

# 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 by CO CDR in Block 41)
- \_\_\_ Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
- \_\_\_ 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 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 years** worth) and **all AERs (1059s)** in order newest to oldest)
- \_\_\_ College Transcript(s)
- \_\_\_ 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: 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 3.1 (Technicians only - expires after 24 months). If waiver or exception to policy required, applicant needs to include complete physical paperwork.
- \_\_\_ DD Form 2808 with stamp from USAAMC, Ft. Rucker (153A and 150A applicants only)
- \_\_\_ 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 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)
- \_\_\_ Conditional Release – if required (if you are not an active duty Army applicant)
- \_\_\_ Conditional Resignation Memorandum (Army Commissioned Officer only)
- \_\_\_ English credit document -if required (255A, 255N, 420A)
- \_\_\_ TABE score document -if required (255A, 255N, 880A, 881A, 920A, 920B, 921A, 922A, 923A)
- \_\_\_ REDD Report/GT Conversion (Air Force, Marine, and Navy 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 or grandfathered in AR 670-1)
- \_\_\_ 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 specialties)
- \_\_\_ 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, and APFT scorecard)
- \_\_\_ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)

\_\_\_ Entire Packet administratively reviewed by **recommending Senior Warrant Officer**.

REVIEWER (printed name and title): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_ Entire Packet administratively reviewed by **unit CSM**.

REVIEWER (printed name and title): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**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 or barred 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 is restricted to 5mbs or less per transmission) to [usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil)

Check your application status on-line at [www.usarerc.army.mil/hq/warrant](http://www.usarerc.army.mil/hq/warrant) after allowing **7 – 10 business days** for processing.

Good luck!