

OHIO MILITARY RESERVE



Regulation 601-1

**APPOINTMENT
OF
COMMISSIONED
AND WARRANT
OFFICERS**

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
Bldg. 863, Rickenbacker Airport
Columbus, Ohio
43215

25 July 2005

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 601-1, Appointment of Commissioned and Warrant Officers, dated 25 Jul 05

Paragraph	Change
1-9e	Non-prior service personnel who will be assigned to a special branch (CH, MED, JAG) are exempt from the requirements of attending BELT or BOC but are not prohibited from attending these courses on a voluntary basis.
Annex A	Definition, qualification, training, and limitations for special branch officers are explained.

Headquarters
Ohio Military Reserve
Bldg. 638, Rickenbacker Airport
Columbus, Ohio
25 July 2005

Appointment of Commissioned and Warrant Officers

By Order of the Governor:

CHARLES S. ROWELL, JR.
*Colonel, Ohio Military Reserve
Chief of Staff*

Official:



RICHARD B. IOTT
*Colonel, Ohio Military Reserve
Assistant Chief of Staff*

Applicability. This regulation is applicable to all personnel requesting appointment in the OHMR and applies to all concerned personnel already in the OHMR.

Supplementation. Supplementation of this regulation and establishment of command and local policies are prohibited without prior written approval from the Assistant Chief of Staff, Personnel and Administration, OHMR-G1.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration, OHMR-G1, Bldg. 863, Rickenbacker Airport, Columbus, Ohio 43215.

Summary. This Regulation sets forth policy and procedure for the appointment of commissioned and warrant officers in the Ohio Military Reserve.

Supersedes. This regulation supersedes OHMR-R 601-1, 01 December 2004.

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Chapter 1

General

1-1. Purpose.

This regulation establishes responsibility and procedures for the appointment of regular and honorary commissioned and warrant officers for service in the OHMR. Unless otherwise specified, the term "officer" in this regulation applies to both commissioned and warrant officers.

1-2. Reference.
AR 135-100

1-3. Appointment limitations.

a. Regular appointments are limited to those necessary to fill existing vacancies in OHMR units when there are no qualified officers of appropriate or lower grade to fill such vacancies.

b. Appointment in the OHMR is permanent until the officer does the following:

- (1) Resigns,
- (2) Reaches the mandatory retirement age,
- (3) Dies, or
- (4) The commission is revoked by higher authority.

c. MOBDES appointments. There will be no appointments made to the Mobilization Designee (MOBDES) List. No commissioned or warrant officer may be transferred to MOBDES until having completed a period of six months of service.

1-4. Authority to grant appointments. All commissioned and warrant officers shall be appointed by the governor as Commander in Chief of the OHMR. The authority to grant appointments is retained by the Commander, OHMR. No appointments will be made above grade O-5, except as authorized in paragraph 1-8a.

1-5. Eligibility criteria. Individuals with the qualification listed in a. through h. below may apply for appointments as commissioned or warrant officers in the OHMR.

a. Age.

(1) Minimum age for an applicant is 21 years. No waiver is authorized in the case of minimum age.

(2) 67 is the mandatory retirement age for all officers. Actual retirement date will be the end of the training year (01 Oct – 30 Sep) in which the individual's 67th birthday occurs. Refer to OHMR Regulation 635-1, Mandatory Retirement.

b. Citizenship and residency. An applicant must be a citizen of the United States.

c. Education. Each applicant must meet the following criteria:

(1) Be a college graduate (Associate Degree minimum) from a regionally accredited or DETC approved institution (US Dept. of Education).

(2) Demonstrate a command of the English language.

(3) Foreign born applicants will be examined carefully to insure their suitability for positions of authority and that they demonstrate an ability to communicate verbally.

(4) Education waivers based on "life experience" may be granted only by the specific consent of the Commander, OHMR.

d. Military service. Prior service commissioned and warrant officers, medical officers, judge advocates, and chaplains will automatically be considered for an appointment in the OHMR.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualities of potential leaders and show ability to work effectively with people. Such qualities must be evaluated consistent with the applicant's background and experience.

g. Medical. Medical requirements are set forth in OHMR Regulation 40-1.

