



COMDTINST 1780.1  
MAY 10 2002

COMMANDANT INSTRUCTION 1780.1

Subj: COAST GUARD EXCHANGE SYSTEM (CGES) SCHOLARSHIP PROGRAM

1. PURPOSE. Recognizing the value of education and the benefits it brings to the Coast Guard family, the Coast Guard Exchange System (CGES) Scholarship Program is established to provide additional financial resources to Team Coast Guard dependent children embarking on undergraduate college/ university studies. This Instruction establishes policy and procedures for the CGES Scholarship Program. The Program provides scholarships to students who are dependents of active duty and reserve Coast Guard members, civilian NAF and APF employees, and Coast Guard auxiliarists who meet the eligibility requirements prescribed herein.
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, and, Chief, Office of Exchange and Morale shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. None.
4. CRITERIA. The scholarships will be awarded based upon academic achievement; accomplishments and interests; and, participation and demonstrated leadership in both school-oriented and community/volunteer activities.

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5. ELIGIBILITY. The following eligibility requirements must be met:
  - a. Verification of eligibility will be through the Defense Enrollment Eligibility Reporting System (DEERS) for dependent children of active duty and reserve Coast Guard members; verification of dependents of civilian employees (NAF and APF) and Coast Guard Auxiliarists, will be ascertained by a signed copy of IRS Form 1040 of the current federal tax filing. (Financial data may be blacked out; names, signatures, and dates must be clear and legible.)
  - b. The applicant must be in the last year of high school or home schooling and scheduled to graduate and attend college full-time during the subsequent year. Those who have already graduated are not eligible to apply.
  - c. Students must plan to attend an accredited college or university for undergraduate studies. Scholarships will not be awarded for participation in non-academic and/or certificate programs. Students accepting appointments to USAFA, USNA, USMA, USCGA, or USMMA are not eligible.
6. SCHOLARSHIP AWARDS. A \$1,500 scholarship will be awarded to the most outstanding applicant, and two \$500 scholarships will be awarded to the two runners-up. Scholarships are awarded on a one-time basis.
7. RESPONSIBILITIES. The CGES Scholarship Committee, consisting of five members from the Tidewater Team Coast Guard area, will be designated by the Chief, Office of Exchange and Morale, and will be responsible for:
  - a. Administering the CGES Scholarship Program for that year by processing all applicable documents in accordance with paragraph 9;
  - b. Selecting the Scholarship awardees; and,
  - c. Announcing the Scholarship awardees.
8. APPLICATION PROCEDURES. Application forms may be obtained on the Internet, or by sending a letter-size, self-addressed, stamped envelope to:

The CGES Scholarship Committee  
Coast Guard Exchange System Headquarters  
870 Greenbrier Circle, Tower II – Suite 502  
Chesapeake, VA 23320-2681

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- a. Instructions for application completion will be published in an ALCOAST by COMDT (G-WP) each fall.
- b. Requests for applications may be submitted at any time; however, the application forms will not be actually distributed to the requestors until October of each year. Applications are available on-line at [www.uscg.mil/mwr](http://www.uscg.mil/mwr), click – Scholarship Opportunities.
- c. Applications must be submitted only to the CGES Scholarship Committee – at the address shown – and postmarked no later than February 28<sup>th</sup> – the application deadline. No extensions or exemptions to this deadline will be made.
- d. Upon receipt, the eligibility of each applicant will be reviewed and validated. Incomplete applications, and those pertaining to individuals determined to be ineligible, will not be processed. It is the responsibility of each applicant to ensure that all documents are submitted by their high school, testing agencies, and/or any other organizations. Applicants will not be notified if their application is not complete.
- e. Incomplete applications will not be considered and will not be returned.
- f. In addition to the completed application, the following documents should be submitted:
  - 1) The official academic transcript to include the first semester of the senior year. (Arrangements may be made with the applicant’s high school to submit the student’s academic transcript directly to the CGES Scholarship Committee. The transcript should reflect the applicant’s exact or approximate class ranking.)
  - 2) Home schooled applicants should submit the current year-end standardized test results such as IOWA Basic Skills Test, Stanford Achievement Test, or other such tests if available, and S.A.T. or A.C.T. scores if taken.
  - 3) S.A.T. or A.C.T. scores. The applicant may submit a photocopy of these scores or opt to have the testing agency forward the results directly to the CGES Scholarship Committee (using the address in paragraph 8).
  - 4) A short essay not to exceed one typewritten page, explaining what the applicant hopes to achieve in his/her college career, including educational, professional, and personal goals.
  - 5) Two letters of recommendation from teachers, school administrators, and/or community leaders.

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- 6) A current IRS Form 1040 signed by parent(s) or legal guardian must be included for applicants of Coast Guard civilian employees, NAF and APF, and Coast Guard Auxiliarist members in order to verify eligibility.
9. EVALUATION PROCEDURES. The scholarship awardees will be selected according to the following procedures:
- a. After all applications have been validated for eligibility (DEERS or IRS Form 1040) and completeness, a number will be assigned to each applicant and all relative documentation will have the respective numbers posted. The applicants' names and any other identifying data will be blacked out. Complete sets of the applications will then be forwarded to the CGES Scholarship Committee members for review, and a meeting date will be scheduled.
  - b. Each committee member will select and rank the top 10 applicants (1 to 10) based upon the aggregate of the following factors:
    - 1) S.A.T. and/or A.C.T. scores
    - 2) Grade point average
    - 3) Class ranking
    - 4) Participation in both school-oriented and other activities
    - 5) Demonstrated leadership qualities
    - 6) Personal accomplishments and interests
    - 7) The applicant's expressed reasons for applying for the scholarship
    - 8) Letters of recommendation
  - c. The committee members will then determine the top five applicants from the aggregate of all committee members' rankings. The documents of those five applicants will then be individually reviewed and ranked by each committee member once again.
  - d. Based on the aggregate of all the committee member rankings, an overall ranking will be determined (one through three) and those students will be awarded scholarships.

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10. SCHOLARSHIP AWARD DATE. CGES Scholarship winners will be notified not later than May by mail. **Checks will be made out to the colleges' financial departments to credit the students' accounts.**
11. FORMS AVAILABILITY. See Enclosure (1) of this instruction for a copy of CGES Scholarship Program Application (CG-5687), Edition Date 11/01.

THOMAS F. FISHER /s/  
Acting Director of  
Personnel Management

Encl: (1) CGES Scholarship Program Application

## ***CGES SCHOLARSHIP PROGRAM APPLICATION***

### **PERSONAL INFORMATION**

**Name:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** ( ) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ SSN#: \_\_\_\_\_

(Print)

Circle applicable category: Coast Guard Active Duty / Reserve / Auxiliary / Civilian

Duty Station/Work Location:

(Print)

Daytime Phone No.: ( ) \_\_\_\_\_

### **HIGH SCHOOL INFORMATION**

School Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

High School transcript enclosed Y\_\_\_\_ N\_\_\_\_

S.A.T. or A.C.T. scores included on transcript Y\_\_\_\_ N\_\_\_\_

If not, have testing agency forward the scores directly to the CGES Scholarship Committee.

Intended College Name & Address: \_\_\_\_\_

\_\_\_\_\_

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### **HIGH SCHOOL EXTRACURRICULAR ACTIVITIES**

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- Continued -

**MISCELLANEOUS INFORMATION**

**Community / Volunteer Activities**

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**Work Experience**

Dates of Employment / Company Name & Address / Type of Work

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**Additional Information**

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**I assert that the above information is true  
and correct to the best of my knowledge:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)