

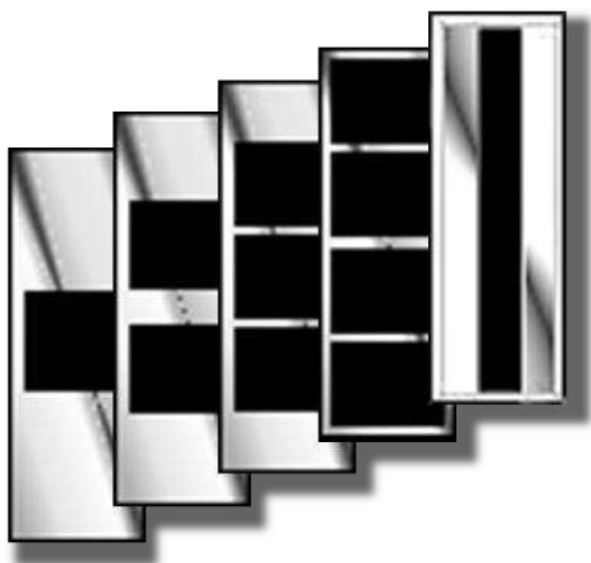


**ARMY STRONG®**

# United States Army Recruiting Command



## US ARMY WARRANT OFFICER PROCUREMENT PROGRAM SAMPLE APPLICATION AND GUIDE



**[www.goarmy.com/warrant](http://www.goarmy.com/warrant)**

**December 2011**

The information contained in this sample application changes frequently. For the most up-to-date information please visit our web-site at  
**[www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant)**

## STEPS FOR PREPARING A WARRANT OFFICER APPLICATION

**Step 1:** Visit the Warrant Officer (WO) recruiting web site at: <http://www.usarec.army.mil/hq/warrant>. Start with the "Program Overview" and follow the instructions to download the forms for use with PureEdge or Adobe Acrobat software.

**Step 2:** Review Army Regulation 135-100 and Department of the Army Pamphlet 601-6. (All Army publications mentioned throughout this guide are located on the warrant officer recruiting website at <http://www.usarec.army.mil/hq/warrant>).

**Step 3:** Verify that you meet the following Administrative requirements:

- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher (DoD service applicants must convert their GT scores - see web site)
- (c) Be a high school graduate or hold a GED
- (d) Secret security clearance (Interim secret is acceptable to apply - IAW AR 380-67 & AR 135-100)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards (IAW FM 21-20 & AR 600-9)
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators (IAW AR 40-501)
- (g) Minimum of 12 months or more remaining on current service contract as of board convene date

**Step 4:** Ensure you meet the **MINIMUM** prerequisites listed on our web site for your requested WO Military Occupational Specialty (WOMOS). If you do not, you must either wait until you meet all the prerequisites or request a prerequisite waiver. **Prerequisites for 153A - Aviator:** Open to any rank and MOS (after AIT completed), must be less than 33 years of age by the board convene date, score 90 or higher on the AFAST, and pass a Class 1 flight physical. **General prerequisites for all other WOMOSs:** SGT or higher, 4-6 years experience in the field for which applying (see web site), and be less than 46 years of age by the board convene date.

**Step 5:** It is recommended that you keep all original documents, including the physical, for reference. Packets can be submitted by Digital Sender or in PDF format as an e-mail attachment (see step 12). DA photos may be sent in PDF, TIF or JPG format; color photos present the best image of applicants. Deployed personnel may take a digital photo in duty uniform standing at the position of attention with a neutral background (no scenery, helmets or weapons).

**Step 6:** Take the completed packet to your Personnel Services Detachment (PSD), Military Personnel Division (MPD) or S-1 office for review. Have a NCO or OIC endorse your checklist stating you are not barred, flagged or pending UCMJ action. **Non-Army** personnel can skip this step and submit their application as indicated in step 12.

**Step 7:** Once at USAREC, the packet will be logged in to the computer, and then screened for completeness. You will be notified of any discrepancies by phone or email using the contact information in blocks 17 & 19 of your DA Form 61. (Ensure the email address on your DA Form 61 is an email that you check daily.) Verify your status online before calling/emailing recruiters.

**Step 8:** Technician packets are forwarded to their Branch WO proponent for technical evaluation. Aviator applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered "board-ready" if no waivers are needed. The applicant will be notified if not qualified by the proponent or if waivers are disapproved. Please allow 4 - 6 weeks for processing of waivers.

**Step 9:** Applications requiring a moral waiver (if block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO by USAREC. Please allow 4 - 6 weeks for processing waivers.

**Step 10:** Applications requiring an Active Federal Service (AS) waiver\* or an age waiver\*\* are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Please allow 4 - 6 weeks for processing waivers. **\*AFS Waiver** 12 or more years active service at the time the DA Form 61 is signed. **\*\*Age Waiver** Aviator applicants who are 33 or older by the convene date of the board, or Technical WO MOS applicants who are 46 or older by the convene date of the board.

**Step 11:** Accession boards are held bimonthly at USAREC starting in November, but not all MOSs are considered at each board. The board vote results in one of the following designations: **Selected, Qualified - Select (Q-S)** (You have been selected and will attend WOCS in approximately 4 - 6 months) **Fully Qualified - Non-selected (FQ-NS)** (You have not been selected and will be considered by one more board automatically. It is highly recommended to make any updates that you feel will improve your packet at this time.)

**Not Selected - Not Competitive (NS-NC)** (You have not been selected by 2 consecutive boards, and are not considered competitive with the current packet provided). Applicants twice non-selected for the WO Program must wait a year to reapply. Applicants may reapply immediately with an approved wait period exception request - available on our website. Please see the web site for process to re-apply.

**Step 12:** Visit our web site at least monthly for new or updated information and for board results (normally published the week following a board). Packet submission deadlines are post on our website along with the board schedule. Packets should be sent via PDF e-mail attachment, 5mbs or less in size per e-mail. Number multiple e-mailings appropriately; 1 of 4, 2 of 4, etc. Send all documents to HQs, USAREC Board Branch as follows:

- a. Send **NEW Packets in PDF format to:** [NewWarrantPackets@usarec.army.mil](mailto:NewWarrantPackets@usarec.army.mil)
- b. Send **UPDATES to packets already accepted and on file to:** [NewWarrantUpdates@usarec.army.mil](mailto:NewWarrantUpdates@usarec.army.mil)
- c. Send **CORRECTIONS for "R" status packets to:** [NewWarrantCorrections@usarec.army.mil](mailto:NewWarrantCorrections@usarec.army.mil)
- d. **ONLY deployed personnel may mail their packet to the address below however, electronic submission is preferred.**

COMMANDER, HQ USAREC  
ATTN: RCRO-SM-A  
1307 3RD AVE  
FT KNOX, KY 40121-2726

# Warrant Officer Application Checklist

All documents should be single-sided copies and in the following order:

Name: \_\_\_\_\_

## Board Packet (These copies should be clean and neat in appearance—they will make up your board packet being reviewed for your selection):

- \_\_\_ DA Form 61 (with HT/WT and APFT statement, signed as shown on the web site example)
- \_\_\_ Senior Warrant Officer Letter (Optional for some WOMOS)
- \_\_\_ Company Commander Letter of recommendation (or applicable Company Grade UCMJ authority)
- \_\_\_ Battalion Commander Letter of recommendation (or applicable Field Grade UCMJ authority)
- \_\_\_ Resume (USAREC Form 1935)
- \_\_\_ ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- \_\_\_ Evaluations (All NCOERs(up to **ten years** worth) and all AERs(1059s) in order newest to oldest)
- \_\_\_ College Transcript(s)
- \_\_\_ COPIES of Professional Certificates (Licenses or Certificates issued to Engineers, Mechanics etc...)
- \_\_\_ AFAST Results (153A applicants only)
- \_\_\_ DA Photo

## Supporting Documents: (These documents are required to qualify your packet, but will not be reviewed by the board)

- \_\_\_ Security clearance verification memorandum (Prepared by S2 or facility security manager)
- \_\_\_ Physical Coversheet USAREC Form 1932 (Aviation - expires after 18 months, all others expire at 24 months. If waiver or exception to policy required, applicant needs to include complete physical. 153A applicants need To include DD 2808 with Stamp from USAAMC, Ft. Rucker)
- \_\_\_ DA Form 160-R (ensure that you sign it and block 9a is checked)
- \_\_\_ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)
- \_\_\_ Re-enlistment documents - if required (ERB does not show 12 months remaining on current contract)
- \_\_\_ Statement of understanding (a copy of this memo is on the web site)
- \_\_\_ Conditional Release – if required (if you are not an active duty Army applicant)
- \_\_\_ English credit document - if required (250N, 251A, 254A, 420A, 920A, 920B, 921A, 922A, 923A)
- \_\_\_ TABE score document - if required (880A, 881A)
- \_\_\_ Body Fat Content Worksheet - if required (If you do not meet height/weight standards set in AR 600-9)
- \_\_\_ Moral waiver request - if required (as identified in blocks 26 on DA Form 61)
- \_\_\_ Age waiver request - if required (max age is 33 for aviators, 46 for all others)
- \_\_\_ Prerequisite waiver request - if required (verify with MOS on web site)
- \_\_\_ AFS waiver request - if required (12 years for all MOS)
- \_\_\_ APFT waiver request - if required (must include Physical Profile, complete Physical, and APFT score card with packet)
- \_\_\_ Entire Packet administratively reviewed by any Warrant Officer.
- \_\_\_ REVIEWER (printed name and title): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_
- \_\_\_ Checklist endorsed by PSB or S-1 NCO (E5 or above) validating soldier is not flagged or barred

NOTE: **ONLY** deployed personnel may mail their completed application. Electronic submission is preferred:  
HEADQUARTERS US ARMY RECRUITING COMMAND  
ATTN RCRO-SM-A  
1307 THIRD AVENUE  
FORT KNOX KY 40121-2725

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## This section to be completed and authenticated by PSD/MPD personnel or the Battalion S-1/S-1 NCO

I certify that service member is not flagged and is eligible to apply for this program.

CERTIFYING OFFICIAL (printed name and title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DSN PHONE #: \_\_\_\_\_ COMM PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Applicants must send their packets as a PDF attachment via e-mail or by use of the Digital Sender, (file size restricted to 5mbs or less per transmission) to [NewWarrantPackets@usarec.army.mil](mailto:NewWarrantPackets@usarec.army.mil)

\*Deployed personnel may mail their application however, electronic submission is preferred.

\*Please, only use one method of delivery and do not split packets between different means unless asked by a recruiter to do so.

Check your application status on-line at [www.usarerc.army.mil/hq/warrant](http://www.usarerc.army.mil/hq/warrant) after allowing 5 – 10 business days for processing.

Good luck!

**APPLICATION FOR APPOINTMENT**

For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

**PRINCIPAL PURPOSE:** To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

**ROUTINE USES:** Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.

**DISCLOSURE** Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

<b>1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED</b> COMMISSIONED OFFICER - REGULAR ARMY COMMISSIONED OFFICER - ARMY RESERVE <input checked="" type="checkbox"/> WARRANT OFFICER - ARMY RESERVE **ALL applicants must select this block** OFFICER CANDIDATE SCHOOL	<b>2. GOVERNING REGULATION OR CIRCULAR</b> <i>(Specify appropriate section(s) if applicable)</i> AR 135-100 <b>3. GRADE FOR WHICH APPLYING</b> <i>(Reserve appointments only)</i> <b>WO1</b> <b>4. SOURCE OF APPLICATION</b> <i>(ROTC only)</i> DMG DATE DESIGNATED: SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS: <b>5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS</b> <i>(List choice by MOS code and title)</i> a. MOS CODE <b>351L</b> b. MOS TITLE <b>Counterintelligence Technician</b> If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.
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PREFER-ENCE	BRANCH	SPECIALTY	PERSONAL DATA							
			<b>7. NAME</b> <i>(Last, first, middle)(Explain variations from birth certificate in Item 41)</i> <b>WHO, You Are</b>		<b>8. GRADE</b> E-6	<b>9a. SOCIAL SECURITY NUMBER</b> 000-00-0000				
			<b>10. BRANCH</b> <i>(MOS, if enl, or wo)</i> 35L3P	<b>11. TOTAL YRS ACTIVE SERVICE</b> 7	<b>12. MARITAL STATUS</b> M	<b>13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE</b> 2		<b>9b. SELECTIVE SERVICE NUMBER</b>		
			<b>14. DATE OF BIRTH</b> 7 Apr 75	<b>15. PLACE OF BIRTH</b> <i>(City, county, state)</i> Radcliff Hardin Kentucky		<b>16. SEX</b> M	<b>17. COMPLETE MILITARY ADDRESS</b> <i>(If presently on active duty) (Include ZIP Code)</i> HHC, III Corps <b>EMAIL ADDRESS (AKO)</b> Fort Hood, TX 76544      (817)288-1111 <b>PHONE AND/OR AUTOVON NUMBER</b> <b>DSN</b> 738-1111			
			<b>18. PERMANENT ADDRESS</b> <i>(Include ZIP Code)</i> 407 Keith Street Elizabethtown, KY 42701 <b>PHONE</b> <i>(Include area code)</i> (502)765-6868			<b>19. CURRENT MAILING ADDRESS</b> <i>(If difference from Item 18) (Include ZIP Code)</i> 419A Nicholson Road <b>EMAIL ADDRESS</b> Fort Hood, TX 76544 <b>PHONE</b> <i>(Include area code)</i> (817)526-1111				
			<b>20. US CITIZEN</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	a. <b>NATIVE</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	b. <input type="checkbox"/> <b>NATURALIZATION</b> <input type="checkbox"/> <b>DERIVED</b> <input type="checkbox"/> <b>IMMIGRANT</b>	c. <b>APPLICANT'S CERTIFICATE NO.</b> <i>(If Item b. checked) (Date, place, court)</i>				
			<b>21. CIVILIAN EDUCATION</b> <i>(See page 3 for additional requirements for professional personnel)</i>							
			a. <b>HIGH SCHOOL GRADUATE</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		b. <b>NAME AND LOCATION OF HIGH SCHOOL</b> Orchard View High School, Muskegon, MI 49442					
			c. <b>NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED</b> <i>(Include USMA, USNA, USAFA, USCGA, and USMMA)</i>			(1) DEGREE	(2) SEMESTER CREDITS EARNED	(3) YEARS ATTENDED	(4) DATE GRADUATED OR WILL GRADUATE	(5) MAJOR SUBJECT
			University of Maryland			BS	120	4	31 05 1999	Business Mgmt
			Central Texas College			AA	60	2		Management
			d. <b>SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC.</b>			e. <b>IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN</b> <i>(Continue in Item 41)(Remarks)</i>				

22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED						
a. NAME OF SCHOOL	b. COURSE	c. DATES <i>(Mo-Yr)</i>		COMPLETED		d. IF NOT COMPLETED GIVE REASON
		FROM	TO	YES	NO	
US Army Soldier Spt Center Ft. Jackson, SC	BNCOC	10 04	12 04	<input checked="" type="checkbox"/>		
23a. <b>FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY</b>					23b. <b>ALAT SCORE</b> <i>(If applicable)</i>	
NA					NA	

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?  YES  NO (If yes, attach affidavit)

25.  I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.

26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (Including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less).

YES  NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.

27. ACTIVE MILITARY SERVICE (Indicate tour with each organization separately - show ROTC Camps in Item 39)

	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army	25 Jun 99	Present	35L3P	NA	E-6/RA
WARRANT OFFICER						
COMMISSIONED						

f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES ETS: 17 Oct 2015 g. DATE OF LAST ADL PROMOTION DOR: 1 Aug 2005

28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)

	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army Reserve	2 Feb 91	24 Jun 92	11B10	NA	E-4/USAR
WARRANT OFFICER						
COMMISSIONED						

29. SOURCE OF CURRENT COMMISSION (If applicable)  OTHER

ARNGUS:  OCS  DIRECT APPOINTMENT

USAR:  ROTC  ROTC (ECP)  ROTC (SMP)  OCS  DIRECT APPOINTMENT

30. AWARDS (Do not list theater or service medals)  
MSM-2, ARCOM-4, AAM-2  
(Achievement Awards Only)

31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR: a. ROTC  YES  NO b. OCS  YES  NO

c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARNG)		d. APPOINTMENT IN REGULAR ARMY	
YES	NO	YES	NO
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
AS A WARRANT OFFICER		AS A WARRANT OFFICER	<input checked="" type="checkbox"/>
AS A COMMISSIONED OFFICER		AS A COMMISSIONED OFFICER	<input checked="" type="checkbox"/>

e. IF ANSWER IS "YES", EXPLAIN FULLY

32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT (If yes, give dates, country and type of service or employment) **No**

33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more space is required, continue on separate sheet).

