

Warrant Officer Applicant Brief







U.S. ARMY WARRANT OFFICER RECRUITING

Subject Matter Experts Since 1918

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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.





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



<u>CW2</u> Intermediate



<u>CW3</u> Advanced



<u>CW4</u> Senior



<u>CW5</u> Master



Applicant Characteristics









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

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







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



Extended Career



Total Years Active Federal Service

30 Years

1SG / MSG and CSM/SGM

30 + Years of WO SVC

*Continued Promotion / Age 62

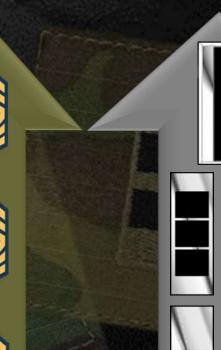
26 Years

1SG/MSG

20 Years

24 Years









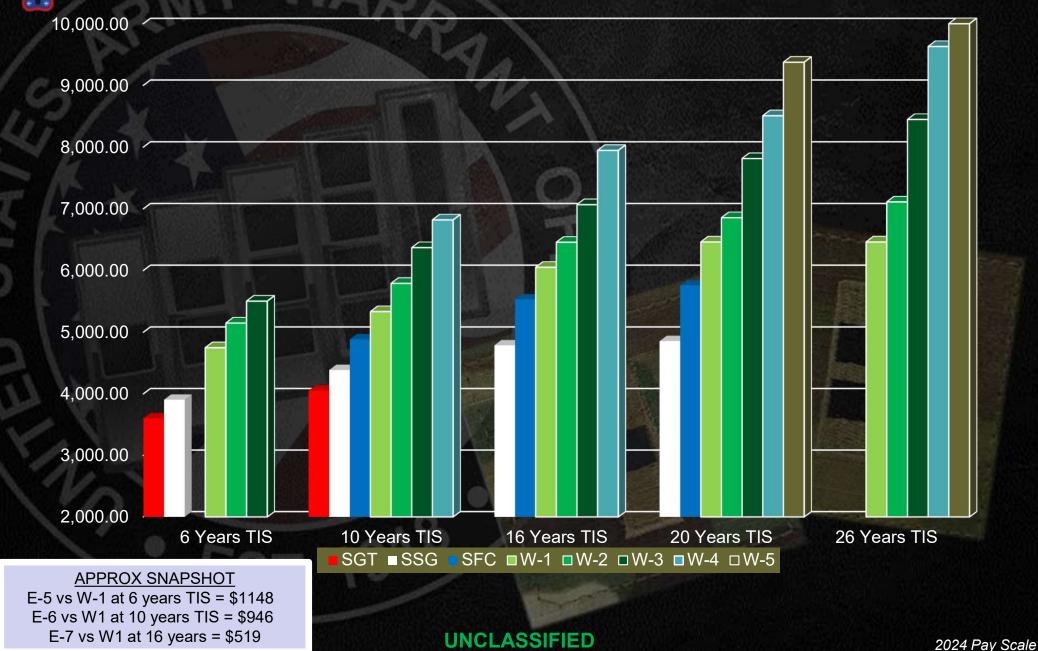






Base Pay Comparison







Aviation Incentive Pay





- Under 2 Years
- \$125



- Over 2 Years
- \$200



- Over 6 Years
- \$700



- Over 10 Years
- \$1000



Where to Begin





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48 SPECIALTIES - 17 BRANCHES















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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 ≥ 12 months remaining on enlistment contract *ETP Avail
- 6. Pass Commissioning Physical for Tech or Flight Physical for Aviators *Waiver/ETP Avail
- Technicians: Age < 46 years when pin WO1 / Active Federal Service < 12 years at time the DA 61 is signed by applicant *ETP Avail
- 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.



Warrant Officer MOSs



WO MOS

120A 125D 131A 140A 140L 150A 150U 151A 153A 170A 170B

170D 255A 255N 255S

270A

350G

351L

MOS Description

Construction Engineering Technician Geospatial Engineering Technician Field Artillery Technician

Command and Control Systems Technician

Air and Missile Defense Technician

Air Traffic and Air Space Mana Factical Unmanned Aerial Sys

Aviation Maintenance Technician

Rotary Wing Aviator

Cyber Operations Technician

Electromagnetic Warfare Technician

Cyber Capabilities Developer Technician

Data Operations Warrant Officer

Network Operations Warrant Officer

Cyberspace Defense Warrant Officer

Legal Administrator

All Source Intelligence Techn

GEOINT Imagery Technician

Counterintelligence Technician

Enlisted Feeder MOSs

12H, K, N, P, Q, R, T, W

12Y, 35F, G

11B, C,13B, J, F, M, R, 19D, K

14E, G, H, P, S, 15P, Q, 17E

14E, H, T, 94S

C. 15E, 15M, 15W

CMF 15 MOS (Except 15P, Q)

All MOSs

27D, 42A, 36B, 51C

35G

Critical Mission

Open to ALL MOSs provided prerequisites are met



Warrant Officer MOSs



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			•	4			_

351M

351Z

352N

352S

353T

420A

420T

740A

880A

881A

882A

890A

913A

914A

915A 919A

920A

920B

921A

922A

923A

948B

948D

MOS Description

Human Intelligence Collection Technician

Attaché Intelligence Operations Technician

SIGINT Analysis Technician

Signals Collection Technician

MI Systems Maintenance/Integration Technician

Human Resources Technician

Talent Acquisitions Technician

Chemical, Biological, Radiological and Nuclear Tech

Marine Deck Officer

Marine Engineering Officer

Mobility Officer

Ammunition Warrant Officer

Armament Systems Maintenance

Allied Trades Warrant Officer

Automotive Maintenance Warrant Officer

Engineer Equipment Maintenance Warrant Officer

Property Accounting Technician

Supply Systems Technician

Airdrop Systems Technician

Food Service Technician

Petroleum Systems Technician

Electronic Systems Maintenance Electronic Missile Systems Maintena

Enlisted Feeder MOSs

35M

All MOS with SQI 7

35N, P, S

35S

35T

42A

79R: All MOSs

74D

All MOSs

All MOSs

All MOSs

89A, B, D

91A, F, M, P

91E, X

91A, B, H, M, P, S, X

91B, C, D, H, J, L, X

92Y

92A, 68J

92R

92G, 68M

92F, L, W

94D, E, F, H, M, R, W, Y, Z

94A, M, P, S, T, X, Z



Board Schedule





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48 SPECIALTIES - 17 BRANCHES















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Packet Submission Deadlines



Board Dates	New Packet Deadline	Corrections Deadline	Updates Deadline
18-22 Mar 24	29-Jan-24	12-Feb-24	04-Mar-24
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
 - 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





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48 SPECIALTIES - 17 BRANCHES















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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)



Application for Appointment DA Form 61



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	CA								N.	1	PHONE AND/OR DSN NUMBER (123) 555 5009					
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	FA		My City,	TA	12223											
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- Applicant must sign
- Unit Commander must sign verifying ACFT & Ht/Wt

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			DATE	SIGNATURE OF APPLICA	NT			
42. THE INFORMATION CONTAINED HEREIN IS TRUE								
TO THE BES	T OF MY KNOWLEDGE	AND BELIEF.	CURRENT DATE	APPLICANT SIG	INS			
							APD LC v2,01E	



