Warrant Officer Applicant Brief

48 Specialties – 17 Branches

U.S. ARMY
WARRANT OFFICER
RECRUITING

Subject Matter Experts Since 1918

www.gowarrantnow.com
The Warrant Officer Recruiting Company is tasked with recruiting highly qualified in-service applicants who demonstrate character, competence, and commitment to serve as capable active duty Army Warrant Officers.
Terms of Reference

**Technicians**
- 17 Branches, 47 Specialties
- Usually SGT or higher
- Most require completion of ALC
- Meet MOS prerequisites

**Aviators**
- 1 Branch, 1 Specialty - 153A
- Open to all MOSs and ranks
- Passing SIFT Score - 40+
- Class I Flight Physical
Define a Warrant Officer
DA Pam 600 - 3

The Army Warrant Officer is a self-aware and adaptive technical expert, combat leader, trainer, and advisor. Through progressive levels of expertise in assignments, training, and education, the WO administers, manages, maintains, operates, and integrates Army systems and equipment across the full range of Army operations. WOs are innovative integrators of emerging technologies, dynamic teachers, confident warfighters, and developers of specialized teams of Soldiers. They support a wide range of Army missions throughout their careers.
Applicant Characteristics

- Independent Operator
- Leader
- Self Confident
- Dependable
- Ethical and Moral

- Decision Maker
- Self Sufficient
- Mature
- Complex Problem Solver
- Mentally and Physically Strong
<table>
<thead>
<tr>
<th>Technician Level</th>
<th>TIG Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>153A / 170D</td>
<td></td>
</tr>
<tr>
<td>2 years TIG</td>
<td>2 years TIG</td>
</tr>
<tr>
<td>4-5 years TIG</td>
<td>5-6 years TIG</td>
</tr>
<tr>
<td>4-5 years TIG</td>
<td>5-6 years TIG</td>
</tr>
<tr>
<td>4-5 years TIG</td>
<td>5-6 years TIG</td>
</tr>
<tr>
<td>5-6 years TIG</td>
<td>5-6 years TIG</td>
</tr>
</tbody>
</table>
Extended Career

Total Years Active Federal Service

30 Years
1SG / MSG and CSM/SGM

26 Years
1SG/MSG

24 Years
SFC

20 Years
SSG

30 + Years of WO SVC
*Continued Promotion / Age 62
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Base Pay Comparison

APPROX SNAPSHOT
E-5 vs W-1 at 6 years TIS = $1148
E-6 vs W1 at 10 years TIS = $946
E-7 vs W1 at 16 years = $519

2024 Pay Scale
Aviation Incentive Pay

- Under 2 Years
  - $125
- Over 2 Years
  - $200
- Over 6 Years
  - $700
- Over 10 Years
  - $1000
Where to Begin

www.gowarrantnow.com
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. Adjudicated Secret or Top-Secret Security Clearance **No Waiver**
5. Have ≥ 12 months remaining on enlistment contract **ETP Avail**
6. Pass Commissioning Physical for Tech or Flight Physical for Aviators **Waiver/ETP Avail**
7. Technicians: Age < 46 years when pin WO1 / Active Federal Service < 12 years at time the DA 61 is signed by applicant **ETP Avail**
8. Aviators: Age < 33 years at time packet is boarded / Active Federal Service < 8 years at time the DA 61 is signed by applicant **ETP Avail**
## Warrant Officer MOSs

<table>
<thead>
<tr>
<th>WO MOS</th>
<th>MOS Description</th>
<th>Enlisted Feeder MOSs</th>
</tr>
</thead>
<tbody>
<tr>
<td>120A</td>
<td>Construction Engineering Technician</td>
<td>12H, K, N, P, Q, R, T, W</td>
</tr>
<tr>
<td>125D</td>
<td>Geospatial Engineering Technician</td>
<td>12Y, 35F, G</td>
</tr>
<tr>
<td>140K</td>
<td>Air and Missile Defense Tactician</td>
<td>14E, H, T</td>
</tr>
<tr>
<td>140L</td>
<td>Air and Missile Defense Technician</td>
<td>14E, H, T, 94S</td>
</tr>
<tr>
<td>150A</td>
<td>Air Traffic and Air Space Management Technician</td>
<td>15Q</td>
</tr>
<tr>
<td>150U</td>
<td>Tactical Unmanned Aerial Systems Technician</td>
<td>15C, 15E, 15M, 15W</td>
</tr>
<tr>
<td>151A</td>
<td>Aviation Maintenance Technician</td>
<td>CMF 15 MOS (Except 15P, Q)</td>
</tr>
<tr>
<td>153A</td>
<td>Rotary Wing Aviator</td>
<td>All MOSs</td>
</tr>
<tr>
<td>170A</td>
<td>Cyber Operations Technician</td>
<td>All MOSs</td>
</tr>
<tr>
<td>170B</td>
<td>Electromagnetic Warfare Technician</td>
<td>All MOSs</td>
</tr>
<tr>
<td>170D</td>
<td>Cyber Capabilities Developer Technician</td>
<td>All MOSs</td>
</tr>
<tr>
<td>255A</td>
<td>Data Operations Warrant Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>255N</td>
<td>Network Operations Warrant Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>255S</td>
<td>Cyberspace Defense Warrant Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>270A</td>
<td>Legal Administrator</td>
<td>27D, 42A, 36B, 51C</td>
</tr>
<tr>
<td>311A</td>
<td>CID Special Agent</td>
<td>31D, 31B with ASI V5</td>
</tr>
<tr>
<td>350F</td>
<td>All Source Intelligence Technician</td>
<td>35F</td>
</tr>
<tr>
<td>350G</td>
<td>GEOINT Imagery Technician</td>
<td>35G</td>
</tr>
<tr>
<td>351L</td>
<td>Counterintelligence Technician</td>
<td>35L</td>
</tr>
</tbody>
</table>

**Critical Mission**

Open to ALL MOSs provided prerequisites are met

UNCLASSIFIED
# Warrant Officer MOSs

<table>
<thead>
<tr>
<th>WO MOS</th>
<th>MOS Description</th>
<th>Enlisted Feeder MOSs</th>
</tr>
</thead>
<tbody>
<tr>
<td>351M</td>
<td>Human Intelligence Collection Technician</td>
<td>35M</td>
</tr>
<tr>
<td>351Z</td>
<td>Attaché Intelligence Operations Technician</td>
<td>All MOS with SQI 7</td>
</tr>
<tr>
<td>352N</td>
<td>SIGINT Analysis Technician</td>
<td>35N, P, S</td>
</tr>
<tr>
<td>352S</td>
<td>Signals Collection Technician</td>
<td>35S</td>
</tr>
<tr>
<td>353T</td>
<td>MI Systems Maintenance/Integration Technician</td>
<td>35T</td>
</tr>
<tr>
<td>420A</td>
<td>Human Resources Technician</td>
<td>42A</td>
</tr>
<tr>
<td>420T</td>
<td>Talent Acquisitions Technician</td>
<td>79R; All MOSs</td>
</tr>
<tr>
<td>740A</td>
<td>Chemical, Biological, Radiological and Nuclear Tech</td>
<td>74D</td>
</tr>
<tr>
<td>880A</td>
<td>Marine Deck Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>881A</td>
<td>Marine Engineering Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>882A</td>
<td>Mobility Officer</td>
<td>All MOSs</td>
</tr>
<tr>
<td>890A</td>
<td>Ammunition Warrant Officer</td>
<td>89A, B, D</td>
</tr>
<tr>
<td>913A</td>
<td>Armament Systems Maintenance</td>
<td>91A, F, M, P</td>
</tr>
<tr>
<td>914A</td>
<td>Allied Trades Warrant Officer</td>
<td>91E, X</td>
</tr>
<tr>
<td>915A</td>
<td>Automotive Maintenance Warrant Officer</td>
<td>91A, B, H, M, P, S, X</td>
</tr>
<tr>
<td>919A</td>
<td>Engineer Equipment Maintenance Warrant Officer</td>
<td>91B, C, D, H, J, L, X</td>
</tr>
<tr>
<td>920A</td>
<td>Property Accounting Technician</td>
<td>92Y</td>
</tr>
<tr>
<td>920B</td>
<td>Supply Systems Technician</td>
<td>92A, 68J</td>
</tr>
<tr>
<td>921A</td>
<td>Airdrop Systems Technician</td>
<td>92R</td>
</tr>
<tr>
<td>922A</td>
<td>Food Service Technician</td>
<td>92G, 68M</td>
</tr>
<tr>
<td>923A</td>
<td>Petroleum Systems Technician</td>
<td>92F, L, W</td>
</tr>
</tbody>
</table>
Packet Submission Deadlines

<table>
<thead>
<tr>
<th>Board Dates</th>
<th>New Packet Deadline</th>
<th>Corrections Deadline</th>
<th>Updates Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-26 Jul 24</td>
<td>15-May-24</td>
<td>10-Jun-24</td>
<td>08-Jul-24</td>
</tr>
<tr>
<td>23-27 Sep 24</td>
<td>15-Jul-24</td>
<td>05-Aug-24</td>
<td>09-Sep-24</td>
</tr>
</tbody>
</table>

- Deadline verification, extensions, and changes announced on www.gowarrantnow.com
- Failure to meet deadlines may delay packet to a later selection board
- Applicants requiring waiver(s)/ETP(s) must plan for early packet submission
Application Documents

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

48 SPECIALTIES - 17 BRANCHES

www.gowarrantnow.com

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## The Application

### Board Packet
1. DA Form 61
2. USAREC Form 3.3
3. USAREC Form 3.2
4. Soldier Talent Profile or Equivalent
5. Evaluations *(Newest to oldest)*
6. AERs/1059s *(Newest to oldest)*
7. College Transcripts
8. Professional Certificates *(If applicable)*
9. SIFT Score Sheet *(153A only)*

### Supporting Documents
1. Security Clearance Verification Memo
2. USAREC Form 3.1
3. DA Form 160
4. Statement of Understanding
5. Approved DD Form 368 *(NG/USAR/IS only)*
6. REDD Report *(Interservice only)*
7. Tattoo Validation Memo *(Interservice only)*
8. Waiver/ETP Requests *(w/ supporting documents)*
9. DA Form 705
10. DA Form 5500 / 5501 *(If applicable)*
11. Checklist *(S1 OIC/HR Tech and SWO signatures)*
- Applicant must sign
- Unit Commander must sign verifying ACFT & Ht/Wt
All applicants require at a minimum 3 LORs

- First and Second level UCMJ authorities
- Senior Warrant Officer

3 Supplemental LORs allowed (max for LORs is 6)

- SWO must include Branch/MOS
- LORs are valid for 12 months from date of signature/90 days upon unit arrival (PCS)
- Must be digitally signed
- Joint or unique organization LOR ETP available
Resume

USAREC Form 3.2

Why are you qualified to be an Army Warrant Officer?
Why are you qualified to be an Army Aviator, HR Technician, Logistician?
What will you contribute to the Army as a Warrant Officer?
Why do you want to be an Army Warrant Officer?

SECTION I - ADMINISTRATIVE DATA

1. NAME: DOE, JOHN B.
2. RANK: 1SG
3. FAX: 555-1212
4. UNIT: HHC, XII Corps, 123 Military Street, Fort Base, TX 12323
5. EMAIL ADDRESS: JOHN.B.DOE.MIL@SAMPLE.MIL

SECTION II - CIVILIAN EDUCATION

Bachelor of Science - Business Administration, Duke University, GPA 3.96, Summa Cum Laude
Master of Arts - Human Resources, Winthrop University, current GPA 3.6, projected graduation 31 December 2021

SECTION III - OBJECTIVE

List all of the armed forces MOSs to include a brief note of what you are applying for in order of preference.
1. 153A - Rotary Wing Aviator
   NOTE: MUST MATCH DAM6, DCHS 75 & 7B AND DA169R, BIC 106
2. 352S - Signals Collection Technician
3. 420A - Human Resources Technician

