

ACTIVE DUTY OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS GUIDE FOR ASSIGNMENT YEAR 2017



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REFERENCES

- a. Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 (series)
- b. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3(series)
- c. COMCOGARD FORCECOM NORFOLK VA//FC-C//260700Z FEB 16, ALCOAST 071/16, COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS FY 2017
- d. ALCGPSC 035/16, 15 MAR 16, OFFICER POSTGRADUATE AND ADVANCED EDUCATION APPLICATION PROCESS FOR ASSIGNMENT YEAR 2017 (AY17)
- e. 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)
- f. COMCOGARD FORCECOM NORFOLK VA//FC-C// 091024Z FEB 16, ALCOAST 043/16, DEGREE REPORTING CENTRALIZATION AND VALIDATION OF CURRENT DEGREE COMPLETIONS IN DIRECT ACCESS FOR ACTIVE DUTY (AD) AND RESERVE (RES) PERSONNEL

POINTS OF CONTACT

- a. Assistant Chief, Boards Section: LT Lauren Binger, (202) 795-6441
- b. Advanced Education Yeoman: YN3 Christian Hazzard, (202) 795-6424
- c. Chief, Boards Section: LCDR Brian Whisler, (202) 795-6438
- d. CG PSC (BOPS-MR) E-IPDR Requests: ARL-PF-CGPSCOFFRecords@uscg.mil
- e. OER Questions: Email OPM-3 at ARL-PF-CGPSC-OPM@USCG.MIL
- f. Career Management Questions: Email OPM-4 at 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: <http://cglink.uscg.mil/2b5de6b1>
- c. CG PSC (BOPS-MR) E-IPDR information (formerly psd-mr, records branch): 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 AY17 PG/Adv Ed application deadline for all programs is **24 June 2016**. The following must be delivered by this date:

- a. [My Panel Submissions](#)
- b. [Command Endorsement](#) and [E-Resume marked final](#)
- c. [Official standardized test scores correctly entered in Direct Access](#)
- d. [Official standardized test scores scanned into your CG PSC E-IPDR](#)
- e. [Completed degree information & corresponding GPA correctly entered in Direct Access](#)
- f. [Official \(i.e., conferred degree\) transcripts scanned into your CG PSC E-IPDR](#)
- g. Waiver submission (If applicable. See [waiver request guidance](#) section for details and instructions.)
- h. [Career counseling session with OPM-4](#) for all officers within first two tours (see page 5 for information and exceptions)

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 \(f\)](#), 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:

- a. Competencies and career paths (assignments & advanced education)
- b. Performance management (evaluations & promotions)
- c. 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.

Officers within their first two tours applying to PG/Adv Ed programs must receive [Career Counseling from PSC-OPM-4](#). Applicants should complete counseling with PSC-OPM-4 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. 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.

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 E-IPDR](#);
- b. [Applicant's My Panel Submission 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 AY17 are permitted to apply.
- c. Officers must have a minimum of two years commissioned Coast Guard service at the time of enrollment in the AY17 academic program.
- d. Officers must receive a positive command endorsement.
- e. Officers within their first two tours must receive [Career Counseling from PSC-OPM-4](#). Career Counseling should be completed prior to **17 June 2016**. OPM-4 is a staff of two, so 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 waiting list for counseling. Do not wait until the last minute to schedule an appointment! 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.
- 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.

WAIVER REQUEST GUIDANCE

WAIVERS FOR 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](#):

- a. Program(s) applied for;
- b. Waiver justification; and
- c. Acknowledgement of applicant responsibilities subsequent to waiver submission.

Note: 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 [AY17 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 Binger, Lauren.K.Binger@uscg.mil and YN3 Christian Hazzard, 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.

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 AY17 PG/Adv Ed waiver requests collectively after the [AY17 PG/Adv Ed application deadline](#). OPM-1 will inform members of their status once a final decision is rendered.

OFFICIAL STANDARDIZED TEST SCORE REPORTS:

OPM-1 will no longer require a waiver for applicants who do not have their official standardized test scores entered into their CG PSC E-IPDR and Direct Access by the AY17 application [deadline](#). Each program will state in their solicitation message whether standardized test scores are required for selection. If test scores are required, is the applicant's individual responsibility to ensure that all standardized test scores are entered into their CG PSC E-IPDR and Direct Access prior to the respective program's Selection Panel convening date. It is at the Selection Panel's discretion to consider or eliminate applicants who do not have the required standardized test scores on file if required.

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 AY17 Officer Postgraduate and Advanced Education application process message.

Responsible Party	Responsibility
Applicant	<ul style="list-style-type: none"> ▪ Become familiar with the AY17 PG/Adv Ed application process. ▪ Meet the requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and any applicable AY17 PG/Adv Ed message traffic. ▪ Apply for the AY17 PG/Adv Ed program(s) desired by submitting a My Panel Submission to Supervisor. ▪ Verify CG PSC E-IPDR. ▪ Verify (training and education information) in Direct Access.
Unit/ Commanding Officer	<ul style="list-style-type: none"> ▪ Become familiar with the AY17 PG/Adv Ed application process and be able to assist applicant(s) with questions. ▪ Verify applicant(s) meets all eligibility requirements set forth in this process guide, the Coast Guard Performance, Training, and Education Manual, and applicable AY17 PG/Adv Ed message traffic. ▪ Provide administrative assistance to applicant(s) in correcting errors in Direct Access prior to the application deadline. ▪ Notify CG PSC (opm-1) of eligibility changes or corrections as soon as is possible. <p>Ensure that Junior Officers within their first two tours have received Career Counseling from PSC-OPM-4. Note: aviators within their first two tours applying to Aeronautical Engineer Officer Training, Aviation Safety Systems and Surface Safety Systems are not required to complete counseling with OPM-4.</p>
SPO/PERSRU	<ul style="list-style-type: none"> ▪ Assist units as needed in correcting/entering Direct Access data. ▪ Verify, scan, and email all CG PSC E-IPDR documents to CG PSC (BOPS- MR).
CG PSC (opm-1)	<ul style="list-style-type: none"> ▪ Primary point of contact for PG/Adv Ed application process questions. ▪ Draft, route, approve, and release the AY17 Officer PG/Adv Ed application process message outlining application deadline, eligibility requirements, and application policy and procedures. ▪ Draft, route, approve, and release the promulgation of Officer PG/Adv Ed selection panel schedule outlining AY17 PG/Adv Ed panel convening dates. ▪ Draft, route, approve, and release the precept to convene AY17 PG/Adv Ed selection panels. ▪ Verify eligibility of all applicants. ▪ Process Managers for PG/Adv Ed selection panels.

COMMANDING OFFICERS' ROLE

The Commanding Officer's (CO) well-considered, affirmative recommendation is one of the most important eligibility requirements in the PG/Adv Ed process. COs have an important responsibility to identify and encourage qualified 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.

For guidance on how to submit a Command endorsement, see page 21.

REVIEW OF CG PSC E-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 (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.

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:

- a. 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.
- b. All Officers should review Officer Career Guides on OPM-4 website.
<http://www.uscg.mil/opm/Opm4/opm-4.asp>
- c. Officers within their first two tours must receive Career Counseling from PSC-OPM-4. Career Counseling should be completed prior to 17 June 2016. OPM-4 is a staff of two, so 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 waiting list for counseling. Do not wait until the last minute to schedule an appointment! 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.

Note: 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.

Note: Commanding Officers endorsing a Junior Office that is required to complete counseling with

OPM-4 must 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

- d. Officers may apply for up to three (3) PG/Adv Ed programs.
- e. Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice.
- f. There are three programs that can be listed as a fourth, fifth, etc. choice. Those programs are:
 - ✓ 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, etc.)

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 *

*Each one of these programs are exceptions to the 3-program rule and can be added as additional choices.

- g. 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 19 of this process guide).
- h. Most AY17 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 My Panel Submission choices. Consolidated panel schedule is posted on the [PG/Adv Ed webpage](#) and [OPM Reference Library on CG Portal](#).

- i. 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.
- j. In the event a program re-solicits for applications:
 - If the panel for the programs the applicant originally applied for have not convened, they cannot be replaced by a re-solicited program.
 - 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.
- k. Every new My Panel Submission 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 the My Panel Submission 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 My Panel Submission to remain eligible for consideration. Applicants must communicate any changes to their PG/Adv Ed My Panel Submission 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.

- l. My Panel Submission submitted after the [application deadline](#) will not be accepted.
- m. Applications must be submitted through the My Panel Submission process. Applicants should refer to the “My Panel Submission” section of this guide for detailed instructions on applying to PG/Adv Ed opportunities via Direct Access.
- n. 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 "Recommend" 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 Endorsement Summary definitively stating whether the member is eligible or ineligible. Furthermore, the Command must ensure that Junior Officer Applicants who are required to complete counseling with OPM-4 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.

- o. Recent standardized test scores (taken since 1 January 2011), unless otherwise stated by the Program Manager, are required for all programs, even if applicants currently possess an advanced level degree. 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 date the Selection Panel convenes may be ineligible to compete and may 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 E-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](#).

- p. For programs requiring a baccalaureate degree, conferred educational transcripts must be submitted into the applicant's [CG PSC E-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: [Reference \(f\)](#) of this manual requires all educational accomplishments to be validated by the CG Institute before entry into a member’s EI-PDR or Employee Summary Sheet, unless the member received their degree at the Coast Guard Academy. The registrar’s office at the Academy will enter completed degrees in the member’s EI-PDR and Direct Access. More information can be found at:

http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/Degree_Completion/default.asp

- q. 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 E-IPDR](#) through the unit SPO.
- r. 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.
- s. Separate communications to the panel other than My Panel Submission comments are not permitted.
- t. Members selected during the AY17 PG/Adv Ed season will be assigned to “Duty Under Instruction” (DUINS) in 2017.

