

# Panel Submissions

## Overview

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**Introduction** This guide provides the procedures for a member to apply to screening panels and advanced training through Panel Submissions in Direct Access (DA).

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**Information** The user **MUST** delete any prior years “Panel Submission” (in the same category) in order to enter a current year request.

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- My Panel Submission Uses**
- Advanced Training
  - Career Extension
  - Command Screening
  - Permanent Commissioned Teaching Staff (PCTS) Appointment
  - Reserve Program Administrator (RPA) Appointment
  - Reserve Opportunity
  - Warrant Appointment
- 

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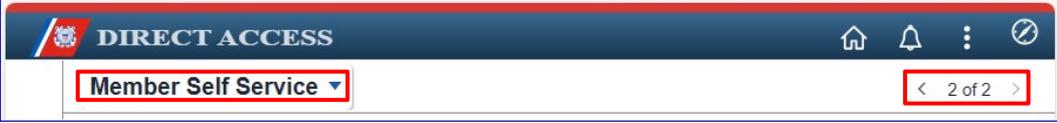
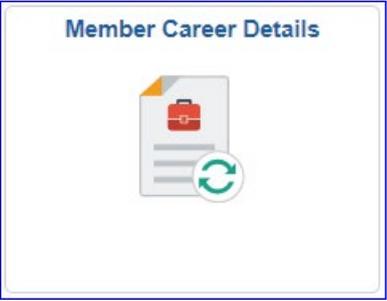
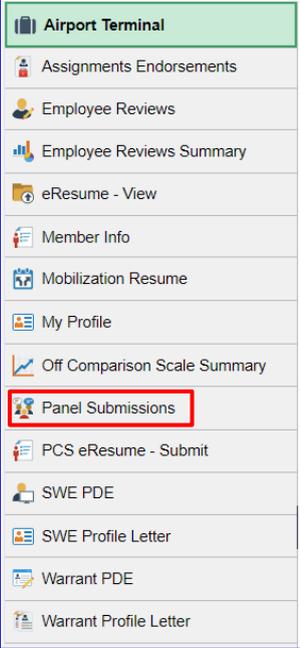
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# Deleting a Panel Submission

**Introduction** This section provides the procedures for deleting a Panel Submission in DA.

**Information** The user MUST delete any prior years “Panel Submission” (in the same category) in order to enter a current year request.

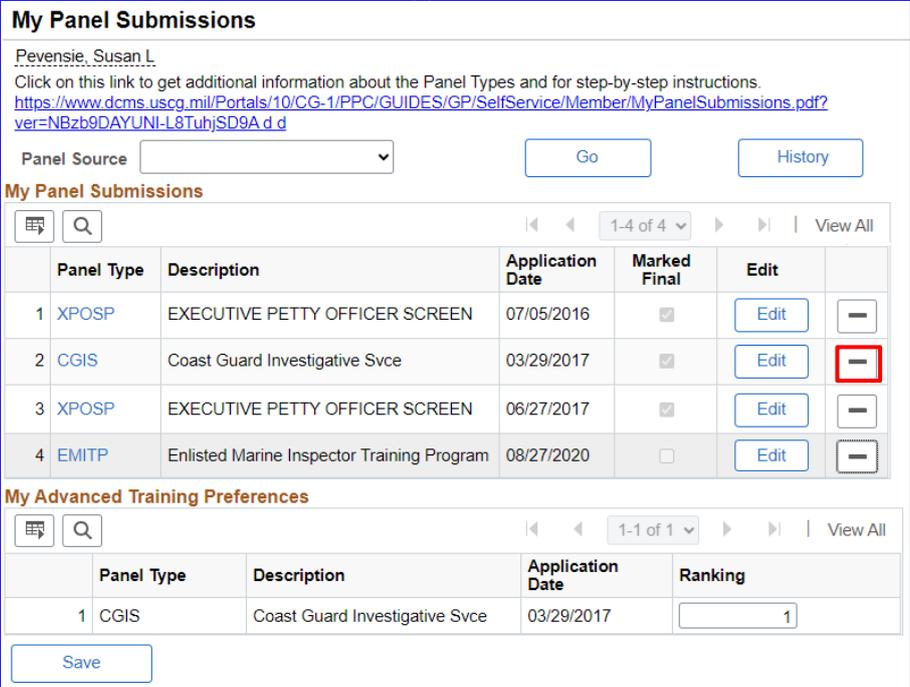
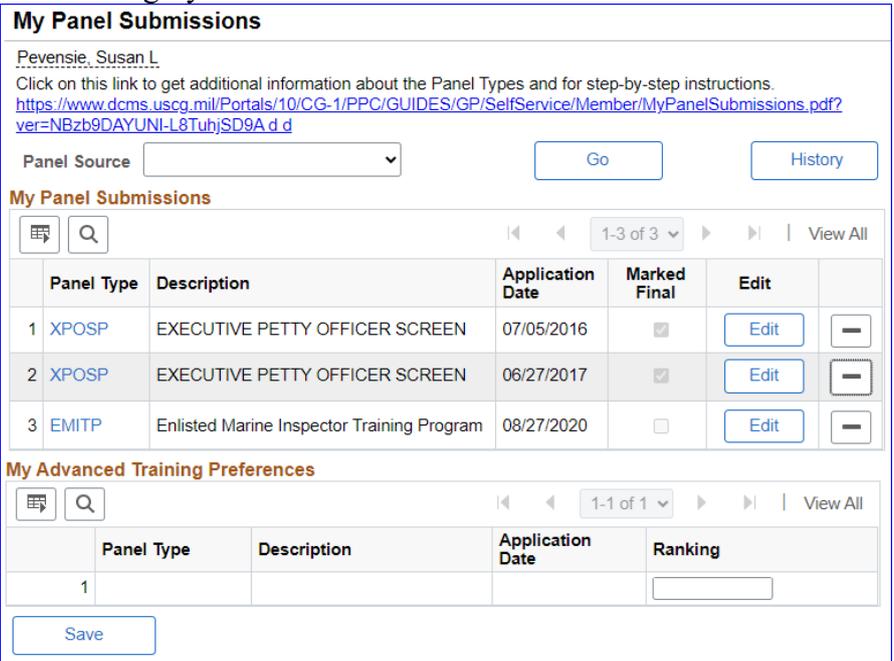
**Procedures** See below.

