# Panel Submissions

## Overview

**Introduction**

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

**Information**

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

**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

**Contents**


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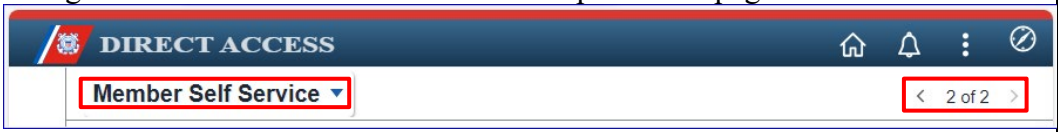
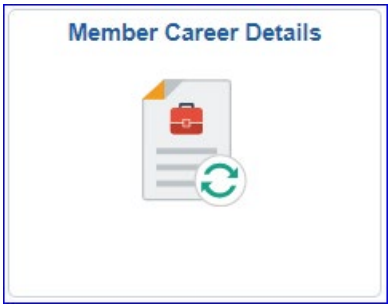
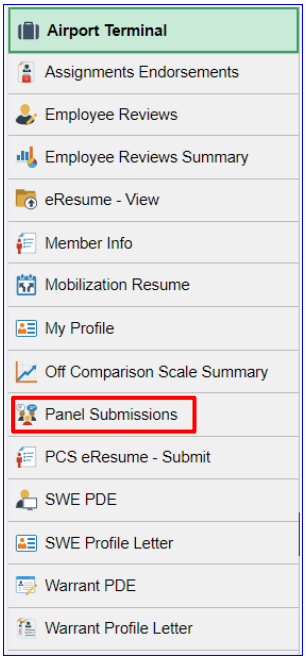
# Deleting a Panel Submission

**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.<br>  |
| 2 | Click the **Member Career Details** tile.<br>  |
| 3 | Select the **Panel Submissions** option.<br>  |

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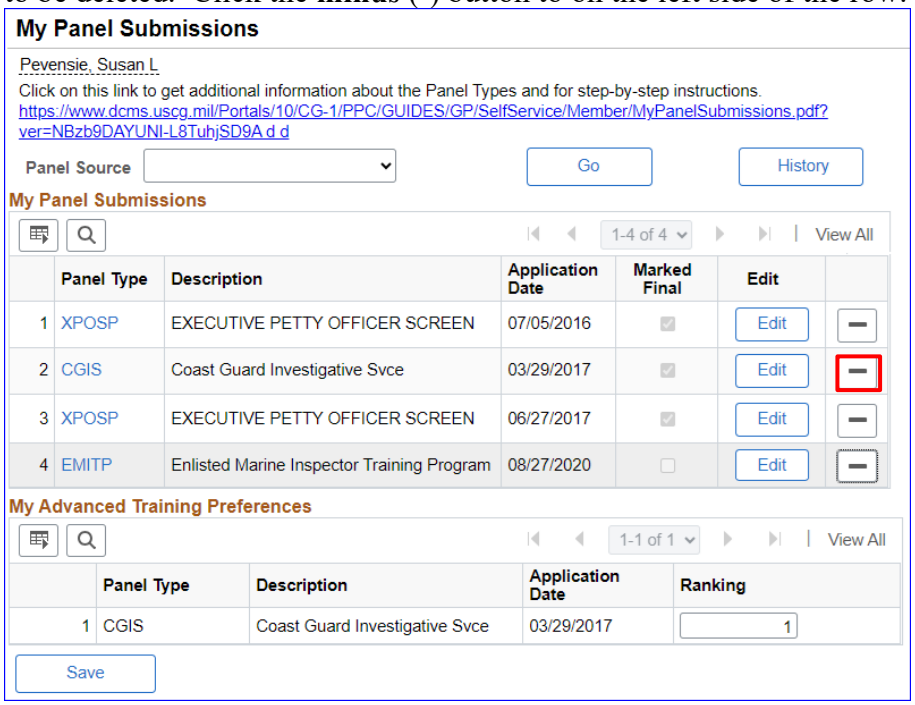
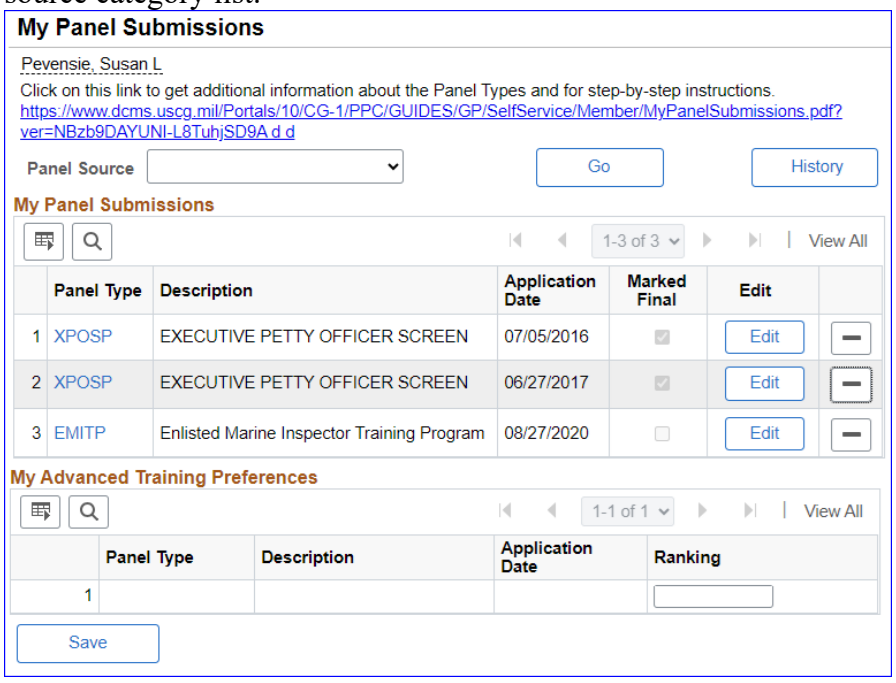
# Deleting a Panel Submission, Continued

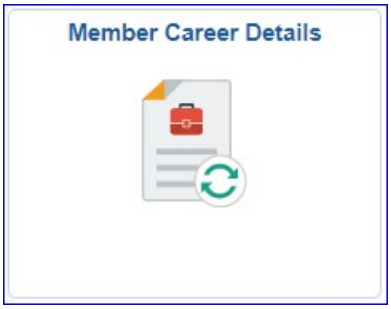
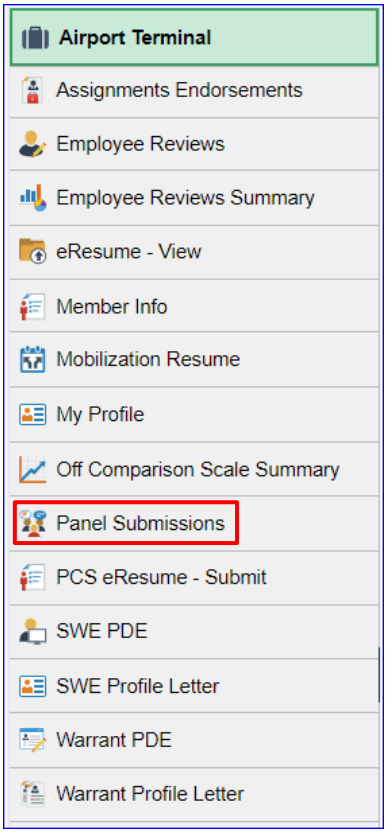
**Procedures**, continued

| Step | Action |
|---|---|
| 4 | The Panel Submissions request page will display. Identify the Panel Submission to be deleted. Click the **minus** (-) button to on the left side of the row.  |
| 5 | The request will no longer display in the My Panel Submissions section or the source category list.  |

# Panel Submissions

**Introduction** This section provides the procedures for a member to apply to screening panels and advanced training through Panel Submissions in DA.

**Procedures** See below.

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

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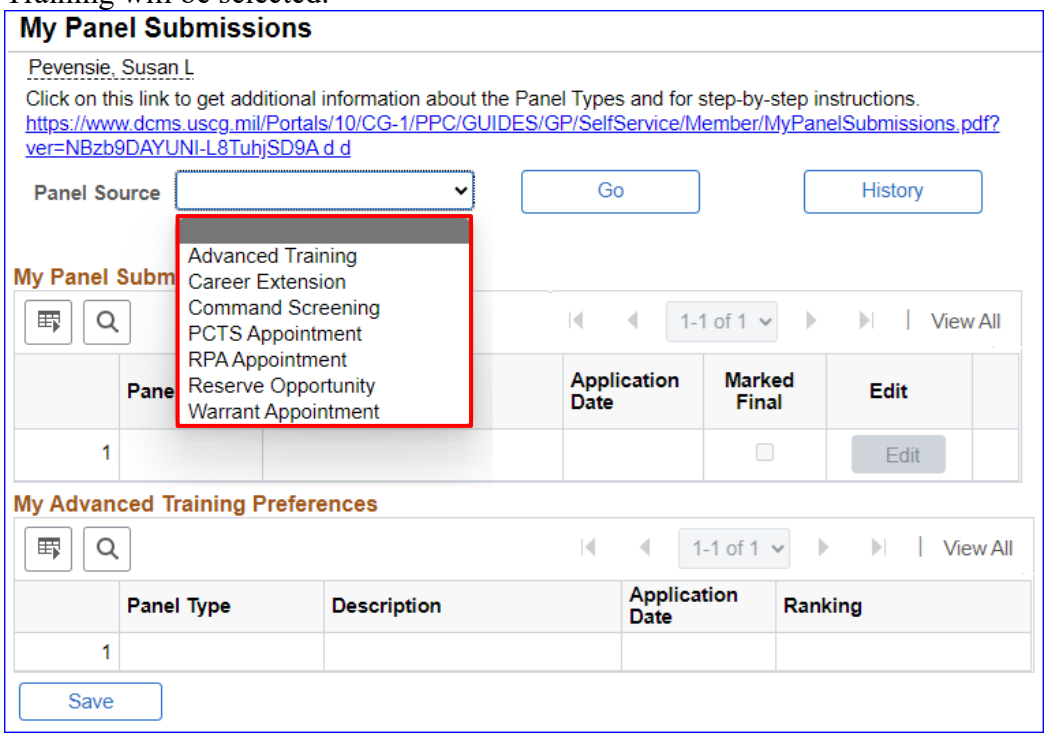
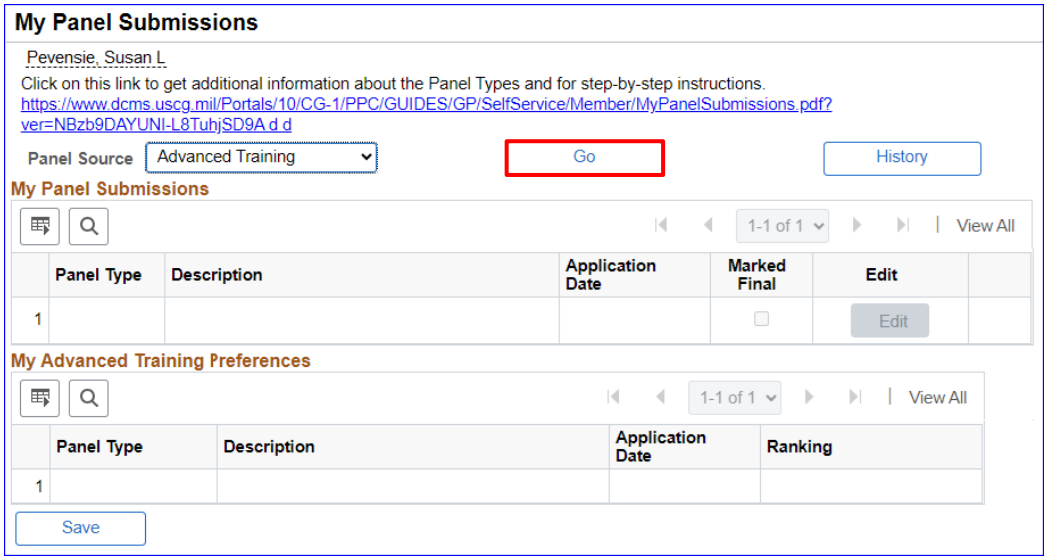
# Panel Submissions, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 4 | The Panel Submissions request page will display. Using the drop-down select the appropriate **Panel Source**. For the purposes of this guide, Advanced Training will be selected.   |
| 5 | Click **Go**.   |

