

Course Code: 501416

Background: CWOPD is designed to assist newly commissioned CWOs in transitioning into the commissioned officer ranks. The course curriculum focuses on leadership, service etiquette, customs and courtesies, communication (oral and written), and the necessary administrative skills needed to become an effective Coast Guard Officer. CWOPD builds upon individual skills attained through one's career and provides a vehicle for sharing experiences to improve group effectiveness. This course facilitates professional and personal growth in knowledge, skills, attitudes, and abilities through learning, self-awareness, self-assessment, feedback, and reflection. Key areas of emphasis are Coast Guard vision, core values, professionalism, lifelong learning, and the uniqueness of CWOs in our Service. This course also emphasizes education assessment, critical thinking, and mentoring. CWOPD is two weeks in length, week one is virtual and week two is in-person in New London, CT. When submitting your survey for a specific convening, be aware there is a pre-work component once enrolled; please consider this with your requests. Attendance and successful completion of the CWOPD course is mandatory for all CWO2s within the first 18 months of commission.

Direct Slating: Why are we moving to direct slating? The decision to move to direct slating was made as it will help us achieve the following:

- Prioritize members that have not yet attended Chief Petty Officers Academy (CPOCAD)
- Ensures 45% of newly promoted CWOs receive a seat in the course.
- Ensures 98% of CWOs that promoted in 2024 receive a seat in the course
- Ensures 96% of CWOs that promoted in 2023 receive a seat in the course
- Moving forward, it will help CWOs attend the course within their first 18 months of commissioning.

To Attend: For members to attend CWOPD, they must complete the linked MS Form Survey to be slated into the course. Electronic Training Requests (ETR) will not be used to submit your request to attend. FC-LDR and ETQC will enter members ETRs upon enrollment.

[**CLICK HERE TO COMPLETE CWOPD SURVEY**](#)

Enrollment: Enrollment will still occur in a first-come-first-served fashion, however, there will be rules on how each member is prioritized and enrolled. When you submit the MS Forms Survey, the timestamp on the survey will indicate your overall place on the list. Members must understand that they are not guaranteed to receive a seat in CWOPD simply by submitting the form. Additionally, FC-LDR and ETQC will actively manage the waitlist.

Enrollment Priorities: Members will be assigned to CWOPD sessions based on the following priorities for FY26:

- **40% of training quotas per session filled with CWO2s that promoted on 1JUN25**
 - Members without Chiefs Academy (CPOACAD) will move to top of list
- **30% of training quotas per session filled with CWO2s that promoted on 1JUN24**

2026 Chief Warrant Officer Professional Development (CWOPD) Business Rules

- Members without CPOACAD will move to top of list
- **30% of training quotas per session filled with CWO2s that promoted on 1JUN23**
 - Members without CPOACAD will move to top of list

Reserve Slating: No more than five Select Reserve (SELRES) members will be slated to each course. SELRES members were contacted by the Course Manager in late FY25 to obtain their prioritized list of class convenings to help plan for FY26 with their civilian employers and commands.

For CWOs that Commissioned Before 1 June 2022: CWO2s with a commissioning date on or before 1 June 2022, and CWO3 and CWO4 officers who have not yet attended CWOPD, will not be prioritized into the course and will only be able to attend if extra seats become available or on a case-by-case basis. Please have your Commands contact PERS3 Caitlin Fleming.

Cancellations & Withdrawals: If a student needs to cancel their slated CWOPD session once orders have been issued, units must follow the latest ETQC advisory on Cancellations and Substitutions. [Quota Management C School Training](#) Cancellations should be requested as soon as possible, to allow enough lead time to find additional students to attend.

Failure to give proper notice and failure to report to the first day of the course, once orders have been issued, causes losses in valuable quotas.

If CWOs have been enrolled in a CWOPD course and are selected for CWO to LT programs, that is NOT a valid reason to cancel orders to CWOPD. However, if your CWOPD Class session commences AFTER you promote to LT, you may cancel attendance.

Just a reminder, CWOPD is designed to assist newly commissioned CWOs in transitioning into the commissioned officer ranks. So even if you want to go the LT route, attending CWOPD is still valuable and highly recommended.

Course length & Expectations: Check out the Leadership Development Center's CWOPD SharePoint Page: [Chief Warrant Officer Professional Development \(CWOPD\)](#)

Points of Contact:

Course Chiefs:

CWO4 Jaime Baldueza and CWO4 Anthony Morabito

Course Manager:

CWO3 Caitlin Fleming

ETQC Scheduler:

CWO2 Javen Head