



COMDTINST 5354.2
FEB 17 2010

COMMANDANT INSTRUCTION 5354.2

Subj: COAST GUARD ACADEMY SCHOLAR PROGRAM ADMINISTRATION

- Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
 (b) CG Pay Manual, COMDTINST M7220.29 (series)
 (c) Joint Federal Travel Regulations (JFTR)
 (d) CG Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)
 (e) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This Instruction promulgates procedures to administer the Coast Guard Academy Scholar Program. A program of this nature is essential to build a talented and diverse supply of officers with Science, Technology, Engineering and Math (STEM) degrees who will serve with distinction in years to come.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Administering the Coast Guard Recruiting Initiative for the Twenty-First Century (CGRIT) to the U.S. Coast Guard Academy, COMDTINST 5354.6A, is canceled. Coast Guard Academy Preparatory Program, COMDTINST 1531.2A, is canceled.
4. DISCUSSION.
 - a. Coast Guard Academy Scholar cadet candidates study for ten months at a military preparatory school specified by the Superintendent of the Coast Guard Academy. Scholar cadet candidates who meet eligibility criteria for appointment of cadets to the Coast Guard Academy and the admissions requirements specified by the Superintendent

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NON-STANDARD DISTRIBUTION:

may receive appointments to the Coast Guard Academy in accordance with section 1-E of reference (a) upon successful completion of the preparatory school program.

- b. With compelling justification, the Superintendent may permit a cadet candidate to participate in a second year of prep school.

5. POLICY AND PROCEDURES.

- a. Coast Guard Academy Scholar cadet candidates will be enlisted in the Regular Coast Guard and incur an obligation to accept appointments to the U. S. Coast Guard Academy if offered. In accordance with reference (b), the Coast Guard will provide tuition, certain travel, and monthly Basic Pay, Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), and benefits at the E-2 paygrade (if enlisted from non-prior service) or their previous enlisted pay grade (if already enlisted active or reserve), to allow recipients to pay for room, board, and personal expenses. The Superintendent of the Coast Guard Academy may, at his or her discretion, pay for the books and fees for cadet candidates.
- b. Coast Guard Academy Scholar cadet candidates enlisting from civilian status will be enlisted into the Coast Guard as active duty in pay grade E-2 and have the title "cadet candidate." They are entitled to the pay and benefits Congress prescribes for their grade and receive an Armed Forces Common Access Card (CAC). They are not eligible to compete for advancement as cadet candidates.
- c. Coast Guard active component enlisted members who are accepted into the Scholar Program will retain their current pay grade and rating specialty for pay and allowance purposes. They will have the title "cadet candidate." These members are not eligible to compete for advancement as cadet candidates. Prior enlisted members' permanent change of station (PCS) orders to the Scholar Program must authorize non-temporary storage (NTS) of their household goods (HHGs) per Par. U5380.C of reference (c) for the duration of their preparatory school. NTS must be arranged at the closest storage facility to their previous permanent duty station prior to execution of travel to New London for Summer Orientation. Per reference (c), active duty members' privately-owned vehicles (POV) are not authorized to be stored at government expense. Upon discharge from the Coast Guard to accept appointment as a cadet at the Coast Guard Academy, active duty enlisted personnel are authorized to leave HHGs in NTS at government expense not to exceed 180 days from date of separation as an enlisted member. Prior to the 181st day of government-funded storage, HHGs must be turned over for transportation to the cadet's Home of Record or the place he or she entered active duty as an enlisted member or the cadet will be liable for subsequent storage charges per Par. U5360.G or reference (c).
- d. Coast Guard reserve enlisted members who are accepted into the Scholar Program will be discharged from their Reserve obligation by PSC-rpm and reenlisted on active duty in their current pay grade and rating specialty for pay and allowance purposes. They will have the title "cadet candidate." The Coast Guard Academy will facilitate this process to ensure no break in service. They are entitled to the pay and benefits Congress prescribes

for their grade and receive an Armed Forces Common Access Card (CAC). They are not eligible to compete for advancement as cadet candidates.

