

## TraCen Cape May Education Update #349

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### Congratulations!!

The following personnel in the Cape May area passed Coast Guard Institute end-of-course, AQEs, and other tests since the last update:

<b>Name</b>	<b>Work Site</b>	<b>Test</b>
Ms. Kim Tangree	TraCen (SPO)	DSST Organizational Behavior

Well done Ms. Tangree!

And if you've just finished a degree program or have any other noteworthy academic achievement to brag about, please let me know so I can recognize you for it.

### Question of the Week

**Q:** I'm an SN with a bachelor's degree and would like to get a master's. Because my current assignment gives me time to take graduate courses, I'd like to do it now rather than later. But tuition is well over what TA covers and I've only got five months on active duty. Am I stuck using either TA or the Post-9/11 GI Bill at the 40% level?

**A:** The short answer is a conditional no. You could use TA and an option called Top-up, which is a feature of the new (Post-9/11) GI Bill and the Montgomery GI Bill-Active Duty. Let's say your tuition will be \$650/credit. You could use TA to cover the first \$250/credit and request a reimbursement of the remaining \$400/credit from Top-up. To do this, you have to be going to school on a more-than-half-time basis. That is, if your school considers 9 credits to be a full load for a master's student, you'd have to be taking more than 4.5 credits to be able to use Top-up.

Also, keep in mind that if you're eligible to use Top-up, the amount you receive will be subject to the new GI Bill's time-in-service percentages. You're currently eligible for new GI Bill benefits at the 40% level. So you'd receive 40% of the maximum Top-up reimbursement or \$160/credit, using the example above. When you've served six months on active duty, you'll receive 50% of the max, and so on until – at three years of service – you'll receive the maximum reimbursement.

If you have a question you'd like answered as a Question of the Week, e-mail it to me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## Web Page in the Spotlight

There's a lot of stuff on the TraCen Cape May web site you might not check out if you didn't know it was there. So this week, I'm spotlighting **Application Process for Non-Academy Officer Accession Programs** (<http://www.uscg.mil/hq/capemay/Education/oapp.asp>) and the other pages under it, which I just revised and updated.

## Grammar & Usage Corner

This feature will touch on grammar and usage questions as well as confused/misused words. This week, we'll look at **ascent** and **assent** (definitions are from *Webster's Ninth New Collegiate Dictionary*).

The word *ascent* is a noun meaning the act of rising or mounting upward, climbing: "To avoid a collision, the plane had to make a steep ascent" or "Their ascent of Mount Everest was extremely dangerous".

The word *assent* is a verb meaning to agree to something, especially after thoughtful consideration, to concur. It can also be used as a noun meaning the act of assenting: "The king gave his royal assent to the bill passed by Parliament" or "The school's principal assented to the team leaving a day earlier than usual for the meet".

If there are any word usage, grammar, or similar issues you've encountered, please e-mail them to me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## E-3 & E-4 E-PME Update

ALCOAST 334/11 (<http://www.uscg.mil/hq/capemay/Education/doc/alcoast334-11.pdf>) didn't cover all relevant issues relating to the replacement of the current E-3 & E-4 E-PME Performance Requirements, Study Guide, and tests. As a result, a number of other full-time ESOs and I have pieced together (from numerous e-mail exchanges with the Coast Guard Institute and the E-PME subject matter specialist) what we believe is the current state of the replacement process.

***This ONLY applies to the E-3 & E-4 E-PME Performance Requirements, Study Guide, and tests.***

Beginning on 01OCT2011, the current E-3 & E-4 Performance and Knowledge Requirements will be replaced with a completely new set of E-3 & E-4 Performance Requirements ([http://www.uscg.mil/petaluma/e-pme/e-pme/assets/Apprentice2011\\_1510-3.pdf](http://www.uscg.mil/petaluma/e-pme/e-pme/assets/Apprentice2011_1510-3.pdf)). That is, to take one of the E-PME-4 AQEs on or after 01OCT2011 all non-rates will have to have all the new E-3 & E-4 Performance Requirements signed off.

