



**Technician**

**WARRANT OFFICER**

**“PREDETERMINATION”**

**PACKET**

## **How to Prepare and Process a Warrant Officer MOS Certification/ Predetermination Packet.**

- a. Reference NGR 600-101, paragraph 2-8, and DA Cir 601 series (Warrant Officer Procurement Program)
- b. The terms “MOS certification” and “predetermination” are synonymous.
- c. “Predetermination” packets may be submitted prior to actually identifying the warrant officer position vacancy to which the applicant will be assigned when appointed.
- d. The DA Cir 601 series assumes most applicants are enlisted soldiers currently serving in enlisted “feeder” MOSs. As written, it may appear that enlisted military experience is the only acceptable prerequisite, however, most MOS proponents may grant constructive credit for related commissioned officer or civilian experience/training.
- e. Copies of military documents from the applicant’s Military Personnel Records Jacket (MPRJ) (e.g. DA Forms 2-1, DD Forms 214, NCOERs/OERs, DA Forms 1059, etc) may be obtained from the Personnel Services Division in this headquarters.
- f. Applicants who do not possess the minimum qualifications and experience desired by the MOS proponent will not be certified by the proponent, however, a neat and thoroughly documented packet has a much better chance of being approved than one that is not well prepared or documented.
- g. Properly completed packets are forwarded from this headquarters to the Army MOS proponent. It normally takes 20-30 days to receive the proponent's response. Those packets requiring any type of waiver are forwarded through National Guard Bureau, to the Army MOS proponent, and normally take 60-90 days to receive the proponent's response.
- h. Questions concerning preparation of a “predetermination” packet may be addressed to one of the following:
  - (1) Command Chief Warrant Officer, CW5 Dennis D. Jester, 302-326-7050 / DSN 440-7050.
  - (2) Military Personnel Technician, CW4 Freddie Rios, 302-326-7043/ DSN 440-7043.

### **NOTES:**

1. Reference NGR 600-101, paragraph 2-8, and DA Cir 601 series (Warrant Officer Procurement Program).
2. MOS certification is ***not*** required for applicants seeking appointment or re designation in Aviation (pilot) MOSs.
3. MOS certification is required for:
  - a. Applicants seeking initial appointment in all other MOSs.
  - b. Warrant officers who require re designation (change of current federally recognized primary MOS).

## Steps to Prepare Warrant Officer MOS Certification/Predetermination Packet.

STEP	WHO	REQUIRED ACTION
1	Applicant	Refer to the web site <a href="http://www.usarec.army.mil/hq/warrant/WOgeninfo_mos.html">http://www.usarec.army.mil/hq/warrant/WOgeninfo_mos.html</a> to obtain the MOS proponent's mandatory prerequisites, preferred qualifications and required documentation.
2	Applicant	Use the enclosed "checklist" as a packet assembly guide. Attach checklist as the top document of the packet. CCWO recommendation will be added upon review of J1.
3	Commander	<p><b>COMMANDER'S (UNIT/BN/BDE) RECOMMENDATION MUST INCLUDE THE FOLLOWING CERTIFICATION:</b></p> <p>"I CERTIFY THAT (NAME &amp; 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 &amp; INCHES) AND THE VERIFIED WEIGHT IS (LBS)."</p> <p>ATTACH DA FORM 5500/5501 (BODY FAT WORKSHEET-IF APPLICABLE)</p>
4	Applicant	Attach certified copy of DA Form 2-1 (Personnel Qualification Record).
5	Applicant	Attach Resume (Signed and dated) (See enclosed sample).
6	Applicant	Attach evidence of civilian education. Copy of high school diploma is acceptable. College transcripts must be "raised seal" originals. Transcripts marked "Issued to Student" are not acceptable.
7	Applicant	Attach any military and civilian training diplomas or certificates related to the warrant officer MOS for which you are applying.
8	Applicant	Attach copies of NCOERs and/or OERs covering the periods served in "feeder" MOS/AOC and leader experience required by mandatory prerequisites.
9	Applicant	Attach any other documents supporting training or experience directly related to the MOS tasks as listed by the proponent. Examples are related civilian job descriptions, performance standards, and supervisory appraisals.
10	Applicant	Attach copy of most recent APFT (DA Fm 705). Must be within 6 months.
11	Applicant	Attach Security Clearance Verification Statement (JPAS)
12	Applicant	Attach any required requests for waiver. (Each level of command must make a recommendation for approval of waivers.
13	Applicant	Forward completed packet to DENG-CWO

## PREDETERMINATION PACKET FOR WARRANT OFFICER CANDIDATE PROGRAM

1.  THE CCWO's RECOMMENDATION (TO INCLUDE REQUESTS FOR ANY REQUIRED MANDATORY PREREQUISITE WAIVERS)
2.  COMMANDER'S (UNIT/BN/BDE) RECOMMENDATION – MUST INCLUDE THE FOLLOWING CERTIFICATION:  

"I CERTIFY THAT (NAME & RANK) SUCCESSFULLY PASSED THE ARMY PHYSICAL FITNESS TEST CONSISTING OF PUSH-UPS, SIT-UPS AND THE TWO MILE RUN WITH A SCORE OF (SCORE) ON (DATE); THE VERIFIED HEIGHT IS (FEET & INCHES) AND THE VERIFIED WEIGHT IS (LBS)."

ATTACH DA FORM 5500/5501 (BODY FAT WORKSHEET-IF APPLICABLE)
3.  CERTIFIED COPY OF DA FORM 2-1 (MUST BE CERTIFIED)
4.  RESUME (IAW NGR 600-101 – (MUST BE DATED AND SIGNED)
5.  TRANSCRIPTS DOCUMENTING COMPLETION OF REQUIRED COLLEGE LEVEL COURSES AND COURSES SUPPORTING TRAINING RELATED TO THE APPLIED FOR MOS
6.  OERs/NCOERs COVERING PERIOD OF FEEDER MOS AND LEADER EXPERIENCE REQUIRED BY THE MANDATORY PREQUISITES
7.  DOCUMENTS LISTED ON THE WARRANT OFFICER HOMEPAGE REQUIRED BY THE PROPONENT (TRAINING/LEADERSHIP CERTIFICATE, DA FORM 1059, NGB 22, DD 214)
8.  CIVILIAN DOCUMENTS WHICH SUPPORTS TRAINING OR EXPERIENCE DIRECTLY RELATED TO THE MOS (PERFORMANCE EVALUATIONS, POSITION DESCRIPTIONS, LICENSES, OTHERS).
9.  AWARDS AND DECORATIONS (PERFORMANCE RELATED)
10.  DA FORM 705 (APFT CARD) (MUST BE WITHIN 12 MONTHS M-DAY, 6 MONTHS AGR)
11.  RECOMMENDATION FROM CW3-CW5 WHO HOLDS THE MOS
12.  SECURITY CLEARANCE VERIFICATION STATEMENT

**NOTE: REQUESTS FOR WAIVERS OTHER THAN FOR MANDATORY PREREQUISITES, I.E., AGE, CIVIL CONVICTIONS, OR TWO-TIME NON-SELECTED FOR PROMOTION, WILL BE SUBMITTED AS SEPARATE ACTIONS AND NOT AS A PART OF THE PREDETERMINATION ACTION. EACH COMMANDER MUST SUBMIT A MEMORANDUM OF RECOMMENDATION AND A SEPARATE MEMORANDUM ADDRESSING ANY WAIVERS.**

## EXAMPLE RESUME

**NAME:** WHO, You Are  
**RANK:** Sergeant  
**SSN:** 000-00-0000

**ADDRESS:** Street Address  
City, State ZIP  
Telephone Number  
AKO email:

**UNIT:** HQ 155<sup>th</sup> AR Bde, MSARNG  
Tupelo, MS 38801  
DSN: 290-6290  
email:

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

### PERSONAL DATA:

Date of Birth: 8 Mar 64  
Height: 5'10"  
Weight: 170 pounds  
Health: Excellent

Marital Status: Married  
Dependents: Two  
MOS: P75B2O S71L2O

**CIVILIAN EDUCATION:** *(This should agree with Block 2g(1) of the NGB Fm 62 and DA Fm 2-1)*

Bachelor of Science, Mississippi College, Clinton, MS; Associate of Arts, Hinds Junior College, Raymond, MS; Diploma, Callaway High School, Jackson, MS (**Bold high GPA, Dean's List, special recognition, etc**)

