ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE FOR ASSIGNMENT YEAR 2011

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REFERENCES

(a) Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (SERIES)
(b) Coast Guard 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) COMCOGARD FORCECOM ALAMEDA CA//FC-00// 241751Z MAR 10, ALCOAST 143/10 COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FY 2010
(e) COMCOGARD PSC ARLINGTON VA//C// 111701Z MAY 10, ALCGPSC 038/10 OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS FOR ASSIGNMENT YEAR 2011
(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: YN2 Cassie Sylvester, (202) 493-1633

c. CG PSC (psd-mr) IPDR Entries: Mr. Harrison Morten, (202) 493-1670

d. OER Questions: Email OPM-3 AT ARL-PF-CGPSC-OPMOER@USCG.MIL

e. Career Management Questions: Email OPM-4 AT ARL-PF-CGPSC-OPM-4@USCG.MIL

WEB SITES

a. CG PSC (opm-1) Postgraduate/Advanced Education (PG/Adv Ed) Information: HTTP://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP
b. CG PSC (opm-1) PG/Adv Ed CG Portal Place: https://cgportal.uscg.mil/lotus/myquickr/psc-opm-1-/psc-opm-1-post-graduate-panels
c. CG PSC (psd-mr) IPDR Information (formerly adm-3, Records Branch): 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/lotus/myquickr/psc-opm-3-
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/lotus/myquickr/psc-opm-4
h. CG PPC Guide to Direct Access: HTTP://WWW.USCG.MIL/PPC/PS/

PURPOSE

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

DEADLINE

The AY11 PG/Adv Ed application deadline for all programs is 11 July 2010. The following must be delivered by this date:

1. E-Resume submission
2. Command Endorsement and E-Resume marked final
3. Official standardized test scores correctly entered in Direct Access
4. Official standardized test scores scanned into your CG PSC (psd-mr) IPDR
5. Official (i.e., conferred degree) transcripts correctly entered in Direct Access
6. Official (i.e., conferred degree) transcripts scanned into your CG PSC (psd-mr) IPDR
7. Waiver submission (If applicable. See waiver request guidance section for details and instructions.)

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 Contact (POCs) for further information as most questions are answered in this guide.

POSTGRADUATE/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 points of contact 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 ALCGOFF and CG PSC (opm-1)'s PG/Adv Ed webpage and CG Portal Place respectively.

Each panel will meet on a date established by CG PSC (opm-1). 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 two weeks for approval and subsequently released via ALCGOFF. 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 IPDR;

b. Applicant's E-Resume PG/Adv Ed choices, the priority order, and comments;

c. Command E-Interview comments;

d. Official education and standardized test data from Direct Access;

e. Employee Career Summary Sheet (ECSS);

f. Tour completion date and assignment history.

ELIGIBILITY REQUIREMENTS

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

a. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities.

b. Only officers due to transfer in AY11 are permitted to apply.

c. Officers must have a minimum of two years commissioned Coast Guard service at the time of enrollment in the AY11 academic program.

d. 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.

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, MS in Project Management). Officers in this category are not precluded from applying.

f. 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.

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/alternate selectee.

h. 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.

i. Officers and enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed opportunities.

j. Officers and enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not eligible to apply.

k. Permanent and Provisional Reserve Program Administrators (RPA's) are only eligible to apply for the Reserve Program Management program.

l. Targeted grade ranges for specific PG/Adv Ed programs may be identified in respective program solicitation messages.

WAIVER REQUEST GUIDANCE

ELIGIBILITY REQUIREMENTS:

Applicants who do not meet all of the eligibility requirements listed above must submit a waiver request in the form of a Coast Guard memorandum through their commanding officer to CG PSC (opm-1). The waiver request must address the following points using the template provided on CG PSC (opm-1)'s PG/Adv Ed webpage or CG Portal Place:

1. Program(s) applied for;
2. Waiver justification; and
3. Acknowledgement of applicant responsibilities subsequent to waiver submission.

OFFICIAL STANDARDIZED TEST SCORE REPORTS:

Applicants who will not have their official standardized test score report entered into their CG PSC IPDR and Direct Access by the AY11 application deadline must submit a waiver request in the form of a Coast Guard memorandum through the respective PG/Adv Ed Program Manager/Representative to CG PSC (opm-1). The waiver request must address the following points using the template provided on CG PSC (opm-1)'s PG/Adv Ed webpage or CG Portal Place:

1. Program(s) applied for;
2. Waiver justification (attach documentation of demonstrated strong academic aptitude – e.g., transcripts, acceptance letters, etc.); and
3. Acknowledgement of applicant responsibilities subsequent to waiver submission.

Note: Official standardized test score waiver request must include a copy of the receipt confirming the test date before the AY11 PG/Adv Ed application deadline.

CG PSC (opm-1) must receive all waiver requests no later than the AY11 PG/Adv Ed application deadline. The primary and preferred method of delivery is a signed, endorsed, and scanned PDF copy sent via email to LTJG G. Wayne Newton, Gerald.W.Newton@uscg.mil and YN2 Cassie Sylvester, Cassie.H.Sylvester@uscg.mil. The secondary method is FAX: (202) 493-1648.

Do not send the original memo via mail to CG PSC (opm-1) if you use one of the methods listed above. OPM will review all AY11 PG/Adv Ed waiver requests collectively after the AY11 PG/Adv Ed application deadline. OPM-1 will inform members of their status once a final decision is rendered.

RESPONSIBILITIES

The PG/Adv Ed application process is a multi-level procedure 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 applicants in this highly competitive process, the published application deadline, eligibility requirements, and application policy and procedures will be rigorously upheld.

The applicant bares the responsibility for ensuring his or her application is timely, complete, and in compliance with applicable requirements and instructions. Applicants must work closely with their command, servicing SPO, and CG PSC (psd-mr) 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 rewarding opportunity for the Coast Guard to fund their continued education.

The following chart summarizes the responsibility requirements at each level. Special attention must be given to the application deadline provided in the guide and the AY11 Officer Postgraduate and Advanced Education application process message.

Responsible Party	Responsibility
Applicant	▪ Become familiar with the AY11 PG/Adv Ed application process. ▪ Meet the requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and any applicable AY11 PG/Adv Ed message traffic. ▪ Apply for the AY11 PG/Adv Ed program(s) desired by submitting an E-Resume to Supervisor. ▪ Verify CG PSC IPDR. ▪ Verify (training and education information) in Direct Access.
Unit/ Commanding Officer	▪ Become familiar with the AY11 PG/Adv Ed application process and be able to assist applicant(s) with questions. ▪ Verify applicant(s) meets all eligibility requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and applicable AY11 PG/Adv Ed message traffic. ▪ Provide administrative assistance to applicant(s) in correcting errors in Direct Access prior to the application deadline. ▪ Notify CG PSC (opm-1) of eligibility changes or corrections as soon as is possible.
SPO/PERSRU	▪ Assist units as needed in correcting Direct Access data entry.
CG PSC (opm-1)	▪ Primary point of contact for PG/Adv Ed application process questions. ▪ Draft, route, approve, and release the AY11 Officer PG/Adv Ed application process message outlining application deadline, eligibility requirements, and application policy and procedures. ▪ Draft, route, approve, and release the promulgation of Officer PG/Adv Ed selection panel schedule outlining AY11 PG/Adv Ed panel convening dates. ▪ Draft, route, approve, and release the precept to convene AY11 PG/Adv Ed selection panels. ▪ Verify eligibility of all applicants. ▪ Process Mangers for PG/Adv Ed selection panels.