- e. The Superintendent of the Coast Guard Academy is the Officer exercising General Court-Martial Convening Jurisdiction (OEGCMJ) for the Coast Guard Academy Scholar program and will handle any disciplinary matters in accordance with reference (a), the Coast Guard Military Justice Manual and Uniform Code of Military Justice. Cadet candidates are required to follow the code of conduct set by their school. They will be required to acknowledge via a "Page Seven" (Administrative Remarks, Form CG-3307) entry that they have read and understood the code of conduct set by their school, that they are ordered to comply with the school's code of conduct, and that failure to comply with the school's code of conduct by a cadet candidate constitutes violation of a lawful order which may result in disciplinary action under the Uniform Code of Military Justice.
- f. When in uniform, cadet candidates will wear the insignia of fourth class cadets and may also display the Academy lapel pin on the uniform in accordance with the customs and traditions of the prep schools they attend. Cadet Candidates are entitled to an Initial Civilian Clothing Allowance (ICCA) in the amount applicable for a length of tour assignment less than 18 months.
- g. A commissioned officer of the U.S. Coast Guard Academy will administer the oath of enlistment for applicants enlisted from civilian or reserve status when participants report for orientation before departing for their schools. Participants must sign the Statement of Understanding contained in enclosure (1) before enlistment as a Coast Guard Academy Scholar cadet candidate. The Superintendent may append statements of obligation to this document. Scholar cadet candidates are authorized transportation at government expense from home to the place of processing and acceptance into the Service, in accordance with par. U7025-B of reference (c).
- h. Coast Guard active duty enlisted members accepted into the Scholar Program must sign the Statement of Understanding contained in enclosure (1) prior to departing their units for orientation at the Coast Guard Academy. Departing units must ensure member has sufficient obligated service to complete the Scholar program.
- i. The Coast Guard Academy Scholar program is considered an "initial training period." Therefore, Scholar cadet candidates who have not already completed some form of initial training, must successfully complete the program and graduate from the Academy to be afforded any Chapter 33, title 38 U. S. Code (Post 9/11 GI Bill) benefits.
- j. For active duty enlisted Coast Guard members, PSC-epm-2 will issue the member PCS orders with Temporary Duty (TDY) in transit from their present unit to the Coast Guard Academy for orientation, then to the preparatory school for further instruction. The Coast Guard Academy will fund the TDY orders.
- k. For Coast Guard Reservists accepted into the Coast Guard Academy Scholar Program, the cognizant district commander (dxr) will issue active duty orders with TDY allowances authorized from the members' homes to the Coast Guard Academy for

accession processing into the Active Component and orientation. The Coast Guard Academy will fund the active duty orders.

- l. Cadet candidates enlisted directly from civilian status who are disenrolled or resign from the program prior to earning an offer for appointment to the Coast Guard Academy incur no financial penalty and will be discharged from active duty at the convenience of the government. They will incur no service obligation. Final authority and type of discharge resides with PSC-epm-1.
- m. Former active duty enlisted cadet candidates who are disenrolled, drop from the program, or do not earn an offer of appointment will be issued PCS orders by PSC-epm-2 to a Coast Guard unit to complete their obligated service. If the member has HHG in NTS, it must be shipped to an address at the new permanent duty station. Member is not authorized travel to pick up their POV in storage.
- n. Cadet candidates enlisted from reserve component status, who received an active duty enlistment for the Scholar program, but who are disenrolled or drop from the program prior to earning an offer for appointment at the Coast Guard Academy incur no financial penalty and will be discharged from active duty at the convenience of the government. They will incur no service obligation and can be given an SPD code ending in HD to indicate failure to complete or disenrollment from an officer training program with an RE-1 or RE-3 code. Final authority and type of discharge resides with PSC-epm-1. If eligible, members may be enlisted in the Coast Guard Reserve at their previous rate and pay grade.
- o. Scholar cadet candidates who complete the preparatory school program and successfully compete and earn cadet appointment to the Coast Guard Academy will be issued PCS orders by PSC-epm-2 to the Coast Guard Academy. The Coast Guard Academy will discharge members at the convenience of the government and matriculate them into the Coast Guard Academy as cadets.

