



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY WARRANT OFFICER CAREER CENTER**  
**FORT RUCKER, ALABAMA 36362-5000**

REPLY TO  
ATTENTION OF:

ATSW-Z

1 September 2004

**MEMORANDUM FOR ALL WARRANT OFFICER CANDIDATES**

**SUBJECT: Warrant Officer Candidate School (WOCS) Orientation**

1. This memorandum supersedes all previous editions.
2. Congratulations on your selection to attend the Warrant Officer Candidate School! I believe you will find this school to be one of the most challenging in the United States Army. The purpose of the school is to evaluate your leadership potential and determine if you have the qualities, traits, and attributes to be a quality warrant officer in the United States Army. This is accomplished by creating a stressful environment and evaluating your attitude and ability to perform. Three primary qualities (self-discipline, attention to detail, and time management) are evaluated because they are considered essential to successful warrant officer service. Self-discipline is evaluated because it is the root of all desirable officer qualities. Attention to detail is essential because of the technical nature of warrant officer duties. Time management is essential because, in combat, time may be our most precious resource. Other evaluated qualities include planning and organizing, attitude, decisiveness and judgment. The successes of our future army will emanate from our ability to teach future leaders not necessarily what to think, but how to think.
3. Be prepared to start training! This is a very challenging course. To be an effective leader you must be prepared to work under high physical and mental stress. You must prepare yourself both mentally and physically and be fully motivated to meet the challenge. Take care of personal matters before you report in.
  - a. Handcarry the completed WOCS Pre-Reporting Checklist (enclosed) and all items applicable to your attendance as required by that checklist.
  - b. Do not buy new uniforms if your old ones are serviceable. Too often soldiers buy an entire new issue when the expense is not warranted.
  - c. If you do not have a final security clearance you may not attend WOCS or be appointed an officer. You must have a completed SECRET security clearance and recent installation level security verification (within past 6 months). All security verification statements must be in accordance with instructions in the orientation packet.
5. Meet the challenge! Prepare yourself for the weeks ahead. Carefully study the material in the **orientation packet** and any other material you may receive. Do not listen to rumors! While waiting to start training in an active class, you are considered to be in a "snowbird" status. Use this time wisely. Learn the "Greeting of the day" required in the Warrant Officer Candidate

ATSW-Z

1 September 2004

SUBJECT: Warrant Officer Candidate School (WOCS) Orientation

School (WOCS), study the Warrant Officer Candidate Guide that you will be issued at the HHC, and do not be afraid to ask a TAC Officer, or any other member of the Warrant Officer Career Center, about information you do not understand.

6. Adhere to the hallmark of officer conduct! It is the outgrowth of character. It means a person has the knowledge to determine right from wrong, and the courage to adhere unswervingly to the right. It requires self-discipline; you will live by it and we will enforce it. "A candidate will not lie, cheat, or steal; nor tolerate those who do."

7. Get yourself into top-notch physical condition prior to attending this course. The course itself is physically demanding. Merely meeting the basic APFT standards for your age group will not be sufficient preparation for the physical challenges you are about to encounter. You will participate in physical training at least once per day, sometimes more often. If you attend WOCS during the summer months, you will need to do even more preparation due to the high temperatures and extremely high humidity in southern Alabama. This may be the most physically demanding course you will encounter during your military career. The better your physical condition is upon arrival, the better you will do in the course. It is your responsibility and your career, so come prepared!

8. **Exceed requirements!** Don't just meet the requirements of the course. Push yourself! Demonstrate your full capabilities during your evaluation here, and you can be fully confident that you will successfully complete your training and be better prepared for the challenges you will face in the future as an officer. Once again, welcome aboard and good luck! You have the skills to become a Warrant Officer!

