

# U. S. Coast Guard Academy Scholar Program



## Scholar Handbook

## ***Congratulations!***

Accepting your appointment is a big decision. Getting to know your classmates and the Academy before you report is something you may already be thinking about. We recommend and encourage you to “get connected” with your future classmates and the Academy before Swearing-In Day. The more you know, the more comfortable and successful you will be after you arrive.

**Join the CGAS Facebook Group** and get to know your classmates. This public group is for students who have received an appointment to CGAS and their family. You can become “friends” with your classmates and share your personal profile or just participate without sharing any personal information. If you are interested in joining this group, you will need to create a Facebook profile and go to <https://www.facebook.com/groups/uscgas>.

## ***Before Swearing-In Day***

- ☐ Read the entire Scholar Handbook.
- ☐ Get started on your Administrative Forms immediately!
- ☐ Review the Academy’s physical fitness standards and plan personal workouts accordingly.
- ☐ Review our grooming standards for Swearing-In Day.
- ☐ Make your travel arrangements in accordance with the provided travel documents when you receive them via email from the CGAS Program Liaison.
- ☐ Review the list of required and optional items to bring.

## ***Applying to your Preparatory School***

Once it has been determined which preparatory school you will be assigned to, you will be notified by the CGAS Program Manager. This will typically occur by the end of May.

GMC and UMB students are required to apply directly to the preparatory school they have been assigned to. **You must go to GMC/UMB’s website and complete their online application and pay their application fee if applicable. Please keep in mind that they will require copies of many of the same documents you have already submitted in your CGA application. Financial deposits will be waived for CGAS members.**

Submit your preparatory school application documents directly to the school’s admissions office. You may be able to transfer scholarships to your preparatory school to further offset the cost of uniforms, books, fees, room and board. **Please contact the preparatory school’s admissions office if you have questions about their application.**

NAPS students are not required to complete a preparatory school application.

## ***Administrative Forms***

To complete your CGAS enrollment, you must submit the administrative forms to the Coast Guard Academy Admissions Office by June 1<sup>st</sup>, **with the exception of the Uniform Measurement Form which needs to be returned immediately.** Prior to submission, please ensure all required paperwork, noted in this handbook, is included. **Please use your legal name that appears on your social security card, this is the name that will be used to enlist you into the Coast Guard.**

All forms, except for the immunization form, must be typed or printed legibly with **ALL signatures signed in blue ink.** Any signatures in black ink or electronically signed will not be accepted.

Remember to make an extra copy of all submitted documents and make sure you bring those photocopies with you on Swearing-In Day.

**Return Immediately via email to [CGASFORMS@uscga.edu](mailto:CGASFORMS@uscga.edu):**

- ☐ Uniform Measurement Form

**Return by June 1<sup>st</sup> via email to [CGASFORMS@uscga.edu](mailto:CGASFORMS@uscga.edu):**

- ☐ Immunization Record Form
- ☐ Scholar Contact Form
- ☐ Photocopy of birth certificate
- ☐ Photocopy of social security card
- ☐ *You MUST bring the original birth certificate and original social security forms with you upon Swearing-In Day.*
- ☐ Notarized Minors Document (*applicable if under 18 on Swearing-In Day*)

### Optional Forms

- Appointment Presentation Request (completed online)

Below is a description of each required Administrative form:

**Photocopy of original birth certificate and original social security card:** This is needed for your permanent military record. These serve as permanent source documents to verify your identity.  
*\*You MUST bring your original birth certificate and original social security card on Swearing-In Day\*.*

**Scholar Contact Form:** This information ensures the CGA Admission's office will have the correct and most up to date contact information prior to Swearing-In Day.

**Immunization Record Form:** The information contained on this form provides the medical division with your immunization history. They will review it to ensure you have received the necessary immunizations prior to reporting.

**Uniform Measurement Information.** These measurements will ensure you receive the proper size uniforms and footwear on Swearing-In Day.

**Notarized Minors Document:** Minors under the age of 18 cannot enlist in the U. S. Military without parental consent. This form is for those Scholars that will not be 18 upon reporting to CGA on Swearing-in Day. It must be signed and notarized by both parents or your legal guardian whichever is applicable.

**Appointment Certificate Presentation Request.** If you would like your appointment certificate formally presented at an awards ceremony, please complete, and email this form at least three weeks in advance. Participation is voluntary; questions should be forwarded to the point of contact provided in the Directory.

