

Federal Recognition (Fed Rec) of Warrant Officer Promotions Process: To process Warrant Officer (CW2-CW5) promotions

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Monitor promotion criteria	<p>Warrant Officer (WO) monitors promotion time in grade (TIG) and military education criteria.</p> <p>Promotion to:</p> <ul style="list-style-type: none"> - CW2 requires minimum two years TIG as W1 or SFC with two years TIG upon completion of Warrant Officer Basic Course (WOBC) - CW3 requires minimum of four years TIG if in W3 or W4 position or five years TIG in W2 position - CW4 requires minimum of five years TIG if in W4 position or six years TIG in W2 or W3 position - CW5 requires five years TIG as W4 and must occupy CW5 position <p>For consideration for promotion all CW3-CW5 promotion candidates must be fully nine digit MOS qualified.</p>	<p>DA PAM 611-21</p> <p>PPOM 07-025</p> <p>PPOM 07-026</p> <p>NGR 600-101, Chapter 7</p>			<p>Some States require CW5 to be selected by State Promotion Board.</p>

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2	Register for school (ATRRS)	<p>When eligible, WO works with Unit to register WO for military education course in the Army Training Requirements and Resources System (ATRRS).</p> <p>Promotion to:</p> <ul style="list-style-type: none"> - CW2 requires Branch WOBC (should go immediately after Warrant Officer Candidate School (WOCS), if possible) - CW3 requires Branch Warrant Officer Advanced Course (WOAC) (CW2 must have two years TIG to attend) - CW4 requires Warrant Officer Staff Course (WOSC) (CW3 must have four years TIG to attend) - CW5 requires Warrant Officer Senior Staff Course (WOSSC) (CW4 must have four years TIG, be in a W5 slot and CCWO concurrence to attend) 	NGR 600-101, Chapter 7		ATRRS	
3	Attend and graduate school	WO attends and graduates military education. Upon graduation, WO receives DA Form 1059 (Service School Academic Evaluation Report) to indicate successful completion of course. WO provides DA Form 1059 to Unit.		DA Form 1059		
4	Upload DA Form 1059 (iPERMS)	Unit uploads the WO's DA Form 1059 (Service School Academic Evaluation Report) to Interactive Personnel Electronic Records Management System (iPERMS).		DA Form 1059	iPERMS	
5	Waiver required?	Unit reviews WO qualifications in NGR 600-101 to determine if a waiver is necessary for continuation in the process.	NGR 600-101			Examples of waivers include: Time in Grade, Medical, and Position.
6	Prepare Waiver Packet	Unit and WO prepare Waiver Packet.		Waiver Packet		
7	Process waiver	State OPM obtains State G1's signature and submits to ARNG-HRH WO Policy Branch.		Waiver Packet		

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8	Grant waiver?	If ARNG-HRH WO Policy Branch grants waiver using Wavier Determination Memo and NGR 600-101 to begin building Promotion Packet continues. Otherwise, process ends.	NGR 600-101	Promotion Packet		
9	Prepare Promotion Packet	Unit prepares Promotion Packet utilizing ARNG-HRH-P Policy Memo and NGR 600-101 to include Unit Commander recommendation memo.	ARNG-HRH-P Policy Memo NGR 600-101	Promotion Packet		States may have their own checklists to prepare the packets based on regulation guidance.
10	Receive and process Promotion Packet	State OPM prepares Promotion Packet utilizing FRB MOI and NGR 600-101.	FRB MOI NGR 600-101			Process varies by State.
11	Promotion Packet meet standards?	State OPM verifies that Promotion Packet meets the standards outlined in NGR 600-101 to conduct Fed Rec Board (FRB).	NGR 600-101			
12	Perform Fed Rec Promotion Board and sign NGB Form 89	State Senior Army Advisor Guard (SRAAG) completes Fed Rec Promotion Board and signs NGB Form 89.		NGB Form 89		
13	Approve promotion?	State SRAAG Fed Rec Promotion Board approves or denies WO's promotion. If promotion is approved, process continues. If promotion is denied, WOC receives notification of non-promote.				
14	Receive notification of non-promote	If promotion denied, CoC receives notification on NGB Form 89 of non-promote from State G1.		NGB Form 89		
15	Publish State Promotion Orders (State Order System)	State G1 publishes State Promotion Orders in State Order System and adds to Promotion Packet.		Promotion Packet	State Order System	

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16	Refine and submit Promotion Packet (Fed Rec System)	State OPM refines Promotion Packet IAW packet checklist in Fed Rec System. State OPM submits Promotion Packet electronically to ARNG-HRH Fed Rec Section via Fed Rec System.		DA PAM 611-21 Promotion Packet	Fed Rec System	
17	Validate Fed Rec history (Fed Rec System)	ARNG-HRH Fed Rec Section reviews Fed Rec history to determine that WO's Promotion Packet has been completed and loaded to Fed Rec System.		Promotion Packet	Fed Rec System	
18	Complete Fed Rec history?	If correct, ARNG-HRH Fed Rec Section continues Fed Rec review process IAW NGR 600-101. If not correct, ARNG-HRH Fed Rec Section notifies State OPM for information request.	NGR 600-101	Promotion Packet		
19	Send Fed Rec information request or notification (Fed Rec System)	If Fed Rec information is not correct and/or Promotion Packet is not complete, ARNG-HRH Fed Rec Section notifies State OPM to request completion of Promotion Packet via Fed Rec System.		Promotion Packet	Fed Rec System	
20	Correct Fed Rec history (Fed Rec System)	State OPM submits corrected document(s) of Promotion Packet. Once submitted, State OPM notifies ARNG-HRH Fed Rec Section indicating Promotion Packet has been modified via Fed Rec System.		Promotion Packet	Fed Rec System	
21	Validate Promotion Packet (Fed Rec System)	Once Promotion Packet history is verified, ARNG-HRH Fed Rec Section validates Promotion Packet.		Promotion Packet	Fed Rec System	Unit Vacancy is checked on FMS Web at this point.
22	Complete Promotion Packet?	If correct, ARNG-HRH Fed Rec Section continues Fed Rec review process. If not correct, ARNG-HRH Fed Rec Section notifies State OPM for information request.		Promotion Packet		

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23	Send information request or notification (Fed Rec System)	If not correct, ARNG-HRH Fed Rec Section notifies State OPM via Fed Rec System to request that State Promotion Packet is corrected.		Promotion Packet	Fed Rec System	
24	Correct Promotion Packet (Fed Rec System)	State OPM corrects Promotion Packet error or issue and resubmits Fed Rec Packet. Once resubmitted, Fed Rec System notifies ARNG-HRH Fed Rec Section indicating Promotion Packet has been modified via Fed Rec System.		Promotion Packet	Fed Rec System	
25	Promote to CW4 or CW5?	ARNG-HRH Fed Rec Section determines whether candidate is eligible for CW4 or CW5 promotion using ARNG-HRH Policy Memo and NGR 600-101. If yes, this must be validated by ARNG-HRH according to policy. If no, process continues.	ARNG-HRH-P Policy Memo NGR 600-101	Promotion Packet		
26	Forward military education and position (Fed Rec System, FMS Web)	If the promotion is to CW4 or CW5, ARNG-HRH Fed Rec Section emails via Fed Rec System to ARNG-HRH WO Policy Branch via Force Management System (FMS Web) to validate military education and that position exists.		Promotion Packet	Fed Rec System FMS Web	
27	Validate military education and position (FMS Web)	ARNG-HRH-P WO Policy Branch validates military education IAW ARNG-HRH-P Policy Memo and NGR 600-101 and emails ARNG-HRH Fed Rec Section the results via FMS Web.	ARNG-HRH-P Policy Memo NGR 600-101	Promotion Packet	FMS Web	
28	Valid military education and position?	If military education and position are valid, ARNG-HRH Fed Rec Section continues to process Promotion Packet. Otherwise, the process ends.		Promotion Packet		
29	Send Fed Rec notification and stop packet (Fed Rec System)	If the military education or position is invalid, ARNG-HRH Fed Rec Section removes Promotion Packet and sends a message via the Fed Rec System to stop packet.		Promotion Packet	Fed Rec System	

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30	Enter promotion effective date (Fed Rec System)	If the military education and position is valid, ARNG-HRH Fed Rec Section enters the effective promotion date in the Fed Rec System.			Fed Rec System	
31	Review Promotion Packet (Fed Rec System)	ARNG-HRH Fed Rec Administrative Section reviews the Promotion Packet in the Fed Rec System to ensure that the Federal Recognition Orders are accurate.			Fed Rec System	
32	Complete Promotion Packet?	ARNG-HRH Fed Rec Administrative Section determines whether Promotion Packet is complete. If complete, process continues. If not complete, ARNG-HRH Fed Rec Administrative Section requests that ARNG-HRH Fed Rec Section makes adjustments.				
33	Correct Promotion Packet (Fed Rec System)	If not complete or correct, ARNG-HRH Fed Rec Section corrects Promotion Packet and re-submits via Fed Rec System.			Fed Rec System	
34	Publish Federal Recognition Orders (Fed Rec System)	Once complete, ARNG-HRH Fed Rec Administrative Section publishes Federal Recognition Promotion Orders in Fed Rec System. Once published, ARNG-HRH distributes orders to pre-selected State contacts via Fed Rec System.			Fed Rec System	Process varies by State.
35	Receive and distribute Federal Recognition Orders (SIDPERS)	State OPM reviews Federal Recognition Orders and distributes via Standard Installation / Division Personnel Reporting System (SIDPERS).			SIDPERS	Distribution and further actions depend on State policy and Soldier status.
36	Receive Federal Recognition Orders	Unit receives Federal Recognition Orders from State OPM.				Depending upon Soldier's status and local SOP, Unit executes promotion ceremony.