

PY16\_CWO\_Appoint\_Timeline\_Msg

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ALCGPSC 118/15

SUBJ: PY16 ADPL CWO APPOINTMENT BOARD TIMELINES

A. PY16 Schedule of Officer Personnel Boards and Panels, PSCNOTE 1401

B. Active Duty CWO Appointment Guide

C. Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

D. COMDT COGARD WASHINGTON DC 071248Z OCT 13, ALCOAST 434/13

E. COMDT COGARD WASHINGTON DC 311829Z JAN 14, ALCOAST 037/14

F. Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2

G. Performance, Training, and Education Manual, COMDTINST M1500.10C

1. This message announces the schedule and requirements for the PY16 CWO Appointment Board. Per Ref A, the CWO Appointment Board will convene on 4 APR 2016. Members are only allowed to compete for one specialty. It is imperative candidates read this entire message thoroughly, use the above references to assist with application requirements, and meet all specified deadlines. The E-resume and E-interview deadlines have been adjusted this cycle due to a scheduled Service-wide Direct Access Tech Refresh initiative, and PSC's impending move, so applicants are reminded to pay particular attention to the revised deadlines outlined in para 10 below.

2. Ref B was created by PSC to provide guidance and outline procedures on the CWO appointment process. Applicants, units, and servicing personnel offices (SPOs) should use this guide and its checklists to ensure eligibility requirements are met and Direct Access functions (i.e., E-resume/E-interview submission, etc.) are submitted correctly and on time. Ref B is available at the following link:

<http://www.uscg.mil/opm/Opm1/opm-1Boards.asp>

3. The following is the normal path for all enlisted ratings to CWO specialties:

ENLISTED RATING	CWO SPECIALTY
AET/AMT	Aviation Engineering (AVI)
AST	Marine Safety Specialist Deck (MSSD)
BM	Boatswain (BOSN)
DC	Material Maintenance (MAT)
	Marine Safety Specialist ENG (MSSE)
DV	Dive (DIV)
EM	Marine Safety Specialist ENG (MSSE)
	Naval Engineering (ENG)
ET	Electronics (ELC)
FS	Finance and Supply (F&S)
GM	Weapons (WEPS)
HS	Medical Administration (MED)
IS	Intelligence Systems Specialist (ISS)
IT	Information Systems Mgmt (ISM)
ME	Maritime Law Enforcement and Security Specialist (MLES)
MK	Marine Safety Specialist ENG (MSSE)
	Naval Engineering (ENG)
MST	Marine Safety Specialist Deck (MSSD)
	Marine Safety Specialist Response (MSSR)
OS	Operations Systems Specialist (OSS)
PA	Public Information (INF)
SK	Finance and Supply (F&S)
Special Agents	Criminal Investigator (INV) (Note 1)
YN	Personnel Administration (PERS)

(NOTE 1) Special agents applying to the INV specialty shall

follow the eligibility requirements outlined in Article 1. D. 15 of Ref C and meet deadlines published below.

4. General Eligibility: Members must be on active duty to apply. Title 10 and SELRES members are not eligible to apply. All members must meet the minimum eligibility requirements outlined in Article 1. D. 2 of Ref C, and Commanding Officers shall confirm compliance with these requirements before positively endorsing an applicant for this highly competitive program. These requirements will not be waived. In addition to meeting all minimum eligibility requirements, it is imperative that members and commands are familiar with and adhere to the following policies:

a. Maximum Active Service: Members cannot have more than 26 years of active duty service as of 1 JUN 2017.

b. High Year Tenure (HYT): Members who are candidates for the High Year Tenure program are not eligible to apply if their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List (1 JUN 2017).

c. Career Retention Screening Panel (CRSP): If a CRSP or similar panel is held in 2016, amplifying information for members regarding the impacts to the PY16 CWO Appointment Board application process, Preboard Eligibility List, and Final Eligibility List will be promulgated SEPCOR.

5. MSSR Eligibility Criteria: Ref E announced the Commandant's decision to establish the MSSR specialty. In order to compete for appointment to MSSR, applicants must be Marine Science Technicians (MST). All applicants, in addition to the minimum eligibility requirements outlined in Article 1. D. 2 of Ref C, must meet the following eligibility requirements (waivers will not be considered):

a. Applicant must possess one of the following qualifications: FOSCR or NSF Response Supervisor.

b. Applicants must possess, at the minimum, Type III Operations Section Chief or Type III Planning Section Chief qualification. Higher level qualifications are accepted.

c. MSSR POC: Any program-specific questions concerning the MSSR specialty should be directed to LCDR Frank Kulesa (202)372-2260 or CW04 Gary Strebe, (202)372-1241.

