NATIONAL GUARD BUREAU
3500 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

15 October 2024
PSDM 24-01

MEMORANDUM FOR ALL MPFs, J1s, & A1s

FROM: NGB/A1 A2/6
3500 Fetchet Ave.
Joint Base Andrews, MD 20762

SUBJECT: FY25 Air National Guard (ANG) Warrant Officer Selection Board Announcement Course 25-03, 25-04, 25-05

*****OFFICIAL RELEASE DATE IS 15 October 2024, 1400Z*****

This PSDM is applicable to Airmen in any Air Force Specialty Codes (AFSC) in the Air National Guard only.

1. Announcement. The ANG 17X Career Field Manager will convene the ANG Warrant Officer Selection process the week of 16 Dec 2024. This program applies to current ANG applicants with Cyber or Information Technology skill sets. If selected, candidates can expect to start Warrant Officer Training School (WOTS) between March and September of 2025 at Maxwell AFB, Alabama.

2. This PSDM outlines the application process for applicants to fill 17Y/17W ANG Warrant Officer positions for the FY25 WOTS classes. Selection is expected to be highly competitive. Therefore, it is important to pay close attention to details in all areas of the application profile.

a. **17W – Warfighter Communications & IT Systems Operations**. These individuals are the subject matter experts and respected advisors to leadership regarding the planning, deployment, employment, and securing of enterprise IT and warfighter communication systems. They direct, plan, administer, manage, integrate, and assess communication systems and capabilities, as well as cybersecurity policies at all echelons. They provide technical guidance to commanders and staff on the operation and management of Air Force, Joint, intergovernmental, interagency, and multi-national cyberspace assets, and personnel. Additionally, they lead, develop, and mentor cyberspace and information technology personnel in building, configuring, operating, maintaining, securing, protecting, sustaining, and extending cybersecurity systems and software.

Controlled by: DOD
Controlled by: NGB/A1P
CUI Category: PRVCY /HLTH/MIL/PERS
Distribution/Dissemination Controls: FEDCON

POC: NGB/A1PO

b. **17Y – Cyber Effects & Warfare Operations**. These individuals are subject matter experts and respected advisors to leadership, offering insights into the employment of both offensive and defensive cyber operations assets and personnel. They are responsible for orchestrating, managing, and integrating cyberspace technical capabilities, delivering critical technical recommendations across various military and inter-agency platforms. Their role involves integrating cyberspace capabilities into warfighting functions to enhance combat effectiveness and maneuvering strategically in the Cyber Domain to exert pressure on adversaries both offensively and defensively. Furthermore, they champion the training and guidance of cyber personnel, providing both individual and collective instruction. They are instrumental in establishing and evaluating Joint Qualification Requirements (JQRs), Joint Qualification Standards (JQSs), and Joint Cyberspace Training and Certification Standards (JCT&CS).

3. **Warrant Officer Eligibility Requirements:**

a. **Citizenship**. Must be a United States citizen.

b. **Conscientious Objector**. Must not be a conscientious objector under 50 USC § 3806(j), and DoDI 1300.06.

c. **Religious Accommodation.** The Air Force places a high value on the rights of its Airmen to observe the tenets of their respective religions or to observe no religion at all. In accordance with DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, the Air Force will approve pre-accession requests for accommodation of religious practices unless accommodation adversely affects military necessity, including unit readiness, individual readiness, unit cohesion, good order, discipline, health, and/or safety for Airmen and squadrons.

d. **Moral Conduct.** Must be of sound moral character.

e. **Age.** Cannot be over the age of 42 by the date of appointment. Active Federal Service/Active Duty applicants, 42 years of age or older, do not require an Age Exception to Policy (ETP) if a Prior Service applicant's age, minus prior service time, will allow for the accrual of 20 years of satisfactory service; 10 years of which must be commissioned service prior to the applicant's mandatory retirement date. This requirement is outlined in DAFMAN 36-2032 paragraph 5.4.8. Military service time will be subtracted from the applicant's age.

