

FY21
670A MS WARRANT OFFICER
APPLICATION CHECKLIST

Applicant Name (Last, First, MI): _____

- _____ Application Review Memorandum (completed by the recommending Senior Warrant Officer)
- _____ Application Memorandum (including required statements)
- _____ Religious Practice Statement
- _____ DA Form 61 Application for Appointment (with valid HT/WT and APFT statement signed by CO CDR in Block 41)
- _____ USAREC Form 3.3 Letter of Recommendation
 - _____ Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority): Must include statement of understanding that if Soldier is selected, the command will release the Soldier to attend the Warrant Officer Candidate Course as early as 31 January 2021 for Army or 15 November 2020 for sister service candidates.
 - _____ Company Commander Letter of Recommendation
 - _____ Senior Warrant Officer Letter of Recommendation
 - _____ Additional Letters of Recommendation (optional)
- _____ USAREC Form 3.2 Warrant Officer Resume
- _____ Enlisted Record Brief (ERB) or Service Equivalent Document (certified by unit MPD/S-1)
- _____ NCOERs (in order from newest to oldest)
- _____ AERs (in order from newest to oldest)
- _____ College Diploma (copy)
- _____ College Transcripts (copies; official transcripts must be submitted directly to USAREC)
- _____ Professional Certificates (copies)
- _____ DA Photo (within past 6 months)
- _____ Security Clearance Verification Statement (prepared & signed by unit security office/S-2)
- _____ Favorable Records Check Statement (prepared & signed by unit MPD/S-1)
- _____ USAREC Form 3.1 V3.2 Results of Medical Examination
- _____ DA Form 160-R Application for Active Duty (line 9a is checked for 6 years / sign line 14)
- _____ Letter of Purpose and Intent (1 page, handwritten)
- _____ DA Form 3575 Certificate of Acknowledgement & Understanding of Service Requirements
- _____ Army Tattoo ETP Memo (If not in compliance with AR 670-1, 25 May 2017)
- _____ Service Tattoo Validation/ETP Memo (Sister Service Applicants Only)
- _____ DD Form 368 Request for Conditional Release (Sister Service Applicants Only)
- _____ Waivers (if required; additional checklist for medical and moral/conviction waivers)