



# Coast Guard Recruiting Manual



**COMDTINST M1100.2F**  
**MARCH 2016**



U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

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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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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](mailto:HQS-PolicyandStandards@uscg.mil).

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



COMDTINST M1100.2F  
OCTOBER 30, 2015

COMMANDANT INSTRUCTION M1100.2F

Subj: COAST GUARD RECRUITING MANUAL

- Ref:
- (a) Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
  - (b) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
  - (c) Reserve Policy Manual, COMDTINST M1001.28 (series)
  - (d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
  - (e) Medical Standards for Appointment, Enlistment, or Induction in the Military Services, DoDI 6130.03
  - (f) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (g) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
  - (h) Title 10, United States Code
  - (i) Uniform Code of Military Justice (Title 10, United States Code, Chapter 47)
  - (j) National Defense Authorization Act for Fiscal Year 2014 (Public Law 113-66)
  - (k) Discipline and Conduct, COMDTINST M1600.2 (series)
  - (l) Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series)
  - (m) Privacy Act of 1974 (Title 5, United States Code, Section 552a)
  - (n) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
  - (o) Use of Directory Information on Secondary School Students for Military Recruiting Purposes, DoDI 1304.24
  - (p) Transfer of Service Members Between Reserve and Regular Components of the Military Services, DoDI 1205.05
  - (q) Inter-Service Transfer of Commissioned Officers, DoDI 1300.04
  - (r) Fulfilling the Military Service Obligation (MSO), DoDI 1304.25
  - (s) Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 (series)

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NON-STANDARD DISTRIBUTION:

- (t) Military Separations, COMDTINST M1000.4 (series)
- (u) Physical Disability Evaluation System, COMDTINST M1850.2 (series)
- (v) Title 32, Code of Federal Regulations
- (w) Military Bonus Programs, COMDTINST M7220.2 (series)
- (x) Performance, Training and Education Manual, COMDTINST M1500.10 (series)
- (y) Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series)
- (z) Coast Guard Active Duty College Fund Program, COMDTINST 1760.10 (series)
- (aa) Coast Guard Academy Scholar Program Administration, COMDTINST 5354.2 (series)
- (bb) Qualification Standards for Enlistment, Appointment, and Induction, DoDI 1304.26
- (cc) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
- (dd) Title 21, Code of Federal Regulations
- (ee) Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes, DoDI 1304.23
- (ff) DoD Military Personnel Accession Testing Programs, DoDI 1304.12E
- (gg) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series)
- (hh) Title 14, United States Code
- (ii) Title 37, United States Code
- (jj) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)

2. PURPOSE. This Manual establishes Coast Guard policy concerning recruiting programs and the recruitment of Coast Guard military personnel.
3. 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 Manual. 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 Manual. Internet release is authorized.
4. DIRECTIVES AFFECTED. Coast Guard Recruiting Manual, COMDTINST M1100.2E; College Student Pre-Commissioning Initiative (CSPI), COMDTINST 1100.1; and College Student Pre-Commissioning Initiative (CSPI), COMDTINST 1100.1A, are hereby canceled.
5. DISCUSSION.
  - a. This revision to the Coast Guard Recruiting Manual continues the ongoing efforts to redefine the policy function of Coast Guard Headquarters while shifting the responsibility for implementing procedures to execute Service policy to the field organization. References to headquarters staff elements and commands involved in the recruiting mission have been updated to reflect the current Coast Guard organizational structure.
  - b. A future project will combine into a single directive the accessions-related policy information currently found in this Manual and References (a) through (c) – Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series); Officer

Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series); and Reserve Policy Manual, COMDTINST M1001.28 (series). In the interim, any conflicts between the policy found in these directives shall be resolved in favor of this Manual.

6. 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.
7. MAJOR CHANGES. This Manual has been completely revised from its previous version, reducing the volume by almost half by limiting its focus to Service policy and by consolidating and clarifying repetitive or conflicting content. A thorough review of the entire Manual is strongly recommended. Major changes include:
  - a. Process and procedural information, primarily directed at recruiting office personnel, was removed and will be promulgated separately by CG PSC and/or CGRC.
  - b. Changes to Service policy previously announced by ALCOAST messages were incorporated. Of significance, this includes the removal of restrictions related to sexual orientation.
  - c. Policy related to the College Student Pre-Commissioning Initiative (CSPI) was re-incorporated.
  - d. Applicable provisions of Section 1741 of the National Defense Authorization Act for Fiscal Year 2014 (Public Law 113-66) were added, enhancing the protections for prospective and new members of the Coast Guard from inappropriate and prohibited conduct during recruitment and entry-level processing.
  - e. The standards and general eligibility requirements common to all recruiting programs (enlisted and officer, Regular and Reserve) were placed in a single chapter. The list of factors rendering individuals ineligible for accession into the Coast Guard was relocated from an appendix to this chapter.
  - f. Policy related to dependent criteria has been revised. An active duty Coast Guard petty officer who is unmarried with sole or primary legal custody of dependent(s) may apply for Temporary Commission Programs, if he/she is 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. All eligible Coast Guard applicants who have sole or primary legal custody of dependents must provide a CGRC-approved dependent care plan with an indefinite general power of attorney.
  - g. The Reserve RJ program, which is for prior-service Coast Guard personnel (E-3 and above) with a remaining military service obligation, was added to include in this Manual all of the enlisted accession programs identified in the Reserve Policy Manual, COMDTINST M1001.28 (series). It is noted, however, that the RJ program is not new and, in fact, is not a proactive recruiting program; rather, the CGRC In-Service Transfer Team (ISTT) manages the routine transition of Coast Guard members to the Coast Guard Reserve at the completion of their active duty commitments.

8. IMPACT ASSESSMENT. None.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically 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 Manual 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.

10. DISTRIBUTION. No paper distribution will be made of this Manual. 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>.

11. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

12. DEDICATION. This revision to the Coast Guard Recruiting Manual is dedicated to the memory of Mr. Charles L. Gow, Lieutenant Commander, U.S. Coast Guard (retired). Charlie retired from active duty effective 1 December 2010 following a distinguished career as an enlisted member (Yeoman rating) and officer. Following his military duty, Charlie served as the Accessions Program Manager in the Office of Military Personnel (CG-133) and was diligently working to update the Coast Guard's recruiting policy at the time of his untimely passing in September 2014 due to cancer.

13. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

14. 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](mailto:HQS-PolicyandStandards@uscg.mil).

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

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**APPENDICES**

- A Glossary
- B Basic Character Standards

## CHAPTER 1 – ORGANIZATION AND RESPONSIBILITIES

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### 1.A. OVERVIEW OF RECRUITING POLICY AND PROCEDURES

#### 1.A.1. Policy

This Manual is structured such that the policy information in each chapter builds upon that which is presented in earlier chapters. This chapter describes the Coast Guard Recruiting Program's mission statement and organization. Chapter 2 addresses overarching program policy, including where statute and regulation form the framework for the policy. Chapter 3 provides brief descriptions of the various recruiting programs used to source the enlisted and officer personnel requirements of the Coast Guard and Coast Guard Reserve. Chapter 4 establishes the basic standards and general eligibility requirements applicable to all segments (enlisted and officer, Regular and Reserve), or particular segments where differentiated, of the recruiting mission. Chapters 5 through 7 detail any additions or exceptions to the basic and general criteria that are applicable to enlistment in the Regular Coast Guard (Chapter 5), enlistment in the Coast Guard Reserve (Chapter 6), and officer appointments in the Coast Guard or Coast Guard Reserve (Chapter 7). Appendix A is a glossary of abbreviations and definitions used in this Manual.

#### 1.A.2. Procedures

The Coast Guard Personnel Service Center (CG PSC) and the Coast Guard Recruiting Command (CGRC) are responsible for promulgating procedures to implement the policy established in this Manual and accomplish the mission of the Coast Guard Recruiting Program.

#### 1.A.3. Additional Information

Coast Guard military and civilian personnel, whether or not directly involved in the recruiting mission, prospective enlisted and officer applicants, and the general public are encouraged to refer to CGRC's website ([www.gocoastguard.com](http://www.gocoastguard.com)) where additional valuable information on the various enlistment and appointment programs, including application procedures and deadlines, current forms, any other eligibility requirements, etc., is posted.

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## **1.B. RECRUITING MISSION STATEMENT**

The mission of the Coast Guard Recruiting Program is to provide a skilled, diverse, and highly-qualified military workforce that is capable of meeting Coast Guard active duty, Reserve, and officer accession goals and military personnel requirements.

Note: Officer accessions through the Coast Guard Academy (CGA) are not specifically included in the Coast Guard Recruiting Program; however, see Article 3.D.2. of this Manual for information resources on appointment as a CGA cadet. The Coast Guard Recruiting Program is not responsible for the recruitment of U.S. Public Health Service and U.S. Navy Chaplain Corps officers who may serve on duty in the Coast Guard.

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## **1.C. COAST GUARD RECRUITING ORGANIZATION AND RESPONSIBILITIES**

### **1.C.1. Coast Guard Headquarters**

#### **1.C.1.a. Commandant**

The Commandant is responsible for all Coast Guard missions, programs, and policies.

#### **1.C.1.b. Assistant Commandant for Human Resources (CG-1)**

The Assistant Commandant for Human Resources (CG-1) is responsible for all aspects of personnel management, including recruiting and accessions. Effective recruiting is critical to the Commandant (CG-1) mission, which is to meet the people needs of the Coast Guard and the needs of Coast Guard people by getting the right people to the right place at the right time, with the right human support services. Commandant (CG-1) exercises technical authority and technical control over CG PSC and CGA.

#### **1.C.1.c. Office of Military Personnel (CG-133)**

Under the general direction and supervision of the Director of Reserve and Military Personnel (CG-13), the Chief, Office of Military Personnel (CG-133), coordinates with the Office of Workforce Forecasting and Analysis (CG-12A), the Office of Diversity and Inclusion (CG-12B), CG PSC, CGRC, and CGA to establish policy, set minimum qualification limits, and promote opportunities in the Coast Guard military recruiting program for minorities and women. Commandant (CG-133) develops policies for the accession of military personnel, and serves as the program manager for CG PSC and CGRC.

**1.C.2. Coast Guard Personnel Service Center (CG PSC)**

Commander, Coast Guard Personnel Service Center (CG PSC-c), is responsible for the effective management and implementation of the Coast Guard Recruiting Program. CG PSC provides oversight and exercises technical authority and technical control over CGRC.

**1.C.3. Coast Guard Recruiting Command (CGRC)**

Commanding Officer, Coast Guard Recruiting Command (CGRC-c), is responsible for the development, management, and execution of all Coast Guard active duty, Reserve, and non-CGA officer recruiting programs. CGRC-c exercises command authority for all personnel on staff at CGRC and all Coast Guard Recruiting Offices.

Coast Guard Recruiting Offices. Coast Guard Recruiting Offices are normally located in major population areas where there is a diversity of applicants with the greatest propensity to join. CGRC assigns each Recruiting Office a geographic area of responsibility (AOR), and the Recruiter-in-Charge (RIC) is responsible for planning recruiting activities within the assigned AOR. See Article 2.B.2. of this Manual for more information on the RIC.

**1.C.4. Authorities****1.C.4.a. Final Approval**

CG PSC-c is designated as the final approval authority for rendering eligibility determinations, granting waivers, and all other decisions required in the implementation of Service recruiting policy and the execution of the Coast Guard Recruiting Program; however, this authority will typically be exercised by CGRC-c. Commandant does not reserve any authorities for Headquarters action.

**1.C.4.b. Delegations**

CG PSC-c and CGRC-c may delegate authority for recruiting actions to the appropriate CG PSC and CGRC organizational level. Unless otherwise specified by CG PSC-c or CGRC-c, the authority to render decisions on waivers and eligibility determinations is established as follows:

- (1) Commissioning Programs. With the exception of medical/physical examination standards, the Officer Personnel Management Division, Officer Boards, Promotions, and Separations Branch (CG PSC-OPM-1), is the authority for all commissioning programs other than Selected Reserve Direct Commission (SRDC); the Reserve Personnel Management Division (CG PSC-RPM) is the authority for the SRDC program.

- (2) Officer Medical/Physical Examination Standards. The Chief Medical Officer in the Personnel Services Division, Medical Review Branch (CG PSC-PSD-MED), is the authority for all non-aviation commissioning programs; the authority for aviation programs is the Officer Personnel Management Division, Officer Assignments Branch (CG PSC-OPM-2).
- (3) All Others. The Coast Guard Recruiting Command, Accessions Division (CGRC-acc), will normally render all other decisions on waivers and eligibility determinations.

**1.C.4.c. Delegation Limitations**

A decision authority may not be delegated below the level where either this Manual or related Service policy separately establishes that decision authority. For example, Article 4.G.4.b. of Reference (d), Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), designates the Enlisted Personnel Management Division, Advancements and Separations Branch (CG PSC-EPM-1), and the Reserve Personnel Management Division, Reserve Component Category Management Branch (CG PSC-RPM-1), as the approving authorities for reentry of personnel discharged for weight and body fat standards non-compliance.

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**1.D. MILITARY ENTRANCE PROCESSING STATION (MEPS)**

**1.D.1. Purpose**

The mission of the U.S. Military Entrance Processing Command (USMEPCOM) is to evaluate applicants by applying established Department of Defense (DoD) standards during processing in order to determine eligibility for military service. See also Reference (e), Medical Standards for Appointment, Enlistment, or Induction in the Military Services, DoDI 6130.03, which is applicable to the Coast Guard at all times. Under USMEPCOM, the purpose of the Military Entrance Processing Station (MEPS) is to:

- a. Examine an applicant's aptitude and physical qualifications for accession into the Armed Forces according to established Coast Guard eligibility standards; and
- b. Prepare applicants for accession into the Coast Guard or Coast Guard Reserve.

**1.D.2. Coast Guard Responsibilities****1.D.2.a. Commandant**

The Secretary of the Department of Homeland Security, through the Commandant, is responsible for:

- (1) Assigning Coast Guard personnel as liaisons to the MEPS, and funding all related pay and allowance costs, including temporary duty (TDY) travel for Service-unique purposes.
- (2) Providing standards and guidance to MEPS personnel for the successful preparation of Coast Guard applicants for accession.
- (3) Funding transportation, meals, and lodging costs of Coast Guard applicants undergoing evaluation at the MEPS.

**1.D.2.b. Coast Guard Personnel Service Center and Coast Guard Recruiting Command**

CG PSC and CGRC shall:

- (1) Ensure that preliminary screening of applicants against entry-level requirements is conducted prior to referral to MEPS for medical examination.
- (2) Schedule applicants in accordance with MEPS procedures in order to meet the MEPS workload demands.
- (3) Arrange transportation for applicants to the MEPS, remote Military Entrance Test (MET) site, or place of lodging when appropriate, and return to their residence when applicable.
- (4) Assume responsibility for applicants who, as a result of misconduct, medical or family emergency, legal issues, or any other problem not a direct result of MEPS processing, cannot continue processing or are delayed from reporting to their duty assignment.

**1.D.3. Physical Examination Approving Authority****1.D.3.a. Physical Examinations Completed by MEPS**

The MEPS is the reviewing authority for Coast Guard physical examinations conducted by MEPS physicians. Upon receipt of a MEPS-approved physical examination, no further medical review is required before accession of the applicant, except for any applicable physical inspection performed by MEPS.

Period of Validity. The MEPS physical examination is valid for 24 months. Immediately preceding accession, all applicants are required to disclose any illness or medical treatment that occurred since the date of the last MEPS physical examination.

**1.D.3.b. Non-MEPS Physical Examinations**

CG PSC-c is the reviewing authority for physical examinations not performed at MEPS, for example, recent, valid physical examinations performed by the Coast Guard that are as complete as a MEPS physical examination and satisfy an accession program's requirements. However, see Article 1.C.4. of this Manual regarding the potential delegation of this authority.

## CHAPTER 2 – POLICIES

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### 2.A. GENERAL

#### 2.A.1. Recruiting Process Overview

The Coast Guard is a career with jobs that offer service to the nation, rewarding missions, personal challenges, teamwork, responsibility, personal benefits, vocational training, and the potential for advancement. The recruiting process involves promoting all of these aspects in seeking, evaluating, selecting, and accessing productive individuals into the Coast Guard or Coast Guard Reserve. All applicants who meet the prescribed standards and eligibility requirements are acceptable for enlistment or commissioning. No applicant will be refused because of race, color, religion, national origin, gender, or sexual orientation.

#### 2.A.2. Selective Recruiting and the “Whole Person” Concept

To be considered for entry into the Coast Guard or Coast Guard Reserve, applicants must meet the basic eligibility criteria and the specific requirements of the relevant accession program. However, meeting the eligibility requirements does not guarantee acceptance into the Service. An application may be denied when, based on articulable facts, it is determined that accession would not be in the best interest of the Coast Guard. In reviewing an application, the Coast Guard will evaluate how all of an applicant’s attributes combine to form the “whole person” and assess the applicant’s potential for success in the Coast Guard or Coast Guard Reserve. Selective recruiting combines the “whole person” concept with factors such as the recruiter’s judgment, needs of the Service, and the current recruiting environment.

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### 2.B. RESOURCES AND ADMINISTRATION

#### 2.B.1. Assignment to Recruiting Duty

Recruiting positions are considered special duty assignments. Coast Guard members desiring assignment to recruiting duty must meet the minimum standards for special duty and additional qualifications required for recruiting duty. Recruiting duty is both rewarding and challenging, and potential recruiters must project a positive, energetic, and supportive attitude toward a career with the Coast Guard and/or Coast Guard Reserve. Recruiters should be enthusiastic about their Coast Guard experiences and willing to share those experiences with others. See also Article 1.E.7. of Reference (f), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series), for information on the required qualifications and the application, selection, training, and assignment process for recruiting duty.

**2.B.2. Recruiter-in-Charge (RIC)**

Commanding Officer, Coast Guard Recruiting Command, designates Recruiters-in-Charge (RICs). RICs are responsible for the leadership of their recruiting office, the performance of assigned recruiters, and meeting established active duty, Reserve, and officer recruiting goals.

**2.B.3. Other Resources**

Many civic and military-affiliated organizations are ready and willing to assist recruiters in achieving recruiting goals by providing leads, positively influencing young people to consider the Coast Guard, and helping at exhibitions or other public relations functions. These volunteers include the Coast Guard Auxiliary, Navy League, and local and national affinity groups, among others. The Coast Guard's recruiting organization will, whenever possible, establish and maintain relationships, whether formal or informal, with such organizations.

**2.B.4. Administration of the Oath**

**2.B.4.a. Oath of Enlistment**

In accordance with Article 7-1-8.E. of Reference (g), United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Recruiters-in-Charge (E-6 and above) and other designated recruiting petty officers may administer the oath of enlistment. See also Section 936(b)(5) of Reference (h), Title 10, United States Code (10 U.S.C. § 936(b)(5)).

**2.B.4.b. Oath of Office**

The Oath of Office for a newly commissioned officer shall not be administered until the Secretary of Homeland Security has granted appointment authority. A commissioned officer of the U.S. Armed Forces (including retired officers), notary public, judge, or court clerk must administer the Oath of Office.

**2.B.4.c. Authorized Omission from the Oath**

In swearing or affirming the oath of enlistment or appointment, as applicable, into the Coast Guard or Coast Guard Reserve, the applicant may omit the words "So help me God" from the end of the oath.

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## **2.C. RECRUITER CONDUCT AND PROFESSIONALISM**

### **2.C.1. The Standard**

Recruiters shall maintain the highest standards of conduct and professionalism with all leads, prospects, and applicants during all phases of the recruiting process. Recruiters shall, at all times, treat leads, prospects, and applicants with courtesy, respect, and honesty. Any actual or perceived abuse of a recruiter's position erodes respect for military authority and is prejudicial to the good order and discipline of the Coast Guard.

### **2.C.2. Recruiter Misconduct**

The Coast Guard will not tolerate professional misconduct or violations of recruiting standards. Recruiters who engage in misconduct or violate recruiting standards are subject to disciplinary action and punishment under Article 92 of Reference (i), the Uniform Code of Military Justice (Title 10, United States Code, Chapter 47). Recruiting personnel shall report actual or suspected recruiting malfeasance, misconduct, or irregularities to the Recruiter-in-Charge or an appropriate level in the chain of command. The Coast Guard will conduct an official inquiry into any allegation of recruiter professional misconduct.

### **2.C.3. Consequences of Sexual Misconduct**

Section 1741 of Reference (j), the National Defense Authorization Act for Fiscal Year 2014 (Public Law 113-66), provides enhanced protections for prospective members and new members of the Armed Forces during entry-level processing and training. The Act applies to personnel assigned to duty in the recruiting mission, including at a MEPS, among others. Inappropriate and prohibited relationships, communication, conduct, or contact between members assigned to the Coast Guard's recruiting mission and prospective or new members of the Armed Forces, over whom the recruiting personnel exercises authority or control, constitutes a violation of Service policy. This includes when such an action is consensual.

#### **2.C.3.a. Relationships with Applicants**

Recruiters shall not attempt to develop, engage in, or maintain an intimate or inappropriate relationship with any leads, prospects, or applicants, or their family members. Examples of inappropriate relationships include, but are not limited to, dating, making sexual advances, using rank or position to gain sexual favors, and any verbal or physical conduct of an unprofessional or sexual nature that creates an intimidating, hostile, or offensive environment. See also Section 2.A. of Reference (k), Discipline and Conduct, COMDTINST M1600.2 (series), for additional information, including examples, on Service policy related to interpersonal relationships.

**2.C.3.b. Zero Tolerance – Separation from the Coast Guard**

As discussed in Article 2.C.2. above, recruiting personnel who violate this policy are subject to disciplinary action and punishment under the Uniform Code of Military Justice (UCMJ). Even for the first substantiated violation of the policy, when the violator is not otherwise punitively discharged or dismissed from the Coast Guard, he or she shall be processed for administrative separation from the Service. The member will be afforded rights to due process, and any separation decision will be based on the full facts of the case. See also Reference (l), Enlisted Personnel Administrative Boards Manual, PSCINST M1910.1 (series), for information on administrative board procedures.

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**2.D. RIGHTS OF PROSPECTS AND APPLICANTS**

**2.D.1. Privacy Act**

In accordance with Reference (m), the Privacy Act of 1974 (Title 5, United States Code, Section 552a), recruiters are required to do the following:

- a. Inform people from whom information is collected of the information uses and the authority under which it is being gathered.
- b. Not use or disclose information provided in any manner unknown to the person involved.
- c. Ensure that all applicants for entry into the Coast Guard or Coast Guard Reserve read the Privacy Act Statement and thoroughly understand the provisions therein, prior to the processing phase.
- d. Have prior-service applicants complete and sign a Privacy Act Release Form authorizing the release of military service information and documents to the Coast Guard Pay and Personnel Center (CG PPC) so that proper creditable service and sea time can be established.

**2.D.2. Sexual Orientation**

The Department of Homeland Security considers a person's sexual orientation or sexual identity, distinct from gender identity, a personal and private matter. Sexual orientation is not a bar to enlistment or appointment.

**2.D.3. Separation Pay**

The receipt of separation pay is not a barrier to the accession of prior-service applicants. The Government will recoup the separation pay if the member subsequently qualifies to receive retired pay. See also 10 U.S.C. § 1174 and Section 10.H. of Reference (n), Coast Guard Pay Manual, COMDTINST M7220.29 (series), for information on separation pay and the requirement to enter into a Reserve service obligation as a condition of receiving separation pay.

**2.D.4. Other Rights**

Every applicant shall be advised of the following additional rights:

- a. The right to an environment free from discrimination and harassment.
- b. The right to report, without fear of reprisal, any improper or immoral behavior by Coast Guard recruiters, other Coast Guard members, Department of Homeland Security employees, or Department of Defense members.
- c. If denied entry into the Coast Guard or Coast Guard Reserve, the right to a clear explanation for the denial.

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**2.E. RESTRICTIONS ON THE RECRUITMENT OF CERTAIN PROSPECTS****2.E.1. High School (Secondary Education) Students**

The Coast Guard Recruiting Program must strive for voluntary cooperation with education officials in order to attract a high-quality cross-section of youth to military service (see also Reference (o), Use of Directory Information on Secondary School Students for Military Recruiting Purposes, DoDI 1304.24). Students in secondary schools shall be encouraged to graduate. Therefore, discussions with high school students regarding an active duty enlistment must be limited to post-graduation opportunities. However, Coast Guard Reserve programs and a Reserve enlistment are pre-graduation opportunities that may be discussed with secondary school students.

**2.E.2. Prior-Service and Current Active Duty or Reserve Personnel****2.E.2.a. Prior-Service Applicants**

Prior-service individuals are considered new accessions to the Coast Guard or Coast Guard Reserve. The accession of a prior-service applicant, then, is an enlistment or appointment, vice a reenlistment or re-appointment. Consequently, prior-service applicants must meet all of the basic standards and requirements to be eligible for accession in the Coast Guard or Coast Guard Reserve.

**2.E.2.b. Applicants Currently in Military Service**

- (1) Currently on Active Duty in another Service. No member of the U.S. Armed Forces currently serving as a Regular, or as a Reserve on extended active duty (EAD) or in an active duty for training status, in one branch will be enlisted or commissioned in another branch of the U.S. Armed Forces.
- (2) Currently in a Reserve Component of another Service. Before enlistment or commissioning in any Coast Guard or Coast Guard Reserve program, an individual serving in a Reserve component or the Delayed Entry Program (DEP) of another branch of the U.S. Armed Forces must be discharged. Waivers are not authorized.
- (3) Request for Conditional Release. Applicants currently in a military Service must obtain an approved Request for Conditional Release, DD Form 368, from their Service. Discharge from the applicant's Service component is contingent upon enlistment or appointment in the Coast Guard or Coast Guard Reserve.
- (4) Policy References. See also Reference (p), Transfer of Service Members Between Reserve and Regular Components of the Military Services, DoDI 1205.05, and Reference (q), Inter-Service Transfer of Commissioned Officers, DoDI 1300.04, as applicable.

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**2.F. SERVICE OBLIGATION**

**2.F.1. Statutory and Contractual Service**

**2.F.1.a. Statutory Service**

Under the provisions of 10 U.S.C. § 651, as amended by Public Law 98-94, each person who initially becomes a member of the U.S. Armed Forces, either by enlistment, appointment, or induction, will serve in the U.S. Armed Forces for a total initial period of not less than six years nor more than eight years, unless discharged sooner due to personal hardship. In accordance with Reference (r), Fulfilling the Military Service Obligation (MSO), DoDI 1304.25, the Departments of Defense and Homeland Security have established the initial MSO as being eight years in duration. Any part of such service that is not active duty will be performed in a Reserve component. The statutory service obligation runs concurrently with a contractual service obligation.

**2.F.1.b. Contractual Service**

Each person who enlists in the U.S. Armed Forces executes a contractual agreement (Enlistment/Reenlistment Document, Armed Forces of the United States, DD Form 4) that establishes the terms of the service to be performed in that U.S. Armed Force. The contractual agreement will run concurrently with any incurred statutory service obligation. However, following termination of the statutory obligation, any subsequent military service that the enlistee performs is served according to the terms of the contractual agreement.

**2.F.2. Discharge or Separation**

The military service obligation is considered terminated when a member is discharged, with the following exceptions:

- a. Immediate entry or reentry in the same or any other component of the military Services.
- b. Entry into an officer training program in which the person remains a member of a military Service.

Service performed before and after such a discharge or other type of separation is creditable toward fulfillment of the MSO.

**2.F.3. Obligated Service upon Commissioning**

The duration of obligated active duty service for officers varies depending on the commissioning program. For more information, see Chapter 7 of this Manual and refer to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

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**2.G. OTHER SERVICE POLICIES RELEVANT TO RECRUITING****2.G.1. Body Art**

Enlistment or appointment in the Coast Guard or Coast Guard Reserve will be denied to any applicant who has a tattoo, branding, piercing, or other applied body art that is in violation of Reference (s), Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 (series).

**2.G.2. Weight and Body Fat Standards**

The Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), is applicable to accessions. In addition, applicants who were discharged from the Coast Guard or Coast Guard Reserve for non-compliance with the Service's weight and body fat standards are eligible to enlist in their formerly-held rate provided that they are in compliance with the standards and have been out of the Service for no more than 24 months. These reentry enlistments must be approved by the appropriate level in the Coast Guard recruiting organization, the Enlisted Personnel Management Division, Advancements and Separations Branch (CG PSC-EPM-1), for applicants discharged from the Coast Guard and the Reserve Personnel Management Division, Reserve Component Category Management Branch (CG PSC-RPM-1), for applicants discharged from the Coast Guard Reserve, unless otherwise specified by CG PSC-c.

**2.G.3. Temporary Separation (TEMPSEP)**

Reference (t), Military Separations, COMDTINST M1000.4 (series), provides the policy governing the Temporary Separation (TEMPSEP) program. Under this policy, active duty members are allowed limited opportunities to separate for a period of up to two years to care for newborn children, pursue personal interests (e.g., education) that are restricted by continuing on active duty, or for other purposes that may be established. Prior-service Coast Guard applicants discharged under the authority of the TEMPSEP program are guaranteed reinstatement to the same rate or grade held at separation, subject to meeting the program's applicable physical standards for enlistment or appointment and any other qualification requirements.

**2.G.4. Temporary Disability Retired List (TDRL)**

Processing under Reference (u), Physical Disability Evaluation System, COMDTINST M1850.2 (series), may result in a member of the Coast Guard or Coast Guard Reserve being placed on the Temporary Disability Retired List (TDRL) for up to five years. Military Separations, COMDTINST M1000.4 (series), discusses the potential reentry of officers and enlisted members who are found to be fit for duty during or at the conclusion of the TDRL period. An enlisted member who is found fit for duty and is removed from the TDRL may present notification of his or her fitness determination to a recruiting office within 15 days, and will be reenlisted provided he or she is otherwise qualified. Generally, post-TDRL applicants must meet the same eligibility requirements as those members who reenlist within 24 hours of discharge. However, the applicant must meet accession physical standards, with the exception that no further evaluation of the condition(s) that placed the member on the TDRL will be conducted prior to re-accession. Refer also to Article 1.A.11. of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), for additional information concerning Regular officers on the TDRL who are found fit for duty.

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## **2.H. DIRECT ENTRY PETTY OFFICER TRAINING (DEPOT)**

### **2.H.1. Purpose and Description**

Most enlisted program accessions receive initial indoctrination to the Coast Guard through basic recruit training. However, certain recruits attend Direct Entry Petty Officer Training (DEPOT) as an alternative requirement to basic recruit training. Three weeks in duration, DEPOT is geared toward those individuals who will serve as petty officers (or initially as an E-3) based on their civilian professions, prior military experience, or a combination of both. It is a standardized accession process that provides the same indoctrination to select new accessions of the Coast Guard Reserve with no prior military service and to prior-service members from any branch of the U.S. Armed Forces, including the Coast Guard. DEPOT is designed to graduate highly-motivated, basically-trained members ready to assume the duties and responsibilities of their grade.

### **2.H.2. Prior-Service Coast Guard**

Prior-service Coast Guard applicants with a break-in-service of more than two years if enlisting in the Regular Coast Guard, or more than five years if enlisting in the Coast Guard Reserve, must attend DEPOT; waivers are not authorized.

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## **2.I. EDUCATIONAL INSTITUTIONS THAT PROHIBIT MILITARY RECRUITING**

### **2.I.1. Law and Regulations**

Under the provisions of 10 U.S.C. § 983, as implemented by Part 216 of Reference (v), Title 32, Code of Federal Regulations (32 CFR 216), domestic colleges, universities, and other institutions of higher education (i.e., post-secondary schools), including foreign campuses of such domestic institutions, that have a policy or practice that prohibits or in effect prevents military recruiting are not entitled to government funding by contract or grant. In addition, students must not be denied, through policy or practice, permission to participate in recruiting activities. These educational institutions must provide access to campuses and to students (age 17 and older) for the purpose of military recruiting in a manner that is at least equal in quality and scope to the access provided to any other employer, including access to student directory information.

### **2.I.2. Exception**

The statute and regulations do not apply to an institution of higher education that has a long-standing policy of pacifism based on historical religious affiliation.

**2.I.3. Reporting Requirements**

A list of institutions that are currently ineligible for contracts and grants will be published by the Department of Defense in the Federal Register at least once every six months. 32 CFR § 216.5(b)(1) includes the procedures to be used by the Coast Guard to confirm and/or document the policy or practice of institutions, and thereby identify those that may be in violation of the statute and regulations and should therefore appear on the list of ineligible institutions.

## CHAPTER 3 – RECRUITING PROGRAMS

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### **3.A. GENERAL**

#### **3.A.1. Overview**

This chapter includes general descriptions and basic information regarding various programs related to the recruitment of enlisted and officer personnel, both Regular and Reserve, as well as the Coast Guard Band. Additional information regarding recruiting standards, general eligibility requirements, and specific eligibility criteria for these programs may be found in Chapter 4 (Recruiting Standards and General Eligibility Requirements), Chapter 5 (Regular Enlisted Recruiting), Chapter 6 (Reserve Enlisted Recruiting), and Chapter 7 (Officer Recruiting) of this Manual.

#### **3.A.2. Guarantees and Incentives**

Some of the programs described in this chapter involve guarantees or incentives for a prospective recruit to affiliate with the Coast Guard or Coast Guard Reserve. Authorized guarantees and incentives for approved programs must be made in writing and approved by the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c.

#### **3.A.3. Bonus Programs**

Based on workforce forecasts, the Coast Guard may authorize the payment of bonuses to attract qualified applicants to critical ratings or specialties in the Coast Guard or Coast Guard Reserve. For further information, see Reference (w), Military Bonus Programs, COMDTINST M7220.2 (series).

#### **3.A.4. Subject to Needs of the Service**

The recruiting programs – including guarantee, incentive, and bonus programs – described in this Manual are subject to the needs of the Service. CG PSC or CGRC may activate or suspend individual programs as determined to be necessary to meet specific recruiting goals.

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### **3.B. REGULAR ENLISTED PROGRAMS**

#### **3.B.1. Rates and Pay Grades upon Enlistment of Non-Prior Service (NPS) Personnel**

##### **3.B.1.a. Rates**

Non-prior service (NPS) applicants will ordinarily be enlisted as a Seaman Recruit (E-1). However, applicants are eligible to enlist in pay grade E-2 or E-3 if they qualify under the requirements of an advanced pay grade program (see Article 3.B.1.b. below).

##### **3.B.1.b. Advanced Pay Grade Programs**

- (1) Prior Education or Training. NPS applicants who qualify for enlistment may enlist in an advanced pay grade based on the following education and training requirements, which are summarized in Table 3-1. In addition, an applicant who qualifies under the Tier I education standard (see Article 4.C.3. of this Manual), and agrees to enlist for a period of six years of active duty, may enlist in pay grade E-3.
  - (a) **College Students:** Completion of a certain number of post-secondary (college) education credits from an accredited college or university listed in the “Database of Accredited Postsecondary Institutions and Programs” maintained by the U.S. Department of Education.
  - (b) **Coast Guard Auxiliary (CGAUX):** Active membership and current qualifications.
  - (c) **Reserve Officer Training Corps (ROTC):** College ROTC training.
  - (d) **Junior Reserve Officer Training Corps (JROTC):** High school JROTC training.
  - (e) **Naval Sea Cadet Corps (NSCC):** Advanced qualifications.
  - (f) **U.S. Air Force Civil Air Patrol (CAP):** Experience and/or award recipient.
  - (g) **Sea Explorers:** Active membership and current qualifications.
  - (h) **Police Explorers:** Prior experience.
  - (i) **Boy Scouts, Girl Scouts, or Sea Scouts:** Award recipients.

**Table 3-1 – Advanced Pay Grade Education and Training Requirements**

<b>Program</b>	<b>Tier I Education Requirement?</b>	<b>Pay Grade E-2</b>	<b>Pay Grade E-3</b>
<b>College Students</b>		Top 10% of class, or satisfactory completion of 30 semester-hours or 45 quarter-hours	Satisfactory completion of 60 semester-hours or 90 quarter-hours
<b>CGAUX</b>		Active member, and current Boat Crew qualification	Active member, and current Vessel Operator or Coxswain qualification
<b>ROTC</b>		N/A	Completion of 2 years (4 semesters) of college ROTC training
<b>JROTC</b>	X	Completion of 2 years of JROTC training	Completion of 3 years of JROTC training
<b>NSCC</b>	X	Advanced to Seaman Apprentice, Fireman Apprentice, Airman Apprentice, Construction Apprentice, or Hospital Apprentice	Advanced to Seaman, Fireman, Airman, Construction Worker, or Hospital Worker
<b>CAP</b>		2 years of experience	3 years of experience, or recipient of General Billy Mitchell Award
<b>Sea Explorers</b>	X	Active member, and current Able Seaman qualification	Active member, and current Quartermaster qualification
<b>Police Explorers</b>		2 years of experience	3 years of experience
<b>Scouts</b>	X	N/A	Recipient of Eagle Scout Award (Boy Scouts), Gold Award (Girl Scouts), or Quartermaster Award (Sea Scouts)

- (2) Recruit Referrals. Applicants may enlist in an advanced pay grade when prospects referred by the applicant also enlist in the Coast Guard, Coast Guard Reserve, or the Delayed Entry Program (DEP; see Article 3.B.7. of this Manual). The prospects must accompany the applicant to the Recruiting Office or provide the applicant's name to the recruiter during his/her initial interview.
  - (a) Pay Grade E-2: Applicants may enlist in pay grade E-2 when two referrals also enlist. DEP recruits may enlist in pay grade E-2 upon their eventual enlistment in the Regular Coast Guard when referrals result in the enlistment of two persons.
  - (b) Pay Grade E-3: Applicants may enlist in pay grade E-3 when four referrals also enlist.

### **3.B.2. Open Rate List (ORL)**

The Open Rate List is a list of rates for which the Regular Coast Guard has immediate billet openings, and for which prior-service personnel and members of the Coast Guard Reserve having those skills may apply. In cases where a rate is removed from the ORL during the processing phase, the applicant's enlistment in that rate may still be considered.

#### **3.B.2.a. Eligibility of Prior-Service Personnel**

Prior-service personnel from any branch of the U.S. Armed Forces may be eligible to enlist under the ORL if they are otherwise qualified and:

- (1) At the time of separation from active duty, the applicant held the rate listed on the ORL or a comparable Military Occupational Specialty (MOS); and
- (2) It has been less than five years since the applicant was separated from active duty.

#### **3.B.2.b. Members of the Coast Guard Reserve**

Members of the Coast Guard Reserve may apply for billet openings on the ORL, whether they have prior service in the Regular Component of a U.S. Armed Force or not, and may be eligible to enlist if they are otherwise qualified.

**3.B.3. Guaranteed Class “A” School**

This program offers applicants a contractual guarantee for a particular Class “A” School upon enlistment. Applicants must qualify under the Tier I education standard (see Article 4.C.3. of this Manual), and also must meet the entrance requirements for the Class “A” School (see Reference (x), Performance, Training and Education Manual, COMDTINST M1500.10 (series)), which may include normal color vision/perception and/or other physical standards. For aviation Class “A” Schools, the applicant must also meet the physical standards for aircrew candidates (see Reference (y), Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series)).

**3.B.4. Guaranteed Geographic Assignment**

This program offers applicants a guaranteed initial assignment within a particular Coast Guard District, but not to a specific unit, for a minimum of one year. This incentive, however, shall not be used in conjunction with a guarantee for Class “A” School. The availability of and criteria for guaranteed geographic assignments may be established in order to meet recruiting goals.

**3.B.5. “Buddy” Enlistment Program**

The intent of this program is to recruit two or more individuals as “buddies,” and thereby increase the enlistment and retention among high school graduates and other prospective applicants. The purpose is to assist the buddies during their transition from civilian to military life by allowing them to undergo indoctrination assigned to the same company at Training Center Cape May, New Jersey.

**3.B.6. Active Duty College Fund Program**

The intent of this program is to provide additional funding for education purposes, and thereby attract qualified non-prior service personnel to critical ratings. The funding, or “kicker,” is to be paid in addition to the basic benefits provided through participation in the Montgomery GI Bill program. For additional information, see Reference (z), Coast Guard Active Duty College Fund Program, COMDTINST 1760.10 (series).

**3.B.7. Delayed Entry Program (DEP)**

The Delayed Entry Program (DEP) is for individuals without prior military service; members currently serving in a Reserve component are not eligible. This program permits the applicant to delay his or her entry onto active duty for up to one year. DEP recruits are enlisted in the Coast Guard Reserve, Individual Ready Reserve, under 10 U.S.C. § 513 for the express purpose of agreeing to a subsequent enlistment in the Regular Coast Guard. Applicants incur a military service obligation; however, whereas time spent in DEP status does count toward fulfilling the MSO, it is not creditable service for pay purposes. See Article 5.E. of this Manual for more information regarding the DEP.

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### **3.C. RESERVE ENLISTED PROGRAMS**

#### **3.C.1. Recruiting Emphasis**

Coast Guard Reserve accessions differ from Regular accessions in that emphasis is placed on the delivery of rated petty officers to fill specific mobilization requirements. Reserve recruiting requires a prioritization of target populations in order to maximize efficiency in producing trained personnel. Precedence is given to those recruits who will require the least amount of initial and follow-on training. Accordingly, the order of priority for Reserve accessions is: (1) individuals with prior military service in critical ratings; (2) prior-service personnel who may have to attend Class “A” School; (3) non-prior service professionals with relevant skills and experience; (4) non-prior service personnel who will attend Class “A” School immediately following basic training; and (5) non-prior service applicants who attend basic training and Class “A” School generally within a one-year period following enlistment. Refer to Sections 1.E. and 1.F. of the Reserve Policy Manual, COMDTINST M1001.28 (series), and Chapter 6 of this Manual for additional information on these Reserve recruiting programs.

#### **3.C.2. Prior-Service Accession Programs**

##### **3.C.2.a. RQ Program – No Remaining Military Service Obligation**

This program targets prior-service personnel (E-3 and above) who have completed their initial 8-year military service obligation and have no remaining MSO. The key features of this program for the recruit are the ability to credit the prior service toward retirement and Class “A” School training opportunities as necessary.

##### **3.C.2.b. RN Program – Non-Coast Guard with Remaining Military Service Obligation**

This program targets prior-service personnel (E-3 and above) who have not completed their initial 8-year MSO. This includes individuals being released from active duty by another Service, desiring to transfer from the Reserve component of another Service, or who were separated before completing their initial 8-year MSO due to hardship or other disqualifying factor that has been documented to no longer exist. The key features of this program for the recruit are the increased training opportunities and greater scheduling flexibility compared to other Services’ Reserve components due to the Coast Guard’s integrated workforce.

##### **3.C.2.c. RJ Program – Coast Guard with Remaining Military Service Obligation**

This program is similar to the RN program described in Article 3.C.2.b. above except that it applies to prior-service Coast Guard personnel (E-3 and above). This includes individuals being released from active duty or who were separated before completing their initial 8-year MSO due to hardship or other disqualifying factor that has been documented to no longer exist.

**3.C.3. Direct Petty Officer Accession – RX Program (Experienced Professionals)**

This program targets experienced professionals with no prior military service but possessing skills acquired in the civilian sector that translate to a Coast Guard rating and which qualify them for enlistment in pay grade E-4 or above. The key feature of this program for the recruit is the opportunity to use his or her civilian skills and experience in the Coast Guard.

**3.C.4. Non-Prior Service (NPS) Accession Programs****3.C.4.a. RP Program – Guaranteed Class “A” School**

This program targets college graduates, college students, high school graduates, and other NPS professionals who do not possess experience that translates to enlisted ratings. These recruits attend a guaranteed Class “A” School for which they qualify immediately (generally within six days) following basic training; therefore, these recruits must be available for approximately six consecutive months for initial training. The key feature of this program is the guarantee of desired technical training.

**3.C.4.b. RA Program – Some Post-Secondary Education**

This program targets NPS applicants who have completed at least 60 semester-hours or 90 quarter-hours of post-secondary education and are able to attend Class “A” School for a critical rating for which they qualify, generally within six months of reporting to their first duty assignment. The key feature of this program is the opportunity to join the Coast Guard Reserve and receive technical training.

**3.C.4.c. RK Program – Students**

This program targets full-time college or vocational school students, college-bound high school students, and high school students who have completed their junior year. Typically, recruits will attend basic training during the first summer after enlisting and Class “A” School the following summer. The key features of this program for the recruit are scheduling flexibility around school classes and additional income and education benefits while attending school.

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### **3.D. OFFICER PROGRAMS**

#### **3.D.1. Overview**

This section provides basic descriptions of various Coast Guard Academy, Officer Candidate, Direct Commission Officer (DCO), and scholarship programs that may result in Regular or Reserve commissions as officers in the Coast Guard. Eligibility requirements and more specific information on these officer accession programs can be found in Chapter 7 of this Manual; Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series); the Reserve Policy Manual, COMDTINST M1001.28 (series); and other resources as indicated.

#### **3.D.2. Coast Guard Academy**

##### **3.D.2.a. Direct Entry**

For detailed information regarding eligibility requirements and the application and selection processes for appointment as a cadet at the Coast Guard Academy, refer to the Coast Guard Academy website at <http://www.cga.edu/> and to Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series).

##### **3.D.2.b. Coast Guard Academy Scholar Program**

Under this program, applicants (from civilian status and the Coast Guard and Coast Guard Reserve enlisted ranks) are selected to study for 10 months at a military preparatory school specified by the Superintendent of the Coast Guard Academy and compete for appointments as a cadet at CGA. Coast Guard Academy Scholar cadet candidates will be enlisted in the Regular Coast Guard and incur an obligation to accept an appointment to the Coast Guard Academy, if offered. See also Reference (aa), Coast Guard Academy Scholar Program Administration, COMDTINST 5354.2 (series), for detailed program information.

#### **3.D.3. Officer Candidate Programs**

##### **3.D.3.a. Officer Candidate School (OCS)**

Officer Candidate School (OCS) is a highly specialized, 17-week course of instruction in leadership and management, seamanship, navigation, law enforcement, and military subjects. OCS classes are convened periodically throughout the year, depending on the needs of the Service. Normally, each OCS class is comprised of both Temporary Regular commission officer candidates (OCS-T) and Reserve commission officer candidates (OCS-R). OCS-T applicants must be on active duty in the Coast Guard, E-5 or above, or E-4 if the applicant previously served satisfactorily as an E-5 in the Coast Guard and was reverted to E-4 due to a change of rating in accordance with Article 3.A.24.a.(2) of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). See Article 7.B.5.b. of this Manual for information on the different types of commissions.

**3.D.3.b. Aviation Cadet (AVCAD) Program**

AVCAD is a guaranteed flight training program that is a unique opportunity for Regular Coast Guard and Coast Guard Reserve enlisted personnel interested in becoming Coast Guard aviators. Applicants must currently be serving in pay grades E-4 through E-7, in any rating. Selected personnel will attend OCS (see Article 3.D.3.a. above), and after successfully completing OCS will report directly to Naval Flight Training in Pensacola, Florida, as commissioned officers.

**3.D.4. Direct Commission Officer (DCO) Programs**

The Direct Commission Officer (DCO) programs provide the Coast Guard with the ability to attract individuals with specialized training to meet the needs of the Service. These officers serve in initial assignments that reflect their specialized education, training, and experience. In addition to civilian applicants, officer and enlisted members of the Coast Guard and Coast Guard Reserve may apply for DCO programs for which they meet the specific program requirements. However, officers on the Active Duty Promotion List (ADPL) or who were not selected for integration, extension, or promotion are not eligible to apply. Reserve officers on the Inactive Duty Promotion List (IDPL) may apply provided that a conditional resignation has been approved by Chief, Reserve Personnel Management Division (CG PSC-RPM). Reserve officers who meet the criteria for a DCO program may also apply for extended active duty (EAD) to Chief, Officer Personnel Management Division (CG PSC-OPM) through their chain of command.

**3.D.4.a. Direct Commission Aviator (DCA) Program**

The Coast Guard aviation program reflects the organization and missions of the Coast Guard itself. Selected applicants will report to their first duty assignment prior to attending training at the Coast Guard Aviation Training Center (CG ATC) in Mobile, Alabama. Applicants must have the following military service and aviation experience:

- (1) Military Flight Training. Graduate of a U.S. military flight training program, and a minimum of 500 hours of military flight time as of the application deadline. Flight hours in training and simulator training hours do not count toward this total.
- (2) Active Duty Service. Service on active duty, other than active duty for training, as a pilot in the U.S. Army (commissioned or warrant officer), Navy, Air Force, Marine Corps, or National Guard for a minimum of 2 years. (Note – National Guard applicants with no active duty service are not eligible, but Army active duty personnel assigned to National Guard components are eligible.)
- (3) Recency. Primary employment as a military or civilian pilot within 2 years of the selection panel convening date.

**3.D.4.b. Direct Commission Engineer (DCE) Program**

This program offers challenging and rewarding experiences in the engineering and command, control, communications, computers, and information technology (C4IT) fields. It provides engineers and technologists with leadership opportunities in program management and systems implementation that enable and support Coast Guard missions. Depending on specialty, these Coast Guard engineers may, among other responsibilities, be charged with:

- (1) Overseeing the design, construction, and maintenance of Coast Guard vessels, commercial vessels, or shore facilities.
- (2) Developing commercial vessel safety standards and/or performing commercial vessel safety inspections.
- (3) Designing systems to prevent oil spills.
- (4) Designing and maintaining aids to navigation.
- (5) Designing and maintaining electronics, communication systems, information systems, information security systems, or vessel traffic services.

**3.D.4.c. Direct Commission Environmental Manager (DCEM) Program**

The Coast Guard's prevention field is dedicated to the safety of shipping and the protection of life, property, and the marine environment. Prevention encompasses the full spectrum of responsibilities related to ship safety and environmental protection, including the administration of national and international laws designed to control pollution. DCEM officers will work with prevention policies and procedures at the Headquarters level as well as employ their experience and knowledge while serving at Coast Guard Sectors and other field offices.

**3.D.4.d. Direct Commission Intelligence Officer (DCIO) Program**

This program offers an opportunity for high-performing intelligence professionals and military members with intelligence experience to employ their unique skill sets as Coast Guard intelligence officers. New Coast Guard intelligence officers are welcomed into a service whose parent agency is both an Armed Force and an organization with broad maritime law enforcement authorities. Selectees will have a chance to become key resources in one of the Coast Guard's most dynamic fields, and will receive an initial assignment within the Coast Guard intelligence enterprise. Applicants must be proven intelligence professionals with robust work experience. Active duty Coast Guard applicants must either be serving in the Intelligence Specialist (IS) rating or as a Coast Guard Investigative Service (CGIS) agent.

**3.D.4.e. Direct Commission Lawyer (DCL) Program**

Licensed attorneys or third-year law students can compete to join the Coast Guard legal team through this program. The Coast Guard maintains a full-service legal support program, which provides advice and counsel for any and all requirements or decisions that fall within the following legal practice areas:

- (1) Criminal Law/Military Justice
- (2) Operations
- (3) International Activities
- (4) Civil Advocacy
- (5) Environmental Law
- (6) Procurement Law
- (7) Internal Organizational Law
- (8) Regulations and Administrative Law
- (9) Legislative Support
- (10) Legal Assistance

**3.D.4.f. Direct Commission Physician Assistant (DCPA) Program**

Two distinct categories comprise this program that affords trained Physician Assistants (PAs), i.e., graduates of selected PA programs, the opportunity to receive a Reserve commission in the Coast Guard and serve in their specialty.

- (1) The Selected Reserve DCPA (SELRES DCPA) program is designed to provide sufficient numbers of PAs to fill mobilization requirements for deployable units. Selectees without previous experience as a Coast Guard or Coast Guard Reserve commissioned officer, including chief warrant officer, are required to attend the Reserve Officer Candidate Indoctrination (ROCI) course. See Article 7.B.5.a.(3) of this Manual for information on ROCI.
- (2) The Active Duty DCPA program selects PAs to fill vacant positions within the Coast Guard while serving on an extended active duty contract, typically involving patient health care at a Coast Guard clinic. Selectees are required to attend DCO School (see Article 7.B.5.a.(2) of this manual).

**3.D.4.g. Direct Commission Selected School (DCSS) Graduate Program**

Under this program, eligible college graduates may be appointed with a Reserve commission in the Coast Guard. Applicants must have successfully completed at least two years of military training through an Army, Navy, or Air Force Reserve Officer Training Corps (ROTC) program, or two years as a cadet or midshipman at a Federal military service academy. A baccalaureate or higher degree, and the military training if satisfied through participation in an ROTC program, are required from any of the following schools, or, on a case-by-case basis, other institutions with solid academic curricula and strong Reserve officer training traditions:

- (1) The Citadel
- (2) Mary Baldwin College, Virginia Women's Institute for Leadership
- (3) North Georgia College & State University
- (4) Norwich University
- (5) Prairie View A&M University
- (6) Texas A&M University
- (7) Virginia Military Institute
- (8) Virginia Polytechnic Institute and State University

**3.D.4.h. Licensed Officer of the Merchant Marine (LOMM) Program**

The purpose of this program is to ensure continued merchant marine industry representation in the Coast Guard prevention program. Applicants who are licensed officers of the U.S. Merchant Marine may be offered Regular or Reserve commissions in the Coast Guard. These officers serve as inspectors, investigators, and licensing program personnel.

**3.D.4.i. Direct Commission Maritime Academy Graduate (MARGRAD) Program**

(1) Maritime academy graduates have education and training that enhance the Coast Guard's ability to carry out its operational missions. The MARGRAD program is available to individuals who hold a degree from a qualifying state or Federal maritime academy, and who either hold a Merchant Mariner Credential (MMC) endorsed as Third Mate or Third Assistant Engineer or higher, or their degree major is in marine environmental protection or a related field. The following are the qualifying maritime institutions:

- (a) California Maritime Academy
- (b) Great Lakes Maritime Academy
- (c) Maine Maritime Academy
- (d) Massachusetts Maritime Academy
- (e) State University of New York Maritime College
- (f) Texas A&M Maritime Academy
- (g) U.S. Merchant Marine Academy (USMMA).

- (2) USMMA seniors are eligible for an application and selection process known as Maritime Academy Graduate – Kings Point (MARGRAD-KP). This program selects the most outstanding USMMA seniors to compete for the full range of Coast Guard career choices. Interested applicants should contact the Coast Guard liaison for USMMA.
- (3) Selected applicants will serve as Coast Guard Reserve officers on extended active duty. Appointees are normally assigned to the prevention field; however, naval engineering and deck assignments, both afloat and ashore, and assignments pertaining to the design, construction, operation, maintenance, and repair of Coast Guard cutters and boats are also possible.

#### **3.D.4.j. Prior-Trained Military Officer (PTMO) Program**

The PTMO program targets current or former military officers with training or degrees in critical-need areas, as determined by the Assistant Commandant for Human Resources (CG-1), for Reserve commissions in the Coast Guard. Applicants must have at least two years of commissioned active duty or Reserve service in the U.S. Armed Forces or National Guard as of the selection panel convening date; for former officers, it must have been less than four years, as of the date of accession, since the date of discharge from the qualifying active duty or Reserve service. Selectees are given duty assignments based on their experience and education. The need for officers under this program varies greatly from year to year.

#### **3.D.4.k. Selected Reserve Direct Commission (SRDC) Officer Program**

The goal of the SRDC program is to fill junior officer (i.e., Ensign through Lieutenant) vacancies in the Selected Reserve. Applicants must be prior-service or current military members. See also Article 1.G.2. of the Reserve Policy Manual, COMDTINST M1001.28 (series).

#### **3.D.5. Scholarship Programs**

##### **3.D.5.a. College Student Pre-Commissioning Initiative (CSPI)**

CSPI is a fully-funded program, which may pay up to two academic years of college tuition, books, and essential supplies for full-time students. While enrolled in school, a CSPI candidate is enlisted in pay grade E-3 with a four-year active duty obligation. In addition to full tuition, students receive full pay, allowances, entitlements, and benefits of an E-3. The eligibility of active duty members in pay grade E-4 and above will be determined based on the requirements applicable to an E-3, for example, the maximum number of dependents; such members accepted into the CSPI program will be voluntarily reduced in rate to E-3 prior to the execution of orders, with entitlements corresponding to those of an E-3. Individuals who are eligible for the Pre-Commissioning Program for Enlisted Personnel (PPEP; see Article 3.D.5.c. below) are ineligible for the CSPI program.

**3.D.5.b. Wilks Flight Initiative (WiFI)**

The WiFI program provides guaranteed flight training to students who have been selected for and are enrolled as seniors in CSPI (see Article 3.D.5.a. above and Section 7.E. of this Manual). Upon successful completion of the CSPI program, including OCS, these members will report directly to Naval Flight Training in Pensacola, Florida.

**3.D.5.c. Pre-Commissioning Program for Enlisted Personnel (PPEP)**

The PPEP program is similar to the Coast Guard's postgraduate training program. It provides an upward mobility mechanism, enabling selected enlisted personnel (Regular or Reserve, E-4 and above on active duty), who do not already hold a baccalaureate degree, to attend college on a full-time basis for up to two years to meet bachelor's degree requirements, and then receive a commission upon successful completion of OCS. PPEP is a fully-funded scholarship program, which may pay up to two academic years of college tuition, books, and essential supplies for full-time students. While enrolled in school, PPEP students receive full pay and allowances at their enlisted pay grades and are eligible for advancement.

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**3.E. COAST GUARD BAND**

**3.E.1. Coordinated Recruitment**

The Coast Guard Academy informs the Personnel Service Center, Enlisted Personnel Management Division (CG PSC-EPM), and CGRC of band openings. The Coast Guard Band solicits for applicants to audition and determines whether they are musically qualified to enlist in the Coast Guard. When requested to do so by the Coast Guard Band, CGRC and CG PSC-EPM begin the enlistment and accession process for musically-qualified applicants. Selectees are enlisted as Musician First Class (MU1, E-6).

**3.E.2. Standards and Eligibility Requirements**

Applicants for enlistment in the Coast Guard Band must meet the same basic eligibility criteria for other Coast Guard accessions (see Chapter 4 of this Manual) with the following exceptions:

- a. Age. Must not have reached their 35<sup>th</sup> birthday.
- b. Dependents. Waivers for excess dependents will be considered when it appears there is no potential for financial hardship.
- c. Testing. The Armed Services Vocational Aptitude Battery (ASVAB) is not required.

## **CHAPTER 4 – RECRUITING STANDARDS AND GENERAL ELIGIBILITY REQUIREMENTS**

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### **4.A. APPLICABILITY**

#### **4.A.1. Overview**

This chapter discusses the basic standards and general eligibility requirements applicable to recruiting programs. It is intended to be read in conjunction with Chapter 2 (Policies) of this Manual. Additional requirements specific to certain recruiting programs, and exceptions to the standards and eligibility requirements of this chapter, may be found in Article 3.E.2. for the Coast Guard Band or in Chapter 5 (Regular Enlisted Recruiting), Chapter 6 (Reserve Enlisted Recruiting), and Chapter 7 (Officer Recruiting) of this Manual. See also Reference (bb), Qualification Standards for Enlistment, Appointment, and Induction, DoDI 1304.26.

#### **4.A.2. Enlisted versus Officer and Regular versus Reserve Requirements**

Unless stated otherwise in this chapter, and unless amplified or excepted elsewhere in this Manual, these basic recruiting standards and general eligibility requirements are applicable to all new accessions, whether enlisted or officer, Regular or Reserve, and with or without prior military service.

#### **4.A.3. Waivers and Eligibility Determinations**

Applicants who do not meet established standards and eligibility requirements will not be enlisted or commissioned without a waiver or eligibility determination from the proper authority (see discussion of authorities in Article 1.C.4. of this Manual). To justify a waiver of the criteria, an applicant must present clear and sufficient mitigating circumstances. An eligibility determination is the process by which the Coast Guard reviews the circumstances that cast doubt on the suitability of an otherwise qualified applicant.

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### **4.B. RECRUITING STANDARDS**

#### **4.B.1. Ineligible Individuals**

Table 4-1 is a list of circumstances that render individuals ineligible to enlist or receive an appointment in the Coast Guard or Coast Guard Reserve. The list is not all-inclusive, and inclusion in certain categories is not necessarily permanently disqualifying if the circumstance(s) can be resolved.

**Table 4-1 – Categories of Persons Ineligible for Coast Guard Service**

<b>Individuals are ineligible for enlistment or commissioning when any of the following circumstances exists:</b>	
<b>1</b>	Conscientious objector or reservations about military service for religious, moral, or ethical reasons.
<b>2</b>	Religious beliefs conflict with the principle of unrestricted service on a 24-hour/7-day per week basis.
<b>3</b>	Objects to bearing arms in the enforcement of federal law.
<b>4</b>	Does not possess a Social Security Number.
<b>5</b>	Aquaphobia: fear of being in, on, or near water.
<b>6</b>	Pregnant.
<b>7</b>	<b>ANY</b> pending criminal, civil, or other court action, including bankruptcy, divorce, traffic violations, or child custody proceedings.
<b>8</b>	In receipt of, or have a claim pending for, pension, disability allowance, or disability compensation from the U.S. government due to military service, unless rights to such compensation are waived.
<b>9</b>	Convicted of a felony or serious crime, including domestic violence.
<b>10</b>	Currently awaiting trial or sentence by a civil court.
<b>11</b>	Registered sex offender or convicted in state or federal court for the following crimes: rape or sexual assault, forcible sodomy, incest, or attempts to commit any of these acts.
<b>12</b>	Have been confined in a federal or state prison or pardoned for otherwise disqualifying offenses.
<b>13</b>	Currently on probation or other civil restraint, or release is contingent on enlistment or accession, or release was obtained in order to serve in the Coast Guard or Coast Guard Reserve.
<b>14</b>	History of juvenile delinquency, including adjudication as a youthful offender or wayward minor.
<b>15</b>	Raised and trained in institutions having mental or correctional features, including voluntary.
<b>16</b>	Disqualifying medical condition(s) or history cited in Reference (cc), Coast Guard Medical Manual, COMDTINST M6000.1 (series).
<b>17</b>	Repeated drug, including marijuana, or chemical substance abuse/use, where the use of and reliance on these substances are part of the person's behavior pattern. Participated in a drug rehabilitation program. <b>NOTE:</b> This does not include drug experimentation, which is defined as "a few times for reasons of curiosity, peer pressure, or similar reasons."
<b>18</b>	Use of, or have used within one year prior to examination, any drug or substance listed in Part 1308 of Reference (dd), Title 21, Code of Federal Regulations (21 CFR 1308), which has a stimulant, depressant, or hallucinogenic effect or potential for abuse. <b>EXCEPTIONS:</b> Marijuana and legally-prescribed drugs.
<b>19</b>	Prior military service with a Reentry Code of RE-4 in Block 27 of the Certificate of Release or Discharge from Active Duty, DD Form 214.
<b>20</b>	Have prior military service and concealed that fact from the recruiter.
<b>21</b>	Any tattoo, body piercing, or branding in violation of Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 (series).

#### **4.B.2. Basic Character Standards**

It is a priority of the recruiting mission to identify prospective recruits that possess the proper character to be an asset to the Coast Guard or Coast Guard Reserve. Character is particularly critical in commissioning programs due to the requirement that all officers must be eligible to hold a SECRET security clearance. Appendix B of this Manual addresses the basic character criteria applicable to all enlistments and to persons not currently serving in the Coast Guard or Coast Guard Reserve being considered for officer commissioning programs. Appendix B and its lists of offenses will be used as guides in evaluating a person's character. See also Reference (ee), Acquisition and Use of Criminal History Record Information for Military Recruiting Purposes, DoDI 1304.23.

##### **4.B.2.a. Applicants Currently Serving in the Coast Guard or Coast Guard Reserve**

Applicants are eligible for commissioning unless, during the 36 months prior to the commissioning program's selection panel convening date, they have been convicted by a court-martial, been awarded non-judicial punishment (NJP), received an "Unsatisfactory" conduct mark, received a mark of less than 4 in any performance dimension, received a negative Administrative Remarks, Form CG-3307, or been involved in an alcohol-related incident.

##### **4.B.2.b. Character References**

Character references are required in all cases when there is doubt about an applicant's qualifications or the truthfulness of information provided. In addition, the Coast Guard will obtain fingerprints from all applicants and perform all necessary records, background, and credit checks.

#### **4.B.3. Identity Verification**

No applicant will be processed for accession until any discrepancies between the applicant's legal name and the name(s) that appears on the Social Security Card and other identification documents provided by the applicant are resolved.

#### **4.B.4. Physical Examination**

The objective is to select, access, and retain individuals who are physically and medically fit to meet the conditions and demands associated with service in the Coast Guard and Coast Guard Reserve. Minimum and maximum height limitations are included in the standards in the Coast Guard Medical Manual, COMDTINST M6000.1 (series). Refer also to the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), which is applicable to accession candidates.

**4.B.4.a. Applicants for Enlistment**

Except as noted below, all applicants for enlistment must meet the medical and physical standards for accession set forth in Section 3.D. of the Coast Guard Medical Manual, COMDTINST M6000.1 (series). In addition, candidates for an aviation rating must be qualified for aviation duty in accordance with the Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series).

Prior-Service Coast Guard Applicants. If less than one year has elapsed since the applicant's discharge, the retention standards in Section 3.F. of the Coast Guard Medical Manual, COMDTINST M6000.1 (series), apply.

**4.B.4.b. Applicants for Commissioning Programs**

All applicants must pass a pre-commissioning physical examination described in Section 3.E. of the Coast Guard Medical Manual, COMDTINST M6000.1 (series), including the requirement to possess normal color vision/perception. Any applicant for an aviation program must meet the additional medical and physical standards set forth in the Coast Guard Aviation Medicine Manual, COMDTINST M6410.3 (series).

**4.B.4.c. Drug Testing**

Every applicant is required to pass a drug test prior to accession.

**4.B.4.d. Immunizations**

Applicants will be denied accession if they indicate that they will refuse immunizations. Article 8-2-1.(21) of United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), requires that "Persons in the Coast Guard shall permit such action to be taken to immunize them against disease as is prescribed by competent authority." Refer to the Coast Guard Medical Manual, COMDTINST M6000.1 (series), for Service policy on the refusal of mandatory immunizations.

**4.B.5. Test Scores**

Testing programs enable the fair assessment of applicants' aptitude and ensure an equal opportunity to serve in the Coast Guard or Coast Guard Reserve. The Armed Services Vocational Aptitude Battery is a Department of Defense test used as a preliminary applicant classification and screening device, and is the only examination authorized for general enlistment/reenlistment and qualification for guaranteed training programs. The Armed Forces Qualification Test (AFQT) is a score that is mathematically calculated using a combination of scores from specific sections of the ASVAB. ASVAB test scores are valid for two years from the date of administration for enlisted programs, and do not expire for commissioning programs. Applicants must be re-tested if applying for a school or program that requires valid ASVAB/AFQT scores. Officer commissioning programs may use the SAT, ACT, Aviation Selection Test Battery (ASTB), and/or ASVAB for qualifying applicants.

For more information, see the Performance, Training and Education Manual, COMDTINST M1500.10 (series), and Reference (ff), DoD Military Personnel Accession Testing Programs, DoDI 1304.12E.

#### **4.B.5.a. Minimum Qualifying ASVAB/AFQT Scores for Enlistment**

Generally, all enlistment applicants must take the ASVAB test, regardless of prior military service. Exceptions to the ASVAB testing requirement include prior-service Coast Guard personnel applying to reenter the Service under the provisions of the Weight and Body Fat Standards Program (see Article 2.G.2. of this Manual), the TEMPSEP policy (see Article 2.G.3. of this Manual), and the TDRL policy (see Article 2.G.4. of this Manual). Most Tier I (High School Graduate) prospects qualify to apply for enlistment when their AFQT score is 36 or more. Tier II (Alternative Credential Holder) prospects qualify to apply when their AFQT score is 47 or more. However, prospects who speak English as a second language and have AFQT scores below 36 may apply with an approved waiver. (See Article 4.C.3. of this Manual for a description of the education tiers.)

#### **4.B.5.b. Qualifying Test Scores for Commissioning Programs**

Unless stated otherwise, officer programs require a qualifying score on one of the tests in Table 4-2 below. The most recent score on any test must be used, and there is no time limitation.

**Table 4-2 – Qualifying Test Scores for Officer Recruiting Programs**

<b>TEST</b>	<b>QUALIFYING SCORE</b>
SAT (Prior to 1 April 1995)	Combined score of 1000 or greater
SAT I (1 April 1995 to 31 March 2005)	Combined score of 1100 or greater
SAT (After 31 March 2005)	Combined score of 1100 or greater, derived by adding the critical reading (verbal) and math sections.
ACT	Composite score of 23 or greater
ASTB	4 on the Academic Qualifications Rating (AQR) and 5 on the Pilot Flight Aptitude Rating (PFAR)
ASVAB	GT (General Technical) score of 109 (110 prior to 1 July 2004). The GT score is derived by combining the VE (Verbal Expression) and AR (Arithmetic Reasoning) scores.

**4.B.6. Limit on Prior Military Service Creditable toward Retirement**

Prior-service applicants may not have more than 14 years of cumulative military service creditable toward retirement in the U.S. Armed Forces or their Reserve components. Creditable service will be calculated as of the prospective date of accession into the Coast Guard or Coast Guard Reserve.

**4.C. GENERAL ELIGIBILITY REQUIREMENTS**

**4.C.1. Citizenship**

All applicants must provide proof of citizenship. Applicants for officer commissioning programs must be U.S. citizens. Table 4-3 shows the basic citizenship criteria for enlistment in the Coast Guard or Coast Guard Reserve. Waivers of the citizenship requirements are not authorized for the enlistment of prior-service applicants.

**Table 4-3 – Basic Citizenship Requirements for Enlistment**

IF PERSON IS A(N):	THEN THAT PERSON:
U.S. Citizen or National	<b>MAY APPLY</b>
Dual Citizen	<b>MAY APPLY</b> – If he/she declares U.S. citizenship.
Non-Immigrant Alien	<b>MAY NOT APPLY</b>
Immigrant Alien	<p><b>MAY APPLY:</b></p> <p>(1) If he/she:</p> <ul style="list-style-type: none"> <li>• Reads, writes, and speaks English fluently, as demonstrated through the Reading Aloud Test (RAT) described in Article 3.C.2. of the Coast Guard Medical Manual, COMDTINST M6000.1 (series); and</li> <li>• Is admitted to the U.S. as a Lawful Permanent Resident; and</li> <li>• Has no prior military service.</li> </ul> <p>(2) With the following restrictions – he/she:</p> <ul style="list-style-type: none"> <li>• Cannot hold a SECRET security clearance; and</li> <li>• May enter only the BM, DC, EM, FS, HS, MK, MST, MU, SK, or YN rating; and</li> <li>• Understands that in order to reenlist in the Coast Guard or Coast Guard Reserve, he/she must become a U.S. citizen.</li> </ul> <p><b>NOTE:</b> The enlistment of any Lawful Permanent Resident alien must be approved by the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c.</p>

#### 4.C.2. Age

All applicants must provide conclusive proof of date and place of birth. Age criteria are established with a projected career path of 20 years or longer. The age requirements for commissioning are detailed for each specific officer program in Chapter 7 of this Manual. Table 4-4 below includes the basic age criteria for enlistment in the Coast Guard or Coast Guard Reserve, unless specified elsewhere in this Manual. Waivers of the minimum age requirement of 17 are not authorized. Waivers of the maximum age requirement of 40 may only be authorized for applicants with prior military service, in any branch of the U.S. Armed Forces, whose enlistment would be in pay grade E-4 or higher.

**Table 4-4 – Basic Age Criteria for Enlistment**

IF THE PERSON'S AGE IS:		THEN THAT PERSON:
AT LEAST	BUT LESS THAN	
--	17	<b>MAY NOT APPLY</b>
17	18	<b>MAY APPLY</b> – If he/she either is married, is an emancipated minor, or has written parent/guardian consent.
18	28	<b>MAY APPLY</b>
28	32	<b>MAY APPLY</b> – If he/she has prior military service and either is enlisting in pay grade E-3 or has an approved waiver to enlist in a lower pay grade.  <b>MAY APPLY</b> – If he/she has no prior military service and is enlisting in pay grade E-3 with a Guaranteed Class "A" School.
32	41*	<b>MAY APPLY</b> – If he/she has prior military service and is enlisting in pay grade E-4 or above.  * For Reserve enlisted programs, this is the applicant's constructive age, i.e., his or her age as of the date of accession less the number of months of active duty military service, not to exceed 60 months and not considering active duty for training.
41	--	<b>MAY NOT APPLY</b>

#### **4.C.3. Education**

See Chapter 7 of this Manual for the education requirements for officer commissioning programs. For enlistment, the Coast Guard and Coast Guard Reserve use the Department of Defense (DoD) education criteria, which is organized using a three-tiered system of credentials described in Table 4-5 below. Before enlistment, applicants must meet Tier I qualifications. Applicants meeting Tier II qualifications and prior-service applicants with Tier III qualifications must be approved by the appropriate authority in the Coast Guard recruiting organization, the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c. Non-prior service applicants with Tier III qualifications are ineligible to enlist. Waivers of the basic education requirements may be authorized on a case-by-case basis.

Overseas/DoD-Sponsored Schools. Applicants educated in Puerto Rico, Guam, the U.S. Virgin Islands, outlying possessions of the U.S. (American Samoa), and overseas DoD-sponsored schools must complete education requirements equivalent to a Tier I status.

**Table 4-5 – Education Tiers**

CREDENTIALS	QUALIFICATIONS
<b>Tier I:</b> High School Graduate	<u>High School Diploma</u> : Based on attendance and completion of a 12-year or 12 <sup>th</sup> grade program of classroom instruction; issued a diploma from the school where all program requirements were completed.
	<u>Adult Education Diploma</u> : Secondary school diploma awarded on the basis of attending and completing an adult education or diploma “external” program, regardless of whether the diploma was issued by a state or by a secondary or post-secondary educational institution.
	<u>Completed One Semester of College</u> : Attendance at a college or university and completion of at least 15 semester-hours or 20 quarter-hours of college-level credit.
	<u>Home Study Diploma (AFQT &gt; 64)</u> : Secondary school diploma based on certification of parent or guardian.
<b>Tier II:</b> Alternative Credential Holder	<u>Test-Based Equivalency Diploma</u> : A diploma or certificate of General Educational Development (GED) or other test-based high school equivalency diploma, including statewide testing programs.
	<u>High School Certificate of Completion</u>
	<u>Distance Learning School Diploma (On-Line)</u>
	<u>Correspondence School Diploma</u>
	<u>Occupational Program Certificate</u> : Earned by attending a non-correspondence vocational, technical, or proprietary school for at least six months. Must also have completed 11 years of regular day school.
	<u>Home Study Diploma</u> : Secondary school diploma based on certification of parent or guardian.
<b>Tier III:</b> Non-High School Graduate	Individuals who are not attending high school and are neither high school graduates nor alternative credential holders.
	<u>High School Certificate of Attendance</u>

#### **4.C.4. Dependents**

The purpose of placing limits on the number of dependents is to prevent undue hardship on a prospective Service member caused by having to balance family life and service demands. All applicants who claim dependents must provide notarized copies of certificates of marriage, divorce decrees, birth certificates, adoption documents, and any other documents necessary to establish dependency and legal custody. Prospects and/or applicants who relinquish legal custody of a dependent(s) expressly to seek enlistment or commissioning are not eligible for enlistment or commissioning.

##### **4.C.4.a. Who is a Dependent?**

The following are considered to be dependents:

- (1) Spouse. An applicant's spouse is a dependent gained through a lawful marriage, regardless of financial support, the spouse's gender, or, for the purposes of this Manual, the spouse's military status, unless terminated by final decree of divorce.
- (2) Child. Only the legal adoption of the child by another party ends the applicant's dependency responsibilities. An applicant's child, including an illegitimate child, is a dependent whether or not:
  - (a) A male applicant is named as the father on the birth certificate.
  - (b) The applicant has transferred custody of the child to a third party.
  - (c) The applicant is providing financial support for the child.
- (3) Unborn child. The unborn child of a married applicant's wife in her third trimester of the pregnancy is a dependent – for example, an applicant whose wife is pregnant with twins and has one other dependent child would have four dependents. The unborn child (third trimester of the pregnancy) of an unmarried male applicant, who admits to being the father or for whom a legal/medical paternity determination has been rendered, is a dependent.
- (4) Stepchild. An applicant's stepchild, of whom the spouse has physical custody for more than 50 percent of the time, is a dependent.
- (5) Others Provided Financial Support. Aside from a spouse, children, and stepchildren, dependency is determined by whether the applicant is providing financial support to the "dependent," for example, a parent, ward, etc.

#### 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	<b>MAY APPLY</b> – If the hardship or reason for separation or discharge no longer exists, and he/she meets the applicable dependency requirements.
Without Dependents	<b>MAY APPLY</b>
Unmarried with Sole or Primary Legal <b>or Physical</b> Custody of Dependent(s)	<b>MAY NOT APPLY</b> – 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 <b>or Physical</b> Custody of Dependent(s) Applying for Temporary Commission Programs	<b>MAY APPLY</b> – 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	<b>MAY APPLY</b> – If he/she has no more than seven dependents.
Unmarried without Sole Custody OR Single or Married with Joint Custody (without Primary Legal <b>or Physical</b> Custody of Dependents)	<b>MAY APPLY</b> – If the number of dependents does not exceed: <ul style="list-style-type: none"> <li>• Two for E-3 and below.</li> <li>• Three for E-4 and above.</li> </ul>
Married with a Coast Guard Active Duty Spouse and Two other Dependents	<b>MAY APPLY</b> – 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**

<b>IF THE PERSON IS APPLYING FOR:</b>	<b>AND HAS:</b>	<b>THEN THAT PERSON:</b>
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	<b>MAY APPLY</b>  <b>MAY APPLY – with waiver.</b>  <b>MAY APPLY – with waiver.</b>
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	<b>MAY APPLY</b>  <b>MAY APPLY – with waiver based on availability of sufficient civilian income.</b>  <b>MAY APPLY – with waiver.</b>
<b>NOTE:</b> 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.		

## CHAPTER 5 – REGULAR ENLISTED RECRUITING

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### 5.A. OVERVIEW

This chapter supplements, for the enlistment of individuals into the Regular Coast Guard, the information discussed in Chapter 2 (Policies), Chapter 3 (Recruiting Programs), and Chapter 4 (Recruiting Standards and General Eligibility Requirements) of this Manual.

