

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311

WVMR (ARMY) 600-100-3

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1 August 1978

ASSIGNMENT AND PROMOTION OF OFFICERS, WEST VIRGINIA ARMY NATIONAL  
GUARD

*Semo 30*

EFFECTIVE 1 AUGUST 1978

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE. . . . .	1	1
POLICY . . . . .	2	1
ZONES OF CONSIDERATION . . . . .	3	1
QUALIFICATIONS . . . . .	4	1
ASSIGNMENT TO HIGHER T/O POSITION VACANCY. . .	5	1
SENIORITY. . . . .	6	2
DECLINATION OF PROMOTION . . . . .	7	2
PRECEDENCE AND DATE OF RANK. . . . .	8	3
FEDERAL RECOGNITION EXAMINING BOARDS . . . . .	9	3
TECHNICAL WAIVERS (BRANCH TRANSFERS) . . . . .	10	3
CHANGING PRIMARY SPECIALTIES. . . . .	11	3
RETENTION. . . . .	12	3
MEMBERSHIP IN NATIONAL GUARD ASSOCIATION OF THE UNITED STATES AND NATIONAL GUARD ASSOCIATION OF WEST VIRGINIA. . . . .	13	3

APPENDIX I - Example of Request for Officer Assignment

1. PURPOSE: The purpose of this directive is to establish the policy of this headquarters, regarding assignment and promotion, period of service in officer grades, precedence and date of rank, Federal recognition Examining Boards and Membership in the National Guard Association of the United States and National Guard Association of West Virginia.

2. POLICY: Personnel actions prescribed herein will be made without regard to race, color, religion, sex or national origin.

3. ZONES OF CONSIDERATION: a. Consideration of officers for assignments and/or promotion to the next higher grade is made as prescribed in NGB 600-100, NGB Pamphlet 600-1.

(1) At company and battalion level - All qualified officers residing within a reasonable commuting distance will be considered along with all officers assigned to the unit.

(2) For State HHD - All qualified officers.

b. Officers considered for assignments/promotions must be certified qualified as determined by the Deputy Chief of Staff Personnel and Administration (DCSPA).

4. QUALIFICATIONS: a. Promotion considerations will be based upon efficiency, time in grade, professional qualifications and demonstrated command and staff ability.

b. Recommendations for promotion of all officers will be based on the individual officer's potential service in the higher grade and not as a reward for past service.

c. Officer must not have been non-selected for mandatory promotion by the most recent Department of the Army Board that considered him for promotion.

d. Effective 1 August 1978 the officer must be able to serve a minimum of 2 years in the higher grade before mandatory removal from an active status.

5. ASSIGNMENT TO A HIGHER POSITION VACANCY: a. An officer will not be assigned to a higher position vacancy unless he is eligible and qualified for promotion except as indicated below:

(1) If a qualified officer is not available and an officer is assigned to a position higher than the grade in which he is serving he will be expected to qualify himself for promotion to the higher grade by the time he completes the required minimum time in grade, or within 1 year from the date of assignment to the higher position, whichever is later.

(2) An officer who is assigned to a position higher than the grade in which he is serving as indicated in 5(1) above, will be removed from the position at any time another officer is found eligible and qualified.

b. When an officer vacancy above the grade of Lieutenant occurs, the commander will route a request as shown at Appendix I, for a replacement to the DCSPA. The commander may include in his request the name of an officer he wishes to have considered. DCSPA will review officer qualification records and provide to the requesting commander the names of ALL the qualified officers in the State that should be considered as candidates for the existing or projected officer vacancy.

6. SENIORITY: a. When the officer recommended for assignment/promotion to a higher position is not the senior qualified officer shown on the OPMS listing, the commander originating the recommendation will fully justify in writing his specific reasons for passing over officers senior to the one he is recommending.

b. This policy shall not be construed in such a manner as to place undue premium on seniority to the exclusion of qualification. The purpose is to insure the promotion of only the best qualified officers. Officers will be considered in order of their seniority and a junior officer may not be promoted over an officer senior to him in rank unless the reasons for so doing are clear, cogent and convincing, and he has fully demonstrated performance and potential above all others qualified for consideration.

c. No headquarters will apply additional restrictions, or criteria for promotion or appointment.

7. DECLINATION OF PROMOTION: a. In accordance with AR 135-155 an Army National Guard officer who has been selected for promotion to the grade of Captain, Major or Lieutenant Colonel as a result of mandatory consideration may decline the promotion for a maximum period of three years, if approved by the State Adjutant General.

b. Declinations should not be perfunctorily approved. Each case will be carefully reviewed at all levels of command to determine the officer's value to the Guard; the effect his retention will have on the orderly advancement of other officers and whether he can be promoted and retained prior to the expiration of a declination. In those selected cases where it is determined to be in the best interest of all concerned a declination will be approved for a period of three years, providing the officer was not passed over for promotion on a previous consideration.

c. When an officer is offered a declination following a second consideration for promotion his case will be reviewed in the same manner as b, above, however, his declination will be approved for a period of not more than two years.

d. Those officers who served under approved declinations have no assurance of being retained for the full declination period. Approvals may be withdrawn by the Adjutant General at any time during the declination period.

8. PRECEDENCE AND DATE OF RANK: Precedence or relative rank among officers of the same grade in the West Virginia National Guard will be determined as follows:

a. The date of rank is the date of Federal Recognition in the National Guard, provided the officer has had no prior active Federal or Reserve component service in the same or higher grade, or;

b. When an officer has had prior active or Reserve component service in the same or higher grade, his date of rank will precede his date of Federal recognition by a period equal to the total length of such service (Inactive service in either the Army of the United States, Reserve or National Guard will not count), except during such period as any such component may not have had an active program.

c. When date of rank of two (2) or more officers are the same when computed under either a or b, above, the senior will be determined by the length of active commissioned service in the National Guard. Further determination will be made by total active commissioned service in all components, then by age.

9. FEDERAL RECOGNITION EXAMINING BOARDS: Federal recognition boards will be convened in accordance with the provisions of NGR 600-100.

10. TECHNICAL WAIVERS: Waivers for technical requirements for all officers will be required in accordance with NGR 600-100.

11. CHANGING PRIMARY SPECIALTIES: Primary specialties are designated in accordance with procedures outlined in WVMR(ARMY) 600-100-3.

12. RETENTION: Paragraph 6, NGR 635-100 provides for the retention of certain officers beyond mandatory removal date.

13. MEMBERSHIP IN NATIONAL GUARD ASSOCIATION OF THE UNITED STATES AND NATIONAL GUARD ASSOCIATION OF WEST VIRGINIA: Each application for appointment will include an application for membership in the National Guard of the United States and National Guard Association of West Virginia for those individuals who desire membership.

*Robert L. Childers*  
ROBERT L. CHILDERS  
Major General (WV)  
The Adjutant General

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Request for Officer Assignment

TO Cdr, 194th Engr Bde

FROM Cdr, 177th Maint Bn

DATE 1 Aug 78

CMT 1

TAG, ATTN: OPMS

In turn

1. On approximately \_\_\_\_\_ (Date) \_\_\_\_\_ the 177th Maintenance Battalion will have officer vacancies occur as indicated below.

- a. Material Opns Off, (MAJ ORD), Para 101, Line 03, HHD 177th Maint Bn
- b. Company Commander, (CPT ORD), Para 101, Line 01, 770th Maint Co

2. Request this headquarters be furnished a list of all qualified officers who will be considered to fill the positions.

3. Providing there are no other senior qualified officers I recommend the positions be filled as indicated below.

NAME, GRADE, SSN, SSI

FROM

TO

ORD, Thomas R  
400 02 0202  
CPT, 77A00

Mech Maint Off (CPT ORD)  
Para 106, Line 03, HHD  
177th Maint Bn

Material Opns Off (MAJ ORD)  
Para 101, Line 03, HHD  
177th Maint Bn  
VICE: THOMAS (Walter J)  
resigned

GAULT, George G  
306 06 0660  
1LT, 77A00

Plat Ldr (LT ORD)  
Para 103, Line 01  
770th Maint Co

Co Commander (CPT ORD)  
Para 101, Line 01, 770th  
Maint Co, VICE: LOMAS  
(Bobby T) reasgd