ACTIVE DUTY CHIEF WARRANT OFFICER (CWO) APPOINTMENT GUIDE

FOR ADDITIONAL INFORMATION
PLEASE CONTACT

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Updated 12 March 2013

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

GENERAL GUIDANCE FOR ALL APPLICANTS. The 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, which outlines the methods used to select enlisted personnel of the Coast Guard 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.

CWO APPOINTMENT BOARD GENERAL INFORMATION. The 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 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 Art 1.D of the OAEP, COMDTINST M1000.3. Every applicant should closely review the OAEP, COMDTINST M1000.3 and all official message traffic involving the CWO Appointment Board process. In addition, approximately two months prior to the 01 January eligibility requirement deadline, CG PSC will release an ALCGPSC message announcing the upcoming 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. An enlisted member (OinC, supervisor, etc.) may not complete the E-Interview portion of the applicant's E-Resume for the CWO Appointment Board or provide final command endorsement.

c. *Pre-board*. Pre-board consists of two phases: the Warrant Personal Data Extract (PDE) and the Warrant Profile Letter. Both the PDE and the Profile Letter are viewed in Direct Access. The applicant is responsible for ensuring the accuracy of both documents and printing out and keeping a copy for their records. Publication of the PDE and Profile Letter will be announced by CG PSC in an ALCGPSC message.

d. *Pre-board Eligibility List*. The Pre-board Eligibility List consists of those applicants whose Pre-board Score qualify them as a primary or alternate candidate. It also gives updated information for submission of the OER and Resume. This is announced by CG PSC in an ALCGPSC message.

e. *OER and Resume*. Each candidate whose score qualifies them as a primary or alternate candidate must prepare a resume and the unit shall prepare an OER. These items are sent to CG PSC by the date established on the Pre-board Eligibility List message.

f. *CWO Appointment Board*. The CWO Appointment Board normally meets in April for two weeks. 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.

1. **PATH OF APPOINTMENT**. The normal path to CWO specialties:

Enlisted Rating	Warrant Specialty
AMT and AET	Aviation Engineering (AVI)
AST	Marine Safety Specialist Deck (MSSD)
BM	Boatswain (BOSN)
DC	Material Maintenance (MAT) or Marine Safety Specialist Engineering (MSSE)
EM	Naval Engineering (ENG) or Marine Safety Specialist Engineering (MSSE)
ET	Electronics (ELC)
FS	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)
MK	Naval Engineering (ENG) or Marine Safety Specialist Engineering (MSSE)
MST	Marine Safety Specialist Deck (MSSD)
MU	Bandmaster (BNDM)
OS	Operations Systems Specialist (OSS)
PA	Public Information (INF)
SK	Finance and Supply (F&S)
YN	Personnel Administration (PERS)

2. **SEQUENCE OF EVENTS**. Many procedures must be followed to make the 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 ALCGPSC messages announcing the CWO Appointment Board.

Step	Action
1	In November each year CG PSC-OPM-1 releases ALCGPSC message announcing the upcoming board. Unit passes message info (EERs, waivers, timeline, and other important message data) to potential applicants.
2	Applicant meets CWO Appointment eligibility requirements by 01 January as outlined in Art 1.D of the OAEP, COMDTINST M1000.3.
3	CO decides on applicants' recommendation by 01 January as outlined in 1.D.3 of the OAEP, COMDTINST M1000.3
4	Applicant submits E-Resume by 1 January in accordance with directions in ALCGPSC.
5	CO endorses applicants E-Resume by submitting an E-Interview in Direct Access by the deadline established in the ALCGPSC.

6	CG PSC-OPM-1 makes PDE available to applicant in Direct Access. Corrections to PDE are initiated by the applicant and completed by the unit and their Servicing Personnel Office (SPO).
7	Applicant follows up to ensure that PDE corrections are reflected in Direct Access prior to PDE Correction Deadline Date.
8	Unit notifies CG PSC-OPM-1 of any changes of eligibility status of applicants prior to PDE Correction Deadline Date.
9	CG PSC-OPM-1 makes the Profile Letter available to the applicant in Direct Access. Applicant verifies their Pre-board score.
10	CG PSC-OPM-1 releases the Pre-board Eligibility List via ALCGPSC announcing primary and alternate candidates.
11	Recommendation packages (OER and Resume) due at CG PSC-OPM-1 by date established on Pre-board Eligibility List message.
12	CWO Appointment Board convenes.