Encl  
Pre-Reporting Checklist  
Orientation Packet

  
GLENWOOD NORRIS, JR.  
Colonel, Aviation  
Commandant

# Warrant Officer Candidate School Pre-Reporting Checklist

NAME (type or print)		SSN	
UNIT		DOR:	BASD (AC only)
COURSE TITLE Warrant Officer Candidate School		START DATE:	
<b>1<sup>ST</sup> Line Leader Initial      Soldier Initial      PART I – PRE-EXECUTION (D-90 to D-1)</b>			
		Unit verified the soldier has a valid WOCS ATRRS seat and date.	
		Candidate in receipt of school/course information? Candidates will read the entire welcome packet (at <a href="http://usawocc.army.mil">http://usawocc.army.mil</a> ), and view all links related to WOCS prior to arrival.	
		All required clothing/equipment IAW school/course information packet	
		Soldier demonstrated physical fitness requirement on standard 3 event APFT administered within 30 days of scheduled departure for WOCS. No Alternate event is authorized. Must score 60 points in each event.	
		Soldier meets standards of AR 600-9?	
		Adequate cash/traveler checks/Government Credit Card?	
		10 copies of individual orders received? (PCS for Aviation.)	
		School Mailing address/Telephone numbers received? (for family)	
		Transportation requirements completed?	
		Current/valid identification card	
		ID tags (1 pair)	
		Army Values card/tag	
		If applicable: Candidate requiring corrective lenses has a set of military prescription eyeglasses with military eyeglass strap.	
<b>Unit POC List:</b>			
Commander		Work phone	Home phone
First Sergeant		Work phone	Home phone
ARNG/USAR Unit Tech/AGR		Work phone	Home phone
Unit FAX		Unit Email	
<b>Equipment Qualifications (if applicable)</b>			
<b>YES / NO</b>	Soldier has current military and civilian vehicle operator license(s) through end of course.		
	List special equipment qualifications (e.g., bus driver. Bring DA Form 348):		

Soldier Initial	<b>PART II – REQUIRED DOCUMENTS</b>
	Security Clearance DA Form 873, (Certificate of Security Clearance), for Army final or interim clearances; EPSQ and receipt if periodic reinvestigation has been submitted. (Attach if applicable.)
	Security waivers for soldiers holding an Army Interim Secret clearance (Attach if applicable)
	Approved appointment physical (Chapter 2, AR 40-501). Handcarry this with you. <i>The Report of Medical Examination (SF 88 or DD Form 2808) must be no more than 24 months old as of your projected graduation date for technical MOS candidates, and 18 months for aviation candidates. If the physical will expire prior to your graduation date, complete a new physical</i>
	If applicable, permanent profile attendees must have a copy of Profile (P2) results, with DA Form 3349 signed by his/her commander. Must be able to pass standard 3-event APFT. No alternate events are authorized.
<b>All candidates, either PCS or TDY, MUST handcarry the following records/documents.</b> All records must have been screened and updated within 30 days of your departure for WOCS by the unit S-1 or supporting personnel office/company.	
	a. Your complete personnel (201) file, to include Personnel Qualification Record, updated Enlisted Record Brief, updated SGLI forms and DD 93 (Emergency Data Card).
	b. Copies of all orders for awards, decorations, and qualification badges issued during your current enlistment. If you are serving on your second or subsequent enlistment/period on active duty, bring a copy of your most recent DD Form 214 (Certificate of Release or Discharge from Active Duty). <i>(These additional documents are essential to ensuring that the DD Form 214 issued prior to your warrant officer appointment is complete and correct. Entries on DD Form 214 must be verified against copies of the source documents.)</i>
	c. Enlistment contract with Place of Birth, (POB), Place of entry onto active duty, (PLEAD), and Home of Record, (HOR)

I have been counseled and have read all requirements applicable to the Warrant Officer Candidate Course (WOCS). Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the above candidate's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

\_\_\_\_\_  
Commanding Officer (typed or printed name)

\_\_\_\_\_  
Date:

Signature

Unit commanders will ensure all candidates enrolled in WOCS meet course prerequisites. Candidates who report for training must have in their possession a completed pre-execution checklist, signed by the candidate and the unit commander. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., FAST test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the candidate meets course prerequisites (as stated above) IAW all requirements of the course. Candidates reporting for training without the required supporting documents, and a completed checklist signed by the candidate and unit commander, will be returned to their unit. This checklist is a pre-enrollment requirement for the Warrant Officer Candidate School.

# ORIENTATION PACKET

1. **PURPOSE:** The purpose of this orientation booklet is to provide general information on the Warrant Officer Candidate School (WOCS) as required by TRADOC Regulation 350-10.

