



COMDTINST 1040.4D
APR 24 2007

COMMANDANT INSTRUCTION 1040.4D

Subj: CAREER DEVELOPMENT ADVISOR (CDA) PROGRAM

1. PURPOSE. This Instruction outlines revised responsibilities for the Career Development Advisor Program and details duties, responsibilities, eligibility, procedures for application, selection, assignment, and utilization of Career Development Advisors.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff elements at Headquarters shall ensure compliance with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVE AFFECTED. Career Development Advisor Program, COMDTINST 1040.4C is cancelled.
4. DISCUSSION.
 - a. The CDA Program, formerly known as the Career Information Specialist (CIS) Program, was reinstated in 1991 to help ensure enlisted personnel were made aware of the advantages of a Coast Guard career. The CDA Program promotes policies, programs, and initiatives designed to retain a highly capable, flexible, and diverse workforce.
 - b. The Office of Leadership and Professional Development, Commandant (CG-133), is the program manager for the CDA Program.
 - c. CDAs are geographically located throughout the Coast Guard to ensure every member of Team Coast Guard (active duty, reserve, civilian, auxiliary), regardless of duty assignment, is provided sufficient information, in a timely manner, to allow for sound career decisions. CDA assignments are located at Integrated Support Commands, Headquarters Support Command and Training Center Cape May (see enclosure (1)).

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5. PROCEDURES.

- a. Command Duties & Responsibilities. Command support is essential to achieving the ultimate goals of this program.
 - (1) Units with CDAs attached should ensure the CDA is placed where most effective within the unit's organizational structure (i.e., Force Optimization Training (FOT), Work Life, Admin).
 - (2) Each unit shall schedule a CDA presentation annually.
 - (3) Auxiliary Flotillas are invited and encouraged to attend CDA presentations.
 - (4) Units with CDAs attached should not assign collateral duties that interfere with the CDA's primary duties or the requirement to visit each unit in their area of responsibility (AOR) annually.
 - (5) Funding for the CDA Program is located within the "Base Funding Share" portion of the unit's budget model.

- b. CDA Duties & Responsibilities. CDAs are responsible for communicating the vital information related to career goal setting, leadership initiatives, policies, and programs to all Team Coast Guard. The focus of the position is to assist personnel in maximizing their career potential by developing, coordinating, and implementing a career development program. CDAs assist and advise unit commanding officers and officers-in-charge with organizing, preparing, and implementing a local career development program for all attached personnel. CDAs are responsible for:
 - (1) Preparing and delivering career development presentations to all units in their AOR each fiscal year.
 - (2) Reviewing and evaluating educational and/or career informational materials for clarity, adequacy, and application to current workforce requirements.
 - (3) Assisting commands with their efforts in helping members set personal and career goals. Individual career counseling remains a command responsibility, e.g., Individual Development Plan (IDP), Training Management Tool (TMT), and Administrative Remarks (CG-3307) for career counseling.
 - (4) Working in partnership with Command Master Chiefs (CMCs), Collateral Duty CMCs, Rating Force Master Chiefs (RFMCs), Chiefs' Mess, and Educational Services Officers (ESOs).
 - (5) Reviewing and interpreting career and professional development practices and procedures in an effort to improve the CDA Program.

