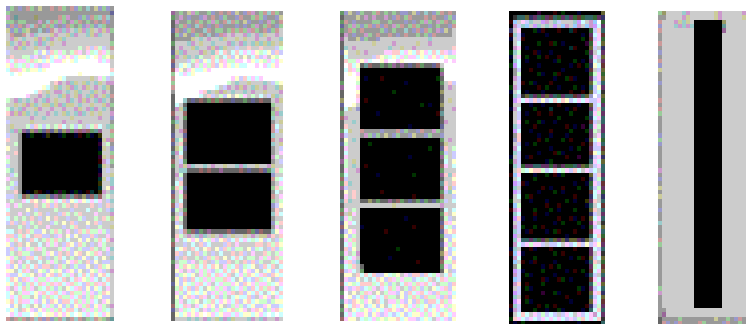


# GEORGIA STATE DEFENSE FORCE WARRANT OFFICER MANAGEMENT GUIDE

JANUARY 1, 2011



## History.

This guide supplements GSDF Regulations where ever it addresses or pertains to Warrant Officers of the Georgia State Defense Force (GSDF) on this subject but, Georgia State Defense Force Regulations are the final authority.

## Summary.

The guide describes procedures for appointment, assignment, promotion, separation and other related Warrant Officer Personnel actions. This guide also specifies the criteria for appointment as a Warrant Officer, assignment, and management. (GSDFR 601-1, 601-2, 614-1, 623-1, 624-1, 635-100)

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## Applicability.

This document applies to all individual members and organizations of the GSDF. It covers promotion or separation for any warrant officer of the GSDF, and identifies supporting documents that must be submitted with each action.

## Supplementation.

Supplementation of this guide is prohibited without the prior approval of the Deputy Chief of Staff, G-1 (Director of Personnel), HQ, GSDF and the State Command Chief Warrant Officer.

## Suggested Improvement.

The proponent for this guide is the Deputy Chief of Staff, G-1, (Director of Personnel), HQ, GSDF. Users are invited to send comments, suggestions, and improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Headquarters, GASDF, Attn: Deputy Chief of Staff, G1, Confederate Ave. Atlanta Ga.

## Distribution.

Distribution of this Guide is GSDF - A  
1 September 2010

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# Chapter 1

## Introduction

### **1. Purpose**

This guide prescribes policies and procedures governing the appointment, assignment, transfer, attachment, detail, promotion and separation of all Warrant Officers of the Georgia State Defense Force.

### **2. Policy**

The personnel management system and policies through which the GSDF 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. (GSDFR 600-1, 600-2, 600-3)

### **3. Relative Rank**

Warrant Officers of the GASDF, when not on state active duty, rank among themselves according to the laws of the state. When Warrant Officers of the GASDF enter state active duty, under any provision of state law, they will rank among Warrant Officers of the Georgia National Guard (GNG) of the same grade who are also on state active duty, according to the provisions of the Georgia Military and state Codes. (O.C.G.A. Title 32)

### **4. References**

Required and related publications are listed in Appendix A.

### **5. Glossary**

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

### **6. Exceptions**

Exceptions to this guide 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 Commanding General, ACofS, G1, with the advice of the Command Chief Warrant Officer, has the authority to approve exceptions to this guide only in special circumstances that are consistent with the needs of the GASDF or the GNG.

## Chapter 2

### APPOINTMENTS

#### **1. Appointment of Warrant Officers**

Warrant Officers in the GSDF are appointed by the Governor upon the advice and recommendation of the Adjutant General and SDF Commanding General, in accordance with Title 32, O.C.G.A. regulations. These appointments may be temporary, for a period not to exceed 12 months, or permanent, as prescribed by this guide or regulations.

#### **2. Warrant Officer Candidate Grade Designation**

a. Once determined qualified by the personnel review board the soldier will enter the OCS/Warrant Officer Candidate School (WOCS), soldiers may be appointed as Warrant Officer Candidate (WOC) but will remain at the previously held enlisted grade. Applicants who are new members will hold the grade they were inducted into the SDF. (GSDFR 601-2 and This Guide · 1 September 2010).

b. Applicants attending OCS/WOCS will remove enlisted rank, devices/chevrons, from the uniforms and wear the Warrant Officer Candidate (WOC) insignia.

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

(1) Graduation from the OCS/WOCS.

(2) Dismissal from the OCS/WOCS when re-admittance to WOCS is not recommended by OCS/WOCS commandant.

(3) Failure to complete WOCS within one year from date of personnel review board.

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

#### **3. Eligibility Criteria**

Individuals meeting the criteria outlined below may apply for appointment as a GSDF Warrant Officer.

a. Assignment.

The applicant must apply for assignment to an authorized position in a valid Table of Organization (TO) by paragraph and line number or an approved added position by the G-1 and CG.

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 GSDF must not have attained their 66th 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 or other State Defense Forces.

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 Georgia and keep such credentials valid during the term of their service or education in a technical field, or related job experience in GASDF warrant officer MOS career fields needed by the GSDF.
  - (4) Must meet all promotion eligibility requirements as outlined in GSDFR 624-1.
- e. All applicants that are not currently enlisted members of the GSDF must possess either a feeder MOS from prior enlisted service or possess appropriate equivalent civilian skills and education. (Potential applicants are advised to review the Military Occupational Specialty (MOS) career fields in Appendix B, (GSDF Warrant Officer MOS's, Career fields to verify general aptitudes, qualifications and knowledge required of the applied WO position).
- 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 or GSDF performance evaluations. (GSDFR 623-1)
- h. Medical. The medical standard for initial appointment and retention as a Warrant Officer are as prescribed in GSDFR 600-63. A Medical Officer or Medical Doctor of any military service or Georgia State Defense Force who is licensed and privileged by military or GSDF medical authority to conduct such reviews may determine the medical qualifications of a candidate after review of Assessment Form 600-63A and interview of the applicant. The applicant must meet the height/weight standards of GSDF Regulations.

#### **4. Ineligibility**

The following persons are ineligible for appointment as a Warrant Officer.

- 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.

## **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 GSDF and new members with technical skill need by the GSDF and have successfully completed the IET. (GSDFR 601-1)

## **6. Appointment Predetermination Screening**

- a. Local GSDF unit commanders will make the initial predetermination screening on all applications for appointment as warrant officers based on the professional, technical, and educational qualifications of the individual, consistent with the needs of the Georgia State Defense Force (GSDF). All Applicants for appointment must meet all the eligibility criteria outlined in paragraph 2.3 above and a valid TO vacancy in the grade in which the applicant is requesting appointment or any additional position approved by the G1 with the CG approval.
- b. The senior Warrant Officer of a unit should be included in the predetermination screening process at the unit level.
- c. Commanders and applicants are advised to review the Military Occupational Specialty (MOS) career field specified in Appendix B, to verify general aptitudes, qualification and knowledge required of the applied MOS.
- d. In accordance with Para 3-2a, the applicant's packets will be forwarded through the chain of command to include endorsements by the Major Subordinate Command (MSC) Commander to Headquarters, Georgia State Defense Force, ATTN: ACofA, G1, Confederate Ave. Atlanta, Ga.

## **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 OCS/WOCS. GASDF Regulation 601-1, 601-2, will apply. 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 GASDF with "qualified" specialists to assist in meeting the mission objectives of the Georgia State Defense Force.
  - (1) An individual, if found qualified per paragraph 2-3 above, who otherwise meets the medical, height-weight and other requirements of this guide 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 WOCS is not required).
  - (3) Senior noncommissioned officers with prior Federal, Reserve or National Guard service in the rank of E7 to E9, for at least two years, may be promoted to Chief Warrant Officer Two after completion

of OCS/WOCS if MOS career field certified by the Personnel Review Board 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 Personnel Review Board (PRB) (attendance at OCS/WOCS 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-GSDF, Warrant Officers below the grade of CW3 will not be assigned to command positions.

(2) Warrant Officers will normally be exempt from any tenure guidelines established for officer (TO) 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 GSDF service for cause (nonparticipation for example) may not reapply for appointment without the express written approval of the CG--GSDF.

(4) Whenever possible, the senior Warrant Officer should be included in the promotion 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.

## **8. Temporary Appointments - Warrant Officer Candidate**

Applicants for appointment may be extended a temporary appointment pending final determination of eligibility before the Personnel Review Board (PSB) for permanent appointment as a Warrant Officer in the GSDF. 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 individuals who are appointed to fulfill a specific MOS task and where the PSB 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-GSDF.

## **9. Warrant Officer Technical Development Program (WOTDP)**

The WOTDP is designed to provide additional technical training to new WO1's. It will extend over a minimum two year period. It is divided into three sections, identified as Phase I, Phase II and Phase III as outlined below:

a. **Phase I** -OCS/Warrant Officer Candidate School (OCS/WOCS-Part 1) The OCS/WOCS 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. OCS/WOCS 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 specialty.

(1) After graduating from the OCS/WOCS, the WO1 will return to their assigned unit and begin "on-the job" (OJT) training in their assigned specialty 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 Georgia National Guard units.