1-6. Ineligibles. Personnel in the following categories are not eligible for an appointment in the OHMR. A request for waiver, as set forth in paragraph 1-7 must be submitted with the OHMR Form 11.

a. Enlisted personnel. Persons who are enlisted in the OHMR in the grade of E5 and below are not eligible. If a waiver of this provision is requested, it must include a written endorsement from the OHMR Command Sergeant Major and be approved by the Commander, OHMR, in addition to the requirements of paragraph 1-7.

b. Conscientious objectors. If a person expresses abandonment of such beliefs and principles so far as they pertain to a willingness to bear arms and to give full and unqualified military service to the State of Ohio, a waiver may be granted upon the receipt of the following:

(1) Applicant's statement, notarized or witnessed by a commissioned officer, announcing without qualification that he is no longer a conscientious objector.

(2) Letter stating the applicant desires a commission as a Medical Service Officer or a Chaplain.

c. Applicants adjudged a youthful offender, record of convictions by a military or civil court excluding minor traffic violations with a fine of \$50.00 or less or, action taken under Article 15 of the UCMJ.

d. Applicants who were released from active duty, dropped from the rolls, or separated from the U.S. Armed Forces, the OHMR, or any other state guard organization, for any of the following:

(1) Under other than honorable condition. If, upon appeal, an individual's discharge was upgraded to "Under honorable conditions" he is still ineligible. The action characterizing the service as "honorable" only reflects the type of discharge, not the character of service. A waiver will be granted on individual merit and must have approval of the Adjutant General of the State of Ohio.

(2) A reenlistment code of RE4

(3) Resignation for the good of the service in lieu of court-martial, elimination, or disciplinary or corrective action.

e. Security risk.

f. Commissioned and warrant officers of U.S. Armed Forces, Public Health Service, and the U.S. Coast Guard and Geodetic Survey.

g. Cadets of the U.S. Armed Forces Academies and ROTC members.

h. Members and former members of subversive organizations advocating the overthrow of the United States Government.

i. Employees of a foreign government or members of a foreign military service.

j. National Guard or U.S. Armed Forces Reserve Component members. If the applicant is a member of the Inactive Ready Reserve (IRR) a DD368 (Request for Discharge or Clearance from Reserve Component) must accompany the request for waiver.

1-7. Waiver. A written request for waiver for any portion of paragraph 1-6 must accompany the application. The request must contain complete justification with recommendation from applicable intermediate commanders.

1-8. Direct appointment

a. Commissioned officers. Former commissioned officers of the U.S. Armed Forces will be appointed to the highest equivalent army grade which they held satisfactorily. This also applies to Reserve, U.S. Health Service, U.S. Coast Guard, U.S. Geodetic Survey officers and State Guard officers, including temporary officers.

b. Warrant officers. Former warrant officers of the U.S. Armed Forces will be appointed to the highest warrant grade previously held.

c. Former commissioned officers with two years active service who accepted an administrative reduction may be appointed to their highest previous commissioned grade.

d. Appointment rank for former commissioned and warrant officers of other state defense forces will be considered on an individual basis based on documented training, professional schools, and experience.

1-9. Conditional appointment

a. Conditional appointment applies to any person not qualified for direct appointment. These include non-prior service persons and enlisted personnel.

b. Persons approved for conditional appointment will be appointed to the rank of Officer Candidate at pay grade E6 (OC/E6). Even though the pay grade is an enlisted grade, the rank shall be considered an officer rank and the officer candidate extended the courtesies of an officer. Conditional appointees will wear "OCS" insignia in lieu of traditional rank and branch insignia. The proper form of address for a conditional appointee is "Candidate."

c. Prior service persons approved for conditional appointment must complete the Basic Officer's Course (BOC) or Basic Warrant officer Course (BWOC) within eighteen months of appointment. Failure to complete the course as required will result in discharge. Waivers due to hardship or extenuating circumstances may be approved by the Commander, OHMR.

d. Non-prior service persons approved for conditional appointment must complete Basic Entry Level Training (BELT) and the Basic Officer's Course (BOC) or Basic Warrant Officer Course (BWOC) within twenty-four months of appointment.

(1) Completion of only BELT in the allowable time period will result in the appointee being enlisted at the rank/grade of PVT/E2.

(2) Failure to complete both required courses in the allotted time will result in involuntary discharge.

(3) Time waivers due to hardship or extenuating circumstances may be approved by the Commander, OHMR.

(4) In all cases, an individual must be approved by an appointment board before attending BELT and/or BOC/BWOC.

e. Non-prior service individuals who will be assigned to a special branch (CH, MED, JAG) are exempt from the requirements of paragraphs c and d above. Refer to Annex A for guidance.

1-10. Assignments. A conditional appointee (other than special branch appointees) may be assigned to any officer position in the Table of Organization, commensurate with his or her skill level, regardless of the rank/grade authorized by the Table of Organization. Upon appointment, that assignment must be reevaluated in light of current manning standards.

Chapter 2

Processing

2-1. Application and required or requested additional information. Application for an appointment in the OHMR will consist of basic application for appointment, medical, and other documents. For current requirements, refer to OHMR Form 1964, Enlistment/Appointment Forms Packet Checklist.

2-2. Submission and processing of application.

a. Application. Applications will be submitted as follows:

(1) Applications for regular or conditional appointments from warrant officers and enlisted personnel (refer to paragraph 1-6a for exclusions) of the OHMR will be submitted through administrative channels as follows:

(a) Warrant officers. Applications from warrant officers will be submitted to OHMR-G1.

(b) Enlisted personnel. Applications from enlisted personnel will be submitted to OHMR-CSM.

(2) Applications from non-members of the OHMR will originate with the local unit commander and be entered into the administrative channel of that unit for submission to OHMR-G1.

b. Processing. All commanders, intermediate commanders, and HQOHMR will process the application as follows:

(1) Local commanders will insure applications are complete and that the applicant meets all administrative requirements. Return those applications which do not meet the criteria established by this regulation with the reasons stated on a memorandum. If, after careful consideration, an application meets the criteria of this regulation, forward the application, with appropriate recommendations to the intermediate commander. Only local unit commanders may sign the application. No "FOR THE COMMANDER" signatures will be accepted.

(2) Intermediate commanders will review the application and enclosures for correctness. Administrative errors which cannot be corrected at local levels will be returned to the originating unit. After the application is found complete and satisfactory, endorse and forward to the next appropriate HQ. The endorsement must be by the commander himself, not a designee.

(3) HQOHMR will review the application and take appropriate action. The applications will be returned in the case of unqualified applicants; with the reasons for rejection stated thereon. Applications will also be returned for errors or omissions which HQOHMR cannot correct.

(4) All application for appointment documents must be received, complete and correct, by HQOHMR a minimum of thirty (30) days in advance of the anticipated appointment board date. Materials received later will be held over until the next convention of the Appointment Board. Potential candidates may not attend BOC or BWOC prior to boarding. In the case of non-prior service candidates, this proscription includes BELT as well.

c. Final action. Those applicants found qualified administratively will be notified of a date on which to appear before the examining board established by HQOHMR. A personal interview of the applicant by the examining board *is required*. Upon examination by the board and the proper recommendation of that board, the applicant will be notified of their decision. If fully qualified, the applicant will be given the appropriate appointment in the OHMR.

a. HQOHMR will appoint officers to boards to consider applications. The board will consist of a minimum of three (3) officers, CPT or above. In all cases, the board must consist of an odd number of officers. The officers comprising the board must be serving in a grade equal to or above the grade for which the applicant is being considered.

b. No applicant or unauthorized person will be given access to board proceedings, written or oral. The candidate must be informed that the board's findings are only recommendations and that the final authority is in accordance with paragraph 1-4 of this regulation.

c. Officers which have a conflict of interest, (i.e., relatives, spouses, receiving commanders, etc.) must excuse themselves from serving on the particular board at which the conflict exists.

d. Examinees may object to examination by any member of the board who the examinee feels may be prejudicial in judgment. If that board member can not be immediately replaced and the resulting examining board does not meet the requirements of paragraphs 2-3a and 2-3b, the examination will be rescheduled.

e. Boards will be conducted in general accordance with OHMR Regulation 623-3, Conducting Officer Promotion Boards.

2-4. Appointment procedures.

a. When an application for a direct commission or warrant in the OHMR is approved, the examining board will issue a letter of appointment. See Figures 1 and 2.

b. When an application for a conditional commission or warrant in the OHMR is approved, the examining board will issue a letter of conditional appointment. See Figures 3 and 4.

