

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
U. S. Coast Guard Education & Training
Quota Management Command

1430-D Kristina Way
Chesapeake, VA 23326
Staff Symbol: CO
Phone: (757) 366-6580
Fax: (757) 366-6575
Email: Robert.P.Hill@uscg.mil

09 April 2018
ETQCINST 1560.1B

EDUCATION & TRAINING QUOTA MANAGEMENT COMMAND INSTRUCTION 1560.1

Subj: COAST GUARD FOUNDATION EDUCATION GRANT (CGFEG) PROGRAM

Ref: (a) FOUO U.S. Coast Guard Cybersecurity Manual, COMDTINST M5500.13E (series)
(b) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)

1. **PURPOSE:** To provide policy and procedures for Education & Training Quota Management Command (ETQC) personnel for administering and managing the Coast Guard Foundation Education Grant Program (CGFEG). This instruction applies to all Coast Guard ETQC personnel who are involved with the CGFEG 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:** CGIINST 1560.1 is hereby canceled. This is a new instruction, read in its entirety.
4. **DISCLAIMER:** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative 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 changes made in this instruction will impact the actual administrative processing of grants; however it will have minimal impact on the applicant or end users.
6. **ENVIRONMENTAL ASPECT AND IMPACT ASSESSMENT:** Environmental considerations were examined in the development of this Directive and have been determined to be not applicable.
7. **DISTRIBUTION:** No paper distribution will be made of this instruction. An electronic version will be located on ETQC's public-facing web site at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Education-Service-Officers/>.
8. **RECORDS MANAGEMENT CONSIDERATIONS:** This Instruction has been evaluated for potential records management impacts. The development of 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., National Archives and Records Administration (NARA) requirements, and the 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.

9. DISCUSSION.

- a. The CGFEG program is designed to assist eligible personnel in their personal and professional development by providing funding for tuition, fees and miscellaneous expenses incurred in completing off-duty voluntary education courses to broaden their academic or technical background. The CGFEG program is a reimbursement program and requires the member expend the funds prior to applying for the CGFEG program.
- b. The CG Foundation Grant Administrator (FGA) receives and reviews all applications for eligibility prior to forwarding applicant information to the Coast Guard Foundation (CGF) for the processing of payment. The FGA may approve all applications that meet the minimum standards set by this instruction. If the application does not meet the minimum standards, the FGA will return the grant application back to the member and their ESO, unprocessed. If members feel their application was returned erroneously, members may dispute decisions of the FGA by submitting a memo to Commanding Officer, ETQC, NLT 30 days after receiving denial notification. The FGA will notify the member concerning the final decision of their application.
- c. The maximum payable is currently \$500- per person per calendar year for the Foundation Education Grant and \$250- per person per calendar year for the Vander Putten Foundation Education Grant. These two grants can be applied for simultaneously for a maximum payment of \$750-. These amounts may be adjusted according to the amount donated by the Coast Guard Foundation. The Coast Guard Foundation sets the maximum annual payment per individual.

10. ELIGIBILITY.

- a. The CGFEG is open to all Coast Guard active duty enlisted members in pay grades E-3 through E-6. All applicants must have proof of enrollment at time of course and be enrolled in professional development, licensing, certification, college, undergraduate or graduate level courses. There is no time in service requirement. Selective Reserves (SELRES) must be on long-term active duty orders of 180 days, or more, to be eligible.
- b. CGFEG program applications will be processed for eligible expenses that support the course the member is taking. Courses may be resident or distance learning. All applications will be funded “as reimbursement” upon successful approval in accordance with the standards set forth in this instruction.

Member Eligibility

If you are	Service requirement is	Member's status
Enlisted member E-3 thru E-6 (active duty & SELRES)	Must complete the course(s) prior to RELAD, discharge, or retirement.	Must be eligible at time funds expended.
SELRES	Serve on long-term active duty for at least 180 days.	Maintain Satisfactory Participation in SELRES

11. LIMITATIONS.

- a. The CGFEG program is not authorized for:

Any course for which the applicant is receiving assistance under any federally funded program where such payment would constitute a duplication of benefits, to include but not limited to, Coast Guard Mutual Assistance Supplemental Education Grant, Pell Grants, MGIB/VEAP or other Government education funded programs. This does not apply to the use of the CGFEG program when an applicant has applied for student aid via a loan such as a student loan, Sallie Mae, Stafford loan, etc. In cases where Federal grant monies are credited to the student's institution account, the credited portion may not be calculated in the CGFEG program application.

- (1) Expenses previously reimbursed by the CGFEG program.
- (2) Applicants in a duty-under-instruction status where the applicant's educational fees are being paid through another Coast Guard program.
- (3) Coast Guard members that are inmates in military prisons.

12. ELIGIBLE EXPENSES.

- a. Costs associated with professional development, licensing, certification, undergraduate and graduate (Master's and Doctorate) level courses, which includes tuition (not covered by tuition assistance program), any and all fees, textbook costs, taxes and shipping charges are all eligible expenses for the CGFEG.
- b. Direct expenses for instruction such as computers, supplies, transportation or other necessities needed to complete a member's educational goals may be included in the computation of education expenses covered by the CGFEG. The CGFEG may cover the cost of tools, manuals, protective or other equipment, which become the property of the student. The student must provide documentation along with their CGFEG application from the institution stating the student is required to purchase the tools, manuals, protective or other equipment, and that the institution does not provide them for the student. In cases where flat fees are charged, which include non-consumable items, the member must furnish an itemized cost breakdown of the total cost of the course.
- c. Expenses must be submitted for reimbursement NLT 12 months from date of expenditure.

13. APPLICATION PROCEDURES.

- a. Applicants are required to submit receipts with the CGFEG application. Members are responsible for ensuring a complete and accurate mailing address in on the application and updated in Direct Access. Returned checks, non-receipt or checks not cashed within 90 days of issue will void the entire application and go unprocessed.
- b. Once the application is completed, it along with receipts can be scanned and e-mailed to ETQC-SMB-FoundationGrants@uscg.mil. Members without computer access can submit a hard copy

application via mail or fax to ETQC. ESO endorsement is required for completion of the CGFEG application. The purpose of the endorsement is to verify the member meets all eligibility requirements of the CGFEG and to provide amplifying information as to the performance of the applicant. The Education Services Officer (ESO) or designee's signature in Block 12 of ETQC-1560/10A (Rev 03/18) is required. A stamped, printed, or typed name and title must be provided along with the signature. The command ESO is responsible for interfacing with ETQC. Applicants are encouraged to consult with their ESO for eligibility requirements and eligible expenses that are authorized by this instruction. Properly completed applications may be e-mailed and scanned to ETQC-SMB-FoundationGrants@uscg.mil (preferred method) or faxed to the CG ETQC at (757) 366-6575. This fax machine is available 24 hours a day. Applications may also be mailed to the following address. It is not necessary that applications be mailed priority, certified, or through Federal Express (FEDEX).

Commanding Officer

ATTN: Coast Guard Foundation Grant
U.S. Coast Guard ETQC
1430-D Kristina Way
Chesapeake, VA 23326

14. PROGRAM ADMINISTRATION

(1) The following are the duties and responsibilities of individuals assigned to the Foundation Grant Program:

- a. Foundation Grant Administrator: Process applications IAW this instruction. Once vetted eligibility criteria, the FGA will enter eligible members into an excel spreadsheet identifying their names, EMPLID and mailing addresses for their check. Once the spreadsheet is completed, it will be forwarded to the TAG division officer to be forwarded to the Coast Guard Foundation via secure means in accordance with reference (a) for checks to be issued and mailed. All applications will be scanned and retained electronically at ETQC. All applications will be kept on file in accordance with reference (b).
- b. Coast Guard Foundation: Once the verified recipients are received from ETQC, the Coast Guard Foundation will issue and mail out checks to all eligible and verified members. The Coast Guard Foundation will also work directly with CG-81, Budget Development, Oversight & Reporting Team to coordinate all grant gift acceptance.

15. RESOURCES

- a. CG Foundation Grant Administrator (757) 366-6578 or e-mail at ETQC-SMB-FoundationGrants@uscg.mil. ESOs and members should call to clarify policy issues or resolve application problems.
- b. ETQC's Fax number - (757) 366-6575

- c. ETQC's homepage on standard workstation III: <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Education-Service-Officers/>.
16. **FORMS/REPORTS:** Coast Guard ETQC Form, ETQC Form 1560/10A Rev (3/18), USCG Foundation Education Grant Application and Coast Guard Grant Application Itemized List of Expenses, are available and may be downloaded from ETQC's homepage at <http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/Voluntary-Education/Education-Service-Officers/> or applicants may photocopy enclosure (1).
17. **REQUEST FOR CHANGES:** Recommendations for changes or improvements to Coast Guard Foundation Education Grant (CGFEG) program, ETQCINST 1560.1 (series), are welcome and should be submitted via the chain of command to the Tuition Assistance and Grants Division, at ETQC-SMB-FoundationGrants@uscg.mil.

