

Tennessee Army National Guard Aviation Warrant Officer Selection

Standard Operating Procedures



TNARNG
1st SQDN 230th CAV REGT
Smyrna, Tennessee

Effective: AWAITING APPROVAL

**TENNESSEE ARMY NATIONAL GUARD
Aviation Warrant Officer Selection
SOP**

STANDARD OPERATING PROCEDURES

By Order of the 1st SQDN 230th CAV REGT Commander:

MELVIN R. CLAWSON
LTC, AV, TNARNG
Commanding

Official:

Summary: This Standard Operating Procedure (SOP) outlines the process for preparing, reviewing, and submission of packets for future Aviators. The selection process of Aviation Warrant Officers for both initial entry training (IERW) and soldiers who are already Aviation designated is also outlined. The intent is to provide directions with enclosures for these packets and the selection process by which current or projected vacancies within the TNARNG Aviation program.

Applicability: This Standard Operating Procedure Applies to all units and soldiers in the TNARNG and is effective for planning purposes.

Suggested Improvements:

TNARNG,
ATTN: Commander, 1-230th AV CAV REGT
VTS, Bldg. 510
Fitzhugh Boulevard, Smyrna, TN 37167

SECTION 1 – Procedures for Initial Aviation (IERW) Packets

1-1. Packet Checklist

A. Any enlisted soldier who is currently serving in the Tennessee Army National Guard (TNARNG) that meets the basic requirements (Figure 1/Enclosure 1) is eligible to complete the outlined items on the Initial Aviation packet checklist (Figure 2/ Enclosure 2) .

1. Basic Requirements are as follows:

18-30 years of age

Must be a US Citizen

Must score at least 110 or higher on GT Aptitude Test

Must score at 40 on Selection Instrument for Flight Training (SIFT)

Must have a High School diploma or GED

Must have approved Secret security clearance

Must pass the standard 3 event APFT with 70 points in each event

Must pass the 1W Flight Physical

Must complete all required items on checklist (Figure 2/ Enclosure 2)

1-2. Figures and Enclosures

Figure 1/ Enclosure 1 are the Basic Requirements and Figure 2/ Enclosure 2 is the Aviation

Warrant Officer checklist. Both items contain contact information to be used for further clarification as needed. The complete packet is contained in Appendix A of this SOP.

SECTION 2 – Procedures for Other Source Accession (OSA) Packets

2-1. Packet Checklist

- A. Completion of Figure 3/ Enclosure 3 is required for anyone seeking consideration.

2-2. Figures and Enclosures

Figure 3/ Enclosure 3 is the Other Source Accession (OSA) checklist. It contains contact information to be used for further clarification as needed. The complete packet is contained in Appendix B of this SOP.

SECTION 3 – Selection Process for Aviation Warrant Officers

3-1. Quarterly Board Procedures

A. Aviation Squadron Commander will select board members consisting of at least (3) Aviation Warrant Officer.

B. Selection Boards will be scheduled quarterly (October, January, April and July) of each calendar year. However, projected flight school allocations may dictate a change to the board calendar. Aviation Squadron Commander will coordinate exact dates and times with Squadron S3 and Warrant Officer Accessions Officer.

C. After the conclusion of each board, candidates will be placed on an Order of Merit List (OML) and sent to the Aviation Squadron Commander for approval.

D. Upon receipt of a letter of acceptance, the Warrant Officer Strength Manager will schedule selected individuals for the federal recognition board.

3-2. Letter of Acceptance (LOA)

Figure 4/ Enclosure 4 is the format and working example of the Letter of Acceptance (LOA) that will be issued by the Aviation Commander once a decision has been made. The LOA will contain the UIC, line and paragraph number for the position assigned to the soldier. A LOA is required for both initial entry and OSA soldiers.

3-3. Notification process

After the board convenes, the AVN BN Commander will forward the board results on each packet to the Warrant Officer Strength Manager (WOSM). The WOSM will then notify each soldier as to the results and one of the following outcomes from the board.

- 1. Letter of Acceptance (LOA) has been issued for the soldier*
- 2. Re-submit packet for consideration next quarter*
- 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.*

3-4. Re-submission of packets

The WOSM will hold packets for re-submission and contact the eligible soldiers once the next date for the quarterly board is announced. The WOSM will notify the soldiers if any items need to be updated for inclusion and ensure to manage re-submission in a timely manner to meet the submission deadline prior to the convening date of the next board.

Warrant Officer Flight Packet Checklist:

Revised: April 2016

Name: _____ SSN: _____ DOB: _____
(Age limit: 33 yrs old)

Email: _____ Phone: _____

_____ 1. Initial Contact with your Warrant Officer Strength Manager

CW2 Victoria E. Murphy (615) 557-7313 victoria.e.murphy2.mil@mail.mil

Administrative Requirements:

- _____ 1. Copy of Selection Instrument for Flight Training (SIFT) results.
{SGT McClanahan (615) 313-0604}
- _____ 2. Proof of ASVAB GT score of at least 110. {SGT McClanahan (615) 313-0604}
- _____ 3. Proof of Security Clearance (Secret) – Contact current unit for JCAVS summary.
- _____ 4. Resume (form and instructions attached)
- _____ 5. Current APFT card. (Within 6 months/ 70 points in each event)
- _____ 6. Height/weight certificate. (Within 6 months)
- _____ 7. Essay (LOI and template attached)
- _____ 8. Class 1W Flight Physical stamped “qualified” by Ft. Rucker (valid for 1 year).
{SFC Michael Wall, Middle/West Tennessee (615) 367-5534}
Cell (615) 971-3162
{SSG Giovanni Dezuan, East Tennessee (865) 985-4644}
- _____ 9. Letter of recommendation from current Company or Unit Commander
(form and examples attached)
- _____ 10. Have you ever been arrested/convicted of a crime Y/N. If yes, include a statement.

Screening by Aviation Commander:

- _____ 1. Approved for boarding; notify of the next quarterly board.

Date: _____ Time: _____ Location: _____
- _____ 2. Re-submit for consideration next quarter.
Submit to WOSM for review by _____
- _____ 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.

LETTER OF RECOMMENDATION

(Warrant Officer Procurement Program)

PRIVACY ACT STATEMENT**AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.**SECTION I - ADMINISTRATIVE DATA**1. NAME (*Last, first, middle initial*) :

2. RANK:

3. DATE OF RANK:

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:

5. I am completing this form as the applicant's:

 Senior Warrant Officer Company Grade Officer Field Grade Officer Other _____*(Specify)*6. I have known this applicant from _____ to _____
(Year/Month) *(Year/Month)*7. RELATIONSHIP TO APPLICANT (*i.e., supervisor, interviewer*) :**SECTION II - NARRATIVE**

(Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)

NARRATIVE:

SECTION III - DISCLAIMER**Notice:** I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.**SECTION IV - SIGNATURE**1. NAME (*Last, first, middle initial*) :

2. RANK:

3. BRANCH:

4. SIGNATURE:

5. DATE (YYYYMMDD):

WARRANT OFFICER RESUME
(This form will be used in place of the resume.)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.
PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates.
ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.
DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

SECTION I - ADMINISTRATIVE DATA

1. NAME (<i>Last, first, middle initial</i>) :	2. RANK/GRADE:	3. PMOS:
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:		5. E-MAIL ADDRESS:

SECTION II - CIVILIAN EDUCATION

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

SECTION III - OBJECTIVE

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

1.
2.
3.

SECTION IV - MILITARY EXPERIENCE

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (<i>list below to include significant contributions</i>):	
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (<i>list below to include significant contributions</i>):	

SECTION IV - MILITARY EXPERIENCE *(continued)*

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

3.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>
4.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>
5.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>

SECTION IV - MILITARY EXPERIENCE *(continued)*

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

6.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	
7.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	
8.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>	

SECTION IV - MILITARY EXPERIENCE (continued)

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

9.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES (list below to include significant contributions):
10.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES (list below to include significant contributions):
11.	DATES (YY/MM): _____ to _____	ORGANIZATION: POSITION TITLE: DUTIES (list below to include significant contributions):

SECTION V - CIVILIAN EXPERIENCE

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	
3.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	

