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
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
## Promotion Timeline

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time (Years)</th>
<th>TIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technicians</td>
<td>2</td>
<td>TIG</td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td>TIG</td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td>TIG</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td>TIG</td>
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<tr>
<td></td>
<td>5-6</td>
<td>TIG</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td>TIG</td>
</tr>
</tbody>
</table>

153A / 170D
Extended Career

Total Years Active Federal Service

20 Years
SSG

24 Years
SFC

26 Years
1SG/MSG

30 Years
1SG / MSG and CSM/SGM

30 + Years of WO SVC
*Continued Promotion / Age 62
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
Aviation Incentive Pay

- Under 2 Years
  - $125

- Over 2 Years
  - $200

- Over 6 Years
  - $700

- Over 10 Years
  - $1000
Where to Begin
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*

# 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>140A</td>
<td>Command and Control Systems Technician</td>
<td></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</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, All MOS with SQI 7</td>
</tr>
<tr>
<td>351Z</td>
<td>Attaché Intelligence Operations Technician</td>
<td>35N, P, S, 35S</td>
</tr>
<tr>
<td>352N</td>
<td>SIGINT Analysis Technician</td>
<td>35T</td>
</tr>
<tr>
<td>352S</td>
<td>Signals Collection Technician</td>
<td>42A</td>
</tr>
<tr>
<td>353T</td>
<td>MI Systems Maintenance/Integration Technician</td>
<td>79R; All MOSs</td>
</tr>
<tr>
<td>420A</td>
<td>Human Resources Technician</td>
<td>74D</td>
</tr>
<tr>
<td>420T</td>
<td>Talent Acquisitions Technician</td>
<td>All MOSs</td>
</tr>
<tr>
<td>740A</td>
<td>Chemical, Biological, Radiological and Nuclear Tech</td>
<td>All MOSs</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>
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</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
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

- 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

 SECTION I. - ADMINISTRATIVE DATA

1. NAME: JOHN B.
2. RANK: NSG
3. Signature: Applicant's Signature
4. DATE: YYYY/MM/DD

 SECTION VI. - SUMMARY

All contents must be submitted on the USAREC Form 3.2, with summary signature, and date. The resume is a display of abilities to communicate effectively as 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 became a Warrant Officer, or long term military career plans as a Warrant Officer.

 SECTION III. - OBJECTIONS

(Long list of the reasons you are applying for in order of preference)

1. 153A - Rotary Wing Aviator
   NOTE: MUST MATCH DM30, HLLS 5th & 10th AND DA 6100, BLK 10B
2. 352S - Signals Collection Technician
3. 420A - Human Resources Technician

 SECTION IV. - MILITARY EXPERIENCE

(List in order, most recent to earliest. Include any additional information that will determine your potential for consideration as a warrant officer)

1. DATES: 2010/01 to 2010/06
   ORGANIZATION: HHC, 1-23rd AGA, 354th Artillery, Camp Butler, AD 01112
   POSITION TITLE: MATCH TITLES TO SUB. AN/AND EVALUATION REPORTS
   DUTIES/PERFORMANCE: Include significant contributions
   NOTES: Focus on measures of success, not just a job description. Describe contributions of domestic or international training exercises, for example JMC or NCO. List significant accomplishments, 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

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LC V1.0C
Page 1 of 13

UNCLASSIFIED
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/SCL. 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
CE Enrollment Date: 2024-05-24
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

John A. 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: RORO-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 DEE JOHN B.
   Rank: SSG
   First/Last Name: DOE, JOHN B.
   Unit: 1BC 393 Corps, 1-23 Military Street Fort Base, TA 21223

b. 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: November 11, 2020

f. If Flight Physical, date approved from USAAMC: December 22, 2020, Stamped: 1W

Individual:
- Is Fully Qualified IAW AR 40-501, Chapter 2 (Chap 2/84 for flight physicians 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 "A" on date "Y".
2. Does NOT have a stamp.
3. Email and contact information.

