

# COMPANY CHIEF PETTY OFFICER

This program requires the submission of a package and E-resume at the time of application.

## ***Job Description***

**Company Chief Petty Officers are located in two areas at the Academy; with the Corps of Cadets and as the Chief of the Barracks at OCS. All applicants must be qualified and prepared to fill both positions.**

Training future officers is a great responsibility that demands extraordinary commitment on the part of those entrusted with their development. Interested applicants desiring assignment as a Company CPO must have a strong record of demonstrated leadership, commitment to Coast Guard Core Values, impeccable personal appearance, superb communication skills, and aspire to be a role model for future officers.

**The primary duties and responsibilities of the Cadet Company Chiefs are to coach and mentor the Corps of Cadets' chain-of-command.** In doing so, the Corps of Cadets will develop an intimate understanding of the strengths of the enlisted work force. They will begin to foster the relationships with the Chiefs they will work and rely upon for the rest of their careers.

Company Chiefs will, by their personal example, set the highest standards of appearance, professionalism, and moral, ethical and social conduct. They serve under the direction of the Assistant Commandant of Cadets, and work in concert with their Company Officers while focusing on company issues. Company Chiefs work separately from the Cadet Chain of Command, strengthening it by creating a better understanding of that chain for the Regiment.

The work day is dependent on regimental events. Flexibility is built into the system as events like drill and training begin at 0700 and formals run until 2200. Each company has one Lieutenant, one chief and 125 cadets. Knowledge of basic Microsoft programs will help as Company Chief's hold training several times a month.

Company Chief's are not company commanders and are not required to participate in the cadet physical fitness program. Company Chief's hold the same leadership responsibility at the Academy they hold elsewhere however they do not engage in duties that are related to their technical expertise.

**The primary duties and responsibilities of the Officer Candidate School Barracks Company Chief are as an instructor, mentor, and role model to the Officer Candidates.** In doing so, the Officer Candidates will develop an intimate understanding of the strengths of the enlisted work force. Furthermore, they will begin to foster the relationships with the "Chiefs" with whom they will work.

The Barracks Chief Petty Officer shall, by their personal example, set the highest standards of appearance, professionalism, moral, ethical and social conduct. They serve under the direction

of the Chief of Officer Candidate School, and are an integral part of the School's Leadership and Management Section.

The work day and environment can be dynamic at times. A typical day for Officer Candidates consists of morning physical fitness, watch relief, personnel inspections, morning and afternoon classes, drill, and evening study. Additionally, there are special events such as career day, billet night, dinner dance, and guest speakers that the Officer Candidates and staff attend.

This program is located at the CG Academy in New London, CT.

### **Minimum Qualifications**

- You MUST be tour complete in assignment year 2013 to apply.
- You must be an E-7 (not above the cut for E-8)
- You MUST meet the Special Assignments criteria outlined in Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A.
- Must demonstrate superior leadership skill as an E-7 as evidenced on your EERs.
- Must be a graduate of the CPOA or a Senior DoD Leadership Academy.
- Must be in top physical condition.

### **Timeline**

Full applications and E-resumes are due NLT Friday, 15 Jul 2012.

### **AY11 Applicant Packages - Assemble as follows top to bottom:**

- CO Endorsement – **See Note 1 for guidance.**
- Member's Memo – **See Note 2 for guidance.**
- Printed From Direct Access, Employee Review Summary. Remember to click on the "Refresh" button and then "View All" before printing the summary.
- Career Resume (2 pages) Start with current unit, and work back to your date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using New Office Document > Other Document > Professional Resume.
- Photos: Two 4x6 Full Length photos. Tropical Blue Long (**Note 3**); Uncovered; One side, One front View.

**Note 1: Command Endorsement (Second page endorsement format):** Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement the member meets the minimum qualifications in Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A.
- Communication Skills. Overall speaking ability, tact, diplomacy, confidence, and general interaction with speaking to large and small groups. Statement that the member does not have a pronounced accent or speech defect.
- Leadership. How the candidate mentors, interacts, and influences personnel inside and outside the immediate work place; their temperament and ability to take charge in a group setting.

- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.

**Note 2: Coast Guard Memorandum not to exceed two pages. Use each bullet as the topic for a paragraph.**

- Specifically addresses why you are interested in becoming a Company Chief Petty Officer and the skills you have to offer the program;
- Your personal views of anticipated responsibility as a trainer for future officers; and
- Your physical fitness regimen.

**Note 3: Personnel assigned to PATFORSWA - pictures can be taken in Desert BDUs.**

**Submit packages electronically as a PDF file to CWO Mike Dignan at James.M.Dignan(at)uscg.mil Files must contain signatures. Hard copy is not required nor is it desired if sent electronically.**

**If unable to send electronically, mail package to:**

COMMANDER (PSC-EPM-2)  
PERSONNEL SERVICE CENTER  
Attn: Special Assignments  
US COAST GUARD STOP 7200  
4200 WILSON BLVD STE 1100  
ARLINGTON VA 20598-7200

Be advised that mail is delayed up to two weeks due to security procedures within the DHS Sorting Facility.

### **E-Resumes and Shopping List**

List POC position number 00074174 on your E-Resume. **Command Endorsement to the E-resume should read:** “Highly recommended for Company CPO duty. Member meets the minimum requirements outlined in Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A., package under separate correspondence.”

### **Competition**

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager who will conduct a telephone interview. The Program Manager works closely with EPM-2 and a “best qualified” applicant list is developed. Applicants will be contacted via email or phone on their selection and assignment locations.

### **Training**

Provided and arranged at the unit level.