Any E-3 who's thinking about taking the E-PME-4 AQE between now and 30SEP2011 should take the AQE as late in the month as possible but only after preparing as well as is humanly possible (i.e., not just read over the material and hope it's soaked in). For the following reasons, there won't be another chance to take the current version of the AQE:

- the E-3 & E-4 E-PME Performance Requirements, Study Guide, and tests are all being replaced on 01OCT2011,
- an AQE examinee has to wait three weeks to re-take the test, and
- 30SEP2011 is less than three weeks away.

ESOs may not administer an AQE unless the examinee has completed the replacement E-3 & E-4 Performance Requirements, as verified by the supervisor's completion of the statement in the REMARKS section at the bottom of page 2 of the new Performance Requirements. REPEAT: If the supervisor's verification statement on page 2 is not completed, the ESO may not administer the AQE.

A new E-PME Apprentice Study Guide (for non-rates) has been created to accompany the new E-3 & E-4 Performance Requirements and help non-rates prepare for the new AQEs. The various sections of the new Study Guide are available for download from the Learning Management System (CGPortal) by following this path:

<https://elearning.uscg.mil/> > Enlisted Advancement > Enlisted Professional Military Education (EPME) > 502297 EPME = E3/E4

There is no hard-copy version of the E-3 & E-4 (Apprentice) Study Guide available. Non-rates who absolutely must have a hard copy should check with a chief before using Coast Guard equipment or paper to print out any of the Study Guide sections, and should use the duplex/double-side print mode on the printer if given permission to do so. There are 347 pages (175 pieces of paper if you use double-side printing).

Non-rates should be aware that to advance to petty officer after completing "A" school they must pass the E-PME-4 AQE, in addition to meeting all other advancement requirements. TraCen Cape May's ESO administers the AQE by appointment only on Tuesday mornings (or on Thursday mornings, if ops prevent an examinee from taking it on a Tuesday).

The sooner a non-rate takes the E-PME-4 AQE after boot camp, the better she'll do since she covered many of the Performance Requirements during boot camp. Also, keep in mind that although "A" school students are given the opportunity to take the AQE during "A" school, no time is built into the curriculum for them to study for it. Days in "A" school are devoted to learning one's rate. Studying for the AQE will have to be done during students' free time. If a non-rate has passed her AQE before going to "A" school, her free time during "A" school will be truly free time.

## Check Your PDE before 01 October!

The message with details on the November SWE was published on 29 July 2011

(<http://www.uscg.mil/hq/capemay/Education/doc/ALCGENL140-11.pdf>). Anyone who plans on taking this SWE should read it carefully. **Particularly important is paragraph 4.A., describing the would-be examinee's responsibilities.**

For those who've never taken a SWE before (or those who may have forgotten), if you met all the qualifications (as laid out on your Personal Data Extract or PDE) by 01 August 2011, PSC will automatically send a SWE for you to the ESO at the examination board listed on the PDE. **Neither you nor your ESO can request a SWE.**

Make sure you check **everything** on your PDE carefully **before 01 October** – including your examination board name and OPFAC.

- Are you going to be on leave or TAD on the date of your SWE?
- Will you be in-transit due to a PCS move on the date of your SWE?
- Are you going to be away from the unit listed on your PDE for any other reason on the date of your SWE?

If so, do the following:

- find a unit you know you'll be geographically near on your SWE date,
- contact the ESO at that unit and ask if it's OK to take your SWE there,
- assuming the ESO says "yes", ask for the unit's OPFAC,
- let your SPO know what the name and OPFAC of that unit so PSC knows to change your PDE.

PSC will automatically send your exam to the unit list as your exam board on your PDE.

**Substitute exams are not authorized except in emergencies over which you have no control.** Regular leave (even if you scheduled a Caribbean cruise six months ago) is not an emergency. A wedding – even your own – is not an emergency. For more information on just which circumstances justify requesting a substitute exam, see Article 5.D.3. of the *Personnel Manual*.

