

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 you 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. However, RA orders via CAD will not be published until necessary amendment or release from active duty (REFRAD) sufficient to ensure RA Start Date does not overlap with any other order.

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/>

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>, 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.