3. **RESPONSIBILITIES**. The 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 CWO Appointment Board announcement message published for each cycle. The below chart summarizes the responsibility requirements as outlined in the OAEP, COMDTINST M1000.3. However all message traffic should be closely monitored for additional information or possible changes.

Responsible Party	**Responsibility**
Applicant	▪ Become familiar with CWO Appointment Process. ▪ Meet the requirements set forth in Art 1.D of the OAEP, COMDTINST M1000.3 and any CWO Appointment Board related message traffic. ▪ Earn CO's favorable recommendation. ▪ Apply for the board by submitting an E-Resume to Supervisor prior to 1 January. ▪ Ensure Enlisted Employee Review (EER) in current rate/rank and marking period are complete and have been finalized in Direct Access prior to 1 January. ▪ Verify the Personal Data Extract (PDE). ▪ Report errors on the PDE to the unit support staff and provide supporting documentation. ▪ Follow-up to ensure action was completed to correct any PDE errors prior to deadline listed in ALCGPSC. ▪ Verify Profile Letter. ▪ Verify CG PSC PDR. ▪ If primary or alternate candidate, submit package (OER and Resume) IAW Pre-board Eligibility List.

Unit/ Commanding Officer	▪ Become familiar with the 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 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 CWO Appointment Board ALCGPSC (CWO Appointment Board timeline). ▪ Provide administrative assistance to candidate in correcting errors on PDE prior to deadline. ▪ Assist candidate with Resume. ▪ Unit prepares OER. ▪ Notify CG PSC-OPM-1 of eligibility changes or corrections as soon as possible.
SPO	▪ Assist units as needed in correcting Direct Access errors as reflected on the applicant's PDE.
CG PSC-OPM-1	▪ Process owner. ▪ Draft, route, and approve CWO Appointment Board Announcement Message outlining critical dates and procedures. ▪ Respond to all waiver requests. ▪ Verify eligibility of all applicants. ▪ Produce PDE in Direct Access and make available to applicant by announced date. ▪ Assist with corrections to PDE. ▪ Produce Profile Letter in Direct Access and make available to applicant by announced date. ▪ Publish and maintain the Pre-board Eligibility List ▪ Publish and maintain Final Eligibility List. ▪ Primary point of contact for all 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.
   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).
   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.

f. After the correct 5 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 active duty job title. Applying for the reserve 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. Do not enter any comments in Section 11 of the E-resume. The Board does not have access to Direct Access and will not see the E-Resume. CG PSC-OPM-1 verifies that all members whose names appear before the board have their CO's recommendation.
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.

5. **E-INTERVIEW SUBMISSION**. The CO's endorsement, the E-Interview, shall only comment that the applicant is eligible and recommended. The board does not have access to Direct Access and will not see the E-Resume/E-Interview. 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 at the top right of the screen.
   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 CWO Appointment.
   e. Click on the "Comments" link corresponding to 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 worklist.

6. **APPLICANT'S VIEW OF COMPLETED E-RESUME/E-INTERVIEW**. Applicant and command comments are only viewable by the applicant and CG PSC-OPM-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. **PDE DESCRIPTION**. The Personal Data Extract (PDE) is a form created by the Direct Access database for every eligible CWO Appointment applicant. It contains the personnel data currently in Direct Access used to determine the applicant's eligibility for competing in the CWO Appointment Board Process. PDEs must be verified and/or corrected prior to the deadline date published in the ALCGPSC message announcing the upcoming CWO Appointment Board. Each candidate should print out a copy of their PDE from Direct Access and keep it for his/her files. The PDE will not be available once the Pre-board Eligibility List has posted.

Field Name	PDE Description
Rate, Name	Member's Rate/Rank, Last Name, First Name, MI
EMPLID	Member's Employee I.D. Number
Perm Unit and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
SPO and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
Award Points	Not applicable for the CWO Appointment Board process. However, PDE will list all awards entered as of 01 January.
Recommendation for Advancement by CO	Shows "Y" or "N" for CO's recommendation. This information is taken from the E-Resume the member submitted to their CO to apply for the CWO Appointment Board. This block cannot be changed. See the last block of the PDE for CG PSC-OPM-1 corrections/updates with recommendation status.
Sea Duty Qualified	Shows "Y" or "N" and only applies to applicants for BOSN and ENG because both specialties require sea duty. An entry of "Y" indicates the member has met the sea duty eligibility requirement for the CWO Appointment Board. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the board convening date.
Marks Factor	Final marks multiple. Based on Enlisted Employee Reviews (EERs) during the four-year period immediately prior to the 01 January deadline. Only E-6 EERs are used for those E-6 applicants with fewer than four years TIG.