2-5. Completion of Basic Officer's Course or Basic Warrant Officer's Course. When a conditional appointee has completed the required BOC or BWOC, the course administrator will notify OHMR-G1. Orders will be issued promoting the conditional appointee to the grade for which he was boarded (normally, 2LT/O1). Date of rank will be the date of completion of the course. As a matter of tradition, officers are permitted to wear their officer rank immediately upon graduation from BOC/BWOC.

2-3. Examining boards.

HEADING

SUBJECT: Appointment as a Commissioned Officer in the Ohio Military Reserve

(Officer concerned - standard name line)

A. _____
date

1. By direction of the Governor of the State of Ohio, you are appointed a commissioned officer in the rank of _____ effective on the date shown after A above.
2. This appointment is for an indefinite term.
3. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

(Figure 1)

HEADING

SUBJECT: Appointment as a Warrant Officer in the Ohio Military Reserve

(Officer concerned - standard name line)

A.. _____
date

1. By direction of the Governor of the State of Ohio, you are appointed a warrant officer in the rank of _____ effective on the date shown after A above.
2. This appointment is for an indefinite term.
3. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

(Figure 2)

HEADING

SUBJECT: Conditional Appointment as a Commissioned Officer in the Ohio Military Reserve

(Officer concerned - standard name line)

A. _____
date

1. By direction of the Governor of the State of Ohio, you are conditionally appointed a commissioned officer effective on the date shown after A above.
2. Upon successful completion of a Basic Officer's Course, this appointment shall become fully effective in the rank of _____ for an indefinite term. Date of rank shall be the date of course completion.
3. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

(Figure 3)

HEADING

SUBJECT: Conditional Appointment as a Warrant Officer in the Ohio Military Reserve

(Officer concerned - standard name line)

A.. _____
date

1. By direction of the Governor of the State of Ohio, you are conditionally appointed a warrant officer effective on the date shown after A above.
2. Upon successful completion of a Basic Officer's Course, this appointment shall become fully effective in the rank of _____ for an indefinite term. Date of rank shall be the date of course completion.
3. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

(Figure 4)

Annex A (Special Branch Officers) to Regulation 601-1 (Appointment of Commissioned and Warrant Officers)

1. General.

a. Special branch officers are those persons who come into the OHMR as officers on the basis of previously acquired civilian or military skills with the intent that they will remain in that branch to exercise those skills, and with the understanding that they cannot leave that branch or exercise command authority outside that branch without additional training.

b. The OHMR is authorized three special branches: Chaplain (CH), Medical (MED), and Judge Advocate General (JAG). Persons coming into these branches will be medical doctors, nurses, medical professionals, attorneys, and clergy.

c. Special branch officers are commissioned as officers in recognition of the extensive training and schooling required to have attained their civilian qualifications. Furthermore, those qualifications fulfill a specific need within the OHMR.

d. Special branch officers are accorded the customary respect and privileges of their rank.

2. Qualifications. Special branch appointees must meet the appointment standards of the OHMR as it applies to special branch officers as well as those of their respective branch. Special branch requirements are defined in separate regulations.

3. Limitations. Special branch officers may not hold or assume any command position or position of authority except within their special branch. The following examples illustrate this point:

(1) A special branch captain may not be assigned as an MP company commander.

(2) In the event that all more senior officers are absent or incapacitated, a special branch officer may not assume command of a non-special branch organization, detachment, or element. The responsibility must fall to the most senior non-special branch officer or even the most senior NCO.

4. Training.

a. Entry level.

(1) Special branch officers are required to complete a Service Orientation Course (SOC) which will provide them with the basic general knowledge required to function within the military community.

(2) Special branch officers are not required to complete basic entry level training (BELT) or the Basic Officer Course (BOC) prior to or after commissioning. However, they are not restricted from these courses and may take them on a voluntary basis. It is recommended that the special branch officer strongly consider these courses as it allows much more flexibility in future career opportunities.

b. Professional Development.

(1) All special branch officers are required to complete certain courses relative to their branch for basic branch qualification and promotion. These requirements are detailed in separate regulations.

(2) Special branch officers wishing to move into areas outside their branch must complete BELT and BOC (non-prior service), or BOC (prior service enlisted or prior service special branch).