

640A, VC FOOD SAFETY WARRANT OFFICER FY23 APPLICATION CHECKLIST

NAME: _____
(Last, First, MI)

E-MAIL ADDRESS: _____ Day Phone: _____

SSN: _____ MOS: _____

APPLICATION FOR: AD Warrant Officer USAR Warrant Officer

640A Basic Requirements

- 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 (No Waivers)
- Pass the standard 3-event APFT or the Gold Standard for the ACFT and meet height/weight standards
- Pass the commissioning physical
- Minimum of 12 months remaining on enlistment contract
- Active Federal Service (AFS): Have 12 years or less AFS as of date of application to the board
- Age Requirement: 45 years of age or less at time of appointment to WO1
- PMOS: 68R (AD), 68R or 68S (USAR)
- Minimum time in MOS, 60 months
- RANK: Must be SGT(P)/E5(P) or higher
- ALC graduate
- Minimum AA/AS degree with college level writing course
- Waivers: See MILPER for waiver considerations

TAB 1. Application Documents

- ___ 1 Basic Application Memo
- ___ 1 DA Form 160-R (AD Only)

TAB 2. Required Service Statements

- ___ 1 DA Form 3575
- ___ 1 Statement of Understanding

TAB 3. Verification of Citizenship and Security Clearance

- ___ 1 PSC statement verifying local records check
- ___ 1 Verification of Security Clearance

TAB 4. Record of Medical Examination and Health History

- ___ 1 DD Form 2807-1, DD Form 2808
- ___ 1 USAREC Form 3.1, Medical Exam Memo

TAB 5. Prior Service Records (if applicable)

- ___ 1 DD Form 214*, DD Form 215, or NGB Form 22
- NOTE: *DD Form 214 must have separation code

TAB 6. Waivers / Exception to Policy (if applicable)

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

TAB 7. Professional and Credentialing Documents

- ___ 1 DA Form 61
- ___ 1 Official Transcripts
NOTE-Official transcripts must be sent from the academic institution directly to US Army Recruiting Command. Include copies of transcript(s) in the packet.
- ___ 1 Resume (USAREC Form 3.2)

TAB 8. Soldier's Service Records

- ___ 1 Soldier/Enlisted Record Brief (SRB/ERB)
- ___ 1 NCOERs
- ___ 1 APFT/ACFT Scorecard (DA Form 705)

TAB 9. Professional Letters of Recommendation

- ___ 1 Commander's Letter of Recommendation (LoR)
NOTE: Do not confuse with endorsement memo.
 - ___ 3 Letters of Recommendation
 - 1-Sr. VC Warrant Officer
 - 1-Field Grade VCO/PHO (MAJ/CW3 or higher)
 - 1-Applicant's choosing
- NOTE: Utilize USAREC Form 3.3 (Military only). Include copies of the recommendation letters in the packet.

TAB 10. Personal Statement of Motivation/Intent

- ___ 1 Statement of Motivation and Intent

Applicant's Signature _____

Sr. WO (640A) review/signature: _____