United States Army Recruiting Command

US ARMY WARRANT OFFICER PROCUREMENT PROGRAM

SAMPLE APPLICATION AND GUIDE

www.usarec.army.mil/warrant

May 2014

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

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: usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil
b. Send UPDATES to packets already accepted and on file to: usarmy.knox.usarec.mbx.9sbn-new-warrant-updates@mail.mil
c. Send CORRECTIONS for "R" status packets to: usarmy.knox.usarec.mbx.9sbn-new-warrant-corrections@mail.mil

Warrant Officer MOSs

WO MOS	Title	Enlisted Feeder MOSs
120A	Construction Engineering Tech	12H, K, N, P, Q, R, T, W
125D	Geospatial Engineering Tech	12Y or 35F, 35G
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, H, T, 94S
150A	Air Traffic Control	15Q
150U	Tactical UAV Tech	15E, W
151A	Aviation Maintenance Tech	All CMF 15 MOS (Excluding 15P & 15Q)
153A	Rotary Wing Aviator	All MOSs
255N	Network Management Tech	All MOSs
255A	Information Systems Tech	All MOSs
290A	Electronic Warfare Tech	29E, 25B, or 13F with ASI 1J
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, P, Q
352S	Non Morse Intercept Tech	35S, Q
353T	Intel and Electronic Warfare Tech	35T
420A	Human Resources Tech	42A/42F
740A	CBRN Tech	74D
880A	Marine Deck Officer	88K
881A	Marine Engineer Officer	88L and 12P, w/ASI S2
882A	Mobility Officer	88H, N, M
890A	Ammunition Technician	89A, B, D
913A	Armament Systems Maint Tech	91A, F, M, P, S
914A	Allied Trades WO	91E
915A	Automotive Maint Tech	91A, B, C, 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 or 25S/with waiver
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 27f and g – Must be filled in ETS date and date of last promotion.
- Bock 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 I - Blocks 8 – Relation to applicant should be either Interviewer, Supervisor, Company Commander or Battalion Commander.
- 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.
- The recommender MUST include their unit info, e-mail, and phone number in the bottom of the narrative.
- This is the preferred form, but a memorandum style LOR is acceptable for sister services.

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 **Medical Doctor, Physician Assistant, or Nurse Practioner**.
- 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 7 – Duration must be month and year assigned to current unit.
- 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 **usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.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 **usarmy.knox.usarec.mbx.9sbn-new-warrant-corrections@mail.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: **usarmy.knox.usarec.mbx.9sbn-new-warrant-updates@mail.mil**

NOTES:

- It is imperative that you become very familiar with the Warrant Officer Website 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.

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 valid HT/WT and APFT statement signed by CO CDR in Block 41)
___ Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
___ 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 3.2 (ensure summary page is filled in)
___ 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 (i.e. Licenses/Certificates issued to Engineers, Mechanics etc.)
___ SIFT Results (153A applicants only)
___ DA Photo (all applicants must include a color quality photo - .jpeg preferred)

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 3.1 (Technicians only - expires after 24 months). If waiver or exception to policy required, applicant needs to include complete physical paperwork.
___ DD Form 2808 with stamp from USAAMC, Ft. Rucker (153A and 150A applicants only)
___ DA Form 160-R (ensure that you sign it and block 9a is checked)
___ DA Form 7434-Application for US Army Marine Certification (880A, 881A)
___ 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 website)
___ Conditional Release – if required (if you are not an active duty Army applicant)
___ Conditional Resignation Memorandum (Army Commissioned Officer only)
___ English credit document -if required (255A, 255N, 420A)
___ TABE score document -if required (255A, 255N, 880A, 881A, 920A, 920B, 921A, 922A, 923A)
___ REDD Report/GT Conversion (Air Force, Marine, and Navy applicants)
___ Body Fat Content Worksheet -if required (If you do not meet height/weight standards set in AR 600-9)
___ Tattoo Validation Waiver -if required (If you are not in compliance or grandfathered in AR 670-1)
___ 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 specialties)
___ 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 current Physical Profile, complete Physical, and APFT scorecard)
___ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)

___ Entire Packet administratively reviewed by **recommending Senior Warrant Officer**.
REVIEWER (printed name and title): _____ SIGNATURE:_____

___ Entire Packet administratively reviewed by **unit CSM**.
REVIEWER (printed name and title): _____ SIGNATURE:_____

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 or barred 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 is restricted to 5mbs or less per transmission) to **usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil**

Check your application status on-line at **www.usarerc.army.mil/hq/warrant** after allowing **7 – 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.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED

	COMMISSIONED OFFICER - REGULAR ARMY
	COMMISSIONED OFFICER - ARMY RESERVE
	WARRANT OFFICER - REGULAR ARMY
X	WARRANT OFFICER - ARMY RESERVE **ALL applicants must select this block**
	OFFICER CANDIDATE SCHOOL

2. GOVERNING REGULATION OR CIRCULAR *(Specify appropriate section(s) if applicable)*: AR 135-100

3. GRADE FOR WHICH APPLYING *(Reserve appointments only)*: WO1

4. **SOURCE OF APPLICATION** *(ROTC only)*

DMG	DATE DESIGNATED:
	SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:

5. **ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS** *(List choice by MOS code and title)*

a. MOS CODE	b. MOS TITLE
351L	Counterintelligence Technician
	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.

6. **BRANCH AND SPECIALTY PREFERENCES**

Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS.

USAR applicants: If applying for a specific Reserve vacancy, indicate *ONLY* the branch of the vacant position; all other applicants may enter more than one branch.

PREFERENCE	BRANCH	SPECIALTY
	AD	
	AG	
	AR	
	AV	
	CA	
	CM	
	EN	
	FA	
	FI	
	IN	
	MI	
	MP	
	OD	
	QM	
	SC	
	SS	
	TC	
	AN	
	CH	
	DE	
	JA	
	MC	
	MS	
	SP	
	VC	

PERSONAL DATA

7. NAME *(Last, first, middle)(Explain variations from birth certificate in Item 41)*: WHO, You Are

8. GRADE: E-6

9a. SOCIAL SECURITY NUMBER: 000-00-0000

10. BRANCH *(MOS if enl or wo)*: 35L3P

11. TOTAL YRS ACTIVE SERVICE: 7

12. MARITAL STATUS: M

13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE: 2

9b. SELECTIVE SERVICE NUMBER:

14. DATE OF BIRTH: 7 Apr 75

15. PLACE OF BIRTH *(City, county, state)*: Radcliff Hardin Kentucky

16. SEX: M

17. COMPLETE MILITARY ADDRESS *(If presently on active duty) (Include ZIP Code)*: HHC, III Corps Fort Hood, TX 76544

EMAIL ADDRESS (AKO): (817)288-1111

PHONE AND/OR AUTOVON NUMBER: DSN 738-1111

18. PERMANENT ADDRESS *(Include ZIP Code)*: 407 Keith Street Elizabethtown, KY 42701

PHONE *(Include area code)*: (502)765-6868

19. CURRENT MAILING ADDRESS *(If difference from Item 18) (Include ZIP Code)*: 419A Nicholson Road Fort Hood, TX 76544

EMAIL ADDRESS

PHONE *(Include area code)*: (817)526-1111

20. US CITIZEN: [X] YES [ ] NO

a. NATIVE: [X] YES [ ] NO

b. [ ] NATURALIZATION [ ] DERIVED [ ] IMMIGRANT

c. APPLICANT'S CERTIFICATE NO. *(If Item b. checked) (Date, place, court)*:

