

**APPLICATION FOR ACTIVE DUTY FOR TRAINING, ACTIVE DUTY FOR SPECIAL WORK,
TEMPORARY TOUR OF ACTIVE DUTY, AND ANNUAL TRAINING FOR SOLDIERS OF THE
ARMY NATIONAL GUARD AND U.S. ARMY RESERVE**

For use of this form, see AR 135-200; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 672(d) and USC 275.
PRINCIPAL PURPOSE: To determine eligibility and schedule individuals for active duty for special work or active duty for training on requested dates.
ROUTINE USES: To identify the applicant as a Reserve Component member and to issue active duty for special work or active duty for training orders.
DISCLOSURE: Completing this form is mandatory for individuals applying for active duty for special work and active duty for training. If not completed, you will be ineligible for the requested tour.

PART I - APPLICANT (Read instructions in AR 135-200 before completing this form.)

1. TO (Include ZIP Code)

**** If you do not type this form, you must print LEGIBLY. Soldier must sign for themselves! Unit rep cannot sign for Soldier. Commanders signature is to release the Soldier for these orders and signature should not be delegated! Records Custodian signature is to verify that the Soldier is medically eady and is in compliance with NGB PPOM 13-020, para 14.**

2. NAME (Last, First, MI)

LAST, FIRST, MI

3a. PERMANENT HOME ADDRESS (Include ZIP Code)

ADDRESS THAT IS IN SIDPERS as your Home of Record (HOR). This address will be used for BAH purposes, UNLESS you have a local residence in block 4a. (This usually applies to Soldiers that live out of state, but have a local residence and work in Utah.)

4a. ADDRESS FROM WHICH YOU WILL REPORT FOR DUTY (If different from permanent home address) (Include ZIP Code)

Insert address here if you have an HOR that is outside the commuting distance of your duty location (usually if your HOR is out of state, you will have an address here.) Soldier must make sure the unit cutting the order places this address in the orders as your local residence address. This will be used to calculate BAH.

3b. HOME TELEPHONE NUMBER (Include area code)

Your HOME or CELL number

4b. HOME TELEPHONE NUMBER (Include area code)

Any additional number if you have one

3c. BUSINESS TELEPHONE NUMBER (Include area code)

if you are currently on an order, put extension # here

4c. BUSINESS TELEPHONE NUMBER (Include area code)

5. UNIT OF ASSIGNMENT OR ATTACHMENT

The unit you drill with and are assigned

6. GRADE

E# or O#

7. BRANCH

Army

8. SEX

Male Female

9. DOB

Self Explanatory

10. MARITAL STATUS

Self Explanatory

11. NO. OF DEPENDENTS

Self Explanatory

12. PRIMARY SSI (AOC) /MOS
PMOS

13. DUTY SSI (AOC) /MOS
DMOS

14. HEIGHT

Self Explanatory

15. WEIGHT

Self Explanatory

16.

I am I am not drawing a pension, disability compensation, or retired pay from the U.S. Government.

17. TOTAL YEARS, MONTHS, DAYS OF ACTIVE FEDERAL SERVICE (AFS)

Self Explanatory (HRO will verify)

18. FOR INDIVIDUAL MOBILIZATION AUGMENTEES ONLY: THIS APPLICATION IS FOR (Check one)

IMA AT

ADT in lieu of IMA AT

Additional ADT

19. DATES OF ADSW/TTAD/ADT/AT REQUESTED

a. FIRST CHOICE

b. SECOND CHOICE

NUMBER OF DAYS

Self Explanatory

BEGINNING DATE/TIME

future date orders should start

NUMBER OF DAYS

BEGINNING DATE/TIME

LOCATION

Where will you be working? (Armory location) If you do not know, put unknown)

LOCATION

DUTY/TRAINING AGENCY

for example: RTI, HRF, 19th SF, 300 MI)

DUTY/TRAINING AGENCY

20. To the best of my knowledge and belief, I am physically qualified for active military duty. I was

a. LAST EXAMINED ON

date of your last PHA/Exam

b. AT

Where were you seen? (Camp Williams, Ft. Hood, etc)

21. SIGNATURE

22. DATE

Sign & date

23. REMARKS

I understand that although at the completion of my tour I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, or 3914, it is current Army policy that I will be released from active duty at the completion of my tour unless continued retention on active duty is considered in the best interest of the Army by the Assistant Secretary of the Army (*Manpower and Reserve Affairs*). I hereby consent to my release from active duty at the completion of this tour.

→ _____
(Signature of applicant)

Soldier must sign page 1 and page 2
Item 34 below, do not need to fill out anything that is not showing on your ORDERS QUERY printout. If everything is correct on orders query, just put "see Orders Query." Not all title 10 tours show on Orders Query, you must put those down below if you do not have a state order covering that order.

RECORDS CUSTODIAN - The records Custodian is verifying that the information on this form is accurate and that the Soldier meets the Medical Requirements for tour consideration in NGB PPOM 13-020 para 14.

PART II - RECORDS CUSTODIAN

24. PAY ENTRY BASIC DATE <div style="border: 1px solid black; padding: 2px; text-align: center;">Self Explanatory</div>	25. SECURITY CLEARANCE <div style="border: 1px solid black; padding: 2px; text-align: center;">Self Explanatory</div>	26. PROMOTION CONSIDERATION CODE <div style="border: 1px solid black; padding: 2px; text-align: center;">N/A</div>	27. DATE OF RANK <div style="border: 1px solid black; padding: 2px; text-align: center;">Self Explanatory</div>
28. RYE DATE <div style="border: 1px solid black; padding: 2px; text-align: center;">Find on SIBx</div>	29. ETS (<i>Enlisted</i>) <div style="border: 1px solid black; padding: 2px; text-align: center;">Self Explanatory</div>	30. MANDATORY REMOVAL DATE (<i>Officers</i>) <div style="border: 1px solid black; padding: 2px; text-align: center;">(MRD) Self Explanatory</div>	31. UIC <div style="border: 1px solid black; padding: 2px; text-align: center;">YOUR UNIT UIC</div>
32. HIV TEST DATE <div style="border: 1px solid black; padding: 2px; text-align: center;">Should match with IMR</div>	33. PANOGRAPHIC DENTAL X-RAY ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO		

34. List all previous AD, TTAD, AT, ADT, IADT, and ADSW in the previous and current fiscal year showing inclusive dates, purpose of tours, and HQ or agency to which attached.

a. PERIOD OF TRAINING/DUTY			b. TYPE TRAINING/ DUTY (AD, TTAD, etc.)	c. LOCATION/ INSTALLATION	d. DUTY PERFORMED
FROM	TO	NO. DAYS			
"see orders query" (if everything is accurate)					

e. SIGNATURE OF UNIT COMMANDER → COMMANDER, TYPE NAME <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 150px; height: 15px;"></div>	f. DATE <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80px; height: 15px;"></div>
35a. NAME OF RECORDS CUSTODIAN (<i>Last, First, MI</i>) <div style="border: 1px solid black; padding: 2px;">Unit Records Custodian (see above notes for responsibilities)</div>	b. GRADE <div style="border: 1px solid black; padding: 2px; text-align: center;">Self Explanatory</div>
c. SIGNATURE <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 150px; height: 15px;"></div>	d. DATE <div style="border: 1px solid black; padding: 2px; display: inline-block; width: 80px; height: 15px;"></div>