

United States Coast Guard Direct Commission Officer (DCO)



Accession Handbook

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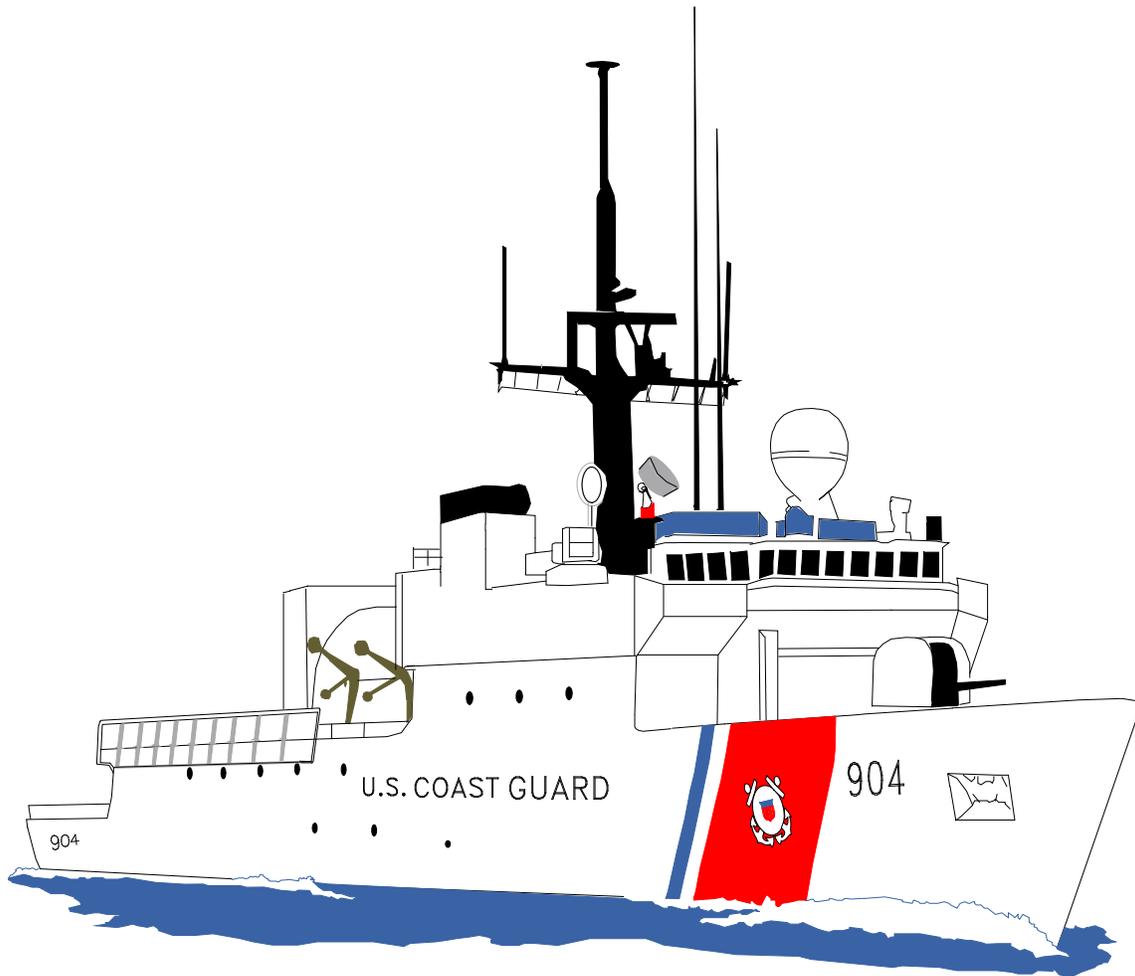
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Introduction/Purpose

Congratulations on your selection as a candidate for commissioning into the U. S. Coast Guard!



The purpose of this handbook is to explain the importance of required accession documents and the time frame for submissions. It is your responsibility to make sure that all required information is completed in a timely manner to make this transition. All applicants must complete everything that is required to remain eligible.

Approved Physical

- Make sure that your recruiter has sent your physical for approval by Coast Guard Recruiting Command (CGRC) with all additional documents.
- Regular commission physicals are valid for two years from the examination date. Flight physicals are valid for one year from the examination date.
- Additional documents and waivers require additional time for approval. Make sure your recruiter receives the additional documents immediately. All physicals must be approved by CGRC.
- Any physical that will expire prior to going to Direct Commission Officer (DCO) School will require you to receive a new physical immediately. Expired physicals will not be accepted.



Background Investigation

- All applicants must be eligible for a security clearance prior to entering the Coast Guard or Coast Guard Reserves. Deadlines for eligibility are significant for you to have a successful commissioning. There are two possible ways of becoming eligible for your security clearance. Your recruiter will assist you with this process.
 1. Reciprocity - this is the simplest and swiftest way to become eligible. To qualify you must already have a background investigation with a military service or a federal agency. The recruiter will submit your reciprocity form (CG-5588) for approval. The recruiter will receive a response back on the approval within 48 hours. If for some reason you are not eligible, the recruiter will need to initiate your e-QIP.
 2. e-QIP - the second method of becoming eligible for your security clearance. You will need to complete an electronic copy of your investigation. Your recruiter will initiate and assist you with this process. The e-QIP must be filled out properly or it will be returned incomplete by the agency that reviews the investigation. This process can take months, so make sure you do not postpone this procedure.

NCIC/Credit Check

- National Crime Information Center (NCIC) and a Credit Check will be completed on you within 180 days of your commissioning. Any negative findings will require additional documentation and may make you ineligible for a commission.
- Your recruiter will be responsible for sending up a DD-369 (NCIC) and a DHS Form 11000-9 (Credit) to CGRC that has an expiration date less than a year old.



Prior Service Conditional Release

- If you are coming from another service or a different component of the Coast Guard, you will need a conditional release (DD-368). This form allows a service member to be released from one service/component and join another.
- This form requires the service member to receive approval from the proper approving official. Your recruiter can locate this information in the CGRC Standard Operating Procedures (SOP) Manual (CGRCINST M1100.1).
- Conditional releases are only valid for a certain time-period. The time-period is normally only 90 days but can be longer in some cases. Your conditional release must be valid up to or past the day that you will be commissioned. Make sure that you know the expiration date and you promptly have it updated if the conditional release is going to expire before your commissioning date. This process can be lengthy and could take up to 60 days for approval for some services.
- Any service member on active duty (except for Coast Guard members) will be required to have their command sign an official Coast Guard Memorandum. The memorandum will state that the applicant will be released from their service the day before taking their Oath of Office.

Weight Standards

- Compliance with weight standards is crucial for all applicants to receive a commission and have a successful career in the United States Coast Guard or Coast Guard Reserve. Please review the weight chart in [Appendix \(2\)](#) and determine your maximum allowable weight (MAW).
- The Recruiter-in-Charge will weigh all Non-Coast Guard members up to 30 days prior to receiving their Oath of Office ([Appendix \(3\)](#)). If you are not in compliance (with MAW or body fat measurements) or you do not get weighed, you will not receive a commission.
- The Recruiter-in-Charge will *also* weigh all Non-Coast Guard members within 30 days of going to DCO School ([Appendix \(4\)](#)). If you are not compliant or you do not get weighed, you will not receive orders to class.
- You will be weigh-in *again* when you report to DCO school. If you are not compliant, you will be disenrolled from the class.
- Coast Guard and Coast Guard Reserve applicants' unit Admin will complete their weigh-ins. Coast Guard members who are not compliant will be held accountable and will lose their opportunity to commission.
- Any applicant determined to not be complaint with weight standards or who does not weigh-in will not be commissioned or attend their respective school/course. All completed weigh-in worksheets will be emailed directly to James.S.Bryan@uscg.mil by the Recruiter-In-Charge.

Oath of Office

- The assignment officer will work directly with all direct commission officer applicants prior to taking the Oath of Office. Prior to the oath, you will receive all commissioning documents and orders to your first unit. It is very important that you keep all your contact information updated. You will then receive your Oath of Office on the day you are commissioned. The assigned day that you will receive your Oath of Office cannot be rescheduled. You must be commissioned on that day.
- A commissioned officer can only perform the Oath of Office. If you have someone that you would like to perform the Oath of Office, you must inform your recruiter. If not, your recruiter will reach out to a military unit to execute the oath.
- After you have taken your oath and being accessed, you must be added to DEERS and get your military ID card. Your recruiter will assist you in locating the nearest DEERS facility. Do not go to DCO school without your military ID.
- Finally, make sure you give someone in your household power of attorney. Moving your household goods takes time and you could be in school or at your first unit. A power of attorney will give a family member permission to ship your household goods.
- Congratulations and welcome to the United States Coast Guard!

Check Sheet

1. ___ Physical completed and approved (All Applicants)
2. ___ Waivers Approved (All Applicants)
3. ___ Reciprocity or EQIP completed (Prior Service and Civilians)
4. ___ NCIC and Credit Checks are favorable (Prior Service and Civilians)
5. ___ Conditional Release (Prior Service)
6. ___ Coast Guard Letter signed by current service acknowledging release date (Prior Service)
7. ___ Commission Weigh-In completed (All Applicants)
8. ___ DCO School Weigh-In completed (All Applicants)
9. ___ Oath of Office and Active Duty Agreement received (All Applicants)
10. ___ DEERS and ID Card completed (Prior Service and Civilians)
11. ___ Permanent Change of Station (PCS)/House Hold Goods (HHG) paperwork/process completed (All Applicants)

Note: The first seven items must be completed and approved by the applicant to receive their Oath of Office.

E. Detail: From Selection to Commissioning

1. For Direct Commission Programs (including DCA, DCE, DCIO, DCL, DCPA (active duty), DCSS, MARGRAD & PTMO).

Note about timing: all timing estimates should be considered approximate.

- a. **Approx 1 Month After Panel:** CGRC will provide unofficial selection results to recruiters, recruiters will inform applicants of their status.
- b. **Approx 1-2 Months After Panel:** CGRC will send official selection notification letters directly to selectees.
 - (1) Letters are sent to primary selectees, alternates, non-selectees, and disqualified applicants.
 - (2) Selectee will be asked to communicate their decision via Letter of Intent or email to CGRC
 - (3) Selectees are typically given 30 days to respond as time permits.
 - (4) Selection letters emphasize that selection is conditional on the selectee's ability to continue to meet all commissioning/accesion requirements.
 - (5) Selection letters indicate commissioning date and which DCO class the selectee will be attending
- c. **Approx 2-3 Months After Panel:** Panel report approved by Secretary DHS, enabling the following actions to occur:
 - (1) CGRC provides list of primaries and alternates to CG-PSC-opm-1
 - (2) CGRC provides resumes to CG-PSC-opm-1.
 - (3) OPM-1 disseminates resumes to assignment officers (AOs)
- d. **Approx 3-5 Months After Panel:**
 - (1) AOs reach out to primary selectees to communicate regarding initial assignment. Depending on needs of the service, the selectee could be provided with one or several choices.
 - (2) Following adjudication of assignment, the AO will enter non-executable orders in the Coast Guard Human Resources System

- e. **4-6 Months After the Panel (Approx 60-80 days prior to DCO school):** The Central Accession Point (CAP) in New London, CT, will engage the selectee (if non CG) or the selectee's Servicing Personnel Office (if the selectee is a CG member) regarding paperwork needed to execute their permanent change of station (PCS) move to their new duty station, and entitlements. Note that the speed with which the CAP can this paperwork is dependent on the speed with which the selectee provides documents and paperwork to the CAP.
- (1) CAP will assist with PCS (permanent change of station) paperwork
 - (2) CAP will start the hire process
 - (3) CAP will help handle entitlements on the orders
 - (4) CAP will turn orders into executable orders to the selectee can set up their House Hold Goods move and perform PCS travel
- f. **Approx 4-6 Months After the Panel:** OPM-1 will send the following documents to the selectee directly, with instructions on who can sign it, and when it can be executed (i.e. signed by you and authorized witnesses).
- (1) Oath of Office (commission)
 - (2) Active Duty Agreement (your period of active duty; i.e. 3, 4, or 5 years depending on your program)
- g. **Selectee Executes Oath of Office and Active Duty Agreement (approx 30 days prior to DCO school):** It is at this time that you are officially commissioned as a USCG officer. Many people choose to have a commissioning ceremony to celebrate this extremely special occasion, but please note that the CG does not set up the commission ceremony. Contact the CG if you are having difficulty identifying an authorized individual to administer your oath of office.

