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FM COMCOGARD PSC ARLINGTON VA//EPM-1//
TO ALCGPSC
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ALCGENL 024/12

Subj: Assignment Year 2013 (AY13) Enlisted Personnel Advanced Education (AE) Programs

A. Performance, Training, and Education Manual, COMDTINST M1500.10C, Chapter 10

B. Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8G

1. This message marks the beginning of the annual cycle for the enlisted AE panel process. This solicitation is for active duty members only. Title 10 Reservists, extended active duty Reservists, and retired recall members are not eligible for these programs. Please read this message carefully to ensure your application is properly completed and submitted before the specified deadline date.

A. AE programs: this message applies to the following enlisted AE programs. Ratings eligible to apply for each program are listed below along with the name of the applicable program manager (PM) point of contact.

- 1) Advanced Computer, Engineering, and Technology (ACET)
NOTE: open to ET, IT, EM, MK, AET
PM: Mary Fuata, mary.k.fuata@uscg.mil, DCMS-81
- 2) Aviation Maintenance Technology (AMT)
Damage Control Industrial Technology (DCIT)
NOTE: AMT open to AMT, AET, and DCIT open to DC
PM: Mary Fuata, mary.k.fuata@uscg.mil, DCMS-81
- 3) Bachelor of Science in Intelligence (BSI)
Master of Science in Strategic Intelligence (MSSI)
NOTE: BSI and MSSI open to is; the BSI/MSSI program includes both full and part time
PM: MCPO Alan Paul, alan.d.paul@uscg.mil, CG-212
- 4) Emergency Management (EMM)
NOTE: open to all rates
PM: LCDR Tracy Wirth, tracy.l.wirth@uscg.mil, CG-5331
- 5) Environmental Management (EM)
NOTE: open to MST
PM: Lt Rhianna Macon, rhianna.n.macon@uscg.mil, CG-5332
- 6) Food Service/Culinary Arts (FSCA)
NOTE: open to FS
PM: Mary Fuata, mary.k.fuata@uscg.mil, DCMS-81
- 7) Medical Administration (MA)
NOTE: open to HS
PM: Mary Fuata, mary.k.fuata@uscg.mil, DCMS-81
- 8) Public Affairs (PA)
NOTE: open to PA
PM: MCPO Keith A. Alholm, keith.a.alholm@uscg.mil, CG-09225
- 9) Master of Performance Technology (PT)
NOTE: open to all rates
PM: LCDR Scott Casad, scott.s.casad@uscg.mil, fc-tot
- 10) U.S. Army Sergeants Majors Academy (USASMA)
NOTE: open to all rates
PM: SCPO Thomas Hillman, thomas.w.hillman@uscg.mil, CG-133

B. Application deadlines: application deadline dates for AY13 enlisted AE programs are listed below:

- 1) ACET 19 JUN 2012
- 2) AMT/DCIT 19 JUN 2012
- 3) BSI/MSSI 11 APR 2012
- 4) EMM 08 AUG 2012
- 5) EM 07 AUG 2012
- 6) FSCA 09 AUG 2012
- 7) MA 12 JUL 2012
- 8) PA 05 SEP 2012
- 9) PT 23 MAY 2012
- 10) USASMA 22 AUG 2012

C. Panel dates: panel dates for AY13 enlisted AE programs are listed below:

- 1) ACET 10-12 JUL 2012
- 2) AMT/DCIT 10-12 JUL 2012
- 3) BSI/MSSI 02-03 MAY 2012
- 4) EMM 29 AUG 2012
- 5) EM 28 AUG 2012
- 6) FSCA 30 AUG 2012
- 7) MA 02 AUG 2012
- 8) PA 26 SEP 2012
- 9) PT 13 JUN 2012
- 10) USASMA 12-13 SEP 2012

2. Application submission guidelines: the following general guidelines apply for submission of all AE program applications:

- A. PSC-EPM-1 will serve as the primary point of contact during the application process. Questions regarding the application process should be directed to the EPM-1 e-mail portal at arl-pf-cgpsc-epm-1-panels@uscg.mil. Questions regarding program specific elements should be directed to the PM poc listed in paragraph 1.A.
- B. Enlisted AE applications shall be sent via e-mail, the preferred method of submission, to arl-pf-cgpsc-epm-1-panels@uscg.mil. Applications submitted via regular U.S. Mail to Commander, Personnel Service Center, CG PSC-EPM-1, Mail Stop 7200, 4200 Wilson Blvd., Suite 1100, Arlington, VA 20598-7200, will be accepted, however, all incoming mail must be processed through an offsite, external mail security processing center which adds an additional two weeks for mail delivery. Regardless of the submission method, members will receive an e-mail acknowledgement of package receipt.
- C. If you do not receive an e-mail confirmation within one week of submission, contact [cg psc-epm-1 at 202-493-1724](tel:202-493-1724). Members, not commands, are responsible for ensuring their application package arrives at psc-epm-1 before the required application deadline, regardless of the submission method.

- D. Applicants who submit incomplete packages, before the deadline date, or who have items missing from their package will receive an e-mail notification of the deficiency. Those applicants will have until the day before the panel to submit all missing items. If items are still missing on the day of the panel, the applicants package will be disqualified from panel consideration. A standard application template is located at www.uscg.mil/psc/epm/adveddefault.asp.
 - E. Members whose packages are disqualified from panel consideration will be notified of such status following the release of the panel results.
 - F. Results from each selection panel will be published by message NLT two weeks following completion.
3. Minimum program requirements guidelines: the following minimum program requirements apply for submission to all AE programs, in addition to any specific requirements listed in paragraph 9.
- A. Resume include current unit, rotation date, and assignment history with assigned duties, education, training, and personal awards.
 - B. Latest SAT, ACT, or GRE scores must be less than five years old.
 - C. College transcripts if member has attended college, a copy of transcripts from all institutions must be included in the application package. Unofficial student copies are acceptable. The cumulative grade point average of the courses must be 2.5 or greater on a 4.0 scale.
 - D. All personal award citations.
 - E. Weight compliance members applying for AE programs must be in compliance with maw standards in accordance with ref (B).
 - F. Cover memo each applicant must submit a cover memo to psc-epm-1 via their command. The memo shall be written in times new roman, 12-point font, not to exceed one page, addressing why the applicant desires to attend an AE program.
 - G. Command endorsement the applicants command must provide a substantive endorsement to the applicants memo. The endorsement must include a statement certifying the member is in weight compliance in accordance with ref (B). This input is critical to the selection process and must include the commanding officers recommendation as it pertains to the members ability to complete the course of study, represent the Coast Guard, and their future potential.
 - 1) Commanding officers must provide written approval for applicants of the BSI part time program to use the college as their place of duty on Mondays and Wednesdays.
 - H. Reference letters reference letters are not authorized and shall not be included.
4. Electronic imaging personnel data record (EI-PDR) review: all candidates should review their official record, EI-PDR, maintained by CG PSC-PSD-MR, military records, and provide copies of any missing authorized documents. To request a copy of your EI-PDR, submit a signed Coast Guard memo to Mr. Harrison Morten. The primary and preferred method of delivery is a pdf document sent via e-mail to harrison.j.morten@uscg.mil. You may also mail or fax your request to CG PSC (PSD-MR). Send faxes to 202-493-1675 or 202-493-1676.
5. Tour completion dates: except as noted below, members are not required to be tour complete to apply for AE programs, however, the members tour completion date may be used as one of the discriminators for selection. Programs with specific tour completion information are listed below:
- A. BSI/MSSI BSI/MSSI part time applicants must be tour complete. The course of study requires instruction two days a week in the local Washington DC metro area.
 - B. EM Environmental Management applicants must be tour complete in the same year they enroll in the program.
6. Waivers:
- A. Deadline dates waivers of the application deadline dates will be considered on a case by case basis provided operational commitments preclude the applicant from submitting their package by the published deadline.

Packages will not be returned following the panels.

- B. Program requirements waivers of any program requirements or qualifications will be considered, by the PM, on a case by case basis.
7. Obligated service requirements: in accordance with ref (A), designated enlisted AE programs have obligated service requirements. Members failing to complete the entire course of study still incur obligated service requirements for each month of education completed. Specific program obligated service requirements are listed below:
- A. BSI part time day format this program will incur a service obligation and a Memorandum of Understanding (MOU) must be signed by the unit agreeing to allow two days a week away from the unit for instruction.
 - B. BSI part time evening and MSSSI part time no obligated service requirement exists for these part time programs.
 - C. USASMA the obligated service requirement for attendance at all DoD senior enlisted academies is two years.
8. Deferments: in accordance with ref (A), in order to afford enlisted members the ability to pursue other unique career opportunities (e.g., tours afloat) and provide the service greater depth of skilled personnel in essential mission areas, requests to defer assignment to AE programs may be considered on a case by case basis. The applicant and their command will be required to provide a memo outlining specific reasons for the request. Deferral requests will be considered by the PM, working in concert with the appropriate psc-epm-2 assignment officer (AO). The approval of a deferral request will be an exception not the rule.
9. Program eligibility requirements: specific program requirements for each AE program are listed below:
- A. Advanced Computer, Engineering, and Technology (ACET).
 - 1) ACET eligibility: senior petty officers, E-6 through E-8 and must have a minimum of six years total time in service as of 1 JUN 2012 (at least two years must be Coast Guard service) in the ET, IT, EM, MK, or AET ratings.
 - 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) College transcripts applicants in pursuit of a bachelor's degree must possess an associate's degree or 60 semester or 90 quarter hours documented undergraduate work. Work must be aligned with the ratings approved degree plan.
 - 3) Please refer initial questions to the rating force master chief (RFMC).
 - B. The Aviation Maintenance Technology (AMT). Damage Control Industrial Technology (DCIT).
 - 1) AMT eligibility: petty officers, E-5 through E-7, as of 01 JUN 2012 in the AMT and AET ratings.
 - 2) DCIT eligibility: senior petty officers, E-6 through E-8 and must have a minimum of six years total time in service as of 1 JUN 2012 (at least two years must be Coast Guard service) in the DC rating.
 - 3) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) College transcripts applicants in pursuit of a bachelor's degree must possess an associate's degree or 60 semester or 90 quarter hours documented undergraduate work. Work must be aligned with the ratings approved degree plan.
 - (B) Professional certifications AMT applicants applying for the AMT program should provide a copy of their A and P licenses, if earned, QA letters, and any other applicable training certificates.
 - 4) please refer initial questions to the rating force master chief (RFMC).
 - C. Bachelor of Science in Intelligence (BSI). The BSI curriculum focuses on four broad areas of education: intel community, processes, consumers, and the strategic landscape. Students are afforded the opportunity to complete their undergraduate degree by taking 14 core courses and five electives over a four quarter period for a total of 60 quarter hours of credit.
 - 1) Full time BSI program: the full time BSI program is one year in duration and begins August 2013. All

requirements below must be met and verified by the applicants command.

(A) Eligibility: active duty intelligence specialists E-5 through E-8 who have completed a minimum of 80 semester hours of undergrad work by the time classes convene, at least 20 of those credits must be in upper division (300-400) level classes. Members who do not possess the 80 credits by the time the panel meets, but will have the credits by AUG 2013, may submit a package.

(B) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:

(1) Applicants must have a minimum of 30 credits earned in the classroom of a regionally accredited college. Included within the 80 credits, applicants must also satisfy the following general education requirements prior to admission: nine credits in communication skills, of which six of those credits must be in composition. 12 credits in math/science, of which three of those credits must be in math, and 15 credits in the humanities/social science/fine arts.

2) Part time BSI program: the part time BSI program is offered in two formats, evening and day format.

(A) Day format. A two-year program is offered to personnel stationed in the greater Washington DC/Baltimore MD area that begins August 2013. This two year program is taught on the campus of the University of Maryland College Park. Students take classes two days per week (Monday and Wednesday) during working hours and report to their permanent duty station (PDS) the remaining working days. Applicants must have two years remaining at current unit or position due to the requirement of written approval from their commanding officer to use the college as their place of duty on Mondays and Wednesdays. Member will incur a service obligation after completion of the program.

(B) Evening format. A two-year program is offered to personnel stationed in the greater Washington DC, Baltimore MD area and begins August 2013. This two year program is two evening classes per week at Joint Base Anacostia Bolling. Member will not incur a service obligation for this program.

(1) Eligibility: active duty intelligence specialists E-5 through E-8 who has completed a minimum of 80 semester hours of undergrad work by the time classes convene.

(2) Part time application guidelines: applicants must submit standard cg memo to COMDT (CG-212) requesting sponsorship prior to member enrolling in school. NOTE: do not send your sponsorship request memo to CG PSC-EPM-1. The memo should not exceed one page in length and shall contain a discussion of your interest in intel and the value your participation in the program will have to the CG.

(3) COMDT (CG-212) will direct members who meet program requirements to proceed with National Defense Intelligence College (NDIC) application after their clearance has been verified and forwarded. NDIC handles admission requirements for the PT programs.

3) Clearance requirements. Candidates must be a U.S. citizen and eligible for top secret security clearance with access to SCI. Active TS SCI clearances are only required for members applying to the part time programs, clearances will not be processed for the sole purpose of admittance to this program. Members convicted of a courts martial may not apply.

4) The program contact for the BSI program is MCPO Alan Paul, (202) 372-2741, or alan.d.paul@uscg.mil.

5) Please refer initial questions to the RFMC, ISCM Alan Paul.

D. Master of Science in Strategic Intelligence (MSSI). The MSSI curriculum encompasses core intel disciplines (E.g., analytic methods, collection, operations support, iNDICations and warning), as well as joint warfare operations theory, national security policy and strategy. All MSSI programs include a masters thesis as part of the curriculum.

1) Full time BSI program: the full time BSI program is one year in duration and begins August 2013. With three quarters (nine months) of classroom work and a final quarter to complete a master thesis. NDIC provides active duty member in the full time MSSI programs with opportunities to carry out funded international research travel and participate in joint exercises. All requirements below must be met and verified by the applicants command.

(A) Eligibility: intelligence specialists E-5 through E-8 as of 01 JUN 2012. Member must be a U.S. citizen and

have no court martial convictions.

(B) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:

- (1) advanced education request (CG-5651).
- (2) undergraduate degree member must have an undergraduate degree with a cumulative GPA of 2.5 or higher on a 4.0 scale.
- (3) GRE scores must be less than five years old.

(C) The program contact for the MSSl program is MCPO Alan Paul, 202-372-2741, or alan.d.paul@uscg.mil.

(D) Please refer initial questions to the RFMC, ISCM Alan Paul.

2) Part time MSSl program: a two-year program is offered to personnel stationed in the greater Washington DC/Baltimore MD area that begins August 2013. The part-time MSSl program is offered in two formats: evening and monthly executive. Applicants should have two years remaining at current unit/position to ensure completion of this intensive two-year masters program. All applicants must possess a current single scope background investigation (SSBI), adjudicated within the last five years, have been adjudicated for DCID 6/4 eligibility, and must be currently assigned to a billet with Special Compartmentalized Information (SCI). Clearances will not be processed for the sole purpose of admittance to this programs. Selectees will not incur service obligation.

(A) Eligibility: intelligence specialists E-5 through E-8 as of 1 JUN 2012. Member must be a U.S. citizen and have no courts martial convictions.

(B) Part time application guidelines: applicants must submit standard CG memo to COMDT (CG-212) requesting sponsorship prior to member enrolling in school. NOTE: Do not send your sponsorship request memo to CG PSC-EPM-1.

- (1) The memo should not exceed one page in length and shall contain a discussion of your interest in intel and the value your participation the program will have to the CG.
- (2) COMDT (CG-212) will direct members who meet the programs requirements to proceed with NDIC application after their clearance has been verified and forwarded. NDIC handles admission requirements for the part time programs.

(C) Undergraduate degree member must have an undergraduate degree with a cumulative GPA of 2.5 or higher on a 4.0 scale.

(D) GRE scores must be less than five years old.

3) Clearance requirements. Candidates must be a U.S. citizen and eligible for top secret security clearance with access to SCI. Active TS SCI clearances are only required for members applying to the part time programs, clearances will not be processed for the sole purpose of admittance to this program. Members convicted of a courts martial may not apply.

4) The program contact for the BSI [sic] program is MCPO Alan Paul, 202-372-2741, or alan.d.paul@uscg.mil.

5) please refer initial questions to the RFMC, ISCM Alan Paul.

E. Emergency Management (EMM). The EMM program is a 24-month bachelor (accelerated) or master's degree graduate program, which addresses emergency management policy development and analysis, incident command system (ICS) principles, legislative processes, and national/international contingency plan development. Program members will be involved in all hazard incident response and preparedness policy development, joint contingency planning, national exercise program management, and interagency coordination. Program graduates will fill critical billets within the national strike force to include the three strike teams, Public Information Assist Team (PIAT), Coast Guard Incident Management Assist Team (CG-IMAT), or within their specialty where they will have a leadership role to be able to effect change and pass on emergency management principles.

- 1) Eligibility: all rates are encouraged to apply. Highest consideration will be given to members with considerable ICS experience and an interest in an incident management career path.
 - 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) SAT or ACT scores (bachelor's degree application only) scores must be less than five years old. If the applicant does not have the SAT or ACT scores before the application package deadline, they may submit the scores prior to the panel. Applications will not be submitted for panel consideration without the SAT or ACT scores.
 - (B) GRE scores (masters degree application only) scores must be less than five years old. If the applicant does not have the GRE scores before the application package deadline, they may submit the scores prior to the panel. Applications will not be submitted for panel consideration without the GRE scores.
 - 3) The program manager for the EMM program is LCDR Tracy Wirth, 202-372-2236, tracy.l.wirth@uscg.mil. Please refer questions regarding the EMM program and follow-on assignments to LCDR Wirth.
- F. Environmental Management (EM). The EM program is a 24-month graduate program, which addresses environmental policy development and analysis, scientific research, geographical information systems, legislative processes, emergency management, and national/international contingency plan development. Program graduates will normally be assigned to a headquarters, area or district staff position where they will be involved in response preparedness policy and capabilities development, joint contingency planning, national exercise program management, and interagency coordination at the state, national, and international levels.
- 1) Eligibility: Marine Science Technicians, E-6 and E-7, with a bachelor's degree are encouraged to apply.
 - 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) GRE scores scores must be less than five years old. If the applicant does not have the GRE scores before the application package deadline, they may submit the scores prior to the panel. Applications will not be submitted for panel consideration without the GRE scores.
 - 3) The program manager for the EM program is LT Rhianna Macon, 202-372-2235, rhianna.n.macon@uscg.mil. Please refer questions regarding the EM program and follow-on assignments to LT Macon.
- G. Food Service/Culinary Arts (FSCA). The FSCA program is a 24-month program leading to an associate's or bachelor's degree in food service management or culinary arts. FS personnel desiring a challenging career with opportunities for assignment to positions of increasing responsibility are encouraged to apply. Graduates can expect assignment as a member of the food service assistance and training team (fsat), FS a and c school instructor staff, a CG-1111 FS professional development specialist or as the FS subject matter specialist. Mbrs do not have to be tour complete to apply for advanced education programs. However, the members tour completion date will be used as one of the discriminators for selection.
- 1) Eligibility: senior petty officers E-6 through E-8 and must have a minimum of six years total time in service as of 01 JUN 12 (at least two years must be Coast Guard service) in the FS rating.
 - 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:(a) SAT or ACT scores scores must be less than five years old. If the applicant does not have the SAT or ACT scores before the application package deadline, they may submit the scores prior to the panel. Applications will not be submitted for panel consideration without the SAT or ACT scores.
 - 3) Please refer initial questions to the FS rating force master chief, FSCM Bob Stage, 202-475-5150, or bob.g.stage@uscg.mil.
- H. Medical Administration (MA).
- 1) Eligibility: Health Services Technicians with a minimum of six years total time in service (at least two years must be Coast Guard service) who are above the cut for E-6 through E-8.
 - 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) College transcripts members must have an associate's degree or 60 approved transferable credit hours

of undergraduate work which can be applied to this course of study.

3) Please refer initial questions to the RFMC, HSCM Glenn Royes.

I. Public Affairs (PA).

- 1) Eligibility: Public Affairs Specialists E-5 through E-7 with more than 4 years public affairs experience but less than 14 years of service as of 01 JUN 2012.
- 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) SAT and ACT scores are waived for application with an undergraduate degree.
 - (B) College transcripts applicants who have attended college must include a copy of all transcripts in members application package. Unofficial copies are acceptable.
 - (C) Essay. Member will write an essay in memorandum format on how they have served the Coast Guard and moved the rate and the public affairs program forward.
 - (D) Resume. In addition to the requirement in paragraph 3, the resume shall contain the members deployment history in support of major responses and operations.
- 3) The program manager for the PA program is PACM Keith A. Alholm, 202-372-4639, keith.a.alholm@uscg.mil.

J. Master of Performance Technology (PT). Performance technology (PT) is the application of science to improving human performance, incorporating learning psychology, adult education, instructional design, organizational behavior and other fields. Graduates will perform payback tours in challenging assignments in ForceCom (FC-t) or at training centers. Total program length is 15 months. Upon selection, member will apply to and attend one of five schools in fall 2013: Florida State, San Diego State, Penn State, Indiana University, or Wayne State University. All applicants must be fully prepared to attend a resident program. Previous years online option is no longer available.

- 1) Eligibility: Petty officers above the cut for E-7 through E-8.
- 2) Application guidelines: includes the minimum requirements from paragraph 3, in addition to the following:
 - (A) Advanced Education Request (CG-5651).
 - (B) GRE scores must be less than five years old. Applicants generally have GRE scores that average better than 1000. If the applicant does not have the GRE scores before the application package deadline, they may submit the scores prior to the panel. Application packages will not be submitted for panel consideration without the GRE scores.
- 3) The program manager for the PT program is LCDR Scott Casad, 202-475-5479, scott.s.casad@uscg.mil. Please refer initial questions regarding the PT program and follow-on assignments to LCDR Casad.

K. U.S. Army Sergeants Major Academy (USASMA).

- 1) Eligibility: active duty members above the cut for E-8 through E-9 with less than 26 years of service as of 01 JUN 2012.
- 2) Application guidelines: the minimum requirements from paragraph 3, in addition to the following:
 - (A) Copy of CG basic fitness plan applicants for this program must be in compliance with the CG MAW standards in ref (B) and able to meet the weight/fitness standards of the USASMA.
 - (B) An educational assessment by the CG Institute. Please allow ample time for the CG Institute to process your request. The average turnaround time for assessments is two months. Educational assessment worksheets can be obtained from the unit eso or directly through the following web site:
<http://www.uscg.mil/hq/cgi>.
 - (C) 8x11 color photos the applicant must be in service dress bravo uniform (front view and side view which

shows rating badge).

- 3) The program contact for the USASMA program is MKCS Thomas Hillman, 202-475-5511, thomas.w.hillman@uscg.mil. Please refer questions regarding the Sergeants Major Academy and follow-on assignments to MKCS Hillman.

10. A separate message will be sent by each program detailing the course of study and possible follow on assignments.

11. EPM-1 POC for enlisted advanced education panels is LCDR Ed Ssoriano, 202-493-1240, edward.p.soriano@uscg.mil.

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