If you revise the PDE info concerning your exam site and later find out you won't be able to take your exam there after all or at the scheduled date and time, let your ESO know ASAP.

## Civilian Employee Student Loan Repayment Program

The Coast Guard has a new program which will “repay certain types of federally insured student loans as recruitment or retention incentive for certain Coast Guard civilian employees paid from appropriated funds.”

For more information, see ALCOAST 419/11 (<http://www.uscg.mil/hq/capemay/Education/doc/ALCOAST419-11.pdf>) and COMDTINST 12500.3 ([http://www.uscg.mil/directives/ci/12000-12999/CI\\_12500\\_3.pdf](http://www.uscg.mil/directives/ci/12000-12999/CI_12500_3.pdf)) which authorizes the program.

## National Resource Directory Web Site

Servicemembers, veterans, their families, and their caretakers can find a huge amount of useful information about benefits and various resources at <https://www.nationalresourcedirectory.gov/>.

## Thinking of Applying for an Officer Program?

If you're considering applying for an officer program, you know that one of the requirements is an interview before a board of three officers. What you may not know is that the date of your interview is **completely** unrelated to the deadline for submitting your application.

You can use the report that the board writes about your interview in any applications you submit for up to two years from the date of the interview. Put another way, as long as the date on your interview report is less than two years from the date the selection board meets, you're OK.

This means you can prepare for your interview and get it out of the way many months before the submission deadline.

Just be aware that before your interview, you have to have your CO's endorsement to your narrative memo. So the order of events is:

1. complete your narrative memo
2. get your CO's endorsement
3. sit for your interview.

Also be aware that (according to the Recruiting Manual) the CO who endorses your memo must be an O pay grade officer (OICs and warrant officer COs may not endorse your memo). Also, your current CO must be the one to write the endorsement. That is, you can't use an endorsement from one command after you've transferred to another. Unfortunately, this puts applicants who've just transferred to a new unit at a disadvantage – a disadvantage we can only hope CGRC will address by revising this requirement.

## FY12 Tuition Assistance Requests

If you have a course that begins on or after 01 October, it will be funded with FY11 money until it runs out. Then you'll have to wait for FY12 funding to become available.

You can use eTA/WebTA (<https://eta.cnet.navy.mil/>) to apply for a course that begins after 01 October (the Navy fixed a glitch that made this impossible), but requests submitted via eTA expire after two weeks. So if the FY11 money's been used up before your eTA request has been processed, you'll need to resubmit your request after FY12 funding becomes available.

If you'd like to avoid the hassle of re-applying, you can use the PDF application form ([http://www.uscg.mil/hq/cg1/cgi/forms/CG\\_Form\\_4147.pdf](http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_4147.pdf)) rather than eTA to submit your TA request. The Coast Guard Institute will process your request as soon as funds become available in the order in which it was received.

## GI Bill & Tuition Assistance

Many people are confused about the policy on using GI Bill benefits and tuition assistance together. They often call the Department of Veterans' Affairs (DVA) to ask if it's OK to do so. Invariably, the response from the DVA is "Yes". But when they try to use both at the same time for the same courses, the Coast Guard says that's not allowed. Here's why.

The DVA is responsible for administering GI Bill education benefits and there's nothing in the GI Bill statutes which prohibits GI Bill benefits from being used with tuition assistance (TA) at the same time, even for the same courses. But the DVA has absolutely no authority over the Coast Guard's TA program, policies, or procedures.

Each of the armed forces has its own version of TA which each controls absolutely. This means each can set its own rules on when and under what conditions TA can be used. That's why the five services each have slightly different TA rules. For example, Navy personnel can only use TA for 16 semester credits or 24 quarter credits per year. There are no such limits for Coast Guard personnel. And Coast Guard civilians are authorized to use TA, while civilian employees of the DoD services are not.

The DVA can say whatever it wants about using TA and GI Bill benefits at the same time and for the same courses, but the Coast Guard and other services have the final word on when, how, and for what TA can be used. This being the case, the Coast Guard has decided that its personnel are not allowed to use TA for the same courses they're receiving GI Bill education benefits for.

The main point to remember is that you may not receive GI Bill benefits for courses paid for by TA. However, this does **not** mean you can't receive GI Bill benefits at the same time you're using TA to pay for some of your courses.

**EXAMPLE:** Say you're taking 6 courses totaling 18 credits. You know that the maximum benefits you can received under the MGIB-AD, MGIB-SR, or REAP top out at 12 credits (or whatever your school considers full-time attendance). That is, you don't receive any more GI Bill money for any credits you take beyond those 12.

If you wanted to, you could file a GI Bill benefits claim for 4 of your courses (12 credits) and use TA to pay for the other two courses (6 credits). Or any combination, as long as you're not receiving GI Bill benefits for courses TA is paying for.

Just make sure the person verifying the number of credits you're taking for GI Bill purposes doesn't tell the DVA you're claiming 18 credits. Anything more than 12 and you'll be receiving benefits for courses being paid for by TA – which is contrary to Coast Guard regulations and could subject you to action under the UCMJ.

## Trying to Compare Distance-Learning Colleges?

(courtesy of Troy Blappert, full-time ESO at Base Seattle)

If you're interested in taking college courses for the first time, often your first challenge is to find a school that meets your needs and wants. A web site – "College Choices for Adults" – seeks "to provide you with the data you need to select a college best suited to help you earn your degree in the distance education setting that works with your busy schedule."

You can search for schools offering a specific major or degree program and you can get a side-by-side comparison of data from up to three schools at a time. Check it out at <http://www.collegechoicesforadults.org/>.

## Are You a Military Veteran Seeking Federal Employment?

The U.S. Office of Personnel Management has a veterans' employment web site called "Feds Hire Vets" (<http://www.fedshirevets.gov/>). Its purpose is to implement the federal government's strategy for recruiting and employing military veterans. It's intended to be the preeminent source for federal employment information for veterans, transitioning service members, and their families.

And (courtesy of Brion Newman, full-time ESO at Base Seattle) the state of Maryland also has a similar site called the Military to Federal Jobs Crosswalk (Mil2FedJobs, <http://www.mil2fedjobs.com/>) to help you "translate military occupations to federal jobs".

## Officer Program Application Submission Deadlines

The FY12 message from the Coast Guard Recruiting Command (CGRC) describing the various officer programs, eligibility requirements, and submission deadlines was published on Monday, 08 August 2011 (ALCGRECRUITING 010/11, <http://www.uscg.mil/hq/capemay/Education/doc/alcgreuiting010-11.pdf>).

If you're going to be submitting your application through TraCen Cape May, you can ignore the first column in paragraph 3 ("ESO Deadline"). Instead, I'll need your completed application no later than a week before the "RO Deadline" (in the second column). This will give you a bit of extra time to work on it.

While I'll be glad to help you understand what's required, I will not review or edit your narrative memo or review your completed application folder. I trust that anyone applying for an officer program can figure out (with the help of information provided by CGRC and my web site, <http://www.uscg.mil/hq/capemay/Education/oapp.asp>) which documents they need to include and what needs to go where in the folder. That's what junior officers are expected to do. The amount of someone else's advice on wording, syntax, grammar, or organization you incorporate into your memo reduces the percentage of the text that's your product. As much as I want you to succeed, the application is supposed to reflect your thoughts, efforts, and abilities not mine or anyone else's.

## Officer Program Application Assistance

If you're applying to a Coast Guard officer program and would like someone with an unbiased eye to review your narrative memo, contact TraCen Cape May's Public Affairs Officer, LTJG Michael Cole ([michael.h.cole@uscg.mil](mailto:michael.h.cole@uscg.mil)).

LTJG Cole is a professional writer, when not performing his Coast Guard Reserve duties. His first of three novels will be published in February 2012 by Penguin-Putnam (the largest publisher in the U.S.). These follow on the heels of many articles and short-stories (for more info, see his web site at [www.mykecole.com](http://www.mykecole.com)).

## No More Paper & Pencil CLEP Tests

The number of CLEP tests (<http://www.uscg.mil/hq/capemay/Education/clep.asp>) ESOs who are DANTES Test Control Officers can administer has declined over the last few years to the point where they can now only administer 14 of the 34 tests. At the end of this calendar year, ESOs will no longer be able to administer any CLEP tests and no orders for tests may be placed after 01 October 2011.

To quote from the official announcement, "The College Board has decided to terminate this service due to the decreasing number of PPT test takers. Over 95 percent of military examinees test on the CLEP computer-based exams either at an onbase or on-campus national test center. The Service members utilizing the computer-based exams benefit from instant score results and access to all 33 CLEP eCBT test titles. . . ."

Because the closest test site for computer-based tests is Rowan University (in Glassboro, NJ), I'm working to find alternatives for Coast Guard personnel in southern New Jersey. It's unlikely my efforts will bear fruit before the end of the year, however.

## Service Obligations After Using TA

Current Coast Guard rules and (with respect to officers) federal law impose various service obligations on those who use tuition assistance.

- For enlisted personnel, the only requirement is that you complete a course paid for with TA funds before you leave the Coast Guard (whether by retiring, RELAD, end of enlistment, or whatever).
- Officers incur obligations of different lengths depending on whether they're regulars or in the Selected Reserve. Regular officers incur a 2-year obligation from the date they complete a TA-paid course; Reserve officers incur a 4-year obligation.
- Civilian Coast Guard employees incur a one-month obligation for every credit paid for by TA.

For officers and civilians, the period of obligated service is consecutive, not cumulative. That is, it extends from the ending date of the last course paid for with TA.

## On-line College Language Courses

If you're interested in taking one or more language courses on-line and either don't want to or can't afford to use those which are commercially available, check out the dozens of courses available from many different regionally-accredited colleges and universities throughout the country.

The DANTES Independent Study Catalog

(<http://www.dantescatalogs.com/DISCSubjectAreas.aspx?MajorSubjectArea=PC>) lists them, gives a short description of what they entail, and lists all costs associated with them. Tuition assistance (TA) can be used to pay for all or most costs of all these courses and you'll earn college credit for them as well.

If you're specifically interested in Spanish, another option comes from Ms. Kristi Hilton (full-time ESO at Sector Columbia River). She found courses offered by the University of Texas at <http://courses.webhost.utexas.edu/dec/college/searchresults.cfm>. You'll also earn college credit for these courses and the cost is only \$147.60/credit. If you want to use TA, there's a "Military Tuition Assistance" option on the payment page. If you run into snags trying to use TA to pay for the course, the school's Registrar, Ms. Carol Tremaine (at 512-471-2906), will answer any questions you have about the procedure.

## Using Your GI Bill Education Benefit

Although there are many differences among the various GI Bill education programs (MGIB-AD, MGIB-SR, REAP, Post-9/11 GI Bill), there are also a number of similarities. The main similarity people seem not to understand concerns the 36 months of benefits. These 36 months have **absolutely nothing** to do with the amount of time you have to use your benefit. It's merely a way of keeping track of how much of your benefit you have left.

Everyone, under all the programs, starts out with 36 months of benefits. You can use your benefits consecutively without a break or over many periods with breaks between them within the allotted usage period (which varies from program to program). For every day you're using your benefit (assuming you're going to school or undergoing training full-time), one day will be deducted from your initial 36 month benefit. If you're not going full-time, a fraction of a day will be deducted for each day you're using your benefit.

**EXAMPLE 1:** If you're going to college full-time and take one semester (103 days) of courses, 103 days will be deducted from your 36 months (1,080 days) of benefits, leaving you with approximately 977 days of benefits. As you take more courses, more days will be deducted until you have zero days of the benefit left.

**EXAMPLE 2:** If you're in a half-time vocational training program (4 hours per day), half a day will be deducted for each day you're receiving benefits.