Note about weight standards: you must meet weight (non CG members) or weight/body fat standards (CG members) or you will not commission.

- h. **Immediately Following Oath/ADA (approx 30 days prior to DCO school):** You will go into the IRR (inactive ready reserve) for a short time. (CG members who receive a TEMP commission do not go into the IRR). For selectees from other military services, CGRC does attempt to ensure that you will not have a break in service if possible.
- i. **Receive Reporting Aboard Information From DCO School Staff (approx 30 days prior to DCO school):** You will receive a welcome package from the DCO school staff, including a link to the current DCO Pre-Reporting Guide,

information about what to bring, etc. Please note there will be several items that you must provide to the DCO school staff prior to arrival.

- j. Begin Active Duty (approx 7-10 days prior to DCO school):** You will begin your active duty period approximately 7-10 days in advance of DCO school, i.e. at time calculated by the CAP as necessary to begin travel for your PCS move.
- k. Report to Initial Duty Assignment (3-7 days before DCO school):** You will report to your first unit to check in and start your entitlements (basic allowance for housing, etc.).
- l. Begin Temporary Duty to DCO school (several days before DCO school):** You will go TDY to DCO school (these orders are issued by CGRC approximately 45 days prior to DCO school convening). For CG members, these orders will be in the airport terminal and available for your SPO to execute upon check in.
- m. Report to DCO School:** You will report to DCO school. The training will be either 4 weeks or 5 weeks.
 - (1) 4 Weeks: applies to those who, prior to receiving their commission as a USCG officer, were commissioned officers in another service. This stipulation also applies to individuals who were previously commissioned officers in the USCG Reserve (i.e. IDPL officers) and previously attended a commissioning course.
 - (2) 5 Weeks: applies to all others
 - (3) Uniforms will be provisioned at DCO school

Note about uniforms: Current CG members may bring their own uniforms, provided they have a full sea-bag, and all uniforms are fully serviceable and in excellent condition. Uniforms must be free from rank insignia (which includes being free from holes in the collar left over from previous rank insignia, and free from sewn-on patches on the ODU collars).

- n. Return to Unit:** Following DCO school, you will return to your duty station.

Final note about weight and fitness: Your compliance with physical standards (weight and medical) will be verified several times throughout this process. **Please ensure you are maintaining your physical fitness and weight standards in accordance with the eligibility criteria relevant to your program's section in the O-JAK. If you do not meet weight standards, you will not commission.**

Appendix (2)

SCREENING WEIGHTS & MAXIMUM ALLOWABLE BODY FAT PERCENTAGE

A. Screening Weights. Screening weights listed below are age and gender neutral. Service members who fall below the minimum weight standards shall be referred for a medical evaluation.

Minimum Screening Weight (lbs)	Height (inches)	Maximum Screening Weight (lbs)
91	58	131
94	59	136
97	60	141
100	61	145
104	62	150
107	63	155
110	64	160
114	65	165
117	66	170
121	67	175
125	68	180
128	69	186
132	70	191
136	71	197
140	72	202
144	73	208
148	74	214
152	75	220
156	76	225
160	77	231
164	78	237
168	79	244
173	80	250

B. Maximum Allowable Body Fat Percentage (MABF). Members who exceed **both** Maximum Screening Weight and MABF are considered non-compliant with this policy and subject to administrative actions outlined in Chapter 3 of this manual.

Age	Percent Body Fat (Men)	Percent Body Fat (Women)
Less than 30	22%	32%
Less than 40	24%	34%
Age 40 or greater	26%	36%

Record of Officer Commission Weigh-In

DATE: _____ PROGRAM: _____ CLASS: _____

FULL NAME: _____ AGE: _____

BLOCK 1: All members, initial screening, no shoes

Height Round up to nearest whole number	inches
MAX Allowable weight per BMI table	pounds
Weight Round down to nearest whole number	pounds

- ✓ ODU w/ blouse – subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing– subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	MAX WGT	MIN WGT
58	131	91
59	136	94
60	141	97
61	145	100
62	150	104
63	155	107
64	160	110
65	165	114
66	170	117
67	175	121
68	180	125
69	186	128
70	191	132
71	197	136
72	202	140
73	208	144
74	214	148
75	220	152
76	225	156
77	231	160
78	237	164
79	244	168
80	250	173

BLOCK 2: Body fat determination (if needed)

AGE	MAXIMUM BODY FAT		Enter MAX body fat %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
Enter Circumference Value as determined below			inches
Enter Body fat from CIM 1020.8H enclosure (2)			%

Compliant? Y ___ N ___

Circumference Value determination:

	Waist Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	+ Buttocks (females only, use 0 for males) Round down to nearest half-inch. Measure the widest point when viewed from side.	- Neck Round up to nearest half-inch, measure below larynx	= Total
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=

Compare the three totals. Is any difference greater than 1.0?

Set 1 total _____ - Set 2 total _____ = _____
 Set 2 total _____ - Set 3 total _____ = _____
 Set 3 total _____ - Set 1 total _____ = _____ } Are any of these differences greater than 1.0?

No. All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
Yes. Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. Set 4: Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____ Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: (_____ + _____ + _____) ÷ 3 = _____ circumference value to enter in block 2

I agree that the above measurements are accurate (print and sign):

Member: _____

Cmdr Cadre &/or Witness: _____

Witness &/or entered by: _____

Record of Officer DCO School Weigh-In

DATE: _____ PROGRAM: _____ CLASS: _____

FULL NAME: _____ AGE: _____

BLOCK 1: All members, initial screening, no shoes

Height Round up to nearest whole number	inches
MAX Allowable weight per BMI table	pounds
Weight Round down to nearest whole number	pounds

- ✓ ODU w/ blouse – subtract 4.0 lbs.
- ✓ Tropical Blue or organizational clothing– subtract 3 lbs.
- ✓ T-shirt and trousers or sweatpants - subtract 2 lbs.
- ✓ T-shirt and gym shorts - subtract 1 lb.

HEIGHT	MAX WGT	MIN WGT
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63	155	107
64	160	110
65	165	114
66	170	117
67	175	121
68	180	125
69	186	128
70	191	132
71	197	136
72	202	140
73	208	144
74	214	148
75	220	152
76	225	156
77	231	160
78	237	164
79	244	168
80	250	173

BLOCK 2: Body fat determination (if needed)

AGE	MAXIMUM BODY FAT		Enter MAX body fat %
	MEN	WOMEN	
LESS THAN 30	22%	32%	
LESS THAN 40	24%	34%	
40 and above	26%	36%	
Enter Circumference Value as determined below			inches
Enter Body fat from CIM 1020.8H enclosure (2)			%

Compliant? **Y** ___ **N** ___

Circumference Value determination:

	Waist Round down to nearest half-inch. Measure over the bellybutton for males, smallest point for females.	+ Buttocks (females only, use 0 for males) Round down to nearest half-inch. Measure the widest point when viewed from side.	- Neck Round up to nearest half-inch, measure below larynx	= Total
Set 1		+	-	=
Set 2		+	-	=
Set 3		+	-	=

Compare the three totals. Is any difference greater than 1.0?

Set 1 total _____ - Set 2 total _____ = _____
 Set 2 total _____ - Set 3 total _____ = _____
 Set 3 total _____ - Set 1 total _____ = _____ } Are any of these differences greater than 1.0?

No. All totals are within 1.0 inches of each other. Enter lowest total of the three sets as the Circumference Value for block 2.
Yes. Complete an additional set of measurements and then calculate an average circumference value using only the three closest set totals. Set 4: Waist _____ + Buttocks (females) _____ - Neck _____ = Total _____ Add the three closest totals from sets 1-4 together then divide by three to find an average. Round the average down to the nearest 0.5: (_____ + _____ + _____) ÷ 3 = _____ circumference value to enter in block 2

I agree that the above measurements are accurate (print and sign):

Member: _____

Cmdr Cadre &/or Witness: _____

Witness &/or entered by: _____