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ALCGPSC 013/25

SUBJ: PY25 ACTIVE DUTY CWO APPOINTMENT BOARD PERSONAL DATA EXTRACTS AND PROFILE LETTERS

A. ALCGPSC 150/24

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 PY25 Active Duty CWO Appointment Board applicants. Applicants are responsible for ensuring the accuracy of the information contained within their PDE. Para 7 of Ref B provides the PDE description and can be found at the following link: https://uscg.sharepoint-mil.us/sites/psc_spo/psc-opm/1/a/SitePages/CWO-Appointment.aspx

2. Applicants unable to view their PDE may not have submitted their Panel Application properly and should notify their Commanding Officer, P&A, and CG PSC (opm-1) immediately. Upon verification of eligibility, CG PSC (opm-1) will provide the PDE to the member in DA.

3. Eligible reserve members competing in the 2025 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 CG PSC (opm-1) via the address listed in Ref B by 27 JAN 2025 so that the time in service calculation can be manually adjusted.

4. Candidates are responsible for ensuring their PDE is correct and should report any discrepancies to the chain of command and P&A no later than 27 JAN 2025.

5. Profile Letters: On or about 10 FEB 2025, profile letters will be available for viewing in DA. Para 9 of Ref B provides the profile letter description.

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 17 February 2025.

7. The subject line of any correspondence addressed to CG PSC (opm-1) relating to the CWO Appointment Board must read "PY25 Active Duty CWO Appointment Board." E-mail is preferred; please send e-mail communication to HQS-SMB-CGPSC-OPM-1-BOARDS.

8. For additional guidance, please email CG PSC (opm-1) at HQS-SMB-CGPSC-OPM-1-BOARDS.

9. RDML Z. Merchant, Commander, Personnel Service Center, sends.

10. Internet release is authorized.