



United States Coast Guard Officer Program Application

Selected Reserve Direct Commission (SRDC)

Civilian & Non - Coast Guard Member

Page 1 of 6

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 (Last, First, Middle Initial): _____ 2. Date of Birth: _____
3. Gender: _____ 4. Race: _____ 5. Ethnic Category: _____ 6. SSN: _____
7. U. S. Citizen: _____ 8. Marital Status: _____ 9. Number of Dependents: _____
10. Recruiting Office: _____ 11. Recruiter (Rate/Rank, Last, First): _____

12. Home Address: _____
13. City: _____ 14. State: _____ 15. Zip Code: _____ 16. Email: _____
17. Primary Phone: _____ 18. Secondary Phone: _____ 19. Secondary Email: _____
20. Anticipated Address: _____
21. City: _____ 22. State: _____ 23. Zip Code: _____ 24. Email: _____
25. Primary Phone: _____ 26. Secondary Phone: _____

Section II: Education

27. Undergraduate College: _____ 28. Degree: _____ 29. Major: _____
30. Cumulative GPA: _____ 31. Date Degree Awarded/Anticipated: _____

To be filled out by CGRC personnel only:

Undergraduate CUM GPA: _____ Graduate CUM GPA: _____

32. Graduate College: _____ 33. Degree: _____ 34. Major: _____
35. Cumulative GPA: _____ 36. Date Degree Awarded/Anticipated: _____

Section III: Military Service

37. Total Active Duty Time: _____ 38. Total Reserve Time: _____

39a. Current Service (if applicable)

Branch: _____
Officer/Enlisted: _____
Status: _____
Date of Entry: _____
Anticipated Termination
Date: _____

39b. Previous Service (if applicable)

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

39c. Previous Service (if applicable)

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



United States Coast Guard Officer Program Application
Selected Reserve Direct Commission (SRDC)
Civilian & Non - Coast Guard Member

Page 2 of 6

Section IV: Panel Documents

Right Side Documents (Initial)

40. ___ Officer Programs Applicant Interview Form, CG-5527
41. ___ Resume
42. ___ Narrative
43. ___ Letters of Recommendation
44. ___ Official College Transcripts
45. ___ Degrees Received
46. ___ Official Letter from Degree Granting Institution (if applicable)
47. ___ Qualifying Test Score Results (SAT ☐ ACT ☐ ASVAB ☐) Score: _____
48. ___ Personal Awards
49. ___ 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 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 guide. I also certify that the applicant is fully aware of all program and eligibility requirements.

RIC Name _____ Signature _____ Date: _____

RIC Optional Comments:



United States Coast Guard Officer Program Application
Selected Reserve Direct Commission (SRDC)
Civilian & Non - Coast Guard Member

Page 3 of 6

Section VI: Accession Documents

Left Side Documents (Initial)

50. ___ Statement of Understanding (SOU)
51. ___ Certificate of Release or Discharge from Active Duty, DD-214 (if applicable)
52. ___ Points Summary Statement (if applicable)
53. ___ Request for Conditional Release, DD-368 (if applicable)
54. ___ Statement of Financial Obligation/Spouses Consent, CG-4891
55. ___ Qualification to Possess Firearms or Ammunition, DD Form 2760
56. ___ Employment Eligibility Verification Results
57. ___ Desired Position Information:

	1 st Choice	2 nd Choice	3 rd Choice
State of Position:			
Position Number:			
Position Description:			

Recruiter Email Submissions (Initial and Date)

58. Officer Physical Coversheet with Commissioning Physical _____
59. National Police Record Check NCIC DD-369 _____
60. DHS Form 11000-9 _____
61. Electronic Questionnaires for Investigations Processing (e-QIP) (if applicable) _____



United States Coast Guard Officer Program Application

Select Reserve Direct Commission (SRDC)

Civilian & Non - Coast Guard Member Instructions

Page 4 of 6

This application should be filled out by applicants who are NOT currently members of the Coast Guard or Coast Guard Reserves (not including IRR members) and are applying for the Select Reserve Direct Commission program. Coast Guard IRR members SHOULD fill out this application. 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 for the latest version of this form.

