



COMDTCHANGENOTE 1100
MARCH 7, 2016

COMMANDANT CHANGE NOTICE 1100

Subj: CH-1 TO COAST GUARD RECRUITING MANUAL, COMDTINST M1100.2F

1. PURPOSE. This Commandant Change Notice publishes a change to Coast Guard Recruiting Manual, COMDTINST M1100.2F.
2. ACTION. Commander, Coast Guard Personnel Service Center (CG PSC-c), and Commanding Officer, Coast Guard Recruiting Command (CGRC-c), are responsible for promulgating procedures and guidance necessary to effectively and efficiently implement the policy included in this Commandant Change Notice. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Commandant Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Recruiting Manual, COMDTINST M1100.2F, is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. This change corrects and clarifies policy associated with dependent criteria in Chapter 4 of this Manual. Dependent Criteria, Article 4.C.4.b. and Dual Military Obligations, Article 4.C.4.c. are modified to specify that the required dependent care plans will include a special power of attorney to provide for the care of children in the absence of the primary custodian.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X		X		X	X					
B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
E	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X			
F																	X	X	X								
G		X	X	X	X																						
H	X	X	X	X	X	X	X	X		X	X																

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excluded under current Coast Guard categorical exclusion #1 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 Code of Federal Regulations Parts 1500-1508, Department of Homeland Security and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRUBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites.
Internet: <http://www.uscg.mil/directives/>, and
CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. PROCEDURE. Remove and replace the following sections of Coast Guard Recruiting Manual, COMDTINST M1100.2F

<u>Remove</u>	<u>Replace</u>
Pages 4-11 to 4-12	Pages 4-11 to 4-12
9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
10. FORMS/REPORTS. The forms referenced in this Commandant Change Notice are available in USCG Electronic Forms on the Standard Workstation or on the
Internet: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>;
CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>; and
Intranet: <http://cgweb.comdt.uscg.mil/CGForms>.
11. REQUEST FOR CHANGES. Recommendations for changes or improvements to recruiting programs, recruiting policy, and/or the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

KURT B. HINRICHS /s/
Rear Admiral, U.S. Coast Guard Reserve
Director of Reserve and Military Personnel

4.C.4.b. Dependent Criteria

Table 4-6 below includes the dependency requirements for enlistment or commissioning. The Reserve requirements differ from the active duty requirements, most obviously in the number of authorized dependents, due to the customary part-time nature of the job. However, all members of the Coast Guard Reserve are subject to mobilization through either voluntary or involuntary recall. Waivers for excess dependents may be considered based on the needs of the Service. All eligible Coast Guard applicants who have sole or primary legal **or physical** custody of dependents must provide a dependent care plan with a **special power of attorney to provide for the care of children in the absence of the primary custodian**. Dependent care plans must be approved by CGRC.

Table 4-6 – Basic Dependency Criteria

IF THE PERSON IS:	THEN THAT PERSON:
A Prior-Service Applicant with Dependents, Previously Separated by Reason of Dependency Hardship or Unavailability for Unrestricted Worldwide Assignment Due to Dependent Issues	MAY APPLY – If the hardship or reason for separation or discharge no longer exists, and he/she meets the applicable dependency requirements.
Without Dependents	MAY APPLY
Unmarried with Sole or Primary Legal or Physical Custody of Dependent(s)	MAY NOT APPLY – However, he/she is eligible for the Coast Guard Reserve if he/she provides notarized, satisfactory documentation of a dependent care plan.
An Active Duty Coast Guard Petty Officer, Unmarried with Sole or Primary Legal or Physical Custody of Dependent(s) Applying for Temporary Commission Programs	MAY APPLY – If E-5 or above, with a minimum of four years of active military service (excluding any active duty for training) and at least two years of Coast Guard active duty service.
Applying for ANY Reserve Program	MAY APPLY – If he/she has no more than seven dependents.
Unmarried without Sole Custody OR Single or Married with Joint Custody (without Primary Legal or Physical Custody of Dependents)	MAY APPLY – If the number of dependents does not exceed: <ul style="list-style-type: none"> • Two for E-3 and below. • Three for E-4 and above.
Married with a Coast Guard Active Duty Spouse and Two other Dependents	MAY APPLY – If enlisting in pay grade E-4 or above. OR If spouse is in pay grade E-4 or above.

4.C.4.c. Dual Military Obligations

Coast Guard and Coast Guard Reserve applicants with dependents, whose spouse is currently on active duty or has a Reserve obligation, must provide satisfactory documentation of a valid dependent care plan with a **special power of attorney to provide for the care of children in the absence of the primary custodian.**

4.C.5. Financial Responsibility

Every applicant must be in good financial standing. All financial delinquencies must be disclosed during the application process; the applicant's financial obligations, current indebtedness, and dependent status will be evaluated against potential income in the pay grade in which he or she will be accessed. Financial irresponsibility will disqualify applicants expected to require a security clearance (i.e., all officer programs and certain enlisted ratings). Examples of financial irresponsibility include excessive debt, repossession, bankruptcy, and being 30 or more days delinquent on payments. Table 4-7 below shows the basic financial criteria.

Table 4-7 – Basic Financial Criteria

IF THE PERSON IS APPLYING FOR:	AND HAS:	THEN THAT PERSON:
Regular Enlisted OR Reserve Enlisted (RP or RK Programs) OR OCS-R (Reserve)	No debts, or total debt is not more than 30% of projected pay and allowances Total debt of more than 30% of projected pay and allowances Filed for bankruptcy (any Chapter) within 10 years	MAY APPLY MAY APPLY – with waiver. MAY APPLY – with waiver.
Reserve Enlisted (RQ, RN, RJ, RX, or RA Programs) OR OCS-T (Temporary) OR DCO Programs (including SRDC)	No debts, or total debt is not more than 80% of projected pay and allowances Total debt of more than 80% of projected pay and allowances Filed for bankruptcy (any Chapter) within 10 years	MAY APPLY MAY APPLY – with waiver based on availability of sufficient civilian income. MAY APPLY – with waiver.
NOTE: The income of a spouse is only included in the calculation of the applicant's debt ratio if the person is applying to access into the Coast Guard Reserve or when the applicant's spouse is on active duty.		