The information contained in this sample application changes frequently. For the most up-to-date information please visit our web-site at www.usarec.army.mil/hq/warrant
**STEPS FOR PREPARING A WARRANT OFFICER APPLICATION**

**Step 1:** Visit the Warrant Officer (WO) recruiting web site at: [http://www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant). Start with the “Program Overview” and follow the instructions to download the forms for use with PureEdge or Adobe Acrobat software.

**Step 2:** Review Army Regulation 135-100 and Department of the Army Pamphlet 601-6. (All Army publications mentioned throughout this guide are located on the warrant officer recruiting website at [http://www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant)).

**Step 3:** Verify that you meet the following Administrative requirements:
- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher (DoD service applicants must convert their GT scores - see web site)
- (c) Be a high school graduate or hold a GED
- (d) Secret security clearance (Interim secret is acceptable to apply - IAW AR 380-67 & AR 135-100)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards (IAW FM 21-20 & AR 600-9)
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators (IAW AR 40-501)
- (g) Minimum of 12 months or more remaining on current service contract as of board convene date

**Step 4:** Ensure you meet the MINIMUM prerequisites listed on our web site for your requested WO Military Occupational Specialty (WOMOS). If you do not, you must either wait until you meet all the prerequisites or request a prerequisite waiver. **Prerequisites for 153A - Aviator:** Open to any rank and MOS (after AIT completed), must be less than 33 years of age by the board convene date, score 90 or higher on the AFAST, and pass a Class 1 flight physical. **General prerequisites for all other WOMOSs:** SGT or higher, 4-6 years experience in the field for which applying (see web site), and be less than 46 years of age by the board convene date.

**Step 5:** It is recommended that you keep all original documents, including the physical, for reference. Packets can be submitted by Digital Sender or in PDF format as an e-mail attachment (see step 12). DA photos may be sent in PDF, TIF or JGP format; color photos present the best image of applicants. Deployed personnel may take a digital photo in duty uniform standing at the position of attention with a neutral background (no scenery, helmets or weapons).

**Step 6:** Take the completed packet to your Personnel Services Detachment (PSD), Military Personnel Division (MPD) or S-1 office for review. Have a NCO or OIC endorse your checklist stating you are not barred, flagged or pending UCMJ action. **Non-Army** personnel can skip this step and submit their application as indicated in step 12.

**Step 7:** Once at USAREC, the packet will be logged in to the computer, and then screened for completeness. You will be notified of any discrepancies by phone or email using the contact information in blocks 17 & 19 of your DA Form 61. (Ensure the email address on your DA Form 61 is an email that you check daily.) Verify your status online before calling/emailing recruiters.

**Step 8:** Technician packets are forwarded to their Branch WO proponent for technical evaluation. Aviator applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered “board-ready” if no waivers are needed. The applicant will be notified if not qualified by the proponent or if waivers are disapproved. Please allow 4 - 6 weeks for processing of waivers.

**Step 9:** Applications requiring a moral waiver (if block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO by USAREC. Please allow 4 - 6 weeks for processing waivers.

**Step 10:** Applications requiring an Active Federal Service (AS) waiver* or an age waiver** are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Please allow 4 - 6 weeks for processing waivers. **AFTS Waiver** 12 or more years active service at the time the DA Form 61 is signed. **Age Waiver** Aviator applicants who are 33 or older by the convene date of the board, or Technical WO MOS applicants who are 46 or older by the convene date of the board.

**Step 11:** Accession boards are held bimonthly at USAREC starting in November, but not all MOSs are considered at each board. The board vote results in one of the following designations: **Selected, Qualified - Select (Q-S)** (You have been selected and will attend WOCS in approximately 4 - 6 months) **Fully Qualified - Non-selected (FQ-NS)** (You have not been selected and will be considered by one more board automatically. It is highly recommended to make any updates that you feel will improve your packet at this time.) **Not Selected - Not Competitive (NS-NC)** (You have not been selected by 2 consecutive boards, and are not considered competitive with the current packet provided). Applicants twice non-selected for the WO Program must wait a year to reapply. Applicants may reapply immediately with an approved wait period exception request - available on our website. Please see the web site for process to re-apply.

**Step 12:** Visit our web site at least monthly for new or updated information and for board results (normally published the week following a board). Packet submission deadlines are post on our website along with the board schedule. Packets should be sent via PDF e-mail attachment, 5mbs or less in size per e-mail. Number multiple e-mailings appropriately; 1 of 4, 2 of 4, etc. Send all documents to HQs, USAREC Board Branch as follows:
- a. Send NEW Packets in PDF format to: NewWarrantPackets@usarec.army.mil
- b. Send UPDATES to packets already accepted and on file to: NewWarrantUpdates@usarec.army.mil
- c. Send CORRECTIONS for “R” status packets to: NewWarrantCorrections@usarec.army.mil
- d. ONLY deployed personnel may mail their packet to the address below however, electronic submission is preferred.

