

# WTU/CBWTU APPLICATION CHECKLIST (OFFICER)

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

National Guard State: \_\_\_\_\_ Branch: \_\_\_\_\_

Location and Position Applying for: \_\_\_\_\_

*WE ONLY NEED DOCUMENTS THAT ARE ON THIS LIST. PLEASE **DO NOT** PROVIDE ANY OTHER DOCUMENTS.*

\_\_\_ Application Form

\_\_\_ Commander Release Memo (Memo stating that your unit is willing to release you for 365 Days)

\_\_\_ DA form 2-1 or ORB

\_\_\_ DA Form 705 (APFT) (Most recent)

\_\_\_ DA Form 5500/5501 (Army Body Fat Content Worksheet) (if needed)

\_\_\_ Profile DA form 3349 (if applicable)

\_\_\_ Last 3 OER's (if there is a break in your OER's, please write a memo stating why)

\_\_\_ DA Photo within 12 months (May take personal, full length, picture in Class 'A' uniform with digital camera. However must have white background, and must have date on photo)

\_\_\_ DA Form 1059 for completion of CCC, OBC, ILE etc...(Please send only the most recent 1059)

\*\*\*\*\* SM MUST NOT HAVE MORE THAN 1095 DAYS ADOS IN THE PAST 1460 DAYS. Read ALARACT 069/2009 "4. Specific Limitations" attached below (Page 3). \*\*\*\*\*

\*\*\*\*\* ONCE SELECTED SSG KING WILL CONTACT YOU TO START A DAMP-A PACKET\*\*\*\*\*

**NO WAIVERS**

**SUSPENSE FOR THESE DOCUMENTS IS 1 WEEK FROM  
RECEIVING THIS CHECKLIST.**

If you have any questions concerning these documents, you can contact me at [wtu@ngb.army.mil](mailto:wtu@ngb.army.mil) or 703.601.7908 (o) .

# **WARRIOR TRANSITION UNIT STAFF/CADRE APPLICATION PROCESS**

Thank you for your interest in volunteering for a position at a Warrior Transition Unit / Community Based Warrior Transition Unit. By assisting Soldiers returning from deployment with injuries and illnesses you will play an instrumental part in their recovery and return to their families and friends, homes and jobs.

Please begin by sending an email to the WTU/CBWTU recruiter, SSG Cassandra King at [wtu@ngb.army.mil](mailto:wtu@ngb.army.mil) indicating the location and position that you are interested in applying for. She will reply to you with the prequalifying questions necessary to ensure you are qualified for one of the vacancies listed. Please include a telephone number at which she can contact you. Also include the state national guard that you are affiliated with.

Below is a list of items needing to be completed thoroughly and returned to the WTU/CBWTU recruiter. You can find all documents needing to be completed on the WTU Manning Website on GKO, <https://gkoportal.ngb.army.mil/sites/G1/SFSS/SSB/WTU/default.aspx> or CBWTU <https://gkoportal.ngb.army.mil/sites/G1/SFSS/SSB/CBWTU/default.aspx>. Save these documents to your computer, not on GKO. Only complete packets will be looked at and processed for orders.

## **\*DA 705 –**

Make sure it is filled out completely and signed off by appropriate personnel, should be within 1 year of position start date!!!

DA Form 5500 / 5501 must be forwarded if you get taped when you weigh-in. Make sure it is filled out completely and signed off by appropriate personnel, should be within 1 year of position start date!!!

Include any profiles you are currently on preventing you from taking one or more of the APFT events.

## **\*DA Photo –**

Please include current DA Photo. If you cannot obtain one you may take a full body, color photo in ACU's against a neutral back drop to include a memo stating why you do not have Class A's signed by your CoC.

## **\*DA 2-1 / ORB –**

Make sure it is up-to-date and filled in completely. Should reflect most recent information of your past career. Also, make sure it is stamped/signed by a certifying official in your Unit or State.

## **\*Last 3 OER's –**

Should be most recent 3 OER's. If there is a break in OER's please submit a memo explaining why there is no OER for the time period missing.

## **\*DA 1059 –**

Please include both highest / most recent OES and MOSQ school 1059's.

## **\*TAG Release –**

Will be done electronically through DAMPS-A once selected for a position.

**\*Address Validation** – Incorrect addresses are common, validate your address before you sign/submit your request for orders in DAMPS-A. **Your address cannot be changed once you sign/submit.**

**ALARACT 069/2009** NEW GUIDELINES CONCERNING ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) AND RETIREE RECALL REQUESTS, DTG 132047Z MAR 09. The Army is implementing revised management guidelines for ADOS and retiree recall tours. This message provides an update on ADOD/CO-ADOS and retiree recall tour limitations. See the message for specific changes.

Classification: UNCLASSIFIED  
Caveats: FOUO

R 132047Z MAR 09  
FM PTC WASHINGTON DC//ALARACT//  
TO ALARACT  
ZEN/RMY/OU=ORGANIZATIONS/OU=ADDRESS LISTS/CN=AL ALARACT (UC) BT UNCLAS QQQQ  
SUBJ: ALARACT 069/2009 NEW GUIDELINES CONCERNING ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) AND RETIREE RECALL REQUESTS UNCLASSIFIED// THIS MESSAGE IS SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON/DC//DAPE-MPZ-MM//

SUBJECT: NEW GUIDELINES CONCERNING ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) AND RETIREE RECALL REQUESTS

1. REFERENCES.

A. MEMORANDUM, ASSISTANT SECRETARY OF THE ARMY, MANPOWER AND RESERVE AFFAIRS (ASA (M&RA)), 21 FEBRUARY 2008, SUBJECT: POLICY FOR MANAGEMENT OF RESERVE COMPONENT SOLDIERS ON ACTIVE DUTY FOR OPERATIONAL SUPPORT AND FULL-TIME NATIONAL GUARD DUTY FOR OPERATIONAL SUPPORT.

B. G-1 PERSONNEL POLICY GUIDANCE, 13 FEBRUARY 2008.

C. THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2005 (NDAA 05).

D. AR 601-10, MANAGEMENT AND MOBILIZATION OF RETIRED SOLDIERS OF THE ARMY, 30 NOVEMBER 1994.

2. BACKGROUND. DUE TO THE ARMY ACHIEVING ITS' GROW THE ARMY END STRENGTH, THE ARMY LEADERSHIP IS IMPLEMENTING VARIOUS TOOLS TO SHAPE THE FORCE. ACCORDINGLY, THE ARMY IS IMPLEMENTING REVISED MANAGEMENT GUIDELINES FOR ADOS AND RETIREE RECALL TOURS.

3. PURPOSE. THIS MESSAGE PROVIDES AN UPDATE ON ADOS/CO-ADOS AND RETIREE RECALL TOUR LIMITATIONS.

**4. SPECIFIC LIMITATIONS:**

A. 10 USC 12301(D) ADMIN / CONTINGENCY ADOS

(1) INITIAL TOURS WILL NOT EXCEED 365 DAYS.

(2) TOUR EXTENSIONS WILL NOT EXCEED 365 DAYS PER EXTENSION.

(3) ADOS TOURS WILL NOT EXCEED 1095 CUMULATIVE DAYS OUT OF THE PREVIOUS 1460 DAYS.

(4) ANY ADOS ORDER EXCEEDING 1095 CUMULATIVE DAYS OUT OF THE PREVIOUS 1460 DAYS THAT EXPIRES BEFORE 31 MAY 09 WILL BE AUTOMATICALLY EXTENDED TO 31 MAY 09 BY HRC AND ADDITIONAL EXTENSIONS WILL NOT BE GRANTED.

(5) FUTURE ADOS ACCOMPANIED OCONUS ADMINISTRATIVE AND CONTINGENCY TOURS ARE SUSPENDED.

(6) ADOS REQUESTS THAT ALLOW SOLDIERS TO ENTER INTO SANCTUARY ARE SUSPENDED.

B. 10 USC 688 RETIREE RECALLS

(1) VOLUNTARY RECALL OF RETIRED SOLDIERS UP 10 USC 688 IS SUSPENDED. LIMITED EXCEPTIONS WILL BE APPROVED ON A CASE BY CASE BASIS (IE AMEDD, LINGUISTS, CATHOLIC CHAPLAINS AND AVIATION).

(2) ANY RETIREE RECALL ORDER THAT EXPIRES BEFORE 31 MAY 09 WILL BE AUTOMATICALLY EXTENDED TO 31 MAY 09 BY HRC AND ADDITIONAL EXTENSIONS WILL NOT BE GRANTED

(3) SERVING 10 USC 688 RETIREE RECALLS CAN REMAIN ON ACTIVE DUTY UNTIL THEIR CURRENT ORDERS EXPIRE AND COMMANDS CAN REQUEST CONSIDERATION IAW ITEM B(1).

5. COORDINATING INSTRUCTIONS:

A. ADDITIONAL GUIDELINES MAY BE DISSEMINATED TO SUPPORT ONGOING STRENGTH MANAGEMENT EFFORTS AND TO MEET DOD STRENGTH AND BUDGETARY GUIDANCE.

B. HQDA G-1 WILL PUBLISH ADDITIONAL GUIDANCE AND STRATEGIC COMMUNICATIONS AS NEEDED.

6. POINTS OF CONTACT FOR THIS MESSAGE ARE AS FOLLOW:

- A. FOR RELATED OFFICER PERSONNEL MANAGEMENT QUESTIONS CONTACT HQDA, G-1, DAPE-MPO-D, LTC JULIE GRANT, 703-695-6615 (DSN 225-6615), [JULIE.GRANT@US.ARMY.MIL](mailto:JULIE.GRANT@US.ARMY.MIL) .
- B. FOR RELATED ENLISTED PERSONNEL MANAGEMENT QUESTIONS CONTACT HQDA, G-1, DAPE-MPE-IP, LTC OLITA ROSE, 703-695-7614 (DSN 225-7614), [OLITA.ROSE@US.ARMY.MIL](mailto:OLITA.ROSE@US.ARMY.MIL) .
- C. FOR RELATED PERSONNEL MOBILIZATION POLICY QUESTIONS, CONTACT HQDA, G-1, DAPE-MPZ-MM, LTC CYNTHIA MCCARTY, 703-695-5668 (DSN 225-5668), [CYNTHIA.MCCARTY@US.ARMY.MIL](mailto:CYNTHIA.MCCARTY@US.ARMY.MIL) .
- D. FOR RELATED OPERATIONAL CONTINGENCY QUESTIONS, CONTACT HQDA, G-3, DAMO-ODM, LTC AMY TALBERT, 703-614-1553 (DSN 224-1553), [AMY.TALBERT@CONUS.ARMY.MIL](mailto:AMY.TALBERT@CONUS.ARMY.MIL) .
- E. FOR RELATED RESOURCING QUESTIONS, CONTACT HQDA; G-1, DAPE-PRR, LTC MARTIN KLEIN, 703-614-4838 (DSN 214-4838), [MARTIN.F.KLEIN@CONUS.ARMY.MIL](mailto:MARTIN.F.KLEIN@CONUS.ARMY.MIL) .
- F. FOR RELATED END STRENGTH QUESTIONS, CONTACT HQDA, G-1, DAPE-PRP LTC LYNETTE ARNHART, 703-692-7298 (DSN 222-7298), [LYNETTE.ARNHART@CONUS.ARMY.MIL](mailto:LYNETTE.ARNHART@CONUS.ARMY.MIL) .
- G. EXPIRATION CANNOT BE DETERMINED.

Classification: UNCLASSIFIED

Caveats: FOUO