6. DIV Eligibility: Ref E announced the Commandant's decision to establish the DIV specialty. In order to compete for appointment to DIV, applicants must be enlisted personnel in the grade of E-7 and above, hold a qualification as First Class Diver (competency code OPSDC) and Air Diving Supervisor (competency code AIRDVSUP), and meet the minimum eligibility requirements outlined in Article 1. D. 2 of Ref C (with the exception of Article 1. D. 2. A. 7). All applicants must have a current and passing diver physical exam and diver physical fitness test on file as of 11 DEC 2015. Members with a documented and temporary medical condition that precludes them from being able to pass the physical fitness test may request a waiver. Waiver requests shall be submitted to the Diving Program Manager in COMDT (CG-721). Completion of the physical exam, fitness test, and required competencies shall be confirmed by member's command prior to awarding his or her endorsement.

DIV POC: Any program-specific questions concerning the DIV specialty should be directed to Mr. Ken Anderson, (202)372-1294.

7. Exceptions: Color perception and hearing requirements are outlined in Article 1. D. 2. A. 14 of Ref C. It should be noted that waivers of these specific requirements will not be granted.

However, the following two exceptions do apply with respect to color perception:

a. IT or OS enlisted personnel without normal color vision who were previously grandfathered into their respective ratings

or were selected from other ratings by a panel to lateral to IT or OS.

b. MK enlisted personnel who entered the MK rating, whether MK A-school or striker program, prior to 1 OCT 2001.

8. After reviewing and ensuring compliance with all of the eligibility requirements outlined in Article 1.D.2 of Ref D, applicants shall:

a. All applicants: Submit an E-resume via their Commanding Officer to obtain a recommendation for appointment to CWO.

b. Prior service or eligible reserve applicants: Pay particular attention to the time in grade (TIG) listed on the Personnel Data Extract (PDE) and profile letter. Direct Access cannot distinguish between active duty time and reserve time, leading it to overstate all TIG for members with reserve time. Only active duty time may be counted towards TIG, which may require manual calculation and adjustment for some members. If you think your TIG needs to be adjusted, notify your SPO to complete a statement of creditable service (SOCS).

c. BOSN and ENG applicants: The CWO appointment PDE only lists whether the applicant is sea duty qualified or not. The calculated sea time has been removed from the CWO PDE. The sea time used to determine eligibility does not include creditable sea time while TDY and sea time at TACLET, LEDETS, etc. This time will have to be manually calculated to ensure applicants' eligibility for these specific specialties. Applicants who believe their sea time eligibility is incorrect and needs to be adjusted should notify their SPO and inform the PSC-OPM-1 POCs listed in para 17.

NOTE: Sea time does not affect pre-board score. Sea time is solely used to establish eligibility to compete in either BOSN or ENG chief warrant officer specialty.

9. The Commanding Officer's recommendation is the most important step in the CWO appointment process, as the recommendation assists the Service in affirming the candidate's mental, moral, physical, and professional qualifications for appointment to chief warrant officer. The Commanding Officer's recommendation shall take into consideration the totality of the applicant's career, not just the time observed while assigned to his or her unit. Only the Commanding Officer's endorsement is authorized. An Officer-in-Charge shall forward the E-resume up the chain of command for appropriate command approval. The Commanding Officer shall:

a. Ensure the applicant's compliance with all eligibility requirements outlined in Article 1.D.2 of Ref C.

b. Review Article 1.D.3 of Ref C to ensure members' suitability for appointment, including past performance and historical documentation while assigned to other units. Potentially disqualifying behavior includes, but is not limited to, non-adherence to core values: substance and/or alcohol abuse, misconduct (civil and military), domestic violence, financial irresponsibility, sexual harassment or discrimination, or other related disciplinary issues.

c. Review the applicant's unit and/or SPO personnel data record.

d. Positively or negatively recommend the applicant for appointment to chief warrant officer via endorsement of the E-resume. Lengthy recommendations are not required or desired. Positive recommendations should simply state 'eligible and recommended,' and negative recommendations should state 'not recommended.'

10. Deadlines:

a. 11 DEC 2015: Applicants complete all eligibility requirements as outlined in Ref C, including the Commanding

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Officer's recommendation. Members must take measures to ensure that they have coordinated the interview, screening process, and have submitted their E-resume for approval to their command prior to 11 DEC in order to meet this deadline.

b. 11 DEC 2015: Command submission of Enlisted Employee Review (EER) in Direct Access (Note 1) and submission of E-resume and E-interview in Direct Access (Note 2).