YES  NO

<b>34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY</b>		<b>35. APPLICANTS FOR CHAPLAINS BRANCH ONLY</b>	
BARS OF WHICH YOU ARE A MEMBER <i>(Specify dates)</i>		RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED	
<b>36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY</b>			
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL	
LEVEL	TYPE	c. DATES <i>(Month and Year)</i>	
		FROM	TO
INTERNSHIP			
RESIDENCY TNG			
SPECIALTY TNG			
d. SPECIALTY BOARDS		e. DATES OF CERTIFICATION <i>(Day, Month, Yr)</i>	
f. PLACE IN WHICH CURRENTLY LICENSED			
<b>37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY</b>			
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL		b. LOCATION	
c. DATES OF ATTENDANCE <i>(Mo, Yr)</i>		d. STATE AND CURRENT REGISTRATION NUMBER	
FROM	TO	e. STATE AND DATE OF INITIAL REGISTRATION <i>(Day, Month, Year)</i>	
f. POSTGRADUATE COURSES <i>(Include courses at general hospitals, service schools, and short courses)</i>			
(1)	(2)	(3)	(4)
SUBJECT OR COURSE	NAME AND LOCATION OF SCHOOL OR HOSPITAL	SEMESTER CREDITS EARNED	DATES OF ATTENDANCE <i>(Month, Year)</i>
			FROM TO
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? <i>(If yes, give dates)</i>			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>39. ARMY ROTC</b> <i>(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)</i>			
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS			
COURSE	DATES ATTENDED <i>(Month and Year)</i>		c. CAMP TRAINING
	FROM	TO	
a. BASIC			(1) INSTALLATION <i>(Basic)</i> COMPLETION DATE <i>(Month, Year)</i>
b. ADVANCED			(2) INSTALLATION <i>(Advanced/Ranger)</i> COMPLETION DATE <i>(Month, Year)</i>
<b>40. MAIN CIVILIAN EMPLOYMENT</b>			
a. NAME AND ADDRESS OF EMPLOYER		b. JOB TITLE	
Kelly Temporary Services Grand Rapids, MI 48722		Secretary/Typing	
		c. MONTH AND YEAR	
		FROM	TO
		0292	0692
b. PRINCIPAL DUTIES <i>(Describe briefly)</i>			
Typed letters, kept personnel files updated, answered inquiries			
41. REMARKS <i>(Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27d,e, AR 601-100). (If more space is required, attach additional sheet)</i>			
I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____. (Applicant's Name) is within body fat standards according to AR 600-9.			
JOHN Q. DOE CPT, MI Commanding			
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.		DATE	SIGNATURE OF APPLICANT
		Current Date	Applicant's Signature Here

**WARRANT OFFICER RESUME**  
(This form will be used in place of the resume.)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.  
**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.  
**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.  
**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

**SECTION I - ADMINISTRATIVE DATA**

1. NAME ( <i>Last, first, middle initial</i> ): SAMPLE, Joe E.	2. SSN: 111-22-3333	3. RANK/GRADE: SGT / E5	4. PMOS: 42A20P
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)		6. E-MAIL ADDRESS: Joe.e.sample@us.army.mil	

**SECTION II - CIVILIAN EDUCATION**

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

BA Degree - Liberty University, (intended graduation May 2012), 108 credits completed, 3.2 GPA  
AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

**SECTION III - OBJECTIVE**

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

- 153A - Rotary Wing Aviator
- 420A - Human Resources Technician
- 

**SECTION IV - MILITARY EXPERIENCE**

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>July 07</u> to <u>Present</u>	ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
POSITION TITLE: TITLE should match ERB or evaluation reports		
DUTIES ( <i>list below to include significant contributions</i> ): Accomplishment should appear in chronological order, by date, starting with the most current assignment. List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise, and complete sentences - not in fragments or bullets. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.		

2.	DATES (YY/MM): <u>June 05</u> to <u>June 07</u>	ORGANIZATION: HHC, IIIId ACA, Ft Hood, TX
POSITION TITLE: PROMOTION SECTION NCOIC		
DUTIES ( <i>list below to include significant contributions</i> ): List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g JMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.		

**SECTION V - CIVILIAN EXPERIENCE**

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>Jan 98</u> to <u>May 00</u>	ORGANIZATION: Kelly Temporary Services, Grand Rapids MI
POSITION TITLE: ADMINISTRATIVE ASSISTANT		
DUTIES (list below to include significant contributions): List civilian employment experience that uniquely qualifies you for the warrant officer specialty for which you are applying. Do not list civilian employment/experience if it does not pertain to being a warrant officer or to the warrant officer specialty you are applying for.		
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		
3.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		



**SECTION VI - MILITARY EDUCATION** *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

19.	DATES (YY/MM): <u>0501</u> to <u>0504</u>	COURSE: BNCOC, 75H Phase I & II, Ft Jackson, SC
DESCRIPTION: The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spelling and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's ability to communicate and their attention to detail.		
20.	DATES (YY/MM): <u>0209</u> to <u>0210</u>	COURSE: Warrior Leader Course (WLC) Ft Knox, KY
DESCRIPTION: List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOC. Be sure to list your class standing, GPA, APFT score and any other outstanding measure of success you achieved while in school. Special skill courses such as airborne, air assault, pathfinder and the like are NOT necessary to list here; they should appear on your enlisted records brief (ERB). If not, then update your record to reflect accordingly. Correspondence course completions, not subcourses, may be listed here to show your technical acumen. It is advisable however, to only list course completions germane to the warrant specialty you desire to serve in.		
21.	DATES (YY/MM): <u>9801</u> to <u>0903</u>	COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC
DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course. Good luck!		

**SECTION VII - SUMMARY**

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your field. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc). mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical/tactical skills needed to become a WO  
Answer this question: What have you done or accomplished that sets you apart from your peers?  
(Additionally, aviator applicants should include why they want to be an Aviator.)

RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.

**Other notes:**

No other resume formats are acceptable beyond USAREC Form 1935. Therefore, do not go through a big expense by having external parties professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtain at <http://www.usarec.army.mil/im/formpub/Forms.htm>.

**SECTION VIII - SIGNATURE**

1. NAME ( <i>Last, first, middle initial</i> ): SAMPLE, Joe E.	2. RANK: SGT/E-5	3. SIGNATURE:	4. DATE (YYYYMMDD):
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**LETTER OF RECOMMENDATION**

(Warrant Officer Procurement Program)

**PRIVACY ACT STATEMENT****AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.**SECTION I - ADMINISTRATIVE DATA**

1. NAME ( <i>Last, first, middle initial</i> ): APPLICANT, Joe E.	2. SSN: 111-22-3344	3. RANK: SGT	4. DATE OF RANK: 01 SEPTEMBER 2002
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)		6. I am completing this form as the applicant's: <input checked="" type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
7. I have known this applicant from <u>2004/12</u> to <u>PRESENT</u> . (Year/Month) (Year/Month)		8. RELATIONSHIP TO APPLICANT ( <i>i.e., supervisor, interviewer</i> ): Interviewer	

**SECTION II - NARRATIVE**

(Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)

**NARRATIVE:**

- Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
- You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
- Generic flowery comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.

