



CSCINST 1780

JUL 14 2020

COMMUNITY SERVICES COMMAND STAFF INSTRUCTION 1780

Subj: COAST GUARD EXCHANGE SYSTEM (CGX) SCHOLARSHIP PROGRAM

Ref: (a) U.S. Coast Guard Security and Information Assurance (SIA) Manual, COMDTINST M5500.13 (series)

1. PURPOSE. Recognizing the value of education and the benefits it brings to the Coast Guard family, the Coast Guard Exchange System (CGX) Scholarship Program was established to provide additional financial resources to dependent children of Coast Guard personnel embarking on undergraduate college/university studies. This Instruction establishes policy and procedures for the CGX Scholarship Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Coast Guard Exchange System (CGES) Scholarship Program, COMDTINST 1780.1A is hereby cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. The criteria has been changed to limit the selection of only one winner of an officer level sponsor.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general procedures contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the Environmental Planning (EP), COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the CSC Sharepoint site and at <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Community-Services-Command-CSC/MWR/CGX-Scholarship-Program/>
8. PROCEDURES.
 - a. Criteria. CGX scholarships will be awarded based upon academic achievement; accomplishments, interests, participation, and demonstrated leadership in both school-oriented and community/volunteer activities. There will be a limit of one awarded scholarship to the dependent of an officer level sponsor each year. This includes all active duty, retired and reservists at the officer level, GS 10 and above civilian employees, and NF-5 civilian employees.
 - b. Eligibility. The following eligibility requirements must be met:
 - (1) The program provides scholarships to students who are dependents of the following: Coast Guard active duty, reserve, and retired CG military members, current civilian (non-appropriated or appropriated fund) and current Coast Guard auxiliarists who meet the eligibility requirements prescribed herein.
 - (2) Applicants must be in the last year of high school or home schooling and scheduled to graduate and attend college full-time during the fall semester. Those who have already graduated are not eligible to apply.
 - (3) Students must plan to attend an accredited college or university for undergraduate studies. Scholarships will not be awarded for participation in non-academic and/or certificate programs. Students accepting appointments to USAFA, USNA, USMA, USCGA, or USMMA are not eligible.
 - c. Awards. One-time scholarships in the amount of \$2,000 will be awarded to the highest ranking applicant(s). The number of scholarships awarded will vary and will be based upon the availability of funding each year.
 - d. Responsibilities.

- (1) The Community Services Command (CSC) will be responsible for:
 - (a) Administering the CGX Scholarship Program by processing all applicable documents in accordance with Paragraph 9.
 - (b) Announcing the Scholarship awardees.
 - (2) The CGX Scholarship Committee, consisting of at least three Coast Guard members, will be designated by the CSC and will be responsible for selecting the scholarship awardees.
- e. Application Procedures. Interested students must complete the CGX Scholarship Program Application, Form CG 5687. Completed forms should be emailed to CGXScholarship@cgexchange.org or mailed to the CGX SCHOLARSHIP COMMITTEE; COAST GUARD COMMUNITY SERVICES COMMAND; BATTLEFIELD TECHNOLOGY CENTER I; 510 INDEPENDENCE PARKWAY SUITE 500; CHESAPEAKE VA 23320-5191. If emailing the CGX Scholarship forms, email attachments must be password protected in accordance with the U.S. Coast Guard Security and Information Assurance (SIA) Manual, COMDTINST M5500.13 (series).
- (1) Applications must be submitted to the CGX Scholarship Committee, at the address shown above and received via email or postmarked by 28 February, the application deadline. No extensions will be granted.
 - (2) Each applicant's eligibility will be reviewed and validated. Incomplete applications, and those from individuals determined to be ineligible, will not be processed. Incomplete applications will not be considered and will not be returned.
 - (3) It is the responsibility of each applicant to ensure that all documents are submitted by their high school, testing agencies, and/or any other organizations. Applicants will not be notified if their application is not complete.
 - (4) In addition to the completed application, the following documents must be submitted:
 - (a) The official academic transcript to include the first semester of the senior year. (Arrangements may be made with the applicant's high school to submit the student's academic transcript directly to the CGX Scholarship Committee.) If emailing transcripts, email attachments must be password protected in accordance with the U.S. Coast Guard Security and Information Assurance (SIA) Manual, COMDTINST M5500.13 (series).
 - (b) Home schooled applicants should submit the current year-end standardized test results such as IOWA Basic Skills Test, Stanford Achievement Test, or other such tests if available.

- (c) S.A.T. or A.C.T. scores. The applicant may submit a photocopy of these scores or opt to have the testing agency forward the results directly to the CGX Scholarship Committee at the above address.
 - (d) A short single-spaced essay, not to exceed one typewritten page, explaining what the applicant hopes to achieve in his/her college career, including educational, professional, and personal goals.
 - (e) Two letters of recommendation from teachers, school administrators, and/or community leaders.
- f. Evaluation Procedures. The scholarship awardees will be selected according to the following procedures:
- (1) After all applications have been validated for eligibility and completeness, a number will be assigned to each application and all relevant documentation. The applicants' names and any other identifying data will be redacted. Complete sets of the applications will then be forwarded to the CGX Scholarship Committee members for review, and a meeting date will be scheduled.
 - (2) Each committee member will select and rank the top ten applicants based upon the aggregate of the following factors:
 - (a) S.A.T. and/or A.C.T. scores.
 - (b) Grade point average.
 - (c) Participation in extracurricular activities.
 - (d) Demonstrated leadership qualities.
 - (e) Personal accomplishments and interests.
 - (f) The applicant's essay.
 - (g) Letters of recommendation.
 - (3) The Committee will rank the top five applicants from the aggregate of all committee members' rankings for the top ten applicants. Those five applicants' packages will then be individually reviewed and ranked by each committee member once again.
- g. Scholarship Award Date. CGX Scholarship winners will be notified not later than 31 May by mail. Checks will be made payable to the colleges' financial departments for direct credit to the students' accounts.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no

further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. The form referenced in this Instruction is available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
11. REQUEST FOR CHANGES. All requests for changes should be submitted to CGXScholarship@cgexchange.org.



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