

The following is a list of the effective pages of the CGMA Manual released in July 2010. This Manual was last updated in October 2011.

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00-35-2653NSBW	06/08 _____

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below. Due to the nature of casework, it is not feasible to anticipate all possible situations that can occur. There will be times an exception to normal CGMA policy may be justified.

CGMA funds will not normally be provided for the following items:

- Assistance to groups or organizations
- Avoiding normal interest
- Business ventures or investments
- Cost of marriages
- Costs resulting from disciplinary action including, civilian and military court fees, fines, judgments, liens, bail, or legal fees
- Debt Consolidation
- Education expenses including, tuition, room and board, books and supplies, etc. (except as authorized in paragraph 3-C-7)
- Elective medical procedures, including abortions
- Gambling debt
- Investment losses
- Items of convenience, comfort, luxury or want
- Legal expenses, including fees for divorce, child custody, or other domestic disputes
- Long-term, continuing or frequent use of assistance
- Loss on the sale of a home
- Maintaining a standard of living beyond the means of the client
- Moves within the same local community (except as authorized in paragraph 3-C-3-p)
- Nonessential items or expenses
- Ordinary leave, liberty or vacation
- Paying personal income or property tax
- Pet related expenses (except pet quarantine fees during PCS transfer)
- Reimbursing losses caused by Government misinformation
- Rental, lease or purchase of a privately owned vehicle including, taxes, registration or insurance (except as authorized in paragraph 3-C-3-d)
- Repaying loans to family members or friends
- Resolving financial difficulties to qualify for or obtain a security clearance

Exception to policy should be requested whenever it is considered in the best interest of both the client and CGMA. On a case-by-case basis, the Executive Director and the Board of Control may consider cases that warrant exception to this policy. (See section 4-E for additional information concerning exceptions to CGMA policy.)

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## D. Cooperation With Other Military Aid Societies

### 1. General

Under reciprocal agreements with the other Military Aid Societies (MAS), service personnel and their eligible family members from the other branches of the armed forces who are unable to apply to their own aid society may apply for emergency assistance from Coast Guard Mutual Assistance.

Additionally, Coast Guard service personnel and their eligible family members may request emergency assistance from these aid societies when they are unable to apply to Coast Guard Mutual Assistance. Coast Guard service personnel may also contact the American Red Cross (ARC) for emergency assistance when they are not able to apply to Coast Guard Mutual Assistance or one of the other Military Aid Society offices.

Under these agreements, cross-service assistance falls into two categories.

- Assistance for emergency travel or to avoid immediate privation
- All other types of assistance

### 2. Assistance for Emergency Travel or to Avoid Immediate Privation

When possible, Representatives should obtain authorization from the appropriate aid society headquarters prior to providing assistance to a member from another branch of the service. However, a Memorandum of Agreement (MOA) among the four societies provides for blanket authority to provide assistance for emergency travel or to avoid immediate privation. Under the MOA, Representatives may provide the following assistance without advance authorization from the service personnel's parent aid society:

- A loan of up to \$2,500 for emergency travel may be provided in the case of a death or serious illness of an immediate family member
- A loan of up to \$200 may be provided to avoid immediate privation
- A loan of up to \$600 may be provided for travel and basic living expenses when an evacuation order has been issued for pending natural disasters such as a hurricane

To qualify under this blanket authority, all of the following conditions must exist:

- The applicant must be a regular active duty member or an eligible family member of a regular active duty member

- The applicant must present a proper military identification card (or appropriate documentation)
- The emergency situation must be verified or the applicant has orders for emergency leave or regular/emergency leave under emergency conditions
- The estimated time of separation (ETS) or the end of active service (EAS) must be more than 90 days
- The loan repayment must be within 10 months or prior to the ETS/EAS, whichever is less

Apply the same emergency leave or immediate privation criteria to such applicants as you would to Coast Guard applicants. If the request doesn't meet CGMA criteria, or if the above conditions are not met, contact the service member's parent MAS Headquarters for approval or disapproval of the request.

When a loan is given under the blanket authority, you must contact the appropriate aid society headquarters by the next business day to provide them with the loan information.

### 3. All Other Types of Assistance

When a request for any type of assistance, other than discussed above, is received from a member of another branch of the service, you must contact the client's aid society headquarters for approval or denial of the request.

After the client has completed a CGMA Application for Assistance (CGMA Form 5) and the client's identification and circumstances of the request verified, contact the service member's parent MAS headquarters for approval or disapproval of the request. (See paragraph 4-D-5 for contact information.)

CGMA assistance policies discussed elsewhere in this manual do not apply when providing assistance to a member from another branch of the service. If assistance has been approved by the parent MAS for one of their members, you may provide assistance to the client as authorized. However, if the parent MAS denies the request, assistance from CGMA is not authorized. **No exceptions.**

### 4. Special Processing

After assistance has been approved by the parent MAS, process the request using the CGMA-CMP just as you would for a CGMA client, with the following exceptions:

- Use the correct Branch of Service code when completing block 9 of the CGMA Form 52

- Use the appropriate code (initials) for the aid society as Final Approval Authority in block 17 of the CGMA Form 52
- Enter the name of the person who approved the assistance along with any control number provided in the Remarks block
- Make sure the client understands that the loan is being made by their aid society and that they will be expected to repay their aid society, not CGMA
- If a grant has been approved, process it the same as a loan. Be sure to note in the Remarks block that a grant was approved

Once assistance is provided, send the following documentation to CGMA-HQ:

- A copy of the completed CGMA Application for Assistance (CGMA Form 5)
- A photocopy of the service member's ID card

CGMA-HQ will use the information provided to request reimbursement from the appropriate military aid society.

**Note:** Representatives are not authorized to approve assistance for Coast Guard personnel via other Military Aid Societies. Refer all such cases to the CGMA-HQ Executive Director, Director of Administration or Director of Finance (See paragraph 2-D-2 for CGMA-HQ Points of Contact information.)

### Locations of CGMA Representatives

1. Academy New London
2. Air Station Atlantic City
3. Air Station Barbers Point
4. Air Station Borinquen
5. Air Station Cape Cod
6. Air Station Clearwater
7. Air Station Detroit
8. Air Station Los Angeles
9. Air Station Miami
10. Air Station Sacramento
11. Air Station San Francisco
12. Air Station Savannah
13. Air Station Sitka
14. Air Station Traverse City
15. Air Station/SFO Port Angeles
16. ATC Mobile
17. Base Miami Beach
18. Base Seattle
19. BSU Elizabeth City
20. District Fourteen Honolulu
21. DOG Arlington
22. FINCEN Chesapeake
23. Group/Air Station Humboldt Bay
24. Group/Air Station North Bend
25. HITRON Jacksonville
26. Institute Oklahoma City
27. LSC Norfolk
28. MFPU Kings Bay
29. MSST San Diego
30. MSU Chicago
31. MSU Duluth
32. MSU Huntington
33. MSU Morgan City
34. MSU Paducah
35. MSU Pittsburgh
36. MSU Port Arthur
37. MSU Portland
38. MSU Valdez
39. NPFC Arlington
40. NVDC Falling Waters
41. PPC Topeka
42. PSSU Alameda
43. PSSU Boston
44. PSSU Cleveland

### Locations of CGMA Representatives

45. PSSU Honolulu
46. PSSU Ketchikan
47. PSSU Ketchikan-Juneau
48. PSSU Kodiak
49. PSSU New Orleans
50. PSSU Portsmouth
51. PSSU San Pedro
52. PSSU St. Louis
53. PSSU Washington DC
54. Sector Anchorage
55. Sector Boston
56. Sector Buffalo
57. Sector Charleston
58. Sector Columbia River
59. Sector Corpus Christi
60. Sector Delaware Bay Philadelphia
61. Sector Detroit
62. Sector Guam
63. Sector Houston/Galveston
64. Sector Jacksonville
65. Sector Key West
66. Sector Lake Michigan Milwaukee
67. Sector Long Island Sound New Haven
68. Sector Los Angeles/Long Beach
69. Sector Lower Mississippi River Memphis
70. Sector Mobile
71. Sector New York
72. Sector North Carolina Atlantic Beach
73. Sector Northern New England Portland ME
74. Sector Ohio Valley Louisville
75. Sector Puget Sound
76. Sector San Diego
77. Sector San Francisco
78. Sector San Juan
79. Sector Sault Ste. Marie
80. Sector Southeastern New England Woods Hole
81. Sector St. Petersburg
82. Sector Upper Mississippi River St. Louis
83. SFO Eastern Shore Chincoteague
84. SFO Galveston
85. SFO Grand Haven
86. SFO Moriches
87. SFO Southwest Harbor

**Locations of CGMA Representatives**

88. Station Channel Island Harbor Oxnard
89. Station Chetco River Harbor
90. Station Yaquina Bay Newport
91. TISCOM Alexandria
92. TRACEN Cape May
93. TRACEN Petaluma
94. TRACEN Yorktown
95. USCGC ACTIVE
96. USCGC ALERT
97. USCGC BEAR
98. USCGC BERTHOLF
99. USCGC BOUTWEL
100. USCGC CAMPBELL
101. USCGC CONFIDENCE
102. USCGC DALLAS
103. USCGC DEPENDABLE
104. USCGC DILIGENCE
105. USCGC EAGLE
106. USCGC ESCANABA
107. USCGC FORWARD
108. USCGC GALLATIN
109. USCGC HARRIET LANE
110. USCGC HICKORY
111. USCGC JARVIS
112. USCGC JUNIPER
113. USCGC LEGARE
114. USCGC MACKINAW
115. USCGC MELLON
116. USCGC MIDGETT
117. USCGC MOHAWK
118. USCGC MORGENTHAU
119. USCGC NORTHLAND
120. USCGC POLAR SEA
121. USCGC RELIANCE
122. USCGC RUSH
123. USCGC SENECA
124. USCGC SHERMAN
125. USCGC SPENCER
126. USCGC STEADFAST
127. USCGC STRATTON
128. USCGC TAHOMA
129. USCGC TAMPA