

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

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Form #	Revised
CGMA-AAFMAA	03/11 _____
HUD-1	03/86 _____
00-35-2653NSBW	06/08 _____

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See section 4-C for additional information concerning loan and grant approval authority and guidelines.

Repayment: In addition to repayment guidelines contained in section 5-B, an additional CGMA Education Loan shall not be provided to a client prior to complete repayment of an existing CGMA Education Loan.

#### **f. Forms**

Unique application request forms have been developed to apply for assistance under the following education programs:

- Application for CGMA Stafford/PLUS Loan Fee Reimbursement (CGMA Form 8)
- Application for CGMA Supplemental Education Grant (SEG) (CGMA Form 10)
- CGMA Application for Education Loan (CGMA Form 11)

In addition to being available in appendix C of this manual, these forms are also available to download from the CGMA-HQ website ([www.cgmahq.org](http://www.cgmahq.org)).

Forms are also available by contacting the CGMA-HQ Administrative Assistant or the Director of Administration. (See paragraph 2-D-2 for CGMA-HQ contact information.)

### **8. Layette Program**

The Coast Guard Mutual Assistance Layette Program is designed to provide baby supplies and useful information to CGMA clients and their families following the birth or adoption of an infant child.

Coast Guard Mutual Assistance will provide a layette package directly to the families of members of the Coast Guard community who meet the eligibility criteria indicated below.

Arrangements have also been made for a layette package to be provided to Coast Guard active duty personnel attending an [Air Force Aid Society's \(AFAS\) "Bundles for Babies"](#) class or a [Navy-Marine Corps Relief Society's \(NMCRS\) "Budget for Babies"](#) class.

#### **a. General**

The layette package (containing a receiving blanket, accessories and other items for a newborn child) is a gift from Coast Guard Mutual Assistance. In

the case of multiple births (or adoptions) a layette package will be provided for each child.

Layettes will be provided on a first come, first serve basis, limited to annual funding levels.

A client may receive a layette from CGMA, AFAS or NMCRS, but not from more than one source. (Clients eligible to receive a layette from more than one source must choose which layette they would like to receive.) If a client erroneously receives a layette that they are not entitled to, they will be expected to reimburse CGMA for the cost of the layette received in error, whether the client, AFAS, NMCRS, or CGMA is the cause of the error.

Requests for a layette package must be received and processed within six months following the birth of the child or children.

#### **b. Eligibility**

CGMA Layette: All active duty and retired Coast Guard military personnel, members of the Coast Guard Selected Reserve, retirement eligible members of the IRR, Coast Guard civilian employees, Coast Guard Auxiliary members, and Public Health Service Officers serving with the Coast Guard are eligible to receive a layette directly from CGMA under this program.

AFAS or NMCRS Layette: Active Duty members of any rank may receive a layette by attending an [Air Force Aid Society's \(AFAS\) "Bundles for Babies"](#) class or a [Navy-Marine Corps Relief Society's \(NMCRS\) "Budget for Babies"](#) class.

Children: Layettes are intended for dependent children of the CGMA client, within six months of their birth. This includes natural or adopted children, as well as stepchildren.

CGMA clients who are currently delinquent in repaying any CGMA loan or appear on the CGMA Restricted List are not eligible for assistance.

#### **c. Procedures - CGMA Layette**

Client: To request a CGMA layette package, eligible CGMA clients must complete the Application for CGMA Layette (CGMA Form 7), attach a photocopy of the client's valid Coast Guard ID card (both sides, clearly legible) and send it to CGMA-HQ:

- E-mail the forms to [ARL-DG-CGMA@uscg.mil](mailto:ARL-DG-CGMA@uscg.mil)
- Fax them to 202-493-6686
- Mail to Coast Guard Mutual Assistance, US Coast Guard Mail Stop 7180, 4200 Wilson Blvd Suite 610 Arlington, VA 20598-7180

CGMA-HQ: Upon receipt of the Form 7 and identification requirement, CGMA-HQ will:

- Mail the layette directly to the client. The package will normally be shipped within 1 business day and should arrive within 5 business days
- Maintain a database to prevent duplicate layettes from being provided to a client

**d. Procedures - AFAS or NMCRS Layette**

Client: To attend an AFAS "Bundles for Babies" class or a NMCRS "Budget for Babies" class and receive a layette package upon the completion of the class, eligible Coast Guard active duty members must:

- Contact the AFAS ([www.afas.org](http://www.afas.org)) or NMCRS ([www.nmcrs.org](http://www.nmcrs.org)) for assistance in determining where and when classes will be held, and to register to attend. They need not apply through CGMA to attend the class
- Attend and complete the class

AFAS or NMCRS: Upon completion of the AFAS "Bundles for Babies" class or the NMCRS "Budget for Babies" class the AFAS or NMCRS, will:

- Provide a layette directly to Coast Guard active duty members completing the class in the same manner as they do their own members
- Bill CGMA-HQ for the cost of the layette provided to Coast Guard active duty members in accordance with the Memorandum of Understanding (MOU) established for this purpose

CGMA-HQ: Upon receipt of an AFAS or NMCRS invoice, CGMA-HQ will:

- Reimburse the society for the layette provided to CGMA clients
- Maintain a database to prevent duplicate layettes from being provided to a client

## 9. Survivor Benefits Information

The Coast Guard Mutual Assistance Survivor Benefits Information service is designed to provide lifetime benefit and entitlement information and services to surviving family members of Coast Guard members who die on active duty or when drilling under Reserve orders.

Certain eligibility and assistance restrictions apply, and are outlined below.

### a. General

CGMA has contracted with a service provider to provide the following benefits to our clients:

- Extends assistance to the surviving family beyond the Coast Guard Casualty Assistance Officer's period of assistance
- Families are immediately provided vital financial planning information not previously available
- Families will not miss out on entitlements in later years

The cost of the service is paid by CGMA.

### b. Eligibility

Spouses and children who are surviving dependents of Coast Guard members who die on active duty or when drilling under Reserve orders, on or after 1 July 2004, may receive membership.

### c. Services

The service provider will present an immediate analysis of available benefits and answer questions about survivor benefits. They will also help guide the family through the administrative steps in dealing with the Department of Veterans Affairs, the Social Security Administration and the Survivor Benefit plan.

The service provider will calculate, integrate, and project a lifetime stream of government survivor benefits. Specifically, they will:

### 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 Portsmouth
19. Base Seattle
20. BSU Elizabeth City
21. District Fourteen Honolulu
22. DOG Arlington
23. FINCEN Chesapeake
24. Group/Air Station Humboldt Bay
25. Group/Air Station North Bend
26. HITRON Jacksonville
27. Institute Oklahoma City
28. LSC Norfolk
29. MFPU Kings Bay
30. MSST San Diego
31. MSU Chicago
32. MSU Duluth
33. MSU Huntington
34. MSU Morgan City
35. MSU Paducah
36. MSU Pittsburgh
37. MSU Port Arthur
38. MSU Portland
39. MSU Valdez
40. NPFC Arlington
41. NVDC Falling Waters
42. PPC Topeka
43. PSSU Alameda
44. PSSU Boston

### Locations of CGMA Representatives

45. PSSU Cleveland
46. PSSU Honolulu
47. PSSU Ketchikan
48. PSSU Ketchikan-Juneau
49. PSSU Kodiak
50. PSSU New Orleans
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

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**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 STAR
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