Postgraduate/Advanced Education Overview

Introduction

This guide provides the procedures for the submission/endorsement of a Postgraduate/Advanced Education application in Direct Access (DA).

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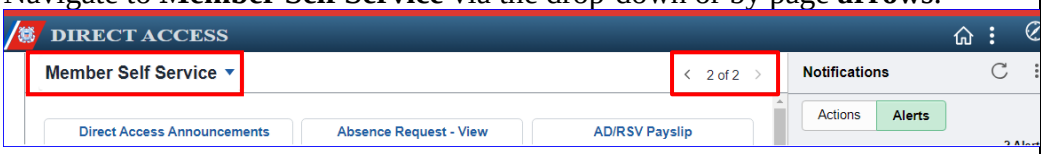
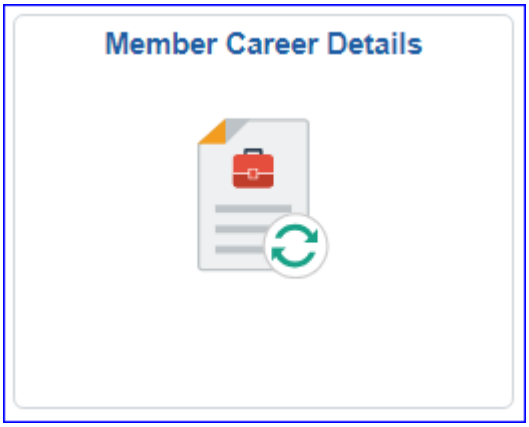
Submitting a Postgraduate/Advanced Education Application

Introduction

This guide provides the procedures for submitting a postgraduate/ advanced education application in DA.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**. 
1.5	Select the **Member Career Details** tile. 

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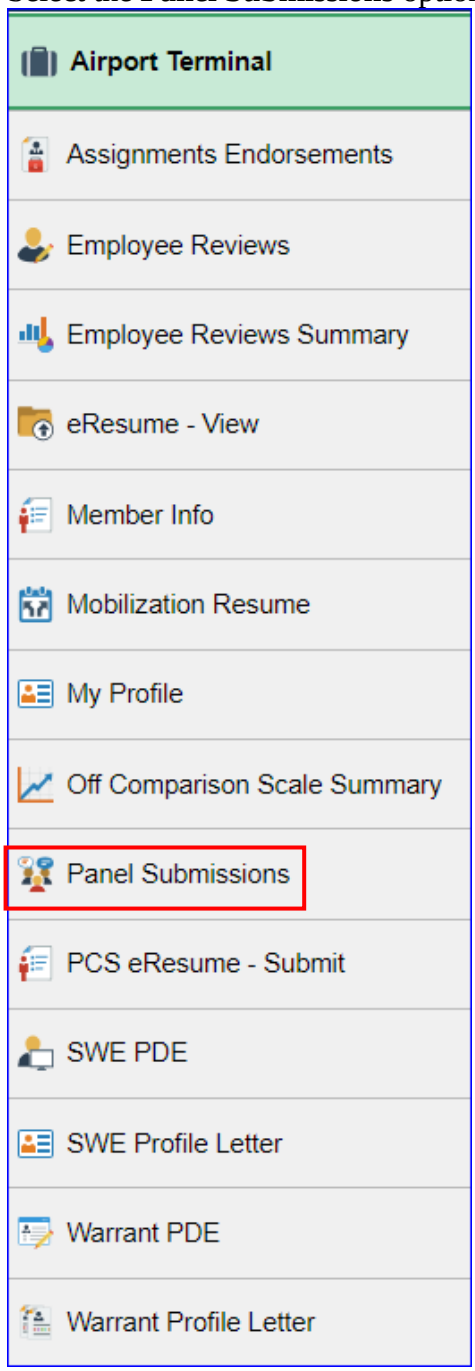
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
2	Select the **Panel Submissions** option. 

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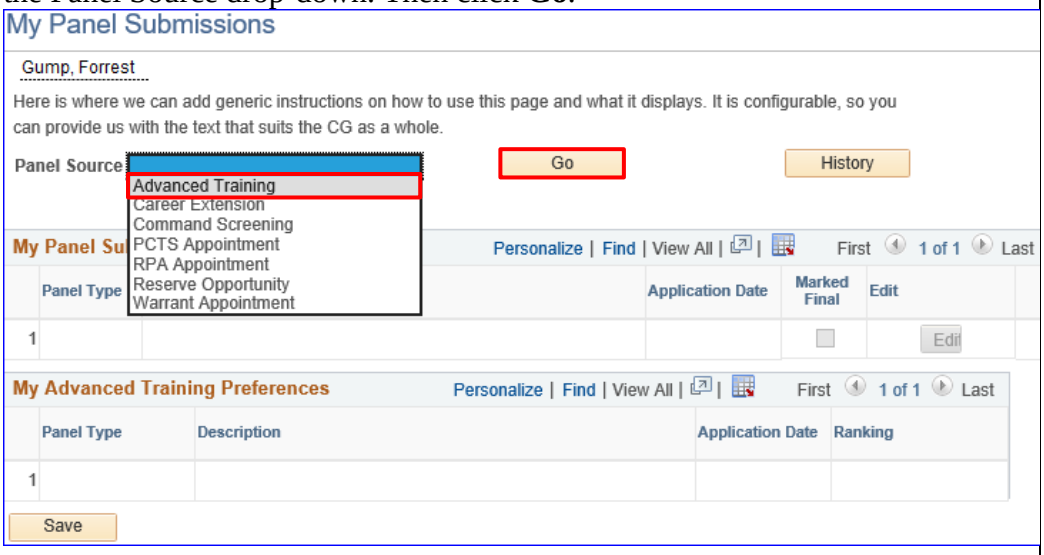
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures, continued