Step	Action
1	Navigate to Member Self Service via the drop down or page arrows. 
2	Click the <b>Member Career Details</b> tile. 
3	Select the <b>Panel Submissions</b> option. 

*Continued on next page*

## Deleting a Panel Submission, Continued

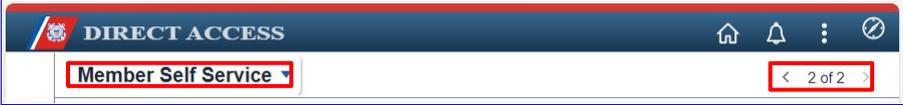
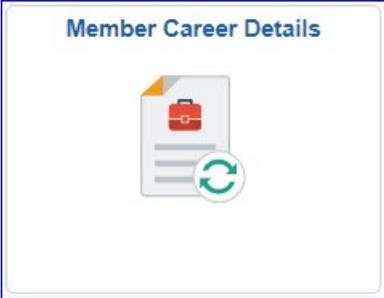
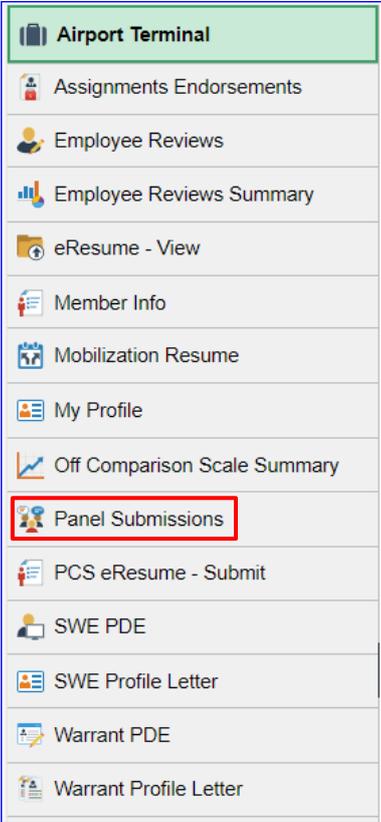
Procedures,  
continued

Step	Action																																													
4	<p>The Panel Submissions request page will display. Identify the Panel Submission to be deleted. Click the <b>minus (-)</b> button to on the left side of the row.</p>  <p><b>My Panel Submissions</b></p> <p>Pevensie, Susan L. Click on this link to get additional information about the Panel Types and for step-by-step instructions. <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d</a></p> <p>Panel Source <input type="text"/> <input type="button" value="Go"/> <input type="button" value="History"/></p> <p><b>My Panel Submissions</b></p> <p><input type="button" value="List"/> <input type="button" value="Search"/> <span>1-4 of 4</span> <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XPOSP</td> <td>EXECUTIVE PETTY OFFICER SCREEN</td> <td>07/05/2016</td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>2</td> <td>CGIS</td> <td>Coast Guard Investigative Svce</td> <td>03/29/2017</td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>3</td> <td>XPOSP</td> <td>EXECUTIVE PETTY OFFICER SCREEN</td> <td>06/27/2017</td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>4</td> <td>EMITP</td> <td>Enlisted Marine Inspector Training Program</td> <td>08/27/2020</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p><b>My Advanced Training Preferences</b></p> <p><input type="button" value="List"/> <input type="button" value="Search"/> <span>1-1 of 1</span> <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CGIS</td> <td>Coast Guard Investigative Svce</td> <td>03/29/2017</td> <td><input type="text" value="1"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p>		Panel Type	Description	Application Date	Marked Final	Edit		1	XPOSP	EXECUTIVE PETTY OFFICER SCREEN	07/05/2016	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="-"/>	2	CGIS	Coast Guard Investigative Svce	03/29/2017	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="-"/>	3	XPOSP	EXECUTIVE PETTY OFFICER SCREEN	06/27/2017	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="-"/>	4	EMITP	Enlisted Marine Inspector Training Program	08/27/2020	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="-"/>		Panel Type	Description	Application Date	Ranking	1	CGIS	Coast Guard Investigative Svce	03/29/2017	<input type="text" value="1"/>
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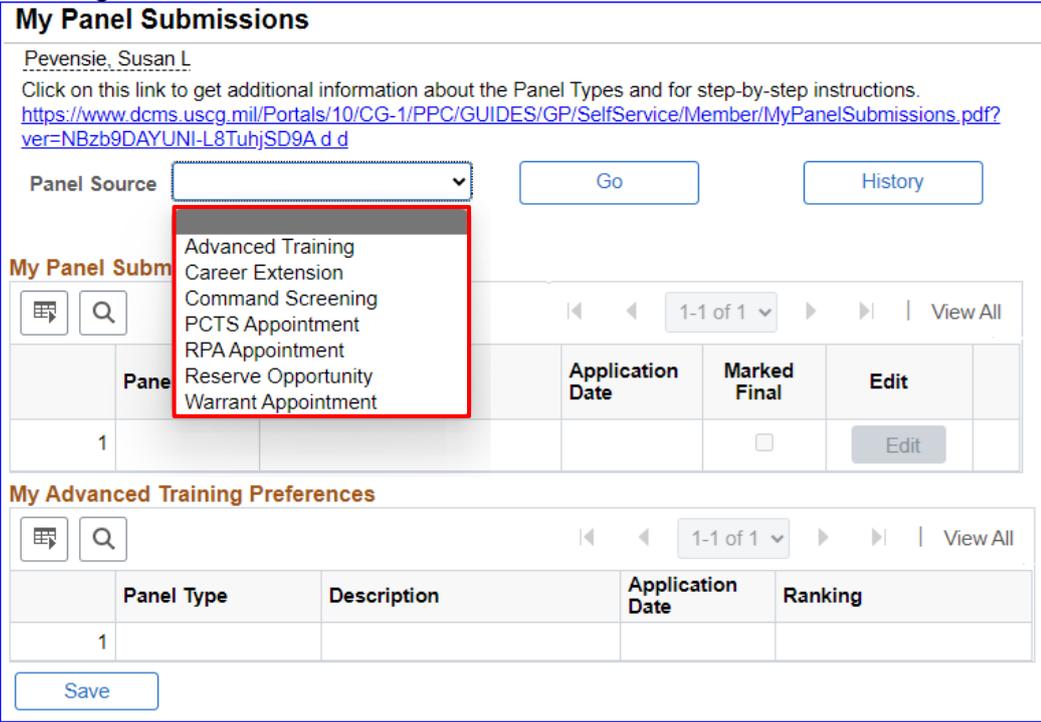
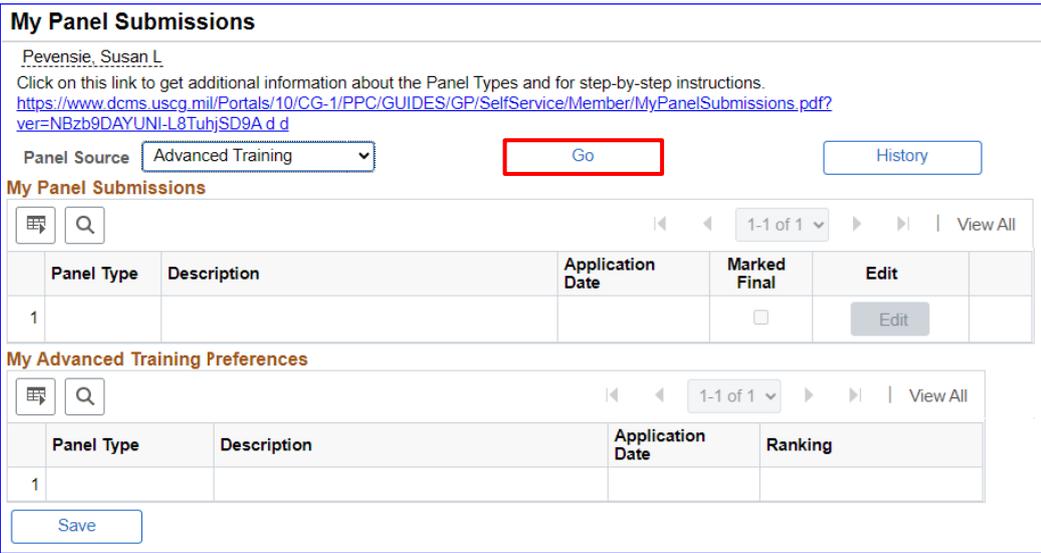
**Procedures** See below.

