

Advanced Education Program Student Guide

Rev. September 2013



POSTGRADUATE PROGRAMS	UNDERGRADUATE PROGRAMS
<ul style="list-style-type: none"> » Advanced Dentistry » Aeronautical Engineering – Avionics, MSIA, & Structures » Aviation Safety Systems » Civil Engineering/Civil Engineering MBA » Computers, Communication & Electrical Engineering » Healthcare Administration » Industrial Engineering » Industrial Hygiene » Industrial Management » Information Assurance » Information Technology » Naval Engineering » Ocean Engineering » Operations Research » Performance Technology » Physician Assistant 	<ul style="list-style-type: none"> » Advanced Computer & Engineering Technology (officer & enlisted) » Aviation Maintenance Technology » Damage Control Industrial Technology » Health Care Administration » Naval Engineering Technology » Civil Engineering Technology (CWO-MAT) » Contract Management (CWO-F&S) » Food Service/Culinary Arts (FSCA) » Storekeeper Financial Accounting (SKFA) » Yeoman Business Administration and Management (YNBA) » Human Systems Integration

Table of Contents

- I. WELCOME ABOARD..... 4**
 - 1. Mandatory Compliance..... 4
 - 2. Chain of Command..... 4
 - 3. Your Job..... 4
 - 4. Email..... 4
 - 5. Degrees Required..... 5
 - 6. Headquarters Stakeholders..... 5
 - 7. Declining Your Selection..... 5
 - 8. ACET..... 5
- II. Process Overview 6**
- III. Explanation of Paperwork..... 8**
 - 1. Service Obligation Letter/Agreement 8
 - 2. Degree Plan Proposal (DPP)..... 8
 - 3. Cost Share Letter..... 9
 - 4. Letter of Fiscal Responsibility 10
 - 5. Request for Orders (RFO)..... 10
- IV. Researching Schools 11**
 - 1. School Location 11
 - 2. Study Abroad (not authorized)..... 11
 - 3. Online Degrees 11
 - 4. Online Courses..... 11
 - 5. Foreign Travel for Class 11
 - 6. Summer Courses 11
 - 7. Preferred and Non-Preferred School Programs 12
 - 8. Accreditation..... 12
 - 9. SPO in the Vicinity 12
 - 10. Military Transfer Credits 13
 - 11. Internships and Co-ops 13
- V. Applying to Schools..... 14**
 - 1. When to Apply..... 14
 - 2. Application Fees 14
 - 3. In-State Tuition 14
- VI. Reporting to School 15**
 - 1. Check-In..... 15
 - 2. Student Contact Info Form..... 15

VII. While In School	16
1. Tuition.....	16
2. Book Reimbursements	16
3. Weigh-Ins, Dental, Medical	16
4. Grade Reporting.....	16
5. Enlisted Performance Evaluations	16
6. OER's.....	17
7. Academic Requirements	17
Full Time Student	17
Summer Classes	17
Grades/GPA	17
Remedial Classes	18
Add/Drops.....	18
Failures/Withdrawals/Incompletes	18
Challenge Exams	18
8. Thesis or Senior Project	19
9. Leave.....	19
10. Foreign Travel for Leave	20
11. Hospitalization	20
12. Conduct/Misconduct	20
13. Mandatory Training	20
14. Advancements/Promotions	20
15. Post 9/11 GI Bill	21
16. Tuition Assistance (not authorized)	21
17. Government Travel Credit Card	21
VIII. Completing School.....	22
1. E-Resume.....	22
2. Household Goods.....	22
3. Close Financial Obligations	22
4. Diploma & Final Transcripts	22
5. Departing OER	22
6. Thesis or Senior Project	22
Appendix A – Preferred Schools.....	A-1
Appendix B – ACET – Additional Requirements	A-4
Appendix C – DUINS OER Instruction.....	A-6
Appendix D – Student Personal Foreign Travel	A-9

Appendix E – DPP Completion Instructions.....A-12

I. WELCOME ABOARD

Mandatory Compliance

You shall read and comply with all guidance set herein.

Chain of Command

Your new unit is DCMS-81. Your immediate supervisor is Mary Fuata, (202) 475-5737, email: DCMS81AdvancedEd@uscg.mil. She is the DCMS-81 Advanced Education Program Administrator and is always your first call or email for any issues, e.g. applying to school, check-in, class approvals, class changes, evaluations, and other items. To add perspective, here are four examples of when to call DCMS-81:

A. Questions on submitting your Degree Plan Proposal (DPP), Request for Orders (RFO), or course loads, contact DCMS-81.

B. If your school cancelled a class, contact DCMS-81 immediately.

C. If you are worried about failing a class, contact DCMS-81 immediately.

D. For any conduct issues (including DUIs, etc.), contact DCMS-81 immediately.

Your Job

Your job is to be a student and to follow your approved Degree Plan Proposal (DPP). You are accountable for advising DCMS-81 of any issues that affect your ability to follow your DPP or to carry out your responsibilities as active duty military members. Failure to follow the guidelines in this document may result in the following: UCMJ disciplinary action, removal from the program, repayment of government funds, or other appropriate actions.

Email

Send all correspondence to: DCMS81AdvancedEd@uscg.mil

Communication concerning financial claims must be submitted to FORCECOM at HQS-PF-fldr-FC-513@uscg.mil and copy to DCMS81AdvancedEd@uscg.mil.

A. The format for the e-mail subject line is:

NAME/EMPLID/PROGRAM/SCHOOL/GRAD DATE/YOUR ISSUE

Example: LT Smith/1234567/Elec Eng/Univ Miami/May 2013/Update DPP

B. Send your correspondence from a professionally appropriate email address, such as YOUR_NAME@GMAIL.COM. Do not use emails such as “drunkenfool@yah.com” or “psychokilla@gog.com.” Emails received from inappropriate addresses will be deleted without being opened.

**Degrees
Required**

All programs require the attainment of a degree. If for any reason it becomes apparent that you MIGHT NOT attain a degree, contact DCMS-81 immediately.