COMMANDING OFFICERS' ROLE

Commanding officers (CO) have an important responsibility to identify and encourage qualified officers and enlisted members who demonstrate character and leadership potential 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 positive endorsement.

REVIEW OF CG PSC IPDR

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

a. Requesting a copy of your official record by submitting a signed Coast Guard memorandum. The primary and preferred method of delivery is a PDF document sent via e-mail to Mr. Harrison Morten, Harrison.J.Morten@uscg.mil. You may also mail or fax your request to CG PSC (psd-mr). Send faxes to (202) 493-1675 or (202) 493-1676.

   Note: Include your EMPLID in the memo.

b. 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 Guard's 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 HRMS is updated and accurate. ECSS Panel View will be part of the matters of official record presented to PG/Adv Ed panels.

   Note: The ECSS link is only viewable on CGONE (formerly the Coast Guard Data Network Plus (CGDN+)).

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 (e.g., command cadre afloat) and provide the service greater depth of skilled personnel in essential mission areas, requests to defer assignment to PG/Adv Ed opportunities may be considered.

Note: Only officers selected as primary attendees will be considered for possible deferment.

Officers requesting deferment must 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 must complete the assignment for which their program was deferred. Primary selectees for PG/Adv Ed programs are notified after the program's results message is released via ALCGOFF message. After they receive their notification, primary selectees have 30 calendar days to file a Letter of Intent to pursue the PG/Adv Ed opportunity. This requirement ensures primary attendees are guaranteed a Training Allowance Billet (TAB). 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 Force Command 51 (FC-51). 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). CG PSC (opm-1) will consult with the appropriate Program Manager and FC-51 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/Adv Ed 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 (O-3 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.

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

c. Additionally, applications for the following programs count as one independent choice, and may be listed as a third choice in any order (see examples below):

- ✓ Academy Instructor (including Academy Company Officer)
- ✓ Command and Staff War Colleges (i.e., Army, Joint Advanced Warfighting School (JAWS), Marine Corps, Navy)
- ✓ Marine Safety Industry Training (i.e., Investigations, Marine Environmental Protection, Merchant Marine, and Port Safety and Security)

These are the only exceptions to the two-choice rule. Additional choices will not be considered.

Example 1:
1. Law (JD)
2. Operations Research

Example 2:
1. Masters of Public Administration (MPA)
2. Operations Research
3. Naval War College Command and Staff
4. Army Command and General Staff College

Example 3:
1. Academy Instructor – Financial Management
2. Academy Instructor – Leadership Studies
3. Masters of Public Administration (MPA)
4. Operations Research
5. Academy Instructor – Organizational Behavior

d. 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 the first program on an applicant's list, the applicant will be removed from further consideration.

e. Most AY11 PG/Adv Ed panels are convening as consolidated panels. Competitive officers considered by consolidated panels may be offered a PG/Adv Ed opportunity within their discipline that differs from their E-Resume choices. Consolidated panels are listed in Enclosure (1).

f. 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 re-solicitations.

g. In the event a program re-solicits 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, they may replace that choice with that of the re-solicitation.

h. Every new E-Resume must contain your PG/Adv Ed choices in the 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. Applicants must communicate any changes to their PG/Adv Ed E-Resume to CG PSC (opm-1) via e-mail.

   Note: Applicants should not place AY11 PG/Adv Ed programs on their E-Resume for assignment purposes if the AY11 PG/Adv Ed panel met.

i. E-Resumes submitted after the application deadline will not be accepted.

j. Applications must be submitted through the E-Resume process. Applicants should refer to the "E-Resume Submission" section of this guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities via Direct Access.

k. A positive CO's endorsement, 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. 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.

l. If an E-Resume is submitted successfully, the applicant will receive an e-mail notification stating,

   "Dear [Applicant],

   Your online resume has been successfully submitted on [YYYY-MM-DD].

   To review your information click the following link."

   If applicants do not receive an e-mail notification that their E-Resume was successfully submitted, OPM did not receive your E-Resume submission and you will not be considered for PG/Adv Ed opportunities.

   Note: Applicants should read and follow the steps in the E-Resume submission section of this process guide. Additionally, Enclosure (2) is a PG/Adv Ed Direct Access PowerPoint tutorial.

m. Recent standardized test scores (i.e., taken since 1 January 2005) 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 they take the required standardized test(s). Those who do not submit the required official standardized test scores by the application deadline are not eligible to compete and will be removed from the respective applicant pool(s).

   NOTE: Members who take standardized test(s) must have their official standardized score(s) entered into their CG PSC IPDR and in Direct Access for PG/Adv Ed selection panel(s) to consider them. Also, applicants taking the GRE are encouraged to have the official test scores sent directly to CG PSC (psd-mr), by designating the Coast Guard as an authorized score recipient prior to the test administration by using GRE Code: 3029.

n. For programs requiring a baccalaureate degree, conferred educational transcripts must be submitted for entry into the applicant's CG PSC IPDR and Direct Access no later than the application deadline. Those who do not submit the required official 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.

o. Applicants should not submit transcripts for degrees in progress (i.e., not conferred/completed). Those applicants who completed undergraduate/graduate level course work should submit a Record of Professional Development form (CG-4082). The CG-4082 form must include a CO's signature to be valid. 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 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.

q. Separate communications to the panel other than E-Resume comments are not permitted.

r. Members selected during the AY 2011 PG/Adv Ed season will be assigned to "Duty Under Instruction" (DUINS) in 2011.

ORDER OF PROGRAM SELECTION

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

a. If an applicant is selected as a primary for their first choice, the member must accept their first choice or decline the offer. If selected by other programs, their name will be removed from those PG/Adv Ed selection list(s) and their application will be withdrawn from consideration by further program(s).

b. If selected for their first choice as an alternate, the applicant 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 calendar days. If selected by other programs, their name will be removed from those PG/Adv Ed selection list(s) and their application will be withdrawn from consideration by further program(s).

c. If selected for their second or subsequent choice(s) as a primary or alternate, the member 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.

E-RESUME SUBMISSION

All applicants must submit an E-Resume using the following guidance.

