

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ADMINISTRATIVE REMARKS

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why OHS is requesting the information on this form.

AUTHORITY: 14 U.S.C. § 505

PURPOSE: To document a USCG service member's achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.

ROUTINE USES: Authorized USCG officials will use this information to validate a USCG service member's achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. However, failure to provide this information may result in a delay in administering this form.

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 \$12,000. 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 \$8,000.

3. You also understand that if you separate from the USCGA prior to graduation, either voluntarily or involuntarily, and if you are approved for readmission to the USCGA as a Cadet, you 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. You understand and agree that upon completion of your first fall semester at the Academy, you will be required to pay for all mandated expenses not covered by the monthly maintenance deduction throughout the remainder of your 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 (\$10.00/mo), barber shop (\$27.00/mo for men), Athletic Fund (\$56.00/mo) and the Activities Fund (\$39.00/mo) fees for a total of \$132.00/mo for men & \$105.00/mo for women. You understand the mandatory monthly maintenance deduction is automatically withheld prior to receiving your net salary paycheck.

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Entry: *(Continued from previous page)*

5. You understand that if you should not have enough funds to pay for all mandatory expenses that are not covered under the ICA or monthly deductions, you will be subject to disciplinary action for financial irresponsibility which could ultimately affect your 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:

Refuse:

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