You can take as much time off as you like from school or training and you'll still have however much time you had when you last stopped using the benefit (i.e., 36 months minus however many days of the benefit you've used up to that time).

The allotted usage periods for the four programs named above are as follows:

- MGIB-AD – 10 years from the last day you served on active duty for more than 90 days (<http://www.uscg.mil/hq/capemay/Education/gibill-30.asp>)
- MGIB-SR – until you leave the Selected Reserve (<http://www.uscg.mil/hq/capemay/Education/gibill-1606.asp>)
- REAP – 10 years from your discharge from the Selected Reserve with an honorable discharge (generally) (<http://www.uscg.mil/hq/capemay/Education/gibill-reap.asp>)
- Post-9/11 GI Bill – 15 years from the last day you served on active duty for more than 90 days (<http://www.uscg.mil/hq/capemay/Education/gibill-330.asp>)

## Career & Education Planning Tools

Many people in the Coast Guard – military and civilians alike – are unsure of what career fields best match their personal interests and abilities. While you might be extremely competent at what you're doing in the Coast Guard, you might have skills you'd rather put to use in some other field. ESOs throughout the Coast Guard (including TraCen Cape May's) have access to many different tools you can use to assess your interests and possible ways to earn a living while pursuing those interests.

For more information, go to <http://www.uscg.mil/hq/capemay/Education/discover.asp> and <http://www.uscg.mil/hq/capemay/Education/sitestest.asp>.

## How to Go to College Almost for Free

Whether you'd like more money for your own education (even if you're using TA or receiving GI Bill benefits) or for a dependent, you should check out <http://www.uscg.mil/hq/capemay/Education/scholarships.asp#strategy>. You'll see that finding money for college *is* possible using a logical, linear (and not all that daunting) methodology devised by Ben Kaplan.

Also, the Education Center recently acquired Mr. Kaplan's video, "Finding College Cash in Tough Times" (<http://www.cityofcollegedreams.org/store/finding-college-cash-in-tough-times>). After a short introduction it covers the following topics:

- Part I: Exploding 3 Myths about Paying for College
- Part II: 3 Strategies for Maximizing Need-based Financial Aid
- Part III: 3 Steps for Finding Merit Scholarships
- Part IV: 3 Components of a Winning Scholarship Game Plan
- Part V: 3 Strategies for Making Your Application Shine
- Part VI: Concluding Thoughts & Final Quiz

Although I can't lend out the video, you can watch it in the Education Center. Please contact me ([andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil)) if you're interested in seeing it. The total running time is 71 minutes. If there's enough interest to warrant it, we'll show it in the auditorium; otherwise, in the Education Center.

## Is Distance Learning for You?

Because of its convenience (no need to leave the house to attend classes), distance learning appeals to working people – especially to military personnel. This fact means many Coast Guard personnel (who are often not near large population centers) have opportunities for higher education they might not have had in the past.

But before you plunk down the application fee for a distance learning course, check out the information about distance learning at <http://www.uscg.mil/hq/capemay/Education/distance.asp>. And before you hop on the on-line course bandwagon, spend a little time with the University of Georgia's on-line assessment tool to help you determine if computer-based distance learning is for you (<http://www.uscg.mil/hq/capemay/Education/distance.asp#01>).

## Civilian Career Myths

Excelsior College's alumni magazine often includes articles of use to military personnel about to enter or re-enter the civilian work force. The latest issue has an article entitled "Fact or Fiction: The Truth About Career Myths" (<http://www.uscg.mil/hq/capemay/Education/doc/careermyths.pdf>). You can also read "Skills Employers Seek" (<http://www.uscg.mil/hq/capemay/Education/doc/skills.pdf>) and the Fall/Winter 2008 issue.

Check 'em out!

