

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311

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PERSONNEL SELECTION AND CLASSIFICATION

OFFICER PERSONNEL MANAGEMENT SYSTEM SOP  
FOR ALL WEST VIRGINIA ARMY NATIONAL GUARD COMMISSIONED OFFICERS

Serials 32

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## 1. REFERENCES:

- a. Army Regulations
  - (1) AR 611-101
  - (2) AR 623-105
- b. Field Manuals
  - FM 22-101
- c. National Guard Regulations
  - NGR 600-100
- d. National Guard Bureau Pamphlets
  - (1) NGB PAM 600-1
  - (2) NGB PAM 600-3
- e. West Virginia Military Regulations
  - (1) WVMR(ARMY)
  - (2) WVMR(ARMY)

2. PURPOSE:

- a. To establish a Standing Operating Procedure (SOP) for all units in the West Virginia Army National Guard in order that they can properly implement an Officer Personnel Management System (OPMS) for all officers of the West Virginia Army National Guard.
- b. To provide all units and their assigned officers a copy of the West Virginia Army National Guard Master Development Plan, which shows progression of officer career assignments by specialty and grade.
- c. To provide an inventory of all officer specialties authorized the state of West Virginia by VTAADS documents presently in force.
- d. To provide guidance to all custodians of MPRJ's regarding proper maintenance and accurate recording of officer specialties, alternate specialties, additional skills and/or language abilities.
- e. To provide and implement a systematic plan to insure effective and timely command counseling of each officer.
- f. To provide an adequate statewide system of officer career counseling for officers who wish to discuss their careers beyond the scope available in performance and career counseling sessions offered by their commanders.
- g. To develop a statewide management system to monitor and expedite all officer assignments on a timely basis.

h. To provide adequate guidance to all commanders within the WVARNG, whereby they can designate a primary specialty for every officer within their command, as well as, designating an alternate specialty for every LTC and above; and finally, to insure that each officer is given an opportunity to qualify for the awarding of any additional skills (ASI/LIC) required by his/her MTOE assignment as reflected on appropriate VTAADS documents.

3. POLICY: Personnel actions prescribed herein will be accomplished without regard to race, color or national origin, and refers to both male and female, unless otherwise specified.

4. INVENTORY OF ALL OFFICER SPECIALTIES BY GRADE, AUTHORIZED THE WVARNG: This headquarters has prepared an inventory of all authorized specialties required for the West Virginia Army National Guard. The inventory reflects the number of officers required by the state, in each specialty and authorized grade. This inventory was compiled from a careful review of all VTAADS documents authorized, and in effect for the State of West Virginia, and will be changed and updated as the statewide configuration of specialties change due to any re-organization, modification, and/or augmentation. This inventory is found in ANNEX "A", to this publication.

5. WEST VIRGINIA ARMY NATIONAL GUARD MASTER DEVELOPMENT PLAN FOR OPMS:

a. General: Under OPMS, officer specialties will be identified early in their careers and these specialties developed progressively as subsequent officer assignments are made. The West Virginia Army National Guard Master Development Plan for OPMS will be followed as officers are assigned to each new position.

b. Qualification and Federal Recognition:

(1) Federal recognition must be obtained for all WVARNG officers and will be obtained in each of the following cases:

- (a) Initial appointment.
- (b) Promotions.

(c) Change in assignment which results in a change of primary specialty/branch which would result in transfer of assignment, or when a specialty redesignation has been requested by an officer.

(2) Federal recognition boards will recommend Federal recognition to Chief, NGB, stipulating satisfaction of any technical waivers in the new specialties. NO officer will be required to satisfy a waiver without full consideration of the officer's individual experience and education, both civilian and military. No two officers transferred to a specialty of an SSI "44-A" (Finance and Accounting Officer), for example, would be required to take the same qualification steps if one were a banker as a civilian, and the other employed in a field not related to finance. The second officer in this example would no doubt require more study and/or requirements in establishing a technical waiver. The board will always exercise sound judgment on an individual basis when stipulating a technical waiver requirement. In addition, the OPMS Manager will fully consider each officer's

civilian and military expertise when recommending reassignments. It should be noted that nothing prevents the Adjutant General from requesting the Federal recognition board to re-consider its requirements for establishing a technical waiver if he feels excessive or inequitable relative comparable cases exist. Additionally, individual officers who feel that requirements for establishing a Technical Waiver fail to adequately consider their civilian and military experience and education may also request the board to reconsider their requirements.