Note: There is a PG/Adv Ed Direct Access Tutorial PowerPoint available on CG PSC (opm-1)'s PG/Adv Ed web page, PG/Adv Ed CG Portal Place, and as Enclosure (2):

a. Log into Direct Access.
b. Select from the menu bar Home > Self-Service > Employee > Tasks > Create E-Resume.
c. In the View Job Posting Screen select the Position Source drop-down menu and select "Advanced Training."
   Note: You must complete this step in order for your E-Resume to appear in the PG/Adv Ed applicant pool(s).
d. Ensure Job Family is COMOFF
e. Select "Include positions NOT on shopping list" option
f. 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"
g. Select the positions you are interested in by checking the "Job Basket" box on the far right.
   Note: All of the job titles should begin with "PG" followed by the specific program (e.g., "PG-Public Administration"). There are no position numbers when applying to PG/Adv Ed programs. The Department Identification (DEPTID) is 002281 and the Department Description is "CGPC OFF PERS MGT DIV". The programs should **not** name a specific school. If the program(s) name a specific school, return to Step c.
h. After selecting the desire choice(s), click the "Add Selected to Job Basket" button.
i. Click "View Job Basket."
j. Click "Apply for Jobs in Basket." This will take applicants to their online E-Resume.
k. Ensure Section 2 has an accurate and complete e-mail address.
   Note: You will not receive a notification from Direct Access that the E-Resume was completed unless you place an accurate and complete e-mail address in Section 2.
l. In Section 11 of the E-Resume, address your reasons for applying to the PG/Adv Ed program(s) listed on your E-Resume and explain how the Coast Guard will benefit by selecting you.
m. Proceed to Section 12 of the E-Resume 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 applicants whose names appear before a PG/Adv Ed selection panels have their CO's recommendation.
n. 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 will be the primary program the applicant desires and should be carefully considered. The programs selected and the priority order of the programs become final on the application deadline.
o. Click on "Next" and proceed to Section 13 and click the "Submit" button.

E-INTERVIEW SUBMISSION

The CO's endorsement, the E-Interview, must contain a written opinion of the applicant's interests, ability, and potential value to the service relating to the requested program(s). Only endorsements from the Commanding Officer, Chief of Military Personnel in Logistics, or Reporting Officer/Reviewer with the "Mark All Final" privilege in Direct Access, cognizant Directorate Deputies or Executive Assistants for personnel assigned at Coast Guard Headquarters are authorized.

Note: 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 PG/Adv Ed requested program(s).
e. Click on the "Comments" link corresponding to the PG/Adv Ed program(s) 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.

Note: The endorsement is not complete if there is not a check mark in the "Final" box. CG PSC (opm-1) requires a checked "Final" box.

INSTRUCTIONS FOR ENTERING EDUCATIONAL/TRANSCRIPT/STANDARDIZED TEST SCORE INFORMATION INTO CG PSC IPDR

To have education (i.e., official conferred/completed transcript(s)) and official standardized test score(s) information entered into your CG PSC IPDR, forward your documentation to CG PSC (psd-mr). Refer to the "Review of CG PSC IPDR" section of this process guide or visit CG PSC (psd-mr)'s webpage for contact information and guidance on submitting documents to your IPDR. As a reminder, applicants taking the GRE are encouraged to have the official standardized test scores sent directly to CG PSC (psd-mr), 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 (psd-mr) 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. Also, the address to CG PSC (opm-1) will be below UNITED STATES COAST GUARD, (i.e., Stop 7200, 4200 Wilson Blvd, Suite 1100, Arlington, VA, 20598-7200).

Some test sites utilize older testing software. In those instances, to have the official test scores sent directly to CG PSC (opm-1), you must enter GRE Code: 3029.

INSTRUCTIONS FOR ENTERING EDUCATION/TRANSCRIPT INFORMATION INTO DIRECT ACCESS

To have educational (i.e., official conferred/completed transcript(s)) information entered into Direct Access, members should take a copy of the official conferred transcript(s) 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 all degree information is properly entered into Direct Access.

Note: Direct Access only accepts:

1. Level of degree earned (i.e., conferred/completed);
2. Date the degree was conferred;
3. Cumulative GPA;
4. School/University attended; and
5. "Graduated" block must be checked in order for PG/Adv Ed selection panels to view educational information

Applicants are responsible for verifying official education/transcript information is properly entered in Direct Access.

To verify official educational/transcript 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 standardized test scores entered into Direct Access, members should take the official standardized test 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 official standardized test score entry include:

1. The date of the test (i.e., not the date it was submitted);
2. The test score;
3. The appropriate percentage listed for the results; and
   Enter the appropriate percentage for the results in the "Notes" section. (e.g., The GRE may have the score and list "67% below." In that case, list "67% below" in the "Notes" section).
4. The "Passed" box is checked.

Applicants 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 PG/Adv Ed programs in accordance with the Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (series), most recent ALCOAST solicitation messages, or approved memorandums.

Program	**Description**
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. Coast Guard 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	This program leads to a Masters in the respective area of instruction with a follow-on tour as an instructor at the Coast Guard Academy. Officers wishing to teach Math, Physical Science, Management, Computer Science, or Humanities may request postgraduate education in those fields. If an officer already holds the necessary academic credentials to teach in these fields, a letter in the same format as postgraduate instruction must be submitted for consideration by the Academy instructor selection panel: Physical Science, (specify Chemistry or Physics); or Humanities, (specify English / Literature, Human Behavior, or History and Government). Officers wishing to teach Engineering, Law, Communications, or General Operations at the Academy may list a teaching assignment on their e-resume. Academy instructors are eligible for another postgraduate program after teaching at the Academy. Officers may opt for an alternative which sponsors postgraduate education. For example, an officer who has been selected to teach Humanities, and has an interest in Public Administration, might receive approval to seek that degree during an 18-month period of DUINS.
Acquisition Project Management	This program leads to an MS degree in Project Management. The curriculum focuses on achieving a balance of practice and theory in Project 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.
Advanced Computer and Electronics Technology (ACET) Program	Affords CWOS (ELC, ISM, AVI) and prior enlisted Junior Officers (O-1 thru O-3) up to 24-months to pursue an Associate/Baccalaureate degrees in Computers, Communications, Information and Electronics Technology, and Engineering.

Advanced General Practice Dental Residency	A two-year program, this program is US Public Health Service (USPHS) dental officers detailed to the Coast Guard. This program offers an option to concurrently earn an MS degree. Applicants must have a minimum of two years Coast Guard service. Dentists accepted into the program must agree to an obligated service commitment of four additional years in the Coast Guard HS Program upon completion of training.
Aeronautical Engineering - Avionics	This study leads to a MS degree in Project/Engineering Management or Systems and Electrical. This program involves study in the areas of avionics systems engineering and project and acquisition management. The program emphasizes project management skills. All advanced degree recipients are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aeronautical Engineering Officer Training Program is a prerequisite for selection. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification. However, AVI CWOs are also eligible to apply for this program.
Aeronautical Engineering - Industrial Administration (MSIA)	This study leads to an MS degree in Industrial Administration (MSIA). The program is offered by the Krannert Graduate School of Management at Purdue University and is designed to utilize the specialized knowledge and skills acquired by students earning degrees in undergraduate programs such as engineering and science. All advanced degree holders are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aircraft Maintenance Officer Training Program is a prerequisite for selection to Aviation Engineering programs. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification.
Aeronautical Engineering - Structures	This study leads to an MS degree in Aeronautical Engineering and Astronautics and is offered by the School of Astronautics and Aeronautics at Purdue University. The program emphasizes structure and materials and propulsion engineering. All advanced degree recipients are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aircraft Maintenance Officer Training Program is a prerequisite for selection. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification.

Aviation Engineering Officer Training	The Coast Guard aircraft maintenance system consists of Coast Guard developed, Air Force and Navy systems, and commercial procedures. A combination of On-the-Job training and resident training at Coast Guard, Air Force, and civilian courses provide both the experience and the training required to efficiently prepare an officer to manage the engineering section of an air station. Training consists of short resident courses and completion of a training syllabus by on-the-job training. This program is a prerequisite for a full career pattern and advanced engineering degrees. The officer specialty designation code of CG-ENG-15, Aeronautical Engineering Officer, is assigned to those who successfully complete this course of study.
Aviation Safety Management	This program offers advanced education opportunities in the area of Aviation Safety Management. The applicant will pursue a MS degree in Safety Science (MSSS). A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification.
Chemical Engineering	This program focuses on all aspects of transportation of hazardous materials from the ship structure to the safety and health of the crew and leads to a MS degree in Chemical Engineering. The course of study is dictated by individual interests, the requirements of the university, and the approval of the AEPM. Officers with a technical background and either a scientific or engineering undergraduate degree are best qualified candidates.
Civil Engineering	This study provides a technical focus over a broad suite of civil engineering disciplines to include technical civil engineering, capital asset management, facilities management, environmental management, and real property. 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.
Civil Engineering – Masters of Business Administration	This study provides a combination of technical and business-sense focus of civil engineering disciplines to include technical civil engineering, capital asset management, business case analysis, marketing, communication, logistical analysis, supply chain management, and strategic thinking. 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 business managerial skills.

Communications, Computer, and Electrical Engineering (CCEE)	The CCEE program is designed to prepare officers with the technical expertise necessary to oversee highly complex Command, Control, Communications, and Computer Information Technology (C4IT) projects and programs. The goal is to provide graduate training in electrical engineering, communications engineering, computer systems design, digital signal processing, guidance and control systems, or related fields. The program is technically rigorous and geared towards upper level mathematics, systems design, network engineering, telecommunications technology, or similar tracks. Applicants are expected to complete course work resulting in an MS degree; degrees that are non-technical with an emphasis in technology will not be entertained (i.e., a Master of Business Administration (MBA) with an emphasis in IT will not fill the requirement).
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 last 24 months. A certificate from the Navy will be awarded at the completion of the training program. Graduates of this program will also be eligible to earn a masters degree in science from 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 4 years. The graduate of this program will also be eligible for a Multiyear 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 Advanced General Practice Dental Residency program description above.
Dental Residency - Exodontia	The Coast Guard sponsored Exodontia Residency Training Program is held at the Naval Great Lakes Training Center, Great Lakes, IL. The program last 12 months. A certificate from the Navy will be awarded at the 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 Multiyear Retention Bonus (MRB), if available. The graduate should expect a follow on 5 year tour to Recruit Training Center, Cape May.

Environmental Health	This program is for United States Public Health Service (USPHS) environmental health officers detailed to the Coast Guard. This program is not offered every year. Primary emphasis is on officers in the LT through LCDR grades (or below) who do not have a Master or Doctoral degree in Industrial Hygiene, Environmental Health, Safety, or Health Physics.
Environmental Management	The Environmental Management program addresses environmental policy development and analysis, scientific research, geographical information systems, legislative processes, emergency management, and national/international contingency plan development. Program graduates 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 program provides students with a curriculum which awards a Master of Business Administration (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.
Fire Protection Engineering	The FPE program provides students with on overview of Fire Fundamentals, Fire Modeling, Experimental Methods, Fire Protection, Risk Analysis, and Fire Safety Regulations. Graduates earn a MS degree in FPE. Exact course of study will be dictated by individual interests along with university requirements and must be approved by the AEPM. The FPE degree is math intensive; it is highly desirable that applicants have a solid mathematical or engineering background, as well as a background in marine inspection.

Health Care Administration (Graduate)	This program provides graduate level education and training relevant to the management of healthcare delivery (i.e., planning and budgeting) and management of human resources (allied healthcare personnel management). Additionally, students will attain knowledge of the Department of Defense (DoD) Military Healthcare Systems and the TRIACARE program. Selectees attend a program consisting of a 12-month didactic and a 12-month residency phase. The didactic phase includes a 60-hour Master of Health Administration (MHA) program. In the 12-month residency phase, students perform a residency in a military or civilian treatment facility and 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.
Industrial Hygiene	This program prepares officers with the education and technical skills necessary to be a Safety and Environmental Health Officer. Students receive a MS in Industrial Hygiene which is the art and science of anticipating, recognizing, evaluating and controlling all types of hazards in the work environment in order to protect employees from illness or injury. The curriculum applies advanced math, science and physics to include courses in Industrial Ventilation, Aerosol Science, Toxicology, Ergonomics, Physical Hazards (e.g., noise control) and Work Psychology (e.g., human factors; behavior-based safety programs). Thesis and capstone projects provide specialization in areas of interest to the Coast Guard.
Industrial Management	The Industrial Management program provides the training needed for the industrial management of the support centers and bases. Purdue grants an MS in Industrial Administration after a comprehensive program requiring the completion of 52 credit hours.

Information Technology Management (ITM)	The Information Technology Management program prepares officers with the skills necessary to oversee C4IT projects and programs. The goal is to provide graduate training in Information Technology, Information Systems, Systems Engineering, Information Project/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 is an MS 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. Technical degrees and or C4IT experience are highly preferred.
International Affairs	This program focuses on Diplomacy, International Security and Policy, and Regional Studies. Graduates obtain a Master's Degree in International Public Policy or related field. Applicants are highly encouraged to select a school in the Washington, DC area for this program.
Investigations Industry Training (IIT)	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. Areas of emphasis may include training with national trade organizations and marine insurance/surveying companies.
Joint Advanced Warfare School (JAWS)	Joint Forces Staff College, Norfolk, VA, educates students in the art and science of joint, interagency and multinational planning, and warfighting at the strategic-operational level of war. The JAWS' mission is to produce graduates who 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. Graduates are awarded a Master of Science in Joint Campaign Planning and Strategy, as well as Single Phase JPME I and II credit.
Law- Juris Doctor (JD)	This program leads to JD degree. While attending law school, officers are expected to take a broad range of substantive and procedural legal courses. Law students do not specialize in any particular area of law, but will achieve a well-rounded legal education. The officer's course of study shall include contracts, torts, property, evidence, criminal law, civil procedure, administrative law, admiralty law, environmental law, commercial business transactions, and legal ethics.