## ***Getting Here***

The Coast Guard will pay for your official travel. Official travel is the transportation and expense involved in moving from one place to another to perform your required duties. Official travel includes the following movements:

- From home to Summer Orientation in New London, CT
- From Summer Orientation to assigned preparatory school
- From preparatory school to home, upon completion of preparatory school, and upon discharge from the service
- From home to Swab Summer in New London, CT once you earn your appointment to CGA

Please note personal travel during the school year is your responsibility. If your family chooses to come with you at any point during your official travel, they are responsible for their own expenses.

Prior to making any travel arrangements, you should know and understand your travel entitlements. The Coast Guard will reimburse you for your official travel only. If you do not understand your entitlements or have a travel scenario not discussed in this handbook, please reach out to the CGAS Liaison for assistance. No incoming scholars are authorized to drive themselves to the Coast Guard Academy for Summer Orientation, the directed mode of travel is by commercial carrier. All incoming scholars will receive reimbursement for one travel day unless you are coming from an area that requires more than one travel day and you will be notified and authorized this on your orders. Please be reminded that travel reimbursement only applies to the incoming Scholar, **not family members**, even if they drive you to the Academy. Save your receipts for any commercial travel (plane/train/bus/local transportation) to be submitted with your in-processing paperwork.

Further guidance on how to book your travel will be provided by the CGAS Liaison. Please do not book any travel until you receive such guidance. Please direct all travel related questions and concerns to the CGAS Program Manager or the CGAS Liaison.

## ***Hotel Accommodations***

Please refer to <https://www.uscga.edu/travel-and-lodging/> for a list of recommended local accommodations.

## ***Required Receipts***

During Summer Orientation, you will file a travel claim for reimbursement of the expenses you incurred (reimbursement is only for the Scholar) while enroute to the Coast Guard Academy. To ensure proper reimbursement, keep the following:

- ☐ Airline ticket/travel receipts.
- ☐ Train/Bus/Ferry ticket/travel receipts.
- ☐ Taxi or travel shuttle receipts.
- ☐ Lodging receipt for the one night prior to your designated Swearing-In Day. Your hotel must be within the local area and the receipt must be in the name of the Scholar. If the Scholar is a minor, their name must also be on the receipt with the parent/legal guardian.

**Separation from CGAS Program:** If you do not complete the CGAS Program, or if you are separated for any reason, the Coast Guard will authorize travel reimbursement at the cost most advantageous to the government from your point of departure, either CGA or preparatory school, back to your home of record.

## ***Summer Orientation***

Scholars are not authorized to stay at the Academy prior to the start of Summer Orientation. Please refer to the section above titled, ***Getting Here*** and ***Hotel Accommodations*** for more information.

Plan to arrive on time for the first day of Summer Orientation. You will receive an email stating exactly when and where to report, this will also be noted on the orders which you will receive in the mail. You should arrive wearing comfortable, broken-in sneakers. Almost immediately following your check-in, you will be changing into the Coast Guard issued PT gear. Your first day will include medical appointments, uniform issue, and an introduction and instruction on military drill.

We encourage parents, relatives, and friends to accompany you. After you depart from the check-in area, all guests are welcome to meet with the CGA staff members and Admissions representatives to learn more about the CGAS Program and the CG Academy. Family and friends are also encouraged and welcome to attend your Swearing-In ceremony in the morning. Upon conclusion of the ceremony, you will have a brief opportunity to say good-bye to your guests before returning to Chase Hall for the start of training.

Summer Orientation will also fulfill various administrative requirements. This will include setting up your own personal pay accounts, obtaining a military ID card, learning how to wear your Coast Guard uniforms, and many other things you need to know as a new member of America's armed forces.

The CGAS Summer Orientation is a basic military indoctrination program intended to provide new CGA Scholars training on the Coast Guard's roles and missions, military protocol, military bearing,

and physical fitness. A typical day starts early, normally around 0600 (6:00am) and ends with “taps” at 2200 (10:00pm).

During Summer Orientation, you will take assessments in math, writing, study skills, and swimming. You do not need to know how to swim to be a Scholar. Our Faculty and Staff will review the results and forward those results to your preparatory school to help ensure you receive proper placement in the appropriate level courses. You will also encounter additional placement tests at your preparatory school.

All members of the incoming class are subject to a urinalysis. “Administrative urinalysis inspections are designed to determine and maintain the unit’s security, military fitness, and good order and discipline. Inspections using urinalysis are permitted under Military Rule of Evidence 313.” COMDTINST M1000.10A, Military Drug and Alcohol Policy. Medical Documentation that is documented by a competent medical physician is required for all prescribed medications and is required for present use. Failure of the urinalysis would constitute a member using a controlled or illegal substance, members who have been identified as failing this test will be removed from the CGAS Program. All Scholars will undergo periodic testing in a similar manner throughout their time in the U. S. Coast Guard.

During Summer Orientation as a Scholar, medical and dental care takes place at the Coast Guard Academy. Our CG Academy medical staff includes family physicians, physician assistants, optometrists, physical therapists, nurse practitioners, pharmacists, and registered nurses. Our Clinic and pharmacy are located in Michel Hall. Our dental staff is composed of three dental officers, dental technicians, and a dental hygienist who will provide comprehensive dental care. Scholars requiring emergency care and referrals receive transportation to nearby Naval Ambulatory Care Center Groton, Lawrence and Memorial Hospital, Backus Hospital, or Yale New Haven Medical Center. Please be aware, anyone who does not meet our required medical standards may be subject to disenrollment. If your medical status changes before you report (e.g. you fracture a bone, experience health problems, etc.) **you must notify the CGAS Program Manager immediately.**

**Note: Each year, we find a few members of our new class cannot medically qualify and are disenrolled. Most times, it is for pre-existing medical reasons. This means they knew these problems existed beforehand and did not disclose this information. Please do not put yourself in this position. If you suspect you may not physically qualify and or you have any doubts about meeting the medical standards, please contact the CGAS Program Manager or the CGAS Program Liaison for clarification. Do not allow any medical official to assist you or guide you through any physical exam test or requirement. If you cannot pass any element of the physical exam on your own, without assistance, the CGA medical staff will most likely disqualify you and you will not continue the program.**

The physical demands of this environment begin immediately and are strenuous for some. It is imperative to report in excellent physical condition. Maintaining endurance (running) and upper body strength are essential to meeting our requirements. You should expect to take the Physical Fitness Examination (PFE) and swimming test within the first several days of Summer Orientation. The PFE consists of cadence push-ups, curl-ups, and a 1.5 mile timed run. The swimming evaluation is composed of a 100-yard swim, a three-meter-high jump, and five minutes of treading water. We use this swim test for evaluation purposes only.

The challenges you will ultimately encounter during Summer Orientation and your preparatory school year will test your desire to become a CGA Scholar. At some point, you may even consider resigning your CGAS Program position. The frustrations and discomforts of homesickness, physical training, and time management are experiences all members endure to some degree. Upon completing Summer Orientation, you will develop the tools to overcome these obstacles and challenges and will gain pride and a large sense of accomplishment, which will help you succeed during the academic year. Our job here at the CG Academy is to help you build a strong foundation of academic, physical and mental preparedness to be a part of the next CGA class.

If you are coming to the Coast Guard Academy to satisfy someone else's goals and expectations, **please take the time to ensure this decision becomes your own as you are accepting an appointment into this highly competitive program.** It takes dedication and commitment to successfully overcome the numerous obstacles and challenges you will encounter during Summer Orientation and throughout your time at preparatory school. We are confident that anyone who has the ability to earn an appointment into the CGAS Program also has the ability to achieve a CGA appointment.

At the end of Summer Orientation, all Scholars will be escorted by CGAS Program personnel directly to their respective preparatory schools. Parents are welcome to meet their Scholars at their preparatory school. Visitation and time off from school, from this point on is at the discretion of the respective school and in accordance with each school's specific policies regarding liberty and excused absences.

## ***Grooming Standards***

On Swearing-In Day, men and women shall arrive with their hair within the Coast Guard Grooming Standards below. Since the Academy's daily routine is rigorous and demanding, hairstyles which do not require much attention and are easy to manage will be highly beneficial. Maintaining a professional appearance is key and managing your time will be a huge factor in determining your success.

### **Grooming Standards for Men**

Hair will be neat, clean, and present a groomed appearance at all times. Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least .75 inches and outward not greater than .75 inches to blend with hairstyle on top of the head. A totally clean, shaven scalp is authorized. Hair will not be blocked across the back of the neck. Hair on the back of the neck must not touch the collar. The bulk of the hair must not be more than 1.5 inches from scalp. Braids, micro-braids, or other methods of combining strands of hair are not authorized. Hair will be no longer than 4 inches and may not touch the ears, collar, extend below the eyebrows when headgear is removed, show under the front edge of headgear, or interfere with properly worn military headgear or safety gear. Sideburns will be even (not flared) and will end with a clean-shaven horizontal line. The lower limit of the sideburn will be the bottom of the opening of the ear. No facial hair is permitted.

## Grooming Standards for Women

Hair must be clean, well groomed, and neat, it must not present a ragged or unkempt appearance. Hair coloring, if used, must look natural. Must not have shaved decorative patterns or sections on the scalp. Must not contain ornamentation other than prescribed below.

Hair may touch but not fall below a horizontal level with the bottom edge of the shirt or jacket collar, except the foul weather parka. Hair (to include bangs) will not extend below the eyebrows. No portion of the bulk of the hair as measured from the scalp will exceed 3.5 inches. (Except a bun, that may extend to a maximum of 4 inches as measured out from the scalp. The circumference of the bun shall be no greater than the width of the member's head). The bun may touch the collar but may not fall below the bottom edge of the shirt or jacket collar, except for the foul weather parka. Hair accessories shall not add more than 3.5 inches (4 inches for a bun) of bulk or interfere with the proper wearing of all style caps (to include the use of a hair sock). Ponytails are authorized (unpinned), but the bulk of the hair cannot be wider than your head. If you choose to wear a single ponytail or braid, it needs to be centered. Side ponytails or braids are authorized. Two braids are authorized. They shall be evenly spaced and present a symmetrical look when viewed from the back of your head. The length of your ponytail or braid(s) when worn in this manner cannot extend below the horizontal line centered between your shoulder blades. Ponytails may also protrude through the rear opening of the ball cap.

When a hairstyle of multiple braids, micro braids, hair extensions, locks, twists, cornrows or weave is worn it must stay within uniform standards and will be of small diameter (approximately .5 inches or less). Space between rows will not exceed .25 inches, and all rows must be of the same uniform dimension. Braid ends will be secured only with inconspicuous material that matches the color of the hair. Micro braids, extensions, and weaves may extend out from the scalp.

Hairpins (bobby pins) small barrettes, elastic bands, small plain scrunchies (elastic bands covered with material not to exceed one inch in width) only brown, black, navy blue or the individual's hair color are authorized. Wingless hair claws (not to exceed 3 inches in length and 1 inch in width), along with small combs that are plain black, navy blue, brown, or similar color to the individual's hair color are authorized. Hair claws must not interfere with the wearing of headgear (and/or safety gear).

The following hairstyles **are not** authorized: lopsided hairstyles, extremely asymmetrical hairstyles, single braid that goes down one side of the head, widely spaced individual hanging locks or braids, and pigtailed that protrude from the head.

During study hour, acceptable hairstyles are single French braid, inverted French braid, swiss braid, ponytail that does not fall below the bottom of the collar, and a bun. During athletic activities you may wear your hair "down" in a single braid or ponytail. Loose hairs must be kept flush to the side of the hair.



## ***Required Items***

You will have to carry all your belongings with you when you report to CGA and when you depart for preparatory school. During Summer Orientation, you will be issued Coast Guard uniforms. You will bring these items uniforms with you to preparatory school. You will need to pack for two separate trips.

Only bring the items on the CGAS packing list to the CG Academy. Your preparatory school will have a list of its own required items. **We highly recommend you call the school and request permission to ship your luggage there.** You can also have someone deliver these items to you after you have physically reported to your assigned preparatory school. For more information, contact your assigned preparatory school's admissions office.

**If an item is listed on both lists, you are not required to purchase two of the same items.  
Everything you bring to the CG Academy will be transported with you to preparatory school.**

The following items will be required in the folder provided to you in your acceptance package and carried with you on Swearing-In Day. These documents are required for the proper processing of your enlistment into the Coast Guard.

### **Swearing-In Day Folder:**

- ☐ Original Birth Certificate
- ☐ Original Social Security Card
- ☐ State/federal government issued REAL ID card (driver's license or state identification card) or military ID card (active duty and military dependents) **\*student IDs are not acceptable\***
- ☐ Copies of all acceptance forms (as listed in the "Administrative Forms" section of this handbook or the CGAS class page)
- ☐ Voided Check or bank provided print out with bank account info to include (your name, routing number, account number and name of financial institution) **\*your bank account must be in your name\* (THIS IS EXTREMELY IMPORTANT TO START YOUR PAY)**
- ☐ Word document with information for persons you would like to name as beneficiaries for you and your personal belongings if something were to happen to you **(this should include their full name, their relationship to you, current physical address, and current phone number)**. This can be anyone you choose but please make sure to have all the applicable information. It is important to have this information.

### **Items to bring to CGA:**

- ☐ Debit Card for your own personal checking account (no joint accounts unless you are a minor).
- ☐ At least \$800 immediately available (credit/debit or cash) to cover your meals while onboard CGA (reimbursable), initial uniform/gear issue, and incidentals during the first month. Your first payday will be around August 15th.
- ☐ Travel Receipts (as described in the "Required Receipts" section of this handbook)
- ☐ Two pairs of glasses or contact lenses if you wear them. Contact lens wearers must still bring

two pairs of glasses, know their current prescription, and bring a lens case with solution. If you wear glasses, you may bring an eyeglass strap to ensure your glasses stay in place.

- ☐ All prescribed, over-the-counter medications and/or dietary supplements you require, including prescription documentation. *Note: You may bring non-prescription medications such as Tylenol, as long as the medication does not contain alcohol or ingredients that may make you drowsy. Do not bring stimulants such as No-Doz or other “energy enhancing” supplements.*
- ☐ Toiletries: soap, shampoo, toothpaste/toothbrush, deodorant, hair comb, nail brush and nail clippers, sunscreen, lint rollers, cotton balls, shaving gear, etc. *Note: Male Scholars are required to shave daily. Female Scholars are allowed to wear conservative cosmetics upon completion of Summer Orientation. While you will be allowed to purchase items at the Exchange located on base, we suggest you bring a three-week supply of any needed (tampons, sanitary napkins) or other desired toiletries as you may not get time to purchase these items during the first few days and our exchange may not be stocked with preferred brands.*
- ☐ For women: hair pins, combs, cloth-covered elastic bands or barrettes similar in color to your hair, personal hair care products necessary to comply with military regulations; see “Grooming Standards” section.
- ☐ One or two pairs of high-quality and supportive athletic shoes (black, white, gray or dark blue), such as Asics, Brooks, New Balance, Hoka, Nike or Saucony with any needed custom insoles, orthotics or laces. Minimalist shoes (such as Nike Frees) are not recommended. You will be wearing these shoes frequently starting on the first day of Orientation, so ensure that they fit correctly and are broken in before you arrive.
- ☐ Men:
  - 6-12 white cotton **V-neck** undershirts
  - 12 black/blue/white underpants (polyester boxer briefs with moisture wicking properties for most activities are highly recommended).
  - 10 pairs white athletic tube socks (moisture wicking without bulky seams recommended)
  - 2 pairs of compression shorts
  - Swimsuit (black or navy blue solid in color)
- ☐ Women:
  - 6-12 white cotton **V-neck** undershirts
  - 12 black/blue/white underpants (polyester with moisture wicking properties for most activities are highly recommended. Nylon/spandex briefs with a cotton lining are an alternative).
  - 10 pairs white athletic tube socks (Moisture wicking without bulky seams recommended)
  - 2 white regular bras and 9 black/blue/grey sports bras
  - 2 pairs of compression shorts (black or blue)
  - 1 full piece swimsuit (conservative, solid black or navy blue)
- ☐ Digital, water-resistant watch with a dark-colored wrist band. Smart watches are not authorized during

Orientation.

- ☐ 1 pair shower shoes (flip flops). If you do not bring shower shoes, you will have to shower without them until there is time in the training schedule for you to purchase some from the CG Exchange. CGAS Staff and training personnel are not authorized to purchase anything for trainees.
- ☐ 3 white bath towels. If you use washcloths, please bring three.

**Bedding to include blanket, sheets and pillows will be provided.**

## ***Optional Items***

- ☐ Cell Phones: Although the use of cell phones is not permitted during Summer Orientation, you may bring one to the Academy and resume use on your way to your preparatory school.
- ☐ Stationery for writing to friends and family. *Note: Bringing pre-addressed, stamped envelopes or postcards will make it easier to write home. Stamps are available at the Academy's post office, but your time is limited.*
- ☐ Journal, religious book, or other personal reading (limit of three books, total).  
**Please label all your belongings with your first initial and last name (e.g. C. Guard)**

## ***Personal Computers***

Many Scholars decide to bring a personal computer to preparatory school; however, it is not required but is recommended as you will have computer access in your room rather than using a computer lab. If you choose not to bring one, ample access is available at your school. You will not need a computer during Summer Orientation at CGA.

If you want to bring a personal computer to your preparatory school, you have options:

Bring a laptop (desktops will be hard to transport and are therefore not recommended unless your family ships them for you). You will have to configure the computer to meet the preparatory school's requirements after arriving. For more information about your school's network, and compatibility issues, call Information or Computer Services at your preparatory school.

