U.S. DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
CG-3307 (Rev.10-08)

ADMINISTRATIVE REMARKS

Entry Type: Accessions

Reference: Department of Homeland Security (DHS) Chief Financial Officer (CFO) Audit Requirements

Responsible Level: Unit

Entry:

1. You will receive an initial clothing allowance (ICA) up to the amount of $10,000. authorized by 14 USC 183 to cover the initial clothing and equipment that are issued during your 4th class year as a Cadet at the United States Coast Guard Academy (USCGA). This allowance is treated as an advance of pay. Based on regulations, you must agree to allow the withholding of more than 15% of available pay to offset the ICA which will be repaid over 24 consecutive months. All scholarships received will be applied to any outstanding balance of this advance which will reduce the duration of the ICA liquidation.

2. If you do not agree to the advance above or refuse to allow the withholding in block 1, you will need to cover all expenses in lieu of the advanced allowance. The estimate for the first week is $4,000. The additional estimate for all mandatory expenses through August is $6,000.

3. I also understand that if I separate from the USCGA prior to graduation, either voluntarily or involuntarily, and if I am approved for readmission to the USCGA as a Cadet, I will be responsible for all costs associated with replacing required items such as those previously provided by the original ICA. If you separate before graduation and before the ICA is done liquidating, and/or if you are involuntarily separated, all clothing and equipment of a distinctly military nature must be surrendered prior to disenrollment.

4. I understand and agree that upon completion of my first fall semester at the Academy, I will be required to pay for all mandated expenses not covered by the monthly maintenance deduction throughout the remainder of my time at the USCGA. These expenses include, but are not limited to, text books, uniform items, military balls and other events. The monthly maintenance deduction covers laundry ($7.75/mo), barber shop ($26.00/mo for men), Athletic Fund ($49.50/mo) and the Activities Fund ($32.00/mo) fees for a total of $115.25/mo for men & $89.25/mo for women. I understand the mandatory monthly maintenance deduction is automatically withheld prior to receiving my net salary paycheck.

5. I understand that if I should not have enough funds to pay for all mandatory expenses that are not covered under the ICA or monthly deductions, I will be subject to disciplinary action for financial irresponsibility which could ultimately affect my ability to obtain a security clearance. This action will be taken on a tiered system and may ultimately lead to disenrollment from the USCGA.

6. If you accept all of the requirements in items 1-5 above, sign and date below for "Accept". If you refuse to accept all of the requirements in items 1-5 above, sign and date below for "Refuse". If you refuse these requirements, you will be financially responsible for all expenses as outlined in paragraph 2 above.

Approve: _____ Signature & Date

Refuse: _____ Signature & Date

1. NAME OF PERMANENT UNIT	2. NAME OF UNIT PREPARING THIS FORM		
USCG Academy			
3. NAME OF MEMBER (Last, First, MI)	4. EMPLOYEE ID NUMBER	5. GRADE/RATE	6.
		CADET	PAGE 7

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