STEP 1. "PRINT TO PDF" or scan EACH document, label each document sequentially IAW CHECKLIST ORDER, i.e. "01 COVER LETTER, 02 RESUME, 03 SIFT..."

STEP 2. Combine Files in Adobe PDF and save using the following standard naming convention:
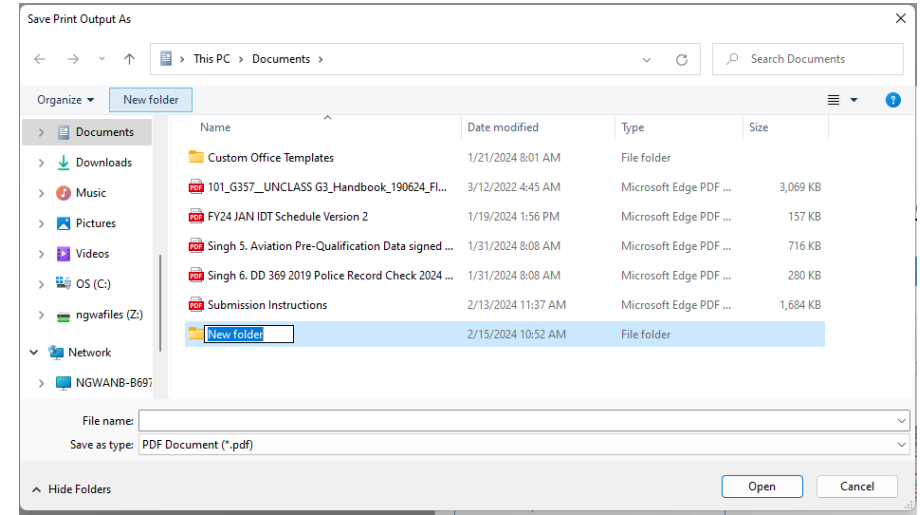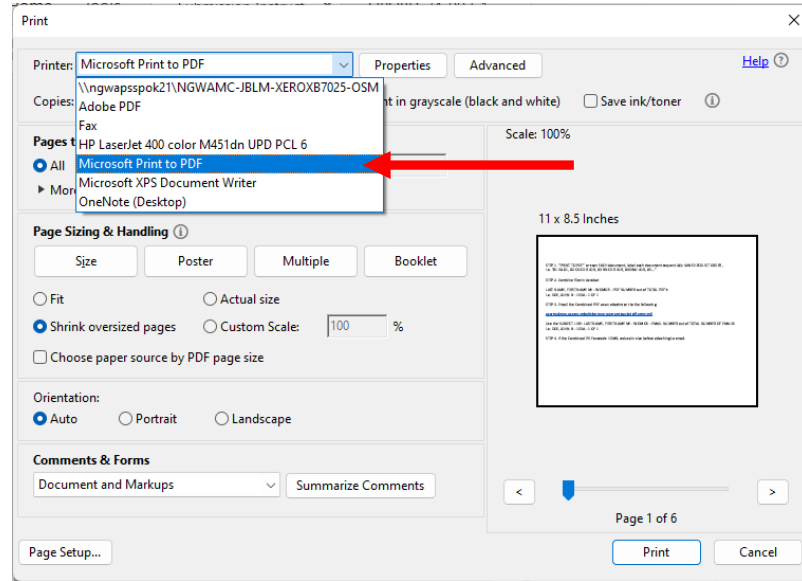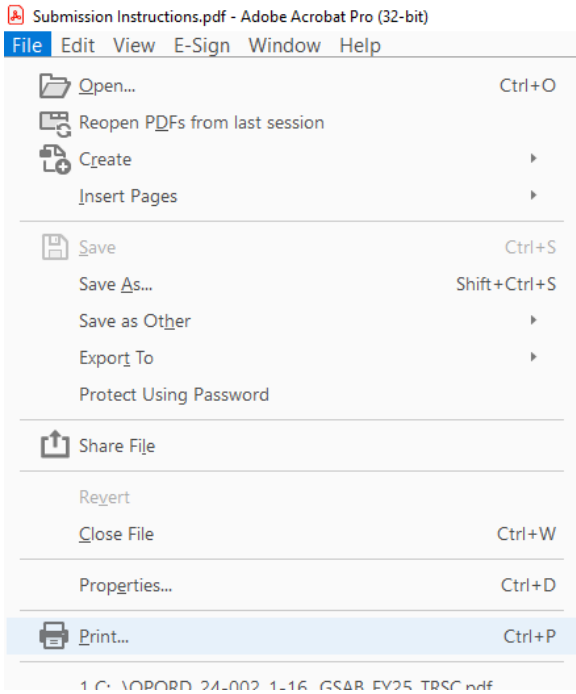
LAST NAME, FIRST NAME MI – WOMOS – PDF NUMBER out of TOTAL PDF's
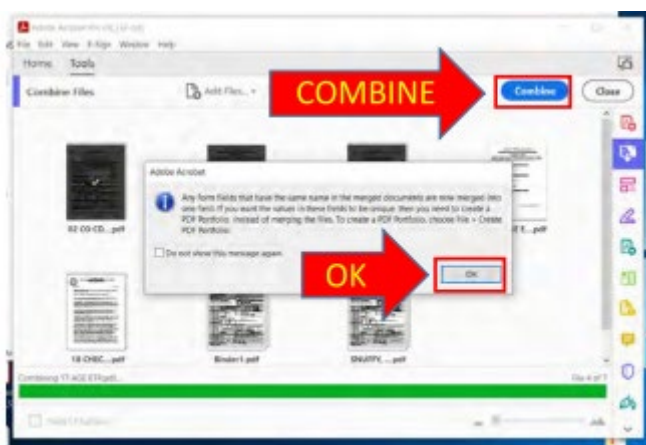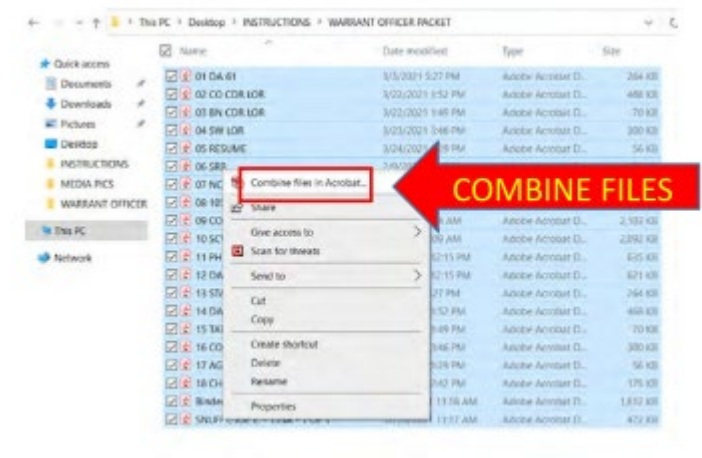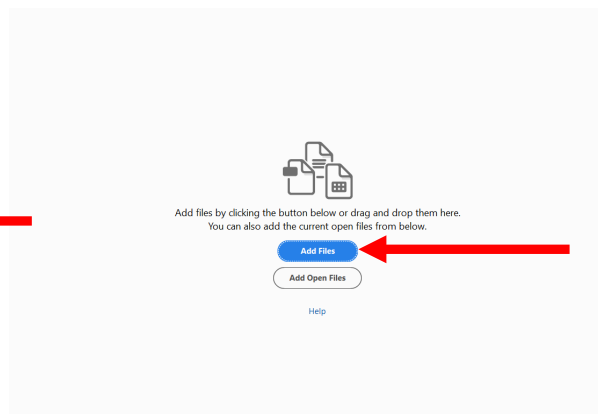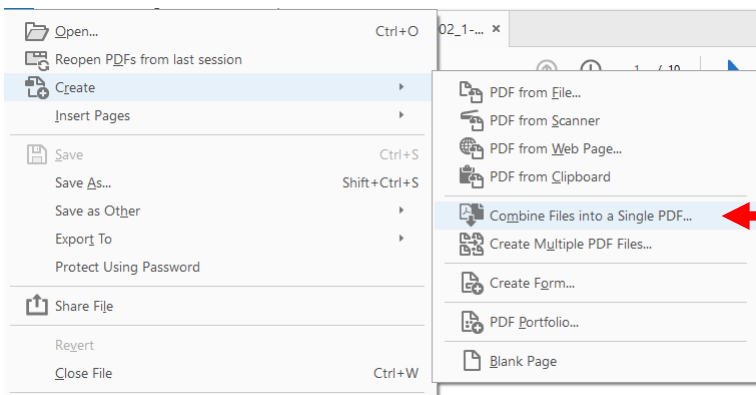
i.e. DIRT, JOE, B – 153A – 1 OF 1

STEP 3. Email the combined PDF as an attachment to the following:

Use the SUBJECT LINE: LAST NAME, FIRST NAME MI – WOMOS – EMAIL NUMBER out of TOTAL NUMBER OF EMAILS. i.e. DOE, JOHN B – 153A – 1 OF 1.

STEP 1 – Print to PDF

STEP 2 – Combine files in Acrobat

- Ensure the "Combine files" function **does not** save as a PDF portfolio.

- Save combined PDF using the following naming convention:

LAST NAME, FIRST NAME, MI – O/WOMOS – PDF NUMBER out of TOTAL PDF's

<u>EXAMPLE:</u> DIRT, JOE, M – 15A/153A – 1 OF 1

STEP 3 – EMAIL as Attachment

Email the combined PDF as an attachment to:

ng.wa.waarng.list.rrb-osm-warrant@army.mil

Use the SUBJECT LINE:
LAST NAME, FIRST NAME, MI – O/WOMOS – EMAIL NUMBER out of TOTAL NUMBER OF EMAILS

EXAMPLE:
DIRT, JOE, M – 15A/153A – 1 OF 1