

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON 25311

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OFFICER CAREER MANAGEMENT

Series 22

1. Reference NGB Pam 600-1.

2. PURPOSE. This memorandum implements an Officer Career Management Program (OCMP) for all officers of the West Virginia Army National Guard except JAGC, Medical Officers and Chaplains and provides guidance to assist commanders and individual officers in the development of career plans.

3. RESPONSIBILITY:

a. The Adjutant General (TAG) will monitor the OCMP to assure that the spirit and intent of the above reference and this memorandum are carried out at all levels. Control over certain officer personnel actions will be exercised to assure that the total opportunity resources of the State are available for career management.

b. Commanders are responsible for implementing the OCMP for individual officers and units under their control. (Chief of Staff, WVARNG will supervise the OCMP for separate units and staff functions assigned to the Office of the Adjutant General.)

c. Each officer will become familiar with the above reference and this memorandum to prepare for participation in key decisions concerning career planning and management.

4. OFFICER CAREER MANAGEMENT TEAM:

a. The Officer Career Management Team (OCMT) is a monitoring and advisory body.

b. Members of the OCMT will be appointed by TAG.

c. Duties:

(1) Monitor OCM activities at all levels.

(2) Advise commanders on OCM matters.

(3) Advise individual officers on OCM matters.

5. OFFICER CAREER PREFERENCE STATEMENT:

a. Each officer is invited to place on file with the OCMT a statement of preferences in matters related to career management.

b. Using DA Form 2496, Disposition Form, Subject: "Officer Career Preference Statement," the following questions (all or part) should be answered by numbered paragraph:

(1) Duty preference, in order of preference: Command duty; Staff duty; Special duty (Selective Service, Military Academy, other).

(2) Command duty preference, in order of preference: List one or more units and/or assignments.

(3) Staff duty preference, in order of preference: List one or more units and/or assignments.

(4) Special duty assignments preference, in order of preference: List one or more units and/or assignments.

(5) If required, are you willing to change branch to achieve the above preferences?

(6) Are you willing to accept an assignment outside your immediate area to achieve your preference, as stated above?

(7) Remarks and/or personal considerations.

(8) Signature.

c. This communication will be marked "For Official Use Only."

d. Longhand is acceptable.

6. OFFICER ASSIGNMENTS:

a. The assignment of company-grade officers to MTOE/TDA positions may be made by the commanders concerned.

b. The assignment of field-grade officers to MTOE/TDA positions will be made by TAG with recommendations of commanders concerned.

c. Special and additional duty assignments are under unit control.

7. TOUR OF DUTY: The normal tour of duty is three (3) years. At the end of two (2) years, commanders and the OCMT will begin to give consideration to primary duty reassignment.

8. TROOP DUTY: All officers will be assigned one or more tours of troop duty.

9. DETAIL OF LIEUTENANTS: When possible, lieutenants assigned to support and service branches will be attached to a combat branch for a period of up to one (1) year.

10. PERSONNEL ACTION: The concurrence of TAG will be requested, before the fact, for officer personnel action which involves change in primary duty assignment.

11. PERFORMANCE COUNSELING:

a. Performance counseling is a day-to-day activity of command. The official record of this activity is the Officer Evaluation Report (OER), DA Form 67-7. This is an important document in OCM.

b. Commanders will make every effort to assure that this report truly reflects a picture of the officer's performance and ability.

c. The individual officer, after a review of the completed report, must be sure that the ratings are understood. Additional performance counseling should be requested in cases of doubt.

d. The OER will be reviewed by the OCMT as part of the information in-pur prior to an interview or making recommendations concerning OCM.

e. Commanders should assure that outstanding performance on special and additional duty assignment is properly documented. While these facts may be recorded in a routine OER, it is suggested that a special report be considered by commanders and raters as a means of giving an officer full credit for outstanding work.

12. CAREER COUNSELING:

a. Career counseling involves the face-to-face meeting between the subject officer and the commander. This session should not be combined with performance counseling.

b. Career counseling may occur at any time on the request of the subject officer or at the direction of the commander. As a minimum, career counseling will occur at least annually. It is recommended that periodic counseling be done during the month the officer's birthday occurs. This is the period when the officer is required to audit the DA Form 66 (Officer Qualification Record), and a complete review of the MPRJ should be accomplished. Newly assigned officers should be counseled at the time they report for duty.

c. Counselors are urged to keep an informal record of their activities to assure a degree of program continuity.

(1) Commanders are asked to consider DA Form 2496, Disposition Form, Subject, "Career Counseling" for this record, using the following numbered paragraphs:

- (a) 1. Officers name and SSN.
- (b) 2. Commander's interview highlights.
- (c) 3. Officer's interview highlights.

- (d) 4. Conclusions and/or recommendations.
- (e) 5. Signature of counselor.
- (2) If maintained, this record should be marked "For Official Use Only." This document is not a part of the MPRJ or other official personnel records.
- (3) Counselors are requested to provide a copy of this record to the OCMT as a background document for OCM (Longhand is acceptable).

13. OFFICER CAREER PLAN:

a. Each officer, with the assistance of the commander and the OCMT and using the branch career pattern (DA Pam 600-3) as a guide, should develop a career plan.

b. Career planning:

- (1) Establish long-range goals.
- (2) Determine steps needed to achieve goal.
- (3) Devise a course of action and allocate time and talent resources.
- (4) Review and revise plan as often as needed, at least annually.

14. SPECIAL AND ADDITIONAL DUTY ASSIGNMENTS: Special and additional duty assignments at all levels of command are an important part of officer career development. These assignments should be rotated as often as practical.

15. INSTRUCTOR EXPERIENCE: Advanced instructor experience is considered to be an important opportunity for officers. The State Military Academy, training committee assignments and public speaking engagements should be requested in the early phases of career development.

16. EDUCATION:

a. Progressive education is essential in career development. Individual officers are faced with the need to apportion their time and energy to assure that these requirements are completed.

b. As a minimum step toward meeting educational requirements for promotion and career development, commanders should assure that all officers, unless promotion and branch qualified, are enrolled for appropriate extension courses. Annual pro-rated progress must be made toward their completion. Stated intentions of meeting educational requirements in other ways, including service schools, should not be accepted as satisfactory education progress until positive action is taken.

17. OFFICER SCREENING ROSTER:

a. Commanders at all levels must assist with the "identification and programmed training and assignment of officers possessing outstanding specialized and generalized talents."

b. Commanders will use a Screening Roster (SR) to rate all officers under their immediate control, along with officers one command level below their headquarters.

(1) Officers will be rated by rank groups, including separate groups for first and second lieutenants.

(2) Each officer will be ranked by number within the rank group on five (5) subjects:

(a) Leadership qualities

(b) Technical and professional qualifications

(c) Performance and/or potential for staff assignments

(d) Performance and/or potential for command assignments

(e) Summary of the above qualities and all other qualities which the screening officer feels play a part in the officer's potential and performance (an over-all rating).

c. The SR will be prepared as of 1 April of each year and forwarded to the OCMT not later than 1 May.

d. All copies of the SR will be marked "For Official Use Only."

e. Longhand is acceptable.

18. CAREER ASSIGNMENT CALENDAR:

a. The reassignment of officers to meet the mission requirements of the command may be made at any time during the year.

b. The reassignment of officers for the purpose of satisfying career requirements should be limited to April or October of each year (to avoid reducing unit readiness ratings).

19. CAREER ASSIGNMENT CALENDAR:

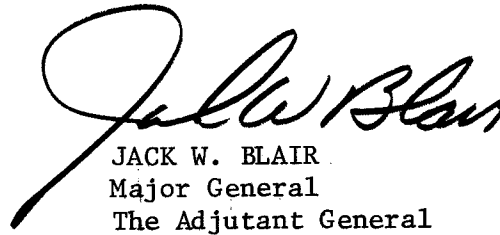
a. The State Military Academy (OCS) gives the unit commander an opportunity to secure officers from the command. This school also makes it

possible for every individual to have an avenue open to a commission, provided they are qualified. Commanders should not limit their efforts for OCS recruitment to those numbers needed to fill unit vacancies. All eligible individuals should be encouraged to apply.

b. Commanders should be alert to the availability of officers with direct, Army OCS and ROTC commissions. Such a policy will conserve training time, military resources and provide the unit with a healthy variety of officer experience.

c. It is desirable to have more than one prospect for consideration when a position vacancy occurs.

FOR THE GOVERNOR:



JACK W. BLAIR
Major General
The Adjutant General