



Commandant
United States Coast Guard

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COMDTINST 1755.2
24 FEB 2020

COMMANDANT INSTRUCTION 1755.2

Subj: COAST GUARD U.S. VIRGIN ISLAND DEPENDENT PRIVATE SCHOOLING

Ref: (a) Military Civil and Dependent Affairs, COMDTINST M1700.1 (series)
(b) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
(c) Commandant (CG-13) memo 1000 of 12 Jan 2017

1. PURPOSE. To promote efficiency and address dependent schooling issues, this Instruction sets forth the operational, financial, and administrative framework for providing funding to educate active duty dependent children in the U.S. Virgin Islands (USVI).
2. ACTION. Coast Guard (CG) members being assigned to the USVI, when accompanied by their dependent children, must follow this Instruction. Per Reference (a), this assistance is limited only to the USVI, and does not include dependent children of members assigned to Base San Juan, PR.
3. DIRECTIVES AFFECTED. None.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. IMPACT ASSESSMENT. This task will require Base San Juan SPO personnel to evaluate member eligibility for dependent private school tuition reimbursement. This evaluation process should take approximately 15 minutes per applicant, with the number of applicants estimated to be < 3 per year.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further

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environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
 8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
 9. CRITERIA.
 - a. On a case-by-case basis, and subject to periodic assessment of the economic and educational environment in the USVI, eligible CG dependents may be provided education in a private school.
 - b. If an eligible CG dependent student enrolls and enters school prior to receipt of enrollment approval, the sponsor may be required to pay the tuition costs. Only unusual or extenuating circumstances are justification for after-the-fact approvals.
 - c. For admission into Kindergarten an eligible CG dependent must reach his/her fifth birthday by October 31st of the current school year. For admission to grades 1 through 12, an eligible dependent who has reached his sixth but not 21st birthday by October 31st of the current school year will be placed in the appropriate grade based upon documentation from the school previously attended in accordance with local school policy.
 - d. Eligible USVI students attending school may complete the current school year if the sponsor is transferred, dies, or retires during the school year. Once a student is registered and has attended class, the status of the dependent will remain unchanged for the full school year.

- e. Schools must meet the below requirements. Tuition reimbursement will be capped at the current published OCONUS DoDEA tuition rate.
 - (1) School age students (K-12). A local, tuition-charging, English language school which provides an appropriate education.
 - (2) Special Education. A local, tuition-charging, English language school with an appropriate educational program that can meet the needs of the special education student.
- 10. PROCEDURE. Dependents of active duty CG members are eligible for enrollment in USVI private schools. However, sponsors must obtain approval for the tuition allowance or any other cost prior to incurring an expense on the U.S. Government's behalf.
 - a. Application Process. The following must be completed and submitted to Base San Juan, PR.
 - (1) Claim for Members for Expenditures on Official Business - Optional Form 1164.
 - (2) Verification of Eligibility.
 - (3) Copy of Sponsor's Assignment Orders. Orders must have the date of birth for the dependents applying for enrollment. Otherwise, a copy of the dependent's passport or birth certificate is also required.
 - (4) Copy of Published School Tuition Rates (i.e., Fee Schedule).
 - (5) Copy of Published School Calendar.
 - (6) Copy of Current Individual Education Plan (IEP) (if applicable).
 - (7) Letter from School Administrator concurring with IEP (if applicable).
 - (8) Invoices for allowable expenses for which funding is being requested.
 - (9) The application package will be reviewed for completion and approval by Base San Juan. Once approval has been obtained, Base San Juan will then notify the sponsor that they can enroll their dependent(s) in the school as indicated on the application. Failure to acquire approval from Base San Juan prior to enrollment may result in refusal of funding.
 - (10) Base San Juan will then forward package to DCMS-83 for line of accounting and document number.
 - (11) DCMS-83 will forward complete package to FINCEN for payment.
 - b. Allowable Expenses.
 - (1) School's Standard, Publicly Advertised Tuition

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- (2) Annual Registration Fees, New Student Fees, and Re-enrollment Fees, Etc.
- (3) Annual Technology, Science, Physical Education, Art, Computer, Etc. Fees
- (4) Billed Books for Grade
- (5) Advanced Placement Courses and Exam Fees
- (6) Mandatory Language Testing
- (7) Transportation for Mandatory Field Trips
- (8) One-Time Fees (ID, Building Fund, Building Maintenance Fees, Placement Fees, Application Fees, Matriculation Fees, Etc.)

c. Expenses NOT Funded.

- (1) Clothing (uniforms and athletic equipment).
- (2) Laundry.
- (3) Meals (except when dormitory enrollment is authorized).
- (4) Transportation.
- (5) Student accident or health insurance.
- (6) Special courses not part of the curriculum of comparable tax-supported schools in the U.S. (with the exception of host-nation cultural programs).
- (7) Private tutoring.
- (8) School or classroom decorations or parties.
- (9) Musical instruments.
- (10) Deposits and refundable payments.
- (11) Parent, teacher association fees (PTA/PTO).
- (12) Graduation gowns and caps, photographs, class banquets, yearbook fees, or class rings.
- (13) Field trips (not part of the curriculum or comparable tax-supported school program in U.S.).
- (14) Parent or student-directed educational testing.

- d. One-Time Fees: Paid ONCE during an assignment except in certain cases when:
 - (1) A school attended does not offer the next grade (e.g., middle to high school).
 - (2) A school attended cannot offer the appropriate program.
 - (3) The school attended is not the base school and charges less than the base school. Should the sponsor wish to transfer the child to another non- base school, the program can pay only the difference between what the base school charges and what has already been paid. The sponsor is responsible for any difference between that amount and the full cost of the new school.
- e. Additional Expenses: Sponsors may request certain additional expenses in writing and prior to costs being incurred for the following:
 - (1) Special education and related expenses as required by the child's Individual Education Plan.
 - (2) Reasonable and economical public or private commuter transportation (to include use of privately owned vehicle).
 - (3) Some private remedial tutoring in basic skills.
 - (4) In cases where additional funding is required, the member must contact Base San Juan to find out what additional documentation is required for approval.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. Units and individuals may recommend changes via their chain of command using the Coast Guard memorandum to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

J. M. NUNAN /s/
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