



COMDTINST 3870.4  
10JUL 2014

COMMANDANT INSTRUCTION 3870.4

Subj: COAST GUARD INTELLIGENCE AND CRIMINAL INVESTIGATIONS FELLOWS PROGRAM

1. PURPOSE. This Instruction establishes the policies, procedures and requirements for the annual Coast Guard Intelligence and Criminal Investigations Fellows Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, deputy/assistant commandants, and chiefs of headquarters staff elements with assigned Coast Guard Intelligence and Criminal Investigations officer, enlisted and civilian personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Intelligence personnel advancing in their Coast Guard careers must be afforded opportunities to expand their professional knowledge, improve their proficiency and challenge convention. The Coast Guard Intelligence and Criminal Investigations Fellows Program will expose Fellows to strategic intelligence and investigative initiatives within the Coast Guard and Intelligence Community through direct interaction with Coast Guard and Intelligence Community senior leadership. The program will strengthen the leadership, collaboration, and communication skills of our “rising stars” through a proven combination of innovative research, best practices benchmarking, challenging action learning projects, executive coaching, and intelligence community networking. The cohort of Fellows will work on a topic of strategic importance to CG-2 under the guidance and direction of the Cohort Senior Advisor. Culminating briefs to Coast Guard and Intelligence Community senior leaders will showcase the cohort’s work. The overarching goal is to position these intelligence and criminal investigation professionals to chart the course for the future of the Coast Guard Intelligence and Criminal Investigations Enterprise.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

DISTRIBUTION - SDL No. 164

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NON-STANDARD DISTRIBUTION:

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Commandant Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Commandant Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Commandant Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Commandant Instruction.

7. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet:  
<http://www.uscg.mil/directives/>, and CGPortal:  
<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE.

- a. Eligibility: Be a GS-12/13, O-3/4, CWO, or E-7/8 in a Coast Guard intelligence or criminal investigations billet who has demonstrated superior achievement, a desire for professional growth, and commitment to improving the Coast Guard Intelligence and Criminal Investigations Program. Officers and enlisted members serving in their first intelligence tour are not eligible to apply. Civilian applicants shall have three or more years of Coast Guard intelligence service. Applicants must have a minimum of one year remaining in their current intelligence assignment.
- b. Application requirements: Applicants must submit a one page standard memorandum through their chain of command to Commandant (CG-21). The request should specifically describe why they should be selected, what they hope to gain, and how they plan to contribute to the future of the Coast Guard Intelligence and Criminal Investigations program. The command endorsement shall speak to the applicant's potential as a future senior leader, and must include authorization for the member to participate in all scheduled program convenings. Personal awards, professional education certificates, or other documents that specifically speak to the applicant's intelligence or investigative accomplishments may be included as enclosures but are not required. A copy of the member's Employee Summary Sheet shall be included as an enclosure. Application packages shall be scanned and submitted electronically to [HQS-DG-1st-CG-212@uscg.mil](mailto:HQS-DG-1st-CG-212@uscg.mil).

- c. Selection: A panel of Commandant (CG-2), (LANT-2), and (PAC-2) staffs chaired by the Deputy Assistant Commandant for Intelligence and Criminal Investigations (CG-2d), will review all nominations and select not more than 10 Fellows per cohort. Selections will be announced via ALCOAST.
  - d. Program Requirements: During this 12-month program, Fellows will remain in their full time jobs, meet for one week per quarter, spending approximately 20 days in session. Sessions may be conducted in person or via secure virtual teleconference based on the needs of the service. Fellows will also be required to devote up to five hours per week of personal time to their cohort project. There is no required payback for this professional development opportunity.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. RESPONSIBILITIES.
- a. The Deputy Assistant Commandant for Intelligence and Criminal Investigations (CG-2d) shall provide oversight of this program, assign a Senior Advisor for the Fellowship, and allocate travel funding required by participants.
  - b. The designated Cohort Senior Advisor shall provide guidance and mentoring, facilitate introductions to Intelligence Community senior leaders, and lead the Fellows as they progress through the program. The advisor will be announced in the Fellowship selection ALCOAST.
  - c. The Intelligence Strategic Planning Staff (CG-2-SAX) shall manage strategic topics and schedule meetings with Intelligence Community leaders in selected focus areas.
  - d. The Office of Intelligence Workforce Management (CG-21) shall coordinate directly with Commandant (CG-2d), Cohort Senior Advisor, Commandant (CG-2-SAX), and key stakeholders to facilitate program convenings, deliverables, and manage overall logistics to ensure program success.
  - e. The Office of Intelligence Plans and Policy (CG-25) shall coordinate subject matter experts from across the Coast Guard to assist Commandant (CG-2-SAX) with the development of Fellowship strategic topics.
  - f. The Office of Intelligence Resource Management (CG-28) shall coordinate and execute applicable funding.
11. FORMS/REPORTS. None.

12. REQUESTS FOR CHANGES. Change recommendations should be routed via standard memo through the chain of command to the Office of Intelligence Workforce Management (CG-21).

C. J. TOMNEY /s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Intelligence and  
Criminal Investigations