

Most Common Errors on Applications



DA Form 61

Block 1 - must check Warrant Officer - Army Reserve

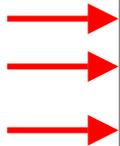
Block 2 & 3 must be same as example

APPLICATION FOR APPOINTMENT											
For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER											
DATA REQUIRED BY THE PRIVACY ACT OF 1974											
<p>AUTHORITY: Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)</p> <p>PRINCIPAL PURPOSE: To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.</p> <p>ROUTINE USES: Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.</p> <p>DISCLOSURE: Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.</p>											
<p>1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>COMMISSIONED OFFICER - REGULAR ARMY</td> </tr> <tr> <td><input type="checkbox"/></td> <td>COMMISSIONED OFFICER - ARMY RESERVE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>WARRANT OFFICER - REGULAR ARMY</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>WARRANT OFFICER - ARMY RESERVE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>OFFICER CANDIDATE SCHOOL</td> </tr> </table>		<input type="checkbox"/>	COMMISSIONED OFFICER - REGULAR ARMY	<input type="checkbox"/>	COMMISSIONED OFFICER - ARMY RESERVE	<input type="checkbox"/>	WARRANT OFFICER - REGULAR ARMY	<input checked="" type="checkbox"/>	WARRANT OFFICER - ARMY RESERVE	<input type="checkbox"/>	OFFICER CANDIDATE SCHOOL
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<p>2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable) AR 135-100</p>											
<p>3. GRADE FOR WHICH APPLYING (Reserve appointments only) WO1</p>											
<p>4. SOURCE OF APPLICATION (ROTC only)</p> <table border="1"> <tr> <td>DMG</td> <td>DATE DESIGNATED:</td> </tr> <tr> <td colspan="2">SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:</td> </tr> </table>		DMG	DATE DESIGNATED:	SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:							
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<p>5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (List choice by MOS code and title)</p> <table border="1"> <thead> <tr> <th>a. MOS CODE</th> <th>b. MOS TITLE</th> </tr> </thead> <tbody> <tr> <td>270A</td> <td>Legal Administrator</td> </tr> <tr> <td colspan="2">If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.</td> </tr> </tbody> </table>		a. MOS CODE	b. MOS TITLE	270A	Legal Administrator	If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.					
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<p>5. BRANCH AND SPECIALTY PREFERENCES</p> <p>Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than OA and SS.</p> <p>USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.</p>											



DA Form 61

Block 24, 25 and 26 must be checked appropriately



24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (if yes, attach affidavit)						
25. <input checked="" type="checkbox"/> I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.						
26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less).						
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.						
27. ACTIVE MILITARY SERVICE (Indicate four with each organization separately - show ROTC Camps in item 39)						
	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (if applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army	25 Jun 92	Present	27D30	NA	E-6/RA
WARRANT OFFICER						

Note: If Block 26 is checked 'YES' then a Request for Moral Waiver must be completed. Also note that this cause a need for more processing time prior to being board ready.



DA Form 61

Block 27 should have one line covering all of service except for breaks in service

Blocks 27f and 27g must have ETS and DOR respectfully

Block 28 should have Reserve time in one line except for breaks in service

27. ACTIVE MILITARY SERVICE (Indicate four with each organization separately - show ROTC Camps in Item 39)						
	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (if applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army	25 Jun 92	Present	2/D30	NA	E-6/RA
WARRANT OFFICER						
COMMISSIONED						
f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES		ETS: 17 Oct 2006		g. DATE OF LAST ADL PROMOTION		DOR: 1 Aug 99
28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)						
	a. ORGANIZATION (US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)	b. DATES (Day, Month, Year)		c. BRANCH/MOS (As appropriate)	d. PRIOR SERVICE NO. (if applicable)	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army Reserve	2 Feb 91	24 Jun 92	7/D10	NA	E-4/USAR
WARRANT OFFICER						



DA Form 61

Block 41 - missing Commander's statement and/or Commander's Signature *

Block 42 - missing date and or applicant's signature

40. MAIN CIVILIAN EMPLOYMENT			
a. NAME AND ADDRESS OF EMPLOYER	b. JOB TITLE	c. MONTH AND YEAR	
		FROM	TO
Kelly Temporary Services Grand Rapids, MI 48722	Secretary/Typing	0292	0692
b. PRINCIPAL DUTIES (Describe briefly) Typed letters, kept personnel files updated, answered inquiries			
41. REMARKS (Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27a,e, AR 601-100). (If more space is required, attach additional sheet) I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____.			
JOHN Q. DOE CPT, AG Commanding			
Note 1: If you exceed the ht/wt tables of AR 600-9, you must include a Body Fat Worksheet (DA Form 5500-R or 5501-R) Note 2: Ensure APFT is as recent as possible. If close to the six month expiration, then retest.			
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.	DATE Current Date	SIGNATURE OF APPLICANT Applicant's Signature Here	

