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# Warrant Officer Applicant Brief

48 Specialties – 17 Branches



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

*Subject Matter Experts Since* **1918**

[WWW.GOWARRANTNOW.COM](http://WWW.GOWARRANTNOW.COM)



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# Warrant Officer Recruiting Mission

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.



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# 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.



WO1  
Basic level



CW2  
Intermediate



CW3  
Advanced



CW4  
Senior



CW5  
Master

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# Applicant Characteristics



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

- Decision Maker
- Self Sufficient
- Mature
- Complex Problem Solver
- Mentally and Physically Strong



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# Promotion Timeline

Technicians

153A / 170D

2 years TIG

2 years TIG

4-5 years TIG

5-6 years TIG

4-5 years TIG

5-6 years TIG

4-5 years TIG

5-6 years TIG

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# Extended Career

**Total Years Active  
Federal Service**

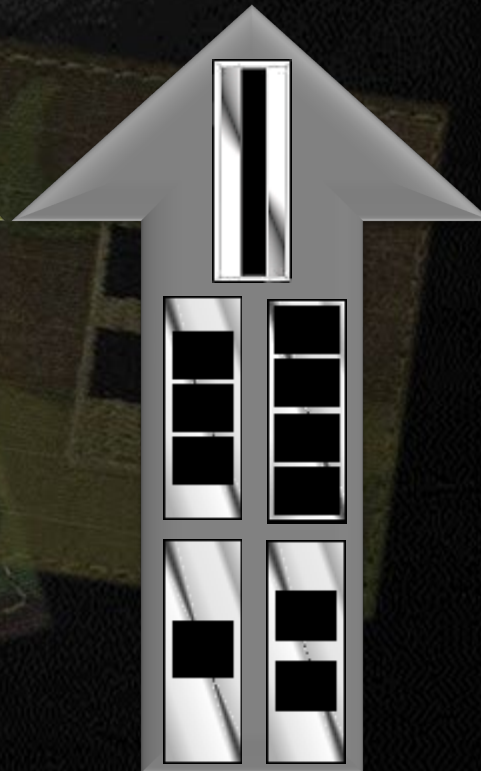
**30 + Years of WO SVC**  
\*Continued Promotion /  
Age 62

**30 Years**  
1SG / MSG and  
CSM/SGM

**26 Years**  
1SG/MSG

**24 Years**  
SFC

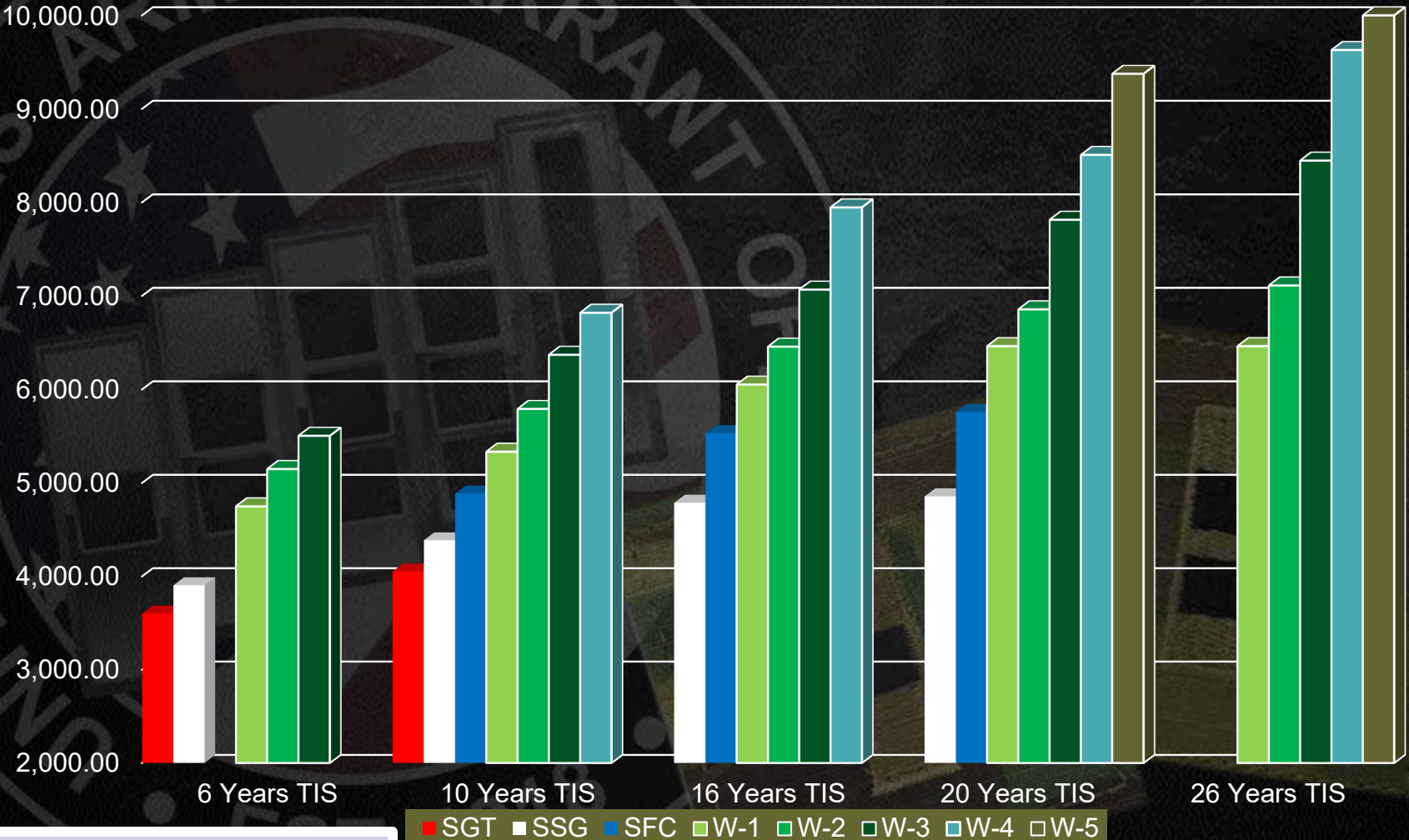
**20 Years**  
SSG



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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

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# Aviation Incentive Pay



- Under 2 Years
- \$125



- Over 2 Years
- \$200



- Over 6 Years
- \$700



- Over 10 Years
- \$1000

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# Where to Begin



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



**48 SPECIALTIES - 17 BRANCHES**



**DO I QUALIFY?**



**WHEN DO I APPLY?**



**HOW DO I APPLY?**



**FAQs**



**CONTACT US**



**NON ARMY PERSONNEL**



**BRIEFING SCHEDULES**

[www.gowarrantnow.com](http://www.gowarrantnow.com)

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# 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  $\geq 12$  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
9. Pass standard 6 event ACFT and meet height & weight standards IAW AR 600-9.

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# Warrant Officer MOSs

## WO MOS

## MOS Description

## Enlisted 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, K
140A	Command and Control Systems Technician	14E, G, H, P, S, 15P, Q, 17E
140K	Air and Missile Defense Tactician	14E, H, T
140L	Air and Missile Defense Technician	14E, H, T, 94S
150A	Air Traffic and Air Space Management Technician	15Q
150U	Tactical Unmanned Aerial Systems Technician	15C, 15E, 15M, 15W
151A	Aviation Maintenance Technician	CMF 15 MOS (Except 15P, Q)
153A	Rotary Wing Aviator	All MOSs
170A	Cyber Operations Technician	All MOSs
170B	Electromagnetic Warfare Technician	All MOSs
170D	Cyber Capabilities Developer Technician	All MOSs
255A	Data Operations Warrant Officer	All MOSs
255N	Network Operations Warrant Officer	All MOSs
255S	Cyberspace Defense Warrant Officer	All MOSs
270A	Legal Administrator	27D, 42A, 36B, 51C
311A	CID Special Agent	31D, 31B with ASI V5
350F	All Source Intelligence Technician	35F
350G	GEOINT Imagery Technician	35G
351L	Counterintelligence Technician	35L

**Critical Mission**

**Open to ALL MOSs provided prerequisites are met**

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# Warrant Officer MOSs

## WO MOS

## MOS Description

## Enlisted Feeder MOSs

351M	Human Intelligence Collection Technician	35M
351Z	Attaché Intelligence Operations Technician	All MOS with SQI 7
352N	SIGINT Analysis Technician	35N, P, S
352S	Signals Collection Technician	35S
353T	MI Systems Maintenance/Integration Technician	35T
420A	Human Resources Technician	42A
420T	Talent Acquisitions Technician	79R; All MOSs
740A	Chemical, Biological, Radiological and Nuclear Tech	74D
880A	Marine Deck Officer	All MOSs
881A	Marine Engineering Officer	All MOSs
882A	Mobility Officer	All MOSs
890A	Ammunition Warrant Officer	89A, B, D
913A	Armament Systems Maintenance	91A, F, M, P
914A	Allied Trades Warrant Officer	91E, X
915A	Automotive Maintenance Warrant Officer	91A, B, H, M, P, S, X
919A	Engineer Equipment Maintenance Warrant Officer	91B, C, D, H, J, L, X
920A	Property Accounting Technician	92Y
920B	Supply Systems Technician	92A, 68J
921A	Airdrop Systems Technician	92R
922A	Food Service Technician	92G, 68M
923A	Petroleum Systems Technician	92F, L, W
948B	Electronic Systems Maintenance	94D, E, F, H, M, R, W, Y, Z
948D	Electronic Missile Systems Maintenance	94A, M, P, S, T, X, Z



# Board Schedule



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**48 SPECIALTIES - 17 BRANCHES**



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**BRIEFING SCHEDULES**

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# Packet Submission Deadlines

Board Dates	New Packet Deadline	Corrections Deadline	Updates Deadline
20-24 May 24	27-Mar-24	15-Apr-24	06-May-24
22-26 Jul 24	15-May-24	10-Jun-24	08-Jul-24
23-27 Sep 24	15-Jul-24	05-Aug-24	09-Sep-24

- Deadline verification, extensions, and changes announced on [www.gowarrantnow.com](http://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

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# Application Documents



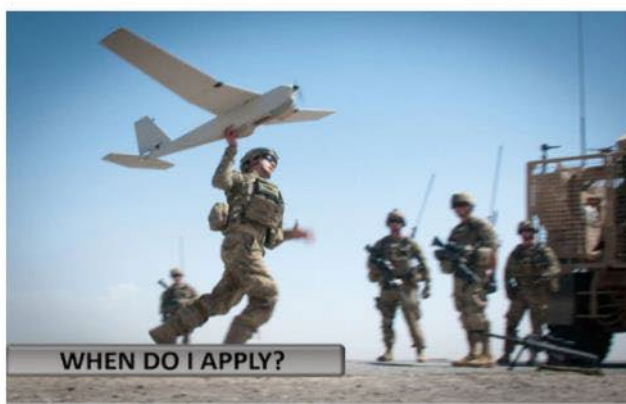
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WARRANT OFFICER RECRUITING**  
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**48 SPECIALTIES - 17 BRANCHES**



**DO I QUALIFY?**



**WHEN DO I APPLY?**



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**BRIEFING SCHEDULES**

# [www.gowarrantnow.com](http://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)*

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# Application for Appointment DA Form 61



**APPLICATION FOR APPOINTMENT**  
For use of this form, see AR 135-100, AR 165-1, AR 351-5, and AR 621-100; the proponent agency is DCS/SPR

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

**AUTHORITY:** Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

**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 USES:** 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 in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

**1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED**

2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable)  
AR 135-100

3. GRADE FOR WHICH APPLYING (Allowance appointments only) WO1

4. SOURCE OF APPLICATION (ROTIC only)

5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS (Last change by MOS code and (88))

6. BRANCH AND SPECIALTY PREFERENCES

Regular Army and Officer Candidate applicants and all ROTIC graduates.  
In numerical sequence, indicate 10 branch preferences other than CA and SS.  
USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applications may enter more than one branch.

