



Appointing Warrant Officers



COMDTINST M1420.1
June 2017

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19 June 2017

COMMANDANT INSTRUCTION M1420.1

Subj: APPOINTING WARRANT OFFICERS

- Ref: (a) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
 (b) Enlisted Accessions, Evaluations, and Assignments, COMDTINST M1000.2 (series)
 (c) Military Separations, COMDTINST M1000.4 (series)
 (d) Reserve Policy Manual, COMDTINST M1001.28 (series)
 (e) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. PURPOSE. This Manual promulgates policies and standards for Coast Guard enlisted members and civilians to become Coast Guard Warrant Officers (WO).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVE(S) AFFECTED. Concurrent with this promulgation, References (a) and (b) are updated.
 - a. Policies and standards for appointment as warrant officers in Reference (a) are moved to this Manual. Redundant verbiage in Article 3.B.1. to 3.B.3.a. of Reference (a) have been deleted.
 - b. Policies and standards for frocking enlisted members to warrant officer prior to their appointment has been moved from Reference (b) to this Manual.

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4. DISCUSSION. Commandant (CG-13) is reviewing, updating, and centralizing Service accession policies and standards, including those in Reference (a), into a single Directive, currently Coast Guard Recruiting Manual, COMDTINST M1100.2 (series). Appointment as a warrant officer is not considered an accession to the Coast Guard, because the vast majority of appointments occur are given to enlisted members of the Coast Guard. Policies and standards for temporary commissions from warrant to lieutenant will remain in Reference (a). Major changes to the warrant officer appointment policy include:
 - a. The warrant officer specialties Diver (DIV) and Marine Safety Specialist Response (MSSR) have been added.
 - b. Additional standards in Chapter 3 for appointment to regular and reserve warrant officer with regards to body fat compliance, alcohol incidents, and a new period of ineligibility for applicants found not fully qualified by a previous WO appointment board.
 - c. Boatswain Mates (BM) may apply for Marine Safety Specialist Deck (MSSD) specialty.
 - d. Authority to remove candidates from the preboard eligibility list has been delegated to Commander (CG PSC-OPM).
 - e. Authority to remove and reinstate candidates from/to the final eligibility list has been delegated to Commander (CG PSC).
 - f. Appointment policies and standards specific to reserve warrant officers has been added.
 - g. Specific policies and standards for changing specialty to Investigator (INV) have been deleted. Article 3.B.9. of Reference (a) applies to all warrant specialty lateral requests.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This Directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/> and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. The forms referenced in this Manual are available in U.S.C.G. Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; and CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>
10. REQUESTS FOR CHANGES. Recommendations for changes or improvements to this Manual are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

A.S. McKinley /s/
Rear Admiral, U.S. Coast Guard Reserve
Acting Director of Reserve and Military Personnel

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Table of Contents

Chapter 1 Overview	1-1
A. Overview	1-1
B. Authority.....	1-1
C. Applicability	1-1
D. Background	1-1
E. Other Coast Guard Directives.....	1-2
Chapter 2 Roles and Responsibilities	2-1
A. Overview	2-1
B. Commandant (CG-133).....	2-1
C. Commander, Coast Guard Personnel Service Center (CG PSC).....	2-1
D. Commanding Officers	2-1
E. Applicants	2-2
Chapter 3 Eligibility for Consideration for Appointment.....	3-1
A. Overview	3-1
B. Eligibility Determination Date	3-1
C. Specialty Limitation	3-1
D. Eligibility Determination Authority	3-1
E. Universal Eligibility Requirements	3-1
F. Additional Regular Warrant Officer Requirements	3-3
G. Additional Reserve Warrant Officer Requirements	3-3
H. Specialty Specific Requirements.....	3-4
I. Commanding Officer's Recommendation.....	3-5
J. Eligible Members Who Become Ineligible	3-7
K. Exceptions to the Normal Path of Appointment	3-7
Chapter 4 Pre-Board Eligibility List.....	4-1
A. Overview	4-1
B. Personnel Data Extract (PDE)	4-1
C. Pre-board Score Usage	4-1
D. Pre-board Score Calculation.....	4-2
E. Credit for Time in Grade (TIG) and Active Duty Time in Service (TIS).....	4-2
Chapter 5 Recommendation Files and Resume.....	5-1
A. Overview	5-1
B. Submission of Officer Evaluation Reports (OERs).....	5-1
C. Submission of Candidate Resume	5-2

Chapter 6	Warrant Officer Appointment Board	6-1
A.	Overview	6-1
B.	Convening of Board	6-1
C.	Board Candidates	6-1
D.	Composition of the Board	6-1
E.	Oath of Board Members	6-1
F.	Information to be Furnished to the Board	6-1
G.	Method of Selection	6-2
H.	Board Report	6-2
I.	Other Action	6-3
Chapter 7	Final Eligibility List	7-1
A.	Overview	7-1
B.	Appointment Authority	7-1
C.	Publication of Results	7-1
D.	Method of Appointment	7-1
E.	Eligibility for Further Enlisted Advancement	7-1
F.	Effective Date of the Final Eligibility List	7-1
Chapter 8	Removal from Eligibility Lists (Pre-board or Final)	8-1
A.	Overview	8-1
B.	Removal Authority	8-1
C.	Requirement to Involuntarily Remove a Candidate	8-1
D.	Reinstatement	8-2
E.	Reapplication After Involuntary Removal	8-2
F.	Reapplication After Voluntary Removal	8-2
Chapter 9	Appointment to Warrant Grade	9-1
A.	Overview	9-1
B.	Appointments Authority	9-1
C.	Commission and Rank upon Appointment	9-1
D.	Former Cadets and Midshipman in the Naval Reserve	9-1
E.	Appointment and Oath of Office	9-1
F.	Discharge from Enlisted Status	9-2
G.	Frocking Enlisted Members to Chief Warrant Officer (W-2)	9-2
H.	Appointment Ceremony	9-3
Chapter 10	Appointment as Bandmaster (BNDM)	10-1
A.	Overview	10-1
B.	Minimum Eligibility Requirements	10-1
C.	Applications	10-1

D. Additional Qualifications 10-2

E. Appointment Board..... 10-2

Chapter 11 Reporting Requirements..... 11-1

A. Overview 11-1

B. Submission Schedule 11-1

C. Required Reporting Elements..... 11-1

Chapter 12 Scope of Warrant Officer Specialties 12-1

A. Overview 12-1

B. Aviation Engineering (AVI)..... 12-1

C. Bandmaster (BNDM) 12-1

D. Boatswain (BOSN)..... 12-2

E. Criminal Investigator (INV) 12-2

F. Diver (DIV)..... 12-3

G. Electronics (ELC)..... 12-3

H. Finance and Supply (F&S) 12-3

I. Information Systems Management (ISM) 12-4

J. Intelligence Systems Specialist (ISS) 12-4

K. Marine Safety Specialist Deck (MSSD)..... 12-5

L. Marine Safety Specialist Engineering (MSSE) 12-6

M. Marine Safety Specialist Response (MSSR) 12-7

N. Maritime Law Enforcement Specialist (MLES) 12-7

O. Material Maintenance (MAT) 12-8

P. Medical Administration (MED)..... 12-8

Q. Naval Engineering (ENG) 12-9

R. Operations Systems Specialist (OSS)..... 12-9

S. Personnel Administration (PERS) 12-9

T. Public Information (INF) 12-10

U. Weapons (WEPS)..... 12-10

Chapter 13 Definitions 13-1

A. Overview 13-1

B. Definitions 13-1

List of Tables

Table 3-1 Normal Path of Appointment..... 3-9

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Chapter 1 Overview

- A. Overview. This Chapter states this Manual's authority, applicability, and relationships to other Coast Guard Directives.
- B. Authority. The basis for this Manual is 10 U.S. Code § 571 for regular commissioned warrant officers and 10 U.S. Code § 12241 for reserve commissioned warrant officers.
- C. Applicability. This Manual applies to enlisted and civilian applicants for appointment as a Coast Guard warrant officer.
- D. Background.

1. Purpose and Connection between Enlisted and Officer Corps.

- a. Warrant Officers are mature individuals with appropriate education and/or specialty experience whose demonstrated initiative and past performance show they have the potential to assume positions of greater responsibility requiring broader conceptual, management, and leadership skills. While administrative and technical expertise is required in many assignments, Warrant Officers must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provides these officers a unique perspective in meeting the Coast Guard's roles and missions.
- b. Coast Guard warrant officers are part of the officer corps. As such, they hold a unique organizational position. Warrant Officers "fill the gap" between the enlisted corps and higher grade commissioned officers. They are able to fully understand and communicate with the enlisted technician. Through understanding the requirements and problems of the enlisted technician, and the management requirements of the general line officer, warrant officers form an essential communications link between higher grade officers and enlisted. This communication, both up and down the chain, significantly contributes to the efficiency and effectiveness of the Coast Guard.

2. Distinction between Warrant Officers and Chief Warrant Officers.

- a. Warrant Officers are commissioned Coast Guard officers (10 USC § 101), in pay grades W-1 to W-5, who serve in those grades as established by law and have authority commensurate with this status.
- b. Chief Warrant Officer is the title for pay-grades W-2 to W-5 (10 USC § 571). The terms warrant officer and CWO are interchangeable for the purposes of this Manual, because all warrant officer in the Coast Guard serve in pay-grades W-2 to W-4.

3. Specialties. All warrant officers are grouped by specialty for the purposes of appointment and assignment. Promotions and separations are not based on warrant officer specialty. See Chapter 12 of this Manual for further information on specialties.

E. Other Coast Guard Directives.

1. Reference (a) states policies and standards for precedence, selecting for promotion, and promoting regular warrant officers.
2. Reference (b) states policies and standards for active duty enlisted advancement eligibility while competing for warrant officer appointment.
3. Reference (c) states policies and standards for all warrant officers separating or retiring from active duty.
4. Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) states policies and standards for assigning all warrant officers on active duty, including new appointments and specialty force managers.
5. Reference (d) amends the previous Directives for reserve warrant officers not on extended active duty.
6. Schedule of Active Duty Promotion List (ADPL) and Inactive Duty Promotion List (IDPL) Officer Personnel Boards and Panels, PSCNOTE 1401 (series), announces the regular and reserve warrant officer boards' convening dates.

Chapter 2 Roles and Responsibilities

A. Overview. This Chapter states general responsibilities. Additional roles and responsibilities are stated in subsequent Chapters in this Manual.

B. Commandant (CG-133).

1. Issues policy guidance to Commander, Coast Guard Personnel Service Center (CG PSC).
2. Issue waivers to eligibility requirements upon request from Commander (CG PSC) to increase the eligibility pool for a specific specialty for a specific promotion year. Such waivers must not be for a specific individual.

C. Commander, Coast Guard Personnel Service Center (CG PSC). Commander (CG PSC) must:

1. Determine how many of each warrant officer specialty to appoint each year. This authority may be delegated.
2. Promulgate procedures in accordance with this Manual.
3. Approve or deny requests for exceptions to the normal path of appointment in accordance with Chapter 3 of this Manual.
4. Approve or deny requests for eligibility waivers for temporary officers in accordance with Chapter 3 of this Manual.
5. Issue the PDE and announce pre-board eligibility list in accordance with Chapter 4 of this Manual
6. Hold the Appointment Board in accordance with Chapter 6 of this Manual.
7. Remove people from the eligibility lists in accordance with Chapter 8 of this Manual.
8. Issues the Commissions on behalf of the Secretary concerned in accordance with Chapter 9 of this Manual.
9. Delegate or reserve any authority unless explicitly prohibited in this Manual.

D. Commanding Officers.

1. Issues recommendations for eligible members.
2. Requests removal of candidates who become ineligible for any reason.
3. Submits the OER in accordance with Chapter 5 of this Manual.

E. Applicants. Applicants for appointment to warrant officer are responsible for completing the eligibility requirements in this Manual.

Chapter 3 Eligibility for Consideration for Appointment

- A. Overview. This Chapter states policies and minimum standards for determining if an applicant is eligible for consideration for appointment as a regular or reserve commissioned Coast Guard warrant officer. Subsequent Chapters may amend or replace these policies and standards for specific specialties.
- B. Eligibility Determination Date.
1. The Eligibility Determination Date (EDD) is 1 January of the calendar year in which the warrant officer Appointment Board convenes.
 2. Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by the EDD.
- C. Specialty Limitation. Applicants must not compete for more than one specialty during each promotion year.
- D. Eligibility Determination Authority. Commander (CG PSC-C) may remove an applicant from competition if that applicant does not possess the officer-like qualities necessary to serve successfully as a warrant officer.
- E. Universal Eligibility Requirements. The requirements within Article 3.E. apply to applicants for both regular and reserve warrant officer commissions and all specialties.
1. Citizenship. Must be a citizen of the United States.
 2. Pay Grade. Must be serving in pay grade E-6 to E-9 in the Coast Guard or Coast Guard Reserve. Temporary officers are not eligible to apply for appointment to warrant officer.
 3. Ratings. Only members of specific ratings may apply to certain specialties, shown in Table 3-1 of this Manual, unless exempted by Article 3.K. of this Manual.
 4. Former officers.
 - a. Former warrant officers are not eligible to apply for re-appointment to warrant officer.
 - b. Former temporary officers are not eligible to apply for appointment to warrant officer, unless they meet one of the following.
 - (1) The former regular temporary officer reverted after non-selection for promotion on the Active Duty Promotion List (ADPL). There are no temporary reserve officers.

- (2) The temporary officer reverted for any other reason than non-selection for promotion on the Active Duty Promotion List (ADPL) and they receive a waiver to apply for appointment to warrant officer from Commander (CG PSC-OPM) or Commander (CG PSC-RPM), appropriate.
5. Additional Requirements for E-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 last Servicewide Examination (SWE) administered prior to the EDD in Article 3.B. of this Manual. The following examples apply.
 - a. If the E-7 advancement eligibility list has 100 members, those at positions one through 50 are eligible to compete for appointment to warrant grade.
 - b. If the E-7 advancement eligibility list has 101 members, those at positions one through 51 are eligible to compete for appointment to warrant grade.
 - c. Members removed from published advancement eligibility lists, (e.g., retirements), must not be used as justification to improve the percentile calculation.
6. High Year Tenure.
 - a. Members who are subject to separation under the High Year Tenure (HYT) in References (c) or (d) are not eligible to apply if their mandatory separation date will occur prior to the effective date of the warrant officer appointment board final eligibility list stated in Article 7.E. of this Manual.
 - b. Members on a HYT waiver, regardless of advancement eligibility, are not eligible to compete.
7. Approved Retirement. Members with an approved retirement are not eligible to apply. Members whose request for retirement is approved after being recommended must be removed from the pre-board or final eligibility list as applicable. Commanding officers must notify Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1) in accordance with procedures promulgated by Commander (CG PSC) so the names of such applicants can be removed from the applicable list.
8. Weight and Body Fat Compliance. Members on weight and body fat probation in accordance with Reference (e) are ineligible to apply.
9. Disciplinary. Members must have none of the following for the three years immediately prior to the EDD in Article 3.B. of this Manual:
 - a. court-martial conviction,
 - b. civil conviction,

- c. non judicial punishment,
- d. alcohol incident defined by Coast Guard Drug and Alcohol Abuse Program, COMDTINST M1000.10 (series), or
- e. an enlisted evaluation with an unsatisfactory mark in conduct.

10. Previously Declined Appointment. See Article 8.F. of this Manual for members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.

11. Previously Found Not Fully-Qualified. Members that have been found not fully-qualified for appointment to warrant grade by a Board convened under Chapter 6 of this Manual are ineligible to reapply for two appointment cycles.

F. Additional Regular Warrant Officer Requirements. In addition to Article 3.E. of this Manual, applicants for regular warrant officer must meet the additional following requirements.

1. Service Status. Must be a member of the Coast Guard or Coast Guard Reserve serving on an extended active duty contract on the EDD in Article 3.B. of this Manual.
2. Minimum Active Service. Must have at least eight years total active service in the Armed Forces of the United States and at least four years total active service in the Coast Guard or Coast Guard Reserve.
 - a. Credit for active service will be computed to 30 June following the EDD in Article 3.B. of this Manual.
 - b. Members returning to active duty under Temporary Separations, COMDTINST M1040.6 (series) will be credited for TIS earned prior to separation.
3. Maximum Active Service. Must have no more than 26 years of active service on 1 June following the EDD in Article 3.E. of this Manual.

G. Additional Reserve Warrant Officer Requirements. In addition to Article 3.E. of this Manual, applicants for reserve warrant officer must meet the additional following requirements.

1. Service Status. Must be a member of Coast Guard Reserve on the EDD in Article 3.B. of this Manual.
2. Minimum Total Qualifying Service. Must have at least eight years total qualifying service in the Armed Forces of the United States and at least four years total qualifying service in the Coast Guard or Coast Guard Reserve. Credit for qualifying service will be computed to 30 June following the EDD in Article 3.B. of this Manual.

3. Maximum Total Qualifying Service. Must have no more than 26 years of total qualifying service on 1 June following the EDD in Article 3.E. of this Manual.

H. Specialty Specific Requirements. The following additional requirements apply both to regular and reserve commission warrant officer applicants, unless specifically stated to apply to one or the other commission.

1. Applicants for AVI, BOSN, ELC, MED, WEPS, ENG, ISM, MLES, and OSS warrant specialties must possess normal color perception.
2. Applicants for regular and reserve ISS and MLES must have a Secret Clearance.
3. Applicants for the regular BOSN and regular ENG must have completed at least one year of sea duty as defined by Article 3.A.15. of Reference (b), in pay grade E-6 or above by the EDD in Article 3.B. of this Manual.
 - a. 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.
 - b. 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 must be dropped.
 - c. This sea duty 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 may recommend a waiver to Commander (CG PSC OPM-1) to grant a waiver from Article 3.H.3. of this Manual. Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CG PSC-OPM-1) prior to the EDD in Article 3.B. of this Manual.
4. Applicants for MSSR must have the following competencies, as defined by U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series).
 - a. Regular MSSR. Must have either the Federal On-Scene Coordination's Representative or National Strike Force Response Supervisor. Must have Type III (or higher) Operations Section Chief or Type III (or higher) Planning Section Chief.
 - b. Reserve MSSR. Must have Pollution Responder or National Strike Force Response Member.
5. Applicants for DIV must be in the pay grade E-7 to E-9. This requirement supersedes Article 3.E.2. of this Manual.
6. Applicants for regular commissioned INV must meet all of the following requirements.

- a. Special Agent. Must be a current special agent, as defined by the Coast Guard Investigations Manual, COMDTINST M5527.1 (series).
 - b. Time Served as Special Agent. Applicants to the INV specialty must have served at least eighteen months as a special agent computed to 1 January of the year in which the Warrant Officer (warrant officer) Appointment Board convenes. This requirement commences upon reporting to their assigned CGIS duty station.
 - c. Security Clearance. Must have successfully passed a Single Scope Background Investigation (SSBI) for a top secret security clearance and maintained eligibility throughout assignment to CGIS.
 - d. Vision and Hearing. Must possess normal color vision and hearing. The normal color perception eligibility requirements do not apply to existing or former special agents who successfully served in a special agent position prior to 13 July 2001.
 - e. SAC Recommendation. Applicants for appointment to warrant officer (INV) must receive positive recommendation from the regional special agent in charge in addition to the procedures outlined in the published guidance and this Chapter. Only the regional special agents in charge (SACs) is authorized to submit the final endorsement.
 - f. Normal Path of Appointment.
 - (1) Members in pay grades E-6 through E-9 are not required to be warrant officer eligible in their current rating (e.g., MK, YN, AST, etc.) to apply for warrant officer (INV).
 - (2) Members in pay grade E-6 are not required to be on any current advancement list. However, they must have served two years in paygrade E-6 by 1 January of the year in which the Warrant Officer Appointment Board convenes.
- I. Commanding Officer's Recommendation. The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. The recommendation process used by the commanding officer assists the Coast Guard in affirming the candidate's mental, moral, physical, and professional qualifications for appointment to commissioned status. By making this recommendation, the commanding officer affirms the member recommended can perform the duties of the office and the specialty.
1. Requirement for eligibility. Applicants must have a positive recommendation from their commanding officer or officers designated by the commanding officer to be eligible for appointment.

2. Authority. Only commanding officers or officers designated by the commanding officer are authorized to submit the recommendation.
3. Requirements for recommendation.
 - a. Commanding officers may recommend members for appointment to warrant grade only if they meet all the applicable eligibility requirements of Chapter 3 of this Manual or have a received a waiver from Commandant (CG-133) for specific standards in this Manual.
 - b. Commanding officers must review the applicant's unit personnel data record prior to making the recommendation.
 - c. Commanding officers must 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 Coast Guard.
 - d. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the warrant officer specialty defined in Chapter 3 of this Manual, the following suitability issues must be carefully evaluated prior to making a recommendation to allow the member to compete:
 - (1) demonstrations of character inconsistent with Coast Guard core values,
 - (2) substance and/or alcohol abuse,
 - (3) all previous non-compliance with body fat standards, not including abeyances or exemptions, as stated in Reference (e),
 - (4) misconduct (civil and military),
 - (5) domestic violence,
 - (6) financial irresponsibility, and
 - (7) sexual harassment or discrimination.
4. Recommendation. In addition to the explicit eligibility requirements in Chapter 3 of this Manual, commanding officers must consider these factors before recommending a member for appointment to warrant grade.
 - a. The member's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer.

- b. Commanding officers 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.
 - c. Appointment as a warrant officer is not another step in the enlisted promotion process and commanding officers must not reward enlisted members for faithful or extended service or completion of minimum service requirements.
 - d. Meeting the minimum standards for advancement as an enlisted member must not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade.
 - e. A commanding officer must not recommend a member whose personal conduct or associations constitute reasonable grounds for rejection on the basis of loyalty.
- J. Eligible Members Who Become Ineligible. Commanding officers must notify Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1) to remove any member, at any time prior to appointment, who becomes ineligible under this Chapter.
- K. Exceptions to the Normal Path of Appointment. Instructions contained in this Manual do not constitute authority to change an enlisted rating. Participation in E-7 SWEs as specified in this Manual is solely to qualify for appointment to warrant grade. Members must follow policies and standards in Reference (b) to pursue a change in enlisted rating.
- 1. Requirements. Members who desire consideration for appointment to a warrant specialty not in their normal path of appointment are required to complete all of the following:
 - a. Resident Training Courses. Must complete all Coast Guard Institute nonresident training courses up through E-6 for a rating in the desired path.
 - b. Eligibility Requirements for Advancement to E-7. Must meet the eligibility requirements in Article 3.A.6. of Reference (b) for advancement to E-7 in the enlisted rating consistent with the requirement of Chapter 3 of this Manual.
 - c. Participation in the Service Wide Exam (SWE).
 - (1) Score in the top 50 percent of all E-7 candidates on the most recent appropriate SWE's professional knowledge sections for the desired path is considered adequate demonstration.
 - (2) Commander (CG PSC-OPM-1) and Commander (CG PSC-RPM-1) grants permission to participate in the applicable E-7 SWE to be administered the year immediately prior to the EDD in Article 3.B. of this Manual.

2. Not Selected for Appointment. Unsuccessful applicants for warrant officer must re-compete annually in the appropriate E-7 SWE examination.

Normal Path to Appointment	
Table 3-1	
Enlisted Rating	Warrant Specialty
AMT and AET	Aviation Engineering (AVI)
AST	Marine Safety Specialist Deck (MSSD)
BM	Boatswain (BOSN), 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) or 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)

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Chapter 4 Pre-Board Eligibility List

- A. Overview. This Chapter states policies and standards for determining which eligible applicants qualify for consideration by the Warrant Officer Appointment Board, based on needs of the Coast Guard and the member's pre-board score.
1. The term applicant means all eligible members who applied for consideration for appointment to the Warrant Officer Appointment Board.
 2. The term candidate means all applicants whose pre-board score qualified them to be considered for appointment by the Warrant Officer Appointment Board.
- B. Personnel Data Extract (PDE).
1. All applicants for regular Warrant Officer commissions must receive a PDE.
 2. The PDE must contain:
 - a. an eligibility determination to be a candidate for appointment to Warrant Officer,
 - b. reason the member is not eligible (insufficient sea duty, etc),
 - c. the pre-board scores and the factors used to compute these scores.
 3. Non-receipt of a PDE may mean that an applicant's application was not correctly submitted.
 4. Applicants who cannot view their PDE or whose PDE is incorrect bear the responsibility to notify their commanding officer and Servicing Personnel Office (SPO) immediately to take corrective action.
- C. Pre-board Score Usage. The pre-board score must only determine which applicants are primary candidates, alternate candidates, or not to be considered by the warrant officer appointment board. The pre-board score must not be furnished to the board.
1. Based on the estimated number of warrant officer appointments required for the following calendar year, Commander (CG PSC-OPM) will determine the number of candidates to be considered for appointment and establish minimum pre-board scores for primary and alternate candidates in each specialty.
 2. Commander (CG PSC-OPM) must publish a pre-board eligibility list containing the names of those applicants who are primary or alternate candidates and the minimum pre-board score, by specialty, determining which candidates are primary vs alternate.
 3. All applicants for reserve Warrant commission are considered primary candidates.

D. Pre-board Score Calculation. The pre-board score consists of an experience factor and an evaluation factor.

1. The experience factor accounts for 40 percent of the pre-board 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.
2. The evaluation factor accounts for 60 percent of the pre-board score and is computed by Direct Access based on the applicant's performance marks during the four-year period immediately prior to the EDD in Article 3.B. of this Manual. Only E-6 marks will be used for those E-6 applicants with fewer than four years TIG.

E. Credit for Time in Grade (TIG) and Active Duty Time in Service (TIS).

1. Computing TIG. Use the following rules to compute TIG for time served in pay grades E-6, E-7, E-8, and E-9.
 - a. Calculation. 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.
 - b. TIG Creditable. 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 Certificate of Release or Discharge from Active Duty, Form DD-214.
 - c. TIG When Voluntarily Reduced in Grade. Reserve members on active duty who voluntarily accepted a reduction in grade 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.
 - d. TIG with Continuous Active Service. 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).
 - e. TIG as a Temporary Officer. 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.
 - f. TIG While on the Temporary Disable Retirement List (TDRL). Do not credit time on the TDRL when computing TIG.

