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FM COMCOGARD PSC ARLINGTON VA
TO ALCGPSC
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SUBJ: OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS
FOR ASSIGNMENT YEAR 2015

A. CG PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST
M1500.10C

B. ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION
APPLICATION PROCESS GUIDE ASSIGNMENT YEAR 2015

C. OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST M1000.3
(SERIES)

D. COMCOGARD FORCECOM NORFOLK VA//FC-C// 122346Z MAY 14, ALCOAST
207/14

1. This message announces postgraduate and advanced education (PG/Adv Ed) opportunities offered by the Coast Guard to qualified officers and select enlisted members. It clarifies the PG/Adv Ed application procedures outlined in Ref A. Where the application process guidance in this message conflicts with Ref A, guidance herein and in Ref B takes precedence. These procedures also govern enlisted members applying to the Physician Assistant program. Guidance will be released via message regarding Senior Education and Fellowship Panels.

2. In order to maintain fairness to all applicants in this highly competitive process, the published requirements and deadlines will be rigorously enforced. Applicants bear the responsibility for ensuring their application is submitted on time, complete, and in compliance with applicable instructions and requirements. Applicants are responsible for working with their command, SPO, and PSC Records Branch (BOPS-C-MR) to correct any record errors or omissions. Applicants who fail to meet the established requirements will not be considered by the selection panels.

3. Eligibility requirements:

a. Only officers who are tour complete in 2015 are permitted to apply.

b. Officers must have a minimum of two years commissioned USCG service at the time of enrollment in the academic program in the fall of 2015.

c. Members who are currently enrolled in a USCG sponsored PG/Adv Ed program or who are currently serving in a specialty tour following completion of a PG/Adv Ed program are not eligible to apply. Additionally, those members who have already attended full-time PG/Adv Ed programs through the Coast Guard will not normally be selected for another opportunity. However, these officers are not precluded from applying as there are programs for members seeking higher level degrees in their specialty (e.g., LAW-LLM, MS in Acquisition Project Management).

d. Officers applying to PG/Adv Ed programs leading to an advanced degree must have a conferred baccalaureate degree at the time of their e-Resume submission. The only exceptions to this requirement are those members applying to: Advanced Computer, Engineering and Technology (ACET), Aeronautical Engineering Officer (AEO) training, Contract Management, Naval Engineering Technology (NET), and Physician Assistant programs. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.

e. Members recalled from retirement are not eligible to apply.

f. Officers who submit a retirement or resignation request will be removed from further consideration for any PG/Adv Ed programs.

g. Officers who are not selected for promotion during the PG/Adv Ed panel season will have their applications withdrawn or will be removed as a primary or alternate selectee.

h. Targeted grade ranges for specific PG/Adv Ed programs will be identified in the respective program solicitation.

i. Additional requirements may be set forth in program-specific solicitations. Members of the CG Reserve or officers holding a Reserve commission should review paragraph 9 below before submitting an application.

4. Ref B is the primary source for information in properly completing the application process in Direct Access. Do not use "PSC eResumes" link when applying to PG/Adv Ed programs, instead use "Create e-Resume" link. Pages 13-20 of Ref B contain several checklists and guidance on program selection to complete the e-Resume and e-interview portion of the application correctly. Applicants, units, and SPOs should use this guide and its checklists to ensure eligibility requirements are met and Direct Access functions are submitted on time. The Guide is available on the OPM-1 websites listed in paragraph 19 below.

5. Selection panels are guided by the panel precept and base their decisions on information in official records and applications. Panels will see the following for each applicant:

- a. IPDR (note: all service entries, whether enlisted or officer, will be viewed).
- b. Applicant's e-Resume PG/Adv Ed choices in preference order and Mbr Comments.
- c. Command e-interview comments.
- d. Education and test data from Direct Access.
- e. Tour completion date and assignment history.
- f. Employee Summary Sheet (ESS) - Panel View.
- g. Letters of recommendation are required for the Physician Assistant and Dental residency programs only. Letters of recommendation will not be considered for applicants to any other program.
- h. Some programs may require writing samples. These should be submitted in accordance with program specific solicitation messages.
- i. Separate communications to the panel other than e-Resume comments are not permitted.

6. Prospective applicants should act now to ensure their IPDR is complete (e.g., OERs, CG-4082, and academic transcripts). Officers applying for PG/Adv Ed programs should not delay their regular annual/semiannual OER submissions. A special OER documenting an applicant's most recent performance may be submitted if it meets the criteria of Art. 5.A.3.C.1.C of Ref C.

7. Officers are encouraged to review their Employee Summary Sheet. The ESS provides a consolidated view of their information as it appears in Direct Access. This serves as a means for every Coast Guard member to review his/her personal data and to ensure the information in Direct Access is updated and accurate.

8. Specific guidance for aviators: Aviators may apply to all PG/Adv Ed programs except for Law (JD and LLM), Medical (e.g., Health Care Administration), or those designated for Public Health Service (PHS) officers. Aviators should carefully examine Aviation Career Incentive Pay (ACIP) gates and upcoming assignment windows when considering applying for any of the eligible programs. Follow-on tours within each educational study will not be deferred. Based on the current Service need to keep Aircraft Commanders in the fleet,

aviators completing their first operational tour will remain in an operational assignment for at least a second consecutive tour. The maximum number of aviators selected per program will be determined based on Service need, aviation program requirements, and balancing PG/Adv Ed opportunities for aviators. Questions should be referred to the respective aviation assignment officer.

9. Specific guidance for Reserve officers: Reserve officers (O3 and below) on Extended Active Duty (EAD), as defined in Ch. 1.B of Ref C, may apply for PG/Adv Ed opportunities. Selected members must sign a new EAD contract prior to enrollment. The new contract will include existing obligated service as well as obligated service incurred upon completion of the PG/Adv Ed program. These periods of obligated service do not run concurrently. Enlisted members on EAD may apply for the IPAP program and, if selected, must sign an active duty agreement extending through the required obligated service. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities. Officers and enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not authorized to apply. Permanent and provisional Reserve Program Administrators (RPAs) are only eligible to apply for the reserve program management program. Specific guidance for RPAs will be published in that program's solicitation message.

10. Specific guidance for PHS officers: PHS officers may only apply for the Dental residency and Public Health programs. PHS officers may apply to other health-related programs (e.g., Health Care Administration) on a case-by-case basis using PHS-only tabs. PHS officers will incur the same obligated service commitment for PG/Adv Ed attendance as regular officers. Questions regarding these issues should be referred to the respective Headquarters program manager.

11. In accordance with Ref A, PG/Adv Ed school graduates incur obligated service and should expect to go immediately to program related staff assignments. See Refs A and B for further information on obligated service and delayed enrollment.

12. Applicants are encouraged to consider their application and selection to PG/Adv Ed in the context of their overall career strategy. Timing of PG/Adv Ed attendance can be critical as the education and follow-on assignment period together may total up to seven years. Career management questions should be addressed to the OPM Career Management Branch (OPM-4).

13. Members selected during the AY15 PG/Adv Ed season will be assigned to Duty Under Instruction (DUINS) in 2015.

14. Primary and alternate selections will be announced via msg after the PG/Adv Ed panel adjourns and the results are approved.

15. The PG/Adv Ed panel schedule and generic precept will be available prior to selection panel convening dates on the OPM-1 PG/Adv Ed web site and CG Sharepoint page listed in paragraph 19 below.

16. Deadline: Application/e-Resume submission for all PG/Adv Ed programs is 20 June 2014. The following must be received by this deadline:

- a. E-Resume submission
- b. Command endorsement and e-Resume marked final
- c. Test scores correctly entered in Direct Access
- d. Test scores scanned into IPDR
- e. Completed degree information and corresponding GPA correctly entered in Direct Access
- f. Transcripts scanned into IPDR
- g. Waiver requests

17. For field validation purposes, CG PSC will release an ALCGPSC message listing all PG/Adv Ed applicants after the 20 June 2014

application deadline.

18. POCS:

- a. PG/Adv Ed Coordinator: LT Lauren Milici, 703-872-6441.
- b. PG/Adv Ed YN: YN3 Benjamin May, 703-872-6436.
- c. Chief, Boards Section: LCDR Matt Moyer, 703-872-6438.
- d. OER Questions: Email OPM-3 via ARL-PF-CGPSC-OPM(at)uscg.mil.
- e. Career Management Questions: Email OPM-4 via

ARL-PF-CGPSC-OPM-4(at)uscg.mil.

19. Web Sites:

- a. CG PSC (OPM-1) Postgraduate/Advanced Education (PG/Adv Ed)

Information:

<http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp>

- b. CG PSC (OPM-1) Reference Library (CG Portal):

<https://cglink.uscg.mil/e0fbceaf>

c. CG PSC (BOPS-mr) IPDR information (formerly PSD-mr, records branch): www.uscg.mil/psd/mr

- d. CG PSC (OPM-3) OER information:

<http://www.uscg.mil/psc/opm/opm3/opm-3.asp>

- e. CG PSC (OPM-4) Career Management:

<http://www.uscg.mil/psc/opm/opm4/opm-4.asp>

- f. CG PPC guide to Direct Access:

<http://www.uscg.mil/ppc/ps/>

20. RADM Dave R. Callahan, Commander, CG Personnel Service Center, sends.

21. Internet release is authorized.

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