

Warrant Officer Application Checklist Updated: 24 APR 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 (with valid HT/WT and APFT statement signed by CO CDR in Block 41)
- Company Commander Letter of Recommendation (or applicable Company Grade UCMJ authority)
- Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority)
- Group Commander Letter of Recommendation - 180A ONLY
- Group CCWO Letter of Recommendation - 180A ONLY
- Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
- Resume - USAREC Form 3.2 (ensure summary page is filled in)
- ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- Evaluations (**All NCOERs** (up to **ten year's** worth) **and all AERs (1059s)** in order newest to oldest)
- College Transcript(s): Official or Unofficial
- COPIES of Professional Certificates (i.e. Licenses/Certificates issued to Engineers, Mechanics etc.)
- SIFT Results (153A applicants only)
- DA Photo (all applicants must include a color quality photo - .jpeg preferred)

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

- Security clearance verification memorandum (Prepared by S2 or facility security manager)
- Physical Coversheet USAREC Form 3.1 - applicant will retain complete physical (DD 2808) in personal records
- DA Form 160-R (ensure that you sign it and block 9a is checked)
- DA Form 7434-Application for US Army Marine Certification (880A, 881A)
- Re-enlistment/Extension documents - if required (ERB does not show 12 months remaining on current contract)
- Statement of Understanding (a copy of this memo is on the website)
- Operational Physical Assessment Test (OPAT) - (if required; ONLY Army applicants; see website for guidance)
- 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 - if 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 must complete)
- (Army)Tattoo ETP Memo and Separation Board Proceedings - (if not grandfathered or ICW AR 670 - (MAY 2017)
- Moral ETP request w/ ALL supporting documentation - if required (as identified in blocks 26 on DA Form 61)
- Age ETP request -if required (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 - if required (if you have 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 service member's tattoos (if applicable) are in compliance with AR 670-1 (dated 25 MAY 2017) and are properly documented in iPERMS/AMHRR; Service member 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 or by use of the Digital Sender (File size is restricted to 5MB or less per transmission) to usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil