

National Guard Regulation 600-101

Personnel - General

**Warrant Officers
Federal
Recognition
and
Related Personnel
Actions**

**National Guard Bureau
Arlington, VA 22204
3 September 2014**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 600-101

Warrant Officers - Federal Recognition and Related Personnel Actions

This rapid action revision -

- o Updates division titles, branch titles, and office symbols.
- o Clarifies existing responsibilities and adds Command Chief Warrant Officer responsibilities at the National Guard Bureau and State level (paragraph 1-4).
- o Incorporates information contained in other regulatory guidance concerning service obligations and fulfillment requirements and adds service obligation of two-years for promotion to Chief Warrant Officer Three, Chief Warrant Officer Four, and Chief Warrant Officer Five (paragraph 1-9).
- o Retains predetermination approval authority for the Chief, National Guard Bureau (paragraph 2-8).
- o Delegates approval authority to The Adjutant General for certain waivers (paragraph 2-15).
- o Discusses Department of the Army Military Occupational Specialty Proponent Predetermination approval letters accepted in lieu of Certificate's of Eligibility, which have been rescinded.
- o Expands the list of personnel actions that do not require action by a Federal Recognition Board (paragraph 3-6).
- o Updates information regarding Warrant Officers assigned to XZ coded positions (paragraph 4-3).
- o Retains approval authority for the Chief, National Guard Bureau for retention beyond age 60 for all Warrant Officers (paragraph 4-9).
- o Requires Additional Skill Identifier's for Aviation Warrant Officer promotions from Chief Warrant Officer Three to Chief Warrant Officer Five(paragraph 7-2).
- o Reduces Time in Grade requirements for attending Warrant Officer Education System and eliminates selection and assignment requirements for attendance of the Warrant Officer Senior Staff Course (Table 7-2).
- o Modifies Table 7-2. Minimum/Maximum Warrant Officers Education System Requirements for Promotion, Time In Current Grade, and Course Enrollment (Table 7-2).
- o Changes the time frame to board Warrant Officers eligible for promotion from as early as 90-days to 120-days prior to reaching Time in Grade eligibility date (paragraph 9-10).

Personnel - General

Warrant Officers -Federal Recognition and Related Personnel Actions

By order of the Secretary of the Army:

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Major General, USA
Acting Director, Army National Guard

Official:

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History. This regulation supersedes NGR 600-101, dated 1 October 1996.

Summary. This regulation establishes policies and procedures for Army National Guard (ARNG) Warrant Officer personnel management. This revision incorporates previously published changes to include All States Memorandums relative to Warrant Officer management policies and procedures. It also includes issues imposed by the Warrant Officer Management Act of 1992 that relate to ARNG Warrant Officer's.

Applicability. This regulation applies to the ARNG and the ARNG of the United States (ARNGUS).

Proponent and Exception Authority. The proponent for this regulation is the Personnel Policy Division (ARNG-HRH) which has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management Control Process. This regulation is not subject to the requirements of Army Regulation (AR) 11-2 (Managers Internal Control Program).

Supplementation. Supplementation of this regulation is prohibited without prior approval from ARNG-HRH, ARNG Readiness Center, 111 South George Mason Drive, Arlington, VA 22204.

Suggested Improvements. Users are invited to send comments and suggested improvements on Department of Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to National Guard Bureau, Personnel Policy Division, ATTN: ARNG-HRH, 111 South George Mason Drive, Arlington, VA 22204.

Distribution. A.

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1-1. Purpose This regulation —

a. Prescribes NGB policies and procedures governing the appointment, assignment, and management of Warrant Officers in the ARNG.

b. Provides eligibility requirements, administrative procedures, application processing, and other related Warrant Officer personnel actions to include military occupational specialty code (MOSC) redesignation, promotion, civilian education, and Federal Recognition.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this publication are listed in the glossary.

1-4. Responsibilities

a. National Guard Bureau (NGB).

(1) The Director, ARNG is responsible for the overall development and management of Warrant Officers within the ARNG.

(2) ARNG G1, utilizing the Personnel Policy Division (ARNG-HRH), acts as agent for the Director, ARNG providing technical guidance for the overall development and management of Warrant Officers in the ARNG. ARNG-HRH approves modifications to Warrant Officer programs, and authorizes any requested changes made by the States. No changes to these instructions are authorized to be made by the States without prior written approval from ARNG-HRH.

(3) ARNG Command Chief Warrant Officer (CCWO) serves as the primary advisor to the Director, ARNG regarding policies and actions effecting the management of Warrant Officers.

b. State Activities.

(1) The Adjutant General (TAG) of the State, with advice from the State CCWO, will manage and develop Warrant Officers at their State level.

(2) The State Military Personnel Management Office (MPMO) serves on behalf of TAG to manage the overall control of assignments and use of Warrant Officers, and performs personnel actions required to support established human resources policies, procedures, and statutory requirements.

(3) State CCWO serves as a key advisor to TAG in regard to all actions effecting Warrant Officer accessions, career management, and leadership development. The State CCWO will prepare and execute local plans to comply with applicable laws and regulations related to appointments, assignments, utilization, training, promotions, and separations.

1-5. Policy

The Officer Personnel Management System (OPMS) and policies that the ARNG uses to manage the Warrant Officer Corps will result in providing Warrant Officers who are dedicated, competent, proficient and aggressive leaders of high morals and integrity. The profession of arms requires a strong professional and ethical Warrant Officer Corps capable of making the decisions needed to sustain excellence of Warrant Officer. Personnel actions taken as a result of the policies prescribed herein will be made without regard to race, color, religion, gender, or national origin. Special exceptions for classification and assignment of female Warrant Officers are contained in DA Pam 611-21 (Military Occupational Classification and Structure) and paragraph 4-4c.

1-6. Rank Relativity

Warrant Officers of the ARNG, when not serving in Federal service, will be placed in relative rank sequence according to the law(s) of the State in which they have been appointed. When an ARNG Warrant Officer enters active duty, or active duty for training, under any provision of law, they will be relatively ranked among Warrant Officers of the same grade serving on active duty as per the provisions of AR 600-8-29 (Officer Promotions).

1-7. Powers and Duties

Warrant Officers are vested with the powers and duties as prescribed in AR 27-55 (Notarial Services), AR 600-20 (Army Command Policy and Procedures), and DA Pam 611-21 (Military Occupational Classification and Structure).

1-8. Commissioning of Chief Warrant Officers

a. A Warrant Officer appointment or promotion to a Chief Warrant Officer (CWO) is made by commission per 10 U.S.C 12241(b) (Warrant Officers: grades; appointment, how made; term).

b. Execution of the Oath of Office, DA Form 71 (Oath of Office-Military Personnel) upon initial appointment as a Warrant Officer One (WO1 as a Reserve Warrant Officer constitutes acceptance of this appointment. Warrant Officers receiving initial appointment as a Chief Warrant Officer Two (CW2), or upon promotion to the rank of CW2, will execute an Oath of Office as a Reserve Commissioned Officer. A new Oath of Office, DA Form 71, is not required for subsequent Chief Warrant Officer Three (CW3) to Chief Warrant Officer Five (CW5) promotions. The effective date of commission will be the date of initial appointment as a Chief Warrant Officer or upon promotion to that rank, regardless of when the actual Oath of Office was administered. Failure or refusal to accept such appointment is cause for immediate separation from the ARNG (see paragraph 10-2a (18)).

c. When completing the DA Form 71 - place an "X" in the "Reserve Commissioned Officer" or "Reserve Warrant Officer" box, as appropriate. The completed form must be forwarded to CNGB, ATTN: ARNG-HRP. State commissioning orders are not required.

d. Warrant Officers flagged, per AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)) will not be appointed until all flags have been removed.

1-9. Service Obligations

a. A detailed description of service obligations is contained in AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures) and AR 350-100 (Officer Active Duty Service Obligations). In addition to obligations identified above and upon completion of the Warrant Officer Candidate School (WOCS), personnel appointed as a Warrant Officer will incur a Ready Reserve participation requirement. This participation requirement may run concurrently with the statutory obligation incurred upon initial entry into the Armed Forces. For Officers appointed from Officer Candidate School (OCS) (ARNG and United States Army Reserves (USAR), their participation requirement is set forth in AR 135-91, table 2-1.

b. Warrant Officer attending Warrant Officer Education System (WOES) courses, specifically the Warrant Officer Advanced Course, the Warrant Officer Staff Course, and the Warrant Officer Senior Staff Course, incur a two-year Ready Reserve obligation. This service obligation is incurred upon the first day of attendance; however, the two-year service obligation begins on the course completion date. This participation requirement may run concurrently with other obligations. Individuals who are unable to complete this obligation prior to the mandatory removal date will not be permitted to attend professional military education (PME) courses.

c. A Warrant Officer who accepts a promotion to the rank of CW3, CW4 or CW5, incurs a two-year additional service obligation. This service obligation begins on the date that Federal Recognition is granted and must be served before voluntary retirement and will run concurrently with a period of service obligation based on completion or graduation from a service school. If at the time of promotion the service obligation incurred from attendance at a service school has expired; the service obligation for promotion will be in addition to the service obligation incurred for attendance at a service school. Applications for Federal Recognition for Warrant Officers promoted to a higher grade, who cannot complete the two-year additional service obligation, will be processed by an exception to policy on a case by case basis.

d. All other service obligations incurred for attendance at professional development courses are established by published NGB policy memorandums (refer to the G1 Gateway Library for personnel policy memorandums at <https://g1arnng.army.pentagon.mil/Pages/Default.aspx>).

**Chapter 2
Appointments****2-1. General**

Per the Constitution of the United States, Section 8, Article 1, Warrant Officers of the ARNG are appointed by the States, and are Federally Recognized through the Chief, National Guard Bureau (CNGB). Appointments in the grade of CW2 or higher are made by commission by the President of the United States (POTUS) in permanent Reserve Warrant Officer grades in the same manner as prescribed for Regular Warrant Officer grades.

2-2. Federal Recognition

Federal Recognition is the process that ensures Officers appointed by individual States meet the qualifications required for service in the Federal Armed Forces. Prior to extending Federal Recognition POTUS, or the Secretary

of Defense acting on behalf of the POTUS, must first approve the Reserve Warrant Officer of the Army appointment. When the State appointment is Federally Recognized an ARNG Warrant Officer is concurrently appointed as a Reserve Warrant Officer of the Army.

2-3. Temporary Federal Recognition

a. Temporary Federal Recognition may be extended to an officer who has been found qualified by a Federal Recognition Board (FRB) for appointment in the ARNG of a State pending receipt of permanent Federal Recognition and appointment as a Reserve Officer of the Army. Temporary Federal Recognition may be withdrawn when necessary at any time. Temporary Federal Recognition will automatically terminate one-year after the effective date of the State appointment per 32 USC 308 (Federal Recognition of Officers: temporary recognition) unless sooner withdrawn or if official orders are issued. However, should the initial period of Temporary Federal Recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent FRB must convene to consider granting another one-year period of Temporary Federal Recognition.

b. Temporary Federal Recognition is not applicable to the following —

- (1) United States Army Reserve (USAR) Warrant Officers transferring to the ARNG in the same grade and Military Occupational Specialty (MOS).
- (2) ARNG Warrant Officers transferring between States in the same grade and MOS.
- (3) ARNG Warrant Officers transferring from the Individual Ready Reserves (IRR).

2-4. Appointment Policy

a. The effective date of Federal Recognition is the date the Warrant Officer executes the Oath of Office on NGB Form 337 (Oath of Office).

b. Federal Recognition remains in effect as long as the Warrant Officer continues to meet the requirements of the grade and position or until such recognition is withdrawn based on requirements set forth in regulations or as otherwise required by law.

c. Chapters 3 and 9 outline the personnel actions requiring examination for Federal Recognition and for the conduct of a FRB.

2-5. Appointment as a Reserve Warrant Officer of the Army

a. Warrant Officers who are Federally Recognized in a particular grade and branch shall be tendered an appointment in the same grade as Reserve Warrant Officers of the Army with assignment to the ARNGUS as provided in 10 USC 12211 (Officers: Army National Guard of the United States). A Reserve Warrant Officer appointment is for an indefinite period and is not contingent upon continued Federal Recognition (10 USC 12211 and 10 USC 12213 (Officers; Army Reserve: Transfer from Army National Guard of the United States)).

b. The Secretary of the Army (SA) has prescribed that Warrant Officers that have the status of a Reserve Warrant Officer for the Army for service in the ARNGUS, must be transferred in the same grade to the USAR. This action requires the consent of the Governor or another appropriate authority of a State. Unless an ARNGUS Warrant Officer is discharged from the Reserve of the Army concurrent with withdrawal of Federal Recognition per pertinent regulations, the officer will become a member of the USAR upon separation from the ARNG.

2-6. Procurement Sources

Appointments are made under the provisions of DA Pam 601-6 (Warrant Officer Procurement Program) the following personnel may apply for Warrant Officer appointment to fill authorized or projected position vacancies —

a. Enlisted applicants who meet the DA MOS proponent prerequisites (see: <http://www.usarec.army.mil/hq/warrant/>).

b. Former Officers and Warrant Officers, to include Officers of other uniformed services who have been determined qualified for appointment by proper authority. NOTE: Warrant Officer applicants for rated aviation positions are exempt from DA MOS proponent approval provided they are determined fully qualified by the State Army Aviation Officer (SAAO), the State CCWO, and a FRB.

c. Enlisted applicants who hold an approved predetermination packet from a DA MOS proponent and have continued to be assigned to the feeder MOS on the approval memorandum consistent with paragraphs 2-8*f* and *g*.

d. Graduates of the Warrant Officer Candidate School (WOCS).

2-7. Eligibility Criteria

Soldiers found eligible by a DA MOS proponent to enter appropriate WOES and meet the qualifications listed below may apply for appointment as an ARNG Warrant Officer Candidate (WOC) with a subsequent appointment as a

Warrant Officer. All waivers and exceptions to policy must be approved prior to appearing before a FRB for appointment.

a. Assignment. A Warrant Officer must be assigned to a Warrant Officer position in a Federally Recognized unit of the ARNG or in an approved over-strength position as authorized in the published NGB Over-strength Policy Memorandum (refer to <https://g1arng.army.pentagon.mil/Pages/Default.aspx> for the G1 Gateway Library for personnel policy memorandums).

b. Age.

(1) Applicants for technical specialties must be at least 18-years of age and not more than 46-years of age on the effective date of initial appointment to WO1. Applicants must not have reached their 46th birthday prior to appointment. In accordance with AR 611-110 (Selection and Training of Army Aviation Officers) applicants for rated aviation specialties must be at least 18-years of age and not more than 32-years of age at the start of Initial Entry Rotary Wing (IERW) training.

(2) An applicant eligible for appointment to the grade of CW2 must not have reached age 48 on the effective date when Federal Recognition is extended (see provisions in paragraph 2-10*b* or 2-10*c*).

(3) The CNGB may increase the maximum age limitation for current and former Commissioned Officers and former Warrant Officers by an amount not more than the length of previous service in which the Soldier's assignments were directly related to the requested Warrant Officer MOS. An increase in age is not authorized if an applicant will have less than two-years to serve prior to being removed from an active status because of maximum age or service limitations.

(4) The CNGB may increase the maximum age limitation for an applicant possessing unusual skills or technical qualifications fulfilling a specific requirement. An applicant must meet all MOS eligibility requirements prior to appointment.

c. Citizenship. The applicant must be a citizen of the United States - either by birth or naturalization.

d. Mental Capabilities. An applicant must —

(1) Have a General Technical (GT) aptitude area score of 110 or higher.

(2) If applying for an aviator MOS - flight training is required and the applicant must hold aptitude test scores as listed in AR 611-110.

e. Education. Each applicant must —

(1) Demonstrate understanding and proficiency of the English language. An applicant whose native language is not English must achieve a minimum score of 80 on the English Comprehension Level Test.

(2) Be a high school graduate or pass the General Education Development (GED) test.

(3) Meet any additional DA MOS proponent requirements.

(4) Successfully complete all phases of the WOCS or Warrant Officer Candidate School - Regional Training Institute (WOCS-RTI) within two-years of appointment as a Warrant Officer Candidate, except as indicated in paragraph 2-10*b*.

(5) Complete the appropriate Warrant Officer Basic Course (WOBC) or certification by the DA MOS proponent for classification in the appointment MOS within two-years from date of appointment as a WO1.

f. Character. An applicant must be of good moral character.

g. Leadership. An applicant must possess traits as potential leaders and have the ability to deal effectively with people. Such traits may be evaluated in terms of the applicant's background and experience.

h. Standards of Medical Fitness.

(1) Physical standards for appointment as a Warrant Officer are prescribed in AR 40-501 (Standards of Medical Fitness), chapter 2 and except as indicated in subparagraph (4) below. An application for initial appointment must hold an acceptable medical examination concluded within two-years prior to date of appointment.

(2) Physical standards for retention as contained in AR 40-501, chapter 3, apply for appointment of Officers and Warrant Officers from any component of the U.S. Army who has not incurred a break in service.

(3) In order to meet class 1A flying duty medical fitness standards and prior to entering WOCS, an Aviation WOC must be granted an approved type B medical examination as set forth in AR 40-501, chapter 4.

(4) Applicants must meet the height/weight standards of AR 600-9 (The Army Weight Control Program). As an enrollment requirement, applicants directed to attend WOCS must be able to pass the standard Army Physical Fitness Test (APFT) without modification. An alternate APFT may only be authorized by Headquarters Department of the Army (HQDA), Deputy Chief of Staff G3/5/7.

(5) The CNGB will make the final determination regarding medical fitness for all officer personnel under the provisions of AR 40-501.

i. Security.

(1) Applicants must have, as a minimum, a valid, final, Secret Security Clearance prior to being allowed an appointment or for entering WOCS training.

(2) DA Pam 611-21 may require applicants applying for certain MOSs to undergo a security investigation or hold status of above the standard Secret clearance.

j. Each DA MOS Proponent sets its particular MOS prerequisites and requirements.

2-8. Predetermination

a. DA MOS proponent certification is required for MOS classification of Technical Service Warrant Officers (NOTE: This requirement is excluded for applicants for Initial Entry Rotary Wing training who are exempt from the predetermination requirements. However, all other requirements of this regulation are applicable to applicants for Initial Entry Rotary Wing training.) Prior to entry into the WOES, an applicant must submit a predetermination packet, through their TAG, through Warrant Officer Branch (ARNG-HRH-W), to the specific DA MOS Proponent requesting a review of the applicant's technical qualifications. The DA MOS proponents will —

(1) Determine the applicant's qualifications for classification in the requested MOS.

(2) Determine the applicant's eligibility to attend the appropriate WOBC for MOS certification, upon completion of WOCS and appointment as a Warrant Officer.

b. Approved applications, upon completion of the WOCS and appointment as a WO1, assures the applicant's eligibility to enter the appropriate WOBC.

c. Applicants for rated aviator Warrant Officer positions must comply with the requirements of AR 611-110 (Selection and Training of Army Aviation Officers) and NGR 611-110 (Selection and Training of Army Aviation Officers).

d. The requirements of subparagraphs b and c above are not applicable to the following —

(1) Warrant Officers and former Warrant Officers possessing the MOS of application.

(2) Holders of a valid Certificate of Eligibility (COE). (NOTE: COE's are no longer required as long as the pre-determination packet is approved, in writing, by the appropriate DA MOS Proponent. Appointment must be for the same MOS as entered on the DA MOS Proponent approved letter.)

(3) Rated aviator Commissioned Officers and Warrant Officers who are determined to be fully qualified for the assigned MOS by the State Army Aviation Officer and State CCWO.

e. Potential applicants are advised to know the MOS specifications in DA Pam 611-21 and verify aptitude scores, qualifications, and possession of the required skills and knowledge for positions being considered. In addition, U.S. Army Recruiting Command (USAREC) maintains a listing on their website (www.usarec.army.mil) for all Warrant Officer MOSs and mandatory prerequisites. These general criteria represent the occupational demands imposed upon the Warrant Officers, to include new appointees, in each MOS. The applicant's request for a technical qualification determination will be submitted through TAG and will be supported by the following documentation —

(1) Command recommendations – use HQ USAREC Form 1936 (Letter of Recommendation) to include separate requests for any required mandatory prerequisite waivers, from the Soldier's chain of command endorsed through TAG of the State, through ARNG-HRH-W, to the Army proponent.

(2) Endorsement by the state CCWO to the Army proponent.

(3) Recommendation, if available, from a senior Warrant Officer (CW3-CW5) holding the MOS.

(4) Certified copy of Enlisted Record Brief (ERB) or Officer Record Brief (ORB).

(5) Resume - use HQ USAREC Form 1935 (Warrant Officer Resume) (see figure 2-1 for format).

(6) Transcripts documenting completion of required college level courses and courses supporting training related to the applied Warrant Officer MOS.

(7) Training certificates (leadership and MOS related).

(8) Officer Evaluation Report (OER) or Noncommissioned Officer Evaluation Report (NCOER) covering period of feeder MOS and leader experience required by the mandatory prerequisites appendix in the current DA Pam 601-6 (Warrant Officer Procurement Program).