ROBERT P. HILL
Commander, U.S. Coast Guard
Coast Guard Education & Training
Quota Management Command (ETQC)

Encl: (1) CG Foundation Grant Application (ETQC Form 1560/10A (Rev 03/18))

Dist: Coast Guard Foundation

U. S. Department of Homeland Security U.S. Coast Guard ETQC-1560-10A (REV 03/18)		CG FOUNDATION (CGFEG) & VANDER PUTTEN (VPEG) EDUCATION GRANTS APPLICATION	
CGFEG & VPEG programs are supported by gift funds from the CG Foundation. Grants will be disbursed based on availability of funds.			
Eligibility: Programs are open to active duty enlisted personnel in pay grades E-3 to E-6. Reservists on any type of active duty orders for at least one year in duration, in pay grades E-3 to E-6, are also eligible. These grants may be used for required educational items not funded through other educational resources. The maximum payable is \$500 for the CG Foundation and \$250 for the Vander Putten per member per calendar year. Applications may be submitted throughout the year. Copies of receipts cannot be more than 12 months old.			
Privacy Act Statement: Under the authority of 5 USC 301, the personal data on this form is requested to review and process your request for education grants. Your employee ID will be used for identification. This information will be retained by the responsible office as required and will not be divulged without your written authorization to anyone other than Coast Guard or CG Foundation personnel involved with the administration of the grant. Failure to provide this information will result in your not being considered for the grant.			
2. Enter \$ amount of CGFEG and VPEG previously received in current CY.		CGFEG <input type="text"/>	VPEG <input type="text"/>
3. Name (Last, First, MI) <input type="text"/>		4. EMPLID <input type="text"/>	
5. Rate/ Pay Grade <input type="text"/>	6. AD Term Date <input type="text"/>	7. Course Start Date <input type="text"/>	
8. Your immediate education goal <input type="text"/> Other education goal <input type="text"/>		9. Are you currently: If Reserve, enter AD start date: <input type="checkbox"/> Active Duty <input type="text"/> <input type="checkbox"/> Reserve <input type="text"/>	
UOBEG: I have performed duty in a designated Southwest Asia combat zone for a period of 30 consecutive days or 60 non-consecutive days of duty, or I have been engaged in combat or wounded in the line of duty.		<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. Mailing Address for Grant Check ***IMPORTANT***			
Member Name (Last, First, MI) <input type="text"/>		Daytime Phone <input type="text"/>	
Address <input type="text"/>		City <input type="text"/>	State <input type="text"/> ZIP <input type="text"/>
11. Member Signature			
Penalty Statement: Knowingly submitting a false, fictitious, or fraudulent claim may be evidence of the following crime(s): (1) Making false, fictitious or fraudulent claim, 18 USC Section 287 (PENALTY: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years). (2) Theft of Public money, 18 USC Section 641 (PENALTY: Fine not exceeding \$10,000 and/or imprisonment of not more than 10 years; lesser penalties if the value of the theft is less than \$100.00). (3) Violation of the Uniform Code of Military Justice, Article 121; larceny and wrongful appropriation.			
State <input type="text"/>	District <input type="text"/>	OPFAC <input type="text"/>	
Member Signature <input type="text"/>		Date <input type="text"/>	
12. ESO Signature			
ESO Signature <input type="text"/>		Date <input type="text"/>	
ESO Name <input type="text"/>		Phone <input type="text"/>	

Name (Last, First, MI) EMLID

13. Itemized List of Expenses (Attach copies of itemized, dated receipts that show description of item purchased.)

Item #	Description of Expenses	Requested Expense	FOR ETQC USE ONLY
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL		\$ 0.00	<input type="text"/>
(b) SEG Grant Benefits Received (for expenses claimed above)		<input type="text"/>	<input type="text"/>
(c) CGFEG or VPEG Grant Benefits Received (for expenses claimed above)		<input type="text"/>	<input type="text"/>
(d) Other Education Benefits Received (for expenses claimed above)		<input type="text"/>	<input type="text"/>
(e) Total Amount Eligible for Reimbursement		<input type="text"/>	<input type="text"/>
FOR ETQC USE ONLY - TOTAL CGFEG		<input type="text"/>	<input type="text"/>
FOR ETQC USE ONLY - TOTAL VPEG		<input type="text"/>	<input type="text"/>

14. Submit Request Through Your ESO Via EMAIL

EMAIL: ETQC-SMB-FOUNDATIONGRANTS OR FAX: (757) 366-6575
 MAILING ADDRESS: COMMANDING OFFICER (CGFDN) USCG ETQC 1430-D KRISTINA WAY CHESAPEAKE VA, 23326