

**WARRANT OFFICER
640A VC APPOINTMENT FY16 APPLICATION CHECKLIST**

NAME: _____
(Last, First, MI)

E-MAIL ADDRESS: _____ Day Phone: _____

SSN: _____ AOC: _____

CORPS: VC

APPLICATION FOR: AD USAR

Basic Requirements - 640A:

- Must be E5(P) or higher & ALC Graduate. RC NCOs may request a waiver for MOS track phase of ALC.
- *MOS: 68R or 68S PMOS minimum of 5 yrs in MOS; TIS: 66-144 mo AFS as of date of application to the board.
- GT score of 110 or higher; Minimum AA/AS Degree with college level writing course. (Official transcripts must be sent to board from academic institution).
- Waivers: Civilian Acquired Skills and degrees are eligible for waivers. RC Applicants: See MILPER Message for special considerations for USAR positions.
- *5 Year minimum requirement in feeder MOS (68R or 68S). Minimum time in MOS may be waived to 4 years with prior service in other MOS.

**APPOINTMENT
ORIG – COPIES – FORM/DOCUMENT**

TAB 1. Application Documents

___ 1 1 Basic Application Memo

TAB 2. Statements of Vacancy and Understanding

___ 1 1 DA Form 160 (AD Only)

TAB 3. Verification of Citizenship and EPSQ

___ 1 1 PSC statement verifying local records check
___ 1 1 Verification of security clearance from unit

TAB 4. Required Service Statement

___ 1 1 DA Form 3575

TAB 5. Record of Medical Examination and Health History

___ 1 1 DD Form 2807-1, DD Form 2808, initial
DAT and HIV results

TAB 6. Additional Forms and Documents

___ 1 1 Tattoo validation memorandum or waiver
___ 1 1 Waiver requests (e.g., AFS, Moral, etc.)

**BOARD
ORIG – COPIES – FORM/DOCUMENT
(Place USAREC form on top of TAB 7)**

TAB 7. Professional and Credentialing Documents

___ 1 1 DA Form 61
___ 1 1 CV or Resume (USAREC Form)
___ 1 0 Official Photo within past 12 months

TAB 8. Education Documents

___ 1 1 Transcripts (must show completed AA/AS degree)
* NOTE-Official transcripts MUST be sent in a sealed envelope from academic institution directly to US Army Recruiting Command. (POC Address for official transcripts is in MILPER Message). Attach a copy of all transcripts with packet that is submitted to the board.

TAB 9. Professional Evaluations and Recommendations

___ 1 1 Commander's Letter of Recommendation
___ 2 2 2-Letters of Recommendation (VC – at least one from a Field Grade Veterinary Corps Officer, or Public Health Officer or a Senior 640A (CW3-CW5). Letters must be sent directly to board by recommending officer. (POC Address for letters in MILPER Message). Attach a copy of letters of recommendation to packet.

TAB 10. Prior Service Records

___ 0 1 DD Form 214*, DD Form 215, or NGB
Form 22
___ 0 1 Enlisted Record Brief (ERB/SRB)
___ 0 1 NCOERs

TAB 11. Additional Forms and Documents for Board Members

___ 1 0 Statement of Motivation and Intent
(hand-written, legible, one page, dated & signed)

Legend: *DD Form 214 must have separation code

Completed By: _____
Signature _____