



COMDTINST 1500.1A  
15 MAY 2018

COMMANDANT INSTRUCTION 1500.1A

Subj: CHIEF WARRANT OFFICER PROFESSIONAL DEVELOPMENT (CWOPD) COURSE

Ref: (a) Performance, Training, and Education Manual, COMDTINST M1500.10 (series)  
(b) Military Separations, COMDTINST M1000.4 (series)  
(c) Appointing Warrant Officers, COMDTINST M1420.1 (series)  
(d) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

1. PURPOSE. This Instruction establishes policy and procedures for mandatory attendance and completion of the Chief Warrant Officer Professional Development (CWOPD) Course by newly commissioned Chief Warrant Officers (W2/CWO2).
2. ACTION. All Coast Guard personnel shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Chief Warrant Officer Indoctrination Course, COMDTINST 1500.1 is cancelled.
4. BACKGROUND. The successful transition to CWO2 depends on both individual effort and the Coast Guard's ability to prepare the member for a leadership role as a commissioned officer. CWOPD is an established officer transition course that is provided to all newly appointed warrant officers and has been executed at the Leadership Development Center since 1998.
  - a. The CWOPD course is designed to assist newly commissioned Chief Warrant Officers in transitioning into the commissioned officer ranks. The course curriculum focuses on leadership, service etiquette, customs and courtesies, communication (oral and written), and the necessary administrative skills needed to become an effective Coast Guard Officer.
  - b. The CWOPD course is held at the Leadership Development Center (LDC), Coast Guard Academy, New London, Connecticut.

DISTRIBUTION – SDL No. 168

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X		X					
B		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
D	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X
E	X	X	X	X	X			X	X	X	X	X	X	X		X	X	X	X			X				
F															X	X	X									
G		X	X	X	X																					
H																										

NON-STANDARD DISTRIBUTION:

- c. There are two CWOPD Courses:
  - (1) CWOPD Course (501614) is a 12-day (2 week) course designed for all newly appointed CWO2s who have completed the Chief Petty Officer Academy, or equivalent Department of Defense (DoD) Senior Non-commissioned Officer (SNCO) Academy.
  - (2) CWOPD Course (500736) is a 19-day (3 week) course designed for all newly appointed CWO2s who do not meet the prerequisites for attendance to the 12-day course. In accordance with Reference (a), to attend advance training in excess of two weeks, the member must have at least one year of service remaining on their current period of active duty service.
- d. CWO2 selectees with an approved commissioning date, who have received and accepted CWO appointment orders from Commander, Coast Guard Personnel Service Center (PSC) (opm/rpm) are eligible to attend.
- e. Information on the CWOPD course requirements are maintained on the Education and Training Quota Management Command CGPortal site at:  
<https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>.
- f. Information on the CWOPD course curriculum is maintained on the Chief Warrant Officer Professional Development CGPortal site at:  
<https://cg.portal.uscg.mil/communities/leadership-development/CWOPD/SitePages/Home.aspx>.
- 5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements. It is intended to provide policy and operational guidance for CG personnel and it is not intended to nor does it impose legally-binding requirements on any party outside the CG.
- 6. MAJOR CHANGES. Major changes in this update include: CWOPD course must be completed within 18 months of commission; course name; training request process; and the training location is updated to the Leadership Development Center (LDC), New London, CT.
- 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with "Implementation of the National Environmental Policy Act (NEPA), DHS Instruction Manual 023-01-001-01 (series).
  - b. This Instruction 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 policy in this Instruction must be individually evaluated for compliance with the

National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <http://www.dcms.uscg.mil/directives> , and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Instruction 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., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. POLICY AND PROCEDURES.
  - a. Attendance and successful completion of the CWOPD course is mandatory and a requirement for all W2 personnel. All newly commissioned CWO2s must attend and complete the CWOPD course within the first 18 months of commission. In accordance with Reference (b), failure by a Regular Coast Guard officer of any required course of training, instruction, or indoctrination at a service school combined with any other known deficiency, when viewed in relation to an officer's overall record, requires separation.
  - b. Members required to attend CWOPD shall:
    - (1) Review the class convening schedule for Coast Guard Class "C" Training Courses, for the listing of class convening dates and select the appropriate course (two or three week) and the class convening date(s) that best fit their unit and personal needs. The Education and Training Quota Management Command (ETQC) publishes regular updates to the class convening schedule on their web site: <https://cg.portal.uscg.mil/units/forcecom/tqc/Pages/Home.aspx>
    - (2) Active duty and reserve members that are in, or will be assigned to an OCONUS deployable status/unit (*i.e.* PSU, PATFORSWA), or participating in an advanced education program should notify the Program Manager, Commandant (CG-128) to discuss attendance to the CWOPD Course prior to or immediately following their tour of duty. All efforts will be made to ensure the member meets the 18 month requirement.
    - (3) Submit an Electronic Training Request (ETR) via their Training Officer (TO) or Educational Services Officer (ESO), noting primary and alternate class dates in the notes block of the ETR. Members under Permanent Change of Station (PCS) Orders, who wish to apply for a class after departure from their Permanent Duty Station (PDS), should coordinate with their receiving command to ensure their new assignment duties and responsibilities will not interfere with their requested attendance dates.

- (4) A member who will not be commissioned before the class convening date, but has accepted appointment orders and is scheduled to attend CWOPD within three months of his/her commissioning date, may request to be frocked. The frocking request (*i.e.* “Member requests to be frocked to attend this session and has command approval”) must be included in the notes block of the command approved ETR. Commandant (CG-128) will coordinate all requests and will forward to Commander, CG PSC (opm/rpm) for final approval.
- (5) Orders will normally be issued by ETQC no less than four weeks prior to a class convening date. Selected Reserve members in a drilling status will be issued no-cost orders from ETQC and will need to request either ADT-AT or ADT-OTD in accordance with their unit procedures once they have been notified of enrollment. Funding will be issued from the District Reserve Force Readiness Staff or PACAREA-13. Use of Inactive Duty for Training (IDT) drills is not authorized.
- (6) In accordance with Reference (d), Part 3.5.1, members must be in compliance with weight standards prior to the class convening date.
- (7) Following issuance of orders, all requests for cancellation must be fully documented as to cause and a cancellation message must be released by the commanding officer, commander, or first O6/GS15 in the chain of command and approved by Commandant (CG-128). Additional information on how to submit a cancellation message request is located in the remarks block of the member’s official travel orders in Direct Access (DA).
  - (a) Active duty and reserve members that find themselves Not Available for Full Duty (NAFD), non-compliant with weight standards, experiencing a family emergency or have a bona-fide operational commitment after orders have been issued, should request cancellation and placement in another class if seats are available.
  - (b) Waivers for attendance to the CWOPD course will only be granted if the member requiring the training has a service approved retirement.

11. RESPONSIBILITIES.

- a. The Office of Leadership, Commandant (CG-128) is the Program Manager for the CWOPD courses and is responsible for monitoring compliance with this instruction.
- b. Each newly appointed CWO2 is ultimately responsible for ensuring completion of this mandatory professional development course.
- c. Commanding Officers are responsible for ensuring their members are provided the opportunity to attend and complete the CWOPD course within the required timeframe.

12. FORMS/REPORTS. None.

13. REQUEST FOR CHANGES. Units and individuals may recommend changes in writing via the chain of command to Commandant (CG-128), U. S. Coast Guard Stop 7907, 2703 Martin Luther King Jr. Ave SE, Washington, DC 20593-7907.

WILLIAM G. KELLY /s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Human Resources