Law - Master of Laws (LLM)	This program leads to a Master of Laws (LLM) degree. Law students do not specialize in any particular area of law, but will achieve a well-rounded legal education.
Marine Affairs/ Living Marine Resources (LMR)	The Fisheries and Marine Protected Species Law Enforcement Program targets high performing officers to participate in an interdisciplinary program which leads to a Master of Marine Affairs Degree. The program desires high performing mid to senior O-3 level officer applicants with a strong operational background, preferably with fisheries law enforcement experience, to serve in challenging strategic, policy, and resource management positions at the O-3 and O-4 level upon graduation. Courses focus on public policy, fisheries management, ocean and natural resource law and economics, oceanography, and political science related to the management and conservation of the nation's living marine resources. LMR sustainability 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 academically well prepared for the various leadership roles in CG LMR mission, planning, and operations. These include partnering with various marine fishery, sanctuary, and protected species management councils, NMFS/NOAA, the fishing industry, as well as furthering U.S. and CG interests in various international fishery organizations. The primary institutions for this program are the University of Rhode Island (URI) or the University of Washington (UW). This program is normally completed in 10 months by officers at URI (URI requires at least four to five years work experience in a related field or another masters degree to qualify for admission) and in 22 months for officers at UW. Though these schools have historically been attended by selected officers, program needs will dictate the actual school choice and may include alternative schools.
Marine Corps Command and Staff College (CSC)	The U.S. Marine Corps Command and Staff College, Quantico, VA, offers a graduate-level educational program designed to prepare officers to successfully lead the U.S. Armed Forces. Informed by the study of history, language, and culture, CSC educates and trains joint multinational and interagency mid-career professionals in order to produce skilled warfighting leaders able to overcome diverse 21st Century challenges. Those meeting graduation requirements are awarded a Master Of Strategic Studies (MSS) Degree.
Marine Engineering	Officers in the ME program will pursue a Masters of Science or Masters of Engineering degree in Naval Architecture/Marine Engineering, Ocean Engineering, Mechanical Engineering, Systems Engineering, Electrical Engineering or other engineering degrees with a maritime nexus. A Bachelors of Science in Engineering or Mathematics and prior field experience as a marine inspector is highly desirable.

Marine Engineering Technology	This 24-month program offers Chief Warrant Officers and Junior Officers without technical undergraduate degrees the opportunity to pursue an Associate or Bachelor of Science degree in a wide variety of Marine Engineering related disciplines. This includes degrees in Electrical Power Engineering Technology, Marine Engineering Technology, and Mechanical Engineering Technology. Past selectees have attended Old Dominion University, University of Houston, and Texas Agricultural and Mechanical University. Upon graduation, officers will normally apply their training at the Marine Safety Center or in the Coast Guard Headquarters Commercial Regulations and Standards Directorate, COMDT (CG-52), with significant potential for national and international impact in Marine Safety Engineering. These positions directly promote the Coast Guards ability to properly execute its marine safety, security, and stewardship missions.
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. Areas of emphasis may include oil spill removal, contingency planning, shipping, and facility industry operations.
Marine Science (formerly Oceanography)	This program leads to an MS in Physical Oceanography. Electives may include: Marine Geology, Marine Biology, Chemistry, Meteorology, Computer Programming, Management, Instrumentation, and Electronics.
Medical Residency Training	A program for USPHS dental officers detailed to the Coast Guard, this program offers an option to concurrently earn an MS degree. Primary emphasis is in family practice, but training in general internal medicine, occupational medicine, and aerospace medicine can be requested. Applicants must have applied to the residency programs of choice and must meet all program requirements (including participation in the match program, if applicable) before requesting residency training. Applicants need a minimum of two years service with the Coast Guard. Selection will be limited to those physicians who have not completed an initial medical residency. Physicians accepted for the program must agree to serve four years in the Coast Guard HS Program, upon completion of the training.
Merchant Marine Industry Training (MMIT)	The Marine Safety Industry Training Program is designed to provide officers with marine inspection experience and increased knowledge and understanding of U.S. Coast Guard regulated maritime industries.

Naval Engineering (NE)	Naval Engineers may qualify for graduate level education programs that lead to Masters of Science in Naval Architecture and Marine Engineering, Mechanical Engineering, or Engineering Management. An additional program provides a specialized opportunity to earn a Master of Science in Industrial Administration (MSIA). In general, the senior-level naval engineering billets require postgraduate education. Under the modernization process, naval engineering requirements have increased in the business operation area. To address emerging modernization concerns, CG-45 realigned the Naval Engineering portion of the advanced education program to ensure trained business managers are available. Currently, the CG-41, CG-43, and CG-9 programs apportion a number of advanced education tabs to the Purdue University, Master of Science in Industrial Administration (MSIA) program to train graduate level business managers. Further, as the World of Work (WoW) in engineering and configuration of our surface assets transforms and embraces the use of business case analysis to determine work item criticality and priorities, the Naval Engineering Program will require highly skilled business managers to direct this effort. The Naval Engineering Program intends to allocate two tabs from the existing NA&ME tabs to participate in the MSIA program. The MSIA program prerequisite will be successful Engineer Officers who have developed significant engineering experience and expertise.
Naval Engineering Technology (NET)	This program offers chief Warrant Officers and Junior Officers without technical degrees up to 24 months to pursue an Associate or Bachelor of Science degree in a wide variety of Naval Engineering related disciplines. There are a wide variety of schools available for this program.
Naval War College (Command and Staff)	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 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 US and allied forces available for national security objectives.

National Security Agency/Central Security Service (NSA/CSS) Director's Fellowship	This program provides high-level exposure to current NSA/CSS management, operations and resource issues that affect the NSA/CSS. The core of the fellowship program includes attending the national senior cryptologic course and serving internships in the signals intelligence and information assurance directorates. Fellows will be encouraged to take other formal national cryptologic school training courses, to attend senior-level meetings and briefings, and to discuss key issues with senior leadership. Each fellow will work with the Chief of the Director's Operations Group in designing an individual development plan that identifies training requirements, as well as personal goals, for career enhancement during the fellowship. The program is designed to enhance the professional development of intelligence officers and promote a strong working relationship among NSA/CSS, and customers in both tactical and strategic environments.
Ocean Engineering	This program leads to an MS degree in Engineering or an MS 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.
Operations Research	This program leads to an MS degree in Operations Research. Operations research deals with the application of mathematical algorithms and models, techniques in statistics, and simulation to find optimal solutions with varying constraints to real-world problems. Completion of a thesis or capstone project is expected. Selectees are expected to complete undergraduate courses in multivariate calculus, linear or matrix algebra, and probability statistics prior to commencing the program.
Organizational Leadership	The Organizational Leadership program prepares officers to assume a wide variety of leadership development jobs within the Coast Guard. Students receive an MA with specializations in leadership, organizational development, organizational behavior, organizational effectiveness, industrial/organizational (I/O) psychology, or human resources. Previous experience in leadership program and policy development, research design, and measurement is highly desired.

Performance Technology	The Performance Technology post-graduate program leads to either a Master of Science (MS) degree in Instructional Systems, Instructional Systems Technology, Instructional and Performance Technology, or a Master of Arts (MA) 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.
Physician's Assistant Program (Entry Level)	This intensive program prepares the student for practice as a Coast Guard Physician Assistant Medical Officer. Located at the Academy of Health Sciences Army Medical Department Center and School at Fort Sam Houston, the first year is in a classroom setting and the second year occurs in the clinical setting. Graduates are awarded a BS, as well as a Master's degree in Physician Assistant Studies. 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 the Coast Guard Personnel Manual, COMDTINST M1000.6 (series). Additionally, post graduate residencies are available to existing fully Coast Guard Physician Assistant Medical Officers based upon the needs of the program in the areas of emergency medicine, sports medicine, aviation medicine, and psychiatry. Applicants must be active duty personnel in the pay grade of E-5 or above serving in second or subsequent enlistment.
Physician's Assistant Program (Post Graduate)	Contact Program Manager/Representative for program description
Port Safety / Security Industry Training (PSIT)	Port Safety/Security Industry Training (PSIT) program affords experienced prevention officers the opportunity to expand knowledge of commercial port operations. Areas of emphasis may include training in the area of port security operations.
Public Administration – Lucius N. Littauer Program at Harvard University	This program leads to a Master of Public Administration (MPA). The Littauer program is for officers with substantial experience in public service or public interest organizations, as well as those who are likely to achieve major leadership positions in government and other public interest organizations. Officers who attend the Littauer program will remain eligible for MIT Sloan Fellows Program.

Public Administration and Management	This program prepares graduates for effective leadership in public service as managers, analysts, and policy makers. Graduates receive a Master of Public Administration (MPA). There is a limited need for aviators trained in Administrative Science, Public Administration, Information Systems Management, and Operations Analysis within the Coast Guard. Aviators will compete against other aviators at the rank of LT and LCDR.
Public Affairs	This program provides 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 Public Affairs program is solely a Journalism and Mass Communications specialty.
Reserve Program Administrator (RPA)	Graduate 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. RPAs interested in any other advanced education program will compete against RPA Promotion List (RPAPL) applicants for selection.
Strategic Intelligence Graduate Program	A one-year program for active duty and two-year program for reserve personnel, the Strategic Intelligence Graduate Program results in a Master of Science in Strategic Intelligence (MSSI) degree. The curriculum encompasses core intelligence disciplines, joint warfare operations theory, and national security policy and strategy. The program is located at the National Defense Intelligence College (NDIC), Bolling Air Force Base, Washington, D.C. Funded international research travel and opportunities to participate in joint exercises are available for active duty participants only. Applicants for this program must currently hold a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance, and must receive sponsorship from Commandant (CG-21) to attend this program. Reserve travel to the school is not funded by the Coast Guard and any such costs will be incurred by the member.
Transportation Management	This program is designed to give officers a solid grounding in the overall legislative, regulatory, and policy issues related to the Marine Transportation System. The academic program selected should include a strong public policy component. This program leads to a MS degree in Public Policy and Marine Transportation or a related field. Applicants should have field experience in waterways management or interaction with and management of maritime commerce.

AY11 PG/Adv Ed Consolidated Panels

Consolidated Type	Programs
Aviation	Aeronautical Engineering Officer Training
	Aviation Safety Science
Business, Science, & Leadership	Financial Management
	Operations Research
	Organizational Leadership
	Performance Technology
	Public Administration
CGA	Academy Company Officer
	Academy Inst - Chemistry
	Academy Inst - English
	Academy Inst - Mathematics
Command & Staff	Army Command and General Staff College
	Joint Advanced Warfighting School
	Marine Corps War College C&S
	Naval War College C&S
Engineering, Science, and Technology	Acquisition Project Management
	Advanced Computer, Engineering, and Technology
	Aeronautical Engineering - Administration/MSIA
	Aeronautical Engineering - Avionics
	Aeronautical Engineering - Structures
	Chemical Engineering - HAZMAT
	Civil Engineering
	Civil Engineering (MBA)
	Communications, Computer, and Electrical Engineering
	Fire Protection Engineering
	Industrial Engineering
	Industrial Management
	Information Assurance
	Information Technology Management
	Marine Engineering
	Marine Engineering Technology
	Marine Science (Oceangraphy)
	Naval Engineering
	Naval Engineering Technology
	Ocean Engineering
Intelligence	NSA/CSS Fellowship
	Strategic Intelligence
International/Public Affairs	International Affairs
	Public Affairs
Law	Law (JD)
	Law (LLM)
Medical	Health Care Administration
	Physician Assistant - Entry Level
	Public Health
Operations Ashore	Environmental Management
	Industrial Hygiene - HAZMAT
	Investigations Industry Training
	Marine Affairs/Living Marine Resources
	Marine Environmental Protection Industry Training
	Merchant Marine Industry Training
	Port Safety & Security Industry Training
	Transportation Management
RPA	Reserve Program Management

Postgraduate / Advance Education Direct Access Tutorial

Coast Guard Personnel Service Center

Officer Personnel Management Division

AVOID THE MOST COMMON MISTAKES MADE IN THE PG/ADV ED APPLICATION PROCESS BY SUCCESSFULLY COMPLETING YOUR E-RESUME FOR PG/ADV ED PROGRAMS

Coast Guard Personnel Service Center

Officer Personnel Management Division

https://hr.direct-access.us/servlets/iclientservlet/USCGP1HR/?cmd=start& - Microsoft Internet Explorer provided by United State

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PeopleSoft.

Home Worklist Help Sign Out

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Languages
Memberships

Email Addresses
Emergency Contacts
Home and Mailing Address
Phone Numbers

Allotments
Direct Deposit
W-4 Tax Information
State Tax Information

Create e-Resume
Review My Resume
Annual Screening Questionnaire
Schedule Drills

TDY Orders
Orders
Reserve Orders
Self Service Reserve Orders
All Duty
Thrift Savings Plan

Internet

Select: Create E-Resume

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View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:	Active Duty PCS	Select a Position Source Code
Position:		Select a Position Nbr or leave blank for all
Dept Type:		Select a Type or leave blank for all
Department:		Select a Dept or leave blank for all
State:		Select a State or leave blank for all
Job Family:	COMOFF	Select a Job Family or leave blank for all
Job Code:		Select a Jobcode or leave blank for all
Accomplishment:		Select an Accomplishment or leave blank fo
Competency:		Select a Competency or leave blank for all
Keyword(s):		Optional

