

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

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Attend and graduate Warrant Officer Basic Course (WOBC) or receive constructive credit	WO attends and graduates WOBC. Upon graduation, WO receives DA Form 1059 (Service School Academic Evaluation Report) to indicate successful completion of course. WO provides DA Form 1059 or Constructive Credit Memo to State OPM.		Constructive Credit Memo DA Form 1059		
2	Upload DA Form 1059 or Constructive Credit Memo (iPERMS)	State OPM uploads the Soldier's DA Form 1059 or Constructive Credit Memo to Interactive Personnel Electronic Records Management System (iPERMS).		Constructive Credit Memo DA Form 1059	iPERMS	
3	Prepare Initial MOS Packet	WO works with Unit and State OPM to prepare Initial MOS Packet.		DA Form 1059		
4	Submit Initial MOS Packet (Fed Rec System)	State OPM refines Initial MOS Packet. State G1 submits Initial MOS Packet electronically to HRP-R Fed Rec Section via Fed Rec System.		DA Form 1059 NGB Form 89 State Orders	Fed Rec System	
5	Validate Fed Rec history (Fed Rec System)	HRP-R Fed Rec Section reviews Fed Rec history to determine if: 1) Soldier's Initial MOS Packet has been completed and loaded to Fed Rec System and 2) Federal Recognition MOS Orders have not already been published.		Initial MOS Packet	Fed Rec System	
6	Complete Fed Rec history?	If complete, continue process. If incomplete, initiate error correction.				
7	Send notification for corrections (Fed Rec System)	HRP-R Fed Rec Section notifies State OPM to request correction of issues via Fed Rec System.		Initial MOS Packet	Fed Rec System	

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8	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 initial MOS Packet has been modified via Fed Rec System.		Initial MOS Packet	Fed Rec System	
9	Enter Initial MOS effective date (Fed Rec System)	HRP-R Fed Rec Section HR Specialist enters Initial MOS effective date into the Fed Rec System.			Fed Rec System	
10	Publish Federal Recognition Orders (Fed Rec System)	Once complete, HRP-R Fed Rec Administrative Section publishes Federal Recognition initial MOS Orders in Fed Rec System.			Fed Rec System	
11	Distribute Federal Recognition Orders	Once published, HRP-R Fed Rec Section distributes orders.				Process varies by State.
12	Receive and distribute Federal Recognition Orders (SIDPERS)	State OPM validates and distributes Federal Recognition Orders to the Chain of Command. The Standard Installation and Division Personnel Reporting System (SIDPERS) system completes several transactions/validations to include; MOS, MLED, DPOS, and specialties for aviation (AERO rating and iPAY).			SIDPERS	