

Prevention Program Civilian Career Guide



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About this Guide

The purpose of this guide is to provide civilians in the Prevention Program with an understanding of the current state of the civilian workforce and the potential opportunities for advancement within the program. Unlike military personnel, creating a career path and career management within the civilian workforce is not as clearly defined. Civilians in the Prevention Program may not be aware of career development opportunities due to a lack of visibility within their area of expertise. This guide will serve as a map to highlight the various elements of the Prevention Program and the opportunities that comprise these program areas. After reading this document, civilians should be able to envision a map of the Prevention Program where they can clearly identify their location and draw connections to other areas in the Prevention map where they may seek career growth opportunities and development.

This guide also will provide tips for career development and career guidance resources available to Prevention personnel. It should be noted that this guide is a supplement to other resources, which are listed in the Career Resources section, and focuses on civilians in the Prevention Program.

What is the Prevention Program?

The Coast Guard's Prevention Program is responsible for maritime safety, maritime security, maritime mobility, and environmental stewardship. This includes, but is not limited to: inspection of commercial vessels, ports and facilities, foreign flag vessel inspections (port state control), oversight of uninspected vessels, marine casualty investigation, waterways management, navigation and boating safety, bridge administration, vessel documentation, and commercial regulations and standards development.

At each Sector, the Prevention Department generally consists of three divisions:

1. Inspections - manages the regulatory and inspection aspects of safety, security, and environmental protection for vessels and facilities.
2. Investigations - initiates inquiries into marine casualties, pollution, and boating violations.
3. Waterways Management - controls aids to navigation (ATON), safety and security zones, regulated navigation areas, ice breaking, the vessel traffic system, and the automatic identification system (AIS)¹.

Field units² are generally smaller units that focus on a few of the Sector mission areas. Each District Prevention division typically supports the inspections, investigations, and waterways management programs with increased emphasis on auxiliary and waterways management.

¹ Prevention Officer Career Guide dated August 2010

There are three directorates responsible for the development of regulations, standards and policy for the Prevention Program at Coast Guard Headquarters:

- Commercial Regulations and Standards (CG-52);
- Prevention Policy (CG-54); and
- Marine Transportation Systems Management (CG-55).

These three directorates fall under the Assistant Commandant for Marine Safety, Security, and Stewardship (CG-5) and the Deputy Commandant for Operations (CG-DCO).

The following headquarters units each have specific, focused missions:

- National Vessel Documentation Center (NVDC) – manages the vessel registration program;
- National Maritime Center (NMC) – issues credentials to merchant mariners;
- Marine Safety Center (MSC) - verifies compliance with technical standards for the design, construction, alteration and repair of commercial vessels;
- National Centers of Expertise (NCOEs) – provide technical expertise in specific program areas;
- Training Center Yorktown Marine Safety Training Branch;
- Navigation Center (NAVCEN); and
- Marine Safety Lab (MSL) Groton

The Prevention Civilian

Civilians have a critical role in the Prevention Program. They provide crucial support with their unique combination of knowledge, skills, and abilities. Furthermore, they provide the essential program continuity that temporarily-stationed military personnel cannot fulfill.

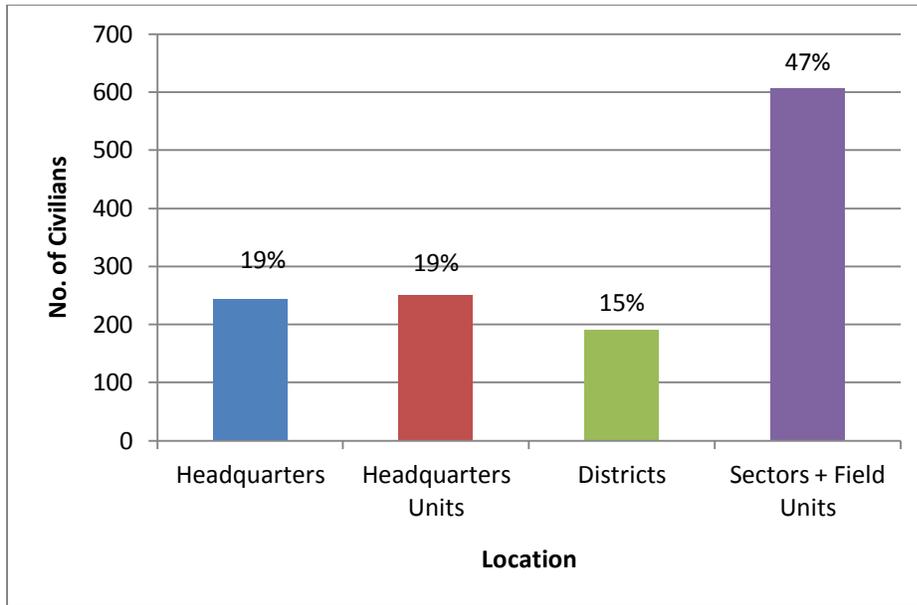
In Prevention, there are over 1200 of the approximately 8500 Coast Guard civilians supporting the program's missions in a variety of positions with various technical expertise³.

Figure 1 depicts the number of civilian positions distributed across Sectors and Field Units, Districts, Headquarters, and Headquarters Units. Similarly, Figure 2 distinguishes the various grade levels of positions within the Prevention Program.

² Field units include marine safety units (MSUs), marine safety detachments (MSDs), marine inspection detachments (MIDETs), and regional examination centers (RECs).

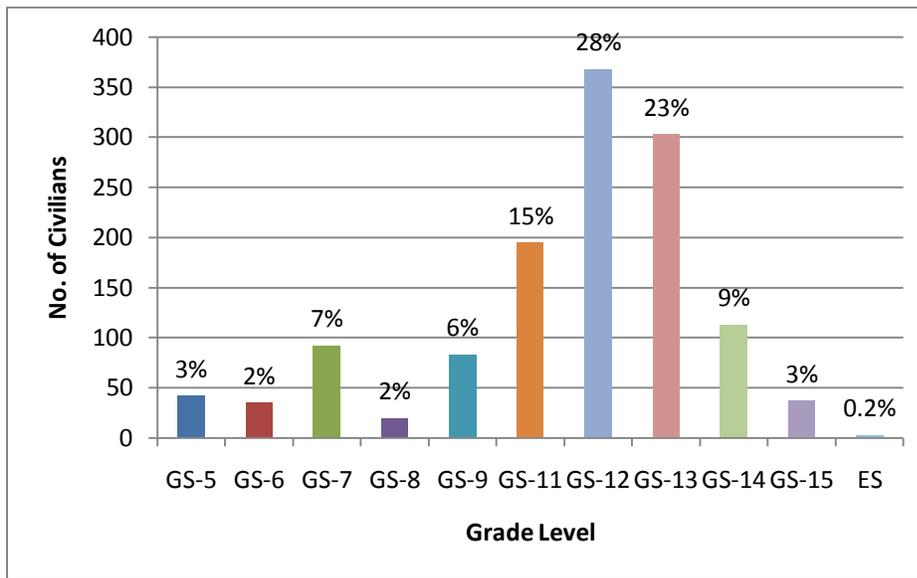
³ The data for this guide is from the Coast Guard's Personnel Allowance List (PAL) dated 31 August 2010. The data is not perfect. During this period the Coast Guard was transitioning between the Force Command (FORCECOM) and Operational Command (OPCOM) concepts, and the Area organizational construct. For this guide most FORCECOM prevention personnel are grouped with Headquarters and most OPCOM personnel are grouped with Districts.

Figure 1 Civilian Prevention Positions by Location



Greater than 60% of the prevention positions are at Districts, Sectors or Field Units.

Figure 2 Civilian Grade Levels within Prevention



The majority of Prevention positions are at the GS-12 and GS-13 levels.

These figures help define the Prevention Program community within the Coast Guard. One hundred twenty-one units or organizational components (e.g., HQ offices) have civilian Prevention Program positions. Figure 3 depicts the civilian positions across the units of the Prevention Program. Figure 4 provides information for the grade variance across the units.

Figure 3 Civilian Positions within Prevention by Unit (10 or more positions)

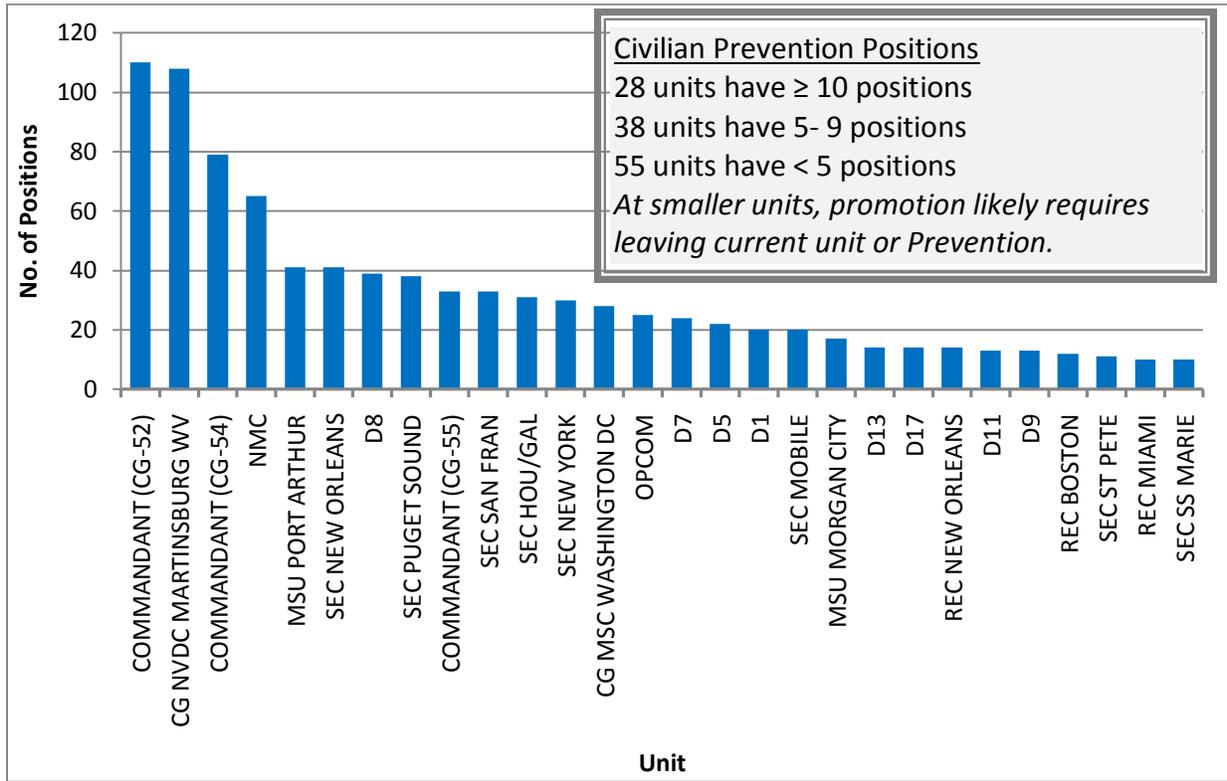
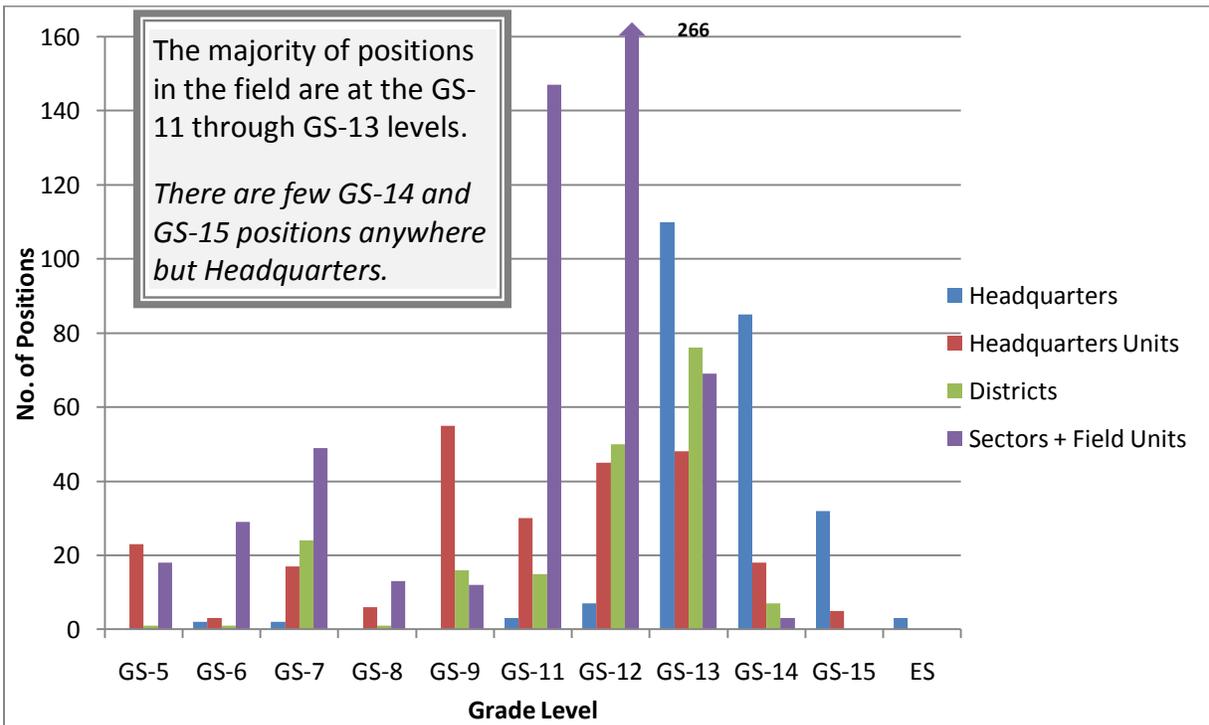


Figure 4 Prevention Grade Levels within Prevention by Location



Fifty-three occupational series are represented in the Prevention Program. Table 1 shows the 17 series with 10 or greater positions. Figure 5 shows a distribution of series across the entire Prevention Program. Program elements will be discussed in further detail in the next section.

Table 1 Occupational Series within Prevention (10 or more positions)

Occupational Series	Number of Positions
1801 - Gen Inspection, Investigation, Compliance	237
2150 - Transportation Operations	156
0080 - Security Administration Series	140
2101 - Transportation Specialist	115
0963 - Legal Instruments Examining	85
0301 - Miscellaneous Administration and Program	71
0950 - Paralegal Specialist	65
0303 - Miscellaneous Clerk and Assistant	52
0343 - Management and Program Analysis	44
0801 - General Engineering	30
1361 - Navigation Information	29
0110 - Economist	25
0318 - Secretary Series	23
0871 - Naval Architecture	18
0503 - Financial Clerical and Assistance	14
0028 - Environmental Protection Specialist	10
1712 - Training Instruction	10

Series Within Prevention

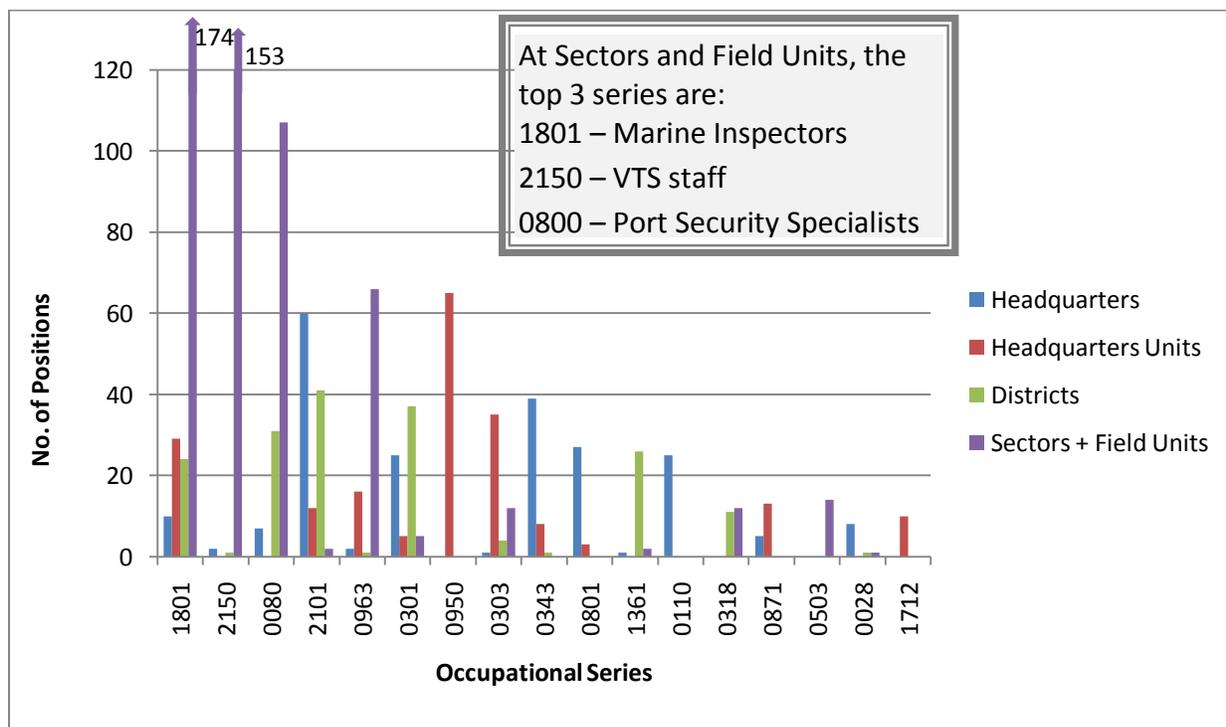
17 series have ≥10 positions

4 series have 6-8 positions

32 series have ≤5 positions

Promotion within Prevention may be difficult or impossible in series with few positions.

Figure 5 Occupational Series within Prevention (10 or more positions) by Location



Prevention Program Elements and Civilian Positions

The Prevention Program comprises several diverse elements. The civilians within the program have a broad range of skills and expertise. Each element functions around a mission statement to contribute to the overall Prevention Program mission. As mentioned in the introduction, these program elements receive guidance and direction from three headquarters directorates that are responsible for the development of regulations, standards and policy. The elements are listed in Table 2.

Table 2 Prevention Population by Program Element

Prevention Program Elements	Number of Civilian Positions	Primary Directorate for Policy
Vessel Inspections and Marine Investigations	341	CG-54
Merchant Mariner Licensing	183	CG-54
Port Safety and Security	168	CG-54
Vessel Documentation	108	CG-54
Recreational Boating Safety	35	CG-54
Auxiliary Operations Coordination	19	CG-54
Vessel Traffic Services	157	CG-55
Waterways Operations and Management	84	CG-55
Bridge Program Administration	48	CG-55
Commercial Regulations and Standards Development	138	CG-52

Prevention Policy (CG-54)

Prevention Policy (CG-54) has the largest number of civilian positions in the Prevention Program. This Directorate develops and maintains policy, standards, and program alignment for the prevention activities of the Coast Guard to achieve Marine Safety, Security, and Stewardship mission success. The Prevention Directorate includes policy experts in waterways management, navigation safety, boating, commercial vessels, ports and facilities, merchant mariner credentialing, vessel documentation, marine casualty investigation, inspection, and port state control. There are six program elements within Prevention Policy that are described on the following pages.

Vessel Inspections and Marine Investigations

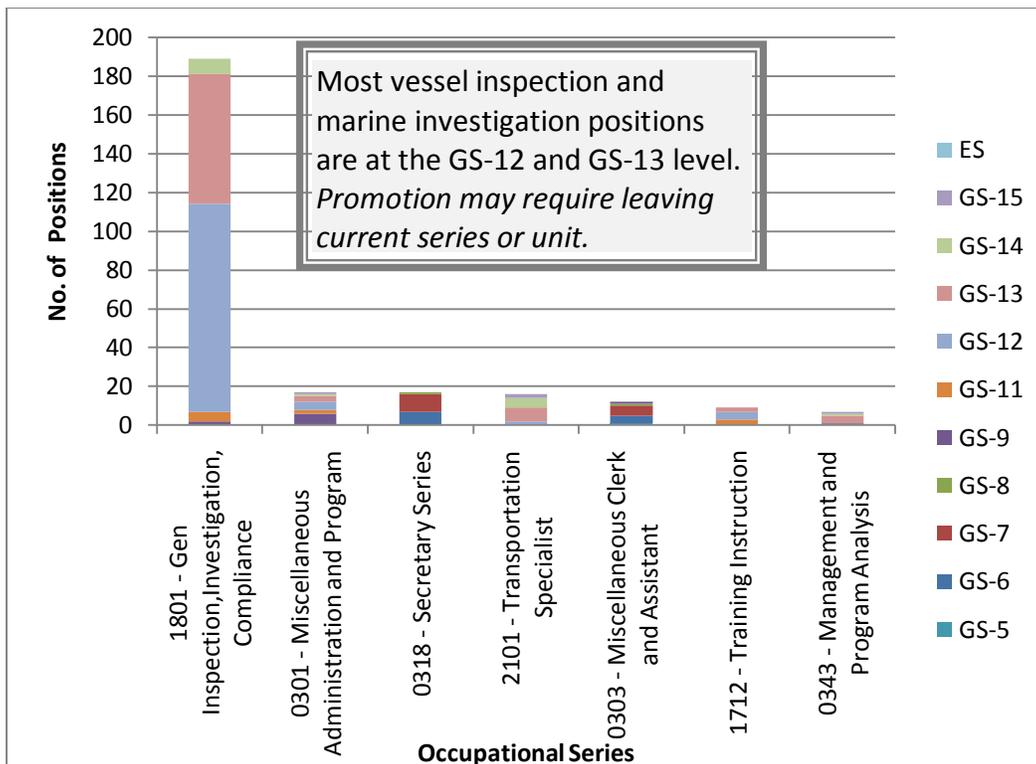
The Coast Guard is responsible for compliance and enforcement of applicable national and international commercial vessel safety, security, and environmental protection regulations and standards. When injuries, fatalities, vessel casualties, or spills occur in federal waterways, the Coast Guard investigates to determine the causal factors. The results of these investigations are disseminated within the Coast Guard and externally, and become “lessons learned” for Coast Guard inspectors and the maritime community.

The staff is a mix of active duty and civilian personnel, and the majority is located at the Sector and Field Units. The majority of the 341 civilians in this element are in the General Inspection, Investigation and Compliance series. These are marine inspectors and investigators that enforce the national and international safety standards. Table 3 shows the distribution of civilians across the units and Figure 6 shows the grade distribution among series that have 7 or more positions within the Vessel Inspections and Marine Investigations element.

Table 3 Number of Positions and Unit Locations within Vessel Inspections and Marine Investigations

Location	Positions	
Headquarters	41	12%
Headquarters Units	44	13%
Districts	47	14%
Sectors + Field Units	209	61%
Total	341	100%

Figure 6 Occupational Series within Vessel Inspections and Marine Investigations



Merchant Mariner Licensing

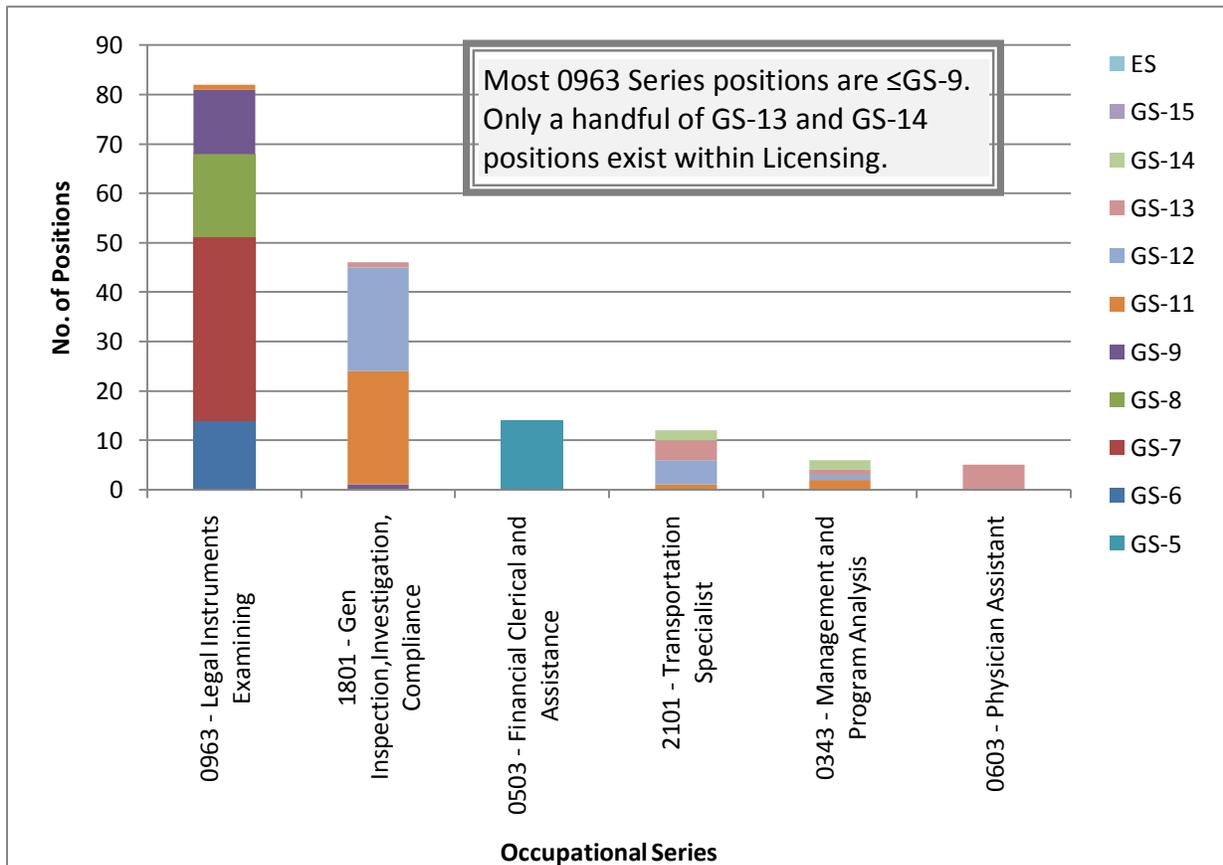
At the National Maritime Center (NMC), the Coast Guard has centralized its Mariner Licensing and Documentation (MLD) program, while still retaining the 17 Regional Examination Centers, which operate as “storefronts and advocates” for mariners. Approximately 212,000 actively employed merchant mariners, who serve as crew members aboard vessels operating on America's waterways and the world's oceans, now receive the processing of their licenses and/or credentials through the NMC.

The staff is principally civilian personnel and the majority is located at the Regional Examination Centers. Table 4 shows the distribution of civilians across the units and Figure 7 shows the grade distribution among series that have 5 or more positions within the Merchant Mariner Licensing element.

