

# Reserve Program Administrator Advanced Education Program Guide



November 2012



# Table of Contents

<b>I.</b>	<b><u>WELCOME ABOARD</u></b> .....	<b>1</b>
	1. Mandatory Compliance.....	1
	2. Chain of Command.....	1
	3. Your Job.....	1
	4. Emails.....	1
	5. Degrees Required.....	2
	6. Point of Contacts.....	2
	7. Declining Your Selection.....	2
<b>II.</b>	<b><u>PROCESS OVERVIEW</u></b> .....	<b>2</b>
<b>III.</b>	<b><u>EXPLANATION OF PAPERWORK</u></b> .....	<b>3</b>
	1. Service Obligation Letter/Agreement.....	3
	2. Degree Plan Proposal (DPP) .....	4
	Summer classes.....	5
	Full time student.....	6
	Tuition caps.....	6
	Mandatory school fees.....	7
	Fees not paid by the CG.....	7
	3. Cost Share Letter.....	8
	4. Letter of Fiscal Responsibility.....	9
	5. Request for Orders (RFO) .....	9
<b>IV.</b>	<b><u>RESEARCHING SCHOOLS</u></b> .....	<b>9</b>
	1. School location.....	9
	2. Study abroad (not authorized) .....	9
	3. Online Degrees (not authorized) .....	9
	4. Online classes.....	10
	5. Foreign travel for class.....	10
	6. Summer classes.....	10
	7. Recommended schools.....	10
	8. Accreditation.....	10
	9. SPO in the vicinity.....	10
<b>V.</b>	<b><u>APPLYING TO SCHOOLS</u></b> .....	<b>11</b>
	1. When to apply.....	11
	2. Application fees.....	11
	3. In-state tuition.....	11
<b>VI.</b>	<b><u>REPORTING TO SCHOOL</u></b> .....	<b>11</b>
	1. Check-in.....	11
	2. Student contact info form.....	12

<b>VII.</b>	<b><u>WHILE IN SCHOOL</u></b> .....	<b>12</b>
	1. Tuition.....	12
	2. Book reimbursements.....	12
	3. Weigh-ins, dental, medical.....	12
	4. Grade reporting.....	12
	5. OER's.....	12
	6. Academic requirements.....	13
	Full time student.....	13
	Summer classes.....	13
	Grades/GPA.....	13
	Remedial classes.....	13
	Add/drops.....	13
	Failures/withdrawals/incompletes.....	13
	Challenge exams.....	14
	7. Thesis or senior project.....	14
	8. Leave.....	14
	9. Foreign travel for leave.....	14
	10. Hospitalization.....	14
	11. Conduct/misconduct.....	15
	12. Mandatory training.....	15
	13. Promotions.....	15
	14. Post 9/11 GI Bill.....	15
	15. Tuition assistance (not authorized) .....	15
	16. Government travel credit card.....	15
<b>VIII.</b>	<b><u>COMPLETING SCHOOL</u></b> .....	<b>15</b>
	1. E-resume.....	15
	2. House hold goods.....	16
	3. Close financial obligations.....	16
	4. Diploma & final transcripts.....	16
	5. Departing OER.....	16
	6. Thesis or senior project.....	16
	 <u>Appendix A</u> – Recommended Schools.....	 17
	<u>Appendix B</u> – DUINS OER Instructions.....	18
	<u>Appendix C</u> – Student personal foreign travel.....	21

## I. WELCOME ABOARD

*As the Director of Reserve (CG-13) I, congratulate you on your selection to the Coast Guard (CG) Advanced Education Program. This guide was developed to assist you as you research schools and prepare the various documents required to get you into the program.*

1. **Mandatory Compliance.** You must read and comply with all guidance set herein.

2. **Chain of Command.** Your new unit is CG-131. CDR Ruby Collins, (202) 475-5455 email: [RPAAdEd@uscg.mil](mailto:RPAAdEd@uscg.mil) is the Reserve Program Administrator (RPA) Advanced Education Program Manager and your immediate RPA Advanced Education Supervisor (*AES*). The *AES* is *always your first call or email* for any issues, e.g. applying to school, check-in, class approvals, class changes, evaluations, and other items. Listed are some examples of when to call your *AES*:

a. Questions on submitting your Degree Plan Proposal (DPP), Request for Orders (RFO) or course loads, contact the *AES*.

b. If your school cancelled a class, contact the *AES* immediately.

c. If you are worried about failing a class, contact the *AES* immediately.

d. For any conduct issues (including DUIs, etc.), contact the *AES* immediately.

e. If a Thesis is required, contact the *AES* to determine if there are any pending CG projects that will fulfill your Thesis requirement.

3. **Your Job.** Your focus is to be a student and to follow your approved DPP. You are accountable for advising your *AES* of any issues that affect your ability to follow your DPP or to carry out your responsibilities as active duty military members. Failure to follow the guidelines in this document may result in the following: Uniform Code of Military Justice (UCMJ) disciplinary action, removal from the program, repayment of government funds or other appropriate actions.

4. **Emails.** Send all correspondence to [RPAAdvEd@uscg.mil](mailto:RPAAdvEd@uscg.mil). Communication concerning financial claims must be submitted to: Ann Duncan at [Advanced\\_Ed\\_Claims@uscg.mil](mailto:Advanced_Ed_Claims@uscg.mil) with a copy to [RPAAdvEd@uscg.mil](mailto:RPAAdvEd@uscg.mil).

a. The format for the email subject line is:

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

b. Example: LT Smith/1234567/MBA-Finance/George Washington/May 2013/Update DPP.

c. Send your correspondence from a professionally appropriate email address, such as [YOUR\\_NAME@GMAIL.COM](mailto:YOUR_NAME@GMAIL.COM). Do not use emails such as [partyhardy@yahoo.com](mailto:partyhardy@yahoo.com) or [psychokilla@gog.com](mailto:psychokilla@gog.com). Emails received from inappropriate addresses will be deleted without being opened.

**5. Degree Required.** All selectees are required to attain a degree.

**6. Point of Contacts (POCs).**

a. CG-131 (CDR Ruby Collins): RPA Advanced Education Program Manager/*AES* – first contact for most every event you will encounter during your program.

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

c. PSC-opm: Manages personnel assignments.

d. Program Managers: Determines the education requirement for each advanced education program (this applies if you were accepted to another advanced education program: example: Force Readiness Command (FC-tms) – Performance Technology).

**7. Declining your selection.** If you decline your selection for Advanced Education, you must notify the *AES*. After you decline, there is no option for reinstatement. Selectees have 10 days to decline after receiving notification of selection from PSC-opm.

## II. PROCESS OVERVIEW

**Step 1:** Advanced Education Selection Panel convenes (late summer/early fall)

**Step 2:** Initial notification made via message, then:

PSC-opm transmits a *Service Obligation Letter/Agreement*

Your *AES* sends you *Degree Plan Proposal (DPP)* instructions

**Step 3:** You must sign and return the Service Obligation Letter/Agreement to PSC-opm.

**Step 4:** You must select prospective schools in proximity of your current assignment and schools close to CG Headquarters or Area Commands. However, this does not limit you from requesting other schools of interest. Complete a DPP for each school. Email your DPPs to your *AES* before the set deadline. Requirements:

Complete a DPP for at least three schools.

Each DPP lays out – **in detail** – your class schedule, tuition and fees. This information is used to allocated funding required and should be as accurate as possible.

You must develop a class schedule for your entire stay at school. The DPP must show every class (especially electives you have selected). Note: electives such as “Golf 101” and “Tennis for Finance” are not acceptable.

Your DPP will be evaluated and either approved or returned for corrections.

**Step 5:** If DPP corrections are required, revise the DPP and resubmit soonest.

**Step 6:** Once your DPP is approved, you will received a DPP Approval Letter with amplifying instructions on:

Selecting the approved school you will attend

Applying to approved schools

Obtaining *Acceptance Letters* from your schools

Completing your *Request for Orders (RFO)*

*Cost share letters*

*Letters of fiscal responsibility*

**Important:** If all of the above requirements are not completed by **April 15<sup>st</sup>**, then you may be removed from the program.

**Step 7:** Upon completing all the requirements in Step 6, you should receive PCS orders within 60 days from PSC-opm.

**Step 8:** Follow the normal PCS process and coordinate transfer with your departing and receiving SPO for PCS paperwork completion.

**Step 9:** Report to school.

### **III. EXPLANATION OF PAPERWORK**

#### **1. Service Obligation Letter/Agreement**

- a. This letter will be emailed to you by PSC-opm.
- b. The required service obligation payback for attending any education program is three months payback for each month of school in the first year and one for one thereafter.
- c. You must sign and return this letter/agreement to PSC-opm with 30 days of receipt.

## 2. Degree Plan Proposal (DPP)

a. Obtain a copy of a blank DPP at:

<http://www.uscg.mil/reserve/RPA>

b. Submit separate DPPs for at least three schools. There is no maximum.

c. DPPs provide – in detail – your class schedules and tuition for your entire program.

d. While building your DPPs:

(1) Most schools publish a core curriculum and elective requirements for each study program. Use this information to construct your DPP.

(2) Classes for your first year must be accurate.

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

(4) If you attend a school with an estimated DPP, then you must plan to submit an updated DPP once the schedule becomes available. DPP must be marked as “revision #”).

(5) You will be held accountable for adhering to your approved DPP regardless of the situation. Understand that the *AES* will compare your grade submissions to your currently approved DPP. If a discrepancy is noted, you will be required to clarify the change. Be proactive and submit or notify your *AES* of any pending changes, even if they were unexpected such as a last minute class cancellation by the school.

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

f. One of your DPPs must be from a school listed in Appendix A.

g. Filling out your DPP (all sections and fields require completion):

**DPP Section 1** – *Student Info*: used to cut your orders

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

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

- (i) Do not include CG institute transcripts.
- (ii) Enter your last GPA; indicate if it was college or high school.

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

**DPP Section 4 – Part C – School/Degree Plan:** List each class (with credit hours) for the entire program (including summers). List them chronologically by semester. Most programs typically begin during the fall semester.

(i) For some schools, **only** the first year’s classes may be known. In those cases, list classes you likely will take later. Using the program curriculum requirements list will assist in developing your DPP scheduled classes. Be aware:

- (a) Revise your DPP as soon as you have accurate info, and then submit it to your AES for approval. Ensure DPP is marked as “revised #.”
- (b) The revised DPP must show classes equivalent to those listed in the original DPP, e.g. you cannot replace Calculus IV with Spanish.
- (c) **Example** of a properly filled-out section, showing all classes:

Term/Year	Course #	Course Title	Hours	
Fall 2012	PPPA6002	Research Methods and Applied Statistics	3	} Fall 9 Credits
Fall 2012	PPPA6006	Policy Analysis	3	
Fall 2012	PPPA6010	Politics and the Policy Process	3	
Spring 2013	PPPA6013	Econometrics for Policy Research I	3	} Spring 9 Credits
Spring 2013	ECON6217	Survey for Economics: Intermediate Microeconomics	3	
Spring 2013	PPPA6014	Economics in Policy Analysis	3	
Summer 2013	PPPA6005	Public Budgeting, Revenue & Expenditure Analysis	3	} Summer 6 Credits
Summer 2013	PPPA6015	Benefit-Cost Analysis	3	
Fall 2013	PPPA6016	Public and Nonprofit Program Evaluation	3	} Fall 9 Credits
Fall 2013	PPPA6051	Governmental Budgeting	3	
Fall 2013	ECON6218	Survey of Intermediate macroeconomics	3	
Spring 2014	ACCY6701	Government Accounting and Auditing	3	} Spring 9 Credits
Spring 2014	PPPA6055	Contracting Out and Privatization	3	
Spring 2014	PPPA6019	Capstone Seminar	3	

(ii) Summer Classes: You must take summer classes. If your school does not offer any, then you must:

- (a) Take classes at another school for the summer, or

(b) Go TAD to a local CG unit (you will pay the travel costs)

(iii) Full time students: You must be a full time student. Unless your school dictates otherwise, the following standard will be used:

(a) Fall/Winter Semester – Master’s Program: 9-12 credit hours

(b) Summer Semester – Master’s Program 6-9 credit hours.

**DPP Section 5 – Financial Info:** Input the cost of tuition and mandatory fees by semester AND place each semester in the appropriate fiscal year. Here is a sample expenses breakdown:

Fall expenses (Aug-Dec) – FY12	\$4,725
Spring expenses (Jan – May) – FY13	\$4,725
Summer expenses (May – Aug) – FY13	\$2,600
Fall expenses (Aug – Dec) – FY13	\$4,725
Spring expenses (Jan – May) – FY14	\$4,725
<b>Total Program Costs:</b>	<b>\$21,500</b>

The FY corresponds with the first month of each semester.  
Enter the above tuition data into the DPP as follows:

Expenses (Tuition + Approved Fees)

Term FY	Credit Hours	Tuition	Fees	Total
Fall 12	9	4,000	725	4,725
Winter				0
Spring 13	9	4,000	725	4,725
Summer 13	6	2,600		2,600
Fall 13	9	4,000	725	4,725
Winter				
Spring 14	9	4,000	725	4,725
Total Credits/Cost of program	42			21,500

**\*\* Note: No book reimbursement for commissioned officers.**

(i) **FY13 Tuition cap** for the RPA Advanced Education is set at **\$21,500**. Depending on when your program starts and ends will determine whether the student receives full or half cap for the FY.

(a) You will be responsible for school costs above the FY CAP. If tuition **exceeds your cap**, contact your **AES** immediately to determine if any unused funds are available.

(b) Rising tuition costs & recommended schools:

(1) Nationally, tuition has increased 5-8% per year.

(2) Over the course of a decade, school tuition rose anywhere from 40 – 150%, depending on the school.

(3) Unfortunately, CG funding caps lag behind the national tuition rate increases, which lead to potential student cost shares. All students should arrange for alternative funding methods to support their program.

(c) After your DPPs are approved, your *AES* will set your personal funding allocation in accordance with guidance in this section.

(ii) Mandatory School fees (required and charged to all students)

(a) Application and testing fees required by the accepted school and any graduation fees (not cap & gown) required at the end of your program.

(b) Must submit proof that the fee is mandated by your school.

(c) Acceptable proof of fees: copy of school's catalog, website, or letter from the school listing required fees, etc.

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

(iii) Fees NOT paid by the CG:

(a) Application fees for unapproved schools.

(b) Parking

(c) Consumables (paper, pens, disks, supplies, etc.)

(d) Course add/drop fees

(e) Certification test fees

(f) Organization dues

(g) Computers

(h) Software, unless required for all students in the class

(i) Books

(j) Hardware, unless required for all students in the class

(k) Parts for labs when you selected the project

(l) Health insurance. While in school, you remain on active duty; the CG will continue to provide all your medical care (within regulations). You should always request a waiver (in writing) of school health insurance.

(iv) Length of RPA Management Program: The maximum length is 18 months. However, some school programs may be extended, but never to exceed 24 months.

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

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

h. Once DPP is submitted:

(1) Wait for approval of your submitted DPPs for your prospective schools

(2) Apply to your approved schools

(3) Obtain your school acceptance letters.

(4) From the schools accepting you, select your approved program.

(5) You are responsible for following the class schedules delineated in your DPP and keeping your **DPP updated** if classes are cancelled or tuition changes. If any deviation from your approved DPP is required or contemplated, you must contact your *AES* with details concerning the change. If a DPP is updated, it must be identified as amended DPP and submitted to your *AES*.

### 3. Cost share letter.

a. Your *AES* will email this to you.

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

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

d. The CG mandates that all students must sign this form, even if you plan to attend a school that costs under the CAP. There is no assurance of 100% tuition payment for any student attending a program that exceeds the allocated CAP; as such, students should prepare alternative funding to complete their program.

#### **4. Letter of Fiscal Responsibility.**

a. If you are approved for a school whose tuition is over the CAP, then your *AES* will send you a Letter of Fiscal Responsibility.

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

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

#### **5. Request for Orders (RFO).**

a. A blank RFO template is located at <http://www.uscg.mil/reserve/RPA>

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

c. In accordance with the instruction sent via email after school acceptance, you will complete your RFO and email it and the school acceptance letter to your *AES*.

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

### **IV. RESEARCHING SCHOOLS**

**1. School Location.** PCS costs to and from school will be paid by the CG. You should consider schools either in your current area or in areas with a high probability of follow-on assignment, e.g. Washington, DC, Portsmouth, VA, San Francisco, CA. Follow-on assignments are based on the needs of the service. Requests for other schools will be evaluated based on whether their curriculum meets the service needs and their willingness to work with the CG on tuition costs.

**2. Study Abroad.** *Not authorized.*

**3. Online Degrees.** *Not authorized.*

**4. Online classes.** Will be considered **only** if that particular class is not being offered on campus at any time and the class is required for your degree. Each request for online courses will be evaluated individually by your *AES*.

## **5. Foreign Travel for Class**

- a. Any college curriculum that requires foreign travel will not be approved.
- b. Any optional foreign travel for college credit will not be approved.
- c. Any foreign travel that is associated with a college, required for a class or curriculum, or that received credit hours is considered official travel and will not be approved.

## **6. Summer classes**

- a. You must take summer classes
- b. If your school does not offer summer classes, then you must take classes at another school, or go TAD to a local CG unit (you pay your own travel costs).
- c. When selecting schools, consider that if you choose a school without summer classes and not located within a reasonable distance to a CG unit, then you will pay for travel costs to perform a TAD assignment at a more distant CG unit.

## **7. Recommended schools.**

- a. Attending a non recommended school is the exception. If you desire a non-recommended school, then justification must be given in the Member Comments section (pg I) of the DPP. You must articulate why the school is better for your program.
- b. Graduate programs: Appendix A lists the recommended schools.

## **8. Accreditations.**

- a. Your school must be accredited. Check the “database of accredited programs and institutions” at the following link:

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

## **9. Servicing Personnel Office (SPO) in the Vicinity.**

- a. In selecting schools, consider the distance to the nearest SPO.
- b. Your SPO will work with your *AES* to handle your check-in, travel issues, weigh-ins, etc.

