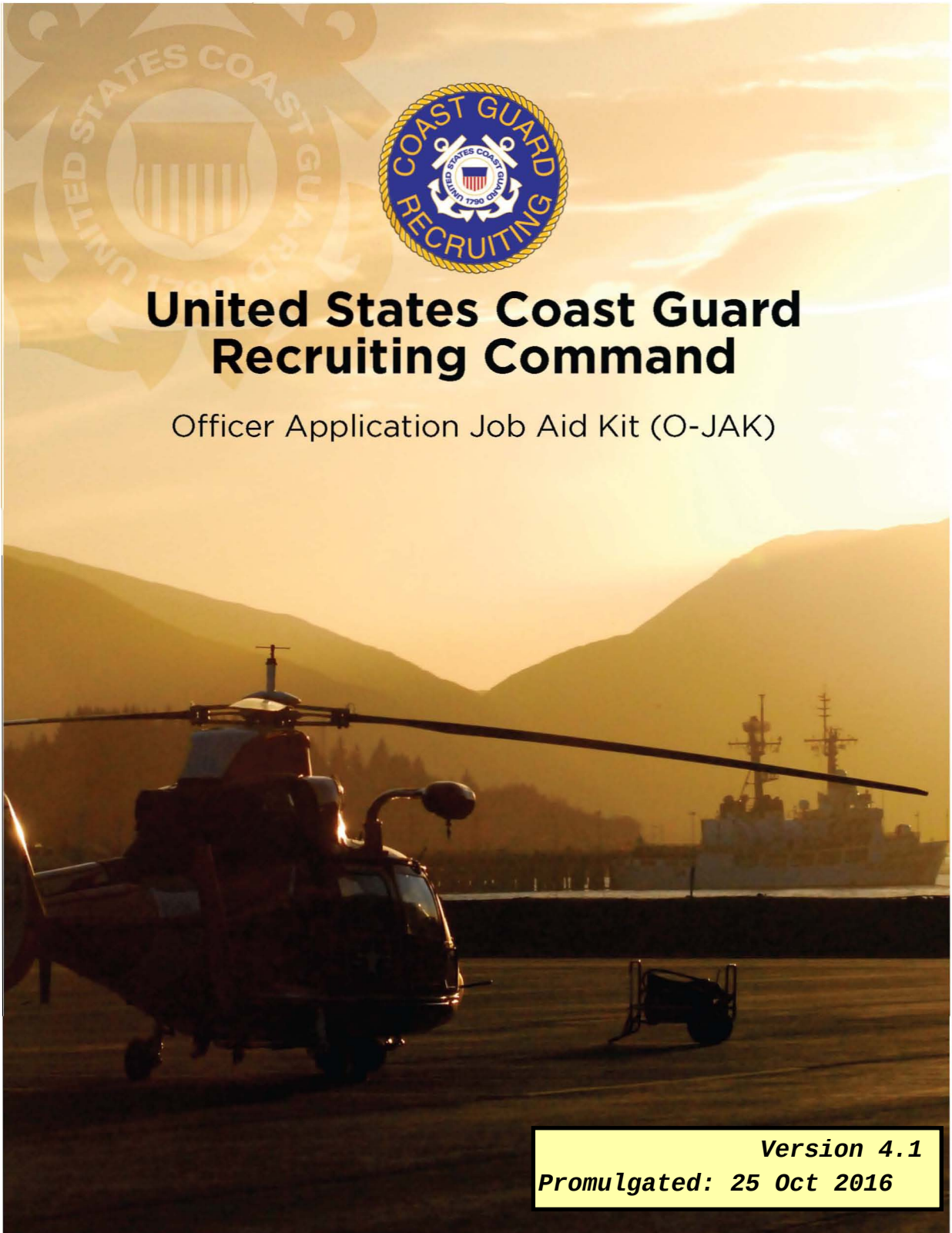
United States Coast Guard Recruiting Command

Officer Application Job Aid Kit (O-JAK)



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United States Coast Guard

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Recruiters, Mentors, and Applicants:

This 2016 version of the Coast Guard Recruiting Command Officer Application Job Aid Kit (O-JAK) is hereby promulgated for use in developing Coast Guard officer program applications. It has been updated with the latest feedback from recruiters, applicants, and officer selection panel members. Please disregard all previous versions.

Applying for a commission in the United States Coast Guard is an intricate process which includes a multitude of items that must be completed before an application is ready for submission to a selection panel. The O-JAK was created to help you navigate these requirements and develop the most competitive application possible. Use it! By taking advantage of this information, applicants are placed in the best position to be selected.

I wish you the best of luck in developing a successful application. Semper Paratus!

Sincerely,

R. L. SMITH
Captain, U.S. Coast Guard

Enclosure: Officer Application Job Aid Kit

Foreword:

Coast Guard Officer Commissioning Programs: The Coast Guard proudly offers a multitude of programs that seek to identify emerging leaders and citizens and offer opportunities to become a leader in our service as a Coast Guard Officer. The contents of this guide apply to a broad spectrum of Coast Guard officer programs, with the exception of the Coast Guard Academy and the Coast Guard Warrant Officer commissioning program.

Coast Guard Academy: The Coast Guard Academy is the primary source of commissioned officers for the Coast Guard. Students at the academy participate in four-year Bachelor of Science degree programs, and like the other U.S. federal service academies, attendees receive a full scholarship. Graduates commission with a guaranteed job as a Coast Guard officer. If you are between the ages of 17 and 22 (as of 1 July of the year of entry), have or will have a HS diploma or equivalent, are a U.S. Citizen, in good health, of sound character, and embrace challenge and opportunity; consider applying to our Academy. This guide does not offer details for individuals interested in applying to the Coast Academy. However, the academy website- www.uscga.edu provides robust information detailing cadet life, degree tracks, athletics, and application guidelines. In addition, contact information for admissions officers is readily available.

Coast Guard Officer Scholarship Program and Guaranteed Flight School Program: The Coast Guard's own scholarship program, the College-Student Pre-commissioning Initiative (CSPI) for education and leadership oriented college students, and the related guaranteed flight program, Wilks Flight Initiative (WiFI), are described in detail in this guide.

Intended Use of This Guide

The contents of this guide are intended for individuals who are serious about applying to become a Coast Guard commissioned officer through one of Coast Guard Recruiting Command's (CGRC) Officer Candidate School or Direct Commission programs. (These programs are separate from the Coast Guard Academy; again, please visit the academy website at the link above for detailed information). Additionally, the contents of this guide can be leveraged by Coast Guard recruiters, educational services officers (ESOs) and others who are equally invested in building the officer corps of tomorrow through mentorship of the applicants of today.

Design: The Officer Application Job Aid Kit (O-JAK) is designed to provide specific information on the application process, eligibility framework, statistical references, and initial career opportunities for officer program applicants. Often, officer applicants strongly desire an opportunity in the Coast Guard commissioned ranks, but lack awareness of options for their initial assignment and potential career path. O-JAK intends to also augment the applicant's understanding of what it means to be an officer in the Coast Guard, where he/she might be working, and what he/she may be doing.

O-JAK is crafted to reinforce, not replace or supersede, policy related to program eligibility requirements. Eligibility requirements are listed in detail, and FAQs pertaining to eligibility are discussed and enumerated to make plain the nuances of each particular program. O-JAK also includes a repertoire of application best practices gathered from the experience of CGRC officer program coordinators, recruiters, and Coast Guard ESOs, in addition to statistics regarding selection rates, average GPA, education, and test scores. For each program CGRC

gathered and published these data with the intent of educating recruiters and applicants on each program's relative rate of selectivity, and potential success indicators.

Your United States Coast Guard: The United States Coast Guard is the most competitive military service in which to gain entry. In fiscal years 2016 and 2017, more than 400,000 individuals will make contact with Coast Guard recruiters. Less than 1% of those individuals will actually enter the active duty enlisted, reserve, or officer component. Out of the officer applicants who complete an application and compete for selection, less than 20% will receive a commission.

The Coast Guard workforce as a whole is intelligent, motivated, and incredibly capable. Enlisted members exceed all other military services in their average Armed Forces Qualification Test (AFQT) composite score, and a significant percentage of the enlisted workforce has achieved a college degree. Through the efforts and expertise of active and reserve Coast Guard men and women, both enlisted and commissioned, the service executes a repertoire of 11 diverse yet symbiotic missions on a daily basis. Coast Guard missions focus in totality on the protection of our homeland at the maritime frontiers, the conservation of its marine resources, and the enforcement of laws and regulations that ensure the safety and prosperity of the American people and commerce on the water. For more on Coast Guard Missions, check out: http://www.uscg.mil/top/missions/

Coast Guard Officer Ideals: These missions, and the entire Coast Guard workforce, are led by Coast Guard officers. Officers are individuals who, shortly after commissioning, are immediately placed into positions of responsibility for resources, property, money, assets, and most importantly; people. Coast Guard officers act responsibly and courageously. They believe in their training, their education, and most importantly, the capability of their enlisted subordinates. They vigorously pursue opportunities to learn, and concurrently become proficient in their jobs and disciplines. Officers think strategically; they are not afraid to take initiative, take action, and solve problems that improve processes to ensure the success of their mission.
They are committed to placing the needs of the service—in essence the needs of the American people—above their own. You are demonstrating a commitment to this lifestyle when you open these pages and begin your application. Congratulations!

Coast Guard Officer Programs: As implied in the foreword, this guide is designed to provide the tools, resources, and references necessary for an officer applicant to cultivate the best application package possible. This guide is limited to the officer programs that Coast Guard Recruiting Command (CGRC) is responsible for, including:

- Coast Guard Scholarship Program: College Student Pre-Commissioning Initiative
- Coast Guard Scholarship Program: Student Loan Repayment Program
- Guaranteed Flight School Program: Wilks Flight Initiative
- Officer Candidate School (Temporary and Reserve Commission) programs

And 9 Direct Commission officer programs, including;

- Direct Commission Aviator (DCA)
- Direct Commission Engineer (DCE)
- Direct Commission Intelligence Officer (DCIO)
- Direct Commission Lawyer (DCL)
- Direct Commission Physician Assistant (DCPA)
- Direct Commission Selected School (DCSS)

- Maritime Academy Graduate Program (MARGRAD)
- Prior Trained Military Officer (PTMO)
- Selected Reserve Direct Commission Program SRDC)

References

Manuals and Instructions:

(a) Coast Guard Recruiting Command (CGRC) Standard Operating Procedure (SOP)
(b) Coast Guard Recruiting Manual, COMDTINST M1100.2F
(c) Officer Accessions, Evaluations and Promotions Manual, COMDTINST M1000.3A
(d) College Student Pre-Commissioning Initiative (CSPI) COMDTINST 1100.1A
(e) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8H
(f) The Coast Guard Correspondence Manual, COMDTINST M5216.4C
(g) Reserve Policy Manual, COMDTINST M1001.28B
(h) Coast Guard Medical Manual, COMDTINST M6000.1F

Officer Career Guides: *(The following Career Guides are available on the web):*
http://www.uscg.mil/opm/Opm4/opm-4.asp

- Acquisitions Career Guide
- Mission Support Officer Career Guide
- Intel Career Guide
- Prevention Career Guide
- Response Career Guide
- Civil Engineering Yellow Book
- Ops Ashore Career Guide

Officer Accession Training Guides: The following guides detailing officer training can be accessed by cutting and pasting the url in your browser window.

- Officer Candidate School (OCS) Pre-Reporting Guide
  http://www.uscga.edu/subsites/ldccourses.aspx?id=2764
- Direct Commission Officer (DCO) Pre-Reporting Guide
  http://www.uscga.edu/subsites/ldccourses.aspx?id=2759
- Reserve Officer Candidate Indoctrination (ROCI) Pre-Reporting Guide
  http://www.uscga.edu/subsites/ldccourses.aspx?id=2768

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Definition of Terms

Interview Board: A board comprised of three Coast Guard officers, convened to interview an officer applicant. This interview occurs as an element of the application process.

Precept: The official document delivered to the president of an officer selection panel providing instructions on the panel's purpose, responsibilities, and procedures.

Regular Commission: The commission type tendered to graduates of the Coast Guard Academy.

Reserve Commission: The commission type tendered to graduates of Coast Guard Officer Candidate School, Reserve Officer Candidate Applicant (ROCI), and Direct Commission Officer (DCO) programs who are not eligible for temporary commissions.

Selection Panel: A group of Coast Guard officers, convened by CGRC's commanding officer that reviews eligible applicants' application packages and determines which applicants are most-suitable for a commission. Panel members chose a number of primary selectees that aligns with the panel precept, and may choose up to a certain number of alternate selectees as authorized by the panel precept.

Temporary Regular Commission: Temporary regular commissions are tendered to Coast Guard enlisted members and Coast Guard chief warrant officers. A Coast Guard member who receives a temporary commission continues to hold an underlying enlisted or warrant status and returns to the underlying status if the temporary commission is terminated. If the pay of the member's underlying status is greater than that of the temporary commissioned grade at the time of commissioning, the officer must serve at least six months in the temporary grade, and the entire period of service must be determined satisfactory (14 USC §334). Personnel who are ineligible for temporary regular commissions may be eligible to apply for a reserve commission.

Application Process

A.Summary

1. Below is a brief overview of the steps involved in initiating, creating, and submitting a complete application package to CGRC. This is a macro overview. The micro steps and components of the application process are described in full detail in section B.

    a. Plan Your Path: Your FIRST STEP is to determine your program(s) of interest, and if you meet the eligibility criteria. Review eligibility criteria in this document.

    b. Determine Application Deadline: The deadline associated with the application process for your particular program of interest is published annually on the Coast Guard Recruiting website at:

        (1) Active Duty Programs: http://www.gocoastguard.com/active-duty-careers/officer-opportunities/plan-your-next-move

(2) Reserve Programs: http://www.gocoastguard.com/reserve-careers/officer-careers/plan-your-next-move

***Note about deadlines**: it takes at least several months to complete all the steps in the application process. You must connect with your recruiting office at least three months in advance of the application deadline to get started.*

c. Contact Your Recruiter: All applicants must work with their local recruiting office, regardless of whether the applicant is a current Coast Guard member, a civilian, or a member of another branch of the armed forces.

(1) The recruiting office closest to you can be found on the Coast Guard Recruiting website at: http://www.gocoastguard.com/about-us/find-recruiter

d. Screening:

(1) **Program Eligibility and Screening**: Your recruiter will conduct a screening to ensure your presumption on the program(s) you are eligible for is correct.The screening process will validate that you meet the specific set of academic, financial, character, dependency, age, military service and citizenship criteria for the relevant program.

(2) **Medical/Physical Screening**: Meeting accession height and weight standards (except for current CG members, who may meet the body fat standard according to COMDTINST M1020.8H), and passing a commissioning physical are required as part of the eligibility screening process. The physical must be complete prior to the submission of the application to CGRC.

(a) Civilians: Your recruiter will schedule you for a commissioning physical at a military entrance processing station (MEPS) to ensure you meet physical standards for commissioning. You must also meet height/weight standards.

(b) CG Members & Members of Other Military Services: You must complete a commissioning physical with a military physician.

(c) DCA and WiFI Applicants: You must pass a Class1A Flight Physical. You do **not** need to complete a commissioning physical.

***Note about physicals**: for all programs, the Medical/Physical screening process is explained in section D, "Detail: Commissioning Physical."*

(3) **Qualifying Test Score**: The recruiter will verify that you have proof of a qualifying test score (for programs that require test scores). If you need an ASVAB (Armed Services Vocational Aptitude Battery) score, your recruiter will schedule this at your nearest MEPS (Coast Guard members must seek to retake their ASVAB through their ESO). Alternate qualifying tests are the ACT, SAT, or the ASTB (you are responsible for scheduling these latter tests and producing the official results for your recruiter). For programs that require test scores, **minimum** qualifying scores are as follows:

(a) ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

(b) ASVAB: 110 GT (if taken before 1 July 2004)

(c) SAT: 1000 (Combined score, taken prior to 1 April 1995)

(d) SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

(e) SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

(f) ACT: 23 (Composite)

(g) ASTB: 4 AQR /5 PFAR

***Note about duration of validity for test scores**: for officer programs a qualifying test score remains valid indefinitely.*

e. Begin Application: Locate your program in the "Application Documents" section on the Plan Your Next Move on the recruiting website as follows:

(1) **Applications for Active Duty Officer Programs**: http://www.gocoastguard.com/active-duty-careers/officer-opportunities/plan-your-next-move

(2) **Applications for Reserve Officer Programs**: http://www.gocoastguard.com/reserve-careers/officer-careers/plan-your-next-move

(3) **Current members of the Coast Guard**: You will utilize the application for your program that applies to current Coast Guard members.

(4) **Civilians, former Coast Guard members, and members of other military services**: Use the application that applies to Civilians or a member of another service. Members of the Coast Guard IRR will also use this application.

f. Complete Application: Remember, you own your application, and it is your responsibility to ensure it is completed. Typically, this takes dedicated effort over

several months.

> ***Note about the development of an application****: completion of an application is explained in detail in section B, "Application Instructions and Best Practices."*

g. Interview: Once your application package is complete, and your recruiter has ascertained your eligibility, your recruiter will schedule you for an interview with 3 Coast Guard officers who will provide a recommendation on your potential to become a CG officer. Recruiters coordinate interview boards with local CG units.

> ***Note about interviews:*** *the interview process is explained in Section C, "Detail: Officer Interviews."*

h. Submit Application Package: You will submit your application to your recruiter by the Application Deadline.

i. Recruiter and CGRC Review:

(1) **Recruiter Review**: Your recruiter and the recruiter in charge (RIC) will conduct a final review of your application, incorporate the results of the interview, and submit your application to the Coast Guard Recruiting Command (CGRC).

(2) **Coast Guard Recruiting Command Review**: CGRC will review your application for eligibility errors and issues. If issues are noted, your recruiter will be notified. If it is deemed that you are ineligible, CGRC will provide formal correspondence to you following the conclusion of the panel. (Be prepared for your recruiter to contact you for resolution of issues).

(3) **Prepared for Panel**: Once CGRC review concludes, your application will be prepared for competition in a selection panel.

j. Selection Panel: The selection panel is the venue in which your application is considered with all other eligible applications for your program. The panel consists of a body of Coast Guard officers (on average a group of 6 or 7) independent of CGRC. Panel members are different for each panel CGRC convenes. The panel is governed by a president (typically an O-6) and a precept document signed by Commander, Personnel Service Center.

Selection Panel Schedule Fiscal Year 2017:

Panel Date	Programs Considered
15 AUG 2016	OCS-R
17 OCT 2016	DCPA, SRDC
31 OCT 2016	OCS-T
14 NOV 2016	DCA, DCE, DCIO, DCPA, DCL, DCSS, MARGRARD, PTMO
12 DEC 2016	CSPI, CSPI-SLRP, WiFI
6 FEB 2017	OCS-R
6 MAR 2017	CSPI, CSPI-SLRP, WiFI
24 APR 2017	DCA, DCE, DCIO, DCPA, DCL, DCSS, MARGRARD, PTMO
14 AUG 2017	OCS-R

k. Panel Results: You will receive notification from your recruiter regarding your selection status: Primary, Alternate, or Non-select. Typically, notifications will occur within a month from the start date of the panel. Projected notification dates are published at the web links indicated in item 5 a. and 5 b. above.

l. What's Next? For individuals who are selected, please review the information in **Section F, "Detail: From Selection to Commissioning."**

B. Detail: Application Instructions & Best Practices

1. The Coast Guard is unique among the armed services in that we entrust officer recruiting and accessions to our enlisted-only recruiting workforce. Recruiters, therefore, are exhorted to consider the development of an officer package with an applicant as an unparalleled opportunity to have a profound and lasting impact on a potential future member of the officer corps: the future leadership of the Coast Guard. Although applicants are responsible for ensuring the quality and completeness of their application package, recruiters and RICs mentor, guide, and assist eligible applicants throughout the process to ensure a superior package and well-prepared applicant. At the same time, as the applicant, **your** personal level of responsibility in the process cannot be over-stated: officers in the CG are expected to take initiative, conduct research, identify courses of action, implement solutions and achieve positive results. The expectations placed on you during the application process are much the same: invest wholly in this process, research and increase your understanding of the United States Coast Guard, get feedback, fulfill all tasks required of you to the best of your ability, **be timely and meet deadlines**.

a. Application Folder and Labeling: All application packages shall be assembled in a standard green file folder (NSN 7530-00-043-1194).

(1) **Label:** The right edge of the applicant folder shall be labeled in upper case letters as follows: Last Name, First Name and Middle Initial, Recruiting Office, Commissioning Program Acronym (e.g., DCA, DCE, etc.).

(2) **Business Card:** Recruiters shall affix their business card on the front of the application folder.

> ***Note about folders:*** *recruiters will furnish the standard green folder for all applicants.*

b. Application Contents: Instructions & Best Practices:

(1) **Overall**: Your application should be a culmination of years of effort and activities. You should consider the separate pieces and required documents as part of a unified whole that fully illuminates the spectrum of who you are, your achievements, potential, personal ethos and character. The time and care you invest will be apparent to your recruiter, to CGRC, and to those who ultimately consider you for a commissioning opportunity when the selection panel convenes.

(2) **General Application Documents**: The documents required in the application are listed in items **a through g** below, and shall be filed as listed on the relevant officer program application available on the Coast Guard recruiting website. **All programs require, at a minimum, the documents described in items a through g.** Advice on best-practices to follow to ensure the highest quality application possible is included to assist you in the development of these documents.

(3) **Program-Specific Documents**: Many programs have additional special requirements for application contents and documents that are explained in the program information section. The relevant officer program application will account for the individual program differences.

(4) **Accession Forms**: The officer program applications include a list of other required forms related to accession processing, background checks, etc. Your recruiter will provide these forms and assist you with the preparation thereof.

> ***Note about paper:*** *please do not use card stock or heavy paper for your application documents. Standard 8" x 11" paper is all that is required.*

2. **Interview Results:** The results of your interview board are captured in a CG standard form, the CG-5527 or CG-5527a form**.** This is the only form you will not be required to produce, or allowed to see. It will contain the results of an in-person interview that your recruiter will arrange with three Coast Guard officers, and **you**! This component of your application is critical enough to explain in further, explicit detail in **section C, Detail: Officer Interviews.**

3. **Resume:**

   a. Format: The resume should be a professional looking document, no more than two, single-sided pages, utilizing a standard, 12-point font. Use of bullets or a numbering system is your choice.

   b. Contents Overview: The resume can be considered a roadmap to your application: use it to highlight items the selection panel can expect to see documented later in your application in greater detail. Take care, however, to ensure that this document does not become overly redundant to your narrative and vice versa. As you craft your resume, consider the professional, academic and extracurricular experiences that have enhanced your capability to be a leader. Consider the training and other skills that you have developed that make you a compelling choice for the officer program to which you are applying. In addition to professional experience, volunteer work and internships that you have participated in make a strong statement about who you are, your character, and you capabilities. Do not neglect to capture these experiences as well. A well- constructed resume is compelling tool to **concisely** show the **impact** you have had. Your resume is also a good place to include a list of awards and recognition you have received as you are limited to providing up to five actual copies of awards you have received in your package.

      c. Recommended Contents:

         (1) **Work & Professional Experience**:

            (a) Include primary titles of the positions you have had .

            (b) Include dates for all work (i.e. March 2012 – March 2015).

            (c) There should be no gaps in time regardless of employment status.

            (d) Remember: "What have you done for me lately?" Ensure that you account for what you are **currently** doing: i.e. "Local Area Network Manager, August 2011- Present."

            (e) Highlight (bullets are helpful) key tasks and responsibilities associated with each position/job listed in your work experience.

               i. Represent what you have done quantitatively: i.e. "Supervised sales team of 30 people covering 4 States," and "Responsible for $50,000 inventory."

ii. Show the **impact** of what you have done in quick, concise bullets or sub-bullets: "Reduced company overhead by 5%," "Increased sales by 90%," "Led human resources training for 50 company personnel, reduced internal complaints by 5 per year."

(f) Collateral and secondary duties and the impact of those duties should also be covered.

(g) Internships are a valuable aspect of professional experience, and are important to capture in this document.

(2) **Leadership**: Many applicants naturally capture leadership roles in their Work and Professional Experience. College students may find that leadership is best captured in a stand-alone section that coincides with extracurricular activities.

(a) Include roles and dates: "Battalion Commander for Virginia Tech Corps of Cadets, 201several012," "Genesis club secretary, 2013-2016."

(b) Quantify: "Supervised 3 companies of 100 cadets each, responsible for execution of unit operations & exercises, and training/fitness plan." "Organized club activities, oversaw member enrollment and yearly budget, facilitated 15% increase in membership during tenure."

(3) **Volunteer Work**: Volunteer work is evidence of leadership and effort that you have pursued that is **not** required of you, and proof of your investment in your community and others.

(a) List organizations that you participated in.

(b) Include roles, i.e. "Driver for Meals on Wheels of San Francisco," "Led construction team for Habitat for Humanity, Bangor, ME"

(c) Include dates,(i.e. Marine Corps Marathon Volunteer, 2008-2010)

(d) Include quantitative information:

i. Provide an estimate of the number of hours you contributed, if possible, for example "20 hours/month, total 100 hours."

ii. Demonstrate the impact: "Mentored 30 children ages 7-9 in Math and Science."

(4) **Academics and Training**: Include a listing of academic pursuits (degrees, courses beyond degrees) and relevant training that you have pursued.

(5) **Licenses/Certifications**: It is recommended to include list of licenses or certifications, EMT, diver, counselor, certified electrician, sequel server

etc. For CG members; it is especially impactful if you have achieved certifications or qualifications that are out of rate; i.e. you are a qualified BO or BTM as a Store-keeper.

(6) **Languages, training, and other skills**: List languages that you are proficient in, and other skills or training that are not germane to all applicants; i.e. proficient in CAD, trained in Six Sigma.

4. Narrative:

a. Format:

(1) **Non-CG applicants**: Your narrative is limited to two pages, single-spaced, and you should use a standard 12-point font (such as Times New Roman).

(2) **Coast Guard applicants**: Your narrative should be in CG standard memorandum format, addressed to CGRC through your commanding officer, and is limited to two single-spaced pages.

b. Contents Overview: Keep in mind that this is your single, greatest opportunity to communicate directly to the officers who will make a decision on whether to select you for commission. The narrative is your words, your voice, your story. This is your opportunity to author a concise, deliberate and impactful message articulating **why you want to be an officer in the Coast Guard**, how your character, experience and capabilities align with service needs, what you hope to accomplish through your officer experience, and what you have overcome to become the person you are. The selection panel knows that applicants try to deliver "what they think we want to hear." Therefore, try to set yourself apart from a party line: communicate your underlying motivation and do your absolute best to be genuine and sincere. Here are some ideas to keep in mind as you craft your narrative (this is not in recommended order of appearance):

(1) Humanize yourself. Don't just regurgitate your resume with more words.

(2) What you can uniquely contribute to the Coast Guard and what truly sets you apart from others:

(a) Think about how you impact people and how they have impacted you.

(b) What you have done for others. How have you been a servant leader?

(c) Brainstorming on this topic may inspire you to recount a story that illustrates your ability to be a mentor to others.

(3) Concentrate on a few most valued strengths. This will ensure your essay is more focused. Resist the temptation to simply list your strengths.

(a) What is an example or situation where your strengths have had a tremendous impact on a project, a team, a mission?

(4) Share an example of something that you have done in your job (or your rate, if you are a CG member) that was above and beyond what was expected or required of you, and what the **impact** was on your co-workers, unit, organization**.**

(5) Show readers what motivates you and what inspires you.

(6) Show readers why you want to be an officer in the CG; this is especially critical for applicants from other military services to address.

(7) Talk about your future in the Coast Guard; in terms of goals and traits that will be actualized as an officer.

(8) Discuss challenges you have experienced, how you overcame them, what you learned, and how you changed. Oftentimes, this becomes the most compelling part of your narrative, and shows your ability to persevere.

(a) Think: what have I overcome that may illustrate my character or capabilities.

(b) What mistakes have I made that I have learned from, and that have made me stronger in some way?

***Key thought**: for the above concepts, a best practice is to "show, don't tell." Use experiences and examples to reinforce your points, rather than listing events and accomplishments.*

c. Editing: Simple errors ruin your credibility. It is essential to edit this document! Check for spelling, grammar, punctuation, and sentence organization and structure. An essential element to being an officer is the ability to communicate through the written word, and attention to detail. If you don't take the time to edit your narrative, and the selection panel finds errors- it is likely that their opinion of you will be affected. Seek assistance from others in checking the document for errors and logical flow. Friends, family, and mentors are good for this. Additionally, many community colleges (humanities/writing department personnel) will review your narrative and are happy to advise you on flow, sentence structure, and effectiveness. Your recruiter will also review your narrative, but it is not

their job to be your editor.

d. Authentication: Sign your narrative- it **is** your official communication to the selection panel. Your signature lends a layer of authenticity to your words, and distinguishes a personal narrative from a plain essay

5. **Letters of Recommendation:**

a. Number:

(1) **Non-CG applicants**: you can submit a maximum of three letters of recommendation.

(2) **Coast Guard applicants**: Coast Guard members can submit a maximum of two letters (WiFI applicants provide three letters).

(a) Your application package will not be rejected by your recruiter or CGRC if it lacks letters of recommendation, however, keep in mind that providing fewer than what is allowed may be the difference in whether or not you are ultimately selected. Just because there is a limit in the number of letters you can include in your application does not mean there is a limit to the number of individuals you can ask to write a recommendation letter. You have far more flexibility if you seek five letters of recommendation, receive four, and choose the best three.

b. Content: Letters of recommendation are critical as they provide a solid, if subjective, assessment of your skills, character traits, and capabilities from others outside of the Coast Guard. Letters should:

(1) Reinforce & validate your positive traits & **character**

(2) Provide unique insight into your **leadership**, how you influence others, and how you are perceived by others.

(3) Validate your **professional experience** and capabilities

(4) Be as **specific** as possible- examples of work, effort, and **impact** are most worthwhile

(5) State how the writer knows you, i.e. "Ms. Smith worked for me as a design architect team leader for 3 years."

c. Selection of Writers: The most impactful writers are ones who have supervised you, and have been personally accountable for your work.

(1) Does rank matter? Typically, the higher ranking the writer, the better. However, do not sacrifice authenticity for rank. This means, if you are seeking a letter of recommendation from a Congressman or Woman, for example, but you have never actually worked for them or in their office,

then the letter lacks actual personal knowledge and accountability for you, and is much less worthwhile than a letter from a current or past supervisor.

(2) Diversify if you can. Select individuals who will write letters that illuminate **different** aspects of your capabilities and potential. Choosing two professors, for example, *may* result in a one-dimensional assessment that adds little value to your overall application. Selecting a current supervisor, a past supervisor who is proficient and respected in the field that you desire to be a part of, and a project manager from a non-profit organization that you volunteered for are likely to provide a robust spectrum of information about you. Avoid letters of recommendation from family members.

d. Recent: Letters are more compelling when written recently. Even if the supervisor is a past supervisor, for example, a recent date implies that you remain in touch.

e. What to tell your Writers: It is also your responsibility to ensure these individuals understand what they are recommending you for; educate them about the Coast Guard (missions, jobs, ethos, etc.) about Coast Guard officers, the specific program you are applying to, and your goals and ambitions within the service. It is obvious when applicants provide little information to the individuals who write their letters of recommendation; details on the Coast Guard are often mis-stated. Again, this is something that may affect your credibility with the selection panel.

f. Edit, Edit, Edit: Consider yourself the editor for your letters of recommendation; if the grammar or spelling is incorrect, ask your recommender to rewrite the appropriate section— they will appreciate your diligence!

g. Format: There is no prescribed format. However, ensure that your letters of recommendation are signed, dated, and include contact information for the author. Following this guidance provides assurance to your recruiter, interview board members, CGRC, and members of the selection panels that the individuals who provided their personal recommendation are more than happy to communicate further and continue to risk their reputation on your behalf.

6. Commanding Officer's Endorsement (for Coast Guard Members):

a. Applicants currently in the CG (except for CSPI students applying for WiFI) or the CG Reserve who are applying to officer programs are required to receive their current commanding officer's endorsement. CG applicants in the IRR apply as civilians, and do not receive a CO's endorsement. The commanding officer's endorsement is valid only for a specific officer program panel convening and must be renewed for each officer program panel convening thereafter.

(1) Format: The CO's endorsement should be consistent with the "new-page endorsement" as described in the CG Correspondence Manual, COMDTINST M5216.4 (series), and substantiate as the first endorsement to the applicant's CG memorandum to CGRC. (Other formats are allowed, but must address the items indicated in item 3, below). There is no page limit on the endorsement.

(2) Who: The member's **current** commanding officer, i.e. the first commissioned commanding officer in the chain of command at the member's permanent unit, shall sign the endorsement. For the purposes of a valid CO's endorsement, the officer who is the member's CO as of the application deadline will be considered the **current** commanding officer.

(a) Examples of "Who":

i. For an applicant assigned to a small boat station with an E-8 officer in charge, the first commissioned commanding officer in the chain of command is typically the sector commander. Therefore, the sector commander shall sign the endorsement.

ii. A chief warrant officer (CWO) having command of unit is a commissioned officer (for example, the CO of a 175' cutter) is considered sufficient for CO's endorsement purposes.

(b) Examples of "Current"

i. An applicant who is applying to OCS-T is PCSing from STA Hatteras Inlet to USCGC MOHAWK. The applicant reports PCS to USCGC MOHAWK on 20 July 2016. The OCS-T application deadline is 22 Aug 2016. The **current** commanding officer for this applicant for CO's endorsement purposes is the CO of the USCGC MOHAWK.

ii. An applicant who is applying to CSPI is assigned (PCS) to Sector Baltimore. This applicant executes TDY orders to USCGC EAGLE from 01 Nov 2015 through 01 Feb 2016. The CSPI application deadline is 9 Jan 2016. As the member is permanently assigned to Sector Baltimore, in spite of the fact that the member is in temporary duty status on EAGLE at the time of the application deadline, the **current** commanding officer for this applicant for CO's endorsement purposes is the CO of Sector Baltimore.

(3) <u>Contents</u>: The CO's endorsement includes the following at a minimum:

(a) An evaluation of the applicant's potential value to the CG as a commissioned officer.

(b) An evaluation of the applicant compared with other personnel who have competed for the specific program whom the CO has personally known (i.e. "PO Smith is in the top 10% of applicants whom I have known or endorsed for the Officer Candidate School Program")

(c) Discussion of any outstanding professional, personal, or other qualifications that the applicant may possess.

(d) A statement of knowledge about the applicant's ability and willingness to meet his/her financial obligations.

(e) A statement certifying the command conducted a review of the applicant's PDR, and the applicant meets character standards (i.e. appendix 3 and 4 criteria) is eligible for or holds a secret clearance, and has not received NJP, a negative CG-3307, a mark of less than "4" in any peformance dimension, UNSAT, or been involved in an alcohol incident in the 36 month period prior to the commissioning program's panel convening date.

The following requirement has been redacted: the applicant's average marks during the current enlistment according to Article 1.B.31 of Military Separations, COMDTINST M1000.4, and his/her most recent marks for Performance, Leadership, Military and Professional Qualities Facto).

The applicant's EER summary print-out from Direct Access is provided separately in the application, and is all that is required with regards to the applicant's marks.

(4) Best Practices:

(a) Applicants who are members of units with an officer in charge (OIC) may have only had limited contact with their commanding officer- the sector commander. As a result, a recommendation is to have the unit OIC (and the member's chain of command, i.e. direct supervisors, 1st LT, EO, XPO) prepare and draft the CO's recommendation for the commanding officer's review and signature. In this way, the endorsement content is often more compelling and specific to the applicant.

(b) Many COs also meet with the applicant to discuss their goals, intentions, and expectations for becoming an officer. This contact is helpful in formulating a compelling endorsement, especially for units wherein the personnel are geographically dispersed.

(c) CG members should always coordinate with their chain of command for the CO's endorsement. In some locations, ESOs assist with the routing of this document.

(d) It is very useful for the CO to provide a qualified statement on the

weight of their endorsement, if earned, i.e. "PO Taylor has earned my highest recommendation for the Direct Commission Engineer Program."

7. **Transcripts From All Colleges Attended:**

a. Official: You are required to submit original, official transcripts. These must be mailed directly from the registrar's office to your recruiting office. For CG enlisted members, your JST (Joint Services Transcripts) will be mailed directly to CGRC (search for CGRC). Online transcripts (e-transcripts) are also acceptable if they are conveyed in a secure manner that ensures they are considered "official" by your college.

b. Scope: Include all transcripts from all colleges you have attended. This includes official transcripts that substantiate any transfer credits you may have been awarded. This is critical as it provides verification of your cumulative GPA, which is a measurable element in your application package.

c. Transfer Credits**:** For applicants with transfer credits, the GPA associated with those credits is often not counted by the receiving college. For example, Kansas State University may accept 30 transfer credits from Pittsburgh State University for an applicant that had a 1.9 GPA at Pittsburgh State. However, Kansas State may not use the GPA associated with those credits in the calculation of that person's GPA for their undergraduate degree. That is why all transcripts must be present for an overall cumulative GPA to be calculated.

d. Cumulative GPA. CGRC will calculate your cumulative GPA using all credits and transfer credits awarded by the school where the degree was/will be conferred.

8. **Degrees Achieved (if you have achieved an associate's degree or above)**

You are not expected to provide your original degree for inclusion in the application package. What you must do is bring your original degree to your recruiter, and have them verify its existence. Your recruiter will create a "certified true" copy of that degree for inclusion in your application, and return the original to you. Ensure you provide all degrees; i.e. if you have an AA, BA, MA, etc., all must be included in your application package.
Although this is a fairly simple requirement, failure of the applicant and recruiter to provide a certified true copy of the degree in the package it is one of the most common application errors.

or

Official Letter/Memo from degree granting institution

If you have not yet completed your degree, you must submit an official letter from an Academic Advisor of the degree granting institution verifying when the degree will be conferred, major, cumulative GPA, and cumulative credit hours. The letter/memo must come from the institution that will grant the degree that qualifies you for the program you are applying for.

9. **Awards achieved**: You have a unique opportunity to include copies, pictures, and other two-dimensional proof of awards that you have achieved throughout your life, up to the maximum of five. This is one of the most common application discrepancies; applicants overlook the value of including awards, and may provide only one or two. Like letters of recommendation, although you are not required to have five awards, not leveraging this opportunity is a missed opportunity to present yourself positively to the selection panel. Including a copy of the award write-up for the pertinent award is most impactful; however, if you don't have this, a picture of the medal or trophy may also be worthwhile. Again, think of this as an opportunity to provide further evidence to substantiate your achievements. Examples of awards include:

   a. Official Military awards (letters of appreciation, letters of commendation, achievement medals, etc.) Please include the **award citation**

   b. Community service awards

   c. Athletic awards (avoid high school awards)

   d. Nomination/selection as a student body council member/president

   e. Academic awards (avoid high school awards)

   f. Letters of thanks

   g. Employee awards (pictures of trophies for "highest sales in Quarter 4" for a retail employee or realtor substantiate)

   h. Newspaper write up/article for an achievement/service rendered, etc.

      (1) If a picture does not readily portray what the award is for, applicants can reduce the size of the image and include a brief description of the award on the same page.

      (2) **If an article or award includes a photo of you, please black-out the photo**.

10. Multiple Applications: A separate application is needed when an individual applies to multiple programs. This is due to the fact that each program has specific requirements, and the contents of the application that are reviewed by the selection Panel have distinct nuances.

Note about multiple applications: *An applicant who has applied to multiple programs and has been selected (for one or all of the programs) will be withdrawn from the other programs once they have accepted selection to one program. If you have been accepted to one program, and wish to await the results of a subsequent panel before making a final decision- you must state that plainly to CGRC when you are communicating your initial acceptance. If needs of the service allow, CGRC will work with you to ensure you have this opportunity.*

11. Recruiter Comments: Recruiters often have substantial contact with the applicant throughout the process, and have developed additional insight on their motivation and personal attributes that may not be captured elsewhere in the application package. As a result, an optional comments section is provided on the application to ensure recruiters receive the opportunity to provide their impression of the applicant **to the selection panel**. Selection panels have specifically voiced the value of this insight through their feedback to CGRC. As an applicant, you should keep this in mind, and be especially cognizant of the fact that your recruiter is a direct representative of the service, and is also a member of your application process. Treat them with respect, and you will receive much in return.

a. **Best Practices for Recruiters**: Again, recruiters are not **required** to provide comments. If provided, comments should be **specific** and relate to the Recruiter's experience with the applicant. Comments may include an assessment of the applicant's:

(1) Professionalism and attention to detail

(2) Demeanor

(3) Knowledge of the CG (demonstrated research for those outside the CG)

(4) Willingness to learn, follow directions, seek input, engage for feedback

(5) Examples of character or behavior that indicate the recruiter would or would not be honored to serve WITH or FOR the applicant, if selected.

(6) Comments may be **negative** or **positive**

b. Comments shall **not** include information related to the applicant's: Medical situation or pending waivers

12. Recruiter in Charge Review: Your recruiter, followed by the RIC, shall review, approve and sign every officer package prior to shipment to CGRC. This review is for completeness, final verification of eligibility, and to ensure the package does not contain damaged documents that should be replaced, or extraneous or irrelevant notes.

13. Residual Copy: The recruiter will make a residual file copy to be retained at the recruiting office before forwarding the original application package to CGRC. Ensure you also have a copy. The CG-5527, Officer Program Interview Form, will not be included in your copy.

14. Submission to CGRC: The applicant will submit hard copy documents to the recruiting office. The recruiting office will scan the documents and forward the application package to CGRC. Hard copies for primary and alternate selectees will be mailed to CGRC. The package is addressed to the attention of the Panels and Reports Team (PARTS) at CGRC. The most common way for transmittal is FEDEX. Many recruiters also hand-carry applications. All applications are required to be transmitted to CGRC by traceable means to protect your personal information (PII). Recruiters shall obtain a tracking number, track and acknowledge package delivery to CGRC PARTS team.

a. **Incomplete application packages**: Should not be sent to CGRC.

b. **Extensions**: If a recruiter and RIC have coordinated approval in advance with CGRC, and provided ample justification, extensions may be granted for elements of the application package (i.e. the interview form, the transcripts, physical). The extension request will be coordinated between the Recruiting Office and PARTS.

15. CGRC Processing & Review: Once at CGRC, the application package undergoes two additional layers of quality assurance review. This review is intended to assess the overall quality of the applicant pool, and ensure each individual applicant meets all program eligibility requirements.

a. **Application Discrepancies**: This review often reveals discrepancies with paperwork that require correction. CGRC will communicate any issues or questions that require resolution back to your recruiter, and your recruiter will contact you. Be prepared to respond **promptly** to ensure that you have a flawless application for the selection panel.

b. **Eligibility Errors:** Occasionally, but not often, this review reveals the applicant is not eligible for the program:

(1) If the package remains eligible, it is prepared for the officer selection panel.

(2) If the package is deemed ineligible, CGRC will inform the applicant's recruiter as soon as the ineligibility is discovered. The recruiter will then contact the applicant immediately to inform them of their status. CGRC will then issue a formal letter that describes the reason(s) for which the applicant was disqualified. A copy of the letter is scanned and emailed to the recruiting office, and the official, signed letter is mailed to the applicant. Applicants who are disqualified do not compete in the selection panel.

(3) Future eligibility: if an applicant is able to resolve their eligibility, they may compete in a future selection panel.

16. Selection Panel: The selection panel consists of a group of Coast Guard officers (typically 6-7 members) who review the packages and make selection determinations. Selection decisions are based on the merits of each applicant and their relative suitability for commissioning in the Coast Guard compared to the requirements for the particular commissioning program for which the applicants are competing.

a. **Guidance**: Panels are governed by the following:

(1) A Coast Guard Captain (O-6) as president

(2) A precept describing any pertinent service specialty needs that should be considered

(3) The prescribed number of vacancies the panel may populate (primary and alternate selection numbers)

(4) **The Coast Guard Commandant's Promotion Year Guidance to Officer Selection Boards and Panels** (this guidance changes annually). This document can be found on the web at: http://www.uscg.mil/opm/Opm1/opm-1Boards.asp

b. **Who**: Each panel consists of a different set of Coast Guard officers who are independent of CGRC (meaning, these individuals are not members of the CGRC staff). The panel members themselves typically represent a variety of ranks (from LT to CAPT), communities (i.e. aviation, prevention, intel, etc.), and commissioning sources (i.e. OCS, DCO, Academy, CSPI, etc). This results in a holistic evaluation of applicants.

17. Selection Panel Results: Upon conclusion of a panel, the members issue a report itemizing their primary and alternate selections.

a. **For Direct Commission Programs**: Reports are routed for signature by the Secretary of the Department of Homeland Security (DHS).

b. **For Officer Candidate School programs and CSPI**: Reports are routed for signature by the Commanding Officer of the Personnel Service Center (PSC).

18. Selection and Non-Selection Notifications: Once the panel report is signed by the Commanding Officer of CGRC, CGRC will provide unofficial results to recruiters. Recruiters will convey these results directly to their applicants. Once the panel report has been signed and approved by the appropriate authority (i.e. Secretary DHS or PSC) CGRC will then issue official notification to selectees and non-selectees via letter correspondence (for non-Coast Guard members). Coast Guard members are notified of selection status via General Message.

    a. **Primary Selectees**: Primary selectees are given the opportunity to accept or decline the selection.

    b. **Alternate Selectees**: Alternate selectees are informed they may receive the opportunity for a CG commission if a primary selectee either does not accept their appointment, or becomes ineligible.

19. Officer Training: Selected applicants will attend Coast Guard Officer Candidate School (OCS), Direct Commission Officer School (DCO), or Reserve Officer Candidate Indoctrination (ROCI) within 3 to 8 months of the panel convening date.

What's Next? Please see section **F, Detail: From Selection to Commissioning**, for the steps that occur following acceptance of selection, to commissioning.

C. Detail: Officer Interviews

(Applicants, Recruiters, Board Coordinators and Board Members should read and familiarize themselves with the guidance in this section).

1. Overview. One of the most important pieces of an application package is the personal interview. The interview is convened under the authority of the nearest unit commanding officer, and is conducted by 3 Coast Guard officers.

2. Purpose. The purpose of the interview is to assess an applicant's potential to serve as a commissioned officer. The interview examines the applicant's leadership potential, communication skills, performance, and personal and professional qualities through a formal, non-biased, in-person contact. The interview board articulates their assessment of the applicant via the Officer Programs Applicant Interview Form (CG-5527). The insight the interview board provides to the selection panel is invaluable to the selection process, as the panel members will not have any contact with the applicants, and must base their decisions entirely on the content of the applications.

    a. Eligibility:

        (1) Interview Board Responsibility/Purpose: the purpose of the interview board is NOT to examine or evaluate the applicant's eligibility for commissioning. The interview is concerned with the applicant's potential to be a successful commissioned officer in the Coast Guard, in context of the specialty needs of

the program through which they are competing.

(2) Recruiter Responsibility: it is the recruiter's responsibility to ensure that the applicant commissioning eligibility standards prior to convening the interview board.

3. Scheduling the Interview:

a. **Timing**: The interview will be scheduled once the recruiter has confirmed your eligibility, and your application is finished. It will typically occur prior to the application deadline. However, with the understanding that the interview requires extensive coordination that balances schedules of 3 officer board members, recruiters, board coordinators, and the applicant- interviews may occur after the recruiting office deadline.

1. **Use of Technology**: Interviews shall occur in-person. However, due to the fact that many applicants and recruiting offices are in remote locations where CG officers are not readily available, the use of SKYPE and VTC is authorized if approved by CGRC in advance.

4. Preparation. **Proper preparation is key to an effective interview for both the Board members and the applicant.**

a. **Board members**:

(1) Must review the guidance provided in Articles 1.B.8 and 1.B.9, Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series). Information from these articles is regurgitated here (i.e. Section C, items 1 through 8, and Appendix 6) for convenience.

(2) Will familiarize themselves with the applicant's background before the interview convenes. (See Item 5 below).

b. **Senior Board member**: Should ensure all members understand their duties, responsibilities and objectives to provide a fair evaluation of the applicant's potential CG officer based on their interaction with that applicant.

c. **Applicant:** See item #9.

5. Application Documents Presented to the Interview Board: The documents available before and during the interview should be limited to the resume, narrative, letters of recommendation (including CO's recommendation), transcripts, degrees, awards, evaluations, and other specific documents required for the specialized programs. Commissioning physical results, waivers and accession documents and forms will not be reviewed or seen by the interview board.

6. Interview Board Composition: (Recruiters and interview board coordinators will follow the below guidance to ensure the proper individuals sit on interview boards. Contact CGRC for assistance if difficulty obtaining proper board composition is

encountered). Senior Interview Board members and other board members should also familiarize themselves with this guidance.

a. Per COMDTINST M1000.3A, Commanding officers shall convene interview boards at places withing their jurisdiction. Interview boards shall be composed of three commissioned Coast Guard officers, except when geographically remote from a larger Coast Guard facility.

b. Officers assigned to an interview board must have at least 12 months of active duty service.

c. The senior member of any interview board must be an active-duty Lieutenant Commander (O-4) or higher.

d. Interview board members must be of at least a rank equal to or greater than the highest rank for which the applicant qualifies.

e. Each interview board must have at least one Regular Coast Guard officer assigned.

f. The interview board membership should represent the applicant's gender, ethnicity, commissioning source (i.e. program of accession), specialty, and commission type (i.e., reserve, temporary). However, program representation is second to the timely completion of the interview:

   (1) CSPI program graduate for a CSPI interview

   (2) CG lawyer for a DCL interview

   (3) Engineer for a DCE interview

   (4) Intelligence officer for a DCIO interview

   (5) CG PA for a DCPA interview

   (6) Maritime Academy Graduate for a MARGRAD interview

   (7) Officer Candidate School Graduate for an OCS interview

   (8) Reserve Officer for an SRDC Interview

   (9) 3 CG pilots for a DCA interview, (but no less than one if logistical constraints exist)

Note about DCIO interviews: although it is strongly preferred that an intelligence officer participate as a member of an interview board for a DCIO applicant, it is acceptable to convene an interview without a representative of this community if not logistically feasible. Recruiters may engage CGRC Officer Programs staff for assistance. However, if an intel officer is not found to sit on the panel its members should contact CG-21 for guidance.

g. **Chain of Command**: Members of an applicant's direct chain of command shall not sit on an Interview Board for that applicant. Likewise, individuals who have personal or professional knowledge of the applicant, who feel they are unable to remain unbiased due to their knowledge of the applicant, should not sit on the interview board.

h. **Best Practices**: In situations where recruiters and interview board coordinators are experiencing obstacles in acquiring the proper board membership (i.e. there is no locally available PA for a DCPA interview), recruiters may contact CGRC to pursue funding for a board member to participate, or discuss using technology to overcome this obstacle.

7. Conducting the Interview: Guidance for Board Members: Board members shall emulate the core values of the service when performing the interview. The questions asked of the applicant do not have to be verbatim from Chapter 1.B.9.b of COMDTINST M1000.3 (series) (also contained in Appendix 6). However, all questions should be designed and posed to engender responses that reveal the applicant's traits, abilities, judgment, character and potential in context of the demands and expectations of Coast Guard officers. Additionally, board members should bear in mind that many applicants may not have ever had any contact with CG officers, and their interaction may become the applicant's formative impression of "what CG officers are really like." Finally, board members should consider that many applicants, especially civilian college students, may have never had contact with CG officers in a formal setting. While the interview is official, board members should seek to establish a climate where the applicant feels at ease.

8. Board Report: Guidance for Board Members: The interview board will produce one CG-5527 form that accurately assesses the applicant's potential to serve successfully in the officer corps.

a. **General Best Practices:** In writing the board report, board members should:

(1) Provide a **frank** assessment of the applicant.

(2) Provide a **clear** recommendation for the applicant.

(3) Not perceive it as their job to "sell" an applicant to the panel, but understand that they must provide thoughtful, substantive comments that support their evaluation and recommendation.

(4) Not consider it their job to evaluate the eligibility of the applicant; this is the responsibility of the recruiter and CGRC. You are evaluating the applicant's potential to serve as an officer.

(5) Ensure consistency between assigned marks and comments; high numeric markings should be supported by ample, complete, and descriptive comments

(6) What about all 7s? If you give someone all 7s, the expectation is that their demeanor, achievements, communication ability and personal qualities impressed the board to the point where they felt, based on their experience, that the applicant was an absolute "must select," for the program. The board must justify why- comments are expected to be robust.

(7) Comments fashioned on "performance/action, results and impact" are always encouraged.

(8) What about "White Space?" The presence of white space does not necessarily reflect the quality of the applicant or the comments. Panel members are directed to focus on the quality of the write up and not how much is written.

Requirement: The applicant shall never see the completed CG-5527/5527a

b. Overall Impression Block: Ratings and comments in the overall impression block should summarize the board's recommendation on the applicant's suitability for service as a Coast Guard Officer.

(1) **Not Recommended** (Rating of 3 or below): An overall rating of 1, 2, or 3 indicates the interview board does not recommend the applicant for selection, and should be supported by comments that articulate the board's reasoning.

(2) **Recommended** (Ratings of 4 or above): An overall rating of 4, 5, 6 or 7 constitutes a recommendation and is intended to offer selection panels a consistent method to stratify their selection methodology. Comments must support the overall rating.

(a) Ratings of 7 should be equated to one of the few highly distinguished applicants the CG is likely to evaluate during the relevant fiscal year, the "best applicant" in the opinion of the interview board, of whom they are confident will excel in the most demanding junior officer position.

(b) Ratings of 6 should be equated to an exceptional, distinguished performer who demonstrates many of the characteristics of strong officers and has the potential to succeed in demanding officer positions.

(c) Ratings of 5 should be considered as on par with the majority of the high performing applicants who demonstrate potential to serve in a variety of demanding officer positions.

