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*California State Military Reserve
Regulation 600-3

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Personnel Administration

Warrant Officer Personnel Management

FOR THE GOVERNOR:

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promotion or separation for any warrant officer of the CSMR, and identifies supporting documents that must be submitted with each action.

Applicability. This document applies to all individual members and organizations of the CSMR.

Supplementation. Supplementation of this regulation is prohibited without the prior approval of the Deputy Chief of Staff, G-1, (Director of Personnel), HQ, CSMR.

History. This regulation supersedes CA -SMR Regulation 600-2, dated 15 December 1990 where ever it addresses or pertains to Warrant Officers of the California State Military Reserve (CSMR) and all Personnel Policy Bulletins on this subject.

Summary. The regulation describes required procedures for appointment, assignment, promotion, separation and other related Warrant Officer personnel actions. This regulation also specifies the criteria for appointment as a Warrant Officer Candidate, assignment,

Suggested improvement. The proponent for this regulation is the Deputy Chief of Staff, G-1, (Director of Personnel), HQ, CSMR. Users are invited to send comments, suggestions, and improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Headquarters, CSMR, Attn: CASR-P, 9800 Goethe Road, Post Office Box 269101, Sacramento, CA 95826-9101.

Distribution. Distribution of this regulation is CSMR – A

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Chapter 1 Introduction

1–1. Purpose

This regulation prescribes policies and procedures governing the appointment, assignment, transfer, attachment, detail, promotion and separation of all Warrant Officers of the California State Military Reserve (CSMR). Any such consideration does not establish a precedent for change or future requests.

1–2. Policy

The personnel management system and policies through which the CSMR manages its Warrant Officers must result in serving officers who are dedicated and technically competent specialist with high morale and evident job satisfaction. The Warrant Officer profession requires a strong professional and personal military ethic, and must be a substantial factor in decisions needed to sustain the excellence of both the quality and numbers within the Warrant Officer corps. Personnel actions prescribed here as a result of these policies will be made without regard to race, color, religion, gender, or national origin.

1–3. Relative Rank

Warrant Officers of the CSMR, when not on state active duty, rank among themselves according to the laws of the state. When Warrant Officers of the CSMR enter state active duty, under any provision of state law, they will rank among Warrant Officers of the California National Guard (CNG) of the same grade who are also on state active duty, according to the provisions of the California Military and Veterans Code (CM&VC).

1–4. References

Required and related publications are listed in **Appendix A**.

1–5. Glossary

Abbreviations and terms used in this regulation are listed in the glossary **Appendix A**.

1–6. Exceptions

Exceptions to this regulation will be considered on an individual basis. They will neither be considered as a precedent for change in policy, nor blanket approval of future request. The Command General, CSMR, with the advice of the Command Chief Warrant Officer, has the authority to approve exceptions to this regulation only in special circumstances that are consistent with the needs of the CSMR or the CNG.

Chapter 2 APPOINTMENTS

2–1. Appointment of Officers

Warrant Officers in the CSMR are appointed by the Governor upon the advice and recommendation of the Adjutant General, in accordance with sections 222 and 550 of the CM&VC. These appointments may be temporary, for a period not to exceed 12 months, or permanent, as prescribed by this regulation.

2–2. Warrant Officer Candidate Grade Designation

a. Once determined qualified to enter the Warrant Officer Candidate Program (WOCP), soldiers may be appointed as Warrant Officer Candidate (WOC) but will remain at the previously held enlisted pay grade of E-6 or higher. Applicants who are new members of the CSMR or who held a pay grade lower than E-6, will be immediately promoted to the rank/grade of SSG/E-6.

b. Applicants appointed to WOC will remove enlisted rank, devices/chevrons, from the uniforms and wear the WOC insignia.

c. WOC insignia will be removed and designation automatically terminated upon:

(1) Graduation from the Warrant Officer Candidate Program (WOCP).

(2) Dismissal from the WOCP when readmittance to WOCP is not recommended by WOCP commandant.

(3) Failure to complete WOCP within two years from date of appointment/reappointment as a WOC.

d. Upon termination of WOC status, soldiers will revert to and wear enlisted rank insignia for the grade held prior to appointment as a WOC.

2-3. Eligibility Criteria

Individuals meeting the criteria outlined below may apply for initial appointment as a CSMR Warrant Officer Candidate.

a. Assignment. The applicant must apply for assignment to an authorized position in a valid Table of Distribution and Authorization (TDA) by paragraph and line number.

b. Age.

(1) Minimum. No applicant will be appointed who is less than 21 years of age.

(2) Maximum. Applicants for appointment or reappointment as a Warrant Officer in the CSMR must not have attained their 63rd birthday prior to appointment. Age limits may be increased by an amount not to exceed length of previous service in the same or higher grade in any component of the Armed Forces of the United States.

c. Citizenship. The applicant must be a citizen of the United States, by birth or naturalization, or be in the process of becoming a citizen.

d. Education. Each applicant must:

(1) Demonstrate understanding and proficiency of the English language.

(2) Be a high school graduate or pass the General Education Development (GED) test at the high school level.

(3) Hold current professional credentials, licenses and ecumenical endorsements as appropriate, valid in the State of California and keep such credentials valid during the term of their service.

(4) Successfully complete all phases of the Warrant Officer Candidate Program (WOCP) within two years of appointment as a Warrant Officer Candidate (WOC)

e. All applicants that are not currently enlisted members of the CSMR must possess either a feeder MOS from prior enlisted service or possess appropriate equivalent civilian skills.

*(Potential applicants are advised to review the Military Occupational Specialty (MOS) specified in **Appendix B**, CSMR Warrant Officer MOS's, to verify general aptitudes, qualifications and knowledge required of the applied MOS).*

f. Character. Each applicant must be of good moral character.

g. Leadership. Each applicant must possess traits as potential leaders and have the ability to deal effectively with people. Such traits may be evaluated in terms of the applicant's background and experience.

h. Medical. The medical standard for initial appointment and retention as a Warrant Officer are as prescribed in AR 40-501, Chapter 3 Medical Fitness Standards for Retention. A Medical Officer or Medical Doctor of any military service or State Military Reserve who is licensed and privileged by military or CSMR medical authority to conduct such reviews will determine the medical qualifications of a candidate after review of Standard Form 93 and interview of the applicant. The applicant must meet the height/weight standards of CSMR 600-9.

2–4. Ineligibility

The following persons are ineligible for appointment in the CSMR.

- a.* Subversive or disloyal persons.
- b.* Convicted felons.
- c.* Applicants with a serious misdemeanor or any felony conviction by a civil or military court.
- d.* Persons dropped from the rolls or released from United States military service for any of the following reasons.
 - (1) Under other than honorable conditions.
 - (2) For unsatisfactory service.
 - (3) Resignation in lieu of court-martial.
 - (4) Elimination for any form of corrective or disciplinary action, or for the good of the service.
 - (5) As a security risk, or for reasons other than security while undergoing a security investigation.
 - (6) Members of the following:
 - (a)* Active United States Military.
 - (b)* Any active reserve component of the United States Military.
 - (c)* Any military, militia or paramilitary organization not authorized by Congress.
 - (d)* Any member of a State Defense Force of another state.

2–5. Procurement Sources

Warrant Officers will be appointed from the following sources:

- a.* Former National Guard Warrant Officers, Army Reserve Warrant Officers, and other former Warrant Officers with previous honorable service in any component of the United States Armed Forces.
- b.* Enlisted members of the CSMR that have successfully completed the CSMR Warrant Officer Candidate Course (WOCC).

2–6. Appointment Predetermination Screening

a. Local CSMR unit commanders will make the initial predetermination screening on all applications for appointment based on the professional, technical, and educational qualifications of the individual, consistent with the needs of the California National Guard (CNG). All Applicants for appointment must meet all the eligibility criteria outlined in paragraph 2.3 above and a valid TDA vacancy in the grade in which the applicant is requesting appointment.

b. Local CSMR Unit Commanders will make the initial predetermination screening on all applications for appointment to the WOCP. The Unit Commander must consider the applicant's professional, technical and educational qualifications and ensure that applicant's standards are consistent with the personnel needs of the CSMR and CNG.

c. The senior Warrant Officer of a unit should be included in the predetermination screening process at the unit level.

d. Commanders and applicants are advised to review the Military Occupational Specialty (MOS) specified in **Appendix B**, CSMR Warrant Officer MOS's, to verify general aptitudes, qualification and knowledge required of the applied MOS.

e. In accordance with Para 3-2a, the applicant's packets will be forwarded through the chain of command to include an endorsement by the Major Subordinate Command (MSC) Commander to Headquarters, California State Military Reserve, ATTN: CASR-P, 9800 Goethe Road – P.O. Box 269101, Sacramento, CA 95826-9101.

2–7. Warrant Officer Appointments

a. In cases where an individual possesses unique and definable professional skills in the fields of personnel management, logistics, maintenance, communications, information management systems, law,

linguistics, public affairs or military history may be considered for appointment as Warrant Officers after successful completion of the Warrant Officer Candidate Program. *The Warrant Officer appointment is not to be used to gain membership for unqualified individuals, or to circumvent the basic intent of the program - that of providing the CNG with "qualified" specialists to assist in meeting the mission objectives of the CNG.*

(1) An individual, if found qualified per paragraph 2-3 above, who otherwise meets the medical, height-weight and other requirements of this regulation may be considered for initial appointment as Warrant Officer One (WO1) except:

(2) Former Warrant Officers may be appointed in the same Warrant Officer grade satisfactorily held in active service (attendance at WOCC is not required).

(3) Senior noncommissioned officers with prior Federal, Reserve or National Guard service in the rank of E8 or E9, for at least two years, may be promoted to Chief Warrant Officer Two after completion of WOCC (Phase I) if certified by the MOS proponent prior to the date of initial appointment.

(4) Commissioned and former commissioned officers who have served a minimum of two years in an active status in the grade of CPT or above and have a minimum of four years experience in the appointment specialty may be appointed to Chief Warrant Officer Two if certified by MOS proponent (attendance at WOCC is not required).

b. Chief Warrant Officers (CW2 and above) are appointed by commission. An oath of office must therefore be executed upon initial appointment or promotion to consummate the action. A Warrant Officer One (WO1) is also appointed and an oath of office must be executed upon initial appointment, however, it is understood that the rank of WO1 is not "commissioned".

(1) Except in extenuating circumstances, subject to the approval of the CG–CSMR, Warrant Officers below the grade of CW4 will not be assigned to command positions.

(2) Warrant Officers will normally be exempt from any tenure guidelines established for officer TDA assignments unless requested by the unit commander and provided their yearly performance evaluation reports justify retention in the assigned position.

(3) A Warrant Officer who has been involuntarily separated from CSMR service for cause (non-participation for example) may not reapply for appointment without the express written approval of the CG–CSMR.

(4) Whenever possible, the senior Warrant Officer should be included in the predetermination screening process at the gaining unit. The opinion of the senior Warrant Officer should be given great consideration by the unit commander when making his recommendation for appointment of warrants.

2–8. Temporary Appointments –Warrant Officer Candidate

Applicants for appointment may be extended a temporary appointment pending final determination of eligibility before the Warrant Officer Candidate Selection Board (WOCSB) for permanent appointment as a Warrant Officer Candidate in the CSMR. Temporary appointments may be withdrawn at any time, and will automatically expire if not made permanent within 12 months.

a. Temporary appointments may be made in the case of individuals who lack some specific qualification for permanent appointment but have potential to rectify the deficiency within the 12-month timeframe.

b. Temporary appointments may also be made in the case of individual's who are appointed to fulfill a specific MOS task and where the WOCSB has not been convened or in cases where there were administrative processing delays, through no fault of the applicant.

c. Temporary appointments may not be extended except with the formal written approval of the CG-SMR.

