



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

12 MAR 2004

MEMORANDUM FOR MILPOs

SUBJECT: Army National Guard (ARNG) Promotion Process for Warrant Officers

1. References: National Guard Regulation (NGR/AR) 600-101, 1 Oct 96, Warrant Officers, Federal Recognition and Related Personnel Actions.
2. This policy supersedes all previous ARNG policies, All States Log Memorandums, and NGR 600-101, Chapter 7, Promotion.
3. This memorandum provides guidance to Adjutant Generals (TAG) on the procedures for requesting Federal recognition for the promotion of warrant officers. The intent is to streamline this process, reduce and standardize hard copy document requirements.
4. The State will submit the following documents in the order listed according to promotion type (checklist found in Appendix A).
 - a. State promotion order (required format in Appendix B). This format for the promotion order must be used in order to process the promotion request in a timely manner.
 - b. NGB Form 89, Proceedings of a Federal Recognition Examining Board.
 - c. Promotion Recommendation Memorandum (commander's signature only) (required format in Appendix C). Height/weight and APFT information must be current.
 - d. Personnel Qualification Record (PQR) can be from either Unit Personnel System (UPS) (preferred) or SIDPERS (samples in Appendix D and E). The areas of military education (HI MIL COL CRS COMPL), PMOS/PSSI, Security Clearance, and current physical will be reviewed for promotion eligibility and highlighted or circled.
 - e. Annual Medical Certification (AMC) will be included on all packets in which the physical is over one year at time of promotion (hard copy when applicable).
 - f. DA Form 3349 Physical Profile when applicable (hard copy when applicable).
 - g. Memorandum from NGB-ARZ-T for Title 10 AGR (hard copy when applicable).

Appendix A
Checklist for Submission of Warrant Officer Promotion Packets

Documents Required from the States	State Review and Submission Process	NGB Verification Process	WO Promotion
State Promotion Order (required format – Appendix B)	Correct orders format (Order must include para/line and UIC)	View/verify TAPDB to ensure position authorized/vacant	X
NGB Form 89	Ensure absolute accuracy	Review	X
Promotion Recommendation Memorandum (required format – Appendix C)	Correct format, current Ht/wt and APFT/Body Fat Percentage when applicable	Review Recommend Memo APFT/Ht/Wt/ Body Fat Percentage when applicable	X
PQR (UPS version preferred or SIDPERS version)	Highlight or circle military education (HI MIL COL CRS COMPL), PMOS/PSSI, Security Data, last physical exam year and month	Review/ verify on PQR/PERMS/ MEDPROS	X
Annual Medical Certification (when applicable)	Required if physical is over one year old	Review if physical is over one year old	X
Cardio-Vascular Screening (over 40 applicants – when applicable)	Hard Copy when applicable PQR	Review CVSP if applicable (required for all over 40)	X
DA Form 3349 Physical Profile (when applicable)	Hard Copy when applicable	Review	X
Memorandum from NGB-ARZ-T (for Title 10 AGR only)	Hard Copy when applicable	Review Memo	X
Transfer Order	Verify Position Vacancy when applicable	Review	X

Appendix C
Format for Promotion Recommendation
Basic memorandum
LETTERHEAD

(Office Symbol)

DATE

MEMORANDUM FOR

SUBJECT: Recommendation for Promotion of Warrant Officers

1. Under the provisions of Chapter 7, NGR 600-101, recommend that the following named officer be promoted in the Army National Guard:

- a. Name:
- b. SSN:
- c. DMOS:
- d. Present grade:
- e. Present assignment and unit: (include paragraph and line number)
- f. Grade, assignment, and unit for which recommended: (include UIC, MTOE/TDA, and paragraph and line number)
- g. Unit Mailing address:

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and MOS for which recommended.

a. The following periods of service are creditable for promotion to the next higher grade, from _____ to _____.

b. The officer meets the minimum military requirements. (PQR attached).

c. Individual meets the height and weight standards of AR 600-9: (Yes/No)
Height _____ Weight _____. If applicable, actual Body Fat percentage: _____
maximum allowable Body Fat percentage _____.

d. Individual has passed the APFT on _____.
Date

Encl
as

SIGNATURE BLOCK
(Commander)