Table 4 Number of Positions and Unit Locations within Merchant Mariner Licensing

Location	Positions	
National Maritime Center	66	36%
Regional Examination Centers	117	64%
Total	183	100%

Figure 7 Occupational Series within Merchant Mariner Licensing



Port Safety and Security

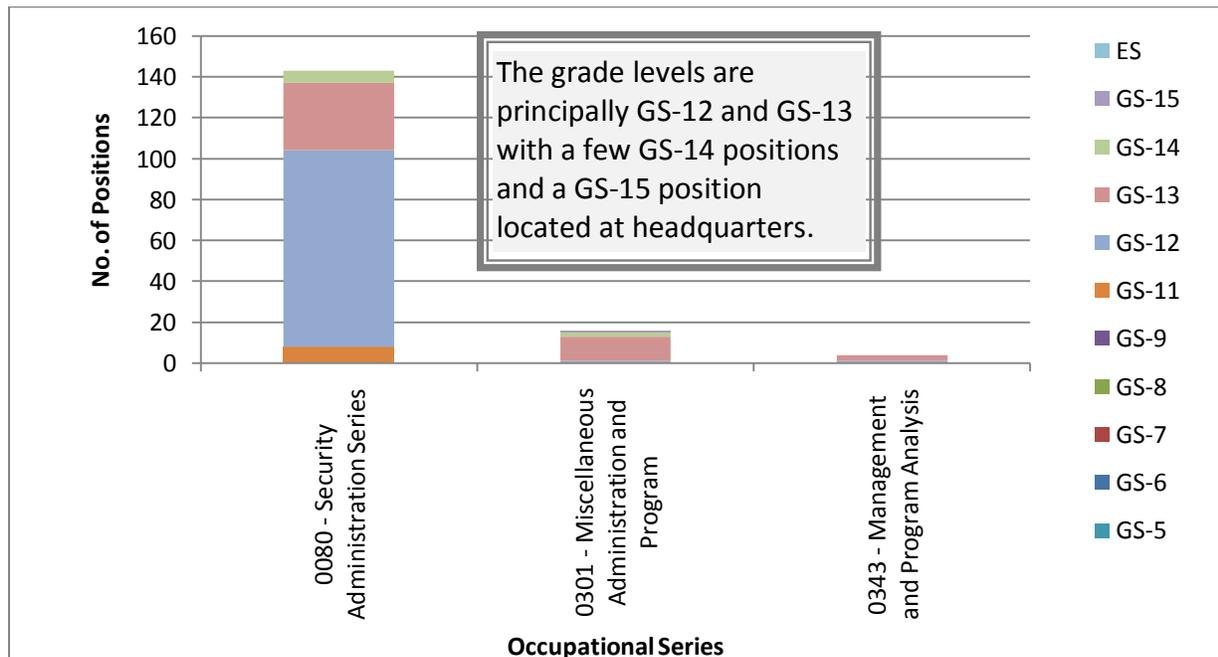
The Port Safety and Security Program, which originally emphasized security, expanded to include the safeguarding of ports, harbors, vessels, and waterfront facilities from accidents, negligence, terrorism, and sabotage. The port safety mission of the program is concerned primarily with prevention of accidental damage to vessels and port facilities. This is generally accomplished through activities such as inspections, hazardous materials loading supervision, and cargo transfer monitoring. The port security mission is concerned with the prevention of intentional destruction, loss, or damage to port assets. During peacetime, port security is a law enforcement function.

The majority of the active duty and civilian personnel are located at the Sector and Field Units. The majority of the 168 civilians in this element are in the 0080 - Security Administration series comprising port security specialists who enforce national and international security standards. Table 5 shows the distribution of civilians across the units and Figure 8 shows the grade distribution among series that have 4 or more positions within the Port Safety and Security element.

Table 5 Number of Positions and Unit Locations within Port Safety and Security

Location	Positions	
Headquarters	23	14%
Districts	36	21%
Sectors + Field Units	109	65%
Total	168	100%

Figure 8 Occupational Series within Port Safety and Security



Vessel Documentation

The National Vessel Documentation Center (NVDC) facilitates maritime commerce and the availability of financing while protecting economic privileges of United States citizens through the enforcement of regulations, and provides a register of vessels available in time of war or emergency to defend and protect the United States of America.

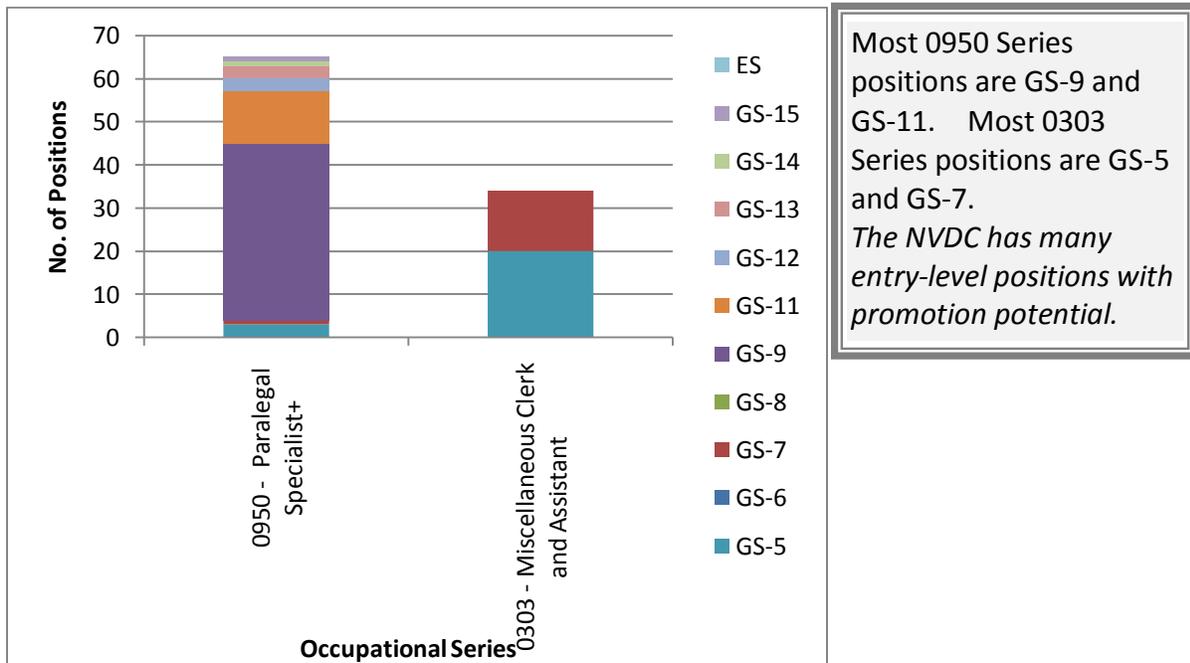
Vessel documentation is a national form of registration. It is one of the oldest functions of Government, dating back to the 11th Act of the First Congress. Documentation provides conclusive evidence of nationality for international purposes, provides for unhindered commerce between the states, and admits vessels to certain restricted trades, such as coastwise trade and the fisheries. Since 1920, vessel financing has been enhanced through the availability of preferred mortgages on documented vessels.

The staff is entirely civilian and is exclusively located at the NVDC, Falling Waters, West Virginia. Table 6 shows the distribution of civilians across the units and Figure 9 shows the grade distribution among series that have more than 2 positions within the Vessel Documentation element.

Table 6 Number of Positions and Unit Locations within Vessel Documentation

Location	Positions	
National Vessel Documentation Center	108	100%
Total	108	100%

Figure 9 Occupational Series within Vessel Documentation



Recreational Boating Safety

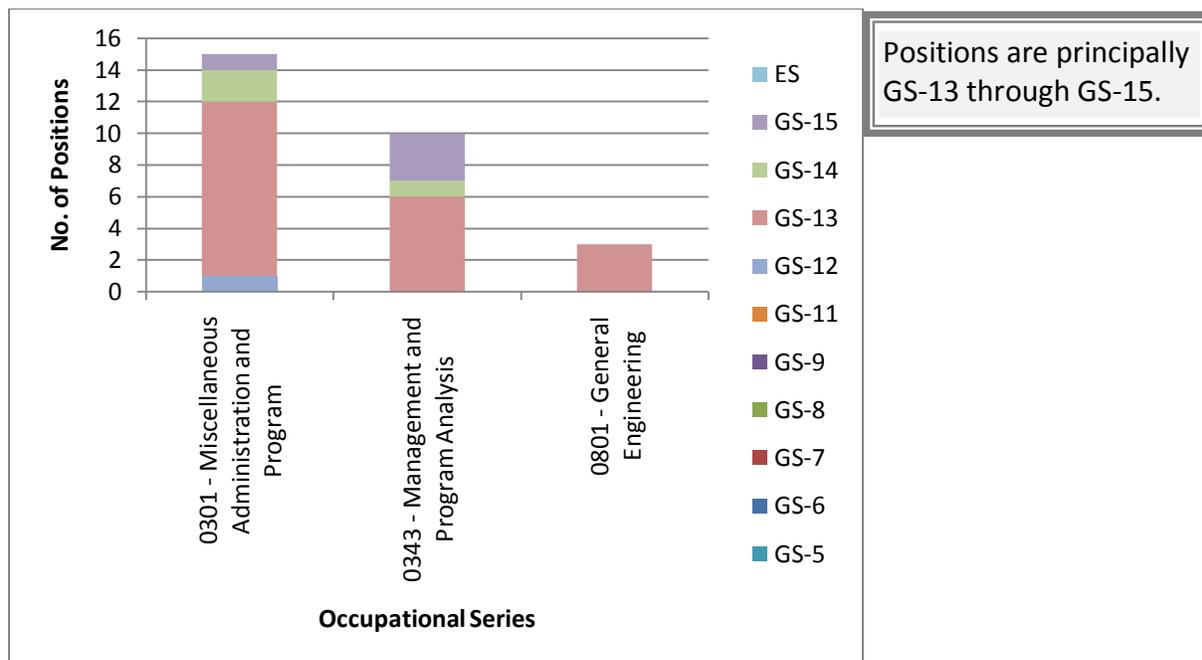
The Coast Guard's Boating Safety Division is charged with the important task of making boating safer for us all. Its many responsibilities include tracking boating accidents, looking for correlations among these incidents, recommending and implementing remedial measures such as recalls, and processing grants. While the recreational boating community is not regulated to the same extent as other maritime industries, the Coast Guard enforces manufacturer requirements for boats (e.g., flotation, personnel capacity, fuel, ventilation, etc.) and associated equipment including life jackets, fire extinguishers, and safety flares.

