

# **ACTIVE DUTY ENLISTED POSTGRADUATE AND ADVANCED EDUCATION APPLICATION and PROCESS GUIDE FOR ASSIGNMENT YEAR 2025**



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## **REFERENCES**

- a. [Coast Guard Performance, Training, and Education Manual, COMDTINST M1500.10 \(series\)](#)
- b. [Coast Guard Body Composition Standards Program Manual, COMDTINST M1020.8 \(series\)](#)
- c. [COMCOGARD FORCECOM NORFOLK VA 261900Z FEB 24/ALCOAST 096/24, COAST GUARD ADVANCED EDUCATION PROGRAM ALLOCATIONS AY 2025](#)
- d. [COMCOGARD WASHINGTON DC 091524Z APR 24/ 164-24 ALCGENL](#)
- e. [COAST GUARD MILITARY HUMAN RESOURCE RECORD \(CGMHRR\) SYSTEM, COMDINST 1080.1\(series\)](#)
- f. [Guidance and Eligibility Criteria for Enlisted Personnel Boards and Panels, PSCINST 1401.2 \(series\)](#)

## **POINTS OF CONTACT**

- a. Enlisted Panels Coordinator: LTJG Max McClay, (202) 795-6557 and CSCM Nicholas Wright (202) 795-6559.
- a. CGMHRR: [HQS-SMB-CGPSC-MR-CustomerService@uscg.mil](mailto:HQS-SMB-CGPSC-MR-CustomerService@uscg.mil)
- b. Panel questions: Email EPM-1 at [HQS-SMB-CGPSC-EPM-1-Panels@uscg.mil](mailto:HQS-SMB-CGPSC-EPM-1-Panels@uscg.mil)

## **SHAREPOINT LINKS**

- a. CG PSC-EPM-1 Postgraduate/Advanced Education (PG/Adv Ed) Information: [Advanced Education Panels \(sharepoint-mil.us\)](#)
- b. CG PSC-EPM-2 Special Assignment Information: [Special Assignments \(sharepoint-mil.us\)](#)
- c. CG PSC-EPM-3: [Enlisted Personnel Management - Enlisted Evaluations Branch \(EPM-3\) \(sharepoint-mil.us\)](#)
- d. CG PSC-EPM-4 Enlisted Career Advisory Branch: [PSC-EPM-4 Enlisted Career Advisory Branch \(sharepoint-mil.us\)](#)
- e. Member OMPF on iPEMRS: [iPERMS RMA \(uscg.mil\)](#)
- f. ETQC Degree Reporting: [Degree Reporting \(sharepoint-mil.us\)](#)
- g. CGMHRR Information: [Business Operations Division \(BOPS\) \(sharepoint-mil.us\)](#)

## **PURPOSE**

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

## **DEADLINE**

The AY25 PG/Adv Ed application deadline for all programs is **July 14, 2024**. The following must be delivered by this date:

- a. “My Panel Submission” in Direct Access
- b. Command endorsement marked final in Direct Access
- c. 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 (h), which outline the methods used to select qualified Coast Guard 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 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 guide 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 enlisted members through numerous PG/Adv Ed opportunities. Although the immediate program goal is to affirm enlisted members’ performance and suitability for advanced education, the long-term objective is to build a high level of both technical and managerial competencies among senior Coast Guard personnel.

Enlisted members considering opportunities should also examine career paths and follow-on assignment possibilities. Selectees will be subject to a direct service or program-specific payback assignment.

EPM-1 Boards and Panels will release the PG/Adv Ed solicitation message advertising available opportunities. Please review the message when considering the available programs. It is recommended that members review the enlisted Advanced Education Shopping List as some programs may have additional eligibility requirements. The applicable program manager, as

listed on the Enlisted Advanced Education Shopping List, can assist with specific questions regarding additional application requirements, academic programs, and curricula.