SECTION IV - MILITARY EXPERIENCE

List in order from most recent to earliest, duties, accomplishments, or positions. Include title, rank, organization, dates, and any leadership or supervisory responsibilities. Describe the impact your service has had on your personal and professional development.
1. DATES (FYI): 2010-2012 to Present
   ORGANIZATION: HHC, XII Corps, 123 Military Street, Fort Base, TX 12323
   POSITION TITLE: MATCH TITLES TO STRAND ANDER EVALEUATION REPORTS
   DUTIES (list below to include significant contributions):
   NOTES: List all assignments in descending order, beginning with most recent.
2. DATES (FYI): 2010-2012
   ORGANIZATION: HHC, 1-23rd ADA, 456 Navy Lane, Camp Base, AD 01112
   POSITION TITLE: MATCH TITLES TO STRAND ANDER EVALEUATION REPORTS
   DUTIES (list below to include significant contributions):
   NOTES: Focus on measures of success, not just job descriptions. Describe clear, concise, and complete sentences. Focus on measurable measures of success, unique characteristics, compelling achievements, executed standards, and additional duties. Use evaluators as a reference only, not as resume entry. Make a separate entry for deployments, especially if position title, description, or contributions are different.

SECTION VII - SIGNATURE

NAME: DOE, JOHN B.
RANK: NSG
SIGNATURE: Applicant's Signature
DATE (DD/MM/YYYY): TODAY
Security Clearance Verification

- Complete fillable version
- SECRET valid for 10 yrs from date granted
- TOP SECRET valid for 6 yrs from date granted
- Resubmission Status and Date required if clearance is due for reinvestigation.
  - Example - Enrolled in CE 23 Jan 2021
  - Example - PR Submitted 23 Jan 2021
• 150A/153A: line f must be completed

• 150A/153A: must include stamped DD 2808 page 1

• Technical MOS with medical waiver follow instructions on website

• Must include physician stamp
  ➢ Physicians without a stamp must include a MFR
**APPLICATION FOR ACTIVE DUTY**

For use of this form, see AR 15-1, or prescribed agency.

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

**AUTHORITY:** Title 10 USC, 12301(d), 10 USC 10204.

**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:** Voluntary, failure to furnish information may result in denial of application for active duty.

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

| ITEM | INFORMATION
|------|----------------
| 1. DATE | 20191219
| 2. TO Commander | U.S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121
| 3. FROM (Last, First, Mi.) | DOE, JOHN B.
| 4a. BRANCH | Enlisted: NA, Officers: Branch
| 4b. PRESENT RESERVE GRADE | 35S
| 5a. MOS/AOC | 5b. COMPONENT | REGULAR ARMY
| 6a. PERMANENT HOME ADDRESS (Include ZIP code) | ENTER HOME OF RECORD
| 6b. PHONE NO (Include area code) | +1 (321) 665-5959
| 7a. TEMPORARY ADDRESS (Include ZIP code) | ENTER CURRENT ADDRESS
| 7b. DURATION | Find of current assignment
| 7c. PHONE NO (Include area code) | +1 (125) 867-5349
| 8. NOTE: Text cuts off. Proceed as normal.
| 8a. PRESENT ACTIVE DUTY GRADE | E-6
| 8b. ORGANIZATION AND STATION ASSIGNMENT | HRC, XII Corps, 123 Military Street
| 8c. OTHER BRANCHES (List in order of preference) | BLK 9: Note—Technicians will input 6/Aircrew (153A) will input 10
| 9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches, and qualified for, and accepted for active duty in another branch: [Check appropriate box] - FOR A PERIOD OF: [ ] 6-10 YEARS [ ] FOR AN INDEFINITE PERIOD
| 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: [ ] 153A/352S/420A [ ] 153A/352S/420A [ ] 153A/352S/420A
| 11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below, in order of preference: [ ] ASAP
| 12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty: [ ] 10 DAYS [ ] 20 DAYS [ ] AVAILABLE ON DATE OF RECEIPT OF ORDERS
| 13. REASONS: (If more space is needed, continue on separate sheet) INCLUDE ESSENTIAL ASSIGNMENT CONSIDERATIONS, E.G. EXCEPTIONAL FAMILY MEMBER PROGRAM OR MARRIED ARMY COUPLES PROGRAM
| 14. SIGNATURE OF APPLICANT | DATE SIGNED

**DA FORM 160, SEP 2019**
Statement of Understanding

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

SUBJECT: Statement of Understanding, effective 1 February 2024

As part of the Warrant Officer application, by signing and submitting this Statement of Understanding, I acknowledge and understand the following:

1. The application, to include all enclosures, will be converted to an electronic file and made available for review by qualified officers at the 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 (WO).