**EXAMPLE WRITE-UP:**

- It is my absolute privilege to recommend SGT Sample for entry into the Warrant Officer Procurement Program as a Human Resources Technician (420A). I have reviewed SGT Sample's credentials and found his records very worthy for warrant officer candidacy. As such, SGT Sample has earned my vote of confidence to compete for warrant officer selection.
- SGT Sample served with me during a year-long deployment to Balad, Iraq 2004. During this time, I personally observed and worked with SGT Sample on several personnel support issues. My observation of him is that of an industrious Senior Personnel Sergeant fully capable of performing his administrative duties. SGT Sample worked tirelessly processing personnel actions for 849th Transportation Battalion, Ft Bragg NC. Those actions included; Joint Personnel Status Reporting (JPERSTAT), Casualty Operations, ID Tags, Fighter Management Pass Program (FMPP), legal processing and administrative advisor to both the Battalion and Company Commander. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6.
- SGT Sample possesses the qualities of a self-starter and a leader. His mastery of warrior tasks and drills led to his selection as NCO of the Quarter. Further, he mentored a subordinate to compete and win 1st TSC's Solider of the Year competition. SGT Sample completed BNCOC with a 97.4 GPA. He has received numerous valor and service awards for technical merit including the prestigious Bronzes Star. SGT Sample is active within the community and is not afraid to dialog regarding the issues of the day. He is a well-rounded, respected member of both the military and civilian community.
- In conclusion, SGT Sample has a rare blend of technical and tactical proficiency as evident by his outstanding military career. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A)APPLICANT

**SECTION III - DISCLAIMER****Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.****SECTION IV - SIGNATURE**

1. NAME ( <i>Last, first, middle initial</i> ): DOE, John Q.	2. RANK: CW4	3. BRANCH: AG	4. SIGNATURE:	5. DATE (YYYYMMDD):
---	-----------------	------------------	---------------	---------------------

\_\_\_\_\_  
(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SM, Fort Knox,  
KY 40121-2726

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. \_\_\_\_\_  
(Rank) (Print or Type Last Name, First Name, MI)

b. \_\_\_\_\_  
(SSN)

c. \_\_\_\_\_  
(Unit, Company, Duty Station)

d. Physical Profile Code:

P	U	L	H	E	S

e. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

f. Physical initiated on: \_\_\_\_\_  
(Date)

g. Physical completed on: \_\_\_\_\_  
(Date)

h. If Flight Physical, date approved from USAAMC: \_\_\_\_\_ Stamped: \_\_\_\_\_  
(Applicant must include page one showing stamp from Fort Rucker.) (1W, 1A)

i. Individual \_\_\_\_\_ is Fully Qualified \_\_\_\_\_ is NOT Fully Qualified.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Physician's Stamp)

**NOTE:**

- (1) 153A & 150A applicants must also include page one of DD Form 2808 with the applicable qualified stamp from USAAMC, Ft. Rucker, AL.
- (2) Any applicant applying for an APFT or medical waiver must include entire physical.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 504, 505, 507, 532, 978, 1201, 1202, and 4346; and E.O. 9397  
**PRINCIPAL PURPOSES(S):** To obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information will also be used for medical boards and separation of Service Members from the Armed Forces.  
**ROUTINE USES:** None.  
**DISCLOSURE:** Voluntary; however, failure by an applicant to provide the information may result in delay or possible rejection of the individual's application to the Armed Forces. For an Armed Forces member, failure to provide the information may result in the individual being placed in a non-deployable status.

3. LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX)		4. HOME ADDRESS( <i>Street, Apartment Number, City, State, and ZIP Code</i> )  FT RUCKER , AL 36362			5. HOME TELEPHONE NUMBER <i>(Include Area Code)</i>	
6. GRADE W1		7. DATE OF BIRTH	8. AGE	9. SEX	10. RACE	
11. TOTAL YEARS GOVERNMENT SERVICE a. MILITARY      b. CIVILIAN		12. AGENCY ( <i>Non-Service Members Only</i> )			13. ORGANIZATION UNIT AND UIC/CODE BC01-145TH	
14.a. RATING OR SPECIALITY ( <i>Aviators only</i> )		b. TOTAL FLYING TIME			c. LAST SIX MONTHS	
15.a. SERVICE <input checked="" type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Air Force		b. COMPONENT <input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard		c. PURPOSE OF EXAMINATION <input type="checkbox"/> Enlistment <input type="checkbox"/> Medical Report <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Commission <input type="checkbox"/> Retirement <input type="checkbox"/> Retention <input type="checkbox"/> U.S. Service Academy <input checked="" type="checkbox"/> Flight <input type="checkbox"/> Separation <input type="checkbox"/> ROTC Scholarship Program		16. EXAMINING LOCATION AND ADDRESS <i>(Including ZIP Code)</i> 01011 US ARMY AEROMEDICAL CENTER PHYSICAL EXAM SECTION LYSTER ARMY HOSPITAL, BLDG 301 FT RUCKER, AL 36362-5333

**CLINICAL EVALUATION** (Check each item in appropriate column. Enter "NE" if not evaluated)

	Nor- mal	Ab- norm	NE
17. Head, face, neck, and scalp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Nose	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Sinuses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Mouth and throat	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Ears - General ( <i>Int. and ext. canals/Auditory acuity under item 71</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Drums ( <i>Perforation</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Eyes - General ( <i>Visual acuity and refraction under items 61 - 63</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Ophthalmoscopic	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Pupils ( <i>Equality and reaction</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Ocular motility ( <i>Associated parallel movements, nystagmus</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Heart ( <i>Thrust, size, rhythm, sounds</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Lungs and chest ( <i>Include breasts</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Vascular system ( <i>Varicosities, etc.</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Anus and rectum ( <i>Hemorrhoids, Fistulae (prostate, if indicated)</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Abdomen and viscera ( <i>Include hernia</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. External genitalia ( <i>Genitourinary</i> )	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
33. Upper extremities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. Lower extremities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Feet ( <i>See item 3</i> )	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Spine, other mus	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
37. Identifying body	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. Skin, lymphatics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Neurologic	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
40. Psychiatric ( <i>Spec</i> )	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
41. Pelvic ( <i>Females</i> )	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
42. Endocrine	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

DEPT OF THE ARMY  
ARMY AEROMEDICAL CENTER

20-OCT-2015

A 00022772821

QUALIFIED  
1W FLYING DUTY

CLASS \_\_\_\_\_

44. Notes (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additio sheets if necessary.)

CLASS	RW Class RW, WOC Rucker student aviato
DIGITAL RECTAL	
STOOL GUIAC	

**FORM ONLY REQUIRED FOR THE FOLLOWING APPLICANTS:**

153A - Rotary Wing Aviator  
Class 1 Flight Physical

150A - Air Traffic and Space Management Technician  
Class IV Flying Duty Medical Examination (FDME)

43. DENTAL DEFECTS AND DISEASE (*Please explain. Use dental form if completed by dentist. If dental examination not done by dental officer, explain in Item 44.*)  
 Acceptable

35. FEET (*Continued*)

Normal Arch       Mild       Asymptomatic  
 Pes Cavus       Moderate



REPLY TO  
ATTENTION OF:

**FOR OFFICIAL USE ONLY**

**DEPARTMENT OF THE ARMY**  
(UNIT ORGANIZATION ADDRESS)

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA,  
Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for (Last Name, First Name, Middle Initial)

1. References:

a. AR 380-67, Personnel Security Program, 9 Sep 88.

2. (Rank, Last Name, First Name, Middle Name, Social Security Number) was granted (Type of security clearance for example TS/SCI) eligibility on (date clearance was granted) by the Army Central Clearance Facility (CCF). (Rank Last Name) had a PPR closed on (date investigation was closed)

3. The point of contact for this memorandum is (Your S2/ Security Manager's Name, Phone Number, and E-mail address).

**S2/Security Manager's Signature block with Signature**

**FOR OFFICIAL USE ONLY**

This document and personal information contained herein is protected by the Privacy Act of 1974,  
Section 5 U.S. C sub 552a as amended

### APPLICATION FOR ACTIVE DUTY

For use of this form, see AR 135-210; the proponent agency is DCS, G-1.

#### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 10 USC, 672(d), 10 USC 275.

**PRINCIPAL PURPOSE:** Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.

**ROUTINE USES:** To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.

**DISCLOSURE:** Disclosure of personal information is mandatory for soldiers applying for active duty programs announced by HQDA.

#### SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.

1. DATE 20110106	2. TO: Commander, U.S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121		
3. FROM (Last, First, MI) DOE, JOHN A.	4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT	
4c. BRANCH NA	5a. MOS/AOC 35M30	5b. COMPONENT RA	
6a. PERMANENT HOME ADDRESS (Include ZIP code) ENTER YOUR HOME OF RECORD		6b. PHONE NO. (Include area code) (502)765-6868	
7a. TEMPORARY ADDRESS (Include ZIP code) 419A Nicholson Road Fort Hood, TX 76544 Or Deployment Address		7b. DURATION Oct 2011	7c. PHONE NO. (Include area code) (517)773-2527

#### ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.

8a. PRESENT ACTIVE DUTY GRADE E-6	8b. ORGANIZATION AND STATION ASSIGNMENT HHC, III Corps, Fort Hood, TX 76544
--------------------------------------	--

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

a. FOR A PERIOD OF 6 YEARS       b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	351M	351M	351M
b. AREA ASSIGNMENT	Hawaii	Fort Knox, KY	Fort Meade, MD

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year) ASAP	PREFERENCE NO. 2 (Month and Year) ASAP	PREFERENCE NO. 3 (Month and Year) ASAP
---	---	---

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

60 DAYS       30 DAYS       10 DAYS       AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)

Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.

14. SIGNATURE OF APPLICANT

Applicant's Signature



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY  
40121-2725

SUBJECT: Request for Prerequisite Waiver

Mitigating circumstances:

1. (State the type of waiver you are requesting)

Example: (1) Request an age waiver

(2) Request an Active Federal Service Waiver

(3) Request a prerequisite waiver (state the prerequisite(s) you wish to waive).

2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 33 or older for aviators or 46 for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

Notes:

1). A separate waiver request must be submitted for each MOS that applicant does not meet the entire prerequisites for. Waiver should include why you feel that you should be accepted in the MOS without meeting all the requirements. Include any civilian experience, training or assignments that are similar to MOS you wish to apply for.

2). Make your request sound valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed... That doesn't sound valid because no one has been away from their duty station continuously over the last 12 years. You would need to include why you couldn't or didn't apply in between deployments. Another example is a 13 year request stating "I've been deployed for the last year..." does not explain why you didn't apply in the years leading up to the deployment.

3). Waiver request will not appear before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may result in a denied request.

4). Writing skills count. A properly written request ultimately may effect the approval of the request. Board members may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.





REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY  
40121-2725

SUBJECT: Request for Moral Waiver

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract.

a. Date of offense: (Month and year)

b. Place of offense: (City and State)

c. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

2. Mitigating circumstances:

\*You will use this moral waiver request if you responded YES to block#26 on DA Form 61. If you responded NO, you do not need a moral waiver.

Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost).

Mitigating circumstances surrounding the charge: Four points to address:

- (1) Explain the incident (what, where, when, how, etc..)
- (2) Accepting responsibility for your actions
- (3) The lessons learned
- (4) How you now contribute to your unit, community and military service.

Notes:

- 1.) A separate moral waiver request must be submitted for each offense.
- 2.) Moral waiver request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.
- 3.) This waiver request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
- 4.) Writing skills count. A properly written request may effect the approval of the request. HRC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Joe E. Sample  
SGT/E-5  
111-22-3333



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY  
40121-2725

SUBJECT: Request for Army Physical Fitness Test Waiver

Mitigating circumstances:

1. State the type of profile to include your complete PULHES, the event(s) that you can no longer take, and what alternate event(s) you are allowed to take.
2. Give a detailed explanation why you believe this exception to policy should be approved in your case. Give an explanation of events that led up to the injury and how it happened. Explain your future expectations of your physical condition (i.e. come off profile after rehab, re-enlist, etc...).

NOTE: LEAVE PARAGRAPH 3 AS IS VERBATIM

3. I fully understand that applying for this waiver does not constitute an automatic approval. I further understand that I must be fully mission deployable in the Warrant Officer Specialty in which I am applying.

(SIGNATURE)  
(FULL NAME)  
(RANK)  
(SSN)



REPLY TO  
ATTENTION OF

\_\_\_\_\_  
*Date*

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY  
40121-2725

SUBJECT: Statement of Understanding

1. I understand that if I am appointed as a warrant officer in the U.S. Army Reserves with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course unless I have been precertified by the warrant officer military occupational specialty (WOMOS) proponent. I understand that my application packet, to include all enclosures, may be converted to an electronic file and made available for review by qualifying officials at WOMOS proponent schools, Headquarters, Department of the Army, and other locations in order to determine my qualifications and competitive standing for appointment as a warrant officer.
2. I further understand that if I am appointed as a warrant officer in the U.S. Army Reserves without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course within 2 years of appointment unless I have been precertified by the WOMOS proponent or unless extended by Headquarters, Department of the Army.
3. I also understand that if I am eliminated from or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge under regulations in effect at that time from the U.S. Army Reserves.

\_\_\_\_\_  
*Signature*

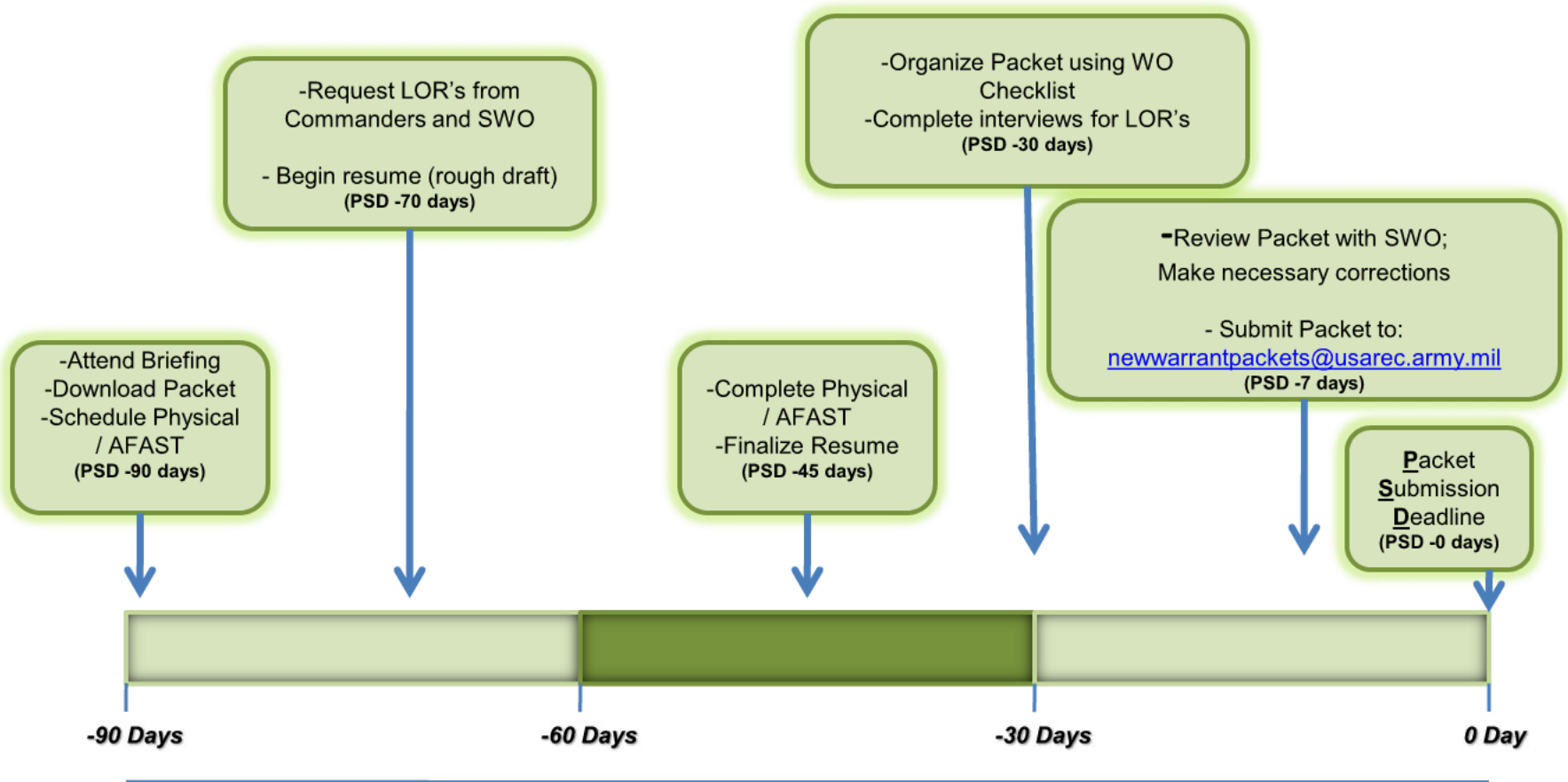
\_\_\_\_\_  
*First Name, Middle Initial, Last Name*

