

(LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR Department of the Army, (Specific Proponent Address)

SUBJECT: Warrant Officer Recommendation for “Spell out rank” (Rank) s’ Name (last four SSN)

1. Memorandums should be three to five paragraphs with specific quantifiable comments about the Soldier’s tactical and technical competence. Expand upon the Soldier’s leadership skills and how they meet or exceed the Army values.
2. Focus should reflect on specific achievements in the Soldier’s career that has played a vital role in being selected to fill a Warrant Officer vacancy.
3. Use this paragraph to state reasons how the unit greatly benefits from the Soldier’s contributions to the organization. Include your specific reasons for recommending the Soldier for the Warrant Officer program.
4. “I certify that (Rank and Name) successfully passed the Army Physical Fitness Test consisting of pushup, sit-ups, and the two-mile run with a score of (score) on (date); the verified height is (feet and inches) and the verified weight is (lbs).”
5. Point of contact for this memorandum is the undersigned at (office phone number) and (provide email address).

CDR Name
GRD, BR, ARNG
Commanding