**PERSONAL DATA**

7. NAME (Last, first, initial) (English variations from birth certificate in item 4)  
DOE, JOHN BROWN - Use official name

8. GRADE  
E-6

9a. SOCIAL SECURITY NUMBER  
123-45-6789

10. BRANCH (MOS 4 digit or 6 digit)  
3533P

11. ROTIC VETS STATUS  
7

12. NATURALIZATION  
13. NUMBER OF DEPENDENTS UNDER 18  
2

14. SELECTIVE SERVICE NUMBER  
NOT REQUIRED

15. DATE OF BIRTH (M/D/YYYY)  
13 AUG 89

16. PLACE OF BIRTH (City, county, state)  
Best Place, AX

17. COMPLETE MILITARY ADDRESS (If presently on active duty (include ZIP Code))  
123 Military Street  
Fort Base, TA 12223

18. SEX  
M

19. CURRENT MAILING ADDRESS (If difference from item 16) (Include ZIP Code)  
321 My Street  
My City, TA 12223

20. PHONE (Include area code) (123) 867 5309

21. APPLICANT'S CERTIFICATE NO. (If item 6 checked) (Date, place, court)

**22. CIVILIAN EDUCATION (Use page 3 for additional requirements for professional personnel)**

a. HIGH SCHOOL GRADUATE (Yes/No)  
Oxford High School, Best Place, AX If 21a is NO, ENTER GED INFO IN BLK 41

b. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USGA, USGFA, USGCA, and USGMA)

c. DEGREE (If degrees)

d. BEMERIT CREDITS EARNED (If degrees)

e. DATE GRADUATED OR WILL GRADUATE (Day, Month, Year)

f. MAJOR SUBJECT

STATE	DEGREE	BEMERIT CREDITS EARNED	DATE GRADUATED OR WILL GRADUATE	MAJOR SUBJECT
NC	BS	120	6 31 5 2010	Business Administration
DE	MA	24	2 31 12 2021	Human Resources

23. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC.

24. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN (Continue in item 4) (Remarks)

**25. HIGHEST LEVEL SERVICE SCHOOL ATTENDED**

a. NAME OF SCHOOL  
US Army Soldier Support Center Fort Camp, TO

b. COURSE  
ALC

c. DATES (MM/YY) FROM TO  
10 19 12 19

d. IF NOT COMPLETED GIVE REASON

26. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY  
REQUIRED - 180A ONLY

27. ALAT SCORE (If applicable)

28. EDITION OF 1 AUG 74 AND DA FORM 61-2, 28 SEP 75; PRIVACY ACT STATEMENT; ARE OBSOLETE.

29. AFO LC 92218

34. ARE YOU NOW OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR?  YES  NO (If yes, attach affidavit)

35. I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE EXPECTED TO ACCEPT SUCH ASSIGNMENTS AS ARE IN THE BEST INTEREST OF THE SERVICE OR MY DEPENDENTS SHOULD THE REQUIRED TO PERFORM DUTY IN AN AREA WHERE DEPENDENTS ARE NOT PERMITTED.

36. HAVE YOU EVER UNDER THE MILITARY OR CIVILIAN LAW BEEN INDICTED OR CONVICTED IN CONNECTION WITH THE VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS, REGULATIONS, OR ORDINANCES, REGARDLESS OF THE RESULT OF TRIAL OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, OR HONORARILY DISMISSED TO DEPOSIT BAIL OR COLLATERAL, FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less.)

YES  NO IF YES, ATTACH REQUEST FOR WAIVER LISTING THE DATE, NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE.

**37. ACTIVE MILITARY SERVICE (Indicate tour with each organization separately - show ROTIC change in item 39)**

ENLISTED	a. ORGANIZATION (US Armed Forces, USMC, USMA, US Public Health Service, Peace Corps)		b. DATES (Day, Month, Year)		c. BRANCH/MOS (If appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
	FROM	TO	FROM	TO			
US Army	01 SEP 13	PRESENT	35L3P				E-6/RA

**38. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)**

ENLISTED	a. ORGANIZATION (US Armed Forces, USMC, USMA, US Public Health Service, Peace Corps)		b. DATES (Day, Month, Year)		c. BRANCH/MOS (If appropriate)	d. PRIOR SERVICE NO. (If applicable)	e. HIGHEST GRADE AND COMPONENT
	FROM	TO	FROM	TO			

**39. SOURCE OF CURRENT COMMISSION (If applicable)**

ARMED:  DCS  DIRECT APPOINTMENT

USAR:  ROTIC  ROTIC (GMP)  DCS

OTHER:  OTHER

30. AWARDS (Do not list Medal or service medals)  
ARCOM - 4, AAM - 3

31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR: a. ROTIC  YES  NO b. DCS  YES  NO

32. HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN IN FULFILLMENT OF ELIMINATION PROCEEDINGS, BEEN DISCHARGED IN FULFILLMENT OF ELIMINATION, FULFILLED (either that regular/initial or travel), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more than one required, continue on separate sheet.)

YES  NO

33. HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN IN FULFILLMENT OF ELIMINATION PROCEEDINGS, BEEN DISCHARGED IN FULFILLMENT OF ELIMINATION, FULFILLED (either that regular/initial or travel), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more than one required, continue on separate sheet.)

YES  NO

34. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT? (If yes, give dates, country and type of service or employment)  
NO

35. HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN IN FULFILLMENT OF ELIMINATION PROCEEDINGS, BEEN DISCHARGED IN FULFILLMENT OF ELIMINATION, FULFILLED (either that regular/initial or travel), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES; OR HAVE YOU EVER RESIGNED OR BEEN ASSESSED TO RESIGN FROM A POSITION WHILE IN PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more than one required, continue on separate sheet.)

YES  NO

36. IF ANSWER IS "YES," EXPLAIN FULLY  
PQMS MAR 2017, NCNS JUL 2017

37. ALAT SCORE (If applicable)

38. EDITION OF 1 AUG 74 AND DA FORM 61-2, 28 SEP 75; PRIVACY ACT STATEMENT; ARE OBSOLETE.

39. AFO LC 92218

**34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY**

35. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY

36. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY

37. APPLICANTS FOR POSTGRADUATE COURSES (Include courses at general hospitals, service schools, and short courses)

38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? (If yes, give dates)

39. ARMY ROTC (To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)

40. MAIN CIVILIAN EMPLOYMENT

41. REMARKS (Experience, professional and special abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-272a, AFM 601-100. (If more space is required, attach additional sheet))

IF 21a is "NO": GED Institution Name, GED certificate number, Date received GED

I certify that SSG Doe, John Brown successfully passed the ACFT consisting of maximum dead lift (MDL), standing power throw (SPT), hand-release push-up (HRP), sprint/drop/score (SDS), plank (PLK), and Zucchi test (ZNR) with a score of XXX on DD-MMM-YY. The verified height is XX inches and verified weight is XXX lbs. SSG Doe is within body fat standards according to AR 600-9.

42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: 20120701

SIGNATURE OF APPLICANT: /Commander's Digital or Hand Signature/ BRETT A. HIGSPED CPT, MI

APPLICANT SIGNS

43. EDITION OF 1 AUG 74 AND DA FORM 61-2, 28 SEP 75; PRIVACY ACT STATEMENT; ARE OBSOLETE.

44. AFO LC 92218

- Applicant must sign
- Unit Commander must sign verifying ACFT & Ht/Wt

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# Letter of Recommendation

## 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 503, 505, 508, 3013, and 12102 and Executive Order 9397. <small>PRINCIPAL PURPOSE:</small> Information collected will be used by selection board members to determine qualifications of warrant officer candidates. <small>ROUTINE USES:</small> Blanket routine use disclosures as described in AR 340-21, 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	2018-04-01	
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:			5. I am completing this form as the applicant's:	
HHC, XII Corps 123 Military Street Fort Base, TA 12223			<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 this applicant from		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer) :		
2015/06 to Present <small>(Year/Month) (Year/Month)</small>		Senior Warrant Officer		
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. Must be digitally signed. 2. Recommending Senior Warrant Officer must include Branch and WOMOS in Section IV, block 3. 3. Should be 3-5 paragraphs with specific, quantifiable comments about the applicant's character, leadership abilities, and tactical and technical competence. 4. Include information from the applicant's service records, including schools, assignments, deployments, awards, achievements, and accomplishments. 5. Effectively communicate the applicant's attributes to board members. 6. Recommender unit information, email, and phone number is required at the end of the narrative.				
SECTION III - DISCLAIMER				
<small>Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.</small>				
SECTION IV - SIGNATURE				
1. NAME (Last, first, middle initial) :	2. RANK:	3. BRANCH/MOS:	4. SIGNATURE:	5. DATE (YYYYMMDD):
SMITH, MICHAEL A.	CW4	MI/351L	//Digitally Sign//	TODAY

HQ USAREC Form 3.3, APR 2014 PREVIOUS EDITIONS ARE OBSOLETE LC V 1.00

- 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

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# Resume USAREC Form 3.2

<b>WARRANT OFFICER RESUME</b> (This form will be used in place of the resume.)		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and Executive Order 9397.		
<b>PRINCIPAL PURPOSE:</b> Information collected will be used by selection board members to determine qualifications of warrant officer candidates.		
<b>ROUTINE USES:</b> Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.		
<b>DISCLOSURE:</b> Voluntary, however, failure to provide the information may delay or terminate the warrant officer candidate's application process.		
<b>SECTION I - ADMINISTRATIVE DATA</b>		
1. NAME (Last, first, middle initial): DOE, JOHN B.	2. RANK/GRADE: SSG/E-6	3. PMOS: 35S3P
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: HHC, XII Corps, 123 Military Street Fort Base, TA 12223		5. E-MAIL ADDRESS: JOHN.B.DOE.MIL@SAMPLE.MIL
<b>SECTION II - CIVILIAN EDUCATION</b> (Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)		
Bachelor of Science - Business Administration, Tank University, GPA 3.96, Summa Cum Laude Master of Arts - Human Resources, Winster University, current GPA 3.6, projected graduation 31 December 2021		
<b>SECTION III - OBJECTIVE</b> (List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)		
1. 153A - Rotary Wing Aviator      NOTE: MUST MATCH: DA61, BLKS 5a & 5b AND DA160R, BLK 10b		
2. 352S - Signals Collection Technician		
3. 420A - Human Resources Technician		
<b>SECTION IV - MILITARY EXPERIENCE</b> (List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)		
1. DATES (YYYYMM): 20190710 to Present      ORGANIZATION: HHC, XII Corps, 123 Military Street, Fort Base, TA 12223		
POSITION TITLE: MATCH TITLES TO SRB AND/OR EVALUATION REPORTS		
DUTIES (list below to include significant contributions):		
NOTES: List all assignments in descending order, beginning with most recent. Write in clear, concise, and complete sentences. Focus on quantifiable measures of success, unique characteristics, outstanding achievements, exceeded standards, and additional duties. Use evaluations as a reference only, not as resume entry. Make a separate entry for deployments, especially if position title, description, or contributions are different.		
2. DATES (YYYYMM): 20160710 to 20190709      ORGANIZATION: HHC, 1-23rd ACA, 456 Navy Lane, Camp Base, AD 01112		
POSITION TITLE: MATCH TITLES TO SRB AND/OR EVALUATION REPORTS		
DUTIES (list below to include significant contributions):		
NOTES: Focus on measures of success, not just a job description. Describe contributions at domestic or international training exercises, for example JMRC or NTC. List career enhancement events, for example NCO/Soldier of the Quarter or Sergeant Audie Murphy Club induction. Avoid fragments, bullets, jargon, slang, or other types of informal terminologies.		

<b>SECTION VII - SUMMARY</b>			
All resumes must be submitted on the USAREC Form 3.2, with summary, signature, and date. The resume is a display of abilities to communicate effectively in writing and pay attention to details. Write a few paragraphs describing technical and exceptional qualifications. Use correct spelling and syntax. Keep descriptions concise and easily understood by board members unfamiliar with a specific MOS. Avoid overuse of acronyms. Reiterate previously mentioned significant accomplishments or achievements. Describe differentiating knowledge, skills and abilities, reasons for applying to become a Warrant Officer, or long term military career plans as a Warrant Officer.			
<b>SECTION VIII - SIGNATURE</b>			
1. NAME (Last, first, middle initial): DOE, JOHN B.	2. RANK: SSG	3. SIGNATURE: Applicant's Signature	4. DATE (YYYYMMDD): TODAY



# Security Clearance Verification

## WARRANT OFFICER APPLICATION

### SECURITY CLEARANCE VERIFICATION REVIEW

Digital signature acceptable

Instructions: The applicant's Security Manager or Special Security Officer (SSO) completes and signs this security questionnaire. Accepted clearance levels are SECRET, TOP SECRET, or TOP SECRET/SCI. Input resubmission state and date when clearance is due for reinvestigation.

#### APPLICANT PERSONAL DATA

Rank: SSG      Last, First MI: DOE, JOHN B

Full SSN: 000-00-0000

#### SECURITY CLEARANCE DATA

Adjudicated Clearance Granted: TOP SECRET

Adjudicated Clearance Date Granted: 2019-05-24

Resubmission Status and Date:

CI Scope Polygraph Date - 352N/352S:

#### SECURITY MANAGER OR SSO

Rank: CIV      Last, First MI: TABLE, JON A

Phone Number: 555-555-5555

Email: JON.A.TABLE.CIV@MAIL.MIL

*Jon Table*  
Security Representative Signature

- 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



# Physical Cover Sheet

## USAREC Form 3.1

November 11, 2020  
(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. SSG DOE, JOHN B.  
(Rank) (Last or Type Last Name, First Name, MI)

b. HHC, XII Corps, 123 Military Street Fort Base, TA 12223  
(Unit, Company, Duty Station)

c. Physical Profile Code:

P	U	L	H	E	S
1	1	1	1	1	1

d. Height: 68      Weight: 192      Age: 29

e. Date of Physical Examination (Block 1 of DD 2808): November 11, 2020  
(Date)

f. If Flight Physical, date approved from USAAMA: December 22, 2020      Stamped: 1W  
(Date) (TW, 1A)

g. Individual  is Fully Qualified IAW AR 40-501, Chapter 2 (Chap 284 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.

h. Waiver Request for: \_\_\_\_\_

**MUST HAVE PHYSICIAN'S STAMP**  
If Physician does NOT have a stamp, applicant must 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. Email and contact information.

*Johnny Done*  
(Physician's Signature)

JOHNNY DONE, PA-O  
(Physician's Name)

PA-O - DEPARTMENT OF HEALTH CARE  
(Physician's Title)

CAL. BRED ARMY HEALTH CLINIC  
(Physician's Stamp)

JOHNNY B. DONE, PA-O 125-741-0900  
(Provide full name, title and phone number)

HQ USAREC Form 3.1, 20 May 2019      All previous versions are obsolete      V3.2

- 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

## DA Form 160



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			
<b>AUTHORITY:</b> Title 10 USC, 12301(d), 10 USC 10204.			
<b>PRINCIPAL PURPOSE:</b> 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.			
<b>ROUTINE USES:</b> 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.			
<b>DISCLOSURE:</b> Voluntary, failure to furnish information may result in denial of application for active duty.			
SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.			
1. DATE 20191219	2. TO: Commander, U.S. ARMY RECRUITING COMMAND, FORT. KNOX, KY 40121		
3. FROM (Last, First, MI) DOE, JOHN B.	4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT	
4c. BRANCH Enlisted: NA, Officers: Branch	5a. MOS/AOC 35S	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 End of current assignment	7c. PHONE NO. (Include area code) +1 (123) 867-5309
7b NOTE: Text cuts off. Processed as normal.			
ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.			
8a. PRESENT ACTIVE DUTY GRADE E-6	8b. ORGANIZATION AND STATION ASSIGNMENT HHC, XII Corps, 123 Military Street Fort Base, TA 12223		
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 <u>6</u> / <u>10</u> YEARS		<input type="checkbox"/> b. FOR AN INDEFINITE PERIOD	
c. OTHER BRANCHES (List in order of preference)			
BLK 9 Note: Technicians will input 6 / Aviators (153A) will input 10			
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.			
	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	153A/352S/420A	153A/352S/420A	153A/352S/420A
b. AREA ASSIGNMENT	FORT CAMP, TO	FORT BASE, TA	CAMP BASE, AD
11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:			
PREFERENCE NO. 1 (Month and Year) ASAP	PREFERENCE NO. 2 (Month and Year) ASAP	PREFERENCE NO. 3 (Month and Year) ASAP	
12. 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"/> 60 DAYS		<input type="checkbox"/> 30 DAYS	<input type="checkbox"/> 10 DAYS
<input checked="" type="checkbox"/> AVAILABLE ON DATE OF RECEIPT OF ORDERS			
13. REMARKS (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

