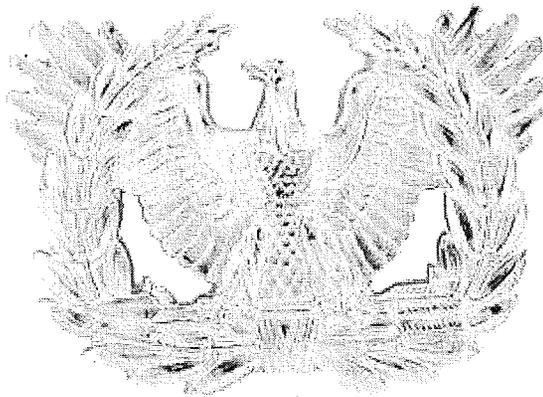


# Tennessee Army National Guard Aviation Warrant Officer Selection

## *Standard Operating Procedures*



TNARNG  
1<sup>st</sup> SQDN 230<sup>th</sup> CAV REGT  
Smyrna, Tennessee

**\*Effective: AWAITING APPROVAL\***

**TENNESSEE ARMY NATIONAL GUARD  
Aviation Warrant Officer Selection  
SOP**

## STANDARD OPERATING PROCEDURES

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By Order of the 1<sup>st</sup> SQDN 230<sup>th</sup> CAV REGT Commander:

MELVIN R. CLAWSON  
LTC, AV, TNARNG  
Commanding

Official:

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**Summary:** This Standard Operating Procedure (SOP) outlines the process for preparing, reviewing, and submission of packets for future Aviators. The selection process of Aviation Warrant Officers for both initial entry training (IERW) and soldiers who are already Aviation designated is also outlined. The intent is to provide directions with enclosures for these packets and the selection process by which current or projected vacancies within the TNARNG Aviation program.

**Applicability:** This Standard Operating Procedure Applies to all units and soldiers in the TNARNG and is effective for planning purposes.

**Suggested Improvements:**

TNARNG,  
ATTN: Commander, 1-230<sup>th</sup> AV CAV REGT  
VTS, Bldg. 510  
Fitzhugh Boulevard, Smyrna, TN 37167



## **SECTION 1 – Procedures for Initial Aviation (IERW) Packets**

### **1-1. Packet Checklist**

A. Any enlisted soldier who is currently serving in the Tennessee Army National Guard (TNARNG) that meets the basic requirements (Figure 1/Enclosure 1) is eligible to complete the outlined items on the Initial Aviation packet checklist (Figure 2/ Enclosure 2) .

1. Basic Requirements are as follows:

18-30 years of age

Must be a US Citizen

Must score at least 110 or higher on GT Aptitude Test

Must score at 40 on Selection Instrument for Flight Training (SIFT)

Must have a High School diploma or GED

Must have approved Secret security clearance

Must pass the standard 3 event APFT with 70 points in each event

Must pass the 1W Flight Physical

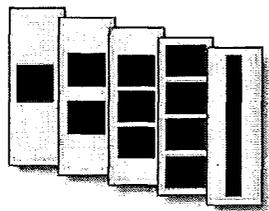
Must complete all required items on checklist (Figure 2/ Enclosure 2)

### **1-2. Figures and Enclosures**

Figure 1/ Enclosure 1 are the Basic Requirements and Figure 2/ Enclosure 2 is the Aviation

Warrant Officer checklist. Both items contain contact information to be used for further clarification

as needed. The complete packet is contained in Appendix A of this SOP.



Become a  
**WARRANT OFFICER**

Is the **Warrant Officer** career path right for you? It might be, if:

- You want to **Promote** your National Guard career
- You want to be the “**Best of the Best**”
- You want to become an expert within your field
- You want to use your knowledge to train Soldiers and advise Officers
- You want to be recognized as the “**Go-To**” person for your technical specialty

**BASIC REQUIREMENTS**

1. **AGE:** 18-46 for all Technical Specialties, 18-30 to start flight training
2. **CITIZENSHIP:** Must be a U.S. Citizen by birth or naturalization (No waivers)
3. **MENTAL APTITUDE:** Must score 110 or higher on the GT Aptitude Test. Must score at least 40 on Selection Instrument for Flight Training (SIFT) for Aviation Warrant Officers. (No waivers)
4. **EDUCATION:** Must have High school diploma or GED (No waivers)
5. **WLC / ALC:** Must have completed WLC and ALC for feeder MOS (Technical only)
6. **SECURITY CLEARANCE:** Must have approved Secret security clearance.
7. **PHYSICAL:** Must meet appointment physical standards in accordance with Chapter 2, AR 40-501, Must meet height and weight standards according to AR 600-9.
8. **APFT:** Pass the standard 3 event APFT with 70 points in each event.
9. **LEADERSHIP:** Must possess outstanding leadership traits and superior documented technical skills.
10. **PAY GRADE:** Must possess pay grade of E-5 or higher with 5-6 NCOERS in the MOS.
11. **SPECIFIC MOS REQUIREMENTS:** Must meet specific MOS requirements. Must hold a feeder MOS. Former commissioned or Warrant Officers may also be considered based on their prior service qualifications both enlisted and as officers.

Figure 1 / Enclosure 1

**FOR MORE INFORMATION**

CW3 Mary V. Deel

Office: 615-313-3648

Cell: 615-557-7313

mary.v.deel.mil@mail.mil

# Warrant Officer Flight Packet Checklist:

Revised: Sept 2014

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
(Age limit: 33 yrs old)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. Initial Contact with your Warrant Officer Strength Manager

CW3 Mary Deel (615) 557-7313 mary.v.deel.mil@mail.mil

### Administrative Requirements:

- \_\_\_\_\_ 1. Copy of Selection Instrument for Flight Training (SIFT) results.  
{SGT McClanahan (615) 313-0604}
- \_\_\_\_\_ 2. Proof of ASVAB GT score of at least 110. {SGT McClanahan (615) 313-0604}
- \_\_\_\_\_ 3. Proof of Security Clearance (Secret) – Contact current unit for JCAVS summary.
- \_\_\_\_\_ 4. Resume (form and instructions attached)
- \_\_\_\_\_ 5. Current APFT card. (Within 6 months/ 70 points in each event)
- \_\_\_\_\_ 6. Height/weight certificate. (Within 6 months)
- \_\_\_\_\_ 7. Essay (LOI and template attached)
- \_\_\_\_\_ 8. Class 1A Flight Physical stamped “qualified” by Ft. Rucker (valid for 1 year).  
{SFC Michael Wall, Middle/West Tennessee (615) 355-3675}  
{SSG Giovanni Dezuani, East Tennessee (865) 985-4644}
- \_\_\_\_\_ 9. Letter of recommendation from current Company or Unit Commander  
(form and examples attached)

### Screening by Aviation Commander:

- \_\_\_\_\_ 1. Approved for boarding; notify of the next quarterly board.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ 2. Re-submit for consideration next quarter.  
Submit to WOSM for review by \_\_\_\_\_
- \_\_\_\_\_ 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.

