

**Headquarters  
California National Guard  
California State Military Reserve  
Sacramento, CA  
6 August 2012**

**California State Military Reserve  
Regulation 600-3**

**WARRANT OFFICER PERSONNEL MANAGEMENT  
FOR THE  
CALIFORNIA STATE MILITARY RESERVE**

**FOR THE ADJUTANT GENERAL:**

**ROLAND L. CANDEE**  
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Commanding General

**OFFICIAL:**

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History. This regulation replaces CA SMR REG. 600-3, dtd 1 April 2007. This regulation cancels the following Personnel Policy Bulletins:

2005-002	Leaves of Absence From CSMR
2009-003	Time in Service Requirements for Officer Candidates and Warrant Officer Candidates
2009-004	Participation in Civilian Qualification Schools
2009-009	Notification of Misconduct for Commissioned Officers, Warrant Officers, and Senior Enlisted Non-Commissioned Officers.
2009-011	Posthumous Promotions
2009-012	Duty to Communicate Felony Level Offenses and Specified Misdemeanor Offenses
2009-016	Failure to Pass a Security Clearance in the California State Military Reserve (CSMR)
2010-002	Reinstatement of CSMR Members in Retired/Recall Status after Active Duty
2010-___	Warrant Officer Professional Development

Summary. This regulation prescribes the policies and procedures for initial appointment, assignment, promotion, separation and other personnel actions relating to warrant officers of the California State Military Reserve.

Applicability. This regulation applies to the Army component of the California State Military Reserve.

Proponent and exception authority. The proponent is the Commanding General on behalf of The Adjutant General, State of California. The exception authority is the Commanding General,

California State Military Reserve. Any revisions or exceptions to this regulation are prohibited without prior written approval from the Commanding General, State Military Reserve.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the Personnel Section, HQ, CSMR (CASR-G1), 9800 Goethe Road, Post Office Box 269101, Sacramento, CA 95826-9101..

Distribution. Distribution of this regulation is CSMR – Army.

## TABLE OF CONTENTS *(Listed by paragraph and page number)*

### CHAPTER 1. General Provisions

1-1, page 5	Purpose
1-2, page 5	Supporting Authority
1-3, page 5	Policy
1-4, page 5	Relative Rank
1-5, page 5	Procurement Sources
1-6, page 6	Warrant Officer Placement
1-7, page 6	Satisfactory Performance of Duty
1-8, page 6	Exceptions

### CHAPTER 2 Appointments

2-1, page 7	Appointment of Warrant Officers
2-2, page 7	<i>Intentionally Left Blank</i>
2-3, page 7	Prior Warrant Officer Military Service
2-4, page 7	Warrant Officer Candidate Schools Graduates
2-5, page 7	<i>Intentionally Left Blank</i>
2-6, page 7	Eligibility Criteria
2-7, page 8	Reinstatement After Active Duty
2-8, page 9	Reinstatement - Request to Return After Separation and Discharge
2-9, page 9	Denial of Membership Criteria
2-10, page 10	CSMR Participation Authority
2-11, page 10	Warrant Officer Appointments
2-12, page 11	Temporary Appointments – Warrant Officer Candidate
2-13, page 11	Warrant Officer Candidate (WOC) Appointment Process
2-14, page 11	Warrant Officer Candidate Grade Designation

### CHAPTER 3 Application Procedures

3-1, page 12	Applicant Paperwork Flow
3-2, page 12	Appointment Predetermination Screening
3-3, page 12	Actions Required by the Recruiting Task Force
3-4, page 12	Actions Required by HQ, CSMR
3-5, page 13	Actions Required by Gaining Senior Command

### CHAPTER 4 Grade, Date of Rank, and Branch Determination

4-1, page 13	Prior Service Credit
--------------	----------------------

4-2, page 13	Grade Determination for Warrant Officers
4-3, page 14	Grade Determination for Warrant Officers Authority
4-4, page 14	Date of Rank
4-5, page 14	Branch Determination
4-6, page 14	Branch Assignments
4-7, page 15	Assignment of Warrant Officer Candidates

## CHAPTER 5 Assignments and Attachments

5-1, page 15	State Active Duty
5-2, page 15	Assignment Policy
5-3, page 16	Reassignment
5-4, page 16	Changes in Organizational Structure
5-5, page 17	Overstrength and Additional Position Authorizations
5-6, page 17	Warrant Officer Candidate School Assignments
5-7, page 17	Temporary Attachment to Other Units
5-8, page 18	Duty Details

## Chapter 6 Promotion

6-1, page 18	Criteria
6-2, page 19	Wearing of Insignia
6-3, page 19	Promotion Eligibility
6-4, page 20	Time-in-Grade (TIG) Requirements
6-5, page 20	(intentionally left blank)
6-6, page 20	Military Education
6-7, page 21	Civilian Education
6-8, page 22	Certificates of Promotion Eligibility
6-9, page 22	Posthumous Promotion

## Chapter 7 Warrant Officer Promotion Selection Board (WOPSB)

7-1, page 22	Authority
7-2, page 22	Promotion Board Announcement
7-3, page 22	Unit Responsibilities
7-4, page 23	CSMR Promotion Recommendation
7-5, page 23	Composition of WOPSB
7-6, page 23	WOPSB Board Site
7-7, page 24	Warrant Officer Promotion Selection Board (WOPSB)
7-8, page 24	WOPSB Procedure
7-9, page 25	Actions by HQ, CSMR

## Chapter 8 Terms

8-1, page 26	Active Status
8-2, page 26	Certification
8-3, page 26	Commissioned Warrant officer
8-4, page 26	Initial Appointment
8-5, page 26	Reappointment
8-6, page 26	Warrant Officer
8-7, page 27	Warrant Office Qualities

Chapter 9	Military Occupational Specialties (MOS) and MOS Redesignation
9-1, <i>page 27</i>	Warrant Officer Branches and Specialties
9-2, <i>page 28</i>	General Policy and Procedures for MOS Redesignation
9-3, <i>page 29</i>	Unit Reorganization

Chapter 10	Leave of Absence
10-1, <i>page 29</i>	General
10-2, <i>page 29</i>	Actions to be taken
10-3, <i>page 30</i>	Exception authority

Chapter 11	Separations
11-1, <i>page 30</i>	General
11-2, <i>page 30</i>	Voluntary Separation
11-3, <i>page 31</i>	Involuntary Separation
11-4, <i>page 32</i>	Administrative Procedures for Involuntary Separation
11-5, <i>page 32</i>	Resignation
11-6, <i>page 33</i>	Retirement
11-7, <i>page 33</i>	Representation and actions after Discharge and/or Retirement

Attachments and Appendices are “living documents”. They will be updated from time to time.

Attachment 1, <i>pages 34-36</i>	Required Application Documents
Attachment 2, <i>pages 37</i>	Warrant Officer Promotion Selection Board Checklist

Appendix A, <i>pages A-1 – A-9</i>	Warrant Officer Military Occupational Specialties
Appendix B,	Reserved
Appendix C, <i>pages C-1 – C-4</i>	Required Training for Enlisted and WOC to WO1 or CW2
Appendix D, <i>pages D-1 – D-6</i>	Army Correspondence Courses - Approved MOS Training
Appendix E, <i>pages E-1 – E-8</i>	Warrant Officer Professional Development Program
Appendix F, <i>pages F-1 – F-9</i>	Warrant Officer MOS Publications
Appendix G, <i>pages G-1 – G-5</i>	CSMR Warrant Officer Training Log
Appendix H, <i>pages H-1 – H-5</i>	Redesignation (or Award if appropriate) in Warrant Officer MOS

## Chapter 1

### Introduction

#### 1-1. Purpose

This regulation governs and establishes the criteria for Warrant Officer Personnel Management in the CSMR.

#### 1-2. Supporting Authority

This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation / instruction / order conflicts with any provision herein, the provisions of CSMR REG 600-3 are controlling.

#### 1-3. Policy

The CSMR warrant officer accession and personnel management system must produce serving warrant officers who are fully qualified, dedicated to selfless service, aggressive leaders who demonstrate sound, mature judgment and have high moral standards and derive job satisfaction from serving. The warrant officer corps requires a strong professional and personal dedication to the highest ethical standards. Therefore, ethics and living the respective Army core values must be a substantial factor in decisions required to sustain the excellence of both the quality and quantity within the warrant officer ranks. All personnel actions prescribed herein will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.

#### 1-4. Relative Rank

Warrant Officers of the CSMR will rank among officers of the California National Guard (CNG), of the same grade, who are not on active duty in a federal status.

#### 1-5. Procurement Sources

- a. CSMR Warrant Officers may be appointed in the CSMR from only the following sources:
  - (1) Former or Retired Warrant Officers of any Component, active or reserve, of the United States (US) Armed Forces or the National Guard.
  - (2) Former or Retired CSMR Warrant Officers.
  - (3) Warrant Officer Candidate School (WOCS) Graduates of any branch of US Armed Forces, the National Guard, and CSMR.
  - (4) Enlisted members of the CSMR that have successfully completed the CSMR Warrant Officer Candidate School (WOCS).
- b. Other than the foregoing sources of appointment as warrant officers, no person shall be directly appointed a warrant officer in the CSMR unless the appointment is ordered by The Adjutant General. Such direct warrant officer appointments by The Adjutant General will be in accordance with current US Army Regulations. These direct warrant officer appointments will be

ordered only in rare circumstances to meet an extraordinary requirement of the California Military Department.

#### 1-6. Warrant Officer Placement

Warrant Officers will be assigned to vacant positions in the CSMR Tables of Distribution and Allowances (TDA). The use of double or multiple slotting is prohibited.

#### 1-7. Satisfactory Performance of Duty

The minimum standard is attendance to twelve (12) – one (1) day drills, in addition to the one hundred (100) volunteer hours in a twelve month period.

#### 1-8. Exceptions

Exceptions to this regulation will be considered on an individual basis. While a request for an exception may apply to any part of this regulation, the intent is to focus on qualifications as a subject matter expert in order to provide the CSMR with the most qualified and diverse warrant officers. They will neither be considered as a precedent for change in policy, nor blanket approval of future request. The Command General, CSMR, with the advice of the Command Chief Warrant Officer, has the authority to approve exceptions to this regulation only in special circumstances that are consistent with the needs of the CSMR or the CNG. Requests for exceptions or waiver shall be forwarded to the CSMR Command Warrant Officer and upon his review shall be forwarded with his written recommendation to the Commanding General for approval or disapproval.

## Chapter 2

### APPOINTMENTS

#### 2-1. Appointment of Warrant Officers

Warrant Officers are technically proficient (TP) in their MOS. CSMR Warrant Officers must be fully qualified to assume full duties in their Branch and MOS upon selection and not require additional training to become qualified in the rank appointed or commissioned. The appointment of CSMR Warrant Officers is not intended to bypass the regular warrant officer process. Warrant Officers in the CSMR are appointed by the Governor upon the advice and recommendation of the Adjutant General, in accordance with sections 222 and 550 of the CM&VC. These appointments may be temporary, for a period not to exceed 12 months, or permanent, as prescribed by this regulation.

#### 2-2. *(Intentionally Left Blank)*

#### 2-3. Prior Warrant Officer Military Service

a. Former or Retired Federal Warrant Officers. Former Warrant Officers of the National Guard, US Army, US Navy, US Air Force, US Marine Corps, and US Coast Guard, or their respective reserve components, with honorable service, may apply for direct appointment as a warrant officer in the CSMR.

b. Former or Retired CSMR Warrant Officers with honorable service, may apply for direct appointment or reappointment as a warrant officer in the CSMR.

c. Service as a warrant officer in any of the following does not qualify the applicant for an appointment as a CSMR Warrant Officer:

(1) Junior ROTC, Civil Air Patrol, Navy Auxiliary, Coast Guard Auxiliary, Sea Scouts, US Navy Sea Cadets, California Cadet Corps, Marine Cadets, or any similar organization,

(2) State Defense Force of any other state, or

(3) Armed services of any foreign nation.

#### 2-4. Warrant Officer Candidate School Graduates

CSMR service members who have successfully completed CSMR WOCS or graduates of any branch of the US Armed Services or National Guard accredited WOCS school may apply for appointment as a Warrant Officer in the CSMR.

#### 2-5. *(Intentionally Left Blank)*

#### 2-6. Eligibility Criteria

a. Individuals having the qualifications set forth in paragraphs 1-5, 2-3, or 2-4 who also possess all the qualifications outlined below may apply for initial appointment as a CSMR warrant officer, or for reappointment.

b. Assignment. The applicant must apply for assignment to a vacant authorized position in a CSMR Table of Distribution and Authorization (TDA) by paragraph and line number.

c. Minimum Age. No applicant will be appointed who is less than 21 years of age.

d. Citizenship.

(1) The applicant must be a citizen of the United States, and a resident of the State of California.

(2) Aliens who have made legal declaration to become citizen of the United States must present a completed U.S. Homeland Security Form 1-797C, Notice of Action, (or its replacement) and completed Form N-652, Naturalization Interview Results, (or its replacement). Those documents provide notice that the N-400 Application for Naturalization (or its replacement) has been initiated by the applicant.

e. Education. Each applicant must:

(1) Demonstrate understanding and proficiency of the English language.

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

(3) Hold current professional credentials, licenses and ecumenical endorsements as appropriate, valid in the State of California and keep such credentials valid during the term of their service.

(4) Successfully complete all phases of the Warrant Officer Candidate School (WOCS) within two years of appointment as a Warrant Officer Candidate (WOC)

f. Character. Each applicant must be ethical and of good moral character.

g. Leadership. Applicants must possess demonstrated leadership qualities and have the ability to deal effectively with people. Such qualities are to be evaluated in terms of the applicant's age, education, personal and professional background, and military and or civilian management experience as evidenced by their application documents.

h. Medical. Applicants must be medically qualified for CSMR as prescribed in CSMR Regulation 40-501. A Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA), possessing an unrestricted California license, will evaluate each applicant's medical condition and sign those medical forms currently required by HQ CSMR G-1 for an application. Each applicant's medical documentation will also be reviewed at HQ CSMR for compliance with CSMR Regulation 40-501.

## 2-7. Reinstatement After Active Duty

Former members of the CSMR who resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR after the completion of the active duty period must apply for reinstatement within 90 days of being released from active duty. No waiver will be granted after the 90th day of eligibility. Applicants must provide the following information to support the reinstatement action:

a. CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the unit commander.

b. CSMR Form 1, with the following information filled out:

(1) Blocks #1 through block #11.

(2) Military experience since being recalled to active duty.

(3) Military education obtained while on active duty (Provide certificates or documentation).

(4) Signature and date.

c. A copy of all pages of the separation physical form from the active duty assignment. Include all medications being taken.

d. A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.

e. A copy of the complete Veterans Administration (VA) disability rating and all subsequent VA requests / correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 100% VA disability rating will not be considered for reinstatement.

## 2-8. Reinstatement - Request to Return After Separation and Discharge

Prior CSMR SM can request to return within 12 months of Separation and Discharge if they were not discharged for medical or disciplinary reasons. SM must state that their medical condition has not degraded since Discharge.

## 2-9. Denial of Membership Criteria

The following persons are denied appointment in the CSMR.

- a. Subversive or disloyal persons.
- b. Convicted felons.
- c. Applicants convicted of a misdemeanor crime involving moral turpitude by a civil or military court. This provision can only be waived by the CG, CSMR.
- d. Persons discharged, released, dropped from the rolls or separated from any component of the US Armed Forces and CSMR, for any of the following reasons:
  - (1) Under other than honorable conditions.
  - (2) For unsatisfactory service.
  - (3) Resignation in lieu of court-martial.
  - (4) Elimination for any form of corrective or disciplinary action, or for the good of the service.
  - (5) As a security risk.
- e. Individuals found to have committed forgery.
- f. Individuals found to have lied on their application.
- g. Individuals found to have embellished their civilian and/or military career accomplishments and those claims are not substantiated.
- h. Members of the following:
  - (1) Active members of any United States Armed Force.
  - (2) Any reserve component of the United States Military.
  - (3) Any military, militia or paramilitary organization not authorized by Congress.
  - (4) A State Defense Force of another state.
  - (5) A state of California resident who is employed by a foreign government.
  - (6) Active members of any US Armed Forces that would be subject to involuntary separation under the Uniform Code of Military Justice.
- i. Individuals receiving any form of medical disability annuity exceeding 29%.

## 2-10. CSMR Participation Authority

Applicants may not participate in the CSMR and are not considered members of the CSMR until they take the Oath of Office after official CSMR orders are published.

## 2-11. Warrant Officer Appointments

a. In cases where an individual possesses unique and definable professional skills in the fields of personnel management, logistics, maintenance, transportation, civil affairs, transportation, medical, communications, information management systems, law, law enforcement, security, linguistics, public affairs or military history may be considered for appointment as Warrant Officers after successful completion of the Warrant Officer Candidate Program. The Warrant Officer appointment is not to be used to gain membership for unqualified individuals, or to circumvent the basic intent of the program - that of providing the CSMR with "qualified" specialists to assist in meeting the mission objectives of the CSMR.

(1) An individual, if found qualified per paragraph 2-6 above, who otherwise meets the medical, height-weight and other requirements of this regulation may be considered for initial appointment as Warrant Officer One (WO1) except:

(a) Former Warrant Officers may be appointed in the same Warrant Officer grade satisfactorily held in that service (attendance at WOCS is not required).

(b) Senior noncommissioned officers with prior Federal, Reserve, National Guard, or CSMR service in the rank of E8 or E9, for at least two years, may be promoted to Chief Warrant Officer Two after completion of WOCS (Phase I) if certified by the MOS proponent prior to the date of initial appointment and recommended by the CSMR Command Chief Warrant Officer (CCWO).

(c) Commissioned and former commissioned officers who have served a minimum of two years in an active status in the grade of CPT or above and have a minimum of four years experience in the appointment specialty may be appointed to Chief Warrant Officer Two if certified by MOS proponent (attendance at WOCS is not required).

b. Chief Warrant Officers (CW2 and above) are appointed by commission. An oath of office must therefore be executed upon initial appointment or promotion to consummate the action. A Warrant Officer One (WO1) is also appointed and an oath of office must be executed upon initial appointment, however, it is understood that the rank of WO1 is not "commissioned".

(1) Except in extenuating circumstances, subject to the approval of the CG-CSMR, Warrant Officers below the grade of CW4 will not be assigned to command positions.

(2) Warrant Officers will normally be exempt from any tenure guidelines established for officer TDA assignments unless requested by the unit commander and provided their yearly performance evaluation reports justify retention in the assigned position.

(3) A Warrant Officer who has been involuntarily separated from CSMR service for cause (non-participation for example) may not reapply for appointment without the express written approval of the CG-CSMR.

(4) Whenever possible, the senior Warrant Officer should be included in the predetermination screening process at the gaining unit. The opinion of the senior Warrant Officer should be given great consideration by the unit commander when making his recommendation for appointment of warrants.

## 2-12. Temporary Appointments –Warrant Officer Candidate

Applicants for appointment may be extended a temporary appointment pending final determination of eligibility before the Warrant Officer Candidate Selection Board (WOCSB) for permanent appointment as a Warrant Officer Candidate in the CSMR. Temporary appointments may be withdrawn at any time, and will automatically expire if not made permanent within 12 months.

a. Temporary appointments may be made in the case of individuals who lack some specific qualification for permanent appointment but have potential to rectify the deficiency within the 12-month timeframe.

b. Temporary appointments may also be made in the case of individuals who are appointed to fulfill a specific MOS task and where the WOCSB has not been convened or in cases where there were administrative processing delays, through no fault of the applicant.

c. Temporary appointments may not be extended except with the formal written approval of the CG-SMR.

## 2-13. Warrant Officer Candidate (WOC) Appointment Process

a. Upon successful completion of all phases of the WOCS, WOCs will be appointed to the rank of WO1 after 1 year in the WOCS and successful completion of all phases of training.

b. Candidates may be appointed to CW2 after completing the WOCS (Phase I) if they held a federal or CSMR grade of MSG (E-8) or CSM (E-9) for 2 consecutive years, are certified by the MOS proponent prior to the date of initial appointment, and are recommended by the CSMR Command Chief Warrant Officer (CCWO).

c. Warrant Officer Candidates must comply with all provisions of membership in the CSMR. Candidates committing any offense punishable by the Uniform Code of Military Justice will be considered for elimination from the WOCS.

d. Exceptions to the above policy will be considered on an individual basis. They will neither be considered as a precedent for changes in policy, nor blanket approval of future requests. The CG-CSMR, with the advice of the CSMR Command Chief Warrant Officer, has the authority to approve exceptions to this policy only in special circumstances, which are consistent with the needs of the CSMR or the CNG.

## 2-14. Warrant Officer Candidate Grade Designation

a. Once determined qualified to be appointed as a Warrant Officer, the Warrant Officer Candidate (WOC) will remain at the previously held enlisted pay grade of E-6 or higher. Applicants who are new members of the CSMR or who held a pay grade lower than E-6, will be immediately promoted to the rank/grade of SSG/E-6.

b. Applicants appointed to WOC will remove enlisted rank, devices/chevrons, from the uniforms and wear the WOC insignia.

c. WOC insignia will be removed and designation automatically terminated upon:

(1) Graduation from the Warrant Officer Candidate School (WOCS).

(2) Dismissal from the WOCS when readmittance to WOCS is not recommended by WOCS commandant.

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

d. Upon termination of WOC status, soldiers will revert to and wear enlisted rank insignia for the grade held prior to appointment as a WOC.

## Chapter 3

### Application Procedure

#### 3-1. Applicant Paperwork Flow

- a. Applicant submits the required documentation listed in ATTACHMENT 1 (Required Application Documents) to the CSMR Recruiting Task Force (RTF).
- b. RTF assembles the packet until it is complete.
- c. RTF coordinates with the gaining Senior Command to determine proposed TDA paragraph and line assignment.
- d. Complete packet is forwarded by RTF to HQ CSMR for final medical and legal review.
- e. Once final medical and legal clearance is determined, the applicant is notified by RTF to proceed with the last action to be taken; the State of California Department of Justice (DOJ) (fingerprint) LiveScan. Both, the DOJ and Federal Bureau of Investigation databases are checked for any criminal activity. The LiveScan process remains active for as long as the applicant remains a member of the CSMR.
- f. Appointment orders are published and along with the Oath of Appointment are forwarded to the gaining Senior Command S1/Personnel Office.
- g. Senior Command S1/Personnel office forwards completed Oath of Appointment to HQ CSMR within sixty (60) days of appointment orders.
- h. Appointment orders will be rescinded if applicant does not complete Oath of Appointment within the sixty (60) day limitation.

#### 3-2. Appointment Predetermination Screening

- a. The purpose of predetermination screening is to quickly assess the candidate's credentials and physical wellbeing in terms of being able to meet the CSMR accession standards.
- b. The initial predetermination screening is conducted by RTF personnel during the Orientation meeting. All applications for appointment and direct appointment, including medical, legal and chaplain applications, are based on the professional, technical, and educational qualifications of the individual, consistent with the personnel needs of the CSMR and CNG.

