

RESERVE COMPONENT WARRANT OFFICER (RC-CWO) APPOINTMENT GUIDE



**FOR ADDITIONAL INFORMATION
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Reserve CWO Appointment Board General

PURPOSE.

The purpose of this guide is to provide procedures and guidance to applicants, units, and Servicing Personnel Offices (SPO) for the Reserve Chief Warrant Officer (RC-CWO) Appointment Board.

GENERAL GUIDANCE FOR ALL APPLICANTS.

The RC-CWO Appointment Board process is governed by regulation and policy. This guide is used in concert with the policies found in the Officer Accessions, Evaluations, and Promotions (OAEP) COMDTINST M1000.3 (series), which outlines the methods used to select enlisted personnel of the Coast Guard and Coast Guard Reserve for appointment to chief warrant officer. This application-based process starts with the member. An appointment to chief warrant officer is dependent on applicants and commands understanding and fulfilling their responsibilities within the process.

RC-CWO APPOINTMENT BOARD GENERAL INFORMATION.

The RC-CWO Appointment Board process has changed considerably over the years and will continue to change to meet the needs of the Service. COs have an important responsibility to identify and encourage qualified enlisted members who have demonstrated qualities of character and leadership required of officers to pursue appointment. However, each candidate is responsible for initiating and completing all eligibility requirements prior to the established deadlines to include obtaining a CO's recommendation. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as a commissioned officer should be recommended for the RC-CWO Appointment Board. If a CO feels an individual is not qualified for appointment to CWO, that applicant should not be recommended and should be counseled on what is required to improve their performance to ultimately receive a favorable endorsement.

- a. *Eligibility Requirements.* The eligibility requirements are outlined in Chapter 1.D of OEAP, COMDTINST M1000.3 (series). Every applicant should closely review the OAEP, COMDTINST M1000.3 (series) and all official message traffic involving the RC-CWO Appointment Board process. CG PSC-RPM will release an ALCGRSV message announcing the upcoming RC-CWO Appointment Board. This message will provide any new eligibility requirements and a timeline of events.
- b. *Application.* Applicants should follow their CO's policy for requesting his/her recommendation (e.g., scheduling an interview with the CO, providing documentation attesting to the completion of the minimum eligibility requirements, addressing suitability issues, etc.). After receiving the CO's positive recommendation, the member must submit an E-Resume in Direct Access through his or her CO. CG PSC-RPM will release an ALCGRSV message announcing anticipated vacancies. An enlisted member (OINC, supervisor, etc.) may not complete the E-Interview portion of the applicant's E-Resume for the RC-CWO Appointment Board or provide final command endorsement.
- c. *Pre-board.* A Warrant Personal Data Extract (PDE) and the Warrant Profile Letter does not apply to reserve members applying for RC-CWO Appointment.

- d. Pre-board Eligibility List. The Pre-board Eligibility List does not apply to reserve members applying for RC-CWO Appointment.
- e. OER and Resume. Each candidate must prepare a memo resume and the unit shall prepare an OER. These items are sent to CG PSC-RPM by the date established on the Reserve CWO Appointment Board Timelines message.
- f. RC-CWO Appointment Board. The RC-CWO Appointment Board normally meets in April. Each specialty is looked at separately. From among those names provided for consideration in each specialty, the board determines if all candidates are fully-qualified for appointment. The Board ranks the candidates in order in which the board considers them best-qualified.
- g. Post Board. The board results are prepared and routed for approval from CG PSC to the Commandant, then sent to the Secretary of Homeland Security for final approval. Upon approval, CG PSC will announce the results in an ALCGPSC message.

CWO PROCESS

1. PATH OF APPOINTMENT.

The normal path of RC-CWO specialties:

Enlisted Rating	Warrant Specialty
BM	Boatswain (BOSN)
DC	Material Maintenance (MAT)
EM/MK	Naval Engineering (ENG)
ET	Electronics (ELC)
FS/SK	Finance and Supply (F&S)
GM	Weapons (WEPS)
HS	Medical Administration (MED)
IS	Intelligence Systems Specialist (ISS)
IT	Information Systems Management (ISM)
Special Agents IV	Criminal Investigator (INV)
ME	Maritime Law Enforcement and Security Specialist (MLES)
MST/BM/DC/EM/MK	Marine Safety Specialist Response (MSSR)
OS	Operations Systems Specialist (OSS)
PA	Public Information (INF)
YN	Personnel Administration (PERS)

2. SEQUENCE OF EVENTS.

Many procedures must be followed to make the RC-CWO Appointment Board process successful. Below is a general overview of the sequence of events that must occur. For details and specific dates of these events, refer to the ALCGRSV messages announcing the RC-CWO Appointment Board.

