



Washington, DC
20593-0001
(202)267-1704

COMDTINST 12713.12

21 MAR 1990

COMMANDANT INSTRUCTION 12713.12

Subj: Coast Guard Upward Mobility Program

Ref: (a) Federal Personnel Manual (FPM) Letters and Bulletins
in the 713 Series (NOTAL)
(b) Commandant Instruction 12335.1(Series), Coast Guard
Merit Promotion Program

1. **PURPOSE.** This Instruction sets forth the policy and procedures for the continued operation of the U.S. Coast Guard Upward Mobility Program.
2. **BACKGROUND.** The Equal Employment Opportunity Act of 1972 (Public Law 92-261) calls for all Federal agencies to establish training and education programs designed to provide maximum opportunity for employees to advance to their highest potential. This requirement was instituted so that lower-graded employees would have an opportunity to obtain the necessary training and skills to enter or compete for positions with advancement potential.
3. **DEFINITIONS.**
 - a. **Individual Training Plan (ITP)** - a document which indicates on-the-job and formal training and development experience which will qualify the trainee for the target position.
 - b. **Target Position** - The specific position (series and grade) corresponding to an anticipated vacancy for which the employee is being trained.

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3. c. Full Performance Level - the ultimate promotion potential of the career ladder position upon completion of the upward mobility training plan.
 - d. Trainee Position - the position which the employee occupies while gaining the necessary skills and experience to qualify for the target position.
 - e. Training Agreement - a formal Coast Guard-wide document which authorizes substitution of intensive, accelerated training for part of the qualification requirements for a particular job series and grade (does not apply to positive education or time-in-grade requirements).
 - f. Upward Mobility Program - a systematic management effort that focuses Federal personnel policy and practice on the development and implementation of specific career opportunities for lower-level employees (usually GS-9 and below or the equivalent) who are in positions or occupational series which do not permit them to realize their full work potential and which do not provide promotion opportunities beyond the current grade. The program is usually characterized by a trainee and a target position, a duration of one to two years, a training agreement which allows for substitution of normal qualification requirements, and an ITP which prescribes the specific training and experience necessary for the trainee to meet the qualification requirements of the target position. Upon assignment to the entry level position in the career field, the program is for all intents and purposes ended, and the candidate enters into the career ladder progression.
4. OBJECTIVES. The Upward Mobility Program is designed to:
- a. Provide employees in jobs which offer little or no career advancement the opportunity to acquire the training and experience which will qualify them for occupations with greater promotion potential.
 - b. Facilitate the realization of employees' career goals, consistent with their interests and abilities and the mission of the Coast Guard.
 - c. Offer management a cost-effective staffing program.

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5. RESPONSIBILITIES.

- a. Commandant (G-PC) will establish policy and guidance for the Coast Guard Upward Mobility Program; monitor program effectiveness; and assure that the program is in compliance with pertinent law and regulations as well as the Coast Guard Federal Equal Opportunity Recruitment Plan (FEORP).
- b. Commandant (G-H) will ensure that Upward Mobility Program requirements are incorporated into national and local Affirmative Employment Plans and evaluate the program's impact thereon.
- c. The Commandant (G-CCS), district commanders, commanders of maintenance and logistics commands, and unit commanding officers will provide the resources (positions and funds) necessary to operate the program within their commands.
- d. Civilian Personnel Officers will administer the Upward Mobility Program for the commands they service by assisting management officials in establishing and selecting for Upward Mobility positions; counseling prospective or current participants on program requirements; monitoring program and participant progress; maintaining Upward Mobility records; and providing publicity for the program or otherwise encouraging participation.
- e. Managers and Supervisors, with assistance from the Civilian Personnel Office, shall identify within their units positions and employees with potential for the Upward Mobility Program; contribute to the selection of trainees; develop ITP's; ensure that the provisions of the ITP's and the Coast Guard Upward Mobility Training Agreement are implemented; and train, counsel, and evaluate participants under their supervision.
- f. Trainees selected for the Coast Guard Upward Mobility Program are responsible for completing the required training satisfactorily; assuring that their Official Personnel Folders are up-to-date and document training completions; and participating in counseling and evaluation sessions.

6. ESTABLISHING UPWARD MOBILITY POSITIONS.

- a. Managers/Supervisors and Civilian Personnel Officers will review their present and future staffing needs and

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6. a. (cont'd) identify positions that; (1) have regularly recurring vacancies which provide significant opportunity for advancement; (2) already have or can be restructured to have trainee positions at or below the usual entry level; (3) usually do not have positive education requirements; and (4) may have little representation by minorities, women, and the handicapped. Upward Mobility positions can also be used to relieve full-performance employees from lower-level tasks (e.g., when a vacancy occurs among four GS-12 Computer Specialists who spend some of their time on junior-level tasks, that position might be filled at the GS-5 level and with an Upward Mobility candidate). Frequently underrepresented occupations identified by the Coast Guard FEORP Plan can be sources of Upward Mobility positions. See enclosure (1) for sample trainee and target position descriptions.
 - b. The Upward Mobility Program must be administered within command funding limitations, employment ceilings, and other resource limitations, unless other provisions are made for centrally-controlled resources as a result of OPM or Departmental initiatives. Additionally, the provisions of applicable collective bargaining agreements must be observed when implementing the Upward Mobility Program.
 - c. The Civilian Personnel Officer should be consulted for guidance on planning and establishing Upward Mobility positions and on the formulation of ITP's.
7. ELIGIBILITY. Competition for positions identified as part of the Coast Guard Upward Mobility Program will be open to Coast Guard General Schedule (GS) and Wage System (WG) employees, usually GS-9 and below or equivalent, who are serving in career or career-conditional appointments. Veterans Readjustment Appointment (VRA) appointees are eligible to compete as are employees who are currently serving in excepted positions under Schedule A, Section 213.3102 (u) (handicapped) appointments.
8. SELECTION PROCEDURES.
 - a. Each Upward Mobility opportunity shall appear in a vacancy announcement which delineates the knowledge, skills, and abilities necessary to perform in the target position along with the series and grade or wage level of the target position. See enclosure (6) for a sample of an Upward Mobility vacancy announcement.

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8. b. The selection process for a program which provides developmental activities that may lead to promotion must comply with pertinent merit promotion guidelines, reference (b); be based solely on job-related criteria; and not discriminate on the basis of sex, age, color, race, religion, national origin, handicap, or other non-merit reason.
- c. Candidates selected for the program must possess an overall background of sufficient level and quality to indicate that they have the potential to perform the duties of the target position within two years as indicated by considerations such as supervisory and self-appraisals, work experience, self-development and outside activities, awards, and training, as all of the above relate to the tasks of the target position. For the supervisory appraisal, the applicant's current supervisor will indicate their judgment, using examples if possible, of the applicant's potential to acquire each of the knowledge, skills, and abilities and/or tasks cited in the vacancy announcements.
- d. The applications of all candidates meeting basic qualification requirements will be referred to a rating panel consisting of three subject-matter experts (in the career field under consideration), nominated by the selecting official and assisted by a member of the Civilian Personnel Office.
- e. The panel will rank candidates as either "qualified" or "best qualified." The "best qualified" will be further evaluated by the panel to determine whether their qualifications indicate that they possess the potential to benefit from the training and to reach the target position. Those candidates who do exhibit the potential to participate successfully in the Upward Mobility Program will be referred to the selecting official who will make the final determination.
- f. An employee competitively selected for the Upward Mobility Program may be reassigned to the trainee position. If voluntarily demoted, the employee will

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8. f. (cont'd) have salary retention benefits in accordance with 5 U.S.C. 5363(a)(3) but would have to compete for return to the former grade if the employee fails to complete the program.

9. TRAINEE DEVELOPMENT.

- a. With assistance from the Civilian Personnel Office and within 30 days of the assignment of the employee to the training position, the supervisor of the trainee will prepare an ITP which conforms to the requirements of the Coast Guard Upward Mobility Training Agreement. The Training Agreement and sample ITP are included as enclosures (2) and (3).
- b. The ITP must be approved by the Civilian Personnel Office as qualifying the trainee for the target position by providing the difference in the qualifications of the trainee and the qualifications required for the target position.
- c. As a minimum, each ITP should contain: a statement of the objectives and/or learning outcomes; an outline of the proposed developmental activities, which include on-the-job and formal classroom training; and the anticipated amount of time required for each training phase.

10. EVALUATIONS. Evaluation of the trainee's progress is a continuous process, but formal evaluations must be completed by the supervisor (Form CG-5218D, enclosure (4)) and the trainee (Form CG-5218E, enclosure (5)) at least quarterly. The evaluations should be discussed by trainee and supervisor, reviewed by the second-level supervisor, and forwarded to the Civilian Personnel Office. The status of the Upward Mobility Program in each command will be evaluated by the Civilian Personnel Office and by Commandant (G-PC) on personnel management evaluations. Commandant (G-PC) will also conduct in-depth evaluations as needed.

11. COUNSELING. Trainees will be counseled by their immediate supervisor at the time of each quarterly evaluation and more frequently, if needed, concerning their progress in the program and toward their career goals. Counseling is also available from the Civilian Personnel Office.

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12. PROGRAM COMPLETION.

- a. Upon meeting the qualification requirements, and if recommended by the appropriate management official, trainees can be promoted to the target position without further competition. Subsequent promotions must be made in accordance with career ladder guidelines.
- b. If at any time prior to the completion of the program, a trainee fails to meet the requirements and objectives of the ITP, does not progress satisfactorily in the trainee position, or voluntarily withdraws, the employee will be returned to a position of like grade for which the employee is qualified.

13. RECORDS AND REPORTING REQUIREMENTS.

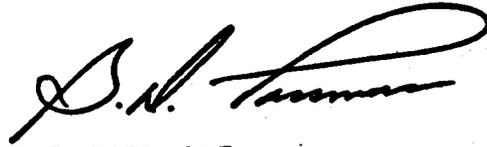
- a. To make maximum use of Civilian Personnel Management Information Systems (CIVPMIS) for recurrent and ad hoc reporting purposes, each Civilian Personnel Office will ensure that screens submitted to Regional Processing Centers on newly-selected Upward Mobility trainees indicate SPEC PROG of 76 (or other SPEC PROG announced by Commandant (G-PC)).
- b. Civilian Personnel Officers will also maintain records on Upward Mobility trainees which contain the following information or form: pre-program position; date of program entry; ITP; target position; anticipated or actual program completion date; copies of Training Appraisals (CG-5218D) and Trainee's Evaluation of Training (CG-5218E); certification of training completions and fulfillment of ITP requirements (also to be placed in the trainee's Official Personnel Folder).
- c. Commandant (G-PC) will comply with Coast Guard-wide reporting requirements levied by OPM, the Office of the Secretary, and other sources.

14. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and chiefs of offices and special staff divisions at Headquarters shall:

- a. Ensure that the Upward Mobility Program is established and maintained in accordance with the requirements of this Instruction.

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14. b. Involve managers and operating officials in the identification of Upward Mobility positions, selection and development of trainees, and evaluation of trainee and program progress.



G. D. PASSMORE
Chief, Office of Personnel
and Training

- Encl:
- (1) Sample Trainee and Target Position Descriptions
 - (2) United States Coast Guard Upward Mobility Program
Nation-wide Training Agreement
 - (3) Sample Individual Training Plan (ITP)
 - (4) Sample Trainee Appraisal (CG-5218D)
 - (5) Sample Evaluation of Training (CG-5218E)
 - (6) Sample Upward Mobility Merit Promotion Vacancy
Announcement

SAMPLE

**UPWARD MOBILITY TRAINEE POSITION:
EMPLOYEE DEVELOPMENT SPECIALIST (GS-235-05)**

1. Position Summary. The incumbent of this position is in a training status, and will be assigned various tasks designed to provide general knowledge, understanding and skills in employee development.
2. Primary Duties and Responsibilities. The incumbent:
 - a. Receives training in principles, concepts, work processes, and regulations fundamental to training and development and other personnel fields.
 - b. Receives on-the-job training assignments which provide a practical understanding of the organization, programs, policies, and objectives of Coast Guard.
 - c. Applies these employee development principles, procedures, and work techniques to actual training assignments.
3. Supervision. Serves under close guidance and instruction of a higher-grade specialist who critically reviews and evaluates the completed work. The Chief of the Training Branch will also review the trainee's work in progress and answer questions on specific assignments.

UNITED STATES COAST GUARD
UPWARD MOBILITY PROGRAM
NATION-WIDE TRAINING AGREEMENT

This training agreement is one part of the U.S. Coast Guard Upward Mobility Program. The whole program is described in the main section of this Instruction.

1. REASON FOR THE TRAINING AGREEMENT. This training agreement is the mechanism which permits substitution of intensive, accelerated on-the-job and formal classroom training for all or part of the qualification requirements for the target job. Through the use of this agreement, employees who have the potential for higher level work will be selected competitively and placed in trainee positions which will develop them for entry into craft/trade, administrative, technical or professional careers. Additionally, this agreement will:
 - a. Provide more opportunities for lateral and upward mobility within Coast Guard for employees whose current assignments do not allow further advancement.
 - b. Assist employees in utilizing their full potential.
 - c. Facilitate the accomplishment of individual career goals.
 - d. Contribute to Coast Guard morale, productivity, and mission accomplishment.

2. POSITION COVERAGE.
 - a. Trainee Position. Trainee positions are those positions to which Upward Mobility Program participants are initially assigned. Program participants are selected competitively and may enter trainee positions through details. In series where positions are classified at two-grade intervals (e.g., GS-7/9/11), trainee positions will normally be established at the entry level. Pay retention shall be extended to any employee whose rate of basic pay would otherwise be reduced as a result of entering into this program.

3. SELECTION OF TRAINEES.

a. Initial Criteria.

- (1) Upward Mobility applicants must possess the following attributes:
 - (a) Civilian.
 - (b) Serving under career or career-conditional appointment except as noted in (2) and (3) below.
 - (c) In grades GS-1 through GS-9 or wage grade equivalent.
 - (d) Currently in positions which offer little or no career advancement.
 - (e) Possess the minimum education requirements for the trainee position.
- (2) Veterans Readjustment Appointment (VRA) appointees will also be eligible to compete for Upward Mobility positions. If selected, VRA appointees will be reassigned to trainee positions, and their initial training agreements under the VRA appointment, if not entirely completed, may be terminated by amendment at that time. They will remain on their VRA appointments, however, until such time as they have completed the required two years of service necessary for conversion to competitive status. If performing satisfactorily at that time, VRAs are to be converted, in place, to the competitive service under the provisions of Civil Service Regulations 315.705.
- (3) Coast Guard employees who are currently serving in excepted positions under Civil Service Schedule A, Section 213.3102 (u) (Handicapped) appointing authority, are also eligible to compete for Upward Mobility positions. If selected, they will be reassigned to trainee positions.

- b. Method of Selection. The primary objective in the evaluation of candidates for the Upward Mobility Program is the assessment of potential for satisfactory performance in the target position. Accordingly, the

- b. Target Positions. Upon satisfactory completion of a full program of training, reassignment or promotion into the target position will be effected noncompetitively. Once trainees have been placed in target positions, additional and future development will follow normal merit promotion or career development procedures. Trainees who enter a series where positions are properly classified at two-grade intervals and whose upward mobility plan calls for a two-grade promotion to the full performance level will be eligible for such promotion upon successful completion of the training program and upon having met the proper time-in-grade requirements. This training agreement is applicable to target positions in any of the occupational series properly classified at one and two grade intervals. Target positions may fall within any of the following groups:

000 Miscellaneous Occupation Group
100 Social Science, Psychology and Welfare Group
200 Personnel Management and Industrial Relations Group
300 General Administrative, Clerical, and Office Service Group
400 Biological Science Group
500 Accounting and Budget Group
800 Engineering and Architecture
900 Legal and Kindred Group
1000 Information and Arts Group
1100 Business and Industry Group
1300 Physical Science Group
1400 Library and Archives
1500 Mathematics and Statistics Group
1600 Equipment, Facilities, and Service Group
1700 Education Group
1800 Investigation Group
1900 Quality Assurance, Inspection and Grading Group
2000 Supply Group
2100 Transportation Group
Wage Grade Occupation Series, As Appropriate

NOTE: Before selectees may be placed in either a trainee or target position for which a minimum educational requirement is specified in OPM Handbook X-118, "Qualification Standards for Positions Under the General Schedule," they must meet the minimum education requirements prescribed for that series. (Sample Trainee and target position descriptions may be found in enclosure (1).

3. b. (cont'd) selecting official, with assistance from the Civilian Personnel Office, will prepare a list of the knowledges, skills and abilities required for the target job. These, along with the target series and grade, will appear in the vacancy announcement and will be the basis of evaluation by a panel.

The evaluation panel will consist of subject-matter experts (generally three) in the career field of the job to be filled. These experts will be nominated by the selecting official. The panel will be convened and presented with applications which have been screened for the initial criteria by the Civilian Personnel Office. Applicants may be designated as either "qualified" or "best qualified" by the panel based on assessment of their work experience, education, outside activities, awards, supervisory and self-appraisals, as all of the above relate to the knowledge, skills and abilities of the target job. The "best qualified" candidates will be further evaluated by the panel to determine if they should be referred to the selecting official as having the potential to benefit from the training and to perform satisfactorily in the target position. The selecting official will make the final determination.

4. TRAINING.

- a. Length. Before reassignment to the target position, trainees must make up any differences in qualifications they bring to the program and the qualifications required (whether general experience or specialized experience or both) as specified in Handbook X-118 for the series involved. Training time may, therefore, be credited at the rate of one month of training for two months of experience under the terms of this agreement. For example, if a trainee needs three years of general experience to qualify for a target position, training time would take at least one-and-one-half years. In all situations, the training period would be established at a minimum of 12 months, including those instances where the trainee possesses some of the qualifying experience. In no case does this agreement authorize exception to time-in-grade requirements.

- b. Individual Training Plan (ITP). Within 30 days after the trainee enters the program, supervisors and managers, with technical assistance and guidance from the Civilian Personnel Office, will develop an Individual Training Plan. The plan will be designed to reflect a pattern of development to assure that the trainee acquires the necessary skills, knowledge and abilities for successful performance in the target position. A sample ITP is shown in enclosure (3). All training plans will provide for the following:
- (1) On-the Job Training. All assignments will provide meaningful, productive, and progressively responsible developmental experience related to the target position. Special projects may be arranged in other program areas that interface with the career field. No less than 50 percent of the on-the-job training time must be in the target area or in closely related functions.
 - (2) Formal Training. On-the-job training may be supplemented by formal educational courses which contribute to success in the career field. Such courses, at Government expense, might be taken at interagency training facilities, Department of Defense schools, and/or local trade schools, colleges or universities. To the maximum extent possible, formal instruction should be scheduled during normal working hours with trainees attending in a pay status. In unusual situations, it may be desirable to schedule courses after normal working hours. In these instances, trainees attend classes on their own time in a nonpay status. However, attendance at classes after normal working hours in a nonpay status must be the voluntary choice of the trainee; and such attendance may not be used as a condition of selection for the training program.
 - (3) Self-Development. Trainees will be encouraged to participate in self-directed developmental activities. This may include extensive reading, participation in professional societies or trade associations, or training through local institutions or correspondence schools.
5. EVALUATION. Written supervisory reports on the employee's application of training received and overall development on-the-job will be made at regular intervals of 90 days on Form

Encl: (2) to COMDTINST 12713.12

5. (cont'd) CG-5218D enclosure (4). These evaluations will be reviewed by the second-level supervisor and discussed with the trainee. An approved copy will be given to trainees, who likewise, will be expected every 90 days to evaluate their training and development on Form CG-5218E enclosure (5). Supervisory and trainee evaluations will be forwarded to the Civilian Personnel Office for inclusion in the trainee's file. These evaluations are in addition to the requirement for establishing job elements and performance standards under Coast Guard's Basic Performance Appraisal System.
6. CONCLUSION OF THE PROGRAM.
 - a. Failure to demonstrate progress or failure to successfully complete the training program may be grounds for dropping an employee from the program at any time. The employee will be returned to a position of like grade for which the employee is qualified. Unsuccessful employees who voluntarily changed to a lower grade will be reassigned to an appropriate position at the lower grade level. Repromotion to the employee's former grade level will be subject to competitive merit promotion procedures.
 - b. Upon completion of the training program, the trainee's supervisor will make a final summary evaluation of the trainee's achievements and performance. The trainee will be considered to have met the qualification requirements established for the target position upon completion of the Individual Training Plan, including successful performance of the on-the-job criteria identified for that position. The trainee then will be eligible for reassignment to the target position, and will be recommended for assignment to that position by the immediate supervisor.
7. CAREER COUNSELING. Trainees will be counseled by their immediate supervisors concerning their learning progress and their career goals at the completion of each major assignment and otherwise as needed, but no less frequently than every 90 days (quarterly). As appropriate, this counseling may be expanded to include a representative of the Civilian Personnel Office. Supervisors should note the dates of the counseling sessions in the last block of Form CG-5218D enclosure (4).

8. FLEXIBILITY PROVISIONS. The length of training for any individual may be extended for a maximum of six months in order to accommodate lost time due to sick or emergency leave; change of mission, program or technology; or need for the employee to grasp the training material more fully. Such changes must be approved by the Civilian Personnel Office.

9. ADMINISTRATION OF THE AGREEMENT. Commandant (G-PC) has overall policy responsibility for the administration and evaluation of this training agreement in the Coast Guard. Civilian Personnel Officers at Coast Guard Headquarters, maintenance and logistics commands, and Headquarters units are responsible for the administration of this agreement in their respective organizations.

ENCL: (3) to COMDTINST 12713.12

I. Phase I, 13 weeks.

A. Orientation

B. Unfamiliarity

I. Phase I, 13 weeks.

ENCL: (3) to COMDTINST 12713.12

UPWARD MOBILITY INDIVIDUAL TRAINING PLAN

1. Trainee: John J. Jones
2. Trainee Position: Employee Development Specialist
(GS-235-07)
3. Organization: Training Branch, G-PC-15, Office of Personnel
4. Length of Training: 12 months, August 1989 - August 1990
5. Objectives: This training agreement is proposed to provide Mr. Jones with full capabilities as an Employee Development Specialist and to enable him to carry out the following principle responsibilities:
 - a. Develops and coordinates clerical skills training programs. He is responsible for announcing, monitoring, and evaluating classes in typing, shorthand, English, writing, and other skills areas.
 - b. Develops, coordinates, and evaluates training assignments for the Cooperative 3 Education Program assuring that trainees, educational institutions and supervisors are cognizant of the goals of the program. He works with management officials in establishing and evaluating on-the-job training assignments.
 - c. Announces interagency and outservice training opportunities describing the course objectives, content, criteria for selection, funding responsibilities, procedure for enrollment, etc.
 - d. Explains training procedures, course requirements, selection procedures, and funding requirements to supervisors and their employees.
 - e. Conducts special studies to determine the effectiveness of training courses, the need for training resources, and the value of certain training policies and procedures.

Encl: (3) to COMDTINST 12713.12

I. Phase I, 13 weeks.

A. Orientation.

1. Discussion of duties and responsibilities
2. Discussion of training plan
3. Intra office interviews

B. Formal Training.

1. Lotus 1-2-3 (20 hrs)
2. Training Course Development (USDA, 40 hrs)

C. On-the-Job Training.

1. Introduction to Course Preparation and Conduct
2. Equipment Operation

D. Evaluation and Counseling. Progress reviews will be held quarterly. Work products and training results will be assessed and further guidance provided. The supervisor and trainee will discuss quarterly written reports (CG-5218D & E enclosure (4) & (5)) and forward them to the Civilian Personnel Office.