### MILITARY EDUCATION:

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

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

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

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

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

## Example Resume (Cont.)

1 Feb 93 - 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
MOS 75H  
Fort Jackson, SC

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

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

Jul 97 - Present  
Personnel SGT  
HHC, 155<sup>th</sup> AR Bde  
Tupelo, MS

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

Jul 94 - Jun 97  
Records NCO  
Ft Jackson, SC

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

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

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

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

Jan 90 - Dec 90  
Secretary  
Kelly Temporary Services  
Jackson, MS

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

## SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?**

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Signature and Date

### Other notes:

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

## Waiver Requests

### (Letterhead)

(Office Symbol)

(Date)

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

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

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$300 or less. Do NOT include court costs.)
2. Date of offense: (Month and year)
3. Place of offense: (City and State)
4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)
5. Mitigating circumstances surrounding the charge: Three points to address: (1) accepting responsibility for your actions; (2) the lessons learned; and (3) how you now contribute to your unit, community, and military service.

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

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

## Waiver Requests (cont)

### (Letterhead)

(Office Symbol)

(Date)

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

SUBJECT: Request for Prerequisite Waiver (**Select the appropriate one**)  
Request for Age Waiver

1. (State the type of waiver you are requesting) Example: Request a prerequisite waiver for (state the prerequisite you wish to waive.)
2. Anyone can request a prerequisite or age waiver, but not everyone will get one. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc., will probably be disapproved. Asking for these waivers just because they are a part of the application will not result in approval. For age waiver, be sure to enclose a copy of your birth certificate.

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

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

## Recommendation Memorandum

### (Letterhead)

(Office Symbol)

(Date)

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

SUBJECT: Warrant Officer Recommendation (SSG Smith, John P., 123-45-6789)

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

1. Focus this paragraph on specific achievements in both military and civilian careers. (For example, SSG Smith's knowledge and managerial abilities lead his section to receive the top rating in supply in 2003.)

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

3. "I certify that (Rank and Name) 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 and inches) and the verified weight is (pounds)."

CDR NAME  
GRD, BR, ARNG  
Commanding

## **Other Actions You Should Take to Prepare for Appointment.**

- a. *If you do not already have a valid Secret security clearance, you should contact your unit ASAP to initiate a request for a clearance.* Currently it's taking 6 – 12 months to receive a security clearance.
- b. If submitting an “age” waiver, include a copy of birth certificate. If submitting a “two-time non-select for promotion” waiver, include retirement points (RPAS) statement.
- c. Locate a warrant officer position vacancy in the MOS for which you are applying. The state Command Chief Warrant Officer (CCWO) can assist you with this.
- d. If you are a federal technician or AGR soldier, you should contact JFHQ-DE Human Resource Office to ensure appointment as a warrant officer is compatible with your full-time position.
- e. Increase your physical fitness training. The Warrant Officer Candidate School is a highly stressful and physically demanding course. Your target APFT score should be 230 or higher.

## **What Happens After MOS Certification.**

- a. A Chapter 2 physical for officer appointment must be scheduled and completed at a MEPS. If otherwise qualified for appointment as a warrant officer you and the personnel representative from J1 will prepare the appointment packet. Once appointment physical is completed a Federal Recognition Board (FRB) will be scheduled.
- b. The next step is a personal appearance before a Federal Recognition Board (FRB). The purpose of this board is to examine your physical, moral, and professional qualifications for appointment. If approved, you are appointed a Warrant Officer Candidate (WOC). At this time you may be assigned to the warrant officer position in which you will be appointed, however, it's not required nor necessarily recommended.
- c. If the FRB approves your application for appointment as a warrant officer, your unit will submit your application for Warrant Officer Candidate School (WOCS) through ATRRS.
- d. After successful completion of WOCS, you will be conditionally appointed as a WO1. You have two years to complete the Warrant Officer Basic Course in your MOS or the appointment will be terminated.