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

(d) In some selected specialties, candidates may be required to complete SAR's I, II and Federal Emergency Management Agency (FEMA) or Homeland Security courses (correspondence courses are acceptable).

(e) In some cases, the WO1 may be assigned to an OJT training program at a specific full-time ARNG unit or maintenance shop depending on their specific MOS. This temporary reassignment must be arranged by HQ, SMR or by their Major Subordinate Command.

(f) In some cases, the WO1 may complete civilian education for specific specialty.

(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. New WO1's need to demonstrate technical competence along with proper time management and attention to detail.

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

c. **Phase III** - Warrant Officer Technical Certification is the final phase of the WOTDP.

(1) The WO1's performance and training during Phase II will be evaluated.

(2) Additional course instruction will be provided by HQ, GSDF, and Major Subordinate Commands or by the GANG.

(3) In some cases, WO1's may be required to provide instruction in certain aspects of Phase III specialty training to other candidates, provided they have the acquired skill level to assist with this training.

(4) Minimum requirements for WOTDP 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) WO1's who miss an excessive amount of training for ANY reason will fail the WOTDP.

(5) Additionally, WO1's will be boarded and must demonstrate to the satisfaction of the Personnel Review Board (PRB) that they have the necessary skills required for their specialty to be promoted to CW2.

#### **10. Warrant Officer Appointment Process**

a. Upon successful completion of OCS/WOCS candidates will be appointed to the rank of WO1 per GSDFR 624-1 and assigned a MOS Career Field by the Personal Review Board (PRB).

b. If the WO1 is not certified by the Personnel Review Board (PRB) in an MOS they must successfully complete all phases of the Warrant Officer Technical Development Program (WOTDP) within two years after appointment and must be certified MOS qualified by the Personnel Review Board before promotion to CW2. Failure to be technically certified will result in termination of appointment.

(1) Candidates may be appointed to CW2 after completing the OCS/WOCS if both of the following apply:

(a) They held a federal grade for 2 consecutive years at the E-7 to E9 and,

(b) The Personnel Review Board (PRB) has determined they are MOS qualified.

b. Warrant Officers must comply with all provisions of membership in the GSDF. Any WO committing any offense punishable by the Uniform Code of Military Justice will be considered for elimination from the WOP.

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-GSDF, with the advice of the Command Chief Warrant Officer, has the authority to approve exceptions to this guide only in special circumstances which are consistent with the needs of the GASDF.

#### **11. Wearing of the Uniform and Insignia**

a. GSDFR 670-1 (Wear and Appearance of Uniforms and Insignia) prescribes the wear of uniforms, insignias, and accouterments for GSDF soldiers.

b. Warrant Officer Candidates will wear W.O.C. insignia on all uniforms in accordance with GSDFR 670-1 until appointment as a WO1.

## Chapter 3

### Application for Warrant Officer Appointment

#### **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 in the GSDF.

(1) Applicant must request entry into the Warrant Officer Program.

(2) Applicant must submit GSDF Promotion Recommendation Form 624-1A. The grade/position vacancy to which the individual will be assigned upon promotion must be shown on this form along with the Table of Organization PAR and LIN numbers.

(3) A current Performance Evaluation Form 623-A.

(4) Attendance records (during the time in grade period).

(5) Educational and/or Professional Development completion certificates not already in 201 file that support WO MOS Career Field applied for.

(6) Certifications or licenses (including current CPR and First Aid).

(7) Awards, letters of commendation, recommendations or support for the WO MOS Field applied for.

(8) Any other pertinent information/documentation (resume, transcripts etc. are required for WO appointment).

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

c. Reappointment.

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

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

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

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

#### **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 TO position and the applicant meets the WO MOS career requirements.

(2) The Commander will provide an appropriate recommendation on GASDF Form 624-1A. If 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 TO vacancy to be filled through all intermediate commanders.

### **3. Actions Required by Intermediate Commander**

a. Intermediate commander will:

(1) Review application and allied papers and provide an appropriate recommendation on GSDFR 624-1A.

(2) Verify that Applicant:

(a) Meets all WOP requirements.

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

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

(d) Certify availability of position vacancy.

(3) Submit application through remaining intermediate commanders (if any) to HQ, GSDF ATTN: ACofA, G1, Confederate Ave, Atlanta, GA.

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 cannot be corrected without referring the application to the originator at the unit of assignment.

### **4. Actions Required by Deputy Chief of Staff, G-1, HQ, GSDF**

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 TO vacancy exists, or G1 has approved new position.

(4) Submit approved application to appropriate specialty office as required (GSDF JAG, Chaplain, Medical, or Command Chief Warrant Officer) for approval of professional educational stipulations.

(5) File original application and any supporting documents in a "pending Personnel Review 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 Personnel Review 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.

### **5. Actions Required by Commandant of the OCS/Warrant Officer Candidate School:**

a. After the Commandant certifies that the applicant has successfully completed the OCS/Warrant Officer Candidate School, 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, GSDF, Attn: ACofA, G1 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 GSDF, Attn: AOofA, G1 for termination of appointment.

## Chapter 4

### Assignments

#### **1. State Active Duty**

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

- (1) Authority of the Governor over the Active Militia.
- (2) Proclamation of Insurrection.
- (3) Events Justifying Calling Militia into Active Service.

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

#### **2. Assignment Policy**

a. The primary factors that influence a Warrant Officer's assignment are the needs of the GASDF and accomplishment of the GASDF mission in support of the Georgia DOD. 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 guide, 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-GSDF, Warrant Officers below the grade of CW3 will not be assigned to command positions.

#### **3. Reassignment.**

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

- (1) There must be an authorized TO vacancy in the same or higher grade, unless otherwise authorized in this regulation.
- (2) If there is not an authorized TO vacancy in the same or higher grade for which the individual is qualified, upon approval of the GSDF Command Chief Warrant Officer, the individual may be placed temporarily over strength 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 GSDF 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 TO duties, except with the permission of the senior GSDF JAG and the GSDF 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 GASDF Command Chief Warrant Officer.

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

#### **4. Changes in Unit Structure**

Warrant Officers who's TO 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 GSDF Command Chief Warrant Officer. This policy does not apply to JAG Warrant Officers, who will be reassigned to the Headquarters G1 staff in the event of any reorganization.

#### **5. Over strength and Additional Position Authorizations**

a. The GASDF Commanding General establishes personnel policy on the management of GASDF officer and Warrant Officer assignments, to include over strength positions and temporary TO positions at Headquarters, GSDF. The G1 will be consulted with the Command Chief Warrant Officer before requesting any Warrant Officer appointment or assignment in an over strength position.

b. Warrant Officers are authorized to be assigned "over strength" for a period not to exceed one year under the following conditions:

- (1) Former Georgia National Guard Officers when appointed within 2 years of their honorable separation from National Guard service.
- (2) Unit of assignment has been reorganized or deactivated.
- (3) Normal staff reassignment has no current TO positions.

### Chapter 5

#### Attachments

##### **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, in writing, to train with another unit, in an attached status, for a specified period.

b. At the discretion of the CG-GSDF, 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, whichever 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.

## **2. Duty Details**

a. General. Duty details are a command function; however, their use must meet prescribed regulations and accepted Warrant Officer Management practices of this guide and any other GASDF 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-GSDF.

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.

## **3. Branch Assignments**

a. All Warrant Officers appointed in the GSDF will be 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 GSDF insignia as their branch insignia.

c. All Warrant Officers appointed in the GSDF are required to become MOS career field qualified by the Personnel Review Board within 24 months of appointment as a Warrant Officer in the GSDF.

d. Award of Warrant Officer MOS career fields and 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 directions published by the Personnel Review Board (PRB).

e. Warrant Officers who fail to become MOS career field 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-GSDR.

## **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 over strength in a currently occupied position projected to be vacated within two years.

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

## Chapter 6

### Georgia SDF Warrant Officer Career Fields

1. Warrant Officer Specialties.
2. Warrant officer Career Fields that are authorized in the GASDF.

#### **100 Special Operations Field & Skill Sets (SDF Unique)**

- 100A1-Search and Rescue Response Technician-Basic
- 100A2-Search and Rescue Response Technician -Senior
- 100A3-Search and Rescue Response Technician-Master
- 100B-Hazardous Materials Response Technician
- 100C-Disaster Response and Recovery Technician

#### **150 Training Field & Skill Set (SDF Unique)**

- 150A-Instructor

#### **240 Security Fields & Skill Sets (Provost Marshal Branch)**

- 240A-Unit Physical Security Technician
- 240B-Unit Operations Security Technician (OPSEC)
- 240C-Force Protection Technician (High Value Targets)

#### **250 Communications and Computer Information Systems Fields & Skill Sets (CIS) (Signal Branch)**

- 250A-Network Management Technician
- 250B-CSI Website Design Technician
- 250C-CSI Information Security Specialist
- 250D-CSI Computer Programming
- 250E-Information System Technician
- 250F-Signal Systems Support Technician
- 250G-Senior Network Management Technician
- 250H-Senior Signal Systems Technician
- 250I-Communication Security Officer (COMSEC)

#### **270 Legal Services Field & Skill Sets (Judge Advocate General Branch)**

- 270A-Legal Administrator

#### **350 Intelligence Fields & Skill Sets (Military Intelligence Branch)**

- 350A-All Source Intelligence Technician

- 350B-Counterintelligence Technician
- 350C-Antiterrorism Officer (ATO)

#### **420 Personnel, Administration, and Retention Fields & Skill Sets (Adjutant General Branch)**

- 420A-Human Resources Technician
- 420B-Administration Technician
- 420C-Public Affairs Technician
- 420E-Recruiting & Retention Technician

#### **421 Music Field & Skill Sets (Quartermaster Branch)**

- 421A-Bandmaster

#### **640 Safety & Occupational Health Field & Skill Set (SDF Unique)**

640A-Safety Technician

#### **670 Health Services Fields & Skill Sets (Medical Branch)**

- 670A-Physician Assistant Technician
- 670B-Emergency Medical Technician
- 670C-Paramedic
- 670D-Safety Officer

#### **888 Movement Operations Fields & Skill Sets (Transportation Branch)**

- 888A-Traffic Management Technician
- 888B-Mobility Officer

#### **915 Maintenance Fields & Skill Sets (Ordnance Branch)**

- 915A-Maintenance Officer
- 915B-Unit Maintenance Technician
- 915C-Electronic Systems Maintenance Technician
- 915D-Computer Repair Technician
- 915E-Senior Maintenance Logistics Officer (All Maintenance Techs become 915E on Promotion to CW5)

#### **919 Engineer, Construction, Facilities, and Equipment Fields & Skill Sets (Engineering Branch)**

- 919A-Construction Engineering Technician
- 919B-Facilities Engineering Technician
- 919D-Generator Equipment Technician

#### **920 Logistics Fields & Skill Sets (Quartermaster Branch)**

- 920A-Property Accounting Technician

- 920B-Supply System Technician

## 922 Food Service Fields & Skill Sets (Quartermaster Branch)

- 922A-Food Service Technician
- 922B-Food Service Purchasing Agent

## 2 General Policy and Procedures for MOS Re-designation

- a. Recommendation of a MOS will be accomplished by approval authority of the CG-GASDF, 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 re-designate a MOS may be delegated by CG-GASDF, but not at a level lower than the GSDF Director of Personnel, G-1.
- c. An MOS re-designation will be necessary and should be accomplished only to comply with assignment criteria, and career progression, or needs of the GSDF or GNG.
- d. An MOS re-designation will normally occur only when:
- (1) A Warrant Officer requests re-designation 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 GASDF Director of Personnel G1 or Command Chief Warrant Officer recommends a change to meet GASDF or DOD needs and long term career development of Warrant Officers.
  - (4) Unit reorganizations resulting in an inability of the GSDF Director of Personnel G1 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 re-designation 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 to the ACofS, G1 to the CG-GASDF through command channels. Request 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 GSDF 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-GASDF will either approve or disapprove the request.
- f. Upon the recommendation of the Personnel Review Board (PRB) and approval of the CG-GSDF, the Director of Personnel will issue the MOS re-designation 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 re-designated should be awarded as an additional or secondary MOS.

### **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 Personnel Review Board (PRB) 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 technical studies. Failure to become fully qualified within two years of the new MOS will necessitate termination of the Warrant Officer's MOS re-designation and the Warrant Officer will revert back to the previously held MOS.

## Chapter 7

### Promotions

#### **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, and 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 WO Management Guide and GASDF regulations.
- e. Promotion from WO1 to CW5 is the responsibility of the Personnel Review Board.
- f. Promotions should be in accordance with the established minimum time-in-grade provided the Warrant Officer meets the above promotion criteria per GSDFR 624-1.
- g. Promotion orders will be published by ACofS, G-1. A copy of the promotion order shall be forwarded to the unit.
- h. Promotions from W1 through CW5 will be based upon the written recommendations of the immediate commander with subsequent concurrence of each intermediate commander.
- i. The process for promotion recommendation for W1 through CW5 is shown in GSDF 624-1.
- j. The recommendation from W1 through CW5 and all endorsements must reach HQ, GSDF, and ATTN: G1, not later than 30 days prior to the next scheduled date of the Personnel Review Board accompanied by the documents listed in GSDFR 624-1.
- k. Warrant Officers may be promoted up to the grade of CW4 without regard to the Standard of Grades limitations shown in GASDF TO documents.

#### **2. Wearing of Insignia**

- a. Wearing the insignia of a higher grade is only authorized after official state promotion orders have been published by ACoFS, G-1.
- 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.

### **3. Eligibility for Promotion**

- a. To be considered by the Personnel Review Board (PRB) for promotion, a GSDF Warrant Officer must:
  - (1) Be in an active status in an authorized TO position or additional position approved by the G1.
  - (2) Be medically fit in accordance with standards prescribed GSDF regulations and meet the height and weight standards as specified in GSDFR 600-63.
  - (3) Have completed the minimum years of time in grade prescribed in GSDFR 624-1.
  - (4) Have completed the minimum military education requirements prescribed in GSDFR 624-1 and this guide.
  - (5) Have completed the minimum civilian education requirements prescribed in GSDFR 624-1 and this guide.
- b. An officer who has been in an inactive status, or recently appointed, may not be considered by the Personnel Review Board for promotion until at least one year after the date of return to active status as established by reappointment order effective date.

### **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 (12 months).

Grade Minimum time-in-grade (per GSDFR 624-1)

WO1 to CW2 2 years  
CW2 to CW3 2 years  
CW3 to CW4 3 years  
CW4 to CW5 4 years

### **5. Military Education (GSDFR 624-1 and WO Guide)**

- a. Education Requirements
  - WOC to WO1 OCS/WOCS, (Phase I) GED or HS (College Degree Not Req.)
  - WO1 to CW2 Technical Certified in an MOS by the Personnel Review Board or completion of Phase II and III, Warrant Officer Technical Development Course (WOTDC) and Award of Technical Specialty by Personnel Review Board. (Special Operations WO's 100A1 requires SAR's II certification.)
  - CW2 to CW3 All Tng. Above + Captain/WO Course Advance Course. (Special Operations WO's 100A2 require SAR's I certification.)
  - CW3 to CW4 All Tng. Above + General Command Staff Course/WO Staff Course. (Special Operations 100A2 require SAR's I certification.)
  - CW4 to CW5 None.
- b. Warrant Officer courses are outlined below:

(1) Warrant Officer Technical Course (WOTDC) Phases I through III is a combination of formal courses and self-paced learning (see Para 2-9b) It is a certification of qualification and award of a Military Occupational Specialty Career Fields by the Personnel Review Board(MOS WOTDC is accomplished by successful completion of OJT or diagnostic examinations written and/or hands-on).

(3) The GASDF Officer Advanced Course/WO Advance Course ensures Warrant Officers are competent to continue to serve as Warrant Officers in the next higher grade. 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) The GSDF Command & General Staff Course/WO Staff Course is 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 GASDF.

c. All training will focus on the skills and knowledge required of Warrant Officers so that they can effectively assist the GASDF and the Georgia DOD with help in specific areas of needs.

d. Training will be provided by G3, GSDF, Major Subordinate Commands, units or by the GNG.

(1) Unit commanders must ensure that the Warrant Officer is fully qualified under the terms of this guide and GASDFR 624-1.

(2) A 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

#### 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 have become more sophisticated.

#### 2. Goals

All GASDF Warrant Officers should attain a specialty related associate degree of 60 college semester hours by the 6th year of Warrant Officer service. An additional goal is to attain a baccalaureate degree by the CW4 promotion point.

#### 3. Civilian Education

a. The minimum civilian education requirement for promotion is a High School diploma or a GED certificate.

b. All GASDF 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 Recommendations and Warrant Officer Candidate Selection Procedures or outlined in GSDFR 624-1.

### **1. Authority (Title 32, O.C.G.A.)**

- a. Under GASDFR 624-1 Personnel Review Board will review all Warrant Officer applications for promotion. The Personnel Review Board will convene to determine whether applicants for promotion meet the medical, and professional qualifications to perform the duties of the grade for which submitted. The approving and appointing authority is the CG-GASDF.
- b. The ACofS, G1 will convene a Personnel Review Board whenever the needs of GSDF dictate.

### **2. Personnel Review Board (PRB)**

- a. The PRB will review the records of warrant officers recommended for promotion to W1 through CW5. Warrant Officers submitted for promotion consideration may request certain personnel to 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 201 file, may be made available by the ACofS, G1 upon request of the board.
- c. Whenever official state personnel records are made available to the board, a representative of the G1 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) GSDF Promotion Recommendation Form 624-1A. The Grade/Position Vacancy to which the individual will be assigned upon promotion must be shown on this Form along with the Table of Organization (TO) PAR and LIN numbers.
  - (2) A current Performance Evaluation Form 623-1A.
  - (3) Attendance records (during the time in grade period).
  - (4) Educational and/or Professional Development completion certificates not already in 201 file.
  - (5) Certifications or licenses (including current CPR and First Aid).
  - (6) Awards, letters of commendation, recommendations or support not already in 201 file.
  - (7) Any other pertinent information/documentation (including resume, transcripts related to the technical field. A resume is required for all applicants for warrant officer. (See appendix D for an example)
  - (8) Latest Performance Evaluation Report.
  - (9) Any other pertinent documents related to MOS technical qualifications.

### **3. Composition**

- a. The WO Personnel Selection Board shall consist of the GASDF Deputy Commander, Chief of Staff and ACofS, G1 or their assignees. When considering warrant officers promotions the board may request the GASDF Command Chief Warrant Officer or his/her assignee to serve as the fourth member of the board.
- b. 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.
- c. Whenever possible, board membership should include minority or female officers and Warrant Officers when considering minority or female Warrant Officers.
- d. Board members will be guided by all current GSDF regulations with regard to personnel actions. No waivers of promotion requirements are permitted by board members. Any waivers to the requirements of this guide or GASDFR 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 board.

#### **4. Board Site**

The GASDF Personnel Review Board will convene at HQ, GASDF, so that there is a uniform selection process.

#### **5. Notification to Applicants**

- a. Personal Review Board requires certain personnel to appear before the board. These personnel may include the individual being recommended for promotion or anyone in their chain of command. If 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.

#### **6. Board Procedures**

- a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:
  - (1) The board will proceed to consider the promotion packages submitted in alpha order, from lowest to highest grade.
  - (2) 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 G1 personnel section.
  - (3) After all members have examined the package. The President of the Board may ask for any discussion, following which, each member shall vote by show of hands, for or against promotion.
  - (4) A majority of affirmative votes will cause approval of promotion. In case of tie, the CG will have the deciding vote.
  - (5) At the conclusion of the voting process, the President of the Board will direct that a list of Candidates considered be created from all of the candidates that states the board's recommendation and a brief

statement of why the individual was recommended for promotion or non-promotion.

(6) The results of the Personnel Review Board will remain confidential until the results have been certified by approval authority.

## **7. Examination - Personnel Review Board for Warrant Officers**

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

(1) Military education in 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 GASDF 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 Career Fields in this guide and technical certification documentation or appropriate military and/or civilian education course completion certificates.

## **8. Actions by HQ, GASDF**

a. When the individual is favorably recommended for promotion by the PRB and approved by the CG-GASDF, the HQ, GASDF Director of Personnel, G-1 will:

(1) Publish the promotion order or Warrant Officer Appointment order and distribute same to the unit 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

#### **1. General**

a. Membership in the Georgia State Defense Force 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 Georgia State Defense Force the Warrant Officer may be involuntarily separated.

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

## **2. Voluntary Separation**

a. Georgia State Defense Force 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 Georgia.
- (4) Occupational or educational interference.
- (5) Deactivation or reduction in force of the GSDF.
- (6) Attainment of mandatory retirement date (MRD) of age 70 (see GASDF Reg.).

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

## **3. Involuntary Separation**

a. Warrant Officers whose conduct, behavior, or performance effectiveness fails to meet GSDF 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 GSDF will be effected for the following reasons:

- (1) Conduct involving moral turpitude.
- (2) Conduct unbecoming a Warrant Officer of the Georgia State Defense Force as defined in GSDF Regulation.
- (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 GSDF.
- (7) Serious or willful violations of any GSDF 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.
  - (d) At least 80% attendance at all required GASDF Unit Training Assemblies in any given GSDF 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, GSDF personnel section, a Form requesting separation along with any supporting documentation.

(2) HQ, GSDF personnel section G1 sends notice via first class or certified mail to officer requesting a written response within 15 days.

(3) HQ, GSDF 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-GSDF, the HQ, GASDF 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 of the GSDF. 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.

#### **4. Resignation**

a. Warrant Officer personnel may tender an official resignation through channels to CG-GSDF.

b. If accepted, HQ, GASDF will publish orders separating the individual from the GASDF. The GSDF 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.

#### **5. Retirement**

a. GASDF personnel upon reaching the mandatory retirement age of seventy (70) will be honorably separated and transferred to the GSDF Retired List.

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

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

d. HQ, GSDF will effect all separation orders and prepare retirement certificates upon receipt of a GSDF 614-1 Form 614-1A from the individual's unit commander, and the individual's GSDF 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, GASDF personnel records may result in automatic separation of any GSDF members who have passed their MRD.

#### **6. Retention beyond Mandatory Retirement Date (MRD):**

a. Warrant Officers may be retained in an active status beyond age 70 (on a year-to-year basis) with the approval of the CG-GSDF, and provided they otherwise qualified, capable of effectively performing their duties and fully meet all the requirements of GSDF REGs.

b. There are no provisions to waive or extend an individual's MRD except as contained in GSDF REGs.

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

GSDFR 600-63

Medical Profiling

GSDFR 614-1

Qualitative Retention Beyond Age 70 and Mandatory Removal Date

GSDFR 670-1

Wear and Appearance of Georgia State Defense Uniforms and Insignias

GSDFR 601-1

Personnel Procurement

GSDFR 601-2

Appointments-Entry Ranks and Grade

GSDFR 600-1

Equal Opportunity

GSDFR 600-2

Discrimination

GSDFR 600-3

Sexual Harassment

GSDFR 600-95

Weapons

GSDFR 601-3

Service Commitments

GSDFR 601-94

Background Checks

GSDFR 611-1

Personnel Classifications

GSDFR 611-2

GSDF Ready Reserve Battalion

GSDFR 623-1

Performance Evaluations

GSDFR 624-1

GSDF Promotions

GSDFR 635-100

Administrative Separation

GSDFR 640-1

ID Cards

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

## **Glossary**

### Section I

#### Abbreviations

ANG

Air National Guard

ARNG

Army National Guard

AR

Army Regulation

BN

Battalion

GA DOD

Georgia Department of Defense

GA ANG

Georgia Air National Guard

GA ARNG

Georgia Army National Guard

GNG

Georgia National Guard

CWO

Chief Warrant Officer

CCWO

Command Chief Warrant Officer

CDR

Commander

CG-GSDF

Commanding General - Georgia State Defense Force

GASDF

Georgia State Defense Force

GSDFR

Georgia State Defense Force Regulation

PRB

GASDF Personnel Review Board

DA

Department of the Army

DA Cir

Department of the Army Circular

DA Pam

Department of the Army Pamphlet

GED

General Education Development

HQ, GSDF

Headquarters, GSDF

IAW

In Accordance With

JAG

Judge Advocate General

JFHQ

Joint Force Headquarters, Georgia 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  
TO  
Table of Organization  
UCMJ  
Uniform Code of Military Justice  
USAR  
United States Army Reserve  
UTA  
Unit Training Assembly

WO

Warrant Officer

WOTDC

Warrant Officer Technical Development Course

WOC

Warrant Officer Candidate

WOCS

Warrant Officer Candidate School

WODP

Warrant Officer Development Program

CCWO

Command Chief Warrant Officer

## Section II

### Terms

#### **Active Status**

For the purpose of this WO Guide, Georgia State Defense Force (GSDF) members who are in an active status when they are an active participant member of a unit.

#### **Certification**

Verification of MOS proficiency by the GSDF Personnel Review Board (PRB). Method and requirements are established by this Guide. (Technical 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 GASDF 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 GSDF as a Warrant Officer.

## **Reappointment**

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

## **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, leader, trainer and advisor.

## **Warrant Officer Technical Development Course (WOTDC)**

The WOTDC extends over a minimum a two year period. The WOTDC is designed to provide warrant officers with additional technical training in their fields. It is divided into three sections, identified as Phase I, Phase II and Phase III as outlined below:

- a. **Phase I** -OCS/Warrant Officer Candidate School (OCS/WOCS-Part 1) The OCS/Warrant Officer Candidate School (WOCS) 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. WOCS 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 WOCS, the WO1 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 GA ARNG.
    - (c) Professional development reading or review of regulations, publications, manuals, articles or other 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 and Homeland Security courses (correspondence courses acceptable).

(e) In some cases, the WO1 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 assignment 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. WO1's need to demonstrate technical competence along with proper time management and attention to detail.

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

c. **Phase III** - Award of Warrant Officer technical specialty (MOS) is the final phase of the initial WOTC.

(1) The WO1's performance and training during Phase II will be evaluated.

(2) Additional course instruction will be provided by HQ, GSDF G3, Major Subordinate Commands or by the GA ARNG.

(3) In some cases, WO1'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 award of MOS 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) WO1 who miss an excessive amount of training for ANY reason will fail to be MOS Q by the Personnel Review Board.

(5). Additionally, WO1's may have to demonstrate to the satisfaction of the Personnel Review Board that they have the necessary skills required for their MOS.

#### **GSDF Officer Advanced Course/WO Advanced Course**

This course focuses on training for CW2's leader development subjects designed to prepare officers for assignment in CW3 level positions. 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.

#### **GSDF Command & General Staff Course/WO Staff Course**

This course focuses on training for CW3's on 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 GA ARNG. All training will focus on the skills and knowledge required of Warrant Officers so

that they can effectively assist the GSDF and the GA ARNG with help in specific areas of need. Training will be provided by HQ, GSDF G3.

