



**ARMY STRONG.**



# **United States Army Recruiting Command**

## **US ARMY WARRANT OFFICER PROCUREMENT PROGRAM**

### **SAMPLE APPLICATION AND GUIDE**



**UPDATED: 22 MAY 2018**

The information contained in this sample application changes frequently. For the most up-to-date information please visit our web-site at: [www.gowarrantnow.com](http://www.gowarrantnow.com) or <https://recruiting.army.mil/ISO/AWOR/>

## **Common Application Mistakes**

### **Application Checklist:**

- ❖ Not reviewed or signed by the Senior Warrant Officer who provided your Letter of Recommendation
- ❖ Not endorsed by S-1 verifying completeness, pending UCMJ action, tattoo compliance AR 670-1 properly documented in iPerms
- ❖ **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, HT/WT and OPAT if applicable information is accurate and within the last 6 months.
- ❖ Block 42 Applicant must sign.

### **USAREC Form 3.2 (Warrant Officer Resume):**

- ❖ 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 3.3 (Letter of Recommendation):**

- ❖ Section I - Blocks 1-4 – APPLICANT (your) Information
- ❖ Section I - Block 7 – Relationship to applicant should be either Interviewer, Supervisor, Company Commander or Battalion Commander.
- ❖ Section IV - Blocks 1-5 - RECOMMENDER Information and digital 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 3.1 (Physical Cover Sheet):**

- ❖ Take this form with you to the physical
- ❖ Block f - Must be marked either Qualified, Not Qualified Recommend Waiver or NOT Qualified
- ❖ If applying for 150A or 153A Block e. must be dated and stamped accordingly
- ❖ Must be signed by a Medical Doctor, Physician Assistant, or Nurse Practitioner
- ❖ Hand Signed with stamp
- ❖ Technical Warrant Officer applicants (Non -150A and 153A) who require a medical waiver will email entire physical (DD Form 2808) to: [usarmy.knox.usarec.list.hq-g3-special-programs-and-boards@mail.mil](mailto:usarmy.knox.usarec.list.hq-g3-special-programs-and-boards@mail.mil) once instructed by your Warrant Officer Recruiter.  
Subject line "DOE, JOHN - 170A - MEDICAL WAIVER"

## **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](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-packets@mail.mil)
- ❖ Emails must be less than 5MB each.
- ❖ All documents should be scanned, or printed to PDF format to remove digital certificates
- ❖ DA Photo can be in JPEG format and a color copy.
- ❖ Do not include your complete physical; only UF 3.1
- ❖ ALL PACKETS MUST BE **COMPLETE** BEFORE SUBMITTING.

## **HOW TO SUBMIT CORRECTIONS**

- ❖ Send CORRECTIONS to [usarmy.knox.usarec.mbx.9sbn-new-warrant-corrections@mail.mil](mailto:usarmy.knox.usarec.mbx.9sbn-new-warrant-corrections@mail.mil)
- ❖ Follow the instructions in the email you receive from the Recruiting Team.
- ❖ Send all required corrections/documents at the same time.
- ❖ Only submit corrections after QC completion.

## **HOW TO SUBMIT UPDATES**

- ❖ Only submit "updates" if your application is at the proponent level (verify with Recruiting Team)
- ❖ USAREC will only process updates to documents that the board will view (see top section of checklist)
- ❖ If you need to update your packet, submit updates to: [usarmy.knox.usarec.mbx.9sbn-new-warrant-updates@mail.mil](mailto: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.gowarrantnow.com](http://www.gowarrantnow.com)
- ❖ 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. Print and scan or print to PDF and ensure documents are legible before you submit to the WO Recruiting Team.
- ❖ Do not have someone else submit your packet. YOU submit from your email address. Military Enterprise email is preferred.

**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 the date of the board)  
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)

## APPLICATION FOR APPOINTMENT

For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

PRINCIPAL PURPOSE: To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

ROUTINE USES: Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.