2. If appointed as a WO 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 (WOBC), unless certified by the WOMOS proponent.

3. If appointed as a WO 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 WOBC within two years of appointment, unless certified by the WOMOS proponent or extended by Headquarters, Department of the Army.

4. A conduct waiver is required when a court has convicted or imposed another type of adverse disposition such as, but not limited to, fines, imprisonment, community service, placed on probation, parole or pardoned, or have been ordered to deposit bail or collateral for a violation of any law, police regulation or ordinance, and traffic violations involving a fine or forfeiture of $100 or more. This includes juvenile offenses, expired dispositional orders, non-judicial punishments, and courts-martial proceedings. Major misconduct offenses require general officer endorsement and conduct waiver case summary. If applicable, any offences or this nature must be disclosed in the application in accordance with Army Directive 2030-06, dated 29 August 2006.

5. If commissioning physical medical waiver is recommended or a PULHES numerical designator of 2 or higher denotes a restriction (AW AR 40-501, Chapter 2, and DOD 6130.03 Section 5), submit all commissioning physical pages i.e. DD 2808. DD 2807-1, UF 3.1, commissioning labs, audiogram report if not annotated on DD 2808; VA C&P exam reports if received or receiving VA disability, medical treatment records and

SIGNATURE:
NAME:
RANK, Current MOS:
# Waiver / ETP Requests

<table>
<thead>
<tr>
<th>WAIVER / ETP</th>
<th>APPROVAL AUTHORITY</th>
<th>APPROX TURN AROUND TIME</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age / AFS</td>
<td>DA G1</td>
<td>2 - 4 Weeks</td>
<td>Self Signed Memo</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>Proponent</td>
<td>1 - 2 Weeks</td>
<td>Self Signed Memo</td>
</tr>
<tr>
<td>Medical</td>
<td>USAREC G3</td>
<td>4 - 8 Weeks</td>
<td>Submit docs to WORC</td>
</tr>
<tr>
<td>Medical Review</td>
<td>USAREC G3</td>
<td>4 - 8 Weeks</td>
<td>Submit docs to WORC</td>
</tr>
<tr>
<td>Tattoo</td>
<td>USAREC CG</td>
<td>1 - 3 Weeks</td>
<td>Self Signed Memo / LTC Signed Memo / Color photos with ruler</td>
</tr>
<tr>
<td>Traffic / Conduct</td>
<td>SORB BN CDR</td>
<td>1-2 Weeks</td>
<td>Self Signed Memo</td>
</tr>
<tr>
<td>Major Conduct</td>
<td>DA G1</td>
<td>2 - 4 Weeks</td>
<td>Self Signed Memo / GO Endorsement / Case Summary</td>
</tr>
<tr>
<td>ACFT</td>
<td>DA G3</td>
<td>Unknown</td>
<td>Approved prior to submission</td>
</tr>
</tbody>
</table>
Tattoo Guidance IAW Army Directive 2022-09

- One tattoo on each hand or palm, not to exceed one inch in all directions
- Unlimited number of tattoos between the fingers, if not visible when fingers are closed
- One ring tattoo on each hand
- One tattoo on the back of the neck, not to exceed two inches in all directions
- One tattoo behind each ear that does not extend forward of the ear lobe, not to exceed one inch all directions
MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-IMPO-D, 300 Army Pentagon, Washington DC 20318-0360

SUBJECT: Tattoo Validation and Exception to Policy Request for SSgt Doe, John B., XXX-XX-1234

1. A check for tattoos or brands on SSgt Doe’s entire body was conducted. The below listing identifies brands that could be perceived as prejudicial to good order and discipline or considered extremist, indecent, sexist, and/or racist in accordance with guidance provided in Army Regulation 670-1, para 3-3b., (dated 26 January 2021) and Army Directive 2022-09 (date 23 June 2022).

   a. Chest: Left – 4.0” x 3.0”, image of handgun and bullet; applicant states tattoo was obtained as a symbol of a previous combat tour.