Step	Action
1	In December each year CG PSC-RPM-1 releases ALCGRSV message announcing the upcoming board. Unit passes message info (EERs, waivers, timeline, and other important message data) to potential applicants.
2	Applicants meets CWO Appointment eligibility requirements as outlined in the announcement message.
3	CO decides on applicants' recommendation by the date outlined in the announcement message
4	CG PSC-RPM-2 releases message with RC-CWO positions that are open for applicants to apply for.
5	Applicants submits E-Resume by date outlined in the announcement message timelines.
6	CO endorses applicants E-Resume by submitting an E-Interview in Direct Access by the deadline established in the announcement message.
7	Recommendation packages (OER and Resume) due at CG PSC-RPM-1 by date established in the announcement message.
8	RC-CWO Appointment Board convenes

3. RESPONSIBILITIES.

The RC-CWO Appointment Board cycle is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the applicant not being eligible to compete. Special attention should be given to the deadline dates in the RC-CWO Appointment Board Timeline announcement message published each cycle. The below chart summarizes the responsibility requirements as outlined in the OAEP, COMDINTST m1000.3 (series). However all message traffic should be closely monitored for additional information or possible changes. (See table on next page)

Responsible Party	Responsibility
Applicant	<ul style="list-style-type: none"> ▪ Become familiar with RC- CWO Appointment Process. ▪ Meet the requirements set forth in Art 1.D of the OAEP, COMDTINST M1000.3 (series) and any RC-CWO Appointment Board related message traffic. ▪ Earn CO's favorable recommendation. ▪ Apply for the board by submitting an E-Resume to Supervisor prior to deadline. ▪ Ensure Enlisted Employee Review (EER) in current rate/rank and marking period are complete and have been finalized in Direct Access prior to deadline. ▪ Review record to ensure accuracy. ▪ Submit package (OER and Resume) IAW Pre-board Eligibility List.
Unit/ Commanding Officer	<ul style="list-style-type: none"> ▪ Become familiar with the RC-CWO Appointment Process and be able to assist applicant(s) with questions/problems. ▪ Verify applicant(s) meets all eligibility requirements set forth in Art 1.D of the OAEP, COMDTINST M1000.3 (series) and any CWO Appointment Board related message traffic. ▪ Recommend those individuals with the characteristics and potential to be commissioned officers. ▪ Ensure applicant(s) EERs are submitted in Direct Access prior to deadline listed in RC-CWO Appointment Board ALCGRSV (RC-CWO Appointment Board timeline). ▪ Assist candidate with Resume. ▪ Unit prepares OER. ▪ Notify CG PSC-RPM-1 of eligibility changes or corrections as soon as possible.
CG PSC-RPM-1	<ul style="list-style-type: none"> ▪ Process owner. ▪ Draft, route, and approve RC-CWO Appointment Board Announcement Message outlining critical dates and procedures. ▪ Respond to all waiver requests. ▪ Verify eligibility of all applicants. ▪ Primary point of contact for all RC-CWO Appointment Board questions/problems.

4. E-RESUME SUBMISSION.

Upon receiving the CO's recommendation the applicant shall submit an E-Resume using the following guidance:

- a. Log into Direct Access.
- b. Then select from the Home Menu bar > Self-Service > Employee > Tasks > and Create E-Resume. ****Note, do not use the "PCS eResumes".****
- c. In the View Job Posting Screen select the Position Source drop-down menu and select, "Warrant Appointment."
- d. Ensure all blocks below the Position Source block are empty with the exception of "Job Family". Enter the warrant specialty you are applying for (i.e. – BOSN, PERS, ELC). ****Note: Applicants applying for Marine Safety Specialist Appointment (R) type "MSSE" in the job family field. ****
- e. Once the desired specialty is entered in the "Job Family" box, click the magnifying glass next to the "Job Code" box, then click the yellow "lookup" button. Once the list appears, choose the CWO2 job description. This is extremely important as only the CWO2 job is tied to the appointment board process. If any other choice is made, your name will not populate for the board. **(Please see table below for the list of "Job Codes")**.
- f. After the correct six digit job code is entered, click the yellow "search" button.
- g. Select the job title that applies to the related chief warrant officer specialty by checking the "Job Basket" box. Ensure you are applying for the "reserve" duty job title. Applying for the "active" duty job will not allow your name to populate for the board. Candidates can only apply for one specialty at this time.
- h. Then click on the "Add Selected to Job Basket" button.
- i. Click "View Job Basket."
- j. Then click on "Apply for Jobs in Basket."
- k. This will take applicants to their online E-Resume. Do not select any specific chief warrant officer positions on this E-Resume.
- l. Ensure that Section 2 has an accurate and complete E-mail address; otherwise no notification from Direct Access that the E-Resume has processed will be received.
- m. Click Section 11 of the E-resume. The following statement must be typed: "I have met all eligibility requirement IAW 1.D.7 of the Officer Accessions, Evaluations, and Promotions Manual and paragraph 5.H.1. of Reserve Personnel Manual COMDTINST M1001.28 (series), "I agree to fill a RC CWO position for a minimum of two years".
- n. Proceed to Section 12 where you will need to enter the endorser's EMPLID. The final endorser on the E-Resume is the commanding officer.
- o. Below the endorser block is the Job Basket Positions. Click the yellow "add" button for the warrant specialty you have selected only.
- p. Then click on "next" and proceed to Section 13 and click the "Submit" button.

