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FM COMCOGARD PSC WASHINGTON DC
TO ALCGRSV
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ALCGRSV 006/25

SUBJ: PY25 RESERVE CHIEF WARRANT OFFICER (CWO) APPOINTMENT BOARD TIMELINES

A. PY25 Schedule of Officer Personnel Boards and Panels, CG PSCNOTE 1401

B. Appointing Warrant Officers, COMDTINST M1420.1 (series)

C. Reserve Policy Manual, COMDTINST M1001.28 (series)

D. Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)

E. Coast Guard Military Human Resource Record (CGMHRR) System,
COMDTINST 1080.10 (series)

1. This message announces the PY25 Reserve CWO Appointment Board per reference (A), scheduled to convene on 7 April 2025, and provides amplifying guidance to assist interested members and their commands prepare for the application process. Those members interested in pursuing a CWO appointment should familiarize themselves with the contents of this message along with the application and appointment requirements outlined in references (B) and (C). Due to limited reserve drill periods, applicants are highly encouraged to begin working with their commands to start preparing their candidate resume and OER input now in anticipation of the deadlines noted in this announcement.

2. The normal path for reserve enlisted ratings to CWO specialties is illustrated in Table 3-1 of reference (B). Reservists applying for the Criminal Investigator (INV) specialty shall follow the deadlines listed below and the specific eligibility requirements listed in Article 3.H.6 of reference (B).

3. Members shall only compete for one specialty. The scope of each CWO specialty is outlined in Chapter 12 of reference (B).

4. Eligibility requirements:

a. Applicants must meet all eligibility requirements of Chapter 3 of reference (B), as applicable.

b. Must have no more than 26 years of total qualifying service on 1 June 2025. Note: Years of service is based upon a member's pay base date (PBD) as listed in Direct Access. If a member believes their PBD is incorrect, they should request a Statement of Creditable Service (SOCS) through their unit's servicing administrative (admin) office. More information regarding the SOCS process can be found at the following website: <https://www.dcms.uscg.mil/ppc/adv/>. Years of service should not be confused with the Total Qualifying Years of Service (TQS) eligible towards a reserve retirement.

c. The reserve component does not use a pre-scoring system for candidates outlined in Chapter 4 of reference (B). Personnel Data Extracts (PDE) and a pre-board eligibility list will not be available.

5. Applicants, if selected, must agree to transfer to a vacant, or projected vacant SELRES CWO Position for a minimum of two years from the appointment effective date. Selectees who fail to complete the initial two-year SELRES CWO Assignment commitment shall be assigned to the Individual Ready Reserve (IRR) for the balance of their initial two-year

commitment. CWOs who complete their initial two-year commitment while assigned to the IRR may re-compete during the next Assignment Year (AY) for vacant SELRES CWO positions.

6. Since appointment is based upon SELRES CWO PAL vacancies, members must be in the Ready Reserve (SELRES/IRR) on the date of appointment. Members on Title 10, Active Duty for Operational Support (ADOS), or Extended Active Duty (EAD) must be released from Active Duty prior to appointment. Appointees shall serve in the assigned SELRES CWO position for a minimum of two years before pursuing voluntary Active Duty of any type (ADOS or EAD) other than at the member's own SELRES unit.

7. Applicants for a reserve CWO appointment are required to submit a command-endorsed panel submission in Direct Access. In addition, applicants will submit a CWO appointment Officer Evaluation Report (OER) and Resume in accordance with reference (B). Applicants must follow the guidance outlined in reference (B) and in the Reserve Component Chief Warrant Officer (RC-CWO) Appointment Guide which is posted on the following websites:

- a. Internet: https://www.dcms.uscg.mil/RPM-1/Boards_And_Panels/
- b. SharePoint: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-rpm/RPM1/SitePages/Boards-&Panels.aspx

8. The following policies outlined in reference (c) apply to those selectees who decline appointment or fail to report as ordered:

- a. Selectees who decline a CWO appointment and follow-on SELRES assignment to a position located within Reasonable Commuting Distance (RCD) will be ineligible to re-apply for CWO appointment in the next promotion year.
- b. Selectees who decline a CWO appointment and follow on assignment to a position outside RCD will not incur a period of ineligibility and may re-apply for CWO appointment in the next promotion year.
- c. Selectees who agree to a CWO appointment and follow-on assignment to a position located outside RCD and fail to report as ordered, will incur a two-year period of ineligibility to compete for CWO appointment and must be immediately transferred to the IRR.

9. The following deadlines apply:

- a. 28 February 2025: Application period begins. Eligible CWO specialties will be announced via ALCGRSV message and those specialties with open positions will be active in Direct Access for application. Direct Access panels will not be available for application until specialties are announced.
- b. 18 March 2025: Deadline for applicants to have completed all eligibility requirements per reference (B), including applicant's e-Resume, and command's e-Endorsement. Applicants regularly scheduled 2025 Enlisted Evaluation Report (EER) must be finalized in Direct Access in accordance with reference (D).
- c. 24 March 2025: Deadline for command prepared CWO Appointment OER and candidate memo resume to arrive at CG PSC-RPM. Documents will only be accepted by scanned e-mail attachment to the following CG PSC-RPM e-mail address: HQS-SMB-CGPSC-RPM-BoardsPanels@uscg.mil with the subject line: RESERVE CWO APPOINTMENT BOARD. Application packages received after this date will not be accepted.

- d. 7 April 2025: Appointment Board held at CG PSC.
10. To maintain fairness to all applicants, there will be no exceptions to the published deadlines. The applicant bears the responsibility for detecting errors on the application. The command must forward a timely and properly endorsed application.
 11. All candidates are encouraged to review their Employee Summary Sheet (ESS). The ESS provides a consolidated view of a member's information as it appears in Direct Access (DA). The Employee Summary Sheet viewable in CGBI: <https://cgbi.osc.uscg.mil/>
 12. All candidates are encouraged to review their official Coast Guard Military Human Resource Record (CGMHRR) via the interactive Personnel Electronic Records Management System (iPERMS) to verify the accuracy of their record prior to the appointment board convening date in accordance with reference (E). Candidates who desire to update their CGMHRR should work with their servicing administrative staff as soon as possible to allow for ample correction time. iPERMS link: <https://iperms.mymilrecord.uscg.mil/login/>
 13. Applicants shall ensure their contact information in Direct Access is correct (phone, e-mail, address). Guidance on how to update your contact information in Direct Access can be found on the following CG PPC website: https://www.dcms.uscg.mil/ppc/pd/da/#ICG_ETH_3447.
 14. For questions on the CWO application process, please contact CG PSC-RPM-1 Boards and Panels at the following email address: HQS-SMB-CGPSC-RPM-BoardsPanels@uscg.mil with subject line "RESERVE CWO APPOINTMENT BOARD".
 15. CAPT Troy E. Fryar, Chief, Reserve Personnel Management, sends.
 16. Internet release authorized.