

U.S. Department of  
Homeland Security

United States  
Coast Guard



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PSCINST 1120.1A  
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## COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1120.1A

Subj: EVERYONE IS A RECRUITER INCENTIVE PROGRAM USER GUIDE

Ref: (a) Recruiting Manual, COMDTINST M1100.2 (series)  
(b) Coast Guard Diversity and Inclusion Action Plan  
(c) Medals and Awards Manual, COMDINST M1650.25 (series)  
(d) Civilian Awards Manual, COMDTINST M12451.1 (series)  
(e) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

1. **PURPOSE.** This instruction prescribes the procedures for the Everyone Is A Recruiter Incentive Program. It discusses how Coast Guard members can get actively involved with recruiting by providing information on the various Coast Guard accession programs. This instruction also outlines the process to recognize members for successfully contributing to the Coast Guard's recruiting mission.
2. **ACTION.** The provisions of this instruction apply to all active duty, reserve, auxiliary, CG civilian members and retirees of the Coast Guard. This instruction discusses procedures and reiterates the responsibility of all personnel to advocate for the service and help to recruit new members. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** PSCINST 1120.1 is cancelled.
4. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. **MAJOR CHANGES.** The addition of information on how to register to Coast Guard Recruiting Command's list of "Ambassadors." Removed requirement of successful completion of initial training by the applicant in order for Coast Guard personnel to receive credit.
6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
  - a. The development of this instruction and the general procedures contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #1 from further environmental analysis, per Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Consideration Environmental Impacts,

COMDTINST M16475.1 (series).

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, OHS, and Coast Guard NEPA policy, and compliance with all other environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following PSC web site.  
<https://cg.portal.uscg.mil/units/psc/Lists/PSC%20Instructions/AllItems.aspx>
8. RECORDS MANAGEMENT CONSIDERATIONS. This instruction has been evaluated for potential records management impact. The development of this instruction has been thoroughly evaluated during the review process, and it has been determined there are no further records scheduling requirement, per Federal Records Act, 44 U.S.C. 3101 et seq., National Archive and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This Manual does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. The forms referenced in this instruction are available as enclosures (4) and (5).
10. REQUEST FOR CHANGES. Personnel Service Center (PSC) relies on user input and feedback for improvement of this and other publications we provide. Recommendations may be submitted by e-mail to HQS-SG-CGPSC-BOPS-C@uscg.mil.



S. N. GILREATH  
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- Enclosures:
- (1) Everyone Is A Recruiter Incentive Program User Guide
  - (2) Critical Needs, Incentives and Procedures
  - (3) Useful information to educate perspective applicants
  - (4) Everyone is a Recruiter Referral Submission Form
  - (5) Everyone is a Recruiter Referral Contact Sheet

## Everyone Is A Recruiter Incentive Program User Guide

### A. General:

The Everyone Is A Recruiter (EIAR) Incentive Program encourages Coast Guard personnel, including active duty, reserve, auxiliary, CG civilians and retirees, to support recruiting efforts and critical recruiting needs, and provides recognition, awards, and incentives based on the significance of the contribution.

### B. Definition of Recruiters:

Coast Guard Recruiters are active duty and reserve Coast Guard men and women serving on a special duty recruiting assignment. There are approximately 315 Recruiters serving at 56 Recruiting Offices across the nation. The 56 Recruiting Offices report directly to the Coast Guard Recruiting Command (CG RC). Recruiters convey opportunities, the Coast Guard ethos, missions, values, traditions, benefits, and way of life. To represent the Coast Guard, a recruiter must educate prospects, help them determine if the service is the right choice for them, and then inspire them to join. The professional recruiting workforce is small and it cannot be at every high school career day or college job fair, which is why any Coast Guard member (active duty, reservist, auxiliary, CG civilian, or retiree) can help.

### C. Ways to Get Involved:

1. All Coast Guard women and men can provide great examples of what life is like to serve and share stories of their service experiences. This instruction will serve as a tool to assist members with speaking about Coast Guard missions and recruiting goals.
2. Be involved in the community: Participate in community service programs; be active in volunteer work, mentorship programs, and schools within your community. Use the opportunities to share stories and personal experiences.
3. Know the website and social media sites: CG RC's website, [www.gocoastguard.com](http://www.gocoastguard.com) provides information on all available Coast Guard programs. It also has a "Find a Recruiter" button that allows you to find the nearest Coast Guard Recruiting Office. "Like us" and your local recruiting office on Facebook by typing "Go Coast Guard" into the search and clicking the thumbs up icon. You can also follow us on Instagram using the same method.
4. Know the local Recruiters: Make contact with the local recruiters to offer support and see if there are any particularly crucial needs in your local area. You can also volunteer to help out at ongoing recruiting events.
5. Be Ready: Prepare ahead of time to answer questions about the Coast Guard. Follow up on initial conversations with prospective applicants and have this instruction available in case there are questions.