The staff of 35 is mostly civilian personnel located at Headquarters and Districts. Table 7 shows the distribution of civilians across the units and Figure 10 shows the grade distribution among series that have more than 3 positions within the Recreational Boating Safety element.

Table 7 Number of Positions and Unit Locations within Recreational Boating Safety

Location	Positions	
Headquarters	26	74%
Districts	9	26%
Total	35	100%

Figure 10 Occupational Series within Recreational Boating Safety



Auxiliary Operations Coordination

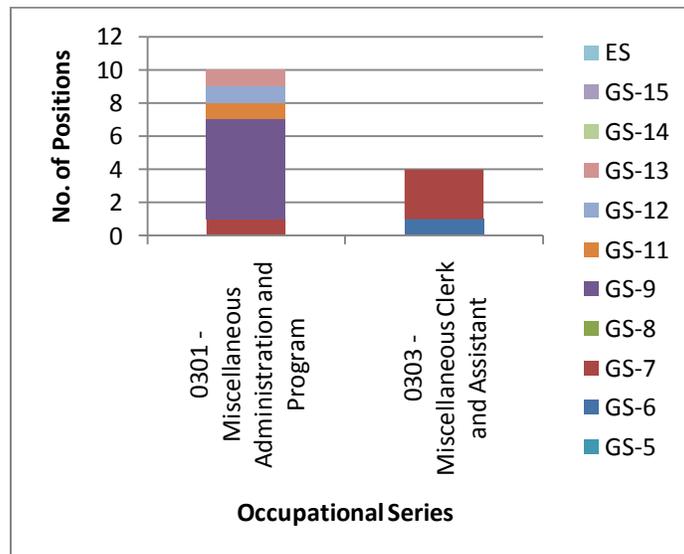
This program element is responsible for management of the Coast Guard Auxiliary program including training and qualification programs and facilitating the operational use of the Auxiliary.

The staff is principally civilian personnel and the majority is located at the District level. The majority of the 19 civilians in this element are in the Miscellaneous Administration and Program series. The grade distribution is principally GS-7 through GS-9 with a few positions at headquarters. Table 8 shows the distribution of civilians across the units and Figure 11 shows the grade distribution among series that have greater than 4 positions within the Auxiliary Operations Coordination element.

Table 8 Number of Positions and Unit Locations within Auxiliary Operations Coordination

Location	Positions	
Headquarters	3	16%
Districts	16	84%
Total	19	100%

Figure 11 Occupational Series within Auxiliary Operations Coordination



Marine Transportation System Management (CG-55)

Marine Transportation Systems Management (CG-55) has the second largest number of civilian positions in the Prevention Program. It develops national regulations, standards, and policies for a diverse program. The Directorate's responsibilities include Bridge Program administration, ocean and transportation policy, waterways and vessel traffic management, Great Lakes pilotage, polar icebreaking, International Ice Patrol, domestic icebreaking, visual aids to navigation, electronic aids to navigation, navigation standards and coastal and marine spatial planning. There are three program elements within Marine Transportation Systems Management that are described on the following pages.

Vessel Traffic Services

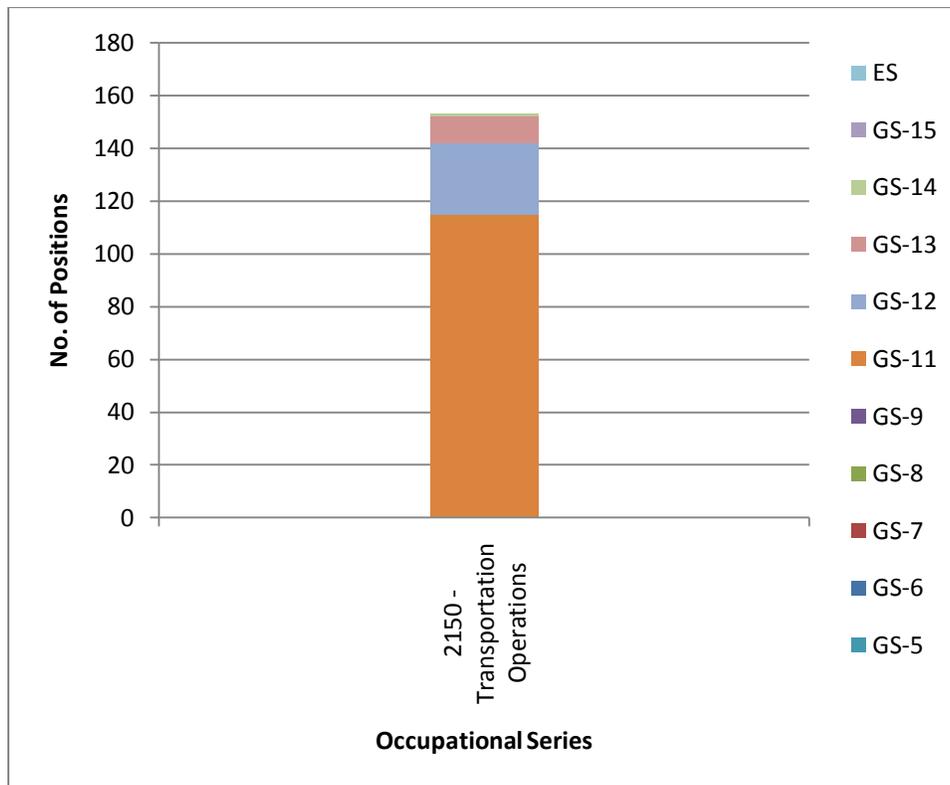
The purpose of each Vessel Traffic Service (VTS) is to provide active monitoring and navigational advice for vessels in particularly confined and busy waterways. Vessel Traffic Services use a wide range of techniques and capabilities aimed at preventing vessel collisions, rammings, and groundings in the harbor, harbor approach and inland waterway phase of navigation. They are also designed to expedite ship movements, increase transportation system efficiency, and improve all-weather operating capability. The Coast Guard operates 12 Vessel Traffic Centers (VTC): Prince William Sound, Puget Sound, Valdez, Seattle, San Francisco, Los Angeles/Long Beach, Houston-Galveston, Berwick Bay, Louisville, Saint Mary's River, Port Arthur, Tampa, and New York.

The staff is a mix of active duty and civilian personnel with all civilians located at Vessel Traffic Centers. Table 9 shows the distribution of civilians across the units and Figure 12 shows the grade distribution among series that have more than 1 position within the Vessel Traffic Service element.

Table 9 Number of Positions and Unit Locations within Vessel Traffic Services

Location	Positions	
Vessel Traffic Centers	157	100%
Total	157	100%

Figure 12 Occupational Series within Vessel Traffic Services



Waterways Operations and Management

The Coast Guard is a member of the Committee on the Marine Transportation System (MTS), a multi-agency partnership charged with providing high-level leadership and improved coordination to promote the safety, security, efficiency, economic vitality, sound environmental integration and reliability of the MTS for commercial, recreational and national defense requirements.

Waterways Operations and Management is a diverse mix of Coast Guard missions including:

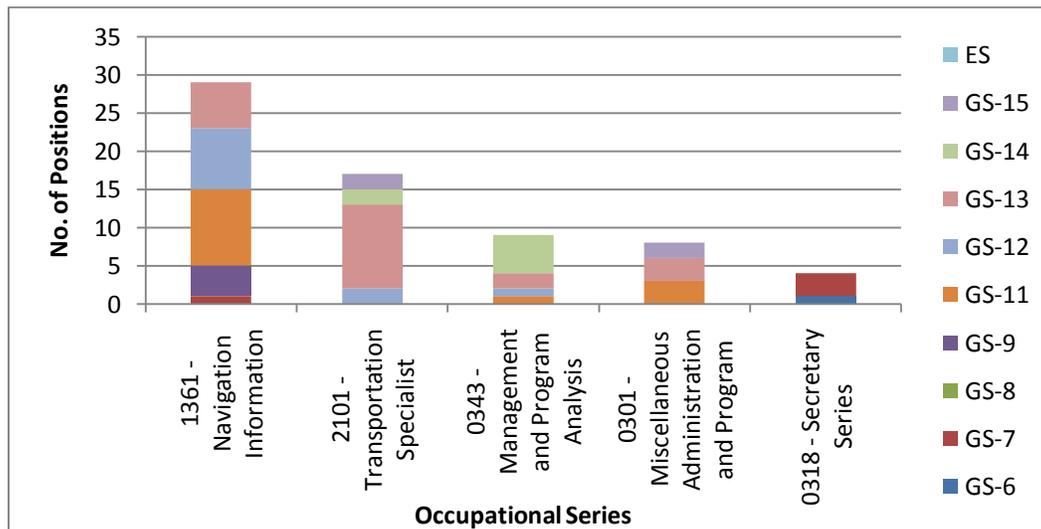
- Ocean and Transportation Policy
- Waterways Management
- Great Lakes Pilotage
- Bridge Administration
- Polar Icebreaking
- Domestic Icebreaking
- International Ice Patrol
- Electronic Aids to Navigation
- Visual Aids to Navigation
- Navigation Standards
- Coastal and Marine Spatial Planning

The staff is a mix of active duty and civilian personnel. Table 10 shows the distribution of civilians across the units and Figure 13 shows the grade distribution among series that have 5 or more positions within the Waterways Operations and Management element.

