

Common Application Corrections

Application Checklist:

- USE THE CHECKLIST AS A GUIDE FOR CORRECT DOCUMENT ORDER
- Recommending Senior Warrant Officer signs checklist

DA Form 61 Application for Appointment:

- Block 1 - ALL applicants select "WARRANT OFFICER - ARMY RESERVE"
- Block 2 - Input AR 135-100
- Block 3 - Input WO1
- Block 16 - Must complete
- Block 17 - Include unit phone number
- Block 20a - Check YES if born US Citizen
- Block 22c - Dates must be in Mo - Yr format and check Yes or No
- Blocks 27b/f/g - BASD/ETS/last promotion dates must match on SRB or equivalent
- Block 41 - Requires 1st level UCMJ signature after PT test and HT/WT statement

USAREC Form 3.3 Letter of Recommendation:

- Section I, Blocks 1 - 4 - APPLICANTS information
- Section II - Include recommender's unit information, e-mail and phone number
- Section IV, Blocks 1 - 5 - RECOMMENDER information and DIGITAL signature
- Recommending Senior Warrant Officer indicate WOMOS
- All applicants must use USAREC Form 3.3 for Letter of Recommendations

USAREC Form 3.2 Warrant Officer Resume:

- Section II - Indicate highest degree level obtained
- Section VII - Articulate knowledge, skills, behaviors, talents and abilities
- Section VIII - Applicant must sign and date

Evaluation Reports and Academic Evaluation Reports:

- Unrated time of 90 days or more not covered by academic evaluation report requires justification memorandum
- Submit all academic evaluation reports

USAREC Form 3.1 Physical Cover Sheet:

- Must be on current form version
- Complete all lines of the form
- If applying for 150A or 153A, complete Line F and include page 1 of stamped DD 2808
- MUST have physicians stamp or include MFR

Security Clearance Verification Review:

- Clearance granted must be Top Secret or Secret
- Clearance granted date must be current adjudicated clearance
- Input resubmission status and date, example PR or enrolled in CE

DA Form 160 Application for Active Duty:

- REQUIRED FOR ALL APPLICANTS
- Block 2 - US ARMY RECRUITING COMMAND, FORT KNOX, KY 40121
- Block 4a - Enlisted applicants input NA or leave blank
- Block 7a - Input current address
- Block 7b - Input date signed into unit
- Block 9 - Check 9a, 153A input 10 and all others input 6
- Block 10a - List all requested WOMOS

DA 5500/5501 Body Fat Content Worksheet:

- Required if not within height and weight standards

Tattoo Exception to Policy:

- Required if not in accordance with AR 670-1
- MUST submit tattoo waiver even if tattoos are documented in iPerms