Warrant Officer Application Checklist

Applicant Name (Last, First, M.I. /Rank): _____

Board Packet: Copies should be neat in appearance–Selection board will view the documents you submit. All documents should be single-sided in the following order:

   DA Form 61 (with valid HT/WT and APFT statement signed by CO CDR in Block 41)
   Company Commander Letter of Recommendation (or applicable Company Grade UCMJ authority)
   Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority)
   Group Commander Letter of Recommendation - 180A ONLY
   Group CCWO Letter of Recommendation - 180A ONLY
   Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
   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 year's** worth) **and all AERs (1059s)** in order newest to oldest)
   College Transcript(s): Official or Unofficial
   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: Required to qualify your packet, but are not reviewed by the board

   Security clearance verification memorandum (Prepared by S2 or facility security manager)
   Physical Coversheet USAREC Form 3.1 - applicant will retain complete physical (DD 2808) in personal records
   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/Extension 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)
   Operational Physical Assessment Test (OPAT) - (if required; ONLY Army applicants; see website for guidance)
   DD Form 368 Conditional Release (MUST BE APPROVED) -(required if you are NOT an active duty Army applicant)
   Conditional Resignation Memorandum (Army Commissioned Officer only)
   Conditional Release Memorandum from current Branch (Army Commissioned Officer only)
   TABE score document - if required as prerequisite
   Achilles Dagger Certificate or Level III qualified - 180A ONLY
   DA 330 with at least a 1/1 language proficiency - 180A ONLY
   REDD Report/GT Conversion (All Sister applicants)
   DA 705 APFT Scorecard - Sister Service Applicants Only
   Body Fat Content Worksheet - if required (If NOT ICW height/weight standards outlined in AR 600-9 Table B-1)
   (Sister Service) Tattoo Validation/ETP Memo - (ALL Sister Service applicants must complete)
   (Army)Tattoo ETP Memo and Separation Board Proceedings - (if not grandfathered or ICW AR 670 -
   (MAY2017) Moral ETP request w/ ALL supporting documentation - if required (as identified in blocks 26 on DA
   Form 61) Age ETP request -if required (required if older than 33 AVN, 46 TECH by date DA 61 is signed)
   Prerequisite waiver request - if required (verify with MOS on website)
   AFS ETP request -if required (if you have more than 12 years AFS by date DA 61 is signed)
   Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)

This section to be completed and authenticated by Battalion S-1 NCOIC/OIC or PSD/MPD OIC/NCOIC
I certify that service member is not flagged or barred and have verified that the service member's tattoos (if applicable) are incompliance with AR 670-1 (dated 25 MAY 2017) and are properly documented in iPERMS/AMHRR; Service member is eligible to apply for this program.
CERTIFYING OFFICIAL (printed name and title): _____
SIGNATURE: _____ DATE: _____
DSN/COMM PHONE #: _____ EMAIL: _____ _____

--------------------------------PACKET REVIEW SIGNATURES ARE SEQUENTIAL----------------------------
____ Entire Packet administratively reviewed by **unit CSM**.
REVIEWER (printed name and title): _____ SIGNATURE: _____

____ Entire Packet FINAL REVIEW by **recommending Senior Warrant Officer**.
REVIEWER (printed name and title):_____ SIGNATURE: _____

Applicants must send their packets as a PDF attachment via e-mail or by use of the Digital Sender (File size is restricted to 5MB or less per transmission) to **usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil**