

# **ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE FOR ASSIGNMENT YEAR 2016**



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## **REFERENCES**

- (a) Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
- (b) Officer Accessions, Evaluations, and Promotions Manual, COMDTINST M1000.3
- (c) COMCOGARD FORCECOM NORFOLK VA//FC-C//151312Z APR 15, ALCOAST 149/15, COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FY 2016
- (d) COMCOGARD PSC ARLINGTON VA//172114Z APR 15, ALCGPSC 048/15, OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS FOR ASSIGNMENT YEAR 2016 (AY16)
- (d) COMDT COGARD WASHINGTON DC//CG-1// 182020Z MAR 09, ALCOAST 154/09 ADDITION OF EMPLOYEE CAREER SUMMARY SHEET WITH INDIVIDUAL, BOARD AND PANEL VIEW THROUGH COAST GUARD BUSINESS INTELLIGENCE (CGBI)

## **POINTS OF CONTACT**

- a. Assistant Chief, Boards Section: LT Lauren Milici, (703) 872-6441
- b. Advanced Education Yeoman: YN3 Christian Hazzard, (703) 872-6424
- c. Chief, Boards Section: LCDR Brian Whisler, (703) 872-6438
- d. CG PSC (BOPS-MR) IPDR Requests: [ARL-PF-CGPSCOFFRecords@uscg.mil](mailto:ARL-PF-CGPSCOFFRecords@uscg.mil)
- e. OER Questions: Email OPM-3 AT [ARL-PF-CGPSC-OPM@USCG.MIL](mailto:ARL-PF-CGPSC-OPM@USCG.MIL)
- f. Career Management Questions: Email OPM-4 AT [ARL-PF-CGPSC-OPM-4@USCG.MIL](mailto:ARL-PF-CGPSC-OPM-4@USCG.MIL)

## **WEB SITES**

- A. CG PSC (OPM-1) Postgraduate/Advanced Education (PG/Adv Ed) Information:  
<http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp>
- B. CG PSC (OPM-1) Reference Library: [PG/AdvEdPortal](#)
- C. CG PSC (BOPS-MR) IPDR information (formerly psd-mr, records branch): [www.uscg.mil/psd/mr](http://www.uscg.mil/psd/mr)
- D. CG PSC (OPM-3) OER information: <http://www.uscg.mil/psc/opm/opm3/opm-3.asp>
- E. CG PSC (OPM-4) Career Management: <http://www.uscg.mil/psc/opm/opm4/opm-4.asp>
- F. CG PPC guide to Direct Access: <http://www.uscg.mil/ppc/ps/>

## **PURPOSE**

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

## **DEADLINE**

The AY15 PG/Adv Ed application deadline for all programs is **26 June 2015**. The following must be delivered by this date:

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

## **GENERAL GUIDANCE FOR ALL APPLICANTS**

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

## **POSTGRADUATE/ADVANCED EDUCATION GENERAL INFORMATION**

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

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

Officers considering PG/Adv Ed opportunities should also examine career paths and future assignment possibilities. Timing of PG/Adv Ed can be critical as your education and subsequent required payback assignment period together may total seven years. Officers, particularly O-3 and below, with questions concerning aspects of career management, are highly encouraged to request an appointment for an individual record review with a dedicated [Officer Career Counselor in OPM-4](#). Appointment requests for counseling should be sent to the e-mail address found in the [points of contact](#) section of this guide. Counseling topics typically discussed revolve around three basic themes:

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

Each PG/Adv Ed program releases a solicitation message advertising selected PG/Adv Ed opportunities. Please review these messages when considering various programs. In some cases, specific instruction above and beyond what may be found in this guide may appear in solicitation messages. The Headquarters program managers can assist with specific questions regarding additional application requirements, academic programs, and curricula. Each program manager will be listed on that program's solicitation message and should be used as primary POC for program-specific questions.

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

The PG/Adv Ed panel schedule and generic precept will be available via ALCGOFF and CG PSC (opm-1)'s [PG/Adv Ed webpage](#) and the [OPM Reference Library on Sharepoint](#), respectively.

Each panel will meet on a date established by CG PSC (opm-1). The panel report and results message are prepared and routed through the chain of command to CG PSC (opm). The panel's results message takes approximately 2-3 weeks for approval and subsequent release via ALCGOFF. PG/Adv Ed selection panels are guided by the panel precept and base their decisions on official matters of record and the applications. Panels will see the following for each applicant:

- a. [CG PSC IPDR](#);
- b. [Applicant's E-Resume PG/Adv Ed choices](#), [the priority order](#), and comments;
- c. [Command E-Interview comments](#);
- d. [Official education](#) and [standardized test](#) data from Direct Access;
- e. [Employee Summary Sheet \(ESS\)](#);
- f. Tour completion date and assignment history.

## **ELIGIBILITY REQUIREMENTS**

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

- a. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities.
- b. Only officers due to transfer in AY16 are permitted to apply.
- c. Officers must have a minimum of two years commissioned Coast Guard service at the time of enrollment in the AY16 academic program.
- d. Officers within their first two tours must receive [Career Counseling from PSC-OPM-4](#). Applicants should submit a request to schedule Career Counseling with PSC-OPM-4 by no later than 17 April 2015. [ARL-PF-CGPSC-OPM-4@USCG.MIL](mailto:ARL-PF-CGPSC-OPM-4@USCG.MIL)
- e. Members who are currently enrolled in a PG/Adv Ed program or currently serving in a payback tour following completion of a PG/Adv Ed program are not eligible to apply.
- f. Those members who have attended full-time Coast Guard funded PG/Adv Ed programs will not normally be selected for additional programs. However, there are exceptions (e.g., Law-LLM, MS in Acquisition Project Management). Officers in this category are not precluded from applying.
- g. Officers applying to PG/Adv Ed programs leading to an advanced degree must have a conferred baccalaureate degree at the time of their E-Resume submission. The only exceptions to this requirement are those members applying to: Advanced Computer, Engineering and Technology (ACET), Aeronautical Engineering Officer Training (AEO), Contract Management, Naval Engineering Technology (NET), and Physicians Assistant (IPAP) programs. Applicants to these programs should consult the respective program solicitation message for specific academic requirements.
- h. Officers who are not selected for promotion during the PG/Adv Ed panel season will have their applications withdrawn or will be removed as a primary/alternate selectee.
- i. Officers who submit retirement or resignation requests will be withdrawn from further consideration and removed from any PG/Adv Ed programs for which they were selected.
- j. Officers and enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed opportunities.
- k. Drilling Reservists and officers / enlisted members recalled to active duty under Title 10 or ADOS are not eligible to apply.
- l. Permanent and Provisional Reserve Program Administrators (RPAs) are only eligible to apply for the Reserve Program Management program.

## WAIVER REQUEST GUIDANCE

### ELIGIBILITY REQUIREMENTS:

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

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

### OFFICIAL STANDARDIZED TEST SCORE REPORTS:

Applicants who will not have their official standardized test score report entered into their CG PSC IPDR and Direct Access by the AY16 application deadline must submit a waiver request in the form of a Coast Guard memorandum through the respective PG/Adv Ed Program Manager/Representative to CG PSC (opm-1). The waiver request must address the following points using the template provided on CG PSC (opm-1)'s [PG/Adv Ed webpage](#) or [OPM Reference Library on Sharepoint](#):

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

Note 1: Official standardized test score waiver request must include a copy of the receipt confirming the test date before the [AY16 PG/Adv Ed application deadline](#).

Note 2: The request must be addressed to CG PSC (opm-1) with the cognizant PG/Adv Ed Program Manager/ Representative as a thru addressee. Program Managers are identified in each program's solicitation message.

CG PSC (opm-1) must receive all waiver requests no later than the [AY16 PG/Adv Ed application deadline](#). The primary and preferred method of delivery is a signed, endorsed, and scanned PDF copy sent via email to LT Lauren Milici, [Lauren.L.Milici@uscg.mil](mailto:Lauren.L.Milici@uscg.mil) and YN3 Christian Hazzard, [Christian.T.Hazzard@uscg.mil](mailto:Christian.T.Hazzard@uscg.mil). Please be sure to forward all waiver requests to both of the email addresses listed above and copy LCDR Brian Whisler, [Brian.R.Whisler@uscg.mil](mailto:Brian.R.Whisler@uscg.mil).

