



**DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ORDNANCE
3071 ABERDEEN BOULEVARD
ABERDEEN PROVING GROUND, MARYLAND 21005-5201**

**REPLY TO
ATTENTION OF**

ATSL-CMT

4 February 2004

MEMORANDUM FOR Ordnance Warrant Officers

SUBJECT: Ordnance Warrant Officer Accessions Charter

- 1. All Ordnance warrant officers are chartered with the responsibility to identify potential warrant officer applicants from among the Army's enlisted force. Each Ordnance warrant officer must find his or her future replacement to ensure that the Army will continue to produce warrant officers of the highest quality who are capable of supporting the Army mission in their roles as soldiers, officers, leaders, and technicians across the full spectrum of operational environments. There is no one better qualified to recruit future Ordnance warrant officers than the current Ordnance warrant officers on duty today sustaining the combat readiness of our deployed forces and maintaining the operational readiness of the current force.**
- 2. I want our Ordnance warrant officers to use the Ordnance Corps Warrant Officer Mentor Program Guide (enclosed) as a tool to accomplish the goal of identifying and mentoring their potential replacements. Enlisted Ordnance soldiers possessing the skills, values, attributes, and potential to be warrant officers must be coached, counseled, and professionally developed as early as possible in their careers. Ordnance warrant officers must mentor those soldiers identified as potential future warrant officers to help them clarify their career goals and develop short and long term career strategies.**
- 3. Each Ordnance warrant officer, in conjunction with the Ordnance Personnel Proponency Office, will perform the following specific functions:**
 - a. Identify junior enlisted soldiers and non-commissioned officers with the potential to become warrant officer applicants that will succeed them tomorrow.**
 - b. Using the guide provided, create an internal, local mechanism to track the soldiers that they have identified as top performers and possessing the potential to become warrant officer applicants.**
 - c. Develop and sign an agreement, or use the agreement provided in the mentoring guide, to work as a team with the protégé, and to help promote the team building spirit.**

d. Coach activities, training, and assignments that will add to the protégé's experience and skill development. Review specific MOS prerequisites and help the future warrant officer applicant develop strategies or courses of action to meet the prerequisites.

e. Forward the protégé's information to the Ordnance Personnel Proponency for entry into a central database.

f. Every Ordnance warrant officer should incorporate these activities into their OER support form to appraise their rating chain of progress and contributions made in this strategic objective.

4. The Ordnance Personnel Proponency Office will perform the following support functions.

a. Create the central database to track those soldiers identified by Ordnance warrant officers worldwide.

b. Provide an interface with warrant officers worldwide via web site and/or email communication for this all-important program. This will be achieved and integrated into our revision efforts of the Ordnance Corps' internet homepage with links to Army Knowledge Online.

c. When mentors or protégés change stations, positions, or status, and the mentoring relationship cannot easily continue, help match potential warrant officer applicants to another mentor without any loss of continuity.

Encl



WILLIAM M. LENAERS
Brigadier General, USA
Chief of Ordnance