharge or Clearance from Reserve Component (DD-368).
 - d. Applicants with ten or more years of non-Coast Guard active duty are not eligible to apply.
 - e. All selectees currently serving on active duty must be discharged from their current service at least two calendar days before being administered the oath for commissioning in the Coast Guard Reserve. The oath must be administered early enough to allow sufficient travel time to the training site for the DCO course. This is necessary to ensure that active duty entitlements and service precedence begin anew upon commissioning in the Coast Guard Reserve.
6. Qualification Test. No qualification tests are required.

4.D.3. Direct Commission Engineering (DCE) Program

4.D.3.a. Overview.

Individuals with degrees and experience in engineering disciplines may be commissioned in the Coast Guard Reserve as Ensign, Lieutenant (junior grade) or Lieutenant and given three-year extended active duty contracts. The selection board determines rank. Selectees will be assigned to the engineering field.

4.D.3.b. Requirements.

Rank	Age (as of Class Convening Date)		Education and Experience (Meet or Exceed Requirements)
	Minimum	Maximum	
Lieutenant	21	34	1. Masters degree in civil, mechanical, or electrical engineering, architecture, computer science or information resource management (IRM); or

			2. Baccalaureate degree in one of the above disciplines with 3 years' relevant work experience after graduation.
Lieutenant (junior grade)	21	28	1. Baccalaureate degree in civil, mechanical, or electrical engineering, computer science or information resource management (IRM), or architecture earned in a 5-year program; or 2. Baccalaureate degree in the above disciplines earned in a 4-year program plus one year's relevant work experience after graduation.
Ensign	21	27	1. Baccalaureate degree in civil or electrical engineering, computer science or information resource management (IRM), mechanical engineering or architecture earned in 4-year program. 2. Candidates holding a Baccalaureate degree in Building Construction, Construction Management, and Engineering Technology will be considered individually on a waiver basis. Send resumes to Coast Guard Recruiting Center for evaluation and approval before beginning application process.

4.D.4. Direct Commission Environmental Manager (DCEM) Program.

4.D.4.a. Definition

Graduates of accredited graduate and undergraduate programs in environmental management, environmental economics, environmental science or other related fields will be commissioned in the Coast Guard Reserve as Lieutenant or Lieutenant (junior grade). The selection board determines rank. Selectees will be given a three year extended active duty contract.

4.D.4.b. Requirements.

Rank	Age (as of Class Convening Date)		Education and Experience (Meet or Exceed Requirements)
	Minimum	Maximum	
Lieutenant	21	38	1. Doctorate from an accredited program in environmental management, science, or economics or related field and one year

			<p>of relevant work experience, or</p> <p>2. Masters degree from an accredited program in environmental management, science, or economics or related field and 4 years of relevant work experience, or</p> <p>3. Baccalaureate degree from an accredited program in environmental management, science, or economics or related field and 6 years of relevant work experience.</p>
Lieutenant (junior grade)	21	34	<p>1. Masters degree from an accredited program in environmental management, science, or economics or related field; or</p> <p>2. Baccalaureate degree from an accredited program in environmental management, science, or economics or related field and 3 years of relevant work experience.</p>

4.D.5. Direct Commission Lawyer (DCL) Program.

4.D.5.a. Definition.

Qualified law school graduates are commissioned in the Coast Guard Reserve as lieutenant (junior grade) to serve as lawyers. In addition to the DCO course, lawyers also attend the U. S. Navy Military Justice Course in Newport, Rhode Island. Expected duty assignments include Coast Guard Headquarters, Maintenance and Logistics Commands, District Offices or other major commands such as training centers.

4.D.5.b. Service Obligation.

Appointed applicants who have been admitted to practice as a member of the bar of any State or the District of Columbia shall serve a minimum of four years on active duty. Applicants appointed who have not been admitted to practice as a member of the bar of any state or the District of Columbia shall serve a minimum of two years on active duty. If within the two years period the appointee gains bar admission, his/her contract will be automatically extended to a total of four years active duty.

4.D.5.c. Requirements.

1. Age. Applicants must be between 21 and 38 years of age as of DCO Indoctrination class convening date.
2. Education. Applicants must:

- a. Have graduated from an accredited law school not later than 01 July of the year in which the applicant will attend the DCO course.
- b. Present evidence of application to take an examination for admission to the bar of a Federal District Court or the highest court of a State or territory of the U. S. or the District of Columbia or present evidence of current admission to such bar prior to 01 July of the year in which the applicant will attend the DCO course.

4.D.6. Direct Commission Maritime Academy Graduate Program (MARGRAD).

4.D.6.a. Definition.

State and Federal Maritime Academy graduates are commissioned in the Coast Guard Reserve as Ensign or Lieutenant (junior grade) and given three-year extended active duty contracts. Appointees are normally assigned to the Marine Safety field. Naval engineering and deck assignments, both ashore and afloat, and assignments pertaining to design, construction, operation maintenance and the repair of Coast Guard cutters and boats are also possibilities.

4.D.6.b. Requirements.

Rank	Age (as of Class Convening Date)		Education and Experience (Meet or Exceed Requirements)
	Minimum	Maximum	
Lieutenant (junior grade)	21	28	1. Federal or State Maritime Academy graduate with a Baccalaureate degree prior to commissioning. Great Lakes Maritime Academy graduates are eligible only if they hold a Baccalaureate degree; and 2. Have served one or more years on board vessels of the U. S. in the capacity of a licensed officer; and 3. Meet either of these two experience criteria: a. Hold one of the following licenses or a higher license: (1) Third Mate (unlimited)- Ocean or Coastwise. (2) Third Assistant Engineer (any horsepower).

			b. Major in Marine Environmental Protection or a related field that does not result in either of the two licenses listed above.
Ensign	21	27	<ol style="list-style-type: none"> 1. Federal or State Maritime Academy graduate with a Baccalaureate degree prior to commissioning. Great Lakes Maritime Academy graduates are eligible only if they hold a Baccalaureate degree; and 2. Meet either of these two experience criteria: <ol style="list-style-type: none"> a. Hold one of the following licenses or a higher license: <ol style="list-style-type: none"> (1) Third Mate (unlimited)- Ocean or Coastwise. (2) Third Assistant Engineer (any horsepower). b. Major in Marine Environmental Protection or a related field that does not result in either of the two licenses listed above.

4.D.7. Licensed Officers of the Merchant Marine (LOMM).

4.D.7.a. Definition.

To ensure continued representation of the Merchant Marine industry in the Coast Guard Marine Safety Program, a number of licensed officers of the U.S. Merchant Marine are to be commissioned as lieutenants or lieutenants (junior grade) in the Coast Guard. The selection board determines the rank of those selected. These personnel serve as inspectors, investigators and as licensing program personnel. LOMM are offered an indefinite contract, with the first three years as a probationary status.

4.D.7.b. Requirements.

Rank	Age (as of Class Convening Date)		Education and Experience (Meet or Exceed Requirements)
	Minimum	Maximum	
Lieutenant	21	38	1. Have 3 or more years' service as licensed officer aboard U.S. commercial vessels, at least 6 months of which as Chief Mate, First Assistant Engineer, or higher. Credit may be given for up to

			<p>one year's service aboard U.S. public vessels; and</p> <p>2. Hold one of these licenses or higher:</p> <p>a. Chief Mate (unlimited), Oceans or Coastwise,</p> <p>b. Master and First Class Pilot (unlimited), Great Lakes, First Assistant Engineer (any horsepower).</p>
Lieutenant (junior grade)	21	32	<p>1. Have 2 or more years' service as licensed officer aboard U.S. commercial vessels. Credit may be given for up to one year's service aboard U.S. public vessels; and</p> <p>2. Hold one of these licenses or higher:</p> <p>a. Second Mate (unlimited), Oceans or Coastwise,</p> <p>b. Master and First Class Pilot (unlimited), Great Lakes,</p> <p>c. Second Assistant Engineer (any horsepower).</p>

4.D.8. Direct Commission Selected School Graduate (DCSS).

4.D.8.a. Definition.

College graduates who have been exposed to military training through Armed Service Reserve Officer Training Corps (ROTC) Programs while earning undergraduate degrees may be commissioned in the Coast Guard Reserve as Ensigns. Selectees will receive three year extended active duty contracts.

4.D.8.b. Requirements.

1. Age. Applicant must be at least 21 but less than 27 years of age as of the DCO Indoctrination class convening date. No adjustment will be made for past military service.
2. Education. Prior to commissioning, an applicant must have earned and received a Baccalaureate degree from one of the following selected schools: Norwich University, Prairie View A & M University, Texas A & M University or Virginia Polytechnic Institute and State University. Graduates of other institutions with solid academic curricula and strong reserve officer training traditions will be considered by Coast Guard Recruiting Center on a case by case basis.

3. Military Training. The applicant must have successfully completed at least two years of reserve training (AFROTC, NROTC OR AROTC) during his/her undergraduate education.
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4.D.9. Maritime Academy Reserve Training Program (MARTP).

4.D.9.a. Definition.

MARTP was created to increase the number of technically trained officers with marine industry related backgrounds entering the Coast Guard. MARTP is designed to attract the highest performing cadets from these state maritime academies: California Maritime Academy, Great Lakes Maritime Academy, Maine Maritime Academy, Massachusetts Maritime Academy, State University of New York Maritime College, and Texas A & M University at Galveston. For further information, see the ☒ Maritime Academy Reserve Training Program (MARTP), COMDTINST 1131.22 (series).

4.D.9.b. Program Features.

1. MARTP participants receive reserve drill pay commensurate with their enlisted pay grade (normally E-3) for periods of authorized training. Cadets also receive a stipend equivalent to the amount of benefits that a drilling reservist would receive through the Montgomery G.I. Bill-Selected Reserve (MGIB-SR). While at the Maritime Academies, cadets are not eligible for the MGIB-SR because they do not complete their Initial Active Duty for Training (IADT) until they graduate from their academy. Cadets may also be eligible for Maritime Administration Student Incentive Pay (SIP).
2. This program allows cadets from these institutions to receive commissions in the Coast Guard Reserve upon completion of training, as well as the opportunity to compete for active service via the MARGRAD program and other DCO programs. If not selected into an active duty program, MARTP cadets will fulfill the remainder of their military service obligation in the Coast Guard Ready Reserve. To receive a reserve commission, cadets must complete the Reserve Officer Candidate Indoctrination course (ROCI).

4.D.9.c. Eligibility.

1. Age. Applicants must be between 18 and 26 years old on 31 August of the year they enter the program.
2. Dependent Status. Applicants may have a maximum of two dependents.

3. Education. Applicants must:
 - a. Be enrolled as a full time student in a State Maritime Academy cadet program working towards both a Baccalaureate degree and a Coast Guard issued Third Mate, Third Assistant Engineer, or 1600 ton license.
 - b. Be a freshman enrolled in a four year program or sophomore enrolled in a five year program.
 - c. Have and maintain a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
 - d. Have a qualifying score on the ASVAB (qualifying ASVAB score is the same as the qualifying score required for enlistment into the Coast Guard).
 4. Military Status.
 - a. Applicants must not be on active duty in any other Armed Force of the United States.
 - b. A reservist on inactive duty with another service must include a Request for Discharge or Clearance from Reserve Component (DD-368) from his/her current service which states the applicant will be discharged upon acceptance into the Coast Guard Reserve. Coast Guard reserve members, E-5 and below, are eligible.
 5. Uniforms. Students in the MARTP wear the same uniforms and insignia as Coast Guard Academy cadets of similar academic class standing. Procurement of insignia and uniform items for these students will be made by G-MRP-3 and distributed through the students' sponsoring Marine Safety Office.
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4.D.10. Direct Commission Physician's Assistants (PA).

4.D.10.a. Definition.

The Direct Commission Physician's Assistant program is designed to provide sufficient numbers of PAs to fill mobilization requirements. Graduates of selected Physician's Assistants Programs are commissioned in the Coast Guard Reserve as ensign (O-1). Selectees appointed under this program without previous experience as a Coast Guard or Coast Guard Reserve CWO (PYA), are required to attend a three-week Reserve Officer Candidate Indoctrination (ROCI) course.

4.D.10.b. Requirements.

1. Age. Applicants must be between 21 and 36 years old as of 01 July after the selection board considered the applicant. No adjustment will be made for prior military service.
 2. Education.
 - a. Applicants must have a Baccalaureate degree; and
 - b. Before appointment an applicant must successfully have completed a Physician's Associate or Assistants Program course approved by the American Academy of Physician's Assistants, Alexandria, VA, (703) 836-2272.
 3. Qualification Test. National Commission On Certification Of Physician Assistants (NCCPA).
 4. Interview. In addition to the normal interview for application, a Public Health Service medical officer on active duty with the Coast Guard must interview PA applicants. Recruiters shall coordinate with the force optimization branch of the servicing Integrated Support Command (ISC-fot) to arrange this interview.
-

4.D.11. Ready Reserve Direct Commission Officer Program (RRDC).

4.D.11.a. Definition.

Under the Ready Reserve Direct Commission (RRDC) program, individuals may apply for a Coast Guard Selective Reserve direct commission. All candidates may apply for appointment as an ensign. Warrant Officers may be considered for commissions up to lieutenant (junior grade) (O-2). Applicants with commissioned officer experience may apply for the highest grade previously held, up to lieutenant (O-3). The date of rank is the date of appointment to commissioned status in the Coast Guard Reserve. Enlisted and non-prior service candidates appointed under this program must attend the three week Reserve Officer Candidate Indoctrination (ROCI) course before commissioning. Those who have held a commission or warrant appointment in the Navy or CG normally are not required to attend.

4.D.11.b. Requirements.

1. Age. Applicants must be between 21 and 36 years old as of 01 July after the selection board considered the applicant.
2. Education.

- a. Applicants must have a Baccalaureate or higher degree; or
- b. Applicants must:
 - (1) Be at least an E-4 and have passed the most recent Service-Wide Examination (SWE) for E-5 (do not have to be above the promotion cut-off); and
 - (2) Have completed the Initial Active Duty for Training (IADT) required of their program. Members in the RX program must have completed Reserve Enlisted Basic Indoctrination (REBI) if required; and
 - (3) Have successfully completed two years (60 semester hours or the equivalent quarter hours) at an accredited degree granting college or university. CLEP examinations (with the ACE recommended score for exams taken prior to May 1986 and a score of at least 421 for exams taken after May 1986) may be substituted for up to 30 semester hours.
3. Qualification Test. Qualification tests are determined by CGPC-rpm.

4.D.11.c. Recruiter Responsibility.

1. Initial Processing. Recruiters may assist applicants in obtaining the application package and may offer guidance to the applicant in completing it.
2. Scheduling Physical Examination. Recruiters shall assist applicants in scheduling physical examinations at the Military Entrance Processing Station (MEPS).
3. Applicant Processing. Completed applicant packages should be sent to the force optimization branch at the servicing Integrated Support Command (fot) for interviews and forwarding to CGPC-rpm for selection and further processing.
4. Maintaining Contact. Recruiters may assist applicants in maintaining contact with Integrated Support Command representatives to update the status of applications.

4.D.11.d. Appointment Process.

The servicing Integrated Support Command shall conduct interviews and forward completed application packages to CGPC-rpm for final determination and selection.

1. Applicant Notification. Notification to applicants of the result of the selection board will be completed by CGPC-rpm and the servicing Integrated Support Command.
 2. Completing Processing. Processing of applications is the responsibility of CGPC-rpm and the servicing Integrated Support Command. Recruiters assist in processing and scheduling of physical examinations.
 3. ROCI Orders. Orders to attend the Reserve Officer Candidate Indoctrination (ROCI) course are completed by CGPC-rpm.
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4.D.12. Direct Commission Prior-Trained Military Officers (PTMO) Program.

4.D.12.a. Definition.

Previously trained military officers, with training or degrees in critical need areas as determined by COMDT (G-W), are commissioned in the Coast Guard Reserve as Ensign or Lieutenant (junior grade). The selection board determines rank. Selectees receive contracts for three years of extended active duty and given duty assignments based on their experience and education.

4.D.12.b. Requirements.

1. Age. Applicant must be at least 21 but less than 32 years of age as of the DCO Indoctrination class convening date.
 2. Education. Former officers with academic degrees in critical need areas or who have been trained in special need areas will be considered for this program.
 3. Experience. An applicant must have completed at least two but no more than ten years of commissioned active duty service in a U. S. Armed Service, Reserve component thereof or National Guard. The last day of active duty commissioned service must be within four years of the expected commissioning date.
-

4.D.13. Non-Active Duty Direct Commission Programs.

4.D.13.a. Definition.

Selectees may attend a two week Reserve Officer Candidate Indoctrination (ROCI) course at the Coast Guard Reserve Training Center in Yorktown, VA. Classes are generally convened during the summer to meet service needs. Selectees drill for

three years at a Coast Guard or Department of Defense unit.
For more information, see the ☒ CG Reserve Policy Manual, COMDTINST M1001.28 (series).

4.D.13.b. Program Variability.

Program use will vary from year to year based on the needs of the service. Commandant (G-WTR) will establish which programs will be used annually, deadlines for application and selection board dates.

4.D.13.c. Application.

1. Applicants who are currently serving in the Coast Guard or Coast Guard Reserve shall apply in accordance with the provisions of the ☒ CG Reserve Policy Manual (COMDTINST M1001.28 (series)).
2. All applicants other than those currently serving in the Coast Guard or Coast Guard Reserve shall apply through a Coast Guard recruiting office and the appropriate regional recruiting command.

4.D.13.d. Common Requirements for Non-Active Duty Programs.

1. Citizenship. Applicants must be U. S. citizens.
2. Physical Requirements. Applicants must meet the physical requirements for a direct appointment in the Coast Guard Reserve; see the ☒ CG Medical Manual (COMDTINST M6000.1 (series)).
3. Military Status. Applicants on active duty with other services are not eligible unless their application includes an approved conditional release or resignation from their current service with an effective date that allows a 24 hour break in service and sufficient travel time to report to Yorktown by the class convening date. Clearance from the applicant's current service, and provision of proof of such clearance is the sole responsibility of the applicant. A conditional release must be obtained by members of other Armed Forces on inactive duty. Applicants with ten or more years of Department of Defense active duty time will not be considered for appointment.
4. Dependents. Applicants may have a maximum of three dependents.

4.D.14. Processing Direct Commission Officers.

4.D.14.a. Coast Guard Recruiting Center Responsibility.

1. Notifying Selectees. After applications for the DCO Programs have been submitted and selections made, Coast Guard Recruiting Center will electronically mail a list of primary and alternate selectees to recruiting offices.
2. Disposition of Non-Selectee Packages. Coast Guard Recruiting Center shall return all applications not selected to their respective recruiting offices.
3. Commissioning Processing. Coast Guard Recruiting Center will process all primary and alternate selectees for commissioning.

4.D.14.b. Recruiting Office Responsibility.

1. Coast Guard Recruiting Center Notification. Recruiting offices shall contact Coast Guard Recruiting Center immediately if:
 - a. Derogatory information omitted from Questionnaire for National Security Positions (SF-86) is revealed.
 - b. The selectee is discovered to be ineligible in any respect for enlistment or commissioning.
2. Candidate Contact. The recruiting office shall contact each candidate by telephone and inform him/her of his/her status. Positive contact is required for each applicant, regardless of selection.

4.D.14.c. Forwarding Documents.

Recruiting offices shall forward any outstanding documents to Coast Guard Recruiting Center, including:

1. Four copies of Questionnaire For National Security Positions (SF-86), each with original signatures.
2. One copy of Personnel Security Action Request (OPNAV 5510), unsigned.
3. Two Fingerprint Cards (FD-258), with signatures on each.
4. Four copies of Authority For Release of Information (CG-5044), each with original signatures.

4.D.14.d. Returning Application Packages.

Return application packages to applicants not selected. All interview forms and any character references (CG-4445) that have been checked in block #25 "do not identify", should be removed prior to returning applications to applicants.

4.D.14.e. Final Determination of Eligibility.

Persons selected cannot be commissioned until final positive determinations are made that the selectee has met all requirements established for commissioning, including physical qualifications and completion of degree. When Coast Guard Recruiting Center is satisfied that a selectee has met the basic requirements for DCO, an authorization to commission and orders will be issued.

4.D.14.f. Oaths of Office.

Oaths of Office will be sent to the local recruiting office. These oaths must be effected by a notary public, commissioned officer of the Armed Services, a judge or court clerk before attending training. Recruiters may assist in obtaining the services of any of the above but cannot effect the oath themselves. Once the oath is effected, the officer must execute his/her orders in order to enter active duty. The oath only establishes a commissioning date and position on the active duty promotion list. It does not constitute the member's entry onto active duty. Selectees may not be commissioned before the month they are to attend the DCO course.

4.D.14.g. Disposition of Records.

1. Records to Accompany Officers. Recruiters shall deliver the records listed below to the selectee in time to accompany him/her upon transfer to the Reserve Training Center, Yorktown. These records shall be placed in a sealed envelope addressed to: Commanding Officer, Reserve Training Center, Yorktown. Newly commissioned officers shall bring all original or certified copies of the records with them to their training command and duty station so that proper pay and medical records will be established. If it is impossible to forward all the records with selectee, the recruiter should forward the records via regular mail as soon as possible.
 - a. Oath of Office.
 - b. Original Orders; Call to active duty.
 - c. Original completed Report of Medical Examination (SF-88).
 - d. Original completed Report of Medical History (SF-93).
 - e. Copy of proof of degree (transcript or other document).

- f. Conditional release from other Armed Force (DD-368), if applicable.
 - g. Copy of Report of Separation (DD-214), if applicable.
 - h. Record of Emergency Data (CG-4113).
 - i. Administrative Remarks (CG-3307).
 - j. Copy of Request for Statement of Creditable Service (CG-3145), if applicable.
 - k. Health Record Cover (CG-3443).
 - l. Immunization Record.
 - m. Chronological Record of Service (CG-4057).
 - n. One copy of Statement of Financial Obligation/Spouse's Consent, CG-4891, if applicable; recruiter or notary and spouse must complete and sign reverse side of form.
2. Residual File. A residual file shall be kept in the recruiting office.
3. SF-86. Submit Questionnaire for National Security Positions (SF-86), if applicable, to the appropriate authorities.
4. Forwarding Oath of Office. Forward the copies of the Oath of Office to CGPC-rpm and CGPC-opm immediately following administration of the oath.

4.E. Programs Leading to Academy Appointments.

4.E.1. United States Coast Guard Academy.**4.E.1.a. Overview.**

Approximately 300 appointments are offered annually for cadets to attend the Coast Guard Academy. The Academy is a four year program that offers a curriculum based primarily in the sciences, engineering, government and management. The intense military structure of the Academy along with its focus on seamanship and leadership development builds junior officers to lead the world's premier maritime service. Appointments are offered based on high school rank, SAT or ACT scores, and a Candidate Evaluation Board.

4.E.1.b. Requirements.

1. Age. Applicants must be between 17 and 22 years old by 01 July of the year entering the Academy.
2. Dependent Status. Applicants may not have any dependents.
3. Education. Applicants must be high school graduates. Individuals may apply one year prior to graduation.
4. Citizenship. Applicants must be U. S. citizens by 01 July of the year admitted to the Academy.
5. Military Status. Prior and non-prior service personnel are eligible to apply.
6. Qualification Test. Applicants must have SAT or ACT scores above a given cut-off. Applicants must arrange for these tests independently.
7. Physical Qualification. Physical examination and qualification for Academy applicants is scheduled through the Department of Defense Medical Examination Review Board in Colorado Springs, Colorado.

4.E.1.c. Term of Active Service.

Applicants must serve four years at the Academy and five years active duty on graduation from the Academy.

4.E.1.d. Applying.

1. Deadline. The application deadline is 15 December for the class reporting in early July of the following year.
 2. Where to Apply. Applicants should apply directly to:

Director of Admissions
U.S. Coast Guard Academy
New London, CT 06320-9807
 3. Special Requirements. Candidates are required to provide \$1500.00 to defray the cost of initial issue, payable upon reporting.
 4. Information. For further information, contact the Coast Guard Academy at (860) 444-8444. Also see the ? CG Personnel Manual, COMDTINST M1000.6 (series), Article 1.E..
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4.E.2. Academy Preparatory Programs

4.E.2.a. Navy/Coast Guard Academy Preparatory School (NAPS).

1. Definition. The Coast Guard participates with the Navy in the Naval Academy Preparatory School program. The course is offered at Newport, RI and lasts ten months. Every year approximately 40 Coast Guard selectees attend the NAPS program. Upon graduation from NAPS, candidates compete to attend the next available Academy class.
2. Application Deadline. Coast Guard enlisted applicants should refer to COMDTNOTE 1531 for information on applying for the NAPS program.

4.E.2.b. Auxiliary Academy Introduction Mission (AIM).

1. Definition. Every summer, the Coast Guard Auxiliary sends about 200 young men and women between their junior and senior year in high school to spend seven days at the Coast Guard Academy in New London. Students from all over the country participate in a "mini-swab" week. Candidates must be highly motivated toward the Coast Guard and the Academy. Candidates are recommended by Coast Guard Auxiliary Flotillas and Divisions for final selection at Coast Guard District level. The Auxiliary Division or District sponsoring these young men and women usually provides the funds for transfer to the Academy. Selectees pay \$100.00 to help defray the cost of food and athletic clothing.

2. Requirements.
 - a. Age. Applicants must be at least 17 but less than 21 years of age. They are usually between their junior and senior year in high school.
 - b. Dependents. Applicants may not have any dependents.
 - c. Education. Applicants must be in the upper 25 percent of their high school class, display leadership ability and be involved in extracurricular activities.
3. Application Deadline. Application deadline dates vary with Flotillas but are usually in January.
4. Program Introduction. All interested applicants should be given a basic introduction to the program as outlined above, and supplied with a contact name, address and telephone number for the Flotilla nearest the applicant's home.
5. Assistance. The Academy recommends that the individual contact the Auxiliary directly with questions concerning AIM, but Academy staff members are available to answer questions concerning the Academy itself.
6. Where to Apply. All forms and applications are held and forwarded with recommendations by the Auxiliary Flotilla.
7. Information. For additional information, see the CG Auxiliary Career Candidate Officers Guide, COMDTINST 1100.4.

4.E.2.c. Minority Introduction to Engineering (MITE).

1. Definition. The Minority Introduction to Engineering (MITE) program is a one-week summer program offered to familiarize high school students with the various engineering fields, life at the Academy, and Coast Guard career opportunities. Participants attend morning and afternoon sessions in engineering including lectures, labs and field trips. Evening sessions include tours of the Academy, involvement in athletic activities and interaction with cadets.
2. Requirements. Applicants must be minority high school juniors to apply. They must have completed at least two years of high school and have minimum scores of 90 on the PSAT, 900 combined score on the SAT, or 21 on the math section of the ACT.
3. Application Deadline. Application deadlines vary from year to year but are approximately 01 May. Application and further information may be obtained from Director of Admissions, USCGA: (860) 444-8444.

4.E.2.d. Coast Guard Recruiting Initiative for the Twenty First Century (CGRIT)

1. Definition. The purpose of CGRIT is to increase the pool of qualified applicants seeking appointments to the Coast Guard Academy and OCS by providing one year or funding for the college education of students at Historically Black Colleges and Universities (HBCUs) and minority institutions (MIs) who are enrolled in the program.
2. Application. The application process has three major steps:
 - a. Applicants submit a two page preliminary application to ensure they meet basic program requirements.
 - b. Applicants who meet basic program requirements receive and must complete an application package which is very similar to that used at the Academy. This package will be used by the Cadet Candidate Evaluation Board to select the students who receive primary and alternate appointments.
 - c. Students who receive primary appointments are scheduled for physical examinations and will receive additional materials to complete their entry into the program. This processing is the same as other Academy admission.
 - d. The two page preliminary application is returned to:

National Association for Equal Opportunity
in Higher Education (NAFEO) Services
Attention: CGRIT Applications
400 12th Street, N.E.
Washington, D.C. 20002

3. Program Features.
 - a. The program includes full tuition, textbooks, monthly pay at the E-2 rate and standard allowances which permit participants to pay for on-campus room and board. Some routine fees are also covered. Participation at this stage incurs a two-year active duty and six-year Inactive Ready Reserve (IRR) obligation.
 - b. Initial training is a two-week orientation at the Coast Guard Academy. The first year of the two-year active duty requirement is spent in training at the student's university. Students may also apply to the Academy and must accept an appointment if offered. Their second year is as a fourth-class cadet at the Coast Guard Academy. On completing the fourth-class year, CGRIT

cadets decide whether to continue in the Academy and Coast Guard. If they elect to continue, they then undertake the full four year educational and professional education. On graduation, Cadets receive a Baccalaureate degree and a Coast Guard Ensign commission. A new five-year active duty obligation begins on commissioning.

4. Information: For additional information, see Administration of the Coast Guard Recruiting Initiative for the Twenty First Century, (COMDTINST 5354.6 (series)).

COAST GUARD RECRUITING MANUAL Article 4

TABLE 4-A: Summary of Officer Programs and Criteria.

	OCS-R	OCS-T	MORE	CGA
INSTRUCTION	COMDTINST M1000.6 (series)	COMDTINST M1000.6 (series)	COMDTINST 1131.16B (01 Sept 1992)	COMDTINST M1000.6 (series)
DEPENDENTS	Maximum three	Maximum three	Maximum two	None
AGE	Between 21 and 26 years old as of class convening date.	Between 21 and 26 years old as of class convening date.	Between 21 and 26 years old as of class convening date.	Between 17 and 22 years old by 01 July of application year.
MILITARY STATUS	Constructive age for active duty prior service time not to exceed 32 years of age.	Constructive age for active duty prior service time 32 years old maximum. CWO: Maximum age 39 as of class convening date.	No constructive age for prior military service.	No constructive age for prior military service.
TERM OF ACTIVE SERVICE	Maximum of six years of non-CG active duty service.	Must have at least four years of active duty service, two of which must be CG	Maximum of six years of non-CG active duty service.	Prior service members are eligible if they meet age requirements.
TESTING	Three years from OCS graduation date.	Three years from OCS graduation date.	Three years from OCS graduation date.	Five years from academy graduation date.
APPOINTMENT GRADE	ASVAB 110; SAT 1000; SAT I 1100; or ACT 23.	ASVAB 110; SAT 1000; SAT I 1100; or ACT 23.	ASVAB 110; SAT 1000; SAT I 1100; or ACT 23.	None.
EDUCATIONAL REQUIREMENT(S)	O-1/O-1E	O-1/O-1E	O-1/O-1E	O-1/O-1E
CG TRAINING	4 year Baccalaureate degree from accredited college or university.	30 semester hours or 45 quarter hours including one math class; or 30 semester hours or 45 quarter hours and math CLEP; or score 421 on each CLEP general exam taken after May 1986.	Must be sophomore or junior at HBCU or HACU approved institution with GPA of 2.5 or better on a 4.0 scale.	Must be high school graduate and have taken SAT or ACT.
EXPERIENCE	17 weeks OCS at Yorktown.	17 weeks OCS at Yorktown.	First summer: Eight week recruit training at Cape May. Second summer: One week Officer Trainee Indoctrination at Yorktown. 17 weeks OCS after college graduation	Four years at CG Academy.
	None.	E-5 or above.	None.	None.

COAST GUARD RECRUITING MANUAL Article 4

TABLE 4-A: Summary of Officer Programs and Criteria (Continued).

	PPEP	DCL	DCA	RRDC
INSTRUCTION	COMDTINST 1131.21 (series) 19 April 1994	COMDTINST 1131.23 (06 Jan 1993)	COMDTINST 1131.23 (06 Jan 1993)	COMDTINST 1131.23 (06 Jan 1993)
DEPENDENTS	Not applicable.	Maximum three.	Maximum three.	Maximum three.
AGE	Between 21 and 26 years old as of the class convening date. Constructive age for active duty prior service time 32 years old maximum.	Between 21 and 37 years old as of the class convening date. No constructive age for prior military service.	Between 21 and 31 years old as of the class convening date. No constructive age for prior military service.	Between 21 and 32 years old by 01 July after the HQ RRDC selection board the applicant is considered for. No constructive age for prior military service.
MILITARY STATUS	Must be CG or CG Reserve active duty member.	Maximum 10 years of non-CG active duty service.	Maximum 10 years of non-CG active duty service.	Maximum 10 years of non-CG active duty service.
TERM OF ACTIVE SERVICE	Four years from OCS graduation date.	Not passed bar exam: two years from execution of oath. Passed bar exam: four years from execution of oath.	Four years from the execution of oath.	Three years in the selective reserve from the execution of oath.
TESTING	ASVAB 110; SAT 1000; SAT I 1100; or ACT 23.	No.	No.	ASVAB 110; SAT 1000; SAT I 1100; or ACT 23, EXCEPT for current or former regular or Reserve Armed Forces officers and CWOs who have at least one year in commissioned status.
APPOINTMENT GRADE	O-1/O-1E	O-2/O-2E	O-1/O-1E if prior O-1 or Warrant O-2/O-2E if prior O-2 or above	O-1/O-1E, O-2/O-2E or O-3/O-3E, depending on experience
EDUCATIONAL REQUIREMENT(S)	Must have sufficient undergraduate hours to complete a Baccalaureate degree within 24 months. Must have GPA of at least 2.5 on a 4.0 scale.	Must have graduated from an accredited law school no later than 01 July of the year application is considered.	30 semester/45 quarter hours to include one math class; or 30 semester/45 quarter hours and math CLEP; or score 421 on each CLEP general exam taken after May 1986.	Four year Baccalaureate degree; or at least E-4 and passed most recent Service Wide for E-5; completed IADT and REBI (if applicable); completed two years of college.
CG TRAINING	Up to 24 months at selected college, then 17 weeks at OCS on graduation.	Four-week Yorktown DCO class; then 7 week MJS at Newport, RI.	Four-week DCO class at Yorktown.	Two-week Yorktown ROCI course for civilian and enlisted selectees.
EXPERIENCE	Must have at least five years of active duty service by 01 Sept of the year of enrollment.	Must present evidence of application to take bar exam or admission to bar before 01 July of the year the application is considered.	Graduate of military flight school; minimum of 500 flight hours not including training; served on active duty for at least two years; primary employment as aviator within last two years.	CWOs may apply for O-1/O-1E, O-2/O-2E or O-3/O-3E Enlisted and civilians may apply for O-1/O-1E Prior or current officers may apply for the highest grade held up to O-3/O-3E.

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5. TESTING.

5.A. Overview.

5.A.1. Purpose.

Testing programs serve two purposes for Coast Guard recruiters. First, they fairly assess applicants' aptitude to ensure all applicants have an equal opportunity to qualify for enlistment. Second, they identify those prospects who have performed well enough to meet Coast Guard standards on aptitude tests taken in their high schools.

5.A.2. Using ASVAB.

The Armed Services Vocational Aptitude Battery (ASVAB) is the only examination authorized for general enlistment/reenlistment in the Coast Guard (regular and reserve) and for Guaranteed Training Program qualification. Officer Programs may use SAT, ACT or ASVAB scores.

5.A.3. Recruiters'-in-Charge Responsibility to Support Testing Programs.

5.A.3.a. Inter-Service Recruitment Committee (IRC).

Each Military Entrance Processing Station (MEPS) hosts an Inter-Service Recruitment Committee which presents recruiting service concerns to the MEPS. Recruiters-in-Charge shall represent the Coast Guard on these committees and shall conscientiously attend their meetings. If multiple Coast Guard offices are served by a single MEPS, the Recruiter-in-Charge of the office closest to the MEPS shall serve as the IRC representative.

5.A.3.b. School Testing Program.

Each IRC manages a program to conduct ASVAB testing at high schools and share the results with all five Armed Services' recruiting forces. Each service, including the Coast Guard, is required to schedule the ASVAB to be administered at high schools as assigned by the IRC. Recruiters-in-Charge shall fulfill this responsibility for the Coast Guard and provide examination proctors as required by the IRC. Reservists and auxilarists in uniform may serve as Coast Guard proctors. If an IRC

requires more participation than a recruiting office can provide, the Recruiter-in-Charge shall ask Coast Guard Recruiting Center to resolve the situation.

5.A.3.c. Obtaining Printouts.

It is the responsibility of each Recruiter-in-Charge to ensure that arrangements are made to receive appropriate copies of ASVAB Service Printouts from MEPS Test Control Officers.

5.B. ASVAB Testing Program.

5.B.1. Program Management.

The Armed Services Vocational Aptitude Battery (ASVAB) is a Department of Defense test used as a preliminary classification and screening device for applicants enlisting in the Armed Services. The Military Enlistment Processing Command (MEPCOM), North Chicago, Illinois operates and manages the ASVAB testing program. The Coast Guard Recruiting Center is the liaison between the Coast Guard and MEPCOM.

5.B.2. ASVAB Sub-tests.

The ASVAB consists of ten sub-tests, each administered and timed separately. Briefly, they are as follows:

Title	Items	Minutes	Content
1. General Science (GS)	25	11	Items drawn from biology, medicine, chemistry and physics. This test measures basic factual knowledge at a level appropriate to secondary school general science courses.
2. Arithmetic Reasoning (AR)	30	36	Often called "word problems," this sub-test requires applicants to use arithmetic skills to solve problems described by short paragraphs. Knowledge of advanced mathematics is not required.
3. Word Knowledge (WK)	35	11	Essentially a vocabulary test; the applicant is given a word and asked to choose which of four other words is closest in meaning.
4. Paragraph Comprehension (PC)	15	13	This test is designed to measure how well applicants can acquire information from written text. Applicants read short paragraphs and answer questions about them.
5. Numerical Operations (NO)	50	3	This test covers basic arithmetic operations. Applicants are asked to solve these problems as quickly as possible. To a great extent scores depend on both speed and accuracy.
6. Coding Speed (CS)	84	7	Like Numerical Operations, this sub-test emphasizes speed and accuracy. Given the code numbers for certain words at the top of the page in the test booklet, applicants are asked to mark spaces on their answer sheet corresponding to the words' code numbers.

7. Auto and Shop Information (AS)	25	11	This sub-test measures applicant's specific knowledge of the tools and terms associated with vehicle repair and maintenance.
8. Mathematics Knowledge (MK)	25	24	This sub-test covers subjects normally taught in high school mathematics classes, such as algebra, geometry and trigonometry.
9. Mechanical Comprehension (MC)	25	19	These items show pictures of basic machines such as pulleys, levers, gears and wedges. To answer the questions, applicants must visualize how pictured objects would operate.
10. Electronics Information (EI)	20	9	This sub-test measures applicant's familiarity with electrical equipment, knowledge of electronics terminology and ability to solve simple electrical problems.

5.B.2.a. ASVAB Examination Formats.

ASVAB sub-tests may be administered in three formats. Each format has been validated so that no advantage accrues to any applicant by taking the test in one format instead of another. All versions yield valid scores for accession and training. All formats ask applicants to select correct answers from four choices (except in the Coding Speed test, where all versions present five options). Random guessing is discouraged but there is no penalty for incorrect answers.

1. Standard Version. Most testing sites use a traditional paper test and have applicants enter responses in pencil on a machine-readable answer sheet.
2. Digital Response Pad (DRP) Version. Some sites employ a traditional paper test but have applicants enter responses on a digital response pad (DRP).
3. Computer Adaptive (CAT-ASVAB) Version. Some sites use a computer adaptive version (CAT-ASVAB). Applicants are shown questions on a computer monitor and use the computer keyboard to respond. The CAT-ASVAB takes the least time to administer because the computer tailors the examination during the test based on how well the student is performing. An applicant who consistently enters correct answers to simple items will be presented with fewer easy questions so a valid score may be obtained with fewer questions being asked.

5.B.2.b. Requesting Examinations.

Recruiters must request examinations by submitting a separate Military Enlistment Processing Command (MEPCOM) Form 714-A for each applicant to be tested two days before the desired test date.

5.B.2.c. ASVAB Testing Sites.

ASVAB testing is conducted at Military Entrance Processing Stations (MEPS) or subsidiary Mobile Examining Team (MET) sites. MET sites change frequently. Recruiters are directed to report problems with changes in MET site locations to Coast Guard Recruiting Center.

5.B.2.d. Taking the Examination.

Recruiters may accompany applicants to test sites. Applicants must present one copy of Form 714-A completely filled out on both sides (MEPS completes shaded blocks). Form 714-A is required in each of these cases:

1. For each aptitude examination at a MET site, including re-tests administered six months or more after initial testing.
2. When an applicant tests or is medically examined at a MEPS and that MEPS has no MEPCOM Form 714-A on file for the applicant.
3. When an applicant processes for enlistment into a service other than that for which the applicant was most recently processed.

5.B.3. ASVAB Test Results.

5.B.3.a. AFQT Score.

The Armed Forces Qualification Test (AFQT) is computed from raw scores of the mathematics knowledge, arithmetic reasoning, word knowledge and paragraph comprehension sub-tests of the ASVAB. Coast Guard recruiters are not authorized to use AFQT Conversion Tables to convert the AFQT raw score into AFQT and sub-test composite scores.

5.B.3.b. Minimum Qualifying Scores.

The minimum qualifying scores for enlistment are found in Article 2 ("Applicant Screening"/"Education and Testing Requirements") and Table 2-J.

5.B.3.c. Unofficial ASVAB Test Results.

MEPS does not release test results until they have been verified and a files search has been completed. However, immediately following test sessions, test administrators are permitted to provide unprocessed AFQT raw scores only (raw scores from ASVAB parts 2, 3, 4 and 8). These unverified scores cannot be used to make a binding oral commitment to applicants. MET testers will score and provide

immediate unverified AFQT raw scores to the recruiter only after completion of the entire test session. MEPS/ METS personnel do all grading of the ASVAB tests.

5.B.3.d. Verified ASVAB Test Result.

Verified test scores are the only scores authorized for enlistment. Verified test results on the ASVAB Service Printout (714-A-ADP) will normally be provided to recruiting personnel at the MEPS within two workdays. A copy of the ASVAB Service Printout shall be included among enlistment papers sent to Training Center Cape May or the enlistee's first unit.

5.B.3.e. Use of ASVAB Service Printout (714-A-ADP).

The ASVAB Service Printout shall be used to determine eligibility for enlistment in the Coast Guard and Coast Guard Reserve by the AFQT score. The Navy Standard scores on this printout shall also be used to determine Class "A" School eligibility. The Navy Standard Verbal Ability (VE) score shown on the printout is a composite of Word Knowledge (WK) and Paragraph Comprehension (PC). This score gives an indication of overall verbal ability as applicable to various Class "A" Schools.

5.B.4. ASVAB Retests.

5.B.4.a. General.

1. ASVAB re-test shall be conducted at the MEPS or MET site, not as part of the school testing program.
2. Applicants may be re-tested after six months have passed since their most recent test. MEPCOM Form 714-A shall be used by recruiting personnel to request a retest of the ASVAB.

5.B.4.b. Exceptions.

1. Six months must elapse since an applicant's last test before he or she may retest solely for the purpose of raising scores to qualify for a particular enlistment option.
2. Coast Guard Recruiting Center may authorize re-testing after 30 days have passed from an initial ASVAB test if substantial reason exists to believe the initial test score or sub-test scores do not reflect an applicant's education, training or experience. This authorization will be provided in writing and shall be attached to a copy of the MEPCOM Form 714-A. In this case, the Recruiter in Charge will sign MEPCOM Form 714-A to authorize a retest. The applicant

must present the approved Form 714-A to the test administrator before being seated at the test site.

5.B.4.c. Applicable Scores.

Re-tests cancel all previous test scores. Recruiters shall advise applicants that the retest score will become official even if it is lower than the original score. An applicant who attempts a retest in order to qualify for a Class "A" School runs the risk of scoring lower on the retest and losing eligibility for enlistment.

5.B.4.d. Validity Period of ASVAB Scores.

Test scores are valid for two years from the date of administration. Applicants must be re-tested after two years if applying for a school or program that requires valid ASVAB/AFQT scores.

5.C. Additional Tests.

5.C.1. AFCT.

The Armed Forces Classification Test (AFCT) is authorized to be held and administered by Coast Guard Recruiting Center only as a retest of Coast Guard personnel who did not attain qualifying scores for particular Class "A" Schools at the time of their enlistment. The test shall be administered in accordance with the criteria set forth in the Training and Education Manual, COMDTINST M1500.10 (series), Chapter 4.

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6. RECRUITING DOCUMENTS.

6.A. Record of Military Processing (DD-1966).

6.A.1. Description.

The Record of Military Processing-Armed Forces of the United States (DD-1966), for enlistment of individuals into the Armed Forces, is used by the Military Entrance Processing Stations (MEPS) for recruit processing. Page One of the Record of Military Processing (DD-1966- ADP) is used by MEPS personnel to enter accession records into the Military Entrance Processing Reporting System (MEPRS).

6.A.2. Preparation.

The Record of Military Processing (DD-1966) is a multi-page document that will be completed by each applicant for enlistment or reenlistment in the Regular Coast Guard and Coast Guard Reserve. It may be typed or printed, using a ball-point pen with black ink only. Questions not applicable to a particular applicant shall be marked "Not Applicable", using the letters "NA". Broken or solid lines to indicate the question has been considered shall not be used. Recruiters should ensure that questions requiring "None" or "No" answers are not answered "NA". Omissions or incomplete answers to questions will not be accepted. Proper review of applications prior to effecting enlistment/reenlistment will prevent this unnecessary expenditure of time and money. The "Remarks" section shall be used when additional space is required to answer any specific question. Particular attention is invited to the responsibility attached to the signatories. Applications will not be considered complete until signed by an authorized recruiting officer.

6.A.3. Responsibility.

The Recruiting Services are responsible for ensuring the information is provided properly in accordance with individual service instructions. Items A through D, 1 through 16 and 18 are a recruiting service responsibility. Item 16b uses raw scores only.

6.A.4. Delayed Entry Program Enlistment.

Recruiting personnel will complete the entire Record of Military Processing (DD-1966) for applicants enlisting into the Delayed Entry Program (DEP). For such an enlistment, MEPS personnel will not remove page one of the Record of Military

Processing (DD-1966) for the DD-1966/w manifold. Ensure Item 17 is completed on all applicants entering the DEP.

6.A.5. Enlistment Other than Delayed Entry Program.

Recruiting service personnel will complete the Record of Military Processing (DD-1966), excluding Items 17 and 19, for applicants who request administrative processing for enlistment into programs other than the Delayed Enlistment Program (DEP), e.g., active duty. MEPS personnel will code items per paragraph two above. For such an enlistment, MEPS personnel will not use the applicant's U.S. Military Entrance Processing Command (MEPCOM) Request for Examination form (USMEPCOM Form 714A) as the data source for transmission. Instead, MEPS personnel will remove page one of the Record of Military Processing (DD-1966) and use that form as the transmission data source. This transmission will be the official accession record for the enlistee.

6.A.6. Induction Processing.

The Record of Military Processing (DD-1966) will be completed during induction processing per instructions issued by Headquarters, USMEPCOM.

6.A.7. Distribution.

The original of the Record of Military Processing (DD-1966) shall be forwarded together with all enlistment papers to CGPC-adm-3 for regular enlistment, and to CGPC-rpm for reserve enlistment. The first and second copies shall accompany the recruit to recruit training. Training Center Cape May shall destroy the local personnel data record copies prior to transferring the member to his/her first unit. For those prior service members not required to attend recruit training, the local personnel data record copies shall be destroyed by the recruiting office prior to transferring the member to his/her first unit. The third copy is retained in the re-enlistment file at the recruiting office.

6.A.8. Instructions for Service Applicants.

Instructions for the completion of the Record of Military Processing-Armed Forces of the United States (DD-1966) accompany the form. Please read the instructions for each item prior to making an entry. Type or print using ball-point pen with black or blue/black ink. Print firmly to make sure all copies are readable.

6.B. Questionnaire for National Security Positions.

6.B.1. Using the Form.

The Questionnaire for National Security Positions (SF-86) is used to determine the enlistment eligibility and qualifications of applicants in conjunction with the Record of Military Processing (DD-1966) and in accordance with service regulations.

6.B.2. Instructions.

Instructions for the completion of the Questionnaire for National Security Positions (SF-86) accompany the form. Please read the instructions for each item prior to making an entry. Type or print using ball-point pen with black or blue/black ink. Print firmly to make sure all copies are readable.

6.C. Enlistment/Reenlistment Document.

6.C.1. Policy.

The Enlistment/Reenlistment Document (DD-4) is required to document Armed Forces enlistments and re-enlistments. On execution, it is an official, legal agreement between the United States government and the enlisted member. The Record of Military Processing (DD-1966) is the source document for preparing the Enlistment/Re-enlistment Document (DD-4). MEPS is responsible for preparing and reviewing the Enlistment/Re-enlistment Document (DD-4) for accuracy and completeness. Recruiters are responsible for reviewing all entries for accuracy and ensuring the applicant understands the meaning and intent of the Enlistment/ Reenlistment Document (DD-4) before the applicant or recruiter signs the document. The Oath of Enlistment shall be administered in accordance with Article 2, "Oaths." MEPS will not be involved in completing the Enlistment/Reenlistment Document (DD-4) in the case of prior service applicants who are being shipped directly to their first units from the recruiting office or detachment.

6.C.2. Procedures.

It is essential to take special care to ensure the Enlistment/ Reenlistment Document (DD-4) is prepared accurately and completely.

6.C.2.a. Corrections.

Corrections in Items 5, 8 (branch of service, period of enlistment, pay grade), 18b, 19b, 20a, 21f, 22c, 23b and 23f are not authorized. Any errors in these sections necessitate completing a new document. All authorized changes or corrections in other items must be initialed by both the applicant and Coast Guard representative. The proper method of correction is to line through the incorrect information and type or print the correct information. Corrections shall not be made using erasers, correction fluid, correction tape or correcting typewriter ribbons. Improper correction measures require the completion of a new document.

6.C.2.b. Preparation.

The form shall be completed in uppercase letters by typewriter or mechanically. The USMEPCOM Commanders may be authorized neat printing of the form with a ball-point pen (black or blue/black ink) under emergency conditions (e.g., a blackout).

6.C.2.c. Signatures.

All signatures shall be made in ball-point pen using reproducible black or blue/black ink.

6.C.2.d. Distribution.

The completed form will be distributed in accordance with USMEPCOM Regs. 601-10 and 601-12.

6.C.3. Instructions.

Instructions for the completion of the Enlistment/Reenlistment Document (DD-4) accompany the form. Please read the instructions for each item prior to making an entry. Type or print using ball-point pen with black or blue/black ink. Print firmly to make sure all copies are readable.

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APPENDIX

Sample Documents.

All forms contained in this Chapter will be available on the Coast Guard standard workstation in the future. Once available on the Coast Guard standard workstation, this Appendix will be deleted from the Recruiting Manual. Until then, these forms are included to assist recruiters in completing all packages consistently and correctly. Suggestions on improving any form should be directed to Coast Guard Recruiting Center (operations).

All documents are prepared in the same manner. The original is filled out and three copies are made of the applicable document(s). The original is an attachment to (becomes an Appendix of) the Enlistment/Reenlistment Document (DD-4). Copies of the document are appended to applicable copies of the Enlistment/ Reenlistment Document (DD-4).

Instructions on completing forms (not appendices) accompany each form. Copies of blank "Appendix" forms and "Check-Off" lists are provided in the following pages and are also available on diskette.

Appendices F, K, R, S Y and Z have intentionally been omitted and are reserved for future use.

Sample Documents General.

APPENDIX A (SOU-Original Enlistment).

STATEMENT OF UNDERSTANDING FOR ORIGINAL ENLISTMENT IN THE COAST GUARD
(CG FORM 3301A)

1. Being an applicant for enlistment in the U. S. Coast Guard, I, _____, certify that, prior to taking the Oath of Enlistment, the following obligations have been explained to me:
 - I understand that in the event I am attached to a shore station beyond the continental limits of the United States at the time of my expiration of enlistment, I will be discharged on the date of my first arrival within the continental limits of the United States, or on the date that I can be discharged or reenlisted at my station beyond the continental limits of the United States, whichever is earlier; in either case for a period not to exceed three months. [14 USC §367(2)]
 - At the expiration of my enlistment, I may be involuntarily retained in the Coast Guard for reasons essential to the public interests, for a period not to exceed 30 days. [14 USC 367(a)(4)]
 - If I am offered and accept an appointment as a temporary commissioned officer, I will be discharged prior to being commissioned. [Article 12-B-12-a.2, CG Personnel Manual (COMDTINST M1000.6 (series))]
 - I understand that I will be retained on active duty beyond the date my enlistment expires (ETS) to make up lost time due to desertion, absence without leave, confinement while awaiting trial and disposition by court-martial, confinement under sentence of a court-martial or time lost due to inability to perform duties because of intemperate use of drugs or alcoholic liquor, or because of disease or injury resulting from my misconduct. [10 USC §972]
2. I understand that if I do not reenlist or am not immediately discharged upon completion of active duty, I will be placed in the Ready Reserve. Upon completion of five years of combined active duty and satisfactory participation in the Ready Reserve, I will be eligible for transfer to the Standby Reserve. If I so apply, I will be transferred to the Standby Reserve for any remaining portion of my military service obligation.
3. I understand that under the authority of 14 USC §2, the Coast Guard is tasked with the enforcement of all applicable Federal laws on or under the high seas and waters subject to the jurisdiction of the United States. As a member of the U. S. Coast Guard, I understand that I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I further understand that the Coast Guard is an armed force and that as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX B6 (SOU-6-Year) .

STATEMENT OF UNDERSTANDING FOR SIX YEAR ACTIVE DUTY ENLISTMENT

Prior to enlisting in the U. S. Coast Guard, I, _____, understand that:

1. I am agreeing to serve on active duty in the U. S. Coast Guard for a total of six years, followed by two years in the Individual Ready Reserve (IRR) of the U. S. Coast Guard Reserve.
2. By agreeing to serve six years on active duty, I have been guaranteed that:
 - I will be assigned to _____ Class "A" School, class convening on _____.
 - Upon completion of _____ Class "A" School, I will be authorized to receive a \$2000 bonus.
 - Upon completion of _____ Class "A" School, I will be assigned to additional advanced training as necessary.
3. Should I decline assignment to the above school at any time, I will not be guaranteed assignment to another school.
4. Commanding Officer, Training Center Cape May, may revoke this guarantee should I fail to progress satisfactorily during recruit training. Failure to progress satisfactorily is interpreted to mean failure to complete recruit training in accordance with established schedules due to academic, adaptability or misconduct reasons, and is contingent on my passing all applicable physical standards required to attend this school (i.e., normal color vision, hearing, eyesight, etc.).
5. Should I be convicted of a serious violation of the Uniform Code of Military Justice, the guarantee will be revoked.
6. All efforts will be made to ensure that I meet the original class convening date, including cancellation or reduction of recruit graduation leave and permissive orders to Hometown Recruiting Office (if applicable). However, if I am unable to meet the school convening date through no fault of my own, I will be assigned to a later class.
7. Should I be disenrolled from the school identified herein for academic failure or misconduct, I will not be guaranteed assignment to another school and I will be required to complete a four year active duty commitment.
8. If I am disenrolled from the aforementioned school or should I fail to be assigned to said school for any of the reasons contained herein, I will not necessarily be precluded from applying for further school assignments pursuant to current regulations and policies.
9. Should I be discharged prior to the completion of my six year active duty commitment as a result of my own fault, I will be required to repay the portion of my bonus for the time I did not serve on active duty.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX C4 (SOU-4Year, MGIB) .

STATEMENT OF UNDERSTANDING FOR FOUR YEAR ACTIVE SERVICE
MONTGOMERY G. I. BILL (MGIB)

Prior to enlisting on active duty for four years in the U. S. Coast Guard, followed by a four year reserve obligation, I _____, understand that:

1. I am eligible for the Montgomery GI Bill (MGIB) based upon my initial entry on active duty on or after 01 July 1985.
2. I am automatically enrolled in the MGIB and my basic pay will be reduced by \$100 per month for each of the first full 12 months of active duty.
3. I cannot suspend or stop my monthly pay reduction under the MGIB and there is no refund of my money under any circumstances.
4. To be eligible for benefits, I must do all of the following:
 - Complete 48 months of active duty.
 - Complete my high school education (or receive an equivalency certificate) before the end of my initial enlistment. I understand that regardless of any college work I may have completed, I must get a high school credential if I don't already have one.
 - Receive an honorable discharge.
5. My benefit will be a minimum of \$300 per month for 36 months (minimum total of \$10,800) although the monthly amount may vary from year to year.
6. I am eligible to use my benefits in-service after two years on active duty.
7. I may use my benefits at colleges, universities, business or technical schools, or for correspondence courses, apprenticeships or on-the-job training (OJT) programs that are approved for Veterans' Affairs (VA) training.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX C6 (SOU-6-Year, MGIB) .

STATEMENT OF UNDERSTANDING
FOR SIX YEAR ACTIVE DUTY ENLISTMENT OPTION
MONTGOMERY G.I. BILL (MGIB)
(CG FORM 5482: SELECTED RESERVES)

Prior to enlisting on active duty for four years plus a two year extension, followed by a two year reserve obligation, I _____, understand that:

1. I am eligible for the Montgomery GI Bill (MGIB) based on my initial entry on active duty on or after 01 July 1985.
2. I am automatically enrolled in the MGIB and my basic pay will be reduced by \$100 per month for each of the first 12 months of active duty.
3. I cannot suspend or stop my monthly pay reduction under the MGIB, and there is no refund of my money under any circumstance.
4. To be eligible for benefits, I must do all of the following:
 - Complete 48 months of active duty.
 - Complete my high school education (or receive an equivalency certificate) before the end of my initial enlistment. I understand that regardless of any college work I may have completed, I must get a high school credential if I don't already have one.
 - Receive an honorable discharge.
5. My benefit will be a minimum of \$300 per month for 36 months (minimum total of \$10,800) although the monthly amount may vary from year to year.
6. I am eligible to use my benefits in-service after two years on active duty.
7. I may use my benefits at colleges, universities, business or technical schools, or for correspondence courses, apprenticeships or on-the-job training (OJT) programs that are approved for Veterans' Affairs (VA) training.
8. I can make a one-time only election to disenroll during the first two weeks of active duty.

I HAVE READ AND UNDERSTAND EACH OF THE STATEMENTS ABOVE. I UNDERSTAND THAT IF I DECIDE TO DISENROLL, IT MUST BE DONE DURING THE FIRST TWO WEEKS OF ACTIVE DUTY.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

COAST GUARD RECRUITING MANUAL Appendix Sample Documents

APPENDIX D (Statement of Financial Health).

MONTHLY INCOME	CG Active Duty & Activated Reservist	Drilling Reservist
Service Base Pay	\$	\$
Sea/Foreign Duty Pay		-0-
Proficiency Pay/Flight Pay		-0-
Quarters Allowance (BAQ)		-0-
VHA (if location known)		-0-
Subsistence Allowance		
Clothing Allowance		
Spouse's Income		
Civilian Job Income		
Other Income		
Total Monthly Income:	\$	\$

ASSETS	Market Value	Encumbrances	Net Value
Home:	\$	\$	\$
Land:			
Automobile(s):			
Savings Account:			
Savings Bonds:			
Stocks:			
Other:			
Total Assets:	\$	\$	\$

MONTHLY INCOME	CG Active Duty & Activated Reservist	Drilling Reservist
Rent/Mortgage:	\$	\$
Automobile(s):		
Insurance (home, automobile, life):		
Withholding (FICA, state, etc.)		
Credit Cards (list separately below):		
Food:		
Utilities (including transportation):		
Child Care:		
Clothing:		
Other (list separately below):		
Total Monthly Expenses:	\$	\$

COAST GUARD RECRUITING MANUAL Appendix Sample Documents

APPENDIX D (Continued, Page 2 of 2)

DEBTS	Original Balance	Current Balance	Monthly Payment Due
Home:	\$	\$	\$
Land:			
Automobile:			
Automobile:			
Credit Card:			
Loan:			
Loan:			
Other:			
Other:			
Total Liabilities:	\$	\$	\$

I certify that the above is a true account of my financial status to the best of my knowledge and belief as of the date signed.

Date of Application Signature of Applicant

Date of Application Signature of Recruiter

I certify (on day of enlistment) that I have incurred no additional debts since the above certification.

Date of Enlistment Signature of Applicant/Enlistee

Date of Application Signature of Recruiter

PRIVACY ACT STATEMENT

In accordance with 5 USC §552a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard.
Authority which authorized the solicitation of the information: 14 USC §632.
Principal purpose for which information is intended to be used: to provide Coast Guard recruiters with information they need to determine if the financial health of the applicant will result in future hardships on the member or the member's first unit.
The routine use which may be made of the information: to determine eligibility for recruitment.
Whether or not disclosure of such information is mandatory or voluntary (required by law or optional) and the effects on the individual, if any, of not providing all or any part of the requested information: disclosure of this information is voluntary, but failure to provide the information will result in denial of enlistment.

APPENDIX E (PMIS Data) .

**REQUIRED ENLISTMENT CONTRACT INFORMATION
FOR PMIS DATA ENTRY**

NAME: Last, First, Middle Initial			SOCIAL SECURITY NUMBER		
ENLISTMENT: Date		Term:	Type:		Rate:
			Regular Reserve		
USCG ENLISTMENT:		Test: AFQT Score	Obligation Incurred:	Obligation Completed:	
Original Reenlistment					
ACCEPTED AT: RO:		Information:	City	State	
USCGR ONLY:					
Tra Cat Pay Group:		Term:	Unit OPFAC:	Active/Inactive:	
				Inactive Initial A/D ExtA/D	
BIRTH: Date:		Place: City	State	Citizenship:	
				US Naturalized US Other:	
EDUCATION:		Degree:	Major(s)	Date Granted:	LANGUAGE: Skill Level:
PERSONAL INFORMATION:					
Sex:		Marital Status:	Minority Designator:	Religion:	
Height:		Weight:	Eye Color:	Hair Color:	
HOME ON W-4: City			State:		
HOME OF RECORD: City		State	Zip:	County	
SELECTIVE SERVICE: Number:			Board Address/Number:		
ENLISTING OFFICER: Name:				Rank:	

Sample Documents Guarantees.

APPENDIX GI (SOU-Type I).

STATEMENT OF UNDERSTANDING FOR TYPE I GUARANTEED SCHOOL ASSIGNMENT

Prior to enlisting in the United States Coast Guard under the Type I guaranteed school program, I, _____, understand that:

1. I have been guaranteed that I will be assigned to _____ Class "A" School, class convening on _____.
2. Should I decline assignment to the above school at any time, I will not be guaranteed assignment to another school.
3. Commanding Officer, Training Center Cape May, may revoke this guarantee should I fail to progress satisfactorily during recruit training. Failure to progress satisfactorily is interpreted to mean failure to complete recruit training in accordance with established schedules due to academic, adaptability or misconduct reasons, and is contingent on my passing all applicable physical standards required to attend this school (i.e., normal color vision, hearing, eyesight, etc.).
4. Should I be convicted of a serious violation of the Uniform Code of Military Justice, the guarantee will be revoked.
5. All efforts will be made to ensure that I meet the original class convening date, including cancellation or reduction of recruit graduation leave and permissive orders to Hometown Recruiting Office (if applicable). However, if I am unable to meet the school convening date through no fault of my own, I will be assigned to a later class.
6. Should I be disenrolled from the school identified herein for academic failure or misconduct, I will not be guaranteed assignment to another school and I will be required to complete a four year active duty commitment.
7. If I am disenrolled from the aforementioned school or should I fail to be assigned to said school for any of the reasons contained herein, I will not necessarily be precluded from applying for further school assignments pursuant to current regulations and policies.
8. [For guaranteed aviation schools only] If I am unable to meet the acceptable standards of the air crew physical examination, I will be unable to attend the aviation school which I have been guaranteed. However, I will be provided with the opportunity to choose a non-aviation school.
9. [For guaranteed schools requiring a security clearance only] I must have an appropriate security clearance to attend the guaranteed school. If I am not granted a security clearance, I will be provided the opportunity to choose a school which does not require a security clearance.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX GII (SOU-Type II).

STATEMENT OF UNDERSTANDING FOR TYPE II GUARANTEED SCHOOL ASSIGNMENT

Prior to enlisting in the United States Coast Guard under the Type II guaranteed school program, I, _____, understand that:

1. I have been guaranteed that I will be assigned to _____ Class "A" School, class convening on _____. I will spend a minimum of six months at a Coast Guard unit prior to being sent to Class "A" School.
2. Should I decline assignment to the above school at any time, I will not be guaranteed assignment to another school.
3. Commanding Officer, Training Center Cape May, may revoke this guarantee if I fail to progress satisfactorily during recruit training. Failure to progress satisfactorily is interpreted to mean failure to complete recruit training in accordance with established schedules due to academic, adaptability or misconduct reasons, and is contingent on my passing all applicable physical standards required to attend this school (e.g., normal color vision, hearing, eyesight, etc.).
4. If I am convicted of a serious violation of the Uniform Code of Military Justice, the guarantee will be revoked.
5. All efforts will be made to ensure I meet the original class convening date, including cancellation or reduction of recruit graduation leave and permissive orders to Hometown Recruiting Office (if applicable). However, if I am unable to meet the school convening date through no fault of my own, I will be assigned to a later class.
6. Should I be disenrolled from the school identified herein for academic failure or misconduct, I will not be guaranteed assignment to another school and I will be required to complete a four year active duty commitment.
7. If I am disenrolled from the aforementioned school or should I fail to be assigned to said school for any of the reasons contained herein, I will not necessarily be precluded from applying for further school assignments pursuant to current regulations and policies.
8. Should I fail to be advanced to pay grade E-3 within 12 months, my name will be removed from the Class "A" School list and the guarantee will be revoked.
9. Should I receive performance evaluations lower than minimum standards, the guarantee will be revoked.
10. Upon completion of recruit training and prior to attending Class "A" School, I will be limited to duty inside the continental United States (CONUS).
11. [For guaranteed aviation schools only] If I am unable to meet the acceptable standards of the air crew physical examination, I will be unable to attend the aviation school which I have been guaranteed. However, I will be provided with the opportunity to choose a non-aviation school.
12. [For guaranteed schools requiring a security clearance only] I must have an appropriate security clearance to attend the guaranteed school. If I am not granted a security clearance, I will be provided the opportunity to choose a school which does not require a security clearance.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX H (SOU-Geographic Assignment).

STATEMENT OF UNDERSTANDING FOR GUARANTEED GEOGRAPHIC AREA

1. I understand I have been guaranteed an area assignment of my first duty assignment for at least one year after completion of basic training, in accordance with CG Recruiting Manual, COMDTINST M1100.2 (series).
2. I understand the area I have initialed below is my guaranteed area assignment:

	Northeastern Sector (CG District 1)
	North Central Sector (CG Districts 2 and 9)
	Northwestern Sector (CG Districts 13 and 17)
	Southeastern Sector (CG Districts 5 and 7)
	South Central Sector (CG District 8)
	Southwestern Sector (CG District 11 and 14)

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX I (SOU-"Buddy" Program) .

STATEMENT OF UNDERSTANDING FOR CG "BUDDY" ENLISTMENT PROGRAM

1. I understand that the intent of the Coast Guard "Buddy" Enlistment Program is to provide for enlistment in the Coast Guard of two or more individuals as "buddies".
2. I understand that, to the maximum extent feasible, my "buddy"/"buddies" and I will undergo training together in the same company at the Training Center.
3. I also understand that there may be extenuating circumstances which may require that we be separated during the recruit training period, such as:
 - sickness or other medical reasons;
 - failure to show satisfactory progress in training; or
 - failure of one or more of the group to meet minimum requirements of recruit training.

4. My "buddies" are:

- _____ Social Security Number
- Name of "Buddy" _____
- _____ Social Security Number
- Name of "Buddy" _____
- _____ Social Security Number
- Name of "Buddy" _____
- _____ Social Security Number
- Name of "Buddy" _____

Signature of Enlistee Date

Signature and Title of Recruiter Date

APPENDIX J (SOU-Pay Grade) .

STATEMENT OF UNDERSTANDING FOR ENLISTMENT IN ADVANCED PAY GRADE

1. I understand that I am being enlisted in an advanced pay grade in accordance with CG Recruiting Manual (COMDTINST M1100.2 (series)).
 - Recruit Referral Program.
 - Authorization for pay grade E-2: CG Recruiting Manual (COMDTINST M1100.2 (series)).
 - Qualifications:
 - Enlistee has no prior military service.
 - Enlistee referred the recruits listed below to this office for enlistment:
 - All Other Advanced Pay Grade Programs.
 - Authorization for pay grade E-2: CG Recruiting Manual (COMDTINST M1100.2 (series)).
 - Enlisting officer:
 - Ensure that all required documents are submitted as service record entries in accordance with CG Recruiting Manual (COMDTINST M1100.2 (series))
 - Initial the program and cross through the inapplicable pay grade below that the applicant is qualified and enlisting for:

	Junior Reserve Officer Training Corps (JROTC)	E-2	E-3
	Reserve Officer Training Corps (ROTC)	E-2	E-3
	Naval Sea Cadet Corps (NSCC)	E-2	E-3
	Sea Explorers	E-2	E-3
	College Student	E-2	E-3
	Coast Guard Auxiliarist	E-2	E-3

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

Sample Documents Reserve.

APPENDIX LG (SOU-RP/RL, Guaranteed "A" School).

STATEMENT OF UNDERSTANDING FOR COAST GUARD RESERVE RP/RL PROGRAM

1. I, _____, understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law. I understand that I will be ordered to a period of Initial Active Duty for Training (IADT) for at least 12 weeks, including Class "A" School. After that, I will be required to participate satisfactorily (see paragraph 5) in the selected reserve until six years from the anniversary of my enlistment. For the last two years of my obligation, I will not be required to participate in the selected reserve (10 USC §12103(d)). I will be ordered to IADT within 180 days from my date of enlistment and will normally be released to inactive duty upon satisfactory completion of training.

2. I have been guaranteed that I will be assigned to _____ Class "A" School, class convening on _____. Should I decline assignment to this school at any time, I will not be guaranteed assignment to another school. If I fail to progress satisfactorily in recruit training, I may be re-phased or reclassified from "RP" to "RL" and lose my Class "A" School guarantee. If I fail to progress satisfactorily in Class "A" School, I may be disenrolled and reclassified "RL". If reclassified "RL", I may be assigned on-the-job training (OJT) as necessary to complete at least 12 weeks of IADT, and will be required to complete E-3 performance qualifications and correspondence course within one year of release from IADT. Should I fail to meet the school convening date through no fault of my own, I will be assigned to a later class. Failure to satisfactorily complete the requirements of the RP/RL program, though my own fault, may increase my IADT period to a time greater than 30 weeks and up to 11 months.

3. Upon enlistment, I will be assigned to a Coast Guard unit and will be required to participate satisfactorily (see paragraph 5) in this unit for at least the first six years of my eight year obligation. If I fail to participate satisfactorily, I may be discharged, possibly under "Other Than Honorable" (OTH) conditions, or ordered involuntarily to active duty for a period of 24 months less any periods of active duty (including IADT) already served (10 USC §12303(a)). If I am in pay grade E-4 or above when ordered to active duty under such circumstances, my pay grade may be reduced to E-3.

4. I must keep my Commanding Officer informed of my address at all times. If I move to an area where there is no Coast Guard unit within reasonable commuting distance (as determined by the District Commander) or if my unit is disestablished, I will:
 - Be required to report to and participate satisfactorily in the scheduled training of the nearest Coast Guard unit;
 - Be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment;
 - Request a transfer to a reserve or active unit of another Armed Force; or
 - If eligible, apply for a hardship discharge.

Otherwise, I may be ordered involuntarily to active duty in accordance with paragraph 3 above.

(ANNEX LG: PAGE 1 OF 2)

ANNEX LG (Continued, Page 2 of 2)

5. Satisfactory participation is defined as:
- For the first six years of my enlistment, except while I am on IADT, satisfactory performance in at least 48 scheduled drills and at least 12 days ADT each anniversary year. In lieu of this requirement, satisfactory service on not more than 30 days active duty each year for the same time period under conditions listed in paragraph 4 above.
 - Satisfactory performance, adaptability, military behavior and appearance for the full term of my enlistment.
6. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my monthly pay.
7. As a member of the Coast Guard reserve, I will be subject to the Uniform Code of Military Justice while performing IDT (drills), ADT and active duty as authorized in orders to such duty. In time of war or national emergency, I may be ordered to active duty without my consent for the duration and six months thereafter.
8. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I understand that I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.
9. This statement of understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX LNG (SOU-RP/RL, No Guaranteed "A" School).

STATEMENT OF UNDERSTANDING FOR COAST GUARD RESERVE RP/RL PROGRAM

1. I, _____, understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law. I understand that I will be ordered to a period of Initial Active Duty for Training (IADT) for at least 12 weeks, including Class "A" School. After that, I will be required to participate satisfactorily (see paragraph 5) in the selected reserve until six years from the anniversary of my enlistment. For the last two years of my obligation, I will not be required to participate in the selected reserve (10 USC §12103(d)). I will be ordered to IADT within 180 days from my date of enlistment and will normally be released to inactive duty upon satisfactory completion of training.
2. My IADT program consists of at least eight weeks of recruit training and at least 30 days of on-the-job training (OJT). If I fail to progress satisfactorily in recruit training, I may be re-phased and enrolled into a class with a later graduation date. My release from IADT to inactive duty will be delayed if I am re-phased or if I take leave during the OJT period.
3. Upon enlistment in the RP Program, I will be assigned to a Coast Guard unit and will be required to participate satisfactorily (see paragraph 5) in this unit for at least the first six years of my eight year obligation. If I fail to participate satisfactorily, I may be discharged, possible under "Other Than Honorable" (OTH) conditions, or ordered involuntarily to active duty for a period of 24 months less any periods of active duty (including IADT) already served (10 USC §10142(a)). If I am in pay grade E-4 or above when ordered to active duty under such circumstances, my pay grade may be reduced to E-3.
4. Upon enlistment in the RL Program, I will be assigned to a Coast Guard unit and will be required to participate satisfactorily (see paragraph 5) in this unit for at least the first six years of my eight year obligation. If I fail to participate satisfactorily, I may be discharged, possible under "Other Than Honorable" (OTH) conditions, or ordered involuntarily to active duty for a period of 24 months less any periods of active duty (including IADT) already served (10 USC §673(a)). If I am in pay grade E-4 or above when ordered to active duty under such circumstances, my pay grade may be reduced to E-3.
5. I must keep my Commanding Officer informed of my address at all times. If I move to an area wherethere is no Coast Guard unit within reasonable commuting distance (as determined by the District Commander) or if my unit is disestablished, I will:
 - Be required to report to and participate satisfactorily in the scheduled training of the nearest Coast Guard unit;
 - Be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment;
 - Request a transfer to a reserve or active unit of another Armed Force; or
 - If eligible, apply for a hardship discharge.

Otherwise, I may be ordered involuntarily to active duty in accordance with paragraph 3 above.

(APPENDIX LNG-PAGE 1 OF 2)

APPENDIX LNG (Continued, Page 2 of 2)

6. Satisfactory participation is defined as:
- Successful completion of IADT.
 - Within one year of release from IADT, successful completion of the correspondence course and performance qualifications for advancement to pay grade E-3. Extension to this deadline may be requested from the District Commander.
 - For the first six years of my enlistment, except while I am on IADT, satisfactory performance in at least 48 scheduled drills and at least 12 days ADT each anniversary year. In lieu of this requirement, satisfactory service on not more than 30 days active duty each year for the same time period under conditions listed in paragraph 4 above.
 - Satisfactory performance, adaptability, military behavior and appearance for the full term of my enlistment.
7. I understand that I may request Class "A" School during the first three years of my enlistment. If a quota is available, I may be authorized to attend Class "A" School.
8. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my monthly pay.
9. As a member of the Coast Guard reserve, I will be subject to the Uniform Code of Military Justice while performing drills (Inactive Duty for Training (IDT)), Active Duty for Training (ADT) and all other active duty as authorized in orders to such duty. In time of international conflict, war or national emergency, I may be involuntarily ordered to active duty for its duration and six months.
10. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I understand that I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.
11. This statement of understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX M (SOU-RK) .

STATEMENT OF UNDERSTANDING
FOR COAST GUARD RESERVE RK PROGRAM

1. I, _____, understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge, unless retained due to national emergency, war or otherwise authorized by law. I understand that I will be ordered to a period of Initial Active Duty for Training (IADT) of at least 12 weeks duration, which includes recruit training. Following recruit training, I will be required to participate satisfactorily in assigned Inactive Duty for Training (IDT) drills. Within one year after enlistment, I will attend Class "A" School. After completing Class "A" School, I will be required to participate satisfactorily in the Selected Reserve until six years from the anniversary of my enlistment (see Paragraph 3, below). For the last two years of my obligation, I will not be required to participate in the Selected Reserve (10 USC §2103(d)). I will be ordered to begin IADT within 180 days from date of enlistment and will normally be released to inactive duty upon satisfactory completion.
2. I have been guaranteed that I will be assigned to _____ Class "A" School, convening next summer on a date which will be determined in the winter of _____. Should I decline assignment to this school at any time, I will not be guaranteed assignment to another school. If I fail to progress satisfactorily in recruit training, I may be re-phased or discharged and lose my Class "A" School guarantee. If I fail to progress satisfactorily in Class "A" School, I may be disenrolled and reclassified as "RL". As an "RL", I may be assigned on-the-job training (OJT) as necessary to complete at least 12 weeks of IADT, and will be required to complete E-4 performance qualifications and rate related correspondence courses within two years of completion of IADT. Should the Class "A" School be canceled through no fault of my own, I will be assigned to a later class in the same school if available, or to another Class "A" School.
3. Upon enlistment, I will be assigned to a unit and will be required to participate satisfactorily at this or other units for at least the first six years of my eight year obligation. Satisfactory participation is defined as satisfactory performance, adaptability and military behavior for the full term of my enlistment. While in the Selected Reserve, except while performing IADT, I must attend at least 90% of 48 scheduled drills and perform at least 12 days of ADT each anniversary year. If I fail to participate satisfactorily, I may be discharged, possibly under Other Than Honorable (OTH) conditions, or ordered involuntarily to active duty for 24 months, less any periods of active duty, including ADT.
4. I must keep my Commanding Officer informed of my address and phone number at all times. If I move to an area where there are no billets within a reasonable commuting distance (as determined by the District Commander), I will:
 - be required to report to and participate satisfactorily in the scheduled training for the nearest unit; OR
 - be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment; OR

(APPENDIX M-PAGE 1 OF 2)

APPENDIX M (Continued, Page 2 of 2).

- request a transfer to another reserve or active component of the Armed Forces; OR
- if eligible, apply for a hardship discharge.

Otherwise, I may be ordered involuntarily to active duty in accordance with Paragraph 3 above

5. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my pay.
6. As a member of the Coast Guard Reserve, I will be subject to the Uniform Code of Military Justice (UCMJ) while performing Inactive Duty for Training (IDT-drills), ADT and active duty as authorized in orders to such duty. In time of war or national emergency, I may be ordered, without my consent, to active duty for its duration and six months thereafter.
7. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.
8. This Statement of Understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX N (SOU-RX) .

STATEMENT OF UNDERSTANDING
COAST GUARD RESERVE DIRECT PETTY OFFICER PROGRAM (RX)

1. I, _____ understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law. I understand that I will be ordered to a period of Initial Active Duty for Training (IADT) of two weeks duration, for attendance at Reserve Enlisted Basic Indoctrination (REBI). After that, I will be required to participate satisfactorily in the Selected Reserve until three years from the anniversary of my enlistment (see paragraph 3 below). For the last five years of my obligation, I will not be required to participate in the Selected Reserve (10 USC §12103(d)). I will be ordered to IADT within 180 days from the date of enlistment and will normally be released to inactive duty upon satisfactory completion.
2. I have been assigned to REBI convening on _____. Should I decline assignment to this school at any time, I may not be assigned another convening date or may be discharged. If I fail to progress satisfactorily in recruit training, I may be re-phased or discharged. Should the REBI class convening canceled through no fault of my own, I will be assigned to a later class.
3. Upon enlistment, I will be assigned to a unit and will be required to participate satisfactorily at this or other units for at least the first three years of my eight year obligation. Satisfactory participation is defined as:
 - satisfactory performance, adaptability and military behavior for the full term of my enlistment;
 - successful completion of the swim test requirement while attending REBI;
 - within two years of completing REBI, complete all performance qualifications for the level enlisted into, and pass the rating related correspondence course and the MRN Petty Officer correspondence course;
 - attendance of at least 90% of 48 scheduled drills (IDT) and performance of at least 12 days of ADT each anniversary year.If I fail to participate satisfactorily, I may be discharged, possibly under Other Than Honorable (OTH) conditions, or ordered involuntarily to active duty for 24 months, less any periods of active duty, including ADT.
4. I must keep my Commanding Officer informed of my address and phone number at all times. If I move to an area where there are no billets within a reasonable commuting distance (as determined by the District Commander), I will:
 - be required to report to and participate satisfactorily in the scheduled training for the nearest unit; OR
 - be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment; OR

(APPENDIX N-PAGE 1 OF 2)

APPENDIX N (Continued, Page 2 of 2).

- request a transfer to another reserve or active component of the Armed Forces; OR
- if eligible, apply for a hardship discharge.

Otherwise, I may be ordered involuntarily to active duty in accordance with paragraph 3 above

5. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my pay.
6. As a member of the Coast Guard Reserve, I will be subject to the Uniform Code of Military Justice (UCMJ) while performing Inactive Duty for Training (IDT) drills, ADT and active duty as authorized in orders to such duty. In time of war or national emergency, I may be ordered, without my consent, to active duty for its duration and six months thereafter.
7. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.
8. This Statement of Understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX O (SOU-RF/NAPS) .

STATEMENT OF UNDERSTANDING
COAST GUARD RESERVE
NAVAL ACADEMY PREPARATORY SCHOOL PROGRAM (RF)

1. I _____, being an applicant for enlistment in the Coast Guard Reserve in a program which requires my attendance at the U.S. Naval Academy Preparatory School (NAPS), to enhance my acceptance for appointment to the U.S. Coast Guard Academy, do hereby acknowledge that I fully understand the duties, responsibilities and obligations imposed and the benefits to be derived from such enlistment and assignment as follows:
 - Under authority of 10 USC §12103(d), I will obligate myself to serve the minimum active duty requirements of four months and to a total of eight years in the Coast Guard Reserve. Upon completion of that obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law.
 - Upon completion of the period of military indoctrination and when directed by the Coast Guard Academy, I will be transferred to the Naval Academy Preparatory School for approximately nine months of study designed to improve my selectivity for the Coast Guard Academy.
2. If I am selected for, enrolled in and subsequently fail to complete the NAPS for any reason, or if I successfully complete the NAPS program, but am not appointed to the Coast Guard Academy, I will receive a discharge from the Coast Guard Reserve. I may, on my own accord, apply for enlistment in the regular Coast Guard or Coast Guard Reserve.
3. I understand that if, upon successful completion of the NAPS program I am offered and accept an appointment to the Coast Guard Academy, I will be discharged from the Coast Guard Reserve and be required to complete the Statement of Acceptance and obligation for the Coast Guard Academy.
4. I understand that the time spent at the Naval Academy Preparatory School is creditable toward fulfillment of my active duty Coast Guard Reserve obligation.
5. I have read and understand all the above and, in addition, I understand that attendance at the Naval Academy Preparatory School in no way guarantees acceptance into the Coast Guard Academy.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX P (SOU-RN) .

STATEMENT OF UNDERSTANDING
COAST GUARD RESERVE DIRECT PETTY OFFICER PROGRAM (RN)

1. I _____ understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law. I understand that I will be ordered to attend Reserve Enlisted Basic Indoctrination (REBI) before reporting to my unit. REBI will satisfy the annual requirement for 12 days of Active Duty for Training (ADT) for my first year of Reserve duty. After completing REBI, I will be required to perform four Inactive Duty for Training (IDT) drills each month at my unit. After that, I will be required to participate satisfactorily in the Selected Reserve until the completion of my military service obligation (see paragraph 3 below).
2. I have been assigned to REBI convening on _____. Should I decline assignment to this school at any time, I may be not be assigned another convening date or may be discharged. If I fail to progress satisfactorily in recruit training, I may be re-phased or discharged. Should the REBI class convening canceled through no fault of my own, I will be assigned to a later class.
3. Upon enlistment, I will be assigned to a unit and will be required to participate satisfactorily at this or other units for the remaining _____ years of my eight year obligation. Satisfactory participation is defined as satisfactory performance, adaptability and military behavior for the full term of my enlistment. While in the Selected Reserve, I must attend at least 90% of 48 scheduled drills (IDT) and performance of at least 12 days of ADT each anniversary year. If I fail to participate satisfactorily, I may be discharged, possible under Other Than Honorable (OTH) conditions.
4. I must keep my Commanding Officer informed of my address and phone number at all times. If I move to an area where there are no billets within a reasonable commuting distance (as determined by the District Commander), I will:
 - be required to report to and participate satisfactorily in the scheduled training for the nearest unit; OR
 - be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment; OR
 - request a transfer to another reserve or active component of the Armed Forces; OR
 - if eligible, apply for a hardship discharge.Otherwise, I may be ordered involuntarily to active duty in accordance with paragraph 3 above
5. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my pay.

(APPENDIX P-PAGE 1 OF 2)

APPENDIX P (Continued, Page 2 of 2).

6. As a member of the Coast Guard Reserve, I will be subject to the Uniform Code of Military Justice (UCMJ) while performing Inactive Duty for Training (IDT) drills, ADT and active duty as authorized in orders to such duty. In time of war or national emergency, I may be ordered, without my consent, to active duty for its duration and six months thereafter.

7. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.

8. This Statement of Understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

APPENDIX Q (SOU-RY) .

STATEMENT OF UNDERSTANDING
FOR COAST GUARD RESERVE RY PROGRAM

1. I, _____, understand that I am enlisting in a program which has a military service obligation of eight years. Upon completion of the obligation, I will be eligible for discharge unless retained due to national emergency, war or as otherwise authorized by law. I understand that I will be ordered to a period of Initial Active Duty for Training (IADT) for at least 12 weeks duration, which includes both recruit training and 30 days of on-the-job training (OJT). After that, I will be required to participate satisfactorily (see paragraph 5) in the selected reserve until six years from the anniversary of my enlistment. For the last two years of my obligation, I will not be required to participate in the selected reserve (10 USC §12103(d)). I will be ordered to IADT within 180 days from my date of enlistment and will normally be released to inactive duty upon satisfactory completion of training.
2. If I fail to progress satisfactorily in recruit training, I may be re-phased or discharged. I understand that I may request Class "A" School during the first three years of my enlistment. If a quota is available, I may be authorized to attend Class "A" School.
3. Upon enlistment, I will be assigned to a Coast Guard unit and will be required to participate satisfactorily in this unit for at least the first six years of my eight year obligation. Satisfactory participation is defined as satisfactory performance, adaptability and military behavior for the full term of my enlistment. While in the Selected Reserve, except while performing TEMAC, I must attend at least 90% of 48 scheduled IDT (drills) and perform at least 12 days of ADT each anniversary year. If I fail to participate satisfactorily, I may be discharged, possibly under "Other Than Honorable" (OTH) conditions, or ordered involuntarily to active duty for a period of 24 months less any periods of active duty (including IADT) already served (10 USC §10142(a)).
4. I must keep my Commanding Officer informed of my address at all times. If I move to an area where there is no Coast Guard unit within reasonable commuting distance (as determined by the District Commander) or if my unit is disestablished, I will:
 - Be required to report to and participate satisfactorily in the scheduled training of the nearest Coast Guard unit; OR
 - Be required to perform up to 30 days of ADT yearly (with no other drilling requirements) for the first six years of my enlistment; OR
 - Request a transfer to a reserve or active unit of another Armed Force; OR
 - If eligible, apply for a hardship discharge.

Otherwise, I may be ordered involuntarily to active duty in accordance with paragraph 3 above.

(APPENDIX Q-PAGE 1 OF 2)

APPENDIX Q (Continued, Page 2 of 2)

5. I am eligible for Serviceman's Group Life Insurance (SGLI) from the time I enlist until I am no longer in a drilling status. Until I decline in writing, a payment for this coverage will be deducted from my monthly pay.
6. As a member of the Coast Guard reserve, I will be subject to the Uniform Code of Military Justice while performing drills (Inactive Duty for Training (IDT)), Active Duty for Training (ADT) and all other active duty as authorized in orders to such duty. In time of international conflict, war or national emergency, I may be involuntarily ordered to active duty for its duration and six months thereafter.
7. I understand that the Coast Guard is tasked with the enforcement of all applicable laws on or under the high seas and waters subject to the jurisdiction of the United States (14 USC §2). As a member of the U.S. Coast Guard, I understand that I may be called upon to bear and use arms in the fulfillment of these law enforcement duties. I am aware that the Coast Guard is an Armed Force and, as a member of the Coast Guard, I am obligated to engage in combat activities when ordered to do so.
8. This statement of understanding is a part of my Enlistment Contract. Any and all promises have been made to me in writing and are included in this contract.

Signature of Enlistee

Date

Signature and Title of Recruiter

Date

Sample Documents Officer: OCS.

APPENDIX T1 (SOU-SPI) .

STATEMENT OF UNDERSTANDING FOR MINORITY OFFICER RECRUITING EFFORT

I, _____, understand that in entering the Minority Officer Recruiting Effort (SPI) Program of the United States Coast Guard.

1. I must enlist in the Regular Coast Guard with a four-year active duty obligation and a four-year inactive duty reserve obligation; and
 - must successfully complete Coast Guard Recruit Training; and
 - will be assigned to Coast Guard Officer Candidate School (OCS) upon successful completion of my college degree and all program requirements.
2. When I successfully complete OCS, I will be discharged from my enlisted status and be commissioned as an ensign in the Coast Guard Reserve. I will then be required to serve on active duty for a minimum of three years from the date of my commissioning.
3. I will be subject to removal from the SPI Program and assigned to a Coast Guard unit, at the discretion of Commander, Coast Guard Personnel Command (CGPC), to begin completing the remainder of my four year obligation in an enlisted status if I fail to:
 - meet any of the Program requirements; or
 - meet all university/college degree requirements and receive my degree by _____; or
 - complete Officer Candidate School and receive a commission.
4. I will be responsible for completing and/or submitting the following items in the required time limits:
 - a self-evaluation form due within 20 days of the end of each semester; and
 - new semester administrative data form due within ten days of class convening date.
5. I must maintain both a semester and cumulative a grade point average (GPA) of at least 2.5 on a 4.0 scale.
6. I must attend all scheduled classes (unless on approved leave) and that failure to do so will be considered "Absent Without Leave (AWOL)" and punishable under the Uniform Code of Military Justice (UCMJ).
7. I must attend prescribed Coast Guard training before attending Officer Candidate School.
8. I must wear my uniform at school at least one school day per week.
9. If I am found guilty of any violation of the UCMJ, I will be removed from the Program and be obligated pursuant to paragraph 3 above.

Signed this ____ day of _____, 19__ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX T2 (SPI-Degree Outline)

DEGREE OUTLINE

NAME: Last, First, Middle Initial RANK: SOCIAL SECURITY NUMBER

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Upon successful completion of the following courses, the student will be awarded a:

_____ degree in _____ on _____.

FALL _____

COURSE #	COURSE TITLE	HRS

SPRING _____

COURSE #	COURSE TITLE	HRS

FALL _____

COURSE #	COURSE TITLE	HRS

SPRING _____

COURSE #	COURSE TITLE	HRS

APPENDIX U1 (SOU-DCA) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION AVIATOR.

1. I hereby make application for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for four years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX U2 (Pilot Experience Sheet).

(CG FORM 5440)

NAME: Last, First, Middle Initial RANK: SOCIAL SECURITY NUMBER

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FORMAL MILITARY TRAINING:

FLIGHT SAFETY OFFICER	AIRCRAFT MAINTENANCE OFFICER
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MILITARY FLIGHT TIME (TOTAL): _____ HOURS

BREAKDOWN OF MILITARY FLIGHT TIME:

F/W	R/W	S/E	M/E	TYPE	PILOT (HRS)	AIRCRAFT CDR (HRS)	INSTRUCTOR (HRS)

CIVILIAN FLIGHT TIME (TOTAL): _____ HOURS

BREAKDOWN OF CIVILIAN FLIGHT TIME:

F/W	R/W	S/E	M/E	TYPE	PILOT (HRS)	AIRCRAFT CDR (HRS)	INSTRUCTOR (HRS)

FAA PILOT RATINGS HELD:

TYPE: _____	DATE: _____

COMMISSION SOURCE: _____	COMMISSION DATE: _____	DATE OF FIRST FLIGHT AS OFFICER IN MILITARY AIRCRAFT _____

MILITARY FLIGHT TRAINING:

Source: _____	Date Graduated: _____	R/W	F/W	Both

LAST FLIGHT AS PART OF AIRCREW:

	Date:	Aircraft:	F/W	R/W	S/E	M/E
MILITARY						
CIVILIAN						

APPENDIX V (SOU-DCL) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION LAWYER

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for two years if I have not passed the bar, or four years if I have. Also, upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed on me by 10 USC §651.
3. My legal qualifications are as follows:

	I intend to take the _____ bar examination on _____.
	I took the _____ bar examination on _____.
	I was admitted to the _____ bar on _____.

1. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
2. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
3. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX W1 (MARGRAD) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION-MARGRAD.

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX W2 (SOU-DCE) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION ENGINEER.

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX W3 (SOU-Environmental Manager) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION ENVIRONMENTAL MANAGER

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX W4 (SOU-LOMM) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION-LOMM.

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX X1 (SOU-PTMO) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION-PTMO.

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

APPENDIX X2 (SOU-Selected School Program) .

STATEMENT OF UNDERSTANDING
DIRECT COMMISSION-SELECTED SCHOOL PROGRAM

1. I hereby apply for a commission in the United States Coast Guard Reserve.
2. I understand that upon being commissioned in the Coast Guard Reserve, I will be required to execute an agreement to serve on active duty for three years. Upon separation from active duty, I will remain in the Coast Guard Ready Reserve until I complete the military obligation imposed upon me by 10 USC §651.
3. I am not a conscientious objector. My religious, moral and ethical beliefs do not conflict with my ability to perform unrestricted military duty on a 24-hour basis.
4. I am not drawing, nor do I have a claim pending, on account of my own service, for a pension, disability allowance, disability compensation or retired pay from the government of the United States.
5. I understand that a National Agency Check (NAC) will be conducted for the purpose of determining whether I am qualified to hold a commission as an officer in the United States Coast Guard Reserve and that my commission is subject to revocation under the provisions of 10 USC §12681. Furthermore, I understand that if the Coast Guard determines that I am not eligible for a security clearance of "secret", the Coast Guard has the right to discharge me or retain me in the Coast Guard to perform my active duty commitment and military obligation as provided in 10 USC §651.

Signed this _____ day of _____, 19____ at _____

Signature of Applicant

Date

Signature and Title of Witness

Date

Sample Documents Administrative Remarks.

General Enlistment.

I hereby certify my recruiter has fully explained the following items to me, and has answered any questions I may have had to my satisfaction:

ENLISTMENT OPTIONS

	Two-year enlistments
	Three-year enlistments
	Four-year enlistments
	Six-year enlistments
	Advance pay grade enlistments
	"Buddy" enlistment program
	Enlistment bonuses
	Open Rate List enlistment (ORL)
	USCG Reserve enlistment program
	Delayed Entry Program (DEP)

GUARANTEED PROGRAMS

	Type I guaranteed schools
	Type II guaranteed schools
	Guaranteed geographic assignments
	Loss of guarantees

EDUCATIONAL BENEFITS

	Montgomery G.I. Bill (MGIB)
	Coast Guard College Fund
	Tuition Assistance

PAY AND ALLOWANCES

	During recruit training:	
		Single members
		Married members
	After recruit training:	
		Single members
		Married Members

RATES

	SA/SN-Career data
	FA/FN-Career data

Name Of Permanent Unit

Name Of Unit Preparing This Form

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Name Of Member (Last, First, Middle Initial)

Social Security Number

Grade/Rate

			PAGE 7
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COAST GUARD RECRUITING MANUAL Appendix Sample Documents

PRIOR TO TRAVELING TO TRAINING CENTER CAPE MAY

	Proper clothing and personal items to bring
	Items not to bring
	Helmsman (stress importance of learning)
	Amount of money to bring to Cape May
	Itinerary on day of enlistment
	MEPS inspect procedures
	Review boot camp film

CAPE MAY POLICIES AND PROCEDURES

	Grooming Standards-male and female haircuts
	Smoking/Tobacco Products
	Phone Calls
	Church Services
	Phone Number in Case of Family Emergency
	Pre-Training Physical/Dental Examination
	Red Tag Review
	Drug/Alcohol Policy
	Mail
	Contact Lenses/Glasses
	Demerits
	Being Reverted
	Being Re-Phased
	Physical Fitness Test
	Swim Test
	Seamanship Test
	Fraternization
	Billet Selection

DATE

ENLISTEE'S SIGNATURE

I CERTIFY I HAVE FULLY AND PROPERLY EXPLAINED ALL ITEMS LISTED ABOVE, ACCORDING TO THE INFORMATION AVAILABLE TO ME. I ALSO CERTIFY I HAVE ANSWERED ANY QUESTIONS THE ENLISTEE MAY HAVE HAD CONCERNING RECRUIT TRAINING AND SERVICE IN THE UNITED STATES COAST GUARD.

DATE

RECRUITER'S SIGNATURE

RECRUITER'S TELEPHONE NUMBER

Name Of Permanent Unit

Name Of Unit Preparing This Form

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Name Of Member (Last, First, Middle Initial)

Social Security Number

Grade/Rate

			PAGE 7
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Delayed Enlistment Program (DEP) .

	Honorably discharged from the USCGR Delayed Enlistment Program (DEP) for the convenience of the government to enlist in the regular Coast Guard on _____, having served in the DEP since _____. Time served in the DEP is creditable toward completion of the eight year military obligation, but is not for purposes of longevity or pay and allowances.
	I have been advised the illegal use or possession of drugs constitutes a serious breach of discipline which will not be tolerated. Also, illegal use or possession is counter to esprit de corps and mission performance and jeopardizes safety. No member will use, possess or distribute illegal drugs or drug paraphernalia. I also understand on reporting to recruit training, I will be tested by urinalysis for the presence of illegal drugs. If my urine test detects the presence of illegal drugs, I will be subject to an immediate general discharge by reason of misconduct. By signing below, I am certifying I have not knowingly ingested any illegal drug for at least the last 60 days.
	I am aware on arrival at the recruit training center, I will receive a complete, thorough pre-training physical examination, including a dental examination, which I must pass to be permitted to enter recruit training.
	I do not possess a social security card, although I have applied for issuance/replacement of one on Form SS-5. I have been advised by the Social Security Administration the number being issued to me is ____/____/____. I authorize the Coast Guard to cite my social security card for number identification purposes before forwarding it to me.
	I understand I will not be eligible for reenlistment or eligible to enter the following ratings: AMT, AST, AVT, ET, FT, GM, MST, PA, QM, RD, TC, TT or YN until I become a United States citizen. I further understand I will not be eligible to attend Officer Candidate School (OCS) or be appointed a Chief Warrant Officer until I become a United States citizen.
	I have been advised my medical examination revealed I do not have normal color vision. I understand if I enlist in the Coast Guard, I will not be permitted to enter the ratings of AMT, AST, AVT, BM, EM, ET, FT, GM, HS, IV, PA, PS, QM, RD or TT during this or subsequent enlistments. I am also aware if I enter the MST rating, I will not be eligible for appointment to CWO(BOSN). Furthermore, I have been advised my defective color vision disqualifies me from applying for Officer Candidate School or the Coast Guard Academy.

Name Of Permanent Unit		Name Of Unit Preparing This Form	
Name Of Member (Last, First, Middle Initial)	Social Security Number	Grade/Rate	PAGE 7

COAST GUARD RECRUITING MANUAL Appendix Sample Documents

ADMINISTRATIVE REMARKS: DEP (Page 2 of 2).

	<p>Pursuant to the CG Personnel Manual, COMDTINST M1000.6 (series), Article 5.C.24., I have been advised I may be eligible for advancement to pay grade E-4 in my formerly held rating without having to attend Class "A" School or compete in the Service-Wide Exam (SWE) if I am found eligible in all respects and I am recommended for advancement. I must serve at least six months on my present enlistment and either hold a designator or have been rated at the time of my last separation from active duty. My Commanding Officer's recommendation must be submitted within five years of my latest separation from active duty. If I am ineligible or not recommended for advancement under this program, I understand I must compete for advancement to pay grade E-4.</p>
	<p>I am aware I am eligible to reenlist with a _____ designator; however, I intend to pursue a career as an _____ and desire to reenlist as an E-3 without a designator.</p>
	<p>I hereby certify all information on my enlistment documents is current and accurate. I have not had any involvement with the police or had any changes in dependency unless noted on these documents. I understand withholding information is punishable under the Uniform Code of Military Justice (UCMJ) and may result in a less than honorable discharge for fraudulent enlistment.</p>

DATE

ENLISTEE'S SIGNATURE

Name Of Permanent Unit

Name Of Unit Preparing This Form

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Name Of Member (Last, First, Middle Initial)

Social Security Number

Grade/Rate

			PAGE 7
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Reserve-Specific Entries.