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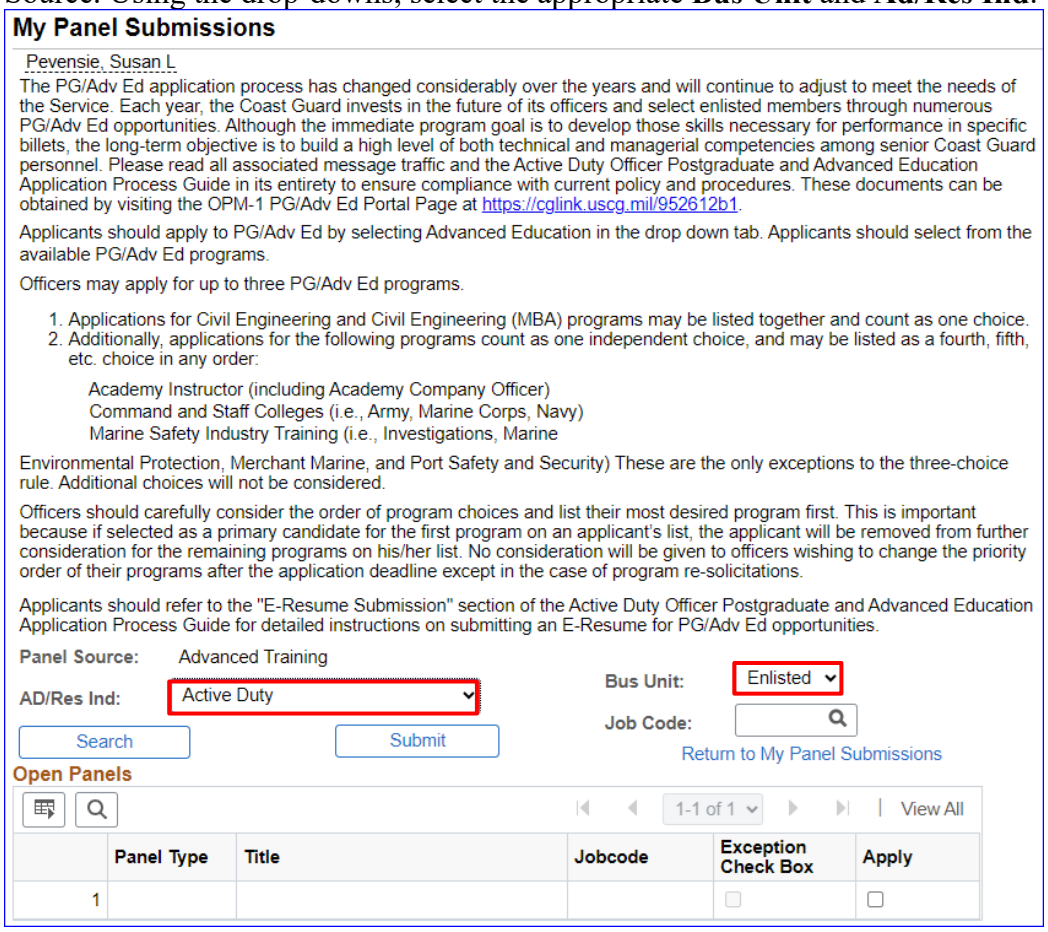
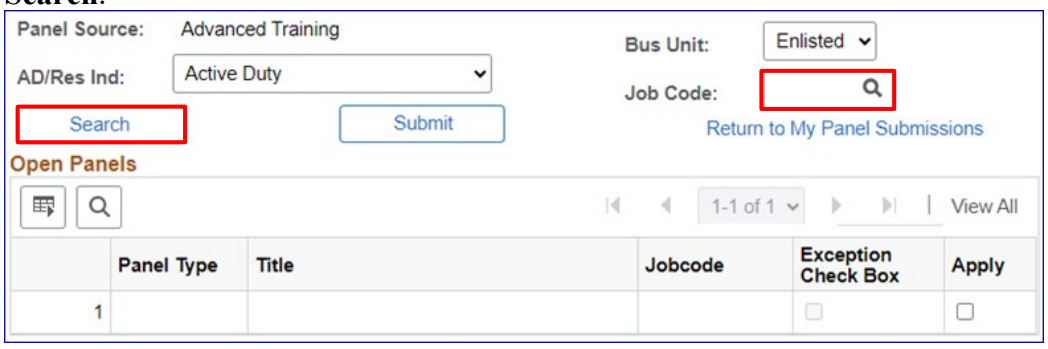
# Panel Submissions, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 6 | The page will display with specific Instructions depending on the selected Panel Source. Using the drop-downs, select the appropriate **Bus Unit** and **Ad/Res Ind**. |
| 7 | A **Job Code** may be entered using the lookup icon or may be left blank. Click **Search**. |

