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# **CHAPTER 6**

# **PROFESSIONAL**

# **DEVELOPMENT**

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## **Training and Education**

- ❑ **Short-Term Training**
- ❑ **Advanced Education Program**
- ❑ **Senior Service Schools**
- ❑ **Off-Duty Education**

**Record of Professional Development (CG-4082)**

**Advanced Education Program Managers**



## **TRAINING AND EDUCATION**

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**INTRODUCTION** Training and education are extremely important aspects of your Coast Guard career. The additional knowledge and expertise you gain through continuing training and education assist you to perform associated duties more effectively. They also are important to the Coast Guard, since only through advanced training and education will the officer corps be able to meet the challenges of technological change and gain the senior officers it needs for future leaders.

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**REFERENCE** COMDTINST M1500.10 (series), Training and Education Manual

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**ADVANTAGES** 14 U.S.C. 259 (a) mandates promoting Coast Guard officers above lieutenant (junior grade) by the "best qualified" concept. One factor selection boards often consider in determining "best qualified" is the training and education an individual has. While a postgraduate degree does not guarantee promotion, it can become a factor at the highly competitive O-5 and O-6 level. Remember, timing is everything. Be aware of the impact postgraduate school will have in your assignment opportunities.

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**TRAINING MANAGER** COMDT (G-WTT) manages the Coast Guard's training and education program.

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**RESIDENT PROGRAMS** The Coast Guard offers three resident training and education programs for officers.

☞ Short Term Training—Instruction of less than 20 weeks not involving a permanent change of station. These courses are narrow in scope and designed to qualify officers to occupy specific military billets.

☞ Advanced Education and Training—Instruction at various colleges and universities in specific program areas for 20 or more weeks involving a permanent change of station.

☞ Professional Education—Courses at one of the senior service schools.

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**NONRESIDENT PROGRAMS** In addition, senior service schools offer numerous voluntary nonresident programs, including correspondence courses. For further information on nonresident courses, contact your Educational Services Officer (ESO).

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## **SHORT-TERM TRAINING**

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### **PURPOSE**

The goal of short-term training is to develop or improve specific skills or knowledge required for job entry, a present job, or increased job responsibilities.

Several sources contain information on short-term training. These publications list class convening dates.

### **REFERENCE & PUBLICATIONS**

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☞ COMDTNOTE 1540 FY—Class Convening Schedule for Coast Guard Class “A” and Class “C” Resident and Exportable Training Courses

☞ Navy—(CANTRAC) NAVEDTRA 10500, Catalog of Navy Training Courses

☞ DOT and Civilian—Servicewide Civilian Training Catalog

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### **PRIORITY**

Short-term training is funded on a priority basis as follows:

☞ Priority 1—Essential to mission accomplishment or program objectives; if not provided will have a major, adverse impact on mission accomplishment or achievement of program objectives.

☞ Priority 2—Directly related to mission accomplishment or program objectives and should result in improved performance; if not provided will not have any significant adverse impact on mission accomplishment or achievement of program objectives.

☞ Priority 3—Indirectly relates to mission accomplishment or program objectives, such as enhancing overall ability of Coast Guard personnel to perform better in subsequent assignments; if not provided, will have no negative impact on accomplishing mission or achieving program objectives.

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### **HOW TO APPLY**

Submit requests for short-term training on the Short-Term Resident Training Request (CG-5223) in accordance with the above publications.

Reserve officers (not on extended active duty) requesting ADT should use the Reserve Career Development Interview Form and Request for ADT Orders (CG-5529).

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### **WHEN TO APPLY**

Submit requests three months before the course convenes. Submit requests for Navy and other service-taught courses six months before the course convenes.

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## ADVANCED EDUCATION PROGRAM

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### OBJECTIVE

The Coast Guard's Advanced Education program, which affords the opportunity for qualified officers to obtain an advanced education full-time at Coast Guard expense, serves three purposes:

- ☞ Qualifies officers for specific military billets.
- ☞ Acts as a magnet to retain talented middle-grade officers.
- ☞ Puts Coast Guard officers on an educational par with their private sector counterparts.

Training and education are provided to develop those skills individuals in the personnel pool do not normally possess. The program's long-term goal is to establish a high level of technical and managerial competence among senior personnel, including chief warrant officers.

### CAREER FACTORS

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Consider these factors in deciding whether to participate in the Advanced Education program:

- ☞ **Specialization**—The type of degree can affect assignment opportunities. Generally the more scientific or technical the curriculum, the greater the degree of specialization and the more constrained your assignment options. Management-oriented curriculum, however, qualify you for a wide variety of assignments in many program areas.
  - ☞ **Geographic Location**—Following completion of the education program, you typically are assigned to staff or administrative billets at Areas, Maintenance and Logistics Commands, Districts, or Headquarters units.
  - ☞ **Out-of-Specialty Tours**—The availability of out-of-specialty tours varies considerably by the particular specialty and the number of specialists available to fill it. Expect assignment to a billet in a new specialty immediately after completing graduate school.
  - ☞ **Timing**—When you are selected for graduate school can affect your ability to qualify for future assignments. For example, you complete an assignment ashore and then attend graduate school. Afterwards, you are assigned to another ashore billet in your specialty, often called your "payback" tour. If you then desire to return to sea, you might not be as competitive as someone with more recent afloat experience.
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## ADVANCED EDUCATION PROGRAM

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**QUALIFICATIONS** ☞ Apply when in target grade range for identified program.

- ☞ Have at least two years of service at time of transfer.
- ☞ Satisfy all prerequisites for integration.
- ☞ Meet program requirements.
- ☞ Have minimum of 2.5 undergraduate grade point average (on a 4.0 scale).
- ☞ Take the GRE, GMAT or LSAT depending on the program for which you are applying.
- ☞ Be eligible for transfer the following year if selected.

### APPLICATION

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Send a letter request for graduate school through your chain of command to:

[Coast Guard Personnel Command \(CGPC-opm-1\)](#)

in the format shown in the Training and Education Manual. For most programs, applications must be received by 15 May. Application receipt will be acknowledged if you submit a completed, self-addressed Acknowledgment/Referral Card, CG-4217, or Document Receipt, CG-9733, with your application.

### TIPS

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- ☞ Apply! In certain instances, no one was selected for a particular advanced education program due to a lack of qualified applicants!
  - ☞ List up to two choices. Use the program titles as they appear at the end of this chapter. Even though you may be interested in a subspecialty within a program, don't list the subspecialty as one of your choices. If you do, you may limit your consideration or you may be considered for the wrong program. Each choice is considered separately. List your choices in the order of your preference. If you are selected for both, you will be required to attend your first choice unless a Service need dictates otherwise.
  - ☞ Seek a strong command endorsement.
  - ☞ Solicit two (and only two) letters of recommendation. These may come from instructors, professors, or professionals in the field for which you are applying. Recommendations also may come from senior officers not in your current chain of command.
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## **ADVANCED EDUCATION PROGRAM**

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### **TIPS**

#### **(Continued)**

- ☞ Update your Record of Professional Development (CG-4082).
- ☞ Take the appropriate GRE, GMAT or LSAT, early if you're even contemplating graduate school.
- ☞ If you don't think your previous grades are competitive, act strategically. Enroll in and complete off-duty education courses. Contact the program manager for guidance on the most promising areas in which to concentrate off-duty education efforts.
- ☞ Timing is everything! Even if you are not tour complete you may apply. However, advanced education panels will consider the time remaining in your present tour.

### **ADVANCED EDUCATION SELECTION BOARD**

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The postgraduate selection board actually consists of more than 50 panels, each responsible for a separate program. Each panel is made up of at least three members: the appropriate AOs, the program manager and one or more additional members. These panels meet between May and November.

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### **SELECTION CRITERIA**

- ☞ Applications
  - ☞ Headquarters Personnel Data Records
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### **OBLIGATED SERVICE**

Three months for every month enrolled except:

- ☞ Law—6 years
- ☞ Aviation Training—5 years

Note: This obligated service is in addition to any previously incurred.

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### **REFERENCE**

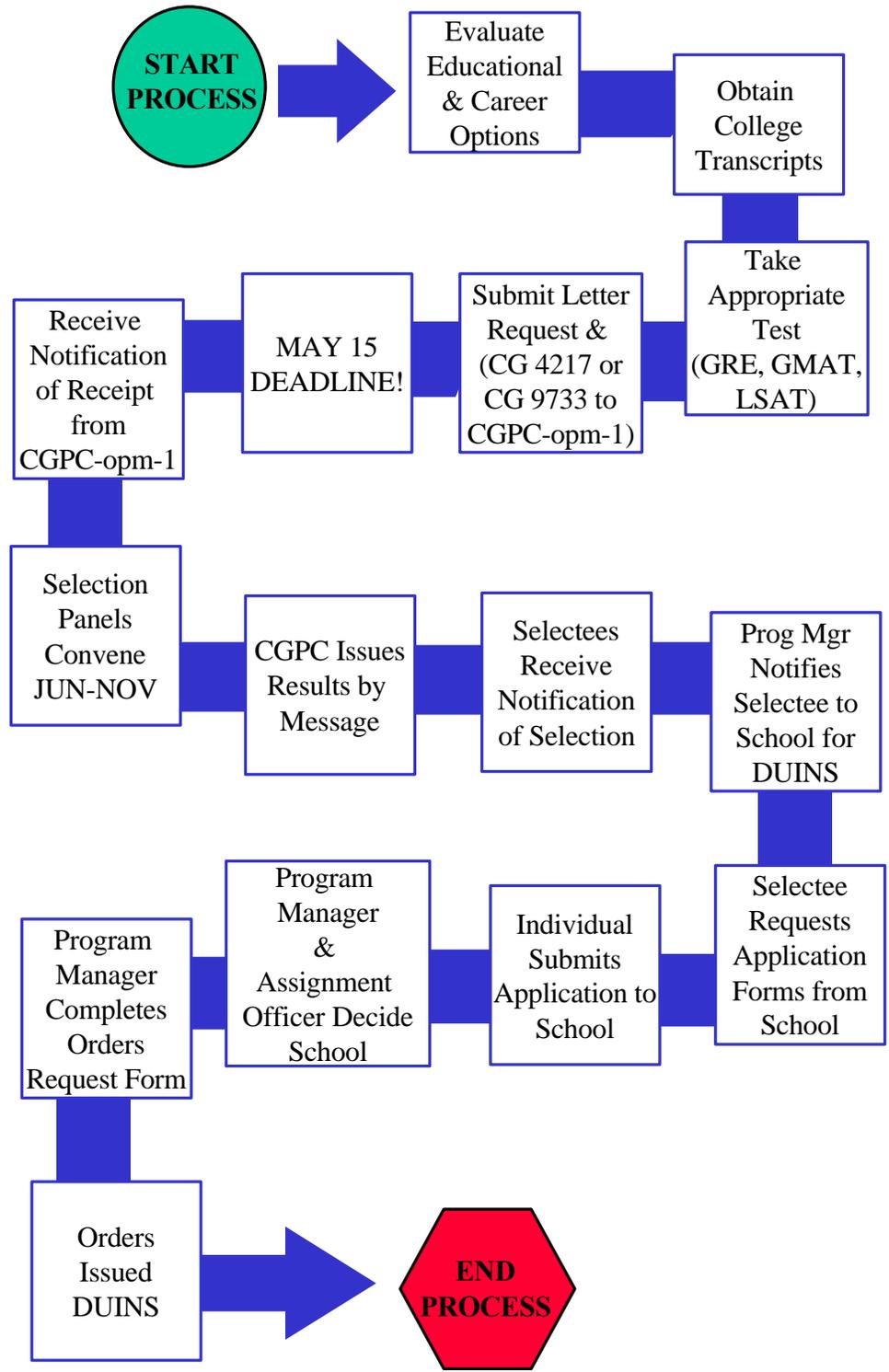
COMDTINST 1524.1 (series), Coast Guard Advanced Education Program

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COMDTINST M1500.10 (series), Training and Education Manual

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# ADVANCED EDUCATION PROCESS



## SENIOR SERVICE SCHOOLS

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### PURPOSE

Senior service schools prepare senior military officers for executive positions and present an excellent opportunity to broaden your professional base.