If you earn your CGA appointment, you will receive a brand new laptop next year as a part of your CGA Cadet initial issue. Therefore, we recommend you purchase an economical/practical model to get you through the preparatory school year.

## ***After Orientation - Financial Matters***

When you arrive at your preparatory school, you are required to visit the business office and make bi-monthly payments to satisfy your school debt. (Does not apply to NAPS)

Scholars receive pay and benefits sufficient to cover normal expenses during the preparatory school year, and the excess funds will easily cover your personal travel expenses.

*Scholarships:* You may be able to transfer scholarships to your preparatory school to further offset your expenses. Please contact your preparatory school Admissions Office to explore this option, as noted on Page 2.

## ***Medical & Dental Matters***

The Coast Guard pays for medical and dental coverage for service members, regardless of their location, through a healthcare program called TRICARE. The coverage start date will be the first day you report to Summer Orientation at the CG Academy. However, this coverage will take effect once proper enrollment into a system called DEERS (Defense Enrollment Eligibility Reporting System) has taken place. This will happen during Summer Orientation. Upon your arrival to your assigned prep school, you will be responsible for calling TRICARE at 1-800-444-5445 and following the instructions below. Dental coverage is provided through United Concordia. Your insurance number will be your Social Security Number. You will use this to identify your account when calling TRICARE about medical or dental care matters. Your military identification card serves as your insurance card, and you should provide it when you have any medical or dental services performed. Before leaving New London, you will receive instructions on how to access medical and dental care while attending preparatory school.

In the event that you separate from the Coast Guard for any reason, health insurance coverage under TRICARE is terminated. It is recommended to keep existing health care insurance until you have verified successful enrollment through TRICARE at 1-800-444-5445.

Due to Privacy Act limitations, we are not permitted to inform your parents of any injury or illness, nor your admission to our Clinic (if utilized) or a hospital. Upon entry into the CGAS Program, each Scholar has enlisted into the U.S. Coast Guard. Anyone enlisting at age 17 is now an emancipated minor, and all others who enlist at the age of 18 and above are legal adults, active-duty members of the military, and the release of any personal information is now protected by federal law. Parental notification relies solely on the Scholar. However, we will discuss significant illnesses or injuries with parents if given written permission to do so.

*At Preparatory School:* Your preparatory school has on-campus healthcare facilities, and an infirmary. You must see the registered nurse assigned to the school infirmary before you request treatment from an outside provider. Scholars assigned to GMC are considered to be assigned at a remote location and your coverage will be TRICARE Prime Remote. Scholars assigned to NAPS and UMB will use the closest Military Treatment Facility (MTF) available for care. NAPS will be assigned to the Navy Clinic onboard the Naval Base. UMB will be assigned to the Coast Guard Clinic located at Base Boston. TRICARE will first assign each Scholar to a Primary Health Care Provider. If it has

been recommended you seek additional treatment from another provider, your primary health care manager (PCM) will need to authorize a referral prior to your appointment. For example, if you believe you need to see a dermatologist, you will first see the school nurse, then make an appointment to see your PCM. If the PCM determines this is appropriate, then the PCM will authorize the referral to see the dermatologist. All billing must be processed through TRICARE. All authorized medical treatments are covered under TRICARE. If at any time, you receive a medical bill, please contact the CGAS Liaison. The CGAS Liaison will assist you with resolving the bill with TRICARE using our TRICARE representative located at the CG Academy clinic.

*Medical Treatment while in a Leave Status or in Travel Status:* When you are away from school or in a travel status, in the unlikely event your condition requires treatment right away, you may access medical care at any emergency room using your military ID card as your insurance card and your social security number as your insurance number. You may also call TRICARE and they will locate the nearest Urgent Care facility and let you know if it is covered under TRICARE. You must receive authorization before arriving at an Urgent Care facility. (one visit a year is authorized)

If feasible, contact the CGAS Program Manager or CGAS Liaison prior to visiting an emergency room. We understand some situations may not warrant time to contact us, however proper notification to the CGAS Program Manager or CGAS Liaison and Academy Medical Administrator must be made once you are able to do so. You may also have someone else make contact on your behalf. This is to ensure you have all the support you need, and we can take appropriate action to ensure your physical and emotional safety.

#### **INSTRUCTIONS FOR UPDATING TRICARE:**

1. Call TRICARE at 800-444-5445
2. Say "Beneficiary" at the first prompt
3. After the prompt 'How can I help you today,' say "Enrollment Assistance"
4. At the prompt 'Are You Ready to enroll in Humana military right now?' "Say "Yes"
5. Press 1 at the prompt 'To change your PCM or residential address'
6. Enter your date of birth on the keypad as DD/MM/YYYY
7. Once it's read back to you, if it's correct, say yes
8. It will ask you to enter your ZIP code- you may enter the ZIP code of your current location. Since your address is not updated in the system, it will ask you again, and then route you to a person. At this point, you will be able to properly update your contact info
9. Please give them your CURRENT ADDRESS (your prep school address), as well as your cell phone number.  
**Please do NOT use your home of record**
10. They will help assign you to a Primary Care Manager (PCM) in your area.

All the other information they request is your personal info, and only you can provide that. Please note that CGAS staff CANNOT do this on your behalf- you must do it yourself.

If you follow the above steps and are still having issues, please contact the Health Benefits Advisor at the CG Academy for further assistance/guidance. (Contact info on last page of handbook)

## ***Performance Expectations***

Your academic, physical, and military performance during your time at preparatory school will determine your future acceptance to the Coast Guard Academy. Your fundamental responsibilities are to work to the best of your ability each day, seek help when necessary, and keep your teachers and advisors informed.

To help you stay focused on what counts, please carefully review the following list and commit to meeting these expectations:

- Maintain regular contact with the CGAS Liaison to report on your academic performance.
- Maintain contact with your preparatory school advisors as directed. Seek assistance when necessary or directed to do so.
- Maintain a strict regimen of physical fitness. Participate fully and to the best of your ability in your school's physical fitness program. You will be required to **repeat the PFE prior to the end of your preparatory year, earning a score of at least 165 points.**
- Immediately notify the CGAS Program Manager or CGAS Liaison of any change in your medical status or admission eligibility. Consult in advance concerning elective surgeries or medical treatments as they may affect your medical qualification.
- Immediately notify the CGAS Program Manager or CGAS Liaison of any arrests or incidents with law enforcement.
- Immediately notify the CGAS Program Manager or CGAS Liaison of adverse academic or disciplinary actions that occur while you are in preparatory school.
- Notify the CGAS Program Manager or CGAS Liaison of any email and telephone number changes, you are expected to notify us as soon as possible.
- Adhere to the conditions of your enlistment contract.
- Serve as an exemplary representative of the Coast Guard's core values of Honor, Respect, and Devotion to Duty.

## **Foreign Travel**

During your time at prep school, you will be given a few opportunities to return home on break (Thanksgiving, Christmas/Winter, & Spring break). If you plan on travelling overseas (via plane, cruise, etc.), you **MUST** inform the CGAS Liaison at least 90 days prior to the planned departure date. Travelling overseas as an active-duty member in the Coast Guard requires foreign travel documents and training to be completed and approved **no less than 30 days prior to executing travel**. In the event the foreign travel package is routed within the 30-day window, you will not be authorized to travel. We understand that plans may come up at the last minute, but as a member of the Coast Guard, you must adhere to this policy. Please communicate this with your family as we've had parents/guardians surprise Scholars with a trip in years past that unfortunately were not able to go on due to the late notice.

## **Academy Appointment Decisions**

An offer of appointment to the Coast Guard Academy will be made at the discretion of the Director of Admissions. A holistic review will be conducted to determine if you have met Academy admissions standards, academic and military performance, and suitability/eligibility for service. Teachers' and advisors' individual recommendations will also have weight on this determination.

We will review each Scholar's file at various times applicable to your assigned prep school's academic schedule. Failure to maintain a minimum GPA of 2.0 in your core classes or if you receive an F in any of your core courses (English, Mathematics, Chemistry and Physics) at any point during the academic year, may result in consideration for removal from the program. Scholars with a cumulative GPA of 3.0 and higher will be offered appointments, provided they meet all other requirements. Scholars with a GPA between 2.5 and 3.0 will be reviewed by Admissions personnel for appointment *consideration*. Scholars falling below a 2.5 cumulative GPA in their core courses (English, Mathematics, Chemistry, and Physics) *may* not be offered an appointment.

The Coast Guard will not support you for an additional term or another year in the CGAS Program if you are not showing strong progress at any point during the year. The expectation is to demonstrate continued improvement throughout the entire year.

If something affects your performance at preparatory school, speak with your mentor, preparatory school advisor or the CGAS Program Manager. We take every aspect of your record into account when making admission decisions. The more information given will assist us in having a complete picture of your experience at school and at "home."

We make appointment decisions immediately after grades close each May. By working closely with your advisors, teachers and CGAS program staff throughout the year, you will give yourself the advantage of knowing where you stand at all times.

## ***Resources for Parents & Scholars***

The faculty and staff of the Academy and your preparatory school are committed to your success. As a result, many resources exist to support you and your family. During preparatory school orientation you will learn about the services and programs available at each school. Here are some resources available at the Coast Guard Academy.

**CGAS Program Manager:** This Admissions Officer is ultimately responsible for managing all aspects of the program. If unable to address a problem locally, please contact this officer, who is stationed in the Academy Admissions Office.

**CGAS Program Liaison:** A Coast Guard Chief Petty Officer is stationed at the Coast Guard Academy to directly assist the Service Academy Preparatory Program Director at preparatory schools with the CGAS Program. The role is served to personally interface with the Scholars.

**Preparatory School Advisors:** You will be assigned to an Advisor at your preparatory school. The advisor will work with you, your teachers, and Admissions ensures the appropriate class placement is

made. Most importantly, the Advisor monitors your performance on a weekly basis and maintains a steady flow of communication with Admissions concerning your progress. You are expected to keep your Advisor informed every week and act on his or her advice as this will influence your appointment.

**Chaplains:** Three military chaplains are stationed at the Academy. They are available to provide confidential counseling services. Each school will have their own brief upon arrival and discuss resources available locally to each prep school.

**Academy Parents Association:** The Parents Association is a national organization with local chapters. Their purpose is to provide support to Scholars and their parents. The parents of CGAS are welcome to join and will find opportunities for fellowship, as well as abundant information about CGAS life.

## ***Phone Directory***

Please contact the staff and faculty members listed here if you have questions concerning the CGA Scholar Program. For a more complete phone list, please check the institutional websites.

**CGAS Program Manager**  
LT Zach Stone  
[Zachary.R.Stone@uscga.edu](mailto:Zachary.R.Stone@uscga.edu)  
860-701-6322

**CGAS Program Liaison**  
Chief Andrew Lyon  
[Andrew.G.Lyon@uscga.edu](mailto:Andrew.G.Lyon@uscga.edu)  
860-701-6511

**CGA Admissions (Document Processing)**  
Mr. Brad Beckwith  
[Brad.J.Beckwith@uscga.edu](mailto:Brad.J.Beckwith@uscga.edu)  
860-444-8502

**CGA Admissions (Medical)**  
Ms. Shannon Castineira  
[Shannon.E.Castineira@uscga.edu](mailto:Shannon.E.Castineira@uscga.edu)

**Appointment Presentations**  
LT Daniel Jenkins  
[Daniel.C.Jenkins@uscga.edu](mailto:Daniel.C.Jenkins@uscga.edu)  
860-701-6336

**CGA Medical (HBA)**  
HS1 Jannel Skiver  
[Jannel.N.Skiver@uscg.mil](mailto:Jannel.N.Skiver@uscg.mil)  
860-444-8408

**CGA Medical (Immunizations) HS3**  
Charles Boyd  
[Charles.E.Boyd@uscg.mil](mailto:Charles.E.Boyd@uscg.mil)  
860-701-6155

**CGA Dental**  
860-444-8424

**United Concordia**  
[www.tricare dentalprogram.com](http://www.tricare dentalprogram.com)

**Georgia Military College**  
LTC (ret.) Rob Ramirez, USA  
[r Ramirez@gmc.edu](mailto:r Ramirez@gmc.edu)  
201 East Green St.  
Milledgeville, GA 31061  
[www.gmc.edu](http://www.gmc.edu)

**Naval Academy Preparatory School**  
LT Michael Foschi  
[wkoch@naps.edu](mailto:wkoch@naps.edu)  
440 Meyerkord Ave.  
Newport, RI 02841  
<https://www.usna.edu/NAPS>



**UMASS Boston**

Ms. Tanya Barnett

[Tanya.Barnett@umb.edu](mailto:Tanya.Barnett@umb.edu)

100 William T. Morrissey Blvd.

Boston, MA 02125

[www.umb.edu](http://www.umb.edu)

**Coast Guard Academy Scholar Facebook**

page

<https://www.facebook.com/groups/uscgas>

**Coast Guard Academy Parents Association**

[www.uscgaparents.org](http://www.uscgaparents.org)

**Coast Guard Academy Alumni Association**

[www.cgaalumni.org](http://www.cgaalumni.org)

**TRICARE Prime**

[www.mytricare.com](http://www.mytricare.com)