(9) Other documents as required by the mandatory prerequisites appendix in the current DA Pam 601-6,

(10) Any other documents (to include relevant civilian employment documents) that support training or experience directly related to the MOS tasks as listed for the applicable MOS in DA Pam 611-21. (Example: Applied for MOS is 915A (Unit Maintenance Technician) and applicant works as a full time mechanic. Submit a copy of a detailed position description and the four most recent supervisor's evaluation of job performance).

(11) Awards and Decorations - submit only those awards and decoration certificates which specifically address recognition of performance in the duties related to the sought after Warrant Officer MOS.

(12) Provide most recent APFT results on DA Form 705.

(13) If applicable, provide DA Form 5500/5501.

(14) Security clearance verification statement (see figure 3-1).

f. Requests for waivers of mandatory prerequisites for predetermination (i.e.: military/supervisory experience, Noncommissioned Officer Education Systems, etc.) will be submitted as part of the DA MOS proponent predetermination action and included in the State CCWO's request memorandum. However, any request for waiver(s) of items as identified in paragraph 2-15 are to be submitted as a separate action.

g. Unless otherwise specified by DA MOS proponent, any DA MOS proponent predetermination approval will remain valid for a period of 24-months so long as the individual's enlisted duty MOS assignment remains continuous in the same feeder MOS as the original approval granted for such MOS.

h. The DA MOS proponent predetermination approval for Officers and Warrant Officers seeking appointment/reappointment as a Warrant Officer will normally remain valid for a 24-month period, unless the proponent implements significant changes in the MOS being pursued.

2-9. Appointment Process

a. A predetermination of the applicant's qualification to enter the DA MOS proponent's certification course must be received for any individual seeking initial appointment as a Technical Service Warrant Officer before any other part of the appointment process is initiated. The DA MOS proponent approval for entry into the applicable MOS certification course must be a part of the appointment packet submitted to the FRB.

(1) Initial MOS classification occurs upon completion of a three event appointment process.

(a) Event one is the selection of a Warrant Officer Candidate (WOC) by a FRB.

(b) Event two is the satisfactory completion of all phases of WOCS or WOCS-RTI within two-years of appointment as a WOC.

(c) Event three is the receiving, within two-years of appointment as a WO1, the DA MOS proponent's certification of completion of the appropriate Warrant Officer Basic Course (WOBC). An extension for up to one year to complete WOBC may be requested when, through no fault of their own, a Soldier is unable to complete technical and tactical certification within the original two-years of the appointment. All appointments are contingent on DA MOS proponent certification or successful completion of WOBC. Soldiers who fail to receive DA MOS proponent certification within the two-year time frame and/or prior to the end of a one year extension will, per chapter 10 and AR 600-8-24 (Officer Transfer and Discharges), have their appointment to Warrant Officer terminated and Federal Recognition withdrawn.

(2) The FRB determines if applicant for an ARNG Warrant Officer appointment meets the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined and is documented on NGB Form 89a (Certificate of Eligibility - Federal Recognition) Excepting issues relating to physical condition, if an applicant is appointed as a WO1 within two-years of the date of the original FRB designating them as a WOC then Federal Recognition will be granted to them without further examination.

b. Current or former Commissioned Officers and Warrant Officers may not be required to complete WOCS for reappointment; however, DA MOS proponent approval for entry into the applicable MOS certification course must be received prior to appointment.

c. Soldiers who successfully complete WOCS or a course within the last five-years and have not been appointed or commissioned at the time of completion are not required to complete WOCS for appointment. The DA MOS proponent's approval for entry into an applicable MOS certification course will be received prior to appointment.

2-10. Appointment Grade

Initial appointment will be as WO1, except —

a. Former Warrant Officers may be appointed in their previous highest held Warrant Officer grade if they are fully qualified in the MOS being sought or being determined to be qualified (see paragraph 2-8). Such determination is made by the applicable MOS proponent by granting training opportunities for the new MOS.

b. Commissioned and former commissioned officers:

(1) Who have served a minimum of two-years in an active status in the rank of CPT or above and have a minimum of four-years experience in the appointment specialty, may be appointed to CW2 if certified by the MOS Proponent. Any requirement to complete WOBC is determined by the applicable DA Proponent.

(2) The term "active status" is defined as military service completed in any status other than Inactive National Guard (ING) or in the Retired Reserve.

(3) Commissioned Officers, predetermined qualified only for entry into the Warrant Officer training program (meaning they must attend a Warrant Officer Basic Course (WOBC)), will be initially appointed in the

grade of WO1; provided they have served a minimum of two-years in an active status in the grade of CPT or above. Such prior Commissioned Officers may be considered for promotion to the grade of CW2 when certified by the MOS proponent.

(4) Commissioned Officers in the rank below Captain (CPT) will be appointed as a WO1 and must complete the WOBC for the applied MOS as directed by the DA MOS Proponent.

c. Enlisted Soldiers in the grade of E8 or E9 may be appointed to CW2 in one of two ways —

(1) Enlisted Soldiers in the grade of E8 or E9 who are certified by the DA MOS proponent prior to the date of initial appointment (attendance at WOBC is not required) may be appointed in the rank of CW2 upon completion of WOCS. Constructive credit for WOCS may be granted if the Soldier has satisfactorily completed OCS within the previous five-years.

(2) Enlisted Soldiers in the grade of E8 or E9 who are eligible for DA MOS proponent training may be promoted to CW2 upon completion of WOCS and WOBC. Constructive credit for WOCS may be granted if the Soldier satisfactorily completed an OCS within the previous five-years. The following statement should be placed on the NGB Form 89 (Proceedings of a Federal Recognition Examining Board) for appointment: *“Applicant is a pay grade E8 or E9, upon completion of WOCS, is eligible for appointment as a WO1. Upon successful completion of WOBC, applicant may be appointed (promoted) to CW2.”*

d. Enlisted Soldiers in the grade of E7 with a minimum of two-years time in grade applying for an MOS that is less than 100% strength, may be appointed to WO1 upon completion of WOCS, and upon completion of WOBC may be appointed and promoted to CW2. The following statement should be placed on the NGB Form 89 for appointment: *“Applicant is an E7, upon completion of WOCS, is eligible for appointment as a WO1. Upon successful completion of WOBC, applicant may be appointed and promoted to CW2.”*

2-11. WOC Grade Designation

a. An applicant for WOC status must have attained the pay grade as established by the DA MOS proponent as a mandatory prerequisite in the DA Pam 601-6 (Warrant Officer Procurement Program).

b. Once determined qualified to enter the Warrant Officer Education System (WOES) by a DA MOS Proponent and Federal Recognition Board, Soldiers may be appointed as a Warrant Officer Candidate (WOC). Applicants appointed as WOC, to include those serving in Active Guard Reserve (AGR) status, will remove any enlisted rank devices/chevrons from uniforms and wear the WOC collar insignia. WOC insignia will be removed and designation automatically terminated upon —

(1) Graduation from WOCS.

(2) Dismissal from WOCS when re-admittance to WOCS is not recommended by the school commandant.

(3) Failure to complete WOCS within two-years from date of appointment/reappointment as a WOC.

c. Upon termination of WOC status, Soldiers will revert to and wear the enlisted rank insignia for the grade held prior to appointment as a WOC. A new FRB action, and as applicable - DA MOS Proponent approval, is required prior to any reappointment as a WOC.

d. Effective on the date travel to WOCS begins, Warrant Officer Candidates who have not attained the enlisted rank of Sergeant (SGT) (i.e.: Aviation Candidates) must be administratively promoted to rank of SGT under the provisions of AR 600-8-19 (Enlisted Promotions and Reductions), paragraph 7-15a. Standard Name Line (SNL) on orders published ordering a candidate to WOCS must reflect the rank of at least SGT.

e. Unit assignment positions for WOCs are defined in paragraph 4-5.

2-12. Exercise of Command

In addition to the exercise of command policies as prescribed in AR 600-20, the following items will apply —

a. Temporary Federal Recognition at the time of initial appointment, and permanent Federal Recognition in the time of promotion establishes the authorized grade to be used by all Warrant Officers.

b. When referring to a Warrant Officer by grade, indicate the grade in which the Warrant Officer is currently Federally Recognized, and ensure that it is displayed in the signature block or within the body of any communication or official correspondence.

2-13. Wearing of the Uniform and Insignia

The authority of 10 USC 772(a) authorizes members of the Army National Guard to wear the Army’s uniform, insignia, and accouterments as prescribed in AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).

a. Warrant Officers promoted to a higher grade by the States will not wear the insignia of the higher grade until permanent Federal Recognition of their promotion has been extended and orders published by CNGB. The practice of frocking is not authorized.

b. All newly appointed Warrant Officers will wear the U.S. Army uniform and insignia of the grade appointed when granted Temporary Federal Recognition by a FRB.

c. Warrant Officer Candidates will wear W.O.C. insignia on all uniforms. The W.O.C. insignia will be affixed to the uniform in accordance with AR 670-1.

2-14. Individuals ineligible for Federal Recognition and are not authorized waivers

a. Persons who have engaged in activities deemed subversive or disloyal to the U.S. Government as defined in AR 380-67.

b. Persons against whom proceedings have been initiated under AR 380-67 (Personnel Security Program) and whose case(s) has not been concluded in their favor.

c. Persons refusing to completely answer any pertinent question of conduct described in AR 380-67 during the course of an official investigation, interrogation, or examination conducted for the purpose of ascertaining the existence or extent of conduct described in that regulation.

d. Persons who are currently serving probation resulting from a conviction by any type of military or civil court.

e. Persons who are presently declare themselves to be conscientious objectors per AR 600-43.

f. Persons dropped from the rolls, released from active duty, or separated from any component of the U.S. Armed Forces for any of the following reasons —

(1) Under other than honorable conditions.

(2) Unsatisfactory service.

(3) Resignation in lieu of court-martial, elimination for any form of corrective or disciplinary action, or for the good of the service.

(4) Current and former Commissioned Officers of the U.S. Armed Forces who have been twice not selected for promotion by a DA or Reserve selection board, who have attained 20-years of service creditable for retired pay eligibility, or who are determined not qualified for a MOS without further training by a DA MOS Proponent. (see paragraph 2-15i).

(5) Warrant Officers twice not selected for promotion by a Reserve selection board.

(6) Deemed to be considered a security risk or for other than security reasons as determined while undergoing a security investigation under the provisions of AR 380-67.

(7) Any person, regardless of their prior service in a U.S. military component who has not been retained through any qualitative management program to include Reserve Component Selective Retention Boards.

g. Persons on the retired list of the U.S. Army.

(1) Reserve Officers who are members of a Retired Reserve and who are eligible for or have been retired under 10 USC 3911 (Twenty years or more: Regular or Reserve Commissioned Officers) unless prior approval has been granted by the SA per AR 140-10 (Assignment, Attachments, Details, and Transfers), chapter 6.

(2) Enlisted Soldiers retired under 10 USC 3914 (Twenty to thirty years: enlisted members).

h. Persons currently on a retired list of another U.S. Armed Force (i.e.: members on a retired list of the Active Components of the Navy, Air Force, Marine Corps, and Coast Guard).

i. Commissioned Officers of the U.S. Armed Forces separated by reason of length of service, time in grade, or age from —

(1) Active duty (members of Active Components).

(2) Active status (members of Reserve Components).

j. Commissioned Officers, Warrant Officers, and Enlisted Soldiers separated from any component of the Armed Forces by elimination procedures of a derogatory nature similar to those contained in AR 635-200 (Active Duty Enlisted Administrative Separations), AR 600-8-24 (Officer Transfers and Discharges), AR 135-175 (Separations of Officers), or AR 135-178 (Enlisted Administrative Separations).

k. Former Active Army (AA) Officers who have been denied appointment in the U.S. Army Reserve per AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army).

l. Commissioned Officers who are within 90-days of their mandatory removal date (MRD). Completed packets requesting to convert to Warrant Officer which require approval of waiver(s) prior to appointment must be received at ARNG-HRH no later than 90-days prior to the Officer's original MRD. Officers who have reached their MRD or who have been retained past MRD, in accordance with 10 USC 14702 (Retention on reserve active-status list of certain Officers in the rank of Major, Lieutenant Colonel, Colonel or Brigadier General) are ineligible for appointment.

m. Persons denied retired pay or annuities under the Hiss Act (5 USC 8312).

n. Persons who are in the military service of a foreign government or who are employed by a foreign government.

2-15. Individuals ineligible for Federal Recognition unless a Waiver(s) is Granted

All requests for waivers require a decision at CNGB or higher level. Unless otherwise directed herein, requests will be forwarded to ARNG-HRH-W (see paragraph 2-16).

a. Former conscientious objectors. A former conscientious objector will be required to furnish an affidavit expressing abandonment of such beliefs so far as it pertains to an unwillingness to bear arms and to give full and unqualified military service to the United States.

b. Applicants with a record of prior military or civil conviction(s) as follows —

(1) Soldiers who have been adjudged youthful offenders or have a record of misdemeanor conviction(s) of any type, either civil or military, involving a fine or forfeiture of an accumulated amount of \$300 or less, including minor traffic violations, waiver authority is TAG. Minor traffic violations resulting in a fine or forfeiture of an accumulated amount of \$100 or less do not require waivers.

(2) Conviction(s) of a felony under local, Federal, or military law.

(3) Conviction(s) resulting in a sentence to confinement in prison, stockade, or detention area or in a sentence to hard labor.

(4) Convictions(s) involving moral turpitude.

(5) Conviction(s) of Driving While Intoxicated (DWI) or Operating Under the Influence (OUI), within three-years of application for appointment.

c. Persons previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency may not be accepted for appointment, unless it has been determined by investigation conducted by the unit commander that the reasons for discharge no longer exist. Waiver authority is delegated to TAG who will evaluate the applicant's affidavit which states the original reason(s) for discharge, how they have overcome the issue in question, and if the applicant will be available for service in the event of an emergency.

d. Persons who were previously separated from any component of the Army because of failure to complete any required military education or course within the time frame prescribed. This information may be obtained from DD Form 214 (Report of Separation)/ DD Form 215 (Correction of DD Form 214) or from historical data in the Army Training Resources and Requirements System (ATRRS).

e. Persons unable to complete 20-years of creditable service for retirement or retired pay prior to mandatory removal from an active status as prescribed by chapter 10. Waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. Waiver authority is delegated to the State's Adjutant General. Applicant must sign a statement of understanding (see figure 3-4) that 20-years of creditable service for retirement cannot be achieved before reaching mandatory removal date. Signed statement must be included with appointment packet forwarded to NGB for inclusion in the Army Military Human Resource Record (AMHRR).

f. Applicants exceeding the maximum age limits. Waiver may be considered under the conditions stated in paragraph 2-7b(3) and (4).

g. AA Warrant Officer on the Active Duty List (ADL), with less than 20-years of Active Federal Service (AFS), who is discharged for being twice non-selected for an ADL promotion or who has resigned in advance of such a impending discharge.

h. A Soldier previously discharged or separated for unsatisfactory participation or for personal or medical reason(s). After one year from date of separation an applicant may be considered for appointment/reappointment if the barrier(s) have been removed. The applicant must prove conclusively that a valid reason for having been separated is no longer an obstacle and agree in writing to participate actively if appointed/reappointed.

i. Commissioned and former Commissioned Officers of the U.S. Armed Forces nonselected for promotion by a DA or Reserve selection board who have not attained 20-years of service creditable for retired pay eligibility. Waivers will only be considered if the officer or former officer is predetermined by a DA MOS Proponent to be fully qualified in the applied for MOS without requiring further training.

2-16. Waivers

a. All requests for waivers requiring a decision by the CNGB or higher authority will be forwarded through the appropriate TAG to ARNG-HRH for review. A copy of the waiver approved by the CNGB or TAG will be included as an enclosure in the appointment packet submitted to the FRB.

b. Decisions on all personnel actions considered under this chapter will be made after a complete review of the entire record of the applicant. The requesting commander's recommendation (HQ USAREC Form 1936) must

include favorable evidence of the applicant's military and civilian education, character, civilian employment status, and financial responsibilities. Discriminators, such as a record of indebtedness, questionable character traits, nonjudicial punishment, history of problems with civilian employment, and lack of substantive support by the chain of command, lessen the chances for approval.

c. Applicants requiring waivers are not permitted to appear before a FRB prior to receiving approval of the requested waiver.

d. A waiver for disqualifying factors, other than those authorized in paragraph 2-15, may only be granted by the SA or designee. All waiver requests will be submitted through command channels and must fully justify the circumstances as being in the best interest of the Army. The waiver request must clearly document the applicant's experience and professional qualifications that uniquely suit the position to which appointment is requested. Waiver requests require the recommendation of the CNGB and will be forwarded through HQDA.

e. Waiver requests for prior convictions will be considered only if the applicant's current conduct and character are above reproach. The evaluation of the potential value of the applicant's service as a Warrant Officer must be considered as very high. Requests will be submitted to ARNG-HRH-W via the eTRACKER application of Reserve Component Management System (RCMS) and must be supported by a completed NGB Form 62E (Application for Federal Recognition) up to first endorsement; official court documents citing the offense, court action, judgment rendered; and a statement of circumstances from the applicant.

f. Requests for medical waivers will be submitted with all supporting medical documents to ARNG-CSG.

WARRANT OFFICER RESUME (This form will be used in place of the resume.)		
PRIVACY ACT STATEMENT		
AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397. PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates. ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2. DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, first, middle initial): Snuffy, Joseph NMI	2. RANK/GRADE: SGT/E5	3. PMOS: 42A20
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: HHC, 1234 Engineers, Faraway, AZ 00010		5. E-MAIL ADDRESS: joseph.snuffy@us.army.mil
SECTION II - CIVILIAN EDUCATION (Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)		
AA Degree, University of Somewhere, GPA 3.5, Dean's List HS Diploma, Timbuktu High School, GPA 3.0		
SECTION III - OBJECTIVE (List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)		
1. 420A - Human Resource Technician		
2.		
3.		
SECTION IV - MILITARY EXPERIENCE (List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)		
1. DATES (YY/MM): <u>10/09</u> to <u>Present</u> ORGANIZATION: HHC, 1234 Engineers, Faraway, AZ 00010		
POSITION TITLE: UNIT CLERK (Needs to match the ERB/ORB and Evaluations) DUTIES (list below to include significant contributions): "NCOIC of records management and processing of iPerms. Ensured all documents were completed correctly and filed appropriately in the iPerms system. Validated all Soldiers had zero duplication error by reviewing each record making HHC the only unit in AZARNG with a zero error report for TY10. Instructed the platoon leaders how to fill out forms and properly complete all records in Soldiers OMPF. Ensured Soldiers in section were trained in reviewing all records for accuracy. Received Army Commendation for zero percent duplication of iPerms documents." SAMPLE ONLY!!! Accomplishment should appear in chronological order, by date, starting with the most current assignment. List all military assignments; especially those in an NCO/Leadership position. Write in clear, concise, yet complete sentences - not fragments of bullets. List outstanding achievements and additional duties while serving in that position. Spell out terms that apply to your assignment; no buzzwords, jargon, slang or other types of informal terms.		
2. DATES (YY/MM): <u>09/09</u> to <u>10/09</u> ORGANIZATION: D Co, 222 CAV, Merriweather, AZ 00011		
POSITION TITLE: UNIT CLERK DUTIES (list below to include significant contributions): "I did a lot of work." SAMPLE ONLY!!! Be specific to what you did. State what your duties were and what you accomplished.		

