



Warrant Officer Applicant Brief

44 SPECIALTIES – 17 BRANCHES



**U.S. ARMY
WARRANT OFFICER
RECRUITING**

Subject Matter Experts Since **1918**

WWW.GOWARRANTNOW.COM





Warrant Officer Recruiting Mission

The Warrant Officer Recruiting Team is tasked with recruiting **HIGHLY QUALIFIED** in-service applicants who demonstrate character, competence, and commitment to serve as Joint and Combined Arms capable Army Warrant Officers who will maintain the Army capability overmatch required to "Win in a Complex World".





**United States Army
Warrant Officer Recruiting**

GOT WHAT IT TAKES?  GO WARRANT NOW!



What is a Warrant Officer?

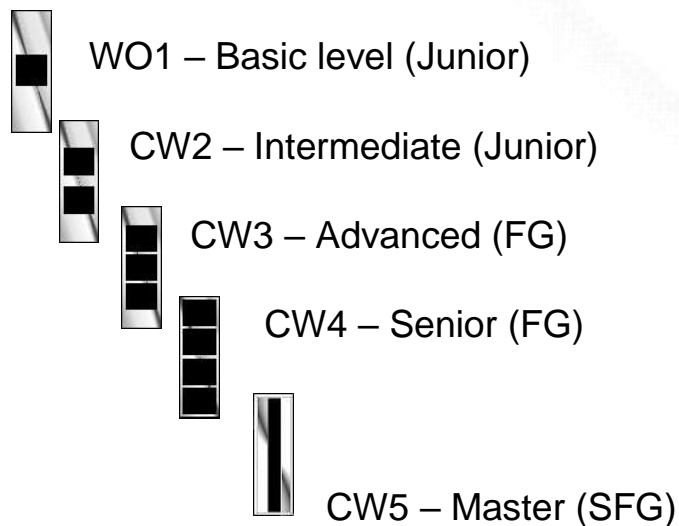
(per DA PAM 600-3)

“The Army Warrant Officer Warrant is a self-aware and adaptive technical expert, combat leader, trainer, and advisor.





Warrant Officers are innovative integrators of emerging technologies, dynamic teachers, confident warfighters, and developers of specialized teams of Soldiers.



Administrative Requirements

1. US Citizenship (*No Waiver*)





2. General Technical (GT) Score of 110 or higher **(No Waiver)**
3. High School Graduate or have a GED **(No Waiver)**
4. FINAL Secret or Top Secret Security Clearance **(No INTERIM; No Waiver)**
5. Must Have \geq 12 Months Remaining on Enlistment Contract **(*ETP Avail.)**
6. Pass Commissioning Physical for Tech or Flight Physical for Aviators **(*Waiver/ETP Avail.)**
7. Age: Technicians < 46 yrs / Aviators < 33 yrs at time packet is boarded **(*ETP Avail.)**
8. Active Federal Service: <12 yrs at time the DA61 is signed by applicant **(*ETP Avail.)**
9. Pass the Standard 3-event Army Physical Fitness Test (APFT) and Meet Height/Weight Standards

- WAIVERS/ETPs ARE GRANTED ON A CASE-BY-CASE BASIS UNDER EXTRAORDINARY CIRCUMSTANCES AND PROCESSED ONE-AT-A-TIME (NOT INCLUSIVE). APPLICANTS SHOULD BACKWARD PLAN FOR THE SUBMISSION OF THEIR PACKET FROM THE 1ST DAY OF THEIR DESIRED BOARD, ADDING THE MAXIMUM PROCESSING TIME FOR EACH WAIVER

- SISTER SERVICE/USAR/NG/AGR APPLICANTS ARE CONSIDERED A NEW ACCESSIONS WHEN THEY ENTER ACTIVE DUTY. SINGLE APPLICANTS WITH CUSTODY OF MINOR CHILDREN (UNDER 18) OR DISABLED CHILDREN (OVER 18) ARE NOT ELIGIBLE TO APPLY





General Information

Technician

- 17 - Branches
- 44 - Specialties



- Usually SGT or higher
- Most require ALC
- Must meet

experience requirements listed on the MOS pages



Aviator

of our website:

- 1 - Branch

- 1 - Specialty (153A)
- Any MOS/Rank can Apply





WWW.GOWARRANTNOW.COM

• Qualifying SIFT Score (40+)

Warrant Officer MOSs

(Refer to website for critical WO MOSs by board)

WO MOS	MOS Description	Enlisted Army Feeder MOSs
120A	Construction Engineering Technician	12H, K, N, P, Q, R, T, W
125D	Geospatial Engineering Technician	12Y, 35F, G
131A	Field Artillery Technician	11B, C, 13B, J, F, M, R, 19D
<u>140A</u>	<u>Command and Control Systems Technician</u>	<u>14E, G, H, P, S, 15P, Q, 29E</u>
<u>Air 140K</u>	<u>and Missile Defense Tactician</u>	<u>14E, H, T</u>
<u>Air 140L</u>	<u>and Missile Defense Technician</u>	<u>14E, H, T, 94S</u>
<u>Air 150A</u>	<u>Traffic Control Technician</u>	<u>15Q</u>
<u>150U</u>	<u>Tactical Unmanned Aerial Systems Technician</u>	<u>15E, 15W</u>
151A	Aviation Maintenance Technician	All CMF 15 MOS (Excluding 15P, Q)
	153A	Rotary Wing Aviator All MOSs
170A	Cyber Operations Technician	All MOSs (Preferred CMF 17/25/35 MOSs)
170B	Electronic Warfare Technician	25E, 29E, 13Fw/ASI 1J
255A	Information Services Technician	All MOSs
255N	Network Management Technician	All MOSs
	<u>Intelligence Technician 35F GEOINT Imagery Technician 35G</u>	<u>350F All Source</u>
<u>350G</u>	<u>Counterintelligence Technician</u>	<u>35L</u>
<u>351L</u>	<u>Human Intelligence Collection Technician</u>	<u>35M</u>
<u>351M</u>	<u>SIGINT Analysis Technician</u>	<u>35N, P</u>
<u>352N</u>	<u>Signals Collection Technician</u>	<u>35S</u>
<u>352S</u>		





Historically Critical Mission

Open to ALL MOSs provided prerequisites are met

Warrant Officer MOSs Cont.

(Refer to website for critical WO MOSs by board)

WO MOS	MOS Description	Enlisted Army Feeder MOSs
<u>353T</u>	<u>Military Intelligence Systems Maintenance/ Integration Technician</u>	<u>35T</u> 42A
740A	Chemical, Biological, Radiological and Nuclear Technician	74D
880A	Marine Deck Officer	88L (Preferred); Pilot Program open to all MOSs
881A	Marine Engineering Officer	88L, 12P W/ASI S2; Pilot Program open to all MOSs
882A	Mobility Officer	88N; Open to all MOSs
890A	Ammunition Warrant Officer	89A, B, D
913A	Armament Systems Maintenance Warrant Officer	91A, F, G, M; Pilot Program open to 11B, 12B, 13F, 19D, 19K w/ ASI A8, K8, J3
<u>914A</u> 915A	420A Human Resources Technician	





Allied Trades Warrant Officer

91E, X

Automotive Maintenance Warrant Officer

91A, B, H, M, P, S, X

Engineer Equipment Maintenance Warrant Officer

91B, C, D, H, J, L, X

Property Accounting Technician

92Y

919A

920A

920B Supply Systems Technician

92A, 68J **Airdrop Systems Technician 92R**

921A

Food Service Technician

92G, 68M

922A

923A

Petroleum Systems Technician

92F, L, W

948B

Electronic Systems Maintenance Warrant Officer

94D, E, F, H, M, R, W, Y, Z; 25S w/waiver

948D

Electronic Missile Systems Maintenance

Warrant Officer

94A, M, P, S, T, X, Z

Historically Critical Mission

Open to ALL MOSs provided prerequisites are met

Who are We Looking For?



- Independent Operators
- Leaders





Self Confident

- Dependable
- Technically/Tactically Proficient
- Ethical and Moral



- Decision Makers
- Self-Sufficient
- Mature
- Able to Grasp Complex Problems
- Mentally and Physically Strong



Opportunities and Benefits





Elite Cohort

- 3% of the Army (Approx 15K in RA)
- 21% of the Officer Corps
- Challenging Assignments
- Technical Training and Education
- Faster Promotion Potential
- Extended Career Path
- Perform Core Duties Longer
- Better Pay and Retirement

Unique Assignment Opportunities

White House Communications Agency

2-STAR DISCIPLINED & DEMOTED 13

MREs ON THE MENU Sgt. launches wild restaurant chain 4

ONE-WAY TICKET TO MARS 17 1st LT volunteers for space mission

DITCH THE GYM Sports that give you an edge on your APTT 30

ArmyTimes ArmyTimes.com

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GO WARRANT NOW!

SPECIAL REPORT

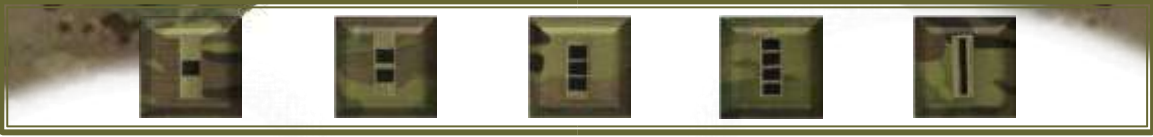
The **BEST** career move you can make:

- \$1,000 more per month
- Tens of thousands more for retirement
- Huge promotion opportunities
- 3,400 openings for active, Guard & Reserve

18

NAVY FEDERAL Credit Union LOW RATES. BIG DEALS. NAVY FEDERAL AUTO LOANS





White House Transportation Agency
White House/Congressional Fellowships



Training-with-Industry (TWI)



Instructor (WOBC/WOAC/WOCC)



WOCS TAC Officer



Warrant Officer Recruiting Team



Pentagon and Department of the



Army TAFT Assignments (Technical Assistance Field Team)

Opportunities are not typically achieved until operational experience is acquired (usually Senior CW2 - Junior CW3)





Training and Education

- Maintain G.I. Bill (Post 9-11 or Montgomery) benefits
- Maintain tuition assistance (TA) benefits
- Degree Completion Program



- *Army Logistics University, VA*
- *Naval Post Graduate School, MD*
- *National Defense University, DC*
- *Army Management Staff College, VA*

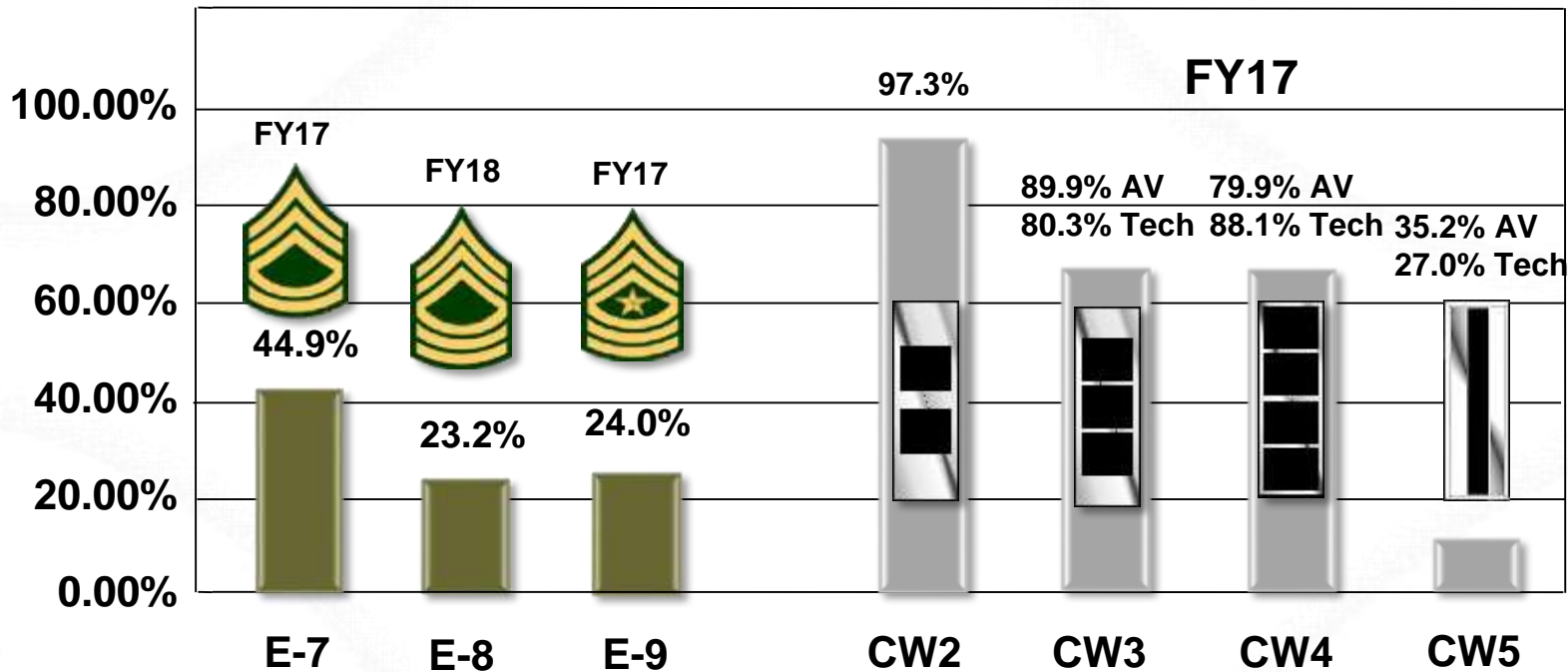




Army Promotion Comparison

NCO

WO



Source: Human Resource Command

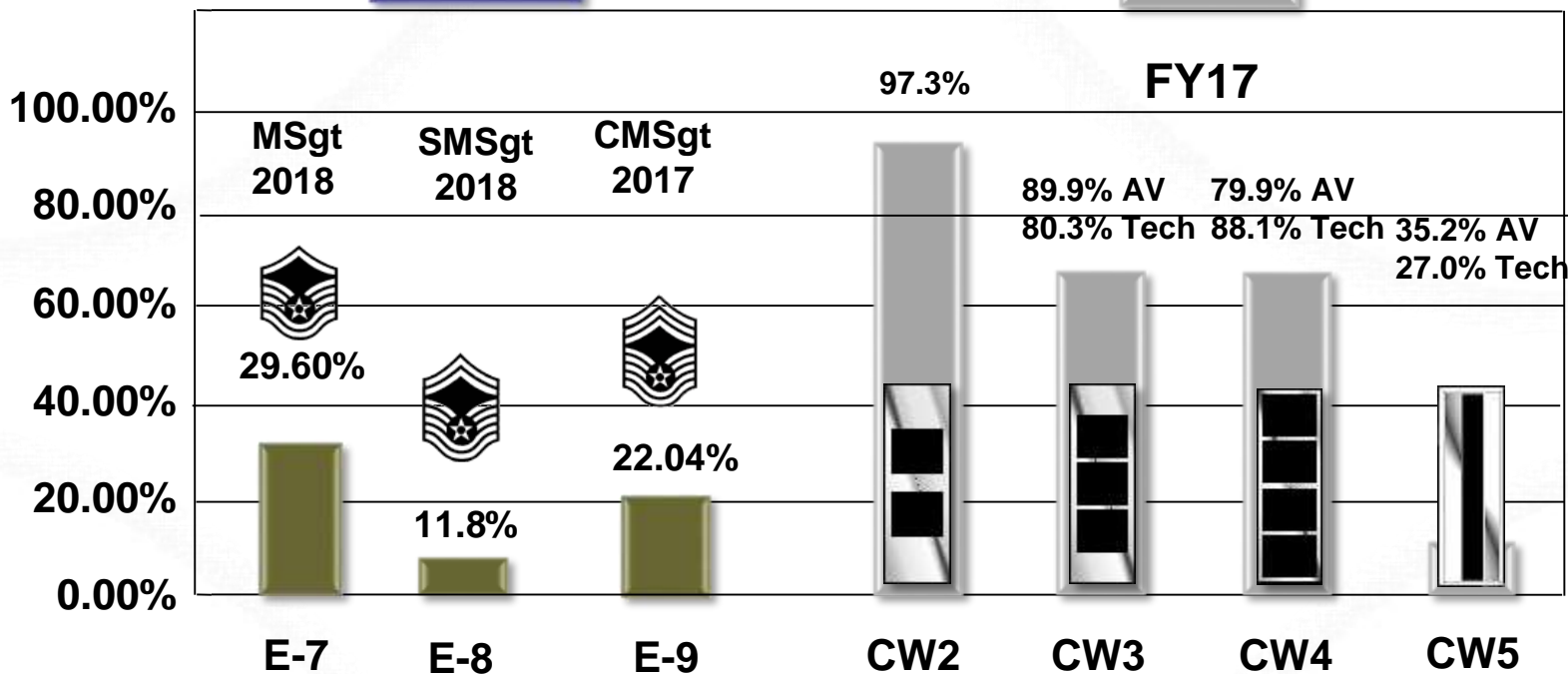




Air Force Promotion Comparison

NCO

WO



Source: myPERS/Human Resource Command

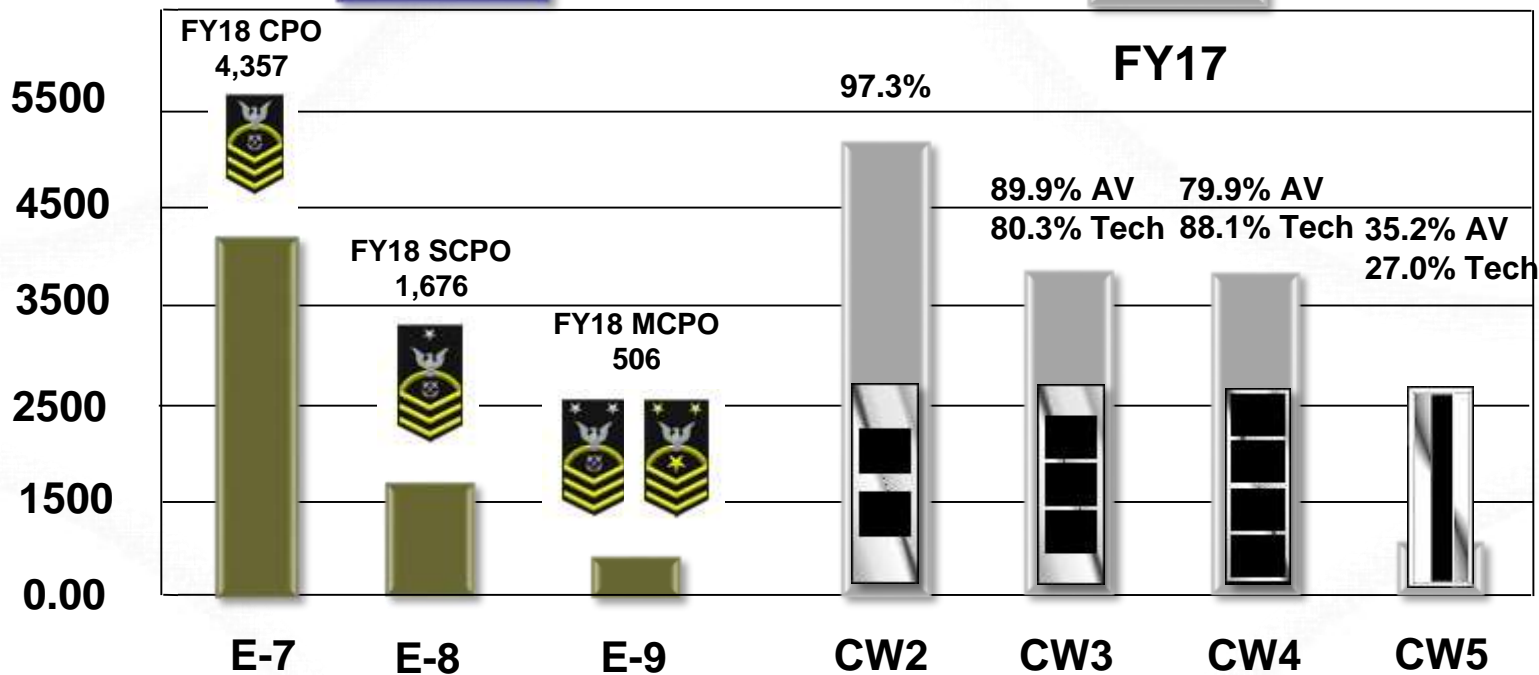




Navy Quota Comparison

NCO

WO



Source: Navy Personnel Command/Human Resource Command

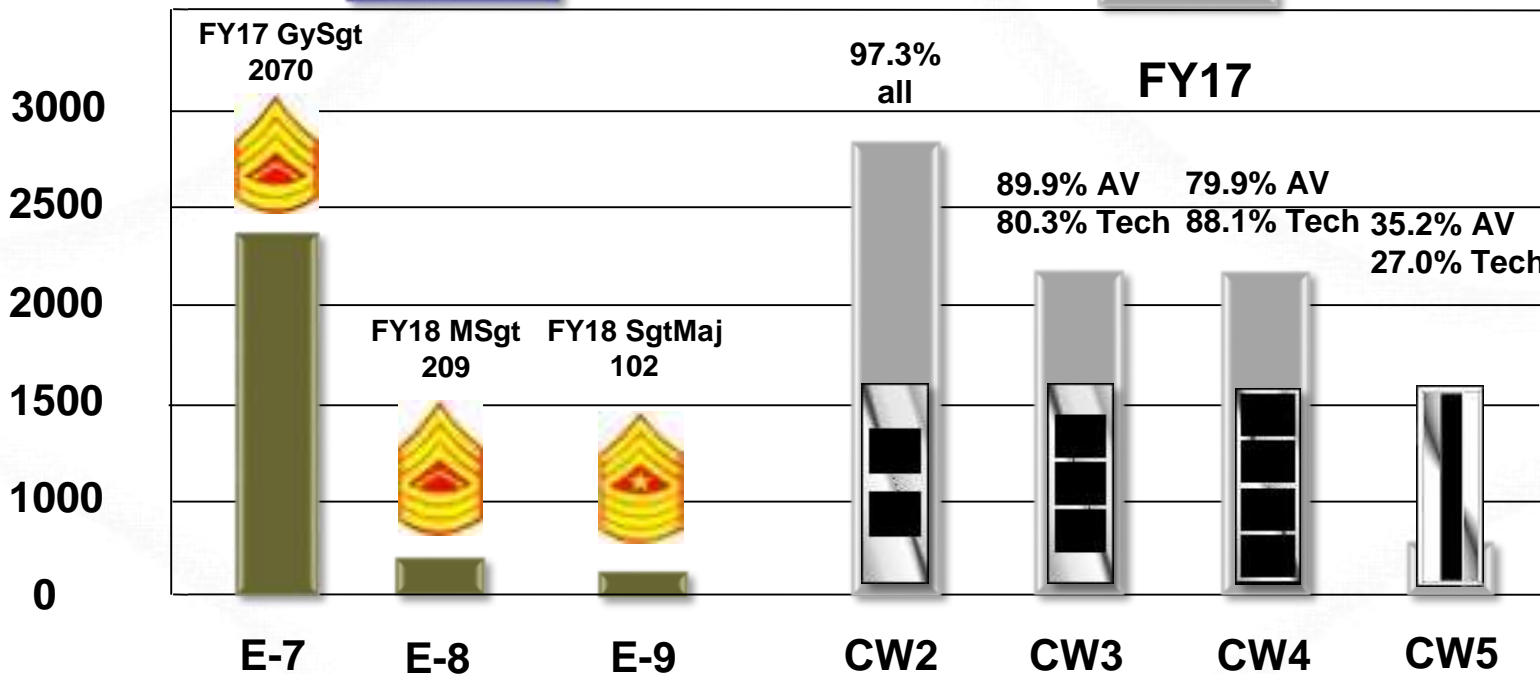




USMC Promotion Comparison

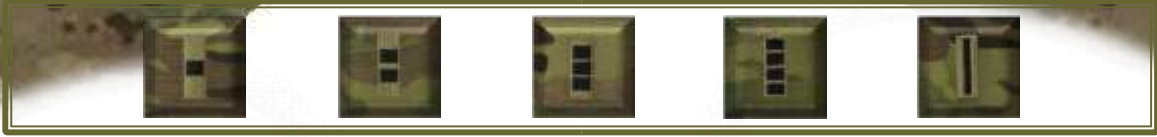
NCO

WO

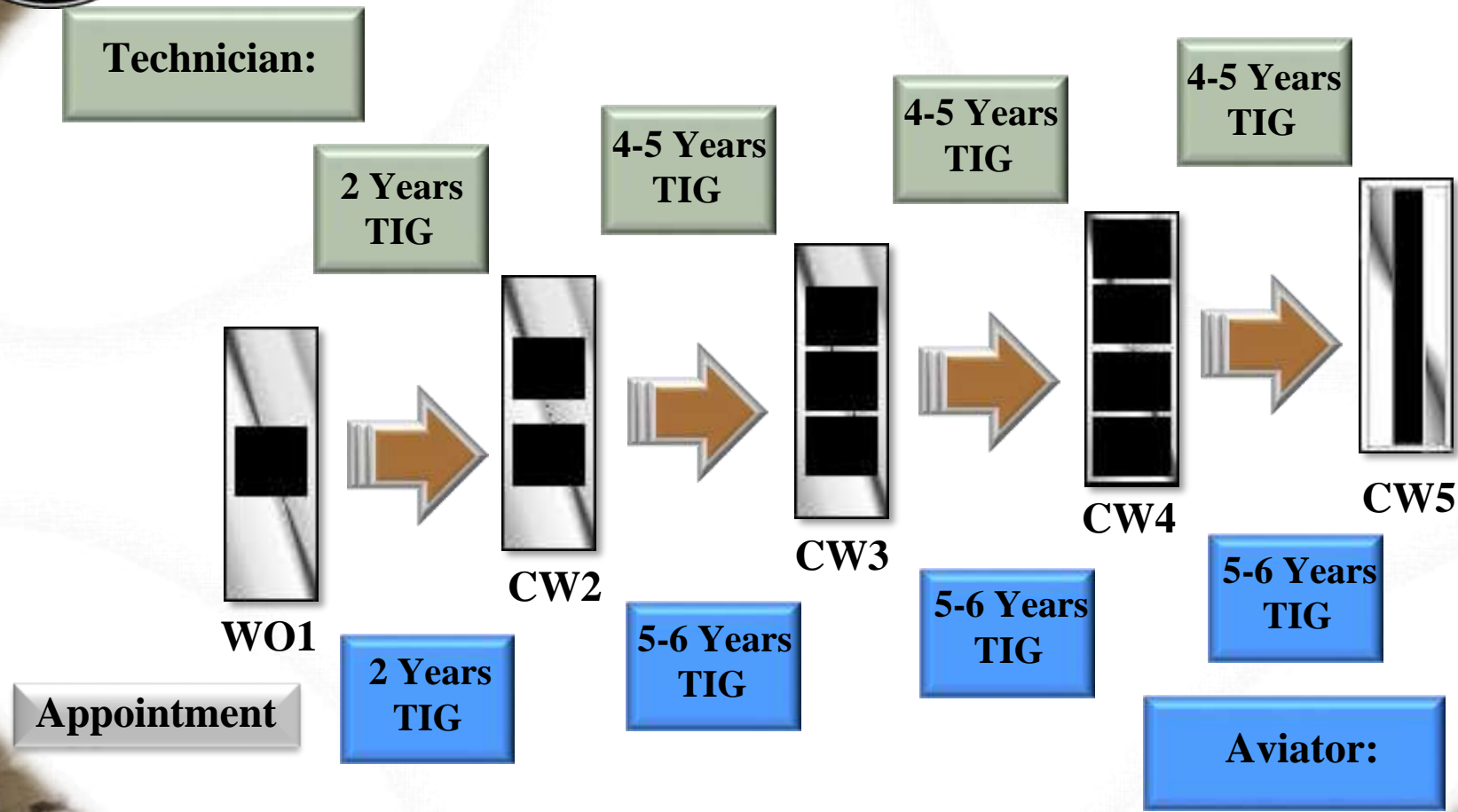


Source: Marines.mil / Human Resource Command





Warrant Officer Promotion Timeline





**Total Years Active
Federal Service**

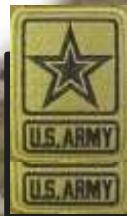
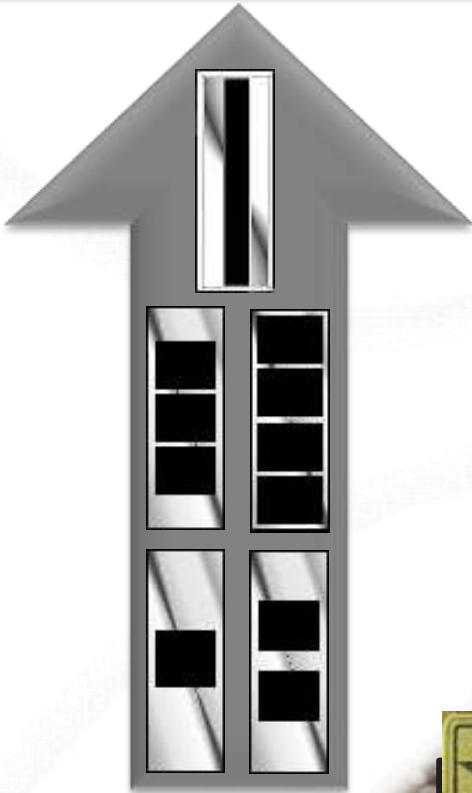
30 Years
1SG (P) / MSG (P)
and CSM/SGM

30 + Years of WO SVC
***If Promotion
Gates Met / Age 62**

20 Years
SSG/SSG (P)

24 Years
SFC/SFC (P)

26 Years
1SG/MSG





Base Pay Comparison

Based on January 2018 Pay Scale





Retirement Pay Comparison

W3	20	\$3,173 (50%)	<u>+\$840</u>
E7	20	\$2,338 (50%)	
W4	24	\$4,506 (60%)	<u>+\$1145</u>
E8	24	\$3,361 (60%)	
W5	30	\$6,778 (75%)	<u>+\$1314</u>
E9	30	\$5,464 (75%)	

Based on January 2018 Pay Scale





WO Aviation Career Incentive Pay



AVIATION CAREER INCENTIVE PAY									
2 OR LESS	OVER 2	OVER 3	OVER 4	OVER 6	OVER 14	OVER 22	OVER 23	OVER 24	OVER 25
\$125	\$156	\$188	\$206	\$650	\$840	\$840	\$840	\$840	\$840

CAREER ENLISTED FLYER INCENTIVE PAY			
4 OR LESS	OVER 4	OVER 8	OVER 14
\$150	\$225	\$350	\$400





Where to Start...



U.S. ARMY
WARRANT OFFICER RECRUITING
Subject Matter Experts Since 1918



44 SPECIALTIES - 17 BRANCHES

Home	Applicant Info	Selection Info	Warrant Officer MOS	Downloads	Inter-Service Guidance	FAQ's	Contact Us
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- Popular**
-  Find Us On facebook
 - Warrant Officer Recruiting Briefings in Your Area
 - Warrant Officer Selection Board/Packet Submission Schedule
 - Warrant Officer Selection Board Results
 - Check Your Warrant Officer Application Status
 - Warrant Officer Application Checklist Download

- Warrant Officer MOS**
- Operation Physical Assessment Test (OPAT) Physical Demand Categories
 - Warrant Officer MOS List
 - Enlisted MOS Conversion List (Army)
 - Enlisted MOS Conversion List (Air Force)
 - Enlisted MOS Conversion List (Marine)
 - Enlisted MOS Conversion List

Meet The Challenge.... Become An Expert In Your Field

Warrant Officer Recruiting Mission

The Warrant Officer Recruiting Team is tasked with recruiting HIGHLY QUALIFIED in-service applicants who demonstrate character, competence, and commitment to serve as Joint and Combined Arms capable Army Warrant Officers who will maintain the Army capability overmatch required to "Win in a Complex World".