- g. TIG When Reduced in Grade for Disciplinary Reasons. Do not credit time served in a grade from which a member was reduced as a result of non-judicial punishment, court-martial, or incompetence.
 - h. TIG When Reduced in Grade for Change in Rate. Time served in a previous grade is creditable for those members who accepted a reduction in rate for the purpose of a change in rating.
2. Computing TIS. Use the following rules to compute TIS.
- a. Calculation. After totaling all creditable periods of TIS, a remainder of fewer than 30 days must be dropped.
 - b. Creditable Active Duty. Active duty in any of the Armed Forces is creditable. A correct active duty base date is the basis for this computation.
 - c. Time Served on the TDRL. Do not credit time served on the TDRL as active service.
 - d. Terminal Eligibility Date. The terminal eligibility date is 1 July of the year of the board.

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Chapter 5 Recommendation Files and Resume

A. Overview. This Chapter states policies and standards for documents submitted to the Warrant Officer Appointment Board in addition to the EI-PDR.

1. Primary and alternate candidates must follow these requirements for consideration at the Warrant Officer Appointment Board. Failure to meet these requirements must cause the board to not consider the candidate.
2. Commander (CG PSC) must promulgate submission processes and deadlines for all these documents.

B. Submission of Officer Evaluation Reports (OERs).

1. Commanding officers must submit the latest version of the Officer Evaluation Report (OER) for W-2 for all members of their command whose names appear on the pre-board eligibility list.
2. The candidate's commanding officer must sign as supervisor and reporting officer. OERs completed by former commands, however recent, will not be accepted. The member's commanding officer is determined by considering where the member is permanently attached when the pre-board eligibility list is published. If the applicant is in an advanced education program, the program manager is the commanding officer, solely for the purposes of this Chapter. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel.
3. 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, Form CG-3307, documenting the candidate's potential to serve successfully as a warrant officer. The Administrative Remarks, Form CG-3307, must be submitted directly to Commander (CG PSC-BOPS-C-MR) for inclusion in the candidate's CG PSC Electronically Imaged-Personnel Data Record, EI-PDR.
4. The original of the Officer Evaluation Report (OER), Form CG-5310A, will become part of the candidate's recommendation file which is forwarded directly to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1).
5. Changes to the OER 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 to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1) in accordance with procedures promulgated by Commander (CG PSC).

C. Submission of Candidate Resume. All primary and alternate candidates whose names appear on the pre-board eligibility list must submit a resume via the chain of command.

1. The “to” line must read, “President, Warrant Officer Appointment Board”. No enclosures to the resume (other than the OER) are permitted. The resume must be submitted to "President, Warrant Officer Appointment Board", c/o Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1).
2. 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:
 - a. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.
 - b. 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).
 - c. Contain a summary of major professional accomplishments including medals, awards and academic achievements.
 - d. Contain a summary of reasons for desiring appointment to warrant grade.
3. Commanding officers must forward the resume without comment (signature endorsement only) and must attach the completed OER as Enclosure (1). No other enclosures are permitted.

Chapter 6 Warrant Officer Appointment Board

- A. Overview. This Chapter states policies and standards for the Warrant Officer Appointment Board. This Board considers appointment to all specialties except for Bandmaster, which is held separately in accordance with Chapter 10 of this Manual.
- B. Convening of Board. Commander (CG PSC) must convene a board to recommend eligible candidates for appointment to warrant grade at the needs of the Coast Guard.
- C. Board Candidates.
1. The Warrant Officer Appointment Board must consider all primary candidates.
 2. For each specialty, if primary candidates are removed from consideration prior to the convening of the board or are found not fully-qualified by the board, they must be replaced by alternate candidates, in order of highest preboard score.
 3. Alternate candidates considered by the Warrant Officer Appointment Board become primary candidates.
- D. Composition of the Board.
1. For appointment as regular commissioned warrant officers, the board must consist of at least five regular commissioned officers.
 2. For appointment as reserve commissioned warrant officers, the board must consist of at least five commissioned officers and at least 50% of them must hold a reserve commission.
- E. Oath of Board Members. Members of the board must swear or affirm that they will, honestly and without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.
- F. Information to be Furnished to the Board. Commander (CG PSC) must furnish the appointment board with:
1. A listing, by specialty, of all primary candidates for appointment to warrant grade
 2. The OER and resume of all primary candidates.
 3. The CG PSC EI-PDR of all primary candidates.

G. Method of Selection.

1. Board Responsibilities. The board must first determine, by specialty, if all primary candidates are fully qualified to become warrant officers based on the information furnished in Article 6.F. of this Manual and the professional judgment of the board members. After making this determination, the board must then rank order the primary candidates on a best-qualified basis.
2. Candidate Conduct. The board must not recommend candidates for appointment whose personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Although a candidate may have been considered as meeting the minimum requirements, the board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may find the candidate not fully qualified for appointment.
3. Board Disclosure. The deliberations of the board must not be disclosed to any person not a member of the board.

H. Board Report. The board must submit a report of those recommended for appointment in each specialty to the Secretary concerned for appointment authority.

1. Contents. The board report must contain:
 - a. A cover sheet.
 - b. A listing of membership.
 - c. A listing of the convening, meeting, and adjourning dates.
 - d. A listing of the names of candidates recommended for appointment in each specialty.
 - e. A definite recommendation for all candidates considered, either they are, or are not, qualified for appointment. The recommendation must not include any restrictions or qualifications.
 - f. If the board does not recommend a candidate for appointment, the reasons therefore must be indicated in the board report.
 - g. A certification that, in the opinion of at least a majority of the members if the board has five members, or in the opinion of at least two-thirds of the members if the board has more than five members, the candidates recommended are the best qualified for appointment to warrant grade.
 - h. The signature of each member.
 - i. A copy of the signed precept, appended.

2. Commandant Approval. The board must submit its report to the Commandant for approval, modification, or disapproval. If the board has acted contrary to law or regulation, the Commandant must return the report for proceedings, revisions, and resubmission.
- I. Other Action. Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1) must send a letter, stating the reason(s) for the finding, to each primary candidate found not fully qualified by the board

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Chapter 7 Final Eligibility List

- A. Overview. This Chapter states policies and standards for candidates recommended to the Secretary concerned for appointment to Warrant Officer.
- B. Appointment Authority. Appointment authority is permission granted by the Secretary concerned for specific individuals to be appointed as a warrant officer. It is not a promise of appointment and ineligible candidates must be denied appointment to warrant officer.
- C. Publication of Results. After the Commandant has approved the report and the Secretary concerned has granted appointment authority, the candidates concerned must be promptly notified of the board results through publication of the final eligibility list. Individual notifications are not required.
- D. Method of Appointment.
1. The final eligibility list establishes the precedence of candidate in each specialty.
 2. Commander (CG PSC-OPM) and Commander (CG PSC-RPM) may:
 - a. establish and announce cutoff points for each specialty based on the maximum number expected to be appointed during the next year to meet service needs,
 - b. appoint eligible candidates in precedence order, unless temporarily removed in from the final eligibility list in accordance with Chapter 8 of this Manual, and
 - c. appoint eligible candidates above the cutoff as vacancies occur.
- E. Eligibility for Further Enlisted Advancement. Enlisted members must follow standards and procedures for advancement in Chapter 3 of Reference (b).
- F. Effective Date of the Final Eligibility List.
1. The final eligibility list is effective from 1 June through 31 May of the year following the board.
 2. Appointments from a specific warrant specialty list may be made prior to 1 June, based on Service needs, if all candidates from the previous list of the same specialty have been offered appointments.
 3. Candidates above the appointment cutoff remaining on an eligibility list at the time a new list is established must be appointed prior to appointees of a later list in the same specialty.
 4. Candidates below the appointment cutoff must not be carried over to a new list and may re-compete in the next cycle, if eligible.

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Chapter 8 Removal from Eligibility Lists (Pre-board or Final)

A. Overview. This Chapter states policy and standards for voluntary and involuntary removal of either eligibility list prior to appointment for warrant officer. Unless specified, the term eligibility list, in this Chapter, refers to either the pre-board or final eligibility list.

B. Removal Authority.

1. A candidate may voluntarily remove themselves from consideration or appointment at any time for any reason, subject to the reapplication penalties stated in Article 8.F of this Manual.
2. Commander (CG PSC-OPM) or Commander (CG PSC-RPM) may remove any candidate from the pre-board eligibility list. This authority must not be delegated.
3. Commander (CG PSC) may remove any candidate from the final eligibility list. This authority must not be delegated.
4. Commander (CG PSC) must promulgate procedures for proper notification to the candidate and justification for involuntarily removing the member from any eligibility list. The candidate must acknowledge receipt. The signed copy of the acknowledgment must be attached as an enclosure to the report.

