

Warrant Officer Application Checklist

- ___ MILPO letter (PSB or S-1 letter is acceptable - stating soldier is not flagged or barred)
- ___ Microfiche (Army - Your OMPF can be obtained by faxing a written request to DSN 699-3631 or commercial (317) 510-3631. You must tell them you are a warrant officer applicant.)
- ___ Hard copy documents in lieu of a microfiche is acceptable (send as much as you can)
- ___ Statement of understanding enclosed (a copy of this memo is on the web site)
- ___ Company Commander letter of recommendation (or applicable UCMJ authority, dated within 12 months)
- ___ Battalion Commander letter of recommendation (or applicable UCMJ authority, dated within 12 months)
- ___ Senior Warrant or other required letter if applicable as listed on the web site (dated within 12 months)
- ___ Conditional Release enclosed if you are **not** an active duty Army applicant
- ___ Transcripts enclosed if the applicant is claiming to have college credits
- ___ ERB or equivalent document (used to verify DOB, GT, AFS, ETS and BASD)
- ___ English credit document if required (check prerequisites for the position listed on the web site)
- ___ TABE score document if required (check prerequisites for the position listed on the web site)
- ___ DA Form 61 enclosed (with HT/WT and APFT statement, signed as shown on the web site example)
- ___ Body fat worksheet enclosed (if required)
- ___ DA Form 4989-R enclosed (**aviator only**, with commander's signature)
- ___ DA Form 6256 enclosed stating AFAST score of 90+ if you are an aviator
- ___ DA Form 160-R enclosed (ensure that you sign it and block 9a is checked)
- ___ Security clearance memo enclosed (DA Form 873 is not acceptable, minimum Interim Secret clearance required)
- ___ Official photo or professional equivalent (if deployed, include a photo in desert BDUs)
- ___ Resume enclosed (the format is listed on web site)
- ___ Physical enclosed (SF, Technician or Class-I Aviation - max age is 18 months for aviator, all others is 24 months)
- ___ Drug and alcohol test - verify it is annotated on the document for Technician and Special Forces physicals
- ___ Moral waiver request if required (as identified in blocks 24-26 on DA Form 61)
- ___ Age waiver request enclosed if required (max age is 29 for aviators, 36 for SF and 46 for all others)
- ___ Prerequisite waiver request enclosed if required (verify with MOS on web site)
- ___ AFS waiver request enclosed if required (if over 8 years for 131A or 12 years for all others)
- ___ Mail Completed Application to:
HEADQUARTERS US ARMY RECRUITING COMMAND
ATTN RCRO-SM-A 1307 THIRD AVENUE
FORT KNOX KY 40121-2725

PSD/MPD personnel or the Battalion S-1 may complete this checklist and authenticate below in lieu of preparing a separate endorsement. I certify that servicemember is not flagged and is eligible to apply for this program.

REVIEWER (printed name and title): _____

SIGNATURE: _____ DATE: _____

DSN PHONE #: _____ COMM PHONE #: _____

EMAIL: _____