

## RESERVE CWO APPOINTMENT APPLICANT E-RESUME GUIDANCE

REFERENCES: (A) CG OFFICERS ACCESSIONS, EVALUATIONS, AND PROMOTIONS MANUAL  
COMDTINST 1000.3

1. AFTER MEETING ALL ELIGIBILITY REQUIREMENTS, YOU MUST OBTAIN A RECOMMENDATION FROM THE COMMANDING OFFICER FOR APPOINTMENT TO CWO. APPLICANTS SHOULD FOLLOW THEIR COS POLICY FOR REQUESTING THE RECOMMENDATION (EX. SCHEDULING AN INTERVIEW WITH THE CO, PROVIDING DOCUMENTATION ATTESTING TO THE APPLICANTS SUITABILITY FOR APPOINTMENT).
2. IN ADDITION TO THE E-RESUME PROCEDURES IN PAR. 10, APPLICANTS SHALL REFER TO ART. 1.D.7.B OF REF A FOR SPECIFIC FORMAT INSTRUCTIONS FOR THE SEPARATE MEMORANDUM CANDIDATE RESUME.
3. IN A CHANGE FROM PREVIOUS YEARS, THE RESERVE RESUME (FORM CG-5481) WILL NO LONGER BE ACCEPTED AS ALL INFORMATION IS CONTAINED IN THE EMPLOYEE SUMMARY SHEET (ESS).
4. BEFORE STARTING THE E-RESUME, IT IS ESSENTIAL THAT THE APPLICANT NOTE THE VACANT POSITION NUMBERS LISTED ON THE CG PSC-RPM SHOPPING LIST (PAR. 1. OF ALCGRSV 005/12) TO INPUT INTO THE E-RESUME.
5. DIRECT ACCESS IS AVAILABLE AT THE FOLLOWING USCG RESERVE WORLDWIDE WEBSITE, ON THE LEFT SIDE UNDER THE MEMBER RESOURCES SECTION [HTTP://WWW.USCG.MIL/RESERVE/](http://www.uscg.mil/reserve/).
6. CREATE A NEW E-RESUME IN DIRECT ACCESS UNDER HOME > SELF SERVICE > EMPLOYEE TASKS > CREATE E-RESUME. THE USER IS NOW POINTED TO THE VIEW JOB POSTINGS SCREEN.
  - A. SELECT WARRANT APPOINTMENT FROM THE POSITION SOURCE PULL-DOWN MENU.
  - B. IN THE JOB FAMILY FIELD, ENTER THE WARRANT SPECIALTY YOU ARE APPLYING FOR (I.E. – BOSN, PERS, ELC).

**NOTE: CANDIDATES APPLYING FOR MARINE SAFETY SPECIALISTS (D OR E) SHOULD TYPE “MSSE” IN THE JOB FAMILY FIELD.**
  - C. 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.
  - D. AFTER THE CORRECT 5 DIGIT JOB CODE IS ENTERED, CLICK THE YELLOW “SEARCH” BUTTON LOCATED AT THE BOTTOM RIGHT OF THE SCREEN.

**NOTE: “203697” FOR MSSE**
  - E. 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. SELECT ONLY ONE SPECIALTY FROM THE JOB BASKET THAT IS WITHIN YOUR APPOINTMENT PATH (PAR. 2 OF ALCGPSC 071/10).

F. AFTER SELECTING YOUR SPECIALTY, CLICK THE 'ADD SELECTED TO JOB BASKET' BUTTON.

G. CLICK "VIEW JOB BASKET"

H. CLICK APPLY FOR JOBS IN BASKET.

I. THIS WILL TAKE APPLICANTS TO THEIR ONLINE RESUME.

J. ENSURE THAT SECTION 2 OF THE ONLINE RESUME HAS AN ACCURATE AND COMPLETE EMAIL ADDRESS, OTHERWISE YOU WILL NOT RECEIVE NOTIFICATION FROM DIRECT ACCESS THAT YOUR E-RESUME WAS PROCESSED.

K. CLICK SECTION 11.

L. E-RESUME TEXT: ENTER PERTINENT COMMENTS IN SECTION 11. THE FOLLOWING STATEMENT MUST BE TYPED IN THE BEGINNING OF YOUR COMMENTS AS FOLLOWS:

(QUOTE) I HAVE MET ALL ELIGIBILITY REQUIREMENTS IAW PERSMAN, ART 1.D.2 AND PARA 4. C. OF ALCGPSC 065/11. I AGREE TO FILL A RC CWO POSITION FOR A MINIMUM OF TWO YEARS. THE POSITION(S) I AM APPLYING FOR ARE AS FOLLOWS: (QUOTE). (LIST THE SPECIFIC VACANT RESERVE CWO POSITIONS BY POSITION NUMBER YOU ARE APPLYING FOR, SEE PARAGRAPH 10A OF ALCGRSV 065/11 FOR VACANT POSITION INFORMATION)

M. USE THIS TEXT SECTION TO BRIEFLY, REPEAT BRIEFLY STATE SPECIAL SKILLS, OR OTHER INFORMATION THAT YOU AS AN APPLICANT WANT THE APPOINTMENT BOARD TO KNOW. ENTER TEXT BY TYPING DIRECTLY INTO THE E-RESUME TEXT WINDOW. DO NOT REPEAT DO NOT USE THE CG ADOBE FORMATTED RESERVE RESUME IN THIS E-RESUME PROCESS. DO NOT REPEAT DO NOT PASTE RESUMES OR CORRESPONDENCE FROM OTHER WORD PROCESSING APPLICATIONS INTO THE E-RESUME TEXT WINDOW.

N. AFTER COMPLETING SECTION 11, HIT THE NEXT BUTTON. THIS TAKES THE USER TO SECTION 12, PREFERENCES. ENTER THE ENDORSERS EMPLID IN THE BLOCK PROVIDED. THE FINAL ENDORSER ON THE E-RESUME IS ONLY YOUR COMMANDING OFFICER.

O. BELOW THE ENDORSER BLOCK ARE ITEMS FROM THE JOB BASKET. CLICK THE YELLOW ADD ARROW BY YOUR RESERVE SPECIALTY CWO APPOINTMENT POSITION. THIS MOVES THE DESIRED POSITION TO THE RIGHT OF THE PREFERENCE SCREEN. CLICK THE NEXT BUTTON AND THEN THE SUBMIT BUTTON.

7. TO EXIT, PRESS THE SIGN OUT LINK LOCATED AT THE TOP OF THE PAGE.