Figure 2-1. Sample Resume Format, page 1

SECTION V - CIVILIAN EXPERIENCE							
(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)							
1.	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">DATES (YY/MM): <u>10/10</u> to <u>present</u></td> <td>ORGANIZATION: State of Arizona, Administrative Services</td> </tr> <tr> <td colspan="2">POSITION TITLE: HUMAN RESOURCE SUPERVISOR</td> </tr> <tr> <td colspan="2">DUTIES (list below to include significant contributions): "Establish plan and policies for functional office, management of publication, forms, policies. Develop and publish statewide guidance for administrative office functions. Execute a \$500k budget including forecasting budget plan, processing requests for funds, balance budget with State Revenue office. Supervise over 150 employees state-wide including mid-grade team leaders and a team of 25 personal staff. Recognized for executing a budget with zero grow back for the last three fiscal cycles." SAMPLE!!! Describe position as it would relate to the warrant officer MOS applying for.</td> </tr> </table>	DATES (YY/MM): <u>10/10</u> to <u>present</u>	ORGANIZATION: State of Arizona, Administrative Services	POSITION TITLE: HUMAN RESOURCE SUPERVISOR		DUTIES (list below to include significant contributions): "Establish plan and policies for functional office, management of publication, forms, policies. Develop and publish statewide guidance for administrative office functions. Execute a \$500k budget including forecasting budget plan, processing requests for funds, balance budget with State Revenue office. Supervise over 150 employees state-wide including mid-grade team leaders and a team of 25 personal staff. Recognized for executing a budget with zero grow back for the last three fiscal cycles." SAMPLE!!! Describe position as it would relate to the warrant officer MOS applying for.	
DATES (YY/MM): <u>10/10</u> to <u>present</u>	ORGANIZATION: State of Arizona, Administrative Services						
POSITION TITLE: HUMAN RESOURCE SUPERVISOR							
DUTIES (list below to include significant contributions): "Establish plan and policies for functional office, management of publication, forms, policies. Develop and publish statewide guidance for administrative office functions. Execute a \$500k budget including forecasting budget plan, processing requests for funds, balance budget with State Revenue office. Supervise over 150 employees state-wide including mid-grade team leaders and a team of 25 personal staff. Recognized for executing a budget with zero grow back for the last three fiscal cycles." SAMPLE!!! Describe position as it would relate to the warrant officer MOS applying for.							
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3.	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">DATES (YY/MM): _____ to _____</td> <td>ORGANIZATION:</td> </tr> <tr> <td colspan="2">POSITION TITLE:</td> </tr> <tr> <td colspan="2">DUTIES (list below to include significant contributions):</td> </tr> </table>	DATES (YY/MM): _____ to _____	ORGANIZATION:	POSITION TITLE:		DUTIES (list below to include significant contributions):	
DATES (YY/MM): _____ to _____	ORGANIZATION:						
POSITION TITLE:							
DUTIES (list below to include significant contributions):							

Figure 2-1. Sample Resume Format, page 5

SECTION VI - MILITARY EDUCATION (List up to 21 military courses and give a brief description focusing on the main learning objective.)		
1.	DATES (YY/MM): <u>10/08</u> to <u>10/08</u>	COURSE: Company Leader Course - PEC
DESCRIPTION: "Course for new members of the leadership team at company level, Course instruction included protocol, personnel action process, how to lead small to medium sized companies, reporting procedures, training cycles, family program requirements, etc." SAMPLE!!! Describe the exact course of instruction, usually found in ATRRS.		
2.	DATES (YY/MM): <u>05/05</u> to <u>05/07</u>	COURSE: BIT/AIT, Basic Individual Training/Advanced Individual Training
DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. There will be board members unfamiliar with your MOS so use easily understood terms. Keep all descriptions short, concise and to the point while focusing on the main learning objectives of the course.		
3.	DATES (YY/MM): _____ to _____	COURSE: _____
DESCRIPTION:		

Figure 2-1. Sample Resume Format, page 6

SECTION VII - SUMMARY			
<p>"With the ever changing and evolving environment, I believe in having a competent and seasoned leader is of grave importance. I believe my deployment experience in Iraq, MOS X, will allow me to evolve seamlessly and excel in the warrant officer field. Based on my own experience I have helped create products which have given my commanders a better picture of the battle field. Combined with my tour in Iraq I see the strategic and tactical aspects of the job. On the civilian side I am a full-time Supervisor working on a bachelors of Science Degree majoring in Business Management. The classes have given me greater insight into human behavior which relates enormously to the warrant officer MOS X field. Personally, I volunteer at X assisting with office management since X does not have funding for a full time Administrator. I rate "among the best" on all my NCOER's and receive accolades every evaluation period. I have earned 3 AAM's for going above and beyond my current job. I believe I will be a great addition to the warrant officer Corps because of my experiences." SAMPLE!!!</p> <p>Write a paragraph of two explaining "WHY" you are fully "QUALIFIED" to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all your significant accomplishments/ achievements. Explaining how you are exceptionally qualified and have the leadership, management and technical skills needed to become a warrant officer.</p> <p>This is the only format authorized for the pre-determination packet through the ARNG.</p> <p>RESUMES WILL NO BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE AND DATE.</p>			
SECTION VIII - SIGNATURE			
1. NAME (Last, first, middle initial): Snuffy, Joseph NMI	2. RANK: SGT/E5	3. SIGNATURE:	4. DATE (YYYYMMDD):

Figure 2-1. Sample Resume Format, page 13

Chapter 3

Processing Applications for Appointment and Federal Recognition

3-1. Actions required by the applicant

This chapter provides the actions required by an applicant in order to receive an initial appointment or to award a Certificate of Eligibility for appointment. It also provides actions necessary to obtain a reappointment or transfer from the USAR. The Warrant Officer Strength Manager (WOSM) at the State's recruiting command or administrative personnel familiar with the application process will provide assistance to applicants.

- a. For initial appointment or award of a Certificate of Eligibility an applicant must provide the following —
 - (1) NGB Form 62E. The applicant will retain a copy of this form for their personal record.
 - (2) Aptitude test score required in paragraph 2-7d will be entered in the remarks section of the form.
 - (3) Evidence of birth. Applicants not previously commissioned or appointed as a Warrant Officer in the ARNG will provide a certified true copy of their birth certificate, or other documentary evidence such as a marriage certificate, to substantiate the date of birth and name shown on the application and any allied papers to satisfy the requirements of AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army) and AR 600-8-104 (Army Military Human Resources Records Management).
 - (4) Copies of Reserve of the Army appointment and promotion letters or memorandums, orders, or other documents which attest to officer status in another component, if applicable.
 - (5) Security Clearance. Applicants will review those areas of DA Pam 611-21 applicable to their career specialty and ascertain if additional security clearance investigation and access requirements are required. The applicant will provide evidence they possess the necessary clearance(s), or obtain a statement as shown in figure 3-1, verifying that a security clearance of secret, or higher, as granted by the U.S. Army Central Personnel Clearance Facility.
 - (6) Medical examination - DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination). Applicants must successfully undergo an appointment medical examination within 24-months prior to the date of appointment per AR 40-501, chapter 2. A certified true copy of such examination may be accepted in lieu of a new medical examination. The Aeromedical Center at Fort Rucker, AL must approve, prior to appointment, the medical examinations for rated aviator positions per AR 40-501, chapter 4.
 - (7) Civilian schooling. Provide a copy of the applicant's high school graduation diploma or equivalency certificate. If an applicant has completed courses beyond high school, submit a copy of an official certified copy of the technical school or college transcript as provided by the institution's authorized official (see figure 3-5). Applicants must review DA Pam 611-21 for any additional educational requirements which may be required for the Warrant Officer MOS. In some cases, an Associate Degree or Bachelors Degree may be required.
 - (8) Military schooling. Applicants must provide evidence of satisfactory completion of any Army service school courses. If applicable, applicants must also provide evidence of constructive credit granted for graduation from WOCS, OCS, and all Warrant Officer professional development courses successfully completed.
 - (9) Waivers of requirements. Approved waivers will be obtained prior to the applicant's appearance before a FRB.
 - (10) Requests for aeronautical aviation orders, if applicable, as stipulated in AR 600-105 (Aviation Service of Rated Army Officers).
 - (11) Soldiers of other Reserve Components or the ARNG of another State will provide a copy of a conditional release, DD Form 368, from such organizations prior to their appearance before a FRB.
 - (12) Certificate of service. An applicant with prior service in the Armed Forces of the United States must provide copies of discharge/separation certificates and/or certificates of service (i.e.: DD Form 214/215 or similar documents).
 - (13) Evidence of citizenship. An applicant who is not a citizen of the United States by birth will submit a signed or notarized statement validated by a commissioned officer, commissioned Warrant Officer, or notary public (see figure 3-2). Facsimiles, photocopies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted.
 - (14) Verification of social security number is required by NGR 600-100. Each applicant must submit a facsimile of the statement signed by a commissioned officer, commissioned Warrant Officer, or notary public (see figure 3-3).
 - (15) Awards. Legible copies of orders and correspondence substantiating any decorations, citations, and commendations earned by the applicant.

(16) If applicable, a statement will be submitted stating the applicant understands they will be unable to complete 20-years of creditable service for retirement prior to mandatory removal from an active status (see format provided in figure 3-4).

(17) A signed statement will be furnished by former conscientious objectors thereby expressing —

(a) Abandonment of such beliefs as they pertain to their willingness to bear arms,

(b) Affirming their intent to give full and unqualified military service to the United States of America,

(c) Affirming they will not apply for separation for reason of conscientious objection during the period of their contracted agreement.

b. Reappointment or transfer from USAR. Applicants will include the following documents as applicable and prepared as prescribed for an ARNG appointment —

(1) Documents listed in subparagraphs *a* (1), (4), (6) through (14), and (16) through (17) above.

(2) A Soldier assigned to a USAR Troop Program Unit (TPU) is required to obtain a conditional release from their USAR unit commander prior to being appointed in the ARNG. After their appointment a DD Form 368 will be prepared and endorsed to the commander, U.S. Army Human Resources Command (HRC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122. This action will inform HRC of the officer's appointment in the ARNG, which correspondingly will result in a USAR TPU vacancy. A copy of the DD Form 368 will be included with the application for Federal Recognition to facilitate the release of the AMHRR from the USAR.

(3) A non-unit Soldier assigned to a USAR control group may be appointed in the ARNG pending receipt of final clearance from the commander of HRC. After appointment, NGB Form 60 (Request for Clearance from the USAR for Enlistment/ Appointment in the ARNG) or DD Form 368 (Conditional Release) will be prepared and endorsed to the commander of HRC in accordance with DoDI 1205.05 (Transfer of Service Members Between Reserve and Regular Components of the Military Services). A copy of the NGB Form 60 or DD Form 368 will be included with the application for Federal Recognition.

3-2. Actions required by immediate commander or coordinated by the WOSM

The commander initially receiving the application for any personnel action described in paragraph 3-1 will —

a. Review applications for completeness and determine applicant's administrative eligibility to apply for the desired personnel action.

b. Return the application to applicant if it does not meet the basic administrative prerequisites for appointment giving reasons for rejection.

c. The commander must complete first endorsement portion of NGB Form 62E if the application appears to be complete. Commanders will include appropriate remarks regarding position vacancy to be filled.

d. Retain and file a copy of NGB Form 62E, as required.

e. Forward application with appropriate recommendation through any intermediate commanders to the State's TAG (ATTN: MILPO).

3-3. Actions required by intermediate commanders or coordinated by the WOSM

Intermediate commanders will —

a. Review applications and allied papers, and return when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the applicant or to the commander of the unit of assignment.

b. Confirm availability of position vacancy.

c. Complete the second endorsement of NGB Form 62E and forward the application through the remaining intermediate commanders, if any, to the appropriate TAG (ATTN: MILPO).

3-4. Actions required by the office of the State CCWO on behalf of TAG

TAG will —

a. Review applications and allied papers for —

(1) Completeness and accuracy to include verification of prior National Guard service. When using NGB Form 62E, verification will be either typed or stamped onto each copy.

(2) Qualifications and standards for the requested personnel action.

(3) The appropriate position vacancy exists, and assignment policies prescribed in chapter 4 have been considered.

(4) Confirmation that security requirements as prescribed in chapter 2 and in AR 380-67 have been met.

b. Perform the following additional actions when FRB examination is not required.

(1) If the applicant is an ARNG Soldier of the State in which the personnel action is being considered, examine evaluation reports and other documents that describe the applicant's qualifications and past duty performance.

(2) Attach NGB Form 337 (Oath of Office). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of the officer's appointment in the ARNG of the State. The original will be included with the application forwarded to ARNG-HRP to attain Federal Recognition.

(3) Attach DA Form 71(Oath of Office). The DA Form 71 is used to administer the oath of commissioning for all WOs being considered for appointment to the ranks of CW2 or higher.

(4) Issue the appropriate orders announcing the personnel action. A copy of the order will be made a part of the application.

(5) The endorsed application (i.e.: NGB Form 62E with additional papers prescribed by this chapter and as listed at appendix B) will be forwarded to ARNG-HRP for permanent Federal Recognition action.

c. Perform the following additional actions when FRB examination is required —

(1) If the position was previously occupied, attach a copy of the order which vacated the position to which the applicant is being considered for assignment.

(2) Attach a copy of the order directing the applicant to appear before the FRB, if applicable.

(3) Furnish the FRB copies of the applicant's evaluation reports and other documents which attest to their qualifications and past performance.

(4) All requests for Federal Recognition actions will be submitted electronically. The application is web-based (located at <https://gkportal.ng.mil/applications/SitePages/Home.aspx>) and is an electronic means to transmit Federal Recognition actions. (NOTE: Under normal circumstances, hard copy packets are no longer accepted; however, under special circumstances, approvals for hard copy packets will be approved by the Federal Recognition Branch Chief (ARNG-HRP).

3-5. Categories of personnel actions requiring FRB action

a. Initial appointment.

b. Reappointment.

c. All promotions.

d. Appointment of USAR Warrant Officer's in a new MOS.

e. Transfer of ARNG Warrant Officers between States in a new MOS.

f. Except for rated aviators, change in a Warrant Officer's first four characters of the primary or additional MOS (see paragraph 3-6).

3-6. Categories of personnel actions not requiring FRB action

a. Appointment of Army Reserve Warrant Officers in the same grade and in an MOS designated as the Warrant Officer's primary or additional MOS.

b. Transfer of ARNG Warrant Officers between States in the same grade and MOS.

c. Transfer of an ARNG Warrant Officer from the USAR IRR in an MOS designated as the Warrant Officers primary or additional MOS.

d. Rated Warrant Officer aviators who have been certified by an Instructor Pilot (IP) and the State Aviation Officer, or by successfully completing training at a DA course on aircraft resulting in the award of a new MOS. Acceptable source documents include: orders, certified DA Form 759 (Individual Flight Record and Flight Certificate), DA Form(s) 1059 (Service School Academic Evaluation Report), or DD Forms 214/215.

e. Award of an SQI, ASI, or LIC (see paragraph 6-6).

f. When a MOS is redesignated/revise in accordance with DA Pam 611-21 or other DA Directives and when no further training is required for the redesignation. Source document is an order announcing the change of MOS, using the applicable references of DA Pam 611-21 or other DA Directives as the authority for the change. If DA redesignation requires additional training, the conversion MOS order will not be published until training has been completed. States will submit a copy of the DA Form(s) 1059 (Service School Academic Evaluation Report) reflecting completion of required courses (or approved equivalent/constructive credit documentation) to the Federal Recognition Section of the Officer Management Branch (ARNG-HRP) for awarding of the new MOS.

g. When a technical specialty MOS award or redesignation is approved by a DA MOS proponent via Service School Academic Evaluation Report(s) (i.e.: DA Form(s) 1059) or similar correspondence).

h. When awarding a MOS previously held by a Warrant Officer. Source document is the copy of the Federal Recognition order previously awarding the MOS.

i. When awarding the initial accession MOS. States will publish the award order and submit a copy of the DA Form(s) 1059 or DD Form 214/215 documenting course completion, plus a copy of the NGB Form 89 indicating the initial MOS board action.

3-7. Procedures required by the FRB

Actions required of the Federal Recognition Board are prescribed in chapter 9.

3-8. Application process by CNGB

ARNG-HRP will review the application for Federal Recognition and make the final determination if the applicant meets the prerequisites for the specific action requested. Requests for appointments will be staffed through the DA, Assistant Chief of Staff, G-1. Federal Recognition orders will be published, upon approval from POTUS and distributed to the State concerned. Applications which do not meet the stated prerequisites will be returned to the State without action.

"I have seen the computer generated Joint Personnel Adjudication System (JPAS) clearance and/or Security Determination issued by the Central Clearance Facility (CCF) on (date) stating that (Full Name) , has a security clearance at the (TOP SECRET/SECRET/CONFIDENTIAL) level based on a SBI/BI/NAC/ENTNAC. The (JPAS) personnel summary clearance is on file in the Soldier/applicant's AMHRR."

Date investigation completed: _____
 Date final clearance granted: _____

_____ (Records Custodian Signature) _____ (Date Signed)
(Records Custodian Name)

Figure 3-1. Security Clearance Statement

Citizenship by Naturalization
 "I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that (Name) was granted United States of America citizenship by the court of at (City and State) on (Date)

Citizenship through Naturalization of Parent
 "I have this date seen the original certificate of citizenship, No. _____ issued to (Name) by the Immigration and Naturalization Service, Department of Justice, stating that (Name) has acquired U.S. citizenship on (Date) ."

Figure 3-2. Evidence of Citizenship Statement

"I (Notary Name) , have on this (Date) verified that the following (SSN) belonging to (Name) is identical to the number listed on the Social Security Card provided by the Social Security Office.

Stamped Official

Figure 3-3. Social Security Number Verification Statement

"I, the undersigned, understand that, upon appointment in the (State) Army National Guard and the Reserve of the Army that I may not be able to complete 20-years of satisfactory Federal service for retirement purposes under the provisions of 10 USC 12731 (i.e.: Eligible to draw retired pay at age 60), or Title 10, United States Code, Section 3911, prior to being removed from an active status under applicable laws or Army Regulations."

 (Sign full name)
 (Print/type full name)
 (Date)

Figure 3-4. Statement of Understanding

"I hereby certify that I have on this date seen the original/official raised seal transcript(s) issued by:
 (Intuition) stating that (Name) has acquired
 college semester hours and/or a or equivalent degree. A certified copy of
these transcripts is/are attached herewith.

 (Authorized Official)
 (Date)

Figure 3-5. Certification of College Transcript

Chapter 4

Assignment/Reassignment/Retention/Transfer

4-1. General

The assignment, reassignment, retention, and utilization of Warrant Officers of the ARNG, other than those on active duty under Title 10 United States Code, are a function of the State concerned. The State's TAG and Personnel Managers must follow management principles of the appropriate with Army and NGB regulations, MOS assignment criteria, and the needs of the Army.

4-2. Order to Active Duty

a. This paragraph provides personnel accountability guidance to the States to account for Warrant Officers of the ARNG who may be ordered to active duty without being on the active duty list or under the strength accountability of the Active Army or under various provisions of law.

b. Assignments. A Warrant Officer of the ARNG, who is ordered to Federal active duty in the Active Guard and Reserve Program under provisions of Title 10 United States Code for a period in excess of six-months, will be transferred to and carried as an additional officer of the Joint Force Headquarters (JFHQ) for the period of such active duty. Upon release from active duty, the Warrant Officer may continue to be carried as an additional active status officer of the JFHQ for a period not to exceed six-months.

c. Disposition of Warrant Officers. Upon termination of the six-month period after separation from Federal active duty such additional active status, Warrant Officers who have not been assigned to a Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowances (TDA) position vacancy will be subject to termination of their Federal Recognition by the CNGB and transferred to the USAR or the IRR. Extension requests from TAGs to the CNGB are limited to instances where assignment to an authorized position is imminent or when all other alternatives have been exhausted, and the results would cause a severe injustice or extreme personal hardship.

4-3. Assignment Policies

TAG is the approving authority for Warrant Officer assignments unless otherwise indicated below.

a. Technical Warrant Officers will be assigned to fill authorized Warrant Officer MTOE/TDA positions in Federally Recognized units of the ARNG. Prior to assignment, the DA MOS proponent must certify the applicant as qualified in the MOS for which the vacancy exists; or that they are eligible for entry into the appropriate Warrant Officer Education System and can qualify for certification within two-years of assignment.

b. Subject to the command and staff limitations of AR 611-1 (Military Occupational Classification Structure Development and Implementation) and DA Pam 611-210 (Selection and Training of Army Aviation Officers) authorized company grade aviator positions in MTOE/TDA units of the ARNG may be occupied by rated Warrant Officer Aviators. Warrant Officers assigned to these SIDPERS XZ coded positions will not exceed the grade of W4 and may only be assigned if qualified company grade Officers are not available and all other rated MTOE/TDA Warrant Officer positions in the unit are filled. When a rated company grade officer becomes available, Warrant Officers filling these positions under this policy will be immediately reassigned. Assigning Warrant Officers to an officer position is not intended to replace the need for an officer; it will be used to fill a temporary need of the organization. These positions should be used for no longer than a three-year time frame. No additional positions will be created on the TDA. The Military Personnel Class (MPC) and MOS codes in SIDPERS must reflect "W" and "011A" to be approved and returned to "O" and "01A" upon the Warrant Officer being reassigned elsewhere. Warrant Officers will be assigned directly to an officer position as listed on the TDA. The Primary Military Occupational Specialty (PMOS) will reflect the current PMOS held by the Warrant Officer.

(1) O3 (CPT) XZ coded positions should be limited by a WO1 or CW2. The maximum Warrant Officer promotion grade for this position is W2.

(2) O4/O5 (MAJ/LTC) XZ coded positions should be limited by a CW3 or CW4. The maximum Warrant Officer promotion grade for this position is W4.

(3) CW5s will not be assigned to XZ coded positions unless first approved by ARNG-HRH. TAG requests will specify when a qualified commissioned officer will be assigned to the position.

c. Aviation Warrant Officers. For assignment to a rated aviation position vacancy, and to remain so assigned, or considered for promotion in an aviation position, a Warrant Officer must be qualified as an Army aviator; or if not currently qualified, must become qualified within two-years of appointment as a Warrant Officer.

d. If there is no change of MOS, Warrant Officers may be reassigned or transferred to other MTOE/TDA Warrant Officer positions without the need for FRB action.

e. Technical Warrant Officers should serve in Warrant Officer positions according to MTOE/TDA rank coding. The WOES provides Warrant Officers with performance-based certification and qualification training. WOES trains and develops Warrant Officers for difficult and complex assignments. It is recommended that Warrant Officers be assigned progressively within the rank structure of MTOEs/TDAs along with promotion potentials. For the assignment limitation of Warrant Officers in the grade of CW5 (see paragraph 4-4d).

f. Rated Aviation Warrant Officers whose flight status is withdrawn for reasons other than that of a medical nature will not be considered for assignment outside aviation specialties unless determined qualified by a DA MOS proponent for reclassification into a technical specialty. Approval must be obtained prior to reassignment action.

g. Prior to approval of this paragraph's assignment exceptions, TAG will —

(1) Assure that there are no qualified Warrant Officers within commuting distance of the vacancy eligible for assignment.