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

The PG/Adv Ed Panel schedule and Precepts will be available on CG PSC-EPM-1's Panel SharePoint: [Post Graduate and Advanced Education \(PG/Adv Ed\) Panels](#)

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

- a. OMPF on iPERMS in "Board Record View"
- b. Enlisted Evaluation Reports (EERs)
- c. Applicant's "My Panel Submission" and comments
- d. Command endorsement/comments
- e. Employee Summary Sheet (ESS) in Panel View

### **ELIGIBILITY REQUIREMENTS**

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

- a. Enlisted members due to transfer in AY25 or AY26 are permitted to apply.
- b. Enlisted members should meet the minimum requirements of Coast Guard service at the time of enrollment in the AY25 academic program. Applicants to these programs should consult the enlisted Advanced Education Shopping list for specific academic requirements.
- c. Members who have previously attended full-time Coast Guard funded PG/Adv Ed programs are not eligible to apply and will not be selected for additional programs.
- d. Enlisted members 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 programs that do not require a degree. Applicants to these programs should consult the respective enlisted Advanced Education Shopping List and the Program manager for specific academic requirements.
- e. Enlisted members who submit retirement requests will be withdrawn from further consideration and removed from any PG/Adv Ed programs for which they were selected.
- f. Enlisted members recalled from retirement are not eligible to apply for PG/Adv Ed

programs.

- g. Enlisted members recalled to active duty under Title 10, ADOS, or drilling reservists are not eligible to apply.
- h. Targeted pay grade ranges for specific PG/Adv Ed programs will be identified in the enlisted Advanced Education Shopping list.

### **WAIVER REQUEST GUIDANCE**

Applicants who do not meet all eligibility requirements must submit a waiver request in Direct Access through a separate “My Panel Submission” using the code PGWV\_E. The request must be marked final by the members Commanding Officer. The waiver request must address the following points:

- a. Program applied for.
- b. Eligibility requirement not met.
- c. Justification for waiver; and
- d. Acknowledgement of applicant’s responsibilities subsequent to the waiver submission.

CG PSC-EPM-1 must receive all waiver requests no later than the AY25 PG/Adv Ed application deadline of July 14, 2024.

CG PSC-EPM-1 will review all AY25 PG/Adv Ed waiver requests collectively after the AY25 PG/Adv Ed application deadline. If necessary, CG PSC-EPM-1 will confer with outside entities (e.g. Program Managers and EPM-2) prior to making a waiver decision. Members will be notified of their waiver determination by CG PSC-EPM-1. All waiver decisions are final.

### **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, unit Personnel and Administration (P&A) Yeoman, servicing SPO, and CGMHRR to correct any errors or omissions. In past years, 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 this guide and the AY25 enlisted Postgraduate and Advanced Education application process message.

| <b>Responsible Party</b>    | <b>Responsibility</b>   |
|-----------------------------|---|
| Applicant                   | <ul style="list-style-type: none"> <li>▪ Become familiar with the AY25 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 AY25 PG/Adv Ed message traffic.</li> <li>▪ Apply for the AY25 PG/Adv Ed program(s) desired by submitting a “My Panel Submission” to your Commanding Officer.</li> <li>▪ Apply for waivers, if necessary.</li> <li>▪ Review completeness of OMPF on iPERMS.</li> <li>▪ Verify completeness of ESS.</li> </ul>  |
| Unit/<br>Commanding Officer | <ul style="list-style-type: none"> <li>▪ Become familiar with the AY25 PG/Adv Ed application process and be able to assist applicant(s) with questions.</li> <li>▪ Verify applicant(s) meets all eligibility requirements set forth in this process guide, reference (a), and applicable AY25 PG/Adv Ed message traffic.</li> <li>▪ Provide administrative assistance to applicant(s) in correcting errors in iPERMS prior to the application deadline.</li> <li>▪ Notify CG PSC-EPM-1 of eligibility changes or corrections as soon as possible.</li> </ul>  |
| P&A/SPO                     | <ul style="list-style-type: none"> <li>▪ Assist units as needed in correcting their iPERMS documents.</li> <li>▪ Members are not authorized to submit documents directly to the CGMHRR. Members must contact their respective Record Manager (P&amp;A) for assistance.</li> <li>▪ Items authorized for inclusion:<br/> <a href="https://iperms.mymilrecord.uscg.mil/svc/public-download/ASRBDocuments.pdf">https://iperms.mymilrecord.uscg.mil/svc/public-download/ASRBDocuments.pdf</a> </li> </ul>  |
| CG PSC-EPM-1                | <ul style="list-style-type: none"> <li>▪ Primary point of contact for PG/Adv Ed application process questions.</li> <li>▪ Draft, route, approve, and release the AY25 Enlisted PG/Adv Ed application process message outlining application deadline, eligibility requirement, and application policy and procedures.</li> <li>▪ Draft, route, approve, and release the promulgation of Enlisted PG/Adv Ed selection Panel schedule outlining AY25 PG/Adv Ed Panel convening dates.</li> <li>▪ Draft, route, approve, and release the precept to convene AY25 PG/Adv Ed selection Panels.</li> <li>▪ Verify eligibility of all applicants.</li> <li>▪ Select Panel membership for PG/Adv Ed selection Panels.</li> </ul> |
| Program Manager             | <ul style="list-style-type: none"> <li>▪ Primary point of contact for program specific questions.</li> <li>▪ Provide waiver recommendation to CG PSC-EPM-1, when required.</li> </ul>   |