☐ **Include positions NOT on shopping list** Search

View All First 1 of 1 Last

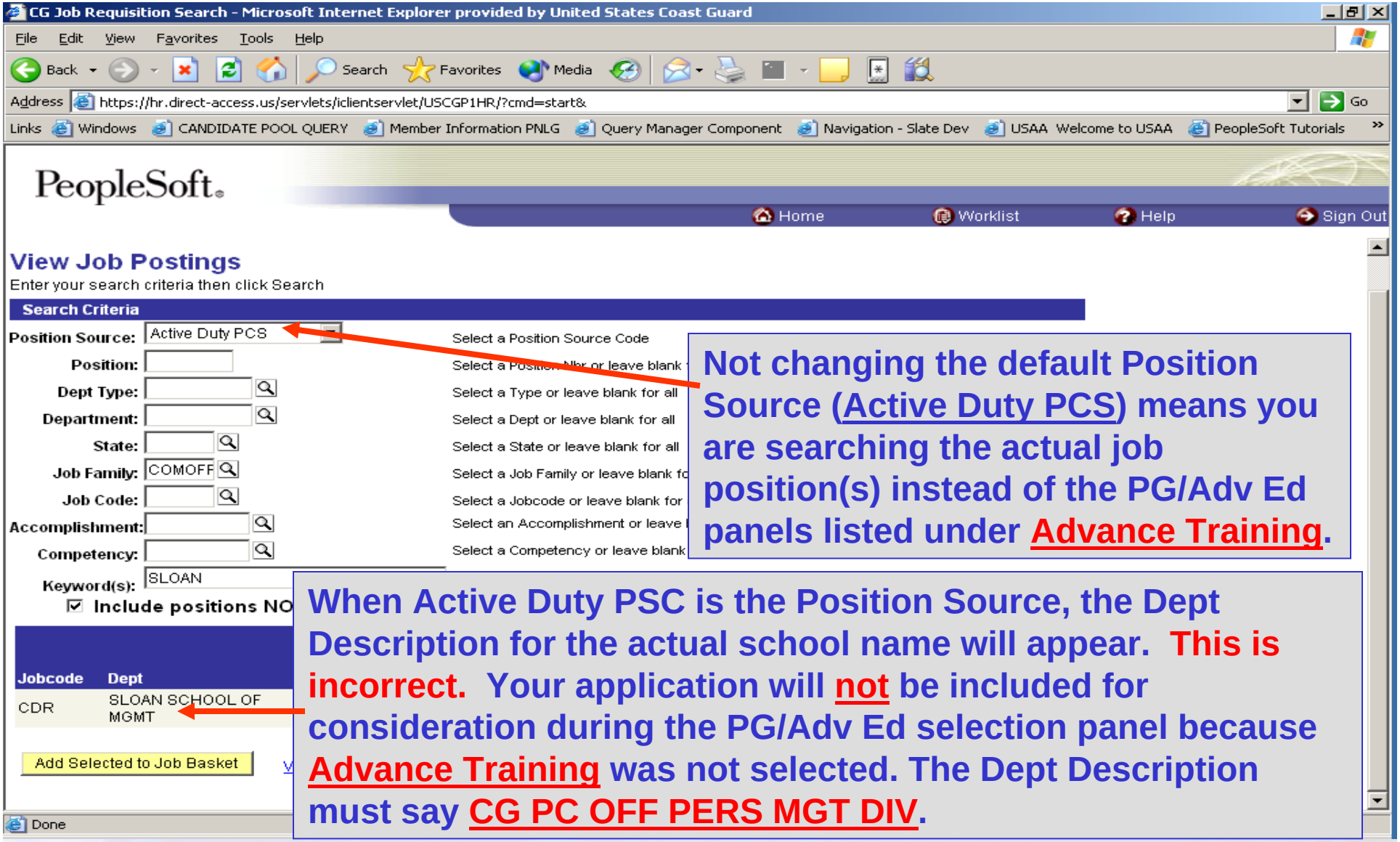
Jobcode	Dept	Position	Job Title	Status	Position Source	Job Req #	Job Basket
			Job Title				☐

Done Internet

The default Position Source is Active Duty PCS. You must change this to Advance Training

Ensure Job Family is COMOFF

Select this option



Not changing the default Position Source (Active Duty PCS) means you are searching the actual job position(s) instead of the PG/Adv Ed panels listed under Advance Training.

When Active Duty PSC is the Position Source, the Dept Description for the actual school name will appear. This is incorrect. Your application will not be included for consideration during the PG/Adv Ed selection panel because Advance Training was not selected. The Dept Description must say CG PC OFF PERS MGT DIV.

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View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:	Advanced Training	Select a Position Source Code
Position:	Active Duty PCS / Advanced Training	Select a Position Nbr or leave blank fo
Dept Type:	CWO -> LT Board	Select a Type or leave blank for all
Department:	Career Extension / Command Screening	Select a Dept or leave blank for all
State:	First Tour Jr. Officer Ass / Integration	Select a State or leave blank for all
Job Family:	PCTS Appointment	Select a Job Family or leave blank for
Job Code:	RPA Appointment / Reserve Opportunity	Select a Jobcode or leave blank for all
Accomplishment:	SELRES PCS	Select an Accomplishment or leave bla
Competency:		Select a Competency or leave blank for all
Keyword(s):		Optional

☐ **Include positions NOT on shopping list**

Search

View All First 1 of 1 Last

Jobcode	Dept	Position	Job Title	Status	Position Source	Job Req #	Job Basket
			Job Title				☐

Internet

The E-Resume Position Source drop down menu contains several choices. Each menu has a bank of positions to choose from. Be sure to select the correct menu (i.e. Advance Training).

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View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:	Advanced Training	Select a Position Source Code
Position:		Select a Position Nbr or leave blank for all
Dept Type:		Select a Type or leave blank for all
Department:		Select a Dept or leave blank for all
State:		Select a State or leave blank for all
Job Family:	COMOFF	Select a Job Family or leave blank for all
Job Code:		Select a Jobcode or leave blank for all
Accomplishment:		Select an Accomplishment or leave blank for all
Competency:		Select a Competency or leave blank for all
Keyword(s):	sloan	Optional

☑ **Include positions NOT on shopping list**

Search

Jobcode	Dept
CDR	CGPC OFF PERS MGT DIV

Add Selected to Job Basket

Done

When applying for Advanced Training (PG School, Industry Training, etc.), you should select <u>Advanced Training</u> from the Position Source Drop Down Menu

With <u>Advanced Training</u> selected, a search will show the CG PC Dept Description instead of the school's name. Select the <u>Advanced Training</u> panel and continue with the E-Resume process.