(d) Ratings of 4 constitutes an assertion by the board that the member is

positively recommended for selection, and exhibits many of the budding qualities of a future officer.

c. Comments (Performance of Duties, Communication Skills, Leadership Skills, Personal and Professional Qualities): In the comments sections for each category, ensure the supporting language describes specific actions and examples demonstrating the applicant's abilities and potential. Comments should be based on observations and interaction with the applicant during the interview, in addition to what the board has learned about the applicant's achievements and character. Avoid bland platitudes and empty superlatives, and consider statements that demonstrate action, results, and impact when articulating the applicant's characteristics, qualities, accomplishments, and potential.

d. Numeric Ratings (Performance of Duties, Communication Skills, Leadership Skills, Personal and Professional Qualities): When evaluating the applicant and assigning numbers to the dimensions, board members should bear in mind the majority of applicants who reach the interview stage of an officer application are high performing individuals, and will already stand out from their nominal peers. Therefore, the numeric ratings the board assigns to each category, and the overall rating, should be centered on the interview board member's interaction with other officer applicants, not merely a comparison to their peers (i.e. other enlisted members). The numeric markings must be supported by the comments. Like the OER, both the numeric evaluation and comments are used by the selection panel.

e. Report Preparation: The interview board will complete one CG Form 5527 for each applicant interviewed. The form shall be jointly completed by all board members after reaching a consensus on each item. Consensus means, although every board member may not agree on exact scores or comments, through discussion everyone agrees to form, and abide by, a majority decision. Each member of the interview board has an equal vote, regardless of rank. When completed, the final report should reflect a consensus of the board as a whole, not merely the opinion of the senior member. When consensus cannot be reached, the dissenting member(s) must attach their comments to the form. The form must be filled out completely and legibly. Each member will sign the report (digital or pen-and-ink signatures are both acceptable).

f. Disposition of the 5527/5527a: The report, once complete, shall be returned to the cognizant recruiter and/or interview board coordinator in a timely manner.

9. Preparing for and Conducting the Interview: Guidance for Applicants. The interview is often an intimidating experience, especially because the interviewers are 3 Coast Guard officers, dressed in uniform. Preparation will be key in your performance during the interview. Also, have a positive attitude. Remember, this is a chance to finally talk to CG officers, and convey to them why you really want to become one of them, and what you have to offer the CG. This is an exciting opportunity! Here are some tips to assist you:

a. **Practice Builds Confidence**. Familiarize yourself with potential interview questions. The extract showing the list of potential interview questions is

contained in Appendix 6. Formulate and practice responses to these questions with friends and family. This will give you a chance to truly reflect on the experiences that have changed you, and helped you become the person you are. In addition, this will help you have a more fluid dialogue with the interviewers.

b. **Relax; but not too much!** It is likely that the interviewers will attempt to put you at ease so you are not as nervous and can have a real conversation. However, take care to be professional and not relax your demeanor to the point of being too casual.

c. **Be Honest**. If you don't understand a question- ask for clarity. If you don't have a great answer, or need a few moments to think about your response- just ask for that. The interviewers will appreciate your care and effort.

d. **Everybody has weaknesses**. You may be asked to talk about your weaknesses. Use this as an opportunity to show that you are really capable of understanding your own deficiencies, and the proactive measures that you can (and already have) taken to improve. Remember, the first step in being a leader is being able "to know and lead thyself."

e. **Dress like you mean it**. Wear a suit or business casual. Coast Guard applicants should wear service dress bravos.

f. **Be Passionate.** The Coast Guard needs people who are passionate about it's missions and people. Believe in what you are saying and why you are applying for this opportunity.

g. **Know the Job You Are Applying For**. It is not expected that you have detailed knowledge about the Coast Guard or specifics about career paths. However, it is important to have a basic understanding of the service you are applying toand what careers that are available to you.

10. Disqualification. If an applicant is not recommended by an interview board, the recruiting office shall submit the application to CGRC as per section 3.a.(1)(g) below, and CGRC shall formally disqualify the applicant. Once the applicant's data has been recorded by CGRC for tracking purposes, the application package shall be returned to the recruiting office and CGRC will notify the applicant by letter of the disqualification. An applicant with an unsuccessful interview shall not be re-interviewed by the same Interview Board. If the applicant requests the application file, the recruiting office or ESO shall retain a residual file to include CG Form 5527 for a period of one year; however, the applicant will get a copy of the file without the CG Form 5527. An applicant may re-interview for the next panel if he/she remains otherwise eligible.

Note about disqualification: *an applicant who is not recommended by two interview boards shall be permanently disqualified and is ineligible to re-apply.*

11. Duration of Validity. Interviews are valid for two years from the date the interview was conducted. The interview form must be valid on the date the selection panel is convened.

12. Aviation Interview. Applicants for the Direct Commission Aviator (DCA) program are subjected to an aviation-specific interview only. This interview is designed to not only assess the applicant's propensity to be a CG officer, but to also assess their propensity to be a CG aviator based on demonstrated knowledge of crew resource management, safety pilot and co-pilot duties, and aeronautical systems and regulations. This board shall produce the CG-5527a. Interview board membership will follow the same requirements as the standard interview process, but shall consist of at least one CG pilot, and should consist of all Coast Guard pilots if possible.

13. CG 5527 Reports Addressing Multiple Programs: It is acceptable for an interview to be conducted that assesses an applicant for multiple programs (i.e. DCL and OCS, OCS and CSPI). This is a good use of limited resources. However, extra care should be taken to ensure the interview board composition reflects all programs for which the applicant is applying, to ensure the accuracy of the assessment.

D. Detail: Physical Examination

1. Scheduling Commissioning Physical Exams:

   a. **Civilian Applicants**: Recruiters shall schedule a commissioning physical examination for civilian applicants at MEPS.

      (1) Validity Period: The commissioning physical can be scheduled as early as possible, as it will remain valid if it is less than 2 years old as of the panel date, but will need to be repeated if it is due to expire prior to the commissioning date (DCO programs) or OCS course start date (OCS, CSPI) if the applicant is selected.

   b. **Coast Guard Members and Members of Other Services**: Applicants will schedule their own commissioning physical through a military treatment facility/military physician.

      (1) Validity Period:

         (a) Coast Guard Applicants: The commissioning physical can be scheduled as early as possible, as it will remain valid if less than 2 years old as of the panel date, but will need to be repeated if due to expire prior to the commissioning date (DCO programs) or OCS course start date (OCS, CSPI) if the applicant is selected.

         (b) Applicants from Other Military Services: The commissioning physical will remain valid if less than 1 year old as of the panel date, but will need to be repeated if due to expire prior to the commissioning date (DCO programs) or OCS course start date (OCS, CSPI) if the applicant is selected. A

MEPS physical will remain valid for 2 years.

c. **DCA/WiFI Applicants**: Must complete a Class 1A Flight Physical with a military flight surgeon. (In lieu of commissioning physical).

(1) Validity period: Physicals shall be considered current if less than 1 year old as of the panel convening date. Preferably, physicals should be completed less than 6 months before the panel. The applicant will have to repeat the physical if it expires prior to commissioning.

2. **Medical/Physical standards**. All applicants must meet standards for commissioning, including:

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

(3) DCA/WiFI: due to ejection seat limitations associated with the T-6 Texan Training Aircraft, applicants must be between 62" and 77" inches tall.

c. CSPI, OCS and ROCI applicants must be able to pass a physical fitness test and swim test prior to graduation from bootcamp, OCS and ROCI (see Appendix 2)

d. DCA and WiFI applicants must be able to pass a Class 1A Flight Physical.

2. Submission of Physicals:

a. <u>All Programs</u> (except Direct Commission Aviator (DCA) and Wilks Flight Initiative (WiFI)):

(1) **Contents:**

(a) Report of Medical History (DD-2807-1)

(b) Report of Medical Examination (DD-2808)

(c) "Officer Physical Coversheet" (available to recruiters on the CGRC Portal)

(2) **Submission:** Recruiters shall submit all of the above documents via email: to CGRC Accessions at HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil.

(3) **Timing:** Physicals shall be submitted to CGRC by the internal CGRC "Post-marked by" deadline for that program (published via OPPLAN and OPSNOTE). The deadline for submission of physicals occurs after the

application deadline.

(4) **Medical Waivers**: For applicants in situations where a medical waiver will be required, recruiters must submit the physical and the waiver request by the "Application and Known Waiver Deadline," which is typically 2 months in advance of the selection panel. Recruiters shall follow the CGRC Waiver Job Aid, Appendix X to the CGRC Recruiting SOP.

b. DCA and WiFI: Applicants for the DCA and WiFI programs shall receive a qualifying Class 1A Flight Physical Exam.

(1) **Contents**: The applicant and recruiter must ensure that the physical contains all items specified in the Appendix 5, the "DCA/WiFI flight physical check list."

(a) The completion date of each item on the checklist must be noted and initialed either by the applicant, the applicant's flight surgeon, or the applicant's servicing medical staff.

(b) Please note that some of the items detailed on this check list are Coast Guard specific, and may not be required by other services, but **must** be complete in order to have a qualifying Class 1A Flight Physical for Coast Guard service.

(2) **Results:** Results of the above exam components must be in the AERO system, assigned to the Coast Guard. This may require the evaluating flight surgeon to input the applicant's information into the system as a Coast Guard member.

(3) **Submission:** Recruiters shall submit physicals, including the:

(a) "Officer Physical Coversheet" indicating the physical has been completed, and that the results are in AERO.

(b) Appendix 5, the "DCA/WiFI flight physical check list"

(c) Via email to CGRC Accessions at HQS-SMB-CGRC-OfficerPackages-Medical@uscg.mil.

(4) **Timing**: DCA/WiFI Class 1A Flight Physicals shall be submitted to CGRC by the internal CGRC "Post-marked by" deadline (published via OPPLAN and OPSNOTE). The deadline for submission of physicals occurs after the application deadline.

(5) **Medical Waivers**: For applicants in situations where a medical waiver will be required, the waiver request must be in AERO by the "Application and Known Waiver Deadline," which is typically 2 months in advance of the selection panel. Follow the guidelines in Appendix 5, the DCA/WiFI Physical Check List.

Note about DCA medical waivers: *for members of other services applying for DCA who have an approved medical waiver from their service, please note that this medical waiver will have to be re-submitted for approval by the USCG. Approval is not guaranteed.*

E. Types of Coast Guard Commissions

1. Permanent Regular: Granted at the Coast Guard Academy or to officers approved for integration that already hold a Temporary Regular or Reserve commission. None of the programs offered by Coast Guard Recruiting Command grant a Permanent Regular commission.

2. Temporary Regular: Commission granted for Coast Guard applicants that are an E-5 or above with four or more years of active duty service. An officer with a Temporary Regular commission may rescind their commission at the end of their obligated service to either get out of the military or revert back to the enlisted/warrant rank they were prior to commissioning.

3. Reserve: DCO applicants that do not meet the Temporary Regular requirements and OCS-R applicants will receive a reserve commission. This means they will be hired by the reserve on a 3 year Extended Active Duty contract until they integrate to active duty, are released from active duty to a reserve unit, or separate from the service.

F. Detail: From Selection to Commissioning

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

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 leters 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/accession 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):**

(1) <u>For New Accessions (non Coast Guard members):</u> the Central Accession Point (CAP) in New London, CT will engage the selectee 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 process this paperwork is dependent on the speed with which the selectee provides documents and paperwork to the CAP.

(a) CAP will assist with PCS (permanent change of station) paperwork for non Coast Guard members.

(b) CAP will start the hire process for non Coast Guard members.

(c) CAP will handle entitlements on the orders for non Coast Guard members.

(d) CAP will turn orders into executable orders for the non Coast Guard members to set up their House Hold Goods move and perform PCS travel.

(2) <u>For Current Coast Guard members</u>: their PDS SPO will complete the Discharge and Rehire as an Officer, and ensure their PCS orders are executable. Current Coast Guard members should speak to their PDS SPO for assistance with HHG's and transportation

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.

h. **Immediately Following Oath/ADA (approx 30 days prior to DCO school)**: Civilians and reservist will go into the IRR (inactive ready reserve) for a short time. Active duty members do not have a break in service and 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 report to your first unit 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 30 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).*

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.***

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

2. For Officer Candidate School Selectees (civilians)

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:** Panel Report approved by CG-PSC-c (Coast Guard Personnel Service Center), enabling the following to occur:

(1) CGRC will send official selection notification letters directly to primary selectees, alternates, non-selectees, and disqualified applicants.

(2) Selection letters will indicate which OCS class the selectee will be attending (OCS classes convene in early January or during the summer).

(3) Selection letters emphasize that selection is conditional on the selectee's ability to continue to meet all commissioning requirements.

(4) The selectee can render their official acceptance via email or letter to CGRC.

c. **CGRC forwards an "Authorization to Enlist" letter to selectee's recruiter (approx 60-90 days prior to OCS convening).**

(1) Contingent upon selectee continuing to meet all eligibility requirements.

(2) CGRC will ensure background checks and commissioning physicals are up to date prior to issuing this letter.

d. **Enlist in the USCG (approx 60-90 days prior to OCS convening)**

(1) Recruiter will execute the Oath of Enlistment for the selectee (Recruiter can execute the Oath of Enlistment as soon as the "Authorization to Enlist" letter is received.

(2) Recruiter will forward original enlistment contract (DD-4) to CGRC: ATTN to Mrs. Izola Proctor.

(3) Upon receipt of DD4, CGRC (Mrs. Proctor) will forward to the Central Accession Point (CAP) in New London, CT, along with the selectee's other accession and pay paperwork from their application package.

e. **Receive Information From OCS School Staff (approx 45-60 days prior to OCS):**

(1) You will receive a Pre-Reporting Memorandum (via email) from the OCS School Staff

(2) You will be provided with the link to the current OCS Pre-Reporting Guide, including information about "what to bring" to OCS.

(3) You will be instructed to complete a fitness self-assessment and forward results to the OCS Health Promotions Coordinator no later than 30 days prior to attending OCS.

(4) You will be instructed to provide your boot size no later than 30 days prior to Attending OCS.

f. **Hire (approx. 45 days prior to OCS)**

(1) CAP will hire selectee in the CG human resources system and assign an EMPLID (employee identification number).

(2) CAP sends EMPLID to CGRC.

g. **Travel Orders (approx 45 days prior to OCS)**

(1) CGRC will generate a Standard Travel Order (Permanent Change of Station orders).

(2) CGRC will send travel orders to selectee's recruiter with instructions to set up travel and schedule house hold goods move via a local travel office.

h. **Begin Travel to OCS (several days prior to OCS):** On the date authorized by your orders, you will begin travel to Officer Candidate School in New London,

CT.

i. **Report to OCS**: Begin 17 weeks of Officer Candidate School!

j. **Graduate OCS:** Receive commission as ENS in USCG.

k. **Report to first unit:** Following graduation and commissioning.

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.* ***Non-compliance with weight standards will be cause for disenrollment at OCS.***

3. For Officer Candidate School Selectees (CG members)

a. **1 Month After Panel**: CGRC will provide unofficial selection results to recruiters, recruiters will inform applicants of their status.

b. **1-2 Months After Panel:** Panel Report approved by CG-PSC-c (Coast Guard Personnel Service Center), enabling the following to occur:

(1) CGRC will issue CGMS message on the ALCGRECRUITING message board, promulgating panel results

(2) CGRC will send Selection Letters to Primary and Alternate Selectees (non-selects will not receive a letter. The ALCGRECRUITING message substantiates as notification for non=selects).

(3) Selection letters will indicate which OCS class the selectee will be attending (OCS classes convene in early January and during the summer). Please note that CGRC coordinated class date in advance with CG-PSC-epm.

(4) Selection letters emphasize that selection is conditional on the selectee's ability to continue to meet all commissioning requirements.

(5) The selectee can render their official acceptance via email or letter to CGRC.

c. **Receive Information From OCS School Staff (approx 45-60 days prior to OCS):**

(1) You will receive a Pre-Reporting Memorandum (via email) from the OCS School Staff

(2) You will be provided with the link to the current OCS Pre-Reporting Guide, including information about "what to bring" to officer candidate school.

(3) You will be instructed to complete a fitness self-assessment and forward results

to the OCS Health Promotions Coordinator no later than 30 days prior to attending OCS.

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).*

d. **Travel Orders (approx 45-60 days prior to OCS)**

(1) CGRC will issue orders in Direct Access

(2) Selectee's SPO will execute travel orders (TDY orders for married CG members/ PCS Orders for single members)

e. **Begin Travel to OCS (several days prior to OCS):** On the date authorized by your orders, you will begin travel to Officer Candidate School in New London, CT.

f. **Report to OCS**: Begin 17 weeks of Officer Candidate School!

g. **Graduate OCS:** Receive commission as ENS in USCG! (CWOs commission as LTJG)

h. **Return to Unit:** Following graduation and commissioning, TDY members return to their previous unit. PCS members will depart to their new PDS.

F. Waivers:

1. The eligibility criteria for each program are in place to ensure the best, most suitable individuals apply and are selected, who in turn have the highest potential for a long and successful career in the CG. The CG recognizes, however, that a particularly stellar applicant may require an exception to the standard and that there are circumstances where this would be in the best interest of the Coast Guard. Each year CGRC carefully considers the recruiting environment, the anticipated size and quality of the applicant pool, and needs of the service to determine the waivers that may be necessary to achieve service needs. These items are published in the annual ALCGRECRUITING panel season announcement message, and are articulated below. Equally as important to understand is the fact that the submission of a waiver does not guarantee approval. CGRC takes equal care to entertain waivers for applicants only when, in the opinion of the recruiter and the RIC, the applicant's character, performance, and motivation is clearly worthy of an exception.

a. Items that **may** be considered for waivers (on a case by case basis) for FY2017:

(1) **Excess Dependents**

(2) **Medical Waivers**

(3) **Age Waivers (SRDC and OCS-R only);** Constructive age will be the basis for determining age waivers for the SRDC program only. Constructive age is defined as 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. A Statement of Credible service, DD-214 or other official military service record will be required to make the determination.

(4) **Time in Service Waivers (DCPA, DCA, and DCL only)**

(5) **Waiver for Non-Military Commissioned Service for PTMO (NOAA and PHS only)**

(6) **Additional waivers may be considered for exceptional applicants applying for the CSPI, CSPI-SLRP, and/or OCS-R program**

b. Process:

(1) **Recruiter Submission**: Recruiters submit waiver requests to CGRC. With each waiver type, additional information beyond the typical application components is required. Recruiters shall follow the CGRC Waiver Job Aid, Appendix X to the CGRC Recruiting SOP. Appendix X details the documents required for each waiver type, and the process for submission to CGRC.

(2) **CGRC Evaluation**: CGRC evaluates the waiver request in context with the recruiting environment and size of the applicant pool, and makes an approval/denial decision. This decision must be ultimately approved by CG-PSC-opm-1 or CG-PSC-rpm-1 for approval of the waiver.

(3) **Waiver Decision**: CG-PSC-opm-1 is the final approving authority for officer waivers for active duty programs. CG-PSC-rpm-1 is the final approving authority for reserve officer programs. The waiver decision is conferred in writing via a Coast Guard memorandum, and sent back to the recruiting office to provide directly to the applicant.

(4) **Non-waiverable Items**: Items listed in **Appendix 3** will not be considered for a waiver.

c. Timing:

(1) **Waiver requests**: Known waivers must be submitted to CGRC by the recruiting office by the Application Deadline that is published on the web at:

(a) **Active Duty Programs:** http://www.gocoastguard.com/find-your-career/officer-opportunities/programs/program-forms-and-deadlines

(b) **Reserve Programs:** http://www.gocoastguard.com/reserve-careers/officer-careers/plan-your-next-move

(c) **Waiver decisions**: waiver decisions may not be adjudicated prior to the panel date.

Note*: The recruiter and applicant should proceed with the submission of the application, and not await the waiver decision.*

G. Officer Scholarship Program- College Student Pre-Commission Initiative (CSPI)

1. ***Application Deadlines are 3 Oct 16 and 9 Jan 17. Start at least three months in advance with your recruiter.***

Overview: CSPI is a program designed for motivated individuals who demonstrate a high caliber of academic and leadership excellence and who desire to serve their country in the United States Coast Guard. Students currently **enrolled, accepted for enrollment or pending acceptance** in a full-time bachelor's degree program at designated college or institution (defined in item 6 below) with the desire to complete college and receive a guaranteed commission as an officer in the United States Coast Guard can apply for CSPI. This means that a student currently pursuing an AA/AS degree at a junior college or community college who plans to continue with their BS/ BA degree may be eligible for CSPI if they are accepted for enrollment at a qualifying college.

Students who are accepted into this scholarship program will be enlisted into the United States Coast Guard, complete basic training during the summer, and receive full funding for up to two years of college. Funding includes not only payment of tuition, books, and fees, but a full time Coast Guard salary, housing allowance, and medical benefits.

During the school year, students participate in a minimum of 16 hours a month of Coast Guard activities and are supervised by the Recruiter in Charge (RIC) at their recruiting office. This includes wearing a CG uniform once a week while on campus and during their 4 weekly hours of Coast Guard duties. During school breaks, CSPI students receive training and exposure to Coast Guard missions and units where they learn about the daily life and duties of Coast Guard Officers and enlisted members. Students may be able to work at a Coast Guard Air Station, a Coast Guard Small Boat Station or a Sector. Students may also be able to participate in a cruise on a Coast Guard Cutter depending on the opportunities available at the time. Often students are able to complete watchstander qualifications at their unit, which will substantially help them when they become an Officer.

After completing their junior year of college, CSPI students attend a three week leadership training course in New London, CT during the summer; "Officer

Candidate Indoctrination." Following college graduation, CSPI students attend the 17-week officer candidate school (OCS) in New London, CT. Upon successful completion of OCS, graduates receive a commission as an Ensign (O-1) and an assignment in one of the many exciting Coast Guard mission fields.

Note: *CSPI students who are interested in becoming a pilot for the Coast Guard can apply to the guaranteed flight program; the Wilk's Flight Initiative (WiFI).*

2. **Initial Assignments**: During OCS, CSPI students (officer candidates) compete for positions that will be available to them upon graduation and commissioning. Initial assignments will be within one of the 4 main officer operational specialties, including afloat, aviation, prevention and response. For any given OCS graduating class, available choices typically include assignment to a/n:

    a. Coast Guard Sector: to perform the duties and responsibilities of a prevention officer (focusing on marine safety, vessel inspections, vessel mishap investigations, aids to navigation/waterways) or an enforcement or incident management officer (focusing on law enforcement boardings, pollution investigation and response and operational planning). Ensigns assigned to sectors also typically perform a duty rotation in the Sector Command Center, which administers, directs, and fuses sector operations on a daily basis on behalf of the sector commander. This includes search and rescue, law enforcement, pollution investigation, incident management, PWCS and Captain of the Port authority.

    b. Coast Guard Cutter: to perform the duties and responsibilities of a deck watch officer (cutter navigation and piloting) or an engineering officer in Training (engine room, propulsion plant and machinery system maintenance). Additional duties while assigned to a cutter may include the weapons officer or communications officer.

    c. Aviation (training billet): attend Coast Guard flight school and train to become a Coast Guard pilot.

    d. Assignment officers work with officer candidates to provide an initial assignment that best meets the needs of the service, and the skills, training, experience, and desires of the individual. The initial assignment for a junior officer is considered their opportunity to not only lead people and manage resources, but begin learning and excelling in an operational specialty.

3. **Career Path:** Many junior officers typically receive subsequent assignments in the career field of their initial assignment. Opportunities exist to receive training and qualifications in other specialties, and pursue a subsequent assignment in a different career field and/or a sub-specialty such as intelligence, human resources, engineering and C4IT, international affairs, legal, recruiting, financial management and training.

CSPI Eligibility Requirements:

1. **Age:** Have reached your 19th but not your 28th birthday as of 30 September of the fiscal year in which the selection panel convenes. For fiscal year 2017, for example, you cannot have reached your 28th birthday by 30 September 2017.

2. **Character Standards:**

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen.

4. **Clearance**: Must be eligible for a Secret Clearance.

5. **Dependency**:

   a. If single, may not have sole or primary custody of dependents.

   b. May not have more than 2 dependents (your spouse is considered your dependent, regardless of military status).

6. **Education:**

   a. Be a sophomore or junior undergraduate student **enrolled, accepted for enrollment or pending acceptance (if accepted, acceptance letter must be submitted prior to beginning CSPI)** in a full-time bachelor degree program at an accredited college or university designated as a Minority Serving Institute (MSI). The following links are for current federally designated MSIs:

      (1) Historically Black Colleges and Universities (HBCU)

      (2) Predominantly Black Institutions

      (3) Hispanic Serving Institutions (HSI)

      (4) Tribal Colleges and Universities (TCU)

      (5) Native American Serving, Non-Tribal Institutions

      (6) Asian American and Native American Pacific Islander Serving Institutions

      (7) Alaska Native Serving Institutions

b. Schools not designated as an MSI may 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. If your school is not listed and you are unsure if your school meets the eligibility criteria, please contact your local recruiter.

c. Online Degrees: Online degrees do not qualify. Individuals attending an online institution may apply if they have acquired a four-year institution's acceptance to earn their undergraduate degree.

d. Foreign Degrees: Applicants who have an associate's degree conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Grade Point Average:** Must have at least a 2.5 GPA on a 4.0 scale.

8. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 30% ratio of debt to projected income at applicant's accession level (i.e. at the E-3 level).

   a. May not have filed for bankruptcy in the last 10 years.

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re- payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG- 4891.

9. **Interview:** CSPI applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics) one of which should be CSPI-accessed officer, if at all possible. The interview board will complete the CG-5527 form.

10. **Military Service:**

    a. **Not required**

    b. **Max Active Duty Service**: Have no more than 6 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which would be the date that the individual enlists in advance of attending basic training.

    c. **CG Members:** Active duty or reserve members who are in a paygrade of E-4 **and** above with more than 4 years of active duty service as of the selection panel date are ineligible.

    d. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their

application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty**: do not need a conditional release

(4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note*: recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

11. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Must be able to pass a physical fitness test and swim test prior to graduation from boot camp and OCS (see Appendix 2)

12. **Test Score**: Receive a qualifying score in **one** of the following (test scores are valid indefinitely)**:**

a. ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

b. ASVAB: 110 GT (if taken before 1 July 2004)

c. SAT: 1000 (Combined score, taken prior to 1 April 1995)

d. SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

e. SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

f. ACT: 23 (Composite)

13. **Program-Specific Requirements:** CSPI applicants must be willing to accept and fulfill all requirements of the program Statement of Understanding (SOU). The SOU stipulates work hours, training, character, academic and administrative expectations of students who have been accepted into the program.

14. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

CSPI Terms of Service and Appointment Grade:

1. Selectees enlist in the CG in paygrade E-3 with a four year active duty obligation and a four-year inactive Reserve obligation.

2. At OCS graduation, CSPI members will be discharged from their enlisted status and commissioned as an O-1 (Ensign) Coast Guard officer with an initial three-year active-duty obligation.

CSPI Frequently Asked Questions (FAQs)

1. **What is the value of the CSPI scholarship?**

   a. **The CSPI scholarship has an average value of $75,000 per student**. This is broken down into tuition and pay:

      (1) Tuition: Your school tuition is fully funded. To be a good steward of the government's money, you are asked to request in-state billing from your school. The average student tuition bill per semester is $8,000.

