

**RESERVE COMPONENT
CHIEF WARRANT OFFICER (RC-CWO)
APPOINTMENT GUIDE**



GENERAL GUIDANCE

Eligibility Requirements: Members should familiarize themselves with the policies and eligibility requirements found in general message traffic and Appointing Warrant Officers, COMDTINST M1420.1 (series).

Application: Each applicant is responsible for initiating and completing all eligibility requirements prior to the established deadlines to include obtaining a CO's endorsement.

Pre-board: Neither the Warrant Personal Data Extract (PDE) nor the Warrant Profile Letter applies to reserve members applying for RC-CWO Appointment.

Pre-board Eligibility List: The Pre-board Eligibility List does not apply to reserve members applying for RC-CWO Appointment.

OER and Resume: Each applicant must prepare a resume in memo format, and the unit shall prepare an OER. These items are sent to CG PSC-RPM by the date established on the RC-CWO Appointment Board Timelines message.

MY PANEL SUBMISSION

Upon receiving the Commanding Officer's endorsement the applicant shall submit an E-Resume using the following guidance:

- a. Login to Direct Access. <https://hcm.direct-access.uscg.mil/>
- b. On the homepage, navigate to the "Member Self Service" page.
- c. Click on the "Member Career Details" tile.
- d. Click "Panel Submissions".
- e. Select "Warrant Appointment" from the "Panel Source" dropdown menu and click "Go".
- f. When the search screen appears, enter the following:
 - a. AD/Res Ind: "Reserve – Active Component".
 - b. Job Family: Search icon and select the Warrant Specialty applying for.
 - c. Job Code: Search icon and select the W2 rank for the appropriate specialty.
- g. Click the "Search" button.
- h. Select the box under "Apply" for the appropriate specialty.
- i. Click "Submit."
- j. Click "Edit" to enter member comments. The following statements must be typed into the comments block: "I have met all eligibility requirements IAW Chapter 3 of Appointing Warrant Officers, COMDTINST M1420.1 (series) and I agree to fill an RC-CWO position for a minimum of two years IAW paragraph 5.H.1 of the Reserve Policy Manual, COMDTINST M1001.28 (series)".

- k. Enter endorser employee ID into “Endorser” block. Click on the magnifying glass to search for endorser. Note: Endorser will **not** receive an email notifying them of the pending application. Member must notify endorser to check for application in Direct Access.
- l. Click “Save” to save member comments and forward to the endorser.

Note: If you applied for a CWO appointment last year, you would need to delete last year’s request before Direct Access will allow you to generate a new request. To delete last year’s request, click the “-“ button and click the “save” button. Once the old submission is deleted, you can generate a new request.

Note: In the Panel Submissions screen, you can track the progression of your submitted panel request. Once the command finalizes the panel, it will update the “Marked Final” button of your panel submission.

MY ASSIGNMENTS ENDORSEMENTS

The Commanding Officer’s endorsement, via ‘My Assignments Endorsements’, shall only comment that the applicant is ‘eligible and recommended’. Only endorsements from the Commanding Officer are authorized. Applicants serving at a unit with an Officer in Charge shall forward their panel application to the parent command (e.g., Sector, etc.) for completion of the endorsement. In this instance, the commissioned officer with delegated authority for enlisted personnel is authorized to complete the endorsement. To correctly endorse an applicant’s panel application, use the following guidance:

- a. Login to Direct Access. <https://hcm.direct-access.uscg.mil/>
- b. On the homepage, navigate to the “Member Self Service” page.
- c. Click on the “Member Career Details” tile.
- d. Select “Assignments Endorsements.”
- e. Click the “Endorsements Requested From Me” button.
- f. Change the “Submission Status” to “Pending”.
- g. Click the “Populate Grid” button. Click on the Panel Submission you were looking to endorse.
- h. Click the “Recommend” Button.
- i. Enter comments in “Endorser Comments” block. Endorsement shall only comment that the applicant is **‘eligible and recommended’**.
- j. Click on “Recommended.”
- k. Select “Mark Final” if you are the final endorser. If you are not the final endorser, enter the EMPLID of the next reviewer, or use the Lookup button, and ensure the next reviewer is listed in the “Endorser” block.
- l. Click “Save”. Note: the application cannot be changed by applicant or endorser once it is marked final.

