

CHECKLIST FOR DETERMINING THE APPROVAL AUTHORITY FOR ACTIVE DUTY (AD) OR FULL-TIME NATIONAL GUARD DUTY (FTNGD) SPECIAL WORK LONG AND SHORT TOURS OTHER THAN ACTIVE GUARD/RESERVE

For the purpose of these questions, the terms Active Duty (AD) and Full-Time National Guard Duty (FTNGD) refer to all short and long tour paid duty programs, other than IDT and RMAs, available to any service member (SM) assigned to the ARNG (e.g., AT; ADT; ADOS; CO-ADOS; FTNGD), including service previously performed in other components. Tour guidance for ADOS is found within AR 135-200. The offices of primary responsibility are NGB-ARO-O and NGB-ARH-S.

Under what Title and under what program is the tour (e.g., T10 ADOS; T32 FTNGD)? _____ / _____.

Will SM reach 17 years of active service by the start of the tour? **No ___.** **Yes ___ (requires CNGB approval).**

Will SM reach 18 years of active service before end of the tour? **No ___.** **Yes ___ (requires CNGB approval).**

How many days is the proposed tour? _____ **days.**

Has SM performed any other AD or FTNGD (to include service in other components) within this FY? **No ___.** **Yes ___.**

If yes, how many days of AD or FTNGD? _____ **days.**

Will the cumulative total of active service in the FY, in conjunction with all other AD/FTNGD tours, be less than 180 days of active service for the FY? **Yes ___.** **No ___ (requires CNGB approval).**

Note: Service members are not permitted to accumulate 6 or more years of continuous active service, including all breaks less than 31 days, and thereby become eligible for separation pay. Breaks in AD/FTNGD programs of less than 31 days do not constitute a valid break in service.

Does SM have 4 or more years of continuous active service? **No ___.** **Yes ___ (requires CNGB approval).**

Does the tour begin within the first 60 days of the new FY? **No ___.** **Yes ___.**

If yes, will SM perform more than 30 days of cumulative AD/FTNGD in the 4th quarter of the preceding FY? **No ___.** **Yes ___ (requires CNGB approval).**

Will SM be within 6 months of ETS (enlisted) or MRD (officer) at the start of the tour? **No ___.** **Yes ___ (requires CNGB approval).**

Note: When extending a tour, a new DA Form 1058-R is required for that extension period.

For the proposed tour period, has SM signed the required statement, per AR 135-200, para 6-6c, in the Remarks section on the DA Form 1058-R? **Yes ___.** **No ___ (return to SM for signature).**

Publishing orders:

a. For TAG approved tours, retain a copy of this completed checklist and a copy of the DA Form 1058-R. Maintain with file copy of service member's tour orders.

b. For CNGB-level waivers, forward this completed checklist (to arrive at NGB NLT 45 days prior to proposed start date), a copy of the DA Form 1058-R, and the waiver request with supporting documents. If approved, maintain with file copy of service member's tour orders. If not approved, these documents have no further filing requirement.