

Common Application Mistakes

Application Checklist:

- ❖ Not reviewed and signed by a Warrant Officer.
- ❖ Not endorsed by S-1/PSB verifying completeness and not pending UCMJ action.
- ❖ **USE THE CHECKLIST AS A GUIDE FOR THE PROPER ORDER OF APPLICATION WHEN SCANNING.**

DA Form 61 (Application for Appointment):

- ❖ Block 1- ALL Applicants must select WARRANT OFFICER-ARMY RESERVE.
- ❖ Block 3- Must state WO1
- ❖ Block 5a and b- Must have MOS code and the complete title of the MOS applying for.
- ❖ Block 27f and g – Must be filled in ETS date and date of last promotion.
- ❖ Block 41- Unit Commander must sign verifying APFT information is accurate.
- ❖ Block 42 Applicant must sign.

USAREC Form 1935 (Warrant Officer Resume):

- ❖ Section II-Must include Civilian Education (should match ERB or included transcripts)
- ❖ Section VII- Summary- The idea is to be able to articulate to the board why you deserve to be a warrant officer and how you plan to serve as a WO. (THERE IS NO EXAMPLE)
- ❖ Section VIII- Signature- Must be signed and dated.

USAREC Form 1936 (Letter of Recommendation):

- ❖ Section I - Blocks 1-5 – APPLICANT (your) Information
- ❖ Section I - Blocks 8 – Relation to applicant should be either Interviewer, Supervisor, Company Commander or Battalion Commander.
- ❖ Section IV - Blocks 1-5 - RECOMMENDER Information and signature/date.
- ❖ If the Letter of Recommendation is from a Chief Warrant Officer, they must hold the MOS you are applying for.
- ❖ The recommender MUST include their unit info, e-mail, and phone number in the bottom of the narrative.
- ❖ This is the preferred form, but a memorandum style LOR is acceptable for sister services.

USAREC Form 1932 (Physical Cover Sheet):

- ❖ **Take this form with you to the physical**
- ❖ Must have current PULHES
- ❖ Must be marked either Qualified or NOT Qualified
- ❖ Must be signed by a **Medical Doctor, Physician Assistant, or Nurse Practitioner.**
- ❖ If applying for 150A or 153A you must also submit page 1 of your DD Form 2808 with qualified stamp from Ft. Rucker in your packet.

DA Form 160-R (Application For Active Duty):

- ❖ Block 1 - Date!

- ❖ Block 2 - Must State: U. S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121
- ❖ Block 7 – Duration must be month and year assigned to current unit.
- ❖ Block 9 - Must check a. and State for a period of 6 years.
- ❖ Block 10 - You should choose 3 DIFFERENT locations.

HOW TO SUBMIT YOUR PACKET

- ❖ Send NEW packets to usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil
- ❖ Emails must be less than 5MB each.
- ❖ All forms should be in PDF Format.
- ❖ DA Photo can be in JPEG format and a color copy.
- ❖ ALL PACKETS MUST BE COMPLETE BEFORE SUBMITTING.

HOW TO SUBMIT CORRECTIONS

- ❖ Send CORRECTIONS to usarmy.knox.usarec.mbx.9sbn-new-warrant-corrections@mail.mil
- ❖ Follow the instructions in the email you receive from the Recruiting Team.
- ❖ Include all corrections required.

HOW TO SUBMIT UPDATES

- ❖ Your Application Must be in “B” status to submit updates
- ❖ If you need to update your packet, submit updates to: usarmy.knox.usarec.mbx.9sbn-new-warrant-updates@mail.mil

NOTES:

- ❖ It is imperative that you become very familiar with the Warrant Officer Website www.usarec.army.mil/hq/warrant
- ❖ NO ONE should care more about your packet than YOU!!
- ❖ Keep in mind that you are applying for a Professional Position, your packet should reflect as such. Your packet is how you represent yourself to the board
- ❖ If you are scanning in documents, open the document and verify that it is legible. Rule of thumb- If you can't read it, then the board cannot read it.
- ❖ Do not submit your packet directly from a digital sender. Send it to yourself then submit it to the WO recruiting team.
- ❖ Do not have someone else submit your packet. Have them email it to you, you review it, and then YOU submit it from your email address. AKO is preferred.