2–9. Warrant Officer Candidate Program (WOCP)

The WOCP will extend over a minimum twelve-month period. It is divided into three sections, identified

as Phase I, Phase II and Phase III as outlined below:

a. Phase I - Warrant Officer Candidate Course (WOCC-Part 1) The Warrant Officer Candidate Course (WOCC) is not an MOS course, but a course focused on officer qualities and responsibilities.

(1) Course instruction consists of basic skills, standardized evaluation and training, leadership and ethics, communicative arts, Warrant Officer history, support functions and other common military subjects.

(2) Training, advising, and counseling. WOCC staff will conduct both objective and subjective evaluations to determine each candidate's potential to become a successful Warrant Officer.

(3) Candidates are academically evaluated through performance and written examinations prior to completion to Phase I.

b. Phase II – Self-paced Format. Phase II focuses on the development of the Warrant Officer's technical skills. There are several acceptable methods to obtain a thorough knowledge and a high level of experience in the assigned MOS.

(1) After graduating from the WOCC, the WOC will return to their assigned unit and begin "on-the-job" (OJT) training in their assigned MOS such as:

(a) Informal or formal training conducted by their respective Command.

(b) OJT with a senior Warrant Officer or Officer from the SMR or CAARNG.

(c) Professional development reading or review of regulations, publications, manuals, articles or training resources through internet sites regarding the WOC's specific MOS.

(d) In some selected MOS's, candidates may be required to complete Federal Emergency Management Agency (FEMA) correspondence courses.

(e) In some cases, the WOC may be assigned to an OJT training program at a specific military unit or full-time ARNG maintenance shop depending on their specific MOS. This temporary reassignment must be arranged by HQ, SMR or by their Major Subordinate Command.

(2) Candidates will record their training, number of hours and the different types of technical training conducted. The record must be verified and signed by their immediate commander in accordance with the format shown in **Appendix C**.

(3) During this phase, emphasis is placed on skill acquisition and task understanding. WOC's need to demonstrate technical competence along with proper time management and attention to detail.

(4) This is a transition period, allowing the candidate to move closer to self-regulating (internal vs. external discipline) responsibilities require of them as an officer.

c. Phase III – Warrant Officer Candidate Course (WOCC – Part 2) is the final phase of the WOCP.

(1) The WOC's performance and training during Phase II will be evaluated.

(2) Additional course instruction will be provided by HQ, CSMR, Major Subordinate Commands or by the CAARNG.

(3) In some cases, WOC's may be required to provide instruction in certain aspects of Phase III MOS training to other candidates, provided they have the acquired skill level to assist with this training.

(4) Minimum requirements for WOCP graduation consists of the following:

(a) Achieve a minimum score of 70% on each academic test or authorized re-test.

(b) Successfully display leadership qualities, traits, and behaviors commensurate with grade, experience and degree of training.

(c) Candidates who miss an excessive amount of training for ANY reason will fail the course.

(5) Additionally, WOC's may have to demonstrate to the satisfaction of the Warrant Officer Evaluation Board that they have the necessary skills required for their MOS.

2–10. Warrant Officer Candidate (WOC) Appointment Process

a. Upon successful completion of all phases of the WOCP, WOC's will be appointed to the rank of

WO1 after 1 year in the WOCP and successful completion of all phases of training.

(1) Candidates may be appointed to CW2 after completing the WOCC (Phase I) if both of the following apply:

- (a) they held a federal grade for 2 consecutive years at the MSG (E-8) or CSM (E-9) and,
 - (b) the Warrant Officer Candidate Selection Board (WOCSB) determines they are MOS qualified.
- b. Warrant Officer Candidates must comply with all provisions of membership in the CSMR.

Candidates committing any offense punishable by the Uniform Code of Military Justice will be considered for elimination from the WOCP.

c. Exceptions to the above policy will be considered on an individual basis. They will neither be considered as a precedent for changes in policy, nor blanket approval of future requests. The CG–CSMR, with the advice of the Command Chief Warrant Officer, has the authority to approve exceptions to this policy only in special circumstances which are consistent with the needs of the CSMR or the CNG.

2–11. Wearing of the Uniform and Insignia

a. AR 670-1 (*Wear and Appearance of Army Uniforms and Insignia*) prescribes the wear of Army uniforms, insignias, and accouterments for CSMR soldiers.

b. Warrant Officer Candidates will wear W.O.C. insignia on all uniforms in accordance with AR 670-1.

Chapter 3

Application for Warrant Officer Candidate

3–1. Actions Required by the Applicant

a. The Applicant is required to take the following actions to initiate consideration for appointment as a Warrant Officer Candidate in the CSMR.

(1) Applicant must submit a Memorandum of Application including reason for requesting entry into the Warrant Officer Candidate Program in accordance with the format shown in Figure D-1 of

Appendix D.

(2) Applicant must submit a Biographical Summary in accordance the format shown in Figure D-2 of **Appendix D.**

(3) Applicant will include all documentation required by the Checklist shown in Figure D-3 of **Appendix D.**

b. Applicant will submit completed application packet to the immediate unit commander in their chain of command.

c. Reappointment.

(1) Applicants who are former CSMR members and have been honorably separated from the CSMR in excess of 12 months must apply for appointment and follow the entire procedure for initial appointment.

(2) CSMR members who have been honorably separated less than 12 months may request their separation orders be rescinded with the concurrence of the CG–SMR.

(a) Members requesting reinstatement must have their gaining unit commander fill out a Form-10, requesting reinstatement. The unit commander must specify the TDA position the reinstated member is to occupy and document the reasons for requesting reinstatement.

(3) Any individual who has been involuntarily separated from active CSMR service may not reapply, under any conditions, without the approval of the CG–CSMR.

3–2. Actions Required by the Immediate Commander

a. The unit commander initially receiving the application for any of the personnel actions in paragraph 3-1 will:

(1) Interview the prospect, review the application for completeness and determine applicant's administrative eligibility to apply for desired TDA position.

(2) The Commander will provide an appropriate recommendation stating:

1. *Highly Recommend*
2. *Recommend*
3. *Recommend with reservations*, or
4. *Not Recommend*.

The commander will then:

(a) Return the application if the applicant does not meet the basic administrative prerequisites for appointment as required in Para 3-1.

(b) Forward approved application to next higher headquarters. Include appropriate remarks in forwarding endorsement regarding specific TDA vacancy to be filled through all intermediate commanders.

3-3. Actions Required by Intermediate Commander

a. Intermediate commander will:

(1) Review application and allied papers and provide an appropriate recommendation of

1. *Highly Recommend*,
2. *Recommend*,
3. *Recommend with reservations*, or
4. *Not Recommend*.

(2) Provide a Memorandum of Recommendation including verification that Applicant

(a) Meets all WOCP requirements.

(b) Has the potential for success in the related MOS.

(c) Demonstrates the leadership qualities required of a Warrant Officer in the CSMR.

(d) Certify availability of position vacancy.

(3) Submit application through remaining intermediate commanders (*if any*) to HQ, CSMR ATTN: CASR-P, 9800 Goethe Road – P.O. Box 269101, Sacramento, CA 95826-9101.

b. Commanders will return the application to immediate command when the applicant does not meet the basic administrative prerequisites, or when errors are found that can not be corrected without referring the application to the originator at the unit of assignment.

3-4. Actions Required by Deputy Chief of Staff, G-1, HQ, CSMR

a. The G-1 Personnel Section will review the application and allied papers for:

(1) Completeness and accuracy, including verification of prior service.

(2) Determination that the applicant meets the minimum qualifications and standards for Appointment

(3) Determination that an appropriate TDA vacancy exists.

(4) Submit approved application to appropriate specialty office, if required (*CSMR JAG*) for approval of professional educational stipulations.

(5) File original application and any supporting documents in a "pending WOCSB board action."

(6) Notify the individual, through their chain of command, that the application is administratively complete and is being held pending the next scheduled Warrant Officer Candidate Selection Board.

b. Applications for appointment which are incomplete or where the individual does not meet the criteria for appointment will be returned through the chain of command to the origination unit without action, explaining why the application is being returned.

3-5. Actions Required by Commandant of the Warrant Officer Candidate Program:

a. After the Commandant certifies that the applicant has successfully completed the Warrant Officer Candidate Program, the Commandant will arrange appropriate ceremony for swearing-in of the candidate

as a Warrant Officer One and:

(1) Forward a copy of the executed and signed Oath of Office to HQ, CSMR, Attn: CASR-P for inclusion in permanent 201 File.

(2) If Oath of Office is not executed within 90 days of published orders, Commandant will return the orders and a letter of explanation through channels to HQ CSMR, Attn: CASR-P for termination of appointment.

Chapter 4

Assignments

4-1. State Active Duty

a. Warrant Officers and Warrant Officer Candidates of the State Military Reserve may be placed on State Active Duty (SAD) under the following provisions of law and conditions:

(1) Section 142 (*Authority of the Governor over the Active Militia*) Article 2, CM&VC.

(2) Section 142 (*Proclamation of Insurrection*) Article 2, CM&VC.

(3) Section 146 (*Events Justifying Calling Militia into Active Service*) Article 2, CM&VC.

b. When called to SAD, Warrant Officers or Warrant Officer Candidates will be placed on state active duty orders and receive pay and allowances as prescribed by law.

4-2. Assignment Policy

a. The primary factors that influence a Warrant Officer's assignment are the needs of the CNG and accomplishment of the CSMR mission in support of the CNG. Other factors influencing assignment considerations are:

(1) Grade, specialty, education, and experience of the Warrant Officer.

(2) Officer's demonstrated potential for advancement.

(3) Availability of officers with required qualifications.

(4) Professional development needs of the individual

b. Except as otherwise specified in this regulation, Warrant Officers will only be assigned to positions that are compatible with their grade and specialty.

c. Except in extenuating circumstances, subject to the approval of the CG-CSMR, Warrant Officers below the grade of CW4 will not be assigned to command positions.

4-3. Reassignment.

a. The reassignment of a CSMR Warrant Officer is subject to the following conditions:

(1) There must be an authorized TDA vacancy in the same or higher grade, unless otherwise authorized in this regulation.

(2) If there is not an authorized TDA vacancy in the same or higher grade for which the individual is qualified, upon approval of the CSMR Command Chief Warrant Officer, the individual may be placed temporarily overstrength for a period not to exceed one year.

(3) Reassignments to other staff or command position are not authorized to or between JAG specialties. JAG personnel who desire reassignment to any other position within the CSMR must reapply for appointment under the provisions of Chapter 2 of this regulation.

(4) Warrant Officers assigned to professional specialties (*JAG*) may not be detailed or assigned to any military duties outside their normal TDA duties, except with the permission of the senior CSMR JAG and the CSMR Command Chief Warrant Officer.

(5) Assignment and reassignment of Warrant Officers in the grade of Chief Warrant Officer 4 or above will be made only with the approval the CSMR Command Chief Warrant Officer.

(6) Assignment to the position of CSMR Command Chief Warrant Officer will only be made by HQ, CSMR, upon the selection for assignment as CSMR Command Chief Warrant Office by the CG-CSMR.

4-4. Changes in Unit Structure

Warrant Officers whose TDA positions are deleted or changed during any reorganization may be carried “unassigned” for a period not to exceed 12 months. Such action should only be taken if there is no other suitable position in which the officer may be assigned. Warrant Officers so assigned will be reported to the CSMR Command Chief Warrant Officer. This policy does not apply to JAG Warrant Officers, who will be reassigned to the JFHQ Support Group in the event of any reorganization.

4-5. Overstrength and Additional Position Authorizations

a. The Adjutant General publishes an annual personnel policy statement on the management of CSMR officer assignments, to include overstrength positions and temporary TDA positions at Headquarters, CSMR. This document must be consulted, in addition to this regulation, before requesting any officer appointment or assignment.

b. Warrant Officers are authorized to be assigned “overstrength” for a period not to exceed one year under the following conditions:

(1) Former California National Guard Officers when appointed within 6 months of their honorable separation from National Guard service.

(2) Unit of assignment has been reorganized or deactivated.

(3) Normal staff reassignment has no current TDA positions.

Chapter 5

Attachments

5-1. General

a. Warrant Officers will normally drill and train with the unit to which they are assigned. Should this not be practical, Warrant Officers may be authorized by their commander, on written orders, to train with another unit, in an attached status, for a specified period.

b. At the discretion of the CG-CSMR, professional Warrant Officers may be attached to any unit that will provide maximum utilization of their specialty.

c. During that period of attachment, these Warrant Officers will not be used in any position or assigned any duty detail other than within their specialty.

d. Warrant Officers will be relieved from attached status as soon as practicable or upon the expiration of period of attachment stated in published orders, which ever occurs first.

e. The commander of the unit of attachment is responsible for administration, requests for normal training orders, and training as indicated on the attachment order.

f. Attachment orders will cite this paragraph as authority and will state the reason for attachment and specific period of attachment. There are no “indefinite” attachments authorized.

5-2. Duty Details

a. General. Duty details are a command function; however, their use must meet the prescribed regulations and accepted Warrant Officer management practices of this and any other CSMR Regulations.

b. The authority to detail officers to duty in the categories of general staff or aide-de-camp is a prerogative of the CG-CSMR.

c. Adjutant Appointments. Only commissioned officers and Commissioned Warrant Officers in the grade of CW2 and above may be appointed as adjutants or commandants. Adjutants perform this function in addition to the various other duties that only an officer can execute for the command.

5-3. Branch Assignments

a. All Warrant Officers appointed in the CSMR will be initially appointed without a branch assignment, except for former Warrant Officers of the Armed Forces of the United States.

b. All Warrant Officers appointed without a branch assignment will wear the “Rising Eagle” insignia as their branch insignia, until such time as they are assigned to a specific branch on official orders (normally at the same time that they are awarded their technical MOS)

c. All Warrant Officers appointed in the CSMR are required to become branch and MOS qualified within 24 months of appointment as a Warrant Officer in the CSMR.

d. Award of Warrant Officer MOSs and branch assignments will be based upon application of the individual, through their chain of command, based upon justification as to the individual’s technical qualification in accordance with standards published by the Director of Personnel for each Warrant Officer MOS.

e. Warrant Officers who fail to become branch and MOS qualified within the 24 month period, will have their appointment rescinded and revert to their previous enlisted grade.

f. A one-time extension of 12 months may be granted by application, specifying the need for the extension and actions being taken that will assure completion of the requirements within the requested 12 month extension, through the chain of command to the Command Chief Warrant Officer–CSMR.

5–4. Assignments of Warrant Officer Candidates

a. Warrant Officer Candidates may be assigned and perform duties in one of the following positions for which selected.

(1) In the vacant Warrant Officer position.

(2) As overstrength in a currently occupied position projected to be vacated within two years.

(3) Remain in current enlisted position until successful completion of Warrant Officer Candidate Program and appointed as a Warrant Officer.

Chapter 6

Military Occupational Specialty (MOS) and MOS Redesignation

6–1. Warrant Officer Branches and Specialties

a. Warrant Officer Branches and Specialties that are authorized in the CSMR are:

Adjutant General	
Human Resources Technician (Administration)	(MOS 420A)
Public Affairs (NCO feeder MOS 46Q)	(MOS 420A)
Historian (NCO feeder MOS 46Q)	(MOS 420A)
Judge Advocate General	
Legal Administrator	(MOS 270A)
Military Police	
Provost Marshal (NCO feeder MOS 95B/D)	(MOS 310A)
CID Special Agent	(MOS 311A)
All Source Intelligence Technician	(MOS 350F)
Ordnance	
Unit Maintenance Technician	(MOS 915A)
Armament Repair Technician	(MOS 913A)
Utilities Operation/Maintenance Technician	(MOS 210A)
Quartermaster	
Logistics Management Officer (Property Accounting Technician)	(MOS 920A)
Material Management Officer (Supply Systems Technician)	(MOS 920B)
Mobility Officer	(MOS 882A)

Signal	
Network Management Technician	(MOS 250N)
Information Systems Technician	(MOS 251A)
Electronic Systems Maintenance Technician	(MOS 948B)

b. Commanders and Applicants are advised to review the MOS specifications in **Appendix B** (*Warrant Officer Military Occupational Specialties*), to verify general aptitudes, qualifications, requisite skills and knowledge required of the applied for MOS. Duty description and MOS information is available on the Army website.

6-2 General Policy and Procedures for MOS Redesignation

a. Recommendation of a MOS will be accomplished by approval authority of the CG-CSMR, based on:

- (1) Recommendation of the Director of Personnel, G-1, or Command Chief Warrant Officer.
- (2) Verified prior service in the requested MOS.

b. Authority to redesignate a MOS may be delegated by CG-CSMR, but not at a level lower than the CSMR Director of Personnel, G-1.

c. An MOS redesignation will be necessary and should be accomplished only to comply with assignment criteria, and career progression, or needs of the CSMR or CNG.

d. An MOS redesignation will normally occur only when:

- (1) A Warrant Officer requests redesignation to achieve an additional MOS or changes residence to an area where unit vacancies in the MOS held are limited.
- (2) A change in Warrant Officer's physical profile restricting performance in the current MOS.
- (3) The CSMR Director of Personnel or Command Chief Warrant Officer recommends a change to meet CSMR or CNG needs and long term career development of Warrant Officers.
- (4) Unit reorganizations resulting in an inability of the CSMR Director of Personnel or Command Chief Warrant Officer to place a Warrant Officer in a new duty position for which qualified within a one-year period.
- (5) No other qualified Warrant Officers are available for assignment to the position vacancy.

e. MOS redesignation will be initiated by or with the consent of the Warrant Officer concerned in accordance with the format shown in **Appendix E**.

(1) The action will normally be requested by the Warrant Officer or unit commander in memorandum format to the CG-CSMR through command channels. Memorandum will include evidence of the Warrant Officer's qualification for the new MOS. This evidence will be in the form of a document from the appropriate active/national guard/reserve or CSMR proponent certifying qualification in the requested MOS. If MOS qualification is based on the Warrant Officer having held the requested MOS previously, the recognition order previously awarding the MOS will be provided as evidence of MOS qualification.

(2) The CG-CSMR will either approve or disapprove the request.

f. Upon the recommendation of the WOCSB and approval of the CG-CSMR, the Director of Personnel will issue the MOS redesignation orders.

g. The newly awarded MOS will become either the primary or an additional MOS. If the new MOS becomes the primary designator, the MOS from which redesignated should be awarded as an additional or secondary MOS.

6-3. Unit Reorganization

a. Warrant Officers whose duty positions are deleted or duty position MOS changed due to unit reorganization may be assigned to a position with a different duty MOS. Warrant Officers assigned to positions with a MOS different than their primary or additional MOS must be certified in the new MOS by the WOCSB within two years of assignment.

b. Certification in the new MOS is accomplished through on-the-job training (OJT) and/or satisfactory completion of appropriate proponent study. Failure to become fully qualified within two years of the new MOS will necessitate termination of the Warrant Officer's MOS redesignation and the Warrant Officer will revert back to the previously held MOS.

Chapter 7

Promotions

7-1. Criteria

a. The promotion of Warrant Officers will be based on a sound level of technical and tactical competence, time in grade, military education, progressive levels of expertise, leadership and potential for service in the next higher grade.

b. Promotion will not be used solely as a reward for past performance.

c. Promotion will be made without regard to race, color, religion, sex, or national origin.

d. All Warrant Officers recommended for promotion must be fully qualified under the terms of this regulation.

e. Promotion from WO1 to CW2 is the responsibility of the Major Subordinate Commander.

f. Promotions should be in accordance with the established minimum time-in-grade provided the Warrant Officer meets the above promotion criteria.

g. Promotion orders will be published by the Major Subordinate Commands S-1. A copy of the promotion order shall be forwarded to Director of Personnel, HQ, CSMR.

h. Promotions from CW2 through CW5 will be based upon the written recommendations of the immediate commander with subsequent concurrence of each intermediate commander.

i. The format for memorandum of recommendation for CW2 through CW5 is shown in **Appendix F**.

j. The memorandum of recommendation from CW2 through CW5 and all endorsements must reach HQ, CSMR, ATTN: CASR-P, not later than 45 days prior to the next scheduled date of the Warrant Officer Promotion Selection Board accompanied by the documents listed in paragraph 9-2.

k. Warrant Officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in CSMR TDA documents.

7-2. Wearing of Insignia

a. Wearing the insignia of a higher grade is only authorized after official state promotion orders have been published by HQ, CSMR.

b. The practice of "Frocking" or allowing an officer to wear the insignia of the next higher grade pending official publication of orders is expressly forbidden.

7-3. Eligibility for Promotion

a. To be considered by the Warrant Officer Promotion Selection Board (WOPSB) for promotion, a CSMR Warrant Officer must:

(1) Be in an active status in an authorized TDA position.

(2) Be medically fit in accordance with standards prescribed for retention in AR 40-501 and meet the height and weight standards as specified in CSMR REG 600-9.

(3) Have completed the minimum years of time in grade prescribed in para 7-4.

(4) Have completed the minimum military education requirements prescribed in para 7-5.

(5) Have completed the minimum civilian education requirements prescribed in para 8-3.

b. An officer who has been in an inactive status, or recently reappointed, may not be considered by the WOPSB for promotion until at least one year after the date of return to active status as established by reappointment order effective date.

7-4. Time in Grade

- a. For purposes of promotion the following are the minimum years of time-in-grade required for promotion to the next higher grade.
- b. An individual with prior federal Warrant Officer military service of at least 48 months may request a one-time waiver of 50% of the required TIG when otherwise qualified for promotion from CW2 to CW3 (18 months).

Grade	Minimum time-in-grade
WO1 to CW2	2 years
CW2 to CW3	3 years
CW3 to CW4	3 years
CW4 to CW5	3 years

7-5. Military Education

- a. The minimum military education requirements for promotion are as follows:

Enlisted and WOC to WO1 or CW2	Warrant Officer Candidate Course (WOCC Phase I through III)
WO1 to CW2	Warrant Officer Basis Course
CW2 to CW3	Warrant Officer Advanced Course (to be developed)
CW3 to CW4	Warrant Officer Staff Course (to be developed)
CW4 to CW5	Not Applicable

- b. Warrant Officer courses are outlined below:

- (1) Warrant Officer Candidate Course (Phases I through III) is a combination of formal courses and self-paced learning (see Para 2-9b)
- (2) Warrant Officer Basic Course (WOBC) is the Warrant Officer entry level certification of qualification and award of a Military Occupational Specialty (MOS). *WOBC is accomplished successful completion of diagnostic examinations (written and/or hands-on).*
- (3) Warrant Officer Advanced Course (WOAC) ensures Warrant Officers are technically competent to continue to serve as Warrant Officers in the next higher grade in a designated specialty. It provides Warrant Officers serving in CW2 or higher duty positions relevant training in topics; such as management techniques, communication skills, preparing and staffing documents, meetings and interviews, problem solving, writing, coordinating, briefings, and ethics.
- (4) Warrant Officer Senior Course (WOSC) focuses on advanced technical training for CW3's and common leader development subjects designed to prepare officers for assignment in CW4 level positions. The course enhances leadership skills by focusing on the development of communication, decision making, and analytical problem solving and staff skills. Classes and projects are structured to address the skills necessary to complete: Special Projects; Mission Essential Task Lists; Joint Operations and Mobilization Criteria for the CAARNG.

c. All training will focus on the skills and knowledge required of Warrant Officers so that they can effectively assist the CSMR and the CAARNG with help in specific areas of need.

d. Training will be provided by HQ, CSMR, Major Subordinate Commands or by the CAARNG.

e. Effective with implementation of this regulation, the minimum military education requirements for promotion of Warrant Officers to the grade of CW3 and CW4 who have not completed a WOBC due to lack of such courses in their MOS is the review of Army Regulations, ARNG Regulations, correspondence courses and/or publications related to their MOS.

(1) Unit commanders must ensure that the Warrant Officer is fully qualified under the terms of this regulation.

(2) A memorandum of recommendation for promotion required in paragraph 7-1 must include the specific publications, material and On-the-Job Training the Warrant Officer has completed to become MOS proficient.

Chapter 8 Civilian Education

8-1. General

The demand for higher educated Warrant Officers has escalated sharply in recent years. Warrant Officers must achieve even higher levels of education as equipment, systems, training and missions become more sophisticated.

8-2. Goals

All CSMR Warrant Officers should attain a specialty related associate degree of 60 college semester hours by the 4th year of Warrant Officer service. An additional goal is to attain a baccalaureate degree by the CW4 promotion point.

8-3. Civilian Education

- a. The minimum civilian education requirement for promotion is a High School diploma or a GED certificate.
- b. All CSMR Warrant Officers should endeavor to obtain a baccalaureate degree regardless of when appointed. Those Warrant Officers with a baccalaureate degree are encouraged to pursue a graduate program or specialized education related to their technical military specialties.

Chapter 9

Warrant Officer Promotion Selection Board (WOPSB) and Warrant Officer Candidate Selection Board (WOCSB) Procedures

9-1. Authority

a. Under Sections 160, 222, and 551, CM&VC; a Warrant Officer Promotion Selection Board (WOPSB) will be appointed and convened to determine whether applicants for promotion meet the medical, moral, and professional qualifications to perform the duties of the grade for which submitted. The approving and appointing authority is the CG-CSMR.

b. The CG-SMR will also convene a Warrant Officer Candidate Selection Board (WOCSB) whenever the needs of CSMR dictate.

9-2. Warrant Officer Promotion Selection Board (WOPSB)

a. The WOPSB will review the records of officers recommended for promotion to CW2 through CW5. Warrant Officers submitted for promotion consideration will not personally appear before the selection board.

b. The board will consider documentary evidence submitted by the immediate commander together with appropriate official files, including medical records, performance evaluation reports, training certificates and academic reports, evidence of civilian education, and other pertinent documents that cite the officer's manner of performance. Other records, including the individuals complete MPRJ, may be made available by the HQ, CSMR personnel section upon request of the board.

c. Whenever official state personnel records are made available to the board, a representative of the personnel section must be present and will retain physical custody of official state files at all times.

d. A promotion recommendation package which will consist of:

(1) Letter of recommendation from the applicant's immediate commander, properly endorsed by all intermediate commanders concerned, in the original and one copy. Format for letter and endorsements are contained in *Appendix F*.

- (2) Military Biography Summary in approved format (*shown in Figure D-2, Appendix D*).
- (3) CSMR Form 13, Recommendation for Promotion.
- (4) Medical Form 93 or current physical or physician's statement in lieu thereof.
- (5) Evidence of completion of required military education.
- (6) Evidence of completion of civilian education.
- (7) Full Length 5 x 7 color photo in class A or B uniform w/all authorized ribbons.
- (8) Latest Performance Evaluation Report.
- (9) Any other pertinent documents related to MOS technical qualifications.

9-3. Composition

a. The WOPSB or the WOCSB shall consist of a total of at least one commissioned officer and two Warrant Officers of the CSMR and/or California Army National Guard. Officers selected for membership on the board will be appointed on state orders.

b. Commissioned officers serving as board members may not be below the grade of Major (0-4).

c. Warrant Officers serving on the board must be equal to or senior in grade to the applicants being considered for promotion, and not below the grade of CW3, except in the convening of the WOCSB which allows members to be at the grade of CW2 or above.

d. At least one member must be from the CSMR. One individual from the HQ, CSMR personnel directorate will act as recorder. Other members may be selected from HQ, CSMR and/or major subordinate units as appropriate.

e. The senior commissioned officer member of the board present will serve as president of the board.

f. Every effort should be made to include members with specialties similar to those being considered for promotion.

g. Whenever possible, board membership should include minority or female officers and Warrant Officers when considering minority or female Warrant Officers.

h. Board members will be guided by all current CSMR regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members. Any waivers to the requirements of this regulation requested must have already been approved in writing by the appropriate approving authority and included in the officer's promotion package at the time it is reviewed by the WOPSB or WOCSB.

9-4. Board Site

The WOPSB and the WOCSB will be established at HQ, CSMR, so that a uniform basis for selection can be developed.

9-5. Notification to Applicants

a. Personal appearance before the WOPSB and the WOCSB are not required. However, should the CG-CSMR determine that a personal appearance before the board is necessary; the President of the Board will notify the applicant(s) of the time and place to appear before the board.

b. Applicants will be so scheduled that, so far as practicable, no one need to spend more than one day at the board site.

c. The applicant will be advised in advance of the board date and any additional information desired by the board or required by regulations to correct or complete an application.

9-6. Board Procedures

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

- (1) The recorder will read the order appointing the board.

(2) The recorder shall administer the oath to all members on the board, and brief them on their responsibilities.

(3) The president of the board will discuss the Commanding General's letter of instructions (*if any*) and administer the oath to the recorder.

(4) The board will proceed to consider the promotion packages submitted in alpha order, from lowest to highest grade.

(5) Each member will examine the promotion package and may request additional information or verification via the individual's 201 file, which will be available via the representative of the personnel section.

(6) After all members have examined the package. The President of the Board may ask for any discussion, following which, each member (*excepting the board president*) shall vote by show of hands, for or against promotion.

(7) A majority of affirmative votes will cause approval of promotion. In case of tie, the Board President will cast the deciding vote.

(8) A formal record of each vote will be kept for the recorder excepting that specific votes by members shall not be recorded.

(9) At the conclusion of the voting process, the President of the Board will direct that an List of Candidates considered be created form all of the candidates that states the board's recommendation and a brief statement of why the individuals was recommended for promotion or non-promotion.

(10) The results of the WOPSB and WOCSB will remain confidential until the results have been certified by the personnel section, submitted to the CG-CSMR for approval and orders for promotion issued.

9-7. Examination – Warrant Officer Candidate Selection Board

a. General Qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for CSMR service as a Warrant Officer Candidate and in the MOS for which the applicant is applying for by considering:

(1) Military appearance (*general appearance in uniform; proper military bearing; fit of uniform; haircut, overall impression*).

(2) Military education in feeder MOS.

(3) Civilian education relating to MOS.

(4) Military experience relating to MOS.

(5) Civilian experience relating to MOS.

(6) Duty performance and leadership potential (*consideration of past duty assignments, overall performance and demonstrated support in the attainment of the CSMR mission, leadership potential and suitability for assignment of greater responsibility as a Warrant Officer*).

b. In determining applicant professional education and job related experience, the board will be guided by Appendix B, Warrant Officer Military Occupational Specialties of this regulation and technical certification documentation or appropriate military and/or civilian education course completion certificates.

9-8. Actions by HQ, CSMR

a. When the individual is favorably recommended for promotion by the WOPSB or selection by the WOCSB and approved by the CG-CSMR, the HQ, CSMR Director of Personnel, G-1 will:

(1) Publish the promotion order or Warrant Officer Candidate appointment order and distribute same to the unit personnel officer for distribution.

(2) Take possession of all submitted promotion packages, which will be kept on file until the next promotion cycle, then destroyed as sensitive material by burning.

Chapter 10

Separations

10-1. General

a. Membership in the California State Military Reserve is a privilege and not a right. Warrant Officers must maintain initial eligibility criteria and conduct themselves in an exemplary manner. If, at anytime, a Warrant Officer fails to meet the initial eligibility criteria, immediate separation may be effected.

b. Warrant Officers are required to comply with all regulations, policies and lawful orders of higher authority. When a commander determines that an individual's continued membership to be adverse to the best interests of the California State Military Reserve or the California National Guard, the Warrant Officer may be involuntarily separated.

c. All state appointments are automatically terminated upon the death of the individual.

10-2. Voluntary Separation

a. California State Military Reserve Warrant Officers may be separated under honorable conditions for the following reasons:

- (1) Upon the individual's written request.
- (2) Appointment/enlistment in an active Federal military component.
- (3) Change of residence outside the State of California.
- (4) Occupational or educational interference.
- (5) Deactivation or reduction in force of the CSMR.
- (6) Attainment of mandatory retirement date (MRD) of age 64 (*see CSMR Reg 600-10*).

b. HQ, CSMR will publish all separation orders and make distribution of official separation orders and any appropriate certificates.

10-3. Involuntary Separation

a. Warrant Officers whose conduct, behavior, or performance effectiveness fails to meet CSMR standards, will be separated for cause.

b. Termination action may be justified by the seriousness of a single incident or by repeated minor incidents, none of which would alone justify termination action.

c. Separation from the CSMR will be effected for the following reasons:

- (1) Conduct involving moral turpitude.
- (2) Conduct unbecoming a Warrant Officer of the California State Military Reserve as defined in CSMR Code of Conduct and Ethics Regulation 600-50.
- (3) Financial irresponsibility.
- (4) Mental instability, habitual drunkenness, sexual perversion, harassment, or illiteracy.
- (5) Habitual failure to perform duty.
- (6) Making a false statement to, or, concerning the CSMR.
- (7) Serious or willful violations of any CSMR regulations or directives.
- (8) Failure to obey regulations, policies and orders of higher authority.
- (9) Insubordination.
- (10) Failure to maintain:
 - (a)* Initial membership eligibility criteria.
 - (b)* Acceptable standards of military appearance, to include weight standards.
 - (c)* Attendance at all regularly scheduled drills for entire drill day. Termination without notice may be effected when three consecutive drills are missed without reasonable prior justification in writing.
 - (d)* At least 80% attendance at all required CSMR Unit Training Assemblies in any given CSMR training year.
- (11) Criminal conviction by a criminal court of a serious misdemeanor or any category of felony.

(12) Membership in, or active participation in any activities of so-called "Militia" organizations or any paramilitary organization not sanctioned by the Congress of the United States.

(13) Membership in another authorized state militia or military reserve force.

d. Administrative procedures for involuntary separation.

