



Career Development Advisors

Make your Coast Guard career more memorable,
more dynamic and more successful.

CAREER DEVELOPMENT RESOURCES

Career Development Advisors (CDA)

COMDTINST 1040.4D, Career Development Advisor Program

www.uscg.mil/leadership/cda

The Career Development Advisor (CDA) program promotes policies, programs, and initiatives designed to retain a highly capable, flexible and diverse workforce through training, education, and professional development.

From accession through separation, the Coast Guard Career Development Program is an integral part of every member's career. The primary goal is to ensure every Team Coast Guard member, regardless of homeport, is provided sufficient information, in a timely manner, to allow for sound career decisions.

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Career Central Web Site

www.uscg.mil/CareerCentral

This site is a central point for Coast Guard career and professional development for all Coast Guard employees.

www.uscg.mil/leadership

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CDA SERVICES

CDAs are one of the most valuable resources available to all facets of the Coast Guard workforce. CDA positions are located at Integrated Support Commands (ISCs), Headquarters Support Command, and Training Center Cape May. This vital position assists and advises unit Commanding Officers and officers-in-charge with organizing, preparing, and implementing a local career development program. CDAs are responsible for:

- Preparing and delivering career developing presentations to all units in their AOR.
- Reviewing and evaluating educational and/or career information materials for clarity, adequacy, and application to current workforce requirements.
- Assisting command with their efforts in helping members set personal and career goals.
- Working in partnership with Command Master Chiefs (CMC's), Collateral Duty CMCs, Rating Force Master Chiefs (RFMCs), Chiefs' Mess and Educational Services Officers (ESOs) .
- Reviewing and interpreting career and professional development practices and procedures in an effort to improve the CDA Program.

CDA AREAS OF EXPERTISE

Goal Setting

- Mentoring
- Individual Development Plan (IDP)
- Career Goal Setting (SMART)

Professional Development

- Career Paths
- SWE Process
- Enlisted Advancements
- Enlisted to Officer Programs
- USMAP
- Active to Reserve Transition

Financial Management

- Financial Responsibility
- Debt Avoidance
- Power pay debt consolidation method
- TSP
- Retirement Options
- SBP

Voluntary Education

- Tuition Assistance
- MGIB
- SOCOAST
- DANTES
- CG Institute
- CGMA Grants/Loans
- CG Foundation Grant/Scholarships