

**READ THIS PACKAGE CAREFULLY!!**

## OFFICER ADVANCED TRAINING PACKAGE

CG Training and Education Manual (COMDTINST M1500.10B), Chapter 3  
CG Advanced Education Program, COMDTINST 1524.1 of 23 May 1997  
CG Education Manual (CG INSTITUTE PUB 10460/1560B), Chapter XII

### OBLIGATED SERVICE

- ⊗ **Minimum active duty obligation of three months for each month of education for the first year and one for one thereafter, to commence upon completion of advance training.**
- ⊗ You must complete and submit obligated service/acknowledgment letter to (CGPC-opm-1g) within **30 days** of receipt of the notification letter sent via e-mail.

### COSTS PAID BY THE COAST GUARD

- ⊗ Tuition. Tuition payment **can only be made** by purchase order **after you send** a completed copy of the enclosed **Student Accounting Form** accompanied by an itemized breakdown of tuition and all mandatory fees from the University to Commandant (G-WTT-2), U. S. Coast Guard, 2100 Second St. S.W., Washington, DC 20593-0001. It is the responsibility of the graduate student to send the required information **within TWO days** of registration. **You may be billed by the school if you fail to do this.**
- ⊗ Tuition deposit/prepayment will be refunded. Submit an original copy of the enclosed SF-1164 with a receipt of payment or a copy of your canceled check to COMDT (G-WTT-2).
- ⊗ All mandatory fees which incurred on or after July 1, 2002 shall be funded by AFC56 providing the following caveats are met:
  1. Supporting Information from the college/univ. is provided stating that the fees are mandatory.
  2. The cap assigned for the specific program is not exceeded or is not expected to exceed the cap for the specified fiscal year.
  3. Funds are available.
  4. Health/Medical fees require a statement from the university stating the fee cannot be waived.

### SCHOOL APPLICATION PROCEDURES

- ⊗ Your PM may want you to attend the Naval Postgraduate School (NPS) Monterey. Let your PM know as early as possible your interest in attending NPS. CGPC-opm-1 will mail a copy of your transcripts and GRE scores on your behalf - but only if your PM requests.
- ⊗ Items to be considered in the decision process by you, your PM and Assignment Officer (AO) when selecting a school:
  - ⇒ curriculum quality (does it meet Program needs?)
  - ⇒ tuition rates (can you qualify for In-State tuition?)
  - ⇒ program length
  - ⇒ projected PCS transfer costs to and from school
- ⊗ You must attempt to gain acceptance to those institutions identified by your PM. If you cannot gain acceptance to a school approved by your PM, you will be dropped from the advanced training rolls and will have to compete again for selection.
- ⊗ Contact your PM as soon as practical after you receive your acceptance letter(s).
- ⊗ Your PM and AO, with your input, will then decide the school you are to attend.
- ⊗ Apply for in-state tuition rates and waiver of health and insurance fees even though you may not be a resident of the State in which the institution is located.

## ORDERS PROCESS

- ⊗ Provide your PM with the following:
  - ⇒ a copy of your college acceptance letter(s)
  - ⇒ registration, class convening & graduation dates
  - ⇒ estimated tuition costs, fees & payment schedule
  - ⇒ school address, POC and telephone number.
- ⊗ E-mail the enclosed **Request For Orders** Form to your PM (DO NOT SEND A COPY TO OPM-1G). The PM will then give it to COMDT (G-WT-1) for issuance of a Training Allowance Billet (TAB).
- ⊗ After COMDT (G-WT-1) issues the TAB, that branch will cause a copy of the form to be mailed to TQC and forward the original to COMDT (G-CPA). COMDT (G-CPA) assigns the TAB to the appropriate school and delivers the request form to CGPC-opm-1g.
- ⊗ CGPC-opm-1g will review the information and work with the AO, who ultimately issues the orders.
- ⊗ Total elapsed time from PM input to orders issuance is **normally** 3 - 4 weeks.
- ⊗ **Once you get your orders. Provide CGPC-opm-1 ([mjenkins@ballston.uscg.mil](mailto:mjenkins@ballston.uscg.mil)) with the complete mailing address of the Office of the Registrar. THIS IS IMPORTANT SO THAT A LETTER CAN BE MAILED TO THE REGISTRAR CONCERNING TUITION.**

## REPORTING TO DUINS

- ⊗ Check in with the administrative command specified in your orders. We recommend you contact that administrative unit before you leave your current unit so you'll know their check in procedures before you report for DUINS.
- ⊗ Check in with the ROTC unit at your school, if one exists. The ROTC can help you with local administrative matters.

## POINTS OF CONTACT

- ⊗ CGPC-opm-1g at (202) 493-1616 for **administrative** help.
- ⊗ G-WTT-2 at (202) 267-2454 for **payment** help and **billing questions/problems**.
- ⊗ 800 Phone Service: Contact anyone in CGPC-opm-2 (assignment officers) by calling 1-800-842-8740 and following the voice Mail instructions. Please use this number only when FTS is not available.

## ONCE IN SCHOOL

- ⊗ Be sure to submit the attached Data Capture form to CGPC-opm-1g within 30 days of arrival at school. We'll use that data to keep track of your whereabouts and to place your name and address on the Coast Guard Magazine mailing list. **THIS IS OUR LINK TO YOU.**
- ⊗ If you have access to the Internet be sure to submit an E-Resume, if you do not have access forward the attached Assignment Data Card (HRSIC 2002) to your AO.
- ⊗ Continue to submit a completed copy of the enclosed Student Accounting Form to COMDT (G-WTT-2) within two days after you register for each new school term. NOTE: Naval Postgraduate School students submit completed Student Accounting Form at the beginning of each school year.
- ⊗ **KEEP IN TOUCH** with your support help: your ADMIN unit, PM, and me (CGPC-opm-1g).

## CURRICULUM AND ACADEMIC PROFICIENCY

- ⊗ The program length is the maximum time, which it normally takes to attain a SINGLE postgraduate degree. Your PM and AO may approve an extension if deemed necessary.
- ⊗ Submit your proposed curriculum to your PM for approval within 30 days of reporting to school.
- ⊗ You must adhere to the curriculum that was approved for you by both your institution and your PM.
- ⊗ You are expected to carry a minimum full-time load of 12 credit hours for all academic terms.
- ⊗ Courses must count towards “full-time student” for a grade.
- ⊗ You may not drop required courses without your PM’s approval.

## THESIS APPROVAL/PREPARATION

- ⊗ Your PM can provide you with ideas for a required topic.
- ⊗ The thesis topic must be authorized in advance by your PM.
- ⊗ Do not, repeat, do not travel for thesis purposes without written orders.
- ⊗ Submit two copies of your thesis; one to your PM and the other to the CG Law Library at CG Headquarters.

## UPON COMPLETION OF DUINS

- ⊗ **Submit an Officer Education Record (CG-4082) to CGPC-adm-3 for filing in your official HQ PDR along with:**
  - ⇒ **copy of official transcripts**
  - ⇒ **copy of degree certificate.**
- ⊗ **Submit a copy of the completed Officer Education Record (CG-4082) to your PERSRU so that your educational history in the PDS database can be updated.**

## CONDUCT AND APPEARANCE STANDARDS

- ⊗ The Commander, Coast Guard Personnel Command, expects all students to maintain high standards of performance. This includes good grades, conduct, and appearance. You may be disenrolled if these standards are not upheld.

**PLEASE** complete and submit all paperwork where and when required. **It is imperative that we have this information.**

All information on this form is mandatory. Incomplete forms submitted for payment will not be acted upon.

### STUDENT ACCOUNTING FORM INSTRUCTIONS ON REVERSE

Forms must be postmarked to G-WTT-3 within 2 days of registration. Late fees incurred due to late submittal will be the responsibility of student. Also acceptable to Fax: (202) 267-4493, Attn: SK1 Zagaruyka, or send by E-mail to [pzagaruyka@comdt.uscg.mil](mailto:pzagaruyka@comdt.uscg.mil).

Name (Last, First, MI)	Rank/Rate	Social Security No.	Employee No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Program (Example: ACET/Info Tech/Aero Eng)

Graduate \_\_\_ or Undergraduate \_\_\_

**TUITION DUE DATE:**

\* For tuition breakdown use worksheet at the bottom of page 2

Tuition Amount (see note\*)

\*\* An itemized breakdown from the University is required prior to TQC authorizing reimbursement for any fees associated with attainment of your degree.

\*\* Plus Mandatory Fees:

\*\*\* Contact your program manager with questions regarding cost shares. For prepayments student must submit an SF1164 with receipt for Payment. (Contact your Student Accounting/Bursar's Office for possible waiver of prepayment/deposit requirement.) Prepayments will be reimbursed directly to the student.

\*\*\*Less prepayments/cost share:

**Total Tuition & Fees For Term:**

Billing Address of University:

University Point of Contact for billing and tuition:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Student Home Address:	E-Mail: _____
_____	Home Phone: _____
_____	Alternate Phone: _____

Class Convening/Ending Dates This Period

Convenes: \_\_\_\_\_  
Ends: \_\_\_\_\_

Graduation Date (MM/DD/YR)

/ /

State of Legal Residence

**TUITION RATE: (check one)**

In-State \_\_\_\_\_  
Out-of-State \_\_\_\_\_  
Contract Rate \_\_\_\_\_  
(if applicable)

Indicate Payment Cycle (check one): Qtr \_\_\_ Semester \_\_\_ Trimester \_\_\_ Annual \_\_\_

Indicate Current Term (check one): Spring \_\_\_ Summer \_\_\_ Fall \_\_\_ Winter \_\_\_ FY 20\*\*\*\*

\*\*\*\*The fiscal year is 01 October through 30 September. If your Fall semester bill requires payment before 01 October, indicate current fiscal year. If the Fall bill does not require payment until 01 October or later, indicate next fiscal year.

**To the best of my knowledge, the information on this form is complete and accurate. I certify the information shown above is a true representation of the cost incurred for my advanced training.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(REVERSE OF STUDENT ACCOUNTING FORM)

G-WTT policy on Advanced Education reimbursement:

1. All members attending Advanced Education will submit Student Accounting Forms to G-WTT-3 for payment to the university. **A cost breakdown from the university must be attached showing tuition costs and listing only required or mandatory fees.** For direct reimbursement to the student, submit an SF1164 with attached receipt(s) to SK1 Zagaruyka, COMDT (G-WTT-3). Faxed copies of all forms are acceptable providing they are legible. Student Accounting Forms **with supporting documentation** may also be E-mailed.
2. Late Fees: In all cases, the student will be responsible for any late fees accrued due to the student's failure to submit the Student Accounting Form within two days of registration.
3. USCG Headquarters Mailing Address:

COMDT (G-WTT-3)  
 US Coast Guard Headquarters  
 2100 Second Street, S.W. (Rm 5100)  
 Washington, DC 20593-0001

4. Point of contact for billing questions:

SK1 Paul Zagaruyka, USCG  
 Phone: (800) 842-8740 x72454  
 Fax: (202) 267-4493  
 E-mail: [pzagaruyka@comdt.uscg.mil](mailto:pzagaruyka@comdt.uscg.mil)

5. Tuition breakdown formula: (complete one line for each separate degree)

1<sup>ST</sup> Degree: Cost per Credit Hour: \$ \_\_\_\_\_ X Number of Credit Hours This Term: \_\_\_\_\_ = Tuition: \$ \_\_\_\_\_

2<sup>ND</sup> Degree: Cost per Credit Hour: \$ \_\_\_\_\_ X Number of Credit Hours This Term: \_\_\_\_\_ = Tuition: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

EXAMPLES:

For a single Bachelors or Masters degree:

