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FM COMCOGARD PSC ARLINGTON VA//C//
TO ALCGPSC
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ALCGPSC 053/12
SUBJ: OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS
FOR ASSIGNMENT YEAR 2013
A. CG PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST M1500.10 (SERIES)
B. ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE ASSIGNMENT YEAR 2013
C. OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST M1000.3
D. COMCOGARD FORCECOM NORFOLK VA//FC-C// 031749Z APR 12, ALCOAST 155/12 COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FY 2013
E. ALCOAST 154/09 ADDITION OF EMPLOYEE CAREER SUMMARY SHEET WITH INDIVIDUAL, BOARD AND PANEL VIEW THROUGH COAST GUARD BUSINESS INTELLIG

1. This msg announces numerous postgraduate and advanced education (PG/Adv Ed) opportunities offered by the Coast Guard to qualified officers and select enlisted members. It clarifies the PG/Adv Ed application procedures outlined in Ref (A). Where the application process guidance in this message conflicts with Ref (A), or subsequent program solicitation msgs, guidance herein and in Ref (B) takes precedence. This msg also provides guidance to enlisted members applying to the Physician Assistant (IPAP) program. Future guidance will be released via message regarding Senior Education and Fellowship Panels.

2. Last year, OPM received 774 PG/Adv Ed applications. A total of 224 individuals were selected for a variety of programs, ranging from industry training to graduate schools.

3. In order to maintain fairness to all applicants in this highly competitive process, the published requirements and deadlines will be rigorously upheld. Applicants bear the responsibility for ensuring their application is submitted on time, complete, and in compliance with applicable instructions and requirements. Applicants are responsible for working with their command, servicing SPO, and CG PSC records branch (PSD-MR) to correct any record errors or omissions. Applicants who fail to meet the established requirements will not be considered by the selection panels.

4. To assist in the application process, CG PSC developed a process guide (Ref (B)) for Assignment Year 2013 (AY13), which is available on the OPM-1 websites listed in paragraph 21 below. Most application questions will be answered in the AY13 PG/Adv Ed process guide.

5. Eligibility requirements:

A. Officers must have a minimum of two years commissioned USCG service at the time of enrollment in the academic program in the fall of 2013.

B. Only officers who are tour complete in 2013 are permitted to apply.

C. Members who are currently enrolled in a USCG sponsored PG/Adv Ed program or who are currently serving in a payback tour following completion of a PG/Adv Ed program are not eligible to apply. Additionally, those members who have already attended full-time PG/Adv Ed programs through the Coast Guard will not normally be selected for another opportunity. However, these officers are not precluded from applying as there are programs for members seeking higher level degrees in their specialty (e.g., LAW-LLM, MS in Acquisition Project Management).

D. Officers applying to PG/Adv Ed programs leading to an advanced degree must have a conferred baccalaureate degree at the time of their e-resume submission. The only exceptions to this requirement are those members applying to: Advanced Computer, Engineering and Technology (ACET), Aeronautical Engineering Officer (AEO) training, Civil Engineering Technology, Contract Management, Marine Engineering Technology (MET), Naval Engineering Technology (NET), and IPAP programs. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.

E. Members recalled from retirement are not eligible to apply.

F. Officers who submit a retirement or resignation request will be removed from further consideration for any PG/Adv Ed programs.

G. Officers who are not selected for promotion during the PG/Adv Ed panel season will have their applications withdrawn or will be removed as a primary or alternate selectee.

H. Targeted grade ranges for specific PG/Adv Ed programs will be identified in the respective program solicitation (CGMS).

I. Additional requirements may be set forth in program-specific solicitations. Members of the CG Reserve or officers holding a Reserve commission should review paragraph 11 below before submitting an application.

6. Application policy and procedures:

A. Officers may apply for up to three (3) PG/Adv Ed programs.

B. Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice.

C. Applications for the following programs count as one independent choice, and may be listed as a fourth choice in any order: Academy Instructor (including Academy Company Officer), Command and Staff colleges, and Marine Safety Industry Training. Please refer to Ref (B) for examples. These are the only exceptions to the three choice rule - additional choices will not be considered.

D. Officers should carefully consider the order of program choice, listing their most desired program first, followed by their second most desired program choice, etc. This is important because if selected as a primary candidate for any program on an applicant's list, the applicant will be removed from consideration for all subsequent opportunities (i.e., if selected as primary for first choice, the candidate will automatically be removed from further consideration for all remaining choices).

E. Most AY13 PG/Adv Ed panels are convening as consolidated panels. Consolidated panels may create additional opportunities for

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candidates to be selected by PG/Adv Ed programs. As a result, competitive officers considered by consolidated panels may be offered a PG/Adv Ed opportunity within their discipline that differs from their e-resume choices. Further information on consolidated panels is listed in Ref (B).

F. The programs selected by an officer in Direct Access and the order of selection become final on the application deadline. Applicants will not be allowed to change the precedence order of their programs after the application deadline, except in the case of program re-solicitations.

G. In the event a program re-solicits for applications, applicants may submit a new e-resume upon the following two conditions: (1) if the applicant has not applied for three programs, (2) if an applicant was considered by a panel that has already convened and the applicant was not selected as a primary or alternate candidate, then they may replace that choice with that of the current solicitation. It should be noted, however, that if the panels for the programs the applicant originally applied for have not yet convened, those choices cannot be replaced on a new e-resume.

H. Every new e-resume must contain PG/Adv Ed choices in original order, except as noted above, and receive a positive command endorsement to remain valid and be considered. If an e-resume is submitted for assignment purposes (e.g., command screening, special assignments, etc.) prior to the completion of the PG/Adv Ed panel season, applicants are reminded to list their PG/Adv Ed choices on the most recent e-resume to remain eligible for consideration. Any changes to an applicant's e-resume must be communicated to CG PSC (OPM-1) via e-mail.

I. Applications must be submitted through the e-resume process. Applicants should refer to the PG/Adv Ed process guide for detailed instructions on submitting an e-resume for PG/Adv Ed opportunities via Direct Access.

J. E-resumes submitted after the application deadline will not be accepted.

K. A positive Commanding Officer's endorsement via the e-interview is required for all PG/Adv Ed programs and must contain a written opinion of the applicant's interests, ability, and potential value to the Service relating to the curricula requested. Only endorsements from the immediate command are authorized. Commanding Officers should choose 'Make offer' to positively endorse a member's application. Any applicant that does not receive a positive endorsement will not be eligible to compete. Commanding Officers should ensure that they click on the button 'Mark as final' for the member's application to be considered complete. These endorsements may be made for sector personnel by a designated CO of military personnel.

L. Recent standardized test scores (taken since 01 January 2007) are required for all programs unless otherwise specified by a program's solicitation message, even if applicants currently possess a PG/Adv Ed level degree. Applicants should refer to solicitation messages to ensure the proper tests have been taken. Those who do not submit the required official test scores by the application deadline will not be eligible to compete and will be removed from the applicant pool.

M. Applicants who take standardized tests and wish for the scores to be considered for any PG/Adv Ed panel must have their official scores entered into their CG PSC IPDR and in Direct Access. Follow the guidance found in Ref (B) to ensure official test scores are appropriately entered. Applicants taking the GRE are encouraged to have the official test scores sent directly to CG PSC by designating the Coast Guard as an authorized score recipient prior to the test administration by using GRE code 3029 and later following up with CG PSC (PSD-MR) to ensure receipt.

N. For programs requiring a baccalaureate degree, official educational transcripts must be submitted for entry into the applicant's CG PSC IPDR and Direct Access NLT the application deadline. Those who do not submit the required official educational transcripts will not be eligible to compete. Copies of official educational transcripts are acceptable, an official transcript in a sealed envelope is not required. Follow the guidance found in Ref (B) to ensure transcripts are appropriately entered into Direct Access and the IPDR.

O. Transcripts should not be submitted for degrees in progress (not yet completed). Those officers who have completed college course work and wish for that to be considered by the panel should submit a Record of Professional Development (CG-4082). The CG-4082 form must include a commanding officer's signature to be considered. Completed CG-4082 forms should be submitted to CG PSC (PSD-MR).

P. Letters of recommendation will not be considered. The only exceptions to this rule are for Physician Assistant, Medical, and Dental residency programs. Applicants for these programs are encouraged to review specific program solicitation messages before submitting an application.

Q. Some programs may require writing samples. These should be submitted IAW program specific solicitation messages directly to CG PSC (OPM-1).

R. Separate communications to the panel other than e-resume comments are not permitted.

7. Selection panels are guided by the panel precept and base their decisions on information in official records and applications. Panels will see the following for each applicant:

A. CG PSC IPDR (note: all service entries, whether enlisted or officer, will be viewed).

B. Applicant's e-resume PG/Adv Ed choices in preference order and Mbr Comments.

C. Command e-interview comments.

D. Education and test data from Direct Access.

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- E. Tour completion date and assignment history.
F. Employee Career Summary Sheet (ECSS) - Panel View.
8. Prospective applicants should act now to ensure their IPDR is complete (e.g., OERs, Record of professional development, and academic transcripts). Officers applying for PG/Adv Ed programs should not delay their regular annual/semiannual OER submissions. A special OER documenting an applicant's most recent performance may be submitted if it meets the criteria of Art. 5.A.3.C.1.C of Ref (C).
9. Officers are encouraged to review Ref (E) concerning their ECSS. The ECSS provides a consolidated view of their information as it appears in Direct Access. This serves as a means for every Coast Guard member to review his/her personal data and to ensure the information in the HR system is updated and accurate.
10. Specific guidance for aviators: Aviators may apply to all PG/Adv Ed programs except for the Law (JD and LLM), Medical (e.g., Health Care Administration), or those designated for Public Health Service (PHS) officers. Aviators should carefully examine Aviation Career Incentive Pay (ACIP) gates and upcoming assignment windows when considering applying for any of the eligible programs. Follow-on tours within each educational study will not be deferred. Based on the current service need to keep Aircraft Commanders in the fleet, aviators completing their first operational tour will remain in an operational assignment for at least a second consecutive tour. The maximum number of aviators selected per program will be determined based on service need, aviation program requirements, and balancing PG/Adv Ed opportunities for aviators. Questions should be referred to the respective aviation assignment officer.
11. Specific guidance for Reserve officers: Reserve officers (O3 and below) on Extended Active Duty (EAD), as defined in Ch. 1.B of Ref (C), may apply for PG/Adv Ed opportunities. Selected members must sign a new EAD contract prior to enrollment. The new contract will include existing obligated service as well as obligated service incurred upon completion of the PG/Adv Ed program. These periods of obligated service do not run concurrently. Enlisted members on EAD may apply for the IPAP program and, if selected, must sign an active duty agreement extending through the required obligated service. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities. Officers and enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not authorized to apply. Permanent and provisional Reserve Program Administrators (RPAs) are only eligible to apply for the reserve program management program. Specific guidance for RPAs will be published in that program's solicitation message.
12. Specific guidance for PHS officers: PHS officers may only apply for the Medical residency and Public Health programs. PHS officers may apply to other health-related programs (e.g., Health Care Administration) on a case-by-case basis using PHS-only tabs. PHS officers will incur the same obligated service commitment for PG/Adv Ed attendance as regular officers. Questions regarding these issues should be referred to the respective Headquarters program manager.
13. IAW Ref (A), PG/Adv Ed school graduates incur obligated service and should expect to go immediately to program related staff assignments. See Refs (A) and (B) for further information on obligated service and delayed enrollment.
14. Applicants are encouraged to consider their application and selection to PG/Adv Ed in the context of their overall career strategy. Timing of PG/Adv Ed attendance can be critical as the education and follow-on assignment period together may total up to seven years. Career management questions should be addressed to the OPM career management branch (OPM-4).
15. Members selected during the AY13 PG/Adv Ed season will be assigned to Duty Under Instruction (DUINS) in 2013.
16. Primary and alternate selections will be announced via msg approximately two weeks after the PG/Adv Ed panel adjourns.
17. The PG/Adv Ed panel schedule and generic precept will be available prior to selection panel convening dates on the OPM-1 PG/Adv Ed web site and CG Portal page listed in paragraph 21 below.
18. Deadline: Application/e-resume submission for all PG/Adv Ed programs is 08 June 2012. The following must be received by this deadline:
- A. E-resume submission
 - B. Command endorsement and e-resume marked final
 - C. Test scores correctly entered in Direct Access
 - D. Test scores scanned into your CG PSC IPDR
 - E. Completed degree information and corresponding GPA correctly entered in direct access
 - F. Transcripts scanned into your CG PSC IPDR
 - G. Waiver submissions
19. In an effort to identify members who did not correctly apply for a PG/Adv Ed panel in Direct Access, CG PSC will release an ALCGPSC message listing all PG/Adv Ed applicants after the 08 June 2012 application deadline.
20. POCs:
- A. Asst Chief, Boards Section: LT Nick Sites, 202-493-1614.
 - B. Adv Ed YN: YN3 Benjamin May, 202-493-1623.
 - C. CG PSC IPDR Entries: Mr. Harrison Morten, 202-493-1670.
 - D. OER Questions: Email opm-3 via ARL-PF-CGPSC-OPM(at)uscg.mil
 - E. Career Management Questions: Email OPM-4 via ARL-PF-CGPSC-OPM-4(at)uscg.mil
21. Web Sites:
- A. CG PSC (OPM-1) Postgraduate/Advanced Education (PG/Adv Ed) Information: <http://www.uscg.mil/psc/opm/opml/opm-lpg.asp>
 - B. CG PSC (OPM-1) PG/Adv Ed CG Portal place: <https://cgportal.uscg.mil/CTL/D82HFY>
 - C. CG PSC (PSD-MR) IPDR information (formerly adm-3, records branch):

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www.uscg.mil/psd/mr
D. CG PSC (OPM-3) OER information:
<http://www.uscg.mil/psc/opm/opm3/opm-3.asp>
E. CG PSC (OPM-3) OER information CG Portal place:
<https://cgportal.uscg.mil/CTL/LGDCB1>
F. CG PSC (OPM-4) Career Management:
<http://www.uscg.mil/psc/opm/opm4/opm-4.asp>
G. CG PSC (OPM-4) Career Management CG Portal place:
<https://cgportal.uscg.mil/CTL/J0TCIP>
H. CG PPC guide to Direct Access:
<http://www.uscg.mil/ppc/ps/>
22. Internet release authorized.
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