

MISSION SUPPORT OFFICER CAREER GUIDE



MAY 2012



A COAST GUARD AIR STATION KODIAK HH-65 DOLPHIN HELICOPTER CREW TRAINS WITH SKI SLEDS INSTALLED ON THE DOLPHIN, AT NARROW CAPE. THE SKI SLEDS WERE INSTALLED SO AIRCREWS WILL CONTINUE TO HAVE A CURRENT KNOWLEDGE IN LANDING A DOLPHIN ON SNOWY OR ICE COVERED TERRAIN AND SUPPORTS THE POLAR DEPLOYMENTS ON BOARD COAST GUARD CUTTERS.

COAST GUARD CUTTER SMILAX MOORED UP AT ITS HOMEPORT OF COAST GUARD STATION FORT MACON AFTER ITS QUEEN OF THE FLEET CEREMONY, APRIL 11, 2011. THE 67-YEAR-OLD CUTTER SMILAX WAS BESTOWED THE TITLE AND ITS GOLD HULL NUMBERS, AS IT IS NOW THE OLDEST COMMISSIONED CUTTER IN USE BY THE SERVICE.



THE COAST GUARD CUTTER BERTHOLF, A 418-FOOT NATIONAL SECURITY CUTTER HOME-PORTED IN ALAMEDA, CALIF., APPROACHES KODIAK ISLAND.



COAST GUARD CUTTER THUNDER BAY BREAKS ICE ALONG THE KENNEBEC RIVER NEAR THE RICHMOND BRIDGE IN MAINE.



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Version 1.0

Published May 2012

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A CAREER IN MISSION SUPPORT

Coast Guard Mission Support offers some of the most challenging and rewarding officer careers. Mission Support officers must not only grow as organizational leaders but also as leaders in some of the most advanced fields in engineering, C4IT, and many others, ensuring the Coast Guard's ability to meet the ever-changing demands of our technology-infused future. As a result, Mission Support Officers achieve a sense of personal achievement and self-satisfaction that is difficult to match. Living In a world where large distances and vast oceans have been dwarfed by human ingenuity, technically proficient Mission Support officers have never been more important to the security of our nation.

In planning your career, there are no concrete steps that need to be attained to reach rank or position; however, there is a definite framework that provides guidance. As explained in the following sections, the framework can be visualized as "Building Depth" (ENS – LT), "Expanding Breadth" (LCDR – CDR), and "Mastery" (CAPT and above). The ultimate goal of this career framework is to prepare you for the "Mastery" level, i.e., to develop you into a strategic leader for the organization; a leader who has the depth of knowledge and experience to make enterprise-wide decisions.

Before you begin career planning, you should identify your goals. Many officers have not set clear-cut goals; however, goals are the key to success. Consider the following questions:

"What do I want to do?"

"Do I want to be an Engineer Officer? Information Technology Manager? Sector Commander? Product Line Manager? Commanding Officer Afloat?"

"Who are my mentors?"

"What are my individual goals: Professional, personal, family?"

Regardless of the differing answers to these questions, goals are essential elements in achieving a successful career. You may find it helpful to discuss your goals with your supervisor during career counseling; supervisors have the experience and insight necessary to help you further develop and achieve your goals. Future Coast Guard leaders will be comprised of those officers who can demonstrate technical breadth and depth in their career field, show the ability to perform in high-level staff jobs, and prove their ability to lead. Your development as a future Coast Guard leader is an ongoing process, and decisions made today will influence your future. It is imperative you work with your peers, supervisor, and OPM staff to get the best advice. The officer assignment system gives you freedom in planning your future, but also the responsibility to balance Coast Guard needs with personal desires. Every person's career takes unique twists and turns, and there is no "school-approved solution." The key is --"bloom where you are planted." Do the best you can with every endeavor you take on – the rest should fall into place.

Long before the first propeller turns, supplies and support equipment must be in place, and Command, Control, Communications, Computer, and Information Technology (C4IT) systems must be operating. Coast Guard Mission Support specialists develop, deploy and maintain the resources and systems necessary to ensure the success of the Coast Guard's strategic missions: **Maritime Safety, Maritime Security, Maritime Mobility, National Defense, and Protection of Natural Resources.** To achieve success, our professionals are responsible for engineering, C4IT, logistics, HR, acquisitions, and more throughout the Coast Guard. This includes performing or assisting in planning, design, construction, acquisition, renovation, maintenance, outfitting, and alteration of cutters, boats, aircraft, C4IT systems, aids to navigation, shore facilities, training, and supporting people.

THE OFFICER CAREER

The United States Coast Guard develops careers and grows its officers organically (from the bottom up). Although there are exceptions (e.g. DCO, CWO – LT), the majority of officers start at Ensign and work their way up through the ranks. Throughout the process, individuals have assignments that use their current skills and provide opportunities to develop their background and competencies for the next steps in their career. As rank increases, typically the impact of the decisions made by personnel of that rank increases as well. We look to officers of more senior rank to make those decisions that have longer lasting effects, commit a larger number of resources, affect a greater number of people both within and outside the Coast Guard, have greater consequences, and require more authority. Leadership and career progress are directly related.

Coast Guard Officers have dual roles as both Leaders and Technical Specialists.

As a Coast Guard officer, you have dual roles as a leader and a technical specialist. Whether the assignment is in mission support or mission execution, the roles do not change. Officers may seek out assignments in both communities to challenge and develop their specialty and leadership abilities.

The Coast Guard develops officers who can take on challenges, adapt to changing situations, and manage risk. Experiences gained in each assignment add to the officer's competencies, providing for greater contribution to meeting the Coast Guard's mission. Building on successive challenging positions, officers become better prepared to lead others and hone their existing specialty skills while also developing new ones.

The Coast Guard is constantly challenging its entire workforce, specifically the officer corps, through new assignments. Each assignment provides new duties, environments, and unique opportunities that result in each officer growing and developing their skills and talents. The officer promotion system is linked to leadership and performance developed and demonstrated in these assignments.

Selection boards consider each officer when they become eligible for promotion, selecting those who are “best qualified” for the duties of the next grade. Each officer has only a few assignments in each grade to demonstrate their potential in specialty and as a leader before they compete for the next highest grade. The criteria in the Personnel Manual, Selection Board Precepts, and the Commandant’s guidance to selection boards centers on performance, professionalism, leadership, and education. Those officers who continually develop and demonstrate their capabilities position themselves to be among those best qualified for the next level.

“Coast Guard Officers work within a military structure, and our promotion system constantly renews leadership through selection of our best qualified officer for service at the next highest grade.”

ADM Bob Papp

With the broad array of competencies required in the Coast Guard, no single individual can master the knowledge and skills required to be effective in every segment of the Coast Guard. The Service’s specialty structure was developed so that the specialties have a cohesive body of knowledge and skills achievable by an officer and supportive of a mission outcome.

There are several terms used when describing officer specialties. The specialty architecture is broken down into specialties and sub-specialties. A **specialty** is an area of expertise defined by a set of competencies and possessing an authorized position structure capable of sustaining a viable population of career specialists who have the requisite work experience, education, training, certifications, or license. A **sub-specialty** is a focused area of expertise within a specialty defined by competencies acquired through work experience, education, training, certifications, or licensing.

Specialties and sub-specialties are assigned to positions and people. An officer is assigned a specialty, such as Aviation, C4IT, Intelligence, or Legal, when he or she has acquired sufficient education, professional military training, a certification or license, qualifications, and work experience to demonstrate proficiency in the required competencies. Officers may have specialty designations in more than one area. An officer who has demonstrated competency in two or more specialties is referred to as a **broadened specialist**. Officers should evaluate and plan careers with the goal of becoming a broadened specialist.

Specialty designations are also assigned to positions to establish the required competencies for successful mission performance. These position assignments provide a “catalog” of potential opportunities for each officer. The current specialty framework includes 13 specialties: **Aviation, C4IT, Engineering, Finance, Human Resources, Intelligence, Legal, Management, Medical, Operations Afloat, Operations Ashore-Prevention, Operations Ashore-Response, and Reserve Programs.**

“Coast Guard leaders are individuals who guide and direct others in a course of action by showing the way.”

United States Coast Guard Leadership Development Policy Statement

Most specialties are sufficiently broad that they require further subdivision into sub-specialties. There are currently 37 sub-specialties defined. Of the 13 specialties, Engineering, C4IT, Human Resources, and

Medical (along with the 14 associated sub-specialties) are managed within the mission support organization and are referred to as the Mission Support Specialties.

In general, officers develop their specialty/technical expertise in the O1-O3 pay grades. They continue to build depth afterwards but will also begin to broaden their competencies. As discussed previously, an officer is termed a broadened specialist after acquiring knowledge and skills in two or more officer specialties. A 'broadened specialist' view of career management is that officers should develop career experience that facilitates their ability to operate in dynamic environments, think flexibly and innovatively, embrace partnerships, achieve unity of effort, and build the Coast Guard's future as they lead their areas of responsibility.

BUILDING DEPTH: ENS - LT

 As a **Junior Officer**, it is important to choose your specialty and achieve its basic qualifications. The time to build your specialty expertise is within the first 8-10 years of your career. During this early phase of an officer's career, an officer typically will receive three to four different assignments in which they can build specialty expertise.

Basic qualifications for a specialty are gained in a number of ways. Some are through formal pathways, such as flight training or postgraduate school, while others come from successive assignments coupled with qualifications earned in each assignment. Most mission support specialties fall into the former, with a Postgraduate degree requirement, while many operational specialties fall into the latter assignment category. It is important for each officer to determine the needed qualifications for their specialty and work to gain those early in a career.

One significant method of developing expertise within a specialty is attaining a graduate degree related to the specialty. Officers should embrace the opportunity to further their education, thus increasing their depth in a chosen specialty. This investment of a graduate school tour demonstrates a commitment to continual learning and self-improvement. For technical specialties, graduate school is critical to career progression. Similarly, obtaining professional credentials, such as a professional engineer license, will enhance your opportunities for assignments into senior specialty positions.

Specialty assignments often include staff jobs at Logistics/Service Centers or Headquarters. These assignments are opportunities to enhance an officer's technical competency and to influence positively the Coast Guard enterprise. These staff assignments are vital to the organization as well as to each specialty concerned; they are often the best opportunities to become a program expert in a given specialty.



"Proving to yourself that you can succeed in challenging circumstances is key to building the confidence that will enable you to lead."

ADM Bob Papp [Remarks to the National Youth Leadership Forum, Washington, DC – February 2011]

EXPANDING BREADTH: LCDR - CDR



The years in **LCDR and CDR grades** are when officers add breadth to their competencies as they continue to build depth within their specialty. Once officers have made the decision to remain in the Coast Guard, the career choices made in these grades influence each officer's future.

The Commandant's annual guidance to the Officer Selection Boards and Panels clearly articulated that a promotion to the next higher grade mandates commensurate increases in responsibilities and authorities. "Officers should aspire to command, command cadre, senior staff positions, positions of the highest responsibility within their specialty, or other assignments that provide them with successively greater levels of responsibility, authority, and accountability. In your evaluation of performance, be especially vigilant to take note of those who step forward to serve and succeed in positions accompanied by additional risk and rigorous accountability. Whether the assignment is command or duty in a position critical to our Service, officers who undertake broadening assignments gain valuable experience and judgment that will pay dividends to both the member and our Service in the future."

To meet current and emerging Service demands, the Coast Guard requires more officers to remain within their respective specialty areas. Developing and maintaining these specialized skills requires currency of experience and continual engagement in these competencies. To be successful, an officer must possess the acumen, shrewdness, and ability to navigate complex situations to protect our authorities, enhance our mission support delivery systems, recapitalize our fleet, and ensure compliance with financial and legal requirements. As officers advance into senior ranks, they must also have an understanding of the major issues facing the Coast Guard to contribute thorough their particular expertise to the needs of the Service. This understanding of macro Service issues can be acquired in many ways within specialty, through assignment diversity (different type of unit/different type of position/different geographic location), participation in studies and task forces and special assignments. Officers who demonstrate an understanding of joint, interagency, inter-governmental, not for profit, private, and international sectors; and officers who clearly have demonstrated both a high level of technical competence and proven leadership abilities in demanding assignments are best positioned for promotion.



MASTERY: CAPTAIN



A **Captain** should have achieved mastery of their specialty and demonstrated an overarching understanding of our Service. They should be exercising strong representational, oral, and written communication skills. These officers shall also have exhibited a commitment to the development and well-being of their personnel. Captains are the representatives of our Service to the public, the Congress, other armed services, cabinet-level agencies and senior government officials, international bodies and foreign

governments, industry, and other officials. To be successful these officers must step forward to take on the most difficult and challenging high-responsibility, high-visibility assignments and leadership positions. Whether in mission execution - particularly those commanding operational units, in critical mission support assignments, or serving in high visibility details outside of the Coast Guard, these officers assume increased risk, take on additional responsibilities and distinguish themselves as representatives of our service. Required characteristics include: decisive, balanced and strategic decision making; poise, knowledge and presence that advances the reputation and excellence of our Service; political understanding, skills and ability to impact national-level policy making as an advocate of our Service; demonstrated sound stewardship for public resources; and finally, humility: the basic characteristic of a servant leader.

BRINGING IT ALL TOGETHER

To help you in your planning of potential career opportunities, and visualize your career in a given specialty, both in assignments and professional development, the following pages provide a quick overview of the career specialties available in Mission Support. For each specialty area you will find a description of the job; the number of positions designated through the ranks; critical jobs to look for in a career; the competencies, certifications, and licenses you should pursue; the advanced education opportunities available for that specialty; potential broadening assignments; a requirements matrix for key jobs, and an example career path map.

For listed specialties, a requirements matrix is provided to help you understand the skills and experience desired for available key assignments. The pyramid analogy illustrates the potential assignments available at each grade throughout a career. These maps were developed from the Personnel Allowance List and reflect current grade and specialty designations assigned. On each pyramid, the left edge denotes the grade and year milestones anticipated throughout an officer's career. The face of the pyramid lists potential assignments available in that specialty at that grade. The assignments presented are not all-inclusive but are representative of what is available. The placement of assignments on the pyramid holds no significance, other than grade. The typical career should traverse the surface of the pyramid to provide the assignment diversity required for potential success in a career. The right side of the pyramid lists professional education, certifications, and training that you should obtain at that point. On the right edge of the pyramid are potential broadening assignments that an officer may seek to add breadth to their competencies and further demonstrate their potential.

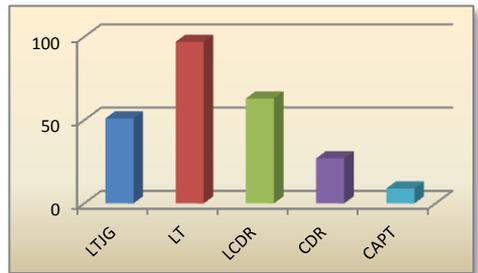
This list is by no means all inclusive, but attempts to illustrate complimentary assignments to the primary specialty. Officers should recognize that each assignment decision made affects all later assignment decisions and should plan accordingly.



NAVAL ENGINEERING (CG-ENG12)

DESCRIPTION – Naval engineers are the designers, maintainers, and planners for our cutters and boats. Naval engineers are involved in every aspect of acquisition, planning, design, construction, outfitting, operation, maintenance, and alteration of Coast Guard cutters and boats. Specialization as a naval engineer requires officers to have a bachelor's degree in Engineering or a Science, Technology, Engineering or Mathematics (STEM) related field, who have completed an initial assignment at sea or ashore. A career in naval engineering begins with the completion of the Student Engineering Program. Naval Engineers serve in a variety of assignments both afloat and ashore, ranging from virtually every cutter class, Sectors and Bases, Coast Guard Headquarters, and the Surface Forces Logistics Center (SFLC) where they provide surface fleet maintenance, engineering, supply, logistics, and information services to support Coast Guard missions.

SIZE – The naval engineering specialty is one of the largest officer specialties in the Coast Guard with over 250 positions. This size provides a wide variety of assignment opportunities as well as broadening assignments.



CRITICAL JOBS

- Student Engineer
- Engineer Afloat
- Port Engineer
- Product Line Manager
- Base NE Department Head
- HQ Program Manager
- Logistics Center Commander

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Acquisition Program/Project Manager
- Contracting Officers Technical Representative (COTR)
- Professional Engineer

ADVANCED EDUCATION OPPORTUNITIES

- Naval/Marine Engineering
- Industrial Management
- Mechanical Engineering
- Other areas (Nav Arch, Electrical, Mgmt)

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Industrial Management
- Resource Management
- Logistics

CAREER QUICK LOOK...



Commander Nathan Moore

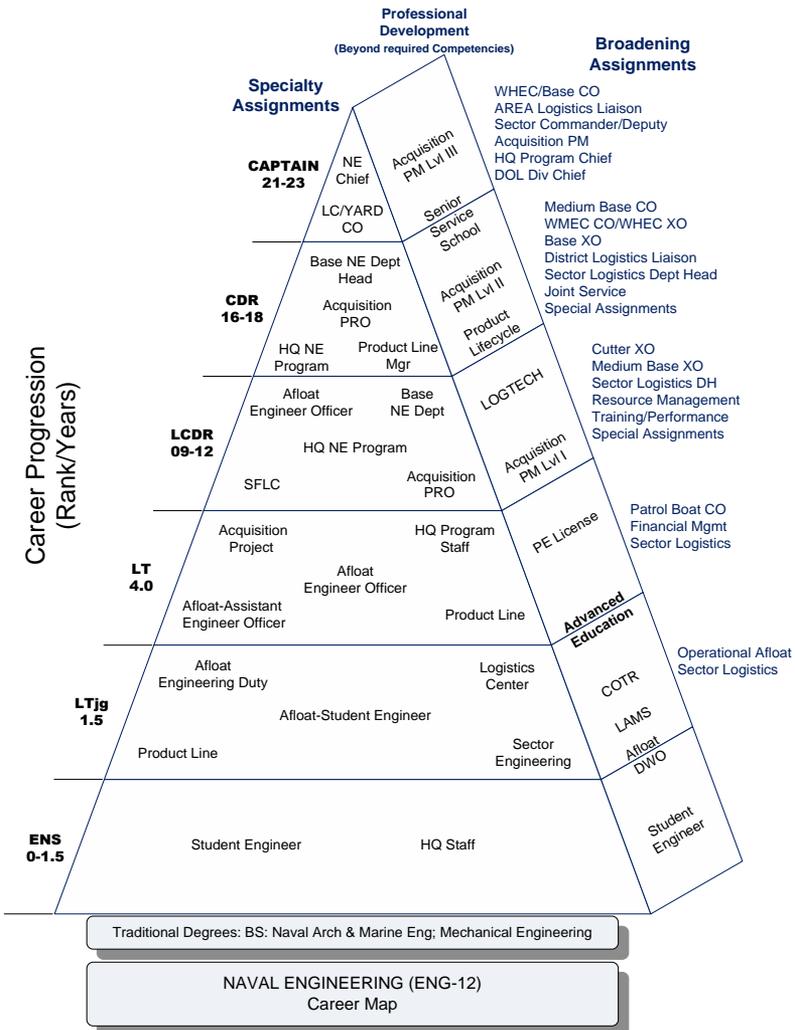
Current Assignment - Officer Personnel Assignment Branch Chief, Coast Guard Personnel Service Center (PSC) in Washington, DC

Key Assignments – EO USCGC HARRIET LANE, CO NESU Honolulu, CO CGC RESOLUTE

Licenses/Certifications – Professional Engineer, State of Michigan

Education - BS in Naval Architecture and Marine Engineering from the U. S. Coast Guard Academy. MS degrees in Naval Architecture & Marine Engineering, and Business Administration from the University of Michigan

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

PROFESSIONAL DEVELOPMENT MATRIX Naval Engineering Program Standards for Education, Training, Professional Development and Experience	EDUCATION				QUALIFICATIONS				EXPERIENCE															
	AS/BAAS (Naval Engineering Tech-NET)	BS (Mech, EE, NavArch/MarEng) (CGA,UG Digi)	PG Mech, EE, NavArch/MarEng	PG MGMT (MBA/and Admin/ENG MGT/STS/6 BNG)	SENIOR SERVICE SCHOOL	Designated Naval Engineer	Professional Engineer	PHIP	DHS Level I	DHS Level II	DHS Level III	STUDENT ENGINEER POS	COMDT (CG-4/9)	SFLC	NESU CO	NESU XO	EO AFLOAT	PORT ENGINEER	PRODUCT LINE	INDUSTRIAL MGMT	BASE ENGINEERING	SECTOR LOGISTICS	ACQUISITION PROGRAM	OUT OF PROGRAM (West, CG-8, etc.)
CAPT (O-6)																								
COMDT (CG-4)	D	H	H	H	H	H	D	R	D			D	H	D	H		R	D		D		H	D	D
COMDT (CG-9)	D	H	H	H	H	H	H	H	R	R	R	H	H		D	D	H	D		D		D	H	D
SFLC CO	D	H	H	H	H	H	H	H	R	D		D	H		D		R	D				H	H	D
PRODUCT LINE (LRE PLM)	D	H	H	H	H	H	H	D	R	D		H	H	D	H	R	H					H	D	D
YARD (CO & IM)	D	H	H	H	H	H	H	H	R	D		D	H	D	H	H				H	H		D	D
INDUSTRIAL (IOD)	D	H	H	H	H	H	H	H	R	D		H		H	H				D	R	H	D	D	D
CDR (O-5)																								
COMDT (CG-4)	D	H	H	H	H	H	D	R	D			D	H	D	H		R	D		D		H	D	D
COMDT (CG-9)	D	H	H	H	H	H	H	H	R	R	H	H	H	D	D	H	D			D		D	H	D
SFLC	D	H	H	H	H	H	H	D	R	D		D	H		D	R	H					H	D	D
PRODUCT LINE (MGR)	D	H	H	H	H	H	H	R	D	D		H	H	D	H	R	H					H	H	D
NESU (CO)/BASE NE DEPT HEAD ²	D	H	H	H	H	H	D	R	D			H	H	H	H	R ³	H		R ³			H		D
YARD	D	H	H	H	H	H	H	R	D	D		D	H		H									D
INDUSTRIAL (IOD)	D	H	H	H	H	H	H	R	D			H		H	H				D	H	H	D	D	D
LCDR (O-4)																								
COMDT (CG-4)	D	H	H	H		H	H	D	R			D	D				H	H	D					
COMDT (CG-9)	D	H	H	H		H	H	H	R			D	D				D	D					H	
SFLC	D	H	H	H		H	H	D	R			D	D				H	H						
PRODUCT LINE	D	H	H	H		H	H	D	R	D		D	D		D	H	H					D	D	
NESU (XO)	D	H	H	H		H	H	D	R	D		H	D				H	H			H		D	
AFLOAT (EO)	D	H	H	H		R	H	H	R	D		R ⁴	D				H							
PORT ENGINEER	D	H	H	H		H	H	H	R	D		H	D				H		D					
YARD	D	H	H	H		H	H	H	R	D		D	D				D					H		
INDUSTRIAL	D	H	H	H		H	H	H	R	D		D	D				D				H			
CG ACADEMY	D	H	H	D		H	H		R			D	D	D		H								
LT (O-3)																								
COMDT (CG-4)	D	H	H	H		H	H		R			D							D					
COMDT (CG-9)	D	H	H	H		D	H	H	R	D													H	
PRODUCT LINE	D	H	H	H		H	H		R	D		D					H	H						
AFLOAT (EO)	D	H	H	H		R	D		R	D		R ⁴						D						
PORT ENGINEER	D	H	H	H		H	H		R	D		D					D							
YARD	D	H	H	H		D	H	H	R													D		
INDUSTRIAL	D	H	H	H		D	H	H	R													D		
LSSU	D	H	H	H		D	H	H	R													D		
APO	D	H	H	H		D	H	H	R													D		
LTJG (O-2)																								
PRODUCT LINE	D	H	H	H					R															
PORT ENGINEER	D	H	H	H					R															
AFLOAT (AEO)	D	H	H	H		D			R									H						
YARD	D	H	H	H					R															
INDUSTRIAL	D	H	H	H					R															
LSSU	D	H	H	H					R															
APO	D	H	H	H					R															
ENS (O-1)																								
STUDENT ENGINEER	D	H							R															

D = DESIRED H = HIGHLY DESIRED R = REQUIRED

DEFINITIONS:

Required - These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Highly Desired - Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired - Completion **will** enhance your professional development.

Notes:

1. Engineer Officer afloat for IBCT and MEC product lines; Engineer Officer afloat or Industrial Management for PB and SB product lines.

2. NESU CO positions will transition into Base Naval Engineering Department Heads under Modernization 2.0 in FY13.

3. Engineer Officer afloat or Industrial Management experience.

4. Student Engineer PGS is not required for CWO/LTs for assignment as Engineer Officer afloat.

FAQ'S ON NAVAL ENGINEERING

Q - What must I do to achieve designation as a Coast Guard Naval Engineer?

A - To be designated as a Coast Guard Naval Engineer at the apprentice level, you must complete chapters 1-6 of the Student Engineer Personnel Qualification Standard, COMDTINST M3502.11 (series). You should complete chapters 1-4 during your first afloat assignment and chapters 5-6 during your second tour. When you complete chapters 5 and 6, your supervisor will send a program completion memo to CG-4 indicating your qualification.

Q - How important is it for me to attain DHS level 1 certification?

A - ALCOAST 468/08 requires all active duty officers in the naval engineering field to attain DHS Program Management Level 1 Certification. For all student engineers, Level 1 Certification is required to achieve the Designated Naval Engineer certification.

Q - Must I have to have a degree in Naval Architecture and Marine Engineering to become a Naval Engineer?

A - No. While this is the preferred undergraduate or graduate degree, the naval engineering program has need for all engineering grades and will accept candidates without an undergraduate degree in engineering if they meet all the professional wickets of the program.

Q - Can I pursue a naval engineer career if I don't do my first tour afloat?

A - Academy graduates and most OCS graduates should do their first tour afloat if they want to pursue a naval engineering career. In some cases, due to limited availability of officer berthing on board cutters, some OCS graduates will not have the opportunity to go afloat upon commissioning. Those graduates may have an opportunity to go afloat after their first tour.

Q - Are there opportunities for naval engineers to compete for special assignments?

A - High performing naval engineers compete well for Coast Guard special assignments.

Q - Am I only going to be stationed in a few geographic locations (DC-Baltimore, Norfolk, Oakland/Alameda) when I am serving in Naval Engineering Program tours that are not afloat?

A - While there are many naval engineering billets in the areas mentioned, there are still billets in other geographic areas such as Boston, Miami, New Orleans, Cleveland, Honolulu, and Seattle. If you decide to broaden your Coast Guard expertise with an out of specialty tour, you will also expand the geographic locations to which the Coast Guard can transfer you.

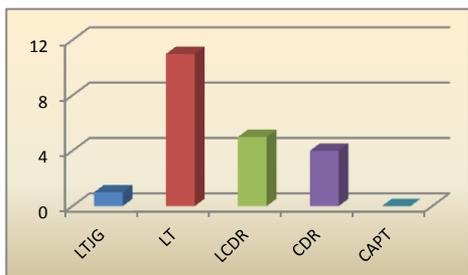
Q - Must I have specific competencies for assignment to Naval Engineering Program billets?

A - Some, but not all Naval Engineering Program billets, require specific competencies. For example, assignment as an engineer officer afloat requires specific competencies that junior officers obtain when they complete the student engineer program.

INDUSTRIAL ENGINEERING (CG-ENG14)

DESCRIPTION - Specialization as an **industrial engineer** is open to officers with a conferred bachelor's degree. An undergraduate engineering or related technical degree is preferred for industrial engineering specialty candidates. Industrial managers work closely with their many customers, providing depot-level support needed to fulfill Coast Guard operational requirements and contingencies for surface assets, shore infrastructure, and aids to navigation. Responsibilities include the budgeting and scheduling of industrial work and the accounting of costs associated with the execution of work orders. Typical assignments include the Industrial Production Facilities (IPFs), Industrial Production Detachments (IPDs), Surfaces Forces Logistics Center (SFLC), CG YARD or Coast Guard Headquarters where they serve as the industrial program manager. IPFs are Coast Guard-owned locally distributed providers of depot-level maintenance and repair for civil engineering and C4IT communities as well as naval engineering support.

SIZE – The industrial management specialty is one of the smaller officer specialties in the Coast Guard with 21 positions. This size allows a great opportunity for cross-specialization as well as broadening assignments.



CRITICAL JOBS

- Student Engineer
- Engineer Afloat
- Port Engineer
- Product Line Manager
- Base NE Department Head
- HQ Program Manager
- Logistics Center Commander

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Acquisition Program/Project Manager
- Contracting Officers Technical Representative (COTR)
- Professional Engineer

ADVANCED EDUCATION OPPORTUNITIES

- MS in Industrial Administration at Purdue University – Krannert School of Management
- MS in Industrial Engineering

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Naval Engineering
- Resource Management
- Logistics

REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION				QUALIFICATIONS				EXPERIENCE																
	ASAAAS (Naval Engineering Tech - NET)	BS (Mech, EE, NavArch/MarEng) (CGA UG Deg)	PG (Mech, EE, NavArch/MarEng)	PG MGMT (MBA And Adm/BENG MG T/CP/S BNG)	SENIOR SERVICE SCHOOL	Designated Naval Engineer	Professional Engineer	PMP	DHS Level I	DHS Level II	DHS Level III	STUDENT ENGINEER PGS	COMDT (CG-4/8)	SFLC	NEBU CO	NEBU XO	EOAFLOAT	PORT ENGINEER	PRODUCT LINE	INDUSTRIAL MGMT	BASE ENGINEERING	SECTOR LOGISTICS	ACQUISITION PROGRAM	OUT OF PROGRAM (CGO/Asst, CG-8, etc.)	
PROFESSIONAL DEVELOPMENT MATRIX																									
Naval Engineering Program Standards for Education, Training, Professional Development and Experience																									
CAPT (O-6)																									
COMDT (CG-4)	D	H	H	H	H	H	H	D	R	D		D	H	D	H		R	D	D		H	D	D	D	D
COMDT (CG-9)	D	H	H	H	H	H	H	H	R	R	R	D	H	D	D	D	D	D	D		H	D	D	D	D
SFLC CO	D	H	H	H	H	H	H	H	R	D		D	H	H	H		R	D			H	H		D	D
PRODUCT LINE (LRE PLM)	D	H	H	H	H	H	H	D	R	D		H	H	D	H		R	H			H	D	D		D
YARD (CO & IM)	D	H	H	H	H	H	H	H	R	D		D	H	D	H		H			H	H		D		D
INDUSTRIAL (IOD)	D	H	H	H	H	H	H	H	R	D		H	H		H		H		D	R	H	D	D		D
CDR (O-5)																									
COMDT (CG-4)	D	H	H	H	H	H	H	D	R	D		D	H	D	H		R	D	D		H	D	D	D	D
COMDT (CG-9)	D	H	H	H	H	H	H	H	R	R	H		D	H	D	D	D	D		D	H	D	D	D	D
SFLC	D	H	H	H	H	H	H	D	R			D	H	H	D	R	H				H	D	D		D
PRODUCT LINE (MGR)	D	H	H	H	H	H	H	R	D			H	H	D	H	R	H				H	H	D		D
NEBU (CO)/BASE NE DEPT HEAD ²	D	H	H	H	H	H	H	D	R	D		H	H	H	H	R ³	H		R ³		H				D
YARD	D	H	H	H	H	H	H	H	R	D		D	H	D		H							D		D
INDUSTRIAL (IOD)	D	H	H	H	H	H	H	H	R	D		H	H		H		H		D	H	H	D	D		D
LCDR (O-4)																									
COMDT (CG-4)	D	H	H	H		H	H	D	R			D	D			H	H	D							
COMDT (CG-9)	D	H	H	H		H	H	H	R			D	D			D	D							H	
SFLC	D	H	H	H		H	H	D	R			D	D			H	H								
PRODUCT LINE	D	H	H	H		H	H	D	R	D		D	D			D	H	H					D	D	
NEBU (XO)	D	H	H	H		H	H	D	R	D		H	D			H	H			H		D			
AFLOAT (EO)	D	H	H	H		R	H	H	R	D		R ⁴	D			H									
PORT ENGINEER	D	H	H	H		H	H	H	R			H	D			H			D						
YARD	D	H	H	H		H	H	H	R	D		D	D			D					H				
INDUSTRIAL	D	H	H	H		H	H	H	R	D		D	D			D					H				
CG ACADEMY	D	H	H	D		H	H	H	R			D	D	D		D									
LT (O-3)																									
COMDT (CG-4)	D	H	H	H		H	H	H	R			D				D									
COMDT (CG-9)	D	H	H	H		D	H	H	R	D						D								H	
PRODUCT LINE	D	H	H	H		H	H	H	R			D				H	H								
AFLOAT (EO)	D	H	H	H		R	D	H	R	D		R ⁴				D									
PORT ENGINEER	D	H	H	H		H	H	H	R			D				D									
YARD	D	H	H	H		D	H	H	R													D			
INDUSTRIAL	D	H	H	H		D	H	H	R													D			
LSSU	D	H	H	H		D	H	H	R													D			
APO	D	H	H	H		D	H	H	R													D			
LTJG (O-2)																									
PRODUCT LINE	D	H	H	H					R																
PORT ENGINEER	D	H	H	H					R																
AFLOAT (AEO)	D	H	H	H		D			R									H							
YARD	D	H	H	H					R																
INDUSTRIAL	D	H	H	H					R																
LSSU	D	H	H	H					R																
APO	D	H	H	H					R																
ENS (O-1)																									
STUDENT ENGINEER	D	H							R																

D = DESIRED H = HIGHLY DESIRED R = REQUIRED

DEFINITIONS:
Required: These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.
Highly Desired: Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.
Desired: Completion **will** enhance your professional development.
Notes:
 1. Engineer Officer afloat for IBCT and MEC product lines, Engineer Officer afloat or Industrial Management for PB and SB product lines.
 2. NESU CO positions will transition into Base Naval Engineering Department Heads under Modernization 2.0 in FY 13.
 3. Engineer Officer afloat or Industrial Management experience.
 4. Student Engineer PGS is not required for CWO/LTs for assignment as Engineer Officer afloat.

FAQ'S ON INDUSTRIAL ENGINEERING

Q - What must I do to achieve designation as a Coast Guard Industrial Engineer?

A - To be designated as a Coast Guard Industrial Engineer, you must complete a tour within the Coast Guard Industrial Program. Coast Guard Industrial Managers typically have an undergraduate degree in engineering and a master's degree in business management or industrial administration. When you complete your tour as an industrial manager, you may request designation through your supervisor to CG-4 indicating your qualification.

Q - Once I receive designation as a Coast Guard Industrial Engineer, am I stuck in a small program with little promotability?

A - While the industrial program is a small program embedded within the larger naval engineering program, opportunities abound for industrial engineers to seek a secondary specialty. Industrial managers often come from other specialties and return to those specialties following their Industrial tour. The only way to sustain a small program is to allow for transients in and out of the program.

Q – Must I have a degree in Naval Architecture and Marine Engineering to become a Industrial Engineer?

A - No. While this is one of the preferred undergraduate degrees, the industrial engineering program has need for all engineering grades and will accept candidates without an undergraduate degree in engineering if they are competitive for the industrial manager position.

Q - Can I pursue an industrial engineering career if I do not do my first tour afloat?

A - Academy graduates and most OCS graduates should do their first tour afloat if they want to pursue an industrial engineering career. In some cases, due to limited availability of officer berthing on board cutters, some OCS graduates will not have the opportunity to go afloat upon commissioning. The industrial program benefits from officers with operations afloat or ashore in their background, and often releases officers back to their other specialties following their tour as an industrial manager.

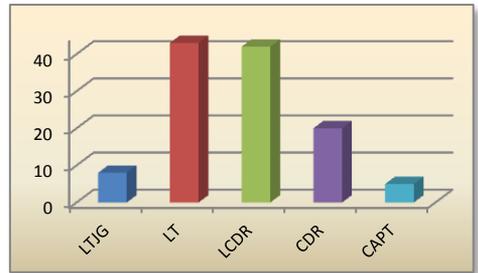
Q - Am I only going to be stationed in a few geographic locations (DC-Baltimore, Norfolk, Oakland/Alameda) when I am serving in Industrial Engineering Program tours that are not afloat?

A - While the industrial program is a small program embedded within the larger naval engineering program, opportunities exist in other naval engineering positions for qualified industrial engineers. In addition, there are several smaller industrial facilities located near Coast Guard support facilities that may be available for assignment.

CIVIL ENGINEERING (CG-ENG13)

DESCRIPTION - Specialization as a **civil engineer** is open to officers with a bachelor's degree in civil engineering (or a related engineering field) who have also completed an initial assignment at sea or on shore. Coast Guard civil engineers manage every aspect of the Coast Guard's shore plant. They are involved in each of the seven functions that comprise the shore facilities life cycle: planning, programming and budgeting, design, construction, operation, maintenance and disposal. Civil Engineering assignments include, Shore Infrastructure Logistics Center (SILC) units including Civil Engineering Units (CEU), Facility Design & Construction Center (FDCC) and Facility Engineering (FE) at Bases. There are also HQ unit FE billets including TISCOM, YARD, TRACENs, and CGA.

SIZE - With over 118 positions, the civil engineering specialty is one of the largest officer specialties in the Coast Guard. This size provides a wide variety of assignment opportunities as well as broadening assignments.



CRITICAL JOBS

- Student Engineer
- Facility Engineer
- SILC
- CG Yard
- CEU Command Cadre
- HQ Program Manager
- Logistics Center Commander

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Acquisition Program/Project Manager
- Contracting Officers Technical Representative (COTR)
- Professional Engineer

ADVANCED EDUCATION OPPORTUNITIES

- Civil Engineering
- Industrial Management
- CE/MBA
- Ocean Engineering

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Industrial Management
- Resource Management
- Logistics

CAREER QUICK LOOK...



CDR Benjamin Davis

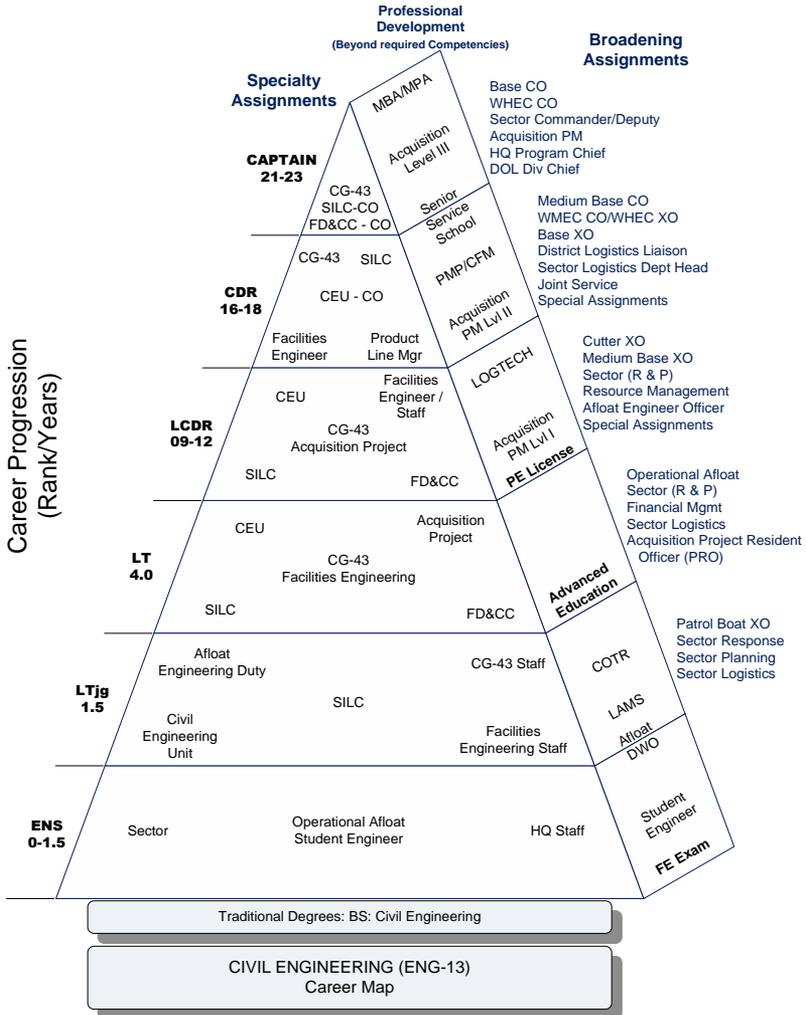
Current Assignment – Commanding Officer, Civil Engineering Unit (CEU) Miami, FL

Key Assignments – Chief of Construction CEU Cleveland, Facility Engineer TISCOM

Licenses/Certifications – Professional Engineer, Commonwealth of Virginia; DHS Level II Program Management certification

Education – BS in Civil Engineering, USCG Academy, MS in Civil Engineering from the University of Illinois

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			PROF DEV							EXPERIENCE											
	BS (Engineering, Architecture, CM)	PG (Engineering, Architecture, CM)	MGMT (ME/MS/MB/MPA)	EIT	PROF ENGINEER/ARCHITECT	PMP	CFM	DHS Level I	DHS Level II	DHS Level III	COMDT DUTY	SILC	FD&CC CO	CEU CO	SILC DUTY	FD&CC DUTY	CEU XO	CEU DUTY	FACILITY ENGINEER	FACILITY ENG ASST	FACILITY ENG DUTY	OUT OF PROGRAM (CG-82), SECTOR, PLANNER
PROFESSIONAL DEVELOPMENT MATRIX																						
Civil Engineering Program Standards for Education, Training, Professional Development and Experience																						
MILITARY																						
CAPT (O-6)																						
COMDT HQ (CG-43)	R	R	SR	R	R	H	H	D	D	D	SR	H	H	SR	D		H	R	D	H		D
SILC	R	R	SR	R	R	H	H	D	D	D	SR	H	SR				H	H	H		D	
FD&CC CO	R	R	SR	R	R	H	H	D	D	D	SR	D	H	H	D			D	D		D	
CDR (O-5)																						
COMDT HQ (CG-43)	R	R	H	R	H	H	H	SR	D	D	D			D	D	D	H	D	D	D	D	D
SILC	R	R	H	R	H	H	H	SR	D	D	D		D	D	D	D	H	D	D	D	D	D
CEU CO	R	R	H	R	H	H	H	SR	D	D	SR			H	D	H	D	H	D			D
FACILITY ENGINEER	R	R	H	R	SR	SR	SR	SR	D	D	H			H		H	H		H	D		D
PRODUCT LINE MGR	R	R	H	R	SR	SR	SR	SR	D	D	H			D		D	H	D	D	D		D
LCDR (O-4)																						
COMDT HQ (CE)	R	R	D	SR	H	H	H	SR						D	D	D						D
SILC	R	R	D	SR	H	H	H	SR						D	D	D						D
CEU XO	R	R	D	SR	SR	H	H	R						D		H						D
CEU DUTY	R	R	D	SR	SR	H	H	SR						D						H	D	
FD&CC (DUTY)	R	R	D	SR	SR	H	H	SR								D			H	D		
FACILITY ENGINEER	R	R	D	SR	SR	SR	SR	SR						D		D			H	D		
ASSISTANT FAC ENG	R	H	D	SR	H	H	H	SR								D						D
ASSET LINE MGR	R	H	D	SR	H	H	H	SR						D		D			D	D		
LT (O-3)																						
COMDT HQ (CE)	R	D		SR	D	D	D	SR						D		H						D
SILC	R	D		SR	D	D	D	SR						D		H						D
FD&CC (DUTY)	R	R		SR	H	H	H	SR								H						D
CEU DUTY	R	H		SR	H	H	H	SR														D
FACILITY ENGINEER	R	R		SR	H	H	H	SR								H			H	D		
ASSISTANT FAC ENG	R	D		SR	D	D	D	SR								H						D
FE DUTY/STAFF	R	D		SR	D	H	H	SR								D						
LTJG (O-2)																						
COMDT HQ (CE)	R			SR	H	SR																
CEU DUTY	R			SR	H	SR																
ASSISTANT FAC ENG	R			SR	H	SR																
FE DUTY/STAFF	R			SR	H	SR																
D = DESIRED H = HIGHLY DESIRED SR=STRONGLY RECOMMENDED R = REQUIRED																						
DEFINITIONS:																						
Required : These levels of education, professional development or experience must be considered prior to detailing a member for the position.																						
Strongly Recommended : Indicates a level of greater importance than Highly Desired. Licensed or certified individuals are preferred for these positions.																						
Highly Desired : Completion will enhance professional development to perform assigned duties and may improve selection for future promotion and assignment opportunities.																						
Desired : Completion will enhance your professional development.																						
Notes:																						
1. The following is a link to the CG Civil Engineering Yellow Book that offers additional career guidance: https://cgportal.uscg.mil/CTL/MBG4BC																						
2. 40 Hrs/yr of continuing education is Highly Desired for all members in the Civil Engineering Program.																						

FAQ'S ON CIVIL ENGINEERING

Q - What are the requirements to enter the civil engineering program?

A – The majority of officers entering this specialty hold a BS in civil engineering. Officers holding other engineering degrees may be competitive for selection to the civil engineering advanced education program.

Q - How important is it for me to attain DHS level 1 certification?

A - ALCOAST 468/08 requires all active duty officers in the civil engineering field to attain DHS Program Management Level 1 Certification. For all student engineers, Level 1 Certification is required to receive an engineering designation.

Q - Are there opportunities for civil engineers to compete for out of specialty assignments?

A – High performing civil engineers compete well for assignments such as command afloat and ashore.

Q – Is a Professional Engineer license required?

