



# United States Coast Guard Officer Program Application

## Selected Reserve Direct Commission (SRDC)

### Coast Guard Member

#### PRIVACY ACT NOTICE

**AUTHORITY:** 10 U.S.C. §§ 504, 1475-1480; 14 U.S.C. §§ 211, 350, 632; Homeland Security Presidential Directive (HSPD) 12.  
**PURPOSE:** Requested in accordance with Section 503 of Title 10, U. S. C., to identify and process individuals interested in applying for commissions in the United States Coast Guard or Coast Guard Reserve.  
**ROUTINE USES:** To assess applicants for commissioning programs, process and access selected applicants into the service. Data is aggregated for analysis and used in the U.S. Coast Guard's personnel system to initiate pay and benefits for new members.  
**DISCLOSURE:** Disclosure is voluntary, however, failure to provide requested information may result in not being contacted by a recruiter and ultimately, prohibit enlistment or commissioning. Any information provided is protected from unauthorized disclosure by the Privacy Act of 1974.

### Section I: Personal Information

1. Name (Rate/Rank Last, First, Middle Initial): \_\_\_\_\_ 2. Date of Birth: \_\_\_\_\_  
 3. Gender: \_\_\_\_\_ 4. Race: \_\_\_\_\_ 5. Ethnic Category: \_\_\_\_\_ 6. SSN: \_\_\_\_\_  
 7. EMPLID: \_\_\_\_\_ 8. U. S. Citizen: \_\_\_\_\_ 9. Marital Status: \_\_\_\_\_ 10. Number of Dependents: \_\_\_\_\_  
 11. Recruiting Office: \_\_\_\_\_ 12. Recruiter (Rate/Rank, Last, First): \_\_\_\_\_  
 13. Commission: \_\_\_\_\_ 14. Current Unit: \_\_\_\_\_ 15. ESO: \_\_\_\_\_

16. Home Address: \_\_\_\_\_  
 17. City: \_\_\_\_\_ 18. State: \_\_\_\_\_ 19. Zip Code: \_\_\_\_\_ 20. Email: \_\_\_\_\_  
 21. Primary Phone: \_\_\_\_\_ 22. Secondary Phone: \_\_\_\_\_ 23. Secondary Email: \_\_\_\_\_  
 24. Anticipated Address: \_\_\_\_\_  
 25. City: \_\_\_\_\_ 26. State: \_\_\_\_\_ 27. Zip Code: \_\_\_\_\_ 28. Email: \_\_\_\_\_  
 29. Primary Phone: \_\_\_\_\_ 30. Secondary Phone: \_\_\_\_\_

### Section II: Education

31. Undergraduate College: \_\_\_\_\_ 32. Degree: \_\_\_\_\_ 33. Major: \_\_\_\_\_  
 34. Cumulative GPA: \_\_\_\_\_ 35. Date Degree Awarded/Anticipated: \_\_\_\_\_ 36. College Semester Hrs Completed: \_\_\_\_\_

**To be filled out by CGRC personnel only:**  
 Undergraduate CUM GPA: \_\_\_\_\_ Graduate CUM GPA: \_\_\_\_\_

37. Graduate College: \_\_\_\_\_ 38. Degree: \_\_\_\_\_ 39. Major: \_\_\_\_\_  
 40. Cumulative GPA: \_\_\_\_\_ 41. Date Degree Awarded/Anticipated: \_\_\_\_\_

### Section III: Military Service

42. Total Active Duty Time: \_\_\_\_\_ 43. Total Reserve Time: \_\_\_\_\_

**44a. Current Service**

Officer/Enlisted: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Date of Entry: \_\_\_\_\_  
 Anticipated Termination Date: \_\_\_\_\_

**44b. Previous Service (if applicable)**

Branch: \_\_\_\_\_  
 Officer/Enlisted: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Date of Entry: \_\_\_\_\_  
 Date of Release/Contract Expiration: \_\_\_\_\_

**44c. Previous Service (if applicable)**

Branch: \_\_\_\_\_  
 Officer/Enlisted: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Date of Entry: \_\_\_\_\_  
 Date of Release/Contract Expiration: \_\_\_\_\_



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**Section IV: Panel Documents**

**Right Side Documents (Initial)**

- 45. \_\_\_ Officer Programs Applicant Interview Form, CG-5527
- 46. \_\_\_ Resume
- 47. \_\_\_ CG Memorandum
- 48. \_\_\_ CO's Endorsement
- 49. \_\_\_ Letters of Recommendation
- 50. \_\_\_ Official College Transcripts
- 51. \_\_\_ Degrees Received
- 52. \_\_\_ Proof of 60 semester hours (if applicable)
- 53. \_\_\_ CLEP Results (if applicable)
- 54. \_\_\_ Qualifying Test Score Results (SAT    ACT    ASVAB    ) Score: \_\_\_\_\_
- 55. \_\_\_ Personal Awards
- 56. \_\_\_ Employee Review Summary
- 57. \_\_\_ Officer and/or Enlisted Evaluations/FITREPs (if applicable)

I certify that I am fully aware of all program and eligibility requirements. I have also read and understand the contents of the ROCI Pre-reporting Guide, including the physical requirements.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Section V: Recruiter Comments and Signatures**

*I certify that this package is complete, was compiled and filled out in accordance with the applicable CGRC Officer Application Packages guide. I also certify that the applicant is fully aware of all program and eligibility requirements.*

Recruiter Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Recruiter Optional Comments:

*I certify that this package is complete, was compiled and filled out in accordance with the applicable CGRC Officer Application Packages guide. I also certify that the applicant is fully aware of all program and eligibility requirements.*

RIC Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

RIC Optional Comments:



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**Section VI: Accession Documents**

**Left Side Documents (Initial)**

- 58. \_\_\_ Statement of Understanding (SOU)
- 59. \_\_\_ Certificate of Release or Discharge from Active Duty, DD-214 (if applicable)
- 60. \_\_\_ Points Summary Statement (if applicable)
- 61. \_\_\_ Request for Conditional Release, DD-368 (if applicable)
- 62. \_\_\_ Statement of Financial Obligation/Spouses Consent, CG-4891
- 63. \_\_\_ Qualification to Possess Firearms or Ammunition, DD Form 2760
- 64. \_\_\_ Proof of Active Secret Clearance
- 65. \_\_\_ Desired Position Information:

	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
<b>State of Position:</b>			
<b>Position Number:</b>			
<b>Position Description:</b>			

**Recruiter Email Submissions (Initial and Date) – To be completed by recruiter**

- 66. Officer Physical Coversheet with Commissioning Physical \_\_\_\_\_
- 67. Electronic Questionnaires for Investigations Processing (e-QIP) (if applicable) \_\_\_\_\_



# United States Coast Guard Officer Program Application

## Select Reserve Direct Commission (SRDC)

### Coast Guard Member Instructions

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This application should be filled out by applicants who are currently members of the Coast Guard or Coast Guard Reserves (not IRR members) and are applying for the Select Reserve Direct Commission program. IRR members should complete the application for civilians. Include one (1) copy of pages 1 and 2 of this application form in the package as the first document on the right side of the folder. Page 3 will be the first document on the left side of the folder. **Do not include a copy of the application instructions (pages 4-6).** **Applicants, recruiters and RICs shall sign this application at the bottom of page 2.** All signatures must be in blue ink. Check [www.gocoastguard.com](http://www.gocoastguard.com) for the latest version of this form.

### Section I – Personal Information

- Item 1 – Enter rate/rank and full last name, first name, and middle initial (e.g. AMT1 Smith Jr., John R.).
- Item 2 – Enter applicant's date of birth (MM/DD/YYYY).
- Items 3-5 – Choose from the drop down menu the applicant's gender, race and ethnic category.
- Item 6 – Enter applicant's social security number (e.g. 123-45-6789).
- Item 7 – Enter applicant's employee identification number.
- Item 8 – Choose 'Yes' from the drop down menu if the applicant is a U.S. citizen. Choose 'No' if the applicant is not.
- Item 9 – Choose the applicant's marital status from the drop down menu. If the applicant is single, he/she cannot have sole, legal, or physical custody of a dependent.
- Item 10 – Choose from the drop down menu the number of dependents. This number MUST include the applicant's spouse, if married. This number should account for how many people the applicant has custodial/financial responsibility for (e.g. spouse, children, parents, siblings, etc.).
- Item 11 – Enter the recruiting office that the applicant is using to submit this application.
- Item 12 – Enter the rate/rank, last name, and first name of the applicant's recruiter (e.g. MST1 Coastie, Robert).
- Item 13 – The type of commission has already been selected for this program application.
- Item 14 – Enter applicant's current CG unit.
- Item 15 – Enter applicant's current ESO.
- Items 16-19 – Enter applicant's home mailing address.
- Item 20 – Enter an email address by which the applicant can be reached.
- Items 21-22 – Enter applicant's primary and secondary phone numbers (include country code for non-U.S. numbers).
- Item 23 – Enter a secondary email if available.
- Items 24-30 – If the applicant's address, phone number(s), and/or email address(es) will change in the next year, enter the anticipated contact information. \*Applicants anticipated home addresses are used in making assignments.

### II: Education

- Item 31 – Enter the name of college where the applicant was awarded their qualifying undergraduate degree or the college where the applicant is currently attending as an undergraduate.
- Item 32 – Enter the awarded/anticipated degree (e.g. AA, BA, BS, etc.).
- Item 33 – Enter the major of the awarded/anticipated degree (e.g. Biology, Mathematics, Psychology, etc.).
- Item 34 – Enter the applicant's cumulative (CUM) grade point average (GPA). The applicant's cumulative grade point average should be calculated using all grades earned that were taken towards obtaining the undergraduate degree listed in Items 32 and 33.
- Item 35 – Enter the date the applicant's degree was awarded or the date the applicant anticipates the listed degree being awarded.
- Item 36 – Applicant's that have not yet acquired their degree should list the total number of college semester hours completed.
- Items 37-41 – Enter the applicant's college information for any graduate level degree awarded/anticipated in accordance with the instructions listed for items 31-35.

*The CGRC Calculated CUM GPA is completed by CGRC personnel. This CUM GPA will be the GPA that determines if an applicant meets any minimum cumulative GPA requirement.*

### Section III: Military Service

- Items 42-43 – Enter the applicants total active duty and/or reserve time served as of the panel convening date (e.g. 1 yr 4 mon).
- Items 44a-44c – Use Item 44a to choose whether the applicant is an officer or enlisted member; choose the applicant's status (Active/Reserve); enter the applicant's date of entry; and enter the applicant's anticipated termination date of his/her current contract. Use Items 44b and 44c to list any previous military service in other branches.



# United States Coast Guard Officer Program Application

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#### Section IV: Panel Documents

##### Right Side Documents

**All documents in this section shall be placed on the right side of the application folder in the order listed.** All documents shall be submitted on standard white 8 ½" X 11" copy paper. **Each item shall be initialed by the applicant on the application when completed or submitted.** Please reference the [Officer Application Job Aid Kit \(O-JAK\)](#) for additional information/guidance/best practices.

- Item 45 – **Applicants are prohibited from viewing the CG-5527.** Recruiters shall ensure the [CG-5527](#) form is placed in the applicant's package; ensure an active duty O-4 or above serves as the senior member of the interview board, and that all panel members are of equal or higher ranks than the rank the applicant is eligible for. Interviews are valid for two (2) years of panel convene date.
- Item 46 – Include a detailed resume that does not exceed two (2) one-sided pages.
- Item 47 – Include a CG memorandum to CGRC via the applicant's current command narrating degree type, years of experience, years of service, goals, and objectives. This memorandum must not exceed two (2) one-sided pages.
- Item 48 – Include a CO endorsement. Refer to Chapter 7.B.2. of the Coast Guard Recruiting Manual (COMDINST M1100.2F).
- Item 49 – Include no more than two (2) signed letters of recommendation from non-family members, one (1) of which should be from a source outside the Coast Guard. If only one (1) letter is included, it will be assumed that only one (1) letter was intended to be submitted. If more than two (2) letters are included, any letter(s) included after the first two (2) letters will be removed.
- Item 50 – Include official college transcripts from ALL colleges attended. Official transcripts MUST be mailed directly from the registrar to the recruiting office. Official electronic transcripts or eTranscripts are also acceptable. All electronic transcripts or eTranscripts must be certified true by recruiters.
- Item 51 – Include a copy of awarded degrees. Recruiters must verify and certify true.
- Item 52 – If applicant is E-5 or above (or E-4s above the cutoff for advancement on the current eligibility list) and does not have a baccalaureate degree, include proof of 60 semester (or 90 quarter) hours at an accredited college or university, none of which may be military service credits, and 30 of which may be CLEP test results.
- Item 53 – If the applicant has CLEP test results, include a copy of those results. All results must be certified true by a recruiter.
- Item 54 – Include a copy of the results of a qualifying test score. Check the box of the test score results that are being included and enter the score. Qualifying Scores: ACT = Composite score of 23 or greater; ASVAB = 109 GT score after 1 July 2004 and 110 GT score before 1 July 2004; SAT I (1 April 1995 to 31 March 2005) = Combined score of 1100 or greater; SAT I (after 31 March 2005) = Combined score of 1100 or greater; derived by adding the critical reading (verbal) and math sections.
- Item 55 – Include a copy of no more than five (5) personal awards. All awards must be certified true by a recruiter. If less than five (5) awards are included, it will be assumed that less than five (5) awards were intended to be submitted. If more than five (5) awards are included, any award(s) included after the first five (5) awards will be removed.
- Item 56 – Include a copy of the applicant's Employee Review Summary from Direct Access.
- Item 57 – If the applicant previously served in another branch, include copies of the applicant's officer/enlisted evaluations (FITREPS) for periods of service within the past 36 months.