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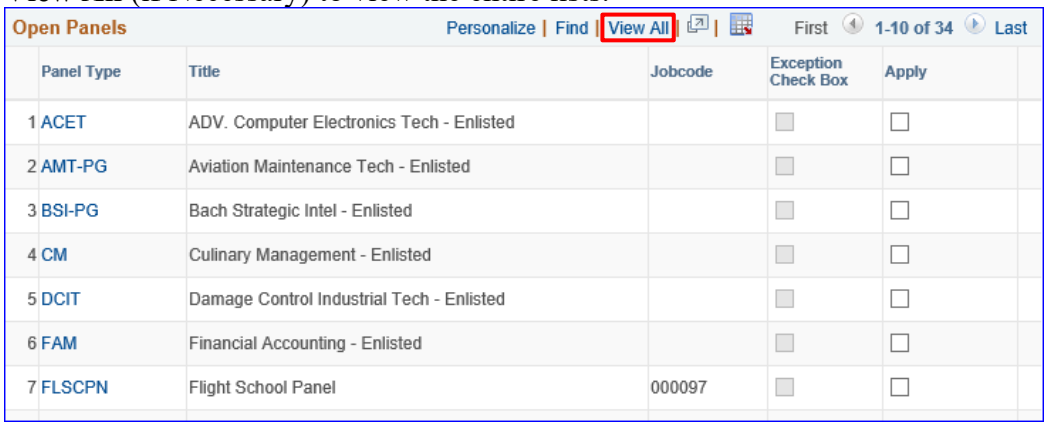
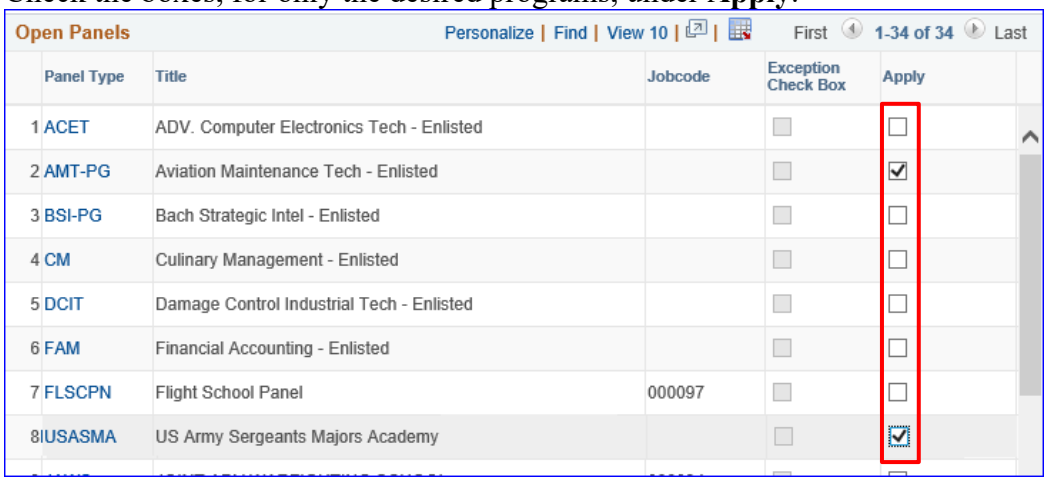
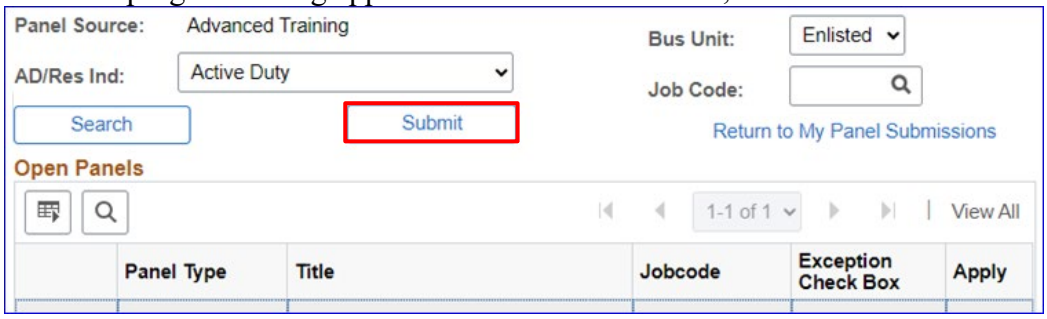
# Panel Submissions, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **8** | All open Panels will display based on the selections made in Steps 6-7. Click **View All** (if Necessary) to view the entire lists.<br>  |
| **9** | Check the boxes, for only the desired programs, under **Apply**.<br>  |
| **10** | Once the programs being applied for have been selected, click **Submit**.<br>  |

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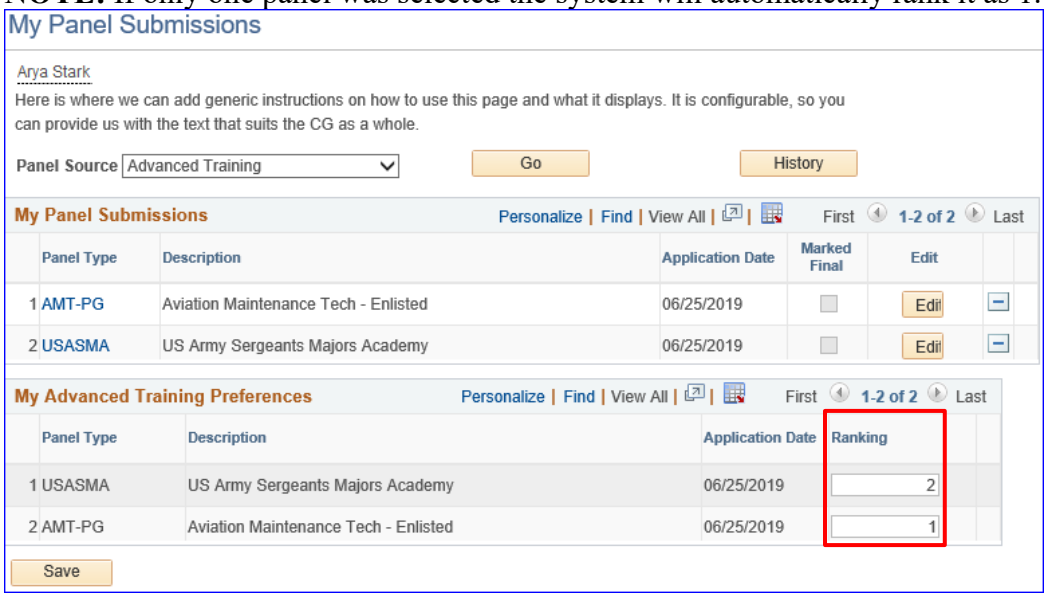
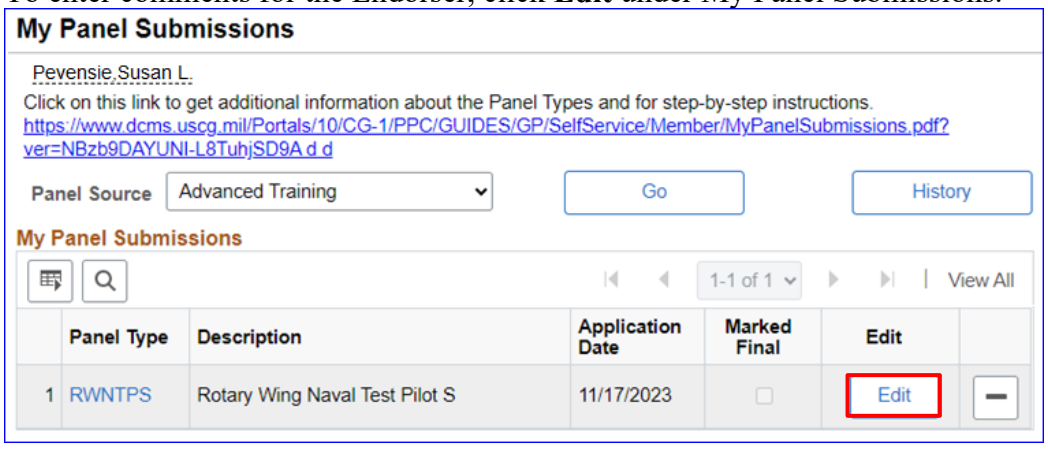
# Panel Submissions, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **11** | A **Ranking** for each course/panel MUST be entered before continuing. Under My Advanced Training Preferences, enter the Ranking preference.<br><br>**NOTE:** If only one panel was selected the system will automatically rank it as 1.<br>  |
| **12** | To enter comments for the Endorser, click **Edit** under My Panel Submissions.<br>  |

