

Advanced Education Program Guide

Rev. 2009/01



Programs:

- Advanced Computer & Engineering Technology (enlisted)/(officer)
 - Aeronautical Engineering—Avionics, MSIA & Structures
 - Civil Engineering/Civil Engineering (MBA)
 - Computers, Communication & Electrical Engineering
 - Industrial Management
 - Information Technology
 - Naval Engineering/Naval Engineering Technology
 - Ocean Engineering

Overview

Introduction

Congratulations on your acceptance into one of the Engineering/Logistics/C4IT sponsored Advanced Education (AE) Programs. This instruction will help guide you through the requirements and processes to ensure a smooth school and curriculum selection as well as the requirements during your time as a student.

Contents

This guide contains the following topics:

Topic	See Page
Overview	2
School Application and Orders Process	7
While in School	11
Completing School	15
Money Matters	17
Academic Requirements	19
Points of Contact/Links	22
Appendix A – Preferred School List	24
Appendix B – ACET Degree Requirements	26
Appendix C – Developing Your Degree Plan	28

References

CG Training and Education Manual, COMDTINST M1500.10B, Chapter 3
CG Advanced Education Program, COMDTINST 1524.1 of 23 May 1997
CG Education Manual, CG INSTITUTE PUB 10460/1560B, Chapter XII
CG Personnel Manual, COMDTINST M1000.6A
CG Pay Manual, COMDTINST M7220.29A
Advanced Education Program Management, ENGLOGINST/C4ITINST 1524.1

More Information

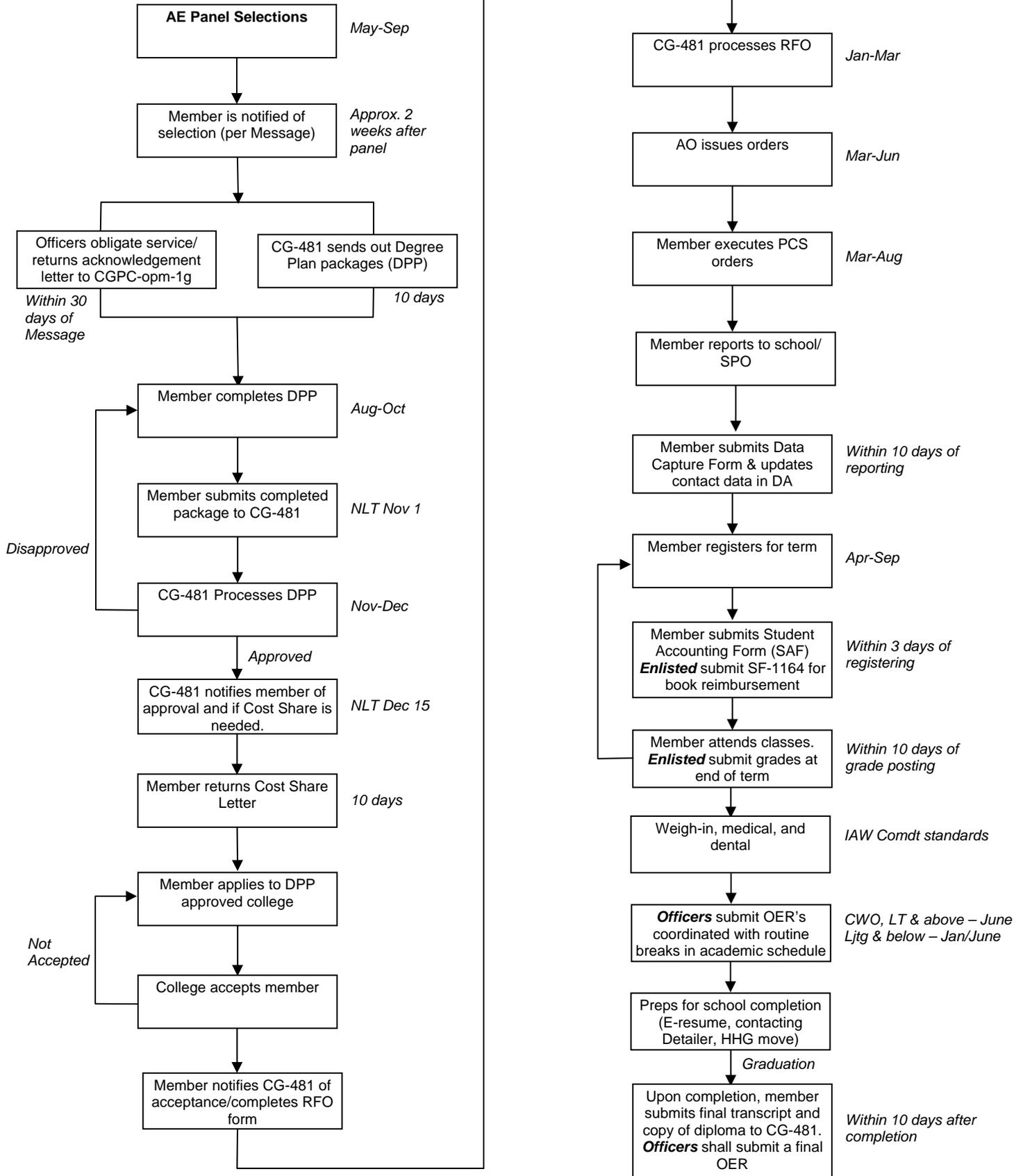
For more information on specific advanced education programs, go to **CG Central: Learning > CG Advanced Education Programs**

Sequence of Events

The following chart provides a general timeline of events you are likely to encounter throughout your tenure as an advanced education student.

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Overview, Continued



Overview, Continued

Chain-of-Command

CG-481 will serve as the “Commanding Officer” for students in both CG-4 and CG-6 advanced education programs. This will include ensuring members check-in with their SPO, conduct semiannual weigh-ins, and advancement/ promotion recommendations.

For *officers*, CG-481 will act as Supervisor and Reporting Officer (RO) for all DUINS evaluations.

Program Administration

Primary POC for administration (OERs, DPPs, SAFs, etc.) and general information/help shall be CG-481’s Program Representatives (see Points of Contact section).

Program Managers

Individual Program Managers will serve as final approval authority for degree planning proposals (DPP) and approve curriculum changes affecting major or core classes.

For *officers*, Program Managers will act as Reviewer for DUINS evaluations.

Program Correspondence

All correspondence shall be sent to: CG481AdvancedEd@uscg.mil

The accepted format for e-mail subject lines will be:

NAME/EMPLID/PROGRAM/SCHOOL/GRAD DATE/YOUR ISSUE

For example: Ltjg Smith/1234567/ACET(o)/UMUC/May 200x/Final grades.

Degree Requirements

All members are required to have a declared degree and major while attending the Advanced Education program. Members should carefully consider their degree path and school to provide the best possible chance at successfully attaining their degree. *Officers* must submit a DPP that culminates in a degree being earned.

Foreign Travel

Any foreign travel that is associated with a college, that is required for a class or curriculum, or that receives credit hours shall be considered official travel. In general, **official (foreign) travel for college will not be approved.**

Any college curriculum that requires foreign travel will not be approved.

Any optional foreign travel for college credit will not be approved.

For personal foreign travel, see page 13, “Request for Leave” for more information.

Continued on next page

Overview, Continued

Program Lengths

Program lengths vary, but each program has a defined maximum time:

- ACET - 24 months
- CCEE - 24 months
- ITM - 18 months
- OE – 22 months
- IM – 12 months
- CE – 17 months; CE (MBA) – 24 months
- NE/NET – 24 months
- Aerounautical: Avionics - 18 mo; MSIA – 12 mo; Structures – 24 mo

Actual time in the program may vary depending on your degree requirements. You will be allowed up to the maximum time allotted for your program to attain a single degree. Your program time starts on the report date indicated on your orders.

Preferred Schools

Postgraduate: Each of the postgraduate advanced education programs have developed a list of “preferred” schools (See **Appendix A – Preferred School List** for each programs catalog). These listed schools have been pre-approved by each Program Manager for their curriculum and cost. Preferred schools must be considered as an applicant’s primary source of school selection. If a student desires to attend an institution not on the preferred list, justification must be provided on the DPP. The Program Manager will review the request and determine whether the justification is warranted.

Undergraduate/ACET: Preferred schools shall be those affiliated with the Servicemembers Opportunity College (SOCOAST) Consortium. A listing of these colleges/universities may be found at:

<http://www.soc.aascu.org/soccoast/colcg.html>

Selected colleges should also be evaluated to ensure that they accept ACE credits for transfer.

Note: Approval to attend a college not included in a programs preferred list will be the exception – justification must substantiate not only a benefit to the member, but also to the program and the CG. A member should have the expectation that they will attend a preferred school for their program.

Accreditation: When selecting a non-preferred school, the program must be accredited to be considered. For more information on accreditation, please see the following links:

<http://ope.ed.gov/accreditation/Search.asp>

<http://www.abet.org/accrediteac.asp>

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Overview, Continued

ACET Requirements

Enlisted members and Warrant Officers are expected to pursue a degree in alignment with their specialty and academic background.

See **Appendix B – ACET Degree Requirements** for further guidance.

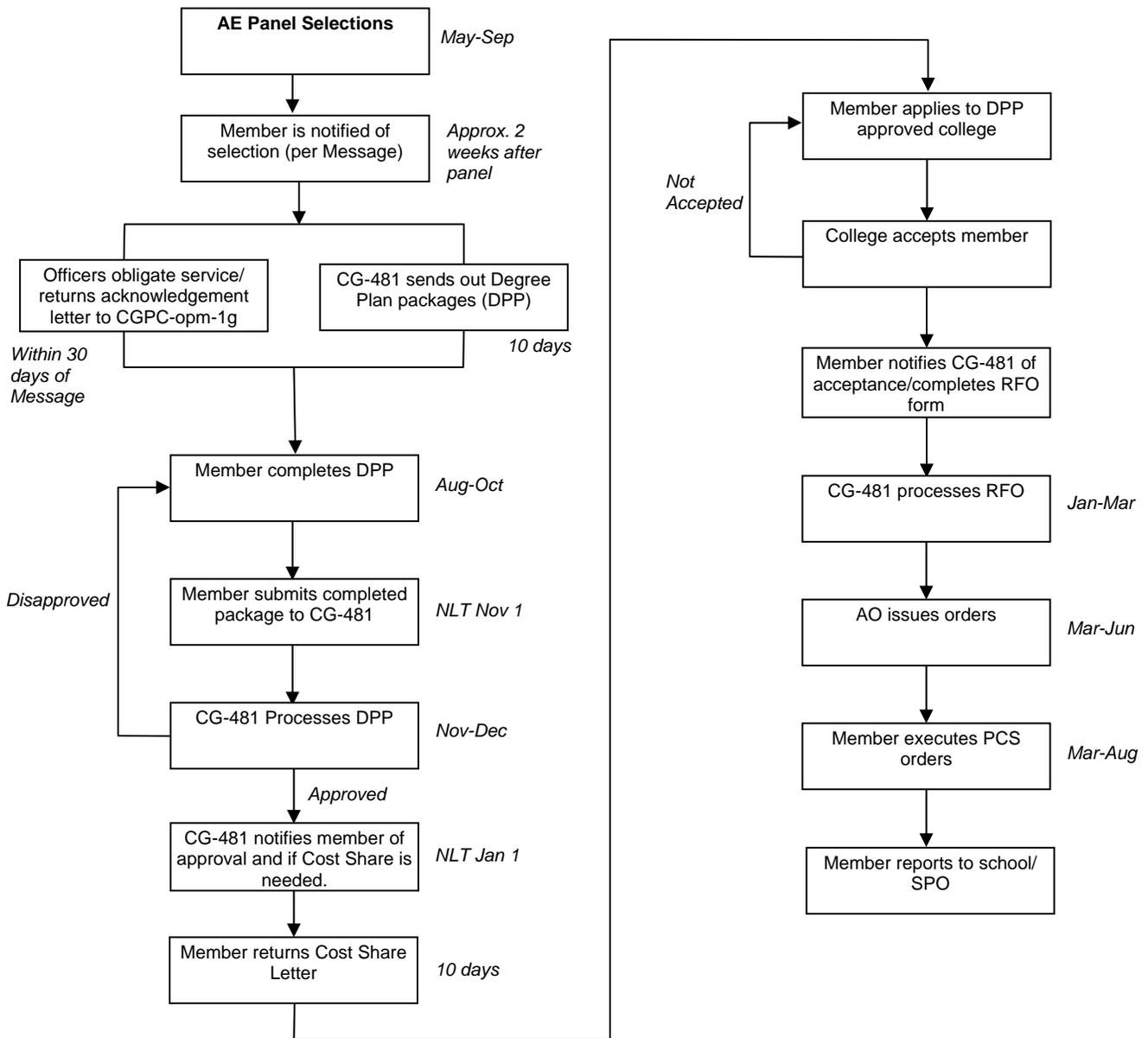
Declining Program Selection

If, for some reason, you decide to decline your selection into the Advanced Education program, you must notify your CG-481 Advanced Education Program Representative and CGPC-opm (officers) or CGPC-epm (enlisted) in writing. Please weigh your decision to decline carefully; after you decline, there is no option for reinstatement.

School Application and Orders Process

Introduction This section outlines the common deliverables you *must* complete for school approval, application and orders process.

Sequence of Events The chart below provides a general timeline of events required from selection up to attending your first class.



School Application and Orders Process, Continued

- Action Items**
1. Obligated service/acknowledgement letter to CGPC-opm-1g.
 2. Degree Plan Proposal (DPP) to CG-481.
 3. Upon DPP approval, Cost Share Letter to CG-481.
 4. Application(s) to school.
 5. Once accepted to school, Request for Orders (RFO) to CG-481.
 6. Check in with new administrative unit before departing (recommended).
-

Details on Action Items

- 1. Obligated Service/Acknowledgement Letter**
- Enlisted* personnel must execute an extension/reenlistment prior to being issued DUINS orders.
- Officers* must complete and submit an obligated service acknowledgment letter to CGPC-opm-1g within 30 days of receipt of the notification letter sent via e-mail.
- There is a required service obligation “payback” for attending any advanced education program. This obligation is required for both enlisted and officers. Currently the obligation is three months pay back for every month of assigned DUINS in the first year, 1 for 1 thereafter.*
-

- 2. Develop Degree Plan Proposal (DPP)**
- See **Appendix C – Develop Your Degree Plan** for detailed instructions.
- Selecting a College:**
See **Appendix A – Preferred School List** for each programs inventory of preferred schools. Prospective students should use this list as their primary source for school selection. If an applicant desires to attend an institution that is not included on the list, justification must be given in the *Member Comments* section (page 1) of the DPP. A minimum of two proposals must be submitted in the DPP.
- ACET Students**, see **Appendix B – ACET Degree Requirements** for guidance on school selection.
- College Location:**
PCS costs to and from the school will be paid for by the Coast Guard. In general, you should propose a school either in your local area or in areas with a high probability of local follow-on assignment i.e. Portsmouth, VA; San Francisco, CA; Boston MA; Seattle, WA, Washington DC... Other colleges can be considered, depending on circumstances and cost. Contact your Program Representative for any questions.
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School Application and Orders Process, Continued

3. Cost Share Letter

You are required to complete a Cost Share letter and send to CG-481 within 10 days regardless of whether your approved college is above or below your programs cap.

A copy of the letter may be downloaded from **CG Central: Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources**.

Costs are a limiting factor in your school selection. Because of budget constraints and funding competition, the program has established maximum caps that are available to each student. Caps for students entering Advanced Education programs vary from year to year depending on several factors including: Individual school choices, approved school curriculum, total advanced education available funding, and specific program caps. The advanced education budget is broken down by fiscal year and must be managed to maximize flexibility between program requirements, student desires, and stewardship of limited resources. For this reason, final caps per fiscal year for each student will vary based on their approved school and program.

College costs include all tuition and mandatory fees. For enlisted personnel, costs also include required books. They do not include Pay, BAH, BAS, or other entitlements you would normally receive (see 'Money Matters' for more information).

If, while attending school, costs or fees are increased by the school, contact your Program Representative to arrange an increase to your cap.

4. Application to School

Follow the application process prescribed by the school you wish to attend. You should have this information when completing your DPP. This will ensure you know the start and stop dates of terms, orientation requirements, and application fees.

When to apply:

You are welcome to apply to any (preferred) school you wish. However, you should wait until your curriculum/school is approved. **You will only be reimbursed for application fees for the approved school(s).** You should apply as soon as possible after you are notified of curriculum/school approval.

Application fees:

The claim must be submitted on an SF-1164, and must include a receipt or other proof of payment. *See page 11, SAF & SF-1164 for more information.*

About your start date:

Most applications require you to provide a date you plan to start school, this will be the Fall term, one year after your selected into the program, i.e. if you are selected in summer, you will generally start school in following fall (Aug-Sep).

Request in-state tuition:

Always request in-state tuition. If declined, contact your Program Representative.

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School Application and Orders Process, Continued

5. Request for Orders (RFO)

Once you have been accepted at your approved college (per your DPP), complete the Request for Orders form and send along with your acceptance letter.

The RFO form will be emailed to you from CG-481 upon approval of your DPP. A copy may also be downloaded from **CG Central: Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources**.

The RFO form is used to allocate the training allowance Billet (TAB) to you and create a unit (the school) and position (billet). The RFO is routed through CG-1323, who owns the TABs, to CG-833, who creates the unit and position in Direct-Access, and finally CGPC who cuts the orders.

Total processing time from submission to orders is 30 to 45 days.

*Orders into your advanced education program will arrive through Direct-Access, (<https://cg.direct-access.us/servlets/clientservlet/USCGP1HR/?cmd=login>) to your airport terminal, just like any other PCS orders. Process out of your command and execute your orders in accordance with local and Coast Guard procedures. **Your reporting date will normally be 5 working days before classes start.***

6. Check-in With New Servicing Personnel Office (SPO)

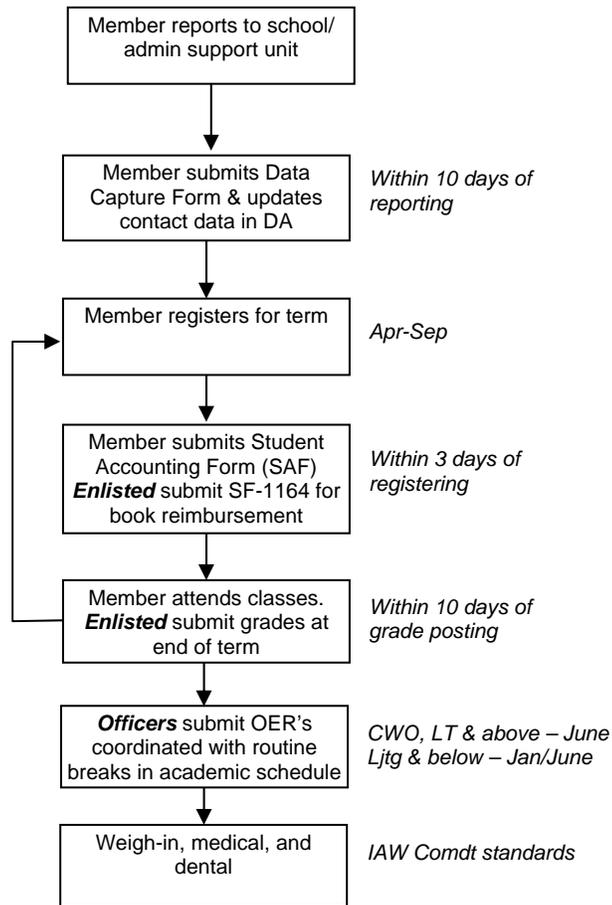
Check-in with your new SPO immediately upon arrival at your new assignment/school. We recommend you contact that SPO before you leave your current unit so you'll know their check in procedures before you report for DUINS.

Although you are attached to Headquarters (CG-481), you will need to have administrative functions (such as travel, weight compliance, etc.) handled locally. To accomplish this, select the closest SPO to the college you will be attending and check-in. If you are unsure of the closest SPO, contact CG-481.

While In School

Introduction This section outlines the common deliverables you *must* complete while attending school.

Sequence of Events The chart below provides a general timeline of events required from reporting to school up to graduation.



While In School, Continued

Action Items

1. Student Contact Information form to CG-481 and CGPC-opm-1g within 10 days of reporting. Contact information in Direct Access must also be updated.
 2. Student Accounting Form (SAF) within 3 days of registering for each new school term to CG-1323. **Enlisted** also may submit an SF-1164 for book reimbursement.
 3. Weigh-in(s), medical and dental per Comdt standards at local administrative unit.
 4. Grades - **Enlisted** submit within 10 days of grade posting at the end of each term to CG-481. **Officers** submit OER's & grade reports/transcripts coordinated with routine breaks in academic schedule to CG-481.
 5. Request for leave for students traveling outside local area to local administrative unit.
-

Details on Action Items

1. Student Contact Information Form & DA Update

The ***Student Contact Information Form*** is how we know where you are. Since you are not assigned to a Coast Guard Unit, this is our official "listing" for you. It is VERY important that you complete this form and change your contact data in Direct Access within 10 days of reporting to the program (and update as any changes occur). It is especially important your Program Representative have a current e-mail address and phone number in case of problems or emergencies. Submit the form via email, mail or FAX to CG-481 and CGPC-opm-1g.

2. SAF & SF-1164

The ***Student Accounting Form*** (SAF) is used to submit your tuition and fee payment requirements to the Coast Guard for payment directly to the school. This form must be submitted to CG-1323 within 3 days of incurring the debt. **Failure to submit on time may result in late fees and penalties that the Coast Guard will not pay.**

Book claims are allowed only for **enlisted**. Claims may be submitted for **required** books only. Book claims are submitted on an SF-1164, Claim for Reimbursement for Expenditures on Official Business. You must provide an itemized listing of the books you are claiming and submit in the same fiscal year the expenses were incurred.

The SAF & SF-1164 may be downloaded from **CG Central > Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources.**

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While In School, Continued

3. Weigh-ins, Medical & Dental

While in school, you are still on active duty in the U.S. Coast Guard and are subject to the weight, medical and dental compliance schedules set forth in COMDTINST M1020.8F and M6000.1C.

Note: Only your SPO (or their designee) can conduct your weigh-in.

4. Grades, Evaluations & OER's

Your grade reports serve as your "evaluation" while in school. **Enlisted** are required to submit grade reports to their Program Representative within 10 days of posting at the completion of each term. Grade reports may be submitted via mail, FAX, or e-mail.

Enlisted personnel are not evaluated while in the advanced education program. However, if performance or conduct falls below acceptable standards, a special evaluation may be completed. You must ensure that you receive a departure or regular evaluation before departing your unit IAW PERSMAN 10.B.5. prior to entering the Advanced Education Program. You may require a special evaluation following program completion in order to remain eligible for SWE completion. Ref: Personnel Manual, COMDTINST M1000.6A, 10.B.5.a.5.

For **officers** assigned to DUINS, OER submission will be coordinated with routine breaks in the school's academic schedule. For lieutenants (junior grade) and below, at a minimum OERs shall be submitted twice a year (normally in Jan/June). For CWO, lieutenants and above, at a minimum OERs shall be submitted once a year (normally in June). Ref: Personnel Manual, COMDTINST M1000.6A, 10.A.5.

Officers shall use the OER template found on **CG Central: Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources** as reference for completing their OER. All blocks except for 1, 2 and 3 are marked as not observed (no exception). Block 3 will contain course title and grades received over the period. You must attach a grade report/transcript along with your OER.

Note: Although ALCOAST 092/08 allows for CWO4s to submit continuity OERs, only DUINS OERs (with grades) shall be used while in the advanced education program.

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While In School, Continued

5. Request for Leave

Students are not normally required to take leave when classes are not in session (e.g. term breaks and holidays), as long as they remain in the local area. Student's who wish to travel outside their commuting area for an extended period, must submit a leave chit to their servicing Admin Unit, and notify CG-481 that you'll be on leave. Also, provide CG-481 a phone number and your dates of leave.

For **foreign travel**, you must work with your SPO for approval per the Personnel Manual COMDTINST M1000.6, 16.J. *Note, the Anti-Terrorism Force Protection Level I Briefing is required for all personnel departing the 50 states for official travel or leisure. View the following link for more information:*

http://cgweb.comdt.uscg.mil/hsc_a-2/CSO/atfleveli.htm

Conduct

You remain on active duty and are a representative of the Coast Guard. As such you remain subject to the standards of Coast Guard regulations and the Uniform Code of Military Justice. Civil arrest and complaints filed against you must be reported to CG-481 and may result in removal from the program and possible disciplinary action.

Advancements

Both **officer** and **enlisted** are fully eligible for all advancement opportunities.

Enlisted may participate in the SWE if qualified. Per above, enlisted students do not receive EER's. For the E-7 through E-9 SWE, EERs from the 2 years prior to entering Advanced Education will be used in calculating the SWE marks factor. *Ref: Personnel Manual, COMDTINST M1000.6A, Ch 5.C.6.e.*

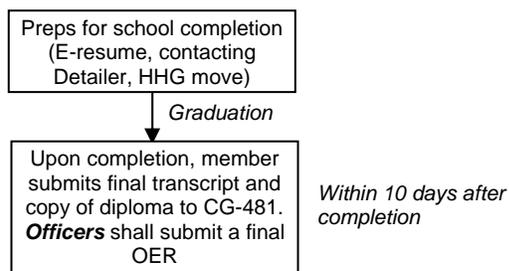
For **any student** who desires to participate in an accession program (i.e. **CWO** application, **CWO-LT, Direct Commission**, etc.) while in the Advanced Education program, it is mandatory that you receive an endorsement from your current (departing) command. This must be in the form mandated by the accession program (OER, endorsement memo, etc). Contact your Program Representative during the application period to participate.

Ref: Personnel Manual, COMDTINST M1000.6A, 1.D.

Completing School

Introduction This section outlines the common deliverables you *must* complete in preparation of completing studies and receiving orders.

Sequence of Events The chart below provides a general timeline of events required for your completion of the advanced education program.



- Action Items**
1. Prepare E-resume (submission times depend on graduation date – see below).
 2. Contact your Detailer approximately 2 months from graduation.
 3. Upon receipt of orders, work through your SPO to schedule your house hold goods shipment.
 4. Ensure all financial matters are closed at institution.
 5. Upon graduation, a final transcript and copy of diploma to CG-481. **Officers** shall submit a final OER.
-

Details on Action Items

1. Prepare E-resume Your primary means of communicating billet desires and needs to the Detailer is through the E-resume. The following are timelines for E-resume submission:

- Grad from May-Oct: Normal submission time (15 October).
- Grad from Nov-Feb: Considered a mid-year grad, submit by end of August.
- Grad from Mar-Apr: Will be handled on a case by case basis – contact your Detailer

2. Contact Your Detailer After submitting your E-resume, contact your Detailer approximately 2 months prior to graduation to ensure your assignment is being considered. Stay in contact as needed.

Continued on next page

Completing School, Continued

3. HHG Shipment

Once you receive your orders, you will need to work through your SPO to schedule your house hold goods shipment.

4. Close all School Financial Obligations

Ensure all financial matters are closed at your school. If you find unpaid balances for your account, contact CG-1323 (look under *Points of Contact* at the end of this guide) for further help and direction.

5. Final Transcript, Diploma & OER

Upon completion of your studies, a final transcript and a copy of your diploma must be sent to CG-481 within 10 days of graduation.

Officers must also complete a departing OER.

Money Matters

Introduction

This section provides a more detailed explanation of costs that are and are not covered by the Coast Guard for your advanced education.

Costs Paid by the Coast Guard

The Coast Guard will pay your tuition and all mandatory fees up to your funding cap. This amount may not exceed the maximum funding cap for the program. Proof that a fee is mandatory is required.

You can be reimbursed for project/parts kits that are required by all students, provided all students are required to have the same kit (just like a book).

Non-Payable/ Reimbursable Costs

Listed below are fees and expenses that are not eligible for payment or reimbursement.

