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DEPARTMENT OF THE ARMY
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*NATIONAL GUARD REGULATION 600-101

Personnel - General

WARRANT OFFICERS - FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS

By Order of the Secretary of the Army:

EDWARD D. BACA
Lieutenant General, USA
Chief, National Guard Bureau

Official:

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Summary. This regulation is a revision of policies and procedures for Army National Guard warrant officer personnel management. This revision incorporates previously published changes, to include, All States Memorandums relative to warrant officer management policies and procedures. It also includes those issues imposed by the Warrant Officer Management Act of 1992 that relate to the ARNG warrant officer.

Applicability. This regulation applies only to the Army National Guard.

Internal control systems. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief, National Guard Bureau, ARNG Readiness Center, **ATTN:** NGB-ARP-PO, 111 South George Mason Drive, Arlington, VA 22204-1382.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Chief, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to National Guard Bureau, Director of Personnel, **ATTN:** NGB-ARP-PO, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution: A

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*This regulation supersedes NGR 600-101, 1 April 1989

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Glossary

Chapter 1
Introduction

1-1. Purpose
This regulation--

a. Prescribes the National Guard Bureau policies and procedures governing the appointment, assignment and management of warrant officers of the Army National Guard.

b. Provides eligibility requirements, administrative procedures, application processing and other related warrant officer personnel actions to include, military occupational specialty redesignation, promotion, civilian education, Federal recognition and termination of appointment.

1-2. References
Related publications are listed in **appendix A**.

1-3. Explanation of abbreviations and terms
The term, State(s), includes the 50 States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia. Additional abbreviations and terms used in this regulation are listed in the **glossary**.

1-4. Responsibilities
a. National Guard Bureau (NGB).

(1) Director, ARNG. The Director, ARNG is responsible for the overall development and management of warrant officers of the ARNG.

(2) Personnel Directorate (NGB-ARP). The Personnel Directorate is the agent for the Director, ARNG, and provide technical guidance on the overall development and management of warrant officers of the ARNG. Approves modifications to warrant officer programs, and authorizes valid changes made by the States. No changes are authorized to be made by the States unless written approval from NGB has been received.

b. State Activities.

(1) State Adjutant General (AG). The State AG will manage and develop warrant officers at the State level.

(2) State Director of Personnel. The State Director of Personnel serves as manager of warrant officers at the State level on behalf of the State AG. Duties include overall control of assignments and utilization of warrant officers and performs personnel actions required to support established policies.

1-5. Policy
The Officer Personnel Management System (OPMS) and policies through which the ARNG manages the warrant officer corps must result in providing warrant officers who are dedicated, competent, proficient officers/technicians, and aggressive leaders with high morals and integrity. The profession of arms requires a strong professional and ethical warrant officer corps capable of making the decisions needed to sustain the excellence of the warrant officer ranks. Personnel actions taken as a result of the policies prescribed herein will be made without regard to race, color, religion, gender, or national origin. Special exceptions for classification and assignment of female warrant officers are contained in AR 611-112 and paragraph 4-4c of this regulation.

1-6. Rank relativity
Warrant officers of the ARNG, when not in Federal service, rank among themselves according to the laws of the State in which appointed. When warrant officers of the ARNG enter on active duty or active duty for training under any provisions of law, will rank among warrant officers of the same grade who are on active duty according to provisions of AR 600-8-29.

1-7. Powers and duties
Unless contrary to State law and regulations, warrant officers are vested with the powers and duties as prescribed in AR 611-112.

1-8. Commissioning of Chief Warrant Officers
a. A warrant officer appointment or promotion as a Chief Warrant Officer is made by commission in accordance with Title 10, United States Code, Section 12241(b).

b. Execution of the Oath of Office, Department of the Army (DA) Form 71, constitutes acceptance of commission. A new Oath of Office, DA Form 71, is not required for subsequent chief warrant officer promotions. Effective date of commission will be the date of initial appointment as a Chief Warrant Officer or promotion to that grade, regardless of when the actual Oath of Office was administered. Failure or refusal to accept a commission is cause for immediate separation from the ARNG (see Chapter 10, this regulation).

c. The DA Form 71 is to be completed by placing an "X" in the "Reserve Commissioned Officer" box. The completed form must be forwarded to CNGB, ATTN; NGB-ARP-CO. State commissioning orders are not required. Commissioning action requires a separate entry on Personnel Qualification Record - Part II (DA Form 2-1), item 18 by entering "COMMISSION" in component column, and completing the grade and dates columns.

d. Officers flagged or pending flagging action IAW 600-8-2 will not be commissioned until the flag has been removed.

1-9. Exceptions
Exceptions to this regulation 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 Chief, National Guard Bureau, has the authority to approve exceptions to this regulation that are consistent with applicable laws and regulation. The Chief, National Guard Bureau may delegate this authority to the Director of Personnel, ARNG.

Chapter 2
Appointments

2-1. General. Warrant officers of the ARNG are appointed by the States in accordance with the Constitution of the United States, Section 8, Article 1. These appointments may be Federally recognized by the Chief, National Guard Bureau, under such regulations

as the Secretary of the Army may prescribe and under the provisions of this regulation.

2-2. Federal recognition
In order for a warrant officer to be concurrently appointed as a Reserve warrant officer of the Army, the State action must be federally recognized. Federal recognition is the process which ensures that officers appointed by the States meet the qualifications required for service in the Federal armed forces.

2-3. Temporary Federal recognition
a. Temporary Federal recognition may be extended to an officer who has been found qualified by a Federal Recognition Board (FRB) for appointment in the ARNG of a State pending receipt of permanent Federal recognition and appointment as a Reserve officer of the Army. Temporary Federal recognition may be withdrawn when necessary at any time. Unless sooner withdrawn or official orders issued granting permanent Federal recognition, temporary Federal recognition will automatically terminate six months after the effective date of the State appointment (Title 32, United States Code, section 308). However, should the initial period of temporary Federal recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent Federal Recognition Board must be convened to consider granting another six months period of temporary Federal recognition.
b. Temporary Federal recognition is not applicable to the following:
(1) Army Reserve warrant officers in the same grade and MOS.
(2) ARNG warrant officers transferring between States in the same grade and MOS.
(3) ARNG warrant officers transferring from the Inactive National Guard.

2-4. Appointment Policy
a. The appointment of warrant officers in the ARNG is a function of the State concerned. Upon appointment in the ARNG of a State and subscribed to an oath of office, a soldier assumes a State status under which to serve. Such a soldier acquires a Federal status when they are Federally recognized by the Chief, NGB, and appointed as a Reserve of the Army.
b. The effective date of Federal recognition is the date the warrant officer executes the Oath of Office, NGB Form 337.
c. Federal recognition will continue in effect as long as the warrant officer continues to meet the requirements of the grade and position, or until recognition is withdrawn in accordance with regulations or as otherwise required by law.
d. Chapter 9 of this regulation outlines the personnel actions requiring examinations for Federal recognition and for the conduct of a Federal Recognition Board.

2-5. Appointment as a Reserve Warrant Officer of the Army
Warrant Officers who are federally recognized in a particular grade and branch shall be tendered an appointment in the same grade as Reserve warrant officers of the Army with assignment to the Army National Guard of the United States (ARNGUS), as provided in Title 10, United States Code, Section 12211. A Reserve appointment is for an indefinite period and is not contingent upon continued Federal recognition (Title 10, United States Code, Sections 12211 and 12213).
a. Under such regulation as the Secretary of the Army may prescribe, warrant officers who have status as a Reserve Warrant Officer of the Army with assignment to the ARNGUS may be transferred in grade to the United States Army Reserve (USAR). This action requires the consent of the Governor or other appropriate authority of the State, Puerto Rico, Virgin Islands, Guam, or the District of Columbia National Guard, as applicable. Unless an ARNGUS warrant officer is discharged from the Reserve of the Army concurrent with withdrawal of Federal recognition IAW pertinent regulation, the officer will become a member of the USAR upon separation from the ARNG.
b. Non-prior service applicant appointed in the ARNG as a warrant officer incurs a military service obligation IAW AR 135-91.

2-6. Procurement sources
The following personnel may apply for warrant officer appointment to fill authorized or projected position vacancies. Applicants must meet the DA MOS proponent prerequisites as outlined in DA Circular 601 series (Warrant Officer Procurement Program).
a. Former officers and warrant officers.
b. Holders of Certificates of Eligibility, NGB Form 89a, as provided in paragraph 2-17 of this regulation. The appointment must be for the same MOS as entered on the certificate unless the DA MOS proponent finds the applicant eligible for entry into the Warrant Officer Education System in the new MOS, and provided the wise qualified.
c. Graduates of the Warrant Officer Candidate School.
d. Officers of other uniformed services.

2-7. Eligibility criteria
Soldiers found eligible by a DA MOS proponent to enter the appropriate Warrant Officer Basic Course and meeting the qualifications listed below may apply for appointment as an ARNG warrant officer candidate with subsequent appointment as a warrant officer. All waivers and exceptions to policy must be approved prior to appearance before a Federal recognition board for appointment.
*a. **Assignment.*** A warrant officer must be assigned to a warrant officer position vacancy in a Federally recognized unit of the ARNG. The assignment of warrant officer candidates prior to appointment as a warrant officer is contained in Chapter 4 of this regulation.
*b. **Age.***
(1) Applicant must be at least age 18 and not have attained age 46 on the effective date on which Federal recognition is initially extended by the Chief, National Guard Bureau.
(2) An applicant eligible for appointment to the grade of Chief Warrant Officer, W-2, under the provi-

sions of paragraph 2-10b or 2-10c herein, must not have reached age 48 on the effective date on which Federal recognition is extended.

(3) The CNGB may increase the maximum age limitation for current and former commissioned officers and former warrant officers by an amount not more than the length of previous service in which the soldier's assignments were directly related to the requested warrant officer MOS. An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status due to maximum age or service limitations for warrant officers.

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

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

d. Mental. An applicant for warrant officer appointment must--

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

(2) If applying for aviation warrant officer flight training, achieve aptitude test scores listed in AR 611-110.

e. Education. Each applicant must--

(1) Demonstrate understanding and proficiency in the English language. An applicant whose native language is other than English must achieve a minimum score of 80 on the English Comprehension Level Test (ECLT).

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

(3) Meet any additional DA MOS proponent requirements.

(4) Successfully complete all phases of the Warrant Officer Candidate School (WOCS) or Warrant Officer Candidate School - Reserve Component (WOCS-RC) within 2 years of appointment as a warrant officer candidate except as indicated in paragraph 2-10b of this regulation.

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

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

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

h. Standards of Medical Fitness.

(1) Physical standards for appointment as a warrant officer are prescribed in AR 40-501, chapter 2. An application for initial appointment must contain an acceptable medical examination accomplished within two years before date of appointment.

(2) Physical standards for retention, AR 40-501, chapter 3, will apply for appointment of officers and warrant officers from any component of the U.S. Army without a break in service.

(3) Aviation Warrant Officer Candidates, must have an approved type B medical examination, per AR 40-501, chapter 4, in order to meet class 1A flying duty medical fitness standards prior to entering WOCS.

(4) Applicants must meet the height/weight standards of AR 600-9.

(5) The Chief, National Guard Bureau, will make the final determination of medical fitness for all officer personnel under the provisions of NGR 40-501.

i. Security.

(1) Applicants must have as a minimum, a valid final Secret security clearance prior to being tendered an appointment or entering Warrant Officer Candidate training.

(2) AR 611-112 may require applicants for some MOS to have a security investigation status or clearance above Secret.

j. Military occupational specialty prerequisites. MOS prerequisites are prescribed by the DA Circular 601 series, Warrant Officer Procurement Program.

k. Aviation service orders. States will submit a request for aviation service orders to NGB-AVN-O, ARNGRC, Arlington, VA, at the same time as the Federal recognition packet is sent to NGB-ARP-CO. A copy of the aviation service order request will be included in the Federal recognition packet. NGB-AVN-O will forward a copy of the Aviation Service Order to NGB-ARP-CO to support the issuance of the permanent Federal recognition order.

2-8. Predetermination

a. DA MOS proponent certification is required for MOS classification of Technical Service Warrant Officers. (Applicants for rated aviator training are exempt from the predetermination requirements). Prior to entry into the Warrant Officer Education System, the applicant for technical warrant officer appointment must submit a predetermination packet through the TAG to CNGB, **ATTN:** NGB-ARP-CO, requesting a DA MOS proponent review of the applicant's technical qualifications. The DA MOS proponent will--

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

(2) Eligibility to attend the appropriate WOBC for MOS certification upon completion of WOCS and appointment as a warrant officer.

b. Approved requests will assure the applicant's eligibility to enter the appropriate WOBC upon completion of the WOCS and appointment as a Warrant Officer, WO1.

c. Applications for warrant officer rated aviator positions will be submitted to CNGB, NGB-ARO-TI.