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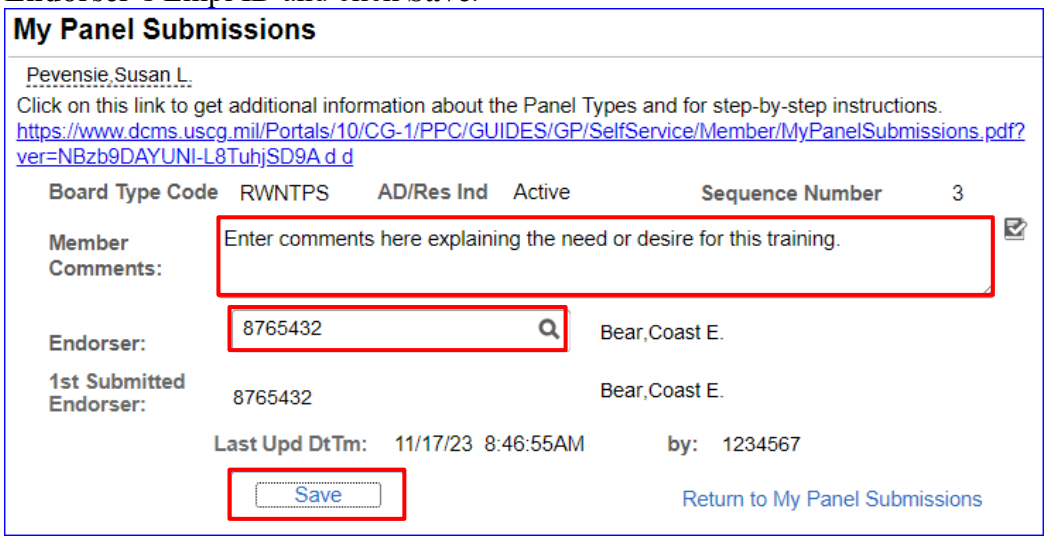
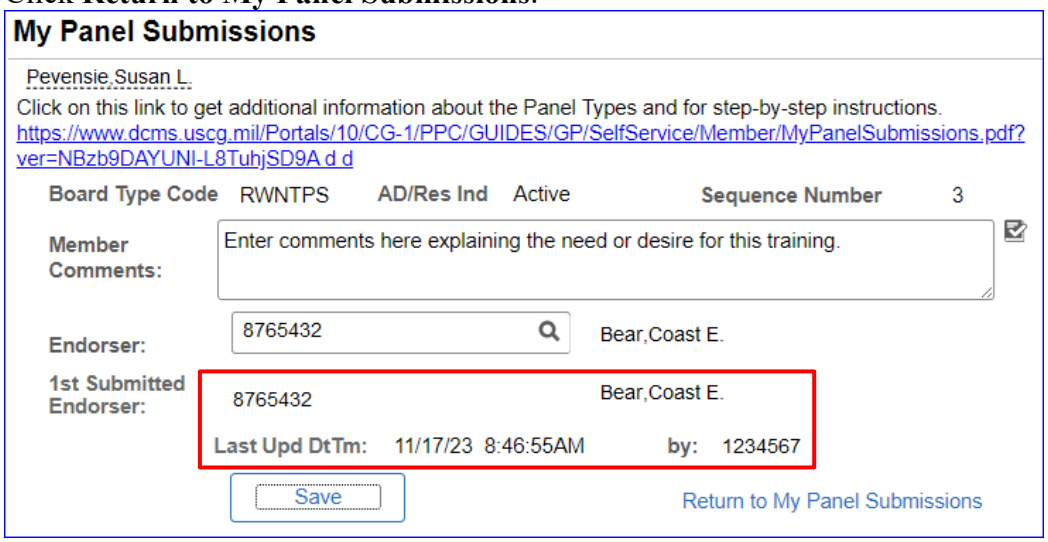
# Panel Submissions, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **13** | Enter **Member Comments** as appropriate. Use the lookup icon to enter the **Endorser**'s Empl ID and click **Save**.<br>  |
| **14** | The **1st Submitted Endorser**, **Last Upd DtTm**, and **by** fields will populate. Click **Return to My Panel Submissions**.<br>  |

