

1.D.12. Appointment Ceremony

The member's commanding officer, or if absent, the executive officer shall preside over an appropriate formal ceremony to appoint the member to the grade of chief warrant officer (W-2) unless the member prefers a private ceremony. The ceremony should include these elements:

- (1) Honor the member's desire for a particular individual to administer the oath, if possible, consistent with the current laws on persons authorized to administer oaths.
 - (2) The family, special guests and shipmates, as desired by the appointee, should be invited to the ceremony.
 - (3) A photographic record of the ceremony should be made and presented to the appointee. Press releases should be made to the appropriate media.
 - (4) After the ceremony, a brief social gathering is recommended for the appointee(s) and guests.
 - (5) If required, transportation within the confines of the military installation should be provided for guests.
-

1.D.13. Scope of Warrant Specialties

1.D.13.a. Aviation Engineering Specialty (AVI)

Warrant officers serving in the specialty of aviation engineering serve two primary roles; Aircraft Maintenance Officers, and Aviation Systems Integration Project Officers. At a minimum, they must meet the requirements of Aircraft Maintenance Officer as described in reference (1), Coast Guard Air Operations Manual, COMDTINST M3710.1 (series). As operational and technical specialists in the field of aircraft maintenance, they serve as aircraft maintenance officers, assistant aviation engineering officers, and Headquarters level aviation system integration projects officers. They formulate and supervise training programs and prepare, maintain, and submit personnel and material records, logs, reports, and accounts. As maintenance officers and assistant aviation engineering officers, they plan, schedule, and control all phases of aircraft maintenance; to include providing technical advice and information concerning capabilities, limitations, and reliability of aircraft power plants, accessories, airframes, avionics, and equipment. In addition, they direct and supervise practices and procedures for service, maintenance, overhaul, repair, inspection, alteration, modification, and adjustment of aircraft power plants, accessories, airframes, avionics, and equipment. As aviation systems project officers, they develop and implement technical solutions to support aviation capability requirements, and resolve emerging aircraft deficiencies to ensure integrated avionics and electronic systems meet FAA and DoD aviation airspace operating regulations, and national policy. They analyze and develop solutions to maintain/modernize legacy avionics and sensors systems, to ensure alignment with the DHS common operation picture (COP)

requirements.

1.D.13.b. Bandmaster Specialty (BNDM)

Warrant officers serving in the specialty of Bandmaster will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel and administrative matters as well as knowledge of military protocol at ceremonial affairs. Refer to Article 1.D.14.c. of this Manual for qualifications for appointment.

1.D.13.c. Boatswain Specialty (BOSN)

Warrant officers serving in the Boatswain Specialty are seamanship specialists in Cutter and Small Boat operations in all Coast Guard mission areas. BOSN Warrant Officers, while at sea, serve as Commanding Officers and Executive Officers on Buoy tenders, Construction Tenders and Patrol Boats. They serve as 1st Lieutenant and Division Head on seagoing Buoy Tenders and Major Cutters. While ashore, BOSN Warrant Officers serve as Commanding Officers, Executive Officer and Operations Officers at Small Boat Stations. They serve in Surfman, Heavy Weather and Tactical Coxswain billets, District and Sector operations and training billets, and are Aids to Navigation and Waterway Management experts. They also serve on Ready-for-Ops (RFO) inspection teams and as CG Auxiliary liaison and Operations Training Officers. BOSN Warrant Officers plan and supervise the preservation of hull, superstructure and spaces on cutters and boats, the maintenance and operation of cargo, buoy handling, anchor and mooring gear, replenishment at Sea operations, the stowage and security of Deck equipment and stores, the maintenance, operation and equipping of small boats, the development and execution of training programs, and the preparation of personnel, materiel and operational records and reports.

1.D.13.d. Criminal Investigator Specialty (INV)

Warrant officers serving in the specialty of Criminal Investigator (INV) will be in highly visible billets with significant interaction with numerous Coast Guard commands, federal, state, local, and international law enforcement, and intelligence agencies. They are operational specialists in criminal investigations, protective service operations, operational intelligence collection, and technical specialists in the use of related law enforcement and operational intelligence collection equipment. They may serve in supervisory positions at the Resident Agent and Regional Office levels of the Coast Guard Investigative Service (CGIS), supervising subordinates in the conduct of criminal investigations, operational intelligence collection, protective service operations, and law enforcement liaison and task force assignments. They conduct, direct, and supervise criminal investigations, protective service operations, and operational intelligence collection; process crime scenes; collect, process, and preserve physical evidence; serve

as subject matter experts regarding violations of the UCMJ and federal statutes applicable to the Coast Guard; testify in civilian and military court; prepare, submit, and maintain criminal investigative and operational intelligence reports; supervise training programs; and prepare, maintain, and submit personnel and operational records and accounts. Many will function in a role with their assigned unit similar to the role of an executive officer of other Coast Guard operational units. Candidates must possess in-depth knowledge and skills associated with the federal criminal justice system, military justice system, police sciences, criminal justice administration, intelligence operations, Coast Guard supply, administration, and personnel matters, as well as knowledge of military protocol at public and ceremonial affairs as part of Protective Service Operations. Refer to Article 1.D.15.c. of this Manual for qualifications for appointment.

1.D.13.e. Electronics Specialty (ELC)

Warrant officers serving in the specialty of electronics are technical specialists in the field of ship and shore, electronic equipment. Electronic equipment is defined as any equipment which transmits or receives intelligence by electrical or electromagnetic means (including landline and sonar equipment). They serve as officers in charge of electronics repair shops and as assistants to electronics officers; instructors in theory and repair of electronic equipment; and as command and staff officers concerning inspections, uses, capabilities, limitations, and reliability of electronic systems and equipment. They plan, direct, and supervise practices and procedures for maintenance and repair of electronic equipment; analyze, solve, and correct electronic operational and maintenance problems; and prepare, maintain, and submit personnel and material records, reports, and accounts.

1.D.13.f. Finance and Supply Specialty (F&S)

Warrant officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply may be subject to certification for finance and supply duties by Commandant (CG-85) or Commandant (CG-83).

1.D.13.g. Information Systems Management (ISM)

Warrant Officers serving in the specialty of information systems management are technical specialists in all areas of information systems and information assurance. They serve in Command, Control, and Communication, Computer and Information Technology (C4IT) positions at headquarters, the C4IT Service Center, other Centers of Excellence

(COE) and a variety of other shore units. They are instrumental in the development and supervision of information systems and the enforcement of all information security policy and computer system requirements. Some of the specific areas of responsibility include hardware development, modification, and implementation of application servers, software releases, network hardware (routers, switches, local and wide area networks, etc.), information systems and data security, regulatory compliance, certification and accreditation activities, and organizational information systems standardization, LANS, WANS and encryption devices. They also organize and supervise personnel working in information systems areas including information systems server system management, exchange server management, network management, telephony system management, information assurance, systems security, and general system support and administration.

1.D.13.h Intelligence Systems Specialist (ISS)

Warrant officers serving in the specialty of Intelligence Systems are experts capable of supporting all disciplines of Coast Guard intelligence, including cryptology and counterintelligence. They are experts in aspects of all intelligence systems and processes, in the administration and handling of classified and sensitive information, and the related legal, privacy, and civil liberty protection provisions applicable to intelligence within the National Intelligence Element and the Law Enforcement Intelligence Program. They organize, plan, and supervise the work of personnel engaged in intelligence collection, analysis, production, dissemination, and related administrative functions.

1.D.13.i. Marine Safety Specialist Deck (MSSD)

MSSDs serving in the marine safety field conduct and supervise personnel in vessel safety and security inspections. Additionally they conduct and supervise marine casualty investigations. MSSDs conduct commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigation officer). MSSDs inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, watertight integrity, structural fire protection, etc. MSSDs also conduct inspections and casualty investigations of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). Marine inspectors conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. They review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSDs perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties, they interface with a broad array of private and public

(local/state/federal/international) members at all levels of the marine industry.