**COMMANDER, HQ USAREC**
**ATTN: RCRO-SM-A**
**1307 3RD AVE**
**FT KNOX, KY 40121-2726**
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 HT/WT and APFT statement, signed as shown on the web site example)
___ Senior Warrant Officer Letter (Optional for some WOMOS)
___ 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)
___ 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 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 (Aviation - expires after 18 months, all others expire at 24 months. If waiver or exception to policy required, applicant needs to include complete physical. 153A applicants need To include DD 2808 with Stamp from USAAMC, Ft. Rucker)
___ DA Form 160-R (ensure that you sign it and block 9a is checked)
___ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)
___ 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 web site)
___ Conditional Release – if required (if you are not an active duty Army applicant)
___ TABE score document - if required (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 Physical Profile, complete Physical, and APFT score card with packet)
___ Entire Packet administratively reviewed by any Warrant Officer.

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

CERTIFYING OFFICIAL (printed name and title): ________________________ SIGNATURE:_____________________

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
*Deployed personnel may mail their application however, electronic submission is preferred.
*Please, only use one method of delivery and do not split packets between different means unless asked by a recruiter to do so.
Check your application status on-line at www.usarerc.army.mil/hq/warrant after allowing 5 – 10 business days for processing. Good luck!
## Personal Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. Name (Last, first, middle)</td>
<td></td>
</tr>
<tr>
<td>7b.民族, First, Middle (Explain variations from birth certificate in Item 41)</td>
<td></td>
</tr>
<tr>
<td>8a. Social Security Number</td>
<td></td>
</tr>
<tr>
<td>8b. Selective Service Number</td>
<td></td>
</tr>
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</table>

### Branch and Specialty Preferences

<table>
<thead>
<tr>
<th>Branch</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
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</tr>
<tr>
<td>AG</td>
<td></td>
</tr>
<tr>
<td>AR</td>
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<td>AV</td>
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<td>CA</td>
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<tr>
<td>MI</td>
<td></td>
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<tr>
<td>MP</td>
<td></td>
</tr>
<tr>
<td>OD</td>
<td></td>
</tr>
</tbody>
</table>

### CIVILIAN EDUCATION

<table>
<thead>
<tr>
<th>University, Location</th>
<th>Degree</th>
<th>Credits Earned</th>
<th>Years Attended</th>
<th>Date Graduated or Will Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orchard View High School, Muskegon, MI 49442</td>
<td>BS</td>
<td>120</td>
<td>4</td>
<td>31/05/1999</td>
</tr>
<tr>
<td>Central Texas College</td>
<td>AA</td>
<td>60</td>
<td>2</td>
<td>Management</td>
</tr>
</tbody>
</table>

### Highest Level Service School Attended

<table>
<thead>
<tr>
<th>School</th>
<th>Degree</th>
<th>Dates (Mo-Yr)</th>
<th>Completed</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Army Soldier Spt Center Ft. Jackson, SC</td>
<td>BNCOC</td>
<td>10/04-12/04</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Branch and Specialty Preferences

<table>
<thead>
<tr>
<th>Branch</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>35L</td>
<td>Counterintelligence Technician</td>
</tr>
</tbody>
</table>

If qualified, list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.
24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?  

☐ YES  ☒ NO  

(If yes, attach affidavit)

25. ☒ 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.

☐ YES  ☐ 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.)

26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED 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).

☐ YES  ☐ NO

27. ACTIVE MILITARY SERVICE  

(Indicate tour with each organization separately - show ROTC Camps in Item 39)

<table>
<thead>
<tr>
<th>a. ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Army</td>
</tr>
<tr>
<td>b. DATES (Day, Month, Year)</td>
</tr>
<tr>
<td>FROM</td>
</tr>
<tr>
<td>25 Jun 99</td>
</tr>
<tr>
<td>c. BRANCH/MOS (As appropriate)</td>
</tr>
<tr>
<td>35L3P</td>
</tr>
<tr>
<td>d. PRIOR SERVICE NO. (If applicable)</td>
</tr>
<tr>
<td>NA</td>
</tr>
<tr>
<td>e. HIGHEST GRADE AND COMPONENT</td>
</tr>
<tr>
<td>E-6/RA</td>
</tr>
</tbody>
</table>

28. RESERVE OR NATIONAL GUARD SERVICE  

(Not on active duty)

<table>
<thead>
<tr>
<th>a. ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Army Reserve</td>
</tr>
<tr>
<td>b. DATES (Day, Month, Year)</td>
</tr>
<tr>
<td>FROM</td>
</tr>
<tr>
<td>2 Feb 91</td>
</tr>
<tr>
<td>c. BRANCH/MOS (As appropriate)</td>
</tr>
<tr>
<td>11B10</td>
</tr>
<tr>
<td>d. PRIOR SERVICE NO. (If applicable)</td>
</tr>
<tr>
<td>NA</td>
</tr>
<tr>
<td>e. HIGHEST GRADE AND COMPONENT</td>
</tr>
<tr>
<td>E-4/USAR</td>
</tr>
</tbody>
</table>