      (2) Pay: You are paid as a full time member of the USCG, at the E-3 pay grade. This is equivalent to $1,800+ a month in base pay. Check out the pay chart at the following link: http://www.uscg.mil/ppc/docs/2016basepay.pdf.

      (3) Housing Allowance: You will receive a housing allowance based on your location (zip code). On average, CSPI students receive $1,000+ a month in housing allowance, but this will vary by location. Check out the Basic Housing Allowance (BAH) calculator: http://www.defensetravel.dod.mil/site/bahCalc.cfm

2. **If I am accepted for the CSPI program, will I still be able to pursue extra-curricular activities in college (sports, student government, etc.)?**

Absolutely. Part of being a CSPI student is continuing to pursue activities that increase your responsibility and involvement in your community, and thereby hone your leadership skills.

3. **Is CSPI the equivalent of a Coast Guard ROTC program?**

   No. CSPI is a scholarship and leadership training program for future Coast Guard officers wherein enrolled students must adhere to high standards of performance and conduct in order to maintain scholarships status. In this way, it is similar to ROTC. However, unlike the typical ROTC program, CSPI students are actually active-duty enlisted members of the Coast Guard with full pay and benefits, until completion of OCS when they receive a commission as an officer.

4. **If I am already an E-3 in the Coast Guard and I have less than 4 years of active time in service, am I eligible to apply to CSPI?**

   Yes (as long as you meet all the other program eligibility criteria as well).

5. **What if I am currently attending a junior college or a community college that only provides 2 year degrees; how can I become eligible for CSPI?**

   You must apply for enrollment in a Bachelor's program at a qualifying school. If you are accepted for enrollment, then you may apply to CSPI.

6. **If I am a CG member and I am selected for CSPI, do I have to repeat bootcamp?**

   No.

CSPI Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past six fiscal years, an average of 48 eligible individuals applied to the program per year. Due to the fact that at least 377 colleges and universities nation-wide are categorized as an HBCU, HSI or TCU, this number is relatively small compared to the potential applicant pool. The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the CSPI program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the CSPI panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2016.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate CSPI	Average Selection Rate, All Programs
2010	31	25	80.64%	18.30%
2011	45	39	86.66%	29.27%
2012	38	20	52.63%	19.68%
2013	34	20	58.80%	14.50%
2014	64	54	84.37%	31.00%
2015	76	40	52.63%	29.99%
2016	67	38	56.27%	36.35%

Primary Selectee Data: This table captures data on the individuals who received primary selections (vice alternate selections). Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that CSPI Selection panels consistently select candidate groups with an average GPA over 3.0. The next three columns (Ave ASVAB GT, Ave SAT and Ave ACT) show the average test scores of the candidate groups that were selected by these panels. The % STEM degree column shows the percentage of selected individuals who were pursuing a degree in a STEM field. The final column shows the percentage of candidates selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	Ave ASVAB GT (#)	AVE SAT (#)	AVE ACT (#)	% STEM Degree	% CG Members
2010	3.43	115.23 (13)	1190.4 (9)	23 (2)	28.00%	0.00
2011	3.18	115.4 (30)	1227 (7)	24 (2)	33.33%	0.00
2012	3.26	114.08 (12)	1270 (4)	26.75 (4)	40.00%	0.00
2013	3.21	116.46 (15)	1304 (2)	24.33 (3)	35%	25.00%
2014	3.19	116.28 (39)	1219.8 (10)	24.2 (5)	31.48%	20.37%
2015	3.27	117.62 (29)	1260 (6)	24.8 (5)	40.00%	17.50%
2016	3.34	116.35 (31)	1120 (1)	25.16 (6)	36.84%	10.53%

H. Student Loan Repayment Program (SLRP)

1. ***Application Deadlines are 3 Oct 16 and 9 Jan 17. Start at least three months in advance with you recruiter.***

   Overview, Initial Assignments and Career Path: SLRP is a program designed for motivated individuals who demonstrate a high caliber of academic and leadership excellence and who desire to serve their country in the United States Coast Guard. Students currently enrolled or in a bachelor's degree program, recent graduate from a bachelor's program or enrolled in a graduate program at pre-designated college or institution*(defined below) with the desire to receive a guaranteed commission as an officer in the United States Coast Guard can apply for SLRP.

Students who are accepted into the SLRP will be enlisted into the United States Coast Guard, complete Basic Training during the summer, followed by operational exposure, leadership training, and OCS. Upon commissioning, they will receive up to $10k per year for six years for repayment of student debt.

After completing boot camp, SLRP officer trainees (OTs) attend a three week leadership training course in New London, CT followed by four months assigned to operational Coast Guard units, spending time at both afloat and ashore units. SLRP students receive training and exposure to Coast Guard missions and units where they learn about the daily life of Coast Guard officers and enlisted members as well as completing watchstander qualications and training, garnering valuable experience increasing the student's likelihood of success upon joining the Coast Guard work force as an officer.

Following the time at Coast Guard units, SLRP OTs attend the 17-week officer candidate school (OCS) in New London, CT. Upon successful completion of OCS, graduates receive a commission as an Ensign (O-1) and an assignment in one of the many exciting Coast Guard missions, including (but not limited to) marine safety and prevention, contingency planning, law enforcement and incident management, vessel navigation and safety, search and rescue coordination and icebreaking.

SLRP Eligibility Requirements:

1. **Age:** Applicants must have reached their 19th but not their 28th birthday as of 30 September of the fiscal year in which the selection panel convenes. For fiscal year 2017, for example, you cannot have reached your 28th birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of appendices 3 and 4 of the OJAK.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol- related incident.

3. **Citizenship**: Must be a U.S. Citizen.

4. **Clearance**: Must be eligible for a Secret Clearance.

5. **Dependency**:

   a. If single, may not have sole or primary custody of dependents.

b. May not have more than 2 dependents.

6. **Education:**

a. Be a senior undergraduate student enrolled in a bachelor degree program, recent graduate of a bachelor's program (no more than two years from graduation date) or enrolled in a graduate program at an accredited college or university designated as:

(1) Historically Black Colleges and Universities

(2) Hispanic Serving Institutions (HSI)

(3) Tribal Colleges and Universities (TCU)

Note: *Lists of accredited universities from each of the above categories can be found on the Coast Guard recruiting website* http://www.gocoastguard.com/active-duty-careers/officeropportunities/programs/college-student-pre-commissioning-initiative

b. Online degrees do not qualify.

c. CGRC may consider, on a case-by-case basis, schools not included in this section that have had a minority student population averaging at least 50 percent of the total student enrollment for the past three years.

7. **Grade Point Average:** Must have at least a 3.0 GPA on a 4.0 scale.

8. **Financial:**

a. Must meet all financial obligations, and not have a debt to income ratio in excess of 30 percent ratio of debt to projected income at applicant's highest accession level i.e. at the O-1 level.

b. May not have filed for bankruptcy in the last 10 years

9. **Interview:** SLRP applicants must receive the recommendation of a Coast Guard interview board, consisting of 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics), one of which should be CSPI-accessed officer, if at all possible. The interview board will complete the CG-5527 form.

10. **Military Service:** Have no prior military service.

11. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards (see Appendix 1) of the OJAK

c. Must be able to pass a physical fitness test and swim test prior to graduation from

Boot camp and OCS (see Appendix 2) of the OJAK.

12. **Test Score**: Receive a qualifying score in **one** of the following (test scores are valid indefinitely)**:**

    a. ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

    b. ASVAB: 110 GT (if taken before 1 July 2004)

    c. SAT: 1000 (Combined score, taken prior to 1 April 1995)

    d. SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

    e. SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

    f. ACT: 23 (Composite)

13. **Program-Specific Requirements:** SLRP applicants must be willing to accept and fulfill all requirements of the program Statement of Understanding (SOU). The SOU stipulates work hours, training, character, academic and administrative expectations of students who have been accepted into the program.

14. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy (COMDINST 1000.1).

CSPI-SLRP Terms of Service and Appointment Grade:

1. Selectees enlist in the CG in paygrade E-3 with a four year active duty obligation and a four-year inactive Reserve obligation.

2. At OCS graduation, SLRP members will be discharged from their enlisted status and commissioned as an O-1 (Ensign) Coast Guard officer (reserve commission) with an initial five-year (5) active-duty obligation.

3. If selectee does not successfully complete OCS, they will be separated from the Coast Guard, for Convenience of the Government, pursuant to Article 1.B.12.a.6 of Military Separations, COMDTINST M1000.4."

4. If selectee complete boot camp but fails to complete OCS, they would forfeit any financial or loan repayment incentive provided to OCS graduates of the CSPI-SLRP program.

SLRP Frequently Asked Questions (FAQs)

1. **How do I apply?**

Visit the www.gocoastguard.com webpage. Select “Active duty careers,” under the Officer Active Duty tab select “Plan Your Next Move.” Scroll to “Downloadable Forms”

and select "Student Loan Repayment Program."

2. **Who is eligible?**

College seniors enrolled at a MSI (must have attended at least junior & senior year), recent MSI graduates not more than 2 years removed from their college/university, and graduate students in their last year at a MSI. Eligible selectees must have a 3.0 or higher on a 4.0 scale, must agree to a 5-year officer contract, and must meet all other eligibility requirements for OCS-R.

3. **Which loans qualify for repayment?**

Loans which qualify for the SLRP include those which are made, insured, or guaranteed under Part B (Federal Family Education Loan Program); Part D (William D. Ford Direct Loan Program); or Part E (Federal Perkins Loans) of the Higher Education Act of 1965. The loans also must have been acquired prior to entry on active duty. The types of loans that qualify for the LRP are:

a. Subsidized or Unsubsidized Stafford Loans

b. National Direct Student Loans or Perkins Loans

c. Consolidated Loans (only loans incurred for the use of the individual contracting for the LRP)

d. Parent Loans for Undergraduate Students (PLUS) incurred for the use of the individual contracting for LRP

Note: lenders call consolidated loans different names. For example, Sallie Mae will call the loan type SMART; CITIBANK will call the loan type LCS or LCP, and NELNET uses GSL. If Federally Consolidated Loans include PLUS loans in the consolidation, the individual promissory notes for the PLUS loan must be provided. All of these eligible loans are part of the Federal Family Education Loan Program (FFELP). If you are unsure about the loan type or name, please contact your lender for clarification on loan eligibility.

4. **What are the names of non-qualifying loans?**
Non-qualifying loans are credit based. These include Signature, Private, Alternative, etc.

5. **What if I do not know where my loans are or who the current loan holder is?** The U.S. Department of Education can help you track your student loans as well as obtain copies of your promissory notes. You can reach them at 1-800-433-3243 or go to https://www.nslds.ed.gov/nslds_SA/SaFinLoginPage.doc

6. **Are defaulted loans eligible for payment under the Loan Repayment Program?**
The Coast Guard will not repay loans or portions of loans in default, delinquent payments, interest, or associated charges.

SLRP Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past six fiscal years, an average of 48 eligible individuals applied to the program per year. Due to the fact that at least 377 colleges and universities nation-wide are categorized as an HBCU, HSI or TCU, this number is relatively small compared to the potential applicant pool. The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the CSPI program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the CSPI panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2016.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate SLRP	Average Selection Rate, All Programs
2016	6	4	66.67%	TBD

Primary Selectee Data: This table captures data on the individuals who received primary selections (vice alternate selections). Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that CSPI Selection panels consistently select candidate groups with an average GPA over 3.0. The next three columns (Ave ASVAB GT, Ave SAT and Ave ACT) show the average test scores of the candidate groups that were selected by these panels. The % STEM degree column shows the percentage of selected individuals who were pursuing a degree in a STEM field. The final column shows the percentage of candidates selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	Ave ASVAB GT (#)	AVE SAT (#)	AVE ACT (#)	% STEM Degree	% CG Members
2016	3.46	121 (3)	1284 (1)	N/A	50.00%	0.00%

I. Guaranteed Flight Program: Wilks' Flight Initiative (WiFI)

1. ***Application Deadlines are 3 Oct 16 and 9 Jan 17. Start at least three months in advance with your recruiter***

Overview, Initial Assignments and Career Path: Current high-performing Officer Trainees (OT's) enrolled in their senior year of the CSPI program demonstrating a strong desire and aptitude to become a part of the Coast Guard's aviation community can apply for a guaranteed flight school position through the Wilks' Flight Initiative (WiFI) program. Applicants must pass the Aviation Selection Test Battery (ASTB) aptitude test and successfully complete a Class 1A Flight Physical. WiFI selectees earn a guaranteed appointment to flight school in Pensacola, FL, upon successful completion of CSPI and Officer Candidate School. Flight training graduates can expect subsequent assignments as a Coast Guard pilot.

For individuals who are not already enrolled in the CSPI- consider applying to the CSPI program to become eligible for WiFI!

WiFI Eligibility Requirements:

1. **Be currently enrolled as a senior in the CSPI program, meeting all aspects of the Statement of Understanding (SOU).**

2. **Physical (Medical)**:

   a. Must pass a Class 1A Flight Physical examination as specified in the Coast Guard Medical Manual (reference h). This physical will include specific documentation articulated in Application Process, **Section D, Detail, Physical Examination.** The physcial must be current prior to panel and on day of commissioning.

   b. Due to ejection seat limitations associated with the T-6 Texan Training Aircraft, WiFI applicants must be between 62" and 77"

3. **Test Score**: Have a qualifying test score on the Navy and Marine Corps Aviation Selection Test Battery (ASTB). Applicants must attain passing scores of "4" on the Academic Qualification Rating (AQR) and "5" on the Pilot Flight Aptitude Rating (PFAR). ASTB scores are key criteria in the selection process. Arrangements to take the ASTB can be coordinated by the unit Educational Services Officer (ESO) or the nearest U. S. Navy recruiting office.

4. **Program-Specific Requirements:**

   a. Interview: WiFI applicants must produce a new application package and follow the application posted on: http://www.gocoastguard.com/active-duty-careers/officer-opportunities/plan-your-next-move. However, applicants can re-use the Officer Interview (5527 form) from their CSPI application.

Note: *The two year timeline for interviews still applies to WiFI. If the interview is outdated the applicant will need to complete a new interview.*

b. Letters of Recommendation: WiFI applicants receive 3 letters of recommendation.

(1) Recruiter In Charge Letter of Recommendation: WiFI applicants must receive a letter of recommendation from their Recruiter In Charge.

(2) Recruiters in Charge should review the Letter of Recommendation Guidance on page 16 of the O-JAK.

WiFI Terms of Service and Appointment Grade:

1. Upon completion of OCS, WiFI applicants will receive a commission as an Ensign (O-1) with a 3 year initial active duty service obligation.

2. The obligated active service requirement for flight training is 8 years after completion of flight school. When combined with the 3 year obligated service requirement incurred for completion of OCS, a WiFI graduate will have incurred 11 years of total obligated service.

3. If a WiFI applicant does not successfully complete the flight training requirement of the program, he/she will be reassigned to a Coast Guard unit to continue a career as a Coast Guard commissioned officer. Such officers will be required to fulfill their initial three-year Coast Guard OCS obligated service requirement, plus one additional month of active duty obligation for each month in which they participate in flight training.

WiFI Frequently Asked Questions (FAQs)

1. **If I am not selected for the WiFI program, but I am still interested in being a CG pilot, what can I do?**

   You can apply to flight school at OCS, or at your subsequent assignments as a junior officer following graduation from OCS. For detailed information, please see the OCS FAQs.

WiFI Trends and Statistics:

1. **Panel Selectivity Trends:** As a new officer accession program, the WiFI applicant pool steadily increased in size from 2012 to 2014, but decreased in 2015. The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the WiFI program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the WiFI panel.

   d. Average selection rate for all officer programs.

e. Average GPA demonstrated by applicants who received a primary selection.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate WIFI	Average Selection Rate, All Programs	Ave Cum GPA
2012	2	1	50.00%	19.68%	3.32
2013	4	2	50.00%	14.50%	3.44
2014	7	2	28.57%	31.00%	3.64
2015	1	1	100%	29.99%	3.24
2016	6	3	50%	TBD	3.52

J. Introduction to Officer Candidate School:

1. **Overview:** Civilians and current enlisted members of the Coast Guard who seek to advance their leadership and are ready to accept the challenge of greater responsibility in one of the service's many missions may apply for selection as a Coast Guard officer through the Officer Candidate School program. Officer Candidate School (OCS) is a highly specialized, 17-week course of instruction in leadership, management, navigation, law enforcement, and military subjects. OCS classes are convened twice a year, in January and in the summer.

   It is an awesome reality that after a mere 17 weeks of training, OCS graduates will be expected to successfully lead CG enlisted members in the execution of CG missions. Some of these CG members bring years of experience to the table and in some cases will have more years of experience than the officer has been alive. OCS applicants, therefore, should realistically evaluate their leadership experience as well as project and budget management skills to ascertain their relative competitiveness when commencing the OCS application process. The Coast Guard is looking to select individuals who have demonstrated the potential to be exceptional leaders for the coveted and critical role of Coast Guard officer. Individuals who successfully complete Officer Candidate School are commissioned as ensigns (O-1) (note that CG CWOs may be eligible for commissioning as O-2s) in the United States Coast Guard.

2. **Initial Assignments:** In the final stages of OCS, officer candidates compete for positions that will be available to them upon graduation and commissioning. Initial assignments will be within one of the 4 main officer operational specialties, including afloat, aviation, prevention and response. For any given OCS graduating class, available choices typically include assignment to a/n:

   a. Coast Guard Sector: to perform the duties and responsibilities of a prevention officer (focusing on marine safety, vessel inspections, vessel mishap investigations, aids to navigation/waterways) or an enforcement or incident management officer (focusing on law enforcement boardings, pollution investigation and response and operational planning). Ensigns assigned to sectors also typically perform a duty rotation in the Sector Command Center, which administers, directs, and fuses sector operations on a daily basis on behalf of the sector commander. This includes search and rescue, law enforcement, pollution investigation, incident management, PWCS and Captain of the Port authority

   b. Coast Guard Cutter: to perform the duties and responsibilities of a deck watch officer (cutter navigation and piloting) or an engineering officer in Training (engine room, propulsion plant and machinery system maintenance). Additional duties while assigned to a cutter may include the weapons officer or communications officer.

   c. Aviation (training billet): to attend Coast Guard flight school and train to become a Coast Guard pilot.

d. Assignment officers work with officer candidates to provide an initial assignment that best meets the needs of the service, and the skills, training, experience, and desires of the individual. The initial assignment for a junior officer is considered their opportunity to not only lead people and manage resources, but begin learning and excelling in an operational specialty.

3. **Career Path:** Many junior officers typically receive subsequent assignments in the career field of their initial assignment. Opportunities exist to receive training and qualifications in other specialties, and pursue a subsequent assignment in a different career field and/or a sub-specialty such as intelligence, human resources, engineering and C4IT, international affairs, legal, recruiting, financial management and training.

K. Officer Candidate School Temporary Commission (OCS-T)

Application Deadline is 22 Aug 16. Start at least three months in advance with your recruiter.

OCS-T Eligibility Requirements:

Important Notes:

1. **Individuals who are not in the Coast Guard can compete for the OCS-R program only. Coast Guard members may be eligible to compete for either the OCS-R or OCS-T program.**

2. **Coast Guard members that are interested in or could be interested in applying for flight school at OCS are required to have a flight physical completed prior to reporting to OCS. It is the responsibility of the applicant to schedule and complete the class 1A flight physical prior to OCS.**

1. **Age:** Have reached your 21st but not your 35th birthday as of 30 September of the fiscal year in which the selection panel convenes. Regular Coast Guard Chief Warrant Officers are eligible until they reach their 40th birthday. For fiscal year 2017, for example, you cannot have reached your 35th birthday by 30 September 2017.

2. **Character Standards**: All applicants must be of outstanding moral character. Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, they have been convicted by a court- artial, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen.

4. **Clearance**: Must be eligible for a Secret Clearance.

5. **Dependency**: No more than three dependents (your spouse is considered your dependent, regardless of military status).

   a. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

> ***Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.***

6. **Education:**

   a. Have a baccalaureate or higher degree **or**

   b. Receive the ACE recommended score on the five general CLEP exams (i.e. English Composition, Humanities, Natural Science, College Mathematics, Social Science/History) **or**

   c. Have at least one year of college (30 semester hours or 45 quarter hours) and have completed at least one college-level mathematics course, or receive the ACE recommended score on the College Mathematics CLEP exam.

> ***Note about one year of college****: credits earned through service schools or correspondence courses are acceptable for the purposes of program qualification if reflected on a Coast Guard Institute Official Transcript (also known as a Joint Services Transcript).*

   e. Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at the O1 level).

   a. May not have filed for bankruptcy (any chapter) in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan

payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** OCS-T applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard officers (refer to Application Process, Section C, Interview Board Detail for specifics on the Interview). The interview board will complete the CG-5527 form.

9. **Military Service:** (all of the below must apply)

   a. **Must be presently serving in the Coast Guard**, and have at least 4 years of active duty time-in-service by the selection panel convening date (2 years of which must be in the Coast Guard) **and**

   b. Must be an E-5 or above by the selection panel convening date

Note 1: Refer to FAQ number 2 for a discussion of what qualifies as active duty time in service.

Note 2: For members of the CG Reserve, the only way to qualify for OCS-T is to met the active duty time in service requirement, and currently be on extended active duty (EAD) contract that covers the period up to an including the graduation date for OCS.

10. **Physical (Medical)**: Must pass a commissioning physical (including):

    a. Normal Color Vision

    b. Meet height/weight standards:

       (1) <u>CG members</u>: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

       (2) <u>Civilians and Members of Other Military Services</u>: see Appendix 1

    c. Must submit a health and physical pre-assessment 30 days prior to reporting to OCS (detailed in the OCS reporting guide, link in #13 below).

    d. Must be able to pass a physical fitness test and swim test prior to graduation from OCS (see Appendix 2).

11. **Test Score**: Receive a qualifying score in **one** of the following (test scores are valid indefinitely)

    a. ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

    b. ASVAB: 110 GT (if taken before 1 July 2004)

    c. SAT: 1000 (Combined score, taken prior to 1 April 1995)

    d. SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

    e. SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

    f. ACT: 23 (Composite)

12. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

13. **OCS Pre-Reporting Guide:** Applicants must have read and understood the OCS Pre-Reporting Guide (PRG). http://www.uscga.edu/subsites/ldccourses.aspx?id=2764

OCS-T Terms of Service and Appointment Grade:

On commissioning, which occurs upon graduation from OCS, members will be discharged from their enlisted status and commissioned as an O-1 (Ensign) Coast Guard officer with an initial three-year active-duty obligation.

OCS-T Frequently Asked Questions (FAQs)

1. **What substantiates as meeting the college level math requirement?**

    a. Successfully passing a CLEP Mathematics Exam

    b. Satisfactorily complete a 100 series (or above) college Math class (010 series; i.e. “pre-requisite” math classes do not count)

2. **What substantiates as “active duty time-in-service” to meet the 4 years of active duty time-in-service requirement?**

    a. Regular active duty

    b. EAD (if currently on an EAD contract, the contract must cover the period up to and including the graduation date for OCS)

    c. Title 10

d. ADOS

e. At least two of the four years of active duty service must be active duty in the Coast Guard.

3. **Does Active Duty for Training (ADT) count for active duty time-in-service?**

   No

4. **If I am on the advancement list for E-5, am I eligible for OCS-T?**

   Not necessarily: you may complete and submit your application, but if you **do not** advance by the date the selection panel convenes, your application will be pulled.

5. **What if I have previously been an E-5, but reverted, am I eligible for OCS-T?**

   If you were reverted to an E4 due to a change in rate in accordance with Article 3.A.2.a.(2) of the Coast Guard Enlisted Accessions, Evaluations, and Promotions Manual, COMDTINST M1000.2, and you previously served satisfactorily as an E-5 in the Coast Guard, you are eligible to apply for OCS-T.

6. **What if I received a degree outside of the United States?**

   You must have a detailed credential evaluation report prepared by an education service in the United States.

7. **If I have a degree, can I apply for both OCS-R and OCS-T?**

   No. If you are eligible for OCS-T, then you are no longer eligible for OCS-R.

OCS-T Trends and Statistics:

1. **Panel Selectivity Trends**: Over the past six fiscal years, the number of individuals applying to the program has remained high. (Please note that FY11 represents an anomaly; due to needs of the service, the CG increased selection opportunities mid-year, and many more applicants than usual received the chance to be selected). Overall, the average selection rates for the OCS-T panels are decreasing, which means the competition for selection has increased. In FY2013, only 14.50% of the applicants sent to the panel were given a primary selection. The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the OCS- T program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the OCS-T panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through

2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate OCS-T	Average Selection Rate, All Programs
2010	195	40	20.51%	18.30%
2011	130	58	44.61%	29.27%
2012	141	26	18.43%	19.68%
2013	184	27	14.67%	14.50%
2014	173	26	15.02%	31.00%
2015	153	40	26.14%	29.99%
2016	129	51	34.23%	TBD

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that OCS-T Selection panels consistently select candidate groups with an average GPA over 3.0. The next three columns (Ave ASVAB GT, Ave SAT and Ave ACT) show the average test scores of the candidate groups that were selected by these panels. The % No Degree, AA/AS, BA/BS and Grad Degree columns demonstrate the percentage of selected individuals who obtained the cited degree as their highest level of education. Please note that individuals who had Grad Degrees also had BA/BS degrees (and were therefore counted in the BA/BS degree %). The % STEM degree column shows the percentage of selected individuals who possessed a degree in a STEM field.

Fiscal Year	Ave Cum GPA	Ave ASVAB GT (#)	AVE SAT (#)	AVE ACT (#)	% No Degree	% AA/AS	%BA/BS	% Grad Degree	% STEM Degree
2010	3.31	115 (36)	1120 (1)	26.66 (3)	32.50%	22.50%	45.00%	2.50%	27.50%
2011	3.13	114.89 (55)	1165 (2)	27 (1)	20.68%	12.06%	67.24%	13.79%	17.24%
2012	3.33	113.4 (25)	0	31 (1)	38.46%	15.38%	46.15%	7.69%	23.07%
2013	3.16	116.2(26)	0	23 (1)	14.80%	3.70%	81.40%	14.80%	14.81%
2014	3.44	116.24 (25)	0	23 (1)	26.92%	7.69%	65.38%	30.76%	15.38%
2015	3.17	117.97(38)	1190(2)	0	37.50%	2.50%	60.00%	15.00%	7.50%
2016	3.28	116.70 (49)	1110 (1)	28 (1)	24.00%	12.00%	64.00%	16.00%	10.00%

L. Officer Candidate School Reserve Commission (OCS-R)

Application Deadlines are 7 Nov 16 and5 Jun 17. Start at least three months in advance with your recruiter.

OCS-R Eligibility Requirements:

Important Notes:

1. **Individuals who are not in the Coast Guard can compete for the OCS-R program only. Coast Guard members may be eligible to compete for either the OCS-R or OCS-T program.**

2. **Coast Guard members that are interested in or could be interested in applying for flight school at OCS are required to have a flight physical completed prior to reporting to OCS. It is the responsibility of the applicant to schedule and complete the class 1A flight physical prior to OCS.**

1. **Age:** Have reached your 21st but not your 31st birthday as of 30 September of the fiscal year in which the selection panel convenes. For fiscal year 2017, for example, you cannot have reached your 31st birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character.

   b. Applicants not presently in the Coast Guard must meet the requirements of Appendices 3 and 4.

   c. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen.