II. Phase II, 13 weeks.

A. Orientation. *

1. CIVPMIS
2. Coast Guard Academy

B. Formal Training.

1. The Staff Work Course (USDA, 59 hrs)
2. Writing Improvement (CG, 32 hrs)

C. On-the-Job Training.

1. Course Development
2. Visual Aids

D. Reading. * Mager: "Preparing Instructional Objectives"

E. Evaluation and Counseling. A special evaluation will be performed at the end of the first and second year at which time both the supervisor and trainee will critique the developmental experience. The supervisor will determine whether the trainee has satisfactorily progressed and has demonstrated the capabilities to perform at the next grade level.

III. Phase III, 13 weeks.

- A. Orientation. * Military Training Functions
- B. Formal Training. Principles of Instruction - (OPM, 30 hrs)
- C. On-the-Job Training.
 - 1. Training Evaluation
 - 2. Specialist Assistance I
- D. Evaluation and Counseling. Same as I.D.

IV. Phase IV, 13 weeks.

- A. Orientation. *
 - 1. Computer Based Instruction
 - 2. District Training Organization and Functions
- B. Formal Training.
 - 1. Meeting Management (CG, 40 hrs)
 - 2. Use of Conference Techniques (OPM, 48 hrs)
- C. On-the-Job Training.
 - 1. Memorandum and Reports
 - 2. Specialist Assistance II
 - 3. Meeting/Conference Preparation
- D. Reading. (optional) * "Making Meetings Work" - Doyle and Straus
- E. Evaluation and Counseling. Same and II. E.

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V. Substitutions/Additions.

A. Formal Training.

1. Report Analysis and Consolidation (USDA, 40 hrs)
2. Basic Employee Development (OPM, 40 hrs)
3. Academic courses at local colleges in subjects such as public administration, instructional technology, human resource/personnel management.

B. Reading. Selections from Coast Guard Lending Library Catalog.

Signature of Trainee

Signature of Branch Chief

Date

* Not required for ITPs

RATING ELEMENT (Column a)	CODE (Column b)	RATIONAL FOR LEVEL OF RATING (Column c)
<p>Initiative (Interest, conscientiousness, ability to ask pertinent questions, ability to originate constructive ideas, and resourcefulness).</p>		
<p>5. Ability to Get Along with Others (Willingness to cooperate, receptiveness to suggestions, courtesy and tact, emotional stability, self-control, personal appearance and habits, ability to be a good listener, ability to create a favorable impression, ability to inspire confidence and respect, and ability to deal with people of different organizational levels).</p>		
<p>6. Capacity to Develop (Ability to follow instructions, ability to conform with established policy, ability to learn easily, ability to accept responsibilities, ability to adapt to changes and flexibility).</p>		

AT THIS TIME DOES THE PREVIOUSLY SUBMITTED TRAINING PLAN NEED TO BE ADJUSTED? (If so, what adjustments should be made)?

(This area is left blank for handwritten notes regarding training plan adjustments.)

<p>I have read this appraisal and discussed it with my immediate supervisor.</p>	APPRaiser	DATE	
	EMPLOYEE	DATE	REVIEWER

REVERSE OF CG-5218 D (8-79)

RATING ELEMENT (Column a)	CODE (Column b)	RATIONAL FOR LEVEL OF RATING (Column c)
<p>4. <i>Initiative</i> (Interest, conscientiousness, ability to ask pertinent questions, ability to originate constructive ideas, and resourcefulness).</p>		
<p>5. <i>Ability to Get Along with Others</i> (Willingness to cooperate, receptiveness to suggestions, courtesy and tack, emotional stability, self-control, personal appearance and habits, ability to be a good listener, ability to create a favorable impression, ability to inspire confidence and respect, and ability to deal with people of different organizational levels).</p>		
<p>6. <i>Capacity to Develop</i> (Ability to follow instructions, ability to conform with established policy, ability to learn easily, ability to accept responsibilities, ability to adapt to changes and flexibility).</p>		

AT THIS TIME DOES THE PREVIOUSLY SUBMITTED TRAINING PLAN NEED TO BE ADJUSTED? (If so, what adjustments should be made)?