## **SECTION 2 – Procedures for Other Source Accession (OSA) Packets**

### **2-1. Packet Checklist**

- A. Completion of Figure 3/ Enclosure 3 is required for anyone seeking consideration.

### **2-2. Figures and Enclosures**

Figure 3/ Enclosure 3 is the Other Source Accession (OSA) checklist. It contains contact information to be used for further clarification as needed. The complete packet is contained in Appendix B of this SOP.

# Other Source Accession Aviation Warrant Officer Packet Checklist:

Revised: Sept 2014

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ RANK/MOS: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ 1. **Initial Contact with your Warrant Officer Strength Manager**

CW3 Mary Deel (615) 557-7313 mary.v.deel.mil@mail.mil

**Packet Requirements:**

- \_\_\_\_\_ 1. Current Flight physical or 'up-slip'. (SFC Michael Wall 615-355-3675)
- \_\_\_\_\_ 2. Copies of entire IATF (Flight training record)
- \_\_\_\_\_ 3. Current Resume (form and instructions attached)
- \_\_\_\_\_ 4. Two most recent OER's/ NCOER's
- \_\_\_\_\_ 5. Current APFT results with BF% if required
- \_\_\_\_\_ 6. Letter of recommendation from current unit commander and or instructor pilot (form and instructions attached)
- \_\_\_\_\_ 7. Essay (LOI and template attached)
- \_\_\_\_\_ 8. SOU's and Other (Other military branch documentation as needed)

**Screening by Aviation Commander:**

- \_\_\_\_\_ 1. Approved for boarding; notify of the next quarterly board.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ 2. Re-submit for consideration next quarter.  
Submit to WOSM for review by \_\_\_\_\_
- \_\_\_\_\_ 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.

## **SECTION 3 – Selection Process for Aviation Warrant Officers**

### **3-1. Quarterly Board Procedures**

A. Aviation Squadron Commander will select board members consisting of at least (3) Aviation Warrant Officer.

B. Selection Boards will be scheduled quarterly (October, January, April and July) of each calendar year. However, projected flight school allocations will dictate the board calendar. Aviation Squadron Commander will coordinate exact dates and times with Squadron S3 and Warrant Officer Accessions Officer.

C. After the conclusion of each board, candidates will be placed on an Order of Merit List (OML) and sent to the Aviation Squadron Commander for consideration.

D. Any candidates no selected for projected flight school allocations will be eligible to resubmit their packets for the next scheduled board.

### **3-2. Letter of Acceptance (LOA)**

Figure 4/ Enclosure 4 is the format and working example of the Letter of Acceptance (LOA) that will be issued by the Aviation Commander once a decision has been made. The LOA will contain the UIC, line and paragraph number for the position assigned to the soldier. A LOA is required for both initial entry and OSA soldiers.



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST SQUADRON 230TH CAVALRY REGIMENT  
510 8TH AVENUE, VOLUNTEER TRAINING SITE  
SMYRNA, TN 37167-2008

NGTN-ACS-H

8 November 2013

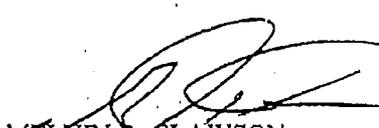
MEMORANDUM FOR RECORD

SUBJECT: Letter of Acceptance for [REDACTED].

1. The 1-230<sup>th</sup> Air Cavalry Squadron agrees to accept the following officer into the vacancy indicated.

- a. Name: [REDACTED]
- b. SSN: [REDACTED]
- c. Requested Component: ARNG
- d. State: TN
- e. Unit: D Troop, 1-230<sup>th</sup> ACS
- f. Unit POC and Phone Number: MAJ Patrick Wade, 865-985-4693
- g. Unit UIC: [REDACTED]
- h. Officer AOC: 153D0
- i. Authorized Grade: CW2
- j. Vacancy Paragraph: 302
- k. Vacancy Line: 03
- l. Vacancy Position: UH-60 Pilot
- m. Branch: AV

2. POC for further information regarding this subject is MAJ Pat Wade at (865) 985-4693, DSN 683-4693, or [patrick.e.wade3.mil@mail.mil](mailto:patrick.e.wade3.mil@mail.mil)

  
MELVIN R. CLAWSON  
LTC, AV, TNARNG  
Commanding

Example  
Figure 4



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1<sup>ST</sup> SQUADRON 230<sup>TH</sup> CAVALRY REGIMENT  
510 8<sup>TH</sup> AVENUE, VOLUNTEER TRAINING SITE  
SMYRNA, TENNESSEE 37167-2008

NGTN-ACS-H

11 November 2014

MEMORANDUM FOR RECORD

SUBJECT: Letter of Acceptance for

1. The 1-230<sup>th</sup> Air Cavalry Squadron agrees to accept the following soldier into the vacancy indicated.

- a. Name:
- b. SSN:
- c. Requested Component: ARNG
- d. State:
- e. Unit:
- f. Unit POC and Phone Number:
- g. Unit UIC:
- h. Officer AOC:
- i. Authorized Grade:
- j. Vacancy Paragraph:
- k. Vacancy Line:
- l. Vacancy Position:
- m. Branch:

2. POC for further information regarding this subject is MAJ Pat Wade at (865) 985-4693, DSN 683-4693, or [patrick.e.wade3.mil@mail.mil](mailto:patrick.e.wade3.mil@mail.mil).

MELVIN R. CLAWSON  
LTC, AV, TNARNG  
Commanding

Enclosure 4

### **3-3. Notification process**

After the board convenes, the AVN BN Commander will forward the board results on each packet to the Warrant Officer Strength Manager (WOSM). The WOSM will then notify each soldier as to the results and one of the following outcomes from the board.

- 1. Letter of Acceptance (LOA) has been issued for the soldier*
- 2. Re-submit packet for consideration next quarter*
- 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.*

### **3-4. Re-submission of packets**

The WOSM will hold packets for re-submission and contact the eligible soldiers once the next date for the quarterly board is announced. The WOSM will notify the soldiers if any items need to be updated for inclusion and ensure to manage re-submission in a timely manner to meet the submission deadline prior to the convening date of the next board.

# Appendix A

# Warrant Officer Flight Packet Checklist:

Revised: Sept 2014

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
(Age limit: 33 yrs old)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. Initial Contact with your Warrant Officer Strength Manager

CW3 Mary Deel (615) 557-7313 mary.v.deel.mil@mail.mil

### Administrative Requirements:

- \_\_\_\_\_ 1. Copy of Selection Instrument for Flight Training (SIFT) results.  
{SGT McClanahan (615) 313-0604}
- \_\_\_\_\_ 2. Proof of ASVAB GT score of at least 110. {SGT McClanahan (615) 313-0604}
- \_\_\_\_\_ 3. Proof of Security Clearance (Secret) – Contact current unit for JCAVS summary.
- \_\_\_\_\_ 4. Resume (form and instructions attached)
- \_\_\_\_\_ 5. Current APFT card. (Within 6 months/ 70 points in each event)
- \_\_\_\_\_ 6. Height/weight certificate. (Within 6 months)
- \_\_\_\_\_ 7. Essay (LOI and template attached)
- \_\_\_\_\_ 8. Class 1A Flight Physical stamped “qualified” by Ft. Rucker (valid for 1 year).  
{SFC Michael Wall, Middle/West Tennessee (615) 355-3675}  
{SSG Giovanni Dezuani, East Tennessee (865) 985-4644}
- \_\_\_\_\_ 9. Letter of recommendation from current Company or Unit Commander  
(form and examples attached)

### Screening by Aviation Commander:

- \_\_\_\_\_ 1. Approved for boarding; notify of the next quarterly board.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ 2. Re-submit for consideration next quarter.  
Submit to WOSM for review by \_\_\_\_\_
- \_\_\_\_\_ 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE  
2218 6<sup>th</sup> Avenue  
FORT RUCKER ALABAMA 36362-5105

ATZQ-CDF-P

27 November 2012

MEMORANDUM FOR RECORD.

SUBJECT: Policy Memorandum for the Selection Instrument for Flight Training (SIFT).

1. Purpose. This memorandum is intended to give general information about the SIFT, and will be utilized as the regulatory reference regarding testing policies and procedures until such time as the DA PAM 611-256-2 "SIFT Information Pamphlet", now in development, is published.
2. Discussion.
  - a. Army Aviation requires candidates with special abilities, high motivation, good coordination, leadership skills, and excellent physical condition. It is necessary to screen aviation applicants to insure selection panels accept only those persons with the capabilities and aptitude to succeed in flight school.
  - b. The SIFT is not an intelligence test. Instead, it measures those special aptitudes and personality/background characteristics that are predictive of success in Army helicopter flight training. The SIFT assesses familiarity with mechanical concepts and simple machines, and the ability to determine the orientation of an aircraft in 3-dimensional space. The SIFT also measures an examinee's knowledge of aircraft components and functions, knowledge of basic aerodynamic principles, and a grasp of basic flight rules and regulations. These concepts have proven to be excellent predictors of training performance. Examinees that enter the flight program with some level of basic knowledge in these areas are more likely to succeed as aviators.
  - c. Your application for flight training will be given further consideration only if your SIFT score is equal to or higher than the cut score. Once you meet the cut score (qualifying score) *you may not* retest. It is to your advantage to score as high as you can on this test. If you fail to achieve a qualifying score, you must wait six (6) months before your commander can authorize a retest. If you fail to achieve a qualifying score on the retest, you *will not* be authorized to take the test again.
  - d. The SIFT is administered at Military Entrance Processing Stations (MEPS), U.S. Army Education Centers, ROTC units at major universities, and other select Army personnel testing centers.

ATZQ-CDF-P

SUBJECT: Policy Memorandum for the Selection Instrument for Flight Training (SIFT).

The test is administered in a web-based format using the Automated Pilot Exam (APEX) test delivery platform. When you go in to take the SIFT, you will take the test on an authorized computer workstation. You will receive detailed instructions on selecting your answers for each test section.

e. The SIFT features a mix of fixed and adaptive test questions depending on the subtest and examinees are expected to complete all questions within the allotted time. Examinees are encouraged to work as rapidly as possible without losing accuracy. If time is expiring, examinees are advised to rule out poor answer choices on a given question and make educated guesses, as answers left blank will be scored as incorrect. The SIFT exam takes approximately 2.5 hours to administer in its entirety. This timeframe includes Examinee registration and a 15-minute break. The individual time limits for each subtest are as follows:

- Simple Drawings – 2 minutes
- Hidden Figures – 5 minutes
- Army Aviation Information – 30 minutes
- Spatial Apperception – 10 minutes
- Reading Comprehension Test – 30 minutes
- Math Skills Test – 40 minutes
- Mechanical Comprehension Test – 15 minutes

3. This policy memorandum will remain in effect until the DA PAM for SIFT is published. Frequently asked questions regarding the SIFT can be answered at the U.S. Army Recruiting Command (USAREC) Warrant Officer Recruiting website, at [www.usarec.army.mil/hq/warrant/sift](http://www.usarec.army.mil/hq/warrant/sift).

4. The Proponent for SIFT/point of contact is Organization and Personnel Force Development (ATZQ-CDF-P), ATTN: CW5 Richard Ayers (334) 255-1419, DSN: 558-1419; email: [richard.b.ayers2.mil@mail.mil](mailto:richard.b.ayers2.mil@mail.mil)



JOHN F. DOWD  
COL, AV

Director, Organization & Personnel  
Force Development Directorate

Potential Warrant Officer Candidates,

If you who would like to upgrade their GT score, you can take the AFCT test. You can schedule the test through SGT McClanahan below. You will need an approved DA 4187 from your unit. Attached is a sample to use; you will not be able to take the test unless you bring it with you on the date of testing.

This is study guide material for any soldier:

For study guides and practice tests follow these directions:

Go to your AKO,

Then click Self Service,

Then My Library,

Then under the big MY LIBRARY banner on the right it says "Practice Tests ASVAB, CLEP, DSST"

Then click "*Position yourself to achieve more*" banner.

You will be taken to Peterson's Test Prep site. You will need to register, but it is free.

You can then choose Military Test Prep, and then the ASVAB Diagnostic or the ASVAB Prep.

They have practices tests and the study guides on the site.

Let me know if you have any further questions.

SGT James McClanahan  
GI Bill Manager  
TNARNG-PER-ED  
3041 Sidco Drive, Room 316  
Nashville, TN 37204  
615-313-0604  
[james.n.mcclanahan.mil@mail.mil](mailto:james.n.mcclanahan.mil@mail.mil)

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Education Services ATTN: Army Personnel Testing 3041 Sidco Drive Nashville, TN 37204	3. FROM (Include ZIP Code) YOUR UNIT
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**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI) SELF EXPLANATORY	5. GRADE OR RANK/PMOS/AOC SELF EXPLANATORY	6. SOCIAL SECURITY NUMBER 000-00-0000
---	---	--

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) AFCT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
---	---------------------

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

1. "I HAVE NOT TAKEN THIS EXAM WITHIN THE LAST 6 MONTHS"

2. This is an (INITIAL) (RETEST) (Select One)

NOTE: DA Form 4187 must be processed through the Army Personnel Testing Office NLT 2 working days prior to testing.

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

HAS BEEN VERIFIED  RECOMMEND APPROVAL  RECOMMEND DISAPPROVAL  IS APPROVED  IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE SELF EXPLANATORY	13. SIGNATURE	14. DATE (YYYYMMDD)
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**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 (Last, first, middle initial):	2. RANK/GRADE:	3. PMOS:
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:	5. E-MAIL ADDRESS:	

**SECTION II - CIVILIAN EDUCATION**

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

**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.)

1.
2.
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): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES (list below to include significant contributions):	

**SECTION IV - MILITARY EXPERIENCE** *(continued)*

(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.)

3.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

4.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

5.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

**SECTION IV - MILITARY EXPERIENCE** *(continued)*

(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.)

6. DATES (YY/MM): \_\_\_\_\_ to \_\_\_\_\_ ORGANIZATION:

POSITION TITLE:  
DUTIES (list below to include significant contributions):

7. DATES (YY/MM): \_\_\_\_\_ to \_\_\_\_\_ ORGANIZATION:

POSITION TITLE:  
DUTIES (list below to include significant contributions):

8. DATES (YY/MM): \_\_\_\_\_ to \_\_\_\_\_ ORGANIZATION:

POSITION TITLE:  
DUTIES (list below to include significant contributions):

**SECTION IV - MILITARY EXPERIENCE** *(continued)*

(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.)

9.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>		
10.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>		
11.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>		

**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): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES ( <i>list below to include significant contributions</i> ):	
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES ( <i>list below to include significant contributions</i> ):	
3.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES ( <i>list below to include significant contributions</i> ):	

**SECTION VI - MILITARY EDUCATION**

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

1.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
2.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
3.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

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

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

4.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

5.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

6.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

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

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

7.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

8.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

9.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		



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

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

13.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

14.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

15.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

SECTION VI - MILITARY EDUCATION (continued)

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

16.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

17.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

18.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

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): _____ to _____	COURSE:
	DESCRIPTION:	

20.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

21.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

SECTION VII - SUMMARY

[Empty space for summary text]

SECTION VIII - SIGNATURE

1. NAME (Last, first, middle initial):	2. RANK:	3. SIGNATURE:	4. DATE (YYYYMMDD):
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**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 50, USC, Sections 503, 505, 509, 3613, 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 340-2, 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): 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.)

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 (YYMM): <u>July 07</u> to <u>Present</u>	ORGANIZATION: <u>95th Special Troops Battalion, Ft Carson, CO</u>
POSITION TITLE: TITLE should match ERB or evaluation reports		
DUTIES (list below to include significant contributions):		
<p>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.</p>		

2.	DATES (YYMM): <u>June 05</u> to <u>June 07</u>	ORGANIZATION: <u>HHC, 11th ACA, Ft Hood, TX</u>
POSITION TITLE: <u>PROMOTION SECTION NCOIC</u>		
DUTIES (list below to include significant contributions):		
<p>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.</p>		

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 (YYYYMM): Jan 98 to May 00 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 (YYYYMM): \_\_\_\_\_ to \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

POSITION TITLE:

DUTIES (list below to include significant contributions):

3. DATES (YYYYMM): \_\_\_\_\_ 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 (YYYYMM): <u>0501</u> to <u>0504</u>	COURSE: BNCOB, 75H Phase I & II, Ft Jackson, SC
<p>DESCRIPTION:</p> <p>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.</p>		
20.	DATES (YYYYMM): <u>0209</u> to <u>0210</u>	COURSE: Warrior Leader Course (WLC) Ft Knox, KY
<p>DESCRIPTION:</p> <p>List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOB. 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.</p>		
21.	DATES (YYYYMM): <u>9801</u> to <u>0903</u>	COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC
<p>DESCRIPTION:</p> <p>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!</p>		

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/om/formpub/Forms.htm>.

SECTION VIII - SIGNATURE

1. NAME (Last, first, middle initial): SAMPLE, Joe E.	2. RANK: SFC/TL-3	3. SIGNATURE:	4. DATE (YYYYMMDD):
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## ***Aviation Warrant Officer Essay Instructions***

Due to the limited number of Warrant Officer Aviator positions, the Aviation Battalion Commander is now convening a quarterly selection board for these positions.

Each soldier who wishes to complete and submit a packet for consideration, both initial (IERW) and Other Source Accession (OSA), must prepare an essay using the format provided.

This will enable the Aviation Board members to gain insight into your desire to join the Aviation community for the Tennessee Army National Guard. This essay should reflect your background, current abilities and all assets you can provide as a valuable resource to continue the high level of Aviation readiness, both now and into the future. There is no minimum number of words required.

This is your opportunity to 'sell yourself' and to gain approval for one of these highly coveted positions. Let me know your questions and I wish you the best of luck....Thanks!

Mary V. Deel

CW3 AG TNARNG

WOSM RRB

Office: (615) 355-3648

Cell: (615) 557-7313

TO: Senior TAC  
FROM: WOC Jones  
534 words  
19 Jul 10

1  
2  
3The Correct Way to Write an Essay

1  
2  
3

4 At Warrant Officer Candidate School (WOCS), essays are used as tools to help you improve by learning from your experiences and mistakes. This essay is an example of how you're to write essays; it's not necessarily applicable to other writing assignments. Using this format and following the instructions in this example when you write essays are critical to your success, since not doing so could be interpreted to mean that you don't have the ability to follow simple instructions. Such an interpretation is totally relevant to expectations of Warrant Officers' performance in a non-training environment. For example, if you fail to follow technical manual instructions for a particular task, the results could be damaged or destroyed equipment or injured or dead Soldiers.

Formatting guidance for your essays is very specific. Establish a 1-inch margin on both sides and at the top and bottom. Put the information included at the top of this page on the first page, aligning the information so the longest line is flush with the right margin (not the right edge) of the paper and other lines are flush with the left end of the longest line. If you're using a word processor, simply tab the longest line over so it's as close as possible to the right margin and then tab other lines so they're flush with the left end of the longest line. Center your title on the third line below the date; include the title on the first page only. Use "title case" (i.e., capitalize the first letter of each major word). Begin the body of the essay on the 4<sup>th</sup> line below the title. Indent paragraphs, do not skip lines between paragraphs, and, if hand writing your essay, hyphenate words as necessary to ensure that margins are as even as possible. On the second and subsequent pages, center page numbers on the bottom margin. Put at least two lines on the last page of your essay. Add your signature element as shown on this example: start on the 5<sup>th</sup> line down from the last line of the essay and center the left margin of your signature block.

Cadre Officers will grade your essays on format and grammar correctness, organization, and content. If your essay doesn't meet standards in these areas, you'll be required to correct and resubmit it. Therefore, it's important for you to follow this format, to organize your material, and to use correct grammar and spelling. A technique that you might use in checking your grammar and spelling is to read your essay aloud. Organization of your material should aid readers by logically leading them through your essay. To be most effective, your essays should have an opening paragraph, a body of one or more paragraphs, and a concluding or summarizing

paragraph. The content of your essay is possibly more important than grammar, format, and organization; even if you write a perfect essay in terms of these areas, but fail to address your assigned topic, your essay will not be acceptable.

As you write essays at WOCS, follow the guidance we've given you in this essay. View essay writing assignments for what they're intended to be: tools to help you improve your qualifications to be an Army Warrant Officer. Take full advantage of such requirements to most effectively learn from your experiences and mistakes.

1

2

3

4 *John Q. Jones*

5 JOHN Q. JONES

WOC, USA

Class 10-25

**FIGURE 4-1. Correct Way to Write an Essay**

**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 ( <i>Last, first, middle initial</i> ):		2. RANK:	3. DATE OF RANK:
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:		5. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
6. I have known this applicant from _____ to _____ (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT ( <i>i.e., supervisor, interviewer</i> ):	

**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:

**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 ( <i>Last, first, middle initial</i> ):	2. RANK:	3. BRANCH:	4. SIGNATURE:	5. DATE (YYYYMMDD):
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# Senior Warrant LOR

## 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): ██████████	2. RANK: E6 / SSG	3. DATE OF RANK: 2009 November 13
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4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:  
 30TH (CSSB) Combat Sustainment Support Battalion  
 15 Hadley Drive  
 Humboldt, TN, 38343-0464

5. I am completing this form as the applicant's:

Senior Warrant Officer  
 Company Grade Officer  
 Field Grade Officer  
 Other \_\_\_\_\_  
*(Specify)*

6. I have known this applicant from 2008/March to Present  
*(Year/Month)* *(Year/Month)*

7. RELATIONSHIP TO APPLICANT (i.e., supervisor, 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:**

I take pride in recommending SSG ██████████ for selection into the Warrant Officer Corps Career Field 250N, Network Management Technician. He has demonstrated an outstanding knowledge of complex and multifaceted switching operations while holding the MOS of 25F, Network Switching System Operator/Maintainer. His civilian job as a Service Technician working for AT&T I feel gives SSG King the skills and knowledge that would be beneficial to the Warrant Officer Corps.

SSG ██████████ service, leadership and professionalism throughout his career with the United States Army and AT&T have been exceptional making him a valuable asset to the Tennessee Army National Guard. His dedication to the mission and proven abilities to excel will continue to improve through this appointment.

My association with ██████████ and his knowledge he has acquired through the military and from his civilian job has convinced me that he possesses the technical knowledge, leadership, and military bearing to accomplish what's necessary to be a Warrant Officer.

I endorse SSG ██████████ for acceptance into the Warrant Officer Candidate Program. <sup>★(1)</sup> If I can be of further assistance in this process, I may be contacted at (615) 313-0909.

\* Ensure technical skills are outlined as on WO MOS duty description.

★(1) Contact info: Recommender must include their unit info, email & phone number

### 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): ██████████	2. RANK: CW4	3. BRANCH: SC	4. SIGNATURE: ██████████ 11068463	5. DATE (YYYYMMDD): 20130820
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UNIT CDR LOR

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): ██████████		2. RANK: SSG	3. DATE OF RANK: 20091113
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: HHC, 30TH CSSB, 230TH SB HUMBOLDT, TN 38343		5. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input checked="" type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
6. I have known this applicant from <u>201202</u> to <u>201309</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): COMPANY COMMANDER	

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:

I recommend SSG ██████████ to be selected to receive a Warrant Officer Appointment. I have observed SSG King sense taking command on 8 February 2012 in his duties as a 25B30, Information Systems Noncommissioned Officers position. I have found him to be a dedicated, intelligent, self-reliant and a dependable Soldier. I have no doubt that SSG King will make an excellent Warrant Officer.

I certify that SSG ██████████ successfully passed the Army physical Fitness Test consisting of push-ups, sit-ups and the two mile run with a score of 270 on 27 June 2013. The verified height is 5 feet & 9 inches and the verified weight is 200 lbs.

I can be reached for further discussion on this matter by commercial at (731)784-2125 Ext 8429 or cell at (615)295-5137, or samuel.ruth@us.army.mil.

(1) \* APFT statement must appear exactly as shown above.

(2) \* Contact info: Recommender MUST include their unit info, email & phone number.

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): ██████████	2. RANK: CPT	3. BRANCH: TC	4. SIGNATURE: <i>SC Ruth</i>	5. DATE (YYYYMMDD): 20131007
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BN CDR LOR

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): [REDACTED]	2. SSN: 412-33-0762	3. RANK: SSG	4. DATE OF RANK: 20091113
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5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: 30TH COMBAT SUSTAINMENT SUPPORT BATTALION 15 HADLEY DRIVE, P.O. BOX 464 HUMBOLDT, TENNESSEE 38343-0464	6. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input checked="" type="checkbox"/> Other <u>Battalion Commander</u> (Specify)
---	--

7. I have known this applicant from <u>2012/MAY</u> to <u>2013/AUGUST</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:  
I strongly recommend SSG [REDACTED] for appointment as a Warrant Officer in the 255N AOC, Network Management Technician. I have observed SSG [REDACTED] over the past several months and during that time he has consistently impressed me with both his technical and tactical skills as well as his leadership ability.  
SSG [REDACTED] is currently performing as the Information System NCO (25F30) in the Battalion. In this function he interacts with Soldiers in an enthusiastic and patient manner to ensure they completely understand the service that he is providing. SSG [REDACTED] also acquires all the civilian required skills with his profession which demonstrates the experience needed in my organization. SSG [REDACTED] consistently displays the level of competence and abilities expected and attributed to Warrant Officers.  
SSG [REDACTED] will truly benefit the Army by serving as an Information System Technician for many reasons. He has performed and demonstrated the correct skills and proven experience during combat and peacetime. What really sets him apart is his determination to succeed. SSG [REDACTED] constantly challenges himself to work for knowledge and support this Battalion. I am fully confident that he will represent the Tennessee Army National Guard and the Warrant Officer Corps superbly.

\*D

\* No APFT statement required

\*D Contact info: Recommender MUST include their unit info: e-mail & phone number

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): [REDACTED]	2. RANK: LTC	3. BRANCH: LG	4. SIGNATURE: [REDACTED] 11069722	5. DATE (YYYYMMDD): 20130816
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Unit & BN CDR LOR

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):

2. RANK:  
SFC

3. DATE OF RANK:  
20111201

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:  
117th Regiment (RTI)  
VTS, Smyrna TN 37167, JFHQ

5. I am completing this form as the applicant's:  
 Senior Warrant Officer  
 Company Grade Officer  
 Field Grade Officer  
 Other \_\_\_\_\_  
(Specify)

6. I have known this applicant from 20100516 to Present  
(Year/Month) (Year/Month)

7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer):  
Commander

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:

I recommend [redacted] to be selected as a Warrant Officer in the MOS of 420A. SFC [redacted] currently serves as the Readiness NCO and S1 NCOIC for the 117th Regiment (RTI). Having observed her performance in the Human Resource field over the past three years, I have found that she is an extremely tactically and technically proficient Soldier and can be counted on to accomplish any task. She is truly a great role model for the Soldiers she supervises.

SFC [redacted] approached me about becoming a Warrant Officer. I have a position projected to come open for 420A in my ranks, and it is my opinion that SFC [redacted] meets every pre-requisite and is ideal to become a Warrant Officer Candidate. She is extremely knowledgeable in the Human Resource field and would benefit the Army and Tennessee National Guard by becoming a 420A Human Resources Technician. I certify that SFC [redacted] successfully passed the Army physical fitness test consisting of push-ups, sit-ups and the two mile run with a score of 278 points on 21 May 2013; the verified height is 5 Feet and 9 Inches and the verified weight is 159lbs. I am fully confident that she will represent the Warrant Officer Corp superbly.

It is with great pride that I recommend SFC [redacted] for this position. I can be reached for further discussion on this matter at 615-313-3007 or william.e.wynns3.mil@mail.mil

\* APFT statement must be exactly as shown

\* Field Grade can be both Unit & BN CDR

\* (1) Contact info: Recommender must include their Unit info, e-mail & phone number.

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):

2. RANK:  
COL

3. BRANCH:  
AR

4. SIGNATURE:

5. DATE (YYYYMMDD):  
11054331 20131007

# Appendix B

# Other Source Accession Aviation Warrant Officer Packet Checklist:

Revised: Sept 2014

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ RANK/MOS: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. Initial Contact with your Warrant Officer Strength Manager

CW3 Mary Deel (615) 557-7313 mary.v.deel.mil@mail.mil

### Packet Requirements:

- \_\_\_\_\_ 1. Current Flight physical or 'up-slip'. (SFC Michael Wall 615-355-3675)
- \_\_\_\_\_ 2. Copies of entire IATF (Flight training record)
- \_\_\_\_\_ 3. Current Resume (form and instructions attached)
- \_\_\_\_\_ 4. Two most recent OER's/ NCOER's
- \_\_\_\_\_ 5. Current APFT results with BF% if required
- \_\_\_\_\_ 6. Letter of recommendation from current unit commander and or instructor pilot (form and instructions attached)
- \_\_\_\_\_ 7. Essay (LOI and template attached)
- \_\_\_\_\_ 8. SOU's and Other (Other military branch documentation as needed)

### Screening by Aviation Commander:

- \_\_\_\_\_ 1. Approved for boarding; notify of the next quarterly board.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ 2. Re-submit for consideration next quarter.  
Submit to WOSM for review by \_\_\_\_\_
- \_\_\_\_\_ 3. Packet was reviewed but is not approved for boarding; do not recommend for future consideration.

**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, 509, 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 340-2, 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): 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.)

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 (YYYY): <u>July 07</u> to <u>Present</u>	ORGANIZATION: <u>95th Special Troops Battalion, Ft Carson, CO</u>
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, 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 (YYYY): <u>June 05</u> to <u>June 07</u>	ORGANIZATION: <u>HHC, 10th ACA, Ft Hood, TX</u>
POSITION TITLE: <u>PROMOTION SECTION NCOIC</u> DUTIES (list below to include significant contributions): 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: <u>Kelly Temporary Services, Grand Rapids MI</u>
POSITION TITLE: <u>ADMINISTRATIVE ASSISTANT</u>		
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 (YYMM): <u>0501</u> to <u>0504</u>	COURSE: BNCOG, 75H Phase I & II, Ft. Jackson, SC
<p>DESCRIPTION:</p> <p>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.</p>		
20.	DATES (YYMM): <u>0209</u> to <u>0210</u>	COURSE: Warrior Leader Course (WLC) Ft Knox, KY
<p>DESCRIPTION:</p> <p>List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOG. 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.</p>		
21.	DATES (YYMM): <u>9801</u> to <u>0903</u>	COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC
<p>DESCRIPTION:</p> <p>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!</p>		

**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/Am/formpub/Forms.htm>.

**SECTION VIII - SIGNATURE**

1. NAME (Last, first, middle initial): SAMPLE, Joe E.	2. RANK: SFC/T/L-3	3. SIGNATURE:	4. DATE (YYYYMMDD):
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**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 (Last, first, middle initial):	2. RANK/GRADE:	3. PMOS:
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:		5. E-MAIL ADDRESS:

**SECTION II - CIVILIAN EDUCATION**

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

**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.)

1.
2.
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): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		

2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
POSITION TITLE:		
DUTIES (list below to include significant contributions):		

**SECTION IV - MILITARY EXPERIENCE (continued)**

(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.)

3.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES (list below to include significant contributions):
4.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES (list below to include significant contributions):
5.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES (list below to include significant contributions):

**SECTION IV - MILITARY EXPERIENCE** *(continued)*

*(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.)*

6.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

7.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

8.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: DUTIES <i>(list below to include significant contributions)</i> :	

**SECTION IV - MILITARY EXPERIENCE** *(continued)*

(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.)

9.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>
10.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>
11.	DATES (YY/MM): _____ to _____	ORGANIZATION:  POSITION TITLE: DUTIES <i>(list below to include significant contributions):</i>

**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): _____ to _____	ORGANIZATION:
POSITION TITLE: DUTIES (list below to include significant contributions):		

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**

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

1.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
2.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
3.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

**SECTION VI - MILITARY EDUCATION** *(continued)*  
(List up to 21 military courses and give a brief description focusing on the main learning objective.)

4.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
5.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		
6.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

**SECTION VI - MILITARY EDUCATION** *(continued)*  
(List up to 21 military courses and give a brief description focusing on the main learning objective.)

7.	DATES (YY/MM): _____ to _____	COURSE:	
DESCRIPTION:			
8.	DATES (YY/MM): _____ to _____	COURSE:	
DESCRIPTION:			
9.	DATES (YY/MM): _____ to _____	COURSE:	
DESCRIPTION:			

SECTION VI - MILITARY EDUCATION (continued)

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

10.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

11.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

12.	DATES (YY/MM): _____ to _____	COURSE:
DESCRIPTION:		

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

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

13.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

14.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

15.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

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

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

16.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

17.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

18.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

**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): _____ to _____	COURSE:
	DESCRIPTION:	

20.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

21.	DATES (YY/MM): _____ to _____	COURSE:
	DESCRIPTION:	

SECTION VII - SUMMARY

[Empty space for summary text]

SECTION VIII - SIGNATURE

1. NAME (*Last, first, middle initial*):

2. RANK:

3. SIGNATURE:

4. DATE (YYYYMMDD):

**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) :		2. RANK:	3. DATE OF RANK:
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:		5. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
6. I have known this applicant from _____ to _____ (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, 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:

**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) :	2. RANK:	3. BRANCH:	4. SIGNATURE:	5. DATE (YYYYMMDD) :
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**Senior Warrant LOR**

**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): ██████████		2. RANK: E6 / SSG	3. DATE OF RANK: 2009 November 13
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: 30TH (CSSB) Combat Sustainment Support Battalion 15 Hadley Drive Humboldt, TN, 38343-0464		5. 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)	
6. I have known this applicant from <u>2008/March</u> to <u>Present</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, 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:**  
 I take pride in recommending SSG ██████████ for selection into the Warrant Officer Corps Career Field 250N, Network Management Technician. He has demonstrated an outstanding knowledge of complex and multifaceted switching operations while holding the MOS of 25F, Network Switching System Operator/Maintainer. His civilian job as a Service Technician working for AT&T I feel gives SSG King the skills and knowledge that would be beneficial to the Warrant Officer Corps.

SSG ██████████ service, leadership and professionalism throughout his career with the United States Army and AT&T have been exceptional making him a valuable asset to the Tennessee Army National Guard. His dedication to the mission and proven abilities to excel will continue to improve through this appointment.

My association with ██████████ and his knowledge he has acquired through the military and from his civilian job has convinced me that he possesses the technical knowledge, leadership, and military bearing to accomplish what's necessary to be a Warrant Officer.

I endorse SSG ██████████ for acceptance into the Warrant Officer Candidate Program. If I can be any further assistance in this process, I may be contacted at (615) 313-0909.

\*Ensure technical skills are outlined as on WO MOS duty description.

\* (1) Contact info: Recommender must include their unit info, email & phone number

**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): ██████████	2. RANK: CW4	3. BRANCH: SC	4. SIGNATURE: ██████████ 1106846	5. DATE (YYYYMMDD): 20130820
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UNIT CDR LOR

LETTER OF RECOMMENDATION  
(Warrant Officer Procurement Program)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 509, 508, 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): [REDACTED] 2. RANK: SSG 3. DATE OF RANK: 20091113

4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:  
HHC, 30TH CSSB, 230TH SB  
HUMBOLDT, TN 38343

5. I am completing this form as the applicant's:  
 Senior Warrant Officer  
 Company Grade Officer  
 Field Grade Officer  
 Other  
(Specify)

6. I have known this applicant from 201202 to 201309 (Year/Month) (Year/Month)  
7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): COMPANY COMMANDER

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:

I recommend SSG [REDACTED] to be selected to receive a Warrant Officer Appointment. I have observed SSG King sense taking command on 8 February 2012 in his duties as a 25B30, Information Systems Noncommissioned Officers position. I have found him to be a dedicated, intelligent, self-reliant and a dependable Soldier. I have no doubt that SSG King will make an excellent Warrant Officer.

(1) I certify that SSG [REDACTED] successfully passed the Army physical Fitness Test consisting of push-ups, sit-ups and the two mile run with a score of 270 on 27 June 2013. The verified height is 5 feet & 9 inches and the verified weight is 200 lbs.

(2) I can be reached for further discussion on this matter by commercial at (731)784-2125 Ext 8429 or cell at (615)295-5137, or samuel.ruth@us.army.mil.

(1) \* APFT statement must appear exactly as shown above.

(2) \* Contact info: Recommender MUST include their unit info, email & phone number.

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): [REDACTED] 2. RANK: CPT 3. BRANCH: TC 4. SIGNATURE: [Signature] 5. DATE (YYYYMMDD): 20131007

BN CDR LOR

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): [REDACTED]	2. SSN: 412-33-0762	3. RANK: SSG	4. DATE OF RANK: 20091113
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: 30TH COMBAT SUSTAINMENT SUPPORT BATTALION 15 HADLEY DRIVE, P.O. BOX 464 HUMBOLDT, TENNESSEE 38343-0464		6. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input checked="" type="checkbox"/> Other <u>Battalion Commander</u> (Specify)	

7. I have known this applicant from <u>2012/MAY</u> to <u>2013/AUGUST</u> (Year/Month) (Year/Month)	8. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): Interviewer
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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:  
I strongly recommend SSG [REDACTED] for appointment as a Warrant Officer in the 255N AOC, Network Management Technician. I have observed SSG [REDACTED] over the past several months and during that time he has consistently impressed me with both his technical and tactical skills as well as his leadership ability.  
SSG [REDACTED] is currently performing as the Information System NCO (25F30) in the Battalion. In this function he interacts with Soldiers in an enthusiastic and patient manner to ensure they completely understand the service that he is providing. SSG [REDACTED] also acquires all the civilian required skills with his profession which demonstrates the experience needed in my organization. SSG [REDACTED] consistently displays the level of competence and abilities expected and attributed to Warrant Officers.  
SSG [REDACTED] will truly benefit the Army by serving as an Information System Technician for many reasons. He has performed and demonstrated the correct skills and proven experience during combat and peacetime. What really sets him apart is his determination to succeed. SSG [REDACTED] constantly challenges himself to work for knowledge and support this Battalion. I am fully confident that he will represent the Tennessee Army National Guard and the Warrant Officer Corps superbly.

\* (1)

\* No APFT statement required

\* (1) Contact info: Recommender MUST include their unit info: e-mail & phone number

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): [REDACTED]	2. RANK: LTC	3. BRANCH: LG	4. SIGNATURE: [REDACTED] 11069722	5. DATE (YYYYMMDD): 20130816
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UNIT & BN CDR LOR

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): ██████████		2. RANK: SFC	3. DATE OF RANK: 20111201
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: 117th Regiment (RTI) VTS, Smyrna TN 37167, JFHQ		5. I am completing this form as the applicant's: <input type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input checked="" type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other _____ (Specify)	
6. I have known this applicant from <u>20100516</u> to <u>Present</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): Commander	

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:

I recommend ██████████ to be selected as a Warrant Officer in the MOS of 420A. SFC ██████████ currently serves as the Readiness NCO and S1 NCOIC for the 117th Regiment (RTI). Having observed her performance in the Human Resource field over the past three years, I have found that she is an extremely tactically and technically proficient Soldier and can be counted on to accomplish any task. She is truly a great role model for the Soldiers she supervises.

SFC ██████████ approached me about becoming a Warrant Officer. I have a position projected to come open for 420A in my ranks, and it is my opinion that SFC ██████████ meets every pre-requisite and is ideal to become a Warrant Officer Candidate. She is extremely knowledgeable in the Human Resource field and would benefit the Army and Tennessee National Guard by becoming a 420A Human Resources Technician. I certify that SFC ██████████ successfully passed the Army physical fitness test consisting of push-ups, sit-ups and the two mile run with a score of 278 points on 21 May 2013; the verified height is 5 Feet and 9 Inches and the verified weight is 159lbs. I am fully confident that she will represent the Warrant Officer Corp superbly.

It is with great pride that I recommend SFC ██████████ for this position. I can be reached for further discussion on this matter at 615-313-3007 or william.e.wynns3.mil@mail.mil

\* APFT statement must be exactly as shown

\* Field Grade can be both Unit & BN CDR

\* (1) Contact info: Recommender must include their unit info, e-mail & phone number.

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): ██████████	2. RANK: COL	3. BRANCH: AR	4. SIGNATURE: ██████████ 11054331	5. DATE (YYYYMMDD): 20131007
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## ***Aviation Warrant Officer Essay Instructions***

Due to the limited number of Warrant Officer Aviator positions, the Aviation Battalion Commander is now convening a quarterly selection board for these positions.

Each soldier who wishes to complete and submit a packet for consideration, both initial (IERW) and Other Source Accession (OSA), must prepare an essay using the format provided.

This will enable the Aviation Board members to gain insight into your desire to join the Aviation community for the Tennessee Army National Guard. This essay should reflect your background, current abilities and all assets you can provide as a valuable resource to continue the high level of Aviation readiness, both now and into the future. There is no minimum number of words required.

This is your opportunity to 'sell yourself' and to gain approval for one of these highly coveted positions. Let me know your questions and I wish you the best of luck....Thanks!

Mary V. Deel

CW3 AG TNARNG

WOSM RRB

Office: (615) 355-3648

Cell: (615) 557-7313

mary.v.deel.mil@mail.mil

TO: Senior TAC  
FROM: WOC Jones  
534 words  
19 Jul 10

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2  
3The Correct Way to Write an Essay

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2  
3

4 At Warrant Officer Candidate School (WOCS), essays are used as tools to help you improve by learning from your experiences and mistakes. This essay is an example of how you're to write essays; it's not necessarily applicable to other writing assignments. Using this format and following the instructions in this example when you write essays are critical to your success, since not doing so could be interpreted to mean that you don't have the ability to follow simple instructions. Such an interpretation is totally relevant to expectations of Warrant Officers' performance in a non-training environment. For example, if you fail to follow technical manual instructions for a particular task, the results could be damaged or destroyed equipment or injured or dead Soldiers.

Formatting guidance for your essays is very specific. Establish a 1-inch margin on both sides and at the top and bottom. Put the information included at the top of this page on the first page, aligning the information so the longest line is flush with the right margin (not the right edge) of the paper and other lines are flush with the left end of the longest line. If you're using a word processor, simply tab the longest line over so it's as close as possible to the right margin and then tab other lines so they're flush with the left end of the longest line. Center your title on the third line below the date; include the title on the first page only. Use "title case" (i.e., capitalize the first letter of each major word). Begin the body of the essay on the 4<sup>th</sup> line below the title. Indent paragraphs, do not skip lines between paragraphs, and, if hand writing your essay, hyphenate words as necessary to ensure that margins are as even as possible. On the second and subsequent pages, center page numbers on the bottom margin. Put at least two lines on the last page of your essay. Add your signature element as shown on this example: start on the 5<sup>th</sup> line down from the last line of the essay and center the left margin of your signature block.

Cadre Officers will grade your essays on format and grammar correctness, organization, and content. If your essay doesn't meet standards in these areas, you'll be required to correct and resubmit it. Therefore, it's important for you to follow this format, to organize your material, and to use correct grammar and spelling. A technique that you might use in checking your grammar and spelling is to read your essay aloud. Organization of your material should aid readers by logically leading them through your essay. To be most effective, your essays should have an opening paragraph, a body of one or more paragraphs, and a concluding or summarizing

paragraph. The content of your essay is possibly more important than grammar, format, and organization; even if you write a perfect essay in terms of these areas, but fail to address your assigned topic, your essay will not be acceptable.

As you write essays at WOCS, follow the guidance we've given you in this essay. View essay writing assignments for what they're intended to be: tools to help you improve your qualifications to be an Army Warrant Officer. Take full advantage of such requirements to most effectively learn from your experiences and mistakes.

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4 *John Q. Jones*

5 JOHN Q. JONES

WOC, USA

Class 10-25

**FIGURE 4-1. Correct Way to Write an Essay**

**STATEMENT OF UNDERSTANDING FOR  
CONVERSION TO WARRANT OFFICER**

I understand that I will be required to resign my commission as a \_\_\_\_\_ before accepting a commission as a Warrant Officer in the Tennessee Army National Guard (TNARNG). I further understand that once completed, this action is irreversible and will remain in effect until my discharge or retirement from military service.

Once commissioned as a Warrant Officer in the TNARNG, I will continue to follow the professional military education system for the Warrant Officer Corps to be eligible for promotion.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank/Branch

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Date of Signature

## **STATEMENT OF UNDERSTANDING FOR CONVERSION TO WARRANT OFFICER**

I understand that I will be required to resign as a (*Rank and Pay grade*) before accepting a commission as a Warrant Officer in the Tennessee Army National Guard (TNARNG). I further understand that once completed, this action is irreversible and will remain in effect until my discharge or retirement from military service.

I understand that I am required to prepare and submit a conversion packet to the appropriate proponent for approval and determination of Warrant Officer Pay grade. Once commissioned as a Warrant Officer in the TNARNG, I will continue to follow the professional military education system for the Warrant Officer Corps to be eligible for promotion.

**Full Name**

Rank/ Branch/ Corp

SSN#

DayXX/MonthXX/YearXXXX