Table 10 Number of Positions and Unit Locations within Waterways Operations and Management

Location	Positions	
Headquarters	23	27%
Navigation Center	4	5%
Districts	45	53%
Sectors + Field Units	12	15%
Total	84	100%

Figure 13 Occupational Series within Waterways Operations and Management



Bridge Program Administration

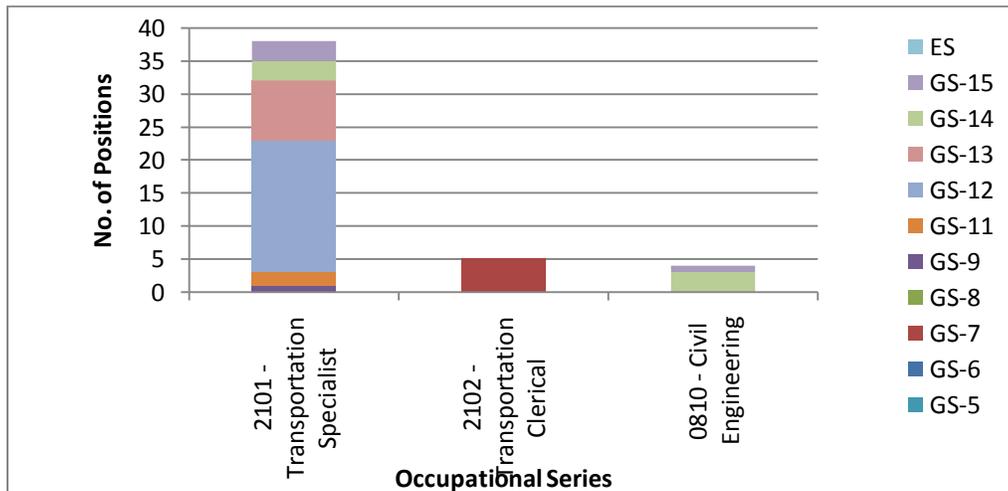
In 1967, the Bridge Program was transferred from the Army Corp of Engineers to the Coast Guard. The Coast Guard is responsible for approval of the location and plans of bridges and causeways constructed across navigable waters of U.S. In addition, the Coast Guard is responsible for approval of the location and plans of international bridges and the alteration of bridges found to be unreasonable obstructions to navigation.

The staff of 48 is exclusively civilian personnel. The leadership of this element is based at Headquarters under office symbol CG-551, where the grade level distribution ranges primarily from 13 through 15. In the field, civilian grade levels range from 11 through 13. Table 11 shows the distribution of civilians across the units and Figure 14 shows the grade distribution among series for positions with more than 1 position within the Bridge Program element.

Table 11 Number of Positions and Unit Locations within Bridge Program Administration

Location	Positions	
Headquarters	12	25%
Districts	36	75%
Total	48	100%

Figure 14 Occupational Series within Bridge Program Administration



Commercial Regulations and Standards (CG-52)

Commercial Regulations and Standards (CG-52) has the fewest of the civilian positions in the Prevention Program. The Directorate develops national regulations, standards, and policies to enhance maritime safety, security and stewardship; develops and executes an engagement plan for international standards development; and administers a technical compliance program to ensure uniform application of design and operating standards on commercial vessels. It includes experts in the areas of ship design and engineering, vessel and facility operating and environmental standards, and standards development and evaluation. The one program element within Commercial Regulations and Standards is described on the following page.

Commercial Regulations and Standards Development

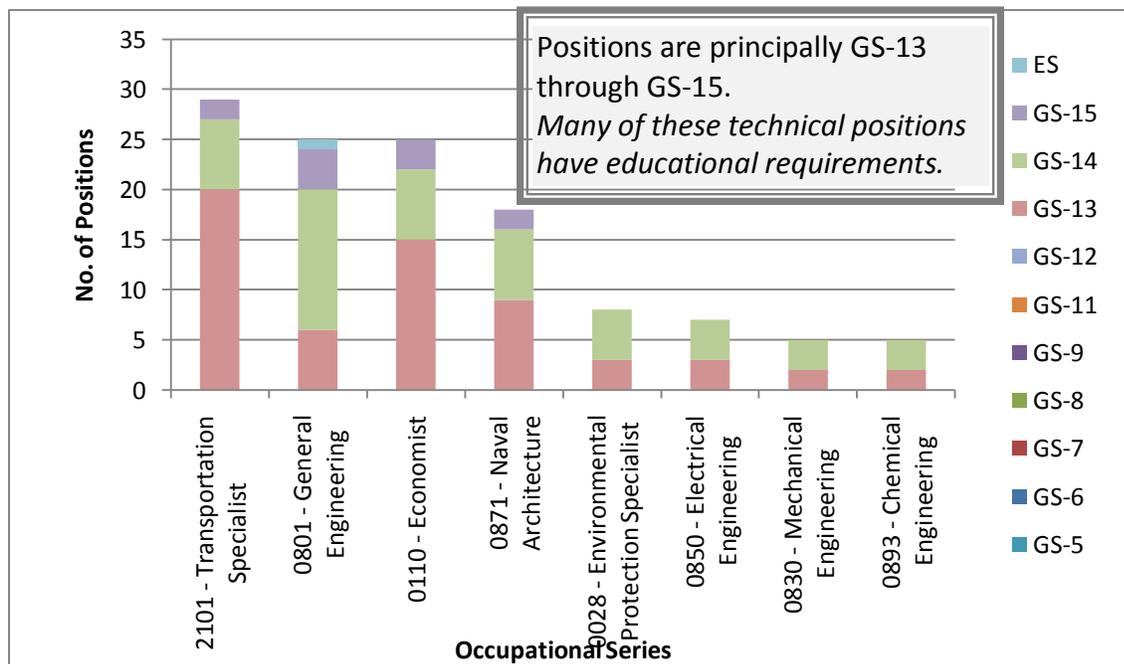
The Coast Guard is charged with developing regulations for those impacted by its Prevention Programs, typically the maritime community—tank vessels, cruise ships, towing, offshore drilling platforms, deep draft freight vessels, waterfront facilities, and industries. Regulation development is a complex process involving problem identification, causal analysis, consultation with Federal Advisory Committees (as appropriate), announcement of proposed rules, invitation of public comment, an economic cost-benefit analysis, environmental analysis (as needed), and consultation with other governmental agencies.

The staff is a mix of active duty and civilian personnel located at Headquarters and the Marine Safety Center. The Directorate has no staff at the Districts, Sectors, and Field Units. The Transportation Specialists and Engineers provide technical expertise for the development of regulations and standards while the economists provide regulatory analysis required for rulemaking projects. The grade distribution is principally 13 through 14 with leadership positions at 15 or SES. Table 12 shows the distribution of civilians between Headquarters and the MSC and Figure 15 shows the grade distribution among series that have more than 4 positions within the Commercial Regulations and Standards Development element.

Table 12 Number of Positions and Unit Locations within Commercial Regulations and Standards Development

Location	Positions	
Headquarters	110	80%
Marine Safety Center	28	20%
Total	138	100%

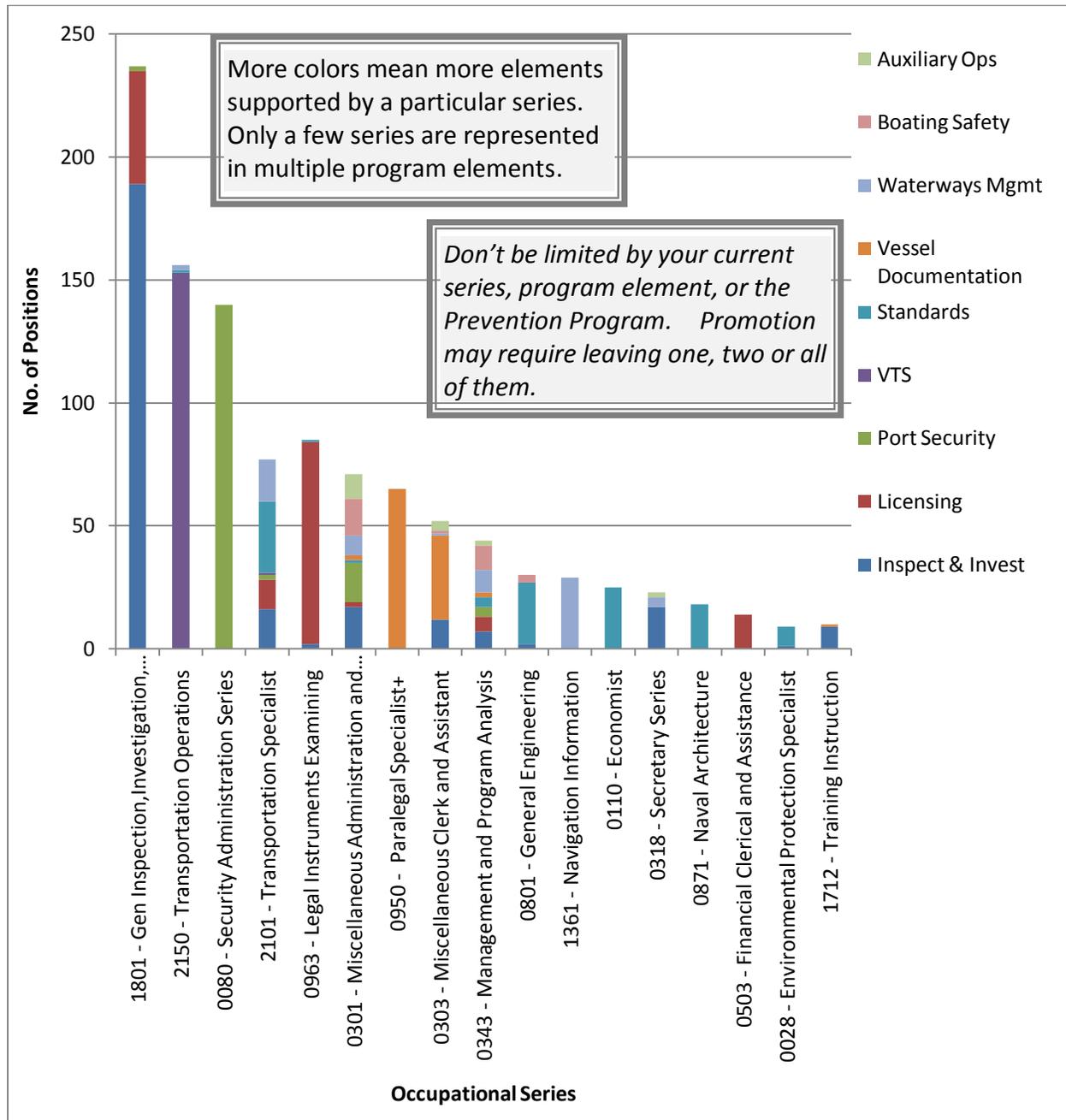
Figure 15 Occupational Series within Commercial Regulations and Standards Development