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

## **V. APPLYING TO SCHOOLS**

### **1. When to apply.**

a. Apply after your *AES* returns your approved DPPs.

b. If you are running against a tight application deadline, then contact your *AES* immediately.

c. As soon as you receive DPP approval from your *AES*, you must apply ASAP.

d. Note: There are no ramifications for applying before receiving school approval; however, if the school is not approved, your application fee may not be reimbursed.

### **2. Application Fees.**

a. Your application fees will be reimbursed for up to three approved schools.

b. You may apply to more schools, but the CG will only reimburse you for three.

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

(1) You must complete a SF-1164 and include a receipt/proof of payment. A blank SF-1164 can be found at: <http://www.uscg.mil/reserve/RPA>

(2) Contact Ms. Ann Duncan (202) 475-5434 or [Advanced\\_Ed\\_Claims@uscg.mil](mailto:Advanced_Ed_Claims@uscg.mil) for latest reimbursement procedures.

**3. In-state tuition.** Request it from your school. If needed, your *AES* can supply a letter supporting in-state rates.

## **VI. REPORTING TO SCHOOL**

### **1. Check-In.**

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

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

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

d. You are attached to CG-131, but your local SPO will conduct weigh-ins and other personnel issues. If your SPO is a significant distance from your school, you may locate closer USCG units that can complete your weigh-in. Recommend you coordinate these requirements between your SPO and the local unit.

**2. Student Contact Info Form.** You must complete a student contact info form and email it to your AES within 15 days of reporting to school. Resubmission of contact information is required for any changes, it is vital that we have the ability to quickly contact you if needed. A blank form can be obtained at <http://www.uscg.mil/reserve/RPA>.

## **VII. WHILE IN SCHOOL**

**1. Tuition.** Contact Ms. Ann Duncan (202) 475-5434 or [Advanced\\_Ed\\_Claims@uscg.mil](mailto:Advanced_Ed_Claims@uscg.mil) for latest the latest tuition payment procedures.

**2. Book reimbursement:** Not available for officers.

**3. Weigh-ins, dental, medical.**

a. You are still on active duty. You must contact your local SPO and CG clinic to coordinate your medical care, weigh-ins, dental check-ups, and other medical and/or administrative requirements set forth in COMDTINST M1020.8F and M6000.1C.

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

**4. Grade Reporting.** At the end of each semester/term, all students must email their grades to your *AES* within 10 days of their schools' grade postings.

**5. OERs.**

a. All officers must complete DUINS OERs per Officer Accessions, Evaluations, and Promotions Manual (COMDTINST M1000.3).

b. To complete your DUINS OER, you must follow the instructions in **Appendix C**.

c. For ENS & LTJG: The OER End of Period is **31 Jan** and **30 Jun**.

d. For LT & above: The OER End of Period is **30 Jun**.

e. Obtain blank OER forms at:

<http://www.uscg.mil/reserve/RPA> OR  
<http://www.uscg.mil/opm/Opm3/Digital-Signatures.asp>

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

g. Your DUINS OER must be submitted as a PDF. Email it to your *AES*.

h. Email your *AES* a copy of your grades (web printout acceptable) with your DUINS OER.

## 6. Academic Requirements.

a. Full-Time Student. As stated in section III.2.e. of this guide, you must be a full-time student.

b. Summer Classes. As stated previously, you must take summer classes.

c. Grades/GPA

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

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

(3) If you suspect that you will not pass a class, contact your *AES* immediately.

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

d. Remedial Classes. Not authorized. If a special request is made by your school, then contact your *AES*.

e. Add/Drops. You must first obtain your *AES*'s approval before adding/dropping a class.

f. Failures, Withdrawals, Incompletes.

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

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

(3) If you need to withdraw from a class, contact your *AES* for approval **prior** to withdrawal.

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

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

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

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

- (a) The course is required for your degree and is on your approved DPP.
- (b) You passed the challenge exam.

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

(a) You must complete a SF-1164 and include a receipt/proof of payment. A blank SF-1164 can be found at <http://www.uscg.mil/reserve/RPA>.

(b) Contact Ms. Ann Duncan (202) 475-5434 or [Advanced\\_Ed\\_Claims](#) for reimbursement procedures.

**7. Thesis.** At the end of your program, you may be required to complete a thesis.

a. Coordinate your topic with your school and your AES to determine if there is a pending CG projects that may be considered for a thesis.

b. You must submit your proposed thesis topic to your *AES* for approval.

c. After your thesis is complete, you must email it to your *AES* at [RPAAdEd@uscg.mil](mailto:RPAAdEd@uscg.mil) for inclusion in the CG repository.

d. You may review thesis from prior CG students in the DCMS Thesis Library at:

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

**8. Leave.**

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

b. If you will be away from your local commuting area for more than 72 hours, you must submit an absence request for approval. Submit your leave request via Direct Access Absence Request to CDR Ruby Collins your (*AES*).

**9. Foreign Travel for Leave.** Appendix D provides details on student personal foreign travel requests.

**10. Hospitalization.** If you are hospitalized (inpatient status), either in a military or

civilian hospital, you must notify your *AES* immediately and provide the following information:

- a. Date and facility where you were admitted.
- b. Estimated duration.
- c. Your name and a method to contact you.

#### **11. Conduct/Misconduct.**

a. Civil arrest and complaints filed against you must be reported to your *AES* and may result in removal from the program and possible disciplinary action.

b. You remain on active duty and are a representative of the CG and subject to CG regulations and the UCMJ.

**12. Mandatory Training.** You are responsible for completing all annual/bi-annual CG training. Coordinate ahead of time with your SPO.

**13. Promotions.** Officers are eligible for all promotion opportunities while in school.

**14. Post 9/11 GI Bill.** For qualified active duty members, it pays 100% of your tuition, regardless of institution. It takes approximately six months for VA certification to use the bill. It will not pay partial tuition, only full tuition. It will pay a portion of your book expenses. Qualified active members may have up to 36 months of benefits. Contact the VA to see if you qualify. Contact your school's VA department for SOP. If you elect to use the Bill, then advise your *AES* immediately and do not accept any CG tuition payments.

**15. Tuition assistance.** Not authorized during sponsored advanced education programs.

**16. Government travel credit card.** While in the program, you are not authorized to use your government card until you PCS.

### **VIII. COMPLETING SCHOOL**

**1. E-resume.** Use E-Resume to communicate billet desires to your Detailer.

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

- 2. House Hold Goods (HHG).** After you receive orders, work with your SPO to schedule your HHGs shipment.
- 3. Close financial obligations.** You must check with your school to ensure all bills are paid. If you encounter any payment issues contact Ann Duncan (202) 475-5434 (FC-TEPD), or [Advanced\\_Ed\\_Claims](#).
- 4. Diploma and final transcript.** Email a copy of both to your *AES* and your SPO.
- 5. Departing OER.** Officers must submit a departure OER per Officer Accessions, Evaluations, and Promotions Manual (COMDTINST M1000.3).
- 6. Thesis.** See paragraph VII.7 of this guide. Email your final thesis to CDR Ruby Collins (CG-131) [RPAAdEd@uscg.mil](mailto:RPAAdEd@uscg.mil).

## **Appendix A – Recommended Schools**

This is not a comprehensive list of potential schools; it is intended to assist you with your research. Schools in the proximity of your current duty station or ones close to HQ or Area commands should be your first consideration.

### **1. Reserve Program Management – MBA Finance**

George Mason University  
William and Mary

### **2. Reserve Program Management – MPA/MPP**

George Washington University  
University of Washington  
University of Maryland  
William and Mary

### **3. Additional schools that may be considered by the Program for attendance:**

University of Pennsylvania  
Syracuse University  
University of Central Florida  
Old Dominion  
Virginia Technical  
University of California, Berkley (California residents only)  
Naval War College  
Trident University

## Appendix B - DUINS OERS Instructions

**To fill-out your DUINS OER, simply complete a normal OER as below:**

1. You must use **Form Revision:** (Rev. 02-09).
2. LTJG's must use CG-5310A.
3. LT – LCDR's must use CG-5310B
4. **Block 1.b (REPORTED-ON OFFICER SIGNATURE):** Leave Blank (see Note # 2)
5. **Block 1.h (ATU-OPFAC):** 98-70098.
6. **Block 1.j (PERIOD OF REPORT):**

The beginning date is the day after the last OER End of Period date. (Last EOP was JAN 31; your next OER beginning date will be FEB 01).

The End of Period date is usually 01/31 or 06/30.

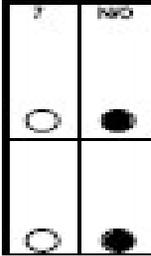
7. **Block 1.k (OCCASION FOR REPORT):** “Annual/Semiannual” ~or~ “Detachment of Officer” if you are graduating.
8. **Block 2. (PRIMARY DUTY):** DUINS.
9. **Block 2. (Description):** Follow this format:

**DUINS: UNIVERSITY NAME**  
**DUINS TITLE: Reserve Program Management**  
**DEGREE: NAME (MBA-FINANCE; MPA; MPP)**

10. You must use the following illustration/examples as guidance:

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-5310A (Rev. 02-09)		<b>OFFICER EVALUATION REPORT (OER)</b>			Validation: 	
<b>1. ADMINISTRATIVE DATA</b>						
I understand my signature below does not constitute agreement or disagreement. I acknowledge I have reviewed this report.						
a. NAME (Last) Coastie		b. Reported-on Officer Signature 		c. DATE OF RANK 2010/11/01		d. DATE REPORTED 2011/08/14
e. UNIT University of Michigan		f. EMPLID 1234567	g. GRADE O2	h. ATU - OPFAC 98 - 70098		i. DAYS NOT OBSERVED LV OTHER
j. PERIOD OF REPORT (YYYYMMDD) 2012/02/01 TO 2012/06/30		k. OCCASION FOR REPORT (Mark only one) <input checked="" type="radio"/> Annual/Semiannual <input type="radio"/> Detachment/Change of Reporting Officer <input type="radio"/> Detachment of Officer <input type="radio"/> Promotion			l. EXCEPTION REPORT <input type="radio"/> Special <input type="radio"/> Concurrent	
		m. DATE SUBMITTED 2012/06/10				
<b>2. DESCRIPTION OF DUTIES:</b> List primary duty and summarize all duties and responsibilities (provide Reserve time if applicable).						
PRIMARY DUTY: DUINS						
DUINS: University of Michigan						
DUINS TITLE: Naval Engineering						
DEGREE: Masters of Science, Mechanical Engineering						
ATTACHMENTS:						

**11. Marks” for All Blocks:** N/O. The “Not Observed” circles must be filled for all marks. DO NOT mark any area in Block 9: Comparison Scale. Once checked, Block 9 cannot be unchecked and your OER will be returned to you for correction.



**12. Block 3.COMMENTS.** Only enter your course information and grades. You must follow the format set out in following illustration.

Must follow format of: Course Name / Grade / Credits (see illustration below)  
 Cumulative GPA: (provide a scale if you use something other than a 4.0 system)  
 If you are graduating, then add: Degree Earned / Date Earned (see illustration)  
 If too large to fit in block, continue in next block on following page

COMMENTS:							
Summer 2010 Course		Grade	Credit	Spring 2011 Course		Grade	Credit
ENGL108	Composition with Lab	A	3	CIS206	Archit & OS w/ Lab	A	3
PSYC305	Motivation & Leadership	A	3	HUMN448	Comp Religions	A	3
				MATH092	Basic Algebra	B	4
				MATH114	Algebra for College	A	4
Fall 2010 Course		Grade	Credit				
BIS155	Data Analysis w/ Spreadsheet/Lab	A	3				
BUSN115	Intro to Business & Technology	A	3				
COMP100	Computer Applications/Business	A	2				
ENGL135	Advanced Composition	A	4				
Cumulative GPA: 4.00							
Degree Awarded: Associates of Science, Network Systems Admin						Date Awarded: 25 May 2011	

**13.** You must include ALL courses that appear on your transcripts for each semester, regardless of grade or standing, i.e. include withdrawals (“W”) and incompletes (“I”).

**14. Block 6: SUPERVISOR AUTHENTICATION; 11. REPORTING OFFICER AUTHENTICATION; 12. REVIEWER AUTHENTICATION:** Leave blank.

**15.** Leave all other comment sections blank, including blocks 7 and 10.

**16. Block 13. RETURN ADDRESS:** Complete address for mailing you a verification copy. DO NOT use your first name in the return address.

17. List of **DUINS titles**:

Master Business Administration (MBA) – Finance

Master Public Administration (MPA)

Master Public Policy (MPP)

**Note:** Although **ALGOFF 024/09** announced the requirement for all ROOs in the ranks of W2 to O4 to sign their OER prior to submission to CG PSC, paragraph 5.E. of the message provided exception to officers attending a DUINS program. Therefore, ROO signature is not required on the new OER form(s) for DUINS students.

## Appendix C – Student Personal Foreign Travel

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

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

**2. Permission.** Active duty CG personnel must obtain advance permission for leave travel to foreign countries IAW reference (a). Students assigned to a RPA Advanced Education Program must follow the procedures listed in this guide and receive travel authorization from CG-131 prior to commencing foreign personal leave travel.

### 3. Foreign travel checklist.

#### a. Initial preparations:

(1) Visit the DOD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/> and review the requirements for the countries to be visited under the section for Personnel Entry Requirements for Leave Travel. This section will indicate if country/theater clearance and whether SERE 100/ISOPREP is required and how to seek clearance approval.

(2) Visit the Travel Tracker/Individual Anti-Terrorism Plan site to determine FPCON/Terrorist Threat/Criminal Level (CAC required):  
[https://iatp.pacom.mil/threat\\_matrix](https://iatp.pacom.mil/threat_matrix).

(3) Visit the Department of State site for Travel Warnings/Restrictions:  
<http://travel.state.gov>.

(4) Visit the Centers for Disease Control (CDC) site for Health Warnings:  
<http://wwwnc.cdc.gov/travel/>.

(5) Complete AT/FP Level I training (annual requirement). This training is available at the USCG HQ Foreign Travel site <http://cgweb.comdt.uscg.mil/css/pages/foreignTravel.aspx> or through the DOD Foreign Clearance Guide (AT/FP Level I training listed under links at top of page) <https://www.fcg.pentagon.mil/>. If this training is completed at the USCG HQ site, the results will be sent via an automatic generation of an email to the CSS indicating training completion for your security folder.

(6) **(If required by DOD Foreign Clearance Guide)** - Complete SERE 100 training and ISOPREP at the USCG HQ Foreign Travel site <http://cgweb.comdt.uscg.mil/css/pages/foreignTravel.aspx> .

**(7) Note: Retain copies of all training completion and APACS approval, as these must be submitted with your travel request package.**

**(8) Note: If you hold a TS/SCI clearance, ensure the USCG HQ CSS is aware of this status.**

**b. Country and Theater Clearance (if required).**

(1) Check the DOD Foreign Clearance Guide <https://www.fcg.pentagon.mil/> for Personnel Entry Requirements for Leave Travel (as indicated in paragraph 3.A.1.).

(a) Once in the FCG website, the use the menu on the left to locate the exact country to be visited.

(b) Click on the country name and follow the guidance provided. The requirements are divided into official travel and personal travel. For your purposes, follow the personal travel information.

(c) The FCG country page will indicate whether you need:

1. Theater or Country Clearance (Clearance requests are completed through APACS - <https://apacs.dtic.mil/apacs/>).

2. If required complete the SERE 100 Training.

3. ISOPREP

4. Any other specific document, training, or clearance requirements.

**c. Travel request memo**

(1) Once all required briefs and country/theater approvals are completed, submit a Request for Foreign Travel via the USCG HQ CSO and CG-131 Program Administrator for approval by CG-131.

(2) Work closely with the USCG HQ CSO to ensure all requirements are met prior to routing the memo.

(3) The attached sample memo provides a basic template. Please make adjustments for your individual situation. Ensure you attach copies of training and approvals received for travel.

<https://www.fcg.pentagon.mil/> DOD Foreign Clearance Guide (Visit Requirements and AT/FP Level I Training – Listed under Links)

<http://www.uscg.mil/hq/dco/dcoi/> USCG International Affairs

<https://apacs.dtic.mil/apacs/> APACS Site

<http://cgweb.comdt.uscg.mil/css/pages/foreignTravel.aspx> CGHQ Foreign Travel Page (SERE 100 and ISOPREP)



5540

*Date*

## MEMORANDUM

From: Member name  
Adv Ed Program

To: CG-13D  
Thru: (1) SILC DET WASH – CSS  
(2) CG-131

Subj: REQUEST FOR FOREIGN TRAVEL

Ref: (a) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)  
(b) Department of Defense Foreign Clearance Guide, DOD 4500.54 (series)

1. Pursuant to the provisions of reference (a), I am requesting foreign travel under the following circumstances:

- a. Type of travel: Regular leave
- b. Dates of travel: travel start and completion dates
- c. Country or countries to be visited: list country/countries names
  - (1) FPCON:
  - (2) Terrorist Threat:
  - (3) Criminal level:
- d. DOS travel warning/restrictions:
- e. Country/theater clearance messages required:
  - (1) Theater Clearance: approval dates or not required
  - (2) Country clearance: approval date or not required
- f. Required training/procedures completed:

(1) AT/FP level I training completed: date

(2) SERE training completed: date or not required.

(3) ISOPREP completed: date or not required

g. Emergency contact CONUS: personal contact (name/relation/phone) that can reach you overseas

2. I have reviewed the Centers for Disease Control (CDC) foreign travel advisories for *country/countries*. I have received the necessary vaccinations and medications for my travel plans. I will also take the appropriate protective measures while in-country to guard against personal health risks.

3. I have reviewed the Department of State (DOS) travel guidelines and have the necessary entry documents, including the required remaining blank pages and validation period on my passport. I will also register my travel in-country with the U.S. Embassy in *country/countries*, through the U.S. State Department's Smart Traveler Program.

4. I have reviewed the Department of Defense (DOD) Foreign Clearance Guide (FCG) and have ensured that I have satisfied the appropriate generally mandated trainings for travel to these countries. I have also initiated the proper entries into the Aircraft and Personnel Automated Clearance System (APACS) online application if required by the DOD Foreign Clearance Guide.

#

Encl: (1) Copy of AT/FP level I training documentation  
(2) Copy of SERE 100 Training documentation  
(3) Copy of APACS clearance (if required)