Step	Action
1	Navigate to Member Self Service via the drop down or page arrows. 
2	Click the <b>Member Career Details</b> tile. 
3	Select the <b>Panel Submissions</b> option. 

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## Panel Submissions, Continued

Procedures,  
continued

Step	Action																		
4	<p>The Panel Submissions request page will display. Using the drop-down select the appropriate <b>Panel Source</b>. For the purposes of this guide, Advanced Training will be selected.</p>  <p><b>My Panel Submissions</b></p> <p><a href="#">Pevensie, Susan L.</a> Click on this link to get additional information about the Panel Types and for step-by-step instructions. <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A.d.d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A.d.d</a></p> <p>Panel Source <input type="text" value=""/> <input type="button" value="Go"/> <input type="button" value="History"/></p> <p><b>My Panel Submissions</b></p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> <p><b>My Advanced Training Preferences</b></p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p>	Panel Type	Description	Application Date	Marked Final	Edit	1			<input type="checkbox"/>	<input type="button" value="Edit"/>	Panel Type	Description	Application Date	Ranking	1			
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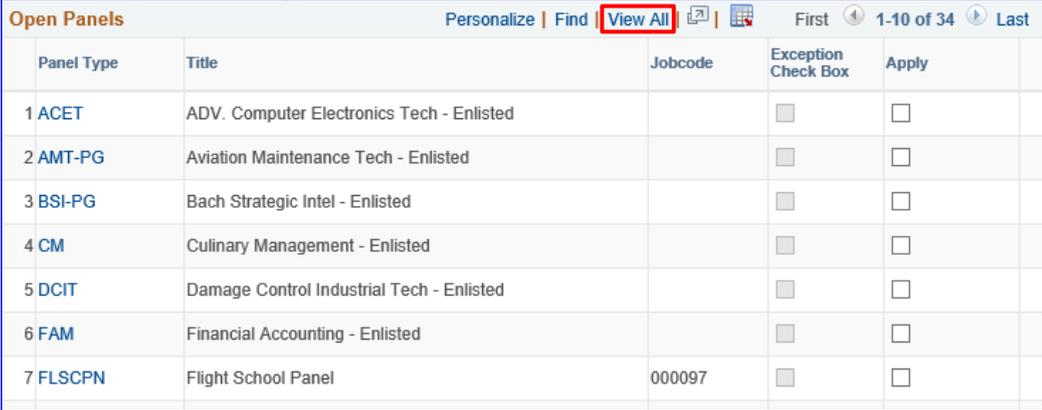
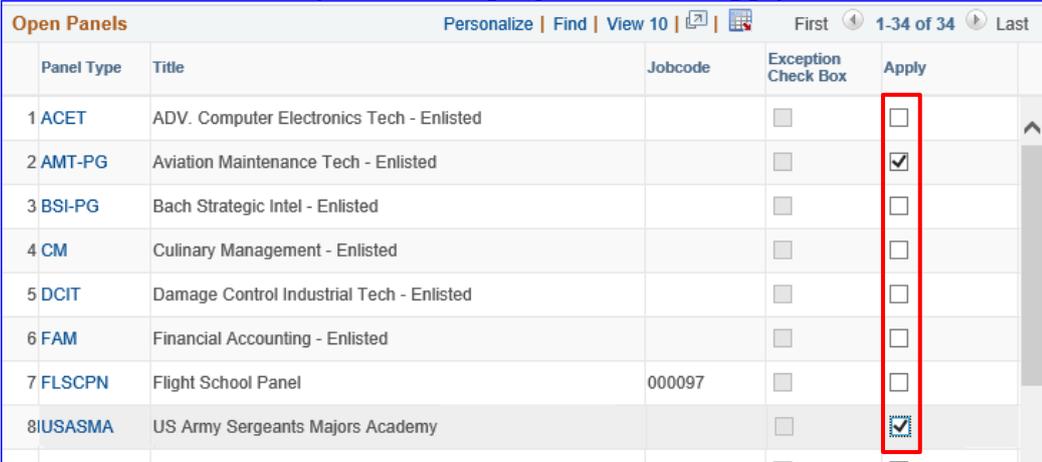
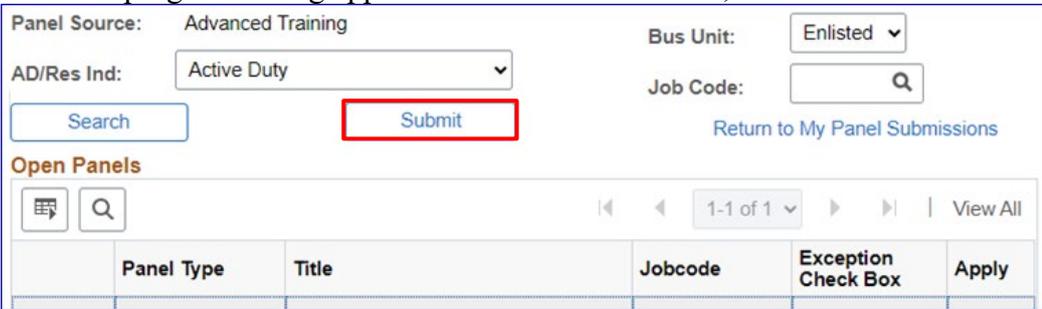
**Procedures,**  
continued

