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ARMY REGULATION  
No. 601-101

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 8 March 1968

PERSONNEL PROCUREMENT

APPOINTMENT OF WARRANT OFFICERS IN THE REGULAR ARMY

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Section I. GENERAL

**1. Purpose.** This regulation sets forth the statutory authority, general policy, eligibility requirements, administrative procedures, and method of submission of applications for appointment of warrant officers in the Regular Army. The Warrant Officer Corps of the Regular Army will be brought to and maintained at its authorized strength through a program to produce the proper number and type of highly qualified specialists essential to the accomplishment of the Regular Army mission.

**2. Explanation of term.** For the purpose of this regulation, the term "appropriate commander" refers—

*a.* in the case of applicants, except those assigned to ARADCOM units, to the first commander in the applicant's Army chain of command having general court-martial jurisdiction, or

*b.* in the case of applicants assigned to ARADCOM units, to the major Army commander having jurisdiction over the geographic area in which the applicant is located.

**3. Source of personnel.** *a.* Warrant officers for the Regular Army will be appointed from among those warrant officers on active duty in warrant officer status who hold their appointments in the

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Army Reserve, Army National Guard or Army of the United States.

b. In order to qualify for Regular Army appointment, the applicant must have demonstrated outstanding technical ability and aptitude for military service, must have an exemplary record of efficiency and personal conduct and must pos-

sess those personal attributes which are requisite to a successful career as a warrant officer of the Regular Army.

4. **Statutory authority.** Statutory authority for the appointment of warrant officers in the Regular Army is Title 10, United States Code, Sections 555, 556, 3213, 3310 and 3311.

**Section II. ELIGIBILITY REQUIREMENTS**

5. **Age.** Applicants must be able to complete 30 years of active Federal service by age 62.

6. **Citizenship.** Applicant must be a citizen of the United States. An applicant who is a citizen by birth will submit with his application documentary evidence of birth. An applicant who is a citizen other than by birth will submit with his application a statement signed by an officer of the Army, notary public, or other person authorized by law to administer oaths, reading substantially as indicated in a or b below, as appropriate. Facsimiles or copies, photographic or otherwise, will not be made of certificates of citizenship as the reproducing of these certificates or any part thereof constitutes a felony (see subsection 1426(h), Title 18, United States Code).

a. For those who are citizens by naturalization—

“I have this date seen the original certificate of citizenship No. \_\_\_\_\_ (or certified copy of the court order establishing citizenship) stating that \_\_\_\_\_ was admitted to United States citizenship by the court of \_\_\_\_\_, \_\_\_\_\_ on \_\_\_\_\_.”  
(Full Name)  
(County) (State)  
(Date)

b. For those who claim citizenship through naturalization of parent—

“I have this date seen the original certificate of citizenship No. \_\_\_\_\_ issued by the Immigration and Naturalization Service, Department of Justice, stating that \_\_\_\_\_ acquired citizenship on \_\_\_\_\_.”  
(Full name)  
(Date)

7. **Character.** Applicant must be of good moral character.

8. **Prior military service.** Applicant must not have been—

a. Separated from the service by reason of resignation in lieu of elimination for the good of the service.

b. Dropped from the rolls of any of the Armed Forces.

c. Removed from office under the criminal laws of the United States.

d. Eliminated from the active list of the Army by reason of having twice failed of selection for permanent promotion, or

e. Resigned from the Regular Army subsequent to being notified of his second nonselection for permanent promotion.

f. Separated from any of the Armed Forces of the United States with other than an honorable discharge.

9. **No military or civil court convictions or juvenile offenses.** Applicant must not have been adjudged a youthful offender and must have a record free of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of \$50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice. Requests for a waiver of conviction for an offense or unfavorable juvenile court decision will be submitted in affidavit form or will be supported by documentary evidence citing the offense, the court action and the judgment and sentence rendered. A waiver previously granted for the purpose of attendance at an Army officer candidate school, enrollment in ROTC, or appointment in a reserve component will not be construed as a waiver for appointment in the Regular Army. Requests for waiver will be processed as follows:

a. Commanders at each echelon will make specific recommendations as to granting or denying the waiver.

b. Appropriate commanders may grant a waiver for offenses under military or civil codes, provided;

(1) The offense was not a felony under local, Federal or military law.

