

## STEPS FOR PREPARING A WARRANT OFFICER APPLICATION

**Step 1:** Visit the Warrant Officer (WO) recruiting web site at: <http://www.usarec.army.mil/hq/warrant>. Start with the "Program Overview" and follow the instructions to download the forms for use with PureEdge or Adobe Acrobat software.

**Step 2:** Review Army Regulation 135-100 and Department of the Army Pamphlet 601-6. (All Army publications mentioned throughout this guide are located on the warrant officer recruiting website at <http://www.usarec.army.mil/hq/warrant>).

**Step 3:** Verify that you meet the following Administrative requirements:

- (a) US citizenship
- (b) General Technical (GT) score of 110 or higher (DoD service applicants must convert their GT scores - see web site)
- (c) Be a high school graduate or hold a GED
- (d) Secret security clearance (Interim secret is acceptable to apply - IAW AR 380-67 & AR 135-100)
- (e) Pass the standard 3-event Army Physical Fitness Test (APFT) and meet height/weight standards (IAW FM 21-20 & AR 600-9)
- (f) Pass the appointment physical for Technicians or the Class 1A flight physical for Aviators (IAW AR 40-501)
- (g) Minimum of 12 months or more remaining on current service contract as of board convene date

**Step 4:** Ensure you meet the **MINIMUM** prerequisites listed on our web site for your requested WO Military Occupational Specialty (WOMOS). If you do not, you must either wait until you meet all the prerequisites or request a prerequisite waiver. **Prerequisites for 153A - Aviator:** Open to any rank and MOS (after AIT completed), must be less than 33 years of age by the board convene date, score 90 or higher on the AFAST, and pass a Class 1 flight physical. **General prerequisites for all other WOMOSs:** SGT or higher, 4-6 years experience in the field for which applying (see web site), and be less than 46 years of age by the board convene date.

**Step 5:** It is recommended that you keep all original documents, including the physical, for reference. Packets can be submitted by Digital Sender or in PDF format as an e-mail attachment (see step 12). DA photos may be sent in PDF, TIF or JPG format; color photos present the best image of applicants. Deployed personnel may take a digital photo in duty uniform standing at the position of attention with a neutral background (no scenery, helmets or weapons).

**Step 6:** Take the completed packet to your Personnel Services Detachment (PSD), Military Personnel Division (MPD) or S-1 office for review. Have a NCO or OIC endorse your checklist stating you are not barred, flagged or pending UCMJ action. **Non-Army** personnel can skip this step and submit their application as indicated in step 12.

**Step 7:** Once at USAREC, the packet will be logged in to the computer, and then screened for completeness. You will be notified of any discrepancies by phone or email using the contact information in blocks 17 & 19 of your DA Form 61. (Ensure the email address on your DA Form 61 is an email that you check daily.) Verify your status online before calling/emailing recruiters.

**Step 8:** Technician packets are forwarded to their Branch WO proponent for technical evaluation. Aviator applications are evaluated at USAREC unless a waiver is required. Proponent-qualified applications are considered "board-ready" if no waivers are needed. The applicant will be notified if not qualified by the proponent or if waivers are disapproved. Please allow 4 - 6 weeks for processing of waivers.

**Step 9:** Applications requiring a moral waiver (if block 26 of the DA Form 61 is answered YES) are forwarded to Army Reserve Personnel Command (AR-PERSCOM), St Louis, MO by USAREC. Please allow 4 - 6 weeks for processing waivers.

**Step 10:** Applications requiring an Active Federal Service (AS) waiver\* or an age waiver\*\* are forwarded to the Deputy Chief of Staff for Personnel (DCSPER) at HQDA. Please allow 4 - 6 weeks for processing waivers. **\*AFS Waiver** 12 or more years active service at the time the DA Form 61 is signed. **\*\*Age Waiver** Aviator applicants who are 33 or older by the convene date of the board, or Technical WO MOS applicants who are 46 or older by the convene date of the board.

**Step 11:** Accession boards are held bimonthly at USAREC starting in November, but not all MOSs are considered at each board. The board vote results in one of the following designations: **Selected, Qualified - Select (Q-S)** (You have been selected and will attend WOCS in approximately 4 - 6 months) **Fully Qualified - Non-selected (FQ-NS)** (You have not been selected and will be considered by one more board automatically. It is highly recommended to make any updates that you feel will improve your packet at this time.)