#### 3-3. Actions required by the Recruiting Task Force

- a. The RTF interviews the applicant at the Orientation. RTF reviews all submitted documents for completeness and determines applicant's administrative eligibility to join the organization.
- b. At no time will any promise of a specific appointment grade be discussed with the applicant. See Paragraphs 4-1 and 4-2 for grade determination.
- c. Return the entire application to applicant if applicant does not meet all the required basic administrative prerequisites for appointment OR when errors are found that cannot be corrected within ninety (90) days.
- d. Forward completed applications to HQ CSMR, to include TDA Para/Line provided by the gaining Senior Command.

#### 3-4. Actions Required by HQ, CSMR

Upon receipt of a complete application packet, the G-1 and/or G-1 assistants will:

- a. Conduct final medical and legal review.
- b. Verify LiveScan reports are clear of criminal activity.
- c. Determine rank eligibility.
- d. Publish appointment orders and Oath of Appointment and forward to gaining Senior Command S1
- e. Receive and file completed Oath of Appointment in individuals Personnel File.

### 3-5. Actions Required by Gaining Senior Command

- a. Arrange appropriate ceremony for swearing-in the new warrant officer.
- b. Forward completed Oath of Appointment to HQ CSMR within sixty (60) days.

## Chapter 4

### Grade, Date of Rank and Branch Determination

#### 4-1. Prior Service Credit

Warrant Officers with prior service in the US Armed Forces or CSMR will retain their last rank held. The following exceptions apply:

- a. When a vacant TDA position is not available and the former SM agrees to join the CSMR at one grade lower. A vacant TDA position must be available at the lower rank.

#### 4-2. Grade Determination for Warrant Officers

- a. For candidates that are accessed into the CSMR at one grade lower than their highest federal or CSMR status and who are applying for a warrant officer position in the CSMR, rank determination will be made by the CSMR Director of Personnel, G-1.
- b. For candidates that are accessed into the CSMR at the same grade as their highest achieved federal or CSMR status, rank determination will be made by the major subordinate unit commander and approved by the G-1.
- c. In the extremely rare and unusual circumstance, when a rank consideration of one grade higher than their highest federal status, the determination will be made in the following manner:
  - (1) A Request for Grade Determination will be forwarded by the gaining Senior Command's Commander through the CSMR Executive Officer (XO), the CSMR Director of Personnel (G-1), and the CSMR Chief of Staff (COS) to the CSMR Commanding General. The Recommendation for Grade Determination will contain the following documentation:
    - (a) Documentation that the applicant meets the Time in Service / Time in Grade requirements for the next higher grade.
    - (b) Documentation that the applicant meets the military and civilian requirements for the next higher grade.
    - (c) Documentation of pertinent job and "life" skills.
    - (d) Commander's assessment of the impact on the CSMR if the applicant is accessed at the higher grade.
    - (e) Commander's verification that a vacant TDA position is available at the higher grade.
    - (f) Commander's verification that the action would satisfy an unfilled need in the CSMR.

(g) A statement by the candidate that they agree to fully participate in CSMR activities and that promotion to the next highest grade would be contingent on their successful performance of their CSMR duties for a period of three years from the date of the award.

(2) Requests for Grade Determination will be approved or disapproved by the CSMR Commanding General.

#### 4-3. Grade Determination for Warrant Officers Authority

Will be in accordance with applicable AR 135-100 or AR 611-1 or NGR 600-101.

#### 4-4. Date of Rank

a. Date of Rank (DOR) for prior service Officers.

(1) If Officer has been out of the service less than 24 months, adjust DOR by subtracting period spent in grade from date of appointment.

(2) If Officer has been out of the service more than 24 months, the Date of Appointment will be the DOR.

b. DOR for non-prior service Officers will be the CSMR date of appointment to that rank.

#### 4-5. Branch Determination

a. Prior warrant officers of the US Armed Forces will wear branch, warfare specialist, or occupational field insignia, as appropriate, in the primary branch in which they were qualified.

b. Warrant Officer Candidates, will become appointed in one of the following branches:

(1) Adjutant General (AG)

(2) Civil Affairs (CA)

(3) Engineer (ENG)

(4) Information Operations, Collections and Analyses (IO)

(5) Judge Advocate General (JAG)

(6) Military Police (MP)

(7) Ordnance (ORD)

(8) Quarter Master (QM) / Hazardous Material

(9) Signal (SIG)

(10) Translator / Interpreter

(11) Transportation (TRANS)

(12) Other branches determined by the G-3, as appropriate, where branch qualification and education is available, and based on the needs of the CSMR and the CNG.

#### 4-6. Branch Assignments

a. All Warrant Officers appointed in the CSMR will be initially appointed without a branch assignment, except for former Warrant Officers of the Armed Forces of the United States.

b. All Warrant Officers appointed without a branch assignment will wear the "Rising Eagle" insignia as their branch insignia, until such time as they are assigned to a specific branch on official orders (normally at the same time that they are awarded their technical MOS)

c. All Warrant Officers appointed in the CSMR are required to become branch and MOS qualified within 24 months of appointment as a Warrant Officer in the CSMR.

d. Award of Warrant Officer MOSs and branch assignments will be based upon application of the individual, through their chain of command, based upon justification as to the individual's technical qualification in accordance with standards published by the Director of Personnel for each Warrant Officer MOS.

e. Warrant Officers who fail to become branch and MOS qualified within the 24 month period, will have their appointment rescinded and revert to their previous enlisted grade.

f. A one-time extension of 12 months may be granted by application, specifying the need for the extension and actions being taken that will assure completion of the requirements within the requested 12 month extension, through the chain of command to the Command Chief Warrant Officer (CSMR).

g. Warrant Officers requesting an additional MOS in another branch must be fully qualified prior to requesting the MOS assignment. This request shall be forwarded through the chain of command to the G1 and upon the recommendation of the CSMR Command Warrant Officer be assigned. This request can be made at any time once the Warrant Officer reaches the rank of CW2.

#### 4-7 Assignments of Warrant Officer Candidates

a. Warrant Officer Candidates may be assigned and perform duties in one of the following positions for which selected.

(1) In the vacant Warrant Officer position.

(2) As overstrength in a currently occupied position projected to be vacated within two years.

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

## Chapter 5

### Assignments and Attachments

#### 5-1. State Active Duty

a. Warrant Officers of the State Military Reserve may be placed on State Active Duty (SAD) under the following provisions of law and conditions:

(1) Section 142 (Authority of the Governor over the Active Militia), Article 2, CM&VC.

(2) Section 143 (Proclamation of Insurrection) Article 2, CM&VC.

(3) Section 146 (Call of Militia into Active Service) Article 2, CM&VC.

b. When called to SAD (with pay), CSMR Warrant Officers will be placed on official state orders and receive pay and allowances as prescribed by law.

#### 5-2. Assignment Policy

a. The primary factors that influence a warrant officer's assignment are the needs of the CNG and accomplishment of the CSMR mission in support of the CNG. Other factors influencing assignment considerations are:

(1) Grade, specialty, education, and experience of the warrant officer.

(2) Warrant Officer's demonstrated potential for advancement.

(3) Availability of warrant officers with required qualifications.

b. Except as otherwise specified in this regulation, warrant officers will only be assigned to positions compatible with their grade and specialty on the CSMR TDA.

c. Assignment of warrant officers in the grade of Chief Warrant Officer 4 (CW4) and Command Chief Warrant Officer (CW5) will be made only with approval of the Commanding General, CSMR.

d. Security Clearance. Possession of a secret security clearance or higher is not necessary for normal CSMR duty performance. Denial of a secret security clearance, alone, is not grounds for discharge.

(1) Individuals who fail the security clearance vetting process will be denied access to secured locations.

(2) If denial of a security clearance is based on a felony conviction or any conviction involving moral turpitude, including, but not limited to domestic violence, the CSMR service member will be immediately administratively discharged.

(3) For all other security clearance vetting issues, the G-1 will appoint a warrant officer to determine:

(a) If the denial of security clearance warrants additional restrictions of the types of duty assignments within the CSMR.

(b) If the denial of security clearance warrants administrative discharge.

### 5-3. Reassignment

The periodic reassignment of a CSMR Warrant Officer is subject to the following conditions:

a. There must be an authorized TDA vacancy in the same or higher grade, unless otherwise authorized in this regulation.

b. If there is not an authorized TDA vacancy in the same or higher grade for which the individual is qualified, upon approval of the CSMR Command Chief Warrant Officer, the individual may be placed temporarily overstrength for a period not to exceed one year.

c. Reassignments to other staff or command position are not authorized to or between JAG specialties. JAG personnel who desire reassignment to any other position within the CSMR must reapply for appointment under the provisions of Chapter 2 of this regulation.

d. Warrant Officers assigned to professional specialties (JAG) may not be detailed or assigned to any military duties outside their normal TDA duties, except with the permission of the senior CSMR JAG and the CSMR Command Chief Warrant Officer.

e. Assignment and reassignment of Warrant Officers in the grade of Chief Warrant Officer 4 or above will be made only with the approval of the CSMR Command Chief Warrant Officer.

f. Assignment to the position of CSMR Command Chief Warrant Officer will only be made by HQ, CSMR, upon the selection for assignment as CSMR Command Chief Warrant Officer by the CG CSMR.

### 5-4. Changes in Organizational Structure

Warrant Officers whose TDA positions are deleted or changed during any reorganization may be carried "excess" for a period not to exceed 12 months. Such action should only be taken if there is no other suitable position in which the officer may be assigned. Warrant Officers so assigned will be reported to the CSMR Command Chief Warrant Officer. This policy does not apply to JAG

Warrant Officers, who will be reassigned to the JFHQ Support Group in the event of any reorganization.

#### 5-5. Overstrength and Additional Position Authorizations

a. The Commanding General, CSMR may publish an annual personnel policy statement on the management of CSMR warrant officer assignments, to include any allowable over-strength positions, strength management directives, or "exceptions to policy" instructions. These additional instructions, if any, will supplement any provisions of this regulation until revoked or replaced by a later iteration of any such personnel policy statement.

b. Warrant Officers are authorized to be assigned "overstrength" for a period not to exceed twelve (12) months under the following conditions:

(1) When unit of assignment has been reorganized or deactivated.

(2) When normal staff reassignment results in no available TDA position for an outgoing warrant officer.

(3) Former California National Guard Warrant Officers when appointed within 6 months of their honorable separation from National Guard service.

#### 5-6. Warrant Officer Candidate School Assignments

a. CSMR applicants are eligible to apply for the next Warrant Officer Candidate School (WOCS). If selected, they may be enlisted directly into the WOCS program. The CSMR G1 will publish two (2) sets of orders. The first order will appoint the individual into an enlisted vacant Para / Line. The second order will appoint the service member as a Warrant Officer Candidate.

(1) Applicants will be assigned to the nearest CSMR unit from their Home of Record.

(2) The WOCS Commandant requests publication of non-pay orders for each school phase.

The non-pay orders are distributed to both the Commandant and to each Candidate's unit of assignment.

b. All WOCS personnel will remain assigned to their parent unit for the duration of the course.

(1) WOCS personnel are expected to attend all Phases of the WOCS program. The Phases are scheduled throughout a 12 month period. Each Phase is conducted from Thursday, 1200 hours to Sunday, 1200 hours.

(2) WOCS personnel are expected to drill with their parent unit during the months in which no WOCS Phase is scheduled.

(3) WOCS personnel who terminate their participation through the Drop On Request (DOR) process will have their Warrant Officer Candidate orders revoked with the effective date of the DOR. They will revert to their previous enlisted rank.

#### 5-7. Temporary Attachments to Other Units

a. Warrant Officers will normally drill and train with the unit to which they are assigned. Should this not be practical, warrant officers may be authorized by their commander, on written orders, to train with another unit in an attached status, for a specified period provided this is acceptable to the gaining unit commander.

b. Warrant Officers, at the discretion of the Commanding General, CSMR, may be attached or otherwise detailed to any unit that will provide maximum utilization of their specialty. During that period of attachment, these warrant officers will not be used in any position or assigned any duty detail other than within their area of professional specialty.

- c. Warrant Officers will be relieved from attached status as soon as practicable or upon the expiration of period of attachment stated in published orders, whichever occurs first.
- d. The commander of the unit of attachment is responsible for all administration, requests for normal training orders, and training of any attached personnel.
- e. Attachment orders will cite this paragraph as authority and will state the reason for attachment and specific period of attachment. "Indefinite" attachments are not authorized.

## 5–8. Duty Details

- a. General. Duty details are a command function; however, their use must meet the prescribed regulations and accepted Warrant Officer management practices of this and any other CSMR Regulations.
- b. The authority to detail warrant officers to duty in the categories of general staff or aide-de-camp is a prerogative of the CG–CSMR.
- c. Adjutant Appointments. Only commissioned officers and Commissioned Warrant Officers in the grade of CW2 and above may be appointed as adjutants or commandants. Adjutants perform this function in addition to the various other duties that only a warrant officer can execute for the command.

## Chapter 6

### Promotions

#### 6-1. Criteria

Promotion consideration will be based on demonstrated past performance of duty, efficiency, command (leadership) and staff ability, potential for effective service in the next higher grade, time in grade, and military and civilian education.

- a. Promotion will not be used solely as a reward for past performance or future consideration of any kind.
- b. Promotion will be made without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age as defined in Government Code, § 12926(b), or sexual orientation of any person.
- c. All Warrant Officers recommended for promotion must be fully qualified under all the terms of this regulation. Promotions should be in accordance with the established minimum time-in-grade provided the Warrant Officer meets the above promotion criteria.
- d. Promotion from WO1 to CW2 will be administratively performed at Senior Command level. Candidates that are eligible for promotion to these ranks will not participate in the CSMR Promotion Board process. Senior Commands will forward the following documents to G1 for publication of the promotion orders:
  - (1) CSMR Form 10, requesting administrative promotion of the individual.
  - (2) A signed letter from the unit commander indicating the individual meets the following requirements:
    - (a) Time in Grade.
    - (b) Meets CSMR height and weight standards.
    - (c) Individual has completed the Basic Orientation Course (BOC). Current CSMR members who were members as of 1 July 2006 and had over ten (10) years of CSMR service as of 1 July 2006 are not required to attend BOC. In addition, current CSMR members who were members as of 1

July 2006, were retired from federal military service, and had two (2) years of CSMR service as of 1 July 2006 are not required to attend BOC.

(d) Individual currently occupies a TDA position which authorizes the higher grade. Provide TDA Para / Line.

(3) Provide a copy of the Certificate of Completion for their Professional Officer Development Course, when that course is available.

(4) Any additional documentation bearing directly on the promotion of the individual.

e. Promotion of qualified warrant officers from CW2 through CW5 will be in accordance with the Warrant Officer Personnel Selection Board process.

(1) The memorandum of recommendation from CW2 through CW5 and all endorsements must reach HQ, CSMR, ATTN: CASR-P, not later than 45 days prior to the next scheduled date of the Warrant Officer Promotion Selection Board accompanied by the documents listed in paragraph 7-7 (Attachment 2).

(2) Warrant Officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in CSMR TDA documents.

## 6-2. Wearing of Insignia

a. Wearing the insignia of a higher grade is only authorized after official CSMR promotion orders have been published.

b. The practice of "frocking" or allowing a warrant officer to wear the insignia of the next higher grade pending official publication of orders is prohibited.

## 6-3. Promotion Eligibility

a. To be considered by the Warrant Officer Promotion Selection Board (WOPSB) for promotion, all CSMR warrant officers must:

(1) Be medically fit in accordance with standards prescribed for retention in CSMR Regulation 40-501 and meet the height and weight standards as specified in CSMR Regulation 600-9.

(2) Have completed the minimum years of Time-in-Grade (TIG) prescribed in paragraph 6-4.

(3) Have completed the CSMR Basic Orientation Course (BOC). Current CSMR members who were members as of 1 July 2006 and had over ten (10) years of CSMR service as of 1 July 2006 are not required to attend BOC. In addition, current CSMR members who were members as of 1 July 2006, were retired from federal military service, and had two (2) years of CSMR service as of 1 July 2006 are not required to attend BOC.

(4) Have completed the minimum military education requirements prescribed in paragraph 6-6.

(5) Have completed the minimum civilian education requirements prescribed in paragraph 6-7.

b. Any warrant officer who has been in an inactive status, or recently appointed or reappointed, will not be considered by the Warrant Officer Promotion Selection Board for promotion until one year after the date of appointment or return to active status as established by the reappointment order effective date.

#### 6-4. Time in Grade (TIG) Requirements

a. All prior time-in-grade active / reserve status as a member of any U.S. Armed Forces will be applicable for promotion to the next higher grade in the CSMR. Inactive or any other status which does not count for Federal retirement will not be used for TIG credit.

b. The following minimum years of Time-in-Grade are required for promotion to the next higher grade.

WO1 to CW2	2 years
CW2 to CW3	3 years
CW3 to CW4	3 years
CW4 to CW5	3 years

c. A CSMR warrant officer with prior active duty service of at least 48 months may request a time waiver of 50% of the required TIG when otherwise qualified for promotion.

d. CSMR Warrant Officers who have been separated or otherwise inactive for any period will, if reappointed, not be credited for any inactive time and will have their time-in-grade adjusted accordingly for the record. This will not apply to a warrant officer that separated from the CSMR due to a recall to active duty and rejoins the CSMR within ninety (90) days of release from active duty.

e. There is no maximum TIG requirement.

#### 6-5. (*Intentionally Left Blank*)

#### 6-6. Military Education

a. The minimum military education requirements for promotions are as follows:

(1) Enlisted/WOC to WO1 or CW2 – Level I (A) - Warrant Officer Basic Training:

(a) Completion of Warrant Officer Candidate School.

(2) WO1 to CW2 - Level I (B) - Warrant Officer Basic MOS Training:

(a) Basic Military Emergency Management Specialist Course if related to MOS, or

(b) A minimum of hours of MOS producing courses directly related to the Warrant Officers MOS and other duties as assigned which are listed in Appendix C, D or E.

(3) CW2 to CW3 – Level II – MOS and Common Soldier Skills Training:

(a) Senior Military Emergency Management Specialist Course if related to MOS, or

(b) A minimum of hours of MOS producing courses directly related to the Warrant Officers MOS and other duties as assigned which are listed in Appendix C, D or E.

(4) CW3 to CW4 – Level III – Staff, MOS and Professional Development Training:

(a) A minimum of hours of MOS producing courses directly related to the Warrant Officers MOS and other duties as assigned which are listed in Appendix C, D or E.

(b) Selected Staff and MOS courses approved by the ACS, G-3 and reviewed by the Command Chief Warrant Officer.

(5) CW4 to CW5 – Level IV – Senior Staff and Advanced Mission Related and Professional Development Training:

(a) Master Military Emergency Management Specialist Course if related to MOS, or

(b) Selected Staff and MOS courses approved by the ACS, G-3 and reviewed by the Command Chief Warrant Officer.

b. All courses must be completed prior to applying for promotion to the next Rank/Grade.

c. MOS Training LOG. The MOS Training Log shown in Appendix G will be used to record any training conducted and must be attached to the Promotional Application Checklist, Item B of the Biographical Summary ( Attachment 2).

d. The list of approved courses in Appendix C, D, and E, or their approved equivalents available to all CSMR warrant officers will be maintained by the ACS, (G-3) Operations and Training Section, HQ, CSMR and reviewed by the Command Chief Warrant Officer. The list will be modified as required to provide the widest possible range of MOS qualification courses appropriate to the mission of the CSMR and military regulations for eligibility to participate in AIPD, AKO/JKO and other distance learning educational opportunities.

e. A few Warrant Officer Branch MOS's will have their military education requirements set separately by policy approved by the ACS, G-3 and reviewed by the Command Chief Warrant Officer due to lack of MOS producing courses available. In some cases, MOS training may be a combination of available courses, review of pertinent Army Regulations, DA Pam's or Technical publications.

## 6-7. Civilian Education

a. The demand for higher educated Warrant Officers has escalated sharply in recent years. Warrant Officers must achieve even higher levels of education as equipment, systems, training and missions become more sophisticated.

b. All CSMR Warrant Officers not required to hold an associate degree to qualify for selection, should attain a specialty related associate degree of 60 college semester hours by the 4<sup>th</sup> year of Warrant Officer service. An additional goal is to attain a baccalaureate degree by the CW4 promotion point.

c. The minimum civilian education requirement for promotion is a High School diploma or a GED certificate.

d. All CSMR Warrant Officers should endeavor to obtain a baccalaureate degree regardless of when appointed. Those Warrant Officers with a baccalaureate degree are encouraged to pursue a graduate program or specialized education related to their technical military specialties.

e. The CSMR does not recognize any civilian qualification schools for the purpose of wearing badges, insignia, etc. as part of the CSMR uniform.

f. The only recognized special skills or qualification schools are those conducted by the active, reserve or National Guard components of the U.S. Armed Forces and those foreign military qualification schools approved by the U.S. Army and Air Force.

g. CSMR members will not be placed on state active duty (SAD) orders, to include no-cost SAD orders, or be given constructive credit to attend any civilian special skills or qualification school.

h. With the exception of the Military Emergency Management Specialist (MEMS) badge, presented by SGAUS and verified by certificate, the only special skills or qualification badges that CSMR personnel are authorized to wear are those presented by the U.S. Armed Forces schools or special skills or qualification badges presented by foreign military schools and authorized for wear by U.S. Army or Air Force regulations.

i. CSMR personnel are required to have an official diploma, orders or documented DD Form 214 for all U.S. Armed Forces or foreign military special skills or qualification badges that are worn.

#### 6-8. Certificates of Promotion Eligibility

a. Warrant Officers who are selected for promotion by the WOPSB will be issued a Certificate of Promotion Eligibility valid for a period of 36 months.

b. Warrant Officers holding a valid Certificate of Promotion Eligibility will be considered, along with other qualified warrant officers when duty assignments are being proposed.

c. Holders of Certificates of Promotion Eligibility are not authorized to wear the insignia of higher grade until official state promotion orders are published and permanent assignment to an appropriate TDA position.

d. All Certificates of Promotion Eligibility will automatically expire after 36 months from the date of issue.

#### 6-9. Posthumous Promotion

a. The CSMR will consider posthumous promotions for personnel who die while in active service with the CSMR and who are in an authorized position of the next higher grade and/or fully qualified for promotion to the next higher grade.

b. The request for posthumous promotion must be accomplished within 30 days of the death of the service member. Administrative review will be accomplished by the Director of Personnel, G-1, to ensure qualification and to recommend approval on all posthumous promotions. No board action is required.

c. The Commander of the CSMR must approve all posthumous promotions.

d. Promotion orders will be accomplished with the remark "Posthumous Promotion" in the additional instructions portion of the promotion order.

