U.S. Department
of Transportation
United States
Coast Guard

Auxiliary Career Counselor Manual

COMDTINST M1100.3

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTINST M1100.3
APR 20 2000

COMMANDANT INSTRUCTION M1100.3

Subj: AUXILIARY CAREER COUNSELOR MANUAL

1. PURPOSE. This Manual applies to all members of the Auxiliary who are involved with the administration of the Coast Guard Auxiliary, including Auxiliarists, military and civilian personnel.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard member who deals with the Auxiliary becomes thoroughly familiar with this Manual.

3. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary's Recruiting Assistance Program (RAP) and the Coast Guard Academy's Introduction Mission Program (AIM). A chapter on "How To" Guides for Representing the Coast Guard Academy, along with updated guidance on the Coast Guard Admissions Programs, will facilitate Auxiliary member's participation. Specific guidance on obtaining recruiting materials, sample form letters, and AIM evaluation board procedures have been incorporated. Guidance on flotilla, division, and district administration, leadership, and suggested procedures used by successful flotillas managing the (AIM) and the (RAP) programs have been included. The Manual should be reviewed in its entirety.

4. RESPONSIBILITY. Commandant (G-OCX-1) is responsible for the content and upkeep of this Manual. Questions or concerns about material contained in this Manual should be addressed to G-OCX-1 at 202-267-1001.

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NON-STANDARD DISTRIBUTION: National Executive Committee, DC-P, DC-PA, DVC-P, all Divisions and Flotillas, including DSO-CCs and FSO-CCs.

5. FORMS AVAILABILITY. Auxiliary forms maybe ordered from the Auxiliary National Supply Center, Granite City, Illinois.

ERNEST R. RIUTTA
Assistant Commandant for Operations

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Chapter 1

Purpose And Program Organization

A. Introduction

1. The purpose of this Manual is to provide current Coast Guard recruiting information and procedures to Coast Guard Auxiliary Career Counselor (CC) Staff Officers. The Manual follows the flotilla, division, and district levels policy direction. Auxiliary Manual,COMDTINST M16790.1 (Series), and is intended as a methods and guidelines outline to be followed in recruiting personnel for the Coast Guard.

2. This Manual is divided into four chapters which cover the two Career Counselor Program's main areas of involvement in Coast Guard recruiting: Coast Guard Academy recruiting and the recruitment of both enlisted, officer, and civilian personnel through the Recruiting Assistance Program (RAP). In order for the CC Program to be truly effective in serving the needs of individuals interested in joining the Coast Guard as well as the Service needs, each CC Officer must become knowledgeable in the total Coast Guard recruiting effort. CC Officers will undoubtedly encounter individuals with different backgrounds and qualification levels, and therefore, must be able to direct these individuals to the Coast Guard programs best for them. As a basic foundation, each CC Officer should have a thorough knowledge of the Manual's content as a basic foundation. To build on this foundation, CC Officers are encouraged to attend the National Career Counselor "C" School held annually. (Enclosure (1)) outlines the procedures and Web sites for applying to "C" schools.

3. This Manual is not intended to cover all topics. It is quite possible you will be asked questions which you can not answer. In such cases you should refrain from disseminating inaccurate information. If you do not know the answer, be honest and tell the candidate you will respond when you have the correct information. A source for correct information is only a phone call away. The first call which should be made is to the CC Officer's DSO-CC within the Auxiliary CC chain of leadership and management (see following section for description of the CC Program chain of leadership and management). Often times, CC Officers with more experience can answer a wider range of more difficult questions. If the question remains unanswered at the DSO-CC level, the DSO-CC will contact the Academy Admissions Office or Local Recruiting Office to get the correct answer and will then report back to the inquiring CC Officer with the needed information.

B. Chain of Leadership and Management within Career Counselor Program

1. The Auxiliary year runs from 1 January to 31 December, as does a typical appointed staff officer term. The CC Officer's task, however, begins with the school year in September. To execute a successful program, CC Officers, at each Auxiliary level, should be designated in August. This action must be accomplished by talking with the appropriate elected officers. Program continuity is worth the effort.

2. For the CC Program to be effective, CC Officers at all levels should follow and respect the chain of leadership and management when conducting Auxiliary and CC Program related business. The following is a general description of each CC Officer position within the parallel staffing process (please see Figure 1.1 on page 1-3 for a graphical depiction):

   a. **Division Chief (DVC-PA)**: Responsible for overall oversight and execution of the program. Reports directly to the Auxiliary National Staff, Chief of the Coast Guard Recruiting Command and the Director of Admissions at the Academy.

   b. **Branch Chiefs (BC-PA)**: Three CC Branch Chiefs oversee three different geographical regions of the country (East, Central and West). Each BC is responsible for oversight of DSO-CCs within their geographical region and reports directly to the DVC-PA.

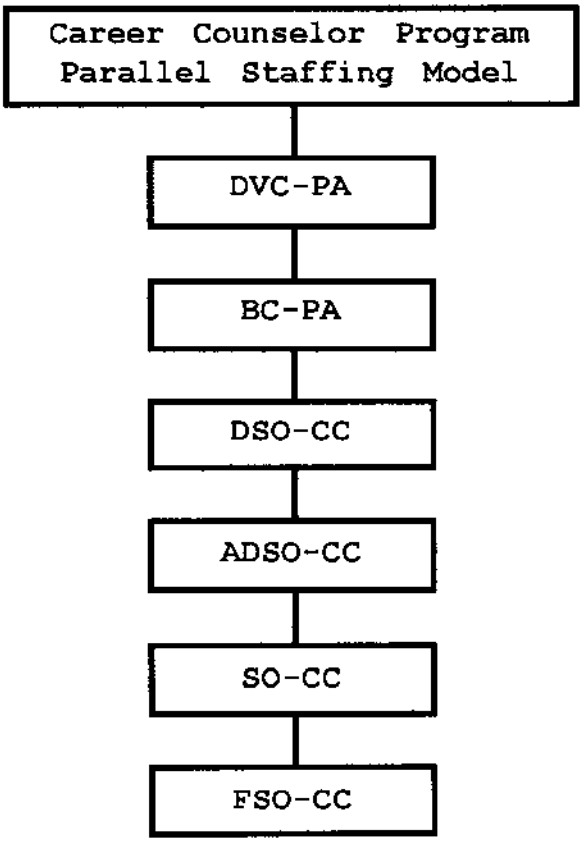
   c. **District Staff Officers (DSO-CC)**: Responsible for carrying out directives from the DVC-PA through BC-PAs within appropriate district. Works directly with CGA Admissions Regional Coordinators (RC) and Recruiters in Charge of Recruiting Offices. Oversees SO-CCs and FSO-CCs in the execution of all Coast Guard Academy recruiting initiatives and RAP initiatives within their district.

   d. **Assistant District Staff Officer (ADSO-CC)**: Works closely with his/her DSO-CC. Essentially, handles tasks of a DSO-CCs in order to ease their work load. The number of ADSO-CCs per district is based on DSO-CC discretion with District Commodore approval.

   e. **Division Staff Officers (SO-CC)**: Serves as a liaison between FSO-CCs and the ADSO-CC or DSO-CC. Provides tasking to FSO-CCs to ensure unified recruiting effort occurs at the flotilla level and to ensure recruiting efforts are not duplicated. Provides constant feedback to DSO-CC on status of recruiting efforts within their division.

   f. **Flotilla Staff Officers (FSO-CC)**: Provides all basic work for Academy Recruiting and RAP initiatives. Works to get other flotilla members involved with the CC program. Carries out the direction of their SO-CC and provides feedback on effectiveness of local recruiting efforts.

Figure 1.1 Career Counselor Program Parallel Staffing Model



C. **Procedures**

Procedures for reporting Career Counselor volunteer hours on forms: use Activity Report-Mission, ANSC Form 7030 (Rev 1-99)(old CGAUX-26) and Member Activity Report, ANSC Form 7029 (Rev 11-97)(old CGAUX-31).

1. By definition, a mission in the Career Counselor program occurs when an Auxiliarist makes an appearance or travels to a specific location to perform a Coast Guard recruiting mission. All mission hours should be documented on the Activity Report-Mission, ANSC Form 7030, (Enclosure (1)).

2. Use only the following categories to report mission hours for Career Counselor recruiting efforts:

   09 AIM MISSION

   90 RAP MISSION

3. Examples of hours reported in the 09 AIM MISSION category should include:

   a. AIM Interviews

   b. AIM Applicant Recruiting-Travel to Applicant's Home

   c. School Visits- USCGA Information

   d. College/Congressional Fairs - USCGA Information

   e. USCGA Interviews

4. Examples of hours reported in the 90 RAP MISSION category would include:

   a. Working in a Recruiting Office

   b. Any work outside your home related toward recruiting for Coast Guard enlistment and officer programs other than CG Academy.

5. The Coast Guard recruiting office must account for Auxiliary referrals and enlistments as part of the RAP Program. The recruiter will code information on the Data Base Entry form sent to CGRC on the day an applicant enlists. Work with your Recruiter in Charge to ensure this happens. This is one way Coast Guard Headquarters records the impact the Auxiliary is having on recruiting.

6. Examples of hours reported and divided between the 09 AIM MISSION and the 90 RAP MISSION categories would include the following:

   a. Any of the above examples where the Career Counselor Staff Officer spends half the time talking about the Coast Guard Academy and half the time about the Coast Guard enlistment programs.

   b. High School Visits

   c. College Fairs

7. Time spent in telephone discussions or conducting mailings in regard to Career Counselor responsibilities or specific Coast Guard recruiting efforts other than mission related hours should be logged on the Member Activity Report Form ANSC 7029, (Rev 11-97) (Enclosure (3)). Again, 09 should be used for all time spent on Academy related recruiting activities and 90 for RAP activities.

8. Auxiliarists should ensure activity hours are reported. Credit should be given where credit is due!

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Chapter 2

Coast Guard Academy (CGA) Recruiting

A. History of Coast Guard Academy Admissions and Auxiliary Partnership

1. To meet the Coast Guard's program, diversity, and quality objectives, and to compete successfully against other prestigious colleges and universities, the Coast Guard Academy needed a structured, wide based recruiting strategy to contact more students, visit more high schools, and attend more Congressional (Academy days) and college fairs. Historically, the Coast Guard Academy relied on the Coast Guard Auxiliary's Academy Introduction Mission (AIM) Program and many other volunteers, i.e., (alumni, reservists, parents, Auxiliarists, and others) who worked independently to attract qualified candidates. However, the task of contacting students and schools as well as attending college was essentially managed from CGA's Admissions Office.

2. This centralized program was limited in scope. For example, the Coast Guard Academy had not attained the degree of national coverage it increasingly needed to shape future graduating classes who would continue to meet the Coast Guard's leadership and technical demands. Thus, to extend the Academy's reach, to broaden its student contact base, to and strengthen its entering class profile (and subsequently its graduate profile), the Admissions Office implemented a Coast Guard Academy Regional Recruiting Network of volunteers, similar to the Naval Academy's Blue and Gold Organization. A Memorandum of Understanding (MOU) with the Auxiliary was signed defining this new partnership tasking the Auxiliary to be the "middle managers" of this network. This network has since been named Coast Guard Academy Team Eagle (CGATE). Website at (http://www.cgatenews.com) for up-to-date information on programs and policy changes.

3. The Director of Recruiting Operations within the CGA Admissions Office administers this regionalized program and supervises four CG Academy Admissions Regional Coordinators (RC). In turn each officer oversees a region of the country and works closely with their respective Auxiliary District Staff Officer (DSO-CC). Each DSO-CC, while still responsible for AIM and RAP oversight, now functions as a first line "manager" for coordinating all CGA's field recruiting activities in their district. The DSO-CCs provide guidance to each CGA volunteer in their respective regions (Please see Figure 2-1 below for further clarification). As a Career Counselor appointed staff office holder (ADSO-CC, SO-CC or FSO-CC) one serves side by side with the cadre of other CGATE volunteers which spread the "good word" about the Academy to the nation's elite high school students. Duties may include initiating and maintaining communication with qualified CGA applicants (including applicants to both summer programs, AIM and MITE), conducting applicant interviews, visiting high schools, participating at Congressional and local college fairs, conducting appointment presentations at high school award ceremonies, and arranging visits to CG units for key candidates along with other activities delegated by your District Staff Officer (DSO-CC). Obviously, numerous opportunities exist for the Auxiliary to support the

Coast Guard Academy recruiting effort.

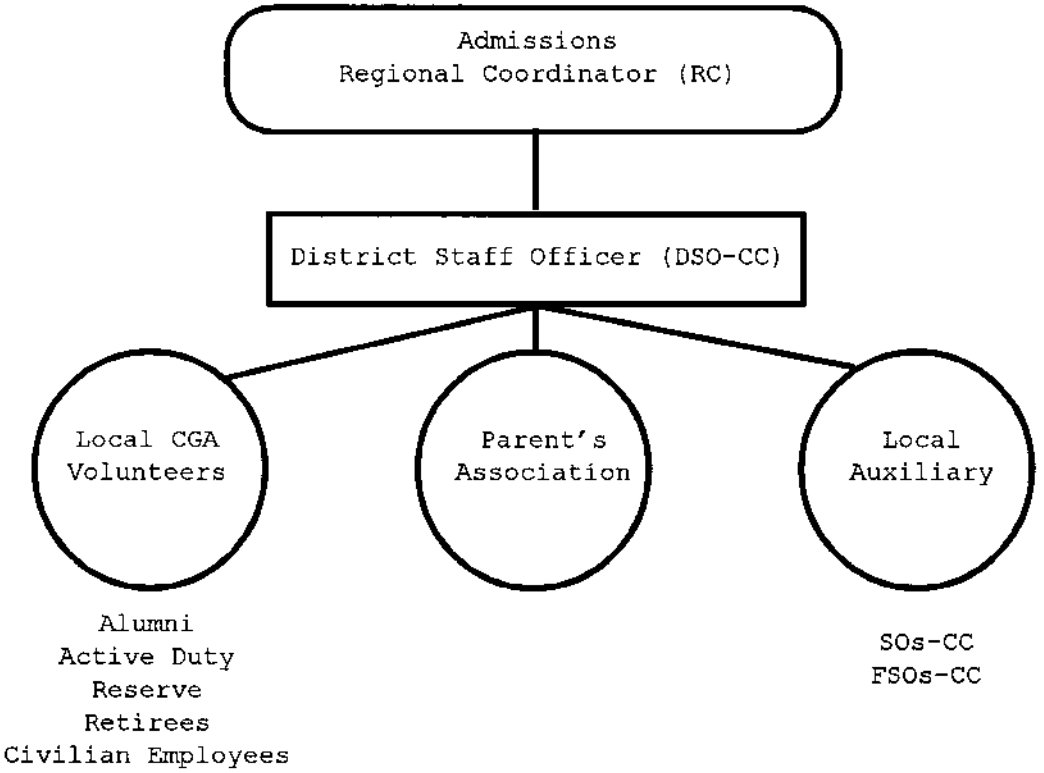

Figure 2-1 Coast Guard Academy Regional Recruiting Structure

B. **General Coast Guard Academy Admission Requirements/Information**

1. **Qualification for CGA:** Applicants must be a least 17 years of age and not have reached their 23rd birthday prior to 1 July of the entrance year to the Coast Guard Academy. Candidates must be United States citizens, either U.S. born or naturalized, at the time of entry into the Academy. Also, applicants must have no dependents, be unmarried, and have no legal obligations resulting from a previous marriage.

2. **Applications:** Each year the Coasts Guard Academy receives approximately 5,000 applications from which nearly 1,800 are fully evaluated and 425 to 475 receive appointments. The entering Class of 2000 was about 280 cadets. The Coast Guard Academy does not require a Congressional nomination and there are no state quotas. The Coast Guard Academy is the only service academy which admits students based solely on nationwide competition. Applications are accepted as early as the end of the candidate's junior year. The deadline for *preliminary initial application* is 15 December (Enclosure (4)). The *complete application* (also called Supplemental Forms) is due January 30th (Enclosure (5). CGA uses a "rolling admissions process" meaning, those applicants who are first to submit their *Supplemental Forms* and who become finalists will be the first to have action taken on their applications.

3. **Prerequisite Courses:** To meet CGA's scholastic requirements, students must be graduates of an accredited high school or equivalent. Candi-

dates must have completed Algebra I & II, Plane or Coordinate Geometry, and 4 years of English. Although not required, the following courses are strongly recommended: Additional mathematics (Trigonometry, Pre-Calculus, Calculus), and Science (Biology, Chemistry, Physics). Foreign language is not required for admission to the Coast Guard Academy.

4. **Required Tests:** Candidates must have taken the timed Scholastic Assessment Test I (SAT I) and/or the American College Testing Assessment (ACT) no later than the December administration of the application year. The highest score obtained in both the math and verbal sections will be used if multiple tests are taken. Untimed tests are not accepted.

5. **Fees:** There is no application fee; however, candidates who are offered and accept Coast Guard Academy appointments must pay an entrance fee of approximately $3,000. Cadets receive a full four year scholarship. In addition, cadets receive a monthly stipend of approximately $558.30 to cover the cost of uniforms, textbooks, laundry, spending allowance, and associated expenses.

6. **Physical Fitness Standards:** Full Appointments to CGA are tendered to applicants pending the physical examination results done by the Department of Defense Medical Evaluation Review Board (DODMERB). No medical waivers are granted. See Enclosure (6) for a list of common medical disqualifiers implied. As far as physical fitness is concerned, there is no physical fitness test during the application process. However, appointees reporting to the Coast Guard Academy will take the Physical Fitness Exam (PFE) during their first week at the Academy and each academic semester thereafter. The PFE consists of pull-ups (modified version for women), sit-ups, standing broad jump, 300 yard shuttle run and a 1.5 mile run. The PFE is a 500 point test with a minimum passing score of 250. Any incoming cadet who receives a PFE score of less than 200 points will be recommended for immediate disenrollment. Incoming cadets who score between 200-249 points will be assigned to a physical fitness advisor and be issued a specific developmental exercise routine. If these cadets do not pass the PFE by the beginning of their second academic term, they will be recommended for disenrollment.

C. **Detailed Explanation of Coast Guard Academy Admission Process**

1. **The Basis for Initial Selection for Admittance**

   a. The Academy's broad program of intellectual, professional, physical, and character development prepares the Coast Guard's and America's future leaders. Thus, CGA seeks to enroll students of high moral character who have a well rounded background of academic, leadership, Extra-curricular, and athletic preparation.

   b. The admissions process uses both objective and subjective criteria. Objective criteria include an applicant's high school rank (HSR) and standardized test scores (SAT I or ACT). The subjective component is a score determined by the Cadet Candidate Evaluation Board (CCEB).

   c. The CCEB is comprised of three member panels of the Academy faculty and staff. These panels individually evaluate a candidate's total record. Particular attention is given to strength of transcript, essays, demonstrated leadership, extracurricular activities, employ-

ment, community service, special talents, awards, and recommendations.

d. The combination of high school rank (HSR), test scores and the CCEB score results in the Candidate's Principal Score (CPS). Candidates who meet or exceed the Principal Appointment Score (PAS), a cutoff established for that year[1], and who are medically qualified, will receive an appointment. If there are openings after the Principal Appointment list is exhausted, candidates from the highly qualified list of alternates (those with scores within 250 points of the Principal Appointment Score) are considered.

e. Candidates are also selected from Coast Guard participants in the Naval Academy Preparatory School (NAPS) program[2]. Unlike other service academies, Congressional nominations or appointments are not required.

2. **The Importance of the Candidate's Principal Score and Its Function in the Selection Process**

a. The Candidate's Principal Score (CPS) is carefully derived to provide the best numerical representation for an applicant. Indeed, comparison of individuals is difficult, particularly in a highly selective environment, without some measurement capability. CGA admissions has designed the CPS to represent a wide variety of candidate aspects, including standardized test scores.

[1]Each November, the Principal Appointment Score is established by a number of variables including historical data trends in society, number of applications expected, sizeof entering class based on graduation projections, etc.
[2]The NAPS program accepts individuals, including prior enlisted, who demonstrate potential as future candidates for appointment. They undergo 10 months of rigorous work in academics, military training and competitive sports. Upon successful completion of the program, and meeting of the admission requirements, they are offered an appointment. The purpose of NAPS is to enlarge and diversify the pool of applicants for appointments.
[3]To establish an accurate numerical composite of scores, the CCEB evaluation, HSR and ACT scores are converted to a numerical score that corresponds to the SAT I scale: 200 to 800 point range. HSR may be adjusted dependent upon class size, competitiveness of school, and strength of the student's curriculum. Only the highest SAT I or ACT score is used for candidate evaluation.

b. The CPS has the following components: the CCEB score represents 40%; HSR is worth 30%, the math portion of the SAT I or ACT contributes 20%, and the final 10% reflects the verbal portion[3]. The CCEB evaluation allows subjectivity to balance the HSR objectivity and test scores. (Tests cannot accurately indicate motivation, maturity, determination and other subjective qualities in a candidate).

c. To be evaluated by the CCEB, candidates must meet minimum academic qualifications, i.e., they must have a combined HSR and standardized test score minimum of 3350 points. A candidate who meets or exceeds this standard, is deemed a finalist in the CGA admissions system.

Sample Candidate: HSR 5 out of 100 = 675 points (HSR points are derived from Admissions formula); SAT 670 M 600 V

30% HSR = 3 x 675 = 2025

20% Math = 2 x 670 = 1340

10% Verbal = 1 x 600 = 600

3965

This score qualifies the candidate as a Finalist.

CCEB scores: 700, 650, 600

40% CCEB = 4 x (700 + 650 + 600)/3 = 2600

Finalist Score + CCEB score = 6565, the candidate's Princip Score.

d. If the Principal Appointment Score is set at 6550, for example, this candidate would be offered a full appointment. A candidate scoring 6300 and above, but less than 6550, would be placed on the alternate list.

e. CCEB scores are relatively subjective and the admissions process, although heavily numerical, is not an exact science. Determining the potential of an individual's capacity to perform and to become a leader is a most difficult responsibility. Therefore, the Coast Guard Academy has highly dedicated and experienced individuals, using carefully chosen criteria, to help determine which candidates will likely best serve and meet the Coast Guard needs. Admissions criteria are reevaluated annually. Available data on cadet performance and retention as well as performance after graduation are analyzed as part of this process. In essence, the admissions process is an "educated guess," but a good guess.

3. **Diversity Goals and the Admissions Process**

a. The Coast Guard Academy's goal is to appoint and to graduate a well rounded group of cadets who can make a significant contribution to the Coast Guard and the nation — individuals, who collectively bring with them a broad range of perspectives, academic interests, experiences, backgrounds, and talents essential to the quality of campus life. To prepare cadets to cope with the rapidly changing society and world they will face as officers, and to encourage their full intellectual, professional, and personal development, cadets must

have a broad, strengthening college experience.

b. The Coast Guard needs leaders who are genuinely committed to goals and values regarding diversity. The Coasts Guard cannot expect to have an effective organization or to retain the support of the greater American society unless the men and women within the Service are representative of the society from which they were chosen and charged to serve.

c. The CGA Admissions program employs an aggressive recruiting strategy to seek out and to attract minorities and women to help achieve a more diverse composite reflecting today's society. The CGA Admissions network works diligently to include all qualified individuals within the scope of opportunity for appointment, and to establish the Coast Guard and the Academy as potential career choices. In particular, CGA Admissions identifies through the PSAT, SAT, and ACT search service, high scoring minorities and women who have expressed an interest in one or more of the Academy's majors. These focused efforts are necessary because the traditional college recruiting network is relatively less effective in attracting minorities and women to military academies.

d. The admissions process is also sensitive to achieving diversity at the Academy by ensuring the CCEB is aware of Coast Guard cultural and societal needs. In carefully screening each applicant's record, CCEB members consider a vast array of objective and subjective qualities in helping to determine final applicant selection.

e. CGA Admissions uses the same procedures for evaluating all applicants. There is no "special" admissions process or quota for any individual or group. Those scoring below the finalist cutoff score (or other guidelines, e.g.) 1100 SAT minimum) are not offered admission. In the next several years, the Academy expects to admit classes which reflect a significantly greater percentage of minorities and women than in the past. In striving to meet this desire for a diverse student body, the Academy expects stiff competition from other selective colleges and universities, particularly from the other Service academies, for the most highly qualified students.

f. For a complete discussion of diversity goals for the Academy, please refer to the implementation strategy: Excellence through Diversity, which is available through the Admissions Office.

g. Today, increased emphasis on achieving diverse student populations at colleges and universities is generally credited with providing enhanced educational opportunities for a great number of individuals, including non-minority students, who have benefited from exposure to a wider cross section of American society.

h. In fulfilling a responsibility as a federal and educational institution providing future leaders to an organization which interacts widely with the American people, the Academy has both a moral and public interest in ensuring all segments of our society are fully represented. To that end, the Coast Guard Academy volunteer network should utilize every effective recruitment tool available to help meet the changing needs of the organization and society.

4. **Summary: The Essence of the Admissions Philosophy**

Admission to the Coast Guard Academy is based on merit. In the past, merit for college admissions purposes was often narrowly defined in terms failing to capture applicants from certain population segments. The broad-gauged merit concept in our system is designed to eliminate pre-existing biases and to expand the number of potential successes. Indeed, students' academic and personal credentials comparisons are difficult. The Academy admissions process seeks the best and brightest students by incorporating a wide range of desired individual attributes and character traits such as intellectual ability, extra-curricular activity, leadership, cultural perspectives, integrity, confidence, and enthusiasm. The real challenge is to select a cross section of quality students from a large group of highly talented candidates meritorious in many different ways.

D. **"How To" Guides For Representing the Coast Guard Academy**

1. **College Fairs**

a. **Objective:** To provide information on the U.S. Coast Guard and the Academy, including, but not limited to, the following: the admissions process, Academy Introduction Mission (AIM) Program, Minority Introduction To Engineering (MITE) Program and the Naval Academy Prep School (NAPS). Auxiliary Career Counselors should also inform less qualified students about other Coast Guard civilian career employment and Coast Guard Auxiliary volunteer opportunities as a part of RAP.

b. **Description:** Every year, the Coast Guard Academy is invited to approximately 700 college fairs. These fairs provide the forum to promote the Coast Guard Academy with its unique educational and career opportunities to those students who seek something extra-special in their educational pursuits. In order to take advantage of these forums, the Coast Guard Academy needs to find admissions representatives who are able to provide information on the Admissions processes, AIM, MITE, NAPS and the Coast Guard in general.

c. **Process:**

The DSO-CC gets information about college fairs from the CGA Admissions Regional Coordinator (RC). If a letter of invitation is sent to the CG Academy, the RC will respond with a letter to the invitee indicating the DSO-CC will be the fair's coordinator. A copy of the invitation and the response letter will be sent to the responsible DSO-CC.

(1) DSO-CC then provides a representative to attend the fair.

(2) DSO-CC provides the volunteer with recruiting materials and College Fair Questionnaires (Enclosure (6)).

(3) Within one week after completion of the fair, DSO-CC ensures the college fair questionnaires are completed by the representative and sent to the Academy.

d. **Format:** Each college fair representative will be given a half or full table to display materials (for a list of CGA promotional mate-

rials see (Enclosure (7)). Students will roam from table-to-table picking up information and asking questions. Typical questions will concern tuition, majors and how the admissions process works.

e. **Policy on Funding Fairs:** In general, the Admissions Office will not fund a volunteer to attend a fair due to budget constraints. However, a DSO-CC may request a particular college fair be attended. These requests will be handled on a case-by-case basis.

f. **Promotional Guidance:** Your effectiveness as recruiter/presenter depends on your knowledge and your attitude. Be prepared, know the product, the materials, and yourself. Do not give a "canned pitch." Your objective is simple: to talk to people about the Coast Guard and its Academy. The CGA Admissions Office is not only interested in cards with names and addresses on them, but your talking to people. Be yourself and be proud. You are a role model, representing the Coast Guard. The Coast Guard and the Academy has so much to offer people, we simply need your help to get the word out!

(1) First, you want to be positive, friendly, and approachable.

(2) Second, determine whether or not the prospect is qualified for CGA. Use common sense here; if the person has a physical disability they obviously do not qualify for the Coast Guard. Respect the applicant's and your time. If they are not admission qualified, be a professional and tactfully tell them. Enlighten the applicant about other potential CG programs and explain to each person how to contact their local CG Recruiters, if interest is expressed to do so.

(3) Finally, what is the person you are talking to seeking? Ask them, encourage them to talk. The Coast Guard is not a career match for everyone, nor does the Coast Guard desire to be.

g. **Qualification Procedure:** The qualification procedure should be started quickly, particularly if there is a large crowd at the event. No time should be wasted. If a non-qualified prospect appears, courteously and tactfully explain the reason for their ineligibility. The person should leave with a good impression of the Coast Guard even though not eligible.

h. **DON'T BE LATE!** Allow for breaks and give some thought to booth etiquette. Eating and drinking tends to discourage people from approaching because they don't want to interrupt. You are there for them, save your appetite for the break. Be "approachable" - unless specifically prohibited, get out from behind the table, which often acts as a barrier.

2. **Congressional Fairs (Academy Days/Nights)**

a. **Objective:** To provide information on the U.S. Coast Guard and Academy, including, but not limited to, the following: the Admissions process, Academy Introduction Mission (AIM) Program, Minority Introduction To Engineering (MITE) Program and the Naval Academy Prep School (NAPS).

b. **Description:** Every year members of Congress hold Academy days and nights to attract those students who are interested in attending a United States Service Academy. These events provide the forum to promote the Academy with its unique educational and career opportunities to specific, goal-oriented groups of students. For this reason, a CGA Admissions Office goal is to attend 100% of these events. To achieve this goal, the CGA Admissions Regional Coordinators, DSO-CCs, and the local CGA volunteers need to watch carefully for any Academy days/nights in their area, to ensure a CGA representative is notified and in attendance.

c. **Process:** The DSO-CC gets information about a Congressional Fair from the CGA Admissions Regional Coordinator (RC). If a letter of invitation is sent to the Academy, the RC will respond with a letter to the invitee indicating the DSO-CC will be the Congressional Fair coordinator. A copy of the invitation and the response letter will be sent to the responsible DSO-CC. The DSO-CC then provides a representative to attend the Congressional Fair. DSO-CC provides a volunteer with recruiting materials and college fair questionnaire (Enclosure (7)). Within one week after completion of the fair, DSO-CC ensures college fair questionnaire completed by representative and sent to the Academy.

d. **Format:**

Typically, the Congressperson will make an introductory speech and then introduce the representatives in attendance. Each representative will be asked to make a short presentation (approximately 5 minutes) on a specific Academy. In some cases, the representatives will also be allowed the opportunity to show a video. Once the presentations are completed, the Academy representatives will be provided with tables to display materials to and answer questions (similar to the college fair format).

3. **Student Personal Contact**

a. **Objective:** The purpose of Student Personal Contact (SPC) is to enable students to make an informed decision about the Coast Guard Academy by learning about various programs through interactions with CGA field representatives. A secondary objective centers around clearly showing the students CGA is genuinely interested in them and their potential contributions to the Coast Guard.

b. **Description:** SPC can take many forms. From the simplest phone call to in-depth interviews and CG unit visits, all of these enable the student to understand CGA and the Coast Guard better and it clearly illustrates a concern for them. To paraphrase Ralph Waldo Emerson, "the secret of admissions (he said education) is respect for the student."

c. **Making Student Contacts:**

(1) Contact the student by appropriate means.

(2) Identify yourself as a Coast Guard Academy Admissions Representative.

(3) Find out some basic information about the student (hobbies, interests, sports, part time work).

(4) Document the contact on a log sheet.

d. **Visiting the Student:** Make an appointment to meet with the student. There may be more comfort for everyone if a neutral location is selected, while for others, visiting the student's home may be best. *CAUTION: Never meet with a student alone in their home or your home.* Make sure someone else is present. Prepare yourself to answer questions. Get your materials together. Prepare an information folder for the student (see Enclosure (8) for materials). After meeting the student, document the visit on a log sheet.

e. **Unit Visits:** Identify a local CG unit which may interest the student. Contact the CG unit to gain support for the visit. Contact the Operations Officer or Executive Officer to coordinate the visit. Contact the candidate and ascertain if he/she would like to visit a unit and when a visit is convenient for them. Propose a few visit dates convenient for your candidate, you and the unit. It is better to come up with a mutually agreed upon date than to compromise for a non convenient day. Attempt to set up a tour, demonstrations and briefings. Try to center on the main unit mission as a central theme, but also discuss other mission areas, if possible. After the completion of the unit visit, document the visit for your records so that you can compile a report.

f. **Documentation:** Ensure calls, candidate visits, and unit visits are properly documented and returned to the Admissions Office. If you sense any special attributes or character strengths of the student, ensure this information is quickly conveyed to the Admissions Office RC prior to the CCEB review.

4. **Finalist Interviews/Mentoring**

a. As a Career Counselor Staff Officer, you will probably be along with other CGA volunteers to interview and to mentor finalists in the Academy admission process during their senior year in high school. Enclosure (9) has the most current policies and procedures on conducting such interviews for CGA.

b. The finalist interview serves two purposes: First, the interview provides the CG Academy Cadet Candidate Evaluation Board (CCEB) with a Coast Guard representative's impression of the applicant for use in their admission decisions. Second, the interview process allows a Coast Guard representative to engage in dialogue and to provide the finalist and family members timely information about the Academy and the Coast Guard.

c. The interview is intended to be a face-to-face meeting between you and the finalist. Since the interview may be the finalist's only contact with a Coast Guard representative, the event must be a meaningful experience designed to give the applicant a favorable insight into CGA. An accurate portrayal of the Academy and the need for resoluteness can serve the finalist well in determining whether the Coast Guard is the right choice. A finalist's commitment and motivation develops from good decisions based on accurate information.

5. **Appointment Presentations**

a. **Objective:** To provide guidance on a standardized nationwide Appointment Certificate Presentation Program.

b. **Description:** Annually, most schools have an awards presentation ceremony for their senior class to recognize students who receive special scholarships and other class awards. Traditionally, ROTC scholarships and Service Academy appointments have been presented during these times. Some students desire to have their appointment certificates presented publicly to them and some students do not.

c. **Procedures:** To accommodate students who desire to have their appointments presented to them, the Admissions Office has developed a standardized procedure for coordinating presentations. These procedures are:

(1) Once a candidate receives a full appointment, each will be sent an appointee package. The appointment certificate and a presentation questionnaire, enclosure (10).

(2) If the appointee desires to have their appointment presented to them, they will mail the presentation questionnaire back to the Admissions Office. They will also indicate if they have a specific presenter in mind. If they desire a specific person, they will solicit and coordinate such appearance by themselves.

(3) Once a candidate indicates they would like to have the certificate presented at an awards ceremony and they do not have a "special presenter," the request will be forwarded to the DSO-CC of the respective district.

(4) The DSO-CC will select from the list of volunteers and any other local area Coast Guard personnel (Active, Reserve, Auxiliary, Alumni, Retired) to present the certificate. Once a volunteer is identified, the DSO-CC should get the volunteer and student in touch with each other to coordinate specific details.

E. **Coast Guard Academy Admissions Programs**

1. **Academy Introduction Mission (AIM)**

a. **Objective:** The AIM Program provides high school students with realistic firsthand experiences of *Swab Summer* and the Coast Guard Academy. These experiences should allow the students to make informed decisions about attending the Coast Guard Academy and future careers in the Coast Guard. (See Chapter 3 for complete details about administering the AIM Program)

b. **Description:** The AIM Program, established in 1955, is a one week introduction to the Coast Guard Academy for approximately 220 high school students between their junior and senior year. The week closely resembles *Swab Summer* in all respects. Participation in athletics, military indoctrination, and basic overviews of the Coast Guard and the Academy is mandatory. Program participants are selected by the Coast Guard Auxiliary in accordance with Chapter 3 of

this Manual. Students with pre-existing medical conditions which may interfere with the rigorous physical demands of the week should not be selected nor should they attend. Any students who possess any medical disqualifiers from the Academy's annual competition are also discouraged. All proposed candidates to the AIM program must be received by the Academy Admissions Office by 01 June, via the appropriate chain of command.

2. **Minority Introduction to Engineering (MITE)**

a. **Objective:** Every summer, the Academy hosts high school students between their junior and senior years to spend one week at CGA. The focus of MITE is threefold. First, the students are introduced to various engineering fields through hands-on exercises and lectures. By having the students complete real life projects, the students' interest in engineering is solidified. Secondly, the students are introduced to the Academy, and more specifically to Cadet Life. Approximately half of the week is spent learning about the Coast Guard, the Academy, and living similar to 4/C cadets. Finally, MITE serves as a leadership experience for our 2/C cadets (juniors) who serve as cadre or trainers for the week.

b. **Description:** The MITE program was established in 1975 at the Coast Guard Academy to support the Accreditation Board for Engineering and Technology's (ABET) effort to encourage minority students to pursue engineering or technical degrees in college. Since its inception, USCGA has used this method as a recruiting tool for minority students, as well as accomplishing the goals set forth by ABET. Approximately 35% are awarded appointments to USCGA or NAPS and of those, 55% accept their appointments.

(1) Program administration is an Admissions Office responsibility. The recruitment, evaluation of applicants, coordination of travel and on-sight logistics, and program planning are done through the Project Officer. CG officers are assigned TAD to the Admissions Office for the week to provide feedback to the 2/C cadre and answer MITEster questions on Coast Guard life. All costs are paid with appropriated funds, with a few miscellaneous items from non-appropriated funds.

(2) Each academic year, qualified applicants are sought for the MITE program. Each applicant must complete an application, a resume, and forward an official high school transcript to the Admissions Office. Once all necessary documentation is received, three Admissions staff members will evaluate the package and endorse it with an acceptance or rejection. Two favorable endorsements are necessary to be accepted into the program. If a candidate receives one favorable recommendation the student is placed on the waiting list where they will be re-evaluated as selectees decline to attend. Those candidates with three unfavorable endorsements are immediately released from the candidate pool.

3. **Naval Academy Prep School (NAPS)**

a. **Objective**: The Coast Guard Academy utilizes the Naval Academy Preparatory School (NAPS) for promising students who need extra academic instruction prior to entering the Academy.

b. **Description**: Located in Newport, Rhode Island, NAPS is a ten month, challenging program (typically from July to the end of May). The program prepares students for the academic, physical, and military rigors of the Coast Guard Academy. The course of instruction emphasizes English, mathematics, science, and computers. The military program develops leadership skills, discipline, integrity, and teamwork. Moreover, an extensive athletic program provides opportunities to compete against other prep schools and junior colleges without loss of college eligibility. Students at NAPS are on full scholarship, with full medical and dental benefits, plus they receive a monthly allowance of $558.00 (the same as cadet pay)(enlisted members receive their normal pay).

(1) The Navy sponsors the NAPS program and has approximately 250 students (which include the 40 students Coast Guard sends there) participating. These students do not apply for NAPS, they come from the applicant pool. They have finished the processing and were not selected for a direct appointment. However, CGA Admissions felt these applicants held significant promise. Of the 40 billets, approximately 10 are for Coast Guard enlisted members.

(1) Coast Guard students who successfully complete the NAPS program (have a 2.0 or better GPA, attain a combined SAT score of 1100 or better, and get the NAPS Commanding Officer's recommendation) receive full appointments to the Academy for the next entering class. Indeed, the NAPS experience has proven highly beneficial for many students who are now Coast Guard officers. While preparing them to meet the demanding curriculum of the Academy, NAPS also makes them more competitive for selection to graduate schools.

4. **Cadet Recruiting Leave Program**

a. **Objective**: This program provides cadets with valuable lessons about public speaking. Cadets are required to put their CGA experience into words and address high school and middle school students. The students see a young person who has become successful as a cadet and realize they too may have this same opportunity if they apply themselves. This program generates many CG Academy applications.

b. **Description**: High academic performing cadets are offered the opportunity to extend their Thanksgiving and spring leave periods Typically, a cadet going on Thanksgiving leave departs the Academy on Tuesday afternoon before Thanksgiving and returns the Sunday after the holiday. If the cadet participates in the Recruiting Leave program (they must have a 3.0 GPA, plus get approval from their professors and Company Officer) they are allowed to depart the Academy on the Friday afternoon before Thanksgiving. Therefore, qualified cadets leave 4 days before the rest of the corps. However,

these cadets must visit 2 high schools and a middle school near their homes during their leave.

(1) The spring program has the same school requirements, however cadets do not get the same amount of time off. Spring break is a one week leave period typically during March. If a qualified cadet utilizes the Spring Recruiting Leave program, they can leave the Academy two days prior to the rest of the Corps.

(2) At the high schools, cadets talk to students in classrooms, at recruiting tables, and in guidance offices about the Coast Guard, the Academy, and the Admissions "process." At the middle schools, the focus is altogether different. The cadets are great role models for these students. Cadets talk to 6th or 7th graders about staying in school, staying away from drugs, listening to their parents and teachers and being good citizens. These visits have proven to be a very valuable experiences to both cadets and students.

(3) The Thanksgiving program is more popular, with over 200 cadets participating. The spring program usually has 50-60 cadets. Only upper class cadets are allowed to utilize the Thanksgiving program, while the Spring program is open for all cadets. Usually more 4th Class cadets participate in this program than cadets from upper classes. (NOTE: A proposal has been submitted to allow all cadets to go on recruiting leave during Thanksgiving in future years. A notification will be distributed if this proposal is approved).

5. **Appointee Visitation Program**

a. **Objective:** The goal of the Prospective Cadet Visitation Program is to encourage applicants who have been tendered appointments (CGA or NAPS) to make an informed decision on whether to attend the Coast Guard Academy.

b. **Description:** Visitation begins in January and ends no later than 1 May. Specific dates are published yearly in a Superintendent's Notice. Visitors arrive on Thursdays and typically depart on Friday, no later than 1700. Visitors are assigned cadet escorts who take them to classes, meals in the wardroom and other activities. All travel expenses are the student's responsibility. Admissions funds meal costs.

6. **Guidance Counselor Events**

a. **Objective:** One of the most productive ways to recruit for the Coast Guard Academy is to expose high school guidance counselors to our programs. After all, counselors play a significant role in high school seniors' college selections and have opportunities for significantly more student contact than us. To this end, personal contact with the counselors can prove to be very beneficial.

b. **Description:** There are various formats of guidance counselor events. Two basic categories are *centralized gatherings* and *individual visits*. Centralized gatherings invite counselors from various high

school to a central location for a presentation on the Coast Guard Academy. Some of these events may include a meal or snack and a tour of a CG facility or ship. Hosting such an event entails enormous amounts of planning and coordination, as well as significant financial support from outside resources.

(1) Individual visits to counselors allow us to see them in their environment through school visitations and additionally, results in minimal disruption to their day. Scheduling one of these visits is as simple as a phone call and making an appointment to see the counselor. Typically, most counselors prefer not to have appointments with college and university representatives during lunch.

(2) Regardless of the type of program you decide to use to make contact with schools, the P.R.O.F. model (P-prepared, R-relevant information, O-organized presentation, F-follow-up and feedback) is essential. Some suggestions that have helped the Admissions Office with such events include making available a guidance counselor package of admissions information, utilizing a Coast Guard installation as the host site, and using audio-visual aids to enhance your program.

F. Obtaining Coast Guard Academy Promotional Materials

1. All Auxiliary CC Staff Officers should request Academy Admissions promotional material by submitting a CGA Admissions Supplys Form (Enclosure (11)) to their DSO-CC via mail, fax, or e-mail. The DSO-CC will then forward it to the CGA Admissions Office. Phone calls to the CGA Admissions Office for materials should only be made as a last resort by the DSO-CC due to limited Admissions Office staff.

Chapter 3

Academy Introduction Mission (AIM)

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Notes:

Chapter 3

Academy Introduction Mission (AIM)

A. History and Rationale

1. The Academy Introduction Mission (AIM) began in 1955 when VADM Alfred Richmond, then Commandant of the Coast Guard, in an address to the Auxiliary Spring National Conference, presented the idea for an "Academy Activity Week." Having grown into a vital program, the experience became known as the Academy Introduction Mission (AIM Week) in 1966. AIM's primary purpose has always been to assist in the recruitment of highly qualified high school students for the Academy. From its inception, AIM participants have been selected and sponsored by the Auxiliary, and their introduction to the Academy has been conducted by the Academy staff, upper-class cadets and selected Auxiliarists. The program has consistently provided prospective candidates a week in residence at the Academy preceding their senior year in high school.

2. Through the years, AIM has provided an opportunity for 220 young men and women to experience Academy life firsthand. Selected competitively during their junior year in high school, AIM participants must be interested in the Coast Guard Academy and be academically, physically and mentally qualified to enter the national competition for a CGA appointment their senior year. The intensive program gives the AIM participant the opportunity to experience a fourth-class cadet life, with the unique demands which make the Academy lifestyle so challenging.

3. Over the years, AIM has become a very important part of the Academy recruiting mission. AIM participants, who apply for the Academy their senior year, are highly motivated and well-informed about life at the Academy and a potential career in the Coast Guard. History has shown cadets who participated in AIM during high school are less likely to leave the Academy than those cadets who did not participate in AIM. Over the 1978-1988 decade, 76% of the cadets who had previously attended AIM graduated from the Academy, versus 51% for all other entering cadets. In the 1989-1995 decade, approximately 85% of the cadets who had previously attended AIM graduated from the Academy. Approximately 50% students attending AIM week receive USCGA appointments and typically, nearly 25% of every incoming class is comprised of AIM participants.

4. The Auxiliary has benefited from the AIM mission as well. The increased visibility with active Coast Guard personnel has fostered cooperation and understanding between all team Coast Guard members. Likewise, the increased outreach to the general public, besides the boating community, has further enhanced the Auxiliary's public image throughout the country, not just within coastal communities.

B. **Expectations Of Career Counselor Officers Administering Project AIM**

1. Read these guidelines carefully. The instructions contained are to be followed precisely if the program goals are to be met. Any deviation from these procedures must be authorized by the DVC-PA through the DSO-CC. The SO-CCs are responsible for Project AIM execution in their divisions. Each SO-CC will confirm a candidate's application is processed, if possible, through the division located geographically where they reside. However, there are no geographic boundaries for the Auxiliary in the recruiting mission and, therefore, divisions should not attempt to compete for qualified candidates.

2. The first basic premise an Auxiliary CC Officer discussing AIM must stress to applicants is the Coast Guard Academy's entrance requirements are rigid (see Chapter 2 for more specific details on the Academy admissions process). Careful screening is a priority and must be established early in the candidate selection. As a result, selection for the AIM program is extremely competitive. Because the AIM program is based on geographical Auxiliary quotas (Number of AIM slots per District is equal to number of Divisions within the District), it may, be more competitive to be accepted into the AIM program than to later receive an appointment to the Coast Guard Academy, depending on the competitiveness of the district or division where the applicant lives. Auxiliary CC Officers should stress this fact to AIM applicants so those AIM Candidates not selected (who may be highly qualified for admission to the Academy) do not get disheartened and refrain from applying to the Academy during their senior year.

3. To the public, Auxiliary CC Officers represent the Coast Guard and the Academy. For many citizens, the Auxiliary CC Officer may be their only contact with the Coast Guard. Therefore, uniforms should be worn smartly and the manner in which you conduct yourself and the program must be of the highest professional order. Each CC Officer must be knowledgeable of what is expected in the role, be knowledgeable of current Coast Guard Academy Admissions information and overall Coast Guard missions. The Auxiliary CC Officer should be prepared with all necessary materials, have completed preliminary work in advance, and be ready to carry out procedures within proper time frames.

C. **Four Phases of Project AIM**

Phase One - Preliminary Activities

1. **AIM Workshop:** The DSO-CC should work with unit elected officers and with division and flotilla CC officers in establishing an AIM workshop to be held in early fall. Since these Auxiliarists must have a proper understanding and knowledge of implementation procedures, all DCPs, VCPs, FCs, DSO-CCs, SO-CCs, and FSO-CCs should be urged to attend. This workshop should be held between September and November in order to provide an update on Academy Admissions information and program changes before phase two begins.

2. **Program Organization:** The program within the division can be organized a number of ways, depending on the area served and the availability of FSO-CCs. The SO-CC's responsibility is to organize the activity within the division to best meet the division's circumstances and to keep the

FSO-CCs informed. The division's responsibility is to make candidate selections within the guidelines established in this manual (see Phase Two immediately following this section). The DSO-CC will provide necessary and up-to-date program information and materials. The official selections will be announced by the DSO-CC and forwarded directly to the AIM Project Officer within the Academy Admissions Office by June 1 each year (see Phase Two for more details).

3. **Publicity:** Experience has shown well placed publicity can be very productive in accomplishing the program's objectives. Many potential applicants will not get the information on AIM through the school guidance counselors. Several contiguous divisions may work together to share the cost of newspaper ads in an effort to reach out to all areas for qualified applicants. One SO-CC may be designated to receive all inquiries and forward them to the proper division. Many newspapers will provide public service space at no charge and this opportunity should be utilized whenever possible, or utilize public service ads on local cable channel access. A sample advertisement might be worded:

HIGH SCHOOL JUNIORS

Interested in a career as an officer in

The United States Coast Guard.

For information about a one week orientation at the Coast Guard Academy,

please contact:

(NAME, ADDRESS, PHONE NUMBER)

In addition to an advertisement announcing the program, an announcement of the selected students should be put in the local papers as well as the school paper. A sample announcement follows:

THE UNITED STATES COAST GUARD AUXILIARY DIVISION (#)

IS PLEASED TO ANNOUNCE A JUNIOR AT_____ HIGH SCHOOL, HAS BEEN SELECTED AS A PARTICIPANT IN THE ACADEMY INTRODUCTION MISSION (PROJECT AIM), WHICH MAY LEAD TO AN APPOINTMENT TO THE U.S. COAST GUARD ACADEMY. PROJECT AIM IS SPONSORED BY THE COAST GUARD AUXILIARY AND WILL BE CONDUCTED AT THE COAST GUARD ACADEMY, NEW LONDON, CONNECTICUT, (FILL IN DATES FOR THAT YEAR). PARTICIPANTS WILL LIVE THE ROUTINE OF AN ACADEMY CADET. THEY ARE BRIEFED ON THE ACADEMY PROGRAM AND COAST GUARD MISSIONS. PARTICIPANTS ARE SELECTED FOR THIS PROGRAM ON A COMPETITIVE BASIS AND MUST MEET THE MINIMUM REQUIREMENTS FOR ADMISSION TO THE ACADEMY.

The importance of publicity is not to be ignored. The division and flotilla public affairs officers should be an integral part of this effort. The responsibility of the Auxiliary CC Staff Officers is to supply appropriate stories and announcements, to ensure materials have been received by the media in time.

4. **Working With the High School:**

a. The official announcement concerning Project AIM to guidance counselors is made by letter (Enclosure 12) between September and November. This letter should be accompanied by several Applications For AIM (Enclosure 15), an Academy Viewbook (if available), AIM brochures, and any additional appropriate material. Auxiliary Career Counselor Staff Officers should develop relations with the school as a year round activity. Personal visits are a must to ensure success and should be made after the CC Officer's first letter. If a response is not received from the first letter, a follow-up should be made by telephone or a second letter should be sent between December and February (Enclosure 13).

b. A great variety of operating rules and procedures exist among public school systems. In general, the high school is where Project AIM efforts should be devoted. The guidance counselors should be the contact person. The guidance counselor is responsible for counseling on activities such as AIM and can arrange a school visit for you. Do not show up without an appointment!

c. Make clear to the guidance counselor the Career Counselor represents the Academy and is knowledgeable concerning requirements and admissions procedures. The Auxiliary Career Counselor Officer should also be familiar with other career opportunities within the Coast Guard. Auxiliary CC Officers should emphasize they are not MILITARY recruiters. You are a Career Counselor for the Coast Guard and the Coast Guard Academy only.

d. Do not be overzealous or aggressive. The primary goal at the initial meeting is to win the confidence and support of the guidance people.

e. Many school officials have influence with students but the key person in guiding and directing them is usually the guidance counselor, an educational professional whose main interest is assisting students in making good decisions for their future. The more a guidance counselor understands AIM, the Academy, and the Coast Guard, the more likely they will be helpful in identifying prospective candidates having the motivation and potential to be successful at the Academy.

f. The counselor should know the type of young person Project AIM and the Academy are seeking. Familiarize the counselor with AIM requirements, Academy Admission requirements and procedures, the Academy curriculum, the principal reasons for success and failure at the Academy and the career opportunities within the Coast Guard.

g. After contact with guidance personnel has been made, the CC Officer should request a meeting with potential candidates. The meeting may take place the same day or at a later date. Many schools have an Armed Forces Orientation Program or a College Night. These programs are excellent vehicles to meet with prospective candidates. If an AIM officer is invited to participate in one of these programs, coordinate this activity with the DSO-CC and local Coast Guard recruiters. Any Auxiliary CC officer participating in such a

program must be knowledgeable about the Academy and other Coast Guard officer and enlisted programs. Thorough preparation is required to assume this responsibility properly. Likewise, Auxiliary CC officers should be available for individual candidate counseling, if the opportunity exists.

5. **Initial Candidate Contact:** Career Counselors should begin building an applicant pool between September and February. Each interested candidate should receive a letter (Enclosure 14) enclosed with an AIM brochure and application for AIM (Enclosure 15), instructions for application for Aim (Enclosure 16).

Phase Two - Selection of Candidates (AIM Selection Score)

a. The first step in the AIM process is to have applicants complete and submit the Application For AIM, and high school transcript with documentation of standardized test scores by 31 March. After receipt of the Application For AIM, and high school transcripts with test documentation, the SO-CC or FSO-CC will screen those applicants who do not meet the minimum health and scholastic requirements (section four and five of the Application for AIM spell out these requirements). Further work with these applicants would raise their hopes unjustifiably as they would not be competitive for an appointment to the Academy their senior year. A letter (Enclosure 17) is to be sent to these non-qualifiers notifying them of not meeting the basic health and/or scholastic requirements to be considered for the program.

b. For those applicants who meet the initial health and scholastic requirements, the SO-CC or FSO-CC must then begin to compute the AIM Selection Score using the AIM Mathematical Computation Sheet (Enclosure 18). The AIM Selection Score has been designed to provide the AIM Evaluation Board with an equitable method for selecting applicants for the program using criteria very similar to that used by the Cadet Candidate Evaluation Boards when they select candidates for the Academy.

c. Looking at how each area is weighted on the AIM Mathematical Computation Sheet in order to derive the AIM Selection Score, the applicant's overall high school average for five terms is 30% of the total score. The score on the SAT, PSAT, ACT, or PLAN is counted 30% (the highest score should be used if multiple tests were taken). The candidate's academic quality, leadership potential, and involvement in activities, as ascertained from the application, transcripts, letters of recommendation and the evaluation interview account for the remaining 40%.

d. There are two main parts in determining a candidate's AIM Selection Score: the Pre-Board Score and the Evaluation Board Score. The determination of the Pre-Board Score is based solely on the candidate's academic grades and test scores (the highest of the SAT, PSAT, ACT, or PLAN scores) and should be computed prior to the Evaluation Board. The Evaluation Board Score is derived solely from the interview.

(1) **Pre-Board Selection Score:**

(a) Compute high school 2-1/2 years average using all grades except Physical Education, Music, Art, Industrial Arts, Home Economics, and Driver's Education on the first section of the AIM Mathematical Computation Sheet. Applications will not be considered unless actual numerical or letter grades are given on the transcript. Pass and fail grades cannot be considered.

(b) Fill in test scores on AIM Mathematical Computation Sheet. If only PSAT, add a zero to the verbal and math and use them like the SAT. ACT scores may be used but must be converted utilizing the conversion chart in Enclosure (19). If the student has taken more than one test, use the highest score. All test scores used on the AIM Mathematical Computation Sheet must be found on the candidate's transcript or on official correspondence from the Educational Testing Service enclosed with the application. If no supporting test score documentation is submitted, the application cannot be reviewed. Likewise, applicants without test scores cannot be considered.

(c) Once the Pre-Board Score has been computed using the AIM Mathematical Computation Worksheet, all applicants with a score below 3500 should be excluded from continuing the process (this 3500 cut-off score is set by the AIM Project Officer and DVC-PA and is subject to change). These applicants do not have the academic qualifications to be competitive for an appointment to CGA and, therefore, should not be interviewed by the Evaluation Board. Further work with such applicants would raise hopes unjustifiably. A letter (Enclosure 17), is to be sent to the applicant, notifying them the basic scholastic requirements were not met.

(d) Applicants meeting the minimum academic standards (Pre-Board Score of 3500 or over) will move on to the next step, the Evaluation Board. Before being evaluated by the board, the candidate's application must be carefully screened by the SO-CC or FSO-CC for completeness and include the following before the board is held:

Completed Application for AIM, Enclosure (1a)

A transcript of grades from 9th, 10th and first semester 11th grades, Enclosure (2b)

PSAT, SAT, ACT, or PLAN scores (with supporting documentation), Enclosure (3c)

School Counselor's and Coach Recommendations, Enclosure (4d)

(2) **Evaluation Board Score**

(a) The Evaluation Board Score is determined by the average score given by four to six board members of mixed gender multiplied by four (see bottom of AIM Mathematical Computation Sheet). Each board member must fill out the AIM

Evaluator Rating Sheet (Enclosure 20) and assign point totals for different rating areas (see AIM Evaluator Sheet for details on these rating areas. Enclosure (21) is a listing of suggested questions to be asked by the Evaluators during the board). The maximum score an Evaluator can give an applicant is 800 points, and thus the maximum average score the board can give an applicant is 800 points. Once the Evaluation Board Score has been computed, it is added to the Pre-Board Score in order to determine the overall AIM Selection Score.

(b) Rather than have applicants go through two interviews, at both the flotilla and division levels, the division should consider conducting all Evaluation Boards unless the number to be interviewed would require extensive time commitments by the division Evaluation Board members. Each member serving on an Evaluation board should be present for all evaluations conducted. All Evaluation Boards should be held by the end of April.

(c) Applicants should be notified in advance of the time and place of the Evaluation Board. A letter (Enclosure 22) should be sent. Appointment times should be arranged promptly so students and parents do not have to wait too long for the Evaluation Board to be scheduled.

(d) Evaluation Board members of the are to be notified well in advance and a commitment obtained from each to participate in all interviews (Enclosure 23). Suggestions for persons to serve on Evaluation Boards include the following: Coast Guard Officers, USCGA Alumni, other Auxiliary Members and Parent's Association Members. Every effort should be made to ensure the Evaluation Board is not composed entirely of Auxiliarists. There should be a minimum of four members on each board and a maximum of six. The FSO-CC, SO-CC, or DSO-CC is the presiding member. The CC Officer's responsibility is to ensure all applicants are treated fairly. A meeting should be held with board members prior to the interview to discuss the board's purpose and the manner in which the interviews are to be conducted. No relative of a candidate may be on the board.

(e) Each candidate's application is to be reviewed by the board before the interviews. This review will suggest topics to be discussed with the student. A copy of the candidate's application package along with an outline of the scoring sheet with AIM Board Evaluation Instructions (Enclosure 24) should be given to each board member for reference several days prior to the interviews.

e. **Reporting Division Candidates**

(1) After the Evaluation Boards have been held and the AIM Selection Scores have been determined using the AIM Mathematical Computation Sheet, the SO-CC will rank all applicants who

scored 6500 or better, from highest to lowest (This 6500 point cut-off score is set by the DVC-PA and announced to all DSO-CCs by 31 March each year). In addition, the SO-CC will obtain a signed and notarized Medical Release Form (Enclosure 25) and completed Health Evaluation Sheet (Enclosure 26) for each candidate with a 6500 or better. After ranking the applicants based on their AIM Selection Score and obtaining the Medical Release Form and Health Evaluation Form, the SO-CC will forward the completed application packages with the appropriate cover letter (Enclosure 27) by 01 May to their DSO-CC. Those applicants who had an AIM Selection Score of below 6500 or are medically disqualified, must be sent a letter notifying them of non-selection and thanking them for their AIM program interest (Enclosure 28).

(2) Upon receipt of the application packages for each Division, the DSO-CC will rank order candidates for the entire District by using their Aim Selection Scores. Those applicants with identical scores will be ranked at the discretion of the DSO-CC using knowledge of CGA Admissions qualifications and procedures. Each District is allotted one AIM candidate position for every Division in the District. If there are five Divisions in a given District, the District will receive five AIM slots (Note: As stated above, each Division does not "own" one of these positions. The DSO-CC ranks all candidates for the entire District using the AIM Selection Score). If a DSO-CC has 10 positions (10 Divisions in the District) they will fill those 10 positions with the top ten candidates on their list. These rankings become the District level "primary" candidates. The remaining ranked candidates who did not fill those 10 positions now become the "alternate" District candidates.

(3) Once DSO-CCs have established the primary candidates and alternates for their District (by 15 May), they will notify the Division as to the final status of their candidates. After confirmation by the District, and not until, Divisions may notify the candidate of their status, primary or alternate (see Enclosure 29). Alternates should be advised they will be notified by CGA Admissions only if they are selected to fill one of the Academy's positions by 15 June. The high school counselors of candidates should also be notified of screening process results and assured records furnished by the school will be returned or destroyed at the AIM Program conclusion. Appreciation should be extended to school personnel for their efforts in making the program successful.

(4) DSO-CCs will forward unstapled copies of the following documents for each primary and alternate to the AIM Project Officer to arrive at the Academy by 01 June along with the appropriate cover letter (Enclosure 27):

(a) Application For AIM with Transcripts and Test Score Documentation (Excluding Letters of Recommendation, Essays, Extraneous Sheets)

(b) Signed and Notarized Medical Release Form

(c) AIM Mathematical Computation Sheet

(d) Health Evaluation Sheet

(5) The AIM Project Officer within the Academy Admissions Office will send a letter to each AIM primary candidate inviting them to Project AIM upon receipt of the district primary candidates from each of the DSO-CC within the first two weeks of June (Enclosure (30). This letter will notify AIM selectees of reporting dates/times, suggested clothing and personal items to bring and other logistical related information. In addition, the AIM Project Officer and DVC-PA will re-rank all alternates for the nation and fill any unused slots from the top of this alternate list. Immediately upon selection, alternates will receive a letter inviting them to AIM Week from the AIM Project Officer.

3. **Phase Three - Post Selection Responsibilities**

a. Follow-Up With Candidates

(1) DSO-CCs are responsible for ensuring travel forms are completed for each candidate and forwarded to the personnel listed on the form by 1 July (Enclosure 31) AIM Candidate Travel Worksheet Form ANSC 7022 (Rev 4-97)(old CGAUX-20). The white copy is sent to the Academy *Project Aim* Officer, the yellow copy is sent to the DVC-PA, the gold copy is sent to the BC-PAS and the pink copy remains with DSO-CCs for their records. If multipart color coded forms are unavailable then mark each copy for distribution appropriately. One copy to DVC-PA, BC-PAS, DSO-CCs, etc.

(2) TRAVEL EXPENSES/FUNDING: AIM Selectees incur two costs associated with this program: their travel to the Academy and a $125 food fee for the week (food fee must be paid upon check-in and is subject to yearly change). All checks for the food fee should be made payable to the Coast Guard AIM Program. In most cases, AIM Selectees are required to pay their entire travel costs to the Academy. ***There is not a program requirement for the Auxiliary District/ Division/ or Flotilla to partially or to fully fund their AIM Selectee's travel to the Academy.*** Participants should be made aware there is no uniform policy nationwide concerning expense reimbursement. Candidates from other divisions and districts may be subsidized on a different basis. Auxiliary districts, divisions, and flotillas should not back away from sponsoring an AIM Selectee due to their lack of funds. If there is a genuine hardship, the DVC-PA should be notified immediately via the Auxiliary staffing chain.

(3) An AIM Orientation Program should be held in May as an essential activity in achieving program objectives. This Orientation Program should be organized by the DSO-CC and should be held at a Coast Guard Unit (where available). The program should include a discussion of Coast Guard Missions, life at the Acad-

emy, the Academy Admissions Process, information about AIM Week and a tour of the Coast Guard facility if possible. Active Duty and Retired Coast Guard personnel and CGA Alumni should be invited to make presentations. All applicants who made progress to the Evaluation Board level should be invited via letter or phone and encouraged to attend.

4. **Phase Four - Post AIM Week Responsibilities**

   a. SO-CCs and FSO-CCs should follow up with their participants returning from AIM Week. Invite the participants to appear at an Auxiliary meeting or function to relate their AIM experiences.

   b. All AIM participants will fill out a Preliminary Application to the Academy during AIM week, (Enclosure 32). Auxiliary Career Counselors at all levels should ensure interested AIM participants complete the Supplemental Forms to the Academy Application in a timely fashion after receipt in early September.

   c. Keep in touch with your AIM participants throughout their senior year! Provide them with guidance on their Application to the Academy and provide them periodic information on the Coast Guard and the Academy.

   d. SO-CCs and FSO-CCs should call those AIM participants who receive an Academy appointment to congratulate them. Consider utilizing many of the publicity techniques discussed in Phase One of this chapter to announce this student's accomplishment to the local community where they reside. Keep in contact with these appointees and offer to answer questions they may have about attending the Academy. Those individuals who are rejected (for non-medical reasons) from the Academy should be contacted and encouraged to improve their files by taking their tests again and/or attending college for a year. Remind these individuals approximately ten percent of every incoming class have re-applied for the second or third time after attending another college for a year or more.

Figure 3-1 Aim Program Message - Sample Text

R 222100Z FEB 99 ZYB ZUI ASN-D00053000540
FM COMDT COGARD WASHINGTON DC//G-O//
TO ALCOAST
BT
UNCLAS //N016794//
ALCOAST 065/99
COMDTNOTE 16794
SUBJ: 1999 ACADEMY INTRODUCTION MISSION (AIM) PROGRAM
1. THE NEXT AIM CLASS IS SCHEDULED 24 - 30 JULY AT THE CG ACADEMY IN NEW LONDON, CT. ANNUALLY, APPROXIMATELY 220 HIGH SCHOOL CANDIDATES ARE SELECTED NATIONALLY FOR THE OPPORTUNITY TO EXPERIENCE CADET LIFE FOR ONE WEEK.
2. THE APPLICATION DEADLINE IS 31 MARCH FOR HIGH SCHOOL STUDENTS IN THE SPRING OF THEIR JUNIOR YEAR. INFORMATION CONCERNING THE AIM PROGRAM CAN BE OBTAINED THROUGH THE DISTRICT DIRECTOR OF AUXILIARY (DIRAUX). THE DIRAUX CAN DIRECT INTERESTED APPLICANTS TO THE APPROPRIATE LOCAL AUXILIARY REPRESENTATIVE TO BEGIN THE AIM CANDIDATE SCREENING AND APPLICATION PROCESS. FURTHER INFORMATION ON THE AIM PRGM IS ON THE ACADEMY WEBSITE AT WWW.CGA.EDU AND AIM APPLICATIONS CAN BE DOWNLOADED FROM THE OFFICE OF AUXILIARY WEBSITE WWW.USCG.MIL/HQ/G-O/CGAUX/DEFAULT.HTM
3. THE FIRST PART OF THE APPLICATION PACKAGE IS SUBMITTED TO THE AUXILIARY FLOTILLA STAFF OFFICER - CAREER COUNSELOR (FSO-CC) OR DISTRICT AUXILIARY STAFF OFFICER - CAREER COUNSELOR (DSO-CC). A CANDIDATE IS RATED NUMERICALLY BY AN AUXILIARY SCORING SYSTEM BASED ON A COMBINATION OF AN AUXILIARY INTERVIEW BOARD SCORE, HIGH SCHOOL PSAT OR PLAN TEST SCORES AND A HIGH SCHOOL TRANSCRIPT. THE NUMBER OF AIM CANDIDATES FOR A GEOGRAPHIC AREA IS BASED ON THE NUMBER OF AUXILIARY DIVISIONS IN EACH DISTRICT OR REGION. CANDIDATES NORMALLY COME FROM THE UPPER TWENTY-FIVE PERCENT OF HIGH SCHOOL JUNIOR CLASSES.
4. CANDIDATES ARE RESPONSIBLE FOR THEIR OWN TRANSPORTATION TO AND FROM NEW LONDON, CT AND A $125 FEE FOR MEALS AT THE ACADEMY.
5. ALL UNITS ARE REQUESTED TO GIVE THIS INFORMATION THE WIDEST POSSIBLE DISSEMINATION. WHEREVER POSSIBLE, THIS INFORMATION SHOULD BE PASSED TO LOCAL HIGH SCHOOL GUIDANCE COUNSELORS TO ASSIST US IN REACHING THE WIDEST POSSIBLE AUDIENCE.
6. FOR QUESTIONS ON THE AIM PROGRAM, PLEASE CONTACT THE AUXILIARY'S AIM WEEK COORDINATOR BRANCH CHIEF, MS. CAROL JOHNSON AT (847)678-0932 OR LTJG DULANI WOODS, CG ACADEMY AIM PROJECT OFFICER AT (860) 701-6781 or E-Mail: Admissions@cga.uscg.mil.
7. INTERNET RELEASE AUTHORIZED.
BT

Notes:

Chapter 4

Recruiting Assistance Program (RAP)

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Chapter 4

Recruiting Assistance Program (RAP)

A. History of the Recruiting Assistance Program (RAP)

1. RAP was developed in 1972 to enable the Auxiliary to assist the Coast Guard Recruiting Force by referring qualified young men and women for a rewarding career in the Coast Guard or Coast Guard Reserve. RAP is unique in its design to assist the Coast Guard in meeting its personnel requirements. RAP operates through a contact and referral system. This process allows the Auxiliary to have input into the Active, Reserve, and Officer programs. RAP is far-reaching and of major assistance to the Coast Guard. Practically every person between the ages of 17 and 35 is a prospect for a career in the Coast Guard or Coast Guard Reserve.

2. This guide is intended to provide general direction only. Policy for RAP is established by the Coast Guard Recruiting Center (CGRC) and is managed at the local level by the Recruiter in Charge (See Enclosure 28) for Memorandum of Understanding (MOU) between CGRC and Auxiliary).

B. Objectives and Goals

1. The overall objective of RAP is to assist the Coast Guard recruiting mission through:

   a. **Public Awareness** - During Courtesy Marine Examinations, Public Education Courses and Boat Shows.

   b. **Office Support** - Administrative and School Visits.

   c. **Prospect Referrals** - Introducing young people to the local recruiting office.

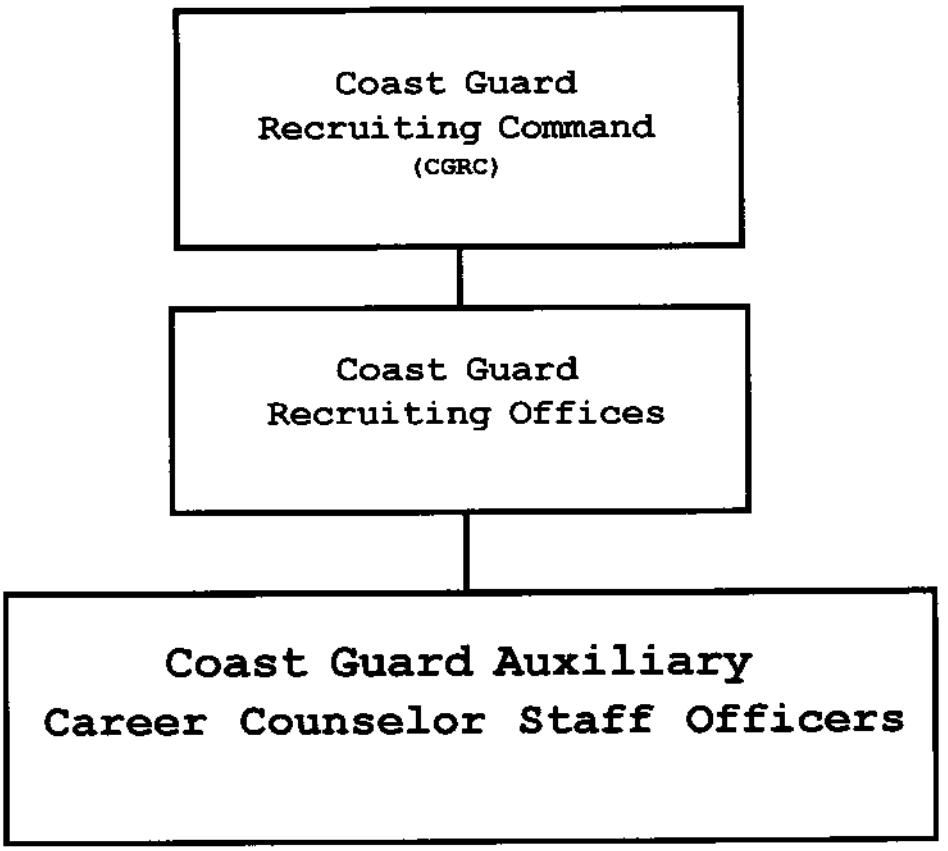
   d. **Pre-screening applicants** - To increase the number of high quality leads for Recruiting Offices.

2. Active participation in these areas will enhance mission performance and ensure Coast Guard recruiting goals are achieved. An annual goal of 3,000 Auxiliary referrals and 200 enlistments has been established. This goal equates to approximately 15 referrals and 1 enlistment per Division and can be negotiated up or down with local recruiters, depending upon exact needs.

C. Team Organization

1. To provide Coast Guard Recruiting with effective assistance, the established Recruiting Command's *Chain of Command* must be followed. This process avoids confusion and duplication of efforts which may already be under way in your area. While calls and visits to the Coast Guard recruiting office concerning recruiting, are always welcome, actual recruiting operations must be coordinated through the recruiting office. The Chain of Leadership and Management for the Auxiliary CC Officer assisting with RAP is as follows:

Figure 4.1 Recruiting Assistance Program's Chain of Leadership and Management



2. The Coast Guard recruiting office in your area must be aware of all Auxiliary recruiting activities. Auxiliarists should not actively pursue candidates or schedule activities without first notifying the recruiting office of their plans. At times, the CC Officer and Coast Guard Recruiter may appear together to cover an event; however, due to the limited number of Coast Guard Recruiters in most areas, CC Officers and Coast Guard Recruiters may divide activities to provide maximum participation and visibility.

3. Auxiliarists are generally not recruiters and are not expected to be experts on physical requirements, enlistment standards, educational opportunities, and programs. However, all Career Counselors should have a working knowledge of the requirements for all Coast Guard career programs in order to best serve the individual showing interest. (Enclosure 33) shows current requirements for different Coast Guard Programs. All RAP volunteers should, at the very least, tell people about the Coast Guard and its missions, and then direct potential applicants to the nearest recruiting office for further information. The exception to this process would be an Auxiliarist certified to wear the official Coast Guard Recruiting Badge. For information on fulfilling requirements to become a certified Coast Guard recruiter, refer to the Auxiliary Manual and contact your nearest Coast Guard Recruiting Office.

4. Recruiters in Charge of offices will provide periodic feedback to local Auxiliary volunteers on program successes. They will offer, as well as receive, suggestions for improvements, and identify problem areas.

5. Recruiters in Charge of Offices and Auxiliary District Staff Officers will coordinate training programs for Career Counselor Officers. Training may vary from recruiting office to recruiting office to match each area's different needs.

6. The Director, CGRC should provide periodic reports, at a minimum, an annual report to the Auxiliary on the success of Auxiliary support.

D. **Basic Program Activities**

1. Four general areas of help have been defined for Auxiliarists interested in the Recruiting Assistance Program: opening doors, administrative assistance, and referral service, and enlistments.

   a. **Opening Doors:**

      (1) The typical recruiter is usually a stranger in town and can use help in learning the territory. Auxiliary CC Officers should keep in touch with the local recruiting office, introduce themselves to new recruiters and provide local area community familiarization.

      (2) CC Officers can assist recruiters by introducing them to key people at local newspaper, radio, TV and cable stations, making inquiry about the Coast Guard. CC Officers should put their name and phone number on a business card from a local recruiter and give it to the prospect to en-

(3) Publicity is the most useful tool of every recruiter. Recruiters have professionally prepared public service announcements, printed ads, and posters. Help recruiters get such printed materials to the right people in order to take maximum advantage of their resources.

(4) Auxiliary CC Officers who live in an area without a recruiting office can still help recruiters. They can obtain a recruiting poster and ask the high school counselor to display it in a prominent place. The poster should always include the telephone number or the toll-free recruiting number, 1-800-GET-USCG. Posters can also be placed in community and youth centers and other places where people gather. Be creative in choosing locations, especially where diversity prospects may visit. Make sure the nearest recruiting office is aware of the location and the Auxiliary CC Officer responsible for placing the material there.

b. **Administrative Assistance:**

(1) CC Officers can increase recruiter productivity by helping with administrative responsibilities. This work frees the recruiter to spend more time actively seeking out and selling prospects. Such assistance includes answering telephones in the office, arranging appointments, conducting interviews, assisting with preparation of enlistment forms, and maintaining literature racks.

(2) CC Officers can also assist outside the office by attending open houses, college fairs, and career days with the recruiter and passing out literature, recording names and addresses, and answering questions. During processing for enlistment, they can also help applicants stay interested in the Coast Guard by telephoning them to see how things are going and to offer help with forms, references, or by taking them to local Coast Guard units for tours, etc. (CALL AHEAD FIRST. Note: This must be coordinated with the recruiter.)

c. **Referral Service:**

(1) There are numerous sources of potential candidates:

(a) Prospects encountered during normal Auxiliary functions such as Courtesy Marine Examinations, Public Education Courses, conferences, etc.

(b) Prospects encountered during recruiting activities at a high school open houses or career fairs, plus those you encounter as a result of making presentations at Service clubs, Fraternal and Veterans' Organizations, etc.

(c) Additionally, think about AIM candidates and other Academy applicants who were not offered appointments to the Academy.

(2) Also, use the possible referrals you encounter through boat shows, speakers' bureau activities and other similar activities.

(a) Any person who indicates an interest in joining the Coast Guard should be referred to the nearest recruiter. They should appear to meet the minimum qualifications as outlined in Enclosure (33). Follow-up by the CC Officer should be made to ensure the recruiter and candidate have made contact.

(b) Categories of assistance can change from office to office based on mission requirements in that area. The suggestions provided on ways CC Officers can assist recruiters are just that, SUGGESTIONS! If CC Officers have special skills or abilities that may be of help, these should be brought to the attention of the recruiting office RIC so those skills may be effectively utilized.

(c) CC Officers should understand assistance works both ways and Coast Guard recruiters will provide all the support they possibly can. Recruiting, in all its many facets, is a TEAM effort and, very often, advice and assistance are only a phone call away. Teamwork is the key to meeting our objectives. Using all available resources to the fullest is an important aspect of teamwork. Never hesitate to request information, materials, or training. Coast Guard recruiters will provide whatever is possible to make your job easier.

(d) Auxiliarists authorized to wear the recruiting badge are fully qualified recruiters and can fulfill any recruiting activity with the exception of swearing in ceremonies when delegated that authority by the Recruiter in Charge.

E. **Helpful Hints**

1. Always be neat in appearance—wear a clean, neat and proper uniform. Emphasize the fact the Auxiliary is assisting the Coast Guard in this as well as other vital missions.

2. Follow-up of referrals must be timely. Too much delay may result in the candidate losing interest or possibly joining another Service. Remember, these prospects are also considering other Services.

3. Make up a basic Coast Guard information packet to carry in an automobile or boat (See Enclosure 34) for a list of current marketing materials available for distribution). Material can be given to anyone making inquiry about the Coast Guard. CC Officers should put their name and phone number on a business card from a local recruiter and give it to the prospect to ensure a recruiting contact.

4. Until direct contact with a recruiter is made, the CC Officer should stay in contact with the candidate and family to help stimulate interest.

5. Recruiting officers should have the names, addresses and telephone numbers of CC Officers in their local area of responsibility. Conversely, Auxiliarists should know the local recruiters and where to go for information. Remember 1-800-GET-USCG.

6. The Recruiting Assistance Program (RAP) should be publicized on the WEB and also in District, Division, and Flotilla Newsletters in order for all Auxiliarists to have the opportunity to assist and participate. RAP, just like Academy recruiting, is open to all Auxiliarists. Due to the costs of printing and postage Web based publishing is rapidly becoming the primary location for program information due to the Web based publishing mediums flexibility, timeliness, and accessibility.

7. With the exception of the reporting procedures, the contents of this guide may be modified to suit local requirements. DSO-CC's may do modifications only with approval from the DVC-PA.

8. The information included in the exhibits to this chapter should be periodically reviewed with an Active Duty Recruiter to ensure currency.

U.S. COAST GUARD

U.S. COAST GUARD TRAINING QUOTA

MANAGEMENT CENTER (TQC)

Welcome to TQC'S Homepage

"THE RIGHT TRAINING AT THE RIGHT TIME"

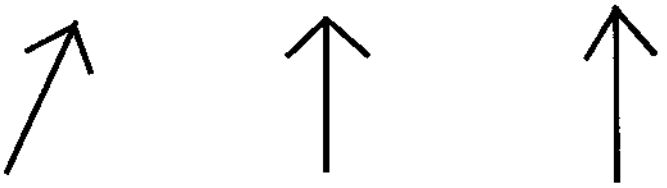
The Training Quota Management Center (TQC) is a Headquarters unit located in Chesapeake, VA. The 14 member staff is responsible for scheduling and issuing orders to Class "C" training for Team Coast Guard. This involves scheduling 15,000 quotas for 449 different courses at 150 separate training locations annually. We also process payment documents for Coast Guard students attending Advanced Education.

Click here for background information on TQC including, History, Vision, Mission, Location.

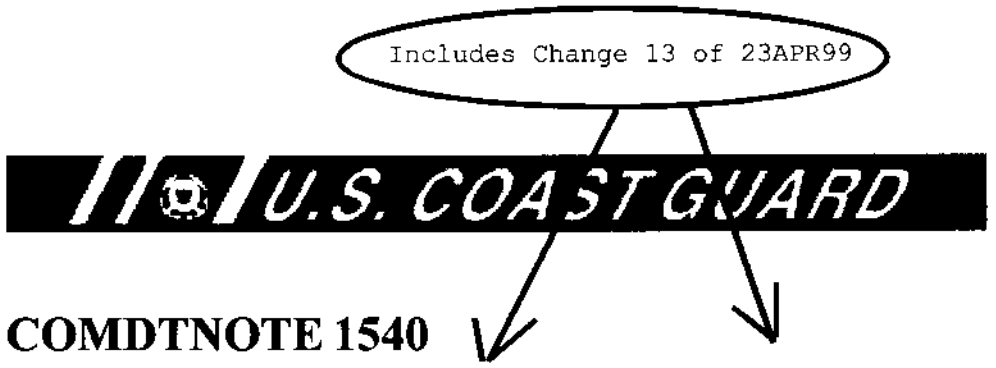
The services provided by TQC website include: listing Class "A" and "C" school convening dates COMDTNOTE 1540; listing course prerequisites for all HQ funded class "C" schools;

Coast Guard Reserve Coast Guard Auxiliary training information; HQ Program/Course Managers guidance; unit training officer guidance; Coast Guard training publications information; and links to U. S. Army (ATRRS) and U. S. Navy(CANTRACS) training information. Click here to get started.

Location: (http://www.uscg.mil/hq/tqc/)



Go to above website for detailed information about Recruiting Accessions School and Recruiting School opportunities



COMDTNOTE 1540

Changes are posted according to change numbers monthly

FY99 CLASS CONVENING SCHEDULE FOR COAST GUARD CLASS "A" AND "C" RESIDENT AND EXPORTABLE TRAINING COURSES

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Letter of Promulgation

Section A: "A" Schools

Section B: "C" Schools Resident and Exportable Courses with schedules

Section C: All "C" schools sponsored by HQ program managers

Section D: Course Prerequisites

Section E: POC for "A" and "C" School Information

This page maintained by wcriswell@tqc.uscg.mil

Created: 18 August 1997

Click here for details regarding “C” schools for Auxiliary

U.S. COAST GUARD

COMDTNOTE 1540 SECTION C

FY99 COAST GUARD CLASS "C" SCHOOLS

FORMAL TRAINING SCHEDULE

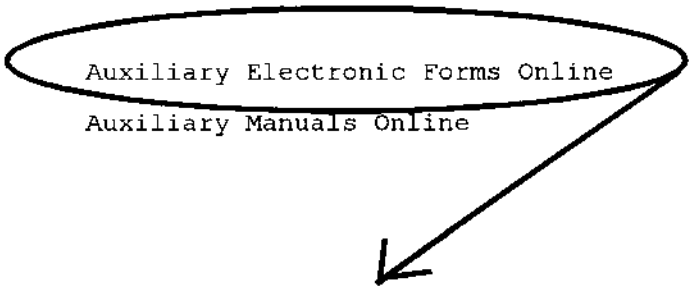
LEADERSHIP AND INSTRUCTOR PROGRAMS 1-B-13 Thru 1-B-16

Aux-03 Recruiting Accessions Training School" — **Click here "CC**

RECRUITING PROGRAM 1-B-26 — **Click here "Advanced CC Training"**

Click on one of the programs above for course offerings and schedules.

Forms and Manuals



Go to this page and click above on the Coast Guard Auxiliary HOMEPAGE (http://www.cgaux.org) locate the form listed below:

Short Term Resident Training Request form CG-5223

Fill form out on-line 10-12 weeks in advance of the convening date and have Flotilla Commander sign first endorsement and forward to Director of Auxiliary for second endorsement and forwarding to the Training Quota Center, Cheseapeake, VA. Fax copies of this form are acceptable as long as they contain the appropriate signatures.

Contact: Department of Information and Communication Services

BC-IEW@cgaux.org

WELCOME TO

CGATENEWS

COAST GUARD ACADEMY TEAM EAGLE RECRUITING ASSISTANCE PROGRAM

Coast Guard Academy Team Eagle (CGATE) is the Coast Guard Academy's network utilized by the Academy Admissions Office, and the Coast Guard Recruiting Assistance Program. This new name recognizes the Academy as the gateway to the sea. It also symbolizes the overall cooperative spirit and effort of the volunteers who devote their time to recruiting students and regulars for the Coast Guard.

CGATE forms the backbone of the Academy's recruiting process. A few of the things they do include attending college/congressional fairs, conducting interviews, visiting schools, presenting appointment certificates, and following up on Academy applicants. Most of the volunteers come from the USCG Auxiliary, CGA Parents Association, Alumni Association, professional military associations, and USCG active duty and reserve members.

TO KEEP ALL THE VOLUNTEERS ABREAST OF THE LATEST RECRUITING NEWS BY PUBLISHING A NEWSLETTER - **CGATE**.

Click on One of the Following for Information

Go to WEBSITE:

(http://www.cgatenews.com)

The USCG Academy and RAP appreciates the vital services provided by volunteers who dedicate their time, skills, and resources for recruiting.

Our Mission

TO KEEP ALL THE VOLUNTEERS ABREAST OF THE LATEST RECRUITING NEWS BY PUBLISHING A NEWSLETTER - **CGATE**.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD ANSC 7030 (1-98)	U. S. COAST GUARD AUXILIARY **ACTIVITY REPORT - MISSION**	MISSION DATE MM	DD	YY

SECTION I TYPE OF MISSION (Check one box only)

TRADITIONAL MISSIONS
- ☐ 01 SAFETY PATROL
- ☐ 02 REGATTA PATROL
- ☐ 03 CHART UPDATE PATROL
- ☐ 04 PE INST (NO STATE UP YOUTH COURSES)
- ☐ 06 MT INSTRUCTOR MISSION
- ☐ 07 CG OPERATIONAL SUPPORT
- ☐ 08 CG ADMIN SUPPORT
- ☐ 09 AIM MISSION
- ☐ 10 PUBLIC AFFAIRS MISSION
- ☐ 11 MARINE VISITS
- ☐ 12 PE INST (STATE & YOUTH COURSES)

OTHER MISSIONS
- ☐ 90 RAP MISSION
- ☐ 91 CME/PWC/UPV/CFV
- ☐ 92 AUXMIS II DATA ENTRY
- ☐ 93

SURFACE OPERATIONS MISSIONS
- ☐ 20 RADIO WATCHSTANDER
- ☐ 21 OFFICER OF THE DAY DUTIES
- ☐ 22 OPS TRAINING MISSION
- ☐ 23 B-2 ALERT SAR STANDBY
- ☐ 24 B-0 ALERT SAR STANDBY
- ☐ 25 SAR CALLOUT
- ☐ 26 CG CREW AUGMENTATION
- ☐ 27 ELT MISSION
- ☐ 28 MEP MISSION
- ☐ 29 AUXILIARY RADIO NET MISSION
- ☐ 30 AIDS TO NAV. MISSION - FEDERAL
- ☐ 31 AIDS TO NAV. MISSION - PRIVATE
- ☐ 32 BRIDGE
- ☐ 33 PWC PATROL
- ☐ 34
- ☐ 35

AGENCY SUPPORT MISSIONS
- ☐ 41 FEDERAL AGENCIES
- ☐ 42 STATE AGENCIES
- ☐ 43 LOCAL AGENCIES
- ☐ 44
- ☐ 45

AIR OPERATIONS MISSIONS
- ☐ 50 SAR MISSION
- ☐ 51 ELT MISSION
- ☐ 52 MEP MISSION
- ☐ 53 ICE OPS MISSION
- ☐ 54 LOGISTICS MISSION
- ☐ 55 TRAINING MISSION
- ☐ 56
- ☐ 57

ENVIRONMENTAL MISSIONS
- ☐ 71 ENFORCEMENT OF LAWS & TREATIES
- ☐ 72 MARINE ENVIRONMENTAL PROTECTION

SECTION II SUPPORT INFORMATION (Area with shaded border need only be completed for OPS Missions)

LOCATION

NO. ASSISTS	PATROL ORDERS	WATERS
	1 REIMB. 2 NONREIMB.	1 NAVIGABLE 2 STATE
TYPE FACILITY		FACILITY ID
☐ 1 VESSEL	☐ 2 RADIO ☐ 3 AIR	

SECTION III MEMBER INFORMATION (Area with shaded border need only be completed for Air Missions)

MEMBER NUMBER	LAST NAME and INITIALS	ROLE	HOURS DAY	NIGHT	PREP	TRAVEL	TRAINEE
		1. LEAD					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N
		2. ASSIST					Y or N

REMARKS

MEMBER SIGNATURE: _____ Date_____ REPORT NUMBER

NOTE: USE MEMBER ACTIVITY REPORT (ANSC 7029) FOR OTHER MISSIONS

Previous editions are obsolete Former CGAUX-26

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ANSC 7029 (11-87)

U. S. COAST GUARD AUXILIARY
MEMBER ACTIVITY REPORT

SECTION I TYPE OF ACTIVITY | 98 | **Auxiliary Activity Hours Not Otherwise Reported**

MEMBER NUMBER | **NAME**

SECTION II ACTIVITY INFORMATION **(Instructions on back)**

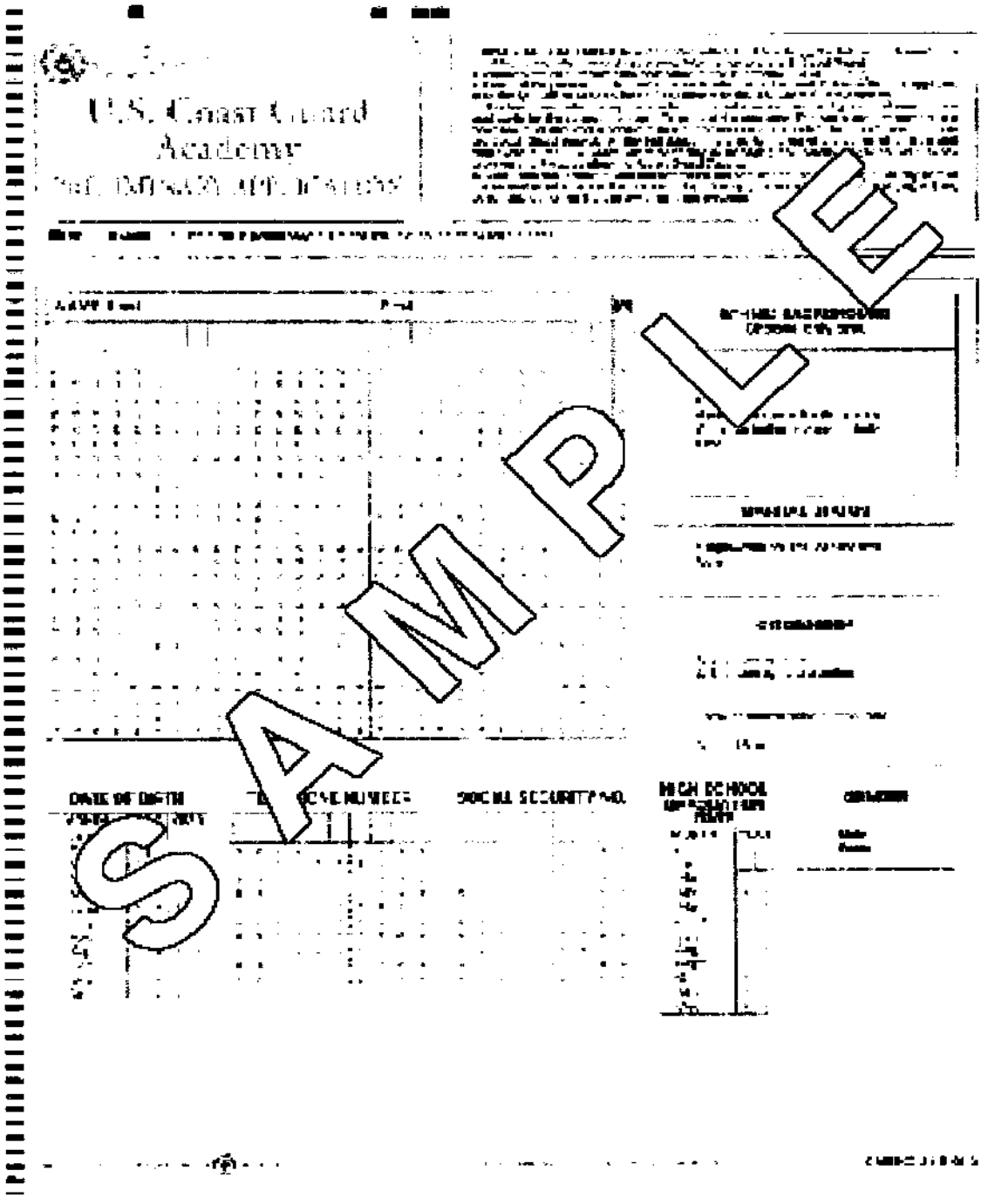
DATE	TYPE & LOCATION OF ACTIVITY	HOURS			
		ACTIVITY	PREP	TRAVEL	TOTAL

NOTE: TOTAL NOT TO EXCEED 99 HOURS ON THIS FORM TOTAL HOURS

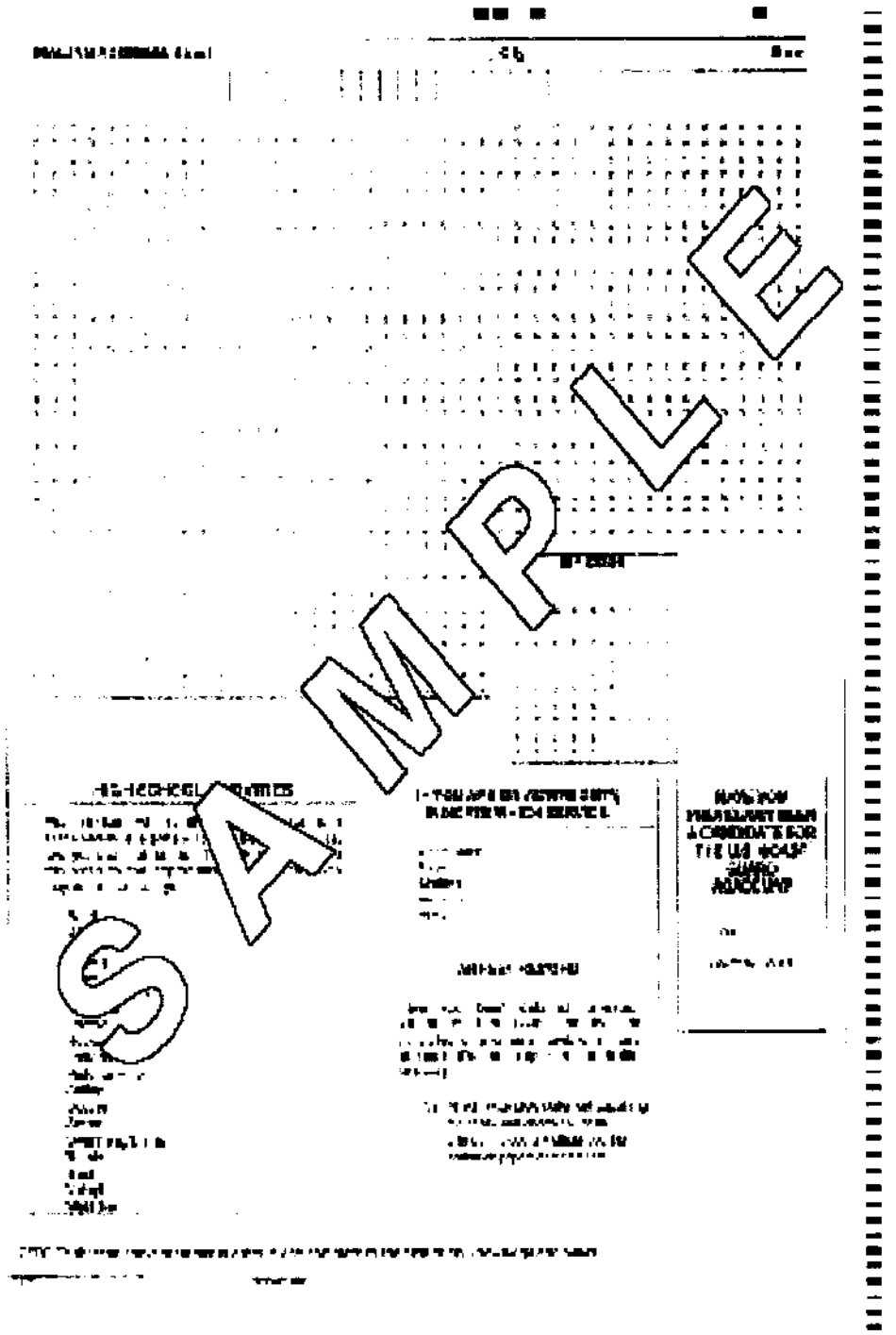
MEMBER'S SIGNATURE: _____ Date _____ REPORT NUMBER

USE FOR ACTIVITIES NOT REPORTED ON OTHER AUXMIS REPORTS

CGAUX-31



PRE-1



PRE2

SUPP-1

U.S. COAST GUARD ACADEMY
SUPPLEMENTAL FORMS INSTRUCTIONS

- Before you continue, **write your name and bubble in your social security number (SSN) on all forms.**

General Instructions

- **All forms must be received by the Academy by 30 January.**
- Use the self-addressed envelopes to return all forms.
- If you have any questions, please contact the Admissions Office at 1-800-883-87

Forms To Be Completed & Returned By You

- BACKGROUND INFORMATION
- ESSAY QUESTIONS: If more room is needed or you wish to comp yo nswers using a typewriter or computer, you may attach additional pages using a clip and please ensure your name and SSN are at the top of each
- CANDIDATE ACTIVITIES: This form must **erifie and signed by your guidance counselor.** A one or two page resume of your h ol activities is sometimes helpful in the evaluation process. If you include a resume, ase attach it with a paper clip and ensure your name and SSN are at the top of each pa

Forms To Be C ETED & Returned By Your & Instructors

- HIGH SCHOOL TRANSCRIPT: guidance counselor that **an official transcript must be attached** to this form.
- MATH INSTRUCTOR EVALUATION
- ENGLISH INST R EVALUATION
- PE INSTRUCT VALUATION

SAT I or ACT

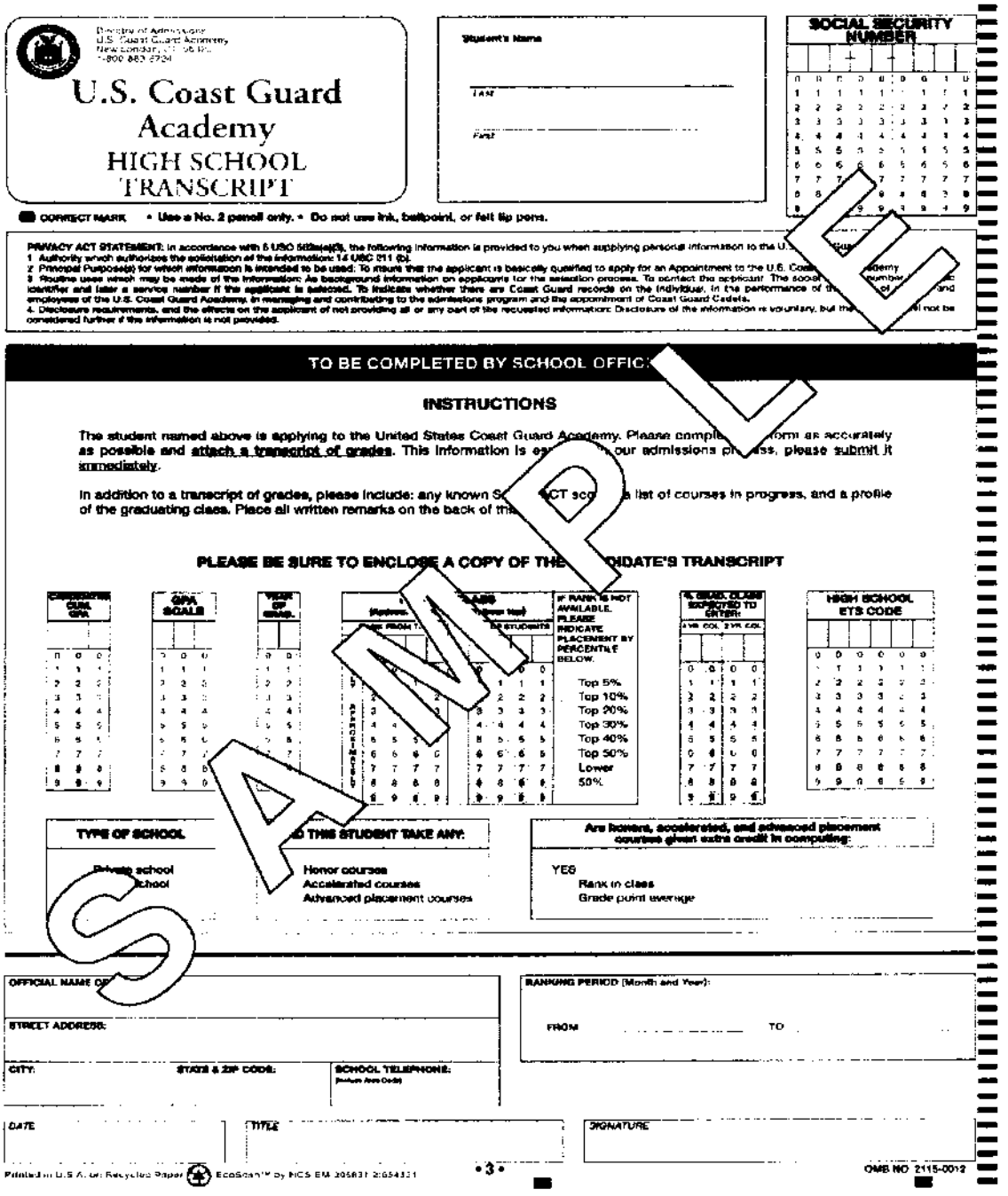
ust take the S I and/or ACT prior to 31 December. **Only standard and timed tests will be accepted.** All scores must be submitted to the U.S. Coast Guard Academy by the testi cy or your guidance counselor.

Other Forms & Information Which May Be Needed

- COLLEGE TRANSCRIPT: If you are presently attending college or preparatory school, you must have an official transcript sent to the Academy. The transcript should reflect all courses completed and in progress.
- MILITARY PERSONNEL: If you are on active duty or active reserves, your Commanding Officer must submit a letter of recommendation on unit or command letterhead. Also, include your last 2 years of military performance evaluations.

SAMPLE

U.S. GOVERNMENT PRINTING OFFICE: 1997-500-NSA



Director of Admissions
U.S. Coast Guard Academy
New London, CT 06 [illegible]
1-800 883 8724

U.S. Coast Guard Academy
HIGH SCHOOL TRANSCRIPT

Student's Name

Last

First

SOCIAL SECURITY NUMBER

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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. [illegible]
1. Authority which authorizes the solicitation of the information: 14 USC 211 (b).
2. Principal Purpose(s) for which information is intended to be used: To insure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast [illegible] Academy
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social [illegible] number [illegible] identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual, in the performance of the [illegible] of [illegible] and employees of the U.S. Coast Guard Academy, in managing and contributing to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary, but the [illegible] not be considered further if the information is not provided.

TO BE COMPLETED BY SCHOOL OFFICIAL

INSTRUCTIONS

The student named above is applying to the United States Coast Guard Academy. Please comple[illegible] form as accurately as possible and attach a transcript of grades. This information is es[illegible] our admissions pr[illegible]ss, please submit it immediately.

In addition to a transcript of grades, please include: any known S[illegible]CT sco[illegible] a list of courses in progress, and a profile of the graduating class. Place all written remarks on the back of th[illegible]

PLEASE BE SURE TO ENCLOSE A COPY OF THE [illegible]IDATE'S TRANSCRIPT

CARDINATING CUM. GPA	GPA SCALE	YEAR OF GRAD.	CLASS (Address)	CLASS (Street Hall)	IF RANK IS NOT AVAILABLE, PLEASE INDICATE PLACEMENT BY PERCENTILE BELOW.	% GRAD. CLASS EXPECTED TO ENTER: 4 YR. COL.	2 YR. COL.	HIGH SCHOOL ETS CODE
0 0 0	0 0 0	0 0	0 0 0	0 0 0		0 0	0 0	0 0 0 0
1 1 1	1 1 1	1 1	1 1 1	1 1 1		1 1	1 1	1 1 1 1
2 2 2	2 2 2	2 2	2 2 2	2 2 2	Top 5%	2 2	2 2	2 2 2 2
3 3 3	3 3 3	3 3	3 3 3	3 3 3	Top 10%	3 3	3 3	3 3 3 3
4 4 4	4 4 4	4 4	4 4 4	4 4 4	Top 20%	4 4	4 4	4 4 4 4
5 5 5	5 5 5	5 5	5 5 5	5 5 5	Top 30%	5 5	5 5	5 5 5 5
6 6 6	6 6 6	6 6	6 6 6	6 6 6	Top 40%	6 6	6 6	6 6 6 6
7 7 7	7 7 7	7 7	7 7 7	7 7 7	Top 50%	7 7	7 7	7 7 7 7
8 8 8	8 8 8	8 8	8 8 8	8 8 8	Lower	8 8	8 8	8 8 8 8
9 9 9	9 9 9	9 9	9 9 9	9 9 9	50%	9 9	9 9	9 9 9 9

TYPE OF SCHOOL	[illegible]D THIS STUDENT TAKE ANY:	Are honors, accelerated, and advanced placement courses given extra credit in computing:
Private school [illegible]chool	Honor courses Accelerated courses Advanced placement courses	YES Rank in class Grade point average

OFFICIAL NAME OF [illegible]

STREET ADDRESS:

CITY: STATE & ZIP CODE: SCHOOL TELEPHONE: (Include Area Code)

RANKING PERIOD (Month and Year):

FROM TO

DATE TITLE SIGNATURE

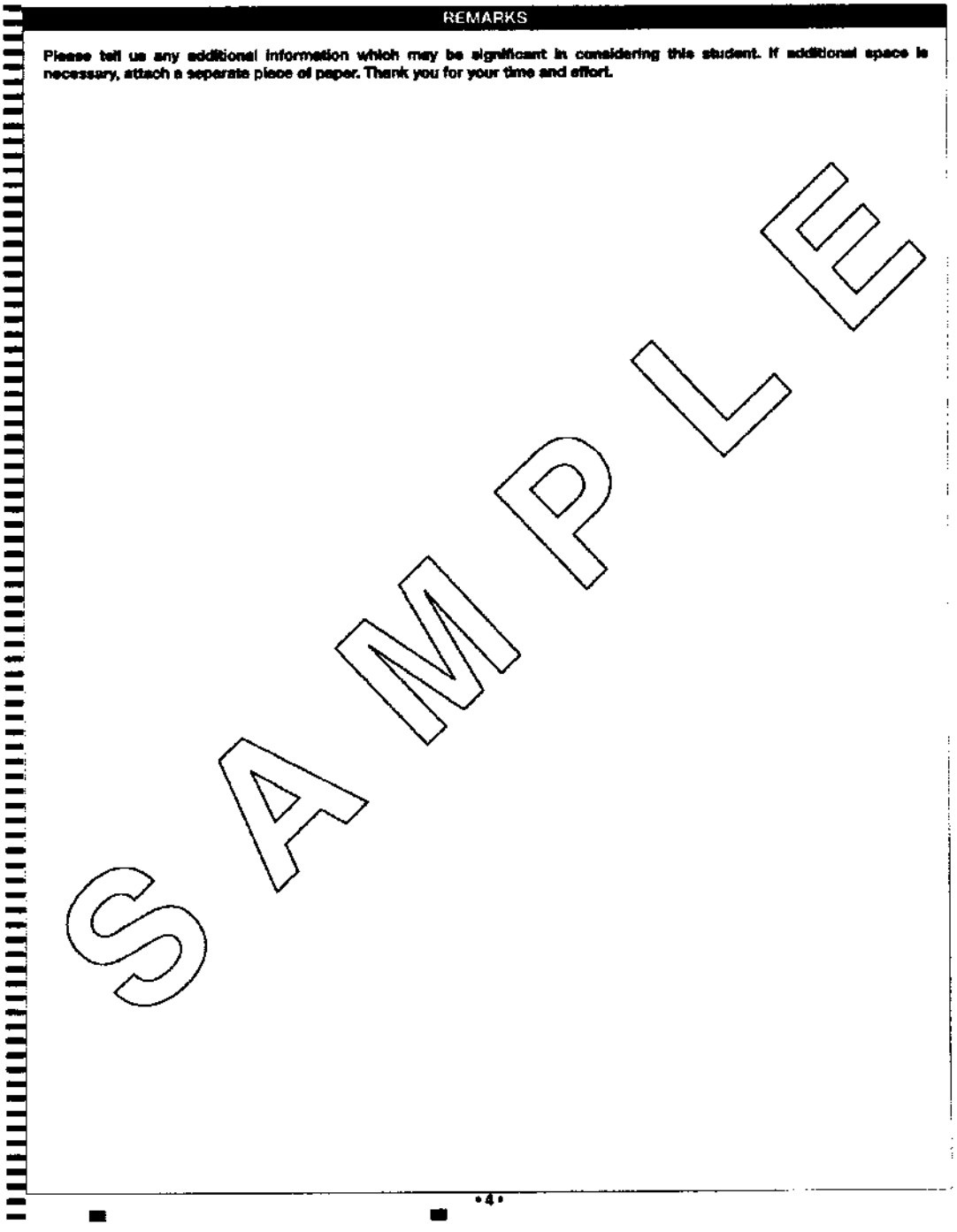
Printed in U.S.A. on Recycled Paper EcoScan™ by NCS EM 305831 2:654331

• 3 •

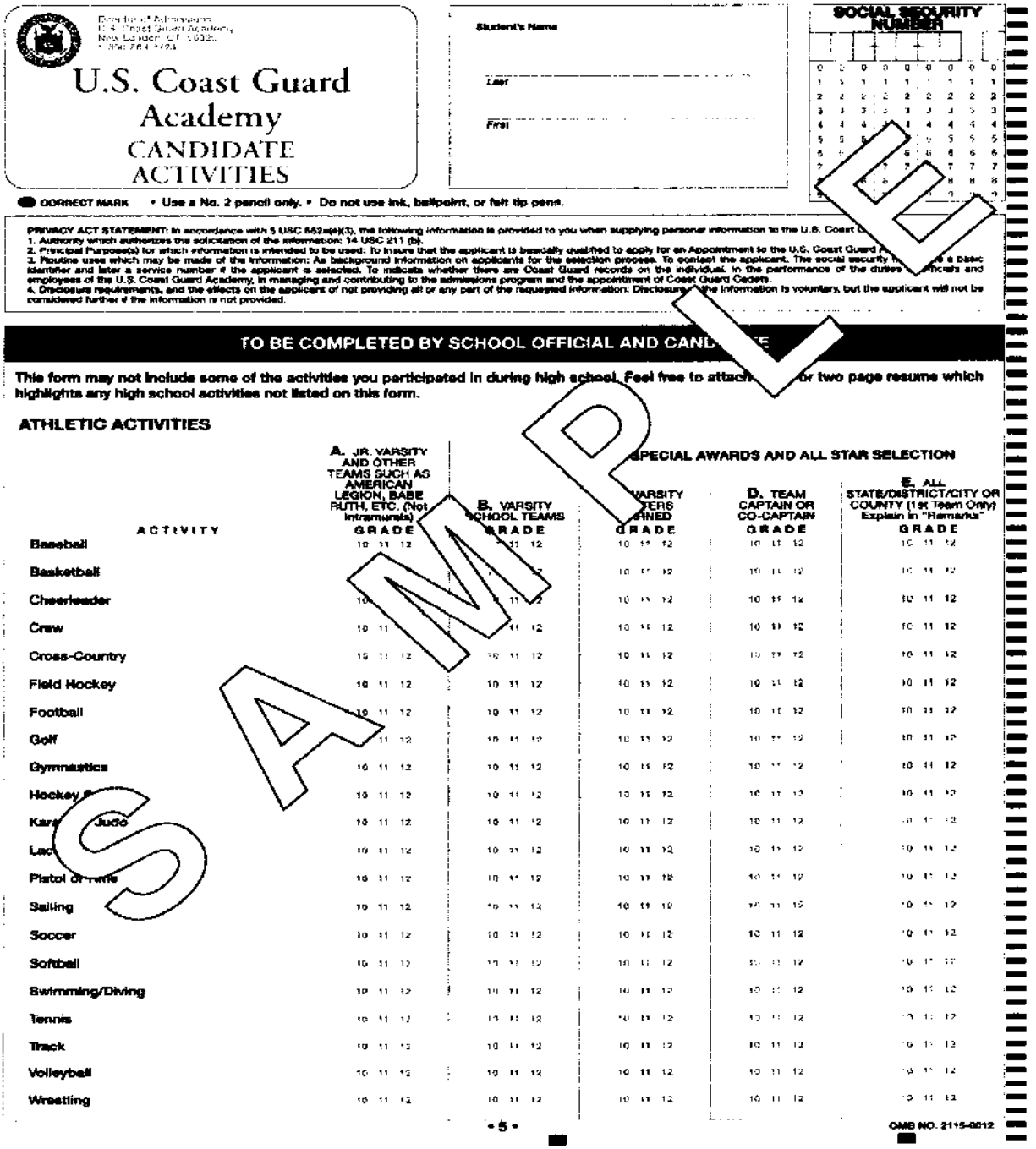
OMB NO 2115-0012

SAMPLE

SUPP-3


REMARKS
Please tell us any additional information which may be significant in considering this student. If additional space is necessary, attach a separate piece of paper. Thank you for your time and effort.
SAMPLE
•4•

SUPP-5



Director of Admissions
U.S. Coast Guard Academy
New London, CT 06320
1-800-883-8724

U.S. Coast Guard Academy
CANDIDATE ACTIVITIES

Student's Name

Last

First

SOCIAL SECURITY NUMBER

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	[illegible]	5	5	5	5	5
6	6	[illegible]	[illegible]	6	6	6	6	6
7	[illegible]	[illegible]	7	7	[illegible]	7	7	7
8	[illegible]	8	8	[illegible]	[illegible]	8	8	8
9	[illegible]	[illegible]	[illegible]	[illegible]	9	9	9	9

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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 G[illegible]
1. Authority which authorizes the solicitation of the information: 14 USC 211 (b).
2. Principal Purpose(s) for which information is intended to be used: To insure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard A[illegible]
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social security [illegible] a basic identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual. In the performance of the duties [illegible]ficials and employees of the U.S. Coast Guard Academy, in managing and contributing to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure [illegible] the information is voluntary, but the applicant will not be considered further if the information is not provided.

TO BE COMPLETED BY SCHOOL OFFICIAL AND CAND[illegible]E

This form may not include some of the activities you participated in during high school. Feel free to attach [illegible] or two page resume which highlights any high school activities not listed on this form.

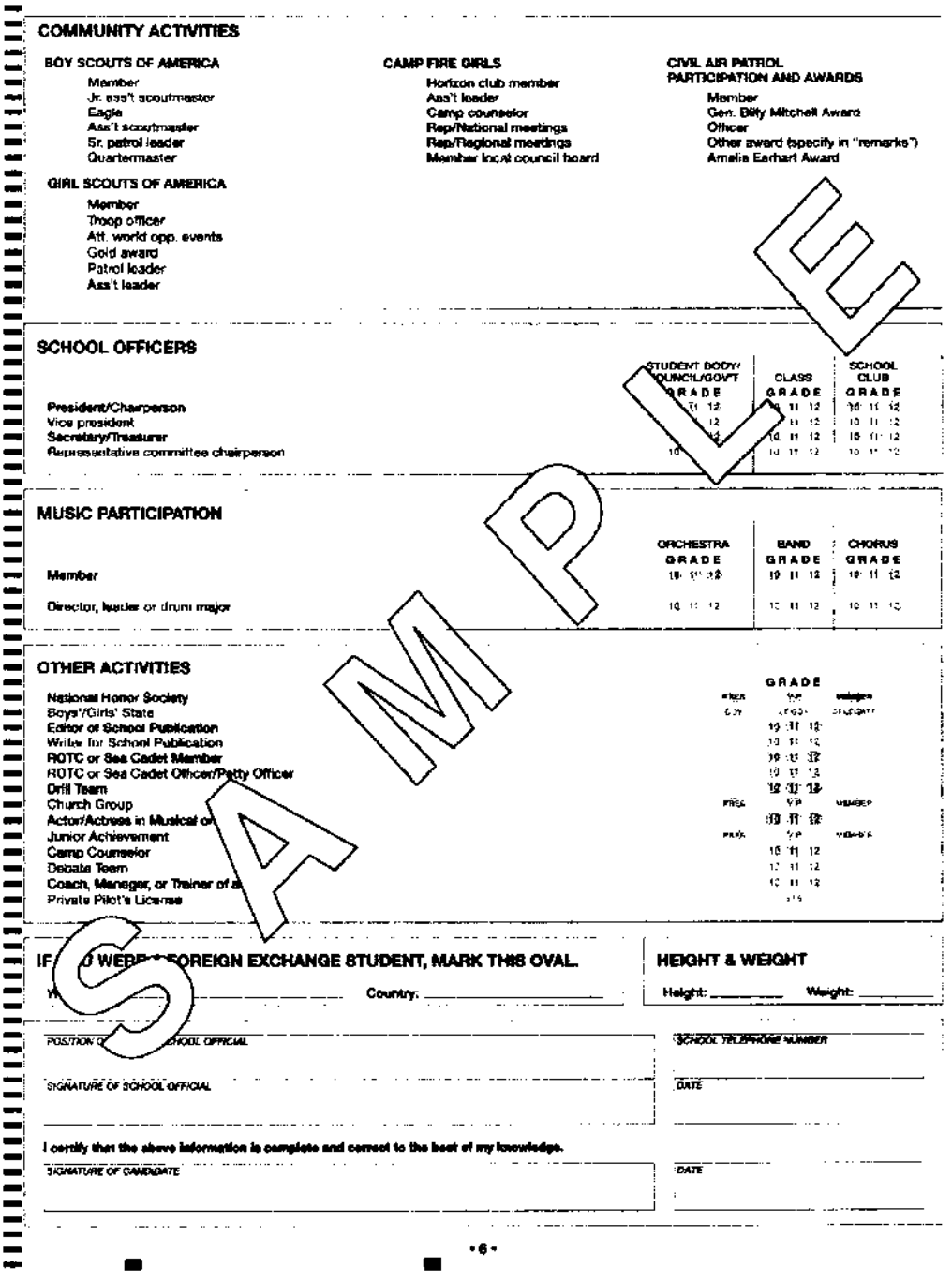
ATHLETIC ACTIVITIES

ACTIVITY	A. JR. VARSITY AND OTHER TEAMS SUCH AS AMERICAN LEGION, BABE RUTH, ETC. (Not Intramurals) GRADE	B. VARSITY SCHOOL TEAMS GRADE	SPECIAL AWARDS AND ALL STAR SELECTION: [illegible]VARSITY [illegible]TERS [illegible]RNED GRADE	D. TEAM CAPTAIN OR CO-CAPTAIN GRADE	E. ALL STATE/DISTRICT/CITY OR COUNTY (1st Team Only) Explain in "Remarks" GRADE
Baseball	10 11 12	[illegible] 11 12	10 11 12	10 11 12	10 11 12
Basketball	[illegible]	[illegible]	10 11 12	10 11 12	10 11 12
Cheerleader	10 [illegible]	[illegible] 11 12	10 11 12	10 11 12	10 11 12
Crew	10 11 [illegible]	[illegible] 11 12	10 11 12	10 11 12	10 11 12
Cross-Country	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Field Hockey	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Football	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Golf	[illegible] 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Gymnastics	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Hockey [illegible]	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Kara[illegible] Judo	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Lac[illegible]	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Pistol or [illegible]	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Sailing	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Soccer	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Softball	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Swimming/Diving	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Tennis	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Track	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Volleyball	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12
Wrestling	10 11 12	10 11 12	10 11 12	10 11 12	10 11 12

OMB NO. 2115-0012

SAMPLE

SUPP-6



COMMUNITY ACTIVITIES

BOY SCOUTS OF AMERICA
- Member
- Jr. ass't scoutmaster
- Eagle
- Ass't scoutmaster
- Sr. patrol leader
- Quartermaster

GIRL SCOUTS OF AMERICA
- Member
- Troop officer
- Att. world opp. events
- Gold award
- Patrol leader
- Ass't leader

CAMP FIRE GIRLS
- Horizon club member
- Ass't leader
- Camp counselor
- Rep/National meetings
- Rep/Regional meetings
- Member local council board

CIVIL AIR PATROL PARTICIPATION AND AWARDS
- Member
- Gen. Billy Mitchell Award
- Officer
- Other award (specify in "remarks")
- Amelia Earhart Award

SCHOOL OFFICERS

	STUDENT BODY/ COUNCIL/GOVT GRADE	CLASS GRADE	SCHOOL CLUB GRADE
President/Chairperson	11 12	10 11 12	10 11 12
Vice president	12	11 12	10 11 12
Secretary/Treasurer	12	10 11 12	10 11 12
Representative committee chairperson	10	10 11 12	10 11 12

MUSIC PARTICIPATION

	ORCHESTRA GRADE	BAND GRADE	CHORUS GRADE
Member	10 11 12	10 11 12	10 11 12
Director, leader or drum major	10 11 12	10 11 12	10 11 12

OTHER ACTIVITIES

	GRADE
National Honor Society	10 11 12
Boys'/Girls' State	10 11 12
Editor of School Publication	10 11 12
Write for School Publication	10 11 12
ROTC or Sea Cadet Member	10 11 12
ROTC or Sea Cadet Officer/Petty Officer	10 11 12
Drill Team	10 11 12
Church Group	10 11 12
Actor/Actress in Musical or	10 11 12
Junior Achievement	10 11 12
Camp Counselor	10 11 12
Debate Team	10 11 12
Coach, Manager, or Trainer of a	10 11 12
Private Pilot's License	

IF YOU WERE A FOREIGN EXCHANGE STUDENT, MARK THIS OVAL.

Country: _____

HEIGHT & WEIGHT

Height: _____ Weight: _____

POSITION OF SCHOOL OFFICIAL

SCHOOL TELEPHONE NUMBER

SIGNATURE OF SCHOOL OFFICIAL

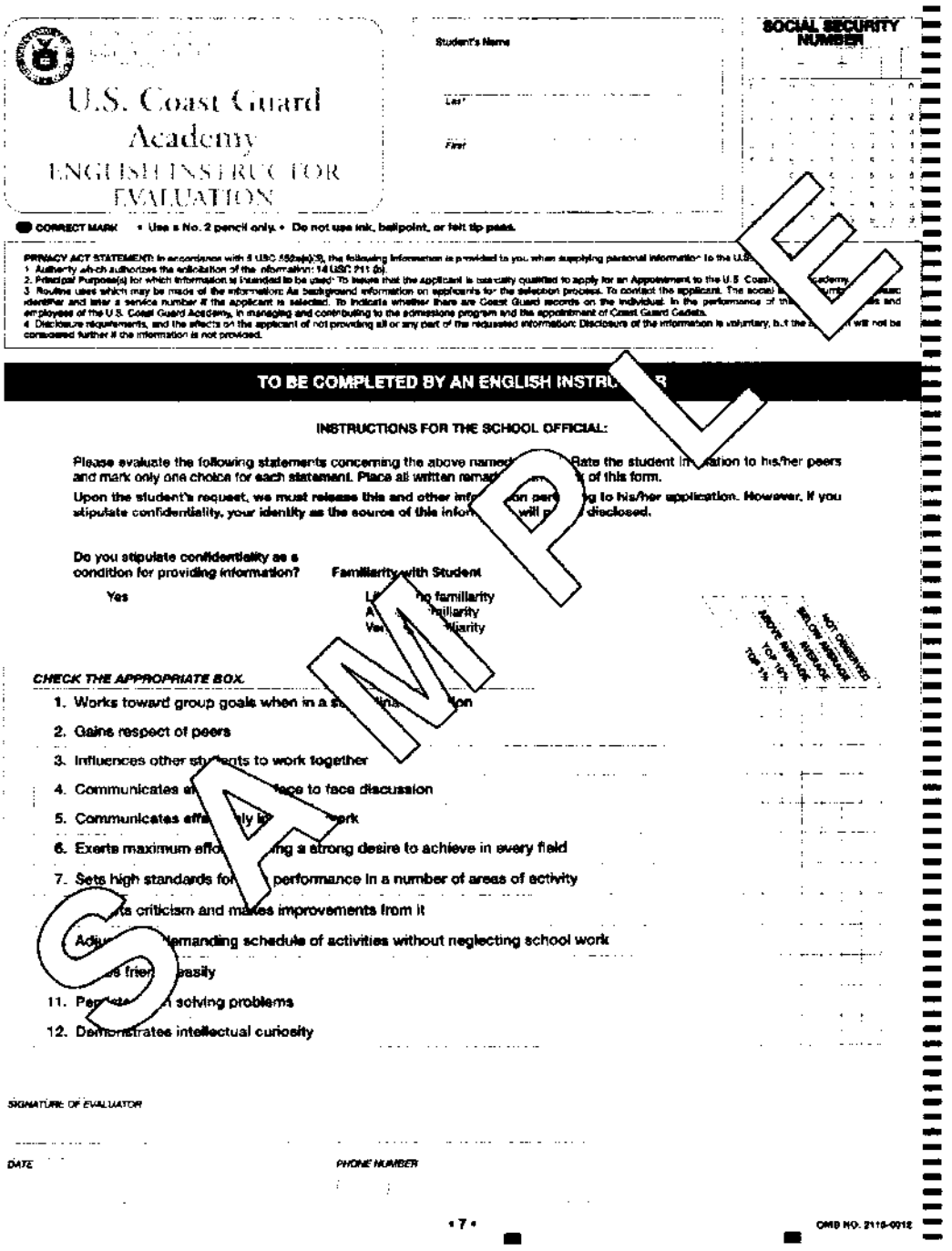
DATE

I certify that the above information is complete and correct to the best of my knowledge.

SIGNATURE OF CANDIDATE

DATE

SAMPLE



U.S. Coast Guard Academy
ENGLISH INSTRUCTOR EVALUATION

Student's Name
Last
First

SOCIAL SECURITY NUMBER

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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.
1. Authority which authorizes the solicitation of the information: 14 USC 211 (b).
2. Principal Purpose(s) for which information is intended to be used: To believe that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard Academy.
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social security number will be used as an identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual. In the performance of their duties and employees of the U.S. Coast Guard Academy, in managing and controlling to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary, but the application will not be considered further if the information is not provided.

TO BE COMPLETED BY AN ENGLISH INSTRUCTOR

INSTRUCTIONS FOR THE SCHOOL OFFICIAL:

Please evaluate the following statements concerning the above named cadet candidate. Rate the student in relation to his/her peers and mark only one choice for each statement. Place all written remarks in the space provided at the end of this form.

Upon the student's request, we must release this and other information pertaining to his/her application. However, if you stipulate confidentiality, your identity as the source of this information will not be disclosed.

Do you stipulate confidentiality as a condition for providing information?
Yes

Familiarity with Student
Little familiarity
Average familiarity
Very familiarity

CHECK THE APPROPRIATE BOX.	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
1. Works toward group goals when in a situation					
2. Gains respect of peers					
3. Influences other students to work together					
4. Communicates effectively in face to face discussion					
5. Communicates effectively in written work					
6. Exerts maximum effort showing a strong desire to achieve in every field					
7. Sets high standards for performance in a number of areas of activity					
8. Accepts criticism and makes improvements from it					
9. Adjusts to demanding schedule of activities without neglecting school work					
10. Makes friends easily					
11. Perseverance in solving problems					
12. Demonstrates intellectual curiosity					

SIGNATURE OF EVALUATOR

DATE

PHONE NUMBER

• 7 •

OMB NO. 2115-0012

SAMPLE

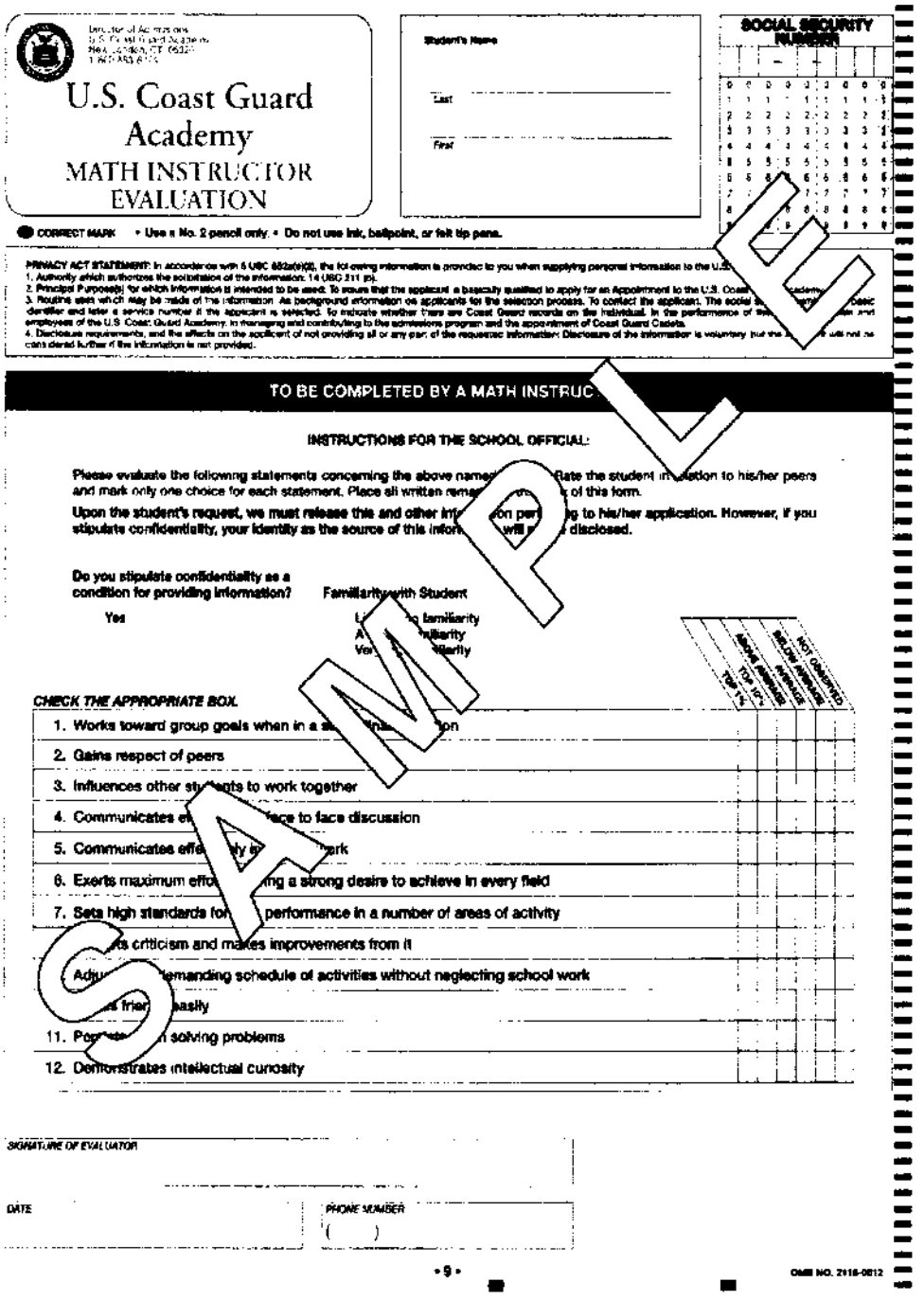
SUPP-8

REMARKS

Please tell us how you believe this student will perform at the U.S. Coast Guard Academy. If additional space is necessary, attach a separate piece of paper. Thank you for your time and effort.

SAMPLE

SUPP-9



U.S. Coast Guard Academy
MATH INSTRUCTOR EVALUATION

Student's Name
Last
First

SOCIAL SECURITY NUMBER

● CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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.
1. Authority which authorizes the solicitation of the information: 14 USC 211 (g).
2. Principal Purpose(s) for which information is intended to be used: To insure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard Academy.
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To collect the applicant's Social Security Number as a basic identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual. In the performance of their duties and employees of the U.S. Coast Guard Academy. In managing and coordinating the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary but the [illegible] will not be considered further if the information is not provided.

TO BE COMPLETED BY A MATH INSTRUCTOR

INSTRUCTIONS FOR THE SCHOOL OFFICIAL:

Please evaluate the following statements concerning the above named [illegible]. Rate the student in relation to his/her peers and mark only one choice for each statement. Place all written remarks [illegible] of this form.

Upon the student's request, we must release this and other information pertaining to his/her application. However, if you stipulate confidentiality, your identity as the source of this information will not be disclosed.

Do you stipulate confidentiality as a condition for providing information?
Yes

Familiarity with Student
[illegible] familiarity
[illegible]
[illegible]

CHECK THE APPROPRIATE BOX.	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
1. Works toward group goals when in a [illegible]ion						
2. Gains respect of peers						
3. Influences other students to work together						
4. Communicates ef[illegible]ce to face discussion						
5. Communicates effe[illegible]ly in [illegible]rk						
6. Exerts maximum effo[illegible]ng a strong desire to achieve in every field						
7. Sets high standards for [illegible] performance in a number of areas of activity						
[illegible]s criticism and makes improvements from it						
Adj[illegible] demanding schedule of activities without neglecting school work						
[illegible]s frie[illegible]asily						
11. Per[illegible]n solving problems						
12. Demonstrates intellectual curiosity						

SAMPLE

SIGNATURE OF EVALUATOR

DATE

PHONE NUMBER
( )

• 9 •

OMB NO. 2115-0012

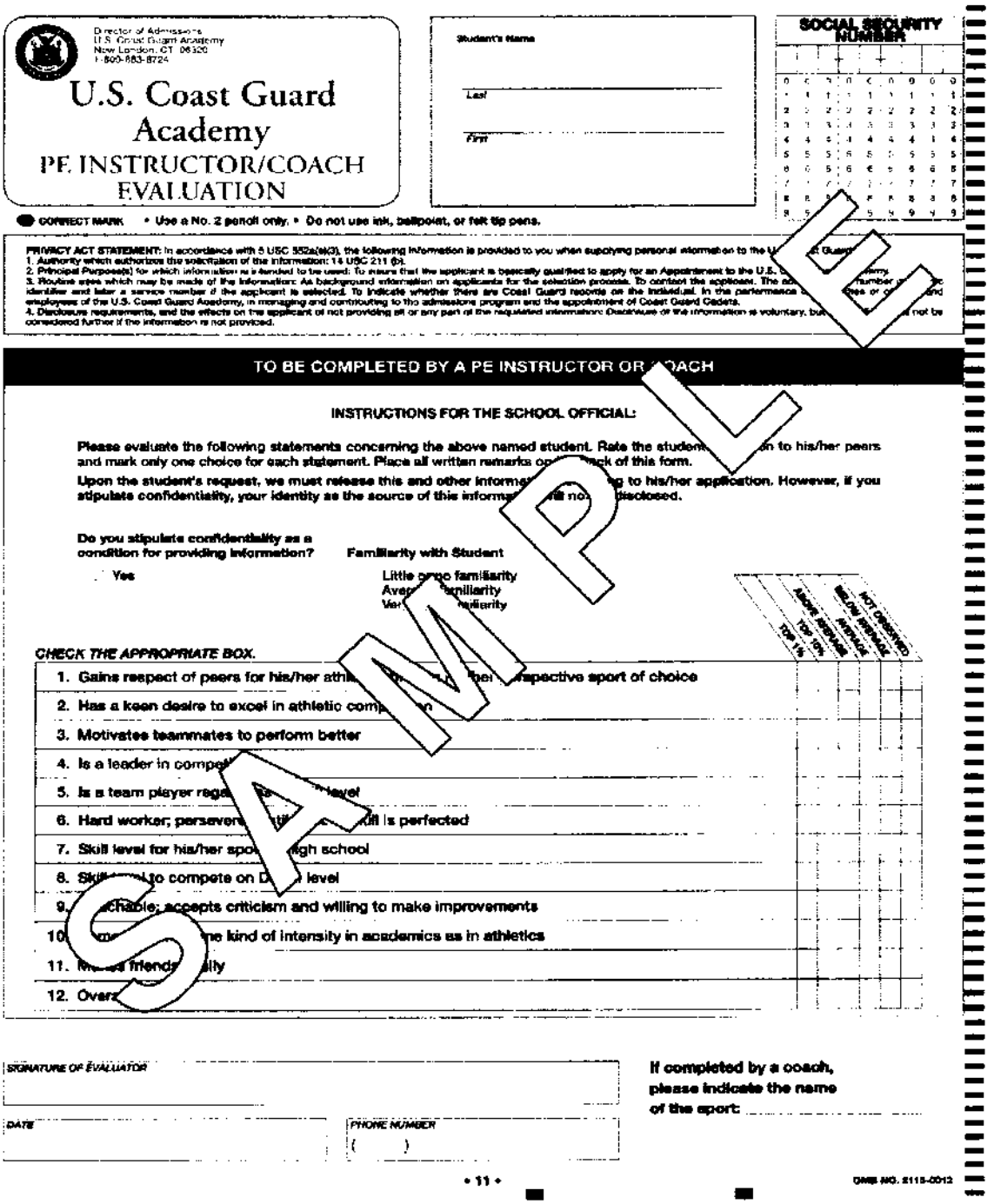
SUPP-10

REMARKS

Please tell us how you believe this student will perform at the U.S. Coast Guard Academy. If additional space is necessary, attach a separate piece of paper. Thank you for your time and effort.

SAMPLE

SUPP-11



Director of Admissions
U.S. Coast Guard Academy
New London, CT 06320
1-800-883-8724

U.S. Coast Guard Academy

PE INSTRUCTOR/COACH EVALUATION

Student's Name

Last

First

SOCIAL SECURITY NUMBER

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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.
1. Authority which authorizes the solicitation of the information: 14 USC 211 (b).
2. Principal Purpose(s) for which information is intended to be used: To ensure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard Academy.
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social security number is the identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual. In the performance of their duties by officers and employees of the U.S. Coast Guard Academy, in managing and contributing to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary, but may not be considered further if the information is not provided.

SAMPLE

TO BE COMPLETED BY A PE INSTRUCTOR OR COACH

INSTRUCTIONS FOR THE SCHOOL OFFICIAL:

Please evaluate the following statements concerning the above named student. Rate the student in relation to his/her peers and mark only one choice for each statement. Place all written remarks on the back of this form.

Upon the student's request, we must release this and other information relating to his/her application. However, if you stipulate confidentiality, your identity as the source of this information will not be disclosed.

Do you stipulate confidentiality as a condition for providing information?

Yes

Familiarity with Student

Little or no familiarity
Average familiarity
Very familiarity

CHECK THE APPROPRIATE BOX.

	TOP 1%	TOP 10%	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
1. Gains respect of peers for his/her athletic ability in his/her respective sport of choice						
2. Has a keen desire to excel in athletic competition						
3. Motivates teammates to perform better						
4. Is a leader in competition						
5. Is a team player regardless of level						
6. Hard worker; perseverance until skill is perfected						
7. Skill level for his/her sport in high school						
8. Skill level to compete on D[illegible] level						
9. Coachable; accepts criticism and willing to make improvements						
10. Commitment the kind of intensity in academics as in athletics						
11. Motivates friendly						
12. Overall						

SIGNATURE OF EVALUATOR

DATE

PHONE NUMBER ( )

If completed by a coach, please indicate the name of the sport:

• 11 •

OMB NO. 2115-0012

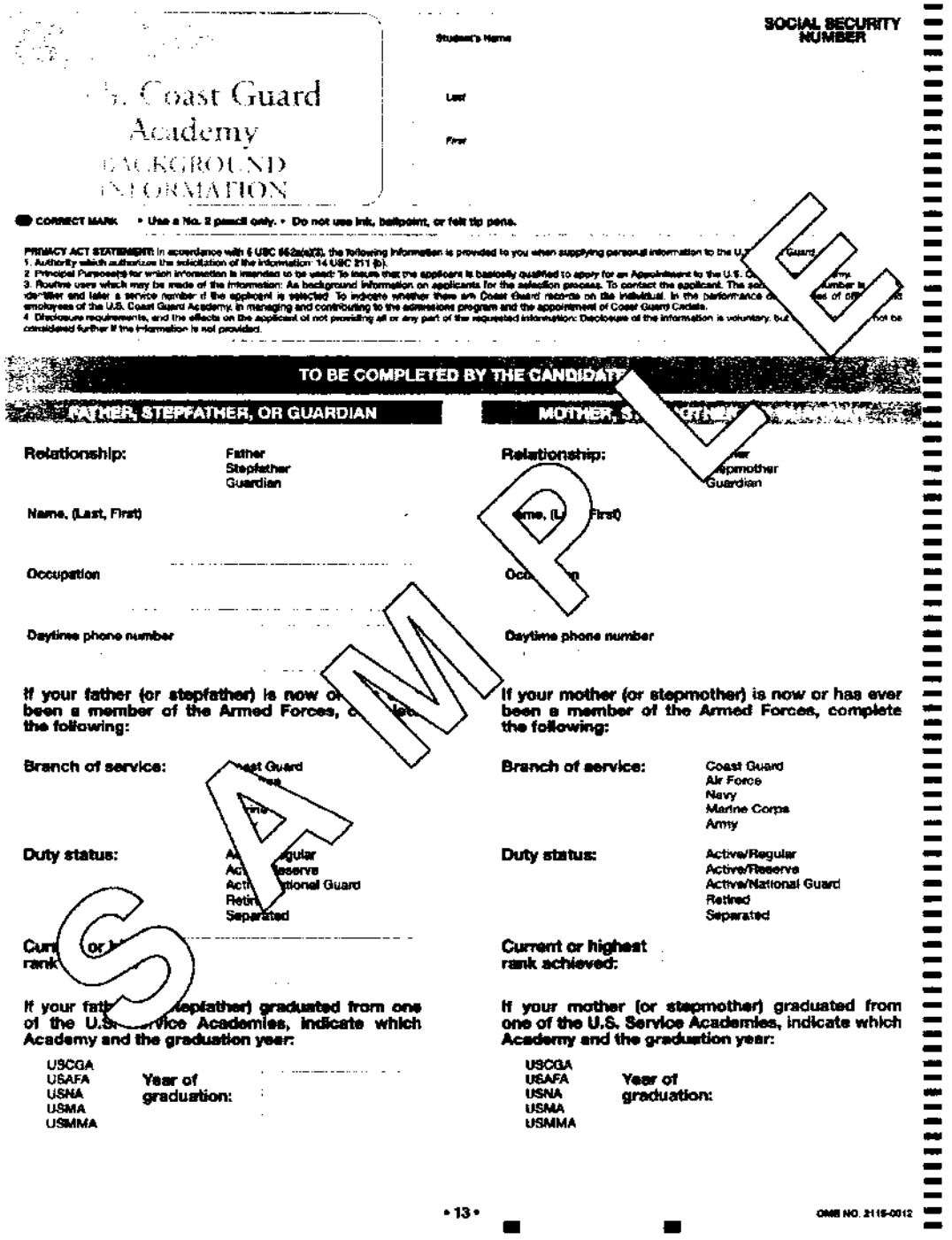
SUPP-12

REMARKS

Please tell us how you believe this student will perform at the U.S. Coast Guard Academy. If additional space is necessary, attach a separate piece of paper. Thank you for your time and effort.

SAMPLE

SUPP-13



U.S. Coast Guard Academy
BACKGROUND INFORMATION

Student's Name

Last

First

SOCIAL SECURITY NUMBER

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

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.
1. Authority which authorizes the solicitation of the information: 14 USC 211 (b).
2. Principal Purpose(s) for which information is intended to be used: To insure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard Academy.
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social security number is the identifier and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual. In the performance of official duties by employees of the U.S. Coast Guard Academy in managing and continuing to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary, but may not be considered further if the information is not provided.

TO BE COMPLETED BY THE CANDIDATE

FATHER, STEPFATHER, OR GUARDIAN

Relationship:
Father
Stepfather
Guardian

Name, (Last, First)

Occupation

Daytime phone number

If your father (or stepfather) is now or has ever been a member of the Armed Forces, complete the following:

Branch of service:
Coast Guard
Air Force
Navy
Marine Corps
Army

Duty status:
Active/Regular
Active/Reserve
Active/National Guard
Retired
Separated

Current or highest rank achieved:

If your father (or stepfather) graduated from one of the U.S. Service Academies, indicate which Academy and the graduation year:

USCGA
USAFA
USNA
USMA
USMMA

Year of graduation:

MOTHER, STEPMOTHER, OTHER

Relationship:
Mother
Stepmother
Guardian

Name, (Last, First)

Occupation

Daytime phone number

If your mother (or stepmother) is now or has ever been a member of the Armed Forces, complete the following:

Branch of service:
Coast Guard
Air Force
Navy
Marine Corps
Army

Duty status:
Active/Regular
Active/Reserve
Active/National Guard
Retired
Separated

Current or highest rank achieved:

If your mother (or stepmother) graduated from one of the U.S. Service Academies, indicate which Academy and the graduation year:

USCGA
USAFA
USNA
USMA
USMMA

Year of graduation:

• 13 •

OMB NO. 2115-0012

SAMPLE

SUPP-14

SIBLINGS

If your brother or sister is currently on active duty or attending one of the Service Academies, please provide the following information:

Name, (Last, First)

Branch of service:

Coast Guard
Air Force
Navy
Marine Corps
Army

Indicate if your brother/sister has attended or is attending one of the Service Academies:

USCGA
USAFA
USNA
USMA
USMMA

Year of graduation:

Name, (Last, First)

Branch of service:

Coast Guard
Air Force
Navy
Marine Corps
Army

Indicate if your brother/sister has attended or is attending one of the Service Academies:

USCGA
USAFA
USNA
USMA
USMMA

Year of graduation:

[illegible] SCHOOL STUDIES

Please list all courses in progress and all courses planned to be completed [illegible] to your High School Graduation.

First Term	Grade	Second Term	Grade	Additional Terms [illegible]	Grade

[illegible] COLLEGE DATA

Have you ever attended College or Prep[illegible] School above the High School level?

Yes (If yes, please list each college below. Also, [illegible] have an official transcript from each school sent to the Coast Guard Academy. If you are currently atte[illegible] a colle[illegible] transcript must show your final grades through the fall semester.)

Name and Address of School	Date Entered (Month/Year)	Date Departed (Month/Year)

Name and Address of School	Date Entered (Month/Year)	Date Departed (Month/Year)

[illegible]

Please indicate your [illegible]d second choices of major (mark only [illegible] first and only one second choice). These [illegible]oices are used for pla[illegible]urposes and a[illegible]not binding.

[illegible]st Se[illegible] oice	
	[illegible]vil Engineering
	[illegible]ectrical Engineering
	Government
	Management
	Marine & Environmental Sciences
	Mechanical Engineering
	Naval Architecture/Marine Engineering
	Operations Research

Did you attend the Coast Guard Academy AIM or MITE programs?

AIM
MITE

If you worked through an entire year (not just the summer), fill in the below information.

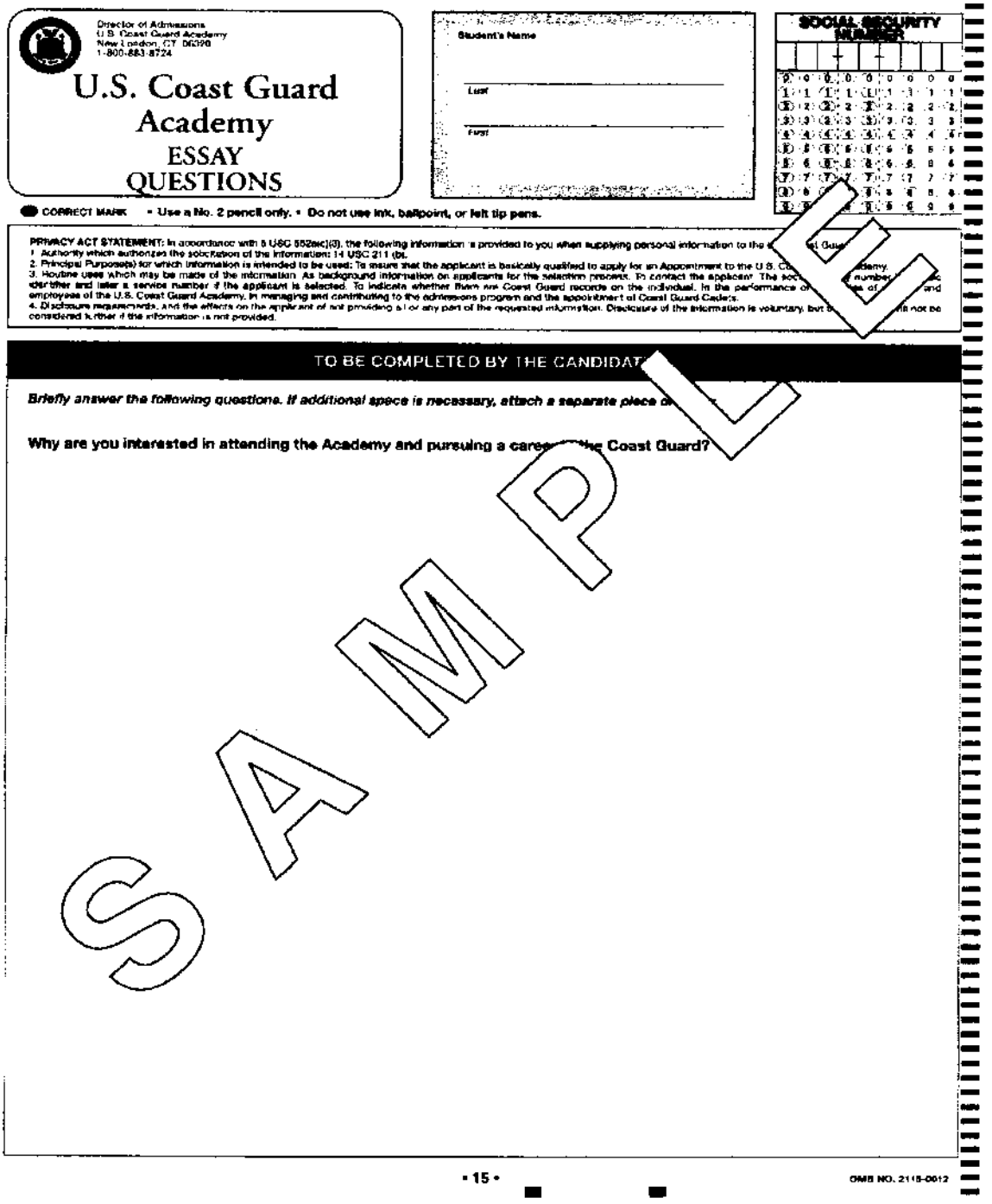
What kind of work?	Grade	Hours worked per week
		9 or less
		10–19
		20–29
		30–39
		40 or more

I certify that the information on this application is true and complete to the best of my knowledge and belief.

SIGNATURE

DATE (month/day/year)

SAMPLE



Director of Admissions
U.S. Coast Guard Academy
New London, CT 06320
1-800-883-8724

U.S. Coast Guard Academy
ESSAY QUESTIONS

Student's Name
Last
First

SOCIAL SECURITY NUMBER

CORRECT MARK • Use a No. 2 pencil only. • Do not use ink, ballpoint, or felt tip pens.

PRIVACY ACT STATEMENT: In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the [illegible] Coast Guard Academy.
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2. Principal Purpose(s) for which information is intended to be used: To insure that the applicant is basically qualified to apply for an Appointment to the U.S. Coast Guard Academy.
3. Routine uses which may be made of the information: As background information on applicants for the selection process. To contact the applicant. The social security number will identify and later a service number if the applicant is selected. To indicate whether there are Coast Guard records on the individual, in the performance of [illegible] and employees of the U.S. Coast Guard Academy, in managing and contributing to the admissions program and the appointment of Coast Guard Cadets.
4. Disclosure requirements, and the effects on the applicant of not providing all or any part of the requested information: Disclosure of the information is voluntary, but [illegible] will not be considered further if the information is not provided.

TO BE COMPLETED BY THE CANDIDAT[illegible]

Briefly answer the following questions. If additional space is necessary, attach a separate piece of [illegible]

Why are you interested in attending the Academy and pursuing a caree[illegible] the Coast Guard?

SAMPLE

• 15 •

OMB NO. 2115-0012

SUPP-16

ESSAY QUESTIONS (continued)

Describe a personal accomplishment or experience that uniquely illustrates your character, commitment, and capability, helping us to recognize your potential as a successful Coast Guard officer.

If you wish, please elaborate on any point or factor which you feel has not been adequately covered.

SAMPLE

SIGNATURE

DATE

USCGA Finalists: Medical Issues

The conditions listed in this handout are the most common conditions for medical disqualification or thorough investigation. This list is not all-inclusive, and standards are continually revised. If you have any questions concerning the Coast Guard Academy's medical requirements, please contact the Admissions Office at (860) 437-6776.

Height and Weight: The candidate's weight should be well distributed and in proportion to age, height, and skeletal structure. The table below shows the corresponding Max/Min limits that will be used during your entrance physical by DODMERB. Once accepted to the Academy, you should be aware of Appendix C to COMDTINST M1020.8C (Encl 1), which details the maximum allowable weight for Coast Guard Academy cadets, based on height and body frame. Rejection by DODMERB, and dismissal from the Academy, will be recommended for individuals who show poor physical development or show a tendency to obesity, regardless of height and weight ratio. Individuals not meeting these requirements may be measured for percent body fat. Maximum allowable percent body fat is 26% for men and 36% for women. Minimum height is 60 inches, maximum height is 78 inches.

	Weight (pounds)			
Height	Men	Men	Women	Women
(inches)	Min	Max	Min	Max
60	100	158	93	144
61	102	161	95	147
62	103	164	97	151
63	104	167	100	155
64	105	170	103	160
65	106	174	106	164
66	107	178	108	164
67	111	181	111	172
68	115	185	114	176
69	119	188	117	179
70	123	192	119	183
71	127	196	122	187
72	131	200	125	187

Weight (pounds)				
Height	Men	Men	Women	Women
(inches)	Min	Max	Min	Max
73	135	205	128	187
74	139	210	130	187
75	143	215	133	187
76	147	219	136	187
77	151	224	139	187
78	153	230	141	187

Head, Scalp, Face and Neck: The following are causes for disqualification or further evaluation: Tinea of any type. Benign tumors which may interfere with the wearing of military equipment or are subject to easy irritation. Any abnormalities of the skull will be thoroughly investigated and may be cause for disqualification. Any adherent or disfiguring scars of the face, regardless of cause. Abnormalities of the thyroid. Symptomatic cervical ribs. Presence of cervical ribs diagnosed by radiographic examination will not be cause for disqualification.

Nose and Sinuses: Loss of the nose, malformations or deformities that interfere with speech or breathing or extensive ulceration.

Mouth and Throat: Any and all abnormalities of the mouth and throat must be carefully documented and those conditions such as malformation, partial loss, atrophy or hypertrophy of the tongue, tumors, stomatitis, ranula, marked enlargement or disease of the tonsils, harelip, if disfiguring, loss or mutilation of the lips.

Ears and Hearing: Hearing acuity will be determined by audiometric testing on machines calibrated for ISO or ANSI and an average level of hearing loss greater than 30db or loss greater than 35db in any one frequency in the 500, 1000, or 2000Hz frequencies or loss greater than 45db in the 3000Hz frequency or loss greater than 55db in the 4000Hz frequency will be cause for disqualification, regardless of cause. Abnormalities of the external or internal ear, unless minor. Any acute or chronic disease of the external, middle or internal ear.

Eyes and Vision: All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye. Additionally, refractive error shall not exceed plus or minus 6.00 diopters (spherical equivalent.) Astigmatism shall not exceed 3.00 diopters and anisometropia not to exceed 3.5 diopters. Refraction is not required where the unaided visual acuity is 20/20 in each eye, unless medically indicated. Refractive error corrected by orthokeratology or keratorefractive surgery is disqualifying. Disease of the eye shall be cause of rejection. Contraction of visual field shall be cause of rejection. Both eyes must be free from any disfiguring or incapacitating abnormality and from acute or chronic disease. The requirement as given above is considered necessary in

Dental: Candidates must have sufficient teeth, natural or artificial, in functional occlusion to insure satisfactory incision and mastication. Minimum requirement is on dentulous upper jaw and/or dentulous lower jaw corrected by a full denture or dentures. Carious teeth in excess of 5, except those with incipient carious lesions, must be satisfactorily restored.

Thyroid: Any history of hyperthyroidism, regardless of whether or not on medication will be grounds for disqualification.

Human Immunodeficiency Virus: Candidates must have negative results on approved tests for this virus.

COLLEGE FAIR QUESTIONNAIRE

REPRESENTATIVE NAME: _____ PHONE: _____

COLLEGE FAIR/EVENT: _____

LOCATION OF FAIR: _____ DATE: _____

STUDENT CONTACT

BY RACE	ASIAN/PACIFIC ISLANDER	_____
	AFRICAN-AMERICAN	_____
	LATINO/HISPANIC	_____
	NATIVE AMERICAN	_____
	WHITE/OTHER	_____
BY GENDER	MALES	_____
	FEMALES	_____
	TOTAL CONTACTS	_____

HOW WOULD YOU RATE THIS FAIR? EXCELLENT GOOD FAIR POOR

WHY?

GENERAL COMMENTS:

USE SELF-ADDRESSED RETURN ENVELOPE OR SEND TO: USCGA
ADMISSIONS(TR-4)
15 MOHEGAN AVENUE
NEW LONDON, CT
06320-4195

Marketing Pieces

1. **Academy Video** - Short video on life at Coast Guard Academy

   Available: Upon request. Not for distribution at fairs

2. **Academy CD-ROM (old View book)** - Most detailed piece. Describes Academy life and Admission requirements.

   Available: Upon request. Not for distribution at fairs

3. **Class Profile** - General profile of Coast Guard Academy entering class.

   Available: Upon request. Can be photocopied for distribution at fairs.

4. **Major Handouts** - Short descriptions of major

5. **MITE Brochure** - Brochure containing information about summer program. Also contains application to program.

   Available: Upon request. For distribution at fairs.

6. **AIM Brochure** - Color brochure containing information on summer program.

   Available: Available from Auxiliary National Supply Center (ANSC). For distribution at fairs and to interested high school juniors.

7. **Minority Brochure** - Brochure containing general interest topics for minority applicants.

   Available: Upon request.

8. **Lead Generators** - Brochure with pictures/short description of Coast Guard Academy. Contains tear-off card for students to mail for more information and a view book or CD-ROM.

   Available: Upon request. For distribution at fairs.

9. **Academy Poster** - Poster of USCGC EAGLE.

   Available: Upon request. Not for distribution

10. **One Page Flyer** - Flyer with general Coast Guard Academy information.

    Available: Upon request. For distribution at fairs.

U. S. Coast Guard Academy
Admissions Department

Applicant Interview Guidebook

Coast Guard Academy

Applicant Interview Guidelines

I. Purpose of Interview:

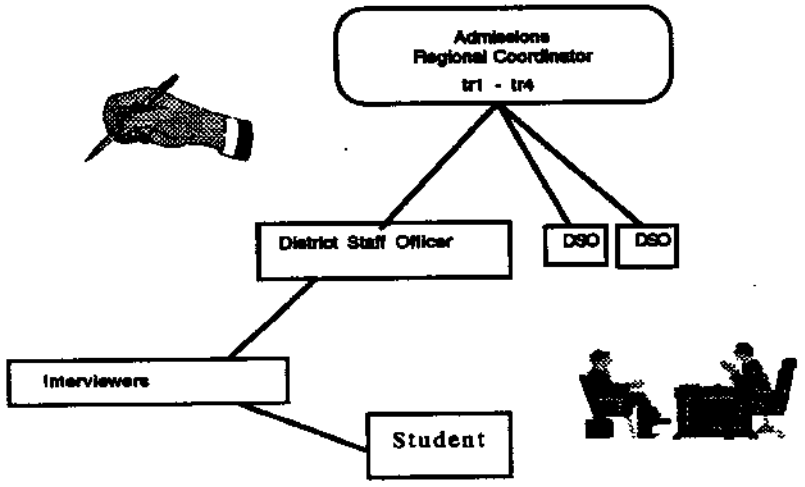
The applicant interview is intended to serve two purposes. First, the interview process allows a Coast Guard representative to engage in dialogue and provide the applicant timely information about the Academy and the Coast Guard. Second, the interview process will provide the Cadet Candidate Evaluation Board (CCEB) with a Coast Guard representative's impression of the applicant for use in their admissions decisions.

The interview is intended to be a face-to-face meeting between you and the applicant. Since the interview may be the applicant's only contact with a Coast Guard representative, it is important that it be a meaningful experience designed to give him or her a favorable insight into the Coast Guard Academy. An accurate portrayal of the Academy and the need for resoluteness can serve the applicant well in determining whether the Coast Guard seems right. An applicant's commitment and motivation develops from good decisions based on accurate information.

II. Organization:

The admissions interview process is a massive undertaking that would not be possible without your generous efforts to contribute. As the interviewer, you will play a key role in the process which is depicted below:

CGA REGIONAL INTERVIEW STRUCTURE



III. Policies and Procedures:

The applicant interview you conduct will include two parts. First is the *actual interview* involving you and the candidate. The second part is an *information session* where you may share information and answer questions for the applicant and their parents. The following are guidelines to assist you in conducting applicant interviews.

1. Contacting the applicant:

Your District Staff Officer(DSO) will advise you of the applicants you are to interview including their address and phone number. You should then telephone the applicant to schedule a mutually agreeable time and location for the interview. You should advise the candidate that the interview process will take between 60 and 90 minutes. If unable to reach an applicant after a reasonable effort, note this information on the interview report form and return to your DSO. Contacting the applicant is not intended to be a burden on you, nor should you feel compelled to share your personal time with an applicant who is not adequately motivated to make reasonable efforts to schedule an interview.

2. Location and timing of interview:

Interviews are best located at a Coast Guard facility to expose the candidate to the Coast Guard. Other public facilities, such as schools, are the preferred alternative if you can arrange access to them. If such public facilities are not possible, the interview may be conducted at the applicant or interviewer's home. As a last resort, and interview may be conducted over the phone if it is the only feasible way to conduct the interview.

If you conduct the interview in a home, ensure that parents or guardians are present in the residence. Upon arriving, advise the applicant and their parents that the interview process will include two parts. The first part will be a private interview between the interviewer and the applicant only, lasting 30 to 60 minutes. The second part will be an information session including parents. The entire process should take no more than 90 minutes.

3. Dress and Appearance:

Uniform or professional dress are appropriate for the interviewer. Since perceptions and opinions on attire and appearance vary widely, it is an area of unavoidable bias which you should not include in your interview report. You will probably observe a wide variety of dress by applicants, and you should not report on the applicant's attire or appearance unless it is extremely offensive or outrageous.

4. Opening:

You will want to establish a relaxed, informal tone to encourage open interaction with the applicant. You may wish to discuss general Coast Guard topics at the outset or ask them about the completion of their application process.

5.

Part 1: Interview Questions:

A list of interview questions is provided in this handbook (Enclosure 1). The *Interview Question List* was developed from extensive research on interviewing as well as a pilot Academy interview program conducted over two years. Interviews are a very difficult evaluation tool to standardize and reduce bias since each interviewer is different. However, it is critical to the integrity of the CCEB evaluation process that standardization be achieved in the interview process. The list of interview questions was designed to provide standardization through established questions to include in each interview. The interview questions list is an **all-inclusive** list of allowable interviewer questions. Only the questions provided on that list shall be used during the applicant interview. During the interview you should take adequate notes to enable you to document the interview on the *Interview Report Form* (Enclosure 2).

* In observing the applicant responses you should take note of the applicant's confidence, humor, intelligence, and other observable traits. Consider what you find most striking about the applicant.

* You will note the *exclusion* of questions which address politics, religion, etc. Such topics of opinion are unrelated to a applicants competition and should be avoided at **all** times during contact with applicants and their families.

* The interview should be applicant focused. As such, the majority of the speaking should come from the applicant. Refrain from the natural tendency to fill the conversation by telling the applicant about yourself and the Coast Guard. Instead, facilitate open and frank discussion from the applicant. You will have an opportunity to share your knowledge in the second, discussion part of the meeting.

Part 2: Discussion Topics:

After you have completed the private interview with the applicant, you may invite the applicant and their family to discuss general interest topics regarding the Coast Guard and the Academy. This portion of your applicant visit is intended to provide an opportunity to address the questions and/or concerns of the applicant, as well as opportunity for you to share the attributes of the Academy and the Coast Guard. A guideline of *suggested discussion topics* is included in this handbook for your use (Enclosure 3).

The discussion portion of your applicant appointment is intended to provide the applicant and their family an opportunity to learn about the Coast Guard and Academy. As such, no portion of this discussion session should be included in your interview report.

6. Documentation of Interview:

The interviewer should take sufficient notes during the interview to recall facts and impressions for completion of the *Interview Report Form* (Enclosure 2). No notes should be taken during the discussion portion following the actual interview, nor should this portion of the meeting be documented in the report. The important impressions should be drawn from the standardized interview questions and not from general discussions on the Coast Guard or the Academy.

* Complete the *Interview Report Form* from the notes you took during the interview. State what you find most striking about the applicant. Discuss whether you thought the applicant was confident, poised, articulate, intelligent, humorous, blessed with wisdom, etc. Be specific in your description and provide examples to support your impressions.

* Avoid the tendency to advise the CCEB on accept/don't accept discussions. The interview is designed as a value-added step in the complex admissions process involving a multitude of inputs. Since

the CCEB is the only body which can observe all admissions variables simultaneously, they will greatly value your face-to-face observations as they make the accept/don't accept decision.

* The completed *Interview Report Form* should be immediately forwarded to your DSO for further processing.

Coast Guard Academy
Suggested Discussion Topics

Admissions:

* Highly competitive; 1 in 12 applicants accepted; One of the most selective colleges in the country; Entering class of approximately 275 from over 5,000 applicants.

Academy:

* 800 Cadets in Corps.
* Swab Summer: 7 weeks; 1 week on EAGLE; training and orientation into Academy and Coast Guard culture; Inculcates pride, tradition, fitness, seamanship, missions, etc.; Physically and mentally demanding.
* Physical Fitness Standards: Basic test includes pull-ups (men) or incline pull-ups (women), 2 minute sit-ups, standing long jump, 300 yard shuttle run, and 1.5 mile run.
* Academics: 8 majors - Mechanical, Electrical, Civil, and Naval Architecture & Marine Engineering, Operations Research, Marine and Environmental Sciences, Government, and Management. 8:1 Student to Professor ratio. Avg. class size of 16.
* Athletics: 21 Varsity sports for men and women. 70% of cadet corps participates in a varsity sport. Club and intramural sports also.
* Music: Excellent opportunities in instrumental and vocal music. Regimental Band, Drum and Bugle Corps, Annual Cadet Musical, Glee Club, and Protestant and Catholic choirs.
* Barque EAGLE & Summer Programs: 3 masted barque is America's Tall Ship. 295 feet in length, superb training platform. Other summer programs include Aviation, Damage Control training, leadership, and Junior Deck Watch Officer afloat.
* Character Development: The Academy serves as the Leadership Development Center for all ranks of Coast Guard personnel; Resident staff of experts in the field.
* Honor Concept: The Academy is unique in that promotes an honor Concept rather than an honor code. A code defines what is right and wrong. An honor concept provides fundamental philosophy for recognizing and doing what is right. Cadets are challenged to determine, on their own, what is acceptable, The Academy serves the nation by providing leaders of strong character and integrity.

Coast Guard Academy Interview Question Sheet

INSTRUCTIONS: The following are questions for you to select from in conducting candidate interviews. For purposes of standardization, you should use only the questions listed below for your interview. It is not necessary to ask all of the included questions.

Interest and Motivation:
- How did you first hear about the Coast Guard Academy?
- Why do you want to attend the Coast Guard Academy?
- What are your impressions of the Academy?
-What goals do you think you might want to pursue ?

Personal Strengths & Weaknesses:
-What are you personal strengths that will assist you at the Academy?
-What are your weaknesses?
-What is your definition of Integrity?

Achievement:
-What personal achievement(s) are you most proud of?

Influences:
-What do your parents & friends think about your attending the Academy? How much influence will they have in your decision?
-Who has encouraged/helped you the most to pursue an appointment to the Coast Guard Academy?

Awareness:
-What do you consider one of the most newsworthy event in recent years? Why?

Decision:
-What/who will be the primary factors in your final decision?

Coast Guard Academy
Candidate Interview Report

Name of Candidate:

Date of interview:

Candidate SSN:

Length of interview:

Address:

Name of Interviewer:

High School:

Phone number:

INSTRUCTIONS: Please use the provided ACADEMY INTERVIEW QUESTION SHEET to engage in dialogue with the candidate and provide specific comments which describe your overall impressions of this candidate in the space below. Please be specific in supporting your written comments.

COMPARISON SCALE: Please circle a descripter which describes your impression of this candidate as compared to other college-bound students in their age group.

DISTINQUISHED EXCELLENT GOOD AVERAGE BELOW-AVERAGE POOR

Interviewer's Signature:

Date:

U.S. COAST GUARD ACADEMY

APPOINTMENT CERTIFICATE PRESENTATION QUESTIONNAIRE

Student's Name: _____

Date of Presentation: _____ Time: _____

Disposition: ___Attended ____Not Attended(Reason: _____
General Comments:

_____
_____
_____

_____

_____
_____

_____

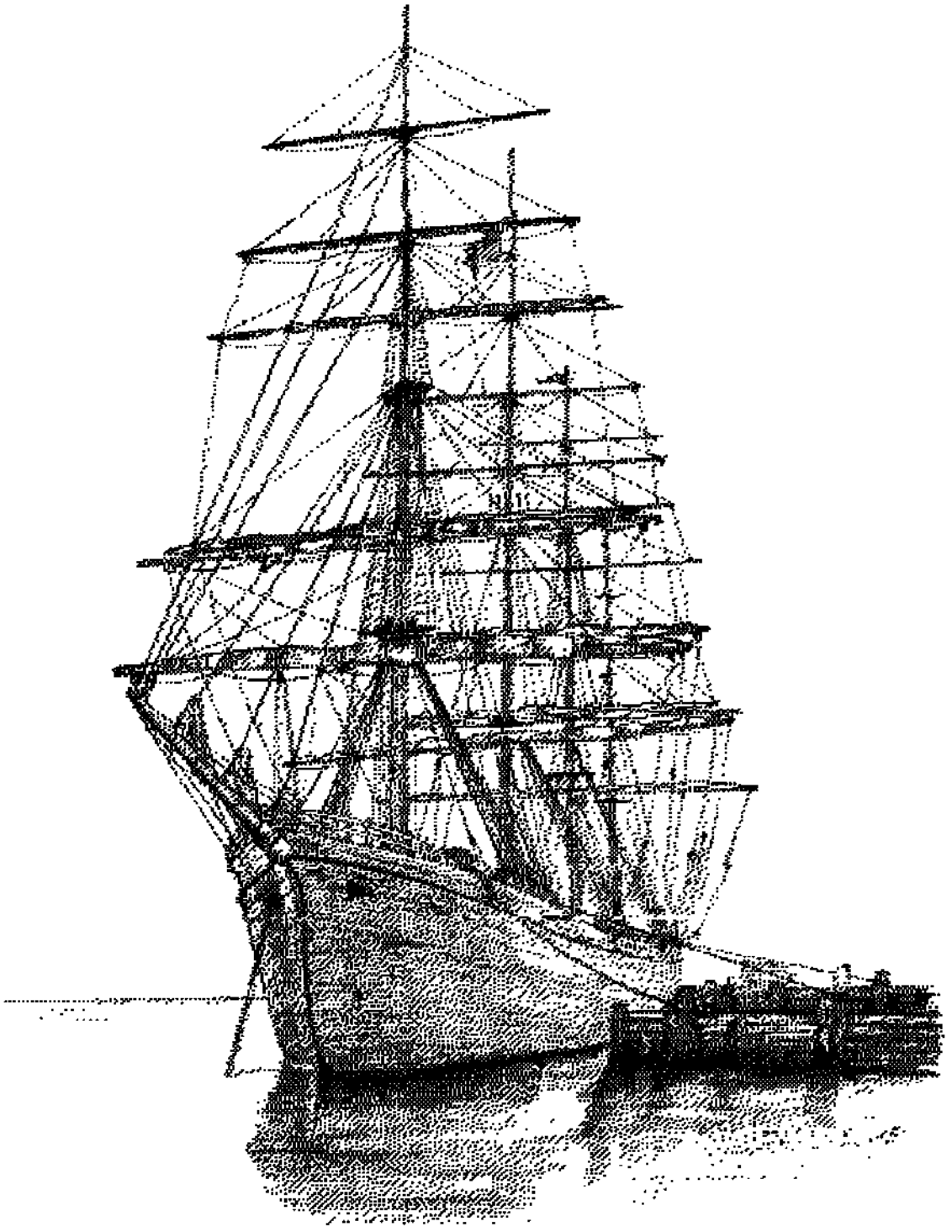
_____

Presenter's Name: _____

____ Active Duty _____Reservist _____Auxiliarist _____Alumni

__ Parent's Association _____NNOA/ANSO _____Active Duty Retired

___ Other: _____



COAST GUARD ACADEMY RECRUITING SUPPLY REQUEST FORM

Name: _____ Date: _____
Title: _____

Address (where materials should be sent):
_____
_____
_____

Phone Number : _____

E-Mail _____

I need materials for the following event(s) (include dates):
_____

I request _____ college fair box(es), if applicable. A typical college fair box includes: 50 Lead Generators, 10 MITE Brochures, 50 One Page Brochures and a Folder of Information. Special requests for materials other than those enclosed in a College Fair Box can be made by indicating the marketing piece and quantity desired in the section below Items not listed below are unavailable for distribution. Please do not call the Academy to inquire about the status of your supply request.

All contact with the Academy should be made through your DSO-CC.

_____1. Academy Video - Short video on life at CGA.

Available: Upon request . Not for distribution at fairs.

_____2. Academy View book - Most detailed piece. Describes Academy life and Admission requirements.

available: Upon request. Not for distribution at fairs.

_____3. Academy CD-ROM - Most detailed piece. Describes Academy life and Admission requirements.

_____4. Class Profile - General profile of entering class.

Available: Upon request. Can be photocopied for distribution at fairs.

_____5. Major Handouts - Short descriptions of majors.

Available: Upon request. Not for distribution at fairs.

_____6. MITE Brochure - Brochure containing information about summer program. Also contains application to program.

Available: Upon request. For distribution at fairs.

_____7. Minority Brochure - Brochure containing general interest topics for minority applicants.

Available: Upon request.

_____8. Lead Generators - Brochure with pictures/short description of Coast Guard Academy. Contains tear off card for students to mail for more information and a view book.

Available: Upon request. For distribution at fairs.

_____9. Academy Poster - Poster of USCGC EAGLE.

Available: Upon request. Not for distribution.

_____10. One Page Flyer- Flyer with general CGA information.

Available: Upon request. For distribution at fairs.

DSO-CC NAME:_____APPROVAL (YES)or(NO):_____

ADDRESS: _____

_____

_____

RETYPE USING: USCG AUXILIARY STATIONERY OR HEADER

John Doe, Guidance Counselor Date

Central High School

Big Town, TX 20222

Dear Mr. Doe:

Each summer the United States Coast Guard Auxiliary sponsors the Academy Introduction Mission (Project AIM). Project AIM is a six day program conducted the last full week in July at the United States Coast Guard Academy, New London, CT. Two hundred and twenty qualified high school juniors from around the nation are invited to the Academy for a week of intense Coast Guard and military indoctrination under the direction of Academy staff, upperclass cadets, and selected Coast Guard Auxiliarists. Project AIM provides these students with the unique opportunity to observe the traditions of the Coast Guard Academy firsthand, and assess the educational and other benefits of a potential career in the United States Coast Guard.

Selections for Project AIM are made by the Coast Guard Auxiliary. The basic requirements for selection to attend Project AIM are:

1. A U.S. citizen not over 18 years and not under 15 years of age.

2. Between the junior and senior years in high school.

3. Good scholastic record, in upper 25% of class. Strong PSAT, PLAN, SAT, or ACT Scores.

4. Visual acuity 20/400 correctable to 20/20 or better, refractive error not to exceed + 6.0 diopters. Astigmatism not to exceed 3.00 diopters, Anisometropia not to exceed 3.50 diopters. Not color blind. An eye exam may be a part of the process for those who wear corrective eyewear.

5. Good health, with no physical handicaps or defects.(asthma, color blindness, joint surgery,etc.)

6. Good leadership potential.

7. Genuine interest in a career in the United States Coast Guard.

If you have any students who meet these requirements and who are interested in applying for Project AIM, please have them contact me regarding an application. The following must be submitted by 31 March: (1) The enclosed Application for AIM (2) PLAN or ACT, PSAT or SAT scores (3) a transcript of the high school record showing grades for the first five semesters and (4) a brief counselor and coach recommendation. Personal interviews will be arranged for those students whose applications are complete and merit further consideration.

The United States Coast Guard Academy is the only national service Academy whose admission is based strictly by individual competition and not by congressional nomination. We feel this may be an outstanding opportunity for one of your students to see the Academy and experience cadet life. ***(Optional if you have this information: Several students

from your high school have already participated in Project AIM in the past, ***(insert Names and Year)***. Your high school currently has cadets enrolled at the academy, ***(insert Names and Year of Graduation***.)***

Any assistance that you can give us in acquainting your students with this program would be greatly appreciated. Please feel free to contact me if you need any additional information.

Sincerely,

(NAME)

U.S. Coast Guard Auxiliary

Career Counselor

Address

Phone

E-Mail

Enclosures: (1) AIM Brochure(s)

(2) Application(s) for AIM

MUST BE RETYPED ON USCG AUXILIARY STATIONERY OR LETTERHEAD PAPER

Date

Mr. John Doe, Counselor

Central High School

Big Town, TX 20222

Dear Mr. Doe:

I recently wrote to you regarding the United States Coast Guard Auxiliary's Academy Introduction Mission (Project AIM). This six day program is designed to give qualified young men and women an opportunity to learn about the Coast Guard Academy and a potential career as a commissioned officer in the United States Coast Guard.

If it is convenient, I would appreciate the opportunity to visit you to further discuss the AIM program and provide you with pamphlets that can be distributed to interested students. In addition, if there are any students who are interested in applying for this program, I would be happy to meet them as well. It is my goal to insure as many qualified students at your school learn of this program as possible. Please call me if you are interested in setting up a meeting.

As a reminder, applications for the AIM program are due by March 31st. Thank you in advance for any assistance you can provide in acquainting your students with this opportunity.

Sincerely.

(NAME)

U.S. Coast Guard Auxiliary

Career Counselor

Address

Phone

E-Mail

MUST BE RETYPED ON USCG AUXILIARY STATIONERY OR LETTERHEAD PAPER

Date

Dear AIM Applicant (Use Name Whenever Possible):

Each year the United States Coast Guard Auxiliary is privileged to select two hundred highly qualified young men and women to participate in the Academy Introduction Mission (Project AIM). Project AIM is a six day program conducted the last full week in July at the United States Coast Guard Academy, New London, CT. AIM participants live the routine of new cadets, from reveille to taps, experiencing many of the exciting activities that Academy life has to offer. This is a unique opportunity to observe the rich traditions of the Coast Guard Academy and assess the educational and other benefits of a potential career in the United States Coast Guard.

In order to be competitive for selection to AIM Week, you must:

1. Be a U.S. citizen not over 18 years and not under 15 years of age.

2. Be between your junior and senior year in high school.

3. Have a good scholastic record, in the upper 25% of your class. You must also have strong PSAT, PLAN, SAT, or ACT Test Scores.

4. Have visual acuity 20/400 correctable to 20/20 or better, refractive error not to exceed + 6.0 diopters, astigmatism not to exceed 3.00 diopters, Anisometropia not to exceed 3.50 diopters and not be color blind. An eye exam maybe required for all applicants who wear corrective eye wear.

5. Be in good health, with no physical handicaps or defects (asthma, color blindness, joint surgery, etc.).

6. Have demonstrated good leadership potential.

7. Have a genuine interest in a career in the United States Coast Guard.

The following must be submitted to me (or appropriate person) by March 31st: (1) The enclosed Application for AIM (2) PSAT or SAT, PLAN or ACT results; (3) a transcript of the high school record showing grades for the first five semesters and (4) brief counselor and coach recommendation. Personal interviews will be arranged for those students whose applications are complete and merit further consideration.

If you have difficulty contacting me, please contact the person I have listed below. Best of luck to you, and I look forward to receiving your application.

Sincerely,

(NAME)

U.S. Coast Guard Auxiliary

Career Counselor

Address, Phone and E-Mail

Please contact the following person if you cannot contact me:

Name

Address, Phone and E-Mail

Encl: (1) Application for AIM

DEPARTMENT OF TRANSPORTATION
CGAUX-10 (3-97)

UNITED STATES COAST GUARD AUXILIARY
APPLICATION FOR ACADEMY INTRODUCTION MISSION
AT THE UNITED STATES COAST GUARD ACADEMY

PRIVACY ACT STATEMENT: In accordance with 5 USC 552a(e)(3), the following information is provided to you when supplying personal information to the United States Coast Guard.

1. Authority which authorized the solicitation of the information : 14 USC SEC 182.
2. Principal purpose(s) for which information is intended to be used: to determine eligibility to participate in the Academy Introduction Mission program at the United States Coast Guard Academy.
3. The routine uses which may be made of the information: provide identification, address and scholastic information of all applicants to the Academy Introduction Mission program for the Coast Guard Academy and Coast Guard Auxiliary for record keeping, statistical information and future contacts.
4. 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 the failure to provide the information will prevent the selection of the person to participate in the Academy Introduction Mission program at the United States Coast Guard Academy.

I. APPLICANT INFORMATION

Applicant _____

Address _____

City, State & Zip _____

Phone (___)_____ **SSN**_____

II. PROGRAM INFORMATION

I,_____ here by apply for consideration for the Academy Introduction Mission (AIM) at the United States Coast Guard Academy this summer. I understand that a $125.00 fee (excluding transportation) for meals will be required if I am selected to attend AIM. I understand that I will be under no obligation to the U. S. Coast Guard due to my participation in the AIM program.

1. I am not over 18 years of age nor under 15 years of age at this time.
2. I am a United States Citizen.

III. PERSONAL INFORMATION

Date and place of Birth _____ Sex _____ Height _____ Weight _____

How do you describe yourself? (If you care to do so) Choose only one

❑ White or Caucasian ❑ American Indian or Alaskan Native ❑ Black or African American

❑ Hispanic American ❑ Asian American or Pacific Islander

IV. HEALTH

1. I have **NO** physical handicaps or defects,(as asthma, color blindness, joint surgery, etc) and I am in good health. (Note: any occurrence or active treatment of asthma will disqualify you)
2. My visual acuity is no poorer than 20/400 in either eye and is correctable to 20/20 in each eye, refractive error not to exceed +/- 6.0 diopters. Astigmatism not to exceed 3.00 diopters. Anisometropia not to exceed 3.50 diopters.
3. I have no color blindness.

V. SCHOLASTIC STATEMENT

1. I am currently in my **JUNIOR YEAR** of high school at _____
2. Schools attended in Sophomore Year _____
   Freshman Year _____
3. I have a good scholastic record of 3.0 GPA or better or scholastic average of 85 over 2 1/2 years.
4. My high school academic average (5 terms): _____ class standing (if available): _____ out of _____

(over) ANSC 7049

MUST BE TYPED ON USCG AUXILIARY STATIONERY OR LEADERHEAD

Date

Applicant Name

Street Address

City, State, Zip Code

Dear (Applicant),

Thank you for submitting your Application for the Academy Introduction Mission (AIM program). We appreciate your interest in the Coast Guard Academy, and in particular, this Academy introduction program.

A preliminary evaluation of your application was made, and it was determined that you do not meet the minimum **(INSERT: Health and/or Scholastic Requirements, whatever the disqualifier. Expound on specifics so applicant is not left in the dark)** to be selected for the AIM Program. Participation in the AIM Program is not a prerequisite for Coast Guard Academy admission. Therefore, I encourage you to apply to the Coast Guard Academy next year if you are still interested.

Please feel free to call me regarding your application for AIM and any additional advice I can offer on applying to the Coast Guard Academy or any other Coast Guard program. I wish you the best of luck in the future, and look forward to hearing from you.

Sincerely.

(NAME)

U.S. Coast Guard Auxiliary

Career Counselor

Address

Phone

E-Mail

AIM MATHEMATICAL COMPUTATION SHEET

Candidate's Name _____ **District** _____ **Division** _____ **Flotilla** _____
(Please print: First Name Last Name)

(See Instructions on Back)

I. ACADEMIC SCORES

Subject	9th Grade 1st half	9th Grade 2nd half	Subject	10th Grade 1st half	10th Grade 2nd half

Subject	11th Grade	Subject	11th grade

Total all Scores _____ times 24 = _____.
Divided by "Total # of boxes with scores above" = _____ = **TOTAL** _____
(Minimum 2040 points)

II. TEST SCORES SAT or P/SAT, ACT or PLAN (ACT OR PLAN MUST BE CONVERTED TO SAT EQUIVALENT USING ENCLOSURE (17) OF COMDTINST M1100.4C) IF BOTH PSAT AND PLAN SCORES ARE AVAILABLE, COMPUTE BOTH. USE THE TEST SCORE (PSAT,SAT,PLAN,OR ACT) THAT RESULTS IN THE HIGHEST TOTAL.

Math Score _____ times 2 = _____ + Verbal (English) _____ = Total _____
Math Score _____ times 2 = _____ + Verbal (English) _____ = Total _____
Use the test which gives the higher total **TOTAL** _____
(Minimum 1500 points)

III. PRE - BOARD SCORE Sum of Academic & Test Scores **TOTAL** _____
The minimum number is set by DVC-PA (Maximum 4800 points Minimum 3500)

IV. EVALUATION BOARD SCORE

Interviewer #1 _____ Interviewer # 2 _____ Interviewer # 3 _____
Interviewer # 4 _____ Interviewer # 5 _____ Interviewer # 6 _____
Total _____ times 4 _____ divide by number of interviewers = **TOTAL** _____
(There must be at least 4 interviewers.) (Maximum 3200 Points)

V. AIM SELECTION SCORE Pre - Board + Eval Board **GRAND TOTAL** _____
The minimum number is set by DVC-PA (Maximum 8000 Points; Minimum 6500)

AIM MATHEMATICAL COMPUTATION SHEET INSTRUCTIONS

I. ACADEMIC SCORES:

1. Transfer the letter grade into a percentage score using the following: A=95, B=85, C=75, D=65, F=55. Do not account for plus or minuses (A- =95, B+=85 etc.). Those schools who do not submit letter grades, rather percentages, should be converted as well. Do not use the percentages provided by the school. Use the following guide: 100-90% =95 pts, 89-80% =85 pts, 79-70% =75pts , 69-60% =65 pts, 59-50% =55 pts.

2. Do not enter Physical Education, Music, Art, Industrial Arts, Home Economics, Driver's Education letter grades.

3. Total all the numerical scores for the 9th, 10th, and 11th Grades. **Multiply** this total by **24** and **divide** the total by the number of boxes with scores. This number should not exceed 2400 points. Record this score on the space marked **TOTAL**.

II. TEST SCORES:

1. Convert the **P/SAT** scores by adding a **"0"** to the end of the number. This will make the score a three digit number. Example: 50 becomes 500.

2. A **PLAN or ACT** score must be converted to the **P/SAT or SAT** number using the ACT to SAT Conversion Table, Enclosure (19) of COMDTINST M1100.3, Auxiliary Career Counselor Manual.

3. There are two areas provided in this Test Score section to log test scores. Most high school juniors will not have ACT or SAT scores. If two scores are provided, select the higher score and record this score on the space marked **TOTAL**. This number should not go below 1500 points.

III. PRE-BOARD SCORE:

1. Add the **Academic Score Total** to the **Test Score Total.** Record this number in the space marked **TOTAL.** This number is not to exceed 4800 points. Applicants must have a pre-board score of 3500 (subject to change by DVC-PA) to continue the process, the Evaluation Board.

IV. EVALUATION BOARD:

1. There must be a minimum of four scores for this section. Total all the interviewer scores and multiply by **"4".** Divide this number by the number of interviewers. This number is not to exceed 3200.

2. As a word of caution, if the scores come in at 800 points by each interviewer, the application may be audited by higher level CC Officers for subjectivity. Scores in the 700-800 range should be a rarity, not the norm.

V. AIM SELECTION SCORE:

1. Add the **Pre-Board Score** to the **Evaluation Board Score** to determine the **AIM Selection Score.** Those candidates with an AIM Selection Score of 6400 will have their application packages forwarded to the DSO-CC with a signed Medical Release Form and Health Evaluation Sheet (See Career Counselor Manual, Chapter 3, Section C). Those candidates with an AIM Score of 6500 or below should be notified of non-selection via letter. See Enclosure (27) to Auxiliary Career Counselor Manual.

CONVERTING ACT (or PLAN) TEST SCORES TO RECENTERED SAT

ACT or PLAN	SAT-M	SAT-V
1	200	200
2	220	220
3	240	240
4	260	260
5	280	280
6	300	300
7	320	310
8	330	320
9	340	330
10	350	340
11	370	350
12	380	360
13	390	370
14	400	380
15	410	390
16	420	400
17	430	430
18	440	450
19	460	470
20	480	490
21	500	500
22	520	520
23	540	540
24	560	560
25	580	580
26	600	600
27	610	600
28	630	630
29	650	660
30	660	680

31	680	710
32	700	740
33	740	780
34	760	790
35	790	800
36	800	800

PROJECT AIM EVALUATION BOARD RATING SHEET

Candidate's Name:_____ Age:_____

Rater's Name: _____Division/Rank:_____

Instructions: Rate Candidate on qualifications listed below. Be sure you have studied the instructions for this rating sheet(printed on the back of this form). ***Circle one of the standard scores*** for each category. Enter score on line to right. Add comments and total Score on Reverse side of this sheet.

RATING:

1. ACADEMIC QUALITY: College Preparatory Track (regular math, algebra, geometry, trigonometry, language, physics, chemistry,history) H.S. Honors, Accelerated courses at demanding H.S..

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 /90 / 100 _____

2. LEADERSHIP: Student Council Officer; Team Captain; Editor of Magazine or Newspaper; Girl Scout or Boy Scout Leader; etc.

   20 / 30 / 40 / 45 / 50 /55 /60 _____

3. POISE, PRESENCE: Self-confident; Clarity of Expression; Experience on Stage; Debate Society; etc.

   20 / 30 / 40 / 45 / 50 /55 /60 _____

4. RECOGNITION: National Honor Society; other Academic or Civic Honors.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 _____

5. PARTICIPATION: Student Council membership; Club membership; Band; Intramural Sports; Home (sandlot) sports; Ice-skating; skiing etc.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 _____

6. SPORTS: Junior Varsity; Varsity; How Many? Letters - JC - Varsity; Majors Sports (Football, Baseball, Basketball, Soccer, Hockey, etc.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 /90 / 100 _____

7. APPLICATION, ENDURANCE: Study Habits (how many hours - extra projects); Work experience - after school, summers.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 _____

8. INTEREST IN COAST GUARD OR SERVICE CAREER: Probable college major.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 /90 / 100 _____

9. PERSONALITY: Emotional Stability; Socialization; Cynicism; Bitterness; Attitude toward School and Administration.

   20 / 30 / 40 / 45 / 50 /55 /60 /70 /80 _____

10. WRITING: Your judgment of ability to express self in writing based on written sample of Preliminary application.

    20 / 30 / 40 / 45 / 50 /55 /60 _____

Comments:

TOTAL SCORE (MAX 800) _____

ACADEMIC QUALITY:
What is your favorite subject, your most challenging? In what ways do you expect your high school courses to prepare you for college, for life?

LEADERSHIP POTENTIAl:
As a team captain/leader, how have you promoted team work, eased conflict? How would you share your Vision of the team/group goal(s)? How do you see your role in relation to the team/ group, the coach/counselor?

POISE, PRESENCE:
Tell us a little about your experiences in presenting class/community projects or reports to others. How were you able to handle the uneasy feeling(s) you had before you got up?

RECOGNITION:
Tell us something about the honors you have received. Have you received any honors not mentioned in your application, tell us about them?

PARTICIPATION:
What clubs/social activities have you found to be most rewarding? If you had more time, what other activities would you like to participate in?

SPORTS:
What place do you see for sports in your life?

APPLICATION ENDURANCE:
How much time do you spend studying? How do you work in a social life, a job, personal enrichment?

INTEREST IN COAST GUARD OR SERVICE CAREER:
Why would you consider a career in the Coast Guard or other Government service? In which way does the Coast Guard meet your career goals and objectives? What might be some of the advantages/disadvantages of being a Coast Guard officer?

PERSONALITY:
In general, how would you describe yourself? Who has been the most influential individual in your life, the person you would most like to be like? Please tell us something about your present home situation

COMMUNICATION SKILLS (WRITING):
What kinds of writing have you done, for fun, for information or instruction?

CONTINUE ANY COMMENTS FROM PREVIOUS PAGE BELOW:

MUST BE: USCG AUXILIARY STATIONERY OR LETTERHEAD

Date

Evaluator Name
Address
City, State, Zip Code

Dear (Name):

Thank you for offering to serve on the Academy Introduction Mission (AIM) Evaluation Board. The Board will be interviewing several candidates who have submitted applications and have met the minimum scholastic requirements.

AIM candidates are selected on the basis of their high school grades, standardized test scores and Evaluation Board results. Please review the enclosed Evaluation Board Rating Sheet and candidate applications prior to the Board. We will meet thirty minutes prior to the Board to discuss procedures and answer any last minute questions.

The evaluation board will take place on: (date)
At a time and location listed below:

The Pre-Board Meeting will be held at: (location)

I realize your time is extremely important, and I appreciate your interest and willingness to assist in this important Auxiliary and Academy program. Please give me a call if you have any questions or conflicts with the scheduling of the Board.

Sincerely,

(NAME)
U.S. Coast Guard Auxiliary
Career Counselor
Address
Telephone and E-mail (if available)

Encl: (1) Evaluation Board Rating Sheet
(2) Candidate Applications for AIM

AIM BOARD EVALUATION INSTRUCTIONS

1. PURPOSE OF THE AIM PROGRAM (also known as "Project AIM"):

   a. The primary purpose is to assist the Coast Guard Academy in securing desirable young men and women as cadets and future officers. Although we concentrate on the Project AIM summer program, it should be kept in mind that our efforts should be directed throughout the year in the overall mission of cadet procurement.

2. NATURE OF THE RATING:

   a. You are evaluating the AIM candidate on overall "promise," so both assets and liabilities must be considered. Although important, "academic promise" alone does not assure that an applicant will persist and/or show promise as a future Coast Guard officer.

   b. In your interview and evaluation, it is important that you don't let your general impression of the individual influence the interpretation of any particular aspect of the candidate's record, i.e., "halo effect". Avoid the tendency to "excuse" or "explain away" apparent weak spots.

   c. There are many factors which determine an AIM candidate's ability to complete the Academy and become a successful officer. Your task is to measure as fairly and accurately as possible the extent to which each candidate meets those requirements.

   d. The SO-CC will have determined the Pre-Board score before the Evaluation Board meets to interview candidates. This score takes into account the high school marks and PSAT or SAT scores. YOUR JOB IS TO RATE THE CANDIDATE ON THE OTHER IMPORTANT FACTORS! These factors, which appear on the "Project AIM Evaluation Board Rating Sheet(Enclosure 20) are discussed in the following paragraphs. You will assign one "standard score" for each item - either a 20, 30, 40, 45, 50, 60, 70, 80, 90, 100. These instructions are based on the Academy's Cadet Evaluation Board's "Precepts."

3. RATING FACTORS.

   a. ACADEMIC QUALITY

      (1) This involves the academic quality of the high school as evidenced by the high school profile, if available, or the percentage of graduates who go on to college.

      (2) If a candidate's high school rank or marks appear to have suffered as a result of attending a high school which has higher than average academic standards and/or an above-average student body, you should compensate for this by assigning a higher rating than would be assigned to a candidate with similar qualifications but who attended a less demanding high school. (This compensation can only be used in the Evaluation Board, not in the computation of the 2-1/2 year high school average.

(3) The candidate who is on the college preparatory track, taking an accelerated program with honors courses in a demanding high school (taking analytical geometry, third-year language, physics, history and added electives in the junior year) is probably worth a rating of 100. A demanding high school might be one whose students are admitted by competitive examination and 95% of its graduates are admitted to four year colleges.

(4) On the other hand, a candidate attending a regular high school, taking a normal science and math sequence with language and history, and a minimum program of four major subjects, might receive a rating of 60.

(5) The candidate who is not on the college preparation track, has not taken the normal math or science sequence, has taken little or no language, may have taken applied math or science, in a secondary school whose mission is to train young people for skilled jobs, might be rated 20 or 30.

b. LEADERSHIP:

(1) Serving as Student Council Officer, president of the Junior Class, Varsity Team Captain or Co-Captain, or Managing Editor of the high school newspaper is significant evidence of leadership ability. Someone who has had all of these responsibilities would rate a 60. Those with lesser leadership experience would be scored proportionally lower. No experience at all might rate a 20.

(2) You may find that a candidate has not put all experiences down on the application. Proper questions on your part may reveal other leadership experiences the candidate has had which will help you in determining the rating for this area.

c. POISE AND PRESENCE:

(1) Does the youngster have an upright, straightforward bearing? Stage experience? Debate experience? Are questions answered clearly and with facility? Are thoughts expressed logically and in grammatically correct English? Is the candidate obviously at ease in the interview situation, able to maintain poise and bearing? Do you get the feeling that this young person is a leader?

(2) A candidate meeting all of the above would rate a 50. The 60 category might be reserved for the exceptionally outstanding person.

d. RECOGNITION:

(1) Is the candidate a member of the National Honor Society? HonorRoll? Special School Award? Does the candidate have a Civic award such as American Legion or Jay-Cees award?

(2) A candidate having four or more significant awards such as the National Honor Society, would rate an 80; 70 for three awards, etc. Newsboy carrier pin would be considered a minor award.

e. PARTICIPATION:

(1) Is the candidate a member of the Student Council, clubs or band? Does the candidate play sports outside of school (ice skating, skiing, ball)? Intra-mural sports?

(2) A candidate who belongs to many organizations and participates in many might rate an 80.

(3) The quality of the participation of course is very important. The candidate may list a lot of minor activities and passively participate in some or not too much in others. This should get a rating of 50 (see Enclosure 20). However, extensive participation in a demanding activity as a leader may outweigh all the minor listed activities.

f. SPORTS:

The candidate who participates in three seasonal major varsity sports, achieves a varsity letter in each, and is All-County or All-State in one or more of them, should be rated 100 in this category. No school sports at all in the Freshman, Sophomore and Junior years should be rated 20.

g. APPLICATION AND ENDURANCE:

Does the candidate have good work and study habits? Does the candidate persevere? Significant job experience after school or summers? Remember, a student who has been busy earning money during out-of-school hours has been making useful application of time. In fact, the candidate with a record of strong work habits should be successful at the Academy.

h. INTEREST IN THE COAST GUARD AND/OR SERVICE CAREER:

(1) This factor, i.e.: motivation, is most difficult to evaluate. Letters of recommendation may help. Any indication that the candidate is primarily motivated by the "Free Education" should be carefully evaluated in light of career potential. In these days of extensive financial aid, most youngsters can attend college though may not be able to afford a top quality, high tuition institution. Look for evidence that applicant looking for or being pressured to take a "Free Week" at the Academy. The level of parental influence should be evaluated.

(2) Research has indicated that the individual who is unsure of the intended college major is less likely to complete college. Is the candidate aware of the military aspects of the Academy? The fact that a candidate comes from a service family or has some relationship with the Coast Guard Auxiliary might be considered here, since such a candidate should be aware of the ramifications of a military career, thus indicating a higher possibility to persist to graduation from the Academy. Determine the extent of candidate's knowledge of Coast Guard missions and responsibilities. Ensure the candidate is aware of the job a Coast Guard officer does.

i. PERSONNALITY:

This area is also difficult to judge. Your questions should be designed to determine the candidate's dependability, perseverance, self-confidence, emotional stability and alertness. Any note of bitterness, depression, non-conformity (caution: don't confuse nonconformity with willingness to question ideas and concepts) should be evaluated carefully. The degree to which the candidate interacts well with others may provide some indication of this student's ability to accept discipline, certainly an important factor. After the relatively short interview session, you may find, however, that your rating will be based on an overall feeling you have about the candidate.

j. WRITING:

(1) Writing ability is of considerable concern for cadets and Coast Guard officers. The Academy feels this aspect should be taken into consideration in a "whole-person" evaluation. Insofar as possible, rate the candidate on his or her brief composition about why he or she would like to be selected for the AIM program.

(2) Again, this may have to be a one-shot impression after reading it. Look for clarity of expression, including directness. The logical and reasoned development of the ideas should be apparent. The writing should be free of grammatical, punctuation and spelling errors. Too many words, redundancy, and a lack of precision in word choice, mark clarity.

AUTHORIZATION FOR MEDICAL CARE AND MEDICAL RELEASE - Sample Form

PRIVACY ACT STATEMENT: In accordance with 5 USC 552(a)(3) , and 14 USC SEC 182 (For Training purposes in the Career Counselor Manual this statement in it's entirety has been omitted to conserve space).

I (We), the undersigned, am (are) the parent (s) and/ or legal guardian (s) of the person of _____, a minor, being under the age of eighteen (18) years. I (We) have specifically granted my (our) said Child permission to attend the Coast Guard Auxiliary Academy Introduction Mission program, (Project AIM), to be held at the U.S. Coast Guard Academy in New London, Connecticut from July _____2000 to July _____2000.

To the best of my (our) knowledge and belief my (our) said child has no mental or physical defects, diseases, or impairments, and during such program he / she may engage in physical activities, including drills, exercises and sports.

In the event that my (our) said child,, should become ill or injured while participating in this program, including the period of time while my (our) said child is traveling from his / her place of residence to the U.S. Coast Guard Academy, while at the U.S. Coast Guard Academy, and returning from the U.S. Coast Guard Academy to his/her place of residence, I (we) hereby authorize medical personnel, including trained nurses and "paramedics," to administer drugs, medication, blood, and medical treatment, to include emergency first aid and surgery, should such be necessary in the opinion of said medical personnel, to protect the life, health, or safety of my (our) said child. All decisions concerning medical treatment of all types may be made by such medical personnel.

In the event of an emergency I (we) can be contacted at the following :
telephone number(s): _____
and/or address(s):_____
_____
_____

I (we) further agree that any and all medical treatment deemed to be necessary and appropriate, in the opinion of such medical personnel, may be undertaken without notification to me (us). I (we) further represent and agree that in the exercise of the discretion in selection of medical facilities, medical personnel, the U.S. Coast Guard, the U.S. Coast Guard Auxiliary, and the officers, members, personnel, and employees thereof, are hereby released, indemnified and held harmless from any loss or liability they, or any of them may incur or suffer by virtue of acts or omissions in pursuance of the premises herein set forth. I (we) further agree to reimburse the said U.S. Coast Guard, U.S. Coast Guard Auxiliary, and the officers, members, personnel, and employees thereof, for any and all costs and expenses they, or any of them, may incur, in connection with such medical treatment.

Medical and Hospitalization coverage insurance, which includes coverage of my (our) said child, is in force and effect, being policy(ies)

Policy Number(s): _____
Wrtten by:_____

(Insurance company(ies) ***(If none. state "none").***

I (WE) HAVE READ AND UNDERSTAND THE AGREEMENT HEREIN CONTAINED:

Witness my (our) hand(s) this day of _____day of _____20__

Father _____ Mother _____ Guardian _____

STATE OF _____
COUNTY OF _____
ON THIS, the _____ day of _____, 20 ____

BEFORE ME, the undersigned authority, personally
appeared _____ known to me to be the person (s) whose name (s) is (are) subscribed on this instrument and who signed the same in my presence and (s) he (they) acknowledged to me that (s) he (they) executed the same as their free act and deed and that the same are true and correct.

(NOTARY SEAL)

Notary Public (name) _____
State _____ County _____

ANSC 7021 (sample)

MUST BE TYPED ON USCG AUXILIARY LETTERHEAD PAPER

TO John Buoy (DSO-CC)
FROM Sally Reflector (SO-CC)
DATE 30 April 99
SUBJECT DIVISION ##AIM CANDIDATES

1. The following is the numerically ranked list of AIM Candidates with AIM Selection Scores of 6500 or above from Division ##.

Name	Social Security Number	Selection Score	Ethnicity	Gender
XXXX XXXXX	XXX XX XXXX	7000	Hispanic	Female
XXXXX XXXXXX	XXX XX XXXX	6700	Black	Female
XXXX XXXXX	XXX XX XXXX	6600	Hispanic	Male
XXXX XXXXXX	XXX XX XXXX	6500	White	Female

2. Division XX had its best AIM year ever, both in quality and quantity of applicants. We attribute this to an increased effort to promote the Academy and AIM Program within the local media. Also, our college fair attendance has increased due to an increased number of flotilla members willing to assist with the program. The flotilla public affairs officer contacted the local media. Improved AUXMIS reporting of hours helped members be recognized. **(USE THIS PARAGRAPH AS AN OPPORTUNITY TO GIVE FEEDBACK ON AIM PROGRAM UP THE CHAIN OF LEADERSHIP AND MANAGEMENT.

ALSO ANY SPECIAL INFORMATION ABOUT CANDIDATES SHOULD BE NOTED HERE)

Sally Reflector
(SO-CC, Division XX)

Enclosures: Candidate Applications For AIM

(**NOTE: DSO-CCs should use this same format for their cover letter when forwarding their District Candidates to the AIM Project Officer. The only difference is that the DSO should put "P" next to the AIM Selection Score for all "Primary" Selectees and an "A" for Alternates. DSO-CCs are encouraged to provide feedback about the status of AIM in their respective Districts to the AIM Project Officer at CGA and DVC-PA in paragraph two.)

MUST BE TYPED ON USCG AUXILIARY LETTERHEAD PAPER

Date

Applicant Name

Address

City, State, Zip Code

Dear (insert applicant's first Name):

Thank you for participating in our "Project AIM" Evaluation Board. Unfortunately, our process was extremely competitive this year and you were not selected to be an AIM participant (elaborate if medical reason). The Evaluation Board was impressed by your many accomplishments and potential to attend the Coast Guard Academy and pursue a possible Coast Guard career.

I strongly encourage you to apply for admission to the Academy this coming fall. Participation in Project AIM is not a prerequisite for admission to the Academy.* Historically, a significant number of individuals who were not selected for AIM have received appointments to the Academy. Please contact me if you would like guidance concerning Academy Admissions procedures or information about many of the other programs offered by the Coast Guard.

I wish you the best of luck in the future.

Sincerely,

(NAME)

U.S. Coast Guard Auxiliary

Career Counselor

Street Address

Telephone and E-mail (if available)

* If your district is holding an AIM "Orientation Program", invite this individual to the event.

MUST BE TYPED ON USCG AUXILIARY STATIONARY OR LETTER HEAD

Applicant Name Date

Street Address

City, State, Zip Code

Dear (insert applicant's first name):

I am pleased to inform you of your choice by the Coast Guard Auxiliary as a (primary or alternate) selectee for "Project AIM".

Project AIM week for primary selectees will be held at the United States Coast Guard Academy in New London, CT. AIM week will begin on _____and will continue through _____. You may be asked to arrange for transportation to the Coast Guard Academy in New London, CT and to pay a $125.00 fee that will cover your meals while at the Academy.

Unfortunately, for alternate selectees, the number of positions for AIM Week is limited. The Academy will fill any vacant "primary" slots with alternates during the next few weeks. Academy personnel will notify you immediately if you are chosen to fill one of these vacant positions.

If for any reason you will not be able to participate, please notify me immediately. Additional information concerning your time of arrival, departure, and personal articles to bring will be sent to you within the next few weeks.

Congratulations on your selection. Thank you for your interest in the Coast Guard and your participation in the AIM program.

Sincerely,

(Name)

U.S. Coast Guard Auxiliary

Career Counselor

Address

Telephone and E-mail (if available)

Copy: Guidance Counselor _____ High School

Academy Letter Head

June XX, 20XX

Dear AIM Selectee:

Congratulations on being selected as one of the two hundred participants in the XXXX Academy Introduction Mission (AIM). My staff and I look forward to your arrival on July XX, XXXX. We ask that you come ready to work hard, and ready to learn about the Coast Guard Academy and the Coast Guard.

Remember, AIM is designed to give you a realistic introduction to cadet life, with the major emphasis focusing on Swab Summer activities. You should be prepared to participate in physically strenuous activities such as running, swimming, calisthenics, push-ups, and the interplatoon athletic competition. Do not come expecting a summer camp. Be prepared to be challenged, both physically and mentally.

Throughout the week you will be exposed to many aspects of the Academy and the Coast Guard through lectures and actual hands-on experiences. You will have the opportunity to meet, formally and informally, with cadets and officers, and have your questions answered. By week's end, you should be well informed to decide if the Coast Guard Academy is right for you.

Enclosed you will find a Pre-Candidate Questionnaire (orange form), Academic Majors Overview and Academic Day Majors Request Forms. We ask that you complete the Pre-Candidate Questionnaire at home and bring it with you. When you arrive, we will collect the Pre-Candidate Questionnaire and your check for $125.00 made out to the COAST GUARD AIM PROGRAM. Please complete the Academic Day Majors Request Form and return it to me by July 1* XXXX.

If you have any questions concerning AIM, please contact your local Coast Guard Auxiliary AIM sponsor. If you need further assistance, you may call me at (800) 883-USCG.

Sincerely,

XX. XXXXXXXX

Lieutenant (jg), U. S. Coast Guard

AIM Program Coordinator

Encl: (1) Pre-Candidate Questionnaire
(2) Academic Majors Overview Form
(3) Academic Day Majors Request Form

ACADEMY INTRODUCTION MISSION (AIM) INFORMATION SHEET

Arrival/Departure: AIM participants are to arrive at the Coast Guard Academy AFTER 12:00 noon on Monday, July XX. Check-in will be at the Chase Hall Conference Room. Participants should plan on departing the Academy between 9:00 a.m. and 11:00 a.m. on Sunday, July XX. However, earlier departures can be accommodated as early as 4:00 a.m. on July XX.

Transportation: *Transportation between the participant's home and New London is the responsibility of the participant and/or the Coast Guard Auxiliary.* The Academy will provide transportation to and from Providence and Groton/New London airports, the New London train station, bus station, and ferry terminal only on July XX and July XX.

Housing: The Academy will furnish housing for all participants from July XX through July XX. If housing and subsistence are required either before or after AIM Week, it will be the responsibility of the student to make necessary arrangements. THE ACADEMY CANNOT ACCOMMODATE ANY EARLY ARRIVALS OR LATE DEPARTURES.

Articles to bring:

-Dark Blue Shorts (3-4 pair)
-Bluejeans
-Bathrobe and shower shoes
-Swimsuit (one piece recommended)
-Athletic socks (10)
-Comfortable Shoes
-Baseball type cap
-Washcloths (2)
-Medications (if required)*
-Money (telephone, laundry, souvenirs)
-Light Blue T-shirts (3)
-Towels (3)
-Underwear (10)
-Light jacket
-Check for *$125. 00* made out to COAST GUARD AIM PROGRAM
-Toiletry Articles
-Gym Shoes or Sneakers
-Wristwatch
-Pencil and paper
-Laundry Bag

(* If the student is on any medication(s), they must bring a letter from a physician indicating the medication(s) being taken, dosage and the student's ability to participate in the week's rigorous physical activities.)

Contacts (during the week): To contact participants in the event of an emergency prior to 4:00 p.m. EST, please call LTJG XXX XXXXX, AIM Project Officer at(800)883-USCG. For after hours emergencies, please call the Cadet Watch Office at (860) 444-8294.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ANSC 7022 (12-99)

U.S. COAST GUARD AUXILIARY

AIM CANDIDATE TRAVEL WORKSHEET

DIRECTOR OF ADMISSIONS
U.S. COAST GUARD ACADEMY
15 MOHEGAN AVE
NEW LONDON, CT 06320-4195

(This form can only be submitted by the DSO-CC no later than 1 JULY.)

DATE _____

From _____ DISTRICT

DSO-CC _____ TELEPHONE: HOME( ) _____ BUSINESS( ) _____

I. CANDIDATE INFORMATION

ALL INFORMATION SHALL BE COMPLETED. LEAVE NO BLANK SPACES

FULL NAME _____ MALE ☐ TOTAL SCORE _____

MAILING ADDRESS _____ FEMALE ☐

CITY _____ STATE ____ ZIP _____ SSAN _____

PARENT(s)/GUARDIAN _____ (H) _____ (B) _____

II. TRAVEL INFORMATION

TRAVELING TO: NEW LONDON ☐
PROVIDENCE ☐ USCGA ☐
HARTFORD ☐

ARRIVAL DATE: _____ TIME _____
ARRIVAL VIA: PLANE* ☐ TRAIN ☐
AUTO ☐ FERRY ☐ BUS ☐
*AIRLINE & FLIGHT #

TRAVELING FROM: NEW LONDON ☐
PROVIDENCE ☐ USCGA ☐
HARTFORD ☐

DEPARTURE DATE _____ TIME _____
DEPARTING VIA: PLANE* ☐ TRAIN ☐
AUTO ☐ FERRY ☐ BUS ☐
*AIRLINE & FLIGHT #

AN AIM REPRESENTATIVE WILL ARRANGE TO PICK UP AND RETURN CANDIDATE TO HIS / HER TRAVEL MODE ON PRESCRIBED DATES ONLY

III. AIM WEEK REQUIREMENTS CRITERIA

THE FOLLOWING AIM WEEK REQUIREMENTS / CRITERIA HAVE BEEN DISCUSSED WITH THE CANDIDATE BY AN AUXILIARY CAREER COUNSELOR.

AMPLE AND PROPER PERSONAL GEAR	YES ☐	NO ☐
AMPLE MEAL, HOUSING, AND SPENDING MONEY	YES ☐	NO ☐
PHYSICALLY FIT FOR STRENUOUS PARTICIPATION	YES ☐	NO ☐
DOES CANDIDATE TAKE ANY MEDICATION ?	YES ☐	NO ☐

If "yes", what kind and how often? _____

DOES THE CANDIDATE WEAR CORRECTIVE LENSES ?
If "yes", glasses ☐ and / or contact lenses ☐

IV. WORKSHEET DISTRIBUTION

BE SURE **ALL** COPIES ARE LEGIBLE

SEND COPIES TO:

DVC-PA - Career Counselor - Division Chief
BC-PAS - Career Counselor - Branch Chief Academy Support
BC-PAA - Career Counselor - Atlantic Branch Chief
DSO-CC - District Staff Officer - Career Counselor

Previous editions are obsolete

Instructions for AN SC 7022 (1299)

AIM CANDIDATE TRAVEL WORKSHEET

A. **GENERAL** - This travel worksheet should be completed by the District Staff Career Counselor, DSO-CC, for each AIM candidate's schedule.

B. **HEADER INFORMATION**
1. DATE - Enter date completed in DD/MM/YY format.
2. FROM - Enter district submitting travel schedule.
3. DSO-CC - Enter DSO-CC name, home and business telephone number.

C. **SECTION I - CANDIDATE INFORMATION** - ALL SPACES MUST BE FILLED.
1. Full Name - Enter the full name of the candidate (Last, First, Middle).
2. Gender - Check the appropriate box.
3. Score - Enter the candidate's total score.
4. Address - Enter the candidate's complete mailing address.
5. School# - Enter the candidate's school number.
6. SSN - Enter the candidate's Social Security Number.
7. Parent(s)/Guardian(s) - Enter the name, (H) home and (B) business telephone number of the candidate's parent(s) or guardian(s).

D. **SECTION II - TRAVEL INFORMATION** - Complete this schedule for both travel to and from the Academy.
1. Check the last stop of the candidate's commercial travel schedule, indicating where the candidate is to be met.
2. Arrival - Complete with candidate's arrival date and time.
3. Arrival Via - Indicate the candidate's travel method.
4. Airline Flight # - Complete with the airline name and flight number arriving at and departing from destination.
5. Indicate if the candidate will require extra housing and meals because of travel connections and show the date(s) needed.

E. **SECTION III - AIM WEEK REQUIREMENTS CRITERIA**
1. All questions should have been discussed with the candidate. If this subject has not been discussed, it must be discussed before traveling.
2. If the candidate takes medication(s), indicate what the medication(s) is/are and frequency.
3. If the candidate wears corrective lenses, check the appropriate box for glasses or contact lenses.

F. **SECTION IV - WORKSHEET DISTRIBUTION**
1. Distribute copies according to the distribution instructions.

COAST GUARD PROGRAM GENERAL REQUIREMENTS

REGULAR ENLISTED PROGRAMS

Regular enlistment in the Coast Guard offers applicants a variety of job/career options, many of which include guaranteed training. Guaranteed Class "A" Schools, guaranteed geographic assignment, accelerated advancement, and enlistment bonuses may be available to qualifying applicants. Because enlistment bonus amounts and qualification requirements for various enlistment incentives are subject to change, consult with RIC on a regular basis.

I. REGULAR ENLISTMENTS/NO PRIOR MILITARY SERVICE.

A. **AGE**: 17-27. Applicants must not have reached their 28th birthday. 17-year olds require parental consent.

B. **PHYSICAL**: Must be in good physical condition and pass a physical examination.

C. **EDUCATION**: High school graduates preferred. Applicants with a GED may be accepted. Check with RIC and refer applicant to recruiter.

D. **WRITTEN EXAM**: Applicants must obtain score of 40 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). Eligibility for specific Class "A" Schools may require meeting or exceeding minimum scores in one or more sub-tests within the ASVAB. Check with RIC on requirements for various Class "A" Schools.

E. **CHARACTER**: Must be of good moral character, ideally with no police record or drug or alcohol-related incidents. Some minor infractions of the law may not necessarily disqualify applicant. Recruiter will review record and decide.

F. **DEPENDENTS**: Cannot have more than two (2) DEPENDENTS. Single parents with sole custody of minor child are not eligible to join.

II. REGULAR ENLISTMENT/WITH PRIOR MILITARY SERVICE.

A. **AGE**: Applicants must not have reached their 30th birthday. Prior ..... service members enlisting in pay grade E-4 or above must not have ..... reached their 40th birthday. Exceptions may be granted to those enlisting in accordance with the current open rate list. Consult with the RIC.

B. **PHYSICAL**: Same as I.(B).

C. **EDUCATION**: Same as I.(C).

D. **WRITTEN EXAM**: Same as I.(D).

E. **CHARACTER**: Same as I.(E).

F. **DEPENDENTS**: Petty Officers enlisting in accordance with the Open rate List must not have more than three (3) dependents.

III. TERM OF ENLISTMENT.

A. **NO PRIOR SERVICE:** Enlist for 2, 3, or 4 years active duty. Each program has an additional period of obligated active reserve and/or inactive reserve service.

B. **PRIOR SERVICE:** Enlist for 4 years. Must complete eight (8) weeks of basic training at Cape May, NJ.

C. **PRIOR COAST GUARD:** May reenlist for either 3, 4, 5, or 6 years.

NOTE: The Four-Year enlistment is the conventional enlistment of choice. This enlistment not only helps the Coast Guard but the individual enlistee as well. The nonprior service enlistee can qualify for and receive guaranteed Class "A" School and other enlistment incentives not available with the 2- and 3-year initial enlistments.

RESERVE ENLISTED PROGRAMS

The Coast Guard Reserve is one of the most rewarding part-time jobs available. Through active drilling, Reservists perform duties which are in direct support of active duty operations. This means that in the Coast Guard, a Reservist is a vital part of "Team Coast Guard" with their contributions being made on a part-time basis. This is a major advantage over the other Armed Forces, where Reserve Forces generally drill in a training situation only and rarely, if ever, encounter their active duty counterparts.

I. RESERVE ENLISTMENT/WITH NO PRIOR MILITARY SERVICE.

RK PROGRAM: An 8-year enlistment program for applicants 17-27 years old. Known as the student program, it applies to full-time students (high school juniors and seniors and college). This enlistment program consists of a split-phase of initial active duty; during the first summer, students attend 8 weeks of recruit training at Cape May, NJ, then are released from active duty (RELAD) to return to school. During second summer, they attend Class "A" School, then RELAD to Reserve Program. A 6-year drilling requirement commences after Phase One and continues after Phase 2, with 48 annual drills and 12 days of Active Duty For Training (ADT)*.

RP PROGRAM: An 8-year enlistment program for applicants 17-27 years old. Known as the Petty Officer Selectee program, it requires individuals to attend 8 weeks of recruit training at Cape May, NJ, followed by guaranteed Class "A" School. Upon completion of Class "A" School, individuals RELAD to the Reserve Program for 6-year drilling commitment with 48 annual drills and 12 days of annual ADT*.

RY PROGRAM: An 8-year enlistment program for applicants 17-26 years old. Requires individuals to attend 8-week recruit training at Cape May, NJ, followed by 30 days on-the-job training (OJT). Following completion of the OTJ training, applicants RELAD to Reserve Program for 6-year drill-

ing commitment of 48 annual drills and 12 days of ADT*.

RX PROGRAM: An 8-year enlistment program for applicants 26-39 years old with no prior service. Enlisted as direct petty officers (E-4 to E-6) based on civilian job skills and needs of the service. Requires individuals to attend a 2week Basic Indoctrination Class (REBI) at Cape May, NJ.

*The required 48 annual drills and 12 days ADT may be served on a flexible schedule determined between the applicant and the Coast Guard unit where applicant drills. This is especially helpful to those applicants attending school/college or those with rigid work schedules.

II. RESERVE ENLISTMENT/WITH PRIOR MILITARY EXPERIENCE.

Physical, education, written exam, and character requirements are the same as those for Regular Enlistment/No Prior Service. For applicants to the RK, RY and RP programs, number of dependents allowed is the same as those for Regular Enlistment/No Prior Service. For applicants to the RX program, number of depends is the same as those for Regular Enlistment/ With Prior Service.

RQ PROGRAM: An enlistment program of 2, 3, 4, 5, 6, or 8 years for prior service members with no remaining military obligation. Constructive age of applicant (actual age less years of active duty or active reserve service) must not exceed 40 years. Prior service (non-Coast Guard) must attend 2-week REBI course at Cape May, NJ. Prior service (Coast Guard) separated for more than 5 years must attend a 1-week version of REBI. Prior service (Coast Guard) separated for less than 5 years report directly to the Reserve Program for 48 annual drills and 12 days ADT*.

RN PROGRAM: For prior-service (non-Coast Guard) applicants who have not yet completed their initial military obligation. Age requirement are the same as for the RQ program. Length of enlistment must equal the number of years yet owed to the losing service but not less than 2 years. Applicants attend 2-week REBI at Cape May, NJ, followed by 48 annual drills and 12 days ADT* until completion of service obligation.

RJ PROGRAM: For prior-service (Coast Guard) applicants who have not yet completed their initial military obligation. Requirements are the same as RN program except that applicants report directly to the Reserve Program and do not attend 2-week REBI at Cape May, NJ.

OFFICER PROGRAMS

The purpose of Coast Guard Officer Programs is to provide the Coast Guard with individuals who possess educational and leadership attributes necessary to serve the nation as Coast Guard Officers. These programs range from broad to specific, depending upon the needs of the Coast Guard. Under the direction of the Coast Guard Recruiting Center, Coast Guard recruiters are tasked with the complete processing of most of the officer packages. This means that Auxiliary Career Counselors should also be familiar with officer programs beyond Coast Guard Academy opportunities to help identify prospects and potential applicants.

I. COAST GUARD ACADEMY: The requirements and application procedures to the Coast Guard Academy are addressed in the AIM. section of this manual and

in the current year Academy viewbook.

II. OFFICER CANDIDATE SCHOOL (OCS):

A. AGE: Applicants must be at least 21 but not more than 27 years old by the OCS convening date.

B. PHYSICAL: Applicants must be in good physical condition and pass a complete physical examination.

C. EDUCATION: Applicants must be in their senior year of college or hold a baccalaureate degree from an accredited college.

D. WRITTEN EXAM: Applicants must obtain a minimum qualifying score on either the Scholastic Aptitude Test (SAT), American College Test (ACT), or Armed Forces Vocational Aptitude Battery (ASVAB). Any test's most recent score is valid with no limitation on what year the test was taken.

E. CHARACTER: Applicants must be of good moral character with no police record, as well as no drug or alcohol-related problems. Some minor infractions may not necessarily be disqualifying. Check with RIC for record review.

F. DEPENDENTS: Not more than three dependents.

G. CITIZENSHIP: Applicants must be U.S. citizens.

H. MILITARY EXPERIENCE: No prior service required.

I. APPOINTMENT GRADE: Satisfactory completion of OCS results in a commission as a Temporary or Reserve Ensign (O-1).

J. TERM OF SERVICE: Following graduation from OCS, officers are obligated to three (3) years of active duty, followed by five (5) years inactive reserve time.

III. SPECIALIZED COMMISSIONING PROGRAMS: There are a number of very specific officer recruitment programs for which the Coast Guard has a defined need. These Direct Commission programs include: Lawyers, Aviators, Maritime Academy Graduates, Engineers, Prior Trained Military Officers (PTMO), Licensed Officers of the Merchant Marine, and Environmental Managers. Because these programs are subject to change, you should always check with the RIC in regard to the latest direct commission program details.

IV. SELECTED RESERVE DIRECT COMMISSION PROGRAM (RRDC): This program has very limited billets which must be verified by the RIC.

A. AGE: Non-prior service applicants must be at least 21 years of age but not have reached Heir 38th birthday by selection date. Prior military service may be used for applicants up to age 47 but constructed age (actual age less years of active duty or active reserve time) must not exceed 36.

B. PHYSICAL: Applicants must be in good physical condition and pass a complete physical examination (no medical problems or diseases).

C. EDUCATION: 60 college credit hours or at least 25% score on all College Level Examination Program (CLEF) exam portions.

D. WRITTEN EXAM: Same as II.D.

E. CHARACTER: Same as II.E.

F. DEPENDENTS: No requirements.

G. CITIZENSHIP: Applicants must be U.S. citizens.

H. MILITARY EXPERIENCE: Check with RIC for current directives.

I. APPOINTMENT GRADE: Ensign (O-1)

J. TERM OF SERVICE: Check with RIC for current directives.

V. COLLEGE STUDENT PRECOMMISSIONING INITIATIVE (CSPI). This is a scholarship program for college sophomores or juniors attending Historically Black Colleges and Universities, member schools of the Hispanic Association of Colleges and Universities, and other approved institutions of higher learning. Persons selected attend eight weeks of military training curing the summer and, after graduation from college, attend the 17-week Officer Candidate School (OCS), resulting in commissioning as an Ensign in the Coast Guard. Eligibility requirements mirror those for OCS applicants and persons selected for the CSPI scholarship must maintain a 2.5 Grade Point Average (GPA) or better.

CG RECRUITING MATERIALS (EXCLUDING CG ACADEMY)

1. This section describes the Coast Guard recruiting materials and will help you get best use from the current brochures. From the first flicker of interest in a prospect's eyes to the time they sign on the dotted line, there is a different recruiting piece to help you sell the Coast Guard. If used at the proper time, these brochures can be very powerful sales tools. In addition to the variety of brochures, applicants can obtain timely, helpful information on the various recruiting programs available through the Coast Guard from two other sources: toll-free phone numbers and Web sites. At present there are two toll-free numbers: 1-800-GET-USCG and 1-877-NOW-USCG. The Coast Guard's recruiting Web site is www.uscg.mil/jobs.

   a. LEAD GENERATORS. These are small information brochures that usually include a tear-out Business Reply Card (BRC) attached. Lead generators are available for both Regular and Reserve enlisted programs. "Ready For Action" is used for persons interested in Regular enlisted programs, while "Want To See Some Action This Weekend?" is for Reserve enlisted programs. These small brochures are designed to get persons interested in either program. They are short and exciting, designed to gain a prospect's interest and get them to come back for more. Lead generators are inexpensive so you can use them freely. Use them at school career days, fairs, boat show booths, malls, ships, etc.

   b. FULFILLMENT BROCHURES. These should be given to persons who have already received a lead generator and are looking for more information, or to a qualified lead (pre-screened for meeting the minimum qualifications). "Jobs That Matter" is for both Regular and Reserve enlistment programs. A candidate you have talked to at a career fair, or a walk-in who has been pre-qualified are likely prospects for a fulfillment piece. These are expensive and not to be freely handed out or given to unqualified people.

   c. ENLISTED CAREER GUIDE. "Opportunities For Action" is the enlisted career guide. It is the most expensive piece of literature in your inventory. Ideally, the career guide should be given to a serious prospect who has been pre-qualified, has received a fulfillment piece, and is very much interested in joining the Coast Guard.

   d. MISCELLANEOUS AND SPECIALIZED LITERATURE. "One Day" and"The Many Missions Of The Coast Guard" are inexpensive recruiting pieces that can be distributed along with a lead generator. The "Officer Programs Folder" and "Direct Commission" inserts should be used exclusively for OCS and related direct commissioning program candidates.