



U.S. COAST GUARD



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CAREER ENTRY-LEVEL OPPORTUNITIES FOR THE CIVILIAN WORKFORCE

One of our best ways to attract entry-level employees within our civilian workforce is through our Career Entry-Level Opportunity (CEO) program. The CEO Program was established in October 2001 to build a pipeline of high-potential candidates, to meet future workforce needs, that might not otherwise successfully compete for higher-grade permanent positions requiring more experience. The CEO Program is a valuable tool to attract talented and diverse new employees into the Coast Guard and to promote the career growth of lower-graded Coast Guard employees consistent with their demonstrated capabilities. The program is outlined in COMDTINST 12300.9 which describes the process for allocating resources and the hiring authorities that may be used to recruit and attract new CEO candidates. Current employees may also apply to a variety of occupations at the entry-level. The instruction can be viewed on-line on the civilian personnel website at <http://www.uscg.mil/hq/cgpc/cpm/policy/comdtinst.htm>.

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Managers are often reluctant to restructure their permanent billets to hire entry-level candidates, preferring instead to recruit for candidates at the full performance level. The key feature of the CEO Program is that it provides hiring managers with a mechanism to hire talent at the entry-level without using their higher-grade, permanent positions. The CEO Program is administered by the Civilian Workforce Management Division (CG-1212). After the solicitation, evaluation and approval process, CG-1212 will provide centrally funded positions to program managers and/or units for a 2-3 year period to be filled by CEO candidates. Upon successful completion of this developmental period, CEO participants must be placed in permanent positions within their program areas. Over the past three and one-half years, hiring managers have made use of this program and have successfully placed 11 individuals into permanent Coast Guard positions. We have also been reasonably successful in attracting a diverse pool of CEO participants.

I fully support this worthwhile program. Our goal is to maintain a CEO Program that focuses on recruiting the best talent this nation has to offer by hiring individuals into entry-level positions and providing them with the skills, training, and experiences needed to perform our ever increasing missions. A robust CEO Program, coupled with a sustained commitment to targeted recruitment is a valuable tool to increase the Coast Guard's access to a broad base of talent and build a diverse workforce from all segments of our population. I must emphasize that the CEO Program is very limited in scope. We only have 20 positions to allocate Coast Guard-wide, and all of these positions are currently assigned. In the very near future, I will send out an ALCOAST soliciting requests for CEO positions. I encourage you to actively take advantage of this excellent opportunity and let us know your needs. My point of contact regarding this program is Ms. Karen Gillaspie, CG-1212, at 202-267-1866 or kgillaspie@uscg.mil.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

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