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### 5.B. ADDITIONAL ELIGIBILITY REQUIREMENTS FOR PRIOR-SERVICE PERSONNEL

#### 5.B.1. Limitations Related to Duration of Prior Service

##### 5.B.1.a. When Enlisting in Pay Grade E-4 or Above

Applicants enlisting in the Coast Guard in pay grade E-4 or above may not have more than 14 years of prior active military service. This restriction does not apply to Coast Guard members reenlisting within 24 hours of release from active duty (RELAD).

##### 5.B.1.b. When Enlisting in Pay Grade E-3 or Below

Applicants enlisting in the Coast Guard in pay grade E-3 or below may not have more than six years of prior active military service.

##### 5.B.1.c. When Separated from Prior Service in Pay Grade E-3 or Below after Four Years of Service

The enlistment of any applicant who was discharged or released from active duty in pay grade E-3 or below after four years of service requires approval by the appropriate level in the Coast Guard recruiting organization, the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c.

##### 5.B.1.d. High Year Tenure (HYT)

The Coast Guard will factor total prior active duty military service and the status of the High Year Tenure policy in Military Separations, COMDTINST M1000.4 (series), into accession decisions involving prior-service personnel. Consequently, the ability of an applicant to advance in accordance with his or her Professional Growth Points (PGP) will be evaluated in considering applicants.

**5.B.2. Limitations Related to Entries on the DD Form 214**

**5.B.2.a. Reentry Code of RE-3**

A Reentry Code of RE-3 (eligible for reenlistment except for a disqualifying factor) in Block 27 of the prospect or applicant's Certificate of Release or Discharge from Active Duty, DD Form 214, is not an automatic bar to enlistment and shall not be, in and of itself, the reason for rejection. However, the prospect or applicant must prove that the disqualifying factor has been resolved before enlistment may be effected.

**5.B.2.b. Lost or Bad Time**

The enlistment of any applicant whose Certificate of Release or Discharge from Active Duty, DD Form 214, indicates any period of lost or bad time in Block 29 requires approval by the appropriate level in the Coast Guard recruiting organization, the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c.

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**5.C. TERMS OF ENLISTMENT**

**5.C.1. Non-Prior Service Personnel**

As discussed in Article 2.F.1. of this Manual, persons who have not previously served in the Armed Forces, and initially become members of the Regular Coast Guard, incur a military service obligation of eight years. This initial obligation may be served in one of the following manners; however, specific enlistment programs may require a minimum initial term of active duty.

- a. 6-Year Program. This program requires the member to serve a six-year period of active duty and two years in a Ready Reserve status (i.e., either Selected Reserve or Individual Ready Reserve).
- b. 4-Year Program. This program requires the member to serve a four-year period of active duty and four years in a Ready Reserve status (i.e., either Selected Reserve or Individual Ready Reserve).
- c. 3-Year Program. This program requires the member to serve a three-year period of active duty, three years in a Selected Reserve status, and two years in a Ready Reserve status (i.e., either Selected Reserve or Individual Ready Reserve).

Refer to Section 1.B. of the Reserve Policy Manual, COMDTINST M1001.28 (series), for a description of the Reserve Component Categories. Members of the Ready Reserve are subject to immediate recall to active duty.

**5.C.2. Prior-Service Personnel**

The contractual enlistment term for prior-service personnel varies depending on whether the prior military service was in the Coast Guard (including the Coast Guard Reserve) or another military Service.

- a. Prior-Coast Guard. An applicant who has previously served in the Coast Guard or Coast Guard Reserve, or who is currently a member of the Coast Guard Reserve not on extended active duty, including persons discharged from the Delayed Entry Program, will be enlisted in the Coast Guard for a period of three, four, five, or six years, based on Service need.
- b. Prior Service in another U.S. Armed Force. An applicant who has previously served as a member of one of the other U.S. Armed Forces will be enlisted in the Coast Guard for a period of four years. This provision includes individuals discharged from another Service's DEP.

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**5.D. RATES AND PAY GRADES UPON ENLISTMENT**
**5.D.1. Non-Prior Service Personnel**

See Article 3.B.1. of this Manual.

**5.D.2. Prior-Service Personnel****5.D.2.a. Maximum Pay Grade**

Prior-service applicants shall not be enlisted in a pay grade higher than that held on their last separation from active duty.

**5.D.2.b. Reenlisting within 24 Hours of Separation**

Members of the Coast Guard who reenlist within 24 hours of separation from active duty will retain their current rate.

**5.D.2.c. Former Coast Guard Petty Officers**

A former Coast Guard petty officer may be eligible to apply under the Open Rate List (ORL); see Article 3.B.2. of this Manual. However, if the ORL eligibility requirements are not met, he or she may still be authorized to enlist in pay grade E-3 (i.e., Seaman (SN), Fireman (FN), or Airman (AN)), with a designator, if the applicant's former rate is on the ORL in effect at the time of enlistment. If the applicant's rate is not on the ORL, enlistment in pay grade E-3 (SN or FN only) without a designator may be authorized.

**5.D.2.d. Members of the Coast Guard Reserve**

Members of the Coast Guard Reserve, E-3 and above, may enlist in the Regular Coast Guard in pay grade E-3 without a designator. However, see Article 3.B.2.b. of this Manual for the policy concerning pay grades when applying for positions advertised on the Open Rate List.

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**5.E. DELAYED ENTRY PROGRAM (DEP)**

For a general description of the DEP, see Article 3.B.7. of this Manual.

**5.E.1. Pay Grades and Terms of Enlistment**

DEP applicants enlist in the Coast Guard Reserve for a period of eight years as either a Seaman Recruit – Delayed Entry Program (SRDEP), Seaman Apprentice – Delayed Entry Program (SADEP), or Seaman – Delayed Entry Program (SNDEP). The DEP recruit’s military service obligation commences on the date of his/her enlistment in the Coast Guard Reserve. If fully qualified for enlistment at the conclusion of the delayed entry period, DEP recruits will be enlisted in the Regular Coast Guard for a period of three, four, or six years. See also Article 3.B.1.b. of this Manual regarding advanced pay grade programs.

**5.E.2. Discharge from DEP without Enlistment in Regular Coast Guard**

**5.E.2.a. Involuntary Discharge**

A DEP recruit will be involuntarily discharged from the DEP if he or she:

- (1) Reaches the 365-day maximum DEP enlistment period.
- (2) Fails to report for enlistment in the Coast Guard.
- (3) Becomes permanently disqualified for enlistment in the Coast Guard.

**5.E.2.b. Voluntary Discharge**

A DEP recruit may request voluntary discharge from the DEP under any of the following circumstances:

- (1) Hardship. The DEP recruit must demonstrate that the hardship is not of a temporary nature (i.e., six or fewer months in duration), and that, subsequent to his or her entry into the DEP, conditions have arisen or been aggravated to an excessive degree. A marriage is not a basis for a voluntary discharge unless a genuine hardship exists. Refer to Military Separations, COMDTINST M1000.4 (series), for documentation requirements for hardships.

- (2) Support. The DEP recruit's release is necessary for the support or care of an immediate family member(s), the DEP recruit's release will result in the elimination of, or will materially alleviate, the condition, and no other means of alleviation is readily available other than by the DEP recruit's release from his/her active duty agreement.
- (3) Education. DEP recruits who decide to pursue a course of higher education must furnish a letter of acceptance for full-time enrollment from an accredited college or university.

#### **5.E.2.c. Potential for Service in Coast Guard Reserve**

Before discharging and releasing a DEP recruit from his/her active duty agreement, the Coast Guard will evaluate the recruit's potential to serve and eligibility under the non-prior service accession programs of the Coast Guard Reserve. See Article 3.C.4. of this Manual.

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### **5.F. RECRUIT TRAINING – INITIAL ACTIVE DUTY FOR TRAINING (IADT)**

Initial Active Duty for Training (IADT) is required for all non-prior service and non-Coast Guard prior-service recruits, except prior-service personnel enlisting under the Open Rate List (see Article 3.B.2. of this Manual for information on the ORL). The length of IADT depends upon the specific program requirements under which the applicant enlists.

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## CHAPTER 6 – RESERVE ENLISTED RECRUITING

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### 6.A. OVERVIEW

This chapter supplements, for the enlistment of individuals into the Coast Guard Reserve, the information discussed in Chapter 2 (Policies), Chapter 3 (Recruiting Programs), and Chapter 4 (Recruiting Standards and General Eligibility Requirements) of this Manual.

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### 6.B. ADDITIONAL ELIGIBILITY REQUIREMENTS

#### 6.B.1. Written Authorization to Enlist

The following applicants require written authorization by the appropriate level in the Coast Guard recruiting organization, the Accessions Division (CGRC-acc) unless otherwise specified by CG PSC-c or CGRC-c, to enlist in the Coast Guard Reserve:

- a. Applicants with more than 14 years of non-Coast Guard military service, not more than 10 years of which may be active, unless he or she can be enlisted within 24 hours following discharge from active duty.
- b. Applicants who, because of their civilian occupation in a job critical to the success of national goals during war or national emergency, require a deferment in excess of three months upon being called to active duty.

#### 6.B.2. High Year Tenure (HYT)

Any person separated from the Regular Coast Guard under the High Year Tenure policy set forth in Military Separations, COMDTINST M1000.4 (series), is eligible to enlist in the Coast Guard Reserve.

#### 6.B.3. Character Standards

Persons applying for enlistment under a prior-service accession program (see Article 3.C.2. of this Manual) or the direct petty officer accession program (see Article 3.C.3. of this Manual), with the exception of prior-Coast Guard members who have been separated for less than five years, must submit completed character references from employers (from the past two years) and schools (from the past five years). See also Article 4.B.2. of this Manual.

**6.B.4. Test Score Criteria**

Prior-service Coast Guard applicants enlisting in their previously-held rate, who have been separated for less than five years, are not required to take the ASVAB. All other applicants must meet the minimum ASVAB requirements for their desired rating. See also Articles 4.B.5. and 6.E.2. of this Manual.

**6.B.5. Physical Requirements**

Applicants must meet the requirements for their future enlisted rating (e.g., normal color vision/perception, normal hearing, etc.). Special requirements for certain ratings are prescribed in Article 3.A.12. of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).

**6.B.6. Security Clearance**

An applicant for enlistment in a rating that requires a security clearance must be eligible to obtain such clearance. Refer to Article 3.A.10. of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series), for information regarding ratings requiring access to classified material.

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**6.C. TERMS OF ENLISTMENT**

**6.C.1. Non-Prior Service Personnel**

All non-prior service applicants will incur an initial obligation for an eight-year enlistment.

**6.C.2. Prior-Service Personnel**

A prior-service applicant may, at his or her discretion, enlist for a period of three, four, five, six, or eight years. The period of enlistment must equal or exceed any military service obligation the applicant may have remaining. See Article 2.F.1. of this Manual concerning MSOs.

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**6.D. INFORMATION ON SPECIFIC ACCESSION PROGRAMS**

Each of the seven Coast Guard Reserve enlisted accession programs is described briefly in Section 3.C. of this Manual. Table 6-1 below provides additional program and training requirements not addressed elsewhere in this Manual.

**Table 6-1 – Reserve Enlisted Accession Program Requirements**

ACCESSION PROGRAM	ENLISTMENT & TRAINING INFORMATION
<p><b>RQ</b>  (Prior service, E-3 and above, no remaining MSO)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 25, Maximum 40.</li> <li>• Minimum SELRES commitment is three years.</li> <li>• If enlisting in pay grade E-3, must declare a rating prior to enlistment for assignment and training purposes.</li> <li>• Must attend three-week Direct Entry Petty Officer Training (DEPOT) at Training Center (TRACEN) Cape May prior to reporting to his/her first duty assignment. Swim and physical fitness tests must be passed at DEPOT.</li> <li>• <u>EXCEPTION:</u> Prior-service Coast Guard members separated for less than five years are not required to attend DEPOT.</li> <li>• Applicants with non-Coast Guard prior service in pay grades E-4 and E-5, whose military occupational specialties do not translate to a Coast Guard rating, may be enlisted in pay grade E-3. These enlistees will receive a Guaranteed Class “A” School quota scheduled to follow the completion of DEPOT. The Time-In-Pay-Grade-In-Present-Rating (TIR) requirement is waived, and the member will immediately be advanced to pay grade E-4 upon successful completion of Class “A” School.</li> </ul>
<p><b>RN</b>  (Prior service, E-3 and above, with remaining MSO)</p> <p><b>RJ</b>  (Prior-service Coast Guard, E-3 and above, with remaining MSO)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 22, Maximum 40.</li> <li>• If enlisting in pay grade E-3, must not have more than six years of prior service, as of the date of accession.</li> <li>• Minimum SELRES commitment is three years, and must equal or exceed any remaining MSO.</li> <li>• If enlisting in pay grade E-3, must declare a rating prior to enlistment for assignment and training purposes.</li> <li>• Applicants for RN program must attend three-week DEPOT at TRACEN Cape May prior to reporting to his/her first duty assignment. Swim and physical fitness tests must be passed at DEPOT.</li> <li>• Applicants with non-Coast Guard prior service in pay grades E-4 and E-5, whose military occupational specialties do not translate to a Coast Guard rating, may be enlisted in pay grade E-3. These enlistees will receive a Guaranteed Class “A” School quota scheduled to follow the completion of DEPOT. The Time-In-Pay-Grade-In-Present-Rating (TIR) requirement is waived, and the member will immediately be advanced to pay grade E-4 upon successful completion of Class “A” School.</li> </ul>
<p><b>RX</b>  (Non-prior service, direct petty officer)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 27, Maximum 40.</li> <li>• Applicants are only eligible for the ratings discussed in Article 6.E.2. of this Manual unless approved for another rating by the proper authority. Attendance at Class “A” School, or certain Class “C” Schools, may be required for certain ratings to ensure familiarity with the fundamental Coast Guard operations of the rating.</li> <li>• Minimum ASVAB test scores for specific rating.</li> <li>• For the Investigator (IV) rating, must fulfill the requirements, including an interview and polygraph, established by the Coast Guard Investigative Service (CG-2/CGIS).</li> <li>• Minimum SELRES commitment is six years.</li> <li>• Must attend three-week DEPOT at TRACEN Cape May prior to reporting to his/her first duty assignment. Swim and physical fitness tests must be passed at DEPOT.</li> </ul>

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ACCESSION PROGRAM	ENLISTMENT & TRAINING INFORMATION
<p align="center"><b>RP</b></p> <p align="center">(Non-prior service, general)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 17, Maximum 31.</li> <li>• Minimum ASVAB test scores for specific rating.</li> <li>• Minimum SELRES commitment is six years.</li> <li>• A quota is reserved for a specific Class “A” School convening date prior to enlistment. Initial Active Duty for Training (IADT) begins with basic training, to commence within 180 days of enlistment. After successful completion of recruit training, the member reports directly (generally within six days) to Class “A” School, and may perform up to four weeks of on-the-job training (OJT) at the Class “A” School training command while waiting for the Class “A” School convening date.</li> <li>• To be advanced to pay grade E-4 upon successful completion of Class “A” School, the member must pass the Advancement Qualification Examination (AQE) and meet the other requirements for advancement to E-4; otherwise, the member will graduate as an E-3 with a designator.</li> </ul>
<p align="center"><b>RA</b></p> <p align="center">(Non-prior service, critical rating)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 27, Maximum 40.</li> <li>• Minimum ASVAB test scores for specific rating.</li> <li>• Minimum SELRES commitment is six years.</li> <li>• Must attend three-week DEPOT at TRACEN Cape May prior to reporting to his/her first duty assignment. Swim and physical fitness tests must be passed at DEPOT. When a break between the completion of DEPOT and the convening date of Class “A” School exceeds 30 days, the member is required to report to his/her first duty assignment to perform Inactive Duty Training (IDT).</li> <li>• Applicants enlist in pay grade E-3 and remain an E-3 until the successful completion of Class “A” School. The Time-In-Pay-Grade-In-Present-Rating (TIR) requirement does not apply, and the member will immediately be advanced to pay grade E-4 upon successful completion of Class “A” School.</li> </ul>
<p align="center"><b>RK</b></p> <p align="center">(Non-prior service, student)</p>	<ul style="list-style-type: none"> <li>• Age: Minimum 17, Maximum 31.</li> <li>• Minimum ASVAB test scores for specific rating.</li> <li>• Minimum SELRES commitment is six years.</li> <li>• IADT Phase I consists of basic recruit training, to begin within 180 days of enlistment.</li> <li>• Inter-Phase Period: Upon successful completion of Phase I, the member is required to report to his/her first duty assignment, and must perform four IDT drills per month.</li> <li>• IADT Phase II consists of Class “A” School, typically scheduled for the first summer following the successful completion of IADT Phase I, or sooner.</li> <li>• To be advanced to pay grade E-4 upon successful completion of Class “A” School, the member must pass the Advancement Qualification Examination (AQE) and meet the other requirements for advancement to E-4; otherwise, the member will graduate as an E-3 with a designator.</li> </ul>

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**6.E. RATINGS AND PAY GRADES UPON ENLISTMENT****6.E.1. Rate Determinations**

Rate determinations are required for all non-Coast Guard prior-service and all direct petty officer applicants prior to enlistment.

**6.E.2. Professional Experience and Skills for the Direct Petty Officer (RX) Program**

Applicants for the Direct Petty Officer (RX) Accession Program are only eligible for the ratings listed in Table 6-2 below. Applicants must demonstrate that they have the experience, skills, and/or credentials indicated in the table. In addition, they must meet or exceed the minimum ASVAB test scores for the specific rating. Refer to Enclosure (3) of the Performance, Training and Education Manual, COMDTINST M1500.10 (series), for the minimum test scores and additional requirements for each rating.