6. **Be Proud:** Engage with friends, relatives, and passers-by. Let them know you are affiliated with the Coast Guard and that you enjoy it. If someone shows interest in the Coast Guard, take the time to explain your experiences to them.
7. **Be Available:** Offer (through your command) to make presentations on the Coast Guard to prospects at school career days, Service Clubs (such as Rotary International), Scout meetings, boating safety classes etc. Presentations and information can be found on [www.gocoastguard.com](http://www.gocoastguard.com) or on CG RC's portal page at: <https://cg.portal.uscg.mil/units/cgrc/SitePages/Everyone%20is%20a%20Recruiter!.aspx>
8. **Know Your Bounds:** Recruiters are the experts on recruiting programs and eligibility contained in reference (a). Leave that work to them. Refer high quality people with an interest in Coast Guard missions to Recruiters and to provide that personal human interaction that the website cannot offer. Not everyone referred will meet the standards.
9. **Unit Involvement:** Assist recruiting efforts. Make your Coast Guard unit available to the local recruiting office for tours, displays, and other support. These efforts also create positive visibility in the local community.
10. **Know Recruiting Needs:** Each year the Coast Guard has a mission emphasis and critical recruiting needs. Primary needs include:
  - a. **Quality:** The Coast Guard is looking for applicants who are motivated, trustworthy, judicious, athletic, intelligent, and demonstrate the right attitude.
  - b. **Quantity:** Without a sizeable lead and applicant pool, we lack the ability to choose the most suitable people for our service. All efforts that bring in interested applicants helps ensure we bring in the best and brightest.
  - c. **Diversity:** The Coast Guard is looking to introduce enlisted and officer career opportunities to talented, under-represented communities of Americans. Enrichment of our service through diversity is attained by hiring quality individuals who represent all spectrums of race, ethnicity, gender, sexual orientation, culture, and geographic origin and bring a wide range of interests, ideas, and perspectives.
  - d. **Critical Skills:** Be aware of the current critical ratings and let contacts know of immediate "A" school opportunities. ALCOAST messages will state which ratings can be filled by guaranteed "A" schools. Your local recruiter can provide this information as well.

D. Tools for Success:

The most powerful thing members can share with potential applicants is a personal

testimonial of their experiences. It is also critical to be able to offer information on Coast Guard accessions program. Please review this instruction thoroughly prior to assisting with recruiting efforts. Reviewing the following four items will ensure you have the tools you need to be effective in efforts to assist Coast Guard recruiting:

1. Review the various enlistment and officer programs described in this instruction.
2. Contact local Recruiters and get to know them. While the recruiter workforce is limited, the nearest Recruiting Office will make every effort to support your needs.
3. Review the Coast Guard website <https://www.gocoastguard.com/>. Note the various ways that potential candidates can contact a recruiter. These include:
  - a. Filling out the application form on the Apply Now page,
  - b. Speaking with a live recruiter agent on the Chat Now page, and
  - c. The telephone number, location, and email address on the Find A Recruiter page.
4. An email box has been established at [HQS-DG-CGRC-VirtualRecruiter@uscg.mil](mailto:HQS-DG-CGRC-VirtualRecruiter@uscg.mil) where you can forward the contact information of promising leads for a Recruiter to connect with them.

