Warrant Officer Applicant Brief

47 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, 46 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
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

26 Years
1SG/MSG

24 Years
SFC

20 Years
SSG

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

- 6 Years TIS
- 10 Years TIS
- 16 Years TIS
- 20 Years TIS
- 26 Years TIS

Approximate Snapshot:
- E-5 vs W-1 at 6 years TIS = $1091
- E-6 vs W1 at 10 years TIS = $899
- E-7 vs W1 at 16 years = $494

UNCLASSIFIED
Aviation Incentive Pay

- Under 2 Years
  - $125
- Over 2 Years
  - $200
- Over 6 Years
  - $700
- Over 10 Years
  - $1000
Administrative Requirements

1. US Citizenship **No Waiver**

2. General Technical (GT) Score of 110 or higher **No Waiver**

3. High School Graduate or have a GED **No Waiver**

4. Adjudicated Secret or Top-Secret Security Clearance **No Waiver**

5. Have ≥ 12 months remaining on enlistment contract **ETP Avail**

6. Pass Commissioning Physical for Tech or Flight Physical for Aviators **Waiver/ETP Avail**

7. Technicians: Age < 46 years when pin WO1 / Active Federal Service < 12 years at time the DA 61 is signed by applicant **ETP Avail**

8. Aviators: Age < 33 years at time packet is boarded / Active Federal Service < 8 years at time the DA 61 is signed by applicant **ETP Avail**

# Warrant Officer MOSs

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

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*Critical Mission*

Open to ALL MOSs provided prerequisites are met

UNCLASSIFIED
## Warrant Officer MOSs

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

www.gowarrantnow.com
### 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 Jan 24</td>
<td>13-Nov-23</td>
<td>04-Dec-23</td>
<td>08-Jan-24</td>
</tr>
<tr>
<td>18-22 Mar 24</td>
<td>29-Jan-24</td>
<td>12-Feb-24</td>
<td>04-Mar-24</td>
</tr>
<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

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**Data on the form must include:**
- Personal information (name, address, phone number)
- Previous service or education experience
- Current unit and position
- Unit Commander’s signature verifying ACFT and Ht/Wt

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**Steps to complete the form:**
1. Fill out all required fields accurately.
2. Sign at the designated areas.
3. Have the Unit Commander verify ACFT and Ht/Wt.

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**General Instructions:**
- Ensure all information is accurate and up-to-date.
- Keep a copy for your records.
- Submit to the appropriate military authority for processing.

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**Key Points to Remember:**
- Accuracy is crucial for successful processing.
- Submit all required documentation with the application.
- Follow up as necessary to check the status of your application.
Letter of Recommendation

USAREC Form 3.3

- All applicants require at a minimum 3 LORs
  - First and Second level UCMJ authorities
  - Senior Warrant Officer
- SWO must include Branch/MOS
- LORs are valid for 12 months from date of signature/ 90 days upon unit arrival (PCS)
- Must be digitally signed
- Joint or unique organization LOR ETP available
Resume

USAREC Form 3.2

Why are you qualified to be an Army Warrant Officer?

Why are you qualified to be an Army Aviator, HR Technician, Logistician?

What will you contribute to the Army as a Warrant Officer?

Why do you want to be an Army Warrant Officer?
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

Example - Enrolled in CE 23 Jan 2021
Example - PR Submitted 23 Jan 2021

- 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.
MEMORANDUM FOR Commander, US Army Recruiting Command, ATT: RORO-SP, Fort Knox, KY 40121-2705

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. SSG DOE JOHN B.
   - MRO: [Insert MRO Code]
   - SSN: [SSN]
   - MI: [MI]
   - Rank: [Rank]
   - Tapp: [Tapp]
   - SSN: [SSN]
   - DOD: [DOD]
   - MRS: [MRS]
   - Name: Doe John B.
   - NEX: [NEX]
   - Address: 123 Military St, Fort B prerequisites, 50223

b. HHC, K Corp, 123 Military Street, Fort B prerequisites, 50223

- Physical Profile Code:
  - P: [P]
  - U: [U]
  - L: [L]
  - H: [H]
  - E: [E]
  - S: [S]
  - 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
   - Page

f. Flight Physical date approved by USAAMA: December 22, 2020
   - Page
   - Stamped: [Stamped]
   - [Stamp]

- Individual:
  - [ ] Fully Qualified IAW AR 40-501, Chapter 2 (Excluding flight physiology only)
  - [ ] Fully Qualified IAW AR 40-501, Chapter 2, RECOMMEND WAIVER
  - [ ] Fully Qualified IAW AR 40-501, Chapter 2

- 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.