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### PROGRAMS

- ☞ National War College
  - ☞ Industrial College of the Armed Forces (ICAF)
  - ☞ Foreign Service Institute (FSI)—Senior Seminar
  - ☞ Naval War College
  - ☞ Army War College
  - ☞ Air War College
  - ☞ Harvard National Security Fellowship
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### WHO IS ELIGIBLE

The senior service schools are open to four-year groups consisting of the three senior commander year groups and the junior captain year group. The four-year groups are then divided into a two-year junior and a two-year senior window.

- ☞ Officers in the junior window are considered only for the Naval, Army and Air War Colleges; ICAF; and the Harvard National Security Fellowship.
  - ☞ Officers in the senior window also may be considered for these schools but primarily are considered for ICAF, the National War College, and FSI's senior seminar.
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### SCREENING PANEL

The screening panel for the senior service schools will:

- ☞ Screen only those officers who will have at least two years in their present billet or have completed their tour by the following assignment season.
  - ☞ Screen each officer twice, once each in the junior and senior windows.
  - ☞ Select those officers with a strong record of past performance and the best potential for future senior leadership within the Coast Guard.
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### CONVENING DATE

The screening panel meets annually in September.

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### APPLICATION PROCEDURE

There is no application process for senior service schools. Officers interested in a particular school should indicate so on their ADC.

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## **OFF-DUTY EDUCATION**

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**ALTERNATIVES** Not every officer can be selected for the advanced education program. However, an officer can pursue an advanced education degree during off-duty hours.

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**ADVANTAGES** There are certain advantages to pursuing advanced education during off-duty hours.

☞ The Coast Guard does not have to approve the field of study.

☞ There are neither "payback" tours nor additional service obligations.

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**TUITION ASSISTANCE** The Coast Guard Tuition Assistance program is designed to assist military personnel to broaden their academic or technical background by funding their off-duty independent education. This program pays up to 75 percent of the cost of each credit hour to maximum tuition assistance of \$187.50 per hour. Maximum tuition assistance allowed can change each fiscal year and is dependent on budget constraints. The program is now administratively centralized at the Coast Guard Institute. After requests are mailed or faxed to the Institute, it is processed and electronically transmitted to the paying agency, the U.S. Navy. For more information on this program, refer to the following references:

☞ ALCOAST 097/97

☞ CG Institute – 1-888-532-8357

☞ Web Site: <http://www.uscg.mil/hq/cgi/>

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**ELIGIBILITY** All regular and reserve Coast Guard personnel with at least 12 months remaining on their active duty contract. All full time civilian employees through FY99.

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**LIMITATIONS** FY99 maximum tuition assistance is \$1,000 per active duty member and full time civilian employee; \$250 for Selected Reservists.

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**OTHER SOURCES** You may be eligible for financial aid through the college or university you attend. Contact your institution's financial aid office for more information.

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## **OFF-DUTY EDUCATION**

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### **VETERANS BENEFITS**

You also may be able to take advantage of your veteran's educational benefits. Contact your local Department of Veterans' Affairs representative or your area Work-Life staff.

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### **CORRE- SPONDENCE COURSES**

Due to the nature of the service, attending off-duty classes is not always possible. In that case, correspondence courses may be the answer. There are numerous programs available. Your Educational Services Officer has more information.

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### **DOCUMENTATION**

Upon completing a degree or professional certification, notify your PERSRU for entry into the Personnel Management Information System (PMIS). In addition, it is imperative that you update your Record of Professional Development (CG-4082). Described in detail later in this chapter, this form is a critical communication link between you and the promotion boards.

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## **RECORD OF PROFESSIONAL DEVELOPMENT (CG-4082)**

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**CG-4082** The Record of Professional Development (CG-4082) communicates professional development accomplishments. It is a voluntary form that reports types and sources of achieved accomplishments.

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**PURPOSE** The Record of Professional Development serves three purposes:

- ☞ Promotion boards may use it as a selection factor.
  - ☞ It can be a factor in duty assignment decisions.
  - ☞ It can be a selection factor for advanced education or specialized training.
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**IMPORTANCE** Officers often overlook CG-4082 as a way to communicate with various boards. The form shows how you are pursuing professional development.

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**KEY WORDS** When filling out the Record of Professional Development, use the following key words.

