

1.D.9.c. Eligibility for Further Enlisted Advancement

Candidates whose names appear at or above the cutoff for appointment to warrant grade or whose names appear below the cutoff but who are subsequently offered appointment to warrant grade are not eligible for advancement to E-7, E-8, or E-9. Recommendation of these members for advancement to E-7, E-8, or E-9 will be invalidated and their names will be removed automatically from established enlisted advancement eligibility lists 60 days after publication of the Final Eligibility List for appointment to warrant grade unless such members have notified Commander (CGPC-opm) and (CGPC-epm) of their intention to decline appointment to chief warrant officer.

1.D.9.d. Separation Prior to Appointment

The names of candidates who retire or are discharged from active duty prior to appointment will be removed from the Final Eligibility List. Candidates who subsequently reenlist in the Regular Coast Guard in grade E-6 or above within 3 months after date of discharge and remain qualified in all other respects, shall be considered in a continuous service status and their names shall be restored to the Final Eligibility List without loss of position. That position shall be at the top of the list if the candidate became eligible for appointment while not on active duty. (Refer to Article 1.D.2.a.)

1.D.9.e. Effective Date of the Final Eligibility List

The Final Eligibility List will normally be effective for from 01 June through 31 May following the Board. However, if Service needs dictate, appointments from a specific warrant specialty list may be made prior to 01 June if all candidates from the previous list of the same specialty have been offered appointments. Candidates above the appointment cutoff remaining on an eligibility list at the time a new list is established will be carried over to the top of the new list. Candidates below the appointment cutoff will not be carried over to a new list and should plan to re compete in the next cycle.

1.D.10. Removal from Eligibility Lists (Preboard or Final)

1.D.10.a. Procedure for Removal from the Preboard or Final Eligibility List

1. Removal from the Preboard Eligibility List. A candidate's name shall be removed from the Chief Warrant Officer Preboard Eligibility List upon receipt of adverse information by a commanding officer within the candidate's chain of command or Commander (CGPC-c). Adverse information is factual knowledge that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. When adverse information is received that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer, a candidate's current commanding officer, any commanding officer in the candidate's chain of command, or Commander (CGPC) has the authority to remove the candidate's name from the Preboard Eligibility List. Removal occurs

by notifying Commander (CGPC-opm) to remove the candidate's name from the Preboard Eligibility List. The removal from the Preboard Eligibility List may be initiated via memo or message to Commander (CGPC-opm). Conviction by a court martial, conviction by a civil court, receipt of non-judicial punishment, or receipt of an unsatisfactory mark in conduct after a candidate has applied for a warrant officer appointment is normally to be considered adverse information that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. The notification to remove a candidate's name from the Preboard Eligibility List is a final administrative action predicated on the judgment of the removing authority that the information received casts doubt on the candidate's moral or professional qualifications for appointment as a chief warrant officer. There is no procedure for reinstatement on a Preboard Eligibility List. The candidate may submit a new request for a chief warrant officer appointment in a subsequent year. The new request shall be submitted in accordance with the provisions of Chapter 1.D.

2. Removal from the Final Eligibility List. A candidate's name shall be removed from the Final Eligibility List upon receipt of adverse information by a commanding officer within the candidate's chain of command or Commander (CGPC-c), which information casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer. When adverse information is received that casts doubt on a candidate's moral or professional qualifications for appointment as a chief warrant officer, a candidate's current commanding officer, any commanding officer in the candidate's chain of command, or Commander (CGPC) has the authority to remove the candidate's name from the Final Eligibility List by notifying Commander (CGPC-opm) to remove the candidate's name from the Final Eligibility List. The removal from the Final Eligibility List may be initiated via memo or message to Commander (CGPC-opm). Conviction by a court martial, conviction by a civil court, receipt of non-judicial punishment, or receipt of an unsatisfactory mark in conduct after the candidate has been recommended by the chief warrant officer appointment board is normally to be considered adverse information which casts doubt on the candidate's moral or professional qualifications for appointment as a chief warrant officer. The memo or message removing a candidate's name from the Final Eligibility List shall contain the following information:
 - a. Candidate's name.
 - b. Length of service.
 - c. Period of time candidate was observed.
 - d. Reason for recommendation.
 - e. Specific facts or circumstances relative to performance.
 - f. Medical reports or opinions, if applicable.
 - g. Nature of counseling and other steps taken to correct deficiencies.
 - h. Candidate's response to counseling.

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3. Upon receipt of the commanding officer's request to remove the candidate from the Final Eligibility List or when initiated by Commander (CGPC-opm), the candidate's name will be temporarily removed without conducting a special board. The candidate shall have an opportunity to review the recommendation and shall be permitted to make such comments as desired by endorsement to the commanding officer's request. If Commander (CGPC-c) initiates this action, the candidate shall be advised in writing of the contemplated actions and the reasons therefore and given the opportunity to provide comments as desired via the chain of command.
4. After the candidate has been temporarily removed from the Final Eligibility List, the case shall be reviewed at the Coast Guard Personnel Command by a special board of senior officers. The special board shall consist of at least three officers in the grade of commander or above. The membership shall include a representative from the Headquarters or CGPC division having cognizance of the candidate's specialty. After a thorough review of the candidate's Headquarters Personnel Data Record (PDR) and associated documents, the special board shall recommend to the Commandant either that the candidate be reinstated on the Final Eligibility List or that the candidate not be reinstated on the Final Eligibility List.
5. The recommendation of the Special Board to reinstate the candidate's name to the Final Eligibility List shall be forwarded to the Assistant Commandant for Human Resources for approval, modification, or disapproval. The Assistant Commandant may determine that special circumstances exist which warrant final action be taken by the Commandant. In the event of such a determination by the Assistant Commandant for Human Resources, the recommendation of the Special Board shall be forwarded to the Commandant for action.
6. The candidate will be advised of the results of the special board action.
 - a. If the Commandant approves the special board's recommendation to return the candidate's name to the list and that candidate would already have been appointed, the candidate will be tendered the next available appointment.
 - b. If the Commandant approves the special board's recommendation to return the candidate's name to the list and the candidate would not yet have been appointed, the candidate's name will be returned to the original position on the list.
 - c. If the candidate's name is not reinstated on the Final Eligibility List, the candidate may submit a new request for a chief warrant officer appointment in a subsequent year. The new request shall be submitted in accordance with the provisions of Chapter 1.D.