- Application fee for any school other than approved
 - Parking Fees
 - Consumables. Including: Paper, pens, pencils, computer disks, CD-ROMS, notebooks, transparencies, etc...
 - Course Add/Drop fees
 - Certification Testing fees
 - Organization Dues
 - Calculators or Computers
 - Computer Software
 - Computer Hardware
 - Parts/Project kits for labs when individual selects project
 - Graduation Fees
 - Health Insurance - While in school, you remain on active duty; the CG will continue to provide all your medical care (within regulations). You should always request a waiver (in writing) of this coverage.
-

Refunds/ Overpayments

In the event that your account has an overpaid status and you are due a refund, because of payments the Coast Guard made, please try to arrange for funds to be handled in the following order.

1. Request the School maintain the funds in your account and deduct it from your next claim.
2. Request the School refund the money directly to the Coast Guard. Contact the CG-1323 (Billing POC) for instructions.

If the school will do neither, contact your Program Representative for guidance.

Continued on next page

Money Matters, Continued

Course Challenge Fees

Fees charged to challenge courses for credit in lieu of attending the course will be reimbursed, subject to the following rules:

- The course must be required as part of your degree plan.
- You must pass the challenge exam.

Claims must be submitted on an SF-1164, Claim for Reimbursement for expenditures on Official Business. You must provide proof of payment and passing score on the exam.

Costs for Fails, Withdraws & Incompletes

If you fail, withdraw, or receive an incomplete for a class, contact your Program Representative immediately. You and the Program Representative will discuss your reasons and the recourse required. A single failure usually does not require repayment of costs, however, multiple failures, unexplained withdraws, or incompletes may result in repayment, possible disciplinary action, or removal from the program.

Academic Requirements

Enrollment Requirements You must attend classes in all offered academic terms, including summer. You must remain a full time, matriculated, degree-seeking student, in good standing with the school.

Term Hours Requirement You are expected to carry a minimum full-time course load (including summer term) as prescribed by the school for a full-time student. Deviations must be approved.

Academic Proficiency You must maintain a minimum cumulative GPA as designated by your school to remain in good standing as a student. You must attain a passing grade, 'C' or better, in all classes attempted. If it appears that you will not pass a class, contact CG-481 as soon as possible.

Remedial or Preparatory Classes All courses must count towards "full-time student" for a grade. Courses offered by the college that do not earn GPA hours or do not fulfill approved degree requirements are not normally authorized. If you find you require such a course, contact your Program Representative for review.

Add or Drop a Course You may not drop required courses without your Program Representative's approval. If you encounter circumstances that require you to drop a class, contact the Program Representative as soon as possible for discussion and approval. You may add classes to your schedule without Program Representative approval as long as the class is applicable towards your degree and does not cause you to go over your funding cap.

Failures, Withdrawals, & Incompletes Students are fully expected to finish their program in the allotted time; failure to do so will likely have ramifications on the member's career as it will be reflected in their marks/departing OER. As such, every effort must be taken to ensure that you pass your required courses and communication problems to your Program Representative early on.

Failure of 2 classes (D, E or F), or repeated Withdrawals/Incompletes during the program may terminate your participation. Failure of the same class the second time **will** result in removal from the program. If you need to withdraw from a class, contact your Program Representative for review/approval. If you receive an Incomplete for a class, you must convert the class to a passing grade in the following term (or sooner, as set by the school). Failure to receive a passing grade may result in removal from the program.

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Academic Requirements, Continued

Change of Major Changes of Majors are not normally considered for students. If you feel you **NEED** to change your major, contact your Program Representative before taking any action with the school. You will have to submit an updated DPP outlining the new requirements.

Deviation from Approved Curriculum You must adhere to your approved curriculum as strictly as possible. However, it is recognized that the school may not offer classes as originally submitted or classes will be in conflict. If your curriculum change is minor, one or two classes, and you will remain on track for your degree program, you may make changes without your Program Representative's approval. However, if the changes will cause you to possibly miss your degree or alter your major course of study, you must contact your Program Representative for approval.

Challenge Exams If you challenge a class (test out) for credit that grade/score will be held to the same standards listed in this section. If you fail the exam, it will be counted the same as a failure in an attended class.

Internships & Coops An internship or coop provides the student with real work experience to apply their academic learning. These programs provide students with outstanding opportunities to enhance their abilities. However, federal law and Coast Guard regulations limit participation in these types of arrangements. Coast Guard members are **prohibited** from participating in an internship or coop if:

- Member will receive pay for work performed
- Member will work for a for profit company or organization
- Member will work on a government contract, as/or with a contractor

Members should identify alternatives (additional classes) that can be pursued that will fulfill program requirements. However, if an internship or coop program is required, members may participate if:

- Member will work for the school in a non-pay status
- Member can perform internship at a Coast Guard unit
- Member can work for registered non-profit organization (non pay status)

In all cases, participation in a internship or coop must be requested in writing and approved by your Program Representative. Requests for internships or coops must include the name and address of the organization sponsoring the program, name and telephone number of the person who will be supervising/providing participation evaluation, description of duties to be performed, and duration of program.

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Academic Requirements, Continued

Senior Project & Thesis Topic

At the end of your academic program you may be required to develop and submit a senior project (undergraduate) or thesis (graduate) to successfully complete your program. Your Program Manager must approve your senior project and thesis topics. You should coordinate your topic/project selection between your academic advisor and your Program Manager.

The topic for your senior project/thesis will be coordinated between you and your school – the Program Manager will not assign one to you. However, programs within the Coast Guard almost always have projects or studies that need to be done. Some of these projects may be aligned with your senior project/thesis requirements and interests. Contact the Program Manager for further information. If both you and the Coast Guard can benefit from your research, it is better for all.