### Chapter 7

#### Warrant Officer Promotion Selection Board (WOPSB)

##### 7-1. Authority

Under Sections 160, 222, and 551, CM&VC; a Warrant Officer Promotion Selection Board (WOPSB) will be appointed and convened once each year to determine whether applicants for promotion to the rank of CW3, CW4 or CW5 fully meet the qualifications to perform the duties of the grade for which submitted. The appointing authority is the Commanding General, CSMR.

##### 7-2. Promotion Board Announcement

Published annually by the G1, at least 3 months prior to the meeting of the WOPSB.

##### 7-3. Unit Responsibilities

Units are responsible to forward completed packets through the chain of command to HQ CSMR.

#### 7-4. CSMR Promotion Recommendation

a. Unit Commanders are responsible to sign the Promotion Recommendation – CSMR Form 13A, prior to forwarding to HQ CSMR. The Chief of Staff, CSMR signs the Promotion Recommendation of HQ Staff, prior to forwarding to HQ CSMR.

b. Unit Commanders, the Chief of Staff, CSMR, or the senior Medical, JAG, or Chief of Chaplains may select not to recommend a Warrant Officer for Promotion to the WOPSB.

(1) A non-recommendation decision requires the endorser to conduct a face-to-face counseling meeting with the affected Warrant Officer.

(a) The endorser is required to tell the affected Warrant Officer why a recommendation for promotion is not forthcoming.

(b) The affected Warrant Officer will sign a counseling statement indicating acknowledgement of this information. This action will take place no later than 30 days prior to the WOPSB.

(2) If the affected Warrant Officer is not able to meet with the endorser, a letter will be prepared and mailed by Certified Mail to the affected Warrant Officer's Home of Record. The letter will state the reason(s) for not recommending promotion.

(3) A copy of the counseling statement OR a copy of the letter is to be forwarded through the chain of command to the G1 no later than 2 weeks prior to the WOPSB.

#### 7-5. Composition of WOPSB

a. The WOPSB shall consist of a total of five commissioned officers and warrant officers of the CSMR. Officers and Warrant Officers selected for membership on the board will be appointed on an official Letter of Authority IAW current CNG policy and this regulation.

b. Board Members must be equal to, or senior in grade to the warrant officer applicant being considered for promotion, and not below the grade of CW2 (W2) in any case.

c. One individual will be from the HQ, CSMR personnel section, acting as recorder/proctor. This individual will be non-voting except as specified in 7-8a (7) below, breaking a tie vote. Other members may be selected from HQ, CSMR senior staff and/or major subordinate commands as appropriate. It is highly desirable that one of the board members be a current member of the California National Guard.

d. The senior member of the board present will serve as president of the board.

e. Every effort should be made to include members with specialties similar to those being considered for promotion.

f. Whenever possible, board membership should include minority or female officer when considering minority or female officers.

g. Board members will be guided by all current CSMR regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members.

#### 7-6. WOPSB Board Site

The Warrant Officer Promotion Selection Board will be conducted annually at a site selected by the Commanding General, CSMR Headquarters, California National Guard.

## 7-7. Warrant Officer Promotion Selection Board (WOPSB)

a. The WOPSB will only review the promotion packages of fully qualified warrant officers recommended for promotion. Warrant Officers submitted for promotion consideration will not appear before the board.

b. The medical records will be separated from the promotion packages when received at HQ CSMR. A senior medical officer will review the medical records to verify the promotion candidate meets current medical fitness standards. At the conclusion of the review the medical records will be secured in the SM's Personnel File. The senior medical officer will report his findings to the G1 prior to the meeting of the WOPSB.

c. The board will consider documentary evidence submitted by the immediate commander together with appropriate official files, including performance evaluation reports, training certificates and academic reports, evidence of civilian education, and other documents that cite the warrant officer's manner of performance. The WOPSB board members are only allowed to consider the documents identified in the annual Letter of Instruction (LOI) which announces the Promotion Boards.

d. The promotion packages must stand alone. Other records such as the individual's Personnel File are not allowed to be reviewed during the Promotion Board proceedings.

e. See ATTACHMENT 2CSMR 600-3 for the listing of records and documents required by the WOPSB.

## 7-8. WOPSB Procedure

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the Letter of Authority appointing the board.

(2) The recorder will administer the oath to all members of the board, and brief them on their responsibilities as well as present The Adjutant General's and/or the CSMR Commanding General's Letter of Instructions. (if any).

(3) The President of the Board then administers the oath to the recorder.

(4) The board will proceed to consider the promotion packages submitted in alphabetical order, from lowest to highest grade.

(5) Board members will examine every promotion package.

(6) After all members have examined the promotion packages, the President of the Board may ask for any discussion, following which, each member (except the Recorder) shall vote by secret written ballot, for or against promotion. Ballots will be collected, counted and announced by the Recorder, then destroyed.

(7) A majority of affirmative votes will cause recommendation for approval of promotion. In case of tie, the Recorder will cast the deciding vote.

(8) A record of each vote outcome will be kept for the recorder excepting that specific votes by members shall not be retained or recorded.

(9) At the conclusion of the voting process for each grade, the President of the Board will direct that Recommended Promotion List (RPL) be created from all the approved promotion candidates. Results of the RPL will be collected by the Recorder and forwarded to the Commanding General, CSMR.

(10) The results of the WOPSB will remain confidential until the results have been certified by the personnel section, submitted to the Commanding General, CSMR for approval and orders for promotion or Certificates of Eligibility issued as appropriate.

(11) The Recorder will take possession of all submitted promotion packages, file in the custody of the HQ, CSMR Personnel Section for 12 months and then destroy via shredding, burning, or other approved methods.

(12) All records of the Warrant Officer Promotion Selection Board's working session will forever remain confidential and any attempt by any person to obtain information on the deliberations, voting records and proceedings of any WOPSB will be immediately reported, in writing, to the Commanding General, CSMR.

#### 7-9. Actions by HQ, CSMR

When an individual is considered eligible for promotion by the WOPSB and the RPL is approved by the CSMR Commanding General, the G1 will publish promotion orders, or a Certificate of Promotion Eligibility, as appropriate, for each individual on the RPL for each respective grade.

## Chapter 8

### TERMS

#### 8-1. Active Status

For the purpose of this regulation, California State Military Reserve (CSMR) members who are in an active status when they are an active participant member of a SMR unit.

#### 8-2. Certification

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

#### 8-3. Commissioned Warrant Officer

A Warrant Officer who has accepted a commission in a chief Warrant Officer grade of CW2, CW3, CW4 or CW5.

#### 8-4. Initial appointment

The initial appointment in a Warrant Officer status in the CSMR. Regardless of the status from which appointed, an initial appointment will always be the act which coincides with the first time recognition is extended in the CSMR as a Warrant Officer.

#### 8-5. Reappointment

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

#### 8-6. Warrant Officer

Warrant Officers are by definition technical experts, leaders, trainers, and advisors whose career patterns are more narrowly focused than those of company and field grade officers. Through progressive levels of expertise in assignments, training and education the Warrant Officer administers, manages, maintains, operates and integrates systems and equipment across the full spectrum of operations. They are innovative integrators of emerging technologies, dynamic teachers, and developers of specialized teams of soldiers. Warrant Officers are accessed with specific levels of technical ability. They refine their technical expertise and develop their leadership and management skills through tiered progressive assignment and education. Warrant Officers are also a self-aware and adaptive technical expert, combat leader, trainer and advisor.

## 8-7 Warrant Officer Qualities

Being a Warrant Officer in the State Military Reserve requires certain qualities. A Warrant Officer must exhibit self-discipline, initiative, confidence and intelligence. They are physically fit and can perform under physical and mental pressures. Warrant Officers make decisions quickly, always focusing on completing the mission successfully, and showing respect for their subordinates and other military officers. Warrant Officers lead from the front and adjust to environments that are always changing. They are judged by their ability to make decisions on their own and bear ultimate moral responsibility for those decisions.

## Chapter 9

### Military Occupational Specialty (MOS) and MOS Redesignation

#### 9–1. Warrant Officer Branches and Specialties

a. Federally recognized Warrant Officers shall retain their federal Military Occupational Specialties and be assigned any of the State MOS's listed below based on qualifications and the needs of the CSMR.

b. Warrant Officers may have Military Occupation Specialties in more than one branch, based on their qualifications, the needs and unique missions of the CSMR.

c. Warrant Officer Branches and Specialties that are authorized in the CSMR and are known as State MOS's are:

<b>Adjutant General</b>	
Human Resources Officer (Technician)	(MOS 420A)
Public Affairs Officer (Technician)	(MOS PAO)
Youth Councilor/Service Officer (Technician)	(MOS IYC)
Historical Officer (Technician)	(MOS HO)
<b>Judge Advocate General</b>	
Legal Administrator	(MOS 270A)
Para-Legal Officer (Technician)	(MOS PLO)
<b>Military Police</b>	
Law Enforcement/Security Agent	(MOS LESA)
<b>Ordnance</b>	
Weapons Training Instructor Officer	(MOS WTIO)
<b>Quartermaster</b>	
Logistics Management Officer (Technician)	(MOS LMO)
<b>Signal</b>	
Network/Information Management Technician	(MOS 250N)
Communications (Voice) Officer (Technician)	(MOS CVO)
<b>Transportation</b>	
Mobility Officer	(MOS 882A)
<b>Civil Affairs</b>	
Military Emergency Operations Officer	(MOS MEO)
Translator/Interrupter Officer (Technician)	(MOS TIO)
Information Operations, Collections and Analyst Technician	(MOS IO)

<b>Medical</b>	
Nurse Technician Officer (RN)	(MOS RN)
<b>Engineer</b>	
Building & Safety Officer (Technician) [21 SBT] Hazardous Materials Officer (Technician)	(MOS B&SO) (MOS HasMatO)

d. Commanders and Applicants are advised to review the MOS specifications in Appendix A (*Warrant Officer Military Occupational Specialties*), to verify general aptitudes, qualifications, requisite skills and knowledge required of the applied for MOS. CSMR warrant officers who were assigned an MOS prior to the approval of this regulation, shall apply for the new MOS designation no later than a year from the approval date of this regulation.

## 9-2 General Policy and Procedures for MOS Redesignation

a. Recommendation of a MOS will be accomplished by approval authority of the CG–CSMR, based on:

- (1) Recommendation of the Director of Personnel, G-1, and the CSMR Command Chief Warrant Officer.
- (2) Verified prior service in the requested MOS.

b. Authority to redesignate a MOS may be delegated by CG–CSMR, but not at a level lower than the CSMR Director of Personnel, G-1 and recommendation of the CSMR Command Chief Warrant Officer.

c. An MOS redesignation will be necessary and should be accomplished only to comply with assignment criteria, and career progression, or needs of the CSMR or CNG.

d. An MOS redesignation will normally occur only when:

- (1) A Warrant Officer requests redesignation to achieve an additional MOS or changes residence to an area where unit vacancies in the MOS held are limited.
- (2) A change in Warrant Officer’s physical profile restricting performance in the current MOS.
- (3) The CSMR Director of Personnel or Command Chief Warrant Officer recommends a change to meet CSMR or CNG needs and long term career development of Warrant Officers.
- (4) Unit reorganizations resulting in an inability of the CSMR Director of Personnel or Command Chief Warrant Officer to place a Warrant Officer in a new duty position for which qualified within a one-year period.
- (5) No other qualified Warrant Officers are available for assignment to the position vacancy.

e. MOS redesignation will be initiated by or with the consent of the Warrant Officer concerned in accordance with the format shown in Appendix H.

f. The action will normally be requested by the Warrant Officer or unit commander in memorandum format to the CG–CSMR through command channels. 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 active/national guard/reserve or CSMR proponent certifying qualification in the requested MOS. If MOS qualification is based on the Warrant Officer having held the requested MOS previously, the recognition order previously awarding the MOS will be provided as evidence of MOS qualification.

- (1) The CG-CSMR will either approve or disapprove the request.

g. Upon the recommendation of the WOCSB and approval of the CG–CSMR, the Director of Personnel will issue the MOS redesignation orders.

h. The newly awarded MOS will become either the primary or an additional MOS. If the new MOS becomes the primary designator, the MOS from which redesignated should be awarded as an additional or secondary MOS.

### 9–3. Unit Reorganization

a. Warrant Officers whose duty positions are deleted or duty position MOS changed due to unit reorganization may be assigned to a position with a different duty MOS. Warrant Officers assigned to positions with a MOS different than their primary or additional MOS must be certified in the new MOS by the WOCSB within two years of assignment.

b. Certification in the new MOS is accomplished through on-the-job training (OJT) and/or satisfactory completion of appropriate proponent study. Failure to become fully qualified within two years of the new MOS will necessitate termination of the Warrant Officer's MOS redesignation and the Warrant Officer will revert back to the previously held MOS.

## Chapter 10

### Leave of Absence

#### 10-1. General

a. The CSMR recognizes the value of a professional and consistent program for retaining quality individuals in the organization. There are times and situations that preclude some members from being able to maintain the satisfactory performance of duty. The CSMR has established a program to allow temporary Leave of Absence (LOA) for its members.

b. The LOA can be granted for less than a year. The LOA is designed not to exceed (1) year. In extremely rare and unique cases, an additional LOA can be granted for up to a year. In no case will a LOA be continued beyond the second year.

c. Valid reasons for a LOA request include but are not limited to:

- (1) Medical issues.
- (2) Employment issues.
- (3) Family emergency issues.
- (4) Completion of Master's Degree or other educational program that will lead to the probability of employment.

d. Non-valid reasons for a LOA request include enlistment / appointment in the US Armed Services.

#### 10-2. Actions to be taken:

a. The SM will:

- (1) Forward a letter OR email through the Chain of Command that includes:
  - (a) Reason for requesting the LOA.
  - (b) Expected duration of LOA.
- (2) Provide the appropriate employer or medical paperwork, as required.

b. Senior Command actions:

- (1) Forward request to G1.
- (2) Provide concurrence. Non-concurrences are to be returned to the originating unit for resolution of issues.

- c. G1:
  - (1) Approves the request and causes an order to be published placing the SM in a LOA status, OR
  - (2) Disapproves and returns the request with specific reasons for the denial.
  - (3) Approved orders are filed in the SM Personnel File and an electronic file copy is forwarded to the SRCOM S1 for distribution.
  - (4) Time-in-Grade will be adjusted to exclude the LOA period.
- d. Actions to be taken at the conclusion of the LOA:
  - (1) SM can request the LOA be terminated early.
  - (2) Units will contact the SM to determine if they are able to return to satisfactory performance of duty.
  - (3) Forward a CSMR Form 10 through the chain of Command to request termination of the LOA, an extension of the LOA, or discharge of the SM.

### 10-3. Exception Authority

The exception authority for non-approved requests is the CG, CSMR.

## Chapter 11

### Separations

#### 11-1. General

Membership in the CSMR is a privilege, not a right. Warrant Officers must maintain current eligibility criteria, hold an authorized TDA position, and conduct themselves in an exemplary manner.

a. Warrant Officers are required to comply with all regulations, policies and lawful orders of higher authority. When a commander determines that a Warrant Officer has failed to comply with those regulations, policies and/or lawful orders and it is concluded that continued membership is adverse to the best interests of the CSMR or the California National Guard, the Commander can take several actions up to, and including, seeking involuntarily separation of the Warrant Officer as provided for in this Chapter.

b. When Warrant Officers join the CSMR they are appointed. Those appointments are automatically terminated upon the death of the SM.

#### 11-2. Voluntary Separation

a. California State Military Reserve Warrant Officers may be separated under honorable conditions for the following reasons:

- (1) Upon the individual's written request.
- (2) Appointment in an active Federal military component.
- (3) Recall to Active Duty.
- (4) Change of legal residence outside the State of California.
- (5) Occupation or educational interference
- (6) Deactivation or reduction in force of the CSMR.

b. HQ, CSMR will initiate all separation orders and make distribution of published separation orders and any appropriate retirement or discharge certificates upon receipt of the individual's CSMR Identification Card.

### 11-3. Involuntary Separation

a. Warrant Officers whose conduct, behavior, or duty performance fails to meet CSMR standards, will be separated for cause.

b. Termination action may be justified by the seriousness of a single incident or by repeated minor incidents, none of which alone would justify termination action.

c. CSMR personnel are subject to involuntary separation for the following reasons:

- (1) Conduct involving moral turpitude.
- (2) Conduct unbecoming a Warrant Officer of the California State Military Reserve as defined in CSMR Code of Conduct and Ethics Regulation 600-50.
- (3) Financial irresponsibility with unit or association funds.
- (4) Mental instability, habitual drunkenness, sexual perversion, harassment.
- (5) Habitual failure to perform duty.
- (6) Making a false statement to, or, concerning the CSMR. This includes, after having been appointed, found to have lied on the CSMR application, or found to have embellished the SM's civilian and/or military career accomplishments and those claims are not substantiated.
- (7) Forgery.
- (8) Serious or willful violations of CSMR regulations or directives.
- (9) Failure to obey regulations, policies and orders of higher authority.
- (10) Insubordination.
- (11) Failure to maintain current membership eligibility criteria.
- (12) Lack of interest demonstrated by failure to:
  - (a) Maintain acceptable standards of military appearance, to include height/weight standards as published.
  - (b) Attend all regularly scheduled drills for the entire drill day. Involuntary separation proceedings may be commenced when three consecutive drills are missed without reasonable prior justification in writing.
  - (c) Failure to maintain at least a 75% attendance rate (less than 9 drills) in any given consecutive twelve month period. (Reference paragraph 1-7, Satisfactory Performance of Duty, establishes the minimum standard to be 12 – 1 day drills)
- (13) CSMR personnel are subject to involuntary separation if convicted by a civil or military court of any felony, any misdemeanor involving moral turpitude, any misdemeanor involving domestic violence and/or any misdemeanor involving a sexual offense. All members of the CSMR are obligated to immediately report arrests, charges and convictions in connection with any felony crime, any misdemeanor involving moral turpitude, and misdemeanor involving domestic violence and any misdemeanor involving a sexual offense through their chain of command to their unit commander.
- (14) Subordinate unit commanders receiving credible information or notification by CSMR members of arrests, charges and convictions of those offences listed in paragraph 11-3.c.(13), will:
  - (a) Immediately provide telephonic notification, through the chain-of-command, to HQ CSMR, and
  - (b) Initiate a Serious Incident Report (SIR) in accordance with (IAW) CA ARNG Supplement 190-40 / CA ANG Instruction 91-204, dtd 6 June 2003.

(c) Follow-up by providing a written report, within thirty (30) days, through the chain-of-command, to HQ CSMR, which includes all of the known facts and circumstances of the offense along with the available supporting documents to include, but not limited to, the following.

- (1) Law Enforcement Reports
- (2) Non-Law Enforcement Investigative reports
- (3) Court Minute Orders
- (4) Any other related photographs or documentary evidence.

(15) Membership in, or active participation in any organized activities of "Militia" groups or any other paramilitary force, club or association not sanctioned by the Congress of the United States. This partial listing includes:

- (a) United States Volunteers (USV)
- (b) United States Volunteers Reserve (USVR)
- (c) United States Military Special Forces Reserve (USMSFR)
- (16) Concurrent Membership in another state's - State Defense Force.

#### 11-4. Administrative Procedures for Involuntary Separation

##### a. Unit Actions.

Units are responsible to notify the Warrant Officer of the pending involuntary separation action. The notice will be sent via certified mail to the Warrant Officer's home of record with a 15 day suspense for response.

##### b. HQ CSMR Actions.

(1) The G1 and senior JAG will review all documentary evidence as well as the Warrant Officer's written response, if one is sent.

(2) Upon determination by the G1 and senior JAG that appropriate notification and actions have been completed, separation orders will be published and a copy will be sent to the discharged Warrant Officer.

c. Request for Appeal to a Separation Board. Warrant Officers with 6 or more years of CSMR State Military Reserve service can request an appeal of involuntary separation action and submit evidence to the Separation Board on his or her behalf. The Separation Board is appointed by the CG, CSMR. Such Board will consist of three Warrant Officers of equal or higher rank of the individual being reviewed. The Separation Board will review and consider the circumstances and reasons for the involuntary separation and any evidence submitted in support of and in opposition to the involuntary separation. The Separation Board will recommend either retention or separation to the CG CSMR. The CG CSMR will make the final determination to retain or separate.

d. Individuals who have been involuntarily separated other than for nonparticipation, medically related reasons for inability to meet the eligibility criteria, and/or failure to meet height/weight standards are not eligible for reappointment or reenlistment in any unit of the CSMR and their personnel file will be annotated to reflect this fact.

e. Individuals who have been involuntarily separated are not eligible to receive Certificates of Honorable Discharge or Honorable Retirement and their permanent state military records will reflect involuntarily separation.

#### 11-5. Resignation

a. Warrant Officers may tender their official resignation through channels to the CG, CSMR. Resignations are not final until approved by the CG, CSMR.

b. If accepted, G1, will publish orders separating the individual from the CSMR. The CSMR Identification Card of the Warrant Officer must accompany the resignation request. Warrant Officers that fail to turn in the CSMR ID Card will have their Personnel Record so annotated.

#### 11-6. Retirement

a. Members who complete ten (10) or more years of CSMR active service may, at their request, be honorably separated and transferred to the CSMR Retired List.

b. All CSMR personnel with at least five (5) years of CSMR service may, upon presenting satisfactory evidence of a medical condition that would reasonably preclude continued active service, be honorably separated and transferred to the CSMR Retired List.

c. Warrant Officers must serve a minimum of two years in current rank to retire at that rank.

d. HQ, CSMR will affect all separation orders and prepare retirement certificates upon receipt of a CSMR Form 10 and the individual's CSMR Identification Card. No retirement or certificates will be issued without the individual's CSMR ID Card being returned to state custody.

e. Warrant Officers that are transferred to the CSMR Retired List and hold a valid Certificate of Promotion Eligibility up to the rank of CW5 for at least six months, will be promoted to the next higher grade immediately prior to their transfer to the Retired List.

#### 11-7. Representation and actions after Discharge and/or Retirement

Discharged or Retired CSMR service members (SM) who place their CSMR rank on correspondence or maintain public visibility are only authorized to use their last CSMR rank, followed by (CA), and if applicable (Ret), as noted in the following example: JOHN Q. SMITH, CW4 (CA) (Ret).

## ATTACHMENT 1

### REQUIRED APPLICATION DOCUMENTS

From time to time these forms may change because of policy changes or updating of specific forms. The proponent for changes is the fulltime Recruiting and Marketing NCO.

(1) CSMR Form 10 – Request and Authorization for Orders; with rank, TDA job description and TDA paragraph and line, completed and signed by the unit commander.

(2) Current packet checklist; signed by RRNCO verifying completeness and accuracy of packet.

(3) Statement of Truth – Completed and signed by applicant.

(4) Photo of applicant – Front view; full length or  $\frac{3}{4}$  length; business casual dress without jacket; without dark lenses on. Picture must be marked with last name, first name and date of picture. Current Federal Military applicants may submit a picture in Class A or Service Uniform as stated above, without jacket.