NOTE: The requirements of paragraph b. and c. are not applicable to the following:

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

(2) Holders of a valid Certificate of Eligibility. Appointment must be for the same MOS as entered on the certificate.

(3) Rated aviator commissioned officers and warrant officers if determined fully qualified for the assigned MOS by the State Aviation Officer and or an Instructor Pilot.

d. Potential applicants are advised to review the MOS specifications in AR 611-112 to verify aptitudes, qualifications, and possession of the required skills and knowledge for positions being considered for. In addition, Department of the Army Circular 601 series, Warrant Officer Procurement Program, specifies the mandatory prerequisites for each warrant officer MOS. These are general criteria that represent the occupational demands imposed upon the warrant officers in each of the MOS's, including new appointees. The applicant's request for a technical qualification determination will be submitted through the State Adjutant General and will be supported by the following documentation.

(1) Recommendation (to include requests for any required mandatory prerequisite waivers) from the Adjutant General.

(2) Certified copy of DA Form 2-1.

(3) Resume (See **figure 2-1** for recommended format).

(4) Transcripts documenting completion of required college level courses and courses supporting training related to the applied for warrant officer MOS.

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

(6) OER/NCOER covering period of feeder MOS and leader experience required by the mandatory prerequisites appendix in the current DA Circular 601 series, Warrant Officer Procurement Program.

(7) Other documents as required by the mandatory prerequisites appendix in the current DA Circular 601 series, Warrant Officer Procurement Program.

(8) Any other document which supports training or experience directly related to the MOS tasks as listed in AR 611-112 for the MOS being applied for. (Example: Applied for MOS is 915A, Unit Maintenance Technician, and applicant works as a full time mechanic. Submit a copy of a detailed job description and the four (4) most recent supervisor's evaluation of job performance).

(9) Awards and Decorations. Submit only those awards and decoration certificates which specifically address recognition for performance of duties related to the applied for warrant officer MOS.

(10) Provide most recent APFT results (DA Form 705).

e. Requests for waivers other than for mandatory prerequisite, i.e., age, civil convictions, or two-time non-selected for promotion, will be submitted as separate actions and not as a part of the predetermination action.

2-9. Appointment process

a. A predetermination of the applicant's qualification to enter the DA MOS proponents certification course must be received before any other part of the appointment process is initiated. The DA proponent approval for entry into the applicable MOS certification course must be a part of the appointment packet presented to the Federal Recognition Board.

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

(a) Event one is the selection of a warrant officer candidate by a Federal Recognition Board.

(b) Event two is the satisfactory completion of WOCS.

(c) Event three is the DA proponent MOS precertification or certification through completion of the appropriate WOBC.

(2) The Federal Recognition Board determines whether an applicant for an ARNG warrant officer appointment meets the Federal medical, moral, and professional qualifications to perform the duties of the grade and position for which examined.

(a) The board extends Federal recognition as a Warrant Officer Candidate (WOC) and Temporary Federal recognition as a W1, is granted upon successful completion of WOCS.

(b) Unless pre-certified for classification in the requested MOS by the DA MOS proponent, completion of the appropriate certification course, WOBC, must be accomplished within two years of appointment as a W1.

b. Warrant Officer Candidates must complete all phases of WOCS or WOCS-RC within 2 years of appointment as candidate. All appointments are contingent on DA MOS proponent certification or successful completion of the appropriate WOBC.

c. Current or former commissioned officers and warrant officers are not required to complete WOCS for re-appointment.

d. Soldiers that successfully completed a WOCS or OCS course within the last five years and who were not appointed or commissioned at that time, are not required to complete WOCS for appointment.

2-10. Appointment grade

Initial appointment will be as Warrant Officer, W1, except:

a. Former warrant officers may be appointed in the previous highest warrant officer grade satisfactorily held, if fully qualified in the MOS sought, or determined to be qualified (see para 2-8) by the applicable MOS proponent to enter training for a new MOS.

b. Commissioned and former commissioned officers.

(1) Commissioned and former commissioned officers who have served a minimum of 2 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 the MOS proponent (attendance of WOBC not required).

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

(3) Commissioned officers predetermined to be only qualified for entry into the warrant officer training program, (meaning they must attend a warrant officer basic course), will be initially appointed in the grade of Warrant Officer One. Commissioned officer may be considered for promotion to the grade of Chief Warrant Officer Two when certified by the MOS proponent, pro-

vided they served a minimum of 2 years in an active status in the grade of CPT or above.

c. Enlisted soldiers in the rank of MSG(E8) through CSM(E9). NCOs who served a minimum of two consecutive years as an E8/E9 may be appointed to CW2 in one of two ways:

(1) MSG(E8) through CSM(E9) who are certified by the MOS proponent prior to the date of initial appointment (attendance of WOBC not required), may be appointed in the grade of CW2 upon completion of WOCS. Constructive credit for WOCS may be granted if the soldier satisfactorily completed a OCS within the previous five years.

(2) MSG(E8) through CSM(E9) soldiers who are eligible for MOS training may be promoted to CW2 after completion of WOCS and WOBC. Constructive credit for WOCS may be granted if the soldier satisfactorily completed a OCS within the previous five years.

2-11. Warrant Officer Candidate (WOC) grade designation

a. An applicant for warrant officer candidate status must have attained the pay grade established by the DA MOS proponent as a mandatory prerequisite in the DA Circular 601 series, Warrant Officer Procurement Program.

b. Once determined qualified to enter the Warrant Officer Education System (WOES) by a DA MOS Proponent and a Federal Recognition Board, soldiers may be appointed as a Warrant Officer Candidate (WOC). All candidates to include those serving in AGR status will remove enlisted rank devices/chevrons from uniforms and wear the WOC collar insignia until appointed as a warrant officer, graduated from WOCS, or termination of WOC status via failure to complete WOCS within two years from date of appointment as a WOC. Soldiers not appointed as a warrant officer, will revert to their enlisted rank held prior to WOC appointment.

c. Applicants for warrant officer candidate status not having attained the enlisted grade established by the DA MOS proponent in DA Circular 601 series, must be promoted to pay grade E-5 under the provisions of NGR 600-200, Chapter 6, effective on the date travel to WOCS begins. Standard Name Line (SNL) on orders published ordering Candidate to WOCS must reflect the pay grade of at least E-5.

d. See also Chapter 4, paragraph 4-6, this regulation for unit assignments of Warrant Officer Candidates.

2-12. Exercise of command

In addition to the exercise of command policies prescribed in AR 600-20 the following will apply:

a. Temporary Federal recognition at initial appointment and permanent Federal recognition, in the case of promotion, establishes the authorized grade to be used by all warrant officers.

b. Official correspondence, when referring to a warrant officer by grade, should indicate the grade in which the warrant officer is Federally recognized, whether as a part of the signature block or in the body of the communication. If the grade shown is not Federally recognized, but is a State appointment, it will be followed by the State abbreviation in parenthesis. For example, CW5 (ME).

2-13. Wearing of the uniform and insignia

Title 10, U.S.C., section 772(a) and AR 670-1, prescribes the wear of Army uniforms, insignia's, and accouterments for Army National Guard soldiers.

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

b. All newly appointed warrant officers will wear the Army uniform and insignia of grade in which appointed when granted temporary Federal recognition by a Federal Recognition Board.

c. Warrant Officer Candidates will wear W.O.C. insignia on all uniforms. The W.O.C. insignia will be affixed in accordance with AR 670-1, (Wear and Appearance of Army Uniforms and Insignia), paragraph 27-15.

2-14. Persons ineligible for Federal recognition and waivers not authorized

a. Subversive or disloyal persons.

b. Persons against whom proceedings have been initiated under AR 604-10 and whose cases have not been concluded in their favor.

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

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

e. Persons who are presently conscientious objectors.

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

(1) Under other than honorable conditions.

(2) For unsatisfactory service.

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

(4) Commissioned and former commissioned officers and USAR warrant officers of the U.S. Armed Forces twice non-selected for promotion by a Department of the Army or Reserve selection board convened by the Secretary concerned, who have been predetermined not qualified for the MOS sought without further training by a DA MOS Proponent, (see para 2-15.i).

(5) As a security risk or for other than security reasons while undergoing a security investigation under the provisions of AR 380-67 or AR 604-10.

(6) Any person, regardless of prior U.S. military service component, who was not retained through a qualitative management program to include Reserve Component Selective Retention Boards.

g. Persons on an active or retired list of the Armed Forces other than the U.S. Army (members on active or

retired list of the Active Components of the Navy, Air Force, Marine Corps, and Coast Guard).

h. Persons denied retired pay or annuities under the Hiss Act (Title 5, United States Code, section 8312).

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

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

(1) Reserve officers who are members of the Retired Reserve and who are eligible for or have been retired under Title 10, United States Code, section 3911, unless prior approval has been granted by the Secretary of the Army IAW AR 140-10, Chapter 6.

(2) Enlisted soldiers retired under Title 10, United States Code, section 3914.

k. Commissioned officers of the U.S. Armed Forces separated by reason of length of service, time in grade, or age from:

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

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

l. Commissioned officers, warrant officers, and enlisted soldiers separated from any component of the Armed Forces by elimination procedures of a derogatory nature similar to those contained in AR 635-100 or 635-200.

m. Former Regular Army officers who have been denied appointment in the U.S. Army Reserve IAW AR 135-100.

n. Commissioned officers who have attained their mandatory removal date.

2-15. Persons ineligible for Federal recognition unless waiver is granted

Unless otherwise delegated herein, all requests for waiver which require a decision by the CNGB or higher authority, will be forwarded to NGB-ARP-PO for the following conditions. See also, paragraph 2-16 of this regulation.

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

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

(1) Soldiers who have been adjudged youthful offenders or have a record of conviction(s) of any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $300 or less.

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

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

(4) Conviction(s) involving moral turpitude.

(5) Conviction(s) of Driving While Intoxicated (DWI) or Operating Under the Influence (OUI).

c. Persons previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency may not be accepted for appointment, unless it has been determined by investigation conducted by the unit commander that the reasons for discharge no longer exist. A copy of the applicant's affidavit, giving reasons for discharge, how they have been overcome, and that the applicant will be available in the event of emergency, will be included in the request for waiver. Waiver authority is delegated to the State Adjutant General.

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

e. Persons unable to complete 20 years of creditable service for retirement or retired pay prior to mandatory removal from an active status as prescribed by NGR 635-100. Waiver may be considered upon demonstration that an applicant possesses truly outstanding qualifications. Waiver authority is delegated to the State Adjutant General. Applicant must sign a statement of understanding (see figure 3-4) that 20 years of creditable service for retirement cannot be achieved before reaching mandatory removal date. Signed statement must be included with appointment packet forwarded to NGB for inclusion on OMPF.

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

g. A regular Army warrant officer on the Active Duty List (ADL), with less than 20 years of Active Federal Service (AFS) who is discharged for being twice non-selected for ADL promotion or who resigns in advance of such a discharge.

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

i. Commissioned and former commissioned officers and USAR warrant officers of the U.S. Armed Forces twice non-selected for promotion by a Department of the Army or Reserve selection who have been predetermined by a DA MOS Proponent to be fully qualified in the applied for MOS, without further training.

2-16. Waiver

a. All requests for waiver which require a decision by the CNGB or higher authority will be forwarded through the appropriate State Adjutant General. A copy of the approved waiver by the CNGB or State Adjutant General will be included as an enclosure to the appointment packet submitted to the Federal recognition board.

b. Decisions on all personnel actions considered under this chapter will be made after a complete review of the entire record of the applicant. The requesting commander's recommendation must include favorable evidence of the applicant's military and civilian education, character, civilian employment status, and

financial responsibility. Discriminators, such as a record of indebtedness, questionable character traits, nonjudicial punishment, history of problems with civilian employment, and lack of substantive support by the chain of command will lessen the chances for approval.

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

d. A waiver of disqualifications other than those authorized in paragraph 2-15 may only be granted by the Secretary of the Army or his/her designee. Waiver requests will, among other factors, be based on the recommendation of the CNGB through HQDA, DCSPER. All waiver requests will be submitted through command channels. The waiver must be fully justified as being in the best interest of the Army. The waiver request must clearly document the applicant's experience and professional qualifications that uniquely suit the position to which appointment is requested.

e. Waiver requests for prior convictions will be considered only if the applicant's current conduct and character are above reproach. The potential value of the applicant's service as a warrant officer must be considered as very high. Requests will be submitted to NGB-ARP-CO and must be supported by a completed NGB Form 62, up to 1st Endorsement; official court documents citing the offense, court action, judgment rendered; and a statement of circumstances from the applicant.

f. Requests for medical waivers will be submitted with all supporting medical documents to NGB-ARP-H.

