

Warrant Officer Application Checklist Updated: 16 OCT 2015

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 - (TECH only - expires after 24 months) -include whole physical if medical waiver required)
- ___ DD Form 2808 with stamp from USAAMC, Ft. Rucker (153A/150A applicants ONLY)-include whole physical if medical waiver required)
- ___ 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)
- ___ DD Form 368 Conditional Release -if 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)
- ___ English credit document -if required (255A, 255N, 420A, 890A, 913A, 914A, 915A, 919A, 948B, 948D)
- ___ TABE score document -if required (255A, 255N, 880A, 881A, 890A, 913A, 914A, 915A, 919A, 920A, 920B, 921A, 922A, 923A, 948B, 948D)
- ___ 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 (Air Force, Marine, Navy, and Coast Guard 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 AR 670-1 dated 10 April 2015)
- ___ Tattoo (related) Separation Board Proceedings - if required (indicating CDR retained Service Member)
- ___ Moral waiver request -if required (as identified in blocks 26 on DA Form 61)
- ___ Age waiver request -if required (required if older than 33 AVN, 46 TECH by start date of your 1st board)
- ___ Prerequisite waiver request -if required (verify with MOS on web site)
- ___ AFS waiver request -if required (if you have more than 12 years AFS by date DA 61 is signed)
- ___ APFT waiver request -if required (must include current Profile, complete Physical, and APFT scorecard)
- ___ 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 in compliance with AR 670-1 (dated 10 April 2015) 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 5mbs or less per transmission) to usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil

Check application status <http://www.usarec.army.mil/hq/warrant/>; allowing 7 – 10 business days for processing.