(1) Subordinate commanders will forward through channels to HQ, CSMR personnel section, a Form 10 requesting separation along with any supporting documentation.

(2) HQ, CSMR personnel section sends notice via first class or certified mail to officer requesting a written response within 15 days.

(3) HQ, CSMR staff will review documentary evidence as well as member's written response, if any, and make determination. If the decision is for separation, and is approved by the CG–CSMR, the HQ, CSMR personnel section will process separation orders and notify the individual by first class or certified mail.

(4) Individual's who have been involuntarily separated are not eligible for reappointment or reenlistment in any unit the CSMR. Individual's Personnel file will be annotated with Reenlistment Code RN.

(5) Individual's who have been involuntarily separated are not eligible to receive Certificates of Honorable Discharge or Honorable Retirement and their permanent state military records will reflect involuntarily separation.

10–4. Resignation

a. Warrant Officer personnel may tender an official resignation through channels to CG–CSMR.

b. If accepted, HQ, CSMR will publish orders separating the individual from the CSMR. The CSMR Identification Card of the individual must accompany the initial resignation request.

c. Resignations will not be accepted from Warrant Officers in default of property or funds.

d. Resignations will not be accepted from Warrant Officers under formal military charges.

10–5. Retirement

a. CSMR personnel with four (4) or more years of CSMR service, upon reaching the mandatory retirement age of sixty-four (64) will be honorably separated and transferred to the CSMR Retired List.

b. Members who complete ten (10) or more years of CSMR active service may, at their request, be honorably separated and transferred to the CSMR Retired List.

c. All CSMR personnel with at least four (4) years of CSMR service may, upon presenting satisfactory evidence of a medical condition that would reasonably preclude continued active service, be honorably separated and transferred to the CSMR Retired List.

d. HQ, CSMR will effect all separation orders and prepare retirement certificates upon receipt of a Form-10 from the individual's unit commander, and the individual's CSMR Identification Card. No certificates will be issued without the I.D. card.

e. If no request for retirement is received from the individual's unit when appropriate, monthly checks of HQ, CSMR personnel records may result in automatic separation of any CSMR members who have passed their MRD.

10–6. Retention Beyond Mandatory Retirement Date (MRD)

a. Warrant Officer JAG personnel, licensed to practice in the State of California may be retained in an active status beyond age 64 (on a year-to-year basis) with the approval of the CSMR Staff Judge Advocate General, and provided they otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CSMR REG 600-10.

b. Other CSMR Warrant Officer may be retained in an active status beyond age 64 (*on a year-to-year basis*) with the approval of the CG–CSMR, provided they otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of CSMR REG 600-10.

c. There are no provisions to waive or extend an individual's MRD except as contained in CSMR REG 600-10.

Supersedes CSMR Regulation 600-2, Dated 15 December 1990, as it related to any aspect of Warrant Officer personnel management.

Appendix A

References

Section I

Required Publications

AR 25-50
Preparing and Managing Correspondence

AR 40-501
Standards of Medical Fitness

AR 600-3
The Army Personnel Proponent System

AR 601-100
Appointment of Commissioned and Warrant Officers in the Regular Army

AR 611-1
Military Occupational Classification Structure Development and Implementation

AR 614-100
Officer Assignment Policies, Details, and Transfers

AR 670-1
Wear and Appearance of Army Uniforms and Insignias

NGR 600-101
Warrant Officers – Federal Recognition and Related Personnel Actions

CSMR 600-9
Height/Weight Standards for CSMR Personnel

CSMR 600-10
Qualitative Retention Beyond Age 64 and Mandatory Removal Date

CSMR 600-50
Standards of Conduct and Code of Ethics for CSMR Personnel

CSMR 670-1
Wear and Appearance of California State Military Uniforms and Insignias

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 135-100
Appointment of Commissioned and Warrant Officers

AR 600-9

The Army Weight Control Program

AR 611-112

Manual of Warrant Officers Military Occupational Specialties

AR 640-30

Photographs for Military Personnel Files

DA Pam 600-3

Commissioned Officer Professional Development and Career Management

DA Pam 600-11

Warrant Officer Professional Development

DA Pam 600-25

U. S. Army Noncommissioned Officer Professional Development Guide

DA Pam 601-6

Warrant Officer Procurement Program

DA Pam 611-21-25

Military Occupational Classification and Structure

DA Cir 601 Series

Warrant Officer Procurement Program

NGR 310-10

Military Orders

NGR 350-1

Training - Army National Guard

NGR 600-101

Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 672-1

Military Awards

CM & VC

California Military and Veterans Code

CSMR 600-1

Enlisted Personnel Management

CSMR 600-2

Officer Personnel Management

CSMR 600-3
Warrant Officer Personnel Management

CSMR 600-4
Yearly Performance Evaluation Reports

CSMR 640-1
Issuance, Control and Processing of CSMR Identification Cards

CSMR 672-2
CSMR General Staff Identification Badge

Glossary

Section I **Abbreviations**

ANG
Air National Guard

ARNG
Army National Guard

AR
Army Regulation

BN
Battalion

CA ANG
California Air National Guard

CA ARNG
California Army National Guard

CM & VC
California Military and Veterans Code

CNG
California National Guard

CWO
Chief Warrant Officer

CCWO
Command Chief Warrant Officer

CDR
Commander

CG-CSMR

Commanding General – California State Military Reserve

CSMR

California State Military Reserve

CSMR Reg

California State Military Reserve Regulation

DA

Department of the Army

DA Cir

Department of the Army Circular

DA Pam

Department of the Army Pamphlet

GED

General Education Development

HQ

Headquarters, CSMR

IAW

In Accordance With

JAG

Judge Advocate General

JFHQ

Joint Force Headquarters, California National Guard

MOS

Military Occupational Specialty

MRD

Mandatory Retirement Date

MSC

Major Subordinate Command

NGBR

National Guard Bureau Regulation

OJT

On-The-Job-Training

OTAG

Officer of the Adjutant General

REG (Reg)

Regulation

SDF

State Defense Force

SOP

Standing Operating Procedures

TAG

The Adjutant General

TDA

Table of Distribution and Allowance

UCMJ

Uniform Code of Military Justice

USAR

United States Army Reserve

UTA

Unit Training Assembly

WO

Warrant Officer

WOAC

Warrant Officer Advance Course

WOBC

Warrant Officer Basic Course

WOC

Warrant Officer Candidate

WOCC

Warrant Officer Candidate Course

WOCP

Warrant Officer Candidate Program

WOCSB

Warrant Officer Candidate Selection Board

WOPSB

Warrant Officer Promotion Selection Board

WOSC

Warrant Officer Senior Course

Section II

Terms

Active Status

For the purpose of this regulation, California State Military Reserve (CSMR) members who are in an active status when they are an active participant member of a SMR unit.

Certification

Verification of MOS proficiency by a DA MOS proponent. Method and requirements are established by each DA MOS proponent. (Technical certification, MOS proponent technical certification, MOS proponent certification, MOS school proponent technical certification, MOS school proponent certification and MOS certification are all synonymous in meaning.

Commissioned Warrant Officer

A Warrant Officer who has accepted a commission in a chief Warrant Officer grade of CW2, CW3, CW4 or CW5.

Initial appointment

The initial appointment in a Warrant Officer status in the CSMR. Regardless of the status from which appointed, an initial appointment will always be the act which coincides with the first time recognition is extended in the CSMR as a Warrant Officer.

Reappointment

The act of appointing a Warrant Officer who was previously CSMR recognized as a Warrant Officer in the CSMR.

Warrant Officer

Warrant Officers are by definition technical experts, leaders, trainers, and advisors whose career patterns are more narrowly focused than those of company and field grade officers. Through progressive levels of expertise in assignments, training and education the Warrant Officer administers, manages, maintains, operates and integrates systems and equipment across the full spectrum of operations. They are innovative integrators of emerging technologies, dynamic teachers, and developers of specialized teams of soldiers. Warrant Officers are assessed with specific levels of technical ability. They refine their technical expertise and develop their leadership and management skills through tiered progressive assignment and education. Warrant Officers are also a self-aware and adaptive technical expert, combat leader, trainer and advisor.

Warrant Officer Candidate Program (WOCP)

The WOCP extends over a minimum twelve month period. It is divided into three sections, identified as Phase I, Phase II and Phase III as outlined below:

a. Phase I - Warrant Officer Candidate Course (WOCC-Part 1) The Warrant Officer Candidate Course (WOCC) is not an MOS course, but a course focused on officer qualities and responsibilities.

(1) Course instruction consists of basic skills, standardized evaluation and training, leadership and ethics, communicative arts, Warrant Officer history, support functions and other common military subjects.

(2) Training, advising, and counseling. WOCC staff will conduct both objective and subjective evaluations to determine each candidate's potential to become a successful Warrant Officer.

(3) Candidates are academically evaluated through performance and written examinations prior to completion to Phase I.

b. Phase II – Self-paced Format. Phase II focuses on the development of the Warrant Officer's technical skills. There are several acceptable methods to obtain a thorough knowledge and a high level of experience in the assigned MOS.

(1) After graduating from the WOCC, the WOC will return to their assigned unit and begin "on-the-job" (OJT) training in their assigned MOS such as:

(a) Informal or formal training conducted by their respective Command.

(b) OJT with a senior Warrant Officer or Officer from the SMR or CA ARNG.

(c) Professional development reading or review of regulations, publications, manuals, articles or training resources through internet sites regarding the WOC's specific MOS.

(d) In some selected MOS's, candidates may be required to complete Federal Emergency Management Agency (FEMA) correspondence courses.

(e) In some cases, the WOC may be assigned to an OJT training program at a specific military unit or full-time ARNG maintenance shop depending on their specific MOS. This temporary reassignment must be arranged by HQ, SMR or by their Major Subordinate Command.

(2) Candidates will record their training, number of hours and the different types of technical training conducted. The record must be verified and signed by their immediate commander in accordance with Appendix C.

(3) During this phase, emphasis is placed on skill acquisition and task understanding. WOC's need to demonstrate technical competence along with proper time management and attention to detail.

(4) This is a transition period, allowing the candidate to move closer to self-regulating (internal vs. external discipline) responsibilities require of them as an officer.

c. Phase III – Warrant Officer Candidate Course (WOCC – Part 2) is the final phase of the WOCP.

(1) The WOC's performance and training during Phase II will be evaluated.

(2) Additional course instruction will be provided by HQ, CSMR, Major Subordinate Commands or by the CA ARNG.

(3) In some cases, WOC's may be required to provide instruction in certain aspects of Phase III MOS training to other candidates, provided they have the acquired skill level to assist with this training.

(4) Minimum requirements for WOCP graduation consists of the following:

(a) Achieve a minimum score of 70% on each academic test or authorized re-test.

(b) Successfully display leadership qualities, traits, and behaviors commensurate with grade, experience and degree of training.

(c) Candidates who miss an excessive amount of training for ANY reason will fail the course.

(5). Additionally, WOC's may have to demonstrate to the satisfaction of the Warrant Officer Evaluation Board that they have the necessary skills required for their MOS.

Warrant Officer Candidate Course (WOCC) (Phases I through III)

This course is the entry level for prospective Warrant Officers and is a combination of formal courses and self-paced learning.