E. Additional Considerations:

1. If you would like to volunteer to assist with organized recruiting efforts, consider registering on CG RC's list of "Ambassadors." These volunteers assist recruiters with outreach events, build relationships with local community and influence networks, encourage applicants, and other exciting activities. For more information, visit <https://cg.portal.uscg.mil/units/cgrc/operationsdivision/cgrcambassadors/SitePages/Home.aspx>.
2. If you or someone you know is leaving active duty, there is a team that can help by providing information on the Coast Guard Reserve. The In-Service Transfer Team (ISTT) of the Coast Guard Recruiting Command can inform members about current enlisted reserve opportunities and can be reached at [CGR-SMB-ISTT@USCG.MIL](mailto:CGR-SMB-ISTT@USCG.MIL).
3. Consider applying for an assignment in recruiting. The Coast Guard depends on identifying high-performing, motivated active duty enlisted and officers for the recruiting workforce. If you think you have what it takes to succeed in these challenging but rewarding Special Assignments, look for more information in the annual Recruiter Special Assignment ALCGENL message (enlisted) or contact the PSC-OPM-2 Support and Special Assignment AO or a PSC-OPM-4 Career Counselor (officer).

## **Critical Needs, Incentives, and Procedures**

### A. General:

This section describes the critical recruiting needs, various levels of incentives for the Everyone Is A Recruiter (EIAR) program and explains the procedures for processing applications for special recognition.

### B. Critical Recruiting Needs:

The goal is to meet accession requirements with high quality recruits and strengthen diversity in the workforce as outlined in references (a) and (b). Critical recruiting needs are constantly changing, refer to the most recent EIAR ALCOAST for the most up to date information on critical needs and ratings which qualify for the incentive.

### C. Referring Leads:

1. Getting potential leads in contact with a Coast Guard recruiter is the fundamental objective of this program. Any way this takes place is acceptable, but broadly there are two main ways recommended:
  - a. Self-Referral. Contacts should be encouraged to reach out to a recruiter on their own. Contact information to reach a Recruiting Office by phone, email, or physical location can be found on the "Find A Recruiter" tab on <https://www.gocoastguard.com/>. Additionally, the "Apply Now" or "Chat Now" forms will create a digital file for an applicant that is sent to a recruiter. Direct the individual to tell their assigned recruiter that you referred them.
  - b. Lead Referral. Members who know an interested individual may send the lead's contact information to the mailbox [HQS-DG-CGRC-VirtualRecruiter@uscg.mil](mailto:HQS-DG-CGRC-VirtualRecruiter@uscg.mil). The lead will then be contacted by a recruiter to assess their eligibility and encourage them to apply.

### D. Awards and Recognition:

1. In exchange for an active duty member, reservist, auxiliarist, CG civilian and retiree's support of recruiting efforts, Coast Guard Recruiting Command (CG RC) is authorized to approve incentives to include special recognition and personal awards. Personal awards and special recognition will be presented to members who provide substantial support towards recruiting.
2. CG RC is the approving authority for all personal awards associated with this program.
3. To be eligible, all accessions based on the referral must meet one of the critical recruiting needs listed in the most recent ALCOAST.

4. All personal awards listed in paragraph D.5 will be applicable to the following programs:
  - a. Active-duty enlisted accessions
  - b. Reserve enlisted accessions, including transitions by active duty members to the CG Reserve
  - c. All Direct Commission Officer (DCO) program accessions
  - d. Officer Candidate School accessions
  
5. Levels of Awards and Incentives: Coast Guard members who submit referrals for applicants who meet the criteria listed in the current ALCOAST may earn the following awards or be considered for special recognition as outlined below.
  - a. Personal Awards: In accordance with criteria listed in the most recent EIAR ALCOAST, individuals who recruit a candidate in a critical mission area may be recognized with a personal award from references (c) and (d). Members may earn a maximum of three of these within a 12-month period. A member who exceeds three of these accessions in a year may be considered for an award outside the scope of this program as determined by CG RC on a case by case basis. Personal awards for these referrals include:
    1. CG Active Duty or Reserve Members: The Commandant's Letter of Commendation Ribbon Bar (LOC).
    2. CG Auxiliary Members: The Auxiliary Commandant's Letter of Commendation Ribbon Bar (ALOC).
    3. Coast Guard Civilian Employees: CG RC will send an Official Letter of Commendation to the referring member. Additionally, CG RC will communicate to the civilian member's Command, a recommendation for up to a 19-hour Time Off Award (if eligible) per COMDTINST M12451.1C, Civilian Awards Manual. Units should contact their Civilian Resource Coordinator and/or Human Resources Specialist (CG-123) with any questions.
    4. CG Retirees: Thank you letter from CG RC's Commanding Officer along with the issuance of a unit coin.
    5. Department of Defense Military Members: The Commandant's Letter of Commendation Ribbon Bar (LOC). CG RC will be the signing authority for this award upon gaining concurrence from the recipient's service.
  - b. Other Special Recognition: Members who submit referrals not meeting criteria for a personal award may be eligible for other special recognition such as:
    1. CG Active Duty: Positive CG-3307 and 72 hours of special liberty authorized in

reference (e). No member may earn more than one special 72-hour liberty per 6-month period. The member's current unit is the final approving authority regarding special liberty being granted.

2. CG Reserve Members: Positive CG-3307
3. CG Civilians: Civilian Certificate of Appreciation
4. CG Auxiliary members: Auxiliary Certificate of Appreciation
5. Other individuals: Thank you letter and coin from CG RC's Commanding Officer

E. Crediting Referrals:

1. For a member to receive credit for a referral, the following steps must be completed:
  - a. The member referring the applicant may complete the "Everyone is a Recruiter" referral contact sheet found in Enclosure (5) and provide it to the applicant prior to the applicant's initial meeting with a recruiter.
  - b. Every applicant not presenting this form will be asked by their recruiter during processing if they were referred by any individual. For a referring individual to get credit under this program, the applicant must name the referring member and complete Enclosure (5), which will be provided by their recruiter.
  - c. The member referring an active duty member that is transitioning to the reserve component must complete the "Everyone is a Recruiter" referral contact sheet found in Enclosure (5), submit it electronically to the mailbox at [CGR-SMB-ISTT@USCG.MIL](mailto:CGR-SMB-ISTT@USCG.MIL) and cc: the transitioning member.
  - d. Upon the referred applicant successfully accessing (i.e. at the period of shipment to begin Recruit Basic Training or a commissioning program), the recruiter must submit the "EIAR Referral Submission Form" found in Enclosure (4), via email to CG RC admin at [CGR-SMB-CGRC-EIARS-Dropbox](mailto:CGR-SMB-CGRC-EIARS-Dropbox) and cc: [the referring member](#).
  - e. The CG RC Personnel and Administration Branch will review all submissions on a monthly basis and forward all award and special recognition recommendations to the CG RC Commanding Officer.
  - f. Once the awards and special recognition are finalized and approved, they will be forwarded to the recipient's Command for presentation.
  - g. Requests for recognition received more than one year after the referred recruit completes the hiring process will not be considered.



## Useful Information to Educate Prospective Applicants

### A. Basic Qualifications:

The following are the basic requirements for becoming an enlisted member of the Coast Guard:

1. Must be a U. S. citizen or Resident Alien.
  2. Have no more than two dependents.
  3. Active Duty applicants must be between the ages of 17-27 (up to age 32 if qualified for attending guaranteed "A" school) for Active-Duty (if applicant is 17, he/she will need parental consent).
  4. Reserve applicants must be between the ages of 17-39. Prior service personnel should contact their local recruiter for specific programs.
  5. Have a high school diploma. GEDs are accepted in special circumstances.
  6. Complete the Armed Services Vocational Aptitude Battery (ASVAB) with a minimum score of 36 on the Armed Forces Qualification Test (AFQT).
  7. Pass a military entrance medical exam.
  8. Be open to serving the public on or around the water.
- Additional requirements for officers are program-specific and are detailed in reference (a).

### B. General Benefits:

1. Steady Income. Members are paid twice a month, based on pay grade and service requirements. Link for reference: <http://uscg.mil/PPC/rates.asp>.
2. Advancement. Promotions and advancements based on knowledge of chosen career fields, performance, time in pay grade, and service requirements.
3. Paid Vacation. Earn 2.5 days paid vacation per month for a total of 30 days each fiscal year.
4. Training. Ability to choose a career path based on aptitude, physical abilities, security clearance, motivation, and determination.
5. Health Care. While on active duty, members will receive complete medical and dental care at no cost. Reserve members can obtain benefits for an affordable price. Link for reference: <http://www.tricare.mil/mybenefit>.
6. Life insurance. Active-duty and reserve members have the option of selecting up to \$400,000 in term life insurance at a cost of \$25 per month. Link for reference: <http://www.benefits.va.gov/insurance/sgli.asp>.

