

# CHIEF PETTY OFFICER ACADEMY (CPOA) INSTRUCTOR

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

## Job Description

Chief Petty Officer Academy Instructors serve to provide the knowledge, skills, attitudes, and abilities to newly advanced Chief Petty Officers, Master Sergeants, and International students through leadership by example. Instructors provide students with the educational skill sets identified in the 1997 Chief Petty Officer Needs Assessment necessary to assist them in the transition from technician to mid-level leader and manager. As an instructor, you will teach a wide variety of courses in areas such as: Self-Awareness, Leadership, Ethics, Organizational Behavior, Wellness, and System's thinking. Instructors also serve as liaisons guiding teams of students through the challenging, thirty-three day curriculum. The duties of a staff liaison include 24/7 access, mentoring and management of team projects, evaluation and grading of oral and written assignments, and participation in all team physical fitness and team building events. As a member of the CPOA staff, you will have a unique and unequalled opportunity to impact the personal and professional lives of our senior enlisted leaders.

CPOA Detached Duty is located at Training Center Petaluma, CA and is a branch of the Leadership Development Center (LDC) located in New London, CT.

## Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2013 to apply.
- You must be an E-7 or E8 (not above the cut for E-9).
- You MUST meet the Special Assignments criteria outlined in COMDTINST M1000.8, Military Assignments and Authorized Absences, Art. 1.E.2 and 1.E.6.
- Must have graduated from the CPO Academy or a DoD Senior Enlisted Course prior to the date of application.

## Timeline

Full applications and E-Resumes are due NLT 31 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.**
- Employee Review Summary (printed From Direct Access). 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 towards date of entry into the Service. Assignment history should include unit, dates, rank, position/duties, education, and training. Ensure home and work numbers are placed at the top of this resume. Use the template provided in Coast Guard macros using the following path found by clicking on the File drop down menu, then click New Document which will open a new document tool on the right. Click: On my computer> CG macros > Other Document > Professional Resume.
- Photos: Two 4x6 Full Length photos. Tropical Blue Long; Uncovered; one side and one front view. **For personnel assigned to PATFORSWA; pictures may be taken in Desert BDUs.**

**Note 1: Command Endorsement (Second page/New page endorsement format):**

Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement that the member meets the minimum qualifications in COMDTINST M1000.8, Art 1.E.2.
- Communication Skills: Overall speaking ability, tact, diplomacy, confidence, and general interaction when speaking to large and small groups.
- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament and ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.
- Opinion of the applicant's potential to perform the duties.

**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 an Instructor;
- What your intended contributions will be in the areas of:
  - (1) Relationships (thoughts on building relationships with the Chief's Corps, ability to network with junior, peers, seniors and members of other branches of service);
  - (2) Expectations (personal and professional goals you want to accomplish while on staff);
  - (3) Academics (how you have pursued professional development - certifications, formal education, non-traditional education, any degrees you current hold or are working towards);
  - (4) Character (how you have demonstrated your value systems are in alignment with CG Core Values); and
  - (5) Health (your fitness regime and what you do to remain healthy and mentally well-balanced);
- Your participation in the Chief's Mess (past and current);

- Your CPO or DoD Senior Non-Commissioned Officer Academy, class number, and graduation date.

**The preferred method for receiving the application package is .pdf electronic files via email. Files must contain signatures. If an e-copy package is transmitted a hard copy is not necessary or desired. E-mail to CWO Mike Dignan at: James.M.Dignan@uscg.mil.**

**If your only option is to mail via USPS, FEDEX, etc, the application shall be sent to:**

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

***Be advised that mail delivery to CG PSC is delayed up to two weeks due security screening procedures at the DHS Sorting Facility.***

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

The official shopping list contains the position numbers. ***Command Endorsement to the E-resume should read:*** “Highly recommended for CPOA duty. Member meets the minimum requirements as outlined in Military Assignments and Authorized Absences, COMDTINST M1000.8 Arts. 1.E.2 and 1.E.8”

#### **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 complete a telephonic 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.

“What is Best Qualified?” Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have 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. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.

#### **Training**

No pipeline training requirements. Training is provided at the unit level throughout the tour.