### **Warrant Officer Qualities**

Being a Warrant Officer in the State Defense Force 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 Career Fields**

MILITARY OCCUPATIONAL SPECIALITY SYSTEM: The Warrant Officer Military Occupational Specialty (MOS) Career Fields is an orderly structured system of codes authorized for the classification of Warrant Officer positions and personnel. There are 14 GSDF WO MOS Career Fields with 43 skill sets. Each career field represents a set of duties and qualifications that will be highly consistent from one duty assignment to another. GASDF Warrant Officer's MOS Career Fields are expressed by three (3) numbers and a letter. (Example 100A Search and Rescue Response Tec., 100B Disaster Response & Recovery Tech.) The MOS system is designed to support the GASDF's recognized requirement for Warrant Officers as a necessary and distinct category of officer by:

- (1) Establishing occupational standards for appointment; selection, training and career development;
- (2) 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 CAREER FIELDS: The State Defense Force's (GASDF) policy is to authorize only a minimum number of MOS Career Fields, however, the actual number authorized must be compatible with the GSDF and Georgia Department of Defense 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 GSDF, there is a need to provide for more precise matching of personnel assets and requirements such as Search and Rescue, Public Affairs, Historians and others 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 requirements of the Georgia State Defense Force mission requirements.

WARRANT OFFICER MOS Career Fields: Effective 1 January 2011, the following MOSS career fields are authorized in the GSDF:

### **Warrant Officer MOS Career Fields Duty Description and Prerequisites**

## 100 SPECIAL OPERATIONS FIELDS

### Duties:

Special Operations Warrant Officers are Leaders and Staff Officers who manage all aspects of Special Services Operations in all operational environments. They are specialized officers who plan and execute special emergency operations within the state. They lead specialized teams in search and rescue; disaster response and recovery; crisis reaction and response; and hazardous materials response operations. They advise commanders on personnel and equipment resources need to support assigned missions.

Minimum prerequisites:

#### **Search and Rescue Response Technician: 100A1**

- Must have completed SAR's II training and MEMS-Basic for promotion to CW2
- Must be a SSG (E6) or above and completed BNCOC.
- Most recent performance review must reflect outstanding or exceptional duty performance.

Minimum prerequisites:

#### **Search and Rescue Response Technician: 100A2**

- Must have completed MEMS-Basic qualifications and WOAC per 624-1 (CPT Course) for promotion to CW3.
- Most recent performance review must reflect outstanding or exceptional duty performance.

Minimum prerequisites:

#### **Search and Rescue Response Technician: 100A3**

- Must have completed SAR's I training and MEMS-Master qualifications for promotions to CW4
- Must have completed WOSC per 624-1. (General Staff Course)
- Most recent performance review must reflect outstanding or exceptional duty performance.

#### **Hazardous Materials Response Technician: 100B**

- Must have basic knowledge and understanding of National Incidence Management System (NIMS), the Incident Command System (ICS), and the National Response Framework (NRF), as evidenced by the completion of the following FEMA courses: IS-100, IS-200, IS-700 and IS-800.
- Must have basic knowledge of decontamination methods and be able to appropriately wear respirators.
- Must have completed, as a minimum, following FEMA courses: IS-3 Radiological Emergency Management, IS-5a An Introduction to Hazardous Materials, IS-55 Household Hazardous Materials, IS-208 State Disaster Management, and IS-810 Emergency Support Functions (ESF) #10 Oil & Hazardous Materials Response.
- Must have completed, Hazardous Materials Awareness training, and Weapons of Mass Destruction (WMD) Awareness training. Equivalent courses may be acceptable.
- Must be a SSG (E6) or above and completed BNCOC
- Most recent performance review must reflect outstanding or exceptional duty performance.

#### **Disaster Response and Recovery Technician: 100C**

- Must have basic knowledge and understanding of the National Incidence Management System (NIMS), the Incident Command System (ICS), and the National Response Framework (NRF), as evidenced by the completion of the following FEMA courses: IS-100, IS-200, IS-700 and IS-800.
- Must have completed, as a minimum the following FEMA courses: IS-7 A Citizen's Guide to Disaster Assistance, IS-102 Deployment Basics for FEMA Response Partners, IS-208 State Disaster Management, IS-275 Roles of the EOC in Community Preparedness, Response & Recovery, and IS-775 EOC Management and Operations. Equivalent courses may be acceptable.

- Must be a SSG (E6) or above and completed BNCOOC.
- Most recent performance review must reflect outstanding or exceptional duty performance.

Please contact the proponent POC below only for questions regarding ANY qualifications. Address all other inquiries to the Warrant Officer Recruiting Branch.

POC: **CW5 Jesse Caddell**

Command Chief Warrant Officer  
 E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
 COMM: 770-926-2887

Last Update: 07/14/2010

## 150 Training Field

**Duties:** Specialized officer who plans, organizes, and directs military training. Plans and organizes military training requirements. Determines requirements for training, facilities, space, equipment, visual aids, and supplies to support military training requirements, and monitors the training program to ensure effective use of support items. Plans and organizes phases of training, student flow consistent with available facilities. Inspects and evaluates military training activities, personnel, and facilities. Conducts periodic inspections of training activities and assists training units in correcting training deficiencies. Evaluates personnel undergoing military training, to include performance and adaptability. Counsels and advises individuals on training problems. Identifies personnel unfit or unsuitable for retention in the GSDF training programs. Prepares and maintains files and records pertinent to basic and initial military training. Prepares and maintains a training record on each individual undergoing training. Prepares reports and records about student accountability. Maintains completed training record files for historical review. Instructs indoor and outdoor military training subjects using demonstration-performance and lecture methods. Uses training equipment in support of training objectives. Provides remedial training for nonprior service personnel undergoing military training.

Minimum Qualifications:

**Knowledge.** Knowledge is mandatory of: principles, techniques, and methods of instruction; use of visual aids; learning processes; curriculum development; training evaluation; and counseling methods and techniques.

**Training.** Completion of the Military Training Instructor course is mandatory or civilian instructor courses.

**Experience.** Three years experience as an instructor or teacher.

- Ability to speak distinctly.
- Possession of high standards of military appearance and conduct.
- Must Be SSG (E6) or above.
- Completed BNCOOC

Please contact the POC below for questions regarding qualifications.

POC: CW5 Jesse Caddell

Command Chief Warrant Officer

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

COMM: 770-926-2887

LAST UPDATE: 07/14/2010

## 240 Security Fields

**Duties:** Specialized officers who develops security plans, policies, procedures, and instructions. Assesses installation or deployed location vulnerabilities. Establishes programs, plans, and policies to protect GSDF capabilities. Formulates standards and policies to implement Georgia DoD, and higher headquarters security programs and policies at operational levels. Advises commanders on programs and requirements for security facilities, vehicles, equipment, and other resources. Establishes a security classification management programs for the GSDF. Develops an orientation and education programs for information security, force protection, and traffic control operations. Develops and manages force protection and antiterrorism programs and training for the commander. Leads and manages security activities. Serves on boards and planning groups that are involving in security, force protection, security services, and antiterrorism matters. Coordinates security functions and matters with other units, military services, and civilian agencies. Monitors and directs programs to ensure effective mix of security forces personnel and equipment, Initiates unit physical security programs and development programs to assist in unit operations security (OPSEC) programs. Supervises onsite security and traffic control operations

SDF Minimum Prerequisites:

- BE SSG (E6)
- Completed BNCO
- Knowledge of security programs and management functions, such as installation security measures; security concepts and resources; vulnerability assessment and mitigation; security services including military force protection operations, traffic management, confrontation management, security investigations and procedures; information security concepts; principles of deployment, operational capabilities, limitations, and vulnerabilities; basic security equipment training and capabilities; employment and operation.
- Minimum of 24 months of experience in security or force protections fields or education in related security areas.

POC: CW5 Jesse Caddell questions about qualifications.

E-mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

COMM: 770-926-2887

LAST UPDATE: 7/14/2010

## 670 HEALTH SERVICES FIELDS

**Duties:** Specialized officers who plans, organizes, performs, and supervises troop medical care at Levels I and II. Directs services, teaches and trains enlisted medics, and performs as medical platoon leader or officer in charge in designated units. Manages subordinate personnel, facilities, and equipment required to operate clinics or other medical activities and organizations. Functions as special staff officer to the commander, advising on medically related matters pertinent to unit readiness and unit mission. Participates in the delivery of health care to all categories of patients. Prescribes courses of treatment and medication when required, consistent with his capabilities and credentials. Interprets information in health records for application to current conditions and makes entries into the health record for the primary care provider. In the absence of a physician, the physician assistant will be the primary source of advice to determine the medical necessity, priority, and requirements for patient evacuation, and initial emergency care and stabilization. Supervises preparation of reports pertaining to medical activities. Functions as medical staff officer at battalion, brigade, major command (MACOM), and at GSDF level activities, advising the surgeon of the respective command and the Commander on medical matters. Assigned as primary instructor and medical staff officer for SAR Teams. After formal military and/or civilian schooling performs duties under the supervision of a physician in selected specialties. Functions as the primary medical officer reviewing and supervising the medical examinations of SDF personnel.