**Table 6-2 – Professional Experience Required for RX Program Ratings**

RATING	PROFESSIONAL QUALIFICATIONS	
	YEARS	CREDENTIALS, EXPERIENCE, AND/OR SKILLS
<b>Boatswain’s Mate (BM)</b>	2 or More	<p>Merchant Mariner Credential (MMC) with one or more of these endorsements:</p> <ul style="list-style-type: none"> <li>• Mate (Pilot) of Towing Vessels</li> <li>• Operator of Uninspected Passenger Vessels (OUPV)</li> <li>• Other deck officer endorsements</li> <li>• Able Seaman</li> </ul> <p>Skills – Complete all of the following:</p> <ul style="list-style-type: none"> <li>• Pass the Navigation Rules (NAVRULS) or Deck Watch Officer (DWO) exam, or equivalent.</li> <li>• Make an eye splice in three-stranded natural fiber, three-stranded synthetic, and double-braided nylon line.</li> <li>• Demonstrate ability to complete these sections of Reference (gg), U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series): <ul style="list-style-type: none"> <li>➤ Task BCM-02-02-ANY – Tie knots, hitches, and bends.</li> <li>➤ Task BCM-03-01-ANY – State the common terms used for location, position, and direction on a boat.</li> <li>➤ Task BCM-05-ALL – Piloting and navigation.</li> </ul> </li> </ul>
<b>Damage Controlman (DC)</b>	2 or More	<p>Current credential or employment in one or more of these categories:</p> <ul style="list-style-type: none"> <li>• Associate or higher degree in Fire Science, Industrial Engineering, or Civil Engineering.</li> <li>• Credentialed millwright.</li> <li>• Certified welder (minimum for mild steel in flat, horizontal, vertical, and overhead positions).</li> <li>• Professional firefighter.</li> </ul> <p>OR</p> <p>Experience in business service management for building or machine maintenance or construction.</p>

RATING	PROFESSIONAL QUALIFICATIONS	
	YEARS	CREDENTIALS, EXPERIENCE, AND/OR SKILLS
<b>Electrician's Mate (EM)</b>	2 or More	<p>Experience monitoring, operating, and repairing equipment in four or more of these categories:</p> <ul style="list-style-type: none"> <li>• One- and three-phase power and lighting distribution systems, including automatic bus transfer.</li> <li>• One- and three-phase motors and generators.</li> <li>• Heating, air conditioning, and refrigeration controls.</li> <li>• Sanitation and pollution abatement systems.</li> <li>• Fire and flooding alarm systems.</li> <li>• Battery charging and low-voltage distribution systems.</li> <li>• Load-sharing control systems.</li> <li>• Microprocessor-based electrical/electronic control equipment.</li> <li>• Internal communication equipment, such as intrusion, machinery, and internal environmental control and monitoring equipment.</li> </ul>
<b>Food Service Specialist (FS)</b>	3 or More	Full-time experience in an institutional cooking facility or full-service restaurant (or may substitute at least two years of full-time experience, plus one year of college-level study in a related field).
<b>Investigator (IV)</b>	3 or More	<p>Experience and current employment as a full-time sworn Law Enforcement Officer (Federal, state, or municipality).</p> <p>Successful completion or graduation from an accredited basic law enforcement training program or academy.</p>

RATING	PROFESSIONAL QUALIFICATIONS	
	YEARS	CREDENTIALS, EXPERIENCE, AND/OR SKILLS
<b>Maritime Enforcement Specialist (ME)</b>	1 or More	<p>Training or operational experience equivalent to the ME Rating Performance Qualification (RPQ) Standard for E-4.</p> <p>Experience as a law enforcement professional – successfully completed formal law enforcement training and has served, or currently serves, a municipality, state, or the Federal government as one of these:</p> <ul style="list-style-type: none"> <li>• Sworn Peace Officer.</li> <li>• Sworn Police Officer.</li> <li>• Sworn Law Enforcement Officer.</li> <li>• Nuclear Power Plant Security Officer.</li> </ul> <p>OR</p> <p>Experience as a security professional – has had formal training and has served, or currently serves, as one of these:</p> <ul style="list-style-type: none"> <li>• Security Officer.</li> <li>• Security Manager.</li> <li>• Corrections Officer.</li> <li>• Certified Protection Professional.</li> <li>• Personal Protection Service.</li> </ul>
<b>Machinery Technician (MK)</b>	2 or More	<p>Current credential or employment in one or more of these categories:</p> <ul style="list-style-type: none"> <li>• Associate or higher degree in a technical field related to mechanical engineering.</li> <li>• Credentialed millwright.</li> <li>• Certified construction manager.</li> <li>• Certified quality technician.</li> <li>• Certification as ASE (National Institute for Automotive Service Excellence) Master Medium-Heavy Vehicle Technician.</li> <li>• Merchant Mariner Credential (MMC) endorsed as Chief Engineer, Designated Duty Engineer (DDE), Officer in Charge of Engineering Watch (OICEW), or Able Seafarer-Engine.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Experience in business service management for mechanical equipment (e.g., equipment repair facilities, auto service, or any service department for categories listed above, etc.).</li> </ul>

RATING	PROFESSIONAL QUALIFICATIONS	
	YEARS	CREDENTIALS, EXPERIENCE, AND/OR SKILLS
<b>Marine Science Technician (MST)</b>	2 or More	<p>Experience as an industrial safety professional, with formal training, serving as one of these:</p> <ul style="list-style-type: none"> <li>• Fire inspector.</li> <li>• Pollution cleanup supervisor.</li> <li>• Hazardous materials specialist.</li> <li>• Industrial hygienist.</li> <li>• Code inspector.</li> <li>• Environmental quality specialist.</li> <li>• Safety and environmental specialist.</li> <li>• Industrial chemist.</li> <li>• Water quality specialist.</li> </ul>
<b>Public Affairs Specialist (PA)</b>	2 or More	<p>Experience in two or more of these categories:</p> <ul style="list-style-type: none"> <li>• Photography (newspaper or magazine).</li> <li>• News videography.</li> <li>• News copy editing.</li> <li>• Publication production.</li> <li>• Media relations.</li> <li>• Corporate communications.</li> <li>• Advertising.</li> <li>• Marketing.</li> <li>• Corporate community relations.</li> <li>• Corporate crisis response.</li> <li>• College-level study in English, Public Affairs, or a related field.</li> </ul>
<b>Storekeeper (SK)</b>	3 or More	<p>High school or business school graduate.</p> <p>Full-time business or accounting experience in such positions or fields as supply chain management, inventory management, logistics, data transcriber, supply clerk, purchasing agent, contracting officer, or accounts payable clerk (or may substitute at least two years of full-time experience, plus one year – 36 quarter-hours – of college-level study in a related field).</p>

RATING	PROFESSIONAL QUALIFICATIONS	
	YEARS	CREDENTIALS, EXPERIENCE, AND/OR SKILLS
<b>Yeoman (YN)</b>	2 or More	<p>Full-time employment as a Human Resources Specialist or clerk familiar with normal office procedures.</p> <p>Experience in:</p> <ul style="list-style-type: none"> <li>• Preparing general office correspondence.</li> <li>• Communicating effectively.</li> <li>• Interpreting policy and procedures.</li> <li>• Advising and counseling others.</li> <li>• Human resources and administration, to include: <ul style="list-style-type: none"> <li>➤ Payroll.</li> <li>➤ Benefits.</li> <li>➤ Retirement.</li> <li>➤ Personnel data records.</li> </ul> </li> </ul> <p>Practical knowledge and skills in using office computer systems, to include:</p> <ul style="list-style-type: none"> <li>• Word processing programs (e.g., Microsoft Word).</li> <li>• Spreadsheet programs (e.g., Microsoft Excel).</li> <li>• Electronic mail (e.g., Microsoft Outlook).</li> <li>• Type 20 words per minute.</li> </ul>

## CHAPTER 7 – OFFICER RECRUITING

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### 7.A. OVERVIEW

#### 7.A.1. Purpose

This chapter supplements, for the recruitment of officers into the Coast Guard and Coast Guard Reserve, the information discussed in Chapter 2 (Policies), Chapter 3 (Recruiting Programs), and Chapter 4 (Recruiting Standards and General Eligibility Requirements) of this Manual.

#### 7.A.2. Additional Recruiting Standards for Officer Programs

- a. Coast Guard Officers. Persons currently holding a Regular or Reserve commission are not eligible to apply if they are on the Active Duty Promotion List (ADPL). If a Reserve officer on the Inactive Duty Promotion List (IDPL) meets the criteria, he or she may apply provided that a conditional resignation has been approved by the Reserve Personnel Management Division (CG PSC-RPM). Persons who have served or are serving in the Coast Guard Reserve, and were not selected for integration or extension, are not eligible to apply. Regular and Reserve officers who were not selected for promotion are ineligible to apply.
- b. Non-Selection during Prior Military Service. Prospects who previously served as commissioned officers in the Regular or Reserve Component of any military Service and were separated or removed as a result of a force reduction or due to non-selection for promotion, extension, or integration are ineligible for Coast Guard commissioning programs.

#### 7.A.3. Waivers

See Article 4.A.3. of this Manual regarding waivers and eligibility determinations, and Article 1.C.4. of this Manual regarding the final approval authority for granting waivers and making eligibility determinations. For officer recruiting programs, except as noted elsewhere in this Manual, waivers will only be considered for time-in-service, certain medical conditions, age, education (specifically, the accreditation of post-secondary education – see Article 7.B.1.c. of this Manual – and qualifying degrees), and dependents. Waiver decisions are based on the needs of the Service and the current recruiting environment.

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## **7.B. GENERAL CONSIDERATIONS AND REQUIREMENTS**

### **7.B.1. Education**

#### **7.B.1.a. Preferred Majors**

Special recruiting efforts shall be made for applicants with scientific, technical, engineering, or mathematics (STEM) degrees, or other degrees deemed appropriate by the Director of Reserve and Military Personnel (CG-13).

#### **7.B.1.b. Degrees Conferred by Foreign Education Institutions**

To be considered as potentially meeting the officer program education requirement, an applicant with a degree conferred by a foreign education institution must also submit a course-by-course assessment from an organization such as Educational Credential Evaluators.

#### **7.B.1.c. Accreditation Waivers**

A waiver of accreditation requirements may be considered if written certification from any accredited U.S. college or university indicates that the credits earned will be accepted by that institution.

### **7.B.2. Commanding Officer's Endorsement**

Applications submitted by current Coast Guard or Coast Guard Reserve enlisted members require a command recommendation/endorsement from the first commissioned commanding officer in the applicant's chain of command. Endorsements from commissioned officers with delegated authority, for example as commanding officer of military or enlisted personnel, do not satisfy this provision. If the endorsement is rescinded, or the applicant's eligibility status changes, at any time prior to appointment, the command shall promptly notify CGRC, and the applicant will be disqualified for that selection cycle. The endorsement must include:

- a. An evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.
- b. Any outstanding professional or other qualifications the applicant may possess.
- c. An evaluation of the applicant compared to others the commanding officer has personally known who have completed the specific officer program.
- d. A statement certifying that the command conducted a review of the member's Personnel Data Record and that the applicant meets the character standards for eligibility – see Articles 4.B.2. and 4.B.2.a. of this Manual.
- e. A statement about the applicant's ability and willingness to meet his/her financial obligations.

**7.B.3. Interviews**

The interview is an official report of the applicant's personal contact with Coast Guard officers and provides the means to assess leadership potential, communication skills, and maturity. Reports that provide unbiased, specific information are critical to the selection process. The interview will be documented on the Officer Programs Applicant Interview Form, Form CG-5527 (see Article 7.B.3.a. below for an exception). Refer to Articles 1.B.8. and 1.B.9. of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), for the requirements and procedural guidance for conducting interviews. Applicants should contact their recruiter or Education Services Officer (ESO), as applicable, for guidance on preparing for an interview. The applicant must meet all other qualifications and eligibility standards prior to being scheduled for an interview.

**7.B.3.a. Aviation Interview**

Applicants for the Direct Commission Aviator (DCA) program are required to complete an aviation-specific interview, conducted by a board comprised of aviators following the same requirements as the standard interview. This aviation-specific interview will be documented on the Officer Programs Direct Commission Aviator Interview Form, Form CG-5527A.

**7.B.3.b. Period of Validity**

Interviews are valid for two years from the date the interview was conducted.

**7.B.3.c. "Not Recommended" by Interview Board**

Applicants who are "not recommended" by a Coast Guard interview board are not eligible for further consideration by a selection panel. An applicant may re-interview during the next selection cycle if he or she remains otherwise eligible. An applicant who is not recommended by two interview boards will be permanently disqualified and is ineligible to reapply.

#### **7.B.4. Selection Panels**

Officer selection panels are the means by which applicants for every officer commissioning program, with the exception of the Coast Guard Academy, are selected to be tendered Temporary Regular or Reserve commissions as Coast Guard officers. CGRC convenes the selection panels which may be scheduled based on Officer Candidate School (OCS), Direct Commission Officer (DCO), and Reserve Officer Candidate Indoctrination (ROCI) class convening dates, or scheduled on short notice based on an immediate Service need. The selection panels determine the appointment rank/grade – Ensign (O-1), Lieutenant Junior Grade (O-2), or Lieutenant (O-3) – of those applicants selected; in doing so, the panels will apply eligibility requirements as of the selection panel convening date, consider any appointment-grade minimum criteria found in Tables 7-2 through 7-4 of this Manual, and evaluate each applicant's overall qualifications. (See Article 2.A.10. of the Coast Guard Pay Manual, COMDTINST M7220.29 (series), for information on when an officer may be entitled to the special rate of pay for O-1E, O-2E, or O-3E.)

##### **7.B.4.a. Membership**

Each officer selection panel must have at least one Regular commission officer on its membership, and, as practical, panels considering applicants for Reserve commissions should have at least one Reserve commission officer on the panel. The senior officer, regardless of commission type, will be the panel president. In addition, panel membership should represent the applicant pool and the specialties being considered for commissioning.

##### **7.B.4.b. Approval of Panel Results**

OCS selection panel reports shall be forwarded to CG PSC-c for review and approval. DCO selection panel reports shall be forwarded to the Secretary of Homeland Security for review and approval.

#### **7.B.5. Accession and the Types of Commissions**

##### **7.B.5.a. Accession**

Unless specified elsewhere in this Manual, officer program selectees will be accessed in the following manner:

- (1) Officer Candidate School (OCS). See Article 3.D.3.a. of this Manual for a description of OCS. Selectees who have prior military service will be enlisted for a period of four years. All others will be enlisted for a period of eight years (see Article 2.F.1.a. of this Manual). Current Coast Guard or Coast Guard Reserve members retain their rate/rank, while former members will be enlisted in the rate held at the time of separation; all others will be enlisted as Seaman Apprentice Officer Candidate (SAOC). Selectees are commissioned upon the successful completion of OCS.

- (2) Direct Commission Officer (DCO) School. DCO School is the initial course of instruction used for DCO indoctrination and orientation. The course is either four or five weeks in duration, depending on the selectee's prior military experience (see Table 7-1 below). Selectees are commissioned 30 days prior to their scheduled DCO School convening date.

**Table 7-1 – Duration of DCO School**

APPLICANT STATUS	DURATION
<ul style="list-style-type: none"> <li>• Previously attended an officer commissioning course of the U.S. Armed Forces (includes the Coast Guard Chief Warrant Officer Indoctrination Course)</li> </ul>	4 weeks
<ul style="list-style-type: none"> <li>• All others</li> </ul>	5 weeks

- (3) Reserve Officer Candidate Indoctrination (ROCI). ROCI is the initial course of instruction for applicants selected for the Selected Reserve Direct Commission (SRDC) and SELRES Direct Commission Physician Assistant (SELRES DCPA) programs. ROCI is three weeks in duration. Selectees who have prior military service will be enlisted for a period of four years in the pay grade held at the time of separation. All others will be enlisted for a period of eight years (see Article 2.F.1.a. of this Manual) as Seaman Apprentice Officer Candidate (SAOC). Selectees are commissioned upon the successful completion of ROCI.
- (4) Regular-to-Reserve. Under the authority of 10 U.S.C. § 12201, former Regular commission officers of the Coast Guard and Navy may, if otherwise qualified, be tendered a Reserve commission (refer also to Section 1.G. of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)).

#### **7.B.5.b. Types of Commissions**

- (1) Regular Commission.
- (a) Permanent Regular Commission. Permanent Regular commissions are tendered to graduates of the Coast Guard Academy and, following approval for integration, to officers holding a Temporary Regular or Reserve commission. See Section 211 of Reference (hh), Title 14, United States Code (14 U.S.C. § 211), for the authority for the appointment of permanent commissioned officers in the Regular Coast Guard.

- (b) Temporary Regular Commission. Except where noted elsewhere in this Manual, Temporary Regular commissions may be tendered, in a grade not above Lieutenant, to Coast Guard CWOs and enlisted members, and to licensed officers of the U.S. Merchant Marine, who are accessed through an OCS (to include the PPEP scholarship program for this discussion) or DCO program. A Coast Guard member who receives a Temporary Regular commission continues to hold an underlying CWO or enlisted status, and returns to that underlying status if the commission is vacated. See 14 U.S.C. § 214 for the authority for the appointment of temporary commissioned officers in the Regular Coast Guard.
- (2) Reserve Commission. The Coast Guard does not authorize temporary Reserve commissions. Reserve commissions are tendered to all other officers accessed through the officer recruiting programs, i.e., those not eligible for, or not tendered, a Regular commission (permanent or temporary). Officers with Reserve commissions may serve on extended active duty in the Regular Coast Guard or in the Coast Guard Reserve.
- (3) Eligibility. An applicant's eligibility for either a Temporary Regular commission or a Reserve commission is determined prior to the selection panel convening date, not as a function of the selection panel's deliberations.
- (4) Integration. Refer to Articles 1.A.8. and 3.A.11. of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), for information on the requirements and procedures for integration as permanent Regular commission officers of those holding Temporary Regular and Reserve commissions.

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## **7.C. OFFICER CANDIDATE PROGRAMS**

### **7.C.1. Officer Candidate School (OCS)**

See Article 3.D.3.a. of this Manual for a description of the OCS program.

### **7.C.2. Aviation Candidate (AVCAD) Program**

See Article 3.D.3.b. of this Manual for a description of the AVCAD program. Applicants must attain a qualifying score on the Aviation Selection Test Battery (see Article 4.B.5.b. of this Manual).

### **7.C.3. Additional Eligibility Requirements**

Table 7-2 below lists the standards and eligibility requirements for these officer candidate programs that are not addressed elsewhere in this Manual.

**Table 7-2 – Eligibility Requirements for Officer Candidate Programs**

	<b>Officer Candidate School (OCS)</b>	<b>Aviation Candidate (AVCAD)</b>
<b>AGE</b>	<p><u>Temporary Regular:</u> Minimum 21, Maximum 34 (39 for Regular CG CWOs), as of 30 SEP of fiscal year (FY) in which selection panel convenes.</p> <p><u>Reserve:</u> Minimum 21, Maximum 30, as of 30 SEP of FY in which selection panel convenes.</p>	Minimum 21, Maximum 30, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	<p><u>Temporary Regular:</u> (1) Baccalaureate or higher degree from a qualifying college or university; or (2) American Council on Education (ACE) recommended scores on the five General College-Level Examination Program (CLEP) Exams (i.e., English Composition, Humanities, Natural Science, College Mathematics, and Social Science/History); or (3) One year of college (30 semester-hours or 45 quarter-hours) at a qualifying college or university, and completed at least one college-level mathematics course or ACE recommended score on the College Mathematics General CLEP Exam. (Note – Credits earned through Service schools or correspondence courses, when reflected on the Coast Guard Institute-certified Joint Services Transcript, are acceptable.)</p> <p><u>Reserve:</u> Baccalaureate or higher degree from an accredited college or university (college seniors graduating after the application deadline must provide a letter from their academic institution indicating their degree major, grade point average (GPA), and the date their degree will be conferred), and minimum GPA of 2.5 on a 4.0 scale.</p>	
<b>MILITARY SERVICE</b>	<p><u>Temporary Regular:</u> Presently serving in Coast Guard in pay grade E-5 or above (see Article 3.D.3.a. of this Manual for an exception) with a minimum of four years of active military service (excluding any active duty for training) as of the selection panel convening date, at least two years of which must be active duty in the Coast Guard.</p> <p><u>Reserve:</u> No more than six years of non-Coast Guard active military service as of the date of accession.</p>	No more than six years of non-Coast Guard active military service as of the date of accession.
<b>SERVICE OBLIGATION</b>	Discharged from enlisted status upon commissioning, incurring an initial three-year active duty obligation.	Discharged from enlisted status upon commissioning, incurring an initial three-year active duty obligation. Upon successful completion of Naval Flight Training, members will incur an additional eight-year active duty obligation. Members who commence but do not finish flight training incur one additional month of active duty obligation for each month in which they participate in flight training.
<b>APPOINTMENT GRADE</b>	<p><u>Temporary Regular:</u> Ensign (O-1), USCG; Regular Coast Guard CWOs, with 21 or more months of service as a CWO as of the selection panel convening date, are eligible for Lieutenant Junior Grade (O-2), USCG.</p> <p><u>Reserve:</u> Ensign (O-1), USCGR.</p>	

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**7.D. DIRECT COMMISSION OFFICER (DCO) PROGRAMS**

See Articles 3.D.4.a. through 3.D.4.k. of this Manual for descriptions of each DCO program discussed further in this section.

**7.D.1. Additional Eligibility Requirements**

Temporary Regular Commission. Active duty Coast Guard members are eligible to receive a Temporary Regular commission through certain DCO programs provided they are serving in pay grade E-5 or above, or E-4 if the same exception as for OCS cited in Article 3.D.3.a. of this Manual applies. They also must have a minimum of four years of active military service, excluding any active duty for training, as of the selection panel convening date, at least two years of which must be active duty in the Coast Guard.

Table 7-3 below lists the standards and eligibility requirements for the DCO programs that are not addressed elsewhere in this Manual. Supplemental information for certain DCO programs is included in the paragraphs following Table 7-3.

**Table 7-3 – Eligibility Requirements for Direct Commission Officer Programs**

	<b>Direct Commission Aviator (DCA)</b>	<b>Direct Commission Engineer (DCE)</b>
<b>AGE</b>	Minimum 21, Maximum 34, as of 30 SEP of FY in which selection panel convenes.	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	(1) Baccalaureate or higher degree from an accredited college or university; or (2) ACE recommended scores on the five General CLEP Exams (i.e., English Composition, Humanities, Natural Science, College Mathematics, and Social Science/History); or (3) One year of college (30 semester-hours or 45 quarter-hours) at an accredited college or university, and completed at least one college-level mathematics course or ACE recommended score on the College Mathematics General CLEP Exam.	Baccalaureate or higher degree (associate or higher degree for applicants eligible for a Temporary Regular commission) from an accredited college or university, and minimum cumulative GPA of 2.5 on a 4.0 scale.  (See Article 7.D.1.a. of this Manual for a list of qualifying academic degree fields.)
<b>MILITARY SERVICE</b>	No more than 10 years of non-Coast Guard active duty military service as of the date of accession. See also Article 3.D.4.a. of this Manual.	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.
<b>SERVICE OBLIGATION</b>	Five-year Extended Active Duty (EAD) contract.	Three-year Extended Active Duty (EAD) contract.
<b>APPOINTMENT GRADE</b>	Ensign (O-1), USCGR – Civilian applicants, or previously served as U.S. Army warrant officer or as O-1 or O-2 in any U.S. Armed Force.  Lieutenant Junior Grade (O-2), USCGR – Previously served as O-3 or higher in any U.S. Armed Force.	Ensign (O-1), USCG or USCGR – Baccalaureate degree.  Lieutenant Junior Grade (O-2), USCG or USCGR – Baccalaureate degree with one year of relevant work experience after graduation.  Lieutenant (O-3), USCG or USCGR – Master’s degree, or baccalaureate degree with three years of relevant work experience after graduation.

	<b>Direct Commission Environmental Manager (DCEM)</b>	<b>Direct Commission Intelligence Officer (DCIO)</b>
<b>AGE</b>	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	Baccalaureate or higher degree from an accredited college or university in Environmental Management, Environmental Economics, or Environmental Science, or a related field.	Baccalaureate or higher degree from an accredited program in intelligence. Other majors may be considered on a case-by-case basis.
<b>MILITARY SERVICE</b>	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.	No more than 10 years of non-Coast Guard active duty military service as of the date of accession (any break-in-service for prior-service applicants must be 24 months or less from the date of separation from the U.S. Armed Forces or National Guard).
<b>SERVICE OBLIGATION</b>	Three-year Extended Active Duty (EAD) contract.	Four-year Extended Active Duty (EAD) contract.
<b>APPOINTMENT GRADE</b>	<p>Lieutenant Junior Grade (O-2), USCG or USCGR – Master’s degree, or baccalaureate degree with three years of relevant work experience.</p> <p>Lieutenant (O-3), USCG or USCGR – Doctorate with one year of relevant work experience, master’s degree with four years of relevant work experience, or baccalaureate degree with six years of relevant work experience.</p>	<p>Ensign (O-1), USCG or USCGR – Baccalaureate degree.</p> <p>Lieutenant Junior Grade (O-2), USCG or USCGR – Master’s degree with two years of relevant work experience, or baccalaureate degree with five years of relevant work experience.</p> <p>Lieutenant (O-3), USCG or USCGR – Doctorate with two years of relevant work experience, master’s degree with four years of relevant work experience, or baccalaureate degree with seven years of relevant work experience.</p>

	<b>Direct Commission Lawyer (DCL)</b>	<b>Direct Commission Physician Assistant (DCPA)</b>
<b>AGE</b>	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	Graduate of, or third-year student in, a law school accredited by the American Bar Association (ABA).  (See Article 7.D.1.b. of this Manual for additional education and bar examination information.)	(1) Baccalaureate or higher degree from an accredited college or university; and (2) Before appointment, successful completion of a physician associate or assistant program course approved by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).
<b>MILITARY SERVICE</b>	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.
<b>SERVICE OBLIGATION</b>	Admitted to the bar – Four-year Extended Active Duty (EAD) contract.  Applied for admission to the bar – Two-year EAD contract, extended to four years automatically upon gaining admission to the bar (see also Article 7.D.1.b. of this Manual).	<u>SELRES DCPA</u> : Initial SELRES commitment of four years.  <u>Active Duty DCPA</u> : Three-year Extended Active Duty (EAD) contract.
<b>APPOINTMENT GRADE</b>	Lieutenant (O-3), USCGR.	Ensign (O-1), Lieutenant Junior Grade (O-2), or Lieutenant (O-3), USCGR.

	<b>Direct Commission Selected School (DCSS) Graduate</b>	<b>Licensed Officer of the Merchant Marine (LOMM)</b>
<b>AGE</b>	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	Baccalaureate or higher degree (college seniors graduating after the application deadline must provide a letter from their academic institution indicating their degree major, GPA, and the date their degree will be conferred).  (See Article 3.D.4.g. of this Manual for information concerning the schools considered under this program.)	No specified minimum education requirement.
<b>MILITARY SERVICE</b>	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.
<b>SERVICE OBLIGATION</b>	Three-year Extended Active Duty (EAD) contract.	Three-year Extended Active Duty (EAD) contract.
<b>APPOINTMENT GRADE</b>	Ensign (O-1), USCG or USCGR.	Lieutenant Junior Grade (O-2), USCG or USCGR – Two or more years of service onboard U.S. commercial vessels (credit may be given for up to one year of service onboard U.S. public vessels) while holding a valid Merchant Mariner Credential (MMC) endorsed as Second Mate (Unlimited), Oceans or Near Coastal; Master and First Class Pilot (Unlimited), Great Lakes; Second Assistant Engineer (Any Horsepower); or higher.  Lieutenant (O-3), USCG or USCGR – Three or more years of service onboard U.S. commercial vessels (credit may be given for up to one year of service onboard U.S. public vessels) while holding a valid MMC endorsed as Chief Mate (Unlimited), Oceans or Near Coastal; Master and First Class Pilot (Unlimited), Great Lakes; First Assistant Engineer (Any Horsepower); or higher; with at least six months of service as Chief Mate, First Assistant Engineer, or higher.

	<b>Direct Commission Maritime Academy Graduate (MARGRAD)</b>	<b>Prior-Trained Military Officer (PTMO)</b>
<b>AGE</b>	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.	Minimum 21, Maximum 40, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	Baccalaureate degree from a qualifying state or Federal maritime academy, and a minimum GPA of 2.2 on a 4.0 scale.  (See Article 3.D.4.i. of this Manual for additional information and license requirements.)	Baccalaureate degree or higher from an accredited program in, or training in, “critical need” areas as determined by Commandant (CG-1).
<b>MILITARY SERVICE</b>	No more than 10 years of non-Coast Guard active duty military service as of the date of accession.	No more than 10 years of active duty military service as of the date of accession.  (See Article 3.D.4.j. of this Manual for additional information.)
<b>SERVICE OBLIGATION</b>	Three-year Extended Active Duty (EAD) contract.	Three-year Extended Active Duty (EAD) contract.
<b>APPOINTMENT GRADE</b>	Ensign (O-1), USCGR – Either (1) hold a valid Merchant Mariner Credential (MMC) endorsed as Third Mate (Unlimited), Oceans or Near Coastal; Third Assistant Engineer (Any Horsepower); or higher; or (2) have a degree major in marine environmental protection or a related field that did not result in one of the MMC endorsements listed in (1) above.  Lieutenant Junior Grade (O-2), USCGR – Meet either of the requirements for Ensign (O-1) above and have one or more years of service onboard vessels of the U.S. while holding a valid MMC with one of the endorsements listed for Ensign (O-1) above..	Ensign (O-1) or Lieutenant Junior Grade (O-2), USCGR.

Selected Reserve Direct Commission (SRDC) Officer	
<b>AGE</b>	Minimum 21, Maximum 36, as of 30 SEP of FY in which selection panel convenes. Constructive age may apply.
<b>EDUCATION</b>	<p>Baccalaureate degree or higher.</p> <p>Or, if currently in the Coast Guard or Coast Guard Reserve – (1) E-5 or above, or E-4 above the cut on the current E-5 advancement eligibility list, or certified by commanding officer for placement on a supplemental advancement list; and (2) Successfully completed two years (60 semester-hours or 90 quarter-hours) at an accredited, degree-granting college or university (CLEP examinations, with scores of at least 421, may be substituted for up to 30 semester-hours), with a minimum cumulative GPA of 2.0 on a 4.0 scale.</p> <p>(See Article 7.D.1.d. of this Manual for more information on the education requirement.)</p>
<b>MILITARY SERVICE</b>	<p>No more than 10 years of non-Coast Guard active duty military service as of the date of accession.</p> <p>Members of the Coast Guard Reserve must be E-4 or above and must have earned the IADT competency (see Article 3.D.1.a.(4) of the Reserve Policy Manual, COMDTINST M1001.28 (series)).</p>
<b>SERVICE OBLIGATION</b>	All applicants must execute a Statement of Understanding, which includes an agreement that, if selected, the applicant will affiliate and participate satisfactorily in the Coast Guard Selected Reserve for at least four years.
<b>APPOINTMENT GRADE</b>	<p>Ensign (O-1), USCGR.</p> <p>Lieutenant Junior Grade (O-2), USCGR – Coast Guard enlisted applicants with experience as a chief petty officer or above, and applicants with experience as a chief warrant officer, may be considered for appointment in this pay grade.</p> <p>Lieutenant (O-3), USCGR – Applicants with experience as a chief warrant officer may also be considered for appointment in this pay grade.</p> <p>Applicants with experience as a commissioned officer may be considered for the highest grade previously held, up to Lieutenant (O-3), with the date of rank being the date of appointment to commissioned status in the Coast Guard Reserve.</p>

**7.D.1.a. Supplemental Information for Direct Commission Engineer (DCE)**

To apply for this program, individuals must have a qualifying degree in one of the academic degree fields listed below. At least 50 percent of the core engineering/C4IT curriculum must be actual coursework, not converted work experience. With the exception of those listed, management degrees with an engineering or C4IT concentration will not be considered. Other degrees will be considered on a case-by-case basis.

- (1) Naval Engineering Specialty. Naval Engineering, Industrial Engineering, Marine Engineering, Mechanical Engineering, Chemical Engineering, Fire Protection Engineering, Naval Architecture, Civil Engineering, Ocean Engineering, Engineering, Engineering Management, Industrial Management.
- (2) C4IT Specialty. Communications Engineering, Computer Engineering, Computer Science, Command and Control, Electrical Engineering, Information Technology, Information Systems, Network Engineering, Software Engineering, Systems Engineering, Telecommunications Engineering.

**7.D.1.b. Supplemental Information for Direct Commission Lawyer (DCL)**

- (1) Education. Graduates of non-ABA accredited law schools may apply for the DCL program provided they meet the following conditions:
  - (a) Admitted to practice before the bar of the highest court of any State, the District of Columbia, or U.S. Territory.
  - (b) Has demonstrated experience practicing law in one or more areas of law applicable to the Coast Guard (see Article 3.D.4.e. of this Manual).
  - (c) Possesses military or other government experience indicative of success as a Coast Guard officer.
- (2) Bar Examination. Applicants from ABA-accredited law schools must either be admitted to practice before the bar of the highest court of any State, the District of Columbia, or U.S. Territory, or have applied for admission to such a bar.
- (3) Service Obligation. If, after serving on active duty for two years, an appointee has not been admitted to the bar, the Coast Guard has the option of reassigning or separating that officer.

**7.D.1.c. Supplemental Information for Direct Commission Physician Assistant (DCPA)**

- (1) Certification. Selectees must be certified by the National Commission on Certification of Physician Assistants (NCCPA) prior to commissioning.
- (2) State License. Selectees must possess, or be able to obtain, a license from the applicable state.
- (3) Interservice Physician Assistant Program (IPAP). The SELRES DCPA and Active Duty DCPA recruiting programs discussed in this Manual offer opportunities, based on the needs of the Service, to fill a mobilization billet in the Selected Reserve or to serve on extended active duty. The Coast Guard may also solicit, separate from the Coast Guard Recruiting Program, for applications from qualified active duty Coast Guard enlisted members and officers to undergo PA training through the Interservice Physician Assistant Program. IPAP students obtain a baccalaureate degree and a master's degree during this 29-month program, after which they receive a Temporary Regular commission as an Ensign (O-1) and attend DCO School. Refer to Article 1.A.7. of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), for information on the IPAP.

**7.D.1.d. Supplemental Information for Selected Reserve Direct Commission (SRDC) Officer**

- (1) Education. For applicants currently in the Coast Guard or Coast Guard Reserve, the baccalaureate degree requirement was reduced by 60 semester-hours to the total of 60 semester-hours shown in Table 7-3 above. This reduction is the result of applying a factor for military service; therefore, military service credits may not be used to fulfill the remaining education requirement.
- (2) Qualifying Test Scores. Current and former officers of a U.S. Armed Force or its Reserve component, who have served at least one year in a commissioned status, are not required to meet the requirement in Article 4.B.5.b. of this Manual.
- (3) Conditional Eligibility of Certain Professionals and Students. Ministers of divinity, theology students, and persons who hold degrees or are in graduate school or training in medicine, dentistry, nursing, veterinary medicine, osteopathy, or optometry are ineligible to apply unless they meet the following conditions:
  - (a) Previously served in the U.S. Armed Forces or a Reserve component and completed their military service obligation.
  - (b) Attained their educational status after fulfilling their military service obligation.

- (c) On acceptance in the Coast Guard Reserve, agree in writing that, if mobilized, they will waive their right of exemption due to their professional status.

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## **7.E. SCHOLARSHIP PROGRAMS**

See Articles 3.D.5.a. through 3.D.5.c. of this Manual for descriptions of each scholarship program discussed further in this section.

### **7.E.1. Additional Eligibility Requirements**

Table 7-4 below lists scholarship program standards and eligibility requirements that are not addressed elsewhere in this Manual. Supplemental information for certain scholarship programs is included in the paragraphs following Table 7-4.

**Table 7-4 – Eligibility Requirements for Scholarship Programs**

	<b>College Student Pre-Commissioning Initiative (CSPI)</b>	<b>Wilks Flight Initiative (WiFi)</b>
<b>AGE</b>	Minimum 19, Maximum 27, as of 30 SEP of FY in which selection panel convenes.	N/A – Applicant complied with age requirement upon acceptance into CSPI program.
<b>EDUCATION</b>	<p>Sophomore or junior undergraduate student, with a minimum GPA of 2.5 on a 4.0 scale, enrolled or accepted for enrollment in a bachelor’s degree program at a four-year accredited college or university designated as a Minority-Serving Institution (MSI) or otherwise approved by the Coast Guard.</p> <p><b>NOTE:</b> Refer to CGRC’s website (<a href="http://www.gocoastguard.com">www.gocoastguard.com</a>) for current lists of the qualifying schools.</p> <p>(See also Article 7.E.1.a.(2) of this Manual.)</p>	<p>Currently enrolled as a senior in the CSPI program.</p> <p>Attain a qualifying score on the Aviation Selection Test Battery (see Article 4.B.5.b. of this Manual).</p>
<b>MILITARY SERVICE</b>	No more than six years of non-Coast Guard active duty military service as of the date of accession.	N/A – Applicant complied with requirement upon acceptance into CSPI program.
<b>SERVICE OBLIGATION</b>	Discharged from enlisted status upon the completion of OCS; commissioned with a three-year Extended Active Duty (EAD) contract.	Discharged from enlisted status upon the completion of OCS; commissioned with a three-year Extended Active Duty (EAD) contract. Upon successful completion of Naval Flight Training, members will incur an additional eight-year active duty obligation. Members who commence but do not finish flight training incur one additional month of active duty obligation for each month in which they participate in flight training; these officers will be reassigned to another Coast Guard unit to continue their careers.
<b>APPOINTMENT GRADE</b>	Ensign (O-1), USCGR.	Ensign (O-1), USCGR.

<b>Pre-Commissioning Program for Enlisted Personnel (PPEP)</b>	
<b>AGE</b>	Minimum 21, Maximum 32, as of 30 SEP of FY in which selection panel convenes.
<b>EDUCATION</b>	(1) Enrolled, or accepted for enrollment, in an accredited four-year college or university offering a bachelor's degree program in the member's desired course of study; (2) Completed sufficient undergraduate course work to meet the requirements for a bachelor's degree within 24 months; and (3) Have a minimum GPA on completed course work of 2.5 on a 4.0 scale, and maintain a minimum semester and cumulative GPA of 2.5 on a 4.0 scale to remain in the program.
<b>MILITARY SERVICE</b>	Coast Guard or Coast Guard Reserve, E-4 and above on active duty. Minimum of four years of active duty service (excluding any active duty for training), as of the selection panel convening date, at least two years of which must be in the Coast Guard.
<b>SERVICE OBLIGATION</b>	<p><u>Temporary Regular</u>: Four-year active duty service obligation.</p> <p><u>Reserve</u>: Three-year active duty service obligation.</p> <p>Any enlistment obligated service continues to be reduced while enrolled in PPEP; failure to successfully complete PPEP will result in members incurring two months of additional active duty service obligation for every month enrolled.</p>
<b>APPOINTMENT GRADE</b>	<p><u>Temporary Regular</u>: Ensign (O-1), USCG – E-5 and above.</p> <p><u>Reserve</u>: Ensign (O-1), USCGR – E-4 on the selection panel convening date, even if subsequently advanced to E-5.</p>

**7.E.1.a. Supplemental Information for College Student Pre-Commissioning Initiative (CSPI)**

The Coast Guard selects for CSPI college sophomores and juniors with the academic potential and motivation to become commissioned officers. The following is additional relevant information for applicants.

- (1) Dependency. Applicants may have no more than two dependents. See Article 4.C.4.a. of this Manual for a discussion of who is considered to be a dependent.
- (2) Education. Individuals attending a two-year institution can apply if they have been accepted by a four-year institution qualifying under the CSPI program to earn a bachelor's degree. Schools not designated as an MSI or otherwise approved (see Table 7-4 above) will be considered on a case-by-case basis provided that they had a minority student population averaging at least 50% of the total student enrollment for the previous three years. Online degrees do not satisfy the CSPI program requirements.
- (3) Timing of Selection and Training. During the summer before the junior year if selected as a sophomore, or the summer before the senior year if selected as a junior, CSPI members will attend Recruit Basic Training at Coast Guard Training Center Cape May, New Jersey. CSPI members selected as sophomores will attend Officer Candidate Indoctrination (OCI) at the Coast Guard Academy before their senior year. Upon completion of the bachelor's degree requirements, CSPI members will be enrolled in the first available OCS convening date.
- (4) Non-Compliance with Program Requirements. A CSPI member may be removed from the program if he or she breaches their CSPI obligations, is found guilty of any violation of the Uniform Code of Military Justice (UCMJ), is found in violation of the UCMJ at non-judicial proceedings, or does not graduate from OCS and receive his or her commission. Upon removal from the program, CSPI members will be reassigned to a Coast Guard unit in an enlisted status to serve either the remainder of their initial active duty term or one month for every month enrolled in the program, whichever is greater. Candidates who are unsuccessful at OCS may be placed in a Class "A" School on a case-by-case basis. If a CSPI member fails to complete the specified period of active duty service, pursuant to the provisions of 10 U.S.C. § 2005 and Section 303a(e) of Reference (ii), Title 37, United States Code (37 U.S.C. § 303a(e)), he or she shall be required to reimburse the Coast Guard for his or her educational costs.

