APPLICATION FOR ACTIVE DUTY

For use of this form, see AR 135-210; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC, 12301(d), 10 USC 10204.

PRINCIPAL PURPOSE: Used by Reserve Component Soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.

ROUTINE USES: To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.

DISCLOSURE: Voluntary, failure to furnish information may result in denial of application for active duty.

SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.

1. DATE	2. TO: Commander,		
3. FROM *(Last, First, MI)*		4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT
4c. BRANCH	5a. MOS/AOC		5b. COMPONENT
6a. PERMANENT HOME ADDRESS *(Include ZIP code)*			6b. PHONE NO. *(Include area code)*
7a. TEMPORARY ADDRESS *(Include ZIP code)*		7b. DURATION	7c. PHONE NO. *(Include area code)*

ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.

8a. PRESENT ACTIVE DUTY GRADE	8b. ORGANIZATION AND STATION ASSIGNMENT

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: *(Check as appropriate)*

Reserve >

☒ a. FOR A PERIOD OF 8 YEARS ☐ b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES *(List in order of preference)*

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT	JAN/APR/AUG	JAN/APR/AUG	JAN/APR/AUG
b. AREA ASSIGNMENT			

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 *(Month and Year)*	PREFERENCE NO. 2 *(Month and Year)*	PREFERENCE NO. 3 *(Month and Year)*

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. *(Check appropriate box)*

☐ 60 DAYS ☐ 30 DAYS ☐ 10 DAYS ☐ AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS *(If more space is needed, continue on separate sheet)*

14. SIGNATURE OF APPLICANT	DATE SIGNED

INSTRUCTIONS

Read these instructions carefully and follow them. Reserve Component officers are normally recalled in their current Reserve grade. Grade of an individual applying for appointment and concurrent order to active duty will be determined by the approving authority.

1. The following instructions for items listed should be followed. Items not listed are considered to be self-explanatory. If space is insufficient for a particular item, continue under Item 13, "Remarks," or on a separate sheet, indicating applicable item number.

2. The following instructions for items listed should be followed. Items not listed are considered to be self-explanatory.

ITEM 2. Insert appropriate area command such as as follows:

a. Personnel serving on active duty in a warrant officer or enlisted status: Enter the area command in which serving on active duty.

b. All others: Enter the area command having assignment jurisdiction over you.

ITEM 4. Items 4a through 4c will be completed by individuals currently holding appointments or enlistments as Reserves of the Army.

a. Item 4a: Enter present grade. Warrant officers will include *Pay Grade in this item, such as WO, W-1, CWO, W-2,* etc.

b. Item 4b: Enter the Reserve component of the Army to which assigned, using the following abbreviations:

"ARNGUS" for members assigned to the Army National Guard of the United States.
"USAR" for members assigned to the Army Reserve

c. Item 4c: Commissioned officers--enter the branch to which assigned.

ITEM 5. Complete as specified below.

a. Item 5a: Enter your primary MOS or AOC.

b. Item 5b: Individuals applying for appointment as Reserve officers of the Army with concurrent active duty--enter the Reserve component for which applying.

ITEM 6. In this instance the term "Permanent Home Address" corresponds to your "Home of Record," an official term used in determining entitlement to travel allowances on separation from the service. This address will be indicated in orders placing you on active duty. NO CHANGE IN HOME OF RECORD IS AUTHORIZED AFTER ENTRY ON ACTIVE DUTY.

a. For applicants not on active duty--Enter your permanent home address.

b. For applicants currently on active duty as officers--enter home of record as shown on your warrant officer active duty orders.

c. For enlisted applicants currently on active duty--Enter home address as shown on your Enlistment Record (DD Form 4).

ITEM 7. This item to be completed if it is anticipated that you will be at this address when orders are issued. The temporary address, if furnished, will be included in your orders and you will enter on active duty from this address.

a. Item 7b: Show maximum period you anticipate being at the temporary address, such as "Until *(give month and year)*."

b. Item 7c: Furnish the telephone number at your temporary address.

ITEM 13. Include all information you consider essential from the standpoint of assignment restriction.

2. **IMPORTANT**--Review your application to ensure accuracy and completeness. Then forward your application according to applicable following instructions:

SOLDIERS OF THE ARMY NATIONAL GUARD OF THE UNITED STATES: To your unit commander. Applicants who are ARNG OCS candidates, BOLC students, or attending aviator courses will apply through proper school commandant.

SOLDIERS OF THE ARMY RESERVE: To your unit commander, if assigned to a unit. If not, send to U.S. Army Human Resources Command, Officer Accessions Branch (AHRC-ORD-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5204. Applicants who are USAR OCS candidates, BOLC students, or attending aviator courses will apply through proper school commandant.

OFFICERS OR ENLISTED PERSONNEL ON ACTIVE DUTY: To your present unit commander.

INDIVIDUALS APPLYING FOR APPOINTMENT WITH CONCURRENT ACTIVE DUTY: Submit together with your application for appointment according to regulations applicable to the type of appointment requested.

Age/Time in Service Waiver

Provide a copy of approved Age/Time in Service memos.

DEPARTMENT OF THE ARMY
A DETACHMENT, 18TH PERSONNEL SERVICES BATTALION
FORT BRAGG, North Carolina 28310

REPLY TO
ATTENTION OF:

AFZA-SG-PDA 01 January 2020

MEMORANDUM FOR Commander, USAREC, RCHS-SVD, 1307 Third Avenue, Fort Knox, KY 40121-2726

SUBJECT: MILPER/PSB/PSC Verification of Applicant's Eligibility for the Interservice Physician Assistant Program for SSG Smith, Jane Q.

1. A review of the applicant's application packet and personnel records confirms eligibility in terms of course prerequisites outlined in AR 601-20, chapter 2-2.

2. A local records check has been made and the applicant is administratively qualified for appointment as a Commissioned Officer in accordance with AR 135-100 and AR 135-101 and/or has prepared the necessary request(s) for waivers.

3. The applicant is not pending UCMJ action, bar to reenlistment and is not flagged.

4. There is evidence of a security clearance of secret based upon a National Agency Check, which includes the date the clearance was granted.

5. This action is not in contravention to AR 600-8-2.

6. POC is the undersigned and can be reached at (123)456-7891 DSN 123-4567 or enterprise email mil@mail.mil.

JOHN B DOE
MAJ, AG
Personnel Authority

DEPARTMENT OF THE ARMY
UNIT NAME
UNIT ADDRESS
CITY STATE, ZIP CODE

(Office Symbol) (Date)

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification for **(Last Name, First Name, Middle Name)**

1. References: AR 380-67, Personnel Security Program, 24 Jan 14.

2. (Security Manager) has confirmed the security clearance for the following individual:

a. Name:

b. SSN:

c. Highest Clearance Level: **(Clearance) (Date Granted)**

d. Granted SECRET Date: **(Date Granted)**

e. Resubmission Date: **(Date of resubmission) (status in JPAS: Received/Scheduled)**

3. If the clearance is within 180 days of expiration, the investigation will need to be resubmitted once the clearance reaches the 30 day window of expiration.

4. The point of contact for this memorandum is **(Your Security Manager's Name, Phone Number and E-mail Address.)**

S2/Security Manager's Signature Block

Application Memorandum

Please see Encl 8-10 for examples and ensure you are using the correct document. **Initial after EVERY paragraph** even if you do not think it applies to you. Do NOT erase paragraphs. Put the example in a memo format and sign at the end.

ROTC Contract – (if applicable) – if you are already an officer and got your commission through ROTC.

Naturalization Certificate – (if applicable)