- (6) Preparing and submitting a monthly report of units visited, number of personnel trained, and other measures required by the program manager, to Commandant (CG-133) no later than the 5th day of each month.
 - (7) Completing the five-day Instructor Development Course within 6 months of reporting.
 - (8) Completing the Navy Fleet and Family Support Center's Command Financial Specialist Training within 6 months of reporting.
- c. Program Manager Duties & Responsibilities. Commandant (CG-133), as program manager, shall ensure that relevant and current career-related information is provided to each CDA. The program manager is responsible for:
- (1) Developing, implementing, and evaluating CDA program policies, procedures, and standards.
 - (2) Monitoring the program to ensure that policies and procedures are being followed, goals and objectives are met, and services are accomplished efficiently and effectively.
 - (3) Providing technical advice to field CDAs, and other divisions, offices as required.
 - (4) Developing and monitoring the program's budget by analyzing cost effectiveness and sharing best practices with all CDAs.
 - (5) Working in partnership with Commander (CGPC-epm) to ensure applicant eligibility.
- d. Subject Matter. At a minimum, CDAs will be highly knowledgeable in the following areas:
- (1) Goal Setting, including the Individual Development Plan (IDP)
 - (2) Mentoring, including the Coast Guard's electronic Mentoring Program
 - (3) Voluntary Education
 - (4) Active Duty to Reserve Transition
 - (5) Professional Career Track Development
 - (6) Financial Management
 - (7) Reserve Benefits and Entitlements
- e. Eligibility. Career Development Advisor positions are reserved for outstanding Chief Petty Officers who have demonstrated the finest leadership abilities and adhere to the Coast Guard's

Core Values. To be eligible for assignment as a CDA, the individual must meet the minimum standards outlined in the Coast Guard Personnel Manual, COMDTINST M1000.6 (Series), Article 4.E.2.a., in addition to the standards set below.

- (1) Have demonstrated exceptional leadership abilities and broad management skills.
- (2) Possess highly effective public speaking skills.
- (3) Have demonstrated effective counseling skills.
- (4) Have an outstanding performance record.
- (5) Be a highly motivated role model.
- (6) Be a graduate of the Chief Petty Officer Academy or a Department of Defense Senior Non-commissioned Officer Academy.

f. Application. Those desiring assignment as a Career Development Advisor should submit an application package and a completed E-Resume to Commander (CGPC-epm) via their chain of command. Application packages must be submitted in accordance with the most current ALCGENL Career Development Advisor solicitation message. Commander (CGPC-epm) and the CDA program manager will screen packages to ensure applicant eligibility. Upon notification, assignments will be made by Commander (CGPC-epm).

6. RELATED REFERENCES.

- a. Coast Guard Individual Development Plan (IDP), COMDTINST 5357.1 (series)
- b. Leadership Development Framework, COMDTINST M5351.3 (series)
- c. Coast Guard Leadership Development Program, COMDTINST 5351.1 (series)
- d. The Unit Leadership Development Program, <http://learning.uscg.mil/uldp>
- e. The Enlisted Professional Military Education Manual, COMDTINST M1510.2 (series)
- f. The Enlisted Professional Military Education Study Guide, USCG Pamphlet No. H0600
- g. Coast Guard Mentoring Program, COMDTINST 5350.24 (series)

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction, and have been determined to be not applicable.

8. FORMS/REPORTS. The forms called for in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or Intranet:
<http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm> .

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Assistant Commandant for Human Resources

Encl: (1) Geographic Location of Headquarters Sponsored Career Development
Advisor (CDA) Positions

GEOGRAPHIC LOCATION OF HEADQUARTERS SPONSORED CAREER DEVELOPMENT ADVISOR (CDA) POSITIONS:

Program Manager – Headquarters (CG-133) Washington, DC

ATLANTIC AREA CDAs

Headquarters Support Command (HSC) Washington, DC

Integrated Support Command (ISC) Boston – 2 positions Boston, MA

ISC Miami – 2 positions Miami, FL

ISC New Orleans New Orleans, LA

ISC New Orleans detached duty, SFO Galveston Galveston, TX

ISC Portsmouth – 2 positions Portsmouth, VA

ISC St. Louis St. Louis, MO

Training Center Cape May Cape May, NJ

PACIFIC AREA CDAs

ISC Alameda Alameda, CA

ISC Alameda (D11 North – Reserve CDA) Alameda, CA

ISC Honolulu Honolulu, HI

ISC Kodiak Kodiak, AK

ISC Ketchikan Ketchikan, AK

ISC San Pedro San Pedro, CA

ISC San Pedro (D11 South – Reserve CDA) San Pedro, CA

ISC Seattle – 2 positions Seattle, WA

ISC Seattle (Reserve CDA) Seattle, WA