

Massachusetts Warrant Officer Candidate Application Guide



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Warrant Officer Strength Manager

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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 Candidate (WOC) Eligibility Requirements and Pre-Determination Packet Requirements.

THE FIRST STEP in the process as an enlisted or commissioned member of the Guard is to reach out to the Warrant Officer Strength Manager (WOSM) to determine if you meet the requirements. The WOSM for Massachusetts is CW3 Robyn Corbin. She can be reached at robyn.m.corbin.mil@mail.mil or by phone at 339-202-9101 (office) or 508-326-0976 (cell).

The minimum administrative requirements are as follows:

1. **Mental Aptitude:** A minimum ASVAB/AFCT General Technical (GT) score of 110 or higher is required. Aviators must score a minimum of 40 on the Selection Instrument for Flight Training (SIFT). Retesting is possible if necessary, please see the appendix for information on scheduling a retest and/or scheduling the SIFT.
2. **Age:** Applicants must be a minimum of 18 and a maximum of 46 on the date of initial appointment. Aviation candidates must not have turned 32 by the time of their packet being boarded.
3. **Citizenship:** Applicants **MUST** be a U.S. citizen (by birth or naturalization).
4. **Leadership:** Applicants must possess outstanding leadership traits.
5. **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.
6. **Experience:** Minimum of 4-5 years in an enlisted feeder MOS is required by most DA MOS proponents. Please reference the attached listing. Aviation does not require a specific enlisted MOS or enlisted experience.
7. **Security Clearance:** Applicants must possess a **FINAL** Secret or Top Secret Security Clearance. Interim clearances will not satisfy the requirement.
8. **Time on Contract:** All applicants must have a minimum of 12 months remaining on their enlistment contract.

Next Steps if Administrative Requirements Are Met

- 1.** Once it is determined that the applicant meets the 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) CW5 Timmy Tompkins. The CCWO is responsible for state level approval, final review of warrant officer pre-determination packets (PDPs), and must provide a CCWO Letter of Recommendation.
- 2.** Completed PDPs are forwarded by the MAARNG WOSM through National Guard Bureau (NGB) for review and submission to the Department of the Army MOS proponent. The DA MOS proponent will send the WOSM a memorandum with the results of their review. The CCWO will notify the Warrant Officer Applicant of the results.
- 3.** If the 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 to or through NGB to the directorate responsible for each respective waiver.
- 4.** If no waiver is required or a required waiver is granted, applicants will work with the WOSM to complete a WO appointment packet and take a Chapter 2 Commissioning Physical prior to appearance before a Federal Recognition Board (FRB). The physical will take place at the TMC on Joint Base Cape Cod unless the applicant has a VA disability rating, in which case they must go to MEPS to obtain the physical.
- 5.** The final administrative step is to appear in person before the Federal Recognition Board. The FRB convenes once a month at Joint Forces Headquarters, Massachusetts (JFHQ-MA). The mission of the FRB is to determine that a candidate meets all the requirements for appointment as an Officer. If approved, the FRB signs the approval documents for an applicant's appointment as a Warrant Officer Candidate (WOC). Officer Personnel Management (OPM) issues an order appointing the applicant as a WOC and places them into WO assignment with a primary MOS of 09W.

Warrant Officer Candidate School

After appointment as a WOC, candidates have two years to complete Warrant Officer Candidate School. Prior to attending WOCS, candidates must attend PRE-WOCS. This course takes the place of a MUTA 5 drill, and is held at the Regional Training Institute aboard Joint Base Cape Cod. The program is designed to ensure candidates are adequately prepared not only for the mental and physical rigors of WOCS, but also to be an Army Warrant Officer in the MAARNG. Note that interested applicants may attend PREWOCS prior to completing the aforementioned administrative steps or receiving an appointment as a WOC. Those interested in attending PREWOCS may request their unit register them in ATRRS for School code 995, PWOCC, at the RTI on JBCC.

Two options exist for the completion of WOCS. Candidates may either attend the Resident Active Component WOCS for five weeks at Fort Rucker, Alabama, or Candidates may attend the Reserve Component WOCS at RTI JBCC. Multiple factors will be considered in determining which course a candidate is to attend. The RTI program runs 5 MUTA 5 drill weekends in addition to an AT, and is the preferred program for Soldiers in the MAARNG. Graduation from WOCS will earn each candidate an appointment as a WO1 at which time they will have two years to complete their respective Warrant Officer Basic Course (WOBC). These courses vary in location and length by MOS. Warrant Officers are not qualified in their MOS until WOBC is completed.

Frequently Asked Questions

Q. What is a Warrant Officer?

A. DA PAM 600-3 defines an Army warrant officer as follows: The Army warrant officer is a self-aware and adaptive technical expert, combat leader, trainer, and advisor. Through progressive levels of expertise in assignments training and education, the warrant officer administers, manages, maintains, operates, and integrates army systems and equipment across the full spectrum of Army operations. Warrant officers are innovative integrators of emerging technologies, dynamic teachers, confident 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 for most specialties is Sergeant (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. Once you obtain 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. Command should assign candidates a mentor to guide them through the WOCS preparation process. WOCS is a mentally and physically demanding school.

Candidates should be especially mindful of preparing themselves physically for the course, and should expect runs exceeding 3 miles and timed ruck marches as part of the course. Additionally, candidates unsure of their ability to complete land navigation should find a competent mentor willing to teach them those skills.

Resources

1. US Army Warrant Officer Career College website (information on WOCS and WO courses): <https://www.rucker.army.mil/tenants/wocc/>
2. National Guard WO website (information and videos): <http://www.nationalguard.com/careers/become-a-warrant-officer>
3. Massachusetts National Guard specific WO Website (information and slide show): <https://www.massnationalguard.org/index.php/careers/become-a-warrant-officer.html>
4. Listing of WO MOSs and their respective feeder MOSs and requirements. Also includes branch conversion guidelines for Air Force, Navy, and Marine Corps: https://recruiting.army.mil/ISO/AWOR/ARMY_FEEDER/
5. Education services (for scheduling SIFT/ASVAB): Mr. Rush: Christopher.d.rush.civ@mail.mil or by phone at 339-202-9419; Mrs. Manhardt: Natasha.l.manhardt.civ@mail.mil or by phone at 339-202-3154

Appendix

1. WO MOS cheat sheet
2. Technical Warrant Officer predetermination checklist
3. Letter of recommendation guidelines
4. Warrant Officer resume 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
140A	Command and Control Systems Integrator	14E, 14G, 14H, 14P, 14S, 14T, 15P (ADAM Cell Exp.), 15Q, 25B, 25U and 29E; USAF: (AFSC: 1C3XX, 1C3XX); USN (Rating: IT, YN and CTM); USMC (Job code: 06XX)
151A	Aviation Maintenance Technician	15B, D, F, G, H, K, N, R, S, T, U, X, Y
153A	Rotary Wing Aviator	All MOSs
170A	Cyber Operations Technician	Preferred CMF 17, 25 and 35 MOS (All other enlisted MOSs - including Sister Service - applicants may apply with strong related technical background.)
180A	Special Forces Warrant Officer	All CMF 18 MOS
255A	Information Services Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
255N	Network Management Technician	All MOSs (Must have 4 years IT experience IAW prerequisites)
350F	All Source Intelligence Technician	35F
351M	Human Intelligence Collection Technician	35M, (USMC 0211 for USAR/ANG ONLY)
420A	Human Resources Technician	42A
420C	Bandmaster	All CMF 02 MOS's (ALLCMF42R 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)

As of Aug 2019

Checklist for Technical Warrant Officer Packets

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 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); 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. ERB/ORB (Certified within six months and must include most recent NCOES/OES level) Note: Do not submit a board brief		
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)		
10. College Transcript(s) - if applicable		
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)		
15. English credit document – if required		
16. TABE (Test of Adult Basic Education) score sheet - if required		
17. Request for Prerequisite Waiver from applicant - if required		
Section IV. Certifying Official Information		
18. Warrant Officer Strength Manager		
<input type="checkbox"/> 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:

**Senior Warrant Officer
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 (<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		

**Unit Commander
Recommendation**

LETTER OF RECOMMENDATION
(Warrant Officer Procurement Program)

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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:
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 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>2010/12</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 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 award, achievements and accomplishments.
3. 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.
4. The recommender MUST include their unit info, e-mail and phone number at the bottom of the narrative.

***Applicants must have a digitally signed Warrant Officer LoR from a WO currently serving (Not Retired). Applicants may supplement (not replace) the WO LoR with hand signed LOR's from Retired WO's desired.

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/MOS:	4. SIGNATURE:	5. DATE (YYYYMMDD):
Smith, Michael, C.	CW4	TC/882A		

WARRANT OFFICER RESUME
(This form will be used in place of the resume.)

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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. 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.)

1. 153A - Rotary Wing Aviator ***Must match DA61/Blk 5a-b
2. 420A - Human Resources Technician
- 3.

SECTION IV - MILITARY EXPERIENCE

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

1.	DATES (YY/MM): <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 (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 (YY/MM): <u>05/10</u> to <u>07/10</u>	ORGANIZATION: HHC, IIIId ACA, Ft Hood, TX
POSITION TITLE: PROMOTION SECTION NCOIC		
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>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>
<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> <p>***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)</p>		
2.	DATES (YY/MM): <u>02/09</u> to <u>02/10</u>	COURSE: <u>Warrior Leader Course (WLC) Ft Knox, KY</u>
<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 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.</p>		
3.	DATES (YY/MM): <u>98/10</u> to <u>98/06</u>	COURSE: <u>75H Advanced Individual Training (AIT) Ft Jackson, SC</u>
<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.</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:

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):
--	---------------------	---------------	---------------------