Do not send the original memo via mail to CG PSC (opm-1) if you use one of the methods listed above. OPM will review all AY16 PG/Adv Ed waiver requests collectively after the [AY16 PG/Adv Ed application deadline](#). OPM-1 will inform members of their status once a final decision is rendered.

## **RESPONSIBILITIES**

The PG/Adv Ed application process is a multi-level procedure requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the applicant not being eligible to compete. In order to maintain fairness to all applicants in this highly competitive process, the published [application deadline](#), [eligibility requirements](#), and [application policy and procedures](#) will be rigorously upheld.

The applicant bears the responsibility for ensuring his or her application is timely, complete, and in compliance with applicable requirements and instructions. Applicants must work closely with their [command](#), [servicing SPO](#), and [CG PSC \(BOPS-MR\)](#) to correct any errors or omissions. In past years, some applicants failed to meet the established requirements, resulting in a loss of eligibility for consideration and/or not competing well. Members must follow the guidance provided to maximize this unique and rewarding opportunity for the Coast Guard to fund their continued education.

The [following chart summarizes the responsibility requirements](#) at each level. Special attention must be given to the [application deadline](#) provided in the guide and the AY16 Officer Postgraduate and Advanced Education application process message.

Responsible Party	Responsibility
Applicant	<ul style="list-style-type: none"> <li>▪ Become familiar with the AY16 PG/Adv Ed application process.</li> <li>▪ Meet the requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and any applicable AY16 PG/Adv Ed message traffic.</li> <li>▪ Apply for the AY16 PG/Adv Ed program(s) desired by submitting an <a href="#">E-Resume</a> to <a href="#">Supervisor</a>.</li> <li>▪ Verify <a href="#">CG PSC IPDR</a>.</li> <li>▪ Verify (training and education information) in <a href="#">Direct Access</a>.</li> </ul>
Unit/ Commanding Officer	<ul style="list-style-type: none"> <li>▪ Become familiar with the AY16 PG/Adv Ed application process and be able to assist applicant(s) with questions.</li> <li>▪ Verify applicant(s) meets all <a href="#">eligibility requirements</a> set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and applicable AY16 PG/Adv Ed message traffic.</li> <li>▪ Provide administrative assistance to applicant(s) in correcting errors in <a href="#">Direct Access</a> prior to the <a href="#">application deadline</a>.</li> <li>▪ Notify <a href="#">CG PSC (opm-1)</a> of eligibility changes or corrections as soon as is possible.</li> <li>▪ Ensure that Junior Officers within their first two tours have received <a href="#">Career Counseling from PSC-OPM-4</a>.</li> </ul>
SPO/PERSRU	<ul style="list-style-type: none"> <li>▪ Assist units as needed in correcting/entering <a href="#">Direct Access</a> data.</li> <li>▪ Verify, scan, and email all <a href="#">CG PSC IPDR</a> documents to CG PSC (BOPS-MR).</li> </ul>
<a href="#">CG PSC (opm-1)</a>	<ul style="list-style-type: none"> <li>▪ Primary <a href="#">point of contact</a> for PG/Adv Ed application process questions.</li> <li>▪ Draft, route, approve, and release the AY16 Officer PG/Adv Ed application process message outlining <a href="#">application deadline</a>, <a href="#">eligibility requirements</a>, and <a href="#">application policy and procedures</a>.</li> <li>▪ Draft, route, approve, and release the promulgation of Officer PG/Adv Ed selection panel schedule outlining AY16 PG/Adv Ed panel convening dates.</li> <li>▪ Draft, route, approve, and release the precept to convene AY16 PG/Adv Ed selection panels.</li> <li>▪ Verify eligibility of all applicants.</li> <li>▪ Process Managers for PG/Adv Ed selection panels.</li> </ul>

## **COMMANDING OFFICERS' ROLE**

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

Note: Commanding Officers endorsing a Junior Officer within their first two tours are required to state "Member has requested (or has completed) counseling with PSC-OPM-4" in the written Command endorsement section, see page 21.

## **REVIEW OF CG PSC IPDR**

All candidates should review their official record maintained by the [Coast Guard Personnel Service Center, Business Operations Division, Military Records, CG PSC \(BOPS-MR\)](#) and provide copies of any missing authorized documents. This can be done by:

a. Requesting a copy of your official record by submitting a signed Coast Guard memorandum. The primary and preferred method of delivery is a PDF document sent via e-mail to [ARL-PF-CGPSCOFFRecords@uscg.mil](mailto:ARL-PF-CGPSCOFFRecords@uscg.mil) (Global ARL-PF-CGPSC OFF Records).

Note: Include your EMPLID in the memo.

b. Reviewing your [Employee Career Summary Sheet \(ESS\)](#) as outlined in reference (e). The ESS will provide each Coast Guard member with a consolidated view of their information as it appears in the Coast Guard's Enterprise-Wide Human Resources Management System (HRMS), Direct Access. This serves as a means for every Coast Guard member to review his/her personal data and to ensure the information in Direct Access is updated and accurate. ESS Panel View will be part of the matters of official record presented to PG/Adv Ed panels.

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

## **SERVICE OBLIGATION**

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

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

## **DELAYED ENROLLMENT OR DEFERMENT**

In accordance with [reference \(a\)](#), in order to afford officers the ability to pursue other unique career opportunities (e.g., command cadre afloat) and provide the service greater depth of skilled personnel in essential mission areas, requests to defer assignment to PG/Adv Ed opportunities may be considered.

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

Officers requesting deferment must submit their request via Coast Guard memorandum to CG PSC (opm-1G) **upon receipt of orders**. Officers whose program has been deferred will automatically be assigned to "Duty Under Instruction" status upon completion of their assignment as long as their performance continues to warrant this opportunity. Officers granted the deferment must complete the assignment for which their program was deferred. Primary selectees for PG/Adv Ed programs are notified after the program's results message is released via ALCGOFF message. After they receive their notification, primary selectees have 5 calendar days to file a Letter of Intent to pursue the PG/Adv Ed opportunity. This requirement ensures primary attendees are guaranteed a Training Allowance Billet (TAB). As the assignment season progresses through the months of November and December, primary attendees can obtain career counseling from Assignment Officers or [CG PSC \(opm-4\)](#) to ascertain if other unique career opportunities are available.

Ultimately, delayed enrollment or deferment must be approved by CG PSC (opm-1), in concert with the Program Manager and Force Command (FC-TEPD). Requests in well-justified cases where service need, program need, and member career development needs are met should be sent to CG PSC (opm-1). CG PSC (opm-1) will consult with the appropriate Program Manager and FORCECOM regarding approval or disapproval. DUINS graduates are expected to go immediately to payback staff assignments. These payback assignments are rarely deferred with requests being considered on a case-by-case basis and decisions based solely on the needs of the Service.

## SPECIFIC GUIDANCE FOR JUNIOR OFFICERS

Managing and executing a long-term career strategy is arguably the single most important personal responsibility of any officer. With few exceptions, your first two to three tours as an officer largely define your career track and are critical with respect to establishing a specialty.

It is imperative that PG/ADV Ed is appropriately integrated into career timelines based on the particular specialty profile. A solid understanding of timing-based PG/Adv Education implications is important as the first few tours of a junior officer's career is focused on gaining operational experience, professional growth, and acquiring technical competencies. An officer's success and assignment opportunities will be made possible or limited by qualifications and operational experience. Time at a field unit is precious and goes by quickly; it should be leveraged to the fullest extent to attain qualifications. PG/Adv Ed opportunities complement an officer's experience gained through operational assignments and serves to broaden an officer's specialty.

While PG/Adv Ed programs may be linked to a specific career field, it should be noted that in most cases, the follow-on tour for graduate school will not be in an operational assignment. Most Coast Guard sponsored graduate programs require a staff tour following the completion of graduate school as a "payback." Together, postgraduate school and the payback tour can account for six years of your career, and all of this time is out of the field and away from Coast Guard operations. If postgraduate training is preceded by a staff tour, it could mean that you are away from Coast Guard operations for ten or more years. The result of this is that your viability and career opportunities may be in jeopardy, as your operational recency may be compromised and subject to question.

As a general rule, PG/Adv Ed opportunities are best suited for officers with an established operational specialty and are ideally coming off of an operational assignment – regardless of the program!

### Prior to applying to PG/Adv Ed Programs:

1. Junior Officers should contact specific PG/Adv Ed Program Managers to determine length of PG/Adv Ed program, approximate length of payback tour, and type of payback.
2. All Officers should review Officer Career Guides on OPM-4 website.  
<http://www.uscg.mil/opm/Opm4/opm-4.asp>
3. Junior Officer within their first two tours shall schedule a career counseling session with a dedicated Officer Career Counselor in OPM-4 to discuss PG/Adv Ed timing and career specialties. Requests to schedule Career Counseling are to be submitted by 17 April 2015 by emailing [ARL-PF-CGPSC-OPM-4@USCG.MIL](mailto:ARL-PF-CGPSC-OPM-4@USCG.MIL).

Note: Commanding Officers endorsing a Junior Officer within their first two tours are required to state "Member has requested (or has completed) counseling with PSC-OPM-4" in the written Command endorsement section, see page 21.

### **SPECIFIC GUIDANCE FOR AVIATORS**

Aviators may apply to all PG/Adv Ed programs except for Law (JD and LLM), Medical (e.g., Physicians Assistant), and those designated for PHS Officers. Aviators should carefully examine Aviation Career Incentive Pay (ACIP) gates and upcoming assignment windows when considering application for any of the eligible programs. Follow-on tours within each educational study will not be deferred. Aviators completing their first operational tour will typically remain in an operational assignment for a second consecutive tour, based on current service needs. The maximum number of aviators selected per program will be determined based on Service need, aviation program requirements, and balancing PG/Adv Ed opportunities for aviators. Questions should be referred to the respective Aviation Assignment Officer.

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

Reserve Officers (O-3 and below) on Extended Active Duty (EAD), as defined in CH 1.B of [reference \(b\)](#), may apply for PG/Adv Ed opportunities. If selected, prior to enrollment, they must sign a new EAD contract. This EAD contract will include existing obligated service as well as obligated service incurred upon completion of PG/Adv Ed program. These periods of obligated service do not run concurrently. Enlisted members on EAD may apply for the Physician Assistant program and, if selected, must sign an active duty agreement extending through the required obligated service.

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

PHS officers may apply for the following programs: Medical Residency, Advanced General Practice Dental Residency, and Environmental Health. PHS officers can apply to other health related programs (e.g., Health Care Administration) on a case-by-case basis using PHS-only tabs. PHS officers will incur the same obligated service commitment for PG/Adv Ed attendance as regular officers. Questions regarding these issues should be referred to the respective Headquarters Program Manager.

## APPLICATION POLICY AND PROCEDURES

- a. Officers may apply for up to three (3) PG/Adv Ed programs.
- b. Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice.
- c. Additionally, applications for the following programs count as one independent choice, and may be listed as a fourth, fifth, etc. choice in any order (see examples below):
  - ✓ Academy Instructor (including Academy Company Officer)
  - ✓ Command and Staff Colleges (i.e., Army, Marine Corps, Navy)
  - ✓ Marine Safety Industry Training (i.e., Investigations, Marine Environmental Protection, Merchant Marine, and Port Safety and Security)

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

### Example 1:

1. Law (JD)
2. Operations Research
3. Transportation Management

### Example 2:

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

### Example 3:

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

- d. Officers should carefully consider the [order of program choices](#) and list their most desired program first. This is important because if selected as a primary candidate for the first program on an applicant's list, the applicant will be removed from further consideration for the remaining programs on his/her list (see page 18 of this process guide).
- e. Most AY16 PG/Adv Ed panels are convening as consolidated panels. Competitive officers considered by consolidated panels may be offered a PG/Adv Ed opportunity within their discipline that differs from their E-Resume choices. Consolidated panel schedule is posted

on the [PG/Adv Ed webpage](#) and [OPM Reference Library on CGPortal](#).

- f. The programs selected by an officer in Direct Access and the order of selection become final on the [application deadline](#). No consideration will be given to officers wishing to change the priority order of their programs after the [application deadline](#) except in the case of program re-solicitations.
- g. In the event a program re-solicits for applications, applicants may submit a new E-Resume with the following conditions:
  - 1. If the panel for the programs the applicant originally applied for have not convened, they cannot be replaced. Do not submit a new E-Resume.
  - 2. If the applicant was considered by a panel that has already convened and was not selected as a primary or alternate, he/she may replace that choice with that of the re-solicitation.
- h. Every new E-Resume must contain your PG/Adv Ed choices in the original order except as noted above and receive a positive command endorsement to remain eligible. If an E-Resume is submitted for assignment purposes (i.e., command screening, special assignments, etc.) prior to the completion of the PG/Adv Ed Panel season, applicants are reminded to list their PG/Adv Ed choices on the most recent E-Resume to remain eligible for consideration. Applicants must communicate any changes to their PG/Adv Ed E-Resume to [CG PSC \(opm-1\)](#) via e-mail.

Note: Applicants are advised to indicate that they have applied to PG/Adv Ed programs in the comments section of their PCS E-Resume.

- i. E-Resumes submitted after the [application deadline](#) will not be accepted.
- j. Applications must be submitted through the E-Resume process. Applicants should refer to the "[E-Resume Submission](#)" section of this guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities via Direct Access.

- k. A positive CO's endorsement, the [E-Interview](#), is required for all PG/Adv Ed programs and must contain a written opinion of the applicant's interests, ability, and potential value to the Service relating to the curricula requested. Only endorsements from the immediate command are authorized. CO's should choose "Make Offer" to positively endorse a member's application. Any member that does not receive a positive endorsement will not be eligible to compete. CO's should ensure that they click on the button "Mark as Final" for the member's application to be considered complete. These endorsements may be made for sector personnel by a designated CO of Military Personnel.

NOTE: A written Endorsement must be made in the "Comments" section of the applicant's E-Resume definitively stating whether the member is eligible or ineligible. Furthermore, the Command must ensure that Junior Officer Applicants within their first two tours have received [Career Counseling from PSC-OPM-4](#) and state "Member has completed (or has requested) counseling with PSC-OPM-4" following the written endorsement.

- l. If an [E-Resume](#) is submitted successfully, the applicant will receive an e-mail notification ***from Direct Access*** stating:

"Dear [Applicant],

Your online resume has been successfully submitted on [YYYY-MM-DD]. To review your information click the following link."

If applicants do not receive an e-mail notification that their [E-Resume](#) was successfully submitted, then OPM did not receive their E-Resume submission and they will not be considered for PG/Adv Ed opportunities.

Note: Applicants should read and follow the steps in the [E-Resume](#) submission section of this process guide and follow the E-Resume Submission PowerPoint Tutorial posted on the [PG/Adv Ed webpage](#) or [OPM Reference Library on CG Portal](#)

- m. Recent standardized test scores (taken since 1 January 2010) are required for all programs, even if applicants currently possess an advanced level degree – waivers will not be considered unless specified by a program's solicitation message. Official standardized test scores must be submitted no later than the [application deadline](#). Applicants should refer to solicitation messages to ensure they take the required standardized test(s). Those who do not submit the required official standardized test scores by the [application deadline](#) are not eligible to compete and will be removed from the respective applicant pool(s).

NOTE: Members who take standardized test(s) must have their official standardized score(s) entered into their [CG PSC IPDR](#) and [Direct Access](#) for PG/Adv Ed selection panel(s) to consider them. Also, applicants taking the GRE are encouraged to have the official test scores sent directly to [CG PSC \(opm-1\)](#), by designating the Coast Guard as an authorized score recipient prior to the test administration by using [GRE Code: 3029](#).

- n. For programs requiring a baccalaureate degree, conferred educational transcripts must be

submitted for entry into the applicant's [CG PSC IPDR](#) and [Direct Access](#) no later than the [application deadline](#). Those who do not submit the required official educational transcripts will not be eligible to compete.

NOTE: Copies of official educational transcripts are acceptable. We do not require an official transcript in a sealed envelope.

- o. Applicants should not submit transcripts for degrees in progress (i.e., not conferred/completed). Those applicants who have completed undergraduate/graduate level course work should submit a Record of Professional Development form (CG-4082). The CG-4082 form must include a CO's signature to be valid. Completed CG-4082 forms should be submitted for entry into the applicant's [CG PSC IPDR](#) through the unit SPO.
- p. Letters of Recommendation will not be considered. The only exceptions to this rule are for the Physician Assistant program and the Medical and Dental Residency programs. Applicants for these programs are encouraged to review the specific program solicitation message to seek guidance on this matter.
- q. Separate communications to the panel other than [E-Resume](#) comments are not permitted.
- r. Members selected during the AY16 PG/Adv Ed season will be assigned to “Duty Under Instruction” (DUINS) in 2016.

## **ORDER OF PROGRAM SELECTION**

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

- a. If an applicant is selected as a primary for his/her first choice, the member must accept his/her first choice or decline the offer. If selected by other programs, his/her name will be removed from those PG/Adv Ed selection list(s) and their application will be withdrawn from consideration by further program(s).
- b. If selected for his/her first choice as an alternate, the applicant will continue to compete for his/her additional PG/Adv Ed choice(s). If the applicant later moves up from being an alternate to primary selectee, he/she must accept or decline the offer within five calendar days. If selected by other programs, the applicant's name will be removed from those PG/Adv Ed selection list(s) and his/her application will be withdrawn from consideration by further program(s).
- c. If selected for his/her second or subsequent choice(s) as a primary or alternate, the member must wait until the PG/Adv Ed panel for his/her first choice has convened to make a decision. If the applicant is not selected for his/her first choice as a primary or alternate, he/she will be offered the subsequent choice and may choose to accept or decline the offer.

## **E-RESUME SUBMISSION**

All applicants must submit an E-Resume for PG/Adv Ed programs using the “Create E-Resume” link in Direct Access. This is different from the “PCS e-Resumes” link in Direct Access. To access the PG/Adv Ed Direct Access e-Resume system, use the following guidance coupled with the PG/Adv Ed Direct Access Tutorial PowerPoint available on CG PSC (opm-1)’s [PG/Adv Ed web page](#), [OPM Reference Library on Sharepoint](#).

- a. Log into Direct Access.
- b. Select from the menu bar Home > Self-Service > Employee > Tasks > “Create E- Resume.”  
Note: Do NOT use the “PCS E-Resumes” link, this is for PCS Orders only. For PG/Adv Ed submission, select Create E-Resume.<sup>1</sup>
- c. In the View Job Posting Screen select the Position Source drop-down menu and select “**Advanced Training**.” You must complete this step in order for your E-Resume to appear in the PG/Adv Ed applicant pool(s).
- d. Ensure Job Family is COMOFF.
- e. Enter Job Code: 000096 (Lieutenant). All PG/Adv Ed positions are listed under the Lieutenant job code regardless of targeted grades in the program’s solicitation message.
- f. Press the yellow “Search” button located at the bottom right of the screen. If you do this correctly the department will list as "PSC OPM."
- g. Select the positions you are interested in by checking the “Job Basket” box on the far right.

Note: All of the job titles should begin with "PG" followed by the specific program (e.g., "PG-Public Administration"). There are no position numbers when applying to PG/Adv Ed programs. The Department Identification (DEPTID) is 010062 and the Department Description is “PSC OPM”. The programs should **not** name a specific school. If the program(s) name a specific school, return to Step c.

- h. After selecting the desire choice(s), click the “Add Selected to Job Basket” button.
- i. Click “View Job Basket.”
- j. Click “Apply for Jobs in Basket.” This will take applicants to their online E-Resume.
- k. Ensure Section 2 has an accurate and complete e-mail address.

Note: You will not receive a notification from Direct Access that the E-Resume was completed unless you place an accurate and complete e-mail address in Section 2.

- l. In Section 11 of the E-Resume, address your reasons for applying to the PG/Adv Ed program(s) listed on your E-Resume and explain how the Coast Guard will benefit by selecting you.
- m. Proceed to Section 12 of the E-Resume where you will need to enter the endorser’s EMPLID. The final endorser on the E-Resume is the Commanding Officer. CG PSC (opm-1) verifies that all applicants whose names appear before a PG/Adv Ed selection panels have their CO’s recommendation.

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<sup>1</sup> Applicants are also advised to indicate that they have applied to PG/Adv Ed opportunities in the comments section of their PSC E-Resume.

- n. Below the endorser block is the Job Basket Positions. Click the yellow “add” button next to the selected positions in priority order. The first choice will be the primary program the applicant desires and should be carefully considered. The programs selected and the priority order of the programs become final on the application deadline.
- o. Click on “Next” and proceed to Section 13 and click the “Submit” button.

Note: Member’s most current PG/Adv Ed submitted E-Resume is the only official E-Resume. Changes to Program priority choices will need the submission of a new E-Resume before the [PG deadline](#). No changes will be permitted to the E-Resume after the deadline unless applying to a re-solicited program. Members applying to a re-solicited program will need to submit a new e-resume listing previous programs in order of precedence and add the re-solicited program as the last choice(s).

## **E-INTERVIEW SUBMISSION**

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

Note: Any member that does not receive a positive endorsement will not be eligible to compete. To correctly endorse an applicant's [E-Resume](#) use the following guidance:

- a. Log into Direct Access.
- b. Click on "Worklist" shortcut/hyperlink at the top right of the screen.
- c. Click on the applicant's name in your worklist to access the "Job Endorsement" page.
- d. Once in the "Job Endorsement" page, click on the drop down arrows to make a "Recommendation" of "Make Offer or Reject", and a "Rating" of "Average or Excellent" of the applicant's qualification for the PG/Adv Ed requested program(s).
- e. Click on the "Comments" link corresponding to the PG/Adv Ed program(s) and enter comments stating the eligibility of the candidate. If the applicant received [Career Counseling from PSC-OPM-4](#), please input "Member has requested (or has completed) counseling with PSC-OPM-4" following the written comments. After entering comments click on "Return."
- f. This will return you to the "Job Endorsement" screen. If you are the final endorser click on the "Mark All Final" button and then click "Submit."
- g. If you are not the final endorser only click the "Submit" button. This brings you back to your worklist where you can "Reassign" the E-Resume. Enter the next endorser's "Operator ID" and select "OK".

Note: Operator ID is the User ID used by a member to log on Direct Access (which may be a member's EMPLID, initials/name or combination).

- h. If you are the final endorser, click the "Marked Worked" button to remove the E-Resume from your worklist.

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

Applicants should self-check the status of their applications prior to contacting CG PSC (opm-1) for verification of submission using the following guidance.

Applicant and command comments are only viewable by the applicant and CG PSC (opm-1).

The applicant can use the “My eResume” (Home > Enterprise Menu > Self-Service > USCG Self Service > My eResume) procedure to view their completed eResume. Select “Create Report” for a pdf version of the E-Resume.

The applicant can view Command Endorsements by following: (Home > Enterprise Menu >Direct Access Content>Self Service>Employee>View>Member Information) Click “Search” to view Command Endorsement.

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

All Personnel Data Record (PDR) documents (i.e., official conferred/completed transcript(s), official standardized test score(s), CG-4082s) must be verified, scanned, and emailed by your Servicing Personnel Office (SPO) to [CG PSC \(BOPS-MR\)](#). Refer to the “[Review of CG PSC IPDR](#)” section of this process guide or visit [CG PSC \(BOPS-MR\)’s webpage](#) for contact information and guidance on submitting documents to your IPDR. As a reminder, applicants taking the GRE are encouraged to have the official standardized test scores sent directly to CG PSC (BOPS-MR) by designating the Coast Guard as an authorized score recipient prior to the test administration.

In order to send GRE Score Reports to CG PSC (BOPS-MR) directly, test-takers must select UNITED STATES COAST GUARD by scrolling through the "State" dropdown list. The list may appear alphabetically or by city depending on test site configuration. The city "Arlington" will appear after UNITED STATES COAST GUARD. Also, the address to CG PSC (opm-1) will be below UNITED STATES COAST GUARD, (i.e., Stop 7200, 4200 Wilson Blvd, Suite 1100, Arlington, VA, 20598-7200).

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

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

To have educational (i.e., official conferred/completed transcript(s)) information entered into Direct Access, members should take a copy of the official conferred transcript(s) to their Unit admin/SPO for entry. Detailed instructions for entering educational information in Direct Access may be found in tutorials on the [Coast Guard Pay and Personnel Center \(CG PPC\) website](#). Please ensure all degree information is properly entered into Direct Access.

Note: Direct Access only accepts:

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

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

To verify official educational/transcript information was properly entered in Direct Access, check the following Direct Access path: Home > Self Service > Employee > View > Member Info Additional > Education History.

## **INSTRUCTIONS FOR ENTERING STANDARDIZED TEST SCORE INFORMATION INTO DIRECT ACCESS**

To have official standardized test scores entered into Direct Access, members should take the official standardized test score report to their Unit admin/SPO for entry. Detailed instructions for entering test score information in Direct Access may be found in tutorials on the [CG PPC website](#).

It is vital that the official standardized test score entry include:

1. The date of the test (i.e., not the date it was submitted);
2. The test score
3. The appropriate percentage listed for the results; and

Enter the appropriate percentage for the results in the “Notes” section. (e.g., The GRE may have the score and list “67% below.” In that case, list “67% below” in the “Notes” section).

4. The “Passed” box is checked.

Applicants are responsible for verifying standardized test scores are properly entered in Direct Access.

To confirm that test scores are entered in Direct Access check the following Direct Access path:  
Home > Self Service > Employee > View > Test Results.

## **PROGRAM DESCRIPTIONS**

The following narratives describe PG/Adv Ed programs in accordance with the Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (series), most recent ALCOAST solicitation messages, or approved memorandums. This is not an all inclusive list. For the most up to date information regarding available programs in AY16, look at program specific ALCOAST messages available on the CG PSC (OPM-1) Postgraduate/Advanced Education (PG/Adv Ed) website: <http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp> or in CG PSC (OPM-1) Reference Library: [PG/AdvEdPortal](#)

<p>Academy Company Officer</p>	<p>This program offers outstanding personal and professional development for highly performing officers who are interested in developing future leaders of the Coast Guard. Coast Guard Academy Company Officers serve as role models and mentors for cadets, acting as practicum supervisors for the Academy’s leadership development model. Through daily interactions with cadets, Company Officers implement and reinforce sound leadership principles and the Coast Guard core values.</p>
<p>Academy Instructor</p>	<p>This program leads to a Masters in the respective area of instruction with a follow-on tour as an instructor at the Coast Guard Academy. Officers wishing to teach Math, Physical Science, Management, Computer Science, or Humanities may request postgraduate education in those fields. If an officer already holds the necessary academic credentials to teach in these fields, a letter in the same format as postgraduate instruction must be submitted for consideration by the Academy instructor selection panel: Physical Science (specify Chemistry or Physics); or Humanities (specify English / Literature, Human Behavior, or History and Government). Officers wishing to teach Engineering, Law, Communications, or General Operations at the Academy may list a teaching assignment on their e-resume. Academy instructors are eligible for another postgraduate program after teaching at the Academy.</p> <p>Officers may opt for an alternative which sponsors postgraduate education. For example, an officer who has been selected to teach Humanities, and has an interest in Public Administration, might receive approval to seek that degree during an 18-month period of DUINS.</p>
<p>Acquisition Project Management</p>	<p>This program leads to an MS degree in Acquisition Project Management. The curriculum focuses on achieving a balance of practice and theory in Project Management. The program has been designed to provide personnel with technical background instruction in project management to aid in managing major acquisition projects. Technical backgrounds include personnel with undergraduate degrees in any of the engineering or information technology fields.</p>

<p>Advanced Computer and Electronics Technology (ACET) Program</p>	<p>Affords CWOS (ELC, ISM, AVI) and prior enlisted Junior Officers (O-1 thru O-3) up to 24-months to pursue an Associate/Baccalaureate degrees in Computers, Communications, Information and Electronics Technology, and Engineering.</p>
<p>Aeronautical Engineering – Avionics</p>	<p>This study leads to a MS degree in Project/Engineering Management or Systems and Electrical. This program involves study in the areas of avionics systems engineering and project and acquisition management. The program emphasizes project management skills. All advanced degree recipients are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aeronautical Engineering Officer Training Program is a prerequisite for selection. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification. However, AVI CWOs are also eligible to apply for this program.</p>
<p>Aeronautical Engineering – Industrial Administration (MSIA)</p>	<p>This study leads to an MS degree in Industrial Administration (MSIA). The program is offered by the Krannert Graduate School of Management at Purdue University and is designed to utilize the specialized knowledge and skills acquired by students earning degrees in undergraduate programs such as engineering and science. All advanced degree holders are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aircraft Maintenance Officer Training Program is a prerequisite for selection to Aviation Engineering programs. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification.</p>
<p>Aeronautical Engineering - Structures</p>	<p>This study leads to an MS degree in Aeronautical Engineering and Astronautics and is offered by the School of Astronautics and Aeronautics at Purdue University. The program emphasizes structure and materials and propulsion engineering. All advanced degree recipients are considered Aircraft Maintenance Specialists as well as experts in their specific postgraduate field. Completion of the Aircraft Maintenance Officer Training Program is a prerequisite for selection. A candidate must be designated as a Coast Guard Aviator and possess an Aircraft Commander qualification.</p>
<p>The U.S. Army Command and General Staff College (CGSC)</p>	<p>Located in Fort Leavenworth, Kansas, the CGSC educates and trains intermediate level Army Officers, International Officers, Sister Service Officers and Interagency leaders prepared to operate in full spectrum Army, joint, interagency, and multinational environments as field grade commanders and staff officers. The CGSC curriculum is designed to educate field grade leaders on the uses of military power at the operational and tactical levels in small collaborative seminars. Students are expected to meet all requirements to earn their Master of Military Art and Science (MMAS). CGSC grants MMAS degree based upon the</p>

candidate's successful completion of the Command and General Staff School Intermediate Level Education course, an oral comprehensive exam, and a 50-125 page thesis based on original research. More information about CGSC is available here:  
<http://usacac.army.mil/cac2/cgsc/about.asp>

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

<p>Civil Engineering Technology</p>	<p>Civil Engineering Technology (CET) is a 24 month program leading to an Associate or Bachelors Degree in the area of civil engineering for Chief Warrant Officers (CWO) in the Material Maintenance (MAT) specialty that do not hold a technical undergraduate degree. This program supports the need for technologists in engineering design, construction management, sustainable maintenance practices and environmental engineering. There are a variety of schools available for this program.</p>
<p>Contract Management</p>	<p>A 24 month program focused in the area of the Contract Management. This program will provide a successful candidate an AAS in Contract Management and will include project management, procurement analysis and contract administration, negotiations, pricing, termination and contracting officer expertise. This program is designed for Chief Warrant Officers (CWO) in the Finance and Supply (F&amp;S) specialty or other CWOs with the requisite background.</p>
<p>Communications, Computer, and Electrical Engineering (CCEE)</p>	<p>The CCEE program is designed to prepare officers with the technical expertise necessary to oversee highly complex Command, Control, Communications, and Computer Information Technology (C4IT) projects and programs. The goal is to provide graduate training in electrical engineering, communications engineering, computer systems design, digital signal processing, guidance and control systems, or related fields. The program is technically rigorous and geared towards upper level mathematics, systems design, network engineering, telecommunications technology, or similar tracks. Applicants are expected to complete course work resulting in an MS degree; degrees that are non-technical with an emphasis in technology will not be entertained (i.e., a Master of Business Administration (MBA) with an emphasis in IT will not fill the requirement).</p>