Warrant Officer Basic Course (WOBC)

The Warrant Officer entry level certification of qualification and award of a Military Occupational

Specialty (MOS. WOBC is accomplished successful completion of diagnostic examinations (written or hands-on)

Warrant Officer Advanced Course (WOAC)

This course ensures Warrant Officers are technically competent to continue to serve as Warrant Officers in the next higher grade in a designated specialty. It provides Warrant Officers serving in CW2 or higher duty positions relevant training in topics; such as management techniques, communication skills, preparing and staffing documents, meetings and interviews, problem solving, writing, coordinating, briefings, and ethics.

Warrant Officer Senior Course (WOSC)

This course focuses on advanced technical training for CW3's and common leader development subjects designed to prepare officers for assignment in CW4 level positions. The course enhances leadership skills by focusing on the development of communication, decision making, and analytical problem solving and staff skills. Classes and projects are structured to address the skills necessary to complete: Special Projects; Mission Essential Task Lists; Joint Operations and Mobilization Criteria for the CA ARNG. All training will focus on the skills and knowledge required of Warrant Officers so that they can effectively assist the CSMR and the CA ARNG with help in specific areas of need. Training will be provided by HQ, CSMR, Major Subordinate Commands or by the CA ARNG.

Warrant Officer Qualities

Being a Warrant Officer in the State Military Reserve requires certain qualities. A Warrant Officer must exhibit self-discipline, initiative, confidence and intelligence. They are physically fit and can perform under physical and mental pressures. Warrant Officers make decisions quickly, always focusing on completing the mission successfully, and showing respect for their subordinates and other military officers. Warrant Officers lead from the front and adjust to environments that are always changing. They are judged by their ability to make decisions on their own and bear ultimate moral responsibility for those decisions.

Appendix B
Warrant Officer Military Occupational Specialties

MILITARY OCCUPATIONAL SPECIALITY SYSTEM: The Warrant Officer Military Occupational Specialty (MOS) system is an orderly structuring of codes authorized for the occupational classification of Warrant Officer positions and personnel. The MOS system is designed to support the CSMR's recognized requirement for Warrant Officers as a necessary and distinct category of officer by: establishing occupational standards for appointment; selection, training and career development; providing a basis to facilitate distribution and assignment; providing a framework to meet the demands imposed by technology requiring new occupations.

AUTHORIZATION OF MILITARY OCCUPATIONAL SPECIALITIES: The State Military Reserve's (CSMR) policy is to authorize only a minimum number of MOS's, however, the actual number authorized must be compatible with the CSMR and Army National Guard's needs. It is desirable that Warrant Officer MOS's be as broad in scope as possible, but commensurate with training opportunities available and the urgency of requirements. Because of the unique structure of the CSMR, there is a need to provide for more precise matching of personnel assets and requirements such as Public Affairs and Historians that are not Warrant Officer Specialties specified by the Army or Army National Guard. The level of skills and knowledge required for assignment to these positions are closely aligned with the Adjutant General Career Field (Administration MOS 420A).

WARRANT OFFICER BRANCHES AND SPECIALTIES: Effective 1 April 2007, the following MOSs are the only Warrant Officer Branches and Specialties that are authorized in the CSMR:

Adjutant General	
Human Resources Technician (Administration)	(MOS 420A)
Public Affairs (NCO feeder MOS 46Q)	(MOS 420A)
Historian (NCO feeder MOS 46Q)	(MOS 420A)
Judge Advocate General	
Legal Administrator	(MOS 270A)
Military Police	
Provost Marshal (Officer feeder MOS 95B/D)	(MOS 310A)
CID Special Agent	(MOS 311A)
All Source Intelligence Technician	(MOS 350F)
Ordnance	
Unit Maintenance Technician	(MOS 915A)
Armament Repair Technician	(MOS 913A)
Utilities Operation/Maintenance Technician	(MOS 210A)
Quartermaster	
Logistics Management Officer (Property Accounting Technician)	(MOS 920A)
Material Management Officer (Supply Systems Technician)	(MOS 920B)
Mobility Officer	(MOS 882A)
Signal	
Network Management Technician	(MOS 250N)
Information Systems Technician	(MOS 251A)
Electronic Systems Maintenance Technician	(MOS 948B)

MOS DUTY DESCRIPTION: Commanders and Applicants are advised to review the MOS specifications in AR 611-112, Manual of Warrant Officer Military Occupational Specialties, to verify general aptitudes, qualifications, requisite skills and knowledge required of the applied for MOS. For duty description and MOS prerequisites, information is available at:
<http://www.usarec.army.mil/hq/warrant/index.htm>.

ADJUTANT GENERAL BRANCH

420A. HUMAN RESOURCES TECHNICIAN. Duties: Manages functions which support the Army's Human Resource (HR)/Personnel Management systems. Performs duties as Chief of a Section in Technical Field Operations Section or in a HR Platoon of a HR Company. Serves as the HR Technician of a BCT (UA) or at any BDE/Group level in the Army structure. Monitors input to the MILPO, SIDPERS (NG) DIMHRS, OMF, EMF, and other automated/manual data systems used in human resources/personnel management by use of established forms and coding procedures. Makes decisions based on a variety of information sources, personnel, and command requirements. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to requests for information, policy or guidance. Oversees office automation (e.g. word, excel, PowerPoint) processing activities supporting the personnel activity. Oversees and monitors strength management, postal operations, replacements operations, casualty operations, data accuracy, and levy and award actions for the Combatant Commanders. Interprets regulations, MILPER messages and ALARACT messages for individuals, subordinates, and commanders. Counsels individuals on personal and family member affairs, financial matters, and career considerations. Supervises large numbers of military and civilian personnel engaged in specialized personnel and administrative related duties. Manages the integration of automated personnel systems into the information management work center. Oversees issuance of all types of orders and processing. Oversees the overall dispensing of customer services to include management of the personnel services center appointment systems, management of the soldier suspense program, and management of the identification card system to include update of the DEERS/RAPIDS data base.

420A. PUBLIC AFFAIRS SPECIALIST / HISTORIAN (enlisted feeder MOS 46Q). Duties: Newspapers and broadcast television and radio programs are an important source of general information about people and events in the Army. Broadcast journalists and news writers, such as the Journalist, are involved in writing and presenting news programs, music programs and radio talk shows. The CSMR Journalist participates in and assists with the administration of CSMR, ARNG, ANG or Army Reserve (AR) public affairs programs primarily through news releases, newspaper articles, Web-based material and photographs for use in military and civilian news media. Some of the duties as a Journalist may include: Researching, preparing and distributing news releases on Army personnel and activities; gathering information for military news programs and publications; developing ideas for news articles ; arranging and conducting interviews; collecting information for commercial media use; writing news releases, feature articles and editorials; assisting with the preparation of information for release on ARNG or ANG matters through news releases, articles, web-based media and photographs. Duties also include researching and gathering historical data, articles, equipment and supplies of military and or military associated history.

JUDGE ADVOCATE GENERAL BRANCH

270A. LEGAL ADMINISTRATOR. Duties: Legal Administrators assist the CAARNG with management operational aspects of the delivery of total legal services to the military community they are assigned. They provide mission focus through technical advice and assistance to military and government attorneys and judges, commanders and staff, and enlisted and civilian legal support personnel in all areas

of legal administration. Act as adjutants or assistant adjutants in Legal Support Organizations. Legal Administrators liaison with counterparts from sister services, other agencies, and allied military services with the goal of building the best legal operation by sharing best practices industry wide. Legal administrators are Warrant Officers that have substantial knowledge and formal military education and experience in management of military operational law and procedure. They must be highly motivated, possess tact, initiative, and mature judgment. They are leaders, mentors, and technical experts that can easily transition from garrison to tactical environments. They are legal operations technologist serving organizations or activities at a headquarters exercising general court-martial jurisdiction or a major command. They are the internal control officers for military justice ensuring orders, legal records, and processes comply with legal mandates. They are the chief operations officers of Army legal offices providing management of business processes and strategic planning. They supervise subordinate personnel, resources, facilities, and equipment required to support legal services provided at various organizational levels and across the spectrum of military operations. Legal Administrators are the nexus between lawyers and staff, officers and enlisted, and military and civilian employees.

MILITARY POLICE BRANCH

310A. PROVOST MARSHAL. Duties: Law and order operations (Provost Marshal) consist of those measures necessary to assist the CAARNG with the enforcement of laws, directives and punitive regulations. Law and order operations include criminal investigations as well as those measures used to control populations and resources. A criminal threat impacts military operations and requires the commander to minimize that threat to forces, resources and operations. The activities of law and order operations provide a lawful and orderly environment for the commander. The Military Police Warrant Officer MOS has created specialized skill sets such as CID Special Agents, Military Police Investigators, Military Police Internment/Resettlement and other specialists that enhance the success of military law and order operations. Because of the broad scope of capabilities to assist the CAARNG with jurisdiction and authority, uniformed enforcement of military, state and federal laws and regulations, assistance can be applied in both tactical and nontactical environments. Military Police and CID law and order functional capabilities are force multipliers that enhance protection of the force across the full range of military operations through timely, thorough and unbiased investigations.

311A. CID SPECIAL AGENT. Duties: Assists CAARNG CID personnel with the Investigation of felony and other significant crime of CAARNG interest as defined by regulations, military and federal law. Examines and processes crime scene; plans, organizes, conducts and supervises overt and covert investigations; collects, preserves, and evaluates physical evidence for scientific examination by laboratories and use in judicial proceedings. Obtains and executes arrests and search warrants; interviews and interrogates victims, witnesses, suspects and subjects, and obtain written statements executed under oath; develops, evaluates, and manages informants and other sources of criminal intelligence. Maintains close working relationships with attorneys and staff of JAG. Writes, reviews and assists with the approval of technical investigative reports. Conducts personal security vulnerability assessments for designated senior CAARNG or CSMR officials.

350F. ALL SOURCE INTELLIGENCE TECHNICIAN. Duties: Develops operational security data through the use of information accumulated from a variety of sources in coordination with the CAARNG. Makes reliability assessments of information received through comparison with previously evaluated information on hand. Maintains close liaison with other specialized information activities to include counterintelligence, imagery interpretation, interrogation, and language interpretation skills. Assists the CAARNG with the development and maintenance of order of battle maps, overlays, and reports to provide complete and accurate intelligence. Assists units with language skills in their proposed theater of

operational area as well as culture awareness information in an assigned country. Establishes and maintains files as a basis for information to support tactical decisions. Maintains current information concerning friendly and enemy forces to include identification, disposition, personalities, combat efficiency, and history. Develops and prepares enemy vulnerability studies and evaluates their significance for use in predicting probable enemy courses of action in terms of disposition, capabilities, and intentions.

ORDNANCE BRANCH

915A. UNIT MAINTENANCE TECHNICIAN. Duties: Assists the CAARNG with planning, and organization of the field maintenance of wheeled vehicles, light track vehicles, self-propelled artillery systems, and fire control, armament, ground support, and powered driven chemical equipment. Diagnoses, tests, and analyzes malfunctions of unit equipment. Directs the establishment and operation of unit prescribed load lists for field repair and maintenance related operations. Establishes and enforces shop fire and safety programs. Manages unit calibration requirements and unit level oil analysis program. Prepares readiness reports. Writes and updates internal SOPs for maintenance areas. Directs emergency recovery and repair for all unit equipment. Manages the Army Maintenance Management System (TAMMS). Quality Assurance and Quality Control (QA-QC) procedures, and Standard Army Maintenance System (SAMS-1). Ensures personnel are trained to use the tools, test equipment, and applicable publications for the completion of the mission and are trained in automation skills. Ensures that the section is deployable by supervising the Unit Level Logistic System (ULLS). Develops, rehearses, and implements load plans and deployment scenarios; establishes field SOPs; and ensures standards of the Mission Essential Task List (METL) are met. Ensures that Logistics tracking systems such as the Unit Level Logistic System (ULLS) Army Maintenance Management Systems (SAMS-2), and the Standard Army Retail Supply Systems (SARSS) are used. Manages scheduling of periodic maintenance and services; manages dispatch of passenger, cargo, and combat vehicles; manages requisitioning and exchange of repair vehicles and disposal of POL products. Establishes internal procedures to receive, issue, and store tools, parts, publications, and POL products.