4. **Clearance**: Must be eligible for a Secret Clearance.
5. **Dependency**:

   a. No more than 3 dependents (your spouse is considered your dependent, regardless of military status).

b. If single, may not have sole or primary custody of dependents

6. **Education:**

a. Have a baccalaureate or higher degree **and**

b. Have a minimum 2.5 cumulative GPA.

c. College Seniors: are eligible to apply if **all** of the below are met:

(1) Baccalaureate degree will be conferred prior to the first OCS course convening for which the panel is making selections.

(2) The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

d. Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Financial:**

a. Must meet all financial obligations, and not have a debt to income ratio in excess of 30% (ratio of debt to projected income at the O-1 level)
.

b. May not have filed for bankruptcy in the last 10 years.

c. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** OCS-R applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard officers (refer to Application Process, Section C, Interview Board Detail for specifics on the Interview). The interview board will complete the CG-5527 form.

9. **Military Service:** (all of the below must apply)

a. **Not required**

b. **Max Active Duty Service:** Applicants may have no more than six years of non-Coast Guard active duty military service as of accession (commissioning) date, which would be the date that the individual enlists in the USCG in advance of attending officer candidate school.

c. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty Enlisted**: do not need a conditional release

(4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

d. **Coast Guard Officers**:

(1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

(2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

10. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

11. **Coast Guard Members:**

a. Reservists: Eligible Coast Guard reservists may apply. (Must receive a conditional release as per item #9 above).

(1) **Example 1)** A reserve CG member who is an E-3 or E-4 as of the date of the

selection panel is eligible for OCS-R regardless of reserve or active time in service.

(2) **Example 2)** A reserve CG member who is an E-5 as of the date of the selection panel is eligible for OCS-R, **unless** they have more than 4 years of active time in service and are also currently serving on an EAD contract that extends through the date of graduation of the first OCS course convening for which the panel is making selections.

(3) **Example 3)** A reserve CG member who is an E-6 as of the date of the selection panel who will have 2 years of active duty time in service and 4 years of reserve time by the date of the first OCS course convening for which the panel is making selections, is eligible for OCS-R

b. Active duty: Active Duty Coast Guard members (who meet all other eligibility requirements for OCS-R) cannot be an E-5 by the date of the selection panel convening **and** have more than 4 years of active duty time-in-service by the date of the first OCS course convening following the selection panel. This also means if you have more than 4 years of active duty time and service by the date of the first OCS course convening following the selection panel, but have not yet advanced to E-5 by the date of the selection panel, you are eligible for OCS-R. Likewise, if you are an E-5 or above, and have less than 4 years of time in service by the date of the first OCS course convening following the selection panel, you are eligible for OCS-R.

12. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Must submit a health and physical pre-assessment 30 days prior to reporting to OCS (detailed in the OCS reporting guide, link in #15 below).

d. Must be able to pass a physical fitness test and swim test prior to graduation from OCS (see Appendix 2)

13. **Test Score**: Receive a qualifying score in **one** of the following (test scores are valid indefinitely)

a. ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

b. ASVAB: 110 GT (if taken before 1 July 2004)

c. SAT: 1000 (Combined score, taken prior to 1 April 1995)

d. SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

e. SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

f. ACT: 23 (Composite)

14. **Tattoos**: Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

15. **OCS Pre-Reporting Guide:** applicants must have read and understood the OCS Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for OCS, ensure that you read the PRG again at least several months prior to reporting to OCS: http://www.uscga.edu/subsites/ldccourses.aspx?id=2764

OCS-R Terms of Service and Appointment Grade:

1. On commissioning, which occurs upon graduation from OCS, members will be discharged from their enlisted status and commissioned as an O-1 (Ensign) Coast Guard officer with an initial three-year active-duty obligation.

OCS-R Frequently Asked Questions:

1. **Can I be eligible to apply to both OCS-R and OCS-T?**

   No, if you meet the eligibility criteria to apply to OCS-T, you cannot apply to OCS-R.

2. **I am a senior in college, can I apply to OCS-R before I graduate?**

   Yes, you will need to have a letter in your application from your college's registrar's office that specifies your projected graduation date. This will take the place of a copy of your degree in your application. You must graduate prior to attending Officer Candidate School.

3. **I want to be a pilot in the Coast Guard, but I don't meet the requirements for DCA. How do I apply to be a pilot?**

   There are several avenues, but you first must be selected to OCS. If you do extremely well at Officer Candidate School (i.e. your class rank is very high) via a combination of high performance physically, academically, and via military duties, then you are likely to receive the assignment of your choice. Typically, there are several aviation training assignments available to each OCS graduating class; and if you apply at this point, you are likely to be given the opportunity (keep in mind that you must medically qualify via a flight physical and also pass the ASTB aptitude test). If you are not selected for flight training at OCS, then you may continue to apply after you

have accepted your initial assignment as an officer and reported for duty. Flight selection panels for officers who are already in the Coast Guard typically convene twice a year. Maintaining high performance at your assigned Coast Guard unit, receiving a strong endorsement from your command, and accomplishing a qualifying ASTB score will assist you in your goal.

4. **What if I applied for OCS and was not selected, what are my options?**

   You may continue to apply to OCS as long as you continue to meet all eligibility criteria. Also, be sure you determine whether there may be other officer programs for which you may be eligible. Additionally, enlisting in the Coast Guard or Coast Guard reserves is always a great option. Through enlistment, you receive real training and exposure to CG missions, pay, and have an opportunity to prove your leadership and commitment to service. Coast Guard enlisted members may continue to apply for all officer programs for which they are eligible. Additionally, you may seek feedback on your application with CGRC Officer Programs staff. Contact your recruiter to arrange an appointment.

OCS-R Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past six fiscal years, the number of individuals applying to the program has remained high, with a recent substantial drop in 2014. The average selection rates for this program remain very low, and it is the most competitive CGRC officer program**.** The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the OCS R program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the OCS-R panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate OCS-R	Average Selection Rate, All Programs
2010	348	21	6.00%	18.30%
2011	266	33	12.40%	29.27%
2012	315	13	4.12%	19.68%
2013	317	7	2.20%	14.50%
2014	203	28	13.86%	31.00%
2015	185	45	24.32%	29.99%
2016	205	34	16.59%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that OCS-

R Selection panels consistently select candidate groups with an average GPA over 3.0. The next three columns show (Ave ASVAB GT, Ave SAT and Ave ACT) the average test scores of the candidate groups that were selected by these panels. The % Grad Degree and column demonstrates the percentage of selected individuals who had completed both an undergraduate and a master's degree. The % STEM degree column shows the percentage of selected individuals who possessed a degree in a STEM field. Finally, the last column shows that a large and increasing percentage of candidates are selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	Ave ASVAB GT (#)	AVE SAT (#)	AVE ACT (#)	% Grad Degree	% STEM Degree	% CG Members
2010	3.48	122.76 (14)	1237.5 (4)	27 (3)	28.57%	19.00%	28.57%
2011	3.41	122.85 (16)	1243.33 (6)	26 (11)	12.12%	36.36%	30.30%
2012	3.48	129.62 (8)	1500 (2)	26.33 (3)	38.46%	15.38%	53.84%
2013	3.18	125.5 (4)	1343.33 (3)	0.00	42.85%	28.57%	57.14%
2014	3.25	119.86 (22)	1128 (2)	30.25 (4)	17.85%	46.42%	53.54%
2015	3.34	120.69 (30)	1360 (12)	28.33 (3)	33.33%	44.00%	40.00%
2016							

M. Introduction to Direct Commission Officer Programs

Important Note: Any applicant E7 and above that has graduated from the Coast Guard Chief Petty Officer Academy may be able to attend the four week vice five week DCO course.

1. **Overview:** Direct Commission programs are opportunities for civilians, members of other branches of the U.S. Armed Forces, current enlisted members of the Coast Guard, and Coast Guard Reserve officers with specific education, academic, and experience attributes to fill officer specialty vacancies. Many DCO programs incur an elevated accession level; i.e. the selectee is commissioned as a Lieutenant Junior Grade (O-2) or Lieutenant (O-3) when their level of experience and education lends itself to a higher paygrade. Each direct commission program maintains a unique set of eligibility requirements. The availability of the programs to applicants may vary greatly by year, as they are largely based on critical service needs (updates are published at least annually on the recruiting website, and will be reflected in this document as well). A commonality for all DCO program selectees is an initial assignment that reflects their specialized training and experience.

   Training: All DCO selectees, regardless of program, must attend the Coast Guard's DCO course hosted in New London, CT, where they receive training addressing Coast Guard missions, administration, and other information to ensure their success adjusting as new officers at an advanced level. Individuals who have previously been commissioned officers in another service or in the CG (and who have also attended a commissioning training course) will attend a 4 week course, all others will attend a 5 week course.

N. Direct Commission Aviator (DCA)

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview:** The Coast Guard aviation community consists of approximately 800 pilots and an enlisted workforce of approximately 2,500. Together, these pilots and aircrews fly 5 types of aircraft in the Coast Guard's inventory, representing 200 airframes dispersed among 24 Air Stations. The DCA program is designed to meet staffing needs in the Coast Guard aviation community through seeking trained and qualified commissioned military pilots from other services to access into the Coast Guard. In Fiscal Year 2017, applicants with fixed wing experience will be especially desired. Direct commissioned aviators, although they receive training on Coast Guard specific aircraft, typically require less training that Coast Guard pilots who originate internally and apply to CG flight school. Pilots who meet eligibility criteria and successfully complete for selection can fully expect a career as a Coast Guard aviator.

3. **Initial Assignments and Training**: Selected applicants will be contacted by the Aviation Junior Assignment Officer to coordinate assignment to their first unit. They will commission in the USCG approximately 30 days prior to attending the Direct

Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4 weeks in duration. Following commissioning, DCAs will report to their assigned unit, and then go TDY to the DCO course. DCAs will transition to flying CG aircraft and later attend training at the Coast Guard Aviation Training Center (ATC), in Mobile, Alabama.

4. **Career Path:** DCAs can fully expect subsequent operational assignments within the aviation career track, in addition to assignments supporting aviation training and program management. DCAs will also have opportunities for special assignments and assignments within sub-specialties (training, human resources, etc.).

DCA Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 35th birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2017, for example, you cannot have reached your 35th birthday by 30 September 2017.

2. **Character Standards**: All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

    a. No more than 3 dependents (your spouse is considered your dependent, regardless of military status).

    b. If single, may not have sole or primary custody of dependents

6. **Education:**

    a. Have a baccalaureate or higher degree **or**

    b. Receive the ACE recommended score on the five general CLEP exams (i.e. English Composition, Humanities, Natural Science, College Mathematics, Social Science/History) **or**

    c. Have one year of college (30 semester hours or 45 quarter hours) and have completed at least one college-level mathematics course, or receive the ACE recommended score on the College Mathematics CLEP exam.

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level, i.e. O-1 or O-2, as applicable).

    a. May not have filed for bankruptcy in the last 10 years

b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** DCA applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard officers (refer to Application Process, Section C, Interview Board Detail for specifics on the DCA Interview). The interview board will complete the CG-5527a form.

9. **Military Service: (**all of the below must apply)

a. **Max Active Duty Service:** Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

> ***Note about accession (commissioning) date****: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

b. **Min Active Duty Service**: Must have served a minimum of two years on active duty (not active duty for training) as either a warrant officer in the U.S. Army or a commissioned officer in one of the U.S. Armed Forces as of the panel convening date.

c. **Conditional Release:** Members currently in another military service (or IRR) must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

(4) **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

10. **Physical (Medical)**:

a. **Must** pass a Class 1A flight physical examination as specified in the Coast Guard Medical Manual, COMDTINST M6000.1 (series). This physical will include specific documentation articulated in Application Process, **Section D, Detail, Physical Examination, and Appendix 5, DCA/WiFI Physical Check list.**

Note about Class 1A Flight Physicals: *The Coast Guard Class 1A Flight Physical may have requirements that are different than (or in addition to) your service's flight physical requirements. Any waivers that you received from your service MUST be re-adjudicated by the CG, and are not guaranteed to be approved.*

b. Meet Height/Weight standards: see Appendix 1

(1) Due to ejection seat limitations associated with the T-6 Texan Training Aircraft, pilots must be between 62" and 77"

c. Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item # 14 below)

11. **Test Score**: Commissioned officers from other military services do not have to produce a test score.

12. **Program-Specific Experience/ Information**:

a. Be a graduate of a U.S. Military flight training program.

b. Have served on **active-duty as a pilot** in the U.S. Army, Navy, Air Force, Marine Corps or Air National Guard, for a minimum of two years, but not to exceed 10 years.

c. Have a minimum of 500 hours of military flight time in a manned aircraft as of the application deadline date. Flight hours in training, simulators, or UAs will not count toward this total.

d. Have had primary employment as a pilot (military or civilian) within two years of the selection panel convening date.

13. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

14. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for DCA, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

DCA Appointment Grades and Term of Service:

1. Selected applicants will receive a 5 year active duty obligation.

2. The selection panel determines the appointment grade of each selectee

3. Selectees will receive a commission as an Ensign (O-1) or Lieutenant (j.g.) (O-2) in the U. S. Coast Guard Reserve.

DCA Frequently Asked Questions:

1. **What substantiates as meeting the college level math requirement?**

   a. Successfully passing a CLEP Mathematics Exam

   b. Satisfactorily complete a 100 series (or above) college math class (010 series; i.e. "pre-requisite" math classes do not count)

2. **If I am a National Guard member with no active duty time, am I eligible to apply?**

   No

3. **If I am a U.S. Army active duty member assigned to a National Guard component, am I eligible to apply?**

   Yes

4. **When do I send the results of my flight physical?**

   If you have followed the steps in Section D, Detail, Physical Examination, then the results of your Class 1A Flight Physical are in AERO. You need to also provide your recruiter with the DCA/WiFI Physical Check List in Appendix 5, which asserts that all the steps for your physical have been completed. Your recruiter will submit this check list directly to CGRC by the CGRC deadline.

5. **Does my flight physical need to be in AERO?**

   Yes, this will facilitate approval of your physical by the medical officer at the

Personnel Service Center.

6. **What if I do not have military flight hours and have not been a pilot in another U.S. military service, how could I apply to be a pilot in the USCG?**

   Please view the FAQs in the Officer Candidate School section.

7. **What if I received a medical waiver from my service, will that automatically transfer over to the USCG?**

   No. The waiver will have to be submitted for approval by the USCG. If you need a medical waiver your physical and waiver request must be sent to CGRC by your recruiting office by the application deadline. (Approval of waivers is not guaranteed).

DCA Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past six fiscal years, the number of individuals applying to the program has been in flux, but has stabilized in the last three years. The below table represents:

   a. Number of eligible packages sent to the selection panel for review for the DCA program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the DCA panel.

   d. The average selection rate for all officer programs for FY 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate DCA	Average Selection Rate, All Programs
2010	98	10	10.20%	18.30%
2011	47	6	12.76%	29.27%
2012	13	6	46.15%	19.68%
2013	24	6	25.00%	14.50%
2014	26	10	38.46%	31.00%
2015	23	4	17.39%	29.99%
2016	45	16	35.56%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that DCA Selection panels consistently select candidate groups with an average GPA over 3.0. The next column shows the percentage of selected candidates who hold a Bachelors degree.

Fiscal Year	Ave Cum GPA	%BA/BS
2010	3.13	100.00%
2011	2.916	100.00%
2012	3.19	100.00%
2013	3.48	100.00%
2014	2.97	100.00%
2015	3.11	75.00%
2016	3.29	100%

O. Direct Commission Engineer (DCE) - C4IT

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview:** Civilians, Coast Guard members, and prior service members with a baccalaureate degree in a command, control, communications, computers, and information technology (C4IT) field may apply for a commission through the Direct Commission Engineer (DCE) program. Current CG enlisted members in the AET, IT, ET, or EM rating with at least an associate degree in a C4IT field are also eligible to apply. CG members in other rates who have an associate in a C4IT field and C4IT experience will be considered on a case-by-case basis. CG applicants with only an associate degree also must be an E5 by the panel date , and have more than 4 years of active duty service (at least two in the USCG) by the date of the DCO course they would attend. The DCE program seeks to provide engineers and technologists with leadership opportunities in program management and systems implementation that enable Coast Guard missions.

3. **Initial Assignments and Training**: DCE selectees will be contacted by the mission support assignment officer to coordinate their first assignment to a position within their engineering arena, typically at a Center of Excellence. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4-5 weeks in duration. Following commissioning, DCEs will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, DCEs will return to their permanently assigned unit.

   a. **CG C4IT officer assignments**:

   b. **Assignments will be influenced** by the selectee's specific degree, training, experience, and desires, but is ultimately determined bythe needs of the service. Selectees will be assigned to one of the following units:

      (1) C4IT Service Center (C4ITSC), Center of Excellence (COE): This is the most common initial assignment where DCEs will engineer and support CG C4IT systems:

         (a) Command, Control and Communications Engineering Center (C3CEN)

         (b) Operations Systems Center (OSC)

         (c) Telecommunications & Information Systems Command (TISCOM)

      (2) C4IT Staff Positions: C4IT officers form and execute the CG's C4IT strategic vision and policy:

(a) CG Headquarters

(3) CG C4IT Field Positions: DCEs will provide front line support to units executing CG missions:

(a) Communications Master Stations

(b) Base C4IT Departments

i. US/CG Cyber Commands

ii. District Technology Divisions.

4. **Career Path**: Following Initial Assignments, DCE-C4IT selectees can anticipate broadening their experience within the C4IT community, with increasing levels of leadership and management exposure with progression in rank. Likewise, DCE officers may have opportunities for special assignments and other mission support assignments.

DCE Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection panel convenes. For fiscal year 2017, for example, you cannot have reached your 41st birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

   a. May not have more than 3 dependents (your spouse is considered your dependent, regardless of military status).

b. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.

6. **Education and GPA:**

a. Must have a 2.5 GPA on a 4.0 scale

b. Have a baccalaureate or higher degree from an accredited college or university in a C4IT field. Examples of degree fields are listed in the table below.

(1) College Seniors: are eligible to apply if **all** of the below are met:

(a) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.

(b) The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

(2) Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

c. **Coast Guard Member Stipulations:** Current CG enlisted members E5 and above in the AET, ET, IT or EM rating with at least an associate degree in a C4IT discipline are eligible. Other CG enlisted members E5 and above with at least an
A.S. degree in a C4IT discipline, and practical work experience (shown in resume) in the C4IT arena, are eligible on a case by case basis. The associate degree must be conferred by the application deadline. (See FAQ #2 and #4 for details). Members must make E5 by the panel date, and must also have at least 4 years of active duty service (2 of which must be in the USCG) by the date that they would attend Direct Commission Officer school.

d. **Stipulations applying to all applicants and all degrees:**

(1) At least 50% of core engineering/C4IT curriculum **must** be actual coursework, not converted work experience.

(2) Management degrees with an engineering or C4IT concentration may be considered, if they meet the 50% requirement stated above.

***Note about Degrees/Majors**: degrees not specifically listed below will be considered on a case-by-case basis, wherein the recruiter will forward your resume and transcripts to the CGRC DCE program coordinator for evaluation and approval before beginning the application process.*

Examples of Qualifying Degrees for Direct Commission Engineering (DCE) Program
Communications Engineering
Computer Engineering
Computer Science
Command and Control
Electrical Engineering
Information Technology
Information Systems
Network Engineering
Software Engineering
Systems Engineering
Telecommunications Engineering
Cyber Security/Information Assurance

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level, i.e. O-1 or O-2, as applicable).

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG- 4891.

8. **Interview:** DCE applicants must receive the recommendation of a Coast Guard

interview board, administered by 3 Coast Guard officers and including one Coast Guard officer with C4IT engineering experience (refer to Application Process, Section C, Interview Board Details). The interview board will complete the CG-5527 form.

9. **Military Service: (**all of the below must apply)

   a. **Not required**

   b. **Max Active Duty Service**: Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

   > ***Note about accession (commissioning) date****: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

   c. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

      (1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

      (2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

      (3) **CG Active Duty Enlisted**: do not need a conditional release

      (4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

> ***Note about authorizing official:*** *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

d. **Coast Guard Officers**:

(1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

(2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

e. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

10. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item # 13 below).

11. **Test Score**: There is no test-score requirement for the DCE program

12. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

13. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for DCE, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

14. **Program Specific Requirements:** Applicants should provide copies of current, C4IT relevant credentials as a separate element in their application.

DCE-C4IT Appointment Grades and Term of Service:

1. Selected applicants will receive a 3 year active duty obligation.

2. The selection panel determines the appointment grade of each selectee. Service need and the totality of the applicant's experience, education, and leadership potential will be taken into consideration by the panel prior to assigning an appointment grade. In addition, selection panels take into consideration the applicant's professional growth and long term promotability. Often, coming in at a more senior paygrade can make it difficult to build the Coast Guard experience required to be the most competitive for promotion later in their career.

3. Selectees will receive a temporary (Note (1)) or reserve (Note (2)) commission as an Ensign (O-1) a Lieutenant Junior Grade (j.g.) (O-2) or a Lieutenant in the U. S. Coast Guard or Coast Guard Reserve.

Notes:

1. Temporary Commission: to be eligible for a temporary commission, applicants must be currently serving in the Coast Guard and have more than 4 years of active-duty time-in-service by the first DCO class convening date in the selection cycle (at least two of which must be in the Coast Guard). Applicants must be an E-5 (or if an E-4, must make E-5 by the selection panel convening date.

2. Reserve Commission: all other applicants will receive a reserve commission.

DCE-C4IT Frequently Asked Questions:

1. **If I lack an engineering degree in a C4IT or electrical engineering specialty, but have work experience relevant to any of those fields, am I eligible to apply?**

   No, unless you are in your senior year of a C4IT B.S. degree.

2. **If I am applying to the DCE-C4IT program and I am enlisted in the Coast Guard, but only have an associate level degree in a C4IT field, am I eligible to apply?**

   a. Yes, if you are currently a petty officer or chief petty officer in the AET, EM, IT or ET rate

   b. If you are a member of another rate, but you have a minimum of an A.S. C4IT degree, **and** you have experience in a C4IT field of work, your eligibility will be evaluated on a case by case basis and should be articulated through your resume.

3. **If I have a master's degree in a C4IT field, but my undergraduate degree was not in C4IT, am I eligible to apply?**

   Yes.

4. **How do I know that my AS degree qualifies as a C4IT degree?**

a. The degree certificate must state "Associates of Science in Information Technology" (as an example). If not stated on the degree certificate, then your transcripts must indicate that your major/track was a C4IT track. For example "Major/concentration: Information Systems Technology."

b. At least 50% of your engineering courses in the transcripts associated with your degree must be actual academic course work (which can include A-school and C- school credit).

DCE-C4IT Trends and Statistics:

1. **Panel Selectivity Trends:** The number of individuals applying to the program remained relatively constant from 2010-2013 and increased dramatically in 2014. The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the DCE program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the DCE panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate DCE	Average Selection Rate, All Programs
2010	21	9	42.85%	18.30%
2011	22	4	17.39%	29.27%
2012	18	4	22.22%	19.68%
2013	16	4	25.00%	14.50%
2014	44	24	54.54%	31.00%
2015	31	6	19.35%	29.99%
2016	51	17	33.33%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that DCE Selection panels consistently select candidate groups with an average GPA over 3.0. The next column shows the percentage of selected candidates who hold a Bachelors or higher level degree in C4IT. Finally, the last column shows that a large percentage of candidates are selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	%BA/BS	% CG mbrs
2010	3.17	100.00%	77.70%
2011	3.6	75.00%	75.00%
2012	3.07	100.00%	50.00%
2013	3.19	100.00%	50.00%
2014	3.26	66.66%	66.66%
2015	3.61	50.00%	83.33%
2016	3.28	70.58%	76.74%

P. Direct Commission Intelligence Officer (DCIO)

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview:** The Direct Commission Intelligence Officer (DCIO) program offers an opportunity for high performing intelligence professionals and military members with specific intelligence and cryptology specialty experience to actualize their skills as a Coast Guard Intelligence officer. The program is specifically looking for members in the Intelligence Specialist (IS) rating, CGIS Agents, DOD service members, other federal service members and contractors who are graduates of accredited graduate and undergraduate programs in intelligence with resumes articulating training and work in Human Intelligence (HUMINT)/ Human Derived Intelligence (HDI) collection and reporting, Cyber Threat Analysis, Counter-Intelligence (CI) Operations, or Cryptology. 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, representing dynamic opportunities to fuse intelligence with tactical law enforcement operations. Additionally, in an era of exponential advancement in cyber technology, the need for skilled yet innovative cyber threat expertise is paramount and represents a superb opportunity for growth and professional responsibility. Officers who are selected will have a chance to become a key resource in one of most dynamic fields in the Coast Guard, and will obtain an initial assignment within the intelligence community. It is therefore critical that applicants are intelligence professionals with robust work experience.

3. **Initial Assignments and Training**: DCIO selectees will be contacted by the Intel assignment officer to coordinate their first assignment. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4-5 weeks in duration. Following commissioning, DCIOs will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, DCIOs will return to their permanently assigned unit.

4. **Career Path**: Following their initial assignment, DCIOs can anticipate broadening their experience within the intel community, with increasing levels of leadership and management exposure with progression in rank. Likewise, after completing their first intel assignment DCIOs are encouraged to compete for operational and/or special assignments to broaden their exposure to Coast Guard missions.

DCIO Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection panel convenes. For fiscal year 2017, for example, you cannot have reached your 41st birthday by 30 September 20

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must possess a current SSBI (see item 12)

5. **Dependency**:

a. Cannot exceed 3 dependents (your spouse is considered your dependent, regardless of military status).

b. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.

6. **Education:**

   a. Have a baccalaureate or higher degree from an accredited program in intelligence or the science, technology, engineering, mathematics (STEM) fields. These degrees will be targeted and weighted heavier than other degrees.

   b. Other degrees may be considered on a case-by-case basis

   c. <u>College Seniors</u>: are eligible to apply if **all** of the below are met:

      (1) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.

      (2) The applicant provides an official letter from their college registrar

certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

d. Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level
i.e. O-1 or O-2, as applicable).

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG- 4891.

8. **Interview:** DCIO applicants must receive the recommendation of a Coast Guard interview board administered by 3 Coast Guard Officers including an officer with intelligence experience*(refer to Application Process, Section C, Interview Board Details). The interview board will complete the CG-5527 form.

Note about DCIO interviews: *although it is strongly preferred that an intelligence officer participate as a member of an interview board for a DCIO applicant, it is acceptable to convene an interview without a representative of this community if not logistically feasible. Recruiters may engage CGRC Officer Programs staff for assistance. However, if an intel officer is not found to sit on the panel its members should contact CG-21 for guidance.*

9. **Military Service:**

   a. **None required**

   b. **Other military service members:**

      (1) **Max Active Duty Service**: Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

***Note about accession (commissioning) date**: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

c. **Coast Guard Active Duty Enlisted members, to be eligible:**

(1) Must be a presently serving as an Intelligence Specialist (IS) in pay grade E-5 or above by the panel date.