(5) Waiver memo request (for all RE2, RE3 and less than Honorable discharges) from recruiter and/or Recruiting Commander, listing the details and specifics for the waiver request; addressed to the CSMR Commander. Attached to the waiver request is a request for waiver from the applicant explaining all details of why they were given an RE2 or RE3/less than honorable discharge. All supporting documents for the waiver should be attached to the waiver memorandums.

(6) CSMR Form 1 – CSMR Application and Statement of Purpose. Must be neat and legible, typed is preferred. Must be complete with a full 10 year work or not employed work history. Must be accurate and complete. Must be signed. If applicant desires, they may additionally place a resume behind the Form 1.

(7) CSMR Form 3 – Letter of Commitment. Signed and dated by applicant.

(8) Form I-9 – Employment Eligibility Verification. The CSMR uses this to verify three original forms of identification (ID) as well as employment eligibility. A minimum of three forms of identification must have the same legal name; each original must be observed by the recruiter and verified by signature on the Form I-9. Below lists the written verification on the I-9 that recruiter has observed original ID:

(a) (Far left area). Verification of either an original Birth Certificate or a US Passport. If applicant has both, verify originals and include a copy of both in packet. Print all written document numbers legibly on the I-9. Birth Certificate and U.S. Passport must state the applicant's full legal name. Original U.S. Passport can be expired and still be used for ID.

(b) (Center area). Verification of an original California Driver's License (CA DL). All applicants for CSMR membership must possess a valid California issued Motor Vehicle Operators License or California issued identification (ID) card. License or ID must not be expired and must have a current residential address. If license or ID is expired, they must get a new card. If address is not current, applicant must show proof that they've updated their address on the Department of Motor Vehicles (DMV) website. Go to the website, update address, print out the DMV form. A select group of government and law officials have a PO Box on their CA DL. These applicants must submit a utility bill (or similar) showing their current CA residential address. Driver's license must state the applicant's full legal name (the same legal name on the birth certificate).

(c) (Far right area). Verification of an original Social Security (SS) Card. If applicant does not have the original SS Card, the ONLY substitute is a special print out from the SS office by special request. The applicant must order a new SS card. They must also request specifically that the SS office prints out a sheet which contains their full legal name and their Social Security number. Once the new SS card arrives, the packet requires a verified copy.

(9) Name change documentation (if required). Recruiter must verify seeing original documentation of any legal name change; i.e. Marriage certificate; Divorce certificate; Legal name change in court. Latest name change must match the full legal name on the driver's license and social security card.

(10) If not a US Citizen – Proof of US Naturalization. Original Documentation of the US Naturalization Certificate must be observed by the recruiter. A verified copy must be forwarded with the packet. Naturalization Certificate must state the applicant's full legal name. Applicant may also be eligible for CSMR if they have legally submitted an Application For Naturalization through the Department of Homeland Security/U.S. Citizenship and Immigration Services. Recruiter must observe all pages of the completed original Applicant Copy of I-797C, Notice of Action.

(11) CAST Questionnaire – i.e. Civilian Acquired Skill Questionnaire; completed with applicants name, date, and level of skills. Added comments are appropriate.

(12) DD Form 2807-1, Report of Medical History. Pages one and two are completed accurately by applicant. Page three records applicants current blood pressure; completed accurately, i.e. requires a medical response for each "yes" answer (from page one and two); signed and dated by CSMR Medical Professional. Additional medical documents, labs or physicals may be required based on each applicants medical history, of which will be described by the appropriate CSMR medical doctors, Physician Assistant, Nurse Practitioner's, Nurses, Behavior Therapists, as delegated by CSMR Command authority.

(13) CSMR Height and Weight. Signed by applicant. Height and weight is taken and recorded only by a member of the CSMR Recruiting Team. If applicant does not meet height/weight standards, a completed Body-Fat Taping Sheet must be attached indicating applicant meets CSMR Body-Fat Taping standards.

(14) VA Disability papers. Current, with a copy of all pages of the disability packet included. Also, any Workman's Compensation Disability papers. Current, with a copy of all pages of the Workman's Compensation award. Must include papers which indicate if the compensation award is closed or open.

(15) Verification of prior Service. If prior service US Federal or California CSMR, packet must have the Service Members (SM) final, unaltered, unedited discharge order or DD214 / DD215 or NGB 22 / 23. Applicants must provide proof that they no longer have a Military Service Obligation (MSO) or any remaining Federal Contractual Obligation. In order to receive credit for entire SM military service, proof must be provided. Examples of prior military service are 1) Retirement Point Summary Statements (RPAS or RPAM); 2) Copies of all prior unaltered DD214 / 215's, or NGB 22 / 23's or discharge orders. 3) 20 years of service credit will be given with a Warrant Officers original Military Retirement Identification card. Recruiter must forward a verified copy with the packet.

(16) Proof of prior service rank/grade. Warrant Officers will not be appointed higher than their last or their highest federally recognized military grade or CSMR grade.

(i) Service in the Junior ROTC, Civil Air Patrol, Navy Auxiliary, Coast Guard Auxiliary, Sea Scouts, US Navy Sea Cadets, California Cadet Corps, Marine Cadets, or any similar organization does not qualify the applicant for a commission as a CSMR Warrant Officer. Such experience may be used to establish proficiency in some specific military skill such as communications, logistics, etc.

(b) Service in foreign military forces other than the United States or CSMR is not accepted for purposes of Warrant Officer appointment. Foreign military service experience may be only be used to establish proficiency in some appropriate military skill.

(17) Proof of Civilian Education. The CSMR minimum standard is a High School Diploma or a GED equivalent. At a minimum, a copy of these documents is required. It is in the Warrant Officer's best career interest to provide a copy of each educational degree achieved. Each educational major and year of degree must be identified. A DD214 or college transcripts may also be provided as a proof of education.

(18) If prior service, unaltered copies of DD Form 214, NG Form 22 or other documents, which attest to the highest military grade held by the applicant. If appointed, Warrant Officers will be appointed no higher than their highest federally recognized rank or highest CSMR rank. Exceptions may be made for professional appointments (Medical, JAG, and Chaplain) based upon recommendations from the Chief of the professional staff sections.

(19) Proof of Military Education. It is in the Warrant Officer's best interest to provide copy proof of each level of education achieved in the Armed Forces. Proof can be provided by DD214, DA1059 or similar branch documentation.

(20) Military Awards. Copies of any claimed military awards and correspondence relating to those awards and decorations, if not indicated on the statement of service (DD214, NGB Form 22 or discharge order). Awards may not be worn on the CSMR uniform unless proof of the award is in the CSMR 201 file. (This is an individual responsibility and not part of the initial recruiting packet).

(21) Tax Forms. W-4 Form – Federal Tax Withholding. And DE-4 Form – State Tax Withholding. Both completed, signed and dated. Although the CSMR is a volunteer force, these completed forms needs to be a part of the individual packet in the event any member is mobilized in the future.

(22) Federally recognized prior service Warrant Officers who will retire or separate from a Federal Component; who are making application to the CSMR within thirteen months of separation, need only submit minimal application information as set forth in Directory of Personnel (G-1) published policies. Former Federally recognized Warrant Officers of the CSMR, who properly resigned from the CSMR, were subsequently recalled to active duty and desire reinstatement into the CSMR, must apply for a reinstatement within six months of release from active duty. No waiver will be granted one day after six month of active duty discharge. Any Warrant Officer who has been involuntarily separated from CSMR service for cause (for example, non-participation) may not reapply for appointment without the express written approval of the Commanding General, CSMR. Applicants must submit the following information to support the reinstatement:

(a) CSMR Form 10, listing rank, duty position with paragraph and line number, signed by the gaining CSMR unit commander.

(b) CSMR Form 1, with the following information filled out:

1. Blocks #1 through block #11
2. Military experience since being recalled to active duty
3. Military education obtained while on active duty (Provide certificates or documentation).

4. Signature and date

(c) A copy of all pages of the separation physical form from the active duty assignment. Include all medications and dosage.

(d) A letter from the applicant stating that the individual has incurred no new physical or psychological conditions or limitations since leaving the CSMR for active duty.

(e) A copy of the complete packet of Veterans Administration (VA) disability. Rating and all subsequent VA requests/correspondence concerning injuries or illnesses that occurred during the active duty period that could result in a new VA rating. Individuals with a 71% or above VA disability rating will not be considered for reinstatement.

(f) A copy of the unedited DD Form 214 covering the period of active duty.

Attachment 2

PROMOTIONAL APPLICATION CHECKLIST (SAMPLE)

Name \_\_\_\_\_ Unit \_\_\_\_\_ Rank \_\_\_\_\_

*Print Clearly*

	Unit Commander	G-1
A. Signed Checklist (this document)	_____	_____
B. Biographical Summary <u>Include copies of Course completions</u> <u>for all military education</u>	_____	_____
C. 3 Most Recent and Consecutive Years’ NCOERs/OERs or one “Special”NCOER/OER with explanation why 3 are not available	_____	_____
D. Completed CA SMR Form 13A	_____	_____
E. Signed Medical Release dated no earlier than 6 months prior to	_____	_____
F. Signed Acceptance of Conditions for Provisional Promotion (if applicable)	_____	_____
G. Highest Civilian (High School or College) Education Diplomas or Transcripts Copies	_____	_____
H. One photo as described in LOI	_____	_____

(Note: A second page for signatures will be required; format to be determined after each annual WOPSB is announced)

## **Appendix A: Warrant Officer Military Occupational Specialties**

**MILITARY OCCUPATIONAL SPECIALITY SYSTEM:** The Warrant Officer Military Occupational Specialty (MOS) system is an orderly structuring of codes authorized for the occupational classification of Warrant Officer Positions and personnel. The MOS system is designed to support the CSMR's recognized requirement for Warrant Officers as a necessary and distinct category of officer by: establishing a State Military Occupation Specialty system and occupational standards for appointment; selection, training and career development; providing a basis to facilitate distribution and assignment; providing a framework to meet the demands imposed by technology requiring new occupations.

**AUTHORIZATION OF MILITARY OCCUPATIONAL SPECIALITIES:** The State Military Reserve's (CSMR) policy is to authorize only a minimum number of MOS's, however; the actual number authorized must be compatible with the CSMR and Army National Guard's needs. It is desirable that Warrant Officer MOS's be as broad in scope as possible, but commensurate with training opportunities available and the urgency of requirements. Because of the unique structure and mission of the CSMR, there is a need to provide for more precise matching of personnel assets and requirements that are not Warrant Officer Specialties specified by the Army or Army National Guard. A state MOS system to provide support for the unique missions of the CSMR and to the CNG has been approved by the CSMR CG and was developed for that purpose.

**WARRANT OFFICER BRANCHES AND SPECIALTIES:** Effective the dates of this regulation, MOSs that are authorized in the CSMR are specified in Chapter 6 Military Occupational Specialty (MOS) and MOS Redesignation. Warrant Officer based on qualification may have MOS's in different branches.

**MOS DUTY DESCRIPTION:** Commanders and Applicants are advised to review the MOS specifications in this regulation, Manual of Warrant Officer Military Occupational Specialties, to verify general aptitudes, qualifications, requisite skills and knowledge required of the applied for MOS.

### **JUDGE ADVOCATE GENERAL BRANCH**

**LEGAL ADMINISTRATOR.** Duties: Legal Administrators assist the CAARNG and the CSMR with management operational aspects of the delivery of total legal services to the CAARNG and the CSMR they are assigned. They provide mission focus through technical advice and assistance to military and government attorneys and judges, commanders and staff, and enlisted and civilian legal support personnel in all areas of legal administration. Act as adjutants or assistant adjutants in Legal Support Organizations. Legal Administrators liaison with counterparts from military and civil authorities with the goal of building the best legal operation by sharing best practices industry wide. They are legal operations technologist serving organizations or activities at a headquarters exercising general court-martial jurisdiction or a major command.

## **Appendix A: Warrant Officer Military Occupational Specialties**

They are the internal control officers for military justice ensuring orders, legal records, and processes comply with legal mandates. They are the chief operations officers of Army legal offices providing management of business processes and strategic planning. They supervise subordinate personnel, resources, facilities, and equipment required to support legal services provided at various organizational levels. Legal Administrators are the nexus between lawyers and staff, officers and enlisted, and military and civilian employees. Performs functions to support and conducts assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**PARA-LEGAL OFFICER (TECHNICIAN).** Duties: Include, but are not limited to, case planning, development, and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the supervising attorney; and representing clients before a state or federal administrative agency if that representation is permitted by statute, court rule, or administrative rule or regulation. Supervise enlisted legal staff in support of the JAG. Performs functions to support and conducts assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **MILITARY POLICE BRANCH**

**MOS LESA: LAW ENFORCEMENT/SECURITY AGENT.** Duties: Conduct security and law and order related assignments necessary to assist the CAARNG with the enforcement of laws, directives and regulations. Law and order operations/assignments include security and force protection operations used to protect populations and resources. Assist in both tactical and non-tactical environments. Assist if requested CAARNG MP/CID personnel as needed, to support civilian, military and federal authorities in time of emergencies with security/law enforcement expertise and resources, To assist in training CAARNG in law enforcement/security tactics, procedures, investigation techniques and other related matters. To provide liaison between local, state and federal law enforcement and the CAARNG in time of emergency and/or as requested. Maintains close working relationships with attorneys and staff of JAG. Writes, reviews and assists with the approval of technical investigative reports. Conducts force protection and vulnerability assessments in support of the CAARNG, the CSMR, installations, and other facilities as requested. Performs functions to support and conducts operations/assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **ORDNANCE BRANCH**

**MOS WTIO. WEAPONS TRAINING INSTRUCTOR OFFICER.** Duties: **Conducts** firearms training to assist the CAANG and the CSMR as requested in the proper, safe and effective use of firearms. Provides range safety support.

## **Appendix A: Warrant Officer Military Occupational Specialties**

Conduct training in the proper, safe, and secure storage of firearms. Provides liaison between the CSMR and training units in planning effective training programs, safe use of firearms, and assist the supported unit in the advising of weapon capabilities and dangers. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **QUARTERMASTER BRANCH**

**920A. LOGISTICS MANAGEMENT OFFICER.** Duties: Assists the CAARNG Logistics Management Officer in both operational and non-operational units. Ensures 100 percent property accountability is maintained, all authorized equipment is on hand, on valid requisition or redistribution order for the CAARNG and CSMR Locates and acquires standard and nonstandard equipment and supplies through military and non-military supply sources to meet unit readiness and operational requirements. Oversee/validate the small purchase program to prevent fraud, waste and abuse. Determines equipment funding requirements and coordinates for funds availability with supported units and resource management activities. Develops, executes, monitors and provides input to the annual supply budget. Redistributes excess equipment throughout the command. Processes excess equipment for disposal after all redistribution efforts is met. Monitor unit Supply Operations to ensure compliance with policy and/or contractual requirements. Administers the Command Supply discipline Program. Trains, develops, and mentors supply and non-supply personnel on supply policies, processes and procedures. The Logistics Management Officer is the primary advisor to the command and supported units on all property accountability and organizational level supply matters. Duties may also include preparing contract documents such as Standard Agreement, interagency and/or intergovernmental contracts in support of the Army National Guard, Air National Guard, California Federal Youth Programs Office, and the Military Department Office Homeland Security. Analyze complex technical issues and problems using the State Contracting Manual, Government Codes, Public Contract Codes and other State and Federal Contracting Regulations. Provides contracting services dealing with the public and Military Department personnel, who requires advanced written and oral presentation skills. Performs contracting services to include interagency agreements; reviews contract requests for compliance with state/federal laws and regulations; prepares complex solicitations documents; schedules and conducts bid openings. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **TRANSPORTATION BRANCH**

## **Appendix A: Warrant Officer Military Occupational Specialties**

**882A. MOBILITY OFFICER.** Duties: Provides the commander, staff and/or emergency operations personnel with solutions to various land and air issues. The Mobility Technician advises the commander, staff and/or emergency operations personnel on transportation resources and ensures rapid transmission of movement requirements to assist the CAARNG, the CSMR, and emergency operations personnel. Develops and conducts training associated with unit movement operations. Assists with the identification and remedies deployment issues as well as plans and coordinates deployments and redeployments with the CAARNG. Provides the commander, staff and/or emergency operations personnel with information on the unit movement operations, mobility operations and deployment information systems. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **SIGNAL BRANCH**

**MOS 250N. NETWORK/ INFORMATION MANAGEMENT TECHNICIAN.** Duties: Assists the CAARNG with the Supervision of tactical communications switching equipment and personnel at the node level. Supervises keying equipment and information at the node level. Plans, manages, and troubleshoots tactical switched networks. Manages electronic keys required to support signal networks. Develops policy recommendations and provides technical guidance for the planning, managing, and troubleshooting of Army, Joint, and Combined networks. Advises commanders and staffs on tactical telecommunications network requirements. Assists the CAARNG with Management of personnel and information system assets associated with Automation Battlefield Computer Systems (ABCS), Automated Information Systems (AIS), and Internet Protocol (IP) Local Area Networks (LANs). Performs system integration. Develops software installation plans. Plans and develops Information Systems Life Cycle Management. Conducts systems analysis, design, development, implementation, and acceptance testing. Creates and implements Information Assurance Plans. Designs and implements ABCS/AIS LANs into tactical environments. Performs systems administration and LAN administration of tactical ABCS/AIS; manages training of personnel in the installation, operation, and administration of tactical ABCS/AIS, intranets, and video teleconferencing systems. Provides technical guidance and direction to subordinate operating elements. Provides guidance at all echelons for the management of all LANs and information systems. Establishes section safety and crime prevention/security programs that adhere to the policies, practices, and regulations associated with these programs. Assists the CAARNG with the Management of personnel, equipment, and facility assets for operation, repair, maintenance, and modification of radio, radar, computer, electronic data processing, controlled cryptographic items, television, fiber optic, radiological and related communications equipment and associated tools, test, and accessory equipment. Ensures personnel are trained to use the tools, test equipment, and

## **Appendix A: Warrant Officer Military Occupational Specialties**

applicable publications for the completion of the mission and are trained in automation skills. Ensures that the section is deployable by supervising the Unit Level Logistic System (ULLS). Develops, rehearses, and implements load plans and deployment scenarios; establishes field SOPs; and ensures standards of the Mission Essential Task List (METL) are met. Interprets technical data and schematics, researches and interprets supply data, and fabricates repair parts or procures through outside resources. Coordinates technical, administrative, and logistical interface between the maintenance activity and supported units. Advises commander and staff on electronic equipment development, procurement, capabilities, limitations, and employment. Performs other company grade officer level duties as required/essential to the unit mission. Assists the CAARNG with Management of personnel, information systems and communication systems associated with Army Battlefield Control Systems (ABCS), Automated Information Systems (AIS), Internet Protocol (IP), video teleconferencing systems, and tactical Local Area networks (LAN). Develops software installation plans and implements tactical data distribution and radio systems, conducts systems analysis, design, development, implementation, and acceptance testing. Creates and implements Information Assurance Plans. Plans and develops Information Systems Life Cycle Management. Provides both technical guidance and assistance to user owned and operated information and communications systems. Provides technical guidance and direction to subordinate operating elements. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**MOS CVO. COMMUNICATIONS (VOICE) OFFICER (TECHNICIAN)** Duties: Provide technical advise, supervision in the proper, deployment, and effective use of voice based communications systems to CAARNG, the CSMR, local, county, state and federal agencies. Ensures state communication asserts are effectively used. Is responsible for COMSEC and communication assets are maintained and capable for deployment. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **CIVIL AFFAIRS**

**MOS MEO. MILITARY EMERGENCY OPERATIONS OFFICER.** Duties: Provides training in Military Emergency Operations (MEO) to the CAARNG, CSMR, local, county, state, civilian emergency management authorities or personnel, and volunteer emergency response groups as requested. Advises the commander on matters involving MEO capabilities, proper procedures, and operational capabilities. Maintains proficiency of personnel assigned to emergency operations command operations. Assists in the emergency operational centers to insure effective CSMR support in emergency operations. Serves as the Battle Captain or assist them in operational control of emergency operations responses. Performs functions to support and conducts operations

## **Appendix A: Warrant Officer Military Occupational Specialties**

and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**MOS TIO. TRANSLATOR/INTERRUPTER OFFICER (TECHNICIAN).** Duties: Proficient in at least one language other than English. Assists units with language skills training, provides translation/interrupter capabilities to CAARNG, CSMR, local, county, and state agencies during emergency operations. Oversees the language skill capabilities of subordinates utilized in emergency operations as translators/interrupters. Advises the command on language capabilities and limitations. Manages and tracks translation/interrupter assets to provide the command with the rapid response of those assets in response to requests during emergency operations. Coordinates with other commands to identify language capabilities, transportation, assignment, liaison, and effective use of personal assigned or tasked with translation/interrupter duties. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**MOS IO. INFORMATION OPERATIONS, COLLECTIONS AND ANALYST TECHNICIAN.** Duties: Develops operational security and situational data through the use of information accumulated from a variety of sources in coordination with the CSMR, CAARNG, local, county and state agencies or political subdivisions. Makes reliability assessments of information received through comparison with previously evaluated information on hand. Maintains close liaison with other specialized information activities to include law enforcement, imagery interpretation, interrogation, and language interpretation skills. Assists the CAARNG with the development usable real-time information, overlays, and reports to provide complete and accurate situational information. Maintain and provide culture awareness information. Establishes and maintains files as a basis for information to support the CSMR, CAARNG, local, county, state and or political subdivisions decision making during non-emergency and emergency situations. Maintains current information concerning natural and man-made threats and hazards. Develops and prepares vulnerability studies and evaluates their significance for use in predicting probable safety issues, obstructions to the assigned missions as it relates to the public and to the CSMR, CAARNG, local, county and state agencies personnel safety. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

### **MEDICAL**

**MOS RN. NURSE TECHNICIAN OFFICER (RN).** Duties: Work directly with patients and their families. They are the primary point of contact between the patient. RNs perform frequent patient evaluations, including monitoring and tracking vital signs, performing procedures such as IV placement, phlebotomy, administering medications and under the direction of a license physician provided medical services as authorized by state law. Performs functions to support and

**Appendix A:  
Warrant Officer Military Occupational Specialties**

conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**ENGINEER**

**MOS B&SO. BUILDING & SAFETY OFFICER (TECHNICIAN).** Duties: Advises the command on matters pertaining to civilian building, construction or engineering matters as it pertains to safety and security during emergency operations. Assists the CAARNG, CSMR, local, county, state and CERT with emergency building safety inspections, emergency inspection training, and emergency safety procedures related to emergency operations. Provide mitigation recommendations to supported personal, units, agencies and organizations as requested. Can act as a liaison with local, county, state, and federal agencies during emergency operations regarding building, structural, and transportation infrastructure safety. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**MOS HASMATO. HAZARDOUS MATERIALS OFFICER (TECHNICIAN).** Duties: Advises the command on matters pertaining to HAZMAT matters as it pertains to safety and security during emergency operations. Assists the CAARNG, CSMR, local, county, state CRBNT and CERT with emergency training, and emergency safety procedures related to emergency MAZMAT operations. Provide mitigation recommendations to supported personal, units, agencies and organizations as requested. Can act as a liaison/coordinator/trainer with local, county, state, and federal agencies during emergency operations regarding HAZMAT. Performs functions to support and conducts operations and assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority

**QUALIFICATION FOR WARRANT OFFICER**

**ADJUTANT GENERAL BRANCH**

**HUMAN RESOURCES OFFICER (TECHNICIAN).**

1. Human Resources military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Employment in a Human Resources supervisor or management position for at yeast fives years. An associate degree in liberal arts, human resources,

**Appendix A:**  
**Warrant Officer Military Occupational Specialties**

management, business from can substitute for a maximum of two years of experience.