Cost per Credit Hour: \$ 400 X Number of Credit Hours This Term: 9 = Tuition: \$ 3,600

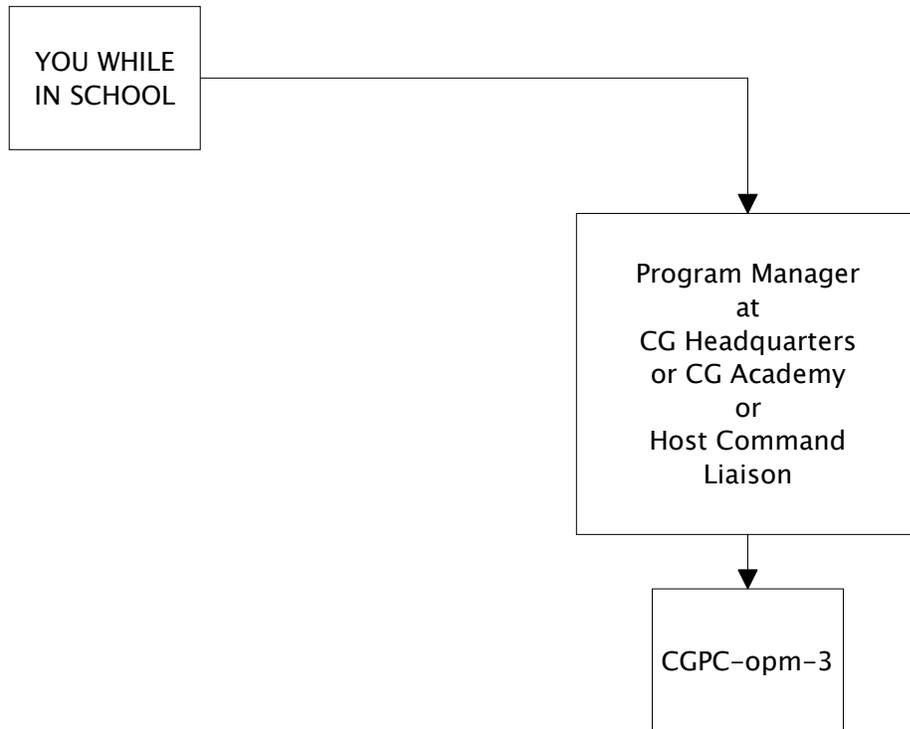
For a combined Bachelors and Masters degree:

Cost per Credit Hour: \$ 400 X Number of Credit Hours This Term: 9 = Tuition: \$ 3,600

Cost per Credit Hour: \$ 300 X Number of Credit Hours This Term: 6 = Tuition: \$ 1,800

Total: \$ 5,400

# OER SUBMISSION AND FLOW WHILE ON DUINS



OER requirements and submission procedures are explained below in accordance with the CG Personnel Manual, Chapter 10-A. Please take a few minutes to review it.

You must contact your program manager at least twice a semester, prior to registering for class and prior to mailing your OER, to discuss your progress and course selection. This will also be beneficial to your specialty progression.

The OPFAC number for your school and your OBC should be on your orders. Call CGPC-opm-1g at (202) 493-1616 for help.

### **10.A.5. Preparation and Use of the Duty under Instruction (DUINS) OER**

#### **10.A.5.a. General**

This section describes the procedures for preparing and processing Duty Under Instruction (DUINS) Officer Evaluation Reports (OERs).

1. The OER (CG-5310 (series)) submission schedule for officers assigned to DUINS shall be as follows:
  - a. When a Reported-on Officer is assigned PCS duty under instruction to a civilian institution, Naval Post Graduate School (NPS) Monterey, or an Armed Forces School (Service or senior Service), OER submission will be coordinated with routine breaks in the school's academic schedule. For lieutenants (junior grade) and below, at a minimum OERs shall be submitted twice a year. For lieutenants and above, at a minimum OERs shall be submitted once a year.
  - b. When a Reported-on Officer is assigned PCS duty under instruction to industry training, OERs shall be submitted upon detachment of the officer or completion of the program.
  - c. When a Reported-on Officer is assigned PCS duty under instruction to Flight Training, OERs shall be submitted at the end of each training phase.
  - d. When a Reported-on Officer is assigned PCS duty under instruction and performing duty as an intern or trainee at a Coast Guard unit (e.g., Law student, legal staff intern), a concurrent OER may be submitted for a period of greater than 14 days. This concurrent OER provides an opportunity for DUINS students to document performance and is an exception to the guidelines provided in Article 10.A.3.c.2.
2. Use the DUINS flowchart (Figure 10.A.7.) for general guidance when submitting a DUINS OER.

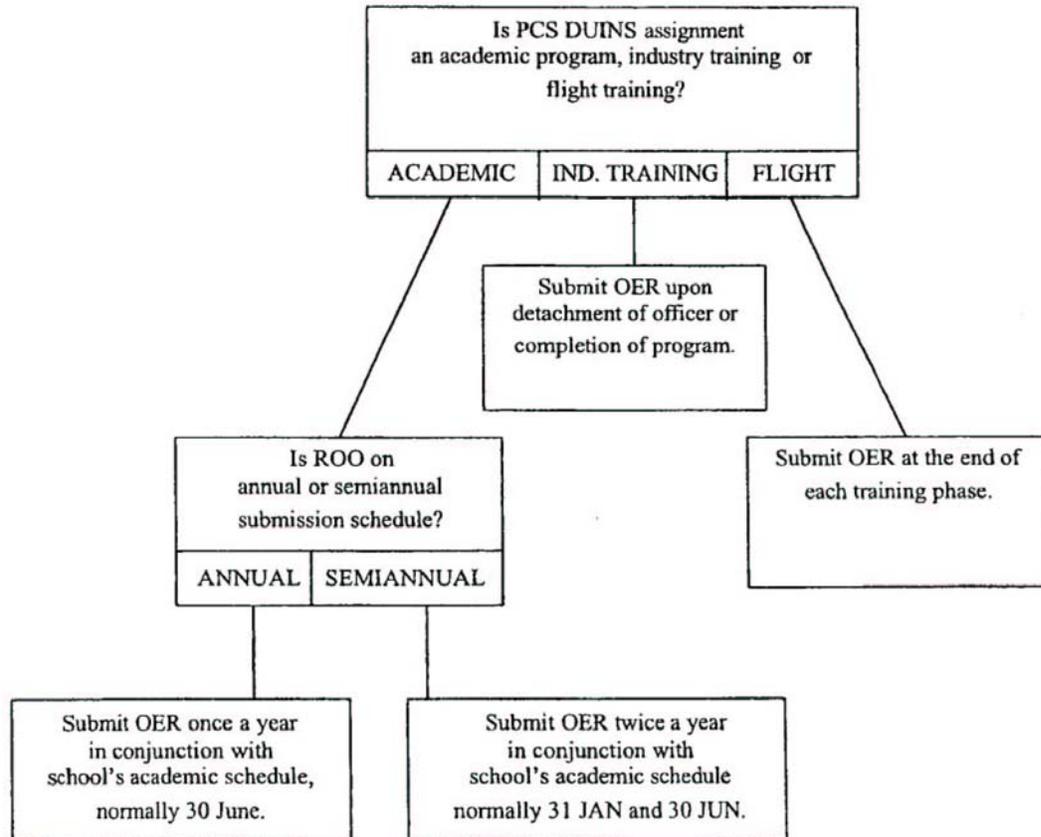
#### **10.A.5.b. Designation of Rating Chain Members**

1. For Reported-on Officers assigned PCS duty under instruction to a civilian institution, industry training, or to NPS Monterey, rating officials will be individuals within the appropriate program managing office.
2. For Reported-on Officers assigned PCS to duty under instruction to Service schools such as flight training, Naval War College (command and staff), AFSC, etc., the host Service's chain of command will function as the Supervisor and Reporting Officer. The Reviewer will be either the Coast Guard liaison officer (if any) or an individual within the appropriate program managing office.

