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SUBJ: OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION
PROCESS FOR ASSIGNMENT YEAR 2017 (AY17)A. CG PERFORMANCE, TRAINING, AND EDUCATION MANUAL, COMDTINST
M1500.10 (SERIES)B. ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION
APPLICATION PROCESS GUIDE ASSIGNMENT YEAR 2017C. OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST
M1000.3 (SERIES)D. COMCOGARD FORCECOM NORFOLK VA//FC-C//260700Z FEB 16, ALCOAST
071/16E. COMCOGARD FORCECOM NORFOLK VA//FC-C// 091024Z FEB 16, ALCOAST
043/16

1. This message announces postgraduate and advanced education (PG/Adv Ed) opportunities offered by the Coast Guard to qualified officers and select enlisted members. It clarifies the PG/Adv Ed application procedures outlined in Ref A. Where the application process guidance in this message conflicts with Ref A, guidance herein and in Ref B takes precedence. These procedures also govern enlisted members applying to the Physician Assistant program. PG/Adv Ed Program Managers will release their solicitation messages no later than 15 April 2016. Separate guidance will be released via a message regarding Senior Education and Fellowship Panels.

2. In order to maintain fairness to all applicants in this highly competitive process, the published requirements and deadlines will be rigorously enforced. Applicants bear the responsibility for ensuring their application is submitted on time, complete, and in compliance with applicable instructions and requirements. Applicants are responsible for working with their command, SPO, CG Institute, and PSC Records Branch (BOPS-MR) to correct any record errors or omissions. Applicants who fail to meet the established requirements will not be considered by the selection panels.

3. Eligibility requirements:

a. Unless otherwise specified, only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities.

b. Only officers due to transfer in AY17 are permitted to apply.

c. Officers must receive a positive command endorsement.

d. Officers must have a minimum of two years commissioned Coast Guard service at the time of enrollment in the AY17 academic program.

e. Officers within their first two tours must receive Career Counseling from PSC-OPM-4. Applicants should complete Career Counseling with PSC-OPM-4 by no later than 17 June 2016.

Applicants should schedule a career counseling session as soon as possible by emailing ARL-PF-CGPSC-OPM-4@USCG.MIL. Note: there is generally a month-long wait list for a counseling session during panel season. Aviators within their first two tours applying to Aeronautical Engineer Officer Training and/or Flight Safety Officer are not required to complete counseling with OPM-4, but are still welcomed to request counseling if desired.

f. 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.

g. 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.

h. Officers applying to PG/Adv Ed programs leading to an advanced degree must have a conferred baccalaureate degree at the time of their My Panel 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.

i. 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.

j. 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.

k. Officers and enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed opportunities.

l. Drilling Reservists and officers / enlisted members recalled to active duty under Title 10 or ADOS are not eligible to apply.

m. Permanent and Provisional Reserve Program Administrators (RPAs) are only eligible to apply for the Reserve Program Management program.

4. Ref B is the primary source for information in properly completing the application process in Direct Access. Do not use "PSC E-Resumes" link when applying to PG/Adv Ed programs, instead use "My Panel Submission" link. Pages 16-24 of Ref B contain several checklists and guidance on program selection to complete the e-Resume and command endorsement portion of the application correctly. Applicants, units, and SPOs should use this guide and its checklists to ensure eligibility requirements are met and Direct Access functions are submitted on time. The Guide is available on the PSC-OPM-1 websites listed in paragraph 22 below.

5. Selection panels are guided by the panel precept and base their decisions on information in official records and applications. Panels will see the following for each applicant:

a. EI-PDR (note: all service entries, whether enlisted or officer, will be viewed).

b. Applicant's My Panel Submission PG/Adv Ed choices in preference order and member Comments.

c. Command endorsement comments. Command confirmation of Career Counseling with PSC-OPM-4 for Officers within their first two tours.

d. Education and test data from Direct Access.

e. Tour completion date and assignment history.

f. Employee Summary Sheet (ESS) - Panel View.

g. Letters of recommendation are required for the Physician Assistant and Dental residency programs only. Letters of recommendation will not be considered for applicants to any other program.

h. Some programs may require writing samples. These should be submitted in accordance with program specific solicitation messages.

i. Some programs require standardized test scores. Program solicitation messages will explicitly state whether standardized test scores are required for selection. Standardized test scores should be submitted in accordance with Ref B.

j. Separate communications to the panel other than e-Resume comments are not permitted.

6. Prospective applicants should act now to ensure their EI-PDR

is complete (e.g., OERs, CG-4082, and academic transcripts). Officers applying for PG/Adv Ed programs should not delay their regular annual/semi annual OER submissions. A special OER documenting an applicant's most recent performance may be submitted if it meets the criteria of Art. 5.A.3.C.1.C of Ref C. 7. Officers are encouraged to review their Employee Summary Sheet. The ESS provides a consolidated view of their information as it appears in 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.

8. Specific guidance for Junior Officers within their first two tours:

a. The first two to three assignments of an officer's career largely define the officer's career track and are critical in establishing a primary specialty. It is important that officers time their attendance in a PG/ADV Ed program in such a way that it does not adversely impact their competitiveness for promotion. Time at an operational unit is precious and should be leveraged to attain qualifications necessary to make an officer competitive for future operational assignments. PG/Adv Ed opportunities should complement an officer's operational assignments and serve to broaden an officer's specialty skills.

b. While PG/Adv Ed programs may be linked to a specific career field, it should be noted that the follow-on tour for graduate school will most likely not be in an operational assignment.

c. PG/Adv Ed opportunities are best suited for officers who are completing an operational or field level assignment.

9. Prior to applying to PG/Adv Ed Programs:

a. Applicants 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.

b. All Officers should review Officer Career Guides on PSC-OPM-4 website. <http://www.uscg.mil/opm/Opm4/opm-4.asp>

c. Junior Officers within their first two tours shall schedule a career counseling session with a dedicated Officer Career Counselor in PSC-OPM-4 to discuss PG/Adv Ed timing and career specialties. Career counseling must be completed by 17 June 2016. Applicants should schedule a career counseling session as soon as possible by emailing by emailing ARL-PF-CGPSC-OPM-4@USCG.MIL. Note: there is typically a month-long waitlist for counseling sessions during panel season. In the Command endorsement section of the My Panel Submission, Commanding Officers shall state that the applicant has completed or has requested to schedule career counseling with PSC-OPM-4. Aviators within their first two tours applying to Aeronautical Engineer Officer Training and/or Flight Safety Officer are not required to complete counseling with OPM-4, but are still welcome to request counseling if desired.

d. Junior Officers currently underway and unable to complete the application requirements prior to the deadline should contact PSC-OPM-1 via email to request an extension.

10. Specific guidance for aviators: Aviators may apply to all PG/Adv Ed programs except for Law (JD and LLM), Medical (e.g., Health Care Administration), or those designated for Public Health Service (PHS) officers. Aviators should carefully examine Aviation Career Incentive Pay (ACIP) gates and upcoming assignment windows when considering applying for any of the eligible programs. Follow-on tours within each educational study will not be deferred. Based on the current Service need to keep Aircraft Commanders in the fleet, aviators completing their first operational tour will remain in an operational assignment for at least a second consecutive tour. 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.

11. Specific guidance for Reserve officers: Reserve officers (O3 and below) on Extended Active Duty (EAD), as defined in Ch. 1.B of Ref C, may apply for PG/Adv Ed opportunities. Selected members must sign a new EAD contract prior to enrollment. The new contract will include existing obligated service as well as obligated service incurred upon completion of the PG/Adv Ed program. These periods of obligated service do not run concurrently. Enlisted members on EAD may apply for the IPAP program and, if selected, must sign an active duty agreement extending through the required obligated service. Only officers on the ADPL are eligible to apply for PG/Adv Ed opportunities. Officers and enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not authorized to apply. Permanent and provisional Reserve Program Administrators (RPAs) are only eligible to apply for the reserve program management program. Specific guidance for RPAs will be published in that program's solicitation message.