USAPPC V2.00

Note: No "for" signatures are authorized for Commander without Assumption of Command Orders



DA Form 160-R

Block 9 - must check block a. with a number 6 typed in the line space.

Blocks 10a & 10b must have MOS and locations listed

Block 14 must have Applicant's Signature

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

a. FOR A PERIOD OF 6 YEARS b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES: (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	270A	270A	270A
b. AREA ASSIGNMENT	Germany	Fort Knox, KY	Fort Hood, TX

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year)	PREFERENCE NO. 2 (Month and Year)	PREFERENCE NO. 3 (Month and Year)
ASAP	ASAP	ASAP

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

60 DAYS 30 DAYS 10 DAYS AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)
Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.

14. SIGNATURE OF APPLICANT
Applicant's Signature

DA FORM 160-R, JAN 96

DA FORM 160, APR 77, IS OBSOLETE.

USAFPC V1.00



Request for Moral Waiver

Paragraph 5 - must cover the three lines in the example. Some applicants do not give a thorough explanation requiring a kickback and request for more information.

MEMORANDUM FOR COMMANDER, USAREC, FORT KNOX, KY 40121-2726

SUBJECT: Request for Moral Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost).
2. Date of offense: (*Month and year*)
3. Place of offense: (*City and State*)
4. Punishment imposed: (*Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.*)
5. Mitigating circumstances surrounding the charge: Three points to address: (1) Accepting responsibility for your actions, (2) The lessons learned, and (3) How you now contribute to your unit, community and military service.



Request for Other Waivers

Waivers must give a written explanation of why you feel a waiver should be given. “Because” and “I just thought of it” type reasons are not heartfelt or convincing.

SUBJECT: Request for Prerequisite Waiver
Request for Age Waiver
Request for Active Federal Service Waiver (AFS)
(Select the appropriate one)

1. (State the type of waiver you are requesting) Example: Request an age waiver; Request an Active Federal Service Waiver, Request a prerequisite waiver (state the prerequisite you wish to waive).

2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 29 or older for aviators or 46 or older for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)
(Full Name)
(Rank)
(SSN)



Statement of Understanding

Signature block not completed as shown in the example.

Statement of Understanding for Appointment as a Warrant Officer

I understand that if I am appointed as a warrant officer in the Reserve of the Army with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) unless I have been precertified by the WOMOS proponent.

I further understand that if I am appointed as a warrant officer in the Reserve of the Army without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course (WOBC) within two years of appointment unless I have been precertified by the WOMOS proponent or unless extended by HQDA.

I also understand that if I am eliminated from, or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge, under regulations in effect at that time, from the Reserve of the Army.

(Signature)
(Full Name)
(Rank)
(SSN)



Security Memorandum

Memorandum in wrong format and/or not signed by the Installation Security Manager.

Unit Symbol

Date

MEMORANDUM for Commandant, Warrant Officer Candidate School

SUBJECT: SECURITY CLEARANCE VERIFICATION (VCF)

1. The following information is provided to verify the security clearance status of the following individual.

- a. NAME
- b. SSN
- c. RANK
- d. DATE OF BIRTH
- e. PLACE OF BIRTH
- f. CITIZENSHIP
- g. ORGANIZATION
- h. TYPE OF INVESTIGATION: including date completed
- i. TYPE OF CLEARANCE GRANTED: including date granted
- j. DATE PERIODIC REVIEW SUBMITTED IF NEEDED

2. POC is (include full name, phone number, and email) Must be INSTALLATION SECURITY MANAGER or Assistant.

This form should be used only if you cannot get an JPAS form from your S2.

JOHN C. DOE
Director, Security Management Office



Other Common Faults

- Conditional Releases not complete
- ASVAB scores not converted
- Transcripts not included (if on DA 61 or required as a prerequisite)
- Physical not complete to include PULHES and FULLY QUALIFIED checked by physician
- Typos on forms