1.D.13.j. Marine Safety Specialist Engineering (MSSE)

MSSEs are called upon to be the subject matter experts for engineering systems. They provide the core technical expertise for marine safety and the engineering mentorship for other non-technical members in the program. MSSEs serving in the marine safety field are engineering specialists whose primary focus is commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigating officer). This focus relies heavily on engineering/technical backgrounds for the inspection and casualty investigation of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). MSSEs review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSEs conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. MSSEs also inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, habitability, watertight integrity, structural fire protection, etc. They perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties they interface with a broad array of private and public (local/state/federal/international) members at all levels of the marine industry.

1.D.13.k. Maritime Law Enforcement and Security (MLES) Specialist

Warrant officers serving in the MLES specialty are experts in all aspects of Coast Guard Law Enforcement (LE) missions. The CWO MLES will serve as experts in enhancing LE and Physical Security readiness and will be the professional in Maritime LE and Physical Security policy, operations and training. The CWO MLES will possess specialized skills, expertise and knowledge in a range of maritime tactical operations in high threat law enforcement and counterterrorist events as well as in security zone, harbor defense and antiterrorism/force protection (AT/FP) missions. The CWO MLES will be an expert in CG Board and Response actions, Advanced Weapons Qualifications, and Physical Security. The CWO MLES will develop, manage and oversee plans, policies and procedure for Physical Security, Force Protection, Police Services, and Critical Infrastructure Protection. The CWO MLES will be supervisors of and in charge of CG Police and Security Force operations.

1.D.13.l. Material Maintenance Specialty (MAT)

Warrant officers serving in the specialty of material maintenance are operational and technical specialists in the fields of repair, maintenance, damage control and fire fighting aboard ship and at shore units. They serve as assistants to engineering and repair officers, as shop superintendents and technical advisors concerning uses, capabilities, limitations, and reliability of ship repair, fire fighting and damage control equipment, and as officer in charge of maintenance and repair detachments ashore. They organize and supervise personnel in ship repair and maintenance activities including electric arc welding, oxyacetylene welding and cutting, woodworking, metal working, boat repairs, damage control, piping and drainage, and NBC warfare defense facilities. They provide technical advice and information concerning use, characteristics, and limitations of building and construction materials; organize and supervise maintenance and repair forces on work involving repairs to buildings, towers, docks, bulkheads, street paving, pipelines including water and sewer lines. They develop and supervise training programs; supervise preparation, maintenance, and submission of personnel and material records and reports; and supervise procurement, stowage, preservation, and utilization practices for repair parts, building materials, and equipment.

1.D.13.m. Medical Administration Specialty (MED)

Warrant officers serving in the specialty of medical administration are experts in the planning, supervision, and coordination of the general administration of health service facilities, ashore and afloat. MED warrant officers: manage the medical/dental readiness of AD and SELRES personnel; maintain various Medical Information System (MIS) databases; oversee the preparation and management of fiduciary control and accountability of designated funds; responsible for the planned acquisition, emergency replacement, and maintenance of equipment and supplies; are liaisons with other local agencies for health care related matters; are experts in developing disaster and pandemic influenza force health protection preparedness plans; organize correspondence, reports, and records and ensure compliance; train subordinates, conduct classes, and instruct enlisted personnel in their duties; manage administrative oversight in the areas of nonfederal health care, contracts, and blanket purchase agreements (BPAs). MED responsibilities include oversight and assurance that local physical examinations and periodic health assessments (PHA) comply with current standards; MEDs function as the reviewing/approving authority for all non-aviation/non-diving physical exams; serve as the Health Insurance Portability and Accountability Act (HIPAA) local Privacy/Security Official. They serve as the Health Risk Assessments (HRA) Administrator for PHA. Additionally, they serve as the medical event report coordinator ensuring timely submission of reports and adherence with applicable instructions and seek opportunities for cost reduction and enhancement to patient care through billet conversions, resource sharing, contracting, etc.

