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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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.
	/≝ DIRECT ACCESS ☆ : 《
	Member Self Service Votifications C
	Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts
2	Select the Member Career Details tile.
	Member Career Details

Procedures,

continued

Step		Action
3	Select the Panel Submissions option	n.
	(Airport Terminal	
	Assignments Endorsements	
	loge Reviews	
	Lemployee Reviews Summary	
	🕞 eResume - View	
	📻 Member Info	
	Mobilization Resume	
	My Profile	
	Off Comparison Scale Summary	
	Panel Submissions	
	FCS eResume - Submit	
	匙 SWE PDE	
	SWE Profile Letter	
	Here Warrant PDE	
	Warrant Profile Letter	

Procedures,

continued

Step		Action								
4	The My Panel Submissions page will display. Select Advanced Training from the Panel Source drop-down. Then click Go. My Panel Submissions Gump, Forrest Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you									
	can provide us with the text that suits the CG as a who Panel Source Advanced Training Career Extension Command Screening	ole. Go History								
	My Panel Su PCTS Appointment RPA Appointment RPA Appointment Panel Type Reserve Opportunity Warrant Appointment Reserve Opportunity	Personalize Find View All 🔄 🤀 First 🕚 1 of 1 🕢 Last Application Date Marked Final Edit								
	1	Edit								
	My Advanced Training Preferences	Personalize Find View All 🔄 🌉 First 🕔 1 of 1 🕑 Last								
	Panel Type Description	Application Date Ranking								
	Save									

Procedures,

continued

	Action										
	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 me needs of the Service. Each year, the Coast Guard invests in the future of its officers and select enlisted member through numerous PG/Adv Ed opportunities. Although the immediate program goal is to develop those skills ne for performance in specific billets, the long-term objective is to build a high level of both technical and manager competencies among senior Coast Guard personnel. Please read all associated message traffic and the Active Officer Postgraduate and Advanced Education Application Process Guide in its entirety to ensure compliance of current policy and procedures. These documents can be obtained by visiting the OPM-1 PG/Adv Ed Portal Page by the identified to the policy of the term of the policy of the term of the policy of the term of term of the term of term of the term of the term of the term of term of term of term of term of the term of term of term of the term of t											
	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.										
	Omcers may apply for up to three PG/Adv Ed programs.										
	 Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice. 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:										
	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										

Procedures,

continued

Step			Action				
6	Once the	appropriate options have b	been sele	cted, cli	ck Searc	ch.	
	Panel Source:	Advanced Training	Warrant 🗸				
	AD/Res Ind:	Active Duty	Job Code:	Q			
	Search	Submit	Return	to My Panel St	ubmissions		
	Open Panels		Person	alize Find \	/iew All 🔄	📑 First	🕚 1 of 1 🕑 Last
	Panel Type	Title			lobcode	Exception Check Box	Apply
	1						
7	The list of	f Open Panels will display	. Click	/iew All	to see th	ne entire	list.
	Open Panels	• • •	Personalize	Find View A	u 🖾 i 🔣	First 🕚	1-10 of 95 论 Last
	Panel Type	Title		J	obcode	Exception Check Box	Apply
	1 ACACHE	PG-ACAD INST - CHEMISTRY		0	00096		
	2 ACC_S	ARMY COLLEGE COMMAND and STAFF		0	00096	\checkmark	
	3 ACDHUM	PG- Acad Inst - ENGLISH		0	00096		
	4 ACDMAT	PG- ACADEMY INSTRUCTOR MATH		0	00096	\checkmark	
	5 ACET	ADV. Computer Electronics Tech - Enlisted					
	6 ACOLS	PG - ACADEMY COMPANY OFFICER LE/	ADERSHIP ST	UDIES 0	00096	\checkmark	
	7 AEOT	AERONAUT ENG. OFFICER TRAINING		0	00096		
	8 AIRCCS	PG-AIR FORCE COMMAND AND STAFF	COLLEGE	0	00096	\checkmark	
	9 AMT-PG	Aviation Maintenance Tech - Enlisted					
	10 APCSS	PG - ASIAN PAC CENTER SECURITIES S	TUDIES FELL	.ow 0	00096	\checkmark	

Procedures,

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Submit.	boxes under Apply for only th	e desired program	is. Then	CIICK					
Search	Submit	Return to My Panel Submissions							
Open Panels	Persona	lize Find View 10 💷 📕	First 🔇) 1-95 c					
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							
You must Advanced	first enter the Ranking number Training Preferences. Once ran	r for each course l nkings have been	isted und entered,	der N clicl					
for each p	anel to input and submit your c	omments to your	Commar	nd/Ei					
for each p My Panel Sub	anel to input and submit your c	conalize Find View All 🔄	Commar	nd/Ei ④ 1-3					
for each p My Panel Sub Panel Type	missions Pers Description	omments to your sonalize Find View All [2] Application D	Comman First te Marked Final	nd/E1 1-3 Edit					
for each p My Panel Subl Panel Type 1 EMERG	anel to input and submit your c missions Pers Description Emergency Management	omments to your sonalize Find View All [7] Application D 06/08/2018	Comman First ate Marked Final	nd/Ei ④ 1-3 Edit					
for each p My Panel Subs Panel Type 1 EMERG 2 ACACHE	anel to input and submit your c missions Pers Description Emergency Management PG-ACAD INST - CHEMISTRY	sonalize Find View All [7] Application D 06/08/2018 06/08/2018	Commar First ate Marked Final	nd/E1					
for each p My Panel Sub Panel Type 1 EMERG 2 ACACHE 3 FINMGN	anel to input and submit your c missions Pers Description Emergency Management PG-ACAD INST - CHEMISTRY FINANCIAL MANAGEMENT	Application D 06/08/2018 06/08/2018 06/08/2018	Commar First ate Marked Final	nd/Er (1-3) Edit					
for each p My Panel Sub Panel Type 1 EMERG 2 ACACHE 3 FINMGN My Advanced	anel to input and submit your c missions Person Description Emergency Management PG-ACAD INST - CHEMISTRY FINANCIAL MANAGEMENT Training Preferences Personalize	Application D 06/08/2018 06/08/2018 06/08/2018 06/08/2018 06/08/2018 06/08/2018 06/08/2018	Comman	nd/E1 (1-3) Edit () () () () () () () () () ()					
for each p My Panel Sub Panel Type 1 EMERG 2 ACACHE 3 FINMGN My Advanced Panel Type	anel to input and submit your c missions Pers Description Emergency Management PG-ACAD INST - CHEMISTRY FINANCIAL MANAGEMENT Training Preferences Personalize Description	Sonalize Find View All Application D 06/08/2018 06/08/2018 06/08/2018 1 Find View All Application Application	Comman First ate Marked Final	nd/Er (1-3) Edit () () () () () () () () () ()					
for each p My Panel Sub Panel Type 1 EMERG 2 ACACHE 3 FINMGN My Advanced Panel Type 1 FINMGN	anel to input and submit your c missions Personalize Description Emergency Management PG-ACAD INST - CHEMISTRY FINANCIAL MANAGEMENT Training Preferences Personalize Description FINANCIAL MANAGEMENT	omments to your sonalize Find View All [2] Application D 06/08/2018 06/08/2018 06/08/2018 1 Find View All [2] [] Application 06/08/201	Comman First (1) 1-3 1 Date Ranking B	nd/Er (1-3) Edit 3 of 3 (P) 9					
for each p My Panel Sub Panel Type 1 EMERG 2 ACACHE 3 FINMGN My Advanced Panel Type 1 FINMGN 2 ACACHE	anel to input and submit your c missions Pers Description Emergency Management PG-ACAD INST - CHEMISTRY FINANCIAL MANAGEMENT Training Preferences Personalize Description FINANCIAL MANAGEMENT PG-ACAD INST - CHEMISTRY Personalize PG-ACAD INST - CHEMISTRY Personalize PG-ACAD INST - CHEMISTRY Personalize	Sonalize Find View All I sonalize Find View Application D 06/08/2018 06/08/2018 06/08/2018 06/08/2018 06/08/2018 I Find View All I I I Find View All I I I I I 06/08/2018 06/08/2018 06/08/2018 06/08/2018 I	Comman First Marked Final First 1-3 Date Ranking B B	nd/Er (1-3) Edit 3 of 3 (2) 1 3					

Submitting a Postgraduate/Advanced Education

Application, Continued

Procedures,

continued

Step	Action									
10	Enter Member Comments. Enter the EMPLID or use the lookup to select an									
	Endorser and click Save.									
	NOTE: Per <u>ALCGENL 104/23</u> – 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.									
	My Panel Submissions									
	Gump, Forrest									
	Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you									
	can provide us with the text that suits the CG as a whole.									
	Board Type Code ACACHE AD/Res Ind Active Sequence Number ¹⁴									
	Member I love Chemistry!!									
	Endorser: 9876543 Q 1st Submitted Endorser:									
	Last Upd DtTm: by:									
	Save Return to My Panel Submissions									
11	Upon saving, the 1 st Submitted Endorser, Last Upd DtTm, and by fields will populate. Click Return to My Panel Submissions. My Panel Submissions									
	Cump Forract									
	Here is where we can add generic instructions on how to use this page and what it displays. It is configurable, so you can provide us with the text that suits the CG as a whole.									
	Board Type Code ACACHE AD/Res Ind Active Sequence Number 14									
	Member Comments:									
	Endorser: 9876543 Q Taylor, Daniel Lieutenant									
	1st Submitted Taylor, Daniel Lieutenant Endorser: 9876543 by: 6071994									
	Return to My Panel Submissions									

Procedures,

continued

)	Action									
A	After all comments have been entered, the My Panel Submissions page will									
r	reorder the My Advanced Training Preferences per the Rankings enter step 8 of this guide. Click Save									
	My Panel Subn	nissions	Personalize Find Vie	w All 💷 🔜	First	🕚 1-3 of 3 🕑	🕑 Last			
	Panel Type	Description	A	pplication Date	Marked Final	Edit				
	1 EMERG	Emergency Management	06/08/2018 06/08/2018			Edit	-			
	2 ACACHE	PG-ACAD INST - CHEMISTRY				Edit	E			
	3 FINMGN	FINANCIAL MANAGEMENT	0	6/08/2018		Edit	-			
	My Advanced	Training Preferences	Personalize Find View All 🔄 🔢 First 🕚 1-3 of 3 🕑							
	Panel Type	Description	Application D 06/08/2018		Ranking					
	1 FINMGN	FINANCIAL MANAGEMENT			1					
	2 EMERG	Emergency Management		06/08/2018		2				
	2 40400	PG-ACAD INST - CHEMISTRY		06/08/2018		3				

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 .											
	/≝ DIRECT ACCESS ŵ : €											
	Member Self Service Kernel Kernel </th											
	Direct Access Announcements Absence Request - View AD/RSV Payslip Actions Alerts											
2	Select the Member Career Details tile.											
	Member Career Details											

Procedures,

continued

Step		Action
3	Select the Assignments Endorsen	nents option.
	(Airport Terminal	
	Assignments Endorsements	
	loge Reviews	
	Lengloyee Reviews Summary	
	Presume - View	
	📻 Member Info	
	📅 Mobilization Resume	
	My Profile	
	Z Off Comparison Scale Summary	
	3 Panel Submissions	
	📻 PCS eResume - Submit	
	匙 SWE PDE	
	SWE Profile Letter	
	B Warrant PDE	
	Harrant Profile Letter	

Procedures,

continued

Step				A	ction						
4	The My Assignments Endorsements page will display. Click the Endorsements Requested From Me radio button. Leave the Submission										
	My Assignme	e default o	sements	g and c		opuia	le G	rriu.			
	Taylor, Daniel Lieute	enant									
	 'Endorsements I Submitted' allows member to bring up only their Endorsements. 'Endorsements I am Endorser On' allows endorser to bring up only those Endorsements submitted to them. Refresh button clears the grid and defaults it back to 'Endorsements I Submitted'. Populate Grid button populates the grid based on what was selected for the radio button and what was entered in the Submission Form/Submission To Dates and Submitted Pv. 										
	O Endorsements	I Submitted	Endorsem	ents Reque	sted From	Me					
	*Submission Status: Submission From D Submission To Date Submitted By:	Pending	V N N		Po	pulate Grid	1	Refresh]		
	Assianment End	orsements						Find View	/ All I 🗖	First 🕚 1 of	1 🕑 Last
	Dismiss Sub	mitted Date Sul	bmitted By Subm	itter Name De	epartment	Name Er	dorser	Endorser Name	Final	Detail	
	Screening Panel	Endorsement	S	Find Vi	ew All 🖾	1	First	🕚 1 of 1 🤇	E Last		
	Empl ID	Name	Applica	tion Date	Marked	Final	Detail				
	1										
5	The results will display. ALWAYS click View All.										
	Assignment En	dorsements					Find	View All	🖉 Fin	st 🕚 1 of 1	🕑 Last
	Submitted Date	Submitted By	Submitter Nam	e Departme	ent Name	Endorser	Endo Name	rser ;	Final	Detail	
	Screening Pan	el Endorsem	ents	Find View All 🔄] 🔡	First 🕙 1 of 3 🕑 Last				
	Empl ID	Nan	ne A	pplication [Date	Marked Final		Detail			
	1 6071994	Gu	mp Forrest 0	6/08/2018			View Endorsem		lorsemer	nt	
		1									