### **Physician Assistant Technician minimum qualifications: 670A1**

- Must be SSG (E6) and completed BNCOC.
- Graduate of a physician assistant producing program and certified to practice in the state of Georgia.

### **Emergency Medical Technician qualifications: 670A3**

- Must be SSG (E6) and completed BNCOC
- Graduate of an EMT program that is certified to practice in state of Georgia.

### **Paramedic qualifications: 670A2**

- Must be SSG (E6) and completed BNCOC
- Graduate of a Paramedic program that is certified to practice in the state of Georgia.

POC: CW5 Jesse Caddell

Command Chief Warrant Officer

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

LAST UPDATE: 07/14/2010

## 640A Safety And Occupational Health Technician

**Duties** Manages functions which support the SDF's safety program. Performs duties as the SDF Chief of Safety that covers both field and garrison operations. Advises commanders on unsafe conditions. The Safety Technician covers support work in accident prevention, including inspecting safety conditions, investigating and compiling data on accidents, and providing information on safety standards and techniques. Must have a practical knowledge of work processes and equipment, environmental conditions, established safety standards, protective devices, and accident prevention measures.

Safety Technicians perform support work in the safety field that involves obtaining and giving factual information about SDF operations. Safety Technicians perform routine inspections and investigative work to insure SDF safety requirements are being enforced.

Safety technician look for and report on unsafe conditions and work practices bordering on carelessness or negligence that may involve injury to persons or damage to property, or both. Safety Technician report findings and recommendations to the SDF Director of Safety G2. Their findings result typically from observing violations of SDF established requirements and safe practices.

Safety Technician investigate accidents and review accident reports for such items as specific causes and nature of injuries or damage to property to assure proper coding and corrective action are taken at all SDF levels. They provided commanders, soldiers and safety representatives with clearly applicable information concerning accident hazards in SDF operations. The Safety Technician conduct safety meetings with soldiers to give or reinforce training on safe work methods, standards, and accident prevention techniques such as use of protective clothing, defensive driving, safety equipment, etc.

Safety Technicians apply technical knowledge of the trades and craft or general safety practices. They frequently perform duties which require a general understanding of the construction, operation and capacity of machinery. Knowledge of blueprints and designs may also be utilized in the performance of work in this field. Such knowledge may have been gained through vocational training or practical work experience.

SDF Minimum prerequisites:

- Grade: SSG or above – E-6 applicant's packets must meet the prerequisites shown below. .
- Note: Applicants must show strong experience or education for award of warrant officer MOS.
- Military Education: Applicants, as a minimum, must be a BNCOC Graduate
- Civilian Education: A minimum of 30 semester hours from an accredited academic institution which includes at least six (6) semester hours of college level English (ENG) is required.
- Experience: Possess a minimum of two (2) years operational experience, of which 12 months specifies leadership experience supervising people, in safety field that is documented on performance reviews.
- Substitution of Experience: Practical experience acquired from military/civilian positions may be

substituted provided the experience is documented by employee evaluations and determined to be equivalent to military experience. A portion of practical experience requirement may be waived for applicants who have a degree of schooling from an accredited academic institution.

**Preferred prerequisites:** Have 6 hours of documented computer training as evidenced on official transcripts or training certificate.

Please contact the proponent POC below only for questions regarding qualifications.

POC: **CW5 Jesse Caddell**

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

COMM: 770-926-2887

LAST UPDATE: 12/28/2010

## 420 Personnel, Administration, and Retention Technician

**Duties:** Specialized officer who manages functions which support the SDF'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 SDF structure. Monitors input to the 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, PASR, casualty operations, data accuracy, and levy and award actions for the 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 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 data base. 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 GSDF 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.

SDF Minimum prerequisites:

- Grade: SSG or above – E-6 applicant's packets must meet the prerequisites shown below. MOS: Former members of military must have a Primary MOS (PMOS) of 42A/F/L.
- Note: Applicants must have one of the above feeder MOSs or can show experience without award of the required feeder MOS must submit strong experience or education for award of warrant officer MOS.
- Full-time Unit Technicians (GS/AGR) – Consideration will be given to applicants with at least 5 years of outstanding documented and evaluated Human Resource (HR) experience. Copies of evaluations documenting HR experience must be submitted.
- Military Education: Applicants, as a minimum, must be a BNCOC Graduate
- Civilian Education: A minimum of 30 semester hours from an accredited academic institution which includes at least six (6) semester hours of college level English (ENG) is required.
- Experience: Possess a minimum of four (4) years operational experience, of which 18 months specifies leadership experience supervising Soldiers, in Human Resource operations that are documented on performance reviews.
- Evaluations: Submit no less than one (1) performance review that reflects outstanding duty performance ratings in HR operations. Outstanding duty performance is considered as exceeding the standard (Excellence) and is rated as 'Among the Best' with exceptionally strong remarks by the Rater - not merely fully capable performance.
- Substitution of Experience: Practical experience acquired from military/civilian positions may be substituted provided the experience is documented by employee evaluations and determined to be equivalent to military experience. A portion of practical experience requirement may be waived for applicants who have a degree in Human Resource Management or Business Administration from an accredited academic institution. Credit can be granted as follows:
  - A Bachelor degree may offset up to 2 years of practical experience
  - A Master degree may offset up to 3 years of practical experience

- Applicant's grade point average (GPA) must be at least 2.0 on a 4.0 scale to qualify for experience substitution and must be indicated on school transcript.

**Preferred prerequisites:**

- Have 6 hours of documented computer training as evidenced on official transcripts or training certificate.

Please contact the proponent POC below only for questions regarding qualifications.

POC: **CW5 Jesse Caddell**

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

COMM: 770-926-2887

LAST UPDATED: 7/10/2010

## 270 - Legal Services

**Duties:** Specialized Officer:

- Legal Administrators dynamically manage 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. They are visionary leaders in the continuing transformation of the Judge Advocate General's Corps.

**Legal Administrator Military Occupational Specialties**

- Review and provide technical oversight and support for military justice functions, expert witness procurement, court-martial orders, records of trial preparation, and processing times. Coordinate attorney contracts in accordance with AR 27-50 in overseas environments. Review and authenticate military justice and administrative legal documents.
- Manage the overall military and civilian paralegal and administrative functions of Army core legal disciplines (administrative law, civil law, claims, international law, legal

assistance, and military justice), and operational law. Ensure legal and administrative documents and processes comply with procedural rules. Formulates, recommends, and executes administrative policy for the Staff Judge Advocate.

- Technology Manager. Manage the Staff Judge Advocate information management functions and equipment. Direct the training of personnel and utilization of Command, Control, Communication and Computers (C4) equipment in legal operations. Plan, coordinate, provide, secure, operate, and maintain C4 in home station and tactical environments. Locally manage the Judge Advocate War Fighting System and insure integration into Future Combat Systems. Ensures the confidentiality of attorney work-product and attorney-client privileged information on automated information systems.
- Resource Manager. Develop plans and programs, fiscal requirements, execute program budget guidance, authenticate funding obligations, monitor expenditures, manpower utilization and resourcing, and manage the Internal Controls Program. Manages training and mission TDY, court witnesses and expert travel programs. Ensure that legal staff is prepared, manned, equipped, and funded for military operations.
- Human Resource Manager. Create and change job descriptions, manage pay, time and attendance issues, manage training, awards and discipline issues. Oversee and review ratings of military and civilian personnel, ensuring timely and accurate reports. Judge Advocate Generals' Corps - POC for force management at the local level. Coordinate active and reserve component combined operations or training.
- GSDF Law Libraries Manager and/or Accountable Officer (AR 27-1) (hardcopy and/or electronic). JAGC POC to Army Law Library Service. Train legal staff in the use of automated legal research materials and ensure legal research capability in remote and tactical environments. Monitors research accounts for effective use of resources.
- Provide military judges, attorneys, commanders and staff, legal support staff, and subordinate elements with procedural guidance, technical assistance and training.
- Analyze legal operations and recommend methods of improving operation and delivery of total legal services, manpower utilization, and execution of fiscal authority to the Staff Judge Advocate. Seeks feedback from client base for analysis. Promotes the use of legal services and represents the JAGC in the community.
- Legal office/operations historian. Reports operational experiences to the Legal Center and School and command historians. Serves as office protocol officer with responsibilities for awards ceremonies, promotions, and visiting dignitaries from the legal community.
- Recorders on administrative boards in COMPO 2 and 3 organizations.

#### SDF Prerequisites:

##### 1. Education:

Successful completion of the Army Legal Administrator Pre-Appointment Correspondence Course or possess a civilian education level of 7 years (2 years of college) or higher. Applicant must have completed at least six credit hours of college level English. Successful completion of the English College Level Examination Program (CLEP) is the only substitute for the English requirement.

##### 2. Military Experience:

Must be in the grade of E-6 or above and completed BNCOC .

##### 3. Staff Judge Advocate Interview:

1. Each applicant will be personally interviewed by the Command SJA. The SJA will candidly evaluate and report on the applicant's:
  - Management potential.
  - Motivation.