Synergies and Connections between Elements of the Prevention Program

We've examined the various elements within the Prevention Program to get a closer look at the series and grade distribution within these elements. Figure 16 shows that only a few series-Transportation Specialists, Miscellaneous Administration and Program, and Management and Program Analysts actually support multiple elements across the program. The rest generally support one or two other elements in the Prevention Program.

Figure 16 Series within Prevention Program Elements (10 or more positions)



Opportunities for Promotion

This guide has identified the following:

- The program elements that comprise the CG Prevention Program;
- Where the positions are located – Headquarters, Headquarters Units, Districts, Sectors or Field Units;
- Which occupational series support these program elements; and
- The position grade levels within these series.

However, the question remains, “Is there opportunity for promotion and growth within these series and/or program elements?”

For civilians who are hired below their position’s full grade level, opportunity for promotion will come automatically as they meet their yearly performance goals. Table 13 contains a snapshot of the Prevention Program population in 2010 and reveals how many civilians occupied positions where they have not reached their position’s full grade level potential.

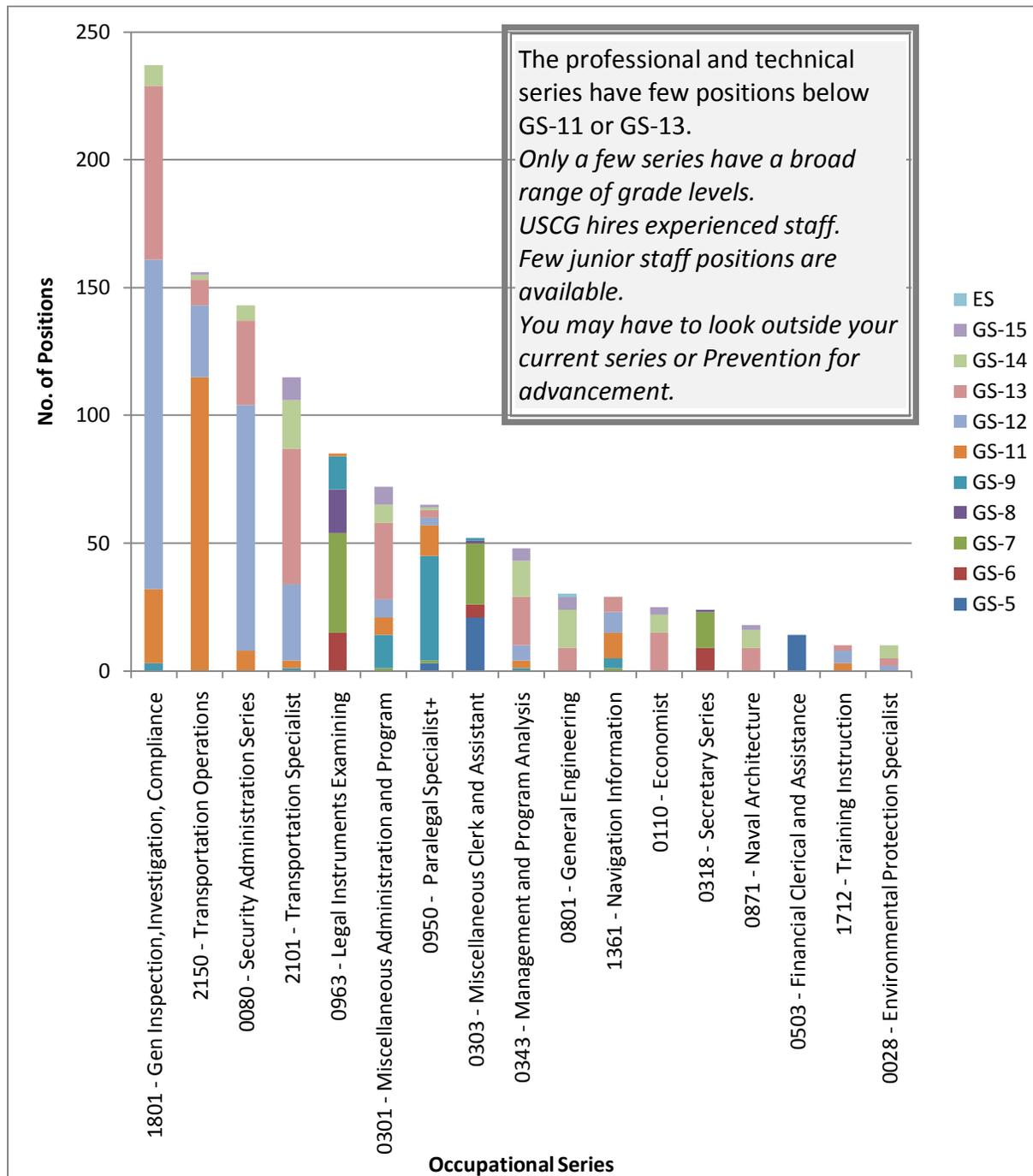
Table 13 Position Grade Level vs. Incumbent Grade Level within Prevention

Full Position Grade Level	Number of Filled Positions	% (and Number) of Positions Filled at less than Full Position Grade Level
GS-5	30	0% (0)
GS-6	33	3% (1)
GS-7	81	5% (4)
GS-8	20	20% (4)
GS-9	70	3% (2)
GS-11	182	2% (4)
GS-12	335	8% (27)
GS-13	272	6% (16)
GS-14	102	4% (4)
GS-15	33	0% (0)
ES	3	0% (0)
Total	1161	5.3% (62)

Very few positions are filled below the position’s full grade level.
“Career Ladder” hiring is rare.

