



Commandant  
United States Coast Guard

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COMDTINST 3870.4A  
20 OCT 2021

COMMANDANT INSTRUCTION 3870.4A

Subj: COAST GUARD INTELLIGENCE FELLOWS PROGRAM

1. PURPOSE. This Instruction establishes the policies, procedures and requirements for the annual Coast Guard Intelligence Fellows Program.
2. ACTION. All Coast Guard unit commanders, commanding officers, deputy/assistant commandants, and chiefs of headquarters staff elements with assigned Coast Guard Intelligence officer, enlisted and civilian personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Coast Guard Intelligence and Criminal Investigations Fellows Program, COMDTINST 3870.4, is hereby cancelled.
4. DISCUSSION. Intelligence personnel advancing in their Coast Guard careers must be afforded opportunities to expand their professional knowledge, improve their proficiency and challenge convention. The Coast Guard Intelligence Fellows Program will expose Fellows to strategic intelligence initiatives within the Coast Guard and Intelligence Community through direct interaction with Coast Guard and Intelligence Community senior leadership. The program will strengthen the leadership, collaboration, and communication skills of our workforce through a proven combination of innovative research, best practices benchmarking, challenging action learning projects, executive coaching, and Intelligence Community networking. The cohort of Fellows will study a topic of strategic importance to Commandant (CG-2) under the guidance and direction of the Cohort Senior Advisor. Culminating briefs to Coast Guard and Intelligence Community senior leaders will showcase the cohort’s work. The overarching goal is to chart the course for the selected intelligence professionals to thrive and ultimately advance the Coast Guard Intelligence enterprise.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

DISTRIBUTION - SDL No. 170

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NON-STANDARD DISTRIBUTION:

6. MAJOR CHANGES. This revision to the Coast Guard Intelligence Fellows Program accounts for changes to the structure of the Coast Guard Intelligence enterprise, to include the removal of the Coast Guard Investigative Service. This revision also updates the application requirements and adjusts the total number of fellows in each cohort.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. Commandant Office of Environmental Management, Commandant (CG-47) reviewed the development of this Commandant Instruction and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
  - b. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1(series).
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web site.  
<https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. PROCEDURE.
  - a. Program Requirements: During the 12-month program, Fellows remain in their full time assignments and meet for one week per quarter, spending approximately a total of 20 days in session. Sessions may be conducted in person or via secure video teleconference based on program needs. Fellows will also be required to devote up to five hours per week of personal time to their cohort project. There is no required assignment payback for this professional development opportunity.
  - b. Eligibility: Be a GS-12/13, O-3/4, CWO, or E-7/8 in a Coast Guard intelligence billet who has demonstrated superior achievement, a desire for professional growth, and commitment to improving the Coast Guard Intelligence Program. Officers and enlisted members serving in their first intelligence tour are not eligible to apply. Civilian applicants shall have three or more years of Coast Guard intelligence service. Applicants must have a minimum of two years remaining in their current intelligence assignment.
  - c. Application requirements:
    - (1) Applicants must submit a one page standard memorandum through their chain of command to the Office of Intelligence Workforce Management (CG-21). The request should specifically describe their previous accomplishments, why they should be selected, what they hope to gain, and how they plan to contribute to the future of the Coast Guard Intelligence enterprise. The command endorsement shall speak to the applicant's performance,

leadership, education, and future potential. It must also include authorization for the member to participate in all scheduled program convenings.

- (2) Personal awards, professional education certificates, or other documents that specifically speak to the applicant's intelligence accomplishments may be included as enclosures, but are not required.
  - (3) A copy of the member's Employee Summary Sheet in panel view shall be included as an enclosure.
  - (4) The selection panel will not review letters of recommendation beyond the command endorsement, Officer Employee Reviews (OERs)/Enlisted Employee Reviews (EERs), or EI-PDRs.
  - (5) Application packages shall be scanned and submitted electronically to [HQS-DG-LST-CG-21-SP@uscg.mil](mailto:HQS-DG-LST-CG-21-SP@uscg.mil).
  - (6) Application deadlines will be published via ALCOAST.
- d. Selection: A panel of Commandant (CG-2) and Area (LANT-2 and PAC-2) staffs chaired by the Deputy Assistant Commandant for Intelligence (CG-2d) will review all nominations and select no more than five Fellows per cohort. Selections will be announced via ALCOAST.
  - e. Intelligence Fellows Competency: Successful completion of the program will be documented in the member's record with the Commandant (CG-2) Fellows Competency (INTELFEL).

#### 10. RESPONSIBILITIES.

- a. The Deputy Assistant Commandant for Intelligence (CG-2d) shall provide oversight of this program, and assign a Senior Advisor with at least one Cohort Mentor for the Fellowship.
- b. The designated Cohort Senior Advisor and Cohort Mentor(s) shall provide guidance and mentoring; coordinate with the Offices noted below to identify a strategic topic and associated deliverable(s); facilitate introductions to Intelligence Community senior leaders; and lead the Fellows as they progress through the program. The Cohort Senior Advisor and Cohort Mentor(s) will be announced in the Fellowship selection ALCOAST.
- c. The Strategic Advisor to the Assistant Commandant for Intelligence (CG-2SA) and the Office of Intelligence Plans and Policy (CG-25) shall assist in identifying strategic topics of interest and assist with scheduling meetings with Intelligence Community leaders in selected focus areas.
- d. The Office of Intelligence Workforce Management (CG-21) shall coordinate directly with the Cohort Senior Advisor, mentor(s), and key stakeholders to facilitate program convenings and manage overall logistics to ensure program success.

- e. The Office of Intelligence Resource Management (CG-28) shall coordinate with Commandant (CG-2d) and execute any applicable funding from Commandant (CG-2) base allocation.

- 11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site:  
[cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx](http://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx).
- 12. FORMS/REPORTS. None.
- 13. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at: [Section.508@uscg.mil](mailto:Section.508@uscg.mil).
- 14. REQUESTS FOR CHANGES. Change recommendations should be routed via standard memo through the chain of command to the Office of Intelligence Workforce Management (CG-21).

/A. M. SUGIMOTO/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Intelligence