

## ***Aviation Warrant Officer Board Essay Instructions***

Due to the limited number of TNARNG Warrant Officer Aviator positions, the Aviation Battalion Commander and State Aviation Officer is convening a Aviation Warrant Officer Selection Board .

Soldiers wishing to compete and submit a packet for consideration, must prepare an essay using the WOCS Essay format provided.

Essay completion will allow board members to gain insight into your desire to join the Aviation community for the Tennessee Army National Guard. Essays should include your military and civilian background, current abilities, and detail how you will be a valuable resource in continuing the high level of aviation readiness, now and into the future. Please limit essays to no more than 2 pages using Arial, 12pt formatting.

This is your opportunity to gain approval for one of these highly coveted positions. Additionally, this is the boards opportunity to learn who you are before your board appearance.

It is imperative that you review your essay for clarity, punctuation, and correct grammar/spelling prior to submission.

Encl:

Aviation Warrant Officer Essay Format

TO: State Aviation Officer  
FROM: SGT Jones, John, Q  
534 words  
01 Jun 22

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3The Correct Way to Write an Essay

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This essay is an example of how you to write the Aviation Board Essay. It is not necessarily applicable to other writing assignments. Using this format and following the instructions in this example when you this essay are critical to your success, since not doing so could be interpreted to mean that you do not have the ability to follow simple instructions. Such an interpretation is totally relevant to expectations of a Warrant Officers performance in a non-training environment. For example, if you fail to follow technical manual instructions for a particular task, the results could result in damaged or destroyed equipment or Soldier fatalities.

Formatting guidance for your essay is very specific. **Establish a 1-inch margin on both sides and at the top and bottom.** Put the information included at the top of this page on the first page, aligning the information so the longest line is flush with the right margin (not the right edge) of the paper and other lines are flush with the left end of the longest line.

**Center your title on the third line below the date; include the title on the first page only.** Use "title case" (i.e., capitalize the first letter of each major word). **Begin the body of the essay on the 4<sup>th</sup> line below the title. Indent paragraphs, do not skip lines between paragraphs. On the second and subsequent pages, center page numbers on the bottom margin.** Put at least **two lines** on the last page of your essay. Add your signature element as shown on this example: **start on the 5<sup>th</sup> line down from the last line of the essay and center the left margin of your signature block.**

Board members will grade your essays on format and grammar correctness, organization, and content. If your essay does not meet standards in these areas, you will be required to correct and resubmit it. Therefore, it is important for you to follow this format, to organize your material, and to use correct grammar and spelling. A technique that you might use in checking your grammar and spelling is to read your essay aloud or have someone else review the essay for you. Organization of your material should aid readers by logically leading them through your essay. To be most effective, your essays should have an opening paragraph, a body of one or more paragraphs, and a concluding or summarizing paragraph.

The content of your essay is possibly more important than grammar, format, and organization; even if you write a perfect essay in terms of these areas, but fail to address your assigned topic, your essay will not be acceptable.

As you write essays, follow the guidance you are given. View essay writing assignments for what they are intended to be: tools to help you improve your writing, ability to follow directions. Take full advantage of such requirements to most effectively learn from this assignment.

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4 *John Q Jones*

5 JOHN Q. JONES

SSG, TNARNG