

**Federal Recognition (Fed Rec) of Warrant Officer (WO) Military Occupational Specialty (MOS) Redesignation Process: To process WO MOS redesignation**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Initiate MOS redesignation	WO, Unit CoC, or State may initiate MOS redesignation by completing a Soldier MOS Redesignation Memo. A MOS redesignation may be requested for the following: technician compatibility, medical profile, unit reorganization, and/or alignment with career progression.	AR 40-501 AR 95-1 NGR 600-101	Soldier MOS Redesignation Memo		
2	Aviation or technical MOS change?	State determines the path to follow for redesignation of the WO based upon current WO MOS.	DA PAM 611-21 NGR 600-101			
3	Create Predetermination Packet (PDP)	WO, Unit CoC, or State creates predetermination packet utilizing HRH checklist. State OPM/CCWO contact MOS proponent to verify content of PDP. The PDP should include: CCWO Endorsement Letter, Previous WOES Evaluations (including OERs and DA Form 1059, and ORB/DA Form 2-1).	AR 600-8-104, Chapter 5 HRH website checklist	CCWO Endorsement Letter  Previous WOES Evaluations (Including OERs and DA Form 1059)  ORB/DA Form 2-1		Content of packet will vary depending upon MOS Proponent requirements and preferences.
4	Validate predetermination of WO eligibility for Military Occupational Specialty Qualified?	MOS Proponent reviews predetermination packet to determine eligibility for Military Occupational Specialty Qualified (MOSQ) based on the MOS Specific Criteria and WO MOS List. If education eligibility is met, then continue with process. If education eligibility is not met, then educational stipulations are imposed on the WO.	MOS Specific criteria  Warrant Officer MOS List			

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5	Impose educational stipulations if Proponent determines WO is not fully qualified	If further education is required, the MOS Proponent will provide Educational Stipulation Memo, which includes all additional training requirements for qualification for desired MOSQ.		Educational Stipulation Memo		
6	Complete educational stipulations (ATRRS)	WO utilizes the Army Training Requirements and Resources System (ATRRS) to register for necessary education courses/training and completes additional training or educational requirements stated in the Educational Stipulation Memo.		Educational Stipulation Memo	ATRRS	
7	Prepare Redesignation Packet	State OPM, Unit, WO, and Command Chief Warrant Officer (CCWO) create Redesignation Packet to contain: proponent memo and all educational requirement documentation.		Redesignation Packet		Must meet mobilization requirements.
8	Perform Fed Rec Board (FRB) and complete NGB Form 89	State examines Redesignation Packet and makes determination regarding redesignation utilizing State/Territory specific guidance. NGB Form 89 is completed to capture the result of the FRB.	State/Territory specific guidance	Redesignation Packet  NGB Form 89		
9	Publish State MOS Orders (State Order System)	State publishes State MOS orders.			State Order System	
10	Submit Packet (Fed Rec System)	State OPM submits packet to Fed Rec Analyst using Fed Rec System.		Redesignation Packet	Fed Rec System	
11	Validate Fed Rec history (Fed Rec System)	HRP-R Fed Rec Section reviews Fed Rec history to determine if: 1) Soldier's Redesignation Packet has been completed and 2) Federal Recognition MOS Orders have not already been published.		Redesignation Packet	Fed Rec System	
12	Complete Redesignation/MOS Packet?	If complete, continue process. If incomplete, initiate error correction.		Redesignation Packet		
13	Send notification for corrections (Fed Rec System)	HRP-R Fed Rec Section notifies State OPM to request corrections of issues.		Redesignation Packet	Fed Rec System	

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14	Correct issue and return to analyst (Fed Rec System)	State OPM corrects error and submits corrected documents. State OPM notifies HRP-R Fed Rec Section indicating Redesignation Packet has been modified.		Redesignation Packet	Fed Rec System	
15	Enter Redesignation effective date (Fed Rec System)	HRP-R Fed Rec Section HR Specialist enters Redesignation Packet effective date into the Fed Rec System.			Fed Rec System	
16	Publish Federal Recognition Orders (Fed Rec System)	Once complete, HRP-R Fed Rec Administrative Section publishes Federal Recognition MOS Redesignation Orders in Fed Rec System.		Fed Rec Order	Fed Rec System	
17	Receive and distribute Federal Recognition Orders (SIDPERS)	State OPM validates and distributes Federal Recognition Orders to the CoC. The Standard Installation and Division Personnel Reporting System (SIDPERS) completes several transactions/validations to include; MOS, MLED, DPOS, and specialties for aviation (AERO rating and iPAY).		Fed Rec Order	SIDPERS	
18	Determine WO educational eligibility for MOSQ?	State Aviation Officer (SAO) reviews predetermination packet to determine eligibility for MOSQ.				
19	Impose educational stipulations	If further education is required, SAO provides educational stipulation memo, which includes all additional training requirements for qualification for desired MOSQ.				
20	Complete educational stipulations (ATRRS)	WO registers for educational courses/training in ATRRS and completes additional aviation training or educational requirements required by educational stipulation memo.			ATRRS	
21	Prepare MOS Packet	State OPM, Unit, WO, and CCWO create aviation MOS packet to contain the DA Form 1059.		DA Form 1059		