



View 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).

Procedure See below.

Step	Action
<p>1</p>	<p>Select the _More link in the View column on the Self Service Employee pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a 'View' column on the right. The 'View' column contains several links: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and a red-bordered box containing '6 More...'.</p>
<p>2</p>	<p>Select the Warrant Profile Letter link.</p>  <p>The screenshot shows a grid of links under the heading 'View'. The grid contains 12 items in a 4x3 layout. The item in the third row, second column is 'Warrant Profile Letter' with the subtext 'Self-Service Warrant Profile Letter', which is highlighted with a red box.</p>

Continued on next page

View CWO Profile Letter, Continued

Procedure,
continued

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3	<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>7777777</td> <td>Ren, Kylo</td> <td></td> </tr> <tr> <td>Empl Record:</td> <td>0</td> <td></td> <td>PROM</td> </tr> <tr> <td>Board Type Code:</td> <td>PERS</td> <td></td> <td></td> </tr> <tr> <td>Active Duty Reserve Indicator:</td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Sequence Number:</td> <td>23</td> <td></td> <td></td> </tr> <tr> <td>Board Candidate Status:</td> <td>Eligible</td> <td></td> <td></td> </tr> <tr> <td>Start Date:</td> <td>04/02/2018</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">Create Report</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> </p> </div>	Empl ID:	7777777	Ren, Kylo		Empl Record:	0		PROM	Board Type Code:	PERS			Active Duty Reserve Indicator:	A			Sequence Number:	23			Board Candidate Status:	Eligible			Start Date:	04/02/2018																						
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4	<p>The Profile Letter will appear in another window for viewing/printing.</p> <table border="1"> <tr> <td colspan="2">Warrant Profile Letter</td> <td colspan="2">PRINT DATE: 1/29/2018</td> </tr> <tr> <td colspan="4" style="text-align: center;">Warrant Profile Letter APR 2018</td> </tr> <tr> <td>Name:</td> <td>Kylo Ren</td> <td>Employee ID:</td> <td>7777777</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>2018-04-02</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">109</td> </tr> <tr> <td>Total Pre-Board Score:</td> <td colspan="3">244.58</td> </tr> </table> <p>NOTE: Refer to Officer Accessions, Evaluations, and Promotions COMTINST M1000.3A, Sec. 1-D, for an explanation of scores and experience factor computations.</p>	Warrant Profile Letter		PRINT DATE: 1/29/2018		Warrant Profile Letter APR 2018				Name:	Kylo Ren	Employee ID:	7777777	Rank:	YNC	Department ID:	008668 COMMANDANT (CG-LMJ)	Board Information				Warrant Specialty:	PERS	Board Date:	2018-04-02	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:	109			Total Pre-Board Score:	244.58		
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