OR

(2) Must be presently serving as a Coast Guard Investigative Service Agent (any rate)

d. **CG Reserve Enlisted Members** who meet the above eligibility criteria for CG Enlisted members are also eligible to apply.

e. **Coast Guard Officers**:

(1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

(2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

f. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

g. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty Enlisted**: do not need a conditional release

(4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

10. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item # 14 below)

11. **Test Score**: There is no test score requirement for DCIO

12. **Program Specific Requirements**:

a. **Experience:** All applicants must have 5 years (by the application deadline) of recent and relevant intelligence experience (training and work) with a government agency or government intelligence contractor, defined as follows:

(1) **HUMINT/HDI collection and reporting**: Completed a National or Department of Defense certified HUMINT course. 5 years experience in HUMINT collection.

(2) **Cyber**: Either/or, Joint Network Attack Course (JNAC), Joint Advanced Cyber Warfare Course (JACWC), Joint Cyber Analyst Course (JCAC), or service cyber equivalents. 5 years of experience in the Cyber field.

(3) **CI**: Completed a National or Department of Defense certified CI credentialing course. 5 years experience as a credentialed CI professional.

(4) **Cryptology**: 5 years of experience in the field of cryptology.

(5) **Combination**: A combination of the above will also be considered, and must equate to 5 years of experience.

(6) **Other**: Experience in other intelligence disciplines will be considered on a case by case basis, and must equate to 5 years of experience.

b. **Clearance**:

(1) All applicants must currently hold and be able to maintain Director Or Central Intelligence Directive (DCID 6/4) Sensitive Compartmented Information (SCI) eligibility, i.e. a "top secret clearance" and be able to provide evidence of this type of current clearance with their application. If selected, applicants will be eligible for "reciprocity" wherein the CG honors the adjudication decision by the losing agency.

(2) Applicants who have separated from military service or the agency that granted the clearance within less than 24 months would be also be eligible for reciprocity and would be considered to have an "active" clearance for program eligibility purposes.

13. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

14. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a
year. If you are selected for DCIO, ensure that you read the PRG again at least several months prior to reporting to DCO:
http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

DCIO Appointment Grades and Term of Service:

1. Selected applicants will receive a 4-year active duty obligation.

2. The selection panel determines the appointment grade of each selectee, based on education, training, and work experience.

3. Selectees will receive a commission as an Ensign (O-1) or Lieutenant (j.g.) (O-2) or Lieutenant (O-3).

DCIO Frequently Asked Questions:

1. **Are individuals who do not have prior military service eligible to apply to DCIO?**

   Yes, if they meet program eligibility standards.

2. **I notice in my application that I have to provide proof of my intelligence experience, what types of things should I submit to count as "proof?"**

   The official evaluation reports (EVALS, FITREPS) of your time in another branch of the military provide proof of your experience, as do copies of certificates from training that you have attended, and information provided by the writers of your letters of recommendation.

3. **I am extremely interested in the Coast Guard's intelligence program, but I have only recently graduated college and I lack the 5 years of experience required to apply to DCIO. What are my options?**

   You can enlist in the USCG or USCG reserves, and pursue the intelligence specialist (IS) rate. Also, you can apply to Officer Candidate School. If you are selected for OCS, you can request a job in the intelligence community for your second or third duty assignment. (Your first duty assignment will be in an operational field, such as afloat operations, prevention, aviation, and response). Remember, if you are eligible to enlist and also eligible to apply to OCS, consider doing both- you can enlist and continue to apply to OCS for as long as you remain eligible.

DCIO Trends and Statistics:

1. The below table represents:

   a. Number of eligible packages sent to the selection panel for review for the DCIO program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the DCIO panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate DCIO	Average Selection Rate, All Programs
2010	18	9	50.00%	18.30%
2011	23	4	17.39%	29.27%
2012	26	4	15.38%	19.68%
2013	7	2	28.57%	14.50%
2014	13	8	61.53%	31.00%
2015	13	2	15.38%	29.99%
2016	19	8	42.11%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that DCIO Selection panels consistently select candidate groups with an average GPA over 3.0. The next column shows the percentage of selected candidates who hold a Bachelors or higher level degree. Finally, the last column shows that a large percentage of candidates are selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	%BA/BS	% CG mbrs
2010	3.6	100.00%	33.00%
2011	3.54	75.00%	25.00%
2012	3.76	100.00%	75.00%
2013	3.53	100.00%	57.14%
2014	2.95	100%	50.00%
2015	3.56	100%	50.00%
2016	3.04	100%	75.00%

Q. Direct Commission Lawyer (DCL) program:

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview:** Law students in their final year of a JD program and licensed attorneys are eligible to serve as Judge Advocates for the US Coast Guard through the Direct Commission Lawyer (DCL) program. Selection into this program provides the unique opportunity to practice law in support of Coast Guard missions and Coast Guard personnel, encompassing a diverse range of 10 legal practice areas:

   a. Criminal Law/Military Justice
   b. Operations
   c. International Activities
   d. Civil Advocacy
   e. Environmental Law
   f. Procurement Law
   g. Internal Organizational Law
   h. Regulations & Administrative Law
   i. Legislative Support
   j. Legal Assistance.

   In FY2017, applicants with experience in cyber law, courtroom litigation, and sexual assault will be especially competitive as these are priority practice areas for the Coast Guard.

3. **Initial Assignments and Training**: DCL selectees will be contacted by the assignment officer to coordinate their first assignment. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4-5 weeks in duration. Following commissioning, DCLs will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, DCLs attend the 10 week Basic Lawyer Class at Naval Justice School in Newport, RI, where they will become Judge Advocates.

   Judge Advocates receive a broad spectrum of experience and a high degree of responsibility from the time they report to their first assignments. New Judge Advocates will receive an initial four year assignment as a Coast Guard attorney.

4. **Career Path**: Following their initial assignment, Judge Advocates can anticipate broadening their experience within Coast Guard JAG, with increasing levels of leadership and management exposure with progression in rank. Likewise, Judge Advocates have opportunities for special assignments and operational assignment.

DCL Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2017, for example,

you cannot have reached your 41st birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

   Dependency:

   a. Cannot exceed 3 dependents (your spouse is considered your dependent, regardless of military status).

   b. May not have more than 3 dependents (your spouse is considered your dependent, regardless of military status). Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

> ***Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.***

5. **Education:**

   a. Be a graduate of, **or** a third-year law student in an ABA (American Bar Association) accredited law school, **OR**

   b. Be a graduate of a Non-ABA accredited law school and meet all of the following:

      (1) Admitted to practice before the bar of the highest court of any State jurisdiction

      (2) Demonstrate experience practicing law in one or more areas of law specifically applicable to the Coast Guard

      (3) Possess military or other government experience predicting success as a Coast Guard Officer

6. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. at the O-3 level).

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

7. **Interview:** DCL applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics) one of which must be a CG attorney. The interview board will complete the 5527 form. As all DCL applicants are eligible for commissioning as a LT, the most junior member of the Interview Board must be a LT (or higher).

> ***Note about DCL interviews:*** *although it is strongly preferred that Coast Guard Lawyer participate as a member of an interview board for a DCL applicant, it is acceptable to convene an interview without a representative of this community if not logistically feasible. Recruiters may engage CGRC Officer Programs staff for assistance. However, if Coast Guard Lawyer is not found to sit on the panel its members should contact CG-9 for guidance.*

8. **Military Service:**

   a. **Not required**

   b. **Max Active Duty Service**: Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

> ***Note about accession (commissioning) date****: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

   c. **Coast Guard Officers**:

      (1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

      (2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL)

meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

d. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program**.**

e. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty Enlisted**: do not need a conditional release

e. **Members of Other Military Services (except IRR):** The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

9. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Shall complete a structured physical fitness program while at DCO School (see

Appendix 2, and the DCO reporting guide, link in item #14 below)

10. **Test Score**: There is no test score requirement for DCL applicants

11. **Program-Specific Requirements:**

    a. Bar Exam:

        (1) Hold either admission to the bar of the highest court of a State, the District of Columbia, or a U.S. Territory, **OR**

        (2) Present evidence of having made an application to take such a bar in the application package, via an affidavit (Proof of Bar/evidence of Intent to Complete Bar Exam)

> ***Note about the bar exam****: it is not a requirement to have passed the bar exam to be eligible to apply. You must at least have made an application to take the bar exam. If you are selected for DCL, you must pass the bar within 2 year of being commissioned in the USCG.*

    b. **Writing**: Applicants must provide a writing sample (personal statement) in addition to their narrative, for inclusion in the application package. The personal statement should not exceed 3 double-spaced pages, and provide discussion on achievements, skills, and abilities in the following categories: leadership, communications, effectiveness and interpersonal relationships.

12. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

13. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for DCL, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

DCL Terms of Service and Appointment Grade:

1. **On commissioning**, selectees will receive a four year active duty obligation

2. 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.

3. Selectees will receive a commission as a Lieutenant (O-3).

DCL Frequently Asked Questions:

1. **If I am a student currently in law school, am I eligible to apply?**

   Yes. You must be in your final year of law school (i.e. anticipating receiving your JD prior to the "projected commissioning date" that is advertised for the application cycle in which you plan to compete). See deadline at: http://www.gocoastguard.com/active-duty-careers/officer-opportunities/plan-your-next-move

2. **Where will I serve and what should I expect during my first tour?**

   a. Your initial assignment is likely to be at one of 13 duty stations. JAG offices are located at Coast Guard Districts, Coast Guard Headquarters, Legal Services Command, and Atlantic and Pacific Area. Check out the map at the following link (cut and paste the link into your browser): http://www.uscg.mil/legal/recruit/DCL_FAQ.asp#Where will I work?

   b. For additional questions about what to expect during your first assignment and from a career as a Judge Advocate, feel free to contact the DCL Program Manager via email at CoastGuardDCL@uscg.mil.

3. **It seems redundant that I am required to provide several writing samples (a 2-page narrative, in addition to a 3-page personal statement) in my application. What is the utility of this requirement?**

   This requirement serves multiple purposes; not only are you expected to be an immediate expert communicator as a lawyer in the service, but you will receive a commission at an advanced grade. The additional personal statement affords the opportunity for you to further showcase your communication skills and enables you to go into specific depth on your leadership accomplishments, relationships, and ability to positively influence others at the management level that the CG will expect of you immediately.

4. **Are internships available to law students not yet eligible to apply for the DCL Program?**

   Yes. A Coast Guard Legal internship is a great way to learn about the practice of law in the Coast Guard and to meet current Judge Advocates. Internships are available to current law students both during the summer and the academic year. For information check out the link: http://www.uscg.mil/legal/recruit/DCL_FAQ.asp#internships and send an email to CoastGuardDCL@uscg.mil.

5. **Are there any other paths to becoming a lawyer in the United States Coast Guard?**

   a. Yes. In addition to DCL, there are two additional paths:

      (1) **Civilian Positions**: The USCG hires lawyers and paralegals to serve in Civilian legal positions. Please refer to the following link to view job openings: http://www.uscg.mil/legal/recruit/Career_Home.asp

      (2) **Become a USCG officer**: then apply to the USCG's advanced education program for law degrees. If you become a CG officer (i.e. through the officer candidate school program, Coast Guard Academy, or another USCG Direct Commission program) you can apply to the internal advanced education program

for law degrees. Additional eligibility criteria exist, including having at least two years of commissioned service in the USCG. The Coast Guard issues an annual solicitation for applicants for this program. Selected applicants will maintain their military pay, and the CG will fund tuition at a Juris Doctor Program.

6. **If I am selected to the DCL program and become a Lawyer for the CG, are there additional opportunities to further my education?**

   Yes, the Coast Guard offers a Master of Law's (LLM) program (in addition to other advanced education opportunities). Applicants for this program are solicited via a yearly (internal) Post-Graduate/Advanced Education message. https://www.uscg.mil/directives/ci/1000-1999/CI_1524_2A.pdf

7. **Is there a breakdown of primary practice areas assigned by location or unit for new CG JAGs? I.e. does a lawyer assigned to Miami spend a majority of their practice time on any particular area?**

   During your first tour, you will learn at least 3-4 practices areas that all CG JAG officers are expected to gain proficiency in. Other assignments/projects/practice areas are learned based on preference, needs of the unit, and your professional growth.

8. **Extensive list of FAQs: The USCG Judge Advocate General (CG-094) office also offers an extensive list of FAQs and answers. Please visit the following link: http://www.uscg.mil/legal/recruit/DCL_FAQ.asp**

DCL Trends and Statistics:

1. **Panel Selectivity Trends:** The DCL program remains one of the most competitive of all the CG officer programs. The program averages 14% more selective than the net average for all officer programs over the past six fiscal years. The below table represents:

   a. Number of eligible packages sent to the selection panel for review for the DCL program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the DCL panel.

   d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected (Mission)	Average Selection Rate DCL	Average Selection Rate, All Programs
2010	151	12	7.94%	18.30%
2011	85	5	5.88%	29.27%
2012	74	5	6.75%	19.68%
2013	96	6	6.25%	14.50%
2014	58	9	15.51%	31.00%
2015	40	8	20.00%	29.99%
2016	64	4	6.25%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The Ave CUM GPA column demonstrates the undergraduate GPA for selectees. The next column shows the percentage of candidates that are selected from the Coast Guard's enlisted workforce. The final column shows average Juris Doctor GPA for selected candidates.

Fiscal Year	Ave Cum GPA	% CG mbr	JD GPA
2010	3.55	8.30%	3.11
2011	3.47	40.00%	3.14
2012	3.49	20.00%	3.40
2013	3.07	33.33%	3.00
2014	3.55	11.11%	3.28
2015	3.79	25.00%	3.19
2016	3.52	25.00%	3.14

R. Direct Commission Selected School (DCSS)

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview**: College graduates who have been exposed to military training through collegiate-level Armed Services Reserve Officer Training Corps (ROTC) programs, equivalent regimented programs at select colleges (enumerated below) or other Federal military academies, while earning an undergraduate degree are eligible to apply to the Coast Guard's DCSS program. DCSS seeks to offer direct commissions to high performing individuals who have already proven their leadership ability and desire to serve others through rigorous programs. Typically, a broad range of mission fields are available to DCSS graduates for their initial assignment in the Coast Guard. These possibilities include but are not limited to assignment to a Coast Guard sector as a member of the response or prevention department, or assignment afloat on a Coast Guard cutter.

3. **Initial Assignments and Training**: DCSS selectees will be contacted by the assignment officer to coordinate their first assignment. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4-5 weeks in duration. Following commissioning, DCSS officers will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, DCSS officers return to their permanently assigned unit.

4. **Career Path:** During subsequent assignments**,** DCSS officers can expect to broaden their experience within the operational community to which they were initially assigned- with increasing levels of leadership and management exposure with progression in rank. DCSS officers have opportunities for special assignments and assignments within sub-specialties, including intelligence, human resources, engineering and C4IT, international affairs, legal, recruiting, financial management and training.

DCSS Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2017, for example, you cannot have reached your 41st birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

   a. May not have more than 3 dependents (your spouse is considered your dependent, regardless of military status).

   b. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

> ***Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.***

6. **Education:**

   a. Must have a baccalaureate or higher from one of the following schools and have been a participating member of the corps of cadets, ROTC, or equivalent regimented program:

      (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
      (9) Federal Service Academies (at least 2 years at a federal service academy including the United States Naval Academy, United States Air Force Academy, and United States Military Academy (Westpoint)

   b. Graduates of other institutions with solid academic curricula and strong ROTC or corps of cadets programs will be considered by CGRC on a case-by-case basis.

      (1) ROTC: at least two years of ROTC must have been **successfully** completed to be considered.

c. College Seniors: are eligible to apply if **all** of the below are met:

(1) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.

(2) The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

d. Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. O-1).

a. May not have filed for bankruptcy in the last 10 years

b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** DCSS applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics). The interview board will complete the CG-5527 form.

9. **Military Service:**

a. **Not required**

b. **Max Active Duty Service**: Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

***Note about accession (commissioning) date**: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

c. **Coast Guard Officers**:

(1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

(2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

d. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not apply** for any Coast Guard commissioning program.

e. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty Enlisted**: do not need a conditional release

(4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

10. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item # 13 below)

11. **Test Score**: There is no test score requirement for DCSS applicants

12. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

13. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for DCSS, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

DCSS Terms of Service and Appointment Grade:

1. On commissioning, applications will receive a three year active duty obligation and will be commissioned as an Ensign (O-1).

DCSS Frequently Asked Questions:

1. **Do programs like the CG Auxiliary or Civil Air Corps substantiate for the "ROTC" requirement?**

   No, although both are esteemed programs, they are non-profit organizations and do not meet the criteria of an "ROTC" or "military-like" program. However, your participation and leadership in these programs, and similar programs, will likely make you a competitive applicant.

2. **If I am a graduate from Kansas State University, and I participated in ROTC for two years during my tenure as a student, am I eligible to apply?**

   Most likely; however, your recruiter will need to check with the CGRC Officer Programs staff to confirm. CGRC will make a decision as to whether this substantiates the case-by-case stipulation in item 6 above.

3. **What if I applied for DCSS and was not selected, what are my options?**

   You may continue to apply to DCSS as long as you continue to meet all eligibility criteria. Also, be sure you determine whether there may be other officer programs for which you may be eligible, such as OCS or DCE. Enlisting in the Coast Guard or Coast Guard reserves is always a great option. Through enlistment, you receive real training and exposure to CG missions, and have an opportunity to prove your leadership and commitment to service. Coast Guard enlisted members may continue to apply for all officer programs for which they are eligible.

4. **If I am currently enlisted in the CG (either active duty or reserve) and I meet the eligibility criteria, can I apply to this program?**

   Yes!

DCSS Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past six fiscal years, the number of individuals applying to the program has remained relatively stable, and the number of selection opportunities has diminished. As a result, the selection rates have become smaller, and the competition has increased among qualified applications. The below table represents:

   a. Number of eligible packages sent to the selection panel for review for the DCSS program

   b. Number of primary selection opportunities available for the programs

   c. The average selection rate for the DCSS panels

   d. The average selection rate for All Officer Programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate DCSS	Average Selection Rate, All Programs
2010	5	3	60.00%	18.30%
2011	12	4	33.33%	29.27%
2012	13	6	46.15%	19.68%
2013	8	1	12.50%	14.50%
2014	14	6	42.85%	31.00%
2015	8	2	20.00%	29.99%
2016	16	6	38.00%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that DCSS Selection panels consistently select candidate groups with an average GPA over slightly less than a 3.0. The next column shows the percentage of selected candidates who hold a Bachelors or higher level degree. The % STEM degree column shows the percentage of selected candidates whose major was in a STEM field. Finally, the last column shows the percentage of candidates selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	%BA/BS	% CG Members
2010	3.06	100.00%	0.00%
2011	3.18	100.00%	0.00%
2012	3.09	100.00%	16.60%
2013	2.74	100.00%	0.00%
2014	2.71	100.00%	50.00%
2015	3.27	100.00%	0.00%
2016	2.97	100.00%	0.00%

R. Direct Commission Physician Assistant (DCPA)

1. ***Active Duty and Reserve PA: Application Deadlines are 15Aug 16, 29 Oct 15, and 17 Feb 17. Start at least three months in advance with your recruiter.***

   Important note: For FY17, DCPA is for active duty only.

2. **Overview, Initial Assignments and Career Path**: The Direct Commission Physician Assistant (DCPA) program is an opportunity for trained Physician Assistants to serve their country in the United States Coast Guard within their specialty.

3. **Active Duty PAs**. Active Duty physician assistants primarily work at CG clinics and fill vacant active duty positions within the Coast Guard's PA corps. These PAs will receive a "reserve" commission as a CG officer, and fulfill an initial extended active duty contract for three years. These individuals should expect an initial assignment to CG clinics located at some bases, training centers, some Air Stations or the CG Academy. Career progression includes rotating assignments every 3 to 4 years at different CG clinics. Senior PAs will have the opportunity for medical administration, force manager, and instructor positions.

   a. **Initial Assignment and Training**: Active Duty PA selectees will be contacted by the assignment officer to coordinate their first assignment. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4-5 weeks in duration. Following commissioning, DCPAs will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, DCPAs return to their permanently assigned unit.

DCPA Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2017, for example, you cannot have reached your 41st birthday by 30 September 2017.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

   a. May not have more than 3 dependents (your spouse is considered your dependent, regardless of military status).

   b. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

> ***Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.***

6. **Education:**

   a. Have a baccalaureate or higher degree from an accredited college or university, **and**

   b. Before accession (commissioning date), have successfully completed a physician associate or assistant program course approved by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. at the O-1, O-2, or O-3 level depending on the applicant's training and experience).

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** DCPA applicants must receive the recommendation of a Coast Guard Interview Board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics) one of which should be a CG Physician Assistant. The interview board will complete the CG-5527 form. The most junior member of the Interview Board should not be a lower rank than the highest rank for which the applicant is eligible to be accessed.

9. **Military Service:**

   a. **Not required**

   b. **Max Service**: Have less than 10 years of non-Coast Guard active-duty military service, and have less than 14 years of previous service creditable for retirement in another branch of the Armed Forces or its Reserve component as of accession (commissioning) date:

> ***Note about accession (commissioning) date***: *For* ***Active Duty PAs****: Typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

   c. **Coast Guard Officers**:

      (1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

      (2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for DCPA.

   d. **Commissioned Officers:** who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

   e. **Conditional Release:** Current military members in another service, CG Reservists applying to Active Duty PA must furnish as signed DD368 (conditional release) as follows:

      (1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

      (2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

      (3) **CG Active Duty Enlisted**: do not need a conditional release if applying to Active Duty PA.

      (4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command

to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

> ***Note about authorizing official:*** *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

10. **Physical (Medical)**: Must pass a commissioning physical (including):

    a. Normal Color Vision

    b. Meet height/weight standards:

        (1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

        (2) Civilians and Members of Other Military Services: see Appendix 1

    c. **For DCO attendees**: Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item #14 below)

11. **Test Score**: There is no test score requirement for DCPA applicants

12. **Program-Specific Requirements:**

    a. Be certified by the National Commission on Certification of Physician Assistant (NCCPA) by passing a Physician Assistant National Certifying Exam (PANCE) prior to accession (commissioning) date.

    b. Possess a State License. If the applicant does not possess a State License, they must be able to receive a State License within 6 months of commissioning, if selected.

    c. Resume (and letters of recommendation) documenting patient care experience including references. Patient care experience such as adult/family medicine, ER/urgent care are the preferred backgrounds, although not required.

13. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

14. **Reporting in guides:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for DCPA, ensure that you read the PRG again at least several months prior to reporting to DCO

http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

DCPA Terms of Service and Appointment Grade:

1. Applicants will receive a commission and a three-year Extended Active Duty (EAD) contract.

2. The selection panel will determine the appointment grade of each selectee.

3. Selected applicants will receive a commission as an Ensign (O-1), Lieutenant (j.g.) (O-2), or Lieutenant (O-3) in the Coast Guard Reserve.

DCPA Frequently Asked Questions (FAQs

1. **What if I don't have documented patient care hours? Am I still eligible to apply?**

   Yes, as long as you meet all program eligibility requirements, you may apply. The Coast Guard prefers that applicants have primary care experience.

2. **I have heard about other Physician Assistant/Medical Officer Opportunities in the CG, can you please describe them to me?**

   Yes, there are several options:

   a. **PHS Officers** also support the CG's health services officer needs (physicians, dentists, pharmacists, physician assistants, etc.). The hiring process for PHS is not managed by CGRC. Once hired, PHS-commissioned officers are detailed to the USCG. Please contact CAPT Wade McConnell at Wade.B.McConnell@uscg.mil.

   b. **The Inter-service Physician Assistant Program (IPAP)** solicits annually for qualified enlisted personnel and junior officers from within the CG. IPAP totals approximately 29 months of PA training. Enlisted graduates attend DCO school in New London, CT, with other Direct Commission Officers (including DCPA selectees). USCG members can query the annual solicitation message, and visit the following URL for more information: http://www.uscg.mil/health/cg1122/pa.asp

3. **Why do I need a State License to be a PA with the USCG?**

   The Coast Guard requires that you obtain a State License in order to be eligible for a fee-exempt DEA registration number, which is required for electronic prescribing in the electronic health record system coming into place.

DCPA Trends and Statistics

1. **Panel Selectivity Trends:** Over the past five fiscal years, the number of individuals applying to the program has remained consistent with the number of selection opportunities, resulting in high selection rate. The below table represents:

a. Number of eligible packages sent to the selection panel for review for the DCPA program

b. Number of primary selection opportunities available for the program.

c. The average selection rate for the DCPA panel

d. The average selection rate for All Officer Programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate DCPA	Average Selection Rate, All Programs
2010	2	2	100.00%	18.30%
2011	2	2	100.00%	29.27%
2012	1	1	100.00%	19.68%
2013	1	1	100.00%	14.50%
2014	6	4	66.66%	31.00%
2015	0	0	0.00%	29.99%
2016	1	1	100.00%	36.35%

Fiscal Year	Ave Cum GPA	%BA/BS
2010	3.13	100.00%
2011	3.33	100.00%
2012	3.36	100.00%
2013	3.6	100.00%
2014	3.3	100.00%
2015	0	0.00%
2016	3.6	100.00%

S. Maritime Academy Graduate Program (MARGRAD)

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview:** Graduates of the U.S. Merchant Marine Academy at Kings Point and the six state sponsored maritime academies (Massachusetts, Maine, New York, Great Lakes, Texas A&M and California) are excellent prospective officers for the Coast Guard due to their focused training in maritime industry operations, marine transportation business acumen, vessel management and engineering experience, credentials as U.S. Merchant Marine Officers (deck and engine), as well as environmental stewardship expertise and emergency management certification. The MARGRAD program, therefore, seeks to commission maritime academy graduates into critical service need specialties appropriate to their training and experience. Traditionally, the service needs most commonly filled by maritime academy graduates have been assignments in the Operations Ashore – Prevention community. Prevention officers manage and gain expertise in the technical understanding and practical conduct of verification inspections of vessels, waterfront facilities, and containers; investigations of marine casualties; enforcing waterways safety and security standards; and waterways analysis. Depending on a prospective officer's background, education, and interest, they may also be a candidate for Operations Ashore – Response assignments. Response officers manage search and rescue, maritime law enforcement, ports & waterways coastal security, and marine environmental response operations, and lead contingency planning efforts. MARGRAD officers have also been assigned to, and successful in, the broad spectrum of other Coast Guard mission communities, both afloat and ashore.

3. **Coordinating the Initial Assignment and Initial Training**: MARGRADs work with a Coast Guard assignment officer following selection. The assignment officer will review the individual's education, experience and qualifications, in addition to their expressed assignment interests, and assign orders to a position at a Coast Guard field unit that best aligns the selectee's talents & potential with the needs of the Coast Guard. Following commissioning (which occurs approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut) new officers will execute permanent change of station (PCS) orders and report directly to their first unit for a brief period. MARGRADs will then go TDY to the DCO course. The DCO course will be 4 or 5 weeks in duration. MARGRAD officers who graduated from their academy as part of a Regimental system or who have previous commissioned service who previously attended a commissioning course may attend a 4 week course. All others will attend a 5 week course. At DCO training, MARGRADs receive initial indoctrination to the traditions and programs of the service, and training on service specific administration essentials needed for their success as a commissioned officer in the Coast Guard. Following completion of DCO training, MARGRADs will return to their unit.

