



12790 18-160  
30 October 2018

## MEMORANDUM

From: P. J. Dugan, CAPT  
COMDT (CG-43)

Reply to CG-43D  
Attn of: Keith Ingalsbe  
(202) 475-5604

To: Distribution

Subj: CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT  
GUIDELINES FOR U.S. COAST GUARD CIVIL ENGINEERING (CE) PROGRAM  
PERSONNEL

1. Background. The Civil Engineering (CE) Program encourages both professional registration and growth. We are the Coast Guard's facilities design, construction, management and maintenance professionals and should seek to be credentialed in a manner consistent with the private sector. Additionally, certain positions within the CE Program require professional registration.

2. Training. Each employee is encouraged to apply for and attend professional development training. Supervisors should work with their personnel to utilize Individual Development Plans (IDP's) to document training and professional development objectives. Because continuing education credits may be required for certain disciplines/state registrations, supervisors are encouraged to support those continuing education requirements. Additionally, certain position descriptions and selection criteria within the CE program require credentialing and therefore require continuing education courses. Courses selected should either apply to professional licensure/certification requirements or be related to job duties. In general, up to 40 hours of continuing education is authorized and recommended for each fiscal year. Additional time may be allowed with supervisor's approval. This authorization for professional development training is in addition to Coast Guard mandated training (e.g., recurring MT-A training tracked in Coast Guard Business Intelligence (CGBI)). The timing of all training must be coordinated with supervisors to ensure official job assignments and objectives are achieved. Employees should seek the most cost effective training opportunities and share information on opportunities with others in the program.

3. Civil Engineering Program e-Learning Portal. The Office of Civil Engineering has a training portal for professional training classes. It can be accessed at <https://www.enterprisetraining.com/uscg/>.

a. The e-Learning Portal provides over 1,400 self-paced courses, live webinars, and a video library. Library topics include environmental safety, engineering, project management, planning, and architecture. The library is available to civilian and military personnel throughout the organization. This training supports architects, engineers, planners, construction managers, quality assurance inspectors, and facility managers in meeting their CE Program competency and training requirements, as well as maintaining professional proficiency for their assigned job

functions. The e-Learning Portal can be accessed 24x7 from any PC or mobile device connected to the internet. The e-Learning Portal will keep a record of completed training and produce transcripts that can be printed and used for licensure and certification maintenance training requirements.

b. Access to the portal requires registration and it is monitored for use and course completion. If a person who registers does not utilize the portal for training for over 90 days, then their registration may be removed to allow others the opportunity.

c. During work hours, personnel may take on-line courses, with prior approval/coordination with their supervisor (which will be determined by business needs). All courses must be related to a person's job function as noted above.

d. During non-work hours, the e-Learning portal can be accessed from anywhere with a PC/internet connection. Courses taken during non-work hours can be for professional development, and do not have to be job related. However, personnel will not be compensated for non-job related course time.

e. Sharing usernames and passwords for the e-Learning portal is prohibited. E-Learning usage is reviewed regularly. Intentional violations of the e-Learning agreement may result in e-Learning account deactivation and/or referral for disciplinary action, as appropriate.

4. Federal Acquisition Institute Training Application Systems (FAITAS). FAITAS is another online training portal that is available to CE Program personnel. It is an excellent training tool for acquiring and maintaining DHS certifications, such as Contracting Officer Representative (COR) or Project Management (FAC-P/PM). FAITAS is available at: <https://www.fai.gov/>.

5. Professional Society Participation. Employees are encouraged to take part in professional organizations. Supervisors are encouraged to be flexible with schedules to accommodate attendance at professional society meetings, however, not at the detriment of the employee's primary job assignments. Attending a professional society meeting does not substitute for work hours except for the portion directly related to continuing education which, if used, applies to the 40 hours authorized under the "training section". Employees are also encouraged to present at professional and education events, placing USCG CE Program personnel as industry and thought leaders.

6. Please contact LT Rachel Benedetto at (202) 475-5618 with any questions or concerns.

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