7. Allowances. Receive additional tax-free money for Basic Allowance for Housing (BAH) if government housing is not available in the area you are stationed; Basic Allowance for Subsistence (BAS) if government food facilities are not available in the area you are stationed; and a uniform allowance if you enlist to help maintain your uniform. Link for reference: <http://www.defensetravel.dod.mil/site/bah.cfm>.
8. Tax advantage. Only basic monthly pay is subject to federal or state taxes.
9. GI Bill. The Post 9/11 GI Bill offers up to 36 months of education benefits, generally payable for 15 years following your release from active duty. To find out more and also get up to date official information about the Post 9/11 GI Bill go to: <http://www.benefits.va.gov/gibill/post911gibill.asp>
10. Tuition Assistance. While on active duty, members may continue their education and may be helped in defraying the cost of college-accredited courses.
11. Additional Benefits. There are exchange and commissary privileges, moving allowances, temporary lodging expenses, travel, survivor benefits, Veterans Administration home loans, and more.

C. Enlisted Careers:

1. Armed Services Vocational Aptitude Battery (ASVAB) Testing. The ASVAB test is one of the first steps in the application process for the Coast Guard. If an applicant does not achieve a favorable score the first time, they can retest after 30 days. Recruiters can provide applicants with specific ASVAB score requirements. If an applicant does not pass on the second try, they will have to wait six months before retesting. Applicants that study and seriously prepare for the test usually pass on their first try. Study guides are available in most bookstores, libraries, or local guidance counselor's office. For more information on the ASVAB, visit <http://official-asvab.com/inclex.htm>.
2. Basic Training, Assignments, and "A" School Training:
  - a. Recruit training or "Basic training" is an eight-week basic training program that is designed to prepare recruits for entry-level service. Recruit training is located at the Coast Guard Training Center in Cape May, New Jersey. Recruit Training is tough, both mentally and physically! Its purpose is to prepare members for life in the Coast Guard. Much of the training will take place in a classroom where valuable skills such as first aid, firefighting, weapons handling, practical seamanship, and general Coast Guard knowledge will be learned. There will be daily physical fitness classes and time at the pool learning basic water survival techniques. Recruits will meet their Company Commander (CC) on the first Friday of their training. The CC has the responsibility to make a hardworking,

efficient team of up to 120 strangers. The CC will teach military drill, which includes marching, handling the M-16 rifle, and developing recruits into basically trained, physically fit Coast Guardsmen ready to serve our Nation.

- b. **Preparing for Basic Training:** After an applicant enters the Delayed Entry Program (DEP), they will receive a copy of the Helmsman, which is a recruit guidebook which should be studied in its entirety. There is a lot of important information in it to include a list of items not allowed at basic training, the 11 general orders, and the position of attention. Recruiters will ensure applicants are prepared for the physical fitness training.
  - c. **Preparing for the First Assignment:** The first assignment for members can vary based on needs of the service. Life at a small station is different than life on a cutter. A few Basic Training graduates go directly to "A" School for training and others will receive orders to various units throughout the Coast Guard including ships. Applicants should remember that it is important to maintain an excellent attitude during this time as their supervisors will be observing their potential and work ethic. The first unit is an opportunity to start to perform the duties of a crewman and members must learn everything about their ship or small boats at their station. Some missions may include going on rescue missions, assisting with law enforcement, or working aids to navigation.
  - d. **How to Choose a Rating ("A" School):** Members can attend any available "A" School as long as they meet minimum qualifications. ASVAB results will determine "A" school options. To enter into the aviation ratings, vision can be no worse than 20/100 uncorrected, corrected to 20/20. Additionally, you will need normal color vision for any of the aviation ratings as well as others specifically notated below at the link provided in (2.e.). It is important to know that most schools have a waiting list which can range from a few months to more than a year. Members must have a minimum of 30 months remaining on their enlistment before they can enter any "A" School. If the school has a long wait, the applicant may need to extend their enlistment to satisfy the 30-month enlistment contract requirement.
  - e. For information on available ratings, visit <https://www.gocoastguard.com/active-duty-careers/enlisted-opportunities/view-job-descriptions>.
3. **Differences between "A" School and Basic Training:** Unlike Basic Training, "A" School is specialized training for an operational specialty that is chosen by the member. It may involve work details and duty; however the main focus is on technical and professional training. Students will receive pay according to published pay schedule for their paygrade, in addition to any Temporary Duty or travel allowances due to them.

4. Where is "A" School Conducted?

- a. Training Center Yorktown, Yorktown, VA: BM, DC, EM, GM, IS, MK, and MST
- b. Training Center Petaluma, Petaluma, CA: ET, CS, HS, IT, OS, SK, and YN
- c. Aviation Technical Training Center, Elizabeth City, NC: AET, AMT, and AST
- d. Maritime Law Enforcement Academy (MLEA), Charleston, SC: ME
- e. Defense Information School (DINFOS), Fort Meade, Maryland: PA

5. Reserve Specific Programs:

Keeping the Coast Guard Reserve staffed with quality people directly impacts our ability to carry out our mission. A challenge in recent years is attracting new reserve applicants. Below are available programs for reserve applicants:

- a. Split Training Program: Ideal for high school and college students, teachers, and professionals with seasonal employment, who are between the ages of 17 and 31. The program allows you to attend eight weeks of basic training, return home to continue school or civilian employment, report to your unit, and then attend your specialized training at a later date.
- b. Consecutive Training Program: Ideal for applicants with less than 60 semester hours of college, no prior service or skills that relate to a Coast Guard job field, and are between the ages of 17 and 31. You can attend the eight weeks of basic training and then attend your specialized training consecutively.
- c. Direct Entry Petty Officer Program: Ideal for applicants with professional or prior service skills that relate to a Coast Guard job field, and are between the ages of 27 and 40. You may be able to enlist with a higher rank (E4), with more pay, increased benefits and greater responsibility. You will attend three weeks of condensed training at Cape May, NJ, then report directly to your duty station without additional training.
- d. Direct Entry Education Program: Ideal for applicants with 60 or more semester hours of colleges and are between the ages of 27 and 40. You may be able to enlist with a higher rank (E3), with more pay, increased benefits and greater responsibility. You will attend three weeks of training at Cape May, NJ, followed by specialized training, and then report to your duty station. Please note: in some situations, you could be sent to your duty station after completion of the condensed three week, then to your specialized training.
- e. Prior-Military Service Program: Ideal for prior service active duty and reserve applicants who are looking to build on previous experience and to continue

earning points towards their military retirement. You will be able to enlist with a higher rank (E4), with more pay, increased benefits and greater responsibility. Depending upon your prior-military occupation you may qualify for some programs up to the age of 40. You will attend three weeks of training at Cape May, NJ, followed by specialized training, and then report to your duty station. Please note: in some situations, you could be sent to your duty station after completion of the condensed three week, then to your specialized training.

D. Officer Careers:

There are several ways to become an officer in the Coast Guard to include successfully graduating from the U. S. Coast Guard Academy, successfully completing Officer Candidate School (OCS), or through one of several Direct Commission Officer (DCO) programs. All officer program training is delivered at the U. S. Coast Guard Academy in New London, Connecticut. The Coast Guard selects future officers from top active-duty enlisted members, high school students, college graduates, and working professionals.

1. Coast Guard Academy:

- a. The Coast Guard Academy is the Coast Guard's primary source of commissioned officers. The Coast Guard has been training cadets since 1876, when cutters (Coast Guard vessels 65 feet or longer) were used as training platforms. The Coast Guard Academy, a four-year college, was established in its current form in New London, Connecticut in 1932, and is fully accredited by the New England Association of Schools and Colleges. All engineering majors are accredited by the Accreditation Board of Engineering and Technology. More than 200 cadets enter training every year. Classroom sizes range from 20 to 25 students with smaller classes frequent in more senior major classes. The majority of cadet's graduate with engineering, science or mathematics degrees: civil, electrical, mechanical, naval or marine engineering, marine and environmental science, cyber systems, operations research and computer analysis, but others graduate with degrees such as government and management.
- b. To apply, applicants should have competitive standardized test scores which have averaged around 1270 for the SAT and 27 for the ACT. Applicants must not have reached their 22<sup>nd</sup> birthday. Unlike other service academies, a Congressional nomination is not required and tuition is free. For an application or more information, go to [www.cga.edu](http://www.cga.edu) or call 1800-883-8724. Interested applicants may also write:

U.S. Coast Guard Academy Admissions  
31 Mohegan Avenue  
New London, CT 06320-8103

2. Officer Candidate School:

- a. Officer Candidate School (OCS) is a 17-week officer indoctrination program located in New London, Connecticut, that includes training in nautical science, law enforcement, seamanship, Coast Guard history and leadership. Graduates are commissioned as an Ensign (O-1) in the United States Coast Guard and incur an active duty service obligation of three years. Upon completion of the initial three years of active-duty obligation members may continue to serve on active duty indefinitely.
- b. Applicants must hold a bachelor's degree or be in their senior year of college and meet the age, academic, character and physical requirements to be a successful officer to apply for OCS. The application process is extensive, and includes an intense background and medical screening, in addition to an interview with three Coast Guard officers.
- c. OCS applications are submitted through Coast Guard Recruiters, and applications compete in an annual selection panel against other applicants from across the nation. Only the best candidates are chosen to become Officers. For more information, visit following link:  
<http://www.gocoastguard.com/active-duty-careers/officeropportunities/programs/officer-candidate-school-ocs>.