<p>Dental Residency - Comprehensive</p>	<p>The Coast Guard sponsored Comprehensive Dentistry Residency Training program is held at the Naval Postgraduate Dental School, National Naval Medical Center, Bethesda. The program last 24 months. A certificate from the Navy will be awarded at the completion of the training program. Graduates of this program will also be eligible to earn a masters degree in science from George Washington University. The graduate of this program will incur an obligated service payback of three months for each month of education for the first year and one for one thereafter for a total obligated service of 4 years. The graduate of this program will also be eligible for a Multiyear Retention Bonus (MRB), if available. Graduates of this program will also be eligible to challenge the American Board of General Dentistry. Certification by this board will enable the graduate to receive board certified pay.</p>
<p>Dental Residency - Exodontia</p>	<p>The Coast Guard sponsored Exodontia Residency Training Program is held at the Naval Great Lakes Training Center, Great Lakes, IL. The program lasts 12 months. A certificate from the Navy will be awarded at the completion of the training program. The graduate of this program will incur an obligated service payback of three months for each month of education for the first year. The graduate of this program will also be eligible for a Multiyear Retention Bonus (MRB), if available. The graduate should expect a follow on 5 year tour to Recruit Training Center, Cape May.</p>
<p>Electrical Power Systems &amp; Controls Engineering</p>	<p>One high performing officer will be selected to attend this 24-month graduate program, leading to a Masters of Science in Electrical Engineering with an emphasis in power systems and/or controls. Past selectees have attended Virginia Polytechnic Institute and Georgia Tech. Upon graduation, this officer will apply their postgraduate training at the Marine Safety Center or in the Office of Design and Engineering Standards, Coast Guard headquarters (CG-521), with significant potential for national and international impact in marine safety. Members who are selected will spearhead application of engineering standards to critical electrical systems on board all classes of commercial vessels, including dynamically positioned off shore oil facilities and vessels with new hybrid technologies. These vessels employ a wide range of electrical generation, distribution and power management systems, from very basic to complex computer controlled systems, as would be seen in small land- based electrical substations. Further information can be found at:  <a href="http://www.uscg.mil/hq/cg5/cg521/recruiting.asp">http://www.uscg.mil/hq/cg5/cg521/recruiting.asp</a>.</p>

Emergency Management	The Emergency Management Program will help the Coast Guard understand and overcome new response challenges. This program directly supports the Coast Guard's Incident Management and Contingency Preparedness mission and responsibilities under the National Response Framework the National Contingency Plan. The degree involves course work in Emergency Management policy development and analysis, Incident Command System (ICS) principles, legislative processes, and national/international contingency plan development. This program is also very unique as it is open to both the Enlisted and Officer ranks. Primary emphases are on Enlisted members of any rating and pay-grades E-5 through E-7 and Officers in LTJG through LCDR grades.
Environmental Health	This program is for United States Public Health Service (USPHS) environmental health officers detailed to the Coast Guard. This program is not offered every year. Primary emphasis is on officers in the LT through LCDR grades (or below) who do not have a Master or Doctoral degree in Industrial Hygiene, Environmental Health, Safety, or Health Physics.
Environmental Management	The Environmental Management program addresses environmental policy development and analysis, scientific research, geographical information systems, legislative processes, emergency management, and national/international contingency plan development. Program graduates will be involved in response preparedness policy and capabilities development, joint contingency planning, national exercise program management, and interagency coordination at the state, national, and international levels.
Financial Management	The financial management program provides students with a curriculum which awards a Master of Business Administration (MBA). Core and elective courses include Financial and Managerial Accounting, Auditing, Internal Controls, Statistics, Quantitative Methods, Microeconomics, Finance, Organizational Behavior, and Financial Management Computer Applications and Decision Support Tools.
Fire Protection Engineering	The FPE program provides students with an overview of Fire Fundamentals, Fire Modeling, Experimental Methods, Fire Protection, Risk Analysis, and Fire Safety Regulations. Graduates earn a MS degree in FPE. Exact course of study will be dictated by individual interests along with university requirements and must be approved by the AEPM. The FPE degree is math intensive; it is highly desirable that applicants have a solid mathematical or engineering background, as well as a background in marine inspection.

<p>Health Care Administration (Graduate)</p>	<p>This program provides graduate level education and training relevant to the management of healthcare delivery (i.e., planning and budgeting) and management of human resources (allied healthcare personnel management). Additionally, students will attain knowledge of the Department of Defense (DoD) Military Healthcare Systems and the TRIACARE program. Selectees attend a program consisting of a 12-month didactic and a 12-month residency phase. The didactic phase includes a 60-hour Master of Health Administration (MHA) program. In the 12-month residency phase, students perform a residency in a military or civilian treatment facility and work under the mentorship of a senior health care executive and function as an integral member of the leadership team. Residents gain in-depth exposure to every department and committee in the organization and complete a Graduate Management Project (GMP) to resolve a challenging problem confronting the organization.</p>
<p>Homeland Security</p>	<p>This 10 to 18-month program offers a unique professional development opportunity for O-3/O-4 level officers desiring to serve in challenging maritime security strategic planning and policy development positions. Officers in this program will earn a Master of Science/Arts degree in homeland security or a Master of Arts in professional studies with a concentration in homeland security depending on the university. Officers with backgrounds in maritime security planning and operations in support of the PWCS mission are encouraged to apply. These programs focus on a broad range of homeland security related topics including, but not limited to: national strategy and policy; international security; cyber security; transportation security; interagency coordination; homeland security risk analysis; management and decision-making; homeland security risk mitigation and consequence management, violent extremists and terrorist groups; and global supply chain security. Upon graduation, the selected officer will serve at headquarters in the Office of Counterterrorism and Defense Operations (Antiterrorism Division), Office of Vessel Activities (CG-543), or the Office of Facility Activities (CG-544). They will apply their education and experience towards the delivery of the Coast Guard's strategic concept of prevent – respond, as it relates to maritime security (i.e., regulation and policy- making, monitoring and oversight, enforcement and operations). In doing so, they will interact with partners from the Department of Defense and other Department of Homeland Security agencies; other Coast Guard headquarters staffs; and Area command staffs. Subsequent assignments will typically be in the maritime security prevention and response career fields with multiple opportunities at the O-4 through O-6 ranks. Specific billets may include Sector Prevention, Response, or Planning staffs; Sector command cadre; or division chief or office chief positions in CG headquarters offices under the Deputy</p>

	<p>Commandant for Operations (CG- DCO).</p> <p>HLS graduate degree program applicants must be prepared to meet all the application requirements of the appropriate academic institution. Several institutions offer resident master’s degree programs in homeland security including George Washington University, Johns Hopkins University, George Mason University, and Tulane University. This list is not all-inclusive. School selection is based on individual desires, curriculum, and the needs of the service.</p>
Human Systems Integration	<p>Human Systems Integration (HSI) Program: Junior Officers O-2 to O-4 with a bachelor’s degree with above average grades are encouraged to apply to this program leading to a Master of Science in HSI. HSI (consisting of the Manpower, Personnel, Performance Support and Training, Human Factors Engineering, System Safety/Occupational Health, Personnel Survivability an Habitability domains) emphasizes human considerations as the top priority in systems design/acquisition to reduce life cycle costs and optimize system performance. Offered through the Operations Research Department, students will use calculus and statistics in course work as well as exploring systems engineering concepts. Length is 24 months at NPS Monterrey, CA, and graduates can expect assignment to CG-1B3 HSI for Acquisitions Division, applying CG-1 Technical Authority for HSI to various Acquisition projects. HQ Program representative is Mr. Dan Blechel (202) 475-5040; for more information visit <a href="http://www.nps.edu/">http://www.nps.edu/</a> or contact Dr. Larry Shattuck (COL, USA RET.) at NPS.</p>
Industrial Engineering	<p>Junior officers with a Bachelors of Science in a related technical field (engineering, Math, or physical sciences) are encouraged to apply. Duration of program will not exceed 24 months, leading to a Master of Science applicable to one of the most demanding fields in human resources – Manpower Requirements Determination (MRD). Through use of advanced mathematical and statistical methods, graduates will help translate ever-changing CG mission demands into human capital requirements. Graduates can expect follow-on assignment in the MRD program at CGHQ.</p>
Industrial Hygiene	<p>This program prepares officers with the education and technical skills necessary to be a Safety and Environmental Health Officer. Students receive a MS in Industrial Hygiene which is the art and science of anticipating, recognizing, evaluating and controlling all types of hazards in the work environment in order to protect employees from illness or injury. The curriculum applies advanced math, science and physics to include courses in Industrial Ventilation, Aerosol Science, Toxicology, Ergonomics, Physical Hazards (e.g., noise control) and Work Psychology (e.g., human factors; behavior-based safety programs). Thesis and capstone projects provide specialization in areas of interest to the Coast Guard.</p>

Industrial Management	The Industrial Management program provides the training needed for the industrial management of the support centers and bases. Purdue grants an MS in Industrial Administration after a comprehensive program requiring the completion of 52 credit hours.
Information Assurance	Junior officers with a Bachelors of Science in a related technical field (engineering, computer sciences, math, or physical sciences) are encouraged to apply. This 18 month program leads to a Master of Science in the fastest growing technological field - information assurance. Graduates will employ the latest cyber defense and forensic methods to ensure the integrity of CG information technology networks. Graduates can expect assignment to cyber-security centric billets, in particular, the forthcoming CG cyber command. Information Assurance graduates may also be available for future assignment to information technology billets.
Information Technology Management (ITM)	The Information Technology Management program prepares officers with the skills necessary to oversee C4IT projects and programs. The goal is to provide graduate training in Information Technology, Information Systems, Systems Engineering, Information Project/Resource management, and similar tracks. While not expected to engage in course work as technical in level as the CCEE program, applicants should expect a technical course schedule geared more towards technology than management. The result of the course of study is an MS degree; degrees that are non-technical with an emphasis in technology are generally not accepted (i.e., an MBA with an emphasis in IT will not fill the normally fill the requirement), although courses steeped in project management and process improvement will be carefully considered. Technical degrees and or C4IT experience are highly preferred.
International Affairs	This program focuses on Diplomacy, International Security and Policy, and Regional Studies. Graduates obtain a Master's Degree in International Public Policy or related field. Applicants are highly encouraged to select a school in the Washington, DC area for this program.
Investigations Industry Training (IIT)	Investigations Industry Training (IIT) program provides experienced marine investigating officers the opportunity to gain extensive training in the areas of merchant vessel operations and working conditions in order for the casual and contributing factors of marine casualties to be effectively evaluated. Areas of emphasis may include training with national trade organizations and marine insurance/surveying companies.

<p>Law- Juris Doctor (JD)</p>	<p>This program leads to JD degree. While attending law school, officers are expected to take a broad range of substantive and procedural legal courses. Law students do not specialize in any particular area of law, but will achieve a well-rounded legal education. The officer's course of study shall include contracts, torts, property, evidence, criminal law, civil procedure, administrative law, admiralty law, environmental law, commercial business transactions, and legal ethics.</p>
<p>Law - Master of Laws (LLM)</p>	<p>This program leads to a Master of Laws (LLM) degree. Law students do not specialize in any particular area of law, but will achieve a well-rounded legal education.</p>
<p>Marine Affairs/Living Marine Resources (LMR)</p>	<p>The Fisheries and Marine Protected Species Law Enforcement Program targets high performing officers to participate in an interdisciplinary program which leads to a Master of Marine Affairs Degree. The program desires high performing mid to senior O-3 level officer applicants with a strong operational background, preferably with fisheries law enforcement experience, to serve in challenging strategic, policy, and resource management positions at the O-3 and O-4 level upon graduation.</p> <p>Courses focus on public policy, fisheries management, ocean and natural resource law and economics, oceanography, and political science related to the management and conservation of the nation's living marine resources. LMR sustainability has become of vastly greater strategic importance, complexity, and visibility both on a national and international scale, with the CG playing a prominent leadership role at all levels. Graduates of the program will be academically well prepared for the various leadership roles in CG LMR mission, planning, and operations. These include partnering with various marine fishery, sanctuary, and protected species management councils, NMFS/NOAA, the fishing industry, as well as furthering U.S. and CG interests in various international fishery organizations. The primary institutions for this program are the University of Rhode Island (URI) or the University of Washington (UW). This program is normally completed in 10 months by officers at URI (URI requires at least four to five years work experience in a related field or another masters degree to qualify for admission) and in 22 months for officers at UW. Though these schools have historically been attended by selected officers, program needs will dictate the actual school choice and may include alternative schools.</p>

<p>Marine Corps Command and Staff College (CSC)</p>	<p>The U.S. Marine Corps Command and Staff College, Quantico, VA, offers a graduate-level educational program designed to prepare officers to successfully lead the U.S. Armed Forces. Informed by the study of history, language, and culture, CSC educates and trains joint multinational and interagency mid-career professionals in order to produce skilled warfighting leaders able to overcome diverse 21st Century challenges. Those meeting graduation requirements are awarded a Master Of Strategic Studies (MSS) Degree.</p>
<p>Marine Engineering</p>	<p>Officers in the ME program will pursue a Masters of Science or Masters of Engineering degree in Naval Architecture/Marine Engineering, Ocean Engineering, Mechanical Engineering, Systems Engineering, Electrical Engineering or other engineering degrees with a maritime nexus. A Bachelors of Science in Engineering or Mathematics and prior field experience as a marine inspector is highly desirable.</p>
<p>Marine Environmental Protection Industry Training (MEPIT)</p>	<p>Marine Environmental Protection Industry Training (MEPIT) program provides the unique opportunity for officers with Marine Environmental Protection experience to gain additional perspective and insight into domestic and international pollution mitigation operations. Areas of emphasis may include oil spill removal, contingency planning, shipping, and facility industry operations.</p>
<p>Marine Science (formerly Oceanography)</p>	<p>This program leads to an MS in Physical Oceanography. Electives may include: Marine Geology, Marine Biology, Chemistry, Meteorology, Computer Programming, Management, Instrumentation, and Electronics.</p>
<p>Mechanical Engineering</p>	<p>One high performing officer will be selected to attend this 24-month graduate program. The mechanical engineering advanced education program offers an opportunity for junior officers to earn a master of science degree in mechanical engineering. Past schools have included Naval Postgraduate School, University of Michigan, Villanova University and the University of Maryland. Upon graduation, officers will apply their post-graduate training at the Marine Safety Center (MSC) or in the Office of Design and Engineering Standards, COMDT (CG- ENG), with significant potential for national and international impact in marine safety. Officers will have the chance to be at the forefront of new technological advancements taking place in the marine industry, including the offshore industry. These positions directly promote the Coast Guard's ability to properly execute its marine safety, security and stewardship missions. GRE scores are required for the purposes of the selection panel. Further information can be found at: <a href="http://www.uscg.mil/hq/cg5/cg521/recruiting.asp">http://www.uscg.mil/hq/cg5/cg521/recruiting.asp</a>.</p>

<p>Medical Residency Training</p>	<p>A program for USPHS dental officers detailed to the Coast Guard, this program offers an option to concurrently earn an MS degree. Primary emphasis is in family practice, but training in general internal medicine, occupational medicine, and aerospace medicine can be requested.</p> <p>Applicants must have applied to the residency programs of choice and must meet all program requirements (including participation in the match program, if applicable) before requesting residency training. Applicants need a minimum of two years service with the Coast Guard. Selection will be limited to those physicians who have not completed an initial medical residency. Physicians accepted for the program must agree to serve four years in the Coast Guard HS Program, upon completion of the training.</p>
<p>Merchant Marine Industry Training (MMIT)</p>	<p>The Marine Safety Industry Training Program is designed to provide officers with marine inspection experience an increased knowledge and understanding of U.S. Coast Guard regulated maritime industries.</p>
<p>Naval Engineering (NE)</p>	<p>Naval Engineers may qualify for graduate level education programs that lead to Masters of Science in Naval Architecture and Marine Engineering, Mechanical Engineering, or Engineering Management. An additional program provides a specialized opportunity to earn a Master of Science in Industrial Administration (MSIA). In general, the senior-level naval engineering billets require postgraduate education. Under the modernization process, naval engineering requirements have increased in the business operation area. To address emerging modernization concerns, CG-45 realigned the Naval Engineering portion of the advanced education program to ensure trained business managers are available. Currently, the CG-41, CG-43, and CG-9 programs apportion a number of advanced education tabs to the Purdue University, Master of Science in Industrial Administration (MSIA) program to train graduate level business managers. Further, as the World of Work (WoW) in engineering and configuration of our surface assets transforms and embraces the use of business case analysis to determine work item criticality and priorities, the Naval Engineering Program will require highly skilled business managers to direct this effort. The Naval Engineering Program intends to allocate two tabs from the existing NA&amp;ME tabs to participate in the MSIA program. The MSIA program prerequisite will be successful Engineer Officers who have developed significant engineering experience and expertise.</p>
<p>Naval Engineering Technology (NET)</p>	<p>This program offers chief Warrant Officers and Junior Officers without technical degrees up to 24 months to pursue an Associate or Bachelor of Science degree in a wide variety of Naval Engineering related disciplines. There are a wide variety of schools available for this program.</p>

<p>Naval War College (Command and Staff)</p>	<p>The mission of the Naval War College is to enhance the professional capabilities of its students to make sound decisions in both command and management positions, and to conduct research leading to the development of advanced strategic and tactical concepts for the future employment of naval forces. The curriculum is divided into four parts: three core courses (Strategy and Policy, Defense Economics and Decision making, and Naval Operations) and a broad electives area. This curriculum is designed to provide students with a variety of intellectual tools to enhance understanding of national and naval defense strategies, to improve students' ability to make high level decisions on broad national security issues, and to ensure students' familiarity with total US and allied forces available for national security objectives.</p>
<p>National Security Agency/Central Security Service (NSA/CSS) Director's Fellowship</p>	<p>This program provides high-level exposure to current NSA/CSS management, operations and resource issues that affect the NSA/CSS. The core of the fellowship program includes attending the national senior cryptologic course and serving internships in the signals intelligence and information assurance directorates. Fellows will be encouraged to take other formal national cryptologic school training courses, to attend senior-level meetings and briefings, and to discuss key issues with senior leadership. Each fellow will work with the Chief of the Director's Operations Group in designing an individual development plan that identifies training requirements, as well as personal goals, for career enhancement during the fellowship. The program is designed to enhance the professional development of intelligence officers and promote a strong working relationship among NSA/CSS, and customers in both tactical and strategic environments.</p>
<p>Ocean Engineering</p>	<p>This program leads to an MS degree in Engineering or an MS in Ocean Engineering. The curriculum applies a basic engineering background to the ocean environment through courses in Oceanography, Applied Engineering, Mathematics, Coastal Sediment Transport, Marine Foundation Design, Shore Protection Methods, Dredging Mechanics, and Corrosion. Thesis work or additional electives provide specialization in areas of interest to the Coast Guard.</p>
<p>Operations Research</p>	<p>This program leads to an MS degree in Operations Research. Operations Research deals with the application of mathematical algorithms and models, techniques in statistics, and simulation to find optimal solutions with varying constraints to real-world problems. Completion of a thesis or capstone project is expected. Selectees are expected to complete undergraduate courses in multivariate calculus, linear or matrix algebra, and probability statistics prior to commencing the program.</p>

Organizational Leadership	The Organizational Leadership program prepares officers to assume a wide variety of leadership development jobs within the Coast Guard. Students receive an MA with specializations in leadership, organizational development, organizational behavior, organizational effectiveness, industrial/organizational (I/O) psychology, or human resources. Previous experience in leadership program and policy development, research design, and measurement is highly desired.
Performance Technology	The Performance Technology post-graduate program leads to either a Master of Science (MS) degree in Instructional Systems, Instructional Systems Technology, Instructional and Performance Technology, or a Master of Arts (MA) degree in Education with a concentration in Educational Technology. The program prepares members for specialty in Performance Technology, Human Performance Consulting, Instructional Technology, Instructional Design, Distance Learning, Training Management, and Human Resource Development.
Physician's Assistant Program (Entry Level)	This intensive program prepares the student for practice as a Coast Guard Physician Assistant Medical Officer. Located at the Academy of Health Sciences Army Medical Department Center and School at Fort Sam Houston, the first year is in a classroom setting and the second year occurs in the clinical setting. Graduates are awarded a BS, as well as a Master's degree in Physician Assistant Studies. Within 18 months of program completion, graduates are required to take and pass the National Commission on Certification of Physician Assistants (NCCPA) licensing exam. Graduates are offered direct commission provided all eligibility requirements are met, per the Officer Accessions, Evaluations and Promotions Manual, COMDTINST M1000.3. Additionally, post graduate residencies are available to existing fully Coast Guard Physician Assistant Medical Officers based upon the needs of the program in the areas of emergency medicine, sports medicine, aviation medicine, and psychiatry. Applicants must be active duty personnel in the pay grade of E-5 or above serving in second or subsequent enlistment.
Physician's Assistant Program (Post Graduate)	Contact Program Manager/Representative for program description.

<p>Port Safety / Security Industry Training (PSIT)</p>	<p>Port Safety/Security Industry Training (PSIT) program affords experienced prevention officers the opportunity to expand knowledge of commercial port operations. Areas of emphasis may include training in the area of port security operations.</p>
<p>Public Administration and Management</p>	<p>This program prepares graduates for effective leadership in public service and directly supports the highest levels of Coast Guard planning, budgeting, policymaking, and management. Graduates will receive a Master of Public Administration (MPA) or Master of Public Policy (MPP) upon completion of the program. Applicants should be high performing Lieutenants and Lieutenant Commanders with a strong operational and educational background who will serve, upon graduation, in challenging strategic, policy, and resource management positions at the O-4 and O-5 level. These positions will focus on federal budgeting, planning (strategic, campaign, operational, tactical), risk assessment, policy analysis, mission analysis, performance and efficiency measurement and analysis, program evaluation, future resource planning, executive decision support, statistical analysis, and cost/benefit analysis.</p>
<p>Public Affairs</p>	<p>This program provides personnel with a variety of background instruction in Public Relations and Mass Communications and should not be confused with the Public Affairs discipline in which many universities call Political Science or Government departments. The Coast Guard Public Affairs program is solely a Journalism and Mass Communications specialty.</p>
<p>Reserve Program Administrator (RPA)</p>	<p>Graduate educational opportunities are available for RPAs primarily in management specializing in Personnel, Financial, Computer Systems, Business Administration, and Public Administration. Determination of specialty is based on the individual's interests, qualifications, and the needs of the program at the time of assignment. RPAs interested in any other advanced education program will compete against RPA Promotion List (RPAPL) applicants for selection.</p>

<p>Strategic Intelligence Graduate Program</p>	<p>A one-year program for active duty and two-year program for reserve personnel, the Strategic Intelligence Graduate Program results in a Master of Science in Strategic Intelligence (MSSI) degree. The curriculum encompasses core intelligence disciplines, joint warfare operations theory, and national security policy and strategy. The program is located at the National Defense Intelligence College (NDIC), Bolling Air Force Base, Washington, D.C. Funded international research travel and opportunities to participate in joint exercises are available for active duty participants only. Applicants for this program must currently hold a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance, and must receive sponsorship from Commandant (CG-21) to attend this program. Reserve travel to the school is not funded by the Coast Guard and any such costs will be incurred by the member.</p>
<p>Transportation Management</p>	<p>This program is designed to give officers a solid grounding in the overall legislative, regulatory, and policy issues related to the Marine Transportation System. The academic program selected should include a strong public policy component. This program leads to a MS degree in Public Policy and Marine Transportation or a related field. Applicants should have field experience in waterways management or interaction with and management of maritime commerce.</p>