6. ELIGIBILITY AND SELECTION CRITERIA.

- a. Any U. S. citizen eligible to apply to the Coast Guard Academy will be eligible for the Coast Guard Academy Scholar program. Eligible applicants may not attain the age of 23 prior to 1 July of the year of prospective enrollment as a cadet at the U. S. Coast Guard Academy. Candidates will complete a Department of Defense Medical Examination Review Board (DODMERB) physical in accordance with Section 1-E of reference (a).
- b. Active duty and reserve enlisted personnel eligible to attend the Coast Guard Academy may apply to the Academy to pursue this program.
- c. The Superintendent is responsible for the selection of Coast Guard Academy Scholar cadet candidates.

7. RESPONSIBILITY.

- a. The Office of Leadership and Professional Development (CG-133):
 - (1) Serves as program manager for the Coast Guard Academy Scholar Program.
 - (2) Ensures guidance on maintaining records is provided to all participating offices such that records are managed per the requirements of ref (e).
- b. The Superintendent of the Coast Guard Academy:
 - (1) Establishes procedures for prospective applicants to apply for the Coast Guard Academy Scholar Program.
 - (2) Establishes leave request, approval, and accounting procedures for the Coast Guard Academy Scholar cadet candidates in accordance with reference (a).
 - (3) Selects and matriculates cadet candidates.
 - (4) Manages pay accounts and personnel records.
 - (5) Assist cadet candidates with completion and submission of worksheet for Initial Civilian Clothing Allowance (Form CG PPC 5150) to offset preparatory school uniforms.
 - (6) Evaluates Cadet Candidate performance and fitness, in accordance with reference (d), and renders appointment decisions to the Academy.
 - (7) Serves as the Commanding Officer of cadet candidates, and may delegate this authority.
 - (8) Chooses the preparatory schools with whom the service will affiliate.
 - (9) Disburses tuition and other fees and expenditures.
 - (10) Evaluates the performance of prep school affiliates and the program as a whole.
 - (11) Ensures that prior to appointment as a Coast Guard Academy cadet, candidates sign "Page Seven" (Administrative Remarks, Form CG-3307) acknowledgment, enclosure (2), concerning creditable service for longevity pay and "Page Seven" (Administrative Remarks, Form CG-3307) acknowledgment, enclosure (3), concerning earned leave.
- c. Health Safety Work-Life (HSWL) Support Activity establishes medical coverage for cadet candidates attending affiliated prep schools and advises the Superintendent of these

arrangements annually prior to 1 July. To the extent possible, cadet candidates will use medical services and facilities normally provided to students at each campus.

d. PSC-epm:

(1) Issues PCS orders to cadet candidates.

(2) Retains discharge authority for members disenrolled from Scholar program.

e. District Commander (dxr) issues active duty orders for Coast Guard reservists selected to participate in the Scholar Program to attend orientation at the Coast Guard Academy.

f. Cadet Candidate:

(1) Gains acceptance at and attends an affiliated preparatory school.

(2) To the extent allowed by law, pays from their monthly active duty pay & allowances (or from other sources available to them, including scholarships), their personal expenses, room and board, books, fees, prep school uniforms and incidentals; all costs associated with attending prep school except for tuition.

(3) Declares scholarships or grants received from other sources and accepts direction from the Superintendent concerning their disbursement to defray the costs of their prep school tuition, books, fees, and uniform expenses.

(4) Complies with the Uniform Code of Military Justice, the standards of conduct required of cadets, the institution they are enrolled in, and other rules which the Commandant, Superintendent of the Academy, or Director of Admissions may publish.

(5) Refrain from accepting or performing off duty employment of any kind.

