

**RESERVE CWO APPOINTMENT
COMMANDING OFFICER
E-RESUME GUIDANCE**

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

CO ENDORSEMENT AND E-INTERVIEW:

A. THE FINAL ELIGIBILITY STEP IN THE RC CWO APPOINTMENT PROCESS IS OBTAINING THE COMMANDING OFFICERS RECOMMENDATION. THE RECOMMENDATION AFFIRMS THE APPLICANTS MORAL, PHYSICAL, AND PROFESSIONAL QUALIFICATIONS FOR APPOINTMENT TO CWO TO INCLUDE A REVIEW OF THE APPLICANTS UNIT AND/OR SPO PDR AS DISCUSSED IN ART.1.D.3 OF REF A. THE COS RECOMMENDATION IS COMPLETED THROUGH THE E-INTERVIEW (CO ENDORSEMENT TO THE E-RESUME) IN DIRECT ACCESS.

B. COS MUST INPUT THEIR RECOMMENDATIONS THROUGH THE E-INTERVIEW PORTION OF DIRECT ACCESS. FOLLOW THE SPECIFIC COMMANDING OFFICER E-RESUME GUIDANCE BELOW.

C. FOLLOWING COMPLETION OF THE E-INTERVIEW USE ART. 1.D.7 OF REF A FOR SPECIFIC INSTRUCTIONS ON COMPLETING THE RECOMMENDATION FILE OER. USE OER, LEVEL I (CG-5310A, REV 02-09) WITH A PERIOD ENDING DATE OF 29 FEB 12. THE LEVEL I OER IS AVAILABLE AT CGPC-RPM WEBPAGE, CHIEF WARRANT OFFICER SECTION:
[HTTP://WWW.USCG.MIL/PSC/RPM/CWO/](http://www.uscg.mil/psc/rpm/cwo/).

D. COS MUST LIMIT THEIR COMMENTS SPECIFICALLY TO WHETHER THE APPLICANT MEETS OR DOES NOT MEET ELIGIBILITY CRITERIA, AND WHETHER THE APPLICANT IS OR IS NOT RECOMMENDED FOR APPOINTMENT.

(1) LOG INTO DIRECT ACCESS AND CLICK ON VIEW WORKLIST SHORTCUT AT THE TOP RIGHT OF THE SCREEN.

(2) CLICK ON THE APPLICANTS NAME TO ACCESS THE E-INTERVIEW.

(3) ONCE YOU HAVE ACCESSED THE APPLICANTS E-RESUME, CLICK ON THE DROP DOWN ARROWS TO MAKE A RECOMMENDATION AND RATE THE APPLICANTS QUALIFICATION FOR CWO APPOINTMENT. TO RECOMMEND THE APPLICANT FOR RC CWO APPOINTMENT, SELECT: MAKE OFFER: IN THE DROP DOWN FIELD.

(4) CLICK ON THE COMMENTS LINK AND ENTER COMMENTS. **CO'S MAY ONLY ENTER: "ELIGIBLE AND RECOMMENDED FOR APPOINTMENT TO RC CWO" OR "NOT ELIGIBLE AND NOT RECOMMENDED FOR APPOINTMENT TO RC CWO."**

IF THE APPLICANT IS RECOMMENDED FOR RC CWO APPOINTMENT THEN CLICK THE RETURN BUTTON AFTER ENTERING COMMENTS.

(5) 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.**

NOTE :IAW 1.D.2.A.15 OF REF A, ONLY COMMANDING OFFICERS ARE AUTHORIZED TO SUBMIT THE FINAL ENDORSEMENT.

(6) IF YOU ARE NOT THE FINAL ENDORSER, CLICK THE SUBMIT BUTTON. THIS WILL BRING YOU BACK TO YOUR WORKLIST WHERE YOU CAN REASSIGN THE E-RESUME.

(7) IF YOU ARE THE FINAL ENDORSER **(COMMANDING OFFICER)** AND YOU HAVE MARKED ALL FINAL BUTTON IN STEP (5) ABOVE YOU CAN CLICK THE MARKED WORKED BUTTON AND IT WILL REMOVE THE E-RESUME FROM YOUR WORKLIST.