- Physician’s Signature
  - John Doe, PA-C
  - 1234-5678-9012

- HHC, K Corp, 123 Military Street, Fort B prerequisites, 50223

- 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**

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**APPLICATION FOR ACTIVE DUTY**

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

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

**PRINCIPAL PURPOSE:** Used by Reserve Component Soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member’s eligibility for announced active duty requirements.

**ROUTINE USES:** To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.

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

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

---

**1. DATE**

20191219

**2. TO:** Commander

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

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

JOHN B.

**4a. PRESENT RESERVE GRADE**

**4b. RESERVE COMPONENT**

- COMPONENT REGULAR, ARMY

**5a. BRANCH**

- MOS/ACC 35S

**5b. PERMANENT HOME ADDRESS (Include Zip Code)**

**5c. ENTER HOME OF RECORD**

**6a. TEMPORARY ADDRESS (Include Zip Code)**

**6b. ENTER CURRENT ADDRESS**

**7a. DURATION**

End of current assignment

**7b. NOTE:** Test cuts off. Processed as normal

**7c. OTHER BRANCHES (List in order of preference)**

**8. PRESENT ACTIVE DUTY GRADE**

E-6

**9. ORGANIZATION AND STATION ASSIGNMENT**

HHC, XII Corps, 123 Military Street

- Fort Base, TA 12223

**10. 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 appropriate box)**

- a. FOR A PERIOD OF 2 TO 10 YEARS

- b. FOR AN INDEFINITE PERIOD

**11. OTHER BRANCHES (List in order of preference)**

**12. 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:**

<table>
<thead>
<tr>
<th>CHOICE NO. 1</th>
<th>CHOICE NO. 2</th>
<th>CHOICE NO. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>15A/352S-420A</td>
<td>15A/352S-420A</td>
<td>15A/352S-420A</td>
</tr>
</tbody>
</table>

**13. IF IT IS POSSIBLE, I PREFER TO ENTER ON ACTIVE DUTY DURING ONE OF THE THREE PERIODS INDICATED BELOW IN ORDER OF PREFERENCE:**

<table>
<thead>
<tr>
<th>PREFERENCE NO. 1 (Month and Year)</th>
<th>PREFERENCE NO. 2 (Month and Year)</th>
<th>PREFERENCE NO. 3 (Month and Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>ASAP</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

**14. SIGNATURE OF APPLICANT**

DATE SIGNED

---

**DA FORM 160, SEP 2019**

PREVIOUS EDITIONS ARE OBSOLETE.
Statement of Understanding

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

SUBJECT: Statement of Understanding, effective 1 February 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 qualified 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, expired disposals, non-judicial punishments, and courts-martial proceedings. Major misconduct offenses require general officer endorsement and conduct waiver case summary, if applicable. Any and 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 40-601, Chapter 2, and DoDI 6130.03 Section 5, submit all commissioning physical pages i.e. DD 2808, DD 2807-1, UF 3.1, commissioning tabs, audiogram report if not annotated on DD 2808. VA C&P exam reports if received or receiving VA disability, medical treatment records and pharmacy records for qualifying 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, paras 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 44lbs ruck sack or 30% of body weight, whichever is less, within approximately 100 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 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 20318-0300

SUBJECT: Tattoo Validation and Exception to Policy Request for SSgt Doe, John B., XOX-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 2622-09 (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 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 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.mil.

SAMPLE Encl:
Color photos with ruler

JOSHUA A. CDR
LTC, IN
Commanding
Tattoo ETP Request
Army Applicants Only

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 orbit of the eyes, 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 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

SAMPLE Ends:
Separation Board Proceedings

JOSHUA A. CDR
LTC, IN
Commanding

JOHN B. DOE
SSG, USA
Platoon Sergeant

SAMPLE Ends:
Color Photos, with ruler
Tattoo Removal Plan
Self-Identification Memorandum
Command Validation Memorandum
DD Form 1966/4
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 Prerequisite/ETP 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 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 48 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@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-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 applicable. Submit affidavit detailing events, punishment, and unsuccessful attempts at obtaining required documentation.