(2) Coordinate with the Commander of HRC to provide a list of qualified USAR Warrant Officers available in that geographical area which are eligible to fill the vacancy.

h. TAGs will review annually the progress of MOS proponent certification training of Warrant Officers assigned under this paragraph to ensure completion within the specified time frame.

i. Warrant Officers failing to obtain MOS proponent certification within the specified time frame will have their State appointment terminated unless an extension waiver is granted per paragraph 2-9 a(1)c (also see chapter 10).

j. CCWO positions are coded as MOS 011A (Branch/MOS Immaterial), and may be occupied by a Warrant Officer qualified in any MOS. An individual being reassigned from a CCWO position must be qualified in the MOS they are being reassigned to or complete appropriate action for MOS redesignation (see chapter 6).

4-4. Limitations of Assignments/Reassignments

a. Former members of the Peace Corps will not be assigned duties in the military intelligence field which would preclude their use in the event of mobilization.

b. Soldiers assigned as Military Police Criminal Investigators and Laboratory Technicians must be eligible for accreditation as prescribed in AR 195-3 (Acceptance and Accreditation of Criminal Investigation Personnel).

c. The restriction on classification and assignment of female Warrant Officers specified in DA Pam 611-21 (Military Occupational Classification and Structure) and AR 600-13 (Army Policy for the Assignment of Female Soldiers) are applicable to the classification and assignment of female ARNG Warrant Officers.

d. A CW5 will not be transferred, assigned, or reassigned to a position which is not MTOE/TDA rank coded as CW5, unless the W5 position has been eliminated due to a unit reorganization. In all cases, to include unit reorganization, mobilizations, requests for exceptions to policy to transfer, assign, or reassign a CW5 to a position rank coded other than CW5 will be submitted to the CNGB, ATTN: ARNG-HRH, for approval prior to the assignment action. The request for exception to policy must —

- (1) Be fully justified to include supporting documentation.
- (2) Identify the new unit, paragraph/line, MOS, and grade of the position of assignment.
- (3) For mobilization actions, include the State's efforts to fill the position from within the resources of the State and any efforts to request a fill from other States (include dates for mobilization).
- (4) Be staffed through the States JFHQ and State CCWO.

e. A CW5 assigned to a position coded other than W5 will count as part of the cumulative total assigned to a State as established in paragraph 7-2g. In the case of approved exceptions for mobilization purposes, vacated CW5 positions will remain vacant and the incumbent will be reassigned to this position immediately upon Release from Active Duty (REFRAD).

4-5. Assignment of WOC

This regulation does not apply to Soldiers serving on active duty, AGR tour, or full-time National Guard duty under Title 10, United States Code. Their utilization and assignments are governed by the provisions of AR 614-100 (Officers Assignment Policies, Details, and Transfers) and AR 135-18 (The Active Guard/Reserve (AGR) Program).

a. Upon determination by the MOS proponent as technically qualified to enter certification training and being found to meet all of the appointment criteria by a FRB, the State will appoint the applicant as a WOC.

(1) The appointment order will indicate "Appointment as a Warrant Officer Candidate" and "WOCS must be completed within two-years of appointment as a Warrant Officer Candidate."

(2) Code 09W00 will be used as primary and duty MOS to report and identify enlisted Soldiers appointed as WOCs (DA Pam 611-21).

b. WOCs may be assigned and perform duties in one of the following positions if selected.

- (1) Vacant Warrant Officer position.
- (2) As over strength in a currently occupied position projected to be vacated within two-years.
- (3) Remain in current enlisted position until successful completion of WOCS and appointed as a Warrant Officer.

c. A WOC who is not appointed as a Warrant Officer upon successful completion of WOCS, will immediately remove all WOC Insignia and revert to the enlisted designation and grade previously held.

d. Special MOS reporting code 09W00 will be withdrawn for those WOCs who fail to successfully complete the training required for appointment as a Warrant Officer within two-years of appointment as a WOC. The Soldier will be redesignated in the previously held PMOS, redesignated to the enlisted grade held prior to appointment as a WOC, and assigned to a position appropriate to the Soldier's PMOS and grade. If a position is not available, over strength status is authorized for a period not to exceed six-months for the purpose of locating a position per NGR 600-200 (Enlisted Personnel Management).

4-6. Additional TDA Assignment Policy

The ARNG Officer Strength Management memorandum establishes the policy on the management of Warrant Officers assigned to temporary TDA positions at the State JFHQs. This memorandum is published by ARNG-HRH and must be reviewed before requesting temporary TDA positions. Individuals assigned to temporary TDA positions are ineligible for promotion.

4-7. Retention Policy

Unless retired under other provisions of law or regulations, Warrant Officers qualified for retired pay at age 60 per 10 USC 12731 (Age and service requirements) may be retained in an active status until they attain 62 years and 60 days of age per 10 USC 12308 (Retention after becoming qualified for retired pay). AR 135-32 (Retention in an Active Status After Qualification for Retired Pay) provides criteria and procedures for requesting retention. Paragraph 4-9 below provides supplemental guidance to the request documentation required by AR 135-32.

a. Warrant Officers not qualified for retired pay per 10 USC 12731 at age 60 may request retention until attaining age 62 and 60 days under the provisions of this regulation. If AR 135-32 will apply to the Warrant Officer before reaching age 62 and 60 days the officer may request retention under this regulation and AR 135-32 simultaneously.

b. Warrant Officers in the Retired Reserve or on the Retired list are not authorized restoration to an active status.

c. To be considered for retention, Warrant Officers must not have applied for or been granted retired pay.

d. Warrant Officers (other than Title 10 AGR) undergoing physical disability evaluation may be retained under 10 USC 1164(b) if the evaluation will not be completed before reaching age 60, or if retained beyond age 60, the evaluation will not be completed before reaching age 62 and 60 days. By law a Warrant Officer may be retained for not more than four months beyond age 62 and 60 days to complete physical disability evaluation.

e. Title 10 AGR Warrant Officers with 18 years or more but less than 20 years AFS when reaching age 60 will be automatically retained by the CNGB until reaching 20 years of AFS, unless the Secretary of the Army, or his designee, approves earlier release from active duty, the officer is retired or REFRAD under another provision of law or regulation, or the officer voluntarily requests REFRAD (10 USC 12686). A request for retention from the Warrant Officer is not required in this instance.

4-8. Retention Criteria

a. In order to be retained, the MOS of the requesting officer must be a MOS determined by the appropriate TAG, to be critical to the total Army mobilization requirements and to the tactical readiness of the unit of assignment. The officer must be deployable, meet all retention medical fitness standards of AR 40-501, and meet the body composition standards of AR 600-9.

b. In order to be retained to complete physical disability evaluation the Warrant Officer must have been referred to a medical evaluation board prior to reaching the age the officer was required to be removed from an active status.

4-9. Retention Procedures

a. Commanders will advise eligible officers under their jurisdiction who indicate a desire to be retained.

b. An application from the officer must be in memorandum format and sent through, and endorsed by, their chain of command (including parent TAG for T-10 AGR Officers) to arrive at ARNG-HRH not later than 120-days before the officer's 60th birthday. The request for retention must include all of the following —

(1) Statement that retention is requested under the provisions of 10 USC 12308 (Retention after becoming qualified for retired pay) and 10 USC 1164 (Warrant Officers-Separation for Age), and this regulation.

(2) Documentation verifying that the officer is fully qualified in the primary/duty MOS in which retention is requested.

(3) Copy of DA Form 705 (Army Physical Fitness Test Scorecard), from officer verifying they have successfully completed the APFT in the past year.

(4) Statement indicating current height and weight plus identification of any existing medical conditions for which the officer is receiving treatment.

(5) A statement signed by the applicant that they have not applied for or been granted retired pay. If an applicant has submitted an application for retired pay to HRC, retention beyond age 60 is not authorized unless approval is granted by HRC. This requires direct coordination between the individual and HRC. This is necessary to ensure orders have not been published placing the individual on the appropriate Retired List.

(6) A recommendation from the appropriate commander on whether retention of this officer is in the best interest of the ARNG and is required to satisfy a current mobilization requirement shortfall in the officer's MOS.

(7) Copy of NGB Form 23A (Army National Guard Current Annual Statement).

c. All requests for retention beyond age 60, to include TAG recommendation for approval or disapproval, must be forwarded to the CNGB, ATTN: ARNG-HRH-W. Documentation will be reviewed, and upon approval of a valid request, a Federal Recognition order published granting retention.

d. TAG must personally sign all requests for retention.

4-10. Retention Procedures for Physical Disability Evaluation

a. The separation or discharge of a Warrant Officer (not on AGR) may be deferred if the officer has been referred for physical disability evaluation and the evaluation cannot be completed before the date the officer is required to be separated or discharged. The Director, Army National Guard is the approval/disapproval authority on behalf of the Secretary of the Army for these requests. This authority may not be further delegated.

b. Commanders, with the written consent of the Warrant Officer, must initiate the retention request. The request will be forwarded through the chain of command and TAG to the CNGB, ATTN: ARNG-HRH-W, and must include all of the following –

(1) A DA Form 4187 (Personnel Action) indicating “Request for Extension of MRD” in Block 8. Section IV must indicate request is to complete Medical Evaluation Board/Physical Evaluation Board (MEB/PEB) and the requested retention period. The period of retention requested may not be longer than four months beyond the date the Warrant Officer reaches age 62 and 60 days. The form must be signed by the Warrant Officer and include the recommendation and signature of the responsible commander.

(2) A memorandum signed by the State Surgeon stating the diagnosis, treatment plan, estimated completion date of the MEB/PEB, and contact information.

(3) A completed DA Form 3349 signed by the profiling officer and the approving authority, with supporting medical documentation as applicable attached. The Warrant Officer must have been referred to the MEB/PEB before the date the officer is required to be separated or discharged.

(4) A DD Form 2870 (Authorization for Disclosure of Medical or Dental Information) signed by the Warrant Officer.

(5) A copy of NGB Form 23A (Army National Guard Current Annual Statement).

c. The Director, ARNG must make each of the following determinations before he may approve a request:

(1) That the evaluation of the Warrant Officer’s physical condition requires medical observation (via the MEB/PEB);

(2) That determination of the Warrant Officer’s entitlement to retirement or separation for physical disability requires medical observation; and

(3) That such medical observation could not be completed with confidence in a manner consistent with the Warrant Officer’s well being before the officer’s established date for separation or discharge.

d. The DARNG’s approval will be filed in the Warrant Officer’s AMHRR.

4-11. Transfer to an ARNG of another State

a. A qualified Warrant Officer will submit DA Form 4187 (Personnel Action) to initiate a request for transfer to another State (see figure 4-1).

b. The losing State will take the following actions —

(1) When a conditional release is approved, the qualified Warrant Officer will be notified by memorandum (see figure 4-2). Enclosures to the memorandum will include the SIDPERS GPVS-1790 (PQR), a copy of the ORB, DD Form 2807-1, DD Form 2808 (as appropriate), and NGB Form 23A (certified). Every attempt must be made to ensure each line of data on the NGB Form 23A has been verified.

Provide the gaining State with a losing State MILPO point of contact (POC).

(3) After appointment in the gaining State, forward all applicable transfer documents per AR 600-8-104.

(4) After appointment in the gaining State, forward a copy of the transfer order (order format 465), to the gaining State’s MPMO. The effective date will be the same date the Warrant Officer executes the oath of office, NGB Form 337, when the gaining State appointed the qualified Warrant Officer.

(5) NGB Form 22 (Report of Separation and Record of Service) is not required unless the Warrant Officer fails to execute a reappointment in the new State.

(6) Officer Evaluation Report must be prepared for periods of any length while on conditional release per AR 623-3 (Evaluation Reporting System).

c. The gaining State will take the following actions —

(1) Provide the losing State with a State MPMO point of contact.

(2) Within 30-days, but no later than the expiration date of the conditional release, notify the losing State that the Warrant Officer has been appointed. Enclose a copy of the gaining State’s appointment order and copy of NGB 337 (Oath of Office).

(3) Request a copy of the losing State’s transfer order.

(4) The gaining State will forward the documents indicated in appendix B to ARNG-HRP.

d. If the losing State does not receive verification that the qualified Warrant Officer has been appointed in the gaining State within 90-days, the losing State will process the qualified Warrant Officer per State statutes, AR 135-91, and chapter 10 of this regulation as appropriate. NGB Form 22 will be issued to the qualified Warrant Officer for the service performed in the ARNG of the State prior to separation.

Copy 1	Circle the appropriate copy designator Copy 2	Copy 3	Copy 4
PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.			
PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).			
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.			
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (Include ZIP Code) Losing State Adjutant General address	2. TO (Include ZIP Code) Gaining State Adjutant General address	3. FROM (Include ZIP Code) Losing State Officer Personnel Manager address	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from <u>NA</u> to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	INTERSTATE TRANSFER	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
1. I will relocate on or about (date).			
2. MOS: _____			
3. Last OER end date: _____			
4. Current home address and telephone : _____			
5. New home address and telephone number (if known):			
6. New employer, address and telephone number (if known):			
7. I have cleared all government property, individual equipment and fiscal matters.			
8. I have been briefed and understand the policy on transfer of Army National Guard Officers between States.			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE	14. DATE (YYYYMMDD)
COMMANDER OF LOSING UNIT			

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

APD PE v1.02ES

Figure 4-1. Required entries on DA Form 4187 to request transfer to another State

OFFICE SYMBOL	(Date)
MEMORANDUM FOR (Officer's grade, full name and current home address)	
SUBJECT: Conditional Release/Interstate Transfer	
<p>This memorandum authorizes you 90-days from the above date to locate and be appointed in an ARNG unit of another State to affect your interstate transfer.</p>	
<p>You are responsible for obtaining an assignment within this period of 90-days. You may be considered as an unsatisfactory participant if you are not reappointed by <i>(insert expiration date of this authorization)</i> and have not reported your status to the undersigned. Failure to be appointed in a new State could lead to your transfer to the USAR, per AR 135-91.</p>	
<p>You may get assistance concerning unit vacancies and locations at the nearest Army National Guard armory in your new location or the State MPMO <i>(enter new State MPMO POC and phone number)</i>. The State MPMO POC will provide guidance on where to deliver or mail this transfer packet. Your new State may request additional documents such as college transcripts or certificates of training. It is your responsibility to comply with the requirements of the new State. If you are accepted, your new commander or the new State's MPMO will notify the undersigned.</p>	
<p>Until you have been appointed in the ARNG of your new State, I highly recommend that you keep me or my representative informed of any address/telephone number or status changes <i>(include a telephone number(s) for officer to call)</i>.</p>	
(Authority line when used)	
5 Encls	(Official signature block)
1. SIDPERS GPFR-1790(PQR)	
2. ERB/ORB (copy)	
3. DD 2807-1, DD 2808, Report of Medical Examination	
4. NGB Form 23A, RPAM (Certified)	

Figure 4-2. Sample Change of State Memorandum

Chapter 5 Attachments

5-1. General

a. Warrant Officers are normally expected to train with the unit to which assigned. If this is not practical, they may be authorized to train with other units in an attached status provided such training meets the training standards set forth in FORSCOM/ARNG/USAR Regulation 350-2 (Reserve Component Training). Attachments will be of the shortest duration possible.

b. Warrant Officers in attached status may be considered for promotion and extended Federal Recognition in a higher grade provided they meet the time-in-grade and military education requirements for the parent unit position assigned in. The recommendation for promotion must be initiated by the officer's parent unit commander.

5-2. Attachment Authority

a. TAGs are authorized to attach Warrant Officers under their jurisdiction within their State, and with the consent of the appropriate TAG when attachment is to a jurisdiction outside their State. This authority may not be further delegated. Except for personnel assigned as WOCS cadre, any period of attachment will not exceed one year, as subject to the following limitations —

(1) Female Warrant Officers will not be attached to units or positions restricted by DA Pam 611-21.

(2) The attachment of a Warrant Officer senior to a Warrant Officer Commander of the unit of attachment is not authorized due to performance evaluation system requirements.

b. Warrant Officers will be relieved from attachment when —

(1) The Warrant Officer's unit of assignment or attachment is ordered to active duty under 10 USC 12302 (Ready Reserve) or is mobilized.

(2) Completion of the period of attachment as stated in published orders.

5-3. Administration and Records

a. For attachment within the same State, the commander of the unit of attachment is responsible for administration, pay, and/or training as indicated in the attachment order. Attachments for less than 30-days will not include attachment for pay. The commander of the unit of attachment will provide a certificate of training duty performance/attendance to the unit of assignment, to support Soldier's pay entitlement. Only attachments for periods of 30-days or more will include attachment for pay.

b. For attachment in another State, and when concurred by both TAG's, attachment for periods over 30-days may include attachment for pay. Out of State attachments that do not specify a pay provision will be paid through the parent unit based on certificates of duty performance. Pay administration for all Soldiers will be as directed by current NGB directives.

c. Attachment orders will cite this chapter as the attachment authority and will state whether the attachment is for training, pay, and/or administration. The officer's iPERMs record will be processed as directed by TAG. Effective date of attachment must be at least one day later than the date the Soldier is assigned to the parent unit.

Chapter 6 MOS Redesignation

6-1. General

This chapter provides policies and procedures for Warrant Officer MOS redesignation (first 4 characters), special qualification identifiers (SQI), additional skill identifiers (ASI), and language identifier code (LIC) awards. It does not apply to initial MOS designations upon appointment in the ARNG. All Warrant Officers must achieve qualification in their duty MOS, SQI, ASI and LIC, for the positions they are assigned to. Qualification requirements are established by the appropriate DA MOS proponent as prescribed in DA Pam 611-21.

6-2. Authority

Authority for MOS redesignation is based on 32 USC 307 (Federal Recognition of Officers: Examination; Certificate of Eligibility) and 10 USC 571-583 (Warrant Officer Management Act).

6-3. General Policy and Procedures for MOS Redesignation

- a.* Redesignation of a MOS will be accomplished by the appropriate TAG, based on: recommendation of the State's Officer Personnel Manager (OPM); FRB action (when necessary); supported by the DA MOS proponent's certification; or verified prior service in the requested MOS in accordance with the standards prescribed in DA Pam 611-21.
- b.* Authority to redesignate a MOS may be delegated by TAG not lower than to the State's OPM at the JFHQ or equivalent level .
- c.* An MOS redesignation will be necessary and should be accomplished only to comply with assignment criteria and career progression.
- d.* An MOS redesignation will normally occur only when —
 - (1) A Warrant Officer requests redesignation to achieve military technician position compatibility or changes residence to an area where unit vacancies in the held MOS are limited.
 - (2) A change in a Warrant Officer's physical profile restricting performance in the current MOS.
 - (3) The State CCWO or OPM recommends a change to meet State needs and long-term career development of Warrant Officers.
 - (4) Reassignment caused by unit reorganizations (see paragraph 6-4).
 - (5) No other qualified Warrant Officers are available for assignment to the position vacancy.
- e.* Prior to MOS redesignation, all Warrant Officers must be either certified by the appropriate DA MOS proponent or have creditable prior service as a Warrant Officer in the requested MOS in accordance with the standards in DA Pam 611-21. All Warrant Officers without creditable service in the requested MOS will submit a request for predetermination in accordance with paragraph 2-8 prior to MOS redesignation.
- f.* MOS redesignation will be initiated by or with the consent of the Warrant Officer concerned.
 - (1) The action will normally be requested by the Warrant Officer or unit commander in memorandum format (see figure 6-1) through channels to TAG. The memorandum will include evidence of the Warrant Officer's qualification for the new MOS. This evidence will be in the form of a document from the appropriate DA MOS proponent certifying qualification in the requested MOS. Voluntary aviation related MOS redesignation is authorized by exception through ARNG-HRH-W. Aviation redesignation for a different airframe requires a certification from an Instructor Pilot (IP) that has been favorably endorsed by the State Aviation Officer and approved by the CCWO. Evidence of this must be included in the request for exception. If MOS qualification is based on the Warrant Officer having held the requested MOS previously, the Federal Recognition order previously awarding the MOS will be provided as evidence of MOS qualification.
 - (2) TAG will either approve and forward the request for FRB action (see figure 6-1) or disapprove the request. FRB action is not required for Warrant Officer Aviators who have become qualified to operate a different series, model, or category of aircraft.
- g.* Upon the recommendation of the FRB and approval of TAG, the State will issue the MOS redesignation orders (format 370). These orders become part of TAG's recommendation to CNGB (see figure 6-2) for issuance of permanent Federal Recognition in the new MOS.
- h.* The newly awarded MOS will become either the primary or an additional MOS. If the new MOS becomes the primary designator the MOS from which redesignated should be awarded as an additional or secondary MOS.

