

## Warrant Officer Application Checklist

Submit legible copies in checklist order. Reference website for application submission instructions.

**Applicant Name (Last, First, MI / Rank):**

**IPSS-A Employee ID Number:** (Located in IPSS-A, under My Personnel Actions)

**WOMOS 1:**

**WOMOS 2:**

**WOMOS 3:**

**Board Packet:**

- DA Form 61: Application for Appointment
- UF 3.3: Company Commander LOR (*or applicable 1<sup>st</sup> level UCMJ authority*) - Must be digitally signed
- UF 3.3: Battalion Commander LOR (*or applicable 2<sup>nd</sup> level UCMJ authority*) - Must be digitally signed
- UF 3.3: Group Commander LOR (*or authorized representative*) - 180A and 311A ONLY- Must be digitally signed
- UF 3.3: Senior Warrant Officer LOR (*check MOS prerequisites*) - Must be digitally signed
- OSJA MFR: 270A ONLY
- UF 3.2: Resume
- Soldier Record Brief (SRB) and Soldier Talent Profile (STP) or equivalent- Redact Photo, Sex and Race Evaluation Reports (*up to 10 yrs worth*)
- Academic Evaluation Reports (1059s) BLC, ALC, SLC, MLC
- College Transcripts (*official or unofficial*)
- Professional certificates or licenses
- SIFT Results - signed - 153A ONLY

**Supporting Documents:**

- S2 Security Clearance Verification Review (*signed by S2 or SSO*)
- UF 3.1: Physical Coversheet
- Medical Waiver/Review: DD Form 2808, DD Form 2807-1, commissioning labs, medical treatment/pharmacy records, and applicable profile(s)
- DD Form 2808: Report of Medical Examination, Page 1 - stamped by AEROMED - 150A and 153A ONLY
- DA Form 160: Application for Active Duty
- DA Form 7434: Application for US Army Marine Certification - 880A and 881A ONLY
- Statement of Understanding
- DD Form 368: Request for Conditional Release- Reserve and Interservice Transfers ONLY
- Official Conditional Release approval message - Interservice Transfers ONLY
- Conditional Rank Resignation Memorandum - Commissioned Officers ONLY
- Conditional Branch Release Memorandum - Army Commissioned Officers ONLY
- DD Form 330: Language Proficiency Questionnaire (*at least 1/1 proficiency*) - 180A ONLY
- Assessment MFR/JQR Memo - 170D ONLY
- REDD Report/GT Conversion - Interservice Transfers ONLY
- DA Form 705: ACFT Scorecard (*signed by Army E-5 or higher*) - Interservice Transfers ONLY
- Tattoo Validation Memorandum - Interservice Transfers ONLY
- DA 5500/5501: Body Fat Content Worksheet (*if not IAW height/weight standards in AR 600-9, Table B-1*)
- Tattoo ETP: self-signed memo, supporting documents (*if not IAW AR 670-1, dated 26 January 2021 and Army Directive 2022-09, dated 23 June 2022*)
- Conduct Waiver: self-signed memo, supporting documents (*as identified on DA Form 61, block 26*)
- Serious Conduct Waiver: Additionally require GO endorsement and Case Summary in Word
- Age ETP: self-signed memo (*if older than 33 at time of WOSB - 153A or 46 at time of appointment to WO1 - TECH*)
- AFS ETP: self-signed memo (*if more than 8 yrs - 153A or 12 yrs - TECH by date on DA Form 61 block 42*)
- AFCS ETP: self-signed memo (*if more than 48 months - 153A Commissioned Officers ONLY*)
- Prerequisite Waiver: self-signed memo (*check MOS prerequisites*)
- Checklist: signed by S-1 OIC/HR Tech and recommending Senior Warrant Officer

**Completed and authenticated by S-1 OIC or HR Tech (Initial and Sign)**

I certify the applicant is not flagged or barred from re-enlistment. \_\_\_\_\_ (initials)

I certify applicable tattoos are in compliance with AR 670-1 and properly documented in iPERMS. \_\_\_\_\_ (initials)

I certify the applicant is not on Drill Sergeant assignment instructions- ARMY ONLY \_\_\_\_\_ (initials)

S-1 Certifying Official (printed name and title):

Signature:

**Recommending Senior Warrant Officer**

Reviewer (printed name and title):

Signature: