Frequently Asked Questions

TAB A FAQs

Item 1: ADOS / Mobilization Orders

Question: What is an ADOS order? What do I do if I am not currently mobilized or on ADOS orders?
Answer: Move on to the next item on the checklist, this item does not apply to you. No other action is required.

Question: What if I am on ADOS orders?
Answer: If you are within 3 months of redeploying no additional action is required, just submit the ADOS or Mobilization orders with this checklist.

Question: What if I will be on ADOS orders for more than three months, or plan on taking an ADOS order within 6 months?
Answer: You will have to request a conditional Release from Active Duty (REFRAD) memorandum from your mobilized BDE CDR or above and submit it with your application. We have no specific guidance on what the memo needs to look like. Reference AR 25-20, Chapter 2 on how to prepare a memorandum.

Item 2: DA Form 160-R

Question: What goes in block 2 of the 160-R?
Answer: Human Resources Command

Question: What goes in block 4b of the 160-R?
Answer: Please refer to the "Instructions" Sheet for the form (page 2) for instructions on how to fill out Item 4b.

Question: What goes in block 5b?
Answer: N/A

Question: What is meant by Duty Assignment and Area Assignment?
Answer: Duty assignment can be a position (i.e. XO, S3, Safety Officer), Area assignment can be an installation or area (i.e. Ft Bragg, Florida, South East)

Question: What assignments are available for Officer in my MOS, what geographical locations are available to me? Will I be able to pick my installation?
Answer: Item 10 of the DA Form 160-R (Application for Active Duty) will provide you with the opportunity to list three duty assignments (duty positions within your MOS), and three area assignments.

Question: Where do I get the DA Form 160-R?
**Answer:** It is downloadable online, or search the Army Publishing Directorate website at [http://www.apd.army.mil/](http://www.apd.army.mil/)

**Question:** I have a Functional Area and a Primary MOS, which one will I be assessed for?

**Answer:** Item 5a of the DA Form 160-R will provide you with the opportunity to list whether you want to be assessed in your qualified MOS or your qualified Functional Area.

**Item 3: DD Form 2808, 2807-1; or Individual Medical Readiness (IMR) printout**

**Question:** Item 3 says I can submit my “Individual Medical Readiness” printout from AKO in lieu of the DD Form 2808 and DD Form 2807-1, is this correct?

**Answer:** Yes, you are correct. We will accept a copy of your “Individual Medical Readiness” printout from AKO in lieu of the two DD Forms. Contact your Unit Admin Office for information on how to print out your IMR.

**Question:** My IMR record currently shows some “Red” or “Amber” categories, will this disqualify me from being accepted?

**Answer:** Yes, you must be "Green" in all categories of your Individual Medical Readiness Printout. Dental is the only exemption that will permit an Amber status.

**Question:** My last examine was over 18 months ago, how do I schedule an examination?

**Answer:** If you are a geographically displaced Reserve Officer, contact LHI at [https://logisticshealth.com/military-health-readiness.aspx](https://logisticshealth.com/military-health-readiness.aspx), or contact your Reserve Component Career Manager for guidance, or schedule an appointment with your local military installation.

**Question:** The Individual Medical Readiness (IMR) printout has a copy of my HIV non-reactive date and the current status, does that suffice for requirement 5 of the CAD checklist?

**Answer:** Yes it does. The IMR will suffice for item 5 of the CAD checklist. It must have been taken within 24 months.

**Item 6: Security Clearance Memo**

**Question:** Where do I get a Security Clearance Memo from?

**Answer:** Your unit S2 or unit Security Manager

**Question:** What does the memo need to say?

**Answer:** Please reference Item 6 of the checklist

**Question:** How do I get a printout from the DDS website confirming I have resubmitted my Personnel Security Questionnaire?
**Answer:** Go to File>Print on the confirmation screen webpage, or take a Screenshot of the confirmation screen.

**Item 10: APFT Scorecard**

**Question:** I am an IRR or IMA Soldier, how can I obtain a recent APFT scorecard?  
**Answer:** Your local recruiting office can assist with administering an APFT test.

**Item 13: Official Transcripts**

**Question:** Who do I send Official Transcripts to? Some schools only send them directly to the requestor?  
**Answer:** Send them to a family member and then have them send the transcripts to you for submission with your application.

**Item 15: Chronological Listing of Employment**

**Question:** How should I submit my chronological listing of employment? Is there a format for this?  
**Answer:** There is no specific format, a standard resume format will do. We will accept Officer Record Briefs in conjunction with this requirement but not as a substitute for it.

**Item 17 & 18: Letter of Recommendation**

**Question:** Is there a specific format for the Letter of Recommendation? What should it say?  
**Answer:** There is not specific format for the Letter of Recommendation. Reference Chapter 3, AR 25-20 for guidance on how to prepare letters. Address them to “Human Resources Command, ATTN: AHRC-ORD-A”

**Question:** Can the Letter of Recommendation come from a retired service member?  
**Answer:** Yes

**Question:** I have three Letters of Recommendations, will that strengthen my chances for consideration?  
**Answer:** No, we only require one Letter of Recommendation, but you are free to submit additional LORs if you would like. Please ensure all LORs are within 12 months of the date of your application.
TAB B FAQs

Item 1: CAD Request Memorandum

**Question:** What do you mean when you say “have your chain of command endorse your application up to the approving authority on your DD Form 368”?

