

# Postgraduate/Advanced 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**



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**Officer Personnel Management Division**

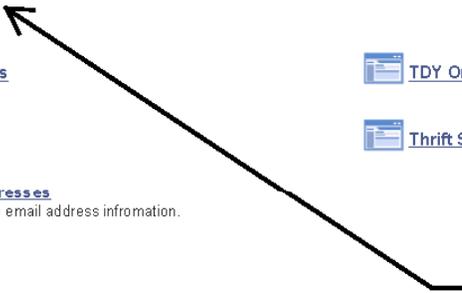


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Annual Screening Questionnaire
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**From the Self Service Menu  
Select: Create E-Resume**



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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 for all

**Competency:**   Select a Competency or leave blank for all

**Keyword(s):**  Optional

Include positions NOT on shopping list

**Step 1: Change 'Active Duty PCS' to 'Advanced Training' using the drop-down menu.**

Jobcode	Dept	Position	City	State	Job Title
					<a href="#">Job Title</a>

[View Job Basket](#)



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**Department:**  Select a Dept or leave blank for all

**State:**  Select a State or leave blank for all

**Job Family:**  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**

Ensure the Position Source is 'Advanced Training'.

Step 2: Ensure Job Family is 'COMOFF'

Step 3: Enter Job Code '000096'. All PG/Adv Ed entries are under code '000096'.

Step 4: Select this option.

Jobcode	Dept	Position	City	State	Job Title
					<a href="#">Job Title</a>

[View Job Basket](#)



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### View Job Postings

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Position Source:  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:  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

All positions are listed under the LT Job Code: '000096'

All listed positions should be listed under the 'PSC OPM' Department. If you see anything other than 'PSC OPM', check to ensure that 'Advanced Training' is selected in the Position Source drop-down box

Click 'View All' to see all PG/Adv Ed Listings

Jobcode	Dept	Position	City	State	Job Title	Status	Position Source	Job Req #	Job Basket
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CHEMICAL ENG - HAZMAT</a>	Closed	Adv Trng	083949	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-INDUSTRIAL HYGIENE - HAZMAT</a>	Closed	Adv Trng	083950	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-MAR AFFAIRS LIV MAR RES</a>	Closed	Adv Trng	083952	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING</a>	Closed	Adv Trng	083953	<input type="checkbox"/>	



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**View Job Postings**

Enter your search criteria then click Search

Search Criteria

Position Source:  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:  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

**Step 5: Select the PG/Adv Ed Program you desire by 'checking' the job basket box**

Jobcode	Dept	Position	City	State	Job Title	Status	View 25 Position Source	Job Req #	Job Basket
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CHEMICAL ENG - HAZMAT</a>	Closed	Adv Trng	083949	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-INDUSTRIAL HYGIENE - HAZMAT</a>	Closed	Adv Trng	083950	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input checked="" type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-MAR AFFAIRS LIV MAR RES</a>	Closed	Adv Trng	083952	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING</a>	Closed	Adv Trng	083953	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-CIVIL ENGINEERING (MBA)</a>	Closed	Adv Trng	083954	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-OCEAN ENGINEERING</a>	Closed	Adv Trng	083955	<input type="checkbox"/>	
LT	PSC OPM	ARLINGTON	VA	<a href="#">PG-FINANCIAL MANAGEMENT</a>	Closed	Adv Trng	083956	<input type="checkbox"/>	



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### View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source:  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:  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

Once you select the PG/Adv Ed program, press the 'Add Selected to Job Basket' button

Selecting 'View Job Basket' will display jobs you currently have in your Job Basket

View All First 1 of 1 Last

Jobcode	Dept	Position	City	State	Job Title	Status	Position Source	Job Req #	Job Basket
LT	PSC OPM		ARLINGTON	VA	<a href="#">PG-STRATEGIC INTELLIGENCE</a>	Closed	Adv Trng	083951	<input checked="" type="checkbox"/>

[View Job Basket](#)



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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 ◀ 1-3 of 3 ▶ Last

Position Number	Position Desc	Department	Job Code	
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT	<input type="checkbox"/> <input type="checkbox"/>

[Apply for Jobs in Basket](#)

[Return to Job Postings](#)

If satisfied with your selections, click '[Apply for Jobs In Basket](#)'. If you are not satisfied return to the job postings to modify your selections.

You may apply for up to 3 programs. In this scenario, the applicant is applying for the Strategic Intel, Financial Management, and Marine Environmental Protection Industry Training Programs.



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## Apply for Job

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### 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.

Continue with the E-Resume process.  
Ensure you review your information at each step.

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- 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.

Provide the reasons for applying to your selected PG/Adv Ed program(s). Your narrative should specifically address: (1) how the Coast Guard will benefit by selecting you, and (2) any requirements outlined in the program's solicitation message.

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Enter the EMPLID for the person who will endorse your E-Resume.  
A positive command endorsement IS required for all PG/Adv Ed programs.

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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

Add each position, in preference order, by selecting the yellow 'Add' button.

Job Basket				View All			First	1-3 of 3	Last	Pref Order				View All			First	1-3 of 3	Last
Position	Position Desc	Department	Job Code	Add	Del	Position	Descr												
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT	▶	1 <input type="checkbox"/>		PG-STRATEGIC INTELLIGENCE												
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT	▶	2 <input type="checkbox"/>		PG-FINANCIAL MANAGEMENT												
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT	▶	3 <input type="checkbox"/>		PG-MARINE ENV PROT IND TRNG												

[Transfer to Convey Career Intentions](#)

Delete Selected Positions

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Enter the Endorser Emplid:

No Endorsement Required

Job Basket		View All		First	1-3 of 3	Last	Pref Order	View All	First	Last
Position	Position Desc	Department	Job Code	Add	Del	Position	Descr			
	PG-STRATEGIC INTELLIGENCE	PSC OPM	LT		<input type="checkbox"/>	1	PG-STRATEGIC INTELLIGENCE			
	PG-FINANCIAL MANAGEMENT	PSC OPM	LT		<input type="checkbox"/>	2	PG-FINANCIAL MANAGEMENT			
	PG-MARINE ENV PROT IND TRNG	PSC OPM	LT		<input type="checkbox"/>	3	PG-MARINE ENV PROT IND TRNG			

You should carefully consider the order of your program choices. List your most desired program FIRST - see pgs. 13 & 16 of the Process Guide for more info on [Order of Program Selection](#).

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To delete a program from your selections, select the box to the left of the program name and select **'Delete Selected Positions'**.

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To continue, select **'Next'**.



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### Apply for Job

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### 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.

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'.

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[Apply for Job](#)

## Submit Confirmation

Resume Submitted Successfully

OK

Confirmation that your E-Resume was submitted successfully in Direct Access.

To self-check that OPM-1 received your application and verify your completed command endorsement, follow the steps on pg. 18 of the Process Guide. DO NOT contact OPM-1 to verify receipt of your application if you have not reviewed your completed E-Resume through Direct Access using the instructions on pg. 18 of the Process Guide.



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