Letter of Recommendation USAREC Form 3.3



			OF RECOMN t Officer Procurer				
		PR	IVACY ACT STA	TEMENT	Mi-		
AUTHORITY: Collection of this info PRINCIPAL PURPOSE: Informatic ROUTINE USES: Blanket routine u DISCLOSURE: Voluntary; however	on collected will be u se disclosures as de	sed by selections	n board members 340-21, The Army	to determine Privacy Pro	e qualifications of warrant gram, paragraph 3-2.	officer candidates.	
		SECTIO	ON I - ADMINIST	RATIVE DA	TA		
NAME (Last, first, middle initial) :				2. RANK:		3. DATE OF RANK:	
DOE, JOHN B.				SSG		2018-04-01	
4. UNIT, ORGANIZATION, STATION HHC, XII Corps 123 Military Street Fort Base, TA 12223	N, ZIP CODE OR AP	O, MAJOR CO	MMAND:		5. I am completing this Senior Warrant Company Grade Field Grade Off Other (Specify)	e Officer foer	
6. I have known this applicant from	2015/06 (Year/Month)	to Prese	ent		ATIONSHIP TO APPLICA for Warrant Officer	NT (i.e., supervisor, inte	rviewer) ;
		explaining the a		ship qualities	, character, experience, s a future warrant officer.)		
NARRATIVE:				and Carried V.	•		
1. Must be digitally signed	1.						
2. Recommending Senior	Warrant Office	r must inclu	ide Branch a	nd WOM	OS in Section IV, ble	ock 3.	
Should be 3-5 paragrap tactical and technical com		c, quantifial	ole comments	s about th	e applicant's chara	cter, leadership ab	ilities, and
Include information from achievements, and accon		s service re	ecords, includ	ling school	ols, assignments, de	eployments, award	is,
5. Effectively communicat	e the applicant	's attributes	to board me	mbers.			
6. Recommender unit info	rmation, email,	and phone	number is re	equired at	the end of the nam	rative.	
		SE	ECTION III - DISC	CLAIMER			
Notice: I understand by submittir	g this recommend				boarded for warrant o	fficer selection.	
		Villa	FCTION IV - SIG				
NAME (Last, first, middle initial) :		2. RANK:	3. BRANCH		NATURE:	5. DATE (Y	OWNEDO):
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HQ USAREC Form 3.3, APR	2014	13	- Steamortics		RE OBSOLETE	iodhi	LC V 1.0

- 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



WARRANT OFFICER RESUME

(This form will be used in place of the resume.

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397. PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.

DISCLOSURE: Voluntary, however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

SECTION I - ADMINISTRATIVE DATA

NAME (Last, first, middle initial):
 DOE, JOHN B.

SSG/F-6

3. PMOS:

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: HHC, XII Corps, 123 Military Street Fort Base, TA 12223 5. E-MAIL ADDRESS:

23 Minitary Street Fort Base, 1A 12223

JOHN.B.DOE.MIL@SAMPLE.MIL

SECTION II - CIVILIAN EDUCATION

(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

SECTION III - OBJECTIVE

(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
- 352S Signals Collection Technician
- 3. 420A Human Resources Technician

SECTION IV - MILITARY EXPERIENCE

(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 (YYMM): 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 (YYMM): 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 that 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 NCO/Soldier of the Quarter or Sergeant Audie Murphy Club induction. Avoid fragments, bullets, jargon, slang, or other types of informal terminologies.

HQ USAREC Form 3.2, APR 2014

PREVIOUS EDITIONS ARE OBSOLETE

LC V1.00

Page 1 of 13

SECTION VII - SUMMAR

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.

SEC	CTION VIII - SIGNATURE	
RANK	3 SIGNATURE	4 DATE CYYYYMA

1 NAME (Lost Inst, modifie while) 2 RANK SSG Applicant's Signature 4 DATE (YYYYARADD) TODAY

HO USAREC Form 3.2, APR 2014 Page 13 of 13



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

On 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



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. [Plat Name, First Name, Mit)

	(Rank)	(Print or Type Last Name, First Name, MI)					
b.	HHC, XII Corps, 123 Military Street Fort Base, TA 12223						
	(Unit, Comp	oany, Duly Station)					

c. Physical Profile Code:

Р	U	L	Н	E	S
1	1	1	1	1	1

d. Height 68

Weight: 192

ige. av

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

f. If Flight Physical, date approved from USAAMA:

A: December 22, 2020 (Date) Stamped: 1W

November 11, 2020

g. Individual

- is Fully Qualified IAW AR 40-501, Chapter 2 (Chap 2&4 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

- He/she completed the physical for applicant "X" on date "Y";
- 2. Does NOT have a stamp;
- 3. Email and contact information
- (Provide full name, title and phone

(Physician's Stringuese of Character Character

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

HQ USAREC Form 3.1, 20 May 2019

Application for Active Duty DA Form 160

		For use of this fo	orm, see AR 135-210;	the proponent agency is DCS, G-1.				
		DATA R	EQUIRED BY THE	PRIVACY ACT OF 1974				
AUTHORITY:	Title 10 US	C, 12301(d), 1	0 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:				election of individuals applying for a eening and to issue active duty ord				
DISCLOSURE:	Voluntary,	failure to furnis	h information may	result in denial of application for ac	tive duty.			
	SEE			FORE COMPLETING THIS FORM	1.			
. DATE 20191219		2. TO: Cor U.S. ARM	Y RECRUITING	G COMMMAND, FORT, KNO				
FROM (Last, First, MI)			1	4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT			
OOE, JOHN B.			5a, MOS/AOC		5b. COMPONENT			
c. BRANCH Enlisted: NA, O	Officers: D.	ranch	Ja. MOS/ACC	35S	REGULAR ARMY			
a. PERMANENT HOME			nde)	550	6b. PHONE NO.			
ENTER HOME OF RI		(include ZIP Co	500)		(Include area code) +1 (321) 665-5959			
a. TEMPORARY ADDR	ESS (Include	e ZIP code)	Ī	7b. DURATION	7c. PHONE NO. (Include area code)			
NTER CURRENT A	DDRESS			End of current assignment	+1 (123) 867-5309			
b NOTE: Text cuts of	ff. Processe	d as normal.						
				IG ON ACTIVE DUTY IN A WARRANT OF	FICER OR ENLISTED STATUS.			
a. PRESENT ACTIVE D	UTY GRADI							
E-6 HHC, XII Corps, 123 Military Street Fort Base, TA 12223								
E-0		Fort Base	, TA 12223	inity officer				
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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 2023

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).
- 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 precertified 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 precertified 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.

S	IGN	IA.	TU	RE

NAME

RANK, Current MOS:



Waiver / ETP Requests



	- Constitution of the Cons		
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



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

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

SAMPLE Encl: Color photos with ruler JOSHUA A. CDR LTC, IN Commanding



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

- 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.
- 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.
- 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.
- Strongly recommend approval of SSG Doe's tattoo exception to policy request.
- Point of contact for this action is the undersigned at (123) 456-7890 or email joshua.a.cdr.mil@mail.mil.

SAMPLE Encl: 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

- 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

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

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

JOHN B. DOE SSG, USA Platoon Sergeant



DEPARTMENT OF THE ARMY

OFFICE SYMBOL

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, expunded 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.

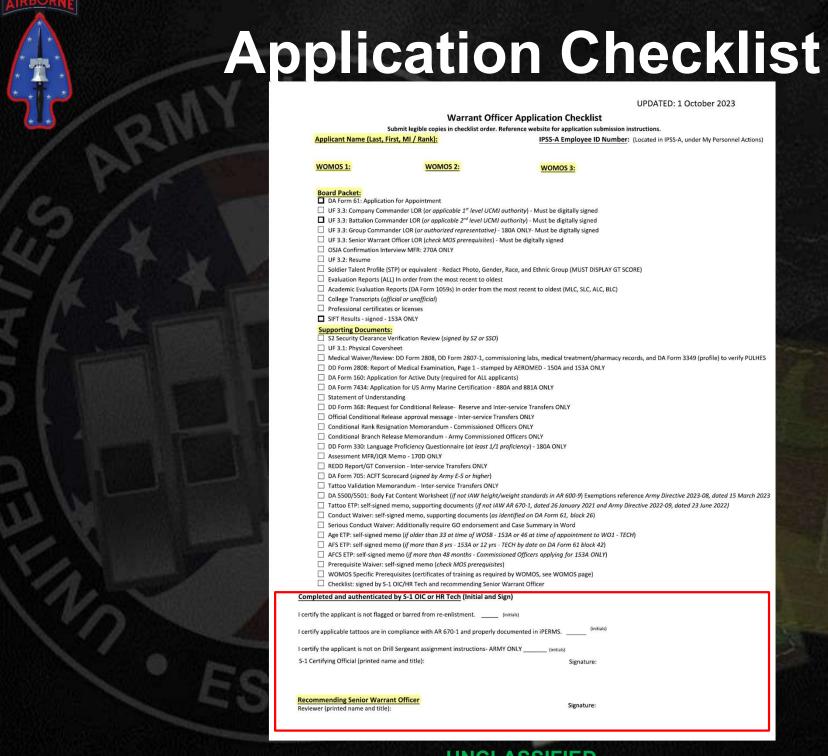


DEPARTMENT OF THE ARMY HEADQUARTERS, US ARMY SPECIAL OPERATIONS RECRUITING BATTALION BUILDING D-2612 ARDENNES STREET FORT BRAGG, NORTH CAROLINA 28310

OFFICE SYMBOL SUBJECT

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

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







Application Process



Prerequisite Waivers

Approved by Proponent

Medical Waivers

Approved by USAREC CMD Surgeon

APPLICANT

Level 1 WORC

Administrative Qualification

Level 2 Proponent

Technical Qualification

Level 3 USAREC

Regulatory Qualification **Board Ready**

Corrections Required

Conduct/Traffic Waivers

Approved by SORB BN CDR

AFS, Age Major Misconduct Waivers

Approved by DA G-1

Tattoo Waivers

Approved by USAREC CG



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



Contact Us





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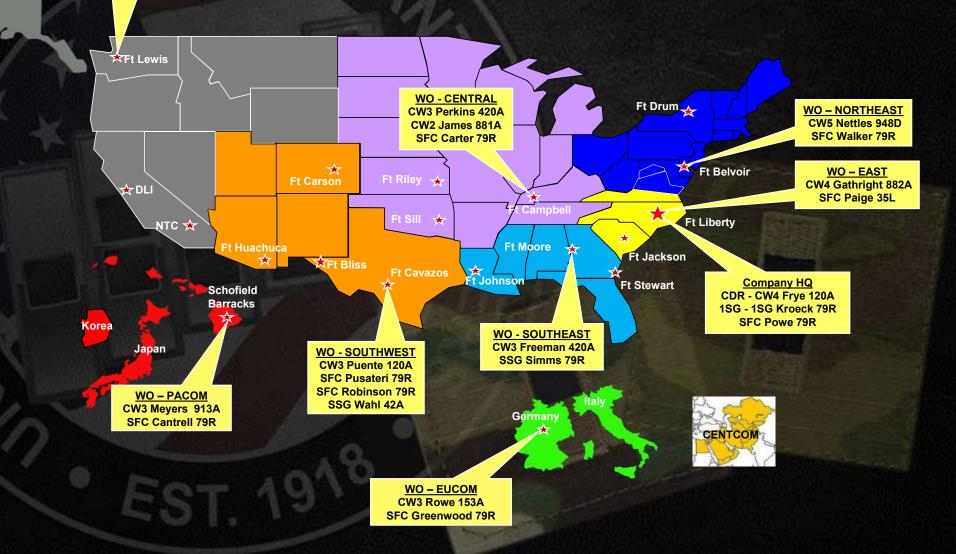


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Questions





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