29. SOURCE OF CURRENT COMMISSION  

(If applicable)

ARGUS:  
☐ OCS  ☐ DIRECT APPOINTMENT  ☐ OTHER

USAR:  
☐ ROTC  ☐ ROTC (ECP)  ☐ ROTC (SMP)  ☐ OCS  ☐ DIRECT APPOINTMENT

30. AWARDS  

(Do not list theater or service medals)

MSM-2, ARCOM-4, AAM-2

(Achievement Awards Only)

31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR:  

a. ROTC  

☐ YES  ☐ NO

b. OCS  

☐ YES  ☐ NO

c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARGUS)  

☐ YES  ☐ NO

d. APPOINTMENT IN REGULAR ARMY  

☐ YES  ☐ NO

e. IF ANSWER IS "YES", EXPLAIN FULLY

32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT  

(If yes, give dates, country and type of service or employment)

☐ YES  ☐ NO

33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLoughed (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE ARMED IN PRIVATE OR GOVERNMENT EMPLOYMENT?  

(If yes, state circumstances; if more space is required, continue on separate sheet)

☐ YES  ☐ NO
### 34. Applicants for Judge Advocate General's Corps Only

**Bars of Which You Are a Member**  
(Specify dates)

**Religious Denomination By Which You Will Be Endorsed**

### 35. Applicants for Chaplains Branch Only

### 36. Applicants for Medical and Dental Corps Only

<table>
<thead>
<tr>
<th>Training Level</th>
<th>Type</th>
<th>Name and Location of Hospital</th>
<th>Dates (Month and Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residency Tng</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialty Tng</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Boards**

**Dates of Certification** (Day, Month, Yr)

### 37. Applicants for Army Nurse Corps and Army Medical Specialist Corps Only

<table>
<thead>
<tr>
<th>Name of Nursing or Accredited Professional School</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dates of Attendance** (Mo, Yr)

**State and Current Registration Number**

**State and Date of Initial Registration** (Day, Month, Year)

**Postgraduate Courses**  
(Include courses at general hospitals, service schools, and short courses)

<table>
<thead>
<tr>
<th>Subject or Course</th>
<th>Name and Location of School or Hospital</th>
<th>Dates of Attendance (Month, Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 38. Have You Been Employed by the US Army as a Dietitian, Occupational or Physical Therapist?  
(If yes, give dates)

- [ ] Yes
- [ ] No

### 39. Army ROTC

(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)

**Successfully Completed AROC Program As Follows**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates Attended (Month and Year)</th>
<th>Camp Training</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>(1) INSTALLATION (Basic)</td>
<td>Completion Date (Month, Year)</td>
</tr>
<tr>
<td></td>
<td>(2) INSTALLATION (Advanced/Ranger)</td>
<td>Completion Date (Month, Year)</td>
</tr>
</tbody>
</table>

### 40. Main Civilian Employment

<table>
<thead>
<tr>
<th>Name and Address of Employer</th>
<th>Job Title</th>
<th>Month and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Temporary Services</td>
<td>Secretary/Typing</td>
<td>0292 - 0692</td>
</tr>
<tr>
<td>Grand Rapids, MI 48722</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 1-27d,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 ____. (Applicant’s Name) is within body fat standards according to AR 600-9.

**Signature of Applicant**

**Current Date**

**John Q. Doe**  
CPT, MI  
Commanding

### 42. The Information Contained Herein is True to the Best of My Knowledge and Belief.

**Date**  
Current Date

**Applicant’s Signature Here**

**Current Date**

**Applicant’s Signature Here**

**John Q. Doe**  
CPT, MI  
Commanding
### SECTION I - ADMINISTRATIVE DATA

1. **NAME (Last, first, middle initial):** SAMPLE, Joe E.  
2. **SSN:** 111-22-3333  
3. **RANK/GRADE:** SGT / E5  
4. **PMOS:** 42A20P  
5. **UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:** C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)  
6. **E-MAIL ADDRESS:** Joe.e.sample@us.army.mil

### SECTION II - CIVILIAN EDUCATION

- BA Degree - Liberty University, (intended graduation May 2012), 108 credits completed, 3.2 GPA  
- AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

### SECTION III - OBJECTIVE

1. 153A - Rotary Wing Aviator  
2. 420A - Human Resources Technician

### SECTION IV - MILITARY EXPERIENCE

1. **DATES (YY/MM):** July 07 to Present  
   **ORGANIZATION:** 95th Special Troops Battalion, Ft Carson, CO  
   **POSITION TITLE:** TITLE should match ERB or evaluation reports  
   **DUTIES (list below to include significant contributions):**  
   Accomplishment should appear in chronological order, by date, starting with the most current assignment.  
   List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise, and complete sentences - not in fragments or bullets. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.

