WARRANT OFFICER APPLICATION GUIDE

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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 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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1. **Purpose:** This guide is designed to provide the necessary information and assistance for the application of qualified individuals into the National Guard Warrant Officer Corps.
2. **Applicant Sources:**
   a. Enlisted Soldiers (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

1. **AGE:** For technical specialties, applicants must be between the ages of 18 and 46 on the date of initial appointment. Applicants for rated aviator positions must be between the ages of 18 and 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 Flight Aptitude Selection Test (FAST); minimum passing score is 90. Testing should be coordinated through the State Aviation Office or nearest Army Aviation Support Facility (AASF).

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). Proficiency in English cannot be overemphasized. Warrant Officers must be able to effectively communicate in both verbal and written methods. Many Warrant Officer Military Occupational Specialties (MOSs) require a minimum of six credit hours of college level English.

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 www.NATIONALGUARD.com 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.

SELECTION PROCESS

1. 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:

(1) Be a current 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 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) Have a minimum score of 90 on the FAST, IAW AR 611-5. See AASF Commander or Staff for coordination of test administration.

(4) Successfully pass a Class 1A 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 www.NATIONALGUARD.com 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.

MOS PREDETERMINATION

1. **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 www.NATIONALGUARD.com 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.

2. **REVIEWS:** Once the predetermination packet is received, it is reviewed and forwarded through the National Guard Bureau (NGB) to the installation where the DA MOS manager is located. Those states/territories participating in the current Predetermination Test Program review and forward the packets directly to the DA MOS manager. 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.

WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING AND WOCS ATTENDANCE

1. 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 package.

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. Flight physicals require Fort Rucker, Alabama, Flight Surgeon approval.

f. Copy of High School Diploma, equivalent or college transcript.

g. Approved predetermination packet from the appropriate DA MOS proponent.

h. DD Form 214, DD Form 220 or similar documents for prior service.

i. Copy of Social Security Card.

j. Statement of understanding if unable to complete 20 years of qualifying service for retirement.

k. DA Form 705, APFT, within the last 12 months.

l. Written statement from technicians on compatibility, TPR 300, if applicable.

m. Aeronautical aviation orders, if applicable.

n. Statement of military service obligation IAW AR 135-91, if applicable.

o. Conditional release from another component or state transfer order, if applicable.

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 09W00 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 at Ft. Rucker, Alabama, via ATRRS. Each command should then ensure that a mentor, preferably a recent WOCS graduate, helps prepare the candidate. A Pre-WOCS course is offered in both Alabama and Pennsylvania and may be attended at the home state's expense.

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 thru 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.

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:

(1) 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.

NATIONAL GUARD BUREAU POINTS OF CONTACT FOR THE WARRANT OFFICER PROGRAM

WARRANT OFFICER MANAGER

CW2 Jennie Elliott
jennie.elliott@ng.army.mil

FOR OTHER INQUIRIES

OfficerRecruiting@ng.army.mil

WO MOS CHART

All WO MOSs require that the applicant have experience in the enlisted feeder MOS, with the exception of 153A. Visit www.NATIONALGUARD.com 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
131A	Field Artillery Targeting Technician	11C, 13B, C, D, E, F, M, P, R, S, W
140A	Command and Control Systems Technician	14J and S
140E	Air and Missile Defense (AMD) Tactician/Technician (Patriot Systems Technician)	14E, J, R, S, T; 25P, S or U, 27E, M, T, X, 35E, F, R, 94A, D, E, F, M, R or S
150A	Air Traffic Control Technician	15Q
150U	Tactical Unmanned Aerial Vehicle (TUAV) Operations Technician	15 Series CMF, 35K and any MOS with Documented UAV experience
151A	Aviation Maintenance Technician	All CMF 15 MOS (Excluding 15P and 15 Q)
153A	Rotary Wing Aviator	All MOSs
180A	Special Forces Warrant Officer	All CMF 18 MOS
210A	Utilities Operation and Maintenance Technician	21K, H, P, R, T, W
215D	Geospatial Information Technician (Old - Terrain Analysis Technician)	21U and S
250N	Network Management Technician	All MOSs
251A	Information Systems Technician	All MOSs
254A	Signal Systems Support Technician	All MOSs
270A	Legal Administrator	27D
311A	CID Special Agent	31D
350F	All Source Intelligence Technician	35F and 35N
350G	Imagery Intelligence Technician	35G, H
350Z	Attaché Technician	All MOSs with ASI 7
351L	Counter-Intelligence Technician	35L and all MOSs that meet minimum prerequisites for Non-Feeder

WO MOS CHART

WO MOS	WARRANT OFFICER TITLE	ENLISTED FEEDER MOS
351M	Human Intelligence Collection Technician	35M and all MOSs that meet minimum prerequisites for Non-Feeder
352N	Traffic Analysis Technician	35N
352P	Voice Intercept Technician	35P
352S	Non-Morse Intercept Technician	35S
353T	Intelligence and Electronic Warfare Technician	35T
420A	Human Resources Technician	42A/42F
420C	Bandmaster	All CMF 02 MOS's (ALL CMF 42R and 42S)
640A	Veterinary Services Food Safety Technician	68R, S
670A	Health Services Maintenance Technician	68A
880A	Marine Deck Officer	88K
881A	Marine Engineering Officer	88L and Z; 21P, w/ASI S2
882A	Mobility Officer	ALL MOSs
890A	Ammunition Technician	89B, 89D
913A	Armament Systems Maintenance Warrant Officer	45B, 45G and 45K
914A	Allied Trades Warrant Officer	44B and E
915A	Automotive Maintenance Warrant Officer	52D, 62B, 63A, B, D, E, H, M, S, T, W, X and Y
919A	Engineer Equipment Maintenance Warrant Officer	52D and X; 62B, 63B
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 Technician	94D, E, F, H, K, L, R, V, W, Y and Z; 39B; 25P or 25S may qualify

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

DA Form 2-1
Personnel Qualification Record, Part II

DA Form 330
Language Proficiency Questionnaire

SF 86
Personnel Security Questionnaire

DD Form 2807-1
Report of Medical History

DD Form 2808
Report of Medical Examination

NGB Form 62E
Application for Federal Recognition

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INITIAL SCREENING CHECKLIST

Applicants 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.)
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 predetermination packet.)

Note: Any required waivers must be requested by the applicant.

PREDETERMINATION PACKET FOR WARRANT OFFICER CANDIDATE PROGRAM

1. _____ The Command Chief Warrant Officer's recommendation (to include any required mandatory prerequisite waivers)

2. _____ Commander's (unit/bn/bde) recommendation – must include the following certification:

   "I certify that (*name & rank*) successfully passed the Army Physical Fitness Test consisting of push-ups, sit-ups and the two-mile run with a score of (*score*) on (*date*); the verified height is (*feet & inches*) and the verified weight is (*lbs*)."

3. _____ Certified copy of DA Form 2-1 (must be certified)

4. _____ Resume (IAW NGR 600-101 - must be dated and signed)

5. _____ Transcripts documenting completion of required college level courses and supporting training courses related to MOS for which applying

6. _____ OERs/NCOERs covering period of feeder MOS and leader experience required by the mandatory prerequisites

7. _____ Documents listed on the Warrant Officer homepage required by the proponent (training/leadership certificate, DA Form 1059, NGB Form 22, DD Form 214)

8. _____ Civilian documents which support training or experience directly related to the MOS (performance evaluations, position descriptions, licenses, others)

9. _____ DA Form 705 (must be within12 months)

10. _____ Recommendation from CW3-CW5 who holds the MOS (if applicable)

11. _____ DA Form 5500/5501 (Body Fat Worksheet - if applicable)

12. _____ Security clearance verification statement

Note: Requests for waivers other than for mandatory prerequisites, (i.e., age, civil convictions or two-time non-selected for promotion) will be submitted as separate actions and not as a part of the predetermination action. Include these additional requests at the same time as predetermination packet submission.

CONVICTION/MORAL WAIVER CHECKLIST

1. _____ Signed statement of circumstances from applicant

2. _____ Recommendation from chain of command with MILPO's endorsement

3. _____ NGB Form 62-E with first endorsement signed

4. _____ Official court documents with disposition citing the offense and judgement rendered for each conviction

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SAMPLE RESUME

NAME: *Who You Are*
ADDRESS: *Street Address* CITY, STATE, ZIP:
PHONE: *Telephone Number* EMAIL:
RANK: *Sergeant*
SSN: *000-00-0000*
UNIT: *HQ 2nd BDE, 34th ID, IAARNG*
Boone, IA 50036
DSN: 738-7411
Email:

OBJECTIVE: To obtain an appointment as an ARNG Warrant Officer in the duty MOS 420A, Military Personnel Technician.

PERSONAL DATA:

Date of Birth:	*8 Mar. 64*	Marital Status:	*Married*
Height:	*5'10"*	Dependents:	*Two*
Weight:	*170 pounds*	MOS:	*P42A2O* *S42F2*
Health:	*Excellent*		

CIVILIAN EDUCATION: *(This should agree with Block 2g(1) of the NGB Form 62.)*

Bachelor of Science, Iowa State University, Ames, IA; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI **(Bold high GPA, Dean's List, special recognition, etc.)**

MILITARY EDUCATION: List in order from most recent to earliest training attended/completed.

12 Jan. 97 - 11 Apr. 97
BNCOC
US Army Soldier Support Center
Ft. Jackson, SC

Bold individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS-related subjects. How is school relevant? Indicating mid-level management school or just training is not very descriptive.

6 Aug. 95 - 1 Sep. 95
PLDC
NCO Academy
Camp Jackson, Korea

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. Do both spell and grammar checks because errors will doom an application.

1 Feb. 93 - 12 Mar. 93
Personnel Management Specialist
US Army Soldier Support Center
MOS 75H

There will be individuals throughout the process that may be unfamiliar with your MOS, so use easily understood terms. Make it reader-friendly. If using Fort Jackson, SC-specific terms, spell them out and **show the acronym in bold in parentheses**. It is acceptable to use the acronym alone the second time. **Don't overuse bold effect**, it could be a distraction. You can list correspondence courses but not individual subcourses.

MILITARY EXPERIENCE PERTINENT TO MOS 420A: *(List all assignments)*

Jul. 97 - Present
Enlisted Assignments NCO
HHC, III Corps
Fort Hood, TX

Concise job description focusing on the unique characteristics of your specific position. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, e.g., Prescribed Load List **(PLL).**

Jul. 94 - Jun. 97
Records NCO
Ft. Jackson, SC

Bold any **significant achievements**, **impact awards**, receipt of **unit coins, certificates of achievement, achievement or appearance before Soldier/NCO of the month/qtr boards.**

Jun. 93 - Jun. 94
Levy Clerk
A Det 516th PSB
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as reference. Mention if you **exceeded standards** on **a significant inspection/evaluation**. **Bold mobilizations or periods of state active duty**. *(Make a separate assignment entry if mobilized for several months.)*

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A: *(If none, then omit this part)*

Jan. 90 - Dec. 90
Secretary
Kelly Temporary Services
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

SUMMARY

Write a paragraph or two explaining why you are fully qualified to perform the duties of a Warrant Officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type 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 skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?**

SIGNATURE & DATE (Required)

Other notes:

Use plain white paper, black ink and a 12-point standard font such as Arial or Times New Roman. Don't go through a big expense. Prepare the resume yourself, but do a quality job. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an ARNG Warrant Officer.

MORAL/CIVIL CONVICTION WAIVER

(LETTERHEAD)

(Office Symbol) *(Date)*

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ASM-OSM, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Moral Waiver *(Select the appropriate one)**
Request for Civil Conviction Waiver

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summary. Moral waiver is not required for traffic fines of $300 or less. (Do NOT include court costs.)

2. Date of offense: (Month and year)

3. Place of offense: (City and State)

4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

5. Mitigating circumstances surrounding the charge: Three points to address: (1) accepting responsibility for your actions; (2) the lessons learned; and (3) how you now contribute to your unit, community and military service.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate moral waiver request must be submitted for each offense.

AGE WAIVER

(LETTERHEAD)

(Office Symbol) (Date)

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ASM-OSM, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Age Waiver

1. Provide the date the applicant is projected to graduate from Warrant Officer School.

2. Give a detailed explanation of why you feel this waiver should be approved.

3. Provide a copy of the birth certificate.

(Signature)
(Full Name)
(Rank)
(SSN)

PREREQUISITE WAIVER

(LETTERHEAD)

(Office Symbol) *(Date)*

MEMORANDUM FOR DA MOS Proponent

SUBJECT: Request for Prerequisite Waiver

1. State the prerequisite that you are asking to be waived (e.g., BNCOC).

2. Give a detailed explanation of why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, e.g., unusual skills, unique talents, special circumstances, etc., will probably be disapproved. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.

RECOMMENDATION MEMORANDUM

(LETTERHEAD)

(Office Symbol) (Date)

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ASM-O, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231
(Select the appropriate one)

Command Chief Warrant Officer *(State/Territory Joint Force Headquarters, as applicable)*

SUBJECT: Warrant Officer Recommendation for Sergeant First Class (SFC) Smith, John P. (6789)

1. Use this paragraph to introduce and describe the service member's level of technical competency and leadership. Expand highlighting how this member meets or exceeds the Army values. For example: *"SFC Smith readily passes on his knowledge to subordinates within the section and effectively manages all program issues within the unit. His tenacity and vast knowledge of program skills earned him the respect of his peers. He continuously puts the welfare of others ahead of his own."*

2. Focus this paragraph on specific achievements in both military and civilian careers. For example: *"SFC Smith's knowledge and managerial abilities led his section to receive the top rating in supply in 2003."*

3. State the reasons for unit benefit and the vacancy Para and Line number. Fills a critical need and future leader of the Army of tomorrow.

4. "I certify that (*Rank and Name*) successfully passed the Army Physical Fitness Test consisting of pushups, 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*)."

CDR NAME
GRD, BR, ARNG
Commanding

NOTES:

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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.
I WILL **NEVER** 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.**

BECOME PART OF THE TEAM

THAT WILL HELP YOU ACHIEVE SUCCESS!

BECOME A WARRANT OFFICER IN THE NATIONAL GUARD.

(For more information)

NATIONAL GUARD

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WARRANT OFFICER CORPS
SINCE 1918