\_\_\_\_\_  
*Rank*

\_\_\_\_\_  
*Title or Position*

# Warrant Officer Application Timeline

*(Recommend Timeline Only)*



## Warrant Officer MOSs

WO MOS	Title	Enlisted Feeder MOSs
120A	Construction Engineering Tech	12K, H, P, R, Q, T, W
125D	Geospatial Engineering Tech	12Y or 35G and USMC 0261
131A	Field Artillery Targeting Tech	11C, 13B, D, F, M, P, R, T
140A	Command and Control Systems Tech	14G, H, S
140E	Air and Missile Defense Tactician/Tech	14E, T
150A	Air Traffic Control	15Q
150U	Tactical UAV Tech	15W
151A	Aviation Maintenance Tech	All CMF 15 MOS (Excluding 15P & 15Q)
153A	Rotary Wing Aviator	All MOSs
180A	Special Forces Warrant Officer	All CMF 18 MOSs
255N	Network Management Tech	All MOSs
255A	Information Systems Tech	All MOSs
270A	Legal Administrator	27D
290A	Electronic Warfare Tech	29E or equivalent qualification course graduate
311A	CID Special Agent	31D
350F	All Sources Intelligence Tech	35F
350G	Imagery Intelligence Tech	35G
351L	Counterintelligence Collections Tech	35L
351M	Human Intel Collection Tech	35M
352N	Traffic Analysis Tech	35N
352S	Non Morse Intercept Tech	35S
353T	Intel and Electronic Warfare Tech	35T
420A	Human Resources Tech	42A/42F
740A	CBRN Tech	74D
420C	Bandmaster	All CMF 02 MOS's (ALL CMF 42R and 42S)
880A	Marine Deck Officer	88K
881A	Marine Engineer Officer	88L and 21P, w/ASI S2
882A	Mobility Officer	All MOSs
890A	Ammunition Technician	89A, B, D
913A	Armament Systems Maint Tech	91F, G, K (91A, D, M, P and 15J)
914A	Allied Trades WO	91W and 91E
915A	Automotive Maint Tech	91A, B, D, H, L, M, P, X
919A	Engineer Equipment Maint Tech	91B, C, D, H, J, L, X
920A	Property Accounting Tech	92Y, 68J
920B	Supply Systems Tech	92A
921A	Airdrop Systems Tech	92R
922A	Food Service Tech	92G, 68M
923A	Petroleum Systems Tech	92F, L, W
948B	Electronic Systems Maint Tech	94D, E, F, H, R, W, Y, & Z
948D	Electronic Missile Systems Maint Tech	94A, M, P, S, T, X, & Z

## Common Application Mistakes

### Application Checklist:

- ❖ Not reviewed and signed by a Warrant Officer.
- ❖ Not endorsed by S-1/PSB verifying completeness and not pending UCMJ action.
- ❖ **USE THE CHECKLIST AS A GUIDE FOR THE PROPER ORDER OF APPLICATION WHEN SCANNING.**

### DA Form 61 (Application for Appointment):

- ❖ Block 1- ALL Applicants must select WARRANT OFFICER-ARMY RESERVE.
- ❖ Block 3- Must state WO1
- ❖ Block 5a and b- Must have MOS code and the Complete title of the MOS applying for.
- ❖ Block 41- Unit Commander must sign verifying APFT information is accurate.
- ❖ Block 42 Applicant must sign.

### USAREC Form 1935 (Warrant Officer Resume):

- ❖ Section II- Must include Civilian Education (should match ERB or included transcripts)
- ❖ Section VII- Summary- The idea is to be able to articulate to the board why you deserve to be a warrant officer and how you plan to serve as a WO. (THERE IS NO EXAMPLE)
- ❖ Section VIII- Signature- Must be signed and dated.

### USAREC Form 1936 (Letter of Recommendation):

- ❖ Section I- Blocks 1-5 – APPLICANT(your) Information
- ❖ Section IV- Blocks 1-5- RECOMMENDER Information and signature/date.
- ❖ If the Letter of Recommendation is from a Chief Warrant Officer, they must hold the MOS you are applying for.
- ❖ This is the preferred form, but a memorandum style LOR is acceptable.

### USAREC Form 1932 (Physical Cover Sheet):

- ❖ **Take this form with you to the physical**
- ❖ Must have current PULHES
- ❖ Must be marked either Qualified or NOT Qualified
- ❖ Must be signed by a **Physician**.
- ❖ If applying for 150A or 153A you must also submit page 1 of your DD Form 2808 with qualified stamp from Ft. Rucker in your packet.

### DA Form 160-R (Application For Active Duty):

- ❖ Block 1 - Date!
- ❖ Block 2 - Must State: U. S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121
- ❖ Block 9- Must check a. and State for a period of 6 years.
- ❖ Block 10- You should choose 3 DIFFERENT locations.

## **HOW TO SUBMIT YOUR PACKET**

- ❖ Send NEW packets to [NewWarrantPackets@usarec.army.mil](mailto:NewWarrantPackets@usarec.army.mil)
- ❖ Emails must be less than 5MB each.
- ❖ All forms should be in PDF Format.
- ❖ DA Photo can be in JPEG format and a color copy.
- ❖ ALL PACKETS MUST BE COMPLETE BEFORE SUBMITTING.

## **HOW TO SUBMIT CORRECTIONS**

- ❖ Send CORRECTIONS to [NewWarrantCorrections@usarec.army.mil](mailto:NewWarrantCorrections@usarec.army.mil)
- ❖ Follow the instructions in the email you receive from the Recruiting Team.
- ❖ Include all corrections required.

## **HOW TO SUBMIT UPDATES**

- ❖ Your Application Must be in “B” status to submit updates
- ❖ If you need to update your packet, submit updates to:  
[NewWarrantUpdates@usarec.army.mil](mailto:NewWarrantUpdates@usarec.army.mil)

### **NOTES:**

- ❖ It is imperative that you become very familiar with the Warrant Officer Website  
[www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant)
- ❖ NO ONE should care more about your packet than YOU!!
- ❖ Keep in mind that you are applying for a Professional Position, your packet should reflect as such. Your packet is how you represent yourself to the board
- ❖ If you are scanning in documents, open the document and verify that it is legible. Rule of thumb- If you can't read it, then the board cannot read it.
- ❖ Do not submit your packet directly from a digital sender. Send it to yourself then submit it to the WO recruiting team.
- ❖ Do not have someone else submit your packet. Have them email it to you, you review it, and then YOU submit it from your email address. AKO is preferred.