**HISTORICAL OFFICER (TECHNICIAN).**

1. Historical military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Employment in a historian, librarian, or records supervisor or management position for at yeast fives years. An associate degree in library science, history, military science, or subject matter related to the collection of educational material from can substitute for a maximum of two years of experience.

**PUBLIC AFFAIRS OFFICER (TECHNICIAN)**

1. Public Affairs military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Employment as a Public Affairs or Information supervisor or management position for at yeast fives years. An associate degree in library science, history, military science, or subject matter related to the collection of educational material from can substitute for a maximum of two years of experience.

**YOUTH COUNCILOR/SERVICE OFFICER (TECHNICIAN).**

1. Member of the active or retired California National Guard or active member of the State Military Reserve in the Grade of W1 through W2; Successful completion of military education commensurate to the grade of service of the incumbent; Completion of a Bachelors Degree in Social Science or a relater field in required. (Completion of a Graduate level work in Counseling or Social Work is recommended; Training or education in child growth and development or education techniques or counseling techniques; Possess at least two years of counseling experience or other related experience; and flexible work schedule requirement, including nights and weekends when the academy mission dictates.

## **Appendix A:** **Warrant Officer Military Occupational Specialties**

**HUMAN RESOURCES OFFICER (TECHNICIAN).** Duties: Manages functions which support the Army's Human Resource (HR)/Personnel Management systems. Performs duties as Chief of an HR Section within the CSMR organizational command structure. Monitors input to data systems available to the CSMR, and other automated/manual data systems used in human resources/personnel management by use of established forms and coding procedures. Makes decisions based on a variety of information sources, personnel, and command requirements. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to requests for information, policy or guidance. Oversees office automation (e.g. word, excel, PowerPoint) processing activities supporting the personnel activity. Oversees and monitors strength management, postal operations, replacements operations, casualty operations, data accuracy, and levy and award actions for the supported command. Interprets regulations, MILPER messages and ALARACT messages for individuals, subordinates, and commanders. Counseling of individuals on personal and family member affairs, financial matters, and career considerations. Supervises large numbers of military and civilian personnel engaged in specialized personnel and administrative related duties. Manages the integration of automated personnel systems into the information management work center. Oversees issuance of all types of orders and processing. Oversees the overall dispensing of customer services to include management of the personnel services center appointment systems, management of the soldier suspense program, and management of the identification card system to include update to data bases. Performs functions to support and conducts assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**HISTORICAL OFFICER (TECHNICIAN).** Duties: Include researching, interviewing members of the State Defense forces, soldier and airmen of the California National Guard regarding historical events and experiences gathering historical data, articles, equipment, supplies of military and/or military associated history and other duties related to the military history of California. This MOS also assists and advises the CNG in maintaining unit historical records and provides information to the public about the military history of California. Performs functions to support and conducts assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**PUBLIC AFFAIRS OFFICER (TECHNICIAN).** Duties: Liaison with Newspapers, broadcast television and radio providing general information about people and events about the CA Guard and the CSMR. The CSMR Journalist participates in and assists with the administration of CSMR, ARNG, ANG or Army Reserve (AR) public affairs programs primarily through news releases, newspaper articles, Web-based material and photographs for use in military and civilian news media. Some of the duties as a Journalist may include: Researching, preparing and distributing news releases on Army personnel and activities; gathering

## **Appendix A: Warrant Officer Military Occupational Specialties**

information for military news programs and publications; developing ideas for news articles; arranging and conducting interviews; collecting information for commercial media use; writing news releases, feature articles and editorials; assisting with the preparation of information for release on ARNG or ANG matters through news releases, articles, web-based media and photographs. Performs functions to support and conducts assignments as directed by the Governor, CAARNG GC, the CSMR CG or higher authority.

**YOUTH COUNCILOR/SERVICE OFFICER (TECHNICIAN).** Duties: Plans, coordinates and administers student counseling activities for Youth Academy Cadets; Assists the Academy staff to work more effectively; Assists each student with adjusting and goal planning activities; monitors various resource materials to support course development and learning activities and feedback; promotes positive relationships in the community through involvement with community, organizations and community service projects and be available for ESAD surge operations to assist State Personnel, Comptroller and Joint Staff in the event of an emergency.

### **JUDGE ADVOCATE GENERAL BRANCH**

#### **LEGAL ADMINISTRATOR.**

1. Legal Administrator military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Employment as a legal administrator for at least five years. An associate degree in business administration, government, or legal studies from can substitute for a maximum of two years of experience.

#### **PARA-LEGAL OFFICER (TECHNICIAN).**

1. Para-legal military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. A certificate of completion of a paralegal program approved by the American Bar Association and five years of experience in the field and The National Association of Legal Assistants and completion of certification test (Certified Legal Assistant or CLA) and current educational requirements which are approved by the State Bar of California (MCLE credits).

**Appendix A:  
Warrant Officer Military Occupational Specialties**

or

3. A certificate of completion of a paralegal program at, or a degree from a post-secondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Post-secondary and Vocational Education and The National Association of Legal Assistants and completion of certification test (Certified Legal Assistant or CLA) and current educational requirements which are approved by the State Bar of California (MCLE credits).

**MILITARY POLICE BRANCH**

**MOS LESA: LAW ENFORCEMENT/SECURITY AGENT.**

1. Service in any U.S. Military service as a military police officer, Air Force Security Forces, Naval Security Forces, Marine Security Guard, Fleet Anti-terrorism Security Team, Coast Guard Port Security, Master-At-Arms or similar position in the rank of E5 or above (Service members below the rank of E5 must have an associate degree (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection and four years in one of the qualifying position (an associate degree may be substituted for a maximum of two years of service).

or

2. Advanced Certificate or above from the Commission on Peace Officers Standards and Training (Active, reserve or retired persons qualified if all the aforementioned qualifications are met), and service in any U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection.

or

3. Employment as a federal law enforcement officer, security officer, or inspector for no less than four years and service in any U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection.

or

**Appendix A:  
Warrant Officer Military Occupational Specialties**

4. A current California Guard and/or a private investigator's and firearms license issued by the Bureau of Security and Investigative Services. For the purpose of qualification an individual holding a current Guard license must have five years of employment in the security field note; exclusively standing a non-mobile posts does not qualify in determining the years of employment), and an associate degree from an institution of higher learning recognized by the state of California and/or a recognized a crediting organization and U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within fours months of selection.

or

5. Have a current Private Patrol Operator (PPO) license by the Bureau of Security and Investigative Services and U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within fours months of selection.

6. Military Police MOS or assignment in the CSMR having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

**ORDNANCE BRANCH**

**MOS WTIO. WEAPONS TRAINING INSTRUCTOR OFFICER.**

1. Attended any formal U.S. military Infantry Weapons Specialist course, which covers weapons and weapon systems in a US Army or Marine Corps battalion, obtaining the highest rank of E5 or above (Training in an individual's issued weapon does not qualify) and completing fours years of service (an associates degree from an accredited college may substitute for maximum of two years of employment or service)

or

2. Served as a U.S. military firearms instructors and completed a U.S. military firearms obtaining the highest rank of E5 or above and completing fours years of service (an associates degree from an accredited college may substitute for maximum of two years of employment or service)

or

3. Served as an Marine Corps Infantry Weapons Employment Warrant Officer

**Appendix A:  
Warrant Officer Military Occupational Specialties**

or

4. Served as an U.S. Army or U.S. Marine Corps Scout Sniper with the last held rank of E5 or above for a minimum of four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service. or Marine Corps Scout Sniper Employment Officer (an associates degree from an accredited college may substitute for maximum of two years of employment or service)

or

5. Served as a US Navy Master at Arms or Special Warfare operator with the last held rank of E5 or above for a minimum of four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service.

or

6. Served in any U.S. Military service as a primary marksmanship instructor four a minimum of four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service) and is assigned an MOS related to that assignment.

7. Licensed firearms instructor certification from the California Bureau of Security and Investigative Services and an associate degree from an institution of higher learning recognized by the state of California and/or a recognized a crediting organization. U.S. military service in any MOS (if the individual does not have prior service, service in the CSMR in the rank of E5 or above may be substituted.

Or

8. Licensed firearms instructor certification from the California Department of Justice for at least fours years and an associate degree from an institution of higher learning recognized by the state of California and/or a recognized a crediting organization. U.S. military service in any MOS (if the individual does not have prior service, service in the CSMR in the rank of E5 or above may be substituted.

**QUARTERMASTER BRANCH**

**920A. LOGISTICS MANAGEMENT OFFICER.**

**Appendix A:  
Warrant Officer Military Occupational Specialties**

1. Logistics Management or Supply related military MOS in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. An associate degree from an accredited college or the American Society of Transportation and Logistics in logistics or related field and five years of experience in the field.

**TRANSPORTATION BRANCH**

**882A. MOBILITY OFFICER.**

1. Mobility or transportation military MOS in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. An associate degree from an accredited college or the American Society of Transportation and Logistics in transportation management or related field and five years of experience in the field.

**SIGNAL BRANCH**

**MOS 250N. NETWORK/ INFORMATION MANAGEMENT TECHNICIAN.**

1. Network or Information or computer systems management military MOS in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Bachelor degree in computer networking or information management from an accredited college and at least two years of work experience in the field.

or

3. Employment in any business as a computer systems management person for a minimum of four years and certification in Cisco, Microsoft or Computer Security.

**Appendix A:  
Warrant Officer Military Occupational Specialties**

or

4. Employment in any local, state, or federal agency or department as a computer systems management person for a minimum of four years and certification in Cisco, Microsoft or Computer Security.

**MOS CVO. COMMUNICATIONS (VOICE) OFFICER (TECHNICIAN)**

1. Radio communications military MOS in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. Licensed by the Federal Communications Commission in the Technician, General, and Extra Class operator and a minimum of four years of experience or an associate degree in electronics communications or related field provided that those courses of studies involve in HF, VHF, UF systems (a non-degree specialized program of study other than may be substituted provide it is a course of study recognized in the field that meet or exceeds the requirements for licensing by the FCC and is equal to two years of study).

or

3. Employment in any local, state, or federal agency or department as communication operator in HF, VHF, UF (both long range and short range single band and multi-band) which involved the setting up, preventive maintenance, and use of operational equipment (employment as a dispatcher does not qualify) for four years.

**CIVIL AFFAIRS**

**MOS MEO. MILITARY EMERGENCY OPERATIONS OFFICER.**

1. Employed as a liaison officer with the California Office of Emergency Services for a minimum of four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service) and service in any U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection.

or

**Appendix A:  
Warrant Officer Military Occupational Specialties**

2. Employed in a liaison, manager, or technician position with the Federal Management Agencies for a minimum of four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service) and service in any U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection. (For the purpose of this MOS, completion of the MEMS requirements and CSMR service in an Emergency Coordinator position does not meet the qualification for this MOS).

or

3. Employed in a liaison, manager, or technician position with a local, county, or other government agency for a minimum of four years provide that it was their primary position (an associates degree from an accredited college may substitute for maximum of two years of employment or service) and service in any U.S. Military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank may be substituted) and completion of a physical security course within four months of selection (For the purpose of this MOS, completion of the MEMS requirements and CSMR service in an liaison, manager, or technician position does not meet the qualification for this MOS).

or

4. Employment or assignment in an Emergency Coordinator position with any local, county, or state agency or department or federal government for not less than one year and a minimum of an associates degree from an accredited college (For the purpose of this MOS, completion of the MEMS requirements and CSMR service in an Emergency Coordinator position does not meet the qualification for this MOS).

**MOS TIO. TRANSLATOR/INTERRUPTER OFFICER (TECHNICIAN).**

1. Translator/Interrupter military MOS or assignment in any service and having held the highest rank of E5 or above or if below the rank of E5 have an associate degree in any subject for an accredited college.

or

2. A certificate of completion of a Translator/Interrupter program approved by any Superior Court of California or in a paid bi-lingual status in a local, state, or federal agency or department provided that the status is based on both a written test and language skill demonstration and five years of experience.

**Appendix A:  
Warrant Officer Military Occupational Specialties**

**MOS IO. INFORMATION OPERATIONS, COLLECTIONS AND ANALYST  
TECHNICIAN.**

1. Completion of any U.S. Military intelligence, information operations course and service in an intelligence or information operations MOS at the rank of E5 or above and (if the individual does not have prior service, service in the CSMR in any rank of E5 or above may be substituted).
2. Completion of any U.S. Military intelligence, information operations course and current service in the CSMR as a warrant officer.

**MEDICAL**

**MOS RN. NURSE TECHNICIAN OFFICER (RN).**

1. Associate Degree in Nursing (ADN) - Takes 2-3 years. Offered at many community colleges. Prepares you to provide registered nursing care in numerous settings.
2. Bachelor of Science in Nursing (BSN) - Takes 4 years. Also referred to as Baccalaureate degree. Offered at many California State Universities and some private colleges. Prepares you to provide registered nursing care in numerous settings and to move to administrative and leadership positions.
3. Military Corpsmen - California law permits military corpsmen to take the national exam for RN licensure if they have completed RN level education and clinical experience.

**ENGINEER**

**MOS B&SO. BUILDING & SAFETY OFFICER (TECHNICIAN).**

1. Licensed Contractor by the California Contractors Board with no less than four years of experience (an associates degree from an accredited college may substitute for maximum of two years of employment or service and prior US military service in any component in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a physical security course within four months of selection.

or

**Appendix A:  
Warrant Officer Military Occupational Specialties**

2. Certified Engineer by the California Board for Professional Engineers with no less than two years of experience and minimum of two years of prior military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a physical security course within four months of selection.

or

3. Employed as building or structural code enforcement officer or inspector for any local, county, state or federal agency or department with no less than four years of employment (an associate's degree from an accredited college may substitute for maximum of two years of employment or service) and prior U.S. military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a physical security course within four months of selection.

or

4. Employed as a fire inspector, fire marshal or served in that capacity for any local, county, state or federal agency or department with no less than four years of experience (an associate's degree from an accredited college may substitute for maximum of two years of employment or service) in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a physical security course within four months of selection.

or

5. Service in any U.S. military in any engineering or construction MOS and completing a construction, combat or support engineers course achieving the highest rank of E5 or above or the rank of E3 with an associate's degree from an accredited college.

**MOS HAZMAT. HAZARDOUS MATERIALS OFFICER (TECHNICIAN).**

1. Employed as a fire inspector, fire marshal or served in that capacity for any local, county, state or federal agency or department for no less than four years (an associate's degree from an accredited college may substitute for maximum of two years of employment or service) in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a Chemical, Radiological and Nuclear defense course within four months of selection.

or

**Appendix A:  
Warrant Officer Military Occupational Specialties**

2. Employed as a hazardous materials specialist or served in that capacity for any local, county, state or federal agency or department for no less than four years (an associates degree from an accredited college may substitute for maximum of two years of employment or service) in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a Chemical, Radiological and Nuclear defense course within four months of selection.

or

3. Employed as a hazardous materials specialist or served in that capacity for any U.S. Military component for no less than four years. (An associates degree from an accredited college may substitute for maximum of two years of employment or service) in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a Chemical, Radiological and nuclear defense course within four months of selection.

or

4. Completion of a courses of study one or more of the following: National Institute for Occupational Health and Safety - Hazardous Waste Operations and Emergency Response; National Institute of Environmental Health Sciences - HazMat Disaster Preparedness Training Program; National Institute of Environmental Health & Sciences - Hazardous Waste Worker Training; Department of Energy - Emergency Response Training to fire fighters with primary and secondary response duties; Department of Transportation - Emergency Responders Train-the-Trainer and hold a U.S. Department of Transportation Hazmat certification and prior U.S. military service in any MOS (if the individual does not have prior service, service in the CSMR in any rank for a minimum of one year may be substituted) and completion of a Chemical, Radiological and Nuclear defense course within four months of selection.

**Appendix A:**  
**Warrant Officer Military Occupational Specialties**

**APPENDIX C:  
Required Training for Enlisted and WOC to WO1 or CW2**

**Required for Promotion from WOC to WO1**

Level I (A) - Warrant Officer Basic Training (WO Candidate):

Warrant Officer Candidate Course (WOCC Phase I through III) or prior federal military level WO Basic Training

**Required for Promotion From WO1 to CW2**

Level I (B) - Warrant Officer Basic Training (Level: WO1) (To completed prior to promotion to CW2):

Basic Military Emergency Management Specialist Course (Required within two years of Graduation from WOCC).

**Required for Promotion From CW2 to CW3**

Level II - MOS and Common Soldier Skills Training or federal military level training (Level: CW2):

2 year MOS qualification requirement to complete

Senior Military Emergency Management Specialist Course (all Military Occupational Specialties and completed prior to applying for promotion to CW3).

Federal Branch/Advanced Professional Development Courses, or courses contained in Appendix D, E or a combination of courses approved by the CSMR G-3 and the Command Chief Warrant Officer (CSMR)

<b><u>Quartermaster (QM) &amp; Transportation MOS Qualification Training</u></b>	
J4OP-US425	Joint Logistic Course
J4OP-US316	Mishap Investigation and Reporting Course
J3OP-US231	Civil Military Operations in Humitarian Assistance
J3OP-MN061	Security in the Information Age
J3OP-US407	Deployment Distribution JTF Logistics
J3OP-MN061	Security in the Information Age
J3OP-US023	Joint Antiterrorism Course
First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3OP-MN088	1ED Awareness
J3OP-MN036	Defense against Suicide Bombing Course
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

**APPENDIX C:  
Required Training for Enlisted and WOC to WO1 or CW2**

<b><u>Signal Corps MOS Qualification Training</u></b>	
J3OP-US406	Commanders Communication Strategy Course
J3OP-US197	Information Management Course
J3OP-US210	Joint Information Operations Course
AFR-CMD-DL-111009	Communication Systems
J3OP-US023	Joint Antiterrorism Course
First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3OP-MN088	1ED Awareness
J3OP-MN036	Defense against Suicide Bombing Course
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

<b><u>Legal Administrator (JAG) MOS Qualification Training</u></b>	
J3OP-NM267	Legal Aspects of Combating Terrorism
J3OP-MN061	Security in the Information Age
J1SN-MN043	Introduction to Human Rights Law Course
J1ST-MN041	Introduction to International Humanitarian Law Course
J3OP-US023	Joint Antiterrorism Course
J3SN-MN03	Combating Terrorism and Illegal Trafficking
J3OP-MN088	1ED Awareness
J3OP-MN036	Defense against Suicide Bombing Course
J3SN-MN105	Rules of Engagement
First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

<b><u>Military Police (MP) MOS Qualification Training</u></b>	
J3OP-US216	Guidance Regarding the Use of Race for Law Enforcement
J3OP-MN089	Crowd & Riot Control
J3OP-NM267	Legal Aspects of Combating Terrorism
J3OP-MN036	Defense against Suicide Bombing Course
J4OP-US316	Mishap Investigation and Reporting Course
J3OP-MN088	1ED Awareness
J3OP-MN061	Security in the Information Age
J3OP-US218	Operational Protection
J3OP-US023	Joint Antiterrorism Course
J3SN-MN105	Rules of Engagement
J3OP-US127	Fundamentals of Personnel Recovery
J3TA-US016	Introduction to Joint Interdiction Operations
J3SN-MN038	Combating Terrorism and Illegal Trafficking

**APPENDIX C:  
Required Training for Enlisted and WOC to WO1 or CW2**

First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

<b><u>Ordnance MOS Qualification Training</u></b>	
J3OP-MN061	Security in the Information Age
J3OP-MN036	Defense against Suicide Bombing Course
First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

<b><u>Adjutant General (AG) &amp; Civil Affairs MOS Qualification Training</u></b>	
J3OP-US210	Joint Information Operations Course
J3OP-US197	Information Management
J3OP-NM248	Civil Military Reliance to In an Interagency Context
J3OP-US113	C2 Structure for JFHQ/JTF within State Staffs Course
J3OP-US114	C2 Relationship JFHQ/JTF within State Staffs Course
J3OP-US115	C2 Authorities for JFHQ/JTF within State Staffs Course
J3OP-US145	Access Risk during JFHQ/JTF within State Staffs
J3OP-US148	Understand Commanders; Intent during JFHQ/JTF / State Staffs
J3OP-US149	Develop and Provide Briefings to Support JFHQ/JTF/ State Staffs
J3OP-US023	Joint Antiterrorism Course
J3OP-MN088	1ED Awareness
J3OP-MN036	Defense against Suicide Bombing Course
J3OP-MN061	Security in the Information Age
J3OP-US023	Joint Antiterrorism Course
J3OP-MN088	1ED Awareness
J3OP-MN036	Defense against Suicide Bombing Course
J3OP-MN061	Security in the Information Age
First Aid/CPR	First Aid/CPR (American Red Cross)
J3TA-MN068	Map Reading
J3TA-US032	M-9 Pistol Course
J3TA-US033	M-16A3 Service Rifle

**Required for Promotion from CW3 to CW4**  
**(Can be taken at any WO rank)**

<b><u>Level III - Staff and Professional Development Training or Federal Military Level Professional Education</u></b>	
J3OP-NM223	* Civil Military Reliance to In an Interagency Context

**APPENDIX C:  
Required Training for Enlisted and WOC to WO1 or CW2**

J3OP-US113	* C2 Structure for JFHQ/JTF within State Staffs Course
J3OP-US114	* C2 Relationship JFHQ/JTF within State Staffs Course
J3OP-US115	* C2 Authorities for JFHQ/JTF within State Staffs Course
J3OP-US145	* Access Risk during JFHQ/JTF within State Staffs
J3OP-US148	* Understand Commanders; Intent during JFHQ/JTF /State Staffs
J3OP-US149	* Develop and Provide Briefing to Support JFHQ/JTF/State Staffs
J3OP-NM070	Intro to Martine Operations (Port Operations)
J3OP-US017	Intro to Joint Urban Operations
J3OR-US027	Joint Task Force State Staff
AFR-CMD-DL081009	Joint Operations Planning
J3OP-202	Staff Integration for JHHQ/JTG State Staff
J3OP-NM194	Definition, Dimensions and Categories of Terrorism Course
J3OP-US228	Civil Military Operations
J3OP-MN248	Civil Military Operations in an Interagency Context Course
AFR-CMD-DL-131009	Situational Awareness Course
J3OP-113	* C2 Structure for JFHQ/JTF within State Staffs Course
J3OP-114	* C2 Relationship JFHQ/JTF within State Staffs Course
J3OP-115	* C2 Authorities for JFHQ/JTF within State Staffs Course
J3OP-145	* Access Risk during JFHQ/JTF within State Staffs
J3OP-US148	* Understand Commanders; Intent during JFHQ/JTF /State Staffs
* Waived for AG MOS	

**Required for Promotion from CW4 to CW5**  
**(Can be taken at any WO rank)**

<b><u>Level IV: Advanced Mission Related Training</u></b>	
Master Military Emergency Management Specialist Course (for all MOS's)	
J3OP-US231	Civil Military Operations in Humanities Assistance (waived for QM MOS)
J3OP-US011	Military Response to Domestic CBRNE Attacks
J3OP-US251	Applied Radiological Response Techniques
J3OP-US252	WMD in the 21 <sup>st</sup> Century
J3OP-US260	Emergency Preparedness Response
J3ST-US339	Dynamics of International Terrorism

POC FOR THE ABOVE COURSES: CW5 Thomas Tomka: tomkatoy1@gmail.com

## **APPENDIX D**

### **Army Correspondence Courses - Approved MOS Training**

The following courses are but a small sampling of the vast AIPD, ATIAM & ATRRS training materials available to CSMR personnel for MOS-qualifying Correspondence Courses, Training Support Packages, and other individual courses designed to help you gain subject matter expertise and ultimately earn your CW2 and Military Occupational Specialty (MOS) branch qualification.