4. **Initial Assignment details: Prevention Community**: An initial assignment in the prevention community is typically manifested at a Training Port- typically a Coast Guard Sector, working as an apprentice within the inspection division of the Sector Prevention Department. Several Marine Safety Units are also Training Ports, and may be available for a MARGRAD officer's initial assignment. A MARGRAD officer reporting to the inspections division will focus on obtaining competencies by completing Performance Qualification Standards (PQS) with on-the job-training under the supervision of qualified Journeyman Marine Inspectors, through various online training, and through several multi-week courses held at the Coast Guard's training center in Yorktown, Virginia.

    a. Vessel Inspections: Coast Guard Marine Inspectors ensure regulatory compliance with all aspects of national and international safety and security regulations for U.S. and foreign flag commercial vessels operating in U.S. waters. Vessel Inspection forms the core competency within the Prevention program, and inspectors make up the largest population of officers within Prevention. Assignment to a Vessel Inspections Division at a Sector is most common for new MARGRAD Prevention officers.

    b. **Initial Assignment details: Other Communities:** As stated in the "overview" above, MARGRAD officers may receive instead an initial assignment to an afloat unit, sector response, etc. Please refer to the "Initial Assignment and Career Path" information in the Officer Candidate School section of this document for details.

5. **Career Path**: Follow-on assignments may include an additional tour as a Prevention Division Chief in Vessel Inspections, Investigations or Waterways Management, Graduate School, Industry training programs or staff tours at a Coast Guard Area or District, or as a Headquarters program manager. Each assignment brings additional levels of authority, rank, tenure and responsibility. A full career in the Coast Guard's Prevention Program can lead to a senior officer's position as an Officer-In-Charge of Marine Inspection (OCMI), Captain of the Port (COTP), Federal On Scene Coordinator (FOSC) and Federal Maritime Security Coordinator (FMSC), within one of the Sector Commander positions at ports in and outside the continental U.S.

6. Other Prevention positions that may assigned to a second-tour MARGRAD officer are described below:

    a. Marine Investigations: Marine Investigators investigate marine casualties, mariner misconduct and continued suitability to hold a Merchant Mariner Credential. Marine Investigators collect the facts of a marine incident/casualty, determine the causal factors of the occurrence and if misconduct, negligence or incompetence is found leading to the occurrence of the casualty. They can then issue a civil penalty, initiate a suspension and revocation hearing, or determine if lessons learned can be used to change vessel regulations to prevent casualty recurrence.

    b. Waterways Management: Coast Guard Waterways Managers execute a variety of authorities by developing policies, overseeing efforts, and conducting activities that:

(1) Facilitate and manage vessel movement

(2) Manage waterway infrastructure

(3) Communicate waterway and environmental condictions

(4) Support understanding of ocean and waterway environments through marine science and observation.

c. At a field unit, this is perfomed by managing the localaids to navigation (ATON) system, safety and security zones, regulated navigation areas, ice breaking, vessel traffic system, port waterways coordination, and the automatic vessel identification system.

MARGRAD Eligibility Requirements:

Note: You must meet the following criteria (please be cognizant that several criteria are minimal standards) to be eligible to apply for a Coast Guard commission through this program:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2016, for example, you cannot have reached your 41st birthday by 30 September 2016.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

   a. May not have more than 3 dependents (your spouse is considered your dependent, regardless of military status).

   b. Coast Guard active duty applicants, E-5 and above, with a minimum of four years active military service (excluding active duty for training), at least two years of which must be Coast Guard active duty service may have sole or primary custody of dependents.

Note : All eligible applicants must provide a dependent care plan with a Special Power of Attorney.

6. **Education:**

   a. Have graduated with your Bachelors degree from or be in your senior year at one of the seven maritime academies:

      (1) California Maritime Academy
      (2) Great Lakes Maritime Academy
      (3) Maine Maritime Academy
      (4) Massachusetts Maritime Academy
      (5) State University of New York Maritime College
      (6) Texas Maritime Academy
      (7) United States Merchant Marine Academy, Kings Point

      AND

   b. Hold a Third Mate (unlimited) Ocean or Coastwise, or Third Assistant Engineer (any horsepower) endorsement or higher on a Merchant Mariner Credential (MMC) (credential must be valid with no history of sanctions or negative actions. If you have had sanctions, written explanation must be provided with application),

      OR

   c. Major in a Coast Guard mission-related field (i.e. a field related to the marine industry, engineering, the marine environment, maritime security, emergency preparedness, etc.)

   d. College Seniors: are eligible to apply if **all** of the below are met:

      (1) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.

      (2) The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

7. **GPA**: all applicants must have at least a 2.2 GPA on a 4.0 scale.

8. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. O-1 or O-2, as applicable).

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan

payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

9. **Interview:** MARGRAD applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics). The interview board will complete the CG-5527 form. If the applicant is eligible for commissioning as a Lieutenant Junior Grade (LTJG), then the most junior member of the interview board must be a Lieutenant Junior Grade (or higher).

10. **Military Service:**

    a. **Not required**

    b. **Max Active Duty Service**: Have less than 10 years of non-Coast Guard active-duty militaryservice as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

> ***Note about accession (commissioning) date****: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

    c. **Coast Guard Officers:**

        (1) ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

        (2) IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

    d. **Commissioned Officers**: who have been separated or removed from active duty from any service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

    e. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

        (1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release

will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **CG Active Duty Enlisted**: do not need a conditional release

(4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

11. **Physical (Medical)**: Must pass a commissioning physical (including):

    a. Normal Color Vision

    b. Meet Height/Weight standards:

        (1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

        (2) Civilians and Members of Other Military Services: see Appendix 1 (must meet accession weight standards, body fat % standards do not apply for accession).

    c. Must be able to pass a Physical Fitness Test and Swim Test prior to graduation from DCO school (see Appendix 2 and the DCO Pre-Reporting Guide, link in item # 15 below)

12. **Test Score**: There is no test score requirement for MARGRAD applicants

13. **Program-Specific Experience**: For applicants with MMC endorsements, your level of experience may correlate with an advanced appointment grade, as articulated below.

14. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

15. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO

Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for MARGRAD, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

MARGRAD Terms of Service and Appointment Grade:

1. On commissioning, new officers will receive a three-year Extended Active Duty (EAD) contract.

2. The selection panel determines the appointment grade of each new officer. Selectees will receive a commission as an Ensign (O-1) or Lieutenant (j.g) (O-2). LTJG **may** be offered to selectees who:

   a. Have served one or more years on board vessels U.S in the capacity of a credentialed officer, **and**

   b. Hold at least a Third Mate (unlimited) Ocean or Coastwise **or**

   c. Third Assistant Engineer (any horsepower) officer endorsement **or**

   d. Majored in a marine environmental protection field

3. All others not indicated above will be offered commission as an ensign.
   Note: *Selection panels consider not only the applicant's training, experience, and qualifications when they determine appointment grades, but also the potential for placement in a billet (position) that will ensure the officer has access to leadership opportunities and is competitive to promote with his/her peers in the same paygrade. Therefore, although the panel is authorized to appoint selectees to LTJG who demonstrate the criteria of item (3) above, they may defer to appointment as an ENS if it is in the best interests of the individual for a prolonged career.*

MARGRAD Frequently Asked Questions (FAQs):

1. **If I attended a maritime academy and meet the degree and/or credential requirements, but I am currently enlisted in the Coast Guard, and/or I graduated several years ago, may I still apply to be an officer through the MARGRAD program?**

   Yes, presuming that you have met all other eligibility criteria

2. **Could a MARGRAD applicant also apply to OCS?**

   If you meet the eligibility criteria for OCS, you may apply to OCS.

3. **Could a MARGRAD applicant also qualify for the DCSS program?**

   Yes; if you have been a participating member of the corps of cadets. However, depending on the fiscal year and service needs in question, it may not be of any benefit to that applicant to apply to both programs. Before applying, your recruiter should

check with the CGRC Officer Programs staff.

4. **If I attended a maritime academy and received a degree in facilities engineering, am I eligible to apply?**

   Most likely; as long as your degree concerned marine facilities, which are typically inspected by the Coast Guard and therefore the degree field has strong relevance to CG missions. When in doubt, have your recruiter check with CGRC.

5. **I have heard that MARGRADs are typically assigned to a Prevention job for their first tour as an officer, is this true?**

   Yes, the primary focus of the MARGRAD program is to use the talents and training that you have learned while at your maritime academy in the CG's Prevention program. However, if you have a desire to pursue a different mission (i.e. assignment aboard a CG cutter, Response Ashore, etc.) communicate your desires to your assignment officer once he/she engages. If feasible, the assignment officer will take your desires into consideration. Many MARGRADs have been assigned to the afloat and response communities. Please note that billet selections change every year, and the exact positions that were available last year will more than likely not be available this year.

6. **Will I be able to renew my MMC even though I am not actively sailing under its authority while serving in the Coast Guard?**

   Generally, YES - so long as the requirements for renewal outlined in Title 46 CFR §10.227 are met. Specifically, Coast Guard personnel can meet the following professional requirements for renewal by (1) presenting evidence of at least 1 year of qualifying sea service during the past 5 years (generally 1 year and 5 months of a cutter assignment), (2) passing a comprehensive, open-book exercise, (3) completing an approved refresher training course, or (4) providing evidence of closely related service for at least 3 of the past 5 years. Coast Guard personnel may qualify for closely related service if serving in a relevant position as a marine inspector or investigator. In addition to closely related service, deck officers must also demonstrate knowledge on an applicable Rules of the Road open-book exercise. Closely related service is not applicable to STCW or radar endorsements and may not be credited toward a raise-in-grade. Applicants for renewal of national endorsements, who are unwilling or otherwise unable to meet the renewal requirements may apply for a Document of Continuity, which does not expire and is issued solely to maintain an individual's eligibility for renewal.

MARGRAD Trends and Statistics:

1. **Panel Selectivity Trends.** The table below represents:

   a. Number of eligible packages sent to the selection panel for review for the MARGRAD and MARGRAD-KP programs.

      Note: MARGRAD-KP has had a zero mission since FY13, with all Kings Point candidates being considered alongside all other MARGRAD candidates since then.

b. Number of primary selection opportunities available for the programs.

c. The average selection rate for the MARGRAD and MARGRAD-KP panels.

d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that MARGRAD Selection panels consistently select candidate groups with an average GPA of approximately 3.0. The "% CG members" column demonstrates the percentage of selectees who were also enlisted members of the Coast Guard.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate MARGRAD & KP	Average Selection Rate, All Programs
2010: MARGRAD	42	27	64.28%	18.30%
2010: KP	9	6	66.66%	18.30%
2011: MARGRAD	29	10	34.48%	29.27%
2011: KP	9	3	33.33%	29.27%
2012: MARGRAD	45	15	33.33%	19.68%
2012: KP	21	3	14.28%	19.68%
2013: MARGRAD	29	8	27.58%	14.50%
2014: MARGRAD	28	12	42.85%	31.00%
2015: MARGAD	26	8	30.76%	28.83%
2016: MARGAD	32	28	87.50%	36.35%

Fiscal Year	Ave Cum GPA	% CG Members	%BA/BS
2010: MARGRAD	2.97	0.00%	100.00%
2010: KP	Not recorded	0.00%	100.00%
2011: MARGRAD	2.95	0.00%	100.00%
2011: KP	3.51	0.00%	100.00%
2012: MARGRAD	3.01	6.66%	100.00%
2012: KP	3.23	0.00%	100.00%
2013: MARGRAD	3.1	12.50%	100.00%
2014: MARGRAD	3.18	25.00%	100.00%
2015: MARGRAD	3.14	0.00%	100.00%
2016: MARGRAD	3.05	3.57%	100.00%

T. Selected Reserve Direct Commission (SRDC) Program

1. ***Application Deadline is 15 Aug 16. Start at least three months in advance with your recruiter.***

2. **Overview:** The goal of the Selected Reserve Direct Commission (SRDC) program is to fill junior officer (i.e., Ensign through Lieutenant) vacancies in the Selected Reserve throughout the United States Coast Guard. This program represents an opportunity for individuals with prior military service (in a branch of the U.S. Armed Services) who are leadership oriented to apply their skills, training, and desire to serve through a direct commission in the Coast Guard reserve component.

3. **Initial Assignments and Training**: SRDC selectees are typically assigned to a position that is within a reasonable commuting distance of their home. The specific position may be in any one of the many mission fields performed by the USCG, including, but not limited to, defense operations, marine safety and prevention, contingency planning, enforcement and incident management, and logistics management. SRDC selectees attend a three-week Reserve Officer Candidate Indoctrination (ROCI) course in New London, CT, before reporting to their first unit.

4. **Career Path:** Reserve officers can typically expect to gain further qualifications and training to specialize in the mission field coincident with their first assignment. However, depending on the needs of the service, it is possible to receive subsequent assignments in additional mission fields and specialties.

SRDC Eligibility Requirements:

1. **Age:** Must have reached your 22nd but not your 37th birthday as of 30 September of the fiscal year in which the selection Panel convenes. For fiscal year 2017, you cannot have reached your 37th birthday by 30 September 2017.

   a. **Age Waiver**: If you have active duty service, you can exceed the age limit by the amount of active duty service time you have accrued, up to 5 years. The limit on active duty service time that can be applied to exceed the age limit is 60 months or 5 years, and the age limit with up to 5 years of active duty service time is 41 years and 364 days by 30 Sept 2016.

      (1) **Example 1**: You will be 41 years, 6 months by 30 September 2017, exceeding the age of 37 by 4.5 years. You have 8 years of active duty time. You can apply up to 5 years of active duty time to exceed the max age, which covers the amount (4.5 years) which you exceed the max age. You are eligible.

      (2) **Example 2:** You will be 39 years by 30 September 2017, exceeding the age of 37 by 2 years. You have one year of active duty time. When applying your one year, you still exceed the max age by one year. You are not eligible.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. *Applicants currently in the Coast Guard*: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen

4. **Clearance**: Must be eligible for a Secret Clearance

5. **Dependency**:

   a. If single, may not have sole or primary custody of dependents, unless a valid dependent care plan exits.

   b. May not have more than 6 dependents (your spouse is considered your dependent, regardless of military status).

6. **Education:**

   a. Have a baccalaureate or higher degree:

      (1) <u>College Seniors</u>: are eligible to apply if **all** of the below are met:

         (a) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.

         (b) The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation.

      (2) <u>Foreign Degrees</u>: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

   b. **If currently serving in the Coast Guard or Coast Guard Reserve without a baccalaureate degree**, the following will fulfill this requirement:

(1) Be in pay grade E-5 or above, or in pay grade E-4 above the cutoff for advancement to pay grade E-5 on the current advancement eligibility list, or have been certified by their commanding officer for placement on a supplemental advancement list, **and**

(2) Have successfully completed two years (60 semester or 90 quarter hours) at an accredited degree granting college or university with a cumulative **GPA of 2.0 or higher.** CLEP examinations, with the ACE recommended score for exams taken on or prior to 31 May 1986, or a score of at least 421 for examinations taken after 31 May 1986, may be substituted for up to 30 semester hours.

***Note about Baccalaureate Degree and CG members**: The baccalaureate degree requirement is reduced by 60 semester hours. As military service is the factor used to reduce the requirement, military service credits may not be used to fulfill the remaining 60 semester hour requirement*

7. **GPA**: must have earned a cumulative GPA of 2.0 on a 4.0 grading scale. This **only applies** to CG members who do not yet have a BA/BS degree.

8. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. at the O1, O2, or O3 level depending on the applicant's training and experience). This calculation should be done using the reserve pay scale (i.e. monthly drill pay for 4 drills) plus the applicant's monthly civilian income.

   a. May not have filed for bankruptcy in the last 10 years

   b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG- 4891.

9. **Interview:** SRDC applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard Officers (refer to Application Process, Section C, Interview Board Detail for specifics) one of which should be a Reserve Officer. The interview board will complete the CG-5527 form. The most junior member of the Interview Board should not be a lower rank than the highest rank for which the applicant is eligible to be accessed.

10. **Military Service:**

    a. **Required**: See program specific information in item #13 below.

    b. **Max Service**: Have less than 10 years of non-Coast Guard active-duty military service, and have less than 14 years of total previous service creditable for

retirement in another branch of the Armed Forces or its Reserve component as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of enlistment prior to attending ROCI.

c. **Commissioned Officers**: who have been separated or removed from active-duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

d. **CG Active Duty Enlisted Members**: for FY2017, CG-PSC-epm **will not** grant conditional releases for active duty enlisted members who will not complete their active duty enlistment contract by the date of the ROCI class convening.

e. **Conditional Release:** Members currently in another military service (or IRR) must furnish an approved DD368 form (conditional release) in their application package.

(1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

(2) **Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

(3) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

11. **Physical (Medical)**: Must pass a commissioning physical (including):

a. Normal Color Vision

b. Meet height/weight standards:

(1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

(2) Civilians and Members of Other Military Services: see Appendix 1

c. Must submit a health and physical pre-assessment 30 days prior to reporting to ROCI (detailed in the ROCI pre-reporting guide, link on page 3).

d. Should be able to pass a Physical Fitness Test and be able to pass a Swim Test prior to graduation from ROCI training (see Appendix 2 and the ROCI pre-reporting guide, link in item # 15 below)

12. **Test Score**: Receive a qualifying score in **one** of the following (test scores are valid indefinitely) **or** if you are a current or former officer of the Regular or Reserve Armed Forces of the United States, and have served at least one year in a commissioned status, you are not required have a qualifying test score.

a. ASVAB: 109 GT (General Technical score: sum of Arithmetic Reasoning (AR) and Verbal (VE) scores, taken after 1 July 2004)

b. ASVAB: 110 GT (if taken before 1 July 2004)

c. SAT: 1000 (Combined score, taken prior to 1 April 1995)

d. SAT I: 1100 (Combined score, taken from 1 April 1995 to 31 March 2005)

e. SAT: 1100 (Combination of Critical Reading and Math, taken after 31 March 2005)

f. ACT: 23 (Composite)

13. **Program-Specific Requirements:**

a. Must have prior service, substantiated as follows for **Reserve Coast Guard Members as follows**:

(1) Meet the IADT (Initial Active Duty for Training) competency requirements, including:

(a) A minimum of 84 days of training (recruit training, direct entry petty officer training, A-School and IDT/ADT count towards this requirement)

(b) Be a rated petty officer (i.e. have fulfilled A-school, striker, and RPQ requirements for rate training)

(c) Meet mandated training requirements including IS 100, 200, 700, 800, Reserve Mobilization-Demobilization

b. Must have prior service, substantiated as follows for **Other Service Members and Prior or Current Active Duty Coast Guard Members:**

(1) DD-214 or similar document to verify character of service/discharge

(2) Only other branches of the U.S. Armed Forces substantiate as prior service (service in a foreign military does not meet this requirement)

14. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos.

15. **ROCI Pre-Reporting Guide:** Applicants must have read and understood the ROCI Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for SRDC, ensure that you read the PRG again at least several months prior to reporting to ROCI: http://www.uscga.edu/subsites/ldccourses.aspx?id=2768

SRDC Terms of Service and Appointment Grade:

1. 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.

2. The selection panel will determine the appointment grade of each selectee.

3. Selected applicants will receive a commission as an Ensign (O-1), Lieutenant (j.g.) (O-2), or Lieutenant (O-3) in the Coast Guard Reserve as follows:

SRDC Frequently Asked Questions (FAQs)

1. **What if my only military service is in a foreign branch of service (i.e. the United Kingdom's Royal Air Force), am I eligible to apply?**

   No. Prior service for the purposes of application for enlistment or commissioning in the CG only includes service in a branch of the U.S. Armed Forces.

2. **On the SRDC Application, I see that I am supposed to write in the positions that I am applying to. Where can I find this information?**

   The list is posted on the "Officer Reserve Vacancies" page on www.GOCOASTGUARD.COM, at the following URL: http://www.gocoastguard.com/reserve-careers/officer-careers/officer-reserve-vacancies

3. **I understand that SRDC officers are assigned to a CG unit that is within reasonable commuting distance. What is a reasonable commuting distance (RCD)?**

   a. 100 mile radius from the unit (permanent duty station) or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in three hours to perform IDT drills. This applies only to those units that schedule four IDT sessions on two consecutive days and where government meals and

quarters are provided at the unit IDT site

OR

b. 50 mile radius from the unit (permanent duty station) or a distance that may be travelled by automobile under average conditions of traffic, weather and roads in a one and one half hour period, where government meals and quarters are not provided.

4. **What if I there are no positions within a reasonable commuting distance of where I live? What should I do?**

   a. If you are deciding whether or not to apply; you may still apply. Here are some things to consider:

      (1) It may be that you are willing and able to drill at units that are far away. If so, list all the units that you are **willing** to drill at on your application (the page of the SRDC Application where we ask to you list positions that you are applying to), despite the distance, so that the assignment officer is aware of your preferences. Understand that you will incur the additional travel expenses if that is the case.

      (2) If there are no units that are near enough for you to drill at, it is possible that a vacancy may arise later. Therefore, indicate that information in your application. In the "positions applying to" area, write: "no units near enough but willing to accept an assignment if new vacancies arise."

      (3) If you are selected and no new vacancies exist and the assignment officer is unable to assign you- you must decline your selection and we will move to the next alternate. In this situation, you may apply again the following year.

      (4) If you are selected and no new vacancies exist and the assignment officer is unable to assign you- you must decline your selection and we will move to the next alternate. In this situation, you may apply again the following year.

SRDC Trends and Statistics:

1. **Panel Selectivity Trends:** Over the past three fiscal years (i.e. 2013-2015) the number of individuals applying to the program has remained strong. The decrease in applicants between 2010 and 2011 was due to the implementation of a prior service requirement as an aspect of program eligibility. The below table represents:

   a. Number of eligible packages sent to the selection panel for review for the SRDC program.

   b. Number of primary selection opportunities available for the program.

   c. The average selection rate for the SRDC panel.

d. The average selection rate for all officer programs for Fiscal Years 2010 through 2015.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected	Average Selection Rate SRDC	Average Selection Rate, All Programs
2010	159	40	25.15%	18.30%
2011	52	42	80.76%	29.27%
2012	85	50	58.82%	19.68%
2013	66	30	45.45%	14.50%
2014	56	30	53.57%	31.00%
2015	67	30	44.77%	29.99%
2016	82	40	48.78%	36.35%

Primary Selectee Data: Although candidate packages and selection criteria are unique and complex for each panel (i.e., this table should not deter any eligible candidate from applying), many candidates find value in the following statistical data. The GPA column shows that SRDC Selection panels consistently select candidate groups with an average GPA over 3.0. The % No Degree, AA/AS, and BA/BS columns demonstrate the percentage of selected individuals who obtained the cited degree as their highest level of education. Finally, the last column shows that a large percentage of candidates are selected from the Coast Guard's enlisted workforce.

Fiscal Year	Ave Cum GPA	% No Degree	% AA/AS	%BA/BS	% CG mbrs
2010	3.22	12.50%	2.50%	85.00%	48.70%
2011	3.13	7.14%	2.38%	90.47%	47.60%
2012	3.22	2.00%	2.00%	96.00%	72.00%
2013	3.06	3.33%	13.33%	83.33%	43.33%
2014	3.26	6.66%	0%	93.33%	66.66%
2015	3.23	0.00%	6.66%	93.33%	56.66%
2016	3.26	0.00%	0.00%	100.00%	65%

U. Prior Trained Military Officer (PTMO)

1. ***Application Deadlines are 29 Aug 16 and 17 Feb 17. Start at least three months in advance with your recruiter.***

2. **Overview**: Current or former military officers have the opportunity to apply for a direct commission in the United States Coast Guard. Applicants who are selected to this program will likely receive a duty assignment based on their experience.

3. **Initial Assignments and Training**: PTMO selectees will be contacted by the assignment officer to coordinate their first assignment. They will commission in the USCG approximately 30 days prior to attending the Direct Commission Officer (DCO) course in New London, Connecticut. The DCO course will be 4 weeks in duration. Following commissioning, PTMOs will report to their assigned unit, and then go TDY (temporary duty) to the DCO course. Following completion of the DCO course, PTMOs will return to their permanently assigned unit.

4. **Career Path**: PTMOs can anticipate broadening their experience within the community of their initial assignment, with increasing levels of leadership and management exposure with progression in rank. Likewise, PTMO officers have opportunities for special assignments and operational assignments.

PTMO Eligibility Requirements:

1. **Age:** Have reached your 21st but not your 41st birthday as of 30 September of the fiscal year in which the selection Panel convenes.

2. **Character Standards**:

   a. All applicants must be of outstanding moral character, and must meet the requirements of Appendices 3 and 4.

   b. Applicants currently in the Coast Guard: Applicants are ineligible for commissioning if in the 36 months prior to the panel convening date in the selection cycle, 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 (CG Form 3307), or been involved in an alcohol-related incident.

3. **Citizenship**: Must be a U.S. Citizen.

4. **Clearance**: Must be eligible for a Secret Clearance.

5. **Dependency**:

   a. No more than 3 dependents (your spouse is considered your dependent, regardless of military status).

b. If single, may not have sole or primary custody of dependents

6. **Education:**

a. Have a baccalaureate or higher degree from an accredited program.

b. College Seniors: are eligible to apply if **all** of the below are met:

(1) Baccalaureate degree will be conferred prior to commissioning date, which will occur approximately 30 days prior to the first DCO course convening for which the panel is making selections.The applicant provides an official letter from their college registrar certifying their enrollment, degree, major, GPA, and anticipated date of graduation

(2) Foreign Degrees: Applicants who have degrees conferred by a foreign school shall include in their application a course-by-course assessment from an organization such as Education Credential Evaluators, in addition to the inclusion of the translation of their degree (if in a language other than English).

7. **Financial:** Must meet all financial obligations, and not have a debt to income ratio in excess of 80% (ratio of debt to projected income at applicant's highest accession level i.e. O-1 or O-2, as applicable).

a. May not have filed for bankruptcy in the last 10 years.

b. Student Loans: applicants shall also disclose to their recruiter any student loan payments that are in deferment, and the anticipated date and amount of re-payment of those loans. This information shall be captured in the remarks section of the Statement of Financial Obligation (and Spouse's Consent) form, the CG-4891.

8. **Interview:** PTMO applicants must receive the recommendation of a Coast Guard interview board, administered by 3 Coast Guard officers (refer to Application Process, Section C, Interview Board Details). The interview board will complete the CG-5527 form.

9. **Military Service:**

a. Have completed at least 2 years of commissioned active duty or Reserve service in the U.S. Armed Forces or National Guard.

And

b. Have less than 10 years of non-Coast Guard active-duty military service as of accession (commissioning) date, which is equivalent to the date that the applicant, if selected, will take their oath of office.

c. If not currently in the service, have a break of service of less than 4 years from date of discharge from active duty or Reserve service in the U.S. Armed Forces or National Guard.

***Note about accession (commissioning) date**: typically this will occur approximately 30 days prior to the convening date for the DCO school for which they will be slated.*

10. **Coast Guard Officers**:

    a. ADPL Officers: Applicants currently holding a commission in the Coast Guard or Coast Guard Reserve who are on the Active Duty Promotion List (ADPL) are **not eligible** to apply.

    b. IDPL Officers: If a Reserve Officer on the Inactive Duty Promotion List (IDPL) meets the eligibility criteria, he/she **may apply** for the program, provided a conditional resignation, approved by CG-PSC-rpm, is included in the application package.

11. **Commissioned Officers**: who have been separated or removed from active duty from any Service as a result of non-selection for promotion, extension, or integration **may not** apply for any Coast Guard commissioning program.

    a. **Conditional Release:** Members currently in another military service (or IRR) and CG Reservists must furnish an approved DD368 form (conditional release) in their application package.

        (1) **Release approval (validity) period**: The release shall be valid, at a minimum, through the date of the panel for which the applicant is applying. Ideally, the release should be valid through the projected accession date for that panel. If it is not valid through the projected accession date for that panel, a new release will be required before the member can be accessed. It is the applicant and Recruiters responsibility to obtain the new release.

        (2) **CG Reservists, CG IRR, and Other Military Service IRR**: Recruiters shall submit the DD368 (with only Section I complete) to CGRC Accessions branch at CGR-SMB-DD368@uscg.mil.

        (3) **CG Active Duty Enlisted**: Do not need a conditional release

        (4) **Members of Other Military Services (except IRR)**: The applicant shall submit the DD368 (with Section I complete) through their chain of command to their services' authorizing official* (which is different for each service). Once approved, the DD368 and any other approval documents (i.e. Service Memorandum) shall be submitted in the application package.

Note about authorizing official: *recruiters shall consult Appendix AF of the CGRC SOP for a list of authorizing officials, by branch.*

10. **Physical (Medical)**: Must pass a commissioning physical (including):

    a. Normal Color Vision

    b. Meet height/weight standards:

        (1) CG members: Must meet MAW or Body Fat standards as per COMDTINST M1020.8H

        (2) Civilians and Members of Other Military Services: see Appendix 1

    c. Shall complete a structured physical fitness program while at DCO School (see Appendix 2, and the DCO reporting guide, link in item #13 below)

11. **Test Score**: There is no test score requirement for PTMO.

12. **Tattoos:** Applicants may not have tattoos or body markings that are inconsistent with the CG tattoo, body marking, body piercing, and mutilation policy. Recruiters must review all tattoos. Recruiters must review all tattoos.

13. **DCO Pre-Reporting Guide:** Applicants must have read and understood the DCO Pre-Reporting Guide (PRG). Please note that the PRG is updated typically once a year. If you are selected for PTMO, ensure that you read the PRG again at least several months prior to reporting to DCO: http://www.uscga.edu/subsites/ldccourses.aspx?id=2759

PTMO Appointment Grades and Term of Service:

1. Selected applicants will receive a 3 year active duty obligation.

2. The selection panel determines the appointment grade of each selectee, based on education, training, and work experience.

3. Selectees will receive a commission as an Ensign (O-1 or O-1E) or Lieutenant Junior Grade (O-2 or O-2E)

PTMO Frequently Asked Questions:

1. **If I have commissioned experience above the grade of O-2, would I be eligible to be appointed at an equal grade? i.e. if I am an O-3, can I maintain my O-3 grade?**

   No. Your selection grade will be based on your education, training, and

experience, and the highest rank you can come in as is O-2 or O-2E.

2. **Do I need any special experience or degree to qualify for the PTMO program?**

   No

PTMO Trends and Statistics:

In the past 6 Fiscal Years, PTMO was active only during FY14 and did not yield a robust pool of applicants.

Fiscal Year	Packages Sent to Selection Panel	Primary Applicants Selected (Mission)	Average Selection Rate PTMO	Average Selection Rate, All Programs
2014	2	1	50.00%	29.99%
2015	Did not compete in 2015			
2016	14	7	50.00%	36.35%

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

*Please note:

1. Minimum height for accession purposes is 58”

2. Maximum height for accession purposes is 78”

OCS: Scored Health and Physical Readiness Test

Males (age)	Push-ups (cadence style, 2 min limit)	Bent Knee Curl-ups (2 min limit)	1.5 Mile Run
20-29	32	60	10:59
30-39	32	60	10:59
Females (age)	**Push-ups** (cadence style, 2 min limit)	**Bent Knee Curl-ups** (2 min limit)	**1.5 Mile Run**
20-29	24	60	12:49
30-39	24	60	12:49

You must meet the above standards at a minimum. A much higher score is possible. If you have been selected for Officer Candidate School and know you cannot meet the above standards, contact the school immediately at (860) 701-6887.

ROCI: Scored Health and Physical Readiness Test

Males	Push-ups	Sit-ups	1.5 Mile Run	12 Min Swim
Under 30	29	38	12:51	500 yds
30 to 39	24	35	13:36	450 yds
40 to 49	18	29	14:29	400 yds
Females	**Push-ups**	**Sit-ups**	**1.5 Mile Run**	**12 Min Swim**
Under 30	23	32	15:26	400 yds
30 to 39	19	25	15:57	350 yds
40 to 49	13	20	16:58	300 yds

You must meet the above standards at a minimum. Please note that ROCI attendees are also required to complete a 12 minute Survival at Sea (SAS) assessment (see details under OCS Swimming Proficiency, Requirements for Survival at Sea).

OCS: Swimming Proficiency

You will be required to complete a Basic Swim test, a 12 Minute Swim Assessment, and a Survival at Sea (SAS) test. The 12 minute lap swim and basic swim assessment gauge your swimming ability.

Males	12 Min Swim
20-29	18.5 lengths
30-39	17 lengths
Females	**12 Min Swim**
20-29	17.5 lengths
30-39	15.5 lengths

The requirements of the Survival at Sea (SAS) test are below.

- Back float - 60 seconds
- Treading Water (no hands) - 60 seconds
- Front Crawl - 25 yards
- Prone float (holding breath) - 10 seconds
- Elementary backstroke - 10 yards
- Unassisted swim (any stroke) - 75 yards
- 1-meter front dive, remain submerged and 15 yards swim underwater without breaking the surface

Health and Physical Fitness (DCO):

DCO students are required to complete a personal wellness assessment, and complete a structured, point-based physical fitness program while at DCO school.

APPENDIX 3: CATEGORIES OF PERSONNEL INELIGIBLE FOR COAST GUARD SERVICE

Individuals are ineligible for enlistment or accession when any of the following conditions exist:	
01	Conscientious objector or persons with reservations about military service for religious, moral, or ethical reasons.
02	Religious beliefs conflict with the principle of unrestricted service on a 24-hour/7 days per week basis.
03	Objects to bearing arms in the enforcement of federal law.
04	Does not possess a Social Security Number.
05	Aquaphobia: fear of being in, or, or near water.
06	Pregnant.
07	**ANY** pending criminal, civil, or other court action including bankruptcy, divorce, traffic violations, or child custody proceedings.
08	In receipt of or have a claim pending for pension, disability, allowance, or disability compensation from the U. S. government due to military services, unless rights to such compensation are waived.
09	Convicted of a felony or serious crime including domestic violence.
10	Currently awaiting trial or sentence by a civil court.
11	Registered sex offender.
12	Have been confined in a federal or state prison or pardoned for otherwise disqualifying offenses.
13	Currently on probation or other civil restraint, or release is contingent on enlistment, or release was obtained in order to enlist in the Coast Guard or Coast Guard Reserve.
14	History of juvenile delinquency, including adjudication as youthful offender or wayward minor.
15	Raised and trained in institutions having mental or correctional features, including voluntary.
16	Disqualifying medical condition(s) or history cited in Coast Guard Medical Manual, COMDTINST M6000.1 (series).
17	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. **NOTE**: This does not include drug experimentation, which is defined as "A few times for reasons of curiosity, peer pressure, or similar reasons."
18	Use or have used within one year prior to examination any drug or substances listed in Part 1308 of Title 21 of the Code of Federal Regulations, which has a stimulant, depressant, or hallucinogenic effect or potential for abuse. **EXCEPTIONS**: Marijuana and legally-prescribed drugs.
19	Prior military service with a Re-Entry Code of RE-4 in Block 27 of the DD Form 214.
20	Have prior military service and concealed that fact from the recruiter.
21	Any tattoo, body piercing, or branding in violation of Tattoo, Body Marking, Body Piercing, and Mutilation Policy, COMDTINST 1000.1 (series).
22	NDAA Section 1711 Offenses, including Sexual Assault and Incest

BASIC CHARACTER CRITERIA

Violations: Criminal and civil violations or other questionable conduct is evidence of the prospect/applicant's moral character. These violations or conduct may be the result of lack of judgment rather than criminal intent. Recruiters shall apply the "Whole Person Concept" before making a final decision as to whether or not an applicant is eligible to enlist or obtain a commission in the Coast Guard or Coast Guard Reserve.

Official Records

1. Recruiters shall question potential applicants regarding the nature and circumstances of any records of arrest, charges, juvenile court adjudication, traffic violations, probation periods, Nolo Contendere, Nole Prosequi, dismissed charges or convictions, and expunged or sealed records.

2. Recruiters shall also question prospects and applicants regarding current criminal or civil charges filed or pending by local, State, or Federal authorities. Determine if a waiver may apply after examining the records of those applicants who indicate any criminal or civil law violations.

PROSPECTS/APPLICANTS ARE INELIGIBLE FOR ENLISTMENT IF:

1. 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 under restraint imposed by any court, or participation in a pre-trial diversion program, or subject to subpoena ordering attendance at a future date.

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

CRITERIA	**STATUS**	**QUALIFICATION**	**WAIVER AUTHORITY BY:**	
IF THE PERSON IS CHARGED WITH:	**CONVICTED**	**THEN THAT PERSON**	**YES**	**NO**
List 1 Felony Offenses **One or more offenses**	YES	**MAY NOT APPLY**		X
	NO	MAY APPLY *WITH APPROVED WAIVER*	CGRC	
List 2 Major Misdemeanors **- One offense within the past year, or** **- Two offenses within the past 5 years**	YES	**MAY NOT APPLY**		X
	NO	MAY APPLY *WITH APPROVED WAIVER*	CGRC	
List 3 Minor Non-Traffic Offenses **- Two offenses within the past year, or** **- Three offenses within the past 5 years**	YES	MAY APPLY *WITH APPROVED WAIVER*	RIC	
	NO	MAY APPLY		
List 4 Minor Traffic Offenses **- Four or more within the past 2 years**	YES	MAY APPLY *WITH APPROVED WAIVER*	CGRC	
	NO	MAY APPLY		

<u>List 1 – Felony Offenses</u> **This list is a guide. In doubtful cases, check with CGRC**	
RULE	If the maximum confinement for the offense under local law exceeds one year, then treat the offense as a felony.
Aggravated assault; Assault with a deadly weapon; Assault intentionally inflicting great bodily harm	
Assault with intent to commit a felony	
Arson	
Attempt to commit felony	
Breaking and entering with intent to commit felony	
Bribery	
Burglary	
Carnal knowledge of child under 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	
Maiming; disfiguring	
Manslaughter	
Misprision of a felony	
Murder	
Wrongful possession, use, sale of narcotics or habit-forming drugs	
Pandering	
Perjury; Subornation of perjury	
Public records: altering, concealing, destroying, mutilating, obliterating, removing	
Rape	
Riot	
Robbery	
Sedition; Solicitation to commit sedition	
Sodomy	

List 2 – <u>Major Misdemeanors</u> This list is a guide. In doubtful cases, check with CGRC	
RULE	If the maximum confinement for the offense under local law exceeds four months, but is less than one year, then treat the offense 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	
Slander	
Selling or leasing weapons to minors	
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 firearm so as to endanger life; shooting in public place	
Willful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent. This group of motor vehicle offenses, 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.	

List 3 – <u>Minor Non-Traffic Offenses</u> This list is a guide. In doubtful cases, check with CGRC	
RULE	If the maximum confinement for the offense under local law does not exceed four months, then treat the offense as a minor offense.
Abusive language under circumstances to provoke breach of peace	
Carrying concealed weapon (other than firearm); possession of brass knuckles	
Curfew violation	
Damaging road signs	
Discharging a firearm through carelessness	
Discharging a firearm within municipal limits	
Disobeying summons	
Disturbing the peace	
Drinking liquor on train (other than club car)	
Drunk in public; drunk and disorderly	
Dumping refuse near highway	
Fighting; participating in affray	
Fornication	
Illegal betting or gambling; operating illegal handbook, raffle, lottery, punchboard, matching, 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 water tower, throwing water-filled balloons, rocks on highway, missiles at athletic contests, objects at vehicles.	
Nuisance, committing	
Poaching	
Possession of cigarettes by minor	
Possession of indecent publications or pictures	
Purchase, possession or consumption of alcoholic beverages by minor	
Removing property under lien	
Removing property from public grounds	
Robbing the orchard	
Shooting from highway	
Shooting on public road	
Simple assault	
Throwing glass or other material in road	
Trespass to property	
Unlawful assembly	
Using or wearing unlawful emblem	

Vagrancy
Vandalism: injuring or defacing public property or property of another, shooting out street lights
Violation of fireworks law
Violation of fish and game laws

List 4 – <u>Minor Traffic Offenses</u> This list is a guide. In doubtful cases, check with CGRC	
RULE	If the offense is treated as minor under local law, then treat the offense as a felony.
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	
Driving without license or with suspended or revoked license	
Driving without registration or with improper registration	
Driving wrong way on one-way street	
Failure to comply with officer's directives	
Failure to have vehicle under control	
Failure to keep to right or in line	
Failure to signal	
Failure to stop or yield for pedestrian	
Failure to submit report following accident	
Failure to yield right of way	
Faulty equipment: defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, windshield wipers	
Following too closely	
Improper backing: backing into intersection or highway, backing on expressway, backing over crosswalk	
Improper blowing of horn	
Improper parking: restricted area, fire hydrant, double parking	
Improper passing: passing on right, in no-passing zone, passing parked school bus, pedestrian in crosswalk	
Improper turn	
Invalid or unofficial inspection sticker, failure to display inspection sticker	
Leaving key in ignition	
License plates improperly displayed or not displayed	
Operating overloaded vehicle	
Racing; dragging; contest for speed	
Reckless driving (single offense)	
Speeding	
Spinning wheels; improper start; zigzagging or weaving in traffic	

Overview:

This check list corresponds to the items **required** for the Coast Guard the Class 1A* Flight Physical in the format of the DD 2808 in the AERO system. Please ensure that all below items are completed by your flight surgeon/medical provider **in AERO** as per the notes indicated in the "instructions and notes" column. The CG medical officer will review your physical in the AERO system only. Completion of all items will allow the CG medical officer to make **final** determination on your medical eligibility to serve as a pilot in the Coast Guard.

*"A" means aviation candidate. You must complete the **Class 1A** version of the flight physical to apply for DCA or WiFI.

Instructions:

Please ensure that your completed Class 1A Flight Physical is "assigned" to the Coast Guard in AERO.

Column 1: Ensure results from all items indicated in this column are entered in the corresponding block in the AERO system.

Column 2: Y indicates this item should be completed. Notes (i.e. (1), (2), etc.) refer to additional instructions enumerated beneath the check list.

Column 3: Please indicate the completion of all items in the "date completed" column.

Waivers: All service waivers require resubmission to the CG for consideration. You must submit a **new** waiver request in AERO. The request should be submitted in the aeromedical summary (AMS) with the aeromedical provider's recommended disposition (i.e. waiver approved/denied). Approval by the CG is not guaranteed. Example- PRK requires submission of a waiver.

Additional Instructions to the Applicant and Aeromedical Provider: Further explanation for all of the **Column 1** items is contained in the Coast Guard AERO Technical Bulletin (Revised 1 Jan 2010), available in the Direct Commission Aviation (DCA) and WiFI sections the following web page: http://www.gocoastguard.com/active-duty-careers/officer-opportunities/plan-your-next-move

Items (2808) COLUMN 1	**Instructions/Notes (COLUMN 2)**	**Date Completed (COLUMN 3)**
1-16. Admin Data	Y	
17-44. Clinical Exam Dental Valsalva Rectal Stool Guaiac	Y Y (1) Y Y (by inspection) Y	
45. Urine RBC/WBC	Y	
45a. Urine Albumin	Y	
45b. Urine Glucose	Y	
46. Urine HCG	Y (females)	
47. Hematocrit and Hb	Y	
49. HIV	Y (Annotate date drawn)	
52. RPR – document under "Other"	Y	
52a. Pap smear	(2)	
52c. Sickledex	Y	
53. Height (result)	Y	
54. Weight (result)	Y	
--Waist Measurement (in cm)	(3)	
55. BMI	Automatically calculates	
57. Pulse	Y	
58a. Blood Pressure – one if nl Three if > 139/89	Y	

60. Other vision: **Cycloplegic Refraction** (Annotate procedure in block 73)	Y (4)	
61. Distant Vision	Y	
63. Near Vision	Y	
64. Heterophorias Cover Test / Cross-cover Near Point Convergence	Y Y Y	
66. Color Vision	PIP (5)	
67. Depth Perception	Y	
68. Field of Vision	Y	
69. Night Vision History	Y	
70. IOPs	Y	
71a. Audiometer	Y	
72a. Reading Aloud Test	Y	
73. **Notes** Total Cholesterol HDL, LDL, Triglycerides PSA CAD Risk Index Fasting Glucose ECG CXR G6PD Sickledex Anthropometrics Standing Balance Test Aeronautical Adaptability (formerly known as ARMA) STI Screening HRA significant findings	 Y Y (2) N (unless >40 Y/O, or other risk) Y Y Y (need not be repeated if CXR in record > 18 yrs of age) Y (numeric value) Y (positive or negative) Y (6) Y Y (2) Y	
74a. Qualification	Y	
77. Summary of Defects	Y	
78. Recommendations	Y	
81a-84b. Examiner names and signatures	Y (1)	

Notes:

(1) Does not require a Dentist's signature.

(2) Required if medically indicated or required by the U.S. Army PrevMed program/USPSTF Guidelines.

(3) If calculated BMI >29.9, waist circumference (in cm) required. Annotate in AERO, page 4, or in remarks section.

(4) Cycloplegic: see Page 16-19 of the AERO Technical Bulletin (see link above) for procedures. The following results are qualifying:

Hyperopia less than or equal to **+3.00** diopters of sphere (in any meridian by transposition in either eye)
Myopia less than or equal to **–1.50** diopters of sphere (in any meridian by transposition in either eye)
Astigmatism less than or equal to **+/- 1.00** diopter of cylinder in either eye

(5) PIP is done first, FALANT is only done if failing PIP.

(6) Anthropometric Measurements and Limits: see Page 29 of the AERO Technical Bulletin (see link above) for procedures. Must administer CG Anthro tests (SH, SEH, TTR, SEH + TTR, BKL) and three Army Anthro (CH, TAR, and SH) tests. The following results are qualifying:

SH: not less than 33" nor more than 40.9", **SEH**: 28.5 inches or greater, **TTR**: 28.5" or greater, **SEH + TTR** greater than 57"
BKL: not less than 21" nor more than 27.9", **CH**: greater than or equal to 75cm, **TAR**: greater than or equal to 164 cm, **SH**: less than or equal to 102 cm.

(d) Date or dates when members interviewed the applicant.

(3) Applicant Recommendation. The interview board must state the applicant's suitability for commissioning in the program(s) in question in the first sentence of the "Overall Impression of Candidate" box of the Applicant Assessment form in this wording: "(applicant name) is recommended for (program name)," or "(applicant name) is NOT recommended for (program name)," for example: "Mary Jones is recommended for Officer Candidate School;" or "Ralph Jones is NOT recommended for the Direct Commission Aviation program." In addition, include applicable comments in the "Overall Impression of the Candidate" box.

(4) Other Evaluation. The local recruiter or other persons who process an applicant often are a valuable source of information. When they have sufficient personal contact with an applicant to provide an accurate evaluation, they should complete an Officer Programs Applicant Assessment, Form CG-5527, and attach it to the board report, marking it clearly with the words, "NOT A MEMBER OF THE INTERVIEW BOARD." This supplements the usual interview board requirement; the recruiter should use it only when fully satisfied the appraisal is complete and accurate.

1.B.9. Officer Programs Interviewing Guidelines

1.B.9.a. The Objective

The interview's primary purpose is to evaluate the applicant as a prospective Coast Guard officer. In many cases, the report of interview is the most valuable portion of an application and a determining factor in selections for officer programs. The primary object interviewers must keep in mind is their written evaluation usually is the only evidence of the applicant's personal attributes and thus plays a very important part in the selection process. Therefore, it is essential during the interview for interviewers to obtain adequate information and accurately transpose it on the Officer Programs Applicant Assessment, Form CG-5527. It also is necessary to attain some degree of uniformity in the report of interview since officers of very different backgrounds and experience and varying interviewing proficiency conduct the interviews. An interview board could consist of a captain with marine inspection experience, a Coast Guard Academy lieutenant, and a recent OCS graduate. Their common bond, of course, is all are Coast Guard officers. Consider separately any specialty, such as aviation, although if the board can determine information about that specialty, it certainly is valuable.

1.B.9.b. The Interview

(1) Environment. The formality of the three officer board may cause the applicant some uneasiness or stress. Their response to that situation is a valuable part of the interview. However, interviewers will be able to get a more accurate view of the applicant's true personality if a "threatening" environment does not exist. Create an environment which will permit the applicant to relax, so they will communicate freely.

(2) Conversation Flow. Avoid the question and answer approach. Applicants tend to give what they think is the expected answer to a question. Try to conduct the interview as a free-flowing conversation. The member with the most interviewing expertise or experience should direct the interview with a minimum of comments and questions, as appropriate, from the others.

(3) Chronology. Follow a predetermined interview plan. A chronological sequence, like the one below, is recommended but can be modified as necessary to conform to program requirements and the individual applicant. Included in each section are examples of questions that tend to draw the desired response from the applicant. Do not use the list of questions as a script.

(a) Introduction. Explain the primary purpose of the interview is to develop some knowledge of the applicant's interest and ideas. Briefly explain the intended sequence, so the applicant understands the major portion of the interview will obtain those facts, ideas, qualifications, and experiences not available in the other application materials submitted. Explain you intend to reserve time at the end to answer any questions.

(b) Personal Life and Home Environment. Review this aspect of the applicant's life, discussing parental guidance and childhood, to provide insight into present and future situations.

[1] What are your recreational and leisure-time interests?

[2] Do you now belong to any social, civic, or professional clubs and associations?

[3] Do you hold office in any of these?

[4] If you had more time, in what activities would you like to participate?

[5] In general, how would you describe yourself?

[6] What do you believe are your outstanding qualities?

[7] What do you believe are some of your shortcomings?

[8] In which areas would you like to develop yourself?

[9] What traits or qualities do you most admire in your immediate supervisor?

[10] What has contributed to your career success up to now?

[11] What disappointments, setbacks, or failures have you had in your life?

[12] What kinds of situations or circumstances make you feel tense or nervous?

[13] What were some of the major problems or decisions you have had to make up to now?

[14] If you had to do it all over again, what changes would you make in your life and career?

(c) High School. Attempt to determine what the applicant did, and why, during these formative years.

[1] In what types of extra-curricular activities did you participate?

[2] How did you spend your summers while in high school?

[3] Did you hold any class or club offices?

(d) College or Other Advanced Study. Try to find out the reasons the applicant chose a certain major, how they spent extra time, reasons for good or bad grades, and how college experience has contributed to their overall life experience.

[1] Why did you choose the particular college you attended?

[2] What determined your choice of major?

[3] How would you describe your academic achievement?

[4] How did you decide to become [insert career: an accountant, a sales representative, etc.]?

[5] How did you spend your summers while in college? Did you hold any class or club offices?

[6] Have you had any additional training or education since graduating from college?

[7] How do you think college contributed to your development?

(e) Employment. The other portions of the application provide only minimal information about work experience. The interview is the only opportunity to find out why the applicant took a certain job, reasons they quit, and attitudes toward the job, employer, and company.

[1] Can you describe your present responsibilities and duties?

[2] What were some things you particularly enjoyed when you worked for

[insert employer name]?

[3] What did you enjoy less?

[4] Looking back at the time spent with [insert employer name], what do you think you have gained from your association?

[5] What were your reasons for leaving [insert employer name]? How would you describe your [present/past] supervisor?

[6] What were some of the problems you encountered on your job and how did you solve them?

[7] In what way has your present job prepared you for greater responsibilities?

[8] As you see it, what would be some advantages to you if you joined the Coast Guard?

[9] What disadvantages might there be?

(f) Military Experience. This portion may be the most difficult for some applicants, particularly those who are presently in the Coast Guard or who have extensive prior service because this type of person knows the "system" and it is difficult to distinguish one from another. Interview reports of in-service applicants tend to summarize applicants' assignments and experience, be favorable, and lack information valuable in evaluating the individual. What is desired is a look at why they entered and left their service, why they were able to make rate in such a short time or why it took them so long, why they feel they received their evaluation marks; attitudes about the service, supervisors, and subordinates; ideas on drug and alcohol problems, racial attitudes, etc.; and how past military experience can serve them in the future.

[1] Can you describe your present responsibilities and duties?

[2] In the past, for what things have your supervisors complimented you?

[3] What did you and your superior disagree about?

[4] How has your present job prepared you for greater responsibilities?

(g) Present Situation and Future Ambitions and Goals. What in the applicant's present situation needs changing and how can they accomplish it in this program? Does the applicant have a plan to achieve a certain goal? If so, what are the reasons for their objectives, and are they realistic? Do not downgrade an applicant only because they are unsure of their future goals. Many can contribute a great deal to the service during one tour of duty. On the other hand, one who

claims to desire a Coast Guard career may say so because they think it is a desired response. Interviewers should not ask, "Do you want to make a career of the Coast Guard?"

[1] In what way does a job with the Coast Guard meet your career goals and objectives?

[2] If you joined the Coast Guard, where do you think you could make your best contribution?

[3] What are your long-term goals and objectives?

[4] In considering joining the Coast Guard, what are some of the factors you took into account?

[5] What aspects of a job are important to you?

[6] What would you want in your next job you are not getting now?

[7] Are there any additional aspects of your qualifications we have not covered which would be relevant to the position we are discussing?

(4) Pointers. Ask if the applicant has questions or if anything else needs to be added. This is particularly important for civilian applicants to avoid any later misconceptions. Emphasize the Coast Guard's military posture. While maintaining a favorable image, answer questions honestly and avoid any possibility the applicant might believe selection is assured, assignment will be to a desired area or type of work, etc. Remember applicants sometimes hear only what they want to hear and sometimes are unintentionally misled. Don't get trapped into being interviewed by the applicant; make them do the talking.

(a) Don't ask antagonizing questions.

(b) Don't ask questions with one-word or -phrase answers.

(c) Don't ask questions that have "right" answers.

(d) Don't jump to conclusions on the basis of initial impressions or inadequate information.

(e) Don't accept a partial response to a question.

(f) Don't go off on a tangent. Stay with your intended interview plan.

(g) Don't concentrate on shortcomings.

(5) Conclusion. After the interview, the board members are to complete an Officer Programs Applicant Assessment, Form CG-5527, in accordance with Article 1.B.8. of this Manual.