



COMDTINST 1040.4C
FEB 3 1999

COMMANDANT INSTRUCTION 1040.4C

Subj: CAREER DEVELOPMENT ADVISOR PROGRAM (CDA)

1. PURPOSE. This instruction outlines revised responsibilities and a name change to the Career Information Specialist program; and details duties, responsibilities, eligibility, procedures for application, selection, assignment, and utilization of Career Development Advisors.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel and special staff offices at Headquarters shall ensure the contents of this instruction are given widest distribution.
3. DIRECTIVES AFFECTED. COMDTINST 1040.4B is cancelled.
4. BACKGROUND.
 - a The Career Information Specialist (CIS) Program was reinstated in 1991, to help ensure enlisted personnel were made aware of the advantages of a Coast Guard career, provide those who chose to separate with an overview of the benefits they had earned during their military career, and to assist their transition from a military career to civilian life.
 - b With many leadership initiatives currently underway for our workforce and interventions stemming from the workforce cultural audit, the future direction of the Career Information Specialist (CIS) program must change to meet the needs of the 21st century Coast Guard. The Career Development Advisor (CDA) program will focus on career development and career planning as we assist members to pursue their professional development. The ultimate goal is to help Coast Guard personnel achieve their full potential.

- c The Office of Leadership and Professional Development (G-WTL) is the program manager for the CDA program. The Worklife program (G-WKW) retains responsibility for assisting separating members with transitions to civilian life.
- d Administrative responsibility for the CDA program will be a function of Force Optimization and Training (FOT) branches located at Integrated Support Commands except for the CDA's located at ISC Kodiak, Headquarters Support Command, and the Coast Guard Institute. Both the FOT and the CDA programs are charged with personnel management and training, and providing timely and accurate information to personnel on career issues. In addition, both program goals include the recruiting and retention of qualified personnel.

5. PROCEDURES.

- a Duties and Responsibilities. CDA duties will consist of coordinating career development programs for Coast Guard personnel and providing a necessary flow of communication to each commanding officer and officer in charge on career planning, career development, leadership initiatives, and policies and programs affecting their active and reserve personnel. CDA's will be responsible for:
 - (1) Coordinating the development and dissemination of career development information.
 - (2) Assisting commands in their efforts to help members set personal and career goals. Individual career counseling remains a command responsibility.
 - (3) Working in partnership with Commandant designated Command Master Chiefs (CMC), rating and force managers, collateral duty CMC's, and Educational Service Officers (ESO).
 - (4) Maintaining liaison with local recruiting offices and educational institutions on available career opportunities.
 - (5) Preparing and delivering career development presentations to Coast Guard personnel.
- b Subject Matter Experts. CDA's will be subject matter experts in the following areas:
 - (1) Career goal setting
 - (2) Mentoring
 - (3) Voluntary education opportunities
 - (4) Tuition assistance

- (5) Active duty to Reserve transition
 - (6) Enlisted ratings
 - (7) Bonus programs
 - (8) Paths of advancement
 - (9) Enlisted to officer programs
 - (10) Veterans education benefits
 - (11) Reenlistment programs
 - (12) High Year Tenure (HYT)
 - (13) Centralized First Term Reenlistment Review (CFTRR)
 - (14) Class "A" schools
 - (15) General knowledge of Coast Guard organization, programs, missions, and functions.
- c Eligibility. Career Development Advisor billets are reserved for outstanding Senior Chief Petty Officers and Chief Petty Officers who exemplify the finest leadership abilities and adhere to the Coast Guard's Core Values. To be eligible for assignment as a CDA, the individual must meet the minimum standards outlined in Article 4.E.2.a of the Coast Guard Personnel Manual, COMDTINST M1000.6A, and
- (1) Have demonstrated leadership abilities and broad management skills.
 - (2) Possess effective communication abilities (oral and written) and proven administrative capabilities.
 - (3) Have demonstrated effective counseling skills.
 - (4) Have a sharp military appearance, demeanor, military bearing and meet all health and physical requirements.
 - (5) Have an outstanding performance record.
 - (6) Be a highly motivated role model.
 - (7) Have a strong overall potential to be successful as a CDA.
 - (8) Have a broad perspective of the Coast Guard.

- (9) Be a graduate of the Chief Petty Officer or a DOD Senior Enlisted Academy.
- d Application. Those desiring assignment as a Career Development Advisor will submit an application package and a completed assignment data card, CG-3698A, to Commander, (CGPC-epm-2) via their chain of command. Applicants must clearly indicate their desire to be assigned as a Career Development Advisor. Application packages must contain:
- (1) A letter requesting assignment to a Career Development Advisor position which should include a statement of why the applicant requests assignment to a CDA billet, what experience the applicant would bring to the position, and the applicant's view of the responsibilities of the position.
 - (2) Commander/commanding officer endorsements must certify the candidate is fit to assume the duties of a CDA. Prospective CDA's must:
 - (a) Be physically fit. Member must meet allowable weight standards.
 - (b) Possess effective communication abilities (oral and written).
 - (c) Have a sharp military appearance, demeanor, military bearing and meet all health and physical requirements.
 - (d) Be a highly motivated role model.
 - (e) Have a strong overall potential to be successful as a CDA.
 - (3) Commander, (CGPC-epm-2) and the CDA program manager will screen application packages to ensure applicant eligibility. Upon notification, assignments will be made by CGPC-epm-2.
6. RESPONSIBILITY.
- a Commandant (G-WTL), as program manager, shall ensure that relevant career-related information is provided to each CDA.
 - b Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and officers in charge shall ensure all enlisted personnel are made aware of the Career Development Advisor program. Command support is essential to achieving the ultimate goals of this program. Collateral duties assigned to CDA's should not interfere with the need to travel to field units.

/s/ T.J. Barrett
Director of Reserve and Training