Creditable Sea Time Yr. Mo.	Credit for each full month of Coast Guard sea duty as an E-6 or above. For members currently serving on sea pay eligible units, time is computed up to the 01 January Eligibility Date. This block only applies to establish eligibility for applicants to BOSN and ENG specialities.
Time in Grade E-6 Months & E7 – E9 Months	Time in grade is calculated in months as an E-6 and as an E-7 and above. TIG is calculated to 01 July of the year of the CWO Appointment Board. ▪ E-6 - One point for each full month of active service as an E-6. Maximum credit for E-6 is 100 points. ▪ E-7 and above – Two points for each full month of active service as an E-7 or above. Total maximum credit for time as E-6 thru E-9 is 175 points.
End of Course Test(s) Complete	Not applicable for the CWO Appointment Board process.
AD Base Date	Shows date or adjusted date of creditable active duty service.
Time in Service (TIS)	Shows Time In Service computed up to 01 July of the year of the board.
Terminal Eligibility Date (TED DT)	Date used as end date to calculate TIS and TIR (01 July in year of board).
Evaluations	Lists all Enlisted Employee Reviews (EERs) used to create the marks factor. Due to the requirement of a minimal 184-day observation period, it is acceptable and normal for applicants recently promoted to E-7 to go before the board without an E-7 employee review. **See Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2, Chapter 5 for EERs.**
Creditable Awards	Not applicable for CWO Appointment Board. Lists all awards used for SWE computation.
Disqualifying Information	This block has system generated reason(s) regarding ineligibility and CG PSC-OPM-1 remarks regarding eligibility or ineligibility.

8. **PDE VERIFICATION**. CG PSC-OPM-1 will release an ALCGPSC message announcing the CWO Appointment Board with details of verifying and correcting PDEs and the deadline dates for corrections. Corrections to PDEs after the published deadline date will not be accepted for the cycle. Requests for corrections to errors shall be sent via message or email to CG PSC-OPM-1.

Responsible	Action
CG PSC-OPM-1	▪ Make PDEs available to applicants in Direct Access by date stated in ALCGPSC (CWO Appointment Board Timeline Announcement). ▪ Assist candidate/unit/SPO with corrections to PDE.
Applicant	▪ Reviews PDE in Direct Access. ▪ Informs unit/SPO of any discrepancies. ▪ Verifies corrections prior to deadline date. ▪ Prints out final copy and keeps with personal records.
Unit	o Take corrective actions for the following discrepancies: ▪ Missing Employee Reviews ▪ CO's recommendation ▪ Sea duty discrepancies ▪ Time in grade discrepancies o Provide documentation to the SPO for the following PDE corrections: ▪ Sea time correction ▪ TIG/TIS correction ▪ Any corrections requiring SPO action o Send message/email to CG PSC-OPM-1 for the following: ▪ Change of CO's recommendation. ▪ Eligibility waiver requests. ▪ Eligibility status changes.
SPO	o Make corrections in Direct Access as indicated by documentation received from candidate/unit. Notify CG PSC-OPM-1 with any eligibility concerns or inability to correct problems.

9. **PROFILE LETTER DESCRIPTION**. The Profile Letter is a form created by the Direct Access database, which provides each candidate his or her Evaluation Score, Evaluation Pre-board Score, Experience Pre-board Factor (Time in grade E-6 – E-9) and Total Pre-board Score. Below is a list of fields from the Profile Letter and descriptions of each.

Field Name	Description
Name, Perm Unit, and OPFAC	Self - explanatory
Warrant Specialty	Specialty the candidate applied for.
Evaluation Score	Credit based on a calculation of candidate's EERs. This score is based on EERs during the four-year period immediately prior to the 01 January deadline. This score accounts for 60% of the Pre-board score.