2. In accordance with AR 670-1, para 3-3 e., and Army Directive 2022-09, a check for tattoos and/or brands above the neckline, below the wrists, and on the hands was conducted on SSgt Doe. The below listing identifies tattoos or brands identified.

   a. Head (including on/inside the eyelids, mouth, ears, face): None.
   b. Above the arms: (short sleeve) PT shirt neckline: None.
   c. Hands (allowed one ring tattoo per hand IAW AR 670-1, para 3-3 c.): None.
   d. Below the wrist bone: Right - 0.5” x 0.25”; American flag.

3. SSgt Doe is or is not in compliance with Tattoo, Branding, and Body Mutation Policy, AR 670-1, para 3-3 and Army Directive 2022-09.

4. SSgt Doe does or does not require a tattoo exception to policy for Warrant Officer appointment.

5. SSgt Doe has been counseled if he obtains any new tattoos which are in violation for AR 670-1, para 3-3 b-c. or Army Directive 2022-09, he could be removed from consideration for Warrant Officer appointment.

6. Recommend approval or disapproval of SSgt Doe’s tattoo exception to policy request, if applicable.

7. Point of contact for this action is the undersigned at (123) 456-7890 or email joshua.a.cdr.mil@gmail.mil.

SAMPLE End:

JOSHUA A. CDR

LTC, IN

Commanding

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MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D, 300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Tattoo Exception to Policy Request for SSG Doe, John B., XXX-XX-1234

1. In accordance with AR 670-1, para 3-3 e. (dated 25 June 2022) a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted on SSG Doe, John B. The below listings identifies those tattoos or brands identified:
   a. Head (including outside the eyelids, mouth, ears, face): None.
   b. Above the Army (short sleeve) PT shirt neckline: None.
   c. Hands (allowed one ring tattoo per hand IAW AR 670-1, para 3-3 c.): None.
   d. Below the wrist bone: Right - 0.5" x 0.25", American flag.

2. SSG Doe is not in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, para 3-3 and Army Directive 2022-09.

3. SSG Doe has not conducted administrative separation proceedings IAW AR 670-1, para 3-3 f. (D)(c), and has been released by the Commander.

4. SSG Doe has been counseled IAW AR 670-1, para 3-3 h. prohibiting obtaining new tattoos in violation of AR 670-1, para 3-3 c or Army Directive 2022-09.

5. SSG Doe has been counseled if he obtains any new tattoos which are in violation for AR 670-1, para 3-3 b-c or Army Directive 2022-09, he could be removed from consideration for Warrant Officer appointment.

6. Strongly recommend approval of SSG Doe’s tattoo exception to policy request.

7. Point of contact for this action is the undersigned at (123) 456-7890 or email joshua.a.cdr.mil@mail.mil

SAMPLE Ends:
Separation Board Proceedings

JOSHUA A. CDR
LTC, IN
Commanding

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPO-D, 300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Tattoo Exception to Policy Request for SSG Doe, John B., XXX-XX-1234

1. Request for an exception to policy on the tattoo to be approved in support of my Warrant Officer application.

2. I have a tattoo on my right wrist, 0.5" x .025", American flag, which is in violation of AR 670-1, para c. and Army Directive 2022-09. When I enlisted in the Army on 19 July 2016, I received an exception to policy approval by the Recruiting Battalion XO, MAJ Frank S. Smith, documented on DD Form 1868/4 on page #4 in the remarks section. OR I have a tattoo on my right wrist, 0.5" x .025", American flag, which is in violation of AR 670-1, para c. The tattoo was not documented in official Army Human Resources Records.

3. For favorable consideration, I attached a copy of the tattoo removal plan as part of the exception to policy request.

4. Point of contact for this action is the undersigned at (123) 456-0987 or email john.b.doe.mil@mail.mil

SAMPLE Ends:
Color Photos, with ruler
Tattoo Removal Plan
Self-Identification Memorandum
Command Validation Memorandum
DD Form 1868/4

JOHN B. DOE
SSG, USA
Platoon Sergeant
ETP and Waiver Requests

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPD-D, 300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Request for Age/Active Federal Service Exception to Policy or Prerequisite/ETS Waiver

1. Mitigating circumstances: provide detailed explanation why you feel this waiver and/or ETP should be approved. Please note that waiver(s)/ETP(s) are only approved in unusual circumstances. ETPs and waivers are for the following:

   a. Enlisted 153A applicants exceeding 32 years of age at the time of the board or 6 years of active federal service upon DA51 date

   b. Commissioned officer 153A applicants exceeding 32 years of age at the time of the board or 4 years of active federal commissioning service upon DA51 date

   c. Technicians exceeding 46 years of age at the time of the board or 12 years of active federal service upon DA51 date

   d. Applicants not meeting MOS specific prerequisites

   e. Applicants having less than 12 months remaining on current enlistment contract

2. Point of contact for this action is the undersigned at (202) 456-0687 or email john.b.doe.mil@mail.mil

JOHN B. DOE
SSG, USA
Platoon Sergeant

MEMORANDUM FOR Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-MPD-D, 300 Army Pentagon, Washington DC 20310-0300

SUBJECT: Conduct Waiver Request for SSG Doe, John B., 123-45-1234

1. Nature of Offense: Name of the Offense / Charge
   a. Date of Offense: DD MON YY
   b. Place of Offense: City, State
   c. Punishment Imposed: Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.

2. Mitigating circumstances: A conduct (moral) waiver is required when the final finding of a court or of another adjudicating authority is a conviction or other adverse adjudication such as, but not limited to, fines, imprisonment, placed on probation, paroled or paroled, or have ever been ordered to deposit bail or collateral for a violation of any law, police regulation or ordinance, including traffic violations involving a fine or forfeiture of $100 or more. This includes juvenile offenses, expunged dispositions, non-legalized punishments, and court-martial proceedings. Serious misconduct and major misconduct offenses require general officer endorsement. If applicable, any/all offenses of this nature must be disclosed in the application.

3. Serious misconduct and major misconduct offenses require General Officer endorsement. Conduct Waiver Case Summary, and submission no less than eight weeks prior to the desired board’s deadline, see Army Directive 2000-09 for details.

   Consider detailing the following elements:
   a. Explanation of the incident (what, when, where, how, etc.)
   b. Lessons learned
   c. Contributions to unit, community and military service

4. For favorable consideration, include any and all supporting documents such as: legible copies of court documents, police reports, article 15, or letter of reprimand. If unable to obtain supporting documents, submit affidavit detailing events, punishment, and unsuccessful attempts at obtaining required documentation.
Application Checklist

Warrant Officer Application Checklist

Submit legible copies in checklist order. Reference website for application submission instructions.

Applicant Name (Last, First, M/ Jr. Rank):

IPSS-A Employee ID Number: (Located in IPSS-A, under My Personnel Actions)

WOMOS 1:

Board Packet:
- DA Form 61: Application for Appointment
  - UF 3.3: (Company Commander LDR or applicable 1st level UCMJ authority) - Must be digitally signed
  - UF 3.3: Battalion Commander LDR (or applicable 2nd level UCMJ authority) - Must be digitally signed
  - UF 3.3: Group Commander LDR (or authorized representative) - 180A ONLY Must be digitally signed
  - UF 3.3: Senior Warrant Officer LDR (check MOS prerequisite) - Must be digitally signed
  - ODA Confirmation Interview Memo - 270A ONLY
  - UF 3.2: Resume
  - Soldier Talent Profile (STP) or equivalent - Realast Photo, Gender, Race, and Ethnic Group (MUST DISPLAY GT SCONE)
  - Evaluation Reports (ALL) in order from the most recent to oldest
  - Academic Evaluation Reports (DA Form 559a) in order from the most recent to oldest (MLC, SLC, ALC, BLC)
  - College Transcripts (official or unofficial)
  - Professional certificates or licenses
  - SPT Results - signed - 185A ONLY

