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SUBJ: MEDICAL ADVANCED EDUCATION TRAINING PROGRAM 1. THE HEALTH, SAFETY, AND WORK-LIFE DIRECTORATE IS SOLICITING APPLICATIONS FOR THE FY-2012 MEDICAL ADVANCED EDUCATION TRAINING PROGRAM. APPLICATIONS SHALL BE SUBMITTED THROUGH THE E-RESUME PROCESS. PLEASE VISIT THE TUTORIAL WEBSITE FOR MORE DETAILED INSTRUCTIONS ON COMPLETING THE E-RESUME:

[HTTP://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP](http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp).

2. THE PROGRAM IS DESIGNED FOR PUBLIC HEALTH SERVICE PHYSICIANS DETAILED TO THE COAST GUARD (O-3 THROUGH O-6) SEEKING A SECONDARY RESIDENCY IN PSYCHIATRY, MASTERS DEGREE IN HEALTHCARE ADMINISTRATION OR MASTERS DEGREE IN MEDICAL INFORMATICS. GRADUATES OF THESE PROGRAMS WILL INCUR A SERVICE OBLIGATION PAYBACK OF THREE MONTHS FOR EACH MONTH OF EDUCATION FOR THE FIRST YEAR AND ONE FOR ONE THEREAFTER.

3. A COMMANDING OFFICERS (CO) ENDORSEMENT AND E-INTERVIEW ARE REQUIRED FOR ALL ADVANCED EDUCATION (ADV ED) PROGRAMS AND SHALL CONTAIN A WRITTEN OPINION OF THE APPLICANTS INTERESTS, ABILITY, AND POTENTIAL VALUE TO THE SERVICE RELATING TO THE CURRICULA REQUESTED.

USPHS PHYSICIANS PRACTICING IN CLINICAL BILLETS UNDER HEALTH, SAFETY, AND WORK-LIFE SERVICE CENTER (HSWL SC) TECHNICAL AUTHORITY SHALL ROUTE THEIR REQUESTS FOR ENDORSEMENT TO COMMANDING OFFICER HSWL SC.

PHYSICIANS IN NON-CLINICAL BILLETS SHALL ROUTE THEIR REQUEST FOR ENDORSEMENT THROUGH THEIR COMMANDING OFFICERS. COMMANDING OFFICERS SHOULD CHOOSE (MAKE OFFER) TO POSITIVELY ENDORSE A MEMBER'S APPLICATION. ONLY MEMBERS THAT RECEIVE A POSITIVE ENDORSEMENT WILL BE ELIGIBLE TO COMPETE. COMMANDING OFFICERS SHOULD ENSURE THAT THEY CLICK ON THE BUTTON "MARK AS FINAL" FOR THE MEMBERS APPLICATION TO BE CONSIDERED COMPLETE. PLEASE VISIT THE TUTORIAL WEBSITE FOR MORE DETAILED INSTRUCTIONS ON COMPLETING THE E-INTERVIEW:

[HTTP://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP](http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp).

4. FOR DETAILED INSTRUCTIONS REGARDING THE SUBMISSION OF THE ADV ED APPLICATION PACKAGE PLEASE VIEW THE COMMANDER (PSC-OPM) ADVANCED EDUCATION WEBSITE: [HTTP://WWW.USCG.MIL/PSC/OPM/OPM1/OPM-1PG.ASP](http://www.uscg.mil/psc/opm/opm1/opm-1pg.asp). THE PACKAGE SHOULD INCLUDE:

A. TWO LETTERS OF RECOMMENDATION FROM PUBLIC HEALTH SERVICE, COAST GUARD, OR DEPARTMENT OF DEFENSE MEDICAL OFFICERS WHO ARE FAMILIAR WITH THE APPLICANTS MEDICAL BACKGROUND.

B. A TYPED LETTER OF INTENTION (250 WORDS OR LESS) EXPRESSING THE REASONS FOR REQUESTING THIS MEDICAL ADVANCED EDUCATION PROGRAM.