1.D.10.b. Removal as Result of Personnel Security Investigation

A candidate's name will be removed from an eligibility list if a personnel security investigation casts doubt on the candidate's moral or professional qualifications.

(Refer to the Military Personnel Security Program, COMDTINST M5520.12 (series) for processing of investigations).

1.D.10.c. Declining Appointment or Removal at Own Request

1. Candidates who elect removal from the Preboard Eligibility List will be allowed to compete in the next warrant officer appointment process cycle if eligible.
2. Upon publication of the Final Eligibility List, candidates will be given two weeks from the date time group of the ALCGPERSCOM message to request removal from the list with a two-year loss of eligibility. A candidate who declines an appointment to warrant grade, or elects removal from the Final Eligibility List after the two-week period has elapsed shall be required to wait five years from the anniversary date of that election before being eligible to re compete. At the time the candidate makes either of the above elections, Commander (CGPC-opm) and (CGPC-epm) shall be notified by expeditious means, and the following Administrative Remarks (CG-3307) entry documenting the election, shall be made in the candidate's Headquarters PDR:

DATE: "I have read and understand Article 1.D.10.c., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade for (two or five whichever is applicable) years from the anniversary date of this election. I understand that I will be eligible to reapply as a candidate for appointment to warrant grade on or about (date)."

3. Members declining appointments off an eligibility list through an offer of orders by an assignment officer incur a 5 year penalty. The Administrative Remarks (CG-3307) entry made in the candidate's Headquarters PDR documenting this election shall be initiated by the member's commanding officer. The text of the entry shall be the same as paragraph 2 above.
4. The exception to the five-year rule will be for candidates who decline appointment to CWO due to a documented personal hardship. Commander (CGPC-opm-1) must be notified of such candidates. Commander (CGPC-opm) will make the determination regarding whether the candidate should be exempt from the five-year rule for personal hardship. If an exemption is approved, the candidate will not be allowed to participate until after the hardship is resolved.

The following Administrative Remarks (CG-3307) shall be entered into the candidates PDR.

DATE: "I have read and understand Article 1.D.10.c., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade until my personal hardship has been resolved."

5. The original CG-3307 shall be forwarded immediately to Commander (CGPC-adm-3). If the five-year period has not expired or the personal hardship has not been resolved at such time as the candidate reenlists, the CG-3307 shall be retained in the PDR upon reenlistment.
6. A member declining appointment will be allowed to re-compete if their new eligibility date (i.e., 2 or 5 year anniversary) ends prior to the day the upcoming board convenes.

1.D.11. Procedure for appointment to warrant grade

1.D.11.a. Appointments

Appointments as chief warrant officers (W-2) will be made by the Secretary from among enlisted personnel of the Regular Coast Guard and Coast Guard Reserve who have been placed on an eligibility list as a result of approved action of a Coast Guard appointment board or upon successful completion of a Coast Guard approved Physician's Assistant Program. Letters of appointment and appointment certificates will be transmitted via the chain of command for delivery to the member.

1.D.11.b. Oath of Office

1. An oath of office is required and will be recorded on an Acceptance and Oath of Office (CG-9556) which is attached as an enclosure to the appointment letter. The oath of office shall not be executed prior to the date of rank specified in the appointment letter. The CG-9556 will be executed for the appointee's grade (W-2). (Refer to exhibit 1.D.2.) After the oath of office forms are completed, they shall be forwarded to Commander (CGPC-opm-1) along with a copy of the physical as required by Article 1.D.11e.
2. The Oath of Office can be administered by any commissioned officer of the Armed Forces, a United States Commissioner, a Judge of a Court of Record, a Clerk or deputy Clerk of a Court of Record, a Notary Public, or a Justice of the Peace.

1.D.11.c. Pay and Allowances

The pay and allowances of officers appointed under this article will accrue from the date of execution of the oath of office but not prior to the date of rank.

1.D.11.d. Withholding of Appointment

It is the responsibility of each officer in the chain of command to withhold an appointment letter if the appointee has become disqualified after publication of the Final Eligibility List. A disqualification as used herein is deemed to be any circumstance which casts doubt on the moral or professional qualifications of the person concerned for the appointment contemplated or an unsatisfactory mark in conduct for any subsequent period. This includes pending boards, courts-martial, or investigative proceedings. An appointment shall be withheld by returning the appointment letter to Commander (CGPC-opm-1) with a concise report of the circumstances. The appointee shall be furnished a copy of the report and shall be