



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

16 August 2019

NHQ-PCG / CG-12

CIRCULAR
NUMBER 10-19

**SELECTION OF CANDIDATES FOR THE UNITED STATES COAST GUARD
ACADEMY INTERNATIONAL CADETSHIP PROGRAM**

I. REFERENCES:

- a. Department Order Number 2016-003
- b. USCGA International Cadet Program Application Process Procedure Manual

II. PURPOSE:

The purpose of this Circular is to prescribe guidelines and procedures in the selection of candidates for the USCGA International Cadetship Program to ensure that the PCG regularly designates the most capable and qualified candidates that will ultimately redound to the benefit of the PCG.

III. DEFINITION OF TERMS:

- a. **United States Coast Guard Academy International Cadetship Program.** A program offered to young people who are citizens of nations other than the United States to apply for admission to the US Coast Guard Academy. International cadets are subject to the same rules, regulations and pay as US Cadets, earn a Bachelor of Science degree upon graduation and serve their own country for at least five years.

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Service assignments are made by each international cadet's home country.

- b. **PCG-PMMA Cadets.** PCG Cadets who are enrolled at the Philippine Merchant Marine Academy sponsored by the PCG.
- c. **Fourth Class Cadets.** First year or freshmen students of the PMMA.
- d. **Liaison Officer.** A designated Officer of the PCG who liaises between PCG and USCGA and is responsible for the direct communication and coordination with his/her foreign counterparts.
- e. **Physical Fitness Examination.** A test designed to measure physical strength, agility, and endurance of an individual.
- f. **American Language Course Placement Test.** This contains an English ability test through different aspects of Grammar, Vocabulary, Listening, and Reading.
- g. **English Comprehension Level Test.** A test that is used as the primary instrument for measuring the English language reading and listening proficiency of International Military Students scheduled to attend US sponsored programs.
- h. **Scholastic Aptitude Test (SAT).** Standardized test widely used for college admissions in the United States
- i. **American College Testing (ACT).** Same as SAT.

IV. GUIDELINES:

- a. The PCG shall select six (6) candidates for the USCGA Cadetship Program. There shall be three (3) candidates to be carefully selected from the PCG-PMMA Fourth Class Cadets in the Philippine Merchant Marine Academy, and three (3) from the general civilian population who are eligible, qualified, and the best among the group to be recommended to the USCGA Cadetship Program.
- b. A USCGA Selection Committee shall be created for the purpose of deliberating qualified candidates. The Selection Committee shall be composed of the following:

<u>DESIGNATION</u>	<u>POSITION</u>
Commander, CGETDC	.Chairman
DCS for HRM, CG-1	Member
DCS for Educ & Trng, CG-12	Member
CGETDC Staff / Representative	Secretariat

c. The funds for the cadetship training program is through a "full tuition waiver" as granted by the United States Government to cadets that were previously admitted to the USCGA International Cadets Program.

d. The Office of the DCS for Education and Training, CG-12 shall include in their Annual Plan Budget (APB) the amount necessary to shoulder the expenses of the cadets which are not covered by the waiver such as, but not limited to one-way economy airfare ticket, and initial school supplies like laptops, uniforms, books, shipment of personal belongings, and other miscellaneous items.

e. The Command shall designate a PCG Liaison Officer who shall directly coordinate with the counterpart designated Liaison Officer/s of the USCGA or US Embassy in the Philippines, as the case may be, and facilitate the necessary requirements and coordination for the admission of PCG candidates to the program.

V. PROCEDURES:

a. Upon receipt of the formal invitation from the USCGA, the Office of the Deputy Chief of CG Staff for Education and Training, CG-12 shall publish the same in the PCG Official Website or in the newspaper of general circulation for the knowledge of the general public. The invitation coming from the USCGA depends on the number of international cadets coming from a certain country, and may not be on a yearly basis.

b. The Selection Committee shall conduct a thorough screening to the PCG Fourth Class Cadets belonging to the PCG-PMMA Cadetship Program and to the candidates coming from the general civilian population. Candidates must meet the minimum requirements.

- Must be physically and mentally fit and able to swim;
- Must be at least 17 years old and should not be 23 years old by 27th of June of the current calendar year;
- Single and with no legal dependents;
- Must have no derogatory records or legal impediments;
- Must have excellent communication skills

- Must be proficient in both English and Mathematics subjects
- Must pass the series of exams conducted before them
- Must pass other requirements as prescribed by the USCGA

c. The Selected PCG-PMMA Fourth Class Cadets and candidates from the general civilian population shall pass the following series of exams as administered at the following:

Examination	Venue	Passing Rate
American Language Course Placement Test	Speech Laboratory, 2 nd Floor, AFP Education and Doctrine Command, Camp Gen Emilio Aguinaldo, Quezon City	85
English Comprehension Level Test	JUSMAG-Philippines, Aduana Building, Camp Gen Emilio Aguinaldo, Quezon City	85
*Scholastic Aptitude Test or American College Testing	Accredited Testing Centers in the Philippines	For SAT 600 (Math) 600 (English) For ACT 26 (Math) 27 (English)

**Note: SAT or ACT exam must be registered online. Examination fees will be shouldered by the applicant individually. Applicants may visit <https://collegereadiness.collegeboard.org/sat/register/international> and <https://www.act.org/content/act/en/products-and-services/the-act-non-us.html>*

d. The Office of the Deputy Chief of CG Staff for Education and Training, CG-12 shall advise the candidate if he/she is qualified to take the SAT or ACT and further advise them on the date of the exam. It shall be the responsibility of the candidate to verify the nearest testing center that will administer each examination (SAT or ACT) and to register directly with the appropriate testing agency. The USCGA must be named as one of the Colleges to receive test scores (Director of Admissions, US Coast Guard Academy, New London, Connecticut 06320).

e. Upon successful completion of the above-mentioned series of exams, the candidates shall be required to undergo the Physical Fitness Examination (PFE) and Swimming Test using the USCGA's Cadet PFE standards and requirements to be administered by the designated USCG Officer or US Embassy Representative. This is to ensure that all candidates are physically fit to undergo rigid training abroad.

f. The designated PCG Liaison Officer shall accompany them to the US Embassy or to a designated place for the interview. For PCG-PMMA Cadets, they shall be fetched from PMMA going to the designated place, while the civilian candidates shall have to get to the place of interview on their own. The PCG Liaison Officer will also provide necessary assistance in the processing of the documentary requirements listed in the USCGA manual.

VI. RESPONSIBILITIES:

Upon their formal acceptance by the USCGA Admission Board, the said units are responsible for the following:

- a. DCS for Education and Training, CG-12
 - shall officially request for the termination of training of the PCG-PMMA fourth class cadets with the PMMA for their appointment as PCG Cadets in the USCGA.
 - shall process the necessary travel requirements and documents for their timely departure.
- b. DCS for Human Resource Management, CG-1
 - issue appointment orders as PCG Cadets for those who were accepted from the PCG-PMMA and from the general civilian population.
 - issue orders placing the following PCG Cadets with RECSTA while undergoing training
- c. DCS for Comptrollership, CG-6
 - ensure the availability of funds for this purpose
- d. Commander, Coast Guard Finance Center
 - ensure the availability of Automated Teller Machine (ATM) card forms and the inclusion of the USCGA successful candidates in the PCG payroll system
- e. PCG Liaison Officer
 - monitor the progress of the said cadets while in their four-year course until their graduation and eventual return to the Philippines. The PCG Liaison Officer may be allowed to travel from HPCG to USCGA as necessary for command and staff supervision and management purposes as directed by CPCG.

VII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

EDUARDO D FABRICANTE
COMMO **PCG**
Chief of Coast Guard Staff


LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant
06/09/1991

Enclosure: *International Cadet Candidate Physical Fitness Examination*



International Cadet Candidate Physical Fitness Examination

Instruction Manual & Scoring Table

Revised 10/03/2018

FOREWORD

Life as a Coast Guard Academy cadet - and later as a military officer - is physically demanding. In addition to being required to participate in sports each year, cadets are required to take a Physical Fitness Examination (PFE) each semester. Experience indicates that individuals who cannot meet, or struggle to meet, our physical fitness standards are more likely to leave the Academy during the first few weeks of Swab Summer. To ensure that we are enrolling physically fit young men and women, cadet candidates are required to take the PFE as part of the application process.

ADMINISTERING THE PFE TO INTERNATIONAL CADET CANDIDATES

The PFE is a 300-point test consisting of three elements worth a maximum of 100 points each. It must be administered in the following sequence with a maximum rest period of five minutes in between the events.

1. Cadence Push-Ups
2. Two-Minute Sit-Ups
3. 1.5 Mile Run

The candidate should ask either a coach or physical education instructor to administer the PFE. Before scheduling the test, the candidate should practice each event and concentrate on improving any weaknesses. On the day of the test, the candidate should be dressed in comfortable work-out clothing and running shoes; the candidate should arrive early enough to complete a thorough and active warm-up routine.

The examiner should review this manual and the PFE Scoring Form prior to the exam and have prepared an emergency action plan for medical assistance, if required. All necessary equipment for each event should be set-up before the test begins. All results should be marked on the PFE Scoring Form. At the beginning of the exam, the examiner should measure the height and weight of the candidate in gym shorts and t-shirt (no shoes), recording these results at the bottom of the PFE Scoring Form. After all events have been completed, use the scoring table contained in this manual to convert raw scores to points for each event; calculate and record the total score.

The examiner must provide contact information and both individuals should sign the form. By signing/submitting the form, the examiner and candidate are confirming that the exam was administered according to the instructions in this manual and that raw scores/points are true.

Scores must come from a single test session and cannot be pieced together from multiple sessions or practice tests.

CADET PFE STANDARDS

All cadets at the Coast Guard Academy are required to pass the PFE at the beginning of each semester. The standard for graduation is 200 points and cadets should always strive to achieve this score. Any cadet who scores below 165 points will be recommended for suspended disenrollment and may be recommended for immediate disenrollment based on previous PFE performance. There is not a prescribed minimum performance for each individual event on the PFE; only total scores are assessed.

<u>Score</u>	<u>Letter Grade</u>	<u>Score</u>	<u>Letter Grade</u>
285-300	Max Club	200-221	C
258-284	A	165-199	D
222-257	B	0-164	F

New cadets take the PFE during the first week of Swab Summer. Cadets who score less than 130 points on this first test may be recommended for immediate disenrollment. By the end of Swab Summer, usually the third week in August, new cadets are expected to score at least 165 points. Cadets unable to achieve this score by the end of the first academic semester, usually the second week in December, are normally disenrolled. Consequently, an applicant who cannot attain a score of at least 130 points will not receive a full appointment. This standard may be raised based on the competitiveness of the applicant pool and the needs of the Coast Guard.

CLASS OF 2022 PERFORMANCE

For your information and comparison, the following is a table of mean performances by the Class of 2022 from their initial Swab Summer Physical Fitness Examination in July 2018:

<u>Event</u>	<u>Men</u>	<u>Women</u>
1. Cadence Push-Ups	37	28
2. Two Minute Sit-Ups	81	78
3. 1.5 Mile Run	10:38	12:29

EVENT 1 CADENCE PUSH-UPS

Equipment: A stopwatch.

Description: Push-Ups must be completed to cadence, with one push-up completed every two seconds for a maximum of 60 in two minutes. The examiner should give the "up" command at one second and "down" at the next. At the start of the event, lie on your stomach with your hands shoulder-width apart (directly under your shoulders); fingers should be facing forward; elbows are bent. On the "up" command, elbows are locked, body straight, hips may not be flexed. On the "down" command, back is straight with elbows bent to at least 90 degrees. Continue doing push-ups, staying on cadence, for as long as possible. No resting is permitted and your hand position cannot be changed. The event is finished when push-ups are not properly executed, you cannot stay with the cadence, or two minutes has passed.

Precautions: Resting is not allowed; do not lift your hands off the ground or change hand position; keep your body straight at all times; hips may not flex and buttocks should remain in line with your back and legs.

Scoring: Record the total number of properly executed push-ups. If the candidate is able to stay with cadence for two minutes, the maximum raw score is 60.



Figure 1
Proper Up Position

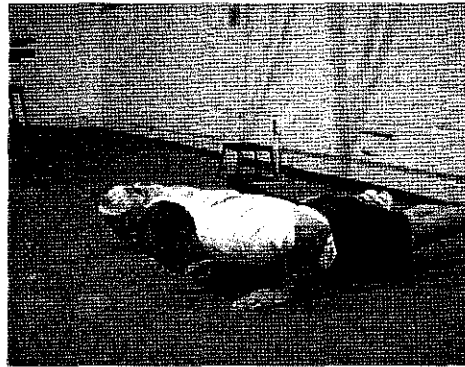


Figure 2
Proper Down Position

EVENT 2 TWO-MINUTE SIT-UPS

Equipment: Gymnasium mat and a stopwatch.

Description: Lie on your back with your knees flexed so that your feet are flat on the floor and eight to twelve inches from your buttocks. Have someone hold your feet firmly; cross your arms across your chest with your hands firmly grasping your t-shirt above your shoulders. When the examiner begins the event with the "go" command, curl your torso up so your arms touch your thighs, then return to the start position. Repeat as many times as possible in two minutes.

Precautions: A sit-up will not count if you do not maintain the above form or if you allow your arms to swing away from the body during the sit-up.

Scoring: Record the number of properly executed sit-ups performed in a two-minute period.



Figure 3
Start/Finish Position



Figure 4
Proper Sit-Up Position

EVENT 3 1.5 MILE (2.4 KILOMETER) RUN

Equipment: A measured 1.5 mile (2.4 kilometer) course and a stopwatch.

Description: You will cover the 1.5 mile (2.4 kilometer) course in the fastest possible time.

Precautions: You must be physically prepared for this event. If you become winded, or have a muscle cramp, you may walk; however, you must stay within the measured course. This event may not be completed on a treadmill or other fixed machine.

Scoring: Record the time, to the nearest second, that it takes to complete the 1.5 mile (2.4 kilometer) course.

INTERNATIONAL CADET CANDIDATE SWIMMING EVALUATION

Equipment: Any size swimming pool with an eight foot (2.5 meter) depth at some point and with a 25 yard (23 meter) length. A calm lake or other inland body of water may be used if a pool is not available. A stopwatch should be used for timing.

Description: Swim 25 yards (23 meters) using any stroke then, without resting, tread water for up to 15 minutes. Your head should remain above water at all times and you may not touch the sides or bottom of the pool at any time.

Precautions: A qualified lifeguard should be present during this evaluation.

Scoring: Record the time, to the nearest second, that it takes to complete the 25 yard (23 meter) swim. Record the time, in minutes, that the candidate treads water up to 15 minutes. If the candidate is unable to tread water for 15 minutes, the lesser time should still be recorded.

PFE SCORING TABLE

Points	Event 1 Push-Ups Number		Event 2 Sit-Ups Number		Event 3 1.5 Mile Run Min : Sec		Points
	Men	Women	Men	Women	Men	Women	
	60	48-60	100+	100+	<=8:06	<=10:01	
100							100
99		47	99	99	8:07-8:10	10:02-10:05	99
98	59		98	98	8:11-8:14	10:06-10:09	98
97	58	46	97	97	8:15-8:19	10:10-10:13	97
96	57	45	96	96	8:20-8:23	10:14-10:17	96
95			95	95	8:24-8:27	10:18-10:22	95
94	56	44	94	94	8:28-8:32	10:23-10:28	94
93	55	43	93	93	8:33-8:36	10:27-10:30	93
92	54	42	92	92	8:37-8:40	10:31-10:34	92
91			91	91	8:41-8:45	10:35-10:39	91
90	53	41	90	90	8:46-8:49	10:40-10:43	90
89	52	40	89	89	8:50-8:53	10:44-10:47	89
88	51		88	88	8:54-8:58	10:48-10:51	88
87		39	87	87	8:59-9:02	10:52-10:55	87
86	50	38	86	86	9:03-9:06	10:56-11:00	86
85	49		85	85	9:07-9:11	11:01-11:04	85
84	48	37	84	84	9:12-9:15	11:05-11:08	84
83	47	36	83	83	9:16-9:20	11:09-11:12	83
82		35	82	82	9:21-9:24	11:13-11:17	82
81	46		81	81	9:25-9:28	11:18-11:21	81
80	45	34	80	80	9:29-9:33	11:22-11:25	80
79	44	33	79	79	9:34-9:37	11:26-11:29	79
78			78	78	9:38-9:42	11:30-11:33	78
77	43	32	77	77	9:43-9:46	11:34-11:38	77
76	42	31	76	76	9:47-9:50	11:39-11:42	76
75	41		75	75	9:51-9:54	11:43-11:46	75
74		30	74	74	9:55-9:59	11:47-11:50	74
73	40	29	73	73	10:00-10:03	11:51-11:55	73
72	39	28	72	72	10:04-10:07	11:56-11:59	72
71	38		71	71	10:08-10:12	12:00-12:03	71
70		27	70	70	10:13-10:16	12:04-12:07	70
69	37	26	69	69	10:17-10:20	12:08-12:11	69
68	36		68	68	10:21-10:25	12:12-12:16	68
67	35	25	67	67	10:26-10:29	12:17-12:20	67
66		24	66	66	10:30-10:33	12:21-12:24	66
65	34		65	65	10:34-10:38	12:25-12:28	65
64	33	23	64	64	10:39-10:42	12:29-12:33	64
63	32	22	63	63	10:43-10:46	12:34-12:37	63
62	31	21	62	62	10:47-10:51	12:38-12:41	62
61			61	61	10:52-10:55	12:42-12:45	61
60	30	20	60	60	10:56-10:59	12:46-12:49	60
59	29	19	59	59	11:00-11:04	12:50-12:54	59
58	28		58	58	11:05-11:08	12:55-12:58	58
57		18	57	57	11:09-11:12	12:59-13:02	57
56	27	17	56	56	11:13-11:17	13:03-13:06	56
55	26		55	55	11:18-11:21	13:07-13:11	55
54	25	16	54	54	11:22-11:25	13:12-13:15	54
53		15	53	53	11:26-11:30	13:16-13:19	53
52	24	14	52	52	11:31-11:34	13:20-13:23	52
51	23		51	51	11:35-11:39	13:24-13:27	51

Points	Event 1 Push-Ups Number		Event 2 Sit-Ups Number		Event 3 1.5 Mile Run Min : Sec		Points
	Men	Women	Men	Women	Men	Women	
	22	13	50	50	11:40-11:43	13:28-13:32	
50							50
49		12	49	49	11:44-11:47	13:33-13:36	49
48	21		48	48	11:48-11:52	13:37-13:40	48
47	20	11	47	47	11:53-11:56	13:41-13:44	47
46	19	10	46	46	11:57-12:00	13:45-13:49	46
45	18		45	45	12:01-12:05	13:50-13:53	45
44		9	44	44	12:06-12:09	13:54-13:57	44
43	17	8	43	43	12:10-12:13	13:58-14:01	43
42	16	7	42	42	12:14-12:18	14:02-14:05	42
41	15		41	41	12:19-12:22	14:06-14:10	41
40		6	40	40	12:23-12:26	14:11-14:14	40
39	14	5	39	39	12:27-12:31	14:15-14:18	39
38	13		38	38	12:32-12:35	14:19-14:22	38
37	12	4	37	37	12:36-12:39	14:23-14:27	37
36		3	36	36	12:40-12:44	14:28-14:31	36
35	11		35	35	12:45-12:48	14:32-14:35	35
34	10	2	34	34	12:49-12:52	14:36-14:39	34
33	9	1	33	33	12:53-12:57	14:40-14:43	33
32			32	32	12:58-13:01	14:44-14:48	32
31	8		31	31	13:02-13:05	14:49-14:52	31
30	7		30	30	13:06-13:10	14:53-14:56	30
29	6		29	29	13:11-13:14	14:57-15:00	29
28	5		28	28	13:15-13:18	15:01-15:04	28
27			27	27	13:19-13:23	15:05-15:09	27
26	4		26	26	13:24-13:27	15:10-15:13	26
25	3		25	25	13:28-13:31	15:14-15:17	25
24	2		24	24	13:32-13:36	15:18-15:21	24
23			23	23	13:37-13:40	15:22-15:26	23
22	1		22	22	13:41-13:44	15:27-15:30	22
21			21	21	13:45-13:49	15:31-15:34	21
20			20	20	13:50-13:53	15:35-15:38	20
19			19	19	13:54-13:57	15:39-15:43	19
18			18	18	13:58-14:02	15:44-15:47	18
17			17	17	14:03-14:06	15:48-15:51	17
16			16	16	14:07-14:11	15:52-15:55	16
15			15	15	14:12-14:15	15:56-15:59	15
14			14	14	14:16-14:19	16:00-16:04	14
13			13	13	14:20-14:24	16:05-16:08	13
12			12	12	14:25-14:28	16:09-16:12	12
11			11	11	14:29-14:32	16:13-16:16	11
10			10	10	14:33-14:37	16:17-16:21	10
9			9	9	14:38-14:41	16:22-16:25	9
8			8	8	14:42-14:45	16:26-16:29	8
7			7	7	14:46-14:50	16:30-16:33	7
6			6	6	14:51-14:54	16:34-16:37	6
5			5	5	14:55-14:58	16:38-16:42	5
4			4	4	14:59-15:03	16:43-16:46	4
3			3	3	15:04-15:07	16:47-16:50	3
2			2	2	15:08-15:11	16:51-16:54	2
1			1	1	15:11-15:14	16:55-16:58	1
0			0	0	15:15+	16:59+	0