Additionally, there may only be a portion of these courses that pertain to your CSMR assignment or position and are listed only for reference and your continued personal and professional development.

Must have AKO or DKO Log-In **\*\*No CAC Card Required\*\***

This document does not reference the thousands of AKO/DKO/JKO courses available to CSMR troops.

MOS BRANCH QUALIFIERS  
MILITARY POLICE  
ORDNANCE  
QUARTERMASTER  
SIGNAL CORP  
TRANSPORTATION  
COMMON CORE COURSES  
20 ADDITIONAL TRAINING SUPPORT PACKAGES:

To vet and prepare this information will take the following time and effort;

Review and validate all the URLs, Determine accessibility for non-CAC AKO/DKO account access.

Document the results in Word, PDF and HTML formatted documents.

Validation of 250+ URLs will take roughly 45 hours.

Reformatting will take roughly 25 hours. Word, PDF and HTML creation will take roughly 15 hours.

Total Time: 85 Hours

**APPENDIX D**  
**Army Correspondence Courses - Approved MOS Training**

<b>ID #</b>	<b>MILITARY POLICE BRANCH MOS</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">MP0018</a>	MILITARY POLICE INVESTIGATIONS	C	8/94
<a href="#">MP0100</a>	RESERVE COMPONENT MPI SUPPLEMENTAL MATERIALS	B	6/93
<a href="#">MP1000</a>	PHYSICAL SECURITY PLANNING	C	3/96
<a href="#">MP1001</a>	INSTALLATION PHYSICAL SECURITY	C	11/95
<a href="#">MP1002</a>	AREA SECURITY	C	1/96
<a href="#">MP1003</a>	MATERIEL CONTROL	C	5/96
<a href="#">MP1004</a>	CIVIL DISTURBANCE PLANNING	D	5/96
<a href="#">MP1005</a>	CIVIL DISTURBANCE OPERATIONS	D	4/96
<a href="#">MP1006</a>	LAW ENFORCEMENT OPERATIONS	C	1/94
<a href="#">MP1007</a>	MILITARY POLICE CONTROLS (TACTICS, TECHNIQUES, AND PROCEDURES)	C	9/95
<a href="#">MP1008</a>	REPORTS AND FORMS	B	8/92
<a href="#">MP1016</a>	TESTIMONIAL EVIDENCE	A	9/91
<a href="#">MP1017</a>	THE MILITARY JUSTICE SYSTEM	D	3/06
<a href="#">MP1018</a>	AUTHORITY AND JURISDICTION	D	3/94
<a href="#">MP1019</a>	PRINCIPALS OF CRIMINAL LAW	C	7/96
<a href="#">MP1024</a>	RELEASE OF INFORMATION AND THE STANDARDS OF CONDUCT	D	3/06
<a href="#">MP1025</a>	THE ARMY CORRECTIONAL SYSTEM	D	2/06
<a href="#">MP1026</a>	CUSTODY AND CONFINEMENT PROCEDURES	E	2/06
<a href="#">MP1031</a>	AREA SECURITY OPERATIONS	B	6/94
<a href="#">MP1033</a>	MILITARY POLICE STATION OPERATIONS	B	9/90
<a href="#">MP2005</a>	INTERVIEWS, INVESTIGATIONS & APPREHENSIONS	D	4/06
<a href="#">191 G11</a>	PHYSICAL SECURITY COURSE		10/05
<a href="#">191 M11</a>	ADVANCED NCO REFRESHER COURSE (MOS 95B)		2/09
<a href="#">191 M15</a>	BASIC NCO REFRESHER COURSE (CMF 95)		2/09

## APPENDIX D

### Army Correspondence Courses - Approved MOS Training

<b>ID #</b>	<b>ORDNANCE BRANCH MOS</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">091 W16</a>	RC WOBC UNIT MAINTENANCE TECHNICIAN (Light) COURSE (MOS 915A)		4/09
<a href="#">091-A-0006</a>	DIRECT UNIT MAINTENANCE OPERATIONS (091-900-0006)		11/04
<a href="#">091-O-0005</a>	REPORT UNIT COMBAT READINESS STATUS (UCRS) (091-090-0005)		4/03
<a href="#">091-O-2572</a>	CONDUCT PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS) (091-257-0002)		11/01

<b>ID #</b>	<b>SIGNAL BRANCH MOS</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">IS1132</a>	ANTENNA SYSTEMS	5	6/98
<a href="#">IS1143</a>	RADIO WAVE PROPAGATION AND ANTENNAS	7	12/86
<a href="#">SS0031</a>	PLAN, DESIGN, AND LAYOUT OF SATELLITE COMMUNICATIONS SYSTEMS	C	12/94
<a href="#">SS0117</a>	DESCRIBE THE SYNCHRONIZATION OF BATTLEFIELD OPERATING SYSTEMS	A	9/92
<a href="#">SS0120</a>	EMPLOY COMMUNICATIONS SYSTEMS OF A MANEUVER BRIGADE/BATTALION/BATTALION TASK FORCE	B	9/92
<a href="#">SS0130</a>	PRINCIPLES OF RADIO WAVE PROPAGATION	B	2/05
<a href="#">SS0131</a>	ANTENNA THEORY	B	2/05
<a href="#">SS0137</a>	COMMUNICATIONS SECURITY (SC 25C-RC)	A	9/94
<a href="#">SS0344</a>	MICROWAVE TECHNIQUES	4	6/88
<a href="#">SS0345</a>	FUNDAMENTALS OF MICROWAVE COMMUNICATIONS	6	6/88
<a href="#">SS0437</a>	TESTING WIRE LINES AND LOCATING FAULTS	7	6/88
<a href="#">SS0438</a>	INSTALLATION/TROUBLESHOOTING TELEPHONE SUBSTATION	A	6/88
<a href="#">SS0439</a>	SET POLES, INSTALL ANCHORS AND GUYS	A	3/94
<a href="#">SS0657</a>	DIRECT INSTALLATION OF ANTENNAS	8	6/88

**APPENDIX D**  
**Army Correspondence Courses - Approved MOS Training**

<b>ID #</b>	<b>QUARTERMASTER BRANCH MOS</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">QM0433</a>	FIELD KITCHEN OPERATIONS, PART II	8	9/91
<a href="#">QM3502</a>	MANAGE ENVIRONMENTAL POLLUTION CONTROL PROGRAM	A	9/93
<a href="#">QM3508</a>	SUPERVISION OF FIELD SERVICE COMPANY (DS) OPERATIONS	A	9/93
<a href="#">QM3509</a>	DIRECT FIELD FEEDING OPERATIONS	B	1/96
<a href="#">QM3510</a>	GARRISON FOOD SERVICE OPERATIONS	B	1/97
<a href="#">QM3511</a>	PLANNING SUBSISTENCE FIELD OPERATIONS	A	9/93
<a href="#">QM6025</a>	MAINTAIN DA FORM 3980-R FOR EACH SUPPORTED UNIT	A	9/90
<a href="#">QM6029</a>	DIRECT RECEIPT OF NONPERISHABLE SUBSISTENCE SUPPLIES	5	6/98
<a href="#">QM6030</a>	DIRECT RECEIPT AND STORAGE OF PERISHABLE SUBSISTENCE	5	6/88
<a href="#">QM6031</a>	DISPOSE OF SUBSISTENCE ITEMS THAT ARE DAMAGED...	7	6/88
<a href="#">QM6062</a>	SEE THAT SAFETY PROCEDURES ARE FOLLOWED	2	6/88
<a href="#">QM6083</a>	REVIEW THE BASIC DAILY FOOD ALLOWANCE (BDFA) (101-520-4154)	A	1/92
<a href="#">QM6084</a>	SUBSISTENCE ACCOUNTING PROCEDURES	A	9/91
<a href="#">QM6138</a>	PERSONNEL MANAGEMENT FOR THE FIRST COOK	B	9/90
<a href="#">QM6139</a>	CONDUCT INVENTORIES AND MAINTAIN DINING FACILITIES	A	9/92
<a href="#">QM6190</a>	ADMIN RESPONSIBILITIES OF THE FOOD SERVICE SERGEANT	A	9/91
<a href="#">QM6197</a>	ACCOUNTING RESPONSIBILITIES OF THE FOOD SERVICE SERGEANT	A	9/91
<a href="#">QM6198</a>	FOOD SERVICE SGT'S RESPONSIBILITIES TO EVALUATE PROCEDURES	A	9/91
<a href="#">QM6199</a>	FOOD SERVICE SGT'S RESPONSIBILITIES TO PLAN AND IMPLEMENT MENUS...	A	9/91
<a href="#">QM6205</a>	FOOD SERVICE SUBSISTENCE CONTROL	A	1/92
<a href="#">QM6217</a>	SUBSISTENCE OPERATIONS	A	1/92
<a href="#">QM6230</a>	FIELD FEEDING RESPONSIBILITIES OF THE FIRST COOK	A	9/90
<a href="#">QM6231</a>	FIRST COOK SUPERVISION OF PERSONNEL...	A	9/90
<a href="#">QM6232</a>	FIRST COOK RESPONSIBILITIES TO IMPLEMENT SAFETY...	A	6/98

**APPENDIX D****Army Correspondence Courses - Approved MOS Training**

<b>ID #</b>	<b>TRANSPORTATION BRANCH MOS</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">TR1009</a>	OBTAIN SECURITY ESCORTS AND CONVOY CLEARANCE, AND MEET SECURITY REQUIREMENTS FOR MOTOR TRANSPORT MOVEMENTS	8	9/88
<a href="#">TR1022</a>	PREPARATION OF THE TCMD, THE SHIPMENT PLANNING WORKSHEET, AND THE OCEAN CARGO MANIFEST USING MILSTRIP	8	9/88
<a href="#">TR1025</a>	REVIEW TRACING, DIVERSION, AND HOLD DOCUMENTATION AND IN-TRANSIT DATA/PERFORMANCE REPORTS	A	1/96
<a href="#">TR1029</a>	SUPERVISE HAZARDOUS MATERIALS HANDLING AND ESTABLISH A NUCLEAR SURETY PROGRAM	8	1/88
<a href="#">TR1030</a>	SUPERVISE THE LAND TRANSPORT OF HAZARDOUS MATERIAL	8	12/88
<a href="#">TR2013</a>	MANAGE MATERIEL MOVEMENT REQUIREMENTS	A	1/96
<a href="#">551 M30</a>	551 - TRANSPORTATION MANAGEMENT COORDINATOR, IMI SUSTAINMENT TRAINING (88N30)	CD 55-30	8/03
<a href="#">551 M55</a>	88H20 CARGO SPECIALIST UNIT SUSTAINMENT TRAINING (TATS 551-88H20 UST/CD 55-27)	CD 55-27	6/03

**APPENDIX D**  
**Army Correspondence Courses - Approved MOS Training**

<b>ID #</b>	<b>TRAINING SUPPORT PACKAGES</b>	<b>Ed.</b>	<b>Rev.</b>
<a href="#">IS1460</a>	EFFECTIVE ARMY WRITING	A	6/99
<a href="#">TSP 158-L-3006</a>	RESOLVE AN ETHICAL PROBLEM (158-100-3006)		3/08
<a href="#">TSP 158-L-3012</a>	CORRELATE A LEADERS' ROLE IN CHARACTER DEVELOPMENT WITH VALUES AND PROFESSIONAL OBLIGATIONS		6/08
<a href="#">TSP 158-L-4003</a>	COMMUNICATE EFFECTIVELY AT THE DIRECT LEADERSHIP LEVEL		4/08
<a href="#">TSP 158-L-4009</a>	COMMUNICATE IN WRITING		9/08
<a href="#">TSP 158-L-7012</a>	DEVELOP SUBORDINATES		4/08
<a href="#">TSP 158-L-7015</a>	DEVELOP AN EFFECTIVE TEAM		3/08
<a href="#">TSP 158-100-3009</a>	APPLY THE CHARACTERISTICS AND COMPONENTS OF A PROFESSION TO MILITARY SERVICE AS AN OFFICER		10/09
<a href="#">158-A-1110</a>	APPLY THE ESSENTIAL ELEMENTS OF ARMY LEADERSHIP DOCTRINE TO A GIVEN SITUATION		6/05
<a href="#">158-B-1181</a>	APPLY CUSTOMS, COURTESIES, AND TRADITIONS OF THE SERVICE		6/98
<a href="#">158-B-1182</a>	BRANCH INFORMATION TO CAREER DECISIONS		6/98
<a href="#">158-B-1183</a>	IDENTIFY DUTIES, RESPONSIBILITIES, AND AUTHORITY OF COMMISSIONED OFFICERS, WARRANT OFFICERS, NONCOMMISSIONED OFFICERS, AND DA CIVILIANS		2/66
<a href="#">158-C-1131</a>	APPLY JUST WAR TRADITION TO YOUR SERVICE AS A LEADER AND THE PROFESSION OF ARMS		7/98
<a href="#">158-C-1135</a>	APPLY LEADERSHIP FUNDAMENTALS TO CREATE A CLIMATE THAT FOSTERS ETHICAL BEHAVIOR		
<a href="#">158-C-1230</a>	APPLY THE ETHICAL DECISION-MAKING METHOD AT SMALL UNIT LEVEL		
<a href="#">158-C-1331</a>	APPLY THE ETHICAL DECISION-MAKING METHOD AS A COMMANDER, LEADER, OR STAFF MEMBER		
<a href="#">158-E-1361</a>	DEVELOP A UNIT COUNSELING PROGRAM		
<a href="#">158-F-0010</a>	WRITE IN THE ARMY STYLE		

POC for the above listed courses is WO1 Michael Margulies at: [michael.margulies@us.army.mil](mailto:michael.margulies@us.army.mil)

## APPENDIX E

### Warrant Officer Professional Development Program

The purpose of the Warrant Officer Professional Development and Military Occupational Specialty (MOS) Technical Training Program is to enhance the education of all Warrant Officers in the California State Military Reserve. All of the courses are available on-line through your Army Training Knowledge Online (ATKO) account. The (ATKO) website is: <http://www.atsc.army.mil/acp/aipdnew.asp>.

Helpful Hints for Navigating Army Training Support Center (ATSC) web site:  
<http://www.atsc.army.mil/acp/aipdnew.asp>

On left side of screen below TEAM: Click on - Soldier Training Home/RDL; Below ATIA Links: Click on – Access ATIA

At ATIA Screen: Type In AKO User Name and Password; Login

At the ATKO website: Click on RDL Services

At the Commandant Approved Training: Click on ALL

At the School: Click on your Warrant Officer Branch.

Note 1: If your Branch is not listed there are many courses listed in Combat Service Support (various MOS) if there are substitute courses you may want to take, and the above courses are not what you need for your CSMR duties. To substitute courses, you must obtain permission from the G-3 and Command Chief Warrant Officer.

Note 2: Course numbers and descriptions may change as courses are updated, revised, added or deleted...

*All Warrant Officers are encouraged to complete a minimum of ? hours of the following MOS Specific courses, publications or material within a two year period of the start of the Warrant Officer Professional Development (MOS) Program. Warrant Officers can choose the most appropriate course, publications or material that is most specific to their MOS duties.*

#### \*Type:

MEMS	Military Emergency Management Specialist Course
CC	Correspondence Course
CCC	Common Core Courses
CSC	Combat Service Support Courses
CCTSP	Common Core Training Support Package
CSMR	California State Military Reserve
DACIR	Department of the Army Circular
IMI	Interactive Multimedia Instruction (Turn Speaker On)
Reg	Regulation (Army or CSMR)
TB	Technical Bulletin
TM	Technical Manual

**APPENDIX E**  
**Warrant Officer Professional Development Program**

<b>Required Professional Development Course for all MOS'</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>*Type</b>
*MEMS	Military Emergency Management Specialist Course	MEMS
S-0103	History of Warrant Officers	CC
158-B-1183	Identify Duties, Responsibility & Authority (Off-WO-Enl)	CCTSP
158-B-1181	Customs, Courtesies and Traditions of the Service	CCTSP
158-A-1110	Essential Elements of Army Leadership Doctrine	CCTSP
TSP 158-L-3020	Leader's Role in Character Development With Values	CCTSP
TSP 158-L-4003	Communicate Effectively At The Direct Leadership Level	CCTSP
TSP 158-L-4009	Communicate in Writing	CCTSP
158-F-0010	Write in the Army Style	CCTSP
IS 1460	Effective Army Writing	CCC
158-G-0020	Conduct a Military Briefing	CCTSP
158-J-1332	Establish a Positive Command Climate	CCTSP
158-300-0030	Brief to Inform, Persuade or Direct	CCTSP
158-F-0050	Write to Persuade a Decision Maker (Course of Action)	CCTSP
158-C-1331	Ethical Decision Making as a Leader or Decision Maker	CCTSP
TSP 158-L-7015	Develop an Effective Team	CCTSP
805C-A-0101	The Army's Sexual Assault Prevention Program (Basic)	CCTSP
805C-A-0102	The Army's Sexual Assault Prevention Program (Officer)	CCTSP
805C-A-1001	Equal Opportunity Program (Level I)	CCTSP
805C-A-1002	Equal Opportunity Program (Level II)	CCTSP
CSMR 600-3	Warrant Officer Personnel Management (Reference)	Reg
AR 25-50	Preparing and Managing Correspondence (Reference)	Reg
*CSMR HQ MEMS Proctor and J3 Joint Operations Center Operations is the MEMS Proctor and should be contacted prior to enrolling in this MEMS course.		

**ADJUTANT GENERAL: MOS specific 420A Human Resources Technician (Administration/Public Affairs/Historian) courses.**

<b>Human Resources Technician</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
AR 600-3	The Army Personnel Development System	AR
AR 600-8	Military Personnel Management	AR
AR 600-8-4	Line of Duty Policy, Procedures and Investigations	AR
AR 600-8-22	Military Awards	AR
AR 600-8-101	Personnel Processing (Soldier Readiness)	AR
AR 600-9	The Army Weight Control Program	AR
AR 600-20	Army Command Policy	AR
DA Pam 600-8	Management and Administrative Procedures	DAPAM
DA Pam 600-26	Department of the Army Affirmative Action Plan	DAPAM
DA Pam 600-67	Effective Writing For Army Leaders	DAPAM
<b>CSRM Reg 600-2</b>	Officer Personnel Management	Reg
<b>CSMR Reg 600-3</b>	Warrant Officer Personnel Management	Reg
<b>CSMR Reg 600-1</b>	Enlisted Personnel Management	Reg

**APPENDIX E**  
**Warrant Officer Professional Development Program**

<b>EEO PSH</b>	Equal Employment - Prevention of Sexual Harassment	Policy
<b>MOS 420A Public Affairs MOS Qualification</b>		
PA 100	Introduction to Army Public Affairs	CC
D 10500	Senior Public Affairs	CC
PAO 120	Introduction to Public Information	CC
PA 0251	Photojournalism	CC
AR 360-1	The Army Public Affairs Program (Reference only)	AR
DA Pam 360-3	Army Hometown News Program (Reference only)	DAPAM
DA Pam 360-512	Code of the U.S. Fighting Force (Reference only)	DAPAM
DA Pam 360-526	Once A Veteran (Reference only)	DAPAM
DA Pam 600-67	Effective Writing For Army Leaders (Reference only)	DAPAM
<b>MOS 420A Historian MOS Qualification</b>		
DA Pam 600-67	Effective Writing For Army Leaders	DAPAM
DA Pam 710-1	Centralized Inventory Management	DAPAM
AR 740-26	Physical Inventory Control	AR
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc.) for reference to specific MOS training. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**CORPS OF ENGINEERS: MOS specific 210A Utilities Operation / Maintenance Technician courses.**

<b>210A Utilities Operation/Maintenance Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
052-W-32	RC Utilities Operations/Maintenance Course (124 hrs)	CC
052-M40	Carpentry and masonry Course	CC
052-M44	Plumber Course	CC
052-M56	Topographic Surveyor Course	CC
TM 5-682	Facilities Engineering: Electrical Facilities Safety	TM
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**ELECTRONIC MAINTENANCE: MOS Specific 948B Electronic Systems Maintenance Technician courses.**

<b>Electronic Systems Maintenance Technician</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
093 D19	Electronic Technician Course (105 hours)	CC
MM 0487	Infrared Calibration	CC
MM 0499	Army Calibration System	CC
MM 0651	Shop Practices and Safety	CC
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**APPENDIX E**  
**Warrant Officer Professional Development Program**

**JUDGE ADVOCATE GENERAL:** MOS Specific 270A Legal Administrator courses. At the present time, there are no courses listed through the TADL which are MOS 270A (Legal Administrator) specific. However, there are certain AR's and DA Pam's that should be read and completed within two a (2) year period.

<b>MOS 270A Legal Administrator MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
AR 27-1	Legal Services, Judge Advocate Legal Services	AR
AR 27-10	Military Justice	AR
DA Pam 27-100	Military Law Review (All DA Pam 27-100 series)	DAPAM
DA Pam 27-162	Claims Procedures	DAPAM
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). for reference to specific MOS training.		

**MILITARY INTELLIGENCE:** MOS specific 350F All Source Intelligence Technician (Including Linguists) courses.

<b>MOS 350A All Source Intelligence Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
310 W 10	Reserve Component (RC) Military Intelligence Technician	CC
One of the two courses listed below depending on the area in which the particular Warrant Officer wants to specialize.		
301 Q19	Counter Intelligence Familiarization Course (90 hrs)	CC
301 Q21	Tactical Intelligence Familiarization Course (95 hrs)	CC
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**MILITARY POLICE:** All Military Police (MP) Branch Warrant Officers should complete the following General MP MOS qualification.

<b>General Military Police (MP) Courses MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
191 M11	Advance MP NCO Refresher Course (103 hrs)	CC
MP 0100	Reserve Component MP Supplemental Materials	CC
MP 1006	Law Enforcement Operations	CC
MP 1007	MP Controls (Tactics, Techniques and Procedures)	CC
MP 1017	The Military Justice System	CC
MP 1019	Principles of Criminal Law	CC
MP 1004	Civil Disturbance Planning	CC
MP 1005	Civil Disturbance Operations	CC
Note: If Warrant Officer do not have experience with land navigation and/or map reading, they should take FA 4025 and FA 4201 prior to taking FA 4202 as part of 191 M11.		

**APPENDIX E**  
**Warrant Officer Professional Development Program**

<b>MOS 310A Provost Marshal MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
MP 1000	Physical Security Planning	CC
MP 1001	Installation Physical Security	CC
MP 1002	Area Security	CC
MP 1003	Materiel Control	CC
MP 1031	Area Security Operations	CC
191 G11	Physical Security Course	CC
<b>MOS 311A CID Special Agent MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
MP 0018	Military Police Investigations	CC
MP 1008	Reports and Forms	CC
MP 1016	Testimonial Evidence	CC
MP 1024	Release of Information and The Standards of Conduct	CC
MP 1026	Custody and Confinement Procedures	CC
MP 2005	Interviews, Investigations and Apprehensions	CC
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**ORDNANCE: MOS Specific 915A Sr. Automotive Maintenance Technician; MOS 913A Armament Repair Technician; MOS 919A Engineer Equipment Maintenance Technician Courses**

<b>MOS 915A Sr. Automotive Maintenance Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
091 W16 (1)	RC WOBC Unit Maintenance Technician Course (75 hrs)	CSS
091-0- 0002 (13)	Preventive Maintenance Checks and Services (PMCS)	CCTSP
091-0-2572	Conduct Preventive Maintenance Checks and Services	CCTSP
091-A-0006 (13)	Direct Unit Maintenance Operations	CCTSP
091-0-0003 (13)	Supervise Unit Maintenance Operations	CCTSP
171 Q 12	Maintenance Leaders Course (23)	CCTSP
<b>MOS 913A Armament Repair Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
091 M15	Small Arms Repairer Course (88 hrs)	CC
091 M21	Armament Repairer Course (125 hrs)	CC
071-030-0001	Maintain an MK-19 Grenade Machine Gun (Pg 187)	IMI
071-100-0004	Maintain an M4A1 Carbine (Pg 187)	IMI
071-312-3025	Maintain an M60 Machine Gun (Pg 187)	IMI
071-312-4025	Maintain an M249 Machine Gun (Pg 187)	IMI
091-0-0003	Supervise Unit Maintenance Operations	CCTSP

**APPENDIX E**  
**Warrant Officer Professional Development Program**

<b>MOS 919A Engineer Equipment Maintenance Technician MOS Qualification</b>		
052 W34	Engineer Equipment Repair Technician (RC)	CC
091-52D10	Power Generation Equipment Repairer	CC
091-0-0003 (13)	Supervise Unit Maintenance Operations	CCTSP
091-0-2572	Conduct Preventive Maintenance Checks and Services	CCTSP
091-0- 0002 (13)	Preventive Maintenance Checks and Services (PMCS)	CCTSP
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**QUARTERMASTER: MOS specific 920A Logistics Management Officer (Property Accounting Technician); 920B Material Management Officer (Supply Systems Technician); 922A Food Service Technician courses.**

<b>All Quartermaster Specific MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
101 A11	RC Quartermaster Officer Advance Course (122 hrs)	CC
<b>MOS 920A Property Accounting Technician MOS Qualification</b>		
101 W11 or 31	RC Property Accounting Technician	CC
AR 700-127	Integrated Logistics Support	AR
AR 700-138	Army Logistics Readiness and Sustainability	AR
AR 725-50	Requisition, Receipt and Issue System	AR
AR 740-26	Physical Inventory Control	AR
DA Pam 708-1	Logistics Management Data and Cataloging Procedures	DAPAM
<b>MOS 920A Property Accounting Technician MOS Qualification (Cont.)</b>		
101-Y-0001	Supervise Supply Activities	CC
101-92Y-0004	Conduct A Change Of Primary Hand Receipt Holder	CC
DA Pam 710-1	Centralized Inventory Management	DAPAM
DA Pam 710-3	Inventory Management Asset & Transaction Reporting	DAPAM
<b>MOS 920B Supply Systems Technician MOS Qualification</b>		
101 W13	RC Supply Systems Technician	CC
101 W33	RC Supply Systems Technician	CC
DA Pam 710-2-1	Using Unit Supply System (Manual Procedures)	DAPAM
DA Pam 708-1	Logistics Management Data & Cataloging Procedures	DAPAM
AR 735-11-2	Reporting of Supply Discrepancies	AR
<b>MOS 922A Food Service Technician MOS Qualification</b>		
QM 0433	Field Kitchen Operations	CC
QM 3509	Direct Field Feeding Operations	CC
QM 3511	Planning Subsistence Field Operations	CC
QM 6062	See That Safety Procedures are Followed	CC
QM 6084	Subsistence Accounting Procedures	CC

**APPENDIX E**  
**Warrant Officer Professional Development Program**

QM 6198	Evaluate Sanitation, Safety, Energy & Fire Prevention	CC
QM 6217	Subsistence Operations	CC
QM 6230	Responsibilities of the First Cook	CC
QM 6231	Supervision of Personnel Cleaning & Maintaining Equip	CC
QM 6232	Responsibilities to Implement Safety, Security & Energy	CC
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**SIGNAL: MOS Specific 250N Network Management Technician; 251A Information Systems Technician; 254A Signals System Support Technician courses.**

<b>250N Network Management Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
113 D12	Signal Career Course-RC Self Development Training	CC
113 M01	Cable Systems Installer/Maintainer Course	CC
113 M07	Multi-Channel Transmission Systems Operator/Maintainer	CC
260-31F10	Network Switching Systems Operator	TATS
25C1TSP1	Send A Message in 16-Line Format	TATS
<b>251A Information Systems Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
113 D12	Signal Career Course-RC Self Development Training	CC
260-74C10	Telecommunications Operator Maintainer	CC
113-31C10	Radio Operator Maintainer	TATS
113-31C30	Senior Radio Operator Maintainer	TATS
25C1TSP1	Send A Message in 16-Line Format	TATS
<b>254A Signals System Support Technician MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
SS 0031	Plan/Design/Layout of Satellite Communication Systems	CC
SS 0137	Communications Security	CC
SS 0437	Testing Wire Lines and Locating Faults	CC
SS 0439	Set Poles, Install Anchors and Guys	CC
SS 0345	Fundamentals of Microwave Communications	CC
SS 0344	Microwave Techniques	CC
IS 1132	Antenna Systems	CC
113D12-19-23	Reserve Component Signal NCO's Course (111 hrs)	CC
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

**TRANSPORTATION: MOS specific 882A Mobility Officer Courses.**

<b>882A Mobility Officer MOS Qualification</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Type</b>
551 M10	Transportation Management Coordinator (40 hrs)	CC

**APPENDIX E**  
**Warrant Officer Professional Development Program**

551 M55	Cargo Specialist Sustainment	CC
551 T31	Cargo Specialist BNCOC	CC
921 F01	Mobility/Movement Workshop	CC
AR 58-1	Management, Acquisition and Use of Motor Vehicles	AR
AR 385-10	The Army Safety Program	AR
See attached Warrant Officer Information Publications (AR's; DA Pam's; DA Cir, etc). For reference to specific MOS training that can be used as reference or further knowledge. <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>		

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**APPENDIX F**  
**Warrant Officer MOS Publications**

The intent of this publication listing is to help Warrant Officers gain in-depth knowledge on their Military Occupational Specialty (MOS). Although there is a rather large listing of AR's, DA Pam's and Field Manual's, not all of them will actually pertain to your assignment and are listed only for reference. Additionally, there may only be part of the AR, DA Pam or Field Manual that actually pertains to your CSMR assignment and it may not be necessary to read all of the publication.

Most of the above publications are available on the internet without the use of a Common Access Card (CAC) or Volunteer Access Card (VOLAC). Others are available only on Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO). A few require AKO or DKO and a CAC.

A list of the Series Publications is shown on page 10 and 11.

Reference: <http://www.army.mil/usapa/epubs/index.html>

**ADJUTANT GENERAL – Human Resources Tech (Administration), Public Affairs, Historian MOS 420A**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 600-3	2/26/2009	THE ARMY PERSONNEL DEVELOPMENT SYSTEM
AR 600-4	12/7/2007	REMISSION OR CANCELLATION OF INDEBTEDNESS (*RAR 001, 2009/04/29)
AR 600-7	11/15/1983	NONDISCRIMINATION ON THE BASIS OF HANDICAP IN PROGRAMS AND ACTIVITIES ASSISTED OR CONDUCTED BY THE DEPARTMENT OF THE ARMY
AR 600-8	10/1/1989	MILITARY PERSONNEL MANAGEMENT
AR 600-8-1	4/30/2007	ARMY CASUALTY PROGRAM (NOTE SEE THE PUBLISHED CHANGE; ARMY DIRECTIVE 2009-02)
AR 600-8-2	12/23/2004	SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS)
AR 600-8-3	12/28/1989	UNIT POSTAL OPERATIONS
AR 600-8-4	9/4/2008	LINE OF DUTY POLICY, PROCEDURES, AND INVESTIGATIONS
AR 600-8-6	9/24/1998	PERSONNEL ACCOUNTING AND STRENGTH REPORTING
AR 600-8-7	6/16/2008	RETIREMENT SERVICES PROGRAM
AR 600-8-8	4/4/2006	THE TOTAL ARMY SPONSORSHIP PROGRAM
AR 600-8-10	2/15/2006	LEAVES AND PASSES
AR 600-8-11	5/1/2007	REASSIGNMENT
AR 600-8-14	6/17/2009	IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL
AR 600-8-19	3/20/2008	ENLISTED PROMOTIONS AND REDUCTIONS (*RAR 001, 2009/09/16)
AR 600-8-22	12/11/2006	MILITARY AWARDS
AR 600-8-24	4/12/2006	OFFICER TRANSFER AND DISCHARGES (*RAR 001, 2008/11/19)
AR 600-8-29	2/25/2005	OFFICER PROMOTIONS
AR 600-8-104	6/22/2004	MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS
AR 600-9	11/27/2006	THE ARMY WEIGHT CONTROL PROGRAM
AR 600-13	3/27/1992	ARMY POLICY FOR THE ASSIGNMENT OF FEMALE SOLDIERS
AR 600-15	3/14/1986	INDEBTEDNESS OF MILITARY PERSONNEL
AR 600-20	3/18/2008	ARMY COMMAND POLICY (*RAR 001, 2009/02/11)
AR 600-23	1/16/1970	NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

**APPENDIX F**  
**Warrant Officer MOS Publications**

AR 600-25	10/24/2004	SALUTES, HONORS, AND VISITS OF COURTESY
AR 600-29	6/1/2001	FUND-RAISING WITHIN THE DEPARTMENT OF THE ARMY
AR 600-34	1/2/2003	FATAL TRAINING/OPERATIONAL ACCIDENT PRESENTATIONS TO THE NEXT OF KIN
AR 600-35	10/15/2007	ARMY FORCE STABILIZATION SYSTEM
AR 600-37	12/19/1986	UNFAVORABLE INFORMATION
AR 600-38	3/11/1988	MEAL CARD MANAGEMENT SYSTEM
AR 600-43	8/21/2006	CONSCIENTIOUS OBJECTION

**Public Affairs Technician (only)**

PUB NO.	ISSUE DATE	TITLE
AR 360-1	15/2000	THE ARMY PUBLIC AFFAIRS PROGRAM
AM 360-3	1/1984	ARMY HOMETOWN NEWS PROGRAM
AM 360-512	1/1988	CODE OF THE U.S. FIGHTING FORCE
AM 360-526	1/1992	ONCE A VETERAN
AM 360-539	1/1994	DEATH SURVIVOR BENEFIT PLAN FOR THE UNIFORMED SERVICES - THE SIMPLE FACTS

**JUDGE ADVOCATE GENERAL – Legal Administrator – MOS 270F**

PUB NO.	ISSUE DATE	TITLE
AR 27-1	9/30/1996	LEGAL SERVICES, JUDGE ADVOCATE LEGAL SERVICES
AR 27-3	2/21/1996	THE ARMY LEGAL ASSISTANCE PROGRAM
AR 27-10	11/16/2005	MILITARY JUSTICE
AR 27-20	2/8/2008	CLAIMS
AR 27-26	5/1/1992	RULES OF PROFESSIONAL CONDUCT FOR LAWYERS
AR 27-40	9/19/1994	LITIGATION
AR 27-50	12/15/1989	STATUS OF FORCES POLICIES, PROCEDURES, AND INFORMATION
AR 27-53	1/1/1979	REVIEW OF LEGALITY OF WEAPONS UNDER INTERNATIONAL LAW
AR 27-55	11/17/2003	NOTARIAL SERVICES
AR 27-60	6/1/1993	INTELLECTUAL PROPERTY
MCM 2008	2/21/2008	MANUAL FOR COURTS-MARTIAL UNITED STATES (2008 EDITION)
PAM 27-7	4/15/1985	GUIDE FOR SUMMARY COURT-MARTIAL TRIAL PROCEDURE
PAM 27-9	7/1/2003	MILITARY JUDGES' BENCHBOOK
PAM 27-17	9/16/1990	PROCEDURAL GUIDE FOR ARTICLE 32(B) INVESTIGATING OFFICER
PAM 27-50		THE ARMY LAWYER
PAM 27-100-		MILITARY LAW REVIEW
PAM 27-162	3/21/2008	CLAIMS PROCEDURES

**APPENDIX F**  
**Warrant Officer MOS Publications**

**MILITARY POLICE – Provost Marshal; MOS 310A CID / Special Agent; MOS 311A**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 190-5	5/22/2006	MOTOR VEHICLE TRAFFIC SUPERVISION
AR 190-6	2/9/2006	OBTAINING INFORMATION FROM FINANCIAL INSTITUTIONS
AR 190-11	1/15/2006	PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES Click the available link to go to AKO web site.)--
AR 190-12	5/4/2007	MILITARY WORKING DOG PROGRAM
AR 190-13	9/30/1993	THE ARMY PHYSICAL SECURITY PROGRAM
AR 190-14	3/12/1993	CARRYING OF FIREARMS AND USE OF FORCE FOR LAW ENFORCEMENT AND SECURITY
AR 190-16	5/31/1991	PHYSICAL SECURITY
AR 190-24	7/27/2006	ARMED FORCES DISCIPLINARY CONTROL BOARDS AND OFF-INSTALLATION LIAISON
AR 190-30	1/1/2005	MILITARY POLICE INVESTIGATIONS
AR 190-45	3/30/2007	LAW ENFORCEMENT REPORTING
AR 190-51	9/30/1993	SECURITY OF UNCLASSIFIED ARMY PROPERTY (SENSITIVE AND NONSENSITIVE)
AR 190-53	1/3/1986	INTERCEPTION OF WIRE AND ORAL COMMUNICATIONS FOR LAW ENFORCEMENT PURPOSES
AR 190-55	7/17/2006	US ARMY CORRECTIONAL SYSTEM: PROCEDURES FOR MILITARY EXECUTIONS
AR 190-56	9/27/2006	THE ARMY CIVILIAN POLICE AND SECURITY GUARD PROGRAM
AR 195-2	5/15/2009	CRIMINAL INVESTIGATION ACTIVITIES
AR 190-58	3/22/1989	PERSONAL SECURITY
PAM 190-12	9/30/1993	MILITARY WORKING DOG PROGRAM
PAM 190-51	9/30/1993	RISK ANALYSIS FOR ARMY PROPERTY
AR 195-4	4/15/1983	USE OF CONTINGENCY LIMITATION .0015 FUNDS FOR CRIMINAL INVESTIGATIVE ACTIVITIES
AR 195-5	5/25/2007	EVIDENCE PROCEDURES
AR 195-6	9/29/1995	DEPARTMENT OF THE ARMY POLYGRAPH ACTIVITIES

**MILITARY INTELLIGENCE – All Sources Intelligence Technician (including Linguists)**  
**MOS 350F**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 381-10	5/3/2007	US ARMY INTELLIGENCE ACTIVITIES
AR 381-11	1/26/2007	INTELLIGENCE SUPPORT TO CAPABILITY DEVELOPMENT
AR 381-12	1/15/1993	SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY
AR 381-14	9/30/2002	TECHNICAL COUNTERINTELLIGENCE (TCI)(U)--
AR 381-20	11/15/1993	THE ARMY COUNTERINTELLIGENCE PROGRAM --(Available ONLY from Army Knowledge On-Line. Click the available link to go to AKO web site.)--
AR 381-45	8/25/1989	INVESTIGATIVE RECORDS REPOSITORY
AR 381-47	3/17/2006	OFFENSIVE COUNTERINTELLIGENCE OPERATIONS (U)
PAM 381-15	6/1/1988	FOREIGN MILITARY INTELLIGENCE COLLECTION ACTIVITIES (FORMICA) PROGRAM (U)
AR 381-141	7/30/1990	INTELLIGENCE CONTINGENCY FUNDS (ICF) (U)

**APPENDIX F**  
**Warrant Officer MOS Publications**

**SIGNAL – Network Management Technician – MOS 250N, Information Systems Technician – MOS 251A, Signals System Support Technician – MOS 254A**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 25-1	2/4/2008	ARMY KNOWLEDGE MANAGEMENT AND INFORMATION TECHNOLOGY
AR 25-2	10/24/2007	INFORMATION ASSURANCE (*RAR 001, 2009/03/23)
AR 25-6	1/1/2007	MILITARY AFFILIATE RADIO SYSTEM (MARS) AND AMATEUR RADIO PROGRAM
AR 25-12	1/14/1992	COMMUNICATIONS SECURITY EQUIPMENT MAINTENANCE TRAINING (AKO ONLY)
AR 25-30	1/27/2006	THE ARMY PUBLISHING PROGRAM
AR 25-35	1/1/1996	JOINT TECHNICAL COORDINATING GROUP FOR MUNITIONS EFFECTIVENESS (JTCCG/ME)
AR 25-36	1/12/1989	INTERSERVICE OF TECHNICAL MANUALS AND RELATED TECHNOLOGY
AR 25-50	1/3/2002	PREPARING AND MANAGING CORRESPONDENCE
AR 25-51	1/30/1992	OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT
AR 25-52	1/4/2005	AUTHORIZED ABBREVIATIONS, BREVITY CODES, AND ACRONYMS
AR 25-55	1/1/1997	THE DEPARTMENT OF THE ARMY FREEDOM OF INFORMATION ACT PROGRAM
AR 25-59	1/14/2007	OFFICE SYMBOLS
AR 25-97	1/18/2006	THE ARMY LIBRARY PROGRAM
AR 25-400-2	10/2/2007	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)
DA MEMO	1/30/2007	RECORDS MANAGEMENT PROGRAM
PAM 25-1-1	10/25/2006	INFORMATION TECHNOLOGY SUPPORT AND SERVICES
PAM 25-1-2	1/16/2006	INFORMATION TECHNOLOGY CONTINGENCY PLANNING
PAM 25-30		CONSOLIDATED INDEX OF ARMY PUBLICATIONS AND BLANK FORMS (online)
PAM 25-30	1/14/2009	CONSOLIDATED INDEX OF ARMY PUBLICATIONS AND BLANK FORMS
PAM 25-31	1/31/1995	FORMS MANAGEMENT, ANALYSIS, AND DESIGN
PAM 25-33	1/15/1996	USER'S GUIDE FOR ARMY PUBLICATIONS AND FORMS
PAM 25-36	1/30/1988	DESIGN AND PRODUCTION OF INSTRUCTIONAL PUBLICATIONS
PAM 25-40	1/7/2006	ARMY PUBLISHING: ACTION OFFICERS GUIDE
PAM 25-50	1/7/2007	COMPILATION OF ARMY ADDRESSES
PAM 25-51	1/30/1999	THE ARMY PRIVACY PROGRAM-SYSTEM OF RECORD NOTICES AND EXEMPTION RULES
PAM 25-52	1/6/2001	MAIL FACILITY SECURITY AND HANDLING SUSPICIOUS MAIL
PAM 25-91	1/30/1991	VISUAL INFORMATION PROCEDURES
PAM 25-403	1/11/2008	GUIDE TO RECORDKEEPING IN THE ARMY
PAM 25-36	1/30/1988	DESIGN AND PRODUCTION OF INSTRUCTIONAL PUBLICATIONS

**QUARTERMASTER – Logistics Management Officer (Property Accounting Tech) MOS 920A, Material Management Officer (Supply Systems Technician), Food Service Technician**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 700-4	12/14/2007	LOGISTICS ASSISTANCE
AR 700-8	7/23/2007	LOGISTICS PLANNING FACTORS AND DATA MANAGEMENT
AR 700-13	8/31/2007	WORLDWIDE AMMUNITION REVIEW AND TECHNICAL ASSISTANCE PROGRAM
AR 700-15	1/12/2004	PACKAGING OF MATERIEL
AR 700-18	6/4/1993	PROVISIONING OF US ARMY EQUIPMENT - THIS EDITION REMAINS IN

