

National Guard Regulation 600-101

Personnel - General

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

**National Guard Bureau
Arlington, VA 22204-1373
27 April 2026**

Personnel-General

Warrant Officers - Federal Recognition and Related Personnel Actions

By order of the Secretary of the Army:

JONATHAN M. STUBBS
Lieutenant General, USA
Director, Army National Guard

Official:

MARK J. BERGLUND
Deputy Chief of Staff
Army National Guard

History. This regulation supersedes NGR 600-101, dated 10 September 2018.

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.

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, Herbert R. Temple, Jr., Army National Guard Readiness Center, 111 South George Mason Drive, Arlington, VA 22204-1373.

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- 1373.

Distribution. A

Chapter 1

Introduction

Purpose • 1-1, page 1
References • 1-2, page 1
Explanation of abbreviations and terms • 1-3, page 1
Responsibilities • 1-4, page 1
Policy • 1-5, page 1
Rank Relativity • 1-6, page 1
Powers and Duties • 1-7, page 1
Commissioning of Chief Warrant Officers • 1-8, page 1
Service Obligations • 1-9, page 2

Chapter 2

Appointments

General • 2-1, page 4
Federal Recognition • 2-2, page 4
Temporary Federal Recognition • 2-3, page 4
Appointment Policy • 2-4, page 4
Appointment as a Reserve Warrant Officer of the Army • 2-5, page 4
Procurement Sources • 2-6, page 4
Eligibility Criteria • 2-7

, page 5

Predetermination • 2-8, page 6
Original Appointment Process • 2-9, page 6
Appointment Grade • 2-10, page 7
WOC Grade Designation • 2-11, page 7
Exercise of Command • 2-12, page 8
Wearing of the Uniform and Insignia • 2-13, page 8
Persons Ineligible for Federal Recognition • 2-14, page 8
Persons Ineligible for Federal Recognition unless Waiver is Granted • 2-15, page 9
Waivers • 2-16, page 10
Direct Appointment to Warrant Officer • 2-17, page 10
Indispensability • 2-18, page 11
Appointment of Regular Army Retired Warrant Officers into the Army National Guard • 2-19, page 12

Chapter 3

Processing Applications for Appointment and Federal Recognition

Actions required by the applicant • 3-1, page 13
Actions required by immediate commander or coordinated by the Warrant Officer Strength Manager • 3-2, page 14
Actions required by the office of the State G-1 or CCWO on behalf of TAG • 3-3, page 14
Personnel actions that require FRB action • 3-4, page 15

Personnel actions that do not require FRB action • 3-5, page 15
Procedures required by FRB • 3-6, page 15
Application process at CNGB • 3-7, page 15

Chapter 4

Assignment, Reassignment, Retention, and Transfer Actions

General • 4-1, page 17
Order to Active Duty • 4-2, page 17
Assignment Policies • 4-3, page 17
Limitations of Assignments and Re-assignments • 4-4, page 18
Assignment of WOC • 4-5, page 18
Temporary Table of Distribution and Allowances (TDA) • 4-6, page 18
Over-Strength Policy • 4-7, page 19
Retention Policy • 4-8, page 20
Retention Criteria • 4-9, page 20
Retention Procedures • 4-10, page 20
Retention Procedures for Physical Disability Evaluation • 4-11, page 21
Transfer to an ARNG of another State • 4-12, page 21

Chapter 5

Attachments

General • 5-1, page 24

Attachment Authority • 5-2, page 24

Administration and Records • 5-3, page 24

Chapter 6

Military Occupational Specialty (MOS) Redesignation, Skill Qualification Identifiers, and Language Identifier Codes

General • 6-1, page 24

Authority • 6-2, page 24

General Policy and Procedures for MOS Redesignation • 6-3, page 24

Unit Reorganization • 6-4, page 25

Exemption from FRB Appearance • 6-5, page 25

Award of a Skill Qualification Identifier (SQI), Additional Skill Identifier (ASI), and Language Identifier Code (LIC) • 6-6, page 25

Chapter 7

Promotions

Responsibility • 7-1, page 29

Promotion Criteria • 7-2, page 29

Promotion as a Reserve Warrant Officer of the Army • 7-3, page 30

Computation of Promotion Service to Determine Promotion Eligibility Date (PED) • 7-4, page 30

Personnel Security Screening • 7-5, page 30

Wearing of Insignia • 7-6, page 30

Eligibility for Promotion • 7-7, page 30

Minimum Years of Promotion Service • 7-8, page 31

Military Education Requirements • 7-9, page 31

Promotion of ARNG Warrant Officers Serving on Title 10 AGR Tours • 7-10, page 32

Promotion of Mobilized ARNG Warrant Officers • 7-11, page 32

Exemplary Conduct Certification Screening • 7-12, page 32

Delay of Promotion and Nonpromotable Status • 7-13, page 33

Revocation of Promotion Orders • 7-14, page 34

Posthumous promotions • 7-15, page 34

De Facto Status • 7-16, page 35

Processing of Warrant Officer Promotion Packets • 7-17, page 35

Chapter 8

Civilian Education

General • 8-1, page 35

Civilian Education Goals • 8-2, page 35

Chapter 9

Federal Recognition Boards

General • 9-1, page 35

Authority • 9-2, page 35

Appointment • 9-3, page 35

Composition • 9-4, page 36

Board Site • 9-5, page 36

Notification to applicants • 9-6, page 36

Procedure • 9-7, page 36

Examination • 9-8, page 37

Appraisal of Experience • 9-9, page 38

Appraisal of Promotion Qualifications • 9-10, page 38

Determination of Qualifications of Warrant Officers • 9-11, page 38

Findings • 9-12, page 38

Unanimity of Recommendations • 9-13, page 38

Reconsideration for Federal Recognition • 9-14, page 38

Procedures upon completion of examination by the board • 9-15, page 38

Disposition of records • 9-16, page 39
Actions required by the Senior Army Advisor, Army National Guard (SRAAG) • 9-17, page 39
Actions required by The Adjutant General • 9-18, page 39
Actions required by the Chief, National Guard Bureau • 9-19, page 40

Chapter 10

Termination of appointment and withdrawal of Federal Recognition

Authority • 10-1, page 40
Appointment Termination Criteria • 10-2, page 40
Reserve of the Army • 10-3, page 42
Records • 10-4, page 42
Warrant Officer Retirement Grade • 10-5, page 42
Process for Warrant Officer Separation • 10-6, page 42

Appendices

A. References, page 43
B. Documents Required by NGB for Federal Recognition Action, page 49
C. Documents required by NGB for Waivers and Exceptions to Policy, page 52

Table List

1-1. Service Obligations (SO) – Warrant Officer, page 3
7-1. Minimum Time-In-Grade for Promotion, page 31
7-2. Minimum WOES Requirements for Promotion, page 32

Figure List

1-1. Acknowledgement of Participation/Service Obligation for PME Memorandum, page 3
3-1. Security Clearance Statement, page 15
3-2. Evidence of Citizenship Statement, page 16
3-3. Social Security Number Verification Statement, page 16
3-4. Statement of Understanding, page 16
3-5. Certification of College Transcript, page 16
4-1. Required entries on DA Form 4187 to request a transfer to another State, page 22
4-2. Sample Conditional Release/Interstate Transfer Memorandum, page 23
6-1. Format for Memorandum Requesting MOS/SQI/ASI/LIC Change, page 26
6-2. Sample Memorandum for MOS Redesignation, page 27
6-3. Format for Memorandum Announcement Award of SQI, ASI, and/or LIC, page 28
9-1. Statement of Understanding for Appointment as a Warrant Officer, page 40

Glossary

Abbreviations, page 55
Terms, page 60

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes NGB policies and procedures governing the appointment, assignment, and management of Warrant Officers in the Army National Guard (ARNG). This regulation also provides eligibility requirements, administrative procedures, application processing, and other related warrant officer personnel actions to include military occupational specialty code redesignation, promotion, civilian education, and federal recognition.

1-2. References

Related references are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Chief of the National Guard Bureau (CNGB). CNGB is responsible for the organization and operations of the National Guard Bureau (NGB).

b. National Guard Bureau.

(1) The Director of the Army National Guard (DARNG), under the authority of and at the direction of the CNGB, is responsible for the overall development and management of Warrant Officers within the ARNG.

(2) ARNG G-1, utilizing the Personnel Policy Division (ARNG-HRH), acts as the agent for the DARNG providing technical guidance for the overall development and management of Warrant Officers in the ARNG. ARNG-HRH approves modifications to the warrant officer program, and authorizes any requested changes made by the States. The States, without prior written approval from ARNG-HRH, are not authorized to make changes to this regulation or related policies and procedures.

(3) The ARNG Command Chief Warrant Officer (CCWO) serves as the primary advisor to the DARNG regarding policies and actions affecting the management of Warrant Officers.

c. State Activities.

(1) The Adjutant General (TAG) of the State, with advice from the State CCWO, will manage and develop Warrant Officers in their State consistent with this regulation.

(2) The State Military Personnel Management Office 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) The State CCWO serves as a key advisor to TAG concerning all actions affecting 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 and policies that the ARNG uses to manage the warrant officer cohort 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 cohort capable of making the decisions needed to sustain excellence. Personnel actions shall be taken in accordance with the policies prescribed herein and made without regard to race, color, religion, gender, or national origin.

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.

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 AR 611-1 (Military Occupational Classification Structure Development and Implementation).

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 1 (WO1 as a Reserve Warrant Officer constitutes acceptance of this appointment). Warrant Officers receiving initial appointment or reappointment will execute an Oath of Office as a Reserve Warrant Officer. Upon initial appointment to CW2 or promotion to CW2, execution of an Oath of Office as a Reserve Commissioned Officer is required. A new DA Form 71 is not required for subsequent promotions. The effective date of commission will be the date of initial appointment as a CWO or upon promotion to that grade, 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 10-2).

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

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

1-9. Service Obligations

a. A detailed description of service obligations for mobilization day Soldiers is contained in AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions). In addition to obligations identified above and upon completion of Warrant Officer Candidate School (WOCS), personnel appointed as a Warrant Officer will incur a participation requirement of six years in the Selected Reserve. Personnel receiving a direct appointment will incur a six-year service obligation to be served in the Selected Reserve. 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 Officers attending a Warrant Officer Education System (WOES) PME course incur a two-year ready reserve obligation to be served in the ARNG. 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 WOES courses.

c. Effective 1 October 2020, anyone who is selected for and enters initial entry flight training to serve in the selected reserve incurs a 10-year service obligation. The first five years of this obligation must be served in the ARNG. The remaining five years may be served in the ARNG or USAR. Anyone who entered into a service agreement before 1 October 2020 will be subject to the terms of that agreement and for the period specified in the agreement. The service obligation begins on the effective date an officer attains an aeronautical rating of Army aviator or voluntarily terminates attendance, whichever is earlier.

d. Upon appointment and upon attendance of PME, Warrant Officers will sign a statement acknowledging their service obligation (see Figure 1-1). The signed statement of understanding will be placed in the Warrant Officer's Army Human Resource Record (AMHRR) in the Interactive Personnel Records Management System (iPERMS) and updated in Integrated Personnel and Pay System – Army (IPPS-A).

e. All other service obligations incurred for attendance at professional development courses are established by published NGB policy memoranda.

(LETTERHEAD)

OFFICE SYMBOL

(DATE)

MEMORANDUM FOR The Adjutant General of (State), Joint Force Headquarters, _____ (Address) _____

SUBJECT: Acknowledgement of Participation/Service Obligation for PME

1. I acknowledge that I incur a _____ (#Years(s)) participation/service obligation to begin effective _____ Ending date of course as a result of my attendance of (Title of Course and inclusive dates).
2. I further acknowledge that during the period of this obligation I must serve this obligation in the _____ (State) Army National Guard.

(Soldier's signature block)

Figure 1-1. Warrant Officer Statement of Understanding Obligation Memorandum

Table 1-1 Service Obligations (SO) - Warrant Officer		
Event	Selected Reserve	Ready Reserve
Direct Appointment	3 Years	3 Years
Warrant Officer Appointment	3 Years	3 Years
Warrant Officer Candidate School	2 Years	
Warrant Officer Basic Course	2 Years	
Warrant Officer Intermediate Course	2 Years	
Warrant Officer Advanced Course	2 Years	
Warrant Officer Senior Course	2 Years	
Warrant Officer Master Course	2 Years	
Initial Entry Flight Training	10 Years	

Note: The selected reserve obligation must be served in the ARNG and can run concurrently with any other service obligations the Warrant Officer may have. The WOES service obligation is incurred on the first day of attendance, and the service obligation period begins on the course graduation date. These Warrant Officers will sign a statement acknowledging their service obligation (see Figure 1-1). The signed statement of understanding will be placed in the Warrant Officer's Army Military Human Resources Record (AMHRR) in the Interactive Personnel Records Management System (iPERMS) and updated in the Integrated Personnel and Pay System – Army (IPPS-A).

Chapter 2 Appointments

2-1. General

Per the Constitution of the United States, Article 1, Section 8, Clause 16, Warrant Officers of the ARNG are appointed by the States and are federally recognized through the 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

a. 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. Upon approval, CNGB ensures eligibility before publishing federal recognition orders. When the State appointment is federally recognized, an ARNG Warrant Officer is concurrently appointed as a Reserve Warrant Officer of the Army.

b. Federal recognition is granted by NGB when the federal government has approved the officer's State appointment and promotion. Promotions are also an appointment to a higher grade. Upon approval of the State appointment by the federal government, the officer has a simultaneous reserve grade/status for service as a member of the Army National Guard of the United States (ARNGUS) per 10 USC 12211. The officer is ineligible for service in the ARNG if the State appointment is not approved. The State appointment must be withdrawn if the Secretary of the Army revokes the Reserve of the Army grade.

2-3. Temporary Federal Recognition

a. Temporary federal recognition may be extended to an individual who has been found qualified by a federal recognition board (FRB) for original 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) 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) Warrant Officers transferring from the Individual Ready Reserve (IRR).

2-4. Appointment Policy

a. The effective date of federal recognition is the date the Warrant Officer executes the Oaths of Office on NGB Form 337 (Oaths of Office).

b. Federal Recognition remains in effect 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 the 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 per 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 (SecArmy) has prescribed that Warrant Officers that have the status of a Reserve Warrant Officer of the Army for service in the ARNGUS must be transferred in the same grade to the USAR at the time of transfer. 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). Warrant Officer applicants for rated aviation positions are exempt from DA MOS proponent approval provided the State Army

Aviation Officer and the FRB determine the applicant is fully qualified. 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 Warrant Officer recruiting website).
- b. Former Officers and Warrant Officers, including Officers of other uniformed services who have been determined qualified for appointment by proper authority.
- c. Graduates of WOCS.
- d. 09W high school to flight school applicants for aviator positions.
- e. Individuals deemed eligible for direct appointment. Direct appointments are not authorized for aviation positions.

2-7. Eligibility Criteria

Applicants 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 the FRB for appointment.

a. Assignment. A Warrant Officer must be assigned to a Warrant Officer position in a federally recognized unit of the ARNG.

b. Age. Applicants for technical specialties must be at least 18 years of age and less than 46 years of age on the effective date of initial appointment to WO1. 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, but less than 33 years of age at the convening of the FRB.

(1) An applicant eligible for appointment to the grade of CW2 must not have reached age 48 as of date of appointment (see provisions in paragraph 2-10b or 2-10c).

