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ALCGPSC 023/17

SUBJ: PY17 ADPL CWO APPOINTMENT BOARD UPDATED GUIDANCE ON PREPARING THE OER AND RESUME FOR PRIMARY AND ALTERNATE CANDIDATES

A. ALCGPSC 122/16

B. ACTIVE DUTY CWO APPOINTMENT GUIDE

C. ALCGPSC 150/16

D. OFFICER ACCESSIONS, EVALUATIONS, AND PROMOTIONS, COMDTINST M1000.3(series)

E. CG CORRESPONDENCE MANUAL, COMDTINST M5216.4C, CHAPTER 2

1. Per Ref A, the PY17 ADPL CWO Appointment Board will convene 3 APR 2017. On or about 8 FEB 2017, CG PSC will publish the pre-board eligibility list consisting of those applicants whose 1 FEB 2017 pre-board scores qualify them as primary or alternate candidates for the CWO Appointment Board. The OER and resume are due at PSC-OPM-1 NLT 1 MAR 2017 for all primary and alternate candidates. OERs and resumes will NOT be accepted after the published deadline.

2. The current Commanding Officer is responsible for preparing the OER for each primary and alternate candidate appearing on the pre-board eligibility list.

3. Paragraphs 12-14 of Ref B and Article 1.D.7 of Ref D address OER and resume preparation. Ref B supersedes Ch 5 of Ref D and is available along with another supporting document, "Advice on OERs and Resumes", at the PSC webpage: <http://www.uscg.mil/OPM/OPM1/OPM-1boards.asp>. Applicants shall use the new W2 OER form CG-5310A(01/17) per Ref C, which is available on the CG Intranet: <https://cglink.uscg.mil/49378e52> or Internet: <http://www.uscg.mil/forms/default.asp>.

4. OER SUBMISSION:

The following guidance is provided with respect to the OER. If you recently transferred, received orders to an out-of-rate assignment, or are in an advanced education program, you are encouraged to have your current Commanding Officer or applicable Program Manager contact your prior command for supporting input. Notably, all OER input must document performance within the period of report set forth in paragraph 4.b below. Previous Commanding Officers who desire to provide input may also forward an Administrative Remarks Form CG-3307 in accordance with 1.D.7.b of Ref D, documenting the candidate's potential to serve successfully as a CWO. The Administrative Remarks form shall be submitted directly to PSC-BOPS-MR IAW with paragraph 4.g below.

a. OER Section 1.c. (Period of Report) shall not exceed one year and must have a period of report that ends on 28 FEB 2017 (e.g., 01MAR2016 to 28FEB2017).

b. Section 2 (Description of Duties) requires an entry on the primary duty line, PAL position description, and a description of the member's current duties. Combined performance observations for recently transferred members should be clear to the reader (e.g., Chief on board CGC VENTUROUS for 100 days, XPO at CG STA Fort Pierce for 200 days). See paragraph 12 of Ref B for format.

c. Section 4 (Supervisor Authentication) and Section 5.e.-i. (Reporting Officer Authentication) shall be signed by the Commanding Officer. See paragraph 13 of Ref B for guidance on who may prepare and sign the OER as the Commanding Officer.

d. Section 5.d. (Reporting Officer Comments) should specifically address the candidate's potential to perform satisfactorily as a CWO in the specialty for which applying. The scope of responsibilities in each specialty can be found in Chapter 1.D.13 of Ref D.

e. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission.

f. No attachments to the OER are allowed. Authorized documents such as awards should be submitted directly to PSC-BOPS-MR (Military Records Branch) for inclusion in the member's EI-PDR. Subject line of all submissions to PSC-BOPS-MR should read "URGENT BOARD MATERIAL".

g. Section 7 (Reported-On Officer Signature): Candidates must sign (electronic signature preferred) the OER.

5. DUTY UNDER INSTRUCTION (DUINS) OER SUBMISSION:

Candidates who are currently in an advanced education program are permitted to submit a DUINS OER. Candidates and commands shall follow the guidance listed in paragraph 3 with the following exceptions:

a. Section 2 (Description of Duties): Identify the school and its location (e.g., Primary Duty: DUINS - George Washington University, Washington, D.C.), program or degree sought or earned, and expected date of completion.

b. Section 3 (Comments): As applicable, list course titles, grades, and grade point averages (both term and cumulative) for each semester covered by the OER period of report.

c. Section 10 (Potential): Completion is optional. If used, the remarks should address the member's potential to serve as a chief warrant officer.

d. Do not attach transcripts or diplomas.

6. RESUME SUBMISSION:

Using Ref B and Ref E for guidance, all primary and alternate candidates appearing on the pre-board eligibility list shall submit a resume in CG memo format via the chain of command. The "To" line shall read, "To: President, CWO Appointment Board." No enclosures to the resume (other than the OER) are permitted. The resume is limited to a maximum of two pages, single-sided, single-spaced, 12 point text in Times New Roman font. The resume shall be in the format specified in paragraph 13 of Ref B.

7. The following items must be completed prior to submitting final packages:

a. OER has been signed either electronically (preferred) or by hand by the commanding officer.

b. Resume has candidate's signature and a commanding officer's signature endorsement on the "Thru" line (no second page endorsements are permitted).

c. Ensure candidate receives a final copy of OER for his or her records.

8. FINAL PACKAGE SUBMISSION DEADLINE:

Final packages must be received by PSC OPM-1 NLT 1 MAR 2017. Late packages will not be accepted unless operational or extenuating circumstances prevent timely submission. In these rare circumstances, commands shall notify CWO Jennifer Bell at Jennifer.K.Bell@uscg.mil immediately to work out an alternate submission schedule. Do not notify PSC-OPM-1 after the deadline has passed, as final packages received late will not be accepted under any circumstances.

9. FINAL PACKAGE SUBMISSION GUIDANCE:

Final packages shall be scanned and emailed to PSC-OPM-1 via ARL-PF-CGPSC-OPM-1-BOARDS global e-mail address with subject line "Active Duty CWO Appointment Board". Candidates or their representatives can confirm final package receipt via the spreadsheet (updated weekly) on the CG portal at <https://cglink.uscg.mil/a0478685>.

10. POCs for commanding officers and command representatives are CWO Jennifer Bell and LCDR Brian Whisler, contact by e-mail at Jennifer.K.Bell@uscg.mil and Brian.R.Whisler@uscg.mil.

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

Our People.
12. Internet release is authorized.