

# CG Career Development Advisor (CDA)

This program requires the submission of a package and E-resume at the time of application.

## Job Description

The Career Development Advisor Program promotes policies and programs designed to retain a diverse, highly capable and flexible workforce through training, education, and professional development. The primary goal is to ensure team Coast Guard members, wherever stationed, are provided sufficient and timely information to enable sound career decisions. CDAs assist commands with efforts to help members set personal and career goals through unit training.

CDA positions are located at the PSSU's. This position requires extensive travel.

## Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2011 to apply.
- You must be an E-7 (not above the cut for E-8).
- You MUST meet the Special Assignments criteria outlined in the PERSMAN, Arts. 4.E.2.A, COMDTINST 1040.4D
- Must have completed the CPO Academy or a DoD Senior Enlisted Course by the date of application.
- Must have or be eligible for the Government Travel Charge Card.

## Timeline

Full applications and E-resumes are due NLT 16 Jul 2010.

## AY11 Applicant Packages - Assemble as follow top to bottom:

- CO Endorsement – **See Note 1 for guidance.**
- Member's Memo – **See Note 2 for guidance.**
- Printed From Direct Access, Employee Review Summary
- Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using New Office Document > Other Document > Professional Resume.
- Photos: Two 4x6 Full Length photos - Tropical Blue Long (**Note 3**); Uncovered; One side view, one front View.

**Note 1: Command Endorsement (Second page endorsement format):** Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement the member meets the minimum qualifications in PERSMAN Arts. 4.E.2 and COMDTINST 1040.4D.
- Communication Skills. Overall speaking ability; tact and diplomacy, confidence, and general interaction with speaking to large and small groups. Certification the member does not have a pronounced accent or speech defect. Member must be comfortable speaking in front of or to large groups w/without the use of technology.

- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament, and their ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.

**Note 2: Coast Guard Memorandum not to exceed two pages. Use each bullet as the topic for a paragraph.**

- Specifically addresses why you are interested in becoming a CDA;
- What the role of a CDA is;
- Your experience/knowledge with today's technology (i.e. PPT, E-learning and so forth).
- Your CPO or DoD Senior Non-Commissioned Officer Academy and graduation date.

**Note 3: Personnel assigned to PATFORSWA - pictures can be taken in Desert BDUs.**

**The preferred method of package receipt is PDF electronic files. Files must contain signatures. If an e-copy package is transmitted a hard copy is not necessary or desired. E-mail to CWO Steven Merchant at Steven.E.Merchant(at)uscg.mil. No faxing.**

**If mailing due to lack of connectivity, the package shall be sent to:**

COMMANDER (PSC-EPM-2)  
PERSONNEL SERVICE CENTER  
Attn: Special Assignments  
US COAST GUARD STOP 7200  
4200 WILSON BLVD STE 1100  
ARLINGTON VA 20598-7200

### **E-Resumes and Shopping List**

The Official Shopping List has been posted within the Special Assignments web page under the "General Special Assignment Positions" link. Please list at least three positions on your E-resume. **Command Endorsement to the E-resume should read:** "Highly recommended for CDA duty. Member meets the minimum requirements outlined in PERSMAN Arts. 4.E.2.A and COMDTINST 1040.4D. Package under separate cover."

**Advisory: Members applying to this program need to be prepared to go to any vacancy.**

### **Competition**

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic interview process takes place. The Program Manager works closely with EPM-2 and a "best qualified" applicant list is developed. Applicants will be contacted via email or phone on their selection and assignment locations.

"What is Best Qualified?" Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary

grooming and fitness, as well as maturity, even temperament and outstanding judgment. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.

**Pay and Allowances**

There is no SDAP for this program.

**Training**

See COMDTINST 1040.4D.