## **COMMANDING OFFICER'S ROLE**

Commanding Officers (CO) have an important responsibility to identify and encourage qualified 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 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 11.

## **REVIEW OF OMPE AND EMPLOYEE SUMMARY SHEET (ESS)**

All candidates should review their official record maintained by the Coast Guard Personnel Service Center, Business Operations Division, Coast Guard Military Human Resource Records Section (CGMHRR):

- a. The CGMHRR can now be accessed to view and download 24/7 through iPERMS for all Active, Reserve and Retired Members. Members can log into iPERMS to view their documents using this link: <https://iperms.mymilrecord.uscg.mil/login/>
- b. Authorized documents generated by P&A or SPO offices should be automatically added to iPERMS, however, if members identify missing documents, they can start the update to their CGMHRR records by providing copies to their P&A office for upload into iPERMS. The scanned document is submitted within iPERMS in a batch. iPERMS will send system-generated emails informing the members when a new item has been added to their CGMHRR. Do not call or email iPERMS to find out the status of the batch. Your P&A can provide you with the status by running the Batch Originator reports in iPERMS.
- c. Review your Employee Summary Sheet (ESS) in Panel View 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). 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. Examples of information to update in your ESS are your academic history and GPA, test scores, and all competencies.

Additional information on reviewing your record can be found on the How to Update Your Personnel Record guide found on CG PSC-EPM-1's Panel SharePoint: [Boards and 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. Members who commence any funded education program must agree and 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 members must execute and extend/reenlist prior to being issued orders for Duty Under Instruction (DUINS) to meet the obligated service requirements.

Members who fail to complete their obligated service due to involuntary separation may be subject to recoupment of advanced education costs.

## **DELAYED ENROLLMENT OR DEFERMENT**

In accordance with reference (a), in order to afford enlisted members the ability to pursue other unique career opportunities (e.g., tours 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 enlisted members selected as primary attendees will be considered for possible deferment.

Enlisted members requesting deferment must submit their request via Coast Guard memorandum to CG PSC-EPM-1 **upon receipt of orders**. Enlisted members whose program has been deferred will automatically be assigned to DUINS status upon completion of their assignment as long as their performance continues to warrant this opportunity. Enlisted members 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 ALCGENL message. After they receive their notification, primary selectees have 10 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.

Ultimately, delayed enrollment or deferment must be approved by CG PSC-EPM-1, in concert with the Program Manager and Assignment Officer. Requests in well-justified cases where service need, program need, and member career development needs are met should be sent to CG PSC-EPM-1.

CG PSC-EPM-1 will consult with the appropriate Program Manager and Assignment Officer regarding approval or disapproval.