Warrant Officers are highly specialized experts and trainers in their career fields. By gaining progressive levels of expertise and leadership, these leaders provide valuable guidance to commanders and organizations in their specialty. Warrant Officers remain single-specialty Officers with career tracks that progress within their field, unlike their Commissioned Officer counterparts who focus on increased levels of command and staff duty positions.

Hot Topics

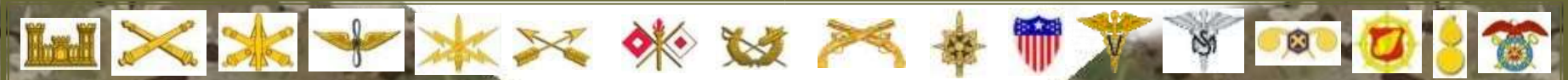
News	Application Processing	Packet Submission	Tools	Waivers/ETP(s)
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Special Announcements:

- **8 NOV 17 *****Attention all 120A, 125D, 255A, 255N, 351L, 352N, 352S, 353T, and 420A Applicants*******

The "New Packet" deadline for applicants interested in applying for these specialties on the JAN 2018 Selection Board has been EXTENDED to 15 DEC 2017. Packets submitted inside the original packet submission deadline (17 NOV 17) that require waiver(s) are NOT guaranteed to make the JAN 2018 Selection board, but every effort will be made by our stakeholders to get all qualified packets to the board. Packets requiring waivers that do NOT make the JAN 2018 board will be moved to the next applicable selection board. View all packet deadlines at: www.usarec.army.mil/hq/warrant/WOgeninfo_boardschedule.shtml
- **20 SEP 17 *****Attention all 140A, 140K, 140L, 150A, 150U, 350F, 350G, 351L, 353T, 913A, and 915A Applicants*******

The "New Packet" deadline for applicants interested in applying for these specialties





www.gowarrantnow.com WO Packet Submission Deadlines

(Refer to www.gowarrantnow.com to verify dates/changes)

Board Date –
60 Days

Board Date –
30 Days

Board Date –
14 Days

Board Dates	New Packet Deadline	Corrections Deadline	Updates Deadline
23 – 27 Jul 18	18 May 18	25 Jun 18	9 Jul 18
24 – 28 Sep 18	27 Jul 18	27 Aug 18	10 Sep 18
26 – 30 Nov 18	28 Sep 18	29 Oct 18	12 Nov 18





		17 Dec 18	
14 – 18 Jan 19	30 Nov 18		31 Dec 18
18 – 22 Mar 19	18 Jan 19	18 Feb 19	4 Mar 19
13 – 17 May 19	22 Mar 19	15 Apr 19	29 Apr 19
15 – 19 Jul 19	17 May 19	17 Jun 19	1 Jul 19
16 – 20 Sep 19	19 Jul 19	19 Aug 19	2 Sep 19

- **Extended deadlines will be announced under “HOT TOPICS” on recruiting website**
- **Failure to meet the deadlines may delay an applicant's packet to a later selection board than desired**





Applicants who require waiver(s) must backwards plan packet submission deadlines IAW the guidance provided under the Hot Topics "Waivers" tab on the Warrant Officer Recruiting Website Home page

Waiver/ETP Requests

WAIVER/ETP AUTHORITY APPROVAL APPROX AROUND TIME TURN NOTES

AGE	DA G1	4-6 Weeks	1, 2
AFS	DA G1	4-6 Weeks	1, 2
Moral	HRC/DA G1	2-6 Weeks	1, 2, 3





Prerequisite	Proponent	2-4 Weeks	1, 2
Medical	USAREC G3	2-4 Weeks	3, 4
Tattoo	DA G1	4-6 Weeks	1, 2, 5

1. Example in Sample Application available for download on our website
2. Must submit waiver with application
3. Must submit all supporting documents
4. Waiver request NOT prepared by the applicant
5. Wavier must include separation board proceedings indicating that the CDR retained the Soldier

WAIVERS ARE REPROCESSED ONE-AT-A-TIME AND ARE NOT INCLUSIVE. APPLICANTS SHOULD BACKWARD PLAN FOR THE SUBMISSION OF THEIR PACKET FROM THE 1ST DAY OF THEIR DESIRED BOARD, ADDING THE MAXIMUM PROCESSING TIME FOR EACH WAIVER

The Application

Download from our website under the Download tab

Board Packet

1. DA Form 61
2. USAREC Form 3.3

Supporting Documents

3. USAREC Form 3.2
4. ERB/Service Equivalent





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 filed 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 (1059e)
- 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 366 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 5-1)
- 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 P&D/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.9-bn-sew-warrant-packets@mail.mil

Signatures are sequential:





APPLICATION FOR APPOINTMENT
 For use of this form, see AR 135-100, AR 135-1, AR 261-5, and AR 601-102; the processing agency is DCS/PMR.
 DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 5524)

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 USE: 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 on DA Form 81 is voluntary. Failure to provide the requested information will result in non-acceptance of the application.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED

COMMISSIONED OFFICER - REGULAR ARMY	1. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable) AR 135-100
COMMISSIONED OFFICER - ARMY RESERVE	2. BRANCH FOR WHICH APPLICANT (Reserve appointments only) WO1
WARRANT OFFICER - REGULAR ARMY	3. SOURCE OF APPLICATION (ACFC only)
WARRANT OFFICER - ARMY RESERVE **All applicants must enter this block**	4. DATES SUBMITTED
OFFICER CANDIDATE SCHOOL	5. SCHOLARSHIP: \$1750 / 1, 2, 3 OR 4 (2500)

6. BRANCH AND SPECIALTY PREFERENCES

Regular Army and Officer Candidate applicants use all ROTC preferences. In Reserve applications, indicate 70 branch preferences other than CA and 00. 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.

7. NAME (Last, first, middle/initial; variations from birth certificate in item 21)

8. GRADE E-6

9. SOCIAL SECURITY NUMBER 000-00-0000

10. BRANCH AD

11. TOTAL ING ACTIVE SERVICE 04 YR

12. MARITAL STATUS M

13. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE 2

14. DATE OF BIRTH 7 Apr 73

15. PLACE OF BIRTH (City, county, State) Rockcliff, Hardin, Kentucky

16. COMPLETE MILITARY ADDRESS (If currently an active duty) (Include ZIP Code) HHC, III Corps, Fort Hood, TX 76544

17. COMPLETE MILITARY ADDRESS (If currently an active duty) (Include ZIP Code) HHC, III Corps, Fort Hood, TX 76544

18. SEX M

19. CURRENT MAILING ADDRESS (If address from item 18) (Include ZIP Code) 419A Nicholson Road, Fort Hood, TX 76544

20. US CITIZENSHIP

21. CIVILIAN EDUCATION (See page 2 for additional requirements for professional credential)

INSTITUTION	DEGREE	YEARS ATTENDED	DATE GRADUATED OR USA GRADUATE	MAJOR SUBJECT	
Central Texas College	AA	60	2	Management	
University of Maryland	BS	120	4	31 05 1999	Business Mgmt

22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED

NAME OF SCHOOL	COURSE	DATED (Mo/Yr)		COMPLETED	IF NOT COMPLETED GIVE REASON
		FROM	TO		
US Army Soldier Spc Center Ft Jackson, SC	RNCOOC	10 04	12 04	X	

23. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY NA

24. APT SCORE (If available) NA

DA FORM 81, JUN 81 SECTION 1-1 AUG 78 AND DA FORM 81-R, 28 SEP 78, PRIVACY ACT STATEMENTS, AND DISCLOSURE. USARPC 12-00





Letters of Recommendation

- Valid for 12 months from the date signed by Recommender
- If NS on first board, you are not required to submit updated LORs for the 2nd board
- Letters of Recommendation required:
 - Current CO CDR/First Level of UCMJ Authority (*Mandatory*)
 - Current BN CDR/Second Level of UCMJ Authority (*Mandatory*)
 - *If you recently PCS'd, the LORs from previous CDRs/UCMJ authorities are valid for 90 days upon arrival at new assignment*
 - Senior Warrant Officer Letter of Recommendation (CW3 to CW5 – *Mandatory for most WOMOSs; highly recommended for those that don't*)
- USAREC Form 3.3 must be digitally signed and the recommenders Unit, Email, and Phone Number needs to be in the bottom of the narrative





