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. SSN:	3. RANK:	4. DATE OF RANK:
SAMPLE, Joe E.	111-22-3344	SGT	1 SEPTEMBER 2002

5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:
C DET
1-4 INF BATTALION
FT ATTERBURY, KY 40121
(CENTCOM)

6. I am completing this form as the applicant's:
- [x] Senior Warrant Officer
- [ ] Company Grade Officer
- [ ] Field Grade Officer
- [ ] Other _____ *(Specify)*

7. I have known this applicant from 2004/12 *(Year/Month)* to PRESENT *(Year/Month)*.

8. RELATIONSHIP TO APPLICANT *(i.e., supervisor, interviewer)*:
Interviewer

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

NARRATIVE:
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. Those actions included; Joint Personnel Status Reporting (JPERSTAT), Casualty Operations, ID Tags, Fighter Management Pass Program (FMPP), legal processing and administrative advisor to both the Battalion and Company Commander. 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. SGT Sample is active within the community and is not afraid to dialog regarding the issues of the day. He is a well -rounded, respected member of both the military and civilian community.

4. In conclusion, SGT Sample has a rare blend of technical and tactical proficiency as evident by his outstanding military career. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A)

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)*:
DOE, John Q.	CW4	AG		