**Headquarters
Stakeholders**

A. DCMS-81 (Mary Fuata): Advanced Education Program Administrator

B. FORCECOM (Ann Duncan): Coordinates tuition and reimbursement payments.

C. OPM/EPM: Manages personnel assignments.

D. RFMC: The Program Manager for enlisted education programs.

E. DCMS-81 Specialty Force Managers (LCDR Robitaille and LCDR Patton): Reviews and manages your program through partnership with sponsoring program managers.

F. Program Managers: Determine the education requirements of your sponsoring program.

**Declining Your
Selection**

If you decline your selection for advanced education, you must notify DCMS-81 ASAP. After you decline, there is no option for reinstatement. Selectees have 10 days to decline after receiving notification of selection from OPM/EPM.

ACET

In addition to the following instructions, ACET students have additional requirements contained in **Appendix B**.

II. PROCESS OVERVIEW

- Step 1** Advanced Education Selection Panel convenes (Late Summer/Early Fall)
-
- Step 2** Initial Notification made via message, then:
- A. OPM/EPM transmits a *Service Obligation Letter/Agreement*
 - B. DCMS-81 sends you *Degree Plan Proposal (DPP)* instructions
-
- Step 3** You must sign and return the Service Obligation Letter/Agreement to OPM/EPM.
-
- Step 4** You must select some prospective schools. Complete a DPP for each school. This will require extensive coordination with each school, so plan accordingly. Email your DPPs to DCMS-81 before the deadline (set by DCMS-81). Requirements:
- A. Complete a DPP for at least two schools. One must be a preferred school.
 - B. Each DPP lays out – **in detail** – your class schedule, tuition, and fees. This information is used to allocate funding required for your program and should be as accurate as possible.
 - C. You must develop a class schedule for your entire stay at school including summer classes. The DPP must show every class (especially electives you have selected). **Note:** electives such as “Golf 101” and “Tennis for Engineers” are not acceptable.
 - D. Your DPP will be evaluated and either approved or returned for corrections.
-
- Step 5** If DPP corrections are required, revise the DPP and resubmit in short order.
-
- Step 6** Once your DPP is approved, you will receive a DPP Approval Letter with amplifying instructions on the following:
- A. Selecting the approved school you will attend

- B. Applying to approved schools
- C. Obtaining *Acceptance Letters* from your schools
- D. Completing your *Request For Orders (“RFO”)*
- E. *Cost Share Letters*
- F. *Letters of Fiscal Responsibility*

Important: If the above instructions are not completed by May 15th, then you may be removed from the program.

Step 7

Upon completing all the requirements in Step 6, you will receive PCS orders within 60 days from OPM/EPM.

Step 8

Follow the normal PCS process and coordinate transfer with your departing and receiving SPO for PCS paperwork completion.

Step 9

Check in to your receiving SPO. Report to school.

III. EXPLANATION OF PAPERWORK

Service Obligation Letter/ Agreement

- A. This letter will be emailed to you by OPM/EPM.
 - B. There is a required service obligation payback for attending any education program. It is 3 months payback for each month of school in the first year, 1 for 1 thereafter.
 - C. You must sign and return this letter/agreement to OPM/EPM within 30 days of receipt.
 - D. Enlisted members must execute an extension/reenlistment before receiving orders.
-

Degree Plan Proposal (DPP)

- A. Obtain a copy of a blank DPP at:
<http://www.uscg.mil/dcms81/adved.asp>
- B. Submit separate DPPs for at least two schools. There is no maximum.
- C. Wait for approval of your submitted DPPs for your prospective schools
- D. Apply to your approved schools
- E. Obtain your school acceptance letters
- F. Select the approved program from the schools that have accepted you.
- G. You are **responsible** for following the class schedules delineated in your DPP and for keeping your **DPP updated** if classes are cancelled or tuition changes. If any deviation from your approved DPP is required or contemplated, you must immediately contact DCMS-81 with details concerning the change.
- H. DPPs provide in detail your class schedules and tuition for your entire program.
- I. Things to consider while building your DPPs:
 - (1) Most schools publish a core curriculum and elective requirements for each study program. Use this information to construct your DPP.
 - (2) Classes for your 1st year must be accurate.

(3) For the 2nd year, a best estimate of classes may be required, as some schools do not publish available classes until immediately before the semester begins.

(4) If you attend a school with an estimated DPP, then you must submit an updated DPP once the schedule becomes available.

(5) You will be held accountable for adhering to your approved DPP regardless of the situation. Understand that the DCMS-81 staff compares your grade submissions to your currently approved DPP. If a discrepancy is noted, you will be called on to explain the situation. Be proactive and submit or notify DCMS-81 of any pending changes, even if they were unexpected such as a last minute class cancellation by the school.

J. You may submit separate DPPs for different degrees from the same school. However, if you submit multiple degree plans for the same school, you must submit an additional DPP for a program at a different school.

K. One of your DPPs must be from a preferred school unless your program does not have preferred schools. See Appendix A for the Preferred Schools list.

L. See Appendix E for further instructions on completing DPPs.

Cost Share Letter

A. DCMS-81 will email this to you.

B. You must review, sign, and return this binding document within 10 days.

C. In the cost share agreement, you consent to pay all costs exceeding the cap if you ultimately attend a school with tuition costs above the allocated funding cap. These costs are based on your DPP submission, therefore accuracy is vital.

D. The CG mandates that **all** students must sign this form. Even if you **plan** to attend a preferred school or you are **certain** that your non-preferred school will be under cap, this form must be signed. There is no assurance of 100% tuition payment for any student attending a program that exceeds the allocated CAP; as such, students should prepare alternative funding to complete their program in the event a funding gap occurs.

Letter of Fiscal Responsibility

A. If you are approved for a non-preferred school whose tuition is over the cap, then DCMS-81 will send you a Letter of Fiscal Responsibility

B. You and your command are required to sign this document.

C. This document states that your command deems that you aware of the financial liability you are incurring and that you have the ability to make the payments.

Request for Orders (RFO)

A. A blank RFO template is located at the same site as the blank DPP.

B. The RFO initiates your PCS orders (It may take up to 60 days to cut your orders).

C. In accordance with the instructions sent via email after school acceptance, you will complete your RFO and email it and the school acceptance letter to DCMS-81.

D. Your reporting date will normally be one week before classes start.

IV. RESEARCHING SCHOOLS

School Location The Coast Guard pays PCS costs to and from school. If proposing a non-preferred school, you should consider schools either in your current area or in areas with a high probability of follow-on assignment, e.g. Portsmouth, VA; San Francisco, CA; Washington DC; etc. Assignments are based on the needs of the service. Choosing an area with a high probability of assignment strengthens your argument for a non-preferred school, although this is not guaranteed.

Study Abroad Not authorized.

Online Degrees Authorization for online degree programs must be approved in writing from the Program Manager for the respective degree program.

Online Courses Will be considered only if that particular class is not being offered on campus and the class is required for your degree. Requests for online courses will be evaluated individually.

Foreign Travel for Class

A. Any college curriculum that requires foreign travel will not be approved.

B. Any optional foreign travel for college credit will not be approved.

C. Any foreign travel that is associated with a college, required for a class or curriculum, or that receives credit hours is considered official travel and will not be approved.

Summer Courses

A. You must take summer courses.

B. If your school does not offer summer classes, then you must take classes at another school, or go TDY to a local CG unit (you pay your own travel costs).

C. When selecting schools, consider that if you choose a school without summer classes and not located within a reasonable distance to a CG unit, then you will pay for travel costs to perform a TDY assignment at a more distant CG unit.

**Preferred and
Non-Preferred
School Programs**

A. If you desire a non-preferred school, then justification must be given in the Member Comments section (pg 1) of the DPP. You must articulate why the school is better for you and your program.

B. Post-graduate programs: **Appendix A** lists the preferred schools.

C. AMT and NET programs: **Appendix A** lists the preferred schools.

D. Health Care Admin – undergraduate program has no preferred schools. The Association of University Programs in Health Administration (AUPHA) certifies undergraduate and graduate health administration programs. You are encouraged to visit the AUPHA website to identify certified programs. Only AUPHA certified programs will be approved by the Program Manager for attendance.

<http://www.aupha.org/i4a/pages/index.cfm?pageid=3359>

E. Other undergraduate programs (e.g. ACET, DCIT, Industrial Hygiene SK Financial Accounting, and YN Business Admin): No preferred schools. You are encouraged to select schools affiliated with the Service Members Opportunity College (SOCCOAST) Consortium. SOCCOAST institutions are suggested for guidance as they have qualified programs and are military friendly. For school listings:

<http://www.soc.aascu.org/>

Accreditation

A. Your school must be accredited. Check the “Database of Accredited Programs and Institutions” at the following link:

<http://www2.ed.gov/admins/finaid/accred/index.html>

B. All engineering postgraduate programs must be ABET certified. Check the following website:

<http://www.abet.org/AccredProgramSearch/AccreditationSearch.aspx>

**Servicing
Personnel Office
(SPO) in the
Vicinity**

A. In selecting schools, consider the distance to the nearest SPO.

B. Your SPO will work with DCMS-81 to handle your check-in, travel issues, weigh-ins, etc.

C. By deciding on a school, it is presumed that you accept the travel time you will incur in having to drive to the SPO for weigh-ins, etc. You are responsible for all travel costs between your school and your SPO.

**Military
Transfer Credits**

You may consider schools that accept ACE credits (college credits or military experience/training).

**Internships &
Co-ops**

An internship or cooperative education program (co-op) marries work experience with academic learning.

A. Federal law and CG regulations limit participation. You are **prohibited** from participating in an internship or co-op if:

- (1) You receive pay for work performed
- (2) You work for a “for profit” company/organization
- (3) You work on a government contract, as/or with a contractor

B. You must attempt to avoid internships/co-ops. However, if an internship or co-op is required, you may participate, but only under the following conditions:

- (1) You must be in a non-pay status
 - (2) You may work only for a
 - i. CG unit
 - ii. Registered non-profit
 - iii. Government agency
 - (3) Submit a written request to DCMS-81, via your respective Program Manager, containing the following:
 - i. The name and address of the organization sponsoring the program
 - ii. The name and telephone number of the person who will be supervising you or providing your evaluation
 - iii. A description of duties required and program duration
-

V. APPLYING TO SCHOOLS

When to apply

- A. Apply after DCMS-81 returns your approved DPPs.
 - B. If you are running against a tight application deadline, then contact DCMS-81 immediately.
 - C. As soon as you receive DPP approval from DCMS-81, you must apply immediately.
 - D. Note: You should only apply to a school after your DPP has been approved. Application fees for non-approved schools may not be refunded.
-

Application Fees

- A. Your application fees will be reimbursed for up to three approved schools.
 - B. You may apply to more schools, but the CG will only reimburse you for three.
 - C. Your reimbursement claim must be submitted to FC-TEPD (ForceCom).
 - (1) You must complete a SF-1164 and include a receipt/proof of payment.
 - (2) Contact FORCECOM at (202) 475-5434 or HQS-PF-flidr-FC-513@uscg.mil for latest reimbursement procedures.
 - (3) A blank SF-1164 can be found at:
<http://www.uscg.mil/dcms81/adved.asp>
-

In-state tuition

Request in-state tuition from your school. If needed, DCMS-81 can supply a letter supporting in-state rates.

VI. REPORTING TO SCHOOL

Check-In

A. You must check in with your new SPO no more than one week prior to your first day of class.

B. Before departing your current unit, contact your new SPO to get their check-in list.

C. If your new SPO is not listed on your orders, contact your current SPO for direction.

D. You are attached to DCMS-81, but your local SPO will conduct weigh-ins, SWEs, and other personnel issues. If your SPO is a significant distance from your school, you may locate closer USCG units that can complete your weigh-in or SWE. Recommend you coordinate these requirements between your SPO and the local unit.

Student Contact Info Form

Obtain the form at the link below. You must complete it (provide your new address, email, phone, etc.) and email it to DCMS-81 within 15 days of reporting to the school. Resubmission of contact information is required for any changes, it is vital that we have the ability to quickly contact you if needed.

<http://www.uscg.mil/dcms81/adved.asp>

Coast Guard Personnel Accountability and Assessment System (CGPAAS)

All students shall review and update information for themselves and their dependents at the following link:

<https://cgpaas.uscg.mil>

VII. WHILE IN SCHOOL

Tuition

Contact FORCECOM-TEPD at (202) 475-5434 or HQS-PF-fldr-FC-513@uscg.mil to obtain the latest tuition payment procedures.

Book Reimbursements

A. Only available for enlisted and only for required books.

B. Claims must be submitted on a SF-1164. A blank form can be found at <http://www.uscg.mil/dcms81/adved.asp>.

C. With your claim, include an itemized list of the books you are claiming and copies of the receipts.

D. Contact FORCECOM-TEPD at (202)-475-5434 or HQS-PF-fldr-FC-513@uscg.mil to obtain submittal procedures.

Weigh-Ins, Dental, Medical

A. You are still on active duty. You must contact your local SPO to coordinate your weigh-ins IAW COMDTINST M1020.8F. You must contact your cognizant Health Record Custodian (HRC) to coordinate your individual medical readiness (IMR) requirements such as PHAs, dental exams, immunizations, etc. as set forth in COMDTINST M6000.1 (series). A list of HRC can be found at <http://www.uscg.mil/hq/cg1/cg112/cg1121/docs/pdf/PHAHRC.xls>.

B. Only your assigned SPO, or their designee, may conduct your weigh-ins.

Grade Reporting

At the end of each semester/term, all students (enlisted and officer) must email their grades to DCMS-81 within 10 days of their schools' grade postings.

Enlisted Performance Evaluations

A. The Enlisted Accessions, Evaluations, and Advancement manual, COMDTINST M1000.2 (series), 5.E.2.a requires that prior to departing your current unit you must receive a departure/regular evaluation.

B. Enlisted members do not receive evaluations while in school, COMDTINST M1000.2 (series), 5.E.1.b.

C. You may require a special evaluation following program completion in order to remain eligible for the SWE, Enlisted Accessions, Evaluations, and Advancement manual, COMDTINST M1000.2 (series), 3.A.4.b.

D. If your performance/conduct becomes substandard, a special evaluation may be completed.

OERs

A. All officers must complete DUINS OERs.

B. To complete your DUINS OER, follow the instructions in **Appendix C**.

C. OERS for all Officers are to be completed annually with an end of period of **June 30th**. Detachment OERs may be submitted later in order to include the degree information listed in Appendix C.

D. For PHS Officers, contact the PHS Liaison (CAPT Anita Arnold, anita.f.arnold@uscg.mil) for completion of your COER.

E. Obtain blank OER forms at:

<http://www.uscg.mil/PSC/opm/Opm3/Digital-Signatures.asp>

F. You will need Adobe Acrobat (not Reader) to complete your OER. If you do not have Acrobat, then check with your school computer lab/library or CG SPO.

G. Your DUINS OER must be submitted as a PDF. Email it to DCMS-81.

H. You must email DCMS-81 a copy of your transcripts (web page printout suffices).

Academic Requirements

A. You must be a full time student. Unless your school dictates otherwise, the following standard will be used:

Fall/Winter Semester – Master’s Program: 9-12 credit hrs

Summer Semester - Master’s Program: 6-9 credit hrs

Fall/Winter Semester - Associates/Bachelors: 12-16 credit hrs

Summer Semester - Associates/Bachelors: 8-10 credit hrs

B. You must take summer classes. If your school does not offer any, then you must take classes at another school for the summer, or go TDY to a local CG unit (you will pay the travel costs). Not taking summer classes does not waive the requirement to attain a degree.

C. Grades/GPA

(1) Your GPA must keep you in good standing with your school.

(2) You must earn a “C” or better in all classes.

(3) If you suspect that you will not pass a class, contact DCMS-81 immediately.

(4) Poor grades may result in your removal from the program.

D. Remedial classes are not authorized. If a special request is made by your school, then contact DCMS-81.

E. Add/Drops. You must first obtain DCMS-81 approval before adding/dropping a class.

F. Failures, Withdrawals, Incompletes

(1) Failure of two classes (D, E or F), or repeated withdrawals/incompletes during the program will result in removal.

(2) Failure of the same class a second time will result in removal.

(3) If you need to withdraw from a class, contact DCMS-81 for approval **prior** to withdrawal.

(4) If you receive an “incomplete” for a class, you must convert the class to a passing grade in the following term (or sooner, as set by the school).

(5) For any of the above listed scenarios, you may be required to repay the cost of the class.

G. Challenge Exams. If you attempt to “test-out” of a class, but fail the exam, it will be counted the same as an F in an attended class.

(1) Reimbursement. Fees for “credit” in lieu of attending the class will be reimbursed if:

i. The course is required for your degree and is on your approved DPP.

ii. You passed the challenge exam.

(2) Your reimbursement claim must be submitted to FC- TEPD.

i. You must complete a SF-1164 and include a receipt/proof of payment.

ii. Contact FORCECOM (202) 475-5434 or HQS-PF-fldr-FC-513@uscg.mil for reimbursement procedures.

iii. A blank SF-1164 can be found at
<http://www.uscg.mil/dcms81/adved.asp>

Thesis or Senior Project

At the end of your program, you may be required to complete a senior project (undergraduate) or thesis (graduate).

A. Coordinate your topic with your school. The CG will not assign you a topic.

B. Note that programs within the CG typically have projects that may be considered for a thesis. Contact DCMS-81 for direction on learning about them.

C. You must submit your proposed senior project/thesis topic to DCMS-81 for approval.

D. After your senior project/thesis is complete, you must email it to LCDR Mark Patton at mark.b.patton@uscg.mil for inclusion in the CG repository.

E. You may review theses from prior CG students in the DCMS Thesis Library at: <http://www.uscg.mil/dcms81/adved.asp>

Leave

A. As long as you remain in the local commuting area, you are not required to take leave during short school breaks (holidays, spring break, etc.).

B. If you will be away from your local commuting area for more than 72 hours, you must submit an absence request for approval. Submission is through the Direct Access Absence Approval process in [Direct Access](#).

Requests should be routed as follows:

LT James Crockett (Enlisted Programs) james.a.crockett@uscg.mil

LCDR Mark Patton (CG-6 Programs) mark.b.patton@uscg.mil

LCDR Roger Robitaille (CG-1, CG-4, CG-9 Officer Programs)

roger.g.robitaille@uscg.mil

For PHS Officers, contact the PHS Liaison (CAPT Anita Arnold, anita.f.arnold@uscg.mil) for completion of your leave requests.

**Foreign Travel
for Leave**

Appendix D provides details on student personal foreign travel requests.

Hospitalization

If you are hospitalized (inpatient status), either in a military or civilian hospital, you must notify your HRC and DCMS-81 immediately and provide the following information:

- A.** Date and facility where you were admitted.
 - B.** Estimated duration.
 - C.** Your name and a method to contact you.
-

**Conduct/
Misconduct**

Civil arrest and complaints filed against you must be reported to DCMS-81 and may result in removal from the program and possible disciplinary action.

You remain on active duty and are a representative of the Coast Guard. You remain subject to Coast Guard regulations and the Uniform Code of Military Justice.

**Mandatory
Training**

You are responsible for completing all CG Mandatory Training. Coordinate ahead of time with your SPO.

**Advancements/
Promotions**

Enlisted/officers are eligible for all advancement/promotion opportunities while in school. However, if you are promoted before beginning school, you may be disqualified from the program, e.g. putting-on O5 the day before reporting to school.

- A.** Enlisted may participate in the SWE if qualified. Per COMDTINST M1000.2 (series) 5.E.1.b, enlisted students do not receive EERs, but may require a special evaluation after the program to remain SWE eligible.
 - B.** For the E-7 through E-9 SWE, EERs from the 2 years prior to entering Advanced Education will be used in calculating the SWE marks factor.
 - C.** If you desire to participate in an accession program (CWO application, CWO-LT, Direct Commission, etc.), you must obtain an endorsement from your departing command prior to reporting to school. This must be in the form mandated by the particular accession program (OER, endorsement memo, etc).
-

Post 9/11 GI Bill

It takes approximately six months for VA certification to use the bill. Qualified active members may have up to 36 months of benefits. Contact the VA to see if you qualify. Contact your school's VA department for SOP. If you elect to use the bill, then advise DCMS-81 immediately and do not accept any CG tuition payments.

Tuition Assistance

Not authorized during sponsored advanced education programs.

Government Travel Credit Card

While in the program, you are not authorized to use your government card until you PCS.

VIII. COMPLETING SCHOOL

E-Resume

Use E-Resume to communicate billet desires to your detailer. Enlisted personnel must submit E-Resumes to their Rating Force Master Chief (RFMC) for endorsement. Timelines:

- A. Submit by 01 Sep, if you graduate the following May – Oct.
 - B. Submit by 30 Jun, if you graduate the following Nov – Feb (Mid-Year Graduate).
 - C. For all others, contact your detailer for direction.
-

House Hold Goods

After you receive orders, work with your SPO to schedule your HHGs shipment.

Close Financial Obligations

You must check with your school to ensure all bills are paid. If there are any payment issues, contact FC-TEPD at (202) 475-5434 or HQS-PF-fldr-FC-513@uscg.mil.

Diploma & Final Transcripts

Email a copy of both to DCMS-81 to receive your competency.

Departing OER

Officers must submit a departure OER per Sec. VII.6 of this document.

Thesis or Senior Project

Email your final thesis or senior project report to LCDR Mark Patton (DCMS-81) at mark.b.patton@uscg.mil.

Appendix A – Preferred Schools

1. Advanced Dentistry
 - Naval Postgraduate Dental School (Walter Reed National Military Medical Center)
2. Aeronautical Engineering - Avionics / Project Management
 - Johns Hopkins
 - Old Dominion
 - Colorado School of Mines
 - Purdue
3. Aeronautical Engineering – Structures
 - Purdue
4. Aeronautical Engineering – MSIA
 - Krannert School of Management, Purdue
5. Aviation Maintenance Technology (AMT)
 - Purdue
6. Aviation Safety Systems
 - Embry Riddle Aeronautical University, Prescott Campus
7. Civil Engineering (CE)
 - University of Illinois
 - University of Texas
 - Texas A & M
 - Virginia Tech
 - University of Washington
 - University of California, Berkeley – *California residents only*
 - Old Dominion
8. Civil MBA
 - University of Illinois
 - University of California – Davis
 - Georgia Tech
 - University of Texas
9. Civil Engineering Technology (CWO-MAT)
 - Old Dominion University
 - Tidewater Community College
 - Trident Technical College
 - Thomas Nelson Community College
 - Lake Superior College
10. Contract Management (CWO-F&S)
 - Northern Virginia Community College

11. Computers, Communication & Electrical Engineering (CCEE)
 - University of Maryland
 - Navy Postgraduate School
 - Old Dominion
 - University of California, Berkeley – *California residents only*
 - University of Rhode Island
 - Virginia Tech
 - Ohio University
 - Air Force Institute of Technology

12. Food Service Management/Culinary Arts Degree (FSCA)

Members selected for the FSCA degree program will attend the Culinary Arts and Hospitality degree program at the City College of San Francisco and pursue an Associate in Science (AS) degree in Culinary Arts or Food Service Management. The college is accredited by the Western Association of Schools & Colleges and recognized by the American Culinary Federation as a premiere culinary school.

13. Healthcare Administration
 - Army-Baylor University Graduate Program

14. Industrial Engineering (IE)
 - Texas A&M University

15. Industrial Management (IM)
 - Primary institute - Krannert School of Management, Purdue
 - Secondary institute – Rensselaer Polytechnic Institute

16. Information Assurance (IA)
 - Navy Postgraduate School
 - Air Force Institute of Technology
 - Norwich University

17. Information Technology (IT)
 - Navy Postgraduate School
 - University of Maryland
 - Old Dominion
 - University of Rhode Island
 - Ohio University
 - Air Force Institute of Technology

18. Naval Engineering (NE)
 - University of Michigan
 - University of New Orleans
 - Navy Postgraduate School
 - Georgia Institute of Technology
 - University of Washington – Seattle
 - Virginia Tech
 - Krannert School of Management – Purdue University

19. Naval Engineering Technology (NET)
 - Thomas Nelson Community College
 - Old Dominion University
 - Trident Technical College
 - Shoreline Community College
 - Tacoma Community College
 - Anne Arundel Community College

20. Ocean Engineering (OE)
 - Oregon State
 - Texas A & M

21. Operations Research
 - George Mason
 - William & Mary
 - University of Maryland
 - Navy Postgraduate School

22. Performance Technology
 - Boise State University
 - Florida State University
 - Indiana University
 - Old Dominion University
 - Penn State University
 - San Diego State University
 - University of Central Florida
 - Wayne State University

23. Physician Assistant
 - Inter Service Physician Assistant Program

Appendix B – ACET – Additional Requirements (Officer & Enlisted)

1. Degrees: Enlisted members and Warrant Officers are expected to pursue a degree in alignment with their specialty and academic background. Acceptable degree types are listed below:

- Associate in Science (AS)
- Associate in Applied Science (AAS)
- Associate of Engineering (AE)
- Bachelor of Science (BS)
- Bachelor of Applied Science (BAS)

2. Degree Types (Enlisted): Below is a guide to the degrees most associated with ratings.

<u>Rating</u>	<u>Degree Field (Major)</u>
AET	Avionics Engineering/Technology, Electrical/Electronics Engineering/Technology or Computer Engineering/Technology (hardware)
EM	Electrical/Electronics Engineering/Technology, Engineering Technology or Electromechanical Engineering Technology
ET	Electrical/Electronics Engineering/Technology, Computer Engineering/Technology (hardware), Engineering Technology, or Electromechanical Engineering/Technology
IT	Electronics Engineering/Technology, Computer Engineering/Technology, Computer Science, Network Engineering, Telecommunications Engineering/Technology, or Information Systems/Technology
MK	Mechanical Engineering/Technology, Engineering Technology, Electromechanical Engineering Technology, Marine/Naval Engineering/Technology, or Industrial Engineering
DC	Fire Science, Industrial Technology, and Civil Engineering
SK	Business Administration, Accounting, Finance
YN	Business Administration, Business Management

3. Degree Types (CWO):

<u>Rating</u>	<u>Degree Field (Major)</u>
AVI	Electronics Engineering/Technology, Engineering Technology, Electromechanical Engineering/Technology, or Avionics Engineering/Technology
ISM	Computer Engineering/Technology, Network Engineering/Technology, Computer Science, Telecommunications Engineering/Technology, Telecommunications Management, Information Technology, Information Systems Management

ELC Electrical/Electronics Engineering/Technology, Engineering Technology, Computer Engineering/Technology, Telecommunications Engineering/Technology, Electro-mechanical Engineering/Technology, Computer Science, InformationTechnology, or Information Systems Management

4. Degree Types (Officers – ENS, LTJG, LT): Any of the degrees listed above.

5. Accreditation: The college or university the member selects must be accredited by an accreditation organization recognized by the Council for Higher Education Accreditation. Examples of recognized accrediting organizations are:

- Middle States Association of Schools & Colleges
- New England Association of Schools & Colleges
- North Central Association of Schools & Colleges
- Northwest Association of Schools & Colleges
- Southern Association of Schools & Colleges
- Western Association of Schools & Colleges
- Accrediting Council for Independent Colleges & Schools

6. ABET Accreditation: It is also desired, but not required, that the college or university be accredited by the Accreditation Board for Engineering and Technology (ABET).

Appendix C – DUINS OER Instruction

DUINS OERS are now only required annually no matter what your rank is. All Officers must use form **CG-5310F (Rev. 06-13)**

BLOCK 1 (see example below):

- a. NAME (Last, Initials): Self explanatory.
- b. EMPLID: Self explanatory.
- c. GRADE: Self explanatory.
- d. DATE OF RANK: Self explanatory (YYYY/MM/DD).
- e. DATE REPORTED: Date you reported to DUINS (YYYY/MM/DD).
- f. UNIT: Name of the school you are attending.
- g. PERIOD OF REPORT: The beginning date is the day after the end date of your previous OER. For Annual OERs the end date will be 06/30. For Detachment OERs the end date will be the date the degree is awarded.
- h. OCCASION FOR REPORT: Select Detachment of Officer if you are completing your degree and transferring this assignment year. Select Annual if you are not.

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard OFFICER EVALUATION REPORT (OER) DUTY UNDER INSTRUCTION (DUINS)					Validation
PRIVACY ACT STATEMENT This information is requested under the authority of 14 U.S.C. 833 to determine an officer's suitability for promotion or job assignment. Submitting this information is mandatory. Failure to provide it could adversely affect promotion opportunities and job assignment or lead to disciplinary action.					
1. ADMINISTRATIVE DATA			(YYYY/MM/DD)	(YYYY/MM/DD)	
a. NAME (Last)	(Initials)	b. EMPLID	c. GRADE	d. DATE OF RANK	e. DATE REPORTED
Blue	G. O.	1234567	O2	2012 / 11 / 20	2013 / 08 / 10
f. UNIT		g. PERIOD OF REPORT (YYYY/MM/DD)		h. OCCASION FOR REPORT <i>(Mark only one)</i>	
University of Michigan		2013 / 07 / 30 TO 2014 / 06 / 30		<input checked="" type="radio"/> Annual <input type="radio"/> Detachment of Officer	

BLOCK 2 (see example below):

PRIMARY DUTY: DUINS

You must also add the following in the description field:

DUINS: School you are attending

DUINS TITLE: Title of the Coast Guard Program you are in (see list below)

DEGREE: Degree level, Degree field

2. DESCRIPTION OF DUTIES: List primary duty and summarize all duties and responsibilities.
PRIMARY DUTY: DUINS DUINS: University of Michigan DUINS TITLE: Naval Engineering DEGREE: Masters of Science, Naval Architecture and Marine Engineering
ATTACHMENTS:

DUINS Titles: Advanced Computer and Electronics Technology
 Advanced Dentistry
 Aeronautical Engineering – Avionics
 Aeronautical Engineering – MSIA

For Detachment OERs include your Cumulative GPA, Degree Awarded, and Date Awarded.
 (Provide a scale if your school uses one other than a 4.0 system)

4. COMMENTS
Cumulative GPA: 9.00 (on a 9.0 scale)

BLOCK 5: Leave blank.