	I am 35 or older and understand unless I complete 20 satisfactory years of federal service by the age of 62, I will not be eligible for reserve retirement under Public Law 810 provisions.
	I have been advised all members enlisting in the Coast Guard Reserve must take a difficult swimming test at recruit training (RP and RK), Reserve Officer Candidate Indoctrination (ROCI), and Reserve Enlisted Basic Indoctrination (REBI). I understand I cannot graduate from recruit training, ROCI or REBI unless I have passed this swimming test.
	For all reserve applicants except RP and RK: I understand inability to satisfy the swimming requirement detailed in Military Requirements of the Enlisted Qualifications Manual, COMDTINST M1414.8 (series) will adversely affect my career. I have been advised the possible effects include: prohibition from advancement, reenlistment or an afloat duty assignment; or involuntary transfer to the Individual Ready Reserve (IRR); or discharge.
	I hereby acknowledge and agree I have the duty to establish and maintain an account with a financial institution for the direct deposit of my Coast Guard net pay and allowances. I understand I am required to execute the appropriate forms at my first assigned drilling unit to ensure my Coast Guard net pay and allowances are deposited directly into this account. I understand I may freely choose or change financial institutions to satisfy this requirement. I understand I will continue to have the duty to maintain such an account for the direct deposit of my Coast Guard net pay and allowances as long as I remain a member of the Selected Reserve unless I received a specific exemption from this requirement from the Coast Guard. I understand failure to establish and maintain such an account in the absence of a specific exemption may subject me to administrative and/or disciplinary action under the Uniform Code of Military Justice (UCMJ).

DATE

ENLISTEE'S SIGNATURE

DATE

RECRUITER'S SIGNATURE

Name Of Permanent Unit

Name Of Unit Preparing This Form

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Name Of Member (Last, First, Middle Initial)

Social Security Number

Grade/Rate

			PAGE 7
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Sample Documents Check-Off Lists.

Check-Off Sheet: PPEP

NAME: Last, First, Middle Initial		RANK:		SOCIAL SECURITY NUMBER	
ADDRESS:				PHONE: Home	
				PHONE: Work	
DATE OF BIRTH:		EXAM: Type		Score:	
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:	
S/Q HRS COMPLETED:		MATH REQ: College/CLEP:		MATH REQ: Passed:	
DUTY STATION:		ACTIVE DUTY/RESERVE:		RATE:	
ESO: Phone number:		RES/TEMP COMMISSION:		CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER		

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications	
R	Interview Board Report (CG-5527)	
R	Commanding Officer's Evaluation	
R	Summary of Marks (CG-3306)	
R	Official college transcripts/proof of degree	
R	CLEP Scores, if applicable for math requirement	
R	Questionnaire for National Security Position (SF-86)	
R	Character References (CG-4445)/letters of recommendation (3)	
R	Statement of Understanding for PPEP	
R	Enlistment contract/extension	
R	Acknowledgment of Disqualification of MGIB (CG-3307)	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX S1, to be developed)	
L	OCS agreement (CG-3211B, CG-3211C)	
L	Copy of qualifying aptitude scores (SAT, SAT I, ACT, ASVAB)	
L	Verification of enrollment in 4-year college	
L	Statement from college indicating tuition cost	
L	Awards, certificates and miscellaneous items (opt)	

Check-Off Sheet: OCS—SPI Program.

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type	Score:		
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
CLASS PREFERENCE:				
RECRUITING OFFICE:				
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTE S:
R		Application	
R		Narrative (goals, objectives)	
R		Interview Board Report (CG-5527)	
R		Official college transcripts	
R		Degree outline (see ANNEX T2)	
R		Questionnaire for National Security Position (SF-86)	
R		Record of Military Processing (DD-1966)	
R		Report of Separation (DD-214), if applicable	
R		Letters of recommendation from faculty members (3)	
R		Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R		Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Statement of Understanding (ANNEX T1)	
L		OCS agreement (CG-3211, CG-3211A)	
L		Copy of Social Security card	
L		Copy of qualifying aptitude scores (SAT, SAT I, ACT, ASVAB)	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	
L		Page 7 (CG 3307)-MGIB Ineligibility	

Check-Off Sheet: OCS (USCG Member).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type	Score:		
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
S/Q HRS COMPLETED:	MATH REQ: College/CLEP:	MATH REQ: Passed:		
DUTY STATION:	ACTIVE DUTY/RESERVE:	RATE:	PAY GRADE:	
ESO: Phone number:	RES/TEMP COMMISSION:	CLASS PREFERENCE:		
GENDER	RACE	ETHNICITY	OTHER	

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications (opt)	
R	Interview Board Report (CG-5527)	
R	Commanding Officer's Evaluation	
R	Summary of Marks (CG-3306)	
R	Official college transcripts/proof of degree	
R	CLEP Scores, if applicable for math requirement	
R	Questionnaire for National Security Position (SF-86)	
R	Character Refs (CG-4445)/letters of recommendation (opt)	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX S2, to be developed)	
L	Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L	OCS agreement (CG-3211B, CG-3211C)	
L	Copy of qualifying aptitude scores (SAT, SAT I, ACT, ASVAB)	
L	Enlistment Contract/Extension	
L	Awards, certificates and miscellaneous items (opt)	

Check-Off Sheet: OCS (Civilian and Non-USCG Member).

NAME: Last, First, Middle Initial	RANK:	SOCIAL SECURITY NUMBER

ADDRESS:	PHONE: Home
	PHONE: Work

DATE OF BIRTH:	EXAM: Type	Score:

COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:

PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code

RECRUITING OFFICE:	CLASS PREFERENCE:		
GENDER	RACE	ETHNICITY	OTHER

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications (opt)	
R	Interview Board Report (CG-5527)	
R	Official college transcripts/proof of degree	
R	Questionnaire for National Security Position (SF-86)	
R	Report of Separation (DD-214), if applicable	
R	Character References (CG-4445)/letters of recommendation (3)	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R	Police Records Check (DD-369), if applicable	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX S3, to be developed)	
L	Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L	OCS agreement (CG-3211, CG-3211A)	
L	Copy of Social Security card	
L	Copy of qualifying aptitude scores (SAT, SAT I, ACT, ASVAB)	
L	Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (Aviator).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type		Score:	
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates		RE Code
RECRUITING OFFICE:			CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTE S:
R		Application	
R		Narrative (goals, objectives)	
R		Resume of professional qualifications (opt)	
R		Interview Board Report (CG-5527)	
R		Official college transcripts/proof of degree	
R		Pilot Experience Sheet (ANNEX U2)	
R		Copy of Last Page of Flight Log	
R		Questionnaire for National Security Position (SF-86)	
R		Character References (CG-4445)/letters of recommendation (3)	
R		Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R		Report of Separation (DD-214), if applicable	
R		Officer Evaluation Reports (for all service periods)	
R		Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Statement of Understanding (ANNEX U1)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Copy of Social Security card	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (Lawyer).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type		Score:	
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
LAW SCHOOL	DEGREE:	DATE:	GPA	BAR: State/Date
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
RECRUITING OFFICE:			CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTES:
R		Application	
R		Narrative (goals, objectives)	
R		Resume of professional qualifications	
R		Interview Board Report (CG-5527)	
R		Official college transcripts/proof of degree	
R		Bar (exam/admission information)	
R		Questionnaire for National Security Position (SF-86)	
R		Report of Separation (DD-214), if applicable	
R		Character References (CG-4445)/letters of recommendation (3)	
R		Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R		Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Statement of Understanding (ANNEX V)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Copy of Social Security card	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (MARGRAD).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type		Score:	
MARITIME ACADEMY	DEGREE:	DATE:	MAJOR:	GPA:
LICENSE:	Date:	LICENSE:	Date:	
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
RECRUITING OFFICE:			CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTES:
R		Application	
R		Narrative (goals, objectives)	
R		Letter from superintendent (if applicable)	
R		Interview Board Report (CG-5527)	
R		Official college transcripts/proof of degree	
R		License examination report(s)	
R		Statement of sea service/Certificate of discharge of merchant seaman (CG-718A)	
R		Questionnaire for National Security Position (SF-86)	
R		Report of Separation (DD-214), if applicable	
R		Evaluation reports for all prior service	
R		Character References (CG-4445)/letters of recommendation (3)	
R		Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R		Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Statement of Understanding (ANNEX W1)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Copy of Social Security card	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (Engineer).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:		EXAM: Type	Score:	
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
GRADUATE SCHOOL:	DEGREE:	DATE:	MAJOR:	GPA:
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
RECRUITING OFFICE:			CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTES:
	R	Application	
	R	Narrative (goals, objectives)	
	R	Resume of professional qualifications	
	R	Interview Board Report (CG-5527)	
	R	Official college transcripts/proof of degree	
	R	Questionnaire for National Security Position (SF-86)	
	R	Report of Separation (DD-214), if applicable	
	R	Character References (CG-4445)/letters of recommendation (3)	
	R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
	R	Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Statement of Understanding (ANNEX W2)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Copy of Social Security card	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (Environmental Manager).

NAME: Last, First, Middle Initial	RANK:	SOCIAL SECURITY NUMBER		
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>		
ADDRESS:		PHONE: Home		
<input style="width:100%;" type="text"/>		<input style="width:100%;" type="text"/>		
<input style="width:100%;" type="text"/>		PHONE: Work		
<input style="width:100%;" type="text"/>		<input style="width:100%;" type="text"/>		
DATE OF BIRTH:	EXAM: Type	Score:		
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>		
COLLEGE	DEGREE:	DATE:	MAJOR:	GPA:
<input style="width:100%;" type="text"/>				
GRADUATE SCHOOL:	DEGREE:	DATE:	MAJOR:	GPA:
<input style="width:100%;" type="text"/>				
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	
RECRUITING OFFICE:			CLASS PREFERENCE:	
<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>	
GENDER	RACE	ETHNICITY	OTHER	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications	
R	Interview Board Report (CG-5527)	
R	Official college transcripts/proof of degree	
R	Questionnaire for National Security Position (SF-86)	
R	Report of Separation (DD-214), if applicable	
R	Character References (CG-4445)/letters of recommendation (3)	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R	Police Records Check (DD-369), if applicable	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX W3)	
L	Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L	Copy of Social Security card	
L	Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (Selected School).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:			PHONE: Home	
			PHONE: Work	
DATE OF BIRTH:	EXAM: Type		Score:	
COLLEGE/UNIVERSITY:	DEGREE:	DATE:	MAJOR:	GPA:
ROTC:AFFILIATION:			NUMBER OF YEARS COMPLETED:	
PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code	
RECRUITING OFFICE:			CLASS PREFERENCE:	
GENDER	RACE	ETHNICITY	OTHER	

		DESCRIPTION OF ITEM	NOTES:
R		Application	
R		Narrative (goals, objectives)	
R		Official college transcripts/proof of degree	
R		Letter of recommendation from school training official	
R		Letter of recommendation from career counselor/placement dir.	
R		Questionnaire for National Security Position (SF-86)	
R		Report of Separation (DD-214), if applicable	
R		Evaluation reports for all prior service	
R		Character References (CG-4445)/letters of recommendation (3)	
R		Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R		Police Records Check (DD-369), if applicable	
L		Check-Off Sheet (this form)	
L		List of anticipated residences, dates, phones, POC	
L		Report of Medical Examination (SF-88)	
L		Report of Medical History (SF-93)	
L		Statement of Understanding (ANNEX X2)	
L		Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L		Copy of Social Security card	
L		Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (PTMO).

NAME: Last, First, Middle Initial	RANK:	SOCIAL SECURITY NUMBER

ADDRESS:	PHONE: Home
	PHONE: Work

DATE OF BIRTH:	EXAM: Type	Score:

COLLEGE:	DEGREE:	DATE:	MAJOR:	GPA:

PRIOR SERVICE: Branch	Active Duty/Reserve:	Dates	RE Code

RECRUITING OFFICE:	CLASS PREFERENCE:

GENDER	RACE	ETHNICITY	OTHER

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications	
R	Interview Board Report (CG-5527)	
R	Official college transcripts/proof of degree	
R	Questionnaire for National Security Position (SF-86)	
R	Report of Separation (DD-214), if applicable	
R	Evaluation reports for all prior service	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R	Police Records Check (DD-369), if applicable	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX X1)	
L	Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L	Copy of Social Security card	
L	Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	

Check-Off Sheet: DCO (LOMM).

NAME: Last, First, Middle Initial		RANK:	SOCIAL SECURITY NUMBER	
ADDRESS:		PHONE: Home		
		PHONE: Work		
DATE OF BIRTH:		EXAM: Type	Score:	
COLLEGE:		DEGREE:	DATE:	MAJOR:
LICENSE:		Date:	LICENSE:	Date:
PRIOR SERVICE: Branch		Active Duty/Reserve:	Dates	RE Code
RECRUITING OFFICE:		CLASS PREFERENCE:		
GENDER	RACE	ETHNICITY	OTHER	

	DESCRIPTION OF ITEM	NOTES:
R	Application	
R	Narrative (goals, objectives)	
R	Resume of professional qualifications	
R	Interview Board Report (CG-5527)	
R	Official college transcripts/proof of degree	
R	License examination report(s)	
R	Statement of service as licensed officer aboard merchant vessels of the U.S. and Army transport vessels	
R	Certificate of discharge of merchant seaman (CG-718A)	
R	Questionnaire for National Security Position (SF-86)	
R	Character References (CG-4445)/letters of recommendation (3)	
R	Report of Separation (DD-214), if applicable	
R	Evaluation reports for all prior service	
R	Stmt of Financial Obligation /Spouse's Consent (CG-4891)	
R	Police Records Check (DD-369), if applicable	
L	Check-Off Sheet (this form)	
L	List of anticipated residences, dates, phones, POC	
L	Report of Medical Examination (SF-88)	
L	Report of Medical History (SF-93)	
L	Statement of Understanding (ANNEX W4)	
L	Request for Discharge/Clearance from Reserve Component (DD-368), approved	
L	Copy of Social Security card	
L	Awards, certificates and miscellaneous items (evidence of citizenship, applicant birth cert., marriage cert(s)., divorce decree(s), dependent birth cert(s).)	