(2) The offense did not involve moral turpitude.

(3) The sentence did not involve confinement in prison, stockade, or detention area, or sentence to hard labor.

(4) Applicant's conduct and character at this time are above reproach.

(5) The potential value of applicant's service as a Regular Army warrant officer is considered to be exceptionally high.

c. The granting of waivers for conviction of the following offenses is subject to the discretion of the Secretary of the Army. Requests for waiver of conviction for such offenses will be sent with the application file, through channels, to The Adjutant General, ATTN: AGPB-OR.

(1) Felony under local, Federal or military law.

(2) One involving moral turpitude.

(3) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

**10. Willingness to give unqualified military service to the United States.** a. Applicant must not be a conscientious objector. If an applicant has been a conscientious objector, he will be required to furnish an affidavit which will express his abandonment of such beliefs and principles so far as they pertain to his unwillingness to bear arms and to give full and unqualified military service to the United States. Where appropriate, he must have demonstrated that he has changed his views by subsequent satisfactory military service. (So much of this paragraph as pertains to the bearing of arms is not applicable to those seeking appointment in the Army Medical Service.)

b. The provisions of AR 614-75 do not apply to warrant officers of the Regular Army.

**11. Loyalty.** Applicant must not be or have been a member of any foreign or domestic organization, association, movement, group or combination of persons advocating subversive policy or seeking to alter the form of the Government of the United States by unconstitutional means.

**12. Education.** a. Applicants must be graduates of high school or school of similar level, or must have passed the General Educational Development Test (high school level) through the United States

Armed Forces Institute. If not a graduate of high school or school of similar level, evidence of favorable completion of the GED test must accompany the application if such evidence is not already on file in the applicant's DA personnel record.

b. Applicants must meet the educational requirements of the military occupational specialties in which appointment is to be made when the specialty requires more than a high school level education.

c. Two years of college education or equivalent is the desired goal for Regular Army warrant officers.

**13. Military service requirements.** a. Individuals must have completed a minimum of 3 years' active service in the Army as a warrant officer at the time of appointment in the Regular Army.

b. As of the date of the application, applicant must have a service potential of at least 1 year prior to retirement eligibility, except that warrant officers selected for retention on active duty beyond 20 years may apply, and will state their status in block 32 (Remarks) of the application form or in the letter of application, as appropriate.

**14. Application period.** a. Periods for submission of applications for appointment as Regular Army warrant officer in specific military occupational specialties will be announced by Department of the Army by separate publication.

b. Applications will not be accepted from individuals who are currently being considered for appointment as a warrant officer or commissioned officer under any other Regular Army procurement program.

c. Prior nonselection does not bar a later application, nor does nonselection prejudice the later application. An applicant who has failed of selection under the provisions of these regulations may reapply not earlier than one year after the date appearing on the notice of nonselection, provided all eligibility requirements are met at the time of the latest application. The required waiting period will permit the nonselected applicant time in which to improve his potential value to the Regular Army. The waiting period may be waived by Headquarters, Department of the Army, for valid reasons. Request for waiver, with reasons therefor, will be submitted with the application.

## Section III. PROCESSING

15. **Application.** *a.* Warrant officers who, at the time of application, are serving on active duty in temporary (AUS) grade CW3 or above, and those serving in temporary (AUS) grade CW2, whose names have been officially announced as having been selected and approved for temporary promotion to grade CW3, AUS, may apply by letter through channels in the format prescribed in figure 1. DA Form 61 (Application for Appointment) will be used by all other applicants. Applications will be unclassified. Any information which requires a CONFIDENTIAL or higher classification will be the subject of separate correspondence, with reference to the application, and will be sent to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315.

*b. MOS preference.* Applicant will list on the application, in the order of preference, not more than three choices of Warrant Officer MOS, one of which must be his primary, in which appointments have been authorized in the DA circular currently implementing the Regular Army Warrant Officer Program. Choices are limited to those MOS which the applicant has already acquired and in which he has served for at least one year on active duty in an Army Reserve, Army National Guard, or Army of the United States warrant officer status.

*c. Additional documents.* Additional documents to be submitted with the application are listed in table I.

*d. When submitted.* Within the limitations imposed by paragraph 14, applications may be submitted—

(1) by warrant officers who are serving under a voluntary active duty agreement—when all eligibility requirements are met.

(2) by warrant officers who are serving under an obligated or involuntary active duty commitment—upon completion of the 24th month of active warrant officer service. Individuals applying under this provision, if accepted, will be appointed in the Regular Army not earlier than the day following the date upon which they complete 3 years' active warrant officer service. Paragraph 5a(4), AR 135-215, applies to individuals submitting applications under this provision.

*e. Forwarding.* (1) All applications will be forwarded through command channels to the appropriate commander (para 2).

(2) Each commander in the chain of command will include in the forwarding statement his recommendation, with reasons if he recommends disapproval, and comments if he has personal knowledge of the applicant's manner of performance or qualifications.

(3) Appropriate commanders will review all applications to determine eligibility and take action as indicated in subsequent sections of this regulation. If the applicant is not eligible, he will be advised accordingly with reasons therefor.

(4) Those commands or headquarters processing applications, except those conducting the field evaluation board (para 16), will process and forward the application within 5 working days after receipt.

16. **Evaluation boards.** The provisions of AR 15-6 do not apply to boards of officers appointed in accordance with this regulation.

*a.* Individuals applying by letter (para 15a) will not be required to appear before an evaluation board nor will their application files be screened by the board. For the purpose of evaluating all other individuals applying under the provisions of this regulation, appropriate commanders will appoint or direct appointment of the minimum number of boards necessary to accommodate applicants within or near the geographical area. Each evaluation board will consist of at least two Regular Army commissioned officers of the field grades and one Regular Army warrant officer who is senior in temporary grade to the applicant, or three Regular Army commissioned officers of the field grades when no Regular Army warrant officer senior to the applicant is available. At least one member of the board will be familiar with the technical and/or administrative background required of an individual to render satisfactory performance in the military occupational specialty for which the applicant is being considered. Three officers will constitute a quorum.

*b.* Duties of the evaluation board will be as prescribed by the appointing authority. The board will, where possible, determine the administrative and technical qualifications of each applicant. It

is further responsible for supervising the administering of required tests, recording findings on appropriate forms, and insuring completeness of the application file.

c. In no case will the board be given access to or be allowed to examine the application or allied papers of the individual before completing the interview form prescribed.

d. When travel is involved, the president of the board will request the appropriate commander, in whose jurisdiction the applicant is stationed, to issue necessary orders to provide for the applicant's appearance before the board. The date upon which the applicant should arrive will be specified in the request.

e. The board will forward each application, together with allied papers, to the appointing authority, who, in turn, will score all test instruments and forward the papers indicated in table I, with appropriate recommendations, to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315. The processing and forwarding of all cases will be expedited. Objective will be to complete board action within the 2-week period immediately following receipt of application.

f. Files of applicants for whom jurisdiction is transferred prior to appearance before the evaluation board will be referred expeditiously by the appropriate losing commander to the appropriate gaining commander. Letter of transmittal will contain a summary of processing actions completed and any instructions from The Adjutant General, Headquarters, Department of the Army, as to further processing of applicant. A copy of the transmittal letter will be forwarded to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315.

**17. Security requirements.** a. A favorable National Agency Check is a prerequisite for appointment. Each application forwarded to The Adjutant General will contain a statement within the indorsement by the forwarding office to the effect that a National Agency Check has been initiated or completed. Statement of completion will be as follows:

"A review of the files available to this office reveals that a favorable National Agency Check (or favorable Background Investigation which included a National Agency Check) as defined

in AR 381-130 regarding \_\_\_\_\_, \_\_\_\_\_ was  
(Name) (SN)  
completed on \_\_\_\_\_, by \_\_\_\_\_"  
(Date) (Agency)

If a National Agency Check is being initiated, or has been initiated but not completed, statement will be as follows:

"A National Agency Check as defined in AR 381-130 regarding \_\_\_\_\_ was initiated on \_\_\_\_\_"  
(Name) (Date)

b. The appropriate commander will take action in accordance with AR 381-130 to initiate National Agency Check, when required, and upon completion will forward a statement of completion of National Agency Check to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315. This statement will be in the same format as that prescribed in a above, and is in addition to statement of initiation. It will be unclassified whenever possible. Responsibility for expediting National Agency Check rests with the commanders concerned. A pending National Agency Check will not be cause for delay in processing an application.

c. If at time of the initiation of application, a previous favorable National Agency Check or Background Investigation has been completed, another National Agency Check will not be initiated provided that:

(1) Investigation meets the scope set forth in AR 381-130.

(2) Applicant is currently on active duty with the military establishment and has had no break in service in excess of 12 consecutive months since the previous investigation was completed.

**18. Medical requirements.** Applicants must meet the standards of medical fitness prescribed in chapter 2, AR 40-501. Army aviators must meet the standards prescribed in chapter 4, AR 40-501. Upon notification of selection for appointment, the applicant will immediately undergo a complete medical examination unless such examination has been accomplished within the 6-month period immediately preceding announcement of selection. In such cases copies of prior medical reports will be utilized. Examinations, when required, will be accomplished at the nearest Armed Forces medical facility equipped to perform the required examination.

a. *Scope.* Examinations will be of the scope prescribed by chapter 10 and appendix IX, AR

40-501. Item 5, Standard Form 88 (Report of Medical Examination) and Standard Form 89 (Report of Medical History) will indicate "RA APT UP AR 601-101" (this regulation). Forms required are listed in AR 40-501.

*b. Forwarding.* The required forms, together with reports of consultation, if any, all in duplicate, will be forwarded to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315, through The Surgeon

General, ATTN: MEDPS-SP, Department of the Army, Washington, D.C. 20315. A copy of the transmittal document forwarding such forms will be forwarded directly to The Adjutant General.

*c. Determination of qualifications.* Final determination of medical fitness for appointment in the Regular Army will, in all cases, be made by Headquarters, Department of the Army. Applicants found medically disqualified will be notified by The Adjutant General.

#### Section IV. APPOINTMENT

**19. Action by The Adjutant General.** *a.* Upon receipt of Regular Army warrant officer application files submitted in accordance with instructions contained in preceding sections, The Adjutant General will review the applications to determine statutory and administrative eligibility. Any additional information deemed necessary to establish eligibility will be requested by The Adjutant General.

*b.* The Adjutant General will present application files to the selection agencies, transmit the names of applicants recommended for appointment to the Secretary of the Army for action to accomplish appointments, and will issue necessary instructions through commanders of appropriate major commands to consummate such appointments. Prior to submitting the names of recommended applicants to the Secretary of the Army, The Adjutant General will insure that the records of the Defense Central Index of Investigations/U.S. Army Investigative Records Repository, Fort Holabird, Maryland, are checked to confirm accomplishment of a favorable National Agency Check or favorable Background Investigation (which included a National Agency Check) as defined in AR 381-130, and that no derogatory information which would preclude appointment in the Regular Army has since been recorded in the applicants' files. Applicants who have been selected or rejected for appointment and those for whom action has been deferred pending receipt of additional data will be so informed by The Adjutant General.

**20. Status reports and station change.** *a.* Applicants will be notified of unavoidable processing delays, such as a requirement for additional information, by the headquarters or agency responsible for the delaying action. Responding to routine requests for status is time consuming and may

delay processing of the application. Accordingly, individual inquiries are to be discouraged.