**Not Selected - Not Competitive (NS-NC)** (You have not been selected by 2 consecutive boards, and are not considered competitive with the current packet provided). Applicants twice non-selected for the WO Program must wait a year to reapply. Applicants may reapply immediately with an approved wait period exception request - available on our website. Please see the web site for process to re-apply.

**Step 12:** Visit our web site at least monthly for new or updated information and for board results (normally published the week following a board). Packet submission deadlines are post on our website along with the board schedule. Packets should be sent via PDF e-mail attachment, 5mbs or less in size per e-mail. Number multiple e-mailings appropriately; 1 of 4, 2 of 4, etc. Send all documents to HQs, USAREC Board Branch as follows:

- a. Send **NEW Packets in PDF format to: NewWarrantPackets@usarec.army.mil**
- b. Send **UPDATES to packets already accepted and on file to: NewWarrantUpdates@usarec.army.mil**
- c. Send **CORRECTIONS for "R" status packets to: NewWarrantCorrections@usarec.army.mil**
- d. **ONLY deployed personnel may mail their packet to the address below however, electronic submission is preferred.**

COMMANDER, HQ USAREC  
ATTN: RCRO-SM-A  
1307 3RD AVE  
FT KNOX, KY 40121-2726

# Warrant Officer Application Checklist

All documents should be single-sided copies and in the following order:

Name: \_\_\_\_\_

## Board Packet (These copies should be clean and neat in appearance—they will make up your board packet being reviewed for your selection):

- \_\_\_ DA Form 61 (with HT/WT and APFT statement, signed as shown on the web site example)
- \_\_\_ Senior Warrant Officer Letter (Optional for some WOMOS)
- \_\_\_ Company Commander Letter of recommendation (or applicable Company Grade UCMJ authority)
- \_\_\_ Battalion Commander Letter of recommendation (or applicable Field Grade UCMJ authority)
- \_\_\_ Resume (USAREC Form 1935)
- \_\_\_ ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- \_\_\_ Evaluations (All NCOERs (up to **ten years** worth) and all AERs (1059s) in order newest to oldest)
- \_\_\_ College Transcript(s)
- \_\_\_ COPIES of Professional Certificates (Licenses or Certificates issued to Engineers, Mechanics etc...)
- \_\_\_ AFAST Results (153A applicants only)
- \_\_\_ DA Photo

## Supporting Documents: (These documents are required to qualify your packet, but will not be reviewed by the board)

- \_\_\_ Security clearance verification memorandum (Prepared by S2 or facility security manager)
- \_\_\_ Physical Coversheet USAREC Form 1932 (Aviation - expires after 18 months, all others expire at 24 months. If waiver or exception to policy required, applicant needs to include complete physical. 153A applicants need To include DD 2808 with Stamp from USAAMC, Ft. Rucker)
- \_\_\_ DA Form 160-R (ensure that you sign it and block 9a is checked)
- \_\_\_ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)
- \_\_\_ Re-enlistment documents - if required (ERB does not show 12 months remaining on current contract)
- \_\_\_ Statement of understanding (a copy of this memo is on the web site)
- \_\_\_ Conditional Release – if required (if you are not an active duty Army applicant)
- \_\_\_ English credit document - if required (250N, 251A, 254A, 420A, 920A, 920B, 921A, 922A, 923A)
- \_\_\_ TABE score document - if required (880A, 881A)
- \_\_\_ Body Fat Content Worksheet - if required (If you do not meet height/weight standards set in AR 600-9)
- \_\_\_ Moral waiver request - if required (as identified in blocks 26 on DA Form 61)
- \_\_\_ Age waiver request - if required (max age is 33 for aviators, 46 for all others)
- \_\_\_ Prerequisite waiver request - if required (verify with MOS on web site)
- \_\_\_ AFS waiver request - if required (12 years for all MOS)
- \_\_\_ APFT waiver request - if required (must include Physical Profile and complete Physical with packet)
- \_\_\_ Entire Packet administratively reviewed by any Warrant Officer.

