



## NATIONAL GUARD BUREAU

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ARNG-HRH

30 JUN 2011

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Applications for Appointment as Warrant Officers by Commissioned Officers Approaching Mandatory Removal Date (MRD) (ARNG-HRH Policy Memorandum #11-026)

1. References:

a. NGR 600-101 Warrant Officer Federal Recognition and Related Personnel Actions, dtd 1 Oct 1996.

b. NGR 600-101 Warrant Officer Federal Recognition and Related Personnel Actions, dtd 1 Oct 2006.

c. ARNG-ARH Policy Memo #10-054, Applications for Appointment as Warrant Officers by Commissioned Officers Approaching Mandatory Removal Date (MRD), dtd 27 Sep 2010.

2. Purpose: This memorandum provides new policy guidance outlining the requirements for commissioned officers seeking appointment as warrant officers who are less than one year from their MRD. This memorandum supersedes reference 1c, ARNG-ARH Policy Memorandum #10-054. This policy is effective within 60 days of the date of this memorandum.

3. Policy: It has become apparent that early implementation of the 1-year deadline found in reference 1b has caused significant confusion and inconvenience in the field. The policy at reference 1c was modified to allow for the submission of applications less than 12 months from the applicant officer's MRD.

4. Until the revised version of NGR 600-101 is published, ARNG-HRH will continue to accept appointment packets from commissioned officers seeking appointment to warrant officer within 12 months of MRD, provided that each of the following conditions is met:

a. The policy at reference 1c stated the completed appointment packet must reach ARNG-HRH not later than 30 days prior to the officer's MRD. The Policy Division found that 30 days does not allow enough time to process the appointment packet. The 30

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day minimum requirement has been changed to read that the completed appointment packet must reach ARNG-HRH not later than 90 days prior to the officer's MRD to allow enough time to ensure that Federal recognition as a warrant officer is conferred prior to the officer's MRD. However, it is strongly recommended that States submit the appointment packet six months prior to MRD to ensure compliance with applicable policies and regulations and assure all administration actions are completed to include publication of Federal recognition orders.

b. The appointment packet must show that the applicant meets all of the requirements of chapter 2 references 1a and 1b to include fulfillment of all prerequisites, approved DA MOS predetermination, and other requirements as appropriate.

c. State Adjutant General must approve all requests for required waivers and/or exceptions to policy.

5. This policy will expire upon the publication of the pending draft version of NGR 600-101 and will be superseded by provisions of that document.

6. The point of contact is CW5 Judy Groner, (703) 607-3295 or DSN 327-3295, judy.groner@us.army.mil.



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