PERSONAL COURAGEHONOR

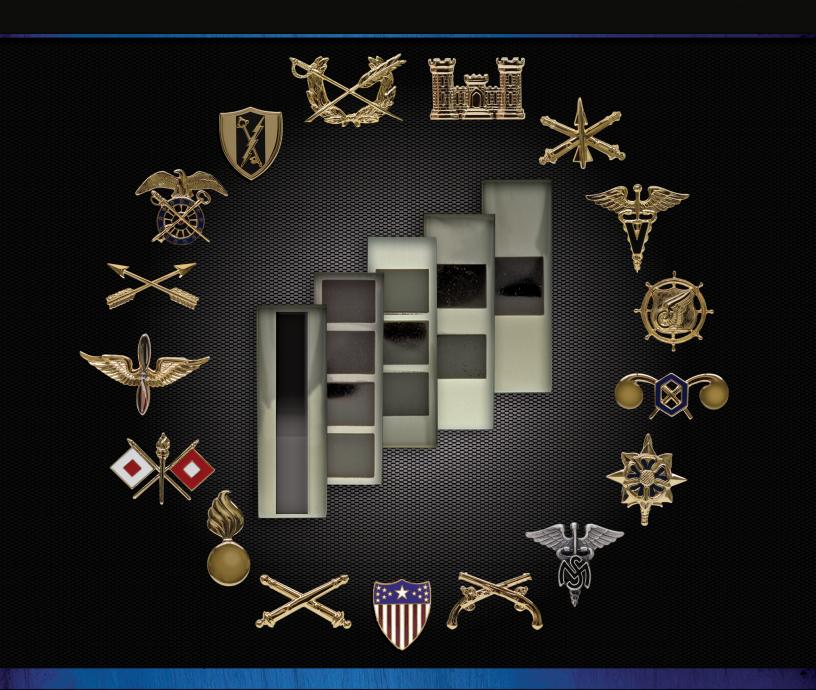
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WARRANT OFFICER APPLICATION GUIDE









CECTIONS

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DEFINITION OF A WARRANT OFFICER

"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 Warrant Officer administers, manages, maintains, operates and integrates Army systems and equipment across the full spectrum of Army operations. Warrant Officers are innovative integrators of emerging technologies, dynamic teachers, confident war fighters and developers of specialized teams of Soldiers. They support a wide range of Army missions throughout their career. Warrant Officers in the Army National Guard are accessed with specific levels of technical ability. They refine their technical expertise and develop their leadership and management skills through tiered progressive assignment and education."

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I. Purpose: This guide is designed to provide the necessary information and assistance for the application of qualified individuals into the Army National Guard Warrant Officer Corps.

2. Applicant Sources:

- a. Enlisted Soldiers (Army, Army National Guard, Army Reserve and other uniformed services).
- b. Former Commissioned or Warrant Officers.
- c. Commissioned or Warrant Officers of other uniformed services.

MINIMUM ELIGIBILITY REQUIREMENTS



- **I. AGE:** For technical specialties, applicants must be between the ages of 18 and not more than 46 on the date of initial appointment. Applicants for rated aviator positions must be between the ages of 18 and not more than 32 at the start of the flight training for Initial Entry Rotary Wing (IERW).
- 2. CITIZENSHIP: Must be a U.S. citizen by birth or naturalization.
- 3. MENTAL APTITUDE: Must score a 110 or higher on the GT aptitude test. For rated aviation specialties, applicants must take the Selection Instrument for Flight Training (SIFT); achieve aptitude test scores listed in AR 611-110. Testing should be coordinated through the State Aviation Office.
- **4. EDUCATION:** High School Diploma or GED completion.
- 5. ENGLISH LANGUAGE COMPETENCY: Must have a demonstrated understanding and proficiency in the English language. Applicants with a native language other than English must achieve a minimum score of 80 on the English Comprehensive Level Test (ECLT). Depending on the WO MOS, there may be a requirement of a minimum of 6 credit hours of college level English, or TABE test evaluation. This requirement will be found on the USAREC website www.usarec.army.mil/hq/warrant under each proponents' MOS page.
- **6. SECURITY CLEARANCE:** A valid final or interim secret security clearance is required prior to entry into Warrant Officer Candidate School (WOCS). Some specialties require a higher than secret level (reference DA Pamphlet 611-21).
- **7. PHYSICAL:** Must meet appointment physical standards in accordance with Chapter 2, AR 40-501 and height and weight standards of AR 600-9. See DA Pamphlet 611-21 for additional physical requirements for individual MOSs. In addition, applicants must be able to pass a standard APFT. Only applicants with an approved Army G-3 Waiver to perform an alternate event may report to WOCS.
- 8. LEADERSHIP: Must possess outstanding leadership traits.
- **9. PAY GRADE:** With the exception of Aviation Candidates, the minimum required for most specialties is SGT (E5) or having attained the grade established by the Department of Army (DA) MOS proponents. Applicants below the grade of SGT must be administratively appointed to pay grade E5 by parent unit upon entering Warrant Officer Candidate School (WOCS) in accordance with NGR 600-101. Former Commissioned and Warrant Officers are eligible for appointment without attending WOCS but must complete the predetermination process to be approved for entry into a Warrant Officer career.
- **10. SPECIFIC MOS REQUIREMENTS:** Must meet specific MOS requirements posted on NATIONALGUARD.com/warrantofficer or www.usarec.army.mil/hq/warrant. Former Commissioned or Warrant Officers may also be considered based on their prior service qualifications both as enlisted Soldiers and as Officers.