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Out

To reiterate: With Advanced Training selected, All Dept's will display CG PSC OFF PERS MGT DIV

Search Criteria

Position Source:	Advanced Training	Select a Position Source Code
Position:		Select a Position Nbr or leave blank for all
Dept Type:		Select a Type or leave blank for all
Department:		Select a Dept or leave blank for all
State:		Select a State or leave blank for all
Job Family:	COMOFF	Select a Job Family or leave blank for all
Job Code:		Select a Jobcode or leave blank for all
Accomplishment:		Select an Accomplishment or leave blank for all
Competency:		Select a Competency or leave blank for all
Keyword(s):		Optional

☐ Include positions NOT on shopping list

Search

View All First 1-25 of 63 Last

Jobcode	Dept	Position	Job Title	Status	Position Source	Job Req #	Job Basket
LT	CGPC OFF PERS MGT DIV		PG-HAZMAT CHEMICAL ENG	Open	Adv Trng	083949	☐
LT	CGPC OFF PERS MGT DIV		PG-HAZMAT INDUSTRIAL HYGIENE	Open	Adv Trng	083950	☐
LT	CGPC OFF PERS MGT DIV		PG-STRATEGIC INTELLIGENCE	Open	Adv Trng	083951	☐
LT	CGPC OFF PERS MGT DIV		PG-MAR AFFAIRS LIV MAR RES	Open	Adv Trng	083952	☐
LT	CGPC OFF PERS MGT DIV		PG-CIVIL ENGINEERING	Open	Adv Trng	083953	☐
	CGPC OFF PERS MGT						

Done Internet

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Jobcode	Dept	Position	Job Title	Status	Position Source	Job Req #	Job Basket
LT	CGPC OFF PERS MGT DIV		PG-HAZMAT CHEMICAL ENG	Open	Adv Trng	083949	☐
LT	CGPC OFF PERS MGT DIV		PG-HAZMAT INDUSTRIAL HYGIENE	Open	Adv Trng	083950	☐
LT	CGPC OFF PERS MGT DIV		PG-STRATEGIC INTELLIGENCE	Open	Adv Trng	083951	☑
LT	CGPC OFF PERS MGT DIV		PG-MAR AFFAIRS LIV MAR RES	Open	Adv Trng	083952	☐
LT	CGPC OFF PERS MGT DIV		PG-CIVIL ENGINEERING	Open	Adv Trng	083953	☐
LT	CGPC OFF PERS MGT DIV		PG-CIVIL ENGINEERING (MBA)	Open	Adv Trng	083954	☐
LT	CGPC OFF PERS MGT DIV		PG-OCEAN ENGINEERING	Open	Adv Trng	083955	☐
LT	CGPC OFF PERS MGT DIV		PG-FINANCIAL MANAGEMENT	Open	Adv Trng	083956	☐
LT	CGPC OFF PERS MGT DIV		PG-ADV COMPUTER ELE TECH	Open	Adv Trng	083957	☐
LT	CGPC OFF PERS MGT DIV		PG-COMPUTER, COMM ELE ENG	Open	Adv Trng	083958	☐
LT	CGPC OFF PERS MGT DIV		PG-INFORMATION TECH MANAGEMENT	Open	Adv Trng	083959	☐
LT	CGPC OFF PERS MGT DIV		PG-AERONAUTICAL ENG ADMIN-MSIA	Open	Adv Trng	083960	☐
LT	CGPC OFF PERS MGT DIV		PG-AERNONAUTICAL ENG-STRUCTURE	Open	Adv Trng	083961	☐
LT	CGPC OFF PERS MGT DIV		PG-AERONAUTICAL ENG (AVIONICS)	Open	Adv Trng	083962	☐
LT	CGPC OFF PERS MGT DIV		PG-AERONAUTICAL ENG OFF TRNG	Open	Adv Trng	083963	☐

Internet

Select the graduate panel you desire by "clicking" on the job basket box

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View Job Postings

Enter your search criteria then click Sea

Once you select the PG/Adv Ed panel, press the "Add Selected to Job Basket" button at the bottom of the page.

Search Criteria

Position Source:	Advanced Training	
Position:		
Dept Type:		
Department:		
State:		Select a State or leave blank for all
Job Family:	COMOFF	Select a Job Family or leave blank for all
Job Code:		Select a Jobcode or leave blank for all
Accomplishment:		Select an Accomplishment or leave blank for all
Competency:		Select a Competency or leave blank for all
Keyword(s):	strategic intel	Optional

☐ Include positions NOT on shopping list Search

Select "View Job Basket" to see your selection(s).

View All First 1 of 1 Last

Jobcode	Dept	Position	Job Title	Status	Position Source	Job Req #	Job Basket
LT	CGPC OFF PERS MGT DIV		PG-STRATEGIC INTELLIGENCE	Open	Adv Trng	083951	☑

Add Selected to Job Basket View Job Basket

Done Internet

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View Job Postings

Job Basket

Here is the list of the jobs you have currently selected in your job basket.

View All First 1 of 1 Last

Position Number	Position Desc	Department	Job Code	
	PG-STRATEGIC INTELLIGENCE	CGPC OFF PERS MGT DIV	LT	+ −

Apply for Jobs in Basket Return to Job Postings

You can view the PG/Adv Ed panels you selected.

If satisfied, select "Apply for Jobs in Basket".

If not satisfied, return to the job positions to modify your selection(s).

Done Internet

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New Window

Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13

Your Online Resume

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your resume the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

Next

Continue with the E-Resume process.

Ensure you review information in all steps.

Done Internet

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New Window

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Full Text Resume

If you already have a resume on your computer you may copy the text and paste it into the following box.

Previous Next

Provide reasons for applying to your selected PG/Adv Ed program(s).

Specifically, how will the Coast Guard benefit by selecting you for your selected program(s)?

Internet

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Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13

Preferences

Move the positions from your Job Basket in your preferred order. (Even if there is only one position Basket). Use the YELLOW right arrow button next to the position to move the job to the right . The p be added at the end of your list. Positions can be deleted from the Job Preference Order and then to re-sort if necessary.

Enter the Endorser Emplid:

No Endorsement Required

Job Basket	View All First 1 of 1 Last			
Position	Position Desc	Department	Job Code	Add
	PG-STRATEGIC INTELLIGENCE	CGPC OFF PERS MGT DIV	LT	

Pref Order	View All Fi	
Del	Position	Descr
1		

Transfer to Convey Career Intentions

Delete Selected Positions

Previous Next

Internet

Enter the EMPLID for the person who will endorse your E-Resume per the current PG/Adv Ed Process Guide.

Remember: A positive Command endorsement *is* required for all PG/Adv Ed panels.

Add the position by selecting the yellow "Add" button

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Home

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Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Preferences

Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right . The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.

Enter the Endorser Emplid:

☐ **No Endorsement Required**

Job Basket View All First 1 of 1 Last

Position	Position Desc	Department	Job Code	Add
	PG-STRATEGIC INTELLIGENCE	CGPC OFF PERS MGT DIV	LT	

Pref Order View All First 1 of 1 Last

Del	Position	Descr
1 ☐		PG-STRATEGIC INTELLIGENCE

Transfer to Convey Career Intentions

Delete Selected Positions

Previous

Next

Internet

You will see the chosen PG/Adv Ed panel added after you have selected "Add".

Note: ***This is the order your selection(s) will appear as your primary, secondary, etc. choices.***

To delete, select the box to the left of the PG/Adv panel name and then select "Delete Selected Positions"

To continue, select "Next"

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New Window

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

Submit

You will be notified by email when we have received your resume.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

Previous

Once you are satisfied with the order of the PG/Adv Ed panels you applied for, select "Submit" to complete your E-Resume.

You may go back to review your E-Resume by selecting "Previous"

Done Internet