6-4. Unit Reorganization

- a.* Warrant Officers whose duty positions are deleted or duty position MOS changed due to unit reorganization may be assigned to a position with a different duty MOS. Warrant Officers assigned to positions with a MOS different than their primary or additional MOS must be certified within two-years of assignment in the new MOS by the appropriate DA MOS proponent. When it is for the purpose of attaining additional proponent requirements needed to become MOS qualified a one year extension may be granted if supported by the DA MOS proponent and approved by TAG.
- b.* Only the applicable DA MOS proponent can determine the requirements for certification in the new duty MOS. Affected Warrant Officers without creditable service in the new MOS must submit a request for predetermination through the state MPMO or state CCWO (see paragraph 2-8). If possible, the individual should initiate a request for predetermination in the new MOS prior to reorganization. If not submitted prior to reorganization, the request for predetermination must be submitted no later than 90-days after the effective date of reorganization. Failure to become fully qualified within two-years of assignment to the new duty MOS will necessitate termination of the Warrant Officer's State appointment per paragraph 10-2b(7). When it is for the purpose of attaining additional proponent requirements needed to become MOS qualified a one year extension may be granted if supported by the DA MOS proponent and approved by TAG.

6-5. Exemption from FRB Appearance

Applicants considered for an MOS redesignation do not need to appear in person before the FRB, unless they, or the president of the FRB, so desire.

6-6. Award of an SQI, ASI, and LIC

Upon determination that a Warrant Officer meets all of the special requirements of DA Pam 611-21, AR 611-6 (Army Foreign Language Program), and approval of TAG, the State OPM will issue a memorandum to the affected Warrant Officer announcing the award of a SQI/ASI/LIC (see sample format at figure 6-3). A copy of the memorandum will be filed in the Warrant Officer's AMHRR.

(LETTERHEAD)	
OFFICE SYMBOL	(DATE)
MEMORANDUM THRU (INTERMEDIATE COMMANDER(S))	
FOR (STATE ADJUTANT GENERAL)	
SUBJECT: Redesignation (or award if appropriate) in Warrant Officer (Enter MOS, SQI, ASI, and/or LIC as applicable)	
1. I request the following (enter MOS, SQI, ASI, and/or LIC as applicable) redesignation (or award if appropriate) under the provisions of NGR 600-101.	
a. Name:	
b. SSN:	
c. Present grade:	
d. Present MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable), paragraph, and line number.	
e. Proposed MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable).	
f. Mailing address:	
2. I possess the following qualifications for the (enter MOS, SQI, ASI, and/or LIC as applicable) and position sought (attach evidence in accordance with NGR 600-101, paragraph 6-3 and 6-6).	
# Encls	(Signature Block)

Figure 6-1. Format for Memorandum Requesting MOS/SQI/ASI/LIC Change

(LETTERHEAD)	
OFFICE SYMBOL	(DATE)
MEMORANDUM FOR Chief, National Guard Bureau, ATTN: ARNG-HRH	
SUBJECT: Redesignation in Warrant Officer MOS	
I request that Federal Recognition, effective <u>(date)</u> be extended to (<u>first, middle last name</u>), (<u>grade</u>), in MOS (<u>first four characters</u>), (<u>title</u>) with assignment to (<i>MTOE/TDA Position and unit designation</i>).	
(Authority line when used)	
3 Encls	(Signature Block of TAG or delegating official)
1. State order	
2. Request from WO with enclosures	
3. NGB Form 89 (if required)	

Figure 6-2. Format for Memorandum for Federal Recognition to Chief, NGB Requesting MOS Change

(LETTERHEAD)	
OFFICE SYMBOL	(Date)
MEMORANDUM THRU (Major Command)	
FOR (The affected Warrant Officer)	
SUBJECT: Award of SQI, ASI, and LIC	
1. In accordance with DA PAM 611-21 and/or AR 611-1 as applicable and entries on your personnel file at this headquarters, you have completed the requirements for award of the following Special Qualification Identifiers, Additional Skill Identifiers, and/or Language Identification Codes:	
(Special Qualification Identifier)	(Title)
(Additional Skill Identifier)	(Title)
(Language Identification Code)	(Title)
2. Congratulations on your accomplishment. I urge you to continue your education and enhance your effectiveness at every opportunity.	
3. If you have any questions concerning the above, or desire to submit documentary evidence of qualifications for award of additional SQI, ASI or LIC, please contact the undersigned at your convenience.	
(AUTHORITY LINE)	
DISTRIBUTION OPMS Manager	(Signature Block)

Figure 6-3. Format for Memorandum Announcement Award of SQI, ASI, and/or LIC

Chapter 7 Promotions

7-1. Responsibility

The promotion of Warrant Officers in the ARNG is a function of the State. As in original appointments, a Warrant Officer promoted by State authority has a State status in which to function in the higher grade. However, to be extended Federal Recognition in the higher grade the officer must satisfy the requirements prescribed herein and the POTUS, or the Secretary of Defense acting on behalf of the POTUS, must first approve the promotion as a Reserve Warrant Officer of the Army. When the State promotion is Federally Recognized the ARNG Warrant Officer is concurrently promoted as a Reserve Warrant Officer of the Army.

7-2. Promotion Criteria

- a. Promotions will be based on —
 - (1) DA proponent duty MOS certification upon satisfactory completion or constructive credit of appropriate level of military education.
 - (2) Time in Grade (TIG).
 - (3) Demonstrated technical and tactical competence.
 - (4) Potential for service in the next higher grade as determined by a FRB.
- b. Promotion will not be used solely as a reward for past performance. Neither a Soldier's marital status, nor the employment, educational pursuits, nor the volunteer service activities of their spouse may be considered when determining whether to recommend a Soldier for Federal Recognition.
- c. Except as provided in this chapter, promotions will be initiated only when an appropriate MTOE or TDA position vacancy exists within the unit. Warrant Officers assigned to XZ coded positions, may be promoted at the minimum time in grade, if assigned properly and is otherwise qualified.
- d. Officials granting promotions will adhere to the Army's equal opportunity goals, and promotions will be made without regard to race, color, religion, sex, or national origin.
- e. The records of all Warrant Officers recommended for promotion under the terms of this regulation must be fully documented as to their qualifications within the automated personnel systems. In addition, Aviation Warrant Officers in the grade of CW2 to CW5 must also possess those additional requirements of DA Pam 611-21, or other guidance, stipulating the requirement to be qualified in an Additional Skill Identifier (ASI), and/or Skill Qualification Identifier (SQI). Warrant Officers whose duty position requires a LIC must be qualified in the language to be eligible for promotion to CW3 through CW5. The automated personnel systems must show the proper MOS, SQI, ASI, and LIC codes in accordance with TOE/MTOE/TDA. The Warrant Officer need not be ASI, SQI, or LIC qualified for promotion from WO1 to CW2.
- f. Warrant Officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in TOE/MTOE/TDA documents or limitations listed in DA Pam 611-21.
- g. For promotion to CW5, a Warrant Officer is required to be assigned to a MTOE/TDA duty position coded W5 and be fully DMOS qualified. The total number of Warrant Officers in the grade of W5 assigned in any State will not exceed the cumulative number authorized within that State.

7-3. Promotion as a Reserve Warrant Officer of the Army

A Warrant Officer who is promoted by the State and extended Federal Recognition in the higher grade will be concurrently promoted to the higher grade in the Reserve of the Army with assignment to the Army National Guard of the United States (ARNGUS).

7-4. Computation of Promotion Service to Determine Promotion Eligibility Date (PED)

- a. An ARNG Warrant Officer's years of promotion service is computed by adding all service in an active status performed in the current permanent Warrant Officer grade. A Warrant Officer released from active duty after 30 September 1986 will be credited with service performed in the equivalent Temporary Army of the United States (AUS) Warrant Officer grade held at the time of the Warrant Officer's most recent appointment in the Reserve of the Army.
- b. No period of service will be counted more than once.

7-5. Personnel Security Screening

A favorable security check is required for promotion per AR 380-67.

7-6. Wearing of Insignia

The wearing of insignia of the higher grade is not authorized until Federal Recognition has been officially extended by CNGB.

- a. All insignia of grade and branch will be worn as prescribed by AR 670-1.
- b. The practice of frocking of Warrant Officers is not authorized.

7-7. Eligibility for Promotion

a. To be considered for Federal Recognition and concurrent Reserve of the Army promotion following a State promotion to fill a unit vacancy, an ARNG Warrant Officer must —

- (1) Be in an active status and DMOS qualified (see subparagraphs *d* and *e* below for exceptions).
- (2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR 600-9.
- (3) Have completed the minimum years of promotion service indicated in table 7-1.
- (4) Have completed the minimum military education requirements prescribed in table 7-2.
- (5) Have passed an APFT within the time frame prescribed below.
 - (a) Six-months from promotion effective date for AGR Soldiers per AR 350-1 (Army Training and Leader Development), paragraph 2-24e(2).
 - (b) Twelve-months from promotion effective date for non-AGR Soldiers per AR 350-1, paragraph 2-24e(2).

NOTE: A Warrant Officer who has failed the APFT or failed to take the APFT should be flagged in accordance with AR 600-8-2. A Warrant Officer is not eligible for promotion and may not request Federal Recognition until successfully completing an APFT and documentation (standard or an alternate) has been provided.

- (6) Must be recommended by the Warrant Officer's immediate commander (see figure 7-1).
- b. Warrant Officers accessed from other components or services must meet the promotion requirements of this regulation, regardless of their promotion eligibility prior to their Federal Recognition in the ARNG .
- c. An ARNG Warrant Officer who has been appointed from the USAR serving in an inactive status will not be considered for promotion to the next higher grade until at least one year (12-months) after the date of return to an active status, regardless to time in grade served. (NOTE: USAR Reinforcement is not considered inactive status.)
- d. Provided all education requirements of the previous MOS have been met, Warrant Officers who require redesignation into a new MOS due to reorganization or inactivation remain MOS qualified for promotion purposes for a period of one year from the effective date of the reorganization or inactivation.
- e. Aviation Warrant Officers assigned in accordance with paragraph 4-3b to XZ coded company grade aviator positions remain eligible for promotion to the next higher grade, not to exceed the grade of CW3. Prior to promotion the individual must be qualified in their primary MOS and meet all other promotion requirements. Early promotion under the four-year rule of table 7-1 is not applicable to individuals while assigned to XZ coded commissioned officer company grade aviator positions. Waivers will not be approved by ARNG-HRH-W. However, exceptions will be granted on a case by case basis with coordination through the State MPMO and ARNG-HRH-W.
- f. Former Commissioned Officers in the rank below CPT, appointed as a WO1, not certified by DA MOS Proponent for the appropriate WOBC, must complete the WOBC for specified MOS and must complete the required time in grade of 24-months, according to table 7-2. Former commissioned officer in the rank below CPT, certified by DA MOS Proponent, prior to appointment, not needing WOBC will be promoted to CW2 in accordance with table 7-2.

7-8. Minimum Years of Promotion Service

To attain eligibility for promotion and receive Federal Recognition in the higher grade, a Warrant Officer must complete the minimum years of promotion service as shown in table 7-1.

Table 7-1	
Minimum/Maximum Time-In-Grade for Promotion	
Grade	Min/Max years In Lower Grade
WO1 to CW2	2/2
CW2 to CW3	4/5, See Note
CW3 to CW4	5/6, See Note
CW4 to CW5	5

Note: When considered for promotion to CW3 or CW4, Warrant Officers in grade positions coded higher than their current grade may be considered for promotion one (1) year earlier than the maximum prescribed above.

7-9. Military Education Requirements

a. The military education levels shown in table 7-2 must be attained prior to consideration for promotion by a Federal Recognition Board.

b. To satisfy WOES requirements, AGR Warrant Officers will either attend accredited Active Army (AA) courses or Reserve Component (RC) Total Army Training System Courseware (TATS-C) configured courses.

c. Effective 1 April 1995, all other Warrant Officers (civil service technicians and traditional Warrant Officers) may complete RC configured courses applicable to their current duty MOS in order to meet the military education promotion requirement. There are no RC configured courses for the Warrant Officer Staff Course (WOSC) or Warrant Officer Senior Staff Course (WOSSC).

d. Warrant Officers assigned to positions for which they are not duty MOS qualified are not eligible for promotion until determined so qualified by certification from the DA MOS proponent. All Warrant Officers must complete proponent certification requirements for the new duty MOS within two-years from the date of assignment except as authorized in paragraph 7-7*d* and 7-7*e* (also see chapter 6 for MOS redesignation).

e. If equivalent type training has been completed while serving as a commissioned officer and such training is properly documented on DA Form(s) 1059 (Service School Academic Evaluation Report) or DA Form 1059-1 (Civilian Institution Academic Evaluation Report), former Commissioned Officers subsequently appointed as Warrant Officers may request equivalent credit for the appropriate WOES course per AR 350-1. The Warrant Officer Career College at Fort Rucker, AL is the DA MOS Proponent for requesting credit for the Warrant Officer Staff and Senior Staff Courses. Aviation rated Commissioned Officers subsequently appointed as rated Warrant Officers may request equivalent credit for the Warrant Officer Aviation Advanced Course, provided they have completed the Aviation Officer Advanced Course within seven years from the date of appointment as a Warrant Officer. Requests will be submitted through State command channels and the course proponent to CNGB, ARNG-HRH for review and forwarding to HQDA, G3/5/7 for approval (refer to requirements as defined in AR 350-1).

f. Military education for Warrant Officers must be commensurate with the Military Personnel Class (MPC). In accordance with NG Pam (AR) 25-10 (Standard Installation/Division Personnel System Army National Guard (SIDPERS-ARNG) Data Element Dictionary) Warrant Officers military education must reflect one of the following codes —

WOSSC
WOSC
WOAC
WOBC
WOCS

Table 7-2 Minimum/Maximum WOES Requirements for Promotion, Time In Current Grade and Course Enrollment		
For promotion to:	Military education requirement is:	Time In Current Grade requirement for course enrollment is:
CW2	Warrant Officer Basic Course (WOBC), or equivalent DA Proponent certification within 2-years of date of initial appointment as WO1	NA
CW3	Warrant Officer Advanced Course (WOAC)	2-years min/5-years max** TIG as CW2
CW4*	Warrant Officer Staff Course (WOSC)	3-years min/6-years max** TIG as CW3
CW5	Warrant Officer Senior Staff Course (WOSSC)	4-years TIG as CW4
<p>*This course requirement is effective 1 October 1998. As an exception, Warrant Officers who, on 1 October 1998 have attained 3 years time in grade as a CW3 are not required to complete this course for promotion to CW4; however, they must complete WOSC prior to attending WOSSC to qualify for promotion to CW5.</p> <p>**States retain authority to waive max TIG for enrollment of required WOES.</p>		

7-10. Promotion of ARNG Warrant Officers Serving on Title 10 AGR Tours

a. Upon determining that a Warrant Officer who is serving on a Title 10 AGR tour managed by NGB is eligible for promotion, a memorandum prepared by the first line supervisor per figure 7-1 will be forwarded to Chief, Human Capital Management, ATTN: ARNG-HCM, 111 South George Mason Drive, Arlington, VA 22204-1382. Memorandums will include enclosed documents required as shown in appendix B.

b. The Title 10 AGR manager (ARNG-HCM) will review the request and if it is determined to be valid will forward the correspondence to the Warrant Officer's parent State recommending promotion action to the next higher grade. If the State concurs with the requested action and the officer is determined qualified for promotion by a FRB, the State will publish orders citing this regulation as the promotion authority. ARNG-HCM will grant an additional TDA allocation commensurate to the higher grade and withdraw the current grade.

c. If the State does not desire to promote the Warrant Officer, then ARNG-HCM will be notified in writing and the promotion action will be terminated upon notification of the Soldier.

(LETTERHEAD)

OFFICE SYMBOL

(Date)

MEMORANDUM THRU (Intermediate commander(s)) (For AGR T-10, include Chain of Command, ARNG-HRP)

FOR Joint Forces HQ-State, ATTN: G-1 (Officer Actions)

SUBJECT: Recommendation for Promotion of Warrant Officer

1. Under the provisions of NGR 600-101, chapter 7, the following named Warrant Officer is recommended for promotion in the (State) Army National Guard:

a. Name:

b. MOS:

c. Current Grade:

d. Present unit assignment, paragraph, and line number: PARA/LN, Title of Duty position, Grade, MOS, ASI, SQI, and UIC. (ASI and SQI are not required for promotion to CW2).

d. Recommended Grade, position title, rank code recommended (include paragraph and line number): PARA-LN, Grade, MOS ASI, SQI, Unit of assignment, and UIC.

e. Home mailing address:

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade, and MOS for which recommended.

a. The following periods of service are creditable for promotion to the higher grade: from xx XXX 20xx to xxx XXX 20xx.

b. The officer meets the minimum military education requirements (PQR and DA Form(s) 1059 attached).

c. The officer meets the height and weight standards of AR 600-9: YES [] NO [], Height _____ Weight _____. (If applicable) Actual Body Fat percentage _____%, maximum allowable Body Fat percentage _____%.

d. Individual has passed the APFT with a total score of _____ on date _____.

e. Soldier's last physical exam: YYYY/MM.

4 Encls (# as required)

- 1. DA Form(s) 1059 (if applicable)
- 2. DA Form 705 (if not current on PQR)
- 3. MEDPROS-IMR
- 4. PQR
- 5. DA Form 5500/5501 (if applicable)
- 6. Other documents as required

(Signature Block)
(commander/supervisor)

Figure 7-1. Memorandum - Recommendation for Promotion

Chapter 8 Civilian Education

8-1. General

Warrant Officers must achieve even higher levels of education as equipment, systems, training, and missions become more sophisticated. Given the complexity of the operational environment and their highly specialized role, Warrant Officers must commit to continuous self-development and life-long learning to remain current, and improve their knowledge base.

8-2. Civilian Education Goals

a. Civilian Education degrees of the Associate level or higher are not required as of the date of this publication (see DA Pam 611-21 for specific credit hour requirements and certifications for predetermination).

b. Warrant Officers should attain higher education for self-development and pursuit of higher learning related to their specific MOS.

Chapter 9 Federal Recognition Boards

9-1. General

Warrant Officers of the ARNG are appointed and promoted by the States under Article 1, Section 8 of the U.S. Constitution. In order for a Warrant Officer to be concurrently appointed, promoted, or receive an MOS redesignation as a Reserve Warrant Officer of the Army, the State's action must be Federally Recognized. Federal Recognition is the process which ensures that an officer appointed, promoted, or redesignated to an authorized grade and position vacancy in the ARNG meets the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for Federal Recognition and for the conduct of a FRB. The Federal Recognition Section (ARNG-HRP) is the functional proponent for e-packets and holds the approving authority to grant individuals access to the program at the State level.

9-2. Authority

Under 32 USC 307 (Federal Recognition of Officers: examination; certificate of eligibility) and 10 USC 3583 (Requirement of Exemplary Conduct), a board of Officers will be convened to determine whether applicants for Federal Recognition meet the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. A Warrant Officer who is Federally Recognized is tendered an appointment as a Reserve Warrant Officer of the Army with assignment to the ARNGUS (10 USC 12211).

9-3. Appointment

FRBs are appointed by HQ, FIRST US ARMY. These appointments are made for the SA. The Senior Regular Army Advisor (SRAA) assigned in each State is the delegated authority to appoint Commissioned Officers and Warrant Officers authorized to become members of a FRB and to sign the appointment order for the FIRST US ARMY Commander.

9-4. Composition

A FRB will consist of a total of three Commissioned Officers of the Active Army and the ARNG. In the selection of Officers (which may include commissioned Warrant Officers) from the ARNG, TAG may also nominate Officers to the SRAA for membership.

a. All members of an FRB must be at least one grade senior to the applicant who is to be examined for promotion. For other actions (such as appointment and MOS redesignation) all Officers on an FRB must be at least a CPT or Chief Warrant Officer who is senior in date of rank to the applicant who is to be examined.

b. One, and preferably two, of the three Officers of the board will be drawn from the Active Army. The remaining officer(s) will be drawn from the ARNG and must be in an active ARNG status. When FIRST US ARMY Commander determines that Active Army Officers are not available, ARNG Officers may be detailed in their stead. If no Active Army Officers are members of the board, at least one ARNG officer must be serving on Full Time National Guard Duty (FTNGD) status authorized by either Titles 10 or 32 of United States Code. Each ARNG officer must be Federally Recognized in the grade and branch required for membership on the board. The assignment of ARNG Officers in place of Active Army Officers should be used as a last resort.

- c. The senior member of the board will serve as president of the board.
- d. A minimum of one member, and preferably two, should be of the same branch (Federally Recognized if ARNG Officers) as the applicant to be examined.
- e. A commissioned Army aviator will be included as a member of the board when considering applicants for appointment with assignment to an aviation position. The State's board manager will coordinate prior to establishing a board with ARNG-HRH-W for procedural instructions when a State does not have ready availability of a commissioned Army aviator.
- f. Whenever possible board membership should include a minority group or female officer when considering minority group or female applicants. The State's board manager will coordinate prior to establishing a board with ARNG-HRH-W for procedural instructions when a State does not have ready availability to a minority group or female officer.
- g. Whenever possible, boards will be convened using internal assets. When this is not possible/practical, TAG may authorize the SRAA to coordinate directly with other Active Army activities or an adjoining State Army National Guard headquarters.

