COAST GUARD RECRUITING MANUAL

COMDTINST M1100.2E
COMMANDANT INSTRUCTION M1100.2E

22 JUNE 2006

COAST GUARD RECRUITING MANUAL

1. PURPOSE. This Manual prescribes policies and regulations, and describes the administrative procedures relating to the recruiting of Coast Guard personnel. This Manual is intended for the use by recruiting personnel of the Coast Guard and Military Entrance Processing Stations (MEPS).

2. ACTION. Commanding Officer, Coast Guard Recruiting Command and Recruiters-In-Charge shall ensure the provisions of this Manual for the administration of Coast Guard Recruiting are followed. Area and district commanders, commanders of maintenance and logistic commands, assistant commandants for directorates, Judge Advocate General, special staff offices at headquarters, commanding officers of headquarters units, commanding officers and officers-in-charge of units will reference this Manual on all matters pertaining to enlistments and officer accessions. Internet release is not authorized.

3. DIRECTIVES AFFECTED. Coast Guard Recruiting Manual, COMDTINST M1100.2D, Minority Officer Recruiting Effort (MORE) Program, COMDTINST 1131.16B, Pre-Commissioning Program for Enlisted Personnel (PPEP), COMDTINST 1131.21A, Maritime Academy Reserve Training Program (MARTP), COMDTINST 1131.22A, and Direct Commissioned Programs, COMDTINST 1131.23 are hereby cancelled.

4. SUMMARY OF CHANGES. This Manual has been completely revised from the previous version and clarifies numerous program policies. A complete review of the entire Manual is strongly recommended. Major changes include: enlistment and accession eligibility requirements, including aptitude, character, and medical standards, and induction and processing procedures have been updated to reflect current practices and service policies; requirements and procedures common to more than one program have been placed into appendices; eligibility and program requirement information has been placed in tabular form for ease of use and clarity; a section pertaining to service standard waivers and the Everyone's a Recruiter Program has been added; the reserve enlistment program RY was eliminated, and RA was added. The Minority Officer Recruiting Effort
(MORE) Program was re-vamped and renamed the College Student Pre-Commissioning Incentive (CSPI) Program; the Aviation Candidate (AVCAD), Blue 21 Flight Training Initiative, California Maritime Academy Pre-Commissioning Pilot Program (CMAPP), and the Direct Commission Intelligence Officer (DCIO) programs were also added.

5. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.

6. **FORMS AVAILABILITY.** All forms described within this Manual are available in the Angel 4 Closed Loop Leads System (CLLS) or at the following web sites as described in Appendix 6.

- **DHS:** [https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml](https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml)
- **Dept of Justice:** [http://www.fbi.gov/hq/cjisd/forms/orderingfps.htm](http://www.fbi.gov/hq/cjisd/forms/orderingfps.htm)
- **DTIC:** [http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm](http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm)
  or intranet [http://www.cgweb2.comdt.uscg.mil/cgforms/welcome.htm](http://www.cgweb2.comdt.uscg.mil/cgforms/welcome.htm)

S. W. ROCHON /s/
Director of Personnel Management
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CHAPTER 4 - OFFICER RECRUITING

This chapter provides officer eligibility criteria for Officer Candidate School and Direct Commission Officer applicants as well as specific information on the multiple officer programs.

This chapter is designed to be used in conjunction with the Officer Programs section of the Coast Guard Recruiting Command’s website where the current forms, eligibility requirements, application deadlines, etc., are posted.

4.A. Definitions

Accession. Any selectee who has completed the oath of office and signed the appropriate service agreements.

Accredited College or University. A college or university accredited by an accrediting body recognized by the Council on Post-Secondary Accreditation.

Applicant. Any prospect whose application for commission has been submitted to a recruiter for consideration by a formally convened selection panel.

Appointment Authority. Approval from the Secretary of Homeland Security to commission a selectee at a particular rank.

Assignment Officer. Officer in CGPC-opm-2 who assigns a selectee to a particular position. The assignment officer is often a member of the DCO selection panel, schedules a selectee for initial training in Direct Access, sets the commissioning date, and posts a selectee’s orders in Direct Access.

CG-1. The Assistant Commandant for Human Resources. CG-1 is responsible to the Commandant for the Coast Guard workforce and includes the Health and Safety, Personnel Management, Reserve and Training, and Resource Management directorates.

CG-12. The Director of Personnel Management. CG-12 is responsible for military and civilian personnel management issues including recruiting, promotions, retentions, separations, etc.

CG-12A. The Workforce Forecasting and Analysis Staff. This headquarters staff develops the fiscal year recruiting mission that is assigned by CG-1 to the Coast Guard Recruiting Command. CG-12A also provides many workforce analyses to CG-12 and other headquarters stakeholders.
CGPC-adm. The Coast Guard Personnel Command Administrative Division. The Administrative Division is divided into three branches: Physical Evaluations, Records and Support. CGPC-adm-1 administers the Coast Guard Physical Disability Evaluation System. CGPC-adm-2 internally serves members of the CGPC staff, providing a variety of general administrative, financial and human resource management support. CGPC-adm-3 maintains headquarters level military personnel data records.

CGPC-opm. The Coast Guard Personnel Command Officer Personnel Management Division responsible for managing the officer corps. CGPC-opm-1 is responsible for promotions and waivers. CGPC-opm-2 manages assignments and aviation-related waivers, CGPC-opm-3 manages officer evaluations, and CGPC-opm-4 provides career counseling to officers after accession.

CGRC Senior Medical Officer. The medical officer assigned to CGRC who reviews all pre-commissioning physicals and makes medical waiver recommendations to the CGPC-adm Chief Medical Officer.

Chief Medical Officer. The chief medical officer is located in CGPC-adm and is the final authority on pre-commissioning physical waiver recommendations from the CGRC senior medical officer.

Constructive Age. Current age minus number of months, not to exceed 60, of active duty military service. Time spent on active duty for training does not count.

Contact. Any response on the part of the lead to a CGRC officer recruiter’s attempt to contact the lead, regardless of method utilized (e.g., email, ground mail, phone message, etc.).

Date of Rank. The date of rank for newly commissioned officers is the date of appointment i.e. date the oath is administered, in the Coast Guard active or reserve component. It is used to establish seniority and determine when an officer is eligible for promotion to the next rank.

Direct Commission Officer School (DCOS). The initial training curriculum used for Direct Commission Officers. The course can be three to five weeks long depending on the selectee’s experience.

G-LGL. The Office of General Law. Headquarters office responsible for reviewing Recruiting Command policies, practices, and documents for compliance with applicable laws and regulations.

Inbrief. The briefing given by the Commanding Officer, Coast Guard Recruiting Command to the selection panel explaining the panel’s duties.

Integrated Accession Plan. A plan developed by CG-12A for CG-1 indicating the number of accessions the Coast Guard needs for a particular fiscal year. The plan categorizes the accessions by officer, enlisted, active, and reserve, then further breaks each of these accessions into subcategories. This plan constitutes the Recruiting Command’s accession mission for a particular fiscal year.
Inter-Service Transfer. The process by which a member of one military service is transferred to another military service. This process requires approval from the Secretary of both services’ departments and is managed through CGPC-opm-1. This process is separate and distinct from all officer accession programs managed by the Coast Guard Recruiting Command.

Interview Board. A board of three Coast Guard Officers convened to interview an officer applicant. Details on the Interview Board can be found in Articles 1.B.8 and 9 of the Personnel Manual, COMDTINST M1000.6 (series).

Lead. Any response by a civilian to any form of mass marketing, or individual referral, regardless of the sponsoring party (e.g. CGRC officer recruitment; enlisted recruitment; reserve recruitment; advertising, including mass mailings, national or local ads, broadcast, and print media; the website; civilian recruitment; or individual efforts including those of flag or SES officers or other Team Coast Guard members).

Most Suitable. The phrase used to describe selectees who possess the necessary leadership and management skills, education, experience, and any additional specific commissioning program requirements that best fit the Coast Guard organization and its core values.

Oath of Office. The document which, when completed and signed, “commissions” a selectee and establishes the date of rank. The oath cannot be administered until the Secretary has granted appointment authority. The earliest date on which the oath can be administered is directed by CGPC-opm-2 and is contained in the selectee’s Direct Access orders. A commissioned officer of the Armed Services, notary public, a judge, or court clerk must administer the Oath of Office (CG-9556). Recruiters who are enlisted personnel may assist in obtaining these services, but cannot administer the oath themselves.

Panel Report. The report produced by the selection panel that lists the primary and alternate selections. This report is forwarded to the Secretary for appointment authority.

Precept. The document from the Commanding Officer, Coast Guard Recruiting Command, to the president of the selection panel providing instructions on the panel’s purpose, responsibilities, and procedures.

Program Coordinator. The officer at the Coast Guard Recruiting Command responsible for overseeing the recruiting aspects of an officer accession program.

Program Manager. The office at headquarters responsible for overseeing policy and determining the needs of an officer accession program. The program manager determines a program’s staffing needs and sits on the selection panel.

Prospect. Any contact who agrees to submit either an application for commission or advance documents (e.g. ASVAB testing, pre-commissioning physical) with a CGRC recruiter.
Regular Commissions. Regular commissions are available to graduates of the Coast Guard Academy, and the following who are approved for integration: licensed officers of the United States Merchant Marine, members of the Coast Guard Reserve, and Coast Guard enlisted and warrant officers.

Reserve Commissions. Reserve commissions are available to graduates of Coast Guard Officer Candidate School, Reserve Office Candidate Indoctrination, and Direct Commission Officer accession programs.

Selectee. Any applicant who has been selected by a formally convened selection panel for a commissioning program.

Selection Panel. A group of Coast Guard officers convened by the Commanding Officer, Coast Guard Recruiting Command which reviews qualified applicants’ packages and determines which applicants will be offered commissions.

Temporary Regular Commission. Temporary regular commissions are available to Coast Guard enlisted members, Coast Guard warrant officers, and licensed officers of the United States Merchant Marine. A Coast Guard member who receives a temporary commission continues to hold an underlying enlisted or warrant status and returns to that 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 member receives that higher pay. To retire in a temporary grade, the officer must serve at least six months in the temporary grade, and the entire period of service performed in that grade must be determined satisfactory (14 U.S.C. § 334). Personnel who are not eligible for temporary regular commissions may be eligible to apply for a reserve commission.

Waiver. An exception to a program’s requirements. The waiver authority for officer commissioning programs is CGPC-opm-1 or CGPC-rpm in the case of the Selected Reserve Direct Commission Program. Waivers are considered on a case-by-case basis.
4.B. Officer Eligibility Criteria

The following criteria are applicable for all Officer Candidate School, Scholarship, and Direct Commission Officer programs.

4.B.1. Determining Eligibility

4.B.1.a. Character Standards. Character standards are critical in commissioning programs. All officers must be eligible to hold a secret security clearance.

1. Standard for those not presently in the Coast Guard or Coast Guard Reserve. Appendices 1 and 2 of this Manual that apply to enlistments also apply to officer commissioning programs.

2. Standard for those presently in the Coast Guard or Coast Guard Reserve. Applicants are eligible for commissioning unless if, in the 36 months prior to the commissioning program's class convening date, they have been convicted at courts-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-3307), or been involved in an alcohol related incident.