# Statement of Understanding



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY SPECIAL OPERATIONS RECRUITING BATTALION (AIRBORNE)  
BUILDING E-3323, EL SALVADOR STREET  
FORT LIBERTY, NORTH CAROLINA 28310

RCMR-SO-E

1 February 2024

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 qualifying officials 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 pre-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 pre-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, paroled / 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, expunged dispositions, non-judicial punishments, and courts-martial proceedings. Major misconduct offenses require general officer endorsement and conduct waiver case summary. If applicable, any / all offenses of this nature must be disclosed in the application in accordance with Army Directive 2020-09, dated 20 August 2020.
5. If commissioning physical medical waiver is recommended or a PULHES numerical designator of 2 or higher denotes a restriction IAW AR 40-501, Chapter 2, and DoDI 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

RCMR-SO-E

SUBJECT: Statement of Understanding, effective 1 February 2023

pharmacy records for disqualifying condition(s), and APPLICABLE profile(s) for medical waiver processing. Optionally, submit clearance letter or MFR from the physician or primary care provider with diagnosis, treatment performed, treatment / monitoring required, and any restrictions. Reference website for detailed submission instructions.

Protected health information and personally identifiable information (PHI/PII), or personal data disclosed during the accession process, is no longer protected by Health Insurance Portability and accountability (HIPPA) Privacy Rules and may further be disseminated as applicable.

6. If selected for the WO program, prior to completing Warrant Officer Candidate School (WOCS), and prior to appointment as a WO, the Commandant of the Warrant Officer Career College will require: (a) compliance of the Army's Tattoo, Branding, and Body Mutilation Policy, in accordance with AR 670-1, para 3-3 dated 26 January 2021 and Army Directive 2022-09; (b) pass the standard Army Combat Fitness Test; (c) completion of a 6.2 mile foot march with a 48lbs ruck sack or 30% of body weight, whichever is less, within approximately 106 minutes; (d) accomplishment of a land navigation course, that requires a minimum 3 correct points of 4 assigned points within 3 hours.
7. If eliminated from or fail to successfully complete the technical and tactical certification as specified above, the applicant is subject to discharge under regulations in effect at the time from the U.S. Army Reserve.
8. COMMISSIONED OFFICERS ONLY: Application submission certifies not currently selected for involuntary separation. This includes but is not limited to Officer Separation Board or twice non-select for promotion.
9. INTERSERVICE APPLICANTS ONLY (Air Force, Coast Guard, Marines, and Navy): If selected for the WO Program and have not already successfully completed Army Basic Training, Marine Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training, it is required to attend Army Basic Training prior to WOCS. This requirement applies to all ranks and components.
10. AGR TITLE 10 APPLICANTS ONLY: If selected for the WO Program (U.S. Army Reserves with concurrent active duty), it is required to submit a voluntary release from the AGR program (AGR REFRAD) through the appropriate AGR separations team. Additionally, the AGR REFRAD date must align with given WOCS date based on HRC orders.

SIGNATURE:

NAME:

RANK, Current MOS:





# Waiver / ETP Requests

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



# 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

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# Tattoo Compliance Validation Interservice Applicants Only



INTERSERVICE APPLICANT  
MEMORANDUM LETTERHEAD

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 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 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.

3. SSgt Doe **is or is not** in compliance with Tattoo, Branding, and Body Mutilation 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@mail.mil](mailto:joshua.a.cdr.mil@mail.mil).

SAMPLE End:  
Color photos with ruler

JOSHUA A. CDR|  
LTC, IN  
Commanding

UNCLASSIFIED



# Tattoo ETP Request Army Applicants Only



DEPARTMENT OF THE ARMY  
Unit Name  
Unit Address  
City, State, ZIP Code

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. In accordance with AR 670-1, para 3-3 e. (dated 26 January 2021) and Army Directive 2022-09 (dated 23 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 on/inside 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. (2)(c). and has been retained 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](mailto:joshua.a.cdr.mil@mail.mil).

SAMPLE Enc:  
Separation Board Proceedings

JOSHUA A. CDR  
LTC, IN  
Commanding



DEPARTMENT OF THE ARMY  
Unit Name  
Unit Address  
City, State, ZIP Code

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 E. Smith, documented on DD Form 1966/4 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](mailto:john.b.doe.mil@mail.mil)

SAMPLE Encls:  
Color Photos, with ruler  
Tattoo Removal Plan  
Self-identification Memorandum  
Command Validation Memorandum  
DD Form 1966/4

JOHN B. DOE  
SSG, USA  
Platoon Sergeant



# ETP and Waiver Requests



DEPARTMENT OF THE ARMY  
Unit Name  
Unit Address  
City, State, ZIP Code

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

1. Mitigating circumstance: 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 required for the following:

- a. Enlisted 153A applicants exceeding 32 years of age at the time of the board or 8 years of active federal service upon DA61 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 DA61 date
- c. Technicians exceeding 46 years of age at the time of the board or 12 years of active federal service upon DA61 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 (123) 456 - 0987 or email [john.b.doe.mil@mail.mil](mailto:john.b.doe.mil@mail.mil)

JOHN B. DOE  
SSG, USA  
Platoon Sergeant



DEPARTMENT OF THE ARMY  
Unit Name  
Unit Address  
City, State, ZIP Code

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: 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 circumstance: 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 pardoned, 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-judicial punishments, and courts-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 2020-09 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.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY SPECIAL OPERATIONS RECRUITING BATTALION  
BUILDING D-2612, ARDENNES STREET  
FORT BRAGG, NORTH CAROLINA 28310

OFFICE SYMBOL  
SUBJECT

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

SAMPLE Ends: Court Action Police Report Article 15 Letter of Reprimand Affidavit General Officer endorsement Conduct Waiver Case Summary	JOHN B. DOE SSG, USA Platoon Sergeant
---	---



# Application Checklist

UPDATED: 1 October 2023

## Warrant Officer Application Checklist

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

**Applicant Name (Last, First, MI / Rank):**

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

**WOMOS 1:**

**WOMOS 2:**

**WOMOS 3:**

**Board Packet:**

- DA Form 61: Application for Appointment
- UF 3.3: Company Commander LOR (or applicable 1<sup>st</sup> level UCMJ authority) - Must be digitally signed
- UF 3.3: Battalion Commander LOR (or applicable 2<sup>nd</sup> level UCMJ authority) - Must be digitally signed
- UF 3.3: Group Commander LOR (or authorized representative) - 180A ONLY - Must be digitally signed
- UF 3.3: Senior Warrant Officer LOR (check MOS prerequisites) - Must be digitally signed
- OSJA Confirmation Interview MFR: 270A ONLY
- UF 3.2: Resume
- Soldier Talent Profile (STP) or equivalent - Redact Photo, Gender, Race, and Ethnic Group (MUST DISPLAY GT SCORE)
- Evaluation Reports (ALL) In order from the most recent to oldest
- Academic Evaluation Reports (DA Form 1059s) In order from the most recent to oldest (MLC, SLC, ALC, BLC)
- College Transcripts (official or unofficial)
- Professional certificates or licenses
- SIFT Results - signed - 153A ONLY

**Supporting Documents:**

- S2 Security Clearance Verification Review (signed by S2 or SSO)
- UF 3.1: Physical Coversheet
- Medical Waiver/Review: DD Form 2808, DD Form 2807-1, commissioning labs, medical treatment/pharmacy records, and DA Form 3349 (profile) to verify PULHES
- DD Form 2808: Report of Medical Examination, Page 1 - stamped by AEROMED - 150A and 153A ONLY
- DA Form 160: Application for Active Duty (required for ALL applicants)
- DA Form 7434: Application for US Army Marine 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
- DD Form 330: Language Proficiency Questionnaire (at least 1/1 proficiency) - 180A ONLY
- Assessment MFR/JQR Memo - 170D ONLY
- REDD Report/GT Conversion - Inter-service Transfers ONLY
- DA Form 705: ACF Scorecard (signed by Army E-5 or higher)
- Tattoo Validation Memorandum - Inter-service Transfers ONLY
- DA 5500/5501: Body Fat Content Worksheet (if not IAW height/weight standards in AR 600-9) Exemptions reference Army Directive 2023-08, dated 15 March 2023
- Tattoo ETP: self-signed memo, supporting documents (if not IAW AR 670-1, dated 26 January 2021 and Army Directive 2022-09, dated 23 June 2022)
- Conduct Waiver: self-signed memo, supporting documents (as identified on DA Form 61, block 26)
- Serious Conduct Waiver: Additionally require GO endorsement and Case Summary in Word
- Age ETP: self-signed memo (if older than 33 at time of WOSB - 153A or 46 at time of appointment to WO1 - TECH)
- AFS ETP: self-signed memo (if more than 8 yrs - 153A or 12 yrs - TECH by date on DA Form 61 block 42)
- AFCS ETP: self-signed memo (if more than 48 months - Commissioned Officers applying for 153A 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/HR Tech 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. \_\_\_\_\_ (initials)

I certify applicable tattoos are in compliance with AR 670-1 and properly documented in iPERMS. \_\_\_\_\_ (initials)

I certify the applicant is not on Drill Sergeant assignment instructions- ARMY ONLY \_\_\_\_\_ (initials)

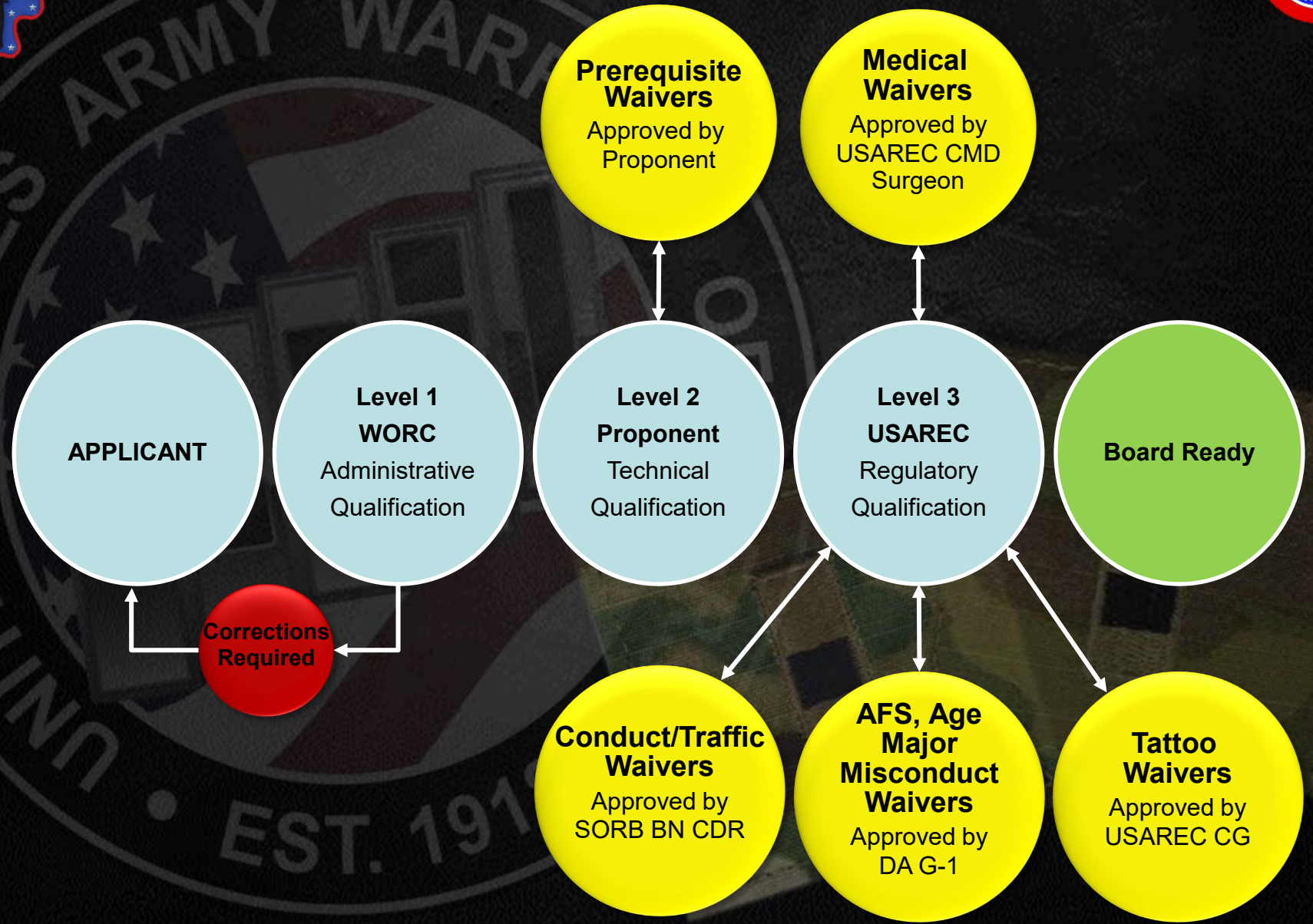
S-1 Certifying Official (printed name and title): \_\_\_\_\_ Signature: \_\_\_\_\_