Step	Action
3	The My Panel Submissions page will display. Select **Advanced Training** from the Panel Source drop-down. Then click **Go**. 

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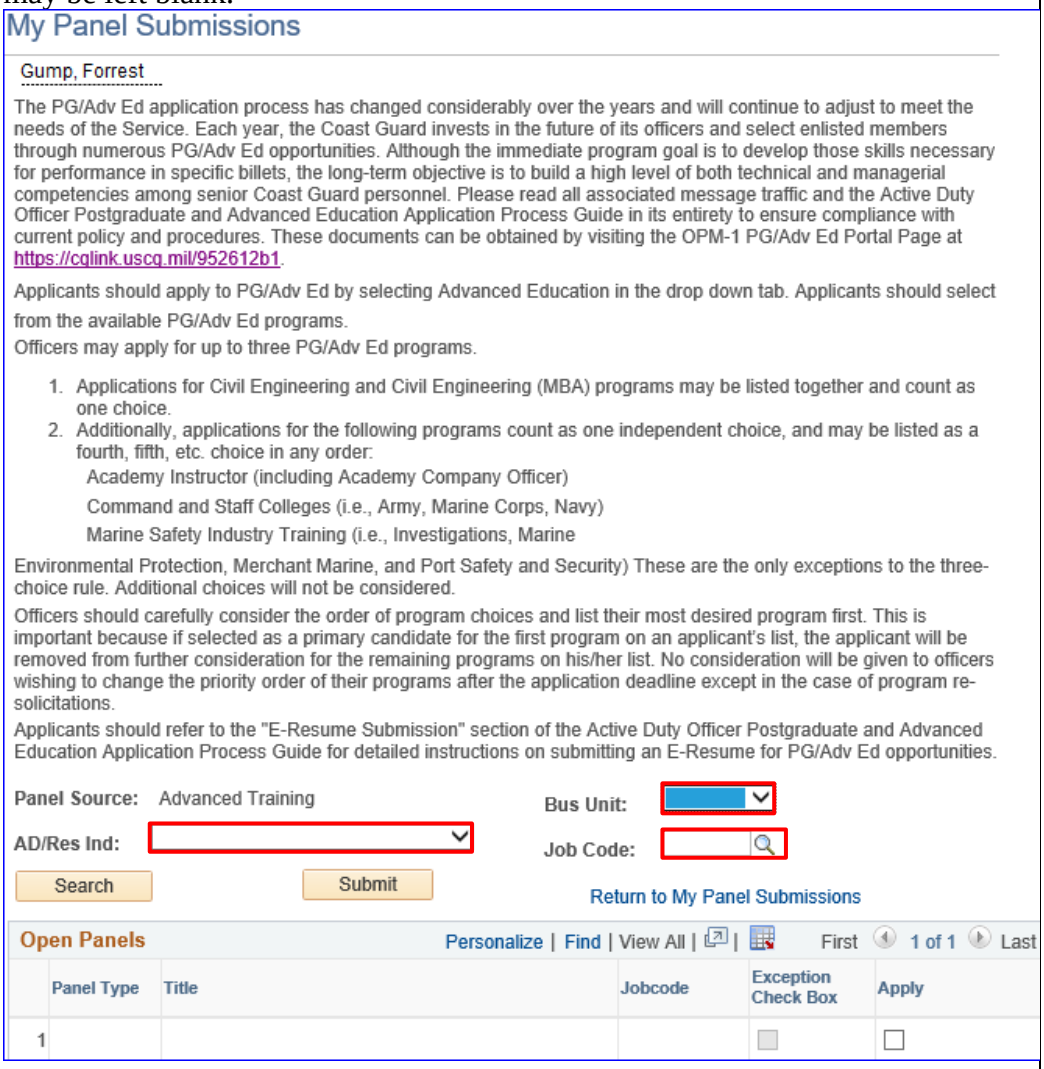
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures, continued

Step	Action
4	This page will display with specific instructions. Select the appropriate **Bus Unit** and **AD/Res Ind** from the drop-down menus. Enter the **Job Code** or this may be left blank.



My Panel Submissions

Gump, Forrest

The PG/Adv Ed application process has changed considerably over the years and will continue to adjust to meet the needs of the Service. 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. Please read all associated message traffic and the Active Duty Officer Postgraduate and Advanced Education Application Process Guide in its entirety to ensure compliance with current policy and procedures. These documents can be obtained by visiting the OPM-1 PG/Adv Ed Portal Page at https://cglink.uscg.mil/952612b1.

Applicants should apply to PG/Adv Ed by selecting Advanced Education in the drop down tab. Applicants should select from the available PG/Adv Ed programs.

Officers may apply for up to three PG/Adv Ed programs.

1. Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice.
2. Additionally, applications for the following programs count as one independent choice, and may be listed as a fourth, fifth, etc. choice in any order:
   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) These are the only exceptions to the three-choice rule. Additional choices will not be considered.

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. 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.

Applicants should refer to the "E-Resume Submission" section of the Active Duty Officer Postgraduate and Advanced Education Application Process Guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities.

Panel Source: Advanced Training

Bus Unit:

AD/Res Ind:

Job Code:

Search

Submit

Return to My Panel Submissions

Open Panels

Personalize | Find | View All | First 1 of 1 Last

	Panel Type	Title	Jobcode	Exception Check Box	Apply
1					

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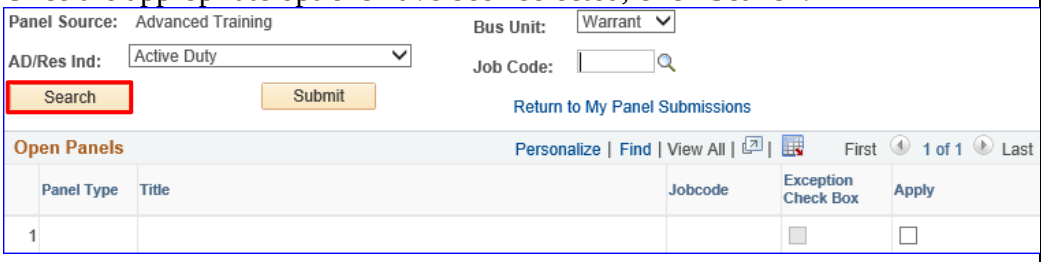
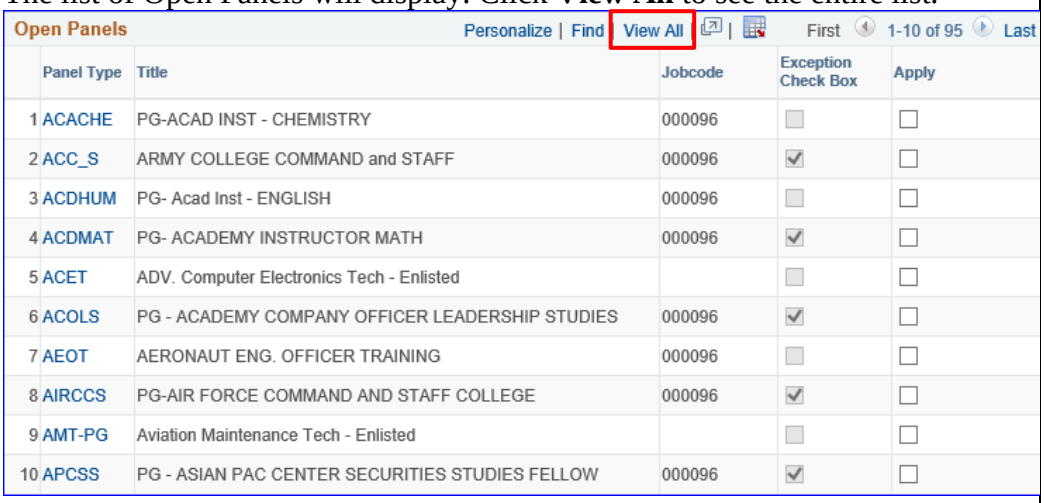
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
5	Once the appropriate options have been selected, click **Search**. 
6	The list of Open Panels will display. Click **View All** to see the entire list. 

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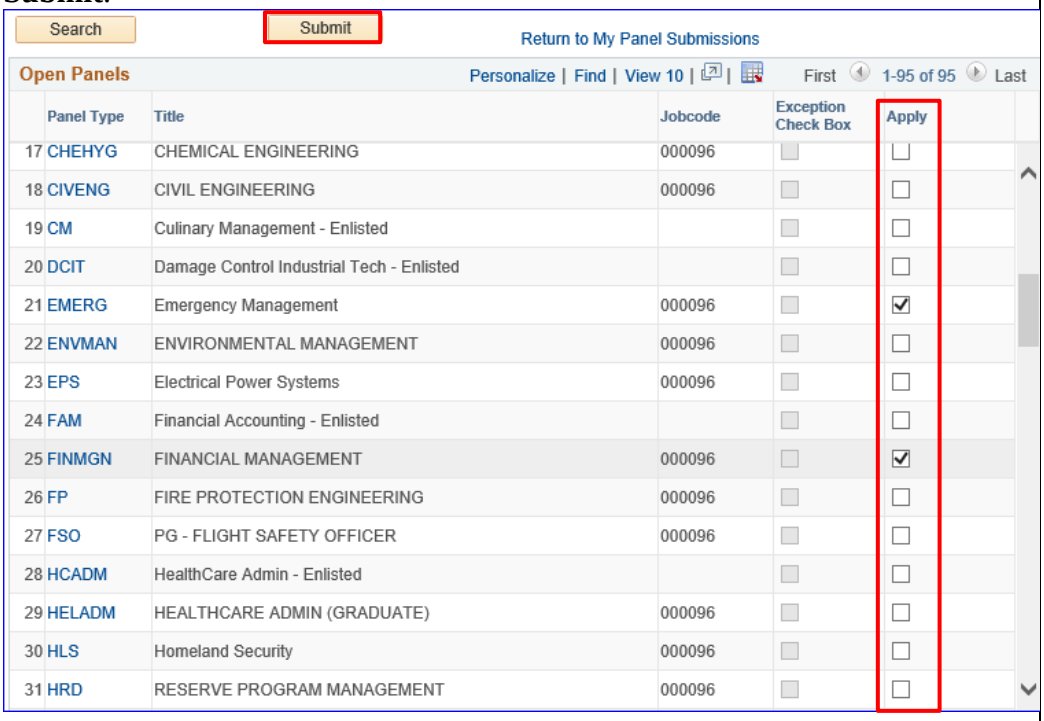
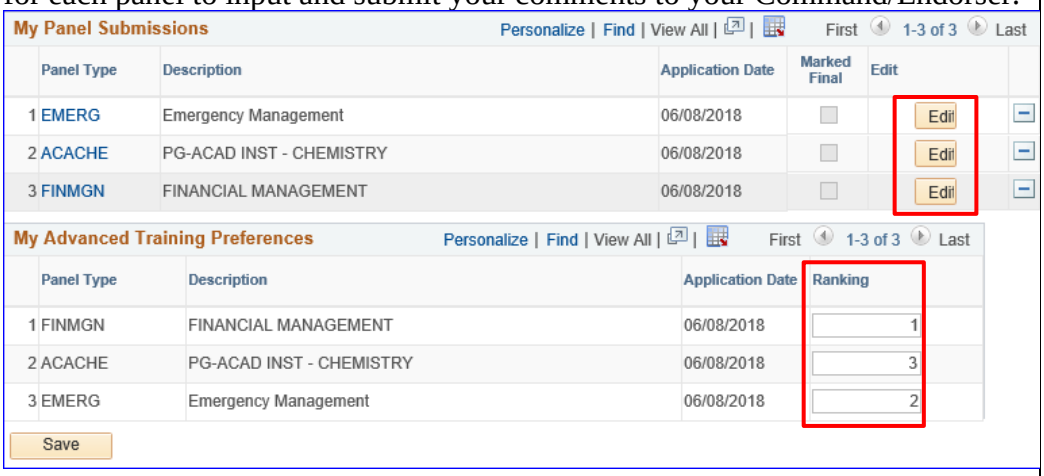
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
7	Check the boxes under **Apply** for only the desired programs. Then click **Submit**.  Search Submit Return to My Panel Submissions Open Panels Personalize | Find | View 10 | First 1-95 of 95 Last Panel Type / Title / Jobcode / Exception Check Box / Apply 17 CHEHYG CHEMICAL ENGINEERING 000096 18 CIVENG CIVIL ENGINEERING 000096 19 CM Culinary Management - Enlisted 20 DCIT Damage Control Industrial Tech - Enlisted 21 EMERG Emergency Management 000096 ☑ 22 ENVMAN ENVIRONMENTAL MANAGEMENT 000096 23 EPS Electrical Power Systems 000096 24 FAM Financial Accounting - Enlisted 25 FINMGN FINANCIAL MANAGEMENT 000096 ☑ 26 FP FIRE PROTECTION ENGINEERING 000096 27 FSO PG - FLIGHT SAFETY OFFICER 000096 28 HCADM HealthCare Admin - Enlisted 29 HELADM HEALTHCARE ADMIN (GRADUATE) 000096 30 HLS Homeland Security 000096 31 HRD RESERVE PROGRAM MANAGEMENT 000096
8	You must first enter the **Ranking** number for each course listed under My Advanced Training Preferences. Once rankings have been entered, click **Edit** for each panel to input and submit your comments to your Command/Endorser.  My Panel Submissions Personalize | Find | View All | First 1-3 of 3 Last Panel Type / Description / Application Date / Marked Final / Edit 1 EMERG Emergency Management 06/08/2018 Edit 2 ACACHE PG-ACAD INST - CHEMISTRY 06/08/2018 Edit 3 FINMGN FINANCIAL MANAGEMENT 06/08/2018 Edit My Advanced Training Preferences Personalize | Find | View All | First 1-3 of 3 Last Panel Type / Description / Application Date / Ranking 1 FINMGN FINANCIAL MANAGEMENT 06/08/2018 1 2 ACACHE PG-ACAD INST - CHEMISTRY 06/08/2018 3 3 EMERG Emergency Management 06/08/2018 2 Save

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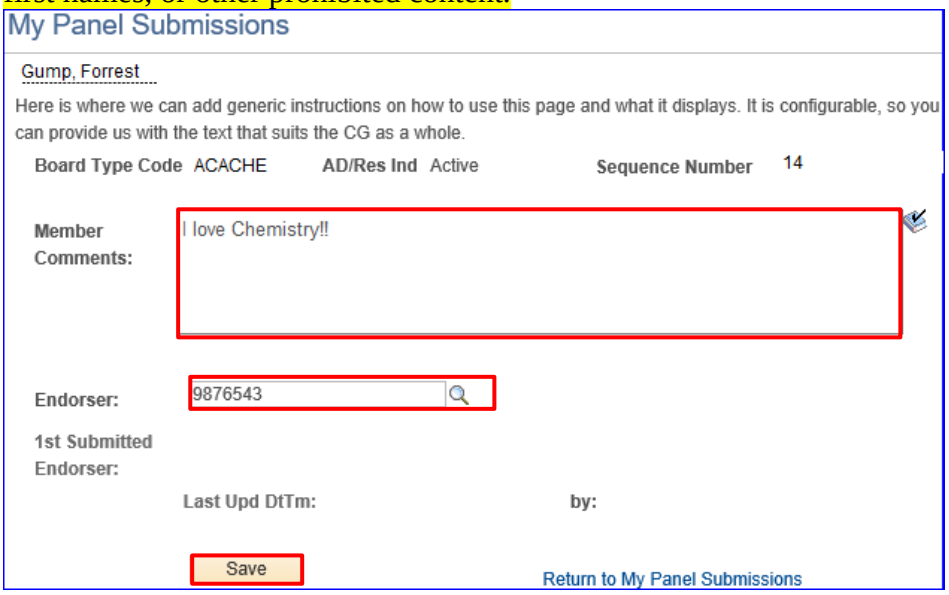
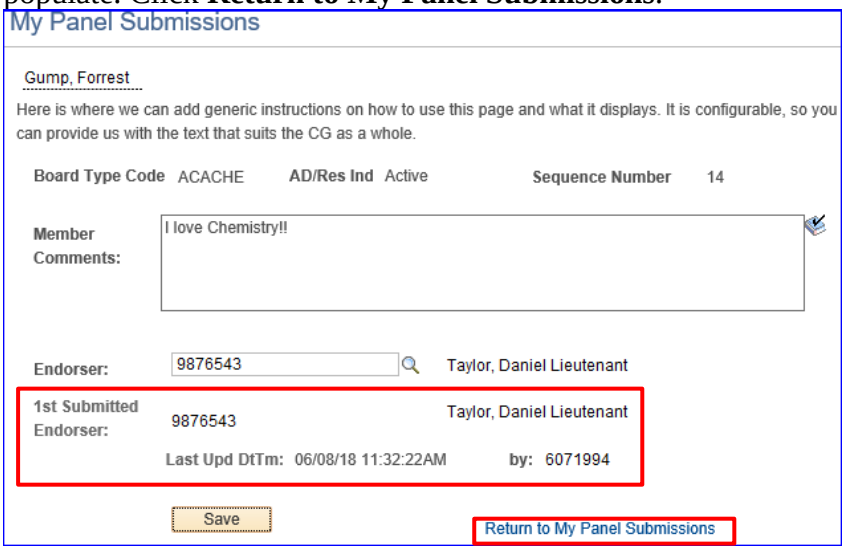
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
9	Enter **Member Comments**. Enter the EMPLID or use the lookup to select an **Endorser** and click **Save**. **NOTE:** Per ALCGENL 104/23 – Member comments have been shortened to 500 characters. 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. 
10	Upon saving, the **1st Submitted Endorser**, **Last Upd DtTm**, and **by** fields will populate. Click **Return to My Panel Submissions**. 

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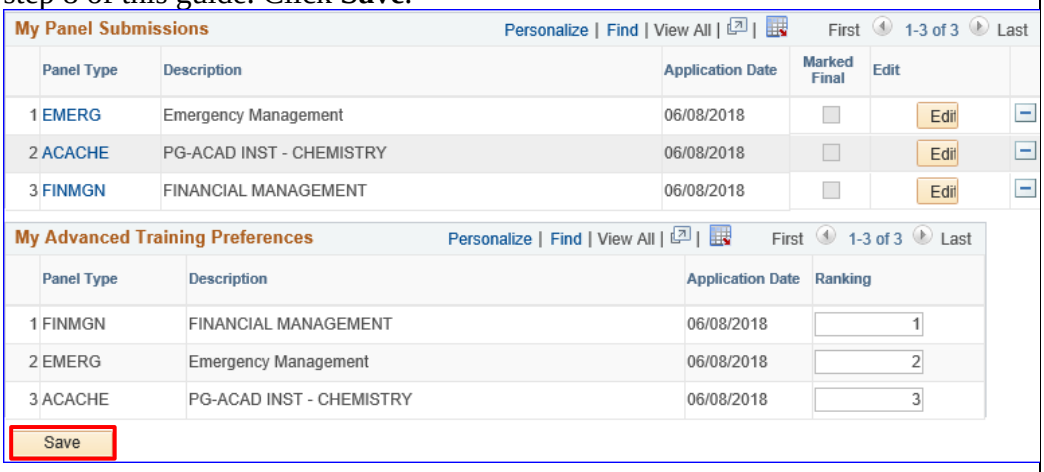
Submitting a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
11	After all comments have been entered, the My Panel Submissions page will reorder the My Advanced Training Preferences per the Rankings entered in step 8 of this guide. Click **Save**.



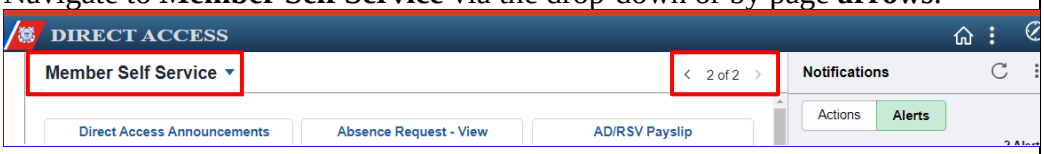
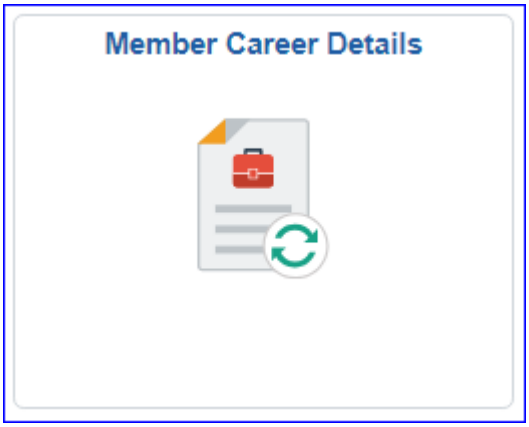
Endorsing a Postgraduate/Advanced Education Application

Introduction

This guide provides the procedures for endorsing a postgraduate/advanced education application in Direct Access.

Procedures

See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page **arrows**. 
1.5	Select the **Member Career Details** tile. 

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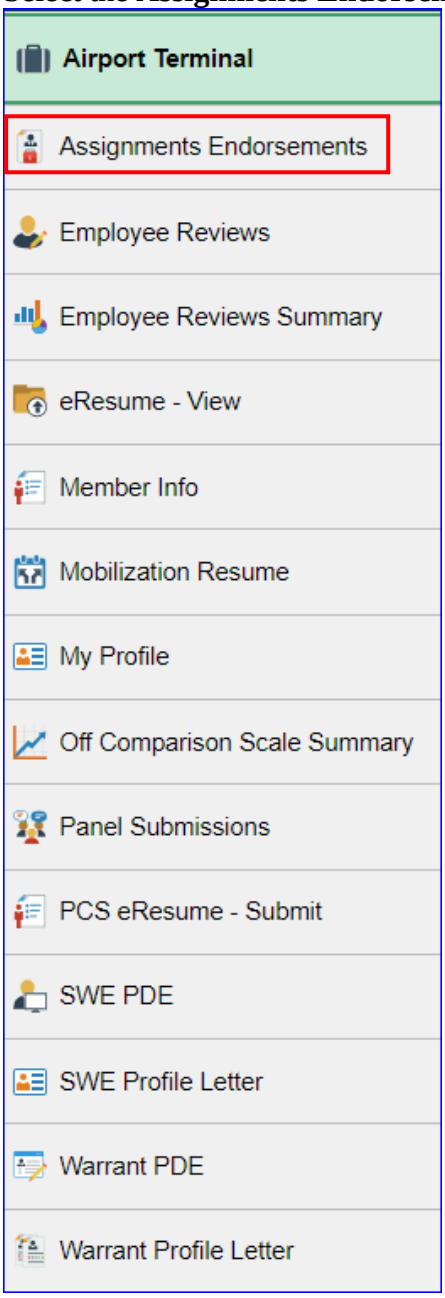
Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures,
continued