4.B.1.b. Commanding Officer's Endorsement

1. All packages require a commanding officer’s (CO) endorsement. Only one recommendation from a member’s CO shall be included in his or her application package. The CO must be a commissioned officer; an endorsement by an officer-in-charge is not sufficient. Since selection panels do not have access to personnel records and are not aware of NJP, adverse administrative remarks, or other indicators of non-adherence to the Coast Guard's core values, CGRC relies on the CO’s endorsement. The CO's endorsement certifies that the command conducted a review of the member’s record and that the applicant meets character standards in this article. If the CO rescinds his or her endorsement at any time before appointment, the applicant will be disqualified for that selection cycle.
2. The CO’s endorsement should include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>An evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.</td>
</tr>
<tr>
<td>2.</td>
<td>An evaluation of the applicant compared with other personnel who completed the specific program whom he or she personally has known.</td>
</tr>
<tr>
<td>3.</td>
<td>Any outstanding professional or other qualifications the applicant may possess.</td>
</tr>
<tr>
<td>4.</td>
<td>A statement of knowledge about the applicant’s ability and willingness to meet his or her financial obligations.</td>
</tr>
<tr>
<td>5.</td>
<td>A statement certifying that the command conducted a review of the member’s record and that the applicant meets character standards identified above in Article 4.B.1.a.</td>
</tr>
<tr>
<td>6.</td>
<td>The applicant’s average marks during the current enlistment according to Personnel Manual, Article 12.B.48, COMDTINST M1000.6 (series), and his or her most recent marks for Performance, Leadership, Military, and Professional Qualities Factor.</td>
</tr>
</tbody>
</table>

3. Commands must notify CGRC when an applicant's eligibility status changes subsequent to package submission.

4.B.1.c. Age

See specific program eligibility requirements in this chapter. Some programs use constructive age as defined in Article 4.A.13 of this Manual.

4.B.1.d. Qualifying Test Scores

Many programs require a qualifying score on one of the below tests. The most recent score on any test must be used with no time limitation.

<table>
<thead>
<tr>
<th>Test</th>
<th>Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>Combined score of 1000 or greater.</td>
</tr>
<tr>
<td>SAT I</td>
<td>Combined score of 1100 or greater.</td>
</tr>
<tr>
<td>ACT</td>
<td>Composite score of 23 or greater.</td>
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<tr>
<td>ASTB</td>
<td>4 AQR/4 PFAR</td>
</tr>
<tr>
<td>ASVAB</td>
<td>GT score of 109 (110 prior to 1 July 2004). GT consists of combining the VE and AR scores.</td>
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</tbody>
</table>

4.B.1.e. Physical

1. Appendix 3 of this Manual list obvious disqualifying medical conditions that apply to enlistments as well as officer commissioning programs.
2. All applicants must pass a pre-commissioning physical described in the Medical Manual, COMDTINST M6000.1 (series). Direct Commission Aviator and Licensed Officer of the Merchant Marine applicants must meet additional physical requirements as described in Chapter 3, Sections G and E, of the above reference and the Aviation Medicine Manual, COMDTINST M6410.3 (series).

3. The CGRC Senior Medical Officer shall review all pre-commissioning physicals and determine if applicants are physically qualified to be Coast Guard commissioned officers. Physical exams for applicants not qualified will be referred to the Chief Medical Officer for final determination.

4.B.1.f. Citizenship

All applicants must be U. S. citizens.

4.B.1.g. Dependents

1. Dependents. The Coast Guard considers the following individuals to be dependents:

   a. Spouse. An applicant’s spouse is a dependent, regardless of financial support or spouse’s military status, unless terminated by final divorce decree.

   b. Child or Children. An applicant’s child or children, including an illegitimate child or children, are listed as dependents regardless of whether or not:

      1. A male applicant is named as the father on the birth certificate, or
      2. The applicant has transferred custody of the child or children to a third party, or
      3. The applicant is providing financial support.

      Only the legal adoption of the child by another party ends the applicant’s dependency responsibilities.

   c. Unborn child or children of married applicants. To determine enlistment eligibility, the unborn child or children of an applicant’s wife is considered a dependent(s). Example: An applicant whose wife is pregnant with twins and has one dependent child would have four dependents.

   d. Unborn child of unwed male applicant. Unmarried applicants, who admit to being the father of an unborn child or children or for whom a legal/medical paternity determination has been rendered, are considered to have a dependent(s) for enlistment purposes.

   e. Stepchildren. The stepchildren of the applicant, of whom the spouse has custody, count as the applicant’s dependent(s).
f. **Financial Support.** Aside from children, spouse, and stepchildren, dependency depends on whether the applicant is providing financial support to the “dependent.”

2. **Criteria.** Table 2-3 contains the dependency criteria for all enlistment and commissioning programs in the Coast Guard or Coast Guard Reserve. The intent for placing limits on the number of dependents is to prevent undue hardship on the applicant by balancing family life and service demands. Recruiters shall inform all applicants regarding the member’s legal obligations to provide dependent support. Coast Guard and Coast Guard Reserve members with families receive no preferential treatment. The Coast Guard and Coast Guard Reserve dependency criteria differ only in the number of authorized dependents.

   a. **Sole Custody.** Coast Guard and Coast Guard Reserve applicants who have sole or primary custody of another individual are not eligible for enlistment or commissioning.

   b. **Relinquishing Legal Custody.** Prospects or applicants who relinquish legal custody of another individual solely for gaining enlistment or applying for commission are **ineligible for enlistment or commissioning** in the Coast Guard or Coast Guard Reserve. This includes any applicant whose court documentation is dated on or after the date of initial contact with a recruiter. Recruiters shall not encourage or imply that giving up legal custody to another person or family member will make the applicant eligible for enlistment or commissioning in the Coast Guard or the Coast Guard Reserve. Coast Guard and Coast Guard Reserve applicants with dependents whose spouse is currently on active duty or has a reserve obligation must provide a dependent care plan with an indefinite general power of attorney. Prior service applicants applying for the Coast Guard or Coast Guard Reserve discharged or separated due to a dependent hardship may enlist if the reason for the hardship no longer exists.

3. **Active Duty Coast Guard Spouse.** All applicants with an active duty Coast Guard spouse must complete Administrative Remarks (CG-3307) entry below:

   > I understand I am accepted for commissioning with a spouse and ____ dependents. My spouse is an active duty Coast Guard member in the grade of _____. The Coast Guard shall make every attempt to co-locate me with my spouse, but co-location is not guaranteed.

4. **Required Documentation.** All applicants who claim dependents must provide notarized copies of certificates of marriage or divorce decrees, birth certificates or adoption documents of children, and any documents necessary to establish dependency and legal custody. A Power of Attorney is not the equivalent of a court order. Written approval is required from CGRC Officer Programs Branch when documentation of legal custody is other than by order of a court (e.g. divorce, custody decree, or court order appointing legal guardianship) prior to applicant package submission.

5. **Excess dependents:** Recruiters may submit waivers for excess dependents via CGRC Officer Programs Branch.
4.B.1.h. **Active, Reserve, and Prior Military Service Personnel**

1. An applicant on active or reserve duty in another service must include an approved Request for Conditional Release (DD-368) from their respective service. Obtaining and providing an approved DD Form 368 is the sole responsibility of the applicant.

2. The maximum number of years of prior active duty service an applicant may have varies by program. See specific program eligibility requirements in this chapter.

3. A selectee who is currently serving on active or reserve duty in another service must be discharged from that service before being commissioned in the Coast Guard or Coast Guard Reserve.

4.B.2. **Ineligible for Commissioning**

a. People who are not eligible to enlist in the Coast Guard are also not eligible for a Coast Guard commission. Appendix 1 of this Manual contains a list of descriptions of individuals who are not eligible to apply for a Coast Guard commissioning program. This list is a guide to assist recruiters in determining if a prospect is likely to qualify as an applicant. Recruiters shall pre-screen all prospects to determine if any of the categories listed in Appendices 1, 2, or 3 apply. These lists are not all-inclusive and inclusion in certain categories is not necessarily permanently disqualifying. If a prospect’s disqualification in any of these areas cannot be resolved by either the prospect or a waiver request, recruiters shall stop the application process and tactfully dismiss the prospect.

b. Recruiters must be prepared to advise applicants applying for commissions as Coast Guard officers when the low probability for selection (e.g., low GPA, weak narrative, low marks, no demonstrated successful leadership or management endeavors, Coast Guard core values infractions, etc.) warrants a re-direction of this career choice away from Coast Guard officer programs. Allowing non-competitive applicants to continue through the application process affords no benefits to these applicants or the Coast Guard. Advice offered early reduces frustration and disappointment for such applicants, and enables recruiters to invest time on more viable prospects while also easing the workload of the Coast Guard Recruiting Command and Coast Guard selection panels.

c. Commissioned officers 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. Applicants will not be scheduled for a Coast Guard interview if any of the following conditions apply:
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Non-U.S. citizenship.</td>
</tr>
<tr>
<td>2.</td>
<td>Doesn’t meet Appendix 2 character standards.</td>
</tr>
<tr>
<td>3.</td>
<td>Non-qualifying test score.</td>
</tr>
<tr>
<td>4.</td>
<td>Doesn’t meet temporary commissioning requirements (i.e. current pay grade, time-in-service).</td>
</tr>
<tr>
<td>5.</td>
<td>Doesn’t meet degree requirements.</td>
</tr>
<tr>
<td>6.</td>
<td>Exceeds waiverable maximum age requirements.</td>
</tr>
<tr>
<td>7.</td>
<td>Exceeds weight standards.</td>
</tr>
<tr>
<td>8.</td>
<td>Color blindness.</td>
</tr>
</tbody>
</table>

e. Applicants who are “not recommended” by a Coast Guard interview board are not eligible for consideration by a selection panel.

4.B.3. **Waivers**

a. Only time-in-service, age, and certain medical conditions will be considered for waivers. Waiver decisions are based on the needs of the service and current recruiting environment. Also see specific program information in this chapter. Individual program waiverable items will be published annually via an ALCGRECRUITING message. Recruiters and ESOs should direct waiver questions to the CGRC Officer Programs Branch.

b. CGPC-opm-1 is the waiver granting authority for all commissioning programs except for SRDC, for which CGPC-rpm is the waiver granting authority. CGPC-adm is the medical waiver granting authority for all commissioning programs (except for aviation waivers; CGPC-opm-2 is the aviation medical waiver granting authority).

c. An applicant seeking a waiver of a commissioning program’s eligibility requirements or standards must submit a written waiver request with their application package.

d. Items listed in Article 4.B.2.d. will not be considered for waivers. However, recruiters should encourage applicants who are otherwise fully qualified to retake a qualifying test or take a different qualifying test.

e. Items listed in Appendix 1 of this Manual will not be considered for waivers.
4.C. Officer Processing

4.C.1. Assembling Application Packages

All application packages shall be assembled in a standard green folder (NSN 7530-00-043-1194) with documents entered as listed on the applicable check-off sheet available at the Coast Guard recruiting website. The right edge of the application folder shall be labeled in capital letters as follows: last name, first and middle names, social security number, EMPLID (if applicable), and acronym for commissioning program (e.g., DCA, DCE, etc.).