Step	Action												
6	<p>The page will display with specific Instructions depending on the selected Panel Source. Using the drop-downs, select the appropriate <b>Bus Unit</b> and <b>Ad/Res Ind.</b></p> <div data-bbox="327 555 1369 1464" style="border: 1px solid black; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p><u>Pevensie, Susan L.</u></p> <p>The PG/Adv Ed application process has changed considerably over the years and will continue to adjust to meet the needs of the Service. Each year, the Coast Guard invests in the future of its officers and select enlisted members through numerous PG/Adv Ed opportunities. Although the immediate program goal is to develop those skills necessary for performance in specific billets, the long-term objective is to build a high level of both technical and managerial competencies among senior Coast Guard personnel. Please read all associated message traffic and the Active Duty Officer Postgraduate and Advanced Education Application Process Guide in its entirety to ensure compliance with current policy and procedures. These documents can be obtained by visiting the OPM-1 PG/Adv Ed Portal Page at <a href="https://cglink.uscg.mil/952612b1">https://cglink.uscg.mil/952612b1</a>.</p> <p>Applicants should apply to PG/Adv Ed by selecting Advanced Education in the drop down tab. Applicants should select from the available PG/Adv Ed programs.</p> <p>Officers may apply for up to three PG/Adv Ed programs.</p> <ol style="list-style-type: none"> <li>Applications for Civil Engineering and Civil Engineering (MBA) programs may be listed together and count as one choice.</li> <li>Additionally, applications for the following programs count as one independent choice, and may be listed as a fourth, fifth, etc. choice in any order:                     <ul style="list-style-type: none"> <li>Academy Instructor (including Academy Company Officer)</li> <li>Command and Staff Colleges (i.e., Army, Marine Corps, Navy)</li> <li>Marine Safety Industry Training (i.e., Investigations, Marine Environmental Protection, Merchant Marine, and Port Safety and Security) These are the only exceptions to the three-choice rule. Additional choices will not be considered.</li> </ul> </li> </ol> <p>Officers should carefully consider the order of program choices and list their most desired program first. This is important because if selected as a primary candidate for the first program on an applicant's list, the applicant will be removed from further consideration for the remaining programs on his/her list. No consideration will be given to officers wishing to change the priority order of their programs after the application deadline except in the case of program re-solicitations.</p> <p>Applicants should refer to the "E-Resume Submission" section of the Active Duty Officer Postgraduate and Advanced Education Application Process Guide for detailed instructions on submitting an E-Resume for PG/Adv Ed opportunities.</p> <p>Panel Source: Advanced Training</p> <p>AD/Res Ind: <span style="border: 1px solid red; padding: 2px;">Active Duty</span>      Bus Unit: <span style="border: 1px solid red; padding: 2px;">Enlisted</span>      Job Code: <input type="text" value=""/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/>      <input type="button" value="Submit"/>      <a href="#">Return to My Panel Submissions</a></p> <p><b>Open Panels</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div>		Panel Type	Title	Jobcode	Exception Check Box	Apply	1				<input type="checkbox"/>	<input type="checkbox"/>
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7	<p>A <b>Job Code</b> may be entered using the lookup icon or may be left blank. Click <b>Search</b>.</p> <div data-bbox="327 1579 1369 1910" style="border: 1px solid black; padding: 5px;"> <p>Panel Source: Advanced Training</p> <p>AD/Res Ind: <span style="border: 1px solid gray; padding: 2px;">Active Duty</span>      Bus Unit: <span style="border: 1px solid gray; padding: 2px;">Enlisted</span>      Job Code: <span style="border: 1px solid red; padding: 2px;"> </span> <input type="button" value="Q"/></p> <p><span style="border: 1px solid red; padding: 2px;">Search</span>      <input type="button" value="Submit"/>      <a href="#">Return to My Panel Submissions</a></p> <p><b>Open Panels</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div>		Panel Type	Title	Jobcode	Exception Check Box	Apply	1				<input type="checkbox"/>	<input type="checkbox"/>
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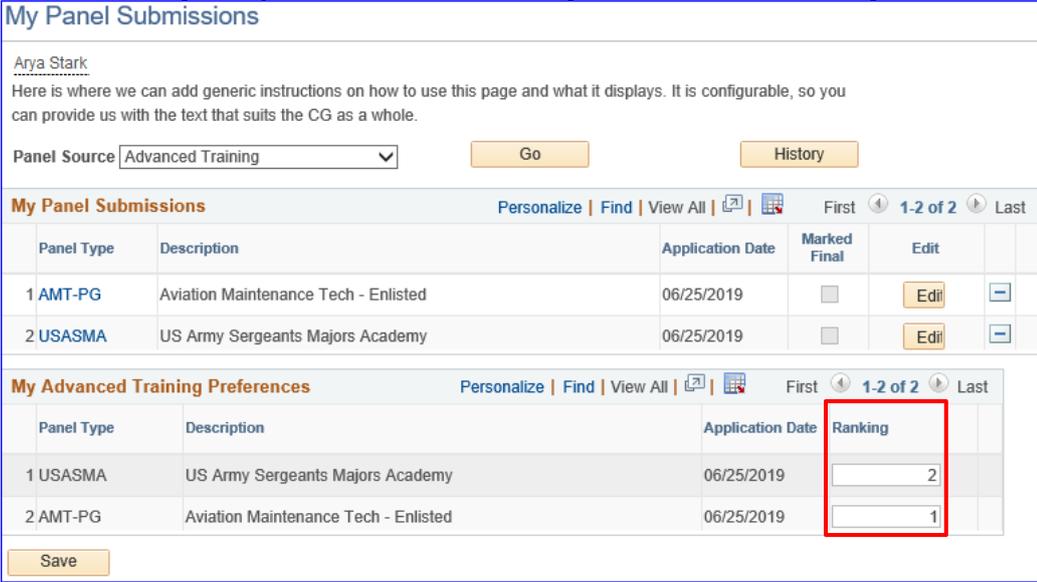
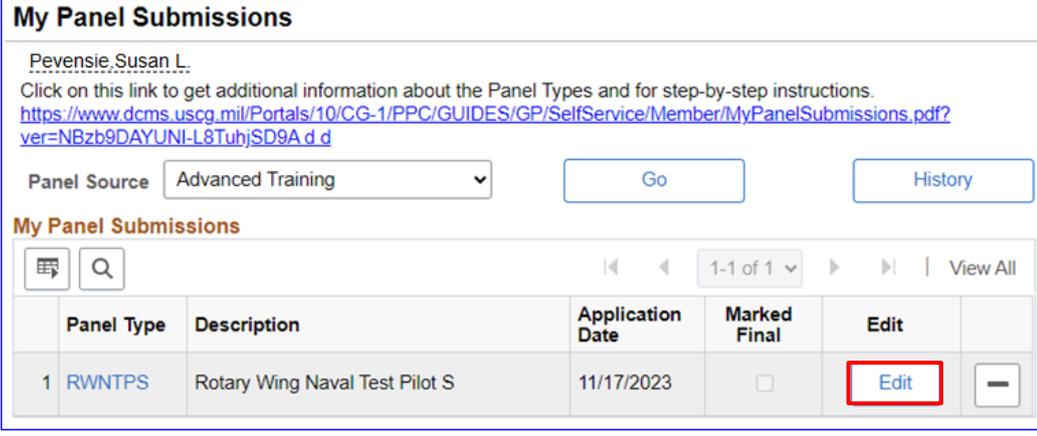
Procedures,  
continued

