

FY20
670A MS WARRANT OFFICER
APPLICATION CHECKLIST

Applicant Name (Last, First, MI): _____

- _____ Application Memorandum (including required statements)
- _____ Religious Practice Statement
- _____ DA Form 61 Application for Appointment (with valid HT/WT and APFT statement signed by CO CDR in Block 41)
- _____ 3 Letters of Recommendation (USAREC Form 3.3)
 - _____ Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority): Must include statement of understanding that if Soldier is selected, the command will release the Soldier to attend the Warrant Officer Candidate Course as early as 2 January 2018.
 - _____ Company Commander Letter of Recommendation
 - _____ Senior Warrant Officer Letter of Recommendation
 - _____ Additional Letters of Recommendation (optional)
- _____ Resume (USAREC Form 3.2)
- _____ Enlisted Record Brief (ERB) or Service Equivalent Document (certified by unit MPD/S-1)
- _____ NCOERs & AERs (in order from newest to oldest)
- _____ College Diploma (copy)
- _____ College Transcripts (official)
- _____ Professional Certificates (copies)
- _____ DA Photo (within past 6 months)
- _____ Security Clearance Verification Statement (prepared & signed by unit security office/S-2)
- _____ Favorable Records Check Statement (prepared & signed by unit MPD/S-1)
- _____ Results of Medical Examination (USAREC Form 3.1)
- _____ DD Form 2807-1 Report of Medical History
- _____ DD Form 2808 Report of Medical Examination
- _____ DA form 160-R Application for Active Duty (line 9a is checked for 6 years / sign line 14)
- _____ Letter of Purpose and Intent (1 page)
- _____ DA Form 3575 Certificate of Acknowledgement & Understanding of Service Requirements
- _____ DD Form 368 Request for Conditional Release (Sister Service Applicants Only)
- _____ Tattoo Validation (Sister Service Applicants Only)
- _____ Waivers (if required)