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15 JAN 2019

MEMORANDUM

From:  B.L. LEWIS, YNC
CG ACADEMY

To: INCOMING SCHOLARS 2019

Subj: REQUIRED PAY SYSTEMS DOCUMENTS

1. Congratulations on your acceptance to the United States Coast Guard Academy Scholar Program. Attached you will find documents the Academy Servicing Personnel Office requires to hire you in to our pay systems prior to reporting. *Use caution when completing all forms and worksheets, and follow all instructions. When you have completed the below forms electronically, you will need to send them via email to CGA-SMB-SCHOLARS@uscg.mil by May 1, 2019. If there are any mistakes you will be contacted to make the corrections before arriving. Upon arrival you will review the forms for any changes and sign, do not sign any forms electronically.*
2. Required forms and worksheets:
 - State of Legal Residence Certificate (DD-2058)
 - Employee's Withholding Allowance Certificate (IRS W-4)
 - Ethnicity and Race Self-Reporting Worksheet (CG-5200)
 - Designation of Beneficiaries & Record of Emergency Data (CG-2020D)
 - Qualification to Possess Firearms or Ammunition (DD Form 2760)
3. The State of Legal Residence Certificate requires you to select your State of Legal Residence. Complete all blocks minus the signature and date. ** Do not complete block 2. DOD ID Number unless you have a valid CAC card.
4. The Employee's Withholding Allowance Certificate is used to select your tax withholdings. Complete blocks one through seven. You will sign when you arrive.
5. The Ethnicity and Race Self-Reporting Worksheet is self explanatory. You will sign when you arrive.
6. The Designation of Beneficiaries & Record of Emergency Data form records beneficiaries for certain benefits in the event of your death. It also provides a guide for the disposition of your pay and allowances if captured or detained by hostile adversaries. Step by step instructions are included with this form. Use caution when completing this form as a single error or incomplete field will void the form in its entirety. A physical street address is required for each beneficiary listed; post office box addresses are not acceptable. You will sign when you arrive.
7. The Qualification to Possess Firearms form is used to obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping,

transporting, possessing or receiving either Government-issued or private firearms or ammunition. Complete all applicable blocks, you will sign when you arrive.

8. If you have questions with regard to any of these provided forms and worksheets, contact Cadet Administration Monday through Friday during the hours of 0730-1530 at (860) 701-6157. Should you need to speak with me directly, I may be contacted at the above number. We look forward to your arrival.

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