

ALCOAST 367/07
COMDTNOTE 1560
SUBJ: TUITION ASSISTANCE PROGRAM

- A. COAST GUARD TUITION ASSISTANCE (TA) PROGRAM, COMDTINST 1500.24
B. COMDT COGARD WASHINGTON DC 171329Z JAN 07/ALCOAST 032/07

1. THIS ALCOAST ANNOUNCES AN INTERIM CHANGE TO REFERENCE (A). THESE PROCEDURAL CHANGES ARE AN EFFORT TO REDUCE WORKLOADS OF OUR MEMBERS, ESOS AND INSTITUTE PERSONNEL IN PROCESSING TA REQUESTS. THE COAST GUARD TA PROGRAM IS DESIGNED TO ASSIST PERSONNEL IN THEIR PERSONAL DEVELOPMENT BY PROVIDING FUNDING FOR OFF-DUTY VOLUNTARY EDUCATION COURSES. TA CONTINUES EXPONENTIAL GROWTH IN BOTH FUNDING AND PARTICIPATION, GROWING FROM 995K IN 1999 TO 14.5M IN 2006. THE NUMBER OF COURSES TAKEN DURING THIS SAME PERIOD HAS GROWN FROM 5,700 COURSES IN 1999 TO MORE THAN 25K COURSES TAKEN IN 2006.
2. EFFECTIVE IMMEDIATELY, TA APPLICATIONS (CG-FORM 4147) SHOULD BE SUBMITTED ELECTRONICALLY TO THE CG INSTITUTE THROUGH THE EDUCATIONAL SERVICES OFFICER (ESO) NLT TWO WEEKS AND NO MORE THAN THREE MONTHS PRIOR TO THE COURSE START DATE. ANY APPLICATIONS RECEIVED LESS THAN TWO WEEKS PRIOR TO THE COURSE START DATE REQUIRE A WAIVER REQUEST ON THE NEW CG-FORM 4147-1. PAPER OR FAXED COPIES WILL BE CONSIDERED FOR UNITS/MEMBERS UNABLE TO SUBMIT APPLICATIONS ELECTRONICALLY. ESOS SHOULD SUBMIT TA APPLICATIONS TO CG INSTITUTE BY EMAIL SENT TO: TUITIONASSISTANCE(AT)USCG.MIL. ELECTRONIC SIGNATURES BY BOTH MEMBER AND ESOS ARE HIGHLY ENCOURAGED.
3. TO REDUCE THE NUMBER OF PHONE CALLS TO THE INSTITUTE TA DEPARTMENT, MEMBERS SHOULD DIRECT INQUIRIES REGARDING TA TO THEIR LOCAL ESO. THE ESO WILL FURTHER INQUIRE WITH THE INSTITUTE AS NEEDED.
4. CONTINUING EDUCATION UNITS (CEU) AND CLOCK HOURS. COAST GUARD TA IS NOT AUTHORIZED FOR COURSES THAT RESULT IN CEUS OR THOSE MEASURED IN CLOCK HOURS.
5. EFFECTIVE IMMEDIATELY, WAIVER REQUESTS FOR TA FOR CLASSES IN A PAST FY WILL ONLY BE CONSIDERED IF WITHIN THE 90 DAYS PAST THE END OF EACH FY.
6. ALL PROBLEMATIC TA APPLICATIONS MUST BE ADDRESSED BY ESOS TO THE CG INSTITUTE USING THE AUTOMATED TUITION ASSISTANCE CUSTOMER CARE TRACKING SYSTEM (TAACTS).
7. A WORK GROUP OF ESOS AND INSTITUTE STAFF DEVELOPED THE CHANGES INCLUDED IN THIS MESSAGE. AUTOMATION AND STREAMLINING OF THE PROCESSES ARE NECESSARY TO PROVIDE BETTER SERVICE TO THE FIELD.
8. LOCAL COLLATERAL DUTY ESOS ARE ENCOURAGED TO SEEK GUIDANCE FROM THE NEAREST FULL TIME ESO AND THE COAST GUARD INSTITUTE. FOR A LIST OF FULL TIME ESOS PLEASE REFER TO CG CENTRAL: LEARNING: CG INSTITUTE: LIST OF CURRENT EDUCATION SERVICES OFFICERS.
9. TO OBTAIN THE CURRENT TA APPLICATION CG-FORM 4147 OR THE WAIVER FORM CG-FORM 4147-1, PLEASE CONTACT YOUR ESO OR VISIT THE CG INSTITUTE WEB SITE AT WWW.USCG.MIL/HQ/CGI/INDEX.HTML.
10. REF B RECENTLY AFFECTED DISTRIBUTION PROCEDURES FOR TA, AUTHORIZATIONS, PRIMARILY FOR RESERVE PERSONNEL. THE U.S. NAVY HAS SINCE REPROGRAMMED THE RESERVE TA AUTHORIZATIONS TO MEET CG NEEDS AND THE INSTITUTE HAS NOW RESUMED FULL DISTRIBUTION OF TA AUTHORIZATIONS TO ALL CG MEMBERS.
11. INTERNET RELEASE AUTHORIZED.
12. RDML CYNTHIA A. COOGAN, DIRECTOR OF RESERVE AND TRAINING, SENDS.