3. For officers assigned PCS to duty under instruction to senior Service Schools, e.g., Air War College, Naval War College, National War College, or State Department Foreign Service Institute, etc., the host Command's chain of command will function as the Supervisor and Reporting Officer. The Reviewer shall be a Coast Guard officer in the grade of captain or above from the appropriate program managing office.

### OER FOR DUTY UNDER INSTRUCTION (DUINS)

10-A-5.a(1)



Key:  
ROO = Reported-on Officer

FIGURE 10.A.7

**10.A.5.c. Preparation**

1. Section 1—Administrative Data. The Reported-on Officer will complete all items in this Section and Section 13 (Return Address). The Reported-on Officer is responsible for the accuracy of the information and the appropriate form for the grade.

Items:

- a. NAME—Last and initials only.
- b. SOCIAL SECURITY NUMBER—Ensure correct.
- c. **RESERVE STATUS/DRILLS CONDUCTED**—IDPL officers only. **Leave Blank.**
- d. GRADE—Two-character pay grade (e.g., W2, O5) as of the end of period date. Frocked officers shall use the report form appropriate to their pay grade, not their frocked grade.
- e. DATE OF RANK—Date of rank in all numerals (e.g., 1997/01/23) for the rank of the officer associated with the period of report.
- f. UNIT—The name of school, college, or university being attended or designation of industry training.
- g. ADMINISTRATIVE TARGET UNIT (ATU)—OPERATING FACILITY (OPFAC).
  - (1) ATU—Use the two-digit numeric designation of personnel servicing unit to which administratively assigned (e.g., 01 for First District, 98 for Headquarters).
  - (2) OPFAC—Use the OPFAC number assigned to the institution.
- h. DAYS NOT OBSERVED—Enter a two-digit number in all categories representing the days not observed during the evaluation period.
- i. DATE REPORTED—Indicate the actual date of reporting to the school specified in f. as shown by endorsement on orders. Enter date in the same format as e. above.
- j. PERIOD OF REPORT—The regular reporting period commences the day after the ending date of the previous regular OER and ends on the date of the occasion for the report. Dates shall be entered in the same format as e. above.
- k. OCCASION FOR REGULAR REPORT—Mark "Annual", "Semiannual" or "Detachment of Officer" as the occasion for the report.
- l. EXCEPTION REPORT - Leave unmarked.

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- m. DATE SUBMITTED—The date the Reported-on Officer submits the OER form to the Supervisor. Dates will be entered in the same format as (e) above.
2. Section 2, Description of Duties and Attachments.
- a. Identify the institution or school attended and its location, the program or degree sought or earned, and the expected duration or completion of the program.
  - b. List documents attached to the OER. Letter reports signed by school officials are required at the completion of a DUINS assignment at the Naval War College (senior college), Army War College, Air War College, Foreign Service Institute (senior seminar), ICAF, National War College, Harvard National Security Fellowship, National Defense University (NDU) Research Fellowship, and Sloan Fellowship.
  - c. Do not attach transcripts or diplomas.
3. Sections 3 through 10.
- a. The "Not Observed" circle shall be used for all marks. Leave section 9 (comparison or rating scale) blank.
  - b. As applicable to the program being attended, course titles, grades, and grade point average for each semester covered by the OER shall be listed in Block 3f.
  - c. No other comments are authorized in these sections.
4. Reviewer Comments. Reviewer comments shall follow the format specified in Article 10.A.4.d.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5310 (Rev. 02-99)	<h2 style="margin: 0;">OFFICER EVALUATION REPORT (OER)</h2>	Validation:
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**1. ADMINISTRATIVE DATA** (YYYY/MM/DD)

a. NAME (Last) <b>DOE</b>	(Initials) <b>J D</b>	b. SSN <b>000-00-0000</b>	c. RESERVE STATUS / DRILLS CONDUCTED ADT: <input type="checkbox"/> ADSW: <input type="checkbox"/> IDT: <input type="checkbox"/> DRILLS: <b>03</b>	d. GRADE <b>03</b>	e. DATE OF RANK <b>1995/07/01</b>
f. UNIT <b>UNIVERSITY NAME</b>			g. ATU - OPFAC <b>13-66266</b>	h. DAYS NOT OBSERVED LV: <input type="checkbox"/> OTHER: <input type="checkbox"/>	i. DATE REPORTED <b>1996/06/01</b>
j. PERIOD OF REPORT (YYYY/MM/DD) <b>1997/06/01 TO 1998/05/31</b>		k. OCCASION FOR REPORT (Mark only one) <input checked="" type="radio"/> Annual/ <input type="radio"/> 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 <b>1998/05/31</b>

**2. DESCRIPTION OF DUTIES:**

DUINS: UNIVERSITY NAME, LOCATION; DUINS PROGRAM TITLE: MASTER OF \_\_\_\_\_;  
 EXPECTED DURATION/COMPLETION DATE OF PROGRAM: \_\_\_\_\_.

**3. PERFORMANCE OF DUTIES:** Measures an officer's ability to manage and to get things done.

a. PLANNING AND PREPAREDNESS:	1	2	3	4	5	7	NO
Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and develop strategies.	<input type="radio"/>						
b. USING RESOURCES: Ability to manage time, materials, information, money, and people (i.e. all CG components as well as external publics).	<input type="radio"/>						
c. RESULTS/EFFECTIVENESS: Quality, quantity, timeliness and impact of work.	<input type="radio"/>						
d. ADAPTABILITY: Ability to modify work methods and priorities in response to new information, changing conditions, or unexpected obstacles.	<input type="radio"/>						
e. PROFESSIONAL COMPETENCE: Ability to acquire, apply and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as manne safety, seamanship, armanship, SAR, etc., as appropriate.)	<input type="radio"/>						

**COMMENTS:**

LIST COURSES, CREDIT HOURS, GRADES, ACADEMIC AWARDS AND SIGNIFICANT ACADEMIC ACHIEVEMENTS. (DO NOT ATTACH GRADE TRANSCRIPTS OR DIPLOMAS)

Previous Edition Obsolete

## CG Human Resources Management System Assignment Data Worksheet

**PURPOSE:** Use this worksheet to update assignment data, including requests to be transferred.

1. EMPLID Number:	2. Name (Last, First, MI):	3. Date:
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	4. Position Number	4a. Unit.	4b. Position
<b>Assignment Choices</b>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		

5. Comments: (assignment concerns, stability factors, geographic preferences, etc.)

<b>Contact Information</b>	6. Work Email address or other address you want the e-resume acknowledgement sent to:
	7. Home Email address:
	8. Business Phone Number:
	9. Home Phone Number:

10. Member's Signature:	<b>PRIVACY ACT STATEMENT:</b> This information is requested under the authority of 37 USC 403 to determine future reassignment preferences. Disclosure of this information is voluntary. Failure to provide it could adversely affect job assignment opportunities.
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	11. Recommended	Comments
<b>Commanding Officer Comments</b>	1. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	2. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	4. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	5. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	6. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	7. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	8. <input type="checkbox"/> Yes <input type="checkbox"/> No	

12. Commanding Officer (Signature):	13. Date:
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# DATA CAPTURE FORM

Complete and return this form to CGPC-opm-1g, with one copy to your Program Manager, within 30 days of reporting to school. The data you supply on this form is used to help manage the Officer Advanced Education Program and to maintain a locator list. It also allows for placement of your name and address on the Coast Guard Magazine mailing list and for us to forward pertinent information to you on changes and trends in the Coast Guard.

NAME (LAST, FIRST, MI)

SSAN

RANK

TRAINING PROGRAM

GRADUATION DATE

SCHOOL NAME/ADDRESS

SCHOOL PHONE

HOME ADDRESS

HOME PHONE

DATE FORM COMPLETED

E-MAIL/INTERNET ADDRESS