**7.E.1.b. Supplemental Information for Pre-Commissioning Program for Enlisted Personnel (PPEP)**

- (1) Dependency. Applicants may have no more than three dependents. See Article 4.C.4.a. of this Manual for a discussion of who is considered to be a dependent.
- (2) Character Standards. Members who fail to continuously meet character standards (see Article 4.B.2.a. of this Manual) following selection and/or assignment to PPEP, until completion of OCS and commissioning, will be disenrolled from the program.
- (3) Compliance with Other Personnel Policies. Members enrolled in PPEP are on active duty and thereby subject to all personnel policies. PPEP members shall be screened twice annually as directed in the Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series), and shall participate in the Coast Guard urinalysis drug testing program. Members who are not in compliance with maximum allowable weight and body fat standards are ineligible to apply; PPEP students who fail to comply with these standards will be disenrolled from the program.

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# **APPENDIX A**

## **GLOSSARY**

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## **GLOSSARY**

### **Abbreviations**

The following significant or frequently-cited abbreviations/acronyms are used in this Manual.

**ABA** – American Bar Association

**ACE** – American Council on Education

**AFQT** – Armed Forces Qualification Test

**AQR** – Academic Qualifications Rating

**ASTB** – Aviation Selection Test Battery

**ASVAB** – Armed Services Vocational Aptitude Battery

**AVCAD** – Aviation Cadet

**C4IT** – Command, Control, Communications, Computers, and Information Technology

**CAP** – Civil Air Patrol

**CG-1** – Assistant Commandant for Human Resources

**CG-13** – Director of Reserve and Military Personnel

**CG-133** – Office of Military Personnel

**CGA** – Coast Guard Academy

**CGAUX** – Coast Guard Auxiliary

**CGIS** – Coast Guard Investigative Service

**CG PSC** – Coast Guard Personnel Service Center

**CG PSC-c** – Commander, Coast Guard Personnel Service Center

**CG PSC-EPM** – Coast Guard Personnel Service Center, Enlisted Personnel Management Division

**CG PSC-EPM-1** – Coast Guard Personnel Service Center, Enlisted Personnel Management Division, Advancements and Separations Branch

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**CG PSC-OPM** – Coast Guard Personnel Service Center, Officer Personnel Management Division

**CG PSC-OPM-1** – Coast Guard Personnel Service Center, Officer Personnel Management Division, Officer Boards, Promotions, and Separations Branch

**CG PSC-OPM-2** – Coast Guard Personnel Service Center, Officer Personnel Management Division, Officer Assignments Branch

**CG PSC-PSD-MED** – Coast Guard Personnel Service Center, Personnel Services Division, Medical Review Branch

**CG PSC-RPM** – Coast Guard Personnel Service Center, Reserve Personnel Management Division

**CG PSC-RPM-1** – Coast Guard Personnel Service Center, Reserve Personnel Management Division, Reserve Component Category Branch

**CGRC** – Coast Guard Recruiting Command

**CGRC-acc** – Coast Guard Recruiting Command, Accessions Division

**CGRC-c** – Commanding Officer, Coast Guard Recruiting Command

**CLEP** – College-Level Examination Program

**CSPI** – College Student Pre-Commissioning Initiative

**CWO** – Chief Warrant Officer

**DCA** – Direct Commission Aviator

**DCE** – Direct Commission Engineer

**DCEM** – Direct Commission Environmental Manager

**DCIO** – Direct Commission Intelligence Officer

**DCL** – Direct Commission Lawyer

**DCO** – Direct Commission Officer

**DCPA** – Direct Commission Physician Assistant

**DCSS** – Direct Commission Selected School Graduate

**DEP** – Delayed Entry Program

**DEPOT** – Direct Entry Petty Officer Training

**DoD** – Department of Defense

**DoDI** – Department of Defense Instruction

**EAD** – Extended Active Duty

**FY** – Fiscal Year

**GPA** – Grade Point Average

**IADT** – Initial Active Duty for Training

**IDT** – Inactive Duty Training

**JROTC** – Junior Reserve Officer Training Corps

**LOMM** – Licensed Officer of the Merchant Marine

**MARGRAD** – Direct Commission Maritime Academy Graduate

**MEPS** – Military Entrance Processing Station

**MMC** – Merchant Mariner Credential

**MSI** – Minority-Serving Institution

**MSO** – Military Service Obligation

**NPS** – Non-Prior Service

**NSCC** – Naval Sea Cadet Corps

**OCS** – Officer Candidate School

**OCS-R** – Officer Candidate School, Reserve Commission

**OCS-T** – Officer Candidate School, Temporary Regular Commission

**ORL** – Open Rate List

**PA** – Physician Assistant

**PFAR** – Pilot Flight Aptitude Rating

**PPEP** – Pre-Commissioning Program for Enlisted Personnel

**PTMO** – Prior-Trained Military Officer

**RIC** – Recruiter-in-Charge

**ROCI** – Reserve Officer Candidate Indoctrination

**ROTC** – Reserve Officer Training Corps

**SELRES** – Selected Reserve (the Ready Reserve category of the Coast Guard’s Reserve component is comprised of the SELRES and the Individual Ready Reserve)

**SRDC** – Selected Reserve Direct Commission Officer

**TDRL** – Temporary Disability Retired List

**TEMPSEP** – Temporary Separation

**TRACEN** – Training Center

**UCMJ** – Uniform Code of Military Justice

**USCG** – U.S. Coast Guard

**USCGR** – U.S. Coast Guard Reserve

**USMEPCOM** – U.S. Military Entrance Processing Command

**USMMA** – U.S. Merchant Marine Academy

**WiFi** – Wilks Flight Initiative

## Definitions

The following definitions apply to terms used in this Manual.

### Accession

The process by which **applicants** who have been evaluated and selected for enlistment or commissioning are inducted into military service in the Coast Guard or Coast Guard Reserve. The term is also used to refer to an **applicant** who has completed the oath of office and signed the appropriate service agreements.

#### Date of Accession

The date upon which an individual completes the oath of enlistment or oath of office, as applicable, and signs the appropriate service agreement.

### Alien

Any person who is not a U.S. **citizen** or **national**.

#### Alien Admitted as a Lawful Permanent Resident

An **alien** accorded the privilege of lawfully residing permanently in the United States as an immigrant unless their immigration status changes. The U.S. Citizenship and Immigration Services (USCIS) requires such adult aliens to carry a Permanent Resident Card, USCIS Form I-551, i.e., “Green Card.”

#### Immigrant Alien

An **alien** who does not fit any non-immigrant classification; “immigrant” does not imply status as a lawful permanent resident.

#### Non-immigrant Alien

An **alien** admitted temporarily into the United States for specific purposes and times.

### Applicant

A person who expresses a desire to join the Coast Guard or Coast Guard Reserve by completing and signing an application requesting to be examined and evaluated for **accession**.

### Armed Forces Qualification Test (AFQT)

A score that is mathematically calculated using a combination of scores from specific sections of the **ASVAB**.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

The basic aptitude examination used by the Coast Guard and the Department of Defense for qualifying potential members of the Armed Services for enlistment and certain officer recruiting programs.

### **Citizen**

A person born in the United States (with rare exceptions) is a U.S. citizen. A person born abroad may acquire U.S. citizenship by birth to a U.S. citizen parent or parents or through naturalization.

### **Class “A” School**

Entry-level, professional development training that provides the technical knowledge and basic skills required to perform in a specific enlisted rating.

### **Constructive Age**

A person’s chronological age less the amount, in months, of prior active duty military service. In the calculation of constructive age, a maximum of 60 months of prior active duty military service, not including active duty for training, may be applied.

### **Conviction**

An adjudication of guilt by a criminal or civilian authority, either domestic or foreign, including actions taken tantamount to a finding of guilt, e.g., adjudication withheld; deferred prosecution; entry in adult/juvenile pretrial intervention programs; or any similar disposition of charges such as imposition of fines, probation, community service, etc.

### **Critical Rating**

A rating that is understaffed, is projected to be understaffed in the future, or requires an inordinate amount of training to achieve rating strength.

### **Dependent**

See Article 4.C.4.a. of this Manual.

### **Emancipated Minor**

An individual under the age of 18 with a documented declaration by a state court that his or her parents are deceased, or if living that the parents’ whereabouts are unknown, and that the individual has no legally appointed guardian.

### **Integration**

The process by which officers holding a **Temporary Regular commission** or a **Reserve commission** are considered for a **permanent Regular commission**.

### **Lead**

A person who responds to any form of advertising, mass marketing, or referral with interest in learning more about military service opportunities in the Coast Guard or Coast Guard Reserve.

### **Legal Name**

The name a person has for official purposes, usually consisting of the first and last names given to him or her at birth, acquired through marriage, or changed by a court order.

### **Military Service Obligation (MSO)**

The duration of military service required by either statute or contract. Under the provisions of 10 U.S.C. § 651, as amended by Public Law 98-94 and implemented by Service policy, each person who initially joins the U.S. Armed Forces as a member of the Coast Guard or Coast Guard Reserve will incur an MSO of 8 years.

### **National**

A person who is not a U.S. citizen but owes allegiance to the United States. A U.S. national is entitled to enjoy diplomatic protection abroad and free entry into the United States under the same conditions as a U.S. citizen.

### **Open Rate List**

A list of rates for which the Regular Coast Guard has immediate billet openings. (See Article 3.B.2. of this Manual.)

### **Parental Consent**

Written approval from parents or guardians for an applicant under the age of 18 to undergo medical examination and processing for enlistment. This consent must be executed before a notary public, recruiter-in-charge, or recruiter by both parents (if not legally separated or divorced), the surviving parent (if one parent is deceased), the custodial parent (if the parents are legally separated or divorced, or one parent is missing), or the legally-appointed guardian (if both parents are deceased, or the parents are legally separated or divorced, and custody was awarded to another individual).

### **Prior-Service Personnel**

An individual is considered to be prior-service personnel if he or she has either (1) successfully completed a U.S. Armed Forces accession training program and is currently serving in the U.S. Armed Forces in a Regular or Reserve component; (2) failed to complete a U.S. Armed Forces accession training program but has been issued a Certificate of Release or Discharge from Active Duty, DD Form 214, with an assigned **reentry code**, or (3) fulfilled any **military service obligation** and is no longer in the U.S. Armed Forces.

**Prospect**

A person interested in joining the Coast Guard or Coast Guard Reserve who successfully completes the initial interview but does not commit.

**Rate Determination**

The process of evaluating an **applicant's** prior military service and/or civilian education, training, and experience to determine the rate (rating specialty and pay grade) at which the individual is eligible for **accession**.

**Recruit**

A newly enlisted member of the Coast Guard or Coast Guard Reserve.

**DEP Recruit**

A non-prior service person who has been enlisted in the Coast Guard Individual Ready Reserve (IRR) under the Delayed Entry Program (DEP) and has been assigned a date for enlistment in the Regular Coast Guard.

**Reentry Code (RE Code)**

A code on the Certificate of Release or Discharge from Active Duty, DD Form 214, used to denote whether or not the member is recommended and eligible for reentry. (See Reference (jj), Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series), for the RE codes.)

**Regular (Permanent or Temporary) Commission**

See Article 7.B.5.b. of this Manual.

**Reserve Commission**

See Article 7.B.5.b. of this Manual.

**Spouse**

The individual to whom one is lawfully married, regardless of gender, unless terminated by final decree of divorce.

**Waiver**

An exception to a program's requirements. If permitted, waivers are considered on a case-by-case basis.

## **APPENDIX B**

### **BASIC CHARACTER STANDARDS**

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## BASIC CHARACTER STANDARDS

**General:** Criminal and civil violations, and other questionable conduct, are evidence of a prospect/applicant's moral character. These violations or conduct may be the result of a lack of judgment, whether isolated or recurring, rather than of criminal intent. The "Whole Person" concept (see Article 2.A.2. of this Manual) will be used in making final decisions as to whether or not applicants are eligible to enlist or be commissioned in the Coast Guard or Coast Guard Reserve. Lists 1 through 4 of this appendix are not all-inclusive and are intended to serve only as guides in evaluating the character of applicants. However, certain circumstances may render an applicant ineligible for accession, while waivers may be possible in other situations.

**Prospects/Applicants are INELIGIBLE for accession if:**

1. A civil suit or criminal charges are filed or pending against an applicant, including any release from charges on the condition that the applicant enters the military service.  
**Exception:** For all civil cases, an applicant may enlist if the applicant obtains a statement of nonappearance from the court.
2. A formal complaint or investigation is filed or pending which may lead to judicial action, or which could result in the applicant being subject to restraint imposed by any court, participation in a pre-trial diversion program, or subpoena ordering attendance at a future date.

**RULE:** Any applicant **convicted** of a *felony* or *domestic violence* is **ineligible** for accession.

CRITERIA	STATUS	QUALIFICATION
<b>IF THE PERSON IS CHARGED WITH:</b>	<b>CONVICTED?</b>	<b>THEN THAT PERSON:</b>
<b><u>List 1 – Felony Offenses</u></b> ➤ One or more offenses	YES	MAY <b><u>NOT</u></b> APPLY
	NO	MAY APPLY ( <i>WAIVER REQUIRED</i> )
<b><u>List 2 – Major Misdemeanors</u></b> ➤ One offense within the past year, or ➤ Two offenses within the past 5 years	YES	MAY <b><u>NOT</u></b> APPLY
	NO	MAY APPLY ( <i>WAIVER REQUIRED</i> )
<b><u>List 3 – Minor Non-Traffic Offenses</u></b> ➤ Two offenses within the past year, or ➤ Three offenses within the past 5 years	YES	MAY APPLY ( <i>WAIVER REQUIRED</i> )
	NO	MAY APPLY
<b><u>List 4 – Minor Traffic Offenses</u></b> ➤ Four or more offenses within the past 2 years	YES	MAY APPLY ( <i>WAIVER REQUIRED</i> )
	NO	MAY APPLY

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<b><u>List 1 – Felony Offenses</u></b>	
<b>RULE</b>	If the maximum confinement for the offense under local law exceeds one year, the offense is treated as a felony.
Aggravated assault; Assault with a deadly weapon; Assault intentionally inflicting great bodily harm	
Arson	
Assault with intent to commit a felony	
Attempt to commit a felony	
Breaking and entering with intent to commit a felony	
Bribery	
Burglary	
Carnal knowledge of a child under the age of 16	
Conspiring to commit a felony	
Criminal libel	
Extortion	
Forgery; Knowingly uttering/passing a forged instrument	
Graft	
Grand larceny; Embezzlement (value over \$100)	
Housebreaking	
Indecent acts or liberties with a child under the age of 16	
Indecent assault	
Kidnapping or abduction	
Mail matter: Abstracting, destroying, obstructing, opening, secreting, stealing, taking mails; Depositing obscene or indecent matter	
Maiming; Disfiguring	
Manslaughter	
Misprision of a felony	
Murder	
Pandering	
Perjury; Subornation of perjury	
Public records: Altering, concealing, destroying, mutilating, obliterating, removing	
Rape	
Riot	
Robbery	
Sedition; Solicitation to commit sedition	
Sodomy	
Wrongful possession, use, or sale of narcotics or habit-forming drugs	

<b>List 2 – <u>Major Misdemeanors</u></b>	
<b>RULE</b>	If the maximum confinement for the offense under local law exceeds four months but is less than one year, the offense is treated as a major misdemeanor.
Assault consummated by battery	
Bigamy	
Breaking and entering a vehicle	
Check, worthless, making or uttering, with intent to defraud or deceive (value \$100 or less)	
Contributing to the delinquency of a minor	
Desecration of a grave	
Driving while drugged or intoxicated	
Failure to stop and render aid after an accident	
Indecent exposure	
Indecent, insulting, or obscene language communicated to another directly by telephone	
Leaving a dead animal	
Looting	
Negligent homicide	
Petty larceny (value of stolen property \$100 or less)	
Reckless driving	
Resisting arrest	
Selling or leasing weapons to minors	
Slander	
Stolen property, knowingly receiving (value \$100 or less)	
Suffrage rights, interference with	
Unlawful carrying of firearms; Carrying concealed firearms	
Use of telephone to abuse, annoy, harass, threaten, or torment another	
Willfully discharging a firearm so as to endanger life; Shooting in a public place	
Wrongful appropriation of a motor vehicle; Joyriding; Driving a motor vehicle without the owner's consent. NOTE – This group of motor vehicle offenses, and offenses of comparable nature and seriousness but variously described, comprise the case of taking or withholding a motor vehicle without authority and with intent to temporarily deprive the owner of the property.	

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<b>List 3 – <u>Minor Non-Traffic Offenses</u></b>	
<b>RULE</b>	If the maximum confinement for the offense under local law does not exceed four months, the offense is treated as a minor offense.
Abusive language under circumstances to provoke a breach of peace	
Carrying a concealed weapon (other than a firearm); Possession of brass knuckles	
Curfew violation	
Damaging road signs	
Discharging a firearm through carelessness; Discharging a firearm within municipal limits	
Disobeying a summons	
Disorderly conduct; Creating a disturbance; Boisterous conduct	
Disturbing the peace	
Drinking liquor on a train (other than in a club car)	
Drunk in public; Drunk and disorderly	
Dumping refuse near a highway	
Fighting; Participating in affray	
Fornication	
Illegal betting or gambling; Operating an illegal handbook, raffle, lottery, punchboard, matching, or cockfight	
Juvenile non-criminal misconduct: Beyond parental control, incorrigible, runaway, truant, wayward	
Killing a domestic animal	
Liquor: Unlawful manufacture, sale, possession, consumption in public place	
Loitering	
Malicious mischief: Painting a water tower; Throwing water-filled balloons, rocks on highway, missiles at athletic contests, or objects at vehicles	
Nuisance, committing	
Poaching	
Possession of cigarettes by a minor	
Possession of indecent publications or pictures	
Purchase, possession, or consumption of alcoholic beverages by a minor	
Removing property from public grounds	
Removing property under lien	
Robbing the orchard	
Shooting from a highway; Shooting on a public road	
Simple assault	
Throwing glass or other material in the road	
Trespass to property	
Unlawful assembly	
Using or wearing an unlawful emblem	

Vagrancy
Vandalism: Injuring or defacing public property or the property of another; Shooting out street lights
Violation of fireworks laws
Violation of fish and game laws

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<b>List 4 – <u>Minor Traffic Offenses</u></b>	
<b>RULE</b>	If the offense is treated as minor under local law, the offense is treated as a minor offense.
Blocking or retarding traffic	
Careless driving	
Crossing yellow line; Driving left of center	
Disobeying traffic lights, signs, or signals	
Driving on shoulder	
Driving uninsured vehicle	
Driving with blocked vision	
Driving with expired plates or without plates; License plates improperly displayed or not displayed	
Driving without a license or with suspended or revoked license	
Driving without registration or with improper registration	
Driving wrong way on a one-way street	
Failure to comply with officer's directives	
Failure to have vehicle under control	
Failure to keep to the right or in line	
Failure to signal	
Failure to stop or yield for a pedestrian	
Failure to submit a report following an accident	
Failure to yield the right of way	
Faulty equipment: Defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers	
Following too closely	
Improper backing: Backing into an intersection or highway, backing on an expressway, backing over a crosswalk	
Improper blowing of horn	
Improper parking: Restricted area, fire hydrant, double parking	
Improper passing: Passing on the right, in a no-passing zone, a parked school bus, or a pedestrian in a crosswalk	
Improper turn	
Invalid or unofficial inspection sticker; Failure to display inspection sticker	
Leaving key in ignition	
Operating an overloaded vehicle	
Racing; Dragging; Contest for speed	
Reckless driving (single offense)	
Speeding	
Spinning wheels; Improper start; Zigzagging or weaving in traffic	