Points of Contact/Links

Program Correspondence All correspondence (OERs, DPPs, SAFs, etc.) and requests for general information/help: CG481AdvancedEd@uscg.mil

CG-481 Address Commandant (CG-481)
1900 Half St. S.W.
Washington, DC 20024-0001

CG-481 Forms *Intranet:* CG Central > Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources

Internet: <http://www.uscg.mil/hq/cg4/cg481/adved.asp>

CG-481 Program Representatives

Program	Representative	Phone
ACET(E)	LT Hinkel	202-475-5760
ITM/CCEE/ACET(O)	LCDR Priebe	202-475-5751
Aero (Avionics, MSIA, Structures)/IM/NET/NE/CE (MBA)/OE	LCDR Franklin	202-475-5753

Payments & Reimbursement

For payment submission and questions concerning payment or reimbursement status.

SK1 Luis Alfaro **OR** Ms. Ann Duncan
Phone: (202)475-5499 Phone: (202) 475-5434
Fax: (202) 475-5917
Primary E-mail address: advancededucation@uscg.mil

Mailing Address:
Commandant CG-1323
Attn: Adv Ed Payment
1900 Half St. S.W.
Jemal Bldg, 8th Floor
Washington, DC 20024-0001

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Points of Contact, Continued

**Assignment
Officers**

For assignment questions and shopping lists, go to:
<http://www.uscg.mil/hq/cgpc/home/newcgpchome.htm>.

ENLISTED

Commander	(202) 493-1250/(800) 432-2282
Coast Guard Personnel Command (epm-2)	FAX: (202) 493-1269
4200 Wilson Blvd, Suite 1100	FAX/Voice Shopping Lists:
Arlington, VA 22203-1804	(202) 493-1230

OFFICER

Commander	(202) 493-1633/(800) 432-2282
Coast Guard Personnel Command (opm-2)	FAX: 202-493-1648
4200 Wilson Blvd, Suite 1100	Assignment Bulletin Board:
Arlington, VA 22203-1804	(800) 432-2282

Appendix A – Preferred School List

The following is a list of preferred schools for each advanced education program. *This directory must be considered as an applicant's primary source of school selection.*

Advanced Computer & Electronics Technology (Enlisted/Officer)

- Open to student's choice.

Aeronautical Engineering - Avionics / Project Management

- Johns Hopkins
- Old Dominion
- Colorado School of Mines
- Purdue

Aeronautical Engineering - Structures

- Purdue

Aeronautical Engineering – MSIA

- Purdue

Civil Engineering

- Illinois State
- Texas State
- Texas A & M
- Virginia Tech
- University of Washington
- Berkeley – *California residents only*
- Old Dominion

Civil MBA

- University of Illinois
- University of California – Davis
- Georgia Tech
- University of Texas

Computers, Communication & Electrical Engineering (CCEE)

- University of Maryland
- Navy Postgraduate School
- Old Dominion
- Berkeley – *California residents only*
- University of Rhode Island
- Virginia Tech

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Appendix A – Preferred School List, Continued

Industrial Management

- Primary institute - Krannert School of Management, Purdue
- Secondary institute – Rensselaer Polytechnic Institute

Information Technology Management (ITM)

- Navy Postgraduate School
- University of Maryland
- Old Dominion
- Berkeley – *California residents only*
- University of Rhode Island

Naval Engineering

- University of Michigan
- University of New Orleans
- Navy Postgraduate School

Naval Engineering Technology

- Thomas Nelson Community College
- Old Dominion University
- Trident Technical College
- Shoreline Community College

Ocean Engineering

- Oregon State
 - Texas A & M
-

Appendix B – ACET Degree Requirements

Academic Requirements

Enlisted members and Warrant Officers are expected to pursue a degree in alignment with their specialty and academic background. Acceptable degree types are listed below:

- Associate in Science (AS)
 - Associate in Applied Science (AAS)
 - Associate of Engineering (AE)
 - Bachelor of Science (BS)
 - Bachelor of Applied Science (BAS)
-

Degree Areas

The table below provides a guide to the degree fields most commonly associated with each rating. The list is intended to be used as a guide and not constrain participant choices. Schools provide several variations to the degree names and concentration areas and each will be based on the curriculum requirements.

Enlisted Degree Areas:

<u>Rating</u>	<u>Degree Field (Major)</u>
AET	Avionics Engineering/Technology, Electrical/Electronics Engineering/Technology or Computer Engineering/Technology (hardware)
EM	Electrical/Electronics Engineering/Technology, Engineering Technology or Electromechanical Engineering Technology
ET	Electrical/Electronics Engineering/Technology, Computer Engineering/Technology (hardware), Engineering Technology, or Electromechanical Engineering/Technology
IT	Electronics Engineering/Technology, Computer Engineering/Technology, Computer Science, Network Engineering, Telecommunications Engineering/Technology, or Information Systems/Technology
MK	Mechanical Engineering/Technology, Engineering Technology, Electromechanical Engineering Technology, Marine/Naval Engineering/Technology, or Industrial Engineering

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Appendix B – ACET Degree Requirements Requirements, Continued

Degree Areas (continued)

CWO Degree Areas:

<u>Rating</u>	<u>Degree Field (Major)</u>
AVI	Electrical/Electronics Engineering/Technology, Engineering Technology, Computer Engineering/Technology, Electromechanical Engineering/Technology, or Avionics Engineering/Technology
ISM	Computer Engineering/Technology, Network Engineering/Technology, Computer Science, Telecommunications Engineering/Technology, Telecommunications Management, Information Technology, Information Systems Management
ELC	Electrical/Electronics Engineering/Technology, Engineering Technology, Computer Engineering/Technology, Telecommunications Engineering/Technology, Electro-mechanical Engineering/Technology, Computer Science, Information Technology, or Information Systems Management

Officer Degree Areas:

Ens, Ltjg, LT Any of the majors listed in the CWO table above

School Requirements

Most junior colleges and universities offer programs that will meet the Coast Guard's needs. The college or university the member selects must be accredited by an accreditation organization recognized by the Council for Higher Education Accreditation. Examples of recognized accrediting organizations are:

- Middle States Association of Schools & Colleges
- New England Association of Schools & Colleges
- North Central Association of Schools & Colleges
- Northwest Association of Schools & Colleges
- Southern Association of Schools & Colleges
- Western Association of Schools & Colleges
- Accrediting Council for Independent Colleges & Schools

It is also desired, but not required, that the college or university be accredited by the Accreditation Board for Engineering and Technology (ABET). Selected members must submit curriculum proposals to Commandant (CG-481) for approval. Contact the program representative for advising on curriculum and school choices.

