

# Warrant Officer Application Checklist Updated: 22 May 2018

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

**Board Packet: Copies should be neat in appearance—Selection board will view the documents you submit. All documents should be single-sided 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)
- Group Commander Letter of Recommendation - 180A and 311A ONLY
- Group CCWO Letter of Recommendation - 180A ONLY
- UF 3.3 Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
- UF 3.2 Resume (ensure summary page is filled in)
- ERB/SRB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- Evaluations (**NCOERs** (up to **ten year's** in order newest to oldest) **and all AERs (1059s)**)
- College Transcript(s): Official or Unofficial
- Professional Certificates (i.e. Licenses/Certificates issued to Engineers, Mechanics etc.)
- SIFT Results (153A applicants only)
- DA Photo (in color, .jpeg preferred)

**Supporting Documents: Required to qualify your packet, but are not reviewed by the board**

- Security clearance verification memorandum (signed by S2 / security manager)
- UF 3.1 Physical Coversheet
- DA Form 160-R Application for Active Duty
- DA Form 7434-Application for US Army Marine Certification (880A/881A ONLY)
- Re-enlistment/Extension documents (required if ERB does not show 12 months remaining on current contract)
- Statement of Understanding (a copy of this memo is on the website)
- DD Form 368 Conditional Release (MUST BE APPROVED) (required if you are NOT an active duty Army applicant)
- Conditional Resignation Memorandum (Army Commissioned Officer only)
- Conditional Release Memorandum from current Branch (Army Commissioned Officer only)
- TABE score document (if required as prerequisite )
- Achilles Dagger Certificate or Level III qualified - 180A ONLY
- DA 330 with at least a 1/1 language proficiency - 180A ONLY
- REDD Report/GT Conversion (All Sister applicants)
- DA 705 APFT Scorecard (Sister Service Applicants Only)
- Body Fat Content Worksheet (required 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 ETP request w/ ALL supporting documentation - if required (as identified in blocks 26 on DA 61)
- Age ETP request (required if older than 33 AVN, 46 TECH by date DA 61 is signed)
- Prerequisite waiver request (if required verify with MOS on website)
- AFS ETP request (required if more than 12 years AFS by date DA 61 is signed)
- Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)

**This section to be completed and authenticated by Battalion S-1 NCOIC/OIC or PSD/MPD OIC/NCOIC**

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

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

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

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

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

Entire Packet administratively reviewed by **unit CSM**.

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

Entire Packet FINAL REVIEW by **recommending Senior Warrant Officer**.

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

Applicants must send their packets as a PDF attachment via e-mail (File size is restricted to 5MB or less per transmission) to [usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil)