



COMDTINST 5354.6A

MAR 25 1997

COMMANDANT INSTRUCTION 5354.6A

Subj: ADMINISTERING THE COAST GUARD RECRUITING INITIATIVE FOR THE TWENTY-FIRST CENTURY (CGRIT) TO THE U. S. COAST GUARD ACADEMY

Ref: (a) CG Personnel Manual, COMDTINST M1000.6 (series)
(b) Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel, COMDTINST M1020.8 (series)

1. PURPOSE. This instruction promulgates procedures to coordinate and administer the Coast Guard Recruiting Initiative for the Twenty-First Century (CGRIT) program and prescribes application procedures to the U. S. Coast Guard Academy.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. Administration of the Coast Guard Recruiting Initiative for the Twenty-First Century, COMDTINST 5354.6, is canceled.
4. BACKGROUND.
 - a. The Coast Guard Recruiting Initiative for the Twenty-First Century (CGRIT) is a recruiting program designed to expand the pool of applicants for the Coast Guard Academy and Officer Candidate School (OCS), although this instruction specifically discusses Coast Guard Academy applicants only. Since these are the gateways to the Coast Guard for virtually all officers, over time this program will have a far-reaching effect on the Service's officer corps.

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NON-STANDARD DISTRIBUTION:

- b. The Coast Guard Academy is a Federal military college where students earn both a four-year Bachelor of Science degree and a commission as an officer in the United States Coast Guard. The program's curriculum is based primarily in the sciences, engineering, government and management. Moreover, the Academy provides rigorous military structure along with a focus on professional and character development to graduate junior officers prepared to serve and lead in the world's premier maritime service. Its graduates enjoy increasingly challenging and rewarding careers in a successful, multi-mission organization which combines a sea-going military structure with regulatory duties at sea and ashore. The Coast Guard's major mission areas include search and rescue, enforcing laws and treaties, marine environmental protection, marine safety, aids to navigation, ice operations, and defense readiness.
- c. The Commandant of the Coast Guard's Direction is to change the composition of the Coast Guard workforce to better reflect the U.S. population. Furthermore, our Workforce 2015 goals are to have the Coast Guard's officer and enlisted population reflect the diversity of America in terms of ethnic and gender composition. Because of the nature of our assigned missions, members of the Coast Guard workforce interact with the general public on a daily basis. As part of the Commandant's goal to place diversity within the Coast Guard at center stage, the Coast Guard Recruiting Initiative for the Twenty-First Century is designed to increase the number of minority applicants to the Academy.

5. DISCUSSION.

- a. CGRIT's major focus is to increase the pool of qualified applicants seeking appointments to the Coast Guard Academy by providing one year of funding to students for their collegiate education at Historically Black Colleges and Universities (HBCUs) and minority institutions (MIs) enrolled in the program.
 - (1) The training program includes full tuition, textbooks, some routine fees, monthly pay at the E-2 rate, and standard allowances which enable the student to pay for on-campus room and board. The initial training phase is a one-week orientation at the Coast Guard Academy. Students accepted for the CGRIT program must apply to the Academy and accept an appointment, if offered.
 - (2) CGRIT cadet candidates who receive appointments to the Academy undertake the full four-year educational and professional development experience in step with their new classmates. Because of this important unifying philosophy, articulation agreements, for example, do not exist between any college or junior college and the Academy. Entering Academy cadets may validate one or more courses by taking Academy placement examinations or an advance placement examination approved by an Academy Department Head or presenting a transcript showing the student earned a C or better in an equivalent Academy course from an accredited college. Placement examinations are given only in critical prerequisite courses: Calculus, Chemistry, and English. The intent is to promote success by ensuring the cadet is properly situated in

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the tightly organized four-year Academy curriculum. Validating a course allows a cadet to choose an elective. Credits, per se, do not transfer. However, previous college credit would remain as part of the initial college transcript and complement the Academy transcript when applying for post-graduate programs. (Refer to enclosure (9) for more details.)

