

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 as shown on the web site example)
- ___ Senior Warrant Officer Letter of Recommendation (CW3-CW5)
- ___ 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)
- ___ REDD Report/GT Conversion (Air Force, Coast Guard, Marine, and Navy applicants)
- ___ 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/SIFT 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 (Technicians -expires after 24 months). If waiver or exception to policy required, applicant needs to include complete physical.
- ___ DD 2808 with stamp from USAAMC, Ft. Rucker (for 153A and 150A applicants)
- ___ DA Form 7434 - Application for US Army Marine Certification (880A, 881A)
- ___ DA Form 160-R (ensure that you sign it and block 9a is checked)
- ___ Statement of understanding (a copy of this memo is on the web site)
- ___ Conditional Release - if required (Enlisted personnel from the Air Force, Coast Guard, Marines, Navy, USAR, NG and US Army commissioned officers)
- ___ Commissioned Resignation Memorandum - if required (for US Army Commissioned Officers)
- ___ English credit document - If required (255A, 255N, 420A, 920A, 920B, 921A, 922A, 923A)
- ___ TABE score document - if required (255A, 255N, 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 current Physical Profile, complete Physical, APFT score card)
- ___ Re-enlistment documents - if required (ERB does not show 12 months remaining on current contract)
- ___ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)
- ___ Entire Packet administratively reviewed by a Warrant Officer (WO1-CW5)

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

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

Check your application status on-line at www.usarerc.army.mil/hq/warrant after allowing 5 – 10 business days for processing. Good luck!