REVIEWER (printed name and title): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

- \_\_\_ Checklist endorsed by PSB or S-1 NCO (E5 or above) validating soldier is not flagged or barred

NOTE: **ONLY** deployed personnel may mail their completed application. Electronic submission is preferred:  
HEADQUARTERS US ARMY RECRUITING COMMAND  
ATTN RCRO-SM-A  
1307 THIRD AVENUE  
FORT KNOX KY 40121-2725

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## This section to be completed and authenticated by PSD/MPD personnel or the Battalion S-1/S-1 NCO

I certify that service member is not flagged and is eligible to apply for this program.

CERTIFYING OFFICIAL (printed name and title): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DSN PHONE #: \_\_\_\_\_ COMM PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Applicants must send their packets as a PDF attachment via e-mail or by use of the Digital Sender, (file size restricted to 5mbs or less per transmission) to [NewWarrantPackets@usarec.army.mil](mailto:NewWarrantPackets@usarec.army.mil)

\*Deployed personnel may mail their application however, electronic submission is preferred.

\*Please, only use one method of delivery and do not split packets between different means unless asked by a recruiter to do so.

Check your application status on-line at [www.usarerc.army.mil/hq/warrant](http://www.usarerc.army.mil/hq/warrant) after allowing 5 – 10 business days for processing.

Good luck!

**WARRANT OFFICER RESUME**

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

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.  
**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.  
**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.  
**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

**SECTION I - ADMINISTRATIVE DATA**

1. NAME ( <i>Last, first, middle initial</i> ): SAMPLE, Joe E.	2. SSN: 111-22-3333	3. RANK/GRADE: SGT / E5	4. PMOS: 42A20P
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)		6. E-MAIL ADDRESS: Joe.e.sample@us.army.mil	

**SECTION II - CIVILIAN EDUCATION**

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

BA Degree - Liberty University, (intended graduation May 2012), 108 credits completed, 3.2 GPA  
 AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

**SECTION III - OBJECTIVE**

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

- 153A - Rotary Wing Aviator
- 420A - Human Resources Technician
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**SECTION IV - MILITARY EXPERIENCE**

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>July 07</u> to <u>Present</u>	ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
POSITION TITLE: TITLE should match ERB or evaluation reports DUTIES ( <i>list below to include significant contributions</i> ): Accomplishment should appear in chronological order, by date, starting with the most current assignment. List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise, and complete sentences - not in fragments or bullets. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.		
2.	DATES (YY/MM): <u>June 05</u> to <u>June 07</u>	ORGANIZATION: HHC, IIIId ACA, Ft Hood, TX
POSITION TITLE: PROMOTION SECTION NCOIC DUTIES ( <i>list below to include significant contributions</i> ): List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g JMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.		

**SECTION V - CIVILIAN EXPERIENCE**

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>Jan 98</u> to <u>May 00</u>	ORGANIZATION: Kelly Temporary Services, Grand Rapids MI  POSITION TITLE: ADMINISTRATIVE ASSISTANT  DUTIES (list below to include significant contributions):  List civilian employment experience that uniquely qualifies you for the warrant officer specialty for which you are applying. Do not list civilian employment/experience if it does not pertain to being a warrant officer or to the warrant officer specialty you are applying for.
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE:  DUTIES (list below to include significant contributions):
3.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE:  DUTIES (list below to include significant contributions):

**SECTION VI - MILITARY EDUCATION** *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

19.	DATES (YY/MM): <u>0501</u> to <u>0504</u>	COURSE: BNCOC, 75H Phase I & II, Ft Jackson, SC  DESCRIPTION: The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spelling and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's ability to communicate and their attention to detail.
20.	DATES (YY/MM): <u>0209</u> to <u>0210</u>	COURSE: Warrior Leader Course (WLC) Ft Knox, KY  DESCRIPTION: List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOC. Be sure to list your class standing, GPA, APFT score and any other outstanding measure of success you achieved while in school. Special skill courses such as airborne, air assault, pathfinder and the like are NOT necessary to list here; they should appear on your enlisted records brief (ERB). If not, then update your record to reflect accordingly. Correspondence course completions, not subcourses, may be listed here to show your technical acumen. It is advisable however, to only list course completions germane to the warrant specialty you desire to serve in.
21.	DATES (YY/MM): <u>9801</u> to <u>0903</u>	COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC  DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course. Good luck!

**SECTION VII - SUMMARY**

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your field. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc). mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical/tactical skills needed to become a WO  
Answer this question: What have you done or accomplished that sets you apart from your peers?  
(Additionally, aviator applicants should include why they want to be an Aviator.)

**RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.**

**Other notes:**

No other resume formats are acceptable beyond USAREC Form 1935. Therefore, do not go through a big expense by having external parties professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtain at <http://www.usarec.army.mil/im/formpub/Forms.htm>.

**SECTION VIII - SIGNATURE**

1. NAME ( <i>Last, first, middle initial</i> ): SAMPLE, Joe E.	2. RANK: SGT/E-5	3. SIGNATURE:	4. DATE (YYYYMMDD):
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**LETTER OF RECOMMENDATION**

(Warrant Officer Procurement Program)

**PRIVACY ACT STATEMENT****AUTHORITY:** Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.**PRINCIPAL PURPOSE:** Information collected will be used by selection board members to determine qualifications of warrant officer candidates.**ROUTINE USES:** Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.**DISCLOSURE:** Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.**SECTION I - ADMINISTRATIVE DATA**

1. NAME (Last, first, middle initial): APPLICANT, Joe E.	2. SSN: 111-22-3344	3. RANK: SGT	4. DATE OF RANK: 01 SEPTEMBER 2002
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)		6. I am completing this form as the applicant's: <input checked="" type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
7. I have known this applicant from <u>2004/12</u> to <u>PRESENT</u> . (Year/Month) (Year/Month)		8. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): Interviewer	

**SECTION II - NARRATIVE**

(Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)

## NARRATIVE:

- Letters should be should be 3 to 5 paragraphs with specific, quantifiable comments about the service members character and tactical and technical competence.
- You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments.
- Generic flowery comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.

## EXAMPLE WRITE-UP:

- It is my absolute privilege to recommend SGT Sample for entry into the Warrant Officer Procurement Program as a Human Resources Technician (420A). I have reviewed SGT Sample's credentials and found his records very worthy for warrant officer candidacy. As such, SGT Sample has earned my vote of confidence to compete for warrant officer selection.
- SGT Sample served with me during a year-long deployment to Balad, Iraq 2004. During this time, I personally observed and worked with SGT Sample on several personnel support issues. My observation of him is that of an industrious Senior Personnel Sergeant fully capable of performing his administrative duties. SGT Sample worked tirelessly processing personnel actions for 849th Transportation Battalion, Ft Bragg NC. Those actions included; Joint Personnel Status Reporting (JPERSTAT), Casualty Operations, ID Tags, Fighter Management Pass Program (FMPP), legal processing and administrative advisor to both the Battalion and Company Commander. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6.
- SGT Sample possesses the qualities of a self-starter and a leader. His mastery of warrior tasks and drills led to his selection as NCO of the Quarter. Further, he mentored a subordinate to compete and win 1st TSC's Solider of the Year competition. SGT Sample completed BNCOC with a 97.4 GPA. He has received numerous valor and service awards for technical merit including the prestigious Bronzes Star. SGT Sample is active within the community and is not afraid to dialog regarding the issues of the day. He is a well-rounded, respected member of both the military and civilian community.
- In conclusion, SGT Sample has a rare blend of technical and tactical proficiency as evident by his outstanding military career. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A)APPLICANT

**SECTION III - DISCLAIMER****Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.****SECTION IV - SIGNATURE**

1. NAME (Last, first, middle initial): DOE, John Q.	2. RANK: CW4	3. BRANCH: AG	4. SIGNATURE:	5. DATE (YYYYMMDD):
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REPLY TO  
ATTENTION OF:

**FOR OFFICIAL USE ONLY**

**DEPARTMENT OF THE ARMY**  
(UNIT ORGANIZATION ADDRESS)

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA,  
Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for (Last Name, First Name, Middle Initial)

1. References:

a. AR 380-67, Personnel Security Program, 9 Sep 88.

2. (Rank, Last Name, First Name, Middle Name, Social Security Number) was granted (Type of security clearance for example TS/SCI) eligibility on (date clearance was granted) by the Army Central Clearance Facility (CCF). (Rank Last Name) had a PPR closed on (date investigation was closed)

3. The point of contact for this memorandum is (Your S2/ Security Manager's Name, Phone Number, and E-mail address).

**S2/Security Manager's Signature block with Signature**

**FOR OFFICIAL USE ONLY**

This document and personal information contained herein is protected by the Privacy Act of 1974,  
Section 5 U.S. C sub 552a as amended