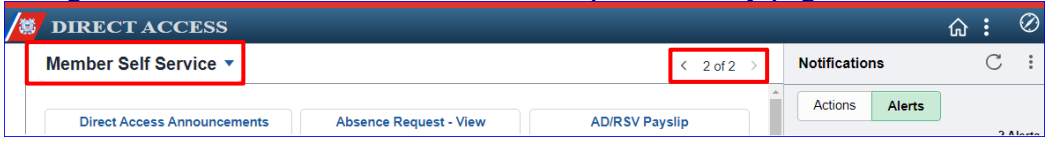
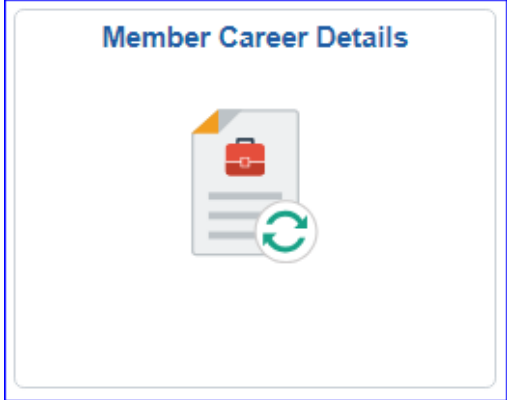


CWO Profile Letter

Introduction This guide provides the procedures for Chief Warrant Officer (CWO) candidates to view their status for the CWO appointment cycle in Direct Access (DA).

Information **NOTE:** Refer to [Officer Accessions, Evaluations, and Promotions COMTINST M1000.3A, Sec. 1-D](#), for an explanation of scores and experience factor computations.

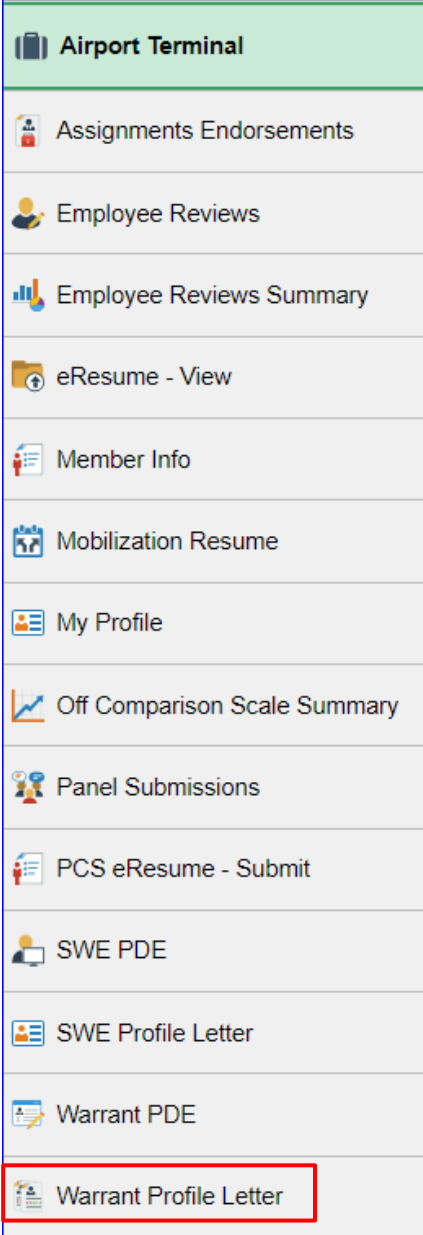
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Member Career Details tile.</p> 

Continued on next page

CWO Profile Letter, Continued

Procedures,
continued

Step	Action
3	<p>Select the Warrant Profile Letter option.</p>  <p>The screenshot shows a vertical list of menu items. The top item, 'Airport Terminal', is highlighted with a green background. The bottom item, 'Warrant Profile Letter', is highlighted with a red border. Other items include Assignments Endorsements, Employee Reviews, Employee Reviews Summary, eResume - View, Member Info, Mobilization Resume, My Profile, Off Comparison Scale Summary, Panel Submissions, PCS eResume - Submit, SWE PDE, and SWE Profile Letter.</p>

Continued on next page

CWO Profile Letter, Continued

Procedures,
continued

Step	Action																																																
4	<p>The Summary page will display. Click Create Report.</p> <div style="border: 1px solid blue; padding: 5px;"> <table> <tr> <td>Empl ID:</td> <td>1234567</td> <td>Sparrow, Jack</td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td>PROM</td> </tr> <tr> <td>Board Type Code:</td> <td>PERS</td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>23</td> <td></td> </tr> <tr> <td>Board Candidate Status:</td> <td>Eligible</td> <td></td> </tr> <tr> <td>Start Date:</td> <td>04/02/2022</td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p> Save Return to Search </p> </div>	Empl ID:	1234567	Sparrow, Jack	Empl Record:	0	PROM	Board Type Code:	PERS		Active Duty Reserve Indicator:	A		Sequence Number:	23		Board Candidate Status:	Eligible		Start Date:	04/02/2022																												
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5	<p>The Profile Letter will display in another window for viewing/printing.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Warrant Profile Letter</td> <td colspan="2" style="text-align: right;">PRINT DATE: 1/29/2022</td> </tr> <tr> <td colspan="4" style="text-align: center;">Warrant Profile Letter APR 2022</td> </tr> <tr> <td>Name:</td> <td>Jack Sparrow</td> <td>Employee ID:</td> <td>1234567</td> </tr> <tr> <td>Rank:</td> <td>YNC</td> <td>Department ID:</td> <td>008668 COMMANDANT (CG-LMJ)</td> </tr> <tr> <td colspan="4" style="text-align: center;">Board Information</td> </tr> <tr> <td>Warrant Specialty:</td> <td>PERS</td> <td>Board Date:</td> <td>2022-04-02</td> </tr> <tr> <td colspan="4" style="text-align: center;">Evaluations Score/Pre-Board Score</td> </tr> <tr> <td colspan="4" style="text-align: center;">Pre-board total score and credit from each factor is</td> </tr> <tr> <td>Evaluation Score:</td> <td colspan="3">46.22</td> </tr> <tr> <td>Evaluation Pre-Board Score:</td> <td colspan="3">135.58</td> </tr> <tr> <td>Experience Pre-Board Score - Time in E6 - E9:</td> <td colspan="3">1.09</td> </tr> <tr> <td>Total Pre-Board Score:</td> <td colspan="3">244.58</td> </tr> </table>	Warrant Profile Letter		PRINT DATE: 1/29/2022		Warrant Profile Letter APR 2022				Name:	Jack Sparrow	Employee ID:	1234567	Rank:	YNC	Department ID:	008668 COMMANDANT (CG-LMJ)	Board Information				Warrant Specialty:	PERS	Board Date:	2022-04-02	Evaluations Score/Pre-Board Score				Pre-board total score and credit from each factor is				Evaluation Score:	46.22			Evaluation Pre-Board Score:	135.58			Experience Pre-Board Score - Time in E6 - E9:	1.09			Total Pre-Board Score:	244.58		
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