I have read this appraisal and discussed it with my immediate supervisor.		APPRaiser	DATE
EMPLOYEE	DATE	REVIEWER	DATE

DEPARTMENT OF
TRANSPORTATION
U. S. COAST GUARD
CG-5218E (8/79)

UPWARD MOBILITY PROGRAM
EVALUATION OF TRAINING

SUSPENSE DATE

ORGANIZATION

DATES COVERED

FROM

TO

1. Have you received a copy and an explanation of your training plan?

YES

NO

REMARKS:

2. Do you feel your assignments have been meaningful and challenging?

YES

SOMEWHAT

NO

REMARKS:

3. Are you given timely and sufficient guidance and instructions in completing your assignments?

YES

SOMEWHAT

NO

REMARKS:

Through your assignments and associations, are you gaining an insight into and an understanding of the career field in which you are being trained?

YES

SOMEWHAT

NO

REMARKS:

REMARKS: (Use this space to make comments that are not covered above).

EMPLOYEE SIGNATURE

DATE

Encl: (6) to COMDTINST 12713.12

Selection will be made through competition under Merit Promotion procedures from among applicants who are employees of Coast Guard and who can reasonably be expected to perform the duties and meet the qualification requirements of the target position within two years. The selectee must possess an overall background of sufficient level and quality to clearly indicate potential ability to perform successfully in the target position. Applicants meeting this qualifying standard will be ranked based on an evaluation of the quality of their work experience, their education and training, and other evidence of potential as reflected in their applications and on appraisals of performance and/or potential.

BASIC ELIGIBILITY REQUIREMENTS:

1. Hold an appointment in the Competitive Service under one of the following conditions:
 - a. With Career tenure, or
 - b. With Career-Conditional tenure provided completion of 3 months following competitive appointment.
2. Hold a position in the Excepted Service under one of the following conditions:
 - a. Hold a Veterans Readjustment Appointment, or
 - b. Hold a position under Schedule A appointing authority, Section 213.3102(u) (Employment of the Physically Handicapped Program), and
3.
 - a. Currently hold a General Schedule position in Grades GS-01 through GS-09, or
 - b. Currently hold a Wage Grade position in grades WG-1 through WG-9 or equivalent grade in the wage system pay schedule.

DUTIES OF THE TARGET POSITION:

Serves as a trainee Realty Specialist under the Upward Mobility Program performing a variety of tasks typically involving very limited assignments and judgments to become familiar with realty terminology, documents, practices, principles, and sources of realty information. These tasks may include, but are not limited to, participating in surveys to determine the condition of, the need for and disposition of, land structures and buildings which the Coast Guard may own or lease and making inquiries to the General Services Administration as to the availability of real property for possible use by the U.S. Coast Guard.

JOB RELATED RANKING ELEMENTS:

- A. Aptitude for learning new skills and to absorb the knowledge required by a new occupation.
- B. Motivation for entering a new career field or occupation.
- C. Reliability or dependability.
- D. Ability to pay attention to details.
- E. Analytical ability.
- F. Ability to communicate both orally and in writing.
- G. Ability to deal effectively with others.
- H. Aptitude to progress in a series of career building experiences leading to full performance in the realty management field.

METHOD OF SELECTION:

As part of the rating and ranking process, a review panel may interview all applicants who are found basically eligible. These candidates will be evaluated and ranked as "Qualified" or "Highly Qualified" based upon assessment of potential ability to perform the duties of the position.

HOW TO APPLY:

Submit a current Personnel Qualifications Statement (SF-171), and a copy of your most recent performance evaluation of record.
NOTE: APPLICANTS ARE REQUIRED TO COMPLETE A SUPPLEMENTAL EXPERIENCE STATEMENT, available from the Civilian Personnel Office, (address)...

APPLICATIONS RECEIVED THROUGH USE OF POSTAGE PAID GOVERNMENT ENVELOPES VIOLATE FEDERAL LAW AND WILL NOT BE ACCEPTED.