SECTION VI - MILITARY EDUCATION

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

1.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
2.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
3.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

4.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
5.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
6.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

7.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
8.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
9.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

10.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
11.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
12.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

13.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
14.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
15.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

16.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
17.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:
18.	DATES (YY/MM): _____ to _____	COURSE: DESCRIPTION:

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

19.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	
20.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	
21.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

SECTION VII - SUMMARY

SECTION VIII - SIGNATURE

1. NAME (*Last, first, middle initial*) :

2. RANK:

3. SIGNATURE:

4. DATE (YYYYMMDD) :

Aviation Warrant Officer Essay Instructions

Due to the limited number of Warrant Officer Aviator positions, the Aviation Battalion Commander is now convening a quarterly selection board for these positions.

Each soldier who wishes to complete and submit a packet for consideration, both initial (IERW) and Other Source Accession (OSA), must prepare an essay using the format provided.

This will enable the Aviation Board members to gain insight into your desire to join the Aviation community for the Tennessee Army National Guard. This essay should reflect your background, current abilities and all assets you can provide as a valuable resource to continue the high level of Aviation readiness, both now and into the future. There is no minimum number of words required.

This is your opportunity to gain approval for one of these highly coveted positions.

CW2 Victoria E. Murphy
CW2 AG TNARNG
WOSM RRB
Office: (615) 313-3133
Cell: (615) 557-7313
Victoria.e.murphy2.mil@mail.mil

TO: Senior TAC
FROM: WOC Jones
534 words
19 Jul 10

1
2
3The Correct Way to Write an Essay

1
2
3

4 At Warrant Officer Candidate School (WOCS), essays are used as tools to help you improve by learning from your experiences and mistakes. This essay is an example of how you're to write essays; it's not necessarily applicable to other writing assignments. Using this format and following the instructions in this example when you write essays are critical to your success, since not doing so could be interpreted to mean that you don't have the ability to follow simple instructions. Such an interpretation is totally relevant to expectations of Warrant Officers' performance in a non-training environment. For example, if you fail to follow technical manual instructions for a particular task, the results could be damaged or destroyed equipment or injured or dead Soldiers.

Formatting guidance for your essays is very specific. Establish a 1-inch margin on both sides and at the top and bottom. Put the information included at the top of this page on the first page, aligning the information so the longest line is flush with the right margin (not the right edge) of the paper and other lines are flush with the left end of the longest line. If you're using a word processor, simply tab the longest line over so it's as close as possible to the right margin and then tab other lines so they're flush with the left end of the longest line. Center your title on the third line below the date; include the title on the first page only. Use "title case" (i.e., capitalize the first letter of each major word). Begin the body of the essay on the 4th line below the title. Indent paragraphs, do not skip lines between paragraphs, and, if hand writing your essay, hyphenate words as necessary to ensure that margins are as even as possible. On the second and subsequent pages, center page numbers on the bottom margin. Put at least two lines on the last page of your essay. Add your signature element as shown on this example: start on the 5th line down from the last line of the essay and center the left margin of your signature block.

Cadre Officers will grade your essays on format and grammar correctness, organization, and content. If your essay doesn't meet standards in these areas, you'll be required to correct and resubmit it. Therefore, it's important for you to follow this format, to organize your material, and to use correct grammar and spelling. A technique that you might use in checking your grammar and spelling is to read your essay aloud. Organization of your material should aid readers by logically leading them through your essay. To be most effective, your essays should have an opening paragraph, a body of one or more paragraphs, and a concluding or summarizing

paragraph. The content of your essay is possibly more important than grammar, format, and organization; even if you write a perfect essay in terms of these areas, but fail to address your assigned topic, your essay will not be acceptable.

As you write essays at WOCS, follow the guidance we've given you in this essay. View essay writing assignments for what they're intended to be: tools to help you improve your qualifications to be an Army Warrant Officer. Take full advantage of such requirements to most effectively learn from your experiences and mistakes.

1

2

3

4 *John Q. Jones*

5 JOHN Q. JONES

WOC, USA

Class 10-25

FIGURE 4-1. Correct Way to Write an Essay