Step	Action
2	Select the **Assignments Endorsements** option**.** 

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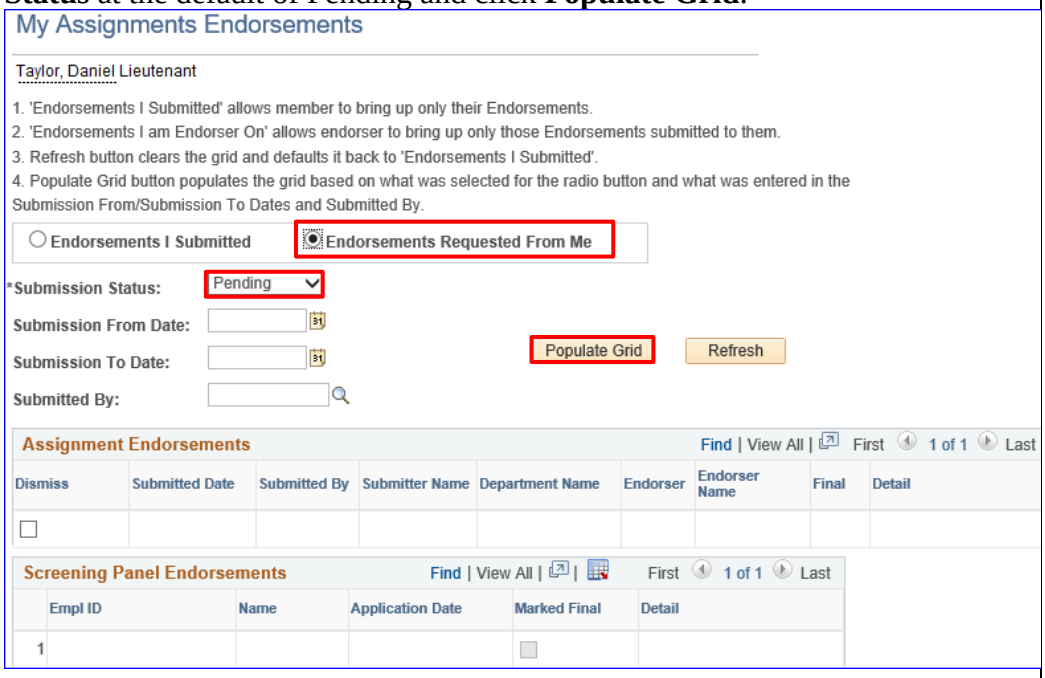
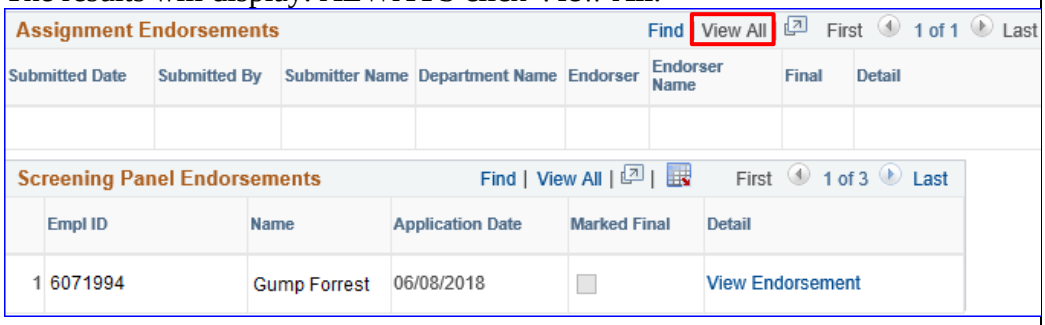
Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures, continued

Step	Action
3	The My Assignments Endorsements page will display. Click the **Endorsements Requested From Me** radio button. Leave the **Submission Status** at the default of Pending and click **Populate Grid**. 
4	The results will display. ALWAYS click **View All**. 

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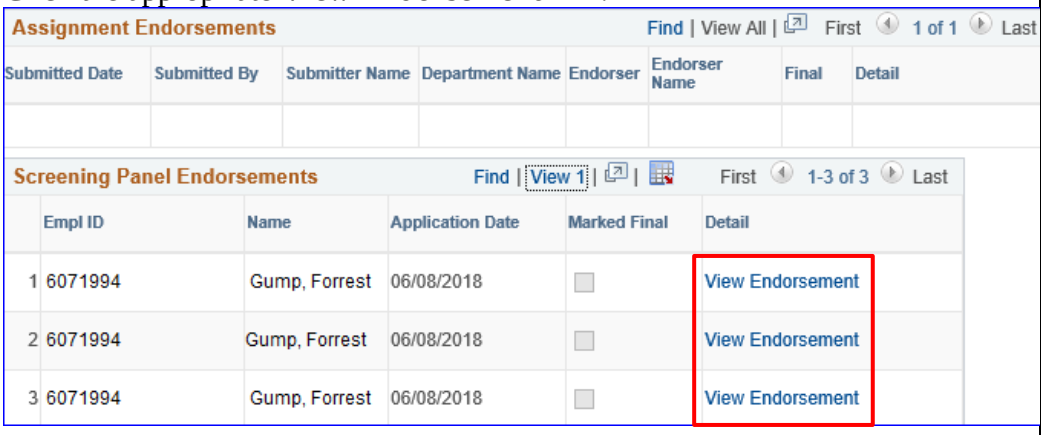
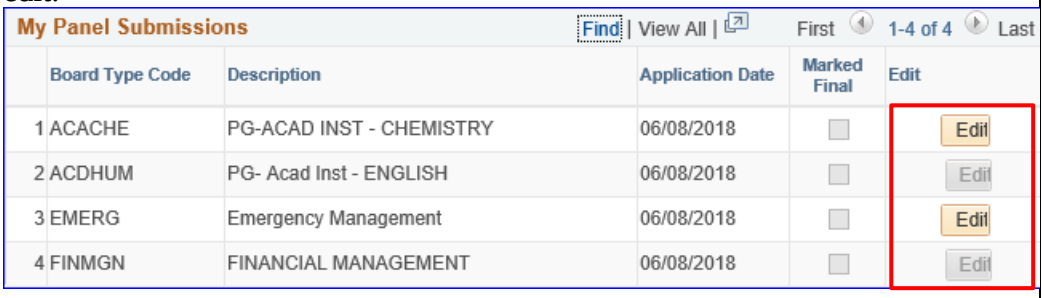
Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures, continued

