



Coast Guard Assessment Form

(CGI-1561J (Rev 6/11))

For current version of this form go to:

http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1561.pdf

You can submit a request for CG Assessment at any time. **Before you can apply for Tuition Assistance**, you **must** have a CG Assessment on file with the Institute dated within the past four (4) years.

This is to be used as a Desktop reference ONLY. See Official SOP developed by CGI for additional information.



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If you plan on using Tuition Assistance, you must have an Assessment on file with CG Institute dated within the past 4 years.

- Part 2 is self-explanatory.
- Enter your Unit's OPFAC, not the ESO's.

Check the appropriate "Request For" circle:

Assessment: If this is your first request for an assessment.

Update to Assessment: If you are adding additional training of 40 hrs or more.

Official Transcript: If you are planning on attending a college and you want a transcript sent to the college.

You can select either of the first two boxes plus Official Transcript, you do not have to submit a separate request for each.

U. S. Department of Homeland Security U.S. Coast Guard CGI-1561J (REV 6/11)		Application for Transcript	
1. ELIGIBILITY			
Create an Assessment (Assess training for college credits) • Active, Reserve, Civilian Employee, Spouse*	Update an Assessment • Active, Reserve, Civilian Employee, Spouse*	Send Official Transcript to College • Active, Reserve, Civilian Employee, Spouse*, Retired/Separated	
* For non-military spouses, only CLEP/DANTES/DSST score reports can be transcribed onto a CG transcript.			
2. FOR ALL APPLICANTS			
Status <input type="text" value="Active Duty"/>	Request for: <input checked="" type="radio"/> Assessment (Not available for retired/separated)	<input type="radio"/> Update to Assessment (Not available for retired/separated)	
Rank/Rate <input type="text" value="YN2"/> <small>(e.g. SN, YN3, LTJG, GS-5)</small>	<input type="radio"/> Official Transcript (Available for retired/separated)		
Last name <input type="text" value="Coastie"/>	First name <input type="text" value="Joe"/>	MI <input type="text" value="B"/>	EMPLID <input type="text" value="11111111"/> <small>OR last 4 digits of SSN</small>
Email <input type="text" value="Joe.B.Coastie@uscg.mil"/> <small>Global email if available, otherwise personal</small>	Unit OPFAC <input type="text" value="0720140"/>	← Your Unit OPFAC	
If you are separating, enter your personal email address.			

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Block #3: Read steps A, B & C carefully, pay special attention to "Step B". As it states, if it is in Direct Access, do not enter anything in the Blocks below.

Remember, the CG Institute only recognizes courses that were 5 days (40 hrs) or more in length.

These blocks are specifically for "A" or "C" School Training.

The CG Institute does not track or record information/credits received from colleges/universities.

Those credits/transcripts must be requested directly from the college/university you attended.

3. FOR ASSESSMENT OR UPDATE REQUEST ONLY

Include all applicable documentation listed below with your application

A. Member's USCG Advancement History - This information is obtained from Direct Access. Before applying, review your DA promotion history and have any necessary changes/updates completed.

B. Member's "A" and "C" Schools - This information is obtained from Direct Access. Before applying, review your DA training history and have any necessary changes/updates completed. Documentation is required for Emergency Medical Technician, Boarding Team Member and Boarding Officer or any other school whose location cannot be determined in DA.

C. Prior military training and other Non-Coast Guard school information

- Courses NOT listed in Direct Access that are 5 or more days in length.
- Courses attended at a DOD agency, other US Government agency or private agency that are 5 or more days in length. Do not use abbreviations or acronyms. Use full title of course as it appears on certificate of completion.
- Prior service. Attach a valid legible copy of your DD-214(s).

Full Course Title (A School, C School, etc.)	Location (TraCen Cape May)	Length (> 5 days)	Date Started	Date Completed

D. CLEP/DSST/Excelsior exams & DLPT results - Attach legible copies of score reports

E. Certificates & licenses - Attach legible copies (front & back when applicable). (i.e. FAA Pilot License, FAA Airframe & Power Plant License)
Temporary Airman Certificates cannot be accepted

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Page 2:

Enter your information again

If you want a copy sent to a college/university, enter the information in Section 4.

You may send copies to additional colleges/universities, see Page 3

If you are retiring/separating from the CG, enter your preferred mailing address so a copy of your "Unofficial Transcript" can be mailed to you.

Forms are submitted electronically to your ESO via email as an attachment.

Click inside the box to sign. You may need to create a digital signature if you don't already have one.

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Last name First name MI EEMPLID
OR last 4 digits of SSN

4. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (Must have completed an assessment request)

Mail Official Transcript to: (college mailing address)

ATTN University/College Name
Address
Address City State ZIP

If you need Transcripts sent to more than one college, additional college address can be added in Section 8 on page 3.

5. FOR RETIRED/SEPARATED PERSONNEL ONLY

Mailing Address: (By providing this mailing address, a copy of your unofficial transcript will be mailed to you.)

Address
Address City State ZIP
Contact Phone Best time to call

6. FOR ALL APPLICANTS

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99 / Rev. July 1, 1997), the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorized the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. My signature certifies that the foregoing information is true and accurate.

Applicant Signature

Date

Must be in Day-Month-Year Format (Ex: 28-Jan-13)

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Forms are submitted electronically to your ESO via email as an attachment.

Forms should have digital signature.

For better tracking purposes, it is better if you send requests for Transcripts through your ESO. He can submit the form via TACCTS.

7. SUBMIT TO CGI

Active Duty Members/Reservists/Civilian Employees

Submit Assessment & Updates

Submit all Assessment and Update requests through your ESO via TACCTS.

Submit Official Transcripts

Requests for sending Transcripts to colleges can either be submitted through your ESO or via the email, fax and mail addresses shown at right.

Retired/Separated and Spouses

Submit your request via:

Email: CGI-PF-ed_transcripts@uscg.mil

Fax: (405) 954-7249

Mail: Commanding Officer (RO)

USCG Institute

5900 SW 64th St., Room 228

Oklahoma City, OK 73169-6991

Generally you will receive a response to your request within 1 week, so please wait 1 week before contacting CGI on the status.

For the current version of this form, Retired/Separated and Spouses should go to:

http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1561.pdf

Submit your form either via Email, Fax or Mail as indicated above.



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Page 3:

Enter your information again

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Last name	<input type="text" value="Coastie"/>	First name	<input type="text" value="Joe"/>	MI	<input type="text" value="B"/>	EMPLID	<input type="text" value="1"/>					
<small>OR last 4 digits of SSN</small>												
8. FOR OFFICIAL TRANSCRIPT REQUEST ONLY (To send Transcripts to multiple colleges)												
Mail Official Transcript to: (college mailing address)												
ATTN	<input type="text"/>	University/College Name	<input type="text"/>									
Address	<input type="text"/>											
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	ZIP	<input type="text"/>					
Mail Official Transcript to: (college mailing address)												
ATTN	<input type="text"/>	University/College Name	<input type="text"/>									
Address	<input type="text"/>											
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	ZIP	<input type="text"/>					
Mail Official Transcript to: (college mailing address)												
ATTN	<input type="text"/>	University/College Name	<input type="text"/>									
Address	<input type="text"/>											
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	ZIP	<input type="text"/>					
Mail Official Transcript to: (college mailing address)												
ATTN	<input type="text"/>	University/College Name	<input type="text"/>									
Address	<input type="text"/>											
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	ZIP	<input type="text"/>					

Section 8: There are five additional blocks for sending copies of your Transcript to various colleges/universities.

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