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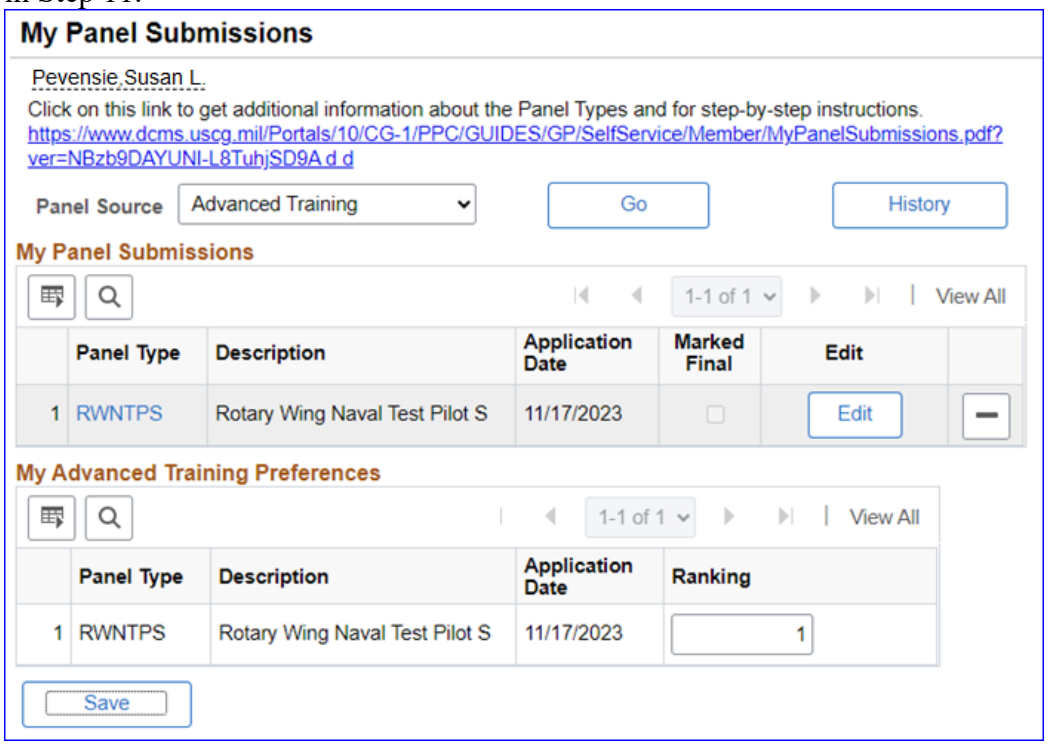
# Panel Submissions, Continued

**Procedures**, continued

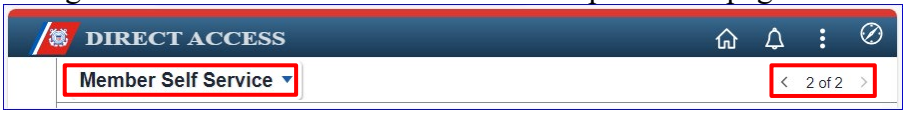
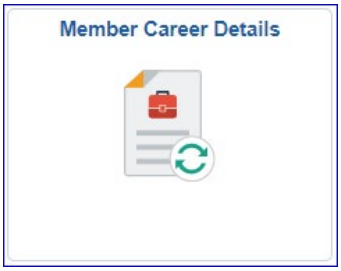
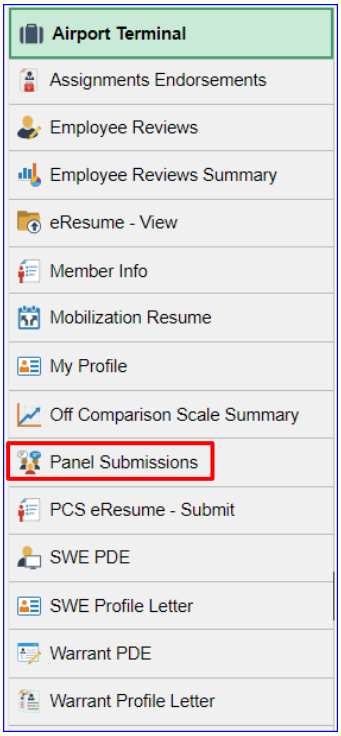
| Step | Action |
|---|---|
| **15** | Repeat Step 12-14 for each Panel Submission. Notice the Rankings under Advanced Training Preferences are now recorded based on the rankings entered in Step 11. |



# 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 | Navigate to **Member Self Service** via the drop down or page arrows.<br>  |
| 2 | Click the **Member Career Details** tile.<br>  |
| 3 | Select the **Panel Submissions** option.<br>  |

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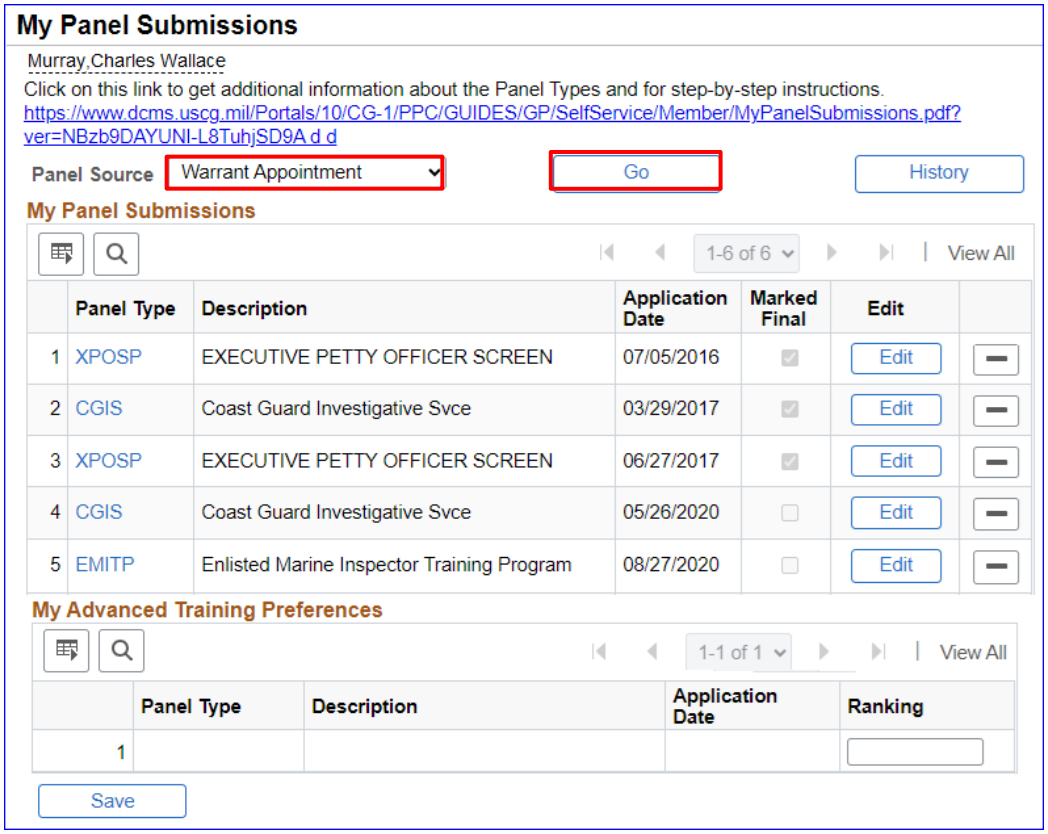
# Warrant Appointment Panel Submission, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| 4 | The Panel Submissions request page will display. Using the drop-down select the Warrant Appointment **Panel Source**.<br><br>Click **Go**.<br>  |