Step	Action
5	Click the appropriate **View Endorsement** link. 
6	The member's Endorsement Summary will display. Click the **Edit** button to endorse the application. **Note:** Only those endorsements assigned to the Endorser will be available for edit. 

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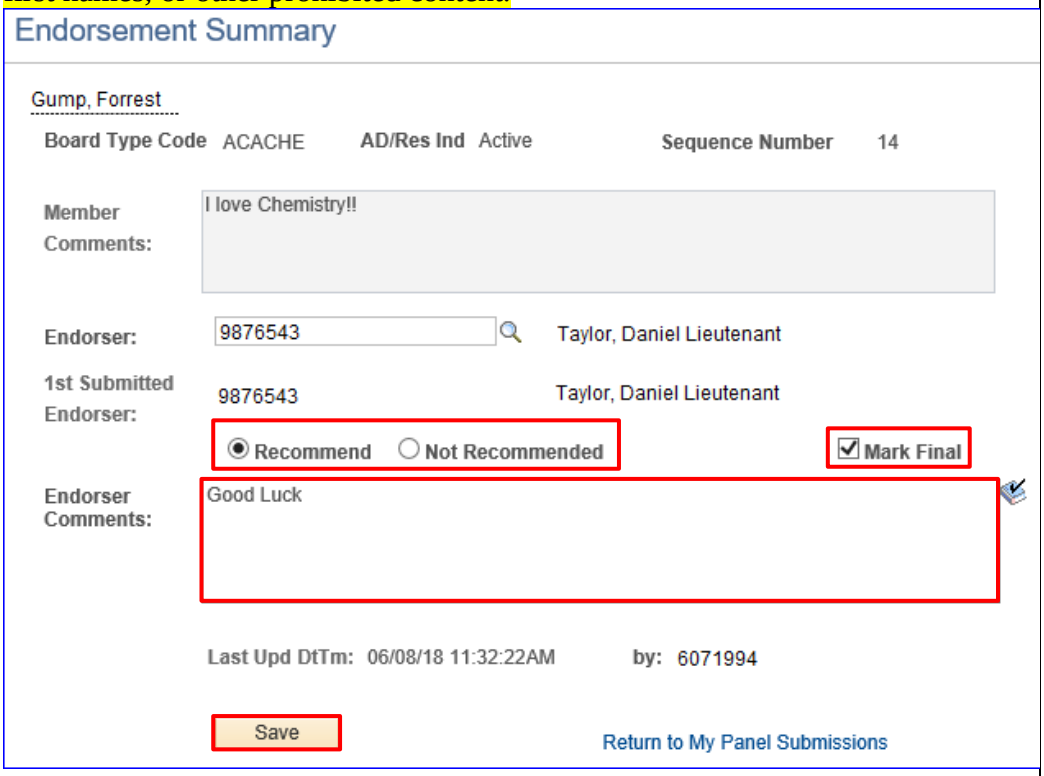
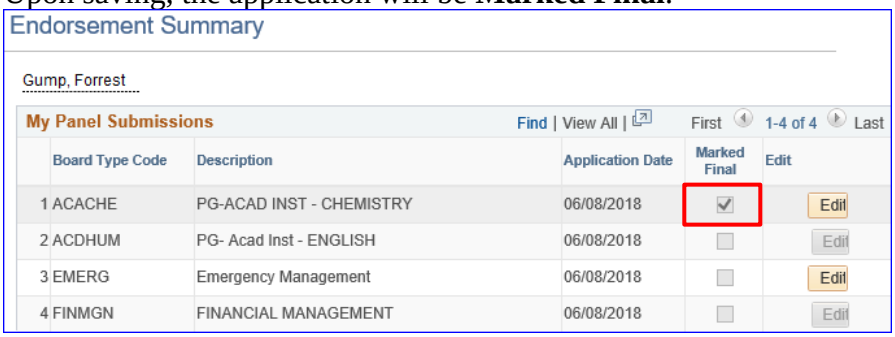
Endorsing a Postgraduate/Advanced Education Application, Continued

Procedures, continued

Step	Action
7	The Endorsement Summary will display. **Endorser Comments** are required. Select **Recommend/Not Recommended**. Check the **Mark Final** box. Click **Save**. **NOTE:** Per ALCGENL 104/23, Command endorsements have been shortened to 500 characters. 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. 
8	Upon saving, the application will be **Marked Final**.