Note: Non-UCMJ LORs acceptable for Unique/Joint Service Org (JSOC, WHOA, etc) See memo on bottom of downloads tab of WO website





(USAREC Form 3.3)

LETTER OF RECOMMENDATION (Warrant Officer Procurement Program)				
PRIVACY ACT STATEMENT				
<small>AUTHORITY:</small> Collection of this information is authorized by Title 10, USC, Sections 163, 165, 166, 2013, and 12762 and Executive Order 13527. <small>PRINCIPAL PURPOSE:</small> Information collected will be used by selection board members to determine qualifications of warrant officer candidates. <small>ROUTINE USES:</small> Blank routine use disclosures as described in AR 340-25, The Army Privacy Program, paragraph 3-2. <small>DISCLOSURE:</small> 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)	2. RANK	3. DATE OF RANK		
Doe, John B.	SSG	2015-11-11		
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND		5. I am completing this form as the applicant's:		
C Det 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)		<input checked="" type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other <small>(Specify)</small>		
6. I have known the applicant from 2010/12 to PRESENT (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, informant, interviewer or Supervisor)		
		Interviewer or Supervisor		
SECTION II - NARRATIVE				
<small>(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.)</small> 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.				
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 (Last, first, middle initial)	2. RANK	3. BRANCH/MOS	4. SIGNATURE	5. DATE (YYYYMMDD)
	OWN	TC/832A		

153A applicants MUST have an LOR from an Aviator (AV Maintenance will not suffice this requirement)

Sister Service applicants can utilize respective command service letterhead; hand-signatures are authorized

Recommender MUST provide Branch and MOS

HQ USAREC Form 3.3, APR 2014 PREVIOUS EDITIONS ARE OBSOLETE LCV 4.08





Resume

(USAREC Form 3.2)





WARRANT OFFICER RESUME (This form will be used in place of the resume.)			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Collection of this information is authorized by Title 38, U.S.C., Sections 505, 506, 508, 5010, and 5020 and Executive Order 12958. PRINCIPAL PURPOSE: Information collected will be used by selected board members to determine qualifications of warrant officer candidates. ROUTINE USE: Boards routine use procedures as described in ADR 1602.1, The Army Army Program, paragraph 5-1. DISCLOSURE: Individuals however, failure to provide the information may delay or terminate the warrant officer candidate's application process.</p>			
SECTION I - ADMINISTRATIVE DATA			
1. NAME (Last, first, middle initial)	2. SSN	3. RANK/GRADE	4. PHOTO
SAMPLE, Joe E.	111-22-3333	SGT / BS	ADA20P
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:		6. E-MAIL ADDRESS	
C DET 1-4 DT BATTALION, FT ATTERBURY, KY 40321 (CENTCOM)		Joe.e.sample@us.army.mil	
SECTION II - CIVILIAN EDUCATION (Include the highest degree ever obtained, include your GPA, Dean's List and any other special recognition.)			
BA Degree - Liberty University, (scheduled 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 officer title you are applying for in order of preference.)			
1. 153A - Rotary Wing Aviator			
2. 433A - Human Resources Technician			
3.			
SECTION IV - MILITARY EXPERIENCE (List in order from most recent to earliest duty assignment or position. Do not list any accomplishments, special recognition, or assignments that are outside of the active duty period for warranting as a warrant officer.)			
1. DATED (Y/M) <u>July 07</u> to <u>Present</u>	ORGANIZATION	97th Special Troop Battalion, Ft Carson, CO	
POSITION/TITLE: <u>TITLE</u> should match EERB or evaluation report. Do not enter dates to include significant commensures.			
Accomplishment should appear in chronological order, by date, starting with the most recent 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 - set in fragments or bullet. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially those used as 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 bullet as a "reference only", not as the actual content entry for the resume. Mention if you exceeded standards, use a significant inspection/evaluation or leadership award. List deployment or make a separate assignment entry if deployment the warrant officer.			
2. DATED (Y/M) <u>June 05</u> to <u>June 07</u>	ORGANIZATION	EBC, EBI ACA, Ft Hood, TX	
POSITION/TITLE: <u>PROMOTION</u> (EBC) NCOIC			
Do not include dates to include significant commensures.			
List service, impact, or achievement awards received during each assignment tenure. Significant contributions to major field training exercises e.g. MDMC, BCTOC, NTC may be listed. List career advancement events such as Soldier/NCO of the month/quarter awards as well as Arnie Magley and similar ordered club inductions. Again, focus on measurements of success. NOT just a job description.			

HQ USAREC Form 1935, Rev 1 Dec 2008 PREVIOUS EDITIONS ARE OBSOLETE VE.00

SECTION VI - SUMMARY		
<p>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-line promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills or MOS, students exceeded on a significant inspection/evaluation, etc.) mentioned earlier and explain how you are exceptionally qualified and have the knowledge, management and technical/technical 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.)</p>		
<p>RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE</p> <p>Other notes: No other resume formats are acceptable beyond USAAREC Form 1935. 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. PostEdge Forms package may be utilized by visiting any Army Recruiting Station; USAAREC forms may be obtain at http://www.usarec.army.mil/usaarec/Forms.htm.</p>		
<p>-Why are you qualified to be an Army Warrant Officer?</p> <p>-Why are you qualified to be an Army Aviator, HR Technician, Logistician?</p> <p>-What will you contribute to the Army as a Warrant Officer?</p> <p>-Why do you want to be an Army Warrant Officer?</p>		
SECTION VII - SIGNATURE		
1. NAME (Last, first, middle initial)	2. RANK	3. SIGNATURE
SAMPLE, Joe E.	SGT-E-1	
4. DATE (YYYYMMDD)		

HQ USAREC Form 1935, Rev 1 Dec 2008 Page 13 of 13





Security Memo






Notes:

(No JPAS)



 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)

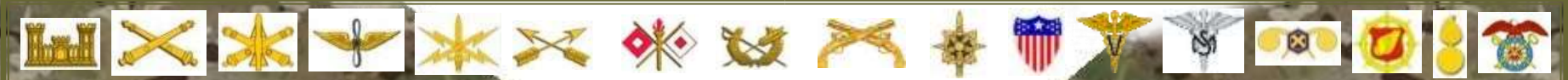
- References: AR 380-67, Personnel Security Program, 24 Jan 14.
- {Security Manager} has confirmed the security clearance for the following individual:
 - Name:
 - SSN:
 - Highest Clearance Level: (Clearance) (Date Granted)
 - Granted SECRET Date: (Date Granted)
 - Resubmission date: (Date of resubmission) (status in JPAS:Received/Scheduled)
- 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.
- 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.





Do NOT change format of the USAREC memo

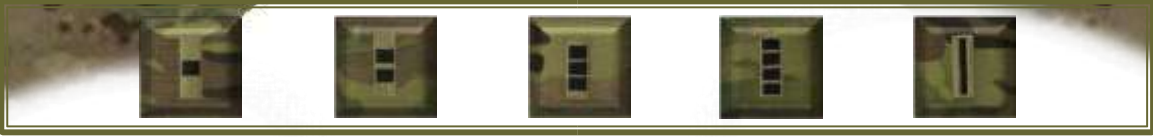
-Valid 10 yrs from SECRET granted

-Valid 6 yrs from TS granted

-NACLIC is NOT a final clearance

Physical Cover Sheet



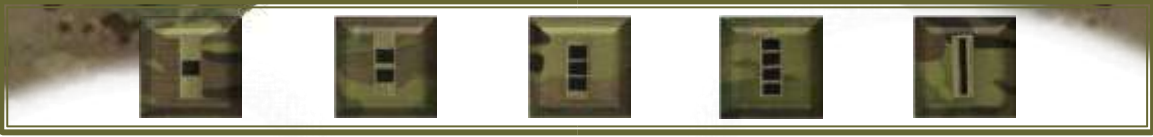


(USAREC Form 3.1) TECH





MUST HAVE PHYSICIAN STAMP or 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. e-mail and contact info.



(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. (Name) _____
(Print or Type Last Name, First Name, MI)

b. _____
(LIFE, Company, Duty Station)

c. Physical initiated on: _____
(Date)

d. Physical completed on: _____
(Date)

e. If Flight Physical, date approved from USAAMC: _____ Stamped: _____
(Date) (Date)

f. Individual is Fully Qualified IAW AR 40-501, Chapter 2 (Chap 2SA 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.