C. APPLICANT SHALL REQUEST CG-11 PROFESSIONAL REVIEW COMMITTEE (PRC) PERFORM OFFICIAL REVIEW OF HIS/HER CREDENTIALING/PRIVILEGING DOCUMENTS AND SUBMIT WRITTEN MEMO TO SELECTION PANEL.

D. APPLICANT SHALL REQUEST PUBLIC HEALTH SERVICE LIAISON OFFICER (CG-1122) SUBMIT COPIES OF PREVIOUS TWO YEARS OF COMMISSIONED OFFICER EVALUATION REPORTS (COERS) TO THE SELECTION PANEL.

E. THE PRIMARY AND PREFERRED METHOD TO RECEIVE THE APPLICANTS COMPLETE PACKAGE (LETTERS OF RECOMMENDATIONS AND LETTER OF INTENT) IS ONE SCANNED

PDF DOCUMENT VIA E-MAIL. APPLICANTS SHOULD INCLUDE THEIR FULL NAME AND EMPLID IN THE SUBJECT LINE. PLEASE ADDRESS PACKAGES TO YN2 MARCUS HYDE, MARCUS.R.HYDE(AT)USCG.MIL AND LT NICOLAS SITES, NICOLAS.S.SITES (AT)USCG.MIL. THE ALTERNATIVE METHOD IS VIA MAIL TO THE FOLLOWING ADDRESS: COMMANDER, COAST GUARD PERSONNEL SERVICE CENTER, (OPM-1), US COAST GUARD STOP 7200, 4200 WILSON BLVD, SUITE 1100, ARLINGTON, VA. 20598-7200, ATTN: ADVANCED EDUCATION PROGRAM MANAGER. APPLICANTS SHOULD ALLOW APPROXIMATELY ONE WEEK FOR SECURITY PROCESSING OF ALL MAIL TO COMMANDER (PSC -OPM-1).

5. SELECTEES ARE RESPONSIBLE FOR APPLYING AND ACCEPTANCE TO A RESIDENCY OR GRADUATE PROGRAM BY A SEPARATE PROCESS. BEFORE APPLYING TO A MEDICAL RESIDENCY OR GRADUATE PROGRAM, CONCURRENCE MUST BE RECEIVED FROM THE MEDICAL OFFICER PROGRAM MANAGER (CG-1121) TO ENSURE THE SELECTED PROGRAM MEETS THE NEEDS OF THE COAST GUARD.

6. THE APPLICATION DEADLINE FOR E-RESUME SUBMISSION IS 15 JULY 2011.

7. ADV ED SELECTION PANELS WILL MEET NLT SEP 2011. EACH PANEL INCLUDES THE APPROPRIATE ASSIGNMENT OFFICER (AO), THE RESPONSIBLE PROGRAM MANAGER (PM), AND ONE OR MORE ADDITIONAL MEMBERS. SELECTION PANELS ARE GUIDED BY THE PANEL PRECEPT AND BASE THEIR DECISIONS ON INFORMATION IN OFFICIAL RECORDS AND APPLICATIONS.

8. ADDITIONAL INFORMATION ON ELIGIBILITY REQUIREMENTS, PREREQUISITES, AND APPLICATION PROCEDURES MAY BE OBTAINED BY CONTACTING CDR ERICA SCHWARTZ (CG-1121), AT 202-475-5172. QUESTIONS REGARDING THE PROCESSING OF POSTGRADUATE/ADVANCED EDUCATION APPLICATIONS SHOULD BE DIRECTED TO YN2 MARCUS HYDE COMMANDER (PSC-OPM-1), AT (202) 493-1623.

9. CAPT MAURA K. DOLLYMORE, CHIEF, OFFICE OF HEALTH SERVICES, SENDS.

10. INTERNET RELEASE IS AUTHORIZED.

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