- ☞ **Under Grad Degree**
- ☞ **Grad Degree**
- ☞ **Academic Courses**
- ☞ **CG Courses**
- ☞ **Certification Course**
- ☞ **DOD Courses**
- ☞ **Qualification**
- ☞ **License**
- ☞ **Professional Reading**
- ☞ **Published Article**
- ☞ **Professional Seminars**
- ☞ **Language Proficiency**

Some examples of the above listed key words can be found on page 2 of the form. Ensure to include a descriptive title and institution or location of activity for each key word used. Also include certification, qualification or grade and month and year completed.

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**FORM SUBMISSION** Submit this form as needed to:

[Coast Guard Personnel Command \(CGPC-adm-3\)](#)

- ☞ This form will become a part of your permanent record.
  - ☞ Only one signed original is needed.
  - ☞ Only official transcripts or certified copies of transcripts will be accepted. No other attachments authorized.
  - ☞ Submit a copy of CG-4082 to your servicing PERSRU if reporting completion of an-off duty course of study such as completing a GED or earning a college degree.
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## **ADVANCED EDUCATION PROGRAM MANAGERS**

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### **PROGRAMS**

### **PROGRAM MANAGERS**

|  |              |
|--|--------------|
| Academy Instructor                                 | CGA (dd)     |
| ACET Officer                                       | G-SRF        |
| Aeronautical Engineering                           | G-SEA        |
| Air War College *                                  | G-CX         |
| Army War College *                                 | G-CX         |
| Aviation Engineering Administration                | G-SEA        |
| Aviation Maintenance Officer Training              | G-SEA        |
| Aviation Maintenance Technology                    | G-SEA        |
| Civil Engineering                                  | G-SEC        |
| Defense System Acquisition Management              | G-A          |
| Dental Residency Training                          | G-WKH-2      |
| Electrical Engineering                             | G-SRF        |
| Environmental Management                           | G-MRP        |
| Financial management                               | G-CFM        |
| Fire Protection/Electrical Engineering             | G-MRP        |
| Foreign Service Institute (FSI) – Senior Seminar * | G-CX         |
| Harvard National Security Fellow *                 | G-CX         |
| Hazardous Materials/Industrial Hygiene             | G-MRP        |
| Health Care Administration – Graduate              | G-WKH-2      |
| Health Care Administration – Undergraduate         | G-WKH-2      |
| Human Resource Development                         | G-WTT        |
| Human Resource Management                          | G-WR         |
| Human Performance Technology                       | G-WTT        |
| Industrial College of the Armed Forces (ICAF) *    | G-SRF        |
| Industrial Management                              | G-SLP        |
| Information Technology Management                  | G-SRF, G-MRP |
| Communications System Engineer                     |              |
| Computer Science/System Management                 |              |
| Information Systems Management                     |              |
| Instructional Technology                           | G-WTT-1      |
| Law  | G-LPD        |
| Leadership Studies                                 | G-WTL        |
| Management of Technology                           | G-A-1, G-SEA |
| Living Marine Resources/Marine Affairs             | G-OPL        |
| Marine Corps War College (C&S)                     | G-OPD        |
| Marine Engineering                                 | G-MRP        |
| Marine Engineering Technology                      | G-MRP        |
| Marine Safety Industry Training Programs           | G-MRP        |
| Investigations Industry Training                   |              |
| Marine Environmental Protection Industry Training  |              |
| Merchant Marine Industry Training                  |              |
| Port Safety Industry Training                      |              |

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## **ADVANCED EDUCATION PROGRAM MANAGERS**

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### **PROGRAMS**

Medical Residency Training  
National War College \*  
Naval Engineering  
Naval Engineering Technology  
Naval war college (Command & Staff)  
Naval War College (Senior College) \*  
Ocean Engineering  
Oceanography  
Operations Analysis  
Operations Research  
Organizational Behavior  
Organizational Development  
Physician Assistant  
Public Administration  
Public Administration – Human Resources emphasis  
Public Affairs  
Sloan Fellowship  
Strategic Intelligence

\* Indicates Senior Service School

### **PROGRAM MANAGERS**

G-WKH-2  
G-CX  
G-SEN  
G-SEN  
G-OPD  
G-CX  
G-SEC  
G-OPN  
G-WP-1  
G-WP, G-MRP  
G-WR  
G-WT  
G-WKH-2  
G-CPP  
G-WR  
G-CP  
G-CPA  
G-OCI

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