3. Direct Commission Officer (DCO) Opportunities:

As a lawyer, engineer, intelligence professional, maritime academy graduate, aviator, physician assistant, or military academy ROTC graduate, you may also qualify for a Direct Commission. Direct commission officers are highly motivated individuals whose skills and leadership enable the Coast Guard to meet the need for expertise in critical mission and mission support arenas. DCO selectees are commissioned as an ensign, lieutenant junior grade, or lieutenant and attend a five-week indoctrination course in New London, Connecticut. For more information about the available programs, visit the following link:  
<https://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs/direct-commission-programs>.

4. Careers in Aviation:

There are several ways to become a pilot in the Coast Guard. You can apply to the Wilks Flight Initiative (WiFi) program after acceptance into the College Student Pre-Commissioning Initiative (CSPI), you can apply to flight school during officer candidate school (OCS), after acceptance into the OCS program, you can compete for flight school during your senior year at the Coast Guard Academy, or you can apply to flight school after you are commissioned. There are two flight training solicitations annually for Coast Guard officers. Flight school is located in Pensacola, Florida, and lasts up to 13 months. Finally, pilots in other branches of the military who meet the criteria of the Direct Commission Aviation (DCA) program are eligible to compete for a direct commission as

a Coast Guard aviator. Applicants for each of these programs must pass a Class I A Flight Physical.

5. Medical Officers:

The Coast Guard is also seeking qualified health professionals in the above disciplines. If you are interested in any of these programs, you must first be a U. S. Public Health Services (USPHS) officer. For assistance with your application or for more information regarding these programs please visit the "Health Profession Programs" section at the following link: <http://www.gocoastguard.com/active-duty-careers/officer-opportunities/programs>

## Everyone's a Recruiter Referral Submission Form

**Date of this form Submission:**

**Recruiter's Name:**

**Recruiting Office:**

**Referring CG member's Full Name:**

**EMPLID:**  **Component:**

**Rank/Rate:**

**Current unit (Command long title):**

**Referred Recruit's Full Name:**

**Applicant ID:**

**Boot Camp Ship Date:**

Active Duty  Guaranteed School Rating

Reserve  Rating Unit

Officer  Program

**Email this form**

**To: CGR-SMB-CGRC-EIARS-Dropbox**

**Cc: Referring CG Member**



Version (08/20)

Previous Editions Obsolete



DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard

**EVERYONE IS A RECRUITER REFERRAL CONTACT SHEET**

**Coast Guard Applicant: Submit this completed form to your processing recruiting office. This will ensure the Coast Guard member who recruited you receives proper recognition.**

Applicant Name: \_\_\_\_\_

Name of Referring  
Coast Guard Member: \_\_\_\_\_

Check One:

Active Duty	Reservist
Civilian	Retiree
Auxiliarist	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. s 504 and 14 U.S.C. s 211 authorizes this collection of information to process individuals interested in enlistments and/or commissions in the United States Coast Guard or Coast Guard Reserve.

**PURPOSE:** The Coast Guard will use this information to ensure Coast Guard personnel, including active duty, reservists, auxiliary, retirees, and civilians, who recruit new applicants, receive proper recognition, awards and incentives. The Everyone Is A Recruiter campaign will assist with recruiting efforts and critical recruiting needs.

**ROUTINE UES:** The information will be used by and disclosed to Coast Guard Personnel who need the information to assist in activities related to recruiting. Any external disclosures of data within this record will be ad in accordance with DHS/USCG-027, Recruiting Files System of Records, 76 Federal Register 49494, August 10, 2011.

**DISCLOSURE:** Furnishing this information is voluntary, however, failure to furnish the requested information may delay or prevent being contacted by a recruiter, or prevent recognition of Coast Guard personnel. Any information provided is protected from unauthorized disclosure by the Privacy Act of 1974.