*b.* Pending final action by Headquarters, Department of the Army, any change in status or station of any applicant will be reported by the appropriate commander to The Adjutant General, ATTN: AGPB-OR, Department of the Army, Washington, D.C. 20315.

**21. Tender of appointment.** Upon approval by the Secretary of the Army—

*a.* Female applicants will be appointed as warrant officers in the Regular Army in the Women's Army Corps.

*b.* Male applicants will be appointed as warrant officers in the Regular Army without specification of branch.

*c.* The date of appointment will be the date of acceptance by the applicant, as evidenced by the signed oath of office.

**22. Service credit.** For the purpose of determining grade, position on the promotion list, seniority in grade and eligibility for promotion, only active service as a warrant officer will be considered. Subject to provisions of paragraph 24c, appointees will be credited, on the date of appointment, with the number of years, months and days of his service as a warrant officer, minus the number of years, months and days spent in "non-select" status. "Non-select" time is the time between the date of adjournment of the promotion selection board(s) which first considered the warrant officer but did not select him and the date of adjournment of the promotion board which subsequently selected him for promotion. Active warrant officer service means full-time active duty as a warrant officer in the Active Army for a period of more than 90 consecutive days. Periods of 90 days or less will not be included in the computation.

**23. Grade in which appointed.** If the creditable service as a warrant officer, computed in accordance with paragraph 22, is at least 3 years but less than 6 years, the individual will be appointed in the grade of WO1. If it is at least 6 years but less than 12 years, he will be appointed in the grade of CW2. If it is at least 12 years but less than 18 years, he will be appointed in the grade of CW3. Individuals with 18 years or more of creditable service will be appointed in the grade of CW4.

**24. Date of rank.** *a.* The time in grade with which the individual is to be credited will be determined by deducting 3, 6, 12 or 18 years from the total creditable service for those being appointed in grade of WO1, CW2, CW3 and CW4 respectively.

*b.* No individual will be appointed in a grade or with a date of rank which will make him senior to a Regular Army warrant officer who is senior to him in temporary grade or date of rank. If the date of rank within grade as determined in *a* above, would make the individual senior to a Regular Army warrant officer who is senior to him in temporary grade or date of rank, the appointee will be awarded a later date of rank; and, if necessary, a lower grade which will cause him to be one day junior in rank to the Regular Army warrant officer who has never failed of selection or been deferred and is next senior in the AUS seniority list to the selectee.

*c.* If under *a* and *b* above, a selectee will be credited with more than 5 years time in grade (2 years in the case of those appointed in grade WO1) a determination will be made whether his records can be reviewed by the Regular Army Promotion Selection Board in time for promotion to be made on the 6th anniversary (3d anniversary in the case of grade WO1) of the appointment in such grade. If no regularly constituted Board will be able to take this action, the selectee will be advised that he has been selected and will be appointed to the next higher grade on the day following the date he would have completed the requisite time in grade had he been appointed in the lower grade.

*d.* The provisions of this paragraph apply only to determination of Regular Army grade and date of rank and are not intended to be used in determining service credit for any other purpose.

**25. Temporary grade.** The following will apply in the determination of temporary grade for those

applicants who accept an appointment as a Regular Army warrant officer under these regulations:

*a.* An appointee who is serving on extended active duty as a warrant officer of a Reserve component (USAR, ARNGUS) in a grade higher than that which he will receive in the Regular Army, and who does not hold coexisting warrant officer status in the Army of the United States, will be concurrently appointed in the AUS in such higher warrant officer grade at the time of appointment in the Regular Army.

*b.* An appointee holding warrant officer status in the Army of the United States and currently serving on active duty in a warrant officer grade higher than that which he will receive in the Regular Army will continue to serve on active duty in his AUS warrant officer grade.

**26. Reserve component status.** *a.* An appointee who is currently serving in warrant officer status, but who holds an appointment as a commissioned officer in a Reserve component, will continue to serve as a warrant officer in his temporary AUS grade. He may retain his USAR or ARNGUS commission, but he will not be ordered to active duty as a commissioned officer except in time of mobilization or national emergency.

*b.* An appointee who is currently serving in a warrant officer status, and who holds an appointment as a warrant officer in a Reserve component, will continue to serve as a warrant officer in a temporary AUS grade determined in accordance with paragraph 25*a*. His Reserve component warrant officer appointment will be automatically vacated upon acceptance of appointment as a warrant officer in the Regular Army.

**27. Probationary period.** The Secretary of the Army may, in his discretion, terminate the appointment of a permanent warrant officer of the Regular Army at any time within 3 years after the date upon which the officer accepted his original permanent appointment as a warrant officer in the Regular Army. (See Section 1165, Title 10, United States Code.)

**28. Post-appointment service requirement.** Except as provided by law and Army Regulation, Regular Army warrant officers will be required to serve on active duty at least 3 years subsequent to the date of acceptance of appointment in the Regular Army. Requests for exception to this requirement will be judged on individual merit.

-----  
(Place)

-----  
(Date)

**SUBJECT:** Application for Appointment as a Warrant Officer in the Regular Army

**TO:** The Adjutant General  
ATTN: AGDB-OR  
Department of the Army  
Washington, D.C. 20315

1. I hereby make application for appointment in the Regular Army under the provisions of AR 601-101. I desire to be considered for appointment in one of the following military occupational specialties in the following order of preference:

#1----- #2----- #3-----

2. My permanent home address is: -----

My military address is: -----

3. (In this paragraph mention all civil and military offenses with final disposition of case—regardless of whether previously mentioned on any application for appointment.)

4. (In this paragraph mention any information you feel may help to justify your appointment.)

Incl

-----  
(Signature)

-----  
(First, middle, last name)  
Printed or typed

*Figure 1. Application letter.*

Table 1. Required Documents

These are the documents required to process an application for appointment in the Regular Army and the number of copies to be sent to The Adjutant General, ATTN: AGPB-OR, DA. Keep additional copies at a minimum. Of the testing material, send only the form shown in parenthesis after the title of the test package. Requisition forms through publication supply channels.

Document	Number of copies
1. Application for Appointment (DA form 61).	<sup>a</sup> 1
2. Photograph (recent head-and-shoulders type, approximately 4" x 5").	1
3. Documentary evidence of birth or statement of citizenship.	1
4. Evidence of completion of high school and transcript of accumulated college credits or evidence of completion of GED test.	<sup>a</sup> 1
5. Report of Medical Examination (SF 88).	<sup>b</sup> 1
6. Report of Medical History (SF 89).	<sup>b</sup> 1
7. National Agency Check (Statement of initiation) or,	1
8. National Agency Check and/or (statement of favorable completion).	1
9. Conscientious objector statement.	<sup>c</sup> 1
10. Interview Blank, Form 4 (Interview Record, DA Form 6217, and	<sup>d</sup> 3
11. Rating Work Sheet D, DA Form 6217-1)	<sup>e</sup> 1

<sup>a</sup> If not of record in DA Personnel File.

<sup>b</sup> See paragraph 18.

<sup>c</sup> See paragraph 10.

<sup>d</sup> (1) Not required when application is by letter (para 15a).

(2) When used to evaluate applicants for appointment as Regular Army warrant officers, the terms "commissioning" and "officer", as they appear in Interview Blank, DA Form 4, and related material, will be construed to mean "appointing" and "warrant officer", respectively. Similarly, the term "In a Line or Troop Command Assignment" will be construed to mean "In a Warrant Officer Position in a Line or Troop Command Assignment."

**The proponent of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations ATTN: OPXC, Department of the Army, Washington, D.C. 20310.**

By Order of the Secretary of the Army:

Official:

**KENNETH G. WICKHAM,**  
Major General, United States Army,  
The Adjutant General.

**HAROLD K. JOHNSON,**  
General, United States Army,  
Chief of Staff.

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