(2) Commissioned Officers (current and former) who meet the requirement to be appointed as a W2 without further training when certified by the DA MOS proponent, provided they have met all the previous requirements per AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army), must be able to complete three years as a Warrant Officer prior to reaching age 60. Commissioned Officers required by the DA MOS proponent to attend WOBC must be able to complete five years as a Warrant Officer prior to reaching age 60.

(3) 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.

d. Personnel and Classification Testing minimum test scores.

(1) An applicant must have a General Technical aptitude area score of 110 or higher.

(2) If applying for an aviator MOS, the applicant must achieve a score of 40 or higher on the Selection Instrument for Flight Training.

e. Education.

(1) Be a high school graduate or equivalent.

(2) Meet any additional DA MOS proponent requirements.

(3) Successfully complete all phases of the WOCS within two years of appointment as a Warrant Officer Candidate, except as indicated in paragraph 2-10b.

(4) Complete the appropriate WOBC or certification by the DA MOS proponent for classification in the appointment MOS within two years from the date of appointment as a WO1.

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

g. Leadership. An applicant must possess outstanding potential, military experience, leadership abilities, and/or education qualification that are clearly documented. Such qualifications may be evaluated in terms of the applicant's background and experience.

h. Standards of Medical Fitness. Physical standards for appointment as a Warrant Officer are prescribed in AR 40-501 and any applicable policies. An application for original appointment must hold an acceptable medical examination concluded within two years prior to date of appointment.

i. Security.

(1) An interim secret or top-secret security clearance is required for predetermination packet submission. Applicants may appear before the FRB and attend WOCS with an interim security clearance. A valid final security clearance is required for appointment.

(2) DA Pam 611-21 (Military Occupational Classification and Structure) may require applicants to undergo a security investigation or hold status above the standard secret clearance.

(3) As an exception, prior service Warrant Officers may be reappointed prior to completion of a National Agency Check/DoD National Agency Check Plus Written Inquiries (National Agency Check (NAC)/DoD National Agency Check and Inquiries (DNACI)) provided that the NAC/DNACI is initiated at the time an application for

appointment is submitted and the prior service Warrant Officer agrees in writing that if the results of the investigation are unfavorable, then the Warrant Officer will be discharged. Waivers or exceptions of this requirement will not be granted.

j. Each DA MOS proponent sets its MOS prerequisites and requirements specific to the MOS.

2-8. Predetermination

a. DA MOS proponent certification is required for MOS classification of technical service Warrant Officers. Applicants for Initial Entry Rotary Wing training are exempt from the DA proponent predetermination requirements. All other requirements of this regulation are applicable to applicants for Initial Entry Rotary Wing training. All applicants must submit a predetermination packet through the State WOSM, State CCWO, and through ARNG HRR-AC to the specific predetermination authority to request 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 serve to ensure the applicant's eligibility to enter the appropriate WOBC upon completion of WOCS and appointment as a WO1.

c. The State Army Aviation Officer screens applications for aviation positions to ensure compliance with AR 611-110 (Selection and Training of Army Aviation Officers), NGR 611-110 (Selection and Training of Army Aviation Officers), and this regulation.

d. Soldiers who complete WOCS and are not appointed within five years from WOCS completion, unless the DA MOS proponent predetermination prescribed a shorter timeframe, can be appointed later for the same MOS as approved on the DA MOS proponent predetermination if the Soldier remained in the enlisted MOS that supported the approved Warrant Officer MOS.

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 for all Warrant Officer MOSs and prerequisites. These general criteria represent the occupational demands imposed upon the Warrant Officers for each MOS. The applicant's request for a technical qualification determination must be submitted using the ARNG predetermination checklist published by ARNG-HRR.

f. Applicants may submit a request for waivers of mandatory prerequisites (e.g., military or supervisory experience, Noncommissioned Officer Education System courses, etc.) as part of the predetermination packet. If a waiver request is included, the CCWO must notate the waiver request in the CCWO's letter of recommendation and provide appropriate justification.

g. Unless otherwise specified, the DA MOS proponent approval will remain valid for 24 months. If an applicant does not appoint as a WOC during the specified period, the State must gain a new predetermination prior to appointment to WOC.

2-9. Original Appointment Process

The State must receive an approved predetermination of the applicant's qualification to enter the DA MOS proponent certification course 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.

a. Initial MOS classification occurs upon completion of this three-event appointment process.

(1) FRB selects the applicant to appoint as a WOC. Unless otherwise specified in the DA MOS proponent predetermination approval memo, this step must be completed within two years of the proponent memo.

(2) Satisfactory completion of all phases of WOCS within two years of appointment as a WOC.

(3) Upon appointment as a WO1, Warrant Officers are required to complete the appropriate WOBC as required by the DA MOS proponent within two years. See Chapter 7 of this publication for more details on military education requirements and consequences for failing to meet prescribed timelines.

b. The FRB determines whether an 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. This is documented on NGB Form 89 (Proceedings of a Federal Recognition Examining Board). With the exception of issues pertaining 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.

(1) Current or former Commissioned Officers and Warrant Officers are not required to gain WOCS equivalency. MOS proponent approval for entry into the applicable MOS certification course must be received prior to appointment.

(2) Applicants who successfully complete WOCS or another commissioning course and have not been

appointed or commissioned at the time of completion are not required to repeat WOCS for appointment. The DA MOS proponent's approval for entry into an applicable MOS certification course for these applicants must be received prior to being examined by the FRB.

(3) Applicants on an Enlisted Promotion System list at the time of entry into the resident portion of an officer-producing course are removed from the Enlisted Promotion System list and will be reconsidered via Enlisted Promotion System if appointment is not accepted.

2-10. Appointment Grade

Original appointment will be as a WO1, except in these cases.

a. Former Warrant Officers may be appointed in their previously highest held warrant officer grade if they are fully qualified in the requested MOS or being determined to be qualified (see paragraph 2-8). The applicable DA MOS proponent makes such determination 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 grade of captain or above may be appointed to CW2 if the DA MOS proponent has determined no further training is required. The term "active status" is defined as military service completed in any status other than Inactive National Guard or in the Retired Reserve. Any requirement to complete WOBC is determined by the applicable DA MOS proponent.

(2) Who are predetermined to become qualified only for entry into the warrant officer training program (i.e., they must attend a WOBC), will be initially appointed in the grade of WO1. Prior commissioned officers may be considered for promotion to the grade of CW2 when certified that no further training is required by DA MOS proponent.

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

(1) Enlisted applicants in the grade of E8 or E9 who are certified by the DA MOS proponent prior to the date of initial appointment (i.e., attendance at WOBC is not required) may be appointed in the grade of CW2 upon completion of WOCS.

(2) Enlisted applicants in the grade of E8 or E9 who are eligible for DA MOS proponent training may be promoted to CW2 upon completion of WOBC. Equivalent credit for WOCS may be granted if the applicant satisfactorily completed an Officer Candidate School 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, as 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 promoted to CW2 effective the day after graduation." The effective date will be no earlier than the day following graduation. Before a Soldier's promotion to CW2 can be submitted, the Soldier's appointment to WO1 must be published. While the effective date will be the day after graduation, there will be administrative processing time.

d. Enlisted applicants in the grade of E7 with a minimum of two years' time in grade on the day before appointment to WO1 may be appointed to WO1 upon completion of WOCS, and upon completion of WOBC may be promoted to CW2. The effective date is no earlier than the day after graduation.

e. Special Forces noncommissioned officers in the grade of E7 with a minimum of two years' time in grade or E8 or E9 upon graduation from WOCS may be appointed directly to the grade of CW2 effective the day following graduation of the Special Forces Warrant Officer Technical and Tactical Certification Course (SFWOTTCC). The effective date will be no earlier than the day following graduation of SFWOTTCC. If an applicant completes phase 1 of SFWOTTCC, the applicant will receive course credit for WOCS.

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 DA Pam 601-6 (Warrant Officer Procurement Program).

b. Once determined qualified by a DA MOS proponent to enter the WOES and by FRB, applicants may be appointed as a WOC. Applicants appointed as WOC, to include those serving in Active Guard Reserve (AGR) status, will remove any other grade insignia from uniforms and wear the WOC insignia. WOC insignia will be removed, and designation is automatically terminated upon:

(1) graduation from WOCS;

(2) dismissal from WOCS when the school commandant does not recommend re-admittance to WOCS; or

(3) failure to complete WOCS within two years from the date of appointment or re-appointment as a WOC.

c. Upon termination of WOC status, applicants will revert to and wear the enlisted grade insignia for the grade held prior to appointment as a WOC. A new FRB action and DA MOS proponent approval (if applicable) is required prior to any re-appointment as a WOC.

d. WOCs who have not attained the enlisted grade of sergeant as of the date travel to WOCS begins (usually aviation candidates) must be administratively promoted to grade of sergeant under the provisions of AR 600-8-19 (Enlisted Promotions and Reductions). Standard Name Line on orders published ordering a candidate to WOCS must reflect the grade of at least sergeant.

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

2-14. Persons Ineligible for Federal Recognition

- a. Applicants who have engaged in activities deemed subversive or disloyal to the U.S. Government as defined in AR 380-67.
- b. Applicants 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. Applicants refusing to completely answer any pertinent question of conduct described in AR 380-67 during an official investigation, interrogation, or examination conducted for the purpose of ascertaining the existence or extent of conduct described in that regulation.
- d. Applicants who are currently serving probation resulting from a conviction by any type of military or civil court.
- e. Applicants who are presently declare themselves conscientious objectors per AR 600-43 (Conscientious Objection).
- f. Applicants 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. A Soldier who was previously granted a waiver to re-enlist can be considered for an exception to policy (ETP) to appoint on a case-by-case basis. Requests for these ETPs will be submitted to ARNG-HRR for approval.
 - (3) Resignation in lieu of court-martial, elimination for any form of corrective or disciplinary action, or for the good of the service.
 - (4) Warrant Officers twice not selected for promotion by a Reserve selection board.
 - (5) 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.
 - (6) 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. Reserve commissioned officers (not including Warrant Officers) who are members of a Retired Reserve and who are eligible for or have been retired under 10 USC 7311 (Twenty years or more: regular or reserve Commissioned Officers) (not including Warrant Officers) unless prior approval has been granted by the Secretary of the Army per AR 140-10 (Assignment, Attachments, Details, and Transfers).
- h. Enlisted applicants retired under 10 USC 3914 (Twenty to thirty years: enlisted members).
- i. Commissioned officers of the U.S. Armed Forces separated due to length of service, time in grade, or age.
- j. Commissioned officers, Warrant Officers, and enlisted applicants 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 Regular Army officers who have been denied appointment in the U.S. Army Reserve per AR 135-100.
- l. Commissioned officers who are within 90 days of their mandatory removal date (MRD). Completed packets requesting to convert to warrant officer require approval of waiver prior to appointment and 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 grade of major, lieutenant colonel, colonel or brigadier general) are ineligible for appointment.
- m. Applicants denied retired pay or annuities under the Hiss Act (5 USC 8312).
- n. Applicants who are in the military service of a foreign government or who are employed by a foreign government.

- o. Applicants processed for separation due to alcohol-related misconduct IAW AR 600-85 (Army Substance Abuse Program).
- p. Applicants with unauthorized tattoos per AR 670-1.
- q. 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.
- r. Current and former commissioned officers of the U.S. Armed Forces who have attained 20 years of service creditable for retired pay eligibility and who are determined not qualified for an MOS without further training by DA MOS proponent. See paragraph 2-15 i.

2-15. Persons Ineligible for Federal Recognition Unless Waiver is Granted

Except as stated below, waiver authority resides at the NGB or higher level. Requests will be forwarded to ARNG-HRH-T. The Personnel Policy Division exercises waiver authority on behalf of CNGB and further processes requests as necessary (see paragraph 2-16).

- a. Former conscientious objectors. A former conscientious objector is 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).
 - (1) Applicants who have been adjudged youthful offenders or have a record of misdemeanor conviction(s) of any type, either civil or military, including traffic violations involving a fine or forfeiture of \$500 or more, excluding court costs and fees require a suitability review from ARNG-HRR.
 - (2) TAG is the waiver authority for traffic violations involving a fine or forfeiture of less than \$300 but more than \$100.
 - (3) One or more level 100 traffic violations do not require waiver(s).
 - (4) For waiver request purposes, the term "conviction" means a judgment of guilty or an accepted plea of nolo contendere in a court's records. This applies whether the sentence was imposed, withheld, or suspended. Only successful appeals can reverse a conviction. Other later proceedings (e.g., deleted an initial determination of guilt from court records, completion of a satisfactory probationary period, pardon, expungement, amnesty, etc.) do not erase the conviction. While such later proceedings may recognize rehabilitation or other issues possibly relevant to the waiver decision, they do not change the fact that the offender was convicted of committing a criminal act.
 - (5) Waiver requests for the following offenses will be submitted with the application and evaluated with the NAC:
 - (a) Conviction of a felony under local, federal, or military law.
 - (b) Conviction that resulted in a sentence to hard labor or confinement in prison, stockade, or detention area.
 - (c) Conviction involving moral turpitude.
- c. Applicants previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency will 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. This waiver authority is delegated to TAG.
- d. Applicants who were previously separated from any component of the Army for failure to complete any required military education or course within the timeframe 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 Requirements and Resources System (ATRRS). Applicants 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. A waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. The waiver authority is delegated to TAG. 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. The signed statement must be included with the appointment packet forwarded to NGB for inclusion in iPERMS.
- e. Waivers for exceeding the maximum age may be considered under the conditions stated in paragraph 2-7b (3).
 - f. A Warrant Officer on the active-duty list (ADL) with less than 20 years of active federal service (AFS) and is discharged for being twice non-selected for an ADL promotion or who has resigned in advance of such an impending discharge. No waiver is required if the Soldier has an approved waiver for transfer to the Reserve Components from U.S. Army Human Resources Command (HRC).
 - g. 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/re-appointment 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/re-appointed.
 - h. Commissioned and former commissioned officers of the U.S. Armed Forces non-selected 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 requested MOS without requiring further training.
 - i. A Warrant Officer who is a member of the retired reserve entitled to retired pay may be placed in the Ready

Reserve if the SecArmy makes a special finding that the member's services in the Ready Reserve are indispensable.

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 ARNG-HRH-T (on behalf of 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 memorandum must include evidence of the applicant's military and civilian education, character, civilian employment status, and financial responsibility. Discriminators such as a record of indebtedness, questionable character traits, non-judicial 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 the FRB prior to receiving approval of the requested waiver.

d. Other than those authorized in paragraph 2-15, waivers for disqualifying factors shall only be granted by the SecArmy or designee. All waiver requests will be submitted through command channels and must fully justify the circumstances as being in the best interests 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 to 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 via the 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 in the Medical Action Tracking system (MATS).

g. Waiver requests for Warrant Officers who are on the active duty list (ADL) and have less than 20 years of active federal service (AFS) and have been discharged for being twice non-selected for an ADL promotion must obtain a waiver from HRC.

2-17. Direct Appointment to Warrant Officer

This policy applies to all Soldiers of the ARNG/ARNGUS except Soldiers in rated AV MOSs and SF MOSs. 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 Warrant Officer Candidate School (WOCS). A Soldier shall 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.

a. Headquarters, Department of the Army (HQDA) G-1, serves as the final approving authority for all direct appointments to Warrant Officer. In accordance with AD 2023-02, 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. HQDA G-3 is the decision authority for equivalent credit. A Soldier who is nominated for direct appointment and is not a graduate of the Advanced Leader Course or higher must request an Exception to Policy (ETP) to waive WOCS attendance. This request will be submitted through Officer Policy Branch, Personnel Policy Division (ARNG-HRH-T) to HQDA G-3. Applications and ETPs will be reviewed and determined by HQDA. Other exceptions will be reviewed on a case-by-case basis.

b. The direct appointment packet will be processed by the WOSM through TAG to ARNG-HRH-T in accordance with the Warrant Officer for Direct Appointment Checklist.

c. Requirements for direct appointment are as follows:

(1) TAG recommendation memorandum.

(2) CCWO letter of recommendation.

(3) DA Form 4187 (Personnel Action) requesting WOCS equivalency.

(4) NGB Form 62E and Vacancy Requirement.

(5) Citizenship. Soldier must be a U.S. citizen. Must provide birth certificate or proof of citizenship.

(6) Age. Maximum age for appointment is less than 46 years at federal recognition. Waivers will be considered on a case-by-case basis.

(7) Minimum Grade Requirement. E6 and above. All other grades will be considered on a case-by-case basis.

(8) Test Scores. The Soldier must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB).

(9) Civilian Education. In accordance with MOS proponent requirement.

(10) Military Education. Soldier must be a graduate of Advanced Noncommissioned Officer Education

Course (i.e., Advanced Leadership Course or higher). All others will be considered on a case-by case basis.

(11) Evaluation Reports. Must include a minimum of five years of experience. Three out of five performance evaluations must reflect "exceeds standards" or "most qualified". Civilian performance evaluations may be included.

(12) Army Fitness Test. Soldier must pass a standard Army Fitness Test per AR 350-1 (Army Training and Leader Development), meeting the same standards required for WOCS. Include valid documentation dated within six months of application.

(13) 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. Include valid documentation dated within six months of application.

(14) Medical Standards. Refer to the ARNG Medical Standards for Appointment and Reappointment PPOM.

(15) Security Clearance Verification. Soldier must have a minimum of a secret security clearance on file prior to appointment. This must be verified by the State Security Manager.

(16) WOCS Enrollment History. Soldier will sign a certified statement regarding WOCS enrollment and attendance.

d. 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.

e. Training Requirement. The candidate must complete all phases of WOCS or WOCS-RC within two years of selection. As an exception to this requirement, Soldiers who are graduates of the Advanced Noncommissioned Officer Education (Advanced Leader Course or higher) may request equivalent credit for WOCS or WOCS-RC by submitting a request to ARNG-HRH-T. 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.

f. Grade at Appointment. States will not appoint selectees for direct appointment above the grade of WO1.

g. Attendance at WOBC. Selectees will complete the appropriate WOBC certification per the DA MOS proponent within two years of selection. 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. The Soldier is non-deployable until completion of WOBC and entry-level training directed by the proponent. The Soldier is non-deployable until granted permanent federal recognition from ARNG Personnel Division (ARNG-HRP).

h. Mentor. State CCWOs, in keeping with the DARNG, policy on mentoring, ensure the assignment of a mentor to each direct appointment. 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, grade, unit of assignment, and military education level completed.

i. 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.

j. Pre-determination authority is the DA MOS proponent. All pre-determination packets will be processed by the Warrant Officer Strength Manager (WOSM) through ARNG-HRR to the DA proponent for MOS approval. The pre-determination packet must be approved by the DA MOS proponent before the request for direct appointment is submitted.

k. Unauthorized Direct Appointment. Soldiers who were disenrolled, dropped, or resigned from WOCS and Soldiers who dropped from WOCS with the intention of applying for a direct appointment are not authorized direct appointment.

2-18. Indispensability

Pursuant to 10 USC 10145, the SecArmy granted authority to the DARNG to re-access retired ARNG Warrant Officers to serve short durations of time as needed to address a critical requirement. The DARNG will, at his discretion, and with the recommendation of TAG, identify those MOSs, AOCs, and FAs critical to the ARNG's ability to provide Domestic Support to Civilian Authorities. DARNG is authorized to make findings of indispensability for retired Warrant Officers who currently receive retired pay. This action requires both a request from TAG and a request from the retired Warrant Officer voluntarily requesting transfer from the Retired Reserve to an active status in the Ready Reserve. This eligibility extends to Warrant Officers found in good standing at the time of their retirement from the ARNG. DARNG will consider these requests on a case-by-case basis. This policy is not open to Servicemembers from other components within the Army or other services. This policy is only open to Retired Reserve Warrant Officers.

a. TAG may request findings of indispensability for retired Warrant Officers who currently receive retired pay, and who:

(1) are qualified in the required MOS or AOC, or can become current in time to meet the required critical need,

(2) meet the unique requirements to occupy the position,

(3) are the most capable individual to meet the critical need,

(4) do not exceed statutory mandatory removal date requirements,

- (5) have no derogatory information in their civilian or military record, and
- (6) separated for retirement less than 24 months before the accession, unless a security clearance is not required for the proposed position.
- b. The service utilization of a retired Warrant Officer found indispensable will not exceed one year or go beyond any MRD statutory requirement. The Warrant Officer's retirement points must be recalculated at the conclusion of the indispensability service period, and the Warrant Officer must return to the retired list.
- c. Prior to the State submitting the request, the State must conduct a suitability review and document the background check using DD Form 369.
- d. States submit requests for findings of indispensability to ARNG-HRH-T via IPPS-A CRM.
- e. Because re-accessed individuals will have to make decisions pertaining to pay, the Warrant Officer will discuss pay items with the State's Reserve Pay Office who will then coordinate with DFAS-CL.
- f. Because indispensability is limited to one year, these Warrant Officers are not eligible for promotion consideration.
- g. Gray-area retirees (those not receiving retired pay yet) do not require findings of indispensability. Refer to AR 140-10.

2-19. Appointment of Regular Army Retired Warrant Officers into the Army National Guard

This authority allows States to appoint retired Regular Army Warrant Officers as ARNG Warrant Officers with retention on the U.S. Army Retired List. This authority only applies to Regular Army retired Warrant Officers. For retired reserve component Warrant Officers drawing retired pay, refer to paragraph 2-18 of this regulation.

- a. Required waivers:
 - (1) ARNG-HRH-T waiver of paragraph 2-15i. of this publication.
 - (2) Waiver of pay and allowances as described in AR 637-1 (Army Compensation and Entitlements Policy)
- b. Prior commissioned service credit will be awarded pursuant to 10 USC 572 and DoD 7000.14-R (Financial Management Regulation, Volume 7B).
- c. The Warrant Officer's date of rank for National Guard appointment will be determined by the Warrant Officer's date of original appointment or last promotion. Time in grade will be adjusted based on time spent in an active status or on active service and will be used to determine promotion eligibility date in the ARNG.
- d. A retired Regular Army Warrant Officer who serves in the ARNG may elect to receive non-regular retired pay pursuant to 10 USC 12731 in lieu of regular retired pay after service ends in the ARNG, provided the Warrant Officer meets the criteria in 10 USC 12741.
- e. Dates for mandatory retirement of Regular Army Warrant Officers prescribed by 10 USC 1305 and 10 USC 1164 remain unchanged. A Regular Army Warrant Officer who has at least 30 years of active service as a Warrant Officer shall be retired no later than 60 days after the date on which the Warrant Officer completes that service, except as provided in 5 USC 8301. The calculation of years of active service shall only include years of active service as a Warrant Officer. In accordance with 10 USC 1164, unless retired or separated on or before the expiration of that period, the Warrant Officer shall retire or separate no later than 60 days after the date of becoming 62 years of age. Unless retained by federal recognition order, all Warrant Officers who are not removed from an active status for other reasons must be removed from an active status in the ARNG on the last day of the month in which they attain age 60.
- f. Per AR 637-1 (Army Compensation and Entitlements Policy), Commanders are required to review the Warrant Officer's DA 7894 (Declaration of Retired Pay Benefits Received and Waivers) and/or VA Form 21-8951-2 (Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances) annually. The unit will verify the waiver and upload it into the Warrant Officer's AMHRR.
- g. Retired Regular Army Warrant Officers must meet all federal recognition criteria for appointment in the ARNG. Although a Regular Warrant Officer may start the process prior to release from active duty, they must be released from active duty and placed on the retired list to be eligible for appointment in the ARNG.
- h. Applications for appointment into the ARNG for retired Regular Army Warrant Officers must include a recommendation by the State Command Chief Warrant Officer and approval by TAG of the applicable State.
- i. Retired Regular Army Warrant Officers who continue service in the ARNG incur a two-year reserve service obligation in an active status in the ARNG. The service obligation begins on the effective date the Warrant Officer appoints into the ARNG. The service obligation cannot exceed the Warrant Officer's MRD. TAG has authority to waive the service obligation.
- j. Retired Regular Army Warrant Officers who meet time-in-grade and military education requirements will be considered for promotion in accordance with NGR 600-101. To recompute retired pay at a higher grade, the Warrant Officer must meet time-in-grade requirements at the higher grade in the ARNG.
- k. If the Warrant Officer serves in the ARNG in an active service status (e.g., mobilization, FTNGD-OS, etc.), retired pay will be recomputed as applicable.
- l. Hiring into an AGR position will be in accordance with AR 135-18 (The Active Guard Reserve Program) and NGR 600-5 (The Active Guard Reserve Program, Title 32, Full Time National Guard Duty Management). Those brought into the AGR program, whether permanent or one-time occasional tour (OTOT), will have retired pay stopped and will be placed into the Defense Joint Military Pay System – Active Component (DJMS-AC). Retired pay stops the day before the Warrant Officer returns to active status. Allotments paid from the retired pay account will cease while

in an active-duty status. Those placed into the DJMS-AC can initiate new allotments. This enables those affected Warrant Officers an opportunity to set up allotments to cover items (e.g., Survivor Benefit Plan) that were previously paid through their retired pay allotments.

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 to receive an original appointment in the ARNG. It also provides actions necessary to obtain a re-appointment or transfer from the USAR. The WOSM at the State's recruiting command or administrative personnel familiar with the application process will assist applicants.

- a. For original appointment, an applicant must provide the following:
 - (1) NGB Form 62E. The applicant will retain a copy of this form for their personal record.
 - (2) Documentation to verify aptitude test score(s) as described in paragraph 2-7. This will be entered in the remarks section on NGB Form 62E.
 - (3) Report 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 Foreign Service Form 240 (FS-240 Consular Report of Birth). Applicants may provide additional 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 the Reserve of the Army appointment, promotion letters or memoranda, orders, or other documents that attest to the officer's status in another component, if applicable.
 - (5) Security Clearance. Applicants will review those areas of DA Pam 611-21 applicable to the 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.
- b. Medical. Applicants must successfully undergo an appointment medical examination action described in paragraph 2-7.
- c. Civilian schooling. Provide a copy of the applicant's high school graduation diploma or equivalency certificate. If an applicant 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 necessary for the applicable Warrant Officer MOS. In some cases, an associate degree or a baccalaureate degree may be required.
- d. Military schooling. Applicants must provide evidence of satisfactory completion of Army service school courses. If applicable, applicants must also provide evidence of constructive credit granted for graduation from WOCS, Officer Candidate School, and all Warrant Officer professional development courses successfully completed.
- e. Waivers and exceptions. Approved waivers and exceptions will be obtained prior to the applicant's appearance before the FRB.
- f. Requests for aeronautical aviation orders, if applicable, are as stipulated in AR 600-105 (Aviation Service of Rated Army Officers).
- g. Applicants of other reserve components will provide a copy of the DD Form 368 (Conditional Release). Applicants in the ARNG transferring to another State will provide a copy of the interstate transfer memo.
- h. 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 (e.g., DD Form 214, DD Form 215, etc.).
- i. 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, and other means of reproducing naturalization certificates are authorized by law for official use and will be accepted. These documents can be used as acceptable proof of citizenship:
 - (1) FS-240 Consular Report of Birth Abroad
 - (2) DA-1350 Certification of Report of Birth
 - (3) FS-545 Certification of Birth Abroad
 - (4) N-560 or N-561 Certificate of Citizenship
 - (5) N-550, N-551, or N-570 Certificate of Naturalization
 - (6) U.S. Passport
- j. Verification of a social security number. Each applicant must submit a statement signed by a commissioned officer, commissioned warrant officer, or notary public (see figure 3-3).
- k. Awards. Legible copies of orders and correspondence substantiating any decorations, citations, and commendations earned by the applicant.
- l. 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).

m. A signed statement will be furnished by former conscientious objectors thereby expressing:

- (1) Abandonment of such beliefs as they pertain to their willingness to bear arms,
- (2) Affirmation of their intent to give full and unqualified military service to the United States of America, and
- (3) Affirmation they will not apply for separation for reason of conscientious objection during the period of their contracted agreement.

n. Re-appointment or transfer from USAR. Applicants will include the following documents as applicable and prepared as prescribed for an ARNG appointment:

(1) Documents listed above, as applicable.

(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 appointment, a DD Form 368 will be prepared and endorsed to the commander of HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122. This action will inform HRC of the Warrant 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 Army Military Human Resources Record (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, a DD Form 368 (Request for Conditional Release) will be prepared and endorsed to the commander of HRC in accordance with DoDI 1300.04 (Inter-Service and Inter-Component Transfers of Service Members). A copy of the DD Form 368 will be included with the application for federal recognition.

3-2. Actions required by immediate commander or coordinated by the Warrant Officer Strength Manager

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

- a. Review applications for completeness and determine the applicant's administrative eligibility to apply for the desired personnel action.
- b. Return the application to the applicant if it does not meet the basic administrative prerequisites for appointment and give reasons for rejection.
- c. Complete the first endorsement portion of the NGB Form 62E if the application appears to be complete. Commanders will include appropriate remarks regarding the position vacancy to be filled.
- d. Retain and file a copy of NGB Form 62E, as required.
- e. Forward the application with appropriate recommendation through any intermediate commanders to the State's TAG (ATTN: MILPO).

3-3. Actions required by the Office of the State G-1 or CCWO on behalf of TAG

All requests for federal recognition actions will be submitted electronically to ARNG-HRP. TAG or TAG's designated representative will:

- a. Review applications and allied papers for
 - (1) Completeness and accuracy to include verification of prior National Guard service,
 - (2) Qualifications and standards for the requested personnel action,
 - (3) Existence of the appropriate position vacancy or available temporary billet (templet) and assignment policies 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 (Oaths of Office). 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 grades 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) Forward the endorsed application (i.e., NGB Form 62E with additional papers prescribed by this chapter and as listed in appendix B) 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 vacating 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 attesting to their qualifications and past performance.

3-4. Personnel actions that require FRB action

- a. Original appointment.
- b. Re-appointment.
- c. Promotions to CW3, CW4, and CW5.

3-5. Personnel actions that do not require FRB action

- a. Appointment of Army Reserve Warrant Officers in the same grade.
- b. MOS redesignation. States may process an MOS redesignation if no further training is needed and in accordance with DA Pam 611-21 and other DA directives. When awarding an MOS previously held by a technical (non-aviation) Warrant Officer, the source document is the copy of the federal recognition order previously awarding the MOS. If further training is required, the new MOS order will not be published until the required training has been completed per the proponent predetermination. States will verify completion of required training and update personnel systems. Note predetermination requirements remain unchanged.
- c. Transfer of ARNG Warrant Officers between States in the same grade.
- d. Transfer of a Warrant Officer from the USAR IRR in an MOS designated as the Warrant Officer's primary MOS or additional MOS.
- e. Award of new aviation MOS if the rated Warrant Officer aviator has 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 fulfillment of training requirements necessary to award of the new MOS. Acceptable source documents include orders, certified DA Form 759 (Individual Flight Record and Flight Crew Certificate), DA Form 1059 (Service School Academic Evaluation Report), or DD Form 214 (Certificate of Uniformed Service) or DD Form 215 (Correction to DD Form 214).
- f. Award of an SQI, ASI, or LIC (see paragraph 6-6).
- g. When a technical Warrant Officer MOS award or redesignation is approved by a DA MOS proponent via Service School Academic Evaluation Report (DA Form 1059).
- h. Promotion to CW2. The effective date for promotion to CW2 is 24 months from the date of original appointment if the Warrant Officer is fully qualified and recommended for promotion. The NGB Form 78 (Recommendation for Promotion to 1LT/CW2) should be submitted to ARNG-HRP, no earlier than 120 days prior to the eligibility date.

3-6. Procedures required by the FRB

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

3-7. Application process at CNGB

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

<p>"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 an SBI/BI/NAC/ENTNAC. The (JPAS) personnel summary clearance is on file in the Soldier's/applicant's AMHRR."</p> <p>Date investigation completed: _____ Date final clearance granted: _____</p>	
<p>_____ (Records Custodian Signature) _____ (Records Custodian Name)</p>	<p>_____ (Date Signed)</p>

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 10 USC 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:____(Institution)____stating that____(Name)____has acquired____college semester hours and/or a____or equivalent degree. A certified copy of these transcripts is attached herewith.

(Authorized Official) (Date)

Figure 3-5. Certification of College Transcript

Chapter 4

Assignment, Reassignment, Retention, and Transfer Actions

4-1. General

The assignment, re-assignment, retention, and utilization of Warrant Officers of the ARNG are a function of the State concerned. The State's TAG and personnel managers must follow management principles of the appropriate State's laws and with Army and National Guard regulations, MOS assignment criteria, and the needs of the Army.

4-2. Order to Active Duty

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 Regular Army or under various provisions of law.

a. Assignments. A Warrant Officer of the ARNG who under provisions of Title 10 United States Code is ordered to active duty in the Active Guard and Reserve Program or mobilized for a period of more than six months will be transferred to an appropriate templet for the period of such active duty. Upon release from active duty, the Warrant Officer may continue to be carried in the templet for a period not to exceed six months. As an exception, Warrant Officers who are in a medical hold status from a deployment may be continued in the templet until conclusion of the medical hold status.

b. Disposition of Warrant Officers. Upon the conclusion of the six-month period after separation from federal active duty, Warrant Officers who have not been assigned to a Modified Table of Organization and Equipment (MTOE) position, Table of Distribution and Allowances (TDA) position, or authorized templet 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 should be 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. Except where current Warrant Officer over-strength policy and temporary table of distribution and allowances (TTDA) policy allow, 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 of the applicable position or that they are eligible for entry into the appropriate WOES and can qualify for certification within two years of assignment.

b. Positions coded XZ can be filled by a Warrant Officer or Commissioned Officer. Reference the IPPS-A help function to gain instructions on how to process the assignment of a Warrant Officer to an XZ position that is showing on the document as a Commissioned Officer position. States considering creating W5 positions must request an exception to policy (ETP) through ARNG HRH. The State must have the approved ETP prior to federal recognition board consideration for promotion of the Warrant Officer. XZ positions are not authorized to be utilized as an accession tool to create Warrant Officer MOSs that the State is not authorized.

(1) O3 (captain) XZ coded positions may be filled by a W-2 or W-3. The maximum Warrant Officer promotion grade for this position is W4.

(2) O4 (major) XZ coded positions may be filled by a W-3 or W-4. The maximum Warrant Officer promotion grade for this position is W4.

(3) O5 (lieutenant colonel) XZ coded positions may be filled by a W-4 or W-5. The maximum Warrant Officer promotion grade for this position is W4 unless ARNG-HRH approves an ETP for this purpose. The State must have an approved ETP prior to federal recognition board consideration for promotion of the Warrant Officer.

c. Aviation Warrant Officers. For assignment to a rated aviation position and to remain so assigned or considered for promotion in an aviation position:

(1) A Warrant Officer must be qualified as an Army aviator, or

(2) If the Warrant Officer is not qualified for the position, the Warrant Officer must become qualified within two years of appointment as a Warrant Officer.

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

e. Technical Warrant Officers should serve in Warrant Officer positions according to the grade coding on the MTOE or TDA. The WOES provides Warrant Officers with performance-based certification and qualification training. WOES trains and develops Warrant Officers for progressively difficult and complex assignments. It is recommended that Warrant Officers be assigned accordingly within the grade structure of MTOE or TDA while factoring in promotion potential. For assignment limitations of Warrant Officers in the grade of CW5, see paragraph 4-4d.

f. Rated aviation Warrant Officers whose flight status is withdrawn will not be considered for assignment outside of aviation specialties unless determined qualified by a DA MOS proponent for reclassification into a technical specialty. Approval must be obtained prior to re-assignment action.

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

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

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

h. Each year, TAGs will review the progress of DA MOS proponent certification training of Warrant Officers assigned under this paragraph to ensure completion within the specified timeframe.

i. Warrant Officers failing to obtain DA MOS proponent certification within the specified timeframe will have their State appointment terminated unless a new proponent certification is obtained. See Chapter 10 for withdrawal of federal recognition actions.

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 and Reassignments

a. Pursuant to inter-agency agreements between the Peace Corps and the intelligence community, former Peace Corps employees shall not be assigned duties in the military intelligence field.

b. Applicants 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. A CW5 cannot be transferred, assigned, or re-assigned to a position that is not MTOE/TDA grade coded as CW5. Requests for exception to policy to transfer, assign, or re-assign a CW5 to a position grade coded other than CW5 must be submitted to ARNG-HRH for determination prior to the assignment action. The request for exception to policy must be fully justified to include supporting documentation and identify the new unit, paragraph/line, MOS, and grade of the position of assignment. 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 the dates for the mobilization. These ETP requests must be staffed through the State's JFHQ and State CCWO. These ETPs are not applicable to the Deployment Manning Document (DMD).

d. 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 re-assigned to this position immediately upon release from active duty (REFRAD).

4-5. Assignment of WOC

This policy does not apply to personnel on active duty, an AGR tour, or full-time National Guard duty under Title 10 or Title 32, 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 Program).

a. Upon DA MOS proponent's determination that the applicant is technically qualified to enter certification training and the FRB found the applicant meets all appointment criteria, 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 the primary MOS and duty MOS for reporting and identifying enlisted Soldiers appointed as WOCs in accordance with 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) Appropriate templet.

(3) Remain in current enlisted position until successful completion of WOCS and appointed as a Warrant Officer.

c. Pursuant to 10 USC 671, WOCs are non-deployable until completion of entry-level training directed by the proponent and completion of WOBC.

d. 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.

e. Special MOS reporting code 09W00 will be withdrawn for those WOCs who fail to complete the training required for appointment as a Warrant Officer within two years of appointment as a WOC. The Soldier will be re-designated 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 twelve months for the purpose of locating a position per NGR 600- 200 (Enlisted Personnel Management).

4-6. Temporary Table of Distribution and Allowances

Use of temporary table of distribution and allowances (TDA) positions maximizes the ability of the ARNG to field fully ready, mission-capable units for contingency operations whenever called upon by the national command authority or appropriate State, Territories, or District of Columbia authorities and provides flexibility in managing manpower to

enhance unit readiness. Assignment to a temporary TDA position must not exceed one year, except for warrant officers who are attending a school or course that is longer than one year. Temporary TDA positions must remain within the cumulative end strength ceiling as established by the DARNG. If the State determines the temporary TDA position is needed for a longer period, the State must submit a request for an extension to ARNG-HRH-T.

a. Permissible uses: Generally, temporary TDA positions for Warrant Officers in the grades of W3-W5 are not granted except for the following:

(1) Medically non-available Warrant Officers for whom final resolution is reasonably assured and defined.

(a) Warrant Officers pending Disability Evaluation System (DES) processing, but only after the Warrant Officer is found unfit for further service.

(b) Warrant Officers not selected for retention by a Selective Retention Board (SRB) who are retained beyond the normal separation date due to medical processing.

(2) Medically non-available Warrant Officers assigned to the Soldier Recovery Unit (SRU).

b. Non-Permissible uses:

(1) Contingency Operations. Warrant Officers ordered to active duty related to contingency operations with units or headquarters that do not belong to the Warrant Officer's State of affiliation will not be authorized a temporary TDA position.

(2) Pending Retirements. No temporary TDA is authorized for pending retirements. Warrant Officers pending retirement may be placed into a standard excess templet in accordance with paragraph 4-7.

(3) Aviation Warrant Officers attending flight school. Aviation Warrant Officers attending flight school must remain in a flight-coded position for the duration of flight school.

c. Limitations. Unless assigned to a Soldier Recovery Unit, Warrant Officers will not be involuntarily assigned to a temporary TDA position. Because of the risk of involuntary separation, written notification and counseling will be made to the Warrant Officer when such a transfer is executed.

d. Duration. Temporary TDA positions requests are adjudicated by ARNG-HRH, and if approved, will be for a specified period. Unless otherwise stated the position will remain valid for the duration of the mission or requirement for which it was requested, plus an additional 90 days. The expiration will be stated in the approval letter. Warrant Officers not assigned to a valid MTOE or TDA position of the appropriate grade by the expiration date are involuntarily separated.

e. Promotion. ARNG promotions must be executed only against a valid vacancy in a federally recognized unit in accordance with applicable policy. Warrant Officers will not be promoted while assigned to a temporary TDA position. The only exception is Warrant Officers who are assigned to the SRU, whether voluntarily or involuntarily transferred into a temporary TDA position, will continue to remain eligible for promotion.

f. State G-1s will submit requests for Warrant Officer temporary TDA positions to ARNG-HRH-T. ARNG-HRH-T is the decision authority for these requests. The State OPM will coordinate follow-on actions with ARNG-HRI.

4-7. Over-Strength Policy

The over-strength policy is intended to increase flexibility of prioritized and operational demand units to attain required personnel readiness levels necessary to achieve assigned missions. The over-strength policy applies to the force pools (urgent, rotational, and essential units) defined in the ARNG Annual Base Operational Guidance. Over-strength positions must remain within the cumulative end strength ceiling as established by the DARNG. Over-strength policy is not applicable to AGR Warrant Officers, dual-status military technicians, or the directed force pool. States implement the over-strength policy by assigning personnel to standard excess temporary billets (templets).

a. Rated Aviation Warrant Officers. The maximum authorized over-strength manning level for aviation Warrant Officer positions is 125 percent. This maximum manning level of 125 percent is regardless of force pool and Warrant Officer positions in the essential unit force pool coded W2. This over-strength manning is applicable only at the AA level and includes the aggregate of all Warrant Officers in the grades of W1 and W2. Warrant Officers attending flight school must be in a flight-coded position.

b. Technical Warrant Officers. Technical Warrant Officers in the grades of W1 and W2 will not exceed 200 percent of the authorized W2 coded paragraph/line positions on the Modified Table of Organization and Equipment (MTOE). These Warrant Officer assignments must be for first time appointees and must not exceed the grade of W2. Warrant Officers appointed in an over-strength status must comply with appointment and assignment procedures indicated in Chapters 2 and 4 of this regulation. Non-rated aviation Warrant Officers (i.e., 150A, 150U, and 151A) fall into this category.

c. Except in cases when an approved retirement is pending, only Warrant Officers in the grades of W1 and W2 may be assigned to a standard excess templet. The intent of this policy is to identify replacements for those senior Warrant Officers scheduled for retirement, reassignment, or separation, and to allow these individuals to serve as mentors for their replacements.

d. Warrant Officers are to be originally appointed as W1. As an exception, if the DA MOS proponent approved appointment to W2, then the State may award original appointment to W2 in an over-strength status.

e. Due to the statutory and regulatory provisions governing Warrant Officer federal recognition, Warrant Officers assigned to a templet are not eligible for promotion unless the assignment is due to inactivation or reorganization. If the Warrant Officer is in a templet due to inactivation or reorganization and the Warrant Officer meets the education

requirements of the previous MOS, those Warrant Officers are considered MOS qualified for promotion purposes for a period of one year from the effective date of the reorganization or inactivation. Over-strength Warrant Officers must be assigned to the first available vacant position within their MOS.

f. States must manage the total Warrant Officer population within their State. They may not use this authority to manipulate the promotion system by "rotating" Warrant Officers through templates for the sole purpose of accelerating promotions. Such actions have an adverse impact on personnel readiness of units by increasing Warrant Officer turbulence.

4-8. 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 1164 (Warrant Officer; Separation for Age). AR 135-32 (Retention in an Active Status After Qualification for Retired Pay) provides criteria and procedures for requesting retention. Paragraph 4-9 of this regulation provides supplemental guidance on the process.

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 personnel undergoing physical disability evaluation (Disability Evaluation System) 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. Per 10 USC 1164, a warrant officer may be retained for not more than four months beyond age 62 and 60 days to complete physical disability evaluation.

e. If requested by the Warrant Officer and per AR 600-8-24, Title 10 AGR Warrant Officers with 18 years or more but less than 20 years active service when reaching age 60 may be retained by the CNGB until reaching 20 years of active federal service unless the Secretary of the Army or designee approves an earlier release from active duty; or if the Warrant Officer is retired or released from active duty under another provision of law or regulation; or if the Warrant Officer voluntarily requests release from active duty (10 USC 12646).

f. If requested by the Warrant Officer and in accordance with AR 135-175, Title 32 AGR Warrant Officers with 18 years or more but less than 20 years active federal service when reaching age 60 may be retained by the Secretary of the Army until reaching 20 years of active federal service unless the Secretary of the Army or designee approves an earlier release from active duty; or if the Warrant Officer is retired or released from active duty under another provision of law or regulation; or if the Warrant Officer voluntarily requests release from active duty (10 USC 12646).

g. If a Warrant Officer desires retention beyond age 60, the Warrant Officer is required to submit a request for their retention not to exceed 62 years and 60 days of age.

4-9. Retention Criteria

a. To be retained, the MOS of the requesting Warrant Officer must have an 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 Warrant 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. To be retained to complete the disability evaluation system process, 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.

4-10. Retention Procedures

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

b. An application from the Warrant Officer must be in memorandum format and sent through, and endorsed by, their chain of command (including parent TAG for T10 AGR Warrant Officers) to arrive at ARNG-HRH not later than six months before the Warrant Officer's 60th birthday. The request for retention must include the following:

(1) A statement that retention is requested under the provisions of 10 USC 12308 (Retention after becoming qualified for retired pay), 10 USC 1164 (Warrant officers: separation for age), and this regulation.

(2) Documentation verifying that the Warrant Officer is fully qualified in the primary MOS and duty MOS in which retention is requested.

(3) Documentation of current Army body composition program results and identification of any existing medical conditions for which the officer is receiving treatment.

(4) A statement signed by the Warrant Officer that they have not applied for or been granted retired pay. If the Warrant Officer has applied 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 and ensures orders placing the individual on the retired list have not been published.

(5) A recommendation from the appropriate commander on whether retention of this officer is in the best

interest of the ARNG and whether retention is required to satisfy a current mobilization requirement in the Warrant Officer's MOS.

(6) DA 5016 Chronological Statement of Retirement Points

c. All requests for retention beyond age 60 must include a recommendation and endorsement from the State CCWO and TAG. The State will forward requests to ARNG-HRH-T. ARNG-HRH-T will review and coordinate with appropriate ARNG G-staff, ARNG-HCM-PSB and the ARNG CCWO (T10 refer to AR 135-18). ARNG-HRH-T will provide final determination on behalf of CNGB. Upon approval, a federal recognition order granting retention will be published.

4-11. Retention Procedures for Physical Disability Evaluation

a. The separation or discharge of a Warrant Officer may be deferred if the Warrant Officer has been referred for physical disability evaluation and the disability evaluation system process cannot be completed before the date the Warrant Officer is required to be separated or discharged.

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, and must include the items listed in the appropriate checklist provided by ARNG-HRH-T. The decision authority must make each of the following determinations before granting approval:

(1) That the evaluation of the Warrant Officer's physical condition requires medical observation via the MEB or 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 Warrant Officer's established date for separation or discharge.

c. The State will file the final determination in iPERMS.

4-12. Transfer to an ARNG of another State

To request a transfer to another State, the Warrant Officer will submit a personnel action request (PAR) through IPPS-A to initiate a request for transfer to another State. If approved, the losing State will process the PAR per the IPPS-A User Manual. Once approved, the transfer order (order format 465) will be published through processing in IPPS-A.

a. The losing State will take the following actions:

(1) Notify the Warrant Officer by a memorandum (see figure 4-2). Enclosures to the memorandum will include a copy of the STP, IMR, and DA 5016. Every attempt must be made to ensure each line of data on the DA 5016 has been verified.

(2) Provide the gaining State with the losing State's Military Personnel Office (MILPO) point of contact.

(3) Notify the gaining State of the warrant officer's departure in IPPS-A.

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

(5) NGB Form 22 (Report of Separation and Record of Service) is not required unless the Warrant Officer separates from the ARNG. for transfers to another State.

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

b. The gaining State will take the following actions —

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

(2) Within 30 days, but no later than the expiration date of the conditional release/interstatetransfer memo, 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 effective date will be the same date the Warrant Officer executes the oaths of office (NGB Form 337) when the gaining State appointed the qualified Warrant Officer.

(5) Forward the applicable documents indicated in Appendix B to ARNG-HRP.

c. 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. DD 214-1 will be issued to the qualified Warrant Officer for the service performed in the ARNG of the State prior to separation.

PERSONNEL ACTION																						
For use of this form, see AR 600-8; the proponent is the DCS, G-1.																						
PRIVACY ACT STATEMENT																						
<p>AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; AR 600-8, Military Human Resources Management; this form is subject to the Privacy Act of 1974.</p> <p>PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers outside of IPPS-A in accordance with AR 600-8. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies. See the System of Records Notice DoD 0020 Military Human Resource Records, https://dpcld.defense.gov/Privacy/SORNsIndex/DODWide-Notices/DOD-Wide-Article-List/</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE: Voluntary, however, failure to provide pertinent information may result in a delay in processing the request for personnel action.</p>																						
SECTION I - PERSONAL IDENTIFICATION																						
<p>1. THRU (Include ZIP Code)</p> <p>Losing State TAG's address</p>	<p>2. TO (Include ZIP Code)</p> <p>Gaining State TAG's address</p>	<p>3. FROM (Include ZIP Code)</p> <p>Losing State Officer Personnel Manager's address</p>																				
<p>4. NAME (Last, First, MI)</p>	<p>5. GRADE OR RANK / PMOS / AOC</p>	<p>6. DOD ID NUMBER</p>																				
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)																						
<p>7. The above Soldier's duty status is changed from <u>N/A</u> to _____ effective _____ hours, _____</p>																						
SECTION III - REQUEST FOR PERSONNEL ACTION																						
<p>8. I request the following action: (Check as appropriate)</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Service School (Enlisted only)</td> <td><input type="checkbox"/> Special Forces Training / Assignment</td> <td><input type="checkbox"/> Identification Card</td> </tr> <tr> <td><input type="checkbox"/> ROTC or Reserve Component Duty</td> <td><input type="checkbox"/> On-the-Job Training (Enlisted only)</td> <td><input type="checkbox"/> Identification Tags</td> </tr> <tr> <td><input type="checkbox"/> Volunteering For Oversea Service</td> <td><input type="checkbox"/> Retesting in Army Personnel Tests</td> <td><input type="checkbox"/> Separate Rations</td> </tr> <tr> <td><input type="checkbox"/> Ranger Training</td> <td><input type="checkbox"/> Reassignment Married Army Couples</td> <td><input type="checkbox"/> Leave - Excess / Advance / Outside CONUS</td> </tr> <tr> <td><input type="checkbox"/> Reassignment Extreme Family Problems</td> <td><input type="checkbox"/> Reclassification</td> <td><input type="checkbox"/> Change of Name / SSN / DOB</td> </tr> <tr> <td><input type="checkbox"/> Exchange Reassignment (Enlisted only)</td> <td><input type="checkbox"/> Officer Candidate School</td> <td rowspan="2"><input type="checkbox"/> Other (Specify):</td> </tr> <tr> <td><input type="checkbox"/> Airborne Training</td> <td><input type="checkbox"/> Assignment of Personnel with Exceptional Family Members</td> </tr> </table>			<input type="checkbox"/> Service School (Enlisted 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 (Enlisted 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 (Enlisted only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Assignment of Personnel with Exceptional Family Members
<input type="checkbox"/> Service School (Enlisted 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 (Enlisted 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 (Enlisted only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify):																				
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Assignment of Personnel with Exceptional Family Members																					
<p>9. SIGNATURE OF SOLDIER (When required)</p>	<p>10. DATE (YYYYMMDD)</p>																					
SECTION IV - REMARKS (Applies to Sections II, III, and V)																						
<p>1. I will relocate on or about (date).</p> <p>2. MOS:</p> <p>3. Last OER end date:</p> <p>4. Phone number:</p> <p>5. Current home address:</p> <p>6. Future home address:</p> <p>7. Employer name, address, and phone number (if known):</p> <p>8. I have cleared all government property, individual equipment, and fiscal matters.</p> <p>9. I have been briefed and understand the policy on interstate transfers of Army National Guard officers.</p>																						
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL																						
<p>11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -</p> <p><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</p>																						
<p>12. COMMANDER / AUTHORIZED REPRESENTATIVE</p>	<p>13. SIGNATURE</p>	<p>14. DATE (YYYYMMDD)</p>																				

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

OFFICE SYMBOL

(Date)

MEMORANDUM FOR (Officer's grade, full name and current home address)

SUBJECT: Conditional Release/Interstate Transfer

1. 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.
2. You are responsible for obtaining an assignment within this period of 90-days. You may be considered an unsatisfactory participant if you are not re-appointed by (*insert expiration date of this authorization*) 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.
3. You may get assistance concerning unit vacancies and locations at the nearest Army National Guard armory in your new location or the State MILPO (*enter new State MILPO POC and phone number*). The State MILPO 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 MILPO will notify the undersigned.
4. 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 (*include a telephone number(s) for officer to call*).

(Authority line when used):

Encls

(Official signature block)

1. PIR
2. Soldier Talent Profile
3. DD 2807-1, Report of Medical History
4. DD 2808, Report of Medical Examination
5. DA 5016, Chronological Statement of Retirement Points

Figure 4-2. Sample Conditional Release/Interstate Transfer Memorandum

Chapter 5 Attachments

5-1. General

a. Warrant Officers are normally expected to train for the assigned position. If this is not practical, they may be authorized to train with another unit in an attached status provided such training meets the training standards set forth in NGR 350-1 (Army National Guard 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 Warrant Officer's parent unit commander must initiate the recommendation for promotion.

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, may attach Warrant Officers to a jurisdiction outside their State. This authority shall not be further delegated. Except for personnel assigned as WOCS cadre, any period of attachment will not exceed one year. 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 unit of 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 the published order.

5-3. Administration and Records

The effective date of an attachment can be no earlier than one day after the date of assignment to the parent unit.

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

b. For attachment over 30 days in another State and when agreed upon by both TAGs, the attachment 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 training duty performance. Current NGB directives will direct pay administration for all Soldiers.

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 orders will be processed as directed by TAG and uploaded to iPERMS.

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. This section does not apply to original MOS designations upon appointment in the ARNG. All Warrant Officers must achieve qualification in their MOS, SQI, ASI and LIC, for the positions they are assigned. The appropriate DA MOS proponent establishes qualification requirements as prescribed in DA Pam 611-21 and DA Pam 600-3.

6-2. Authority

Authority for MOS redesignation is derived from the Warrant Officer Management Act and based on 32 USC 307 (Federal Recognition of Officers: Examination; Certificate of Eligibility) and 10 USC 12241.

6-3. General Policy and Procedures for MOS Redesignation

a. Redesignation of an MOS will be accomplished by the appropriate TAG based on the recommendation of the State's Officer Personnel Manager (OPM) and 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. FRB action and federal recognition is not required.

b. Authority for MOS redesignation may be delegated by TAG to the State's OPM at the JFHQ or equivalent level.

c. MOS redesignation will be necessary and should be accomplished only to comply with assignment criteria and career progression.

d. MOS redesignation will normally occur only when:

(1) Redesignation is necessary to achieve MOS compatibility for a military technician position,

- (2) Positions and vacancies within the commuting area for the applicable MOS are limited,
- (3) A change in a Warrant Officer's physical profile restricts the Warrant Officer's continued performance in the original MOS,
- (4) The State CCWO or OPM recommends a change to meet State needs and long-term career development of Warrant Officers,
- (5) A reassignment is caused by unit reorganizations (see paragraph 6-4), or
- (6) No other qualified Warrant Officer is 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.
- 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 the State Army Aviation Officer. Aviation redesignation for a different airframe requires a certification from an Instructor Pilot (IP) that has been favorably endorsed by the State Army 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 or disapprove the request for MOS redesignation action.
- g. Upon TAG approval, the State will issue the MOS redesignation orders. Federal recognition is not required.
- h. The newly awarded MOS will become the primary MOS 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. In cases where a warrant officer's duty position is deleted or duty position MOS changed due to unit reorganization, the Warrant Officer may be assigned to a position with a different duty MOS. Warrant Officers assigned to positions with a duty MOS that differs from the Warrant Officer's MOS must become certified by the DA MOS proponent within two years of assignment in the new MOS. When additional time is required for the purpose of completing DA MOS proponent requirements for MOS qualification, 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 MOS. Affected Warrant Officers without creditable service in the new MOS must submit a request for predetermination through the State MILPO and 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 three months 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 10-2 b (7).

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 a Skill Qualification Identifier (SQI), Additional Skill Identifier (ASI), and Language Identifier Code (LIC)

Upon determination that a Warrant Officer meets all the special requirements of DA Pam 611-21, AR 11-6 (Army Foreign Language Program), and approval of TAG, the State OPM will issue a memorandum to the affected Warrant Officer announcing the award of the SQI/ASI/LIC (see sample format at figure 6-3). A copy of the memorandum will be filed in iPERMS.

(LETTERHEAD)

OFFICE SYMBOL

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Redesignation (or award) of Warrant Officer (enter MOS, SQI, ASI, and/or LIC as applicable)

1. The request for following (enter MOS, SQI, ASI, and/or LIC as applicable) redesignation (or award if appropriate) under the provisions of NGR 600-101 is approved for:

a. Name:

b. DoD ID:

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:

g. 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 Military Occupational Specialty, Special Qualification Identifiers, Additional Skill Identifiers, and/or Language Identification Codes:

h. (MOS, SQI) (Title)

i. (ASI) (Title)

j. (LIC) (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 an additional SQI, ASI, or LIC, please contact the undersigned at your convenience.

(Authority line when used):

2 Encls

(Signature Block)

1. State order

2. NGB Form 89 (if required)

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 (date) be extended to (first, middle last name), (grade), in MOS (first four characters), (title) with assignment to (MTOE/TDA Position and unit designation).

(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. Sample Memorandum for MOS Redesignation
Memo may not be needed. Staffing in personnel systems may suffice.

(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. Per 10 USC 12242, Reserve Warrant Officer promotions are prescribed by regulation. Per AR 135-155, ARNGUS Warrant Officer promotions are prescribed by this regulation and other policies published by NGB. This regulation is the principal publication governing the promotion of ARNG Warrant Officers. 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 either 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. Federal recognition cannot be extended, and the promotion is held in abeyance, if there is a change to the Warrant Officer's eligibility while going through the federal recognition process. When the State promotion is federally recognized, the ARNG Warrant Officer is concurrently promoted as a reserve Warrant Officer of the ARNGUS.

7-2. Promotion Criteria

Warrant Officer promotions to the grade of CW2 are granted automatic federal recognition after obtaining the eligibility requirements of paragraph 7-7, and after approval by the federal government, without regard to vacancy, per 32 USC 310. Promotions to CW3 and higher are not automatic, and those eligible are not entitled to promotion until approved by the appropriate federal authority. Only those Warrant Officers on a list approved by the POTUS or the Secretary of Defense acting on behalf of POTUS are considered "promotable." Promotions are initiated by recommendation of the Commander. Eligibility for promotion does not confer "promotable" status as promotable status is not used in the ARNG.

- a. Promotions are processed in accordance with 32 USC 307 and will be based on:
 - (1) DA MOS Proponent duty MOS certification upon satisfactory completion or constructive credit of appropriate level of military education.
 - (2) Time in grade.
 - (3) Demonstrated technical and tactical competence.
- b. Promotion will not be used solely as a reward for past performance. Promotions should be based on potential for service in the next higher grade as determined by the FRB. Neither the Warrant Officer's marital status nor the spouse's employment, educational pursuits, and the volunteer service activities may be considered when determining whether to recommend a Warrant Officer for federal recognition.
- c. Except as provided in this chapter, promotions will be initiated only when the Warrant Officer is assigned to an appropriate MTOE or TDA position that is eligible for the higher grade and is within a federally recognized unit.
- d. Officials granting promotions will adhere to the Army's equal opportunity goals, and promotions will be made without regard to race, color, religion, gender, or national origin.
- e. 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.
- f. If the applicable duty position requires a specific ASI or SQI, promotion to CW5 requires the Warrant Officer to be qualified to the fifth digit of the MOS. For all other promotions, Warrant Officers are required to be qualified to the fourth digit of the MOS.
- g. For promotion to CW5, a Warrant Officer must be DMOS qualified and must be assigned to a W5 MTOE/TDA duty position or have a waiver from HRH allowing the State to fill an O5 XZ position. 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. State authorizations in the grade of W5 are documented by FMS Web, and O5 XZ positions are documented with an approved waiver memorandum from HRH. HRH may grant a waiver for W5 promotions when a State has a documented pending loss. States should submit the promotion packet and approved documentation to HRH for consideration. The State must also coordinate with NGB G-1 Full-Time Support Division if the promotion requires an approved temporary AGR voucher.
- h. Aviation Warrant Officers who change airframe qualifications and MOSs based on Army requirements and fielding plans for the new and/or updated aircraft will remain qualified on the Unit Manning Report (UMR) for purposes of readiness reporting. States that desire to promote Warrant Officers based upon unit retention of old equipment must submit a packet to the ARNG Personnel Division (ARNG-HRP) Federal Recognition Section with a memorandum from the State Army Aviation Officer certifying that although the unit MTOE specifies the MOS appropriate to the newer airframe, the unit remains equipped with the older airframe for which the Warrant Officer is qualified. The Warrant Officer must be otherwise fully qualified for promotion to include any additional skill identifiers (ASIs), if required, for the position to which the Warrant Officer is assigned.
 - (1) MOS 152E (AH-64E): Warrant Officers holding the MOS 152F (AH-64A) or MOS 152H (AH-64D) but assigned to TDA/MTOE positions coded as 152E (AH-64E) will remain qualified on the Unit Manning Report (UMR) for purposes of readiness reporting, assignments, and promotion for as long as the unit remains equipped with the AH-64A or AH-64D aircraft, as applicable. Upon the unit's receipt of the AH-64E model aircraft, Warrant Officers holding only the 152F and/or 152H MOS are no longer considered qualified until they graduate from the AH-64E

qualification course and are awarded the 152E MOS.

(2) MOS 153M (UH-60M/V): Warrant Officers holding the MOS 153D (UH-60A/L) but assigned to TDA/MTOE positions coded as 153M (UH-60M/V) will remain qualified on the Unit Manning Report (UMR) for purposes of readiness reporting, assignments, and promotion for as long as the unit remains equipped with the UH-60A/L model aircraft. Upon the unit's receipt of the UH-60M/V model aircraft, Warrant Officers holding only the 153D MOS will cease to be considered qualified until they graduate from the UH-60M or UH-60V qualification course and are awarded the 153M MOS.

i. Warrant Officers do not fall under managed grade restrictions. Per AR 135-18 and NGR 600-5, Adjutants General may fill and promote up to, but not exceed, their CW5 AGR full-time support (FTS) requirement as published in FTSMCS. States, Territories, and the District of Columbia will not exceed the total AGR authorizations provided to them by the ARNG Full-Time Support Division.

j. A Warrant Officer may be examined for promotion no earlier than four months in advance of completing the prescribed minimum time in grade requirements, and all other requirements must be met by the time the FRB convenes.

k. A Title 10 AGR Warrant Officer eligible for promotion, regardless of position, may be examined for federal recognition by the parent State prior to coordination with ARNG-HCM.

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 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 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 in accordance with 32 USC 307, 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) Meet the physical fitness requirements in accordance with AR 350-1.

NOTE: A Warrant Officer who has failed the AFT or failed to take the AFT 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 completing an AFT (standard or alternate event) with a passing score and sufficient documentation has been provided.

(6) Must be endorsed by the Warrant Officer's command.

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 of 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 re-designation 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 to aviation XZ coded positions must be qualified in their primary MOS to the fifth digit and meet all other promotion requirements prior to promotion.

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 Time-In-Grade for Promotion	
Grade	Years In Lower Grade
WO1 to CW2	2
CW2 to CW3	4
CW3 to CW4	5
CW4 to CW5	5

Note: CW4s may be promoted if selected for CCWO and have completed PME requirements and a minimum of four Years' time in grade.

7-9. Military Education Requirements

The military education levels shown in table 7-2 must be attained prior to promotion consideration by the federal recognition board.

a. 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 DA MOS proponent certification requirements for the new duty MOS within two years from the date of assignment except as authorized in paragraph 7-7d and 7-7e. Also see Chapter 6 for MOS redesignation.

b. If equivalent type training has been completed while serving as a commissioned officer and such training is properly documented on DA Form 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. States may submit equivalent and constructive credit requests through HRH to G-3/5/7 for final determination.

c. Military education for Warrant Officers must be commensurate with the Warrant Officer's grade. A Warrant Officer's highest military education completion will reflect one of the following courses: WOCS, WOBC, WOIC, WOAC, WOSC, or WOMC. A Warrant Officer's military education level (MEL) must reflect one of the following codes:

- (1) Warrant Officer Candidate School (WOCS)
- (2) Warrant Officer Basic Course (WOBC): MEL N
- (3) Warrant Officer Intermediate Course (WOIC): MEL M
- (4) Warrant Officer Advanced Course (WOAC): MEL Q
- (5) Warrant Officer Senior Course (WOSC): MEL L
- (6) Warrant Officer Master Course (WOMC): **TBD**

d. MEL L is the minimum MEL for promotion to CW5 and for enrollment in WOMC. CW2 through CW4 are required to complete follow-on technical phases before enrollment to the next level of PME.

e. Warrant Officers must meet the following time restrictions between courses. Warrant Officers must have a minimum of 12 months between completion of WOBC and the start of WOIC. Warrant Officers must have a minimum of 12 months between completion of WOIC and the start of WOAC phase II. Warrant Officers must have a minimum of 12 months between WOAC and start of WOSC phase II.

f. Warrant Officers must complete WOBC within 24 months of appointment. Only the SecArmy may grant waivers for this requirement. Warrant Officers actively attending training with a completion date beyond 24 months from the date of appointment and Warrant Officers whose training is delayed due to training seat nonavailability do not require a waiver. Applicants who fail to meet this requirement will have their appointment to Warrant Officer terminated, and federal recognition will be withdrawn per Chapter 10 of this regulation and AR 600-8-24 (Officer Transfers and Discharges).

Table 7-2 Minimum WOES Requirements for Promotion	
For promotion to:	Military education requirement is:
CW2	Warrant Officer Basic Course (WOBC) or equivalent DA MOS Proponent certification within 2-years of date of initial appointment as WO1
CW3	Warrant Officer Basic Course (WOBC) or equivalent DA MOS Proponent certification
CW4	Warrant Officer Intermediate Course (WOIC)
CW5	Warrant Officer Advanced Course (WOAC) and Warrant Officer Senior Course (WOSC). This includes the MOS specific follow-on courses.
Note 1: TAG is the authority for promotion in the State and can grant the CCWO authority to increase education requirements for promotion to the next higher grade.	
Note 2: Follow-on phase (as applicable) must be complete for promotion consideration.	

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 Division Chief (see figure 7-1) will be forwarded to Chief, Human Capital Management (ARNG-HCM). Memoranda 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. ARNG-HCM will grant an additional TDA allocation commensurate to the higher grade and withdraw the current grade. All requests for promotion to CW5 must be forwarded to the ARNG CCWO by the ARNG-HCM for processing. If the State concurs with the requested action and the officer is determined to be qualified for promotion by a FRB, the State will publish orders citing this regulation as the promotion authority.
- 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.
- d. A Title 10 AGR Warrant Officer eligible for promotion, regardless of position, may be examined for federal recognition by the parent State prior to coordination with ARNG-HCM.
- e. In accordance with the T10 NGB AGR life-cycle management policy, Warrant Officers who separate from the T10 career AGR program to serve as T32 State CCWO are not authorized for reappointment into the T10 AGR career program unless hired for a one-time occasional tour. The State CCWO position is a terminal assignment from the T10 career AGR program.

7-11. Promotion of Mobilized ARNG Warrant Officers

Mobilized Warrant Officers, regardless of the units to which they are assigned while mobilized, may be promoted against vacant positions within their respective States provided they meet the following requirements:

- a. The Warrant Officer must be eligible and fully qualified as outlined in this regulation.
- b. The position to which the Warrant Officer will be assigned upon promotion must be a valid MTOE or TDA position. Additionally, this position must be vacant, and the officer must be the sole occupant.
- c. Mobilized ARNG T10 Warrant Officer promotions to CW5 must be coordinated with ARNG-HCM.

7-12. Exemplary Conduct Certification Screening

The Warrant Officer promotion process requires exemplary conduct certification screening. This process helps to ensure Warrant Officers meet the requirements of 10 USC 7233. A Warrant Officer who has an open investigation being conducted that may result in any kind of disciplinary action against the Warrant Officer will be withheld from the promotion process.

- a. State G-1s will:
 - (1) Conduct local screenings of the Warrant Officer's lifetime restricted and unrestricted AMHRR files excluding enlisted evaluations.
 - (2) Annotate all adverse and derogatory information by memorandum and submit with the NGB 89 to the FRB.
 - (3) Submit promotion recommendations and NGB 89 to ARNG-HRP.
- b. ARNG-HRP will check for suspension of favorable personnel actions flags in IPPS-A. If a flag is active, the packet will be returned to the State G-1 until the flag is removed. HRP will assign eligible Warrant Officers to a promotion screening list (PSL) and forward to the Army G-1, Directorate of Military Personnel Management (DMPM) for further processing.

c. The Army G-1, Directorate of Military Personnel Management (DMPM) will screen Warrant Officers listed on the PSL in accordance with 32 USC 307. This screening will include the review of files maintained by the Criminal Investigation Division (CID), the Department of the Army Inspector General (DAIG), the Combat Readiness Center, the Office of the Judge Advocate General, the restricted portion of the AMHRR, and a query for suspension of favorable personnel actions. After screening is complete, DMPM will add Warrant Officers who are clear of adverse and derogatory information to a scroll. For Warrant Officers who are withheld for further review, DMPM will notify ARNG-HRP and will conduct follow-on actions.

d. For the promotion review panel (PRP) process, ARNG-HRP conducts quarterly PRPs for Warrant Officers who are referred by the SecArmy or DMPM. The PRP provides recommendations through ARNG leadership and DMPM back to SecArmy for final determination. The PRP will not consider Warrant Officers who have an open investigation. Warrant Officers who meet eligibility will be notified through the State G-1 and afforded five days to provide acknowledgment of PRP consideration and 45 days to submit a rebuttal. ARNG-HRP-R Special Actions Section will provide redacted CID reports, DAIG reports, or Restricted AMHRR information to the Warrant Officer. During the PRP process, the Warrant Officer must be flagged IAW AR 600-8-2. ARNG-HRP will initiate a non-transferrable suspension of favorable personnel action (i.e., flag) on the Warrant Officer for the duration of the PRP process using the non-transferrable category "Other Removal from selection list-field initiated." After reviewing all information, the PRP recommends retention or removal of each Warrant Officer on the promotion list. The PRP recommendations will be staffed through various offices at NGB to include Chief of ARNG Personnel Services Division, ARNG Personnel and Talent Management, NGB General Counsel, NGB Inspector General, Deputy DARNG, and DARNG. After NGB staffing is complete, ARNG-HRP will forward the PRP recommendations to DMPM for staffing to the SecArmy. The SecArmy is the final decision authority and will either direct retention on the promotion list or removal from the promotion list. Upon receipt of SecArmy's decision, DMPM will notify ARNG-HRP, and ARNG-HRP will update the State G-1 to notify the Warrant Officer. Warrant Officers who are removed from the scroll may be required to show cause IAW DoDI 1320.04. Warrant Officers who are retained on the scroll will be cleared and promoted via single name nomination scroll with an effective date and date of rank equal to the date they would have been promoted if they were not involuntarily withheld.

7-13. Delay of Promotion and Nonpromotable Status

Because ARNG Warrant Officer promotions are a function of the State, TAG oversees the promotion process. Upon receipt of Commanders' promotion recommendations, TAG will either deny or approve for further processing. Although a Warrant Officer may meet all promotion requirements, TAG may choose not to select the Warrant Officer for promotion. For those selected by TAG for promotion, promotion selection does not constitute an approved promotion. The State G-1 will forward promotion packets to ARNG-HRP for further processing and staffing. TAG or TAG's designated representative is the approval authority for delay of promotion. TAG has the authority to request withdrawal of a promotion recommendation before a name is assigned to a scroll. TAG also has authority to request withdrawal of a name while the scroll is in process. Delay of promotion might be caused by a Warrant Officer entering a nonpromotable status.

a. Nonpromotable status: A Warrant Officer who is recommended and selected for promotion will be in a nonpromotable status and the Warrant Officer's promotion will be automatically delayed (i.e., the Warrant Officer is not promoted even if the promotion order is published), when the Warrant Officer is under any of the following circumstances:

(1) Absent without leave, in custody of or confined by law enforcement authorities (civil or military), a deserter, or injured or sick not in the line of duty.

(2) Serving a court-martial sentence or undergoing punishment under Article 15, UCMJ. The Warrant Officer is considered to be serving a sentence or undergoing punishment (including suspended punishment, probation, or parole) and therefore nonpromotable, through the last day of any sentence to confinement, restriction, hard labor, forfeiture of pay and/or allowances, or the payment of a fine, even if all other parts of the punishment have been served. In addition, if the Warrant Officer was flagged (or should have been flagged) in compliance with AR 600-8-2, such flag will only be closed by HQDA. The Warrant Officer is nonpromotable regardless of whether the record of punishment is filed in the performance or the restricted folder of the AMHRR.

(3) Under undisposed court-martial charges (that is, the charges have been preferred, but not dismissed or withdrawn, nor has the Warrant Officer been tried and acquitted or sentenced).

(4) Under investigation that may result in disciplinary action of any kind.

(5) Under proceedings that may result in administrative elimination or discharge under any condition other than honorable (e.g., general, under other than honorable conditions, bad conduct, or dishonorable).

(6) The subject of a criminal proceeding pending in a State court or federal court.

(7) A Warrant Officer whose voluntary retirement application was approved.

(8) The recipient of a referred evaluation report, a memorandum of reprimand directed for filing in the AMHRR, or other adverse information filed in the officer's AMHRR which was not available to the board that selected him or her for promotion.

(9) Enrolled in the Army Drug and Alcohol Prevention Control Program.

(10) Documented as overweight as defined in AR 600-9, failed the Army Fitness Test (AFT) most recently

administered, or through the Warrant Officer's own fault (as determined by the first commander who is senior to the Warrant Officer concerned) has not taken and passed an AFT within the period required by AR 350-1. Warrant Officers having a valid permanent or temporary medical profile that, as determined by appropriate medical personnel, precludes administration of the AFT, even in an authorized modified form, are deemed to have failed to take the AFT through no fault of their own.

(11) Under or should be under suspension of favorable personnel actions as established in AR 600-8-2. Absence of DA Form 268 (Report to Suspend Favorable Personnel Actions (Flags)), does not negate the fact that the Warrant Officer was in a nonpromotable status on the promotion eligibility date (PED). However, a DA Form 268 must be processed as soon as practicable.

(12) Any reason causing TAG or TAG's representative to deem a Warrant Officer nonpromotable.

b. The name of any Warrant Officer erroneously considered and selected for promotion will be administratively deleted by the Chief, DA Promotions Branch from any promotion selection list, to include SSBs, prior to the SecArmy approval provided no other Warrant Officers were disadvantaged. All erroneous considerations found after SecArmy approval of results or erroneous consideration where another party is disadvantaged requires SecArmy approval for administrative deletion.

c. If within six months after the effective date of promotion, or promotion orders production date for backdated orders, new information results in a determination by HQDA that a Warrant Officer should have been in a nonpromotable status on the effective date of the promotion, that promotion will be deemed to have been automatically delayed. In such a case, the Warrant Officer's promotion is void and the order announcing the promotion will be revoked. The Warrant Officer must be immediately notified of this fact. Also, immediate steps will be taken to resolve the case or seek further delay. However, if the determination is made more than six months after the effective date of the promotion, the Warrant Officer will be deemed to have been in a promotable status on the effective date of the promotion and treated as though the delay had not been imposed.

d. When a Warrant Officer's promotion suspension is closed favorably and the Warrant Officer is exonerated of any wrongdoing or a determination is made that the Warrant Officer was qualified for promotion during the entire period of delay, the Warrant Officer will be promoted with the same DOR and effective date (for pay and allowances) as the original approved scroll. The DOR and effective date will be adjusted as described if the promotion was delayed due to any of these reasons:

(1) Noncompliance with the body composition standards of AR 600-9: then the DOR and effective date is the day the Warrant Officer met the standard(s).

(2) Failure to pass the most recent AFT or to take and pass the AFT within the period required by AR 350-1 because of the fault of the Warrant Officer concerned: then the DOR and effective date is the day the Warrant Officer passed the AFT.

(3) Disciplinary action resulting in punishment under **Article 15, UCMJ**: then the DOR and effective date is the day after all punishment is completed, including the expiration of any period of suspension.

(4) Disciplinary action resulting in a memorandum of reprimand, regardless of filing disposition: then the DOR and effective date is the day after the date the reprimand was imposed or directed to be filed in accordance with AR 600-37, whichever is later.

(5) The Warrant Officer's enrollment in and successful completion of the Army Substance Abuse Program: then the DOR and effective date is the date the Warrant Officer would have received the promotion had there been no delay.

(6) Other reasons that manifest the Warrant Officer's lack of qualifications for appointment (for example, unqualified under the exemplary provisions of 10 USC 7233). The Chief, DA Promotions Branch will determine, on a case-by-case basis, the adjustment to be made in the DOR and effective date of promotion.

7-14. Revocation of promotion orders

A promotion order will be revoked when the promotion authority determines that the promotion is void because of one or more of the following:

- a. The promotion was not authorized by competent authority.
- b. The Warrant Officer was erroneously considered and selected for promotion that did not meet the requirements outlined in paragraph 7-7 of this regulation.
- c. The Warrant Officer was in, or should have been in, a non-promotable status on the effective date of the promotion.
- d. The promotion was contrary to law or regulation.

7-15. Posthumous promotions

- a. A Warrant Officer may be posthumously promoted if, at the time of death, the following conditions are met:
 - (1) Warrant Officer must be officially recommended at the time of death.
 - (2) The death was not due to the Warrant Officer's own misconduct.
 - (3) The Warrant Officer was not on an unauthorized absence.
- b. No persons will receive any bonus, gratuity pay, or allowance because of a posthumous promotion. However, the Warrant Officer's name will be carried on military records in the higher grade and that grade may be included

upon the burial marker in recognition of the Warrant Officer's lifetime accomplishments and contribution to the nation.

c. The DD Form 1300 (Report of Casualty) is the official certificate of death issued by Army Human Resources Command, Casualty Operations Center. Posthumous promotions will normally be approved unless a recommendation to remove a Warrant Officer from a promotion list or to deny promotion is addressed in the Casualty Report or is received under separate cover before a DA Form 3168 (Posthumous Promotion Certificate) is issued.

d. Army Human Resources Command will, upon effecting the posthumous promotion, issue a DA Form 3168 to be furnished to the primary next of kin along with the DD Form 1300 (Report of Casualty).

7-16. De Facto Status

If a warrant officer's promotion is declared void and if the authority who revokes the promotion memorandum determines that the Warrant Officer had, before the declaration, accepted the promotion (for example, worn the insignia) in good faith and worked in the higher grade, then they will be deemed to have served in the higher grade in a de facto status. This period of de facto status will be from the date of the erroneous promotion until the date the Warrant Officer received notice that it was void. This will allow the Warrant Officer to keep any pay and allowances received at the higher grade. Service during the period of de facto status is not creditable for retirement purposes. However, Warrant Officers may apply for such credit from the Army Board for Correction of Military Records (ABCMR). Application does not guarantee that relief will be granted. If it is proper to promote the Warrant Officer at any time after the erroneous promotion, a memorandum will be issued announcing the promotion. For additional information, refer to the DoD FMR (Financial Management Regulation).

7-17. Processing of Warrant Officer Promotion Packets

In certain cases, there may be a possibility for the Warrant Officer's promotion to be backdated in accordance with 10 USC 14308(f). This determination will be based on the date established by the Secretary of Defense.

Chapter 8

Civilian Education

8-1. General

Warrant Officers must achieve appropriate 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. 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 that ensures Warrant Officers appointed, promoted, or redesignated to an authorized grade and position vacancy in the ARNG meet the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for federal recognition and for the conduct of the FRB.

9-2. Authority

Under 32 USC 307 (Federal Recognition of Officers: examination; certificate of eligibility) and 10 USC 7233 (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

HQ, First US Army, appoints FRBs. These appointments are made on behalf of the SecArmy. The Senior Army Advisor, ARNG (SRAAG) assigned in each State is the delegated authority to appoint commissioned officers and Warrant Officers authorized to become members of the FRB and to sign the appointment order for the First US Army Commander. The appointment memorandum expires one year from the date signed. If no SRAAG is assigned in the

State, First Army will designate the appointment authority appropriately.

9-4. Composition

The FRB will consist of a total of three commissioned officers of the Regular Army and the ARNG. The FRB may include commissioned Warrant Officers from the ARNG. TAG may nominate officers to the SRAAG for membership.

a. For promotions, all members of the 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 members of the FRB must be at least a captain or CWO who is senior in grade and 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 Regular Army. The remaining board members will be drawn from the ARNG and must be in an active ARNG status. When the First US Army Commander determines that Regular Army officers are not available, ARNG officers may be detailed in their stead. If no Regular Army officers are members of the board, at least one ARNG officer must be serving on Full Time National Guard Duty (FTNGD) status under T10 USC. 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 Regular 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. Boards will be convened using internal assets. If this is not possible/practical, TAG may authorize the SRAAG to coordinate directly with other Regular Army activities or an adjoining State ARNG headquarters.

9-5. Board Site

To provide a uniform basis of selection and to ensure that only candidates possessing applicable qualifications and high potential for success as Warrant Officers are appointed or promoted to fill a valid vacancy, the FRB should be convened at the 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. Every effort must be made to schedule applicants of the same branch in sequence so that the board members 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.

9-7. Procedure

Full membership of a board constitutes a quorum. If all members are not present, the board will adjourn until 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 and the State G-1 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 presented, 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 of 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) In extreme circumstances, TAG may waive the board appearance of an applicant for original

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 the applicant meets all requirements for federal recognition in the grade and 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 FRB 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 FRB will determine the general qualifications of each applicant in accordance with the provisions of this regulation, 32 USC 307, and 10 USC 7233, 12211, 12241(b), and 12242 to evaluate suitability for military service in the grade and MOS being examined for which federal recognition. The FRB will consider the following:

- (1) Military and civilian education, age, personnel and classification testing, 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 placed upon the applicant.
- (5) Information on the applicant's enlisted or officer evaluation reports.
- (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. The board may require additional medical evidence or examination. If any records or other evidence indicates 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) Body composition standards as described in AR 600-9 apply for all Warrant Officers (to include applicants for original appointment).
- (2) Warrant Officers who have failed the most recently administered AFT or have not taken the AFT 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 paragraphs 7-7 and 7-13).
- (3) Warrant Officers on a temporary physical profile may be examined by the FRB to determine if otherwise qualified. The effective date of promotion will be contingent upon satisfying the AFT requirements.

d. Integrity and character. Throughout the selection process, consideration must be given to a Warrant Officer's integrity and moral character. These attributes constitute the 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. They have authority 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 an applicant. 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 DA MOS proponent.

9-9. Appraisal of Experience

a. Applicants without prior Warrant Officer service who are not graduates of Officer Candidate School or WOCS 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, Officer Candidate School, 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 that are listed in paragraph 2-15 but 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 HQDA guidance, which provides the SecArmy guidance for FRB members regarding standards for promotion of ARNG Warrant Officers as reserve Warrant Officers of the Army. All other promotion requirements of Chapter 7 must have been met by the time the FRB convenes.

9-11. Determination of Qualifications of Warrant Officers

For determination on qualifications of Warrant Officers, a predetermination from the appropriate DA MOS proponent must be provided. Warrant Officers seeking appointments in the ARNG in an MOS other than those they currently hold must appear before the 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 "CONTROLLED UNCLASSIFIED INFORMATION," reviewed and signed by the MILPO, signed by all members of the board, and forwarded to TAG. 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 non-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 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 the deficiency for which the individual was initially rejected no longer exists.

b. Subsequent FRBs will not contain any member(s) of a board that 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 any documents the board deems pertinent to their findings and recommendations. These documents 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).

(c) Has been appointed by a State order for assignment to a position vacancy in a federally recognized unit

of the ARNG.

(d) Temporary federal recognition will be effective on the date final action as prescribed by the FRB is accomplished.

(e) In the case of an applicant, being found qualified for federal recognition as a WO1, except for the successful completion of WOCS, the following statement will be entered on the NGB Form 89: The applicant is qualified for appointment as a Warrant Officer in the ARNG and is selected for entry into WOCS. "The applicant is extended temporary federal recognition as a Warrant Officer 1 (WO1) as provided by NGR 600-101 to be effective from the date of successful completion of WOCS. Failure to achieve DA MOS proponent duty MOS certification within two years of Warrant Officer appointment will subject the applicant to withdrawal of federal recognition." See figure 9-1.

(2) In the case of an applicant being found qualified for federal recognition as a CW2 in accordance with paragraph 2-10b or 2-10c and is credited with completion of required WOES courses and is DA MOS certified, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a Chief Warrant Officer 2 (CW2) in the ARNG as provided by NGR 600-101, to be effective (Date)." The effective date will be no earlier than the day following graduation. See figure 9-1.

(3) 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 MOS 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 ARNG and is extended temporary federal recognition as a Warrant Officer 1 (WO1) as provided by NGR 600-101 effective (date). The applicant is promotable to the grade of CW2 to be effective upon DA MOS proponent MOS certification without further FRB action." The effective date will be no earlier than the day following graduation. See figure 9-1.

(4) In the case of an applicant being found qualified for federal recognition as a CW2, in accordance with paragraphs 2-10 (c)(d)(e), 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 ARNG 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 CW2 to be effective from the date of the DA MOS certification without further FRB action." The effective date will be no earlier than the day following graduation. See figure 9-1.

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 SecArmy.

b. The board will forward the following documents to the State MILPO and 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 applicants is required. Except for the applicant, use of social security numbers is not authorized.

(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 "CONTROLLED UNCLASSIFIED INFORMATION" until the proper authority has made a public announcement.

9-17. Actions Required by the Senior Army Advisor, Army National Guard (SRAAG)

a. SRAAGs may designate themselves as president of the FRB (see paragraph 9-4).

b. The MILPO 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 MILPO will verify and forward the complete proceedings to TAG. The MILPO endorsement will indicate the board was conducted per this regulation and the current SecArmy memorandum of instructions to the ARNG FRB.

9-18. Actions Required by The Adjutant General

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 that 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 listed in appendix B.

c. If the applicant is not favorably recommended by the board, States must 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 applicable procedures and

requirements for future resubmission of the application.

9-19. Actions Required by the Chief, National Guard Bureau

- 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 the nomination scroll for appointment or promotion screening list for promotion as a Reserve Warrant Officer of the Army per DoDI 1320.14 and submit the scroll to the DCS, G-1, ATTN: DAPE-MPO, 300 Army Pentagon, Washington, DC 20310-0300, for approval by 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 a memorandum to appoint the applicant as a Reserve Warrant Officer of the Army in the grade in which federally recognized.
- e. Upon approval or confirmation of a vacancy promotion scroll, NGB will publish a special order announcing promotion and federal recognition within 10 days of receipt from DA.
- f. If upon review of all records an applicant is not granted federal recognition, TAG will be notified and temporary federal recognition, if previously granted, will be withdrawn.

<p>Statement of Understanding for Appointment as a Warrant Officer</p> <p>"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."</p> <p>The applicant is qualified for appointment as a Warrant Officer in the Army National Guard and is selected for entry into WOCS. The 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 MOS proponent duty MOS certification within two years of Warrant Officer appointment will subject the applicant to withdrawal of federal recognition."</p> <p>(Signature) (Typed Name)</p>

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 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 Secretary of the Army.
- d. All appointments are automatically terminated upon death. In such cases, the 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. Appointment Termination Criteria

- a. The appointment of an ARNG Warrant Officer should be terminated for the following reasons:
 - (1) If the appointment is contrary to regulation or law, CNGB will be notified, and federal recognition withdrawn.
 - (2) If the Warrant Officer submits a 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 of Army Human Resources Command (AHRC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122 to separate the warrant officer 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 re-appointment 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 Army body composition standards and/or AFT and/or unless under (c) above. Under no circumstances should a resignation be accepted from those Warrant Officers suspected of or are 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) Mandatory Removal Date. Unless retained by a federal recognition order, all Warrant Officer who are not removed from an active status for other reasons, must be removed from an active status in the ARNGUS on the last day of the month in which they attain age 60.

(4) If absent without leave for at least three months.

(5) If determined to be an unsatisfactory participant per AR 135-91.

(6) When dismissed pursuant to an approved sentence of a court-martial.

(7) 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.

(8) 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. In accordance with AR 135-175, Chapter 5, this type of action is normally a vacation of appointment.

(9) As a result of screening in accordance with AR 135-133 (Ready Reserve Screening Qualification Records System and Change of Address Report).

(10) 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 the Department of the Army and Department of State in accordance with AR 600-291 (Foreign Government Employment).

(11) If the State license, special accreditation, or qualification to include character investigation (proper level of security clearance) required by the Warrant Officers MOS is terminated, withdrawn, or not renewed.

(12) If the Warrant Officer becomes medically disqualified for further military service.

(13) Upon expiration of the authorized period for a Warrant Officer to:

(a) Be in an excess templet (see paragraph 6-4).

(b) Be 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) Comply with the 90-day authorized period to consummate an interstate transfer or conditional release to the USAR.

(14) 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.

(15) Upon failure to maintain appointment as a Reserve Warrant Officer of the Army.

(16) Upon failure to pass the AFT. Note that when no medical reason exists, mandatory initiation of separation proceedings is required for Warrant Officers who have two consecutive AFT failures.

(17) Failure of a Warrant Officer to complete the required military education for the MTOE/TDA position held within the designated timeframe.

(18) Failure to achieve satisfactory progress after participation in an established weight control program (see AR 600-9).

(19) Failure to accept a commission upon promotion to CW2.

b. Withdrawal of Federal Recognition. Note that because there is no authorizing legal provision, Warrant Officers are not authorized to voluntarily take a grade reduction. Federal recognition of a Warrant Officer of the ARNG will be withdrawn by the CNGB (or designee) 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 requires 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. In addition, 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. The Commander of HRC will make further reassignments between control groups. A federal recognition order transferring the Warrant Officer to the USAR must be completed and placed in their AMHRR.

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 of 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 iPERMS when forwarded.

10-5. Warrant Officer Retirement Grade

In accordance with 10 USC 1371, unless entitled to a higher retired grade under some other provision of law, a Warrant Officer shall be retired in the highest Regular or Reserve Warrant Officer grade in which the Warrant Officer served satisfactorily on active duty or in an active reserve status for at least 31 days.

10-6. Process for Warrant Officer Separation

When processing a Warrant Officer for separation that requires approval by CNGB (or designee) for withdrawal of federal recognition, States will offer the warrant officer the option to undergo a behavioral health assessment (BHA) with a military behavioral health specialist. This review is optional, and the Soldier may decline. The State Chief Surgeon and Senior Medical Officer will review all BHAs for completeness. States will also include a recommendation for separation characterization. The ARNG Chief Surgeon's Office will provide additional guidance for the conduct of BHAs in accordance with NGR 635-101 (Efficiency and Physical Fitness Boards).

Appendix A References

Section 1 Publications

Army Regulation (AR) 11-2

Risk Management and Internal Control Program

AR 11-6

Army Foreign Language Program

AR 27-55

Notarial Services

AR 40-501

Standards of Medical Fitness

AR 135-18

The Active Guard Reserve Program

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-133

Ready Reserve Screening, Qualification Records System, and Change of Address Reporting

AR 135-155

Promotion of Commissioned Officers and Warrant Officers

AR 135-175

Separation of Officers

AR 135-178

Enlisted Administrative Separations

AR 140-10

Assignment, Attachments, Details, and Transfers

AR 195-3

The Criminal Investigation Command Special Agent Program

AR 350-1

Army Training and Leader Development

AR 380-67

Personnel Security Program

AR 600-8-2

Suspension of Favorable Personnel Actions (Flag)

AR 600-8-19

Enlisted Promotions and Demotions

AR 600-8-24

Officer Transfers and Discharges

AR 600-8-104

Army Military Human Resource Records Management

AR 600-9

The Army Body Composition Program

AR 600-20

Army Command Policy

AR 600-43

Conscientious Objection

AR 600-100

Army Profession and Leadership Policy

AR 600-105

Aviation Service of Rated Army Officers

AR 611-1

Military Occupational Classification Structure Development and Implementation

AR 611-110

Selection of Army Aviation Officers and Warrant Officers

AR 623-3

Evaluation Reporting System

AR 635-200

Active Duty Enlisted Administrative Separations

AR 637-1

Army Compensation and Entitlements Policy

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

Department of the Army (DA) Pamphlet (Pam) 40-502

Medical Readiness Procedures

DA Pam 600-3

Officer Talent Management

DA Pam 601-6

Warrant Officer Procurement Program

DA Pam 611-21

Military Occupational Classification and Structure

DoD 7000.14-R

Financial Management Regulation, Volume 7B

Department of Defense Instruction (DoDI) 1300.04

Inter-Service and Inter-Component Transfers of Service Members

DoDI 1310.02

Original Appointment of Officers

DoDI 1320.04

Military Officer Actions Requiring Presidential, Secretary of Defense, or Under Secretary of Defense for Personnel and Readiness Approval or Senate Confirmation

DoDI 1320.14

DoD Commissioned Officer Promotion Program Procedures

National Guard Regulation (NGR) 600-5

The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management

NGR 600-100

Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-200

Enlisted Personnel Management

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition

NGR 635-101

Efficiency and Physical Fitness Boards

NGR 635-102

Officers and Warrant Officers Selective Retention

5 USC 8301

Uniform retirement date

5 USC 8312

Conviction of certain offenses

10 USC 572

Warrant officers: original appointment; service credit

10 USC Chapter 33A

Appointment, Promotion, and Involuntary Separation and Retirement for Members on the Warrant Officer Active-Duty List

10 USC 772(a)

When wearing by persons not on active duty authorized

10 USC 1101-1132

Warrant Officer Management Act

10 USC 1164

Warrant officers: separation for age

10 USC 1305

Thirty years or more: regular warrant officers

10 USC 7233

Requirement of exemplary conduct

10 USC 12211

Officers: Army National Guard of the United States

10 USC 12213

Officers; Army Reserve: transfer from Army National Guard of the United States

10 USC 12241(b)

Warrant Officers: grades; appointment, how made; term

10 USC 12242

Warrant officers: promotion

10 USC 12302

Ready Reserve

10 USC 12308

Retention after becoming qualified for retired pay

10 USC 12731a

Temporary special retirement qualification authority

10 USC 12741

Retirement for service in an active status performed in the Selected Reserve of the Ready Reserve after eligibility for regular retirement

10 USC 14702

Retention on reserve active-status list of certain officers in the grade of major, lieutenant colonel, colonel, or brigadier general

32 USC 307

Federal recognition of officers: examination; certificate of eligibility

32 USC 308

Federal recognition of officers: temporary recognition

32 USC 323

Withdrawal of Federal recognition

32 USC 324

Discharge of officers; termination of appointment

Section II

Related Publications

AR 135-32

Retention in an Active Status after Qualification for Retired Pay

NGR 350-1

Army National Guard Training

Section III

Prescribed

Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 71

Oath of Office-Military Personnel

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 759

Individual Flight Record and Flight Crew Certificate-Army (Flight Hours)

DA Form 1059

Service School Academic Evaluation Report

DA Form 1059-1

Civilian Institution Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 4187

Personnel Action

DA Form 5016

Chronological Statement of Retirement Points

DA Form 5074-1-R

Record of Award of Entry Grade Credit (Health Services Officer) (LRA)

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DA Form 7349

Initial Medical Review - Annual Medical Certificate

DA 7894

Declaration of Retired Pay Benefits Received and Waivers

DD Form 214

Certificate of Uniformed Service

DD Form 215

Correction to DD Form 214/214-1, Certificate of Uniformed Service

DD Form 368

Request for Conditional Release

DD Form 1300

Report of Casualty

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

Foreign Service Form 240 (FS-240)

Report of Birth Abroad of a Citizen of the United States of America. Also known as the Consular Report of Birth Abroad (CRBA).

NGB Form 22

National Guard Report of Separation and Record of Service

NGB Form 23A

Army National Guard Current Annual Statement

NGB Form 23D

Notification of Eligibility for Retired Pay for Non-Regular Service (20 Years)

NGB Form 62E

Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States

NGB Form 89

Proceedings of a Federal Recognition Examining Board (ARNG)

NGB Form 337

Oaths of Office

HQ USAREC Form 3.2

Warrant Officer Resume

HQ USAREC FORM 3.3

Letter of Recommendation

VA Form 21-8951-2

Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances

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	Oaths of Office (NGB Form 337)
St Ord-Appointment	Required	State appointment orders
Oath (DA Form 71)	if applicable	Oath of Office-Military Personnel
Mil Educ (DA1059)	if applicable	Military Education (DA Form 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)
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 (NGB Form 23D)
Body Fat WS	if applicable	Body Fat Content Worksheet (DA 5500/5501)
Mil Srv Obligation	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
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 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)
Amended St Ord	if applicable	Amended State Order
Retention Beyond MRD		
Retention Beyond MRD Separation	Required	Request from State for Ext past MRD with ARNG-HRH approval
St Ord-Separation	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
Oaths (337)	Required	Oaths 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)
Mil Educ (DA1059)	Required w/Br chg	Military Education (DA Form 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)
Oaths (337)	Required	Oaths of Office (NGB Form 337)
MedCert/Physical	Required	Medical History (DD Forms 2808 and 2807-1) or (DA Form 7349)
St Ord-Appointment	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 600-101)
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 Exceptions to Policy

Case Type	Required	Document Description
Age Waiver		Waiver
Birth Certificate	Required	Birth Certificate
DA MOS Proponent Letter	Required	DA MOS 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
AFT 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 MOS Proponent Letter	Required	Also known as a Recommendation from Warrant Officer DA MOS 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 Waiver	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
Retention 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 retention 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 IAW 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 DA MOS Proponent has different requirements; AOs have internal checklists for some, but not all, of the branches.
----------------------------	---------------	--

NOTE: Appendix C is a living document and is changed periodically. ARNG G-1 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.

Glossary

Abbreviations and Acronyms

ADL

Active Duty List

ADOS

Active Duty for Operational Support

AFS

Active Federal Service

AGR

Active Guard Reserve

AMHRR

Army Military Human Resource Record

AFT

Army Fitness Test

AR

Army Regulation

ARNG

Army National Guard

ARNG-CSG

Office of the Chief Surgeon General

ARNG-HCM

G-1, Human Capital Management

ARNG-HRH

G-1, Personnel Policy Division

ARNG-HRP

G-1, Personnel Division

ARNG-HRR

G-1, Strength Maintenance Division

ARNGUS

Army National Guard of the United States

ASI

Additional Skill Identifier

AT

Annual Training

ATN

Army Training (and Education) Network

ATRRS

Army Training Requirements and Resources System

CCWO

Command Chief Warrant Officer

CNGB

Chief, National Guard Bureau

CPT

Captain

CSM

Command Sergeant Major

CWO

Chief Warrant Officer

DA

Department of Army

DJMS-AC

Defense Joint Military Pay System – Active Component

DL

Distance Learning

DoD

Department of Defense

ERB

Enlisted Record Brief

ETP

Exception to Policy

FRB

Federal Recognition Board

FIRST US ARMY

Continental U.S. Army

FedRec

Federal Recognition

FTNGD

Full Time National Guard Duty

GT

General Technical

HRC

U.S. Army Human Resources Command

HQDA

Headquarters, Department of the Army

IERW

Initial Entry Rotary Wing

IDT

Inactive Duty Training

ING

Inactive National Guard

IP

Instructor Pilot

IRR

Individual Ready Reserve

iPERMS

Interactive Personnel Electronic Records Management System

JFHQ

Joint Force Headquarters

JIIM

Joint, Interagency, Intergovernmental, and Multinational (environment)

LIC

Language Identifier Code

MDMP

Military Decision-Making Process

MEL

Military Education Level

MILED

Military Education

MILPO

Military Personnel Office

MPMO

State Military Personnel Management Office

MOS

Military Occupational Specialty

MOSC

Military Occupational Specialty Code

M&RA

Manpower & Reserve Affairs

MRD

Mandatory Release Date

MOI

Memorandum of Instruction

MTOE

Modified Table of Organization and Equipment

NAC

National Agency Check

NCOER

Noncommissioned Officer Evaluation Report

NGB

National Guard Bureau

NGR

National Guard Regulation

OCS

Officer Candidate School

OER

Officer Evaluation Report

OPM

Officer Personnel Manager

OPMS

Officer Personnel Management System

PA

Physician Assistant

PED

Promotion Eligibility Date

PME

Professional Military Education

PMOS

Primary Military Occupational Specialty

POTUS

President of the United States

PSL

Promotion Screening List

RC

Reserve Component

RCMS

Reserve Component Management System

REFRAD

Release from Active Duty

ROTC

Reserve Officers Training Corps

RPAS

Retirement Points Accounting System

SAAO

State Army Aviation Officer

SecArmy

Secretary of the Army

SQI

Special Qualification Identifier

SRAAG

Senior Army Advisor to the Army National Guard

SRU

Soldier Recovery Unit

SSN

Social Security Number

STP

Soldier Talent Profile

TAG

The Adjutant General

TDA

Table of Distribution and Allowances

TIG

Time in Grade

TPU

Troop Program Unit

UIC

Unit Identification Code

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

USC

United States Code

WOAC

Warrant Officer Advanced Course

WOBC

Warrant Officer Basic Course

WOC

Warrant Officer Candidate

WOCC

Warrant Officer Career College

WOCS

Warrant Officer Candidate School

WOES

Warrant Officer Education System

WOIC

Warrant Officer Intermediate Course

WOMC

Warrant Officer Master Course

WOSC

Warrant Officer Senior Course

WOSM

Warrant Officer Strength Manager

WOSSE

Warrant Officer Senior Service Education

WOTTC

Warrant Officer Technical and Tactical Certification

Terms**Active Status**

For this regulation, applicants 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. The Chief of Staff approved some 63 recommendations.

Certification

Verification of MOS proficiency by a DA MOS Proponent. Each DA MOS Proponent establishes the method and requirements. Certification includes technical certification, DA MOS proponent technical certification, DA MOS proponent certification, and MOS certification.

Commissioned Warrant Officer

A warrant officer who has accepted a commission in a CWO grade 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 an armed forces 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 conveyed between a State and the ARNG G-1 level.

Exception to Policy

An exception to policy (ETP) is an approval of an action that is outside the standards prescribed by the policy. Unlike waivers, available ETPs are not identified in policy. ETP requests are highly scrutinized and usually require senior level determination. ETP requests are adjudicated on a case-by-case basis and do not constitute a precedent for future cases.

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. The National Guard Bureau, per 10 USC 10503, publishes orders after an ARNG officer obtains a State appointment and a Reserve of the Army grade. State appointment/promotion always precedes the Reserve of the Army grade because ARNG warrant officers are not considered on mandatory Department of the Army boards.

Initial Entry Rotary Wing (IERW) Aviator Training

Following WOCs, aviation warrant officers will complete IERW training at Fort Novosel, AL. IERW is the equivalent to Warrant Officer Basic Course for rated aviation warrant officers.

Integrated Personnel and Pay System – Army (IPPS-A)

A web-based application used to process personnel actions for Soldiers from all components.

Original appointment

The original appointment in a warrant officer grade in the ARNG, regardless of the status from which the individual has been appointed, will always be the act that coincides with the most recent appointment as a warrant officer in the ARNG that does not include a promotion. This is also commonly referred to as initial appointment.

Promotion Eligible

Term used to describe Warrant Officers who meet the minimum requirements for promotion consideration.

Re-appointment

The act of appointing a warrant officer who was previously federally recognized as a warrant officer in the ARNG.

Reserve of the Army

This is the status of persons in the ARNG who are granted permanent federal recognition and are assigned in a federally recognized unit or organization of the ARNG. Unless concurrently discharged, Soldiers who are discharged from the ARNG remain Reserve of the Army Soldiers.

Reserve of the Army Grade

This is the grade of an officer who is a Reserve of the Army. The officer does not have a Reserve of the Army status until the original appointment is permanently granted. The warrant officer remains in grade until the Reserve of the Army grade from the State appointment is approved. See AR 140-10.

State MPMO/G-1 (Military Personnel Management Office /G-1)

The term MPMO/G-1 (Military Personnel Management Office /G-1) includes the Military Personnel Management Office and associated offices within including DCSPER (Deputy Chief of Staff Personnel), G-1, MILPO (Military Personnel Office), OPM (Officer Personnel Manager), and sub-sections within the MPMO.

State(s)

As referred to in this regulation, the terms, "State" or "States" refer 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.

Templet (Temporary Billet)

A templet is a temporary billet in IPPS-A.

Temporary Federal Recognition

Temporary federal recognition is the interim status extended by a State's federal recognition board (FRB) to a Soldier who has been appointed as a warrant officer in the ARNG. Per 32 USC 308, this status will not be extended for longer than a one-year increment.

Waiver

Waivers are identified in a law or policy. This regulation is a policy that indicates in writing circumstances that allow consideration of specific waivers. The standards of this policy allow for consideration of identified waivers. Anything outside the standards would be considered an exception to policy (ETP).

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 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 five 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 Warrant Officer Training System includes Warrant Officer Candidate School, Warrant Officer Basic Course, Warrant Officer Intermediate Course, Warrant Officer Advanced Course, Warrant Officer Senior Course, and the Warrant Officer Master Course.

Warrant Officer Candidate School (WOCS)

WOCS is the course that provides Warrant Officer Candidates training in the fundamentals of leadership and basic military skills. Training, advising, and counseling (TAC) Officers conduct this training in a high-stress environment where candidates are subjectively evaluated. Candidates are also evaluated by hands-on performance and written examinations. WOCS includes the AC course at Fort Novosel and the RC courses at States' Regional Training Institutes.

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 DA MOS 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 (WOCs) need to identify WOBC class dates at the time of enrollment into WOCS. Applicants 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 Intermediate Course (WOIC)

WOIC provides additional training designed for warrant officers serving at company and battalion levels. It is a multi-phase course consisting of —

- a. WOIC phase 1. This is a mandatory distance learning (DL) course that must be completed prior to attending phase 2 resident WOIC training.
- b. WOIC resident course, phase 2. This course is administered and conducted by individual DA MOS Proponents. Requirements for each MOS are published in ATRRS.
- c. Proponents may have additional training phases. Those courses and requirements are published in ATRRS.

Warrant Officer Advanced Course (WOAC)

WOAC is the mid-grade professional development course provided by the Army Warrant Officer Career College (WOCC) at Fort Novosel, AL. The course provides instruction on tactical and operational scenarios in a joint interagency, intergovernmental and multinational (JIIM) environment with a strategic overview, history and battle analysis, MDMP, staff systems integrator-manager skills training and education, knowledge management, project management, and other areas.

Warrant Officer Senior Course (WOSC)

The Warrant Officer Senior Course (WOSC) is designed 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 WOSC must be validated and approved by the State CCWO.

Warrant Officer Master Course (WOMC)

The Warrant Officer Master Course (WOMC) is in development and will be a nominative course. This course is intended to prepare warrant officers for duties at the national level or an Army Service Component Command.