f. **Satisfactory Service.** Applicants for appointments as Warrant Officers in the ANG must have a minimum of one (1) year of satisfactory service by 01 December 2024 in the grade of E-5 or above. To verify eligibility, please visit vMPF, Point Credit Summary. *Note: NGB strongly encourages ANG Wings select WO candidates from the following grades: E-5 thru E-7 and O-1 thru O-3. ANG senior leaders are concerned selecting E-8 and E-9 WO candidates will strip valuable SNCO leadership from their current ANG units. However, any candidate that meets DAF criteria can apply, and it's ultimately up to ANG Wing leadership to determine if they have a strong SNCO leadership bench to off-set the loss of an existing E-8 or E-9.*

g. **Prior Service.** This board is open to members of the Air National Guard only. As an

initial requirement for the ANG WOTS 25-03 board, you must be currently serving in the Air National Guard.

h. **Physical Condition.**

1) Must be medically qualified or have an approved medical waiver in accordance with DAFI 48-123. Members must obtain an AF Form 422, refer to Chapter 6, from their Primary Care Manager (PCM). For a WOTS application, an AF Form 422 expires 12 months after the issue date.

2) **Pregnancy.** Permitted to apply for WOTS while pregnant but are not permitted to complete training while pregnant or for 6 months after discharge from the hospital upon completion of pregnancy lasting 20 weeks or more (delivery, miscarriage, etc.) in accordance with DoDI 6130, Vol 1. Members wishing to participate in training prior to 6 months postpartum, must sign the appropriate contractual statement in accordance with DAFMAN 36-2032 and must receive written approval to participate in all physical requirements (to include fitness assessment) from the applicant's attending physician with concurrence from the waiver authority. Applicants who are pregnant at time of application must complete and provide signed **Attachment 7,** Pregnancy MFR in source documents packet, insert before AF Form 422. Applicants who become pregnant after application submission will provide completed and signed **Attachment 7** to NGB.A26.CM.CFM.Org@us.af.mil.

3) **Physical Fitness.** Applicants who have waivers for any part of the AF Physical Fitness Assessment are ineligible to apply and attend WOTS, in accordance DAFMAN 36-2032, para.7.5.3.2.

i. **Personnel Security Investigation.** Applicants with a Secret security clearance may apply; however, they will need to initiate procedures to obtain a Top Secret (TS) clearance with special compartmentalized information (SCI) access. 5200.02_DAFMAN 16-1405, *Department of the Air Force Personnel Security Program*. Additionally, certain specialties within the field may require favorable adjudication of a counter-intelligence polygraph. Factors reviewed for qualification include, but are not limited to citizenship, foreign activities, medical record, police record, use of alcohol, unauthorized use of illegal drugs and drug activity (according to DoD definition), financial records, investigation record, and association record (including associations on Facebook, LinkedIn, or any other social media network).

j. **Commander's Recommendation.** Applicants must have their current Commander's recommendation in accordance with DAFMAN 36-2032, Table 10.6, Rule 13. If applicant transfers to a new position between application submission and board release date, send a concurrent memorandum to NGB.A26.CM.CFM.org@us.af.mil.

k. **Education and Aptitude.** Each component is subject to meeting the established standard for qualitative benchmarks. Components must ensure accessions within any given fiscal year meet 95 percent Education Credential Tier Level One and 60 percent with Armed Forces Qualification Test (AFQT) Category IIIA scores 50 or higher. (T-0) All Education Credential Tier levels and AFQT categories are outlined in DoDI 1145.01, Qualitative Distribution of Military Manpower.

l. **Service Commitment.** All members who complete Warrant Officer Training School will receive a Reserve Service Commitment of 5 years from graduation date.

m. **Retainability.** Airmen must have at least 6 months retainability from the projected board release date. Applicants must reenlist or extend in accordance with AFI 36- 2606.

n. **Functional Technical Experience Requirements:** Depending on which WO Air Force Specialty Code (AFSC) applicant applied to (17W or 17Y), please see the unique **minimum** requirements below:

(1) **Warfighting Communications & IT Systems Operations (17W).** Applicants must have a minimum of 36 months of documented operational experience with enterprise IT or warfighter communications systems. Areas of expertise should include voice and data networking, local and wide area networks, network planning and/or cybersecurity. This experience can be documented through Performance Reports. All applicants much hold a DoD approved industry certification commensurate with the requirements for the IAT Level II Certification or higher (previously approved under DoD 8570).