Evaluation Pre-board Score	This score is based on: ▪ Summary Performance Evaluation Data ▪ Standard Deviation Marks Factor ▪ Number of candidates for each specialty ▪ If your Evaluation Pre-board Score is a negative number it means that your evaluations are lower than the "average" marks factor for all applicants that applied to that specialty. The candidate would receive a very low or negative number in their Evaluation Pre-board Score. ▪ If your Evaluation Pre-board Score is a low number it probably means that your evaluations are around the "average" marks factor for all applicants that applied to that specialty. The candidate would not receive very many points in the Evaluation Pre-board Score. ▪ If your Evaluation Pre-board Score is high it probably means that your evaluations are above the "average" marks factor for all applicants that applied to that specialty. The candidate received more points because of his/her high evaluations.
Experience Pre-board Factor. Time in pay (TIG) grade E-6 thru E-9	Credit based on calculation of TIG calculated in months as an E-6 and as an E-7 and above. TIG is calculated to 01 July of the year of the CWO Appointment Board. ▪ E-6 - One point for each full month of active service as an E-6. Maximum credit for E-6 is 100 points. ▪ E-7 and above – Two points for each full month of active service as an E-7 or above. Total maximum credit for time as E-6 thru E-9 is 175 points.
Total Pre-board Score	Total of Evaluation Pre-board Score and Experience Pre-board Factor.

10. **PROFILE LETTER VERIFICATION**. Each eligible candidate will receive a Profile Letter from Direct Access. If incorrect data is found due to a system error, which was beyond the member's, unit's or SPO's control to fix, the unit may send a message to CG PSC-OPM-1 requesting a determination and/or correction. The unit may be asked to provide supporting documentation. Requests for corrections to errors shall be sent via message or email to CG PSC-OPM-1.

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

    a. Personally reviewing your record at the Coast Guard Personnel Service Center.

b. Designating another individual to review your record for you (provide CG PSC-adm-3 with a signed letter that lists the name of the individual who will review your record, and the dates the review will take place).

c. Requesting a complete copy of your official record via mail, fax, or e-mailed as a .pdf document to CG PSC-PSD-MR. A simple CG memo will suffice. Fax requests must have a signature on the page and can be sent to (202) 493-1675.

12. **PRE-BOARD ELIGIBILITY LIST**. A list of Primary and Alternate candidates will be released via message on a date established by CG PSC-OPM-1. Applicants should log into Direct Access and verify their final Pre-board scores. The Board will only review the records of all Primary candidates. The Board will only consider an Alternate candidate if a Primary candidate is removed from consideration.

13. **CWO APPOINTMENT OER**. COs shall prepare an Officer Evaluation Report (OER), (CG-5310A, most current version), for all members of their command whose names appear on the Pre-board Eligibility List. Do not use the instructions in Chapter 5 of the OAEP for regular OER submissions. CG PSC-OPM-1 will release a message with instructions for OER preparation. 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. This performance must fall within the period of report CG PSC-OPM provides on their message.

CWO APPOINTMENT BOARD OER SUBMISSION	
BLOCK	**COMMENT**
1.A	Candidate's name.
1.B	Candidate's signature (digital or ink).
1.C	Current date of rank.
1.D	Date reported to current unit.
1.E	Current unit.
1.F	EMPLID
1.G	Current enlisted grade, e.g., E-7, E-8, etc
1.H	Current OPFAC – can be found on block 21 of LES
1.I	Leave blank.
1.J	CG PSC-OPM-1 will establish period of report and announce via message.
1.K	Leave Blank.
1.L	Leave Blank.

1.M	Date submitted.
2	Complete Section 2 with a description of the member's current duties.
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.
12	Leave Blank.

14. **CWO APPOINTMENT RESUME**. Each primary and alternate candidate whose name appears on the Pre-board Eligibility List shall prepare a Resume. Candidates shall use Art 1.D.7 of the OAEP, COMDTINST M1000.3 and the Coast Guard Correspondence Manual COMDTINST M5216.4C 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.

CWO APPOINTMENT BOARD RESUME SUBMISSION	
Paragraph 1	List specialty applying for.
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.

15. **OER AND RESUME PACKAGE**. Both the OER and resume must be submitted together electronically to either of the below:

- Via e-mail to the CWO Appointment Board POC on ALCGPSC

a. Candidates, admin offices, and/or units should ensure the following items are completed prior to mailing candidate packages:

1. Resume has candidate's signature and CO's signature endorsement.
2. OER has been signed by the CO in block 6 and 11.
3. Copy of resume and OER are submitted with package and a copy of each retained for unit file.
4. Ensure candidate receives final copy of OER.

b. Due to the high volume of recommendation files (OERs and Resumes) being submitted, it is extremely difficult to accommodate the many phone calls requesting verification of receipt, therefore CG PSC-OPM-1 will maintain a spreadsheet located on the portal under https://cglink.uscg.mil/a0478685 . Members will need to click on Promotions, Boards and Separations folder and then chose the CWO Appointment Process folder. This spreadsheet will include the date received, the date sent to PSC-PSD-MR, and the date scanned. Members should check often as the spreadsheet will be updated weekly.

