



MEMORANDUM

APR 13 2004

From: 
G.W. PALMER
CGPC

To: Member, Postgraduate/Advanced Education Selection Panel

Subj: PRECEPT FOR SELECTION TO COAST GUARD ADVANCED EDUCATION PROGRAMS

Ref: (a) Training and Education Manual, COMDINST M150.1B(series)
(b) COMDT COGARD Washington DC 162300Z AUG 99/ALCOAST 057/99
(c) COMCOGARD PERSCOM Washington DC 011700Z MAR 04//ALCGPERSCOM 018/04

1. You are hereby appointed as a member of an informal panel convened to select eligible active duty and civilian personnel for advanced education. This panel may also review a previous selectee's performance to determine if a DUINS assignment should be delayed or canceled. The panel shall be governed by the selection criteria listed in reference (a) and as modified by references (b) and (c). Your tasking is to select those personnel who, in your opinion, are best qualified to complete the designated course of instruction and to compete successfully for promotion.

2. Postgraduate education and advanced training programs provide personnel with the knowledge and skills necessary to fill billets requiring a high level of expertise. Although the immediate goal of these programs is to develop those skills necessary for performance in specific billets, the long-term goal of these programs is to establish a high level of technical and managerial competency among senior officers. Therefore, to ensure that the time and money invested is well spent, only those individuals who display the potential for maintaining a high level of productive service, while in positions of increasing responsibility, should be selected. If you question an individual's suitability for increased responsibility, that individual should not be selected.

3. All personnel who apply by the published deadline and meet the eligibility requirements for advanced training, as specified by reference (a) and as modified by references (b) and (c), shall be considered by the Panel. Primary selectees should be tour complete in the calendar year following selection to allow immediate assignment to postgraduate or advanced training. The panel may also recommend selected candidates for waivers dependent upon the needs of the Service.

4. Officers who have previously earned a postgraduate degree through a full-time, Coast Guard sponsored or off-duty program will not normally be selected for training in a second specialty. All officers of the appropriate pay grade may, however, be considered for the senior officer staff colleges, the Army Command (General Staff College), the Naval War College (Command and Staff), the Marine Corps Command and Staff College, the Master of Science in Project Management, and the Sloan Fellowship Program. Officers who receive a Master of Liberal Arts in assignments as Academy instructors may be considered for a second advanced education program.

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5. The Coast Guard's aviation staffing levels continue to improve. While experience deficits will require the majority of aviators to remain within the specialty for which they have been trained, some aviators will be permitted to expand their professional capabilities to other fields. Aviators may apply for the following programs: The Aviation-oriented Engineering curricula, Aeronautical Operations Admin (MSIA-Purdue), Operations Research, the Academy Company Officer Leadership Studies Program, the Academy Instructor Program, Financial Management, Human Resources Development, Organizational Leadership, Performance Technology, Strategic Intelligence, Public Administration, Master of Science in Project Management, the Naval War College (Command and Staff), Army Command and General Staff College, Marine Corps Command and Staff College, and Sloan Fellowship. Aviators are not eligible for other programs. Selection of aviators is limited to one primary or alternate per program per year for each non-aviation oriented program. Aviators should carefully examine flight pay gates and upcoming assignment windows when considering application for any of the aforementioned programs. Follow-on tours within each educational study will not be deferred. Officers completing their first operational tour should expect to remain in the cockpit for a second consecutive tour. Questions regarding these issues should be referred to the respective aviation assignment officer.

6. In addition to the above guidance, the Panel should consider the factors explained in enclosure (1), as you evaluate the officers' record.

7. The selection criteria listed in reference (a) are further defined as follows:

- a. Eligible grade and year group. Except for programs specially designated for senior officers, applicants who are either already O-5, selected for O-5, or who will be in the zone for O-5, should not be selected for training. The only exception to this rule is that those officers in the zone for O-5 are allowed to apply for the junior Naval/USMC/Army Command And Staff programs. High performing officers in the grades of O-2 and O-3 clearly offer the greatest potential for constructive Service employment of their newly acquired skills.
- b. Performance of duty. Past performance of duty, as reflected in officer evaluation reports (OERs), shall be the primary factor in the selection process. If there is doubt as to an individual's ability to successfully compete for promotion, that individual should not be selected for post-graduate or advanced training, even if a training allowance billet will remain vacant.
- c. Academic achievement. An individual's past academic performance may be considered a predictor of future academic success. Applicants with less than a 2.5 undergraduate academic average on a 4.0 maximum scale should have demonstrated a more recent improved academic performance in order to be considered for selection. In the case of these candidates, strong professional performance coupled with recent academic success may be considered a compensating factor for a lower undergraduate academic average. Outstanding academic achievement that is not coupled with a strong record of performance is not sufficient for selection. An applicant's most recent educational experience is the best indicator of academic potential. Applicants with weak undergraduate backgrounds may enhance their suitability for further academic programs by performance at the graduate level, particularly if the graduate work pertains to the curriculum requested. Individuals who have received credit for courses completed off-duty may be able to complete degree programs in less time, thereby conserving scarce

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training resources. The Panel must, however, be careful not to penalize persons who, because of the nature of their assignments, have not had a reasonable opportunity to pursue an off-duty educational program.

- d. Graduate Record Exam (GRE) scores. Low GRE scores may make it difficult for an applicant to be accepted to a graduate program. The training representative will provide specific guidance. Standard test scores also provide a method of comparing achievement of applicants with backgrounds in different curricula at different schools. GRE, GMAT, LSAT test, as required for admission to specific programs, shall be taken and the results submitted as part of the application package.
- e. Curricula preference (first and second choices). Among equally qualified applicants, curricula preference should be considered as one indicator of an applicant's interest in the program.

8. The Panel shall be sworn, and the recommendations and deliberations shall be kept confidential; however, officers who applied but were not selected may contact their assignment officer for career counseling.

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Encl: (1) Commandant's Guidance to Officer Selection Boards