**Answer:** Your chain of command must endorse your request. They can either initial off on the through line of your memorandum or you can add a signature block for them and have them digitally sign your request. The request along with the DD Form 368 is sent up the chain of command to the state TAG (ARNG) or OFTS Commanding General (USAR). He or She will verify the endorsements and either concur or non-concur on the DD Form 368. The approving authority does not need to sign the memo, only the DD Form 368. Include both in your application.

**Question:** Am I correct in understanding TAB A and TAB B documents are now due by 7 July 2017?

**Answer:** Yes you are correct. The deadline for both Tabs has been extended to 7 July 2017. You can still submit TAB A documents once you have received them for faster processing.

Item 2: DD Form 368 (Request for Conditional Release)

**Question:** What goes in the “Recruiting Office” and in the “Recruiter Request for Conditional Release” section of the form?

**Answer:** Absolutely nothing, this section is Not Applicable. The only blocks we need completed are blocks 1,3,5, and 6 for CAD.

**Question:** What goes in block 3 of the DD Form 368?

**Answer:** “Army Reserve” and “Active Army” in that order.

**Question:** My DD Form 368 block 5 “release valid until” date will expire before I receive orders or notification of approval, what should I do?

**Answer:** You must request an extension through your authorizing official. Conditional Release expiration dates are at the discretion of your chain of command. We cannot offer you an Active Duty assignment if your “release valid until” date expires before we can finish the accessions process. Typically, conditional releases are approved for 6 months to allow time for evaluation and processing.

ADDITIONAL FAQs

**Question:** I am currently promotable or I am in the primary zone of consideration for the next highest rank, how does this affect my application process?

**Answer:** The CAD program does not assess for Lieutenant Colonels into the program. So, if you are a MAJ Promotable, you do not qualify for the CAD Program. For Captains currently being assessed for Majors, you must meet the MOS specifications of CAD.
program for Major’s or you will not be assessed for the program. For Lieutenants, call for information.

**Question:** My CCC or BOLC doesn’t end until past the 7 July deadline, do I still qualify for the program or is there an exception to policy to that requirement?

**Answer:** You are still eligible for the program. We will process your application as if you are CCC/BOLC complete so long as we receive your CCC / BOLC DD Form 1059 NLT 01 September 2017. Yes, you heard right. We will still accept your application if your CCC/BOLC course finishes any time before 1 September 2017 (must have your 1059 by then). CAVEAT: If you fail to meet course standards in CCC or BOLC, you will be disqualified for CAD.

**Question:** How long does it take to receive notification of approval?

**Answer:** You will receive an email notification within 3 business days to either inform you that your packet has moved on in the approval process, or whether we require additional information. Normal processing time is 2 – 4 months from the day Tab A documents are received complete until the day you receive active duty orders. All approved applicants should expect to be on orders and assigned to Active Duty NLT 30 September of this current fiscal year.

**Question:** What year group will I fall into if I get accepted into the Call to Active Duty Program?

**Answer:** Officers recalled to Active Duty must request a Date of Rank determination through their servicing PSB upon entry into active duty, IAW AR 600-8-29, section V, Para 1-36.

**Question:** Does applying for CAD automatically commit you to Active Duty if approved for the program?

**Answer:** No, applying does not commit you to Active Duty. You will have the option to reject or accept the offer up until the moment you sign the DA 71, Oath of Office. It is strongly discouraged to submit a packet if you do not have the intent of committing to the call.

**Question:** I am an IRR or IMA Soldier, Do I still qualify for this program?

**Answer:** Yes you qualify. There are some unique exceptions for you. If you are IRR or IMA you do not have to submit the DA Form 368 as you do not have a formal chain of command. You do however still have to submit the CAD Request Memorandum for accession purposes (Example Below). Your memorandum need only to be signed by you.

**Question:** How long does it take to receive notification of approval or denial?

**Answer:** Six to Eight weeks and another Six to Eight weeks to receive an Active Duty assignment. All approved applicants must be at their assigned active duty unit by 30 September 2017 (current fiscal year). UPDATE: Do to the current surge in CAD applicants we cannot officially notify until confirmation has been received by HQDA. HQDA confirmation is taking up to 12 weeks from the moment you submit your Tab A
documents. You will be notified via email once confirmation has been received, no exceptions.

**Question:** Is it true the application deadlines for CAD has been extended?

**Answer:** Yes, it has been extended to 7 July 2017. The selection criteria for eligible applicants has not. You should still submit TAB A documents as soon as possible to expedite the accessions process, but it is not required.

For more general information concerning the program click here:
[https://www.hrc.army.mil/content/Call%20to%20Active%20Duty%20Frequently%20Asked%20Questions](https://www.hrc.army.mil/content/Call%20to%20Active%20Duty%20Frequently%20 Asked%20Questions)

ENLOSURES:

- Call to Active Duty Checklist
- CAD Request Memorandum
- Example AGR Manager Endorsement Memo
- MILPER Message #17-052