16. **CWO APPOINTMENT BOARD**. The Board will meet on the date established by PSC-OPM-1. The Board normally takes two weeks. 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.

17. **WAIVERS**. Except as noted in the OAEP, COMDTINST M1000.3, Art 1.D.2.a.6 and 1.D.2.a.13, waivers of any of the eligibility requirements will not normally be granted.

18. **QUESTIONS**. PSC-OPM-1 is the point of contact for all CWO appointment process questions.

CWO APPOINTMENT PRE-BOARD CHECKLIST

Step	Action	Reference	Date
1	Applicant follows COs policy to compete in CWO Appointment Board by requesting an interview, submitting request through chain, etc.).	ALCGPSC MSG announcing CWO Appointment Board	
2	Applicant meets eligibility requirements.	OAEP, 1.D.2.	
3	CO's Recommendation.	OAEP, 1.D.3	
4	Applicant submits E-Resume via chain of command upon receipt of CO's positive recommendation.	ALCGPSC MSG announcing CWO Appointment Board	
5	CO submits E-Interview (endorsement).	ALCGPSC MSG announcing CWO Appointment Board	
6	Applicant/Command ensures all Employee Evaluation Reviews (EER) have been submitted in Direct Access.	ALCGPSC MSG announcing CWO Appointment Board	
7	Applicant logs into Direct Access and verifies E-Resume/E-Interview submitted correctly.	CWO APPT GUIDE	
8	Applicant verifies PDE and notifies unit of any problems.	CWO APPT GUIDE	
9	Applicant prints out copy of PDE (if correct).	CWO APPT GUIDE	
10	Applicant follows up to ensure corrective action taken for PDE.	CWO APPT GUIDE	
11	Applicant logs into Direct Access and verifies Profile Letter and notifies unit of any problems.	CWO APPT GUIDE	
12	Applicant prints out copy of Profile Letter when scores have been finalized by CG PSC-OPM-1.	CWO APPT GUIDE	
13	Applicant submits Resume to CO if Primary or Alternate candidate.	ALCGPSC MSG Pre-board Eligibility List	
14	CO submits OER for all Primary and Alternate candidates.	ALCGPSC MSG Pre-board Eligibility List	
15	MBR scans and e-mails endorsed Resume and OER to CG PSC-OPM-1 POC by deadline (also retains original of both for unit file).	ALCGPSC MSG Pre-board Eligibility List	

CWO APPOINTMENT ELIGIBILITY CHECKLIST

Step	Action	Reference	Date
1	Applicant must be a citizen of the U.S.	OAEP 1.D.2.a.1	
2	Applicant must start/update NAC in the event that an updated background investigation is needed for initial CWO assignment.	OAEP 1.D.2.a.2	
3	Applicant must be a member of USCG or USCGR, serving on active duty or on extended active duty contract, with at least 8 years total active service in the Armed Forces, with the last four having been in the Coast Guard.	OAEP 1.D.2.a.3 and 1.D.2.a.4	
4	Must have no more than 26 years of service on 1 June of the promotion year.	OAEP 1.D.2.a.5	
5	Must be serving in pay grade E-6 or above.	OAEP 1.D.2.a.6	
6	Applicants serving in pay grade E-6 must have displayed their technical ability by placing in the top 50% on the eligibility list for advancement to E-7 as a result of the SWE administered in May prior to the 01 January deadline. See article for examples.	OAEP 1.D.2.a.7	
6	Applicants scheduled for separation under High Year Tenure or CRISP are not eligible.	OAEP 1.D.2.a.9	
7	Applicants with approved retirements on file are not eligible to apply.	OAEP 1.D.2.a.10	
8	No court-martial, civil conviction, or NJP, and have no unsatisfactory mark in conduct for the three years immediately prior to the 01 January deadline.	OAEP 1.D.2.a.11	
9	Applicant who previously declined appointment or voluntarily elected for removal must wait the two or five year probationary period.	OAEP 1.D.2.a.12 and 1.D.10	
10	Applicants for the boatswain or naval engineering specialties must have completed one year of sea duty in pay grade E-6 or above by the 01 January deadline. See article for more information.	OAEP 1.D.2.a.13	
11	Applicants for AVI, BOSN, ELC, INV, MED, WEPS, ENG, ISM, MLES, and OSS warrant specialties must possess normal color perception. Applicants for INV must also have normal hearing.	OAEP 1.D.2.a.13	
12	CO's Recommendation.	OAEP 1.D.2.a.15 and 1.D.3	