

RESERVE CWO APPOINTMENT
APPLICANT E-RESUME GUIDANCE

REFERENCES: (A) CG PERSMAN

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 OF REF A FOR SPECIFIC FORMAT INSTRUCTIONS FOR THE SEPARATE MEMORANDUM CANDIDATE RESUME.

3. APPLICANTS FOR RESERVE CWO APPOINTMENT ARE ALSO HIGHLY ENCOURAGED TO SUBMIT A RESERVE RESUME, FORM CG-5481, REV. 06-04 OR LATER VERSIONS. FORM CG-5481 IS AVAILABLE ON THE CG PSC-RPM WEBSITE AT [HTTP://WWW.USCG.MIL/PSC/RPM/PAPER](http://www.uscg.mil/psc/rpm/paper).

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. 10A. OF ALCGPSC **xxx/09**) 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/).

A. 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.

(1) SELECT WARRANT APPOINTMENT FROM THE POSITION SOURCE PULL-DOWN MENU.

(2) IN THE JOB FAMILY FIELD, LEAVE THE FIELD BLANK. IF THERE IS TEXT THAT IS AUTOMATICALLY IN THE FIELD, DELETE IT.

(3) IN THE KEYWORDS FIELD, TYPE IN THE WORD RESERVE.

(4) PRESS THE YELLOW SEARCH BUTTON LOCATED AT THE BOTTOM RIGHT OF THE SCREEN.

(5) SELECT SPECIALTY BY CHECKING THE JOB BASKET CHECKBOX. SELECT ONLY ONE SPECIALTY FROM THE JOB BASKET THAT IS WITHIN YOUR APPOINTMENT PATH (PAR. 2 OF ALCGPSC **xxx/09**). AFTER SELECTING YOUR SPECIALTY, CLICK THE ADD SELECTED TO JOB BASKET BUTTON.

(6) CLICK VIEW JOB BASKET THEN CLICK APPLY FOR JOBS IN BASKET. THIS TAKES THE USER TO THE ONLINE RESUME. ENSURE THAT SECTION 2 OF THE ONLINE RESUME HAS AN ACCURATE AND COMPLETE EMAIL ADDRESS, OTHERWISE YOU WILL NOT RECEIVE NOTIFICATION THAT YOUR E-RESUME WAS PROCESSED. CONTINUE THROUGH THE E-RESUME. THE NEXT PARAGRAPH WILL FURTHER DETAIL THE REQUIREMENTS FOR SECTION 11.

(7) 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 ALCGPSC XXX/09. 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 12A OF ALCGPSC XXX/09 FOR VACANT POSITION INFORMATION)

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 CORESPONDENCE FROM OTHER WORD PROCESSING APPLICATIONS INTO THE E-RESUME TEXT WINDOW.**

(8) 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.**

(9) 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.

(10) TO EXIT, PRESS THE SIGN OUT LINK LOCATED AT THE TOP OF THE PAGE.