
1.D Appointment as Warrant Officer

1.D.1. General

1.D.1.a. Definition

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.

1.D.1.b. Billet Structure

Warrant officer billets are issued in the normal budgetary process and are independent of commissioned officer billets. All warrant officer billets are at the W-4 level.

1.D.2. Eligibility for Appointment to Warrant Grade

1.D.2.a. Minimum Eligibility Requirements

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 (the Board) convenes. The Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces the Board's convening date.

1. Must be a citizen of the United States.
2. Applicants are no longer required to have a National Agency Check (NAC) completed within five years of the 1 January deadline. However, applicants should review the requirements of the Military Personnel Security Program, COMDTINST M5520.12 (series) and be prepared in the event an updated background investigation is needed for the initial CWO assignment.
3. Must be a member of the Coast Guard or Coast Guard Reserve, serving on active duty or an extended active duty contract, with at least 4 years of service in either component as of 30 June following the 1 January deadline.
4. Must have at least 8 years total active service in the Armed Forces of the United States. Credit for active duty time will be computed to 30 June following the 1 January deadline. Members returning to active duty under the CNC or Temporary Separation Policy will be credited for TIS earned prior to separation (Article 12.F). Rules for computing active duty separation are contained in Article 12.F. Rules for computing active duty time in service (TIS) are contained in Article 1.D.4.

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5. Must be serving in pay grade E-6 or above. Those currently serving as temporary officers are not eligible to apply for appointment to warrant grade. Former temporary officers who were authorized to revert to their permanent enlisted status under Article 12.A.12. provisions must request a waiver to apply for appointment to warrant grade. Waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) by 01 September preceding the Board. Temporary officers who reverted IAW Article 12.A.13.e.4. do not need a waiver. Additionally, personnel who have previously served as a warrant officer who were authorized to revert to their former enlisted status under the provisions of Article 5.B.6 or 12.A.21 are not considered to have the qualities necessary for reappointment to warrant grade and are not eligible to apply.
6. Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 01 January deadline. The following examples apply.
 - a. If the E-7 advancement eligibility list has 100 members, those at positions 1 through 50 are eligible to compete for appointment to warrant grade.
 - b. If the E-7 advancement eligibility list has 101 members on, those at positions 1 through 51 are eligible to compete for appointment to warrant grade.
 - c. Members removed from published advancement eligibility lists, e.g., retirements, shall not be used as justification to improve the percentile calculation.
7. Members serving in pay grade E-7, E-8, or E-9 are considered to have already displayed technical ability in their specialty.
8. Members who are scheduled for separation under the High Year Tenure Program are not eligible to apply since their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List.
9. Members whose request for retirement have been approved are not eligible to apply. Members whose request for retirement is approved after being recommended shall be removed from the Preboard or Final Eligibility List as applicable. Commanding officers shall notify Commander (CGPC-opm-1) by message so the names of such applicants can be removed from the applicable list.
10. Must have no court-martial or civil conviction, or nonjudicial punishment and have no unsatisfactory mark in conduct for the three years immediately prior to the 1 January deadline and for the entire period from 01 January to appointment. Commanding officers shall submit a message to Commander (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

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11. See Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.
12. Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Surfmen (CXNSJ, CXNSK or CXNSM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) prior to the 01 January deadline. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.
13. In addition to the above eligibility requirements, each applicant for appointment to the AVI, BOSN, ELC, INV, MED, WEPS, ENG, **ISM, OSS and MSS** warrant specialties must possess normal color perception. Applicants for the INV specialty must also possess normal hearing.
14. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit an E-Resume with the command endorsement completed in the E-interview. In the "Job Endorsement" page under the "Recommendation" drop-down menu, commanding officers should choose "Make Offer" to positively endorse a candidate's application to the CWO appointment process. The comment block of the E-resume should not be used. Only commanding officers are authorized to submit the final endorsement. Members should follow their commanding officer's policy for requesting this recommendation, scheduling a personal interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in Article 1.D.3.b.2., etc. Members must submit their E-Resumes in time to obtain the commanding officer's E-Interview recommendation by the 01 January deadline date. Commanding officers are no longer required to submit a letter to their PERSRU listing those recommended.
15. Except as noted in Article 1.D.2.a.5. and 1.D.2.a.12., waivers of eligibility requirements will not normally be granted.

1.D.3. Recommendation Procedures

1.D.3.a. Content of Recommendation

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

1.D.3.b. Considerations Prior to Recommendation

In view of Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.
2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

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- a. demonstrations of character inconsistent with Coast Guard core values;
- b. substance and/or alcohol abuse;
- c. misconduct (civil and military);
- d. domestic violence;
- e. financial irresponsibility; and
- f. sexual harassment or discrimination.

1.D.3.c. CGPC Determination

If it is determined that certain individuals do not possess the officer-like qualities necessary to serve successfully as a chief warrant officer after being recommended by their commanding officer, Commander (CGPC-c) may remove their names from competition.

1.D.4. Normal Path of Appointment

1.D.4.a. General

The table shows the normal appointment path to warrant specialties:

Rating	Warrant Specialty
AMT and AET	Aviation Engineering (AVI)
MU	Bandmaster (BNDM)
BM	Boatswain (BOSN)
ET and IT	Electronics (ELC)
EM and MK	Naval Engineering (ENG)
SK and FS	Finance and Supply (F&S)
PA	Public Information (INF)
Special Agents IV (Reserve Rating)	Criminal Investigator (INV)
IT	Information Systems Management (ISM)
DC	Material Maintenance (MAT)
HS	Medical Administration (MED)
AST, BM, DC, EM, GM, MK, MST and PS	Marine Safety Specialist (MSS)
OS	Operations System Specialist (OSS)
YN	Personnel Administration (PERS)
MST (Reserve Rating) PS (Reserve Rating)	Port Safety and Security (PSS)
GM	Weapons (WEPS)

1.D.4.b. Exceptions to the Normal Path of Appointment

Members who desire consideration for appointment to a warrant specialty not in their normal path of appointment are required to complete all Coast Guard Institute nonresident training courses up through E-6 for a rating that is in the desired path. Additionally, such members must demonstrate competence by participating in an E-7 SWE consistent with such nonresident training courses required above. Scoring in the top 50 percent of all E-7 candidates on the appropriate SWE's professional knowledge sections for the desired path is considered adequate demonstration.

1. Each applicant for a warrant specialty not in the normal path of appointment is also required to meet the eligibility requirements in Article 5.C.6 for advancement to E-7 in the enlisted rating consistent with Article 1.D.2. requirements.
2. Interested applicants shall submit a written request to Commander (CGPC-opm-1) via official channels for authority to participate in the applicable E-7 SWE to be administered during May of the year preceding the 01 January deadline. Such requests shall be submitted in time to arrive at Commander (CGPC-opm-1) no later than 1 February of the year the E-7 SWE is desired.
3. Instructions contained in this article do not constitute authority to change an enlisted rating. Participation in E-7 SWEs as specified in this article is solely to qualify for appointment to warrant grade.
4. Unsuccessful applicants must re compete annually in the appropriate E-7 SWE examination.
5. Members authorized to apply for a warrant specialty outside their normal appointment path can not compete for their normal specialty.

1.D.5. Credit for Time in Pay Grade (TIG) and Active Duty Time in Service (TIS)

1.D.5.a. Time in Grade

Credit active duty TIG as served in pay grades E-6, E-7, E-8, and E-9.

1.D.5.b. Computation Rules

Use the following rules to compute TIG.

1. Calculate time in grade in years and months to 1 July of the year of the Board. Thirty days equal one full month. After totaling all creditable periods of TIG, drop a remainder of fewer than 30 days.
2. Credit TIG as served in pay grades E-6, E-7, E-8 and E-9 in the Coast Guard or Navy. All Navy service must be supported with a DD-214.

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3. Reserve members on active duty who voluntarily accepted a reduction in rate to enlist or reenlist in the Regular Coast Guard will not receive TIG held in the higher pay grade regardless of whether the member subsequently advanced to the formerly held higher pay grade after enlisting or reenlisting in the Regular Coast Guard.
4. Previous Coast Guard or Navy TIG in the present or higher grade is creditable only if served under continuous active service conditions (within three months of separation).
5. Credit time served as a prior temporary officer. Enlisted members who were reverted from a temporary officer status will be credited with TIG in their permanent enlisted grade of E-6 and above.
6. Do not credit time on the TDRL when computing TIG.
7. Do not credit time served in a rate from which a member was reduced as a result of non-judicial punishment, court-martial, or incompetence.
8. Time served in a previous rate is creditable for those personnel who accepted a reduction in rate for the purpose of a change in rating.

1.D.5.c. Computing TIS

Use the following rules to compute TIS.

1. After totaling all creditable periods of TIS, a remainder of fewer than 30 days shall be dropped.
2. Active duty in any of the Armed Forces is creditable. A correct Active Duty Base Date is the basis for this computation.
3. Do not credit time served on the TDRL as active service.
4. The terminal eligibility date is 1 July of the year of the Board.

1.D.6 Preboard Results

1.D.6.a. Personnel Data Extract (PDE)

Personal Data Extracts (PDE's) are available through Employee Self Service via the Direct Access website. The PDE is a critical document which notifies all recommended applicants of their preboard scores and the factors used to compute these scores. The PDE confirms that an applicant has been included in the process and is either eligible or not eligible to compete for warrant grade. Non-receipt of a PDE may mean that an applicant's E-Resume was not submitted successfully in Direct Access and may result in no preboard score computation for the affected applicant. Applicants who cannot view their PDE or whose PDE is incorrect in Direct Access bear the responsibility to notify

their commanding officer and **SPO** immediately so corrective action can be expedited. Likewise, applicants whose PDE indicates they are not eligible for appointment to warrant grade due to insufficient TIS, TIG, sea duty, evaluation marks, etc., bear the responsibility to notify their commanding officer and **SPO** immediately. Those who do not take immediate action are at serious risk for favorable consideration of a future request for waiver. This exercise of personal responsibility, or lack thereof, further demonstrates the individual's officer-like qualities.

1.D.6.b. Preboard Score

The preboard score consists of an experience factor and an evaluation factor. The experience factor accounts for 40% of the preboard score and is calculated by crediting one point for each full month of active service as E-6 and two points for each full month as E-7, E-8, and E-9. Maximum credit for time as E-6 is 100 points. Total maximum credit for time as E-6 through E-9 is 175 points. The evaluation factor accounts for 60% of the preboard score and is computed by Direct Access based on the applicant's performance marks during the four-year period immediately prior to the 01 January deadline. Only E-6 marks will be used for those E-6 applicants with fewer than four years' TIG.

1.D.6.c. Preboard Eligibility List

Based on the estimated number of warrant officer appointments required for the following year, Commander (CGPC-opm) will determine the number of candidates to be considered for appointment and establish minimum preboard scores for primary and alternate candidates in each specialty. Commander (CGPC-opm-1) will publish, by ALCGPERSCOM message, usually in April, a Preboard Eligibility List containing the names of those applicants who qualify. The Preboard Eligibility List will not indicate whether applicants are primary or alternate candidates. Individual applicants must refer to their preboard score on their profile letter to determine their status. The preboard score is used only to determine primary and alternate candidates and is not furnished to the Board. All primary candidates will be considered by the Board. If primary candidates are removed from consideration prior to the convening of the Board or are found not fully qualified by the Board, they will be replaced by alternate candidates, in order of highest preboard score. Such alternate candidates are then considered primary candidates. (Refer to Article 1.D.8.)

1.D.7. Preparation and Distribution of Recommendation Files and Resume

1.D.7.a. Submission of Officer Evaluation Reports (OERs)

Commanding officers shall submit an Officer Evaluation Report (OER), CG-5310 with 3A variant of page 3, for all members of their command whose names appear on the Preboard Eligibility List. The OERs shall be submitted directly to Commander (CGPC-opm-1) and shall be prepared using the instructions in Article 1.D.7.b. Do not use OER preparation instructions contained in section 10.A. Each primary and alternate candidate

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shall submit a resume prepared in accordance with instructions in subparagraph c. below. The submission deadline date for the OER and resume will be announced in the ALCGPERSCOM message publishing the Preboard Eligibility List.

1.D.7.b. Preparation of the OER

Preparation and Distribution of Officer Evaluation Report (OER), Level I (CG-5310).

1. The candidate's current commanding officer must sign as Supervisor and Reporting Officer. OERs completed by former commands, however recent, will not be accepted. The member's "current commanding officer" is determined by considering where the member is permanently attached when the Preboard Eligibility List is published. If the applicant is in an advanced education program, the program manager is the appropriate signatory. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel. Commanding officers who desire to provide input on candidates whom they recommended for appointment to warrant grade for the current cycle, but who are no longer assigned to their command, are encouraged to contact the current commanding officer and may forward an Administrative Remarks (CG-3307) documenting the candidate's potential to serve successfully as a CWO. The CG-3307 shall be submitted directly to Commander (CGPC-adm-3) for inclusion in the candidate's Headquarters PDR.
2. Prepare an original and one copy of CG-5310 with 3A variant of page 3 for each candidate as follows:
 - a. Complete section 1, blocks a. (name), b. (SSN), d. (current enlisted grade, eg. BMC, this needs to be hand typed), e. (date of rank), f. (unit and telephone number), g. (ATU-OPFAC), i. (date reported), j. (period of report, not to exceed one year ending 1 May of the Board year), m. (date submitted).
 - b. Complete section 2 with a description of the member's current duties.
 - c. Complete comment sections 3, 4, 5, and 8 addressing each performance characteristic giving specific examples/accomplishments. Completing comment section 7 is optional.
 - d. Complete section 10 specifically addressing the candidate's potential to perform satisfactorily as a chief warrant officer in the specialty for which applying. Refer to Article 1.D.13., which defines the scale of responsibilities in each specialty.
 - e. Do not complete section 9.
 - f. Both Block 6 (Supervisor Authentication) and Block 11 (Reporting Officer Authentication) shall be signed by the commanding officer. Unit commanding officers (parent command for units with officers in charge), office chiefs from HQ, division chiefs from areas, maintenance and logistics

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commands, districts and the Coast Guard Academy sign as both Supervisors and Reporting Officers for the OERs submitted on candidates assigned to their immediate staffs.

- g. Do not complete section 12.
 - h. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission. No attachments to the OER are allowed. Attachments such as awards should be submitted directly to Commander (CGPC-adm-3) for inclusion in the HQ PDR.
3. Distribution of CG-5310. The original of CG-5310 will become part of the candidate's recommendation file which is forwarded directly to Commander (CGPC-opm-1). The copy will be retained in the unit file for one year.
 4. Correction of CG-5310. Changes to the form will not be permitted after submission except when an administrative error in preparation has been made (i.e., typing). Requests for changes due to administrative errors will be made by letter to Commander (CGPC-opm-1) explaining the error, the desired correction, and the reason. If the request for correction falls within 15 days of the convening date for the Board, the request should be made by message.

1.D.7.c. Preparation of Candidate Resume

All primary and alternate candidates whose names appear on the Preboard Eligibility List shall submit a resume via the chain of command. The "to" line shall read, "President, CWO Appointment Board." No enclosures to the resume (other than the OER) are permitted. The resume shall be submitted to "President, CWO Appointment Board", c/o Commander (CGPC-opm-1). The resume must be submitted in accordance with the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) using the memorandum letterhead in the following format.

1. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.
2. Contain a historical summary of units, listing the primary and collateral duties assumed at each. List units in reverse chronological order (i.e., the most recent unit listed first).
3. Contain a summary of major professional accomplishments including medals, awards and academic achievements.
4. Contain a summary of reasons for desiring appointment to warrant grade.
5. Commanding officers shall forward the resume without comment (signature endorsement only) and shall attach the completed OER as enclosure (1). No other enclosures are permitted.