Johnny Close
Physician
Physician's signature
Name, phone number, email address

• 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 HR 123-28, the proposed agency is DOD, G-1.**

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

**AUTHORITY:** Title 10, USC, 12301(b), 10 USC 10234.

**PRINCIPAL PURPOSE:** Used by Reserve Component Soldiers to apply for active duty programs announced by HODA. 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.**

### 1. DATE

20191219

### 2. TO: Command:

U.S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121

### 3. FROM (Last, First, MI)

DOE, JOHN B.

### 4a. PRESENT RESERVE GRADE

35S

### 4b. RESERVE COMPONENT

REGULAR ARMY

### 5a. BRANCH

ENTER HOME OF RECORD

### 5b. PHONE NO.

Include area code

### 6a. PERMANENT HOME ADDRESS (Include ZIP code)

ENTER CURRENT ADDRESS

### 6b. PHONE NO.

Include area code

### 7a. TEMPORARY ADDRESS (Include ZIP code)

ENTER CURRENT ADDRESS

### 7b. DURATION

 голос (Include area code)

### 7c. FOR A PERIOD OF

6 to 12 MONTHS

### 7d. FOR AN INDEFINITE PERIOD

### 8a. PRESENT ACTIVE DUTY GRADE

E-6

### 8b. ORGANIZATION AND STATION ASSIGNMENT

HHC, XII Corps, 123 Military Street

### 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)

- [ ] FOR A PERIOD OF 6 TO 12 MONTHS
- [ ] 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, if I find another assignment that would be more suitable to my needs, I will immediately notify the command to which I have been assigned. (Include area code)

### 11. If it is possible, I prefer to enter on active duty during one of the periods indicated below in order of preference:

<table>
<thead>
<tr>
<th>Preference</th>
<th>Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Preference NO. 2</td>
<td>MONTH AND YEAR</td>
</tr>
<tr>
<td>3</td>
<td>Preference NO. 1</td>
<td>MONTH AND YEAR</td>
</tr>
</tbody>
</table>

### 12. Upon receipt of active duty orders, I will notify the command to which I have been assigned with the following information:

- [ ] 30 DAYS
- [ ] 60 DAYS
- [ ] 90 DAYS
- [ ] AVAILABLE ON DATE OF RECEIPT OF ORDERS

### 13. If space is needed, continue on separate sheet.

- Include essential assignment considerations, e.g., exceptional family member program or married Army couple's program.

### 14. SIGNATURE OF APPLICANT

DA FORM 160, SEP 2019

PREVIOUS EDITIONS ARE OBSOLETE.
Statement of Understanding

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 5.2 mile foot march with a 40lbs ruck sack or 36% of body weight, whichever is less, within approximately 106 minutes; (d) accomplishment of a land navigation course, that requires a minimum of 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 Reserve with concurrent active duty), it is required to submit a voluntary release from the AGR program (AGR REFRAID) through the appropriate AGR separations team. Additionally, the AGR REFRAID date must align with given WOCS date based on HRC orders.

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-MPO-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 tattoo 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 3-3.b., 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 Arm (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 2922-09, 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.com

SAMPLE Encl:

Color photos with ruler

JOSHUA A. CDR
LTC, IN
Commanding

UNCLASSIFIED
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 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 Modification 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 3-3.1, (2)(c), and has been retained by the Commander.

4. SSG Doe has been counseled IAW AR 670-1, para 3-3.3 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 Encs:
- Separation Board Proceedings
- JOHN B. DOE
  SSG, USA
  Platoon Sergeant
  Tattoo Removal Plan
  Self-Identification Memorandum
  Command Validation Memorandum
  DD Form 1966/4

UNCLASSIFIED
ETP and Waiver Requests

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 Pre-requisite/ETS Waiver

1. Mitigating circumstances: Provide detailed explanation why the waiver and/or ETP should be approved. Please note that waivers (ETPs) 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 DAD 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 DAD date
   c. Technicians exceeding 46 years of age at the time of the board or 12 years of active federal service upon DAD 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, email John.B.Doe.Mil@mail.mil

JOHN B. DOE
SGG, USA
Platoon Sergeant

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-YR
   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, dishonorable discharge, pondered, or have ever been ordered to dismiss court 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-conviction 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 2020-01 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, MI / Rank): 
IPPS-A Employee ID Number: (Located in IPPS-A, under My Personnel Actions)

