

VIRGINIA ARMY NATIONAL GUARD



WARRANT OFFICER PROCUREMENT GUIDE

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HISTORY OF THE WARRANT OFFICER CORPS

The rank of warrant officer has a long history. For example, evidence suggests that Napoleon used warrant officers as communications links between his commissioned officers and the soldiers.

The military grade of warrant officer dates back two centuries before Columbus, during the fledgling years of the British Navy. At that time, nobles assumed command of the new Navy, adopting the Army ranks of Lieutenant and Captain. These royal blood officers often had no knowledge of life on board a ship, let alone how to navigate such a vessel or operate the guns. They often relied on the technical expertise and cooperation of a senior sailor who tended to the technical aspects of running the ship and operating the cannons. These sailors, sometimes referred to as "Boat Mates" or "Boswans Mates", became indispensable to less experienced officers and were subsequently rewarded with a Royal Warrant. This Royal Warrant was a special designation, designed to set them apart from other sailors, yet not violate the strict class system that was so prevalent during the time.

In the U.S. Navy, warrant officers have traditionally been technical specialists whose skills and knowledge was an essential part of the proper operation of the ship. The Navy has had warrant officers among its ranks, in some form or another, since its conception. For the U.S. Army, we can trace the lineage of the warrant officer back to 1896, specifically to the Headquarters Clerk (later designated the Army Field Clerk).

The Act of August 1916 authorized the Army Field Clerk (formerly Headquarters Clerk) and the Field Clerk, Quartermaster Corps (formerly Pay Clerk). Although initially considered civilians, the Judge Advocate General eventually determined that they held military status. The Act of July 1918 introduced the rank and grade of warrant officer. It established the Army Mine Planter Service in the Coast Artillery Corps and directed that warrant officers serve as masters, mates, chief engineers, and assistant engineers of each vessel. There were three varying levels of pay authorized.

In World War I, the Coast Artillery Corps was responsible for mine defenses in major ports. Vessels, ranging in size from small motorboats to 1,000-ton ocean-going ships, laid and maintained minefields. Conflict between soldiers and civilian employees who manned these vessels revealed the need to ensure that military personnel manned the vessels.

Officially, the birth date of the Army Warrant Officer Corps is 9 July 1918, when Congress established the Army Mine Planter Service as part of the Coast Artillery. This action assured that exclusively Army personnel manned the vessels. The Army opened a school to train their mariners at Fort Monroe, Virginia, commanded by an officer who had graduated from the Naval Academy.

The official color of the warrant officer corps is brown, as warrant officers in the Mine Planter Service wore simple bands of brown cloth on their uniform sleeves as their insignia of rank. Warrant officers served in four positions aboard the vessels: masters, mates, chief engineers and assistant engineers. Masters wore four bands. Deck officers also wore an embroidered brown fouled anchor above the braid, while engineer officers wore an embroidered brown three-bladed propeller in a similar position.

The Act of 1920 expanded use of warrant officers, authorizing appointment of warrant officers in clerical, administrative, and band leading activities. This Act authorized 1,120 warrant officers, provided for appointments in the Army-at-large rather than in specific branches and established warrant officer assignments in various headquarters and tactical units. Perhaps the most significant motive for the expansion was "a desire to reward enlisted men of long service and also to reward former commissioned officers of World War I who lacked either the educational or other eligibility requirements necessary for continuance in the commissioned status."

In 1921, warrant officers were excluded from performance of summary court officer, defense counsel, officer of the day, and assistant adjutant because enlisted personnel were prohibited from performing those same duties. During this time, only one pay grade existed except in the Army.

Warrant officers of the Tank Corps first wore the distinctive insignia approved on 12 May 1921. It consists of an eagle rising with wings displayed, standing on two arrows and enclosed in a wreath. It was adapted from the great seal of the United States, with the arrows symbolizing the military arts and science.



"The Eagle Rising"

"An eagle rising with wings displayed standing on a bundle of two arrows, all enclosed in a wreath"

In 1922, the warrant officer strength authorization dropped from 1,120 to 600, exclusive of the number of Army Mine Planter Service warrant officers and Army Bandmasters. Consequently, there were no warrant officer appointments other than Bandmasters and Army Mine Planter Service personnel between 1922 and 1935. Laws subsequent to 1922 authorized the appointment of additional classes of personnel with certain qualifications, above the 600 authorizations.

In 1936, the Army held competitive examinations to replenish lists of those that were eligible for Regular Army appointment. The Army appointed warrant officers against vacancies from this 1936 list until the beginning of World War II.

In 1939, warrant officers who were qualified as pilots were declared eligible for appointments as air corps lieutenants in the Regular Army.

In 1940, warrant officers began serving as disbursing agents. At this time, warrant officer appointments began to occur in significant numbers for the first time since 1922. However, a large number of warrant officers transferred to active duty as commissioned officers, causing a continuing decrease in warrant officer strength until 1942.

The present Warrant Officer Program was announced in DA Circular 611-7 on 12 April 1960. In addition to stating the 1957 definition of the warrant officer, this publication also outlined utilization policies, criteria for selection of warrant officer positions, and instructions for conversion to the current warrant officer MOS system. In 1966, a study group formed at the Department of the Army to develop a formal Warrant Officer Career Program that would be responsible to future Army requirements while concurrently offering sufficient career opportunities to attract high quality personnel. The study group examined all aspects of the Warrant Officer Corps and made a number of recommendations in areas such as pay, promotion, utilization, and education. To implement these recommendations, various actions were initiated to provide more career opportunities for warrant officers. In 1966 the first Warrant Officer Professional Development Program was published in Department of the Army Pamphlet 600-11.

During the 6 years following its initial development, several significant improvements were made into the Warrant Officer Career Program. In 1967, below-the-zone (active duty only) selection for promotion to grades CW3 and CW4 was implemented. The initiation of early selection for promotion to the grades of CW3 and CW4 was for a limited number of warrant officers with exceptional performance records. In 1968, the Regular Army Program was reopened to warrant officer applicants after having been closed for 20 years. Additional changes reduced service eligibility criteria and simplified application procedures.

Since 1968, the military education available to warrant officers has been remarkably expanded. Before then, there was no formal progressive military schooling program for warrant officers. A tri-level education system was established by the end of 1972 that provided training at

the basic or entry level for warrant officers in 59 occupational specialties, at the intermediate or mid-career level for 53 specialties, and at the advanced level for 27 specialties.

