

# Warrant Officer Application Checklist

Updated: 1 Oct 19

**Applicant Name (Last, First, M.I. /Rank):** \_\_\_\_\_

**Board Packet: Reviewed by Selection Board. Submit legible copies in the following order:**

DA Form 61 Application for Appointment  
UF 3.3 Company Commander Letter of Recommendation (or applicable First Level UCMJ authority)  
UF 3.3 Battalion Commander Letter of Recommendation (or applicable Second Level UCMJ authority)  
UF 3.3 Group Commander Letter of Recommendation - 180A and 311A ONLY  
UF 3.3 Group CCWO Letter of Recommendation - 180A ONLY  
UF 3.3 Senior Warrant Officer Letter of Recommendation  
UF 3.2 Resume  
Soldier Record Brief or equivalent document (used to verify DOB, GT, AFS, DOR, and ETS)  
Evaluations (up to **ten years** in order newest to oldest **and all AERs (1059s)**)  
College Transcript(s), Official or Unofficial  
Professional Licenses / Certificates (i.e. Certificates issued to Engineers, Mechanics, Aviators etc.)  
SIFT Results (153A ONLY)  
DA Photo (in color, .jpeg)

## Supporting Documents:

Security Clearance Verification memorandum (signed by S2 / security manager)  
UF 3.1 v3.2 Physical Coversheet  
DD 2808 pg. 1 with AEROMED stamp - 153A ONLY  
DA Form 160-R Application for Active Duty  
DA Form 7434-Application for US Army Marine Certification (880A/881A ONLY)  
Re-enlistment/Extension documents (if SRB does not indicate 12 months remaining on current contract)  
Statement of Understanding  
DD Form 368 Conditional Release (required for Sister Service/USAR/NG)  
Conditional Resignation Memorandum (Army Commissioned Officer ONLY)  
Conditional Release Memorandum from current Branch (Army Commissioned Officer ONLY)  
TABE score document (if required as prerequisite )  
DA 330 with at least a 1/1 language proficiency - 180A ONLY  
REDD Report/GT Conversion (Sister Service ONLY)  
DA 705 APFT Scorecard (Sister Service applicants ONLY, signed by Army E-7 or above)  
Body Fat Content Worksheet (if NOT ICW height/weight standards outlined in AR 600-9 Table B-1)  
Sister Service Tattoo Validation/ETP Memo (ALL Sister Service applicants)  
Army Tattoo ETP Memo (if not grandfathered or ICW AR 670-1, MAY2017)  
Moral waiver request w/ ALL supporting documentation - as identified on DA61, block 26  
Age ETP request (required if older than 33 AVN, 46 TECH by the date of the board)  
Prerequisite waiver request (verify with WO MOS on website)  
AFS ETP request (if more than 12 years (technician) & 8 years (153A) AFS by date DA 61 signature date)  
Remaining documents not included on SRB (awards, certificates)

## This section to be completed and authenticated by S-1 OIC or HR Tech/NCOIC

I certify that service member is not flagged or barred and have verified the Servicemember's tattoos (if applicable) are in compliance with AR 670-1 (dated 25 MAY 2017) and are properly documented in iPERMS/AMHRR.

CERTIFYING OFFICIAL (printed name and title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DSN/COMM PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

-----PACKET REVIEW SIGNATURES ARE SEQUENTIAL-----

Administratively reviewed by **unit CSM**.

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

\_\_\_ FINAL REVIEW by **recommending Senior Warrant Officer**.

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

**See website/sample packet for submission Instructions.**