



PSCINST 1500.2

OCT - 7 2011

CG PERSONNEL SERVICE CENTER INSTRUCTION 1500.2

Subj: ENLISTED PERSONNEL MANAGEMENT (EPM) ADVANCED EDUCATION  
PANEL GUIDE

Ref: (a) Performance, Training, and Education Manual, COMDTINST M1500.10, ch. 10  
(b) Military Assignments and Authorized Absences Manual, COMDTINST M1000.8,  
ch. 1.E  
(c) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST  
M1020.8 (series)

1. PURPOSE. This instruction formalizes the advanced education panel process as administered by the CG Personnel Service Center (PSC) and executed by (EPM). The purposes for establishing this program are: (1) capture the policies pertaining to initiating and conducting enlisted panels; (2) raise the level of awareness of all stakeholders involved in the panel process; and (3) provide guidance concerning the manner in which enlisted panels are performed.
2. ACTION. PSC-epm panel members, for advanced education panels, and all others involved in the enlisted panel process shall review and ensure compliance with the provisions of this directive. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Advanced education opportunities serve to raise the levels of individual military professionalism and technical competence within the Coast Guard enlisted ranks, thereby creating more effective and responsible performers. Advanced education opportunities also provide incentives for personnel with high ability, dedication, and the capacity for professional growth to remain in the Coast Guard. A complete list of advanced education programs of instruction can be found in reference (a).

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
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Training and education are provided to develop those advanced skills not normally possessed by individuals at the point of accession and to qualify individuals for specific military billets. These programs are 20 or more weeks in length. Individuals enrolled in full-time programs, because of the duration of instruction, are identified as occupying billets within the training allowance of the General Detail. The program provides specific lengths of time for advanced education in each discipline. Generally speaking, an individual should be able to complete the requirements of the program within the allotted time. The program's long-term goal is to establish a high level of technical and managerial competence among service personnel. The advanced education available to enlisted personnel includes undergraduate, graduate, and senior service programs. Undergraduate and graduate opportunities are designed to qualify enlisted personnel for specific military billets. The senior service programs are capstone courses of study for senior level members.

5. POLICY. In accordance with reference (a), it is Coast Guard policy to:

- a. Fund advanced education for active duty personnel required to fill service requirements for validated positions.
- b. Use active duty personnel who either possess an advanced degree acquired by any official means, or have received fully funded education, in validated billets requiring the discipline of that advanced education.
- c. Specifically identify all duty/assignment billets requiring incumbents to possess an advanced degree or a specialized skill set, as described in reference (b).

6. RESPONSIBILITIES.

a. PSC-EPM shall:

- (1) During the month of November of the preceding advanced education panel year; coordinate with all program managers (and special assignments Assignment Officer (AO)) via e-mail to confirm proposed panel dates, request alternate panel dates if a conflict exists, and discuss deadline dates for their respective advanced education program.
- (2) During the month of February of the advanced education panel year, release solicitation message via Coast Guard Message System (CGMS).
- (3) Six weeks prior to convening of the advanced education program panel, contact program manager via e-mail for the names of the panel president and members.
- (4) Two weeks prior to the convening of the advanced education program panel, send a copy of candidate roster to program managers.
- (5) One week prior to the convening of the advanced education program panel, send a signed copy of the precept, via e-mail, to panel president and members.

- (6) No later than two days prior to convening of the advanced education program panel, send a reminder e-mail, including the panel date, time, uniform and location, to the panel president and members.
- (7) Not more than one week after the advanced education program panel, release panel results via CGMS.

b. Program managers:

- (1) Will, during the months of November and December, after receipt of PSC's e-mail, coordinate with PSC-EPM-1 on the suggested panel and submission deadline dates of their perspective advanced education program panel.
- (2) Will, acknowledge receipt of candidate roster from PSC-EPM-1.
- (3) May, not less than one month prior to submission deadline date, if necessary, request an extension to the deadline date via memo to PSC-EPM-1 at the following e-mail address [ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL).
- (4) May, not less than one month prior to the convening of the advanced education program panel, if necessary, request a change to the convening date of the advanced education program panel via memo to CG PSC-EPM-1 at the following e-mail address [ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL).
- (5) May, at any time prior to or after the convening of the advanced education program panel, if necessary, request a change to panel president, members, or panel date via memo to CG PSC-EPM-1 at the following e-mail address [ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL).

c. Candidates:

- (1) Shall review references (a) through (c), and the respective program solicitation messages, and adhere to requirements and criteria.
- (2) Shall comply with weight standards as stated in reference (c).
- (3) Shall submit a request for participation and complete packages to PSC-EPM prior to the deadline date stated in the solicitation message.
  - (a) The preferred method of submission for all applications for enlisted advancement education training programs is via e-mail (i.e., application package scanned and attached to e-mail) to [ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1-PANELS@USCG.MIL), unless specifically addressed in the program's solicitation message. If you are unable to submit your application electronically submit it via regular U.S. mail to the following address:

COMMANDER  
PERSONNEL SERVICE CENTER (PSC-EPM-1)  
STOP 7200  
4200 WILSON BLVD, SUITE 1100  
ARLINGTON, VA 20598-7200

- (b) Note that all incoming mail must be processed through an offsite, mail security processing center which adds an additional two weeks for mail delivery, so submission by e-mail is strongly recommended to ensure the application arrives at PSC-EPM-1 before the required deadline. Regardless of the submission method, members will receive an e-mail acknowledgement confirming positive receipt of the application package. If you do not receive a confirmation e-mail within one week of submitting your package, please contact PSC-EPM-1 at 202-493-1724. Members, not commands, are responsible for ensuring their application package arrives at PSC-EPM-1 before the required deadline.
- (4) If necessary, shall contact PSC-EPM-1 to request an extension to the submission deadline date.
- (5) Shall contact the Program Manager for answers to any questions concerning the course of study for prospective advanced education programs.
- (6) Shall contact PSC-EPM-1 for questions concerning package content.

## 7. PROCEDURES.

### a. Submitting applications:

- (1) All applications shall be submitted in accordance with the guidance released in the annual ALCGENL advanced education message and the program's solicitation message.
- (2) A selection panel will be convened by PSC-EPM to select the best qualified candidates for each program.
- (3) Each program for which an advanced education opportunity exists will have a submission deadline date.
- (4) Results from each selection panel will be published by message no later than one week following the completion of the panel.
- (5) Commands must provide a substantive endorsement to all candidate packages, including a testament to the member's program eligibility.

- (6) Submission of packages is allowed through regular U.S. mail or, preferably, in a readable format via e-mail. Please use the following e-mail address [ARL-PF-CGPSC-EPM-1\\_PANELS@USCG.MIL](mailto:ARL-PF-CGPSC-EPM-1_PANELS@USCG.MIL) for submissions.

b. Receiving applications.

Upon receipt of candidate packages PSC-EPM shall:

- (1) Log each package for tracking purposes.
- (2) Check each package for completeness, accuracy, qualification, and criteria adherence.
- (3) Provide an e-mail notification to applicants of package receipt. Notification will also be provided for packages received that are incomplete or lacking the required qualification and/or criteria.
  - (a) Packages that remain incomplete at the start of the panel **will be** included in the panel process; however, each package shall be separated and categorized as incomplete and presented to the panel along with the other packages for review. Incomplete packages will be noted as disqualified (DQ).
  - (b) All packages shall be properly secured/stored at all times and maintained with the utmost integrity until presented before the panel. Never shall any information be added, substituted, or removed from the package, by anyone, once in the custody of PSC-EPM-1.
- (4) Packages received after the deadline date will not be accepted unless an extension or waiver has been published or approved by PSC-EPM-1.
- (5) Waivers/extensions of deadlines will be considered on a case-by-case basis provided operational commitments precluded the candidate from submitting a package before the published deadline.

8. LOGISTICS.

a. Enlisted panels ground rules:

- (1) To preserve the sanctity of the panel process and ensure fair and equitable treatment to all those applying for advanced education opportunities, all panel members must adhere to strict ground rules during the selection process:
  - (a) During the panel process, all other duties of an assigned panel member are secondary to the panel process. The utmost care will be given to ensure the process is not compromised or rushed to accommodate outside concerns.
  - (b) All electronic devices (i.e., cell/smart phones & laptop computers) shall be collected by the recorder at the start of the panel and kept for the duration of

the day's proceedings. Access to electronic devices is allowed during breaks or outside the boardroom as needed.

- (c) Core working hours of the panel are from 0900 to 1700. Requests for working hours outside of this timeframe must be approved by PSC-EPM-1.
  - (d) The panel is free to establish its lunch and comfort breaks. Lunch breaks must be accomplished together as a group (though not required to eat together or at the same location). Panel members should limit independently leaving the boardroom for lunch while others continue to work.
  - (e) The panel president is the principle agent and is responsible for the conduct of the panel members. The President shall be present at all times. Any extended absences away from the boardroom shall be conveyed to PSC-EPM-1.
  - (f) Panel members shall not converse about the candidates or their records outside of the boardroom.
  - (g) Panel members shall maintain an appropriate level of objectivity during the scoring phase of the process. Care must be taken to ensure diligence is provided at each stage of the process and that time and expense are not wasteful.
  - (h) Panel members shall not reveal personal experience or knowledge of the candidates, not in the official record, to other panel members.
  - (i) Panel members shall rely solely on the candidate record to formulate their recommendations, based on the selection criteria.
  - (j) Panel members shall not manipulate the panel results by changing a potential score to place a selectee above or below the agreed upon selection score.
  - (k) Panel members shall not pick additional members after the findings have been approved, without reconvening the panel.
  - (l) Panel members shall use the designated voting system used by PSC-EPM to score, tally, and/or rank the candidates.
  - (m) The panel recorder is responsible for the administration, operation, and use of the voting system. Panel members shall follow the instructions given by the recorder for the purposes of scoring the candidates. Any issues or discrepancies with the voting system shall be reported to PSC-EPM-1.
- (2) PSC-EPM may nullify a panel if, at any time, the panel members conduct themselves contrary to the established rules and guidelines.
- (a) In the above instance, the panel will be disbanded and the panel members will be relieved of their duties.
  - (b) The program manager or president may petition PSC-EPM to re-instate the panel.
  - (c) Panel re-instatement rests solely with PSC-EPM. PSC-EPM will only consider reinstatement when presented with justification and/or an explanation of the circumstances first warranting dismissal, along with a clear

plan of how to move forward and complete the process following the prescribed ground rules.

- (3) Direct all panel concerns, software issues, and troubleshooting questions to the Advancements and Separations Branch Chief, 202-493-1240.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

10. FORMS/REPORTS. None.



D. R. MAY

Encl: (1) Enlisted Advanced Education Panels  
(2) Sample memos

Enclosure (1) to PSCINST 1500.2

**Enlisted Advanced Education Panels**

*Location: CG PSC, Arlington, Virginia*

Masters of Science in Strategic Intelligence (MSSI)

Bachelor of Science in Intelligence (BSI)

Program: CGHQ-3602

Contracting Career Opportunity Program

Program: CG-9132

Master of Performance Technology (PT)

Program: FC-511

Advanced Computer, Engineering & Technology (ACET)

Aviation Maintenance Technology (AMT)

Damage Control Industrial Technology (DCIT)

Program: DCMS-81 (ACET)

Program: CG-412 (AMT)

Medical Administration (MA)

Program: DCMS-81

Food Service/Culinary Arts (FSCA)

Program: DCMS-81

Environmental Management

Program: CG-533

U.S. Army Sergeants Major Academy (USASMA)

Program: CG-133

Advance Avionics Integrated Weapons

System Maintenance Course

Program: DCMS-81

Public Affairs (PA)

Program: CG-09225

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

2100 2<sup>nd</sup> Street S.W.  
Washington, DC 20593-001  
Phone: (202)366-4000

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dd mmm yyyy

## MEMORANDUM

From: X. X. MEMBER, rate  
COMDT (CG-133)

To: CG PSC-epm-1

Subj: PANEL MEMBERS FOR ADVANCED EDUCATION OPPORTUNITIES

Ref: (a) Your memo/email 1500 of dd Mmm yy

1. In accordance with reference (a), the following members are provided for (name) panel scheduled (date):
  - a. President -
  - b. Members -

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**For program managers use**

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commandant  
United States Coast Guard

2100 2<sup>nd</sup> Street S.W.  
Washington, DC 20593-001  
Phone: (202)366-4000

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## MEMORANDUM

From: X. X. MEMBER, rate  
COMDT (CG-133)

To: CG PSC-EPM-1

Subj: REQUEST FOR CHANGES TO (NAME) PANEL

1. Circumstances have necessitated the need to change the (name) panel by amending the (date and/or panel member(s)). This request is due to (state reason).
2. POC for this matter is XXXX.

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**For program managers use**