(3) It is important that the WVARNG make full use of each officer's entire expertise, as an example, it would not be good personnel management to retain an unqualified officer for assignment to a specialty, when another civilian-qualified officer is available.

c. Assignment Profile: Commanders will utilize the WVARNG Master Development Plan for OPMS in conjunction with the Inventory of all officer specialties by grade, authorized the WVARNG (See ANNEX "A"), as a guide to project officer assignments within their commands, throughout an officer's career. This headquarters will utilize these same tools to recommend qualified officers for assignment from one command to another. To properly utilize the State Master Development Plan for OPMS, it is necessary for commanders and the State OPMS Manager to plan progressive officer assignments by specialty and grade for all specialties appearing on the VTAADS documents authorized the State of West Virginia. Attrition of officers by grade must be estimated based on recent experience of each unit. Similarly, the development of officers for assignment to specialties of which there are few in the unit and/or State, such as Chemical or Air Defense Artillery, must be carefully anticipated, especially in cases involving requirements for nonconsecutive grades. Projecting future need for officers by grade and specialty, while also considering the geographical constraints will be a continuing process of all commanders.

d. Officer Assignments: As officer vacancies occur throughout the WVARNG, commanders will require replacements. Under the rationale of OPMS, commanders will no longer be restricted to seeking replacements from among the relatively narrow range of officers with which they are familiar; instead, ALL officer replacement requests will be routed to the Deputy Chief of Staff Personnel and Administration (DCSPA) as shown in inclosure one to WVMR (ARMY) 600-100-3. The DCSPA will then review officer qualification records (OPMS Files) and provide at once, to the requesting commander the names of all the qualified officers that exist in the State of West Virginia that would be candidates for the existing and/or projected officer vacancy. NOTE: Nothing prevents the requesting commander from specifically indicating preference that an individual officer be included in the group from which the selection will be made.

e. Specialty Qualification: Specialty qualification, not branch, determines eligibility for assignment. A MTOE/TDA position may be filled by any officer whose qualifications satisfy specialty requirements specified by VTAADS documents concerned. As unit vacancies arise (due to resignations, transfers, and reorganizations) and commanders request officer replacements,

the task of the State OPMS Manager is to identify ALL qualified officers statewide who possess the required specialties (primary or alternate, as well as any required additional skills) and submit their names to the commanders for selection.

f. Administrative Support: The State OPMS Manager's role in officer personnel administration is to monitor officer development and coordinate personnel actions; additionally, he advises the Adjutant General and unit commanders on officer personnel development, and conducts extensive scheduled career counseling sessions with individual officers. The State OPMS Manager does not, however, assume responsibility for performing administrative support services related to officer personnel actions; responsibility for administrative services remains at unit level, with action elements at State level.

#### 6. DESIGNATING PRIMARY SPECIALTIES:

a. General: A primary specialty is one in which an officer of the WVARNG will receive chief emphasis in professional development, both through military education and WVARNG assignments.

b. Preliminary steps in Designating Primary Specialties: Primary specialties will be designated only after the following preliminary steps have been accomplished:

- (1) Development of the State Master Development Plan.
- (2) Review of commanders' evaluations and recommendations regarding officers (OER's). NOTE: This is a continuing on-going process.
- (3) Review of individual officers' experience and credentials, both military and civilian (DA Form 66 and/or DA Form 2-1). NOTE: Again, this is a continuing on-going process.
- (4) Consideration of individual officers' assignment preferences. (Review of the personal data collection for OPMS.) NOTE: This is also a continuing on-going process. (See ANNEX "B" attached).
- (5) Consideration of geographic constraints on assignments in the State of West Virginia and the likely influence on the individual officers' available duty assignments.
- (6) Counseling of individual officers to insure that they understand the impact on their careers of assignment of a specialty contemplated, including familiarity with MTOE/TDA positions and educational requirements associated therewith.
- (7) Medical constraints, as reflected on health records (DD Form 722 and Standard Forms 88 and 93).

#### c. Individual Officer Responsibilities:

- (1) Each officer will evaluate personal time needs for civilian employment and family requirements relative to the extensive demands of military education, considering both IDT and AT, as well as geographic constraints which might be placed upon him.
- (2) Frequent liaison is necessary between the individual officer, the commander, and the State OPMS Manager. It will be to the advantage of an individual officer to initiate such contacts at frequent intervals.

d. Source of Personal Data: In order to evaluate an officer's civilian experience, both educational and occupational, personal data must be summarized. This data was requested on 14 March 1977 from each officer in the WVARNG, by letter (See ANNEX "B", attached).

(1) For the purpose of initially designating primary specialties, all officers must be interviewed and personal data collected, including both civilian experience and assignment preference. This is the purpose of ANNEX "B", attached.

e. Notice to Officers: All officers of the WVARNG will be notified by letter that a primary and/or alternate specialty has been designated. This letter, when completed, will possess the authority of an order. NOTE: See ANNEX "C", attached for an example of this letter. The letter will be prepared in quadruplicate and distributed as follows:

(1) Original to officer concerned.

(2) Copy #1-To unit personnel officer, to be placed in individual officers official section of the Field MPRJ.

(3) Copy #2-To the Office of the Adjutant General, ATTN: OPMS Manager, for inclusion in the officer's OPMS File.

(4) Copy #3-The State OPMS Manager will mail this copy to the Army National Guard Personnel Center, for inclusion in the officer's Official Military Personnel File (OMPF).

NOTE: Once a primary specialty has been designated, custodians of the Officer's MPRJ will enter the following information on the Officer's DA Form 56 and/or DA Form 2-1. On the DA Form 56, the entries will be made in item 9 as follows:

<u>CODE</u>	<u>TITLE</u>	<u>DATE</u>	<u>QUALIFYING AUTHORITY</u>
Appropriate SSI which has been designated	Appropriate Title as shown in Chapter 2, AR 611-101	761231	AGO,WV

Entries on DA Form 2-1 will be made in item 6, per the instruction prescribed by NGR 640-2-1.

f. Withdrawal of Specialties: Any specialty, once designated, will be reviewed annually for retention. As an example, an officer qualified and designated a COMEL specialty, and who has no further military assignments or education in COMEL, and whose civilian career is not related to COMEL functions, will have the COMEL specialty withdrawn. The State OPMS Manager and all unit personnel officers will closely monitor currency of any designated specialties.

7. OFFICERS WHO DO NOT QUALIFY FOR DESIGNATION OF A PRIMARY SPECIALTY:

Officers who are not qualified for the designation of a primary specialty will be notified by letter (See ANNEX "D") concerning the deficiencies which must be overcome before an award of a full SSI qualification can be designated. For officers whose qualifications are inadequate for the award of a primary specialty, the State OPMS Manager will assign a code of the first three (3)

digits of VTAADS requirement followed by Ø and either T, U, V, or W as appropriate to the individual, until such time he/she becomes qualified for an appropriate designation.

8. WEST VIRGINIA ARMY NATIONAL GUARD OFFICER COUNSELING:

General: There are two types of counseling which are required at periodic intervals for a successful OPMS program. First, there is Performance Counseling, which is necessary as the only suitable means by which a commander can control the performance quality of a subordinate officer. Second, there is Career Counseling which is necessary as the only suitable means by which a commander can convey career guidance to the individual officer. It should be noted that the State OPMS Manager becomes involved chiefly in Career Counseling.

(a) Performance Counseling: All commanders will review in detail the provisions of FM 22-101 prior to attempting performance counseling. Performance counseling must be conducted in private, allowing adequate time for both counselor and counselee to express themselves adequately. Counseling consists of a dialogue, not a monologue. The counselor should be the rating officer, and the counselee will be the rated officer. Commanders are responsible for the development of their assigned officers into effective managers; the best means to achieve this goal is to guide officer performance during counseling sessions which clearly and enthusiastically reward desired aspects of performance, as well as directly stating that improvement is required in any unsatisfactory areas of performance. Performance counseling sessions should follow the format as shown on page 5-3, to WVMR 600-100-1 dated 1 August 1978.

(b) Career Counseling: All career counseling should also be preceded by a careful review of FM 22-101. These career counseling sessions should be held by the commander and in some cases by the DCSPA. It is especially desirable to hold this type counseling session in conjunction with performance counseling concurrent with preparation of each officer's Annual Evaluation Report. This type counseling should always center on each officer's individual career development plan.

*Robert L. Childers*

ROBERT L. CHILDERS  
Major General (WV)  
The Adjutant General

UNIT: STATE INVENTORY OF OFFICER SPECIALTIES

Page 1 of 3 pages

SSI	DESCRIPTION	AUTHORIZED GRADES						TOTAL SSI	ASI
		02	03	04	05	06			
11A	Infantry Officer	1			1	1	3	5G at 05	
11B	Lt Infantry Officer					1	1	5G at 06	
12A	Armor Officer		1	1	1	3	6	5N at 05	
12B	Armor Officer	3	1				4	3C at 03	
12C	Armor Officer	15	8	1			25	5H at 04	
13A	Cannon Field Arty	16	10	3	1		30	3-5H at 03 5H at 05 5H at 04	
13B	Cannon Field Arty		1				1		
13C	Cannon Field Arty	1					1		
13D	Target Acquisition	1					1		
14B	Shorad Air Defense	2					2		
15A	Avn Off General		1	1	1		3	2E at 05 2E at 04 2E at 03	
15C	Avn Off General		1				1	1E at 03	
21A	Combat Engr	12	11	5	3	1	32		
21B	Const Engr	9	4	1	1		15	6F at 05	
21C	Engr Mgmt		1				1		
25A	Combat Signal	1	5	1			7	2-5M at 03	
31A	Law Enforcement	2	3	1	2		8		
31D	Physical Security	3					3		
35A	Strategic Intelligence		2				2	5G at 03 5M at 03	