(2) **Cyber Effects & Warfare Operations (17Y).** Applicants must hold a Senior Level Proficiency in the United States Cyber Command work role, for the AFSC they are applying, as defined in the Commands Job Qualification System (or National Security Agency equivalent), which will be verified prior to the board.

4. Board Application Documents

a. **Eligibility Determination Questionnaire (Attachment 1).** This is mandatory for all applicants. The questionnaire will assist in determining eligibility to apply for a warrant officer appointment or warrant officer commission. Any required waivers will automatically populate in the right-hand column. Ultimately, it is the applicant's responsibility to validate their eligibility to apply with all governing manuals, instructions, and guidance. If applicants have any ineligibility factors after completing the questionnaire, applicants will require a waiver. If any waivers are required, please include the commander's signature to confirm commander's support of the application with the waiver(s). Deployed commanders cannot recommend in lieu of Home Station Commander. Only one statement will be initialed at the bottom of the page. This questionnaire must be signed by the applicant and the applicant's commander and be included in the source documents packet. If waivers are required, this questionnaire must also be included in the waiver packet.

b. **AF WO Application (Attachment 2).** Do NOT change the font or alignment on this form. Refer to Attachment 3 as an example of how to complete this form.

c. **AF Form 24,** ***Application for Appointment as Reserve of the Air Force or USAF Without Component.*** **(Attachment 5)**.

d. **Letters of Recommendation (LOR).** Two specific, Technical and Endorsement, LORs are required to be attached to the application for the board to review. LORs must meet the following criteria: Must be signed by the writer (digital/electronic or wet signature authorized). Must contain the writer's contact information (phone number and/or email address). Must be dated within 12 months of the board convene date. Must address the LOR to "ANG Warrant Officer Selection Board WOTS FY25" for the board. For guidance, use AFH 33-337, *Tongue and Quill*.

(1). **Technical LOR.** The technical LOR must come from an individual who can attest to the applicant's technical ability and skills. The LOR should convey the technical attributes of the applicants and how those attributes will apply to the successful execution of Air Force missions. The recommendation from the endorser will be focused on the individual's technical prowess and may include any special skills, projects, and experiences not annotated elsewhere in the application. To ensure comprehensive feedback, it is required that the technical LOR and the endorsement LOR come from different individuals. It is highly recommended the endorser introduce their technical background prior to focusing on the applicant. The LOR will not exceed two pages in length, to include endorsements.

(2). **Endorsement LOR.** The LOR must be signed by the group commander (or equivalent) and requires an endorsement from the senior rater. The LOR adds emphasis to the "whole person" concept by characterizing an applicant's career. The LOR should convey what attributes the applicant has and how those attributes will apply to the officer corps. This will allow board members to learn about the applicant's character and potential to fulfill leadership positions. The LOR is only valid for one board. Wet and/or digital signatures are authorized. Refer to Attachment 6 for routing guidance. Endorsement LOR must not exceed two pages in length, to include endorsements.

e. **Resume.** ANG members will submit a civilian resume with their application package. No specific format is required.

f. **AF Form 4428, *Tattoo/Brand/Body Marking Screening/Verification*, if applicable (Attachment 4).** This form is required for all applicants who have tattoos and/or piercings that exceed AF standards per DAFI 36-2903.

5. **Board Application Process**

Application Submission. Applications are to be electronically submitted to NGB A2/6 via email at NGB.A26.CM.CFM.Org@us.af.mil. The Subject line must read [WOTS FY25 - Wing: Applying - AFSC: Applying - Last Name, First Initial]. If applying to multiple Wings, or AFSC, all must be listed in section 8 of Attachment 2. See Attachment 8 for available Wings / AFSCs.

Examples: **WOTS FY25 – Wing: 175 – AFSC: 17WxC – Doe, J**
WOTS FY25 – Wing: 175, 184 – AFSC: 17WxC, 17WxI – Doe, J

6. **Board Application Package**. A complete application package will have a minimum of four separate designated electronic packets. Please note, if selected, the complete application package

will be used to evaluate the member for potential constructive service credit. Do not exclude any documents for expediency. If any packet exceeds 5MB, split it into as many sections as needed and apply the same naming convention, e.g., App 2, App 3, Srce 2, Srce 3 etc.

a. **AF WO Application Packet** (Doe, Jane App 1.pdf) must include the following documents in the order below in one PDF packet, top to bottom.

