

# 640A, VC Food Safety Officer Application Checklist

NAME: \_\_\_\_\_

(Last, First, Mi)

EMAIL ADDRESS: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_

DoD ID #: \_\_\_\_\_ MOS: \_\_\_\_\_

APPLICATION FOR:  AD Warrant Officer  USAR Warrant Officer

## **640A Basic Requirements**

- US Citizenship (No Waivers)
- General Technical (GT) score of 110 or higher
- High school graduate or have a GED (No Waivers)
- FINAL Secret or Top Secret Security Clearance (No Waivers)
- Pass the standard ACFT and meet height/weight standards
- Pass the commissioning physical
- Minimum of 12 months remaining on enlistment contract
- Active Federal Service (AFS): Have 12 years or less AFS as of date of application to the board
- Age Requirement: 45 years of age or less at time of appointment to WO1
- PMOS: 68R (AD), 68R or 68S (USAR)
- Minimum time in MOS, 60 months
- RANK: Must be SGT(P)/E5(P) or higher
- ALC graduate
- Minimum AA/AS degree with college level writing course
- Waivers: See MILPER for waiver considerations

### **TAB 1. Application Documents**

\_\_\_ Basic Application Memo  
\_\_\_ DA Form 160-R (AD Only)

### **TAB 2. Required Service Statements**

\_\_\_ DA Form 3575  
\_\_\_ Statement of Understanding

### **TAB 3. Verification of Citizenship and Security Clearance**

\_\_\_ PSC statement verifying local records check  
\_\_\_ Verification of security clearance

### **TAB 4. Record of Medical Examination**

\_\_\_ USAREC Form 3.1, Medical Exam Memo

### **TAB 5. Prior Service Records (if applicable)**

\_\_\_ DD Form 214\*, DD 215, or NGB Form 22  
NOTE: \*DD Form 214 must have separation code

### **TAB 6. Waivers / Exception to Policy (if applicable)**

\_\_\_ Waivers (AFS, Moral, etc.)

### **TAB 7. Professional and Credentialing Documents**

\_\_\_ DA Form 61  
\_\_\_ Official Transcripts  
*NOTE-Official transcripts must be sent from the academic institution directly to US Army Recruiting Command. Include copies of transcript(s) in the packet.*  
\_\_\_ USAREC Form 3.2, Resume

### **TAB 8. Soldier's Service Records**

\_\_\_ Soldier Talent Profile (IPPSA)  
\_\_\_ All OERs/NCOERs/AERs  
\_\_\_ ACFT Scorecard (DA Form 705)

### **TAB 9. Letters of Recommendation (LOR)**

\_\_\_ Endorsement letter from CDR  
\_\_\_ LOR from CDR  
\_\_\_ LOR from (CW3-CW5)  
\_\_\_ LOR from MAJ/CW3 or higher  
\_\_\_ LOR from Officer from any service  
*NOTE: Utilize USAREC Form 3.3 (Military only) for LOR*

### **TAB 10. Personal Statement of Motivation/Intent**

\_\_\_ Statement of Motivation and Intent

Applicant's Signature \_\_\_\_\_

Senior Warrant Officer (640A) Review/Signature \_\_\_\_\_