

CO-EAD TOUR CHECKLIST

WAIS Requirement:
 YES NO

I. SOLDIERS SECTION (completed by Applicant- all fields required)				
1. Name: (Last, First MI)	2. SSN:	3. Grade:	4. Sex:	5. PMOS:
6. # Dependents:	7. DOR: YYYYMMDD	8. Last Promotion Auth: RA USAR ARNG	9. Email Address [.mil only] AKO preferred	
10. Current Address:	11. HOR Address (if different then #10):	12. PEBD: YYYYMMDD		
		13. RC ETS: YYYYMMDD (must exceed 3 yrs.)		

II. Required Documentation (Provided by Applicant to Employer)	
TYPE	REMARKS
Requesting Memo	Soldier's MACOM must submit a memo requesting the soldier to be placed on a Contingency Operations Extended Active Duty (CO EAD) tour. Memo must be signed by first general officer in the MACOM chain of command.
Justification Memo	MACOM must attach or include in the requesting memo the following information: JUSTIFICATION: (include what applies) UIC: Billet number: MOBTDA Number: MOBTAD DOC Number: MOB TDA EDATE: Paragraph and Line Number: Incumbent information: NAME, RANK, SSN, COMPONENT (USAR-TPU, ARNG, IRR, IMA) CO-EAD Requested Tour Start Date:
Minimum Qualifications	Soldier must have completed 2 years of mobilization
DA Form 4651-R / Letter of Release	TPU soldiers must submit a DA Form 4651-R to transfer to the USAR Control Group (REIN). (Prior to being placed on an active duty assignment the soldier must submit the copy of the actual transfer orders.) ARNG soldiers submit a Release memo from their Adjutant General's office before they can be placed on the active duty assignment. <u>THERE ARE NO EXCEPTIONS TO THIS POLICY.</u>
DA Form 160	Filled out by applicant from soldier to HRC, ATTN: AHRC-PDZ-RC, 200 Stovall Street, Alexandria, VA Block 9a for a period of 2 years. Block 10a UIC of assignment, Block 10c Installation of assignment.
Orders	Copy of all mobilization orders, amendments and extensions, TCS orders, CO-TTAD orders associated with this request.
Promotion Orders	Last promotion order showing current rank.

Point of Contact for this request:

NAME:

EMAIL:

Email request to: wynora.harris@hoffman.army.mil

or

Fax request to: 703-325-4838/8959 DSN 221-4838/8959

Gaining Employer must fax all required documentation and cover sheet to
 RC SPT SVC DIV at (703) 325-4838/8959 DSN 221