9-5. Board Site

To provide a uniform basis of selection and to assure that only candidates possessing complete qualifications and high potential for success as Warrant Officers are appointed or promoted, the FRB should be convened at State JFHQ level. When geographical considerations warrant the designation of multiple board sites, then their number should be strictly limited, and each board given identical guidance.

9-6. Notification to Applicants

- a. Upon the board's receipt of applications and allied papers required by the regulations under which individuals are applying for Federal Recognition, the president of the board will notify the applicant(s) of the time and place to appear before the board, if required.
- b. Applicants will be scheduled in such a way that no one will have to spend more than one day at the board site.
- c. When possible, applicants for the same branch will be scheduled in sequence so that the board member(s) of that branch may sit without interruption.
- d. The applicant will be advised in advance of the board date of any additional information desired by the board or required by regulations to correct or complete an application.

9-7. Procedure

Full membership of a board constitutes a quorum. If all members are not present, the board will adjourn until such time as the complete attendance of all members can be obtained. If all members cannot be assembled within a reasonable time, the president of the board will report that fact to TAG or their designee.

- a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows —
 - (1) The board recorder will read the order appointing the board.
 - (2) If challenges are established, then follow procedures prescribed in subparagraph *b* below.
 - (3) The recorder will administer the oath to all members of the board. The President in-turn, will administer the oath to the recorder. Oaths are as follows —
 - (a) By the recorder to members of the board: *“Do you, state your full name, solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view the special fitness of Officers and the efficiency of the Army, and provisions of the Secretary of the Army’s memorandum of instructions, perform the duties imposed on you, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or non-selection of individual Officers, except to proper authority.”*
 - (b) By the president to the recorder: *“Do you, state your full name, solemnly swear (or affirm) that you will, keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to selection or non-selection of individual Officers except to proper authority?”*
 - (4) The recorder will brief the members of the board as to their responsibilities.
 - (5) The president of the board will discuss the Memorandum of Instructions (MOI) with the members of the board.
 - (6) The board will interview all applicants in person for an initial appointment or when required, as follows —

(a) Applicants being considered for promotion need not appear in person, unless the president of the FRB so desires.

(b) Applicants being considered for MOS redesignation need not appear in person, unless the president of the FRB so desires.

(c) In extreme circumstances, TAG may waive the board appearance of an applicant for initial appointment.

b. Challenges. Each applicant appearing in person will be given an opportunity to challenge any member or members for cause, as follows —

(1) Only one challenge will be made at a time.

(2) The applicant will declare the cause on which each challenge is based.

(3) The board, exclusive of the challenged member, will determine the validity of the challenge.

(4) When a challenge is sustained, the board will suspend proceedings and transmit the record of proceedings to TAG or their designee, which may include the Senior Army Advisor.

(5) TAG or their designee may —

(a) Approve the action of the board and replace the challenged member, or

(b) Disapprove the action of the board and direct the board to proceed.

c. The president of the board will advise the applicant that all statements made to the board and all forms submitted in connection with the application for Federal Recognition will be verified against available records, and the disclosure of any false or incomplete information may be cause for denial of Federal Recognition by CNGB.

d. The board will determine from the records submitted and/or personal interview, whether or not the applicant meets all requirements for Federal Recognition in the grade and military occupational specialty (MOS) for which being examined (see paragraphs 9-8 through 9-11).

e. If at any time during the examination it is determined that the applicant is not qualified, the examination will cease and the applicant will be excused. The findings and recommendations of the board will be indicated on NGB Form 89 (Proceedings of a Federal Recognition Examining Board) per paragraph 9-12.

9-8. Examination

a. General qualifications. The board will determine the general qualifications of each applicant in accordance with the provisions of this regulation, 32 USC 307, and 10 USC 3583, 12211, 12241(b), and 12242 to evaluate suitability for military service in the grade and MOS for which Federal Recognition is being applied for by considering the following —

(1) Military and civilian education, age, mental aptitude, citizenship, personal character, leadership traits, and motivation.

(2) Military, business, and professional experience.

(3) Efficiency of military unit under applicant's command, if applicable.

(4) Responsibilities that will be placed upon the applicant.

(5) Review of the applicant's enlisted or officer evaluation report file.

(6) Security requirements and evidence that proper screening has been initiated or completed.

b. Medical qualifications. In determining the medical qualification of an applicant, the board will not be limited to a review of the records submitted but may, if desired; require additional medical evidence or examination. If any records or other evidence indicate that the applicant is medically disqualified, the board will conclude its examination and report the cause that produced the disqualification,

c. Physical fitness standards.

(1) Weight/body fat standards in AR 600-9 apply for all Warrant Officers (to include applicants for initial appointment).

(2) Warrant Officers who have failed the most recently administered APFT, or have not taken the standard/modified APFT within the time frame prescribed in AR 350-1, will be flagged per AR 600-8-2 and be placed in a non-promotable status (see paragraph 7-7a(5)).

(3) Warrant Officers on temporary physical profile(s) may be examined by a FRB to determine if otherwise qualified. The effective date of promotion will be contingent upon satisfying the APFT requirements.

d. Integrity and character. Throughout the selection process, consideration must be given to a Warrant Officer's integrity and moral character, which constitute the basic foundation of successful leadership. A Warrant Officer must set a positive personal example and demonstrate an unequivocal commitment to the values of the professional Army ethic as outlined in DA Pam 600-3 (Commissioned Officer Professional Development and Career Management). Absolute integrity of word, deed, and signature is a matter that permits no compromise. An officer who has sacrificed their integrity has forfeited the respect and trust of those with whom they serve. Accordingly,

each officer bears great responsibility for the establishment and observance of ethical and moral standards. The board will inquire into the moral character of the applicant and is authorized to seek verification, in writing, of the statements made by the applicant. The board may seek additional information from reliable sources to clarify any unfavorable situations. The applicant will be informed of any unfavorable statements of facts relative to moral character and will be given an opportunity to refute or explain such statements.

e. Professional qualifications. If the records indicate that such is desirable, it is within the prerogative of the board to prescribe such professional examinations, either written or by practical test, as deemed necessary to validate the professional qualifications of the applicant(s). In determining an applicant's professional qualifications, the board will be guided by DA Pam 611-21 and technical certification documentation or appropriate military education course completion certification from the applicable MOS proponent.

9-9. Appraisal of Experience

a. Applicants without prior Warrant Officer service who are not graduates of an OCS or WOCS course will be examined in the following manner. After reviewing the application and allied papers, the board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and supporting papers. Technical competence will be determined from the DA MOS proponent's evaluation of the applicant's predetermination packet. A favorable endorsement from the DA MOS proponent on the predetermination packet is evidence of the applicant's technical competence.

b. Applicants with prior Warrant Officer service, OCS, or WOCS credentials will be examined in the following manner. The board will examine the application and allied papers and may question the applicant regarding experience. Matters which are listed in paragraph 2-15, but which were waived by the CNGB prior to the applicant's appointment, will not by themselves be the basis of finding the applicant unqualified for Federal Recognition. Additionally, the applicant's evaluation reports, inspection reports, and annual training (AT) evaluations citing the officer's manner of performance will be thoroughly reviewed to determine general fitness. Only the appropriate DA MOS proponent can determine if the applicant's technical competence is sufficient for certification and award of an MOS.

9-10. Appraisal of Promotion Qualifications

Applicants for promotion will be examined as outlined in chapter 7 and the current MOI which provides the SA guidance for FRB members regarding standards for promotion of ARNG Warrant Officers as Reserve Warrant Officers of the Army. An applicant may be examined for promotion not earlier than 120-days in advance of completing the prescribed TIG requirements as outlined in chapter 7. All other promotion requirements of chapter 7 must have been met by the time board the board convenes.

9-11. Determination of Qualifications of Warrant Officers of other Army Components

Warrant Officers applying for Federal Recognition in the same grade and MOS as held in another Army component (AA/USAR) are exempt from FRB examination. After favorable predetermination of the MOS has been received from the appropriate DA MOS proponent, Warrant Officers seeking appointments in the ARNG in an MOS other than those they currently hold must appear before a FRB for a determination of their qualifications.

9-12. Findings

a. The findings and recommendations of the board will be reported on an NGB Form 89. This form will be regarded as privileged information, marked "FOR OFFICIAL USE ONLY," reviewed and signed by the SRAA, signed by all members of the board, and forwarded to TAG via the SRAA. If the applicant is found "not qualified" the reasons will be indicated on the NGB Form 89.

b. After adjournment, members are encouraged to familiarize other Officers with FRB procedures in general. However, specific analysis of the board's proceedings pertaining to the selection or not selection of individual Officers, whether recorded or unrecorded, will not be disclosed, except as directed by appropriate authority.

c. Board membership will not be revealed until the board adjourns. The board will not adjourn until authorized by TAG or their designated representative.

9-13. Unanimity of Recommendations

A unanimous recommendation by the board is required for an applicant to receive a favorable recommendation for Federal Recognition. A less than a unanimous recommendation by the board will be regarded as an unfavorable recommendation.

9-14. Reconsideration for Federal Recognition

a. An applicant who is not recommended for Federal Recognition upon consideration by the FRB may be authorized by TAG to be considered by a subsequent FRB when the applicant meets all other requirements specified for initial consideration and evidence indicates that a material error existed in the record and/or that the deficiency for which the individual was initially rejected no longer exists.

b. Subsequent FRBs will not contain any member(s) of a board which previously examined an applicant and did not recommend the applicant for the action requested.

9-15. Procedures upon completion of examination by the FRB

a. Upon completion of the examination of each applicant, the examining board recorder will prepare a written record, in duplicate, of the proceedings, using the NGB Form 89. Include as exhibits any documents the board deems pertinent to their findings and recommendations and as such are required to become a part of the record of proceedings.

b. Temporary Federal Recognition.

(1) Temporary Federal Recognition may be granted by the FRB to those eligible, as indicated in paragraph 2-3, when the board finds that the applicant —

(a) Has successfully passed the examination prescribed herein.

(b) Has subscribed to the oaths of office (NGB Form 337 and DA Form 71), and if appointment is to the grade of CW2 the Oath of Office administered by proper military personnel (DA Form 71).

(c) Has been appointed by a State order for assignment to a position vacancy in a Federally Recognized unit of the ARNG.

(2) Temporary Federal Recognition will be effective on the date that final action as prescribed by subparagraph (1) above is accomplished.

(3) In the case of an applicant being found qualified for Federal Recognition as a WO1, except for the successful completion of the Warrant Officer Candidate Course, the following statement will be entered on the NGB Form 89: *“The applicant is qualified for appointment as a Warrant Officer in the Army National Guard and is selected for entry into WOCS. Applicant is extended Temporary Federal Recognition as a Warrant Officer One (WO1) as provided by NGR 600-101, to be effective from the date of successful completion of WOCS. Failure to achieve DA proponent duty MOS certification within two-years of Warrant Officer appointment will subject the applicant to withdrawal of Federal Recognition.”*

(4) In the case of an applicant being found qualified for Federal Recognition as a CW2, in accordance with paragraph 2-10b and/or 2-10c, credited with completion of WOES and Department of the Army MOS certified, the following statement will be entered on the NGB Form 89: *“The applicant is qualified for appointment as a Chief Warrant Officer Two (CW2) in the Army National Guard as provided by NGR 600-101, to be effective (Date).”*

(5) In the case of an applicant being found qualified for Federal Recognition as a CW2, in accordance with paragraph 2-10b or 2-10c, but is not DA proponent certified, the following statement will be entered on the NGB Form 89: *“The applicant is qualified for appointment as a Warrant Officer in the Army National Guard and is extended Temporary Federal Recognition as a Warrant Officer One (WO1) as provided by NGR 600-101, effective (Date). The applicant is promotable to the grade of Chief Warrant Officer Two (CW2) to be effective upon Department of the Army proponent MOS certification without further FRB action.”*

(6) In the case of an applicant being found qualified for Federal Recognition as a Chief Warrant Officer Two (CW2), in accordance with paragraph 2-10c(2), except for the successful completion of the Warrant Officer Candidate School and DA MOS certification, the following statement will be entered on the NGB Form 89: *“The applicant is qualified for appointment as a Warrant Officer in the Army National Guard and is extended Temporary Federal Recognition as a Warrant Officer One (WO1) as provided by NGR 600-101, to be effective from the date of successful completion of WOCS. The applicant is promotable to the grade of Chief Warrant Officer Two (CW2) to be effective from the date of the Department of the Army MOS certification without further Federal Recognition Board action.”*

9-16. Disposition of Records

a. All records of the board are subject to review and approval by the CNGB acting on behalf of the SA.

b. The board will forward the following documents through the SRAA to TAG for completion of the actions indicated in paragraph 9-18 —

(1) NGB Form 89. Use of the DoD identification number for board members and Soldiers is required. Use of the Social Security numbers is not authorized for other than the applicant.

(2) All copies of application and allied papers.

(3) Statement of Understanding for Appointment in the Grade of WO1, if applicable (see figure 9-1).

c. Membership, instructions, and recommendations of the board will remain "FOR OFFICIAL USE ONLY" until after public announcement has been made by proper authority.

9-17. Actions Required by the Senior Regular Army Advisor (SRAA)

a. SRAA's may designate themselves as President of a FRB (see paragraph 9-4).

b. If a SRAA was not the President or a member of the FRB, and upon receipt of a board proceeding, acting for the appointing authority, the SRAA will review the board proceedings to ensure administrative accuracy and completeness. If the proceedings are found to contain administrative errors or to be incomplete, they will be returned to the board with instructions.

c. The SRAA will endorse administratively correct and complete proceedings to TAG. The SRAA endorsement will indicate the board was conducted per this regulation and the current SA memorandum of instructions to the Army National Guard FRB.

9-18. Actions Required by TAG

TAG will take the following action when —

a. The applicant is favorably recommended by the board;

(1) Examine the application for completeness of the NGB Form 89, NGB Form 337, and any other documents entered into the record of the board, to include those related documents shown in appendix B.

(2) Endorse the application to the CNGB, ATTN: ARNG-HRP. (NOTE: FRB actions relative to examination of initial entry Warrant Officer applicants will not be forwarded to CNGB until after the candidate successfully completes WOCS.)

b. Personnel actions forwarded to CNGB for award of permanent Federal Recognition will be assembled in accordance with standardized checklists shown in appendix B.

c. If the applicant is not favorably recommended by the board, notify the disqualified applicant through the channels used for submitting the application and furnish the reason for disqualification. If the reason for disqualification is not a permanent bar to Federal Recognition, advise the applicant of the procedure and requirement for future resubmission of the application.

9-19. Actions by the CNGB

a. Review the record of board proceedings (NGB Form 89) and the recommendations of the appropriate TAG to determine if the application meets the qualifications and requirements for Federal Recognition.

b. Prepare nomination scroll for appointment or promotion as a Reserve Warrant Officer of the Army per DoDI 1320.4 and submit to the DCS, G-1, ATTN: DAPE-MPO, 300 Army Pentagon, Washington, DC 20310-0300, for approval of the POTUS, or the Secretary of Defense acting on behalf of the POTUS.

c. Upon approval of the Reserve Warrant Officer of the Army appointment or promotion nomination extend permanent Federal Recognition to the applicant in the grade and MOS for which qualified.

d. Concurrently issue memorandum to appoint the applicant as a Reserve Warrant Officer of the Army in the grade in which Federally Recognized.

e. If upon review of all records, an applicant is not granted Federal Recognition, the appropriate TAG will be notified and Temporary Federal Recognition, if previously granted, will be withdrawn.

Statement of Understanding for Appointment as a Warrant Officer

"I understand that if I am appointed as a Warrant Officer in the ARMY NATIONAL GUARD of the State of _____, I must successfully complete the Warrant Officer Basic Course within two calendar years of the effective date of my appointment, unless so extended by the Chief, National Guard Bureau. I also understand that my failure to achieve the MOS certification as specified above will result in the withdrawal of my Federal Recognition from the ARNG and my appointment as a Reserve Warrant Officer of the Army."

(Signature)

(Typed Name)

Figure 9-1. Statement of Understanding for Appointment as a Warrant Officer

Chapter 10 Termination of appointment and withdrawal of Federal Recognition

10-1. Authority

Authority granting instruments for the termination of appointment and withdrawal of Federal Recognition is found in 32 USC 323 (Withdrawal of Federal Recognition) and 32 USC 324 (Discharge of Officers), AR 135-175 (Separation of Officers), and NGR (AR) 635-100 (Termination of Appointment and Withdrawal of Federal Recognition).

- a. The termination of a Warrant Officer's appointment in the ARNG is a function of the State.
- b. The withdrawal of Federal Recognition of a Warrant Officer is a function of the CNGB.
- c. The discharge of a Warrant Officer from their appointment as a Reserve Warrant Officer of the Army is a function of the SA.
- d. All appointments are automatically terminated upon death. In such cases, DD Form 1300 (Report of Casualty) will be submitted to the CNGB, ATTN: ARNG-HRP, immediately upon receipt of the death certificate. Issuance of a separation order is not required.

10-2. Criteria

- a. The appointment of an ARNG Warrant Officer should be terminated for the following reasons —
 - (1) If the appointment is contrary to State law and regulation, the CNGB will be notified and Federal Recognition withdrawn.
 - (2) Resignation.
 - (a) A Warrant Officer may tender a resignation through channels to the appropriate TAG. If accepted, TAG will publish orders separating the Warrant Officer from the ARNG appointment, and furnish copies to the CNGB, ATTN: ARNG-HRP. The resignation may be concurrent both from the ARNG and as a Reserve of the Army for Warrant Officers without a remaining service obligation if so requested by the affected individual. In such cases, the AMHRR with copies of the separation orders must be furnished to the Commander, Human Recourses Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122 to separate them from Reserve of the Army status.
 - (b) Revocation of the separation order will not be considered as a basis for restoration of Federal Recognition when the resignation of an ARNG Warrant Officer has been accepted and Federal Recognition has been withdrawn. If the Warrant Officer desires to be reinstated, it is necessary to apply for reappointment in the ARNG.
 - (c) Resignation in lieu of efficiency or physical fitness board action under NGR 635-101 (Efficiency and Physical Fitness Boards) will be processed in accordance with that regulation.
 - (d) Resignation will not be accepted from Warrant Officers against whom flagging action has been initiated under AR 600-8-2, except for reason of failure to meet requirements of weight control program and/or APFT and/or unless under (c) above. Under no circumstances should resignation be accepted from those Warrant Officers suspected of/under investigation for being in default of property or funds. Warrant Officers with a remaining service obligation are not eligible to tender a resignation from the Reserve of the Army until completion of the obligation.
 - (3) Unless retained by Federal Recognition Order, all Warrant Officers who are not earlier removed from an active status for other reason(s), must be removed from an active status in the ARNGUS on the last day of the month in which they attain age 60.
 - (4) Absence without leave or reported as unsatisfactory participant for three-months.
 - (5) When dismissed pursuant to an approved sentence of a court-martial.
 - (6) Upon conviction of a felony or sentence to confinement in a Federal or State penitentiary or correctional institution after having been found guilty of an offense by a court, other than a court-martial or military court, and whose sentence has become final.
 - (7) Upon order to active duty under the provisions of AR 135-210 (excluding ADOS) or acceptance of a commission, appointment, or enlistment in the National Guard, another Armed Force, U.S. Public Health Service, U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, or U.S. Coast Guard Academy. (NOTE: In accordance with AR 135-175, chapter 5, this type of action is normally a vacation of appointment.)
 - (8) As a result of screening under any criteria contained in AR 135-133 (Ready Reserve Screening Qualification Records System and Change of Address Report) or NGR 600-2 (Army National Guard Screening).
 - (9) Employment with any foreign government or any concern controlled in whole or in part by a foreign government, unless prior approval has been granted by both the Assistant Secretary of the Army (M&RA) and the Department of State.

- (10) When the State license, special accreditation, or qualification to include character investigation (proper level of security clearance) required by the Warrant Officer's MOS is terminated, withdrawn or not renewed.
- (11) When the Warrant Officer becomes medically disqualified for further military service.
- (12) Upon expiration of the authorized period of time a Warrant Officer has been —
 - (a) In an over strength status (see paragraph 6-4).
 - (b) Carried as an additional Active Duty Warrant Officer under paragraph 4-2c and not assigned to an authorized position vacancy in a Federally recognized unit, or transferred to the IRR .
 - (c) Or, failed to comply with the 90 day authorized period to consummate an interstate transfer or conditional release to the USAR.
- (13) Upon failure to qualify for permanent or continued flying status, unless transferred to an authorized non-flying position for which the individual is otherwise qualified.
- (14) Upon failure to accept appointment as a Reserve Warrant Officer of the Army.
- (15) Failure to pass the APFT. (NOTE: When no medical reason exists, mandatory initiation of separation proceedings is required for Warrant Officers who have two consecutive APFT failures.)
- (16) Failure of a Warrant Officer to complete within a designated time frame the required military education for the MTOE/ TDA position held.
- (17) Failure to achieve satisfactory progress after participation in an established weight control program (see AR 600-9).
- (18) Failure to accept a commission upon promotion to CW2.

b. Withdrawal of Federal Recognition. Federal Recognition of a Warrant Officer of the ARNG will be withdrawn by the CNGB for the following reasons —

- (1) Separation or discharge from the State appointment as a Warrant Officer of the ARNG.
- (2) Any reason in subparagraph a above that would require discharge or removal from an active status as Reserve Warrant Officer of the Army.
- (3) Pursuant to the approved findings of a board convened under NGR 635-101 (Efficiency and Physical Fitness Boards) or NGR 635-102 (Officers and Warrant Officers Selective Retention).
- (4) Withdrawal of Federal Recognition of the unit to which the Warrant Officer is assigned.
- (5) As the result of a determination of ineligibility to receive permanent Federal Recognition. Also any Temporary Federal Recognition, if previously granted, will be withdrawn.
- (6) When a Warrant Officer is assigned to a position for which there is no provision for Federal Recognition.
- (7) When a Warrant Officer ceases to occupy an MTOE/TDA position appropriate to their MOS and fails to qualify in any new MOS as provided for in paragraph 6-4.

10-3. Reserve of the Army

- a. Unless discharged as a Reserve Warrant Officer of the Army, a Warrant Officer of the ARNGUS becomes a member of the USAR when Federal Recognition is withdrawn.
- b. Warrant Officers who are not extended permanent Federal Recognition and hold no Reserve of the Army appointment do not become members of the USAR upon withdrawal of Temporary Federal Recognition.
- c. A Warrant Officer separated from the ARNG of one State and concurrently appointed as a Warrant Officer in the ARNG of another State remains a member of the ARNGUS, provided they have accepted appointment therein, and does not become a member of the USAR.
- d. Upon separation from the ARNG, State orders will specify the control group prescribed in AR 140-10 (Assignment, Attachments, Details, and Transfers) to which the individual is to be assigned. Further reassignments between control groups will be made by the Commander of HRC.

10-4. Records

Whenever a Warrant Officer continues to hold an appointment in the ARNG or USAR their records will be forwarded as prescribed in AR 600-8-104.

- a. Resignations or requests from Warrant Officers for assignment to a specific USAR control group will, if approved, be forwarded by endorsement by the appropriate TAG to the Commander, HRC with appropriate records and State orders enclosed.
- b. If a Warrant Officer is separated from the ARNG for cause (other than by unqualified resignation, mandatory removal from an active status for age, or lack of MTOE/TDA position), copies of appropriate documents supporting the separation will be included in the AMHRR when forwarded.

**Appendix A
References**

**Section 1
Required Publications**

AR 11-2

Managers Internal Control Program (Cited in cover page)

AR 27-55

Notarial Services (Cited in paragraph 1-7)

AR 40-501

Standards of Medical Fitness (Cited in paragraphs 2-7, 3-1, 4-8 and 7-7)

AR 135-18

The Active Guard/Reserve (AGR) Program (Cited in paragraph 4-5)

AR 135-91

Service Obligations, Methods of Fulfillment Participation Requirements, and Enforcement Procedures (Cited in paragraphs 1-9 and 4-10)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army (Cited in paragraphs 2-14 and 3-1)

AR 135-133

Ready Reserve Screening Qualification Records System and Change of Address Reports (Cited in paragraph 10-2)

AR 135-155

Promotion of Commissioned and Warrant Officers other than General Officers (Cited in paragraph 9-8)

AR 135-175

Separation of Officers (Cited in paragraphs 2-14, 10-1 and 10-2)

AR 135-178

Enlisted Administrative Separations (Cited in paragraph 2-14)

AR 140-10

Assignment, Attachments, Details, and Transfers (Cited in paragraphs 2-14 and 10-3)

AR 195-3

Acceptance and Accreditation of Criminal Investigative Personnel (Cited in paragraph 4-4)

AR 350-1

Army Training and Leader Development (Cited in paragraphs 7-7, 7-8 and 7-9)

AR 350-100

Officer Active Duty Service Obligation (Cited in paragraph 1-9)

AR 380-67

Personnel Security Program (Cited in paragraphs 2-14, 3-4 and 7-5)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags) (Cited in paragraphs 1-8, 7-7, 9-8 and 10-2)

AR 600-8-19

Enlisted Promotions and Reductions (Cited in paragraph 2-11)

AR 600-8-24

Officer Transfers and Discharges (Cited in paragraphs 2-9, 2-14 and 6-4)

AR 600-8-29

Officer Promotions (Cited in paragraph 1-6)

AR 600-8-104

Army Military Human Resources Records Management (Cited in paragraphs 3-1 and 4-10)

AR 600-9

The Army Weight Control Program (Cited in paragraphs 2-7, 4-8, 7-7, 9-8 and 10-2)

AR 600-13

Army Policy for the Assignment of Female Soldiers (Cited in paragraph 4-4)

AR 600-20

Army Command Policy and Procedures (Cited in paragraphs 1-7 and 2-12)

AR 600-43

Conscientious Objection (Cited in paragraph 2-14)

AR 600-100

Army Leadership (Cited in paragraph 2-14)

AR 600-105

Aviation Service of Rated Army Officers (Cited in paragraph 3-1)

AR 611-1

Military Occupational Classification Structure Development and Implementation (Cited in paragraph 4-3)

AR 611-6

Army Foreign Language Program (Cited in paragraph 6-6)

AR 611-110

Selection and Training of Army Aviation Officers (Cited in paragraphs 2-7 and 2-8)

AR 614-100

Officer Assignment Policies, Details, and Transfers (Cited in paragraph 4-5)

AR 623-3

Evaluation Reporting System (Cited in paragraph 4-10)

AR 635-200

Active Duty Enlisted Administrative Separations (Cited in paragraph 2-14)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (Cited in paragraph 2-13)

DA Pam 600-3

Commissioned Officer Professional Development and Career Management (Cited in paragraph 9-8)

DA Pam 601-6

Warrant Officer Procurement Program (Cited in paragraphs 2-6 and 2-8)

DA Pam 611-21

Military Occupational Classification and Structure (Cited in paragraphs 1-5, 1-7, 2-7, 2-8, 3-1, 3-6, 4-3, 4-4, 4-5, 5-2, 6-1, 6-3, 6-6, 7-2 and 9-8)

DA Pam 611-210

Selection and Training of Army Aviation Officers (Cited in paragraph 4-3)

DODI 1205.05

Transfer of Service Members Between Reserve and Regular Components of the Military Services (Cited in paragraph 3-1)

DODI 1320.4

Military Officer Actions Requiring Approval of the Secretary of Defense or the President, or Confirmation by the Senate (Cited in paragraph 9-19)

FORSCOM/ARNG/USAR Regulation 350-2

Reserve Component Training (Cited in paragraph 5-1)

NGR 600-2

Army National Guard Screening (Cited in paragraph 10-2)

NGR 600-100

Commissioned Officers - Federal Recognition and Related Personnel Actions (Cited in appendix B)

NGR 600-200

Enlisted Personnel Management (Cited in paragraph 4-5)

NGR 611-110

Selection and Training of Army Aviation Officers (Cited in paragraph 2-8)

NGR (AR) 635-100

Termination of Appointment and Withdrawal of Federal Recognition (Cited in paragraph 10-1)

NGR 635-101

Efficiency and Physical Fitness Boards (Cited in paragraph 10-2)

NGR 635-102

Officers and Warrant Officers Selective Retention (Cited in paragraph 10-2)

NG Pam (AR) 25-10

Standard Installation/Division Personnel System Army National Guard (SIDPERS-ARNG) Data Element Dictionary (Cited in paragraph 7-9)

5 USC 8312

The Hiss Act (Cited in paragraph 2-14)

10 USC 571-583

Warrant Officer Management Act (Cited in paragraph 6-2)

10 USC 772(a)

Member of the Army National Guard or the Air National Guard may wear the uniform prescribed (Cited in paragraph 2-13)

10 USC 1164

Warrant Officers – Separation for Age (Cited in paragraph 4-9 and appendix B)

10 USC 3583

Requirement of exemplary conduct (Cited in paragraphs 9-2 and 9-8)

10 USC 3911

Twenty years or more: Regular or Reserve Commissioned Officers (Cited in paragraph 2-14 and figure 3-4)

10 USC 3914

Twenty to thirty years: enlisted members (Cited in paragraph 2-14)

10 USC 12211

Officers: Army National Guard of the United States (Cited in paragraphs 2-5, 9-2 and 9-8)

10 USC 12213

Officers; Army Reserve: Transfer from Army National Guard of the United States (Cited in paragraph 2-5)

10 USC 12241(b)

Warrant Officers: grades; appointment, how made; term (Cited in paragraphs 1-8 and 9-8)

10 USC 12242

Warrant officers: promotion (Cited in paragraph 9-8)

10 USC 12302

Ready Reserve (Cited in paragraph 5-2)

10 USC 12308

Retention after becoming qualified for retired pay (Cited in paragraphs 4-7, 4-9 and appendix B)

10 USC 12731

Temporary special retirement qualification authority (Cited in paragraph 4-7 and figure 3-4.)

10 USC 14702

Retention on reserve active-status list of certain Officers in the grade of major, lieutenant colonel, colonel, or brigadier general (Cited in paragraph 2-14.)

32 USC 307

Federal Recognition of Officers: examination; certificate of eligibility (Cited in paragraphs 6-2, 9-2 and 9-8)

32 USC 308

Federal Recognition of Officers: temporary recognition (Cited in paragraph 2-3)

32 USC 323

Withdrawal of Federal Recognition (Cited in paragraph 10-1)

32 USC 324

Discharge of Officers; termination of appointment (Cited in paragraph 10-1)

Section II

Related Publications

AR 25-50

Preparing and Managing Correspondence

AR 135-32

Retention in an Active Status after Qualification for Retired Pay

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 350-15

Army Physical Fitness Program

AR 600-8-22

Military Awards

AR 611-5

Army Personnel Selection and Classification Testing

AR 621-5

Army Continuing Education System (ACES)

AR 640-30

Photographs for Military Personnel Files

DA Pam 351-4

U.S. Army Formal Schools Catalog

DA Pam 351-20

Army Correspondence Course Program Catalog

DA Pam 600-8

Military Personnel Management and Administrative Procedures

DA Pam 600-11

Warrant Officer Professional Development

NGR 10-1

Organization and Federal Recognition of the Army National Guard Units

NGR 310-10

Military Orders

NGR 350-1

Training- Army National Guard

NGR 351-1

Individual Military Education and Training

NGR 600-5

The Active Guard/Reserve (AGR) Program, Management of Title 32, USC, Full Time National Guard Personnel

NGR 600-105

Aviation Service of Rated Army Officers

NGR 604-10

Military Personnel Security Program

NGR 614-1

Inactive Army National Guard (ING)

NGB Pam 37-104-3

Unit Level Military Pay Procedures

TRADOC Reg 351-13

Warrant Officer Training System

10 USC 1101-1132

Warrant Officer Management Act

10 USC 1293

Twenty years or more: Warrant Officers

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 71

Oath of Office-Military Personnel (Cited in paragraphs 1-8, 3-2, 7.7, 9-15 and appendix B.)

DA Form 705

Army Physical Fitness Test Scorecard (Cited in paragraphs 2-8, 4-9 and appendix B.)

DA Form 759

Individual Flight Record and Flight Certificate (Cited in paragraph 3-6.)

DA Form 1059

Service School Academic Evaluation Report (Cited in paragraphs 3-6, 7-9 and appendix B.)

DA Form 1059-1

Civilian Institution Academic Evaluation Report (Cited in paragraph 7-9.)

DA Form 2028

Recommended Changes to Publications and Blank Forms (Cited on cover page.)

DA Form 4187

Personnel Action (Cited in paragraphs 4-10, figure 4-1 and appendix B.)

DA Form 5074-1

Record of Award of Entry Grade Credit (Health Services Officer) (Cited in appendix B.)

DA Form 5500

Body Fat Worksheet-Male (Cited in paragraph 2-8 and appendix B.)

DA Form 5501

Body Fat Worksheet-Female (Cited in paragraph 2-8 and appendix B.)

DA Form 7349

Initial Medical review - Annual Medical Certificate (Cited in appendix B.)

DD Form 214

Report of Separation (Cited in paragraphs 2-15, 3-1, 3-6 and appendix B.)

DD Form 215

Correction of DXD Form 214 (Cited in paragraphs 2-15, 3-1, 3-6 and appendix B.)

DD Form 368

Conditional Release (Cited in paragraph 3-1 and appendix B.)

DD Form 1300

Report of Casualty (Cited in paragraph 10-1.)

DD Form 2807-1

Report of Medical History (Cited in paragraphs 3-1, 4-10 and appendix B.)

DD Form 2808

Report of Medical Examination (Cited in paragraphs 3-1, 4-10 and appendix B.)

NGB Form 22

Report of Separation and Record of Service (Cited in paragraph 4-10 and appendix B.)

NGB Form 23A

Army National Guard Current Annual Statement (Cited in paragraphs 4-9, 4-10, figure 4-2.)

NGB Form 60

Request for Clearance from the USAR for Enlistment/Appointment in the ARNG (Cited in paragraph 3-1.)

NGB Form 62E

Application for Federal Recognition (Cited in paragraphs 2-16, 3-1, 3-2, 3-3, 3-4 and appendix B.)

NGB Form 89

Proceedings of a Federal Recognition Examining Board (Cited in paragraphs 2-10, 3-6, 9-7, 9-12, 9-15, 9-16, 9-18, 9-19 and appendix B.)

NGB Form 89a

Certificate of Eligibility - Federal Recognition (Cited in paragraph 2-9.)

NGB Form 337

Oath of Office (Cited in paragraphs 2-4, 3-4, 4-10, 9-15, 9-18 and appendix B.)

HQ USAREC Form 1935

Warrant Officer Resume (Cited in paragraph 2-8 and figure 2-1.)

HQ USAREC FORM 1936

Letter of Recommendation (Cited in paragraphs 2-8 and 2-16.)

Appendix B
Documents required by NGB for Federal Recognition Action

ORDER TYPE	Required	Help Text
Initial Appointment		
FedRec Appl(62E)	Required	Application for Federal Recognition(NGB Form 62E)
Oath(337)	Required	Oath of Office(NGB Form 337)
St Ord-Appointmt	Required	State appointment orders
Oath (DA Form 71)	if applicable	Oath of Office Military Personnel
Mil Educ(DA1059)	if applicable	Military Education(DA Form(s) 1059 or completion certificates)
Civilian Educ	if applicable	College transcripts(Raised seal or Certified true copy)
MedCert/Physical	if applicable	Medical History(DD Forms 2808 and 2807-1) or (DA Form 7349) (Initial Medical Review)
SSN card	if applicable	SSN Card or statement(Fig 3-3, NGR 600-100)
Birth Certificate	if applicable	Birth Certificate or Statement(Fig 3-1 or 3-2, NGR 600-100)
Security Clearance	if applicable	Verification of Security Clearance(Fig 3-1, NGR 600-100)
State FRB(89)	if applicable	State FedRec Examining Board Proceedings(NGB Form 89)
Sr Army Adv End	Required w/NGB89	Senior Army Advisor endorsement(submit as NGB Form 89(pg2) above)
FRB Membership	Required w/NGB89	Orders or memorandum appointing FRB(Members of the board)
20Yr Retire stmt	if applicable	Statement of understanding if unable to complete 20yrs svc for retirement (NGR 600-100)
Body Fat WS	if applicable	Body Fat Content Worksheet(DA 5500/5501)
Mil Srv Obligatn	if applicable	Statement of Military Service Obligation per AR 135-91
Aviation SO Req	if applicable(AV)	Aviation Service order request
Warr Predetermin	if applic(Warrant)	Command Chief Warrant Officer Predetermination Memo
Statement WOBC	if applic(WO1 Warr)	Statement of Understanding for WO1 Warrant regarding completion of WOBC
Init Appt order	if applicable(ROTC)	Init Appt order from gaining unit
Mil Citation	if applic(PriorSrv)	Military award citations
ResArmy-Appt/Prm	if applic(PriorSrv)	Reserve of the Army appointment/promotion memorandums or orders
Rel/dischg fm NG	if applic(PriorSrv)	Certificate of release or Discharge from the National Guard(NGB 22(s))
Enlisted Dischg	if applic(PriorSrv)	Enlisted Discharge Order
Rel fm USAR(368)	if applicable	Conditional Release from USAR(DD Form 368)
Prior Appt/Promo	if applic(PriorSrv)	Prior Srv Appt and Promo Orders for each gr/rank held (NGB Form 22 or State Order etc)
Dischg AD /215 (DD Form 214/215)	if applic(PriorSrv)	Certificate of Release or discharge from Active Duty(DD Form 214/215)
Waivers/Misc	if applicable	Submit waivers(medical, age etc), misc (policy chg req etc) as one multipage doc
Amended St Ord	if applicable	Amended State Order
Promo FRB		
St Ord-Promo	Required	State Promotion Order
State FRB(89)	Required w/MOS chg	State FedRec Examining Board Proceedings-Branch Change (NGB Form 89)
Promo FRB w/MOS Chg		
St Ord-Br Xfer	Required w/MOS chg	State branch transfer order
St Ord-Promo	Required	State Promotion Order
State FRB(89)	Required w/MOS chg	State FedRec Examining Board Proceedings-Branch Change(NGB Form 89)
Branch/MOS Change		
St Ord-Br Xfer	Required	State branch transfer order
Mil Educ(DA1059)	Required	Military Education(DA Form(s) 1059 or completion certificates)
State FRB(89)	Required	State FedRec Examining Board Proceedings-Branch Change(NGB Form 89)
Gr Br Verify	if applicable	FedRec or other orders verifying officer previously held same grade and branch

Sr Army Adv End	if applicable	Senior Army Advisor endorsement(submit as NGB Form 89(pg2) above)
Amended St Ord	if applicable	Amended State Order
Retention Past MRD		
Extension Past MRD	Required	Request from state for Ext past MRD with ARNG-HRH-W approval
Separation		
St Ord-Separatn	Required	State Order - Separation
Death Certificate	if applicable	Death Certificate where FedRec Withdrawal due to death of Soldier
Amended St Ord	if applicable	Amended State Order
Name Change		
Cov Letter Req Nm Chg	Required	Cover Letter or memorandum requesting name change
Personnel Action	Required	Personnel Action(DA Form 4187)
Marr/Div Certificate	Required	Marriage, Divorce or other certificate authorizing name change
Amended St Order	if applicable	Amended State Order
Chg of St(IST) w/Br Chg		
St Ord-Appt(gaining)	Required	State appointment order from gaining State
Oath(337)	Required	Oath of Office(NGB Form 337)
St Ord-Xfer(losing)	Required	State transfer order from losing State
Personnel Action	Required	Personnel Action(DA Form 4187)
Chg of St(IST) w/Br Chg (continued)		
Security Clearance	if applicable	Verification of Security Clearance(Fig 3-1, NGR 600-100)
St Ord-Br Xfer	Required w/Br chg	State branch transfer order
State FRB(89)	Required w/Br chg	State FedRec Examining Board Proceedings-Branch Change (NGB Form 89)
Sr Army Adv End	Required w/NGB89	Senior Army Advisor endorsement(submit as NGB Form 89(pg2) above)
Mil Educ(DA1059)	Required w/Br chg	Military Education(DA Form(s) 1059 or completion certificates)
Gr Br Verify	Required w/Br chg	FedRec or other orders verifying officer previously held same grade and branch
FRB Membership	Required w/Br chg	Orders or memorandum appointing FRB(Members of the board)
Amended St Ord	if applicable	Amended State Order
Transfer from USAR		
FedRec Appl(62E)	Required	Application for Federal Recognition (NGB Form 62E)
Oath(337)	Required	Oath of Office (NGB Form 337)
MedCert/Physical	Required	Medical History(DD Forms 2808 and 2807-1) or (DA Form 7349)
St Ord-Appointmt	Required	State appointment orders
Civilian Educ	Required	College transcripts(Raised seal or Certified true copy)
Mil Educ(DA1059)	Required	Military Education(DA Form1059 or completion certificates)
Dischg AD(DD214/215)	Required	Certificate of Release or discharge from Active Duty(DD Form 214/215)
State FRB(89)	Required w/Br Chg	State FedRec Examining Board Proceedings (NGB Form 89)
Exception	Req w/368	EITHER Letter of exception
Oath(DA Form 71)	Req w/368	OR Oath of Office - DA Form 71
Rel fm USAR(368)	if applicable	Conditional Release from USAR(DD Form 368)
Security Clearance	if applicable	Verification of Security Clearance(Fig 3-1, NGR 600-100)
Mil Citation	if applicable	Military award citations
20Yr Retire stmt	if applicable	Statement of understanding if unable to complete 20-yrs svc for retirement(NGR 600-100)
Body Fat WS	if applicable	Body Fat Content Worksheet(DA Form 5500/5501)
Amended St Ord	if applicable	Amended State Order
Citizenship Proof	if applicable	Proof of Citizenship, stamped certified true copy
EntryGrCred(5074)	if applic(Medical)	Award Of Entry Grd Credit for Med Officers; attached to packet by ARNG-GSS-Accessions (DA Form 5074-1- ROTC)
ROTC Appt Letter	if applic(Medical)	Appointment Letter
Transfer from ING		
St Ord-From ING	Required	State Order-Transfer from ING
Amended St Ord	if applicable	Amended State Order

Transfer to ING		
St Ord-To ING	Required	State Order-Transfer to ING
Amended St Ord	if applicable	Amended State Order
Two Amends to SO		
New amended doc	Required	New document showing change
New amended doc2	if applicable	Another new document showing the second change to be amended
FedRec Ord(any)	Required	Federal Recognition Order (0122, 0122-1, 0123 or 0126) to be amended
Orig State Order	if applicable	Original State Order
Amended St Ord	if applicable	Amended State Order
Orders Revocation		
St Ord w/revocation	if initiated by St	State Order showing revocation
Amended St Ord	if applicable	Amended State Order

NOTE: Packet documents displayed on FEDREC ePacket entry site listed by order type. Appendix B is a living document and is constantly changing. ARNG-HRP periodically makes changes and is the proponent for the Federal Recognition system. The Federal Recognition Section of the Officer Management Branch (ARNG-HRP) is the functional proponent for e-packets and the approving authority for access at the State-level. ARNG-HRP has published guidance on e-packet submission.

Appendix C

Documents required by NGB for Waivers and Exception to Policy in eTRACKER

Case Type	Required	Document Description
Age Waiver		Waiver
Birth Certificate	Required	Birth Certificate
DA Proponent Letter	Required	DA Proponent Letter
Justification for Request	Required	Justification for Request
Request from Soldier	Required	Request from Soldier
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Other Supporting Documents	If applicable	Other Supporting Documents
APFT Waiver		Waiver
Checklist	Required	Checklist provided by G3/5/7
Other Supporting Documents	If applicable	If applicable
Education Waiver		Waiver for Constructive/Equivalent Credit for formal Training/Schooling
DA Proponent Letter	Required	Also known as a Recommendation from Warrant Officer Proponent
Request from Soldier	Required	Request from Soldier
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Supporting Education Documents	Required	DA Form(s) 1059, Certificates of Completion of Civilian Schooling, Certifications, and/or Licenses
Other Supporting Documents	If applicable	Other Supporting Documentation
Civil Conviction Waiver		Waiver for Civilian Conviction
Disposition of Case	Required	Memorandum explaining disposition of each offense
NGB Form 62E	Required	Request for Initial Appointment form NGB Form 62E
Para/Line of Appointment	Required	Request for Appointment in a paragraph and line number on the TDA/MTOE
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Request from Soldier	Required	Memorandum from Soldier explaining the event and outcome of each offense
Other Supporting Documents	If applicable	Other Supporting Documentation
2X Non-select		Waiver
Assignment Wavier	Required	Waiver, Assignment
Checklist	Required	
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Other Supporting Documents	If applicable	Other Supporting Documentation
Other - Waiver		Waiver, not otherwise specified
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Other Supporting Documents	If applicable	Other Supporting Documentation
Extension to Complete WOBC		Exception to Policy
ATRRS Record	Required	Complete printout from ATRRS showing history of enrollment WOBC
Request From Soldier	Required	Memorandum from Soldier
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Other Supporting Documents	If applicable	Other Supporting Documentation
Extension Beyond MRD		Exception to Policy
Birth Certificate	Required	Birth Certificate or Statement (Fig 3-2)

DA Form 705	Required	Army Physical Fitness Test(DA Form 705) w/in 6-mo for AGR, w/in 12-mo for MDAY
Request from Soldier	Required	Memorandum from Soldier requesting extension past MRD w/statement of current ht/wt and identification of any exist medical conditions receiving treatment for
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement with Justification for Ext past MRD w/statement that retention is per 10 USC 12308 and 1164, with documentation verifying the WO is fully qualified in the primary/duty MOS in which retention is requested.
DA Form 5500/5501	If applicable	Body Fat Content Worksheet (DA Form 5500/5501)
Other Supporting Documents	If applicable	Other Supporting Documentation
Over Grade Assignment		Exception to Policy
Mobilization Orders	Required	Mobilization Orders
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Unit and TDA Justification	Required	Justification for Request
Other Supporting Documents	If applicable	Other Supporting Documentation
Promotion – No MILED		Exception to Policy with No Military Education
Justification for Request	Required	Request from State with Command Endorsement showing justification for promotion without MILED
Request from Soldier	Required	Letter from Soldier requesting promotion with no MILED
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement showing justification for promotion without MILED
Other Supporting Documents	If Applicable	Other Supporting Documentation
Promotion - MOB		Exception to Policy with No Military Education while Mobilized
ATRRS Record	Required	Complete printout from ATRRS showing history of enrollment WOBC
Justification for Request	Required	Request from State with Command Endorsement showing justification for promotion without MILED while Mobilized
Mobilization Orders	Required	Mobilization Orders
Request From Soldier	Required	Letter from Soldier requesting promotion with no MILED while Mobilized
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement with Endorsement from Chain of Command
Other Supporting Documents	If applicable	Other Supporting Documentation
Promotion REAR - MOB		Exception to Policy for Promotion Against a REAR Detachment (Mobilized)
Mobilization Orders	Required	Mobilization Orders
Request from State with Chain of Command Endorsements	Required	Request from State with Chain of Command Endorsements
Unit and TDA Justification	Required	Also known as "Justification for Request."
Other Supporting Documents	If applicable	Other Supporting Documentation
Other - ETP		Exception to Policy, not otherwise specified
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement with Endorsement from Chain of Command
Other Supporting Documents	If applicable	Other Supporting Documentation
RECDIS		Reconsideration for Approval
New Evidence	Required	Memorandum from State Explaining New Evidence
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement with Endorsement from Chain of Command
Other Supporting Documents	If applicable	Other Supporting Documentation
Temp TDA Request		Exception to Policy Temporary TDA Request
Request from State with Chain of Command Endorsements	Required	Request from State with Command Endorsement with Endorsement from Chain of Command

Other Supporting Documents	If applicable	If applicable: each branch proponent has different requirements; AOs have internal checklists for some, not all of the branches.
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NOTE: Appendix C is a living document and is changed periodically. ARNG-G1 is the functional proponent for approval and management of the Reserve Component Management System of which eTRACKER is an application. Packet documents displayed on eTRACKER entry site is listed by order type. ARNG-HRH is the action authority for the eTRACKER application of RCMS. ARNG-HRH-W has published guidance on e-packet submission.

Glossary

Abbreviations

AA

Active Army

ADL

Active Duty List

ADOS

Active Duty Operational Support

AFS

Active Federal Service

AGR

Active Guard Reserve

AA

Active Army

ADL

Active Duty List

AMHRR

Army Military Human Resource Record

AODC

Action Officer Development Course

APFT

Army Physical Fitness Test

AR

Army Regulation

ARNG

Army National Guard

ARNG-CSG

Office of the Chief Surgeon

ARNG-HCM

G1 - Human Capital Management

ARNG-HRH

G1 - Personnel Policy Division

ARNG-HRH-W

G1 - Personnel Policy Division, Warrant Officer Branch

ARNG-HRP

G1 - Personnel Division

ARNG-GSS

G1 - Guard Strength Maintenance

ARNGUS

Army National Guard of the United States

ASI

Additional Skill Identifiers

AT

Annual Training

ATN

Army Training (and Education) Network

ATRRS

Army Training Resources and Requirement System

AUS

Army of the United States

CCWO

Command Chief Warrant Officer

CNGB

Chief, National Guard Bureau

COE

Certificate of Eligibility

CPT

Captain

CSM

Command Sergeant Major

CWO

Chief Warrant Officer

CW2

Chief Warrant Officer Two (a rank corresponding to the grade of W2)

CW3

Chief Warrant Officer Three (a rank corresponding to the grade of W3)

CW4

Chief Warrant Officer Four (a rank corresponding to the grade of W4)

CW5

Chief Warrant Officer Five (a rank corresponding to the grade of W5)

DA

Department of Army

DL

Distance Learning

DoD

Department of Defense

DWI

Driving While Intoxicated

E5

Enlisted Five (a grade that corresponds to ranks of SGT)

E7

Enlisted Seven (a grade that corresponds to ranks of SFC)

E8

Enlisted Eight (a grade that corresponds to ranks of MSG and 1SG)

E9

Enlisted Nine (a grade that corresponds to ranks of SGM and CSM)

ERB

Enlisted Record Brief

FRB

Federal Recognition Board

FIRST US ARMY

Continental U.S. Army

FedRec

Federal Recognition

FTNGD

Full Time National Guard Duty

GED

General Education Development (test)

GT

General Technical

HRC

U.S. Army Human Resources Command

HQDA

Headquarters, Department of the Army

IERW

Initial Entry Rotary Wing

ING

Inactive National Guard

IP

Instructor Pilot

IRR

Individual Ready Reserve

JFHQ

Joint Forces Headquarters

JIIM

Joint Interagency, Intergovernmental, and Multinational (environment)

LIC

Language Identifier Code

MDMP

Military Decision Making Process

MILED

Military Education

MILPO

Military Personnel Office

MPC

Military Personnel Class

MPMO

State Military Personnel Management Office

MOS

Military Occupational Specialty

MOSC

Military Occupational Specialty Code

MPC

Military Processing Class

MRD

Mandatory Release Date

MOI

Memorandum of Instructions

MSG

Master Sergeant

MTOE

Modified Table of Organization and Equipment

NAC

National Agency Check

NCOER

Noncommissioned Evaluation Report

NGB

National Guard Bureau

NGR

National Guard Regulation

O3

Officer Three (a grade that corresponds to ranks of CPT)

O4

Officer Four (a grade that corresponds to ranks of MAJ)

O5

Officer Five (a grade that corresponds to ranks of LTC)

O6

Officer Six (a grade that corresponds to ranks of COL)

OCS

Officer Candidate School

OER

Officer Evaluation Report

OIL

Observation, Insights and Lessons learned paper

OPM

Officer Personnel Manager

OPMS

Officer Personnel Management System

ORB

Officer Record Brief

OUI

Operating Under the Influence

PA

Physician Assistant

PED

Promotion Eligibility Date

PME

Professional Military Education

PMOS

Primary Military Occupational Specialty

POTUS

President of the United States

RC

Reserve Component

RCMS

Reserve Component Management System

REFRAD

Release from Active Duty

ROTC

Reserve Officers Training Corps

RPAS

Retirement Point Accounting System

SA

Secretary of the Army

SAAO

State Army Aviation Officer

SGT

Sergeant (a rank corresponding to grade E5)

SGM

Sergeant Major

SIDPERS

Standard Instillation and Division Personnel Reporting System

SNL

Standard Name Line

SQI

Special Qualification Identifiers

SRAA

Senior Regular Army Advisor

SSN

Social Security Number

SWOT

Senior Warrant Officer Training

TAG

The Adjutant General

TATS-C

Total Army Training System Courseware

TDA

Table of Distribution and Allowances

TIG

Time in Grade

TPU

Troop Program Unit (USAR)

TWOS

Total Warrant Officer System

UIC

Unit Identification Code

USAR

United States Army Reserve

USAREC

U.S. Army Recruiting Command

USC

United States Code

W1

Warrant One (a grade corresponding to the rank of WO1)

W2

Warrant Two (a grade corresponding to the rank of CW2)

W3

Warrant Three (a grade corresponding to the rank of CW3)

W4

Warrant Four (a grade corresponding to the rank of CW4)

W5

Warrant Five (a grade corresponding to the rank of CW5 or CCWO)

WO1

Warrant Officer One (a rank corresponding to the grade of W1)

WOAC

Warrant Officer Advanced Course

WOBC

Warrant Officer Basic Course

WOC

Warrant Officer Candidate

WOCC

Warrant Officer Career College

WOCS

Warrant Officer Candidate School

WOCS-RTI

Warrant Officer Candidate School - Regional Training Institute

WOES

Warrant Officer Education System

WOSC

Warrant Officer Staff Course

WOSM

Warrant Officer Strength Manager

WOSSC

Warrant Officer Senior Staff Course

WOTTC

Warrant Officer Technical and Tactical Certification

1SG

First Sergeant

Terms

Active Status

For the purpose of this regulation, Soldiers are in an active status when they are active participant members of a Reserve component unit and not assigned to the Inactive Army National Guard (ING) or to the Standby Reserves on an Inactive Status List.

Army Training Leader Development Panel (ATLDP) Phase III (WO Study)

Completed in 2002 in accordance with the Chief of Staff, Army charter for the Army Training and Leader Development Panel, the Phase III (Warrant Officers) Report. Focus was on four areas: Army Culture, Training and Education, Manning and Professional Development. Some 63 recommendations were approved by the Chief of Staff.

Certification

Verification of MOS proficiency by a DA MOS proponent. Method and requirements are established by each DA MOS proponent. (Technical certification, MOS proponent technical certification, MOS proponent certification, MOS school proponent technical certification, MOS school proponent certification and MOS certification are all synonymous in meaning.)

Commissioned Warrant Officer

A Warrant Officer who has accepted a commission in a Chief Warrant Officer rank of CW2, CW3, CW4 or CW5. An officer is a member of an armed force or uniformed service who holds a position of authority. Commissioned Officers derive authority directly from a sovereign power and, as such, hold a commission charging them with the duties and responsibilities of a specific office or position. Commissioned Officers are typically the only persons, in a military environment, able to act as the commanding officer of a military unit.

eTRACKER

A web based application within RCMS used to transmit, process, and manage military personnel actions and requests for exceptions to policy conveyed between a State and the ARNG-G1 level. eTRACKER is template based. Each template is unique to the case in question; its structure based on that particular office's business processes, requirements, and approval/disapproval methods. Template basing makes each case is functionally complete when it is released by the drafter - the go/no go function eliminates incomplete submissions from leaving the drafter level. Upon release the case is electronically logged and automatically routed for analysis and approval based on the unique requirements of the case. eTRACKER is operationally accessible from any CAC reader enabled computer location via the internet at the ARNG G1 Portal.

Federal Recognition

Federal Recognition is the acknowledgment by the Federal Government that a Warrant Officer who is appointed, promoted, or transferred to an authorized grade and position vacancy in the ARNG meets the requirements prescribed by law and regulations.

Initial appointment

The initial appointment in a Warrant Officer status in the ARNG, regardless of the status from which the individual has been appointed, will always be the act which coincides with the first time Federal Recognition as a Warrant Officer is extended in the ARNG.

Initial Entry Rotary Wing (IERW) Aviator Training

Following WOCs, Aviation Warrant Officers will complete IERW training at Fort Rucker, AL. IERW is the equivalent to Warrant Officer Basic Course for rated aviation specific Warrant Officers.

Reappointment

The act of appointing a Warrant Officer who was previously Federally recognized as a Warrant Officer in the ARNG.

MPMO/G1 (Military Personnel Management Office /G1)

The term MPMO/G1 (Military Personnel Management Office /G1) includes the Military Personnel Management Office and associated offices within including DCSPER (Deputy Chief of Staff Personnel), G1, MILPO (Military Personnel Office), OPM (Officer Personnel Manager), and sub-sections within the MPMO. Additionally, all other abbreviations and terms used in this regulation are explained in the glossary.

State(s)

As referred to in this regulation, the term State or States refers to either singularly or collectively as the 50 States of the United States, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Territory of Guam, and the District of Columbia.

Temporary Federal Recognition

Temporary Federal Recognition is the interim status extended by a Federal Recognition Board (FRB) to a Warrant Officer of a State who has been appointed in the ARNG. By law (32 USC 308) this status will not be extended for longer than a one year increment.

Total Warrant Officer System (TWOS)

A Warrant Officer life cycle personnel management system recommended by the Total Warrant Officer Study group and approved by the Chief of Staff, Army on 24 June 1985.

Warrant Officer

An officer appointed by warrant or commission by the Secretary of the Army, based on a sound level of technical and tactical competence. A Warrant Officer is a highly specialized expert and trainer, who, by gaining progressive levels of expertise and leadership, operates, maintains, administers, and manages the Army's equipment, support activities, or technical systems for an entire career.

Warrant Officer Education System (WOES)

Warrant Officer training under the Warrant Officer Education System (WOES) has 5 levels that provide Warrant Officers with performance-based certification and qualification training. The Warrant Officer Education System trains and develops Warrant Officers for progressively more difficult and complex assignments. The levels of Warrant Officer Training System incorporating the Warrant Officer Candidate School, Warrant Officer Basic Course, Warrant Officer Advanced Course, Warrant Officer Staff Course, and the Warrant Officer Senior Staff Course.

Warrant Officer Candidate School (WOCS)

WOCS is the six week Active Army (AA) version resident school which provides Warrant Officer Candidates, training in the fundamentals of leadership and basic military skills. This training is conducted in a high-stress environment where candidates are subjectively evaluated by Training, Advising, and Counseling (TAC) Officers. Candidates are also evaluated by hands-on performance and written examinations. Attendance at the Active component resident WOCS is optional although it is preferred.

Warrant Officer Candidate School - Regional Training Institute (WOCS-RTI)

WOCS-RTI is the six week Active Army WOCS course condensed into two two-week phases conducted back-to-back. WOCS-RTI is designed for Reserve Component Warrant Officer Candidates who are limited by time constraints from attending the AC WOCS version.

Warrant Officer Basic Course (WOBC)

Previously known as the Warrant Officer Technical and Tactical Certification (WOTTC), WOBC is the Warrant Officer entry level certification of qualification and award of a Military Occupational Specialty (MOS) by a DA MOS proponent. Upon graduation from WOCS and appointment to WO1, each Warrant Officer will attend functional specialty training to become MOS qualified (MOSQ). WOBC is a functional specialty development course taught at various proponent schools. Training is performance oriented and focuses on technical skills, leadership, effective communication, unit training, maintenance operations, security, property accountability, tactics, and development of subordinates. Warrant Officer Candidates (WOC) need to identify WOBC class dates at time of enrollment into WOCS. Soldiers should go directly from WOCS to WOBC when possible. WOBC should be

completed within 18-months of initial appointment. Failure to complete WOBC within 24-months of initial appointment may result in discharge from the ARNG .

Warrant Officer Advanced Course (WOAC)

WOAC, previously known as the Senior Warrant Officer Training (SWOT) Course. This training provides additional training for Warrant Officers serving at company and battalion levels. Until on or about 1 October 1998, the WOAC is the only ARNG requirement for promotion to the grades of Chief Warrant Officer, W3 and W4. WOAC training provides additional MOS training for Warrant Officers serving at the company and battalion level. It is a 2-phase course consisting of —

(a) WOAC prerequisite studies phase. This is a mandatory distance learning (DL) course that must be completed prior to attending resident WOAC training. The Action Officer Development Course (AODC) was adopted as the resource for this distance learning course. It provides Warrant Officers serving in CW2 or higher duty positions relevant training in topics such as management techniques, communication skills, preparing and staffing documents, meetings and interviews, problem solving, writing, coordinating, briefings, and ethics. To enroll go to the Army Training (and Education) Network (ATN): <http://www.train.army.mil>.

(b) WOAC resident phase. This course is administered and conducted by individual Army proponents. Attendance at WOAC may be approved with a minimum of two-years TIG as a CW2. In addition to AODC, many schools require completion of a WOAC DL class that must be completed at least 2-4 weeks prior to attendance to the resident phase. Course requirements are determined in ATRRS for each MOS.

Warrant Officer Staff Course (WOSC)

(c) WOSC is a professional development course. Only the Army Warrant Officer Career College (WOCC) at Fort Rucker, AL teaches WOSC. It is conducted in two phases: Phase I - DL and Phase II – Resident. Phase I (DL) must be completed at least 30-days prior to attendance of the resident phase. Phase II (resident) provides intermediate level professional military education (PME) leader development. It provides instructions on tactical and operational scenarios in a joint interagency, intergovernmental and multinational (JIIM) environment with a strategic overview. History and Battle Analysis provides in-depth understanding of the military decision making process (MDMP), staff systems integrator-manager skills training and education. Knowledge Management and Project Management, with associated PEs, reinforce the learning objectives. Assigned readings, an Observation, Insights and Lessons learned paper (OIL), as well as MOS briefings, must be completed to round out the course requirements.

Warrant Officer Senior Staff Course (WOSSC)

The Warrant Officer Senior Staff Course (WOSSC) is the capstone for Warrant Officer professional military education (PME). It is a 2 phase course consisting of Phase I – DL and Phase II resident phase. Attendance to the WOSSC is limited to a CW4 assigned to a senior Warrant Officer position (CW4/CW5) and has at least four-years TIG. Attendance to the WOSSC is to enhance professional development at the strategic level. It does not mean the Warrant Officer has been projected for assignment to a CW5 position or will be promoted to CW5. Enrollment to attend the WOSSC must be validated by the State CCWO. This will be verified by the DCSOPS when the application has been placed in ATRRS. Only the WOCC teaches the WOSSC. The educational goal is to provide senior CW4s with the master-level education, knowledge, and influential leadership skills necessary to apply their technical expertise in support of leaders on strategic level JIIM staffs during full spectrum operations. The curriculum focuses on topics relevant to today's Army such as staff skills, training doctrine, force integration, leader development, contemporary operational environment, insurgency, counterinsurgency, creative thinking, and critical thinking techniques.