## 2. **COURSE OVERVIEW.**

a. Upon arriving at Fort Rucker, report in Class A uniform (do not remove enlisted rank) to Headquarters & Headquarters Company (HHC), building 5910, anytime on or before your report date for billeting assignment. We recommend that you arrive not later than 1200 hours on the report date. You will receive instructions on what is required to begin inprocessing. HHC is where your class is formed and your WOCS orientation begins. Study the WOC guide, pay close attention to the information you receive (listen effectively), take care of all administrative requirements and you will be off to a good start. Briefings and orientation periods will be conducted the day prior to training day one. You must be completely inprocessed prior to that. You will move as a class to 1<sup>st</sup> Warrant Officer Company the day prior to training day one.

b. WOCS trains and assesses Warrant Officer Candidates in the fundamentals of leadership and basic military skills. WOCS instills professional ethics, evaluates and develops candidates' leadership potential, and prepares those who qualify for appointment as WO1 in the Active Army, the Army National Guard or the U.S. Army Reserve.

c. Training, Advising, and Counseling (TAC) Officers conduct both objective and subjective evaluations to determine each candidate's potential to become a successful warrant officer. Candidates are also academically evaluated through performance and written examinations. TAC Officers train, advise, council, develop, evaluate, and make recommendations concerning the progress of each candidate. They demand the maximum performance you are capable of, and strive to set an example for you to follow. Candidates must meet the course prerequisites and graduation requirements to move to the Warrant Officer Basic Course (WOBC) conducted by their proponent school.

## 3. **ENROLLMENT/COURSE PREREQUISITES.** Applicants must:

a. Meet all application and selection prerequisites outlined by the Warrant Officer Procurement Program, the Centralized Selection Board, and DA Circular 601-99-1.

b. Be medically qualified IAW chapter 2, of AR 40-501. Candidates cannot possess a profile that limits Army Physical Fitness Test (APFT) or full participation in vigorous physical training.

c. Upon arrival at Fort Rucker, take and pass an initial standard three-event APFT (pushup, sit-up and 2-mile run). To pass, candidates must achieve a minimum score of 180 points, with 60 points in each of the three events. No alternate events are allowed. Those who fail are denied enrollment.

d. Meet the height and weight screening criteria of the Army Weight Control Program. Soldiers who exceed weight standards will be measured for percentage of body fat. Soldiers exceeding body fat standards are eliminated and processed IAW AR 350-1 and AR 600-9.

e. Possess an initial issue of serviceable clothing as outlined in AR 670-1, and AR 700-84. Military clothing is discussed in depth later in this packet.

4. **SECURITY CLEARANCE REQUIREMENTS.** Fort Rucker security division will perform security verification checks on all candidates. You must have a completed SECRET security clearance and recent installation security verification (within past 6 months) to attend WOCS. All security verification statements must be in accordance with special instructions at Appendix 6.

a. Ensure your final security clearance, (DA Form 873), is filed in your personnel folder. If no DA Form 873 is available, we will accept the security verification statement from your installation security manager (not a clerk in the S-2 office). See separate special procedures at <http://usawocc.army.mil> for those without a final clearance.

b. Waivers, when authorized, must be approved in advance of arrival. Those arriving for either active or reserve component WOCS without the security verification and completed clearance or approved waiver will be returned to their home unit. See separate special procedures at <http://usawocc.army.mil>.

5. **CONDUCT.** Upon arrival, ensure you present a neat, professional appearance. Report with a fresh haircut and a sharp uniform. The WOCS standard is 1/4 inch on top and 1/8 inch on the sides. You are a warrant officer candidate. Act and look like the officer that you are striving to become.

6. **DINING FACILITY.** You will use the Aviation Center Consolidated Dining Facility. You will always march as a unit to the dining facility.