Only one application package with all required documents is needed when an individual is applying for multiple direct commission officer programs or multiple officer candidate school programs. A separate application package is needed when an individual applies for a direct commission officer program, an officer candidate school program, or a scholarship program. When an applicant expresses written intent to accept appointment through or enrollment in one program, they will be withdrawn from consideration for all other commissioning programs for the current selection cycle. Applicants are responsible for ensuring that their applications are complete and that all questions about eligibility are resolved prior to the convening of selection panels. Applicants are encouraged to communicate directly with the CGRC officer programs staff to verify the status of their packages and to update contact information.

4.C.2. Interviews

4.C.2.a. Overview

One of the important parts of an application package is the personal interview. The interview is an official report of the applicant's personal contact with Coast Guard officers and provides the means for the board to assess the applicant's leadership potential, communication skills, and maturity. It is imperative that the interview board report provide unbiased, specific information. Therefore, effective interviewing procedures and careful attention when completing the Officer Programs Applicant Interview Form (CG-5527) are crucial to this process. Proper preparation is critical to the effective functioning of an interview board. Board members should review the guidance provided in Articles 1.B.8 and 9, Personnel Manual, COMDTINST M1000.6 (series), and familiarize themselves with the applicant’s background before the interview convenes. Applicants should contact their recruiter or Education Services Officer (ESO) for guidance on preparing for an interview. The recruiter or ESO should verify that the member meets all other qualifications and eligibility standards prior to convening an interview board.

4.C.2.b. Interview Board Composition

1. Interview boards shall be composed of three commissioned Coast Guard officers. At geographically remote locations, Commanding Officer, Coast Guard Recruiting Command, may authorize a two-member board if there is an absolute lack of three available commissioned Coast Guard officers. In addition, CGRC may authorize one
retired Coast Guard officer to be a board member. The senior board member must be an active duty officer.

2. Officers assigned to an interview board must have at least 12 months of commissioned service. The senior member of any interview board must be Lieutenant Commander or higher. CGRC Officer Programs Branch may authorize a Lieutenant Commander (select) to serve as the board president on a case-by-case basis. Additionally, interview board members must be of a rank equal to or greater than the highest rank for which the applicant qualifies. Each interview board must have at least one regular Coast Guard officer assigned.

3. Interviews must provide an unbiased appraisal of the applicant’s potential for commissioning. Officers with personal or professional knowledge of the applicant shall not be members of the applicant's interview board. Officers in the applicant’s chain of command may not be board members because they provide input through the Commanding Officer’s endorsement. The individual responsible for coordinating the interview board must ensure that the interview process is not perceived as a recommendation for the applicant but remains a truly unbiased interview. If necessary, ESOs shall request the interview be conducted at another command to avoid the possibility of bias.

4. As far as practical, the interview board membership should represent the applicant’s gender, ethnicity, commissioning source, specialty, and commission type (e.g., reserve, temporary).

4.C.2.c. Board Report

The interview board will complete one Officer Programs Applicant Interview Form (CG-5527) for each applicant. The form shall be jointly completed by all of the board members after reaching a consensus on each item. Consensus means that, although every member of the board may not agree on exact scores or comments, through discussion everyone can agree 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 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 section must have comments that support the numerical marks. The completed board report shall be submitted to the recruiter or ESO. Applicants will not be shown their completed interview.

4.C.2.d. Applicant Recommendation

Marks in the overall impression block should summarize the board’s recommendation on the applicant’s suitability for service as a Coast Guard Officer. A mark of one, two, or three indicates that the interview board does not recommend the applicant for selection. Marks of four or above constitute a recommendation and are meant to offer selection panels a consistent method to stratify their recommendations. This recommendation should be supported by the numerical marks and comments on the rest of the form.
4.C.2.e. Disqualification

Coast Guard Recruiting Command will disqualify any applicant not recommended by an interview board. An applicant with an unsuccessful interview shall not be re-interviewed by the same interview board. The application package shall be returned to the recruiting office or ESO, and Coast Guard Recruiting Command will notify the applicant by letter of the disqualification. If the applicant requests the application file, the recruiting office or ESO shall keep a residual file to include the interview form for one year. An applicant may re-interview during the next selection cycle if they remain otherwise eligible. An applicant who is not recommended by two interview boards shall be permanently disqualified and is ineligible to reapply. For this reason, the ESO and applicant may consider holding a practice interview. This may not be practical given the small amount of available officers in a given area. At a minimum, the member can practice prepared responses from the list of questions available in the Personnel Manual, COMDTINST M1000.6 (series), with peers, friends, family and others to receive feedback. However, when practicing, it’s best to have an officer’s assistance since becoming an officer is what the applicant is striving for, and what the selection panel will be assessing.

4.C.2.f. Duration of Validity

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

4.C.3. Application Resubmissions

a. Coast Guard Recruiting Command will return those applications that were not selected by the panel to the originating recruiting office or ESO. Recruiters and ESOs should return application packages to applicants if requested. Before doing so, remove the Officer Programs Applicant Interview Form (CG-5527).

b. If an applicant wishes to re-apply, the application should be updated and resubmitted.

c. Alternate selectee applications will be retained at Coast Guard Recruiting Command until after the last class convening date for which the panel made selections.

d. Alternates who wish to be considered for another selection panel should submit a letter request to Coast Guard Recruiting Command. Any updates to the application package should be included with the request. The alternate list will be cancelled once a future panel makes primary selections for the same commissioning program.
4.C.4. Duration of Service Obligation

10 U.S.C. § 651, as amended by PL 98-94, provides that each person who, on or after 01 September 1984 (01 June 1984 for DoD components), initially becomes a member of the United States Coast Guard or Coast Guard Reserve, acquires an obligation to serve in an Armed Force or reserve component, or a combination of both, for a total of eight years, unless discharged sooner for personal hardship. Obligated service upon commissioning is described in Personnel Manual, COMDTINST M1000.6 (series).

4.C.5. Types of Commissions

The two types of commissions, regular and reserve, are defined in Article 4.A. of this Manual.

4.C.6. Preferred Majors

Special recruiting efforts shall be made for applicants with scientific, technical, engineering, or mathematic (STEM) degrees, or other degrees as deemed necessary by CG-12. Applicants who have degrees granted by foreign schools shall include in their application a course-by-course assessment from an organization such as Educational Credential Evaluators. A waiver of the accreditation requirements may be considered if written certification from any accredited college or university of the U.S. indicates that the credits earned will be accepted.

4.C.7. Coast Guard Officers

Persons currently holding a commission in the Coast Guard or Coast Guard Reserve are not eligible to apply if they are on the Active Duty Promotion List (ADPL). If a reserve officer on the Inactive Duty Promotion List (IDPL) meets the criteria, he or she may apply for the program provided a conditional resignation, approved by CGPC-rpm, is included in the application. Reserve officers who meet the criteria may also apply for extended active duty to CGPC-opm via their chain-of-command. Persons who have served or are serving in the Coast Guard Reserve who were not selected for integration or extension are not eligible to apply. Regular or reserve personnel who were not selected for promotion are not eligible to apply.

4.C.8. Application Deadline

Coast Guard Recruiting Command will publish application deadlines for all selection panel dates by ALCGCRECRUITING message traffic.
4.C.9. Processing Applicants

a. **Conduct an Initial Interview.** Recruiters or ESOs must pre-screen an applicant to ensure the individual meets all program requirements. A Prospect Data Card (PDC) should be filled out.

b. **Verify Test Scores.** Recruiters or ESOs must obtain proof of the applicant's qualifying score (ASVAB, SAT, ACT, or ASTB). If the applicant must take the ASVAB, arrange for the ASVAB to be administered. Ensure that a copy of the test scores is included in the applicant's package.

c. **Schedule a Physical Examination.** A Report of Medical History (DD-2807-1) and a Report of Medical Examination (DD-2808) must be completed and submitted as part of the applicant package. If medical documents are required due to a preexisting condition, the applicant must provide these prior to scheduling the physical.

d. **Complete All Paperwork.** Recruiters or ESOs shall review the check-off sheet and required forms with the applicant. The applicant is to personally fill out the paperwork and assemble the application. Stress the importance of listing former supervisors or employers, professors, and community service leaders as references instead of personal friends and parents. Letters of recommendation shall be used for officer applications. Coast Guard members must request their Commanding Officer’s endorsement (see Article 4.B.1.b). Maintain close contact with the applicant and keep track of the status of their application. Review the program deadlines with the applicant and inform him or her it is their responsibility to meet the deadlines.

e. **Schedule the Interview.** The recruiter or ESO shall deliver the completed application package to the interview board four to five days prior to the interview date for its review. The recruiter or ESO should also explain the interview process to the applicant (e.g. what to wear, potential questions and anything the applicant is concerned about). If possible, the recruiter should meet with the applicant before the interview to address any last minute concerns. The applicant is not to see the interview after it is completed, even after the panel results have been released.

f. **Send the Package.** The recruiter or ESO should quality check the application package and make a residual file to keep at the recruiting office or unit before forwarding the original application package to Coast Guard Recruiting Command. Incomplete application packages should not be forwarded.

g. **Maintain Contact.** The recruiter or ESO should arrange a schedule with the applicant to maintain contact until the selection panel results are released.

a. Report of Panel Results. After the selection panel’s report has been approved, Coast Guard Recruiting Command will issue a message listing the primary and alternate candidates selected.

b. Candidate Contact. The responsible recruiting office or ESO shall contact candidates and inform them of their status. Positive contact is required for each applicant whether or not selected; a letter will follow from CGRC.

c. Local Recruiting Office/ESO Responsibility. Recruiting offices or ESOs shall contact Coast Guard Recruiting Command immediately in these circumstances:

1. Derogatory information omitted from the Questionnaire for National Security Positions (SF-86) is revealed.

2. The selectee is discovered to be ineligible in any respect for enlistment or commissioning.

3. The selectee declines the offer of a commission.

d. Orders.

1. Officer Candidate School. CGRC Officer Programs Branch will issue Direct Access orders for selectees indicating the class convening date the selectee will attend. Class convenings for prior Coast Guard enlisted members will be coordinated with CGPC-epm-2. SPOs will complete travel orders for Coast Guard active duty and reserve members. CGRC Officer Programs Branch will complete signature travel orders for civilian selectees.

2. Direct Commission Officers (all except SRDC selectees, who will attend ROCI). CGPC-opm-2 will issue Direct Access orders for selectees indicating the class convening date the selectee will attend and their first duty assignment, with the exception of DCAs who report to their duty station prior to attending DCO school, SPOs will complete travel orders for Coast Guard active duty and reserve members. CGRC Officer Programs Branch will complete signature travel orders for civilian selectees.

3. Reserve Officer Candidate Indocrtination (ROCI). Selectees who have prior military service shall be enlisted in the pay grade held at time of separation. All others shall be enlisted as Seaman Apprentice Officer Candidate (SAOC). Selectees who have prior military service shall be enlisted for a period of four years; all others shall be enlisted for a period of eight years. Prior service Coast Guard, Navy, or NOAA officers who are exempted from attending ROCI by selection panels will be accessed using the DCO process.

e. Final Determination of Eligibility. Persons selected cannot be commissioned until the selectee has met all commissioning requirements including physical qualifications, completion of academic requirements and appointment authority from the departmental
f. **Accession**. Selectees should be accessed in the following manner:

1. **Direct Commission Officers**. A notary public, a commissioned officer of the Armed Services, a judge, or a court clerk, should administer the Acceptance and Oath of Office (CG-9556) before the selectee attends training. Recruiters who are enlisted personnel may assist in obtaining the services of any of the above but cannot administer the oath themselves. Once the oath is administered, officers must execute their orders in order to enter active duty. The oath only establishes a commissioning date and position on the Active Duty or Inactive Duty Promotion Lists (ADPL, IDPL). It does not constitute the member's entry onto active duty. Upon arrival at DCO school the selectee will sign their contract and their pay will be started. As a matter of Coast Guard policy, selectees will not take the oath until 30 days prior to class convening date (except for U.S. Merchant Marine Academy graduates, who are authorized to take their oath on their date of graduation). Active duty Coast Guard and Coast Guard Reserve members cannot take the oath prior to the Monday before the class convening date. Any deviation of this policy must first be approved by CGPC-opm-1 in writing.

2. **Officer Candidate School**. Current or former Coast Guard members shall be enlisted in the rate held at time of separation. All others shall be enlisted as Seaman Apprentice Officer Candidate (SAOC). Selectees who have prior military service shall be enlisted for a period of four years; all others shall be enlisted for a period of eight years.

3. **College Student Pre-commissioning Initiative (CSPI)**. CSPI selectees are enlisted as Seaman (E-3) on active duty. No change in status is made before the CSPI student attends OCS.

g. **DEERS Registration**. After the selectee has taken the oath of office (no earlier than 30 days prior to class convening date), recruiters shall contact the CG-1222 DEERS RAPIDS project officer, to enter OCS and DCO selectees into the DEERS database. These documents must be provided:

- Copy of birth certificate
- Copy of SSN card
- Copy of travel orders
- Copy of driver’s license, or a state or federally issued ID
- Copy of Acceptance and Oath of Office (CG-9556)

h. **Household Goods**. Recruiters should assist selectees with contacting the nearest transportation office to arrange for the pick up, storage, and movement of household goods.

i. **Document Distribution**. For selected civilian candidates, a list of required accession documents will be attached to the selection letter sent by CGRC (CGPC-rpm for SRDC candidates).
j. **Residual File.** The recruiting office or ESO shall keep a residual file, to include the Officer Programs Applicant Interview Form (CG-5527), for one year on all commissioning program non-selectees.
4.D. **Officer Candidate School Programs**

4.D.1. **Officer Candidate School (OCS)**

4.D.1.a. **Description**

Officer Candidate School (OCS) is a highly specialized, 17-week course in leadership, seamanship, navigation, law enforcement, and military subjects. Classes are convened periodically throughout the year depending on the needs of the service. Normally, about two-thirds reserve commission officers and one-third temporary commission officers are selected for each class. For additional information on OCS, see the Personnel Manual, COMDTINST M1000.6 (series).

4.D.1.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Temporary Commission.**
   
a. **Age.** Have reached their 21st but not their 27th birthday as of the class convening date. Regular Coast Guard Chief Warrant Officers are eligible until they reach their 40th birthday. Constructive age applies in accordance with Article 4.A.12.

b. **Citizenship.** Be a U.S. citizen.

c. **Character Standards.** Meet Article 4.B.1.a. character standards.

d. **Education.** The qualifying four-year institution in this section includes those colleges and universities with 25% qualifying minority population of U.S. citizens.

   1. Have a baccalaureate or higher degree from a qualifying college, or university, or

   2. Receive the ACE recommended score on the five General CLEP exams (English Composition, Humanities, Natural Science, College Mathematics, and Social Science/History), or

   3. Have one year of college (30 semester hours or 45 quarter hours) at a qualifying college or university and have completed at least one college level math class, or receive the ACE recommended score on the College Mathematics General CLEP exam.

e. **Qualifying Test Score.** Have a qualifying test score in accordance with Article 4.B.1.d.
f. Military Service. Be presently serving in the Coast Guard as an E-5 or above with at least four years of active military service, two years of which must be active duty in the Coast Guard.

g. Physically Qualified. Be physically qualified in accordance with Article 4.B.1.e.

2. Reserve Commission.

a. Age. Have reached their 21st but not their 27th birthday as of the class convening date. Constructive age does not apply.


d. Education. Have a baccalaureate or higher degree from an accredited college or university. Note: College seniors graduating after the application deadline must provide a letter from their institution indicating their degree major, GPA, and the date their degree will be conferred.

e. Grade Point Average. Have at least a 2.5 GPA on a 4.0 scale.

f. Qualifying Test Score. Have a qualifying test score in accordance with Article 4.B.1.d.

g. Military Service. Have not more than six years of non-Coast Guard active duty military service.

h. Physically Qualified. Be physically qualified in accordance with Chapter 4.B.1.e.

4.D.1.c. Term of Service

1. OCS selectees will be enlisted by their recruiting office prior to attending OCS. CGRC will send an “authorization to enlist” letter when all eligibility requirements have been satisfied. Enlistment terms and rates are as shown:

<table>
<thead>
<tr>
<th>Status</th>
<th>Enlistment Term and Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilians with no prior service</td>
<td>8 years as Seaman Apprentice Officer Candidate (SAOC).</td>
</tr>
<tr>
<td>Former enlisted member of the Coast Guard or Coast Guard Reserve</td>
<td>4 years in the rate held at time of separation.</td>
</tr>
<tr>
<td>Former enlisted or officer of another military service</td>
<td>4 years as Seaman Apprentice Officer Candidate (SAOC).</td>
</tr>
</tbody>
</table>

2. On commissioning, all members will be discharged from their enlisted status and commissioned as a Coast Guard officer with an initial three-year active duty obligation.
4.D.1.d. Appointment Grade

1. Commissioning status, temporary or reserve, will be based upon the applicant's eligibility on the date the selection panel convened, even if an applicant is advanced or exceeds four years active duty service time after being selected but before being commissioned. This also applies to rank determination of Ensign or Lieutenant (junior grade) for Chief Warrant Officers.

2. The following table applies based on temporary or reserve commissioning status:

<table>
<thead>
<tr>
<th>Status</th>
<th>Appointment Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary commissioned OCS graduates</td>
<td>Ensign (O-1E) or LTJG (O-2E), USCG</td>
</tr>
<tr>
<td>Reserve commissioned OCS graduates</td>
<td>Ensign (O-1), USCGR.</td>
</tr>
<tr>
<td>Note: Reserve commission OCS graduates with prior military service may be appointed as Ensign (O-1) or Ensign (O-1E) as determined by CGPC-opm based upon prior service time and status.</td>
<td></td>
</tr>
</tbody>
</table>

4.D.2. Aviation Candidate (AVCAD) Program

4.D.2.a. Description

The Aviation Candidate (AVCAD) Program is a guaranteed flight training program. It is a unique opportunity for Coast Guard active duty and reserve enlisted personnel interested in becoming Coast Guard aviators. Selected enlisted personnel will attend OCS, and after successfully completing OCS, these members will report directly to Naval Flight Training in Pensacola, FL.

4.D.2.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21st but not their 31st birthday as of the selection panel convening date. Constructive age does not apply.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.**
   a. **Temporary Commission.**

      1. Have a baccalaureate or higher degree from an accredited college or university, or
2. Receive the ACE recommended score on the five General CLEP exams (English Composition, Humanities, Natural Science, College Mathematics, and Social Science/History), or

3. Have one year of college (30 semester hours or 45 quarter hours) at an accredited college or university and have completed at least one college level math class, or receive the ACE recommended score on the College Mathematics General CLEP exam.

b. Reserve Commission. Have a baccalaureate or higher degree from an accredited college or university. Note: College seniors graduating after the application deadline must provide a letter from their institution indicating their degree major, GPA, and the date their degree will be conferred.

5. Grade Point Average. Have at least a 2.5 GPA on a 4.0 scale for reserve commission applicants.

6. Qualifying Test Score.

a. Have a qualifying test score in accordance with Article 4.B.1.d.

b. Have a qualifying test score on the Navy and Marine Corps Aviation Test Selection Battery (ASTB). A passing score of 4 must be obtained on the academic qualification rating (AQR), and a passing score of 4 must be obtained on the Pilot Flight Aptitude Rating (PFAR). ASTB scores will be key criteria in the selection process. Arrangements to take the ASTB can be coordinated by the unit Educational Services Officer (ESO), or the closest Navy recruiting office.

7. Military Service.

a. Be currently serving on active duty or reserve in the Coast Guard.

b. Have not more than six years of non-Coast Guard active duty military service.

c. Be in pay grade E-4 through E-7 in any rating.

8. Physically Qualified. Pass a Class I, Service Group I, flight physical examination as specified in the Medical Manual, COMDTINST M6000.1 (series). A complete military flight physical administered by any of the Armed Forces within six months of the selection panel is acceptable if it contains all data required in the Coast Guard aviation physical. Special care must be taken to ensure that Coast Guard anthropometric measurements are included in the physical.
4.D.2.c. Term of Service

On commissioning, enlisted members will be discharged from their enlisted status and commissioned as a Coast Guard officer with an initial three-year active duty obligation. Upon successful completion of Naval Flight Training at Pensacola, FL, members will incur an eight-year active duty service obligation.

4.D.2.d. Appointment Grade

1. Commissioning status, temporary or reserve, will be based upon the applicant's eligibility on the date the selection panel convened, even if an applicant is advanced or exceeds four years active duty service time after being selected but before being commissioned. This also applies to rank determination of Ensign or Lieutenant (junior grade) for Chief Warrant Officers.

2. The following table applies based on temporary or reserve commissioning status:

<table>
<thead>
<tr>
<th>Status</th>
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<tbody>
<tr>
<td>Temporary commissioned OCS graduates</td>
<td>Ensign (O-1E) or LTJG (O-2E), USCG</td>
</tr>
<tr>
<td>Reserve commissioned OCS graduates</td>
<td>Ensign (O-1), USCGR. Note: Reserve commission OCS graduates with prior military service may be appointed as Ensign (O-1) or Ensign (O-1E) as determined by CGPC-opm based upon prior service time and status.</td>
</tr>
</tbody>
</table>


4.D.3.a. Description

The Blue 21 Guaranteed Flight Training Initiative was established to address the need for greater minority representation within the Coast Guard aviation corps. Recruiting for the program is conducted at colleges and universities that meet the 25 percent minority population of U.S. citizen guidelines associated with the College Student Pre-Commissioning Initiative (CSPI).