Step	Action																																													
<p><b>8</b></p>	<p>All open Panels will display based on the selections made in Steps 6-7. Click <b>View All</b> (if Necessary) to view the entire lists.</p>  <p>The screenshot shows a table titled "Open Panels" with columns: Panel Type, Title, Jobcode, Exception Check Box, and Apply. The "View All" link in the top right is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>1 ACET</td> <td>ADV. Computer Electronics Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 BSI-PG</td> <td>Bach Strategic Intel - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 CM</td> <td>Culinary Management - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 DCIT</td> <td>Damage Control Industrial Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 FAM</td> <td>Financial Accounting - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 FLSCP</td> <td>Flight School Panel</td> <td>000097</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Panel Type	Title	Jobcode	Exception Check Box	Apply	1 ACET	ADV. Computer Electronics Tech - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	2 AMT-PG	Aviation Maintenance Tech - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	3 BSI-PG	Bach Strategic Intel - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	4 CM	Culinary Management - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	5 DCIT	Damage Control Industrial Tech - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	6 FAM	Financial Accounting - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	7 FLSCP	Flight School Panel	000097	<input type="checkbox"/>	<input type="checkbox"/>					
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<p><b>9</b></p>	<p>Check the boxes, for only the desired programs, under <b>Apply</b>.</p>  <p>The screenshot shows the same "Open Panels" table as in step 8, but now the checkboxes in the "Apply" column are visible. The checkboxes for rows 2 (AMT-PG) and 8 (USASMA) are checked and highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td>1 ACET</td> <td>ADV. Computer Electronics Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 AMT-PG</td> <td>Aviation Maintenance Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 BSI-PG</td> <td>Bach Strategic Intel - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 CM</td> <td>Culinary Management - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 DCIT</td> <td>Damage Control Industrial Tech - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 FAM</td> <td>Financial Accounting - Enlisted</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 FLSCP</td> <td>Flight School Panel</td> <td>000097</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 USASMA</td> <td>US Army Sergeants Majors Academy</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Panel Type	Title	Jobcode	Exception Check Box	Apply	1 ACET	ADV. Computer Electronics Tech - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	2 AMT-PG	Aviation Maintenance Tech - Enlisted		<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 BSI-PG	Bach Strategic Intel - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	4 CM	Culinary Management - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	5 DCIT	Damage Control Industrial Tech - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	6 FAM	Financial Accounting - Enlisted		<input type="checkbox"/>	<input type="checkbox"/>	7 FLSCP	Flight School Panel	000097	<input type="checkbox"/>	<input type="checkbox"/>	8 USASMA	US Army Sergeants Majors Academy		<input type="checkbox"/>	<input checked="" type="checkbox"/>
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<p><b>10</b></p>	<p>Once the programs being applied for have been selected, click <b>Submit</b>.</p>  <p>The screenshot shows a form with fields for "Panel Source" (Advanced Training), "AD/Res Ind" (Active Duty), "Bus Unit" (Enlisted), and "Job Code". A "Submit" button is highlighted with a red box. Below the form is a smaller version of the "Open Panels" table.</p> <table border="1"> <thead> <tr> <th>Panel Type</th> <th>Title</th> <th>Jobcode</th> <th>Exception Check Box</th> <th>Apply</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Panel Type	Title	Jobcode	Exception Check Box	Apply																																								
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## Panel Submissions, Continued

Procedures,  
continued

Step	Action
<p><b>11</b></p>	<p>A <b>Ranking</b> for each course/panel <b>MUST</b> be entered before continuing. Under My Advanced Training Preferences, enter the Ranking preference.</p> <p><b>NOTE:</b> If only one panel was selected the system will automatically rank it as 1.</p>  <p>The screenshot shows two tables. The first table, 'My Panel Submissions', has columns: Panel Type, Description, Application Date, Marked Final, and Edit. It lists two items: 1 AMT-PG (Aviation Maintenance Tech - Enlisted) and 2 USASMA (US Army Sergeants Majors Academy). The second table, 'My Advanced Training Preferences', has columns: Panel Type, Description, Application Date, and Ranking. It lists two items: 1 USASMA (ranked 2) and 2 AMT-PG (ranked 1). The 'Ranking' column in the second table is highlighted with a red box.</p>
<p><b>12</b></p>	<p>To enter comments for the Endorser, click <b>Edit</b> under My Panel Submissions.</p>  <p>The screenshot shows the 'My Panel Submissions' table with one entry: 1 RWNTPS (Rotary Wing Naval Test Pilot S) with an application date of 11/17/2023. The 'Edit' button for this entry is highlighted with a red box.</p>

Continued on next page

## Panel Submissions, Continued

Procedures,  
continued

Step	Action						
<p><b>13</b></p>	<p>Enter <b>Member Comments</b> as appropriate. Use the lookup icon to enter the <b>Endorser's Empl ID</b> and click <b>Save</b>.</p> <div data-bbox="328 528 1366 1055" style="border: 1px solid blue; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p><a href="#">Pevensie, Susan L.</a></p> <p>Click on this link to get additional information about the Panel Types and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d</a></p> <table border="0"> <tr> <td>Board Type Code</td> <td>RWNTPS</td> <td>AD/Res Ind</td> <td>Active</td> <td>Sequence Number</td> <td>3</td> </tr> </table> <p>Member Comments: <input style="border: 2px solid red;" type="text" value="Enter comments here explaining the need or desire for this training."/></p> <p>Endorser: <input style="border: 2px solid red;" type="text" value="8765432"/>  Bear, Coast E.</p> <p>1st Submitted Endorser: 8765432 Bear, Coast E.</p> <p>Last Upd DtTm: 11/17/23 8:46:55AM by: 1234567</p> <p><input style="border: 2px solid red;" type="button" value="Save"/> <span style="float: right;"><a href="#">Return to My Panel Submissions</a></span></p> </div>	Board Type Code	RWNTPS	AD/Res Ind	Active	Sequence Number	3
Board Type Code	RWNTPS	AD/Res Ind	Active	Sequence Number	3		
<p><b>14</b></p>	<p>The <b>1st Submitted Endorser</b>, <b>Last Upd DtTm</b>, and <b>by</b> fields will populate. Click <b>Return to My Panel Submissions</b>.</p> <div data-bbox="328 1167 1366 1693" style="border: 1px solid blue; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p><a href="#">Pevensie, Susan L.</a></p> <p>Click on this link to get additional information about the Panel Types and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d</a></p> <table border="0"> <tr> <td>Board Type Code</td> <td>RWNTPS</td> <td>AD/Res Ind</td> <td>Active</td> <td>Sequence Number</td> <td>3</td> </tr> </table> <p>Member Comments: <input type="text" value="Enter comments here explaining the need or desire for this training."/></p> <p>Endorser: <input type="text" value="8765432"/>  Bear, Coast E.</p> <p>1st Submitted Endorser: <input style="border: 2px solid red;" type="text" value="8765432"/> Bear, Coast E.</p> <p><input style="border: 2px solid red;" type="text" value="Last Upd DtTm: 11/17/23 8:46:55AM by: 1234567"/></p> <p><input type="button" value="Save"/> <span style="float: right;"><a href="#">Return to My Panel Submissions</a></span></p> </div>	Board Type Code	RWNTPS	AD/Res Ind	Active	Sequence Number	3
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## Panel Submissions, Continued

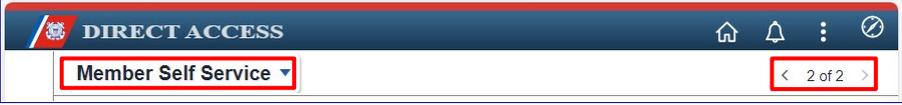
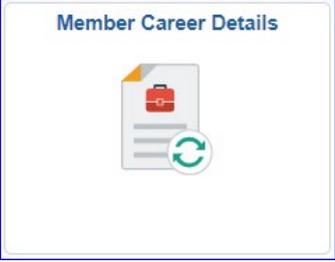
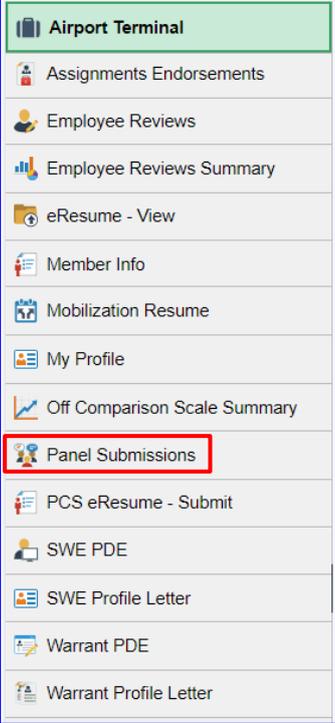
Procedures,  
continued

Step	Action																						
15	<p>Repeat Step 12-14 for each Panel Submission. Notice the Rankings under Advanced Training Preferences are now recorded based on the rankings entered in Step 11.</p> <div data-bbox="325 562 1369 1294" style="border: 1px solid black; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p><u>Pevensie, Susan L.</u> Click on this link to get additional information about the Panel Types and for step-by-step instructions. <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A d d</a></p> <p>Panel Source <span>Advanced Training</span> <input type="button" value="Go"/> <input type="button" value="History"/></p> <p><b>My Panel Submissions</b></p> <p><input type="button" value="List"/> <input type="button" value="Search"/> <span>1-1 of 1</span> <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RWNTPS</td> <td>Rotary Wing Naval Test Pilot S</td> <td>11/17/2023</td> <td><input type="checkbox"/></td> <td><input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table> <p><b>My Advanced Training Preferences</b></p> <p><input type="button" value="List"/> <input type="button" value="Search"/> <span>1-1 of 1</span> <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th></th> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RWNTPS</td> <td>Rotary Wing Naval Test Pilot S</td> <td>11/17/2023</td> <td><input type="text" value="1"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>		Panel Type	Description	Application Date	Marked Final	Edit	1	RWNTPS	Rotary Wing Naval Test Pilot S	11/17/2023	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>		Panel Type	Description	Application Date	Ranking	1	RWNTPS	Rotary Wing Naval Test Pilot S	11/17/2023	<input type="text" value="1"/>
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# Warrant Appointment Panel Submission

**Introduction** This section provides the procedures for a member to complete a Warrant Appointment Panel Submission.

**Procedures** See below.

Step	Action
1	<p>Navigate to <b>Member Self Service</b> via the drop down or page arrows.</p> 
2	<p>Click the <b>Member Career Details</b> tile.</p> 
3	<p>Select the <b>Panel Submissions</b> option.</p> 

*Continued on next page*

## Warrant Appointment Panel Submission, Continued

Procedures,  
continued

Step	Action																																						
4	<p>The Panel Submissions request page will display. Using the drop-down select the Warrant Appointment <b>Panel Source</b>.</p> <p>Click <b>Go</b>.</p> <div data-bbox="327 555 1369 1384" style="border: 1px solid black; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p>Murray, Charles Wallace            Click on this link to get additional information about the Panel Types and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A.d.d">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/MyPanelSubmissions.pdf?ver=NBzb9DAYUNI-L8TuhjSD9A.d.d</a></p> <p>Panel Source: <span style="border: 1px solid red; padding: 2px;">Warrant Appointment</span> <span style="border: 1px solid red; padding: 2px;">Go</span> <span style="border: 1px solid blue; padding: 2px;">History</span></p> <p><b>My Panel Submissions</b></p> <p>1-6 of 6   View All</p> <table border="1" data-bbox="352 835 1343 1144"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Marked Final</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1 XPOSP</td> <td>EXECUTIVE PETTY OFFICER SCREEN</td> <td>07/05/2016</td> <td><input checked="" type="checkbox"/></td> <td><span>Edit</span> <span>—</span></td> </tr> <tr> <td>2 CGIS</td> <td>Coast Guard Investigative Svce</td> <td>03/29/2017</td> <td><input checked="" type="checkbox"/></td> <td><span>Edit</span> <span>—</span></td> </tr> <tr> <td>3 XPOSP</td> <td>EXECUTIVE PETTY OFFICER SCREEN</td> <td>06/27/2017</td> <td><input checked="" type="checkbox"/></td> <td><span>Edit</span> <span>—</span></td> </tr> <tr> <td>4 CGIS</td> <td>Coast Guard Investigative Svce</td> <td>05/26/2020</td> <td><input type="checkbox"/></td> <td><span>Edit</span> <span>—</span></td> </tr> <tr> <td>5 EMITP</td> <td>Enlisted Marine Inspector Training Program</td> <td>08/27/2020</td> <td><input type="checkbox"/></td> <td><span>Edit</span> <span>—</span></td> </tr> </tbody> </table> <p><b>My Advanced Training Preferences</b></p> <p>1-1 of 1   View All</p> <table border="1" data-bbox="352 1234 1343 1323"> <thead> <tr> <th>Panel Type</th> <th>Description</th> <th>Application Date</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><span>Save</span></p> </div>	Panel Type	Description	Application Date	Marked Final	Edit	1 XPOSP	EXECUTIVE PETTY OFFICER SCREEN	07/05/2016	<input checked="" type="checkbox"/>	<span>Edit</span> <span>—</span>	2 CGIS	Coast Guard Investigative Svce	03/29/2017	<input checked="" type="checkbox"/>	<span>Edit</span> <span>—</span>	3 XPOSP	EXECUTIVE PETTY OFFICER SCREEN	06/27/2017	<input checked="" type="checkbox"/>	<span>Edit</span> <span>—</span>	4 CGIS	Coast Guard Investigative Svce	05/26/2020	<input type="checkbox"/>	<span>Edit</span> <span>—</span>	5 EMITP	Enlisted Marine Inspector Training Program	08/27/2020	<input type="checkbox"/>	<span>Edit</span> <span>—</span>	Panel Type	Description	Application Date	Ranking	1			<input type="text"/>
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## Warrant Appointment Panel Submission, Continued

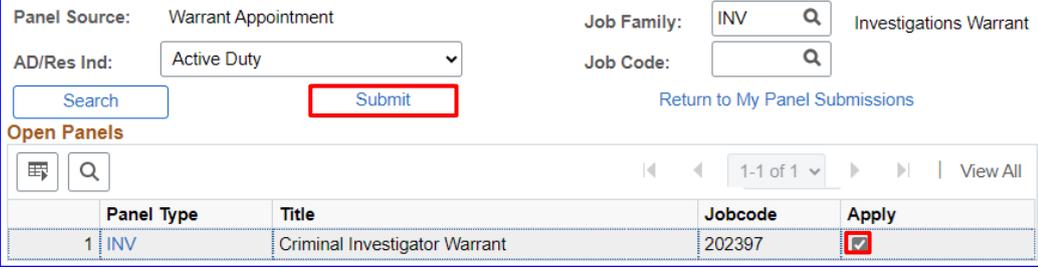
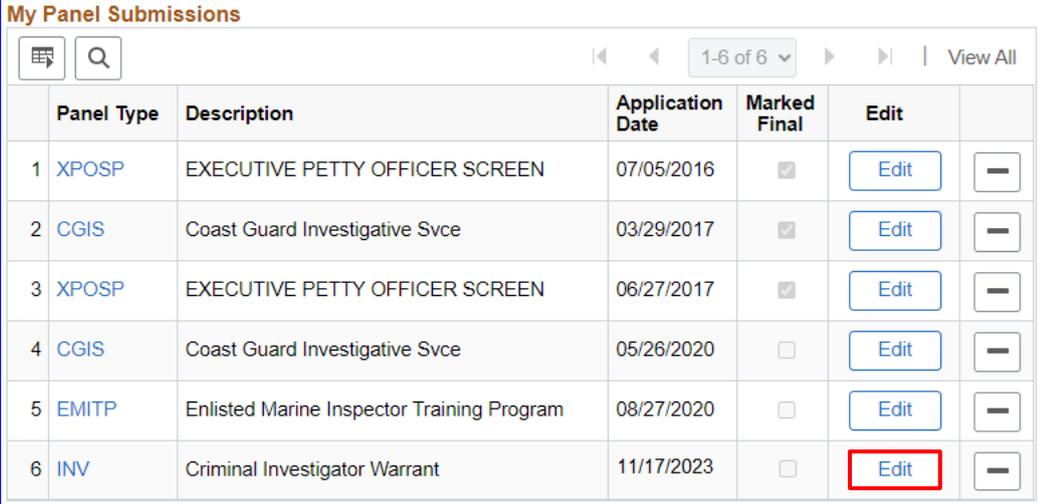
Procedures,  
continued

Step	Action																																																																				
5	<p>The page will display with specific Instructions and a chart showing Enlisted Ratings and the correlating Warrant Specialty. Using the drop-downs, select the appropriate Ad/Res Ind.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>My Panel Submissions</b></p> <p>Murray, Charles Wallace</p> <p>Chief warrant officers (CWOs) are commissioned officers of the Coast Guard who serve in grades established by law and have authority commensurate with this status. CWOs are mature individuals with appropriate education and specialty experience who have shown through demonstrated initiative and past performance they have the potential to assume positions of greater responsibility requiring broader conceptual, management, and leadership skills. While administrative and technical specialty expertise is required in many assignments, CWOs must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provide these officers a unique perspective in meeting the Coast Guard's roles and missions.</p> <p>Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board convenes. Please review the minimum eligibility requirements in Chapter 3 of the Appointing Warrant Officers Manual, COMDTINST M1420.1, to ensure you are in fact eligible to apply.</p> <p>Applicants are only authorized to apply for one specialty which is in your normal path of appointment (listed below)</p> <table border="1" data-bbox="331 869 882 1671"> <thead> <tr> <th>Enlisted Rating</th> <th>Warrant Specialty</th> </tr> </thead> <tbody> <tr><td>AMT and AET</td><td>Aviation Engineering (AVI)</td></tr> <tr><td>AST</td><td>Marine Safety Specialist Deck (MSSD)</td></tr> <tr><td></td><td>Boatswain (BOSN) or</td></tr> <tr><td>BM</td><td>Marine Safety Specialist Deck (MSSD) or</td></tr> <tr><td></td><td>Marine Safety Specialist Response (MSSR)</td></tr> <tr><td>CS</td><td>Finance and Supply (F&amp;S)</td></tr> <tr><td></td><td>Material Maintenance (MAT) or</td></tr> <tr><td>DC</td><td>Marine Safety Specialist Engineering (MSSE) or</td></tr> <tr><td></td><td>Marine Safety Specialist Response (MSSR)</td></tr> <tr><td>DV</td><td>Diver (DIV)</td></tr> <tr><td>EM</td><td>Naval Engineering (ENG) or</td></tr> <tr><td></td><td>Marine Safety Specialist Engineering (MSSE)</td></tr> <tr><td>ET</td><td>Electronics (ELC)</td></tr> <tr><td>GM</td><td>Weapons (WEPS)</td></tr> <tr><td>HS</td><td>Medical Administration (MED)</td></tr> <tr><td>IS</td><td>Intelligence Systems Specialist (ISS)</td></tr> <tr><td>IT</td><td>Information Systems Management (ISM)</td></tr> <tr><td>IV</td><td>Criminal Investigator (INV)</td></tr> <tr><td>ME</td><td>Maritime Law Enforcement Specialist (MLES)</td></tr> <tr><td></td><td>Naval Engineering (ENG) or</td></tr> <tr><td>MK</td><td>Marine Safety Specialist Engineering (MSSE)</td></tr> <tr><td></td><td>Marine Safety Specialist Response (MSSR)</td></tr> <tr><td>ME</td><td>Maritime Law Enforcement Specialist (MLES)</td></tr> <tr><td></td><td>Naval Engineering (ENG) or</td></tr> <tr><td>MK</td><td>Marine Safety Specialist Engineering (MSSE)</td></tr> <tr><td></td><td>Marine Safety Specialist Response (MSSR)</td></tr> <tr><td>MST</td><td>Marine Safety Specialist Deck (MSSD) or</td></tr> <tr><td></td><td>Marine Safety Specialist Response (MSSR)</td></tr> <tr><td>MU</td><td>Bandmaster (BNDM)</td></tr> <tr><td>OS</td><td>Operations Systems Specialist (OSS)</td></tr> <tr><td>PA</td><td>Public Information (INF)</td></tr> <tr><td>SK</td><td>Finance and Supply (F&amp;S)</td></tr> <tr><td>YN</td><td>Personnel Administration (PERS)</td></tr> </tbody> </table> <p>Please be aware of all pertinent CWC Appointment Timeline/Process messages released via ALCGPSC in CGMS. PSC-OPM-1 is the primary point of contact for all CWO Appointment process inquiries. Please send your e-mail to ARL-PF-CGPSC-OPM-1-Boards.</p> <p>Panel Source: <input type="text" value="Warrant Appointment"/> Job Family: <input type="text" value=""/></p> <p>AD/Res Ind: <input type="text" value=""/> Job Code: <input type="text" value=""/></p> <p><input type="button" value="Search"/> <input type="button" value="Submit"/> <a href="#">Return to My Panel Submissions</a></p> </div>	Enlisted Rating	Warrant Specialty	AMT and AET	Aviation Engineering (AVI)	AST	Marine Safety Specialist Deck (MSSD)		Boatswain (BOSN) or	BM	Marine Safety Specialist Deck (MSSD) or		Marine Safety Specialist Response (MSSR)	CS	Finance and Supply (F&S)		Material Maintenance (MAT) or	DC	Marine Safety Specialist Engineering (MSSE) or		Marine Safety Specialist Response (MSSR)	DV	Diver (DIV)	EM	Naval Engineering (ENG) or		Marine Safety Specialist Engineering (MSSE)	ET	Electronics (ELC)	GM	Weapons (WEPS)	HS	Medical Administration (MED)	IS	Intelligence Systems Specialist (ISS)	IT	Information Systems Management (ISM)	IV	Criminal Investigator (INV)	ME	Maritime Law Enforcement Specialist (MLES)		Naval Engineering (ENG) or	MK	Marine Safety Specialist Engineering (MSSE)		Marine Safety Specialist Response (MSSR)	ME	Maritime Law Enforcement Specialist (MLES)		Naval Engineering (ENG) or	MK	Marine Safety Specialist Engineering (MSSE)		Marine Safety Specialist Response (MSSR)	MST	Marine Safety Specialist Deck (MSSD) or		Marine Safety Specialist Response (MSSR)	MU	Bandmaster (BNDM)	OS	Operations Systems Specialist (OSS)	PA	Public Information (INF)	SK	Finance and Supply (F&S)	YN	Personnel Administration (PERS)
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