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. **SUBMIT IN DUPLICATE.** Use typewriter, if practicable; if not, print clearly in ink. 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 *U.S. Army Europe, U.S. Army Pacific Command,* etc. 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 4d 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: Enter social security number.
d. Item 4d: 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 CHARGE 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 warrant officers*--Enter home of record as shown on your warrant officer active duty orders.
c. *For applicants on duty as enlisted persons*--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.

3. **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, OBC 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 HQDA, Appointments Directorate, ATTN: TAPC-OPD-RD, 9700 Page Avenue, St. Louis, MO 63132-5200. Applicants who are USAR OCS candidates, OBC students, or attending aviator courses will apply through proper school commandant.

WARRANT 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.

APPLICATION FOR ACTIVE DUTY

For use of this form, see AR 135-210; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC, 672(d), 10 USC 275.

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. The SSN is used to identify the soldier.

DISCLOSURE: Disclosure of your SSN and other personal information is mandatory for soldiers applying for active duty programs announced by HQDA.

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. SSN	4d. 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. SSN	8c. 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)*

☐ a. FOR A PERIOD OF _____ 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			
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