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.

MY PANEL SUBMISSION

All applicants must submit a My Panel Submission for PG/Adv Ed programs using the “My Panel Submission” 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 CG Portal](#).

- a. Log into Direct Access.
- b. Select from the menu bar Home > Self-Service > Employee > Tasks > “My Panel Submission”
- c. In the My Panel Submission Screen select the Panel Source drop-down menu and select “**Advanced Training**.” Click ‘Go’ to continue.
- d. Select ‘Active Duty’ for **AD/Res Id**; Select ‘Officer’ for **Bus Unit**; 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. Click ‘Search’ to populate the PG/Adv Ed Programs.
- e. Select the positions you are interested in by checking the “Apply” box on the far right. Once all “Apply” boxes of desired programs are checked click “Submit.”
- f. Click “Edit” to input and submit your comments to your Commanding Officer/Endorser. Save upon completion. Click “Return to My Panel Submissions”
- g. Rank your programs in desired order.
- h. Save upon completion

NOTE: Applicants can revisit the “My Panel Submission” page to confirm their Commanding Officer/Endorser has submitted a recommendation. The “Marked Final” box will be checked, confirming a submission has been made.

COMMAND ENDORSEMENT/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.

Discretion is left up to the CO on how he or she chooses to endorse a member who is applying to multiple programs. COs may either elect to write one general endorsement for all programs of choice or a separate paragraph endorsement for each individual program the member applies to. For the purpose of the Selection Panels, either option will constitute a positive Command endorsement. All endorsements shall be submitted in the Commanding Officer/Endorser comments section of the E-Resume.

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 13). 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.

Note: Any member that does not receive a positive endorsement will not be eligible to compete. To correctly endorse an applicant's My Panel Submission use the following guidance:

- a. Log into Direct Access.
- b. Select from the menu bar Home > Self-Service > Employee > Tasks > My Assignments Endorsements
- c. Click on the "View Endorsement" link corresponding to the applicant.
- d. Once in the "Endorsement Summary" page, select **Recommend** or **Not Recommended**
- e. Commanding Officers/Endorsers **MUST** input comments if the applicant is recommended for the program.
- f. **Mark Final** and Save upon completion.

**INSTRUCTIONS FOR ENTERING EDUCATIONAL TRANSCRIPT
INTO CG PSC E-IPDR AND DIRECT ACCESS**

The following information can be found at the Coast Guard Institute website:
http://www.uscg.mil/hq/cg1/cgi/active_duty/go_to_college/Degree_Completion/default.asp

Documentation Needed

An official education transcript showing degree completion with name of the degree and the date of completion is required. If the college is not recognized by the Department of Education, the degree will not be entered into the member's record or will be removed from the member's record if the degree is already listed. Members can check <http://ope.ed.gov/accreditation> to check on the accreditation of the college.

Procedures: The following steps shall be followed to ensure degree completion data is entered in a member's Direct Access Person Profile record:

- a. Members are responsible for having an official copy of the college transcript sent to the Coast Guard Institute's Registrar Office.
- b. Official transcripts must list the type of degree and the date of degree completion/conferment and must be sent in a sealed envelope or transmitted securely directly from the degree granting academic institution.
- c. Paper copy official transcript shall be mailed to the following address:

USCG Institute
Registrar's Office RM 228
5900 SW 64th St
Oklahoma City, OK 73169

The degree granting academic institution may also securely transmit an electronic transcript to CGI-PF-ED_Advisor@uscg.mil

CG Academy Graduates

The CG Academy Cadet Admin/SPO personnel will continue to enter the degrees earned by the graduating cadets. If the degree is not listed for an Academy graduate, please contact the Academy Cadet Admin/SPO for assistance vice the CG Institute.

All other degrees

The CG Institute will enter degree completions from all colleges other than the CG Academy. Education transcripts received and validated by the CG Institute will also be forwarded to PSC-BOPS-C-MR@uscg.mil for inclusion in the member's EI-PDR in accordance with the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

Validation of current entries

If you are currently an AD or RES member and have a degree listed in your DA person profile education record, the CG Institute will attempt to verify via the electronically Imaged-Personnel Data Record (EI-PDR). If transcripts are not found, members will be notified via e-mail and will be required to send an official transcript to the CG Institute. If the process fails to confirm degree completion, the degree will be removed from the member's Direct Access person profile.

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:

- a. The date of the test (i.e., not the date it was submitted);
- b. The test score
- c. 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).
- d. 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 > My Profile. Click on the Qualifications tab to view test scores.