21. **CIVILIAN EDUCATION** *(See page 3 for additional requirements for professional personnel)*

a. HIGH SCHOOL GRADUATE: [X] YES [ ] NO

b. NAME AND LOCATION OF HIGH SCHOOL: Orchard View High School, Muskegon, MI 49442

c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED *(Include USMA, USNA, USAFA, USCGA, and USMMA)*	(1) DEGREE	(2) SEMESTER CREDITS EARNED	(3) YEARS ATTENDED	(4) DATE GRADUATED OR WILL GRADUATE DAY	MONTH	YEAR	(5) MAJOR SUBJECT
University of Maryland	BS	120	4	31	05	1999	Business Mgmt
Central Texas College	AA	60	2				Management

d. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC.:

e. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN *(Continue in Item 41(Remarks))*:

22. **HIGHEST LEVEL SERVICE SCHOOL ATTENDED**

a. NAME OF SCHOOL	b. COURSE	c. DATES *(Mo-Yr)* FROM	TO	COMPLETED YES	NO	d. IF NOT COMPLETED GIVE REASON
US Army Soldier Spt Center Ft. Jackson, SC	BNCOC	10 04	12 04	X		

23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY: NA

b. ALAT SCORE *(If applicable)*: 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)* FROM	TO	c. BRANCH/MOS *(As appropriate)*	d. PRIOR SERVICE NO. *(If applicable)*	e. HIGHEST GRADE AND COMPONENT
ENLISTED	US Army	25 Jun 99	Present	35L3P	NA	E-6/RA
ENLISTED						
ENLISTED						
ENLISTED						
WARRANT OFFICER						
WARRANT OFFICER						
WARRANT OFFICER						
WARRANT OFFICER						
COMMIS-SIONED						
COMMIS-SIONED						
COMMIS-SIONED						
COMMIS-SIONED						

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)* FROM	TO	c. BRANCH/MOS *(As appropriate)*	d. PRIOR SERVICE NO. *(If applicable)*	e. HIGHEST GRADE AND COMPONENT
ENLISTED	US Army Reserve	2 Feb 91	24 Jun 92	11B10	NA	E-4/USAR
ENLISTED						
ENLISTED						
ENLISTED						
WARRANT OFFICER						
WARRANT OFFICER						
WARRANT OFFICER						
WARRANT OFFICER						
COMMIS-SIONED						
COMMIS-SIONED						
COMMIS-SIONED						
COMMIS-SIONED						

29. SOURCE OF CURRENT COMMISSION *(If applicable)*

ARNGUS: ☐ OCS ☐ DIRECT APPOINTMENT ☐ OTHER

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)*	YES	NO	d. APPOINTMENT IN REGULAR ARMY	YES	NO
AS A WARRANT OFFICER		X	AS A WARRANT OFFICER		X
AS A COMMISSIONED OFFICER		X	AS A COMMISSIONED OFFICER		X

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

34. *APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY*	35. *APPLICANTS FOR CHAPLAINS BRANCH ONLY*
BARS OF WHICH YOU ARE A MEMBER *(Specify dates)*	RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED

36. **APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY**

a. TRAINING		b. NAME AND LOCATION OF HOSPITAL	c. DATES *(Month and Year)*	
LEVEL	TYPE		FROM	TO
INTERNSHIP				
RESIDENCY TNG				
SPECIALTY TNG				

d. SPECIALTY BOARDS	e. DATES OF CERTIFICATION *(Day, Month, Yr)*

f. PLACE IN WHICH CURRENTLY LICENSED

37. **APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY**

a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL	b. LOCATION

c. DATES OF ATTENDANCE *(Mo, Yr)*		d. STATE AND CURRENT REGISTRATION NUMBER	e. STATE AND DATE OF INITIAL REGISTRATION *(Day, Month, Year)*
FROM	TO		

f. POSTGRADUATE COURSES *(Include courses at general hospitals, service schools, and short courses)*

