



PUERTO RICO STATE GUARD INSTRUCTION

PRSG-J1

PRSGI 600-11

DISTRIBUTION: A

July 8, 2025

PUERTO RICO STATE GUARD COMMAND

APPOINTMENT OF WARRANT OFFICERS TO COMMISSIONED OFFICER

Reference: See Annex A.

1. PURPOSE: This instruction establishes the guidelines and procedures for the appointment of Warrant Officers (WO) to the grade of Second Lieutenant (O-1) within the Puerto Rico State Guard Command (PRSG).

2. APPLICABILITY AND SCOPE: This instruction applies to all PRSG Warrant Officers who occupy professional specialty positions and meet the eligibility requirements to receive a commission.

3. DEFINITIONS: WO means Warrant Officers.

4. INSTRUCTION:

a. Warrant Officers with technical or specialized professional expertise may be appointed to the grade of Second Lieutenant (O-1) when it serves the best interests of the PRSG.

b. This process complements, but does not replace, the provisions established in PRSG Reg. 600-10, "Personnel and Administrative Procedures."

c. The appointment shall be subject to the applicant's qualifications, command recommendations, and the availability of a valid TDA or UMD billet.

d. This appointment does not constitute a vested right; final authority rests with the Commanding General of the PRSG.

5. ELIGIBILITY CRITERIA:

a. Warrant Officers must meet the following requirements:

- (1) Have attained the grade of CW2 or higher at the time of application.
- (2) Hold a bachelor's degree from an accredited institution.
- (3) Have completed the Warrant Officer Course (WOC).

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(4) Have completed the corresponding professional education or demonstrate equivalent training.

(5) Have a minimum of four (4) years of honorable service in the PRSG or the United States Armed Forces.

(6) Maintain a record free of disciplinary actions within the last three (3) years.

(7) Be recommended by their immediate commander and properly endorsed through the chain of command.

(8) Have completed their Annual Periodic Health Assessment (PHA), be in optimal deployment status in all areas (DEPA), and meet the medical fitness standards established in PRSG Reg. 17-100, Medical Fitness Standards.

(9) There must be an available TDA or UMD billet in the grade of Second Lieutenant (O-1) for assignment.

b. Exceptions to this policy apply to subparagraphs (1), (3), (4), and (5), which shall not apply to the Nursing Corps members transitioning from ADN to BSN, in accordance with PRSG Reg. 600-300, "Professional Skills Officer Appointments and Promotions," paragraph 5-4.

6. APPLICATION PROCEDURES:

a. The Warrant Officer shall submit their application to J-1, including the following documents:

(1) PRSG Form 4187 (Personnel Action Request)

(2) Updated Record Brief

(3) Academic transcript

(4) A minimum of two (2) letters of recommendation, including one from a field-grade or senior officer

(5) Documentation of current medical readiness, along with copies of the requirements established in paragraph 1-4 of this policy.

b. The PRSG J-1 will review the file and forward it to the Personnel Action Board (PAB), which will evaluate the applicant's qualifications, service record, billet availability, and leadership potential.

c. The Personnel Action Board (PAB) shall issue its recommendations to the Commanding General of the PRSG, who retains final approval authority.

7. APPOINTMENT AND ASSIGNMENT:

a. Approved applicants will receive a commission as Second Lieutenant (O-1) in the PRSG.

b. They will be assigned to a valid TDA or UMD billet according to their professional specialty.

c. The date of rank will be specified in the official order issued by the J-1.

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d. Once appointed, the officer will be automatically enrolled in the Basic Officer Leader Course (BOLC) corresponding to their branch or specialty.

8. RESPONSIBILITIES:

a. Commanders shall identify and mentor qualified Warrant Officers for commissioning opportunities.

b. The PRSG J-1 shall maintain administrative oversight of the application and appointment process.

c. The Personnel Action Board (PAB) shall evaluate each candidate, ensuring fairness, transparency, and merit-based selection throughout the process.

9. INFORMATION REQUIREMENTS: This policy extends and complements the provisions established in:

a. PRSG Reg. 600-10 – Personnel and Administrative Procedures.

b. PRSG Reg. 600-100 – Promotion of Commissioned and Warrant Officers.

c. PRSG Reg. 600-300 – Professional Skills Officer Appointments and Promotions.

10. AVAILABILITY: Unlimited.

11. EFFECTIVE DATE: This instruction becomes effective immediately upon publication and remains in effect until replaced or rescinded in writing.

12. POINT OF CONTACT: The point of contact for this instruction is the PRSG J1, Personnel Officer of the Puerto Rico State Guard at (787)-731-3633 Ext.1464.

Annex A – References:



EDRICK RAMIREZ GONZALEZ
Brigadier General, PRSG
Commanding General

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References:

1. NGR 600-100 – “Commissioned Officers Federal Recognition and Related Personnel Actions,” dated 22 November 2022.
2. NGR 600-100 – Previous revision dated 6 July 2020.
3. AR 600-8-29 – “Officer Promotions,” current U.S. Army regulation governing officer promotions.
4. PRSG Reg. 600-10 – Personnel and Administrative Procedures.
5. PRSG Reg. 600-100 – Promotion of Commissioned and Warrant Officers.
6. PRSG Reg. 600-300 – Professional Skills Officer Appointments and Promotion.

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