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ALCGPSC 002/17

SUBJ: PY17 ACTIVE DUTY CWO APPOINTMENT BOARD PERSONAL
DATA EXTRACTS AND PROFILE LETTERS

A. ALCGPSC 122/16

B. ACTIVE DUTY CWO APPOINTMENT GUIDE

1. Personal Data Extracts (PDE): In accordance with Ref A, PDEs are available for viewing in Direct Access (DA) for 2017 Active Duty CWO Appointment Board applicants. Applicants are responsible for ensuring the accuracy of the information contained within the PDE. Para 7 of Ref B provides the PDE description and can be found at the following link: <http://cglink.uscg.mil/f3e76e2b>.

2. Applicants unable to view their PDE may not have submitted their Panel Application properly and should notify their Commanding Officer, SPO, and PSC-OPM-1 immediately so that prompt corrective action can be taken to ensure consideration in this cycle. Upon verification of eligibility, PSC-OPM-1 will provide the PDE to the member in DA.

3. Eligible reserve members competing in the 2017 active duty CWO appointment process should be aware that only active duty time is creditable. As a result, the time in service calculation listed on the PDE is often inaccurate. Eligible reserve members must email an up-to-date statement of creditable service to PSC-OPM-1 via the address listed in para 7 by 17 JAN 2017 so that the time in service calculation can be manually adjusted.

4. In all cases, candidates are responsible for ensuring their PDEs are correct and should report any discrepancies to the chain of command and SPO. 22 JAN 2017 is the deadline for corrective PDE action.

5. Profile Letters: On 27 JAN 2017, profile letters will be available for viewing in DA. Para 9 of Ref B provides the profile letter description. The initial preboard score will fluctuate until preboard scores are finalized on 1 FEB 2017.

6. Preboard Eligibility List: The preboard eligibility list consisting of those applicants whose scores qualify them as primary or alternate candidates will be generated and published via ALCGPSC on 8 FEB 2017.

7. The subject line of any correspondence addressed to PSC-OPM-1 relating to the CWO Appointment Board must read "2017 Active Duty CWO Appointment Board." E-mail communication via ARL-PF-CGPSC-OPM-1-BOARDS global e-mail address is preferred.

8. The POC for the CWO Appointment Board is CWO Jennifer Bell and LCDR Brian Whisler at Jennifer.K.Bell@uscg.mil and Brian.R.Whisler@uscg.mil.

9. Released by: RDML M. T. Bell Jr., Commander, Personnel Service Center, sends. The Service Center for Our Most Important Resource - Our People.

10. Internet release is authorized.