In 1973, the three levels of training were redesignated from basic, intermediate, and advanced to entry, advanced and senior, respectively. Simultaneously, after successful testing of the concept, the Warrant Officer Senior Course (WOSC) was established to provide all warrant officers with access to the highest level of professional education. In 1973, the Department of the Army a plan to close the gaps in the warrant officer military education system by expanding and modifying the existing advanced courses to accommodate all warrant officer specialties. Civil schooling opportunities were also increased during this period. The educational goal for warrant officers was upgraded from 2-year college equivalency to an associate degree and warrant officers were authorized entry into fully funded civil school programs. To promote achieving this goal, cooperative degree programs began to be established in the colleges and universities near the installations conducting the warrant officer career courses. In consonance with increased educational opportunities, duty positions requiring warrant officers with master's degrees were validated for the first time by the Army Education Requirements Board.

To forecast and control their assignment and training opportunities, warrant officers were incorporated into the HQDA Projected Requisitioning Authority (PRA), a management tool long used for commissioned officers, but not applied to warrant officers until 1975. 1975 also welcomed the establishment of the Warrant Officer Division at the Army's Personnel Command, providing a centralized career management center for all warrant officers (excluding those working in Staff Judge Advocate and Medical Corps specialties). 1975 also saw the warrant officer civilian education program (degree completion) authorized and funded by Department of the Army. By the close of 1975, the Army's capability for professionally developing the Warrant Officer Corps had been significantly expanded and warrant officers were being offered developmental opportunities not available to their predecessors.

In 1978, Army National Guard and U.S. Army Reserve warrant officers not on active duty were integrated into the Army's professional development program. This was necessary to satisfy the recognized need for qualified, highly trained individuals available to augment the active warrant officer corps rapidly in time of emergencies.

In 1984, the Chief of Staff chartered a Total Warrant Officer Study (TWOS) and the Vice Chief of Staff directed that all direct appointments cease and that a Warrant Officer Candidate Course be established at Fort Sill.

A whole new era for warrant officers began when the Chief of Staff, Army chartered the Department of the Army Total Warrant Officer Study Group in September 1984. This was the first Department of the Army-level comprehensive study of warrant officer management from preappointment to retirement. It spanned the entire Army, both active and reserve components. Implemented recommendations included coding of positions in authorization documents by rank grouping and automatic Regular Army (RA) integration at the CW3 level. The culmination of

TWOS was the passage of the Warrant Officer Management Act (WOMA) as part of the FY 1992 and 1993 National Defense Authorization Act and approval of the Warrant Officer Leader Development Action Plan (WOLDAP) in 1992. On 5 December 1991, WOMA went into effect.

WOMA is a major revision of Title 10, USC, and is the current basis for management of the active duty Warrant Officer Corps. Key provisions of the law include--

- a. A single promotion system for warrant officers.
- b. Tenure requirements based upon years of warrant officer service.
- c. The grade of CW5.
- d. Authorization for the Secretary of the Army to convene boards to recommend warrant officers for selective mandatory retirement. (Active Duty only).

WOLDAP was approved by the Chief of Staff, U.S. Army, on 27 February 1992. WOLDAP is a total Army plan designed to ensure both active and reserve warrant officers are appointed, trained, and utilized to a single standard. Key provisions of WOLDAP include:

- a. An accession goal of 8 years or less time in service for warrant officer candidates.
- b. Establishment of a comprehensive warrant officer education system.
- c. Conditional appointment to WO1 upon successful completion of warrant officer candidate school.
- d. Civilian education goals of an associate degree before eligibility for promotion to CW3 and a bachelors degree before eligibility for promotion to CW4.
- e. Establishment of the Warrant Officer Career Center (WOCC) where all Warrant Officer Candidates are trained.
- f. Pinpoint assignments for CW5s.

The Army warrant officer's traditional role as a technical expert and trainer on complex systems remains unchanged. The Army warrant officer can expect to start with a sound level of service-proven competence and to serve in challenging jobs at progressive levels of increasing responsibility commensurate with grade and experience. Taking into consideration the tactical dimension ensures that the warrant officer is prepared to lead subordinates under modern combat conditions where the warrant officer tactical skill and technical expertise may spell the difference between victory and defeat.

WHAT IS A WARRANT OFFICER?



"AN OFFICER APPOINTED BY WARRANT BY THE SECRETARY OF THE ARMY, BASED ON A SOUND LEVEL OF TECHNICAL AND TACTICAL COMPETENCE. THE WARRANT OFFICER IS THE 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 PROCUREMENT PROCEDURES

1. **Purpose.** This guide is to provide information and assistance on the required procedures to become a warrant officer in the Virginia Army National Guard.

2. **Basic Eligibility Requirements.** Specific appointment eligibility requirements for all warrant officers are contained in NGR 600-101. Additional requirements for Aviation Warrant Officer applicants are contained in AR 611-110, NGR 611-110, and AR 611-85. The basic eligibility criteria are as follows:

a. **Age:** Applicant for technical specialties must be at least 18 and not have attained age 46 on the date of initial appointment. An applicant eligible for appointment at the grade of CW2 must not have reached age 48 on the date of initial appointment. The age requirement for rated aviator applicants is 18 to 27.5 years olds. Waivers of maximum age may be granted by the Chief, National Guard Bureau on a case by case basis. Waivers of maximum age for aviator candidates may be approved, but the candidate must start flight training prior to their 30th birthday.

b. **Citizenship:** Must be a US citizen by birth or naturalization.

c. **Mental Aptitude:** Obtain a score a 110 or higher on the General Technical (GT) aptitude area on the ASVAB or AFCT. Applicants for rated aviator positions must pass the Flight Aptitude Selection Test.

d. **Education:** High school graduate or pass the General Education Development (GED) test at the high school level. Demonstrate understanding and proficiency in the English language. Applicants whose native language is other than English must achieve a minimum score of 80 on the English Comprehensive Level Test (ECLT).

e. **Security Clearance:** A valid final SECRET security clearance is required prior to consideration by a Federal Recognition Board and entrance into the Warrant Officer Candidate School. DA Pamphlet 611-21 may require some applicants for appointment to obtain a security clearance above the SECRET level.

f. **Leadership:** Applicant must possess traits as a potential leader and have the ability to effectively deal with people.

g. **Physical:** Applicant must pass a Chapter 2 AR 40-501 physical examination conducted at a Military Entrance Processing Station (MEPS) prior to consideration by a Federal Recognition Board. Applicant's appointment physical remains valid for two years. At the time of appointment as a warrant officer the applicant's physical cannot be more than two years old. Officers converting from commissioned status to warrant officer and warrant officers appointed from any component of the US Army without a break in service require a physical conducted

under Chapter 3 AR 40-501. Applicants for a rated aviation position must have an approved type B medical examination conducted under Chapter 4 AR 40-501 in order to meet flight medical fitness standards.