SECTION I

SELECTION PROCESS



I. INITIAL ENTRY ROTARY WING (IERW) POSITIONS:

- **a.** Although states and territories differ on unique application procedures, at a minimum, an applicant for IERW training is interviewed by the State Aviation Officer, the AASF Commander and/or the Aviation Unit Commander. This interview process is often referred to as the flight school board. Also, the applicant must:
 - (I) Be a current Army National Guard (ARNG) member in good standing; Warrant Officer Flight Training (WOFT) enlistment option is not authorized in the ARNG.
 - (2) Applicants for rated aviator positions must be between the ages of 18 and not more than 32 at the start of the flight training; however, applicants may submit an age waiver request to National Guard Bureau Aviation and Safety Division.
 - (3) The minimum qualifying score to apply for the Army's Aviation Program is 40 (possible scores range from 20 to 80, with a mean of 50 and standard deviation of 10). As the SIFT is validated, the minimum score may change to correspond with the Aviation Branch requirements. Contact your State Aviation Office for current information.
 - (4) Successfully pass a Class IA flight physical and meet the medical standards in AR 40-501.
- **b.** Upon meeting all mental and physical requirements and successfully completing all required interviews, the applicant is then placed on a standing flight school Order of Merit List (OML). Regardless of the individual's standing on the OML, he or she should be prepared to attend training with short notice. This will allow the person to jump ahead of peers and earn their "wings" much sooner. After OML placement, a mentor should be appointed to prepare the candidate for both WOCS and IERW.

2. TECHNICAL WARRANT OFFICER POSITIONS:

- **a.** To become a Warrant Officer, a Soldier must be able to fill an existing or projected unit MOS vacancy, in accordance with the current ARNG Over Strength Policy. This step is the same for an enlisted Soldier, former Commissioned or Warrant Officer. This MOS must be one for which the Soldier has an awarded PMOS, SMOS or applicable Area of Concentration (AOC) listed as a feeder MOS (see NATIONALGUARD.com/warrantofficer and www.usarec.army.mil/hq/warrant).
- **b.** If there are no vacancies in the current unit of assignment, qualified Soldiers are encouraged to apply for appointment in another unit where vacancies exist or are projected to occur. Former Warrant Officers should apply for an MOS in which they were previously qualified. Commissioned Officers may apply for the MOS for which they have the best qualifications, using both commissioned and former enlisted service.
- **c.** Unit Commanders must conduct interviews with the applicants and, if necessary, conduct a unit review board to determine the best qualified applicants. The individual selected must have demonstrated the ability to understand, convey and execute orders while serving as a trainer, teacher, counselor and team leader. The ability to continue to think and make good decisions under pressure is of particular importance. For the sake of the service and the individual, selection should not be just a reward for service in the unit; it should be a careful, well-thought-out decision.
- **d.** After the Commander makes his/her selection, an Officer or Warrant Officer mentor should be assigned to assist the candidate in preparing the "Predetermination Packet" covered in the next section.

SECTION II

MOS PREDETERMINATION



- I. REQUEST: The first step in the qualification process is the requirement to request approval from the DA MOS proponent for entry into the career field. The process called predetermination is used to qualify all members, whether enlisted, warrant or commissioned, to serve in a specific Warrant Officer MOS. DA MOS proponent requirements are listed under Warrant Officer programs at NATIONALGUARD.com/warrantofficer and www.usarec.army.mil/hq/warrant. This request must be prepared and forwarded through command channels to your state/territory headquarters, using the checklist located on page C-2 of this guide. Contact the Warrant Officer Recruiter, Officer Personnel Manager or the Command Chief Warrant Officer for state/territory-specific guidelines. Soldiers can locate their Warrant Officer Recruiter at NATIONALGUARD.com/wo-recruiter.
- 2. REVIEWS: Once predetermination packet is received and reviewed by the State WOSM, it is then forwarded to the National Guard Bureau for quality assurance and tracking. Packets are then sent to the appropriate DA MOS Proponent for final approval or disapproval. If disapproved, it will be returned through command channels to the requestor for additional documentation. If approved, it will be forwarded from the DA MOS proponent through command channels to the state/territory headquarters. This process takes between 14 and 120 days, depending on the DA MOS proponent.
- **3. DISPOSITION:** Approved predetermination packets will be transmitted through command channels to the requesting unit for preparation of the Warrant Officer candidate appointment application packet.

4 SECTION III



WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING AND WOCS ATTENDANCE

- I. WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING: Upon notification of favorable predetermination, the applicant must complete an appointment application for consideration by the Federal Recognition Board held at the state/territory headquarters. The Senior Regular Army Advisor conducts the board with selected Commissioned Officers. The board determines applicant eligibility for attendance at the WOCS and Warrant Officer appointment. The WOC appointment application should include the following items:
 - a. The approved predetermination memorandum.
 - **b.** NGB Form 62E, Application for Federal Recognition as an ARNG Officer or Warrant Officer and Appointment. The first endorser should be the commander of the unit originally completing the recommendation in Appendix F, with the second endorser as the next highest commander.
 - c. Birth certificate.
 - **d.** Statement in lieu of security clearance. The applicant must have a secret security clearance or interim secret clearance. A final or interim secret clearance is required for appointment, unless the MOS proponent specifies a higher clearance for MOSQ.
 - e. Copy of a complete physical IAW Chapter 2,AR 40-501, conducted within two years of appointment as a Warrant Officer. Those applying for aviation selection require a Class I Flight Duty Medical Examination (FDME) with approval stamp. DD FORM 2808 / DD FORM 2807-1.
 - **f.** Copy of High School Diploma, equivalent or college transcript.
 - g. DD Form 214, DD Form 220 or similar documents for prior service.
 - **h.** Copy of Social Security Card.
 - i. Statement of understanding if unable to complete 20 years of qualifying service for retirement.
 - j. DA Form 705, APFT, within the last 12 months (6 months for T10/T32 AGR).
 - **k.** Written statement from technicians on compatibility, TPR 300, if applicable.
 - I. Aeronautical aviation orders, if applicable.
 - m. Statement of military service obligation IAW AR 135-91, if applicable.
 - **n.** Conditional release from another component or state transfer order, if applicable.

SECTION IV

WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING AND WOCS ATTENDANCE

- 2. FEDERAL RECOGNITION BOARD REVIEW: The application packet must be endorsed by the Unit Commander and forwarded through channels to the Officer Personnel Manager (OPM) at the state headquarters. Once the packet has been reviewed, it will be forwarded to the Federal Recognition Board for appropriate action.
- 3. FEDERAL RECOGNITION BOARD RECOMMENDATION: The board determines if the individual possesses the necessary attributes for appointment as a Warrant Officer. If the board finds the applicant qualified, an order appointing him/her as a WOC is issued and a primary MOS of O9W10 is awarded. If the board does not find the applicant qualified, the application will be returned with any additional requirements noted. Packets may then be resubmitted for consideration once requirements have been met.
- **4. WOCS APPLICATION:** After appointment as a WOC, the unit/command will request a class quota in the WOCS via ATRRS. Each command should then ensure that a mentor, preferably a recent WOCS graduate, helps prepare the candidate.
- 5. WOCS ATTENDANCE: Currently, there are three options for the completion of WOCS:
 - **a.** Attend the Phase One and Phase Two Resident Active Component WOCS (seven weeks, two days) if applicant is an E5 non-graduate from Primary Leadership Development Course (PLDC)/Warrior Leaders Course (WLC) and all E1 through E4.
 - **b.** Complete the WOCS Phase One Distributed Learning (DL) and attend the Phase Two Resident Active Component WOCS (five weeks) if the applicant is an E5 and has completed WLC/PLDC and E6 or higher.
 - c. Attend the WOCS-Reserve Component program at the State Regional Training Institute (RTI).

For more information on the requirements for Warrant Officer Candidate School, please refer to http://usawocc.army.mil/woes/wocs.htm.

6. FORMER WARRANT OFFICERS AND COMMISSIONED OFFICERS: Applicants in this category must complete a packet using the Predetermination Checklist for the Warrant Officer Program, which may be found on page C-2 of this guide. Former Commissioned and Warrant Officers, once their approved predetermination is received, must prepare an application for appointment, IAW NGR 600-101, and send it through command channels to the OPM or WOSM.

SECTION IV



WARRANT OFFICER BASIC COURSE (WOBC)

The final event of becoming a fully qualified Warrant Officer is completion of WOBC or IERW for aviators. The WOBC must be successfully completed within two years of appointment as a Warrant Officer. This may be extended by the National Guard Bureau on a case-by-case basis for one additional year when extenuating circumstances exist beyond an individual's control.

- **a.** The WOBC trains and certifies newly appointed Warrant Officers to be technically qualified to perform in the assigned MOS. There are three methods for completion of WOBC:
 - (I) Active Component (AC) courses: Varies from 5 to 40 weeks.
 - (2) Reserve Component (RC) courses: Normally shorter than AC versions to accommodate reserve components. Most RC courses are shorter resident phases, and also include non-resident phases.
 - (3) Some proponent schools allow "testing out" as an alternate means of certifying technical proficiency. Testing out means that the proponent prepares a test covering the required tasks for certification and applicants must pass the entire test to be certified as technically proficient. Testing out is limited to those applicants with an extensive background or education in the MOS.
- **b.** Attendance at the AC or RC version of WOBC is based on the proponent's determination or other regulatory guidance. If an MOS proponent specifies that the applicant must attend the AC course, then the individual must do so in order to be MOS certified.

FIND YOUR POINT OF CONTACT FOR THE WARRANT OFFICER PROGRAM

NATIONALGUARD.com/wo-recruiter

SECTION V

WO MOS CHART



All WO MOSs require that the applicant have experience in the enlisted feeder MOS, with the exception of 153A. Visit NATIONALGUARD.com/warrantofficer or www.usarec.army.mil/hq/warrant and contact the Warrant Officer Strength Manager (WOSM) at your local Recruiting and Retention Office. Please remember that you must meet the MINIMUM prerequisites for the WO MOS for which you will apply; otherwise, you must request a prerequisite waiver. Waivers are not needed for preferred qualifications.

wo mos	WARRANT OFFICER TITLE	ENLISTED FEEDER MOS
120A	Construction Engineering Technician	12K, H, P, R, Q, T, W
125D	Geospatial Engineering Technician	12Y, 35F, 35G
131A	Field Artillery Targeting Technician	IIC, I3B, D, F, M, P, R, T
140A	Command and Control Systems Technician	14G, 14H & 14S
140E	Air and Missile Defense (AMD) Tactician/Technician (Patriot Systems Technician)	14E, 14T
150A	Air Traffic Control Technician	15Q
150U	Tactical Unmanned Aerial Systems (TUAS) Operations Technician	15E, 15W
151A	Aviation Maintenance Technician	All CMF 15 MOS (Excluding 15P & 15Q)
153A	Rotary Wing Aviator	All MOSs
180A	Special Forces Warrant Officer	All CMF 18 MOS
255A	Information Services Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
255N	Network Management Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
270A	Legal Administrator	27D
290A	Electronic Warfare Technician	29E, 25B, 25E, 13D, 13F, Navy (1733, 1734, 1736, 1737), Marine Corps (2621, 2629, 2631, 2691), Air Force (1N2X1, 1N5X1, 1N6X1, 2A0X1) (with 5 years minimum experience in a feeder MOS) or have 1J ASI with minimum of three years documented EW experience
311A	CID Special Agent	3ID
350F	All Source Intelligence Technician	35F
350G	Imagery Intelligence Technician	35G
351L	Counterintelligence Technician	35L
351M	Human Intelligence Collection Technician	35M
352N	SIGINT Analysis Technician	35N, 35P, 35Q
352S	Non Morse Intercept Technician	35 S
353T	Intelligence and Electronic Warfare Technician	35T

A-I APPENDIX A



wo mos	WARRANT OFFICER TITLE	ENLISTED FEEDER MOS
420A	Human Resources Technician	42A/42F
420C	Bandmaster	All CMF 02 MOS's (ALL CMF 42R and 42S)
640A	Veterinary Services Food Safety Officer	68R, 68S
670A	Health Services Maintenance Technician	68A
740A	Chemical, Biological, Nuclear and Radiological (CBRN) Technician	74D
880A	Marine Deck Officer	88K
881A	Marine Engineering Officer	88L ; 21P, w/ASI S2
882A	Mobility Officer	ALL MOS's
890A	Ammunition Warrant Officer	89A, 89B, 89D
913A	Armament Systems Maintenance Warrant Officer	91F, 91A, M, P, S
914A	Allied Trades Warrant Officer	91E
915A	Automotive Maintenance Warrant Officer	91A, B, D, H, L M, P, S, X
919A	Engineer Equipment Maintenance Warrant Officer	91B, C, H, J, L, X
920A	Property Accounting Technician	92Y, 68J
920B	Supply Systems Technician	92A
921A	Airdrop Systems Technician	92R
922A	Food Service Technician	92G, 68M
923A	Petroleum Systems Technician	92F, 92L, and 92W
948B	Electronic Systems Maintenance Warrant Officer	94D, E, F, H, M, R, W, Y & Z (25s/WITH WAIVER ONLY)
948D	Electronic Missile Systems Maintenance Warrant Officer	94A, M, P, S, T, X, & Z

APPENDIX A A-2

REFERENCED PUBLICATIONS



REFERENCED PUBLICATIONS

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 600-9

Army Weight Control Program

NGR 600-101

Warrant Officers-Federal Recognition and Related Personnel Actions

DA Pam 611-21

Military Occupational and Classification Structure

REFERENCED FORMS

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

DA 4037

Enlisted Record Brief

DA Form 330

Language Proficiency Questionnaire

NGB Form 62E

Application for Federal Recognition

SF 86

Personnel Security Questionnaire

B-I APPENDIX B



INITIAL SCREENING CHECKLIST

Applicant's Name:		SSN:				
Current Rank:	MOS:WO MOS Applying For:					
Unit:	Vacancy Para and Line:					
GENERAL REQUIREMENTS:						
HIGH SCHOOL GRADUATE	()YES	() NO	(If no, encourage Soldier to reapply with completed GED.)			
MILITARY/CIVILIAN EDUCATION WLC, ALC, SLC	()YES	() NO	(As required for specific MOSs.)			
AGE 18 to 46	()YES	() NO	(If no, request age waiver.)			
US CITIZEN	()YES	() NO	(Non-waiverable.)			
SECRET CLEARANCE	()YES	() NO	(If no, initiate request via EPSQ, must have final prior to appointment.)			
GT SCORE OF 110 OR HIGHER	()YES	() NO	(If no, encourage Soldier to retest using all available resources for test preparation.)			
APPOINTMENT PHYSICAL IAW Chap 2,AR 40-501	()YES	() NO	(If no, Soldier is not eligible for appointment until medical issues are resolved or waiver is approved.)			
PASS APFT	()YES	() NO	(Standard three-event APFT, only Army G3 can approve an APFT Waiver.)			
MEETS HT/WT STANDARDS	()YES	() NO	IAW AR 600-9			
MEETS FEEDER MOS REQ	()YES	() NO	(If no, Soldier is not eligible; request for a waiver may be submitted to proponent with the submission of			

Aviation warrant officers must be appointed before their 33rd birthday. Technical warrant officers can appoint between the ages of 18 and 46.

APPENDIX C



National Guard Warrant Officer Predetermination Checklist

Applicant's Name:
MOS:
All documents should be legible, single-sided, and in the following order: Predetermination Packet :
CCWO Letter of Recommendation (include request for prerequisite waivers) (USAREC Form 1936)
Senior Warrant Officer Letter of Recommendation (USAREC Form 1936)
Company Commander Letter of Recommendation (or applicable Company Grade UCMJ authority) (USAREC Form 1936) with the following statement is required in the initial command letter:
"I CERTIFY THAT (NAME & RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS TEST CONSISTING OF PUSH-UPS, SIT-UPS AND T TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS
Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority) (USAREC Form 1936)
Resume (USAREC Form 1935)
ERB or ORB for MOS Redesignation
Evaluations (All NCOERs and all AERs (1059s) in order newest to oldest)
Security clearance verification memorandum or JPAS statement
College Transcript(s)* (see USAREC website)
Copies of Professional Certificates (Licenses or Certificates issued to Engineers, Mechanics, etc)
APFT Scorecard (DA Form 705) (12 months for M-DAY, 6 months for AGR)
Body Fat Worksheet (DA Form 5500/5501) (if applicable)
Other/Supporting Documentation:
Other documents from OMPF not included on ERB/ORB (awards, certificates)
English credit document – if required (see USAREC website)
TABE (Test of Adult Basic Education) score document – if required (see USAREC website)
Request for Prerequisite Waiver (see USAREC website)
This section is to be completed and authenticated by the Warrant Officer Strength Manager (WOSM)
CERTIFYING OFFICIAL (printed name and title): SIGNATURE: DSN PHONE #: EMAIL
This section is to be completed and authenticated/reviewed by the Command Chief Warrant Officer (CCWO) REVIEWER (printed name and title): SIGNATURE

C-2 APPENDIX C

^{*}Not all WO MOS require college credits or a degree; however, if applicant has either, it is strongly encouraged to submit. See http://www.usarec.army.mil/hq/warrant/wogeninfo Mos.SHTML for current requirements



FOR FULL RESUME, VISIT:

http://www.usarec.army.mil/hq/warrant/download/NEWRESUME28MAR09.pdf

WARRANT OFFICER RESUME (This form will be used in place of the resume.)				
· · · · · · · · · · · · · · · · · · ·				
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.				
SE	CTION I - ADMINISTRATIVE	DATA		
1. NAME (Last, first, middle initial):	2. SSN:	3. RANK/GRADE:	4. PMOS:	
SAMPLE, Joe E.	123-45-6789	SGT/E5	42A2P	
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MA		6. E-MAIL ADDRESS:		
C DET 1-4 INF BATTALION, FT ATTERBURY, KY	40121 (CENTCOM)	Joe.e.sample@us.a	rmy.mil	
Si (Include the highest degree level obta	ECTION II - CIVILIAN EDUC ined. Include your GPA, Deal		recognition.)	
(This section should match Block 21 of the DA Form	61)			
BA Degree - Liberty University, (intended graduation AA Degree - University of Phoenix, 1999 GPA 3.5, D		completed, 3.2 GPA		
(List all of the warrant officer MOSs to incl	SECTION III - OBJECTIV ude 4-digit code and official ti		or of preference.)	
1. 153A - Rotary Wing Aviator				
2. 420A - Human Resources Technician				
3.				
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): 07/07 to Present ORGANI	ZATION: 95th Special Tro	ops Battalion, Ft Carson,	CO	
POSITION TITLE: TITLE should match ERB or evaluation	POSITION TITLE: TITLE should match ERB or evaluation reports			
DUTIES (list below to include significant contributions): 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, yet complete sentences - not in fragments or bullets.				
2. DATES (YY/MM): 05/06 to 05/05 ORGANI	ZATION: HHC, IIId ACA,	Ft Hood, TX		
POSITION TITLE: PROMOTION SECTION NCOIC DUTIES (list below to include significant contributions): List outstanding achievements and additional duties while in serving in that position. Spell out terms that apply to your assignment especially buzzwords in your MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms.				

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APPENDIX D



LETTER OF RECOMMENDATION

FOR FULL LETTER OF RECOMMENDATION, VISIT:

http://www.usarec.army.mil/hq/warrant/download/LORSample2009.pdf

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 - ADMINISTRATIV	E DATA		
1. NAME (Last, first, middle initial):	2.	SSN:	3. RA	NK:	4. DATE OF RANK:
SAMPLE, Joe E.	11	11-22-3344	SGT		1 SEPTEMBER 2002
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)				Senior Warrant Of Company Grade C Field Grade Office Other (Specify)	Officer
7. I have known this applicant from 2004/12		SENT .		STIF TO AFFEIGAN	(i.e., supervisor, interviewer)
(Year/Month)	•	Wichtin	nterviewer		
	xplaining the a	CTION II - NARRATIV pplicant's leadership qualify him or her to	qualities, cha		
NARRATIVE:					<u> </u>
1. Letters should be should be 3 to 5 paragraphs and technical competence.	with specifi	ic, quantifiable co	mments abo	out the service me	embers character and tactical
2. You may use information from the service m deployments, impact awards, achievements and			ng commen	ts about schools	completed, assignments,
3. 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:					
1. 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.					
2. 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.					
3. SGT Sample possesses the qualities of a self-starter and of a leader. His mastery of warrior tasks and drills led to his selection as NCOof 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.					
4. 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)					
SECTION III - DISCLAIMER					
Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.					
		TION IV - SIGNATU			
1. NAME (Last, first, middle initial):	2. RANK:	3. BRANCH:	4. SIGNATUR	RE:	5. DATE (YYYYMMDD):
DOE, John Q.	CW4	AG			
HQ USAREC Form 1936. Rev	1	PREVIOUS EDITION	NS ARE OBS	SOLETE	V4.00

E-I APPENDIX E

NOTES:



NOTES:





THE SOLDIER'S CREED

I AM AN **AMERICAN SOLDIER**I AM A **WARRIOR** AND A MEMBER OF A TEAM.
I SERVE THE PEOPLE OF THE UNITED STATES AND **LIVE** THE ARMY VALUES.

I WILL ALWAYS PLACE THE MISSION FIRST.

TWILL DEVER ACCEPT DEFEAT.

QUIT.

LEAVE A FALLEN COMRADE.

I AM disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I ALWAYS MAINTAIN MY ARMS, MY EQUIPMENT AND MYSELF.

I AM AN EXPERT AND I AM A PROFESSIONAL.

I STAND READY TO DEPLOY, ENGAGE, AND DESTROY

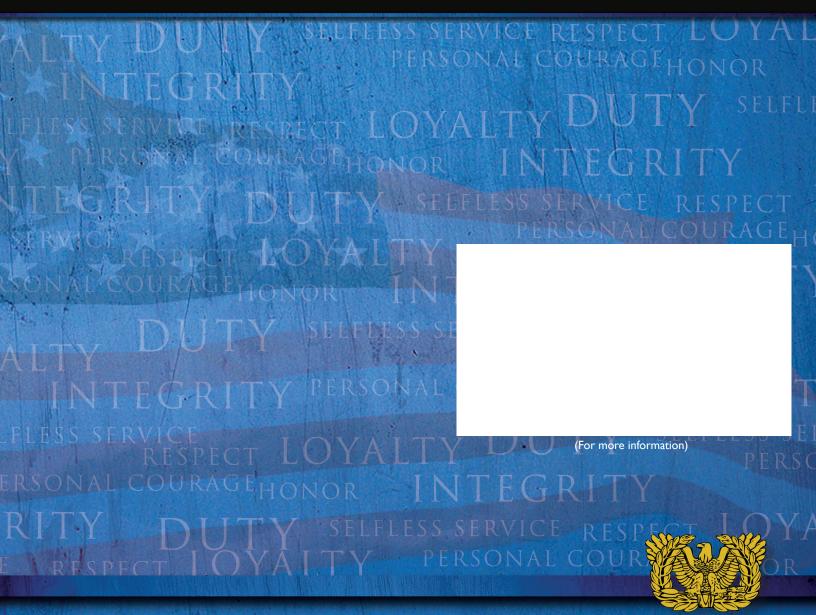
THE ENEMIES OF THE UNITED STATES OF AMERICA IN CLOSE COMBAT.

I AM A GUARDIAN OF FREEDOM AND THE AMERICAN WAY OF LIFE.

I AM AN AMERICAN SOLDIER.

SELFLESS SERVICE RESPECT LOYALTY DUTY SELF
SELFLESS SERVICE RESPECT LOYALTY DUTY
PERSONAL COURAGEHONOR INTEGRITY
NTEGRITY DUTY SELFLESS SERVICE RESPECT
SERVICE
RESPECT LOYALTY

BECOME PART OF THE TEAM THAT WILL HELP YOU ACHIEVE SUCCESS! BECOME A WARRANT OFFICER IN THE NATIONAL GUARD





WARRANT OFFICER CORPS SINCE 1918