

**WARRANT OFFICER
640A VC APPOINTMENT FY21 APPLICATION CHECKLIST**

NAME: _____
(Last, First, MI)

E-MAIL ADDRESS: _____ Day Phone: _____

SSN: _____ MOS: _____

APPLICATION FOR: AD Warrant Officer USAR Warrant Officer

Basic Requirements - 640A:

- US Citizenship (No Waivers).
- General Technical (GT) score of 110 or higher (No Waivers).
- High school graduate or have a GED (No Waivers).
- FINAL Secret or Top Secret Security Clearance.
- Pass the commissioning physical.
- Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards.
- Age Requirement (46th birthday or less prior to their packet being boarded).
- TIS: 66-144 months AFS as of date of application to the board.
- All applicants must have 12 months remaining on their enlistment contract
- PMOS: 68R or 68S;
- Time in MOS (min - 5 years / max 12 years)
- Must be E5(P) or higher
- ALC graduate.
- Minimum AA/AS Degree with college level writing course. (Official transcripts must be sent to board from academic institution).
- Waivers: See MILPER Message for waiver considerations (e.g. Civilian acquired degrees and skills may qualify applicant for a waiver).

TAB 1. Application Documents

___ 1 Basic Application Memo

TAB 2. Statements of Vacancy and Understanding

___ 1 DA Form 160-R (AD Only)

TAB 3. Verification of Citizenship and EPSQ

___ 1 PSC statement verifying local records check

___ 1 Verification of Security Clearance

TAB 4. Required Service Statement

___ 1 DA Form 3575

TAB 5. Record of Medical Examination and Health History

___ 1 DD Form 2807-1, DD Form 2808

___ 1 USAREC Form 3.1, Medical Exam Memo

TAB 6. Additional Forms and Documents

___ 1 Tattoo waiver (if required)

___ 1 Waiver requests (e.g., AFS, Moral, etc.)

TAB 7. Professional and Credentialing Documents

___ 1 DA Form 61

___ 1 Resume (USAREC Form 3.2)

___ 1 Official Photo within past 12 months

TAB 8. Education Documents

___ 1 Transcripts (must show completed AA/AS degree)
* NOTE-Official transcripts MUST be sent in a sealed envelope from academic institution directly to US Army Recruiting Command. (POC Address for official transcripts is in MILPER Message). Attach a copy of all transcripts with packet that is submitted to the board.

TAB 9. Professional Evaluations and Recommendations

___ 1 Commander's Letter of Recommendation (do not confuse this with endorsement memo required for packet)

___ 1 3-Letters of Recommendation
(One from a Sr. VC Warrant Officer, one from a Field Grade Veterinary Corps Officer or Public Health Officer (MAJ/CW3 or higher) and one from the applicant's choosing. NOTE: Utilize USAREC Form 3.3. Attach a copy of the recommendation letters to packet.

TAB 10. Prior Service Records

___ 1 DD Form 214*, DD Form 215, or NGB Form 22

___ 1 Soldier Record Brief (SRB/ERB)

___ 1 NCOERS

___ 1 APFT Scorecards (DA Form 705)

TAB 11. Additional Forms and Documents for Board Members

___ 1 Statement of Motivation and Intent
(Hand-written, legible, one page, dated & signed)

Legend: *DD Form 214 must have separation code

Completed By:
Applicant's Signature _____

Sr. Warrant Officer (640A) review/signature: _____