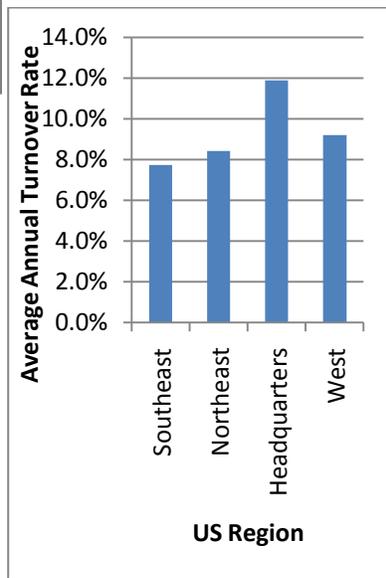
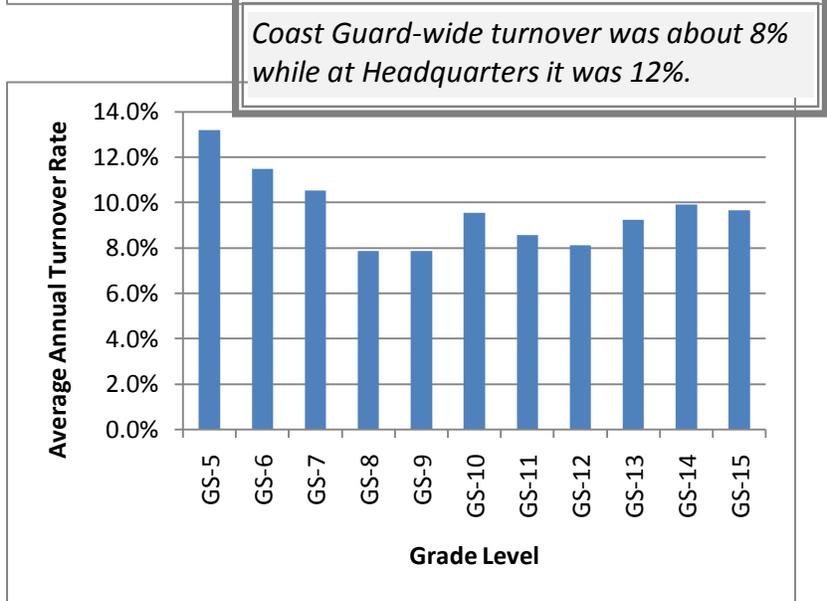
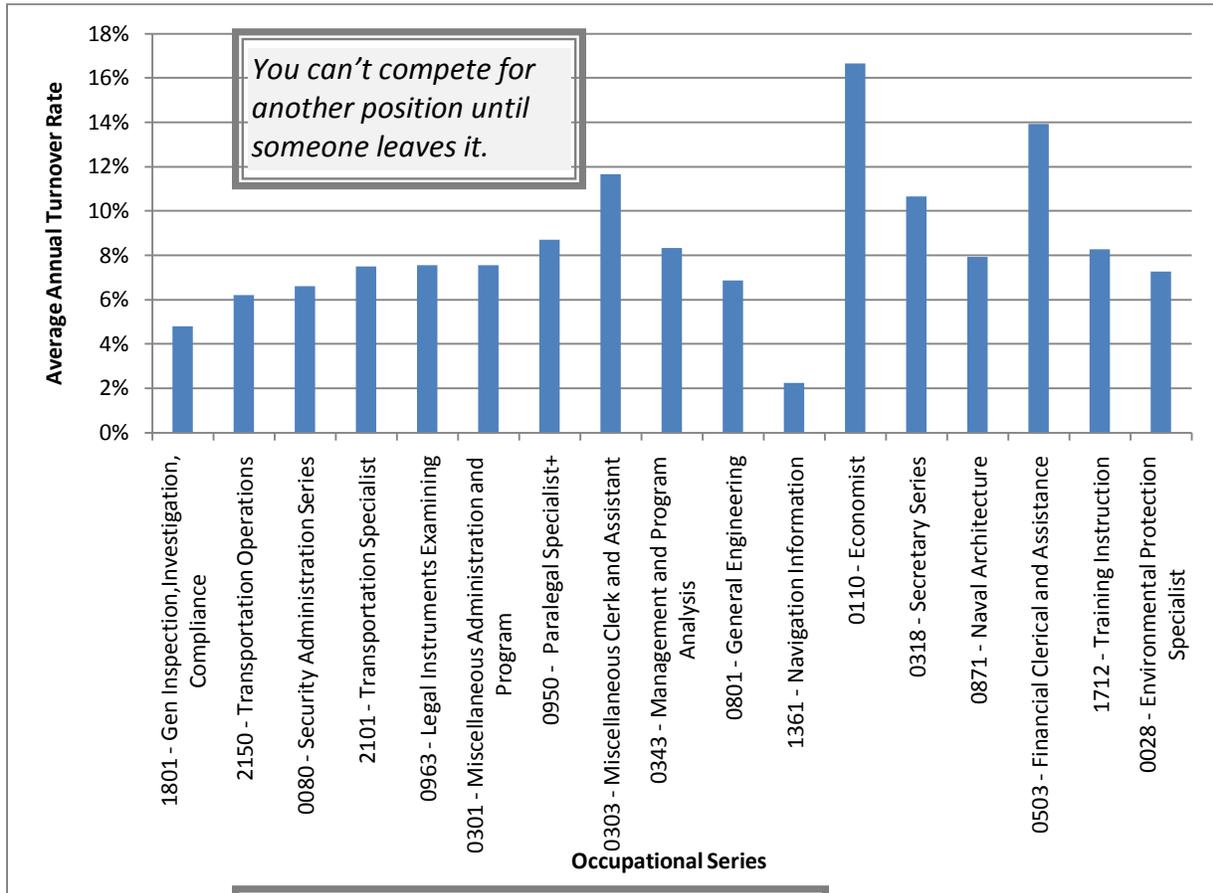
For the majority of the civilians in the Prevention Program, opportunity for promotion comes when there are positions available above their current grade level. For example, if you are in the Transportation Specialist series and have reached a potential pay grade of 13 within your program element, there may be other positions at the GS-14 and 15 levels. Figure 17 identifies the GS levels within the series that support the Prevention Program and the number of positions at each grade level within those series.

Figure 17 Series (10 or more positions) and Position Grade Levels within Prevention



The frequency of positions becoming available is shown in Figure 18. These diagrams identify the average percentage of positions that become available within occupational series, grade level and region based on the five year period, 2006-2010. This is *Coast Guard-wide* data, not exclusively Prevention data.

Figure 18 Coast Guard Attrition by Series, Grade Level, and Geographic Region
(2006-2010 data)



Career Expectations, Strategies and Guidance, and Resources

This guide provides civilians in the Prevention Program with an understanding of the current state of the civilian population with current workforce data. Realistically, this guide cannot evaluate the advancement opportunities available to every civilian in the program but it presents information which will assist the majority of the civilians. The Coast Guard is a military organization and military transfers and promotions regularly occur. Conversely, civilians who perform satisfactorily can stay indefinitely in their position and advancement opportunities are dependent on someone retiring or moving to another position. Additionally, civilian advancement opportunities vary depending on location, occupational series, and Prevention Program element.

Location

- Position grades of GS-14 and above are almost exclusively at Headquarters or one of the headquarters units (MSC, NVDC, and NCOEs).
- There are few GS-14 positions at other units.
- 121 units or organizational components (e.g. Headquarters offices) have civilian Prevention positions, but only 28 units have 10 or more civilian Prevention positions and 55 units have 4 or less.
- Opportunities to advance at units with small civilian staffs are obviously limited with some units not having any higher grade positions. The personnel allowance list, the link is provided in the Career Resource section, identifies what grade positions are available at different locations.

Occupational Series

- There are 53 occupational series represented in the Prevention Program, but only 17 series have 10 or greater positions.
- 32 series have 5 or less positions.
- The 1801 - Gen Inspection, Investigation, Compliance; 2150 - Transportation Operations; and 0080 – Security Administration series are the three largest series within Prevention; furthermore, the majority of these positions are at GS-11 to GS-13 levels.
- The fourth largest series, 2101 – Transportation Specialist, has a wider distribution of GS-11 through GS-15 positions.
- The highest grade for the 0963 – Legal Instruments Examining series is GS-9.
- The opportunities to advance within occupational series that have small representation in the Prevention Program are limited; either you must wait for a higher position to be available, consider switching to another series, or consider opportunities outside the Prevention Program. Understanding the opportunities and limitations that may exist within specific occupational series is valuable. Considering the additional limitations of location and education requirements (e.g., Economist series 0110, is only at Headquarters), will help determine if a series change is feasible and right for the individual.

Program Element

- Vessel Inspections and Marine Investigations and the Port Safety and Security elements are largely comprised of two series, General Inspection, Investigation, Compliance (1801) and Security Administration (0080), respectively.
- Few positions higher than GS-13 exist in the Port Safety and Security element.
- The majority of the positions within the Commercial Regulations and Standards Development element are GS-14 or above.
- The program element often restricts the location of available positions. For example, Recreational Boating Safety element is only located at Headquarters and Districts; the Merchant Mariner Licensing element is only at the NMC and regional examination centers; and Commercial Regulations and Standards Development element is only located at Headquarters and the Headquarter unit, Marine Safety Center.

These are just a few of the observations that can be drawn from the Prevention Program's overall workforce data. Location, occupational series, and program element should all help frame civilian career expectations within the Prevention Program. This data can be used to develop personal strategies to help guide an individual's opportunity for advancement and future professional development.

Strategies and Guidance

- The best opportunity for career advancement is within your organization (i.e. division, office, and program). In order to advance, someone must leave and you must be qualified to fill the vacancy.
- If advancement opportunities are limited by your current unit, series, or program element, you can actively seek opportunities to broaden your expertise and experience to make yourself competitive for a wider range of positions.
- Learn what skills and expertise are possessed by the incumbents of the types of jobs you find interesting; obtain similar skills through additional education, training, and/or certification programs.
- Interact outside your position's scope of responsibility; don't restrict your learning to your current position, program element, or even Prevention.
- Volunteer for assignments and collateral duties.
- Speak up, perform, self-advocate, and let people know you want to advance.
- Look and act professional at all times.
- Produce quality results regardless of the task.
- Be a team player and explore leadership opportunities.
- Keep your eyes open; set up OPM jobs alerts.
- Explore opportunities outside of Prevention or the Coast Guard.
- Look out for, or suggest, a brown bag lunch series.
- Network with colleagues from other programs and agencies.
- Find a mentor.

Career Resources

- Civilian Career Enhancement Guide - http://www.uscg.mil/civilianhr/docs/pdf/Civilian_Career_Enhancement_Guide.pdf. This guide offers good career guidance.
- Office of Civilian Human Resources (CG-121) - <http://www.uscg.mil/civilianhr/>. This site offers many helpful links that are of interest to civilian employees.
- Mentoring - <http://uscg.mil/leadership/programs/mentoring.asp>
- Leadership and Professional Development Courses - <http://www.uscg.mil/leadership/courses/civilian.asp>
- Individual Learning Strategies - <http://www.humtech.com/opm/grtl/ILS/ILS.cfm>.
- Individual Development Plans - <http://www.uscg.mil/leadership/idp/default.asp>. IDPs can be a valuable tool to structure career development and communications with your supervisor.
- Personnel Allowance List (PAL): <https://cgportal.uscg.mil/lotus/myquickr/cg-833-personnel-allowance-&-staffing-division/cg-billet-and-position-info>.

Summary

There are many ways to examine the synergies presented in this guide to help you develop and advance your career within the Prevention Program. The information in this guide will help you identify where you fit within the Prevention Program and draw connections to where you want to be within your career considering the following factors.

- Are there leadership and higher grade level positions available within your series?
- Are these positions available in your current program element? If so, where (i.e., Headquarters, Headquarters Unit, District, Sector, and Field)?
- If positions are not available at your desired location, does your series support a similar program element?
- What training or skills are required to be competitive for positions in a new series or program element?

Once you've connected the dots, you may realize that promotion potential may be best outside of the Prevention Program or the Coast Guard. The intent of this guide is not to encourage that option but to provide civilians with an understanding of the Prevention Program and its career opportunities and limitations. Use the career strategies and guidance as well as career resources provided in this guide to help you with your career path.