2. **DATES (YY/MM):** June 05 to June 07  
   **ORGANIZATION:** HHC, IIIId ACA, Ft Hood, TX  
   **POSITION TITLE:** PROMOTION SECTION NCOIC  
   **DUTIES (list below to include significant contributions):**  
   List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g. JMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.
## SECTION V - CIVILIAN EXPERIENCE

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

<table>
<thead>
<tr>
<th>1.</th>
<th>DATES (YY/MM):</th>
<th>Jan 98 to May 00</th>
<th>ORGANIZATION:</th>
<th>Kelly Temporary Services, Grand Rapids MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION TITLE:</td>
<td>ADMINISTRATIVE ASSISTANT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTIES (list below to include significant contributions):</td>
<td>List civilian employment experience that uniquely qualifies you for the warrant officer specialty for which you are applying. Do not list civilian employment/experience if it does not pertain to being a warrant officer or to the warrant officer specialty you are applying for.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>DATES (YY/MM):</th>
<th></th>
<th>ORGANIZATION:</th>
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</thead>
<tbody>
<tr>
<td>POSITION TITLE:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DUTIES (list below to include significant contributions):</td>
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<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>3.</th>
<th>DATES (YY/MM):</th>
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<th>ORGANIZATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION TITLE:</td>
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<td></td>
</tr>
<tr>
<td>DUTIES (list below to include significant contributions):</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION VI - MILITARY EDUCATION (continued)

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

<table>
<thead>
<tr>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spelling and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's ability to communicate and their attention to detail.</td>
</tr>
</tbody>
</table>

| COURSE: BNCOC, 75H Phase I & II, Ft Jackson, SC |
| Dates (YY/MM): 0501 to 0504 |

| COURSE: Warrior Leader Course (WLC) Ft Knox, KY |
| Dates (YY/MM): 0209 to 0210 |

| COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC |
| Dates (YY/MM): 9801 to 0903 |

Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course. Good luck!
Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your field. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc). mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical/tactical skills needed to become a WO.

Answer this question: What have you done or accomplished that sets you apart from your peers?
(Additionally, aviator applicants should include why they want to be an Aviator.)

RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.

Other notes:
No other resume formats are acceptable beyond USAREC Form 1935. Therefore, do not go through a big expense by having external parities professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtained at http://www.usarec.army.mil/im/formpub/Forms.htm.
LETTER OF RECOMMENDATION
(Warrant Officer Procurement Program)

SECTION I - ADMINISTRATIVE DATA
1. NAME (Last, first, middle initial):
   APPLICANT, Joe E.
2. SSN:
   111-22-3344
3. RANK:
   SGT
4. DATE OF RANK:
   01 SEPTEMBER 2002
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:
   C DET
   1-4 INF BATTALION
   FT ATTERBURY, KY 40121
   (CENTCOM)
6. I am completing this form as the applicant's:
   ☑ Senior Warrant Officer
   ☐ Company Grade Officer
   ☐ Field Grade Officer
   ☐ Other
   (Specify)
7. I have known this applicant from ____________________ to ____________________ .
   (Year/Month) (Year/Month)
8. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer):
   Interviewer

SECTION II - NARRATIVE
(Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)

NARRATIVE:
1. Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.

2. You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.

3. Generic flowery comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.

EXAMPLE WRITE-UP:

1. It is my absolute privilege to recommend SGT Sample for entry into the Warrant Officer Procurement Program as a Human Resources Technician (420A). I have reviewed SGT Sample’s credentials and found his records very worthy for warrant officer candidacy. As such, SGT Sample has earned my vote of confidence to compete for warrant officer selection.

2. SGT Sample served with me during a year-long deployment to Balad, Iraq 2004. During this time, I personally observed and worked with SGT Sample on several personnel support issues. My observation of him is that of an industrious Senior Personnel Sergeant fully capable of performing his administrative duties. SGT Sample worked tirelessly processing personnel actions for 849th Transportation Battalion, Ft Bragg NC. Those actions included; Joint Personnel Status Reporting (JPERSTAT), Casualty Operations, ID Tags, Fighter Management Pass Program (FMPP), legal processing and administrative advisor to both the Battalion and Company Commander. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6.

3. SGT Sample possesses the qualities of a self-starter and a leader. His mastery of warrior tasks and drills led to his selection as NCO of the Quarter. Further, he mentored a subordinate to compete and win 1st TSC's Soldier of the Year competition. SGT Sample completed BNCOC with a 97.4 GPA. He has received numerous valor and service awards for technical merit including the prestigious Bronzes Star. SGT Sample is active within the community and is not afraid to dialog regarding the issues of the day. He is a well-rounded, respected member of both the military and civilian community.

4. In conclusion, SGT Sample has a rare blend of technical and tactical proficiency as evident by his outstanding military career. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A) APPLICANT

SECTION III - DISCLAIMER
Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.

SECTION IV - SIGNATURE
1. NAME (Last, first, middle initial):
   DOE, John Q.
2. RANK:
   CW4
3. BRANCH:
   AG
4. SIGNATURE:

HQ USAREC Form 1936, Rev V4.00
PREVIOUS EDITIONS ARE OBSOLETE
MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SM, Fort Knox, KY 40121-2726

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. __________________________ (Rank) __________________________ (Print or Type Last Name, First Name, Mj)

b. __________________________ (SSN)

c. __________________________ (Unit, Company, Duty Station)

d. Physical Profile Code:

<table>
<thead>
<tr>
<th>P</th>
<th>U</th>
<th>L</th>
<th>H</th>
<th>E</th>
<th>S</th>
</tr>
</thead>
</table>


e. Height: ________ Weight: ________ Age: ________

f. Physical initiated on: __________________________ (Date)

g. Physical completed on: __________________________ (Date)

h. If Flight Physical, date approved from USAAMC: __________________________ Stamped: __________________________ (1W, 1A)

(Applicant must include page one showing stamp from Fort Rucker.)

i. Individual ________ is Fully Qualified ________ is NOT Fully Qualified.

(Physician's Signature)

(Physician's Stamp)

NOTE:
(1) 153A & 150A applicants must also include page one of DD Form 2808 with the applicable qualified stamp from USAAMC, Ft. Rucker, AL.

(2) Any applicant applying for an APFT or medical waiver must include entire physical.
# REPORT OF MEDICAL EXAMINATION

<table>
<thead>
<tr>
<th>1. DATE OF EXAMINATION</th>
<th>2. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 504, 505, 507, 532, 978, 1201, 1202, and 4346; and E.O. 9397

**PRINCIPAL PURPOSE(S):** To obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information will also be used for medical boards and separation of Service Members from the Armed Forces.

**ROUTINE USES:** None.

**DISCLOSURE:** Voluntary; however, failure by an applicant to provide the information may result in delay or possible rejection of the individual’s application to the Armed Forces. For an Armed Forces member, failure to provide the information may result in the individual being placed in a non-deployable status.

<table>
<thead>
<tr>
<th>3. LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX)</th>
<th>4. HOME ADDRESS( Street, Apartment Number, City, State, and ZIP Code )</th>
<th>5. HOME TELEPHONE NUMBER (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT RUCKER, AL 36382</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. GRADE</th>
<th>7. DATE OF BIRTH</th>
<th>8. AGE</th>
<th>9. SEX</th>
<th>10. RACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>11. TOTAL YEARS GOVERNMENT SERVICE</th>
<th>12. AGENCY (Non-Service Members Only)</th>
<th>13. ORGANIZATION UNIT AND UIC/CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. MILITARY</td>
<td>b. CIVILIAN</td>
<td>BCO1-145TH</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. a. RATING OR SPECIALITY (Aviators only)</th>
<th>b. TOTAL FLYING TIME</th>
<th>c. LAST SIX MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. a. SERVICE</th>
<th>b. COMPONENT</th>
<th>c. PURPOSE OF EXAMINATION</th>
<th>16. EXAMINING LOCATION AND ADDRESS (Including ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army</td>
<td>Reserve</td>
<td>Enlistment</td>
<td>01011 US ARMY AEROMEDICAL CENTER PHYSICAL EXAM SECTION</td>
</tr>
<tr>
<td>Coast Guard</td>
<td>Reserve</td>
<td>Medical Report</td>
<td>LYSTER ARMY HOSPITAL, BLDG 301 FT RUCKER, AL 36362-5333</td>
</tr>
<tr>
<td>Navy</td>
<td>Reserve</td>
<td>Commission</td>
<td></td>
</tr>
<tr>
<td>Marine Corps</td>
<td>Reserve</td>
<td>Commission</td>
<td></td>
</tr>
<tr>
<td>Air Force</td>
<td>Reserve</td>
<td>Commission</td>
<td></td>
</tr>
</tbody>
</table>

**CLINICAL EVALUATION**

(Each item in appropriate column. Enter "NE" if not evaluated. Enter pertinent item number before each comment. Continue in Item 73 and use additional sheets if necessary.)

- **43. DENTAL DEFECTS AND DISEASE**
  - Please explain. Use dental form if completed by dentist. If dental examination not done by dental officer, explain in Item 44.

- **44. Notes**
  - Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in Item 73 and use additional sheets if necessary.

- **45. FEET**
  - 55. FEET (Continued)

**FORM ONLY REQUIRED FOR THE FOLLOWING APPLICANTS:**

- **153A** - Rotary Wing Aviator
  - Class 1 Flight Physical

- **150A** - Air Traffic and Space Management Technician
  - Class IV Flying Duty Medical Examination (FDME)

---

https://vfso.rucker.amedd.army.mil/pls/aedrweb/aedrweb.f2808_print.s1?show_mode=STA... 1/6/2099
MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCR-SPA, Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for (Last Name, First Name, Middle Initial)

1. References:

2. (Rank, Last Name, First Name, Middle Name, Social Security Number) was granted (Type of security clearance for example TS/SCI) eligibility on (date clearance was granted) by the Army Central Clearance Facility (CCF). (Rank Last Name) had a PPR closed on (date investigation was closed)

3. The point of contact for this memorandum is (Your S2/Security Manager’s Name, Phone Number, and E-mail address).

S2/Security Manager’s Signature block with Signature
**APPLICATION FOR ACTIVE DUTY**  
For use of this form, see AR 135-210; the proponent agency is DCS, G-1.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

<table>
<thead>
<tr>
<th>AUTHORITY:</th>
<th>Title 10 USC, 672(d), 10 USC 275.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL PURPOSE:</td>
<td>Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member’s eligibility for announced active duty requirements.</td>
</tr>
<tr>
<td>ROUTINE USES:</td>
<td>To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.</td>
</tr>
<tr>
<td>DISCLOSURE:</td>
<td>Disclosure of personal information is mandatory for soldiers applying for active duty programs announced by HQDA.</td>
</tr>
</tbody>
</table>

SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.

1. **DATE**  
20110106

3. **FROM**  
**DOE, JOHN A.**

4. **ENTER YOUR HOME OF RECORD**  
419A Nicholson Road  
Fort Hood, TX  76544  
Or Deployment Address  
Oct 2011  
(517)773-2527

5. **Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.**

6. **APPLICATION FOR ACTIVE DUTY**

7. **ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.**

8a. **PRESENT ACTIVE DUTY GRADE**  
E-6

8b. **ORGANIZATION AND STATION ASSIGNMENT**  
HHC, III Corps, Fort Hood, TX 76544

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:  
   - 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:

<table>
<thead>
<tr>
<th>CHOICE NO. 1</th>
<th>CHOICE NO. 2</th>
<th>CHOICE NO. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. DUTY ASSIGNMENT</td>
<td>351M</td>
<td>351M</td>
</tr>
<tr>
<td>b. AREA ASSIGNMENT</td>
<td>Hawaii</td>
<td>Fort Knox, KY</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PREFERENCE NO. 1 (Month and Year)</th>
<th>PREFERENCE NO. 2 (Month and Year)</th>
<th>PREFERENCE NO. 3 (Month and Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty.  
   - ☑ 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
MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-2725

SUBJECT: Request for Prerequisite Waiver

Mitigating circumstances:
1. (State the type of waiver you are requesting)
   Example: (1) Request an age waiver
   (2) Request an Active Federal Service Waiver
   (3) Request a prerequisite waiver (state the prerequisite(s) 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 33 or older for aviators or 46 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.

Notes:
1. A separate waiver request must be submitted for each MOS that applicant does not meet the entire prerequisites for. Waiver should include why you feel that you should be accepted in the MOS without meeting all the requirements. Include any civilian experience, training or assignments that are similar to MOS you wish to apply for.

2. Make your request sound valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed... That doesn't sound valid because no one has been away from their duty station continuously over the last 12 years. You would need to include why you couldn't or didn't apply in between deployments. Another example is a 13 year request stating "I've been deployed for the last year... " does not explain why you didn't apply in the years leading up to the deployment.

3. Waiver request will not appear before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may result in a denied request.

4. Writing skills count. A properly written request ultimately may effect the approval of the request. Board members may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.
MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-2725

SUBJECT: Request for Moral Waiver

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract.
   a. Date of offense: (Month and year)
   b. Place of offense: (City and State)
   c. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

2. Mitigating circumstances:
   *You will use this moral waiver request if you responded YES to block#26 on DA Form 61. If you responded NO, you do not need a moral waiver.

   Moral waiver is not required for traffic fines of $250 or less. Do NOT include court cost.

   Mitigating circumstances surrounding the charge: Four points to address:
   (1) Explain the incident (what, where, when, how, etc.)
   (2) Accepting responsibility for your actions
   (3) The lessons learned
   (4) How you now contribute to your unit, community and military service.

Notes:
1.) A separate moral waiver request must be submitted for each offense.
2.) Moral waiver request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.
3.) This waiver request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
4.) Writing skills count. A properly written request may effect the approval of the request.
   HRC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Joe E. Sample
SGT/E-5
111-22-3333
MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-2725

SUBJECT: Request for Army Physical Fitness Test Waiver

Mitigating circumstances:
1. State the type of profile to include your complete PULHES, the event(s) that you can no longer take, and what alternate event(s) your are allowed to take.

2. Give a detailed explanation why you believe this exception to policy should be approved in your case. Give an explanation of events that led up to the injury and how it happened. Explain your future expectations of your physical condition (i.e. come off profile after rehab, re-enlist, etc...).

NOTE: LEAVE PARAGRAPH 3 AS IS VERBATIM

3. I fully understand that applying for this waiver does not constitute an automatic approval. I further understand that I must be fully mission deployable in the Warrant Officer Specialty in which I am applying.