12. Specific guidance for PHS officers: PHS officers may only apply for the Dental residency and Public Health programs. PHS officers may 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.

13. In accordance with Ref A, PG/Adv Ed school graduates incur obligated service and should expect to go immediately to program related staff assignments. See Refs A and B for further information on obligated service and delayed enrollment.

14. Applicants are encouraged to consider their application and selection to PG/Adv Ed in the context of their overall career strategy. Timing of PG/Adv Ed attendance can be critical as the education and follow-on assignment period together may total up to seven years. Career management questions should be addressed to the PSC-OPM Career Management Branch (PSC-OPM-4).

15. Members selected during the AY17 PG/Adv Ed season will be assigned to Duty Under Instruction (DUINS) in 2017.

16. Primary and alternate selections will be announced via msg after the PG/Adv Ed panel adjourns and the results are approved.

17. Commandant's Guidance to AY17 Officer Selection Boards and Panels will be made available on the PSC-OPM-1 PG/Adv Ed Portal page listed in paragraph 22 below. All members are encouraged to review this Guidance.

18. The PG/Adv Ed panel schedule and generic precept will be available prior to selection panel convening dates on the PSC-OPM-1 PG/Adv Ed Portal page listed in paragraph 22 below.

19. Deadline:

a. Complete PSC-OPM-4 career counseling for all required officers within their first two tours by 17 June 2016.

b. Application/My Panel Submission for all PG/Adv Ed programs on 24 June 2016. The following must be received by this deadline:

1) My Panel Submission including a Command written endorsement (including confirmation of Junior Officers within their first two tours required to received Career Counseling with PSC-OPM-4) and Endorsement marked final.

2) Test scores correctly entered in Direct Access.

3) Test scores scanned into EI-PDR.

4) Completed degree information and corresponding GPA

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correctly entered in Direct Access. In accordance with Ref E, all Educational Transcripts are to be verified by the CG Institute prior to entry into Direct Access. Degrees completed at the Coast Guard Academy will be entered into Direct Access by the registrar's office at the Academy.

5) Transcripts scanned into EI-PDR. In accordance with Ref E, all Educational Transcripts are to be verified by the CG Institute prior to entry into a member's EI-PDR. Degrees completed at the Coast Guard Academy will be entered into a member's EI-PDR by the registrar's office at the Academy.

6) Waiver requests for eligibility requirements.

20. For field validation purposes, CG PSC will release an ALCGPSC message listing all PG/Adv Ed applicants after the 24 June 2016 application deadline.

21. POCS:

- a. PG/Adv Ed Coordinator: LT Lauren Milici, 202-795-6441.
- b. PG/Adv Ed YN: YN3 Christian Hazzard, 202-795-6424.
- c. Chief, Boards Section: LCDR Brian Whisler, 202-795-6438.
- d. OER Questions: Email PSC-OPM-3 via ARL-PF-CGPSC-OPM@uscg.mil.
- e. Career Management Questions: Email OPM-4 via ARL-PF-CGPSC-OPM-4@uscg.mil.

22. Web Sites:

- a. CG PSC-OPM-1 Portal Postgraduate/Advanced Education (PG/Adv Ed) <https://cglink.uscg.mil/952612b1>
- b. CG PSC (BOPS-MR) EI-PDR information (formerly PSD-MR, records branch): www.uscg.mil/psd/mr
- c. CG PSC (OPM-3) OER information:
<http://www.uscg.mil/psc/opm/opm3/opm-3.asp>
- d. CG PSC (OPM-4) Career Management:
<http://www.uscg.mil/psc/opm/opm4/opm-4.asp>
- e. CG PPC guide to Direct Access: <http://www.uscg.mil/ppc/ps/>
- f. Employee Summary Sheet:
[http://cgbi.osc.uscg.mil/2.0/contentpanes/personal\(underscore\)files/summary\(underscore\)sheet.cfm/](http://cgbi.osc.uscg.mil/2.0/contentpanes/personal(underscore)files/summary(underscore)sheet.cfm/)

23. CAPT M. T. Bell Jr., Acting Commander, CG Personnel Service Center, sends.

24. Internet release is authorized.

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