7. **FINANCES.** Make sure that your debts are in order before beginning the course. Arrange for payments of bills while you are in training. Take extra precautions to ensure that finance has your records in order and that you are paid when and where you specify. Any reports of indebtedness or bad checks may result in your removal from training until the problem is resolved. Recurring problems of this nature may result in elimination.

a. A history of credit problems may potentially stop you from receiving the required security clearance and prevent you from starting training. Ensure that you review your credit report prior to requesting an interim clearance. Clear up, or have supporting documents to show account is settled for, any derogatory statements on your report (i.e., charge offs, delinquent payments, and bankruptcy).

b. Do not spend excessive amounts of money on items that you think you will need for the course. Wait until you are given your initial orientation during your stay at HHC; you will have time to purchase the items that you need. The average candidate spends \$550 - \$750 during a six

week course on laundry, personal, and class expenses. If you arrive by air, one-way taxi fee from Dothan airport is \$20 - \$30. Once training begins, you are limited to a total of \$350 cash on hand. Additional funds are authorized as needed via personal or travelers checks, or ATM cards.

**8. MILITARY CLOTHING.** Verify that you have the military clothing required for the course. Appendices 1 and 2 list all military clothing requirements for males and females. If you are reporting here from Basic Training and have uniforms that do not fit (too large, too small, etc.), report to supply for a direct exchange.

a. CTA 50-900 (Para 8b) authorizes Reserve Component warrant officer candidates to receive 2 additional sets of BDUs from their unit supply prior to arrival.

b. If you are attending WOCS in a TDY or ADT status wear the unit patch of your current or last unit. All others wear the Aviation Center patch.

c. Ensure that all name tapes, patches, and authorized badges are properly sewn on in accordance with current requirements of AR 670-1. Interservice transfers are authorized to have all patches sewn on at government expense.

d. You may sign in wearing the headgear in use by your parent unit at the time of departure from last station. You must wear the patrol cap (old BDU cap) during the WOCS training. You will also wear the beret with your class A and B uniforms.

e. The Clothing Sales store has a deferred payment plan available for purchases over \$50.00 and less than a \$200.00 unpaid balance. Wait until you get to HHC to mark your equipment to ensure it is marked IAW WOCS policy.

**9. PRIVATELY OWNED VEHICLES.** Park your vehicle in the designated class area. It will remain there for the duration of your time in the WOCS. If you have a privately owned weapon (shotgun, rifle, handgun), do not store it in your vehicle. You are given time on Sundays to start and idle your vehicle to prevent battery and engine problems. Don't store anything in your POV that is in plain view.

**10. PRIVATELY OWNED WEAPONS (POW).** We recommend that you leave your POW at your place of residence. If you have a POW with you, report it IMMEDIATELY to the HHC cadre (XO or TAC officer). If it is after duty hours, have the Candidate Duty Officer call the Crime Prevention Officer. You will register your weapon with the military police and store it in the arms room until you complete the course. Ensure you receive a briefing on how you are to draw your weapon from the arms room when it is turned in.

**11. PROFILES.** In the event that an injury occurs or you have a profile when arriving at the WOCS, report it as soon as possible to cadre for evaluation. The training pace at 1st WOC is fast and an unreported injury may jeopardize your successful completion of WOCS. Candidates

#### NEW BOOTS

If at all possible, give new boots some time to break in before arrival. Current issue combat infantry boots are permissible; however, jungle boots made with nylon are not.

placed on medical/administrative hold will perform duties within the limits of their profile, as directed by your Senior or Primary TAC officer.

12. **STATIC ITEMS.** A static item is anything that duplicates an item that you display for inspections, or an inspected item that is hidden for the purpose of evading inspection. You can be eliminated from the course for having static items once you begin training. You will have ample opportunity to store extra items in a security room on your first day of active training, so do not throw these duplicate items away. If you wait until arrival at HHC to purchase the required items, you will avoid purchasing unnecessary items that may be considered "static."

13. **UNAUTHORIZED ITEMS.** You are not permitted to use certain clothing items, equipment and products in the WOCS. They are items that are considered to give you an unfair advantage over others. Appendix 5 contains a list of unauthorized items.

14. **ALCOHOLIC BEVERAGES AND TOBACCO USE.** Consumption or possession of alcoholic beverages or tobacco products by students assigned to WOCS is strictly forbidden. This restriction applies from the date of sign-in to date of departure, regardless of status (i.e., snowbird, active class, admin/medical hold, or holdover). If you are a user of tobacco products and believe that you will have severe withdrawal symptoms, it is highly recommended that you see your local medical authorities for help. Violation of this restriction is grounds for immediate elimination!

15. **MAIL.** You will be issued a mailbox when you inprocess.

16. **TELEPHONES.** You may not use military phones for personal business. You may use only the pay phones located in the HHC area while in snowbird status. Once training begins, candidates will not have telephone privileges until the class earns those privileges (usually for the first 2 weeks). You are encouraged to call your family members to inform them of your safe arrival and to advise them of your new address (once you receive your P.O. box assignment). Use of cellular phones is not permitted. Storing of cellular phones in your POV is unauthorized.

17. **AKO ACCOUNT:** You must have an AKO account. Register in advance at [www.us.army.mil](http://www.us.army.mil).

If you still have questions on items to bring, contact the HHC Commander for information. Phone 334-255-1287 or DSN 558-1287.

## APPENDICES

- Appendix 1. Inventory Form - Male Clothing Requirements
- Appendix 2. Inventory Form - Female Clothing Requirements
- Appendix 3. Inventory Form - Required Additional Items
- Appendix 4. Inventory Form - Authorized Additional Items
- Appendix 5. Unauthorized Items List
- Appendix 6. Sample Security Clearance Verification

## Appendix 1

### WOCS Military Clothing Requirements

#### INVENTORY FORM - MALE PERSONNEL

Item	Required Quantity	Additional Optional Quantity	ON HAND QUANTITY
Bag, duffel	0 each	1 each	
Belt, black, web (subdued tip)	1 each		
Belt, black, web (brass tip)	1 each		
Beret, black, with flash	2 each		
Boots, Combat, black leather ( <i>Current issue combat infantry boots are permissible, however, jungle boots made with nylon are not.</i> )	2 pair	1 pair-field	
Buckle, Belt (brass)	1 each		
Buckle, Belt (subdued / black)	1 each		
Cap, camouflage, EHWBDU /HWBDU /TBDU (1 cap for each type BDU or 2 if all BDUs the same)	2 each		
Coat, AG489 (AG491 also authorized)	1 each		
Coat, All Weather, Black, w/liner	1 each		
Coat, Camouflage, EHWBDU /HWBDU /TBDU (6 BDUs are authorized, any type acceptable)	4 each	2 of any type	
Coat, cold weather, camouflage (field jacket)	1 each		
Drawers, white or brown, Jockey or Boxer	7 each		
Gloves, Inserts, Wool	2 pair		
Gloves, Shell, Leather, Black	1 pair		
Gloves, Black, Leather, Unisex, Dress	1 pair		
*Handkerchief, Cotton, White or Brown	6 each		
IPFU Jacket	1 each	1 each	
IPFU Pants	1 each	1 each	
IPFU Trunks	2 each	2 each	
IPFU T-Shirt Long Sleeve	2 each	2 each	
IPFC T-Shirt Short Sleeve	2 each	2 each	
Necktie, Black (no clip on)	1 each		
Shirt, AG415, Long sleeve, Gray-Green w/ pleated pockets	1 each		
Shirt, AG415, Short sleeve, Gray-Green w/ pleated pockets	2 each		
Shoes, Dress, Black Poromeric	1 pair		
Socks, black, cotton-nylon or poly-nylon	2 pair		
Socks, black, cushion Sole	7 pair		

Towel, Bath, Brown	6 each	1 each	
Trousers, AG489 (AG491 also authorized)	2 each		
Trousers, Camouflage, EHWBDU /HWBDU /TBDU (6 BDUs are authorized, any type acceptable)	4 each	2 of any type	
Undershirt, Cotton, White	2 each		
Undershirt, Cotton, Brown	7 each		
*Washcloth, Cotton, Brown	6 each	2 each	
*Cap, Knit, Black (PT)	1 each		

1. The above list shows military clothing items required to be displayed and/or accounted for throughout the course. An asterisk (\*) indicates item deleted from the FY98 clothing bag issue. Mix and match of above BDUs (EHWBDU or HWBDU) is authorized.