1) **AF WO Application**, Attachment 2. Cannot exceed 5 pages.
2) **Endorsement LOR**. Attachment 6. Must be completed by the group commander or equivalent and endorsed by the wing commander or equivalent.
3) **Technical LOR**. Attachment 6. The technical LOR must come from an individual who can attest to the applicant's technical ability and skills.

b. **Source Documents Packet**. (Doe, Jane Srce 1.pdf) must include the following documents in the order below in one PDF packet, top to bottom.

1) Eligibility Determination, Attachment 1, signed by member and commander
2) High School Diploma or equivalent (if not listed in vMPF career data brief)
3) vMPF Career Data Brief (CDB) print out
4) vMPF Record Review Update (View/Print All Pages)
5) If applicable, all college transcripts
6) If applicable, all technical certifications
7) Resume
8) If applicable, AF Form 4428, Attachment 4
9) If applicable, Pregnancy MFR, Attachment 7
10) AF Form 422 (if applicable, Form FL4 ALC Approved Waiver)
11) Other Misc. items as identified (e.g., AFROTC non-contractual memo, Reenlistment letter of intent, SRB, etc.)

c. **AF Form 24**. (Doe, Jane AF Form 24.pdf) must include all pages.

d. **Performance Evaluation Packet**. (Doe, Jane EPR 1.pdf) must include all performance evaluations (official, closed out, and signed – no draft copies) in chronological order with the most current on top. Include both front and back pages. If first report/brief exceeds 5MB, split into as many sections as needed and apply the same naming convention, e.g., EPB 2, EPR 3, etc. If at least one evaluation is not available due to TIS/TIG requirements, then one AF Form 77, Letter of Evaluation signed by the squadron commander or equivalent is mandatory.

e. **Waiver/ETP Packet, if applicable.** Include waiver type in name of saved file, e.g., Doe, Jane TOS/785/Morals/Art 15 Waiver.pdf. Must include the following documents in the order below in one PDF packet, scanned top to bottom. Refer to DAFMAN 36-2032 **Attachment 1** for more details on waivers and exceptions to policy.

1) Eligibility Determination, **Attachment 1,** signed by member and Commander.
2) Request memorandum, as required by Eligibility Determination Worksheet (refer to link above for sample waiver/ETP memo, page 30).
3) Supporting documentation, i.e., court documents, DD Form 785, Article 15

documents, etc. NOTE: All Waivers, e.g., DD Form 785, Moral, etc., requests are submitted with the application.

7. Board Selection Timeline. Application Cut Off date - 1 Dec 2024; Board Start date - 16 Dec 2024; Estimated Board Release date - 3 Jan 2025. All applications must be complete and sent to NGB A2/6 no later than (NLT) midnight Eastern Standard Time of the cut-off date 1 Dec 2024.

8. **Warrant Officer Training School**. Individuals selected for a warrant officer appointment or warrant officer commission will receive reporting instructions and follow-on instructions concerning WOTS attendance. Applicants can only have one active application with AFRS at any given time (cannot apply for OTS and WOTS at same time). Following WOTS graduation, Warrant Officers will incur a 5-year Reserve Service Commitment.

9. **Reapplication**. Non-select applicants may reapply to a future WO Board. Non-selects will not automatically be rolled to the next board. A new application submission is required based on eligibility at that time.

10. **Post Board Actions**. Selects will be announced through official notification. The member's Commander will have no more than 5 duty days from date of PSDM notification to notify members of their selection before public release.

11. **Points of Contact**. The ANG is committed to developing our top performing Airmen to lead tomorrow's diverse and inclusive Air Force. The points of contact for the ANG Warrant Officer Program are: 17X Deputy Career Field Manager at NGB.A26.CM.CFM.Org@us.af.mil.

//unSIGNED//
CHARLES W. NICHOLS
Brigadier General, USAF
Director, ANG Personnel

8 Attachments:

1. Eligibility Determination Worksheet
2. AF Warrant Officer Application
3. AF Warrant Officer Application Example
4. AF Form 4428
5. AF Form 24
6. Letter of Recommendation Routing Guidance
7. Pregnancy Memo for Record
8. Warrant Officer Positions by Sate / Wing / AFSC

Ensure that all records created as a result of processes prescribed in this message are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)