

How to apply for EAD

- Read all reference and eligibility material on the position you are interested in, ensuring your eligibility.
- Request for positions must be rank equivalent (i.e. E-7 in E-7 positions); I can place an E-7 in an E-8 position, but I can't go down (i.e. E-8 in an E-7 job). E-4, 5, 6s can be mixed as long as the E-6 is not competing for Chief. There are two Special Assignment Shopping Lists on this web site. One is dedicated solely to Recruiting the other is all other Special Assignments.
- Reservists requesting contracts for programs requiring package material, must meet all criteria as outlined (no waivers), and must submit a complete package, attach the CG-3472 to package, and scan and email to CWO Dignan. No Eresume required.
- Reservists must have the appropriate clearance on file, by Fit for Full Duty by having a current physical on file, be available for world-wide assignment, have dependent care and financial obligations taken care of, and be within weight standards.
- **ENGAGE (i.e. talk to or email) the appropriate Assignment Officer in EPM-2 that is shopping/advertising the vacant Active Duty position. Notice: EPM is the hiring authority.** Keep in mind that Active Duty personnel have a priority over Reservists for all position fills. Please be advised that not all VACANT Active Duty positions are open to EAD contracts. RATED positions are most likely available during the months of 1 May – 1 Sep of every calendar year AFTER all active duty assignments are made. Available contracts will be announced via ALCGENL.
- All EAD contract issued by Special Assignments are two (02) years in duration; rated assignments are subject to change. Yes there are PCS entitlements. Talk to your SPO/Admin Office for more info.
- The default start date of the EAD contract is O/A 15 Jul 13 or if otherwise noted (based on unit need or negotiated).
- Integration from EAD is never guaranteed, it is based on the Open Rate list and Service needs for skill sets and ratings. Integration into Special Assignments is not possible.
- Member's MUST be in good standing with the SELRES Unit. Positive command endorsement required on CG-3472.

- Member's MUST have a current ("green light") physical, weigh-in, dental, and if applicable security clearance reflected in CG Central. See your Admin Office or Medical Clinic for more info.
- Please be advised your FULL Service record will be reviewed.
- Please be advised if you were once full-time Active Duty, the conditions that existed upon departure will be fully reviewed. I am continuing to receive phone calls from individuals attempting to circumvent the Active Duty assignment process by RELADing and requesting EAD. I will not consider an EAD contract unless you have been actively been drilling AND you have been evaluated as a SELRES.
- Please be advised you MUST have a favorable set of evaluations from your SELRES command to support the request for EAD assignment.
- Your District (DXR) MUST sign the Second Endorsement of the CG-3472. Incomplete forms will be returned unprocessed.

HOW TO REQUEST EAD:

Submit a request for [Extended Active Duty \(EAD\), CG-3472](#) through your chain of command. ***EAD request comments block (Reason for Request) MUST contain: (1) Position Number, Unit Name, and Position program (i.e. recruiting, CDA, EOA) (2) NAC date if applicable. (3) Comment that a current physical is on file (less than five years old), the member is FFFD, and has not been on the weight program or is over standards in the last two years. (4) Member's contact phone number and/or home email address. (5) For Special Assignments member meets requirement in [Military Assignment and Authorized Absences, COMDTINST M1000.8, Art 1.E](#) and the applicable program.***

Please ensure the Summary of ACTIVE military service is filled out completely and correctly. Please be advised that EAD contract requests that will take a member over 15 years total Active Service will be thoroughly reviewed and most often will not be approved unless there is a critical Service need. See COMDTINST 1141.3A for more info.

Many Special Assignment programs require package submission or additional comments attached to the CG-3472. It is important that Reservists include all material required the first submission so the commands can endorsement correctly. If a package or additional comments are required, please fax to CWO Mike Dignan (202) 493-1291, along with endorsed CG-3472. PDF electronic files are highly encouraged as long as all signatures are included on the documents.