DISCLOSURE Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED				2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable) AR 135-100				
COMMISSIONED OFFICER - REGULAR ARMY				3. GRADE FOR WHICH APPLYING (Reserve appointments only) WO1				
COMMISSIONED OFFICER - ARMY RESERVE				4. SOURCE OF APPLICATION (ROTC only)				
WARRANT OFFICER - REGULAR ARMY				DMG DATE DESIGNATED:				
X WARRANT OFFICER - ARMY RESERVE **ALL applicants must select this block**				SCHOLARSHIP - ENTER 1, 2, 3 OR 4 YEARS:				
OFFICER CANDIDATE SCHOOL				5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (List choice by MOS code and title)				
6. BRANCH AND SPECIALTY PREFERENCES				a. MOS CODE b. MOS TITLE				
Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS.				351L Counterintelligence Technician				
USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.				If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.				
PERSONAL DATA								
PREFER- ENCE	BRANCH	SPECIALTY	7. NAME (Last, first, middle)(Explain variations from birth certificate in Item 41) WHO, You Are ***use official (e.g. ERB) name format			8. GRADE E-6	9a. SOCIAL SECURITY NUMBER 000-00-0000	
			10. BRANCH (MOS, if enl, of wo) 35L3P	11. TOTAL YRS ACTIVE SERVICE 7	12. MARITAL STATUS M	13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE 2	9b. SELECTIVE SERVICE NUMBER NOT REQUIRED	
	AD		14. DATE OF BIRTH 7 Apr 75	15. PLACE OF BIRTH (City, county, state) Radcliff Hardin Kentucky		16. SEX M	17. COMPLETE MILITARY ADDRESS (If presently on active duty) (Include ZIP Code) HHC, III Corps Fort Hood, TX 76544 (817) 288-1111 PHONE AND/OR AUTOVON NUMBER DSN 738-1111	
	AG		18. PERMANENT ADDRESS (Include ZIP Code) 407 Keith Street Elizabethtown, KY 42701				19. CURRENT MAILING ADDRESS (If difference from Item 18) (Include ZIP Code) 419A Nicholson Road Fort Hood, TX 76544	
	AR		PHONE (Include area code) (502)765-6868				PHONE (Include area code) (817)526-1111	
	AV		20. US CITIZEN X YES					21. CIVILIAN EDUCATION (See page 3 for additional requirements for professional personnel)
	CA		a. NATIVE X YES	b. NATURALIZATION NATURALIZATION DERIVED		c. APPLICANT'S CERTIFICATE NO. (If Item b. checked) (Date, place, court)		
	CM		NO	IMMIGRANT				
	EN		21. CIVILIAN EDUCATION (See page 3 for additional requirements for professional personnel)					
	FA		a. HIGH SCHOOL GRADUATE X YES NO	b. NAME AND LOCATION OF HIGH SCHOOL If 21a. checked NO, enter GED info in block 41 Orchard View High School, Muskegon, MI 49442				
	FI		c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USNA, USAFA, USCGA, and USMMA)		(1) DEGREE	(2) SEMESTER CREDITS EARNED	(3) YEARS ATTENDED	
	IN		University of Maryland		BS	120	4	
	MI		Central Texas College		AA	60	2	
	MP							
	OD							
	QD							
	QM							
	SC							
	SS							
	TC							
	AN							
	CH							
	DE							
	JA							
	MC							
	MS							
	SP							
	VC							
22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED								
a. NAME OF SCHOOL		b. COURSE		c. DATES (Mo-Yr)		COMPLETED		
				FROM TO		YES NO		
US Army Soldier Spt Center Ft. Jackson, SC		ALC/PME		10 10 12 10		X		
23a. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY NA								
b. ALAT SCORE (If applicable) NA								

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>(If yes, attach affidavit)</i>						
25. <input checked="" type="checkbox"/> I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE REGARDLESS OF MY MARITAL STATUS AND/OR RESPONSIBILITY FOR DEPENDENTS; AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY DEPENDENTS SHOULD I BE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.						
26. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING <i>(Including any proceedings involving juvenile offenses, article 15, UCMJ, and any court-martial)</i> REGARDLESS OF THE RESULT OF TRIAL OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? <i>(Exclude traffic violations involving a fine or forfeiture of <span style="border: 1px solid black; padding: 0 5px;">  </span> or less).</i> <div style="text-align: center; margin: 10px 0;"><b>\$250</b></div> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.						

27. <b>ACTIVE MILITARY SERVICE</b> <i>(Indicate tour with each organization separately - show ROTC Camps in Item 39)</i>						
	a. ORGANIZATION <i>(US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)</i>	b. DATES <i>(Day, Month, Year)</i>		c. BRANCH/MOS <i>(As appropriate)</i>	d. PRIOR SERVICE NO. <i>(If applicable)</i>	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army	25 Jun 99	Present	35L3P	NA	E-6/RA
WARRANT OFFICER						
COMMISSIONED						
f. DATE CURRENT ACTIVE DUTY TOUR TERMINATES <b>ETS: 17 Oct 2015</b>		g. DATE OF LAST ADL PROMOTION <b>DOR: 1 Aug 2005</b>				

28. <b>RESERVE OR NATIONAL GUARD SERVICE</b> <i>(Not on active duty)</i>						
	a. ORGANIZATION <i>(US Armed Forces, USCG, NOAA, US Public Health Service, Peace Corps)</i>	b. DATES <i>(Day, Month, Year)</i>		c. BRANCH/MOS <i>(As appropriate)</i>	d. PRIOR SERVICE NO. <i>(If applicable)</i>	e. HIGHEST GRADE AND COMPONENT
		FROM	TO			
ENLISTED	US Army Reserve	2 Feb 91	24 Jun 92	11B10	NA	E-4/USAR
WARRANT OFFICER						
COMMISSIONED						

29. SOURCE OF CURRENT COMMISSION <i>(If applicable)</i> <input type="checkbox"/> OTHER ARNGUS: <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT USAR: <input type="checkbox"/> ROTC <input type="checkbox"/> ROTC <i>(ECPI)</i> <input type="checkbox"/> ROTC <i>(SMP)</i> <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT				30. AWARDS <i>(Do not list theater or service medals)</i> <b>MSM-2, ARCOM-4, AAM-2</b> <b>(Achievement Awards Only)</b>		
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31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR:    a. ROTC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO    b. OCS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
c. APPOINTMENT IN RESERVE COMPONENT <i>(USAR/ARNG)</i>		YES	NO	d. APPOINTMENT IN REGULAR ARMY		YES	NO
AS A WARRANT OFFICER			X	AS A WARRANT OFFICER			X
AS A COMMISSIONED OFFICER			X	AS A COMMISSIONED OFFICER			X

e. IF ANSWER IS "YES", EXPLAIN FULLY	
If previously Non-Select, you will enter both the FQ-NS and the NC-NS dates (verify these dates with WO Recruiting Team).	

32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT <i>(If yes, give dates, country and type of service or employment)</i> <div style="text-align: center; font-size: 1.2em;">No</div>	
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33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS; BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED <i>(other than regular furlough or leave)</i> , OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? <i>(If yes, state circumstances; if more space is required, continue on separate sheet).</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
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<b>34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY</b>				<b>35. APPLICANTS FOR CHAPLAINS BRANCH ONLY</b>	
BARS OF WHICH YOU ARE A MEMBER <i>(Specify dates)</i>				RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED	
<b>36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY</b>					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		c. DATES <i>(Month and Year)</i>	
LEVEL	TYPE			FROM	TO
INTERNSHIP					
RESIDENCY TNG					
SPECIALTY TNG					
d. SPECIALTY BOARDS				e. DATES OF CERTIFICATION <i>(Day, Month, Yr)</i>	
<b>f. PLACE IN WHICH CURRENTLY LICENSED</b>					
<b>37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY</b>					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL			b. LOCATION		
c. DATES OF ATTENDANCE <i>(Mo, Yr)</i>		d. STATE AND CURRENT REGISTRATION NUMBER		e. STATE AND DATE OF INITIAL REGISTRATION <i>(Day, Month, Year)</i>	
FROM	TO				
f. POSTGRADUATE COURSES <i>(Include courses at general hospitals, service schools, and short courses)</i>					
(1)	(2)	(3)	(4)		
SUBJECT OR COURSE	NAME AND LOCATION OF SCHOOL OR HOSPITAL	SEMESTER CREDITS EARNED	DATES OF ATTENDANCE <i>(Month, Year)</i>		
			FROM	TO	
<b>38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? <i>(If yes, give dates)</i></b> <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>39. ARMY ROTC <i>(To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)</i></b>					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE	DATES ATTENDED <i>(Month and Year)</i>		c. CAMP TRAINING		
	FROM	TO			
a. BASIC			(1) INSTALLATION <i>(Basic)</i>		COMPLETION DATE <i>(Month, Year)</i>
b. ADVANCED			(2) INSTALLATION <i>(Advanced/Ranger)</i>		COMPLETION DATE <i>(Month, Year)</i>
<b>40. MAIN CIVILIAN EMPLOYMENT</b>					
a. NAME AND ADDRESS OF EMPLOYER			b. JOB TITLE		c. MONTH AND YEAR
Kelly Temporary Services Grand Rapids, MI 48722			Secretary/Typing		
					FROM 0292
					TO 0692
b. PRINCIPAL DUTIES <i>(Describe briefly)</i>					
Typed letters, kept personnel files updated, answered inquiries					
41. REMARKS <i>(Experience, proficiencies and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27d,e, AR 601-100). (If more space is required, attach additional sheet)</i>					
GED Institution Name/GED certificate number (If applicable)  I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____. (Applicant's Name) is within body fat standards according to AR 600-9. Additionally, I verified that (if required/Army applicant's ONLY) applicant (Applicant's name) has completed and passed the Occupational Physical Assessment Test (OPAT).  <div style="text-align: right;">           Commander must sign   <b>JOHN Q. DOE</b>            CPT, MI            Commanding         </div> <div style="text-align: left;">           ****DATE OF PT TEST MUST BE WITHIN 6 MONTHS OF THE FIRST DAY OF THE APPLICANTS FIRST BOARD****         </div>					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.			DATE  Current Date	SIGNATURE OF APPLICANT  Applicant's Signature Here	



**LETTER OF RECOMMENDATION**

(Warrant Officer Procurement Program)

**PRIVACY ACT STATEMENT****AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.**SECTION I - ADMINISTRATIVE DATA**

1. NAME ( <i>Last, first, middle initial</i> ) : Doe, John, B.	2. RANK: SSG	3. DATE OF RANK: 2015-11-11
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C Det 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)		5. I am completing this form as the applicant's: <input checked="" type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)
6. I have known this applicant from <u>2010/12</u> to <u>PRESENT</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT ( <i>i.e., supervisor, interviewer</i> ) : Interviewer or Supervisor

**SECTION II - NARRATIVE**

(Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)

**NARRATIVE:**

1. Letters should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.

2. You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact award, achievements and accomplishments.

3. Generic comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended and the comments are not false, then the letter is most likely too generic to communicate effectively to board members.

4. The recommender MUST include their unit info, e-mail and phone number at the bottom of the narrative.

\*\*\*Applicants within 90 Days of completing a PCS move or a Change of Command may use the 1st and 2nd level UCMJ LoR's from their previous command. All UCMJ LoR's MUST be digitally signed.

\*\*\*Applicants who have exhausted all resources locating a Senior Warrant Officer to provide an LoR should contact their desired WO Proponent for assistance. POC info is located at the bottom of the MOS page on the WO Recruiting website

\*\*\*Applicants must have a digitally signed Warrant Officer LoR from a WO currently serving (Not Retired). Applicants may supplement (not replace) the WO LoR with hand signed LOR's from Retired WO's desired.

**SECTION III - DISCLAIMER****Notice:** I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.**SECTION IV - SIGNATURE**

1. NAME ( <i>Last, first, middle initial</i> ) : Smith, Michael, C.	2. RANK: CW4	3. BRANCH/MOS: TC/882A	4. SIGNATURE:	5. DATE (YYYYMMDD): 20160927
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**WARRANT OFFICER RESUME**  
(This form will be used in place of the resume.)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.  
**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.  
**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.  
**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

**SECTION I - ADMINISTRATIVE DATA**

1. NAME (Last, first, middle initial) : SAMPLE, Joe E.	2. RANK/GRADE: SGT / E5	3. PMOS: 42A20P
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)		5. E-MAIL ADDRESS: Government/Military E-mail Preferred joe.e.sample.mil@mail.mil

**SECTION II - CIVILIAN EDUCATION**

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

BA Degree - Liberty University, (intended graduation May 2012), 108 credits completed, 3.2 GPA  
AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

**SECTION III - OBJECTIVE**

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

1. 153A - Rotary Wing Aviator \*\*\*Must match DA61/Blk 5a-b
2. 420A - Human Resources Technician
- 3.

**SECTION IV - MILITARY EXPERIENCE**

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): 07/10 to Present	ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
<p>POSITION TITLE: TITLE should match ERB or evaluation reports</p> <p>DUTIES (list below to include significant contributions):</p> <p>Accomplishment should appear in chronological order, by date, starting with the most current assignment. List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise, and complete sentences - not in fragments or bullets. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.</p>		
2.	DATES (YY/MM): 05/10 to 07/10	ORGANIZATION: HHC, IIId ACA, Ft Hood, TX
<p>POSITION TITLE: PROMOTION SECTION NCOIC</p> <p>DUTIES (list below to include significant contributions):</p> <p>List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g JMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.</p>		

**SECTION V - CIVILIAN EXPERIENCE**

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>98/10</u> to <u>00/10</u>	ORGANIZATION: <u>Kelly Temporary Services, Grand Rapids MI</u>
<p>POSITION TITLE: <u>ADMINISTRATIVE ASSISTANT</u></p> <p>DUTIES (list below to include significant contributions):</p> <p>List civilian employment experience that uniquely qualifies you for the warrant officer specialty for which you are applying. Do not list civilian employment/experience if it does not pertain to being a warrant officer or to the warrant officer specialty you are applying for.</p>		
2.	DATES (YY/MM): _____ to _____	ORGANIZATION: _____
<p>POSITION TITLE: _____</p> <p>DUTIES (list below to include significant contributions): _____</p>		
3.	DATES (YY/MM): _____ to _____	ORGANIZATION: _____
<p>POSITION TITLE: _____</p> <p>DUTIES (list below to include significant contributions): _____</p>		