913A. ARMAMENT REPAIR TECHNICIAN. Duties: Manages activities and personnel engaged in field and sustainment level maintenance and repair of small arms, field artillery and armament systems. Directs procedures for the identification and troubleshooting of malfunctions in electrical, hydraulic, fire control, and instrument items. Establishes evacuation and replacement procedures of such items that are unserviceable and beyond the repair capabilities of forward support companies. Manages quality assurance and production control programs to ensure established work standards are met and repairs are made on a timely basis. Administers The Army Maintenance Management System (TAMMS) and the Maintenance Reporting and Management Systems (MRMS). Administers regulations and procedures pertaining to physical security, accountability, and shipment of weapons. Directs repair teams in support of field units and activities. Establishes and directs a shop safety program per applicable regulations. Establishes a technical library and examines, interprets, and disseminates technical material, including orders and bulletins.

QUARTERMASTER BRANCH

920A. LOGISTICS MANAGEMENT OFFICER (PROPERTY ACCOUNTING TECHNICIAN). Duties: Assists the CAARNG Logistics Management Officer in both operational and non-operational units. Ensures 100 percent property accountability is maintained, all authorized equipment is on hand, on valid requisition or redistribution order. Locates and acquires standard and nonstandard equipment and supplies through military and non-military supply sources to meet unit readiness and operational

requirements. Oversee/validate the small purchase program to prevent fraud, waste and abuse. Determines equipment funding requirements and coordinates for funds availability with supported units and resource management activities. Develops, executes, monitors and provides input to the annual supply budget. Redistributes excess equipment throughout the command. Processes excess equipment for disposal after all redistribution efforts is met. Monitor unit Supply Operations to ensure compliance with policy and/or contractual requirements. Administers the Command Supply discipline Program. Trains, develops, and mentors supply and non-supply personnel on supply policies, processes and procedures. The Logistics Management Officer is the primary advisor to the command and supported units on all property accountability and organizational level supply matters. Duties may also include preparing contract documents such as Standard Agreement, interagency and/or intergovernmental contracts in support of the Army National Guard, Air National Guard, California Federal Youth Programs Office, and the Military Department Office Homeland Security. Analyze complex technical issues and problems using the State Contracting Manual, Government Codes, Public Contract Codes and other State and Federal Contracting Regulations. Provides contracting services dealing with the public and Military Department personnel which requires advanced written and oral presentation skills. Performs contracting services to include interagency agreements; reviews contract requests for compliance with state/federal laws and regulations; prepares complex solicitations documents; schedules and conducts bid openings.

920B. MATERIAL MANAGEMENT OFFICER (SUPPLY SYSTEMS TECHNICIAN). Duties: Assists the CAARNG with the Instruction, management, and supervision of personnel within a Supply Support Activity (SSA) concerning supply systems policy and functional procedures. Responsible for managing the receipt, storage, and issuance of supplies and equipment at the technical supply or DSU level in accordance with established policies and regulations. Plans requirements for stockage and control based on accumulation of demand data. Controls management of operational float stocks to ensure compliance with Army policy. Assists with the Inspection of supported units to ensure Supply Performance Standards are being achieved. Provides technical guidance to personnel of supported units/activities in order to assist, establish, and maintain adequate stockage levels for mission accomplishment. Conducts periodic inventories of stockage supply items, initiates action for disposition of excesses, and makes recommendations for changes to the authorized list (ASL). Develops standard operating procedures and performs administrative duties related to the supply activity. Duties may also include preparing contract documents such as Standard Agreement, interagency and/or intergovernmental contracts in support of the Army National Guard, Air National Guard, California Federal Youth Programs Office, and the Military Department Office Homeland Security. Analyze complex technical issues and problems using the State Contracting Manual, Government Codes, Public Contract Codes and other State and Federal Contracting Regulations. Provides contracting services dealing with the public and Military Department personnel which requires advanced written and oral presentation skills. Performs contracting services to include interagency agreements; reviews contract requests for compliance with state/federal laws and regulations; prepares complex solicitations documents; schedules and conducts bid openings

882A. MOBILITY OFFICER. Duties: Provides the commander with solutions to various land, air and sea deployment problems. The Mobility Technician advises the commander on the joint deployment process and ensures rapid transmission of movement requirements to assist the CAANRG with its transportation mission. Develops and conducts training associated with unit movement operations. Assists with the identification and remedies deployment issues as well as plans and coordinates deployments and redeployments with the CAARNG. Provides commanders and staff with information on the Defense Transportation System, unit movement operations, strategic mobility operations and joint deployment information systems.

SIGNAL BRANCH

250N. NETWORK MANAGEMENT TECHNICIAN. Duties: Assists the CAARNG with the Supervision of tactical communications switching equipment and personnel at the node level. Supervises keying equipment and information at the node level. Plans, manages, and troubleshoots tactical switched networks. Manages electronic keys required to support signal networks. Develops policy recommendations and provides technical guidance for the planning, managing, and troubleshooting of Army, Joint, and Combined networks. Advises commanders and staffs on tactical telecommunications network requirements.

251A. INFORMATION SYSTEMS TECHNICIAN. Duties: Assists the CAARNG with Management of personnel and information system assets associated with Automation Battlefield Computer Systems (ABCS), Automated Information Systems (AIS), and Internet Protocol (IP) Local Area Networks (LANs). Performs system integration. Develops software installation plans. Plans and develops Information Systems Life Cycle Management. Conducts systems analysis, design, development, implementation, and acceptance testing. Creates and implements Information Assurance Plans. Designs and implements ABCS/AIS LANs into tactical environments. Performs systems administration and LAN administration of tactical ABCS/AIS; manages training of personnel in the installation, operation, and administration of tactical ABCS/AIS, intranets, and video teleconferencing systems. Provides technical guidance and direction to subordinate operating elements. Provides guidance at all echelons for the management of all LANs and information systems.

254A. SIGNAL SYSTEMS SUPPORT TECHNICIAN. Duties: Assists the CAARNG with Management of personnel, information systems and communication systems associated with Army Battlefield Control Systems (ABCS), Automated Information Systems (AIS), Internet Protocol (IP), video teleconferencing systems, and tactical Local Area networks (LAN). Develops software installation plans. Plans and implements tactical data distribution and radio systems. Conducts systems analysis, design, development, implementation, and acceptance testing. Creates and implements Information Assurance Plans. Plans and develops Information Systems Life Cycle Management. Provides both technical guidance and assistance to user owned and operated information and communications systems. Provides technical guidance and direction to subordinate operating elements.

948B. ELECTRONIC SYSTEMS MAINTENANCE TECHNICIAN. Duties: Establishes section safety and crime prevention/security programs that adhere to the policies, practices, and regulations associated with these programs. Assists the CAARNG with the Management of personnel, equipment, and facility assets for operation, repair, maintenance, and modification of radio, radar, computer, electronic data processing, controlled cryptographic items, television, fiber optic, radiological and related communications equipment and associated tools, test, and accessory equipment. Ensures personnel are trained to use the tools, test equipment, and applicable publications for the completion of the mission and are trained in automation skills. Ensures that the section is deployable by supervising the Unit Level Logistic System (ULLS). Develops, rehearses, and implements load plans and deployment scenarios; establishes field SOPs; and ensures standards of the Mission Essential Task List (METL) are met. Interprets technical data and schematics, researches and interprets supply data, and fabricates repair parts or procures through outside resources. Coordinates technical, administrative, and logistical interface between the maintenance activity and supported units. Advises commander and staff on electronic equipment development, procurement, capabilities, limitations, and employment. Performs other company grade officer level duties as required/essential to the unit mission.

ARMY ENLISTED FEEDER MOS INFORMATION
(QUALIFICATION FOR WARRANT OFFICER)

MOS	Enlisted MOS Title	WOMOS	Warrant Officer Title
21H	Construction Engineer	210A	Utilities Operations/Maintenance Tech
21K	Plumber	210A	Utilities Operations/Maintenance Tech
21P	Prime Power Production Specialist	210A 881A	Utilities Operations and Maintenance Technician, Marine Engineer Officer
21R	Interior Electrician	210A	Utilities Operations/Maintenance Tech
21T	Technical Engineering Specialist	210A	Utilities Operations/Maintenance Tech
21W	Carpentry and Masonry Specialist	210A	Utilities Operations/Maintenance Tech
25B	Information Systems Operator Analyst	251A	Data processing Technician
25D	Telecommunications Operator	250N	Network Management Technician
25F	Network Switching Systems Operator	140A 250N	Command and Control Systems Tech Network Management Technician
25P	Microwave Systems Operator Maintainer	250N 948B	Network Management Tech Electronic Systems Maintenance Tech
25Q	Multi-channel Transmission Systems Oper	250N	Network Management Technician
25S	Satellite Communication Systems Operator	250N 948B	Network Management Technician Electronic Systems Maintenance Tech
25U	Signal Support Systems Specialist	254A	Signal Systems Support Technician
25W	Telecommunications Operations Chief	250N	Network Management Technician
27D	Paralegal Specialist	270A	Legal Administrator
35C	Surveillance Radar Repairer	948B	Electronic Systems Maintenance Tech
35D (94D)	Air Traffic Control Equipment Repairer	948B	Electronic Systems Maintenance Technician
35E (94E)	Radio and Communications Security Repairer	948B	Electronic Systems Maintenance Technician
35F (94F)	Special Electronics Devices Repairer	948B	Electronic Systems Maintenance Technician
35F- Y2	Telecommunications Terminal Device Repairer	948B	Electronic Systems Maintenance Technician
35H (94H)	Test, Measurement & Diagnostic Equipment Support Specialist	948B	Electronic Systems Maintenance Technician
35K (94K)	Automatic Test Equipment Operator/Maintainer	948B	Electronic Systems Maintenance Technician
35L (94L)	Avionics Communications Equipment Repairer	948B	Electronic Systems Maintenance Technician
35M (94M)	Radar Repairer	948D	Electronic Systems Maintenance Technician
35P (94P)	Multiple Launch Rocket System Repairer	948D	Electronic Systems Maintenance Technician
35R (94R)	Avionics System Repairer	948D	Electronic Systems Maintenance Technician
35S (94S)	Patriot System Repairer (PS Army Only)	948D	Electronic Systems Maintenance Technician
35W (94W)	Electronic Maintenance Chief	948B	Electronic Systems Maintenance Technician

MOS	Enlisted MOS Title	WOMOS	Warrant Officer Title
35Y (94Y)	Integrated Family of Test Equipment	948B	Electronic Systems Maintenance Technician
42A	Personnel Administration Specialist	420A	Human Resources Technician
42F	Personnel Information System Management Specialist	420A	Human Resources Technician
44B	Metal Worker	914A	Allied Trades Technician
44E	Machinist	914A	Allied Trades Technician
45B	Small Arms/Artillery Repairer	913A	Armament Repair Technician
45G	Fire Control Repairer	913A	Armament Repair Technician
45K	Armament Repairer	913A	Armament Repair Technician
46Q	Public Affairs Specialist	420A	Public Affairs Technician (CSMR)
46Q	Public Affairs Specialist	420A	Historian Technician (CSMR)
52C	Utilities Equipment Repairer	210A	Utilities Operations/Maintenance Tech
52D	Power Generation Equipment Repairer	210A 915A	Utilities Operations/Maintenance Tech
62B	Construction Equipment Repairer	915A 919A	Unit Maintenance Technician (Light) Engineer Equipment Repair Tech
63B	Wheel Vehicle Repairer (Light-Heavy)	915A	Unit Maintenance Technician (Light)
63D	Self-propelled Field Artillery Repairer Self-propelled Field Artillery Turret Mech	915A	Unit Maintenance Technician (Light)
63M	M2-3 Bradley Fighting Vehicle	915A	Unit Maintenance Technician (Light)
62B	Construction Equipment Repairer	915A 919A	Unit Maintenance Technician (Light) Engineer Equipment Repair Tech
63X	Track Vehicle Repairer	915A	Unit Maintenance Technician (Light)
74G	Telecommunications Computer Operator	251A	Data processing Technician
88M	Transportation Operator	882A	Mobility Officer
91J	Medical logistic Specialist	920A	Property Accounting Technician
92A	Automated Logistical Specialist	920B	Supply Systems Technician
92Y	Unit Supply Specialist	920A	Property Accounting Technician
95B	Military Policeman (MP)	310A	Provost Marshal
95D	Military Policeman (MP)	311A	CID Special Agent
96B	Intelligence Analyst	350F	All Source Intelligence Technician

Appendix C
 CSMR WOC Training Log

WARRANT OFFICER CANDIDATE TRAINING LOG (CSMR)	
Last Name:	First: Rank: MOS:
PHASE I	
Date WOCC Completed:	Conducted at:
PHASE II (Self paced technical training)	
Formal Classroom Instruction (Describe Course)	Date and Place Conducted (Instructor)
1.	
2.	
3.	
4.	
5.	
Informal Training: Reading, CDC, on-line, OJT, etc. (Describe in detail)	Date and Place Conducted (Unit, Home, etc.)
1.	
2.	
3.	
4.	
5.	
Instruction with or for the CA ARNG: (Describe in Detail)	Date and Place Conducted (CA ARNG Unit, SMR Unit, etc.)
1.	
2.	
3.	
4.	
5.	

Fig 1. Warrant Officer Candidate Training Log (CSMR)

WARRANT OFFICER CANDIDATE TRAINING LOG (CSMR)	
Last Name:	First: Rank: MOS:
PHASE III	
Date WOCC Completed:	Conducted at:
ADDITIONAL TRAINING:	Date and Place Conducted (Unit, Home, etc.)
1.	
2.	
3.	
4.	
5.	

I certify that the above training was completed in accordance with the guidelines established in CSMR Regulation 600-3 (Warrant Officer Personnel Management)

Signature of Warrant Officer Candidate

Date

I certify that this candidate has completed the training stated above and meets all the requirements for accession as a Warrant Officer.

Signature of Commandant
Warrant Officer Candidate Program

Date

Attach copies of final examination score and/or copies of certificates of completion.

Fig 1. (Con't.) Warrant Officer Candidate Training Log (CSMR)

Appendix D
Suggested Format for Warrant Officer Application Procedures

LETTERHEAD OF ASSIGNED UNIT

Unit Office Symbol

DATE (*dd mm yyyy*)

MEMORANDUM THRU (*Your Commander*)
(*Major Subordinate Command*)

FOR President, Warrant Officer Candidate Selection Board

SUBJECT: Consideration for Warrant Officer Candidate

1. I am asking favorable consideration for entry into the California State Military Reserve Warrant Officer Candidate Program. At the present time, I hold the rank of _____. I believe that I meet the minimum prerequisites for Warrant Officer MOS _____. (*Specify MOS*) _____.
2. I would like to become a Warrant Officer because
3. Listed below for your consideration is highlights of my accomplishments related to the Warrant Officer specialty not reflected in my personnel records:
 - a.
 - b.
4. Thank you in advance for your favorable consideration.

(*Your Signature*)

Figure D-1. Sample Memorandum to President, Warrant Officer Candidate Selection Board

Biographical Summary

NAME: First, Middle, Last
RANK: Sergeant E-5
SSN: 999-99-0999

ADDRESS: Street address
City, State, Zip
(Telephone number)
E-mail

UNIT: 40th Infantry Division (M), CA ARNG
Street address
City, State, Zip
Telephone number

OBJECTIVE: (Examples) To obtain appointment as a CSMR Warrant Officer Candidate, in duty MOS 420A, Human Resources Technician (*Administration*).

PERSONAL DATA:

Date of birth: 8 Mar 64
Height: 5' 10*
Weight: 170 pounds
Health: Good

Marital Status: Married
Dependents: Two
MOS: Primary: 75D20
Secondary: 71L20

CIVILIAN EDUCATION:

Bachelor of Science. University of California, Fresno, CA Associate Degree, Mt. San Antonio College, Walnut, CA Diploma. Fresno High School, Fresno, CA

MILITARY EDUCATION:

BNCOC MOS 75D
U.S. Army Soldier Support Ctr.
Fort Benjamin Harrison, IN

Scope of training focused upon leadership and MOS training at the middle management level

PLDC
Fort Hood, TX

Scope of training concentrated on leadership skills

Personnel Management Specialist Course
U.S. Army Soldier Support Ctr.
Fort Jackson, SC

Initial MOS training that taught the basic skills in MOS 75D10

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present
Personnel Records Supervisor
40th Infantry Division (M), CA ARNG

Responsible for initiation and maintenance of officer and enlisted personnel and health records. Supervise a team of 3 personnel records specialist.

Jun 89 - Jun 92
Personnel Records Specialist

Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO

Jan 90 - Present
Personnel Clerk
A1 Produce Company, Fresno, CA

MOS 420A:

Review and process personnel and health records of company personnel to assure document's are complete and contain all required signatures. Verify personnel met all eligibility requirements for job promotions.

(Your Signature and Date)

Figure D-2. Sample Biographical Summary Format

California State Military Reserve Warrant Officer Candidate Program Application Checklist

Name: _____ Rank: _____ Unit: _____

WO MOS _____ Enlisted Feeder MOS _____ Civilian Acquired Skill _____

This Checklist should be the top document in the application package. The application packet should be tabbed (*letter*) as described below with the following documentation:

[] **TAB A:** Applicant's Memorandum of Application including reason for requesting entry to the Warrant Officer Candidate Program (WOCP) and a brief summary of qualifications in the selected Warrant Officer (WO) military specialty. Memorandum should not exceed one (1) page. (*Appendix D-1 of CSMR REG 600-3*).

[] **TAB B:** Memorandum of Recommendations from the Applicant's unit commander, through the Major Subordinate Commander, including verification that applicant meets all WOC Program prerequisites. Recommendation should include comments on applicant's potential for success in the selected WO military specialty and summary of observed and demonstrated leadership qualities of the applicant.

[] **TAB C:** Biographical Summary (*Appendix D-2 of CSMR REG 600-3*).

[] **TAB D:** Documents verifying not less than three years of experience in the selected WO military specialty or civilian equivalent experience. Documents may include training completion certificates, training evaluations (*DA Form 1059 or similar*), copies of Personnel Qualification Record indicating dates of assignment in WO feeder MOS, or similar documents. Additional documents may also be required in specific WOC Program Announcements.

[] **TAB E:** Highest civilian education completed (*diploma and transcripts required for all college level courses*).

[] **TAB F:** WO MOS-related civilian training and experience records. (*Any documents which support training or experience directly related to the MOS for which applying. Example: Applied for MOS is 915A, Unit Maintenance Technician, and applicant works as a full-time mechanic. Submit a detailed job description and as many supervisor evaluations of performance as possible*).

[] **TAB G:** All military evaluation/efficiency reports received in the feeder MOS for the selected WO military specialty or civilian evaluation/efficiency reports.

[] **TAB H:** Current full length 5x7 color photograph in Class A or Class B uniform, with all authorized awards and decorations.

[] **TAB I:** Current Report of Medical Status (Form SF-93). All applicants must be medically fit in accordance with standards prescribed for retention in AR 40-501 and verification that applicant meets the height and weight standards as specified in CSMR REG 600-9. The SF-93 is subject to review by CSMR medical staff.

[] **TAB J:** (*Optional*) Letter of Recommendation for your MOS, from a senior Warrant Officer that holds the MOS you are applying for. This is not a requirement, but is highly recommended to enhance your packet.

Figure D-3. Warrant Officer Candidate Program Application Packet Checklist

Appendix E
Redesignation (or award if appropriate) in Warrant Officer MOS

LETTERHEAD OF SUBMITTING UNIT

Your Office Symbol

DATE (*dd mm yyyy*)

MEMORANDUM THRU (*Major Subordinate Command*)

FOR Director of Personnel (CASR-P), HQ, CSMR, Sacramento, CA 95826-9101

SUBJECT: Redesignation (*or award if appropriate*) in Warrant Officer (*enter MOS as appropriate*)

1. I request the following (*enter MOS as applicable*) redesignation (*or award if appropriate*) under the provisions of chapter 6, CSMR Regulation 600-3.

- a. Name:
- b. SSN:
- c. Present grade:
- d. Present TDA unit title, position title, (*enter MOS*), paragraph, and line number:
- e. Proposed TDA unit title, position title, (*enter MOS*), paragraph, and line number:
- f. Mailing address: (*home*)
- g. E-mail address:

2. I possess the following qualifications for the (*enter MOS as applicable*) and position sought (*attach evidence in accordance with CSMR Regulation 600-3, paragraph 6-2*).

(*Signature Block*)

Encl
(List Encl's)

CF: Unit Personnel File

Figure 1. Sample of Letter for Redesignation (or award if appropriate) in Warrant Officer MOS

Appendix F
Sample Letter for Recommendation for Promotion of Chief Warrant Officer

LETTERHEAD OF SUBMITTING UNIT

Your Office Symbol

DATE (*dd mm yyyy*)

MEMORANDUM THRU (*Major Subordinate Command*)

FOR Director of Personnel (CASR-P), HQ, CSMR, Sacramento, CA 95826-9101

SUBJECT: Recommendation for Promotion of Chief Warrant Officer

1. Under the provisions of Chapter 7, CSMR Regulation 600-3, the following named Chief Warrant Officer is recommended for promotion:

- a. Name:
- b. SSN:
- c. Current grade:
- d. Duty MOS:
- e. Present unit assignment, paragraph, and line number:
- f. Grade, position title, rank code, and unit for which recommended (*include para and line number*)
- g. Mailing address: (*home*)
- h. E-mail address:

2. This Warrant Officer clearly demonstrated the required qualification for the responsibility and potential duties of the grade to which recommended.

- a. The following periods of service are creditable for promotion to the higher grade: (*Date of Rank to Present*)
- b. The Warrant Officer meets the minimum military and civilian education requirements as shown on the attached CSMR Form 13A and Military Biography Summary.
- c. The Warrant Officer meets the height and weight standards of CSMR 600-9:
Height _____ Weight_____.

Encl
(List Encl's)

(*Signature Block*)

CF: Unit Personnel File

Figure 1. Sample Letter for Recommendation for Promotion of Chief Warrant Officer