



COMDTINST 5354.7
FEB 5 2004

COMMANDANT INSTRUCTION 5354.7

Subj: MINORITY SERVING INSTITUTIONS

- Ref: (a) Executive Order (E.O.) 13256, President’s Board of Advisors on Historically Black Colleges and Universities
 (b) E.O. 13230, President’s Advisory Commission on Educational Excellence for Hispanic Americans
 (c) E.O. 13270, Tribal Colleges and Universities
 (d) E.O. 13216, Increasing Participation of Asian American and Pacific Islander in Federal Programs
 (e) E.O. 13187, President’s Disability Employment Partnership Board

- PURPOSE.** This Instruction provides a general overview of the Coast Guard Minority Serving Institutions (MSI) Program for implementing requirements established by references (a) through (e). The instruction is based on a statutory authority that underlies the Executive Orders (14 U.S.C. section 468 for military recruitment, and 5 U.S.C. section 3101 for civilian hires).
- ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release authorized.
- DIRECTIVES AFFECTED.** Historically Black Colleges and Universities (HBCUs) Program, COMDTINST 5354.3A is cancelled.
- DISCUSSION.** The Secretary, Department of Education, serves as the lead agent for all federal Departments on behalf of the White House for E.O.s related to references (a) through (c). The Secretary, Department of Health and Human Services, is the lead agent for the White House

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Initiative on Asian Americans and Pacific Islanders (reference (d)). The President's Disability Employment Partnership Board (reference (e)) operates without an intermediary agent. Through delegation of authority from the Commandant, the Civil Rights Directorate (G-H) oversees the MSI programs, which encompasses all areas of the aforementioned E.O.s, for the Coast Guard.

5. **OBJECTIVE.** The Coast Guard's MSI Instruction implements the program. The Instruction establishes the responsibilities of the Coast Guard for achieving the objectives of the MSI programs. The primary objectives are to:
 - a. increase educational opportunities for underserved populations;
 - b. ensure equal opportunity in and access to all Federal educational programs and activities including education grants, funding of research and developmental and technology activities and programs at minority serving institutions of higher education; and
 - c. promote a diverse and highly skilled future workforce of the federal government throughout proactive outreach to minority serving institutions, community groups and organizations with programs and projects serving underserved populations.

6. **BACKGROUND.** Minority Serving Institutions programs were established through Presidential E.O.s to advance the development of human potential, strengthen the capacity of minority colleges and universities to provide quality education, and increase their ability to participate in and benefit from federal programs. Implementation of these E.O.s reflects the federal government's commitment to educational excellence and opportunity to these minority populations, communities and institutions. Coast Guard involvement in MSI programs can serve to facilitate interest of MSI students in the Service, increase interest in Coast Guard careers (both civilian and military), and open new recruiting opportunities.

7. **RESPONSIBILITY.**
 - a. Assistant Commandant for Civil Rights (G-H) shall:
 - (1) serve as MSI Program Manager.
 - (2) monitor and evaluate the progress and effectiveness of the MSI program.
 - (3) develop the Coast Guard's annual MSI plans and accomplishment reports in coordination with the Assistant Commandant for Human Resources and other relevant Directorates for submission to Department of Homeland Security.
 - (4) develop Memorandums of Agreement or Understanding with MSIs or other national organizations to fully implement the executive orders, as applicable.
 - (5) provide technical assistance to units and commands in the development and implementation of MSI programs, when applicable.
 - b. Assistant Commandant for Human Resources (G-W) shall:

- (1) partner with the Assistant Commandant for Civil Rights (G-H) and the Assistant Commandant for Planning, Resources, and Procurement (CG-8) to increase the number of special emphasis program billets to expand opportunities for hiring MSI students under the Student Educational Employment Programs.
 - (2) use the Student Educational Employment Program to create a pool of potential future employees who have had positive, meaningful work experiences with the Coast Guard.
 - (3) establish and develop relationships with MSIs to recruit qualified candidates for Coast Guard careers through all officer, enlisted, and civilian programs.
 - (4) ensure outreach efforts are directly linked to the diversity needs of the Coast Guard.
- c. Assistant Commandants at Headquarters shall review their operations to determine projects, programs and/or activities appropriate for MSI participation and develop initiatives to encourage their participation.
- d. District commanders; commanders of maintenance and logistics commands; and commanding officers of headquarters units shall:
- (1) review their operations to determine projects, programs and/or activities appropriate for MSI participation and develop initiatives to encourage their participation and,
 - (2) establish and maintain relationships with MSIs in their geographical area/command, as operations and resources permit.
- e. Full-time Civil Rights Officers at Headquarters and Field Commands shall:
- (1) serve as MSI Coordinators in their respective Area of Responsibility (AOR).
 - (2) identify program initiatives and obtain approval and support for partnership activities from the command or unit.
 - (3) promote the partnership concept within the command or unit and community, when appropriate to obtain support from volunteers.
 - (4) develop local written Memorandum of Understanding identifying goals, programs, and activities with MSIs in their AOR.
 - (5) coordinate implementation of all activities associated with the MSI partnership.
 - (6) monitor and evaluate program progress.
 - (7) provide information and updates for command or unit newsletter.
 - (8) produce publicly releases about on-going or special activities for media dissemination in cooperation with the Public Affairs Office.

(9) maintain statistical data on program initiatives for inclusion in the MSI performance plan and accomplishments.

(10) serve as a liaison with members of the Coast Guard COMPASS program within the CRO's area of responsibility.

8. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

9. **FORMS.** None.

W. R. SOMERVILLE /s/
Assistant Commandant for Civil Rights