2. I have physically inventoried all required military clothing and annotated the correct quantities on hand.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### WOCS Military Clothing Requirements

#### INVENTORY FORM - FEMALE PERSONNEL

Item	Required Quantity	Additional Optional Quantity	ON HAND QTY
Bag, duffel	0 each	1 each	
Belt, black, web (subdued tip)	1 each		
Belt, black, web (brass tip)	1 each		
Beret, black, with flash	2 each		
Boots, Combat, black leather ( <i>Current issue combat infantry boots are permissible, however, jungle boots made with nylon are not.</i> )	2 pair	1 pair-field	
*Brassieres (sports brassieres authorized)	5 each	2 each	
Buckle, Belt (subdued / black)	1 each		
Buckle, Belt (brass)	1 each		
Cap, camouflage, EHWBDU /HWBDU /TBDU (1 cap for each type BDU or 2 if all BDUs the same)	2 each		
Coat, AG489 (female) (AG491 authorized)	1 each		
Coat, All Weather, Black, w/liner	1 each		
Coat, Camouflage, EHWBDU /HWBDU /TBDU (6 BDUs are authorized, any type acceptable)	4 each	2 of any type	
Coat, cold weather, camouflage (field jacket)	1 each		
Gloves, Inserts, Wool	2 pair		
Gloves, Shell, Leather, Black	1 pair		
Gloves, Black, Leather, Unisex, Dress	1 pair		
*Handkerchief, Cotton, White or Brown	6 each		
IPFU Jacket	1 each	1 each	
IPFU Pants	1 each	1 each	
IPFU Trunks	2 each	2 each	
IPFU T-Shirt Long Sleeve	2 each	2 each	
IPFC T-Shirt Short Sleeve	2 each	2 each	
Neck tab, Black	1 each		
Shirt, AG415, Long sleeve w/ pleated pockets	1 each		
Shirt, AG415, Short sleeve w/ pleated pockets	2 each		
Shoes, Black, Poromeric	1 pair	1 pair pumps	

Skirt, AG489, female (AG491 authorized)	1 each		
Slacks. AG489, female (AG491 authorized)	1 each		
Socks, black, Cushion Sole	7 pair		
Socks, black, cotton-nylon or poly-nylon	2 pair		
Towel, Bath, Brown	6 each	1 each	
Trousers, Camouflage, EHWBDU /HWBDU /TBDU (6 BDUs are authorized, any type acceptable)	4 each	2 of any type	
*Underwear, Cotton, White	7 each		
Undershirt, Cotton, Brown	7 each		
*Washcloth, Cotton, Brown	6 each	2 each	
*Cap, Knit, Black (PT)	1 each		

1. The above list shows military clothing items required to be displayed and/or accounted for throughout the course. An asterisk (\*) indicates items deleted from the FY98 clothing bag issue. Mix and match of above BDUs (EHWBDU or HWBDU) is authorized.

2. I have physically inventoried all required military clothing and annotated the correct quantities on had.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3

### REQUIRED ADDITIONAL ITEMS INVENTORY

ITEM	QUANTITY	ON HAND QTY
Serviceable Athletic/Running Shoes	1 pr	
All White Athletic Crew-length Socks	6 pr	
Eyeglass retaining strap (if wearing eyeglasses)	1 ea	
Shower Shoes	1 pr	
Shoe Polish, black (paste only)	1 can (2.5 oz)	
Shoe Brush	1 ea	
Brass Polish	1 tube or can	
Toothpaste	1 tube/container	
Toothbrush	1 ea	
Padlock (combination preferable)	1 ea	
Shoe Trees	2 pr	
Clear Double-Stick Scotch Tape	1 roll	
Stationary (Box with paper, envelopes and lid)	1 box	
White 1" Medical Tape	2 rolls	
3"x5" Cards, Ruled	2 pks	
5"x8" Cards (plain on at least one side)	1 pk	
Headband, Leather, Helmet	1 ea	
Soap (bar or gel)	1 ea	

1. Candidates are advised of the required purchase of the above listed items for course attendance.
2. The required quantity is also the authorized quantity. Duplicate type items are considered "Static" items and could be grounds for elimination from the program. Prior to purchasing any additional items, verify with your WOCS TAC Officer that you are authorized to possess them.
3. I understand that I may purchase required items prior to my arrival at Fort Rucker. However, waiting until I sign in at WOCS to purchase the listed items will better ensure I get the correct items (e.g., color, type, etc).
4. My signature below indicates I have physically inventoried all required purchase items (both required and authorized), that I am in compliance with the maximum authorized quantities, and that prior to purchasing additional items I will verify with my WOCS TAC Officer that I am authorized to possess them.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4