C. Requirement to Involuntarily Remove a Candidate.

1. It is the responsibility of each officer in the chain of command to notify Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-1) if the candidate 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 member concerned for the appointment contemplated or an unsatisfactory mark in conduct for any subsequent period. This includes pending boards, courts-martial, or investigative proceedings.
2. A candidate's name may be removed from either eligibility list upon receipt of adverse information, defined in Chapter 13 of this Manual, by the removal authority in Article 8.B. of this Manual.
3. A candidate may be removed from an eligibility list if a personnel security investigation casts doubt on the candidate's moral or professional qualifications. Refer to Personnel Security and Suitability Program, COMDTINST M5520.12 (series) for processing of investigations.
4. Candidates unable to meet warrant officer appointment standards, listed in Coast Guard Medical Manual, COMDTINST M6000.1 (series) must be removed from the eligibility list.

- a. Health Services Work-Life (HSWL) Service Center or designated clinical administrator must document the candidate's medical status on a Report of Examination, SF-88.
 - b. If the appointee is physically qualified on the date of appointment, a copy of the approved Report of Medical Examination, SF-2808, must be forwarded to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-2) along with the completed oath of office form.
 - c. If the appointee is not physically qualified on the date of appointment, the appointment letter along with the original Report of Examination, SF-88, must be returned to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-2).
5. Candidates not in compliance with body fat standards stated in Reference (e), including probation, at the time of appointment must be temporarily removed from the final eligibility list. This requirement does not apply to members with a waiver or abeyance. Members who come into compliance may be reinstated to the final eligibility list in accordance with Article 8.D. of this Manual..
6. The names of candidates who retire or are discharged prior to appointment must be removed from the final eligibility list. Candidates who subsequently reenlist in the regular Coast Guard in grade E-6 or above within three months after date of discharge and who remain eligible in accordance with Chapter 3 of this Manual must be considered in a continuous service status.
- D. Reinstatement. This Article applies to all candidates reinstated to the final eligibility list, regardless of the reason for temporary removal from the final eligibility list.
1. No candidate may be reinstated to the preboard eligibility list.
 2. Commander (CG PSC) may re-instate a candidate to the final eligibility list and must promulgate procedures for reinstating such a candidate. This authority must not be delegated.
 3. If returned to the final eligibility list and that candidate would already have been appointed, the candidate will be tendered the next available appointment.
 4. If returned to the final eligibility list and that candidate would not yet have been appointed, the candidate's name will be returned to the original position on the list.
- E. Reapplication After Involuntary Removal. Any candidate involuntarily removed from any list may, if otherwise eligible, re-compete for a warrant officer appointment in a subsequent year.
- F. Reapplication After Voluntary Removal. This Article applies only to applicants for regular warrant officer commissions.

1. Requesting Removal from Pre-board Eligibility List. Candidates who elect removal from the pre-board eligibility list may, if otherwise eligible, compete in the next warrant officer appointment process cycle.
2. Requesting Removal from the Final Eligibility List.
 - a. Upon publication of the final eligibility list, candidates will be given two weeks from the notification to request removal from the list with a two-year loss of eligibility.
 - b. A candidate who declines an appointment to warrant grade, or elects removal from the final eligibility list after the two-week period has elapsed must be required to wait five years from the anniversary date of that election before being eligible to re-compete. This includes declining appointment due to receipt of PCS Orders.
 - c. At the time the candidate makes either of the above elections, Commander (CG PSC-OPM) and Commander (CG PSC-EPM), for regular members, or Commander (CG PSC-RPM), for reserve members, must be notified by expeditious means, and the following Administrative Remarks, Form CG-3307, entry documenting the election, must be made in the candidate's EI-PDR:

DATE: "I have read and understand Chapter 8 of Appointing Warrant Officer, COMDTINST M1420.1 (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. Exception. The exception to the five-year rule will be for candidates who decline appointment to warrant officer due to a documented personal hardship. Commander (CG PSC-OPM-1) must be notified of such candidates. Commander (CG PSC-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, Form CG-3307, must be entered into the candidates EI-PDR:

DATE: "I have read and understand Chapter 8 of Appointing Warrant Officer, COMDTINST M1420.1 (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."

4. Documentation. The original Administrative Remarks, Form CG-3307, entry must be forwarded immediately to Commander (CG PSC-BOPS-C-MR). If the five-year period has not expired or the personal hardship has not been resolved at such time as the candidate reenlists, the Administrative Remarks, Form CG-3307, must be retained in the EI-PDR upon reenlistment.
5. Timeline to Re-compete. A member declining appointment will be allowed to re-compete if their new eligibility date (i.e., two or five-year anniversary) ends prior to the day the upcoming board convenes.

Chapter 9 Appointment to Warrant Grade

- A. Overview. This Chapter states policies and standards for appointing eligible candidates to warrant officer.
- B. Appointments Authority. Appointment will be made by the Secretary concerned 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.
- C. Commission and Rank upon Appointment.
1. All appointees receive either a permanent regular or permanent reserve commission in the pay grade of chief warrant officer (W-2).
 2. The pay and allowances of officers appointed under this Manual will accrue from the date of execution of the oath of office but not prior to the date of rank.
- D. Former Cadets and Midshipman in the Naval Reserve. Officers, including warrant officers, must not use service as a cadet or midshipman for pay or retirement purposes. Any warrant appointee who served as cadet or midshipman at the United States Military Academy, United States Air Force Academy, United States Coast Guard Academy; United States Naval Academy or United States Merchant Marine Academy must have their pay entry base date (PEBD) and active duty base date (ADBD) adjusted to remove such cadet or midshipman time. (10 U.S.C. 901)
- E. Appointment and Oath of Office.
1. Documents. Commander (CG PSC) must transmit the letter of appointment and appointment certificate via the chain of command for delivery to the member.
 2. Executing the Oath of Office. An oath of office is required and will be recorded on an Acceptance and Oath of Office, Form CG-9556, which is attached as an enclosure to the appointment letter. The oath of office must not be executed prior to the date of rank specified in the appointment letter. The Acceptance and Oath of Office, Form CG-9556, will be executed for the appointee's grade (W-2). After the oath of office forms are completed, they must be forwarded to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-2) along with a copy of the physical examination as required by Article 8.C.4.b of this Manual.
 3. Authority to Administer the Oath of Office. The Oath of Office can be administered by any commissioned officer of the Armed Forces (active, reserve, or retired), 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.

F. Discharge from Enlisted Status. Coast Guard members who accept appointment as a warrant officer must be discharged from their enlisted status upon acceptance of the appointment.

1. The discharge must be effective as of the day before the date the candidate executes the oath of office.
2. Discharge must be for the convenience of the government. Article 1.B.12 of Reference (c), Military Separations, COMDTINST M1000.4 (series), must be cited as authority for discharge.
3. The Separation Program Designator (SPD) code must be KGM.
4. The Reenlistment (RE) Code must be 1.
5. Members must not receive a Certificate of Release or Discharge from Active Duty, DD-214, solely for being discharged from enlisted service to immediately appoint to warrant officer.

G. Frocking Enlisted Members to Chief Warrant Officer (W-2).

1. Authority for Frocking. Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-2) may authorize certain benefits of the higher grade to Coast Guard enlisted members selected for appointment to chief warrant officer (W-2) (10 U.S.C. § 777).
2. Criteria for Frocking. Enlisted members selected for appointment to chief warrant officer (W-2) and in receipt of orders may be considered for frocking under these circumstances:
 - a. The member is required to depart their unit in order to meet the operational needs of the receiving unit prior to their acceptance of the appointment; or,
 - b. The member is scheduled to attend Chief Warrant Officer Indoctrination prior to the date of acceptance of the appointment.
3. Request Submission. Commanding officers or equivalent may submit requests to Commander (CG PSC-OPM-1) or Commander (CG PSC-RPM-2) to frock members who meet the requirements of Article 9.F.2 of this Manual.
4. Entitlements. Frocked candidates must be treated as their permanent enlisted paygrade unless specifically authorized by this Article. Frocked candidates are authorized to:
 - a. Assume the title and wear the insignia of the grade to which frocked.
 - b. Housing commensurate with the grade to which frocked.
 - c. Receive a new Armed Forces Identification Card to reflect the higher grade, as outlined in Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

5. Prohibited Entitlements. Frocked members must not receive any of the following entitlements at the frocked grade until appointed.
- a. Pay, allowances, and travel entitlements accrue at the lower permanent grade. The higher grade's pay and allowances accrue from the effective date listed in the appointment letter.
 - b. Frocked candidates will receive enlisted evaluations in accordance with Reference (b) until their appointment to warrant officer.
 - c. Frocking does not authorize increased disciplinary powers under Article 15, Uniform Code of Military Justice (UCMJ).
 - d. Time in grade for determining retirement eligibility is computed from the appointment date, not the frocking date.

H. Appointment Ceremony. The member's commanding officer, or if absent, the executive officer must preside over an appropriate formal ceremony to appoint the member to the grade of chief warrant officer (W-2) unless the member prefers a private ceremony. The ceremony should include these elements:

1. Honor the member's desire for a particular individual to administer the oath, if possible, consistent with the current laws on persons authorized to administer oaths.
2. The family, special guests and shipmates, as desired by the appointee, should be invited to the ceremony.
3. A photographic record of the ceremony should be made and presented to the appointee. Press releases should be made to the appropriate media.
4. After the ceremony, a brief social gathering is recommended for the appointee(s) and guests.
5. If required, transportation within the confines of the military installation should be provided for guests.

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Chapter 10 Appointment as Bandmaster (BNDM)

- A. Overview. This Chapter amends Chapters 3 to 8 of this Manual for application and appointment to the Bandmaster specialty.
- B. Minimum Eligibility Requirements.
1. All Applicants. All applicants must hold a degree from an accredited university in music performance, education, or a related field.
 2. Other Armed Forces and Civilian Sector.
 - a. Applications may be solicited from enlisted personnel in the Coast Guard, enlisted personnel from the other Armed Forces, or the civilian sector.
 - b. Commandant (CG-0923) must determine if applicants will be considered from enlisted personnel from the other Armed Forces or the civilian sector.
 - c. The eligibility requirements will be specified in the soliciting media.
 3. Coast Guard Enlisted Personnel. Coast Guard enlisted members must meet all standards in Articles 3.E. and 3.F. of this Manual.
- C. Applications.
1. Procedures. Applicants must follow procedures promulgated by Commander (CG PSC-OPM).
 2. Contents. The application file must consist of the following:
 - a. Letter of Application. Letter of application containing a comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education and experience.
 - b. Commanding Officer's Endorsement. The commanding officer's endorsement must address the applicant's potential to perform successfully as a warrant officer. As enclosures to the endorsement, the commanding officer must submit an Officer Evaluation Report (OER), Form CG-5310A, prepared in accordance with Chapter 5 of this Manual.
 - c. Qualifications. Provide evidence, as directed by Commander (CG PSC-OPM), of meeting each of the qualifications listed in Article 10.D. of this Manual. Commander (CG PSC-OPM) may determine that an eligible member does not meet all the qualifications listed in that Article and such members will not be considered by the appointment board convened in this Chapter.

D. Additional Qualifications.

1. Technical Qualifications.

- a. Produce and submit a musical program by selecting, adapting, and/or arranging appropriate musical compositions.
- b. Demonstrate the ability to conduct a military band during a public performance.
- c. Be knowledgeable of close order military drill and the protocol for both military ceremonies and the rendering of honors.
- d. Demonstrate knowledge of the maintenance and repair requirements for musical instruments including brass, strings, woodwinds, percussion, etc.
- e. Prepare a military marching band for a performance with an understanding of the balance between showmanship and traditional military sharpness.

2. Administrative Qualifications.

- a. Be familiar with Coast Guard budgeting policies and practices with particular knowledge of preparing justification of budget requests for both appropriated and non-appropriated funds.
- b. Understand the Coast Guard policies for conducting official travel.
- c. Demonstrate knowledge of the rank and rate systems for military members of the Coast Guard.
- d. Demonstrate an understanding of the preparation of standard Coast Guard correspondence and the policies for maintenance of records and files.

3. Leadership Qualifications.

- a. Demonstrate past experience leading or commanding a military unit or organization.
- b. Present evidence of having successfully represented the Coast Guard or other Armed Forces unit as a leader of the unit at parades, concerts, ceremonies, etc.
- c. Present evidence of success in training subordinates or others in improving their skills as musicians and/or petty officers.

E. Appointment Board.

1. Convening the Board. Commander (CG PSC) must announce the convening date of the board.

2. Composition of the Board. The membership of the board must consist of at least five members with a captain as senior member and additional officers not below the grade of chief warrant officer (W-2). Other nonvoting board members may be designated, as appropriate, for technical advice such as Director, U.S. Coast Guard Band, a band director from any of the other Armed Forces, or both.
3. Oath of Members. Each member of the board must swear that they will perform the duties imposed without prejudice or partiality.
4. Standards for Recommendation. The board must recommend candidates for appointment for the warrant specialty of Bandmaster when it considers the candidates best qualified for appointment and promotion under the following standards:
 - a. General Bandmaster Skills. The warrant Bandmaster should be a versatile musician who can recruit, train, and assemble a variety of instrumental groups with particular emphasis on organizing a military marching band for ceremonial functions.
 - b. Supervisory Skills. The warrant Bandmaster must be capable of supervising diverse groups of people from paid consultants to volunteers to create a quality entertainment organization. The candidates must possess strong administrative skills and be capable of formulating budgets and to operate programs within budget guidelines.
 - c. Planning Skills. The warrant Bandmaster must have special skill for marketing performing events and be capable of constructing logistic support networks to conduct successful performances both on location and at the candidate's assigned command.
 - d. General Administrative Skills. The warrant Bandmaster should be knowledgeable in the general administrative practices of the Coast Guard. Candidates should be familiar with Coast Guard budgeting procedures, personnel administrative and evaluation processes, policies on human relations and equal opportunity, and the broad guidance for managing both appropriated and non-appropriated money.
 - e. Communication Skills. The warrant Bandmaster candidates should possess good speaking and writing skills and have excellent public relations skills. They should represent the Coast Guard in every respect as quality, military role models.

5. Method of Selection.

- a. Board Considerations. The recommendation file and personnel records of all eligible candidates will be considered by an appointment board appointed by Commander (CG PSC-C) to recommend candidates for appointment. The board must not recommend candidates for appointment if their personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Also, although a candidate may have been considered as meeting the minimum requirements, the board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may not recommend the candidate for appointment.
- b. Board Phases. The board must be held in two phases.
 - (1) Phase One. Select a sufficient number of finalists, based on overall review of the candidate records and recommendation files, to be interviewed in phase two.
 - (2) Phase Two. Consider all finalists for appointment to warrant grade. The board must:
 - (a) Evaluate each finalist's qualifications, personal characteristics, and other data pertinent to the application.
 - (b) Interview each finalist to appraise those personal attributes of the individual which must necessarily complement the finalist's technical qualifications for service as a warrant officer in the Coast Guard. In view of the unique position under consideration, emphasis should be placed on the finalist's potential for leadership and management.
 - (c) Evaluate each finalist's performance during a conducting audition.
 - (d) Select, in numbers not to exceed those authorized in the precept convening the board, those finalists who are best qualified to be appointed to warrant grade.

6. Submission of Reports of Boards.

- a. Board Approval. The board must submit its report as outlined in Article 6.H. of this Manual to the Commandant for approval, modification, or disapproval.
- b. Candidate Notification. After the Commandant has approved the report and the Secretary concerned has granted appointment authority, the candidates concerned must be promptly notified of the board results through publication of the final eligibility list by ALCGPSC message. Individual notification will not be made. All primary candidates found not fully qualified by the board will receive a letter from Commander (CG PSC-OPM) stating the reason(s) for the finding.

Chapter 11 Reporting Requirements

- A. Overview. This Chapter states standards for reporting the effectiveness and impact of this Directive to the Directive's signature authority.
- B. Submission Schedule. Commander (CG PSC) must submit a report to Commandant (CG-13) covering activity occurring within each fiscal year by December 1 of each year.
- C. Required Reporting Elements. The following elements must be included in the report:
1. Number of waivers granted for temporary officers in accordance with Chapter 3 of this Manual.
 2. Number of waivers requested and granted for exceptions to the normal path of appointment. This must include a count of the requestor's rating and requested specialty. Members requesting regular INV must not be included in this requirement.
 3. For each reason cited in Chapter 8 of this Manual, number of personnel temporarily removed from the final eligibility list.
 4. For each reason cited in Chapter 8 of this Manual, number of personnel permanently removed from the final eligibility list.

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Chapter 12 Scope of Warrant Officer Specialties

- A. Overview. This Chapter describes typical duties of each specialty. These are general descriptions and must not be used as a basis for separation under Military Separations, COMDTINST M1000.4 (series).
- B. Aviation Engineering (AVI). Warrant Officers serving in the specialty of aviation engineering serve two primary roles; aircraft maintenance officers, and aviation systems integration project officers. At a minimum, they must meet the requirements of aircraft maintenance officer as described in Coast Guard Air Operations Manual, COMDTINST M3710.1 (series). As operational and technical specialists in the field of aircraft maintenance, they serve as aircraft maintenance officers, assistant aviation engineering officers, and Headquarters level aviation system integration projects officers. They formulate and supervise training programs and prepare, maintain, and submit personnel and material records, logs, reports, and accounts. As maintenance officers and assistant aviation engineering officers, they plan, schedule, and control all phases of aircraft maintenance; to include providing technical advice and information concerning capabilities, limitations, and reliability of aircraft power plants, accessories, airframes, avionics, and equipment. In addition, they direct and supervise practices and procedures for service, maintenance, overhaul, repair, inspection, alteration, modification, and adjustment of aircraft power plants, accessories, airframes, avionics, and equipment. As aviation systems project officers, they develop and implement technical solutions to support aviation capability requirements, and resolve emerging aircraft deficiencies to ensure integrated avionics and electronic systems meet FAA and DoD aviation airspace operating regulations, and national policy. They analyze and develop solutions to maintain/modernize legacy avionics and sensors systems, to ensure alignment with the DHS common operation picture (COP) requirements.
- C. Bandmaster (BNDM). Warrant Officers serving in the bandmaster specialty will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse, and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel, and administrative matters as well as knowledge of military protocol at ceremonial affairs. Refer to Chapter 10 of this Manual for qualifications for appointment.

