

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" programs refer to **ALL** short and long tour paid duty programs available to soldiers within the ARNG (i.e. AT, ADT, ADSW, TTAD, FTNGD-CD, FTNGDSW, including AT with unit or service in another components, etc..) other than IDT and RMAs (Tour guidance for ADSW (T-10) is within AR 135-200; FTNGDSW (T-32) is within NGR 37-111, Office of primary responsibility is NGB-ARO-O and NGB-ARH-S respectively).

1. Under **what Title and what Program** (Title 10 USC/ ADSW or 32 USC/FTNGD) is this tour? _____ / _____
This is identified in the first paragraph on the announcement.
 2. Will the soldier achieve or does he/she **currently have 17 years of AFS** prior to / during this tour?
(No / Yes — Requires CNGB approval)
AFS is Active federal service. This is answered using the BASD date.
 3. Will this soldier achieve or does this soldier **have 18 years of AFS** prior to / during this tour?
(No / Yes – Requires CNGB approval)
AFS is Active federal service. This is answered using the BASD date.
 4. The proposed tour is for how many days? _____ days.
If not known you can leave blank
 5. Has the soldier performed any other AD or FTNGD (to include service in other components) within this FY?
(No / Yes - How Many Total Days of AD/FTNGD _____)
Self explanatory
 6. If this tour's cumulative total, in conjunction with all other AD/FTNGD tours, **IS LESS THAN** 180 days of service this FY, then **TAG** has approval authority. **Self explanatory** (TAG has authority? Yes / No)
 7. If this tour's cumulative total, in conjunction with all other AD/FTNGD tours, **IS MORE THAN** 180 days of service this FY, then **CNGB** must approve prior to the state publishing orders. (**CNGB must approve?** Yes / No)
Self explanatory
- NOTE: Soldiers are not permitted to accumulate six or more years of continuous AFS and become eligible for separation pay (includes all breaks less than 31 days). Breaks in AD/FTNGD programs of less than 31 days do not constitute a valid break in service. A valid break in service is a break of 31 days or more.
8. Does the soldier have four (4) or more years of continuous AFS? (Yes – CNGB must approve waiver/ No)
Self explanatory
 9. Does the soldier's tour begin within the first 60 days of the new FY? (Yes / No)
Self explanatory
 10. If the soldier's tour begins within the **FIRST** 60 days of the new FY, has the soldier performed **MORE THAN** 30 days of cumulative AD/FTNGD within the fourth quarter of the preceding FY?
(Yes (60-day break waiver from CNGB is required) / No)
Self explanatory
 11. Will the soldier be within six months of MRD or ETS at the **BEGINNING** of the tour?
Self explanatory (No / Yes-Requires CNGB Exception to Policy)
 12. The Application(1058) is:
Self explanatory
 - a. **For FTNGDSW** - Do you possess a copy of the **ARNG Format 1058-R** which has the signature of the applicant in block 24 for the current tour? (Yes- then process / No-then return for signature)
Note: When extending a tour, a new DA Form 1058-R is required for that extension period.
 - b. **For ADSW**. Do you possess a copy of the **DA Form 1058-R** which has the signature of the applicant in block 24 for the current tour? (Yes- then process / No- then return for signature) Note: When extending a tour, a new DA Form 1058-R is required for that extension period.
 13. Publishing Orders:
 - a. For TAG approved tours, retain a copy of this checklist and a copy of the ARNG Format 1058-R and maintain with your file copy of the soldier's tour order.
 - b. For CNGB level waivers, forward this checklist (to arrive at NGB 45 days prior to desired start date), a copy of the ARNG Format 1058-R, the request for waiver and supporting documents. If approved these documents will be returned and must be maintained with your file copy of the soldier's tour order. If the waiver request is not approved, these documents will be returned with no further filing requirement.