



# **ARMY NATIONAL GUARD G1**

**PERSONNEL GATEWAY**

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

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

### **Point of Contact**

**Division:** Personnel Division (ARNG-HRP)

### **Description**

New Warrant Officers, upon completion of Warrant Officer Basic Course (WOBC), will work with their State Office Personnel Management (OPM) to prepare and submit an initial MOS Packet to ARNG-HRH-R Fed Rec Section to obtain Federal Recognition. This process applies to those Warrant Officers who have not had Federal Recognition MOS Orders published.

### **Regulations and Supporting Resources**

[NGR 600-101, Warrant Officers – Federal Recognition and Related Personnel Actions](#)

### **Documents and Forms**

Constructive Credit Memo

[DA Form 1059, Service School Academic Evaluation Report](#)

Initial MOS Packet

[NGB Form 89, Proceedings of a Federal Recognition Examining Board \(ARNG\)](#)

### **Related Processes**

N/A

## **Systems**

### Federal Recognition (Fed Rec) Management System

The Federal Recognition Management System provides status and progress against all actions involved with officer promotions, branch transfers, name changes, interstate transfers, reserve transfers and withdrawal of Fed Rec requests. This information is used by commanders, Soldiers, and HR Professionals to determine eligibility and qualification for HR processes such as promotions. Fed Rec orders are processed based on State requests. The Fed Rec section at NGB serves as the ARNG POC and subject matter expert for inquires pertaining to Federal Recognition matters.

### [Interactive Personnel Electronic Records Management System \(iPERMS\)](#)

iPERMS is a system used by Soldiers and HR professionals to maintain a secure (PKI) static record of a Soldiers OMPF. These records are accessed to show proof of medical, promotion, and award history for Soldiers which can be used Soldiers in furthering their service and career. It provides web-based access with a unified user interface that provides encrypted, end-to-end, secure, remote access to, input to, and retrieval of, documents from a Soldier's Official Military Personnel File (OMPF) and DA photo. iPERMS requires Internet Explorer 5.0 or above or Netscape 4.7 or above, though Microsoft Internet Explorer (IE) 6.0 or above is the preferred browser. Cookies and JavaScript should both be enabled in order to access iPERMS.

### [Standard Installation / Division Personnel System \(SIDPERS\)](#)

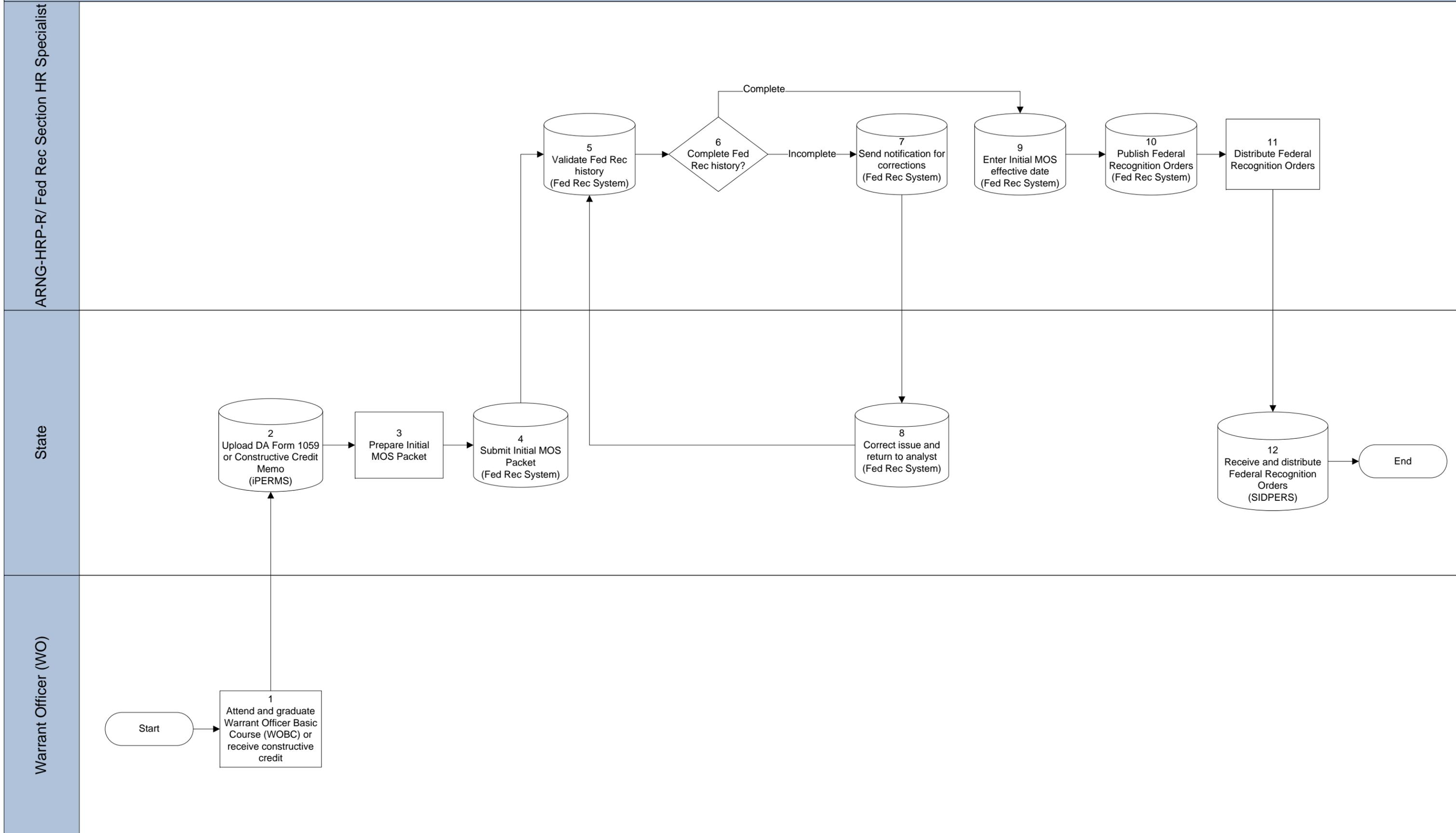
SIDPERS is a multi-command personnel management information system. SIDPERS supports the areas of strength accounting, personnel management, information retrieval, and external interfaces.

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Federal Recognition (Fed Rec) of Initial Warrant Officer (WO) Military Occupational Specialty (MOS) Process:  
 To process Initial WO MOS  
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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



**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	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
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	