

**MILPER Message Number  
19-121**

**Proponent  
AHRC-ORD-A**

**Title  
Call to Active Duty Regular Army Program for Selected RC Officers**

**...Issued:[4/15/2019 2:44:38 PM]...**

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A. AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army), 1 September 1994.

B. AR 135-210 (Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization), 17 September 1999.

C. AR 350-100 (Officer Active Duty Service Obligations), 26 September 2017.

D. DA Pam 600-3 (Officer Professional Development and Career Management), 26 June 2017.

E. United States Army Reserve Command (USARC), G1 Policy Memorandum, 28 November 2018, subject: Focused Retention of USAR TPU officers and enlisted Soldiers and Aggressive Recovery of Unsatisfactory Participants- Update.

F. United States Army Reserve (USAR) Active Guard Reserve (AGR) Conditional Release Policy, 15 August 2017.

G. AR 600-3 (The Army Personnel Development System), 26 February 2019

H. DA PAM 600-3 (Officer Professional Development and Career Management), 26 June 2017

I. AR 601-100 (Appointment of Commissioned and Warrant Officers in the Regular Army) 21 Nov 2006.

1. This message supersedes MILPER Message Number 18-134, 27 April 2018, subject: Call to Active Duty Regular Army Program for Selected Reserve Component (RC) Officers.

2. This MILPER will expire no later than (NLT) 30 September 2019.

a. Applications must be received on / before expiration of this MILPER, 30 September 2019. Applications received after 30 September 2019 will be returned without action.

b. Applications received after 30 September 2019, will not be processed except for new applications based upon selection by Army Special Operations Aviation (ARSOA), Great Skills Program, and Aviation Branch Officers.

3. The purpose of this message is to provide updated eligibility criteria and implementation guidance for the Call to Active Duty (CAD) RA Program. This program is available to selected U.S. Army Reserve (USAR) and U.S. Army National Guard (ARNG) officers. Special branches (CH, JA, and AMEDD) are not eligible under this program.

4. There are significant updates to the CAD program which effects the eligibility of RC (USAR / ARNG) commissioned officers (CO) who possess a functional area (FA) or basic branch area of concentration (AOC) along with all RC warrant officer (WO) who possess a Military Occupational Specialty (MOS).

a. The CAD program is not a branch transfer program; it is a skills and experience based program that considers officers qualified in their current, or requested branch / FA. Selections are based on the Army personnel requirements at the time of application and strength of an individual's Army Military Human Resource Record (AMHRR).

b. The CAD program is open to aviation branch RC First Lieutenants (1LT), Captains (CPT), and Majors (MAJ) selected for ARSOA assignment and have successfully completed their branch's Basic Officer Leadership Course (BOLC).

c. The CAD program is open to aviation branch WO1 thru CW4 selected for Army ARSOA assignment in MOS 152C/D/E/H, 153A/D/E/M, 154C/E/F, and 155A/E/G.

d. CAD is open to all basic branch officers and WO specifically identified for the GREAT SKILLS Program. Initial point of contact: [osd.ncr.osd.mbx.gs.recruiting@mail.mil](mailto:osd.ncr.osd.mbx.gs.recruiting@mail.mil).

e. Continuation of FY 2018 CAD into FY 2019 personnel awaiting conditional release:

(1) All previously approved applicants for RA appointment in accordance with FY18 CAD MILPER 18-134 must provide Conditional Release (CREL) NLT 1 June 2019. FY18 TAB A packets without CREL (i.e. Complete TAB B) will be administratively withdrawn from consideration and must reapply under current MILPER message and meet all eligibility criteria.

(2) All previously approved applicants for RA appointment in accordance with FY18 CAD MILPER 18-134 must accept RA Appointment NLT 19 July 2019. FY18 TAB A packets without ability to accept RA appointment on / before 19 July 2019 will be administratively withdrawn from consideration and must reapply under current MILPER message and meet all eligibility criteria.

f. FY 2019 CAD applicants: Approved applicants for RA appointment in accordance with this FY19 CAD MILPER must accept RA Appointment NLT 4 MAR 2020. FY19 approved applicants without ability to accept RA appointment on / before 4 MAR 2020 will be administratively withdrawn from consideration and must reapply under future MILPER message and meet all eligibility criteria.

g. The CAD program is open to select RC 1LTs who are CY, CA, PO, and SF.

h. The CAD Program is open to CPTs who are Pre-Key and Development (KD) and not Captain Career Course (CCC) complete personnel who are CA, CY, PO, SC, SF, as well as, AOC FA24 and FA53.

i. The CAD program is open to select RC CPTs who are both KD complete and CCC complete who are AD, AR, AV, CA, CM, CY, EN, IN, PO, SC, SF, as well as, AOC 17B, FA24, FA26, FA30, FA34, FA46, FA49, FA50, FA51, FA52, FA53, FA57, and those personnel selected for GREAT SKILLS. The validation authority for KD completion are the HRC Career Management Assignment Officers in accordance with AR 600-3, The Army Personnel Development System.

j. The CAD program is open to select RC MAJs in CA, CY, PO, SF, as well as, AOC 17B, FA24, FA26, FA46, FA48, FA52, FA53, FA57, and those personnel selected for GREAT SKILLS. Preference may be given to those applicants who completed their intermediate level education (ILE) and / or successfully completed a KD qualifying assignment. The validation authority for KD completion are the HRC Career Management Assignment Officers in accordance with AR 600-3, The Army Personnel Development System.

k. The CAD program is open to select RC LTCs in CY, as well as, AOC 17B, FA26, FA24, FA53, FA40, FA48, FA57, and those personnel selected for GREAT SKILLS. Must be able to achieve 20 years of active federal service (AFS) prior to their mandatory retirement date (MRD). MRDs will be recalculated in order to account for active federal commissioned service (AFCS). Preference may be given to those applicants who completed their senior service college and / or successfully completed a KD qualifying assignment as outlined in DA PAM 600-3.

l. The CAD program is open to select RC basic branch WO1 and CW2 in MOS 131A, 140A, 140K, 140L, 150U, 151A, 152E, 152H, 153M, 154F, 155E, 155F, 155G, 170A, 180A, 255A, 255N, 255S, 311A, 351Z, 353T, 420A, 882A, 890A, 919A, 920A, 922A, 923A and 948D, and those personnel selected for GREAT SKILLS. Must have successfully completed Warrant Officer Basic Course (WOBC). WO's accepted as

CW2 and promoted to CW3 prior to arrival on Active Duty must be re-staffed for CAD approval. CW2 154F applicants must be a qualified Pilot-in-Command.

m. The CAD program is open to select RC CW3 in MOS 125D, 140K, 150A, 150U, 151A, 152E, 152H, 153E, 153M, 154E, 154F, 155E, 155F, 155G, 170B, 180A, 255A, 255N, 255S, 311A, 740A, 880A, 881A, 921A, 948D, and those personnel selected for GREAT SKILLS.

(1) CW3 150A applicants must have an SQI of B to be eligible.

(2) CW3 150U and 151A applicants must have an SQI of P to be eligible.

(3) CW3 154F applicants must be a qualified Pilot-in-Command with an SQI of G or L.

n. The CAD program is open to RC CW4 in MOS 120A, 140K, 140L, 150A, 150U, 151A, 152E, 152H, 154E, 155E, 155F, 155G, 170B, 255A, 255N, 255S, 880A, 881A, and those personnel selected for GREAT SKILLS.

(1) CW4 150U applicants must have an SQI of P to be eligible.

(2) CW4 151A applicants must have an SQI of P to be eligible.

o. The CAD program is not open to RC 2LT.

p. The CAD program is not open to RC CW5 or COL.

q. All CAD applicants must possess current knowledge, skills, education, and / or experience in the AOC, or MOS, they are requesting (must present proof of education, certification and work experience at the time of application).

5. Eligibility requirements for CO and WO are found in AR 135-210, and include;

a. Must be medically qualified in accordance with AR 40-501 (Standards of Medical Fitness), Chapter 3.

b. Pass the Army Physical Fitness Test (APFT). The DA Form 705 must be signed by a senior NCO (E7 or higher) and dated within 6 months of application. If required, attach DA Form 5500 (male) or 5501 (female) (Body Fat Content Worksheet), in accordance with AR 600-9, The Army Body Composition Program.

c. Have a security clearance commensurate with AOC / FA / MOS requirements and be of secret or higher.

d. CO's must have, at a minimum, a baccalaureate degree from an accredited university / college recognized by the U.S. Department of Education (does not apply to

WO applicants).

- e. WOs must be able to attain 20 years AFS by age 62.
- f. COs must be able to complete 20 years of AFCS before reaching age 62 and 10 years of AFCS before completing 20 years AFS.
- g. Must be a citizen of the United States.
- h. Applicants must be BOLC graduates (provide DA Form 1059 with application).
- i. All personnel selected for the CAD program must request a release from active duty (REFRAD) if currently on orders prior to publication of RA assignment and appointment orders. RA Orders will not be published for a start date which overlaps with a current active duty order.
- j. All applicants for RA appointment will have their AMHRR reviewed for derogatory (DEROG) information or indications of performance below their peers. Applicants with DEROG and / or high probability of non-selection to the next higher grade, on a RA / Army Competitive Category (ACC) Promotion Board, may be denied.
- k. CAD applicants must access and appoint to RA in the grade held at time of application. If applicant is promoted in the RC (USAR or ARNG) then the application for RA Appointment must be re-staffed based upon the new and higher grade. In all cases, the AOC for RA Appointment is based upon both qualifications and the needs of the Army at the time of application. Multiple AOC / FA / MOS may be considered, but only one AOC will be approved at time of RA Appointment. Promotable officers, see information below.
  - (1) Upon acceptance of RA appointment and placement on the active duty list (ADL), future RA promotion consideration will be in accordance with AR 600-8-29 and the current RA ACC CO promotion system. Promotion to the next higher grade will not take place until selected and the results are approved by the Secretary of Defense (SECDEF). If a RC officer is selected by a HQDA promotion selection board and enters AD as a RA officer before their promotion orders are published, he or she may be processed for promotion on ADL. Officers should be aware that final promotion on the ADL could take several months to complete. In all cases, Officers applying for CAD must meet eligibility criteria, be approved for RA appointment at the proper grade in accordance with a confirmed scroll, and meet all RA deadlines in accordance with the current MILPER.
  - (2) CO in the rank of 2LT do not require one year on the ADL in order to qualify for automatic / decentralized promotion to 1LT. Time in grade requirements must be met and applicant must first receive a RA promotion order from HRC.
  - (3) CO in the rank of 1LT, CPT, MAJ, and LTC require one year on the ADL prior to the

convene date of an ACC promotion board in order to be considered for the next higher grade. TIG requirements must be met and must receive the RA promotion order from HRC.

(4) WO in the rank of WO1 require 18 months on the ADL in order to qualify for automatic / decentralized promotion to CW2. TIG requirements must be met and must receive the RA promotion order from HRC.

(5) WO in the rank of CW2, CW3 and CW4 require 24 months on the ADL prior to the convene date of an ACC promotion board in order to be considered for the next higher grade. TIG requirements must be met and must receive the RA promotion order from HRC.

(6) ARNG applicants who have been selected for State promotion must have Federal Recognition (FEDREC) for the higher rank, prior to accepting RA appointment orders via CAD. A confirmed RA appointment scroll for the next or higher rank is required in order to publish RA appointment orders / RA assignment orders.

(7) Requests for Exceptions to Policy (ETP) for the aforementioned minimum time on the ADL must first be approved by the first Brigadier General in the SM's Chain of Command and forwarded to HRC Promotions for final approval. Approved ETP's will enable consideration for promotion via the next ACC promotion board without waiting on time served on the ADL.

(8) In all cases CO, CW2, and above, transitioning from RC to RA must have a confirmed Appointment Scroll in the Regular Army for their current grade.

#### I. Transferring Between Components While Being Considered By a Promotion Board.

(1) RC officers who are on an approved Department of the Army (DA) promotion standing list (with Confirmed Promotion Scroll) are eligible to transfer their promotion from the RC to the AC, at the next higher grade. Upon accession from the RC to the AC, the officer will contact HRC promotions at 502-613-9009 or [usarmy.knox.hrc.mbx.tagd-ac-officer-promotions@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-ac-officer-promotions@mail.mil) to request a promotion transfer scroll and subsequent promotion orders. Upon promotion transfer scroll approval, HRC promotions will integrate the officer onto the AC promotion list based on the officers' date of rank in their current grade.

(2) In order to become eligible for the promotion transfer scroll, the officer must remain in the RC while the officer is being considered for promotion and the promotion scroll approval. Once that is complete, the RC promotion selection will be transferred to the AC.

#### 6. Eligibility criteria for select WO MOS identified in paragraph 4.l, 4.m, and 4.n.

- a. Must meet CAD eligibility requirements in paragraph 5.
- b. All 311A officers must have a Tier 5 single scope background investigation or a periodic reinvestigation within the last five years and be eligible for a top-secret clearance with sensitive compartmented information access prior to making application for this program.
- c. All 311A officers must have no derogatory information in the CID Special Agent Accreditation file.
- d. USAR 311A Officers must obtain a letter of recommendation from the CCWO, 200th MP Command; IMA and ARNG WO must have letter of recommendation from the Senior WO, Reserve Affairs Division, USACIDC.
- e. Exceptions to eligibility requirements in paragraph 4, for Aviation Officers, will be made on a case-by-case basis, by the Aviation Branch Chief, with final approval determined by Chief, Officer Readiness Division.
- f. Aviation Warrant Officers in the rank of CW3 and CW4 must be a qualified Pilot-in-Command with an SQI of B, C, F, G, I, or L.

7. Eligibility criteria for ARSOA CO and WO applicants identified in paragraph 4.b and 4.c:

- a. Must meet CAD eligibility requirements in paragraph 5.
- b. Must complete successful screening and hands-on assessment with ARSOA.
- c. Must volunteer for assignment within ARSOA.

8. Ineligibility criteria:

- a. RA or RC officers not selected for promotion to the next higher grade, with the exception of those officers identified in AR 135-210, 2-3b.(1)(a) (subparagraphs 1, 2, and 3).
- b. Applicants cannot be receiving severance pay unless for disability.
- c. In accordance with AR 135-210 CAD Applicants cannot be pregnant. Female applicants must self-declare pregnancy prior to accepting RA appointment.
- d. Released from AD for any of the following reasons:
  - (1) As a result from an AD Show Cause / Elimination Board.

- (2) As a result from Medical Board proceedings.
- (3) Hardship or compassionate reasons, unless documented evidence is provided that substantiates the reason(s) for separation has been resolved.
- (4) Resignation in lieu of elimination or resignation for the good of the service or in lieu of a court-martial.
- (5) Any officer previously selected for involuntary separation.

e. ETP for CAD eligibility must be received with the application. Applications received, that do not meet CAD eligibility requirements, and do not have an approved ETP, will be returned without action. ETP requests are not staffed through HRC, Officer Accessions. ETP's are initiated by the applicant, submitted through the chain of command to the component (USARC G-1 or ARNG-G1), and forwarded through the Directorate of Military Personnel Management (DMPM), for the Army, Deputy Chief of Staff G-1, for approval or disapproval.

f. If you do not meet eligibility requirements, you may want to consider applying for the AGR program. The AGR program allows USAR officers to serve in a full-time active duty status. The AGR entrance board held at HRC will consider applications from all 1LTs, CPTs, CW2s, CW3s, and CW4s. For information on the AGR program, you can go to the HRC website:

[https://www.hrc.army.mil/content/Active%20Guard%20and%20Reserve%20\(AGR\)%20Officer%20and%20Warrant%20Officer%20Program](https://www.hrc.army.mil/content/Active%20Guard%20and%20Reserve%20(AGR)%20Officer%20and%20Warrant%20Officer%20Program).

## 9. Application procedures:

a. When assembling your application, ensure all required / applicable documents are in chronological order, as one standard Adobe Reader format (No Portfolio View) .PDF, in accordance with the CAD checklist or your request will be returned without action.

b. Applications can be found at: <https://www.hrc.army.mil/content/Call%20to%20Active%20Duty%20Program>. Submit applications electronically to [usarmy.knox.hrc.mbx.opmd-cad-officer@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-cad-officer@mail.mil).

c. Applicants must submit all documents, to include DD 368, Conditional Release, in accordance with the checklist found at the following link: <https://www.hrc.army.mil/asset/17908>. Applicants must submit their application in the following order:

- (1) CAD Checklist: Can be found on the website found in 9b above.
- (2) Applicants currently serving on mobilization, Active Duty for Training (ADT), Active

Duty Operational Support (ADOS), ARNG State Mobilization Order, or any order placing the applicant in an active duty status are eligible to apply. However, RA orders will not be published until necessary amendments are provided by issuing authority in order to enable an RA report date. RA report date must not overlap with an existing AD order. Applicants who are serving on a current mobilization or ADOS Order must include an approved REFRAD memo signed by the first O-6 / Colonel in the chain of command of the applicant. REFRAD memo is required in order to confirm the anticipated release date from the current AD Order. This memo does not supersede Conditional Release.

(3) Applicants must submit DA Form 160-R, Application for AD.

(4) A current copy of your Individual Medical Readiness (IMR) printout from MEDPROS. Applicants whose examination is more than 18 months before the anticipated date of entry on AD, must undergo a Chapter 2, physical examination and evaluation in accordance with AR 40-501. If age 39 1/2 at time of submission of application, must have an over 40 medical examination. <https://medpros.mods.army.mil/medpros/MyMedicalReadiness/medical.aspx>

(5) Aviation branch applicants must meet the medical fitness standards in accordance with AR 40-501, Chapter 4, Class II Flight Physical (with U.S. Army Aeromedical Center "Qualified" stamp) within 12 months or a copy of the most recent Class II flight physical and a current DD Form 2992 indicating officer is qualified for full flying duty (FFD).

(6) Verification that a non-reactive HIV test has been taken within the 24 months prior to the start date of AD. A military installation or DOD contractor must administer the test; the IMR printout from No. 3 will satisfy this requirement.

(7) Statement of security clearance from a security manager stating clearance level, date final clearance granted, type of investigation conducted, and date background investigation completed or confirmation of clearance initiation or completed national agency check. This statement is separate from the SF 86.

(8) If the clearance is within 180 days of expiring or has already expired, an electronic SF 86 (Questionnaire for National Security Positions) must be submitted. Submit hardcopy SF 86 with the signed authorization forms for medical and personnel information. The Defense Security Service (DSS) has mandated the use of the electronic personnel security questionnaire (EPSQ). Download the EPSQ from the security homepage at <http://www.dss.mil>. If technical assistance is needed, contact DSS customer service at (888) 282-7682 or email EPSQ questions to: <http://www.dss.mil> or [usarmy.knox.hrc.mbx.epmd-security@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-security@mail.mil) or 502-613-5859.

(9) Copy of all DD Forms 214 or NGB forms 22.

(10) Current NGB Form 23 (retirement credit record, for ARNG personnel) or DA Form 5016 (Chronological Statement of Retirement Points, for USAR personnel).

(11) ARNG officers must provide a copy of their State promotion order supplemented by an ARNG-Federal Recognition Order (NGB Form 0122E). Applications received with a State promotion order, but missing the NGB Form 0122E, will be returned without action. RA appointments require an appointment Scroll that matches the last rank annotated on the NGB Form 0122E.

(12) USAR officers must provide a copy their promotion order or Oath of Office (DA Form 71) for 2LT.

(13) Copy of APFT, DA Form 705 signed by a senior NCO (SFC or above) or a CO (cannot be signed by applicant), dated within six months of application. If required it must be accompanied with a body fat content worksheet (DA Form 5500-R or DA Form 5501-R) in accordance with AR 600-9.

(14) All service school Academic Evaluation Reports (AER) (DA Form 1059).

(15) All Officer Evaluation Reports (OER) (DA Form 67-8, 67-9, 67-10-1, 67-10-2).

(16) Copy of official transcripts indicating college / university, conferred degree, and year graduated. We do not accept hard copy transcripts.

(17) Chronological listing of all civilian and / or military employment and degree of responsibility at each position.

(18) Officer Record Brief (ORB) / Army Record Brief (ARB).

(19) Official DA Photo (within last 12 months) is mandatory for all applicants. Exceptions for deployed and geographically displaced Soldiers are as follows: full body photo (within 12 months), against a clear background, in your duty uniform (ASU if not deployed, OCP / ACU if deployed).

(20) Company grade Officers and all WOs will submit a Letter of Recommendation (LOR) from one LTC (O5) or above that is currently serving in the Army (all Army components). Letter of recommendation must reflect recent and relevant work experience and be within a year of application submission.

(21) Field grade Commissioned Officers will submit a LOR from one COL (O6) or above that is currently serving in the Army (all Army components). LOR must reflect recent and relevant work experience and be within a year of application submission.

(22) Obligated and non-obligated Officer must have an approved DD Form 368, request for Conditional Release from their respective component (USAR, IRR, IMA, or ARNG). (see 9. e.)

(23) CAD Conditional Release Request Memorandum signed by the Soldier only (All applicants must submit this memorandum).

d. All eligible applicants outlined in this MILPER message must submit all required documents for initial consideration at the time of submission. Applicants without all required documents, to include DD 368, Conditional Release, will be returned without action.

e. Obligated and non-obligated Officers must have a Conditional Release from the respective component (USAR, IRR, IMA, or ARNG).

(1) USAR: Obligated and non-obligated USAR Officers must submit their request for conditional release, DD Form 368, THRU their chain of command to the appropriate approval authority as established in the Personnel Actions Guide (PAG) via the ePAT system. Conditional release requests for obligated officers will be adjudicated by the USARC G-1 and forwarded to HRC. Conditional release requests for non-obligated officers will be adjudicated by the Geographic and Functional Commander (GFC) and forwarded to the USARC G-1 for validation for forwarding to HRC. Conditional release requests disapproved by an authorized disapproval authority will be forwarded to the USARC G-1 for validation and forwarding to HRC.

(2) USAR AGR: USAR AGR CAD applicants must route their DD Form 368 request THRU their chain of command & the USARC, G1 utilizing their S1 and the ePAT system, to their HRC, Chief, Army Reserve Officers Division (AROD) (HRC will only accept conditional releases routed thru their chain of command via ePAT in accordance with USARC policy and endorsed by Chief, AROD).

(3) USAR IRR / IMA: USAR IRR / IMA CAD applicants must request conditional release through the HRC CAD team for approval by the HRC CG.

(4) ARNG / ARNG AGR: All ARNG CAD applicants must route their DD Form 368, request thru their chain of command utilizing their S1, to their State TAG or authorized delegate in accordance with the delegation of signature authority for adjudication. (HRC will only accept conditional releases signed by the State TAG unless a delegation of signature authority memo accompanies the DD Form 368 submission to HRC).

f. In all cases where the DD Form 368 is used, a recruiter signature is not required for officers in Part II.

g. HRC recommends the DD Form 368, Conditional Release has an expiration date of 180 days or greater in order to enable completion of the application, acceptance and placement on active duty process.

h. Conditional releases will expire one year after approval (USAR & ARNG), no exceptions. However, the DD Form 368 may indicate a shortened expiration

date. Approval authorities are encouraged to enable at a minimum 6-9 months in order to facilitate the processing received applications, appointment Scroll, final approval, and orders publication. Expiration dates of 90 days or less regularly require re-staffing and are highly discouraged.

#### 10. Additional Information for CAD Selectees:

- a. Appropriate HRC career division will determine assignment locations and report dates for officers selected for active duty.
- b. All CAD selectees, with dependents, must complete an EFMP screening in order to enable overseas assignments (to include Alaska and Hawaii). If assistance is needed, contact EFMP at [usarmy.knox.hrc.mbx.epmd-efmp-poc@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-efmp-poc@mail.mil) or 502-613-5861.
- c. All CAD selectees, with active component spouse, may enroll in the Married Army Couples Program (MACP) upon reporting to the first duty assignment. First duty assignment considerations are managed by the active duty assignment officer.
- d. CAD approved applicants must have a confirmed scroll, this process includes an approved SECDEF Scroll for company grade officers and approved Scroll by the Senate for field grade officers.
- e. CAD approved officers will incur a mandatory three-year active duty service obligation (ADSO).
- f. Officers who are accessed to the active duty ARSOA training pipeline, who fail to successfully complete all phases of training (Green Platoon, AQC, Environmental, etc.), are subject to Show Cause or separation from AD proceedings.

#### 11. Requirements upon arrival at first duty station:

- a. Sign in at installation.
- b. Execute a RA Oath of Office (DA Form 71) to accept RA appointment. This must be done at the gaining installation, on the first day of your assignment / valid report date as indicated by assignment orders. The DA 71, is an acceptance of RA appointment. Separation from RC will be the day before to your acceptance of RA appointment and execution of the DA Form 71.
  - (1) Forward your executed RA, DA Form 71 on your report date in accordance with your RA Appointment orders to HRC, Officer Accessions Branch.
  - (2) Failure to provide RA, DA Form 71 to HRC, Officer Accessions Branch, prevents the completion of the AD accessions process and placement on the ADL as a RA

Officer. Failure to ensure this step may result in the inability of the Service Member to be visible in given Active Duty Systems with serious impact upon all pay, allowances, Common Access Card, DEERS Enrollment / health insurance and enterprise email.

(3) Upon execution of the RA DA Form 71, RC officers who received a conditional release, must also validate Part III of the DD Form 368. HRC recommends that the same person who executed your DA Form 71, also validates your DD Form 368. Once complete, forward the DD Form 368 to your previous component, G1 (i.e. ARNG State G1) in order to establish first day of RA appointment.

(4) ARNG and USAR officers must send their DD Form 368, RA, DA Form 71, and all RA orders / amendments to their previous component G1 in order to finalize transfer to RA.

c. Complete a Statement of Service for a Computation of Length of Service for Pay Purposes (DA Form 1506), to adjust / validate your basic active service date (BASD), pay entry basic date (PEBD), and year group determination for promotion eligibility. Failure to complete the DA Form 1506 may have serious impact upon pay, benefits, and promotion eligibility.

d. Upon receipt of approved DA Form 1506, all newly appointed RA officers who entered the ADL via the CAD Program, must submit for an Active Date of Rank (ADOR) to HRC Promotions. Submissions are expected within the first 30 days of RA appointment and not later than 90 days after acceptance of RA appointment. Failure to complete the ADOR process may have serious impact upon pay, benefits, and correct promotion eligibility.

e. Requests for ADOR are enabled when the applicant provides the below documents to the HRC Promotions Team Box at: [usarmy.knox.hrc.mbx.tagd-ac-date-of-rank-determinations@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-ac-date-of-rank-determinations@mail.mil). Submission requirements for ADOR are dependent upon rank; see below for detailed instructions:

(1) 2LT - WO1: RA orders, RA appointment order, RA DA Form 71, and RC DA Form 71 or NGB 0122E FEDREC for ARNG.

(2) 1LT- CW2: RA Orders, RA appointment order, RA DA Form 71, 1LT- CW2 promotion orders and 2LT - WO1 appointment DA Form 71 or NGB 0122E FEDREC.

(3) CPT - CW3 and Above: RA orders, RA appointment order, RA DA Form 71, all promotion orders including 2LT - WO1 appointment (RC DA Form 71 or NGB FEDREC NGB 0122E), DA Form 5016 and / or 249E (Reserve Retirement Points), NGB 23 A / B (NG Retirement Points), and all DD Form 214 with the rank being accessed on to ADL.

f. Upon receipt of approved DA Form 1506, all newly appointed RA officers who entered the ADL via the CAD Program must submit for a MRD re-calculation to HRC Retirements and Separations. Submissions are expected within the first 30 days of RA

appointment and not later than 90 days after acceptance of RA appointment.

(1) Requests for MRD re-calculation are enabled when the applicant provides their DA Form 1506.

(2) Requests for MRD re-calculation are submitted to the HRC Retirements and Separations Team Box at: [usarmy.knox.hrc.mbx.opmd-rets-seps-special-actions@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-rets-seps-special-actions@mail.mil).

12. Additional information and checklists can be found at <https://www.hrc.army.mil/content/Call%20to%20Active%20Duty%20Program>.

13. To request information about application procedures, please contact the Officer Accessions CAD Program Manager at 502-613-6299, 502-613-6221.