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

9. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>. Form CG PPC 5150 may be found at: www.uscg.mil/hq/psc/forms.

RONALD T. HEWITT /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Prepare an original and three copies of this contract. It will become Annex Q to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4)

Statement of Understanding for enlistments in the U.S. Coast Guard for participating in the Coast Guard Academy Scholar Program

1. I, _____, understand I assume these obligations on enlisting as a Coast Guard Academy Scholar:
 - a. If enlisting directly from civilian or reserve status, to enlist in the Regular Coast Guard with an obligated two years of active duty. Creditable service for my two-year active duty obligation begins after I take my oath of enlistment;
 - b. If entering the program as a prior active duty Coast Guard member, I have appropriate obligation of service to complete the program;
 - c. To complete the orientation program required by the Coast Guard Academy;
 - d. To attend one year (two semesters, three trimesters, or equivalent) of post-secondary or preparatory school education at an affiliated preparatory school or college; to take the courses recommended by my advisors, and to meet all academic, military, and physical requirements of the institution I attend;
 - e. To reside on campus (unless authorized to live elsewhere by the Superintendent) and pay for my room, board, books, fees, and uniforms;
 - f. To attend all scheduled classes (unless on military leave or special liberty approved by my advisors);
 - g. To refrain from accepting or performing any off-duty employment;
 - h. To advise the Superintendent of all grants or scholarships exceeding \$200, request disposition instructions, and keep or decline them as the Coast Guard determines to help defray the cost of prep school or entry to the Coast Guard Academy;
 - i. To comply with the Uniform Code of Military Justice, the standards of conduct required of cadets, the institution I am enrolled in, and other rules which the Commandant, Superintendent of the Academy, Director of Admissions, or administrators at my institution may establish;
 - j. To remain eligible for appointment to the Coast Guard Academy to the best of my ability. Eligibility requirements include compliance with allowable weight and medical standards, freedom from financial hardship or dependency obligations, and physical fitness standards specified by the Superintendent. I agree to report any changes in my status that may affect my eligibility for appointment to the Academy immediately to my Academy advisors;

- k. To accept an appointment to the Coast Guard Academy, if tendered, and remain at the Academy at least through the end of the second semester of my fourth class year. If I do not complete at least the second semester or do not accept appointment, I understand that the Coast Guard may seek reimbursement of tuition and other expenses not paid out of my pay and allowances;
2. I further understand that I may not compete for enlisted advancement during enrollment in the Coast Guard Academy Scholar program, and that if offered an appointment, that I will be appointed to the pay grade of Cadet on admission to the Coast Guard Academy;
3. I further understand that if the Superintendent determines that I have breached any obligations set forth in this Statement of Understanding, the Coast Guard may terminate participation in the program, and disenroll me from the institution I am attending. If I was enlisted in the Coast Guard prior to receiving this appointment, then I will return to active duty to complete the remainder of service obligated under my enlisted contract, calculated from the time I detached my prior unit to report for duty under instruction;
4. If enlisted directly from civilian or reserve component status, I further understand that if I meet my obligations but the Coast Guard Academy does not offer me an appointment, I will be discharged from the Coast Guard with no further service obligation;
5. If I am a prior active duty enlisted Coast Guard member, I further understand that if I meet my obligations but the Coast Guard Academy does not offer me an appointment, I will revert to previous enlisted status and complete any service obligation;
6. I further understand that when I graduate from the Coast Guard Academy, I will be commissioned as an Ensign in the regular Coast Guard. I am then required to serve on active duty for five years from the date of my commissioning (or the period specified for graduates at that time);
7. I further understand that I am a member of the United States Coast Guard, an Armed Force, and subject to all laws governing the Armed Forces, Coast Guard Regulations, the Uniform Code of Military Justice (UCMJ), and special and general orders. I will receive training in these matters before reporting to school;
8. In return, the Coast Guard will:
 - a. Pay my tuition and official travel to and from my school (not to include any holiday travel);
 - b. Pay me the pay and allowances and provide benefits at the E-2 pay grade or pay grade in which I am enlisted, whichever is greater; and
 - c. Provide orientation, advising, training, and support.

