

EAD TOUR CHECKLIST

I. SOLDIERS SECTION (completed by Applicant- all fields required)				
1. Name: (Last, First MI)	2. SSN:	3. Grade/Rank:	4. Sex:	5. PMOS:
6. # Dependents:	7. DOR: YYYYMMDD	8. Last Promotion Auth: RA USAR ARNG	9. Email Address [.mil only] AKO	
10. Current Address:		11. HOR Address (if different then #10):		12. PEBD: YYYYMMDD
14. H Phone #:		15. W. Phone #:		16. Current RC UNIT UIC:
18. 1st Choice RPT Date:		19. 2nd Choice RPT Date:		17. Dte Transfered IRR: YYYYMMDD
20. TOTAL AFS: Years/Months		21. Dte on Last Physical Exam: YYYYMMDD		
II. Required Documentation (Provided by Applicant to Employer)				
Type	Remarks			
DA Form 160	Application for Active Duty. If FormFlow is not available a copy of this form is located at http://www.usapa.army.mil (MUST BE COMPLETELY FILLED OUT) Submit application to Commander, ATTN: AHRC-PDZ-RC, 200 Stovall Street, Alexandria, VA 22332			
DA Form 4651-R / Letter of Release	TPU soldiers must submit a DA Form 4651-R to transfer to the USAR Control Group (REIN). (Prior to being placed on an active duty assignment the soldier must submit the copy of the actual transfer orders.) ARNG soldiers submit a Release memo from their Adjutant General's office before they can be placed on the active duty assignment. <u>THERE ARE NO EXCEPTIONS TO THIS POLICY.</u>			
DA 2A/2-1, ORB or ERB	Must be updated and certified by the PSNCO. Soldier's signature must be current.			
SF 88/93 or DD2807-1/2808 and 2808 (current physical)	Physical must be within the standard requirement. (SF Form 88 and 93 have been superseded by the DD Form 2807-1 and 2808.) Unit retains complete physical and verifies fitness.			
College Transcripts	Officers Only			
NGB 23 or ARPC 249	Current NGB 23, Retirement Credits Record (National Guard), ARPC form 249, Chronological Statement of Retirement Points (Army Reserve) If you need to print a copy go to https://www.2xcitizen.usar.army.mil .			
Copy of all DD214	Certificate of Release or discharge from Active Duty (must be legible or attach a memo certifying the unreadable information)			
PT Card Showing Current Height and Weight	APFT Card DA Form 705 "Certified True Copy" (within 6 months). If soldier exceeds Height and Weight Standards IAW AR 600-9 include current Body Fat Content Work Sheet, DA Form 5500 (Male), DA Form 5501 (Female).			
Memo of Statement of Understanding	<p>Memo must include the following statements: 1. I understand that if accepted for active duty I will be precluded from enlistment in the Regular Army at the end of my tour if I do not meet all requirements of AR 601-280, Chapter 3 2. I am in compliance with the additional qualifying factors in AR 135-210 chapter 2. Memo must be signed and dated by the soldier requesting the EAD tour.</p> <p style="text-align: center;"> Qualifying Factors IAW AR 135-210: 1. Must have a HIV test within the last 6 months. 2. Cannot be Pregnant. 3. Cannot have received Severance Pay (except for Disability). 4. Must meet medical fitness standards of AR 40-501. </p>			
II. Gaining Command Section (To Be Provided by Gaining Employer)				
22. Gaining Employer Verification:	Memo from unit accepting applicant for the position. This memo will state that all required documentation is provided and soldier is qualified for and accepted for position. Memo must state that Active Federal Service has been verified and soldier will not reach 17 1/2 yrs AFS during the tour in question. State that soldiers level of Security Clearance fits the position. It is important that the memo include a primary and alternate report date. Please ensure that block #22 is signed by the person verifying this packet is complete.			
Effective Immediately:				
1. Due to a new process for processing orders this checklist must be completely filled out and verified. No partial packets will be accepted. We have begun using an automated version of AORS and the orders will be cut directly from this system. Any changes made will affect the soldiers current file at AR-PERSCOM. A valid email along with a fax number and point of contact is required for each packet. Your cooperation in this is necessary in order to speed up the process for Orders.				

This form supersedes all previous editions. EFFECTIVE 15 September 2004.

Gaining Employer must fax all required documentation and cover sheet to
RC SPT SVC DIV at (703) 325-4838 DSN 221