3. MOS Predetermination.

a. Upon determining that an applicant meets or can meet the basic eligibility criteria listed above and meets the prerequisites established by the MOS proponent, the next step is the predetermination process. The prerequisites for each MOS can be found at the web site www.usarec.army.mil/hq/warrant. A listing of the prerequisites and the enlisted feeder MOS for each warrant officer MOS in the VaARNG is shown in Appendix A. When there is a discrepancy between this guide and the web site, the web site requirements take precedence. Applicants for rated aviation positions are exempt from the predetermination process. The Aviation Warrant Officer Applicant process is provided in Appendix E.

b. The predetermination packet provides the applicant an opportunity to document to the proponent that they meet the prerequisites required by the proponent. A Predetermination Packet Checklist is shown in Appendix B. The predetermination process will result in a determination by the MOS proponent as to whether the applicant is or is not qualified for entry into the Warrant Officer Education System. This process is applicable to both Non-Commissioned and Commissioned Officers seeking appointment as a Warrant Officer. The predetermination packet must be forwarded through command channels to the Office of The Adjutant General, ATTN: VAAG-CCWO. The VaARNG Command Chief Warrant Officer then forwards the request through the National Guard Bureau to the appropriate MOS proponent. The following documents are required in the predetermination packet:

(1) Commander's memorandum of recommendation and must include the following certification: "I certify that (Rank and Name) successfully passed the Army Physical Fitness Test consisting of pushups, sit-ups and the two mile run with a score of (Score) on (Date); the verified height is (Feet & Inches) and the verified weight is (Lbs)."

(2) Certified copy of DA Form 2-1. This form must be reviewed by the applicant and certified by the custodian of the MPRJ.

(3) Resume (IAW format found in NGR 600-101, Figure 2-1) See Appendix C.

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

(5) OERs/NCOERs covering the period of feeder MOS and leader experience required by the mandatory prerequisites.

(6) Documents listed on the Warrant Officer Homepage required by the proponent (training/leadership certificates, DA Form 1059, NGB Form 22, DD 214)

(7) Civilian documents that support training or experience directly related to the WO MOS (Performance evaluations, position descriptions, licenses, etc)

(8) Awards and decorations related to performance of duties in the feeder MOS.

(9) DA Form 705 (must be within past 12 months) (Applicants must be able to take and pass the three event APFT since attendance at WOCS with an alternate aerobic event is not authorized.)

(10) Recommendation from a CW3-CW5 who holds the MOS. If a CW3-CW5 who holds the MOS is not available then it should be so stated by the commander in the forwarding memorandum.

(11) DA Form 5500/5501 (Body Fat Worksheet) if applicant does not meet the height and weight screening table. Applicants that do not meet body fat standards are ineligible to attend WOCS.

(13) Security clearance verification statement.

c. Requests for waivers of prerequisites may be considered by the proponent and should be included in the commander's memorandum of recommendation; however, the proponent will not normally waive more than two of the mandatory prerequisites. Request for mandatory prerequisites, i.e. age, civil convictions, two-time non-selection for promotion, will be submitted as separate actions and not as part of the predetermination packet.

4. **Appointment Process:**

a. Upon receipt of a favorable predetermination the application process continues with the assembling of an appointment packet. The appointment packet is forwarded through command channels and consists of the following documents:

(1) NGB Form 62

(2) Proponent MOS approval of predetermination packet

(3) High School Diploma and/or college transcripts (Raised seal college transcripts are not required for warrant officer appointments)

(4) Standard Form 88 & 93 Physical Exam (Chapter 2 AR 40-501 physical). Aviation applicants must have an aviation Class 1W physical, Chapter 4 AR 40-501.

(5) Current height/weight statement with Body fat composition worksheet, if necessary

- (6) Verification of SSN
- (7) Birth certificate and/or Proof of Citizenship
- (8) Copies of approved waivers
- (9) Prior service documentation
- (10) Aviation service orders (if applicable)
- (11) Verification of security clearance
- (12) NGB Form 89 (Provided by VAPA)
- (13) Documents required by SIDPERS/Military Pay Branch (Copies of orders for awards, W-4, SGLV 8286, DD Form 2058, SF 1199A, DD Form 93)

b. Upon receipt of a properly prepared appointment packet the soldier is notified by the ACofS Personnel to appear in Class A uniform before a Federal Recognition Board. The FRB evaluates the applicant's suitability for appointment as an officer in the grade and MOS for which they have applied. Upon completion of the examination by the FRB the applicant is advised as to whether they are to be approved for federal recognition contingent upon completion of Warrant Officer Candidate School.

5. Warrant Officer Candidate School:

a. The Warrant Officer Candidate School is conducted at the Warrant Officer Career Center, Fort Rucker, Alabama. WOCS is a high stress environment that challenges the candidate both physically and mentally. The objective of the school is to ensure the individual possesses the mental and physical stamina, leadership, communication skills and the attention to detail to become a Warrant Officer.

b. There are two options for completion of WOCS:

(1) Attend the six (6) week AC WOCS. This is the only method available to aviation candidates.

(2) Attend four (4) weeks RC course in two, two week phases with breaks in between or attend both phase I and 2 (back-to-back) at one time.

c. Due to the nature of this course it is recommended that soldiers attend the RC course all at one time.

d. Upon completion of WOCS the candidate is appointed as a WO1 during appointment ceremonies on graduation day.

6. Warrant Officer Basic Course. The final event to becoming a fully qualified warrant officer is completion of the MOS specific WOBC or IERW for Aviators. WOBC must be completed within two years from the date of appointment as a warrant officer. An extension of one additional year on a case by case basis can be considered when extenuating circumstances exist.

7. Virginia Army National Guard Point of Contact. For information concerning appointment as a technical warrant officer the contact is CW5 Tommy G. Shumaker, State Command Chief Warrant Officer, (434) 298-6145. The point of contact for information concerning appointment as a rated aviation warrant officer the contact is COL William Simpson, State Aviation Officer, (804) 236-7301.

Appendix A

WARRANT OFFICER MOS PREREQUISITES

MOS: 131A Target Acquisition Radar Technician

Feeder MOS: CMF 13

Prerequisites: Be a SGT (E5) or above. Hold MOS 13B, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 82C or 93F. One year in a supervisory position documented by NCOER. Have less than 8 years active federal service. Have 110 or higher in ASVAB areas of FA and EL. Written recommendation from a CW3-CW5 who holds the 131A MOS.

MOS: 151A Aviation Maintenance Technician (nonrated)

Feeder MOS: All CMF 67 MOSs

Prerequisites: Be a SGT (E5) or above. Hold a MOS in CMF 67 (includes 68 series MOSs). Must have worked five of the last eight years in CMF 67. Be a BNCOC graduate in a feeder MOS. At least one year experience as a section chief or have supervisory experience as defined in DA Pam 611-21. Supervisory experience must be documented in NCOERs.

MOS: 153A Rotary Wing Aviator (Rated)

Feeder MOS: Any MOS may apply

Prerequisites: Be at least age 18, but not more than 27.5 years old. Not have exceeded the age of 30 upon beginning of flight training. Score 90 or higher on the Alternate Flight Aptitude Selection Test (AFAST). Successfully pass a Class 1A Flying Duty Medical Examination (FDME) IAW AR 40-501 that has been approved by the Commander, U.S. Army Aeromedical Center. Interviewed by an Army Aviator in the rank of CW3-5 or Major and above. If the unit commander or above is a field grade aviator, the aviator interview may be part of the commander's endorsement. In this case, the commander's endorsement must contain the same statement required for the aviator interview. Use a memorandum format and start with the statement I have interviewed (name) and find (he/she) has the needed personal characteristics, motivation, physical stamina, and qualifications to be appointed a ARNG warrant officer and appears acceptable for selection into the WOFT program as a warrant officer candidate. Army aviators will conduct the interviews whenever possible.

MOS: 180A Special Forces Warrant Officer

Feeder MOS: All CMF 18 MOS

Prerequisites: Be serving as a male SSG (E6) or above in CMF 18 MOS and be less than 36 years old. Graduate from the Special Forces (SF) Operations and Intelligence Sergeants Course (nonresident or resident) or SF Advanced Noncommissioned Officer's Course (ANCOC) after October 1994. SSGs who have not been selected for promotion to SFC may apply and if found acceptable, will be notified by the proponent that they may attend the O&I portion of ANCOC. Minimum of 3 years experience at the SF Operational Detachment Alpha (SF-ODA) level or Special Forces Current DA Form 330 (within one year) with at least a 1+/1+ language proficiency or possess a minimum score of 85 on the Defense Language Aptitude Batter (DLAB). Meet the medical fitness standards for SF duty and the SERE level course according to AR 40-501 and include an SF Warrant Officer Candidate medical screening memorandum completed by the applicant's surgeon. Pass the Army Physical Fitness Test (APFT) by achieving 70% of the maximum standard for a 17-21 year old male on each event: pushups, sit-ups, and the two-mile run. Letters of recommendation from company, battalion, and group commanders and the group senior warrant officer. Individuals applying from units other than a SF group must receive letters of recommendation from their current chain of command and letters of recommendation from the previous SF group chain of command (including the group senior warrant officer advisor).

MOS: 250N Network Management Technician

Feeder MOS: 31F, 31W, or 74C w/ASI Z2

Prerequisites: Be a SGT (E5) or above. Be a BNCOC graduate from a feeder MOS. School trained in MOS 31F, 31W, or 74C with ASI Z2 with four years of documented practical experience in electronic switching networks (MSE/TRITAC). (MOSs 31C, 31L, 31P, 31R, 31S and 31U may also qualify if applicant has the required documented practical experience). Waiver of MOS will be considered for applicants with significant practical experience beyond the minimum. Practical experience may be documented through NCO evaluation reports and award citations. In some instances practical experience acquired from civilian employment may be acceptable provided the experience can be documented by employee evaluations or performance appraisals and determined to be equivalent to military experience. Have on file a minimum of three NCOER's that reflect outstanding duty performance ratings in communications network operations and/or management. A minimum of six semester hours of college level English from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution. Successful completion of the CLEP general examination in English is the only acceptable alternative. This prerequisite is not waivable. Attain 12th grade equivalency on the Reading Grade Level portion (vocabulary and comprehension) of the Test of Adult Basic Education-A (TABE-A, or TABE-D) and include a copy of the results authenticated by the Test Control Officer or Educational Services Officer. This prerequisite is not waivable.

MOS: 251A Information Systems Technician

Feeder MOS: 74B, 74G, 74Z

Prerequisites: Be a SGT (E5) or above. Be a BNCOC graduate from a feeder MOS. School trained in MOS 74B, 74G or 74Z with four years of documented practical experience in computer systems operations and/or programming. Waiver of MOS will be considered for applicants with significant practical experience beyond the minimum. Practical experience may be documented through NCO evaluation reports and award citations. In some instances practical experience acquired from civilian employment may be acceptable provided the experience can be documented by employee evaluations or performance appraisals and determined to be equivalent to military experience. A portion of the practical experience requirement may be waived for applicants who have a degree in a computer intensive discipline from a regionally accredited academic institution. An Associate of Science degree may be used to offset one year of practical experience; a Bachelor of Science degree may be used to offset up to two years of practical experience; and a Master of Science (or equivalent) may be used to offset three years of practical experience. For favorable consideration of the education substitution, the grade point score for computer courses should not be less than 2.0 on a 4.0 scale. Have on file a minimum of three NCOER's that reflect outstanding duty performance ratings in computer systems operations and/or programming. A minimum of six semester hours of college level English from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an institution. Successful completion of the CLEP general examination in English is the only acceptable alternative. This prerequisite is not waivable. Attain 12th grade equivalency on the Reading Grade Level portion (vocabulary and comprehension) of the Test of Adult Basic Education-A (TABE-A, or TABE-D) and include a copy of the results authenticated by the Test Control Officer of Educational Services Officer. This prerequisite is not waivable.

MOS: 352J Emanations Analysis Technician

Feeder MOS: 98J

Prerequisites: Be a SGT (E5) or above. Have a minimum of four years operational experience in MOS 98J in at least two assignments. Have successfully completed course 233-98J, Non communications Interceptor/Analyst. Be a BNCOC graduate. Have a current Special Background Investigation (SBI) or Single Scope Background Investigation (SSBI). Be eligible for access to Sensitive Compartmented Information (SCI).

MOS: 420A Military Personnel Technician

Feeder MOS: All CMF 75 MOS

Prerequisites: Be a SGT (E5) or above. Have a minimum of four years operational experience in CMF 75 series MOS. CMF 75 BNCOC graduate. Have 6 semester hours of college level English. Have 18 months experience supervising CMF 75 series soldiers documented on NCOER.

MOS: 420C Bandmaster

Feeder MOS: All CMF 97 MOS

Prerequisites: Be a SGT (E5) promotable or above. Have five years musical performance experience in any CMF 97 MOS. Have one year small group supervisory experience. Be a BNCOC graduate. Have a written recommendation from an Army Band Commander or Staff Bands Officer. Submit a VHS videotape of yourself conducting a band.