**APPENDIX F**  
**Warrant Officer MOS Publications**

		EFFECT UNTIL 20 OCT 2009
AR 700-19	2/7/2008	U.S. ARMY MUNITIONS REPORTING SYSTEM
AR 700-20	11/13/2006	AMMUNITION PECULIAR EQUIPMENT (APE)
AR 700-47	11/1/1980	DEFENSE STANDARDIZATION AND SPECIFICATION PROGRAM
AR 700-49	7/9/1981	LOAN OF DLA STOCK FUND MATERIEL
AR 700-68	6/16/2000	STORAGE AND HANDLING OF LIQUEFIED AND GASEOUS COMPRESSED GASSES AND THEIR FULL AND EMPTY CYLINDERS
AR 700-70	5/15/1983	APPLICATION OF SPECIFICATIONS, STANDARDS, AND RELATED DOCUMENTS IN THE ACQUISITION PROCESS
AR 700-82	10/10/2007	JOINT REGULATION GOVERNING THE USE AND APPLICATION OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES
AR 700-84	11/18/2004	ISSUE AND SALE OF PERSONAL CLOTHING
AR 700-100	12/23/1988	EMERGENCY MUNITIONS SUPPORT FOR JOINT OPERATIONS
AR 700-127	7/17/2008	INTEGRATED LOGISTICS SUPPORT (*RAR 001, 2009/04/29)
AR 700-131	8/23/2004	LOAN, LEASE, AND DONATION OF ARMY MATERIEL
AR 700-135	2/5/2009	SOLDIER SUPPORT IN THE FIELD
AR 700-137	12/16/1985	LOGISTICS CIVIL AUGMENTATION PROGRAM (LOGCAP)
AR 700-138	2/26/2004	ARMY LOGISTICS READINESS AND SUSTAINABILITY
AR 700-141	8/13/2007	HAZARDOUS MATERIALS INFORMATION RESOURCE SYSTEM
AR 700-142	3/26/2008	TYPE CLASSIFICATION, MATERIEL RELEASE, FIELDING, AND TRANSFER
AR 700-143	1/14/2000	PACKAGING OF HAZARDOUS MATERIAL
PAM 700-16	12/1/1982	THE ARMY AMMUNITION MANAGEMENT SYSTEM
PAM 700-19	1/18/2007	PROCEDURES OF US ARMY MUNITIONS REPORTING SYSTEM
PAM 700-28	4/15/1994	INTEGRATED LOGISTIC SUPPORT PROGRAM ASSESSMENT ISSUES AND CRITERIA
PAM 700-32	1/15/2008	PACKAGING OF ARMY MATERIEL
PAM 700-33	3/19/2003	INTERMEDIATE STAGING BASE HANDBOOK
PAM 700-56	4/21/2006	LOGISTICS SUPPORTABILITY PLANNING AND PROCEDURES IN ARMY ACQUISITION
PAM 700-60	5/23/2008	DEPARTMENT OF THE ARMY SETS, KITS, OUTFITS, AND TOOLS (SKOT)
PAM 700-85	12/27/2000	AUTOMATIC IDENTIFICATION TECHNOLOGY (AIT) INTEGRATION GUIDE
PAM 700-142	8/2/2004	INSTRUCTIONS FOR MATERIEL RELEASE, FIELDING, AND TRANSFER
AR 708-1	6/5/2006	LOGISTICS MANAGEMENT DATA AND CATALOGING PROCEDURES FOR ARMY SUPPLIES AND EQUIPMENT
PAM 708-1	11/6/2008	CATALOGING OF SUPPLIES AND EQUIPMENT MANAGEMENT CONTROL NUMBERS
<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
PAM 708-2	5/23/2008	CATALOGING AND SUPPLY MANAGEMENT DATA PROCEDURES FOR THE ARMY CENTRAL LOGISTICS DATA BANK
PAM 708-3	10/15/2000	CATALOGING SUPPLIES AND EQUIPMENT, ARMY ADOPTED ITEMS OF MATERIEL AND LIST OF REPORTABLE ITEMS (SB 700-20)
AR 710-1	9/20/2007	CENTRALIZED INVENTORY MANAGEMENT OF THE ARMY SUPPLY SYSTEM
AR 710-2	3/28/2008	SUPPLY POLICY BELOW THE NATIONAL LEVEL
AR 710-3	2/25/2008	INVENTORY MANAGEMENT ASSET AND TRANSACTION REPORTING SYSTEM
PAM 710-2-1	12/31/1997	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)
PAM 710-2-2	9/30/1998	SUPPLY SUPPORT ACTIVITY SUPPLY SYSTEM: MANUAL PROCEDURES

## APPENDIX F

### Warrant Officer MOS Publications

PAM 710-7	7/31/2007	HAZARDOUS MATERIAL MANAGEMENT PROGRAM
AR 725-1	10/17/2003	SPECIAL AUTHORIZATION AND PROCEDURES FOR ISSUES, SALES, AND LOANS
AR 725-50	11/15/1995	REQUISITION, RECEIPT, AND ISSUE SYSTEM
AR 735-5	2/28/2005	POLICIES AND PROCEDURES FOR PROPERTY ACCOUNTABILITY
AR 735-11-2	8/6/2001	REPORTING OF SUPPLY DISCREPANCIES
PAM 735-5	4/9/2007	FINANCIAL LIABILITY OFFICER'S GUIDE
AR 740-1	8/26/2008	STORAGE AND SUPPLY ACTIVITY OPERATIONS
AR 740-3	1/6/2003	STOCK READINESS
AR 735-11-2	8/6/2001	REPORTING OF SUPPLY DISCREPANCIES
PAM 735-5	4/9/2007	FINANCIAL LIABILITY OFFICER'S GUIDE
AR 740-1	8/26/2008	STORAGE AND SUPPLY ACTIVITY OPERATIONS
AR 740-26	3/12/2003	PHYSICAL INVENTORY CONTROL

### CORPS OF ENGINEERS – Utilities Operation/Maintenance Technician MOS 948B

PUB NO.	ISSUE DATE	TITLE
AR 420-1	7/12/2008	ARMY FACILITIES MANAGEMENT (*RAR 001, 2009/03/28)
AR 420-41	7/15/1990	ACQUISITION AND SALES OF UTILITIES SERVICES
PAM 420-1-1	7/2/2009	HOUSING MANAGEMENT
PAM 420-1-2	7/2/2009	ARMY MILITARY CONSTRUCTION AND NONAPPROPRIATED-FUNDED CONSTRUCTION PROGRAM DEVELOPMENT AND EXECUTION
PAM 420-1-3	7/9/2009	TRANSPORTATION INFRASTRUCTURE AND DAMS
PAM 420-6	7/15/1997	DIRECTORATE OF PUBLIC WORKS RESOURCE MANAGEMENT SYSTEM
PAM 420-7	7/19/1977	NATURAL RESOURCES -- LAND, FOREST, AND WILDLIFE MANAGEMENT
PAM 420-10	7/5/1987	SPACE MANAGEMENT GUIDE
PAM 420-11	7/07/1994	PROJECT DEFINITION & WORK CLASSIFICATION
PAM 420-47	7/1/1978	SOLID WASTE MANAGEMENT

### TRANSPORTATION – Mobility Officer – MOS 88A

PUB NO.	ISSUE DATE	TITLE
AR 58-1	8/10/2004	MANAGEMENT, ACQUISITION, AND USE OF MOTOR VEHICLES
AR 59-3	3/23/2007	MOVEMENT OF CARGO BY SCHEDULED MILITARY AIR TRANSPORTATION
AR 59-4	4/8/2008	JOINT AIRDROP INSPECTION RECORDS, MALFUNCTION/INCIDENT INVESTIGATIONS, AND ACTIVITY REPORTING (*RAR 001, 2009/06/23)
AR 59-9	7/31/2007	SPECIAL ASSIGNMENT AIRLIFT MISSION REQUIREMENTS --(Available ONLY from Army Knowledge On-Line. Click the available link to go to AKO web site.)
AR 385-10	2/29/2000	THE ARMY SAFETY PROGRAM
AR 385-55	3/12/1987	PREVENTION OF MOTOR VEHICLE ACCIDENTS
AR 600-55	12/31/1993	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM
AR 700-138	9/16/1997	ARMY LOGISTICS READINESS AND SUSTAINABILITY
FM 55-30	6/27/1997	ARMY MOTOR TRANSPORT UNITS AND OPERATIONS
FM 4-20-41	8/25/2003	AERIAL DELIVERY DISTRIBUTION IN THE THEATER OF OPERATIONS
FM 3-100-21	1/3/2003	CONTRACTORS ON THE BATTLEFIELD
FM 4-0	8/29/2003	COMBAT SERVICE SUPPORT

**APPENDIX F**  
**Warrant Officer MOS Publications**

**ORDNANCE OFFICER - MOS 915**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
PAM 738-751	1/15/1999	FUNCTIONAL USERS MANUAL FOR THE ARMY MAINTENANCE MANAGEMENT SYSTEM
AR 700-101	1/2/2003	JOINT OPERATING PROCEDURES MANAGEMENT AND STANDARDIZATION OF MOBILE ELECTRIC POWER GENERATING SOURCES
AR 600-55	1/18/2007	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)
AR 700-139	0/7/2005	ARMY WARRANTY PROGRAM
FM 4-30.3	1/28/2004	MAINTENANCE OPERATIONS AND PROCEDURES
FM 9-43.2	0/3/1995	RECOVERY AND BATTLEFIELD DAMAGE ASSESSMENT AND REPAIR
FM 63-20	1/26/1990	FORWARD SUPPORT BATTALION
FM 63-21	1/7/1993	MAIN SUPPORT BATTALION
FM 90-3	1/24/1993	DESERT OPERATIONS
FM 100-9	1/13/1992	RECONSTITUTION
FM 100-16	1/31/1995	ARMY OPERATIONAL SUPPORT

**OTHER RELATED PUBLICATIONS**

<b>PUB NO.</b>	<b>ISSUE DATE</b>	<b>TITLE</b>
AR 385-10	8/27/2007	THE ARMY SAFETY PROGRAM (*RAR 001, 2009/09/03)
AR 385-63	5/19/2003	RANGE SAFETY
PAM 385-1	11/10/2008	SMALL UNIT SAFETY OFFICER/NCO GUIDE
PAM 385-10	5/23/2008	ARMY SAFETY PROGRAM (*RAR 002, 2009/08/05)
PAM 385-16	11/13/2008	SYSTEM SAFETY MANAGEMENT GUIDE
PAM 385-30	10/10/2007	MISHAP RISK MANAGEMENT
PAM 385-40	3/6/2009	ARMY ACCIDENT INVESTIGATIONS AND REPORTING
PAM 385-63	8/4/2009	RANGE SAFETY
PAM 385-64	12/15/1999	AMMUNITION AND EXPLOSIVES SAFETY STANDARDS
PAM 385-65	2/1/2008	EXPLOSIVE AND CHEMICAL SITE PLAN DEVELOPMENT AND SUBMISSION
PAM 385-69	5/6/2009	SAFETY STANDARDS FOR MICROBIOLOGICAL AND BIOMEDICAL LABORATORIES
AR 525-13	9/11/2008	ANTITERRORISM
AR 525-16	7/5/1973	TEMPORARY CROSS-BORDER MOVEMENT OF LAND FORCES BETWEEN THE UNITED STATES AND
AR 525-20	7/31/1992	COMMAND AND CONTROL COUNTERMEASURES (C2CM)
AR 525-22	8/14/2008	US ARMY ELECTRONIC WARFARE --(Available ONLY from Army Knowledge On-Line.
AR 525-26	6/22/2004	INFRASTRUCTURE RISK MANAGEMENT (ARMY)
AR 525-27	3/13/2009	ARMY EMERGENCY MANAGEMENT PROGRAM
AR 525-90	2/25/1985	COMBAT SEARCH AND RESCUE PROCEDURES
PAM 525-11	11/15/1979	UNIT REPORTING (UNITREP) UNIT TYPE CODES (UTC)
PAM 525-15	6/15/1987	THE JOINT FORCE DEVELOPMENT PROCESS
AR 530-1	4/19/2007	OPERATIONS SECURITY (OPSEC) --(Available ONLY from Army Knowledge On-Line
AR 350-1	8/3/2007	ARMY TRAINING AND LEADER DEVELOPMENT
AR 350-2	4/9/2004	OPPOSING FORCE (OPFOR) PROGRAM

**APPENDIX F**  
**Warrant Officer MOS Publications**

AR 350-3	8/30/1995	TACTICAL INTELLIGENCE READINESS TRAINING PROGRAM
AR 350-9	11/8/2004	OVERSEAS DEPLOYMENT TRAINING
AR 350-10	9/3/2009	MANAGEMENT OF ARMY INDIVIDUAL TRAINING REQUIREMENTS AND RESOURCES
AR 350-10	9/14/1990	MANAGEMENT OF ARMY INDIVIDUAL TRAINING REQUIREMENTS AND RESOURCES - THIS EDITION REMAINS IN EFFECT UNTIL 03 OCT 09
AR 350-19	8/30/2005	THE ARMY SUSTAINABLE RANGE PROGRAM
AR 350-20	3/15/1987	MANAGEMENT OF THE DEFENSE FOREIGN LANGUAGE PROGRAM
AR 350-30	12/10/1985	CODE OF CONDUCT/SURVIVAL, EVASION, RESISTANCE AND ESCAPE (SERE) TRAINING
AR 350-38	10/15/1993	TRAINING DEVICE POLICIES AND MANAGEMENT
AR 350-50	1/24/2003	COMBAT TRAINING CENTER PROGRAM
AR 350-51	6/11/2001	UNITED STATES ARMY OFFICER CANDIDATE SCHOOL
AR 350-58	8/1/1994	JOINT UNITED STATES (US) COMBAT TRAINING
AR 350-66	7/17/2003	ARMY-WIDE SMALL ARMS COMPETITIVE MARKSMANSHIP
AR 350-100	8/8/2007	OFFICER ACTIVE DUTY SERVICE OBLIGATIONS (*RAR 001, 2009/08/10)
PAM 350-9	9/3/2002	INDEX AND DESCRIPTION OF ARMY TRAINING DEVICES
PAM 350-20	6/1/1994	UNIT EQUAL OPPORTUNITY TRAINING GUIDE
PAM 350-38	5/13/2009	STANDARDS IN TRAINING COMMISSION
PAM 350-40	8/17/1989	ARMY MODERNIZATION TRAINING PLANS FOR NEW AND DISPLACED EQUIPMENT

**SERIES PUBLICATIONS** - <http://www.army.mil/usapa/epubs/index.html>

Series	Series Title	Series	Series Title
1	<u>Administration</u>	370	<u>Libraries - Information Centers</u>
5	<u>Management</u>	380	<u>Security</u>
10	<u>Organization and Functions</u>	381	<u>Military Intelligence</u>
11	<u>Army Programs</u>	385	<u>Safety</u>
12	<u>Security Assistance and International Logistics</u>	405	<u>Real Estate</u>
15	<u>Boards, Commissions, and Committees</u>	415	<u>Construction</u>
18	<u>Army Automation</u>	420	<u>Facilities Engineering</u>
20	<u>Inspections, Assistance, and Investigations</u>	500	<u>Emergency Employment of Army and Other Resources</u>
25	<u>Information Management</u>	525	<u>Military Operations</u>
27	<u>Legal Services</u>	530	<u>Operations and Signal Security</u>
28	<u>Welfare, Recreation, and Morale</u>	550	<u>Foreign Countries and Nationals</u>
30	<u>Food Program</u>	570	<u>Manpower and Equipment Control</u>
32	<u>Clothing and Textile Materiel</u>	600	<u>Personnel - General</u>
34	<u>Standardization</u>	601	<u>Personnel Procurement</u>
36	<u>Audit</u>	602	<u>Soldier - Materiel System</u>
37	<u>Financial Administration</u>	604	<u>Personnel Security Clearance</u>
40	<u>Medical Services</u>	608	<u>Personal Affairs</u>
50	<u>Nuclear and Chemical Weapons and Materiel</u>	611	<u>Personnel Selection and Classification</u>
55	<u>Transportation and Travel</u>	612	<u>Personnel Processing</u>
56	<u>Surface and Transportation</u>	614	<u>Assignments, Details, and Transfers</u>
58	<u>Motor Transportation</u>	616	<u>Personnel Utilization</u>
59	<u>Air Transportation</u>	621	<u>Education</u>
60	<u>Exchange Service</u>	623	<u>Personnel Evaluation</u>
66	<u>Courier Service</u>	624	<u>Promotions</u>
70	<u>Research, Development, and Acquisition</u>	630	<u>Personnel Absences</u>
71	<u>Force Development</u>	633	<u>Apprehension and Confinement</u>
73	<u>Test and Evaluation</u>	635	<u>Personnel Separations</u>

**APPENDIX F**  
**Warrant Officer MOS Publications**

<u>75</u>	<u>Explosives</u>	<u>637</u>	<u>Military Personnel Pay, Allowances, and Incentives</u>
<u>95</u>	<u>Aviation</u>	<u>638</u>	<u>Deceased Personnel</u>
<u>100</u>	<u>Operations</u>	<u>640</u>	<u>Personnel Records and Identification of Individuals</u>
<u>105</u>	<u>Communications - Electronics</u>	<u>670</u>	<u>Uniform and Insignia</u>
<u>108</u>	<u>Audiovisual Services</u>	<u>672</u>	<u>Decorations, Awards, and Honors</u>
<u>115</u>	<u>Climatic, Hydrological, and Topographic Services</u>	<u>680</u>	<u>Personnel Information Systems</u>
<u>130</u>	<u>Army National Guard</u>	<u>690</u>	<u>Civilian Personnel</u>
<u>135</u>	<u>Army National Guard and Reserve</u>	<u>700</u>	<u>Logistics</u>
<u>140</u>	<u>Army Reserve</u>	<u>701</u>	<u>Logistics Plans</u>
<u>130</u>	<u>Army National Guard</u>	<u>690</u>	<u>Civilian Personnel</u>
<u>135</u>	<u>Army National Guard and Reserve</u>	<u>700</u>	<u>Logistics</u>

**POC: CW5 Michael Ellis: [michael.otis.ellis@us.army.mil](mailto:michael.otis.ellis@us.army.mil)**

**APPENDIX G  
CSMR WARRANT OFFICER TRAINING LOG**

<i>WARRANT OFFICER CANDIDATE TRAINING LOG (CSMR)</i>		
Enlisted and WOC to WO1 or CW2 Level I (A) – Warrant Officer Basic Training (WOBT) Candidate		
Last Name:	First:	MI:
Rank:	MOS:	
Warrant Officer Candidate Course (WOCC Phase I through III) or prior federal military level WO Basic Training.		
Date Training Started:		
Date Training Ended:		
Date of Graduation:		

Fig 1. Warrant Officer Candidate Training Log (CSMR – Level 1A)

I certify that this candidate has completed the training stated above and meets all the requirements for accession as a Warrant Officer 1.

\_\_\_\_\_  
Signature of Commandant  
Warrant Officer Candidate Program

\_\_\_\_\_  
Date

Attach copies of final examination score and/or copies of certificates of completion.

Attach Certificate of Course Completion  
CF: Unit Personnel File

**APPENDIX G  
CSMR WARRANT OFFICER TRAINING LOG**

<i>WARRANT OFFICER TRAINING LOG (CSMR)</i>		
WO1 to CW2 Level 1 (B) – Warrant Officer Training		
Last Name:	First:	MI:
Rank:	MOS:	
(Must be completed prior to promotion to CW2)		
1. Basic Military Emergency Management Specialist Course		
OR		
2. ? Hours of MOS Producing Material Listed in Appendix C, D or Appendix E		
Date Training Started:		
Date Training Ended:		

Fig 2. Warrant Officer 1 Training Log (CSMR – Level 1B)

I certify that this Warrant Officer has completed the training stated above and meets the training requirements for a Chief Warrant Officer 2.

\_\_\_\_\_  
Signature of Commander

\_\_\_\_\_  
Date

Attach copies of certificates of completion.  
CF: Unit Personnel File

**APPENDIX G  
CSMR WARRANT OFFICER TRAINING LOG**

<i>WARRANT OFFICER TRAINING LOG (CSMR)</i>		
CW2 to CW3 Level II – Chief Warrant Officer 2 Training		
Last Name:	First:	MI:
Rank:	MOS:	
(Must be completed prior to promotion to CW3)		
1. Senior Military Emergency Management Specialist Course		
OR		
2. ? Hours of MOS Producing Material Listed in Appendix C, D or Appendix E		
Date Training Started:		
Date Training Ended:		
ADDITIONAL TRAINING: Reading, CDC, on-line, OJT, etc. (Describe in detail)		
Date and Place Conducted (Unit, Home, etc.)		

Fig 3. Chief Warrant Officer 2 Training Log (CSMR – Level II)

I certify that this Warrant Officer has completed the training stated above and meets the training requirements for a Chief Warrant Officer 3.

\_\_\_\_\_  
Signature of Commander

\_\_\_\_\_  
Date

Attach copies of certificates of completion.  
CF: Unit Personnel File

**APPENDIX G  
CSMR WARRANT OFFICER TRAINING LOG**

<i>WARRANT OFFICER TRAINING LOG (CSMR)</i>		
CW3 to CW4 Level III – Chief Warrant Officer 3 Training		
Last Name:	First:	MI:
Rank:	MOS:	
(Must be completed prior to promotion to CW4)		
1. Staff and Professional Development Training or Federal Military Level Professional Education as listed in Appendix C		
OR		
2. ? Hours of MOS Producing Material Listed in Appendix D or E		
Date Training Started:		
Date Training Ended:		
ADDITIONAL TRAINING: Reading, CDC, on-line, OJT, etc. (Describe in detail)		
Date and Place Conducted (Unit, Home, etc.)		

Fig 4. Chief Warrant Officer 3 Training Log (CSMR – Level III)

I certify that this Warrant Officer has completed the training stated above and meets the training requirements for a Chief Warrant Officer 4.

\_\_\_\_\_  
Signature of Commander

\_\_\_\_\_  
Date

Attach copies of certificates of completion.  
CF: Unit Personnel File

**APPENDIX G  
CSMR WARRANT OFFICER TRAINING LOG**

<i>WARRANT OFFICER TRAINING LOG (CSMR)</i>		
CW4 to CW5 Level IV – Chief Warrant Officer 4 Training		
Last Name:	First:	MI:
Rank:	MOS:	
(Must be completed prior to promotion to CW5)		
1. Advanced Mission Related Training listed in Appendix E		
OR		
2. ? Hours of MOS Producing Material Listed in Appendix F		
Date Training Started:		
Date Training Ended:		
ADDITIONAL TRAINING: Reading, CDC, on-line, OJT, etc. (Describe in detail)		
Date and Place Conducted (Unit, Home, etc.)		

Fig 5. Chief Warrant Officer 4 Training Log (CSMR – Level IV)

I certify that this Warrant Officer has completed the training stated above and meets the training requirements for a Chief Warrant Officer 4.

\_\_\_\_\_  
Signature of Commander

\_\_\_\_\_  
Date

Attach copies of certificates of completion.  
CF: Unit Personnel File

**APPENDIX H  
REDESIGNATION (or AWARD if appropriate) IN WARRANT OFFICER MOS**

LETTERHEAD OF SUBMITTING UNIT

Unit Office Symbol

DATE (*dd mm yyyy*)

MEMORANDUM THRU (*Major Subordinate Command*)

FOR Director of Personnel (CASR-P), HQ, CSMR, Sacramento, CA 95826-9101

SUBJECT: Redesignation (*or award if appropriate*) in Warrant Officer (*enter MOS as appropriate*)

1. I request the following (*enter MOS as applicable*) redesignation (*or award if appropriate*) under the provisions of chapter 6, CSMR Regulation 600-3.

- a. Name:
- b. SSN:
- c. Present grade:
- d. Present TDA unit title, position title, (*enter MOS*), paragraph, and line number:
- e. Proposed TDA unit title, position title, (*enter MOS*), paragraph, and line number:
- f. Mailing address: (*home*)
- g. E-mail address:

2. I possess the following qualifications for the (*enter MOS as applicable*) and position sought (*attach evidence in accordance with CSMR Regulation 600-3, paragraph 6-2*).

(*Signature Block*)

Encl  
(List Encl's)

CF: Unit Personnel File