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

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

APPROX 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

2023 Pay Scale
Aviation Incentive Pay

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

www.gowarrantnow.com
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

## WO MOS

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

*Critical Mission*

Open to ALL MOSs provided prerequisites are met

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

<table>
<thead>
<tr>
<th>Board Dates</th>
<th>New Packet Deadline</th>
<th>Corrections Deadline</th>
<th>Updates Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-26 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
Letter of Recommendation
USAREC Form 3.3

- All applicants require at least 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?

Applicants Signature

Date

SECTION VI - SUMMARY

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. Indicate with a specific MOS. Avoid excessive of acronyms. Reiterate previously mentioned significant accomplishments or achievements. Describe differentiating knowledge, skills and abilities, reason for applying to become a Warrant Officer, or long term military career plans as a Warrant Officer.
Security Clearance Verification

WARRANT OFFICER APPLICATION
SECURITY CLEARANCE VERIFICATION REVIEW

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

APPLICANT PERSONAL DATA
Rank: SSG
Last, First MI: DOE, JOHN B
Full SSN: 000-00-0000

SECURITY CLEARANCE DATA
Adjudicated Clearance Granted: TOP SECRET
Adjudicated Clearance Date Granted: 2019-05-24
Resubmission Status and Date:
CI Scope Polygraph Date - 352N/352S:

SECURITY MANAGER OR SSO
Rank: CIV
Last, First MI: TABLE, JON A
Phone Number: 555-555-5555
Email: JON.A.TABLE.CIV@MAIL.MIL

Jon Table
Security Representative Signature

- Complete fillable version
- SECRET valid for 10 yrs from date granted
- TOP SECRET valid for 6 yrs from date granted
- Resubmission Status and Date required if clearance is due for reinvestigation.
  - Example - Enrolled in CE 23 Jan 2021
  - Example - PR Submitted 23 Jan 2021

UNCLASSIFIED
Physical Cover Sheet
USAREC Form 3.1

- 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**

| **DATE** | 20191219 |
| **FROM (Last, First, M.I.)** | JOHN B. |
| **BRANCH** | NA, Officers: Branch |
| **PERMANENT HOME ADDRESS** (Include ZIP code) | 35S |
| **TEMPORARY ADDRESS** (Include ZIP code) | 665-5955 |
| **PRESENT RESERVE GRADE** | 4b. RESERVE COMPONENT |
| **PRESENT ACTIVE DUTY GRADE** | E-6 |
| **ORGANIZATION AND STATION ASSIGNMENT** | HHC, XII Corps, 123 Military Street |
| **DUTY ASSIGNMENT** | 153A/352S-420A |
| **AREA ASSIGNMENT** | FORT CAMP, TO FORT BASE, TX |
| **SIGNATURE OF APPLICANT** |  |

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

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

Statement of Understanding

DEPARTMENT OF THE ARMY
UNITED STATES ARMY SPECIAL OPERATIONS RECRUITING BATTALION (AIRBORNE)
BUILDING E-323, EL SALVADOR STREET
FORT LIBERTY, NORTH CAROLINA 28710

RCMR-SO-E
1 February 2023

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCR-O-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 (WCOMS) program 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 WCOMS 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 WCOMS 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 40-601, Chapter 2, and DoDI 6130.03 Section 5, submit all commissioning physical pages i.e., DD 2980, DD 2807-1, UF 3.1, commissioning tabs, audigram report if not annotated on DD 2980. 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 Mutations 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 44 lbs 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 Basic Army Training, Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training, it is required to attend 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 20310-0300

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

1. A check for tattoos or brands on SSgt Doe’s entire body was conducted. The below listing identifies brands that could be perceived as prejudicial to good order and discipline or considered extremist, indecent, sexist, and/or racist in accordance with guidance provided in Army Regulation 670-1, para 3-3.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 Arms (short sleeves) 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 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:  JOSHUA A. CDR
Color photos with ruler  LTC, IN
Commanding  UNCLASSIFIED
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 2022-06 (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 outside 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 Mutilation Policy, AR 670-1, para 3-3 and Army Directive 2022-09.

3. SSG Doe has not conducted administrative separation proceedings IAW AR 670-1, para 3-3.f. (2)(c) and has been retained by the Commander.

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

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

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

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

SAMPLE Encl:
Separation Board Proceedings

JOSHUA A. CDR
LTC, IN
Commanding

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

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

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

2. I have a tattoo on my right wrist, 0.5” x 0.25”, 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 0.25”, 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
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 circumstances: provide detailed explanation why you feel this waiver and/or
ETS should be approved. Please note that waivers(s)/ETS(s) are only approved in
unusual circumstances. ETSs 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 DA51 date
   b. Commissioned officer 153A applicants exceeding 32 years of age at the time of
      the board or 4 years of active federal commissioning service upon DA51 date
   c. Technicians exceeding 46 years of age at the time of the board or 12 years of
      active federal service upon DA51 date
   d. Applicants not meeting MOS specific prerequisites
   e. Applicants having less than 12 months remaining on current enlistment contract

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

JOHN B. DOE
SGT, USA
Platoon Sergeant
Application Checklist

Warrant Officer Application Checklist

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

Applicant Name (Last, First, MI / Rank): ____________
IPSS-A Employee ID Number: ____________ (Located in IPSS-A, Under My Personnel Actions)

WOMOS 1: ____________
WOMOS 2: ____________
WOMOS 3: ____________

**Board Packet:**
- DA Form 61: Application for Appointment
- UF 3.3.1: Company Commander LOR (or applicable 2nd level UCMJ authority) - Must be digitally signed
- UF 3.3.2: Battalion Commander LOR (or applicable 2nd level UCMJ authority) - Must be digitally signed
- UF 3.3.3: Group Commander LOR (or authorized representative) - 180a ONLY - Must be digitally signed
- UF 3.3.4: Senior Warrant Officer LOR (Check MOS prerequisites) - Must be digitally signed
- DD Form 2950: Confirmation Interview (DFRP 2023 ONLY)
- UF 3.2: Resume
- Soldier Talent Profile (STP) or equivalent - Redact Photo, Gender, Race, and Ethnic Group (MUST DISPLAY GT SCORE)
- Evaluation Reports (SARs) in order from the most recent to oldest
- Academic Evaluation Reports (DA Form 3015) in order from the most recent to oldest (DNL, SLC, ALC, BLC)
- College Transcripts (official or unofficial)
- Professional certificates or licenses
- NPT Results - signed - 180a ONLY

**Supporting Documents:**
- SF 86 Security Clearance Verification Review (signed by S2 or SD)
- UF 3.1.1: Physical Exam Sheet
- Medical Waiver: Review: DD Form 2600, DD Form 2807-1, commissions labs, medical treatment/medications, and DA Form 3340 (profile) to verify PULHES
- DA Form 2608: Report of Medical Examination, Page 1 - stamped by ARMED - 180a and 180a ONLY
- DA Form 160: Application for Active Duty (required for all applicants)
- DA Form 7478: Application for US Army Marine Certification - 88A and 88X ONLY
- Statement of Understanding
- DA Form 66: Request for Conditional Release - revenue and inter-service transfers ONLY
- Official Conditional Release approval memo - inter-service transfers ONLY
- Conditional Rank Resignation Memorandum - Commissioned Officers ONLY
- Conditional Rank Release Memorandum - Army Commissioned Officers ONLY
- DA Form 330: Language Proficiency Questionnaire (at least 1.7 proficiency) - 180a ONLY
- Amendment MRR/OCR Memo - 180d ONLY
- REDD/Report IST Conversion - inter-service transfers ONLY
- DA Form 705: ACTIV Scorecard (signed by Army E-5 or higher)
- Tattoo Validation Memorandum - inter-service transfers ONLY
- DA DD Form 250: Study Fall-out Worksheet (not all height/weight standards in AR 600-9) Exemptions reference Army Directive 2021-9, dated 15 March 2021
- Conduct Waiver: self-signed memo, supporting documents (as identified on DA Form 61, block 2b)
- Serious Conduct Waiver: Additionally require DD endorsement and Case Summary in Word
- Age ETP: self-signed memo, if older than 33 at time of WODS - 180a or 40 at time of appointment to WO1 - TECH
- APS ETP: self-signed memo (if more than 10 yrs - 180a or 12 yrs - TECH by date on DA Form 61 block 4b)
- AFS ETP: self-signed memo (if more than 40 months - Commissioned Officers applying for 180a ONLY)
- Prerequisite Waiver: self-signed memo (check MOS prerequisites)
- WODAS Specific Prerequisites (certificate of training as required by WODAS, see WODAS page)
- Checklist: signed by S1 / CIC/DR Tech and recommending Senior Warrant Officer

**Completely and authenticated by S1 / CIC/DR Tech (initial and sign):**

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

I certify applicable tattoos are in compliance with AR 670-1 and properly documented in IPMS. [Signature]

I certify the applicant is not on Drill Sergeant assignment instructions - ARMY ONLY [Signature]

S1 Certifying Official [printed name and title]

**Recommending Senior Warrant Officer**

Reviewer [printed name and title]

[Signature]
Application Process

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

APPLICANT
Level 1 WORC Administrative Qualification

Level 2 Proponent Technical Qualification

Level 3 USAREC Regulatory Qualification

Board Ready

Corrections Required

UNCLASSIFIED
Selection Board Notes

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

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

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