CWO Specialty	Job Code
BOSN	201097
ELC	201397
ENG	201697
F&S	202097
INF	201997
INV	202397
ISM	203097
ISS	202897
MAT	201797
MED	202197
MLES	202697
MSSR	203697
OSS	204097
PERS	201897
WEPS	201197

5. E-INTERVIEW SUBMISSION.

The CO's endorsement, the E-Interview, shall only comment that the applicant is 'eligible and recommended'. Only endorsements from the CO are authorized. Applicants serving at a unit with an Officer in Charge shall forward their E-Resume to the parent command (e.g. Sector, etc.) for completion of the E-Interview element. In this instance, the commissioned officer with delegated authority for enlisted personnel is authorized to complete the E-Interview. To correctly endorse an applicant's E-Resume use the following guidance:

- a. Log into Direct Access.
- b. Click on "Worklist" shortcut/hyperlink in the Manager/View option from My Page in DA.
- c. Click on the applicant's name in your worklist to access the "Job Endorsement" page.
- d. Once in the "Job Endorsement" page, click on the drop down arrows to make a "Recommendation" of "Make Offer or Reject", and a "Rating" of "Average, Excellent, or "Not Qual" of the applicant's qualification for RC-CWO Appointment.
- e. Click on the "Comments" link corresponding to RC-CWO Appointment and enter comments, "eligible and recommended" only. After entering comments click on "Return".
- f. This will return you to the "Job Endorsement" screen. If you are the final endorser click on the "Mark All Final" button and then click "Submit".
- g. If you are not the final endorser only click the "Submit" button. This brings you back to your worklist where you can "Reassign" the E-Resume. Enter the next endorser's "Operator ID" and select "OK". Note: Operator ID is the User ID used by a member to log on Direct Access (which may be a member's EMPLID, initials/name or combination).
- h. If you are the final endorser, click the "Marked Worked" button to remove the E-Resume from your work list.

6. APPLICANT'S VIEW OF COMPLETED E-RESUME/E-INTERVIEW

Applicant and command comments are only viewable by the applicant and CG PSC-RPM-1. The applicant can use the "View Member Information" (Home>Self-Service>Employee>View>Member Info) procedure to view their E-Resume and completed endorsement. The applicant's E-Resume and endorsement are located on the MBR and Command Comments tab. The endorsement is not complete if there is not a check mark in the "Final" box.

7. REVIEW OF CG PSC PDR.

All candidates are encouraged to review their official record maintained by the Coast Guard Personnel Service Center (CG PSC-BOPS-MR) and provide copies of any authorized documents that are lacking. This can be done by:

- a. You will need to submit a [signed memo](#) for a copy of the PSC IPDR to: ARL-PF-CGPSCENLRecords@uscg.mil (Global ARL-PF-CGPSC ENL Records). Please don't wait until the last minute before a board to obtain a copy of your record. We recommend sending for your record at least three months prior to the convening of the board. This gives all concerned plenty of time to fix problems and obtain and scan anything that may be missing.

8. RC-CWO APPOINTMENT OER.

COs shall prepare an Officer Evaluation Report (OER), (CG-5310A, most current version), for all members of their command who is eligible. Do not use the instructions in the Procedures for Completing Officer Evaluation Reports Manual, PSCINST M1611.1 (series) for regular OER submissions. CG PSC-RPM-1 may release a message with additional instructions for OER preparation, whoever, the following rules apply:

- a. No attachments are allowed.
- b. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission.
- c. In preparing OERs, COs should review the scope of duties for each specialty and comment on the candidates' abilities to perform the duties in the specialty sought.
- d. If candidate recently transferred or if candidate is an advanced education student, current commands should contact prior commands for OER input. Previous Commanding Officers who desire to provide input may also forward an Administrative Remarks Form CG-3307 in accordance with 1.D.7.b of Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series), documenting the candidate's potential to serve successfully as a CWO. The Administrative Remarks form shall be submitted directly to CG PSC-BOPS.MR. This performance must fall within the period of report: 1 March 2014 – 28 Feb 2015.
- e. Reviewer comments form, CG-5315A should not be prepared and will not be accepted for CWO Appointment.

RC-CWO APPOINTMENT BOARD OER SUBMISSION	
BLOCK	COMMENT
1.A	Candidate's name.
1.B	Signature (digital or ink)
1.C	Current date of rank, e.g., 2014/08/29. Confirm date of rank in Direct Access, or the ESS.
1.D	Date reported to current unit.
1.E	Identification of the unit to which permanently attached, e.g., CG PSU 301 or MSU Savannah.
1.F	EMPLID
1.G	Current enlisted grade, e.g., E-7, E-8, etc
1.H	Leave blank.
1.I	Leave blank.
1.J	Period of report: 1 March 2014 – 28 February 2015
1.K	Leave Blank.
1.L	Leave Blank.
1.M	Leave Blank.
2	Complete Section 2 with a description of the member's current duties. If the member transferred on PCS orders during the period of report the Primary Duty line can state both primary duty titles assigned during the period of report. In this case, inclusive dates may be noted.
3, 4, 5, and 8	Complete comment Sections 3, 4, 5, and 8 addressing each performance characteristic and giving specific examples/accomplishments.
6 and 11	Both Block 6 (supervisor authentication) and block 11 (reporting officer authentication), shall be signed by the CO. Unit COs (parent command for units with officers in charge), office chiefs from HQ, division chiefs from Areas, MLCs, Districts, and the Coast Guard Academy sign both as supervisor and reporting officer for the OERs submitted on candidates assigned to their immediate staffs. Sector Commanders or designated Commanders of Military Personnel at Sectors may sign as both supervisor and RO.
7	Completing Section 7 is optional.
9	Leave Blank.
10	Complete Section 10 as block describes; enter recommendation, i.e., recommended for appointment, comments on the candidate's potential for greater leadership roles and responsibilities in the Coast Guard

12	Leave Blank.
13	Leave Blank.

9. RC-CWO APPOINTMENT RESUME.

Each candidate shall prepare a Resume. Candidates shall use 1.D.7 of the OAEP, COMDTINST M1000.3 (series) and the Coast Guard Correspondence Manual COMDTINST M5216.4 (series) as guidance. The following rules apply:

- a. The Resume shall be in Coast Guard Memorandum Format.
- b. Resumes shall be endorsed with signature endorsement only, no comments allowed.
- c. No attachments (other than the OER) are allowed.

RC-CWO APPOINTMENT BOARD RESUME SUBMISSION	
Paragraph 1	List specialty for which applying.
Paragraph 2	List historical summary of units, listing primary and collateral duties at each. List units in reverse chronological order,(i.e., the most recent unit listed first).
Paragraph 3	List summary of major professional accomplishments including personal awards, medals, and academic achievements.
Paragraph 4	A summary of reasons for desiring appointment to chief warrant officer.

10. OER AND RESUME PACKAGE.

Both the OER and resume must be submitted together electronically via e-mail to the RC-CWO Appointment Board e-mail address: ARL-PF-CGPSC-RPM-BOARDSPANELS@USCG.MIL, with subject line of PY15 RESERVE CWO APPOINTMENT BOARD as listed in the ALCGRSV.

- a. Candidates, admin officers, and/or units should ensure the following items are completed prior to e-mailing candidate packages:
 - 1. Resume has candidate’s signature and CO’s signature endorsement (electronic signature recommended).
 - 2. OER has been signed by the CO in blocks 6 and 11. (electronic signature recommended).
 - 3. Copy of resume and OER submitted packages are retained at unit in general files.
 - 4. Ensure candidate(s) receives final copy of OER.
- b. Send inquiries regarding receipt of documents to ARL-PF-CGPSC-RPM-BOARDSPANELS@USCG.MIL with subject line PY15 RESERVE CWO APPOINTMENT BOARD - INQUIRY. Please allow 2 – 3 days for CG PSC-RPM to respond to your request.

11. RC-CWO APPOINTMENT BOARD.

The Board will meet on the date established by CG PSC-RPM-1. The Board normally takes one week. After the Board meets the board report package is prepared and routed through the chain of command to the Commandant and then to the Secretary of Homeland Security for final approval. The results normally take four to six weeks for approval.

12. QUESTIONS.

PSC-RPM-1 is the point of contact for all RC-CWO appointment process questions.