2-17. Certificates of Eligibility

a. In order that ARNG soldiers for whom there are no position vacancies may be examined to determine their fitness for future appointments, The Adjutant General may accept an applicant's request for a Certificate of Eligibility, NGB Form 89a.

b. Each application will consist of the records and documents prescribed in Chapter 3 of this regulation except for the appointment order and oath of office. Applicants will not appear before a Federal Recognition Board (FRB) until evidence of a favorable National Agency Check (NAC) is received by The Adjutant General. If found qualified by the FRB in all respects except for position vacancy for a particular grade and MOS, the report of board proceedings and allied papers, to include evidence of a secret or higher security clearance based on a favorable NAC (or other investigation as prescribed by AR 380-67) in initial appointment cases, will be forwarded with appropriate endorsement by the Adjutant General to NGB-ARP-CO.

c. A Certificate of Eligibility, NGB Form 89a, is effective for two years, unless an earlier expiration date is specified on the certificate and provided the holder thereof remains otherwise qualified. If during the certificate period, The Adjutant General should appoint the holder of the certificate to a position vacancy in the grade and for the MOS indicated on the certificate, a request for Federal recognition will be forwarded, accompanied by an appointment order and an Oath of office, NGB Form 337, to NGB-ARP-CO. Medical examinations submitted with these applications for Federal recognition must be completed within the preceding 24 months. The CNGB will extend Federal recognition effective the date of appointment in the ARNG when each requirement contained herein has been fulfilled.

d. Reissue. Upon expiration, a NGB Form 89a may be reissued through the same procedure as provided above, except that the required records and documents may be limited to a current medical examination and the report of board proceedings. If the applicant requires any additional waivers for conditions occurring subsequent to the issuance of the last certificate, it must be requested as outlined in paragraphs 2-15 and 2-16 of this regulation. Subsequent waivers must be appoved before reissue of NGB Form 89a occurs.

NAME: First, Middle, Last
RANK: Sergeant
SSN: 999-990999

ADDRESS: Street address
City, State, Zip
(Telephone number)

UNIT: 257th PSC, XX ARNG
Street address
City, State, Zip
(Telephone number)

OBJECTIVE: (Examples) To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician. **OR:** To obtain certification for redesignation into MOS 420A, Military Personnel Technician.

PERSONAL DATA:

Date of birth: 8 Mar 64
Height: 5' 10"
Weight: 170 pounds
Health: Excellent

Marital Status: Married
Dependents: Two
MOS: P75D20 S71L20

CIVILIAN EDUCATION:

Bachelor of Science, University of Maryland, College Park, MD
Associate Degree, Central Texas College, Killeen, TX
Diploma, Orchard View High School, Muskegon, MI

MILITARY EDUCATION:

BNCOC MOS 75B U.S. Army Soldier Support Ctr. Fort Benjamin Harrison, IN	Scope of training focused upon leadership and MOS training at the middle management level
PLDC Fort Hood, TX	Scope of training concentrated on leadership skills
Personnel Management Specialist Course U.S. Army Soldier Support Ctr. Fort Jackson, SC	Initial MOS training that taught the basic skills in MOS 75D10

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present Personnel Records Supervisor 257th PSC, XX ARNG	Responsible for initiation and maintennce of officer and enlisted personnel and health records. Supervise a team of 3 personnel records specialist.
Jun 89 - Jun 92 Personnel Records Specialist	Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present Military Personnel Specialist MILPO, TX ARNG	Review and process records of accessed enlisted soldiers to assure documents are complete and contain all required signatures. Verify soldier met all eligibility requirements.

SUMMARY:

Write a paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your skill.

Signature and date

Figure 2-1. Sample Resume Format

Chapter 3
Processing Applications for Appointment and Federal Recognition

3-1. Actions required by the applicant

This chapter provides the actions required by an applicant in order to receive an initial appointment or award of a Certificate of Eligibility for appointment. It also provides actions necessary to obtain a reappointment or transfer from the USAR. Recommend applicant be provided assistance from administrative personnel familiar with the application process.

a. For initial appointment or award of a Certificate of Eligibility, an applicant must provide the following:

(1) NGB Form 62 (Application for Federal Recognition), complete in four copies. Instructions for completion of the NGB Form 62 are printed on the reverse side of the form. Aptitude test score required by paragraph 2-7d, this regulation, will be entered in the remarks section of the form. Applicant will retain the fourth copy of this form for his/her personal record.

(2) Evidence of birth. Applicants not previously commissioned or appointed a warrant officer in the ARNG will provide a copy of his or her birth certificate or other documentary evidence, i.e., marriage certificate, that will satisfy the requirements of AR 600-2 to substantiate date of birth and name shown on the application and allied papers.

(3) Copies of Reserve of the Army appointment and promotion letters or memorandums, orders, or other documents which attest to officer status in another component, if applicable.

(4) Obtain a statement as shown at **figure 3-1** herein, verifying that a security clearance of secret or higher was granted by the U.S. Army Central Personnel Clearance Facility. Applicants must review those areas of AR 611-112 and DA Circular 601 series applicable to his/her career specialty for additional security clearance, investigation, and access requirements and provide evidence supporting the applicants possession of such requirements.

(5) Medical examination. SF 88 (Report of Medical Examination and SF 93 (Report of Medical History). Applicants must successfully undergo an appointment medical examination within 24 months prior to the date of appointment. A photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for rated aviator positions require the medical examination prescribed by AR 40-501, Chapter 4, and must be approved by the Commander, U.S. Army Aeromedical Center, Fort Rucker, Alabama, prior to appointment.

(6) Evidence of the highest civilian schooling accomplished. A copy of a high school graduation diploma or equivalency certificate, and, if applicant has completed courses beyond high school, a copy of a certified technical school or college transcript, see **figure 3-5**. Applicants must review AR 611-112 and DA Circular 601 series for any additional educational requirements which may be required for MOS applied for.

(7) Evidence of satisfactory completion of any Army service school courses. If applicable, applicants must also provide evidence of constructive credit granted for graduation from WOCS, OCS, and all warrant officer professional development courses successfully completed.

(8) Waivers of requirements. Approved waivers will be obtained prior to the applicant's appearance before a Federal recognition board.

(9) Request for aeronautical aviation orders if applicable (see AR 600-105 and NGR (AR) 600-105).

(10) Soldiers of other Reserve Components or the ARNG of another State will provide a copy of a conditional release from such membership before appearance before a Federal recognition board.

(11) Certificate of service. An applicant with prior service in the Armed Forces of the United States must provide copies of discharge/separation certificates and/or certificates of service (DD 214 or similar documents).

(12) Evidence of citizenship. An applicant, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, commissioned warrant officer, or notary public, respectively as shown in **figure 3-2**. Facsimiles, photocopies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted.

(13) Verification of social security number. Each applicant must submit a facsimile of the personal social security card or a statement signed by a commissioned officer, commissioned warrant officer, or notary public, see **figure 3-3**.

(14) Legible copies of orders and correspondence relating to decorations, citations, and commendations.

(15) If applicable, a statement in the format provided in **figure 3-4** of this regulation that the applicant understands that he or she will be unable to complete 20 years of creditable service for retirement prior to mandatory removal from an active status.

(16) A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States of America and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

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

(1) Documents listed in paragraph 3-1a (1), (3), (5) through (12), and (15).

(2) A soldier assigned to a USAR troop program unit is required to obtain a conditional release from his or her USAR unit commander prior to being appointed in the ARNG. After appointment, a DD Form 368 will be prepared and endorsed to the Commander, U.S. Army Reserve Personnel Center (ARPERCEN), 9700 Page Boulevard, St. Louis, MO 63132-5200. This action will advise ARPERCEN that the officer's appointment in the ARNG will result in a USAR TPU vacancy. A copy of the DD Form 368 will be included with the application for Federal recognition to facilitate the release of the MPRJ and OMPF from the USAR.

(3) A non-unit soldier assigned to a USAR control group, other than delayed, may be appointed in the ARNG pending receipt of final clearance from the Commander, ARPERCEN. After appointment, DD Form 368 will be prepared and endorsed to the Commander, ARPERCEN. A copy of the DD Form 368 will be included with the application for Federal recognition.

3-2. Actions required by immediate commander

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

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

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

c. If the application appears to be complete, commander must complete 1st Endorsement portion of NGB Form 62 to include appropriate remarks regarding position vacancy to be filled.

d. Retain and file the third copy of NGB Form 62 as an action pending document and then file as a permanent document in soldiers MPRJ.

e. Forward application with appropriate recommendation, through any intermediate commanders, to the State Adjutant General.

3-3. Actions required by intermediate commanders

Intermediate commanders will:

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

b. Confirm availability of position vacancy.

c. Complete 2d Endorsement of NGB Form 62 and forward the application through remaining intermediate commanders, if any, to the State Adjutant General.

3-4. Actions required by the office of The Adjutant General

The office of the State Adjutant General will--

a. Review application and allied papers for--

(1) Completeness and accuracy, including verification of prior National Guard service. Such verification will be typed, written, or stamped on each copy of the NGB Form 62, when used.

(2) Determination that the applicant meets the qualifications and standards for the requested personnel action.

(3) Determination that the appropriate position vacancy exists, and assignment policies prescribed in Chapter 4 of this regulation have been considered.

(4) Confirm that the security requirements of Chapter 2 of this regulation and AR 380-67 have been met.

b. Perform the following additional actions when Federal recognition board examination is not required.

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

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

(3) Attach an Oath of Office, DA Form 71. The DA Form 71 is used to administer the oath of commissioning for all warrant officers being considered for appointment to the grade of Chief Warrant Officer Two, or higher.

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

(5) The endorsed application, NGB Form 62 with allied papers prescribed by this chapter and as shown at Appendix B this regulation, will be forwarded to NGB-ARP-CO, for permanent federal recognition action.

c. Perform the following additional actions when Federal Recognition Board examination is required:

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

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

(3) Furnish the Federal Recognition Board copies of the applicant's evaluation reports and other documents which attest to his or her qualifications and past performance.

(4) Forward the application and allied papers to the Federal Recognition Board.

3-5 Transfer to an ARNG unit of another State

a. The warrant officer will submit a DA Form 4187 (Personnel Action) to initiate a request for transfer to another State. See **figure 3-6** herein, for required entries in SECTIONs III and IV blocks of DA Form 4187.

b. The losing State will take the following actions.

(1) When a conditional release is approved, the warrant officer will be notified by memorandum in the format shown in **figure 3-7**. Enclosures to the memorandum will include the SIDPERS GPFR-1790 (PQR), a copy of the DA Form 2-1, SF 88, SF 93, and NGB Form 23B (certified). Every attempt must be made to ensure each line of data on the NGB Form 23B has been verified.

(2) Provide the gaining State with a State MILPO POC.

(3) After appointment in the gaining State, forward MPRJ, HREC, and applicable transfer documents in accordance with AR 600-8-104.

(4) After appointment in the gaining State, forward a copy of the transfer order, (order format 465), to gaining State MILPO.

(5) NGB Form 22 is not required unless the warrant officer fails to execute a reappointment in the new State.

(6) Officer Evaluation Report must be prepared for periods of any length while on conditional release IAW AR 623-105.

c. The gaining State will take the following actions.

(1) Provide the losing State with a State MILPO POC.

(2) Within 30 days, but no later than the expiration date of the conditional release, notify the losing State that the warrant officer has been appointed. Enclose a copy of the gaining State appointment order.

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

(4) The gaining State will forward the documents indicated in **appendix B** to NGB-ARP-CO.

d. If the losing State does not receive verification that the warrant officer has been appointed in the gaining State within 90 days, the losing State will process the warrant officer IAW State statutes, AR 135-91, NGR (AR) 635-100, and this regulation as appropriate. A NGB Form 22 will be issued to the warrant officer for the service performed in the ARNG of the State prior to separation.

3-6. Categories of personnel actions requiring Federal recognition board action

a. Initial appointment.

b. Reappointment.

c. All promotions.

d. Appointment of USAR warrant officers in a new MOS.

e. Transfer of ARNG warrant officers between States in a new MOS.

f. Change in a warrant officer's first four characters of the primary or additional MOS, (except for rated aviators, see paragraph 3-7 below).

g. Transfer of an ARNG warrant officer from the Inactive National Guard in a new MOS.

3-7. Categories of personnel actions not requiring Federal recognition board action

a. Appointment of Army Reserve warrant officers in the same grade and in an MOS designated as the warrant officer's primary or additional MOS.

b. Transfer of ARNG warrant officers between States in the same grade and MOS.

c. Transfer of an ARNG warrant officer from the Inactive National Guard in an MOS designated as the warrant officer's primary or additional MOS.

d. Rated warrant officer aviators who have been certified in the new MOS by a Instructor Pilot (IP), and/or the State Aviation Officer. Source documents are; Orders and/or certified DA Form 759 (Individual Flight Record and Flight Certificate).

e. Award of an SQI, ASI, or LIC. See Chapter 6, paragraph 6-6 of this regulation.

f. When MOS's are redesignated/revised in accordance with AR 611-112 or DA Circular 611 series (Implementation of Changes to the Military Occupational Classification and Structure), and when no further training is required for the redesignation. Source document is an Order announcing the change of MOS, using the applicable references of AR 611-112 or DA Circular 611 series as the authority for the change.

3-8. Procedures required by Federal recognition board

Actions required of the Federal recognition board are prescribed in chapter 9

3-9. Application process by Chief, National Guard Bureau

NGB-ARP-CO will review the application for Federal recognition and make the final determination that a warrant officer meets the prerequisites for the specific action requested. Federal recognition orders will be published and distributed to the State concerned. Applications not meeting the prerequisites will be returned to the State.

"I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on _____ stating that _(name/SSN)_ has a security clearance at the TOP SECRET/SECRET/CONFIDENTIAL level based on a SBI/BI/NAC/ENTNAC. The original DA Form 873 is on file in the soldier/applicant's MPRJ."

Date investigation completed: _____

Date final clearance granted: _____

_____ ____(Date)_____
(Records Custodian Signature)

Figure 3-1. Security Clearance Statement

Citizenship by Naturalization

"I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that _____ was granted United States of America citzenship by the court of _____ at _____ on _____."
(city and state)

Citizenship through Naturalization of Parent

"I have this date seen the original certificate of citizenship, No. _____ issued to _____ _____ by the Immigration and Naturalization Service, Department of Justice, stating that _____ _____ acquired citizenship on _____(date)_____."

Figure 3-2. Evidence of Citizenship Statement

"I have this date verified that the following Social Security number _____ is identical to the number listed on the Social Security card issued to _____."

Figure 3-3. Social Security Number Verification Statement

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

_____(Sign full name)_____

_____Print/type full name_____

_____(SSN)_____(Date)___

Figure 3-4. Statement of Understanding

"I hereby certify that I have this date seen the original/Official raised seal transcript(s) issued by _____ _____ stating that _____ SSN has acquired _____ college semester hours and/or a _____or equivalent degree. A photostatic copy of these transcripts is/are attached herewith.

_____ _____

Authorized Official Date

Figure 3-5. College Transcript Certification

Section III, mark TYPE OF ACTION block with an X in "Other (Specify), and enter "INTERSTATE TRANSFER".

Officer must enter signature in Item 9 and enter date signed in Item 10.

Section IV - REMARKS, enter the following information:

1. I will relocate on or about _____(date)_____. 2. MOS: _____

3. Last OER end date: _____ 4. Current home address and telephone _____ _____.

5. New home address and telephone number (if known): _____ _____

6. New employer, address and telephone number (if known): _____ _____

7. I have cleared all government property, individual equipment and fiscal matters.

8. I have been briefed and understand the policy on transfer of Army National Guard Officers between States.

Figure 3-6. Required entries on DA Form 4187

(Letterhead)

(Date)

MEMORANDUM FOR (Officer's grade, SSN, current home address)

SUBJECT: Conditional Release/Interstate Transfer

1. This memorandum authorizes you 90 days from above date to locate and be appointed in an ARNG unit of another State to effect your interstate transfer.

2. You are responsible for obtaining an assignment within this period of 90 days. You may be considered an unsatisfactory participant if you are not reappointed by _____ (insert expiration date of this authorization) and have not reported your status to the undersigned. Failure to be appointed in a new State could lead to your transfer to the USAR, IAW AR 135-91.

3. You may get assistance concerning unit vacancies and locations at the nearest Army National Guard Armory in your new location or the State MILPO (enter new State MILPO POC and phone number). The State MILPO POC will provide guidance on where to deliver or mail this transfer packet. Your new State may request additional documents such as college transcripts or certificates of training. It is your responsibility to comply with the requirements of the new State. If you are accepted, your new commander or the new States's MILPO will notify the undersigned.

4. Until you have been appointed in the ARNG of your new State, I highly recommend that you keep me or my representative informed of any address/telephone number or status changes. (include a telephone number(s) for officer to call)

(Official signature block)

5 Encls
1. SIDPERS GPFR-1790(PQR)
2. DA Form 2-1 (copy)
3. SF 88
4. SF 93
5. NGB Form 23B (Certified)

Figure 3-7. Sample Change of State Memorandum

Chapter 4
Assignments/Reassignments/Retentions

4-1. General
The assignment, reassignment, retention and utilization of warrant officers of the ARNG, other than those on active duty under Title 10, United States Code, is a function of the State concerned. State Adjutants General and personnel managers must follow management principles of the appropriate Army and NGB regulations, MOS assignment criteria, and the needs of the Army.

4-2. Order to Active Duty
a. Warrant officers of the ARNG
Warrant officers of the ARNG may be ordered to active duty without being on the active duty list or under the strength accountability of the Active Army under various provisions of law. This paragraph provides guidance to the States on how to account for such officers.

b. Assignments. In time of peace, a warrant officer of the ARNG who is ordered to Federal active duty under Title 10, United States Code, other than for training, for a period in excess of six months shall be transferred to and carried as an additional officer of the Headquarters, State/Territory/District Area Command, as applicable, for the period of such active duty. Upon release from active duty, the officer may continue to be carried as an additional active status officer of the appropriate Area Command headquarters for a period not to exceed six months.

c. Disposition of warrant officers. Upon termination of the six month period after separation from Federal active duty, such additional active status warrant officers who have not been assigned to a MTOE or TDA position vacancy will be subject to termination of their Federal recognition by the Chief, National Guard Bureau and transferred to the USAR or the Inactive National Guard. Requests from State Adjutants General to the Chief, National Guard Bureau for extensions are limited to instances where assignment to an authorized position is imminent or when all other alternatives have been exhausted and the results would cause a severe injustice or extreme personal hardship.

4-3. Assignment policies
The State Adjutant General is the approving authority for warrant officer assignments unless otherwise indicated below.

a. Technical Warrant Officers will be assigned to fill authorized warrant officer MTOE/TDA positions in federally recognized units of the Army National Guard provided the warrant officer is MOS proponent certified in the MOS for which the vacancy exists or the warrant officer can qualify for certification within two years of assignment.

b. Subject to the command and staff limitations of AR 611-112, authorized company grade aviator positions in MTOE/TDA units of the Army National Guard may be occupied by rated warrant officer aviators, provided qualified company grade officers are not available and all other rated MTOE/TDA warrant officer positions in the unit are filled. When a rated company grade officer becomes available, warrant officer(s) filing these positions under this policy will be immediately reassigned.

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

d. Warrant officers may be reassigned or transferred to other MTOE/TDA warrant officer positions without Federal recognition board action if there is no change of DMOS.

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

f. Warrant officers may be assigned to positions for which they are not MOS qualified provided proponent certification in the new MOS is obtained within two years of assignment. This exception only applies when the unit of assignment is under reorganization or an MOS is redesignated in accordance with paragraph 6-4 of this regulation.

g. Prior to approval of this paragraph's assignment exceptions, the State Adjutant General will:

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

(2) Coordinate with Commander, ARPERCEN, to provide a list of qualified USAR warrant officers in the geographical area eligible to fill the vacancy.

h. The State Adjutant General will review annually the progress of MOS proponent certification training of warrant officers assigned under this paragraph to ensure completion within the specified time frame.

i. Warrant officers failing to obtain MOS proponent certification within the specified time frame will have their State appointment terminated under paragraph 10-2a(12) and 10-2a(17) of this regulation, until superseded by NGR 635-100.

4-4. Limitations of assignments
a. Former members of the Peace Corps will not be assigned duties in the military intelligence field that would preclude their use in the event of mobilization.

b. Soldiers assigned as military police criminal investigators and laboratory technicians must be eligible for accreditation as prescribed in AR 195-3.

c. The restriction on classification and assignment of female warrant officers specified in AR 611-112 and AR 600-13 are applicable to the classification and assignment of female ARNG warrant officers.

d. A Chief Warrant Officer Five, will not be transferred, assigned or reassigned to a position not MTOE/TDA rank coded as CW5/MW, unless the CW5

position is eliminated due to a unit reorganization. Fully justified requests for a Chief Warrant Officer Five, to be transferred, assigned or reassigned to a position rank coded lower than W5 must be submitted to the CNGB, **ATTN:** NGB-ARP-PO, for approval consideration.

e. The provisions of NGR 614-1 apply to the transfer of soldiers to and from the Inactive National Guard.

4-5. Operational Special Forces

Authority to assign Lieutenants to vacant warrant officer positions in operational Special Forces units is withdrawn. Officers who are so assigned should be considered for reappointment as warrant officers.

4-6. Assignment of Warrant Officer Candidates (WOC)

This policy does not apply to soldiers serving on active duty, on AGR tour, or full-time National Guard duty under Title 10, United States Code. Their utilization and assignment are governed by the provisions of NGR 600-10.

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

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

(2) Code 09W00 will be used as primary and duty MOS to report and identify enlisted soldiers appointed as warrant officer candidates (AR 611-201, Chapter 7).

b. 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 School and appointed as a warrant officer.

c. A Warrant Officer Candidate who is not appointed as a Warrant Officer upon successful completion of WOCS, will immediately remove all W.O.C. insignia's, and be reverted to the enlisted designation and grade previously held.

d. The special MOS reporting code 09W00 will be withdrawn for those WOCs who fail to successfully complete the training required for appointment as a warrant officer within two years of appointment as a WOC. The soldier will be redesignated in the previously held PMOS, re-designated to the enlisted grade held prior to appointment as a WOC, and assigned to a position appropriate to the soldier's PMOS and grade. If a position is not available, overstrength status is authorized for a period not to exceed six months for the purpose of locating a position.

4-7. Additional TDA assignment policies

The ARNG Officer Strength Management memorandum establishes the policy on the management of warrant officers assigned to temporary additional TDA positions at Headquarters, STARC. This memorandum is published by NGB-ARP-PO and must be reviewed before requesting additional TDA positions.

4-8. Retention policy

Effective 1 October 1996, unless retired under other provisions of law or regulations, warrant officers who are are qualified for retired pay at age 60, (10 U.S.C. 12731), may be retained in an active status until they attain 62 years and 2 months of age, (10 U.S.C. 12308).

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

b. To be considered for retention, the warrant officer must not have applied for or been granted retired pay.

4-9. Retention criteria

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

4-10. Retention procedures

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

b. An application from the officer must be in letter format and sent through, and endorsed by his or her chain of command (including parent State AGs for T-10 AGR officers) to arrive at NGB-ARP-PO not later than 120 days before the officer's 60th birthday. The request for retention must include all of the following:

(1) Statement that retention is requested under the provisions of Title 10 USC 12308 and 1164, and this regulation.

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

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

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

(5) A statement signed by the applicant that he or she has not applied for or been granted retired pay.

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

(7) Copy of NGB Form 23A (RPAS).

c. All requests for retention, approved or disapproved by the TAG must be forwarded to the Chief, National Guard Bureau, **ATTN:** NGB-ARP-PO. Documentation will be reviewed, and a Federal Recognition order published granting the retention for valid requests.

d. State TAGs' must personally sign all requests for retention.

Chapter 5
Attachments

5-1. General

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

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

5-2. Attachment authority

a. Adjutants General are authorized to attach warrant officers under their jurisdiction within their State, and with the consent of the appropriate Adjutant General when attachment is to a jurisdiction outside their State. This authority may not be further delegated. Except for OCS cadre, periods of attachment will not exceed 1 year subject to the following limitations:

(1) Female warrant officers will not be attached to units or positions restricted by AR 611-112.

(2) Due to the performance evaluation system, attachment of a warrant officer, senior to a warrant officer commander of the contemplated unit of attachment is not authorized.

b. Warrant officers will be relieved from attachment when:

(1) The warrant officer's unit of assignment or attachment is ordered to active duty under Title 10, United States Code, section 12302, or mobilized.

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

5-3. Administration and records

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

b. For attachment in another State, and when agreed by both State Adjutants General, attachment for periods over 30 days may include attachment for pay. Out of State attachments that do not specify a pay provision will be paid through the parent unit based on certificates of duty performance. Pay administration for all soldiers will be as directed by NGR (AR) 37-104-3, NGB Pam (AR) 37-104-3, and NGB Pam (AR) 37-104-10.

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

Chapter 6
Military Occupational Specialty (MOS) Redesignation

6-1. General

This chapter provides policies and procedures for warrant officer MOS redesignation (first 4 characters), special qualification identifiers (SQI), additional skill identifiers (ASI), and language identifier code (LIC) awards. It does not apply to initial MOS designations upon appointment in the ARNG. All warrant officers must achieve qualification in their duty MOS, SQI, ASI and LIC, for the positions they are assigned to. Qualification requirements are established by the appropriate DA MOS proponent as prescribed in AR 611-112.

6-2. Authority Title 32 United States Code, Section 307.

6-3. General policy and procedures for MOS redesignation

a. Redesignation of a MOS will be accomplished by approval authority of the State Adjutant General, based on: recommendation of the State's officer personnel manager (OPM); Federal Recognition Board action (when necessary); and/or supported by the DA MOS proponent's certification; or verified prior service in the requested MOS in accordance with the standards prescribed in AR 611-112.

b. Authority to redesignate a MOS may be delegated by State Adjutants General not lower than to the State's OPM at the STARC or equivalent level.

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

d. An MOS redesignation will normally occur only when:

(1) A warrant officer requests redesignation to achieve military technician position compatibility or changes residence to an area where unit vacancies in the MOS held are limited.

(2) A change in a warrant officer's physical profile restricting performance in the current MOS.

(3) The State OPM recommends a change to meet State needs and long-term career development of warrant officers.

(4) Unit reorganizations resulting in an inability of the State OPM to place a warrant officer in a new duty position for which qualified within a one year period (see paragraph 6-4).

(5) No other qualified warrant officers are available for assignment to the position vacancy.

(6) Warrant officers aviators become qualified to operate a different series or model of aircraft.

e. Prior to MOS redesignation, all warrant officers must be either certified by the appropriate DA MOS proponent or have creditable prior service as a warrant officer in the requested MOS in accordance with the standards in AR 611-112. See also paragraph 6-4 of this regulation for exceptions during unit reorganizations.

f. MOS redesignation will be initiated by or with the consent of the warrant officer concerned.

(1) The action will normally be requested by the warrant officer or unit commander in memorandum format (see figure 6-1) through channels to the Adjutant General. 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 Department of the Army MOS proponent certifying qualification in the requested MOS. For aviation related MOS redesignation, the only documents required are a certification from a Instructor Pilot (IP), favorably endorsed by the State Aviation Officer. If MOS qualification is based on the warrant officer having held the requested MOS previously, the Federal recognition order previously awarding the MOS will be provided as evidence of MOS qualification.

(2) The State Adjutant General will either approve or forward the request for Federal recognition board action (see **fig 6-1**) or disapprove the request. Federal recognition board action is not required for warrant officer aviators who have become qualified to operate a different series or model of aircraft.

g. Upon the recommendation of the Federal recognition board and approval of The Adjutant General, the State will issue the MOS redesignation orders (format 370). These orders will become part of The Adjutant General's recommendation to the Chief, National Guard Bureau, (see **fig 6-2**) for issuance of permanent Federal recognition in the new MOS.

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

6-4. Unit reorganization

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

b. Certification in the new duty MOS is accomplished through on the job training (OJT) and/or satisfactory completion of appropriate proponent school. Federal recognition board action is required prior to award of a new MOS. Affected warrant officers should initiate this action to become proponent certified in the new MOS prior to the reorganization. Failure to become fully qualified within two years of the new duty MOS assignment, will necessitate termination of the warrant officer's State appointment IAW paragraph 10-2a(12)(a) this regulation, until superseded by NGR 635-100.

6-5. Exemption from Federal recognition board appearance

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

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

Upon determination that a warrant officer meets all of the special requirements of AR 611-112, AR 611-6 and approval of the State Adjutant General, the State OPM will issue a Memorandum to the affected warrant officer announcing the award of a SQI/ASI/LIC (see sample format at **Fig 6-3**).

(LETTERHEAD)

(MARKS NUMBER) (DATE)

MEMORANDUM THRU (INTERMEDIATE COMMANDER(S))

FOR (STATE ADJUTANT GENERAL)

SUBJECT: Redesignation (or award if appropriate) in Warrant Officer (Enter MOS, SQI, ASI, and/or LIC as applicable)

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

a. Name:

b. SSN:

c. Present grade:

d. Present MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable), paragraph, and line number.

e. Proposed MTOE/TDA unit title, position title, (enter MOS and SQI, ASI, and LIC as applicable).

f. Mailing address:

2. I possess the following qualifications for the (enter MOS, SQI, ASI, and/or LIC as applicable) and position sought (attach evidence in accordance with NGR 600-101, paragraph 6-3 and 6-6).

Encls (Signature Block)

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

(LETTERHEAD)

(OFFICE SYMBOL AND MARKS NUMBER) (DATE)

MEMORANDUM FOR Chief, National Guard Bureau, **ATTN:** NGB-ARP-CO

SUBJECT: Redesignation in Warrant Officer MOS

I request that Federal recognition, effective (date) be extended to (first, middle, last name), (SSN), (grade), in MOS (first four characters), (title) with assignment to (MTOE/TDA position and unit designation.

(Authority line when used)

3 Encls
1. (State order)
2. (Request from WO with encosures)
3. NGB Fm 89 (if required)

(Signature Block of State Adjutant General or Representative)

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

(LETTERHEAD)

(OFFICE SYMBOL AND MARKS NUMBER) (Date)

MEMORANDUM THRU (Major Command)

FOR (The affected Warrant Officer)

SUBJECT: Award of Special Qualification Identifiers, Additional Skill Identifiers, and Language Identification Codes

1. In accordance with AR 611-112 and/or AR 611-6 as applicable and entries on your personnel file at this headquarters, you have completed the requirements for award of the following Special Qualification Identifiers, Additional Skill Identifiers, and/or Language Identification Codes:

(Special Qualification Identifier)	(Title)
(Additional Skill Identifier)	(Title)
(Language Identification Code	(Title)

2. Congratulations on your accomplishment. I urge you to continue your education and enhance your effectiveness at every opportunity.

3. If you have any questions concerning the above, or desire to submit documentary evidence of qualifications for award of additional SQI or ASI, please contact the undersigned at your convenience.

(AUTHORITY LINE)

OPMS Manager

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

Chapter 7
Promotions

7-1. Responsibility
The promotion of warrant officers in the ARNG is a function of the State. As in original appointments, a warrant officer promoted by State authority has a State status in the higher grade under which to function. However, to be extended Federal recognition in the higher grade, the officer must satisfy the requirements prescribed herein.

7-2. Promotion criteria
a. Promotions will be based on: DA proponent duty MOS certification via satisfactory completion or constructive credit of appropriate level of military education; time in grade; demonstrated technical and tactical competence; and potential for service in the next higher grade as determined by a Federal Recognition Board. Promotion will not be used solely as a reward for past performance. Neither a soldier's marital status nor the employment, educational pursuits, or the volunteer service activities of his or her spouse may be considered when determining whether to recommend a soldier for Federal recognition.

b. Except as provided in this chapter, promotions will be accomplished only when an appropriate MTOE or TDA position vacancy exists in the unit.

c. Promotions will support equal opportunity goals and will be made without regard to race, color, religion, sex, or national origin.

d. All warrant officers recommended for promotion must be fully qualified under the terms of this regulation. In addition, warrant officers must also possess those additional requirements of AR 611-112 or other document(s), which stipulate a requirement to be qualified in an Additional Skill Identifier (ASI), and/or Skill Qualification Identifier (SQI).

e. Warrant officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in TOE/MTOE/TDA/TAADS documents or those listed in AR 611-112.

7-3. Promotion as a Reserve warrant officer of the Army
A warrant officer who is promoted by the State and extended Federal recognition in the higher grade will be concurrently promoted to the higher grade in the Reserve of the Army with assignment to the Army National Guard of the United States (ARNGUS).

7-4. Computation of promotion service to determine Promotion Eligibility Date (PED)
a. An ARNG warrant officer's years of promotion service are computed by adding all service performed in the current permanent warrant officer grade. A warrant officer released from active duty after 30 September 1986 will be credited with service performed in the equivalent temporary (AUS) warrant officer grade held at the time of the warrant officer's most recent appointment in the Reserve of the Army.

b. No service will be counted more than once.

7-5. Personnel security screening
A favorable security check in accordance with AR 380-67 is required for promotion.

7-6. Wearing of insignia
The wearing of insignia of the higher grade is not authorized until Federal recognition has been extended by the CNGB. All insignia of grade and branch will be worn as prescribed by AR 670-1. Frocking of warrant officers is not authorized.

7-7. Eligibility for promotion
a. To be considered for Federal recognition and concurrent Reserve of the Army promotion following State promotion to fill a unit vacancy, an ARNG warrant officer must--

(1) Be in an active status and DMOS qualified.

(2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR 600-9.

(3) Have completed the minimum years of promotion service indicated in table 7-1.

(4) Have completed the minimum military education requirements prescribed in table 7-2.

(5) Have passed an APFT within the time frame prescribed below.

a. Six months from promotion effective date for AGR soldiers.

b. Twelve months from promotion effective date for non-AGR soldiers.

NOTE: A warrant officer who has failed the APFT or failed to take the APFT should be flagged in accordance with AR 600-8-2 and is not eligible for promotion until such time he/she has satisfactory passed the standard or an alternate APFT.

(6) For promotion to CW5, a warrant officer is required to be assigned to an MTOE/TDA duty position coded MW, W5, or to a position certified by the appropriate DA MOS proponent as approved for coding as a W5.

(7) Execute the Oath of Office (DA Form 71) as a commissioned warrant officer when promoted to CW2.

(8) Must be recommended by the warrant officer's immediate commander. See **figure 7-1**.

b. Warrant officers accessed from other components or services must meet the promotion requirements of this regulation regardless of their promotion eligibility prior to their Federal recognition in the Army National Guard.

c. An ARNG warrant officer who has been in the ING or appointed from the USAR serving in an inactive status, (USAR REINF is not considered inactive status), will not be considered for promotion to the next higher grade until at least one year after the date of return to an active status regardless to time in grade served.

d. Warrant officers to be recertified in a new MOS due to reorganization or inactivation remain MOS qualified for promotion purposes for a period of one year from the effective date of the reorganization or inactivation provided all education requirements are met in the old MOS.

7-8. Minimum years of promotion service
A warrant officer must complete the minimum years of promotion service as shown in **Table 7-1**, to attain eligibility for promotion and receive Federal recognition in the higher grade:

Table 7-1
Minimum Time-In-Grade for Promotion

Grade	Years in Lower Grade
WO1 to CW2	2
CW2 to CW3	6 See note
CW3 to CW4	6 See note
CW4 to CW5	5

Note: Warrant officers in grade position rank coded higher than his/her current grade may be considered for promotion upon completion of five years in the lower grade.

7-9. Military education requirements
a. The military education levels shown in **Table 7-2** must be attained prior to the effective date of next promotion.
b. AGR warrant officers must complete all professional development courses in residence at an active Army school. See paragraph 7-9d below for exceptions.
c. Effective 1 April 1995 all other warrant officers (civil service technicians and traditional warrant officers) may complete Reserve Component (RC) configured courses applicable to their current duty MOS in order to meet the military education promotion requirement. There are no RC configured courses for the Warrant Officer Staff, or Senior Staff Courses (WOSC, WOSSC).
d. Any warrant officer who completed a Army Correspondence Course Program (ACCP) comparable to: RC configured Warrant Officer Technical and Tactical Certification (WOTTC), or, Warrant Officer Basic Course (WOBC), or, Senior Warrant Officer Training (SWOT), or, Warrant Officer Advanced Course (WOAC) applicable to their current duty MOS has met the military education promotion requirement.
e. Warrant officers assigned to positions for which they are not duty MOS qualified are not eligible for promotion until determined so qualified by certification from the DA MOS proponent. All warrant officers must complete proponent certification requirements for the new duty MOS within two years from the date of assignment (see also Chapter 6 for MOS redesignation).

Table 7-2.
Minimum Military Educational Requirements for Promotion and Time in Current Grade Required for Course Enrollment

For promotion to:	Military education requirement is:	Time in Current Grade requirement for course enrollment is:
CW2	Warrant Officer Basic Course (WOBC), or equivalent certification within 2 years from date of initial appointment as WO1.	NA
CW3	Completion of the common core prerequisite correspondence studies administered by the Total Army Warrant Officer Career Center, Fort Rucker, Alabama, and the duty MOS Warrant Officer Advance Course (WOAC), or equivalent. **Note 1**	3 years TIG as CW2
CW4	Duty MOS Warrant Officer Advance Couse (WOAC), or equivalent. **Note 2**	3 years TIG as CW3
*CW4	Warrant Officer Staff Course (WOSC).	4 years TIG as CW3
CW5	Warrant Officer Senior Staff Course (WOSSC).	4 years TIG as CW4

*This course requirement is effective two (2) years from the effective date of this regulation and will supersede previous requirement for promotion to CW4.

Note 1. This is the minimum military education requirements for promotion to CW3 for all MOS specialties. As an exception, for those specialties which do not have courses for either SWOT or WOAC, the minimum requirements for promotion to CW3 is the completion of WOTTC or WOBC and the common core prerequisite studies administered by the WOCC.

Note 2. Effective with implementation of this regulation, the minimum military education requirements for promotion of warrant officers to the grade of CW4 who have not completed a WOAC or SWOT due to lack of such courses in their MOS is the completion of WOTTC or WOBC and the Warrant Officer Staff Course (WOSC).

7-10. Physician Assistant (PA) warrant officer educational requirements for promotion
PA's must successfully complete the AMEDD Officer Advanced Course or AMEDD Reserve Component Officer Advanced Course for promotion to CW3. The PA military education requirements for promotion to CW4 are as stated bove.

