

# COAST GUARD INVESTIGATIVE SERVICE

*Please do not attempt to seek a release from rate by contacting your rated Assignment Officer. That evolution is handled by the Special Assignment Officer as needed.*

## Job Description

Special agents are operations and technical specialists in criminal investigations, protective services, and in the use of related law enforcement and operational intelligence collection equipment. They process crime scenes which include collecting, processing, and preserving physical evidence. They also serve as subject matter experts regarding violations of the UCMJ and federal statutes applicable to the U.S. Coast Guard, testify in civilian and military court, prepare, submit, and maintain criminal investigative and operation intelligence reports, and prepare, maintain, and submit personnel and operation records and accounts.

## Special Operations Requirements

All CGIS Special Agents are subject to TDY at the discretion of the Regional Special Agent in Charge and/or CGIS HQ to meet the needs of the Service, without exception. CGIS selectees must be prepared for extended TDY periods and/or extensive world-wide travel in response to Coast Guard pulse or surge operations, critical response operations, or highly visible or complex protective service operations.

## Minimum Qualifications

- Must be tour complete in assignment year 2013.
- Must meet the Special Assignments criteria outlined in Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A., and Art. 1.E.9. Approved changes to Art. 1.E.9, , but not yet published criteria in use for AY13 is as follows:
  1. **Rank. Not waivable.** Must be an E-6 or E-7 (not above cut for E-8) on the date of application.
  2. **College Requirements. OFFICIAL Transcripts **MUST** be legible.** The basic requirement is a minimum of 30 “traditional” credit hours at an “accredited institution.” Credit hours attained through CG correspondence courses and/or resident courses is NOT an acceptable substitute. Attach your **OFFICIAL** college transcript(s) to your application showing grades and area(s) of study. Waivers for AY13 will be considered on a case-by-case basis as long as you have a minimum of three (03) “traditional” college courses. **Be advised that the following are NOT acceptable substitutions:**
    - a. Transcripts from the CG Institute;
    - b. Transcripts from colleges without grades; and
    - c. DANTES and CLEPs.

3. **Age Requirement: Not waivable:** Applicants cannot attain the age of 40 prior to attending FLETC in 2013. This aligns the CG program with other agency requirements.
4. **Normal Color Vision and Hearing Requirement. Not waivable.** This aligns members to continue on the natural path of CWO (INV).
5. **Applicants cannot have any prior felony convictions. Not waivable.**
6. **Terminal Eligibility Date. Not waivable.** The terminal eligibility date “before selection for training” will be changed to read “by the convening date of the board.”

### **Additional Notes:**

1. A Special Agent applicant must demonstrate the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Personnel must have a background/service record that is free of negative action inconsistent with the Coast Guard’s core values. Commands must scrupulously review all requests for CGIS duty as this member may be called to act as the CG’s representative in the court room. Creditability is of the utmost importance when cases go to prosecution.
2. All Special Agents are required to have a favorable Single Scope Background Investigation (SSBI) and maintain eligibility for a Top Secret Security Clearance throughout the CGIS assignment process. Those who lose or cannot obtain eligibility will be immediately returned to rate for reassignment. For more information on security clearances, speak to your Command Security Officer (CSO).
3. **This process is not open to members of the CG Reserve.**

### **Timeline**

- **30 Mar 2012:** CGIS application deadline.
- **9-10 May 2012:** CGIS Panel convenes
- **OOA 23 May 2012:** ALCGENL released announcing panel results. \*\*
- **OOA 8 Aug 2012:** ALCGENL released announcing final selectees.

**E-Resumes: The Special Assignments Officer will contact the final selectees and inform them of the assignments that are available which will include the deadline for E-Resume submission.**

\*\*The board screens all eligible applicants and determines who is best qualified for CGIS duties. The best qualified members will be published in the ALCGENL message that announces the panel results (OOA 23 May 2012). The final ALCGENL message will announce those members selected for CGIS duty who have also been released from rate (OOA 8 Aug 2012).

***AY13 Package Guidelines- Due 30 Mar 2012. Board Regulations dictate that late packages cannot be included in the process. Be advised that all mail sent to CG PSC is delayed up to two weeks due to security screening procedures that are conducted at the DHS sorting facility.***

***CGIS Packages shall be submitted in a six (6) part brick-red (red-brown) folder. Assemble as follows:***

**Label the folder on the upper portion of flap with your Last Name, First Name, M.I.**

- **Tab 1:** Photos: Two 4x6 full length photos (DO NOT submit a photo of you standing next to a boat, vehicle, aircraft, etc., it should be just you and a neutral background): Tropical Blue Long; Uncovered; One side, One front view – **Note 1**
- **Tab 2:** (1) Printed from Direct Access (Top) - Member “Background” page showing Clearance and Tour Rotation date.  
(2) Printed from Direct Access (Bottom) - Employee Review Summary
- **Tab 3:** (1) CO’s Endorsement (Top) – **Note 2**  
(2) Member’s Memo w/transcript attached (Bottom) – **Note 3**
- **Tab 4:** Career resume (2 pages) Start with current unit and work towards date of entry into the Service. Assignment history must include unit, dates assigned, rank, position/duties, education, and training. Ensure home and work numbers are placed at the top of this resume. If you have prior service in the CG Reserves or other DoD component(s) (active or reserve), clearly state your status at each unit. An example of the standard Professional Resume used within the CG is available as a link at the top of the Special Assignments web page.
- **Tab 5:** Completed and signed DHS Form 11000-9 (Authorization to Review Credit Report). **Hand-write or type (on the bottom of this form) your driver’s license number and state along with your current residence address.**
- **Tab 6:** SF-86 Questionnaire for National Security Positions covering the past 10 years. If you completed an E-QIP less than three (03) months ago, you can use that one. Do NOT submit finger print cards. E-QIP may be used to fill out a new SF-86 however you do not initiate or submit the form electronically for the sole purpose of this panel.

**Note 1: Personnel assigned to PATFORSWA can provide pictures taken in Desert BDUs.**

**Note 2: Command Endorsement:** Endorsements are essential to the selection process and shall address each of these elements:

- State the member meets the minimum qualifications noted above in addition to Military Assignments and Authorized Absences, COMDTINST M10008., Art 1.E.2.A., and Art. 1.E.9;

- Communication skills both oral and written;
- Analytical ability and judgment skills;
- Ability to perform independently;
- Performance and professionalism;
- Maturity and discretion.
- Whether or not member has a Gov't Travel Charge Card that is in good standing.

**Note 3: Coast Guard memorandum not to exceed one page.**

**“TO” line of memo must read: CG PSC-epm-1.**

- Specifically addresses why you are interested in Special Agent Duty;
- What actions, steps, or education you have taken in preparation for this duty;
- Any skills you can offer to the program (i.e. computer forensics, behavioral sciences, languages);
- State if you have served in an “Independent Duty” capacity, the role and the responsibility (i.e. XPO, EPO, YN2 on 180’).
- If you’ve completed a physical fitness test, provide the results and date of test.
- Attach to your memo your “traditional” OFFICIAL college transcripts and if needed request the waiver in the memo for the specific number of missing credits.

**Mail packages to:**

Commander (PSC-EPM-1)  
 Personnel Service Center  
 ATTN: CGIS PANEL  
 US Coast Guard STOP 7200  
 4200 Wilson Blvd., Suite 1100  
 Arlington VA 20598-7200

Members will receive an email acknowledging receipt.

**Questions concerning application submission and tracking shall be emailed to:  
 ARL-PF-CGPSC-epm-1-panels@uscg.mil**

**Competition**

The selection process is very competitive. Selections are made on a best qualified basis from all ratings. Competitive applicants are usually at the mid-career level (8-12 years) with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals and diverse assignment experiences.

In addition, during the board and interview processes we are looking for individuals who are/have/can:

- Work independently/self starter

- Computer forensic knowledge
- Behavioral sciences knowledge
- Superior researching skills
- Capability of translating and applying policies and laws
- Analytical thinkers
- Can perform in high-stress situations.
- Must be physically fit. The recommended Boat Crew Standards Physical Fitness Test provides CGIS a baseline at whether you will be able to make it through FLETC physical fitness training.

## **Training**

The Criminal Investigator Training Program is a 21 week course required for all CGIS agents. It is held at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. The course is offered once a year usually commencing in June. This course can be completed before or after your arrival at your new unit, however if you elect to report to your new PDS prior to attending FLETC the reporting date shall not be more than two weeks prior to the CLCVN date of the course. Short Term Training Requests are not required. TQC will issue orders approx 30 days prior to CLCVN. CGIS selectees who fail the basic training at FLETC will be returned to rate and reassigned.

## **Pay and Allowances**

Enlisted Special Agents receive Special Duty Assignment Pay and Civilian Clothing Allowance.

## **Shopping List and Assignments**

Personnel are designated “Apprentice Special Agents” upon graduation from FLETC and serve in a probationary status during their first year with CGIS. Apprentice Special Agents are generally assigned to one of the Regional Offices and will normally not be assigned to a Resident Agent Office (RAO) unless the needs of the Service dictate. Consecutive tours in CGIS are normally granted, however, they are never guaranteed. Performance based removals may occur at any time and will always be reflected by page 7 entries in your PDR.

Those members selected for CGIS may indicate their assignment preferences in their E Resume, but ultimately will be assigned based upon program needs and generally to areas where the program feels they can be mentored and be the most successful.

CGIS is a complicated field and it is very important to establish yourself in this new community. As a new agent, you will normally be assigned to a new geographic region. You need to be prepared to move.

**Member married to member:** It is extremely difficult to co-locate personnel who enter this program. Orders to CGIS are based on Service needs and will not dictate your spouse’s orders. Your spouse **MUST** successfully compete for a vacant position on their own to be located near you.