MOS: 550A Legal Administrator

Feeder MOS: 71D

Prerequisites: Applicants must have successfully completed the Army Legal Office Administration Course, the Military Paralegal Correspondence Course, or the Judge Advocate Warrant Officer Pre-appointment Correspondence Course. (All non-resident programs available from The Judge Advocate General's School, U.S. Army (JAGS-ODC), 600 Massie Road, Charlottesville, VA 22903-1781)

MOS: 882A Mobility Officer

Feeder MOS: All MOSs

Prerequisites: Be a SPC (P) or above. At least two years of documented practical experience in deployment and / or unit movement operations, regardless of MOS or service. Posses a documented working knowledge of computer hardware and software applications.

MOS: 910A Ammunition Technician

Feeder MOS: 55B, 55D, 55Z

Prerequisites: Be a SGT with six years ammunition field experience in MOS 55B, 55D or 55Z. (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 910A will be taken into consideration). BNCOC graduate from a feeder MOS and meet Personnel Reliability Program requirements of AR 50-6. Provide a hard (paper) copy of at least three NCOERs, which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS for which the applicant is applying. In organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting ammunition unit can be substituted. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute.

MOS: 913A Armament Repair Technician

Feeder MOS: 45B, 45G, and 45K

Prerequisites: Be a SGT(P) (E5P) or above with six years field experience in MOS 45B, 45G, or 45K (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 913A will be taken into consideration). BNCOC graduate from a feeder MOS. Provide a hard (paper) copy of at least three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Copy of three NCOERs must be provided even if already on service member's fiche. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS the applicant is applying for. In

organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting maintenance unit can be substituted.

MOS: 914A Allied Trades Technician

Feeder MOS: 44B and 44E

Prerequisites: Be a SGT or above and six years field experience in MOS 44B or 44E (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 915A will be taken into consideration). BNCOC graduate from a feeder MOS. Provide a hard (paper) copy of at least three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS the applicant is applying for. In organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting maintenance unit can be substituted. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute.

MOS: 915A Unit Maintenance Officer

Feeder MOS: 63B, 63D, 63E, 63H, 63S, 63T, 63W, 63Y and 63Z

Prerequisites: Be a SGT(P) (E5P) or above and six years field experience in MOS 63A, 63B, 63D, 63E, 63H, 63M, 63S, 63T, 63W, 63Y or 63Z (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 915A will be taken into consideration). BNCOC graduate from a feeder MOS. Possess a minimum of one year of unit level maintenance (organizational maintenance) supervisory experience and have that experience documented on an NCOER or certified by a memo from an officer. (Note: Waivers can be granted if the soldier is ULLS trained/certified, has an outstanding record, and has a strong letter from a Senior Warrant Officer specifically attesting that the soldier is qualified/fully capable of performing at the unit level as a Warrant Officer). Provide a hard (paper) copy of at least three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Copy of three NCOERs must be provided even if already on service member's fiche. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS the applicant is applying for. In organizations where no WO in the correct MOS is available, a letter of recommendation from a Senior WO in the correct MOS from a supporting maintenance unit can be substituted.

MOS: 918B Electronic Systems Maintenance Technician

Feeder MOS: 35B, 35C, 35D, 35E, 35F, 35H, 35J, 35L, 35N, 35R, 35W, 35Y, 39B, 68P, 31P or 31S

Prerequisites: Be a SGT or above six years field experience in MOS 35B, 35C, 35D, 35E, 35F, 35H, 35J, 35L, 35N, 35Q, 35R, 35W, 35Y or 39B. MOSs 68P, 31P, or 31S may qualify if maintenance background includes experience in MOSs 29V or 29Y. (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 918B will be taken into consideration). BNCOC graduate from a feeder MOS. Provide a hard (paper) copy of at least three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Enclose a written recommendation from a CW3-CW5 from within the applicant's organization who holds the WO MOS the applicant is applying for. In organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting maintenance unit can be substituted. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute. Applicants substituting civilian technical training and experience as construction equipment or power generation mechanics must provide documentation that supports their level of technical training and experience as mechanics comparable to that of a feeder MOS, BNCOC graduate.

MOS: 918D Electronic Missile Systems Maintenance Technician

Feeder MOS: 27E, 27M, 27T, 27X, 27Z, 35B, 35M and 35Y

Prerequisites: Be a SGT or above and six years experience in MOS 27E, 27M, 27T, 27X, 27Z, 35B, 35M, or 35Y. (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 915A will be taken into consideration).

BNCOC graduate from a feeder MOS. Provide a hard (paper) copy of at least three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS the applicant is applying for. In organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting maintenance unit can be substituted. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute.

MOS: 919A Engineer Equipment Repair Technician

Feeder MOS: 52D, 52X, 62B and 63B

Prerequisites: Be a SGT(P) (E5P) or above and six years field experience in MOS 62B or MOS 63B, 52D, 52X with at least one year experience in an engineer unit. (Recruiting, Drill Sergeant and other non-technical duties are not considered field experience) (USAR, Army National Guard: Civilian experience related to MOS 915A will be taken into consideration). BNCOC graduate from a feeder MOS. Provide a hard (paper) copy of three NCOERs which reflect recent outstanding and exceptional duty performance ratings in a maintenance supervisory capacity. Copy of three NCOERs must be provided even if already on service member's fiche. Enclose a written recommendation from a Warrant Officer from within the applicant's organization who holds the WO MOS the applicant is applying for. In organizations where no WO in the correct MOS is available, a letter of recommendation from a senior WO in the correct MOS from a supporting maintenance unit can be substituted.

MOS: 920A Property Accounting Technician

Feeder MOS: 92Y

Prerequisites: Be a SGT or above. Minimum of six years most recent experience in MOS 92Y BNCOC or ANCOG graduate in MOS 92Y. Have documented a minimum of two years experience of serving as a Property Book NCO or Property Book Officer (applicants not meeting this prerequisite must have other documentation indicating their knowledge and skills of property book accounting and management experience). Have documented a minimum of one-year successfully serving in a supervisory and/or leadership position. Provide a hard (paper) copy of three NCOER's, which reflect recent outstanding and exceptional duty performance ratings in MOS 92Y. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute. No waivers for the above prerequisites will be favorably considered.

MOS: 920B Supply Systems Technician

Feeder MOS: 92A

Prerequisites: Be a SGT or above. Minimum of six years most recent experience in MOS 92A. BNCOC graduate in MOS 92A. Have documented a minimum of two years experience in Material and Stock Control Accounting, plus one year of Warehouse Storage Operations. It is essential that each applicant have documented the formal stock record accounting experience in at least two of the following areas: Stock Control NCO, Material Accounting NCO, Class IX Commodity Manager, Item Manager or Functional Analyst. This entails working with stock record accounts at the COSCOM or Division Material Management Centers (MMC) or non divisional DSU/SSA. Have certified and documented training in at least one of the Army's several automated supply systems such as DS4, SAILS, or SARRS-O. Have documented a minimum of one-year successfully serving in a supervisory and/or

leadership position. Provide a hard (paper) copy of three NCOER's, which reflect recent outstanding and exceptional duty performance ratings in MOS 92A. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute. No waivers for the above prerequisites will be favorably considered. Applicants exceeding 12 years Active Federal Service (AFS) must be approved by HQDA.

MOS: 922A Food Service Technician

Feeder MOS: 92G

Prerequisites: Be a SGT or above. Minimum of six years most recent experience in MOS 92G/94B. Have completed BNCOC or ANCOG in MOS 92G or in the old MOS designation of 94B and have documented a minimum of one-year successfully serving in a supervisory and/or leadership position. Provide a hard (paper) copy of three NCOERs, which reflect recent outstanding and exceptional duty performance ratings in MOS 92G/94B. Have completed a minimum of six credit hours of college level English. (Successful completion of the English College Level Examination Program (CLEP) is the only acceptable substitute). Speech is not considered an English substitute. No waivers for the above prerequisites will be favorably considered. Applicants exceeding 12 years Active Federal Service (AFS) must be approved by HQDA.

APPENDIX B

PREDETERMINATION PACKET CHECKLIST FOR TECHNICAL WARRANT OFFICER APPLICANTS

- COMMANDER'S (UNIT/BN/BDE) RECOMMENDATION - MUST INCLUDE THE FOLLOWING CERTIFICATION:
"I CERTIFY THAT (NAME & RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS CONSISTING OF PUSH-UPS, SIT-UPS AND THE TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS)."
- CERTIFIED COPY OF DA FORM 2-1 (MUST BE CERTIFIED)
- RESUME (IAW NGR 600-101 - MUST BE DATED AND SIGNED)
- TRANSCRIPTS DOCUMENTING COMPLETION OF REQUIRED COLLEGE LEVEL COURSES AND COURSES SUPPORTING TRAINING RELATED TO THE APPLIED FOR MOS.
- OERs/NCOERs COVERING PERIOD OF FEEDER MOS AND LEADER EXPERIENCE REQUIRED BY THE MANDATORY PREREQUISITES
- DOCUMENTS LISTED ON THE WARRANT OFFICER HOMEPAGE REQUIRED BY THE PROPONENT (TRAINING/LEADERSHIP, CERTIFICATES, DA FORM 1059, NGB 22, DD 214)
- CIVILIAN DOCUMENTS WHICH SUPPORT TRAINING OR EXPERIENCE DIRECTLY RELATED TO THE WO MOS (TECHNICIAN PERFORMANCE EVALUATIONS, POSITION DESCRIPTIONS, LICENSES, OTHERS) .
- AWARDS AND DECORATIONS (PERFORMANCE RELATED)
- DA FORM 705 (THREE EVENT APFT) (ALTERNATE NOT AUTHORIZED)
- RECOMMENDATION FROM CW3-CW5 WHO HOLDS THE MOS
- DA FORM 5500/5501 (BODY FAT WORKSHEET -IF APPLICABLE)
- SECURITY CLEARANCE VERIFICATION STATEMENT

NOTE: REQUESTS FOR WAIVERS OTHER THAN FOR MANDATORY PREREQUISITES, 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.

APPENDIX C

SAMPLE RESUME FORMAT

NAME: First, Middle, Last
RANK: Sergeant
SSN: 999-99-9999

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

UNIT: HQ STARC, VaARNG
Street address
City, State, Zip
(Telephone number)

OBJECTIVE: To obtain an appointment as an ARNG warrant officer, in duty MOS 920A, Property Accounting Technician.

PERSONAL DATA:

Date of birth: 4 Nov 65
Height: 5' 11"
Weight: 183
Health: Excellent

Martial Status: Married
Dpendents: Three
MOS: P92Y2O

CIVILIAN EDUCATION:

Diploma, Fairfax County High School, Fairfax, VA

MILITARY EDUCATION:

BNCOC MOS 92Y
U.S. Army Quartermaster Center
Fort Lee, VA

Scope of training focused upon leadership and MOS training at the middle management level

PLDC
Ft Pickett, VA

Scope of training concentrated on leadership skills

Unit Supply Specialist Course
U.S. Army Quartermaster Center
Fort Lee, VA

Initial MOS training that taught basic skills of 92Y

MILITARY EXPERIENCE PERTINENT TO MOS 920A:

Jul 93 - Present
Property Book NCO
HQ STARC, VaARNG

Responsible for property accountability, administration of property book and maintain clothing records. Supervise two Supply Specialists

Jun 89 - Jun 93
Supply Sergeant
HHC 1st Bn 183d Inf

Responsible for maintenance of clothing records. Prepared supply documents for unit supply operation.

CIVILIAN EXPERIENCE PERTINENT TO 920A:

May 86 - May 89
Supply Coordinator
Wal-Mart

Process supply requests for ordering of merchandise, received supplies, accounted for stock and conducted inventories. Supervised 10 stock clerks.