RC-CWO APPOINTMENT OER

Commanding Officers shall prepare an Officer Evaluation Report (OER), (CG-5310A), for all members of their command who are eligible. Do not use the instructions in the Procedures for Completing Officer Evaluation Reports Manual, PSCINST M1611.1 (series) for regular OER submissions. The following rules apply:

- a. No attachments are allowed.
- b. Do **not** assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission.
- c. In preparing OERs, COs should review the scope of duties for each specialty and comment on the applicants' abilities to perform the duties in the specialty sought.
- d. If applicant recently transferred or if applicant is an advanced education student, current commands should contact prior commands for OER input. Previous Commanding Officers who desire to provide input may also forward an Administrative Remarks Form CG-3307 in accordance with 5.B.3 of Appointing Warrant Officers, COMDTINST M1420.1, documenting the applicant's potential to serve successfully as a CWO. **The Administrative Remarks form shall be submitted directly to CG PSC-BOPS-MR.**
- e. This performance must fall within the period of report: 1 MAR 2024 – 28 FEB 2025.
- f. Reviewer comments form, CG-5315A should not be prepared and will not be accepted for RC-CWO Appointment.

RC-CWO APPOINTMENT BOARD OER SUBMISSION	
BLOCK	COMMENT
1.a	Applicant's name.
1.b	Identification of the unit to which permanently attached (e.g., CG PSU 301, MSU Savannah).
1.c	Period of report: 1 MAR 2024 – 28 FEB 2025
1.d	Select "Board/Panel"
1.e	Leave Blank
1.f	EMPLID
1.g	Current date of rank, Confirm date of rank in Direct Access, or the ESS.
1.h	Date reported to current unit.
1.i	Leave Blank.
1.j	Leave Blank.
1.k	Leave Blank.

1.1	Leave Blank.
2.a	List current paygrade (e.g., E6, E7, E8, E9)
2.b	List PAL Position title
2	Description of primary duty. If the member transferred on PCS orders during the period of report the Primary Duty line can state both primary duty titles assigned during the period of report. In this case, inclusive dates may be noted.
3a, 3b, and 3c	Complete comment Sections 3a, 3b, and 3c addressing each performance characteristic and giving specific examples and/or accomplishments. Do not assign numerical values.
4 and 5	Both Block 4 (supervisor authentication) and block 5 (reporting officer authentication), shall be signed by the CO. Unit COs (parent command for units with officers in charge), office chiefs from HQ, division chiefs from Areas, MLCs, Districts, and the Coast Guard Academy sign both as supervisor and reporting officer for the OERs submitted on applicants assigned to their immediate staffs. Sector Commanders or designated Commanders of Military Personnel at Sectors may sign as both supervisor and RO. Leave Sections 5.a-c blank. Complete Section 5.d as block describes. Address the candidate's potential to perform satisfactorily as a CWO in the specialty for which applying.
6	Leave Blank.
7	Applicant signature (reported-on officer) and date. Applicant will sign after the CO signs the OER.

RC-CWO APPOINTMENT RESUME

Each applicant shall prepare a Resume. Applicants shall use Chapter 5.C of Appointing Warrant Officers, COMDTINST M1420.1 (series), and the Correspondence Manual, COMDTINST 5216.4 (series) as guidance. The following rules apply:

- a. The Resume shall be in Coast Guard Memorandum format.
- b. Resumes shall be endorsed with signature endorsement only, no comments allowed.
- c. No attachments (other than the OER) are allowed.

RC-CWO APPOINTMENT BOARD RESUME SUBMISSION	
Paragraph 1	List specialty for which applying.
Paragraph 2	List historical summary of units, listing primary and collateral duties at each. List units in reverse chronological order, (i.e., the most recent unit listed first).
Paragraph 3	List summary of major professional accomplishments and academic achievements. * <i>*Medals and awards no longer need to be listed on the resume. They are listed on the Employee Summary Sheet which is provided to the board.</i>
Paragraph 4	A summary of reasons for desiring appointment to chief warrant officer.

OER AND RESUME PACKAGE

Both the OER and resume must be submitted together to the following email address: HQS-SMB-CGPSC-RPM-BoardsPanels@uscg.mil, with subject line of RESERVE CWO APPOINTMENT BOARD

Applicants, and/or units should ensure the following items are completed prior to emailing applicant packages:

1. Resume has applicant's signature and CO's signature endorsement (electronic signature recommended).
2. OER has been signed by the CO in blocks 4 and 5 (electronic signature recommended).

WAIVERS

Except as noted in Chapter 3 of Appointing Warrant Officers, COMDTINST M1420.1 (series), waivers of eligibility requirements will not normally be granted.