JOHN B. DOE
SGG, USA
Platoon Sergeant

SAMPLE Ends:
Court Action
Police Report
Article 15
Letter of Reprimand
Affidavit
General Officer endorsement
Conduct Waiver Case Summary
Application Checklist

Warrant Officer Application Checklist

Applicant Name [Last, First, Ml / Rank]:

IPSS-A Employee ID Number: [Located in IPSS-A, Under My Personnel Actions]

WOMOS 1:

- DA Form 61: Application for Appointment
- UF 3.3: Company Commander LOE (or applicable 2nd level UCMJ authority) - Must be digitally signed
- UF 3.3: Battalion Commander LOE (or applicable 2nd level UCMJ authority) - Must be digitally signed
- UF 3.3: Group Commander LOE (or authorized representative) - 18DA ONLY - Must be digitally signed
- UF 3.3: Senior Warrant Officer LOE (Check MOS prequalifications) - Must be digitally signed
- ODAA Confirmation Interview MFR: 271A 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 1055) in order from the most recent to oldest (MNC, SC, ALC, BLC)
- College Transcripts (official or unofficial)
- Professional certificates or licenses
- NPT Results - signed - 185A ONLY

WOMOS 2:

Supporting Documents:
- DA Form 6: Security Clearance Verification Review (Signed by S2 or SSO)
- DA Form 6: Physical Exam Sheet
- DA Form 28B: Medical Waiver Review: DD Form 28B, DD Form 28B-1, commissioning labs, medical treatment/immunization records, and DA Form 3340 (profile) to verify PULHES
- DA Form 2880: Report of Medical Examination, Page 1 - stamped by ARMS - 185A and 185A ONLY
- DA Form 560: Application for Active Duty (Required for all applicants)
- DA Form 7434: Application for US Army Marine Certification - 88MA and 88MA ONLY
- Statement of Understanding
- DA Form 568: Request for Conditional Release - Revenue and inter-service Transfers ONLY
- DA Form 730: Language Proficiency Questionnaire (at least 1/2 proficiency) - 185A ONLY
- Assessment MFR/OCS Memo - 1765 ONLY
- REO/Report/OCS Conversion - Inter-service Transfers ONLY
- DA Form 705: ACT Test Scorecard (signed by Army E-5 or higher)
- DA Form 5310/5031: Study Plan/Worksheet (if not within height/weight standards in AR 600-9) Deviations reference Army Directive 2021-08, dated 15 March 2021
- Tattoo ETP: Self-signed memo, supporting documents (if not authorized by AR 600-9, dated 26 January 2021)
- Conduct Waiver: Self-signed memo, supporting documents (as identified on DA Form 61, block 20)
- Serious Conduct Waiver: Additionally require DD endorsement and Case Summary in Word
- Age ETP: Self-signed memo (if older than 33 at time of WOSS - 185A or 85 at time of appointment to WO1 - TECH)
- APS ETP: Self-signed memo (if more than 3 years - 185A or 12 years - TECH by date on DA Form 61 block 20)
- AFCS ETP: Self-signed memo (if more than 48 months - Commissioned Officers applying for 185A ONLY)
- Prequalification Waiver: Self-signed memo (check MOS prequalifications)
- WOCS Specific Prequalifications (certificates of training as required by WOCS, see WOCS page)
- Checklist: signed by S-1, OCS or Tech and recommending Senior Warrant Officer

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

I certify the applicant is not flagged or barred from re-enlistment.

(Date)

I certify applicable tattoos are in compliance with AR 670-1 and properly documented in IPREMS.

(Date)

I certify the applicant is not on Drill Sergeant assignment instructions: ARMY ONLY

(Date)

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

(Date)

Signature:

Recommending senior warrant officer

(Date)

Reviewer (printed name and title):

(Date)

Signature:
Application Process

APPLICANT

Level 1
WORC
Administrative Qualification

Corrections Required

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

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
Contact Us

www.gowarrantnow.com
Questions

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