- D. Boatswain (BOSN). Warrant Officers serving in the boatswain specialty are seamanship specialists in cutter and small boat operations in all Coast Guard mission areas. BOSN warrant officers, while at sea, serve as commanding officers and executive officers on buoy tenders, construction tenders and patrol boats. They serve as 1st lieutenant and division head on seagoing buoy tenders and major cutters. While ashore, BOSN warrant officers serve as commanding officers, executive officers, and operations officers at small boat stations. They serve in surfman, heavy weather, and tactical coxswain billets; district and sector operations and training billets; and are aids to navigation and waterway management experts. They also serve on ready-for-ops (RFO) inspection teams and as CG Auxiliary liaison and operations training officers. BOSN warrant officers plan and supervise the preservation of hull, superstructure and spaces on cutters and boats, the maintenance and operation of cargo, buoy handling, anchor and mooring gear; replenishment at sea operations; the stowage and security of deck equipment and stores; the maintenance, operation and equipping of small boats; the development and execution of training programs; and the preparation of personnel, materiel and operational records and reports.
- E. Criminal Investigator (INV). Warrant Officers serving in the specialty of Criminal Investigator (INV) will be in highly visible billets with significant interaction with numerous Coast Guard commands; federal, state, local, and international law enforcement; and intelligence agencies. They are operational specialists in criminal investigations, protective service operations, operational intelligence collection, and technical specialists in the use of related law enforcement and operational intelligence collection equipment. They may serve in supervisory positions at the resident agent and regional office levels of the Coast Guard Investigative Service (CGIS), supervising subordinates in the conduct of criminal investigations, operational intelligence collection, protective service operations, and law enforcement liaison and task force assignments. They conduct, direct, and supervise criminal investigations, protective service operations, and operational intelligence collection; process crime scenes; collect, process, and preserve physical evidence; serve as subject matter experts regarding violations of the UCMJ and federal statutes applicable to the Coast Guard; testify in civilian and military court; prepare, submit, and maintain criminal investigative and operational intelligence reports; supervise training programs; and prepare, maintain, and submit personnel and operational records and accounts. Many will function in a role with their assigned unit similar to the role of an executive officer of other Coast Guard operational units. Candidates must possess in-depth knowledge and skills associated with the federal criminal justice system, military justice system, police sciences, criminal justice administration, intelligence operations, Coast Guard supply, administration, and personnel matters, as well as knowledge of military protocol at public and ceremonial affairs as part of protective service operations.

- F. Diver (DIV). Warrant Officers serving in the Diving Specialty are experts in all aspects of underwater operations for Coast Guard mission areas. DIV Warrant Officers are technical specialists in SCUBA and Surface Supplied diving operations, underwater hand and power tools, SONARs, and remotely operated vehicles. They direct and supervise subsurface searches, recoveries, surveys, investigations, maintenance, and repair activities. DIV Warrant Officers exercise specialty knowledge in diving physics and hyperbaric medicine, as well as diving and recompression chamber operations, technical procedures, and protocols. They oversee diving operations in all global water temperatures, from unlimited to zero visibility, from cutters, boats, and shore-side facilities, in enclosed spaces, under overhead obstructions, in pristine and contaminated waters, in water depths to 190 feet. DIV Warrant Officers serve as Command Diving Officers for Regional Dive Lockers, and perform duty in diving staff positions. They manage diver training, administration, and qualification programs, deployment and mission planning, diving equipment maintenance, and diving medical emergency response.
- G. Electronics (ELC). Warrant Officers serving in the specialty of electronics are technical specialists in the field of ship and shore electronic equipment. Electronic equipment is defined as any equipment which transmits or receives intelligence by electrical or electromagnetic means (including landline and sonar equipment). They serve as officers in charge of electronics repair shops and as assistants to electronics officers; instructors in theory and repair of electronic equipment; and as command and staff officers concerning inspections, uses, capabilities, limitations, and reliability of electronic systems and equipment. They plan, direct, and supervise practices and procedures for maintenance and repair of electronic equipment; analyze, solve, and correct electronic operational and maintenance problems; and prepare, maintain, and submit personnel and material records, reports, and accounts.
- H. Finance and Supply (F&S). Warrant Officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, and maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply may be subject to certification for finance and supply duties by Commandant (CG-85) or Commandant (CG-83).

I. Information Systems Management (ISM). Warrant Officers serving in the specialty of information systems management are technical specialists in all areas of information systems and information assurance. They serve in command, control, and communication, computer and information technology (C4IT) positions at headquarters, the C4IT Service Center, other centers of excellence (COE) and a variety of other shore units. They are instrumental in the development and supervision of information systems and the enforcement of all information security policy and computer system requirements. Some of the specific areas of responsibility include hardware development, modification, and implementation of application servers; software releases; network hardware (routers, switches, local and wide area networks, etc.); information systems and data security; regulatory compliance, certification and accreditation activities; and organizational information systems standardization, LANS, WANS, and encryption devices. They also organize and supervise personnel working in information systems areas including information systems server system management, exchange server management, network management, telephony system management, information assurance, systems security, and general system support and administration.

J. Intelligence Systems Specialist (ISS). Warrant Officers serving in the specialty of Intelligence Systems are experts capable of supporting all disciplines of Coast Guard intelligence, including cryptology and counterintelligence. They are experts in aspects of all intelligence systems and processes, in the administration and handling of classified and sensitive information, and the related legal, privacy, and civil liberty protection provisions applicable to intelligence within the National Intelligence Element and the Law Enforcement Intelligence Program. They organize, plan, and supervise the work of personnel engaged in intelligence collection, analysis, production, dissemination, and related administrative functions.

K. Marine Safety Specialist Deck (MSSD). MSSDs serving in the marine safety field conduct and supervise personnel in vessel safety and security inspections. Additionally, they conduct and supervise marine casualty investigations. MSSDs conduct commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigation officer). MSSDs inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, watertight integrity, structural fire protection, etc. MSSDs also conduct inspections and casualty investigations of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). Marine inspectors conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. They review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSDs perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties, they interface with a broad array of private and public (local/state/federal/international) members at all levels of the marine industry.

L. Marine Safety Specialist Engineering (MSSE). MSSEs are called upon to be the subject matter experts for engineering systems. They provide the core technical expertise for marine safety and the engineering mentorship for other non-technical members in the program. MSSEs serving in the marine safety field are engineering specialists whose primary focus is commercial vessel inspections/examinations (marine inspector) and casualty investigations (investigating officer). This focus relies heavily on engineering/technical backgrounds for the inspection and casualty investigation of main propulsion equipment (gasoline, diesel, boiler, and gas turbine) and auxiliary machinery (ships service and emergency generators, steering gear, evaporators, air compressors and receivers, bilge systems, fire alarms and smoke detection systems, fuel oil handling system, cargo transfer systems, oily water separators, all vessel electrical systems, life boat launching equipment, etc.). MSSEs review vessel construction plans to ensure new vessel construction and existing vessel repairs are completed in accordance with approved plans, applicable regulations, and accepted industry standards. MSSEs conduct examinations of vessels in dry dock to inspect welding repairs, wood and fiberglass boat repairs, rudder assemblies, propeller and tail shaft examinations, bow/stern thrusters, sea chests, sea valves, etc. MSSEs also inspect the following: lifesaving equipment, firefighting equipment, bridge and navigational equipment, anchor windlasses and other ground tackle, habitability, watertight integrity, structural fire protection, etc. They perform regulatory oversight of complex federal laws, regulations, and treaties. These activities are performed on domestic and foreign small passenger vessels, deep draft freight/tank vessels, mobile offshore drilling units, offshore supply vessels, and oil and chemical/gas barges. In the performance of these duties they interface with a broad array of private and public (local/state/federal/international) members at all levels of the marine industry.

M. Marine Safety Specialist Response (MSSR). Warrant Officers serving in the MSSR specialty are assigned to the Ops Ashore – Response, Incident Management Division, and are the primary technical experts for all pollution response and preparedness activities. They supervise and conduct pollution investigations and response operations and support contingency planning, incident management, and preparedness activities. They should be placed in positions of great trust and leadership to advise the Command Cadre, Response Department Head, and IMD Chief, and guide, train, and mentor junior officers and enlisted personnel in response and preparedness activities. Depending on the nature of the incident, serve as a Pollution Responder (PR), Federal On-Scene Coordinator’s Representative (FOSCR), or Incident Management Team Incident Commander, Operations Section Chief, or Planning Section Chief. Due to the unique skill sets of MSSRs, they may also be tasked with representing the Sector Commander/Commanding Officer on certain FOOSC preparedness, Captain of the Port or Federal Maritime Security Coordinator (FMSC) issues. MSSRs are intended to ensure connectivity of the marine environmental protection (MEP) mission at the field level. MSSRs should coordinate response and preparedness activities closely with the Prevention Department and the Contingency Preparedness and Force Readiness (CPFR) staff to unite the unique elements of the MEP mission across the Sector enterprise and improve operational effectiveness and efficiency. Additionally, MSSRs will support subordinate Marine Safety Units (MSUs) and Marine Safety Detachments (MSDs) in conduct of their geographic specific MER requirements.

N. Maritime Law Enforcement Specialist (MLES). Warrant Officers serving in the MLES specialty are experts in all aspects of Coast Guard Law Enforcement (LE) missions. The warrant officer MLES will serve as experts in enhancing LE and physical security readiness and will be the professional in maritime LE and physical security policy, operations and training. The warrant officer MLES will possess specialized skills, expertise and knowledge in a range of maritime tactical operations in high threat law enforcement and counterterrorist events as well as in security zone, harbor defense and antiterrorism/force protection (AT/FP) missions. The warrant officer MLES will be an expert in Coast Guard board and response actions, advanced weapons qualifications, and physical security. The warrant officer MLES will develop, manage and oversee plans, policies, and procedure for physical security, force protection, police services, and critical infrastructure protection. The warrant officer MLES will be supervisors of and in charge of CG police and security force operations.

- O. Material Maintenance (MAT). Warrant Officers serving in the specialty of material maintenance are operational and technical specialists in the fields of repair, maintenance, damage control, and fire fighting aboard ship and at shore units. They serve as assistants to engineering and repair officers, as shop superintendents and technical advisors concerning uses, capabilities, limitations, and reliability of ship repair, fire fighting, and damage control equipment, and as officer in charge of maintenance and repair detachments ashore. They organize and supervise personnel in ship repair and maintenance activities including electric arc welding, oxyacetylene welding and cutting, woodworking, metal working, boat repairs, damage control, piping and drainage, and NBC warfare defense facilities. They provide technical advice and information concerning use, characteristics, and limitations of building and construction materials; organize and supervise maintenance and repair forces on work involving repairs to buildings, towers, docks, bulkheads, street paving, pipelines including water and sewer lines. They develop and supervise training programs; supervise preparation, maintenance, and submission of personnel and material records and reports; and supervise procurement, stowage, preservation, and utilization practices for repair parts, building materials, and equipment.
- P. Medical Administration (MED). Warrant Officers serving in the specialty of medical administration are experts in the planning, supervision, and coordination of the general administration of health service facilities, ashore and afloat. MED warrant officers: manage the medical/dental readiness of AD and SELRES personnel; maintain various Medical Information System (MIS) databases; oversee the preparation and management of fiduciary control and accountability of designated funds; responsible for the planned acquisition, emergency replacement, and maintenance of equipment and supplies; are liaisons with other local agencies for health care related matters; are experts in developing disaster and pandemic influenza force health protection preparedness plans; organize correspondence, reports, and records and ensure compliance; train subordinates, conduct classes, and instruct enlisted personnel in their duties; manage administrative oversight in the areas of nonfederal health care, contracts, and blanket purchase agreements (BPAs). MED responsibilities include oversight and assurance that local physical examinations and periodic health assessments (PHA) comply with current standards; MEDs function as the reviewing/approving authority for all non-aviation/non-diving physical exams; serve as the Health Insurance Portability and Accountability Act (HIPAA) local Privacy/Security Official. They serve as the Health Risk Assessments (HRA) Administrator for PHA. Additionally, they serve as the medical event report coordinator ensuring timely submission of reports and adherence with applicable instructions and seek opportunities for cost reduction and enhancement to patient care through billet conversions, resource sharing, contracting, etc.

- Q. Naval Engineering (ENG). Warrant Officers serving in the specialty of naval engineering are operational and technical specialists in the field of engineering and in machinery repair. They serve as engineering officers on smaller vessels and as assistants to engineering officers on larger vessels. They also serve as machinery repair officers and as technical advisers regarding the capabilities, limitations, and reliability of engineering equipment. They supervise handling, stowage, and expenditure of fuel oil, boiler, feed water, and potable water; direct and supervise installations; operation, testing, maintenance, and repair of engineering equipment; develop and supervise training programs; prepare, maintain, and submit engineering department personnel and material records and reports; and supervise stowage, preservation, and accounting practices for engineering department stores and repair parts. They must be proficient in damage control, rigging, first aid, maintenance, and operation of gyrocompasses. They also serve on engineering duty under the Industrial Section at Coast Guard bases
- R. Operations Systems Specialist (OSS). Warrant Officers serving as operations systems specialists are operational and technical specialists in C4IT systems, sector operations, and information security (INFOSEC), and operations security (OPSEC). OSS warrant officers serve as District security managers, command security officers and planning officers, are experts in C3I systems capabilities, limitations and reliability, organize and supervise personnel at sector commands and provide technical advice and information concerning security practices, and advise commands on the Coast Guard's common operating picture (COP).
- S. Personnel Administration (PERS). Warrant Officers serving in this specialty are technical experts in unit and personnel administration. They are billeted in critical positions at the organizational and unit level in the management and administration of active duty, reserve, civilian, auxiliary, and contract personnel. At the organizational level they serve in senior level positions as policy and procedure experts, assignment officers, program managers, and force managers. At the unit level they serve as senior advisors to the command cadre, and provide guidance, expertise and supervision to YN as direct supervisors as branch chiefs, department heads and division officers. They insure the necessary flow of information within their units concerning career planning, professional development, and leadership initiatives. They provide individual counseling on career opportunities, incentives, military rights, pay, and benefits. Their responsibilities include oversight and coordination of unit administrative and personnel support functions including: pay and benefits; educational services; housing; uniform regulations; morale, well-being, and recreation; general mandated training; decedent affairs; military justice; mutual assistance loans; awards; evaluations; personnel and physical security; urinalysis; and the weight program. They also administer federal travel regulations with regards to travel orders, transportation, mandated training, shipment of household goods, and claims investigations and processing. Additionally, they act as executive officers of enlisted personnel at large sectors and PSSU's.

T. Public Information (INF). Warrant Officers serving in the specialty of public information are specialists in all phases of public information as it applies to the Coast Guard. They serve as public information officers, assistant public information officers, and photographic officers, and provide expertise and supervision to personnel in the photojournalist rating.

U. Weapons (WEPS). Warrant Officers serving in the weapons specialty are operational and technical specialists in gunnery and ordnance. WEPS warrant officers act as gunnery and ordnance repair officers; direct and supervise the assembly, installation, operation, testing, maintenance, and repair of ordnance equipment; supervise testing, handling, stowage, preservation, requisitioning, issuing, and accounting practices and procedures for all ammunition and ammunition components; supervise stowage, preservation, security, requisitioning, and accounting practices and procedures for all ordnance equipment and repair parts; develop and supervise training programs; prepare, maintain, and submit ordnance, personnel, material, and operational records, reports, and accounts.

Chapter 13 Definitions

A. Overview. These definitions apply to the entire Manual, but may or may not apply to other Coast Guard policies.

B. Definitions.

1. Active Service. Interchangeable term as active duty, per 10 U.S.C. § 101.
2. Adverse information. Adverse information is factual knowledge that casts doubt on a candidate's moral or professional qualifications for appointment as a warrant officer. 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 considered adverse information that casts doubt on a candidate's moral or professional qualifications for appointment as a warrant officer.
3. Applicant. An eligible member who applied for consideration for appointment to the Warrant Officer Appointment Board.
4. Candidate. Applicants whose pre-board score qualified them to be considered for appointment by the Warrant Officer Appointment Board.
5. Chief Warrant Officer. The title of pay grades W-2 to W-5. (10 USC § 571)
6. Rating and Rate. The term "rating" means the name (such as "boatswain's mate") prescribed for members of an armed force in an occupational field. The term "rate" means the name (such as "chief boatswain's mate") prescribed for members in the same rating or other category who are in the same grade (such as chief petty officer or seaman apprentice). (10 USC § 101)
7. Warrant Officer. A person who holds a commission or warrant in a warrant officer grade. (10 U.S.C. § 101). Also the title of pay grade W-1.
8. Secretary Concerned. The Secretary of Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a service in the Department of the Navy (10 U.S.C. § 101).

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