WOMOS 1: 
WOMOS 2: 
WOMOS 3:

Board Packet:
- [ ] DA Form 61: Application for Appointment
- [ ] UF 3.3. Company Commander LDR (or applicable 2nd level LDRM authority) - Must be digitally signed
- [ ] UF 3.3. Battalion Commander LDR (or applicable 3rd level LDRM 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 MOQ prerequisites) - Must be digitally signed
- [ ] ODA Confirmation Interview Form - 311A ONLY
- [ ] UF 3.2. Resume
- [ ] Soldier Talent Profile (STP) or equivalent - Redact Photos, Gender, Race, and Ethnic Group (MUST DISPLAY GT SCORE)
- [ ] Evaluation Reports (DA Form 2808s) in order from the most recent to oldest (RLC, SFC, LMC, BCL)
- [ ] College Transcripts (official or unofficial)
- [ ] Professional certificates or licenses
- [ ] SIFT Results - signed - 335A ONLY

Supporting Documents:
- [ ] DD Security Clearance Certification Review (signed by S2 or S10)
- [ ] UF 3.3. Physical Examination
- [ ] Medical Waiver/Review: DA Form 2808, DA Form 2807-L, commissioning labs, medical treatments/ pharmacarey, and DA Form 3349 (profile) to verify PULHES
- [ ] DA Form 2808: Report of Medical Examination, Page 1 - stamped by ARMYMED - 135A and 135A ONLY
- [ ] DA Form 160: Application for Active Duty (required for all applicants)
- [ ] DA Form 7434: Application for US Army Marine Certification - 88DA and 884A ONLY
- [ ] Statement of Understanding
- [ ] DA Form 368: Request for Conditional Release - Re-Release and Inter-service Transfers ONLY
- [ ] DA Form 9237: Statement of Financial Responsibility - Re-Release and Inter-service Transfers ONLY
- [ ] DA Form 330: Language Proficiency Questionnaire (at least 1/2 proficiency) - 180A ONLY
- [ ] Assessment MPR/OM Memo - 1760 ONLY
- [ ] RED Report/COA Conversion - Inter-service Transfers ONLY
- [ ] DA Form 705: AFST Scorecard (signed by Army E-5 or higher)
- [ ] Tattoo/Marking Standards Memorandum - Inter-service Transfers ONLY
- [ ] DA 5110/5501: Body Fat Content Worksheet (if not within weight standards in AR 600-9) (Exemptions reference Army Directive 2021-08, dated 15 March 2023)
- [ ] Tattoo ETP: self-signed memo, supporting documents (if not in com with AR 670-1 dated 20 March 2023)
- [ ] Conduct Waiver: self-signed memo, supporting documents (as identified on DA Form 62, block 26)
- [ ] Serious Conduct Waiver: Additionally require ID endorsement and Case Summary in Word
- [ ] Age ETP: self-signed memo (if older than 30 at time of appointment) in AR 670-1 - 135A ONLY
- [ ] APS ETP: Self-signed memo (if age is more than 36 at time of appointment) in AR 670-1 - 135A ONLY
- [ ] AIR ETP: Self-signed memo (if more than 48 months - Commissioned Officers applying for 133A and 133A ONLY)
- [ ] MOQ: Self-signed memo (if not MOQ prerequisites)
- [ ] WDMOS Specific Prerequisites (certificates of training as required by WDMOS, see WDMOS page)
- [ ] Checklist - signed by S-1, DPM and recommending senior warrant officer

Completed and authenticated by S-1, DPM or HR Tech (Initial and Sign)

[ ] I certify the applicant is not flagged or banned from re-enlistment. [Initial/Signature]
[ ] Identify applicable tattoos are in compliance with AR 670-1 and properly documented in IPERMS. [Initial/Signature]
[ ] I certify the applicant is not on Drill Sergeant assignment instructions - ARMY ONLY [Initial/Signature]

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

Recommending Senior Warrant Officer
Reviewer (printed name and title):
Signature:
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