7-11. Promotion of ARNG warrant officers serving on Title 10 AGR Tours

a. Upon determining that a warrant officer serving on Title 10 AGR tour managed by NGB is eligible for promotion, a Memorandum prepared by the first line supervisor IAW Figure 7-1 herein, will be forwarded to Chief, Tours Management Office, **ATTN:** NGB-ARP-T, 111 So. George Mason Dr., Arlington, VA 22204-1382. Memorandum will include as Enclosures documents required as shown in **Appendix B**.

b. The Title 10 AGR Tour Management Office will review the request and if determined to be valid will forward correspondence to the warrant officer's parent State recommending promotion action to the next higher grade. Tour Management Office will grant an additional TDA allocation comensurate to the recommended grade, and withdraw the current grade. If the State concurs with the requested action and the officer is determined qualified for promotion by a Federal Recognition Board, the State will publish orders citing this regulation as the promotion authority.

c. If the State does not desire to promote the warrant officer, the NGB Tour Management Office, will be notified in writing and the promotion action terminated upon notification of the soldier.

(LETTERHEAD)

(MARKS NUMBER) (DATE)

MEMORANDUM THRU (Intermediate commander(s)) (For AGR T-10, include Ch, NGB-ARP-T)

FOR (State Adjutant General)

SUBJECT: Recommendation for Promotion of Warrant Officer

1. Under the provisions of NGR 600-101, Chapter 7, the following named warrant officer is recommended for promotion in the (STATE) Army National Guard:

a. Name:

b. SSN:

c. Current grade:

d. Duty MOS:

e. Present unit assignment, paragraph, and line number.

f. Grade, position title, rank code, and unit for which recommended (include paragraph and line number):

g. Mailing address: Home and Unit

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

a. The following periods of service are creditable for promotion to the higher grade:

b. The officer meets the minimum military education requirements per enclosed evidence.

c. The officer meets the height and weight standards of AR 600-9: Height _____ Weight _____

Encl
(List Encl's)

(Signature Block)
(commander/supervisor)

Figure 7-1. Recommendation for Promotion

Chapter 8
Civilian Education

8-1. General
As a reflection of the Total Army, the demand for higher educated warrant officers within the ARNG has escalated sharply in recent years, and promises to continue to do so into the 21st Century. Warrant officers must achieve even higher levels of education as equipment, systems, training and missions become more sophisticated.

8-2. Civilian education goals
The goal for ARNG warrant officers is to attain a speciality related associate degree or 60 college semester hours by the 8th year of warrant officer service. An additional goal is to attain a baccalaureate degree by the CW4 promotion point.

Chapter 9
Federal Recognition Boards

9-1. General
Warrant officers of the ARNG are appointed and promoted by the States under Article 1, Section 8 of the U.S. Constitution. In order for a warrant officer to be concurrently appointed, promoted, or receive an MOS redesignation as a Reserve warrant officer of the Army, the State action must be federally recognized. Federal recognition action is the process which ensures that an officer appointed, promoted, or redesignated to an authorized grade and position vacancy in the ARNG meets the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for Federal recognition and for the conduct of a Federal Recognition Board (FRB).

9-2. Authority
Under Title 32, USC, section 307, a board of officers will be convened to determine whether applicants for Federal recognition meet the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. A warrant officer who is federally recognized is tendered an appointment as a Reserve Warrant Officer of the Army with assignment to the ARNGUS (Title 10, USC, section 12211).

9-3. Appointment
Federal Recognition Boards are appointed by the numbered Continental US Army (CONUSA) commanders having jurisdiction over the States. These appointments are made for the Secretary of the Army. The Senior Regular Army Advisor (SRAA) assigned in each State is the delegated authority to appoint commissioned officers and warrant officers authorized to become members of FRB and to sign the appointment order for the CONUSA Commander.

9-4. Composition
A Federal Recognition Board will consist of a total of three commissioned officers of the Active Army and the ARNG. In the selection of officers (which may include commissioned warrant officers) from the ARNG, State Adjutants General may also nominate officers to the SRAA for membership.

a. All members of an FRB must be at least one grade senior to the applicant who is to be examined for promotion. For other actions (such as appointment and MOS redesignation), all officers on an FRB must be at least a captain or chief warrant officer senior in date of rank to the applicant who is to be examined.

b. One, and preferably two, of the three officers of the board will be from the Active Army. The remaining officer(s) will be from the ARNG and must be in an active ARNG status. The Active Army officers may be from any of the three components; RA, ARNGUS, or USAR on the Active Duty List. USAR officers not serving on the Active Duty List are not eligible for membership. When it is determined by the CONUSA Commander that Active Army officers are not available, ARNG officers may be detailed in their place. If no Active Army officers are members of the board, at least one ARNG officer must be serving on full time National Guard duty (FTNGD) status authorized by Title 10 or 32, U.S.C. Each ARNG officer must be federally recognized in the grade and branch required for membership on the board. The assignment of ARNG officers in place of Active Army officers should be used as a last resort.

c. The senior member of the board will serve as president of the board.

d. A minimum of one member and preferably two should be in the same branch (federally recognized if ARNG officers) as the applicant to be examined.

e. When available, a commissioned Army aviator will be included as a member of the board when considering applicants for appointment with assignment to an aviation position.

f. Whenever possible, board membership should include a minority group or female officer when considering minority group or female applicants.

g. Readiness Groups may be requested to nominate Active Army officers for board membership. Whenever possible, boards will be convened using internal assets. Where this is not possible, The Adjutant General may authorize the SRAA to coordinate directly with the Readiness Group supporting State training, other Active Army activities, or adjoining State Army National Guard headquarters.

9-5. Board site
The FRB should be established at the State headquarters level to provide a uniform basis for selection and to assure that only candidates possessing full qualifications and high potential for success as warrant officers are appointed or promoted. When geographical considerations warrant the designation of multiple board sites, their number should be strictly limited, and each board will be given identical guidance.

9-6. Notification to applicants
a. Upon the board's receipt of applications and allied papers required by the regulations under which individuals are applying for Federal recognition, the president of the board will notify the applicant(s) of the time and place to appear before the board if required.

b. Applicants will be so scheduled that, so far as practicable, no one need to spend more than one day at the board site.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member(s) of that branch may sit without interruption.

d. The applicant will be advised in advance of the board date of any additional information desired by the board or required by regulations to correct or complete an application.

9-7. Procedure

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

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

(1) The board recorder will read the order appointing the board.

(2) If challenges are received, follow procedures prescribed in 9-7b, below.

(3) The recorder will administer the oath to all members of the board. The President in-turn, will administer the oath to the recorder. Oaths are as follows:

(a) By the recorder to members of the board; "You, _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, that you will exercise the highest integrity throughout these proceedings, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except as may be directed by proper authority."

(b) By the president to the recorder; "You, _____ _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, that you will exercise the highest integrity throughout these proceedings, that you will keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority."

(4) The recorder will brief the members of the board as to their responsibilities.

(5) The president of the board will discuss the Memorandum of Instructions with the members of the board.

(6) The board will interview all applicants in person for initial appointment or when required as follow:

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

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

(c) The State Adjutant General may waive in extreme circumstances, the board appearance of an applicant for initial appointment.

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

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

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

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

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

(5) The State Adjutant General or his designee may:

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

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

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

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

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

9-8. Examination

a. General qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for military service in the grade and MOS for which federal recognition is being applied for by considering:

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

(2) Military, business, and professional experience.

(3) Responsibilities that will devolve upon the applicant.

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

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

b. Medical qualifications. In determining the medical qualification of an appplicant, the board will not be limited to a review of the records submitted but may, if indicated, require additional medical evidence or examination. If any records or other evidence indi-

cate that the applicant is medically disqualified, the board will conclude its examination and report the cause that produced the disqualification.

c. Physical fitness standards.

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

(2) Warrant officers who have failed the most recently administered Army Physical Fitness Test (APFT), or have not taken the standard/modified APFT within the time frame prescribed in AR 350-41 will be flagged IAW AR 600-8-2 and be in a nonpromotable status. See also, paragraph 7-7a(5) of this regulation.

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

d. Integrity and character. Throughout the selection process, consideration must be given to a warrant officer's integrity and moral character. These constitute the real foundation of successful leadership. A warrant officer who has sacrificed his or her integrity has forfeited the respect and trust of those with whom he or she serves. Absolute integrity of word, deed, and signature is a matter that permits no compromise. Thus, the individual officer bears great responsibility for the establishment and observance of scrupulous ethical and moral standards. Nonselection properly may be based on a major action, relief for cause, demonstrated cowardice, lack of integrity, moral turpitude, or professional ineptitude. The board will inquire into the moral character of the applicant, is authorized to seek verification in writing of the statements made by the applicant, and may seek additional information from reliable sources to clarify any unfavorable situations. The applicant will be informed of any unfavorable statements of facts relative to moral character and will be given an opportunity to refute or explain such statements.

e. Professional qualifications. It is within the prerogatives of the board to prescribe such written or by practical test, as it deems professional examinations, either necessary to determine the professional qualifications of the applicants if the records indicate that such is desirable. In determining applicant professional qualifications, the board will be guided by AR 611-112 and technical certification documentation or appropriate military education course completion certification from the applicable MOS proponent.

9-9. Appraisal of experience

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

b. Applicants with prior warrant office service, OCS, or WOCS credit will be examined in the following manner. The board will examine the application and allied papers and may question the applicant regarding experience. Matters which are listed in paragraph 2-15, but which were waived by the CNGB prior to the applicant's appointment, will not by themselves be the basis of finding the applicant unqualified for Federal recognition. Additionally, the applicant's evaluation reports, inspection reports, and AT evaluations that cite the officer's manner of performance will be thoroughly reviewed to determine general fitness. The determination that the applicant's technical competence is sufficient for certification and award of an MOS can be determined only by the appropriate DA MOS proponent.

9-10. Appraisal of promotion qualifications

Applicants for promotion will be examined IAW Chapter 7 of this regulation and the current Memorandum of Instruction providing Secretary of the Army guidance to FRB members regarding standards for promotion of ARNG warrant officers as Reserve warrant officers of the Army.

a. Warrant officers may be examined for promotion not earlier than three (3) months in advance of completing the prescribed requirements of chapter 7 this regulation so that, if recommended by a FRB, promotion may be effected on the date the promotion requirements are met.

b. Federal Recognition Boards convening to examine promotion of warrant officers who have passed their Promotion Eligibility Date (PED), may, if so recommended and determined fully qualified on PED, consider granting temporary federal recognition retroactive to that date, but not earlier than 90 days from the date of the FRB.

9-11. Determination of qualifications of warrant officers of other Army components

Warrant officers applying for Federal recognition in the same grade and MOS as that held in another Army component (RA/USAR) are exempt from FRB examination. Warrant officers seeking appointments in the ARNG in an MOS other than those they currently hold must appear before a FRB for a determination of their qualifications after favorable predetermination of the MOS is received.

9-12. Findings

a. The findings and recommendations of the board will be reported on an NGB Form 89. This form shall be regarded as privileged information, marked **"FOR OFFICIAL USE ONLY,"** and forwarded to The Adjutant General through the Senior Army Advisor. If the applicant is found "not qualified," the reasons will be indicated on the NGB Form 89.

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

c. Board membership will not be revealed until the board adjourns. The board will not adjourn until au-

thorized to do so by The Adjutant General or his designated representative.

9-13. Unanimity of recommendations
To receive a favorable recommendation for Federal recognition, the board must recommend in unanimity. Less than a unanimous recommendation by the board will be regarded as an unfavorable recommendation.

9-14. Reconsideration for Federal recognition
a. An applicant who is not recommended for Federal recognition upon consideration by the FRB may be authorized by The Adjutant General to be considered by a subsequent FRB when evidence indicates that a material error existed in the record or that the deficiency for which the individual was initially rejected no longer exists and the applicant meets all other requirements specified for initial consideration.
b. Subsequent Federal Recognition Boards will not consist of any member(s) who previously examined an applicant that was not recommended for the action requested.