## **APPLICATION PROCEDURES**

- a. 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.
- b. A positive CO endorsement is required for all PG/Adv Ed programs and must contain a written statement regarding the applicant's interests, ability, and potential value to the Service relating to the curricula requested. COs 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. COs should ensure that they click on the button "Mark as Final" for the member's application to be considered complete. These endorsements may be completed for sector personnel by a designated CO of Military Personnel.
- c. For programs requiring a baccalaureate degree, conferred educational transcripts must be submitted to ETQC [Degree Reporting \(sharepoint-mil.us\)](https://sharepoint-mil.us) to be entered into the members OMPF on iPERMS 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.
- d. 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 OMPF through the unit P&A. The CG-4082 is a living document; only one copy will be maintained in a member's OMPF. If a member submits a new CG-4082, previous CG-4082 forms shall be removed from the member's OMPF.
- e. Letters of Recommendation will not be considered.
- f. Separate communications to the Panel other than “My Panel Submission” comments are not permitted.
- g. Members selected during the AY25 PG/Adv Ed season will be assigned to DUINS in 2025.

## **MY PANEL SUBMISSIONS**

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.

### **Member Comments for My Panel Submission:**

While member comments are required, this is an opportunity to communicate with the selection panel and express your desire for the programs you are applying to. Please note that members are limited to 500 characters in the box. Any content longer than 500 characters

will not be provided to the panel. Comments shall not contain gender indicators, personal pronouns, first names, or other prohibited content. Letters of Recommendation will not be considered. Separate communications to the panel other than My Panel Submission comments are not permitted.

### **Apply:**

To access the PG/Adv Ed Direct Access e-Resume system.

- a. Log into Direct Access: [Oracle PeopleSoft Sign-in \(uscg.mil\)](https://uscg.mil)
- b. Select from the Home Screen > Member Self Service > Tasks > “My Panel Submissions.”
- 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 ‘Enlisted’ for **Bus Unit**; Enter **Job Code**: Blank. All PG/Adv Ed positions are listed 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 “Save.”
- f. Click “Edit” to input and submit your comments.
- g. Enter the endorser EMPLID and click “Save” upon completion (your application will be sent to your endorser). Click “Return to My Panel Submissions.”
- h. Save upon completion.

### **Verify your application has been successfully submitted:**

You will not receive an email verification after completion of the above steps. To verify that your application has been successfully submitted, go to your “My Panel Submission” page to confirm your Commanding Officer/Endorser has submitted a recommendation. If the “Marked Final” box is checked, your submission is complete.

“My Panel Submission” after the application deadline will not be accepted.

**\*Note:** CG PSC-EPM-1 will post an initial applicant list on CG PSC-EPM-1’s Panel [SharePoint](#) approximately one week after the application deadline. At this time, you can verify that you have successfully applied to your desired programs. **This list does not signify that your application(s) is COMPLETE, just that you have successfully navigated the DA submission steps. Please ensure you submit your entire, complete application on time.**

### **COMMAND ENDORSEMENT/E-INTERVIEW SUBMISSIONS**

The Commanding Officer’s (CO) well-considered, affirmative recommendation is one of the most important eligibility requirements in the PG/Adv Ed process. The CO’s endorsement must contain a written statement of the applicant’s interest, ability, and potential value to the Service relating to the requested program(s). Please note that the CO’s endorsement is limited to 500 characters. Any content longer than 500 characters will not be provided to the panel. Endorsements shall not contain gender indicators, personal pronouns, first names, or other prohibited content. Only endorsements from the Commanding Officer, Commanding Officer of

Military Personnel (Logistics Department Head) or Reporting Officer/Reviewer with the “Mark All Final” privilege in Direct Access, cognizant Directorate Deputies, or Executive Assistant 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. Select from the menu bar Home > 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.

**\*Note:** To verify that your command endorsement has been successfully entered, the applicant can go to their “My Panel Submission.” If the box titled “Marked Final” is checked, your command endorsement has been successfully submitted.

### **INSTRUCTIONS FOR ENTERING EDUCATIONAL TRANSCRIPT INTO OMPF**

Members are responsible for having an official copy of their college/university transcript sent to Coast Guard ETQC Registrar Services, Voluntary Education Division: [Degree Reporting \(sharepoint-mil.us\)](https://sharepoint-mil.us)

### **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 P&A/SPO for entry. Detailed instructions for entering test score information in Direct Access may be found in tutorials on the CG PPC Website: [Adding Updating Test Results.pdf \(uscg.mil\)](https://uscg.mil)

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 (GRE/SAT/ACT: Individual scores must be entered.)
- c. 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 path: Home > Self Service > Employee > View > My Profile. Click on the Qualifications tab to view test scores.