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| DEPARTMENT OF HOMELAND SECURITYU.S. COAST GUARD**ADMINISTRATIVE REMARKS** |
| **PRIVACY ACT STATEMENT**Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.**AUTHORITY**: 14 U.S.C. § 505**PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.**ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. |
| Entry Type: Accession (ACC-18)Reference: Coast guard Academy Scholar Program Administration, COMDTINST 5342.2(series)Responsible Level: Academy Central Accession Point Entry: Statement of Understanding Concerning Leave earned while in the CGA Scholar Program DDMMMYYYY: I understand that: I will earn up to 25 days of annual leave (at the rate of 2.5 days per month) during my ten-month course of instruction and that I must use this leave in conjunction with any absences away from the immediate vicinity of my preparatory school campus that is not classified as temporary duty, permissive duty, sick leave, or liberty. I will read and comply with the Coast Guard Scholar Leave Request and Approval Policy & Procedures as established by the Coast Guard Academy. Annual leave will be deducted from my leave account whenever I am away from my preparatory school campus during holidays or other breaks in classes and that I must keep track of the days of leave that I take. Any days of leave that I have not used when I complete my course of instruction, or otherwise separate from the Coast Guard Scholar Program, I may sell at the daily Basic Pay rate for my pay grade times the number of unused accrued days. Any days of leave sold when I separate from the Coast Guard Scholar Program will be counted against my future career leave sell-back cap of 60 days. I further understand that if I have used more days of leave than I have earned (excess leave usage) when I leave the Coast Guard Scholar Program, I will incur a debt to the government that must be repaid. Indebtedness due to excess leave usage will not be considered for remission of indebtedness (per Title 14 U. S. Code §461) nor waiver of collection of erroneous overpayments (per Title 10 U. S. Code §2774). I have been afforded the opportunity to read and understand the foregoing and have had all my questions answered to my satisfaction.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SCHOLAR SIGNATURE FIRST MI LAST, RATE/RANK, USCG/USCGR Signature of Counselor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PARENT OR GUARDIAN SIGNATURE WITNESS SIGNATURE, at [City], [State](required if recipient is a minor) |
| 1. NAME OF PERMANENT UNIT

      | 1. NAME OF UNIT PREPARING THIS FORM

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| 1. NAME OF MEMBER (Last, First, MI)

      | 1. EMPLOYEE ID NUMBER

      | 1. GRADE/RATE

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Scan original into member's OMPF

CG-3307 (09/23)

Expiration: 09/33

PREVIOUS EDITIONS ARE OBSOLETE

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