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ALCGOFF 036/24

SUBJ: CWO SERVICE BEYOND 30 YEARS

A. MILITARY SEPARATIONS, COMDTINST M1000.4

B. TITLE 10 U.S. CODE, SECTION 1305

1. IAW Ref A, Article 1.c.6.b.1., the Coast Guard has the authority to extend the service of a Chief Warrant Officer (CWO) on active duty beyond their mandatory 30-year retirement date.

2. To provide flexibility in meeting service need, as well as the PCS transfer season, a Panel of officers will convene on 16 Jul 2024 to consider CWOs who request to continue service beyond 30 years. Selection by the Panel for service beyond 30 years does not guarantee remaining in or a tour extension in the current assignment. All applicants must be available for worldwide assignment. The Panel will select only those CWOs best qualified to fill service/specialty needs for durations of not less than two months and not more than four years.

3. Application process: Any CWO who will have a minimum of 28.5 years of service by 01 Jan 2025 who desires consideration should submit a Panel Submission by 17 June 2024. Ref B requires the consent of a CWO to extend service beyond 30 years. If a request to extend is granted, a CWO will be required to endorse a memo indicating the CWO accepts or declines the extension. By accepting, the CWO will express consent, as required by Ref B, to the period of extension, and accept obligated service until the new mandatory retirement date that accounts for the extension.

4. Directions on how to submit to the Panel to screen for CWO service beyond 30 years are provided on the PSC-OPM-2 SharePoint site, found at [https://uscg.sharepoint-mil.us/sites/psc\\_spo/psc-opm/SitePages/OPM-2.aspx](https://uscg.sharepoint-mil.us/sites/psc_spo/psc-opm/SitePages/OPM-2.aspx).

A. Log in to Direct Access

B. In the "Member Self Service" section, click "Member Career Details" tile

C. Select "Panel Submissions"

D. When the search screen appears, enter the following:

Panel Source: "Career Extension" Click "Go"

Bus Unit: "Warrant"

AD/Res Ind: "Active Duty"

Job Code: 202595

Click "Search"

The Panel Type will populate under Open Panels, click the "Apply" button and "Submit." Note: You will not receive an email confirmation from Direct Access.

E. Member Comments. Member comments are required and must address worldwide assignment availability and any special skills the Panel should consider. Under My Panel Submissions, the applied CWO Extension should be listed. Click the "Edit" button at the far right. Enter Member Comments and the Endorser, then click "Save."

F. Command Endorsement. A Command endorsement is required and must address the member's leadership, performance, and ability to continue service. To enter the command endorsement go to the "Member Career Details" tile, click "Assignments Endorsements" then, click "Endorsements Requested From Me", click on "Populate Grid." Click on "View Endorsement." On the next screen click "Edit" then enter endorser comments. Click "Recommended" or "Not Recommended" and click "Mark Final." Click "Save." Additional letters of recommendation will not be accepted.

5. CWOs currently serving as temporary officers are not eligible to apply for this Panel (e.g., a permanent CWO serving as a temporary LT or LCDR). CWOs in this status are encouraged to consult Ref A, Article 1.A.8 for details on the integration process and the steps to take should they require an extension prior to becoming eligible for integration.

6. POC: CWO Clay Clark at Clay.W.Clark@uscg.mil or 202-795-6453.

7. CAPT Joan Snaith, Chief, PSC-OPM, sends.

8. Internet release authorized.