

# **OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE FOR ASSIGNMENT YEAR 2010**



**COMMANDER (OPM-1)  
UNITED STATES COAST GUARD  
PERSONNEL SERVICE CENTER PSC MS-7200  
4200 WILSON BLVD, SUITE 1100  
ARLINGTON, VA 20598-7200  
PHONE: (202) 493-1617  
FAX: (202) 493-1618**

## TABLE OF CONTENTS

REFERENCES .....	3
POINTS OF CONTACT .....	3
WEB SITES .....	3
PURPOSE .....	3
DEADLINE.....	4
GENERAL GUIDANCE FOR ALL APPLICANTS .....	4
POSTGRADUATE AND ADVANCED EDUCATION GENERAL INFORMATION.....	4
POSTGRADUATE/ADVANCED EDUCATION SELECTION PANELS.....	5
ELIGIBILITY REQUIREMENTS .....	5
RESPONSIBILITIES .....	6
COMMANDING OFFICERS' ROLE .....	8
REVIEW OF CG PSC PDR.....	8
SERVICE OBLIGATION.....	8
DELAYED ENROLLMENT OR DEFERMENT.....	9
SPECIFIC GUIDANCE FOR AVIATORS .....	9
SPECIFIC GUIDANCE FOR RESERVE OFFICERS ON EAD .....	10
SPECIFIC GUIDANCE FOR PUBLIC HEALTH SERVICE (PHS) OFFICERS .....	10
APPLICATION POLICY AND PROCEDURES .....	10
ORDER OF PROGRAM SELECTION.....	12
E-RESUME SUBMISSION.....	13
E-INTERVIEW SUBMISSION.....	13
APPLICANT'S VIEW OF COMPLETED E-RESUME/E-INTERVIEW .....	14
INSTRUCTIONS FOR ENTERING EDUCATIONAL / TRANSCRIPT / STANDARDIZED TEST SCORE INFORMATION INTO CG PSC PDR.....	14
INSTRUCTIONS FOR ENTERING EDUCATION / TRANSCRIPT INFORMATION INTO DIRECT ACCESS	15
INSTRUCTIONS FOR ENTERING STANDARDIZED TEST SCORES INFORMATION INTO DIRECT ACCESS.....	15
PROGRAM DESCRIPTIONS .....	16

## **REFERENCES**

- (a) CG TRAINING AND EDUCATION MANUAL, COMDTINST M1500.10 (SERIES)
- (b) CG PERSONNEL MANUAL, COMDTINST M1000.6A (SERIES)
- (c) COMDT COGARD WASHINGTON DC//CG-13// 021947Z APR 08, ALCOAST 161/08 POLICY REGARDING DUTY UNDER INSTRUCTION (DUINS): OBLIGATED SERVICE AND DELAYED ENROLLMENT
- (d) COMDT COGARD WASHINGTON DC//CG-13// 022107Z FEB 09, ALCOAST 073/09 COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FALL 2010
- (e) COMCOGARD PSC ARLINGTON VA//C// 101743Z APR 09, ALCGPSC 004/09 OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS FOR ASSIGNMENT YEAR 2010
- (f) COMDT COGARD WASHINGTON DC//CG-1// 182020Z MAR 09, ALCOAST 154/09 ADDITION OF EMPLOYEE CAREER SUMMARY SHEET WITH INDIVIDUAL, BOARD AND PANEL VIEW THROUGH COAST GUARD BUSINESS INTELLIGENCE (CGBI).

## **POINTS OF CONTACT**

- a. Assistant Chief, Boards Section: LTJG G. Wayne Newton, (202) 493-1614.
- b. Advanced Education Yeoman: YN1 Chris Horn, (202) 493-1617, YN2 Cassie Sylvester X1633 after 31MAY09.
- c. CG PSC (ADM-3) PDR Entries: Mr. John Evans, (202) 493-1661.
- d. OER Questions: Email OPM-3 AT [ARL-PF-CGPC-OPMOER@USCG.MIL](mailto:ARL-PF-CGPC-OPMOER@USCG.MIL)
- e. Career Management Questions: Email OPM-4 AT [ARL-PF-CGPC-OPM-4@USCG.MIL](mailto:ARL-PF-CGPC-OPM-4@USCG.MIL).

## **WEB SITES**

- a. CG PSC Advanced Education (CG PSC (OPM-1)):  
[HTTP://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP](http://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP)
- b. PDR Information (CG PSC (ADM-3)):  
[HTTP://WWW.USCG.MIL/PSC/ADM/ADM3/](http://WWW.USCG.MIL/PSC/ADM/ADM3/)
- c. OER Information (CG PSC (OPM-3)):  
[HTTP://WWW.USCG.MIL/PSC/OPM/OPM3/OPM-3LINKS.ASP](http://WWW.USCG.MIL/PSC/OPM/OPM3/OPM-3LINKS.ASP)
- d. Career Management (CG PSC (OPM-4)):  
[HTTP://WWW.USCG.MIL/PSC/OPM/OPM4/OPM-4.ASP](http://WWW.USCG.MIL/PSC/OPM/OPM4/OPM-4.ASP)
- e. PPC Guide to Direct Access:  
[HTTP://WWW.USCG.MIL/PPC/PS/](http://WWW.USCG.MIL/PPC/PS/)

## **PURPOSE**

The purpose of this guide is to provide procedures and guidance to applicants, units, Personnel Reporting Units (PERSRU), and Servicing Personnel Offices (SPO) for the Postgraduate (PG) and Advanced Education (Adv Ed) application process.

## **DEADLINE**

The Application/E-Resume submission deadline for all programs is 10 June 2009. The following must be delivered by this date:

1. E-Resume submission
2. Command Endorsement and E-Resume marked final
3. Test scores correctly entered in Direct Access
4. Test scores scanned into your CG PSC PDR (ADM-3)
5. Transcripts correctly entered in Direct Access
6. Transcripts scanned into your CG PSC PDR (ADM-3)
7. Waiver submission (if applicable)

## **GENERAL GUIDANCE FOR ALL APPLICANTS**

The PG/Adv Ed application process is governed by regulation and policy. This guide is used in conjunction with the policies found in references (a) through (e), which outline the methods used to select qualified Coast Guard officers and enlisted members for assignment to PG/Adv Ed opportunities. Applicants should read this process guidance thoroughly before contacting Points of Contacts (POCs) for further information as most questions are answered in this guide.

## **POSTGRADUATE AND ADVANCED EDUCATION GENERAL INFORMATION**

The PG/Adv Ed application process has changed considerably over the years and will continue to adjust to meet the needs of the Service. Please read this guide in its entirety to ensure compliance with current policy and procedures. This process guidance and reference (e) takes precedence where conflicts with references (a) through (d) may exist.

Each year, the Coast Guard invests in the future of its officers and selected enlisted members through numerous PG/Adv Ed opportunities. Although the immediate program goal is to develop those skills necessary for performance in specific billets, the long-term objective is to build a high level of both technical and managerial competencies among senior Coast Guard personnel.

Officers considering PG/Adv Ed opportunities should also examine career paths and future assignment possibilities. Timing of PG/Adv Ed can be critical as your education and subsequent required payback assignment period together may total seven years. Officers, particularly O-3 and below, with questions concerning aspects of career management, can request an appointment for an individual record review with a dedicated Officer Career Counselor in OPM-4.

Appointment requests for counseling should be sent to the e-mail address found in the contacts section of this guide. Counseling topics typically discussed revolve around three basic themes:

- 1) Competencies and career paths (assignments & advanced education)
- 2) Performance management (evaluations & promotions)
- 3) Career broadening strategies (career goals, service schools, out-of-specialty assignments, etc.)

Each PG/Adv Ed program releases a solicitation message advertising selected PG/Adv Ed opportunities. Please review these messages when considering various programs. In some cases, specific instruction, above and beyond what may be found in this guide may appear in solicitation messages. The program managers can assist with specific questions regarding academic programs and curricula.

### **POSTGRADUATE/ADVANCED EDUCATION SELECTION PANELS**

The PG/Adv Ed panel schedule and generic Precept will be available via ALCGPSC and CG PSC (opm-1)'s PG web site.

Each panel will meet on a date established by CG PSC (opm-1) between June and September 2009. The panel report and results message are prepared and routed through the chain of command to CG PSC (opm). The panel's results message normally takes approximately one week for approval and subsequently released via ALCGOFF. Each panel includes an Assignment Officer (AO), the responsible Program Manager/Representative, and an additional member (O-4 and above). PG/Adv Ed Selection Panels are guided by the panel precept and base their decisions on official matters of record and applications. Panels will see the following for each applicant:

- a. CG PSC Imaged PDR (NOTE: All service entries, whether enlisted or officer, will be viewed)
- b. Applicant's E-Resume PG/Adv Ed choices, the priority order and comments
- c. Command E-Interview comments
- d. Education and test data from Direct Access
- e. Tour completion date and assignment history

### **ELIGIBILITY REQUIREMENTS**

In order for an application to be considered complete, officers shall meet the following qualifications by the application deadline, unless otherwise specified. Additional qualifications may be set forth in program specific solicitations.

- a. Officers must have a minimum of two years commissioned Coast Guard service at the time of enrollment in the fall of 2010 academic program.
- b. Only officers due to transfer in AY 2010 are permitted to apply.
- c. Members who are currently enrolled in a PG/Adv Ed program or currently serving in a payback tour following completion of a PG/Adv Ed program are not eligible to apply.
- 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 Training

(AEO), Marine Engineering Technology (MET), Naval Engineering Technology (NET), and Physicians Assistant (PYA) programs. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.

- e. Those members who have attended full-time Coast Guard funded PG/Adv Ed programs will not normally be selected for additional programs. However, there are exceptions (e.g. Law-LLM, SLOAN, MIT-System Design Management, and MS in Project Management). Officers in this category are not precluded from applying.
- f. Officers and enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed opportunities.
- g. Officers who submit retirement or resignation requests will be withdrawn from further consideration and removed from any PG/Adv Ed programs for which they were selected.
- h. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities.
- i. Officers and enlisted members recalled to active duty under Title 10, ADSW, or drilling reservists are not authorized to apply.
- j. Permanent and Provisional Reserve Program Administrators (RPA's) are only eligible to apply for the Reserve Program Management program.
- k. 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/alternate selectee.
- l. Targeted grade ranges for specific PG/Adv Ed programs may be identified in respective program solicitation messages.

### **RESPONSIBILITIES**

The PG/Adv Ed Application Process is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the applicant not being eligible to compete. In order to maintain fairness to all candidates in this highly competitive process, the published requirements and deadlines will be rigorously upheld. The applicant bears the responsibility for ensuring his or her application is timely, complete, and in compliance with applicable instructions or requirements. Applicants must work closely with their command, servicing SPO, and CG PSC (adm-3) to correct any errors or omissions. In past years some applicants failed to meet the established requirements, resulting in a loss of eligibility for consideration and/or not competing well. Members must follow the guidance provided to maximize this unique and attractive opportunity for the Coast Guard to fund their continued education.

The chart below summarizes the responsibility requirements at each level. Special attention should be given to the deadline date provided in the Officer Postgraduate and Advanced Education Application Process message published each spring.

<b>Responsible Party</b>	<b>Responsibility</b>
Applicant	<ul style="list-style-type: none"> <li>▪ Become familiar with PG/Adv Ed training process.</li> <li>▪ Meet the requirements set forth in the CG Training and Education Manual and any PG/Adv Ed training related message traffic.</li> <li>▪ Apply for the PG/Adv Ed program(s) desired by submitting an E-Resume to Supervisor.</li> <li>▪ Verify CG PSC PDR.</li> <li>▪ Verify (training and education information) in Direct Access.</li> </ul>
Unit/ Commanding Officer	<ul style="list-style-type: none"> <li>▪ Become familiar with the PG/Adv Ed training process and be able to assist applicant(s) with questions/problems.</li> <li>▪ Verify applicant(s) meets all eligibility requirements set forth in the CG Training and Education Manual and any PG/Adv Ed related message traffic.</li> <li>▪ Provide Administrative assistance to applicant(s) in correcting errors in Direct Access prior to deadline.</li> <li>▪ Notify CG PSC (opm-1) of eligibility changes or corrections as soon as is possible.</li> </ul>
SPO/PERSRU	<ul style="list-style-type: none"> <li>▪ Assist units as needed in correcting Direct Access errors and data entry.</li> </ul>
CG PSC (opm-1)	<ul style="list-style-type: none"> <li>▪ Primary point of contact for all PG/Adv Ed questions/problems.</li> <li>▪ Draft, route, approve, and release the Officer Postgraduate and Advanced Education Application Process message outlining critical dates and procedures.</li> <li>▪ Draft, route, approve, and release the Promulgation of Office Postgraduate and Advanced Training Education Panel Schedule outlining PG/Adv Ed panel convening dates.</li> <li>▪ Draft, route, approve, and release the Precept to convene PG/Adv Ed panels.</li> <li>▪ Verify eligibility of all applicants.</li> <li>▪ Convene and administer the PG/Adv Ed selection panel process.</li> </ul>

## **COMMANDING OFFICERS' ROLE**

Commanding Officers (CO) have an important responsibility to identify and encourage qualified officers and enlisted members who demonstrate the qualities of character and leadership potential required to pursue advanced leadership positions through continued education. However, each candidate is ultimately responsible for initiating and completing all eligibility requirements prior to the established deadline; which includes obtaining a positive CO's endorsement. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to continue to serve successfully should be recommended for PG/Adv Ed opportunities. If a CO feels an individual is not qualified for PG/Adv Ed opportunities, that applicant should not be recommended and should be counseled on what is required to receive a favorable endorsement.

## **REVIEW OF CG PSC PDR**

All candidates are encouraged to review their official record maintained by the Coast Guard Personnel Service Center CG PSC (adm-3) and provide copies of any authorized documents that are missing. This can be done by:

- a. Personally reviewing your record at CG PSC.
- b. Designating another individual to review your record for you by providing CG PSC (adm-3) with a signed memo that lists the name of the individual who will review your record and the dates the review will take place.
- c. Requesting a complete copy of your official record by submitting a memo with signature via mail, fax, or e-mailed as a PDF document to CG PSC (adm-3). Send faxes to (202) 493-1676.
- d. Reviewing your Employee Career Summary Sheet (ECSS) as outlined in reference f. The ECSS will provide each Coast Guard member with a consolidated view of their information as it appears in the Coast Guards Enterprise-Wide Human Resources Management System (HRMS), Direct Access. This will serve 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. ECSS Panel View will be part of the official record for PG/Adv Ed panels.

## **SERVICE OBLIGATION**

In accordance with reference (c), students attending any federally-funded education program incur obligated service. This obligation becomes effective on the date of transfer out of DUINS status or upon the termination of previous obligated service, whichever is later. Personnel who commence any funded education program must agree not to request resignation during the course of instruction and must accept the period of obligated service.

In addition, military members are obligated to serve in the Coast Guard three months for each month of instruction for the first 12 months, and one month for each month thereafter. This period of obligated service is in addition to any other obligated service that may have been incurred. Obligated service begins to accrue on the class convening date and becomes effective on the date of graduation, program completion, disenrollment, or the termination of previous obligated service, whichever is later. Enlisted personnel must execute and extend/reenlist prior to being issued orders for Duty Under Instruction (DUINS) to meet the obligated service requirements.

### **DELAYED ENROLLMENT OR DEFERMENT**

In accordance with reference (c), in order to afford officers the ability to pursue other unique career opportunities (such as a command cadre position afloat) and provide the service greater depth of skilled personnel in essential mission areas, requests to defer assignment to PG school may be considered. Only officers selected as "primary" attendees will be considered for possible deferment. Officers requesting deferment shall submit their request via Coast Guard memorandum to CG PSC (opm-1G). Officers whose program has been deferred will automatically be assigned to "Duty Under Instruction" status upon completion of their assignment as long as their performance continues to warrant this opportunity. Officers granted the deferment shall complete the assignment for which their program was deferred. Officers selected for a PG program are notified sometime during the months of June through September and have 30 days to file a Letter of Intent to pursue their advanced education degree. This requirement ensures primary attendees are guaranteed a training allowance billet. As the assignment season progresses through the months of November and December, primary attendees can obtain career counseling from Assignment Officers or CG PSC (opm-4) to ascertain if other unique career opportunities are available. Ultimately, delayed enrollment or deferment must be approved by CG PSC (opm-1), in concert with the Program Manager and Commandant (CG-132). Delayed enrollments are discouraged, but requests in well-justified cases where service need, program need, and member career development needs are met should be sent to CG PSC (opm-1), who will consult with the appropriate Program Manager and CG-132 regarding approval or disapproval. DUINS graduates are expected to go immediately to payback staff assignments. These payback assignments are rarely deferred with requests being considered on a case-by-case basis and decisions based solely on the needs of the service.

### **SPECIFIC GUIDANCE FOR AVIATORS**

Aviators may apply to all PG programs except for Law (JD and LLM), Medical (e.g. Health Care Administration), and those designated for PHS Officer. Aviators should carefully examine Aviation Career Incentive Pay (ACIP) gates and upcoming assignment windows when considering application for any of the eligible programs. Follow-on tours within each educational study will not be deferred. Aviators completing their first operational tour will typically remain in an operational assignment for a second consecutive tour, based on current service needs. 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.

## **SPECIFIC GUIDANCE FOR RESERVE OFFICERS ON EAD**

Reserve officers (O3 and below) on Extended Active Duty (EAD), as defined in CH 1.B of reference (b), may apply for PG/Adv Ed opportunities. If selected, prior to enrollment, they must sign a new EAD contract. This EAD contract will include existing obligated service as well as obligated service incurred upon completion of PG/Adv Ed program. These periods of obligated service do not run concurrently. Enlisted members on EAD may apply for the PYA program and, if selected, must sign an active duty agreement extending through the required obligated service.

## **SPECIFIC GUIDANCE FOR PUBLIC HEALTH SERVICE (PHS) OFFICERS**

PHS officers may apply for the following programs: Medical Residency, Advanced General Practice Dental Residency, and Environmental Health. PHS officers can 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.

## **APPLICATION POLICY AND PROCEDURES**

- a. Officers may apply for up to two (2) PG/Adv Ed programs. Officers who have applied to two PG/Adv Ed programs may also list Academy Instructor, MIT-SDM Fellowship, SLOAN Fellowship, War College/Command and Staff programs, and the Marine Safety Industry Training programs as additional choices. For those applying to Civil Engineering and the Civil Engineering/MBA programs, both may be listed and count as only one choice. These are the only exceptions to the two-choice rule. Additional choices will not be considered.
- b. Officers should carefully consider the order of program choices - listing their most desired program first. 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 applicant will be automatically removed from second choice.)
- c. Officers applying for the Engineering Technical Programs will be reviewed by consolidated respective panels. Competitive officers in these programs not selected as a primary candidate may be offered a PG/Adv Ed program within their discipline that differs from their E-Resume choices.
- d. The programs selected by an officer in Direct Access and the order of selection become final on the application deadline. No consideration will be given to officers wishing to change the priority order of their programs after the application deadline except in the case of program resolicitations.
- e. In the event a program solicits a second time for applications, applicants must submit a new E-Resume with the following conditions: (1) If the Panel for the programs the

applicant originally applied for have not convened, they cannot be replaced. (2) If the program's Panel has taken place and the applicant was not selected as a primary or alternate applicant, they may replace that choice with that of the current solicitation.

- f. Every new E-Resume must contain your PG/Adv Ed choices in original order except as noted above and receive a positive command endorsement to remain eligible. If an E-Resume is submitted for assignment purposes (i.e. 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 PG/Adv Ed E-Resume must be communicated to CG PSC (opm-1) via phone or e-mail.
- g. E-Resumes submitted after the application deadline will not be accepted.
- h. Applications must be submitted through the E-Resume process. Applicants should refer to page 13 of this guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities via Direct Access. NOTE: Applicants should not contact CG PSC (opm-1) to verify receipt of their application.
- i. A positive CO's endorsement, the E-Interview, is required for all PG/Adv Ed programs and shall 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. CO's should choose "Make Offer" to positively endorse a member's application. Any member that does not receive a positive endorsement will not be eligible to compete. CO's 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.
- j. Recent standardized test scores (taken since 01 January 2004) are required for all programs, even if applicants currently possess an advanced level degree – waivers will not be considered unless specified by a program's solicitation message. Official standardized test scores must be submitted no later than the application deadline. 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. NOTE: Members 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 PDR and in Direct Access. Also, applicants taking the GRE are encouraged to have the official test scores sent directly to CG PSC (adm-3), by designating the Coast Guard as an authorized score recipient prior to the test administration by using GRE Code 3029.
- k. For programs requiring a baccalaureate degree, conferred educational transcripts must be submitted for entry into the applicant's CG PSC PDR and Direct Access no later than the application deadline. Those who do not submit the required educational transcripts will not be eligible to compete. NOTE: Copies of official educational transcripts are acceptable. We do not require an official transcript in a sealed envelope.

- l. Applicants should not submit transcripts for degrees in progress (i.e. not yet completed). Those applicants who have completed undergraduate/graduate level course work and wish for that to be considered by the Panel should submit a Record of Professional Development form (CG-4082). The CG-4082 form must include a CO's signature to be considered. Completed CG-4082 forms should be submitted to CG PSC (adm-3).
- m. Letters of Recommendation will not be considered. The only exceptions to this rule are for the PYA program and the Medical and Dental Residency programs. Applicants for these programs are encouraged to review the specific program solicitation message to seek guidance on this matter.
- n. Separate communications to the Panel other than E-Resume comments are not permitted.
- o. Members selected during the AY 2010 PG/Adv Ed season will be assigned to "Duty Under Instruction" (DUINS) in 2010.

### **ORDER OF PROGRAM SELECTION**

The following scenarios outline the policy if selected for a PG/Adv Ed program:

a. If selected for their first choice as a primary selectee the officer must accept their first choice or decline the offer. Their name will be removed from all other PG/Adv Ed selection lists (if selected by other programs) and their application will be withdrawn from consideration by further programs.

b. If selected for their first choice as an alternate the officer will continue to compete for their additional PG/Adv Ed choice(s). If they later move up from being an alternate to primary selectee, they must accept or decline the offer within ten days. Their name will be removed from all other PG/Adv Ed selection lists (if selected by other programs) and their application will be withdrawn from consideration for further programs.

c. If selected for their second or subsequent choice as a primary or alternate the officer must wait until the PG/Adv Ed panel for their first choice has convened to make a decision. If the applicant is not selected for their first choice as a primary or alternate, they will be offered the subsequent choice and may choose to accept or decline the offer.

Note: The only exception to the rules above is acceptance to the SLOAN Fellowship program. If accepted, the applicant may choose to accept or decline the offer without regard to priority and/or selection by other programs.

## **E-RESUME SUBMISSION**

All applicants shall submit an E-Resume using the following guidance:

- a. Log into Direct Access.
- b. Then select from the Home Menu bar > Self-Service > Employee > Tasks > and Create E-Resume.
- c. In the View Job Posting Screen select the Position Source drop-down menu and select "Advanced Training." You must complete this step in order for your E-Resume to appear in the advanced education candidate pool.
- d. Then press the yellow "Search" button located at the bottom right of the screen. If you do this correctly the department will list as "CG PC OFF PERS MGT DIV"
- e. Select the positions you are interested in by checking the "Job Basket" box on the far right. All of the job titles should begin with "PG" followed by the specific program and should not name a specific university (i.e. "PG-Public Administration")
- f. Then click on the "Add Selected to Job Basket" button.
- g. Click "View Job Basket."
- h. Then click on "Apply for Jobs in Basket."
- i. This will take applicants to their online E-Resume.
- j. Ensure that Section 2 has an accurate and complete e-mail address; otherwise no notification from Direct Access that the E-Resume has processed will be received.
- k. In Section 11 of the E-Resume address your reasons for applying to the PG programs listed on your E-Resume and explain how the Coast Guard will benefit by selecting you.
- l. Proceed to Section 12 where you will need to enter the endorser's EMPLID. The final endorser on the E-Resume is the Commanding Officer. CG PSC (opm-1) verifies that all candidates whose names appear before a PG board have their CO's recommendation.
- m. Below the endorser block is the Job Basket Positions. Click the yellow "add" button next to the selected positions in priority order. The first choice should be the primary program the officer desires and should be carefully considered. The programs selected and the priority order of the programs become final on the application deadline.
- n. Then click on "next" and proceed to Section 13 and click the "Submit" button.

## **E-INTERVIEW SUBMISSION**

The CO's endorsement, the E-Interview, shall 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 CO, Chief of Military Personnel in Logistics, or cognizant Directorate Executive Assistants for personnel assigned at Coast Guard Headquarters are authorized. Any member that does not receive a positive endorsement will not be eligible to compete.

To correctly endorse an applicant's E-Resume use the following guidance:

- a. Log into Direct Access.
- b. Click on "Worklist" shortcut/hyperlink at the top right of the screen.
- c. Click on the applicant's name in your worklist to access the "Job Endorsement" page.

- d. Once in the “Job Endorsement” page, click on the drop down arrows to make a “Recommendation” of “Make Offer or Reject”, and a “Rating” of “Average or Excellent” of the applicant’s qualification for the Postgraduate curricula requested.
- e. Click on the “Comments” link corresponding to Postgraduate Training and enter comments. After entering comments click on “Return”.
- f. This will return you to the “Job Endorsement” screen. If you are the final endorser click on the “Mark All Final” button and then click “Submit”.
- g. If you are not the final endorser only click the “Submit” button. This brings you back to your worklist where you can “Reassign” the E-Resume. Enter the next endorser’s “Operator ID” and select “OK”. Note: Operator ID is the User ID used by a member to log on Direct Access (which may be a member’s EMPLID, initials/name or combination).
- h. If you are the final endorser, click the “Marked Worked” button to remove the E-Resume from your worklist.

### **APPLICANT’S VIEW OF COMPLETED E-RESUME/E-INTERVIEW**

Applicants should self-check the status of their applications prior to contacting CG PSC (opm-1) for verification of submission using the following guidance. Applicant and command comments are only viewable by the applicant and CG PSC (opm-1). The applicant can use the “View Member Information” (Home > Self-Service > Employee > View > Member Info) procedure to view their E-Resume and completed endorsement. The applicant’s E-Resume and endorsement are located on the MBR and Command Comments tab. The endorsement is not complete if there is not a check mark in the “Final” box. CG PSC (opm-1) requires the “Final” box be checked.

### **INSTRUCTIONS FOR ENTERING EDUCATIONAL/TRANSCRIPT/STANDARDIZED TEST SCORE INFORMATION INTO CG PSC PDR**

To have education transcript(s) and official test scores information entered into your CG PSC PDR, forward your documentation to CG PSC (adm-3). Please visit the CG PSC (adm-3) website for Records Branch contact information and guidance on submitting documents to your PDR. As a reminder, applicants taking the GRE are encouraged to have the official test scores sent directly to CG PSC (adm-3), by designating the Coast Guard as an authorized score recipient prior to the test administration.

In order to send GRE Score Reports to CG PSC (adm-3) directly, test-takers must select UNITED STATES COAST GUARD by scrolling through the "State" dropdown list. The list may appear alphabetically or by city depending on test site configuration. The city, "Arlington" will appear after UNITED STATES COAST GUARD. In addition, the address to CG PSC will be below UNITED STATES COAST GUARD, (i.e. 4200 Wilson Blvd, Suite 1100 – MS7200, Arlington, VA 20598-7200).

Some test sites utilize old testing software. In those instances, to have the official test scores sent directly to CG PSC (adm-3), you must enter GRE Code: 3029.

**INSTRUCTIONS FOR ENTERING EDUCATION/TRANSCRIPT INFORMATION**  
**INTO DIRECT ACCESS**

To have educational transcript information entered into Direct Access; members should take a copy of the transcript to their Unit Admin/SPO for entry. Detailed instructions for entering educational information in Direct Access may be found in tutorials on the Coast Guard Pay and Personnel Center (CG PPC) website. Please ensure that all degree information is properly entered into Direct Access including the level of degree earned, the date the degree was conferred, the Cumulative GPA, and the school/university attended. NOTE: the “Graduated” block must be checked in order for educational information to be viewed by PG/Adv Ed panels. To verify that all educational information was properly entered in Direct Access, check the following Direct Access path: Home > Self Service > Employee > View > Member Info Additional > Education History.

**INSTRUCTIONS FOR ENTERING STANDARDIZED TEST SCORES INFORMATION**  
**INTO DIRECT ACCESS**

To have official test scores entered into Direct Access, members should take the official score report to their Unit Admin/SPO for entry. Detailed instructions for entering test score information in Direct Access may be found in tutorials on the CG PPC website. It is vital that the entry include the date of the test (not the date it was submitted), the test score, the appropriate percentage listed for the results, and that the “Passed” box is checked. Enter the appropriate percentage for the results in the “Notes” section. For example, the GRE may have the score and list “67% below.” In that case, “67% below” should be listed in the “Notes” section. Members are responsible for verifying standardized test scores are properly entered in Direct Access. To confirm that test scores are entered in Direct Access check the following Direct Access path: Home > Self Service > Employee > View > Test Results.

## **PROGRAM DESCRIPTIONS**

The following narratives describe the Postgraduate Education and Advanced Training Programs in accordance with the Coast Guard Training and Education Manual.

<b>Program</b>	<b>Description</b>
Academy Company Officer	This program offers outstanding personal and professional development for highly performing officers who are interested in developing future leaders of the Coast Guard. CG Academy Company Officers serve as role models and mentors for cadets, acting as practicum supervisors for the Academy's leadership development model. Through daily interactions with cadets, Company Officers implement and reinforce sound leadership principles and the Coast Guard core values.
Academy Instructor (Various Departments)	The Academy Instructor Program offers outstanding professional development and career broadening opportunities for officers interested in serving in the challenging and rewarding role of Academy Instructor. Selectees will have the opportunity to join a select group of faculty charged with educating and developing a sizeable portion of our services future officer corps. The Academy Instructor program sends officers to a wide variety of graduate schools. For further information, interested officers are encouraged to contact the applicable department head. After Completing the degree, the follow-on tour is at the CG Academy.
Acquisition Project Management	This program leads to a Master of Science degree in Project Management. The innovative curriculum focuses on achieving a balance of practice and theory in Project Management. Areas of study include, Executive Decision Making, Risk Management, Project Estimating, and Cost Management. The program has been designed to provide personnel with technical background instruction in project management to aid in managing major acquisition projects. Technical backgrounds include personnel with undergraduate degrees in any of the engineering or information technology fields. Upon program completion, graduates can expect a subsequent assignment to a major acquisition project. Additionally, rotational tours are available at all grades. One officer is selected annually.
Advanced Computer and Electronics Technology (ACET) Program	The ACET program prepares skilled technicians in selected Administrative or operational ratings for greater responsibilities in Electronics and Computer Systems Maintenance and Management. The goal is to provide undergraduate advanced computer science or electronics technology training. Participants begin education wherever they left off. Usually, they earn an Associate or Bachelor of Science degree in a computer science or electronics technology program. If a Bachelor's degree has been obtained, the student can expect to be reassigned.

