

Massachusetts Warrant Officer Application Guide



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CW4 Robyn Corbin
Warrant Officer Strength Manager

Office: (339)-202-9101

Cell: (508)-326-0976

Robyn.m.corbin.mil@army.mil

The information contained in this sample application changes frequently. For the most up-to-date information please visit the web-site at: https://recruiting.army.mil/ISO/AWOR/ARMY_FEEDER/

Massachusetts Warrant Officer Application Guide

Warrant Officer Eligibility Requirements and Pre-Determination Packet Requirements

1. The first step in the process, whether Enlisted or a Commissioned Officer, is to work with a Warrant Officer Strength Manager (WOSM) to determine if you meet the requirements. The WOSM for Massachusetts is CW4 Robyn Corbin. She can be reached at robyn.m.corbin.mil@army.mil or (Office) 339-202-9101 (Cell) 508-326-0976.

Each applicant must meet the minimum administrative requirements:

Mental Aptitude - An AFCT or ASVAB minimum GT score of 110 or higher is required. This cannot be waived. Applicants can retake the Armed Forces Classification Test (AFCT) to improve their GT Scores. No further action should take place until this requirement is met. Applicants for WO Aviator must pass a Selection Instrument Flight Tests (SIFT) to qualify. The SIFT and the retake of the AFCT are administered through the Education Branch Offices located at Hanscom AFB or Joint Base Cape Cod. Education Services located at Joint Base Cape Cod: Christopher Rush E-Mail: christopher.d.rush1.civ@army.mil or Phone: (339) 202-9419

Education Office at Hanscom AFB with Mrs. Manhardt, E-Mail: natasha.l.manhardt.civ@army.mil or Phone: (339) 202-3154

Age- Minimum age of 18 years and a maximum age of 46 on the date of initial appointment for technical WO MOSs. An age waiver is required over age 46. Applicants for WO Aviator positions must be between the ages of 18 and 32 prior to their packet being boarded.

Citizenship - Must be a U.S. citizen by birth or naturalization.

Leadership - Must possess outstanding leadership traits.

Pay Grade - The minimum pay grade requirements vary by DA MOS proponent with SGT (E5) being the most common. Aviation and Signal Corps have exceptions. Commissioned officers must also complete the predetermination process for approval into a WO MOS.

Four to five years of experience -in an enlisted feeder MOS is required by most DA MOS proponents. Reference the attached listing. Note, the WO Aviator MOS does not have an MOS or experience requirement.

Security Clearance – FINAL Secret or Top-Secret Security Clearance - **Interim clearances will not satisfy the requirement!**

All Applicants must have 12 months remaining on their enlistment contract to apply.

2. Once it is determined that the applicant meets the minimum administrative requirements to become a Warrant Officer, the next step is to work with the WOSM to schedule an interview with the State Command Chief Warrant Officer (CCWO). The CCWO is responsible for state level approval, final review of Warrant Officer PDP packets, and CCWO Letter of Recommendation.

3. Once completed, PDP packets are forward by the MAARNG WOSM thru NGB for review and submission to the DA MOS proponent. The DA MOS proponent will send the WOSM a memo with the results of their review and the CCWO will notify the WO applicant of the results.

4. If DA MOS approval is secured but an age, moral or medical waiver is required, the applicant will work with the WOSM to prepare a waiver request for submission.

5. If no waiver is required or a waiver was granted, applicants work with their WOSMs to complete a WO appointment packet and take a Chapter 2 Commissioning Physical prior to appearance before a Federal Recognition Board (FRB).

6. The FRB convenes once a month at JFHQ-MA. The FRBs mission is to determine that the candidate meets all the requirements for appointment as an Officer. If approved, the FRB signs the approval documents for appointment to Warrant Officer Candidate (WOC) - Officer Personnel Management (OPM) issues an order appointing the applicant as a WOC and places them into the WO assignment with a primary MOS of 09W.

7. WOCs will have two years to complete WO Candidate School (WOCS).

8. Prior to attending WOCS applicants must attend PREWOCS. This course is a MUTA 5 drill at Joint Base Cape Cod (JBCC) RTI Massachusetts. The program is designed to ensure you are adequately prepared to be an Army Warrant Officer and help you to realize what you can achieve under physically and mentally demanding conditions. If you are interested in becoming a Warrant Officer have your unit input you into ATRRS School Code: 995 Course: PWOCC which is offered at the Regional Training Institute on Joint Base Cape Cod, MA.

9. **Warrant Officer Candidate School (WOCS)**, two options exist for completion of WOCS:

- Soldiers may have the option to attend the Resident Active Component WOCS (Five weeks) at Fort Rucker, AL

or

- Reserve Component WOCS (RCWOCS) Phase one is conducted at the Massachusetts State Regional Training Institute (RTI) on Joint Base Cape Cod and Phase two is conducted at Camp Attebury, IN.

Reserve Component WOCS at the Massachusetts RTIs is the default program for Soldiers in the Massachusetts Army National Guard.

10. Graduation from WOCS will earn appointment as a WO1. WO Basic Course (WOBC) completion is required within two years of appointment as a WO1. WO1s are not qualified in their MOS until the WOBC is completed. The duration of each WOBC varies by MOS.

Frequently Asked Questions – & Resources

Q. What is a Warrant Officer?

A. New DA PAM 600-3 Definition: is a technical expert, combat leader, trainer, and advisor. Through progressive levels of expertise in assignments, training, and education, the warrant officer administers, manages, maintains, operates, and integrates Army systems and equipment across unified land operations. Warrant officers are innovative integrators of emerging technologies, dynamic teachers, confident warfighters, and developers of specialized teams of Soldiers. They support a wide range of Army missions throughout their career. Warrant officers in the Army are accessed with specific levels of technical ability.

They refine their technical expertise and develop their leadership and management skills through tiered progressive assignment and education.

Q. How can I find out what the DA MOS proponent requirements are for each WO MOS?

A. Contact your WOSM or reference the USAREC web link below for the WO Proponent MOS.
https://recruiting.army.mil/ISO/AWOR/ARMY_FEEDER/

Q. Do I have to be a Sergeant before I start WOCS?

A. With the exception of Aviation and Signal Corps Candidates, the minimum rank required for most specialties is SGT (E5) or higher as established by the DA MOS proponents. Former Commissioned and Warrant Officers are eligible for appointment without attending WOCS but must complete the predetermination process for approval for entry into a WO career field.

Q. Can I be promoted as an Enlisted Soldier prior to WOCS?

A. You are promotable during the predetermination process; however, once you obtain your Federal Recognition and your rank becomes WOC you will no longer be promotable as an Enlisted Soldier.

Q. How do I prepare for WOCS?

A. All Warrant Officer Candidates must meet the prerequisites and all administrative requirements. Commands should assign WOCs a mentor to guide them through the WOCs preparation process. WOCS is a mentally and physically demanding school. Prepare yourself physically for the course.

Resources

US Army Warrant Officer Career College web site: Provides information on the WO Candidate School and other WO courses.

<https://usacac.army.mil/organizations/cace/wocc/courses/wocs>

Officer website: Contains WO information and videos.

<https://www.nationalguard.com/become-a-warrant-officer>

Provides a listing of all WO MOSs in the US Army with enlisted feeder MOSs requirements and an overview of duties and responsibilities and eligibility requirements for each Warrant Officer MOS. There is also an MOS Conversion list for Air Force, Navy and USMC.

https://recruiting.army.mil/ISO/AWOR/ARMY_FEEDER/

Provides information on Becoming a Warrant Officer in the Massachusetts National Guard and access to informational slide show.

<https://www.massnationalguard.org/index.php/careers/become-a-warrant-officer.html>

Contacts for scheduling AFCT, SIFT, TABE

Education Office Joint Base Cape Cod:

Christopher Rush E-Mail: christopher.d.rush1.civ@army.mil or Phone: (339) 202-9419 available to schedule AFCT, SIFT, TABE

Education Office at Hanscom AFB with Mrs. Manhardt, E-Mail:

natasha.l.manhardt.civ@army.mil or Phone: (339) 202-3154 available to schedule AFCT and SIFT

Social Media Links



facebook.com/MA-Warrant Officer Strength Manager



twitter.com/MANationalGuard



instagram.com/mawosm

Appendix

1. WO MOS list
2. Technical Warrant Officer Predetermination Checklist
3. Letter of recommendation guidelines
4. Warrant Officer resume sample and guidelines

**WO MOS TITLE WITH ENLISTED FEEDER MOSs and positions available in the
MAARNG* Bold type – Bold type indicates current WO vacancy**

WOMOS	Warrant Officer Title	Enlisted Feeder MOS
120A	Construction Engineering Technician	12H, K, N, P, Q, R, T, W
131A	Field Artillery Technician	13B, 13J, 13F, 13M, 13R, 11C, 11B or 19D, 19K
140A	Air and Missile Defense (AMD) Systems Integrator	14E, 14G, 14H, 14P, 14S, 14T, 15P (ADAM Cell Exp.), 15Q (ADAM Cell Exp.), 25B, 25U and 29E; USAF: (AFSC: 1C3XX, 1C3XX); USN (Rating: IT, YN and CTM); USMC (Job code: 06XX)
150A	Air Traffic Control Technician	15Q, USAF 1C1xx, USMC 7257, or USN A400 (AC) (MOS Prerequisite Waiver Required for ALL sister service)
151A	Aviation Maintenance Technician	15B, D, F, G, H, K, N, R, T, U, Y
153A	Rotary Wing Aviator	All MOSs
170A	Cyber Warfare Technician	Preferred CMF 17, 25 and 35 MOS (All other enlisted MOSs - including Sister Service - applicants may apply with strong related technical background.)
170B	Electronic Warfare Technician	Preferred 17E MOS (35S, 18E, 19D and 25 Series MOS May Apply)
180A	Special Forces Warrant Officer	All CMF 18 MOS
255A	Information Systems Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
255N	Network Systems Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
255S	Information Protection Technician	All MOSs (Must have 5 years IT experience IAW prerequisites)
350F	All Source Intelligence Technician	35F
351M	Human Intelligence Collection Technician	35M
420A	Human Resources Technician	42A
420C	Bandmaster	All CMF 02 MOS's (ALL CMF 42R and 42S)
740A	Chemical, Biological, Radiological and Nuclear (CBRN) Technician	74D
882A	Mobility Officer	88N, 88M, 88H(Preferred) Open to ALL enlisted MOSs (Must meet defined prerequisites)
890A	Ammunition Warrant Officer	89A, 89B, 89D
913A	Armament Systems Maintenance Warrant Officer	91A, F, M, P; Master Gunners w/ ASIs A8, K8, and J3
914A	Allied Trades Warrant Officer	91E, X
915A	Automotive Maintenance Warrant Officer	91A, B, H, L, M, P, S, X,
919A	Engineer Equipment Maintenance Warrant Officer	91B, C, D, L, H, X, 91J
920A	Property Accounting Technician	92Y
920B	Supply Systems Technician	92A, 68J
922A	Food Service Technician	92G, 68M
923A	Petroleum Systems Technician	92F, 92L, and 92W
948B	Electronic Systems Maintenance Warrant Officer	94D, E, F, H, M, R, W, Y & Z (25S/with waiver only)

ARNG WARRANT OFFICER PREDETERMINATION CHECKLIST

The proponent for this form is ARNG-HRR.

Section I. Applicant Information

1a. Applicant Name (Last, First MI):		1b. Rank:
1c. Application Type:	1d. WO MOS:	1e. State:

Section II. Document Checklist

Instructions. All documents should be legible, single-sided, and in the following order.	X / NA
2. CCWO Letter of Recommendation (MUST include POC information, email address, and phone number) USAREC Form 3.3	
3. Senior Warrant Officer Letter of Recommendation (MUST include SR WO MOS, POC information, email address, and phone number) USAREC Form 3.3	
4. Company Commander Letter of Recommendation or applicable Company Grade UCMJ authority (MUST include POC information, email address, and phone number) USAREC Form 3.3 and the following required statement: <i>"I certify that (Name and Rank) successfully passed the APFT consisting of push-ups, sit-ups, and the two mile run with a score of (score) on (date) or ACFT full standard six event test; the verified height is (feet and inches) and the verified weight is (lbs). Applicant is within body composition standards (BF %) as outlined in AR 600-9."</i>	
5. Battalion Commander Letter of Recommendation or applicable Field Grade UCMJ authority (MUST include POC information, email, and phone number)USAREC Form 3.3	
6. Resume (Summary, Signature, and date must be included) USAREC Form 3.2	
7. SRB (WOSM must certify/validate within six months of packet submission, must include most recent NCOES/ OES level) NOTE: Remove Race/Gender and DA Photo from SRB. No Board Certified SRB)	
8. Evaluations (include all NCOERs/OERs and all AERs [1059s] in order newest to oldest)	
9. Security clearance memorandum (Minimum Interim Secret/Interim Top Secret based on WO MOS) (Must be within six month of packet submission)	
10. College Transcript(s) - if applicable (NOTE: Refer to proponent site for specific English/Math requirements. CLEP results are authorized)	
11. Copies of Professional Certificates (Licenses and Certificates refer to MOS Proponent preferred requirements found on the USAREC site.)	
12. GT score verification/REDD (Sister Service Applicants)	
13. DA Form 7434-Application for US Army Marine Certification (880A, 881A)	

Section III. Other/Supporting Documentation

14. Other MOS required documents (Technician Appraisals, Civilian Evaluations, Portfolios, and DD Form 214s) (Copies of Award Documents are NOT Required)	
15. TABE (Tests of Adult Basic Education) score sheet - if required	
16. Request for Prerequisite Waiver from applicant - if required (NOTE: Soldier must write a request and the CCWOs LOR must support the prerequisite waiver.)	
Projected Federal Recognition Board Date:	

Section IV. Certifying Official Information

18. Warrant Officer Strength Manager	
I, the certifying official verify this packet is complete and accurate to the best of my knowledge.	
Name (Last, First MI):	Rank and Title:
Email:	Phone:
Signature:	Date:

**Unit Commander
Recommendation**

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:
Doe, John, B.	SSG	2015-11-11
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C Det 1-4 INF Battalion FT Atterbury, KY 40121 (CENTCOM)		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>2010/12</u> to <u>PRESENT</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer) : Interviewer or Supervisor

SECTION II - NARRATIVE

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

NARRATIVE:

- Letters should be 3 to 5 paragraphs with specific, quantifiable comments about the service member's character and tactical and technical competence.
- You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact award, achievements and accomplishments.
- Generic comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended and the comments are not false, then the letter is most likely too generic to communicate effectively to board members.
- Unit commander recommendation letter must contain the APFT certification comment below:

"I CERTIFY THAT (NAME & _RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS TEST CONSISTING OF PUSH-UPS, SIT-UPS AND THE TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS)."
- The recommender MUST include their unit info, email and phone number at the bottom of the 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):
Smith, Michael, C.	CPT	IN		

**Senior Warrant Officer
Recommendation**

LETTER OF RECOMMENDATION
(Warrant Officer Procurement Program)

PRIVACY ACT STATEMENT

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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:
SAMPLE, Joe E.		SGT	2002-10-24
4. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION FT ATTERBURY, KY 40121 (CENTCOM)		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>2004/12</u> to <u>PRESENT</u> (Year/Month) (Year/Month)		7. RELATIONSHIP TO APPLICANT (<i>i.e., supervisor, interviewer</i>) : Interviewer or Supervisor	

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:

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

EXAMPLE WRITE-UP:

1. It is my absolute privilege to recommend SGT Sample for entry into the Warrant Officer Procurement Program as a Human Resources Technician (420A). I have reviewed SGT Sample's credentials and found his records very worthy for warrant officer candidacy. As such, SGT Sample has earned my vote of confidence to compete for warrant officer selection.
2. SGT Sample served with me during a year-long deployment to Balad, Iraq 2004. During this time, I personally observed and worked with SGT Sample on several personnel support issues. My observation of him is that of an industrious Senior Personnel Sergeant fully capable of performing his administrative duties. SGT Sample worked tirelessly processing personnel actions for 849th Transportation Battalion, Ft Bragg NC. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6.
3. SGT Sample possesses the qualities of a self-starter and a leader. His mastery of warrior tasks and drills led to his selection as NCO of the Quarter. Further, he mentored a subordinate to compete and win 1st TSC's Solider of the Year competition. SGT Sample completed BNCOC with a 97.4 GPA. He has received numerous valor and service awards for technical merit including the prestigious Bronzes Star. In conclusion, SGT Sample has a rare blend of technical and tactical proficiency. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A).

The recommender MUST include their unit info, e-mail, and phone number in the bottom of the 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):
DOE, John Q.	CW4	AG		

PRIVACY ACT STATEMENT

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

SECTION I - ADMINISTRATIVE DATA

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

SECTION II - CIVILIAN EDUCATION

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

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

SECTION III - OBJECTIVE

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

- 153A - Rotary Wing Aviator
- 420A - Human Resources Technician
-

SECTION IV - MILITARY EXPERIENCE

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

1.	DATES (YY/MM): <u>07/10</u> to <u>Present</u>	ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
POSITION TITLE: TITLE should match ERB or evaluation reports DUTIES (<i>list below to include significant contributions</i>): Accomplishment should appear in chronological order, by date, starting with the most current assignment. List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise, and complete sentences - not in fragments or bullets. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.		
2.	DATES (YY/MM): <u>05/10</u> to <u>07/10</u>	ORGANIZATION: HHC, IIIId ACA, Ft Hood, TX
POSITION TITLE: PROMOTION SECTION NCOIC DUTIES (<i>list below to include significant contributions</i>): List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g JMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.		

SECTION V - CIVILIAN EXPERIENCE

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

1.	DATES (YY/MM): <u>98/10</u> to <u>00/10</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

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

1.	DATES (YY/MM): <u>05/04</u> to <u>05/10</u>	COURSE: <u>Advanced Leadership Course (ALC), 75H Phase I & II, Ft Jackson, SC</u> DESCRIPTION: The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spelling and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's ability to communicate and their attention to detail. ***List schools in chronological order from most recent; must include all Professional Military related courses (both phases if applicable); Applicants may include class standing, final GPA, Physical Fitness scores or any other outstanding measure of success you achieved in the course)
2.	DATES (YY/MM): <u>02/09</u> to <u>02/10</u>	COURSE: <u>Warrior Leader Course (WLC) Ft Knox, KY</u> DESCRIPTION: List GPA, accomplishments, and the most important aspects you've learned from training/military education. You may separate the various phases of BNCOC. Be sure to list your class standing, GPA, APFT score and any other outstanding measure of success you achieved while in school. Special skill courses such as airborne, air assault, pathfinder and the like are NOT necessary to list here; they should appear on your enlisted records brief (ERB). If not, then update your record to reflect accordingly. Correspondence course completions, not subcourses, may be listed here to show your technical acumen. It is advisable however, to only list course completions germane to the warrant specialty you desire to serve in.
3.	DATES (YY/MM): <u>98/10</u> to <u>98/06</u>	COURSE: <u>75H Advanced Individual Training (AIT) Ft Jackson, SC</u> DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course.

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:

3.2

No other resume formats are acceptable beyond USAREC Form 3.2. Therefore, do not go through a big expense by having external parties professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtain at <http://www.usarec.army.mil/im/formpub/Forms.htm>.

SECTION VIII - SIGNATURE

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