

**Federal Recognition (Fed Rec) for Appointment as Warrant Officer (WO) Process: To process Officer/Enlisted to WO**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Initiate transition from Officer to WO or Enlisted to Warrant Officer Candidate (WOC)	Soldier indicates desire and Commander provides recommendation to transition from Officer to WO or Enlisted to WOC through their Chain of Command (CoC).	USAREC Website WO Handbook	Commander's Recommendation		Refer to USAREC website or WO Handbook for qualifications.
2	Verify position availability and create Predetermination Packet (PDP)	CoC and State reviews Unit Manning Report (UMR) to verify paragraph and line availability. Warrant Officer Strength Manager (WOSM) uses the WO MOS List to create the PDP to include Command Chief Warrant Officer (CCWO) Predetermination Memo and the Endorsement Letter and sends to MOS proponent.	MOS Specific Criteria Warrant Officer MOS List	Command Chief Warrant Officer (CCWO) Predetermination Memo  Endorsement Letter (different for each Soldier) by Battalion Command level	FMS Web RCAS	Unit reviews UMR in RCAS and FMS Web to validate authorization of position.
3	WOC predetermination eligible for Military Occupation Specialty Qualification (MOSQ)?	MOS Proponent determines and validates candidates' eligibility and requirements for the particular MOSQ. If the candidate is not qualified, then MOS is not an option. If candidate is qualified, MOS Proponent determines if candidate is eligible for a WOBC (Warrant Officer Basic Course) waiver. The WOC has up to two years to utilize the CCWO Predetermination Memo and complete WOBC.	DA PAM 600-3 DA PAM 611-21 NGR 600-101 State/Territory specific guidance Virtual Armory	CCWO Predetermination Memo		
4	Counsel Soldier on other opportunities	State CoC utilizes CCWO Predetermination Memo to counsel WOC on other available MOS or commissioning opportunities.	NGR 600-100 NGR 600-101	CCWO Predetermination Memo		Process varies by State.

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5	Prepare Appointment Packet	CCWO, State OPM/WOSM, CoC, and WOC prepares Appointment Packet, in accordance with NGR 600-101 and current policy guidance, utilizing MOS Specific criteria, State/Territory specific guidance, and WO MOS List.	MOS Specific criteria NGR 600-101 State/Territory specific guidance Warrant Officer MOS List			Process varies by State.
6	Waiver required?	ARNG-HRH-P WO Policy Branch reviews WO qualifications to determine if a waiver is necessary for continuation in the process. If ARNG-HRH-P WO Policy Branch grants waiver, Appointment Packet continues. Otherwise, process ends.				
7	Prepare Waiver Packet	State, CoC, and WOC may petition for the issuance of waivers in response to Medical, Legal, Moral, or Regulatory nonqualifications. Waiver Packet includes: request from Soldier's Commander and TAG/G1 Endorsement.	NGR 600-101, Chapter 2	Waiver Packet		
8	Grant Waiver?	ARNG-HRH-P WO Policy Branch reviews WO qualifications to determine if a waiver can be granted. If ARNG-HRH-P WO Policy Branch grants waiver, Appointment Packet continues. Otherwise, process ends.				

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9	Perform Fed Rec Board (FRB) and complete NGB Form 89	State Senior Army Advisor (SRAAG) performs FRB to determine if WO is to receive appointment. If appointment approved, State G1 completes NGB Form 89 (Proceedings of a Federal Recognition Examining Board (ARNG)).	NGR 600-101	Board MOI  FRB Appointment Memo (Appoints Board Members)  NGB Form 89		
10	Approve appointment?	State approves or denies WOC appointment. If approved, process continues. Otherwise, State CoC notifies WOC and process ends.				
11	Receive notification of non-appointment	If appointment denied, WOC receives notification from State CoC.				
12	Officer or Enlisted?	Enlisted proceeds with WOCS. Officer continues process to State appointment orders.				
13	Publish State Orders for WOC (State Order System)	State G1 publishes WOC appointment orders and awards MOS 09W. If the Soldier's rank is less than E5, MOS/promotion orders are only effective on travel day to WOCS.	AR 600-8-19  NGR 600-101		State Order System	
14	Register and approve WOC for WOCS (ATRRS)	Unit registers WOC for WOCS using the Army Training Requirements and Resource System (ATRRS) and State G3 approves application.			ATRRS	
15	Complete WOCS?	If WOC graduates, continue with process to appointment. WOCs who fail to graduate will be counseled.				
16	Counsel Soldier	Unit CoC counsels Soldier. CoC determines whether WOC is be allowed to return to the course for completion based on the reason for disenrollment.				

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17	Receive Certificate of Completion (iPERMS)	WOC receives Certificate of Completion after completing WOCS. Certificate of Completion is uploaded to the Soldier's record in the Personnel Electronic Records Management System (iPERMS).		Certificate of Completion	iPERMS	
18	Accept appointment or Certificate of Eligibility (COE)?	WOC has the option to accept the appointment and continue the process to be appointed as a WO or accept the COE and defer appointment until a later date returning to Enlisted status (previous held grade and MOS).				
19	Receive COE	WOC receives COE and has two years to accept appointment as a WO1. COE is uploaded into the Soldier's record in iPERMS.	NGR 600-101	Certificate of Eligibility	iPERMS	
20	Publish State discharge and appointment orders and upload Appointment Packet (iPERMS, SIDPERS)	G1 publishes State discharge and Appointment Orders. G1 uploads Appointment Packet to Soldier's file in iPERMS and into Standard Installation and Division Personnel Reporting System (SIDPERS) where orders are distributed.	NGR 25-1 NGR 600-101 NGR 600-200	Appointment Packet	iPERMS SIDPERS	
21	Refine and submit Appointment Packet (Fed Rec System)	State OPM refines Appointment Packet. State G1 submits Appointment Packet electronically to HRP-R Fed Rec Section via Fed Rec System.		Appointment Packet	Fed Rec System	
22	Validate Fed Rec history (Fed Rec System)	HRP-R Fed Rec Section reviews Fed Rec history to validate that WO's Appointment Packet has been completed and loaded to Fed Rec System.		Appointment Packet	Fed Rec System	

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23	Complete Fed Rec history?	If Appointment Packet is complete and loaded, HRP-R Fed Rec Section continues Fed Rec review process. If not complete or loaded, HRP-R Fed Rec Section sends the Appointment Packet back to the State OPM via the Fed Rec System for completion.		Appointment Packet	Fed Rec System	
24	Complete Appointment Packet?	Once Appointment Packet history is verified, HRP-R Fed Rec Section reviews State Appointment Packet in the Fed Rec System to ensure that it is complete the qualifications in NGR 600-101 are met. If Appointment Packet is not complete, sends notification for corrections. If Appointment Packet is complete, the process continues.	NGR 600-101	Appointment Packet	Fed Rec System	
25	Send notification for corrections (Fed Rec System)	HRP-R Fed Rec Section emails State OPM via Fed Rec System to request correction of issues in Appointment Packet.		Appointment Packet	Fed Rec System	
26	Correct issue and return to analyst (Fed Rec System)	State OPM corrects error and submits corrected documents. State OPM emails HRP-R Fed Rec Section indicating Appointment Packet has been modified via Fed Rec System.		Appointment Packet		
27	Enter appointment effective date (Fed Rec System)	Fed Rec Section HR Specialist enters appointment effective date into the Fed Rec System.			Fed Rec System	
28	Publish Federal Recognition Orders (Fed Rec System)	Once complete, HRP-R Fed Rec Administrative Section publishes Federal Recognized Appointment Orders in Fed Rec System. Once published, HRP-R Fed Rec Section distributes orders.		Fed Rec Appointment Orders	Fed Rec System	

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29	Receive and distribute Federal Recognition Orders (Fed Rec System)	State OPM validates and distributes Federal Recognition Orders to the CoC via Fed Rec System.		Fed Rec Appointment Orders	Fed Rec System	