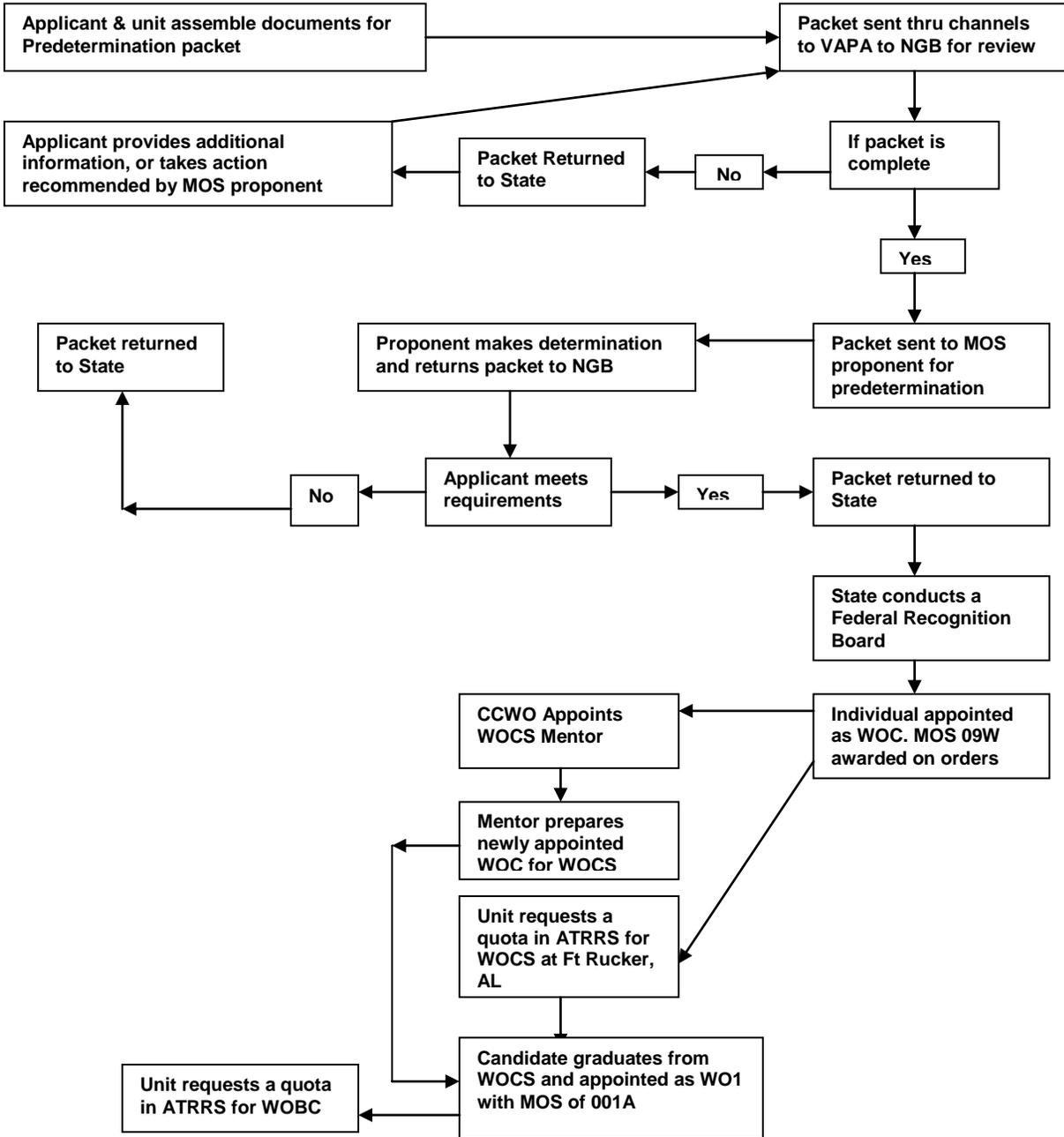
SUMMARY:

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

APPENDIX D

W.O.C.
**TECHNICAL WARRANT OFFICER
 APPLICATION PROCESS**



APPENDIX E

AVIATION WARRANT OFFICER CANDIDATE PROCESSING PROCEDURES

1. Initial Contact.

a. Initial contact with prospects is usually by telephone. A general review of course prerequisites, Warrant Officer Candidate School (WOCS), and Initial Entry Rotary Wing (IERW) Flight School can be shared with the prospect. Individuals will not be considered under the age of eighteen (18) and over the age of thirty (30). All prospects must not be older than 27.5 years at the time of application.

b. Before a State Aviation Officer interview is scheduled, the prospect must provide the following from his/her unit:

c. A DA Form 4187 (Overprint), signed by the unit commander verifying the following:

(1) Applicant is not under suspension of favorable personnel action as defined by AR 600-31.

(2) Applicant has not been eliminated, or resigned from a military sponsored flight course.

(3) Applicant possess or is eligible to apply for a secret military clearance.

(4) Applicant is under the age of 27.5 years.

(5) Applicant understands he/she will incur a six (6) year obligation to the Virginia Army National Guard after successful completion of flight training.

(6) Applicant has enough time remaining on his/her current enlistment to attend WOCS and IERW.

(7) Applicant has a score of 110 or higher on aptitude area of GT on ACB or ASVAB.

(8) Applicant is a high school graduate or equivalent.

(9) Applicant has completed Basic Training and Advanced Individual Training.

(10) Applicant is in good physical condition, no waivers or profiles, and has a current Army Physical Fitness Test on file with above average scores.

(11) A letter of recommendation from the applicant's unit commander stating that the prospect has the potential, determination, and motivation essential for successful completion of

WOCS and IERW schools. Further, an assurance that the applicant has no family, emotional, or financial problems that could have an adverse impact on his/her personal performance.

2. State Army Aviation Officer (SAAO) Interview.

a. In accordance with NGR 95-210, the SAAO is charged with the responsibility of accession of new aviators into the Virginia Army National Guard. After submitting the information as indicated above, the applicant will schedule an interview with the SAAO. During this interview, the SAAO will review the applicant's eligibility based on the information furnished. He will discuss all facets of Army Aviation to include the Federal and State missions, annual aviation performance requirements (ATP). The SAAO will determine the applicant's long range potential and what the probable return on training investment will be for the Virginia Army National Guard.

b. The SAAO will discuss the annual time commitment required by National Guard aviators to complete their aircrew training program (ATP) and determine if the applicant will be able to meet these additional performance requirements. The discussion will include UTAs, RAFTPs, and Additional Manday training. The overall interview will help the SAAO form an opinion of the applicant and determine if he/she has the qualities of leadership, desire, and motivation to become an Army Aviator.

3. Flight Aptitude Selection Test (FAST).

a. If the applicant meets the prerequisites and has been determined to possess the desired qualities of a Warrant Officer candidate, the SAAO will have the applicant schedule the FAST. The applicant will be informed of the time required to perform the test and be given a study guide before the test date.

b. A Test Control Officer (TCO) will administer the test in a quiet location where the applicant will not be distracted. The test should be graded upon completion and the score discussed with applicant by the SAAO or his representative.

4. Aeromedical Examination.

a. If the applicant successfully completes the FAST, he/she will be scheduled for a Class I Medical Flight Examination. The physical will be in two parts with the first part taken at the Army Aviation Support Facility (AASF) Medical Exam Station and the second part taken at the Fort Lee Clinic, Fort Lee, Virginia. AASF operations will schedule the medical examinations in accordance with AASF policy and procedure.

b. Upon completion of the Flight Medical Examination, the physical packet will be sent to Aviation Aeromedical Center, Fort Rucker, Alabama. The physical must be approved and stamped by the Aeromedical Center before the applicant is considered medically qualified for flight training.

5. **Security Clearance.** At this point in the application process, the prospect will be instructed to apply for a SECRET Security Clearance through his/her unit. They must submit an EPSQ SF86 as soon as possible. This is a lengthy process and must be submitted and the case opened before the individual can be submitted for Federal Recognition Board (FRB) action. The AASF Accessions Officer will monitor the progress of the EPSQ 86 process with the applicant's unit to insure timely submission and progression.

6. **Aviation Review Board.**

a. After the applicant has completed his interview, FAST, and Flight Medical Exam, he/she will be scheduled to meet before an Aviation Review Board (ARB). The ARB will be composed of a minimum of three personnel, either Officers or Warrant Officers. One senior Warrant Officer is required to sit on the board. The ARB will make a final determination of the applicant's potential to become an Army Aviator. The ARB will review the applicant's records and exam results. They will interview the applicant and determine the applicant's desire and motivation to perform as a Warrant Officer Candidate and become a Warrant Officer Aviator.

b. The ARB will resolve any conflicts, omissions, or questions concerning the prospect's application. After the interview process, the ARB will recommend an order of merit listing if there are more candidates than IERW quotas available. The ARB's recommendations will be submitted to the SAAO for final determination. All recommendations for disqualification will be fully documented with the reason(s) for disqualification.

c. The SAAO will advise each applicant, in writing, of the ARB results and advise the successful applicant's of their scheduled appearance before the Federal Recognition Board (FRB)

7. **Federal Recognition Board.**

a. The Federal Recognition Board (FRB) will determine if the applicant meets all the federal requirements to be appointed as a federally recognized Warrant Officer. The applicant will be scheduled to appear before the next available FRB in accordance with ACofS Personnel procedures. FRB's are normally scheduled monthly with the requirement to submit the applicant's packet Thirty (30) days in advance.

b. The applicant's unit is charged with preparing the FRB packet and submitting it through channels to the ACofS Personnel. Appendix B, NGR 600-101 will be used as the checklist for required packet items. The SAAO's Accession's Officer will monitor the progress and timely submission of the FRB packet through channels.

c. Before the applicant appears before the FRB, he/she should be mentored on appearance, military bearing, conduct, courtesy, and probable questions. The results of the FRB are usually discussed with the applicant after the Board's deliberation.

8. Final SAAO Interview and Acceptance.

a. Each applicant will be notified in writing of his or her acceptance or non-acceptance to the Warrant Officer IERW Program. They will schedule a final interview with the SAAO for an official acceptance to attend WOCS and IERW. Individual six (6) year obligations will be reviewed and documented at this time.

b. Concurrently, a pre-execution checklist will be initiated by the individual's unit to ensure the candidate has all required records required by the WOCS program. Orders will be discussed in regard to pay and allowances and report time and location. The unit should insure the candidate has received the school's acceptance package or is directed to the appropriate school web-site for more information.

DA Form 4187

Overprint

APPENDIX F

INFORMATION FOR WARRANT OFFICER CANDIDATE SCHOOL STUDENTS

The Warrant Officer Candidate School (WOCS) is one of the most challenging and demanding courses you will ever take. The purpose of the school is to evaluate your leadership potential and determine if you have the qualities, traits, leadership and attributes to become a warrant officer. The school creates a stressful environment and evaluates your qualities of self-discipline, attention to detail and time management. Your TAC is your evaluator, teacher, and guide throughout the entire course.

You should plan to arrive at WOCS no less than three to four days prior to the start date of your WOCS class. This time is important to your success as a Candidate and allows you an opportunity to prepare for the rigors of the upcoming class. During this time you will have time to mark all of your equipment and clothing according to WOCS standards, and have an opportunity to purchase any items that you may need for the class. Prior to arrival you should resolve all family, financial, and personal affairs. You will need to keep your focus on the task ahead and not be worried about things outside of the school. Your arrival at WOCS should find you mentally and physically ready to train, and prepared to give 110% effort.

The physical portion of WOCS is demanding and requires you to be in good condition when you report. During your first few days of WOCS you will be required to take an APFT and achieve a minimum score of 180 points, with 60 points per event. Alternate events are not allowed and if you are unable to take the standard three event APFT you are not authorized to attend WOCS. Achieving a minimum score on the APFT will be good enough to pass the test, but may not be sufficient to get you through the course.

Prior to reporting to WOCS you will receive an orientation pamphlet and welcome letter from the school. You should study this material carefully to ensure that you understand the requirements of the school and what to expect upon arrival. The packet will contain a course overview, mailing address, clothing inventory requirements, required additional items, authorized additional items and a list of unauthorized items.

Upon arrival ensure you present a neat, professional appearance, a fresh haircut and a sharp uniform. You should report in Class A uniform (do not remove enlisted rank) with your DA 201 file and health/dental records. You will be issued a "WOC Guide" upon your arrival at WOCS. This guide is your "bible". You need to study this guide, pay close attention to the information in it, and learn the things you need to know, such as the "greeting of the day", the honor code and all administrative requirements.

You have the opportunity to become part of a group of officers with a long and distinct history! Make the most of this opportunity to become part of "THE QUIET PROFESSIONALS".

APPENDIX G

VIRGINIA ARMY NATIONAL GUARD WARRANT OFFICER MENTOR GUIDE



The Warrant Officer mentor will share with each new Warrant Officer Candidate their experience, and knowledge, and serve as a role model. A good mentor will ensure that the soldier can reach their full potential. The mentor will cover the following points with the warrant officer candidate to provide a solid base for the future.

1. Conduct an initial interview and discuss WOCS.
2. Discuss the following aspects:
 - a. Physical fitness training.
 - (1) Training to the Army standard.
 - (2) FM 21-20, Physical Fitness
 - (3) Proper eating and dietary habits
 - b. Preparation for WOCS:
 - (1) WOCS general information
 - (2) Personal affairs
 - (3) Wear and appearance of uniform and insignias
 - (4) FM 22-5, Drill and Ceremonies
 - c. Leadership training and counseling:
 - (1) FM 22-100 Army Leadership
 - (2) History of the Warrant Officer
 - d. Communicative skills:
 - (1) Army writing style, AR 25-20, Chapter 1 Section IV
 - (2) Oral communications/briefings FM 101-5, Appendix C, Military Briefings and Conferences

e. Warrant Officer Management:

- (1) NGR 600-101, Warrant Officer Federal Recognition and Related Personnel Actions
- (2) DA Pam 600-11, Warrant Officer Professional Development
- (3) DA Pam 611-21, Military Occupational Classification and Structure, Chapter 6

f. State Points of Contact:

- (1) Mentor: _____
- (2) Command Chief Warrant Officer: CW5 Tommy G. Shumaker, (434) 298-6145