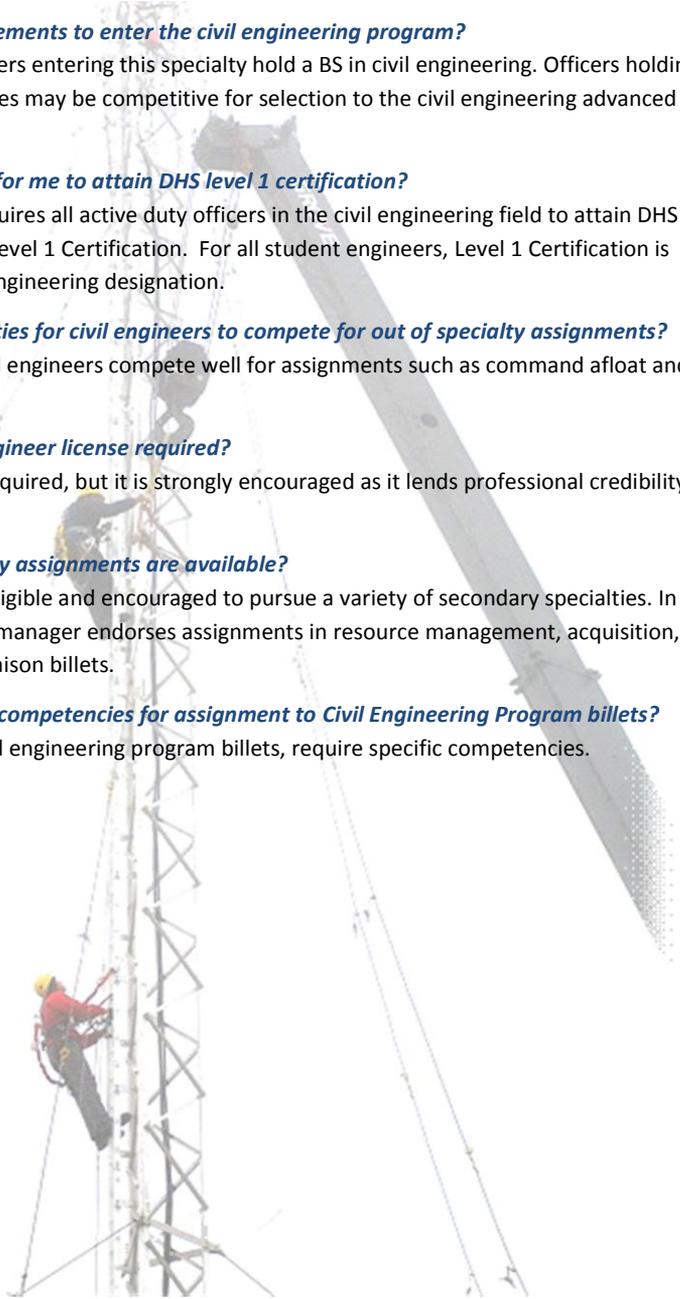
A – A PE license is not required, but it is strongly encouraged as it lends professional credibility to our officers.

Q - What out of specialty assignments are available?

A – Civil engineers are eligible and encouraged to pursue a variety of secondary specialties. In particular, the program manager endorses assignments in resource management, acquisition, operational roles, and liaison billets.

Q - Must I have specific competencies for assignment to Civil Engineering Program billets?

A - Some, but not all civil engineering program billets, require specific competencies.



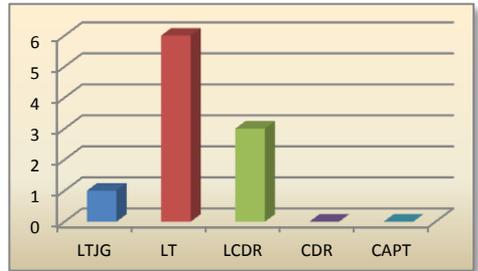
OCEAN ENGINEERING (CG-ENG11)

DESCRIPTION - Specialization as an **ocean engineer** is open to officers with a bachelor's degree in the Science, Technology, Engineering, and Math disciplines. A successful tour afloat or ashore as a junior officer is a plus. Coast Guard ocean engineers provide engineering support for long and short-range aids to navigation, marine environmental protection, and marine structures. Assignments are available within the Shore Infrastructure Logistics Center (SILC) and at Coast Guard Headquarters.

SIZE – The ocean engineering specialty is one of the smaller officer specialties in the Coast Guard with only ten positions. This size allows a great opportunity for related as well as broadening assignments.

CRITICAL JOBS

- Student Engineer
- Engineer Afloat
- Port Engineer
- Product Line Manager
- Base NE Department Head
- HQ Program Manager
- Logistics Center Commander



COMPETENCIES, CERTIFICATIONS, & LICENSES

- Acquisition Program/Project Manager
- Contracting Officers Technical Representative (COTR)
- Professional Engineer

ADVANCED EDUCATION OPPORTUNITIES

- MS in Ocean Engineering

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Industrial Management
- Resource Management
- Acquisitions

CAREER QUICK LOOK...



Lieutenant Commander Dianna Bo

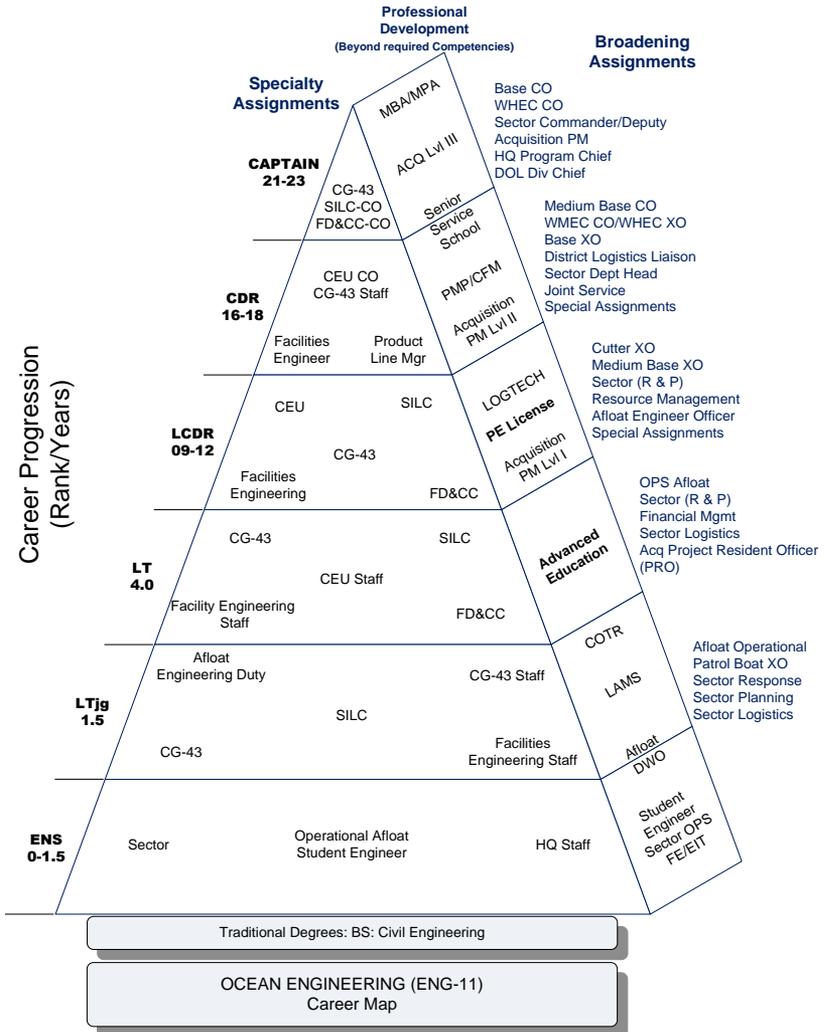
Current Assignment - Public Works Branch Chief, Coast Guard Academy, New London, CT

Key Assignments - CEU Cleveland, OH; Office of Civil Engineering (CG-432) Washington, DC; CGC CHASE (WHEC 718)

Licenses/Certifications – Professional Engineer, State of Ohio

Education - BS in Civil Engineering from the United States Coast Guard Academy. MS degree in Ocean Engineering from Texas A&M University

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			PROF DEV							EXPERIENCE											
	BS (Engineering, Architecture, CM)	PG (Engineering, Architecture, CM)	MGMT (ME/MS/MB/MPA)	EIT	PROF ENGINEER/ARCHITECT	PMP	CFM	DHS Level I	DHS Level II	DHS Level III	COMDT DUTY	SILC	FD&CC CO	CEU CO	SILC DUTY	FD&CC DUTY	CEU XO	CEU DUTY	FACILITY ENGINEER	FACILITY ENG ASST	FACILITY ENG DUTY	OUT OF PRGRM (CG-82), SECTOR, PLANNER)
PROFESSIONAL DEVELOPMENT MATRIX																						
Civil Engineering Program Standards for Education, Training, Professional Development and Experience																						
MILITARY																						
CAPT (O-6)																						
COMDT HQ (CG-43)	R	R	SR	R	R	H	H	D	D	D	SR	H	H	SR	D		H	R	D	H		D
SILC	R	R	SR	R	R	H	H	D	D	D	SR	H	SR				H	H	H		D	
FD&CC CO	R	R	SR	R	R	H	H	D	D	D	SR	D	H	H	D			D	D		D	
CDR (O-5)																						
COMDT HQ (CG-43)	R	R	H	R	H	H	H	SR	D	D	D			D	D	D	H	D	D	D	D	D
SILC	R	R	H	R	H	H	H	SR	D	D	D		D	D	D	D	H	D	D	D	D	D
CEU CO	R	R	H	R	R	H	H	SR	D	D	SR			H	D	H	D	H	D			D
FACILITY ENGINEER	R	R	H	R	SR	SR	SR	SR	D	D	H			H		H	H		H	D		D
PRODUCT LINE MGR	R	R	H	R	SR	SR	SR	SR	D	D	H			D		D	H	D	D	D		D
LCDR (O-4)																						
COMDT HQ (CE)	R	R	D	SR	H	H	H	SR						D	D	D						D
SILC	R	R	D	SR	H	H	H	SR						D	D	D						D
CEU XO	R	R	D	SR	SR	H	H	R						D		H						D
CEU DUTY	R	R	D	SR	SR	H	H	SR						D						H	D	
FD&CC (DUTY)	R	R	D	SR	SR	H	H	SR								D			H	D		
FACILITY ENGINEER	R	R	D	SR	SR	SR	SR	SR						D		D			H	D		
ASSISTANT FAC ENG	R	H	D	SR	H	H	H	SR								D						D
ASSET LINE MGR	R	H	D	SR	H	H	H	SR						D		D			D	D		
LT (O-3)																						
COMDT HQ (CE)	R	D		SR	D	D	D	SR						D		H						D
SILC	R	D		SR	D	D	D	SR						D		H						D
FD&CC (DUTY)	R	R		SR	H	H	H	SR								H						D
CEU DUTY	R	H		SR	H	H	H	SR														D
FACILITY ENGINEER	R	R		SR	H	H	H	SR								H			H	D		
ASSISTANT FAC ENG	R	D		SR	D	D	D	SR								H						D
FE DUTY/STAFF	R	D		SR	D	H	H	SR								D						
LTJG (O-2)																						
COMDT HQ (CE)	R			SR	H	SR																
CEU DUTY	R			SR	H	SR																
ASSISTANT FAC ENG	R			SR	H	SR																
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Desired : Completion will enhance your professional development.																						
Notes:																						
1. The following is a link to the CG Civil Engineering Yellow Book that offers additional career guidance: https://cgportal.uscg.mil/CTL/MBG4BC																						
2. 40 Hrs/yr of continuing education is Highly Desired for all members in the Civil Engineering Program.																						

FAQ'S ON OCEAN ENGINEERING

Q - What are the requirements to enter the ocean engineering specialty?

A - The majority of officers entering this specialty hold a BS in civil engineering. Officers holding other engineering degrees may be competitive for selection to the ocean engineering advanced education program.

Q - How important is it for me to attain DHS level 1 certification?

A - ALCOAST 468/08 requires all active duty officers in engineering disciplines to attain DHS Program Management Level 1 Certification. For all student engineers, Level 1 Certification is required to receive an engineering designation.

Q - Are there opportunities for ocean engineers to compete for out of specialty assignments?

A - High performing ocean engineers compete well for assignments such as command afloat and ashore.

Q - Is a Professional Engineer license required?

A - A PE license is not required, but it is strongly encouraged as it lends professional credibility to our officers.

Q - What out of specialty assignments are available?

A - Ocean engineers are eligible and encouraged to pursue a variety of secondary specialties. In particular, the program manager endorses assignments in resource management, acquisition, operational roles, and liaison billets.

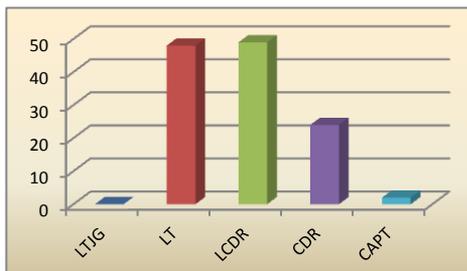
Q - Can I expect more than one tour in an ocean engineering billet?

A - Because of the limited billets available, only one assignment in an ocean engineering designated billet is typical. However, numerous billets within civil engineering support the ocean engineering program.



AERONAUTICAL ENGINEERING (CG-ENG15)

DESCRIPTION – Aeronautical engineering is a demanding and high profile career path. These specialists are vital to Coast Guard aircraft and avionics systems acquisition, planning, design, operation, maintenance, and alteration. The AE career begins with selection to the Aeronautical Engineering Officer Training Program. This formal, 12-month program combines on-the-job and technical training leading to designation as an Aeronautical Engineering Officer. Within this specialty, three separate paths are available – avionics, structures, and industrial administration. Avionics duties involve managing avionics and airframe upgrades, sensor, and capability modifications. Structure specialists perform structural engineering; develop aircraft maintenance procedures, and corrosion mitigation processes. The industrial administration officers provide engineering support, logistics, and oversight of depot level maintenance of airframes.



SIZE – The aeronautical engineering specialty is one of the largest officer specialties in the Coast Guard with over 123 positions. This size provides an excellent opportunity for related and broadening assignments.

CRITICAL JOBS

- Student Engineer
- Assistant Engineer Officer
- AIRSTA Engineer Officer
- Product Line Manager
- AIRSTA Command Cadre
- HQ Program Manager
- Logistics Center Commander

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Acquisition Program/Project Manager
- Contracting Officers Technical Representative (COTR)
- Professional Engineer

ADVANCED EDUCATION OPPORTUNITIES

- Aeronautical Engineering - Structures
- Aeronautical Engineering – Avionics/Project Management
- Aeronautical Engineering – MS in Industrial Administration (MSIA)

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Logistics
- Resource Management
- Acquisitions

CAREER QUICK LOOK...



Rear Admiral Mark Butt

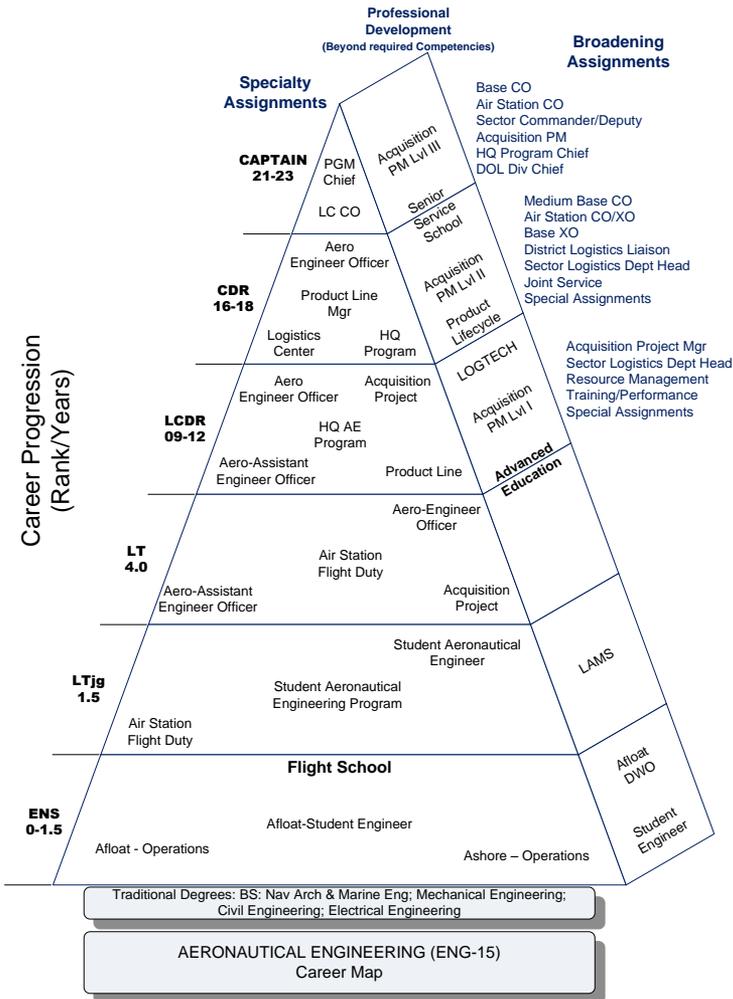
Current Assignment – Asst Commandant for Capability (CG-7)

Key Assignments - EO Air Station Port Angeles, HH65 Acquisition PM, HH65 Product Line Manager, XO Aircraft Repair & Supply Center, CO Air Station Detroit, Chief, Office of Aeronautical Engineering, CO Surface Forces Logistics Center, Director, Mission Support Integration Office (DCMS-5) Washington, DC

Licenses/Certifications – FAA Airframe and Powerplant (A&P) certification; DHS Level II Program Manager certification

Education - BS in Physical Science from the U. S. Coast Guard Academy. MS in Aeronautical Structures from Purdue University

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION		PROF DEV					EXPERIENCE							OUT OF PRGRM(CG-821, SECTOR, ETC)		
	BS (Engineering, Management), BA	MS (Engineering, Management, Administration)	AERONAUTICAL ENGINEERING OFFICER	PMP	CFM	DHS Level I	DHS Level II	DHS Level III	COMDT DUTY	ALC DUTY	AIR STATION CO/CO	LOGISTICS DEPARTMENT HEAD	AIR STATION ENGINEERING OFFICER	AIR STATION ASST ENGINEERING OFFICER		AIRCRAFT COMMANDER	DUTY STANDING PILOT
PROFESSIONAL DEVELOPMENT MATRIX																	
Aeronautical Engineering Program Standards for Education, Training, Professional Development and Experience																	
MILITARY																	
CAPT (O-6)																	
COMDT HQ (CG-41)	R	R	R		H	R	R	SR	H	H	R	D	R	SR	R	R	D
COMDT HQ (CG-931)	R	R	R	H	H	R	R	SR	H	D	SR	D	SR	SR	R	R	D
ALC CO	R	R	R		H	R	R	SR	H	SR	SR	D	R	SR	R	R	D
CDR (O-5)																	
COMDT HQ (CG-41)	R	SR	R		H	R	SR	SR	D	D		D	R		R	R	D
COMDT HQ (CG-931)	R	SR	R		H	R	SR	SR	D	D		D	R		R	R	D
ALC XO	R	SR	R		H	R	SR	SR	D	H		D	R		R	R	D
ALC PROD LINE MGR	R	SR	R			R	SR	H	D	H			SR		R	R	
ALC SVC DIV CHIEF	R	SR	H			R	SR	H	D	D			SR		R	R	D
LARGE AIR STATION EO	R	SR	R			R	SR	D	D	D				SR	R	R	
LCDR (O-4)																	
COMDT HQ (CG-41)	R	SR	R		H	R	SR	D					H	SR	R	R	
COMDT HQ (CG-931)	R	SR	R	H		R	SR	D					H	SR	R	R	
ALC	R	SR	R			R	SR						H	SR	R	R	
AIR STA EO	R	D	R			R	SR							SR	R	R	
AIR STA ASST EO	R		R			R	SR								R	R	
LT (O-3)																	
AIR STA ASST EO	SR		R			SR	D								R	R	
STUDENT ENGINEER	SR					D									SR	R	
LTJG (O-2)																	
STUDENT ENGINEER	SR					D									SR	R	

D = DESIRED H = HIGHLY DESIRED SR=STRONGLY RECOMMENDED R = REQUIRED

DEFINITIONS:

Required: These levels of education, professional development or experience **must** be met prior to consideration of a member for the position or within the first year of assignment.

Strongly Recommended: Indicates a level of greater importance than Highly Desired. Licensed or certified individuals are preferred for these positions, and **should** be given consideration over those who do not possess this qualification.

Highly Desired: Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired: Completion **will** enhance your professional development.

Notes:

1. 40 Hrs/yr of continuing education is Highly Desired for all members in the Aeronautical Engineering Program.

2. Position incumbents will be "Grandfathered" and therefore not required to fulfill established goal, but are encouraged to enhance their professional development.

FAQ'S ON AERONAUTICAL ENGINEERING

Q – Who can apply to be an aeronautical engineer?

A – Any rated CG aviator can apply via the advanced education application process.

Q – How do you become an aeronautical engineer?

A – Selected Aeronautical Engineering Officer students complete the aeronautical engineer syllabus and applicable training courses, which are available from the CG-41 Program Manager.

Q – How do you become an aircraft maintenance officer?

A – AVI Warrant Officers complete the Aircraft Maintenance Officer syllabus, which is available from the CG-41 Program Manager.

Q – Do I have to hold an engineering degree?

A – No, aeronautical engineering accepts applicants from a wide educational background.

Q – When is the ideal time to apply for the aeronautical engineering program?

A – Typically, after the 2nd or 3rd year as a first tour aviator is the ideal time to apply and it is advisable to be an Aircraft Commander.

Q – What opportunities are there for advanced education?

A – Aeronautical engineering sponsors three separate advanced education opportunities: Avionics/Project Management, Industrial Management, or Aerospace Structural Engineering.

Q – What sort of assignments can I look forward to as an aeronautical engineer?

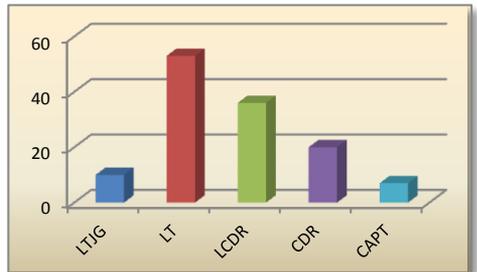
A – Typically aeronautical engineers serve as Air Station Assistant Engineers, Engineering Officers, Project Managers, System Managers, Resource Managers, or Program Managers. Additionally, aeronautical engineers typically compete well for Air Station Command Cadre positions.



INFORMATION SYSTEMS MANAGEMENT (CG-C4I11)

DESCRIPTION – Information systems management is one of the more dynamic disciplines. Specialists ensure the Coast Guard keeps pace with the near exponential rate of technological change, which epitomizes our Information Age. This community is open to a wide range of officers from those who hold degrees in Information Technology Management (able to manage enterprise-wide architecture) to Computer Programming and Information Assurance or Cyber Security (able to serve at both US and CG Cyber Commands to conduct cyber warfare). Assignments range from the Command, Control and Communications Eng Center (C3CEN) and the Telecommunications & Information Systems Command (TISCOM) to District Technology Divisions and Base Electronics Departments (aka ESU's).

SIZE – The information management specialty is one of the largest officer specialties in the Coast Guard with 127 positions, including highly valuable broadening assignments.



CRITICAL JOBS

- Base Electronics Dept
- Cyber Commands
- TISCOM/NAVCEN
- OSC
- C4IT Service Center
- C3CEN
- HQ Program Manager
- District Technology Divisions

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Chief Information Officer (CIO) Certification
- Contracting Officers Technical Representative (COTR)

ADVANCED EDUCATION OPPORTUNITIES

- Information Technology Management
- Information Assurance (Cyber Security)
- Chief Information Officer (CIO) Senior Service School
- Software Systems Engineering
- Computer Science

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Logistics & Resource Management
- White House Presidential Communications Officer
- Joint Inter Agency Task Force (JIATF) South
- US Cyber Command

CAREER QUICK LOOK...



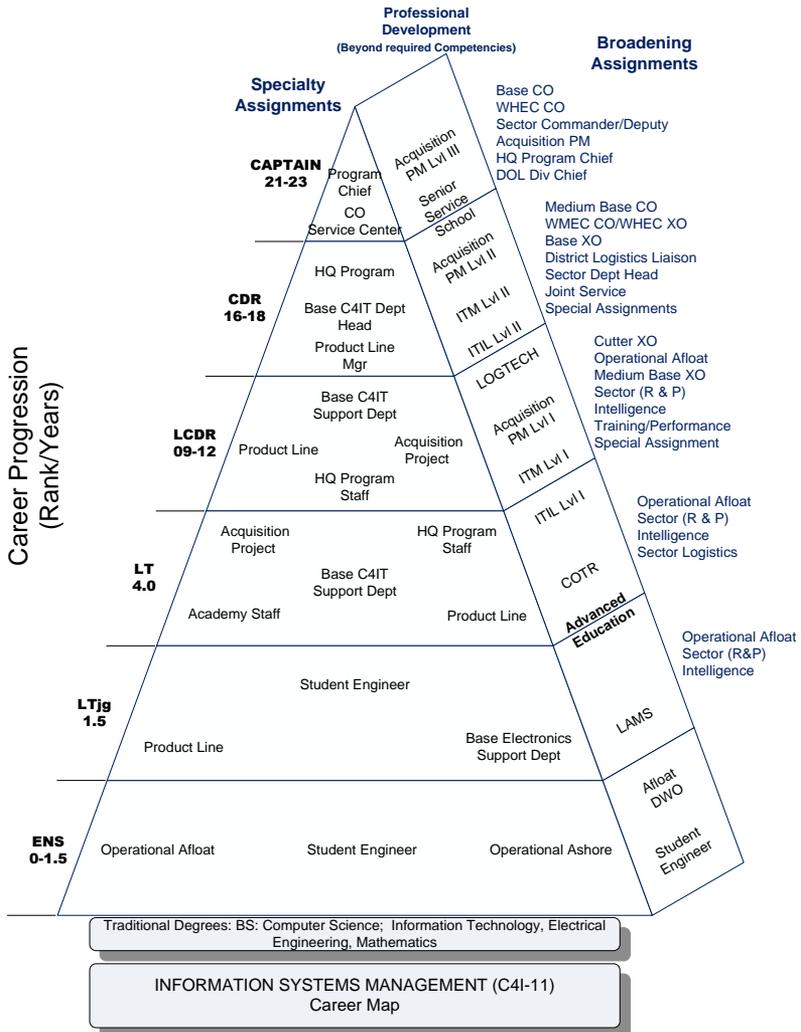
Captain Evan Watanabe

Current Assignment – PACAREA C4IT Division Chief

Key Assignments – Executive Assistant to the Assistant Commandant for C4IT (CG-6), Commanding Officer ESU Alameda, PACAREA Systems & Security Chief

Education – BS in Math and Computer Science from the U.S. Coast Guard Academy. MS in Information Systems Management from George Mason University

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS							EXPERIENCE													
	BACHELORS DEGREE (C4IT)	MASTERS DEGREE (C4IT)	CIO SENIOR SERVICE SCHOOL	LICENSES/CERTS (PE, CISSP, ...)	DHS INFO TECH LEVEL I	DHS INFO TECH LEVEL II	DHS INFO TECH LEVEL III	DHS PM LEVEL I	DHS PM LEVEL II	DHS PM LEVEL III	PMP	CO/XO C4IT	PL MANAGER	ESU/DIST/BASE ELEX DEPT	HO/AREA C4IT OFFICE CHIEF	JOINT SERVICE TOUR C4IT	COE (TISCOM, C3CEN, OSC, CSD)	CG/US CYBER COMMAND	CAMS/COMMSTA	ANY CO/XO – OUT OF PROGRAM	JOINT SERVICE TOUR	OOS (AFLOAT, ASHORE,)	ACQUISITIONS PM (C4IT)	
PROFESSIONAL DEVELOPMENT MATRIX Experience																								
CAPT (O6)																								
C4IT SC CO/Deputy	R	H	H	D	R	D	D	R	D	D	D	H	H	D	H	D	H	D		H	D	H	D	
COE (TISCOM, OSC, C3CEN, NAVCEN) CO	R	H	H	D	R	D	D	R	D	D	D	H	H	D	H	D	H	D		H	D	H	D	
CG/US CYBER CMD	R	H	H	D	R	D	D	R	D	D	D	H	H	D	H	D	H	H		H	D	H	D	
AREA/COMDT HQ	R	H	H	D	R	D	D	R	D	D	D	H	H	D	D	D	H	D		H	D	H	D	
CDR (O5)																								
CAMS CO	R	H	H	D	R			R				H	H	D	D	D	D		D	H	D	H	D	
BASE ELEX DEPT HEAD/ESU	R	H	H	D	R	D	D	R	D	D	D	H	H	H	D	D	D			H	D	H	D	
CG/US CYBER CMD	R	H	H	D	R							D	H	D		D	D	H		H	D	H	D	
COE XO	R	H	H	D	R	D	D	R	D	D	D	D	H	D	D	D	D			H	D	H	D	
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	H	D		D	D			H	D	H	D	
LCDR (O4)																								
COMMSTA CO/CAMS XO	R	H		D	R			D				D	D	D	D	D	D		D	H	D	H	D	
COMDT HQ	R	H		D	R	D	D	D	D	D	D	D	D	H		D	D			H	D	H	D	
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	D	D	D	D	D			H	D	H	D	
DISTRICT TECH DIV	R	H		D	R							D	D	D	D	D	D			H	D	H	D	
CG/US CYBER CMD	R	H		D	R							D	D	D	D	D	D			H	D	H	D	
BASE ELEX DEPT/ESU	R	H		D	R	D	D	D	D	D	D	D	D	D	D	D	D			H	D	H	D	
LT (O3)																								
COE PM	R	H		D	R			D									D			H			H	
CG/US CYBER CMD	R	H		D	R												D	D		H			H	
DISTRICT TECH DIV	R	H		D	R												D			H			H	
BASE ELEX DEPT/ESU	R	H		D	R			D									D			H			H	
LTJG (O2)																								
COE PM/ BASE ELEX DEPT/ESU	R	D		D	R																		H	
CG/US CYBER CMD	R	D		D	R																		H	
D = DESIRED H = HIGHLY DESIRED R = REQUIRED																								
DEFINITIONS																								
Required: Must either have upon assignment or obtain during tour.																								
Highly Desired: Will greatly enhance performance & increase probability of promotion & assignment to high profile roles.																								
Desired: Important step in development as a professional.																								

FAQ'S FOR INFORMATION SYSTEMS MANAGEMENT

Q – How do I become an Information Systems Management officer?

A – To earn a designation as a Coast Guard Information Systems Manager, you must have the requisite education or experience to serve in an Information Systems Management tour. This requires a BS in Information Technology Management, Computer Science, Cyber Security, Electrical Engineering, Communications Engineering, or equivalent degree. If you do not have the educational background, then you may serve only if you have prior CWO or enlisted experience in C4IT.

Q – When is the ideal time to apply for the Information Systems Management program?

A – The ideal time to apply is after obtaining experience in CG operations, perhaps after your first or second tour in the operational realm. This will ensure that – as a C4IT officer – your decisions, that ultimately ensure the success of CG strategic and tactical goals, are grounded in mission experience.

Q – What opportunities are there for advanced education?

A – Information Systems Management is supported by one undergraduate program (ACET), two graduate programs (Cyber Security and Information Technology Management), and one senior service school (Chief Information Officer Senior Service School).

Q – What sort of assignments can I look forward to as an Information Systems Management officer?

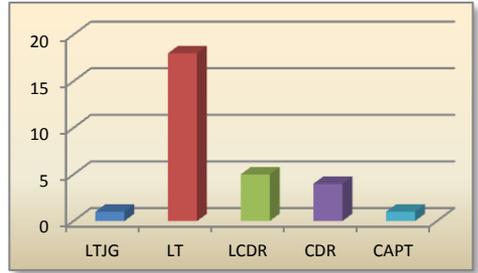
A – You can expect assignment to units that will develop your technical expertise and leadership skills within the demanding world of C4IT. Some possibilities include US or CG Cyber Command, Base Electronics Departments, District Technology Departments, TISCOM, C3CEN, OSC, R&D Center, Communications Area Master Stations, Workforce Management, White House Communications Office, Joint Interagency Task Force (JIATF), OPM, DHS, and NORTHCOM.

Q - What out of specialty assignments are available?

A – The primary goals of “out of specialty” assignments is to provide an experience that adds breadth to an officer’s professional development. This type of broadening experience can be obtained either within or outside the C4IT community. Within the C4IT community, there are positions in OPM, DCMS, JIATF, DHS, the White House, etc. If you wish to obtain assignments in another community (such as operations afloat), then you are encouraged to serve at least two tours in the other specialty as a junior officer before entering C4IT. This will allow you to alternate between the two communities throughout your career.

ELECTRICAL AND ELECTRONICS ENGINEERING (CG-C4I12)

DESCRIPTION – Electrical and electronics engineering is a demanding and versatile career path. Open to officers with bachelor’s degrees in electrical engineering and related fields. These officers are highly valued for their technical and critical thinking prowess and are given the most challenging assignments. Their heightened technical skills enable them to be assigned to C4I11 and C4I13 billets. Assignments range from the Command, Control and Communications Eng Center (C3CEN) and the Telecommunications & Information Systems Command (TISCOM) to District Technology Divisions and Base Electronics Departments (aka ESU’s).



SIZE – The electrical and electronics engineering specialty is one of the smaller officer specialties in the Coast Guard with 29 positions. This size allows a great opportunity for related as well as broadening assignments.

CRITICAL JOBS

- Base Electronics Dept
- Cyber Commands
- TISCOM/NAVCEN
- OSC
- C4IT Service Center
- C3CEN
- HQ Program Manager
- District Technology Divisions

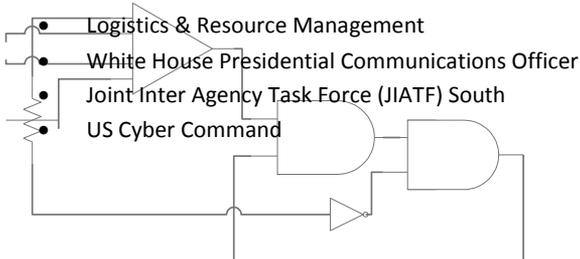
COMPETENCIES, CERTIFICATIONS, & LICENSES

- Chief Information Officer (CIO) Certification
- Contracting Officers Technical Representative (COTR)

ADVANCED EDUCATION OPPORTUNITIES

- Electrical Engineering
- Information Assurance (Cyber Security)
- Computer Engineering
- Chief Information Officer (CIO) Senior Service School

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS



CAREER QUICK LOOK...



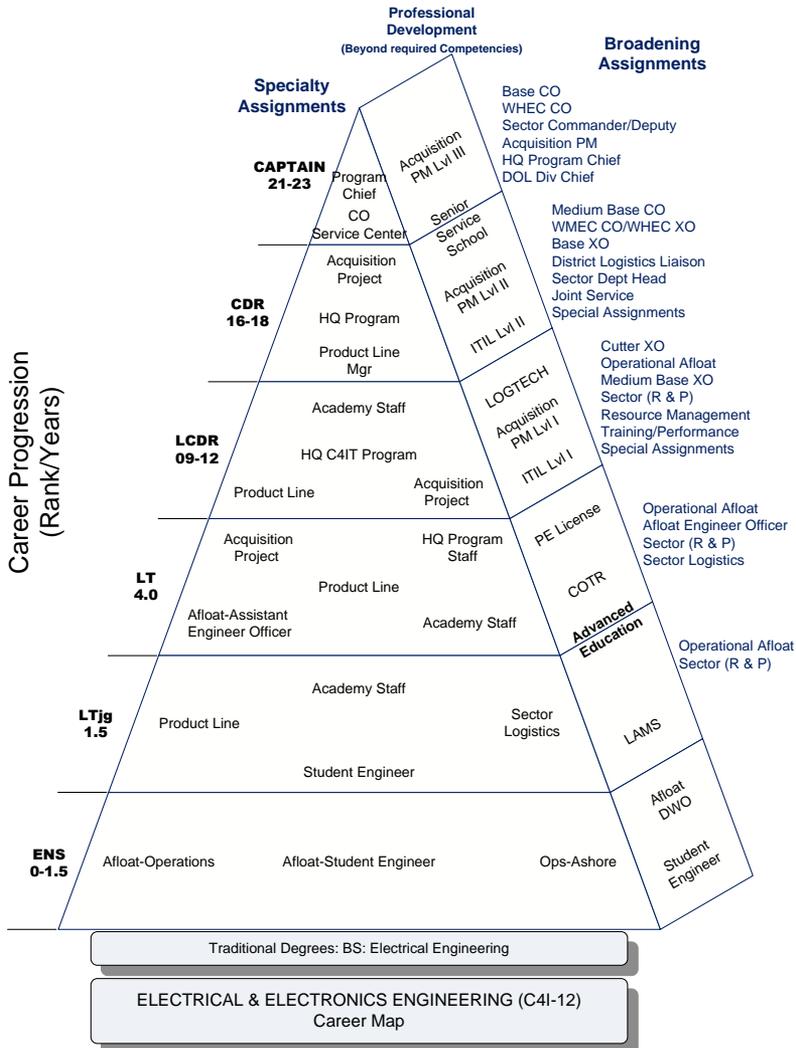
Captain Eric Bruner

Current Assignment – Executive Assistant to the Assistant Commandant for Intelligence and Criminal Investigations (CG-2)

Key Assignments – Deputy Nationwide Automatic Identification System (NAIS), Commanding Officer CAMSLANT, Joint Interagency Task Force (JIATF) South, D13 Law Enforcement Branch

Education – BS in Electrical Engineering from the U.S. Coast Guard Academy. MS in Electrical Engineering from Univ of Rhode Island

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS							EXPERIENCE													
	BACHELORS DEGREE (C4IT)	MASTERS DEGREE (C4IT)	CIO SENIOR SERVICE SCHOOL	LICENSES/CERTS (PE, CISSP, ...)	DHS INFO TECH LEVEL I	DHS INFO TECH LEVEL II	DHS INFO TECH LEVEL III	DHS PM LEVEL I	DHS PM LEVEL II	DHS PM LEVEL III	PMP	CO/XO C4IT	PL MANAGER	ESU/DIST/BASE ELEX DEPT	HO/AREA C4IT OFFICE CHIEF	JOINT SERVICE TOUR C4IT	COE (TISCOM, C3CEN, OSC, CSD)	CG/US CYBER COMMAND	CAMS/COMMSTA	ANY CO/XO – OUT OF PROGRAM	JOINT SERVICE TOUR	OOS (AFLOAT, ASHORE,)	ACQUISITIONS PM (C4IT)	
PROFESSIONAL DEVELOPMENT MATRIX																								
Experience																								
CAPT (O6)																								
C4IT SC CO/Deputy	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	D	H	D	H	D	D
COE (TISCOM, OSC, C3CEN, NAVCEN) CO	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	D	H	D	H	D	D
CG/US CYBER CMD	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	H	H	D	H	D	D
AREA/COMDT HQ	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	D	D	H	D	H	D	H	D	D
CDR (O5)																								
CAMS CO	R	H	H	D	R			R					H	H	D	D	D	D		D	H	D	H	D
BASE ELEX DEPT HEAD/ESU	R	H	H	D	R	D	D	R	D	D	D	D	H	H	H	D	D	D			H	D	H	D
CG/US CYBER CMD	R	H	H	D	R								D	H	D		D	D	H		H	D	H	D
COE XO	R	H	H	D	R	D	D	R	D	D	D	D	D	H	D	D	D	D			H	D	H	D
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	D	H	D		D	D			H	D	H	D
LCDR (O4)																								
COMMSTA CO/CAMS XO	R	H		D	R			D					D	D	D	D	D	D	D	D	H	D	H	D
COMDT HQ	R	H		D	R	D	D	D	D	D	D	D	D	D	H		D	D			H	D	H	D
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	D	D	D	D	D	D			H	D	H	D
DISTRICT TECH DIV	R	H		D	R								D	D	D	D	D	D			H	D	H	D
CG/US CYBER CMD	R	H		D	R								D	D	D	D	D	D	D		H	D	H	D
BASE ELEX DEPT/ESU	R	H		D	R	D	D	D	D	D	D	D	D	D	D	D	D	D			H	D	H	D
LT (O3)																								
COE PM	R	H		D	R			D									D				H		H	
CG/US CYBER CMD	R	H		D	R												D	D			H		H	
DISTRICT TECH DIV	R	H		D	R												D				H		H	
BASE ELEX DEPT/ESU	R	H		D	R			D									D				H		H	
LTJG (O2)																								
COE PM/ BASE ELEX DEPT/ESU	R	D		D	R																		H	
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D = DESIRED H = HIGHLY DESIRED R = REQUIRED																								
DEFINITIONS																								
Required: Must either have upon assignment or obtain during tour.																								
Highly Desired: Will greatly enhance performance & increase probability of promotion & assignment to high profile roles.																								
Desired: Important step in development as a professional.																								

FAQ'S FOR ELECTRICAL AND ELECTRONICS ENGINEERING

Q – How do I become an Electrical or Electronics Engineering officer?

A – You must have the requisite education or experience to serve in an electrical or electronics engineering tour. This requires a BS in Electrical Engineering, Electronics Engineering, Electrical Engineering Technology, Communications Engineering, or equivalent degree. If you do not have the educational background, then you may serve only if you have prior CWO or enlisted experience in C4IT.

Q – When is the ideal time to apply for the Electrical or Electronics Engineering program?

A – The ideal time to apply is after obtaining experience in CG operations, perhaps after your first or second tour in the operational realm. This will ensure that – as a C4IT officer – your decisions, that ultimately ensure the success of CG strategic and tactical goals, are grounded in mission experience.

Q – What opportunities are there for advanced education?

A – Electrical or electronics engineering is supported by one undergraduate program (ACET), one graduate program that provides great flexibility in the type of master's degree you may pursue (Computer, Communications and Electrical Engineering), and one senior service school (Chief Information Officer Senior Service School).

Q – What sort of assignments can I look forward to as an Electrical or Electronics Engineering officer?

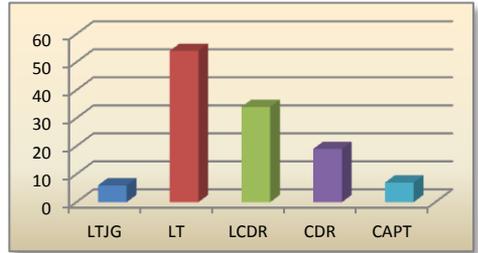
A – You can expect assignment to units that will develop your technical expertise and leadership skills within the demanding world of C4IT. Some possibilities include US or CG Cyber Command, Base Electronics Departments, District Technology Departments, TISCOM, C3CEN, OSC, R&D Center, Communications Area Master Stations, Workforce Management, White House Communications Office, Joint Interagency Task Force (JIATF), OPM, DHS, and NORTHCOM.

Q - What out of specialty assignments are available?

A – The primary goals of “out of specialty” assignments is to provide an experience that adds breadth to an officer's professional development. This type of broadening experience can be obtained either within or outside the C4IT community. Within the C4IT community, there are positions in OPM, DCMS, JIATF, DHS, the White House, etc. If you wish to obtain assignments in another community (such as operations afloat), then you are encouraged to serve at least four tours in the other specialty as a junior officer before entering C4IT. This will allow you to alternate between the two communities throughout your career.

COMMUNICATIONS MANAGEMENT (CG-C4I13)

DESCRIPTION – **Communications management** is an extremely demanding and versatile career path. Open to officers with bachelor’s degrees in communications engineering, electrical engineering, electronics engineering technology and related fields. These officers specialize in developing, evaluating and supporting all forms of communications, including military satellite communications, HF, VHF, microwave and landline & fiber networks. These officers often qualify for C4I11 and C4I12 billets. Assignments range from the Command, Control and Communications Eng Center (C3CEN) and the Telecommunications & Information Systems Command (TISCOM) to District Technology Divisions and Base Electronics Departments (aka ESU’s).



SIZE – The communications management specialty is one of the larger officer specialties in the Coast Guard with 120 positions. This size allows a great opportunity for related as well as broadening assignments.