SSI	DESCRIPTION	AUTHORIZED GRADES					TOTAL SSI	ASI
		02	03	04	05	06		
41A	Personnel Mgmt		2	1		1	4	5G at 03
41B	Recruiting & Induction		2	2	1	1	6	
41C	Race/Relations		2	1			3	
42A	Personnel Adm		2	1	1		4	5G at 04
46A	Info Officer		3	1			4	
48E	Unconventional Warfare	18	21	5	1		45	5M at 04
48F	Civil Military		2	2	1	1	6	5G at 03
55A	Legal		2	2			4	
56A	Command & Unit Chaplain		1	1			2	
60A	Executive Medicine			1			1	
60E	General Medical		2	1			3	5G at 04 5G at 03
61N	Flight Surgeon				1		1	
67B	Field Medical Asst	2					2	5G at 02
67J	Aeromedical Evacuation	2	1	1			4	1E at 04 1E at 03 1E at 02
70A	Logistics Mgmt				2		2	
74A			1				1	
77A	Tk/Ground Mobility	3	1				4	
77C	Ground Support Material Mgmt	1					1	
83A	Gen Trp Spt Material Mgmt		1				1	





ROBERT L. CHILDERS  
MAJOR GENERAL  
THE ADJUTANT GENERAL

STATE OF WEST VIRGINIA  
**OFFICE OF THE ADJUTANT GENERAL**  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311

14 March 1977

SUBJECT: Officer Career Management

1. The Army National Guard has adopted a new and improved system of officer career management within each state. The new system called Officer Personnel Management System (OPMS) will introduce officer development techniques comparable to those now observed by the Active Army through its MILPERCEN elements.
2. Under OPMS each officer will be developed as a specialist in a primary area of expertise. All officer assignments will be made following careful reviews of officer qualifications, considering all available qualified officers in our state. Officers will no longer be trained as generalists and assigned based merely on branch qualification within grade.
3. Maximum recognition of expertise (civilian or military) and preferences will be considered in officer assignments. The Active Army considers chiefly military education and experience in assigning its officers. We, in the National Guard, would overlook a crucial asset if consideration of officers' civilian expertise were not fully recognized. Therefore, I have asked our new State OPMS manager, COL John W Mocrn, to prepare the attached questionnaire for your completion; this questionnaire provides opportunity for you to report your areas of civilian expertise and other information.
4. Before completion of this form you must obtain a copy of the cited references from your unit personnel officer (S-1) or unit library. Any questions that cannot be answered by your personnel officer should be referred to the OPMS manager at once.
5. Forms are to be completed and returned to this office by 31 May 1977.
6. It is our intention to observe all provisions of the Privacy Act of 1974, 5 USC 552 (Public Law 93-579), relative to developing personal information on you. See the attached explanatory notes.

WVAG

14 March 1977

SUBJECT: Officer Career Management

7. I welcome the OPMS system as a means to aid development of our officer corps. I look forward to your participation in this useful new system and to any comments you may have regarding its impact on your career.

4 Incl

1. Pers Data Collection (OPMS)
2. Explanatory Notes
3. SIOS
4. Geographic Areas

ROBERT L CHILDERS  
Major General  
The Adjutant General



a. THE PRIMARY SPECIALTY FOR WHICH I WOULD LIKE TO HAVE DESIGNATED FOR MY LONG-TERM DEVELOPMENT IS: \_\_\_\_\_  
 Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. MY SECOND CHOICE FOR MY LONG-TERM DEVELOPMENT PRIMARY SPECIALTY IS: \_\_\_\_\_  
 Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. MY CIVILIAN EDUCATION BEYOND HIGH SCHOOL INCLUDES ATTENDANCE AT THE FOLLOWING COLLEGES AND/OR TRADE SCHOOLS (Attach documentation):

<u>SCHOOL</u>	<u>SUBJECT</u>	<u>DATE(S)</u>

5. MY CIVILIAN EMPLOYMENT HAS BEEN \_\_\_\_\_ TECHNICAL, \_\_\_\_\_ ADMINISTRATIVE, \_\_\_\_\_ SUPERVISORY, OR \_\_\_\_\_ OTHER (Rate in Successive order: 1 Most, 4 Least).

6. I AM EXPERT IN THE FOLLOWING CIVILIAN OCCUPATIONS:

a. MOST EXPERT: \_\_\_\_\_

b. SECOND MOST EXPERT: \_\_\_\_\_

c. THIRD MOST EXPERT: \_\_\_\_\_

7. I PREFER ASSIGNMENT IN RESPONSIBILITIES THAT ARE \_\_\_\_\_ ADMINISTRATIVE AND TECHNICAL (Staff), OR \_\_\_\_\_ SUPERVISORY (Managing Staff Personnel or Command).

8. I HAVE CIVILIAN EXPERIENCE IN SUPERVISING THE FOLLOWING NUMBERS OF EMPLOYEES (Technical, Non-skilled, or Professional) FOR THE DURATIONS AS SHOWN:

NUMBER OF PERSONNEL SUPERVISED	DURATION IN MONTHS	PERCENTAGE OF PERSONNEL SUPERVISED		
		NON-SKILLED	TECHNICAL	PROFESSIONAL
NONE	_____	_____	_____	_____
1 to 10	_____	_____	_____	_____
11 to 20	_____	_____	_____	_____
21 to 100	_____	_____	_____	_____
More than 100	_____	_____	_____	_____



EXPLANATORY NOTES TO QUESTIONNAIRE

1. It is the intention of this questionnaire to observe all the provisions of the Privacy Act of 1975, 5 USC 552a (Public Law 93-579).
2. This questionnaire was prepared under authority of NGR 600-100 and NGB Pam 600-3
3. Information provided by you will be available only on a need-to-know basis for purposes of evaluating your civilian and military background; the evaluation will be accomplished solely for purposes of determining qualifications for ARNG assignments and prescribing military education requirements necessary for becoming qualified.
4. The manager of the State Officer Personnel Management System (OPMS) will frequently review personal data you provide on the inclosed form as an aid to determining your assignment preferences and goals.
5. You are not required to provide any personal information. Completion of the inclosed questionnaire is voluntary, but to the benefit of the respondent.
6. If you do not complete the inclosed questionnaire,
  - a. Your military assignments are not likely to meet your preferences and best capabilities,
  - b. The State OPMS Manager will not be able to plan an orderly career pattern for you, and
  - c. Any requirements for military education (under technical waivers and education stipulations) will not fully reflect your military and civilian experience.

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311

SUBJECT: Officer Specialty Skill Identifier, Additional Skill Identifier  
and Language Identification Code under the Officer Personnel  
Management System (OPMS)

TO: \_\_\_\_\_

(Grade) (Name) (SSN)

\_\_\_\_\_

(Unit of Assignment)

\_\_\_\_\_

(Address)

1. In accordance with AR 611-101, dated 15 November 1975, you have been awarded the following Specialty Skill Identifier (SSI), Additional Skill Identifier (ASI), and Language Identification Code (LIC) commensurate with the requirements of the TOE/TDA position in which you are assigned:

_____	_____
{SSI}	{Title}
_____	_____
{ASI}	{Title}
_____	_____
{ASI}	{Title}
_____	_____
{LIC}	{Title}

2. If you have any questions concerning either your assigned SSI, ASI or LIC, contact the State OPMS Manager, Colonel John W Moon, telephone number 348-5300.

FOR THE ADJUTANT GENERAL:

JOHN W MOON  
COL, GS, WVARNG  
DCSPA



SUBJECT: Officer Specialty Skill Identifier, Additional Skill Identifier  
and Language Identification Code Under the Officer Personnel  
Management System (OPMS)

The fourth and fifth characters:

ØT - Lacks basic military education commensurate with duty  
assignment for award of SSI.

ØU - Lacks military education commensurate with duty assignment  
for award of SSI and ASI.

ØV - Has military education for award of SSI but lacks military  
education commensurate for award of required ASI(s) or LIC.

ØW - Has military education for award of SSI but has not been  
observed sufficiently for evaluation.

4. You should endeavor to fulfill the service/educational requirements  
for your duty assignment as soon as possible and your progress will be  
monitored by your commander and the State OPMS manager.

5. If you have any questions, the State OPMS Manager is Colonel John W  
Moon, telephone number 348-5300.

FOR THE ADJUTANT GENERAL:

JOHN W MOON  
COL, GS, WVARNG  
DCSPA