## Reserve Resource Guide

In addition to the web site of the Coast Guard Office of Reserve Affairs (<http://www.uscg.mil/reserve/>), Reservists should also check out TraCen Petaluma's Reserve Resource Guide (<http://www.uscg.mil/hq/cg1/tracenpetaluma/RRG/>). Together, these provide info on and links to info on every facet of Coast Guard affairs related to service in the Reserve.

## TraCen Cape May Testing Calendar

Tests at TraCen Cape May are administered by appointment according to the following schedule:

Mondays (0800): Defense Language Proficiency Tests

Tuesdays (0800): EOCTs and AQEs\*

Thursdays (0745): college tests, CLEP tests, DSSTs, SATs, ACTs

\* If operations or your work schedule make it impossible for you to take an EOCT or AQE on a Tuesday morning, you can take it on a Thursday morning.

This schedule leaves most of the day on Tuesdays, as well as all day on Wednesdays, Fridays available for other occasional tests, counseling, and other face-to-face interactions with you. When no one is taking a language test, the doors to the Education Center are open on Mondays, as well.

If you call and I don't answer the phone, I'm usually administering a test (and, because of the noise, can't talk on the phone) or otherwise busy with someone in the office. E-mail is the best way to get in touch with me at [andrew.g.webb@uscg.mil](mailto:andrew.g.webb@uscg.mil).

## Leaving the Coast Guard?

If you're leaving the Coast Guard within the next twelve months (whether through retirement, resignation, or expiration of your enlistment), you should be making plans for what you'll be doing after you take off your uniform for the last time. Check out the information on my web site related to career transition (<http://www.uscg.mil/hq/capemay/Education/careertrans.asp>).

Also, stop by the Education Center to check out the (small) supply of booklets related to rejoining the civilian work force. Here are the topics of the booklets:

- Jobs With a Future
- How to Develop Job Resources
- The Resume
- The Cover Letter: A Resume Should Never Stand Alone
- The Mature Resume: The Resume with Experience
- The Follow-up Letter
- The Interview
- How to Choose a Career: A Guide to Self-Assessment
- Civilian Again
- Leaving the Service ... and Beginning Your Next Career
- Military to Civilian: Your Resume and Job Hunt
- Effective Goal Setting: How to Reach the Goals You Set for Yourself

You should also request an education assessment from the Coast Guard Institute (<http://www.uscg.mil/hq/capemay/Education/collegefaq.asp>) to get a transcript of college credit you've acquired through your service in the Coast Guard. ***If you don't request an assessment before you leave active duty, you can't get one (or a transcript) later.***

If you're not planning to go to school right away, you'll probably need to find work. Here are two excellent resources for finding a job – or even a second career. Also, Military.com has a very good series of web pages devoted to veterans (<http://www.military.com/Careers/Home>).

And don't discount the idea of working in the public sector. Not only are there thousands of jobs in the federal government, identical to private-sector jobs in which you can put your skills, knowledge, and experience to use while maintaining job security unavailable in the private sector (<http://www.fedjobs.gov/>), governmental entities at all levels – state, county, municipality, school district, port district, etc. – provide similar benefits.

## ACCC's Library Open for Studying

One more thing: the new campus's classrooms, labs, and library are all state-of-the-art. Even if you're not ready to register for classes right away, you should take the opportunity to visit the campus and look around. The Director of Academic and Student Services has extended a personal invitation to anyone who'd like to use the library to study, for research, or for pleasure reading. It's very quiet, well-lit, and has very comfortable furniture.

## Education Center Library

The TraCen Education Center has a binder full of SparkCharts Quick Reference Guides on almost 40 subjects. You're welcome to use these in the Education Center or make copies to take with you. You can check out the subjects available at <http://www.uscg.mil/hq/capemay/Education/books.asp#spark>.

In addition to SparkCharts, the Education Center also has a library of books on leadership, management, Coast Guard history, and other topics. Also in the library are the latest Professional Qualification Guides (PQGs) and Enlisted Performance Qualifications (EPQs) for each rating.

The Education Center also has dozens of brochures and books on college, financial aid, the officer program application process, and other things. If there are multiple copies, you're welcome to take one.