**Recommending Senior Warrant Officer**

Reviewer (printed name and title): \_\_\_\_\_ Signature: \_\_\_\_\_



# Application Process



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# 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

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# 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



# Contact Us



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



**48 SPECIALTIES - 17 BRANCHES**



**DO I QUALIFY?**



**WHEN DO I APPLY?**



**HOW DO I APPLY?**



**FAQs**



**CONTACT US**



**NON ARMY PERSONNEL**



**BRIEFING SCHEDULES**

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# Warrant Officer Recruiting Company

**WO - WEST**  
CW3 Losey 740A  
SFC Lermey 79R  
SFC Wold 25H  
SSG Bado 91C

**WO - CENTRAL**  
CW3 Perkins 420A  
CW2 James 881A  
SFC Carter 79R

**WO - NORTHEAST**  
CW5 Nettles 948E  
SFC Walker 79R

**WO - EAST**  
SFC Paige 35L  
SSG Lotz 35F

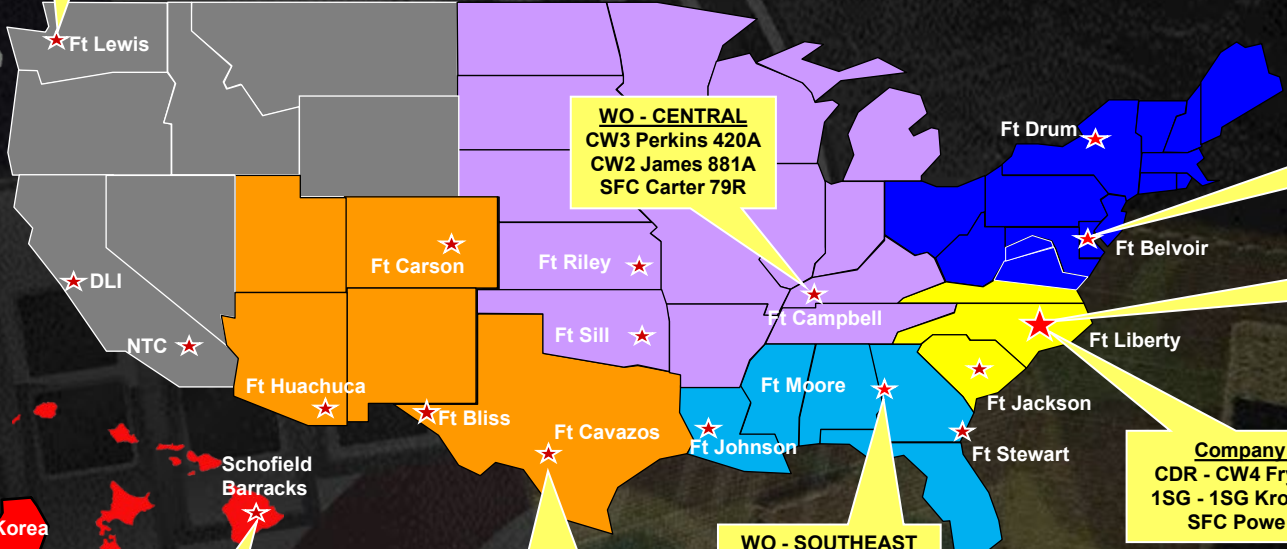
**Company HQ**  
CDR - CW4 Frye 120A  
1SG - 1SG Kroeck 79R  
SFC Powe 79R

**WO - SOUTHEAST**  
CW3 Freeman 420A  
SSG Simms 79R

**WO - SOUTHWEST**  
CW3 Polite 120A  
SFC Robinson 79R  
SSG Wahl 42A

**WO - PACOM**  
CW3 Meyers 913A  
SFC Cantrell 79R

**WO - EUCOM**  
CW3 Rowe 153A  
SFC Greenwood 79R



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# Questions



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