DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

CAAG-CCWO 20 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief Warrant Officer Five Position Vacancy Announcement (05-05)

1. We are currently soliciting applications of highly qualified Chiefs Warrant Officer Four to be considered for the W5-graded position of Instrument Flight Examiner, CA ARNG Training Site Detachment, Los Alamitos, (085C/05), MOS 153AF.

2. The warrant officer selected will be assigned to the designated unit in an M-day status.

3. This announcement will remain open until 20 June 2005.

4. A brief description of the duties includes, but is not limited to: Serves as the Training Site Instrument Flight Examiner IAW DA PAM 611-21; conducts written examinations and instrument flight training and evaluations of aviators per the Aircrew Training Manual and AR 95-1; adjusts training material to meet individual needs; conducts refresher and mission continuation training in helicopters; and, trains pilots in basic and advanced flight techniques such as terrain, instrument flight, unaided night and night vision goggle all weather conditions.

5. Prerequisites:

a. Grade: CW4

b. MOS: 153AF

c. Military Education: Warrant Officer Staff Course or equivalent and completion of the instrument Flight Examiner Course are manadatory.

d. Civilian Education: Minimum of two years of college or equivalent is preferred but not required.

e. Must possess comprehensive knowledge of ARNG organization, training, maintenance, operations, logistics, personnel, and administration. Must possess excellent oral and written communication skills.

f. Must have completed a minimum of 4 years Time-In-Grade in order to be considered for selection for this position.

6. Application procedures. Applicants have the option of providing a "Letter to the President of the Board". The purpose of the letter is to provide information that is not

fully reflected in the written record but is pertinent in the evaluation of the applicant's qualifications. This may include (1) explanations for gaps between OERs or missing OERs, (2) missed APFTs, (3) explanation for successive temporary physical profiles without a return to duty or a permanent physical profile, (4) efforts taken for continuing military or civilian education, (5) participation in organizations or activities that enhance or promote the Warrant Officer Corps and/or the ARNG. The format is the same as a standard military memorandum and should be the top document in the application package. **Tabbed (either number or letter) below the memorandum will be the following:**

a. TAB A: Copies of DA Form 705 for last three APFTs. DA Form 5500R or DA Form 5501R, if required, must be current within 30 days of the application. If APFTs were not taken due to temporary or permanent physical profiles, copies of all profiles must be attached.

b. TAB B: Current Biographical Record Brief IAW the example located at *http://www.arng.army.mil/guard_docs/Title10/downloads/BRB_Officer.doc*

c. TAB C: Current DA Form 2-1.

d. TAB D: Copy of service school Academic Evaluation Report (DA Form 1059) for Warrant Officer Staff Course or documentation of equivalent course completion.

e. TAB E: Copies of college/university diplomas or college transcripts.

f. TAB F: Title 32/AGR and M-day: Letter of Recommendation signed by Unit Commander.

g. TAB G: Copies of OERs covering the preceding five years. All OERs must have been processed through the Personnel Services Center for validation and have the Senior Rater Profile.

h. TAB H: Memorandum from state Military Personnel Officer (MILPO) verifying level of security clearance, type of investigation and date completed, and agency granting current clearance.

i. TAB I: Copies of the Physical Examination (SF 88 and SF 93 or DD Form 2808 or DD Form 2807-1, as appropriate). Title 32/M-day physical examination must be within two years of application. If the exam is more than 24 months old, a current DA Form 7349, Annual Medical Certificate (AMC), is required.

j. TAB J: Three-quarter-length photograph in Class A uniform made within the previous 12 months ("official" military photograph not required).

k. TAB K: Updated DA Form 759 – Individual Flight Record and Flight Certificate.

7. Conditions of application:

a. The Adjutant General is the final approving authority.

b. Applicants will not make plans to transfer to the W5 position until the Officer Personnel Management Office formally notifies his/her Commander.

c. All applications will be screened for accuracy by his/her senior headquarters and will be forwarded to Chief, Officer Personnel Management, 9800 Goethe Road, Sacramento, CA 95821-9101. **All application packets must be received at CAMP-OPM no later than 20 June 2005.**

8. Evaluation Procedures:

a. The Adjutant General will convene a Board of Officers to evaluate the applications and make recommendations based upon the following criteria:

(1) Military bearing and physical fitness

(2) Military education and professional training

(3) Civilian education and professional training

(4) Record of performance

(5) Assignment history and professional development

(6) Overall professional potential

b. The State Command Chief Warrant Officer will present the Board's recommendations to the Executive Personnel Council (EPC) as an advisory tool in supporting a final selection.

9. Recommendations:

a. All applicants use the Board's evaluation criteria as a guide when preparing their applications. All documentation must be as up-to-date as possible.

b. Applicant OERs are a critical component in the evaluation process and a special effort should be made to ensure the record is complete and correct as outlined in paragraph 6g, above.

c. Participation in the APFT is also a critical area and anything other than full participation requires a complete explanation. Applicants complying with the APFT requirements within the limits of temporary or permanent physical profiles will be given full credit for APFT participation as long as the appropriate documentation is forwarded with the application.

10. The point of contact is CW5 Brian Peterson, the State Command Chief Warrant Officer, DSN 466-3505/COMM 916-854-3505.

FOR THE ADJUTANT GENERAL:

/s/
BRIAN L. PETERSON
CW5, GS CA ARNG
State Command Chief Warrant Officer

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