5. PROGRAM MANAGER AUTHENTICATION				(YYYY/MM/DD)
a. NAME AND SIGNATURE	b. GRADE	c. EMPLID	d. TITLE OF POSITION	e. DATE / /
CG-5310F (06/13)				<input type="button" value="Reset"/>

Appendix D – Student Personal Foreign Travel

Ref: (a) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)

1. General: While attending an advanced education program, students frequently take advantage of the opportunity to complete personal travel in foreign countries. All active duty Coast Guard members require authorization to participate in personal foreign travel. Reference (a) provides the policy requirements to receive authorization for personal foreign travel. To facilitate the authorization process for advanced education students, this guide provides detailed steps for the authorization process. All travel requests should begin the submission process a **minimum of 30 days** prior to departure to ensure sufficient time for clearance and approval. Approval for certain countries may require a full 30 days for approval, so start early.

2. Permission: Active duty Coast Guard personnel must obtain advance permission for leave travel to foreign countries IAW reference (a). Students assigned to a DCMS Advanced Education Program must follow the procedures listed in this guide and receive travel authorization from DCMS-8D prior to commencing foreign personal leave travel.

3. Foreign Travel Checklist:

A. Initial Preparations

1. Check the requirements for LEAVE travel in the DoD Foreign Clearance Guide. This is where you will find out whether you need theater/country clearance. If you are required to go through APACS for country/theater clearance, please provide a print out of the final results. **If you are required to complete the SERE 100 and ISOPREP, they are on our website. Pay particular attention to filling out the ISOPREP (becomes classified when certain questions are answered). You will have to state in the remarks section of your APACS that you completed your AT/FP & SERE briefs/ISOPREP through your CSO at CGHQ and provide my name/number. <https://www.fcg.pentagon.mil/>
2. Check the FPCON/Terrorist Threat/Criminal Level (CAC card required) https://iatp.pacom.mil/threat_matrix
3. Check the Dept of State Travel Warning/Restrictions http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
4. Check the CDC website for Health Warnings <http://wwwn.cdc.gov/travel/default.aspx>
5. AT/FP Level I Brief: This is annual so it must be within a year. If you are unsure, complete it again. You can complete it on the CSS website or DoDs. If you complete it on our website, it automatically generates an email that we file in your security folder. <https://cgweb.comdt.uscg.mil/silc/pages/ATFPBriefing.aspx>
6. Once all required briefs and country/theater approvals have been completed, submit the Request Approval for Foreign Travel Memo to your Deputy Directorate via the

Command Security Office (CSO). Provide copies of approved APACS/SERE 100 Certificate/ATFP Level One as needed when routing the memo through the CSO.

7. **Note: Retain copies of all training completion and APACS approval, as these must be submitted with your travel request package.**
8. **Note: If you hold a TS/SCI clearance, ensure the USCG HQ CSS is aware of this status.**

B. Travel Request Memo

1. Once all required briefs and country/theater approvals are completed, submit a Request for Foreign Travel via the USCG HQ CSO and DCMS-81 Program Administrator for approval by DCMS-8D.
2. Work closely with the USCG HQ CSO to ensure all requirements are met prior to routing the memo. **You must provide proof of all required training as enclosures to the memo.** The attached sample memo (next page) provides a basic template. Please make adjustments for your individual situation.

U.S. Department of
Homeland Security

United States
Coast Guard



Command
United States Coast Guard

2100 Second Street, S.W. STOP XXXX
Washington, DC 20593
Staff Symbol: XXXXX
Phone: (202) XXX-XXXX
Fax: (202) XXX-XXXX
Email: name@uscg.mil

5500
21 Feb 2007

MEMORANDUM

From: Yourself

Reply to
Attn of:

To: Your Directorate
Thru: Command Security Officer (CSO)

Subj: APPROVAL FOR FOREIGN LEAVE TRAVEL

Ref: (a) Military Assignments and Authorized Absences, COMDTINST M1000.8, Article 2.A.2.h
(b) Military Civil and Dependent Affairs, COMDTINST M1700.1, Article 1.J

1. In accordance with reference (a), I request permission for the following travel:

- a. Type of travel: Unofficial – Leave
- b. Dates: 20 Nov 09 – 10 Dec 09
- c. Country to be visited: China
- d. FPCON/Terrorist Threat/Criminal Level: Alpha
- e. DOS Travel Warning/Restrictions: None
- f. Country/Theater clearance message required: No E-mail advanced notification of travel to the AmConsulate is required.
- g. AT/FP Level I training completed: 01 Nov 09
- h. Emergency Contact Information: Name and phone number

2. I have reviewed the CDC and Department of State travel guides. I have the necessary passport and vaccinations. I have been approved for leave during this period, and I will be utilizing commercial transportation. A IFPP is/is not required.

#

Appendix E – DPP Completion Instructions

DPP Section 1 – Student Info: Used to cut your orders.

DPP Section 2 – Contact Info: Input current info. You will update this after reporting to school. Enter both work and personal email addresses.

DPP Section 3 – Previous Education Info: List your previous schools, majors if any, dates attended, degrees or number of credits earned.

- a. Do not include Coast Guard institute transcripts.
- b. Enter your last GPA; indicate if it was college or high school.

DPP Section 4 (Parts A & B) – School/Degree Plan: Enter proposal number; one proposal (a.k.a. DPP) per school. Complete all fields.

DPP Section 4 (Part C) – School/Degree Plan: List each class (with credit hrs) for the entire program (including summers). List them chronologically by semester. Most programs typically begin during the Fall semester. For some schools, **only** the first year’s classes may be known. In those cases, list classes you likely will take later. Using the program curriculum requirements list will assist in developing your DPP scheduled classes.

1. Revise your DPP as soon as you have accurate info, and then submit it to DCMS-81 for approval.
2. The **revised** DPP must show classes **equivalent** to those listed in the **original** DPP, e.g. you cannot replace Calculus IV with Spanish.
3. Example of a properly filled-out section, showing all classes:

Term/Year	Course #	Course Title	Hours	
Fall 2012	ENEE 620	Random Processes in Com & Ctrl	3	} Fall 9 Credits
Fall 2012	ENEE 646	Digital Computer Design	3	
Fall 2012	ENEE 641	Math Foundations for Comp Sys	3	
Spring 2013	ENEE 621	Estimation and Detection Theory	3	} Spring 9 Credits
Spring 2013	ENEE 627	Information Theory	3	
Spring 2013	ENEE 720	Wireless Communication Theory	3	
Summer 2013	CMSC 411	Computer Systems Architecture	3	} Summer 6 Credits
Summer 2013	ENEE 435	Product Liability and Regulation	3	
Fall 2013	ENEE 633	Statistical Pattern Recognition	3	} Fall 9 Credits
Fall 2013	ENEE 723	Wireless Communication Network	3	
Fall 2013	ENEE 630	Advanced Dig Signal Processing	3	
Spring 2014	ENEE 625	Multi User Comms	3	} Spring 9 Credits
Spring 2014	ENEE 631	Digital Image and Video Process	3	
Spring 2014	ENEE 647	Design of Distributed Computer	3	

DPP Section 5 – Financial Info: Input the cost of tuition, mandatory fees, and books (only enlisted include book fees) by semester AND place each semester in the appropriate fiscal year. Here is a sample expenses breakdown:

- Fall Expenses (**Aug** – Dec) – **FY 12**: **\$5,850**
- Spring Expenses (**Jan** – May) – **FY 13**: **\$5,800**
- Summer Expenses (**May** – Aug) – **FY 13**: **\$4,200**
- Fall Expenses (**Aug** – Dec) – **FY 13**: **\$5,875**
- Spring Expenses (**Jan** – May) – **FY 14**: **\$5,825**
- Total Program Cost: **\$27,550**
- The **FY** corresponds with the **first month** of each semester.
- Enter the above tuition data into the DPP as follows:

Expenses (Tuition + Approved Fees+ **Books)					
Term-FY	Credit Hours	Tuition	Fees	**Books	Total
Fall 12	12	4000	1400	450	5,850
Winter					0
Spring 13	12	4000	1400	400	5,800
Summer 13	9	3200	800	200	4,200
Fall 13	12	4000	1400	475	5,875
Winter					0
Spring 14	12	4000	1400	425	5,825
Summer					0
Total Credits:	57				

TOTAL cost of program	27,550
------------------------------	---------------

**NOTE: Book expenses should be included only for enlisted students.

- a. **Tuition Caps:** Each program is capped at a maximum tuition.
 1. **If** you desire to attend a **non-preferred** school, **and** DCMS-81 approves it, **and** your school costs more than your cap, **then** you must pay the extra costs out-of-pocket.
 2. Rising Tuition Costs & Preferred Schools:
 - i. Nationally, tuition has increased 5 - 8% per year.
 - ii. Over the course of a decade, school tuition rose anywhere from 40 – 150%, depending on the school.
 - iii. Unfortunately, CG funding caps lag behind the national tuition rate increases, which lead to potential student cost shares. Students attending preferred programs will receive the maximum level of tuition payments available, however, all students should arrange for alternative funding methods to support their program in the event a funding gap occurs.

3. After your DPPs are approved, DCMS-81 will set your personal funding allocation in accordance with guidance in this section.

b. **Mandatory School Fees** (Required and charged to all students):

1. For enlisted, this includes the cost of required books. Review your school bookstore or an on-line bookstore to get an estimate.
2. Application and testing fees required by the accepted school and any graduation fees (not cap & gown) required at the end of your program.
3. Must submit proof that the fee is mandated by your school.
4. Acceptable proof of fees: copy of school's catalog, website, or letter from the school listing required fees, etc.

NOTE: You are responsible for identifying and estimating all **mandatory fees and book expenses**. The estimate may be updated through a revised DPP at any point where a cost increase is identified. If you fail to provide initial or updated estimates, you may be **accountable** for additional costs incurred.

c. **Fees NOT paid by the CG:**

1. Application fees for unapproved schools.
2. Parking
3. Consumables (paper, pens, disks, supplies, etc.)
4. Course add/drop fees
5. Certification test fee
6. Organization dues
7. Computers
8. Software, unless required for all students in the class
9. Hardware, unless required for all students in the class
10. Parts for labs when you selected the project
11. *Health insurance.* While in school, you remain on active duty; the CG will continue to provide all your medical care (within regulations). You should always request a waiver (in writing) of school health insurance.

d. **Length of Your Program.** Each program has a maximum length. For preferred schools, the length may be extended, but never to exceed 24 months. Contact DCMS-81 for details.

Program	Length in Months	Program	Length in Months
AE Avionics	18	IA	18
AE MSIA	12	IE	24
AE Structures	24	ITM	18
CE	17	IM	12
CE MBA	24	AMT	24
NE	24	CET	24
NET	24	Contract Management	24
OE	22	HSI	24
OR	18	HCA	24
DCIT	24	FSCA	24
ACET (Enlisted)	24	YNBA	24
ACET (Officer)	24	SKFA	24
CCEE	24		

DPP Section 6 – *PCS Orders Info*: Complete all fields. Dates must be accurate. You will report to school one week before the convening date. Your current command must endorse this section.

DPP Section 7 – *Approved Curriculum*: Leave blank.