(SIGNATURE)
(FULL NAME)
(RANK)
(SSN)
MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-2725

SUBJECT: Statement of Understanding

1. I understand that if I am appointed as a warrant officer in the U.S. Army Reserves with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course unless I have been precertified by the warrant officer military occupational specialty (WOMOS) proponent. I understand that my application packet, to include all enclosures, may be converted to an electronic file and made available for review by qualifying officials at WOMOS proponent schools, Headquarters, Department of the Army, and other locations in order to determine my qualifications and competitive standing for appointment as a warrant officer.

2. I further understand that if I am appointed as a warrant officer in the U.S. Army Reserves without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course within 2 years of appointment unless I have been precertified by the WOMOS proponent or unless extended by Headquarters, Department of the Army.

3. 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 U.S. Army Reserves.

Signature

First Name, Middle Initial, Last Name

Rank

Title or Position
Warrant Officer Application Timeline
(Recommend Timeline Only)

- Attend Briefing
  - Download Packet
  - Schedule Physical / AFAST
    (PSD -90 days)

- Request LOR’s from Commanders and SWO
  - Begin resume (rough draft)
    (PSD -70 days)

- Organize Packet using WO Checklist
- Complete interviews for LOR’s
  (PSD -30 days)

- Review Packet with SWO;
  Make necessary corrections

- Submit Packet to:
  newwarrantpackets@usarec.army.mil
  (PSD -7 days)

- Complete Physical / AFAST
- Finalize Resume
  (PSD -45 days)

- Package Submission Deadline
  (PSD -0 days)

- 90 Days
- 60 Days
- 30 Days
- 0 Day

Packet Submission Deadline
(PSD -0 days)
<table>
<thead>
<tr>
<th>WO MOS</th>
<th>Title</th>
<th>Enlisted Feeder MOSs</th>
</tr>
</thead>
<tbody>
<tr>
<td>120A</td>
<td>Construction Engineering Tech</td>
<td>12K, H, P, R, Q, T, W</td>
</tr>
<tr>
<td>125D</td>
<td>Geospatial Engineering Tech</td>
<td>12Y or 35G and USMC 0261</td>
</tr>
<tr>
<td>140A</td>
<td>Command and Control Systems Tech</td>
<td>14G, H, S</td>
</tr>
<tr>
<td>140E</td>
<td>Air and Missile Defense Tactician/Techn</td>
<td>14E, T</td>
</tr>
<tr>
<td>150A</td>
<td>Air Traffic Control</td>
<td>15Q</td>
</tr>
<tr>
<td>150U</td>
<td>Tactical UAV Tech</td>
<td>15W</td>
</tr>
<tr>
<td>151A</td>
<td>Aviation Maintenance Tech</td>
<td>All CMF 15 MOS (Excluding 15P &amp; 15Q)</td>
</tr>
<tr>
<td>153A</td>
<td>Rotary Wing Aviator</td>
<td>All MOSs</td>
</tr>
<tr>
<td>180A</td>
<td>Special Forces Warrant Officer</td>
<td>All CMF 18 MOSs</td>
</tr>
<tr>
<td>255N</td>
<td>Network Management Tech</td>
<td>All MOSs</td>
</tr>
<tr>
<td>255A</td>
<td>Information Systems Tech</td>
<td>All MOSs</td>
</tr>
<tr>
<td>270A</td>
<td>Legal Administrator</td>
<td>27D</td>
</tr>
<tr>
<td>290A</td>
<td>Electronic Warfare Tech</td>
<td>29E or equivalent qualification course graduate</td>
</tr>
<tr>
<td>311A</td>
<td>CID Special Agent</td>
<td>31D</td>
</tr>
<tr>
<td>350F</td>
<td>All Sources Intelligence Tech</td>
<td>35F</td>
</tr>
<tr>
<td>350G</td>
<td>Imagery Intelligence Tech</td>
<td>35G</td>
</tr>
<tr>
<td>351L</td>
<td>Counterintelligence Collections Tech</td>
<td>35L</td>
</tr>
<tr>
<td>351M</td>
<td>Human Intel Collection Tech</td>
<td>35M</td>
</tr>
<tr>
<td>352N</td>
<td>Traffic Analysis Tech</td>
<td>35N</td>
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<tr>
<td>352S</td>
<td>Non Morse Intercept Tech</td>
<td>35S</td>
</tr>
<tr>
<td>353T</td>
<td>Intel and Electronic Warfare Tech</td>
<td>35T</td>
</tr>
<tr>
<td>420A</td>
<td>Human Resources Tech</td>
<td>42A/42F</td>
</tr>
<tr>
<td>740A</td>
<td>CBRN Tech</td>
<td>74D</td>
</tr>
<tr>
<td>420C</td>
<td>Bandmaster</td>
<td>All CMF 02 MOS's (ALL CMF 42R and 42S)</td>
</tr>
<tr>
<td>880A</td>
<td>Marine Deck Officer</td>
<td>88K</td>
</tr>
<tr>
<td>881A</td>
<td>Marine Engineer Officer</td>
<td>88L and 21P, w/ASI S2</td>
</tr>
<tr>
<td>882A</td>
<td>Mobility Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>890A</td>
<td>Ammunition Technician</td>
<td>89A, B, D</td>
</tr>
<tr>
<td>914A</td>
<td>Allied Trades WO</td>
<td>91W and 91E</td>
</tr>
<tr>
<td>915A</td>
<td>Automotive Maint Tech</td>
<td>91A, B, D, H, L, M, P, X</td>
</tr>
<tr>
<td>919A</td>
<td>Engineer Equipment Maint Tech</td>
<td>91B, C, D, H, J, L, X</td>
</tr>
<tr>
<td>920A</td>
<td>Property Accounting Tech</td>
<td>92Y, 68J</td>
</tr>
<tr>
<td>920B</td>
<td>Supply Systems Tech</td>
<td>92A</td>
</tr>
<tr>
<td>921A</td>
<td>Airdrop Systems Tech</td>
<td>92R</td>
</tr>
<tr>
<td>922A</td>
<td>Food Service Tech</td>
<td>92G, 68M</td>
</tr>
<tr>
<td>923A</td>
<td>Petroleum Systems Tech</td>
<td>92F, L, W</td>
</tr>
</tbody>
</table>
Common Application Mistakes

Application Checklist:

- Not reviewed and signed by a Warrant Officer.
- Not endorsed by S-1/PSB verifying completeness and not pending UCMJ action.
- USE THE CHECKLIST AS A GUIDE FOR THE PROPER ORDER OF APPLICATION WHEN SCANNING.

DA Form 61 (Application for Appointment):

- Block 1- ALL Applicants must select WARRANT OFFICER-ARMY RESERVE.
- Block 3- Must state WO1
- Block 5a and b- Must have MOS code and the Complete title of the MOS applying for.
- Block 41- Unit Commander must sign verifying APFT information is accurate.
- Block 42 Applicant must sign.

USAREC Form 1935 (Warrant Officer Resume):

- Section II-Must include Civilian Education (should match ERB or included transcripts)
- Section VII- Summary- The idea is to be able to articulate to the board why you deserve to be a warrant officer and how you plan to serve as a WO. (THERE IS NO EXAMPLE)
- Section VIII- Signature- Must be signed and dated.

USAREC Form 1936 (Letter of Recommendation):

- Section I- Blocks 1-5 – APPLICANT(your) Information
- Section IV- Blocks 1-5- RECOMMENDER Information and signature/date.
- If the Letter of Recommendation is from a Chief Warrant Officer, they must hold the MOS you are applying for.
- This is the preferred form, but a memorandum style LOR is acceptable.

USAREC Form 1932 (Physical Cover Sheet):

- Take this form with you to the physical
- Must have current PULHES
- Must be marked either Qualified or NOT Qualified
- Must be signed by a Physician.
- If applying for 150A or 153A you must also submit page 1 of your DD Form 2808 with qualified stamp from Ft. Rucker in your packet.

DA Form 160-R (Application For Active Duty):

- Block 1 - Date!
- Block 2 - Must State: U. S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121
- Block 9- Must check a. and State for a period of 6 years.
- Block 10- You should choose 3 DIFFERENT locations.
HOW TO SUBMIT YOUR PACKET

❖ Send NEW packets to NewWarrantPackets@usarec.army.mil
❖ Emails must be less than 5MB each.
❖ All forms should be in PDF Format.
❖ DA Photo can be in JPEG format and a color copy.
❖ ALL PACKETS MUST BE COMPLETE BEFORE SUBMITTING.

HOW TO SUBMIT CORRECTIONS

❖ Send CORRECTIONS to NewWarrantCorrections@usarec.army.mil
❖ Follow the instructions in the email you receive from the Recruiting Team.
❖ Include all corrections required.

HOW TO SUBMIT UPDATES

❖ Your Application Must be in “B” status to submit updates
❖ If you need to update your packet, submit updates to: NewWarrantUpdates@usarec.army.mil

NOTES:

❖ It is imperative that you become very familiar with the Warrant Officer Website www.usarec.army.mil/hq/warrant
❖ NO ONE should care more about your packet than YOU!!
❖ Keep in mind that you are applying for a Professional Position, your packet should reflect as such. Your packet is how you represent yourself to the board
❖ If you are scanning in documents, open the document and verify that it is legible. Rule of thumb- If you can’t read it, then the board cannot read it.
❖ Do not submit your packet directly from a digital sender. Send it to yourself then submit it to the WO recruiting team.
❖ Do not have someone else submit your packet. Have them email it to you, you review it, and then YOU submit it from your email address. AKO is preferred.