- Military bearing.
  - Sincerity.
  - General physical appearance and condition.
  - Oral communicative skills.
  - Any other matters considered appropriate.
- 2. The report will conclude with an evaluation of the applicant's ability and potential for assuming Legal Administrator duties in a Staff Judge Advocate office. Additionally, if the applicant has requested a waiver, the SJA will comment on whether or not he or she supports the request and will be forward a report to Personnel Review: Contents of the interview report will not be disclosed to the applicant except as authorize
- 4. Legal Administrator Interview:
  1. The current Legal Administrator may interview each applicant. The Legal Administrator will candidly evaluate and report on the applicant's knowledge of law office administration, including but not limited to:
    - Budget administration.
    - Security management.
    - Information management.
    - Manpower management.
    - Automation management/systems.
  2. The report will conclude with an evaluation of the applicant's ability and potential for assuming Legal Administrator duties in a Staff Judge Advocate office.
  3. If the applicant does not serve with a Legal Administrator or has performed duty in the current position for a short period of time (normally less than three months), the Legal Administrator evaluation is not required. In those cases, the SJA/JA evaluation will include areas normally covered in the Legal Administrator's evaluation.
- 5. Chief Paralegal Interview:
  1. Each applicant may be interviewed by their Chief Paralegal NCO. The Chief Paralegal NCO will candidly evaluate and report on the applicant's:
    - Leadership ability.
    - Paralegal experience.
    - Army values.
    - Work ethic.
  2. The report will conclude with an evaluation of the applicant's ability and potential for assuming LA duties in a SJA office.
- 6. Each report will be forwarded separately to Personnel Review Board: Contents of interview reports will not be disclosed to the applicant, except as authorized by law.
- 7. Please pass this information to all personnel interested in applying for appointment as a warrant officer in MOS 270 Legal Administrator.

Please contact the proponent POC below for questions regarding qualifications this MOS.

POC: **CW5 Jesse Caddell**  
 Command Chief Warrant Officer of the SDF  
 E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

COMM: 770-926-2887

Last Update: 07/10/2010

### 350 Intelligence Fields

**Duties:** Specialized officer who conducts investigations/operations by applying sound judgment and analytical reasoning methods to detect and prevent acts of espionage, sabotage, and terrorism directed against SDF activities. Supervises and manages investigative/operational and administrative personnel for the local Intel Officer to tactical/operational Intel teams in forward areas providing Intel briefings at the company level to key decision makers. Prepares, reviews, and approves investigative/operational reports of investigations and inspections. Performs terrorism counteractions analysis and threat analysis. Investigates security violations of SDF interest as defined by regulation, the UCMJ, or applicable State Codes. Conducts and supervises both overt and covert investigations. Supervises the technical performance of subordinate military personnel in related job skills. Develops, evaluates, and manages military intelligence information for the SDF. Develops and approves security plans. Coordinates with both state and federal agencies on matters of security effecting SDF operations. Represents the SDF interests in security matters within the Georgia DOD. Collects intelligence for SDF soldiers on the ground related to activity, satiation, weather and other conditions for ongoing operations. Develops operational picture and briefs the commander. Conducts and supervises both tactical and strategic intelligence collection related duties, to include Military Source Operations (MSO). Supervises the technical performance of subordinate military personnel in related job skills. Develops and approves intelligence collection plans and missions. Advise the support element on the best employment of HUMINT Collector assets. Coordinates closely with other intelligence and non-intelligence agencies in the Georgia DOD. Writes, reviews, and approves intelligences reports and limited technical intelligence reports.

Minimum Prerequisites:

- Be a SSG (E-6) or above
- Have a minimum of four years operational experience or education in intelligence field.
- Have a minimum of one (1) performance review that reflects outstanding duty performance.
- Be a BNCO graduate.
- Must be able to obtain a security clearance.

Contact the POC below for questions regarding MI prerequisites qualifications.

POC: CW5 Jesse Caddell  
Command Chief Warrant Officer  
Email: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
COMM: 770-926-2887

LAST UPDATED : 7/10/2010

## 919 – Engineer, Construction, Facilities, and Equipment Technician

**Duties:** Specialized officers who serves as a Construction Engineering Technician across the broad spectrum of engineer operations in both operational and non-operational units. Plans, supervises and coordinates construction of base camps and facilities in support of GASDF missions. Constructs, repairs, and maintains infrastructure in support of Brigades or operational units. Provides advice and technical assistance on all aspects of electrical power and distribution in support of SDF operations while assigned to Battalions or units. Coordinates with the Federal Emergency Management Agency (FEMA) and other external organizations in support of state disaster relief missions. Provides engineering support and expertise to Deployable Medical System (DEPMEDS) hospitals, utilizing organic equipment such as power generation equipment, environmental control systems, water, waste, fuel and electrical distribution systems. Develops training strategies, reviews, writes doctrine, and presents formal engineering instruction to commissioned officers, warrant officers and NCOs.

### **Minimum Prerequisites: (SDF)**

- Must be a SSG (E6) or above.
- Must have a minimum of three years of documented experience.
- Must possess a minimum of one year leadership experience (documented on performance reviews).
- Construction Operations Sergeant, Construction Section Leader, or Construction Squad Leader.
- Senior Technical Engineer.
- Senior Power Station Mechanic, Electrician, or Instrumentation.
- Assistant Team Chief
- Technical Inspector, or Utilities Equipment Maintenance Manager, or Shop Foreman.
- Must possess a sustained and demonstrated level of technical and leadership competency as supported by rater comments on performance reviews.

\*Applicants may request a prerequisite waiver for the feeder MOS and apply based on 3 years of documented civilian experience (in the form of annual appraisals) related to MOS 919 in lieu of any of military feeder MOS's and 2 years of military leadership experience as a Squad Leader, Platoon Sergeant or Section Sergeant. Civilian engineering degrees and certifications related to MOS 919 will be evaluated on a case by case basis as part of the overall packet. These may be used to reduce the required years of civilian experience and will allow approval for applicants who do not have the required feeder MOS.

Please contact the proponent POC below only for questions regarding qualifications.

POC: **CW5 Jesse Caddell – Command Chief Warrant Officer**

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
COMM: 770-926-2887

Last Update: 07/10/2010

## 888 – Movement Operations Officer

**Duties:** Specialized officers who plan, organize, and supervise the preparation and execution of unit movement and distribution operations. Coordinate deployment and distribution actions with joint GANG and commercial agencies. Prepare and validate deployment and redeployment plans, orders, and SOPs. Plan and conduct training in unit movement operations. Plan and supervise the use of TC-AIMS II to document GSDF deployment, redeployment, and distribution operations. Assist commanders in planning and

conducting unit movement operations and operational maneuver.

**Minimum prerequisites :**

- E6 or above.
- Two or more years of documented experience planning and executing deployment and/or distribution operations.

**Desired additional qualifications:**

- BNCOC Graduate.
- Current HAZMAT certificate.
- Associate Degree from an accredited college or university.

Please contact the POC below for questions regarding qualifications.

POC: **CW5 Jesse Caddell**

Email: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

Commercial: 770-926-2887

Last Update: 09/14/2010

## 421 – MUSIC FIELD

**Duties: Specialized Officer:**

- Warrant officer bandmasters (warrant officer career field military occupational specialty (MOS) 421) are responsible for the unit-level command and control of their bands. Responsibilities include Uniform Code of Military Justice authority, administration, operations, training, and supply. In addition, band commanders will advise higher echelon commanders on local band matters such as organization, operation, committing procedures, planning of training, and facilities.
- They serve as the command subject matter expert on all matters pertaining to music, and advise senior commanders on the most effective way to employ the band's subordinate music support teams in support of operations. Bandmasters appoint Army musicians to leadership and staff positions within the unit, and evaluate the physical and acoustical limitations of performance sites, length of the events supported, resources available, and determine the size and instrumentation of musical groups used in support of authorized commitments. Duties also include to prepare annual budgets for the unit that include, as a minimum, funds to maintain and replace equipment and uniform items required for mission success, procure expendable musical supplies, sheet music, and recordings, and budget TDY travel for Army band officers, warrant officer bandmasters, the band senior sergeant, and other band members to attend the annual Army Band Leaders Training, music clinics, seminars, and other band-related events to ensure professional development of all unit personnel.

Minimum Prerequisites:

- SSG (E6) or above.
- A graduate of BNCOOC
- Five years experience in a Band or demonstrated potential for successful performance under minimal supervision as a musical ensemble leader, and experience working in Band Administration, Security, Operations, Supply, or other additional duties.
- Strong leadership potential and communication skills.

Please contact the proponent POC below for questions regarding preferred qualifications.

POC: **CW5 Jesse Caddell, Command Chief Warrant Officer, GASDF**

E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

PHONE: 770-926-2887

LAST UPDATED: 7/14/2010

## 250 – Communications and Computer Information Systems Technician

**Duties:** Specialized officer in communications and computer information systems. The Information Systems Technicians (Information Services Technicians) supervise and manage information system assets associated with Automated Information Systems (AIS) and Internet Protocol (IP) Local Area Networks (LAN). They plan, develop, implement, and test a myriad of state-of-the-art, real time voice and data tactical information systems. They lead personnel and sections and manage the training of personnel on the installation, administration, management, maintenance, operation, integration, securing and troubleshooting of tactical AIS, intranets, and video teleconferencing (VTC) systems. They perform system integration and administration, develop policy recommendations, and create and implement Information Assurance/Computer Network Defense (IA/CND) programs to protect and defend information, computers, and networks from disruption, denial of service, degradation, or destruction. They develop policy recommendations and advise commanders and staffs on planning, installing, administering, managing, maintaining, operating, integrating and securing information systems on Army, Joint, Combined, and Coalition networks.

Minimum prerequisites (all general prerequisites apply):

- Be a SSG (E6) or above.
- Four years of documented practical experience in information systems administration Local Area Network (LAN) administration, and/or Information Assurance/Computer Network Defense (IA/CND).
- Practical experience may be documented through performance evaluation reports and award citations. Practical experience acquired from civilian employment is acceptable provided the experience can be documented by employee evaluations or performance appraisals and determined to be equivalent to military experience.
- A minimum of 12 months of rated time documented in performance reviews.
- This is the minimum prerequisite; all performance reviews must be submitted for consideration.
- Applicant's most recent performance reviews must reflect outstanding duty performance ratings.
- A minimum of six semester hours of college level English from an accredited academic institution. Speech and public speaking courses are not considered as meeting this requirement even if administered by the English department of an

institution. Successful completion of the CLEP general examination in English or an Associate's degree or higher (when the preponderance of college credit is from college instruction vice credited experience) are the only acceptable alternatives.

- Applicants with Reserve Component time must submit official documentation in order to properly compute the length of Active Federal Service. Documentation may be a DA Form 1506 (i.e., Statement of Service), an official memorandum (on unit letterhead) signed by the unit S1, or similar documentation (e.g., RPAM statement).

Please contact the proponent POC below only for questions regarding ANY qualifications.

CW5 Jesse Caddell  
Command Chief Warrant Officer Proponent Manager  
[jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
COM: 770-926-2887

Last Update: 07/10/2010

## 922 - Food Service Field

**Duties:** Specialized officer who coordinates and supervises the Food Service Program for installations, commands, or organizations to include dissemination of information; managing personnel; determining technical training requirements; developing and conducting training for officer, enlisted, and civilian personnel; and developing management plans for food service. Develops, coordinates, and monitors budget requirements for food service equipment and expendable supplies for both garrison and field requirements. Plans, trains, and implements changes in nutritional awareness programs, modification of menus, and implementation of low calorie menus. Coordinates with Troop Issue Subsistence Activities (TISA) and Class I points to ensure availability of appropriate subsistence for both garrison and field feeding operations to ensure adequate timely re-supply, and to ensure reconfiguration of non-unitized field rations into nutritionally acceptable menus. Evaluates field feeding requirements and develops milestone plans to support major field exercises. Reviews and monitors requisitions for Class I, III, and IX supplies to support food service operations, and coordinates all planning for food service support for field training. Trains and oversees Class I supply distribution operations and ration break personnel in the acquisition, receipt, storage, shipment, and accountability for subsistence, water, ice, religious operational rations, and health and comfort packs. Evaluates garrison and field feeding operations to ensure food service personnel are complying with food service regulation relative to food preparation, service, accountability, and sanitation. As a Contracting Officer Representative (COR) and/or the Contracting Officer Technical Representative (COTR), inspects full food service contract dining facilities to ensure they are in compliance with the terms of the contract.

### Minimum Prerequisites (GSDf):

- Must be SSG or above and completed BNCOC.
- Must submit copies of ALL NCOERs. The preponderance of your NCOERs must reflect outstanding and exceptional duty performance ratings noted with "among the best" ratings by the Rater.
- Must possess six semester hours of composition-based English (Grade of C or better) from an accredited institution of higher learning. Successful completion of the College Level Examination Program (CLEP) in English Composition or Freshman College Composition is acceptable.
- Must possess a minimum of five most recent years documented experience in MOS or civilian experience related to MOS will be taken into consideration
- Must possess a minimum of two years supervising personnel as a first cook or shift leader.

Please contact the POC below for questions regarding qualifications.

POC: CW5 Jesse Caddell  
GSDf Command Chief Warrant Officer

E-mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
Commercial: 770-926-2887

LAST UPDATE 07/14/2010

## 915 MAINTENANCE FIELD

**Duties:** Specialized officer who assists with planning, and organization of unit and field maintenance operations for the GSDF. 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 programs. 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 product; manages training, testing and issue of military driver license for the GSDF. Establishes internal procedures to receive, issue, and store tools, parts, publications, and POL products as required to support GSDF missions

### Minimum Prerequisites:

- SSG (E6) or above with six years military maintenance experience or work experience related to MOS 915 is acceptable.
- BNCOC graduate.
- Copy of most recent performance review, reflecting proficiency in a supervisory capacity.

NOTE: Applicants must submit a separate waiver request for each prerequisite not met. Waiver requests must provide rationale to why the waiver should be granted. No waivers will be granted for E-4 and below.

Please contact the proponent POC below for any questions regarding qualifications.

POC: CW5 Jesse Caddell  
E-Mail: [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)  
COM: 770-926-2887

LASTE UPDATED: 7/14/2010

## 920A – LOGISTICS FIELDS

**Duties:** Specialized officer who serves as the property accounting technician in both operational and generating force 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. Oversees/validates 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. Coordinates acquisition and priority distribution of new equipment fielding with the Force Modernization Activity. Redistributes excess equipment throughout the command. Processes excess equipment for disposal after all redistribution efforts is met. Monitors unit and/or Government contractor 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 property accounting technician is the primary advisor to the command and supported units on all property accountability and organizational level supply matters.

### Minimum Prerequisites (*GSDF*):

- Must be SSG or above and completed BNCOC.
- Must submit a copy of last performance review. The preponderance of your performance reviews must reflect outstanding and exceptional duty performance from rater.
- Must possess six semester hours of composition-based English (Grade of C or better) from an accredited institution of higher learning. Successful completion of the College Level Examination Program (CLEP) in English Composition or Freshman College Composition is acceptable. . You must provide certifies of course completion.
- Must possess a minimum of five most recent years documented experience in 920 field. Civilian experience related to MOS 920 is acceptable.

Please contact the POC below only for questions regarding qualifications.

POC: CW5 Jesse Caddell  
E-mail [jesse.caddell@us.army.mil](mailto:jesse.caddell@us.army.mil)

Comm: 770-926-2887

LAST UPDATED: 7/14/2010

Appendix C

**GSDF WO Training Log**

WARRANT OFFICER TRAINING LOG (GSDF)

Last Name:                      First:                                      Rank:                                      MOS:

PHASE I

Date WO 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 GA ARNG:

(Describe in Detail)

Date and Place Conducted (GA ARNG Unit,  
SMR Unit, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.

**Fig 1. Warrant Officer Training Log (GASDF)**

WARRANT OFFICER TRAINING LOG (GSDF)

Last Name:                      First:                                      Rank:                                      MOS:

PHASE III

Date WO 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 GSDF Regulation 600-xxx (Warrant Officer Personnel Management)

Signature of Warrant Officer  
Date

I certify that this WO has completed the training stated above and meets all the requirements for MOS certification.

---

Signature of Commander  
Date

Warrant Officer Development Program

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

## Appendix D Suggested Format for Warrant Officer Resume

NAME: First, Middle, Last  
RANK: Sergeant E-6  
ADDRESS: Street address  
City, State, Zip  
SSN: XXX-XX-0999  
Telephone number:  
E-mail

UNIT: 48th Infantry Division (M), GA ARNG  
Street address  
City, State, Zip

Telephone number

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

PERSONAL DATA:

Date of birth: 8 Mar 80  
Height: 5' 10"

Weight: 170 pounds  
Health: Good  
Marital Status: Married  
Dependents: Two  
MOS: 75D20  
Secondary: 71L20

CIVILIAN EDUCATION:

Bachelor of Science. University of Georgia  
Associate Degree, Chattahoochee Technical College  
High School, Atlanta Ga.

MILITARY EDUCATION:

BNCOC MOS 75D Scope of training focused upon leadership and MOS  
U.S. Army Soldier Support Ctr. training at the middle management level  
Fort Benjamin Harrison, IN  
PLDC . Scope of training concentrated on leadership skills  
Fort Hood, TX  
Personnel Management Specialist Course Initial MOS training that taught  
the basic skills in MOS 75D10  
U.S. Army Soldier Support Ctr.  
Fort Jackson, SC

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 -Present, Personnel Records Specialist, 40<sup>th</sup> Infantry Division  
(M), GA ARNG-Responsible for initiation and maintenance of officer and  
enlisted personnel records. Supervisor 3 personnel records specialist in  
maintaining personnel and health records.

Jun 89 -Jun 92, Personnel Records Specialist-Responsible for initiation  
and maintenance of officer and enlisted personnel records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present, Al Produce Company, Marietta, GA.  
Personnel Clerk-Review and process personnel and health records to assure  
documents are complete and contain all required signatures. Verify  
personnel met all eligibility requirements for job promotions.

(Your Signature and Date)