1.D.13.n. Naval Engineering Specialty (ENG)

Warrant officers serving in the specialty of naval engineering are operational and

technical specialists in the field of engineering and in machinery repair. They serve as engineering officers on smaller vessels and as assistants to engineering officers on larger vessels. They also serve as machinery repair officers and as technical advisers regarding the capabilities, limitations, and reliability of engineering equipment. They supervise handling, stowage, and expenditure of fuel oil, boiler, feed water, and potable water; direct and supervise installations; operation, testing, maintenance, and repair of engineering equipment; develop and supervise training programs; prepare, maintain, and submit engineering department personnel and material records and reports; and supervise stowage, preservation, and accounting practices for engineering department stores and repair parts. They shall be proficient in damage control, rigging, first aid, maintenance, and operation of gyrocompasses. They also serve on engineering duty under Industrial Section at Coast Guard bases, and at Naval Engineering Support Units (NESUs).

1.D.13.o. Operations Systems Specialist (OSS)

Warrant officers serving as Operations Systems Specialists are operational and technical specialists in C4IT systems, Sector Operations and Information Security (INFOSEC), and Operations Security (OPSEC). OSS Warrant Officers: Serve as District Security Managers, Command Security Officers and Planning Officers; are experts in C3I systems capabilities, limitations and reliability; organize and supervise personnel at Sector Commands and provide technical advice and information concerning security practices, and advise Commands on the Coast Guard's Common Operating Picture (COP).

1.D.13.p. Personnel Administration Specialty (PERS)

Warrant officers serving in this specialty are technical experts in unit and personnel administration. They are billeted in critical positions at the organizational and unit level in the management and administration of active duty, reserve, civilian, auxiliary and contract personnel. At the organizational level they serve in senior level positions as policy and procedure experts, assignment officers, program managers and force managers. At the unit level they serve as senior advisors to the command cadre, and provide guidance, expertise and supervision to YN as direct supervisors as branch chiefs, department heads and division officers. They insure the necessary flow of information within their units concerning career planning, professional development, and leadership initiatives. They provide individual counseling on career opportunities, incentives, military rights, pay and benefits. Their responsibilities include oversight and coordination of unit administrative and personnel support functions including: pay and benefits; educational services; housing; uniform regulations; morale, well-being and recreation; general mandated training; decedent affairs; military justice; mutual assistance loans; awards; evaluations; personnel and physical security; urinalysis; and the weight program. They also administer federal travel regulations with regards to travel orders, transportation, mandated training, shipment of household goods, and claims investigations and processing. Additionally, they act as Executive Officers of enlisted personnel at large Sectors and PSSU's.

1.D.13.q. Public Information Specialty (INF)

Warrant officers serving in the specialty of public information are specialists in all phases of public information as it applies to the Coast Guard. They serve as public information officers, assistant public information officers, and photographic officers, and provide expertise and supervision to personnel in the photojournalist rating.

1.D.13.r. Weapons Specialty (WEPS)

Warrant officers serving in the Weapons Specialty are operational and technical specialists in gunnery and ordnance. WEPS Warrant Officers act as gunnery and ordnance repair officers; direct and supervise the assembly, installation, operation, testing, maintenance, and repair of ordnance equipment; supervise testing, handling, stowage, preservation, requisitioning, issuing, and accounting practices and procedures for all ammunition and ammunition components; supervise stowage, preservation, security, requisitioning, and accounting practices and procedures for all ordnance equipment and repair parts; develop and supervise training programs; prepare, maintain, and submit ordnance, personnel, material, and operational records, reports, and accounts.

1.D.14. Appointment as Warrant Officer (Bandmaster)

1.D.14.a. Applications

Applications may be solicited from enlisted personnel in the Coast Guard, enlisted personnel from the other Armed Forces, or the civilian sector.

1.D.14.b. Minimum Eligibility Requirements

- (1) Other Armed Forces and Civilian Sector. The eligibility requirements will be specified in the soliciting media.
- (2) Coast Guard Enlisted Personnel. Refer to Article 1.D.2 of this Manual for guidance.
- (3) Bandmaster Specific Qualifications. Must meet the qualifications for warrant specialty (Bandmaster) as outlined below.

1.D.14.c. Qualifications for Warrant Specialty (Bandmaster)

- (1) Technical Qualifications.
 - (a) Produce a musical program by selecting and adapting appropriate musical compositions or by arranging a musical score.
 - (b) Demonstrate the ability to conduct a military band during a public performance.
 - (c) Be knowledgeable of close order military drill and the protocol for both military