**SECTION VI - MILITARY EDUCATION**

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

1.	DATES (YY/MM): <u>05/04</u> to <u>05/10</u>	COURSE: <u>Advanced Leadership Course (ALC), 75H Phase I &amp; II, Ft Jackson, SC</u>
DESCRIPTION: The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spelling and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's ability to communicate and their attention to detail.  ***List schools in chronological order from most recent; must include all Professional Military related courses (both phases if applicable); Applicants may include class standing, final GPA, Physical Fitness scores or any other outstanding measure of success you achieved in the course)		
2.	DATES (YY/MM): <u>02/09</u> to <u>02/10</u>	COURSE: <u>Warrior Leader Course (WLC) Ft Knox, KY</u>
DESCRIPTION: List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOC. Be sure to list your class standing, GPA, APFT score and any other outstanding measure of success you achieved while in school. Special skill courses such as airborne, air assault, pathfinder and the like are NOT necessary to list here; they should appear on your enlisted records brief (ERB). If not, then update your record to reflect accordingly. Correspondence course completions, not subcourses, may be listed here to show your technical acumen. It is advisable however, to only list course completions germane to the warrant specialty you desire to serve in.		
3.	DATES (YY/MM): <u>98/10</u> to <u>98/06</u>	COURSE: <u>75H Advanced Individual Training (AIT) Ft Jackson, SC</u>
DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course.		

**SECTION VII - SUMMARY**

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your field. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc). mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical/tactical skills needed to become a WO Answer this question: What have you done or accomplished that sets you apart from your peers? (Additionally, aviator applicants should include why they want to be an Aviator.)

RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.

Other notes:

3.2

No other resume formats are acceptable beyond USAREC Form 3.2. Therefore, do not go through a big expense by having external parties professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtain at <http://www.usarec.army.mil/im/formpub/Forms.htm>.

**SECTION VIII - SIGNATURE**

1. NAME ( <i>Last, first, middle initial</i> ) : SAMPLE, Joe E.	2. RANK: SGT/E-5	3. SIGNATURE:	4. DATE (YYYYMMDD): 20160927
--	---------------------	---------------	---------------------------------

\_\_\_\_\_  
(Date)

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SP, Fort Knox,  
KY 40121-2725

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. \_\_\_\_\_  
(Rank) (Print or Type Last Name, First Name, MI)

b. \_\_\_\_\_  
(Unit, Company, Duty Station)

c. Physical Profile Code:

P	U	L	H	E	S

d. Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

e. Physical initiated on: \_\_\_\_\_  
(Date)

f. Physical completed on: \_\_\_\_\_  
(Date)

g. If Flight Physical, date approved from USAAMA: \_\_\_\_\_ Stamped: \_\_\_\_\_  
(1W, 1A)

- h. Individual ☐ is Fully Qualified IAW AR 40-501, Chapter 2 (Chap 2&4 for flight physicals only) Medical Standards for Appointment and is medically adaptable to the military environment without the necessity of geographical area limitations.
- ☐ is NOT Fully Qualified IAW AR 40-501, Chapter 2. RECOMMEND WAIVER.
- ☐ is NOT Fully Qualified IAW AR 40-501, Chapter 2.

**MUST HAVE PHYSICIAN'S STAMP**

If Physician does NOT have a stamp, applicant must include a Memorandum for Record (MFR) signed by the physician stating:

1. He/she completed the physical for applicant "X" on date "Y";
2. Does NOT have a stamp;
3. Email and contact information.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Physician's Stamp)

\_\_\_\_\_  
(Provide full name, title and phone number)



DEPARTMENT OF THE ARMY  
UNIT NAME  
UNIT ADDRESS  
CITY STATE, ZIP CODE

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN:  
RCRO-SP, Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for **(Last Name, First Name, Middle Initial)**

1. References: AR 380-67, Personnel Security Program, 24 Jan 14.
2. (Security Manager) has confirmed the security clearance for the following individual:
  - a. Name:
  - b. SSN:
  - c. Highest Clearance Level: **(Clearance) (Date Granted)**
  - d. Granted SECRET Date: **(Date Granted)**
  - e. Resubmission date: **(Date of resubmission) (status in JPAS:Received/Scheduled)**
3. If the clearance is within 180 days of expiration the investigation will need to be resubmitted once the clearance reaches the 30 day window of expiration.
4. The point of contact for this memorandum is **(Your S2 Security Manager's Name, Phone Number, and E-mail address.)**

**S2/Security Manager's Signature  
block with Signature**

**\*\*\*\*Security manager should follow sample memorandum format exactly.**

**\*\*\*\*Applicants with a JPAS status of "Denied" or "No Determination Made" in Para 2. can not apply for Warrant Officer. Please consult Security Manager for possible resolutions.**

FOR OFFICIAL USE ONLY

This document and personal information contained herein is protected  
by the Privacy Act of 1974, Section 5 U.S. C sub 552a as amended

**APPLICATION FOR ACTIVE DUTY**

For use of this form, see AR 135-210; the proponent agency is DCS, G-1.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 USC, 672(d), 10 USC 275.

**PRINCIPAL PURPOSE:** Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.

**ROUTINE USES:** To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.

**DISCLOSURE:** Disclosure of personal information is mandatory for soldiers applying for active duty programs announced by HQDA.

**SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.**

1. DATE 20110106		2. TO: Commander, U.S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121	
3. FROM (Last, First, MI) DOE, JOHN A.		4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT
4c. BRANCH NA	5a. MOS/AOC 35M30		5b. COMPONENT RA
6a. PERMANENT HOME ADDRESS (Include ZIP code) ENTER YOUR HOME OF RECORD			6b. PHONE NO. (Include area code) (502)765-6868
7a. TEMPORARY ADDRESS (Include ZIP code) 419A Nicholson Road Fort Hood, TX 76544 Or Deployment Address		7b. DURATION Oct 2011	7c. PHONE NO. (Include area code) (517)773-2527

**ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.**

8a. PRESENT ACTIVE DUTY GRADE E-6	8b. ORGANIZATION AND STATION ASSIGNMENT HHC, III Corps, Fort Hood, TX 76544
--------------------------------------	--

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

☒ a. FOR A PERIOD OF 6 YEARS ☐ b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	351M List all MOS	351M provided on DA 61	351M
b. AREA ASSIGNMENT	Hawaii	Fort Knox, KY	Fort Meade, MD

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year) ASAP	PREFERENCE NO. 2 (Month and Year) ASAP	PREFERENCE NO. 3 (Month and Year) ASAP
---	---	---

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

☐ 60 DAYS ☐ 30 DAYS ☐ 10 DAYS ☒ AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)

Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.

14. SIGNATURE OF APPLICANT

Applicant's Signature





DEPARTMENT OF THE ARMY  
UNITED STATES ARMY SPECIAL OPERATIONS RECRUITING BATTALION (AIRBORNE)  
BUILDING E-3323, EL SALVADOR STREET  
FORT BRAGG, NORTH CAROLINA 28310

RCMR-SO-WO

28-Feb-19

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SP,  
Fort Knox, KY 40121-2725

SUBJECT: Statement of Understanding

By signing and submitting this statement as part of a Warrant Officer application packet, I acknowledge and understand the following:

1. The application packet, to include all enclosures, will be converted to an electronic file and made available for review by qualifying officials at Warrant Officer Military Occupational Specialty (WOMOS) proponent schools, Headquarters, Department of the Army, and other locations in order to determine qualifications and competitive standing for appointment as a Warrant Officer.
2. If appointed as a Warrant Officer in the U.S. Army Reserves with concurrent active duty, this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course, unless pre-certified by the WOMOS proponent.
3. If appointed as a Warrant Officer in the U.S. Army Reserves without concurrent active duty, this appointment is contingent upon technical and tactical certification by successful completion of the appropriate Warrant Officer Basic Course within two years of appointment, unless pre-certified by the WOMOS proponent or extended by Headquarters, Department of the Army.
4. A moral exception to policy is required if ever under military or civilian law you have been indicted or summoned in to court as a defendant in a criminal proceeding regardless of the result of trial, or convicted, fined, imprisoned, placed on probation, paroled or pardoned, or have ever been ordered to deposit bail or collateral for a violation of any law, police regulation or ordinance. This includes any juvenile offense, as well as charges that may have resulted in expungement of record, Article 15, UCMJ, and Courts-Martial proceedings (excluding traffic violations involving a fine or forfeiture or \$500 or less). If applicable, any/all offenses of this nature must be disclosed in the application.
5. If selected for the Warrant Officer program, the Commandant of the Warrant Officer Career College will ensure compliance of the Army's Tattoo, Branding, and Body Mutilation Policy, in accordance with AR 670-1, para 3-3 dated 25 May 2017 prior to starting Warrant Officer Candidate School (WOCS) and prior to appointment as a Warrant Officer.

RCMR-SO-WO

SUBJECT: Statement of Understanding

6. Individual compliance with the tattoo, branding and body mutilation policy in AR 670-1, para 3-3 dated 25 May 2017 is certified.

7. If selected to attend WOCS, it is required to complete a 6.2 mile foot march with a 48lbs ruck sack or 30% of body weight, whichever is less, within school time parameters of approximately 106 minutes.

8. If eliminated from or fail to successfully complete the technical and tactical certification as specified above, the applicant is subject to discharge under regulations in effect at the time from the U.S. Army Reserve.

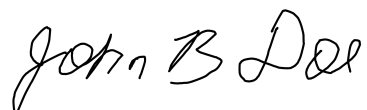
9. COMMISSIONED OFFICERS ONLY: Application submission certifies not currently selected for involuntary separation. This includes but is not limited to Officer Separation Board or twice non-select for promotion.

10. FOR SISTER SERVICE APPLICANTS ONLY (Air Force, Coast Guard, Marines, Navy): If selected for the Warrant Officer Program and have not already successfully completed Army Basic Training, Warrior Transition Course, Marine Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training, it is required to attend Army Basic Training prior to WOCS. This requirement applies to all ranks and components.

11. AGR TITLE 10 APPLICANTS ONLY: If selected for the Warrant Officer Program (U.S. Army Reserves with concurrent active duty), it is required to submit a voluntary release from the AGR program (AGR REFRAD) through the appropriate AGR separations team. Additionally, the AGR REFRAD date must align with given WOCS date based on HRC orders.

JOHN B. DOE

SSG, 42A

A handwritten signature in black ink that reads "John B. Doe". The signature is written in a cursive, slightly slanted style.



**DEPARTMENT OF THE ARMY**

**Your Unit Name**  
**Your Unit Address**

REPLY TO  
ATTENTION OF

Your Unit Office Symbol

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP, Fort Knox, KY  
40121-2725

SUBJECT: Request for Age and/or AFS Exception to Policy (ETP) and/or Prerequisite Waiver  
(specify in the subject)

Mitigating circumstances:

1. (State the type of ETP and/or waiver you are Requesting) Example: Request an Age ETP, Request an Active Federal Service ETP, Request a prerequisite waiver (state the prerequisite you wish to waive).

2. Anyone can request a prerequisite waiver, AFS ETP or Age ETP, but not everyone will get them approved. Give a detailed explanation why you feel this waiver and/or ETP should be approved. Please note that waiver/ETP(s) are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i. e., unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS ETP(s) (required if you have 12 or more years AFS) or age ETP(s) (required if you will be 33 or older for aviators, 36 for SF or 46 for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these ETP(s) just because they are a part of the application will not result in approval.

Notes:

1. A separate waiver request must be submitted for each MOS that applicant does not meet the entire prerequisites for. Waiver should include why you feel that you should be accepted in the MOS without meeting all the requirements. Include any civilian experience, training or assignments that are similar to MOS you wish to apply for.

2. Make your request sound valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed... That doesn't sound valid because no one has been away from their duty station continuously over the last 12 years. You would need to include why you couldn't or didn't apply in between deployments. Another example is a 13 year request stating "I've been deployed for the last year... " does not explain why you didn't apply in the years leading up to the deployment.

3. Waiver/ETP request will not appear before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may result in a denied request.

4. Writing skills count. A properly written request ultimately may affect the approval of the request. Army G1 may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Your Signature Block



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY

40121-2725

SUBJECT: Request for Moral Exception to Policy (ETP)

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral ETP for any infractions listed on your enlistment contract.

a. Date of offense: (Month and year)

b. Place of offense: (City and State)

c. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

2. Mitigating circumstances:

\*You will use this moral ETP request if you responded YES to block#26 on DA Form 61. If you responded NO, you do not need a moral ETP.

Moral ETP is not required for traffic fines of \$250 or less. Do NOT include court cost).

Mitigating circumstances surrounding the charge: Four points to address:

- (1) Explain the incident (what, where, when, how, etc.. )
- (2) Accepting responsibility for your actions
- (3) The lessons learned
- (4) How you now contribute to your unit, community and military service.

Notes:

- 1.) A separate moral ETP request must be submitted for each offense.
- 2.) Moral ETP request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.
- 3.) This ETP request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
- 4.) Writing skills count. A properly written request may effect the approval of the request. HRC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

**\*\*\*\*Applicant will include A COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE (to include UCMJ actions). Requests for Moral ETP that do not include proper substantiating documentation of the outcome of each case will be returned without action. If supporting documetation is unavailable, applicant will indiacte all POC's contacted to aquire documents.**

Joe E. Sample  
SGT/E-5  
111-22-3333

**\*\*Only Required (ARMY ONLY) if your tattoos ARE NOT in compliance with AR 670-1 Dated: 25 MAY 2017\*\***



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY RECRUITING COMMAND  
1307 THIRD AVENUE  
FORT KNOX, KENTUCKY 40121-2725

REPLY TO  
ATTENTION OF:

RCRO-SP-B

22 OCT 2017

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP,  
Fort Knox, Kentucky 40121-2725

SUBJECT: Tattoo Exception to Policy Request for SFC SMITH, Thomas T., xxx-xx-0000

1. In accordance with AR 670-1, Para. 3-3e (dated 25 MAY 2017), a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted for SFC Smith, Thomas T. The listing below identifies those tattoos or brands identified.
  - a. Head (including on/inside the eyelids, mouth, and earsface): None
  - b. Above the Army (short sleeve) PT Shirt neck line: None
  - c. Hands (allowed one ring tattoo per hand IAW AR 670-1, Para 3-3c): None
  - d. Below the wrist bone:
    - (1) Right - 2.0" x 2.0", family symbol "MS" with "J" one side and "T" on the other.
    - (2) Left - 2" x 1", "Mickey Mouse"
2. SFC Smith **is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3c
3. SFC Smith has completed administrative separation proceedings IAW AR 670-1, Para. 3-3f (2)c and was retained by the Commander.
4. SFC Smith has been counseled IAW AR 670-1, Para. 3-3h, that he/she is prohibited from obtaining new tattoos which are in violation of AR 670-1, Para. 3-3c.
5. SFC Smith has been counseled that if he/she obtains any new tattoos which are in violation of AR 670-1, Para. 3-3b-c, he/she could be removed for consideration for warrant officer appointment
6. Recommend **approval or disapproval** of SFC Smith's tattoo exception to policy request.
7. Point of contact for this action is the undersigned at 917-342-xxxx or [je.jones.mil@mail.mil](mailto:je.jones.mil@mail.mil).

Encl:

1. Photo, Right hand (Top)
2. Photo, Left hand (Top)
3. Administrative separation proceedings

JAMES E. JONES  
LTC, AR  
Commanding

**Requires signature of  
Commanders (O5 or above)**

# Required for ALL Non-Army Personnel



REPLY TO  
ATTENTION OF:

## Sister Service Unit Memorandum Letter head

Office Symbol

22 OCT 2017

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP,  
Fort Knox, Kentucky 40121-2725

SUBJECT: Tattoo Validation and Exception to Policy Validation for SSgt SMITH, Thomas T., xxx-  
xx-0000

1. A check for tattoos or brands on SSgt Smith's entire body was conducted. The listing below identifies those tattoos or brands that could be perceived as prejudicial to good order and discipline (extremist, indecent, sexist, racist) in accordance with guidance provided in AR 670-1, Para. 3-3b (dated 25 MAY 2017):

a. Chest:

(1) Left - 4.0" x 3.0", "hand gun" with "bullet"; applicant states tattoo was obtained as symbol of previous combat tour.

2. In accordance with AR 670-1, Para. 3-3e (dated 25 May 2017), a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted for SSgt Smith, Thomas T. The listing below identifies those tattoos or brands identified.

- a. Head (including on/inside the eyelids, mouth, ears, and face): None
- b. Above the Army (short sleeve) PT Shirt neck line: None
- c. Hands (allowed one ring tattoo per hand IAW AR 670-1, Para 3-3c): None
- d. Below the wrist bone:

(1) Right - 2.0" x 2.0", family symbol "MS" with "J" one side and "T" on the other.

(2) Left - 2" x 1", "Mickey Mouse"

3. SSgt Smith **is or is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3b and 3-3c.
4. SSgt Smith **does or does not** require a tattoo exception to policy for warrant officer appointment.
5. SSgt Smith has been counseled that if he/she obtains any new tattoos, brands or mutilations which are in violation of AR 670-1, Para. 3-3b and 3-3c, he/she could be removed for consideration for warrant officer appointment.
6. Recommend **approval or Recommend disapproval** of SSgt Smith's tattoo exception to policy request.
7. Point of contact for this action is the undersigned at 917-342-xxxx or [je.jones.mil@mail.mil](mailto:je.jones.mil@mail.mil).

Encl:

1. Photo, Chest (Left)
2. Photo, Left hand (Top)
3. Photo, Right hand (Top)

JAMES E. JONES  
RANK, Branch  
Commanding

**Requires signature of  
Commanders (O5 or above)**