4.D.3.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21st but not their 31st birthday as of the selection panel convening date. Constructive age does not apply.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.
4. **Education.** The qualifying four-year institution in this section includes those colleges and universities with 25% minority population of U.S. citizens. (As specified by the U.S. Department of Education’s National Board for Education Statistics).

   a. Have a degree in any aviation, aeronautical, or aerospace specific program from a qualifying accredited four-year institution, or

   b. Have a degree in any engineering related program from a qualifying accredited four-year institution, or

   c. Have a degree in any computer related program from a qualifying four-year institution, or

   d. Have an associates degree in an aviation, aeronautical, or aerospace specific program from an accredited junior or community college accompanied by a four-year degree from a qualifying accredited institution reflecting any major course of study, or

   e. Have a pilot’s license, or other aviation training, in conjunction with a qualifying accredited four-year degree in any discipline.

5. **Grade Point Average.** Have at least a 2.5 GPA on a 4.0 scale.

6. **Qualifying Test Score.**

   a. Have a qualifying test score in accordance with Article 4.B.1.d.

   b. Have a qualifying test score on the Navy and Marine Corps Aviation Test Selection Battery (ASTB). A passing score of 4 must be obtained on the academic qualification rating (AQR), and a passing score of 4 must be obtained on the Pilot Flight Aptitude Rating (PFAR). This test is conducted by the U.S. Navy and must be taken with a passing score earned prior to applying. This test may be scheduled through the local Coast Guard or Navy recruiting office.

7. **Military Service.** Applicants may have prior military flight experience if total active duty military service does not exceed 10 years and the applicant has not reached their 31st birthday as of the flight training convening date.

8. **Physically Qualified.**

   a. Receive a qualifying flight physical administered by a U.S. military flight surgeon. The flight physical may be scheduled through the local Coast Guard recruiting office and must be submitted as part of the application package.

   b. Contact the Blue 21 program manager to obtain a listing of Coast Guard flight surgeons or DoD Military Treatment Facility partners that can conduct the flight physical.
4.D.3.c. Term of Service

1. The obligated service requirement for flight training is eight years after completion of flight school. When coupled with the three years of obligated service incurred for completion of Officer Candidate School, a Blue 21 Guaranteed Flight Training Initiative graduate will have incurred 11 years of total obligated service.

2. If a Blue 21 candidate does not successfully complete the flight-training requirement of the program, they will be reassigned to a Coast Guard unit where they will continue their career as a Coast Guard commissioned officer and carry out their initial Coast Guard OCS obligated service requirement of three years, plus any obligated service time for attending advanced training required by the Training and Education Manual, COMDTINST M1500.10 (series).

4.D.3.d. Appointment Grade

1. Commissioning status, temporary or reserve, will be based upon the applicant's eligibility on the date the selection panel convened, even if an applicant is advanced or exceeds four years active duty service time after being selected but before being commissioned. This also applies to rank determination of Ensign or Lieutenant (junior grade) for Chief Warrant Officers.

2. The following table applies based on temporary or reserve commissioning status:

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<td>Reserve commissioned OCS graduates</td>
<td>Ensign (O-1), USCGR. Note: Reserve commission OCS graduates with prior military service may be appointed as Ensign (O-1) or Ensign (O-1E) as determined by CGPC-opm based upon prior service time and status.</td>
</tr>
</tbody>
</table>
4.E. Scholarship Programs

4.E.1. College Student Pre-commissioning Initiative (CSPI)

4.E.1.a. Description

1. CSPI is a fully funded scholarship program, which may pay up to two academic years of college tuition, books, and essential supplies for full-time students. While enrolled in school, a CSPI candidate is enlisted in the Coast Guard as an E-3 with a four-year active duty obligation. In addition to full tuition, students receive full pay, allowances, entitlements, and benefits of an E-3.

2. CSPI selects college sophomores and juniors with the academic potential and motivation to become a Coast Guard commissioned officer. During the summer before the junior year, if selected as a sophomore, or the summer before the senior year, if selected as a junior, the individual attends Coast Guard Recruit Basic Training at Cape May, New Jersey, for approximately 8 weeks. Upon successful completion of recruit training, the member returns to college for the completion of their junior or senior year. Members who join as sophomores will attend an academic summer program at the Coast Guard Academy, in New London, CT before their senior year. As soon as practicable after completion of the bachelor degree, an individual is enrolled in the first available Officer Candidate School class. Upon completion of OCS, the member is discharged from their enlisted status and receives a reserve commission as an Ensign in the U.S. Coast Guard. At this point the member incurs a three-year obligation to serve on extended active duty as a commissioned officer. Members unable to complete college or OCS maintain their enlisted status in the Coast Guard and are required to complete their four-year obligation. In this case, CGRC will transfer administrative control of the member to Coast Guard Personnel Command (CGPC-epm), for reassignment within the Coast Guard.

3. If the Coast Guard determines that there has been a breach in the obligations set forth in the Statement of Understanding by the student or if found guilty of any violation of the Uniform Code of Military Justice (UCMJ), the student may be removed from the program and reassigned to a Coast Guard unit to complete their active duty obligation in an enlisted status. If a member fails to complete the specified period of active duty service, pursuant to provisions of Title 10, United Sates Code, section 2005, they may be required to reimburse the Coast Guard for their educational costs.

4.E.1.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 19th but not their 27th birthday as of the class convening date. Constructive age does not apply.

2. **Citizenship.** Be a U.S. citizen.
3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.** Be a sophomore or junior undergraduate student enrolled or accepted for enrollment in a bachelor degree program at a designated Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, Tribal College and University, Alaska Native or Native Hawaiian Serving Institution, or other accredited institution with 25% United States citizen minority population (as specified by the U. S. Department of Education’s National Center for Education Statistics). **Note:** Individuals attending a two-year institution can apply if they have acquired a four-year institution’s acceptance to earn their bachelor’s degree. However, the institution under which the degree will be earned must be eligible under the requirements for the CSPI program.

5. **Grade Point Average.** Have at least a 2.5 GPA on a 4.0 scale.

6. **Qualifying Test Score.** Have a qualifying test score in accordance with Article 4.B.1.d.

7. **Military Service.** Have not more than six years of non-Coast Guard active duty military service.

8. **Physically Qualified.** Be physically qualified in accordance with Article 4.B.1.e.

9. **Dependency.** Have not more than two dependents.

10. **Ineligible Members.**
    
a. Members eligible for the Pre-Commissioning Program for Enlisted Personnel (PPEP) are ineligible to apply.

b. Active duty members in pay grade E-5 and above with more than four years active service are also ineligible. However, active duty members may be eligible if discharged from their service before the date the annual CSPI selection panel convenes.

4.E.1.c. **Term of Service**

1. Candidates enlist in the Coast Guard as an E-3 with a four-year active duty obligation and a four-year inactive reserve obligation upon acceptance for CSPI. If unsuccessful during any portion of the program, the candidate must fulfill the remainder of the active duty obligation in an enlisted status, unless otherwise authorized by Commandant (CG-12). Commandant (CG-12) may place candidates who are unsuccessful at OCS in a Class "A" school. However, they must demonstrate the potential to be successful petty officers and meet all requirements.

2. On commissioning, enlisted members will be discharged from their enlisted status and commissioned as a Coast Guard officer with an initial three-year active duty obligation.
4.E.1.d. Appointment Grade

1. Upon accession into CSPI, all members will enter in pay grade E-3. Reserve personnel E-4 and below may apply but upon accession will enter in pay grade of E-3.

2. Upon completion of OCS, candidates will receive a commission as an Ensign (O-1) in the U.S. Coast Guard Reserve.

4.E.2. Pre-Commissioning Program for Enlisted Personnel (PPEP)

4.E.2.a. Description

1. The Pre-commissioning Program for Enlisted Personnel enables selected enlisted personnel to attend college on a full-time basis for up to two years, receive a bachelor’s degree, attend Officer Candidate School (OCS) and upon graduation from OCS, receive a commission. The program provides an upward mobility mechanism for qualified enlisted personnel to become commissioned officers. The number of PPEP selections made annually will be determined at the time of selection.

2. The program is similar to the Coast Guard’s postgraduate training program. Personnel selected will receive orders to attend an appropriate college approved by Commanding Officer, Coast Guard Recruiting Command (CGRC) for up to 24 months to meet bachelor’s degree requirements. Selections are highly competitive and only members who have demonstrated the ability to excel will be considered for selection. The program offers an opportunity for the Coast Guard to groom talented individuals for positions of increased responsibility.

3. PPEP is a fully funded scholarship program, which may pay up to two academic years of college tuition, books, and essential supplies for full time students. Any outside tuition assistance accepted will be used to offset the same amount of Coast Guard tuition assistance paid.

4. PPEP students receive full pay and allowances at their enlisted pay grades and are eligible for advancement. All members desiring to take the SWE shall complete all requirements prior to detaching from the present command. All special duty assignment pay ceases upon transfer to PPEP.

5. Selected applicants will receive PCS Duty Under Instruction (DUINS) orders. Members enrolled in the PPEP will have their personnel records forwarded to the nearest servicing SPO, but will remain under the administrative control of CGRC.

6. Selected members will enroll in applicable undergraduate courses during the summer months. Only academic courses required for the desired degree will be authorized. Selected members not enrolled in summer school will be administratively assigned to the nearest Coast Guard unit for duty.
7. All breaks in classes for more than two weeks in duration must be reported to CGRC. Students will be expected to perform activities in support of Coast Guard missions during these times, or take authorized leave.

4.E.2.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21\textsuperscript{st} but not their 30\textsuperscript{th} birthday as of the selection panel convening date. Constructive age applies for up to 36 months.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards. Individuals who do not continuously meet Coast Guard character standards following their selection into the program will be disenrolled. Members having an alcohol related incident following their selection into the program will be disenrolled.

4. **Education.**
   a. Have completed sufficient undergraduate course work to complete the requirements for a bachelor’s degree in 24 months.
   b. Be enrolled or accepted for enrollment in an accredited 4-year college or university offering a bachelor’s degree program in the member’s desired course of study. Applicants should not expect to be transferred solely to attend a specific college. Close proximity of the college or university to the member’s present Coast Guard unit is preferred and will be considered in the selection process.

5. **Grade Point Average.** Have at least a 2.5 GPA on a 4.0 scale. Selected students must maintain a GPA of at least 2.5 per semester and cumulative to remain in PPEP.

6. **Qualifying Test Score.** Have a qualifying test score in accordance with Article 4.B.1.d.

7. **Military Service.**
   a. Only enlisted members of the Coast Guard or Coast Guard Reserve, E-4 and above on active duty, are eligible.
   b. Have a minimum of 4 years active duty service of which at least two years must be in the Coast Guard. The applicant’s time in service will be computed as of the selection panel date.

8. **Physically Qualified.**
   a. Be physically qualified in accordance with Article 4.B.1.e.
b. Personnel in the PPEP shall be weighed twice annually in accordance with the Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series) and shall participate in the Coast Guard urinalysis program. Personnel who do not meet Coast Guard weight standards are ineligible for PPEP. PPEP students who fail to remain within weight standards while enrolled in the program will be disenrolled.

9. **Dependency.** Have not more than two dependents.

10. **Ineligible Members.** Members who have already earned a baccalaureate degree will not be considered.

4.E.2.c. **Term of Service**

1. A four or three year active duty service obligation is incurred upon graduation from OCS and original appointment as a temporary regular or reserve commissioned officer.

2. Obligated service continues to be reduced while members are enrolled in the PPEP. If unsuccessful during any portion of the PPEP, or if unable to meet any of the requirements in the “Statement of Understanding”, members will incur two months active duty obligation for every month enrolled in the PPEP. Extended active duty service obligation cannot exceed six years.

4.E.2.d. **Appointment Grade**

Upon completion of OCS training at the Coast Guard Academy, New London, CT, members are immediately given the oath of office for a temporary or reserve commission as an ensign (O-1) in the Coast Guard. Selected members in pay grade E-4 when the selection panel convenes will be commissioned as a reserve officer upon completion of OCS. This is true regardless of whether a member is advanced after being selected. Members E-5 and above will be commissioned as temporary regular officers upon completion of OCS.

4.E.3. **California Maritime Academy Pre-Commissioning Pilot Program (CMAPPP)**

4.E.3.a. **Description**

1. The California Maritime Academy Pre-Commissioning Pilot Program (CMAPPP) was created as a test program with the California Maritime Academy (CMA). The pilot stage of this program is to assess a pilot program designed to increase the number of fleet-ready technically trained officers with marine industry and marine engineering backgrounds entering the Coast Guard from sources besides the Coast Guard Academy. CMAPPP is designed to attract the highest performing cadets from the California Maritime Academy who are required to apply for a maritime deck watch officer or engineering officer license and a commission as an ensign in the Coast Guard.

2. CMAPPP participants, as reservists, are eligible for Coast Guard tuition assistance in addition to their drill pay.
3. CMAPPP graduates will normally be assigned to WHEC cutters following commissioning. The CMAPPP is unique because it allows completion of several PQS requirements on the same cutter class as their initial assignment. In addition, WHEC class vessels allow the graduate to “sail on their license” after graduation.

4.E.3.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age**: Have reached their 21st but not their 27th birthday as of 31 August of the year they enter the program. Constructive age does not apply.

2. **Citizenship**: Be a U.S. citizen.


4. **Education**.
   
   a. Be enrolled as a full-time sophomore student at the California Maritime Academy. Applicants must be able to complete course work, which terminates in a baccalaureate degree, before attending Direct Commission Officer School.
   
   b. Be pursuing, or have earned, a Coast Guard issued license for Third Mate of Steam and Motor Vessel of any gross tons upon the ocean or Third Assistant Engineer of Steam, Motor, or Gas Turbine of any horsepower.

5. **Grade Point Average**: Have at least a 2.5 GPA on a 4.0 scale. CMAPPP participants are required to submit copies of their semester grade reports to the Coast Guard CMAPPP liaison.

6. **Qualifying Test Score**: Applicants must take the Armed Services Vocational Aptitude Battery (ASVAB) exam and achieve a qualifying score IAW 4.B.1.d for commissioning into the Coast Guard.

7. **Physically Qualified**: Be physically qualified in accordance with Article 4.B.1.e.

8. **Dependency**: Have not more than two dependents.

4.E.3.c. Term of Service

1. CMAPPP participants enlist in the Coast Guard Reserve (normally as an E-3) with an eight-year obligation. During the summer following their sophomore year, participants attend Reserve Enlisted Basic Indoctrination (REBI), complete a summer training cruise on board a Coast Guard cutter, and receive reserve drill pay commensurate with their enlisted grade for periods of authorized training.

2. In conjunction with their initial two-month summer training, participants complete an additional two-year training program meeting CMA, STCW-95, and Coast Guard
Personnel Qualification Standards (PQS) for Officer of the Deck (OOD) and Damage Control (DC) requirements. An Officer Evaluation Report (OER) will be submitted to the Program Coordinator by the cutter following summer training.

3. CMAPPP participants who successfully complete the program will be discharged from their enlisted status and commissioned as a Coast Guard officer with a three-year active duty service obligation through the Coast Guard Maritime Academy Graduate (MARGRAD) Direct Commission Officer Program.

4. If unsuccessful during any portion of the program, the candidate must fulfill the remainder of their Coast Guard Reserve enlisted status obligation.

4.E.3.d. **Appointment Grade**

CMAPPP participants will receive a commission as an ensign (O-1) in the U.S. Coast Guard Reserve.
4.F. DIRECT COMMISSION OFFICER (DCO) PROGRAMS

4.F.1. Introduction and Overview

a. **Purpose.** The Direct Commission Officer (DCO) program is a way for the service to obtain officers with specialized training on an “as needed” basis, depending on the needs of the service. These officers serve in initial assignments that reflect their specialized training and experience.

b. **Post-Selection Training.** Selectees attend a three to five week indoctrination course, depending on their prior military experience. Classes are typically convened on a quarterly basis in accordance with the needs of the service.

<table>
<thead>
<tr>
<th>Category</th>
<th>DCOS Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No prior military service</td>
<td>5 weeks</td>
</tr>
<tr>
<td>• DoD enlisted</td>
<td></td>
</tr>
<tr>
<td>• USCG E-6 and below</td>
<td></td>
</tr>
<tr>
<td>• USCG E-7 and above who did not attend the CPO Academy or CWO Indoctrination course.</td>
<td></td>
</tr>
<tr>
<td>• DoD CWO and above</td>
<td>4 weeks</td>
</tr>
<tr>
<td>• USCG E-7 and above who have attended the CPO Academy or CWO Indoctrination course.</td>
<td>3 weeks</td>
</tr>
</tbody>
</table>

c. **Program Variability.** DCO program use varies yearly based on service needs. Commandant (CG-1) establishes which programs will be used annually through the Integrated Military Accession Plan. Coast Guard Recruiting Command establishes deadlines for application packages and selection panel dates.

d. **Enlisted Coast Guard Members.** Enlisted Coast Guard members may apply for DCO programs provided they meet all the requirements for the specific program.

e. **Active Duty Promotion List.** Persons currently holding a commission in the Coast Guard or Coast Guard Reserve are not eligible to apply for a direct commission if they are on the Active Duty Promotion List (ADPL).

f. **Inactive Duty Promotion List.** Reserve officers on the Inactive Duty Promotion List (IDPL) who meet the criteria for one of the direct commission programs may apply for the program provided a conditional resignation, approved by CGPC-rpm, is included in the application package. Reserve officers who meet the criteria for a direct commission may also apply for extended active duty to CGPC-opm via their chain-of-command.

g. **Non-selected Officers.** Regular or reserve personnel who have served or are serving in the Coast Guard Reserve and were not selected for integration, extension, or promotion are not eligible to apply.
h. **Bonuses.** Depending on Service needs and funding availability, bonuses may be offered which could affect the length of service obligation.

4.F.2. **Direct Commission Aviators (DCA) Program**

4.F.2.a. **Description**

The Coast Guard aviation program reflects the organization and missions of the Coast Guard itself. Approximately 800 aviators and an enlisted workforce of approximately 2,500 provide aviation services. These aircrews fly various types of the Coast Guard’s inventory of over 200 aircraft dispersed among 26 air stations.

Selected applicants will report to their unit prior to attending training at Aviation Training Center, Mobile, AL.

4.F.2.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21st but not their 35th birthday as of 30 September of the fiscal year in which the selection panel convenes.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.**
   a. Have a baccalaureate or higher degree from an accredited college or university, or
   b. Receive the ACE recommended score on the five General CLEP exams (English Composition, Humanities, Natural Science, College Mathematics, and Social Science/History), or
   c. Have one year of college (30 semester hours or 45 quarter hours) at an accredited college or university and have completed at least one college level math class, or receive the ACE recommended score on the College Mathematics General CLEP exam.

5. **Military Service.**
   a. Have less than 10 years of non-Coast Guard active duty military service.
   b. Have full time military or civilian flight experience within two years of the published application deadline.
c. Have served a minimum of two years as either a warrant officer in the U.S. Army or a commissioned officer in a U.S. Armed Force if non-Coast Guard. Note: National Guard applicants with no active duty time are not eligible to apply. Conversely, Army active duty personnel assigned to National Guard components are eligible to apply.

6. **Physically Qualified.** Pass a Class I, Service Group I, flight physical examination as specified in the Medical Manual, COMDTINST M6000.1 (series). A complete military flight physical administered by any of the Armed Forces within six months of the selection panel is acceptable if it contains all data required in a Coast Guard aviation physical. Special care must be taken to ensure that Coast Guard anthropometric measurements are included in the physical.

7. **Experience.**

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

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

   c. Have a minimum of 500 hours of military flight time as of the published application deadline date. Flight hours in training or simulator training hours do not count toward this total.

   d. Have had primary employment as a pilot within two years of the published application deadline.

4.F.2.c. **Term of Service**

Selected applicants will receive a five-year extended active duty contract.

4.F.2.d. **Appointment Grade**

1. The selection panel determines the grade of each applicant selected.

2. Selected applicants will receive a commission as an Ensign (O-1) or Lieutenant Junior Grade (O-2) in the U.S. Coast Guard Reserve. The below table is provided to help selection panels determine the grade of each applicant selected:
4.F.3. Direct Commission Engineer (DCE) Program

4.F.3.a. Description

The DCE Program offers challenging and rewarding experiences in the engineering and technology field. Depending on the applicant’s specialty, selected applicants could be in charge of overseeing the design, construction, and maintenance of Coast Guard vessels, merchant vessels, and shore facilities. Selected applicants could also be involved in designing systems to prevent oil spills, maintaining the Coast Guard’s aids to navigation, or maintaining electronics and computer systems.

4.F.3.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age.**
   a. **Temporary commission.** Be less than 43 years old as of 30 September of the fiscal year in which the selection panel convenes.
   b. **Reserve commission.** Have reached their 21st but not their 41st birthday as of 30 September of the fiscal year in which the selection panel convenes.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.**
   a. **Temporary commission.** Have an associate or higher degree from an accredited college or university in one of the academic degree fields listed below.
   b. **Reserve commission.** Have a baccalaureate or higher degree from an accredited college or university in one of the academic degree fields listed below.
Qualifying Academic Degree Fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Engineering</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Marine Engineering</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Command and Control</td>
<td>Network Engineering</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Naval Engineering</td>
</tr>
<tr>
<td>Electronics Engineering</td>
<td>Naval Architecture</td>
</tr>
<tr>
<td>Engineering</td>
<td>Software Engineering</td>
</tr>
<tr>
<td>Engineering Management</td>
<td>Systems Engineering</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Telecommunications Engineering</td>
</tr>
<tr>
<td>Industrial Management</td>
<td>Telecommunications Management</td>
</tr>
<tr>
<td>Information Resource Management</td>
<td></td>
</tr>
</tbody>
</table>

(c. Candidates holding a baccalaureate degree from an accredited college or university in building construction, construction management, and engineering technology may be considered on a case-by-case basis. Send resumes and transcripts to CGRC for evaluation and approval before beginning the application process.

5. Grade Point Average. Have at least a 2.5 cumulative GPA on a 4.0 scale.

6. Military Service. Have less than 10 years of non-Coast Guard active duty military service.

7. Physically Qualified. Be physically qualified in accordance with Chapter 4.B.1.e.

4.F.3.c. Term of Service

Selected applicants will receive a three-year extended active duty contract.

4.F.3.d. Appointment Grade

The selection panel determines the rank of each applicant selected. Selected applicants will receive a temporary or reserve commission as ensign (O-1 or O-1E), lieutenant junior grade (O-2 or O-2E), or lieutenant (O-3 or O-3E) in the U.S. Coast Guard or Coast Guard Reserve. The below table is provided to help selection panels determine the grade of each applicant selected:
<table>
<thead>
<tr>
<th>Rank</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant</td>
<td>1. Masters degree in civil, mechanical, or electrical engineering, architecture, computer science or information resource management (IRM): or</td>
</tr>
<tr>
<td></td>
<td>2. Baccalaureate degree in one of the above disciplines with 3 years’ relevant work experience after graduation.</td>
</tr>
<tr>
<td>Lieutenant Junior Grade</td>
<td>1. Baccalaureate degree in civil, mechanical, or electrical engineering, computer science or information resource management (IRM): or architecture earned in a 5-year program; or</td>
</tr>
<tr>
<td></td>
<td>2. Baccalaureate degree in one of the above disciplines earned in a 4-year program plus one year’s work experience after graduation.</td>
</tr>
<tr>
<td>Ensign</td>
<td>1. Baccalaureate degree in civil, mechanical, or electrical engineering, computer science or information resource management (IRM): or architecture earned in a 4-year program; or</td>
</tr>
<tr>
<td></td>
<td>2. Candidates holdings a baccalaureate degree in building construction management, and engineering technology will be considered individually on a waiver basis. Send resumes to Coast Guard Recruiting Command for evaluation and approval before beginning application process.</td>
</tr>
</tbody>
</table>

4.F.4. Direct Commission Environmental Manager (DCEM) Program

4.F.4.a. Description

The marine safety field is dedicated to the safety of shipping and the protection of life, property, and the marine environment. Marine safety encompasses the full spectrum of responsibilities related to ship safety and environmental protection including the administration of national and international laws designed to control pollution. Direct commission environmental managers will work with marine safety policies and procedures at the headquarters level and incorporate their experience and knowledge while serving at Coast Guard sectors and other field offices.

4.F.4.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. Age.

   a. Temporary commission. Be less than 43 years old as of 30 September of the fiscal year in which the selection panel convenes.
b. **Reserve commission.** Have reached their 21st but not their 41st birthday as of 30 September of the fiscal year in which the selection panel convenes.

2. **Citizenship.** Be a U.S. citizen.


4. **Education.** Have a baccalaureate or higher degree from an accredited college or university in environmental management, environmental economics, or environmental science.

5. **Military Service.** Have less than 10 years of non-Coast Guard active duty military service.

6. **Physically Qualified.** Be physically qualified in accordance with Chapter 4.B.1.e.

**4.F.4.c. Term of Service**

Selected applicants will receive a three-year extended active duty contract.

**4.F.4.d. Appointment Grade**

1. The selection panel determines the rank of each applicant selected. Selected applicants will receive either a temporary or reserve commission as lieutenant or as a lieutenant junior grade (O-2/3 or O-2E/3E) in the U.S. Coast Guard or Coast Guard Reserve. The below table is provided to help selection panels determine the grade of each applicant selected:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant</td>
<td>1. Doctorate from an accredited program in environmental management, science, or economics or related field and one year of relevant work experience, or</td>
</tr>
<tr>
<td></td>
<td>2. Masters degree from an accredited program in environmental management, science, or economics or related field and 4 years of relevant work experience, or</td>
</tr>
<tr>
<td></td>
<td>3. Baccalaureate degree from an accredited program in environmental management, science, or economics or related field and 6 years of relevant work experience.</td>
</tr>
<tr>
<td>Lieutenant Junior Grade</td>
<td>1. Masters degree from an accredited program in environmental management, science, economics or related field; or</td>
</tr>
<tr>
<td></td>
<td>2. Baccalaureate degree from an accredited program in environmental management, science, or economics or related field and 3 years of relevant work experience.</td>
</tr>
</tbody>
</table>
4.F.5. **Direct Commission Intelligence Officer (DCIO) Program**

4.F.5.a. **Description**

The DCIO Program offers an opportunity for graduates of accredited graduate and undergraduate programs in intelligence and who have experience in the intelligence field to work as intelligence officers for the Coast Guard, which formally became a member of the national intelligence community in 2001. The Coast Guard’s intelligence community is the only member whose parent agency is both an armed force and an organization with broad maritime law enforcement authorities.

4.F.5.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 22nd but not their 39th birthday as of 30 September of the fiscal year in which the selection panel convenes.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.** Have a baccalaureate or higher degree from an accredited program in intelligence. Other majors may be considered on a case-by-case basis.

5. **Military Service.**

   a. Be presently serving in the Coast Guard as an E-5 or above with at least four years of active military service, two years of which must be active duty in the Coast Guard, or

   b. Have less than 10 years of non-Coast Guard active duty military service.

   c. Prior military personnel cannot have a break in service for more than 24 months from discharge date from active duty or reserve service in the U.S. Armed Forces or National Guard.

6. **Physically Qualified.** Be physically qualified in accordance with Article 4.B.1.e.

7. **Security Clearance.** Currently hold and be able to maintain Director of Central Intelligence Directive (DCID 6/4)/Sensitive Compartmented Information (SCI) eligibility.

8. **Experience.** Have relevant intelligence work experience with a government agency or government intelligence contractor (does not include law enforcement experience).

4.F.5.c. **Term of Service**

Selected applicants will receive a four-year extended active duty contract.
4.F.5.d. Appointment Grade

1. The selection panel will determine the grade of each applicant selected. Selected applicants will receive either a temporary or reserve commission as lieutenant or as a lieutenant junior grade (O-2/3 or O-2E/3E) in the U.S. Coast Guard or Coast Guard Reserve.

2. The below table is provided to help selection panels determine the grade of each applicant selected:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Education and Experience</th>
</tr>
</thead>
</table>
| Lieutenant                 | 1. Doctorate from an accredited college or university and two years of relevant work experience, or  
                               | 2. Masters degree from an accredited college or university and 4 years of relevant work experience, or  
                               | 3. Baccalaureate degree from an accredited college or university and 7 years of relevant work experience. |
| Lieutenant Junior Grade    | 1. Masters degree from an accredited college or university and two years of relevant work experience, or  
                               | 2. Baccalaureate degree from an accredited college or university and 5 years of relevant work experience. |
| Ensign                     | 1. Masters degree from an accredited college or university and one year of relevant work experience, or  
                               | 2. Baccalaureate degree from an accredited college or university and 3 years of relevant work experience. |

4.F.6. Direct Commission Lawyer (DCL) Program

4.F.6.a. Description

Licensed attorneys or third-year law students can compete to join the Coast Guard legal team through the DCL Program. The Coast Guard maintains a full-service legal support program, which provides advice and counsel for any and all requirements or decisions that fall within these 10 legal practice areas:

- Criminal Law/Military Justice
- Operations
- International Activities
- Civil Advocacy
- Environmental Law
- Procurement Law
- Internal Organizational Law
- Regulations and Administrative Law
- Legislative Support
- Legal Assistance
4.F.6.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. Age. Have reached their 21st but not their 41st birthday as of 30 September of the fiscal year in which the selection panel convenes.


4. Education. Be a graduate of, or a third-year law student in, an ABA accredited law school.

5. Military Service. Have less than 10 years of non-Coast Guard active duty military service.

6. Physically Qualified. Be physically qualified in accordance with Article 4.B.1.e.

7. Bar Exam. Hold either admission to the bar of the highest court of a state, the District of Columbia, or a U.S. Territory, or present evidence of having made an application to take such a bar prior to the scheduled DCO course.

4.F.6.c. Term of Service

1. Selected applicants who have been admitted to practice as a member of the bar of any state or the District of Columbia will receive a four year extended active duty contract.

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 discharging them. If, within the two-year period the appointee gains bar admission, his or her contract will be automatically extended to a total of four years active duty.

4.F.6.d. Appointment Grade

Selected applicants will receive a commission as a Lieutenant (O-3) in the U.S. Coast Guard Reserve.

4.F.7. Direct Commission Selected School (DCSS) Graduate Program

4.F.7.a. Description

College graduates who have been exposed to military training through Armed Service Reserve Officer Training Corps (ROTC) Programs or other federal military academies while earning undergraduate degrees may be commissioned in the Coast Guard Reserve.
4.F.7.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21\textsuperscript{st} but not their 27\textsuperscript{th} birthday as of 30 September of the fiscal year in which the selection panel convenes.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.**
   a. Have a baccalaureate or higher degree from one of the following schools:
      - Norwich University
      - Prairie View A&M University
      - Texas A&M University
      - Virginia Polytechnic Institute and State University
      - Virginia Military Institute
   b. Graduates of other institutions with solid academic curricula and strong reserve officer training traditions will be considered by the Coast Guard Recruiting Command on a case by case basis.

5. **Military Service.**
   a. Have less than 10 years of non-Coast Guard active duty military service.
   b. Have successfully completed at least two years of reserve training (AFROTC, NROTC or AROTC) or two years as a cadet or midshipman at a federal military service academy.

6. **Physically Qualified.** Be physically qualified in accordance with Article 4.B.1.e.

4.F.7.c. **Term of Service**

Selected applicants will receive a three-year extended active duty contract.

4.F.7.d. **Appointment Grade**

Selected applicants will receive a commission as an Ensign (O-1) in the U.S. Coast Guard Reserve.
4.F.8. Licensed Officers of the Merchant Marine (LOMM) Program

4.F.8.a. Description

To ensure continued representation of the merchant marine industry in the Coast Guard marine safety program, a number of licensed officers of the U.S. Merchant Marine may be offered Coast Guard officer appointments. These members serve as inspectors, investigators, and as licensing program personnel.

4.F.8.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21st but not their 41st birthday as of 30 September of the fiscal year in which the selection panel convenes. Constructive age does not apply.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Military Service.** Have less than 10 years of non-Coast Guard active duty military service.

5. **Physically Qualified.** Be physically qualified in accordance with Chapter 4.B.1.e.

4.F.8.c. Term of Service

Selected applicants receive an indefinite extended active duty contract, the first three years of which will be in a probationary status.

4.F.8.d. Appointment Grade

1. The selection panel will determine the grade of each applicant selected. Selected applicants will receive a commission as a Lieutenant (O-3) or Lieutenant Junior Grade (O-2) in the U.S. Coast Guard Reserve.

2. The following table is provided to help selection panels determine the grade of each applicant selected:
Rank | Education and Experience
--- | ---
Lieutenant | 1. Have 3 or more years service as a licensed officer on board U.S. commercial vessels, with at least 6 months as Chief Mate, First Assistant Engineer, or higher. Credit may be given for up to one year’s service on board U.S. public vessels, and
2. Hold one of these licenses or higher:
   a. Chief Mate (unlimited), Oceans or Coastwise
   b. Master and First Class Pilot (unlimited), Great Lakes
   c. First Assistant Engineer (any horsepower)

Lieutenant Junior Grade | 1. Have 2 or more year’s service as a licensed officer on board U.S. commercial vessels. Credit may be given for up to one year’s service on board U.S. public vessels, and
2. Hold one of these licenses or higher:
   a. Second Mate (unlimited), Oceans or Coastwise
   b. Master and First Class Pilot (unlimited), Great Lakes
   c. Second Assistant Engineer (any horsepower)

4.F.9. Direct Commission Maritime Academy Graduate (MARGRAD) Program

4.F.9.a. Description

1. The Direct Commission Maritime Academy Graduate (MARGRAD) Program is available to individuals who hold a degree from a qualifying state or federal maritime academy and hold a Third Mate or Third Assistant Engineer license or higher, or a degree major in marine environmental protection or a related field. Maritime academy graduates have education and training that enhances the Coast Guard’s ability to carry out its operational missions. Individuals selected will serve as a Coast Guard Reserve officer on full-time active duty. Appointees are normally assigned to the marine safety field, however, naval engineering and deck assignments, both ashore and afloat, and assignments pertaining to design, construction, operation maintenance, and the repair of Coast Guard cutters and boats are also possibilities.