CRITICAL JOBS

- Base Electronics Dept
- Cyber Commands
- TISCOM/NAVCEN
- Communications Area Master Stations
- C4IT Service Center
- C3CEN
- HQ Program Manager
- District Technology Divisions

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Chief Information Officer (CIO) Certification
- Contracting Officers Technical Representative (COTR)

ADVANCED EDUCATION OPPORTUNITIES



- Communications Engineering
- Information Assurance (Cyber Security)

- Electrical Engineering

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS



- Logistics & Resource Management
- White House Presidential Communications Officer

- US Cyber Command



- Joint Inter Agency Task Force (JIATF) South



CAREER QUICK LOOK

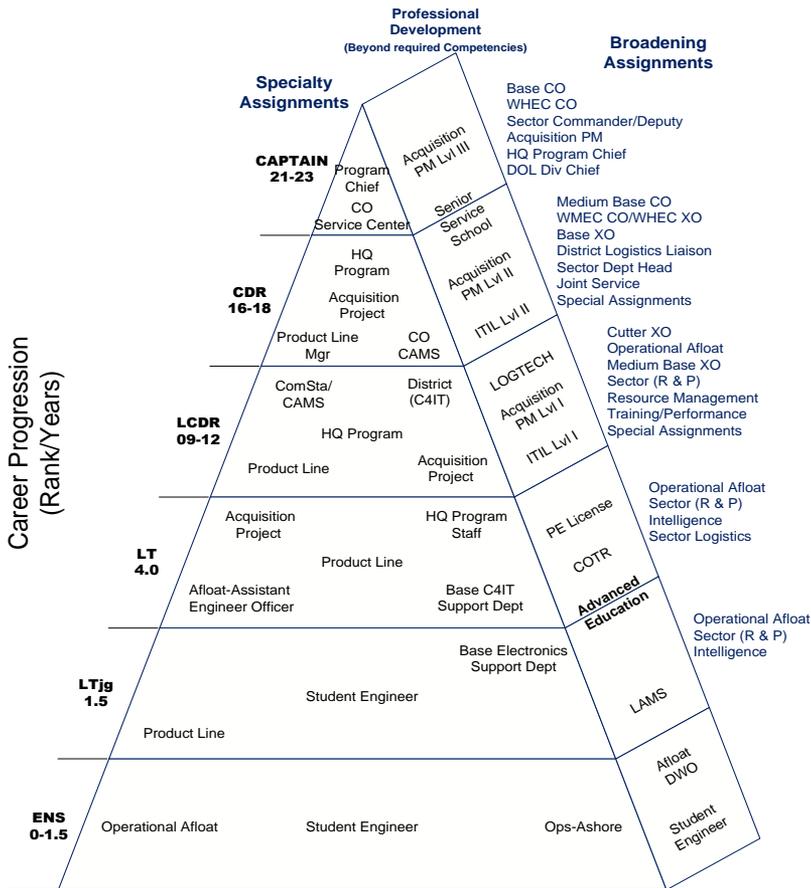
Rear Admiral Robert Day

Current Assignment – Assistant Commandant for Command, Control, Communications, Computers & IT (CG-6), CG Chief Information Officer (CIO), and Director of CG Cyber Command

Key Assignments – Commander MLCPAC, PACAREA Chief of C4IT, Commanding Officer ESU Boston, Commanding Officer of COMMSTA Boston. D13 C4IT Division Chief. Student Engineer CGC DUANE

Education – BS in Electrical Engineering from the U.S. Coast Guard Academy. MS in Telecommunications Systems Management from the Naval Postgraduate School

CAREER PYRAMID



Traditional Degrees: BS: Electrical Engineering; Communications Engineering

COMMUNICATIONS MANAGEMENT (C4I-13)
Career Map

REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS								EXPERIENCE												
	BACHELORS DEGREE (C4IT)	MASTERS DEGREE (C4IT)	CIO SENIOR SERVICE SCHOOL	LICENSES/CERTS (PE, CISSP, ...)	DHS INFO TECH LEVEL I	DHS INFO TECH LEVEL II	DHS INFO TECH LEVEL III	DHS PM LEVEL I	DHS PM LEVEL II	DHS PM LEVEL III	PMP	CO/XO C4IT	PL MANAGER	ESU/DIST/BASE ELEX DEPT	HO/AREA C4IT OFFICE CHIEF	JOINT SERVICE TOUR C4IT	COE (TISCOM, C3CEN, OSC, CSD)	CG/US CYBER COMMAND	CAMS/COMMSTA	ANY CO/XO – OUT OF PROGRAM	JOINT SERVICE TOUR	OOS (AFLOAT, ASHORE,)	ACQUISITIONS PM (C4IT)	
PROFESSIONAL DEVELOPMENT MATRIX Experience																								
CAPT (O6)																								
C4IT SC CO/Deputy	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	D	H	D	H	D	
COE (TISCOM, OSC, C3CEN, NAVCEN) CO	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	D	H	D	H	D	
CG/US CYBER CMD	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	H	D	H	H	H	D	H	D	
AREA/COMDT HQ	R	H	H	D	R	D	D	R	D	D	D	D	H	H	D	D	H	D	H	H	D	H	D	
CDR (O5)																								
CAMS CO	R	H	H	D	R			R					H	H	D	D	D	D	D	D	H	D	H	D
BASE ELEX DEPT HEAD/ESU	R	H	H	D	R	D	D	R	D	D	D	D	H	H	H	D	D	D	D	D	H	D	H	D
CG/US CYBER CMD	R	H	H	D	R								D	H	D	D	D	D	H		H	D	H	D
COE XO	R	H	H	D	R	D	D	R	D	D	D	D	D	H	D	D	D	D			H	D	H	D
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	D	H	D	D	D	D			H	D	H	D
LCDR (O4)																								
COMMSTA CO/CAMS XO	R	H		D	R			D					D	D	D	D	D	D	D	D	H	D	H	D
COMDT HQ	R	H		D	R	D	D	D	D	D	D	D	D	D	H	D	D	D	D	D	H	D	H	D
COE PL MGR	R	H		D	R	D	D	R	D	D	D	D	D	D	D	D	D	D	D	D	H	D	H	D
DISTRICT TECH DIV	R	H		D	R								D	D	D	D	D	D	D	D	H	D	H	D
CG/US CYBER CMD	R	H		D	R								D	D	D	D	D	D	D	D	H	D	H	D
BASE ELEX DEPT/ESU	R	H		D	R	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	H	D	H	D
LT (O3)																								
COE PM	R	H		D	R			D									D				H		H	
CG/US CYBER CMD	R	H		D	R												D	D			H		H	
DISTRICT TECH DIV	R	H		D	R												D				H		H	
BASE ELEX DEPT/ESU	R	H		D	R			D									D				H		H	
LTJG (O2)																								
COE PM/ BASE ELEX DEPT/ESU	R	D		D	R																		H	
CG/US CYBER CMD	R	D		D	R																		H	
D = DESIRED H = HIGHLY DESIRED R = REQUIRED																								
DEFINITIONS																								
Required: Must either have upon assignment or obtain during tour.																								
Highly Desired: Will greatly enhance performance & increase probability of promotion & assignment to high profile roles.																								
Desired: Important step in development as a professional.																								

FAQ'S FOR COMMUNICATIONS MANAGEMENT

Q – How do I become a Communications Management officer?

A – You must have the requisite education or experience to serve in a Communications Management tour. This requires a BS in Communications Engineering or Electrical Engineering, or master's degree in Communications Engineering or Electrical Engineering. If you do not have the educational background, then you may serve only if you have prior CWO or enlisted experience in C4IT.

Q – When is the ideal time to apply for the Communications Management program?

A – The ideal time to apply is after obtaining experience in CG operations, perhaps after your first or second tour in the operational realm. This will ensure that – as a C4IT officer – your decisions, that ultimately ensure the success of CG strategic and tactical goals, are grounded in mission experience.

Q – What opportunities are there for advanced education?

A – Communications Management is supported by one undergraduate program (ACET), one graduate program (Computer, Communications and Electrical Engineering), and one senior service school (Chief Information Officer Senior Service School).

Q – What sort of assignments can I look forward to as a Communications Management officer?

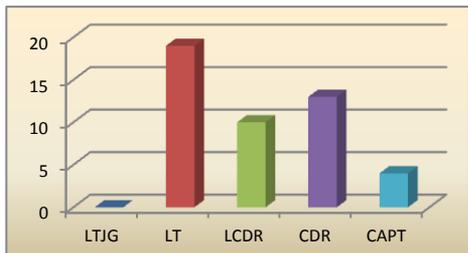
A – You can expect assignment to units that will develop your technical expertise and leadership skills within the demanding world of C4IT. Some possibilities include US or CG Cyber Command, Base Electronics Departments, District Technology Departments, TISCOM, C3CEN, OSC, R&D Center, Communications Area Master Stations, Workforce Management, White House Communications Office, Joint Interagency Task Force (JIATF), OPM, DHS, and NORTHCOM.

Q - What out of specialty assignments are available?

A – The primary goals of “out of specialty” assignments is to provide an experience that adds breadth to an officer’s professional development. This type of broadening experience can be obtained either within or outside the C4IT community. Within the C4IT community, there are positions in OPM, DCMS, JIATF, DHS, the White House, etc. If you wish to obtain assignments in another community (such as operations afloat), then you are encouraged to serve at least four tours in the other specialty as a junior officer before entering C4IT. This will allow you to alternate between the two communities throughout your career.

HUMAN RESOURCE MANAGEMENT (CG-HRM11)

DESCRIPTION – Human resource managers are specialists that fulfill a critical role within the organization. HR specialists direct all facets of personnel management at a variety of units. A majority of specialty focus concerns selection boards, evaluations, assignments, and personnel policy administration. HR professionals may expect 2 to 3 assignments in the HR specific program throughout their career. As HRM assignments are treated as a broadening experience, most officers will focus on another specialty as a primary career path. Extensive HRM knowledge will assist officers in command cadre assignments.



SIZE – The human resource management specialty is one of the smaller officer specialties in the Coast Guard with 47 positions. This size allows many opportunities for related and broadening assignments.

CRITICAL JOBS

- Assignment Officer
- Workforce Analysis
- Admin/Personnel Officer
- PSC Evaluation and Boards

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Human Resource Certificate
- Organizational Learning and Change Certificate
- Career and Workforce Development Certificate

ADVANCED EDUCATION OPPORTUNITIES

- Human Resource Management
- Business Administration

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Resource Management
- Acquisitions
- Logistics

CAREER QUICK LOOK



Commander Charlene L. Downey

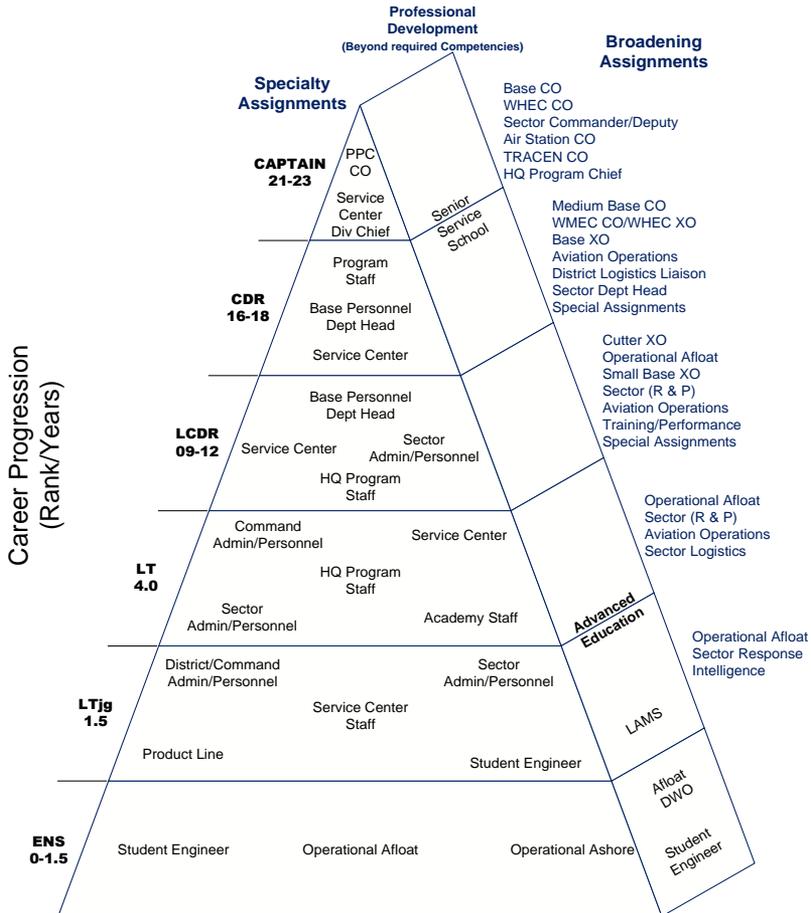
Current Assignment - Chief, Boards, Promotions, and Separations, PSC-OPM-1

Key Assignments - CO MSST LA/LB, Response Department Head - Sector NC, Group Commander - Group Cape Hatteras, Assignment Officer, CGPC-OPM-2

Licenses/Certifications - Human Resources Certificate from George Mason University

Education – BS in Management from the U.S. Coast Guard Academy. MS in Management (HRM) from the Florida Institute of Technology

CAREER PYRAMID



Traditional Degrees: BS: Management; Government

HUMAN RESOURCES MANAGEMENT (HRM-11)
Career Map

REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS			EXPERIENCE					
	BACHELORS DEGREE (MANAGEMENT, GOVERNMENT)	MASTERS DEGREE (MANAGEMENT - HR CONCENTRATION)	SENIOR SERVICE SCHOOL	PROFESSIONAL CERTIFICATIONS (PHR, SPHR, GPHR)	AFLAOT (DWO/STUDENT ENGINEER)	ASHORE OPERATIONS	JOINT/LIAISON	ANY CO - OUT OF PROGRAM	ANY XO - OUT OF PROGRAM	FINANCIAL MANAGEMENT - OUT OF PROGRAM	LOGISTICS (SECTOR/BASE) - OUT OF PROGRAM	ACQUISITION - OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX												
Human Resource Mgmt Program Standards for Education, Training, Professional Development and Experience												
CAPT (O-6)												
PPC CO	R	D	D	D	D	D	D	D	D	D	D	D
SERVICE CENTER DIVISION CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
OPM DIVISION CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
EPM DIVISION CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
CHIEF, DIVERSITY MANAGEMENT	R	D	D	D	D	D	D	D	D	D	D	D
CDR (O-5)												
OPM-1 BRANCH CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
OPM-2 ASSIGNMENTS CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
OPM-3 OFFICER EVALS CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
CG-1221 POLICY & STANDARDS CHIEF	R	D	D	D	D	D	D	D	D	D	D	D
CG-12A WORKFORCE FORECASTING	R	D	D	D	D	D	D	D	D	D	D	D
LCDR (O-4)												
BASE PERSONNEL SUPPORT CHIEF	R	D		D	D	D	D	D	D	D	D	D
CG-12A WORKFORCE FORECASTING	R	D		D	D	D	D	D	D	D	D	D
OPM ASSIGNMENT OFFICER	R	D		D	D	D	D	D	D	D	D	D
CG-1221 POLICY & STANDARDS TM LDR	R	D		D	D	D	D	D	D	D	D	D
PSC CENTRAL ASSIGNMENT CNTRL	R	D		D	D	D	D	D	D	D	D	D
PSC BOARDS & PROMOTIONS	R	D		D	D	D	D	D	D	D	D	D
LT (O-3)												
CG-1221 MILITARY HR SPECIALIST	D	D		D	D	D	D	D	D	D	D	D
CG-12A WORKFORCE FORECASTING	D	D		D	D	D	D	D	D	D	D	D
CG-1B3 HUMAN SYSTEMS INTEGRATION	D	D		D	D	D	D	D	D	D	D	D
DISTRICT/COMMAND ADMIN OFFICER	D	D		D	D	D	D	D	D	D	D	D
PSC CENTRAL ASSIGNMENT CNTRL	D	D		D	D	D	D	D	D	D	D	D
PSC BOARDS & PROMOTIONS	D	D		D	D	D	D	D	D	D	D	D
D = DESIRED R = REQUIRED												

DEFINITIONS:

Required : These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Desired : Completion **will** enhance your professional development.

FAQ'S FOR HUMAN RESOURCE MANAGEMENT

Q – What are the requirements to receive a Human Resource Management assignment?

A – Preparatory assignments in operational leadership roles (cutters, sectors, etc.) would typically align an officer for consideration to HRM assignments. Many HRM assignments are at the Lieutenant level and are suitable as third tour units.

Q – Can I establish Human Resource Management as my primary specialty?

A – The HRM-11 specialty may be a primary career path, although the limited number of positions may constrain assignment opportunities.

Q – What advanced education opportunities are available for Human Resource Managers?

A – There are no advanced education programs for active duty officers directly supporting the HRM-11 specialty, although there are several other education programs that provide training supportive of human resource management skills. Reserve officers on active duty to support training and administration of the reserve component may participate in the Reserve Program Administrator (RPA) education program. The RPA program offers educational opportunities in a variety of career specialties, which includes MBA and MPA degrees, depending on current requirements.

Q – Where is the majority of Human Resource Management assignments located?

A – Most HRM billets are located at Headquarters, the Personnel Service Center, Bases, and Sector commands. There are a small number of detached duty billets located at combined DoD commands.

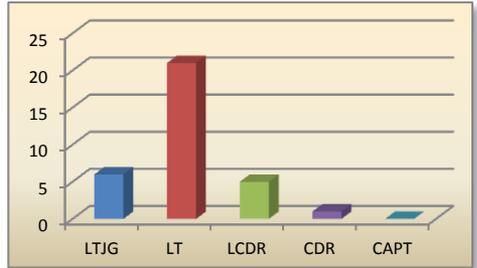
Q – How do the advanced education certificates affect my assignment to Human Resource Management positions?

A – Graduate level specialty certificates will enhance opportunities for HRM assignments at all levels. In addition, specialty certificates may improve your personal skills inventory and may contribute to increased promotion opportunities.

RECRUITING (CG-HRM12)

Description – Recruiting managers directly affect the future workforce through recruiting and accession programs. Officers in this secondary specialty additionally support analysis projects guiding the direction of recruiting efforts across the service. The recruiting specialty is an ideal subspecialty to support other primary career paths in the officer community. Skills developed in this specialty enhance an officer's capability in decision-making, analysis, and personnel evaluation.

Size – The recruiting specialty is one of the smallest officer specialties in the Coast Guard with 33 positions. This size allows a great opportunity for related as well as broadening assignments.



CRITICAL JOBS

- Academy Admissions Officer
- Recruiting Command Operations
- Military Entrance Processing

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Career and Workforce Development Certificate
- Human Resource Management Certificate

ADVANCED EDUCATION OPPORTUNITIES

- Public Administration
- Human Resource Management

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Resource Management
- Sector Operations
- Acquisitions

CAREER QUICK LOOK



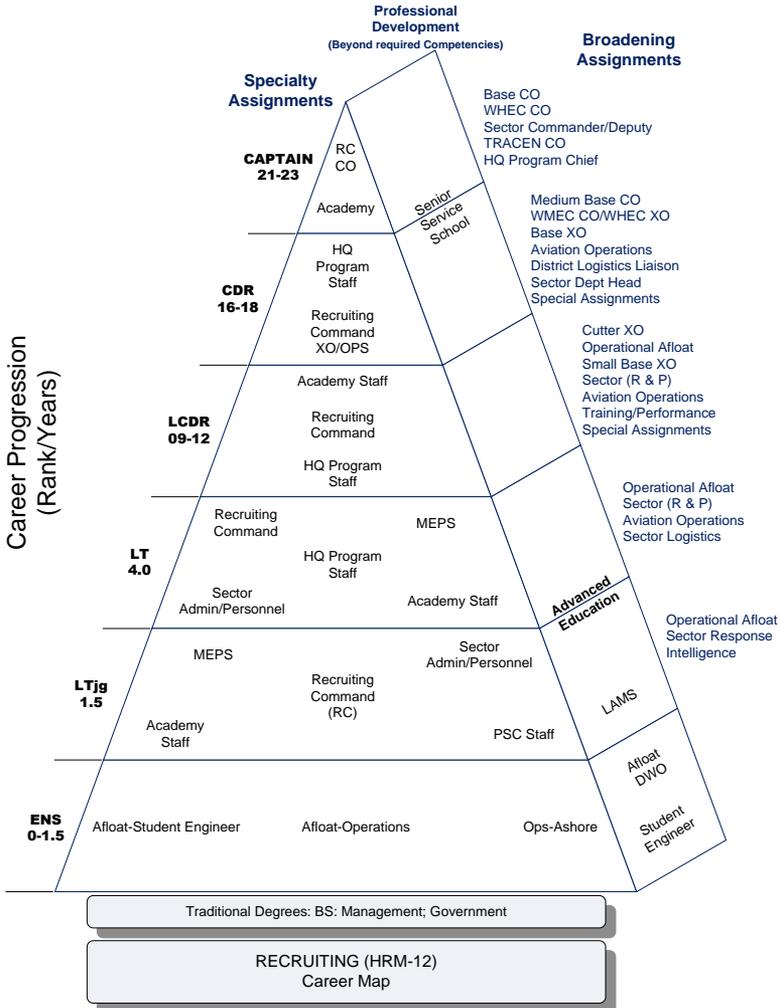
Captain Lori A. Mathieu

Current Assignment – Commanding Officer, USCG Recruiting Command, Arlington VA

Key Assignments – Deputy Director of Health, Safety & Worklife CG-11, Evaluations Branch Chief CGPC-OPM, Commanding Officer of the Miami Military Entrance Processing Station, Executive Officer CGC SPAR, Weapons Officer & Deck Dept Head CGC TAHOMA, and DWO CGC GLACIER

Education – MS in Healthcare Administration from Marymount Univ. BS emphasis in Government from the U.S. Coast Guard Academy

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS			EXPERIENCE					
	BACHELORS DEGREE (MANAGEMENT, GOVERNMENT)	MASTERS DEGREE (MANAGEMENT, MBA)	SENIOR SERVICE SCHOOL	PROFESSIONAL CERTIFICATIONS (PHR, SPHR, GPHR)	AFLC/AT (DWO/STUDENT ENGINEER)	ASHORE OPERATIONS	JOINT/LIAISON	ANY CO - OUT OF PROGRAM	ANY XO - OUT OF PROGRAM	FINANCIAL MANAGEMENT - OUT OF PROGRAM	LOGISTICS (SECTOR/BASE) - OUT OF PROGRAM	ACQUISITION - OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX Recruitment Program Standards for Education, Training, Professional Development and Experience												
CAPT (O-6)												
CGRC CO	R	R	H	H	H	H	H	D	D	D	D	D
PPC CO	R	R	H	H	H	H	H	D	D	D	D	D
SERVICE CENTER DIVISION CHIEF	R	R	H	D	H	H	D	D	D	D	D	D
OPM DIVISION CHIEF	R	R	H	D	H	H	D	D	D	D	D	D
EPM DIVISION CHIEF	R	R	H	D	H	H	D	D	D	D	D	D
CDR (O-5)												
CGRC XO	R	R	D	R	H	D	D	D	D	D	D	D
CGRC OPS	R	R	D	H	H	H	D	D	D	D	D	D
MEPS - CGLO	R	R	D	H	H	H	D	D	D	D	D	D
GLOBAL MOTR COORD CEN	R	H	D	D	H	H	D	D	D	D	D	D
HQ PROGRAM MANAGER	R	R	D	D	H	H	D	D	D	D	D	D
LCDR (O-4)												
CGA ADMISSIONS & RECRUITING	R	H		D	D	D	D	D	D	D	D	D
CGRC OPS MISSION EXECUTION	R	H		D	D	D		D	D	D	D	D
CGRC OPS MISSION SUPPORT	R	H		D	D	D	D	D	D	D	D	D
GLOBAL MOTR COORD CEN	R	H		D	D	D		D	D	D	D	D
HQ PROGRAM STAFF	R	H		D	D	D		D	D	D	D	D
LT (O-3)												
CGA ADMISSIONS & RECRUITING	H	D		D	D	D		D	D	D	D	D
CGRC MISSION EXECUTION	H	D		D	D	D		D	D	D	D	D
CGRC MISSION SUPPORT	H	D		D	D	D		D	D	D	D	D
MEPS OPERATIONS	H	D		D	D	D		D	D	D	D	D
LTJG (O-2)												
CGA ADMISSIONS & RECRUITING	H				D	D				D	D	D
CGRC OPERATIONS	H				D	D				D	D	D
MEPS OPERATIONS	H				D	D				D	D	D
D = DESIRED H = HIGHLY DESIRED R = REQUIRED												

DEFINITIONS:

Required : These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Highly Desired : Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired : Completion **will** enhance your professional development.

FAQ'S FOR HRM RECRUITING

Q – What are the requirements to receive a Recruiting assignment?

A – As the majority of recruiting billets are at the O2 to O4 level, fewer experience requirements exist than required by other specialties.

Q – Is recruiting viable as an officer's primary career path?

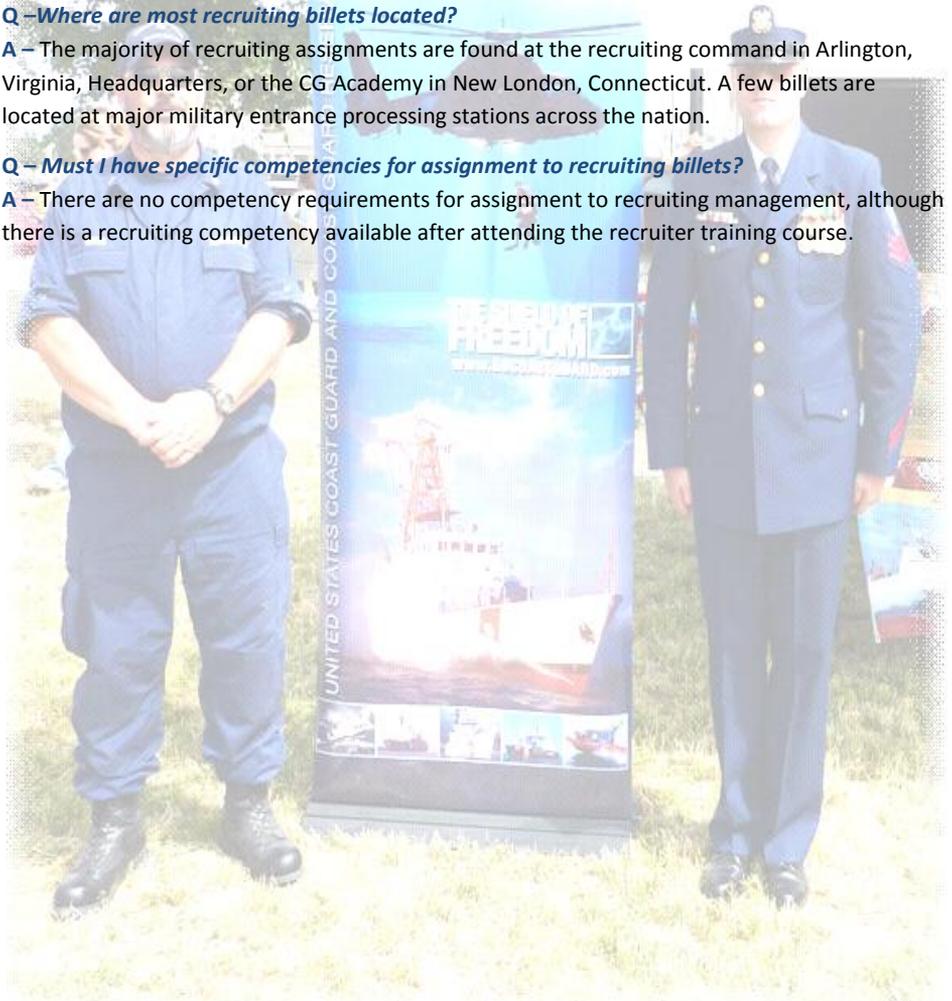
A – No, recruiting is a secondary specialty for commissioned officers as there are few billets at the O5 to O6 levels. Officers should seek to broaden their experience through operational or mission support assignments and rely on recruiting as a secondary specialty.

Q – Where are most recruiting billets located?

A – The majority of recruiting assignments are found at the recruiting command in Arlington, Virginia, Headquarters, or the CG Academy in New London, Connecticut. A few billets are located at major military entrance processing stations across the nation.

Q – Must I have specific competencies for assignment to recruiting billets?

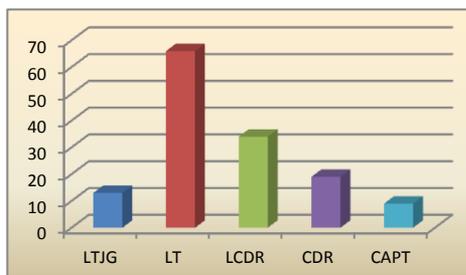
A – There are no competency requirements for assignment to recruiting management, although there is a recruiting competency available after attending the recruiter training course.



TRAINING (CG-HRM13)

DESCRIPTION – Performance technology specialists are experts in training and human performance technology. These officers analyze, design, develop, implement, and evaluate training as well as engage in larger organizational human performance improvement and readiness initiatives. Assignments are diverse in such areas as FORCECOM, TRACENs, Interagency Liaisons, CG Academy and OCS school. Officers enter this specialty with strong operational backgrounds and from various undergraduate disciplines.

SIZE – The performance technology specialty is one of the larger officer specialties in the Coast Guard with 190 positions. This allows maximum opportunity for specialty development as well as broadening assignments.



CRITICAL JOBS

- Performance Analyst
- Training Manager
- Instructor
- FORCECOM
- TRACENs
- Training Officer
- E-Learning
- Modeling & Simulation
- CG Academy

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Certified Performance Technologist (CPT)
- Certified Professional in Learning & Performance (CPLP)
- Project Management Professional (PMP)

ADVANCED EDUCATION OPPORTUNITIES

- Performance Technology
- Academy Instructor
- Permanent Teaching Staff (Doctoral)

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- HQ Program Manager
- Acquisitions
- Sector/Base Operations
- Resource Management
- Logistics



CAREER QUICK LOOK



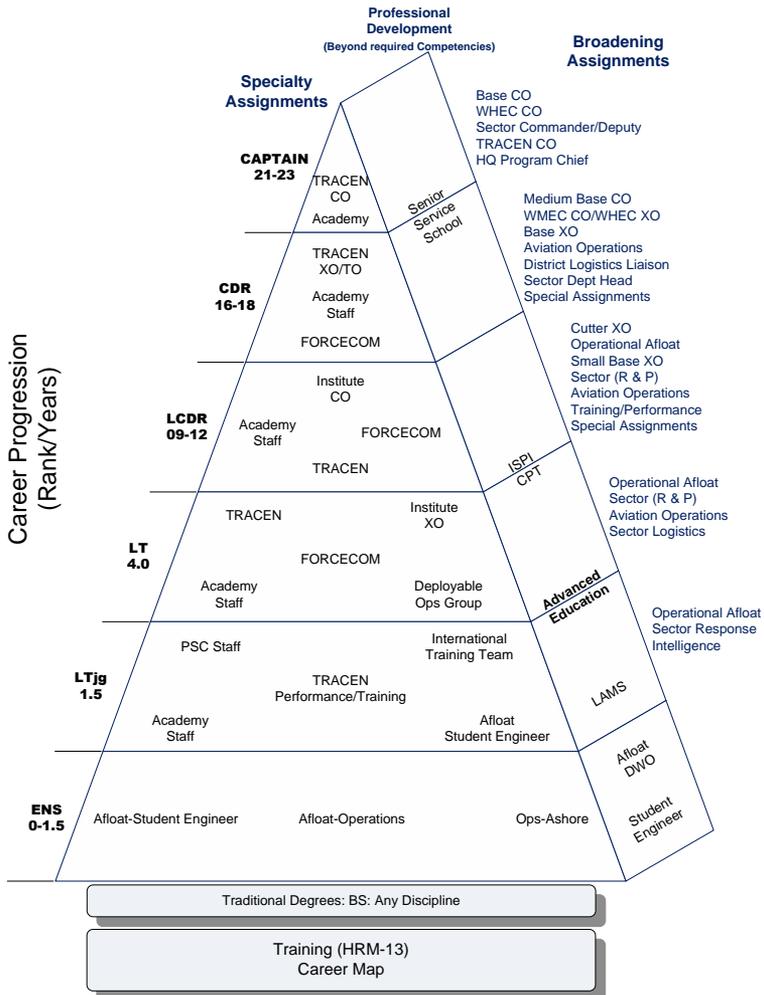
Captain Reed A. Stephenson

Current Assignment – Commanding Officer, TRACEN Yorktown

Key Assignments – Deputy Director for Training and Evaluation, White House Military Office; Training Officer, TRACEN Petaluma; Chief of Prevention, Sector Sault Ste Marie; Performance Consultant, COMDT (CG-WTT); Supervisor, MSD Grand Haven; Supervisor, MSD St. Thomas; Marine Inspector, MSO New Orleans; DWO CGC MORGENTHAU and CGC CHEROKEE

Education – MS in Education, San Diego State University; MS in Management, Aquinas College; BS in Marine Transportation, U.S. Merchant Marine Academy

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION			QUALS			EXPERIENCE					
	BACHELORS DEGREE (ANY DISCIPLINE)	MASTERS DEGREE (PERFORMANCE TECHNOLOGY)	SENIOR SERVICE SCHOOL	PROFESSIONAL CERTIFICATIONS (PFT)	A FLOAT (DWO/STUDENT ENGINEER)	ASHORE OPERATIONS	JOINT/LIAISON	ANY CO - OUT OF PROGRAM	ANY XO - OUT OF PROGRAM	FINANCIAL MANAGEMENT - OUT OF PROGRAM	LOGISTICS (SECTOR/BASE) - OUT OF PROGRAM	ACQUISITION - OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX Training Mgmt Program Standards for Education, Training, Professional Development and Experience												
CAPT (O-6)												
FORCECOM CHIEF OF STAFF	R	H	H	H	H	H	D	H	H	D	D	D
FORCECOM TRAINING DIV CHIEF	R	R	H	H	H	H	D	H	H	D	D	D
TRACEN/LDC COs	R	R	H	H	H	H	D	H	H	D	D	D
CGA ASSISTANT SUPERINTENDENT	R	H	H	H	H	H	D	H	H	D	D	D
CDR (O-5)												
TRACEN/LDC XOs	R	H	D	H	H	H	D	H	H	D	D	D
TRACEN/LDC TRAINING OFFICERS (TOs)	R	R	D	H	H	H	D	H	H	D	D	D
CGA CADET TRAINING OFFICER	R	R	D	H	H	H	D	H	H	D	D	D
FORCECOM TRAINING BRANCH CHIEF	R	R	D	H	H	H	D	H	H	D	D	D
HUMAN SYS INTEGRATION CG-1B3	R	R	D	H	H	H	D	H	H	D	D	D
TRACEN/LDC BRANCH CHIEF	R	H	D	H	H	H	D	H	H	D	D	D
LDC SCHOOL CHIEFS	R	H	D	H	H	H	D	H	H	D	D	D
LCDR (O-4)												
CG INSTITUTE CO	R	H			D	D		D	D	D	D	D
TQC CO	R	H			D	D		D	D	D	D	D
FORCECOM PERFORMANCE CONSULTANT	R	R		D	H	H		D	D	D	D	D
FORCECOM TRAINING MANAGER	R	R	D	H	H	H		D	D	D	D	D
FORCECOM ANALYST	R	R		D	H	H		D	D	D	D	D
TRACEN/LDC BRANCH CHIEF/ASSISTANT	R	R			H	H		D	D	D	D	D
TRACEN INSTRUCTOR	D	D			H	H		D	D			
CGA INSTRUCTOR	R	D			D	D		D	D			
LT (O-3)												
FORCECOM PERFORMANCE CONSULTANT	R	R		D	H	H		D	D			
FORCECOM TRAINING MANAGER	R	R	D	H	H	H		D	D			
FORCECOM ANALYST	R	R		D	H	H		D	D			
TRACEN INSTRUCTIONAL DESIGNER	R	R		D	D	D		D	D			
TRACEN ANALYST	R	R	D	D	D	D		D	D			
CG INSTITUTE XO	H	D			D	D		D	D			
TQC XO	H	D			D	D		D	D			
CGA COMPANY OFFICER	H	D			H	H		D	D			
CGA INSTRUCTOR	R	D			D	D		D	D			
TRACEN INSTRUCTOR	H	D			H	H		D	D			
LDC ACCESSIONS	H	D			D	D		D	D			
LTJG (O-2)												
TRACEN INSTRUCTOR	H	D			D	D						
INT'L TRAINING TEAM INSTRUCTOR	H	D			D	D						
D = DESIRED H = HIGHLY DESIRED R = REQUIRED												

DEFINITIONS:

Required : These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Highly Desired : Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired : Completion **will** enhance your professional development.

FAQ'S FOR TRAINING

Q – What are the requirements to enter the performance technology specialty?

A – A bachelor's degree from any discipline is generally required. The majority of officer training specialists attended the Performance Technology advanced education program.

Q – Must I earn the CPT qualification?

A – No. In order to be competitive for senior officer assignments within the performance technology specialty, officers are highly encouraged to obtain their CPT.

Q – Where are the CG-HRM-13 billets located?

A – The majority of billets are located within FORCECOM and at TRACENS. Nearly an equal number of opportunities also exist at the CG Academy.

Q – What command cadre opportunities are available?

A – Opportunities for command within this specialty exist at training centers.

Q - What out of specialty assignments are feasible?

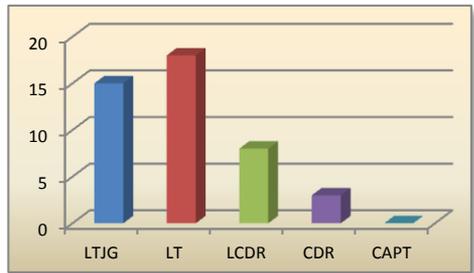
A – As one of the largest officer specialties, numerous opportunities are available for broadening assignments in other areas such as logistics, resource management, and operational assignments. The specialty also encompasses human systems integration for major acquisitions. A few opportunities are available for detached duty.



PHYSICIAN ASSISTANT (CG-MED11)

DESCRIPTION – **Physician assistants** are unique among officer specialties, as the accession source is primarily restricted to enlisted personnel (E4 – E7) and junior officers (O1 – O2) that have completed the Interservice Physician Assistant Program (IPAP). Enlisted personnel receive a temporary regular commission as an Ensign upon completion of the program. These specialists provide health care to patients through clinics and onboard cutters while other positions offer opportunities in program support with some detached duty locations. Two PA billets are located in the White House Medical Unit providing the opportunity to work at the highest level of government.

SIZE – The physician assistant specialty is a small, highly specialized officer specialty with only 44 positions. Because of the extensive training and restricted accession sources, out of specialty opportunities are limited, but this specialty permits numerous broadening assignments within the community. However, this is evolving in the new HSWL construct. There are currently three, 1 – O5 and 2 – O4s serving as Regional Practice Managers (RPM) and one O5 in the HSWL Admin position. The assignment evolution is expected to continue as completion for base CO/XO ashore is opened to those completing an RPM tour. Future possible O6 positions could include CG-11 Deputy and HSWL Service Center CO.



CRITICAL JOBS

- Clinic Duty
- HQ Program Manager
- HSWL Support
- Over the Horizon Deployment Support

COMPETENCIES, CERTIFICATIONS, & LICENSES

- NCCPA Certification
- Residency Training – Orthopedics & Psychiatry
- State Licensure
- DEA Certification

ADVANCED EDUCATION OPPORTUNITIES

- Physician Assistant (BS – Phase I)
- Physician Assistant (MS –Phase II)

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- PA Assigned to CGC Healy
- Aeromedical Physician Assistant (APA)
- Regional Practice Manager (RPM)
- Clinic Duty in DOD Facility
- Training Instructor

CAREER QUICK LOOK



Lieutenant Commander Robert Pekari, PA-C

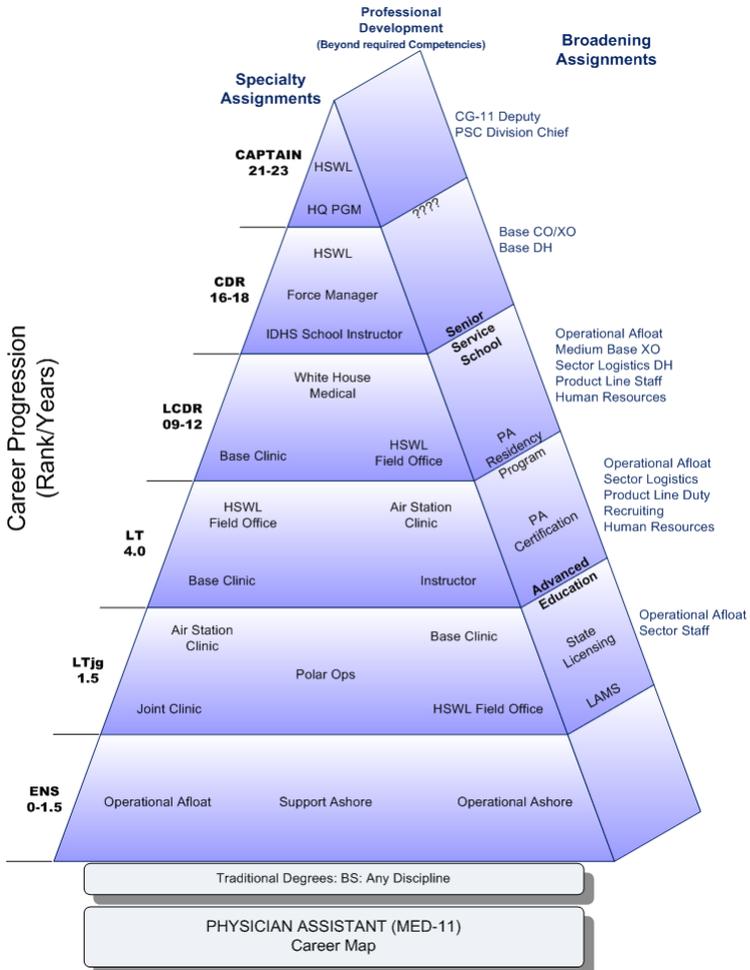
Current Assignment – PA Force Manager, USCG HQ

Key Assignments – Physicians Assistant at CGAS Los Angeles, CA; CGAS Barbers Point, HI; CGAS Port Angeles, WA; CGAS Cape Cod, MA

Education – MPAS, University of Nebraska. Primary Flight Surgeon Course. BS in Medicine, University of Nebraska. BA in Social Science, Humboldt State University

Licenses/Certifications – State Licenses CA, WA, & MA. National Commission on Certification of Physician Assistants (NCCPA) Certification

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION				QUALS				EXPERIENCE			
	BACHELORS DEGREE	MASTERS DEGREE	PROFESSIONAL AFFILIATIONS (ACHE, MGMA, etc)	SENIOR SERVICE SCHOOL	PA - L	MEDICAL CLINIC MANAGEMENT	REGIONAL MANAGER	JOINT/LIAISON	ANY CO - OUT OF PROGRAM	ANY XO - OUT OF PROGRAM	FINANCIAL MANAGEMENT - OUT OF PROGRAM	PERSONNEL MANAGEMENT - OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX Physician Assistant Program Standards for Education, Training, Professional Development and Experience												
CAPT (O-6)												
CG-11 DEPUTY	R	R	D	D	D	D	H	D	D	D	D	D
PSC PSD DIV CHIEF	R	R	D	D	D	D	H	D	D	D	D	D
HSWL SERVICE CENTER (CO)	R	R	D	D	D	D	H	D	D	D	D	D
CDR (O-5)												
PSC DISABILITY EVALS CHIEF	R	R	D	D	D	D	D	D	D	D	D	D
PA FORCE MANAGER	R	R	D	D	D	D		D	D	D	D	D
HSWL CHIEF FIELD OPS	R	R	D	D	D	D	H	D	D	D	D	D
REGIONAL MANAGER LARGE AOR	R	R	D	D	R	D			D	D	D	D
HSWL CHIEF MED ADMIN	R	R	D	D	D	D	H	D	D	D	D	D
LCDR (O-4)												
CLINIC DUTY DOD FACILITY	R	R	D		R	D	D		D	D	D	D
REGIONAL MANAGER	R	R	D		R	D			D	D	D	D
HSWL DPTY CHIEF MED ADMIN	R	R	D		R	D	D		D	D	D	D
IPAP INSTRUCTOR	H	R	D		R	D	D		D	D	D	D
PSC DISABILITY EVALS	R	R	D		D	D	D		D	D	D	D
GRADUATE TRAINING (TAB)		R										
SENIOR PA CLINIC DUTY	R	R				D			D	D	D	D
LT (O-3)												
HSWL STAFF	R	R	D		R	D			D	D	D	D
DD - LIAISON POSITIONS	R	R	D		R	D			D	D	D	D
GRADUATE TRAINING (TAB)	R	R				D			D	D	D	D
O1E - O2 STAFF	R	R	D		R	D			D	D	D	D
D = DESIRED H = HIGHLY DESIRED R = REQUIRED												

DEFINITIONS:

Required : These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Highly Desired : Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired : Completion **will** enhance your professional development.

FAQ'S FOR PHYSICIAN ASSISTANT

Q – What are the requirements to enter the physician assistant specialty?

A – There are extensive program qualification requirements, which are divided into two components: academic and medical qualification; and officer commission qualification. In addition, extensive patient care experience and specific academic credits are required. Please consult the annual solicitation ALCOAST for further details.

Q – Where is the training conducted?

A – Phase I training is held at the Interservice Physician Assistant Program (IPAP) at Fort Sam Houston in San Antonio, Texas for 16 months. Phase II is performed at previously designated DOD training facilities for the remaining 13 months. Additional officer training is conducted at a 4 week Direct Commission Program at the Coast Guard Academy.

Q – How many applicants are accepted into this program each year?

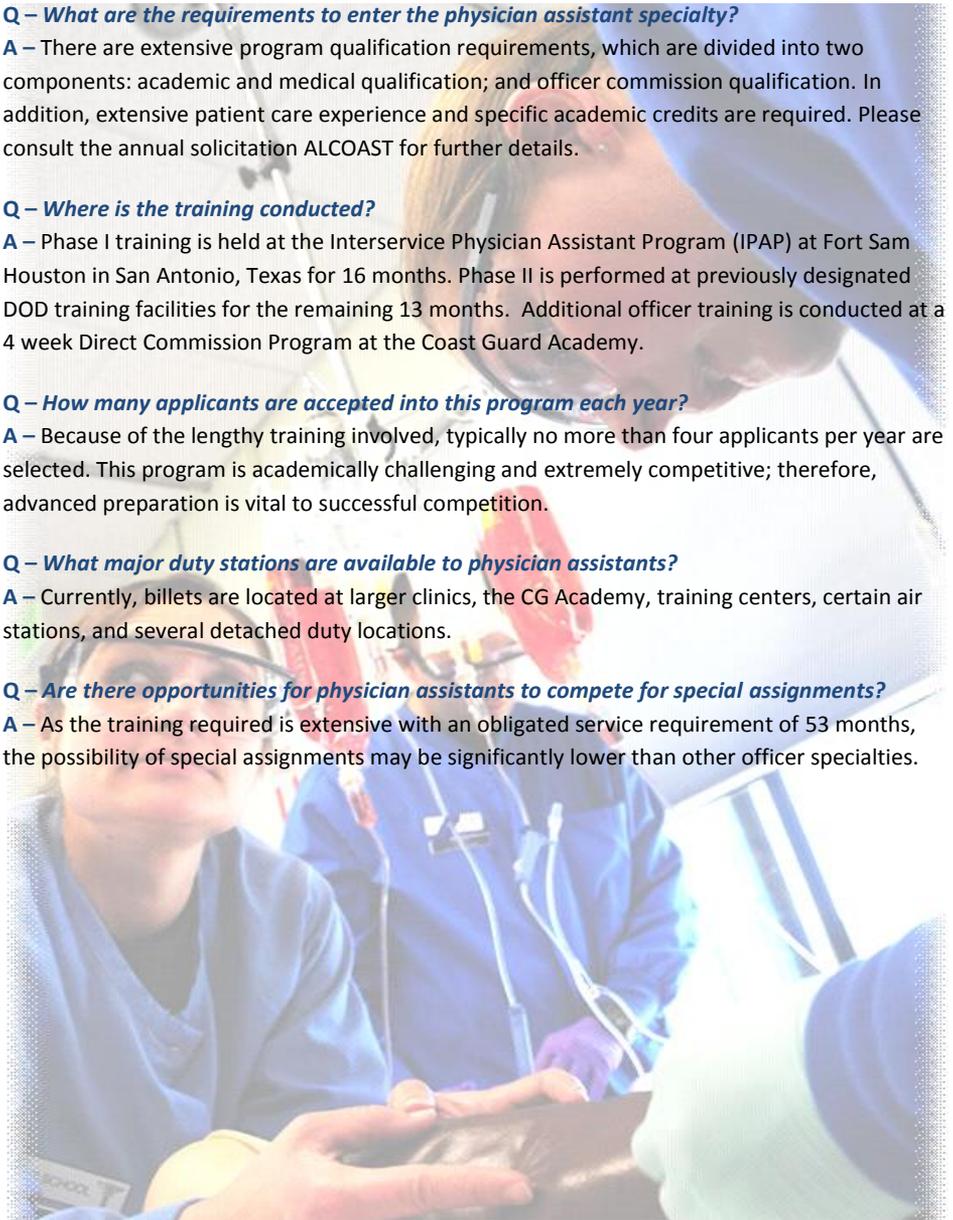
A – Because of the lengthy training involved, typically no more than four applicants per year are selected. This program is academically challenging and extremely competitive; therefore, advanced preparation is vital to successful competition.

Q – What major duty stations are available to physician assistants?

A – Currently, billets are located at larger clinics, the CG Academy, training centers, certain air stations, and several detached duty locations.

Q – Are there opportunities for physician assistants to compete for special assignments?

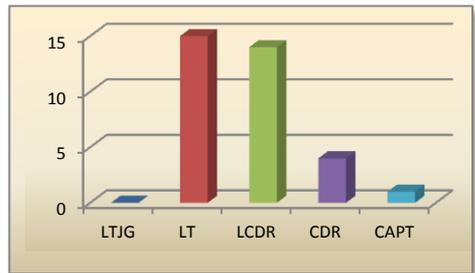
A – As the training required is extensive with an obligated service requirement of 53 months, the possibility of special assignments may be significantly lower than other officer specialties.



MEDICAL ADMINISTRATION (CG-MED12)

DESCRIPTION – Health care administration managers are professionals in the expanding area of medical administration. Officer specialists interact with DOD and VA agencies to support service wide healthcare budgets and healthcare systems. Dual career paths are supported with assignments as Health Service Administrator (Clinics), TRICARE Regional Office Liaison, HSWL Service Center, and Sector/Base HSWL Department Head. Junior officers are encouraged to alternate between specialty and operational assignments. Officers should expect at least two assignments in the junior and mid-grade ranks with the goal of grooming these personnel to fill the O5 and O6 positions at HSWL Service Center and as HQ Program Managers.

SIZE – The health care administration specialty is one of the smaller officer specialties in the Coast Guard with 32 positions. This community size supports operational and broadening assignments in other related and specialty areas.



CRITICAL JOBS

- TRICARE Regional Office
- HSWL Liaison
- HQ Program Manager
- CG Clinics
- TMA Liaison

COMPETENCIES, CERTIFICATIONS, & LICENSES

- Board Certification (Healthcare Management) (MGMA or ACHE)
- DHS Program Manager Level I, II, & III Certification
- Health Policy and Bioethics

ADVANCED EDUCATION OPPORTUNITIES

- Master of Healthcare Administration
- Master of Public Health
- Master of Business Administration
- MS Health Information Technology

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Contract Management
- Logistics Management
- Sector/Base Operations
- Financial Management
- Congressional Affairs



CAREER QUICK LOOK



Commander James Cannon

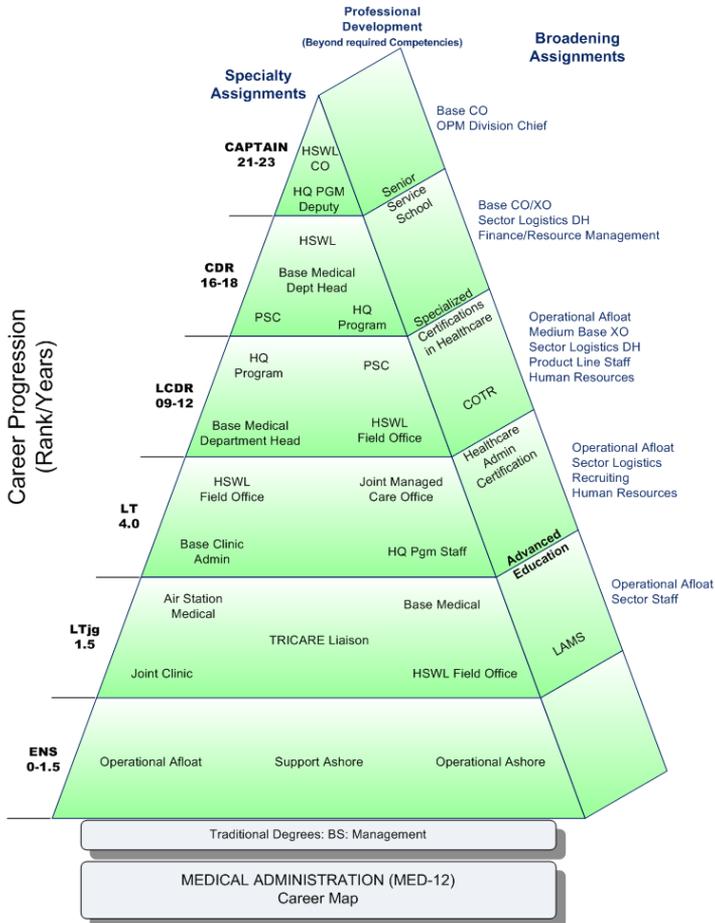
Current Assignment: Director of Medical Administration – Health Safety and Work-Life Service Center

Key Assignments: Senior Physician Assistant Medical Officer HSWL SC; PA Force Manager CG-11; Deputy Medical Branch Chief, TRACEN Cape May; Medical Officer, PSU 313

Licences/Certifications: Certification of Physician Assistants (NCCPA)

Education: Ph.D. Public Health, Knightsbury University; MS Medicine (Physician Assistant) from Kirksville College of Medicine; MBA from National University; BA University of Arizona

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

	EDUCATION				QUALS				EXPERIENCE					
	BACHELORS DEGREE	MASTERS DEGREE (HEALTH CARE ADMIN PREFERRED)	PROFESSIONAL AFFILIATIONS (ACHE, MGMA, etc)	SENIOR SERVICE SCHOOL	TRICARE BASIC	CONTRACTORS TECHNICAL REPRESENTATIVE	MEDICAL CLINIC MANAGEMENT	REGIONAL MANAGER	JOINT/LIAISON	ANY CO - OUT OF PROGRAM	ANY XO- OUT OF PROGRAM	FINANCIAL MANAGEMENT- OUT OF PROGRAM	PERSONNEL MANAGEMENT- OUT OF PROGRAM	LOGISTICS (SECTOR/BASE)-OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX Medical Admin Program Standards for Education, Training, Professional Development and Experience														
CAPT (O-6)														
CG-11 DEPUTY	R	R	D	D	D		D	D	D	D	D	D	D	D
PSC PSD DIV CHIEF	R	R	D	D	D		D	D	D	D	D	D	D	D
HSWL SERVICE CENTER (CO)	R	R	D	D	D		D	D	D	D	D	D	D	D
CDR (O-5)														
PSC DISABILITY EVALS CHIEF	R	R	D	D	D		D	D	D	D	D	D	D	D
CG-1123 STAFF	R	R	D	D	D		D	H	D	D	D	D	D	D
HSWL CHIEF FIELD OPS	R	R	D	D	D		D	H	D	D	D	D	D	D
REGIONAL MANAGER LARGE AOR	R	H	D	D	R	R	D			D	D	D	D	D
HSWL CHIEF MED ADMIN	R	R	D	D	D	R	D	H	D	D	D	D	D	D
LCDR (O-4)														
TRICARE LIAISON	R	H	D		R	R	D	D		D	D	D	D	D
REGIONAL MANAGER	R	H	D		R	R	D			D	D	D	D	D
HSWL DPTY CHIEF MED ADMIN	R	H	D		R	R	D	D		D	D	D	D	D
CG-1123 STAFF	H	H	D		R	R	D	D		D	D	D	D	D
PSC DISABILITY EVALS	H	H	D		D		D	D		D	D	D	D	D
GRADUATE TRAINING (TAB)	R						D			D	D	D	D	D
LT (O-3)														
HSWL STAFF	H	D	D		R	R	D			D	D	D	D	D
DD - LIAISON POSITIONS	H	D	D		R	R	D			D	D	D	D	D
CLINIC ADMINISTRATOR	H	D	D		R	R				D	D	D	D	D
MANAGED CARE LARGE AOR/PUERTO RICO	H	D	D		R	R	D			D	D	D	D	D
GRADUATE TRAINING (TAB)	R	D					D			D	D	D	D	D
D = DESIRED H = HIGHLY DESIRED R = REQUIRED														

DEFINITIONS:

Required : These levels of education, professional development or experience **must** be met prior to consideration of a member for the position.

Highly Desired : Completion **will** enhance professional development to perform assigned duties and **may** improve selection for future promotion and assignment opportunities.

Desired : Completion **will** enhance your professional development.

FAQ'S FOR HEALTH CARE ADMINISTRATION

Q – What are the requirements to enter the health care administration specialty?

A – Entry in this program typically begins with selection to the healthcare administration advanced education program. A bachelor's degree from any discipline is required.

Q – How does this education program compare to other government or civilian programs?

A – The Army-Baylor University Graduate Program in Healthcare Administration provides a comprehensive education in healthcare administration, management theory, and exposure to the Military Healthcare System. In addition, a complimentary 1-year residency program offers broad exposure to the healthcare working environment. This program is commensurate with peer programs in DOD, VA, and the civilian healthcare industry.

Q - Is there a choice of concentrations available in the Healthcare Administration education program?

A – There are three degree programs available. Selected individuals may select the programs for a Master's degree in Healthcare Administration (MHA), an MHA with a concentration in Human Resources, or a joint Master's degree in Healthcare Administration/Master's in Business Administration (MBA). An applicant may choose one of these three degree options if they meet the respective admission criteria.

Q – I have significant operational experience. Is this experience beneficial in medical administration?

A – Yes, out-of-specialty tours enable officers to maintain promotions with peers and gain valuable field experience. These assignments bring fresh ideas and knowledge of health services support requirements desired by the operational community into the specialty.

Q – What other experience factors are beneficial to the Health Care Administration specialty?

A – Previous experience as a contracting officer, or contracting officer's technical representative, Health Insurance Portability Act training, FEMA related to incident command system training, TRICARE fundamentals course, and clinical administrator experience support excellence in this officer career specialty.

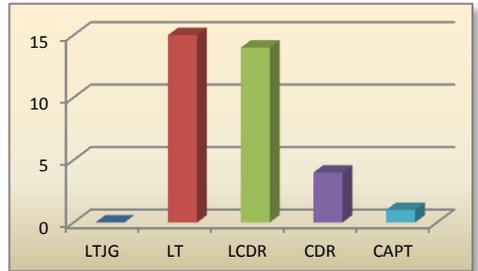
Q – What type of initial tour after graduation should I expect?

A – Officers graduating from the program should anticipate assignment at a large clinic, TRICARE Regional Office, TMA Liaison, HSWL Service Center or HQ staff.

ACQUISITION PROJECT MANAGEMENT (CG-MGT16)

DESCRIPTION – Acquisition project management professionals are the leaders supporting the Coast Guard’s major systems acquisition projects and the future of the service. These specialists deal with qualitative and quantitative issues associated with acquisitions systems design and project/program management. These large-scale projects demand skills to integrate complex projects, motivate people, and achieve cost-effective results. Acquisition project managers develop project specifications and evaluation criteria, project costs, schedules, and performance while ensuring compliance with federal acquisition policies and laws.

SIZE – The acquisition project management specialty is one of the smaller officer specialties in the Coast Guard with 25 positions. Although this community is small, many opportunities exist for related as well as broadening assignments.



CRITICAL JOBS

- Project Technical Director
- Assistant Project Manager
- Project Manager
- Program Planning Officer
- Deputy Program Manager
- HQ Program Manager

COMPETENCIES, CERTIFICATIONS, & LICENSES

- HS Program Manager Level I, II, & III
- Business – Financial Management

ADVANCED EDUCATION OPPORTUNITIES

- System Design and Management at MIT
- Acquisition Management at Naval Postgraduate School
- Project Management Program at George Washington University

COMPLIMENTARY SPECIALTIES & BROADENING ASSIGNMENTS

- Operations Afloat
- Aviation Operations
- Engineering Afloat
- Logistics Management

CAREER QUICK LOOK



Captain Lisa Festa

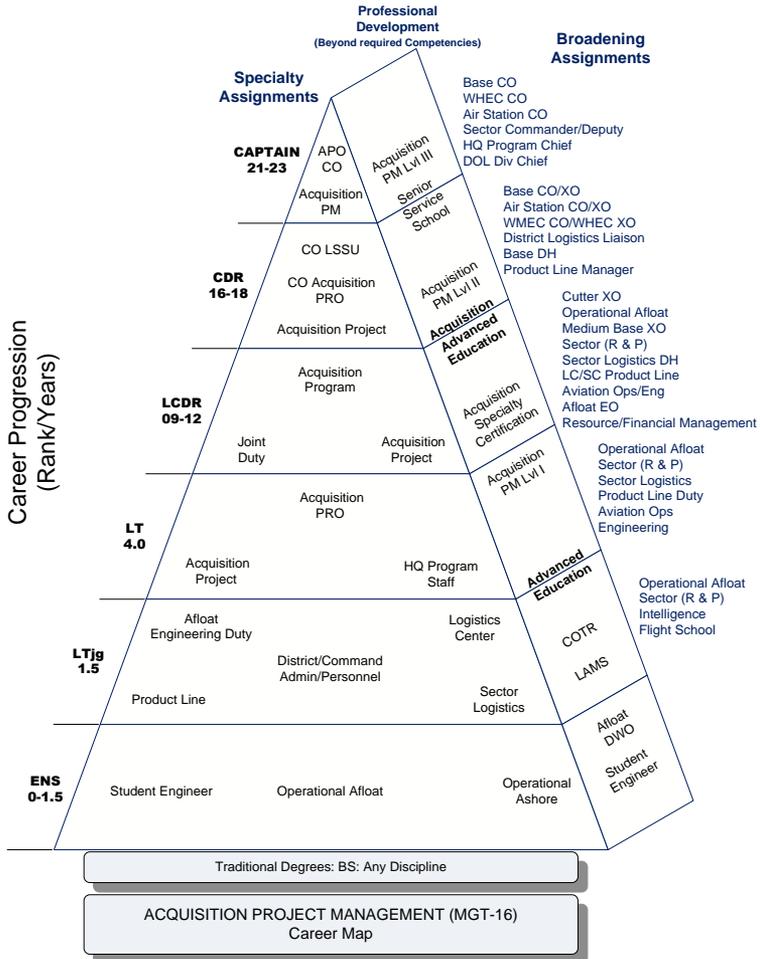
Current Assignment – Surface Acquisition Program Manager

Key Assignments – Commanding Officer NESU Portsmouth, VA, TRACEN Yorktown (Eng/Weps Chief), EO CGC NORTHLAND (WMEC 904), NESU Alameda, CA, AEO CGC MIDGETT (WHEC 726)

Licences/Certifications: Program Manager Level III

Education – ICAF Washington, DC, MS in Technology Management from MIT. MS in Mechanical Engineering from MIT. MS in Naval Architecture & Marine Engineering from MIT. BS in Ocean Engineering from the U.S. Coast Guard Academy

CAREER PYRAMID



REQUIREMENTS MATRIX - The table below provides a broad overview of the requirements (education, qualifications, and experience) necessary for potential jobs during your career.

EXAMPLES OF PROJECT MANAGEMENT POSITIONS ⁵	EDUCATION					QUALIFICATIONS				EXPERIENCE									
	BACHELORS DEGREE (ANY DISCIPLINE)	MASTERS DEGREE	GRAD OF ADV. LOG, ACO, ENG AND/OR TECH RELATED PRGM	ANY ENGINEERING, CBIT OR BUSINESS MANAGEMENT DEGREE	MASTERS, CERT OR EQUIVALENT COURSE WORK IN ACG RELATED FIELD	SENIOR SERVICE SCHOOL	PROFESSIONAL ENGINEER LICENSE	DHS PROGRAM MANAGER LEVEL I	DHS PROGRAM MANAGER LEVEL II	DHS PROGRAM MANAGER LEVEL III	A FLOAT (DWO/STUDENT ENGINEER)	ASHORE OPERATIONS	PRIOR ACQUISITIONS EXPERIENCE (INCLUDING CG-9/APO/ISSU)	BASE CO/NO/DEPT HEAD	DOCS BILLET OR SECTOR LOGISTICS DEPT HEAD	JOINT/UNISON	ANY CO - OUT OF PROGRAM	ANY XO - OUT OF PROGRAM	FINANCIAL MANAGEMENT - OUT OF PROGRAM
PROFESSIONAL DEVELOPMENT MATRIX Acquisition Project Mgmt Program Standards for Education, Training, Professional Development and Experience																			
CAPT (O-6)																			
APO CO	R	R	D	R	D	D	D	R	R	D	D	D	D	R ¹	R ¹	D	D	D	D
PRO CO	R	R	D	R	D	D	D	R	R	D	D	D	D	R ³	R ¹	D	D	D	D
R & D CENTER CO	R	R	D	R	D	D	D	R	R	D	D	D	D	R ³	R ⁴	D	D	D	D
RESCUE 21 PROJECT MANAGER	R	R	D	R	D	D	D	R	R	R	D	D	R	D	D	D	D	D	D
NAIS PROJECT MANAGER	R	R	D	R	D	D	D	R	R	R	D	D	R	D	D	D	D	D	D
ACQ PM SURFACE (CG-93)	R	R	D	R	D	D	D	R	R	R	D	D	R	D	D	D	D	D	D
MAJOR SYSTEMS PM (CUTTERS/BOATS)	R	R	D	R	D	D	D	R	R	R	D	D	R	D	D	D	D	D	D
CDR (O-5)																			
LSSU CO	R	R	D	R	D	D	R	R	D	D	D	D	R ²	R ²	D	D	D	D	
PRO CO	R	R	D	R	D	D	D	R	R	D	D	D	R ³	R ²	D	D	D	D	
APO	R	R	D	D	D	D	D	R	R	D	D	D	D	D	D	D	D	D	D
DEPUTY PM (SURFACE/R21/NAIS)	R	R	D	D	D	D	D	R	R	D	D	D	D	D	D	D	D	D	D
MAJ CUTTER CAPABILITIES DIV CHF CG 751	R	R	D	D	D	D	D	R	R	D	D	D	D	D	D	D	D	D	D
LEGACY CUTTERS PM	R	R	D	D	D	D	D	R	R	D	D	D	D	D	D	D	D	D	D
LCDR (O-4)																			
ASST PM (SURFACE/R21/NAIS)	R	R	D				D	R	R	D	D	D	D		D	D	D	D	D
DEPUTY PM (HC-144/H-65)	R	R	D				D	R	R	D	D	D	D		D	D	D	D	D
NSC ACQUISITION ASST	R	D	D				D	R	R	D	D	D		D	D	D	D	D	
MODELING & SIMULATION (CG-92)	R	R	D				D	R	R	D	D	D		D	D	D	D	D	
NAVSEA LIAISON	R	D	D				D	R	R	D	D	D		D	D	D	D	D	
ACQ WORKFORCE MGR (CG-92)	R	D	D				D	R	R	D	D	D		D	D	D	D	D	
LT (O-3)																			
R21 ASST LOGISTICS MGR	D	D					D	R	D	D							D	D	
FRC-B PRO LOG DEPT HEAD	D	D					D	R	D	D							D	D	
MODELING & SIMULATION (CG-92)	D	D					D	R	D	D							D	D	
ANALYSIS TEAM (CG-771)	D	D					D	R	D	D							D	D	
HQ PROGRAM STAFF	D	D					D	R	D	D							D	D	

D = DESIRED R = REQUIRED

DEFINITIONS:

Required: These levels of education, professional development or experience must be met prior to consideration of a member for the position.

Desired: Completion will enhance your professional development.

Notes:

- O-5 or above
- O-4 or above base XO/ENG Dept Head or acquisitions billet
- Recent desired
- O-4 or above base XO/ENG Dept Head or acquisitions Project/Program Manager
- Not a complete list of positions. Consult with CG-921 for additional information / positions

FAQ'S FOR ACQUISITION PROJECT MANAGEMENT

Q – What are the requirements to enter the acquisition project management specialty?

A – Typically, acquisition project managers are drawn from engineering and business backgrounds. A bachelor's degree is required for this program.

Q – Is the acquisition project management program open to aviators?

A – Yes, aviators may apply to this program and fill assignments in acquisition project management for the aviation community.

Q – Where are most acquisition project manager billets located?

A – The majority are located at Coast Guard Headquarters within the CG-9 Acquisitions Directorate, although a few billets are located at Project Resident Offices.

Q – Is there a greater emphasis placed on any particular education institution?

A – Numerous educational institutions offer a curriculum supportive of the acquisition program requirements. The program at the Naval Postgraduate School directly satisfies the requirements for DHS Program manager Level III and many students choose to attend NPS for this reason.

Q – Does this program support multiple tours within specialty?

A – Yes, program managers intend to assign personnel qualified as acquisition project managers to multiple tours within the O-3 to O-6 grades. Assignments at the junior grades are typically as technical directors or project planning officers and as deputy program managers, project managers or program managers at the senior grades.

Q – How will acquisition experience and project management certification benefit me after I leave the Coast Guard?

A – Acquisition management provides a solid foundation for a career after you leave the Coast Guard. The private and public sectors require individuals with acquisition experience and professional certifications to manage their government programs. Officers with these skills and backgrounds are among the most highly recruited individuals for post-service employment.

EDUCATION AND PROFESSIONAL DEVELOPMENT

ADVANCED EDUCATION PROGRAMS

The Coast Guard invests in the future of its officers and selected enlisted members through numerous Postgraduate/Advanced Education 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.

"Learning is not attained by chance; it must be sought for with ardor and attended to with diligence."
-Abigail Adams-

Additional education opportunities are available in leadership areas, such as the Army Command and General Staff College, the Joint Advanced, Warfare School, the Marine Corps Command and Staff College, and the Naval Command and Staff College. These programs offer broadening experiences applicable to every officer.

Interested officers should not overlook the benefit of acquiring professional certifications within a specialty. Numerous types of graduate certifications are offered through local colleges and universities in accounting and finance, management, computer science, engineering, human resources, mathematics, and medical fields. Large universities may offer up to 90 specialty certifications applicable to career professionals. These certification programs typically require 12 – 18 hours of course work in specialized areas to augment your professional skills and provide credentials to enhance your career.

REQUIREMENT/PREREQUISITES

Junior officers must have a minimum of two years commissioned Coast Guard service and be tour complete during the assignment year following program application and selection. Officers applying to Postgraduate Advanced Education leading to a master's degree must have a conferred bachelor's degree supportive of the degree program requirements.

APPLICATION PROCESS

The Officer Postgraduate and Advanced Education Application Process is outlined annually by ALCGPSC message. Additionally, detailed information is available online at the PSC web site at: <http://www.uscg.mil/PSC/OPM/OPM1/OPM-1PG.ASP>, and on the PSC (opm-1) collaboration site on CG PORTAL at: <https://cgportal.uscg.mil/CTL/D82HFY>.

BENEFITS

Earn an upper level technical/managerial degree while receiving your full salary and tuition paid for by the Coast Guard. Immediately fill positions of increased technical and leadership positions following graduation and enhance your prospect of promotion. Recent analysis of promotion trends for officers in engineering/technical specialties appears to indicate those members who have earned an advanced degree have an increased opportunity for promotion.

PROGRAM SPECIFIC INFORMATION

Annually, OPM issues a revised Active Duty Officer Postgraduate and Advanced Education Application Process Guide for current year applicants. This process guide offers detailed information regarding the scope, prerequisites, and availability of individual programs. The process guide is available at the PSC website: <http://www.uscg.mil/opm/Opm1/opm-1PG.asp#Documents>.

PREPARING TO REQUEST ADVANCED EDUCATION

To prepare for an advanced education selection panel, consider these suggestions as practical guidance:

- When contemplating advanced education, prepare ahead for the SAT/GRE tests as required for your specific programs.
- Once selected for a program, perform a self-evaluation and assess your academic skills inventory. Graduate students selected for technical programs may wish to review their math skills and take refresher courses the year prior to entering graduate school.
- Give thought and be selective when choosing your advanced education program. A number of undergraduate degrees lead to different career specialties. Each specialty may have distinct assignment and promotion rates that will affect you later in your career. You can apply to three different advanced education programs during each selection cycle, so choose only those programs that you are interested in for a career path.

JUNIOR OFFICER CAREER PLANNING DECISIONS

There is no single career path to success. Every career is unique with each step you take, depending on the step you just took and the direction you want to go. However, certain career actions may increase your opportunities, leadership positions, or have an adverse impact, such as two consecutive staff tours as a junior officer. You must strike a balance between specialization, general Coast Guard career development, and your personal desires.

SPECIALTIES/COMMUNITIES

As a career foundation, every officer should obtain a primary specialty or Officer Specialty Code (OSC) designation, which serves as the officer's career homeport. The primary specialty is considered your career community and provides general guidance and advice on career paths within that particular specialty.

CAREER PATH PLANNING

In planning your career path, some things to consider are:

- Your personal interests and goals
- Career specialty (community) path entry requirements and points
- Timing and type of assignment opportunities
- Postgraduate education

To assist officers with personal aspects of career management, the CG PSC Officer Career Management Branch (OPM-4) provides dedicated career management information and counseling to officers of all grades. The OPM-4 focus revolves around three basic themes:

- Competencies and career paths (assignments, advanced education)
- Performance management (evaluations, promotions, and career management analysis)
- Career broadening strategies (career goals; service schools; out-of-competency assignments)

BROADENING ASSIGNMENTS

With few exceptions, it is neither recommended nor desirable for you to spend your entire Coast Guard career in a single specialty. To be successful, you must understand a broad range of Coast Guard policy and management. You probably will have one or more out-of-specialty assignments during your career, especially as you become more senior.

How often you pursue an out-of-specialty tour depends on your goals, interests, and needs of the service. Generally speaking, the fewer the billets in the primary occupational specialty, the more actively you should pursue out-of-specialty tours. Assignment to an out-of-specialty tour is

possible only if more officers in that specialty are available for transfer than there are specialty billets available. OPM-4 can help with evaluating different career alternatives you may be considering, or provide insight into various aspects of the Coast Guard's human resources system.

THE E-RESUME

A well-crafted e-Resume should allow flexibility and acknowledge different possible outcomes.

If your e-Resume lists five commands and nothing more, this informs the detailers that you are not considering the possibility of non-selection for a command billet. The same applies to e-Resumes that list only an extension, or only billets in a single geographic area. If you have an established specialty, but prefer an out of specialty assignment, note it. Also let the detailers know what your specialty preferences are in the event that your desire cannot be accommodated. A broad e-Resume tells the detailers your preferences as well as addressing alternatives that you believe the service will consider you for given your specialty background and experience. Use the comments section to amplify your assignment request. Let the detailers know of your career desires and special considerations. This is the vehicle used to advise the detailers of your desires and to express your concerns.

IN SUMMARY:

- A well-crafted e-Resume is critical in the assignment process
- Provide a range of job types and locations - put "pyramidal" choices in the comments
- Do not ask for several of the same type of billets at the same unit
- Limit comments to short/long-term goals, "pyramidal" assignment preferences and pertinent personal factors
- The e-Resume is not a starting point for negotiations - it may be your only communication with the AO's
- OPM highly recommends that JO's have supervisors review their e-Resume before submission

ORGANIZATION

The assignment process is designed to match the needs of the service with your skills, specialty, and personal desires. To facilitate mission success, the goal is to assign the right person, to the right job, at the right time. Career paths are designed to develop necessary skills and experience to staff the organization. Occupational specialties are developed through operational assignments, cross-training and graduate-level education. Assignments are a competitive process involving all fully qualified officers who have requested a billet.

BALANCE

The fundamental tenets of the officer assignment system require equitable, unbiased, consistent consideration of service needs, program and unit requirements, and the individual needs of the member.

CAREER CHECKLIST

The more actively you participate in determining your career, the greater your personal satisfaction will be. This will give you a better idea not only of what to expect but also of your destination. This checklist provides some guidance in making assignment and career decisions.

- Identify your goals
- Act now – do not wait
- Know and communicate with your program manager
- Look at your assignment history
- Work with your mentor
- Request assignments that will help you achieve your goals
- Investigate advance education (AE) and special training opportunities
- Investigate potential assignments after AE or special training
- Get performance feedback (midterm review and counseling)



INTRODUCTION

Aspiration to command cadre positions as CO or XO is a career milestone sought by many officers. In addition to the operational command opportunities you may be eligible for, a Patrol Boat as a LT, or a Buoy Tender as a Commander, the Mission Support field offers command cadre opportunities as well. For most senior commands (O6), there are numerous qualification criteria indicating multiple prerequisites in other leadership positions, such as Department Heads, and Product Line Managers.

DISCUSSION

The path leading to command cadre assignments typically follows similar gateways regardless of the officer's specialty. The required prerequisites for major commands (O5/O6) often require previous assignment at a functionally similar unit type as a junior officer and further specialty experience at the LCDR/CDR levels. Examples include finance assignments for FINCEN, human resource or finance assignments for PPC/CGRC, and operational flight assignments for ALC/ATC commands. Junior commands (O3/O4) often require previous assignments in areas that build required competencies. These positions include product line assignments for SFO command or training/DCMS assignments for TQC/CG Institute command positions as CO/XO.

PATHWAY CRITERIA

The path leading to assignment as a commanding or executive officer contains numerous variables and experience requirements that are supportive of command cadre assignments. A review of the *CCG Guidance to Boards and Panels* provides insight on the importance of leadership in commanding officer and executive officer positions.

The tables on the following pages exhibit the general experience requirements desired in officers for particular command positions. These tables are an excerpt from the annual PSCNOTE 1401: Schedule of Officer Personnel Boards and Panels. The PSC Notice should be consulted for complete information. These experiences are only one aspect contributing to the command selection process, other leadership traits required in the modernized mission support structure are:

- Collaboration
- Bringing together diverse parties
- Function in a matrixed environment
- Customer focus
- Simultaneously meet local/regional & national needs
- Alignment with the four cornerstones

Command/Sponsor	Grade	Criteria – One of the following
CGRC/CG-1	O6	O5 Base CO/XO/Pers DH O5 Sector Log DH O4 or above HR Billet
PPC/CG-1	O6	O5 Base CO/XO/Pers DH O5 Sector Log DH O4 or above HR/Finance/Resource Mgmt Billet
HSWL/CG-1	O6	O5 HR/Safety/Medical O5 Base CO/XO/Pers or HSWL DH O5 Sector Log DH O4 or above HSWL Staff or Field Billet
SFLC/CG-4	O6	Served in at least 2 Naval Engineering billets Including one of the following: O5 or above Naval Engineer Billet O5 Base CO/XO/Eng DH O5 Proj Mgr/Prod Line Mgr O5 Industrial or Shared Services Div O5 Acquisition PM (Naval)
CG Yard/CG-4	O6	Served in at least 2 Naval Engineering billets Including one of the following: O5 or above Naval Engineer Billet O5 Base CO/XO/Eng DH O5 Project Mgr/Prod Line Mgr O5 Acquisition PM (Naval)
ALC/CG-4	O6	2 Years as Designated Aviator in Pre-Command aviation assignment AND Served in DIFOPS in last Six Years AND Qualified Aeronautical Engineer
SILC/CG-4 FDCC/CG-4	O6	Served in at least 2 Civil Engineering billets Including one of the following: O5 Civil/Facilities Engineering O5 Base CO/XO/Facilities DH O5 Sector Log DH
CEU/CG-4	O6/O5	Served in one of the following at O4 or above: Civil/Facilities Engineering Base CO/XO/Facilities DH Sector Log DH/ SILC Prod Line Mgr Base Facilities Branch or Section Chief

Command/Sponsor	Grade	Criteria – One of the following
C4ITSC/CG-6 TISCOM/CG-6 OSC/CG-6 C3CEN/CG-6	O6	Served in at least 2 C4IT billets including one of the Following: O5 or above C4ITSC Billet O5 Base CO/XO/C4IT DH O5 Acquisition PM (C4IT area)
CAMS/CG-6	O5	Served in one of the following: O4 or above Base XO/C4IT DH O4 or above C4IT Billet O4 Acquisition PM (C4IT) O4 PRO XO (C4IT) O3 or above CAMS/COMMSTA Billet
COMMSTA/CG-6	O4	Served in one of the following: O4 Base XO/C4IT DH/ACQ Project Billet (C4IT area) O4 PRO XO (C4IT area) O3 or above C4IT Billet O3 or above CAMS/COMMSTA Billet
FINCEN/CG-8	O6	Two Tours in CG Finance Program With one Tour at O5 or Above
LSSU/CG-9	O5	Served in one of the following: O4 or above Base XO/Eng DH O4 or above Naval Engineering Billet O4 or above Acquisition Billet
Base/DOL	O6/O5	Served in Two Mission Support billets including One of the following: O5 or above DCMS Billet – Both Cmds O5 Sector Log DH – Both Cmds O5 Field Comptroller Billet – O6 Cmd
ATTC/FC	O6	Served in one of the following: O5 TraCen Div Chief/XO O4 or above billet under cognizance of FORCECOM OR Eligible for O6 Aviation Cmd
TRACEN(TCY, TCP, TCCM)	O6	Served in 2 Mission Support Billets, including one of the following: O5 TraCen Division Chief/XO O4 or above billet under the cognizance of FC-T

OFFICER EVALUATION REPORTS (OERS)

INTRODUCTION

Undoubtedly, the most important document in your official record is the Officer Evaluation Report (OER). OERs are key determinants for:

- Promotions
- Assignments
- Selection for educational and special programs

RESPONSIBILITY

Ultimately, only you are responsible for managing your performance; however, the entire rating chain bears responsibility for the timely submission and quality preparation of an OER.

These reports, individually and collectively, are used to rate your performance, provide feedback to you, and to document your job. They are used by promotion boards and screening panels to determine the best-qualified officers for the next higher grade, particular assignments, or educational opportunities. In addition, the program force manager and detailers use these reports in determining the best fit for you during each assignment season. They are or should be, used by you as well -- to tell your story as best you can.

Ensigns and Lieutenants (Junior Grade) are evaluated semi-annually, and Lieutenants and above are evaluated annually. The reasons for this are simple – junior officers require more feedback to improve and mature in our service, but the performance of both must be evaluated and recorded regularly. You should view each OER as an opportunity to record your performance accurately, completely, and in a timely manner. You must do everything in your power to make sure your OER file demonstrates your potential for further service to the Coast Guard in assignments of increasing responsibility and significance. Above all, you must make sure that your story is told in a way that others will understand; in a way that all the others who will use your OER file for promotions, assignments, etc. will understand. The **first step** in the OER cycle begins the day you report to your unit. It is your responsibility, the reported on officer, to understand your assignment, to learn what your supervisor and reporting officer expect of you, and to help them learn your needs and expectations. The best way to do this is in face-to-face meetings to discuss the assignment, their expectations, and your personal goals. You should prepare in advance by reviewing appropriate documents (OPLANS, SOPS, instructions). Do not wait for your supervisor to set this up – take the initiative.

The **second step** is to follow-up. Foremost, perform your duties to the best of your ability and equally important, request feedback frequently as you learn the job. You and your supervisor should develop a feedback method whether it is through informal chats or a more formal and scheduled counseling session. Again, do not wait for your supervisor to set it up – take the initiative. In general, the easiest way to facilitate communications is through brief but regular conversation. Keep your supervisor informed of significant items, ask for advice or review

planned actions in important matters, etc. The goal is to establish yourself in your supervisor's mind as a reliable performer and a responsible, responsive, and supportive individual who will carry your fair share of the load in the unit. Essentially, you are negotiating the best solution to the needs of your job, your supervisor, and yourself. Manage expectations, lest you are overtaken by events that drive perception in an unintended direction.

You should also attempt to follow-up with your reporting officer. This is a little more difficult, as your reporting officer will likely be your supervisor's supervisor. Looking at the OER form, you can visualize that the supervisor's and reporting officer's portions are different. The supervisor rates specific job performance and traits related to close observation (accomplishments, motivation, etc.). Your reporting officer has a broader, longer-term outlook, generally reporting on more officers under several supervisors. The reporting officer observes trends, significant results, formal briefings, personnel inspections, and reports from your supervisor, using the information to determine how well you, your coworkers, and your supervisor perform together. It is in your best interests to make the most of every opportunity influence your reporting officer in a positive fashion.

As each OER period ends, *you* must take the initiative. Submit completed OER form(s) to your supervisor/secondary supervisors about a month before the end of the period. Unless your supervisor objects, fill out the description of duties section yourself; you have the most at stake, and with that in mind you can best describe your assignments. In this section, do not imply list cryptic titles; add some details. Remember, others who do not understand technical terms or acronyms will use your OER for decisions of critical importance for your career. Make this section describe what you do fully, accurately, and in a way that anyone can understand.

Supervisors and reporting officers will discuss your evaluations with you at any time – it is even possible that you will never receive them. Counseling and feedback are not necessarily consistent within the process, which makes talking with your supervisors throughout the evaluation period crucial. You may get a hint about how they will consider end of period counseling. This approach will eliminate surprises, and you will not be tempted to rebut. Encourage all concerned to maintain the same harmonious working relationship.

A word about supervisors and reporting officers is required. Remember, they are not all ogres waiting to torpedo your career. In fact, you may already be one for someone else, and if not, you may be soon. They are trying to perform their jobs in the best way they can, so help them help you. There are three ways you can help them and yourself: follow the guidance above to develop and maintain a good working relationship with them, keep them posted on progress and performance, and provide documented accomplishments supporting your performance.

OER HELPFUL HINTS

- Track your performance
- Ensure you are using the most recent OER form
- The majority of errors occur in Block 1

- Ensure Block 2 is completed with your primary duties first, if you have room include your secondary duties
- Block 10, Block 10, Block 10 ... ensure you are reaching your potential in every job, every day

A WELL-CONSTRUCTED OER COMMENT (OR BULLET)

- How well it was done
- Concise accomplishment
- Demonstrated impact ____ “Resulting in ____” or the “So-what factor”

MENTORING

Mentoring is a traditional method for orienting and training those new to the Coast Guard as well as a valuable means for supporting the development - even accelerating the professional growth - of experienced employees, middle managers, and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership.

Mentoring is one of the Coast Guard's **28 Leadership Competencies** and is found within the *leading others* category of the Leadership Development Framework. To be effective, mentoring needs to be done strategically as well as creatively and will not work unless the command acknowledges its value. The best way to implement mentoring programs successfully into your command is to include it as part of the command's philosophy. Employees must be able to see that the Command structure takes this initiative seriously.

All workforce members (including active duty, reservists, civilian employees, and auxiliaries), regardless of responsibility level can benefit from mentoring anytime during a career. Just as we need to be mentored to continually learn, we also learn through teaching others. Ultimately, the Coast Guard improves as an organization through the performance improvements of our people.

All personnel are encouraged to participate in the Coast Guard mentoring program either as a Mentor or Mentee, or even both. Senior leaders should make a special effort to engage in mentoring both formal and informal with their subordinates as well as others seeking guidance and advice.

CAREER DEVELOPMENT

People are the Coast Guard's key asset. Coast Guard supervisors and mentors, both military and civilian, have a responsibility to advise and encourage all members in their chain of command to enhance their skills and abilities. Increased skill levels benefit the Coast Guard by increasing the knowledge level of the workforce, improving morale, and reducing stress in the workplace. This requires all leaders to assume the role of mentor. The keys to success in enhancing career

development are timely career counseling, professional development, and mentoring to all members of the organization to retain a highly skilled and diverse workforce.

INDIVIDUAL DEVELOPMENT PLANS

The Mission Support Organization is fully committed to the personal and professional growth of all of our people. Because learning and development occur primarily at the permanent unit, commanding officers (this term is used broadly to encompass unit commanders, officers-in-charge, and flotilla commanders) are ultimately accountable for providing their workforce with developmental activities, identifying areas for improvement, and ensuring timely coaching. The Individual Development Plan (IDP) helps commanding officers meet these responsibilities by emphasizing discussions and joint decisions by personnel and their supervisors. The IDP actively encourages the individual to think about their current position and future potential, and prompts activities to build the expertise, confidence and self-esteem to lead to a successful, fulfilling career. All Commands shall develop and maintain an IDP program in accordance with The Individual Development Plan Policy, COMDTINST 5357.1 (series).

RECORD OF PROFESSIONAL DEVELOPMENT (CG-4082)

The Record of Professional Development (CG-4082) is an optional, yet important and often overlooked component of an officer's record. The CG-4082 is your opportunity to list your education degree(s), qualifications, certifications, courses (academic, military, or certified), licenses, or language proficiency in one place.

All significant education, training, and qualifications should be listed on your 4082 as information can easily be "buried" in an OER. Be mindful that the 4082 does not replace the requirement to enter information in the appropriate electronic database such as Direct Access or the Training Management Tool (TMT).

If you have completed a degree, you do not need to list all of the individual classes on the 4082. Simply list the degree and school on a single line of the 4082. Do not forget to submit the academic transcript to the Records Branch when the degree is awarded. If you haven't completed the degree do not submit a transcript, but rather list the courses you have completed on the 4082. Upon completion, you should update your 4082 with degree completion.

We recommend submitting a 4082 prior to Promotion Boards, Selection Panels, and/or prior to re-assignment. Each form that you submit becomes a part of your record and is not replaced by previous submissions; there is no need to repeat information on subsequent forms. If you have multiple 4082's in your record you may want to consider consolidating the forms into one. The completed 4082 should be submitted to the PSC Records Branch. Printing of the form and writing it by hand is not recommended. The preferred method of receipt is email.

FOR MORE INFORMATION... VISIT THESE LINKS

Mentoring

<http://www.uscg.mil/leadership/programs/mentoring.asp>

E-Learning

<https://elearning.uscg.mil/catalog/>

Individual Development Plans

<http://www.uscg.mil/leadership/resources/idp.asp>

Officer Accessions, Evaluations, & Promotions, COMDTINST M1000.3

http://cgweb2.comdt.uscg.mil/cgDirectives/CIM/CIM_1000_3.pdf (Intranet)

Military Assignments and Authorized Absences COMDTINST M1000.8

http://cgweb2.comdt.uscg.mil/cgDirectives/CIM/CIM_1000_8.pdf (Intranet)

OPM Website

<http://www.uscg.mil/opm/default.asp>

USCG Competency Management System Manual, COMDTINST M5300.2

http://www.uscg.mil/directives/cim/5000-5999/CIM_5300_2.pdf

DCMS-81 CG Portal Site

<https://cgportal.uscg.mil/CTL/LVBGCX>

CG Career Central

<http://www.uscg.mil/careercentral/>

Leadership Website

<http://www.uscg.mil/leadership/default.asp>

Adv Ed Website

<https://cgportal.uscg.mil/CTL/1GFO3SQ>

Civil Engineering Careers

<https://cgportal.uscg.mil/CTL/MBG4BC>

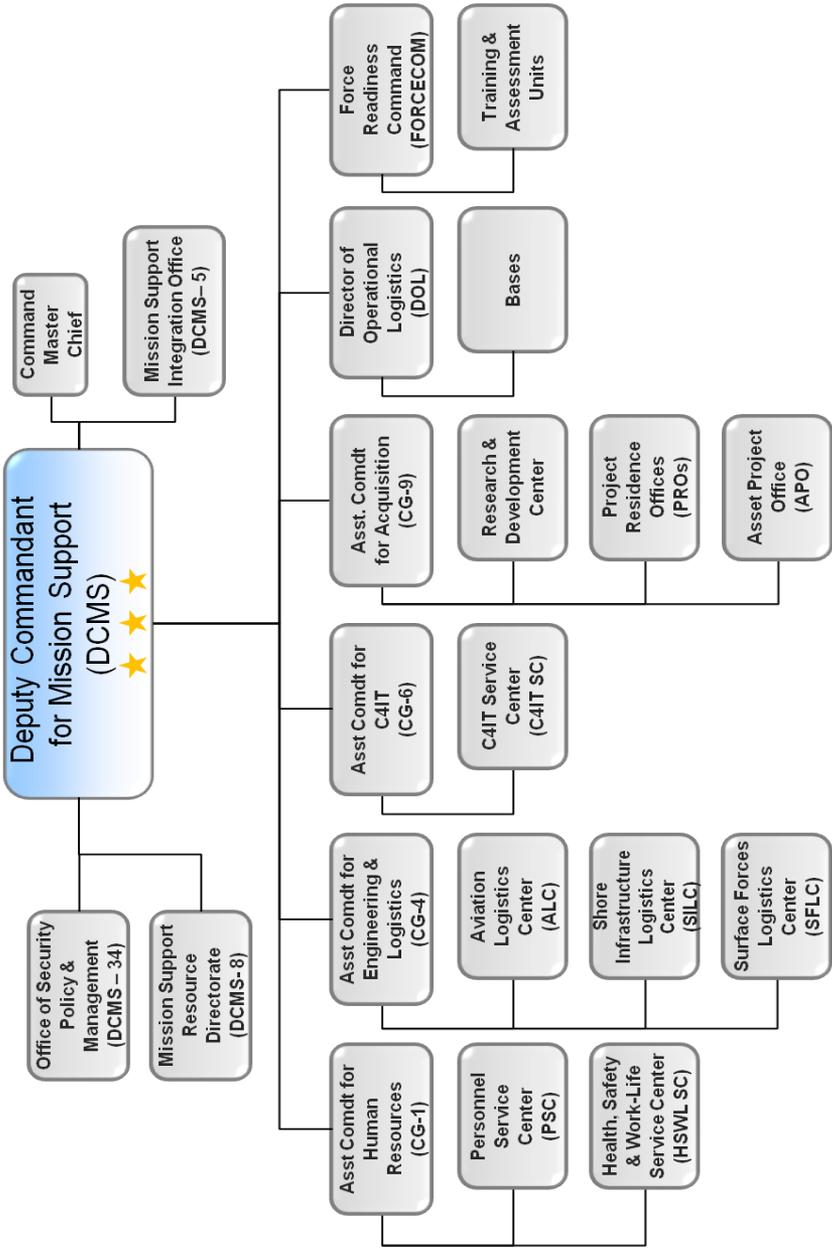
Naval Engineering and Industrial Manager Careers

<https://cgportal.uscg.mil/CTL/5NOVWO>

Acquisition Management Careers

<https://cgportal.uscg.mil/CTL/E5HYGS>

Mission Support Organization



**This is our chosen profession.
This is our way.
This is what we do.
We are Coast Guardsmen.
We are the men and women of the
United States Coast Guard.**

- Admiral Bob Papp