<p>Aviation Engineering Administration (MSIA)</p>	<p>This study leads to a Master of Science degree in Industrial Administration (MSIA). The program, which is twelve months in duration and is offered by the Krannert Graduate School of Management at Purdue University. It is designed to exploit the specialized knowledge and skills acquired by students earning degrees in undergraduate programs such as engineering and science. It provides an opportunity for the student to begin to understand and develop useful managerial skills in each of the major functional areas of management; Accounting, Financial Management, Management Problem Reports, Labor-relations, Operations Management, and Strategic Planning. One of the major purposes of each course is to help the student form the habit of examining from an overall Administrative point of view.</p>
<p>Avionics Engineering (Avionics / Project Management)</p>	<p>This study leads to a Master of Science degree in Project/Engineering Management or Systems and Electrical to be completed at a program approved university. This eighteen month graduate program involves study in the areas of avionics systems engineering and project and acquisition management. The program is designed to provide the student with systems engineering knowledge, skills and tools needed to successfully lead the technical effort of planning, development and engineering of large, complex technical systems. Areas of emphasis are curriculums well grounded in project management skills to include; earned value management, resource leveling, critical path and work breakdown structure development, and acquisition cost estimate development. AVI CWOs are eligible to apply for this program.</p>
<p>Aviation Engineering Officer Training</p>	<p>SEE PREVIOUS YEAR SOLICITATION MESSAGE</p>
<p>Aeronautical Engineering (Structures)</p>	<p>This study leads to a Master of Science degree in Aeronautical Engineering and Astronautics and lasts twenty-four months. It is normally offered by the School of Astronautics and Aeronautics at Purdue University. The program is designed to provide the student with a fundamental knowledge of scientific principles, techniques, and application to the solution of engineering problems. The areas of emphasis include structure and materials (elasticity, fracture mechanics, waves, dynamics, finite elements, material properties, experimental mechanics, and composite materials), and propulsion engineering (basic structural engineering program with emphasis in engine design, high temperature metallurgy, and performance).</p>
<p>Aviation Safety Management</p>	<p>This program offers advanced education opportunities in the area of Aviation Safety Management. The applicant will pursue a Master of Science degree in Safety Science (MSSS).</p>

<p>Chemical Engineering- HAZMAT</p>	<p>As a career pattern, assignment as a hazardous materials specialist offers unique opportunities for junior officers to hold positions of responsibility within the Coast Guard. There are 14 officer billets that require a graduate of the hazardous materials program ranging in grade from LT to CDR. There are also six instructor billets at the Coast Guard Academy that are often staffed by graduates of the program on second tour out of graduate school. Officers graduating from this program are specialists in all aspects of transportation of hazardous materials from the ship structure to the safety and health of the crew. They review physical, reactive, combustion, and toxicological properties of chemicals proposed for shipment, specify the proper operational and containment systems for each, and develop safety standards for personnel working with chemicals. The graduate education for hazardous materials is a program in one of two academic fields: Chemical Engineering or Environmental Health (Industrial Hygiene). The course of study pursued is dictated by individual interests, the requirements of the university, and the approval of Commandant (G-3PSO-3). The panel generally selects four officers per year. Selection for this graduate program is usually an officer's commitment to a Marine Safety career path and graduates can expect follow-on assignments at Headquarters or the Marine Safety Center. Graduates will also work with Coast Guard field units, as well as a broad spectrum of representatives of the Maritime Industry. There are also opportunities for program graduates to teach at the Coast Guard Academy following technical staff tours. Some graduates may go on to operational tours, including an assignment as Executive Officer on a Seagoing Buoy Tender (MLB) or representation of the United States at meetings of the International Maritime Organization (IMO) in London, especially since the Hazardous Materials Standards Division (G-3PSO-3) provides delegates to annual meetings of two IMO subcommittees.</p>
<p>Civil Engineering</p>	<p>The program provides a technical focus over a broad suite of civil engineering disciplines to include technical civil engineering disciplines, capital asset management, facilities management, environmental management, and real property. Officers are assigned to an accredited post-graduate school offering a Master of Science degree in an approved Civil Engineering discipline. This program provides officers with an opportunity for limited specialized study, enables the graduate to become registered as a Professional Engineer, and enhances related general engineering and managerial skills. Junior officers can expect challenging field level assignments after program completion. Mid-career officers with at least two prior field assignments may be assigned to critical staff positions to support doctrine and policy development.</p>

Civil Engineering MBA	The MSCE and MBA programs provides officers with important technical, technological, advanced managerial, and business management competencies needed to be effective managers and leaders. The program also enables the graduate to become registered as a Professional Engineer or Project Manager Professional. Officers will attend an accredited post-graduate school offering both a Master of Science in Civil Engineering (or directly applicable area – i.e., Facilities Management) and a Master of Business Administration (or directly applicable area – i.e., Finance). Junior officers can expect challenging field level assignments after upon completion of program. Mid-grade officers with at least two prior field assignments may be assigned to critical staff positions to support doctrine and policy development.
Communications, Computer, and Electrical Engineering (CCEE)	The CCEE program is designed to prepare officers with the technical acumen necessary to oversee highly complex C4IT projects and programs. The goal is to provide graduate training in communications engineering, computer engineering, electrical engineering, or related fields. Applicants should expect a technically rigorous course schedule geared towards upper level mathematics, computer programming, network engineering, telecommunications technology, or similar tracks. Applicants are expected to complete course work resulting in a Master of Science degree; degrees that are non-technical with an emphasis in technology will not be entertained (i.e., an MBA with an emphasis in IT will not fill the requirement). Graduates of the program should expect to be assigned to Centers of Excellence for a four year follow-on tour.
Dental Residency - Comprehensive	The Coast Guard sponsored Comprehensive Dentistry Residency Training Program is held at the Naval Postgraduate Dental School, National Naval Medical Center, Bethesda. The program will last 24 months. A certificate from the Navy will be awarded upon completion of the training program. Graduates of this program will also be eligible to earn a Masters Degree in Science from the George Washington University. The graduate of this program will incur an obligated service payback of three months for each month of education for the first year and one for one thereafter for a total obligated service of four years. The graduate of this program will also be eligible for a Multi-year Retention Bonus (MRB), if available. Graduates of this program will also be eligible to challenge the American Board of General Dentistry. Certification by this Board will enable the graduate to receive Board certified pay.
Dental Residency - Endodontics	SEE PREVIOUS YEAR SOLICITATION MESSAGE

Dental Residency - Exodontia	The Coast Guard sponsored Exodontia Residency Training Program is held at the Naval Great Lakes Naval Training Center, Great Lakes, IL. The program will last 12 months. A certificate from the Navy will be awarded upon completion of the training program. The graduate of this program will incur an obligated service payback of three months for each month of education for the first year. The graduate of this program will also be eligible for a Multi-year Retention Bonus (MRB), if available. The graduate should expect a follow-on five year tour at TRACEN Cape May.
Environmental Health	A program for USPHS environmental health officers detailed to the Coast Guard. This program is not offered every year due to priority being given to the medical and or dental residency programs.
Environmental Management	The complexity of the nation's marine environment and port safety programs necessitates a postgraduate training program which will provide Coast Guard officers with graduate level skill and understanding in the area of natural resource policy analysis. Core curriculum will address Environmental Law, Policy Development and Analysis, Statistical Analysis, Geographical Information Systems and Independent Scientific Research. Graduates should anticipate a follow-on tour at Coast Guard Headquarters where they will be involved in response preparedness policy and capabilities development, joint contingency planning, national exercise program management, and interagency coordination at the state, national, and international levels.
Financial Management	The financial management postgraduate program is a curriculum culminating in the applicant being awarded an MBA. Core and elective courses include Financial and Managerial Accounting, Auditing, Internal Controls, Statistics, Quantitative Methods, Microeconomics, Finance, Organizational Behavior, and Financial Management Computer Applications and Decision Support Tools. The program is designed to provide the Coast Guard with officers who have been exposed to the broad array of financial management curricula provided by Universities and Colleges throughout the United States. Upon completion of the program, graduates can expect initial tour assignments as district budget officers, headquarters directorate budget officers, headquarters directorate financial analysts, and large field unit deputy comptrollers. Officers are encouraged to split subsequent assignments between operational specialty and Financial Management tours. Subsequent Financial Management tours include high profile field Comptroller and Headquarters Division Chief positions. The panel selects approximately eight to twelve officers each year.

<p>Fire Protection Engineering</p>	<p>Officers in the Fire Protection Engineering (FPE) program will pursue a Master of Science degree in Fire Protection Engineering. Subjects of study will include Fire Fundamentals, Fire Modeling, Experimental Methods, Fire Protection, Risk Analysis, and Fire Safety Regulations. Exact course of study will be dictated by individual interests along with university requirements and must be approved by Commandant (G-3PSE). Upon graduation from the program, assignments can be expected at the Marine Safety Center (MSC) or the Office of Design and Engineering Standards (G-3PSE) at Headquarters which is responsible for Coast Guard policies and standards that govern the safe design and construction of ships and shipboard equipment. The MSC works directly with the marine industry, the Commandant, and Coast Guard field units in the evaluation and approval of commercial vessel and systems designs, development of safety standards and policies, response to maritime casualties, and oversight of delegated third parties in support of the Coast Guard's marine safety and environmental protection programs. The panel normally selects one or two officers per year for this program.</p>
<p>Health Care Administration (Graduate)</p>	<p>This program provides graduate level education and training germane to the management of healthcare delivery i.e., planning and budgeting, management of human resources (allied healthcare personnel management), knowledge of the DoD Military Healthcare Systems, and the TRIACARE program, as well as, delivery of services from acute care, long-term care, primary care, and managed care activities. Officers completing this program will be assigned to key Administrative positions (TRICARE activities CGLO, MLC (k), or HQ positions) within CG-11 program or select Coast Guard medical treatment facilities. The selectee will attend a program consisting of a didactic and a residency phase. In the 12-month didactic phase students complete a highly accredited course of study, which includes a 60-hour Master of Health Administration (MHA) program that encompasses eight more courses than most MHA programs offer in two years. In the 12-month residency phase, students typically perform a residency in a military or civilian treatment facility and earn 6 credits. During the same year, selectees work under the mentorship of a senior health care executive and function as an integral member of the leadership team. Residents gain in-depth exposure to every department and committee in the organization and complete a Graduate Management Project (GMP) to resolve a challenging problem confronting the organization.</p>

<p>Industrial Hygiene- HAZMAT</p>	<p>The postgraduate program leads to a Master’s degree in Industrial Hygiene or a closely related Safety and Environmental Health discipline. Program course of study should emphasize the following areas: Industrial Hygiene, Safety, Safety Engineering, Environmental Health, or Ergonomics. Upon completion of program, graduates can expect assignment as field safety and environment health officers. Other possible assignments include Headquarters and TRACEN Yorktown. Follow-on tours have included command staff at Marine Safety Units, cutters, strike teams, division chiefs positions within Headquarters and MLC staffs.</p>
<p>Industrial Management</p>	<p>The Industrial Management postgraduate program prepares officers for billets at nine industrial facilities located at the Coast Guard Yard, support centers Boston, New York, and Portsmouth, and bases in Miami Beach, New Orleans, Honolulu, Ketchikan, and Terminal Island, as well as at Maintenance and Logistics Commands. The postgraduate program provides the training needed for the industrial management of the support centers and bases. Purdue grants an M.S. in Industrial Administration after a comprehensive program requiring the completion of 52 credit hours. After postgraduate school, officers can expect two to four industrial assignments in his or her career. There will be approximately one selectee per year.</p>
<p>Information Technology Management (ITM)</p>	<p>The ITM program is designed to prepare officers with the skills necessary to oversee C4IT projects and programs, including Chief Information Officer competencies. The goal is to provide graduate training in IT Management, IT Project Management, Systems Engineering, Information Resource Management, and similar tracks. While not expected to engage in course work as technical in level as the CCEE program, applicants should expect a technical course schedule geared more towards technology than management. The result of the course of study should be a Master of Science degree; degrees that are non-technical with an emphasis in technology are generally not accepted (i.e., an MBA with an emphasis in IT will not fill the normally fill the requirement), although courses steeped in project management and process improvement will be carefully considered. Graduates of the program should expect to be assigned to CG-6, large acquisition projects, or centers of excellence for a four-year follow-on tour.</p>

International Affairs	<p>The rapid expansion of the U.S. Coast Guard internationally demands the development of leaders who can meet global operational and policy challenges. This International Affairs program focuses on Diplomacy, International Security and Policy, and Regional Studies. Graduates obtain a Master’s Degree in International Public Policy or related field. Upon completion of program requirements, graduates can expect assignment to billets at Headquarters, Combatant Commands, or U.S. Embassies. Typical responsibilities include coordinating and executing international policy and strategy within the U.S. interagency and international arena, executing DOD security assistance programs and projects with foreign nations, facilitating foreign military sales, participating in international organizations, supporting the training of international personnel, and coordinating Flag/SES-level dialog with foreign and U.S. government international relations professionals.</p>
Investigations Industry Training (IIT)	<p>Investigations Industry Training (IIT) program provides experienced marine investigating officers the opportunity to gain extensive training in the areas of merchant vessel operations and working conditions in order for the casual and contributing factors of marine casualties to be effectively evaluated. Past IIT selectees have conducted industry training with national trade organizations and marine insurance / surveying companies</p>
Joint Advanced Warfare School (JAWS)	<p>The Joint Advanced Warfare School (JAWS), Joint Forces Staff College, Norfolk, VA, educates students in the art and science of Joint, Inter-Agency and Multi-National Planning and Warfare at the strategic-operational level of war. The JAWS mission is to produce graduates that can create campaign-quality concepts, employ all elements of national power, accelerate transformation, succeed as Joint Force Planners and Commanders, and be creative, conceptual, adaptive and innovative. Those completing the program are awarded a Master of Science in Joint Campaign Planning and Strategy.</p>

<p>Law- Juris Doctor (JD)</p>	<p>Juris Doctor (JD). The advanced education program in law is typically a three year curriculum. A Coast Guard officer selected to this program may choose a law school in accordance with the provisions provided in COMDTINST M1524.A, e.g. any accredited law school that is either located within normal commuting distance to Headquarters, MLC, Base or District Legal Office, or a law school that enables the Coast Guard advanced education student to receive the JD degree upon completion of 30 months of continuous course work. While attending law school, the officer will be expected to take a broad range of substantive and procedural legal courses. As a general rule, a law student will not specialize in any particular area of law, but rather try to achieve a well-rounded legal education. The officer's course of study should not only include such classic legal courses as contracts, torts, property, evidence, criminal law, and civil procedure, but should also include courses in Administrative law, Admiralty law, environmental law, commercial business transactions and legal ethics . Law school admission is a competitive process. The Coast Guard does not, and cannot, guarantee admission of an applicant accepted for this program to any law school. Law schools, in most cases, rely on applicants' undergraduate grades and LSAT scores to determine who will be admitted. Upon graduation from an approved law school, the officer will be expected to take and pass the bar examination in one of the fifty states, or the District of Columbia. Generally, the officer's initial assignment will be as an attorney at an MLC, on the staff of the Judge Advocate General at Coast Guard Headquarters, or on the staff of a District Legal Office. Future assignments may include tours of duty at an MLC, District Legal Office, in the Office of the Judge Advocate General, as base legal officers, law instructors at the Coast Guard Academy, duties as a full-time military judge, or detail to the Department of Justice or Department of Homeland Security. Based upon Service needs, Coast Guard lawyers may also serve in out-of-specialty rotational tours. Due to competition for law school admission, LSAT scores in the 75<sup>th</sup> percentile or above is the minimum target for LSAT scores. However, applicants of the advanced education law program that have scores lower than 75<sup>th</sup> percentile may still submit application for the advanced education selection panel's consideration. The panel selects approximately seven officers annually. Program manager is Commandant (CG-0948).</p>
<p>Master of Laws (LLM)</p>	<p>This is a one-year program leading to a LLM in military law only offered at TJAGLCS in Charlottesville, VA with a follow-on one-year fellowship at the U.S. Army Center for Law and Military Operations (CLAMO) also located in Charlottesville, VA. Applicants must be designated judge advocates. The preferred selectee will be a LT or LCDR. Future assignments may include tours of duty at Coast Guard Headquarters in the Office of the Judge Advocate General, at an MLC legal office, or instructor at the Coast Guard Academy. The panel selects one officer annually. Program manager is Commandant (CG-0948).</p>

<p>Marine Affairs/ Living Marine Resources</p>	<p>The Living Marine Resources program was established to ensure that Living Marine Resources Managers possess appropriate academic credentials as well as strong CG operational experience to be credible voices in the Living Marine Resources process. The conservation of Living Marine Resources has become of vastly greater strategic importance, complexity, and visibility both on a national and international scale, with the CG playing a prominent leadership role at all levels. Graduates of the program will be well prepared for the various leadership roles in the Living Marine Resources mission. These include partnering with Fisheries Management Councils, NMFS/NOAA, regional fisheries organizations and the fishing industry, as well as furthering U.S. and CG interests in various international fisheries organizations.</p>
<p>Marine CORPS War College Command and Staff</p>	<p>Located at the Marine Corps Combat Development Command, Quantico, VA, the MCWAR is dedicated to educating a select group of about a dozen officers each year in the nature of, and preparation for, conduct of war and military operations other than war. MCWAR prepares officers to assume senior positions of increasingly complex responsibilities associated with the application of maritime expeditionary warfare, joint and combined warfare concepts, theater strategy and plans, and Marine Corps support to those strategies within the context of national security policies, decision making, objectives, and resources. The Coast Guard sends one officer annually to the MCWAR.</p>
<p>Marine Engineering</p>	<p>This is the largest postgraduate training program in the Coast Guard. Officers in the Marine Engineering (ME) program will pursue a Master of Science or Master of Engineering degree in Naval Architecture / Marine Engineering, Ocean Engineering, Mechanical Engineering, Systems Engineering, Electrical Engineering, or other engineering degrees with a maritime nexus. Exact course of study will be dictated by individual interests along with university requirements and must be approved by Commandant (G-3PSE). Upon graduation from the ME program, officers can expect assignment to staff billets at the Marine Safety Center or in the Office of Design and Engineering Standards at Coast Guard Headquarters. These offices provide technical support to the Commercial Vessel Safety (CVS) program. The Marine Safety Center works directly with the marine industry, the Commandant, and Coast Guard field units in the evaluation and approval of commercial vessel and systems designs, development of safety policies and standards, response to maritime casualties, and oversight of delegated third parties in support of the Coast Guard's marine safety and environmental protection programs. The Office of Design and Engineering Standards (G-3PSE) is responsible for Coast Guard policies and standards that govern the safe design and construction of ships and shipboard equipment. These include hull structure, stability, electrical and mechanical systems, lifesaving equipment, fire safety, and equipment approvals.</p>

Marine Engineering Technology	This undergraduate program provides the opportunity for junior officers and Warrant Officers to pursue an Associate or Bachelor of Science degree in a wide variety of Marine Engineering related disciplines. Graduates can expect follow-on assignments in positions of increasing responsibility directly impacting ability to properly execute prevention missions, which demand significant technical expertise in order to facilitate interaction with domestic and international commercial shipping industries and respective regulatory bodies.
Marine Environmental Protection Industry Training (MEPIT)	Marine Environmental Protection Industry Training (MEPIT) program provides the unique opportunity for officers with Marine Environmental Protection experience to gain additional perspective and insight into domestic and international pollution mitigation operations. Past MEPIT selectees have conducted industry training with emphasis placed on oil spill removal, contingency planning, shipping, and facility industry operations.
Medical Residency	A program for physicians detailed to the Coast Guard. Primary emphasis is in family practice, but training in general internal medicine, occupational medicine, and aerospace medicine can be requested.
Merchant Marine Industry Training (MMIT)	Merchant Marine Industry Training (MMIT) program is accomplished through short-term internships with maritime industry organizations. Past MMIT selectees have conducted industry training with the industry groups of ocean shipping lines, offshore oil industry, great lakes shipping, inland and offshore towing, shipyards, small passenger vessels, and cruise lines.
MIT-Systems Design Management (MIT-SDM)	MIT-System Design and Management Program (SDM) is a graduate-level program that is jointly sponsored by the MIT SLOAN School of Management and the School of Engineering with 20 industry partners. Completion of the SDM Program, with a Deepwater Program approved thesis, leads to a Master of Science in Engineering and Management. MIT-SDM Program builds on personal experience and education by providing individuals with leadership and management skills, deeper technical understanding, and an integrative systems outlook focusing on complex products and systems.
Naval Engineering	This 24-month Postgraduate Program offers junior officers that have completed the EOIT Program (parts 1-4) and hold a Bachelor of Science Degree the opportunity to pursue a Master of Science in Naval Architecture, Marine Engineering, Mechanical Engineering, or Engineering Management. An Undergraduate Engineering Degree is preferred but not mandatory. There are opportunities to attend elite schools such as MIT or the University of Michigan for members with strong academic records. Graduates can expect to be assigned to billets requiring competencies in Naval Engineering and Engineering Afloat, and to a lesser degree billets requiring competencies in Industrial Engineering Management.

<p>Naval Engineering Technology (NET)</p>	<p>The program leads to an Associate of Science or Bachelor of Science degree in a wide variety of Naval Engineering disciplines including the following: Electrical Power Engineering, Fluid Power Engineering, Industrial Engineering, Internal Combustion or Mechanical Engineering. Upon completion of program requirements, officers can expect to be assigned to Headquarters staff duty, Maintenance and Logistics Commands, Ship Repair Detachments, the Yard Resident Inspector's offices, as engineering officers afloat, to the Institute, or the MK, EM, or DC school.</p>
<p>Naval War College (Command and Staff)</p>	<p>The Naval War College is the oldest such institution of continuous existence in the world. Founded in 1884, it was established to provide military officers with a chance to study profession of arms in mid-career. The mission of the Naval War College is to enhance the professional capabilities of its students to make sound decisions in both command and management positions, and to conduct research leading to the development of advanced strategic and tactical concepts for the future employment of naval forces. The Coast Guard sends four students to classes convening in August of each year. The curriculum is divided into four parts: three core courses (Strategy and Policy, Defense Economics and Decision making, and Naval Operations) and a broad electives area. This curriculum is designed to provide students with a variety of intellectual tools to enhance understanding of national and naval defense strategies, to improve students' ability to make high level decisions on broad national security issues, and to ensure students' familiarity with total U.S. and allied forces available for national security objectives.</p>
<p>NDIC / CSIR Fellowship</p>	<p>The CSIR program is a research and publication center for the Intelligence Community devoted to an impartial exploration of medium and long term issues or concerns to intelligence directors or executive branch department, heads of intelligence agencies, and the military services intelligence chiefs. Each year, the CSIR identifies a research theme that is of high interest to the Intelligence Community principles generating a variety of products to further a debate on critical issues in the management of intelligence resources. Research themes are inclusive rather than exclusive. All research conducted by fellows will address intelligence issues at a depth not possible in the press or day-to-day intelligence operations. Collaboration among research fellows is expected and encouraged.</p>

NSA / CSS Fellowship	This program provides high level exposure to the current issues that affect the NSA/Central Security Service along with an opportunity for fellows to observe decision-making processes at the highest levels. The core of this program includes attending the National Senior Cryptologic Course and serving internships in the signals intelligence and information assurance directorates. Fellows are encouraged to take other formal National Cryptologic School training courses, attend senior-level meetings and briefings, and discuss key issues with senior leadership. The goal of this program is to pursue special projects within cryptology that contribute to the Intelligence Community, the Coast Guard, and individual personal career development.
Ocean Engineering	This postgraduate program leads to a Master of Science degree in Engineering or a Master of Science in Ocean Engineering. The curriculum applies a basic engineering background to the ocean environment through courses in Oceanography, Applied Engineering, Mathematics, Coastal Sediment Transport, Marine Foundation Design, Shore Protection Methods, Dredging Mechanics, and Corrosion. Thesis work or additional electives provide specialization in areas of interest to the Coast Guard. Specialty billets exist for LT through LCDR with billets located at Civil Engineering Units, at the National Data Buoy Office (Bay St. Louis, MS), R&D Center, Groton, CT, as well as at Headquarters. All billets support the aids to navigation or environmental protection programs. Ocean Engineering is affiliated with the Civil Engineering Program, and Ocean Engineers may be assigned into Civil Engineer tours later in their careers. Out-of-specialty tours depend on needs of the Service and individual preference; afloat and ATON tours are encouraged. One officer is selected annually for this program.
Marine Science	The Marine Science Activities Program sponsors a program leading to an M.S. in Physical Oceanography. The training program emphasizes physical oceanography; electives in related areas are encouraged. Electives may include: Marine Geology, Marine Biology, Chemistry, Meteorology, Computer Programming, Management, Instrumentation, and Electronics. Graduates of the program may be assigned initially to Coast Guard Academy (instructor), Headquarters, or Atlantic Area. Officers who complete the program may work on sea current studies, oil drift forecasting, life raft / boat leeway, iceberg drift, and other projects solving operational problems. Classical physical oceanography is applied where appropriate; however, innovative equipment and techniques are developed to meet Coast Guard mission requirements which pose unique questions. Headquarters duty may involve marine science activities program management or R&D project management. Not more than one selection will be made each year.

Operations Research	An M.S. degree in Operations Research requires completion of a program at a program-approved school where tuition, PCS costs, program length, and course content are compatible with Coast Guard needs. Students can expect to focus on graduate level courses in Computer Science, Economics, Statistics, Simulation, Human Factors, Systems Analysis, and Math Modeling. Completion of a thesis or final project is a prerequisite for attaining a Master of Science degree in Operations Research. For Coast Guard officers, selection of a thesis topic or project will be best determined by the interests of the student, with the concurrence of his or her faculty advisor. Graduates of the Operations Research program can expect assignment directly into a billet on a Headquarters or MLC planning staff, or to the Coast Guard Academy. Additionally, some billets may be available at various program staffs at Headquarters.
Organizational Leadership	This area of study prepares officers for positions in the CG Leadership Development Program. Officers selected will specialize in Leadership, Organizational Development, Organizational Behavior, Industrial/Organizational Psychology, or Human Resources. School selection is researched by the selected officer and forwarded to the Program Manager for approval. Past graduates of this program have attended such institutions as the University of Pennsylvania, Hawaii Pacific University, and the University of San Diego.
Performance Technology	The Instructional Technology post-graduate program leads to either a Master of Science degree in Instructional Systems, Instructional Systems Technology, Instructional and Performance Technology, or a Master of Arts degree in Education with a concentration in Educational Technology. The program prepares members for specialty in Performance Technology, Human Performance Consulting, Instructional Technology, Instructional Design, Distance Learning, Training Management, and Human Resource Development. For this particular program, officers will be responsible for the cost of books and supplies; however, all books will be funded for enlisted members. Upon completion of program, follow-on tours in Performance Consulting or Training Management billets at either Headquarters or one of the Training Centers to include highly visible positions for senior level program graduates.

<p>Physician's Assistant Program (Entry Level)</p>	<p>This intensive program prepares the student for practice as a Coast Guard Physician Assistant (PA). The first year of the program takes place in the classroom with emphasis on teaching the biological and clinical sciences for medical practice. While the second year occurs in the clinical setting, it includes rotations in family medicine, emergency medicine, internal medicine, OB/GYN, pediatrics, psychiatry, surgery, and radiology. Upon successful completion of the program, graduates are awarded a Bachelor of Science, as well as a Master's degree in Physician Assistant Studies. Additionally, within 18 months of program completion, graduates are required to take and pass the National Commission on Certification of Physician Assistants (NCCPA) licensing exam. Graduates are offered direct commission provided all eligibility requirements are met, per Article 1-D-18, Personnel Manual COMDTINST M1000.6A.</p>
<p>Physician's Assistant Program (Post Grad)</p>	<p>SEE PREVIOUS YEAR SOLICITATION MESSAGE</p>
<p>Port Safety / Security Industry Training (PSIT)</p>	<p>Port Safety / Security Industry Training (PSIT) program affords experienced prevention officers a unique opportunity to expand knowledge of commercial port operations. In recent years, PSIT selectees have concentrated training in the area of port security operations.</p>
<p>Public Administration</p>	<p>The Public Administration (12-18 months) program provides opportunities for Coast Guard officers to qualify for a broad range of high visibility management positions, throughout the Coast Guard, involving resource and policy planning, program and policy evaluation, and organizational performance and risk analysis. Upon graduation, most officers can expect assignment to Headquarters; there are also limited opportunities for assignment to a District staff or as a detailee to the Department of Homeland Security. The MPA / MPP experience enhances an officer's management competency for all future assignments. Programs vary widely in content among universities, but all seek to prepare graduates for effective leadership in public service as managers, analysts, and policy makers. Programs generally attended by officers include: Harvard University (Kennedy School of Government) Mid-career MPA, Princeton University (Wilson School of International and Public Affairs) Mid-career MPP, and the George Washington University (Columbia College of Arts and Sciences) MPA. Primary selection emphasis will be at the LT and LCDR level. Program manager is Commandant (CG-512).</p>

Public Affairs	<p>The Public Affairs Post-graduate degree program has been designed to provide personnel with a variety of background instruction in Public Relations and Mass Communications and should not be confused with the Public Affairs discipline in which many universities call Political Science or Government departments. The Coast Guard PA program is solely a Journalism and Mass Communications specialty. Applicants will be expected to attend, and have the ability to be accepted to, the University of Georgia Grady School for a Master of Arts in Mass Communications. Officers should not assume the learning institution will make any special exceptions based on military experience / achievements. Officers may apply to other graduate programs; however, the Public Affairs program manager must approve course of study, and the officer will bear any costs above the program ceiling. Current GRE scores (less than 5 years old) are required. Applicants should score a minimum of 450 on the VERBAL portion of the exam. Test scores and transcripts must be sent to CG PSC (opm-1). Additionally, up to three examples / excerpts of the applicant's writing style shall be submitted, not to exceed 5 pages in total illustrating breadth and quality of original writing. Graduates from the program can expect a follow-on assignment at an Area or District Public Affairs Staff, or at Headquarters. Later assignments could include more senior leadership responsibilities in the Public Affairs program. Two officers will be selected annually to attend this program.</p>
Reserve Program Administrator (RPA)	<p>Advanced educational opportunities are available for RPAs primarily in management specializing in Personnel, Financial, Computer Systems, Business Administration, and Public Administration. Determination of specialty is based on the individual's interests, qualifications, and the needs of the program at the time of assignment. Upon completion of study, a Headquarters or District staff assignment can be expected. Normally, two RPAs are selected each year. RPAs interested in any other advanced education program will compete against Active Duty Promotion List (ADPL) applicants for selection.</p>

SLOAN Fellowship	<p>This rigorous program leads to a Master of Science degree in Business Administration, M.S. in Management, or M.S. in Management of Technology. The program prepares outstanding, and typically specialized, young executives for more general and senior management duties. The focus is on broad executive development, with an emphasis on technology and international business issues. Thus, even those with previous academic backgrounds in management can profit immeasurably from the program. The Sloan program is designed for those at mid-career who possess the will to manage and risk; the ability to deal with complex systems; the awareness into themselves and others; the interest in the global community in which they live, and a drive for continuous learning. The program also seeks to provide all fellows with a solid grounding in the academic disciplines relevant to Management, Economics, Mathematics, and Behavioral Sciences in addition to developing the skills to deal with of multi-faceted management problems from their root technical, environmental and human factors. Most graduates of the Sloan Fellows program will be assigned to positions of significant management responsibility where they may apply education. However, an appropriate operational or specialty assignment may be considered for an officer's career development, followed by subsequent tours in management or special assignment. When forwarding Direct Access applications, commanding officers shall make full endorsements, keeping in mind that they are recommending an individual to represent the Coast Guard in a highly demanding course of study. One selectee is nominated annually.</p>
Strategic Intelligence Graduate Program	<p>The MSSSI curriculum encompasses core intelligence disciplines (e.g. analytic methods, intelligence collection, operations support, and warning), as well as joint warfare operations theory and national security policy and strategy. It is a fully accredited program with state-of-the-art classrooms and full multimedia connectivity in a secure environment. It also provides access to a broad range of the Nation's premier classified and unclassified research libraries. Funded international research travel and opportunities to participate in joint exercises are available for active duty participants only. This program is sponsored by the Coast Guard Intelligence and Criminal Investigations Directorate and is designed for personnel seeking higher education that will benefit the continued career in the Coast Guard Intelligence Program.</p>
Transportation Management	<p>This graduate program is designed to give junior officers who already hold a Bachelor of Science degree a solid grounding in the overall legislative, regulatory, and policy issues related to the marine transportation system. Graduates can expect a follow-on assignment to the Headquarters in the Office of Waterways Management, Plans and Policy staff. One or two officers are selected annually.</p>