Note 1: This ensures the EER is available for computation of the evaluation pre-board factor. Members and commands are reminded that due to the requirement of a minimal 184-day observation period, it is acceptable for applicants recently promoted to E-7 to go before the board without an E-7 EER (see Art 5.E.2 of Ref F).

Note 2: Applicants should pay extra attention to para 4 of Ref B for instructions on completing the E-resume. Failure to apply for correct positions may result in loss of eligibility.

c. 14 DEC 2015: PSC-OPM-1 compiles a list from Direct Access of all applicants that have submitted E-resumes and approved E-interviews (not published via message).

d. 6 JAN 2016: Applicants log on to Direct Access and view/validate their PDE.

Note: To access PDE: From the main DA screen, under the Employee pagelet, click 'View' then 'Warrant PDE'. Members unable to view their PDE may not have submitted their E-resume properly and should immediately notify their Commanding Officer, SPO, and PSC-OPM-1 so that prompt corrective action can be taken to ensure consideration in the cycle.

e. 22 JAN 2016: All corrections made to PDE.

f. 29 JAN 2016: Members can log into Direct Access and view their profile letter.

Note: To view profile letter: From the main DA screen, under the Employee pagelet, click 'View' then 'Warrant Profile Letter'. The pre-board score is a live number and will continually change as candidate information is changed or corrected. The score used for the pre-board eligibility list will be finalized on 3 FEB 2016.

g. 10 FEB 2016: PSC will publish the pre-board eligibility list via ALCGPSC. This list consists of those applicants whose pre-board scores as of the 3 FEB 2016 deadline qualify them as primary or alternate candidates.

h. 4 MAR 2016: Recommendation Files (OERs) and Resumes due to PSC-OPM-1 for all primary and alternate candidates as published in the pre-board eligibility list. Candidates shall strictly follow the procedures outlined in Article 1.D.7 of Ref C for preparation and distribution of these core documents, including appropriate formatting and content.

NOTE: Recommendation files are not to be mailed. Candidates shall scan and email to PSC-OPM-1 via ARL-PF-CGPSC-OPM-1-BOARDS global e-mail address.

i. 4 APR 2016: CWO Appointment Board convenes.

11. In order to maintain fairness to all candidates in this highly competitive process, there will be no exceptions or waivers of the published deadlines listed above, except for the extenuating circumstances listed below in para 13. Applicants seeking this unique opportunity to join the commissioned officer corps bear the responsibility for completing this process, as well as working closely with their commands and SPOs to identify and correct any errors before submitting final packages.

12. Applicants who are tour-complete in AY 2016 must pay particular attention to the CWO appointment E-resume process. Applicants who wish to submit an E-resume for the CWO Appointment Board shall log into Direct Access as outlined in para 4 of Ref B.

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NOTE: Only one E-resume can be completed each day. All Direct Access questions should be directed to the PSC-OPM-1 POC listed in para 17.

13. Units or afloat commands with limited or no access to Direct Access who are unable to comply with any of the above listed requirements or deadlines should notify the CG PSC-OPM-1 POC as soon as possible to work out an alternate solution.

14. The subject line of any email relating to the 2016 CWO Appointment Board shall read "PY16 ACTIVE DUTY CWO APPOINTMENT BOARD".

15. The content of personnel records is the responsibility of the member. Candidates should review para 10 of Ref B for PSC Electronically Imaged Personnel Data Record (EI-PDR) guidance. Direct Access and the EI-PDR are two different systems and may not match. The contents of Direct Access do not contain actual imaged documents, such as award citations and college transcripts. It is extremely important that candidates ensure the imaged content of the EI-PDR is correct and up-to-date. Procedures for obtaining a copy of an official record can be found at: <http://www.uscg.mil/psd/mr/>.

16. Members who have education, training, professional certifications and licenses, and other information are encouraged to complete a CG-4082 in accordance with Ref G. The CG-4082 form must include a commanding officer's signature to be entered into your EI-PDR. Completed CG-4082 forms should be submitted to PSC-PSD-MR.

17. PSC-OPM-1 POCs: CWO Luke Strittmatter and YNC Jeremy Hann. Preferred method of communication is email to: [Luke.P.Strittmatter@uscg.mil](mailto:Luke.P.Strittmatter@uscg.mil) and [Jeremy.E.Hann@uscg.mil](mailto:Jeremy.E.Hann@uscg.mil).

18. Released by: RDML W. G. Kelly, Commander, Personnel Service Center. The Service Center for Our Most Important Resource – Our People.

19. Internet release is authorized.