9-15. Procedures upon completion of examination by the FRB
a. Upon completion of the examination of each applicant, the examining board recorder will prepare a written record in duplicate, of the proceedings using NGB Form 89. Include as exhibits any documents the board deems pertinent to their findings and recommendations and as such are required to become a part of the record of proceedings.
b. Temporary Federal Recognition.
(1) Temporary Federal recognition may be granted by the FRB to those eligible, as indicated in paragraph 2-3, when the board finds that the applicant:
(a) Has successfully passed the examination prescribed herein.
(b) Has subscribed to the oath of office (NGB Form 337), and if appointment or promotion is to the grade of CW2, the Oath of Office--Military Personnel (DA Form 71).
(c) Has been appointed by a State order for assignment to a position vacancy in a Federally recognized unit of the ARNG.
(2) Temporary Federal recognition shall be effective on the date that final action prescribed by paragraph 9-15b(1) above is accomplished.
(3) In the case of an applicant being found qualified for Federal recognition as a warrant officer, W1, except for the successful completion of the warrant officer candidate course, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is selected for entry into WOCS. Applicant is extended temporary Federal recognition as a warrant officer W1 as provided by NGR 600-101, to be effective from the date of successful completion of WOCS. Failure to achieve DA proponent duty MOS certification within 2 years of warrant officer appointment will subject the applicant to withdrawal of Federal recognition."
(4) In the case of an applicant being found qualified for Federal recognition as a Chief Warrant Officer, CW2, in accordance with paragraph 2-10b and/or 2-10c of this regulation, credited with completion of WOCS, and Department of the Army MOS certified, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a chief warrant officer, W2, in the Army National Guard as provided by NGR 600-101, to be effective (Date)."
(5) In the case of an applicant being found qualified for Federal recognition as a Chief Warrant Officer, CW2, in accordance with paragraph 2-10b or 2-10c this regulation, but not Department of the Army proponent certified, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is extended temporary Federal recognition as a warrant officer, W1, as provided by NGR 600-101, effective (Date). The applicant is promotable to the grade of Chief Warrant Officer, CW2, to be effective upon Department of the Army proponent MOS certification without further FRB action."
(6) In the case of an applicant being found qualified for Federal recognition as a Chief Warrant Officer, CW2, in accordance with paragraph 2-10c(2) this regulation, except for the successful completion of the Warrant Officer Candidate School and Department of the Army MOS certification, the following statement will be entered on the NGB Form 89: "The applicant is qualified for appointment as a warrant officer in the Army National Guard and is extended temporary Federal recognition as a Warrant Officer, W1, as provided by NGR 600-101, to be effective from the date of successful completion of WOCS. The applicant is promotable to the grade of Chief Warrant Officer, W2, to be effective from the date of the Department of the Army MOS certification without further Federal Recognition Board action."

9-16. Disposition of records
a. All records of the board are subject to review and approval by the CNGB, on behalf of the Secretary of the Army.
b. The board will forward the following documents through the Senior Regular Army Advisor to The Adjutant General for completion of the actions indicated in paragraph 9-18:
(1) NGB Form 89.
(2) All copies of application and allied papers.
(3) Statement of Understanding for Appointment in the Grade of WO1, if applicable (see **figure 9-1**).
c. Membership, instructions, and recommendations of the board will remain **"FOR OFFICIAL USE ONLY"** until after public announcement has been made by proper authority.

9-17. Actions required by the Senior Army Advisor (SRAA)
a. Senior Army Advisor's may designate themselves as President of a Federal Recognition Board.
b. If a Senior Army Advisor was not the President or a member of the FRB, and upon receipt of a board proceedings, acting for the appointing authority, will review the board proceedings to ensure administrative accuracy and completeness. If the proceedings are found to contain administrative errors or to be incom-

plete, they will be returned to the board with instructions.

c. The SRAA will endorse administratively correct and complete proceedings to The Adjutant General. The SRAA endorsement will indicate the board was conducted IAW this regulation and the current Secretary of the Army memorandum of instructions to the Army National Guard Federal Recognition Board.

9-18. Actions required by The State Adjutant General

The Adjutant General will take the following action when:

a. The applicant is favorably recommended by the board;

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

(2) Endorse the application to the Chief, National Guard Bureau, **ATTN:** NGB-ARP-CO. As an exception, Federal Recognition Board actions relative to examination of initial entry warrant officer applicants will not be forwarded to CNGB until after the candidate successfully completes WOCS.

b. Personnel actions forwarded to CNGB for award of permanent Federal Recognition will be assembled in accordance with standardized checklists shown in **Appendix C** of this regulation.

c. If applicant is not favorably recommended by the board, notify the rejected applicant through the channels used for submitting the application furnishing the reason for disqualification. If the reason for rejection does not act as a permanent bar to Federal recognition, advise the applicant of the procedure and requirement for resubmission of the application.

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

a. Review the record of board proceedings and the recommendations of the State Adjutant General to determine if the application meets the qualifications and requirements for Federal recognition.

b. Extend permanent Federal recognition to the applicant in the grade and MOS in which the applicant is qualified.

c. Concurrently request Commanding General, ARPERCEN to appoint the applicant as a Reserve Warrant Officer of the Army in the grade in which Federally recognized.

d. Issue Certificates of Eligibility to applicants who have applied for the same, under the provisions of paragraph 2-17.

e. If upon review of all records, an applicant is not granted Federal recognition, The Adjutant General will be notified and temporary Federal recognition, if in effect, will be withdrawn.

Statement of Understanding for Appointment as a Warrant Officer

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

_____
(Signature)
(Typed Name)
(Social Security Number)

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

Chapter 10
Termination of appointment and withdrawal of Federal recognition

(* This Chapter will be superseded by revised NGR (AR) 635-100 on its implementation date.)

10-1. Authority

Sections 323 and 324, Title 32, United States Code, Army Regulation 135-175 and NGR (AR) 635-100.

a. The termination of a warrant officer's appointment in the Army National Guard is a function of the State.

b. The withdrawal of Federal recognition of a warrant officer is a function of the Chief, National Guard Bureau.

c. The discharge of a warrant officer from his or her appointment as a Reserve Warrant Officer of the Army is a function of the Secretary of the Army.

d. All appointments are automatically terminated upon death. In such cases, DD Form 1300, Report of Casualty, will be submitted to the Chief, National Guard Bureau, **ATTN:** NGB-ARP-CO, immediately upon receipt of the death certificate. Separation order is not required.

10-2. Criteria

a. The appointment of an ARNG Warrant Officer should be terminated for the following reasons:

(1) If the appointment is contrary to State law and regulation, the Chief, National Guard Bureau will be notified and Federal recognition withdrawn.

(2) Resignation.

(a) A warrant officer may tender a resignation, through channels, to the State Adjutant General. If accepted, the State Adjutant General will publish orders separating the warrant officer from the ARNG appointment, and furnish copies to the CNGB, **ATTN:** NGB-ARP-CO. The resignation may be concurrent, if so requested by the affected individual, from the ARNG and as a Reserve of the Army for warrant officers without a remaining service obligation. In such cases, the MPRJ with copies of the separation orders must be furnished to the Commander, ARPERCEN, **ATTN:** DARP-SPR-R, 9700 Page Boulevard, St Louis, MO 63132, for separation from his or her Reserve of the Army status.

(b) When the resignation of an ARNG Warrant Officer has been accepted and Federal recognition withdrawn, revocation of the separation order will not be considered as a basis for restoration of Federal recognition. If the warrant officer desires to be reinstated, it is necessary to apply for reappointment in the ARNG.

(c) Resignation in lieu of efficiency or physical fitness board action under NGR 635-101 will be processed in accordance with that regulation.

(d) Resignation will not be accepted from warrant officers against whom flagging action has been initiated under AR 600-8-2, except for weight control program and APFT or unless under (c) above. Under no circumstances should resignation be accepted from those warrant officers in default of property or funds.

(e) Warrant officers with a remaining service obligation are not eligible to tender a resignation from the Reserve of the Army until completion of the obligation.

(3) Unless retained by Federal Recognition Order, all warrant officers who are not earlier removed from an active status for other reason(s), must be removed from an active status in the Army National Guard of the United States on the last day of the month in which they attain age 60.

(4) Absence without leave or reported as unsatisfactory participant for three months.

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

(6) Upon conviction of a felony or sentence to confinement in a Federal or State penitentiary or correctional institution after having been found guilty of an offense by a court, other than a court-martial or military court, and whose sentence has become final.

(7) Upon order to active duty under the provisions of AR 135-210 (excluding TTAD) or acceptance of a commission, appointment, or enlistment in the National Guard, another Armed Force, US Public Health Service, US Military Academy, US Naval Academy, US Air Force Academy, or US Coast Guard Academy. In accordance with AR 135-175, Chapter 5, this type of action is normally a vacation of appointment.

(8) As a result of screening under any criteria contained in AR 135-133 or NGR 600-2.

(9) Employment with any foreign government or any concern controlled in whole or in part by a foreign government, unless prior approval is granted by the Assistant Secretary of the Army (M&RA) and the Department of State.

(10) When the State license, special accreditation, or qualification to include character investigation (proper level of security clearance) required by the warrant officer's MOS is terminated, withdrawn or not renewed.

(11) When the warrant officer becomes medically disqualified for further military service.

(12) Upon expiration of the authorized period of time a warrant officer has been:

(a) In an overstrength status. See paragraph 6-4 of this regulation.

(b) Carried as an additional active duty warrant officer under paragraph 4-2c and not assigned to an authorized position vacancy in a Federally recognized unit, or transferred to the Inactive National Guard.

(c) Or, failed to comply to the 90 day authorized period to consummate an interstate transfer or conditional release to the USAR.

(13) Upon failure to qualify for permanent or continued flying status, unless transferred to an authorized nonflying position for which otherwise qualified, or transferred to the Inactive Army National Guard.

(14) Upon failure to accept appointment as a Reserve warrant officer of the Army.

(15) Failure to pass the Army Physical Fitness Test. When no medical reason exists, mandatory initiation of separation proceedings is required for warrant officers who have two consecutive APFT failures.

(16) Failure of a warrant officer to complete required military education for the MTOE/ TDA position held within a designated time frame.

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

(18) Failure to accept a commission upon promotion to Chief Warrant Officer Two.

b. Withdrawal of Federal recognition. Federal recognition of a warrant officer of the ARNG will be withdrawn by the Chief, National Guard Bureau for the following reasons:

(1) Separation or discharge from the State appointment as a warrant officer of the ARNG.

(2) Any reason in paragraph 10-2a above that would require discharge or removal from an active status as Reserve warrant officer of the Army.

(3) Pursuant to the approved findings of a board convened under NGR 635-101 or NGR 635-102.

(4) Withdrawal of Federal recognition of the unit to which the warrant officer is assigned.

(5) As the result of a determination of ineligibility for permanent Federal recognition. Temporary Federal recognition, if granted, will be withdrawn.

(6) When a warrant officer is assigned to a position for which there is no provision for Federal recognition.

(7) When a warrant officer ceases to occupy an MTOE/TDA position appropriate to his or her MOS and fails to qualify in the new MOS as provided for in paragraph 6-4.

10-3. Reserve of the Army

a. Unless discharged as a Reserve Warrant Officer of the Army, a warrant officer of the ARNGUS becomes a member of the USAR when Federal recognition is withdrawn.

b. Warrant officers who are not extended permanent Federal recognition and hold no Reserve of the Army appointment do not become members of the USAR upon withdrawal of temporary Federal recognition.

c. A warrant officer separated from the ARNG of one State and concurrently appointed as a warrant officer in the ARNG of another State remains a member of the ARNGUS, provided he or she has accepted appointment therein, and does not become a member of the USAR.

d. Upon separation from the ARNG, State orders will specify the control group prescribed in AR 140-10 to which the warrant officer is to be assigned. Further reassignments between control groups will be made by the Commander, ARPERCEN.

10-4. Records

Records will be forwarded as prescribed in AR 600-8-104 whenever a warrant officer continues to hold an appointment in the Army National Guard or USAR.

a. Resignations or requests from warrant officers for assignment to a specific USAR control group will, if approved, be forwarded by endorsement by the State Adjutant General to the Commander, ARPERCEN, with appropriate records and State orders enclosed.

b. If a warrant officer is separated from the ARNG for cause (other than by unqualified resignation, mandatory removal from an active status for age, or lack of MTOE/TDA position), copies of appropriate documents supporting the separation will be included in the MPRJ when forwarded.

Appendix A
References

Warrant Officer Management Act
(10 U.S.C. 571-583, P.L. 102-190, Sections 1101-1132)

DODI 5200.2R
Personnel Security Program

AR 25-50
Preparing and Managing Correspondence

AR 40-501
Standards of Medical Fitness

AR 135-18
The Active Guard/Reserve (AGR) Program

AR 135-32
Retention in an Active Status after Qualification for Retired Pay

AR 135-91
Service Obligations, Methods of Fulfillment

AR 135-100
Appointment of Commissioned and Warrant Officers

AR 135-101
Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135-155
Promotion of Commissioned and Warrant Officers

AR 140-10
Assignment, Attachments, Details, and Transfers

AR 195-3
Acceptance and Accreditation of Criminal Investigative Personnel

AR 350-1
Army Training

AR 350-15
Army Physical Fitness Program

AR 350-100
Officer Active Duty Service Obligation

AR 380-67
Personnel Security Program

AR 600-2
Name and Birth Data and Social Security Number

AR 600-3
The Army Specialty Proponent System

AR 600-8-2
Suspension of Favorable Personnel Actions (Flags)

AR 600-8-24
Officer Transfers and Discharges

AR 600-9
The Army Weight Control Program

AR 600-20
Army Command Policy and Procedures

AR 604-5
Personnel Security Program

AR 604-10
Military Personnel Security Program

AR 611-5
Army Personnel Selection and Classification Testing

AR 611-110
Selection and Training of Army Aviation Officers

AR 611-112
Manual of Warrant Officers Military Occupational Specialties

AR 611-201
Enlisted Management Fields and Military Occupational Specialties

AR 614-162
Selection, Training, and/or Assignment of In-Service Officer Volunteers to Special Forces Organizations

AR 621-5
Army Continuing Education System (ACES)

AR 623-1
Academic Evaluation Reporting System

AR 623-105
Officer Evaluation Reporting System

AR 640-30
Photographs for Military Personnel Files

AR 670-1
Wear and Appearance of Army Uniforms and Insignias

AR 672-5-1
Military Awards

DA Pam 351-4
U.S. Army Formal Schools Catalog

DA Pam 351-20
Army Correspondence Course Program Catalog

DA Pam 600-8
Military Personnel Management and Administrative Procedures

DA Pam 600-11
Warrant Officer Professional Development

DA Cir 601 series
Warrant Officer Procurement Program

NGR 10-1
Organization and Federal Recognition of the Army National Guard Units

NGR 40-501
Medical Examinations for Members of the Army National Guard

NGR 95-1
Army Aviation - General Provisions and Flight Regulations

NGR 310-10
Military Orders

NGR 350-1
Training - Army National Guard

NGR 351-1
Individual Military Education and Training

NGR 600-2
Army National Guard Screening

NGR 600-5
The Active Guard/Reserve (AGR) Program, Management of Title 32, U.S.C., Full Time National Guard Personnel

NGR 600-10
ARNG Tour Program (NGR Controlled Title 10 U.S.C. Tours)

NGR 600-105
Aviation Service of Rated Army Officers

NGR 600-200
Enlisted Personnel Management

NGR 604-10
Military Personnel Security Program

NGR 611-110
Selection and Training of Army Aviation Officers

NGR 514-1
Inactive Army National Guard Administration

NGR 635-100
Termination of Appointment and Withdrawal of Federal Recognition

NGR 635-101
Efficiency and Physical Fitness Boards

NGR 635-102
Officers and Warrant Officers Selective Retention

NGR 640-100
Officers and Warrant Officers Military Personnel Records Jackets

NGB Pam 37-104-3
Unit Level Military Pay Procedures

NGB Pam 37-104-10
State Level Military Pay and Allowances Procedures - Army National Guard

TRADOC Reg 351-13
Warrant Officer Training System

Appendix B

Documents Required by National Guard Bureau for Federal Recognition

TYPE OF PERSONNEL ACTIONS	INITIAL APPOINTMENT	REAPPOINTMENT	APPOINTMENT FROM USAR IN SAME GRADE AND MOS	APPOINTMENT FROM USAR IN SAME GRADE, NEW MOS	MOS CHANGE (1ST FOUR CHARACTERS)	INTERSTATE TRANSFER IN SAME GRADE AND MOS	INTERSTATE TRANSFER IN SAME GRADE,NEW MOS	PROMOTION	REQUEST FOR CERTIFICATE OF ELIGIBILITY	APPOINTMENT USING CERTIFICATE OF ELIGIBILITY
1 NGB Form 62	X	X	X	X					X	
2 Birth Certificate	X	X	X	X					X	
3 Copy of Reserve of the Army appointment		X	X	X					X	
4 Copy of Reserve of the Army promotion letters/orders		X	X	X					X	
5 Verification of Security Clearance	X	X							X	
6 SF 88 and SF 93	X	X	X	X				X	X	X
7 Annual Medical Certificate (See NGR 40-501, App B)			X	X				X		X
8 Evidence of highest civilian education (HS diploma or copy of certified transcript)	X	X	X	X					X	
9 NGB Form 89 (Proceedings of FRB)	X	X		X			X	X	X	
10 NGB Form 337/DA Form 71 (Oath of Office)	X	X	X	X		X	X	X		X
11 Proponent MOS Certification/Diploma/DA1059/DA759E	X	X	X	X	X		X	X		X
12 Waivers granted by TAG, CNGB, or SA	X	X	X	X				X	X	
13 Aviation Service Orders request if req.	X	X	X	X						X
14 MSO Statement (DA Fm 3574/3575) IAW AR 135-91	X	X	X	X						
15 Conditional release from another component (DD Form 368)			X	X						
16 DD Form 214, USAR Separation order, or similar documents to substantiate prior service	X	X	X	X					X	
17 Evidence of citizenship	X	X							X	
18 Orders announcing personnel action	X	X	X	X	X	X	X	X		X
19 Verification of applicant SSN	X	X							X	
20 Copies of orders relating to awards, decorations, and citations	X	X							X	
21 Statement of understanding if unable to complete 20 years retirement service	X	X	X	X					X	
22 Copy of MTOE/TDA page showing para/line number where officer is assigned	X	X	X	X	X	X	X	X		X

Appendix C
NGB transmittals order of document assembly

NOTE: Continue assembly in succeeding order when a document is not applicable.

FOR ALL APPOINTMENTS INCLUDING CERTIFICATE OF ELIGIBILITY ACTIONS:
1. NGB Form 62
2. NGB Form 337
3. State appointment order
4. NGB Form 89
6. MOS proponent approval of entry into MOS training
7. NGB Form 61 or DD Form 368 (when applicable)
8. Military education documents (diploma(s) / DA Forms 1059 or 759E)
9. Civilian education documents (high school diploma as a minimum).
10. Standard Forms 88 and 93
11. DA Form 5500, Body Fat Content Worksheet (when applicable).
12. Copy of Social Security card or statement (**Fig 3-3**)
13. Copy of birth certificate or verificaiton statement
14. Verification of security clearance (**Fig 3-1**)
15. Statement of military service obligation IAW AR 135-91 (when applicable).
16. TAG/CNGB or Secretary of the Army waiver approval (when applicable).
17. Reserve of the Army appointment Memorandums or orders (when applicable).
18. DD Form 214 (when applicable)
19. Statement of understanding if unable to complete 20 years of service for retirement (**Fig 3-4**), (when applicable).
20. Military Award orders and citations (when applicable)
21. Orders or Memorandum appointing the Federal Recognition Board.
22. Aviation Service order request (when applicable)

FOR CHANGE OF STATE ACTIONS:
1. Transmittal Memorandum to Chief, NGB-ARP-CO
2. Appointment order from gaining State
3. NGB Form 337
4. Transfer order from losing State
5. DA Form 4187 from Officer
6. Documents for MOS change (when applicable). Refer to checklist for MOS change when concurrent to change of State.

FOR PROMOTION ACTIONS:
1. The Adjutant General's transmittal Endorsement/ Memorandum for the Chief, NGB-ARP-CO.
2. State promotion order
3. NGB Form 89
4. Senior Army Advisor Endorsement
5. Military education certification (include only the diploma or DA Forms 1059 or 759E of required course completion for this promotion, i.e. WOBC for CW2; WOSSC for CW5).
6. Standard Forms 88/93 and Annual Medical Certificate Appendix B, NGR 40-501)
7. DA Form 5500 Body Fat Content Worksheet (when applicable)
8. DA Form 705 Army Physical Fitness Test Scorecard
9. DA Form 3349 Physical Profile (when applicable)
10. Extract of TDA/MTOE showing para/line of assigned position.
11. Endorsement Memorandum from NGB-ARP-T (for AGR soldiers serving in the Title 10 AGR program).
12. First line Chain of Command Memorandum recommending officer for promotion.
13. Remaining Chain of Command Endorsement/ Memorandums
14. Any required waiver(s) of promotion policies (when applicable).
15. Orders or Memorandum appointing the Federal Recognition Board.
16. DA Form 71 Oath of Office (only when promoted to CW2)

FOR MOS CHANGE ACTIONS:
1. The Adjutant General's transmittal Endorsement/-Memorandum to Chief, NGB-ARP-CO.
2. State MOS change order
3. NGB Form 89
4. Senior Army Advisor Endorsement
5. Military education certificate (include only the DA Form 1059 or diploma indicating certification in the new MOS).
6. Any other chain of command endorsement Memorandum(s)
7. Orders or Memorandum appointing the Federal Recognition Board.

Glossary

Section I
Abbreviations

ACCP
Army Correspondence Course Program

AG
Adjutant General

APFT
Army Physical Fitness Test

ARNGUS
Army National Guard of the United States

ASI
additional skill identifiers

CNGB
Chief, National Guard Bureau

CONUSA
Continental US Army

DWI
Driving While Intoxicated

ECLT
English Comprehension Level Test

FRB
Federal Recognition Board

FTNGD
Full Time National Guard Duty

GED
General Education Development

IERW
Initial Entry Rotary Wing

IP
Instructor Pilot

LIC
Language Identifier Code

MOS
Military Occupational Specialty

NAC
National Agency Check

NGB
National Guard Bureau

NGB-ARP
Personnel Directorate

OJT
On the Job Training

OPM
Officer Personnel Manager

OPMS
Officer Personnel Management System

OUI
Operating Under the Influence

PA
Physician Assistant

PED
Promotion Eligibility Date

RC
Reserve Component

SNL
Standard Name Line

SQI
Special Qualification Identifiers

SRAA
Senior Regular Army Advisor

SWOT
Senior Warrant Officer Training

TWOS
Total Warrant Officer System

WOAC
Warrant Officer Advanced Course

WOBC
Warrant Officer Basic Course

WOC
Warrant Officer Candidate

WOCS
Warrant Officer Candidate School

WOCS-RC
Warrant Officer Candidate School - Reserve Component

WOES
Warrant Officer Education System

WOSC
Warrant Officer Staff Course

WOSSC
Warrant Officer Senior Staff Course

WOTTC
Warrant Officer Technical and Tactical Certification

Section II
Terms

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

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

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

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

Initial appointment
The initial appointment in a warrant officer status in the ARNG. Regardless of the status from which appointed, an initial appointment will always be the act which coincides with the first time Federal recognition is extended in the ARNG as a warrant officer.

Initial Entry Rotary Wing (IERW) Aviator Training
Following WOCS, aviation warrant officers will complete IERW training at Fort Rucker, AL. IERW is the equivalent to Warrant Officer Basic Course for rated aviation specific warrant officers.

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

State(s)
The 50 States of the United States, Puerto Rico, the Virgin Islands, Guam and the District of Columbia.

Temporary Federal Recognition Temporary Federal recognition is the interim status extended by a Federal Recognition Board (FRB) to a warrant officer of a State who has been appointed in the ARNG. By law (32 U.S.C. 308), this status will not be extended for longer than 6 months increment.

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

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

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

Warrant Officer Candidate School for Reserve Components (WOCS-RC)
WOCS-RC is the six week active component WOCS course condensed into two two-week phases conducted back-to-back. WOCS-RC is designed for Reserve Component warrant officer candidates who are limited by time constraints from attending the AC WOCS version.

Warrant Officer Basic Course (WOBC)
Was previously known as the Warrant Officer Technical and Tactical Certification (WOTTC). WOBC is the warrant officer entry level certification of qualification and award of a Military Occupational Specialty (MOS) by a DA MOS proponent. Warrant Officer Basic Course (WOBC) and WOTTC are synonymous. WOBC is accomplished through successful completion of diagnostic examinations (written or hands-on), successful completion of resident technical certification courses, or resident and nonresident technical certification course modules. DA MOS proponents retain responsibilities for determination of ARNG training requirements.

Warrant Officer Education System (WOES)
The levels of warrant officer training system incorporating the Warrant Officer Candidate School, Warrant Officer Basic Course, Warrant Officer Advanced Course, Warrant Officer Staff Course, and the Warrant Officer Senior Staff Course.

Warrant Officer Advanced Course (WOAC)
Was previously known as the Senior Warrant Officer Training (SWOT) Course. This training provides additional training for warrant officers serving at company and battalion levels. Until on or about 1 October 1998, the WOAC is the only ARNG requirement for promotion to the grades of Chief Warrant Officer, W3 and W4. Prior to admittance into a WOAC, all warrant officers must have completed the prerequisite common core studies (13 modules) provided by the Warrant Officer Career Center, Fort Rucker, AL. Enrollment in the prerequisite studies is accomplished by request to NGB-ARO-TI.

Warrant Officer Staff Course (WOSC)
This new common core four week course (two phases of two weeks each conducted back-to-back) prepares warrant officers to serve in staff positions at the brigade and high levels. This course is currently not a requirement for promotion to CW4. On or about 1 October 1998, this course will become a prerequisite for promotion to Chief Warrant Officer, W4. At this time, WOSC is not a prerequisite for attandance of the Warrant Officer Senior Staff Course.

Warrant Officer Senior Staff Course (WOSSC)
The WOSSC is a common core two week resident course conducted at the WOCC, Ft Rucker, AL. This course prepares warrant officers selected for promotion to Chief Warrant Officer Five, to serve at the highest level staff positions. This course is an ARNG requirement for promotion to CW5.