- (3) Upon graduation, Academy cadets earn a Bachelor of Science degree and an officer's commission as an Ensign in the United States Coast Guard. They go straight to work in their new profession as they begin to serve their five-year active duty service obligation. All Academy graduates generally begin their careers in a demanding, rewarding at-sea environment aboard Coast Guard ships (known as "cutters").
 - b. Participants in CGRIT's pre-Academy training program incur an obligation to the Coast Guard if they do not fulfill program requirements: up to two years of enlisted service in the Coast Guard followed by six years of service in the Individual Ready Reserve (IRR). Exemptions are possible under certain hardship cases.
 - c. Under rare, compelling circumstances, a CGRIT cadet who does not meet the Academy's admission standards may request to participate a second year. The Coast Guard will determine "compelling circumstances" which would include humanitarian situations of a finite duration or a temporary medical condition which precludes participating in Swab Summer, such as a broken leg. The Coast Guard will consider such an application but is under no obligation to approve it.
 - d. Section 1-E of reference (a) contains requirements for direct appointment to the Coast Guard Academy.
 - e. The Coast Guard initially will offer the CGRIT program through participating HBCUs and in the future may expand it to include other MIs. If the program expands, all references to HBCUs will be understood to include other minority institutions (HBCUs and MIs).
6. PARTICIPANTS' STATUS. CGRIT program students enter the Coast Guard Reserve in pay grade E-2 and have the title "cadet candidate." CGRIT cadet candidates are entitled to an active duty armed forces identification card and the appropriate pay and benefits Congress prescribes. When in uniform, a cadet candidate wears the insignia of a fourth class cadet.
 7. CGRIT PROGRAM APPLICATION PROCESS.
 - a. An independent contractor greatly improves the Coast Guard's outreach to potential applicants for officer training. Among other duties, the contractor communicates with potential applicants and coordinates the initial development of application files.

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- b. All CGRIT applicants must submit their application to the contractor at the address shown in enclosure (2). The usual application deadline is 15 March.
- c. The application process has three major steps. The enclosures contain detailed application procedures and key forms.
 - (1) Applicants submit a two-page preliminary application to ensure they meet basic program requirements (e.g., citizenship, dependency status).
 - (2) Applicants who meet program requirements receive and complete an application package very similar to that used at the Academy. The Evaluation Board uses this package to select the students who will receive the primary and alternate appointments.
 - (3) Students who receive primary appointments receive additional materials to complete their entry into the program. They will also be immediately scheduled for a medical examination which they must pass to receive the CGRIT scholarship.
- d. The contractor nominates applicants for appointment as CGRIT cadet candidates. A board, similar to the Cadet Candidate Evaluation Board prescribed by reference (a)'s Article 1-E-1.a(2), and comprised of officers and selected members of the Academy's faculty and staff, will choose cadet candidates. The board may select primary appointees up to the number of authorized Training Allowance Billets (TABs) and a suitable number of alternates.

8. APPLICATION PROCESS FOR DIRECT APPOINTMENT TO COAST GUARD ACADEMY.

- a. The Coast Guard Academy annually offers approximately 460 appointments and approximately 275 men and women accept them. Any man or woman, civilian or military, who meets the requirements set forth in reference (a)'s Article 1-E-2 is eligible to apply for appointment as a U.S. Coast Guard cadet. The standards are very similar to those for CGRIT cadet candidates in enclosure (1).
- b. The actual application process for direct appointment to the Academy is very similar to the procedure given in enclosure (2) except for the mailing address and deadlines.
 - (1) Applicants submit a preliminary application form due by 15 December.
 - (2) The Academy subsequently sends additional information and the supplementary forms needed to develop the applicant's formal application file.
 - (3) The applicant completes the supplementary forms, adds suitable documentation, and returns the forms to the Academy by 31 January.

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(4) The evaluation board reviews this complete application. The file must contain either College Board Scholastic Assessment Test (SAT) or the American College Testing Assessment (ACT) scores. The applicant must apply for either the SAT or ACT and name the Coast Guard Academy as one of the schools to receive test scores.

c. Interested persons can obtain the preliminary application and further information by writing directly to:

Director of Admissions
U.S. Coast Guard Academy
New London, Connecticut 06320-4195

The preliminary application must be **postmarked by 15 December** to receive consideration for the class entering the following summer.

d. The Academy tenders appointments solely on the basis of an annual nationwide competition. There are no Congressional appointments nor quotas for any state, district, or special category. The competition for appointment as a cadet is based on the candidate's high school rank, performance on either the SAT or ACT, and leadership potential demonstrated by participating in high school extracurricular activities, community affairs, or employment.

9. **RESPONSIBILITY.** These offices and officers are responsible for portions of the CGRIT program, as indicated:

a. The Director of Personnel Management (G-WP):

- (1) oversees this initiative and develops policy and guidance for the CGRIT program and
- (2) participates in the Technical Advisory Group.

b. The Assistant Commandant for Civil Rights (G-H) participates in the Technical Advisory Group.

c. Director, Coast Guard Recruiting Center (CGRC):

- (1) disburses funds to the HBCUs for tuition and appropriate fees and expenses (such as lab and athletic participation fees). CGRC establishes internal regulations on the student fees the Coast Guard will pay as provided in 10 U.S.C. section 2005(e)(3), and the manner for handling payment. CGRC publishes its guidelines to all cadet candidates in the CGRIT program;
- (2) oversees and administers the CGRIT contract and provides an officer to serve as the Contracting Officer's Technical Representative (COTR) in administering it;
- (3) participates in the Technical Advisory Group;

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- (4) works with the contractor in budgeting, developing, and deploying suitable promotional efforts in appropriate media;
- (5) adjusts the application forms, deadlines, and program entry details as determined by the Coast Guard Academy and HBCUs to meet the program's needs and intent; and
- (6) administers and disciplines CGRIT cadet candidates under disciplinary procedures consistent with those used in the MORE program.

d. The Superintendent, USCG Academy:

- (1) appoints the Board members who select the CGRIT cadet candidates under procedures similar to those used for the existing Cadet Candidate Evaluation Board;
- (2) administers the pay accounts of CGRIT cadet candidates similar to Coast Guard cadet candidates attending Naval Academy Preparatory School;
- (3) ensures the Dean of Academics provides an academic advisor for each CGRIT cadet. Based on the individual student's strength, the advisor will recommend course selections and strategies which may complement the existing Academy curriculum or consider similar first-year courses which will strengthen preparation and potentially lead to course validation;
- (4) conducts CGRIT cadet candidates' initial ("Orientation") training at the Academy, including a physical fitness examination. This physical fitness examination requires a minimum score of 200. Orientation normally is held during July of the year the cadet candidates begin their CGRIT training program. Orientation will be sufficiently long to meet training objectives determined by the Academy and is expected to last about one week. The Director of Admissions coordinates travel to and from the Academy and also supervises Orientation with assistance from appropriate stakeholders.

e. The contractor:

- (1) provides services specified in contract number DTCG23-96-C-PPS100, as modified, or its successor;
- (2) advertises and promotes the CGRIT program. The main focus is on building and administering a network of liaison officers who will identify potential cadet candidates and encourage them to apply. The contractor works with CGRC in budgeting, developing, and deploying suitable promotional efforts in appropriate media;
- (3) receives and pre-screens all CGRIT applications and nominates at least 20 applicants per year who meet the Academy's admission standards; and

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- (4) annually nominates at least 10 students for the MORE program and at least 10 students or graduates for the OCS program.
- f. CGRIT cadet candidates:
- (1) to the extent allowed by law, pay from their monthly salaries (or from other sources available to them) typical expenses, such as student activities fees, taxes, insurance, etc. (active duty members automatically have complete health insurance coverage). They will also establish an allotment to a guardian account to offset their initial Academy entry fee (approximately \$3,000);
 - (2) reside on campus (unless waived by the Director, CGRC) and pay their on-campus room and board from their quarters and messing allowances, unless CGRC approves other arrangements; and
 - (3) declare any non-Coast Guard grants or scholarships they receive and comply with the Standards of Conduct and other rules which the Commandant, the Superintendent of the Academy, or the Director, CGRC may publish.
- g. Recruiting offices process appointees for enlistment in the Reserve in paygrade E-2, using standard procedures as modified by this Instruction.
- h. Commanders of Maintenance and Logistics Commands support CGRIT cadet candidates' medical needs the same as any other active duty Coast Guard member.
- i. District Commanders include the CGRIT program as they develop district programs and support Academy programs to recruit a large, well-qualified, career-motivated applicant pool, as reference (a)'s Article 1-E-5-b prescribes.
- j. The Assistant Commandant for Civil Rights (G-H), Office of Military Personnel (G-WPM), Office of Leadership and Career Development (G-WTL), General Contracts Division (G-ACS), Programs Division (G-CPA), the Director, Coast Guard Recruiting Center (CGRC), and the Director of Admissions, Coast Guard Academy each appoint members to the Technical Advisory Group (TAG), as enclosure (8) describes.
- k. The Public Affairs staff (G-CP) provides and distributes enough copies of the Coast Guard Magazine and similar materials for each program participant.



G. G. PICHE
Director of Personnel Management

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- Encl: (1) Eligibility Standards and Academic Prerequisites to Participate in CGRIT Training Program
- (2) Application Procedures to Compete for Appointment to CGRIT Program
 - (3) Entry Procedures for Appointees to CGRIT Program
 - (4) Statement of Understanding for Reserve Enlistments in the U. S. Coast Guard for Participating in the CGRIT Training Program
 - (5) Financial Matters
 - (6) CGRIT Academic and Related Matters
 - (7) Medical
 - (8) Technical Advisory Group
 - (9) USCG Academy's and HBCU's Relationship

**ELIGIBILITY STANDARDS AND ACADEMIC PREREQUISITES TO PARTICIPATE
IN CGRIT TRAINING PROGRAM**

1. Eligibility Standards. All students attending an Historically Black College or University (HBCU) are eligible to participate in the CGRIT training program. While the majority of HBCU students are African Americans, the CGRIT program includes all HBCU students. Successful applicants for the available training billets will meet or exceed the criteria described in this Enclosure. Reference (a)'s article 1-E-2 lists these criteria.
2. To be considered, an applicant must:
 - a. Citizenship. Be a United States citizen on entry to CGRIT.
 - b. Age: Reach the age of 17 but not 21 by 1 July of the year admitted to CGRIT, or must not reach age 22 by 1 July of the year admitted to the Academy.
 - c. Marital status. Be unmarried and have no legal obligations or dependents.
 - d. Character. Demonstrate positive evidence of good moral character, responsibility, trustworthiness, and emotional stability in his or her personal background.
 - e. Height and weight. Be between 5 feet and 6 feet 6 inches and in compliance with the weight standards in reference (b). The Commandant may waive minimum and maximum height up to 2 inches.
 - f. Physical aptitude. At the beginning of the training program, must qualify in physical aptitude as demonstrated by a five-part examination which measures neuromuscular coordination, muscular power, muscular endurance, cardiovascular endurance, and flexibility. The examination is comprised of tests involving activities such as running, jumping, climbing, pushing, and pulling. The Academy will provide details when appointments are made. Appointees are advised to condition themselves physically by participating in a wide range of physical activities before beginning CGRIT Orientation.
 - g. Medical. Meet all physical requirements for a Coast Guard commission as demonstrated by passing the DODMERB (Department of Defense Medical Examination Review Board) entry physical, per chapter 3 of the Coast Guard Medical Manual. The student must complete the physical within the year preceding entry into the program. Physicals will normally be scheduled after a student accepts an appointment.

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2. h. Scholastic. Must provide SAT or ACT scores and transcripts documenting all secondary and post-secondary schooling. Must be a high school graduate or senior assured of graduation from an accredited high school or preparatory school or a student currently enrolled in college. Except for courses completed by correspondence for which an accredited school has granted a certificate, correspondence schools do not meet this paragraph's requirements. Applicants from a home-school background must have attended an accredited program. The successful candidate for appointment must complete academic requirements described in the enclosure on academic prerequisites.
 - i. Institution. If applying for an appointment as a CGRIT cadet candidate, must attend or be accepted to attend an HBCU or other minority institution.
 - j. Military status. Not be on active duty. Active duty personnel are ineligible to apply for an appointment as a CGRIT cadet candidate unless their active duty service contract expires before CGRIT Orientation convenes, normally in July, at the Academy (Active duty personnel are eligible to apply for a direct appointment to the Academy, and the Service encourages them to do so).
 - k. Qualification tests.
 - (1) Must take the Armed Service Vocational Aptitude Battery (ASVAB) and achieve a qualifying score to enter the Regular Coast Guard.
 - (2) Must take the SAT I or ACT and provide scores to the Academy. The minimum combined SAT qualifying score to enter the Academy is 1100 on the recentered SAT I and the mathematics score must be 550 or higher. The minimum combined ACT score (English and mathematics) is 47 and the mathematics score must be 24 or higher.
3. Academic prerequisites. Fifteen units of study are required for Academy entrance. The standards are described in reference (a)'s Article 1-E-2-g.

APPLICATION PROCEDURES TO COMPETE FOR APPOINTMENT TO CGRIT PROGRAM

1. The contractor receives the Preliminary Application from each applicant, maintains a database drawn from the information the applicants volunteered, responds appropriately, processes completed forms, and nominates applicants who pass the initial screening.
2. The contractor responds to every Preliminary Application.
 - a. If the applicant does not appear to meet the program's requirements, such as citizenship or marital status, the contractor notifies the applicant and accepts corrections if offered.
 - b. If the applicant appears to meet the program's requirements, the contractor provides additional information about the Academy and requests additional information to create the applicant's file for competition. To the extent practical, the additional information will be on Academy forms; if impractical, the contractor uses its own forms, which mirror the Academy's forms.
3. The following standard Academy forms or equivalents are used:
 - a. Request for Secondary Transcript;
 - b. Cadet Candidate Questionnaire (Part A - Background information) and (Part B - Essay questions);
 - c. Physical Education Instructor's or Coach's Evaluation of Candidate;
 - d. School Official's Evaluation of Candidate (2 copies);
 - e. The candidate fills out the forms and returns them to the contractor for prescreening at this address:

**NAFEO Services
Attn: CGRIT Applications
400 12th St., NE
Washington DC 20002**

4. The contractor sends complete packages which meet academic standards to the Academy for review and selection.

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5. As part of the normal admissions process, the Academy schedules an interview for applicants whose files are sent for review and selection.
6. The Academy appoints a selection board which may recommend up to 20 primary appointments and an appropriate number of alternate appointments. Applicants who accept their appointments begin the Entry Procedures for the CGRIT Program. Enclosure (3) specifies details of the entry process.

ENTRY PROCEDURES FOR APPOINTEES TO CGRIT PROGRAM

To complete the transition to Coast Guard membership, a successful applicant for a CGRIT training position must fill out paperwork which falls into five general categories: joining, pay, management, security, and medical. The paperwork and associated procedures will be processed through local Coast Guard Recruiting Offices, at Military Entrance Processing Stations, and at medical facilities to be specified.

1. Joining.

- a. Record of Military Processing -- Armed Forces of the United States (DD Form 1966).
- b. Statement of Understanding for Reserve Enlistments in the U.S. Coast Guard to participate in the Coast Guard Recruiting Initiative for the Twenty-First Century (CGRIT) training program, enclosure (5) to this Instruction.
- c. If the appointee has previous service, a copy of form DD-214 with information on the reverse side.
- d. If the appointee has previous service, a copy of the Request for Discharge of Clearance from Reserve Component (DD-368).

2. Pay. These forms establish the applicant's pay account and make it possible to receive pay, allowances, benefits, and identification cards. The Academy will handle additional pay-related items, such as establishing the guardian account for the Academy entry fee, during Orientation. The recruiter will copy most of these forms so the applicant can keep them.

- a. Certified copy of birth certificate.
- b. Copy of social security card.
- c. If divorced, copy of marriage certificate and divorce decree. (Note that individuals who are married or who have dependent children are not eligible to attend the Academy.)
- d. Evidence of name change (if applicable).
- e. Evidence of citizenship (if applicable).
- f. If previous service, Statement of Creditable Service (CG-3145).

3. **Management**. These items are required for various management purposes.
 - a. Check-Off Sheet.
 - b. List of anticipated dates and places of residence. Must have at least two contact addresses and phone numbers (including parents or guardians if under 18 years of age).
 - c. Statement from college or university indicating tuition cost of upcoming year, whether in-state or out-of-state tuition applies, assignment to on-campus housing, room cost, board cost, and acceptable methods of payment.
4. **Security**. Every commissioned officer must be eligible for a security clearance. As future officers, cadets and cadet candidates must meet the same standard. This paperwork is required to do the necessary security checks.
 - a. Statement of Personal History (SF-86). The candidate must fill out and sign all applicable portions. Recruiters orally inquire about any arrests. If any arrests exist, the appointee prepares a typed statement explaining the circumstances leading to the arrest(s) and disposition; Director, Coast Guard Recruiting Center determines the applicant's eligibility.
 - b. Police Records Check (DD-369). Required for all applicants for home of record and present address.
 - c. Authority for Release of Information (CG-5044).
 - d. Fingerprint Chart (FD-258), 2 copies.
5. **Medical**. Appointees for a position as a CGRIT cadet candidate must meet the entry standards required for commissioned officers. The DODMERB physical, which the Academy normally arranges, is standard.

**STATEMENT OF UNDERSTANDING
FOR RESERVE ENLISTMENTS IN THE U.S. COAST GUARD
FOR PARTICIPATING IN THE
COAST GUARD RECRUITING INITIATIVE FOR THE TWENTY-FIRST CENTURY
TRAINING PROGRAM**

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

1. I, _____, understand I assume these obligations on entering the Coast Guard Recruiting Initiative for the Twenty-First Century (CGRIT) Training program:
 - a. to enlist in the Coast Guard Reserve with an obligated two years of active duty and six years of Individual Ready Reserve. Creditable service for my two-year active duty obligation begins when I report to the Academy for CGRIT Orientation and continues through the next two years;
 - b. to complete the prescribed introductory training program (Orientation) within the time frame of the course the Coast Guard Academy sets;
 - c. to attend one year (two semesters, three trimesters, or equivalent) of post-secondary education at an accredited college or university which participates in CGRIT, to maintain a 2.5 grade point average (both term and cumulative, on a 4.0 scale), and to meet all academic requirements of the college or university I attend;
 - d. to reside on campus (unless the Coast Guard authorizes me to live elsewhere) and pay for my room and board;
 - e. to attend all scheduled classes (unless on military leave or special liberty the Coast Guard approves);
 - f. to maintain the required minimum level of contact with my assigned academic adviser;
 - g. to submit a self-evaluation form within 20 days of the term's end;
 - h. to attain a minimum combined score (verbal and mathematics) of 1100 on the recentered SAT I and a minimum score of 550 on the math portion during my second semester or attain a minimum combined score (English and mathematics) of 47 on the ACT and a minimum score of 24 on the mathematics portion during my second term at my college or university;
 - i. to obtain prior approval for any off-duty employment;

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- j. to advise the Coast Guard of all grants or scholarships exceeding \$200, request disposition instructions, and keep or decline them as the Coast Guard determines;
 - k. to comply with CGRIT Program rules and obey Coast Guard representatives' orders;
 - l. to complete my application for admission to the Coast Guard Academy by the prescribed deadline; and
 - m. to accept an appointment to the Coast Guard Academy, if tendered, after successfully completing one year at a participating college or university and remain at the Academy at least through the end of the second semester of my fourth class year.
2. I further understand that I may not compete for enlisted advancement during my enrollment in the CGRIT Program, and, if offered an appointment, that I will be appointed to the paygrade of cadet on admission to the Coast Guard Academy.
3. I further understand that if the Coast Guard determines I have breached any obligations set forth in this Statement of Understanding, the Coast Guard may transfer me from my current assignment and duty station to recruit training and thence reassign me to a Coast Guard unit to complete my two-year active-duty obligation in an enlisted status. If I fail to complete the specified period of active duty service, I may be required to reimburse the Coast Guard for the cost of my education at the HBCU pursuant to the provisions of Title 10, United States Code, section 2005.
4. I further understand that, if and when I successfully complete the four-year education and professional training at the Coast Guard Academy, I will be discharged from my enlisted status and commissioned as an Ensign in the regular Coast Guard or Coast Guard Reserve, as appropriate. I then am required to serve on active duty for at least five years from the date of my commissioning or an Academy graduate's current requirement.
5. 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 regulations during Orientation.
6. I further understand that, if I meet my obligations but the Coast Guard Academy does not offer me an appointment, the Coast Guard will transfer me to the Individual Ready Reserve (IRR) to fulfill my remaining military obligation in an inactive duty status.

7. In return for my actively participating in this program, the Coast Guard will:
- a. pay my tuition, textbooks, and appropriate fees in full for one year;
 - b. pay me the pay and allowances and provide benefits of the paygrade at which I am enlisted; and
 - c. provide appropriate training and support.

Signed this _____ day of _____ at
(month) (year)

(city) (state)

APPLICANT SIGNATURE _____
(typed name and title)

PARENT OR GUARDIAN SIGNATURE _____
(required if applicant is a minor) (typed name and title)

WITNESS SIGNATURE _____
(typed name and title)

FINANCIAL MATTERS

1. The Coast Guard will pay the full tuition for one academic year at an HBCU for cadet candidates accepted in the program. The Coast Guard will pay for textbooks and appropriate academic fees, such as laboratory and athletic activity fees. The student customarily pays some fees, such as student activity fees. Details of allowable fees and methods of payment or reimbursement will be given during Orientation.
2. Cadet candidates occupy normal on-campus dormitory housing, except only cadet candidates who live nearby, who may choose to reside at home. In either case, the Coast Guard pays the cadet candidate the Basic Allowance for Quarters (BAQ), Variable Housing Allowance (VHA), and Basic Allowance for Subsistence (BAS) at the normal rates. Cadet candidates pay their room and board expenses from the earned allowances.
3. The Coast Guard pays transportation costs for any required Coast Guard travel, including a round trip to the Academy for CGRIT Orientation and limited but reasonable travel associated with academic studies. Normal commuting is the cadet candidate's responsibility.
4. The Coast Guard pays each cadet candidate at the normal rate for an enlisted person in paygrade E-2. In 1996, an E-2 earned a base pay of \$980.70 per month; some additional allowances also apply to food, housing, etc. Base pay is taxable income; the cadet candidate should exercise prudent citizenship in paying applicable state and federal income taxes. Pay also is subject to FICA taxes. Most active duty personnel opt for the maximum SGLI life insurance; these and other Service details will be covered during the CGRIT Orientation.
5. New Coast Guard members recognize that their primary focus must be on developing themselves in their new profession. Therefore, CGRIT cadet candidates must obtain approval from the Director, Coast Guard Recruiting Center before accepting additional employment.
6. Many successful students apply for and receive multiple grants and scholarships. To the extent allowed by law, cadet candidates may continue to accept multiple scholarships and grants while attending their HBCU, but must abide by rules affecting all federal employees. Cadet candidates may accept grants or scholarships of up to \$200. If the value of the grant or scholarship is more than \$200, they must provide a list of this additional income to the Director, CGRC, to seek legal review of the propriety of accepting. In some cases, the Director may require a cadet candidate to refuse a grant or scholarship and will provide a full explanation if this occurs. Decisions will be based on the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR. Part 2635.
7. The Coast Guard pays for required textbooks. Textbooks are consumable items, effectively used up at the end of the semester. After use, they belong to the CGRIT student, who can choose to keep or dispose of them accordingly.

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8. Each new Coast Guard Academy cadet must pay approximately \$3000 on entering to defray the high cost of the initial issue of uniforms and equipment, including a powerful lap top computer, the cadet buys from the Coast Guard. These items become each cadet's personal property. CGRIT cadet candidates normally set aside some of their pay in a "guardian account" so they can pay the \$3000 entry fee from their own earnings. Details will be given during Orientation.
9. CGRIT cadet candidates receive their monthly net pay by electronic deposit to a savings or checking account, which they may open before Orientation or at the Academy's contract financial institution during Orientation.

CGRIT ACADEMIC AND RELATED MATTERS

1. **ACADEMIC EXPECTATIONS.** The Service expects CGRIT cadet candidates to complete at least 15 credits per term or equivalent with a grade point average of 2.5 or higher on a 4.0 scale.
2. **MENTORS AND ADVISORS.**
 - a. The Academy will appoint a faculty member as an academic advisor for each CGRIT cadet. When practical, the advisor and cadet will meet during Orientation. Academy academic advisors and the HBCU should work together to support and mentor the cadet candidate.
 - b. To avoid unforeseen problems, the Service encourages a CGRIT student to contact his or her CGA academic advisor early. The advisor will advise his or her student based on individual strengths (e.g., high school transcript, standardized test scores, academic interests, etc.). In some instances a student may need to closely parallel CGA's first-semester or -year curriculum, while in others, it may be prudent for a student to broaden him- or herself in courses and disciplines CGA will not repeat. This may facilitate the eventual pursuit of a dual major at the Academy. At a minimum, cadet candidates will mail or fax their advisor a proposed schedule of classes at the beginning of each semester, a progress update at mid-semester, and a detailed review of each semester's results at its conclusion.
 - c. When initiating contact, cadet candidates may call their advisors directly and request the advisor to return their call.
 - d. Advisors may initiate calls or correspondence to cadet candidates and should do so to begin building a trusting, supportive relationship.
3. **CGA PARENTS ASSOCIATION.** Parents of CGRIT cadet candidates may become members of the Coast Guard Academy Parents Association. Chapters meet in various locations around the country. Obtain further information by contacting the Academy Admissions Office at 1-800-883-8724.

MEDICAL

1. CGRIT cadet candidates receive full medical coverage as the law prescribes for military members, including preventive, diagnostic, and corrective care for physical, mental, dental, and optical conditions.
2. CGRIT cadet candidates learn how to properly obtain medical care during Orientation.
3. The Coast Guard's two Maintenance and Logistics Commands (MLC) administer medical coverage.
4. Military treatment is provided in this hierarchy of treatment options which balance the member's need for medical services with the expense to the taxpayers.
 - a. Non-emergency care: If military medical facilities are reasonably available, use them. If not, use contract physicians. If neither military medical facilities nor contract physicians are reasonably available, cadet candidates may use any available medical services but first must receive authorization from the appropriate MLC(k).
 - b. Emergency care: Obtain care immediately. Notify MLC(k) as soon as possible. Then follow instructions.
5. Where practical and appropriate, MLC should consider contracting with the HBCU's medical facility.
6. CGRIT appointment candidates must pass a Service Academy Medical Examination before beginning the program. The Coast Guard Academy Medical Examination satisfies the requirement for all Service Academies and 4-year ROTC scholarships. The Department of Defense Medical Examination Review Board (DODMERB) schedules and coordinates medical examinations. The medical requirements for appointment as a cadet are published in the Medical Manual, COMDTINST M6000.1 (series).

TECHNICAL ADVISORY GROUP

1. A Technical Advisory Group (TAG) shall be established which includes representatives of all stakeholders. The TAG decides which Coast Guard representative will assume its chair, which will rotate as agreed among the members. The chairperson shall call meetings as needed. Routine communications shall include at least the contractor's quarterly and annual reports.
2. Membership includes:
 - a. Commandant (G-WP), Director of Personnel Management.
 - b. Commandant (G-H), Assistant Commandant for Civil Rights.
 - c. Commandant (G-WPM), Office of Military Personnel.
 - d. Commandant (G-WTL), Office of Leadership and Career Development, Reserve and Training Directorate.
 - e. Commandant (G-ACS), General Contract Division, Office of Acquisition (Contracting Officer (KO) and Contract Administrator).
 - f. Director, CG Recruiting Center (COTR and Advertising). When appropriate, CGRC may include a representative of the Coast Guard's advertising agency to suggest and advise, but the agency will not participate in the TAG's decisions.
 - g. Director of Admissions, USCG Academy.
3. The TAG evaluates program performance annually.
 - a. The TAG will consider how accomplishments matched expectations, contractual compliance, funding versus usage, and continuing need for the program.
 - b. The TAG shall clearly recommend whether the program should continue and Commandant (G-ACS) should exercise another option year on the contract. This recommendation is due to Commandant (G-ACS) by 20 July. The KO may modify the recommendation due date and may require two recommendations (preliminary and final) from the TAG.
 - c. The panel may also recommend changes to the contract.
4. The TAG may obtain appropriate comments and advice from the contractor representing both its and the HBCUs' and MIs' concerns.

USCG ACADEMY'S AND HBCU'S RELATIONSHIP

1. The CGRIT program is an innovative strategy to increase the diversity of the Coast Guard officer corps. The Coast Guard encourages its representatives (Headquarters, Recruiting Center, and the Academy) and HBCU and NAFEO officials to develop a cooperative spirit in which the respective HBCUs and the Academy can freely discuss issues and develop and establish strategies that are in the CGRIT students' and the Service's best interest (e.g., faculty exchanges, cultural and climate issues, validation and student placement, student advisement, dual majors, etc.) and consistent with the Coast Guard Academy's mission:

To graduate young men and women
with sound bodies, stout hearts, and alert minds,
with a liking for the sea and its lore,
with that high sense of honor, loyalty, and obedience
which goes with trained initiative and leadership;
well grounded in seamanship, the sciences, and the amenities,
and strong in the resolve to be worthy
of the traditions of commissioned officers
in the United States Coast Guard
in the service of the country and humanity.

2. Like other federal military academies, the Coast Guard Academy operates an integrated four-year officer preparation program with a single entry point. It has no means to accept transfer students with advanced military or academic standing. All cadets must complete the full four-year military education and training program, regardless of their previous background and experience. The tightly organized overall activity schedule assumes all cadets in the same year group progress through the academic, military, and physical education programs together. The Academy's small size and rigorously sequential nature of its programs make it virtually impossible for it to accommodate out-of-phase cadets.
3. About 10 percent of the cadets in each year's entering class already have completed some previous college work. So they needn't take courses in subjects they have mastered already, the Academy has adopted a "validation" system. During "Swab Summer" the Academy operates an elaborate placement and evaluation system to assess each new cadet's preparation and determines the appropriate level and selection of courses. Those who have completed work equivalent to specific courses in the Academy's curriculum then have the opportunity to validate these courses and replace them with free electives. The Academy does not assign grades or academic credits to the validated courses, but simply lists them on the official transcript as requirements fulfilled.

Enclosure (9) to COMDTINST 5354.6A

4. Occasionally, cadets validate enough courses to make a double major feasible. Normally, however, these cadets use the freed slots to add variety and enrichment to their academic programs. The highly prescriptive nature of the Academy's standard curriculum, in which no academic major has more than two free electives, strongly encourages cadets to take extra courses outside their field of concentration.