

PACKET SUBMISSION PROCEDURES

*****REMOVE CERTIFICATES FROM DOCUMENTS PRIOR TO SUBMISSION*****

THIS CAN EASILY BE DONE BY CONDENSING YOUR PACKET INTO 4 OR 5 ATTACHMENTS.

STEP 1: PRINT THE ENTIRE PACKET

STEP 2: DIVIDE THE PACKET INTO 4 OR 5 ATTACHMENTS

STEP 3: SCAN THOSE ATTACHMENTS AND LABEL THEM ACCORDINGLY: **1.PDF, 2.PDF**, AND SO ON

STEP 4: ATTACH ONE ATTACHMENT PER EMAIL

STEP 5: SEND EACH EMAIL TO THE “NEW PACKET SUBMISSION” LINK
usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil

LABELING EACH EMAIL AS FOLLOWS: **LAST NAME, FIRST NAME, MI – MOS – EMAIL 1 OF 4**

STEP 6: RECEIVE CONFIRMATION EMAIL FROM USAREC STATING THAT YOU EMAILS HAVE BEEN RECEIVED. YOU WILL RECEIVE ONE REPLY PER EMAIL. IF YOU DO NOT RECEIVE THIS MESSAGE THEN YOU WILL NEED TO RESUBMIT. PLEASE ALLOW SOME TIME FOR THE MESSAGE TO BE SENT TO YOU

STEP 7: ALLOW FOR 3-5 BUSINESS DAYS FOR PROCESSING. IF YOU HAVE NOT RECEIVED AN EMAIL STATING THAT YOUR PACKET HAS BEEN PROCESSED THEN PLEASE INQUIRE AS TO THE CURRENT STATUS OF YOUR PACKET BY EMAILING YOUR REGIONAL WO RECRUITER. THAT INFORMATION IS LISTED UNDER THE “CONTACT US” TAB ON OUR SITE