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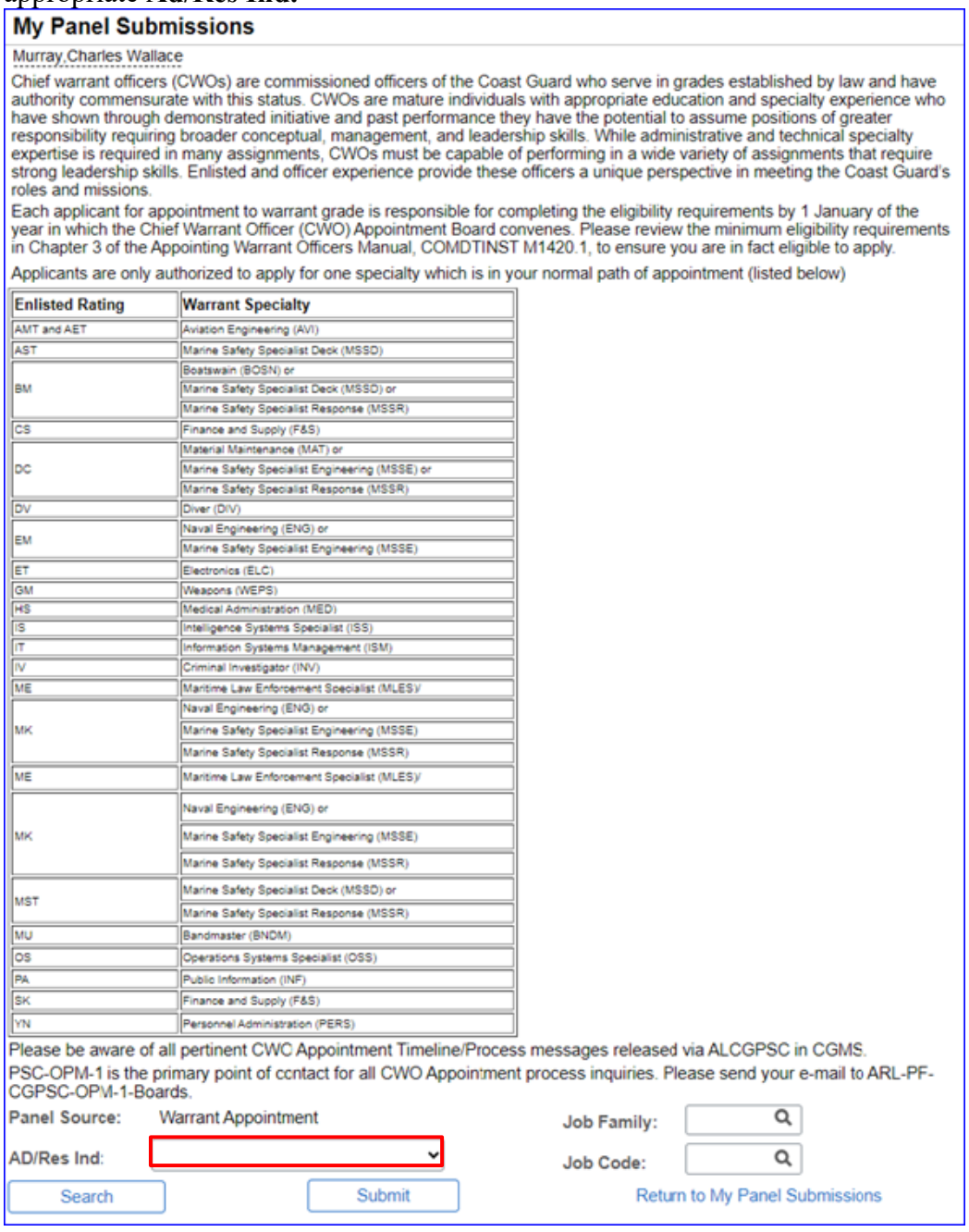
# Warrant Appointment Panel Submission, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **5** | 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.** |



**My Panel Submissions**

Murray,Charles Wallace

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.

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.

Applicants are only authorized to apply for one specialty which is in your normal path of appointment (listed below)

| Enlisted Rating | Warrant Specialty |
|---|---|
| AMT and AET | Aviation Engineering (AVI) |
| AST | Marine Safety Specialist Deck (MSSD) |
| BM | Boatswain (BOSN) or |
| | Marine Safety Specialist Deck (MSSD) or |
| | Marine Safety Specialist Response (MSSR) |
| CS | Finance and Supply (F&S) |
| DC | Material Maintenance (MAT) or |
| | 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)/ |
| MK | Naval Engineering (ENG) or |
| | Marine Safety Specialist Engineering (MSSE) |
| | Marine Safety Specialist Response (MSSR) |
| ME | Maritime Law Enforcement Specialist (MLES)/ |
| MK | Naval Engineering (ENG) or |
| | 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) |

Please be aware of all pertinent CWO Appointment Timeline/Process messages released via ALCGPSC in CGMS.

PSC-OPM-1 is the primary point of ccntact for all CWO Appointment process inquiries. Please send your e-mail to ARL-PF-CGPSC-OPM-1-Boards.

Panel Source: Warrant Appointment

Job Family:

AD/Res Ind:

Job Code:

Search Submit Return to My Panel Submissions

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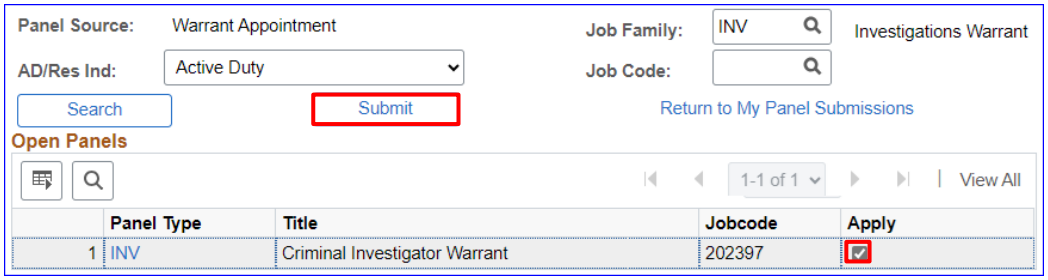
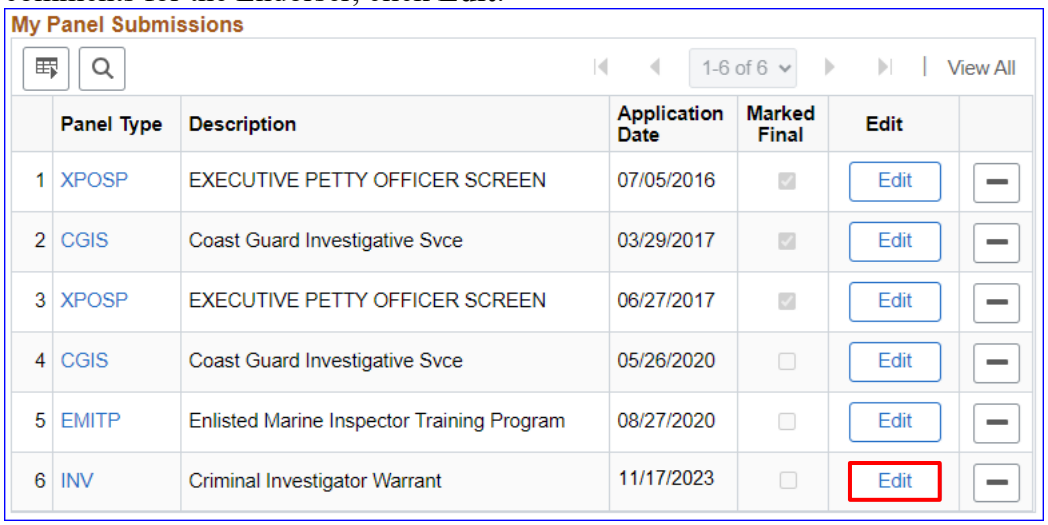
# Warrant Appointment Panel Submission, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **6** | Enter the appropriate **Job Family** (from the chart provided) using the lookup icon. **Job Code** may be entered using the lookup icon or may be left blank. Click **Search**.<br> |
| **7** | The selected Warrant **Panel Type** will display in the Open Panels section.<br>• Click the **Apply** checkbox.<br>• Click **Submit**.<br>  |
| **8** | The Panel will now display in the My Panel Submissions section. To enter comments for the Endorser, click **Edit**.<br>  |

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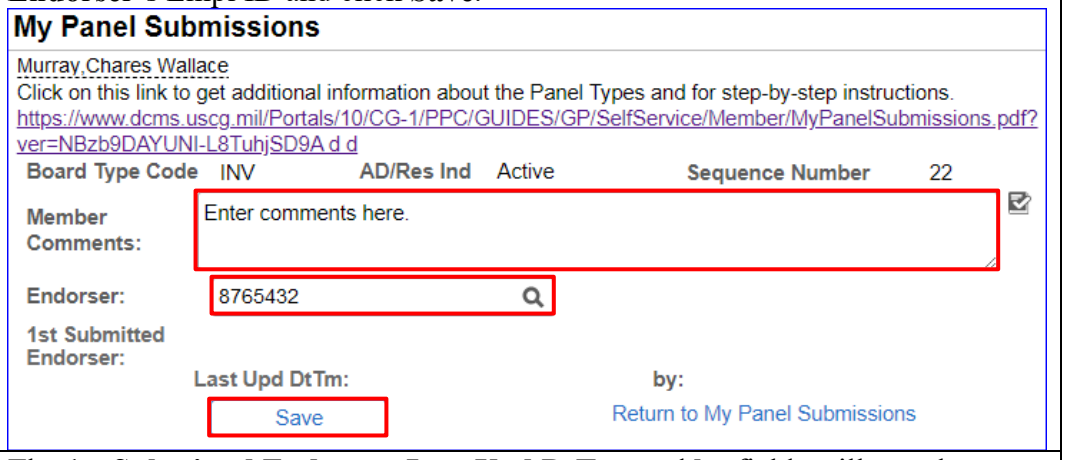
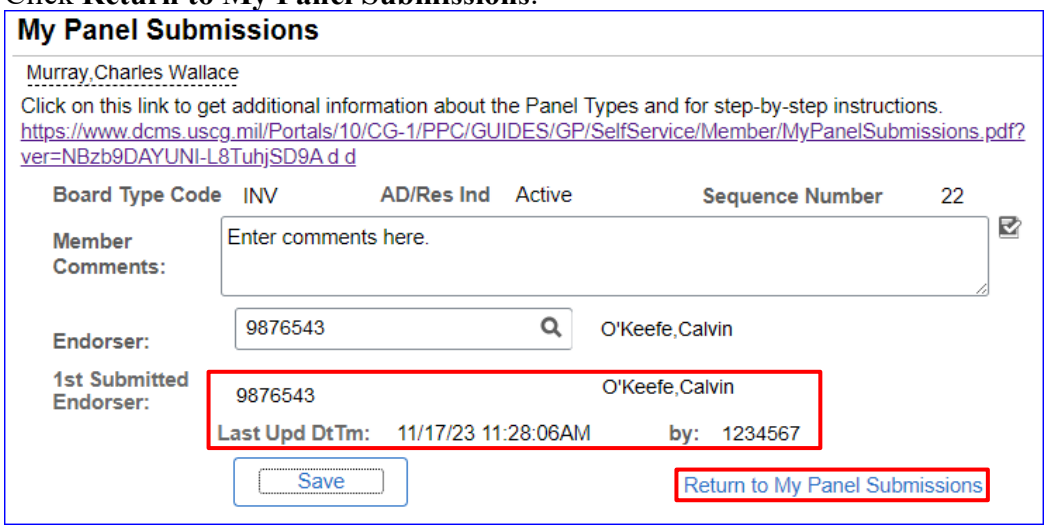
# Warrant Appointment Panel Submission, Continued

**Procedures**, continued

| Step | Action |
|---|---|
| **9** | Enter **Member Comments** as appropriate. Use the lookup icon to enter the **Endorser**'s Empl ID and click **Save**.<br>  |
| **10** | The **1st Submitted Endorser**, **Last Upd DtTm**, and **by** fields will populate. Click **Return to My Panel Submissions**.<br>  |