**AUTHORIZED ADDITIONAL ITEMS INVENTORY**

ITEM	QUANTITY	ON HAND QTY
Plastic "FOR SALE" sign (12"x8")	4 ea	
Plastic "FOR SALE" sign (12"x7")	4 ea	
Board, wooden, sock rolling	1 ea	
ruler, 6" metal, sewing type	1 ea	
2" Metal binder rings	2-4 ea	
Money clips, 4 1/2 in, stainless steel	4-6 ea	
Marker, highlighter	1 ea	
Laundry marker (white & black)	2 ea color	
Permanent marker (black)	1 ea	
Black M-NU emblem refinisher	2 bottles	
Lint brush or roller	1 ea	
Q-tips	1 box	
Cleaning cloths	as needed	
Knife, small, paper cutting	1 ea	
Scissors, paper cutting	1 pair	
Iron, steam or dry	1 ea	
Storage box (no larger than 10 in ht x 10 in width x 15 in length)	1 ea	

1. I understand that I may purchase authorized items prior to my arrival at Fort Rucker. However, waiting until I sign in at WOCS to purchase the listed items will better ensure I get the correct items (e.g., color, type, etc).

2. My signature below indicates I have physically inventoried all purchase items (both required and authorized), that I am in compliance with the maximum authorized quantities, and that prior to purchasing additional items I will verify with my WOCS TAC Officer that I am authorized to possess them.

WOC \_\_\_\_\_ Class No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 5

### UNAUTHORIZED ITEM LIST

1. The following list indicates those items which have been identified as unauthorized for possession or use while attending WOCS. Possession or use of unauthorized items may result in elimination from the school for attempting to gain an unfair advantage over fellow candidates or for failure to comply with course guidelines and standards.
2. If you have any questions concerning the use of any products or aids, ask your TAC Officer. If you are not authorized to use an item, it does not mean that you have to throw it away. Storage locations are available. Coordinate with your TAC Officer(s) to place all unauthorized items (except for flammables) in the security room or class amnesty box.

- Armor All or similar products
- Barber clippers
- BDU cap stiffeners
- Boot blousing weights and forms
- Brass box for pre-punching insignia display cards
- Cell phone
- Civilian clothes
- Commercial cleaners and waxes (not issued by supply)
- Computer, (to include PDA/pocket PC)
- Correction tape or fluid
- Flashlights (other than issued road guard equipment)
- Furniture polish
- Hair dryers (males only)
- Leather dye
- Leather luster, Shape-Up or glisten spit shine
- Mirrors, personal
- Neutral shoe polish, liquid shoe polish or clear liquid waxes
- Pre-shined shoe polish lids
- QM, Blitz cloth. or Never Dull brass cleaners
- Sewn-in all weather coat and field jacket liners
- Sole and edge dressing
- Spray lacquer or poly sealants
- Steel wool and scouring pads
- Typewriter
- Velcro fasteners on uniforms in place of buttons and snaps

## Appendix 6

### SECURITY CLEARANCE VERIFICATION

*This is the example for the Installation Security Manager Memo.  
Memo's from Battalion or Brigade S2 will not be accepted.*

DEPARTMENT OF THE ARMY  
HEADQUARTERS, INSTALLATION NAME  
INSTALLATION ADDRESS

Unit Symbol

Date

MEMORANDUM for Commandant, Warrant Officer Career Center, ATTN: ATSW-H, Fort Rucker,  
Alabama 36362

SUBJECT: Security Clearance Verification (VCF)

1. The following information is provided to verify the security clearance status of the following individual.

- a. NAME
- b. SSN
- c. RANK
- d. DATE OF BIRTH
- e. PLACE OF BIRTH
- f. CITIZENSHIP
- g. ORGANIZATION
- h. TYPE OF INVESTIGATION: including date granted
- i. TYPE OF CLEARANCE GRANTED: including date granted
- j. DATE PERIODIC REVIEW SUBMITTED IF NEEDED

2. It is the responsibility of the candidate to bring a valid DA form 873 with the 201 file for attendance to WOCS.

3. POC is (Include full name, phone number, and email. Must be an INSTALLATION SECURITY MANAGER or Assistant.)

JOHN C. DOE  
Director, Security Management Office