

MCPOCG and MCPO-CGR

PROGRAM INFORMATION SHEET (UPDATED: 12 August 2021)



Duties and Responsibilities

- Duties and responsibilities for both the MCPOCG and MCPO-CGR are detailed in the [Command Senior Enlisted Leader Program, COMDTINST 1306.1H](#), Para. 10.a. and b.

Eligibility and Pre-Requisites

- Eligibility and pre-requisites for both the MCPOCG and MCPO-CGR are detailed in the [Command Senior Enlisted Leader Program, COMDTINST 1306.1H](#), Para. 9.a.

Application Requirements

- Members desiring to compete for selection as MCPOCG or MCPO-CGR SHALL submit their application via their chain of command to CG PSC-EPM-2. The first flag officer / SES MUST review and endorse all applications in their chain of command.
- **MEMBER'S MEMORANDUM:** All applicants MUST submit a memo (not to exceed two pages) requesting consideration. Their request MUST address (at a minimum):
 - The reason applying for MCPOCG or MCPO-CGR.
 - The member's personal and professional goals.
 - Qualifications, experiences, and any additional attributes that will make the applicant a strong candidate.
- **COMMAND ENDORSEMENTS:** Endorsements (not to exceed two pages) MUST be in alignment with [Command Senior Enlisted Leader Program, COMDTINST 1306.1H](#), Para. 9.c.(1).

Application Requirements (Continued)

- **Applicant Essay:** Applicant will provide one essay (< 750 words) that addresses the three following topics:
 - The applicants vision for future Coast Guard changes/investments.
 - Challenges facing Coast Guard members and/or Coast Guard families that require policy change.
 - Areas that the new leadership team must immediately focus on.
- **RÉSUMÉ:** A professional résumé (not to exceed two pages) detailing member's Units/Experience, Education, and Interests (applicants are expected to use the template located at [PSC-EPM Special Assignments Portal Page](#)).
- **SUBMISSION REQUIREMENTS:** The following SHALL be submitted (in order below):
 - Member's Memo & Command Endorsement
 - Applicant Essay
 - Résumé
- **EMAIL COMPLETED APPLICATION/S TO:**
 - **AD:** Jaime.M.Baldueza@uscg.mil
Subj line MUST read: "MCPOCG APPLICATION"
 - **RSV:** Angelica.L.Ingham@uscg.mil
Subj line MUST read: "MCPO-CGR APPLICATION"

UPON REQUEST candidates should be prepared to provide the following forms:

- **DHS FORM 11000-9:** Complete and sign DHS Consumer/Credit Reports Form.
- **DD FORM 369:** Complete Blocks 2 – 9, include Driver's License Information in Block 13, and sign Block 11 of Police Record Check Form.