

NAVY SENIOR ENLISTED ACADEMY (SEA) FACILITATOR/COAST GUARD LIAISON

This program requires the submission of an application package and E-resume at the time of application.

Job Description

- ✚ Leads, counsels, and mentors students in the E-7 through E-9 pay grades within the U.S. Army, Navy, Air Force, Marines, Coast Guard, and international navy's senior enlisted corps preparing them for Command Master Chief, Chief of the Boat, and other positions of greater responsibility within and external to the U.S. Navy.
- ✚ Delivers/facilitates curriculum and stage lectures to seven classes annually. Analyzes diagnostic data and counsels students to improve leadership, management, and communication skills. Communication skills include writing essays in APA format and giving oral presentations. Leads, instructs, and participates in the SEA physical fitness program. Provides faculty training to all new instructors. Evaluates and recommends improvements to curriculum based on qualitative/quantitative data analysis.
- ✚ U.S. Coast Guard advisor to the Director, Senior Enlisted Academy, liaison for CG members attending SEA. Link between Navy and CG Chief Petty Officer Academy.

Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2017 to apply and MUST not already be in receipt of PCS orders for AY17.
- You must be an E-8 or an E-7 above the cut for E-8. If you are above the cut for E-9 you are not eligible to apply.
- You MUST meet the Special Assignments criteria outlined within the Coast Guard Military Assignments and Authorized Absences Manual, COMDTINST M1000.8, Arts. 1.E.2 and 1.E.6.
- Must have graduated from the CPO Academy or a DoD Senior Enlisted Course prior to the date of application.
- Must meet Navy Weight standards.
- Must pass the Navy Physical Readiness Test (PRT).
- Must complete the Senior Enlisted Joint Professional Military Education (SE-JPME) course.
 - Experience as an Instructor or Facilitator is recommended but not required.
 - The completion of a college 101 level or higher English course or passed English CLEP Exam is recommended but not required.

To review the Navy Weight and PRT standards see OPNAVINST 6110.1J at <http://doni.daps.dla.mil/Directives/06000%20Medical%20and%20Dental%20Services/06-100%20General%20Physical%20Fitness/6110.1J.pdf>

- **Table 1 of Encl 3 contains the maximum weight for height for successful screening.**
- **Table 2 of Encl 3 contains the PRT standards. A satisfactory Low is the minimum.**

The SE-JPME course information can be found at the Joint Forces Staff College website at:

<http://jfsc.ndu.edu/Academics/SeniorEnlistedJointProfessionalMilEducation/SEJPMEAppandRegInfo.aspx>

AY17 Applicant Packages - Assemble as follows (top to bottom):

- CO Endorsement – **See Note 1 for guidance.**
- Member’s Memo – **See Note 2 for guidance.**
- Employee Review Summary (printed From Direct Access)
- Career Resume: Start with current unit and work towards date of entry into the Service. Assignment history should include unit, dates, rank, position/duties, education, and training. Ensure home and work numbers are placed at the top of this resume. An example of the “Professional Resume” format is provided via a link at the top of the Special Assignments web page.
- Results of the completed Coast Guard Physical Fitness Standards test as outlined in Chapter 4 of the U.S. Coast Guard Boat Operations and Training (BOAT) Manual, COMDTINST M16114.32C, or the Navy PRT outlined in OPNAVINST 6110.1J. Be sure to state which fitness test you were given.
- Photos: Two 4x6 Full Length photos Tropical Blue Long; Uncovered; one side and one front view.

Note 1: Command Endorsement (Second page endorsement format): Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement that the member meets the minimum qualifications in IAW Arts. 1.E.2 and 1.E.6 of COMDTINST M1000.8.
- Communication Skills: Overall speaking ability, tact, diplomacy, confidence, and general interaction when speaking to large and small groups.
- Leadership. The candidate’s interaction with others and influence amid personnel in the work place; their temperament and ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.
- Opinion of the applicant’s potential to perform the duties.

Note 2: Coast Guard Memorandum not to exceed two pages. Use each bullet as the topic for a paragraph.

- Specifically addresses why you are interested in the position;
- What your intended contributions will be in the areas of:
 - (1) Relationships (thoughts on building relationships with the Chief's Corps, ability to network with junior, peers, seniors and members of other branches of service);
 - (2) Expectations (personal and professional goals you want to accomplish while on staff);
 - (3) Academics (how you have pursued professional development - certifications, formal education, non-traditional education, any degrees you current hold or are working towards);
 - (4) Character (how you have demonstrated your value systems are in alignment with CG Core Values); and
 - (5) Health (your fitness regime and what you do to remain healthy and mentally well-balanced);
- Your participation in the Chief's Mess (past and current);
- Your CPO or DoD Senior Non-Commissioned Officer Academy, class number, and graduation date.

Send your package as a electronic file to CWO4 Don Wiley at:
[HQ5-SMB-PSC-EPM-2-SpecialAssignments](#) w/ subject line: (NAME, EMPLID) USN INSTRUCTOR CANDIDATE, (CURRENT UNIT NAME). Files must contain signatures. A duplicate hard copy is not necessary or desired.

No faxing please

If you are unable to send the package electronically, please mail it to the below address and notify the Special Assignments Officer via email that you did not have the option to scan and email the package and the method/date you mailed it.

COMMANDER (PSC-EPM-2)
CG PERSONNEL SERVICE CENTER
2703 Martin Luther King Jr. Ave SE STOP
Washington DC 20593-7200
Attn: Special Assignments

Be advised that mail is delayed up to two weeks due to the security procedures within the DHS Sorting Facility.

Competition

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager who will complete a review and if necessary, an interview. The Program Manager works closely with EPM-2 and a "best qualified" applicant list is developed. Applicants will be

contacted via email or phone on their selection.

“What is Best Qualified?” Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.