



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRH (RN 600)

15 March 2023

MEMORANDUM FOR Military Personnel Management Officers of all States, Puerto Rico, Guam, the U.S. Virgin Islands, and the District of Columbia

SUBJECT: Direct Appointment of Certain Warrant Officers in the Army National Guard (ARNG) (PPOM 23-015)

1. References: See enclosure 1.
2. Purpose. The Army National Guard Personnel Policy Division, in collaboration with the ARNG Command Chief Warrant Officer, provides the 54 States, Territories, and the District of Columbia with guidance for the direct appointment of warrant officers not in rated in the Military Occupation Specialties (MOSs) of Aviation (AV) or Special Forces (SF).
3. Applicability. This guidance applies to all Soldiers of the Army National Guard/Army National Guard of the United States except Soldiers in rated AV and SF MOSs.
4. Background. This guidance is designed expand opportunities for Soldiers to apply for direct appointment to warrant officer one (WO1) and serve as a tool to meet warrant officer accession requirements except for those branches listed above.
5. Direct appointment of certain Warrant Officers. The intent of the ARNG direct appointment program is to offer an alternate Warrant Officer appointment source for exceptionally qualified Soldiers. The ARNG Direct Appointment Program does not replace, or adversely affect, Warrant Officer Candidate School (WOCS). A Soldier may not request a direct appointment; rather, leadership must nominate the Soldier for direct appointment through the chain of command. Soldiers currently serving in the military must be found 'exceptional' to participate in this direct appointment program.
6. Policy. Headquarters, Department of the Army (HQDA) G1, serves as the final approving authority for all direct appointments to warrant officer. In accordance with AD 2023-02 paragraph 5, Soldiers must request equivalency credit for WOCS or Warrant Officer Candidate School-Reserve Component (WOCS-RC) from the Warrant Officer Career College (WOCC) for direct appointment. A Soldier who is not a graduate of the Advanced Leader Course, or higher, must request an Exception to Policy (ETP) through Officer Policy Branch, Personnel Policy Division (ARNG-HRH-O) to not attend WOCS or WOCS-RC. Applications and ETPs will further be reviewed and determined by HQDA. Other exceptions will be reviewed on a case-by-case basis.

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7. Packet Requirements. All packets are submitted via IPPS-A, through the Adjutant General, IAW the ARNG-HRH-O Warrant Officer for Direct Appointment Checklist (enclosure 2). ARNG-HRH-O will return all packets to States which fail to adhere to standards listed in this guidance for corrections. All documentation must remain current when resubmitting with corrections. Packets are combined and submitted as a single PDF file. Do not include extraneous documentation unless specifically requested by ARNG-HRH-O. Packets must be submitted in order of the checklist and meet the following eligibility criteria:

- a. The Adjutant General (TAG) Memorandum. The MILPO may sign "FOR" the TAG. States must include delegation of authority memorandum signed by the TAG.
- b. CCWO Letter of Recommendation.
- c. DA Form 4187. Requesting WOCS equivalency waivers. Form must be signed by the Soldier and commander.
- d. NGB Form 62E and Vacancy Requirement. Must be complete and with Soldier's and Commander's signatures. Must verify valid vacancy from IPPS-A, indicating UIC, paragraph, line number, and MOS for which the appointment is requested. Slotting in excess is not authorized. Whenever possible, a Soldier should fill a vacancy outside his/her current unit of assignment.
- e. Citizenship. Soldier must be a U.S. citizen. Must provide birth certificate or proof of citizenship.
- f. Age. Maximum age for appointment is 46 years and 364 days at Federal Recognition. Waivers will be reviewed on a case-by-case basis.
- g. Minimum Grade Requirement. E6 and above. All other grades will be reviewed on a case-by-case basis.
- h. Test Scores. The Soldier must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB).
- i. Civilian Education. In accordance with MOS proponent requirement.
- j. Military Education. Soldier must be a graduate of advanced non-commissioned officer education course (Advanced Leadership Course or Higher). All others will be reviewed on a case-by case basis.

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k. Evaluation Reports. Must include a minimum of 5 years of experience. Three out of five performance evaluations must reflect “exceeds standards” or “most qualified”. Civilian performance evaluations may be included.

l. Army Combat Fitness Test. Soldier must pass a standard Army Combat Fitness Test per AR 350-1 (Army Training and Leader Development), meeting the same standards required for WOCS. A certified DA Form 705 must be dated within six (6) months of application.

m. Height/Weight Requirement. Soldier must meet the height/weight standards prescribed in AR 600-9 (The Army Body Composition Program) to include body composition limitations for enrollment and appointment. Certified height and weight statement must be dated within six (6) months of application.

n. Medical Standards. Commissioning physical must be IAW DoDi 6130.30 and DoDi 1310.02.

o. Security Clearance Verification. Soldier must have a minimum of a secret security clearance on file prior to appointment and verified by the State Security Manager.

p. WOCS Enrollment History. Soldier will sign a certified statement regarding WOCS enrollment/attendance.

q. Approved Waivers. Moral or civil conviction waivers are not authorized. All requests for authorized waivers and ETPs, are considered on a case-by-case basis only. Submittal does not constitute approval. Waivers and ETPs may be provided on an individual basis and do not constitute precedence for all cases.

8. Military Service Obligation. States must ensure the Soldier is aware and acknowledge, applying for direct appointment will incur a Ready Reserve participation requirement of six (6) years, three (3) years of which are in an active status.

a. Warrant Officers attending the Warrant Officer Education System (WOES) courses 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 PME courses.

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9. Training Requirement. Soldier must complete all phases of WOCS or WOCS-RC within two years of selection. Exceptions to this requirement, Soldier must be a graduate of the advance non-commissioned officer education (Advanced Leader Course, or higher). To receive equivalency credit for WOCS or WOCS-RC, the Soldier must submit a request thru ARNG-HRH-O. For a direct appointment of a Soldier who is not a graduate of the Advanced Leader Course, or higher, the Soldier must request an ETP for the requirement to attend WOCS/WOCS-RC. Other exceptions will be reviewed on a case-by- case basis.

10. Rank at Appointment. States will not appoint selected Soldier for direct appointment above the rank of WO1.

11. Attendance at WOBC. Soldier will complete the appropriate WOBC certification by the DA MOS proponent within two years of selection.

a. It is the State's responsibility to enroll the Soldier into the required MOS qualifying courses and appropriate Professional Military Education as prescribed by the proponent.

b. Soldier is non-deployable until completion of entry-level training directed by their proponent and WOBC.

c. Soldier is non-deployable until granted permanent federal recognition from ARNG Personnel Division (ARNG-HRP).

12. Mentor. State CCWOs, in keeping with the Director, ARNG, policy on mentoring, ensure the assignment of a mentor to each direct appointment to WO1. Mentors must be Warrant Officer Basic Course (WOBC) qualified and assigned outside the chain of command of the individual's current assignment. The mentor assignment will be annotated on a separate memorandum and will include name, rank, unit of assignment, and military education level completed.

13. Approvals. Approved direct appointment requests must be executed NLT 90 days after the date of NGB's endorsement. Afterward, the approval becomes invalid. Certificates of Eligibility are not authorized for individuals approved for direct appointment. Approvals are valid only for the vacancy and MOS listed on the NGB Form 62E.

a. Pre-Determination authority is the DA MOS proponent. All pre-determination packets will be processed by the Warrant Officer Strength Manager (WOSM) through channels to ARNG-HRR to DA proponent for MOS approval. The pre-determination

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packet must be approved by the DA MOS proponent before the request for direct appointment is submitted.

b. WOCS equivalency authority is HQDA G-3.

c. Direct appointment authority is HQDA G-1.

d. The direct appointment packet and WOCS equivalency will be processed by the WOSM through channels to ARNG-HRH-O IAW the WO Direct Appointment Checklist (enclosure 2) through the appropriate channels (WOCC, G3/5/7 and G1) for approval.

14. Unauthorized Direct Appointment. Soldiers meeting any one or more of the following conditions are not authorized direct appointment:

a. Soldiers who were disenrolled, dropped, or resigned from WOCS.

b. Soldiers who drop from WOCS with the intention of applying for a direct appointment.

15. Proponent. Under the policy oversight of the ARNG G-1, the ARNG Personnel Policy Division will incorporate the provisions of this policy into future versions of the NGR 600-101.

16. Duration. This policy is rescinded on publication of the revised regulations.

17. My point of contact for this memorandum is Mr. Valentine D. Grant, Officer Policy Branch, at Commercial 703-601-5846/DSN 327-5846, or email valentine.d.grant.civ@army.mil.

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REFERENCES

a. Department of Defense Instruction 1300.04 (Inter-Service and Inter-Component Transfers of Service Members), 25 July 2017

b. Department of Defense Instruction 1312.03 (Entry Grade Credit for Commissioned Officers and Warrant Officers), 28 December 2018

c. Army Directive (AD) 2023-02 (Direct Appointment and Commission of Certain Warrant Officers), 6 February 2023

d. Army Directive 2021-19 (Direct Appointment of Senior Noncommissioned Officers to Chief Warrant Officer Two for Special Forces), 12 May 2021

e. Army Regulation 135–100 (Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994

f. Army Regulation 601–100 (Appointment of Commissioned and Warrant Officers in the Regular Army), 21 November 2006

g. National Guard Regulation (NGR) 600-101, (Warrant Officers Federal Recognition and Related Personnel Actions), 10 September 2018