(1) SUBJECT OR COURSE	*(2)* NAME AND LOCATION OF SCHOOL OR HOSPITAL	*(3)* SEMESTER CREDITS EARNED	*(4)* DATES OF ATTENDANCE *(Month, Year)*	
			FROM	TO

38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? *(If yes, give dates)*

☐ YES ☐ NO

39. **ARMY ROTC** *(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)*

SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS

COURSE	DATES ATTENDED *(Month and Year)*		c. CAMP TRAINING	
	FROM	TO		
a. BASIC			*(1)* INSTALLATION *(Basic)*	COMPLETION DATE *(Month, Year)*
b. ADVANCED			*(2)* INSTALLATION *(Advanced/Ranger)*	COMPLETION DATE *(Month, Year)*

40. **MAIN CIVILIAN EMPLOYMENT**

a. NAME AND ADDRESS OF EMPLOYER	b. JOB TITLE	c. MONTH AND YEAR	
		FROM	TO
Kelly Temporary Services Grand Rapids, MI 48722	Secretary/Typing	0292	0692

b. PRINCIPAL DUTIES *(Describe briefly)*

Typed letters, kept personnel files updated, answered inquiries

41. REMARKS *(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 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

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 *(Last, first, middle initial)* :	2. RANK:	3. DATE OF RANK:
SAMPLE, Joe E.	SGT	2002-10-24

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:
C DET
1-4 INF BATTALION
FT ATTERBURY, KY 40121
(CENTCOM)

5. I am completing this form as the applicant's:
- [x] Senior Warrant Officer
- [ ] Company Grade Officer
- [ ] Field Grade Officer
- [ ] Other _____ *(Specify)*

6. I have known this applicant from 2004/12 *(Year/Month)* to PRESENT *(Year/Month)*.

7. RELATIONSHIP TO APPLICANT *(i.e., supervisor, interviewer)* :
Interviewer or Supervisor

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:

1. Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
2. You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
3. 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:

1. 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.

2. 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. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6.

3. 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. In conclusion, SGT Sample has a rare blend of technical and tactical proficiency. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A).

The recommender MUST include their unit info, e-mail, and phone number in the bottom of the narrative!

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 *(Last, first, middle initial)* :	2. RANK:	3. BRANCH:	4. SIGNATURE:	5. DATE *(YYYYMMDD)*:
DOE, John Q.	CW4	AG		

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 *(Last, first, middle initial)* :	2. RANK/GRADE:	3. PMOS:
SAMPLE, Joe E.	SGT / E5	42A20P

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:	5. E-MAIL ADDRESS:
C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)	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.)

1. 153A - Rotary Wing Aviator
2. 420A - Human Resources Technician
3.

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)*: 20071024 to Present | ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO

POSITION TITLE: TITLE should match ERB or evaluation reports

DUTIES *(list below to include significant contributions)*:

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)*: 20051024 to 20071023 | ORGANIZATION: HHC, IIId ACA, Ft Hood, TX

POSITION TITLE: PROMOTION SECTION NCOIC

DUTIES *(list below to include significant contributions)*:

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)*: 19981024 to 20001024 | 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

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

1. DATES *(YY/MM)*: 20050424 to 20051024 | COURSE: Advanced Leadership Course (ALC), 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.

2. DATES *(YY/MM)*: 20020924 to 20021024 | 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.

3. DATES *(YY/MM)*: 19980124 to 19980624 | 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 3.1. Therefore, do not go through a big expense by having external parities 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 *(Last, first, middle initial)* :	2. RANK:	3. SIGNATURE:	4. DATE *(YYYYMMDD)*:
SAMPLE, Joe E.	SGT/E-5		

_____
(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SM, Fort Knox, KY 40121-2725

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. _____
(Unit, Company, Duty Station)

c. Physical Profile Code:

P	U	L	H	E	S

d. Height: _____ Weight: _____ Age: _____

e. Physical initiated on: _____
(Date)

f. Physical completed on: _____
(Date)

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

h. 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.

REPORT OF MEDICAL EXAMINATION

1. DATE OF EXAMINATION	2. SOCIAL SECURITY NUMBER

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(*Street, Apartment Number, City, State, and ZIP Code*) FT RUCKER , AL 36362	5. HOME TELEPHONE NUMBER *(Include Area Code)*

6. GRADE	7. DATE OF BIRTH	8. AGE	9. SEX	10. RACE
W1				

11.TOTAL YEARS GOVERNMENT SERVICE a. MILITARY b. CIVILIAN	12. AGENCY (*Non-Service Members Only*)	13. ORGANIZATION UNIT AND UIC/CODE BCO1-145TH

14.a. RATING OR SPECIALITY (*Aviators only*)	b. TOTAL FLYING TIME	c. LAST SIX MONTHS

15.a. SERVICE
- [x] Army
- [ ] Coast Guard
- [ ] Navy
- [ ] Marine Corps
- [ ] Air Force

b. COMPONENT
- [x] Active Duty
- [ ] Reserve
- [ ] National Guard

c. PURPOSE OF EXAMINATION
- [ ] Enlistment
- [ ] Medical Report
- [ ] Other (Specify)
- [ ] Commission
- [ ] Retirement
- [ ] Retention
- [ ] U.S. Service Academy
- [x] Flight
- [ ] Seperation
- [ ] ROTC Scholorship Prgram

16. EXAMINING LOCATION AND ADDRESS (Including ZIP Code)
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)*

	Normal	Abnorm	NE
17.Head, face, neck, and scalp	●	○	○
18.Nose	●	○	○
19.Sinuses	●	○	○
20.Mouth and throat	●	○	○
21.Ears - General *(Int. and ext. canals/Auditory acuity under item 71)*	●	○	○
22.Drums *(Perforation)*	●	○	○
23.Eyes - General *(Visual acuity and refraction under items 61 - 63)*	●	○	○
24.Ophthalmoscopic	●	○	○
25.Pupils *(Equality and reaction)*	●	○	○
26.Ocular motility *(Associated parallel movements, nystagmus)*	●	○	○
27.Heart *(Thrust, size, rhythm, sounds)*	●	○	○
28.Lungs and chest *(Include breasts)*	●	○	○
29.Vascular system*(Varicosities, etc,)*	●	○	○
30.Anus and rectum*(Hemorrhoids, Fistulae) (prostate, if indicated)*	●	○	○
31.Abdomen and viscera*(Include hernia)*	●	○	○
32.External genitalia*(Genitourinary)*	○	○	●
33.Upper extremitie	●	○	○
34.Lower extremitie	●	○	○
35.Feet *(See item 3*	●	○	○
36.Spine, other mus	○	○	●
37.Identifying body	●	○	○
38.Skin, lymphatics	●	○	○
39.Neurologic	○	○	●
40.Psychiatric *(Spe*	○	○	●
41.Pelvic *(Females*	○	○	●
42.Endocrine	○	○	●

DEPT OF THE ARMY
ARMY AEROMEDICAL CENTER
20-OCT-2015
A 00022772821
QUALIFIED
CLASS 1W FLYING DUTY

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 *(Contined)*
- (●) Normal Arch
- [ ] Mild
- [ ] Asymptomatic
- (○) Pes Cavus
- [ ] Moderate

DEPARTMENT OF THE ARMY
(UNIT ORGANIZATION ADDRESS)

REPLY TO
ATTENTION OF:

(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

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)*	PREFERENCE NO. 2 *(Month and Year)*	PREFERENCE NO. 3 *(Month and Year)*
ASAP	ASAP	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

_____ _____
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 pre-certified 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 pre-certified by the WOMOS proponent or unless extended by Headquarters, Department of the Army.

3. FOR SISTER SERVICE APPLICANTS ONLY (Air Force, Coast Guard, Marines, Navy): I fully understand that if I am selected for the Warrant Officer Program, I will be required to attend Army Basic Training prior to attending Warrant Officer Candidate School if I have not successfully completed an Army Basic Training, Warrior Transition Course, Marine Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training. This requirement applies to all ranks for both active and reserve components.

4. TATTOO, BRANDING, AND BODY MUTILATION POLICY: I understand that, if I am selected for the Warrant Officer Program, prior to starting the Warrant Officer Candidate School and prior to being appointed as a Warrant Officer, a determination will be made by the Commandant of the Warrant Officer Career College that I am in compliance with the Army's Tattoo, Branding, and Body Mutilation Policy, IAW AR 670-1.

5. 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.

_____

_____

_____

DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

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, Le. 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.

DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

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

DEPARTMENT OF THE ARMY

REPLY TO
ATTENTION OF

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) your 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)

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2725

REPLY TO ATTENTION OF:

RCRO-SP-B 21 April 2014

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

SUBJECT: Tattoo Policy Validation for SFC SMITH, Thomas T., xxx-xx-0000

1. In accordance with AR 670-1, Para. 3-3e, a check for tattoos or brands located on the head (including face), above the t-shirt neckline, hands, below the elbows to the wrist bone, and below the knees was conducted for SFC Smith, Thomas T. The listing below identifies those tattoos or brands identified.

a. Head (including face): None
b. Above the T-shirt neck line: None
c. Hands: None
d. Below the elbow to the wrist bone: None
e. Below the knee: None

2. SFC Smith is in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3g; he has no tattoos that require "grandfathering" per AR 670-1, Para. 3-3c(3).

3. SFC Smith does not require a "tattoo waiver" for warrant officer appointment.

4. Soldier has been counseled IAW AR 670-1, Para. 3-3h, that he/she is prohibited from obtaining new tattoos which are in violation of AR 670-1, Para. 3-3c (1) through (2).

5. Point of contact for this action is the undersigned at 917-342-xxxx or je.jones.mil@mail.mil.

JAMES E. JONES
CPT, AR
Commanding

Requires signature of Commanders (O3 or above).

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2725

REPLY TO ATTENTION OF:

RCRO-SP-B 21 April 2014

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

SUBJECT: Waiver Request and Tattoo Policy Validation for SFC SMITH, Thomas T., xxx-xx-0000

1. In accordance with AR 670-1, Para. 3-3e, a check for tattoos or brands located on the head (including face), above the t-shirt neckline, hands, below the elbows to the wrist bone, and below the knees was conducted for SFC Smith, Thomas T. The listing below identifies those tattoos or brands identified.

a. Head (including face): None
b. Above the T-shirt neck line: None
c. Hands: None
d. Below the elbow to the wrist bone:
(1) Right - 5.5" x 3", family symbol "MS" with "J" one side and "T" on the other.
(2) Right - 2" x 1", "Mickey Mouse"
(3) Left – 2.5" x 2", "Live Free or Die"
(4) Left – 1" x 11", band (thorns), around forearm
e. Below the knee: Left – 1" x 3", American Flag

2. SFC Smith is not in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3g; he has tattoos that require "grandfathering" per AR 670-1, Para. 3-3c(3).

3. SFC Smith requires a tattoo waiver for warrant officer appointment.

4. Soldier has been counseled IAW AR 670-1, Para. 3-3h, that he/she is prohibited from obtaining new tattoos which are in violation of AR 670-1, Para. 3-3c (1) through (2).

5. Recommend approval or Recommend disapproval of SFC Smith's tattoo waiver request.

6. Point of contact for this action is the undersigned at 917-342-xxxx or je.jones.mil@mail.mil.

Encl:
1. Photo, Left Arm (front)
2. Photo, Left Arm (rear)
3. Photo, Right Arm
4. Photo, Left Leg

JAMES E. JONES
LTC, AR
Commanding

Requires signature of Commanders (O5 or above)