(Physician's Signature)

(Physician's Stamp)

(Provide full name, title and phone number)

HQ USAREC Form 3.1, 1 May 2014 THIS FORM REPLACES the HG UF 100 V2.00





Blocks 2, 4c, 9a,



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, 47206, 10 USC 278		
PRINCIPAL PURPOSE:	Used by Reserve Component soldiers to apply for active duty programs announced by HODA. 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 HODA.		
SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM			
1. DATE	2. TO: Command	3. FROM (Last, First, MI)	
20110106	[U.S. ARMY RECRUITING COMMAND, FORT KNOW, KY 4012]	DOE, JOHN A.	
4. BRANCH	5a. MOS/ACC	6a. PERMANENT HOME ADDRESS (include ZIP code)	6b. PHONE NO. (include area code)
MA	55M130	ENTER YOUR HOME OF RECORD	(502)765-6868
7a. TEMPORARY ADDRESS (include ZIP code)	7b. DURATION	7c. PHONE NO. (include area code)	
419A Nicholson Road Fort Hood, TX 76544	Oct 2011	(517)773-2527	
8. 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.			
8a. DUTY ASSIGNMENT	8b. AREA ASSIGNMENT	8c. OTHER BRANCHES (list in order of preference)	
55IM	Fort Knox, KY		
55IM	Fort Meade, MD		
55IM			
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)			
<input checked="" type="checkbox"/> a. FOR A PERIOD OF 6 YEARS <input type="checkbox"/> b. FOR AN INDEFINITE PERIOD			
10. 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)			
<input type="checkbox"/> 30 DAYS <input type="checkbox"/> 30 DAYS <input type="checkbox"/> 15 DAYS <input checked="" type="checkbox"/> AVAILABLE ON DATE OF RECEIPT OF ORDERS			
11. 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.			
12. SIGNATURE OF APPLICANT			
Applicant's Signature			

DA FORM 168-R, JUL 2010

PREVIOUS EDITIONS ARE OBSOLETE

NO FEE





11, 12 will NOT change

- **Block 10a must match DA61/Blk 5**
- **Block 13 is used for EFMP, JD, etc; list spouses name, MOS, and last 4**

Statement of Understanding (SOU)





- **Refer to downloads tab**
- **ALL MUST include minimum of para's 1,2,3,7,8,9,10**
- **Only include Para's 4,5,6 if applicable**
- **Must be signed (digital accepted)**



(INSERT LETTERHEAD)

DEPARTMENT OF DEFENSE
OFFICE OF THE
(INSERT OFFICE SYMBOL)

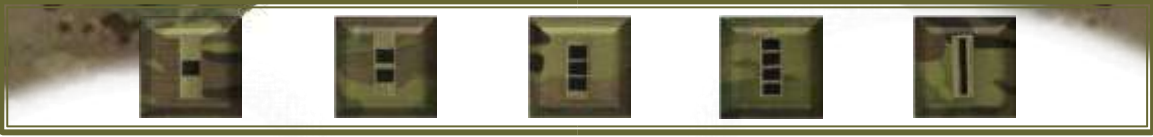
(Insert Date)

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

SUBJECT: Statement of Understanding

1. I understand that if I am appointed as a warrant officer in the U.S. Army Reserves with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course unless I have been pre-certified by the warrant officer military occupational specialty (WOMOS) proponent. I understand that my application packet, to include all enclosures, may be converted to an electronic file and made available for review by qualifying officials at WOMOS proponent schools, Headquarters, Department of the Army, and other locations in order to determine my qualifications and competitive standing for appointment as a warrant officer.
2. I further understand that if I am appointed as a warrant officer in the U.S. Army Reserves without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course within 2 years of appointment unless I have been pre-certified by the WOMOS proponent or unless extended by Headquarters, Department of the Army.
3. I further understand that I will require a moral exception to policy if I have ever under either military or civilian law 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 (excluding traffic violations involving a fine or forfeiture or \$250 or less). If applicable, I have disclosed any/all offenses of this nature in my application.
4. COMMISSIONED OFFICERS ONLY: I certify that I am not currently selected for involuntary separation (Officer Separation Board, twice non-select for promotion)
5. FOR SISTER SERVICE APPLICANTS ONLY (Air Force, Coast Guard, Marines, Navy): I fully understand that if I am selected for the Warrant Officer Program, I will be required to attend Army Basic Training prior to attending Warrant Officer Candidate School if I have not successfully completed an Army Basic Training, Warrior Transition Course, Marine Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training. This requirement applies to all ranks for both active and reserve components.
6. AGR TITLE 10 APPLICANTS ONLY: I understand that if I am selected for the Warrant Officer Program (U.S. Army Reserves with concurrent active duty), I will be required to submit a voluntary release from the AGR program (AGR REFRAD) through the appropriate AGR separations team. Additionally, I understand that I am responsible to align my AGR REFRAD with my given WOCS date based on HRC orders.





Tattoo Validation/Waiver Request (Sister Services ONLY)






More info required for **ALL** Sister Service applicants

Commander (O-5 or above) will verify/document any extremist, indecent, sexist or racist tattoos anywhere on applicant's body (IAW AR 670-1 and verify any tattoos below the wrist/above the collar (in Summer PFU) (See AR 670-1, Para 3-3c for guidance)

- If applicant does not have extremist, indecent, sexist or racist tattoos or tattoos below the wrist/above the collar (in Summer PFU), the CDR will indicate "None" on lines 1.a. and 2.a though 2.d (respectively)
- Ring tattoos DO NOT have to be full ring circle but MUST fall in to area of the finger and is not racist/sexist/extremist (as determined by the O5 UCMJ CDR or above); does not have to meet the traditional image/shape of a ring
- CDR selects either "is" or "is not" in compliance (para 3); "does" or "does not" (para 4); and Recommend "Approval" or Recommend "Disapproval" (para 6)



**Sister Service Unit
Memorandum Letter head**

REF ID: A17400106
Office Symbol: 22 OCT 2014

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP,
Fort Knox, Kentucky 40121-2725
SUBJECT: Tattoo Validation and Policy Waiver Validation for SFC SMITH, Thomas T., xxx-xx-0000

- A check for tattoos or brands on SFC 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 10 APR 2015):
 - Chest:
 - Left - 4.0" x 3.0", "hand gun" with "bullet", applicant states tattoo was obtained as symbol of previous combat tour.
- In accordance with AR 670-1, Para. 3-3e (dated 10 APR 2015), 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:
 - Head (including on/inside the eyelids, mouth, and earface): None
 - Above the Army (short sleeve) PT Shirt neck line: None
 - Hands (allowed one ring tattoo per hand IAW AR 670-1, Para 3-3c): None
 - Below the wrist bone:
 - Right - 2.0" x 2.0", family symbol "MS" with "J" one side and "T" on the other.
 - Left - 2" x 1", "Mickey Mouse"
- SFC Smith **is or is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3b and 3-3c.
- SFC Smith **does or does not** require a tattoo waiver for warrant officer appointment.
- SFC Smith has been counseled that if he/she obtains any new tattoos, brands or imitations 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.
- Recommend **approval or Recommend disapproval** of SFC Smith's tattoo waiver request.
- Point of contact for this action is the undersigned at 917-342-xxxx or je.jones@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)





Tattoo Waiver Request (ARMY Only)






Memo required ONLY if applicant has tattoos below the wrist/above the collar (in short sleeve PT shirt) that are NOT documented correctly in iPERMS

- iPERMS Tattoo compliance verified by the applicant's S1 on the application checklist
- Sample Tattoo memo located on downloads tab of Recruiting website
- Ring tattoos DO NOT have to be full ring circle but MUST fall in to area of the finger and is not racist/sexist/extremist (as determined by the O5 UCMJ CDR or above); does not have to meet the traditional image/shape of a ring

Moral

Waiver Prerequisite Waiver/ETP

(Must submit ALL Supporting Documents) / WOMOS Prerequisite)



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2726

RCRO-SP-B

22 OCT 2014

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

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

1. In accordance with AR 670-1, Para. 3-3e (dated 10 APR 2015), 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 ears/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"
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-e, he/she could be removed for consideration for warrant officer appointment
6. Recommend approval or disapproval of SFC Smith's tattoo waiver request.
7. Point of contact for this action is the undersigned at 917-342-xxxxx or 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)

(Age / AFS





DEPARTMENT OF THE ARMY

HRM/DA-00

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-3725

SUBJECT: Request for Moral Waiver

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral waiver 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 waiver request if you responded YES to block#26 on DA Form 61. If you responded NO, you do not need a moral waiver.

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

Mitigating circumstances surrounding the charge. Two points to address:

- (1) Explain the incident (what, when, where, 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 waiver request must be submitted for each offense.
- 2.) Moral waiver 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 USAEEC with a request for more information from applicant.
- 3.) This waiver request will not go before the selection board once approved. Please use an enough 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. HRCC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

If no supporting documents, provide a sworn statement, MFR, or affidavit

Self-Signed

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



DEPARTMENT OF THE ARMY

HRM/DA-00

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-3725

SUBJECT: Request for Postgraduate Waiver

Mitigating circumstances:

1. (State the type of waiver you are requesting)

Example: (1) Request an age waiver

(2) Request an Active Federal Service Waiver

(3) Request a postgraduate waiver (name the postgraduate(s) you wish to attend)

2. Approval can request a postgraduate, APS or age waiver, but not otherwise will get them approved. Give a detailed explanation why you feel that waiver should be approved. Please note that waivers are approved only in unusual circumstances. Postgraduate waiver requests that do not give adequate justification, i.e. unusual skills, unique talent, special circumstances, etc. will probably be disapproved. With APS waiver (request if you have 12 or more years APS) or age waiver (request if you will be 35 or older for recruits or 46 for technicians, by the maximum 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 contact a packet, unusual skills, or unique talent. Asking for these waivers 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 credits, experience, training or assignments that are similar to MOS you wish to apply for.
- 2.) Make your request valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed. That doesn't stand 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 15 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 request will not appear before the selection board once approved. Please use an enough 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 effect the approval of the request. Board members may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Self-Signed

USARMC PL 100-1, 1 Dec 2007

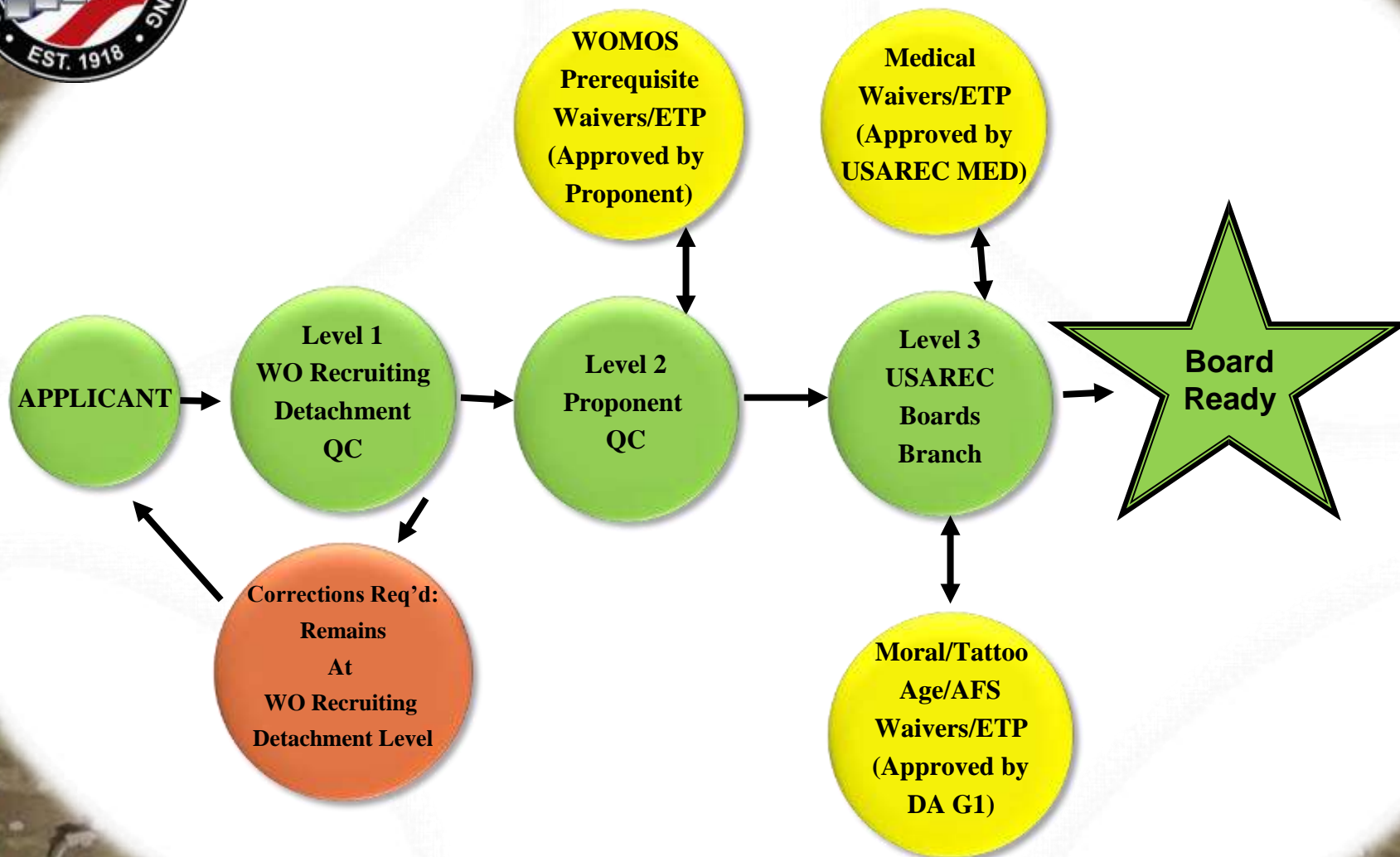
VA-00





Application Process







Non Competitive - Non-Select (NC-NS) notified via email; NOT annotated on the MILPER Message

Warrant Officer Candidate School

- **Selectees will attend Warrant Officer Candidate School (WOCS)**
 - E5 graduate from BLC and E6 and above = 4 weeks and 4 days
 - E5 non-graduate from BLC and all E1 to E4 = 6 weeks and 4 days
 - Other services = 6 weeks and 4 days w/exceptions (Refer to SOU)
- **TDY and return to unit upon graduation, then PCS to WOBC location**
- **WOCS and Flight School are located at Fort Rucker, Alabama**
- **Graduation = Conditional Promotion (Appointment to WO1)**





Skill Enhancement
Development

Professional

Leadership Potential
Self Discipline
Attention to Detail
Time Management

Leadership
Communication
Management
Ethics

Sister Service Take-Aways



- Request REDD (GT Conversion) via email to your regional recruiting team
- Conditional Release (DD Form 368) / LOI (USAF Only) will be provided only if your Army GT is 110 or higher
- Conditional Release **MUST** be completely approved **PRIOR** to submission





Questions pertaining to MOS conversion/technical qualifications should be directed to the respective Proponent POC

- APFT must be graded by an Army SFC (E7) or above (inquire w/local Army Recruiting Office for assistance)
- Must submit tattoo validation memo (tattoo waiver request if applicable)

www.gowarrantnow.com

Key Take-Aways (All Applicants)

- Maintain situational awareness of the WO Website
- Packet deadlines/extensions/cancellations are posted on website and WO FB Page





Backwards plan for waiver/ETP requests

- Questions pertaining to MOS conversion/technical qualifications should be directed to the respective Proponent POC
- SWO LOR (if required) assistance provided by Proponent
- QC your own packet
- Follow submission procedures on the WO Website
- Print, scan, and submit application to the “NEW WARRANT PACKETS” organizational email

www.gowarrantnow.com

Questions?

Direct all inquiries to your regional Warrant Officer





Recruiters



“Warrant Officer Recruiting”

Southern/European Region WO Recruiting Detachment POCs:
CW3 Rich Brumfield / Richard.d.Brumfield.mil@mail.mil / 706-313-1231
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