#### Section V: Recruiter Comments and Signatures

Recruiters and RICs must verify that the entire package is complete in accordance with the applicable [CGRC Officer Program Application Packages guide](#) and the applicant is eligible for the specific officer program by signing and dating the application. Recruiter and RICs comments are optional. If provided, comments shall be specific and relate to the Recruiter/RIC's experience with the applicant. Comments shall not include information related to the applicant's medical situation.

#### Section VI: Accession Documents

##### Left Side Documents

**All documents in this section shall be placed on the left side of the application folder in the order listed.** Page 3 will be the first document on the left side of the folder. All documents shall be submitted on standard white 8 ½" X 11" copy paper. **Each item should be initialed by the applicant on the application when completed or submitted.**

- Item 58 – Include the [SRDC Statement of Understanding \(SOU\)](#), signed by the applicant and recruiter.
- Item 59 – Include a copy of the applicant's Certificate of Release or Discharge from Active Duty, DD-214. This document must be certified true by a recruiter.
- Item 60 – This item applies to applicants that have served in the Reserve or National Guard component of a branch of the military. Include a copy of the applicant's Points Summary Statement showing total time served.
- Item 61 – If the applicant is Coast Guard Active Duty, a [DD-368](#) must be included. This form must be certified true by a recruiter.
- Item 62 – Include the [CG-4891](#) signed by the applicant, recruiter and spouse (if applicable). Only include spouse's income if the spouse is an active duty member of the military.
- Item 63 – Include [DD Form 2760](#) signed by the applicant. Applicants must initial and date their response in Section II, block 1.



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- Item 64 – Include an acceptable source document that provides proof of an active security clearance as follows: CGMS message from unit CSO, official memo from command, print-out of member’s security information from ISMS or Direct Access (as per COMDTINST 5520.12(series). If the applicant does not have a security clearance, see instruction for Item 67.
- Item 65 – Applicants should view the Officer Reserve Vacancy List at <http://www.gocoastguard.com/reserve-careers/officer-careers/officer-reserve-vacancies>. From this list, applicants should select three (3) choices for their desired position if selected. Include the state (e.g. Texas) of the position, the position number, and the position description. Assignments are attempted to be made close to selectees’ home addresses.

**Recruiter Email Submissions**

**All documents in this section SHOULD NOT be placed in the application folder.** All documents should be emailed to the email addresses listed below. **All items shall be initialed and dated by the recruiter on the application on the date the items were submitted.**

- Item 66 – Scan and email an [Officer Programs \(program specific\) Physical Coversheet](#) and commissioning physical to [CGRC-OfficerPackages-Medical@uscg.mil](mailto:CGRC-OfficerPackages-Medical@uscg.mil). The Officer Physical Coversheet is located on CGRC portal page via Recruiter Resources, Officer Programs. The Commissioning Physical shall include all pages of the DD 2807-1 and DD 2808.
- Item 67 – ***If the applicant does not have an active security clearance, recruiters shall initiate the applicant in e-OIP, have the applicant fill out the SF-86 and certify it.*** Refer to CGRC’s [Personnel Security and Suitability for Accessions Instruction \(CGRCINST 5530.1A\)](#) for further guidance.

**Additional Instructions**

Include one (1) copy of pages 1 and 2 of this application form in the package as the first document on the right side of the folder. Page 3 will be the first document on the left side of the folder. ***Do not include a copy of the application instructions (pages 4-6).*** **Applicants, recruiters and RICs shall sign this application at the bottom of page 2.** The applicant’s signature certifies that the ROCI Pre-reporting Guide (found at <http://www.uscga.edu/subsites/lccourses.aspx?id=2768>) has been read. ***All signatures must be in blue ink.*** Check [www.gocoastguard.com](http://www.gocoastguard.com) for the latest version of this form.

**References**

- Officer Accessions, Evaluations, & Promotions Manual (COMDTINST M1000.3)
- Coast Guard Recruiting Manual (COMDTINST M1100.2 (series))
- CGRC Recruiting Standard Operating Procedure (SOP)
- Officer Application Job Aid Kit (O-JAK)

**Selection Panel Deadlines and Dates**

Selection Panel #	Officer Programs	RO & Known Waiver Deadline	Panel Start Date	Projected Notification Date	Projected School Date
03-16	SRDC	5 OCT 2015	14 DEC 2015	29 DEC 2015	Jun 16