Appendix C - Developing Your Degree Plan

Introduction

The Degree Plan will be very difficult to complete. You must be as accurate as possible to ensure an accurate accounting of your academic requirements, time, and costs. You must submit a minimum of two proposals. You may submit two proposals for different degrees from the same school, however, if you do, you must submit a third proposal from a different school. The proposals will be evaluated and used to approve/disapprove your choices and establish your time in your AE program. The Degree Plan Proposal can be found at **CG Central: Learning > CG Advanced Education Programs > CG-481 Advanced Education Resources**

Section 1 Student Information

All the student information requested in this section is required. This information is used to develop your transfer orders and to maintain statistics on students.

Section 2 Contact Information

All information in this section is required. Enter your current Unit's complete name and address; be sure to include your Coast Guard e-mail address. For your Home address, use your current home address. If you are requesting a school that requires a move, you will update this later on your Data Capture Form. Include a personal e-mail address if you have one.

Section 3 Previous Education Information

In this section you must provide a listing of schools, major if any, dates attended, any degrees received, or number of credits earned. You must also include any classes taken as prerequisites or those you intend to use as transfer credits in this section. Do not include Coast Guard institute transcripts. Finally, enter your last GPA, indicate if it was college or High School.

Section 4 Degree Plan

This section is where you put together your actual proposal. The more accurate and complete this section is, the better.

Enter the **Proposal** number: 1, 2, 3, etc. Always submit your most desired proposal as #1. Select your program from the drop down list. Enter your complete name, last, first MI.

In **part A**, you provide general information about the college/university you are proposing.

In **part B**, provide contact information for the college or university.

In **part C**, provide the actual course-by-course listing of all required courses in term order for your degree program. Complete this part as accurately as possible. List all courses required for your program.

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Appendix C - Developing Your Degree Plan, Continued

Section 5 Financial Information

In this section you input the total costs of attending school. All costs must be entered in the fiscal year and semester/quarter that the payment request will be made. This is very important to ensure funding is available for your payments. See the example provided in Appendix I of the DPP.

Note: Your first (Fall) term will probably require payment in late spring/early summer (late in the current fiscal year) before you start school.

For **Expenses**, enter the amount of your tuition (per semester or quarter) and all mandatory fees. *For enlisted, this includes the estimated cost of books. Do not underestimate the cost of books - \$200-300 a term is common. Check out the college bookstore or one of the on-line booksellers to get an estimate.*

See the list below of fees and costs specifically **not** paid. The Coast Guard will pay all **MANDATORY** fees. The fees must be required and charged to all students. Proof that a fee is mandatory is required. Submit a copy of the school's catalog, web site, or a letter from the school listing required fees and amounts.

Fees/costs that will **NOT** be paid and should not be included:

- Application fee for any school other than approved.
- Parking Fees.
- Consumables. Including: Paper, pens, pencils, computer disks, CD-ROMS, notebooks, transparencies, etc...
- Course Add/Drop fees
- Certification Test fees
- Organization Dues
- Calculators or computers
- Computer Software. Unless required to be purchased for course by all students. Provide proof of requirement.
- Computer Hardware. Unless required to be purchased for course by all students. Provide proof of requirement.
- Parts/Project kits for labs when individual selects project.
- Health Insurance - While in school, you remain on active duty; the CG will continue to provide all your medical care (within regulations). You should always request a waiver (in writing) of this coverage.

The Coast Guard will reimburse you for any application and testing fees required by the accepted school and any graduation fees (not cap & gown) required at the end of your program.

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Appendix C - Developing Your Degree Plan, Continued

Section 6 PCS Orders Information

Here you provide information about your transfer requirements. Check the box if this going to be a cost PCS transfer.

Enter your desired departure date, class convening date, and estimated graduation date. The graduation date can be no more than 24 months from the class convening date. Your reporting date will be one week before the class convening date.

You must get an authorization from your command acknowledging the departure date requested.

Section 7 Approved Curriculum

This section will be signed by CG-481 and the Program Manager after your curriculum is approved.

Once signed, this section establishes the formal agreement between you and the Coast Guard on the particulars of your program.

Additional Proposals

As presented in the beginning of this section you must submit at least two proposals. Repeat sections 4, 5, and 6 of the Degree Plan for each additional school/proposal and submit as one package.

Proposal Submission

You may submit your proposal electronically (set for return receipt), via postal or delivery service, or FAX (see Points of Contact section). The proposal must be delivered by the date specified by CG-481 or no later than 90 days prior to your desired departure date, whichever occurs first.

If at any time you have questions about your proposal, contact your Program Representative.

Degree Plan Approval Process

All of the information provided in your Degree Plan and your original selection panel application will be used when reviewing your curriculum/school proposal.

Some of the specific items that will be addressed are:

- Curriculum quality (does it meet Program needs?)
 - School reputation
 - Tuition/Fee rates
 - Projected PCS transfer costs
 - Student's academic background
 - Program length
-