Signed this _____ day of _____, _____
(date) (month) (year)

SCHOLAR SIGNATURE

TYPED NAME AND TITLE

PARENT OR GUARDIAN SIGNATURE

(required if recipient is a minor)

WITNESS SIGNATURE

_____, at

_____, _____
(city) (state)

The below entry is to be made on a “Page Seven” (Administrative Remarks, Form CG-3307) with member’s signature of acknowledgement, prior to being appointed a Cadet, and placed into the Scholar’s PDR.

Statement of Understanding Concerning Creditable Service as a Scholar and Cadet

I understand that per Title 10 U. S. Code §971, officers may not count service performed as a cadet or midshipman for any purpose and that service performed as a cadet is not creditable for longevity for pay purposes or retirement after appointment as an officer (commissioned or warrant). I further understand that non-Delayed Entry Program (DEP) prior enlisted active service performed prior to appointment to cadet status IS creditable for longevity for pay purposes and retirement.

I acknowledge that if I complete the U. S. Coast Guard Academy course of instruction and am appointed an Ensign in the Regular Coast Guard, all active service (other than DEP time) performed prior to cadet appointment will be creditable for pay purposes and retirement. If I am appointed to cadet status from prior enlisted service status and disenrolled from the Academy prior to graduation, my cadet service IS creditable for longevity for pay purposes and retirement if I return to enlisted status; however, if I am later appointed to commissioned or warrant officer status my Pay Base Date (PBD) and Active Duty Base Date (ADBD) must be adjusted to exclude the cadet service time.

I have been afforded the opportunity to read and understand the foregoing and have had all my questions answered to my satisfaction.

Signed this _____ day of _____, _____
(date) (month) (year)

SCHOLAR SIGNATURE

TYPED NAME AND TITLE

PARENT OR GUARDIAN SIGNATURE

(required if recipient is a minor)

WITNESS SIGNATURE

_____, at

_____.

(city)

(state)

The below entry is to be made on a "Page Seven" (Administrative Remarks, Form CG-3307) with member's signature of acknowledgement, prior to being appointed a Cadet, and placed into the Scholar's PDR.

Statement of Understanding Concerning Leave earned while in the CGA Scholar Program

I understand that:

I will earn up to 25 days of annual leave (at the rate of 2.5 days per month) during my ten-month course of instruction and that I must use this leave in conjunction with any absences away from the immediate vicinity of my preparatory school campus that is not classified as temporary duty, permissive duty, sick leave, or liberty. I will read and comply with the Coast Guard Scholar Leave Request and Approval Policy & Procedures as established by the Coast Guard Academy. Annual leave will be deducted from my leave account whenever I am away from my preparatory school campus during holidays or other breaks in classes and that I must keep track of the days of leave that I take.

Any days of leave that I have not used when I complete my course of instruction, or otherwise separate from the Coast Guard Scholar Program, I may sell at the daily Basic Pay rate for my pay grade times the number of unused accrued days. Any days of leave sold when I separate from the Coast Guard Scholar Program will be counted against my future career leave sell-back cap of 60 days.

I further understand that if I have used more days of leave than I have earned (excess leave usage) when I leave the Coast Guard Scholar Program, I will incur a debt to the government that must be repaid. Indebtedness due to excess leave usage will not be considered for remission of indebtedness (per Title 14 U. S. Code §461) nor waiver of collection of erroneous overpayments (per Title 10 U. S. Code §2774).

I have been afforded the opportunity to read and understand the foregoing and have had all my questions answered to my satisfaction.

Signed this _____ day of _____, _____
(date) (month) (year)

SCHOLAR SIGNATURE

TYPED NAME AND TITLE

PARENT OR GUARDIAN SIGNATURE

(required if recipient is a minor)

WITNESS SIGNATURE

_____, at

_____, _____
(city) (state)