2. U. S. Merchant Marine Academy seniors with a 2.5 GPA or higher are eligible for a streamlined application and selection process known as MARGRAD-KP. This process allows for the selection and assignment to occur in a single step. Interested applicants should contact the Coast Guard liaison at the U. S. Merchant Marine Academy.

4.F.9.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. Age. Have reached their 21st but not their 41st birthday as of 30 September of the fiscal year in which the selection panel convenes.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.** Have a degree from a qualifying state or federal maritime academy and hold a Third Mate (unlimited)-ocean or coastwise or Third Assistant Engineer (any horsepower) license or higher, or a degree major in marine environmental protection.

5. **GPA.** Have at least a 2.5 GPA on a 4.0 scale.

6. **Military Service.** Have less than 10 years of non-Coast Guard active duty military service.

7. **Physically Qualified.** Be physically qualified in accordance with Chapter 4.B.1.e.

4.F.9.c. **Term of Service**

Selected applicants will receive a three-year extended active duty contract.

4.F.9.d. **Appointment Grade**

1. The selection panel will determine the grade of each applicant selected. Selected applicants will receive a commission as a Lieutenant Junior Grade (O-2) or Ensign (O-1) in the U.S. Coast Guard Reserve.

2. The following table is provided to help selection panels determine the grade of each applicant selected:

<table>
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<tr>
<th>Rank</th>
<th>Education and Experience</th>
</tr>
</thead>
</table>
| Lieutenant Junior Grade | 1. Federal or state maritime academy graduate with a baccalaureate degree prior to commissioning, and  
                           | 2. Have served one or more years on board vessels of the U. S. in the capacity of a licensed officer; and  
                           | 3. Meet either of these two experience criteria:  
                           |   a. Hold one of the following valid licenses or a higher valid license:  
                           |     • Third Mate (unlimited) Oceans or Coastwise  
                           |     • Third Assistant Engineer (any horsepower)  
                           |   b. Major in marine environmental protection or a related field that does not result in either of the two licenses listed above. |
| Ensign | 1. Federal or state maritime academy graduate with a baccalaureate degree prior to commissioning; and 2. Meet either of these two experience criteria:  
|        | a. Hold one of the following valid licenses or a higher valid license:  
|        |   • Third Mate (unlimited)- Ocean or Coastwise  
|        |   • Third Assistant Engineer (any horsepower)  
|        | b. Major in marine environmental protection or a related field that does not result in either of the two licenses listed above. |

4.F.10. **Direct Commission Physician Assistants (DCPA) Program**

4.F.10.a. **Description**

The Direct Commission Physician Assistants (PA) Program is designed to provide sufficient numbers of PAs to fill mobilization requirements. Graduates of selected physician assistants programs may be offered Coast Guard appointments. Selectees appointed under this program without previous experience as a Coast Guard or Coast Guard Reserve CWO (PA), are required to attend a three-week Reserve Officer Candidate Indoctrination (ROCI) course.

4.F.10.b. **Eligibility Requirements**

Individuals must meet the following requirements to apply for this program:

1. **Age.** Have reached their 21\textsuperscript{st} but not their 37\textsuperscript{th} birthday as of 30 September of the fiscal year in which the selection panel convenes. Constructive age credit may be granted not to exceed 36 months or until a maximum age of 40 years old.

2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Chapter 4.B.1.a. character standards.

4. **Education.**

   a. Have a baccalaureate or higher degree from an accredited college or university, and

   b. Before appointment, have successfully completed a physician associate or assistant’s program course approved by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) (770-476-1224; www.arc-pa.org).

5. **Military Service.**

   a. 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 Armed Force or its reserve component.
b. Active duty military applicants or reservists serving on active duty must show proof that they will be released from active duty prior to the ROCI class convening.

6. Physically Qualified. Be physically qualified in accordance with Article 4.B.1.e.


4.F.10.c. Term of Service

Selected applicants will receive a three-year extended active duty contract.

4.F.10.d. Appointment Grade

The selection panel will determine the grade of each applicant selected. Selected applicants will receive a commission as an Ensign (O-1), Lieutenant Junior Grade (O-2), or Lieutenant (O-3) in the U.S. Coast Guard Reserve.

4.F.11. Prior Trained Military Officer (PTMO) Program

4.F.11.a. Description

Current or former military officers, with training or degrees in critically needed areas as determined by Commandant (CG-1), are commissioned in the Coast Guard Reserve as Ensign or Lieutenant (junior grade). The needs for officers under this program vary greatly from year to year and the Coast Guard Recruiting Command should be consulted for the latest information. Selectees are given duty assignments based on their experience and education.

4.F.11.b. Eligibility Requirements

Individuals must meet the following requirements to apply for this program:

1. Age. Have reached their 21st but not their 32nd birthday as of 30 September of the fiscal year in which the selection panel convenes.


4. Education. Have a baccalaureate or higher degree from an accredited program in critical need areas or who have been trained in critically needed areas as determined by Commandant (CG-1).
5. **Military Service.**

   a. Have completed at least two years of commissioned active duty or reserve service in the U.S. Armed Forces or National Guard.

   b. Have less than 10 years of active duty military service.

   c. Have a break in service of less than four years from discharge date from active duty or reserve service in the U.S. Armed Forces or National Guard.

5. **Physically Qualified.** Be physically qualified in accordance with Article 4.B.1.e.

4.F.11.c. **Term of Service**

   Selected applicants will receive a three year extended active duty contract.

4.F.11.d. **Appointment Grade**

   The selection panel will determine the grade of each applicant selected. Selected applicants will receive a commission as a Lieutenant Junior Grade (O-2) or Ensign (O-1) in the U.S. Coast Guard Reserve.

4.F.12. **Selected Reserve Direct Commission (SRDC) Officer Program**

4.F.12.a. **Description**

   The goal of the Selected Reserve Direct Commission (SRDC) program is to fill junior officer (Ensign through Lieutenant) vacancies in the selected reserve. All applicants may be considered for appointment as an Ensign. Coast Guard enlisted applicants with Chief Petty Officer experience and above may also be considered for appointment as Lieutenant Junior Grade. Applicants with Chief Warrant Officer experience may also be considered for appointment as a Lieutenant Junior Grade or Lieutenant. Applicants with commissioned officer experience may be considered for the highest grade previously held, up to Lieutenant (O-3). The date of rank is the date of appointment to commissioned status in the Coast Guard Reserve. All candidates selected for a direct commission through this program, except prior service Coast Guard, Navy, NOAA officers, and physician assistants whose qualifications are certified by the Director of Health and Safety (CG-11), are required to attend the three-week Reserve Officer Candidate Indoctrination (ROCI) course before commissioning. SRDC selection panels will choose whether or not to require prior service Coast Guard, Navy or NOAA officer to attend ROCI. Additional information can be found in Article 1.C., Personnel Manual, COMDTINST M1000.6 (series).

4.F.12.b. **Eligibility Requirements**

   Individuals must meet the following requirements to apply for this program:

   1. **Age.** Have reached their 21st but not their 37th birthday as of 30 September of the fiscal year in which the selection panel convenes.
2. **Citizenship.** Be a U.S. citizen.

3. **Character Standards.** Meet Article 4.B.1.a. character standards.

4. **Education.** Have a baccalaureate or higher degree; or if currently in the Coast Guard or Coast Guard Reserve;
   
   a. Be at least an E-5, or an E-4 above the cut on the E-5 advancement eligibility list, or have been certified by their commanding officer for placement on a supplemental advancement list, and
   
   b. Have successfully completed two years (60 semester hours or the equivalent quarter hours) at an accredited degree granting college or university. CLEP examinations (with the ACE recommended score for exams taken in or prior to May 1986 and a score of at least 421 for exams taken after May 1986) may be substituted for up to 30 semester hours. Note: The baccalaureate degree requirement is reduced by 60 semester hours. Since 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.

5. **Qualifying Test Score.** Have a qualifying test score in accordance with Article 4.B.1.d. Former or current officers of the regular or reserve Armed Forces of the United States who have served at least one year in commission status are not required to meet this requirement. Test results remain valid indefinitely.

6. **Military Service.**
   
   a. 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 Armed Force or its reserve component.
   
   b. Active duty military applicants or reservists serving on active duty must show proof that they will be released from active duty at least 45 days prior to the ROCI class convening.

7. **Physically Qualified.** Be physically qualified in accordance with Article 4.B.1.e. Additionally, selectees must pass the basic swim test as outlined in the ROCI curriculum before receiving their commission.

8. **Security Clearance.** Must be eligible for a secret security clearance.

9. **Ineligible Members.** Ministers of divinity, theology students, and persons who hold degrees or are in graduate school or training in medicine, dentistry, nursing, veterinary medicine, osteopathy, or optometry are not eligible to apply unless they:
a. Previously served in the Armed Forces or a reserve component and completed their military service obligations; and

b. Attain their educational status after fulfilling their military service obligation; and

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

4.12.c. **Term of Service**

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. Applicants becoming members of an Armed Force for the first time incur an eight-year military service obligation.

4.12.d. **Appointment Grade**

The selection panel will determine the grade of each applicant selected. Selected applicants will receive a reserve commission as a Lieutenant (O-3), Lieutenant Junior Grade (O-2), or Ensign (O-1) in the U.S. Coast Guard Reserve.
4.G. PROGRAMS LEADING TO ACADEMY APPOINTMENTS

4.G.1. United States Coast Guard Academy Direct Entry

Eligibility requirements for appointment as a cadet at the Coast Guard Academy is described in detail in the Personnel Manual, COMDTINST M1000.6 (series) and on the Coast Guard Academy website www.cga.edu.

4.G.2. Coast Guard Academy Preparatory Program

The Coast Guard Academy Preparatory Program is described in detail in Coast Guard Academy Preparatory Program, COMDTINST 1531.2 (series).


The Academy Introduction Mission (AIM) Program is described in detail on the Coast Guard Academy website.

4.G.4. Coast Guard Academy Contact Information

4.G.4.a. Mailing Address

Director of Admissions
U.S. Coast Guard Academy
31 Mohegan Avenue
New London, CT 06320-8103

4.G.4.b. Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Toll Free</td>
<td>800-883-USCG (8724)</td>
</tr>
<tr>
<td>Local</td>
<td>(860) 444-8500</td>
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<tr>
<td>Fax</td>
<td>(860) 701-6700</td>
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