Procedures,

continued

Step	CI	-1- 41		- 4 - X 7 °	T	Action	·1_							
0	Assignment Endorsemente													
	Subn	nitted Date	Submitted	By Submitte	er Name	Department Name	Endorser	Endo	rser ;	Final	Deta	il	I Casi	
	Screening Panel Endorsements Find View 1 🖾 🔣 First 🕢 1-3 of 3 🕑 Last											t		
		Empl ID		Name A		oplication Date	Marked Final		Detail					
	1	6071994		Gump, Forre	est 06	6/08/2018			View End	lorsemer	nt			
	2	6071994		Gump, Forre	st 06	i/08/2018			View End	lorsemer	nt			
							_		Mary Fred					
	3	6071994		Gump, Forre	est 06	/08/2018			VIEW End	lorsemer	π			
7	³ Th	e membe	er's End	lorsemer	est 06	mmary will	displa	v. C	lick the	e Edi	n t bu	itton	to	
7	The ence No edi	e membe lorse the te: Only	er's End e applica y those	dorsemer ation. endorser	nt Su	mmary will s assigned to	displa	y. C	lick the	e Edit	t bu avai	itton	to e for	
7	The ence No edi	e membe lorse the te: Only t. y Panel Sul	er's End e applica y those	dorsemer ation. endorser	nt Su	mmary will s assigned to	displa the E	y. C ndo: ^{View A}	rser wi	e Edit Il be a	t bu avai	itton ilabl	to e for 4	
7	The ence No edi	e membe lorse the te: Only t. y Panel Sul Board Type	er's End e applica y those bmission Code D	dorsemer ation. endorser s escription	nt Su	mmary will s assigned to	displa	y. C Indo View A Applic	rser wi	e Edit 11 be a First Marke Fina	t bu	ilabl 1-4 of 4 Edit	to e for 4 (*) Last	
7	The ence No edi	e membe lorse the te: Only t. y Panel Sul Board Type ACACHE	er's End e applica y those bmission Code D	dorsemer ation. endorser s escription G-ACAD INS	nt Sum nents	mmary will s assigned to	displa the B	y. C Indo: View A Applic 06/08/	view End lick the rser wi	e Edit Il be a First Marke Fina	t bu	ilabl 1-4 of 4 Edit	to e for 4 Last	
7	The end No edi	e membe lorse the te: Only t. y Panel Sul Board Type ACACHE ACDHUM	er's End e applica y those bmission Code D P	dorsemer ation. endorser s escription G-ACAD INS G- Acad Inst	nt Sum nents T - CH	mmary will s assigned to EMISTRY	displa	y. C ndo: View A Applic 06/08/	view End lick the rser wi all [2018 2018	e Edit	t bu	itton ilabl 1-4 of 4 Edit	to e for 4 Last Edil Edil	
7	The end No edi My	e membe lorse the te: Only t. y Panel Sul Board Type ACACHE ACDHUM BEMERG	er's End e applica y those bmission Code D P P E	dorsemer ation. endorser s escription G-ACAD INS G- Acad Inst mergency Ma	nt Su nent: T - CH - ENGI	EMISTRY LISH	displa	y. C Indo: View A Applic 06/08/ 06/08/	view End lick the rser wi ation Date 2018 2018	e Edit	t bu	ilabl	to e for 4 (Last Edii Edii	

Procedures,

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Step	Action										
8	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.										
	Endorsement Summary										
	Gump, Forrest										
	Board Type Coo	ae ACACHE AD/Resind A	ive Sequence Nur	nder 14							
	Member Comments:	I love Chemistry!!									
	Endorser:	9876543									
	1st Submitted Endorser:	9876543 Taylor, Daniel Lieutenant									
	Endorser Comments:	Good Luck	Jimended								
	Last Upd DtTm: 06/08/18 11:32:22AM by: 6071994										
	Save Return to My Panel Submissions										
9	Upon saving, t	he application will be N	arked Final.								
	Endorsement Su	mmary									
	Gump, Forrest										
	My Panel Submissio	ons	Find View All First 1-4	of 4 🕑 Last							
	Board Type Code	Description	Application Date Final Edit								
	1 ACACHE	PG-ACAD INST - CHEMISTRY	06/08/2018	Edil							
	2 ACDHUM	PG- Acad Inst - ENGLISH	06/08/2018	Edit							
	3 EMERG	Emergency Management	06/08/2018	Edil							
	4 FINMGN	FINANCIAL MANAGEMENT	06/08/2018	Edil							