

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



Rev. MAR 2024

## **GENERAL GUIDANCE**

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

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 CO's endorsement the applicant shall submit an E-Resume using the following guidance:

- a. Login to Direct Access.
- b. In the "Employee" pagelet, click on "Tasks."
- c. Select "My Panel Submissions."
- d. Select "Warrant Appointment" from the "Panel Source" dropdown menu and click "Go".
- e. When the search screen appears, enter the following:
  - a. AD/Res Ind: "Reserve – Active Component"
- f. Click the "search" button.
- g. Select the box under "Apply" for the appropriate specialty.
- h. Click "Submit."
- i. 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 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)".
- j. 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 DA.
- k. Click "Save" to save member comments and forward to the endorser.

## **MY ASSIGNMENTS ENDORSEMENTS**

The CO's endorsement, via 'My Assignments Endorsements', shall only comment that the applicant is 'eligible and recommended'. Only endorsements from the CO 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.
- b. In the "Employee" pagelet, click on "Tasks".
- c. Select "My Assignments Endorsements."
- d. Select "Endorsements Requested From Me".
- e. Select "View Endorsements".
- f. Enter comments in "Endorser Comments" block. Endorsement shall only comment that the applicant is '**eligible and recommended**'.
- g. Click on "Recommended."
- h. Select "Mark Final."
- i. Click "Save". Note: the application cannot be changed by applicant or endorser once it is marked final.

## **RC-CWO APPOINTMENT OER**

COs 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.** This performance must fall within the period of report: 1 MAR 2023 – 29 FEB 2024.

- e. 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 or MSU Savannah.
1.c	Period of report: 1 MAR 2023 – 29 FEB 2024
1.d	Leave Blank.
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.l	Digital Signature (ONLY)
2.a	Description of primary duty. <b>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.</b>
2.b	Leave Blank.
3a, 3b, and 3c	Complete comment Sections 3a, 3b, and 3c addressing each performance characteristic and giving specific examples/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. <b>Sector Commanders or designated Commanders of Military Personnel at Sectors may sign as both supervisor and RO.</b> Leave Section 5.c blank. Complete Section 5.d as block describes.
6	Leave Blank.
7	Leave Blank.

### **RC-CWO APPOINTMENT RESUME**

Each applicant shall prepare a Resume. Applicants shall use Chapter 5.C. of COMDTINST M1420.1, Appointing Warrant Officers 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.

<b>RC-CWO APPOINTMENT BOARD RESUME SUBMISSION</b>	
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 including personal awards, medals, and academic achievements.
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: [HQS-SMB-CGPSC-RPMBoardsPanels@uscg.mil](mailto:HQS-SMB-CGPSC-RPMBoardsPanels@uscg.mil), with subject line of RESERVE CWO APPOINTMENT BOARD

- a. 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, waivers of eligibility requirements will not normally be granted.