Supporting Documents:
- DD Security Clearance Verification Review (signed by S2 or S3)
- DA Form 31.1: Physical Clearance
- Medical Waiver/Review: DD Form 2808, DD Form 2808-L, commissioning laws, medical treatment/physician records, and DA Form 3349 (profile) to verify POLHES
- DD Form 2808: Report of Medical Examination, Page 1 - stamped by AIRWOS - 155A and 155A ONLY
- DA Form 160: Application for Active Duty (required for all applicants)
- DA Form 744A: Application for US Army Maritime Certification - 880A and 881A ONLY
- Statement of Understanding
- DD Form 368: Request for Conditional Release - Reserve and inter-service Transfers ONLY
- Official Conditional Release approval message - Inter-service transfers ONLY
- Conditional Rank Resignation Memorandum - Commissioned Officers ONLY
- Conditional Branch Release Memorandum - Army Commissioned Officers ONLY
- DA Form 330: Language Proficiency Questionnaire (at least 2/5 proficiency) - 155A ONLY
- Assessment NTR/IR Memo - 170D ONLY
- REDO Report/ETF Conversion - inter-service transfers ONLY
- DA Form 705: ADFT Scorecard (signed by Army 5-5 or higher)
- Tattoo Validation Memorandum - inter-service transfers ONLY
- Tattoo ETP: self-signed memo, supporting documents (if not AFW 190 or 12 January 2021 and Army Directive 2023-08, dated 23 June 2022)
- Conduct Waiver: self-signed memo, supporting documents (as identified in DA Form 61, block 26)
- Serious Conduct Waiver: Additionally require DD endorsement and Case Summary in Word
- Age ETP: self-signed memo (if older than 33 at time of WOS- - 155A or 46 at time of appointment to WO1 - TCH)
- A/ES ETP: self-signed memo (if more than 8 yrs - 155A or 12 yrs - TCH by date on DA Form 55B block 42)
- A/ES ETP: self-signed memo (if more than 6 months - Commissioned Officers applying for 155A ONLY)
- Prerequisite Waiver: self-signed memo (check MOS prerequisites)
- WOMOS Specific Prerequisites (certificates of training as required by WOMOS, see WOMOS page)
- Checklist: signed by S-1 OIC/ISR and recommending Senior Warrant Officer

Completed and authenticated by S-1 OIC or HR Tech (Initial and Sign):

I certify the applicant is not flagged or barred from re-enlistment. ______ (Initial)

I certify applicable tattoos are in compliance with AR 670-1 and properly documented in IFIEMS. ______ (Initial)

I certify the applicant is not on Drill Sergeant assignment instructions-Amy ONLY ______ (Initial)

S-1 Certifying Official (printed name and title):

Signature:

Recommending Senior Warrant Officer

Reviewer (printed name and title):

Signature:

UNCLASSIFIED
Application Process

- **APPLICANT**
  - Level 1 WORC Administrative Qualification
  - Level 2 Proponent Technical Qualification
  - Level 3 USAREC Regulatory Qualification

- Prerequisite Waivers
  - Approved by Proponent

- Medical Waivers
  - Approved by USAREC CMD Surgeon

- Conduct/Traffic Waivers
  - Approved by SORB BN CDR

- AFS, Age Major Misconduct Waivers
  - Approved by DA G-1

- Tattoo Waivers
  - Approved by USAREC CG

Corrections Required

Board Ready
Selection Board Notes

- Results published via MILPER message 7-10 business days after WOSB concludes
- Fully Qualified packets boarded twice
- Fully Qualified - Select instructions and information disseminated via email 45-90 days after publication of MILPER message
- Non Competitive - Non Select must wait 12 months from initial DA 61 date to resubmit application
- USAREC G3 will no longer send emails notifying applicants of selection or non-selection status. MILPER message will be the exclusive form of official selection notification
Applicant Key Points

• Maintain situational awareness of application requirements; check website for current forms and documents
• Direct MOS specific questions, conversion / technical qualifications and SWO LOR to respective proponent POC
• Follow application submission instructions and naming conventions; ensure application not encrypted
• Contact a recruiter for application status every 10 -14 days until application is board ready
• AR/NG/IST - Conditional Release must be approved prior to application submission
• IST Only - Request REDD Report / GT Conversion from recruiter
Questions

www.gowarrantnow.com
https://www.facebook.com/GoWarrant/