Section I – Personal Information

- Item 1 – Enter full last name, first name, and middle initial (e.g. 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 – Choose 'Yes' from the drop down menu if the applicant is a U.S. citizen. Choose 'No' if the applicant is not.
- Item 8 – 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 9 – 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 10 – Enter the recruiting office that the applicant is using to submit this application.
- Item 11 – Enter the rate/rank, last name, and first name of the applicant's recruiter (e.g. MST1 Coastie, Robert).
- Item 12-15 – Enter applicant's home mailing address.
- Items 16 – Enter an email address by which the applicant can be reached.
- Item 17-18 – Enter applicant's primary and secondary phone numbers (include country code for non-U.S. numbers).
- Items 19 – Enter a secondary email if available.
- Item 20-26 – 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 27 – 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 28 – Enter the awarded/anticipated degree (e.g. AA, BA, BS, etc.).
- Item 29 – Enter the major of the awarded/anticipated degree (e.g. Biology, Mathematics, Psychology, etc.).
- Item 30 – 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 28 and 29.
- Item 31 – Enter the date the applicant's degree was awarded or the date the applicant anticipates the listed degree being awarded.
- Item 32-36 – Enter the applicant's college information for any graduate level degree awarded/anticipated in accordance with the instructions listed for items 27-31.

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 37-38 – If the applicant has served or is serving in any branch of the military, enter the applicant's total active duty and/or reserve time served as of the panel convening date.
- Item 39a – If the applicant is currently serving in the military, use Item 39a to choose if the applicant is currently 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.
- Items 39b-39c – If the applicant previously served in any branch of the military, use Items 39b and/or 39c to list this previous military service in other branches.



United States Coast Guard Officer Program Application

Select Reserve Direct Commission (SRDC)

Civilian & Non - Coast Guard Member Instructions

Page 5 of 6

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 40 – **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 41 – Include a detailed resume that does not exceed two (2) one-sided pages.
- Item 42 – Include a narrative including goals and objectives. This narrative must use a standard Time New Roman 12-point font and must not exceed two (2) one-sided pages, single-spaced. The narrative must also be signed by the applicant.
- Item 43 – Include no more than three (3) signed letters of recommendation from non-family members. If only less than three (3) letters are included, it will be assumed that less than three (3) letters were intended to be submitted. If more than three (3) letters are included, any letter(s) included after the first three (3) letters will be removed.
- Item 44 – 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 45 – Include a copy of awarded degrees. Recruiters must verify and certify true.
- Item 46 – This item applies to college seniors. Include an official letter from the applicant's degree granting institution indicating the applicant's degree, major, GPA, and date the degree will be conferred.
- Item 47 – 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 48 – 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 49 – If the applicant is a prior or current military member, 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 50 – Include the [SRDC Statement of Understanding \(SOU\)](#), signed by the applicant and recruiter.
- Item 51 – This item applies to applicants that have separated from active duty from another branch of the military. 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 52 – 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 53 – This item applies to applicants who are currently serving in another branch of the military (including IRR). Include a [DD-368](#) approved by the applicant's current service. This form must be certified true by a recruiter.
- Item 54 – Include a [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 55 – Include a [DD Form 2760](#) signed by the applicant (blocks 3.e. & f.). Applicants must initial and date their response in block 1.
- Item 56 – Include the results (E-Verify Case Details) of the Employment Eligibility Verification (DHS I-9)



United States Coast Guard Officer Program Application

Select Reserve Direct Commission Physician Assistant (SELRES DCPA)

Civilian & Non - Coast Guard Member Instructions

Page 6 of 6

Item 57 – Include the results (E-Verify Case Details) of the Employment Eligibility Verification (DHS I-9) 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 58 – Scan and email an [Officer Programs \(program specific\) Physical Coversheet](#) and commissioning physical to 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 59 – Scan and email a completed [DD Form 369](#) to CGR-SMB-Accessions@uscg.mil. Write **SRDC** on the top right corner of this document.
- Item 60 – Scan and email a completed [DHS Form 11000-9](#) to CGR-SMB-Accessions@uscg.mil. Write **SRDC** on the top right corner of this document.
- Item 61 - **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. If the applicant has an active security clearance, recruiters must complete the [reciprocity process](#).

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/ldccourses.aspx?id=2768>) has been read. **All signatures must be in blue ink.** Check 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